

Agenda for the 10:00 am Wednesday, September 11, 2024, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

Page No.

(This meeting may be recorded)

1-6 1. ADOPTION OF THE AGENDA

THAT Council adopts the September 11, 2024, regular Council meeting agenda.

2. START OF CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2a) to 2e) in the September 11, 2024 Consent Agenda be adopted.

7 a) THAT the April 9, 2024, 9:30 am special Council meeting minutes be approved as presented.

8-9 b) THAT the July 10, 2024, 10:00 am special Council meeting minutes be approved as presented.

10-17 c) THAT the July 17, 2024, 10:00 am regular Council meeting minutes be approved as presented.

18-19 d) THAT the July 24, 2024, 9:00 am special Council meeting minutes be approved as presented.

20-22 e) THAT the Correspondence Log, dated for reference August 30, 2024, be approved, as presented.

END OF CONSENT AGENDA

3. RECOGNITION - Nil

4. BUSINESS ARISING FROM THE MINUTES - Nil

5. DELEGATIONS

23-24 (1) **Peter Drummond, Qualicum Beach Pickleball Club**, requesting conversion of doubled lined tennis/pickleball court on Veterans Way to Four (4) Pickleball courts.

25 (2) **Graham Sakaki, Mount Arrowsmith Biosphere Regional Research Institute & Andrew Banks, BC Nature**, requesting Council permission to conduct case studies/site analyses on Town property, specifically Berwick Wellfields, DL-10 and Grandon Creek ravine.

6. CORRESPONDENCE

26-29 (1) **Letter dated July 17, 2024 from K. Krishna, Deputy Minister, Ministry of Transportation and Infrastructure in response to the Town's June 26, 2024 letter requesting a change to the Motor Vehicle Act to enable blanket speed reductions.**

Staff Comment: Staff will be discussing the matter with the Town's Traffic Engineer [consultant], RCMP, etc., and will provide a report to Council in advance of the next review of the Community Transportation Plan [September 2025], or alternately, Council can provide direction through 2025 Strategic Planning process.

- 30-36 (2) **Emails dated June 3rd and September 5, 2024 from S. Luck, Qualicum Beach Collective** regarding Community Pianos project.
Staff Comment: As staff are operating under capacity in multiple departments, staff request this item be referred to Strategic Planning for consideration for 2025.

7. PUBLIC AND STATUTORY HEARINGS - Nil

8. BYLAWS - Nil

9. COMMITTEE & LIAISON REPORTS

- 37 (1) **General Government** (Mayor Teunis Westbroek)
 (2) **Public Safety** (Councillor Scott Harrison)
 (3) **Parks & Recreation** (Councillor Anne Skipsey)
 (4) **Community Development** (Councillor Petronella Vander Valk)
 (5) **Arts & Culture** (Councillor Jean Young)
 (a) Notice of Motion [to be made September 11th] | BC Housing
 THAT Council lobby BC Housing to provide financial support to non-profit organizations who wish to provide their land for development of non-market housing [e.g., Kiwanis and other similar groups]

10. STAFF REPORTS

- (1) **Corporate Services**
 (a) **2024 Council Meeting Schedule | Committee of the Whole Meetings**
 [For Reference: May 29, 2024 Council Resolution No. 24-173 THAT Council directs staff to hold two Airport Open Houses, scheduled for June 19, 2024 at 4pm and tentatively scheduled for December 4, 2024, at 4 pm, as Committee of the Whole meetings.]
 Staff Recommendations
 i. **THAT Council directs staff to amend the 2024 Council meeting schedule by cancelling the 4:00 pm September 25, 2024 Committee of the Whole meeting.**
 ii. **THAT Council directs staff to amend the 2024 Council meeting schedule by [insert adding OR cancelling] the tentatively scheduled 4:00 pm, December 4, 2024 Airport Open House Committee of the Whole meeting.**
 (b) **Announcement of Closed Council Meeting Motions**
 Pursuant to Section 117 of the *Community Charter*, Council authorized for release to the public the following motions:
 • **THAT Council authorizes the Chamber of Commerce to locate the 5' x 8' visitor kiosk in Clocktower Square until the end of September 2024.**

- THAT Council approves the one-year Fee for Service Agreement between the Town of Qualicum Beach and the Qualicum Beach Chamber of Commerce with a term ending December 31, 2024; AND FURTHER THAT Council authorizes the Mayor and the Corporate Administrator to execute the Agreement on behalf of the Town.

- (2) **Planning, Community Development & Emergency Planning**
- 38-45 (a) **Development Variance Permit | 119 Fern Road East**
Staff Recommendation
THAT Council directs staff to issue a Development Variance Permit for 119 Fern Road East, as described in the September 11, 2024 Planning report to Council.
- 46-50 (b) **Development Variance Permit | 1025 Qualicum Road [Pheasant Glen]**
Staff Recommendation
THAT Council directs staff to issue a Development Variance Permit for 1025 Qualicum Road, as described in the September 11, 2024 Planning report to Council.
- 51-147 (c) **Development Permit & Development Variance Permit | 3022 Island Highway West**
Staff Recommendation
THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 3022 Island Highway West to be considered by Council at a future regular meeting.
- 148-160 (d) **Development Variance Permit | 361 Popular Avenue**
Staff Recommendation
THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 361 Poplar Avenue to be considered by Council at a future regular meeting.
- 161-164 (e) **Qualicum Beach Skatepark Redevelopment | Request for Proposals for Design-Build Contract**
Staff Recommendation
THAT Council authorizes staff to issue a Request for Proposals for qualified contractors to complete design and construction (“Design-Build”) of the Qualicum Beach Skatepark, based on the January 2024 “Qualicum Beach Skatepark Redevelopment Feasibility Study and Final Concept Report”, as detailed in the September 11, 2024 Planning report to Council.

165-169

(f) **Quality of Life Survey | Request for Proposals**

Staff Recommendations

i. **THAT Council instructs staff to reallocate a budget provision of \$10,000 from the Housing Announcement Implementation Strategic Initiative to the OCP – Quality of Life Survey, thereby increasing the 2024 fiscal year budget provision for the OCP – Quality of Life Survey to \$30,000 and reducing the 2024 fiscal year budget provision for the Housing Announcement Implementation – November 1, 2023 budget provision to \$45,000.**

ii. **THAT Council authorizes staff to re-issue the Request for Proposals (RFP) for the 2024 Quality of Life Survey (QLS), as attached to the September 11, 2024 staff report to Council.**

170-207

(g) **Qualicum Beach Accessibility Plan | Recommendations**

Staff Recommendations

i. **THAT Council endorses the Qualicum Beach Accessibility Plan dated September 2024 in order to comply with provincial legislation and to position the Town to apply for any available grant funding.**

ii. **THAT the following recommendation from the Accessibility Advisory Team (AAT) be referred to 2025 Strategic Planning process:**

- **“THAT the Accessibility Advisory Team recommends to Council THAT Council allocate budget for the development of an Accessibility Action Plan.”**

208-238

(h) **Request for Reconsideration Tree Removal Permit | 537 Chester Road**

Staff Recommendation

i. **THAT Council withdraws the motion on the floor from the February 28, 2024, regular Council meeting:**

THAT the security deposit be waived for 537 Chester Road; AND FURTHER THAT all future fees for security deposits in relation to the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” be waived.

ii. **THAT Council confirms the Director’s decision to issue a tree removal permit with conditions (security deposit/no interest reimbursed) under the Tree Protection Bylaw subject to payment of the security deposit in the amount of \$1,400.00 for property located at 537 Chester Road.**

239-259 (i) **Request for Reconsideration Tree Removal Permit | 481 Dogleg Close**

Staff Recommendation

THAT Council amends the Director's decision to issue a tree removal permit with conditions (security deposit) for 481 Dogleg Close by refunding (due to the proximity to the building footprint) the \$14,000 security deposit paid by the applicant.

260-282 (j) **Tree Removal Application | Town Controlled Land**
Staff Recommendation

THAT Council confirms the Director's decision to deny the applicant's request to remove trees located on the Town-controlled land south of 363 Hoylake Road.

(3) **Municipal Operations**

283-286 (a) **Island Highway AC Watermain Deactivation | Contract & Amendment to 2024 – 2028 Financial Plan**

Staff Recommendations

i. **THAT Council directs staff to include an additional budget provision of \$264,000 for the Island Highway AC Watermain Deactivation project thereby increasing the total budget provision to \$339,000 for the 2024 fiscal year.**

ii. **THAT the additional budget provision of \$264,000 be funded from the Water Infrastructure Reserve for the Island Highway AC Watermain Deactivation project and be included in the fall amendment of the "Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024".**

iii. **THAT Council awards the Island Highway AC (Asbestos Cement) Watermain Deactivation project to Leuco Contracting Inc. in the amount of \$223,240 excluding GST.**

287-289 (b) **Design of the Little Qualicum River Riverbank Stabilization Project | Early Budget Approval**

Staff Recommendation

THAT Council authorizes early budget approval of \$125,000 in the 2025-2029 Financial Plan to complete the design of the Little Qualicum River Riverbank Stabilization project, in anticipation of a successful grant application through the UBCM Community Emergency Preparedness Fund.

- (4) **Fire Rescue**
290-293 (a) UBCM Community Resiliency Investment (CRI) Program - **2024 FireSmart Community Funding & Support Program**
Staff Recommendation

THAT Council authorizes the submission of an application to the UBCM Community Resiliency Investment Program (CRI) for a total of \$151,492.76; AND FURTHER THAT the funding can be used to partially fund a FireSmart and Wildfire Resiliency Coordinator and FireSmart public events, outreach, educational materials, and assessments for the years 2025 and 2026.

11. REVIEW OF COMMENTS FROM THE PUBLIC

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (**September 13, 2024**). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council members, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

To submit a comment, please use one of the following options:

- Mail Box 130, Qualicum Beach, BC V9K 1S7
- Phone: 250.752.6921
- Email: communications@qualicumbeach.com

12. MOTION TO CLOSE – Nil

13. ADJOURNMENT

THAT Council adjourns the September 11, 2024, regular Council meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, October 2, 2024, at 10:00 am

Minutes of the 9:30 am Tuesday, April 9, 2024, Town of Qualicum Beach Special Council Meeting held in the Committee Room, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Scott Harrison
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Deputy CAO/Corporate Administrator
Luke Sales, Director of Planning

The Mayor called the meeting to order at 9:30 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the April 9, 2024, Special Council meeting agenda.
CARRIED UNANIMOUSLY

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the meeting be closed to the public for the purposes of considering:

- a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- b. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- c. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 9:30 am
MEETING REOPENED TO THE PUBLIC: 10:51 am

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council adjourns the meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:51 am
Certified Correct:

Heather Svensen
Corporate Administrator

Teunis Westbroek
Mayor

Minutes of the 10:00 am Wednesday, July 10, 2024, Town of Qualicum Beach Special Council Meeting held in the Qualicum Beach Committee Room, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Scott Harrison
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)
Raj Hayre, Director of Finance
Luke Sales, Director of Planning | Deputy Corporate Administrator
Trudy Coates, Corporate Services Support
Twyla Slonski, Corporate Services Support

Mayor Westbroek called the meeting to order at 10:05 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the July 10, 2024 special Council meeting agenda.

MOTION TO CLOSE

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90 (1) (a), (c), (e) and (i) of the *Community Charter*, for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations and other employee relations;
- (e) the acquisition, disposition or expropriation of land or improvements, if Council considers the disclosure could reasonably be expected to harm the interests of the municipality; and
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:05 am

MEETING REOPENED TO THE PUBLIC: 11:35 am with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance: L. Varela, Chief Administrative Officer, R. Hayre, Director of Finance, L. Sales, Director of Planning/Deputy Corporate Administrator, T. Coates & T. Slonski, Corporate Services Support.

ANNOUNCEMENTS

Staff announced the Council motions from the Closed portion of the meeting for release to the public as follows:

- That Council authorizes Oceanside Hospice Society to proceed with alterations to the building located at 210 Crescent Road West subject to renovations/alternations being carried out in compliance with sections 11 & 12 of the lease agreement between the Town of Qualicum Beach and Oceanside Hospice Society and to authorize staff to process and issue the building permit.
- That Council approves the addition of a permanent exempt Assistant Fire Chief of Prevention position to assume the role of FireSmart and Wildfire Resiliency Coordinator subject to the position being partially funded through the UBCM Community Resiliency Investment Program (CRI) – 2024 FireSmart Community Funding and Support Program for the years 2025 and 2026.

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council adjourns the meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:35 am

Certified Correct:

Luke Sales
Deputy Corporate Administrator

Teunis Westbroek
Mayor

**DRAFT - Minutes of the 10:00 am Wednesday, July 17, 2024, Town of Qualicum Beach
Regular Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660
Primrose Street, Qualicum Beach, BC**

PRESENT: Council: Mayor Teunis Westbroek
Councillor Scott Harrison
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)
Luke Sales, Director of Planning | Deputy Corporate Administrator
Raj Hayre, Director of Finance
Peter Cornell, Fire Chief
Rob Dickinson, Director of Infrastructure Services
Kevin Goldfuss, Airport Manager
Agnieszka Warzybok, Director of Human Resources
Rebecca Augustyn, Senior Planner
Jason Froats, Information Systems Analyst
Trudy Coates, Corporate Services Support
Twyla Slonski, Corporate Services Support
Paul Murray, Brentwood Advisory Group [virtual @ 11:06 am]

Mayor Westbroek called the meeting to order in the Council Chambers at 10:00 am acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the July 17, 2024, regular Council meeting agenda, as distributed, with amended pages 9-14, June 26, 2024, 10:00 am regular Council meeting minutes to add Resolution No. 24-185 and renumber resolutions.

START OF CONSENT AGENDA

Councillor Skipsey MOVED, and Councillor Vander Valk SECONDED, THAT the recommendations listed for items 2a) to 2c) in the July 17, 2024, Consent Agenda be adopted.

- a) THAT the June 19, 2024, 10:00 am special Council meeting minutes be approved as presented.

CARRIED BY CONSENT

- b) THAT the June 26, 2024, 10:00 am regular Council meeting minutes be approved as amended.

CARRIED BY CONSENT

- c) THAT the Correspondence Log, dated for reference July 10, 2024, be approved, as presented.

CARRIED BY CONSENT

CARRIED UNANIMOUSLY | Resolution No. 24-200

END OF CONSENT AGENDA

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES - Nil

DELEGATIONS - Nil

CORRESPONDENCE

1. **2024-2034 Canada Community-Building Fund Agreement [Community Works Fund]**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes the Mayor and the Corporate Officer to execute the 2024-2034 Community Works Fund Agreement between the Town of Qualicum Beach and the Union of BC Municipalities.
CARRIED UNANIMOUSLY | Resolution No. 24-201

PUBLIC AND STATUTORY HEARINGS - Nil

BYLAWS - Nil

COMMITTEE & LIAISON REPORTS

1. **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on his portfolio activities.
2. **Public Safety** (Councillor Scott Harrison)
Councillor Harrison commented on his portfolio activities.
3. **Parks & Recreation** (Councillor Anne Skipsey)
 - (a) **Notice of Motions | QB Airport**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, WHEREAS Qualicum Woods is located within the extended flight path of the Qualicum Beach Airport Runway 29; BE IT RESOLVED, THAT Council directs staff to investigate the viability, process and estimated budget for consideration during the 2024 Strategic Planning process, in order to identify if Qualicum Woods, The Evergreens, Aldous Road, Cottonwood Drive, and Hemsworth Road areas could become a Noise Sensitive Area.
CARRIED UNANIMOUSLY | Resolution No. 24-202
 - (b) Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to send a letter to Transport Canada and Environment Canada expressing the Town's support for approval of an alternative to leaded aviation fuel.
CARRIED UNANIMOUSLY | Resolution No. 24-203
4. **Community Development** (Councillor Petronella Vander Valk)
Councillor Vander Valk commented on her written report included in the agenda.
5. **Arts & Culture** (Councillor Jean Young)
 - (a) **Notice of Motions | Flowerstone Health Society**
Councillor Young MOVED and Councillor Harrison SECONDED, WHEREAS Flowerstone Family Health Clinic is a community owned clinic operated by the

Flowerstone Health Society that provides services to approximately 4,000 residents in the Oceanside area who find themselves without a family doctor; AND WHEREAS the Flowerstone Family Health Clinic has the capacity to increase the number of nurse practitioners from 5 to 9, who could provide much needed health care services to an increased number of residents, up to 7,500 if additional funding were available; BE IT RESOLVED, THAT Council approves the funding request of the Flowerstone Health Society by providing them with a one-time financial contribution in the amount of \$10,000 with monies being funded from Council's Strategic Initiative Reserve fund for the purpose of Flowerstone Family Health Clinic Nurse Practitioner recruitment.

CARRIED UNANIMOUSLY | Resolution No. 24-204

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to inform Flowerstone Health Society of the opportunity to apply for future funding requests through the Regional District of Nanaimo Community Grants Program noting that this clinic serves residents in the entire Oceanside area.
CARRIED UNANIMOUSLY | Resolution No. 24-205

6. **Committee of the Whole July 10, 2024 | Airport & Public Safety Discussion Forum**
The Director of Finance, the Director of Infrastructure Services and the Airport Manager verbally provided additional comment/clarity to some of the comments/concerns raised by members of the public at the July 10th Committee of the Whole meeting.

Councillor Harrison left the meeting at 10:56 am
Councillor Harrison returned to the meeting at 10:57 am

STAFF REPORTS

(1) **Chief Administrative Officer**

(a) **Service Review Update**

The Town's consultant, Paul Murray, Brentwood Advisory Group participated virtually and gave a PowerPoint presentation updating Council on the Town's ongoing Service Review.

Paul Murray left the meeting at 11:29 am

(2) **Financial Services**

(a) **First & Second Quarter Organizational Update | 2024**

The Director of Finance gave a PowerPoint presentation on the Town's First and Second Quarter in 2024.

Councillor Harrison left the meeting at 11:54 am

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Report titled "First & Second Quarter Organizational Update – 2024" dated July 17, 2024 be received for information.

CARRIED UNANIMOUSLY

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to postpone the timeline for completion of the Committee/Commission Review Phase 2 Strategic Initiative included in the 2024-2028 Financial Plan to the 2025 budget year.

CARRIED UNANIMOUSLY | Resolution No. 24-206

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to postpone the timeline for completion of the Comprehensive Policy Review Strategic Initiative included in the 2024-2028 Financial Plan to the 2025 budget year.

CARRIED UNANIMOUSLY | Resolution No. 24-207

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council directs staff as follows: that the 2024 budget provision of \$10,000 for the Corporate and Community Emissions Report Strategic Initiative and the 2024 budget provision of \$20,000 for the Corporate Emission Inventory Strategic Initiative included in the 2024-2028 Financial Plan be combined and that these two Initiatives be renamed as the Corporate and Community Emissions Inventory and Report with a combined 2024 budget provision of \$30,000 with the project delivery anticipated for 2025.

CARRIED UNANIMOUSLY | Resolution No. 24-208

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to reallocate the 2024 budget provision of \$100,000 for the Berwick 5 Well Connection included in the 2024-2028 Financial Plan to provide for the replacement of pumps, motors and drop pipes in the Berwick Wells 2 and 3 in 2024 and that the Berwick 5 Well Connection project budget be reconsidered in the 2025-2029 Financial Planning process.

CARRIED UNANIMOUSLY | Resolution No. 24-209

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to reallocate the 2024 budget provision of \$40,000 included in the 2024-2028 Financial Plan for a spare standby pump for water wells to increase the 2024 budget provision for the Pump House Electronics Hardware Upgrade project thereby increasing the 2024 budget provision for this project from \$100,000 to \$140,000.

CARRIED UNANIMOUSLY | Resolution No. 24-210

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT pursuant to Council Procedure Bylaw No. 733, 2019, the meeting be extended beyond the 3-hour time limit.

CARRIED UNANIMOUSLY

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to postpone the timeline for completion of the Official

Community Plan Quality of Life Survey Strategic Initiative included in the 2024-2028 Financial Plan to the 2025 budget year.
CARRIED UNANIMOUSLY | Resolution No. 24-211

T. Coates left the meeting at 12:37 pm
T. Coates returned to the meeting at 12:42 pm

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council recess the meeting for five minutes.
CARRIED UNANIMOUSLY

MEETING RECESSED: 12:48 pm

MEETING RESUMED: 12:53 pm in the Council Chamber, with Mayor Westbroek and Councillors Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, Chief Administrative Officer, L. Sales, Director of Planning/Deputy Corporate Administrator, R. Hayre, Director of Finance, R. Dickinson, Director of Infrastructure Services, P. Cornell, Fire Chief, R. Augustyn, Senior Planner, J. Froats, Information Systems Analyst, and T. Coates and T. Slonski, Corporate Services Support.

(3) Corporate Services

(a) Announcement of Closed Council Meeting Motions

The following motions previously passed by Council during a Closed meeting, were released to the public, pursuant to Section 117 of the *Community Charter*:

- THAT Council appoints Councillor Jean Young as the Council liaison to the Flowerstone Family Health Society.
- THAT Council appoints Luke Sales as the Deputy Corporate Administrator for the Town of Qualicum Beach for an approximate six-month term ending September 15, 2024.
- THAT Council appoints Rob Dickinson as the Deputy Director of Planning for the Town of Qualicum Beach for an approximate six-month term ending September 15, 2024.
- THAT Council appoints Linda Feil to the Accessibility Advisory Team for an approximate 9-month term ending December 31, 2024.
- THAT Council authorizes staff to approve MKM to enter a sub lease at 124 Harlech Road to permit sewing; packaging and shipment of marine clothing.

(b) Special Event Approval | Chartwell Day

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the following special event be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met: "Chartwell Day, Saturday, September 7, 2024 at Miraloma Park".

CARRIED UNANIMOUSLY | Resolution No. 24-212

(4) **Planning, Community Development & Emergency Planning**

(a) **Development Variance Permit | 119 Fern Road East**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to fulfill statutory notification requirements for Council consideration of issuance of a Development Variance Permit for 119 Fern Road East at a future meeting of Council.

CARRIED UNANIMOUSLY | Resolution No. 24-213

(b) **1085 Ravensbourne Lane | OCP & Zoning Amendments**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to refer the OCP amendment application for 1085 Ravensbourne Lane to the 2025 Official Community Plan (OCP) Review for discussion, as detailed in the July 17, 2024 Planning report to Council.

CARRIED UNANIMOUSLY | Resolution No. 24-214

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to postpone consideration of the zoning amendment application for 1085 Ravensbourne Lane following the conclusion of the 2025 Official Community Plan (OCP) Review.

CARRIED UNANIMOUSLY | Resolution No. 24-215

(c) **Bus Garage Final Report**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council receives the report titled "Bus Garage Final Report" dated May 1, 2024.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to prepare a report outlining next steps in the implementation of the Bus Garage Conceptual Design for consideration during the 2025-2029 budget process.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be postponed until such time as Council is provided with the following:

- Detailed development plans from Naked Natural
- SD69 Qualicum Commons future plans; and
- Discussions held with Qualicum First Nations regarding the design of the plaza

CARRIED UNANIMOUSLY | Resolution No. 24-216

(d) **Saahtlam Park Plan**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council endorses the report titled "Saahtlam Park Detailed Plan" dated April 19, 2024.

CARRIED UNANIMOUSLY | 24-217

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to prepare a report outlining next steps in the implementation of the Saahtlam Park Detailed Plan for consideration during the 2025-2029 budget process.

CARRIED UNANIMOUSLY | Resolution No. 24-218

(e) Extreme Weather Response

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council receives, for information, the staff report attached to the July 17, 2024 agenda outlining the Town's response to extreme heat events when thresholds for temperature are exceeded.

CARRIED UNANIMOUSLY

(5) Municipal Operations

(a) Bay Street Slope Stabilization | RFQ Award

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approves the award of the Bay Street Slope Stabilization project to David Stalker Excavating in the amount of \$599,147.00 excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 24-219

(6) Fire Rescue

(a) Fire Training Facility | Licence of Use Agreement

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to enter into a Licence of Use Agreement for the Fire Training Facility located at 130 Rupert Road, Qualicum Beach between the Town of Qualicum Beach, the Regional District of Nanaimo and the Dashwood Volunteer Fire Department for a five-year term.

CARRIED UNANIMOUSLY | Resolution No. 24-220

(b) Fire Rescue | 2024 Quarter 2 Departmental Report

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Report titled "Fire Rescue Department Report for Quarter 2 2024" dated July 17, 2024 be received for information.

CARRIED UNANIMOUSLY

MOTION TO CLOSE – Nil

ADJOURNMENT

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council adjourns the July 17, 2024, regular Council meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:52 pm

Certified Correct:

Luke Sales
Deputy Corporate Administrator

Teunis Westbroek
Mayor

REVIEW OF COMMENTS FROM THE PUBLIC

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (July 19, 2024). Submissions were distributed to all Council members, and a brief summary of the comments are as follows:

- John Wood, funding contribution to the Flowerstone Health Society, Airport operations and Service Review Update.
- Joyce Daman, Town projects, public inquiry system, meeting structure, health care and funding contribution to the Flowerstone Health Society.

Minutes of the 9:00 am Wednesday, July 24, 2024, Town of Qualicum Beach Special Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Scott Harrison @ 9:46 am
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)
Raj Hayre, Director of Finance
Luke Sales, Director of Planning | Deputy Corporate Administrator
Rebecca Augustyn, Senior Planner
Jason Froats, Information Systems Analyst
Twyla Slonski, Corporate Services Support
Travis De Coene, Staff Sergeant, RCMP Oceanside Detachment

Mayor Westbroek called the meeting to order at 9:00 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the July 24, 2024 special Council meeting agenda.

STAFF REPORTS

- (1) **Authorization to Notify Neighbouring Properties for Council's Future Consideration | Development Variance Permit Application 1025 Qualicum Road**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 1025 Qualicum Road at a future meeting of Council.
CARRIED UNANIMOUSLY | Resolution No. 24-221

MOTION TO CLOSE

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90 (1) (e) and (k) of the *Community Charter*, for the purpose of considering:

- (e) the acquisition, disposition or expropriation of land or improvements, if Council considers the disclosure could reasonably be expected to harm the interests of the municipality; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

R. Augustyn, Senior Planner and J. Froats, Information Systems Analyst left the meeting at 9:08 am.

MEETING CLOSED TO THE PUBLIC: 9:08 am

MEETING REOPENED TO THE PUBLIC: 10:35 am with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance: L. Varela, Chief Administrative Officer, R. Hayre, Director of Finance, L. Sales, Director of Planning/Deputy Corporate Administrator, & T. Slonski, Corporate Services Support.

ANNOUNCEMENTS

Staff announced the Council motion from the Closed portion of the meeting for release to the public as follows:

- That Council authorizes the Chamber of Commerce to locate the 5' x 8' visitor kiosk in Clocktower Square until the end of September 2024.

ADJOURNMENT

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council adjourns the meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:36 am

Certified Correct:

Luke Sales
Deputy Corporate Administrator

Teunis Westbroek
Mayor

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG

August 30, 2024 (for September 11, 2024 Council Agenda)

*Note: All correspondence on the log is compiled and distributed to Council

DATE REC'D	TOPIC	ACTION	ITEM #
Jul 2	Recycling at Public Events	Distributed to Council	323
Jul 6	Airport - Financial Information	Referred to staff	318
Jul 12	Thank you - Hanging Flower Baskets, Second Ave W	Referred to staff	314
Jul 14	Area of Town-owned Land Query	Referred to staff	315
Jul 15	Town Website Feedback Sought	Referred to staff	316
Jul 15	Flowerstone Medical Clinic Funding	Distributed to Council	317
Jul 15	Airport - Good Neighbour Program and Noise Sensitive Areas	Referred to staff	319
Jul 15	Bay St Slope Revitalization Project	Referred to staff	320
Jul 15	Road Resurfacing and Traffic Safety	Referred to staff	321
Jul 15	Kidney Foundation Donation - Thank you	Distributed to Council	322
Jul 16	Chartwell Resident Association Beautification Follow Up	Referred to staff	324
Jul 16	Provincial Wildfire Update - July 16, 2024	Distributed to Council	326
Jul 16	July 10 Committee of the Whole Feedback	Distributed to Council	327
Jul 16	Viability of a Noise Sensitive Area Study - request to include Cottonwood Dr	Referred to staff	329
Jul 17	Airport motion	Referred to staff	330
Jul 17	Home Health - BC Care Providers Association	Distributed to Council	331
Jul 18	E&N Railway Encumbrances	Referred to staff	332
Jul 18	Airport Complaints Tracking	Referred to staff	333
Jul 19	Flowerstone Medical Clinic Funding	Distributed to Council	334
Jul 19	Addressing Drought Challenges for Local Gov - Ministry of Agriculture & Food	Distributed to Council	335
Jul 20	Chalking on Town Sidewalks	Distributed to Council	338
Jul 21	Rezoning of Crown Land on Eaglecrest	Referred to staff	336
Jul 21	Airport - More Support Needed for Good Neighbour Program	Referred to staff	337

Jul 22	Violation of Short-term Rental Legislation and Restrictions - [REDACTED] Seacroft Rd	Referred to staff	346
Jul 22	Provincial Wildfire Update - July 22, 2024	Distributed to Council	339
Jul 22	Elizabeth Ave - Traffic Safety Concerns	Referred to staff	340
Jul 23	QB Museum - Invitation to Aug 24 Children's Day Event	Referred to staff	341
Jul 24	Memorial Bench Question	Referred to staff	342
Jul 25	Beach Work Contractor Appreciation	Referred to staff	343
Jul 26	Airport Concerns - Request for Letter Regarding Second Flight School	Referred to staff	344
Jul 29	Suicide Prevention Support for Indigenous Children	Distributed to Council	345
Jul 30	Bill 44 - Ministry of Housing	Distributed to Council	347
Jul 30	Flowerstone Health Grant Funding Appreciation	Distributed to Council	348
Jul 31	Airport Concerns - Low Flying Aircraft and Noise Concerns	Referred to staff	349
Jul 31	Closed Meeting Disclosure	Referred to staff	350
Aug 01	Traffic & Pedestrian Concerns - Eaglecrest Dr	Referred to staff	351
Aug 06	UBCM Meeting Requests - Deadline Reminder	Distributed to Council	355
Aug 07	Airport - Noise Complaint & Noise Sensitive Area	Referred to staff	356
Aug 07	UBCM Resolution - City of Vernon	Distributed to Council	358
Aug 07	Public Comments - July 17, 2024 Council Meeting	Distributed to Council	359
Aug 07	Public Comments - July 17, 2024 Council Meeting	Distributed to Council	360
Aug 07	Public Comments - July 17, 2024 Council Meeting	Distributed to Council	361
Aug 08	Eaglecrest Golf Course - Fire Danger Concerns	Distributed to Council	362
Aug 13	Support for "Goatscaping"	Distributed to Council	364
Aug 14	Excessive Aircraft Engine Noise - Sumac Dr	Referred to staff	365
Aug 14	Excessive Aircraft Engine noise - continuous aircraft over Aldous Rd & Cottonwood Dr	Referred to staff	366
Aug 15	Excessive Aircraft Engine Noise - unabated, Cottonwood & Aldous	Referred to staff	367
Aug 15	Saahtlam Park Name Change Concern	Distributed to Council	371
Aug 16	Excessive Noise - aircraft (seaplane): request for call letters	Referred to staff	369
Aug 16	Remembering Councillor John Douglas - City of Port Alberni	Distributed to Council	370
Aug 21	Speeding on Highway 19a Village Way to Hemsworth Road	Distributed to Council	372
Aug 22	Concerned Citizens of Surrey and BC re UBCM	Distributed to Council	375
Aug 22	UBCM Resolution - Fail to Appear Charges in Policing Statistics	Distributed to Council	373

Aug 22	UBCM related correspondence from Pitt Meadows City Council	Distributed to Council	374
Aug 23	Mid Island Elder College - Request for Support	Distributed to Council	376
Aug 26	Request for Residential Speed Reductions - Eaglecrest subdivision	Distributed to Council	377
Aug 27	Air BnB Questions	Distributed to Council	379
Aug 30	Excessive Aircraft Noise	Distributed to Staff	380



TOWN OF QUALICUM BEACH

DATE RECEIVED:

REQUEST TO APPEAR AS A DELEGATION

Please submit this application form seven working days prior to the preferred Council meeting date

PREFERRED COUNCIL MEETING DATE

SEPTEMBER 11, 2024

APPLICANT NAME & CONTACT INFORMATION

Last Name DRUMMOND	First Name PETER	
Street Address [REDACTED]	Apartment/Unit	
City QUALICUM BEACH	Province B.C.	Postal Code V9K 1L4
Primary Contact No. 250- [REDACTED]	FAX:	
Email Address [REDACTED]		

NAME OF PRESENTERS/ORGANIZATION

1. PETER DRUMMOND Q.B PICKLEBALL CLUB	Supporting Documentation (optional) ☒ handouts at the meeting (please bring at least 10 copies, the Town does not provide reproduction services) ☐ publication in agenda (due by 4:30pm seven working days prior to your requested meeting date) Do you require the projector?* ☒ YES ☒ NO *Electronic presentations must be provided on a memory stick or by email by 9:30am the day of the presentation
2. Carl Murphy, QB " "	
3.	

SUBJECT OF PRESENTATION

PURPOSE OF PRESENTATION

CONVERSION OF DOUBLED LINED (1) TENNIS/PICKLEBALL COURT ON VETERENS WAY TO FOUR (4) PICKLEBALL COURTS. REQUIRES REPLACEMENT OF EAST FENCE AND ADDITION OF 1500 SQ FT OF COURT SPACE.	☒ for information ☐ requesting a letter of support ☒ requesting action ☐ other (provide details):
--	--

COUNCIL DELEGATION INFORMATION

THE PROCEDURE BYLAW (no. 733, 2019)

- Council meeting dates can be found by visiting our website ([click here](#))
- Any persons wishing to speak to Council should notify the Corporate Administrator in writing seven working days prior to the requested meeting date
- Speakers will be limited to the subject matter and to a total of 5 minutes, regardless of the number of speakers
- Delegations concerning a bylaw where a public hearing has been held will not be permitted
- The maximum number of delegations per meeting is five (5)
- The Corporate Officer may schedule delegations to another Council meeting or advisory body, as deemed appropriate, according to the subject matter of the delegation
- The Corporate Officer may refuse a delegation if the issue is not considered to fall within the jurisdiction of Council

OTHER IMPORTANT REQUIREMENTS

- This application will be published in the agenda - available to the public and on the internet
- Please provide the Corporate Officer with any relevant notes, if not handed out or published in the agenda
- Council may not provide an immediate answer, especially if the subject matter requires further consideration

HELPFUL PRESENTATION SUGGESTIONS

- Please arrive early. Delegations are scheduled at the start of the meeting
- Presentations are directed to Council and communication is made through the Chair (Mayor)
- Please use the microphone provided
- Be concise. It is highly recommended to leave room for questions within the 10 minutes
- Support your position with facts and be prepared to answer questions from Council
- A respectful approach is appreciated and debates are generally not permitted during the presentation

SUBMIT APPLICATION BY ONE OF THE FOLLOWING METHODS

MAIL: Town of Qualicum Beach, PO BOX 130, 201-660 Primrose Street, Qualicum Beach, BC V9K 1S7
IN PERSON: Town of Qualicum Beach, 201-660 Primrose Street, Qualicum Beach, BC
FAX: 250.752.1243
EMAIL: hsvensen@qualicumbeach.com

Town Hall hours are Monday to Friday, September long weekend to May long weekend from 8:30 a.m. to 4:30 p.m and May long weekend to September long weekend from 8:00 a.m. to 4:00 p.m. **General inquiries:** 250.752.6921.

For more information, contact Heather Svensen, Corporate Administrator at 250.738.2207
or hsvensen@qualicumbeach.com.

APPLICANT'S DECLARATION

I understand and agree to these procedures for delegations

SIGN 	DATE AUGUST 7, 2024
--	------------------------

☐ APPROVED for Council meeting date on: _____	SIGNATURE
☐ DECLINED	DATE



TOWN OF QUALICUM BEACH

DATE RECEIVED:

REQUEST TO APPEAR AS A DELEGATION

Please submit this application form seven working days prior to the preferred Council meeting date

PREFERRED COUNCIL MEETING DATE

September 11, 2024

APPLICANT NAME & CONTACT INFORMATION

Last Name Sakaki	First Name Graham	
Street Address 900 Fifth Street		Apartment/Unit
City Nanaimo	Province BC	Postal Code V9R 5S5
Primary Contact No. 250-753-3245 ext. 2687		FAX:
Email Address graham.sakaki@viu.ca		

NAME OF PRESENTERS/ORGANIZATION

1. Graham Sakaki, Mount Arrowsmith Biosphere Region Research Institute (MABRRI)	Supporting Documentation (optional) ☒ handouts at the meeting (please bring at least 10 copies, the Town does not provide reproduction services) ☐ publication in agenda (due by 4:30pm seven working days prior to your requested meeting date) Do you require the projector?* ☐ YES ☐ NO *Electronic presentations must be provided on a memory stick or by email by 9:30am the day of the presentation
2. Andrew Banks, BC Nature	
3.	

SUBJECT OF PRESENTATION

PURPOSE OF PRESENTATION

MABRRI and BC Nature are working collaboratively with funding from Environment and Climate Change Canada to support achievement of Canada's target to conserve 30% of lands and waters by 2030. This presentation is to request support from TQB for MABRRI and BC Nature to conduct case studies/site analyses on TQN property. Specifically, Berwick Wellfields, DL-10, and Grandon Creek Ravine are of interest to enable qualification for recognition as Protected Areas or Other Effective Area-based Conservation Measures.	☐ for information ☐ requesting a letter of support ☒ requesting action ☐ other (provide details):
--	---



July 17, 2024

Luke Sales, Director of Planning and Community Development
Deputy Corporate Administrator
Town of Qualicum Beach
201 - 660 Primrose Street
PO Box 130
Qualicum Beach BC V9K 1S7

Reference: 327245
Your File: 0400-20 MOTI
5460-06-TS

Dear Luke Sales:

Re: Speed Limits

Thank you for your letter of June 26, 2024, requesting that the ministry amend the Motor Vehicle Act (MVA) to enable municipalities to implement blanket speed limits. The ministry shares your concern for the safety of vulnerable road users, and I appreciated the opportunity to review your comments.

As you know, the MVA establishes the default speed limit of 50 km/h on municipal roads, unless otherwise posted. This default speed limit model balances variations in road networks and traffic across rural and urban communities and has been widely adopted across Canada. Ministry staff are not aware of any Canadian province or territory that has implemented a blanket default speed limit of 30 km/h.

The ministry continues to encourage local communities to pursue approaches to speed limits that best meet local needs and the conditions on their streets, which can vary widely. The MVA does not specify the frequency or placement of speed limit signs, and other municipalities have taken different approaches to lowering speed limits. For instance, the City of Nelson has a long-standing blanket speed limit of 40 km/h, which is enforced using perimeter signage at highway entry points into the community. To support driver compliance with reduced speeds, municipalities can opt to redesign some roads to be narrower or to have narrower lanes, while on other roads traffic calming devices such as chicanes and speed humps may work best. More information on roadway designs that help protect all road users is available in the [B.C. Community Road Safety Toolkit](#).

.../2

The ministry is committed to supporting [road safety](#) and active transportation. [Amendments to the MVA](#) came into force in early June this year to establish new minimum safe passing distances, as well as a new vulnerable road user law, to improve the safety of the active transportation environment for pedestrians, cyclists, and other vulnerable road users. Bill 23's updates to the MVA will also support the safe use of a much wider range of new, clean and emerging personal mobility devices and other transportation technologies on roads in the province.

As our transportation network continues to evolve, you can be sure the ministry will continue to consider the best ways to support local governments to enhance safety on their roads.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kaye Krishna', followed by a horizontal line.

Kaye Krishna
Deputy Minister



TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 – 660 Primrose St.
P.O. Box 130
Qualicum Beach, BC
V9K 1S7

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

June 26, 2024

Kathryn Krishna, Deputy Minister of Transportation & Infrastructure
Minister of Transportation & Infrastructure
PO Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5
By email: DeputyMinister.Transportation@gov.bc.ca

Re: Request to Change the *Motor Vehicle Act* to Enable Blanket Speed Reductions

During the January 31, 2024 Town of Qualicum Beach Committee of the Whole Meeting, Council requested that staff send a letter to the Province requesting a change to the Motor Vehicle Act to provide provisions for local governments to implement a blanket speed reduction in residential areas without the need for speed signage on every affected street.

The current default 50 km/h speed limit is a significant concern for residents of the Town of Qualicum Beach. Our municipality, like many others in British Columbia, is home to numerous residential neighbourhoods where families, children, and seniors reside. We are also a vacation destination and, in the summer months, welcome thousands of tourists to walk Town streets, visit shops, and recreate on the beach. The safety of these residents and visitors is of utmost importance to Town staff. However, the current speed limits, as dictated by the *Motor Vehicle Act*, may pose a potential risk to their safety. Chapter 318.146 of the Motor Vehicle Act states:

- (1) *Subject to this section, a person must not drive or operate a motor vehicle on a highway in a municipality...at a greater rate of speed than 50km/h, and a person must not drive or operate a motor vehicle on a highway outside a municipality...at a greater rate of speed than 80km/h.*

Data shows that pedestrian survival is about 90% when struck by a vehicle travelling 30 km/h and only 20% when struck by a vehicle travelling 50 km/h. Decreasing speed limits has the added benefit of supporting active transportation initiatives, creating more safe and inclusive communities.

In 2016, the Provincial Health Officers Annual Report recommended a 30 km/h limit in urban areas. This was supported by the Road Safety Law Reform Group, a British Columbia-based association, who recommended a default provincial speed limit of 30 km/h for local streets and an allowance for municipalities to decrease speed limits on local streets on a case-by-case basis through the implementation of bylaws and posted traffic signage in their paper, *Modernizing the BC Motor Vehicle Act* (2016).

The Ministry of Transportation does allow municipalities to alter speed limits for specific streets within their communities provided that traffic signs indicating the new speed limit are installed on every block of every affected street throughout each area and bylaws are implemented to support the reduced traffic speed. Traffic signage can be very costly, and the Town has estimated that to lower the speed limit on all residential streets in Qualicum Beach would cost as much as \$1 million for the necessary signs. In order to increase safety for our residents while also maintaining a balanced and fiscally responsible budget, the Town has determined that it would not be feasible to lower the speed limit under current *Motor Vehicle Act* requirements. If the *Motor Vehicle Act* was amended to allow for a blanket reduced residential speed limit without the need for speed limit signage on every affected street, the Town could take action to improve road safety without incurring high costs for additional speed signs on residential streets.

At this time, the Town of Qualicum Beach is requesting that the Ministry of Transportation amend the *Motor Vehicle Act* to empower municipalities to implement blanket speed limits on residential streets within their jurisdictions, without the need for additional speed limit signage on affected streets. This will ensure that residents and visitors are able to safely traverse active transportation routes, decrease the risk of accidents, and improve the overall quality of life in residential areas. Reducing speed limits can also lead to less fuel consumption, lowering carbon emissions, and aligning with our commitment as a Province to create sustainable communities and contributing to the broader goal of reducing greenhouse gas emissions in British Columbia. We are confident that this change would make our residential areas safer, more liveable, and more environmentally sustainable.

Sincerely,



Luke Sales, MCIP, RPP
Director of Planning and Community Development
Deputy Corporate Administrator
Town of Qualicum Beach

File: 0400-20-MOTI
5460-06-TS

Corporate Services

From: Corporate Services
Sent: September 5, 2024 1:47 PM
To: Corporate Services
Subject: FW: Qualicum Beach Collective Community Pianos project - response to questions
Attachments: Final Project Plan_ Community Pianos.pdf

From: [REDACTED]
Sent: June 22, 2024 1:52 PM
To: Corporate Services <CorporateServices@qualicumbeach.com>
Cc: Luke Sales <LSales@qualicumbeach.com>
Subject: Re: Qualicum Beach Collective Community Pianos project - response to questions

Thank you for your email.

As requested, I am attaching a copy of my original request for council's consideration. It was hoped that approval would have been received in time to place the first piano at Clock Tower Square by mid-June. In order to have the best opportunity of achieving success for the project, it is hoped that a speedy decision is possible. It must be noted that this project would not take the shape of a typical "event", but that the piano(s) would be available in a public space for individuals to play at their discretion over the course of the summer.

The attached document includes several additional potential locations but, as we have only 3 pianos, it is hoped that three of the locations proposed would be acceptable to the council. The pianos would be prepared by QB Collective and could be ready for placement very quickly once approval is received.

Please let me know if you have any further questions.

Susan Luck
Board Member, Qualicum Beach Collective

On Fri, Jun 21, 2024 at 4:30 PM Corporate Services <CorporateServices@qualicumbeach.com> wrote:

Thank you for introducing your exciting project!

Given the short timeframe to prepare for the event in September, please consider providing a definite list of locations, with a definite number of locations, and a schedule for the installations.

Staff would then be able to seek input from Council to authorize the required staff work, e.g., review proposal with our legal and insurance advisers, review with Operations staff and Airport management, draft a licence of occupation for the Society to execute and provide a Certificate of Insurance naming the Town of Qualicum Beach as Additional Insured.

There is only one meeting in July, and no meetings in August, so it is important to finalize as many details as possible as soon as possible as it would not be possible to prepare multiple Licence of Occupation documents for review and approvals.

Thank you for your understanding.

Trudy Coates & Twyla Slonski

Corporate Services Support

Town of Qualicum Beach

www.qualicumbeach.com

direct 250.738.2207 & 250.738.2190 | office 250.752-6921, Ext 302 & 322 | cell: 250.228.4186

e-mail corporateservices@qualicumbeach.com

Fax: 250.752.1243

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From: Luke Sales <LSales@qualicumbeach.com>
Sent: Friday, June 21, 2024 4:16 PM
To: [REDACTED]
Cc: Corporate Services <CorporateServices@qualicumbeach.com>
Subject: RE: Qualicum Beach Collective Community Pianos project - response to questions

Hi Susan,

I've forwarded your email to our Corporate Administration team to push over the finish line. Good luck with your project 😊

Luke

Luke Sales, MCIP, RPP

Director of Planning and Community Development

Town of Qualicum Beach

250.752.6921

lsales@qualicumbeach.com

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From: [REDACTED]

Sent: Monday, June 3, 2024 10:33 AM

To: Luke Sales <LSales@qualicumbeach.com>

Subject: Qualicum Beach Collective Community Pianos project - response to questions

Hi Luke -

I apologize for the delay in responding to your email regarding Qualicum Beach Collective's Community Piano project. It has taken some time to gather information on the insurance requirements. Please see the responses below.

- Ownership and Responsibility: Could you please confirm if the pianos will be donated to and subsequently owned by the Qualicum Beach Collective, or if they remain under the ownership of individuals who are lending them to the Collective? [The three pianos have been donated to the Collective and are an asset of the Collective.](#)
- Insurance: It's essential to clarify whether the individual pianos are insured under an existing insurance policy. [The Collective will purchase additional General Liability Insurance to ensure proper coverage is in place in the event someone is injured while using the pianos in an "unconventional manner". The pianos will not be insured for replacement. If a piano is damaged, the Collective will remove it from municipal property and it will not be replaced.](#)
- Transport and Maintenance: Details on how the pianos will be transported to their designated locations are necessary. Furthermore, we would appreciate it if you could confirm who will be responsible for maintaining the pianos, ensuring they remain in working order and safe for public use. [The Collective will be responsible for moving and maintaining the pianos. If the pianos are damaged and/or become unusable, the Collective will remove them.](#)
- In addition to the above, the Town would require the Collective to:
 - Carry liability insurance, listing the Town as an additional insured party. [Agreed](#)
 - Include indemnity language in favor of the Town in all agreements. [Agreed](#)

Luke, I hope the above information clarifies the Collective's plans. If you need further information, please let me know.

Susan Luck

Board Member,

Qualicum Beach Collective

COMMUNITY PIANOS PROJECT PLAN

Introduction

The objective of this project is to refurbish donated pianos for use by individuals and groups within the Qualicum Beach community.

Project Summary and Potential Locations

The Qualicum Beach Collective currently has three donated pianos for use in a Community Pianos project. Each piano will be prepped for painting, and painted with a garden theme design. The plan is to begin small; with one piano.

The photo below is an example of a painted piano active in Victoria:



The project would see the first piano painted in a garden theme and placed in its temporary location by mid to late June. The piano would remain in place throughout BC Culture Days (Sept 20 - Oct 13, 2024). Prior to commencement of the project, the Collective asks that the requested location at Clock Tower Square be approved by Qualicum Beach town council.



COMMUNITY PIANOS PROJECT PLAN

As additional pianos are added, it is anticipated that there will be, at least, one event designed to allow local residents to participate in the painting of at least one piano.

Potential locations for placement of the additional two pianos include:

- Under the arch in the Town Hall Square just outside Bailey's Cafe



- Under cover outside the Seniors' Centre



- In the lobby outside Final Approach Cafe at the Qualicum Beach airport



COMMUNITY PIANOS PROJECT PLAN

- On 2nd Avenue under the shelter in front of Lee House



Potential Location in QB

Communications

Communication channels will need to be established with the following individuals and organizations:

- Town of Qualicum Beach for permission to place painted pianos on town property for use by residents and visitors
- Qualicum Beach Collective membership regarding prep and painting of donated pianos (potential community event to invite participation of community members)
- Local piano/music teachers regarding scheduling of pianists for a launch event
- Internal communications within the Collective to facilitate sharing of membership list and contact information

Considerations

- Is there a chair or piano bench for each piano?
- Timing of project (start date): suggestion that project begin with the placement of one piano - to be in place by mid to late June and throughout the summer
- Initially, the project will be short-term in nature (from mid-June throughout Culture Days). Further locations/storage to be determined
- Determine painting design for each piano (volunteer opportunity) - each piano painting would be garden themed to fit into Communities in Bloom
- Determination of project cost (materials and supplies, project maintenance costs (e.g. repairs)

COMMUNITY PIANOS PROJECT PLAN

Timeline

Pending the approval of town council, the first piano could be in place as early as mid to late June. The timing of placement of the remaining two pianos is to be determined dependent on a positive response to the initial placement. We also see this as a Culture Days initiative for launch and or use between September 22nd –October 13th 2024.

Legacy

Completion of this project will provide a legacy for the Town of Qualicum Beach - in the form of support for the local arts community through access to community pianos. Although it is anticipated that the initial project life will be limited to the summer of 2024, it is hoped that the availability of the pianos might be extended past the end of Culture Days. Looking ahead, the availability of community pianos year round could provide summer busking opportunities for local musicians and small groups. The pianos might also be used during annual outdoor events to facilitate small musical concerts.

The Request

The Qualicum Beach Collective is requesting Qualicum Beach Town Council approve the initial placement of a piano at Clock Tower Square. Additional approval would be sought for locations for the remaining two pianos - under the assumption the first piano placement is well received by the community.

REPORT OUT TO COUNCIL: July 9th to September 2nd:

COUNCILLOR VANDER VALK:

21st July: joined in the Beach Day fun and the ribbon-cutting for the Toy Library.

27th July: attended the Board meeting of the St. Andrew's Lodge Historical and Cultural Society.

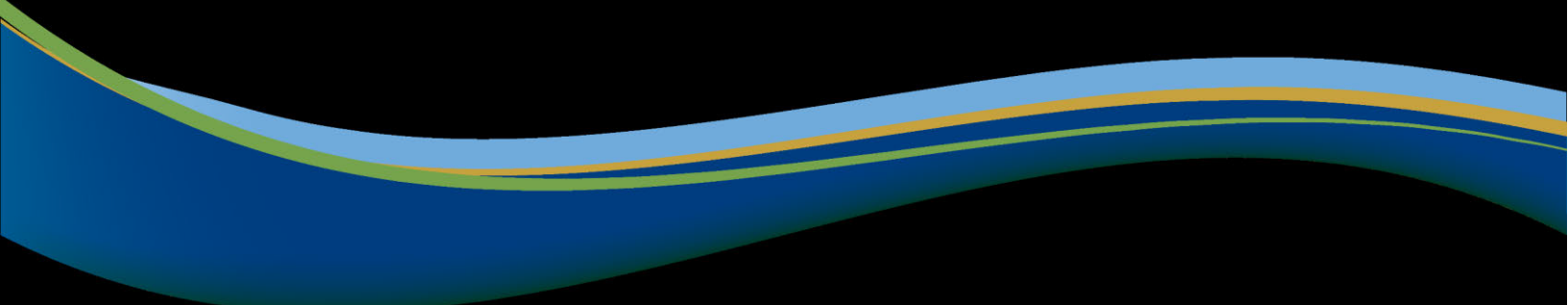
18th August: attended the Grand Opening of the Mount Arrowsmith Biosphere Region Public Outreach Centre as Acting Mayor, along with Councillors Skipsey and Young, Chief Michael Recalma, Gord Johns, Adam Walker, Pam Shaw, enthusiastic members of MABR and Qualicum Beach residents.

18th August: cheered on swimmers in the Ocean Mile Swim, along with Councillors Skipsey and Young. Councillor Skipsey and I gave out trophies to the top competitors, but everyone who did the swim was a winner!

19th August: attended the Medal for Good Citizenship Awards in Victoria to acknowledge and celebrate long time Qualicum Beach resident Donna Furneaux for her many contributions to our community. Thank you Donna!

24th August: attended the Children's Museum Day at the QB Museum. Enjoyed seeing families having fun participating in all the interesting activities.

27th August: attended the Chartwell Residents' Association Board meeting



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-119fernrd

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit | 119 Fern Road East

RECOMMENDATIONS:

THAT Council directs staff to issue a Development Variance Permit for 119 Fern Road East, as described in the September 11, 2024 Planning report to Council.

PURPOSE

To consider a Development Variance Permit that will vary the maximum font size of a proposed fascia sign for the property located at 119 Fern Road East.

BACKGROUND

A Development Variance Permit has been requested for 119 Fern Road East. Development Variance Permits are often used to vary height or setback requirements, and the same process applies to signs that are not permitted by the “Town of Qualicum Beach Sign Bylaw No. 553, 1995”. The applicant for 119 Fern Road East is proposing a fascia sign that has a font size of approximately 400mm, which is 200mm taller than the maximum font size of 200mm. The property is located in the light industrial portion of Qualicum Beach’s uptown area.

The application previously went before Council on December 6, 2023. An illuminated fascia sign that was 3.47m² with a font size of 830mm was proposed at the time. Council passed the following motion in response to the revised application:

- THAT staff be directed to work with the proponent for the Development Variance Permit for 119 Fern Road East to provide guidance on a more appropriate variance application.

In response to Council’s motion, a revised application was submitted by the applicant. The revised application, which is currently before Council, is for an illuminated fascia sign that is 0.77m² with a font size of 400mm. The area of the sign is within the Town’s Sign Bylaw; however, the font size is still 200mm taller than what is permitted in the Bylaw.

On July 17, 2024 Council considered the revised application and adopted the following motion:

- THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 119 Fern Road East at a future meeting of Council.



Figure 1: Subject Property

DISCUSSION

The Sign Bylaw specifies that businesses with a road frontage over 16m are permitted to have a fascia sign that has a maximum sign area of 2.5m² and a maximum font size of 200mm. The Development Variance Permit application for 119 Fern Road East proposes a fascia sign that is approximately 0.77m² with a font size of 400mm.

	Permitted	Proposed	Required Variance
Maximum font size	200mm	400mm	200mm

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

CONSULT:

- Notice of the Town's consideration of a Development Variance Permit was delivered to the owners and/or tenants of parcels within 100m of the subject property. Property owners and tenants have the opportunity to make representation to Council.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

N/A

SUMMARY

A Development Variance Permit application has been received for 119 Fern Road East. The proposed variance for 119 Fern Road East would vary the maximum font size for a fascia sign from 200mm to 400mm. Staff find the variance reasonable and recommend approval at this time.

ALTERNATIVE OPTIONS

1. THAT Council refuses to consider the issuance of the Development Variance Permit for 119 Fern Road East.
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, MCIP, RPP Senior Planner.



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Writer



Luke Sales
Director of Planning
Concurrence

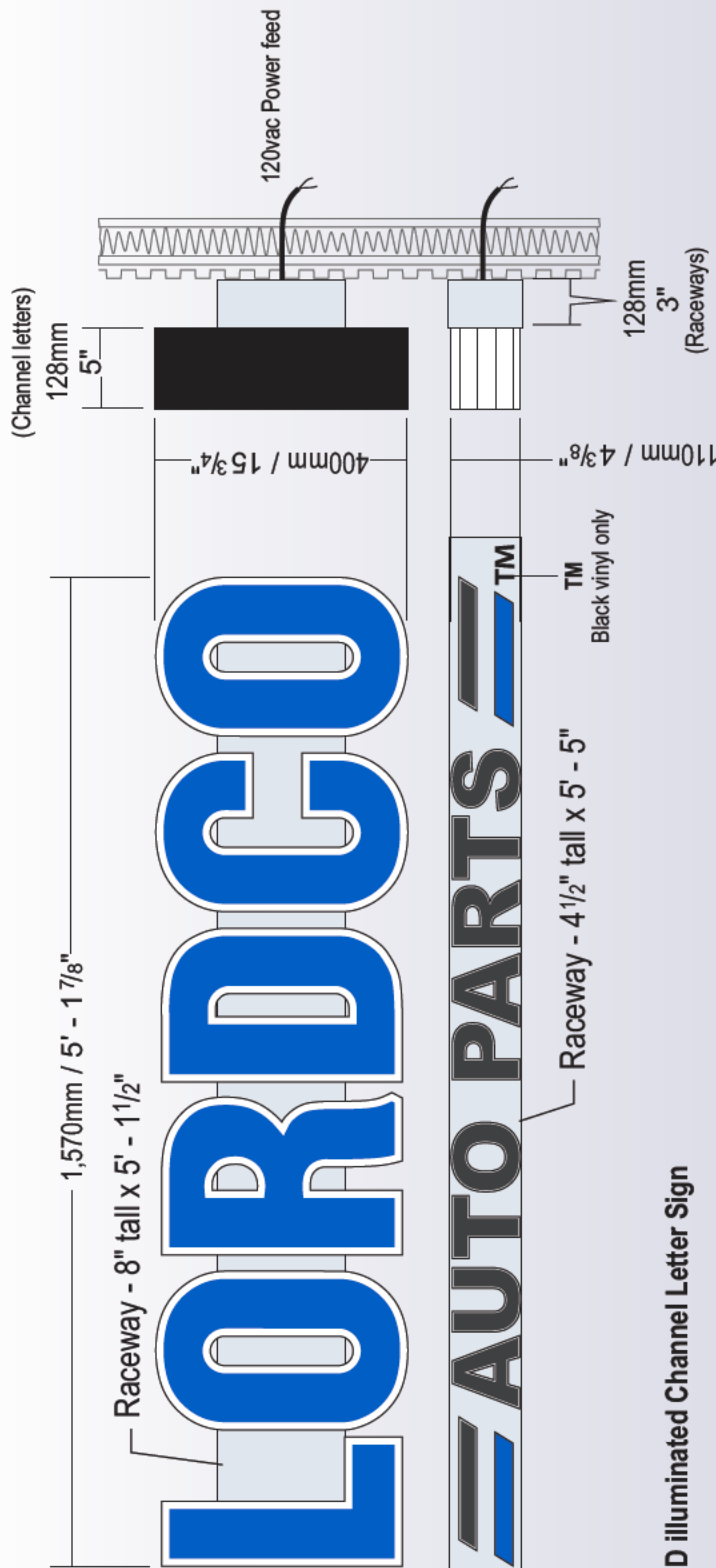


Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 119 Fern Road East Application

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2024\09 11 RC\1. DRAFTS FOR CORP ADMIN REVIEW\memo.119FernRoadE.DVP.docx

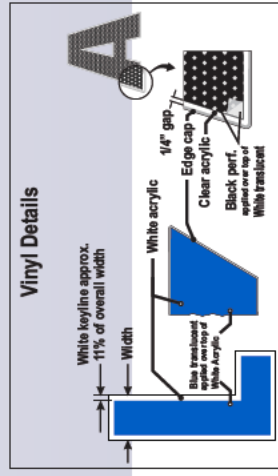


A LED illuminated Channel Letter Sign

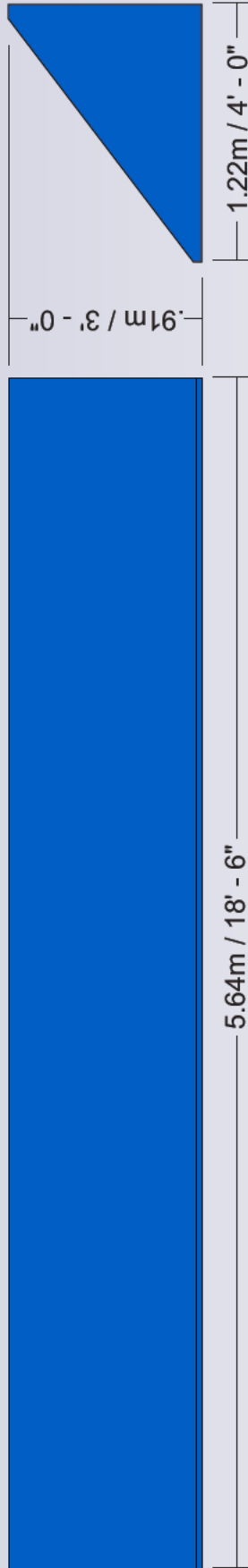
- ONE set of LED illuminated channel letters.
- 3/16" thick, white translucent acrylic faces with blue translucent & black perforated vinyl.
 - 5" deep aluminum returns - **LORDCO** to have **Black returns**
 - **Auto Parts & Bars** to have **White returns**.
 - All channel letters mounted to 3" deep, aluminum raceways. Raceways painted to match colour of wall.
 - The **TM** to be non-illuminated Black vinyl applied to face of backer panel.

Vinyl **Perforated** **Black** **White** **Black** **White** **MP**

Raceway Colour



E DESIGN SHOWN. IS THE SOLE PROPERTY OF LANDMARK SIGN. AND MAY NOT BE REPRODUCED IN WHOLE OR PART. WITHOUT WRITTEN CONSENT FROM LANDMARK SIGN.		Sales Rep: Ryan Shepherd	
Corporate Approval		Designer: Weldon Kidson	
Start Date: Sept. 20 / 2023		Client Name: LORDCO	
Last Revision: Dec. 8 / 2023		Location: 119 Fern Rd. East, Qualicum Beach, B.C.	
Drawing#: LORDCO / Qualicum / Front Sign & Canopy R3 . cdr		Page: 1 of 4	
Head Office: 1250 Glenish Dr Victoria BC V9C3W7 250-478-8610		Landmark Sign	
Vancouver: Unit 400-6165 Hwy 17A Ladner BC V4K5B8 604-518-7578		SALES • SERVICE • LEASING	
Toll Free 1-866-478-8610 Fax 250-478-8631			



- B** ONE non-illuminated fabric awning with an aluminum frame.
- Awning colour to match LORDCO blue.
 - Awning to replace the existing.

EXISTING SITE



THE DESIGN SHOWN IS THE SOLE PROPERTY OF LANDMARK SIGN. AND MAY NOT BE REPRODUCED IN WHOLE OR PART. WITHOUT WRITTEN CONSENT FROM LANDMARK SIGN.

 SALES • SERVICE • LEASING Head Office: 1250 Glenshire Dr Victoria BC V9C3W7 250-478-8610 Vancouver: Unit 400-6165 Hwy 17A Ladner BC V4K5B8 604-518-7578 Toll Free 1-866-478-8610 Fax 250-478-8631	Client Name LORDCO Location: 119 Fern Rd. East, Qualicum Beach, B.C.	Start Date: Sept. 20 / 2023 Last Revision: Dec. 8 / 2023 Drawing#: LORDCO / Qualicum / Front Sign & Canopy R3 . cdr Page: 2 of 4	Corporate Approval _____ Client Approval _____ Sales Rep: Ryan Shepherd Designer: Weldon Kidson
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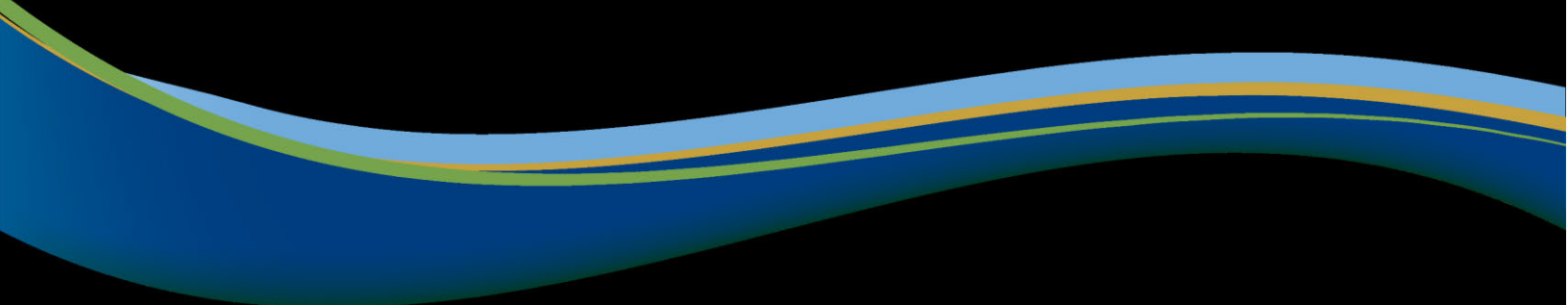


E DESIGN SHOWN. IS THE SOLE PROPERTY OF LANDMARK SIGN. AND MAY NOT BE REPRODUCED IN WHOLE OR PART. WITHOUT WRITTEN CONSENT FROM LANDMARK SIGN.		Sales Rep: Ryan Shepherd	
Client Name LORDCO		Corporate Approval	
Location: 119 Fern Rd. East, Qualicum Beach, B.C.		Client Approval	
Start Date: Sept. 20 / 2023		Sales Rep: Ryan Shepherd	
Last Revision: Dec. 8 / 2023		Designer: Weldon Kidson	
Drawing#: LORDCO / Qualicum / Front Sign & Canopy R3 . cdr		Corporate Approval	
Page: 3 of 4		Client Approval	



THE DESIGN SHOWN, IS THE SOLE PROPERTY OF LANDMARK SIGN, AND MAY NOT BE REPRODUCED IN WHOLE OR PART, WITHOUT WRITTEN CONSENT FROM LANDMARK SIGN.		Sales Rep: Ryan Shepherd	
Corporate Approval		Designer: Weldon Kidson	
Start Date: Sept. 20 / 2023 Last Revision: Dec. 8 / 2023 Drawing#: LORDCO / Qualicum / Front Sign & Canopy R3 . cdr Page: 4 of 4		Client Name LORDCO Location: 119 Fern Rd. East, Qualicum Beach, B.C.	
Landmark Sign SALES • SERVICE • LEASING Head Office: 1250 Glenshire Dr Victoria BC V9C3W7 250-478-8610 Vancouver: Unit 400-6165 Hwy 17A Ladner BC V4K5B8 604-518-7578 Toll Free 1-866-478-8610 Fax 250-478-8631		Corporate Approval	
Client Approval		Landmark Sign SALES • SERVICE • LEASING	

	Length	Width	Sign Area
Old Sign - LORDCO	3.3m	1.2m	2.74m ²
New Sign - LORDCO	1.5m	0.40m	0.60m ²
Old Sign - Auto Parts	3.3m	0.22m	0.73m ²
Old Sign - Auto Parts	1.5m	0.11m	0.17m ²
Old Signs - Total Area			3.47m ²
New Signs - Total Area			0.77m ²
No Changes to the Awning			



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-1025Qualicum [2024]

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit |1025 Qualicum Road (Pheasant Glen)

RECOMMENDATIONS

THAT Council directs staff to issue a Development Variance Permit for 1025 Qualicum Road, as described in the September 11, 2024 Planning report to Council.

PURPOSE

For Council to consider issuance of a Development Variance Permit for 1025 Qualicum Road.

BACKGROUND

A Development Variance Permit application has been made for 1025 Qualicum Road to vary the definition of Maximum Floor Area in the Comprehensive Development 5 (CD5) zone. In 2022, the subject property underwent a zoning and Official Community Plan (OCP) amendment. At that time, a total of 225 units were approved, 185 of which can be used as either residential dwellings or tourist accommodations, and a minimum of 40 will be held by the developer/operator and used as daily, weekly, or monthly rentals. The CD5 zone also specifies that the first phase of development will include the following:

- A Clubhouse;
- A Brew Pub or Taphouse;
- A Lodge/Hotel/Stacked Condominium building, or multiple buildings, with a minimum of 40 rooms; and
- 60 units of "Villas" and/or Cottages.

In 2023, a Development Permit was approved for the villas and in 2024 a Development Permit was approved for the lodge, brew pub and clubhouse.

On July 24, 2024 the application went before Council, and Council adopted the following motion:

- THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 1025 Qualicum Road at a future meeting of Council

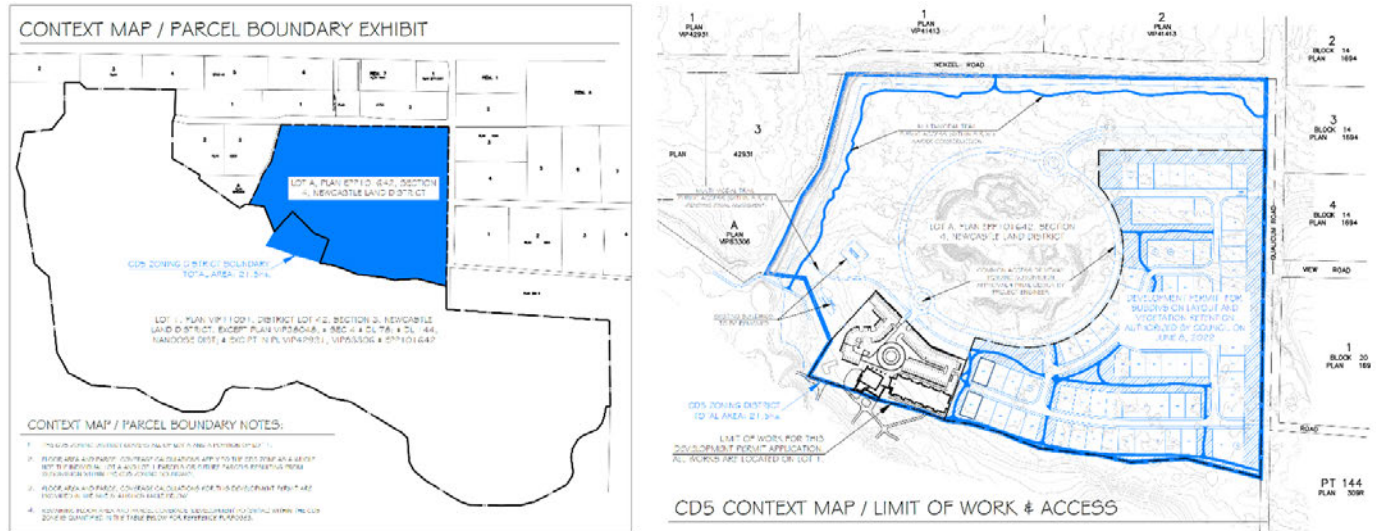


Figure 1: Subject Map

DISCUSSION

The applicant is requesting a variance to vary the definition of Maximum Floor Area in the Comprehensive Development 5 (CD5) zone. The CD5 zone is a site-specific zone that only applies to the subject property. Outlined in the CD5 zone are the permitted uses, height, parcel coverage, and floor area ratio, as well as specific definitions that apply only to the CD5 zone. The applicant is requesting to vary the definition of “Maximum Floor Area” by changing the measurement from “outermost” to “innermost”.

If varied, the definition would read as follows (replacement shown by strikethrough): “means the sum total of the gross horizontal area of each floor of a building as measured from the ~~outermost~~ innermost perimeter of the building walls, and does not include covered patios or outdoor living space attached to a villa unit to a maximum combined building footprint of 278 sq.m. (3,000 sq.ft.)”

At the time of rezoning for the Pheasant Glen development, the applicant did not incorporate the potential floor area of the second storey loft, but the form and character is essentially unchanged. Varying the definition of Maximum Floor Area does not change the overall site parameters or the proposed size of the villas, which are still limited by:

- Parcel coverage;
- Height; and,
- Floor Area Ratio.

It should also be noted the Town now calculates Floor Area by measuring to the inside of exterior walls, so the requested variance to the CD5 zone would align with the Town's methodology used in all other zones.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP2)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

CONSULT:

- Notice of Council's consideration to issue Development Variance Permit was delivered to the owners and/or tenants of parcels within 100m of the subject property August 2024. Property owners and tenants have the opportunity to make representation to Council at the September 11th regular meeting prior to Council considering issuance of the permit.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*

SUMMARY

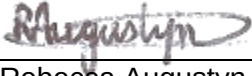
A Development Variance Permit application has been received for 1025 Qualicum Road. The proposed variance for 1025 Qualicum Road would vary the definition of Maximum Floor Area in the CD5 zone, by measuring from the innermost perimeter of the building rather than the outermost perimeter of the building. Staff recommend Council authorize staff to issue the Development Variance Permit for 1025 Qualicum Road.

ALTERNATIVE OPTIONS

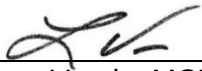
1. THAT Council refuses to consider the issuance of the Development Variance Permit for 1025 Qualicum Road;
2. THAT Council requests changes to the Development Variance Permit for 1025 Qualicum Road as follows: *[insert changes]*.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, MCIP, RPP Senior Planner.



Rebecca Augustyn, MCIP,
RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning
Concurrence

REFERENCES

Attachment 1: Permit | 1025 Qualicum Road

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2024\09 11 RC\2. DRAFTS FOR
CAO REVIEW\memo.DVP.1025QualicumRoad.docx

TOWN OF QUALICUM BEACH
ZONING BYLAW NO. 900
DEVELOPMENT VARIANCE PERMIT

1. Except as varied by this Permit, this Development Variance Permit is issued subject to compliance with all applicable Bylaws and Provincial and Federal Statutes and Regulations.
2. This Development Variance Permit applies only to those lands within the Town described below, and all buildings, structures and other development therein:
Legal: Lot 1, Section 4, Newcastle District, Plan EPP123992
PID: 032-020-911
Civic: 1025 Qualicum Road
3. The land described herein shall be developed strictly in accordance with the following terms and conditions and provisions of this Permit and any plans and specifications attached hereto which shall form a part thereof.
4. With respect to the land, "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Section 3.4.44" is hereby varied as follows:
 - a) The definition of "maximum floor area" is varied by replacing the word "outermost" with the word "innermost" so the definition reads as follows: *"means the sum total of the gross horizontal area of each floor of a building as measured from the innermost perimeter of the building walls, and does not include covered patios or outdoor living space attached to a villa unit to a maximum combined building footprint of 278 sq.m. (3,000 sq.ft.)"*
5. If the permittee does not commence the development permitted by this Permit within 24 months of the date of this Permit, this permit shall lapse.
6. Security provisions pursuant to the *Local Government Act* which apply to the development are as follows: n/a
7. This Permit prevails over the provisions of the Bylaw in the event of conflict.
8. Notice of this Permit shall be filed in the Land Title Office at Victoria pursuant to the *Local Government Act*, and upon such filing, the terms of this permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit is not a building permit.
Authorizing Resolution passed by the Council this day of , 2024.
Development Variance Permit issued this day of , 2024.

Mayor

Corporate Administrator

TOWN OF QUALICUM BEACH
STAFF REPORT

File No: 3060-20-3022IHW & 3090-20-3022IHW

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Luke Sales, Director of Planning

SUBJECT: Statutory Notification Request for Development Variance Permit
Application | 3022 Island Highway West

RECOMMENDATION

THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 3022 Island Highway West to be considered by Council at a future regular meeting.

PURPOSE

To consider notifying the public of an application for a Development Variance Permit (DVP) for 3022 Island Highway West. If notification proceeds, Council will be able to consider issuance of both a Development Permit and Development Variance Permit for 3022 Island Highway West to permit an 88-unit multi-residential development. The public is provided the opportunity to provide comments on a Development Variance Permit, both in person and/or in writing.

[Note - Information contained in this report regarding the Development Permit (DP) application for 3022 Island Highway West is provided for convenience and context; there is no statutory notification or public input process required for Council's consideration of a Development Permit.]

Due to existing zoning conflicts, Council cannot issue a Development Permit without the simultaneous issuance of a DVP. If Council provides notice in accordance with the *Local Government Act*, Council will be able to consider both the DVP and DP at a future meeting. Alternatively, Council may choose to consider the DVP first, and the DP at a subsequent meeting.

BACKGROUND

The Town has received applications for a Development Variance Permit and a Development Permit for the property located at 3022 Island Highway West to permit an 88-unit multi-residential development.

1. Development Variance Permit (DVP)

The subject property is currently zoned Commercial 8 (C8) in the Zoning Bylaw. The C8 zone permits both residential and tourist accommodation, and the application meets both

the current use and density. However, the application proposes a height that exceeds the maximum height in the C8 zone, as well as minor setback conflicts. As such, the application requires a variance to allow for the increased height and reduced setbacks.

2. Development Permit (DP)

The property is located within the C11 – Highway Bluff Commercial Form and Character Development Permit (DP) Area as outlined in the Official Community Plan.

Consequently, any construction on this property requires a DP. However, due to existing zoning conflicts, Council cannot issue a Development Permit without first authorizing issuance of a DVP.

Application History

February 24, 2021

The Development Permit application was considered by Council at its regular meeting on February 24, 2021, and Council resolved as follows:

THAT the Development Permit application for 3022 Island Highway West be referred to the Advisory Planning Commission subject to the following being submitted:

- *Revised plans that provide consistency regarding unit count*
- *Submission of a report from a geotechnical engineer, the contents and conclusions of which shall be concurred with by the Town of Qualicum Beach; the report shall address but not be limited to,*
 - i) *the analysis of underlying soil conditions throughout the entire slope,*
 - ii) *the geotechnical aspects of site preparation, drainage improvements, foundation designs and retaining wall construction, and*
 - iii) *the impact of construction on slope stability, especially on the top of the slope;*
- *Complete Landscape Plan that includes a sidewalk along Island Highway West with a pedestrian-activated crosswalk;*
- *Tree and Vegetation Management Plan;*
- *Rainwater Management Plan; and*
- *Phasing Plan.*

September 1, 2021

The Development Permit application went before the Advisory Planning Commission (APC) on and the APC adopted the following motion:

THAT the Advisory Planning Commission recommends to Council THAT the application for 3022 Island Highway West be refused based on the following concerns:

- *lack of slope stabilization and its interface with the Waterfront Master Plan*
- *lack of pedestrian interface, and safe pedestrian access to the beach*
- *lack of integration of the building form into the slope*
- *unacceptable setback variance*
- *risk associated with delayed phasing projects; and*
- *lack of innovative sustainability features*

In response to the direction of the APC, the following changes to the application were made by the applicant:

- ✓ increased the number of units from 76 to 88
- ✓ increased the number of parking stalls
- ✓ added a sidewalk and pedestrian crossing
- ✓ redesigned the massing, including stepping the upper floors, decreased the roof size, decreased unit length and reduced large vertical widths and depths
- ✓ revised colour scheme
- ✓ added additional landscaping features and greenspaces; and
- ✓ added lock-off units

August 29, 2022

The Town received an initial third-party review of the June 16, 2022, geotechnical report provided by the applicants engineering firm (GeoPacific). The third-party review of this geotechnical report was completed by Tetrtech on behalf of the Town. The review recommended additional geotechnical exploratory work and reporting.

October 19, 2022

The APC considered the updated application and adopted the following resolution:

"THAT the Advisory Planning Commission supports the Development Permit application for 3022 Island Highway West, subject to the following changes:

- Reconciliation of the number of parking spaces in balance with the number of units, without a variance.
- Maintenance and access strategy to ensure the continuous public access along the walkway and viewing platform as described on the plans.
- Pedestrian crossing should be signalized at the cost of the applicant."

The concerns raised by the APC were addressed through a subsequent amendment to the proposal and the attached plans reflect the updated version proposed by the applicant.

January 2023

Contractors from Geopacific Consultants and Municon West Coast began test drilling on January 4, 2023 as part of the additional geotechnical investigation required for the proposed development.

February 2023

The Town separated the Development Permit (DP) application from the Development Variance Permit application (DVP) to consider height and setbacks. Although variances can be considered as part of the Development Permit process, undertaking two distinct processes is preferred for a height variance request of this magnitude to add clarity and transparency to the process, which includes the opportunity for the public to provide comment.

April 12, 2023

A Public Information Meeting was hosted by the applicant. See attached Consultant Report dated July 13, 2023.

December 5, 2023

A Geotechnical Investigation Report (Rev4) dated December 5, 2023, was received which addressed the Town's third-party review comments. From staff's perspective, the geotechnical concerns have been adequately addressed for the purpose of a Development Permit review by Council. Should the application proceed, further work may be required to satisfy the building permit requirements.

DISCUSSION

The following is an overview of land use regulations and design guidelines relevant to the property.

LAND USE

Zoning: The parcel is currently zoned C8, which permits both residential and tourist accommodation. The proposal is for a multi-residential development, which is a permitted use.

Density: The proposed development consists of 88 units. Under the C8 zone, the required site area per apartment unit is 200m². Given that the application includes underground parking, this required site area is eligible to be reduced by 25%, from 200m² to 150m². The area of the parcel is approximately 13,277m², which would permit 88 units. The Official Community Plan (OCP) designates the parcel as *Commercial* under the Village Neighbourhood. There is no specified density under the commercial designation in the OCP.

Height: The proposed building height is 19.51m, which is 12.1m more than the maximum permitted height of 7.5m. Given that the building is bordered by a bank to the south, the height of the building will have minimal visual impact on the properties to the south. For reference, the exact magnitude of the height variance will need to be recalculated using an updated methodology (See the Decision-making Process Section, Subsection Development Variance Permit).

Setbacks: The proposed development has a front lot line setback of 4.5m; however, this setback is reduced to 1.57m on the west end of the development and 2.87m on the east end of the development. The minimum front lot line setback is 4.5m. The proposed rear lot line setback is 20.9m, which is within the required 4.5m setback. The proposed interior lot line setbacks are both 3.0m which are within the required setback of 3.0m.

Parcel Coverage: The proposed parcel coverage is 31%. The parcel coverage is within the maximum 40% parcel coverage permitted in the C8 zone.

Parking: Multi-residential dwellings outside of the Village Neighbourhood require one off-street parking space per unit. The proposed development provides 128 off-street parking spaces which exceeds the number of off-street parking spaces currently required (88 stalls). However, it should be noted that the parking requirements were recently reduced to comply with Bill 44, and previously would have required 132 parking stalls.

2018 Official Community Plan

The proposed development is designated as *Commercial* in the OCP and is within the *C11 – Highway Bluff Commercial Form and Character Development Permit Area*. Should Council choose to consider the DVP and DP at a future Council meeting, staff will provide a detailed analysis of the *Development Permit Area C11 – Highway Bluff Commercial Guidelines*.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

Public Participation Framework developed by the International Association for Public

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Participation – IAP² International.

INFORM:

- Consideration of a Development Variance Permit requires that property owners within a 100m radius be notified and afforded an opportunity to share their opinions for the DVP with Council in advance of Council issuing a Development Variance Permit.

STRATEGIC PLAN ALIGNMENT

Good Governance

DECISION-MAKING PROCESS

The development proposal for 3022 Island Highway West includes both a Development Permit and a Development Variance Permit.

Development Permit

A Development Permit cannot be issued without concurrent approval of the Development Variance Permit as the proposal does not comply with the maximum height or minimum front setback.

Development Variance Permit

Consideration of the requested variance to the maximum height and front setback is entirely a governance decision and there are no predetermined decision-making criteria. Although staff consider the variances to be reasonable on the site given the lot dimensions and topography, it is for Council to determine whether the extent of the requested variances is reasonable. Should Council wish to consider approving the Development Variance Permit, statutory notice is required, and the matter of issuance of the DVP would be considered at a future meeting of Council.

	Permitted	Proposed	Required Variance
Minimum Front Setback	4.5m	1.57m	2.93m
Maximum Height	7.5m	19.51 *	12.1m *

** As part of the implementation of Bill 44 Housing Statutes (Residential Development) Amendment Act, the methodology for calculating height has changed to a more standardized approach utilizing average grade rather than natural grade. The above calculation is based on the previous methodology. Recalculating the required variance to reflect the new calculation may reduce the required variance, but it would still require a significant variance. If Council advances the Development Variance Permit for consideration at an upcoming meeting, staff will request a recalculated height from the Architect.*

SUMMARY

A Development Variance Permit application for 3022 Island Highway West proposes a height and front lot line setback variances. The proposed height is 19.51m, which is approximately 12m higher than the maximum height of 7.5m (exact variance to be considered prior to future consideration). The proposed front lot line setback is 1.57m, which is 2.93m less than the required setback of 4.5m. The majority of the proposed development meets the front lot line setback except the east end of Building #3 and west end of Building #1.

The proposed development is within a Development Permit Area, and as such, the applicant also requires a Development Permit.

If Council wishes to consider the DP and DVP applications at the next meeting, statutory notifications will be sent out in accordance with the *Local Government Act*.

ALTERNATIVE OPTIONS

1. THAT the Development Variance Permit Application for 3022 Island Hwy West be refused; AND FURTHER THAT the Development Permit Application for 3022 Island Hwy West be refused due to non-compliance with the zoning, as detailed in the September 11, 2024, Planning report to Council.
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Luke Sales, Director of Planning.



Luke Sales
Director of Planning
Report Writer



Lou Varela, MCIP, RPP
CAO
Concurrence

ATTACHMENTS

1. Architectural Plans
2. Geotech Investigation Report [Consultant]
3. Public Information Meeting Notes
4. Landscape Plans

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2024\09 11 RC\PLAN.DP DVP 3022 Island Hwy.docx

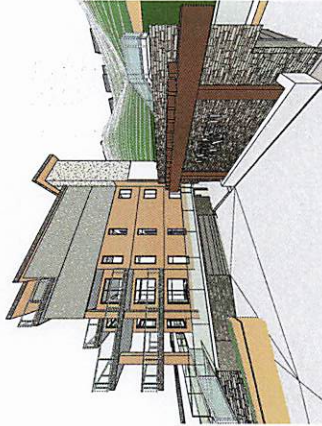


NORTH-WEST PERSPECTIVE

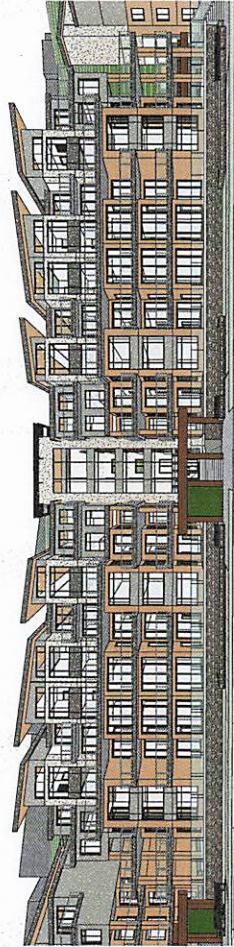
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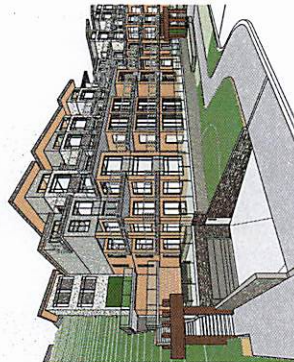
B3



ENTRY SIGN - NORTH-EAST PERSPECTIVE



BLDG 2 - NORTH PERSPECTIVE



BLDG 3 - NORTH-EAST PERSPECTIVE



BLDG 3 - NORTH PERSPECTIVE



BLDG 1 - NORTH PERSPECTIVE

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3 2024-04-11 PRELIMINARY
2 2024-04-11 PRELIMINARY
1 2024-04-11 PRELIMINARY
0 2024-04-11 PRELIMINARY

1000 WEST 10TH AVENUE, SUITE 100
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TEL: 303.733.8800 FAX: 303.733.8801
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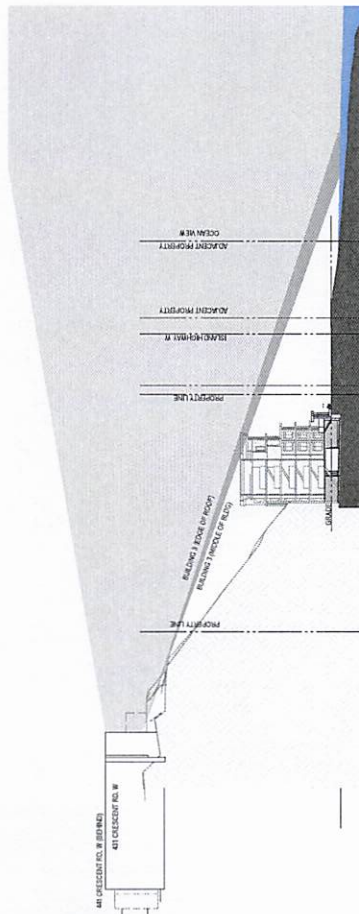
LASQUET VIEW PLACE
CONDOMINIUM

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TEL: 303.733.8800 FAX: 303.733.8801
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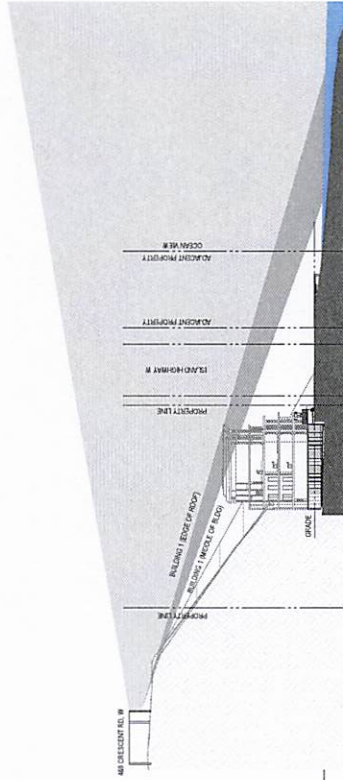
PERSPECTIVES

DATE	10/1/2024
PROJECT	LASQUET VIEW PLACE
ARCHITECT	LARRY PODHORA ARCHITECTURE INC
PROJECT NO.	1000000000
DATE	10/1/2024

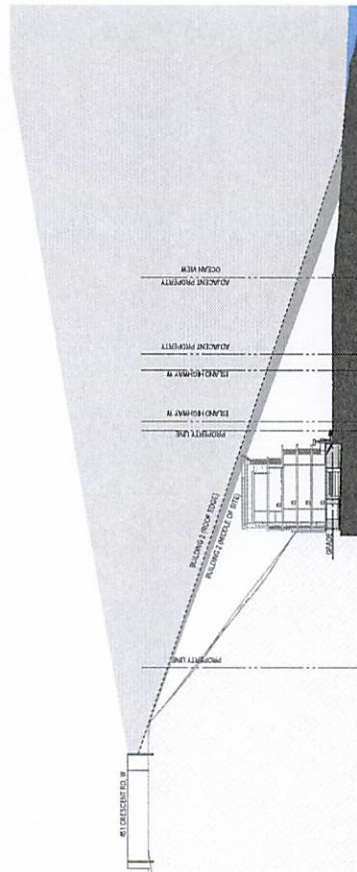
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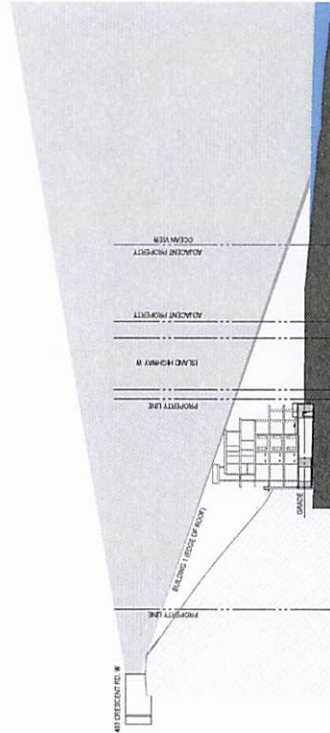
1 NEIGHBOURING VIEW - 431 & 441 CRESCENT RD. W.
SCALE 1" = 40'



3 NEIGHBOURING VIEW - 469 CRESCENT RD. W.
SCALE 1" = 40'



2 NEIGHBOURING VIEW - 451 CRESCENT RD. W.
SCALE 1" = 40'



4 NEIGHBOURING VIEW - 493 CRESCENT RD. W.
SCALE 1" = 40'

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TO: CLIENT
DATE: 10/10/2023
PROJECT: LASQUET VIEW PLACE CONDOMINIUM
DRAWN BY: [Name]
CHECKED BY: [Name]

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TEL: 303.733.8888
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LASQUET VIEW PLACE
CONDOMINIUM
1000 WEST 10TH AVENUE, SUITE 200
DENVER, CO 80202

NEIGHBOURING VIEWS

DATE	10/10/2023
PROJECT	LASQUET VIEW PLACE CONDOMINIUM
CLIENT	LAURENCE & JENNIFER
LOCATION	1000 WEST 10TH AVENUE, SUITE 200, DENVER, CO 80202
SCALE	1" = 40'

DP03



NORTH PERSPECTIVE OF SITE

This drawing has been prepared solely for the use of THE CLIENT and there are no representations of any kind made by LAMBY FODORNA ARCHITECTURE INC. In any event, with advice from LAMBY FODORNA ARCHITECTURE INC., the Client shall select and submit the contract. This drawing shall not be used for construction purposes until it is signed by the architect.

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ISSUES AND REMARKS		

Barry podhora | architecture inc
3010 UNIVERSITY AVENUE, SUITE 100
VANCOUVER, BC V6T 1C6
TEL: 604.681.1111
WWW.BARRYPODHORA.COM

NO. 2077 (2005)
3022 ISLAND HIGHWAY, QUALICUM
BEACH, BC

ADDITIONAL PERSPECTIVES

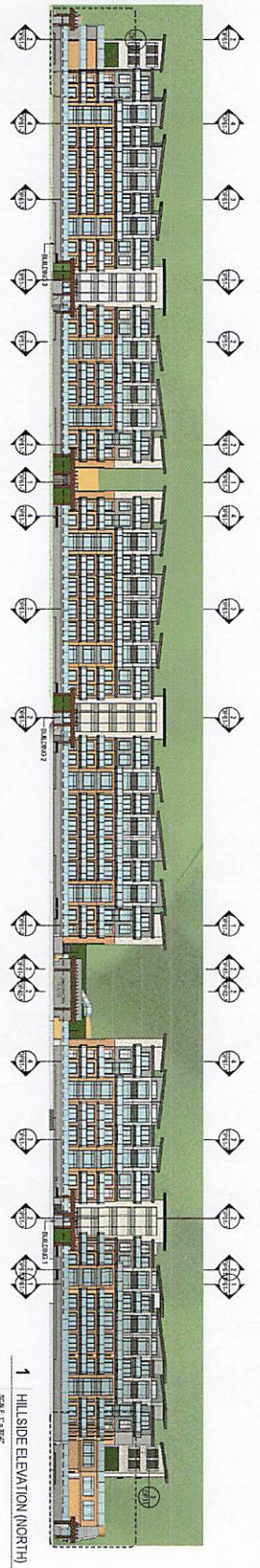
DP04



STREET VIEW OF BUILDING 1



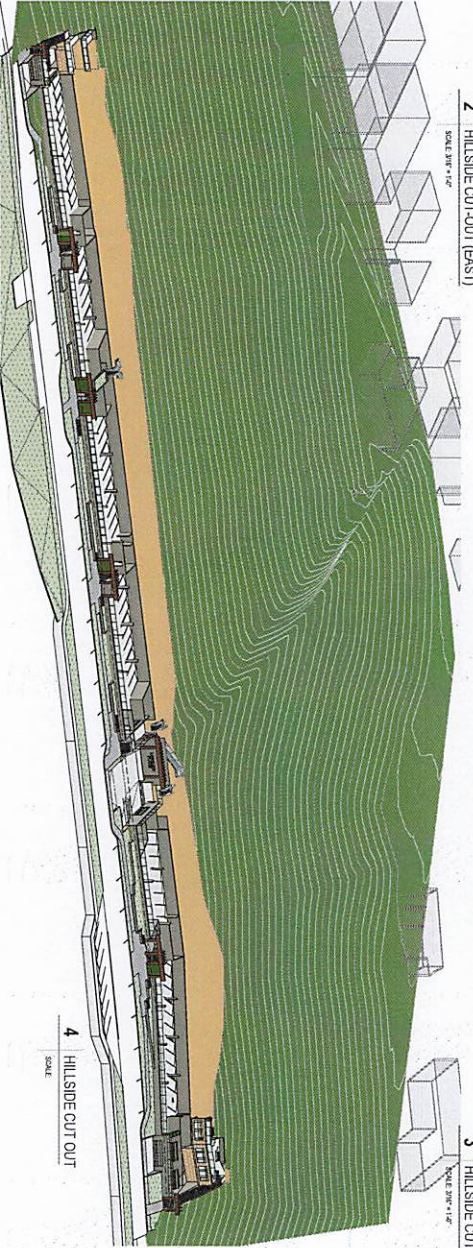
STREET VIEW OF BUILDING 2 & 3



1 HILLSIDE ELEVATION (NORTH)
SCALE 1"=2'-0"



3 HILLSIDE CUT-OUT (WEST)
SCALE 3/8"=1'-0"



2 HILLSIDE CUT-OUT (EAST)
SCALE 3/8"=1'-0"

4 HILLSIDE CUT OUT
SCALE

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NO. 1000000000 - RECALCULATED FOR THE CLIENT
DATE: 01/11/2017
PROJECT: LASQUET VIEW PLACE
SHEET: 01/11/2017

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1000 WEST 10TH AVENUE, SUITE 100
DENVER, CO 80202

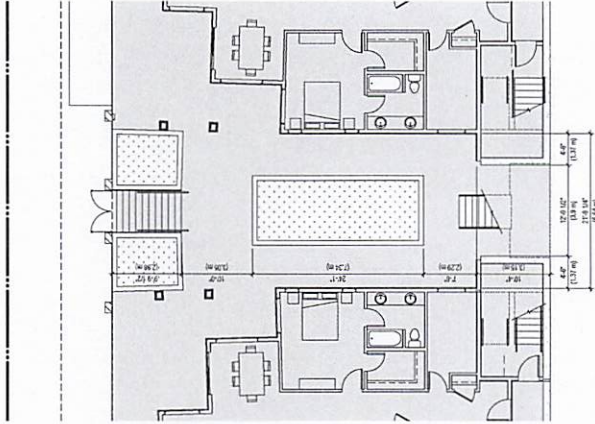
**LASQUET VIEW PLACE
CONDOMINIUM**

3022 BLAND HIGHWAY, CALAUM
BECOM, BC

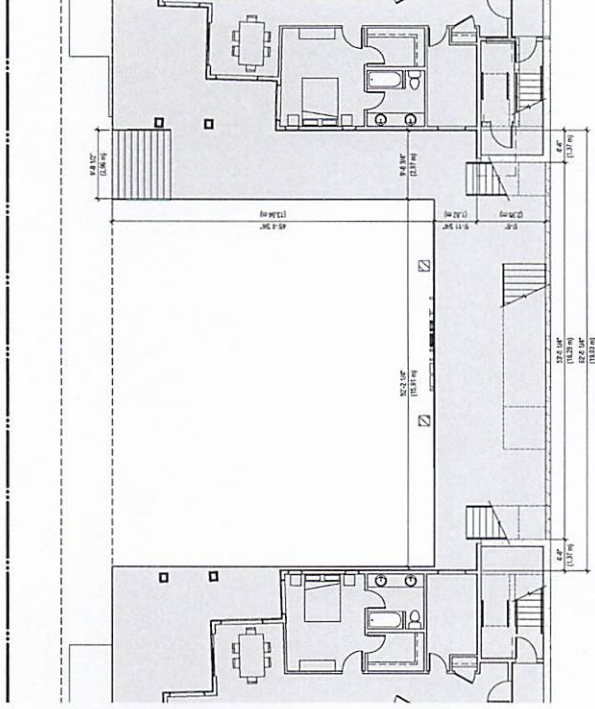
ENLARGED SITE PLANS

DATE	10/11/2017
PROJECT	LASQUET VIEW PLACE
CLIENT	CHARTER
PROJECT NO.	10000000
DATE	10/11/2017

DP14



2 BLDG 28 - OUTDOOR AMENITY - ENLARGED MAIN FLOOR PLAN
SCALE: 1/8" = 1'-0"



1 BLDG 12 - MAIN ENTRANCE - ENLARGED MAIN FLOOR PLAN
SCALE: 1/8" = 1'-0"

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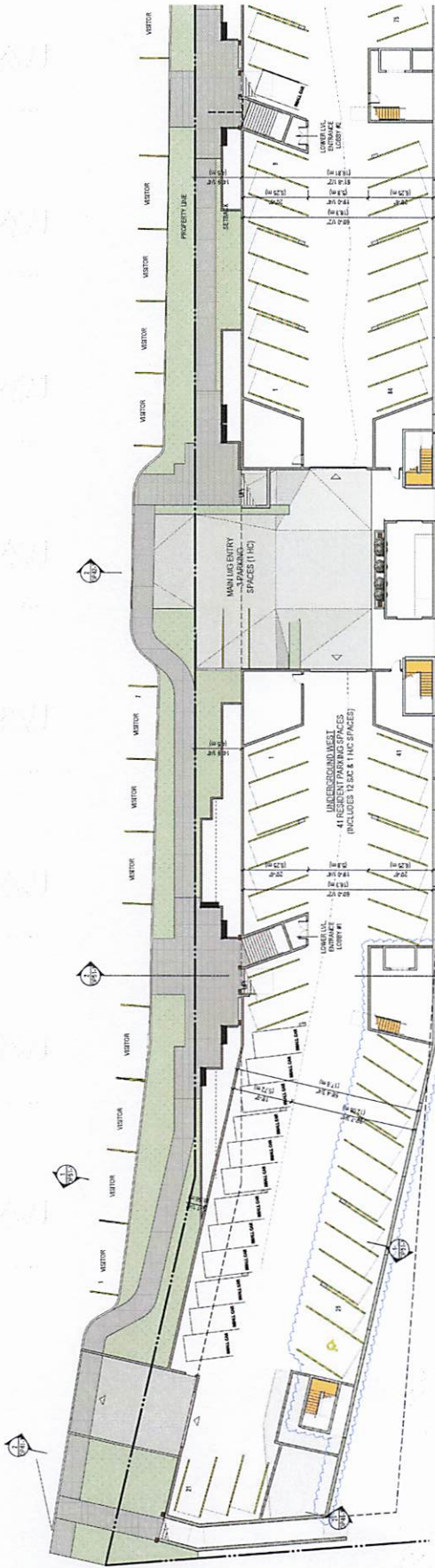
**LASQUET VIEW PLACE
CONDOMINIUM**

1000 WEST 10TH AVENUE
DENVER, CO 80202

**ENLARGED
UNDERGROUND PARKING
PLANS**

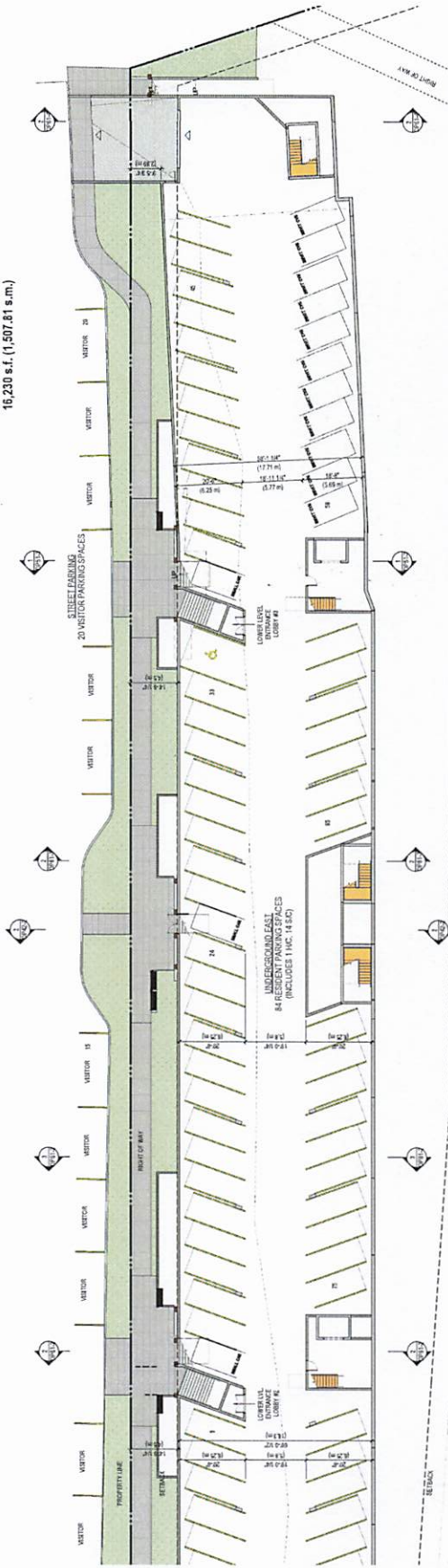
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PROJECT	UNDERGROUND PARKING
CLIENT	LAUREL LANE
ARCHITECT	LARRY PODHARA ARCHITECTURE INC.
ENGINEER	LAUREL LANE
PLANNING	LAUREL LANE
DESIGNER	LAUREL LANE
CONTRACTOR	LAUREL LANE
OWNER	LAUREL LANE
DATE	10/27/2023
PROJECT	UNDERGROUND PARKING
CLIENT	LAUREL LANE
ARCHITECT	LARRY PODHARA ARCHITECTURE INC.
ENGINEER	LAUREL LANE
PLANNING	LAUREL LANE
DESIGNER	LAUREL LANE
CONTRACTOR	LAUREL LANE
OWNER	LAUREL LANE

DP20



1 UNDERGROUND PARKING (WEST)

SCALE: 1/8" = 1'-0"
16,230 s.f. (1,507.81 s.m.)



2 UNDERGROUND PARKING (EAST)

SCALE: 1/8" = 1'-0"
32,943 s.f. (3,060.50 s.m.)



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larry podhora | architecture inc

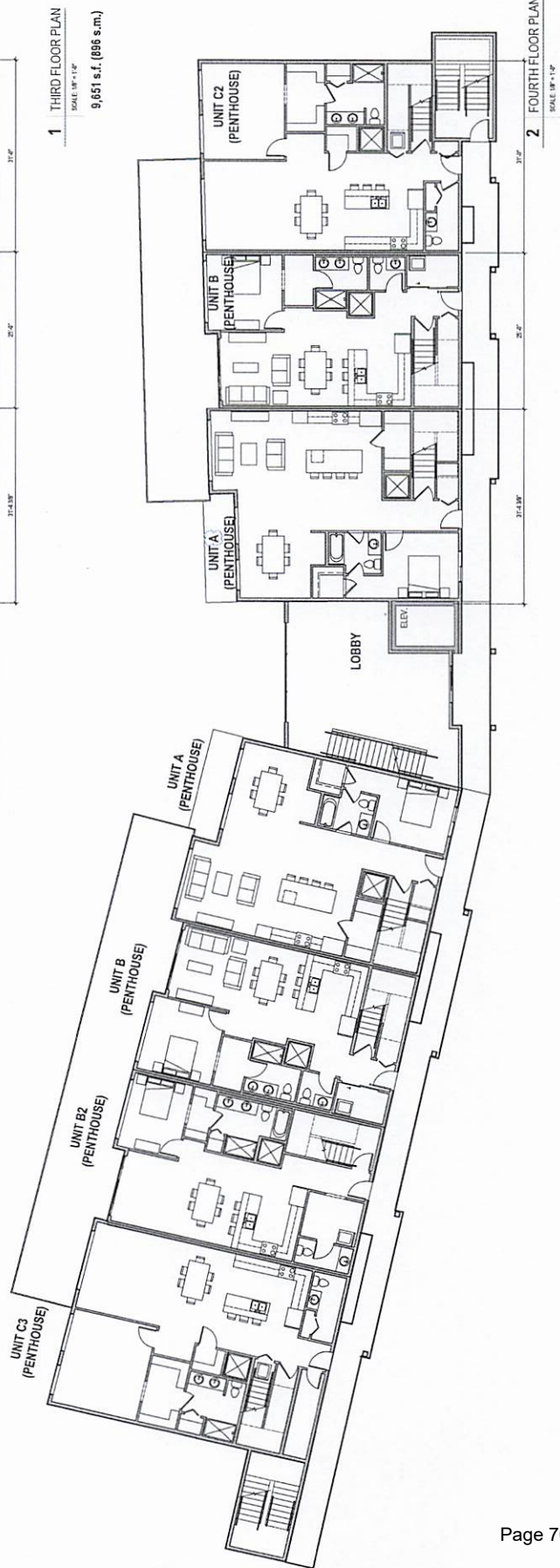
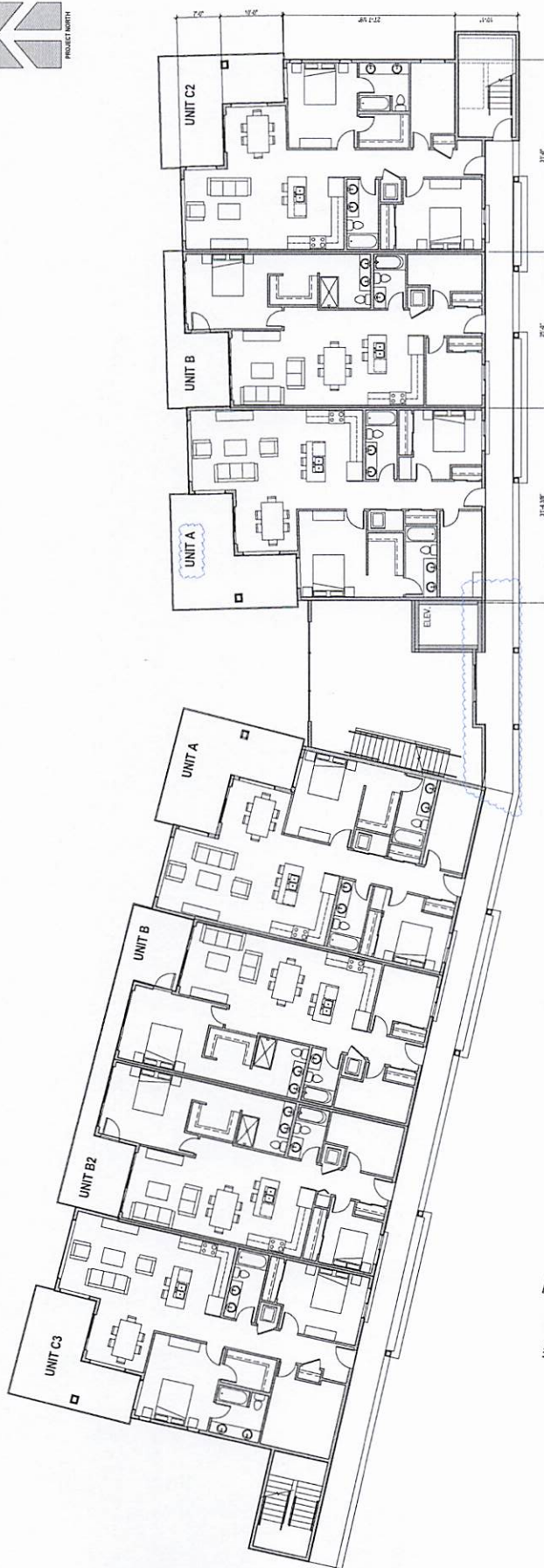
**QUALICUM BEACH
CONDOS**

4-21-2012
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QUALICUM BEACH, BC

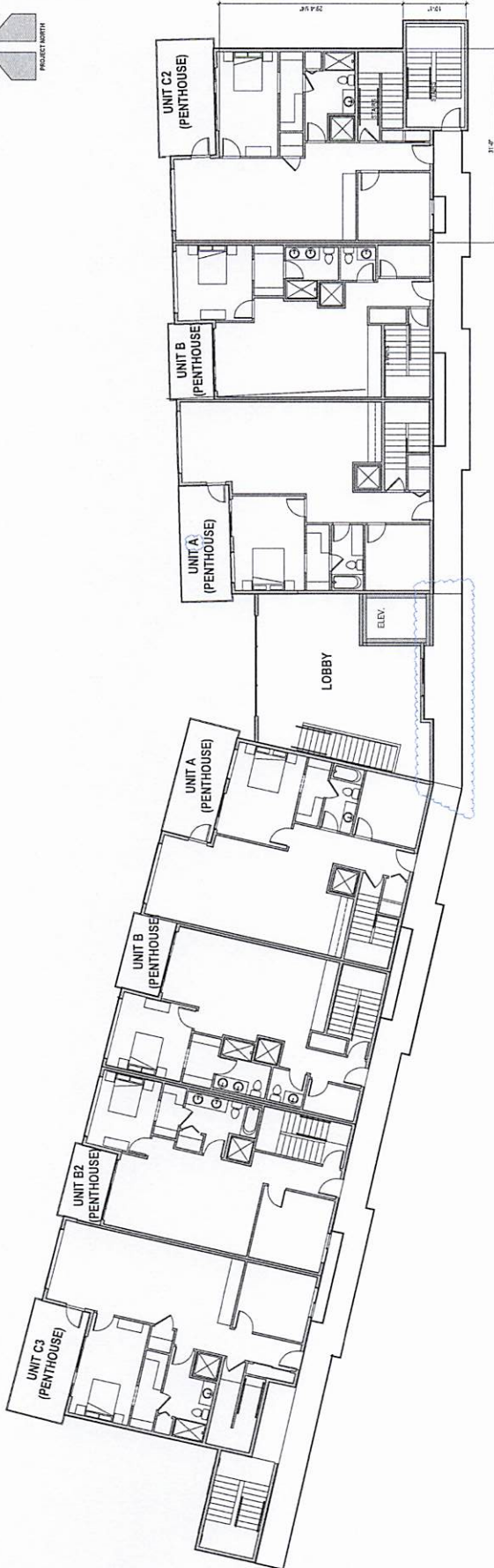
DISP. 117151
BLDG 1 - THIRD & FOURTH
FLOOR PLANS

DATE	10/10/04
NAME	WYSSA
RECORD	AP
PHASE (MO)	10/04

DP22-1



BUILDING 1
9,213 s.f. (856 s.m.)

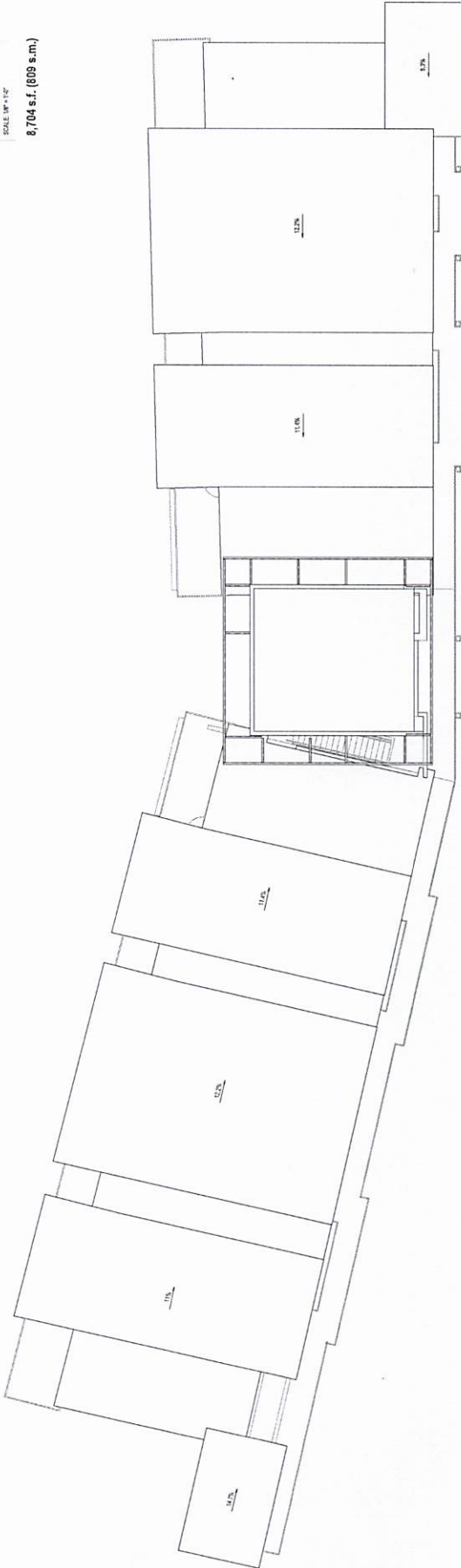


1 FIFTH FLOOR PLAN
SCALE: 1/8" = 1'-0"

8,704 s.f. (809 s.m.)

This drawing has been prepared solely for the use of the client and is not to be used for any other purpose without the written consent of the architect. The architect assumes no responsibility for the construction of the building or for the performance of the building.

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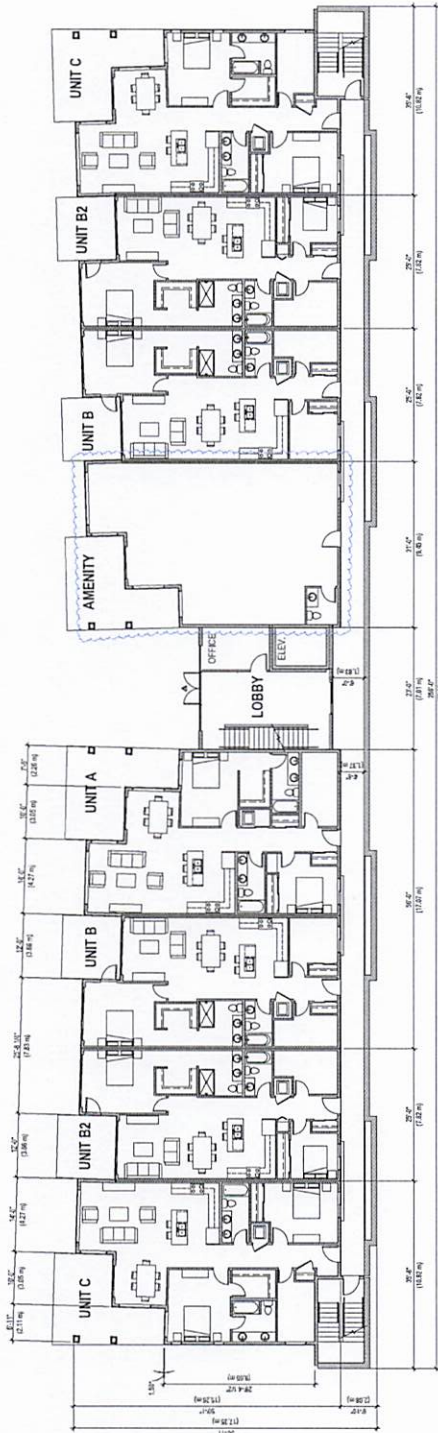


2 ROOF PLAN
SCALE: 1/8" = 1'-0"

BUILDING 1

DP23-1

larry podhora architecture inc.
1000 WEST 10TH AVENUE, SUITE 100 DENVER, CO 80202
QUALICUM BEACH CONDOS
1000 WEST 10TH AVENUE SUITE 100 DENVER, CO 80202
BLDG 1 - FIFTH FLOOR
DATE: 10/1/2022
BY: LARRY PODHORA
CHECKED: J. A.
PROJECT NO: 20220101
DATE: 10/1/2022

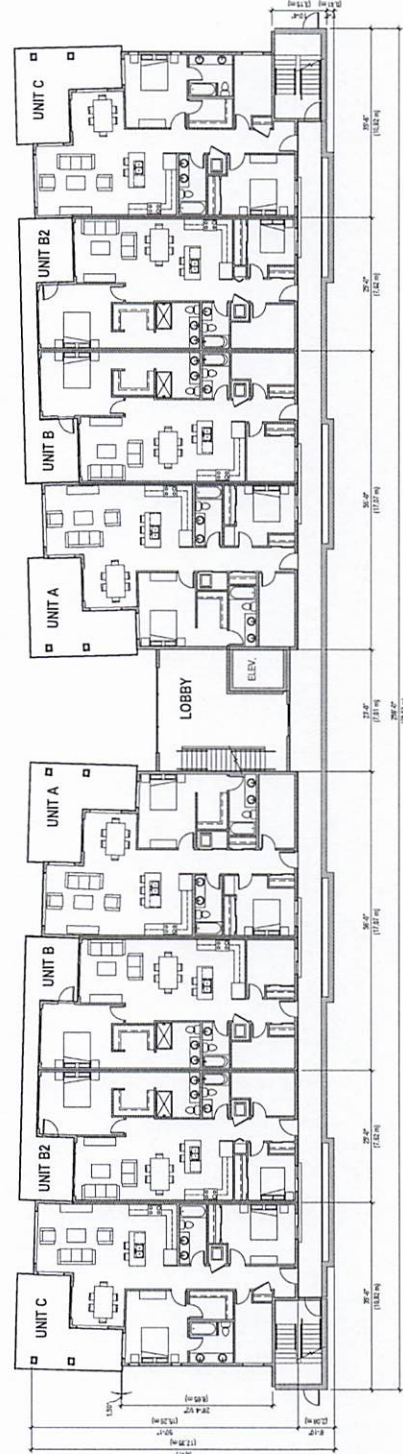


1 MAIN FLOOR PLAN

SCALE: 3/32" = 1'-0"
10,271 s.f. (954 s.m.)

This drawing has been prepared by the Architect for the use of the
OWNER and is not to be used for any other purpose without the written
consent of the Architect. The Architect is not responsible for the
accuracy or completeness of the information provided by the
OWNER or for the results of any construction based on this
drawing.

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2 SECOND FLOOR PLAN

SCALE: 3/32" = 1'-0"
10,271 s.f. (954 s.m.)

larry podhora | architecture inc
10000 WEST 10TH AVENUE, SUITE 100
DENVER, CO 80231
303.755.1000
WWW.LARRYPODHORA.COM

QUALICUM BEACH
CONDOS
10000 WEST 10TH AVENUE, SUITE 100
DENVER, CO 80231
303.755.1000
WWW.LARRYPODHORA.COM

BLDG 2 - MAIN & SECOND
FLOOR PLANS
10000 WEST 10TH AVENUE, SUITE 100
DENVER, CO 80231
303.755.1000
WWW.LARRYPODHORA.COM

BUILDING 2

DP21-2



This is a very low level proposal, totally for the use of JAG ENTERTAINMENT, and there are no representations of any kind made by LAWRY POCHTER ARCHITECTURE INC. to any party with whom LAWRY POCHTER ARCHITECTURE INC. has not entered into a contract. This drawing shall not be used for representation purposes until it is agreed for the same.

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9/18/12	02:08	RECEIVED FROM DCP
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12/1/2012	14:00	RECEIVED FROM DCP

larry podhora | architecture inc
www.lpodhora.com 314.474.7444 1000 Locust Ave. Suite 100, St. Louis, MO 63103

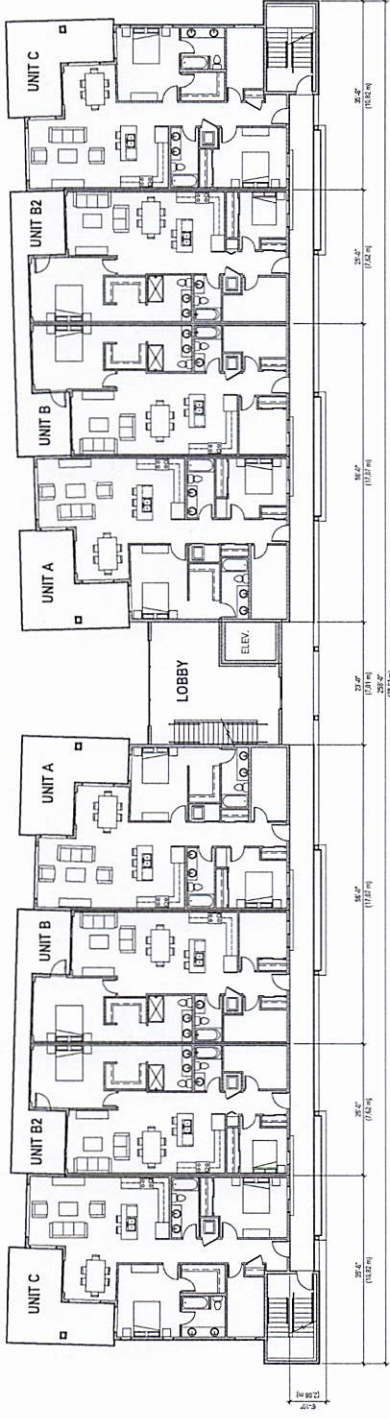
QUALICUM BEACH CONDOS

400 EIGHT HOURS
3022 ISLAND HIGHWAY.

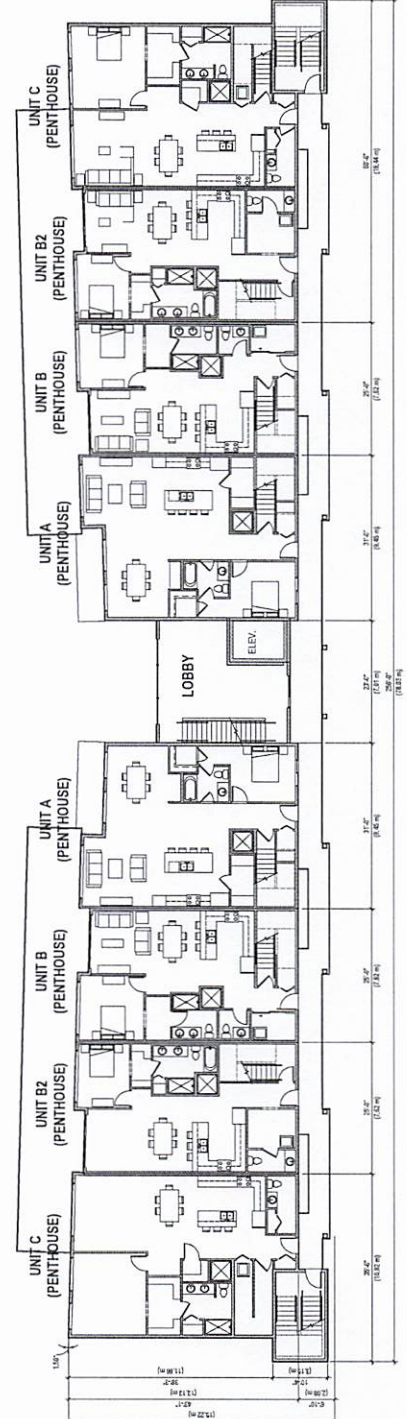
BLDG 2 - THIRD & FOURTH
FLOOR PLANS

NAME	NAME
DATE	DATE
TIME	TIME
LOCATION	LOCATION
REMARKS	REMARKS

BUILDING 2



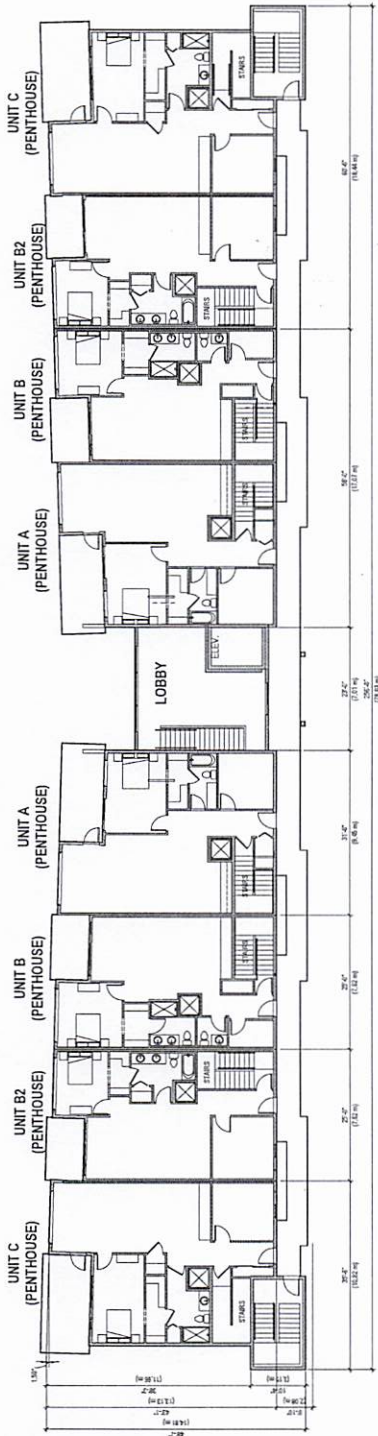
3 THIRD FLOOR PLAN



4 FOURTH FLOOR PLAN



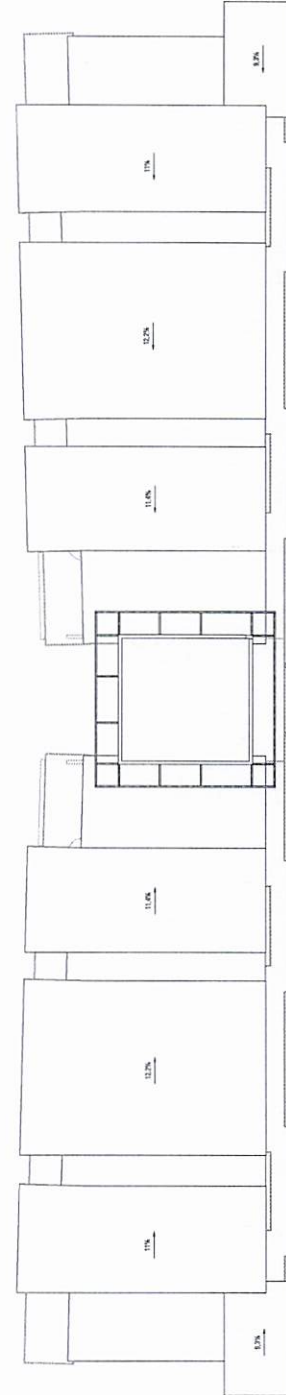
Krahn
GROUP OF COMPANIES
ARCHITECTURE • INTERIOR DESIGN • LANDSCAPE ARCHITECTURE
1000 WEST 10TH AVENUE, SUITE 100
DENVER, CO 80202



5 FIFTH FLOOR PLAN
SCALE: 3/32" = 1'-0"
8,955 s.f. (832 s.m.)

This drawing was prepared under contract for the use of the
OWNER. It is not to be used for any other purpose without the
written consent of the ARCHITECT. The drawing shall be
used in accordance with the provisions of the contract.
The drawing is not to be used for any other purpose without the
written consent of the ARCHITECT.

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100. 2022-06-02 RE: 2022-06-02 PER ARCHITECT'S



6 ROOF PLAN
SCALE: 3/32" = 1'-0"

larry godwin architecture inc
3022 ISLAND HIGHWAY, SUITE 100
QUAILCUM BEACH, BC
V3R 1A2
TEL: 250-755-1111
WWW.LGARCH.COM

QUAILCUM BEACH CONDOS

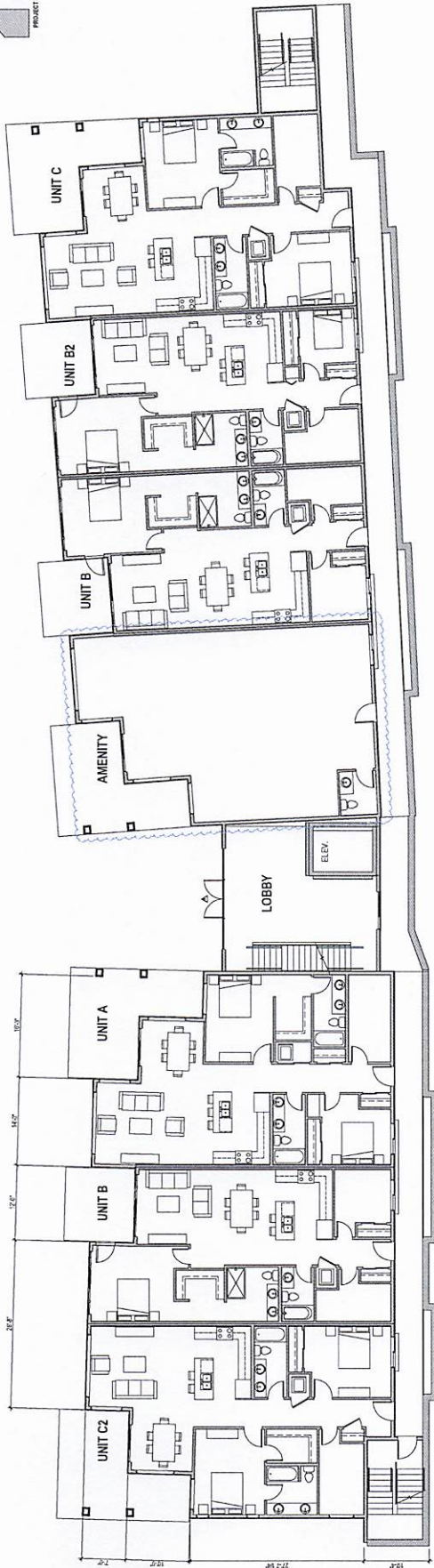
BLDG 2 - FIFTH FLOOR

DP23-2

BUILDING 2



Krahn
GROUP OF COMPANIES
ARCHITECTS - ENGINEERS - INTERIORS
10000 E. 10TH AVE. SUITE 100
DENVER, CO 80231



1 MAIN FLOOR PLAN

SCALE: 1/8" = 1'-0"

This drawing has been prepared under the seal and signature of the Professional Engineer, and is not to be used for any other project without the written consent of the Professional Engineer. The Professional Engineer is not responsible for the accuracy of the information provided by the client, nor for the accuracy of the information provided by the client's representatives. The Professional Engineer is not responsible for the accuracy of the information provided by the client's representatives.

6 2023-21-02 PE 4123650 FOR EIP
5 2023-21-02 PE 4123650 FOR EIP
4 2023-21-02 PE 4123650 FOR EIP
3 2023-21-02 PE 4123650 FOR EIP
2 2023-21-02 PE 4123650 FOR EIP
1 2023-21-02 PE 4123650 FOR EIP
T.C. DATE: 10/20/2023
FILE NAME: 10/20/2023
SHEET: 01

Larry Padgett | Architecture Inc
3022 BLAND HIGHWAY
QUAILCUM BEACH, NC

QUAILCUM BEACH
CONDOS

3022 BLAND HIGHWAY
QUAILCUM BEACH, NC

BUILDING 3 - MAIN & SECOND
FLOOR PLANS

DATE: 10/20/2023
SCALE: 1/8" = 1'-0"
SHEET: 01
PROJECT: 10/20/2023
SHEET: 01

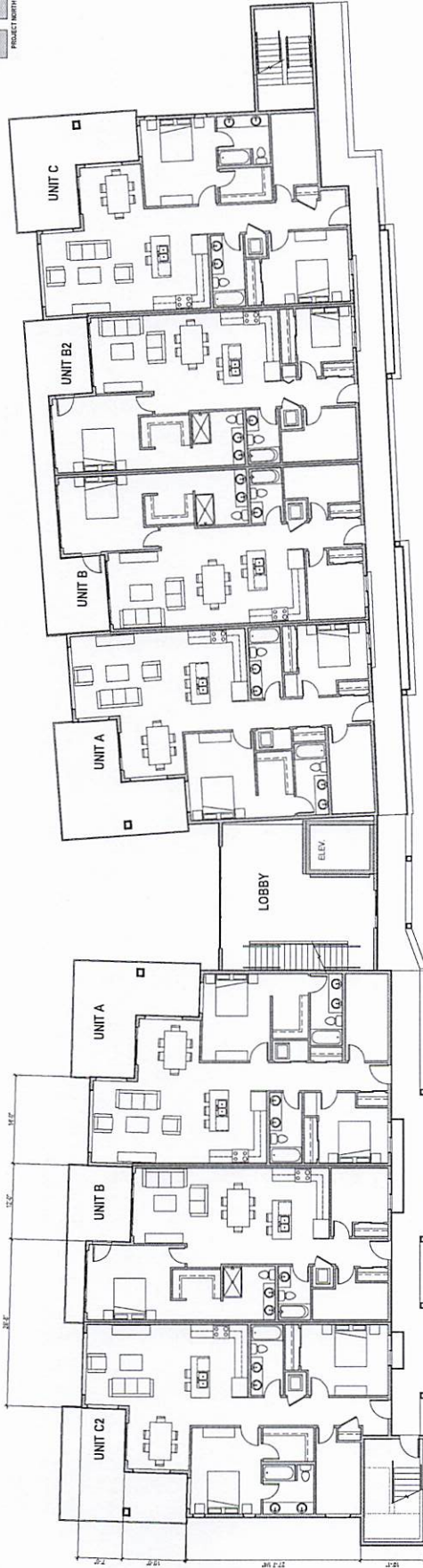
DP21-3

BUILDING 3



2 SECOND FLOOR PLAN

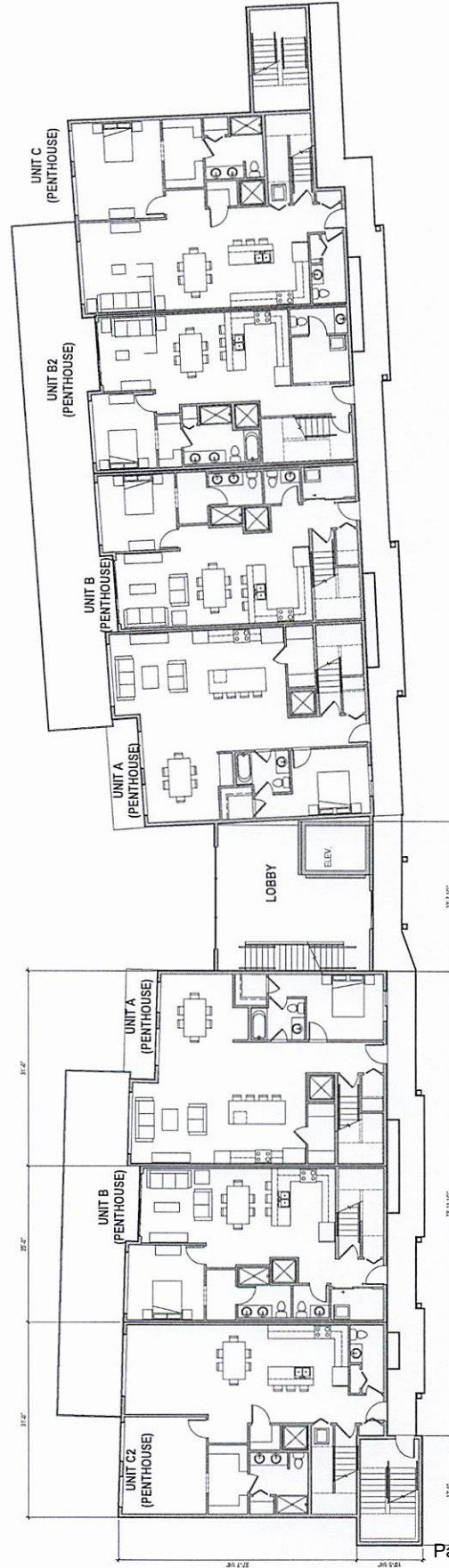
SCALE: 1/8" = 1'-0"



3 THIRD FLOOR PLAN
SCALE 1/8" = 1'-0"

This drawing has been prepared solely for the use of the client and is not to be used for any other purpose without the written consent of the architect. The architect assumes no responsibility for the accuracy or completeness of the information provided by the client. The architect's liability is limited to the professional services rendered by the architect.

REVISIONS FOR A/C COMMENTS
1. 2024-04-22 REVISION FOR A/C COMMENTS
2. 2024-04-22 REVISION FOR A/C COMMENTS
3. 2024-04-22 REVISION FOR A/C COMMENTS
4. 2024-04-22 REVISION FOR A/C COMMENTS
5. 2024-04-22 REVISION FOR A/C COMMENTS
6. 2024-04-22 REVISION FOR A/C COMMENTS
7. 2024-04-22 REVISION FOR A/C COMMENTS
8. 2024-04-22 REVISION FOR A/C COMMENTS
9. 2024-04-22 REVISION FOR A/C COMMENTS
10. 2024-04-22 REVISION FOR A/C COMMENTS



4 FOURTH FLOOR PLAN
SCALE 1/8" = 1'-0"

BUILDING 3

DP22-3

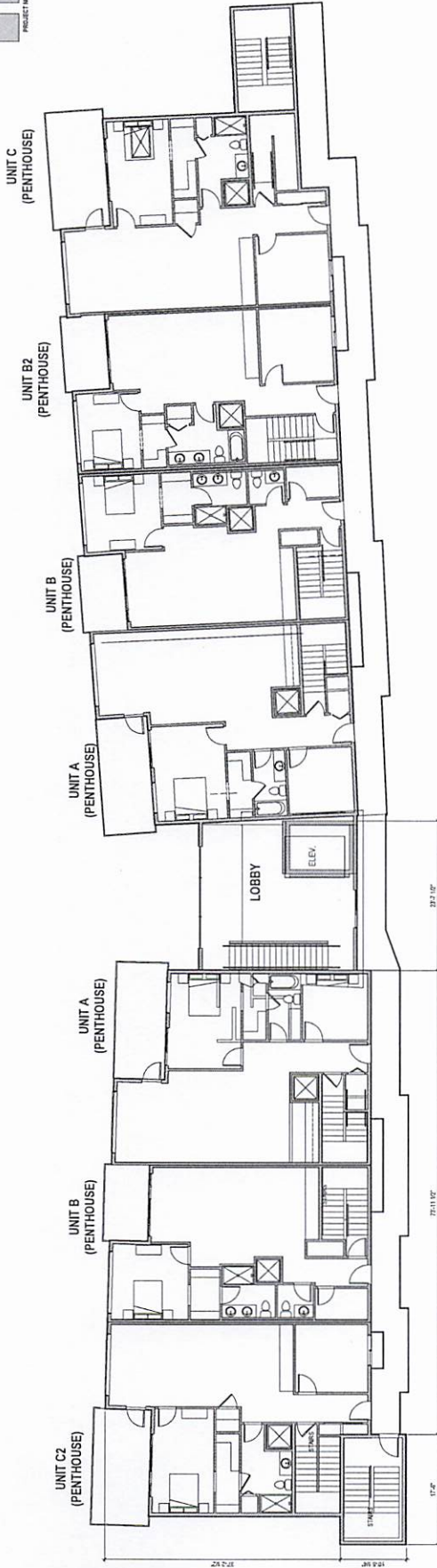
larry podhous architecture inc
3022 BLAND HIGHWAY
QUAILCUM BEACH, NC

QUAILCUM BEACH
CONDOS

3022 BLAND HIGHWAY
QUAILCUM BEACH, NC

BLDG 3 - THIRD & FOURTH
FLOOR PLANS

DATE	10/18/22
BY	LM
CHECKED	LM
PROJECT NO.	100004
DATE	10/18/22



5 FIFTH FLOOR PLAN
SCALE: 1/8" = 1'-0"

This drawing has been prepared solely for the use of the client and is not to be used for any other purpose without the written consent of the architect. The architect assumes no responsibility for the construction of the building or for the performance of the building after completion. The architect's services are limited to the design and construction of the building as shown on this drawing.

5 2022-06-02 RE: 151103 FOR APC CONSTRUCTION
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5 2022-06-02 RE: 151103 FOR APC CONSTRUCTION
5 2022-06-02 RE: 151103 FOR APC CONSTRUCTION
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3022 BLAND ROAD
QUAILCUM BEACH, NC 28584

QUALCUM BEACH
CONDOS

3022 BLAND ROAD
QUAILCUM BEACH, NC

BLDG 3 - FIFTH FLOOR
PLAN

DATE: 06/02/22
DRAWN: LARRY PODHORA
CHECKED: LARRY PODHORA
PROJECT NO: 151103
SHEET NO: 05

DP23-3

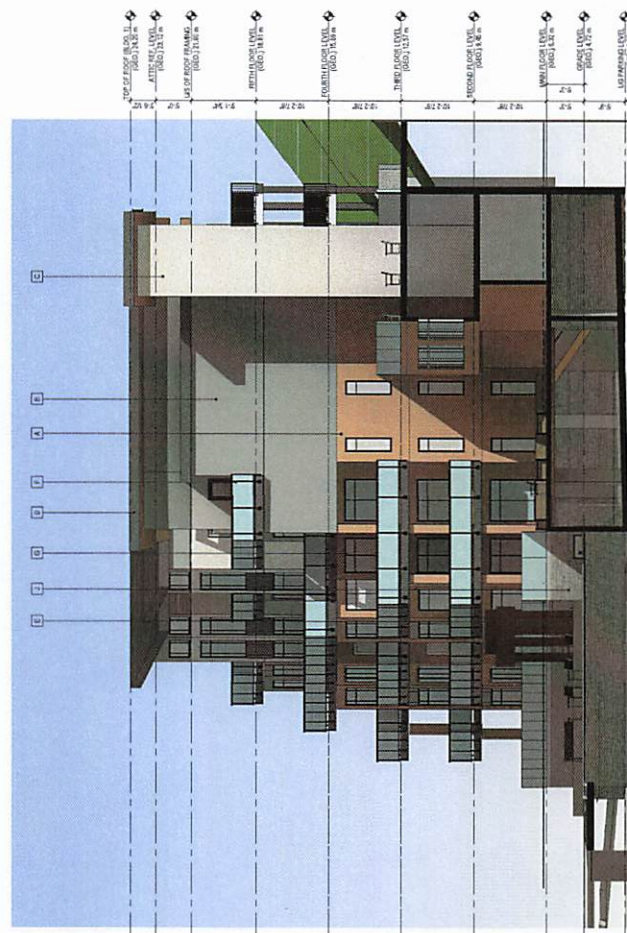
BUILDING 3



1 NORTH ELEVATION - BUILDING 1
SCALE 3/32" = 1'-0"

This drawing has been prepared under the seal of the State of Colorado, and the undersigned hereby certifies that he is a duly licensed professional architect in the State of Colorado, and that he has prepared this drawing in accordance with the provisions of the State of Colorado, and that he is not aware of any other person who has prepared this drawing in violation of the provisions of the State of Colorado.

10 2024-02-01 PREPARED FOR ARCHITECTS
1 2024-02-01 PREPARED FOR ARCHITECTS
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1 2024-02-01 PREPARED FOR ARCHITECTS



2 WEST ELEVATION - BUILDING 1
SCALE 3/32" = 1'-0"

BUILDING 1

DP41-1



3 PARKING ENTRANCE FEATURE BETWEEN BUILDING 1 & 2
SCALE 3/32" = 1'-0"

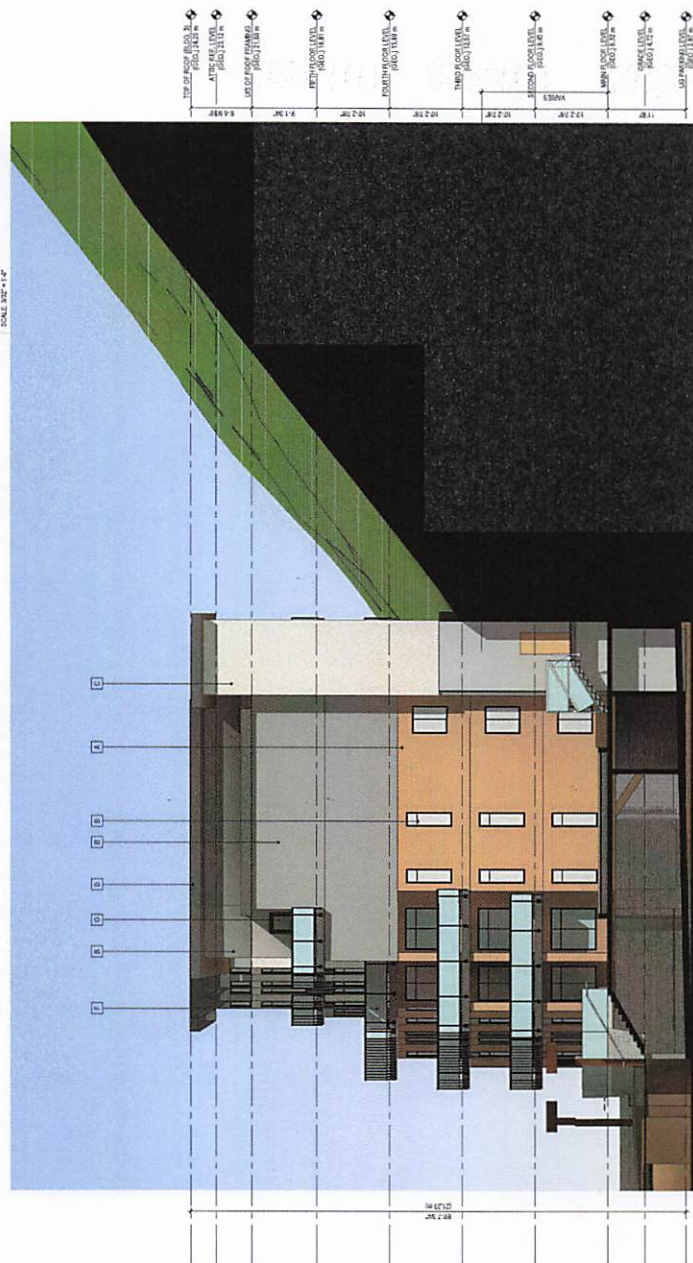
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02	SEMPER
03	SEMPER
04	SEMPER
05	SEMPER
06	SEMPER
07	SEMPER
08	SEMPER
09	SEMPER
10	SEMPER
11	SEMPER
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100	SEMPER

ELEVATION FINISH LEGEND

A	WOODSTONE PLASTER BRICK - C1
B	PRIME CEMENT BRICK - C2
C	PRIME CEMENT BRICK - C3
D	PRIME CEMENT BRICK - C4
E	PRIME CEMENT BRICK - C5
F	PRIME CEMENT BRICK - C6
G	PRIME CEMENT BRICK - C7
H	PRIME CEMENT BRICK - C8
I	PRIME CEMENT BRICK - C9
J	PRIME CEMENT BRICK - C10
K	PRIME CEMENT BRICK - C11
L	PRIME CEMENT BRICK - C12
M	PRIME CEMENT BRICK - C13
N	PRIME CEMENT BRICK - C14
O	PRIME CEMENT BRICK - C15
P	PRIME CEMENT BRICK - C16
Q	PRIME CEMENT BRICK - C17
R	PRIME CEMENT BRICK - C18
S	PRIME CEMENT BRICK - C19
T	PRIME CEMENT BRICK - C20
U	PRIME CEMENT BRICK - C21
V	PRIME CEMENT BRICK - C22
W	PRIME CEMENT BRICK - C23
X	PRIME CEMENT BRICK - C24
Y	PRIME CEMENT BRICK - C25
Z	PRIME CEMENT BRICK - C26
AA	PRIME CEMENT BRICK - C27
AB	PRIME CEMENT BRICK - C28
AC	PRIME CEMENT BRICK - C29
AD	PRIME CEMENT BRICK - C30
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KN	PRIME CEMENT BRICK - C300
KO	PRIME CEMENT BRICK - C301
KP	PRIME CEMENT BRICK - C302
KQ	PRIME CEMENT BRICK - C303
KR	PRIME CEMENT BRICK - C304
KS	PRIME CEMENT BRICK - C305
KT	PRIME CEMENT BRICK - C306
KU	PRIME CEMENT BRICK - C307
KV	PRIME CEMENT BRICK - C308
KW	PRIME CEMENT BRICK - C309
KX	PRIME CEMENT BRICK - C310
KY	PRIME CEMENT BRICK - C311
KZ	PRIME CEMENT BRICK - C312
LA	PRIME CEMENT BRICK - C313
LB	PRIME CEMENT BRICK - C314
LC	PRIME CEMENT BRICK - C315
LD	PRIME CEMENT BRICK - C316
LE	PRIME CEMENT BRICK - C317
LF	PRIME CEMENT BRICK - C318
LG	PRIME CEMENT BRICK - C319
LH	PRIME CEMENT BRICK - C320
LI	PRIME CEMENT BRICK - C321
LJ	PRIME CEMENT BRICK - C322
LK	PRIME CEMENT BRICK - C323
LL	PRIME CEMENT BRICK - C324
LM	PRIME CEMENT BRICK - C325
LN	PRIME CEMENT BRICK - C326
LO	PRIME CEMENT BRICK - C327
LP	PRIME CEMENT BRICK - C328
LQ	PRIME CEMENT BRICK - C329



1 NORTH ELEVATION-BUILDING 3

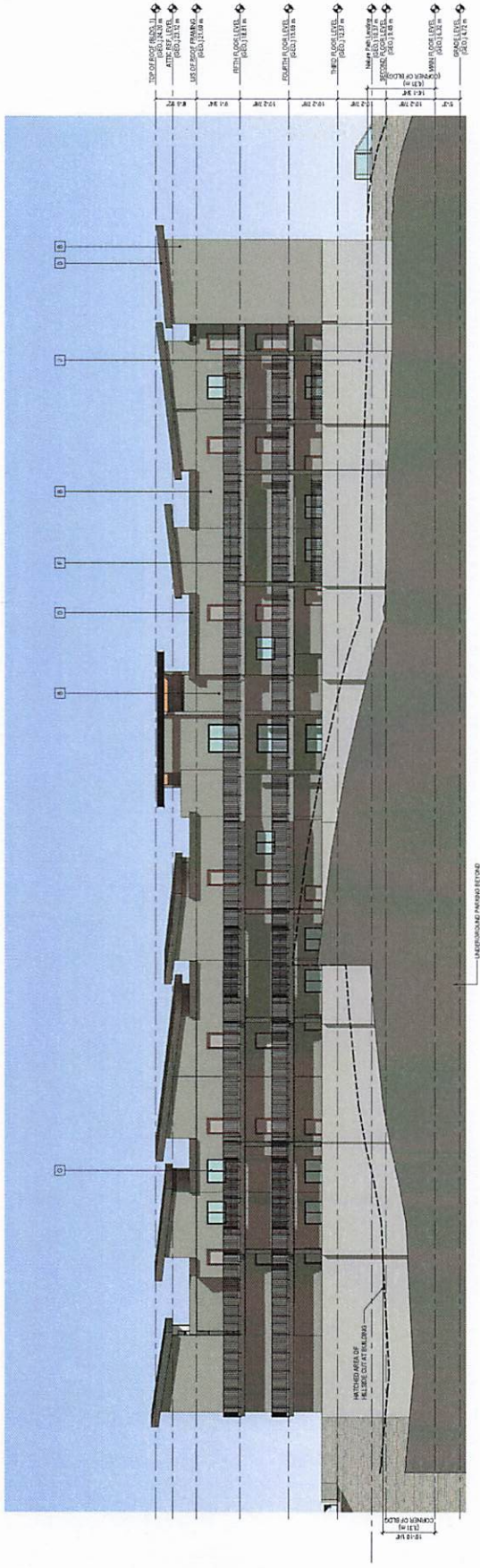


2 WEST ELEVATION - BUILDING 3

COLOR LEGEND	
C1	WOODSTONE SAND CASTLE
C2	SEASIDE WHALE GRAY, LEW 33
C3	SEASIDE BRICK, LEW 75
C4	BEAUMARKLE DEEP PINK, 1982

ELEVATION FINISH LEGEND

A	WOODCORE PLASTIC SERIES - C1
B	WHITE CHERRY SMOOTH - C2
C	WHITE CHERRY SMOOTH - C3
D	PALENA, THIRUMANGALU - C4
E	MARBLE WOOD STAINED
F	ALUMINIUM GLASS FIBRE PANELS BLANK (10' X 4')
G	KNOWNS LOGS LITTED (ON TOUNDO OF EQUAL - BLANK)
H	ROOF PANELS STEEL CHANNEL - BLANK
I	CONCRETE



1 SOUTH ELEVATION - BUILDING 1
SCALE 3/32" = 1'-0"

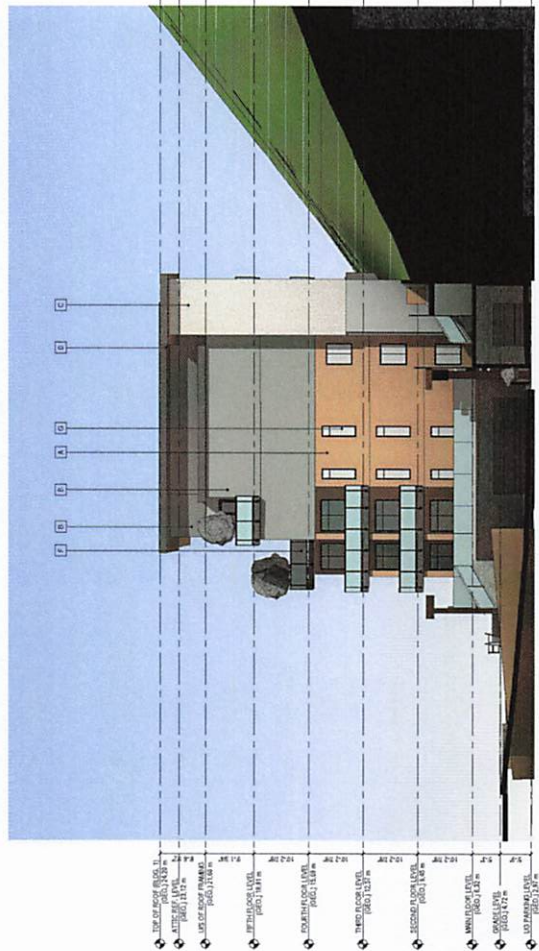
This drawing has been prepared solely for the use of the client and is not to be used for any other purpose without the written consent of Krahn Group of Companies. The client acknowledges that the drawings are not a contract and that the client is responsible for obtaining all necessary permits and approvals from the appropriate authorities.

COLOR LEGEND

C1	WOODSTONE	SANDCASTLE
C2	SENATOR	WHITE GREY LWP 20
C3	SENATOR	BIRCH LWP 12
C4	BIRCH LWP 12	WALNUT LWP 12

ELEVATION FINISH LEGEND

A	WOODSTONE RUSTIC SERIES - C1
B	WHITE CERAMIC - SMOOTH - C2
C	WHITE CERAMIC - SMOOTH - C3
D	FACIA TRIM BOARD - C4
E	NATURAL WOOD - STAINED
F	ALUMINUM GLASS PANELS / FINISHES BLACK (1/2" x 1/2")
G	WALNUT LWP 12
H	ROOF FINISH: STEEL CHANNELS - BLACK
J	CONCRETE



2 EAST ELEVATION - BUILDING 1
SCALE 3/32" = 1'-0"

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3022 BLAND HIGHWAY, QUALICUM
EDMONTON, AB T6C 1B7

**LASQUETVIEW PLACE
CONDOMINIUM**

3022 BLAND HIGHWAY, QUALICUM
EDMONTON, AB T6C 1B7

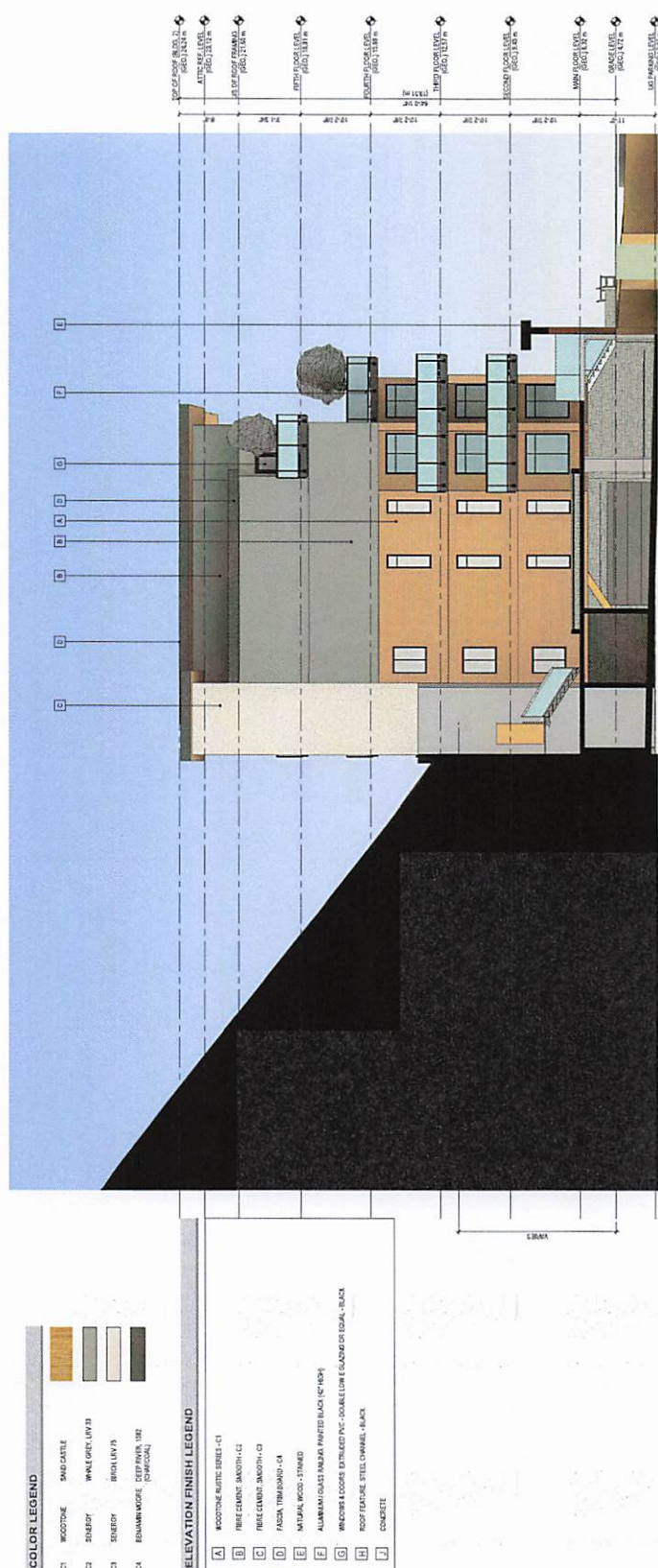
BLDG 1 - ELEVATIONS

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DATE	APPROVED
DATE	APPROVED
DATE	APPROVED

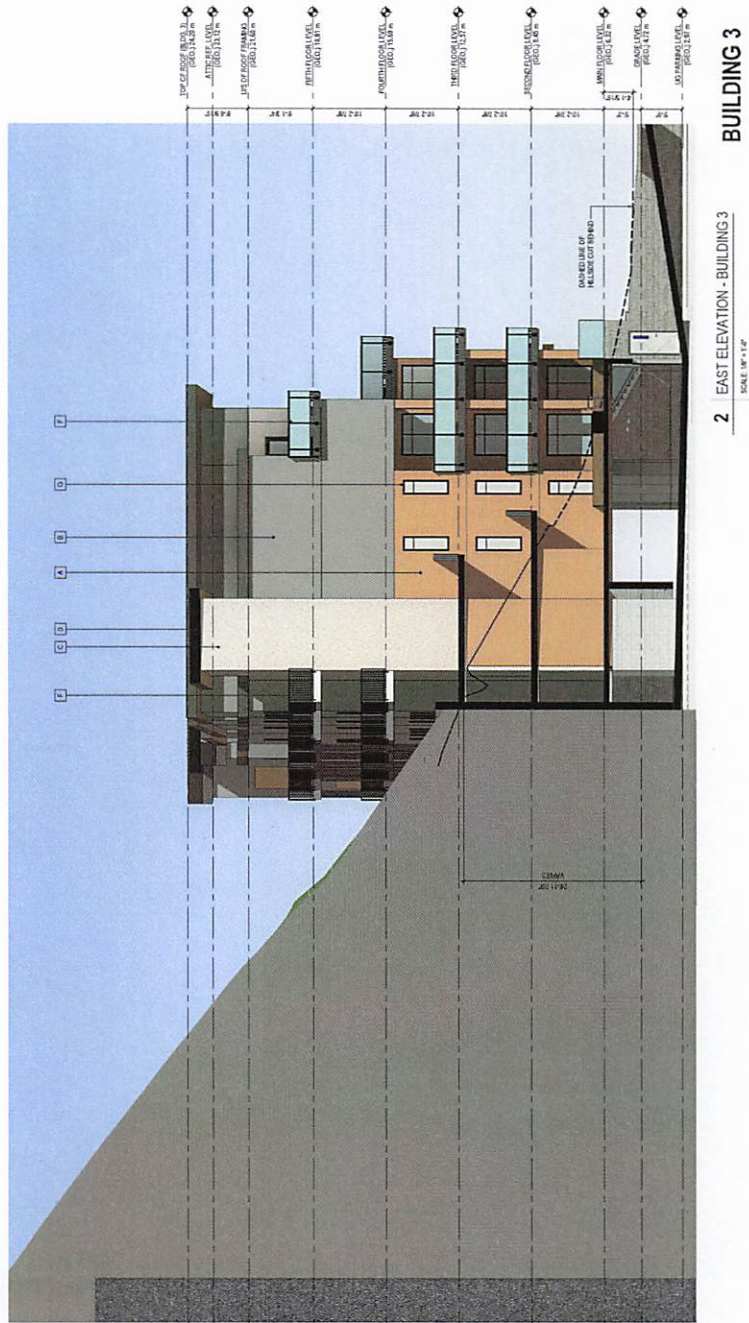
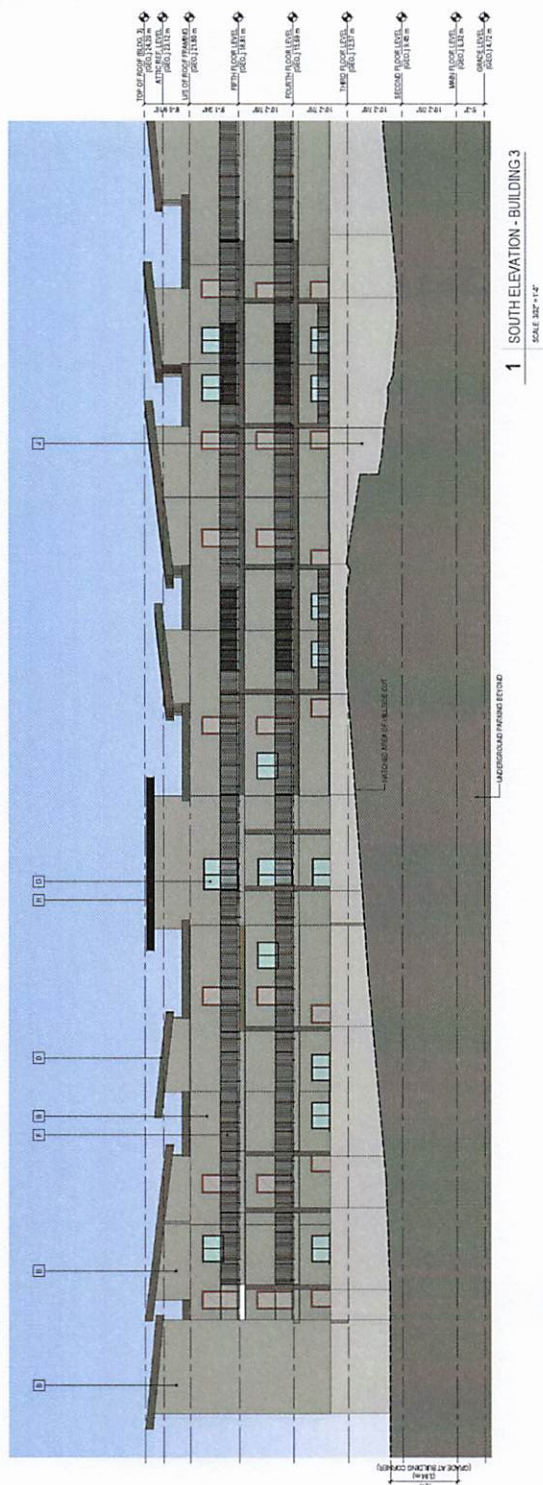
DP42-1



1 SOUTH ELEVATION - BUILDING 2

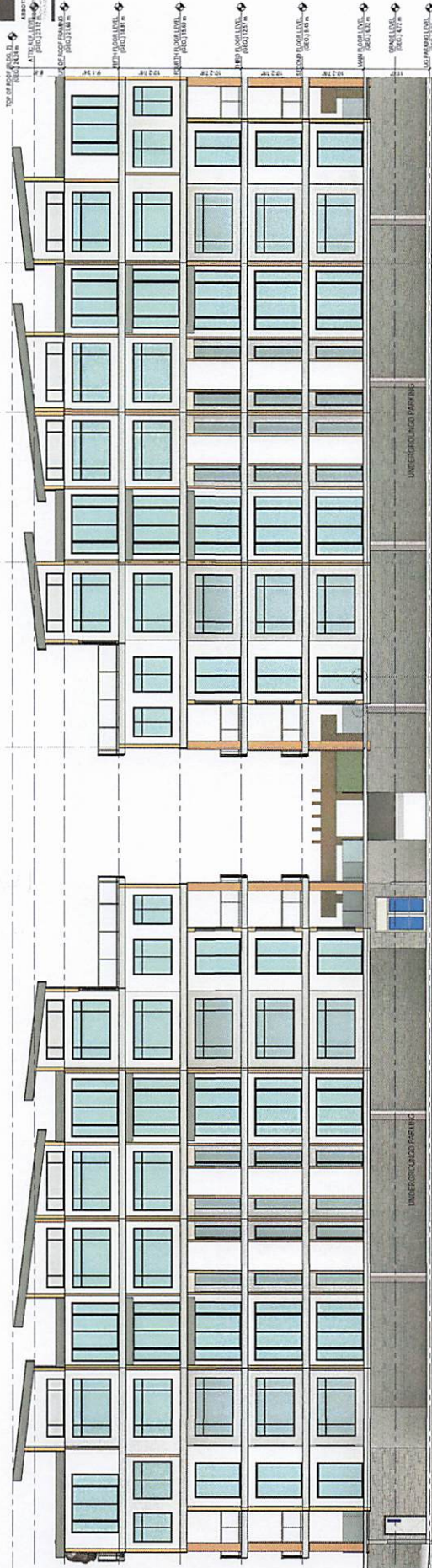


2 EAST ELEVATION - BUILDING 2



COLOR LEGEND	
C1	WOODTONE SAND CASTLE
C2	SENGSOY WHALE GREY LVP 75
C3	SENGSOY BROWN LVP 75
C4	BEAUMARKORE DEEP NAVY 1542

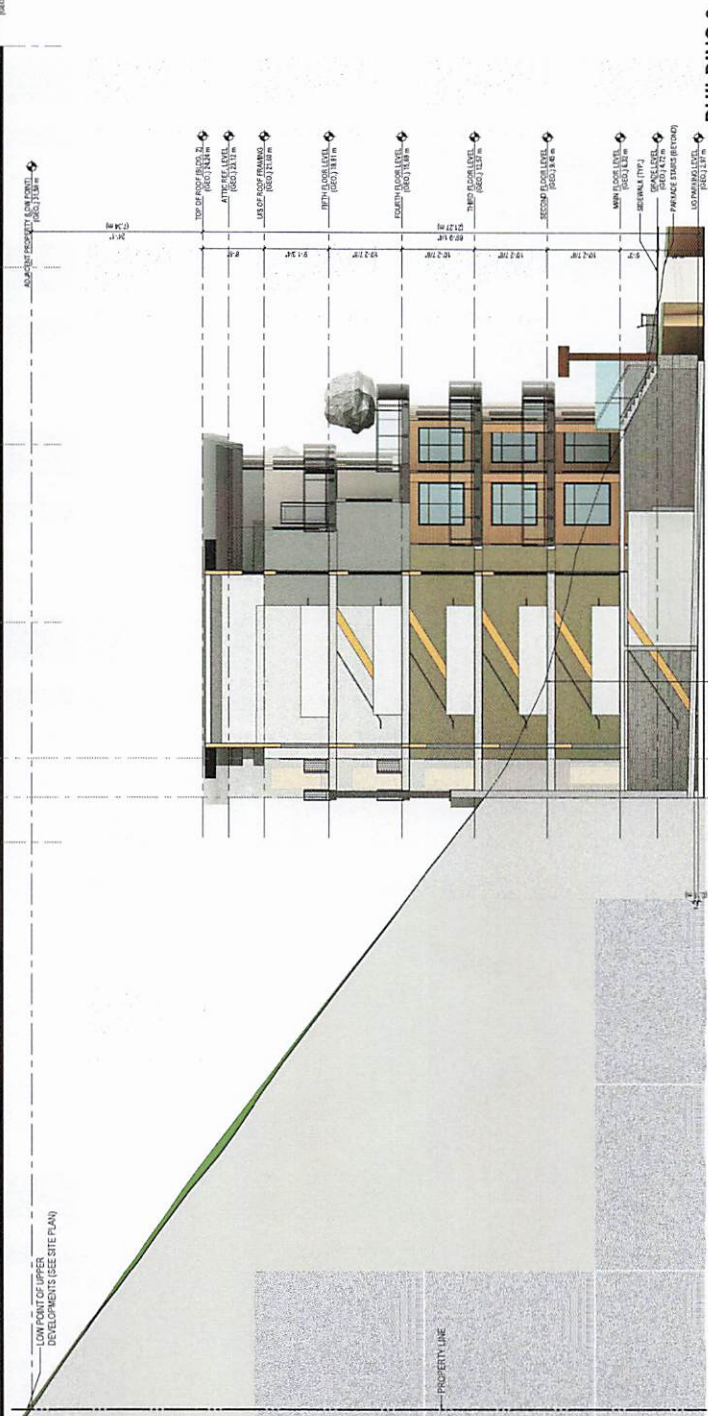
ELEVATION FINISH LEGEND	
A	NOCTON ELECTRIC SERIES - C1
B	FIRE CLAY SMOOTH - C2
C	PURE CLAYC SMOOTH - C3
D	FAUXA TERRAZZO - C4
E	NATURAL WOOD - STAINED
F	ALUMINUM GLASS MIRROR FINISHED BLACK (F1 H94)
G	WAXON LUGGS - OIL BASED PVC - DOUBLE LAMIN (GLASS) - BLACK
H	ROOF FERRULE STEEL CHANNEL - BLACK
I	CONCRETE



1 SECTION A - BUILDING 2

SCALE 1/8" = 1'-0"

LOW POINT OF UPPER DEVELOPMENTS (SEE SITE PLAN)



2 SECTION B - BUILDING 2

SCALE 1/8" = 1'-0"

OUTLINE OF EXISTING GRADING/LOTE

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10 2025-04-02 RE 2025-04-02 FOR 2025-04-02
1 2025-04-01 RE 2025-04-01 FOR 2025-04-01
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3 2025-04-01 RE 2025-04-01 FOR 2025-04-01
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5 2025-04-01 RE 2025-04-01 FOR 2025-04-01
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7 2025-04-01 RE 2025-04-01 FOR 2025-04-01
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9 2025-04-01 RE 2025-04-01 FOR 2025-04-01
10 2025-04-01 RE 2025-04-01 FOR 2025-04-01

larry padgett | architecture inc
1000 PINE AVE. SUITE 100
VANCOUVER, BC V6A 1A1

**LASQUETI VIEW PLACE
CONDOMINIUM**

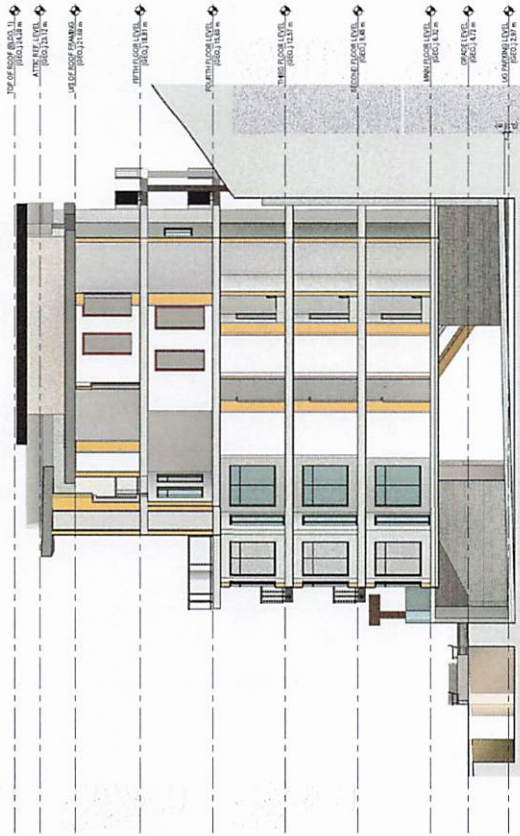
3022 ISLAND HIGHWAY, QUALICUM
BEACH, BC

BUILDING 2 - SECTIONS

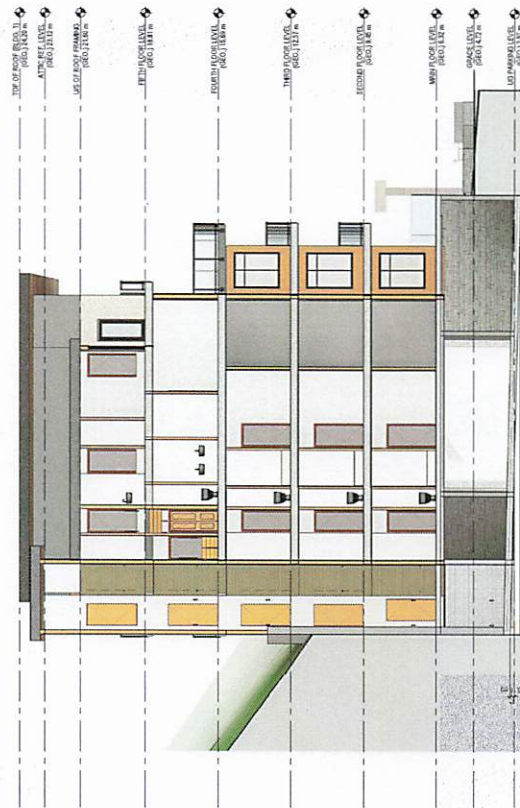
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PROJECT NO.	1000000
PROJECT NAME	3022 ISLAND HIGHWAY, QUALICUM BEACH, BC

DP51-2

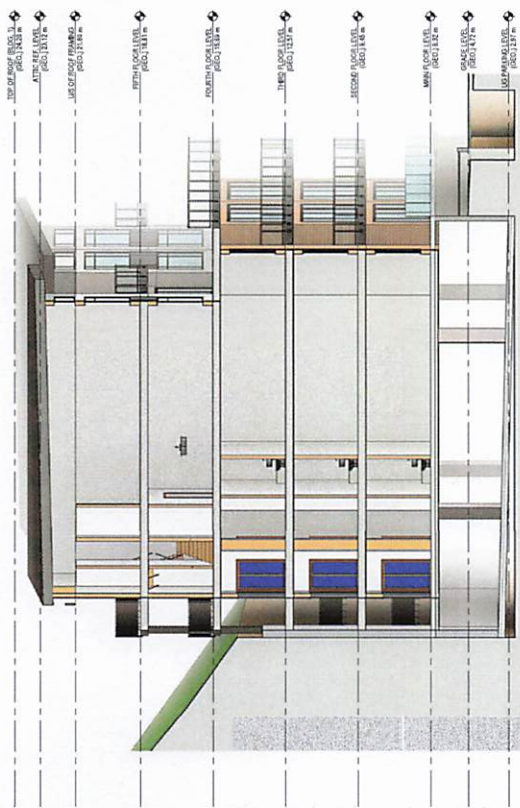
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consent of the Professional Engineer.



2 BUILDING 1 - SECTION B
SCALE 1/8" = 1'-0"



4 BUILDING 1 - SECTION D
SCALE 1/8" = 1'-0"



1 BUILDING 1 - SECTION A
SCALE 1/8" = 1'-0"



3 BUILDING 1 - SECTION C
SCALE 1/8" = 1'-0"

This drawing has been prepared under the seal of the
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IN EXISTENCE - RECALCULATED FOR CORRECTIONS
DATE: 10/1/10 BY: J. P. HARRIS
DESIGNED BY: J. P. HARRIS
SCALE: 1/8" = 1'-0"

larry pashora | architecture inc
1000 WEST 10TH AVENUE, SUITE 100
DENVER, CO 80202

**LASQUETVIEW PLACE
CONDOMINIUM**

PROJECT LOCATION
3022 BLAND HIGHWAY, CALAUM
BROOK, BC

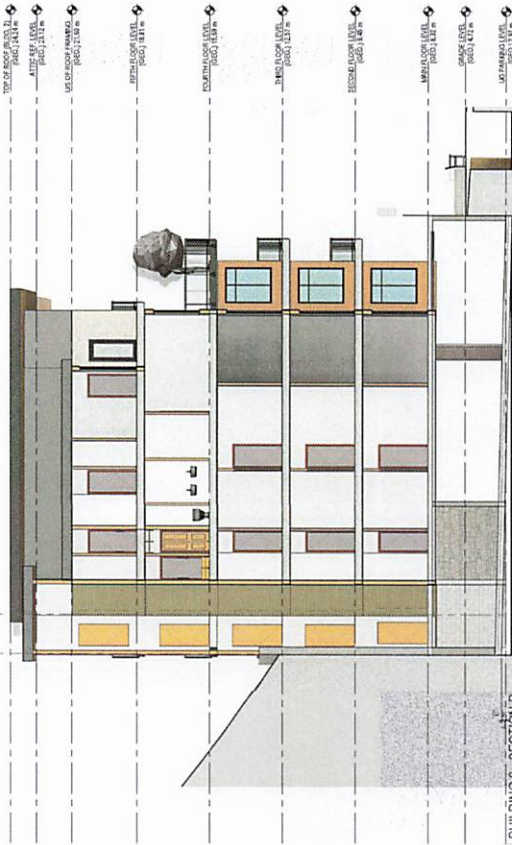
BLDG 2 - SECTIONS

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PROJECT	BLDG 2
SCALE	1/8" = 1'-0"
DESIGNED BY	J. P. HARRIS
CHECKED BY	J. P. HARRIS
PROJECT NO.	10000
DATE	10/1/10

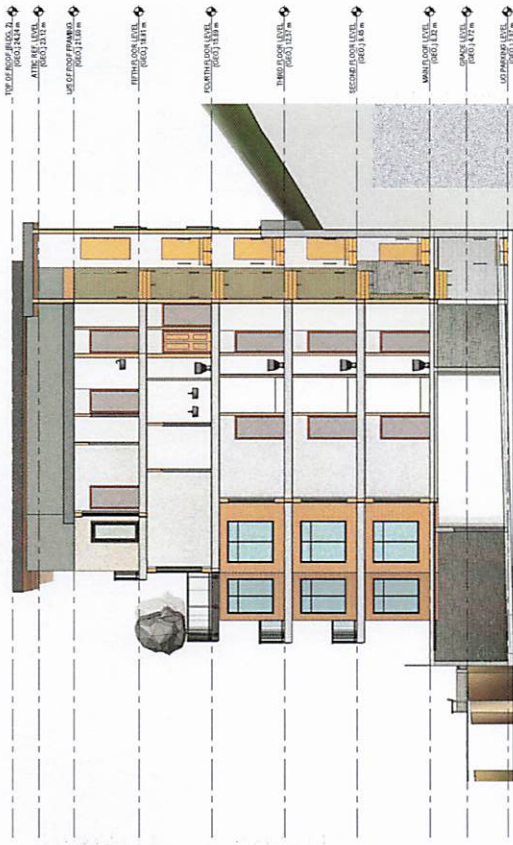
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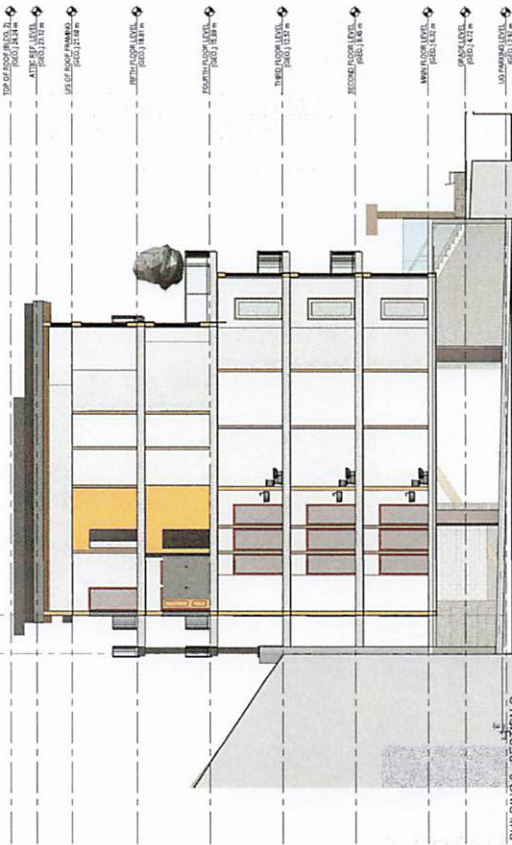
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SCALE 1/8" = 1'-0"



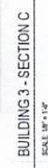
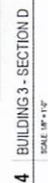
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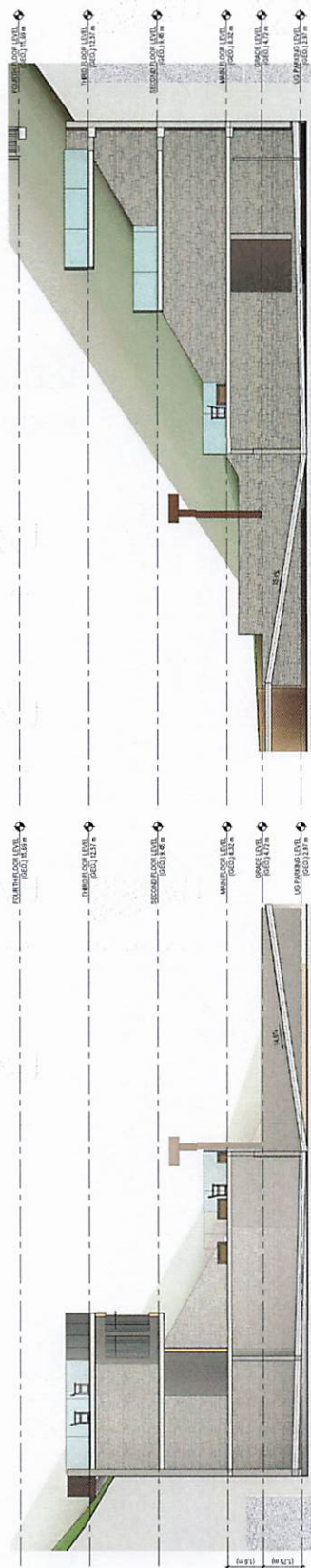


1 BUILDING 2 - SECTION A
SCALE 1/8" = 1'-0"



3 BUILDING 2 - SECTION C
SCALE 1/8" = 1'-0"





1 OVERFLOW PARKING - SECTION A

2 UG PARKING RAMP - SECTION B

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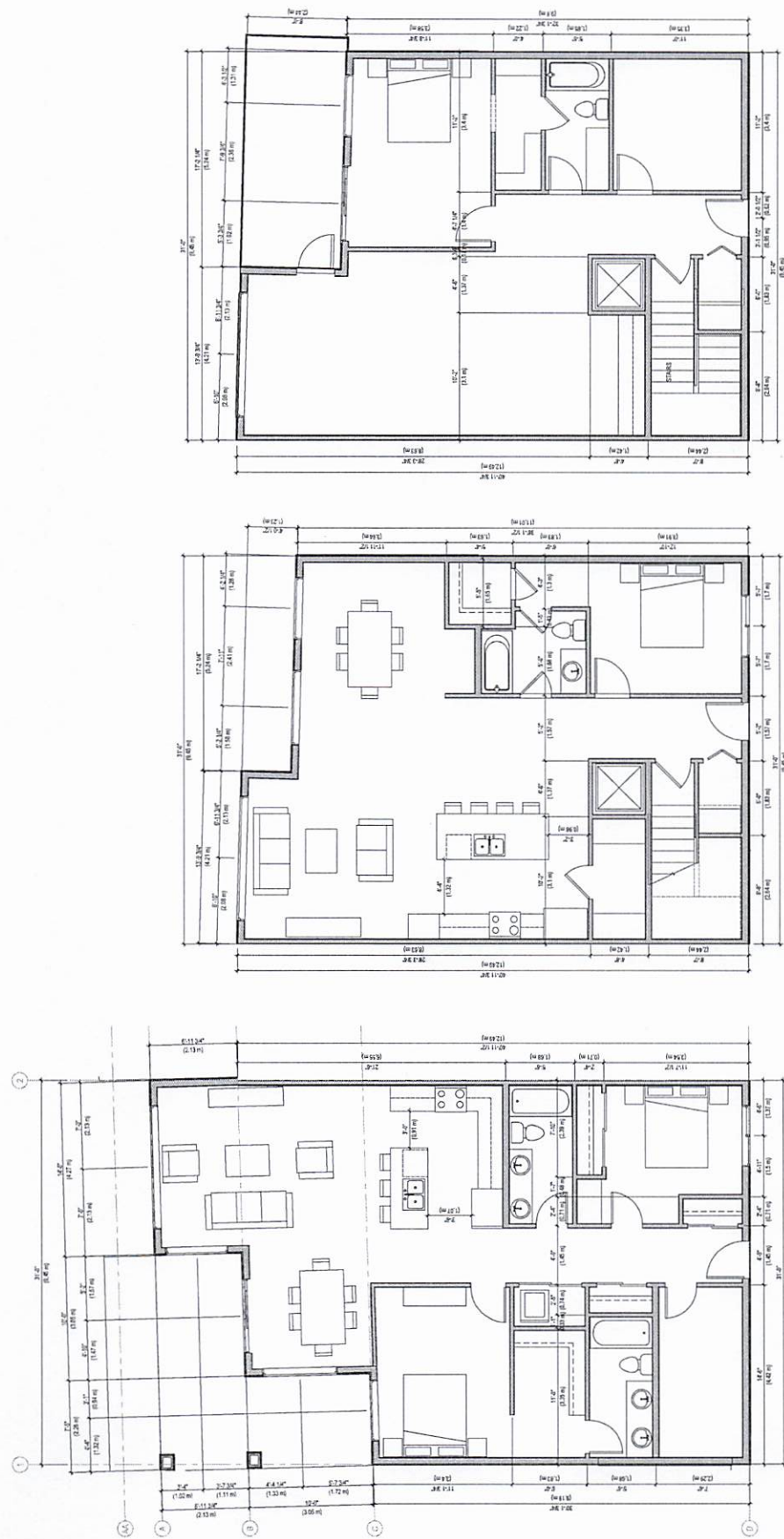
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larry padgett architecture inc
1000 WEST 10TH AVENUE, SUITE 100
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TEL: 303.733.1100 FAX: 303.733.1101
WWW.LARRYPADGETTARCH.COM

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WWW.LARRYPADGETTARCH.COM

**BUILDING 2 - ENLARGED UNIT
PLANS - UNIT A & UNIT A
PENTHOUSE**

DATE: 10/11/2024
PROJECT: 1000
DRAWING: DP-61



3 UNIT A PENTHOUSE - UPPER

SCALE: 1/8" = 1'-0"

UNIT A PENTHOUSE - UPPER AREA	Area
1113.88 SF	

2 UNIT A PENTHOUSE - LOWER

SCALE: 1/8" = 1'-0"

UNIT A PENTHOUSE - LOWER AREA	Area
1113.88 SF	

1 UNIT A PLAN

SCALE: 1/8" = 1'-0"

UNIT A PLAN AREA	Area
1113.88 SF	

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KRAHN GROUP OF COMPANIES, ARCHITECTS - ENGINEERS - INTERIORS
1000 WEST 10TH AVENUE, SUITE 100, DENVER, CO 80202
FOR THE PROJECT OF THE KRAHN GROUP OF COMPANIES, ARCHITECTS - ENGINEERS - INTERIORS
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FOR THE PROJECT OF THE KRAHN GROUP OF COMPANIES, ARCHITECTS - ENGINEERS - INTERIORS
1000 WEST 10TH AVENUE, SUITE 100, DENVER, CO 80202
FOR THE PROJECT OF THE KRAHN GROUP OF COMPANIES, ARCHITECTS - ENGINEERS - INTERIORS
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FOR THE PROJECT OF THE KRAHN GROUP OF COMPANIES, ARCHITECTS - ENGINEERS - INTERIORS
1000 WEST 10TH AVENUE, SUITE 100, DENVER, CO 80202

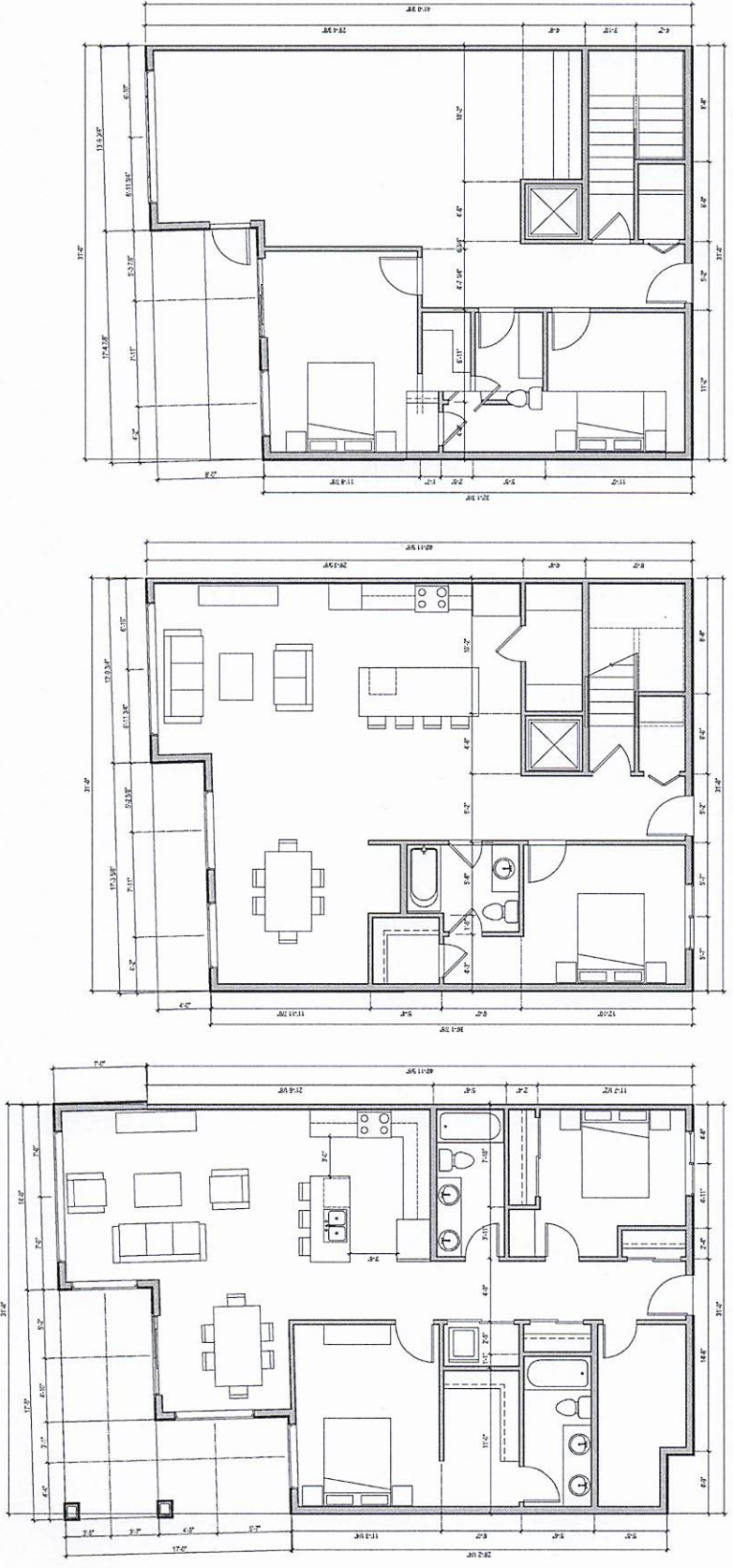
larry podhora | architecture inc
1000 WEST 10TH AVENUE, SUITE 100, DENVER, CO 80202

QUALICUM BEACH
CONDOS

1000 WEST 10TH AVENUE, SUITE 100, DENVER, CO 80202
1000 WEST 10TH AVENUE, SUITE 100, DENVER, CO 80202
1000 WEST 10TH AVENUE, SUITE 100, DENVER, CO 80202

ENLARGED UNIT PLANS -
UNIT A2 & A2 PENTHOUSE

DATE: 10/1/11
DRAWN BY: WOODS
CHECKED BY: LP
PROJECT NO: 100004
SHEET NO: DP62



3 UNIT A2 PENTHOUSE-UPPER

SCALE: 1/8" = 1'-0"
UNIT A2 PENTHOUSE-UPPER AREA
Area
1000 SF

2 UNIT A2 PENTHOUSE-LOWER

SCALE: 1/8" = 1'-0"
UNIT A2 PENTHOUSE-LOWER AREA
Area
1000 SF

1 UNIT A2 PLAN

SCALE: 1/8" = 1'-0"
UNIT A2 PLAN AREA
Area
1000 SF

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3 2024-04-08 RE: 417430 FOR AISC COMMENTS
2 2024-04-27 RE: 417430 FOR AISC COMMENTS
1 2024-04-27 RE: 417430 FOR AISC COMMENTS
M.C. KRAHN, ARCHITECT
PROJECT MANAGER

larry poshyia / architecture inc
3022 BLAND HIGHWAY
QUAILCUM BEACH, BC

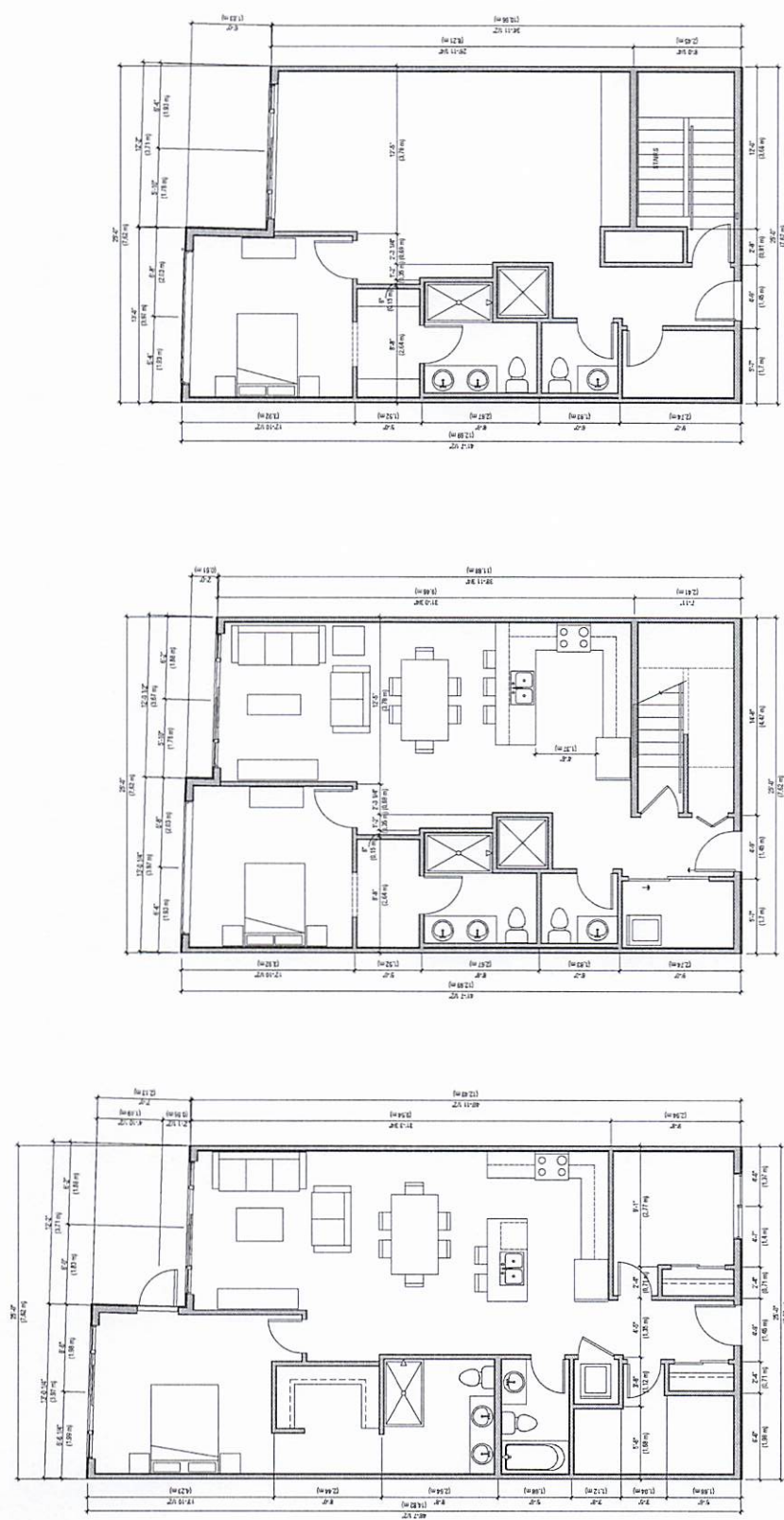
**QUALCUM BEACH
CONDOS**

3022 BLAND HIGHWAY
QUAILCUM BEACH, BC

**BLDG 2 - ENLARGED UNIT
PLANS - UNIT B & UNIT B
PENTHOUSE**

DATE: 2024-04-02
SCALE: 1/8" = 1'-0"
PROJECT NO: 190504
DRAWING NO: 01

DP-63



3 UNIT B PENTHOUSE-UPPER
SCALE: 1/8" = 1'-0"
UNIT FURNITURE UPPER AREA
Area
100.00 SF

2 UNIT B PENTHOUSE-LOWER
SCALE: 1/8" = 1'-0"
UNIT FURNITURE LOWER AREA
Area
100.00 SF

1 UNIT B
SCALE: 1/8" = 1'-0"
UNIT FURNITURE
Area
100.00 SF

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larry padolina | architecture inc.
3022 BLAND HIGHWAY, SUITE 100
QUAILCUM BEACH, FL 32151
TEL: 407.255.1000 FAX: 407.255.1001
WWW.LARRYPADOLINA.COM

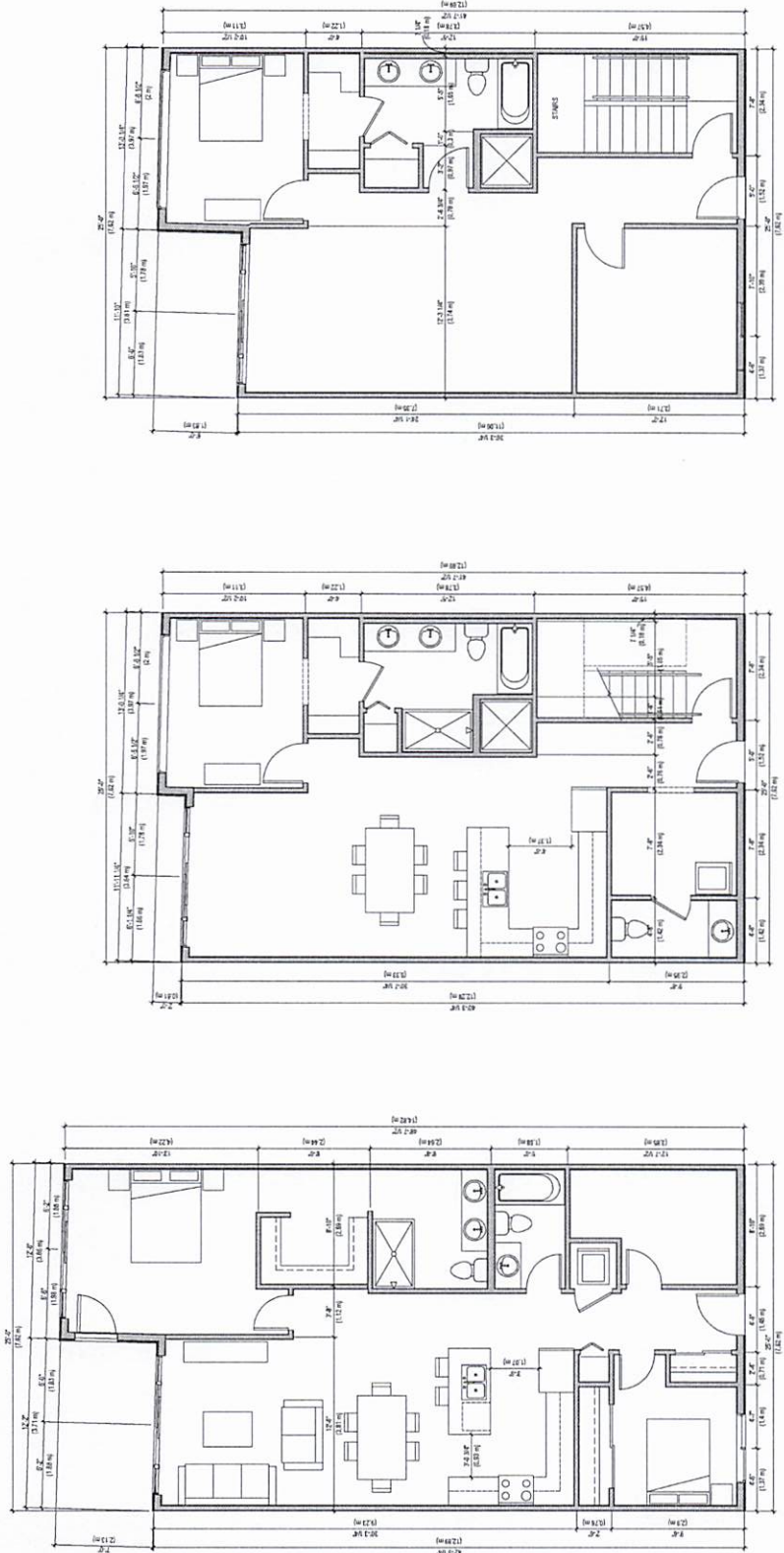
**QUAILCUM BEACH
CONDOS**

3022 BLAND HIGHWAY, SUITE 100
QUAILCUM BEACH, FL 32151
TEL: 407.255.1000 FAX: 407.255.1001
WWW.LARRYPADOLINA.COM

**BLDG 2 - ENLARGED UNIT
PLANS - UNIT B2 & UNIT B2
PENTHOUSE**

DATE: 10/1/2023
DRAWN BY: LARRY PADOLINA
CHECKED BY: LARRY PADOLINA
SCALE: 1/8" = 1'-0"
SHEET: 10/10

DP-64



3 UNIT B2 PENTHOUSE- UPPER
SCALE: 1/8" = 1'-0"

UNIT B2 PENTHOUSE UPPER
Area
101.13 SF

2 UNIT B2 PENTHOUSE- LOWER
SCALE: 1/8" = 1'-0"

UNIT B2 PENTHOUSE LOWER
Area
101.13 SF

1 UNIT B2
SCALE: 1/8" = 1'-0"

UNIT B2
Area
101.13 SF

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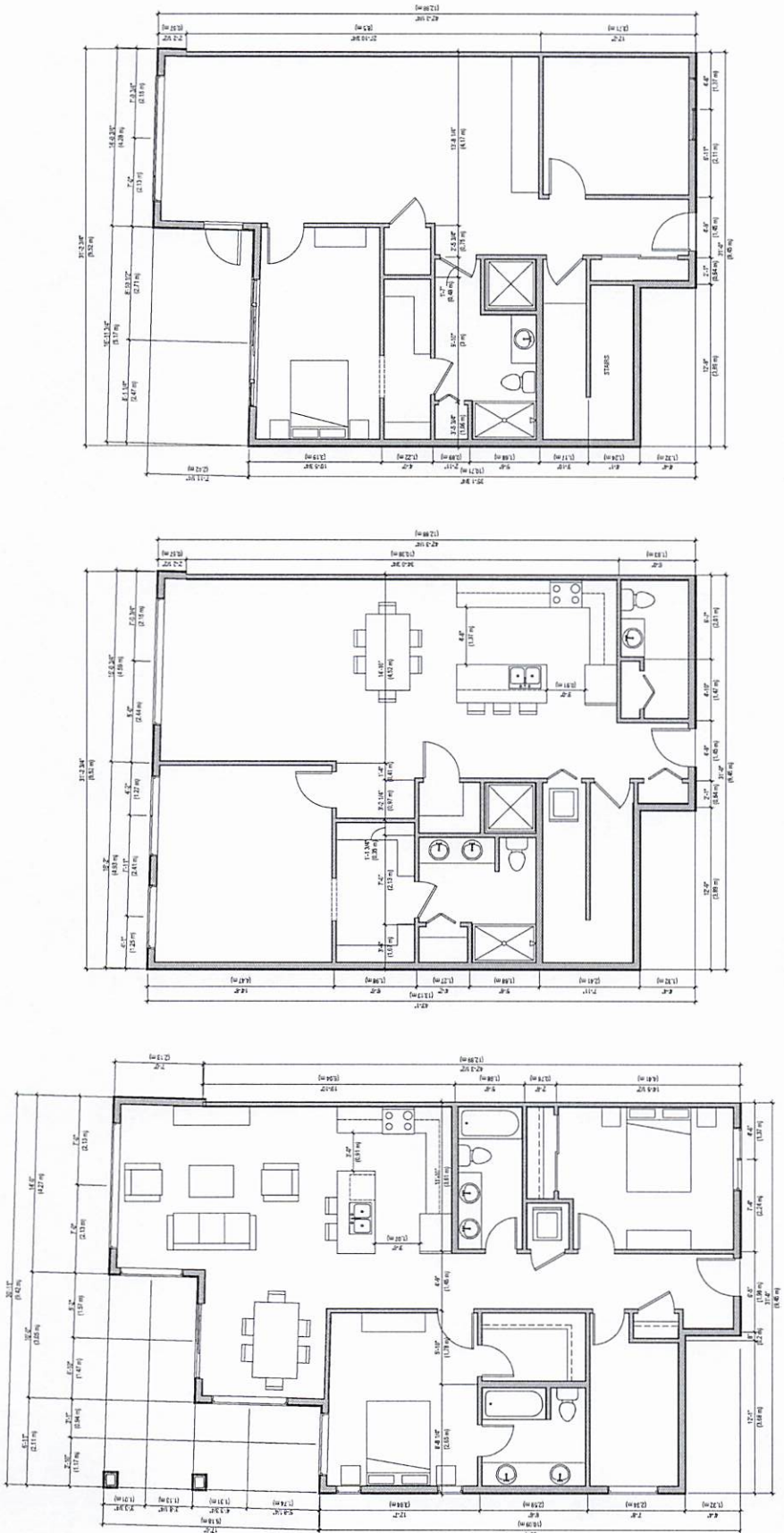
**QUALICUM BEACH
CONDOS**

3022 BLAND HIGHWAY
QUALICUM BEACH, BC

**BLDG 2 - ENLARGED UNIT
PLANS - UNIT C & UNIT C**

DATE: 10/11/2023
DRAWN: J. KRAHN
CHECKED: J. KRAHN
PROJECT NO: 100004
SHEET NO: 100004

DP-65



3 UNIT C PENTHOUSE - UPPER

SCALE: 1/8" = 1'-0"

UNIT C PENTHOUSE - UPPER AREA	Area
1100.11 SF	

2 UNIT C PENTHOUSE - LOWER

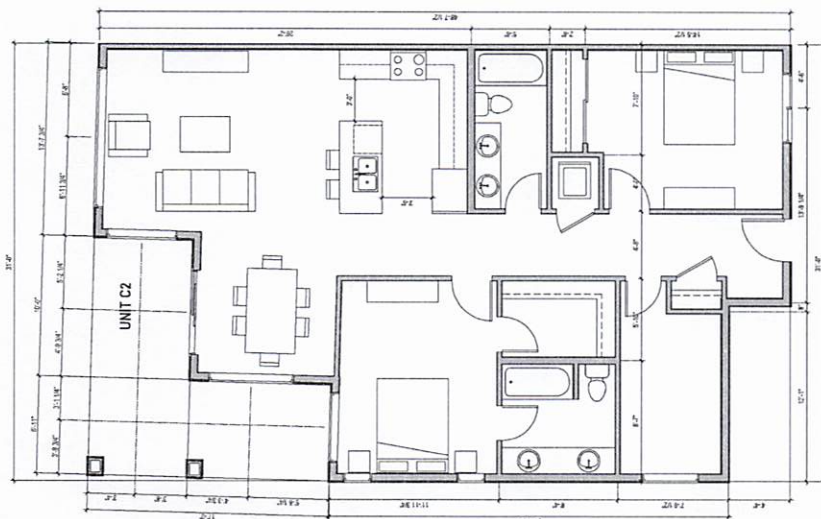
SCALE: 1/8" = 1'-0"

UNIT C PENTHOUSE - LOWER AREA	Area
1100.11 SF	

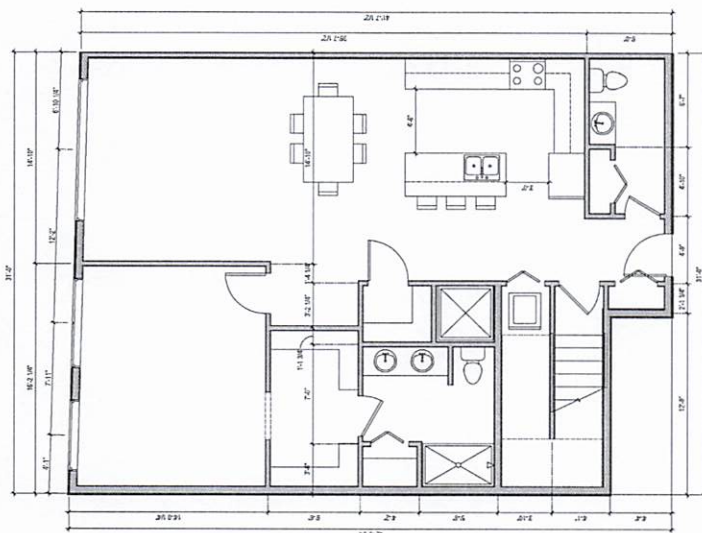
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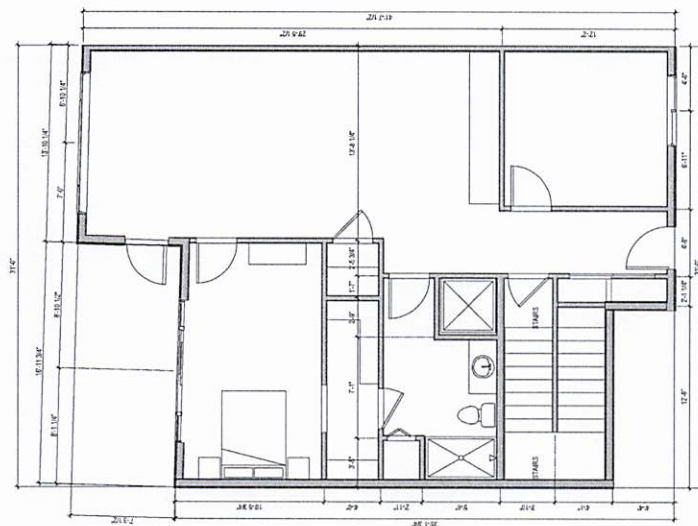
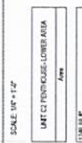
UNIT C AREA	Area
1100.11 SF	



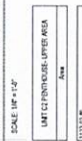
1 UNIT C2 PLAN



2 UNIT C2 PENTHOUSE- LOWER



3 UNIT C2 PENTHOUSE-UPPER







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CONSULTANTS

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Attachment No. 2

LAG Enterprises Ltd.
C/O Krahn Engineering Ltd.
#400 – 34077 Gladys Avenue
Abbotsford, B.C.
V2S 2E8

December 4, 2023
File: 14512
R4

Attention: Dave Krahn

Re: Geotechnical Investigation Report – Proposed Residential Development 3022 Island Highway West, Qualicum Beach, B.C.

1.0 INTRODUCTION

We understand that it is intended to proceed with the design of a new residential development at the above referenced site in Qualicum Beach. Based on design drawings provided by Krahn Engineering, it is understood that the project will consist of three multi-storey residential buildings. The residential buildings consist of 5 levels of wood framed construction above grade, over 1 level of partial underground parking, set into the slope.

We further understand that an assessment of the site is required in accordance with the 2018 B.C. Building Code, enacted in April 2020, and EGBC's guidelines for Landslide Assessments in British Columbia (March 1, 2023). Geotechnical requirements for this assessment are stipulated in EGBC's guidelines for Landslide Assessments in British Columbia, (March 1, 2023) and require preparation of a geotechnical report confirming the ground conditions and stability of the property. As such, we have completed a slope stability assessment, which is presented in Section 6.12 below and Appendix B following the text of this report.

In addition, Tetra Tech Canada Inc. has provided a peer review of the geotechnical investigation report provided by GeoPacific on May 18th, 2023.

As such, we have reviewed the following documents provided to us:

- 'Third Party Review – 3022 Island Highway West, Qualicum Beach, B.C.', dated May 18th, 2023, issued by Tetra Tech Canada Inc. Engineering Ltd.
 - The peer review completed by Tetra Tech is presented in Appendix C, following this report.

This report provides geotechnical and slope stability recommendations for the proposed development, based on our field investigation, site investigation information provided by others, our slope stability assessment, and our experience in the immediate area. This report also constitutes our response to the 'Third Party Review', dated May 18th, 2023, provided by Tetra Tech.

Following the review of our investigation data and stability analyses, we are of the opinion that the proposed development is feasible and the stability of the slope, located on the southwest side of the site, can be maintained in a safe manner provided that all of the recommendations provided herein are incorporated into the design and construction.

This report has been prepared exclusively for our client, for their use, the use of others on their design team as well as for the Town of Qualicum Beach for use in support of a Development Permit Application.

2.0 SITE DESCRIPTION

The site is located south of Island Highway West in Qualicum Beach, BC. The site is rectangular, measuring approximately 50 m by 280 m, with the long edge aligned approximately east to west along the adjacent highway.

The site slopes at approximately 38 degrees from the south to the north for a total elevation differential of about 47 m, before leveling out into a roughly 10 m wide level bench adjacent to the highway. The level bench has an average elevation of about 5 m geodetic. The site is within the Town of Qualicum Beach's Steep Slope Area as defined by the Official Community Plan's Hazardous Lands Development Permit Areas. A topographic survey showing the site, as well as the section view used in our slope stability assessment, is presented in Appendix D following the text of this report.

The site is mostly overgrown with small deciduous trees with low lying shrubs and bushes. To the north of the property is the highway, followed by ocean front green space and single-family homes. To the west is a commercial property, to the east is an undeveloped road right-of-way and up the hill to the south are residential properties. A municipal easement cuts across the south east corner of the site.

3.0 INVESTIGATION

GeoPacific completed an investigation of soil and groundwater conditions at the site on January 6, 2023 using a track mounted sonic drill rig supplied and operated by Blue Max Drilling of Courtney, B.C. The site investigation was comprised of two sonic test holes, and the installation of two monitoring wells to assist in the monitoring of groundwater levels. At that time, the site was visually reviewed and photographed, beginning at the north end of the site, finishing with the south end of the site. The toe of all steep bluff slope areas were observed, as well as available areas near the crest. At the time of our review, there was no evidence of previous slope instability at the crests or toes of the bluffs.

The test holes were advanced to depths of 9.1 m and 45.7 m below existing site grades at level benches adjacent to the highway and top of the slope respectively. The holes were located, supervised, and logged by a member of our geotechnical staff. Soil samples were collected for routine laboratory testing.

The monitoring wells were installed at test hole locations SH23-01 and SH23-02 at depths 42.6 m and 8.5 m below current local grades. Permeable well screens were installed at the bottom of each monitoring well to allow for the entry of water from variable depths.

Prior to our investigation, a BC one call was placed and Municon West Coast cleared the utilities at the test hole locations. Monitoring wells were installed at SH23-01 and SH23-02 in accordance with municipal requirements and have been left for continued monitoring.

In addition, GeoPacific Consultants has previously reviewed an investigation of the subsurface soil conditions for the residential developments noted above. The investigation was conducted by others to provide subsurface soils information that can be used to assess the slope stability and structural capacity of the materials on site.

The field investigation was carried out in February and March of 2007 and at that time, 14 auger test holes along with 7 Dynamic Cone Penetration Tests (DCPT) were completed on site. The auger test holes were drilled to depths ranging from 4.5 to 6.0 metres below existing grades. The DCPTs were advanced to depths from 3.0 to 4.4 metres below present grades where a very dense layer of silt and sand, inferred as Quadra Sediments, was encountered. The DCPT shows a loose surficial layer of sand overlaying very dense sand and gravel overlaying the Quadra Sediments.

The approximate locations of the sonic holes and monitoring wells completed by GeoPacific Consultants Ltd. are shown on our Drawing 14512-01, following the text of this report.

4.0 SUBSURFACE CONDITIONS

4.1 Published geology

The general geology of the region under review is described as Marine Veneer Complex overlying Ground Moraine Deposits, based on the Geological Survey of Canada Map 1112A. The Marine Veneer is described as varied stony gravel, gravel, sand, silt, clay, stony loam. The Ground Moraine Deposits are described as till, lenses of gravel, sand and silt. It is our experience that the till is dense to very dense. Based on the above map and our experience in the area, we expect that the till is underlain by dense sand of the Quadra Sediments at 5 to 6 m below grade.

4.2 Soil Conditions

The subsurface conditions at our test hole locations beneath the grass/topsoil were observed to generally consist of compact to very dense sand and gravel over dense to very dense silty sand, which is underlain by very dense till.

A general description of the soils encountered at the site during the investigation is provided below. For specific subsurface soil descriptions at each test hole location, please review our test hole logs in Appendix A, following this report.

GRASS/TOPSOIL

The ground surface at our test hole locations is underlain by approximately a 0.3 m to 0.6 m layer of grass and/or topsoil.

FILL

Material that was interpreted as possible fill was encountered in the test hole locations extending to depths ranging from 0.6 m to over 1.3 m. The fill is comprised of compact medium to fine grained sand with a rounded gravel with trace organics and silt.

SAND

The fill is underlain by brown to grey, dense to very dense sand some gravel and silt. This material was noted at depths between 1.3 m and 2.4 m below ground surface the test hole locations and at the time of the investigation was observed to be moist.

QUADRA SAND

Very dense interbedded fine-grained sand and silt to silty sand was encountered at each test hole location. This layer was noted to begin at depths between 2.4 m and 3 m below ground surface. This layer was found to extend past the termination depth of each test hole. Generally, the sand content decreases, while the silt content increases, with depth. This layer can be described as having moisture and light brown to grey in colour.

4.2 Groundwater Conditions

Observations in the boreholes indicate that the groundwater was present at the time of investigation at approximately 35 to 40 m below existing site grades at the top of the slope and at 0.5 m below grade at the level bench adjacent to the highway. Groundwater levels should be expected to vary seasonally with generally lower groundwater levels during periods of low precipitation. We expect the observed groundwater was the result of recent precipitation or perched groundwater and that the static water table is located deeper. Groundwater levels may vary seasonally with generally higher levels during the wetter months of the year.

Water levels were measured using a handheld water level meter on January 19, 2023. The following table provides the monitoring well details.

Table 1: Manual Groundwater Measurements

Well #	Well Depth (m)	Screen Depth (m)	January 19, 2023 Depth to Water Below Ground Surface (m)
MW23-01	42.6	30.4 to 42.6	37
MW23-02	9.1	3 to 8.5	0.36

5.0 DISCUSSION

5.1 General

We understand that it is proposed to proceed with the design of three multi-storey residential buildings at the above referenced site. The residential buildings consist of 5 levels of wood framed construction above grade, over 1 level of partial underground parking, set into the slope.

We anticipate loading to be moderate, in the range of 5,000 kN and 150 kN/m on columns and walls respectively. Slab on grade loading is expected to be relatively light. We expect wood framed construction above grade reinforced concrete for the parking and foundations.

Based on the anticipated foundation elevations and observed ground conditions, we expect that the buildings can be supported on conventional spread and strip footings founded the dense to very dense Quadra Sediments as described in Section 4.1. Our recommendations for foundation support are provided in Section 6.2.

We expect it will be feasible to retain vertical cuts into the Quadra Sediments with permanent stress relief walls comprised of shotcrete and soil nails. These stress relief walls should enhance the overall stability of the slopes compared with the existing conditions. Based on our review of the property and the likely foundation grades, we envisage that some stripping of existing fill will be required to expose dense to very dense natural sand and gravel deposits.

The subsurface soils are not expected to be prone to liquefaction or other forms of ground softening under the design earthquake defined under the 2018 British Columbia Building Code (BCBC).

We confirm from a geotechnical point of view that the proposed development is feasible provided that the recommendations given herein are implemented in the design and construction of the development.

6.0 RECOMMENDATIONS

6.1 Site Preparation

All organic material, vegetation, topsoil, debris, deleterious material, and loose or otherwise disturbed soils must be removed from the construction area to expose a subgrade of dense sand and gravel or Quadra Sediments. Where unsuitable fills are encountered, they must be over excavated laterally beyond the building envelope by a distance equivalent to the depth of the excavation beneath the proposed foundation.

Any grade reinstatement to the underside of foundations and floor slabs must be completed with "engineered fill". Engineered fill is defined as clean sand or sand and gravel, compacted in maximum 300 mm loose lifts to a minimum of 95% Modified Proctor Dry Density (ASTM D698), at a moisture content that is within 2% of optimum moisture for compaction. It may be possible to reuse the natural soils on site as engineered fill if approved by a geotechnical engineer.

6.2 Foundations and Bearing Capacity

Conventional pad and strip foundations can be used to support the proposed development. On dense Quadra Sediments, we recommend that the foundations are designed using a Serviceability Limit State (SLS) bearing pressure of 300 kPa. Factored ultimate (ULS) bearing pressures should not exceed 450 kPa. For foundations placed on engineered fill bearing pressures should be reduced 100 kPa and 200 kPa for SLS and factored ULS respectively.

Irrespective of the bearing pressures provided, strip foundations should be no less than 450 mm in width and pad footings should be no less than 600 mm by 600 mm. All footings should be buried at least 450 mm below finished grade for frost protection.

For foundations designed as recommended, total and differential settlements should not exceed 25 mm and 20 mm in 10 m differential, respectively.

Foundation subgrades must be inspected by the geotechnical engineer prior to footing construction.

6.3 Seismic Design of Foundations

Based on the anticipated subsurface conditions, we recommend that the building be designed in accordance with Site Class C spectral parameters as defined in Table 4.1.8.4.A of the 2018 BC Building Code. According to Natural Resource Canada, peak ground acceleration on firm ground for the approximate site location is 0.38 g.

The soils beyond the depth of foundations are not considered prone to ground liquefaction or other forms of ground softening caused by earthquake induced ground motions.

6.4 Slab-On-Grade Floors

We recommend that any fill placed under the slab should be clean sand or clean sand and gravel with not more than 5% passing the #200 sieve. In addition, this granular fill must be compacted to a minimum of 95% Modified Proctor Dry Density (ASTM D698), at a moisture content that is within 2% of optimum moisture for compaction.

Compaction of underslab fills should be reviewed by the geotechnical engineer.

6.5 Site and Foundation Drainage

A conventional perimeter drain system, comprised of perforated 150 mm PVC pipe surrounded in all directions with 300 mm thick layer of clean gravel and wrapped in a medium weight non-woven geotextile fabric installed at the exterior base of all footings. Perimeter drains should direct water to a stormwater system located at the base of the slope. Under no circumstances is water to be directly discharged to the slope.

6.6 Temporary Excavation and Shoring

We expect the single level of partially below grade parking to require excavation to depths of up to 12 m (into the slope) We expect conventional shotcrete and soil anchors will be the fastest and most economical shoring strategy.

Some perched groundwater may be encountered in the excavation. We envisage groundwater inflows can be managed with conventional sumps and sump pumps. We expect that during the wetter months groundwater inflows will be greater.

All excavations and trenches must conform to the latest Occupational Health and Safety Regulations supplied by Work Safe BC. Any excavation in excess of 1.2 m in depth requiring worker entry must be reviewed by a professional geotechnical engineer. Temporary excavations in the soils can be cut at a slope angle of 1H:1V. All slopes should be covered with poly sheeting to mitigate erosion.

6.7 Permanent Stress Relief Walls

We expect that it will be feasible to retain the vertical cuts within the slope required to create the upper terraces with permanent soil nails and shotcrete. A permanent stress relief wall design will be issued under a separate cover.

6.8 Earth Pressures on Foundation Walls

We recommend that foundation walls should be designed for static and seismic earth pressures. All earth pressures are based upon unfactored soil parameters and are assumed to be unfactored loads.

We recommend that a wall designed for static pressure employ a pressure distribution of $6.0H$ (kPa) triangular, where H is the height of the restrained soil in metres. Dynamic loading induced by an earthquake should be added to the static loads and should be taken as $5.5H$ (kPa) inverted triangular, based on the 2018 British Columbia Building Code design earthquake (1/2475 year return period).

The preceding loading recommendations apply in situations where a stress relief wall is not constructed and it assumes that the backfill is a clean, free draining sand and gravel which is level behind the wall, and that the wall is frictionless. These recommendations do not apply for walls that abut permanent shoring or are used to retain surcharge loading associated with the slope to the south. Separate designs for these cases can be provided once a final design is provided.

6.9 Permanent and Temporary Lot Grading

Exterior finished grades as well as any new surfaces, such as slabs or patios, should be graded such that all water runoff is not discharged in an uncontrolled manner. Water should be directed into catch basins connected to the site storm water disposal system and released away from the slope.

Storage of temporary fills (including spoil piles) should be kept on the level bench at the toe of the slope. All stockpiles should be covered with poly sheeting. Any permanent lot grading must be approved by GeoPacific Consultants.

Access to any upper terraces will require construction of temporary access roads cut into the slope to enable equipment access. Construction of these access roads will be phased, with each terrace being stabilized with soil nails and shotcrete and approved by Geopacific prior to equipment proceeding to the next terrace above.

6.10 Landscaping

Exposed soil slopes should be vegetated to control erosion and other forms of near surface instability. The presence of vegetation aids in increasing the stability of the slope against shallow instabilities. This is accomplished by the root systems which provide cohesion to the soil as well as remove water from the surficial soil layers, which increases the effective stress in the soil.

Addition of large trees to the slope and top of bank is not recommended as the increased weight would be far more detrimental than any benefit gained by the presence of the root structure. However, certain small trees could be advantageous. Planting should be done in coordination with your environmental engineer and/or slope bio-remediation expert.

6.11 Utility Design and Installation

Site utilities will be required beneath the slabs-on-grade. The design of these systems must consider the locations and elevations of the foundations. The service trenches and excavations required for the installation of the underground pipes, vaults and/or manholes must be located outside of a 1.5:1 (H:V) slope measured downward from the edge of adjacent foundations.

All excavations and trenches must conform to the latest Occupational Health and Safety Regulation supplied by the Worker Compensation Board of British Columbia. Any excavation in excess of 1.2 m in depth requiring worker entry must be reviewed by a professional geotechnical engineer.

All excavations and trenching must conform to the latest WorkSafeBC requirements.

6.12 Slope Stability

While our preliminary review of slope stability indicates that the slopes to the tributaries are stable, we recommend activities and disturbance on and around the slopes adjacent to the future developments, drainage or grade alterations, and retaining wall construction should only be done under the advice and recommendations of a Geotechnical Engineer with experience in slope stability evaluations.

Mass wasting event indicators are present along the slopes. We expect several forested zones along the slopes are to remain undisturbed in an effort to maintain the stability of the slope. The slopes within these forested zones are at an approximate inclination of up to 1:1 (Horizontal:Vertical). We understand that buildings are to be constructed near the toe of the forested slopes.

The slopes should remain vegetated at all times as this will aid in the near surface stability of the slopes by providing cohesion to the soil and removing water from the surficial layers. In the event that any vegetation loss is evident, stabilization measures must be completed by the property owner to maintain the slopes, under the direction of a qualified Geotechnical Engineer. The disposal of any debris and/or organic waste in the forested

zones is not recommended. The debris would increase the loading on the slope while also reducing the drainage capacity of the soil which may induce surficial slope instability.

6.12.1 Slope Stability Analysis

We have completed a slope stability assessment for the proposed residential subdivision at the above reference site. The slope stability assessment was completed under static and seismic conditions in accordance with the 2018 BC Building Code (BCBC) and EGBC's guidelines for Landslide Assessments in British Columbia (March 1, 2023). Based on EGBC's guidelines for *Landslide Assessments in British Columbia (March 1, 2023)*, Table B-6 of *Types of static and seismic slope stability*, the site is considered as Class 2.

Subsurface stratigraphy and soil strength parameters were interpreted based on our geotechnical field investigation, experience in the area and test holes logs completed by others.

Our analysis has considered the evaluation of the current stability of the site and the effects of the proposed building on the global stability of the slope under both static and seismic conditions in accordance with EGBC's Guidelines for Legislated Landslide Assessment in B.C. (Revised March 2023).

The stability assessment was carried out using the slope stability analysis software SLOPE/W (2021), which employs the Morgenstern-Price limit equilibrium method. A wide range of potential slip surfaces were calculated in the software to determine the lowest factor of safety and determine the probable extent of failure within the slope. Analysis was performed for both static and seismic conditions.

Subsurface stratigraphy and soil strength parameters were interpreted based on our geotechnical field investigation and our experience in the area. We utilized topographic drawings provided by our client, dated November 12th, 2021, to create sections through the proposed development and existing slopes.

The slope stability assessment under seismic conditions was undertaken in accordance with the 2018 BC Building Code (BCBC). The 2018 BCBC was addressed using the Guidelines for Landslide Assessment in British Columbia for Proposed Residential Developments in B.C." (Version 4.1, Published March 2023). Guidelines for Legislated Landslide Assessment in B.C. (Revised March 2023) and British Columbia Building Code 2018 (BCBC 2018) recommend utilizing the peak ground acceleration based on the 2.475 design earthquake referred to in NBC 2015 as a conservative approach to slope stability analyses. Where seismic factor of safety is not met with the full peak ground acceleration, the EGBC guidelines require a probabilistic method to determine seismic slope displacement from each earthquake zone contributing to the hazard at a specified response spectral acceleration.

As per EGBC guidelines, the minimum factor of safety for static analysis is 1.5 for permanent developments. Minimum seismic factor of safety should be considered as 1.0 under full peak ground acceleration as per EGBC.

The summary of slope stability analysis results is presented in Table 2 below.

Table 2: Summary of GeoStudio output.

Case	Factor of Safety	
	Static	Seismic (Pseudo-Static) (k=0.35)
Slope Uncut	1.85	0.96
Slope with Parkade Cut	1.19	0.69
Slope with Parkade Cut and Reinforced (4 x 300 kN Point Load)	2.39	1.07

The results of our SLOPE/W analysis are presented in Appendix B following the text of this report.

The assessment of results for static and seismic loading indicate the minimum factors of safety for slope stability satisfy the acceptance criteria of the guidelines.

In addition, we recommend that the southmost concrete foundation wall be extended a minimum of 2 m above the crest of the parkade cut, to protect the building from any sloughing of loose surficial materials that may become dislodged from the slope.

We confirm that the lot is suitable for the proposed residential construction. The analysis confirmed that the proposed excavation and stress relief wall reduce the likelihood of a significant landslide. Where there is incursion in the slope, a soil nail stabilization is incorporated into the design of the excavation cuts that will improve the factor of safety against slope instability compared with the current condition.

Based on the slope stability assessment results, the site may be used safely for the intended use.

7.0 CONSTRUCTION MANAGEMENT PLAN

The proposed residential development involves the installation of an approximately 12 m tall permanent stress relief wall. The wall will be constructed in stages, starting from the top down. At the time of initial excavation, test pits will be advanced to confirm the stability of the soils to be retained. We will review construction activities to ensure that all vegetation outside the permanent relief wall area will be left without disturbance including the trees and vegetation that exists on the steep slope.

Weather conditions are not expected to affect the construction, as the proposed development is sufficiently setback not to impact slope stability. In our opinion construction activities can be completed in the wet weather months provided proper erosion and surface water management is employed. GeoPacific will conduct periodic site visits to confirm there are no impacts to site safety and slope stability.

8.0 GEOTECHNICAL STANDARD ASSURANCES

GeoPacific has carried out all the necessary surface and subsurface investigations that we consider necessary for the design and supervision of this project.

GeoPacific will provide the supervision of the geotechnically related aspects of the project such that the development does not and will not compromise the stability of the soil on the site or soil on lands which are adjacent or nearby, and will not cause or contribute to such soils becoming unstable.

In GeoPacific's opinion that the proposed development will not increase the risk of mass wasting events, such as landslide, mud flow, and debris torrent, of the existing slopes.

We have been retained to supervise the geotechnical aspects of the design and construction of the development, and upon completion of the work, GeoPacific will confirm in writing that they have fulfilled their design and supervision undertakings. In the event our retainer is terminated for any reason by our client, we will immediately notify the municipality in writing of that fact. A Landslide Assessment Assurance Statement is attached to this report.

9.0 DESIGN REVIEWS AND CONSTRUCTION INSPECTIONS

As required for Municipal "Letters of Assurance", GeoPacific Consultants Ltd. will carry out sufficient field reviews during construction to ensure that the geotechnical design recommendations contained within this report have been adequately communicated to the design team and to the contractors implementing the design. These field reviews are not carried out for the benefit of the contractors and therefore do not in any way effect the contractors' obligations to perform under the terms of his/her contract.

It is the contractors' responsibility to advise GeoPacific Consultants Ltd. (a minimum of 48 hours in advance) that a field review is required. Field reviews are normally required at the time of the following activities:

- | | |
|------------------------------|---|
| 1. Site Stripping/Excavation | Review of stripping, temporary cut slopes, and soil conditions. |
| 2. Shoring | Review of all temporary and permanent shoring. |
| 3. Engineered Fill | Review of materials and compaction degree. |
| 4. Foundation | Review of foundation subgrade. |
| 5. Slab-On-Grade | Review of under slab fill materials and compaction. |
| 6. Backfill | Review of foundation wall backfill material and compaction. |

It is critical that these reviews are carried out to ensure that our intentions have been adequately communicated. It is also critical that contractors working on the site view this document in advance of any work being carried out so that they become familiar with the sensitive aspects of the works proposed. It is the responsibility of the developer to notify GeoPacific Consultants Ltd. when conditions or situations not outlined within this document are encountered.

10.0 CLOSURE

This report has been prepared exclusively for our client for the purpose of providing preliminary geotechnical recommendations for the design and construction of the proposed development. The report remains the property of GeoPacific Consultants Ltd. and unauthorized use of, or duplication of this report is prohibited.

We are pleased to be of assistance to you on this project and we trust that our comments and recommendations are both helpful and sufficient for your current purposes. If you would like further details or would like clarification of any of the above, please do not hesitate to call.

For:
GeoPacific Consultants

James Carson, B.A.Sc., P.Eng.
Project Manager

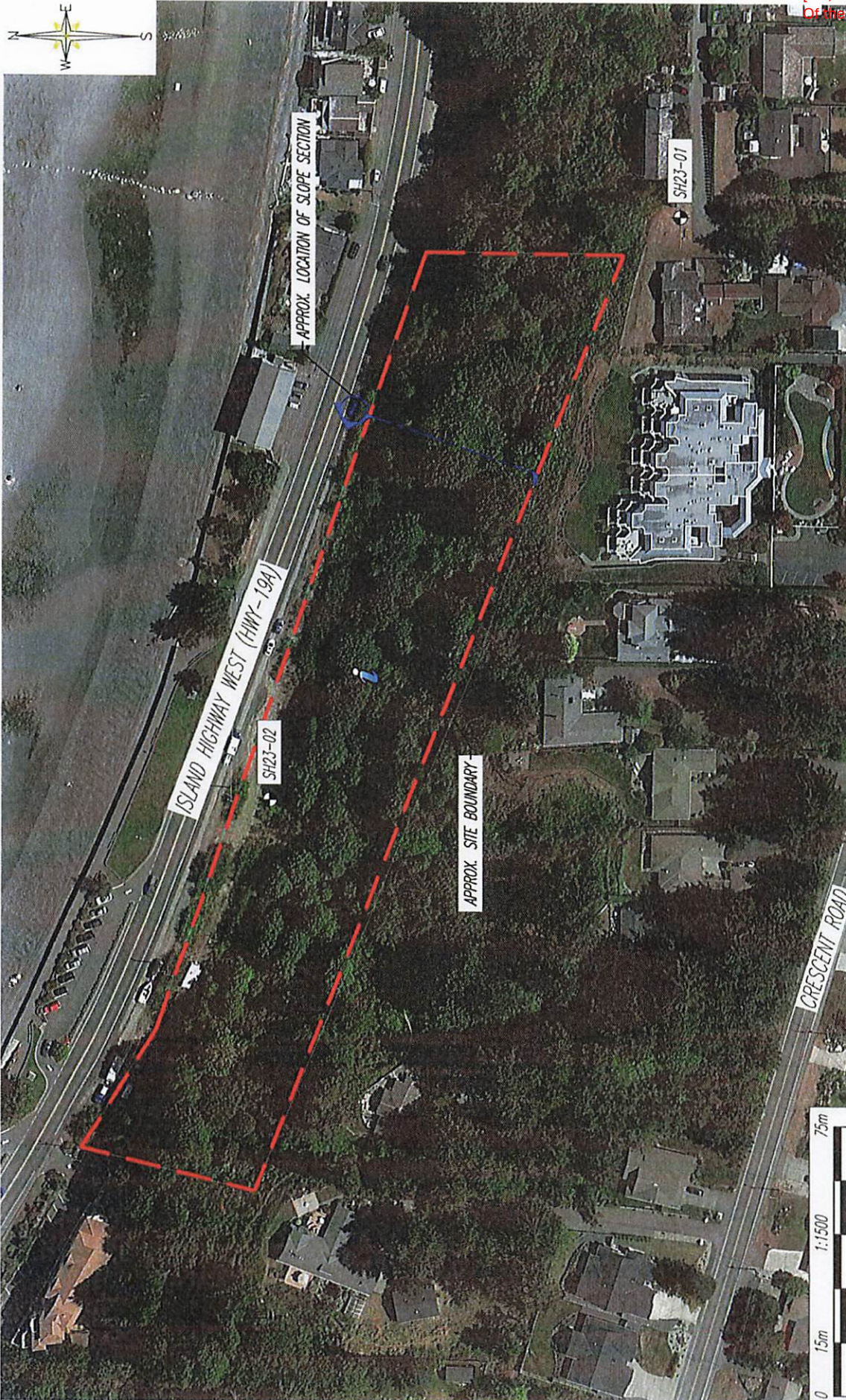


Reviewed by:

Permit to Practice
EGBC
1000782

DEC 05 2023

Matt Kokan, M.A.Sc., P.Eng.
Principal



LEGEND:

SH23-# - SONIC DRILL HOLE (SH) LOCATION

SITE PLAN
 SCALE = 1:1500

*TEST LOCATIONS ARE APPROXIMATE

REFERENCE:
 - GOOGLE EARTH



GEO PACIFIC
 VANCOUVER KALLOOPOO, CALGARY

1770 W. 75th Avenue
 Vancouver, B.C. V6P 4P2
 P: 604.439.0122
 F: 604.439.0159

DATE:	JUNE 08, 2020
DRAWN BY:	P.A.F.
APPROVED BY:	M.J.K.
REVIEWED BY:	J.C.
SCALE:	AS SHOWN

PROPOSED RESIDENTIAL DEVELOPMENT
 3022 ISLAND HIGHWAY WEST, QUALICUM BEACH, B.C.
 TEST HOLE SITE PLAN

FILE NO.:	14512
DWG. NO.:	14512-01
REVISIONS:	
A.	
B.	
C.	

APPENDIX A – SOIL LOGS

Test Hole Log: SH23-01

File: 14512

Project: Proposed Residential Development

Client: IAG Enterprises Ltd.

Site Location: 3022 Island Highway West, Qualicum Beach, B.C.

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1779 West 75th Avenue, Vancouver, BC V6P 6P2
Tel: 604-439-0922 Fax: 604-439-9189

INFERRED PROFILE				Moisture Content (%)	DCPT (blows per foot) • 10 20 30 40 •	Groundwater / Well	Remarks
Depth	Symbol	SOIL DESCRIPTION	Depth (m)/Elev (m)				
0 ft 0 m		Ground Surface	0.0				
1		SAND AND GRAVEL (FILL) Compact SAND and GRAVEL with some organics. Some moisture. Brown	1.2				
2		SAND AND SILT Dense to very dense SAND and SILT. Some moisture. Brown grey to grey	3.0				
3		QUADRA SAND Very dense interbedded fine- grained SAND with some silt and silty sand to sandy silt. Some moisture to wet. Light brown to grey.					
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27				8.6			70% Sample Recovery @ 0-10'
28							
29							
30							
31							
32							
33							
34							
35							
36							
37							
38							
39							
40							

Logged: PAF
Method: Sonic Drill
Date: January 06, 2023

Datum: Ground Surface
Figure Number: A.01
Page: 1 of 4

Test Hole Log: SH23-01

File: 14512

Project: Proposed Residential Development

Client: IAG Enterprises Ltd.

Site Location: 3022 Island Highway West, Qualicum Beach, B.C.

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INFERRED PROFILE				Moisture Content (%)	DCPT (blows per foot) • 10 20 30 40 •	Groundwater / Well	Remarks
Depth	Symbol	SOIL DESCRIPTION	Depth (m)/Elev (m)				
41							
42	13						
43							
44							
45							
46	14			9.5			11.9 % fines content @ 45'
47							
48							
49	15						50% Sample Recovery @ 40'-50'
50							
51							
52	16						
53							
54							
55	17						
56							
57							
58							
59	18						40% Sample Recovery @ 50'-60'
60							
61							
62	19						
63							
64							
65	20						
66							
67							
68							
69	21						60% Sample Recovery @ 60'-70'
70							
71							
72	22						
73							
74							
75	23						
76							
77							
78	24						60% Sample Recovery @ 70'-80'
79							
80							

Logged: PAF
Method: Sonic Drill
Date: January 06, 2023

Datum: Ground Surface
Figure Number: A.01
Page: 2 of 4

Test Hole Log: SH23-01

File: 14512

Project: Proposed Residential Development

Client: IAG Enterprises Ltd.

Site Location: 3022 Island Highway West, Qualicum Beach, B.C.

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INFERRED PROFILE				Moisture Content (%)	DCPT (blows per foot) • 10 20 30 40 •	Groundwater / Well	Remarks
Depth	Symbol	SOIL DESCRIPTION	Depth (m)/Elev (m)				
81							
82	25						
83							
84							
85	26						
86							
87							
88	27						
89							
90							70% Sample Recovery @ 80'-90'
91	28						
92							
93							
94							
95	29						
96							
97							
98	30						
99							
100							70% Sample Recovery @ 90'-100'
101	31						
102							
103							
104	32						
105							
106							
107							
108	33	Become silty sand to sandy silt at depth of 108'		7.3			46.6% fines content @ 108'
109							
110							80% Sample Recovery @ 100'-110'
111	34						
112							
113							
114	35						
115							
116							
117	36						
118							75% Sample Recovery @ 110'-120'
119							
120							

Logged: PAF
Method: Sonic Drill
Date: January 06, 2023

Datum: Ground Surface
Figure Number: A.01
Page: 3 of 4

Test Hole Log: SH23-01

File: 14512

Project: Proposed Residential Development

Client: IAG Enterprises Ltd.

Site Location: 3022 Island Highway West, Qualicum Beach, B.C.

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INFERRED PROFILE				Moisture Content (%)	DCPT (blows per foot) • 10 20 30 40 •	Groundwater / Well	Remarks
Depth	Symbol	SOIL DESCRIPTION	Depth (m)/Elev (m)				
121	37	Become sandy at depth of 127'					Water Level @ 121'
122							
123							
124							
125	38						16.5% fines content @ 127'
126							
127							
128	39			17.4			
129							40% Sample Recovery @ 120'-130'
130							
131	40						
132							
133							
134	41						
135							
136							
137							
138	42						
139							
140							40% Sample Recovery @ 130'-140'
141	43						
142							
143							
144	44						
145							
146							
147	45	SILT Very stiff SILT trace sand. Some moisture to wet. grey.	44.8				97.1% fines content @ 147'
148				21.1			
149							
150	46	End of Borehole	45.7				50% Sample Recovery @ 140'-150'
151							
152							
153							
154	47						
155							
156							
157	48						
158							
159							
160							

Logged: PAF
Method: Sonic Drill
Date: January 06, 2023

Datum: Ground Surface
Figure Number: A.01
Page: 4 of 4

Test Hole Log: SH23-02

File: 14512

Project: Proposed Residential Development

Client: IAG Enterprises Ltd.

Site Location: 3022 Island Highway West, Qualicum Beach, B.C.

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Tel: 604-439-0922 Fax: 604-439-9189

INFERRED PROFILE				Moisture Content (%)	DCPT (blows per foot) • 10 20 30 40 •	Groundwater / Well	Remarks
Depth	Symbol	SOIL DESCRIPTION	Depth (m)/Elev (m)				
0 ft 0 m		Ground Surface	0.0				
1		SAND AND GRAVEL (FILL) Compact SAND and GRAVEL with some organics. Some moisture. Brown	1.2				Water Level @ 1'
2		SAND AND SILT Dense to very dense SAND and SILT. Some moisture. Brown grey to grey	3.0				50% Sample Recovery @ 0-10'
3		QUADRA SAND Very dense interbedded fine- grained SAND with some silt and silty sand to sandy silt. Some moisture to wet. Light brown to grey.	24.9				56.1 % fines content @ 27'
4			22.4				80% Sample Recovery @ 10'-20'
5			9.1				70% Sample Recovery @ 20'-30'
6		End of Borehole					
7							
8							
9							
10							
11							
12							

Logged: PAF
Method: Sonic Drill
Date: January 06, 2023

Datum: Ground Surface
Figure Number: A.02
Page: 1 of 1

Crystal Terraces
Qualicum Beach File Ref: 605-0076

File Ref: 605-0076
Page 1



LEVELTON
Engineering Solutions

Table 1. Summary of February/March 2007 Drilling & DCPT Observations

BH # (Gr. El m)	Quadra Sediments		DCPT # Top Depth (m)		Remarks
	Depth (m)	El (m)	Depth (m)	Blows #	
1 (100.5)	2.6	97.9	2.6 2.9 3.2 3.5 3.8 4.1 4.4	50 67 88 96 73 82 101	
2 (100.8)	3.0	97.8	3.0	127	
3 (100.9)	3.3	97.6			Refusal to penetration in sand and gravel above Quadra Sediments
4 (100.9)	2.7	98.2			Refusal to penetration in sand and gravel above Quadra Sediments
5 (101.6)	3.4	98.2	3.2 3.5 3.8	40 41 77	±5 m NW of SE property pin. DCPT advanced down 3 m of hollow stem. Water added. Approximately 25 mm of heave within auger prior to test.
6 (100.8)	2.7	98.1	2.7 3.0 3.3 3.6 3.9	34 28 36 48 57	DCPT advanced down 1.5 m of hollow stem
7 (101.0)	3.8	97.1	3.0 3.3 3.6 3.9	39 40 41 60	DCPT conducted through a 3 m deep solid stem auger borehole.
8 (100.9)	3.2	97.7			No DCPT
9 (101.1)	2.6	98.5			No DCPT. BH located 1 m east of toe.
10 (101.2)	3.0	98.2			No DCPT. BH located 3.5 m east of toe
11 (101.1)	3.2	97.9	3.0 3.3 3.6	46 45 57	DCPT advanced down 3 m of hollow stem. Water added. No heave observed.
12 (101.1)	3.4	97.7			No DCPT
13 (100.7)	2.7	98.0	2.9 3.2 3.5 3.8	25 47 53 66	DCPT advanced down 2.9 m of hollow stem. Water added. No heave observed.
14 (100.6)	3.0	97.6			No DCPT

						Crystal Terraces 3022 West Island Hwy, Qualicum Beach BC Geotechnical Assessment		BH07-1 Pg 1 of 1							
LEVELTON Engineering Services 1918 Erbert Road Nanaimo, BC V9T 8B9 Telephone: 250-751-0277 Fax: 250-751-1203						Project No: 605-0076									
Depth (m) (ft) Rev. B.02 m	Description	C	H	Type	Water Level	Blow Count									
						10	20	30	40	50	60	70	80	90	
2	SAND - Trace gravel, trace silt, occasional organics, fine to medium grained, loose, brown/grey, wet - becomes saturated at 0.4m depth.														
4	SAND AND GRAVEL- Occasional small cobble, rounded particles, coarse grained, dense, brown, saturated.														
6															
8															
10	SILT AND SAND (QUADRA SEDIMENTS)- Fine grained, brown to grey/brown, saturated. - increased drilling resistance observed.														
12															
14															
16	Bottom of hole at 4.50 meters Moderate Sloughing Observed														
18															
20															
22															
24															
26															
28															
30															
32															

Condition of Sample Good ☒ Disturbed ☐ No Recovery ☐	Type: Type of Sample SPT : 2 ft. standard S : Shelby FP : Fixed Piston G : Grab CORE	N: Number of Blows WH : Weight of Hammer WR : Weight of Rod Standard Penetration Test : A81M D1688 Hammer Type: Trip Hammer DYNAMIC CONE PENETRATION TEST: Blow count (no. of blows of a 140 lb (64 kg) hammer dropped 30in. (760mm) to produce 12in (300mm) of a 2in (50mm) diameter cone.	• Moisture Content % — Plastic Limit — Liquid Limit — Ground Water Level X Shear strength in kPa (Torvane or Penetrometer) X Shear strength in kPa (Unconfined) ⊗ Shear strength in kPa (field vane) □ Remolded strength in kPa ■ Percent Passing # 200 sieve	Drill Method: Solid Stem Auger / DCPT Date Drilled: 2/8/2007 By: RRS
--	--	---	---	---

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						Crystal Terraces 3022 West Island Hwy, Qualicum Beach BC Geotechnical Assessment		BH07-2 Pg 1 of 1						
LEVELTON Geotechnical Solutions 1738 Edinger Road Nanaimo, BC V9T 6P9 Telephone: 250-753-1077 Fax: 250-753-1231						Project No: 605-0076								
Depth (m) (ft)	Description	C	N	Type	Water Level	BLOW COUNT - 118 BLOW COUNT = 182 BLOW COUNT = 127								
0.00 m	TOPSOIL (FILL)- Sand and woodchips, soft, black, moist.					10	20	30	40	50	60	70	80	90
2	SAND - Wood debris and organics, loose, grayish brown, wet. - becomes saturated at 0.9m depth - possible former test pit.													
4	SAND AND GRAVEL- Rounded, coarse grained, dense, brown, saturated.													
6														
8														
10	SILT AND SAND (QUADRA SEDIMENTS)- Trace gravel, fine grained, dense, grayish brown, saturated.													
12														
14														
16														
18														
20														
22														
24														
26														
28														
30														
32														
34														
36														
38														
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72														
74														
76														
78														
80														
82														
84														
86														
88														
90														
92														
94														

Depth		Description	C	N	Type	Water Level											
(m)	(ft)						10	20	30	40	50	60	70	80	90		
Elev. 9.92m		SAND AND GRAVEL (POSSIBLE FILL) Rounded, variable gradation, occasional roots, brown, wet. - becomes saturated at 0.8m depth.															
2	6																
		SAND AND GRAVEL Rounded, coarse grained, dense, grey-brown, saturated.															
2	6																
		SILT AND SAND (QUADRA SEDIMENTS) Fine grained, dense, grey-brown, saturated.															
10	12																
		Bottom of hole at 6.00 meters Sloughing Observed															
20	22																
24	26																
28	30																
32	34																

Gr Condition of Sample Good ☐ Disturbed ☒ No Recovery ☐	Type/Type of Sample SPT : 2 in. standard S : Shelby FP : Fixed Platen G : Grab CORE	N: Number of Blows WH : Weight of Hammer WR : Weight of Rod Standard Penetration Test : ASTM D1688 Hammer Type: Trip Hammer DYNAMIC CONE PENETRATION TEST: Blow count no. of blows of a 140 lb (64 kg) hammer dropped 30in. (760mm) to produce 12in (300mm) of a 2in (50mm) diameter cone.	● Moisture Content % ▲ Plastic Limit ▲ Liquid Limit ▲ Ground Water Level (X) Shear strength in kPa (Torsion or Penetrometer) X Shear strength in kPa (Unconfined) ⊕ Shear strength in kPa (Fold vane) ⊞ Remolded strength in kPa ■ Percent Passing # 200 sieve	Drill Method: Solid Stem Auger / DCPT Date Drilled: 2/9/2007 By: RRS
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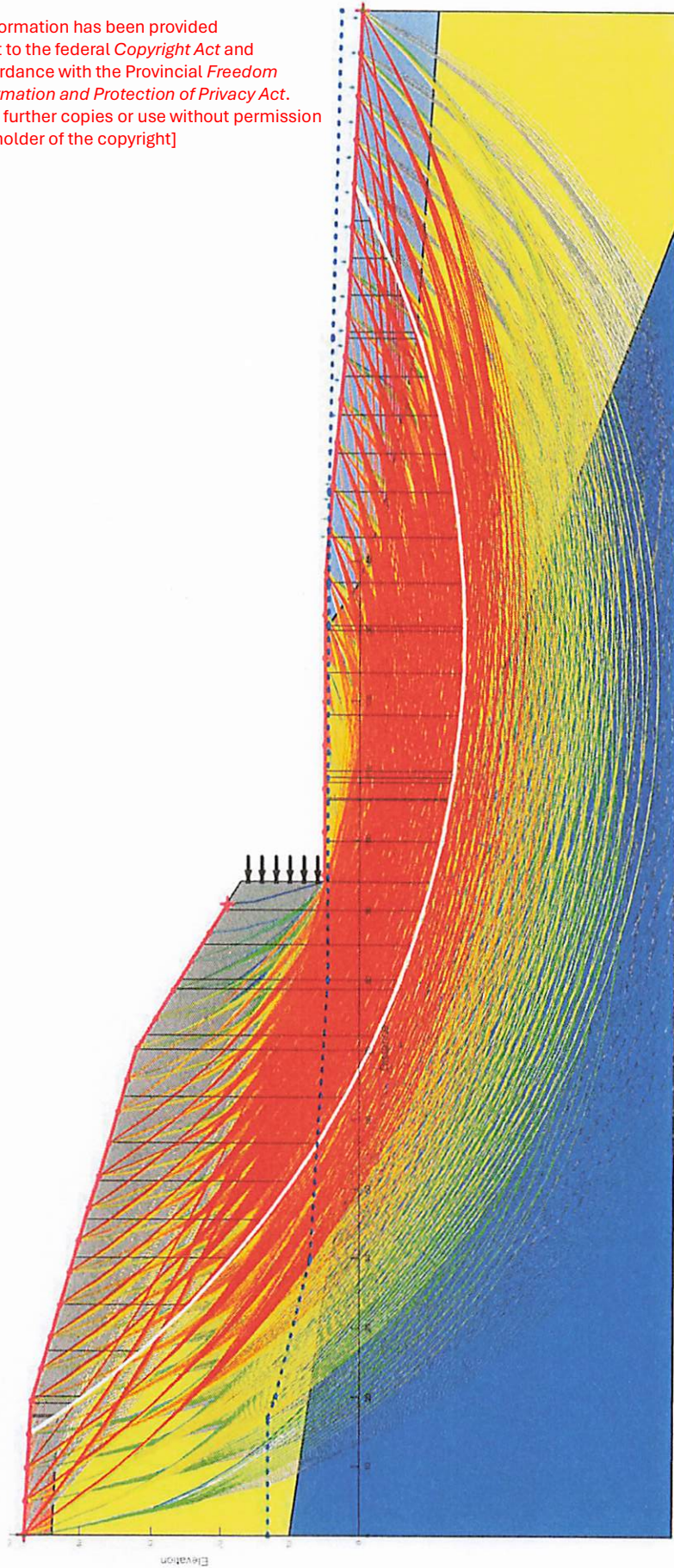
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APPENDIX B

SLOPE STABILITY ANALYSIS

1.072

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Color	Name	Unit Weight (kN/m³)	Effective Cohesion (kPa)	Effective Friction Angle (°)
Blue	Compact Sand	19	0	35
Red	Compact to Dense Silt and Sand	20	0	40
Yellow	Dense Sand (Quadra Sediment)	19.5	0	40
Green	Silt (Quadra Sediment)	20.5	0	38

Project: Residential Development

Model: Slope Stability

Method: Morgenstern-Price

Site Address : 3022 Island Highway, Qualicum Beach, B.C.

Job No.: 14512

Date: Feb. 22, 2021

Horz Seismic Coef.: 0.35

Scale : 1:900

Analysis by: AAn

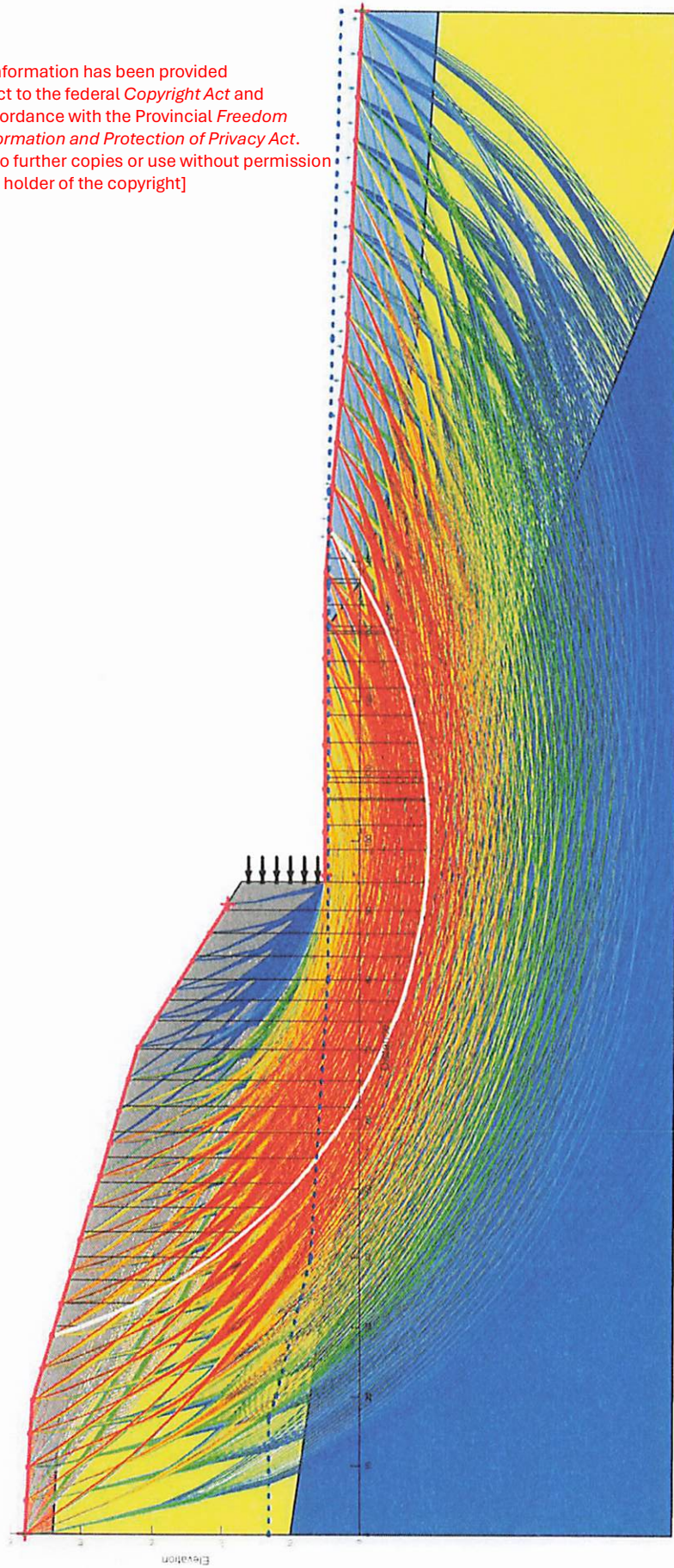


GEO PACIFIC
VANCOUVER KALISPOPO CALGARY

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Project: Residential Development

Model: Slope Stability

Method: Morgenstern-Price

Site Address : 3022 Island Highway, Qualicum Beach, B.C.

Job No.: 14512

Date: Feb. 22, 2021

Scale : 1:900

Analysis by: AAn

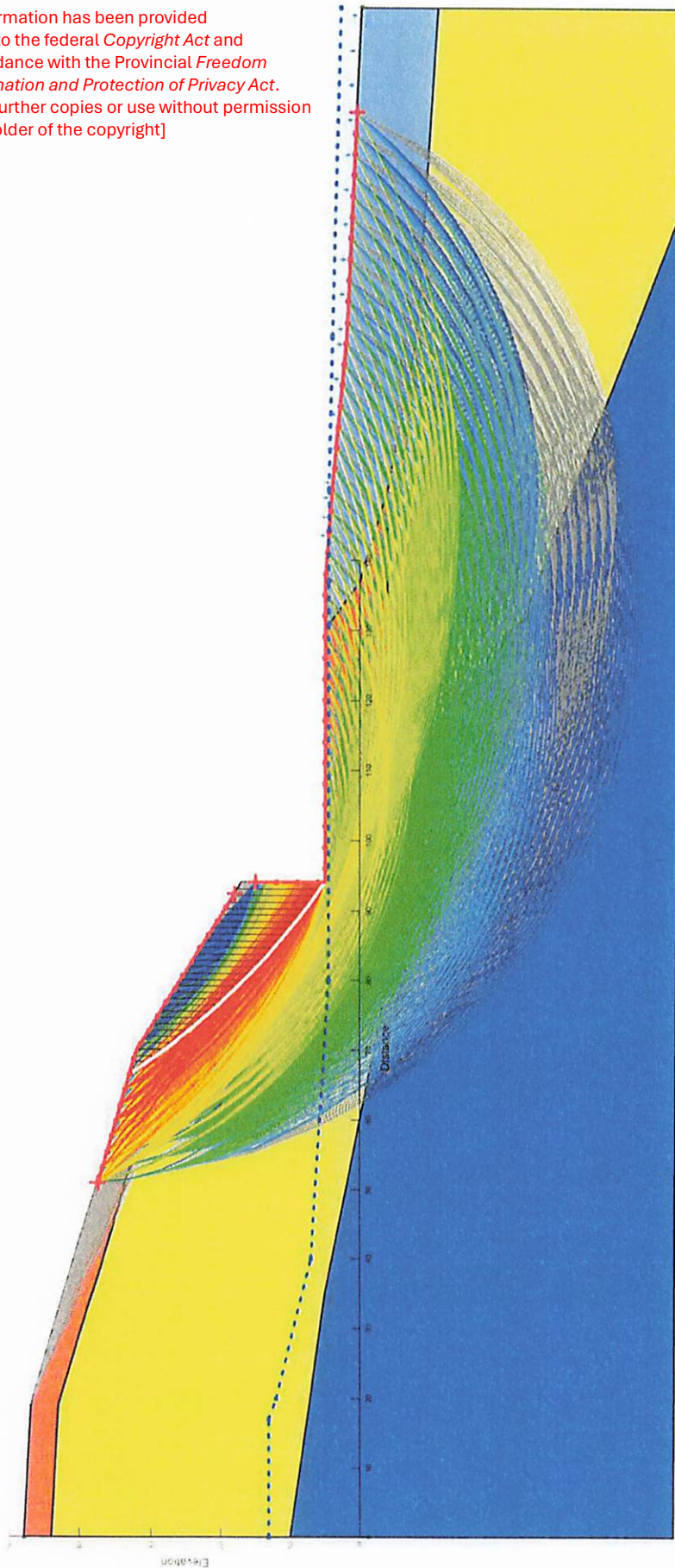


GEO PACIFIC
VANCOUVER KATHLOOPS CALGARY

1779 W. 75th Avenue
Vancouver, B.C. V6P 4J2
P 604.439-0922
F 604.439-0959

0.692

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Color	Name	Unit Weight (kN/m³)	Effective Cohesion (kPa)	Effective Friction Angle (°)
Blue	Compact Sand	19	0	35
Orange	Compact to Dense Silt and Sand	20	0	40
Yellow	Dense Sand (Quadra Sediment)	19.5	0	40
Green	Silt (Quadra Sediment)	20.5	0	38

Project: Residential Development

Model: Slope Stability

Method: Morgenstern-Price

Site Address : 3022 Island Highway, Qualicum Beach, B.C.

Job No.: 14512

Date: Feb. 22, 2021

Scale : 1:900

Analysis by: AAn

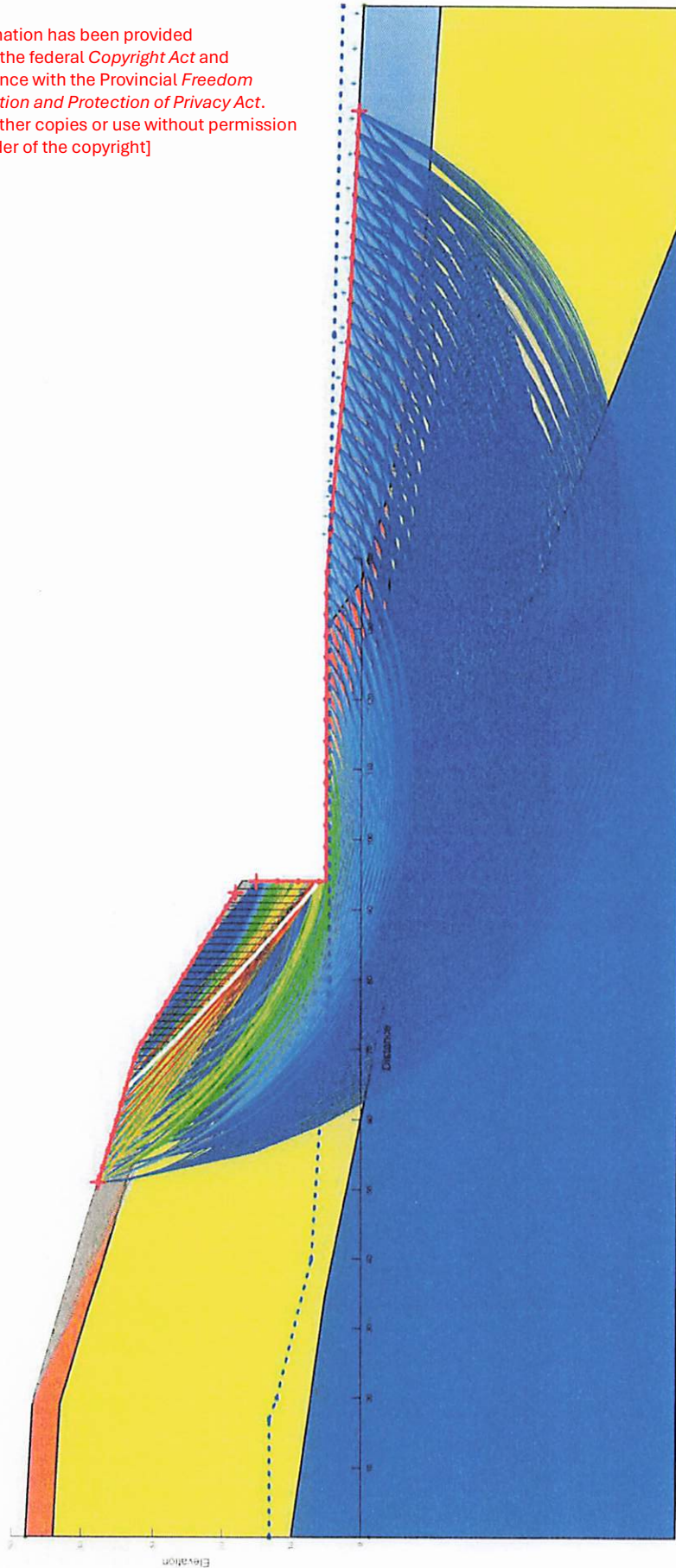


GEO PACIFIC
VANCOUVER KAMLOOPS CALGARY

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Color	Name	Unit Weight (kN/m³)	Effective Cohesion (kPa)	Effective Friction Angle (°)
Light Blue	Compact Sand	19	0	35
Orange	Compact to Dense Silt and Sand	20		
Yellow	Dense Sand (Quadra Sediment)	19.5	0	40
Blue	Silt (Quadra Sediment)	20.5	0	38

Project: Residential Development

Model: Slope Stability

Method: Morgenstern-Price

Site Address : 3022 Island Highway, Qualicum Beach, B.C.

Job No.: 14512

Date: Feb. 22, 2021

Horz Seismic Coef.: 0

Scale : 1:900

Analysis by: AAn

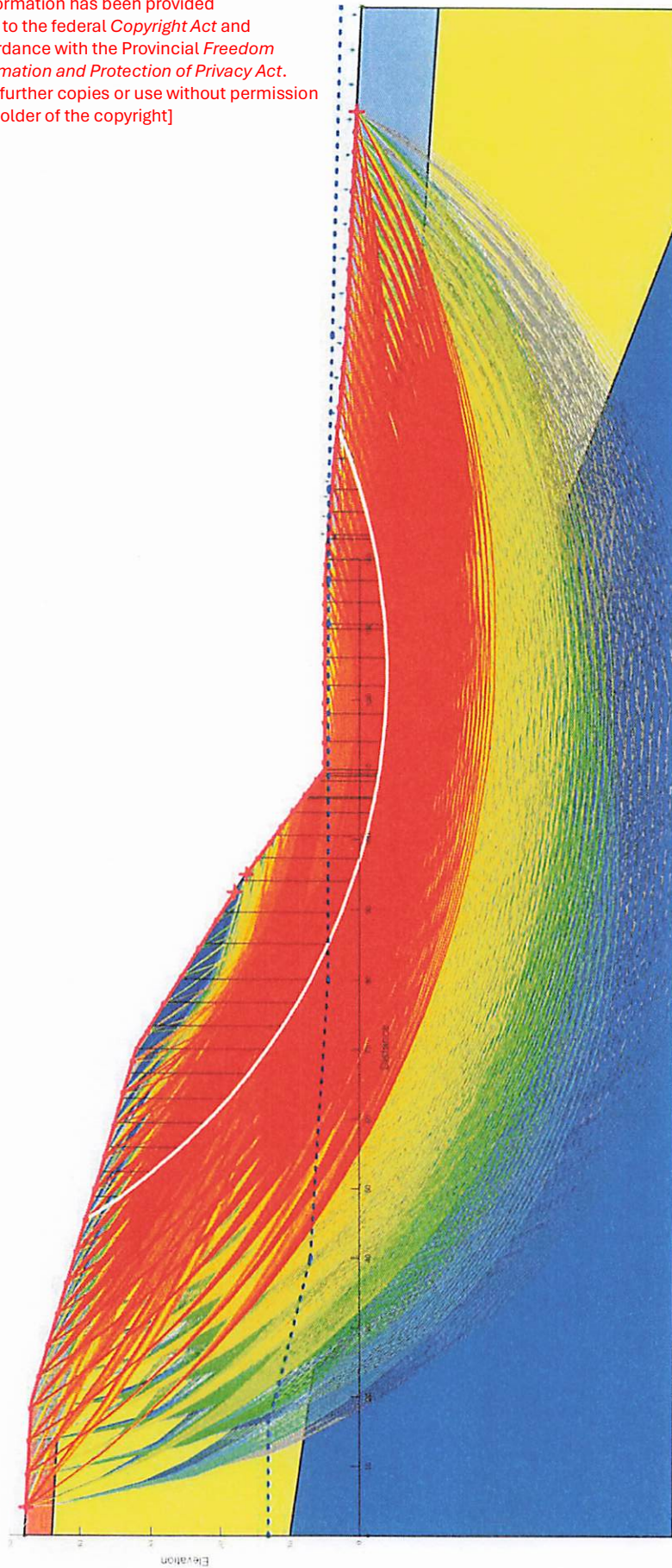


GEO PACIFIC
VANCOUVER KATHLOUBES CANADA

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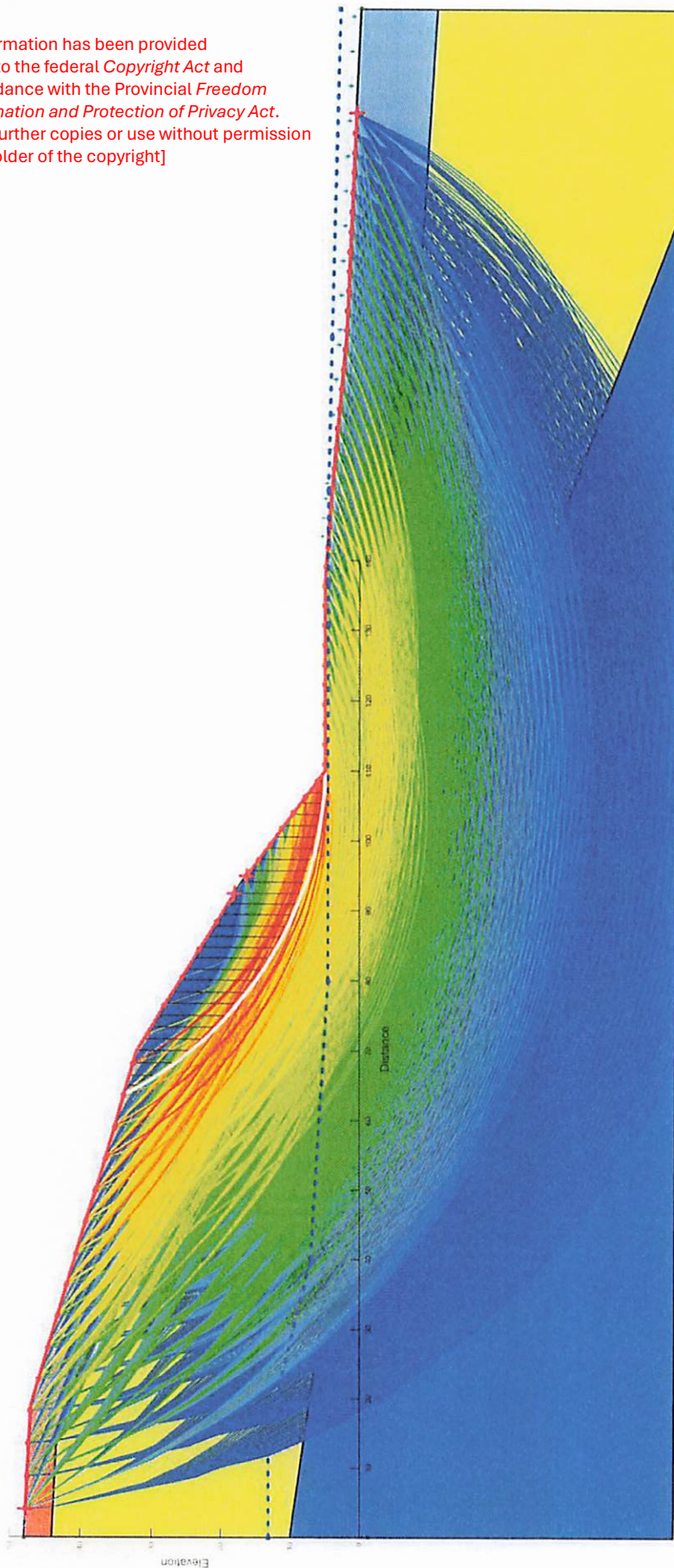


Color	Name	Unit Weight (kN/m³)	Effective Cohesion (kPa)	Effective Friction Angle (°)
Light Blue	Compact Sand	19	0	35
Orange	Compact to Dense Silt and Sand	20		
Yellow	Dense Sand (Quadra Sediment)	19.5	0	40
Dark Blue	Silt (Quadra Sediment)	20.5	0	38

Project: Residential Development		Job No.: 14512	1770 W. 75th Avenue Vancouver, B.C. V6P 4P2 P: 604.439-0222 F: 604.439-9559
Model: Slope Stability		Date: Feb. 22, 2021	GEOPACIFIC VANCOUVER • AMHLDBS • CALGARY
Method: Morgenstern-Price	Horz Seismic Coef.: 0.35	Scale: 1:900	
Site Address: 3022 Island Highway, Qualicum Beach, B.C.		Analysis by: AAn	

1.849

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Color	Name	Unit Weight (kN/m³)	Effective Cohesion (kPa)	Effective Friction Angle (°)
Blue	Compact Sand	19	0	35
Orange	Compact to Dense Silt and Sand	20	0	40
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Dark Blue	Silt (Quadra Sediment)	20.5	0	38

Project: Residential Development		Job No.: 14512
Model: Slope Stability		Date: Feb. 22, 2021
Method: Morgenstern-Price		Scale: 1:900
Site Address: 3022 Island Highway, Qualicum Beach, B.C.		Horz Seismic Coef.: 0
		Analysis by: AAn

APPENDIX C - TETRA TECH PEER REVIEW LETTER



August 29, 2022

Town of Qualicum Beach
#201-660 Primrose Street
Qualicum Beach, BC V9K 1S7

ISSUED FOR USE
FILE: 704-ENG VGE004344-01
Via Email: BWeir@qualicumbeach.com

Attention: Mr. Bob Weir, P. Eng.
Director of Engineering & Capital Projects, Airport Executive

Subject: Third Party Review – 3022 Island Highway West, Qualicum Beach, BC

1.0 INTRODUCTION

Tetra Tech Canada Inc. (Tetra Tech) has been retained by the Town of Qualicum Beach (the Town) to conduct a Third Party review of a report prepared by GeoPacific Consultants Ltd. (GeoPacific) regarding the geotechnical aspects of the proposed residential development at 3022 Island Highway West, Qualicum Beach, BC.

2.0 2022 GEOPACIFIC REPORT REVIEW

2.1 General

The GeoPacific geotechnical report "*Geotechnical Investigation Report: Proposed Residential Development – 3022 Island Highway West, Qualicum Beach, B.C.*" was presented to IAG Enterprises Ltd. on June 16, 2022 for three proposed multi-storey residential buildings. The residential buildings are planned to consist of 5 levels of residential accommodation above grade with over 1 level of partial underground parking.

The following observations and comments are made with regards to the 2022 GeoPacific geotechnical report:

- GeoPacific did not undertake a drilling program for their report and do not indicate that they visited the site. They reviewed a field investigation from 2007 undertaken by Levelton Engineering (Levelton). The entire Levelton report was not attached to the 2022 GeoPacific report for review. Levelton's 2007 test hole logs were the only portion of their 2007 investigation that was provided in Appendix A.
 - 14 auger drill holes were drilled with (Dynamic Cone Penetrometer Tests) DCPTs undertaken in 7 of the boreholes. The maximum depth of drilling was 6 m with no DCPTs exceeding 4.4 m depth.
 - The elevations of the boreholes were all around 100 m. These elevations do not correspond to the crest or toe of the overall slope as these are expected to be closer to 45 m and 5 m, respectively.
 - Groundwater was encountered in each borehole at depths of 0.5 m to 1.0 m.
- GeoPacific inferred that the water encountered during the 2007 Levelton field investigation was perched from recent precipitation and, based on data from a nearby observation well operated by the Province of British Columbia, the seasonal water table varies from 1.5 m to 5.0 m below grade. No further information such as location is provided concerning the nearby observation well.

- There is no site plan showing the locations of the 2007 boreholes. A site plan is provided showing the location of the proposed residential development; however, no boreholes are plotted on this site plan.
- Cuts into the toe of the slope for the proposed residential development are up to 12 m and the overall slope height is over 40 m.
- GeoPacific modelled the entire slope as Quadra Sand with no water table. Based on Tetra Tech's experiences along this slope, this simple model of Quadra Sands with no water table may not be accurate. Clay and/or Silt layers as well as seepage along the slope face have been encountered in other drilling programs along other portions of this slope within Qualicum Beach. Different subgrade conditions as outlined above will affect slope stability analysis, temporary excavations, and shoring design.
- The 2022 GeoPacific geotechnical report did not consider the EGBC *Guidelines for Legislated Landslide Assessments for Proposed Residential Developments in British Columbia*. A Landslide Assessment Assurance Statement was not filled out. This slope in Qualicum Beach has a documented history of landslide failures.

2.2 Review Comments

Based on this review, the following recommendations are made:

- Subsurface soil conditions need to be better defined either with a field investigation program or a background review of relevant nearby field investigations (if available).
 - Typically, minimum requirements for a sufficient subsurface soil profile would include a borehole located near the crest that is drilled to a depth that is greater than the height of the slope (i.e., 40 m) as well as a borehole located along the toe. Ideally, boreholes or testpits would also be undertaken in areas requiring significant cuts into the slope to verify their constructability (e.g., vertical cuts of up to 12 m are inferred in the 2022 GeoPacific geotechnical report).
 - Any background review documents should be included in their entirety in the appendix of any future report. Details such as borehole locations, elevations as well as nearby water wells may be better explained with their full inclusion. These background reports may also have some analysis and discussion relevant to the proposed development.
- After building details are confirmed, and the additional investigations completed, a more detailed analyses of slope stability, a geohazard (landslide) assessment, and a shoring design, should be completed and reviewed.

3.0 LIMITATIONS OF REPORT

This report and its contents are intended for the sole use of the Town of Qualicum Beach and their agents. Tetra Tech Canada Inc. (operating as Tetra Tech) does not accept any responsibility for the accuracy of any of the data, the analysis, or the recommendations contained or referenced in the report when the report is used or relied upon by any Party other than the Town of Qualicum Beach, or for any Project other than the proposed development at the subject site. Any such unauthorized use of this report is at the sole risk of the user. Use of this document is subject to the Limitations on the Use of this Document attached in the Appendix or Contractual Terms and Conditions executed by both parties.

4.0 CLOSURE

We trust this document meets your present requirements. If you have any questions or comments, please contact the undersigned.

Respectfully submitted,
Tetra Tech Canada Inc.



Prepared by:
Andrew Walker, P.Eng.
Branch Manager and Geotechnical Team Lead
Direct Line: 250.616.9058
andrew.walker@tetrattech.com

Reviewed by:
Keith Robinson, M.Eng., P. Eng.
Principal Geotechnical Consultant
Direct Line: 604.833.1543
Keith.Robinson@tetrattech.com

/dr

Enclosure: Limitations of the Use of the Document

LIMITATIONS ON USE OF THIS DOCUMENT

GEOTECHNICAL

1.1 USE OF DOCUMENT AND OWNERSHIP

This document pertains to a specific site, a specific development, and a specific scope of work. The document may include plans, drawings, profiles and other supporting documents that collectively constitute the document (the "Professional Document").

The Professional Document is intended for the sole use of TETRA TECH's Client (the "Client") as specifically identified in the TETRA TECH Services Agreement or other Contractual Agreement entered into with the Client (either of which is termed the "Contract" herein). TETRA TECH does not accept any responsibility for the accuracy of any of the data, analyses, recommendations or other contents of the Professional Document when it is used or relied upon by any party other than the Client, unless authorized in writing by TETRA TECH.

Any unauthorized use of the Professional Document is at the sole risk of the user. TETRA TECH accepts no responsibility whatsoever for any loss or damage where such loss or damage is alleged to be or, in fact, caused by the unauthorized use of the Professional Document.

Where TETRA TECH has expressly authorized the use of the Professional Document by a third party (an "Authorized Party"), consideration for such authorization is the Authorized Party's acceptance of these Limitations on Use of this Document as well as any limitations on liability contained in the Contract with the Client (all of which is collectively termed the "Limitations on Liability"). The Authorized Party should carefully review both these Limitations on Use of this Document and the Contract prior to making any use of the Professional Document. Any use made of the Professional Document by an Authorized Party constitutes the Authorized Party's express acceptance of, and agreement to, the Limitations on Liability.

The Professional Document and any other form or type of data or documents generated by TETRA TECH during the performance of the work are TETRA TECH's professional work product and shall remain the copyright property of TETRA TECH.

The Professional Document is subject to copyright and shall not be reproduced either wholly or in part without the prior, written permission of TETRA TECH. Additional copies of the Document, if required, may be obtained upon request.

1.2 ALTERNATIVE DOCUMENT FORMAT

Where TETRA TECH submits electronic file and/or hard copy versions of the Professional Document or any drawings or other project-related documents and deliverables (collectively termed TETRA TECH's "Instruments of Professional Service"), only the signed and/or sealed versions shall be considered final. The original signed and/or sealed electronic file and/or hard copy version archived by TETRA TECH shall be deemed to be the original. TETRA TECH will archive a protected digital copy of the original signed and/or sealed version for a period of 10 years.

Both electronic file and/or hard copy versions of TETRA TECH's Instruments of Professional Service shall not, under any circumstances, be altered by any party except TETRA TECH. TETRA TECH's Instruments of Professional Service will be used only and exactly as submitted by TETRA TECH.

Electronic files submitted by TETRA TECH have been prepared and submitted using specific software and hardware systems. TETRA TECH makes no representation about the compatibility of these files with the Client's current or future software and hardware systems.

1.3 STANDARD OF CARE

Services performed by TETRA TECH for the Professional Document have been conducted in accordance with the Contract, in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions in the jurisdiction in which the services are provided. Professional judgment has been applied in developing the conclusions and/or recommendations provided in this Professional Document. No warranty or guarantee, express or implied, is made concerning the test results, comments, recommendations, or any other portion of the Professional Document.

If any error or omission is detected by the Client or an Authorized Party, the error or omission must be immediately brought to the attention of TETRA TECH.

1.4 DISCLOSURE OF INFORMATION BY CLIENT

The Client acknowledges that it has fully cooperated with TETRA TECH with respect to the provision of all available information on the past, present, and proposed conditions on the site, including historical information respecting the use of the site. The Client further acknowledges that in order for TETRA TECH to properly provide the services contracted for in the Contract, TETRA TECH has relied upon the Client with respect to both the full disclosure and accuracy of any such information.

1.5 INFORMATION PROVIDED TO TETRA TECH BY OTHERS

During the performance of the work and the preparation of this Professional Document, TETRA TECH may have relied on information provided by third parties other than the Client.

While TETRA TECH endeavours to verify the accuracy of such information, TETRA TECH accepts no responsibility for the accuracy or the reliability of such information even where inaccurate or unreliable information impacts any recommendations, design or other deliverables and causes the Client or an Authorized Party loss or damage.

1.6 GENERAL LIMITATIONS OF DOCUMENT

This Professional Document is based solely on the conditions presented and the data available to TETRA TECH at the time the data were collected in the field or gathered from available databases.

The Client, and any Authorized Party, acknowledges that the Professional Document is based on limited data and that the conclusions, opinions, and recommendations contained in the Professional Document are the result of the application of professional judgment to such limited data.

The Professional Document is not applicable to any other sites, nor should it be relied upon for types of development other than those to which it refers. Any variation from the site conditions present, or variation in assumed conditions which might form the basis of design or recommendations as outlined in this document, at or on the development proposed as of the date of the Professional Document requires a supplementary exploration, investigation, and assessment.

TETRA TECH is neither qualified to, nor is it making, any recommendations with respect to the purchase, sale, investment or development of the property, the decisions on which are the sole responsibility of the Client.

1.7 ENVIRONMENTAL AND REGULATORY ISSUES

Unless stipulated in the report, TETRA TECH has not been retained to explore, address or consider and has not explored, addressed or considered any environmental or regulatory issues associated with development on the subject site.

1.8 NATURE AND EXACTNESS OF SOIL AND ROCK DESCRIPTIONS

Classification and identification of soils and rocks are based upon commonly accepted systems, methods and standards employed in professional geotechnical practice. This report contains descriptions of the systems and methods used. Where deviations from the system or method prevail, they are specifically mentioned.

Classification and identification of geological units are judgmental in nature as to both type and condition. TETRA TECH does not warrant conditions represented herein as exact, but infers accuracy only to the extent that is common in practice.

Where subsurface conditions encountered during development are different from those described in this report, qualified geotechnical personnel should revisit the site and review recommendations in light of the actual conditions encountered.

1.9 LOGS OF TESTHOLES

The testhole logs are a compilation of conditions and classification of soils and rocks as obtained from field observations and laboratory testing of selected samples. Soil and rock zones have been interpreted. Change from one geological zone to the other, indicated on the logs as a distinct line, can be, in fact, transitional. The extent of transition is interpretive. Any circumstance which requires precise definition of soil or rock zone transition elevations may require further investigation and review.

1.10 STRATIGRAPHIC AND GEOLOGICAL INFORMATION

The stratigraphic and geological information indicated on drawings contained in this report are inferred from logs of test holes and/or soil/rock exposures. Stratigraphy is known only at the locations of the test hole or exposure. Actual geology and stratigraphy between test holes and/or exposures may vary from that shown on these drawings. Natural variations in geological conditions are inherent and are a function of the historical environment. TETRA TECH does not represent the conditions illustrated as exact but recognizes that variations will exist. Where knowledge of more precise locations of geological units is necessary, additional exploration and review may be necessary.

1.11 PROTECTION OF EXPOSED GROUND

Excavation and construction operations expose geological materials to climatic elements (freeze/thaw, wet/dry) and/or mechanical disturbance which can cause severe deterioration. Unless otherwise specifically indicated in this report, the walls and floors of excavations must be protected from the elements, particularly moisture, desiccation, frost action and construction traffic.

1.12 SUPPORT OF ADJACENT GROUND AND STRUCTURES

Unless otherwise specifically advised, support of ground and structures adjacent to the anticipated construction and preservation of adjacent ground and structures from the adverse impact of construction activity is required.

1.13 INFLUENCE OF CONSTRUCTION ACTIVITY

Construction activity can impact structural performance of adjacent buildings and other installations. The influence of all anticipated construction activities should be considered by the contractor, owner, architect and prime engineer in consultation with a geotechnical engineer when the final design and construction techniques, and construction sequence are known.

1.14 OBSERVATIONS DURING CONSTRUCTION

Because of the nature of geological deposits, the judgmental nature of geotechnical engineering, and the potential of adverse circumstances arising from construction activity, observations during site preparation, excavation and construction should be carried out by a geotechnical engineer. These observations may then serve as the basis for confirmation and/or alteration of geotechnical recommendations or design guidelines presented herein.

1.15 DRAINAGE SYSTEMS

Unless otherwise specified, it is a condition of this report that effective temporary and permanent drainage systems are required and that they must be considered in relation to project purpose and function. Where temporary or permanent drainage systems are installed within or around a structure, these systems must protect the structure from loss of ground due to mechanisms such as internal erosion and must be designed so as to assure continued satisfactory performance of the drains. Specific design details regarding the geotechnical aspects of such systems (e.g. bedding material, surrounding soil, soil cover, geotextile type) should be reviewed by the geotechnical engineer to confirm the performance of the system is consistent with the conditions used in the geotechnical design.

1.16 DESIGN PARAMETERS

Bearing capacities for Limit States or Allowable Stress Design, strength/stiffness properties and similar geotechnical design parameters quoted in this report relate to a specific soil or rock type and condition. Construction activity and environmental circumstances can materially change the condition of soil or rock. The elevation at which a soil or rock type occurs is variable. It is a requirement of this report that structural elements be founded in and/or upon geological materials of the type and in the condition used in this report. Sufficient observations should be made by qualified geotechnical personnel during construction to assure that the soil and/or rock conditions considered in this report in fact exist at the site.

1.17 SAMPLES

TETRA TECH will retain all soil and rock samples for 30 days after this report is issued. Further storage or transfer of samples can be made at the Client's expense upon written request, otherwise samples will be discarded.

1.18 APPLICABLE CODES, STANDARDS, GUIDELINES & BEST PRACTICE

This document has been prepared based on the applicable codes, standards, guidelines or best practice as identified in the report. Some mandated codes, standards and guidelines (such as ASTM, AASHTO Bridge Design/Construction Codes, Canadian Highway Bridge Design Code, National/Provincial Building Codes) are routinely updated and corrections made. TETRA TECH cannot predict nor be held liable for any such future changes, amendments, errors or omissions in these documents that may have a bearing on the assessment, design or analyses included in this report.

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Notes: This statement is to be read and completed in conjunction with the Engineers and Geoscientists BC *Professional Practice Guidelines – Landslide Assessments in British Columbia* ("the guidelines") and the current *BC Building Code (BCBC)*, and is to be provided for Landslide Assessments (not floods or flood controls), particularly those produced for the purposes of the *Land Title Act*, *Community Charter*, or *Local Government Act*. Some jurisdictions (e.g., the Fraser Valley Regional District or the Cowichan Valley Regional District) have developed more comprehensive assurance statements in collaboration with Engineers and Geoscientists BC. Where those exist, the Qualified Professional is to fill out the local version only. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority (or Client)

Date: 2023-02-07

Town of Qualicum Beach

660 Pinnacle Street #201, Qualicum Beach, B.C.

Jurisdiction/name and address

With reference to (CHECK ONE):

- ☐ A. *Land Title Act* (Section 86) – Subdivision Approval
- ☒ B. *Local Government Act* (Sections 919.1 and 920) – Development Permit
- ☐ C. *Community Charter* (Section 56) – Building Permit
- ☐ D. Non-legislated assessment

For the following property (the "Property"):

3022 Island Highway West, Qualicum Beach, B.C.

Civic address of the Property

The undersigned hereby gives assurance that they are a Qualified Professional and a professional engineer or professional geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, authenticated, and dated, and thereby certified, the attached Landslide Assessment Report on the Property in accordance with the guidelines. That report must be read in conjunction this statement.

In preparing that report I have:

(CHECK TO THE LEFT OF APPLICABLE ITEMS)

- ☒ 1. Collected and reviewed appropriate background information
- ☒ 2. Reviewed the proposed Residential Development or other development on the Property
- ☒ 3. Conducted field work on and, if required, beyond the Property
- ☒ 4. Reported on the results of the field work on and, if required, beyond the Property
- ☒ 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a Landslide Hazard analysis or Landslide Risk analysis, I have:
 - ☒ 6.1 reviewed and characterized, if appropriate, any Landslide that may affect the Property
 - ☒ 6.2 estimated the Landslide Hazard
 - ☒ 6.3 identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
 - ☒ 6.4 estimated the potential Consequences to those Elements at Risk
- 7. Where the Approving Authority has adopted a Level of Landslide Safety, I have:
 - ☒ 7.1 compared the Level of Landslide Safety adopted by the Approving Authority with the findings of my investigation
 - ☒ 7.2 made a finding on the Level of Landslide Safety on the Property based on the comparison
 - ☒ 7.3 made recommendations to reduce Landslide Hazards and/or Landslide Risks

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

8. Where the Approving Authority has not adopted a Level of Landslide Safety, or where the Landslide Assessment is not produced in response to a legislated requirement, I have:
- ☒ 8.1 described the method of Landslide Hazard analysis or Landslide Risk analysis used
 - ☒ 8.2 referred to an appropriate and identified provincial, national, or international guideline for Level of Landslide Safety
 - ☒ 8.3 compared those guidelines (per item 8.2) with the findings of my investigation
 - ☒ 8.4 made a finding on the Level of Landslide Safety on the Property based on the comparison
 - ☒ 8.5 made recommendations to reduce Landslide Hazards and/or Landslide Risks
- ☒ 9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections

Based on my comparison between:

[CHECK ONE]

- ☒ the findings from the investigation and the adopted Level of Landslide Safety (item 7.2 above)
- ☐ the appropriate and identified provincial, national, or international guideline for Level of Landslide Safety (item 8.4 above)

Where the Landslide Assessment is not produced in response to a legislated requirement, I hereby give my assurance that, based on the conditions¹ contained in the attached Landslide Assessment Report:

A. SUBDIVISION APPROVAL

- ☒ For subdivision approval, as required by the *Land Title Act* (Section 86), "the land may be used safely for the use intended"

[CHECK ONE]

- ☐ with one or more recommended additional registered Covenants
- ☐ without an additional registered Covenant(s)

B. DEVELOPMENT PERMIT

- ☒ For a development permit, as required by the *Local Government Act* (Sections 488 and 491), my report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of [Section 491]"

[CHECK ONE]

- ☐ with one or more recommended additional registered Covenants
- ☒ without an additional registered Covenant(s)

C. BUILDING PERMIT

- ☒ For a building permit, as required by the *Community Charter* (Section 56), "the land may be used safely for the use intended"

[CHECK ONE]

- ☐ with one or more recommended additional registered Covenants
- ☐ without any additional registered Covenant(s)

¹ When seismic slope stability assessments are involved, Level of Landslide Safety is considered to be a 'life safety' criteria as described in Commentary JJJ of the *National Building Code of Canada (NBC) 2015*, Structural Commentaries (User's Guide - NBC 2015: part 4 of division B). This states:

"The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that although there will likely be extensive structural and non-structural damage during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse, nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse."

LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Matt Kokan
Name (print)

2023-03-29
Date

1779 West 75th Avenue
Address

Vancouver, B.C. V6P 6P2

604-439-0922
Telephone

Kokan@geopacific.ca
Email



Permit to Practice EGBC
1000782

MAR 29 2023

(Affix PROFESSIONAL SEAL and signature here)

The Qualified Professional, as a registrant on the roster of a registrant firm, must complete the following:

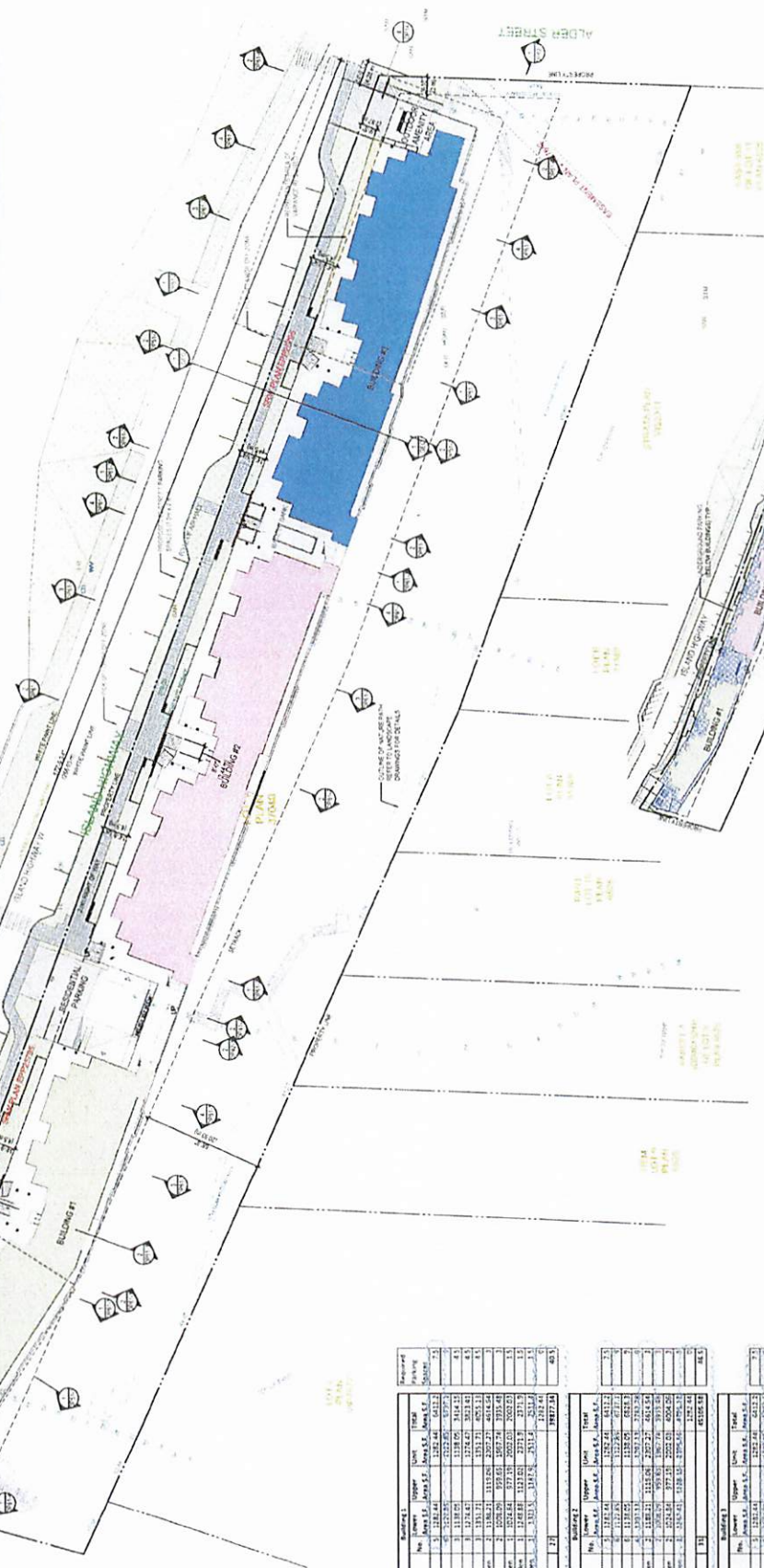
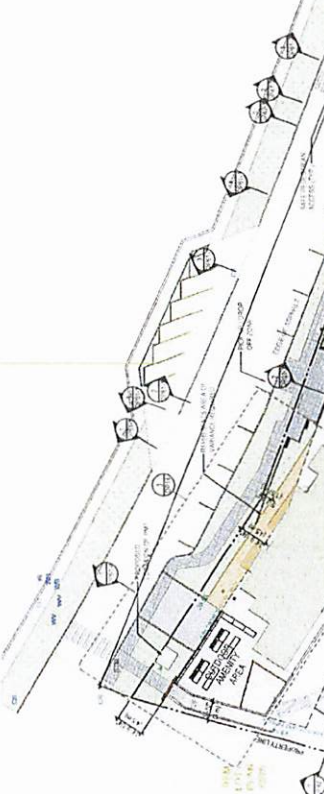
I am a member of the firm Geopacific Consultants Ltd.
(Print name of firm)

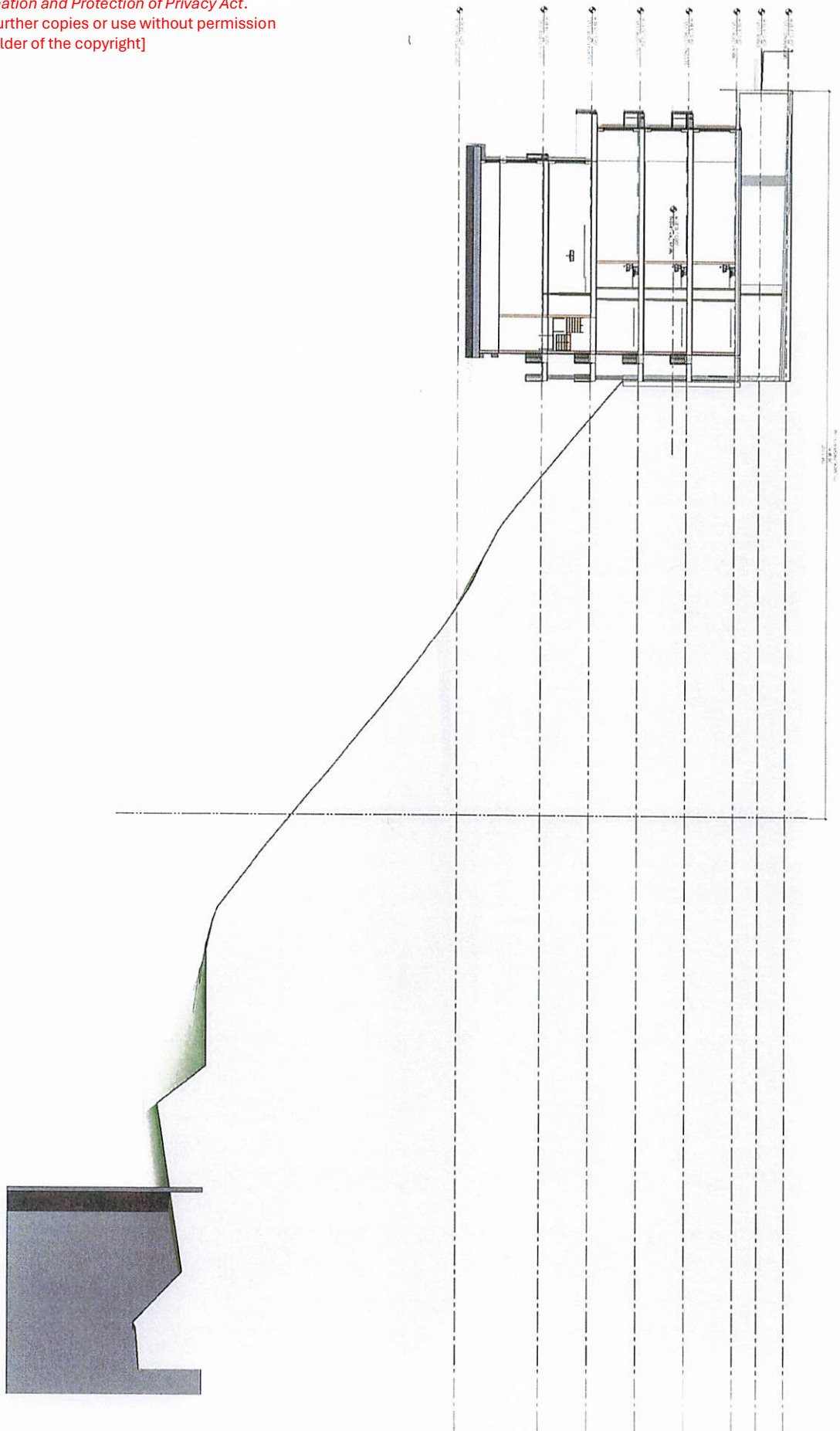
with Permit to Practice Number 1000782
(Print permit to practice number)

and I sign this letter on behalf of the firm.

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APPENDIX D – SITE SURVEY





Attachment No. 3

Public Information Meeting: 3022 Island Highway West April 12/2023

Questions:

- 1) What happens to drainage from the houses on top of the bluff? Will you provide drains?
A: Will construct drainage so water drains around the property. Retaining wall requires backfill which will manage non-diverted water through the site. Not anticipated to need drains since water is collected at the bottom of the bluff and diverted.
- 2) Bluff and site are saturated with water.
A: Engineered drainage will take trees out and properly divert water. Should correct this.
- 3) How long will building stand for?
A: 150 years
- 4) How will the building withstand sea level rise?
A: Designed for surge. Building is raised.
- 5) How is five storeys justified when other buildings are two and three storeys?
A: Will not impede views or bother anyone directly.
- 6) Why do we need this density in the Town?
- 7) Who is the target market?
A: Hope for mixed demographic. Costly to build the project so will not be cheap.
- 8) What are the variances?
A: Went through the variances.
- 9) Were you aware of previous failed developments?
A: Yes
- 10) Previous safety factor was 3.0 and now is 1.5.
A: Bluff will work and will not fall down
- 11) Geotechnical report was deficient?
A: Report was updated.
- 12) Which units are lockout suites?
A: Penthouse suites will have lockout suites.
- 13) Do you have pictures from top of bank to understand building impact on views?
A: One photo shows houses on bluff in relation to proposed development.
- 14) Are lock-off suites included in parking calculation?
A: No
- 15) What depth are you going into the hillside?
A: Based on professional reports.
- 16) Drilled holes but did not drill at top of bank or middle, why?
A: Drill as many holes as deemed necessary by professionals.
- 17) How long to build project?
A: Two years.
- 18) Why is there a pathway to the top of the property with a viewpoint?
A: Strata will manage it. Added as an amenity. Not tied to providing this amenity.

Comments:

- Concern regarding impact on view and if the view of the highway/beach would be blocked by the proposed development.
- Three storeys is better than five storeys.
- Height needs to be reduced.
- Does not feel as though climate change is accounted for in proposed development.
- Don't need more density or rich people.
- Building is too big and dislike design.
- Development is not overly walkable to the uptown.
- No storage room for watersport equipment and no bike room.
- Find another site that is more appropriate for development.
- Many iterations for this site before and none have worked.
- Fear of bluff slipping.
- Concern the proposed development will affect other properties over time, including those along the bluff.
- Concern about earthquake risk.
- Don't see development as helpful to community want to see bluff remain as is.
- Want to see what can be built with no variances.
- Concern about traffic flows for vehicles and cyclist and would like to see a plan.
- Size is not visually pleasing.
- Proposed development will provide needed housing for those downsizing.

LASQUETI VIEW
3022 ISLAND HIGHWAY WEST
Qualicum Beach, BC

Landscape Architectural Drawings
Issued for Development Permit

LANDSCAPE SHEETS

- L0.00** Cover
- L1.01** Design Rationale
- L1.02** Landscape Plan West
- L1.03** Landscape Plan East
- L2.01** Tree Management Plan
- L2.02** Tree Management Plan

NO. DATE ISSUE	
1	04-02-21 Preliminary Concept
2	10-10-21 For Submission
3	05-02-22 For Presentation

PROJECT
LASQUETI VIEW
3022 Island Highway West
Qualicum Beach, BC

PROJECT 2104	
DB	DS
SCALE	DATE
DATE	DATE

L0.00

CONCEPT PLAN WEST
SEE SHEET L1.03



DESIGN PRECEDENTS

A proposed pathway up the bluff and along the height of the parcel in a forest landscape managed for slope stability offers a public walk for exercise and enjoyment. The path will become a new attraction on the Qualicum Beach waterfront, immersing pedestrians in a lush, living landscape and offering expansive views on lookout decks over the proposed buildings at key points.

[illegible]

NO.	DATE	ISSUE
1	July 1961	Foundations
2	Oct. 1961	Life & Literature
3	Feb. 1962	Of People

PROJECT

LASQUETI VIEW

2022 Island Highway West
Qualicum Beach, BC



SECTION A ISLAND HIGHWAY
SCALE 1:100

SCALE 1:100

MATCHLINE See sheet L1.03 for **LANDSCAPE PLAN WEST**

LANDSCAPE PLAN EAST & ELEVATION

SCALE 1:250

Page

kinship
design • art • ecology

1070 Nelson Street
Nashville, TN 37203
615-259-4023
info@theeducation.ca

NO.	DATE	ISSUE
1	04-20-11	Preliminary Concept
2	05-19-11	EIR Submission
3	05-26-11	CE Preliminary

PROJECT
LASQUETI VIEW
30022 Island Highway West
Petaluma, Beach, CA

LANDSCAPE PLAN EAST

PROJECT 21000
DB 400

SCALE	1.250
DATE	APR 26

L1.02

TREE MANAGEMENT PLAN

CURRENT CONTEXT

The site is characterized by a moderate to steep slope (up to 30 degrees) that levels off to a relatively flat, 10m wide bench adjacent to Highway 99A. (See the Geotechnical Investigation provided by GeoPacific Consultants Ltd., dated February 22, 2021 for a detailed site description). The site bears evidence that virtually all mature trees were removed 10-15 years ago. This is corroborated by aerial imagery that shows significant tree removal in the 2008-2009 period.

The flat bench adjacent to Highway 99A is densely and uniformly covered with juvenile red alder (*Alnus rubra*) generally having a diameter at breast height (DBH) of less than 10cm. This signifies rapid recolonization following a significant recent disturbance such as site clearing.

The predominant tree species on the sloped portion of the site is bigleaf maple (*Acer macrophyllum*), however no mature specimens

remain intact. At present, bigleaf maple stumps are producing abundant coppice shoots, as would be expected following disturbance given the lifecycle and biology of the species.

Sporadic veteran conifers, typically Douglas fir (*Pseudotsuga menziesii*), are evident on the slope, especially toward the periphery of the parcel, with numerous seedlings (>20m DBH) emerging from the ground. This indicates that there is a high potential for natural succession toward a mature Coastal Douglas fir following site disturbance.

The understorey is generally lush and minimally impacted by invasive species. Sword fern (*Polystichum munitum*) is dominant understorey plant, with dull Oregon grape (*Mahoea nervosa*), stinging nettle (*Urtica dioica* ssp. *gracilis*), and indigenous berry species (*Rubus spectabilis*, *R. parviflorus*) also present.



B1 Aerial photo from 2008 showing removal of trees from slope (Source: 1 sheet of Geotechnical Report)

TREE MANAGEMENT GOALS

GOAL 1

Soften the architectural presence and establish an urban ecological network along Highway 99A with a lush understorey boulevard and a strong presence of street trees.

GOAL 2

Ensure slope stability during construction as well as over the life of the project by retaining as many trees on-site as possible, and revegetating as necessary.

GOAL 3

Create a healthy, managed forested ecosystem that maintains slope stability and preserves ocean views for upslope neighbours and pedestrians along a proposed public pathway.

TREE MANAGEMENT ZONES

1 DEVELOPMENT ZONE

The Development Zone is defined by the area to be developed in the proposed streetscape and building area.

All existing trees in the Development Zone (predominantly red alder, transitioning to coppiced bigleaf maple and occasional juvenile Douglas fir specimens moving upslope) are to be removed.

The priority for tree management in the Development Zone is to achieve Goal 1: Soften the architectural presence and establish an urban ecological network along Highway 99A with a lush understorey boulevard and a strong presence of street trees.

MANAGEMENT STRATEGY GREEN STREETSCAPE SCENARIO

1. Provide generous boulevard with layered understorey, planting and deciduous street trees
 - Moderates architecture with strong green buffer
 - Adds interest at the human scale with indigenous and ornamental understorey at the street edge, between the highway and the pedestrian realm
 - Provides an ecological network for indigenous plant, insect and bird life

2 TRANSITION ZONE

The Transition Zone is defined by the edge of the excavation for the proposed buildings, extending approximately 5m upslope. It is the zone between the Development Zone and the Tree Protection Zone.

In the Transition Zone, all trees where excavation encroaches into the zone must be removed. Areas where there is no encroachment into the dipline are to be retained.

The priority for tree management in the Transition Zone is to achieve Goal 2: Ensure slope stability during construction as well as over the life of the project by safely retaining as many trees as possible, and revegetating as necessary.

MANAGEMENT STRATEGY REHABILITATION SCENARIO

1. Erect Tree Protection Safety Fencing between excavation cutline and base of trees to be retained, generally within 3m of excavation, development
 - Safely retain as many trees as possible adjacent to Protection Zone for the duration of construction.



B2 Aerial photo from 2018 showing retained trees (Source: 1 sheet of Geotechnical Report)

2. Revegetate patches of exposed soil with indigenous evergreen understorey species.
 - Reduces soil erosion by intercepting rainfall and slowing rate of overland runoff flow
 - Improves slope stability by adding a root network without the additional mass of large trees
 - Reduces potential for invasive species to take root by rapidly establishing a dense understorey.
3. Incorporate soil bioengineering measures such as wattle fencing for slope stability where necessary.
 - Creates opportunities for revegetation when slopes are otherwise too steep
 - Stabilizes areas where sloughing is evident

See sheet L2.02 for Tree Protection Fencing Detail, and Wattle Fencing Detail.

See sheet L2.02 for Zone 3 Tree Protection Zone.

TREE MANAGEMENT ZONES

3 TREE PROTECTION ZONE

The Tree Protection Zone is defined by the Tree Protection Fence to be erected within the Transition Zone, and the side and rear parcel lines. In the Tree Protection Zone, all trees, except hazard trees, are to be retained and managed for optimum slope stability while also supporting local biodiversity and protecting view corridors. An area of disturbance is located within the Tree Protection Zone along the alignment of a proposed public walk.

The priority for tree management in the Tree Protection Zone is to achieve Goal 3: Create a healthy and resilient forest ecosystem that maintains slope stability and preserves ocean view for upslope neighbours and pedestrians along a proposed public pathway.

MANAGEMENT STRATEGY RECIPROCALITY SCENARIO

1. Manage bigleaf maple coppices by reducing shoots emerging from each stump to the 4th healthiest stems. Continue coppice management on a 10-year rotation, commencing in the first Spring following the start of construction.
 - Maintains an uninterrupted natural root network of bigleaf maples without the additional mass of large specimen trees eventually cause toppling
 - Prevents overgrowth of coppice shoots, which could extend the life of bigleaf maples by decades, contributing to long term soil stability.
 - Enables selective view protection for potential walkway and upslope neighbours
2. Utilize area of disturbance for proposed path to avoid impacting existing trees.
 - Aligns path aligned to meander in and amongst trees, capturing and restoring natural landscape
 - Prevents unnecessary removal of healthy trees and unnecessary for path construction
3. Incorporate soil bioengineering measures such as wattle fencing for slope stability where necessary
 - Mitigates against disturbance caused by construction of pathway
 - Stabilizes area where sloughing is evident
4. Revegetate patches of exposed soil with indigenous understorey species.
 - Reduces soil erosion across Tree Protection Zone by intercepting rainfall and slowing rate of overland runoff flow
 - Improves slope stability by adding a root network without the additional mass of large trees
 - Reduces potential for invasive species to take root by rapidly establishing a dense understorey
5. Manage natural succession of Douglas fir by thinning seedlings and removing specimen trees once they reach a height that impedes the growth of other native trees, such as bigleaf maples and Douglas fir on same rotation schedule
 - Allows for a modified natural process of succession
 - Prevents the development of dense stands of Douglas fir seedlings
 - Increases site level forest diversity
 - Minimizes load on slope by removing large individual trees
 - Maintains good relationships with upslope neighbours
 - Gains site management efficiencies of maple coppices and Douglas fir

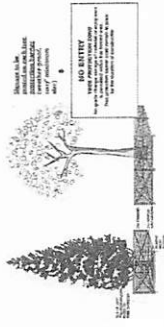
TREE PROTECTION FENCE

Prior to construction taking place on site, a tree protection fence (see Detail 01, Sheet L2.02) shall be installed on site according to the layout as indicated on the Tree Management Plan (see Sheet L2.01). The fence is to follow the existing grade.

Prior to the installation of this fence, the layout should be approved by the Town of Qualicum Beach.

The project Manager will instruct all trades on the importance of following tree protection measures. All trades will be required to sign off on concurrence of this plan.

The fence is to remain in place for the duration of construction.



Tree Protection Fence
01
L2.02
NTS

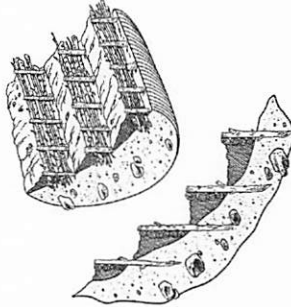
WATTLE FENCE

Following construction, wattle fence structures (see Detail 02, Sheet L2.02) shall be installed at the edge of the disturbance area to stabilize steep slopes prevent re-erosion, where there is evidence of sloughing, or where disturbance caused by the construction of a proposed path requires remediation.

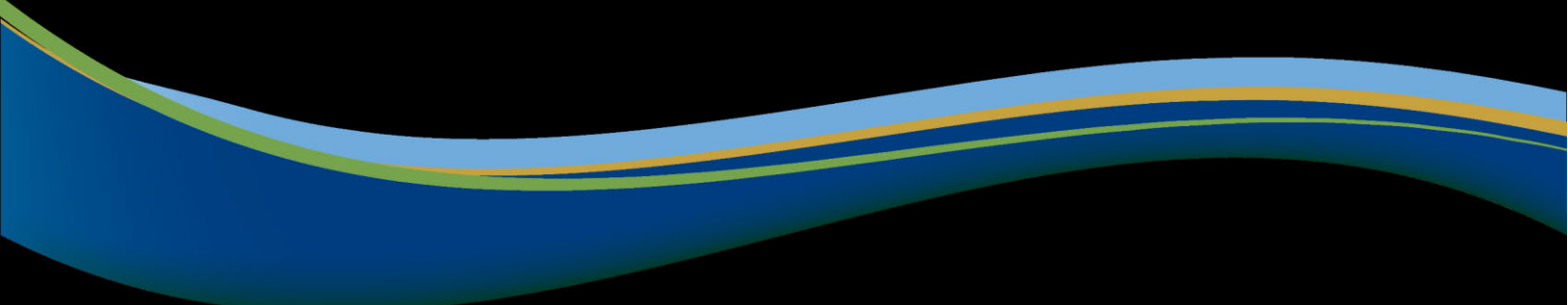
Prior to installation of wattle fencing, the location should be coordinated on site with the Landscape Architect.

Notes:

- Use local indigenous willow cuttings for wattle fencing
- Trim all small branches and keep form cuttings below use.
- Minimum diameter for cuttings should be at least 2.5 cm (1")
- Larger diameter cuttings should be used for vertical posts.
- Vertical cuttings should be approximately 1m in length, with at least 60cm, and not more than 75cm buried into the soil.
- Above-ground height of wattle fencing should be approximately 40cm.
- Vertical cuttings should be gently tapped into place to avoid damage.
- Drill pilot holes for vertical cuttings if necessary.
- Vertical cuttings are to be placed 1m apart.
- Horizontal cuttings are to be placed as long as possible to maximize strength, up to 7m in length.
- Backfill behind horizontal cuttings with native soil wherever possible. Plant backfilled areas with indigenous understorey species.



Wattle Fence
02
L2.02
NTS



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-361Poplar (2024)

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit | 361 Poplar Avenue

RECOMMENDATION:

THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 361 Poplar Avenue to be considered by Council at a future regular meeting.

PURPOSE

To authorize staff to proceed with statutory notification requirements so that Council may consider issuance of a Development Variance Permit for property located at 361 Poplar Avenue at a future regular meeting of Council.

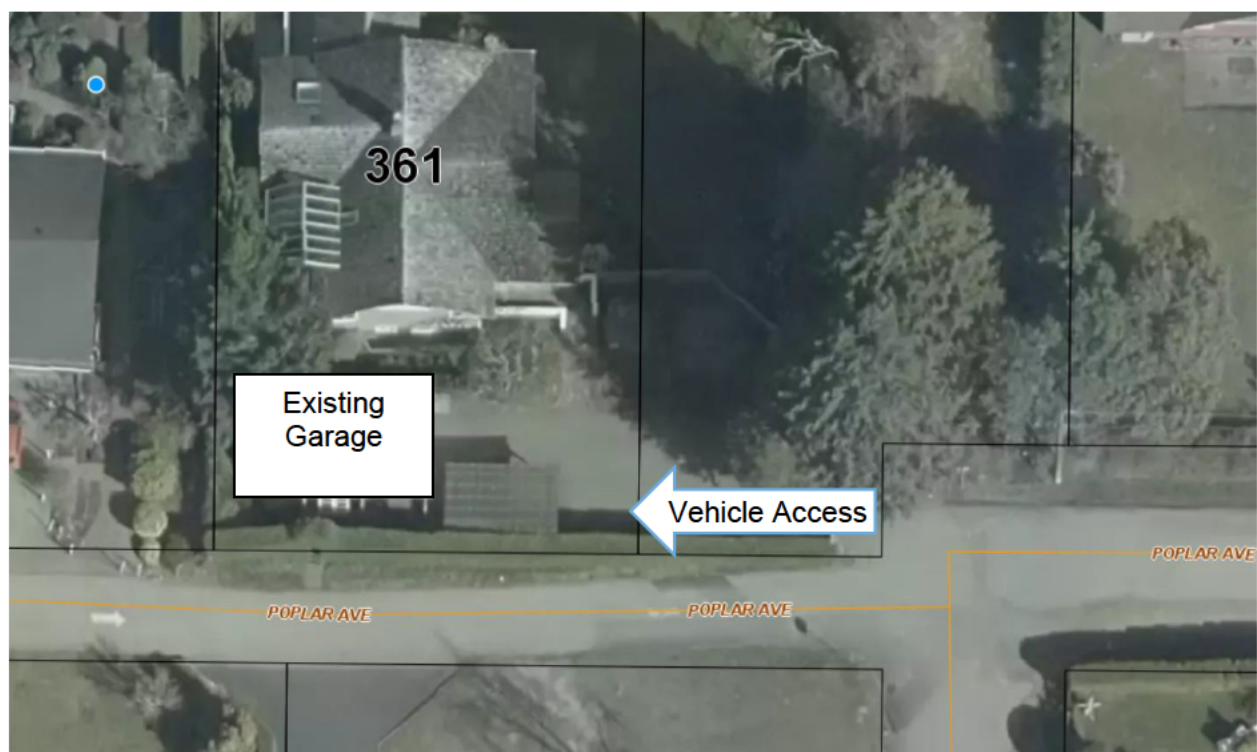
BACKGROUND

A Development Variance Permit has been requested for 361 Poplar Avenue. The property is zoned Residential 1 (R1). The property is accessed via an easement over the neighbouring property to the east, which has driveway access from Poplar Avenue. The applicant is proposing to build a larger detached garage, which is proposed to be located at the front of the property and accessed from the easement. Given the height and proximity to the front lot line, a variance is required.

[This space left intentionally blank]



Figure 1: Subject Property



DISCUSSION

The owner of 361 Poplar Ave has applied to vary the height and minimum front lot line setback to accommodate a detached garage. Where the detached garage is proposed to be located, there is an existing detached garage that will be removed. Access to the parcel is from the neighbouring property to the east and there is no direct access to the property from Poplar Avenue. The location and alignment of the proposed garage reflects the access from the neighbouring property. The proposal is to vary the maximum height from 4.5m to 4.8m, and the minimum front lot line setback from 6.0m to 1.5m.

It should be noted that the application was submitted when the previous land use and subdivision bylaw was in effect. Under Zoning Bylaw No. 900, the eaves, cornice or gutters are permitted to project up to 1.0m into the setback. This will likely reduce but not eliminate the need for a variance. The applicant estimates that the setback to the building face will be 2.0m, but without a land surveyor to confirm, staff recommend proceeding with the original variance request as shown below. Due to the proposal maintaining the existing access off of Poplar Avenue and configuration of the parcel and access, staff find it supportable for Council to consider a variance.

	Permitted	Proposed	Required Variance
Maximum Height	4.5m	4.8m	0.3m
Minimum Front Lot Line Setback	6.0m	1.5m	4.5m

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM:

- Pursuant to section 499 of the *Local Government Act*, notice of the Town's intention to issue a Development Variance Permit shall be delivered at least 10 days prior to adoption of a resolution to issue the permit, to the owners and/or tenants of any parcel within 100m of the subject property of the proposed permit.

STRATEGIC PLAN ALIGNMENT
N/A

SUMMARY

A Development Variance Permit application has been received for 361 Poplar Avenue. The proposed variance for 361 Poplar Avenue would vary the maximum height from 4.5m to 4.8m, and the minimum front lot line from 6.0m to 1.5m. Staff recommend that Council authorize staff to issue statutory notification for future consideration of the Development Variance Permit at a regular meeting of Council.

ALTERNATIVE OPTIONS

1. THAT Council does not authorize staff to proceed with statutory notification requirements as it relates to the Development Variance Permit application for 361 Poplar Avenue.
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, MCIP, RPP Senior Planner.



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Writer



Luke Sales
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 361 Poplar Avenue DVP Application

Summary

This document provides more detail for the Development Variance Permit Application submitted by Michael MacDougall and dated June 24, 2024.

The following attachments are included with this document:

- Attachment 1: Certificate of Indefeasible Title
- Attachment 2: Plan drawing for Proposed Accessory Building by Jorgensen Osmond
- Attachment 3: Topographical Survey of Property by Prism Land Surveying
- Attachment 4: Excerpt from 1986 Building Permit Application
- Attachment 5: Pictures related to application

In addition to the above documents, the following documents which are listed on the Certificate of Title can be provided if required, but are not directly impacted by the proposal: Statutory Right of Way documents (E48461, CA8750338, CA8750339), Easement Plans EPP122775/107033, Covenant CA87503434.

The property falls under Bylaw 800 Schedule 2.5 - Hazardous Lands Development Permit Areas. The Covenant document, contains a geotechnical slope stability assessment performed by Lewkowich Engineering Associates. The proposed structure is outside the recommended setback from the slope.

Background

The property currently has two structures that are used for parking purposes (please refer to Attachment 3). There is a single car garage that has attached greenhouse and storage structures on the south side facing toward Poplar Avenue as well as a Pergola structure that is used as a carport. The garage structure has been in place since at least 1986 as it was included in a drawing for a building permit application to the town on June 19, 1986 (please refer to Attachment 4). Neither legacy structure would comply with the current setback requirements for an accessory building on a Residential 1 property as set out in Bylaw No. 580.

Part of the legacy positioning of the structures is likely related to the fact that the property previously included a portion of Lot B (359 Poplar Avenue) before being subdivided. Consequently, the original access, and still current access to our property (361 Poplar Avenue), is provided via an easement over Lot B to the corner of Yew St and Poplar Avenue. It may be that previously the "front lot line" was determined from Yew St. rather than Poplar Avenue.

Current Context

The existing garage structure is developing water ingress during rain events particularly from the south side facing Poplar Avenue. The surrounding wood retaining wall is decomposing and likely losing integrity. With the subdivision of the property a new fence and retaining wall was constructed on Lot B to separate the easement area from the rest of Lot B property. The placement of the Pergola structure and the fence makes accessing the garage challenging (please refer to Attachment 5 Picture A). If backing in, then parties have to manoeuvre in the Yew St./Poplar Avenue intersection. If backing out, then parties have to back into the

DVP - 361 Poplar Ave

intersection with a blind corner for vehicles or people coming down Poplar Avenue from Alder (please refer to Attachment 5 Picture B).

In addition, at the west end of the lot, Poplar Avenue is situated approximately 1.5 - 2 metres above the grade of the existing garage (please refer to Attachment 3 and Attachment 5 Pictures C & D). The street slopes down to approximately 0.4 - 0.6 metres above the lot grade at the eastern edge of the lot.

Lastly, there is a wood retaining wall on the south face of the house that creates a window well for egress from two bedrooms in the basement of the house (shown in Attachments 2 & 3).

Proposal & Request

As detailed in Attachment 2, we would like to remove the two existing structures (garage and pergola) and replace it with a single structure - a two car garage and workshop area. We propose to use the same materials and colour scheme for the new garage as was used in the old building and is used on the current house, with one modification. We will use wood shingles for siding that will be painted in a beige/grey with an off-white colour for the trim and gable area (see Attachment 5 Pictures E & F). However, instead of cedar shakes for the roof, we will use either a metal, recycled rubber or similar "shake-style" shingle for the roofing material depending on availability and cost.

The orientation of the garage door would continue to face east as the slope on Poplar doesn't facilitate access directly to the street without substantially raising the building. However, we would like to open up an access to Poplar Avenue from the eastern most edge of the property line to approximately 3.7 metres west along the street. This access would work in conjunction with the existing easement access to allow people to enter the property off of Poplar and then back up into the garage when off the street itself.

The variance from the minimum setback is required as there is insufficient room to place a structure if Poplar Avenue is now determined to be the basis for determining the "front lot line". Further, access is still required between the house and the garage and the space needs to accommodate the window well retaining wall structure to maintain egress.

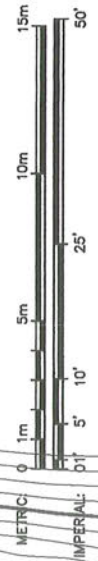
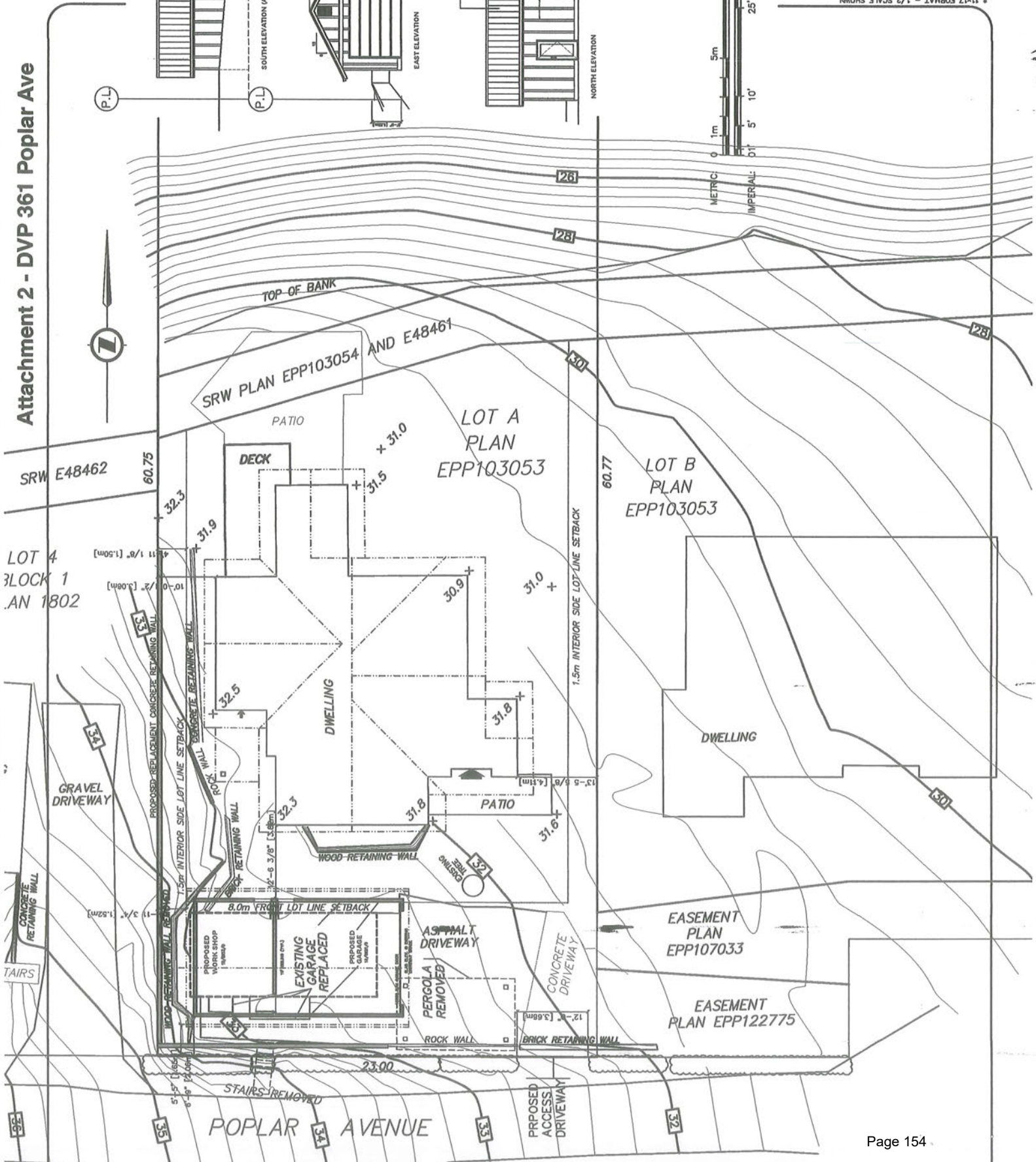
In order to facilitate the proposed structure, **we request a variance to allow for a 1.5 metre setback to Poplar Avenue for the proposed structure.** This setback is roughly consistent with the current setback of the existing garage as can be seen in Attachment 2. **In addition, we request a small variance to the total height of accessory building to allow for approximately 4.8 metres of height instead of the required 4.5 metres.** This will facilitate a roofline matching the existing house. Given how far below the street the structure is situated, this will not impact any sight lines and not be noticeable against the backdrop of the house. We also propose to retain¹ the hedge (see Attachment 5 Pictures G & H) which further obscures the sight lines from Poplar Avenue.

We have shared our plans with our neighbours that border our property to the west and east, as well those across Poplar Avenue from us including those on the southwest corner of the intersection of Poplar and Yew. As far as we are aware, no one has expressed any concerns.

¹ or replace it if it is damaged during construction

Attachment 2 - DVP 361 Poplar Ave

No.	Date	Description
04/17/24	ISSUED FOR DISCUSSION	
05/14/24	ISSUED FOR D.P. SUBMISSION	

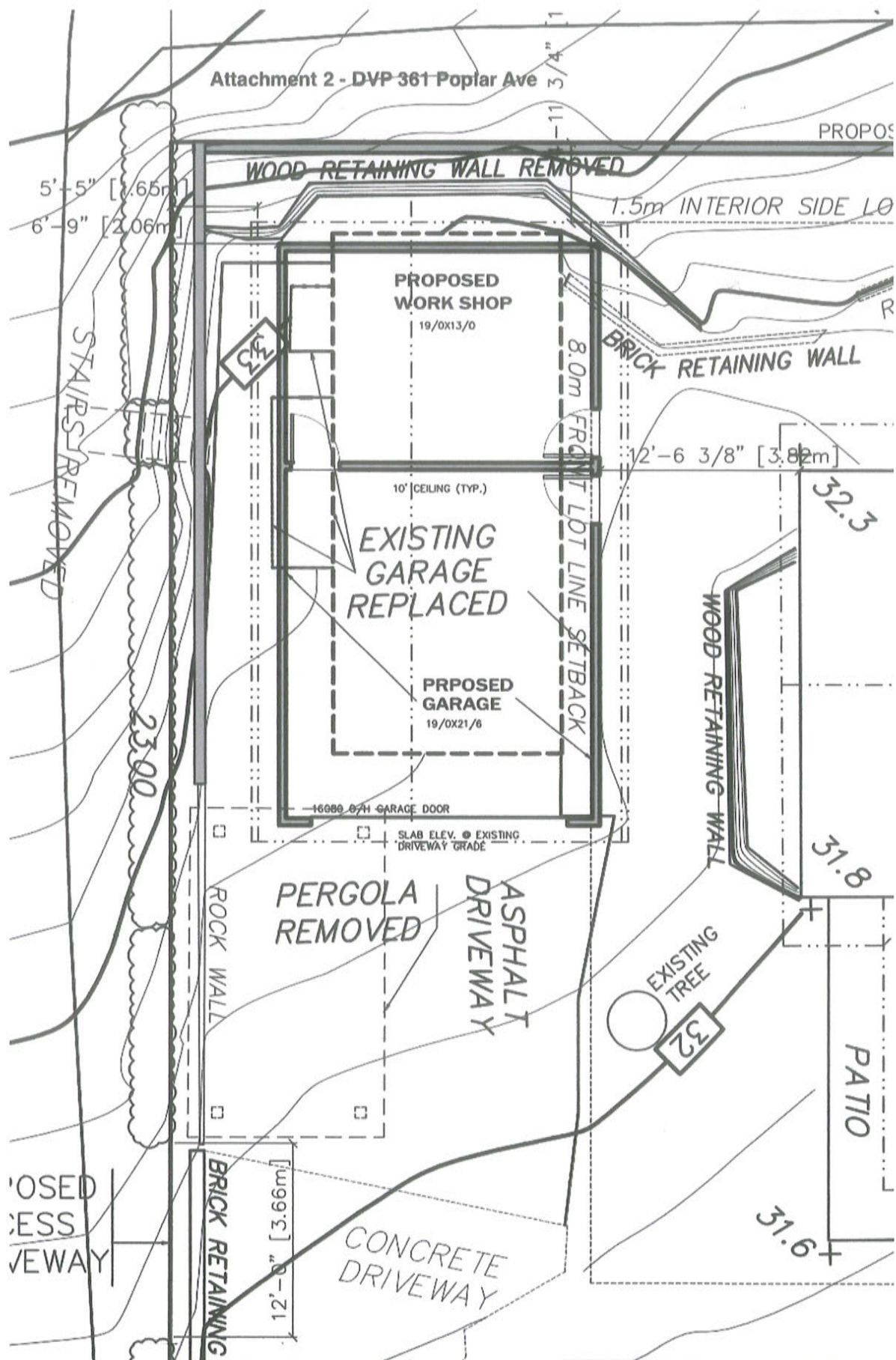


JORGEN
Design / Main
Box 483, 202-
Porterville, B
Tel: (202) 300-1227
jorgendesign.com

PROPOSED ACCESSORY

PROJECT: J023335
DATE: 04/17/24
APPROVED BY: [Signature]
CONTRACTOR: [Signature]

11x17 FORMAT - 1/2 SCALE SHOWN

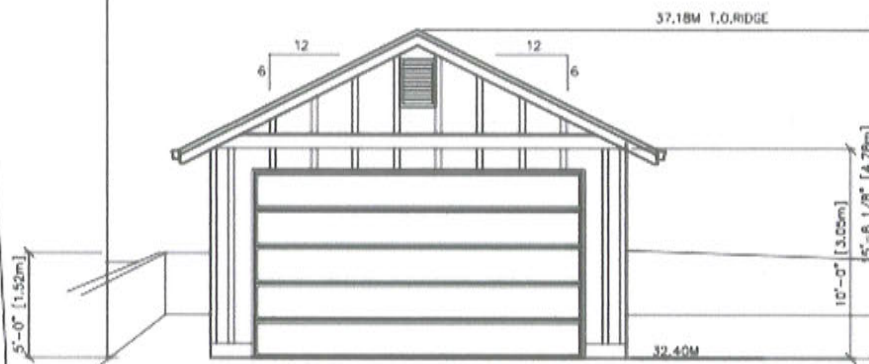


Attachment 2 - DVP 361 Poplar Ave

P.L.

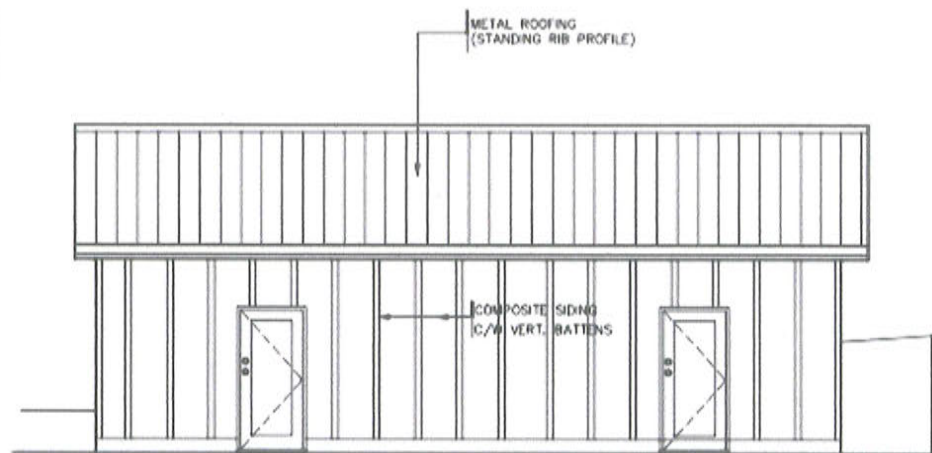
P.L.

SOUTH ELEVATION (AS SEEN FROM POPLAR AVE.)



EAST ELEVATION

P.L.



NORTH ELEVATION

TOPOGRAPHIC SITE PLAN OF LOT A, DISTRICT LOT 54, NEWCASTLE DISTRICT, PLAN EPP103053.**SCALE 1:200**

0 2 4 6 8 10 15 20

THE INTENDED PLOT SIZE IS 432mm IN WIDTH AND 560mm
IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:200.**NOTES:**

THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY LINES.

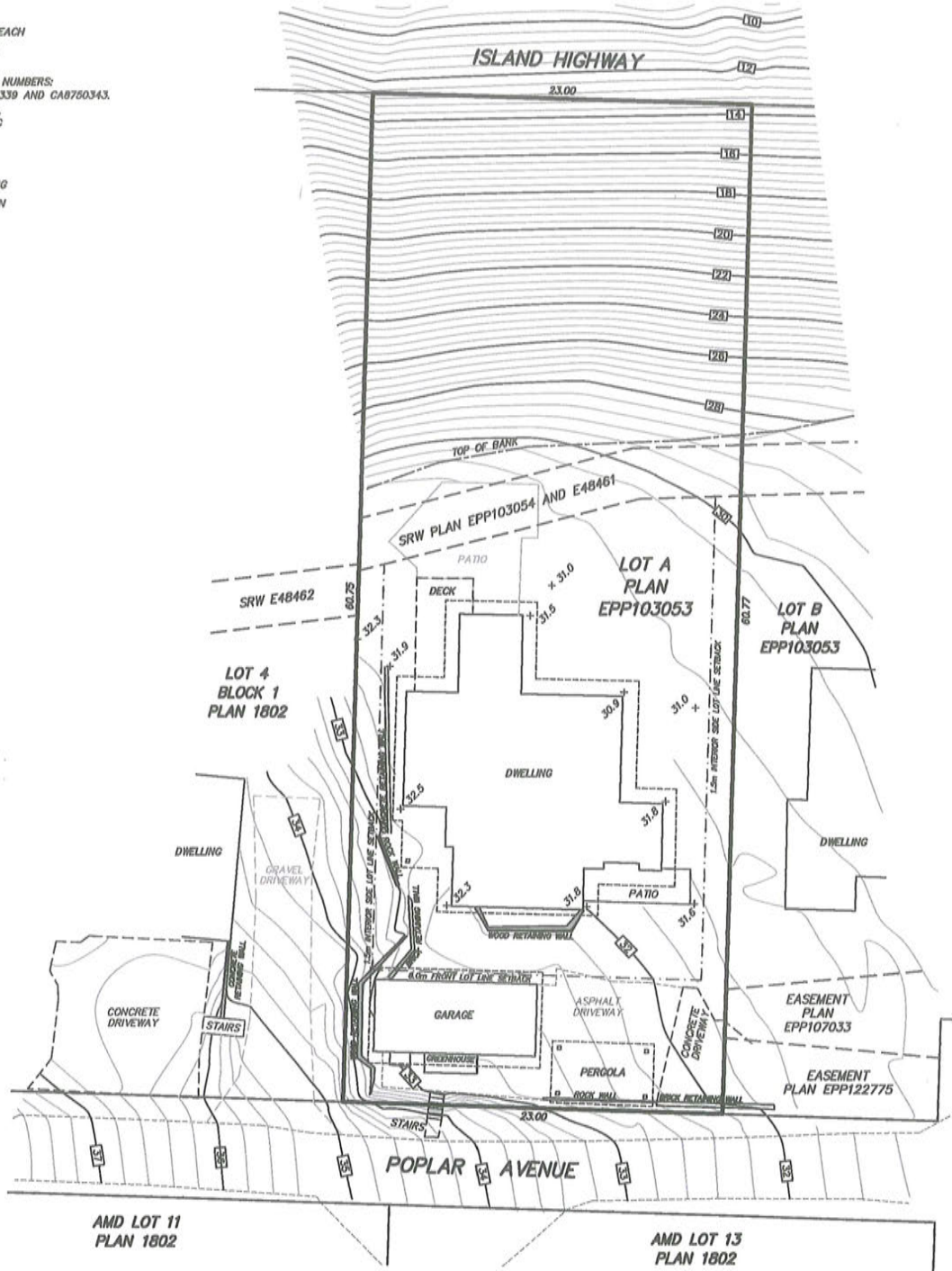
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF
AND ARE DERIVED FROM PLAN EPP103053.ELEVATIONS ARE GEODETIC IN METRES, REFERENCED
TO CGVD28 DATUM, DERIVED FROM DIFFERENTIAL DUAL
FREQUENCY GNSS OBSERVATIONS POST-PROCESSED
USING NATURAL RESOURCE CANADA'S PRECISE
POINT POSITIONING (PPP) SERVICE.

CONTOUR INTERVAL IS 0.2 METRES.

JURISDICTION: TOWN OF QUALICUM BEACH

PARCEL ZONING: RESIDENTIAL 1 (R1)

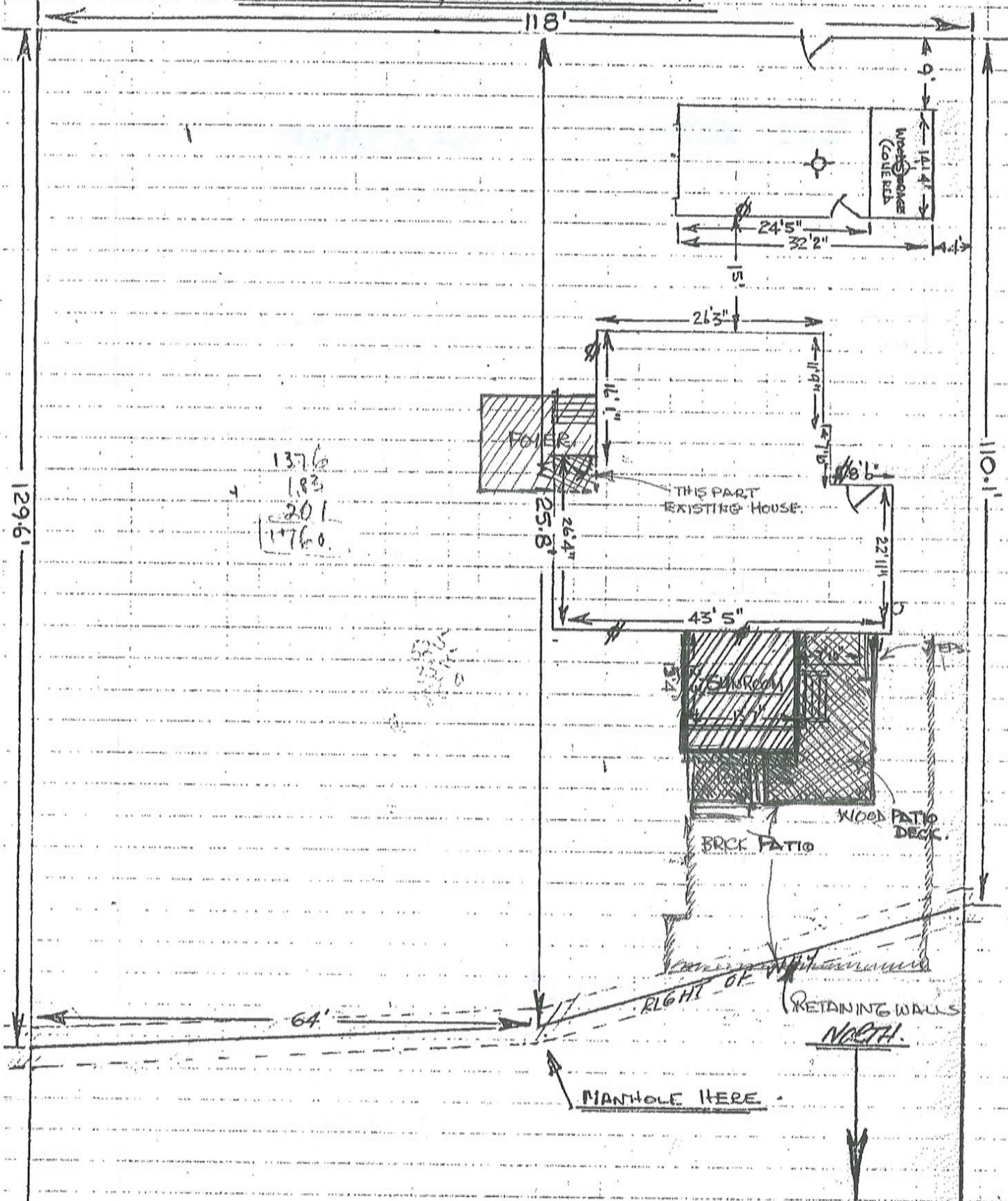
PID NO: 031-308-902

THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS:
M76300, E48461, CA8750338, CA8750339 AND CA8750343.CIVIC ADDRESS: 361 POPLAR AVENUE,
QUALICUM BEACH, BC**LEGEND:**--- DENOTES ROOF OVERHANG
+ 00.0 DENOTES SPOT ELEVATION

223 FERN ROAD W.
QUALICUM BEACH, B.C. V0K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 24-012-BL
DRAWING FILE: 24-012 T1.dwg
DATE: 2024-03-08

LOT AND RIGHT OF WAY
361- POPLAR, QUALICUM BEACH

SCALE 1"=16'



1376
 183
 201
 1760

Attachment 5

Picture A



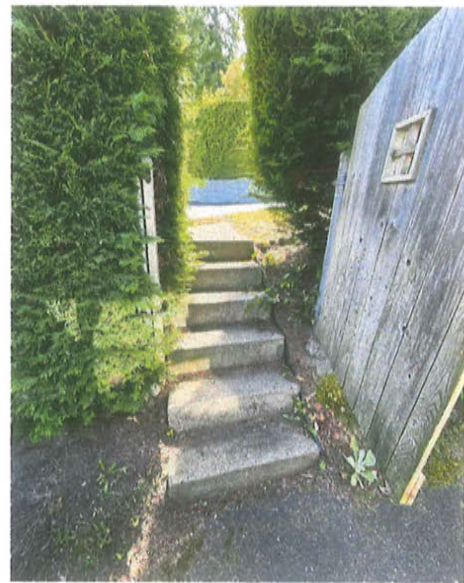
Picture B



Picture C



Picture D



Picture E



Picture F



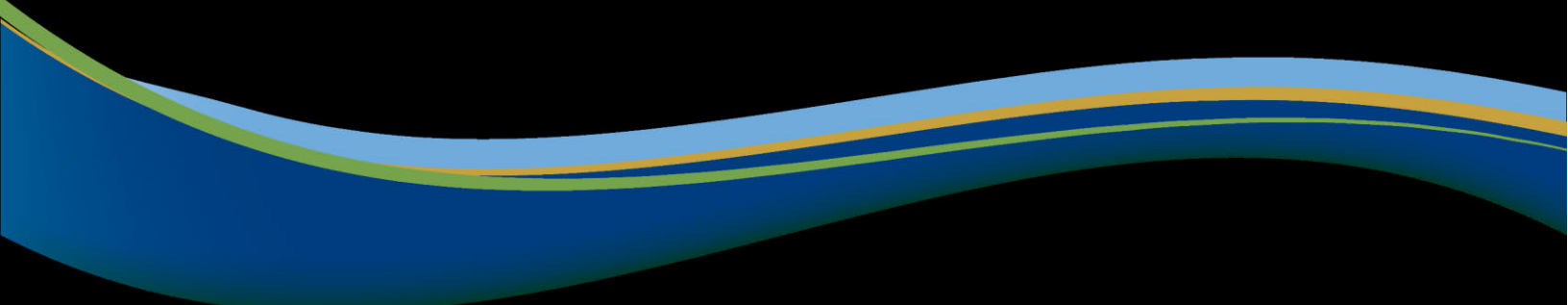
Attachment 5

Picture G



Picture H





TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 5120-20-skate

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Luke Sales, Director of Planning

SUBJECT: Qualicum Beach Skatepark Redevelopment | Request for Proposals for Design-Build Contract

RECOMMENDATIONS:

THAT Council authorizes staff to issue a Request for Proposals for qualified contractors to complete design and construction (“Design-Build”) of the Qualicum Beach Skatepark, based on the January 2024 “Qualicum Beach Skatepark Redevelopment Feasibility Study and Final Concept Report”, as detailed in the September 11, 2024 Planning report to Council.

PURPOSE

To request authorization to issue a Request for Proposals (RFP) for the detailed design and construction of the Qualicum Beach Skatepark through a Design-Build process, with construction starting in 2025.

BACKGROUND

Due to the outdated design, extensive weathering, and lack of site integration, the Town is planning to reconstruct the current Skatepark with a new facility that addresses site integration issues, provides modern terrain geared towards users of all ability levels and allows for development of athletes and wheeled sports enthusiasts in the community and surrounding areas.

The existing Qualicum Beach Skatepark was constructed approximately 25 years ago and is at the end of its usable life. A local user group (“User Group”) organized to advocate for a comprehensive upgrade or replacement of the Skatepark, and a consultant (New Line Skateparks) was engaged in 2023 to undertake a Feasibility Study, including a conceptual plan, project scope and potential budget. The final conceptual report was received by Council in February 2024.

The 2024-2028 Financial Plan allocates \$1,500,000 for reconstruction of the Skatepark, to be funded from the following sources:

- \$500,000 from a developer’s Community Amenity Contribution. This funding has not yet been received but is anticipated to be received before the end of 2024.

- \$700,000 from the Growing Communities Fund (from Province of BC).
- \$300,000 to be raised by the User Group through fundraising and grants.

Subsequent to adoption of the Town's Financial Plan on March 13, 2024, the User Group has raised the following funds to contribute toward a new Skatepark.

Fundraising Source	Funding amount
Rotary Club	\$50,000
Lions Club	\$2,500
109 donations through Canada Helps	\$33,231.82
User Group Fundraising total (as of August 13, 2024)	\$85,731.82

DISCUSSION

The User Group has not yet raised the full \$300,000, but it is staff's understanding that the project can proceed to the RFP process at this time, as it is likely that the cost of the project and available budget can be reconciled through a combination of additional fundraising by the User Group and cost-saving measures.

Following are key points:

- The purpose of the RFP process for selecting a Design-Build contractor is to solicit detailed proposals from qualified firms, ensuring that the selected contractor can deliver both the design and construction aspects of a project effectively. This process helps the Town compare multiple contractors, assess the best fit for the project needs, and test the market to determine if the project can proceed within the specified budget. The final budget and detailed design are not finalized in the RFP for a Design-Build project; those details are finalized in collaboration with the contractor.
- The RFP can be structured to set a base upset price (\$1,300,000 excluding GST) with optional components.
- Cost savings may be realized if the Town offers the opportunity to start the project in February 2025, rather than waiting for the peak construction season starting in May. If contractors are unable to start this project in February 2025, the Town could realize similar cost savings through an off-season construction start late in 2025 or early 2026.
- There are likely options to reduce the overall project cost through value-engineering (minor modifications to the design or alternate approaches) so the project can move forward without the full budget allocation of \$1,500,000.
- In-kind donations (e.g. excavation services) will likely be easier to secure with an off-season construction window.
- The User Group has indicated that some major donors may be more inclined to contribute after a start date has been set.

FINANCIAL IMPLICATIONS

The 2023-2027 Financial Plan allocated \$1,200,000 as a Town contribution to the Skatepark project in 2024. In the 2024-2028 Financial Plan, the funding was moved to 2025 to allow time for fundraising, and the total budget was increased to \$1,500,000. The Town's contribution remained at \$1,200,000, with the remainder to come from the User Group. The User Group has raised over \$85,000 as of the time of report writing. Based on further evaluation and discussion with the User Group, staff anticipate that the full \$1,500,000 will not be required. However, the only definitive way to determine the feasibility of the project is through the commencement of the RFP process. If the RFP responses indicate that it is not possible to complete the process without exceeding the current working budget of \$1,300,000 (including \$100,000 from the User Group), the Town would not be obligated to proceed at this time.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

Public Participation Framework developed by the International Association for Public Participation – IAP²

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

CONSULT, INVOLVE, INFORM:

- To date the project has included extensive public participation (consult and involve).
- The consultation process for the design is now substantially complete, though some refinements to the plan will still be considered based on consultation with the User Group.
- For next steps, the public will be informed as further information becomes available (inform).

STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Community Health & Wellbeing – *To improve the health and wellbeing of people who live, work, and play in the Town.*

SUMMARY

New Line Skateparks completed the "Qualicum Beach Skatepark Redevelopment Feasibility Study and Final Concept Report Skatepark Feasibility Study and Conceptual Design" in January 2024, including a conceptual plan, project scope and potential budget. Council is now in a position to authorize the issuance of a Request for Proposals (RFP). If the RFP responses indicate that it is not possible to complete the project without exceeding a total value of \$1,300,000 (including \$100,000 from the User Group), the Town would not be obligated to proceed.

ALTERNATIVE OPTIONS

THAT Council provides alternative direction to staff.

APPROVALS

Report respectfully submitted by Luke Sales, Director of Planning and Community Development.



Luke Sales, MCIP, RPP
Director of Planning
Report Writer

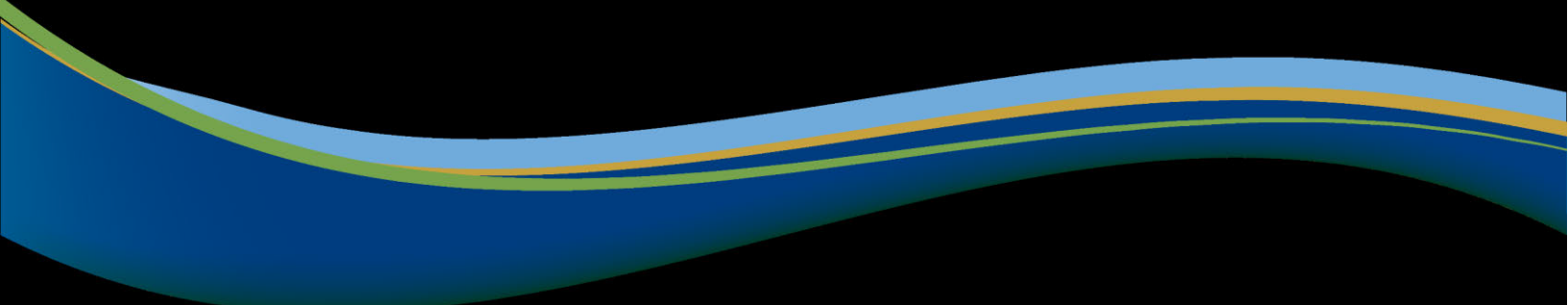


Lou Varela, MCIP, RPP
CAO
Concurrence



Raj Hayre, CPA, CMA
Director of Finance
Concurrence

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TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 6480-20-OCP2025

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Liz Pollock, Planner

SUBJECT: Quality of Life Survey | Request for Proposals

RECOMMENDATIONS:

1. THAT Council instructs staff to reallocate a budget provision of \$10,000 from the Housing Announcement Implementation Strategic Initiative to the OCP – Quality of Life Survey, thereby increasing the 2024 fiscal year budget provision for the OCP – Quality of Life Survey to \$30,000 and reducing the 2024 fiscal year budget provision for the Housing Announcement Implementation – November 1, 2023 budget provision to \$45,000.
 2. THAT Council authorizes staff to re-issue the Request for Proposals (RFP) for the 2024 Quality of Life Survey (QLS), as attached to the September 11, 2024 staff report to Council.
-

PURPOSE

This report seeks a governance decision regarding the issuance of the 2024 Quality of Life Survey—a critical precursor to the upcoming 2025 review of the Official Community Plan (OCP).

BACKGROUND

In accordance with the six-year review cycle established by Official Community Plan (OCP) Bylaw No. 800, the Quality of Life Survey initiates the first steps of the upcoming OCP review. The Town of Qualicum Beach adopted its first OCP in 1978, and the forthcoming review will mark the 9th major revision. The 2023 OCP commemorates 81 years since Qualicum Beach's incorporation and over 65 years since the adoption of the foundational 1957 Land Use Plan.

At the May 24, 2023, regular Council meeting, the following motion was passed:

"THAT Council directs staff to issue the consultant Terms of Reference for the 2024 Quality of Life Survey, as attached to the May 24, 2023 Planning memo to Council."

Following this directive, an RFP was issued, resulting in three proposals being received. At the September 7, 2023, special Council meeting the RFP was awarded to Forum Research Inc. at a total cost of \$29,913.

Subsequently, the Province of BC introduced several new Bills concerning housing and short-term vacation rentals with mandated completion timelines. These new legislative requirements necessitated the delay of the 2023-2026 OCP Review resulting in the contract with Forum Research being cancelled due to the major change in timeline.

The 2023 Housing legislation also includes a requirement that the Town adopt an OCP amendment prior to the end of 2025 that addresses the projected 20-year housing demand as identified in the Housing Needs Report (to be completed prior to the end of 2024).

DISCUSSION

With the completion of the housing legislation work, the Town is preparing for the 2025 OCP Review. The first step in this process is to issue a new RFP for a qualified consultant to develop and distribute the Quality of Life Survey. Further information will be provided, and Council decision-making will take place at a future meeting. Following is a high-level overview of the steps involved in the OCP Review:

Table 1. Quality of Life Survey Overview

Steps	Purpose	Draft Timeline	Main Public Involvement Methods	Council Decision Points
Quality of Life Survey	- To monitor and report on resident satisfaction with municipal services. - To monitor and report on shifting trends. - To identify and provide feedback on key issues to assist with the OCP review.	- Survey Development: Q4 2024 - Public Survey Distribution: Q4 2024 - Survey Wrap Up and Presentation to Council: Q1 2025	- OCP Committee - Community Neighbourhood Associations - Quality of Life Survey distributed to all residents - online and paper copies will be available.	- Direction to begin the Quality of Life Survey process (current step) - Selection of the Quality of Life Survey market research consultant - Approval of Quality of Life Survey questions - Council receipt of the Quality of Life Survey results and report

Table 2. Subsequent Draft 2025 OCP Review Process for reference only *

**subject to change based on Council's decision-making*

Steps	Purpose	Draft Timeline	Main Public Involvement Methods	Council Decision Points
Communications and Engagement Plan	Identify public engagement key messages and engagement methods	Q1 2025	- OCP Committee - Communications Consultant to support the development of the Plan, with a focus on crafting the communications strategy	Approval of the Communications and Engagement Plan by Council
Public Engagement	Engage on selected topics, using the engagement methods identified in the Communications and Engagement Plan	To be determined by the Communications and Engagement Plan, subject to Council approval	Wide range of engagement techniques and methods that will be determined in the Communications and Engagement Plan	- Council receipt of Public Engagement Report - Council direction on key decision points needed prior to drafting OCP amendments
Draft Plan	Amend the OCP Bylaw through the statutory Review Process	December 31, 2025 (Provincial Mandated deadline for OCP adoption)	- OCP Committee - Public Hearing (Statutory Process)	- Council direction on OCP amendments - Council review of draft OCP update - Council approval of OCP amendments

FINANCIAL IMPLICATIONS

The 2024-2028 Financial Plan allocates a budget of \$20,000 in 2024 for the Quality of Life Survey, as well as an additional \$55,000 for implementation of the Province's housing initiatives. The Survey itself will likely cost approximately \$30,000, which will be fully funded within this total allocation of \$75,000. For transparency staff have requested Council to approve a budget reallocation of \$10,000 from the OCP Review to the Quality of Life Survey Initiative.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

PUBLIC PARTICIPATION SPECTRUM (IAP²)

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM:

- The Quality of Life Survey will provide the public with balanced and objective information to help them understand the issues, alternatives, opportunities, and solutions, and staff will keep them informed throughout the process through a variety of communications channels.

CONSULT:

- The Quality of Life Survey will gather public feedback on analysis, alternatives, and decisions, ensuring their input is considered in the review process.

STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this Initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*
- Economic Prosperity: *To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.*
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

SUMMARY

The Town of Qualicum Beach Official Community Plan is reviewed every six years and includes the Quality Life Survey. For the upcoming 2025 OCP Review, the Quality of Life Survey is a first step in informing the 2025 OCP review and therefore, staff are requesting authorization to reissue the RFP .

ALTERNATIVE OPTIONS

1. THAT Council provide alternative direction to staff *[insert changes]*.

APPROVALS

Report respectfully submitted by Liz Pollock, Planner



Liz Pollock
Planner
Report Author



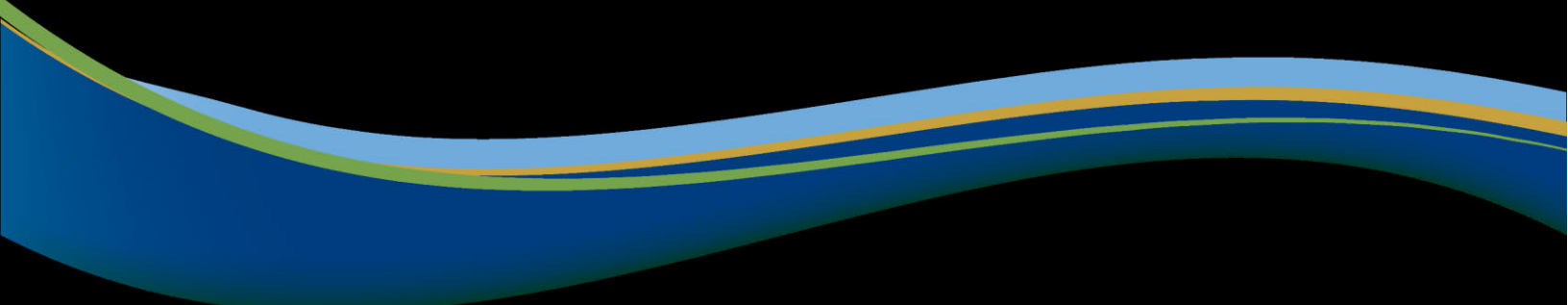
Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales
Director of Planning
Concurrence



Raj Hayre
Director of Finance
Concurrence



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 4710-01 & 0360-20-AAT

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Liz Pollock, Planner

SUBJECT: Qualicum Beach Accessibility Plan 2024

RECOMMENDATIONS:

1. THAT Council endorses the Qualicum Beach Accessibility Plan dated September 2024 in order to comply with provincial legislation and to position the Town to apply for any available grant funding.
 2. THAT the following recommendation from the Accessibility Advisory Team (AAT) be referred to 2025 Strategic Planning process:
 - “THAT the Accessibility Advisory Team recommends to Council THAT Council allocate budget for the development of an Accessibility Action Plan.”
-

PURPOSE

To endorse the Qualicum Beach Accessibility Plan and to refer consideration of allocating funds for the development of an Action Plan to Council’s 2025-2029 Strategic Planning process.

BACKGROUND

This report refers to the possible development of an action plan. Following is a summary of how an action plan would differ from the Accessibility Plan.

- **Qualicum Beach Accessibility Plan:** A high-level policy plan that outlines the general principles, goals and general actions. The actions listed in the Accessibility Plan are general, not specific improvements. The Accessibility Plan is required by provincial legislation.
- **Action Plan:** A detailed plan outlining the specific steps, resources, timeline, and assignment of responsibilities needed to achieve a particular focus area, objective or goal that Council will consider through strategic planning and budget processes. An Action Plan is not required by provincial legislation.

In accordance with Provincial regulations and the *Accessible British Columbia Act* requirements, the Town of Qualicum Beach, by September 1, 2023, was required to establish an Accessibility Advisory Team, prepare an Accessibility Plan, and provide means to receive public feedback to help identify

barriers to accessibility. To ensure compliance with Provincial legislation, the draft Accessibility Plan was added to the Town's website in September 2023, allowing for public access and further engagement. The Qualicum Beach Accessibility Plan was reviewed by a specialized consultant to ensure compliance with provincial legislation under the *Accessible British Columbia Act*.

On April 12, 2023, Council adopted the following motions in relation to the Accessibility Team:

- *THAT an Accessibility Advisory Team be established.*
- *THAT the draft Terms of Reference for the Accessibility Advisory Team be approved.*
- *THAT staff solicit applications for membership on the Accessibility Advisory Team for Council consideration.*

Following AAT recruitment in April and May of 2023, Council confirmed the Team be comprised of a maximum of seven members who represent the Town's community interests, and one Council member. As this is an Advisory Team (per the province) and not a Committee of Council Town staff are not required to participate in AAT meetings in an advisory capacity. [see attached Terms of Reference]

At the July 22, 2024 AAT meeting, the following recommendations were approved by the Team:

- THAT the Accessibility Advisory Team (AAT) recommends to Council that Council allocate budget for the development and implementation of an Action Plan during the next budget discussion.
- THAT the AAT recommends to Council THAT 2% of the Town's tax revenue be allocated annually to accessibility improvements as a line item in the Town's budget.
- THAT the AAT recommends to Council that Council approve either the hiring of an additional staff member dedicated to accessibility or the allocation of sufficient time for an existing staff member to focus on accessibility.
- THAT the Qualicum Beach Accessibility Plan be adopted as a living document that will be amended over time.

NOTE: The Accessibility Plan is a living document that will be refined and updated over time, as additional feedback from the public may inform future updates to the Plan. In accordance with the *Accessible British Columbia Act*, the Plan must be updated every three years and this would be considered during Council's Strategic Planning process.

DISCUSSION

Town staff, the AAT, community stakeholder groups, and the general public participated in an active process of community engagement in the summer of 2023. During this time, four stakeholder meetings took place, involving the Qualicum Beach Seniors Centre, Berwick Retirement Communities, The Gardens at Qualicum Beach, and Qualicum Beach Community Education and Wellness Society, gathering valuable feedback and insights. In addition, an open public forum was held on August 14, 2023.

To ensure a comprehensive perspective, the broader community was engaged between July 11th and August 11, 2023. This engagement included a survey made available to the public online, in person at Town Hall, and manually distributed throughout the Town to various local businesses. Flyers were also created and posted at key locations throughout Town and contained a QR Code linking members of the public to the online survey. These public contributions played a significant role in developing the proposed general actions identified in the Accessibility Plan.

In addition to the above and with the informal launch of the Town's new Public Inquiry System, a dedicated section was included for Accessibility, which created the opportunity for members of the public to report an accessibility barrier or comment on the draft Accessibility Plan.

The feedback gathered led to the following focus areas:

- Enhance Built Environment and Accessibility;
- Reduce Transportation Barriers;
- Foster Accessible Communications and Engagement;
- Improve Inclusive Service Design and Delivery; and
- Support for Accessible Procurement

Town staff and the AAT have met on several occasions to discuss the content of the Accessibility Plan, with the intent that it aligns with the needs and expectations of the community. On July 22, 2024, after thorough discussions, the AAT unanimously voted to endorse the Plan, agreeing that it effectively addresses key accessibility concerns.

The AAT is comprised of seven voting members. Currently, all AAT member's terms will conclude on December 31, 2024. Given the pending AAT membership terms expire, Council will be requested to appoint (or reappoint) AAT members to remain in compliance with the *Accessible BC Act*. It should be noted that the AAT is not a Committee of Council, as per the province's direction to municipalities, and the Terms of Reference allow the Team to hold meetings independently without support or coordination by Town staff.

Staff have been providing additional support to date to the AAT to facilitate completion of the Accessibility Plan. However, due to a pending staff vacancy and other Strategic Initiatives underway, staff do not have the capacity to continue offering support to the AAT. Unless Council chooses to resource with a Committee Clerk, reporting and consideration of actions from the AAT will occur through the Council liaison, as originally contemplated in the Terms of Reference.

The AAT has made three recommendations that result in significant budget implications:

1. **Budget Allocation for the Action Plan:**

"The AAT recommends that Council allocate a budget for the development and implementation of the Action Plan during the next budget discussion."

Staff comment: Staff recommend referring this to Council's 2025 Strategic Planning process.

2. **Dedicated Accessibility Staff:**

"The AAT recommends that Council either hire an additional staff member dedicated to accessibility or allocate sufficient time for an existing staff member to focus on accessibility."

Staff comment: Staff recommend fully exploring accessibility actions and their resource implications before recommending additional planning resources. Considerations of staffing to support the AAT should be undertaken in the context of this informal Team and all Council Committees and required resourcing.

3. Annual Accessibility Improvements Fund:

“The AAT suggests that 2% of the Town’s tax revenue be allocated to accessibility improvements as a line item in the Town’s budget annually.”

Staff comment: It is recommended that an increased budget allocation should be considered after a detailed list of implementation actions/projects has been identified and prioritized by Council. Currently, \$50,000 per year [page 128 of the 2024-2028 Financial Plan] has been allocated to accessibility improvements.

FINANCIAL IMPLICATIONS

The recommendations from the AAT carry financial implications for the Town. Additionally, the ongoing nature of the Accessibility Plan will necessitate staff time and resources to monitor, update, and implement the Plan effectively.

STRATEGIC PLAN ALIGNMENT

Council’s Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

ALTERNATIVE OPTIONS

1. THAT the following recommendation from the Accessibility Advisory Team be referred to the 2025 Budget Process:
“THAT the AAT recommends to Council THAT Council approve either the hiring of an additional staff member dedicated to accessibility or the allocation of sufficient time for an existing staff member to focus on accessibility.”
2. THAT the following recommendation from the Accessibility Advisory Team be referred to the 2025 Budget Process:
“THAT the AAT recommends to Council THAT 2% of the Town’s tax revenue be allocated annually to accessibility improvements as a line item in the Town’s budget.”
3. THAT Council directs staff to amend the Accessibility Plan as follows: *[insert changes]*.
4. THAT Council provide alternative direction to staff: *[insert alternative direction to staff]*.

APPROVALS

Report respectfully submitted by Liz Pollock, Planner.



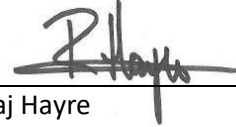
Liz Pollock
Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales
Acting Corporate
Administrator
Concurrence



Raj Hayre
Director of Finance
Concurrence

REFERENCES

Attachment 1: Accessibility Advisory Team Terms of Reference
Attachment 2: Town of Qualicum Beach Accessibility Plan

**TOWN OF QUALICUM BEACH
TERMS OF REFERENCE
ACCESSIBILITY ADVISORY TEAM**

1. PURPOSE OF TEAM

The purpose of the Accessibility Advisory Team ("Team") is to:

- (a) assist with identifying barriers to individuals in or interacting with the Town of Qualicum Beach in accordance with the *Accessible BC Act*;
- (b) provide advice on how to remove and prevent any identified barriers;
- (c) provide input on the development of an Accessibility Plan;
- (d) provide advice on mechanisms to receive public feedback on accessibility;
- (e) provide advice on any matters referred to the Team by Council or Town staff.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE TEAM

The Team has no delegated authority from Council and is not empowered to manage any property, aspect, or role of the Town's responsibilities.

3. COMPOSITION OF THE TEAM

The Accessibility Advisory Team ("Team") will consist of a minimum of five, and a maximum of seven members, who will be appointed by Council based on their experience and credentials, and to the extent possible, include representation as follows:

- (a) at least half of members to be persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities;
- (b) members that reflect the diversity of persons with disabilities in British Columbia;
- (c) at least one Indigenous Person;
- (d) members that reflect the diversity of persons in British Columbia; and
- (e) at least one member of Council.

4. ADVISORY PERSONS TO THE TEAM

Town staff may participate in meetings of the Team in an advisory capacity but shall not vote.

5. APPOINTMENT AND MEMBERSHIP

(a) Nominations

Advisory Team members will be invited from the community. From applications received, Council will appoint the members and may, in any case, decline to appoint an applicant and invite new applications.

(b) Term and Termination

- (i) Members of the Team shall serve at the pleasure of the Council with a term of approximately two years, ending December 31st of the second year of their term. Team members may be reappointed for an additional term or terms.
- (ii) Council may terminate the appointment of any member of the Team at any time.

(c) Resignation and Absenteeism

A member may resign from the Team on presentation of written notice at a regular meeting of the Team. Any member other than the Mayor or a member of Council who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Team.

(d) Vacancies

Any vacancy on the Team other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh nominations from the group or agency that nominated the member who has vacated the position.

(e) Remuneration

All members of the public appointed to the Team shall serve without remuneration. All expenses reasonably incurred in the carrying out of Team business may be reimbursed by the Director of Finance of the Town with the approval of the Chief Administrative Officer or designate.

6. MEETINGS**(a) Regular Meeting**

A Team meeting will be convened upon the appointment of members. The purpose of the inaugural meeting will be to review the Terms of Reference, establish a meeting schedule, and establish preliminary requirements.

(b) Special Meeting

The Chairperson, or any two members may call a special meeting of the Team.

(c) Quorum

- i) The quorum for a Team is a majority of all its voting members.
- ii) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the

names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.

- iii) The Council member assigned to the Team shall be appointed as the Chair and shall preside at all meetings.

7. Deliverables

- (a) The Team will provide advice to Council on the development of an Accessibility Plan to identify, remove and prevent barriers to individuals in, or interacting with the Town of Qualicum Beach. The Plan must be adopted by September 1, 2023.
- (b) The principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design must be considered in conjunction with the development and review of the Accessibility Plan.



Accessibility Plan

September 2024

Town of Qualicum Beach

Email: planning@qualicumbeach.com

Website: www.qualicumbeach.com

TOWN OF
QUALICUM BEACH

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TRADITIONAL ACKNOWLEDGMENT

We would like to recognize that we are standing, working, and meeting on the traditional unceded territory of the Qualicum First Nation, and also wish to recognize the broader territory of the Coast Salish Peoples.



Photo Courtesy of Vancouver Island University

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

It is an honour to present the 2024 Qualicum Beach Accessibility Plan. We are proud to share with you our unwavering commitment to fostering accessibility across all Town facilities, programs, and services. Our dedication to inclusivity is not only a priority but a fundamental value that drives our actions.

We understand the importance of creating an environment where people of all abilities can fully participate. We believe that accessibility is not just a requirement, but a cornerstone of a vibrant and thriving Town. With this belief in mind, we are actively working to ensure that all Town facilities are designed, maintained, and equipped to cater to the diverse needs of our residents.

None of this would be possible without the efforts of our exceptional Accessibility Advisory Team, the dedicated Town Staff, and the valuable feedback from the public. Their passion and dedication have been instrumental in driving this initiative forward. They have advocated for change, shared valuable insights, and worked collaboratively to identify and implement improvements that enhance accessibility.

We extend our heartfelt gratitude to the Accessibility Advisory Team for their unwavering commitment. Their dedication embodies the spirit of our community, and their contributions will continue to shape a more inclusive Town for all.

As we move forward, we are excited to continue our journey toward making accessibility an integral part of the Town of Qualicum Beach's identity. We will keep you informed about our progress and upcoming initiatives designed to promote inclusivity and equal access for everyone.

Thank you for your ongoing support and engagement. Together, we can create a Town where everyone feels valued, heard, and included.

Lou Varela

[insert signature]

Chief Administrative Officer

MESSAGE FROM THE ACCESSIBILITY ADVISORY TEAM

The Qualicum Beach Accessibility Advisory Team is pleased to be supporting the development of an Accessibility Plan, along with the Town of Qualicum Beach, for the community in which we live, work and play.

We are very appreciative of the input that we have received from the community through the Accessibility Survey and focus groups. We want to assure you that this is only the beginning.

We see this Plan as a living document that will continue to grow and develop over time. We are always here to listen and learn from you and look forward to hearing your feedback and continued contributions to this important Plan.

Rebecca Fenton, Darwin Fraser, Linda Feil, Jose Stockdale, Tracy Meikle, Mirielle Quamme, Barb Deederly, and Councillor Scott Harrison.

Definitions

For the purposes of the Plan, the Town of Qualicum Beach define the subsequent terms as follows:

Accessibility	Having programs, services and environments that enable everyone to participate fully in society without barriers. ¹
Barrier	Anything that hinders the full and equal participation in society of a person with an impairment. ²
Disability	Any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, evident or not, that, in interaction with a barrier, hinders a person’s full and equal participation in society. ³

¹ Government of Canada (Employment and Social Development Canada), “Towards an Accessible Canada”, modified 2023-01-23, Retrieved from <https://www.canada.ca/en/employment-social-development/programs/accessible-canada.html>

² *Accessible British Columbia Act*, SBC 2021, C 19, Retrieved from <https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/21019>

³ Government of Canada. (2019). Bill C-81: An Act to Ensure a Barrier-free Canada (Accessible Canada Act). (2019) Retrieved from <https://www.canada.ca/en/employment-social-development/programs/accessible-people-disabilities.html> on 2019-08-12

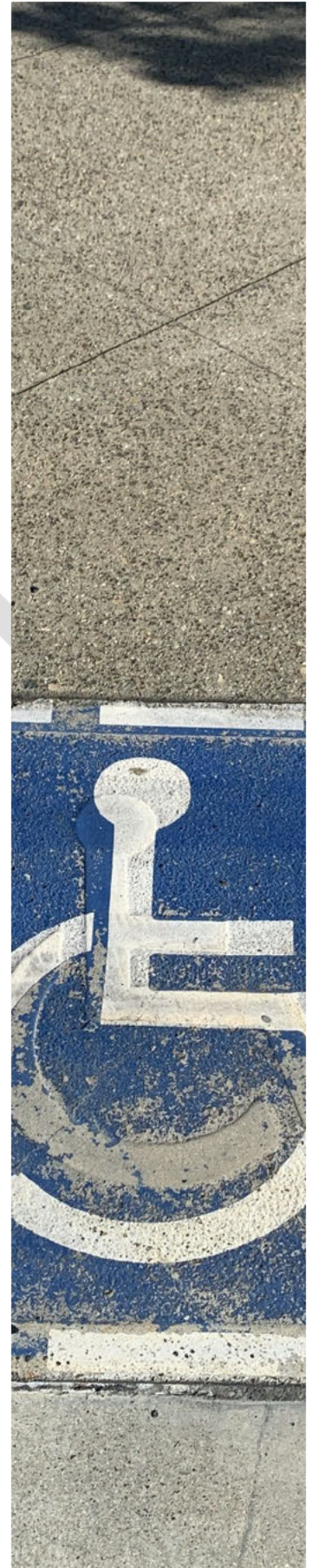
EXECUTIVE SUMMARY

The Town of Qualicum Beach is evolving and our understanding and capacity of accessibility is growing. New policies, strategies, and programs are being developed to create a connected and inclusive community. People with disabilities, among other equity-seeking groups, have not traditionally been included in planning and municipal service delivery processes. In order to achieve the vision identified in our Official Community Plan, the Town must take positive steps to remove barriers, involve those with diverse perspectives and abilities, promote inclusion, and foster a positive and respectful community through its actions and services.

THE TOWN'S COMMITMENT TO ACCESSIBILITY

The Town of Qualicum Beach is committed to identifying, removing, and preventing barriers across its services, programs, and infrastructure, in order to benefit the community in a way that respects the dignity and independence of people with disabilities.

The Town of Qualicum Beach values the contributions from all people and believes diversity strengthens the community. The Town recognizes the essential knowledge and perspectives of people with lived experience of disability and commits to making sure those voices are part of community planning. The Town of Qualicum Beach will ensure staff and council are (1)



aware of their roles in influencing accessibility for people with disabilities and (2) support positive community attitudes.

Focus Areas

The 2024 Accessibility Plan's Actions and Implementations are categorized into five key focus areas:

1. **Built Environment:** Promoting accessibility in design, planning operations and development.
2. **Reduce Transportation Barriers:** Enhancing accessibility and safety by optimizing parking, updating zoning regulations, and improving cycling infrastructure.
3. **Foster Accessible Communications and Engagement:** Enhancing accessibility through transparent reporting, improved communication tools, active community engagement, and increased participation of individuals of all abilities in civic activities.
4. **Improve Inclusive Service Design and Delivery:** Promoting accessibility by collaborating with businesses to enhance patron experiences, addressing programming and training needs with partners, and conducting regular surveys to identify and overcome accessibility challenges for people with disabilities.
5. **Support for Accessible Procurement:** Integrating accessibility considerations into Qualicum Beach's Request for Proposals template evaluation criteria to ensure inclusive development and service provision.

Almost every Canadian has or will experience a disability, or cares about someone with accessibility challenges.

Many of us will require support at times throughout our lives. By focusing on

By focusing on accessibility, we can directly improve the health, well-being, and personal outcomes for people in our community.

accessibility, we can directly improve the health, well-being, and personal outcomes for the people in our community. This Plan includes a set of categories and actions that provide structure to support Town planning to create a high standard of accessibility across municipal services and programs, infrastructure, and projects.



SECTION 1: INTRODUCTION

The Town of Qualicum Beach

The Town is on a path to evolve our understanding and capacity related to accessibility. People with disabilities, among other equity-seeking groups, have not traditionally been included in the planning and municipal service delivery processes. To achieve the vision identified in our Official Community Plan, the Town must take positive steps to remove barriers, involve those with disabilities, promote inclusion, and foster a positive and respectful community through its actions and services.

Many Town programs, services, and infrastructure have been introduced over time, without full consideration of how these measures may affect people with different disabilities. This framework has been created to help guide the Town in accessibility planning and will be put into action by each department as part of everyday business and service delivery.

Furthermore, as our population ages, it is essential to recognize that many individuals may encounter challenges related to mobility and accessibility as they grow older. According to the 2021 Stats Canada Census of Population, 56% of people are over the age of 65, and the median age is 67.5⁴. While these

⁴ Government of Canada, Statistics Canada. "Profile Table, Census Profile, 2021 Census of Population - Qualicum Beach, Retrieved from <https://www12.statcan.gc.ca/census-recensement/2021/dp->

aging challenges may not be classified as specific disabilities, they are nonetheless significant considerations in fostering an inclusive and supportive community. By proactively addressing the needs of our aging population alongside those with disabilities, we can ensure that our Town remains welcoming and accessible to all residents.

Organizational Profile

The Municipal Council



From left to right: Councillor Jean Young, Mayor Westbroek, Councillor Petronella Vander Valk, Councillor Scott Harrison, Councillor Anne Skipsey

Under the *Community Charter* and *Local Government Act*, municipalities and regional districts have broad authority to provide services that respective municipal councils or regional district boards consider necessary or desirable. Services may vary both in size and type, examples of which include water and wastewater management, garbage disposal, recreational facilities and economic development.

Governance in the Town of Qualicum Beach is provided by a Mayor and Council. Currently, a Mayor and four Councillors are elected to four-year terms. New Council members elected in 2022 were sworn in on November 7, 2022.

Acronyms

ABCA	<i>Accessible British Columbia Act</i>
AAT	Accessibility Advisory Team
OCP	Town of Qualicum Beach Official Community Plan

Qualicum Beach Accessibility Plan

Welcome to the Qualicum Beach Accessibility Plan (the Plan)—a roadmap dedicated to promoting equal access and opportunity for people of all abilities. This Plan outlines the Town’s commitment to creating an inclusive environment that embraces everyone, fosters participation, and eliminates barriers. The actions resulting from this Plan will make the Town’s spaces, services, and resources more accessible and user-friendly, thereby creating a safer environment for its citizens.

The Plan aims to identify, remove, and prevent barriers for individuals interacting with the Town of Qualicum Beach. It is the Town’s intention to make its services and built environment accessible and welcoming to people of all ages and abilities, in compliance with the *Accessible British Columbia Act* (ABCA), which came into force for municipalities in BC on September 1, 2022.

Developed with the advice of the Town’s Accessibility Advisory Team and incorporating community feedback, the Plan upholds principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design. The

Did you know that 27% Canadians over the age of 15 have a disability?

- National Disability Survey 2022

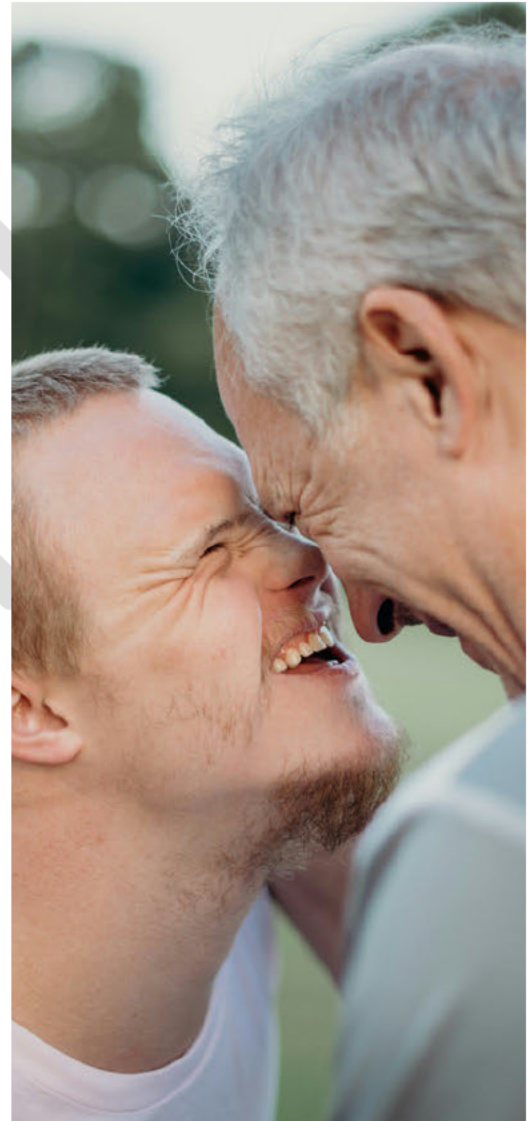
actions are designed to be ongoing, recognizing that the creation of the Plan is a milestone rather than a conclusion. Continued feedback from the public will inform future updates to the Plan.

Types of Disabilities

Different disability groupings are used to help provide a broad understanding of experiences that may be shared or related to a disability, in terms of underlying health conditions, activity limitations, participation restrictions, and environmental factors. Disabilities can be encountered at any age and can be temporary or long term.

While there is no universally adopted set of disability groupings, it is important to recognize several common types and causes of disability. Some disabilities are visible while others are not immediately visible to others, such as asthma, brain injuries or concussions, allergies or environmental sensitivities, extreme fatigue, or chronic pain.

The following definitions are adapted from the World Health Organization (WHO) to help build awareness but should not be interpreted as a complete list.



Pain: Pain-related disabilities often refer to long term or complex pain that may be caused by injury and may commonly occur with other disabilities.

Flexibility, Mobility, and Dexterity: Disabilities related to mobility, flexibility, and dexterity include limb disabilities, manual dexterity, coordination, brain injuries and spinal cord function.

Mental Health: Mental health-related disabilities refer to conditions that affect the mind and brain and the way a person thinks, feels, and acts.

Learning and Memory: Learning and memory disabilities include challenges related to skills such as reading, writing, and problem solving. They can also interfere with more complex and abstract skills related to the ability to organize, to reason, long- and short-term memory, and attention span.



Visual Disabilities: Visual disabilities can range from partial sight loss to complete blindness.

Hearing: Hearing disabilities can range from partial hearing loss to complete deafness.

Developmental: Developmental disabilities are a diverse group of conditions resulting from physical or mental challenges that arise before adulthood. These conditions may create difficulties with language, mobility, learning, and independent living.

Other: There are many other types of disabilities that may affect how a person lives their day-to-day life.

Types of Barriers

There are five general types of barriers.

1. **Attitudinal Barriers:** Behaviours, perceptions, and assumptions that discriminate against people with disabilities. These barriers often emerge from a lack of understanding, which can lead people to ignore, judge, or misunderstand those with disabilities.

An example of how an attitude can contribute to discrimination is speaking to a person's assistant, rather than the person with a disability, assuming that a person who cannot communicate in traditional ways cannot understand. Employee sensitivity and inclusivity training to improve interpersonal skills for customer service is one way to address this type of barrier.

2. **Informational or Communication Barriers:** When a person with a disability cannot easily receive and/or understand information that is provided to them.

An example of a communication barrier is when information is available only in audio or verbal format and is inaccessible to people with hearing loss. Ways of addressing this barrier include having sign language interpreters, closed captioning services, or written materials to accompany presentations.

3. **Technological Barriers:** Obstacles arising from the design, functionality, or accessibility of technology that prevent people with disabilities from fully utilizing it.

An example of this could be service computers in the library at Town Hall that are not accessible to people with sight loss. Ways of addressing this

include providing computers with screen reader software and large print key labels.

4. Physical or Architectural Barriers: Elements of buildings or outdoor spaces that create barriers.

An example of this is utility poles placed in the sidewalk without adequate clearance for people using mobility scooters or wheelchairs to navigate. Ways of addressing this include retrofitting the built environment to create additional space and planning new sidewalks without obstructions.

5. Organizational or Systemic Barriers: Policies, procedures, or practices that may result in people with disabilities being mistreated or excluded from participating.

An example of this is when people with disabilities are not included at public consultation events because of the location or format of the event. Ways of addressing this could include updating communication guidelines and visual standards to increase accessibility of public documents through alternate formats.

The Town of Qualicum Beach is committed to removing existing barriers and preventing the creation of new barriers through the application of this Plan and its actions.

Barriers often emerge from a lack of understanding, which can lead people to ignore, judge, or misunderstand those with disabilities.

Framework Guiding the Accessibility Plan

The Plan builds on the B.C. legislation focused on accessibility and on the policy direction within the Town of Qualicum Beach's Official Community Plan (OCP)m and the Community Transportation Plan. The following subsection discusses the provincial legislation, the OCP, and the Community Transportation Plan.

Accessible British Columbia Act

The ABCA was enacted in June 2021 and initially the accessibility planning requirements only applied to provincial government organizations.

The Accessible British Columbia Regulation under the ABCA came into force on September 1, 2022. These regulations identify municipalities as accessible organizations. As accessible organizations, municipalities are required to have the following by September 1, 2023:

- An Accessibility Advisory Committee;
- An Accessibility Plan; and
- A tool to receive feedback on the Accessibility Plan and identified barriers within the Town of Qualicum Beach.

Accessibility Advisory Team

Under the ABCA, an Accessibility Advisory Team must be established to assist the municipality to identify barriers and advise on how to prevent and remove barriers to individuals in or interacting with the organization. Also, the selection of Accessibility Advisory Team members must, to the extent possible, be in accordance with the following goals:

- At least half the members are persons with disabilities, or individuals who support or are from organizations that support persons with disabilities;
- Members reflect a diversity of persons with disabilities;
- At least one member is an Indigenous person; and
- Members reflect the diversity of persons in B.C.

In 2023, the Town of Qualicum Beach Council established the Accessibility Advisory Team (AAT). The AATs responsibility is to:

- Assist with identifying barriers to individuals, in or interacting with, the Town of Qualicum Beach in accordance with the *Accessible BC Act*;
- Provide advice on how to remove and prevent any identified barriers;
- Provide input on the development of an Accessibility Plan;
- Provide advice on mechanisms to receive public feedback on accessibility; and
- Provide advice on any matters referred to the Team by Council or Town staff.

The AAT is comprised of a maximum of seven members, who represent the Town's community interests, and one Council member. Town staff may participate in AAT meetings in an advisory capacity but shall not vote.

Feedback Mechanism

The ABCA requires that a process must be established for receiving comments from the public on the organization's accessibility plan and barriers to individuals in or interacting with the organization.

The public can access the Town's new Public Inquiry System, located on the website (www.qualicumbeach.com/contact). Once an inquiry is submitted, it will be directed to the appropriate department for review and action. Alternatively, feedback can be sent to staff via email (planning@qualicumbeach.com) with "Accessibility Feedback" as the subject line or by phoning 250.752.6921.

Accessibility Plan

According to the ABCA, the Accessibility Plan must identify, remove and prevent barriers to individuals in or interacting with the Town of Qualicum Beach and be



updated once every three years. Also, in developing the Accessibility Plan, the municipality must consult with the AAT and, when updating the Plan must consider public feedback.

The development of Plan satisfies the ABCA requirement for the Town to have an Accessibility Plan. Section 2 discusses the role of the AAT and public consultation in the development of the Plan.

Existing Policies

The Official Community Plan (2018), the Town of Qualicum Beach Community Transportation Plan (2024), and other community plans provide a basis for developing and subsequently updating the Plan. Of particular relevance are policies in the OCP (2018) and the Community Transportation Plan (2023).

Qualicum Beach Official Community Plan

The Vision Statement for the Official Community Plan (OCP) embodies an overall commitment to accessibility.

Qualicum Beach is a charming coastal village surrounded by rivers, forests and farmland in the shadow of Mount Arrowsmith. Our small-town character, walkability, and year-round access to recreational opportunities support a high quality of life for residents and an attractive destination for visitors. The Town will innovate in response to social, economic, and environmental challenges of the future while holding firm to those qualities that make Qualicum Beach a unique and highly desirable place to live.

Following the Vision's direction, outlined below are the OCPs General Goal Statements and Policies that relate to accessibility and inclusion:

General Goals

5. Value Residents and welcome others in a spirit of inclusion.

Village Neighbourhood

7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs⁵.
11. As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.

Residential

3. The Town shall explore ways to work with community groups and senior levels of government to provide for the development of affordable housing, special needs housing, and rental housing.
4. Within the “Village Neighbourhood”, the Town shall encourage developments that include a diversity of housing options, including a range of unit sizes and building types for families of all ages.

Community Health and Wellbeing

6. The Town should explore ways to leverage existing public infrastructure, such as parks and greenspace, to build social connectedness and community building.

⁵ The Town acknowledges that the needs of persons with disabilities are not “special needs”. Persons with disabilities are recognized as an integral part of the rich tapestry of human diversity. As part of the Town’s commitment to inclusivity, the language will be revised in the upcoming 2025 OCP review.

7. The Town should explore ways to collaborate with community organizations, residents' associations, schools, and businesses to identify community needs and implement strategies to foster social connectedness and facilitate community building.
8. The Town supports the programming of recreational facilities and public spaces to facilitate recreational activities and socialization.
9. The Town supports the creation of welcoming and inclusive facilities, parks and public spaces that allow community members to interact and build relationships.
10. The Town encourages the provision of indoor and outdoor neighbourhood gathering places that provide the opportunity for residents to form community connections, foster social connectedness, and facilitate community building.

The Official Community Plan (OCP) review is currently planned to begin in 2024. The Plan will aid in facilitating the OCPs updates, with a specific focus on fostering inclusivity and embracing diversity. With Council endorsement, the OCP update will involve the creation of new policies and the refinement of existing ones to ensure that the Town continues to make significant strides in promoting accessibility and inclusiveness.

Town of Qualicum Beach Community Transportation Plan

The Town recently completed an update of the Qualicum Beach Community Transportation Plan (formerly known as the Age-Friendly Transportation Plan). The intent of the Community Transportation Plan is to maintain and improve mobility and safety for persons of all ages and abilities, particularly for those who choose active modes of transportation such as walking and cycling. Two

goals were established for the Community Transportation Plan, as well as several supporting objectives.

- **Improve Mobility:** by active transportation and other modes. The primary goal of the Plan is to improve mobility by walking, cycling and transit. Improving existing facilities for pedestrians and cyclists and developing new facilities will improve mobility for active transportation modes, and increase the number of trips by walking, cycling and transit. The Plan also seeks to ensure that mobility is maintained or improved for other modes, including goods movement and personal vehicles.
- **Improve safety** for vulnerable users and other road users. A significant deterrent to walking and cycling is “fear of traffic.” Improving safety by improving the design of pedestrian and bicycle facilities will not only help to minimize conflicts between pedestrians, cyclists and other road users and reduce injuries, but will also reduce the fear of traffic for vulnerable road users, increasing the number of active transportation trips. The Plan also seeks to ensure that safety is maintained or improved for all other road users.

SECTION 2: APPROACH

Initial Research

The following key stakeholders were involved in the development of the Plan:

- Town Staff;
- The Accessibility Advisory Team;
- Qualicum Beach Seniors Centre;
- Berwick Retirement Communities (Berwick);
- The Gardens at Qualicum Beach (The Gardens);
- Qualicum Community Education and Wellness Society (QCEWS); and

- The Town of Qualicum Beach community.

The Plan was developed through one key phase of public engagement.

Community Engagement

Town staff, the AAT, community stakeholder groups, and the wider public all participated in an active process of community engagement. During August 2023, four stakeholder meetings took place, involving the Qualicum Beach Seniors Centre, Berwick Qualicum Beach, The Gardens, and Qualicum Community Education and Wellness Society, aimed at gathering valuable feedback and insights. In addition, an open public forum was held on August 14th. The gathered feedback from the focus groups and public forum was instrumental in shaping the action plans that were incorporated into the Plan.

To ensure a comprehensive perspective, broader community input was actively sought between July 11 and August 11, 2023. This effort included an online survey, as well as physical copies of the survey distributed at the Town office and various locations throughout the Town. These distributed surveys were accompanied by informative flyers containing QR codes linking the community to the online survey. The summary of the engagement process and its outcomes can be found in Appendix A. Public contributions played a significant role in developing the proposed actions.

In addition to the public engagement, the Accessibility Advisory Team spearheaded a unique initiative, the "Accessibility Challenge," inviting a council member and a staff representative to participate. Designed to foster empathy and awareness, this endeavor immersed able-bodied participants in the daily realities of living with disabilities. Tasks were tailored to simulate such experiences, including navigating in a wheelchair and wearing goggles filled with Vaseline to mimic sight impairment. Through these challenges, participants

gained invaluable insights into the obstacles faced by individuals with disabilities, emphasizing the importance of inclusive design and accessibility advocacy within the community.

SECTION 3: ACTIONS AND IMPLEMENTATION

This section identifies high-level categories, each containing associated actions aimed at advancing accessibility in Qualicum Beach. Implementing the Plan will require commitment and contributions by a number of Town departments and community partners, as well as Council direction and resources.

Actions will be pursued as resources permit and as opportunities arise and will be adjusted as new information becomes available. Where possible, actions should be integrated into the Town of Qualicum Beach's ongoing operations and new initiatives.

Implementation progress of the Plan will be reviewed by Town staff and reported on annually to Council and the public. This will inform the Town of Qualicum Beach strategic planning and annual budgeting processes.

The Plan should be reviewed and updated every three years. This should include an evaluation of the most recent performance data and an assessment of current opportunities.



THE SEVEN PRINCIPALS OF UNIVERSAL DESIGN

For Inclusive Services and Spaces

Universal design principles can be applied to a variety of situations in the municipal context. For example, community recreation or arts programs, services at Town Hall, public consultation activities, or new infrastructure designs. Consideration of these principles in the development and ongoing management of Town services can support increased accessibility across our Town.



Principle 1: Equitable Use: The design is useful and marketable to people with diverse abilities.



Principle 2: Flexibility in Use: The design takes into account a wide range of individual preferences and abilities.



Principle 3: Simple and Intuitive Use: Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.



Principle 4: Perceptible Information: The design communication necessary information effectively to the use, regardless of ambient conditions or the user's sensory abilities.



Principle 5: Tolerance for Error: The design minimizes hazards and the adverse consequences of accidental or unintended actions.



Principle 6: Low Physical Effort: The design can be used efficiently and comfortable, with minimum fatigue.



Principle 7: Size and Space for Approach and Use: Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility. ⁶

Focus Area (1) Built Environment

Category | Infrastructure

ACTIONS

- Implement wheelchair accessible facilities, including washrooms in public areas.
- Prioritize accessible entrances/exits, automatic doors, and ramps to ensure building accessibility.
- Address uneven sidewalks, pathways, and obstacles to enhance pedestrian safety.
- Improve curb ramps, pedestrian crossings, and safety measures for traffic in areas that have been identified as problematic and on an ongoing basis as new areas of concern are discovered.
- Improve navigation and wayfinding within buildings and public spaces for individuals with accessibility challenges.

Category | Beach & Trail Access and Infrastructure

ACTIONS

- Provide beach access and trails that are barrier-free, ensuring everyone can enjoy outdoor spaces.
- Add seating along trails, pathways, and village streets to encourage walking and provide spaces for people to take a break.

⁶ Centre for Excellence in Universal Design (2024). The 7 Principles. Retrieved from <https://universaldesign.ie/about-universal-design/the-7-principles>

Focus Area (2) Reduce Transportation Barriers

Category | Accessible Parking

ACTIONS

- Improve monitoring of accessible parking space usage by individuals who don't have accessible parking permits, and enforce, as necessary through Bylaw.
- Review and update the Zoning Bylaw to address standards and ratios for accessible parking, considering best practices.

Category | Active Transportation

ACTION

- Improve the network of shared pathways by marking designated lanes for cyclists and explore the possibility of introducing measures to regulate the speed of electric bikes and cyclists.

Focus Area (3) Foster Accessible Communications and Engagement

Category | Annual Reporting

ACTION

- Establish and implement an annual reporting process that provides a public update on accessibility action progress and performance related to accessibility indicators.

Category | Engagement

ACTIONS

- Explore more accessible communication and engagement tools that can be used regularly or when needed by participants with disabilities.
- Encourage active community participation through surveys, forums, and accessible meetings.
- Create opportunities for people with disabilities to volunteer, contribute, and engage in civic decision-making.

Focus Area (4) Improve Inclusive Service Design and Delivery

Category | Services for People with Disabilities and Seniors

ACTION

- Encourage local businesses or organizations to plan for and consider greater accessibility for patrons and the community.

Category | Support Programming for Seniors & Young Families

ACTION

- Work with partners to address the need for additional programming, training, and capacity limits.

Category | Feedback of Service Delivery

ACTION

- Conduct a survey every 3 years (during the review of the Plan) to track the Town's performance serving persons with disabilities and to better understand accessibility challenges/barriers and potential improvements to how people live, work and play.

Focus Area (5) Support for Accessible Procurement

Category | Request for Proposals Template

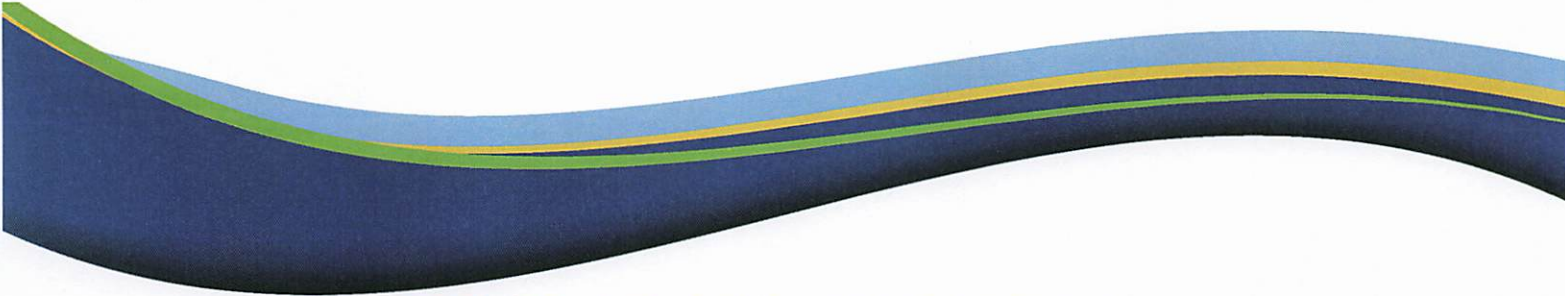
ACTION

- Incorporate accessibility features/commitments into the RFP template evaluation criteria.

DRAFT

DRAFT

TOWN OF QUALICUM BEACH



TOWN OF QUALICUM BEACH STAFF REPORT

File No.: 6300.20.APEAL

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Luke Sales, Director of Planning

SUBJECT: **Applicant Request for Reconsideration of Tree Permit Requirements for 537 Chester Road**

RECOMMENDATIONS

1. THAT Council withdraws the motion on the floor from the February 28, 2024, regular Council meeting:
THAT the security deposit be waived for 537 Chester Road; AND FURTHER THAT all future fees for security deposits in relation to the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" be waived.
 2. THAT Council confirms the Director's decision to issue a tree removal permit with conditions (security deposit/no interest reimbursed) under the Tree Protection Bylaw subject to payment of the security deposit in the amount of \$1,400.00 for property located at 537 Chester Road.
-

PURPOSE

Council disposal of a February 28, 2024, Council motion on the floor, and consideration of the applicant's appeal of the Director's decision to approve a tree removal permit with conditions (security deposit/no interest reimbursed) located at 537 Chester Road (per Right of Reconsideration, Tree Protection Bylaw No. 725, 2023).

BACKGROUND

"Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" authorizes staff to issue permits to remove Protected Trees in accordance with the conditions specified in the Bylaw. The Bylaw also offers a right of reconsideration – for the applicant to appeal a requirement or a decision made by the Director under the Bylaw by applying to Council for reconsideration ("Appeal").

On February 28, 2024, the Tree Permit Appeal request went before Council and the following motion was made:

THAT the security deposit be waived for 537 Chester Road; AND FURTHER THAT all future fees for security deposits in relation to the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" be waived.

The motion on the floor was postponed unanimously by Council on February 28, 2024, to be voted upon at a future meeting. Following confirmation, as per Council's inquiry, that staff are permitted to hold security deposits without paying interest, this item is being presented to Council to complete the Council consideration of the Appeal.

DISCUSSION

The following table summarizes the 537 Chester Road Appeal for reconsideration:

Tree Bylaw No. 725, 2023: Request for Reconsideration (537 Chester Road)	
Request by Applicant	The applicant is requesting that Council approve the following: 1. Remove or reduce the \$2,800 security deposit required for the four replacement trees; or 2. Pay interest for the duration the security deposit is held by the Town, if a security deposit is required; 3. Require Town staff to maintain the four trees for the duration of the deposit or until the trees are established; and/or 4. Town staff maintain the trees during the two-year maintenance period.
Applicant's Rationale for Request	The applicant has advised they are unable to provide the security deposit amount.
Staff Rationale for decision	The applicant is authorized to remove one tree without a permit. The second tree requires that two replacement trees to be planted and maintained as per "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023". In addition, a security deposit of \$700 per replacement tree is required and will be held by the Town for two years. A total security deposit of \$1,400 is required for this application. For greater clarity, the applicant initially applied for a tree permit to remove two trees. As such, a permit was issued with a security amount of \$2,800. However, since the initial application staff determined that only one of the tree removals required a permit. Under the Town's tree bylaw, one tree is permitted to be removed every two calendar years without a permit, provided it meets the requirements.
Staff recommended response to appeal	Council to confirm the Director's decision.
Staff Rationale for response to appeal	Staff do not recommend reducing the security deposit on a case-by-case basis without clear guidelines. Financial hardship is not a recommended criteria for considering waiving tree replacement requirements due to the lack of relevant financial information available to the Town under FOIPPA and the subjective nature of determining financial hardship. Since property owners can remove one tree every two years without a permit or financial security, property owners have the option to space out their tree removals to avoid paying the security deposit.

In consideration of the “Request for Reconsideration” applications received to date, staff are developing a policy for Council consideration in a future meeting. The intention of the policy development will be to specify consistent criteria to be considered by Council when appeal applications are received.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated for the Town from this report, beyond the security deposits.

PUBLIC PARTICIPATION SPECTRUM (IAP2)

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

INFORM:

- The report is on a public agenda and the property owners will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

Good Governance

SUMMARY

The Town has received an Appeal to the Director's decision to apply Tree Permit conditions for tree removal at 537 Chester Road, under the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023. Staff recommend confirming the Director's decision for 537 Chester Road for the reasons outlined in this memo.

ALTERNATIVE OPTIONS

Per Bylaw No. 725, Council may amend the Director's decision, or may set aside all or part of the Director's decision and substitute the decision of Council, e.g.

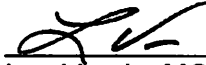
1. THAT the security deposit be reduced from \$1,400 to *[insert reduced amount]* for the Tree Permit Request for Reconsideration for 537 Chester Road, as detailed in the September 11, 2024, Staff Report to Council.
2. THAT Council directs staff to refer the following to the 2025 Strategic Planning Process: “Amending ‘Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023’ to consider reducing the security deposit for replacement trees.”
3. Alternative direction to staff.

APPROVALS

Report respectfully submitted by Luke Sales, Director of Planning.



Luke Sales
Director of Planning
Report Writer



Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1: Tree Removal Application and Request for Reconsideration: 537 Chester Road

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2024\09 11 RC\4. APPROVED REPORTS FOR SIGNATURE\memo.PLAN.Tree Permit Appeals - 537 Chester Road.docx

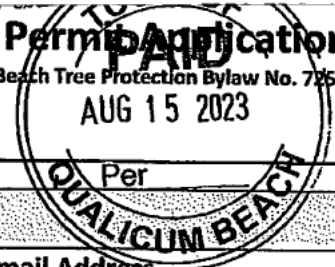
ATTACHMENT #1



**TOWN OF
QUALICUM BEACH**
PO Box 130, #201 - 660 Primrose St.
Qualicum Beach, BC V9K 1S7
T: 250.752.6921 F: 250.752.1243
E: qbtown@qualicumbeach.com

Tree Removal Permit Application
Regulated by Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023

DATE SUBMITTED: _____



Per _____

Applicant Information		
Name	Phone No.	Email Address
[Redacted]	250- [Redacted]	[Redacted]
Address		
[Redacted]		
City/Town	Province	Postal Code
Qualicum Beach	B.C.	V9K 1C1

Tree Removal Application Address		
Is the address entered above the same as the civic address of the parcel on which the tree cutting is proposed to occur?		
☒ YES ☐ NO - If no, please provide the location of the tree cutting below.		
Address		
City/Town	Province	Postal Code
Description		

Tree Removal Details	
Rationale for Tree Removal Provide a brief statement explaining the purpose or rationale for the proposed tree cutting, removal or disturbance.	
Tree is barren of branches on one side and is leaning closely adjacent to shared fence and my house. Cutting this tree down will disturb the root zone of the one a few feet away. Roots breaking PVC sprinkler pipes.	
Property Owner ☒ YES ☐ NO - If no, please attach a document showing the consent in writing of the registered owner of the property where the proposed tree cutting is to occur, authorizing the applicant to act as the owner's agent.	

Tree Removal Location Sketch

Please attach a sketch drawn to approximate scale identifying the following:

- 1) The boundaries of the subject parcel.
- 2) Any abutting streets, lanes, or public access rights of way.
- 3) The location of existing buildings and structures.
- 4) The location, species and diameter at breast height (DBH) of those trees proposed to be cut, removed or disturbed.
- 5) For trees proposed for cutting or removal only, the location, species and DBH of proposed replacement trees (see Section 6 of the Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023).

Disposal Method

Please describe your proposed methods for disposal of wood waste and other debris.

Chip all branches. Buck wood to 16" lengths and leave on site. Neighbours will take what's left.

Completion Date

Please provide the proposed completion dates for the tree cutting, removal or disturbance.
(DD/MM/YYYY)

August 2023/ pending permit approval

Hazard Tree Assessment

Is the Permit you are applying for regarding a hazard tree?

- ☒ **YES** - If yes, please upload a report prepared by a Qualified Tree Risk Assessor certifying that the tree is dead, diseased, damaged or otherwise constitutes a physical hazard to persons or property.
- ☐ **NO**

Additional Information

Please provide any further information needed to adequately describe the nature and extent of the Tree Cutting, Removal or Disturbance operation.

SEE REPORT

Protected Tree Disturbance

Protected Tree Disturbance

Would the planned activities disturb the Protected Root Zone of one or more Protected Trees?

☒ YES - If yes, please attach the documents listed below.

☒ NO No. Other tree is being removed.

Required attachments in case of protected tree disturbance:

- **Tree Protection Plan**

Please attach a Tree Protection Plan prepared by an Arborist in accordance with Schedule "B" of the Tree Protection Bylaw No. 725 that documents the tree protection measures and best practices that will be followed by the applicant in order to minimize impacts from the proposed disturbance to the protected tree's health, condition and growing environment.

- **Protected Root Zones Marking**

Please upload proof of a mark on the ground with paint, stakes or flagging of the Protected Root Zones of all Trees on the Parcel and from Trees located on adjacent properties that encroach into the applicant's Parcel within which activities are proposed to occur.

Land Parcel Circumstances

Land Parcel Circumstances

Is the parcel of land on which the Tree(s) stand the subject of an application for rezoning, subdivision, development-permit, demolition permit or building permit?

☐ YES - If yes, please attach the documents listed below.

☒ NO

Required attachments in case of land parcel circumstances:

- **Tree Plan Drawing and Report**

Please upload a Tree Plan Drawing and Report that describes and evaluates the existing tree resource and relevant site conditions and land-use (current or historical) in accordance with Schedule "B" of the Tree Protection Bylaw No. 725.

- **Tree Protection Plan Drawing and Report**

Please upload a Tree Protection Plan Drawing and Report that indicates the following for each stage of construction (e.g. site servicing, demolition and building permit) in accordance with Schedule "B" of the Tree Protection Bylaw No. 725:

- 1) Measures taken at the site planning stage to minimize loss of protected trees.
- 2) Protected trees proposed for removal and retention.
- 3) Measures proposed for the effective protection of trees proposed for retention, including the mitigation of development-related disturbance and additionally measures to restore or enhance the tree habitat within the protected root zone of trees proposed for retention.

Permit Fee Payment

Land Parcel Circumstances

A non-refundable application fee of \$100 is required when applying for the removal of two or more trees within a given two calendar-year period.

Are you applying to remove two or more trees within a two calendar-year period?

☒ YES - If yes, please pay the \$100 application fee to have your permit application reviewed using the information provide below.

☐ NO

Pay in Person

Come to Town Hall and make the payment in person during opening hours.

Pay with a Cheque

Pay with a cheque using the following payment information:

- Pay to the order of: Town of Qualicum Beach
- Memo: Tree Removal Permit Fee

To deliver the cheque, either...

- Mail the cheque to PO Box 130, Qualicum Beach, BC V9K 1S7, or
- Drop the cheque into the mail slot located at the entrance of Town Hall nearest to the fountain (at 660 Primrose St).

Applicant Signature

- By signing below, you understand that any false or misleading information provided may result in the denial of your application. You also acknowledge that the Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023, governs the removal of trees within the Town and that any tree removal must comply with the bylaw's regulations and guidelines. Please ensure that all information provided is complete and up to date to avoid any delays or complications in the application process.
- Completion of this application form is not a guarantee that your application will be approved.

Name

[Redacted Name]

Date

July 24, 23

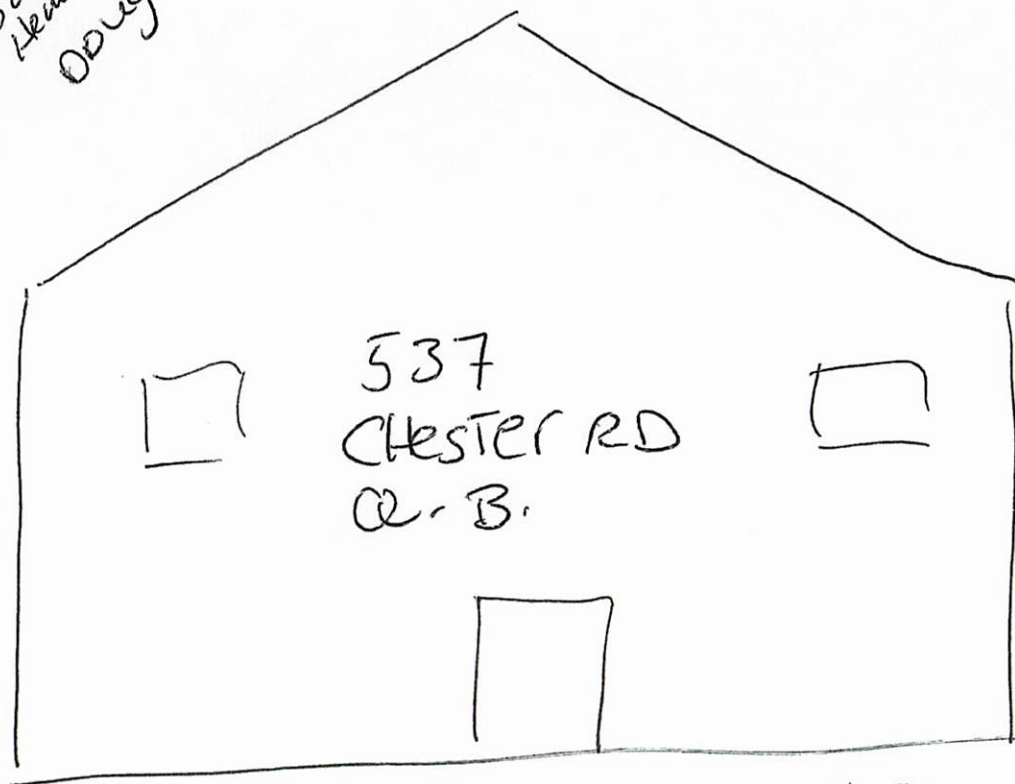
Submit your application to the Department of Planning and Community Development at planning@qualicumbeach.com, drop it off in person at the Municipal Office, or send it via mail to:
Planning and Community Development
Town of Qualicum Beach
#201 - 660 Primrose Street
Qualicum Beach, BC V9K 1S7



Backyard trees
1. Cedar
2. Douglas Fir
3. Hemlock
4. Douglas Fir

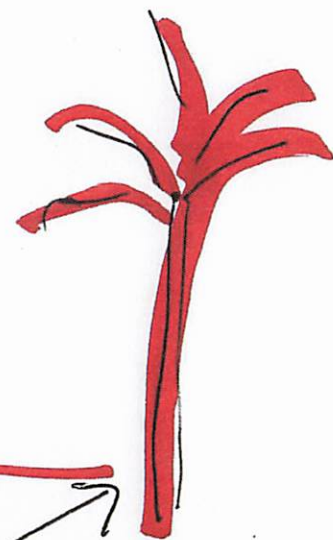
Backyard
CEDAR HEDGES

Cherry tree
Side yard.



Butterfly Lilac

Douglas Fir



Snake tree

MAGNOLIA

Front yard

golden earring tree

Blue spruce

Butterfly Lilac

Japanese maple

Attachment To Tree Bylaw No. 725.

Attachment #1. *Date Decision Received:*

As per my email reply to Rebecca Augustyn on January 4, 2024, I am filing this appeal before January 30, 2024.

I first applied in August 2023. I did not receive correspondence back until November 2023. I read the Tree Bylaws and Council/Committee Meeting Minutes as far back as 2017 on this subject. The way in which the bylaw is written is confusing and the information and criteria for property owners of hazardous trees that are not "Protected Trees" is not easy to follow.

In December 2023 and early January 2024, the question still remained between staff and me whether I needed a permit at all, given the hazardous nature of the two trees, and what "imminent danger" meant in Bylaw Section 4.2.2.

Attachment #2. *Nature of the Decision:*

Permit was granted with conditions and I have appealed.

-The tree sizes, condition and location (proximity to structures) make them a risk to life and property for myself (my neighbors have expressed concern). I feel morally obligated to remove these trees.

Attachment #3. *Explanation:*

A. I am not appealing the permission granted to cut down the two trees. Thank you to the Director and Staff approving my need.

B. I am appealing the conditions on the ground of limited finances:

- the requirement for a security deposit
- holding the deposit for two years
- not paying the interest earned on \$2,800.00

Attachment #4. *Decision Requested:*

A. Remove the requirement for the \$2,800.00 security deposit, or reduce it as much as possible that is fair for my income.

B. Return any security deposit immediately after the planting the two replacement trees required (I have already planted two).

C. Pay me interest on my security deposit or the time it is held.

D. Have Town Staff provide care for the 4 replacement trees, for the duration of the deposit, or longer until the trees are well established. My water can be used.

Attachment To Tree Bylaw No. 725. [REDACTED]

Attachment #5. Explanation of Reasons A through D:

A. Remove the requirement for the \$2,800.00 security deposit, or at least reduce it as much as possible.

-I am [REDACTED]
[REDACTED]

-I live on a [REDACTED]
[REDACTED]

-The tree deposit cost for me, is prohibitive:

- The arborist contract-\$3,018.75
- Permit application fee-\$100.00
- Security deposit-\$2,800.00
- Cost of wood, branch and stump removal
- Cost of 4 replacement trees-approximate \$300 to buy and plant.

B. Return my deposit soon, and

C. Pay interest while the deposit is being held.

-Approximately \$6,000.00 will have to come from the [REDACTED]
[REDACTED] on the arborist amount for ever, and on
the security deposit, for as long as it is held.

D. Have Town Staff provide care for the replacement trees until they are well established:

-Town Staff have the knowledge, skill experience and equipment to give my four trees their best chance at life. Especially due to the recent climate changes in drought, heavy rains and strong winds we have had. Plus, there are the normal difficulties in keeping newly planted young trees alive and healthy.

-I want these trees to live, I intend to care for them as best I can even though I am physically and financially limited. I want to avoid replacement and other costs if they were to die. Thank you for your time in reviewing this appeal.

Sincerely and Respectfully,

[REDACTED]

[REDACTED]



Viking Tree Care Ltd.
223 Fourth Ave W
Qualicum Beach, BC V9K 1S3
Office: 250-954-9194
Email: brandan@vikingtreecare.com
www.vikingtreecare.com

Arborist Report & Level II Tree Risk Assessment

Brandan Soros | ISA Certified Arborist | PN-8405A

ISA Tree Risk Assessment Qualified

Date of on Site Assessment: July 19, 2023

Date of Report: August 2, 2023

Prepared for: [REDACTED] Property Owner/Tree Manager

Location: [REDACTED] Qualicum Beach, BC V9K 1C1

Description: Viking Tree Care Ltd. was hired to perform an arborist report and risk assessment for two trees on this property

Assessment Completed by: Brandan Soros - ISA Certified Arborist and ISA Tree Risk Assessment Qualified

Tools Used for Assessment: Diameter tape, sounding mallet, camera.

Limitations of Report and Arborist Disclosure:

This assessment represents the condition of the trees and the site(s) at the time of inspection. This assessment aims to provide qualified estimations based on what is visible at each tree site. As trees possess many unobservable parts below, within and above ground, it is difficult to determine overall health with certainty. Viking Tree Care Ltd. and/or Brandan Soros - ISA Certified Arborist and Tree Risk Assessment Qualified PN8405A - is not liable for any unseen or

unobserved conditions that could lead to structural failure of a tree or trees.



The observations, data and mitigation options listed in this report, if applicable, are done so in a strictly unbiased and impartial manner with regards to collection and distribution of information. The formulas used and ratings given within this report, if applicable, have been established by the International Society of Arboriculture.

ISA Certified and Tree Risk Assessment Qualified Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbours, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided. Trees can be managed, but they cannot be controlled.

To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees¹.

R. T. Arborist Arboricultural Consulting - https://cdn.ymaws.com/asca-consultants.site-ym.com/resource/resmgr/docs/2017_academy/PracticeManagement/ASCA_Academy_PM_DisclosureSt.pdf



Tree Data:

Species	Tree #	DBH (Diameter at Breast Height measured at 1.14m)	Height	Crown Spread Diameter
Western hemlock (Tsuga heterophylla)	1 (not tagged)	51 cm	Approx. 80 ft. (24.4m)	Approx. 25 ft. (7.6m)
Douglas fir (Pseudotsuga menziesii)	2 (not tagged)	46 cm	Approx. 70 ft. (21.3m)	Approx. 25 ft. (7.6m)

Observations / Discussion / Recommendations:

The Western hemlock (tree 1) will be removed as per tree removal allowance under bylaw No. 725.

The Douglas fir (tree 2) in this report has only very heavy limbs on one side and is leaning severely towards the neighbouring home. Upon removal of the Western hemlock, there will be an increased exposure to the Douglas fir and therefore an increased risk of failure. If failure were to occur it would result in severe damage to the dwelling as well as possible injury or fatality to occupants.

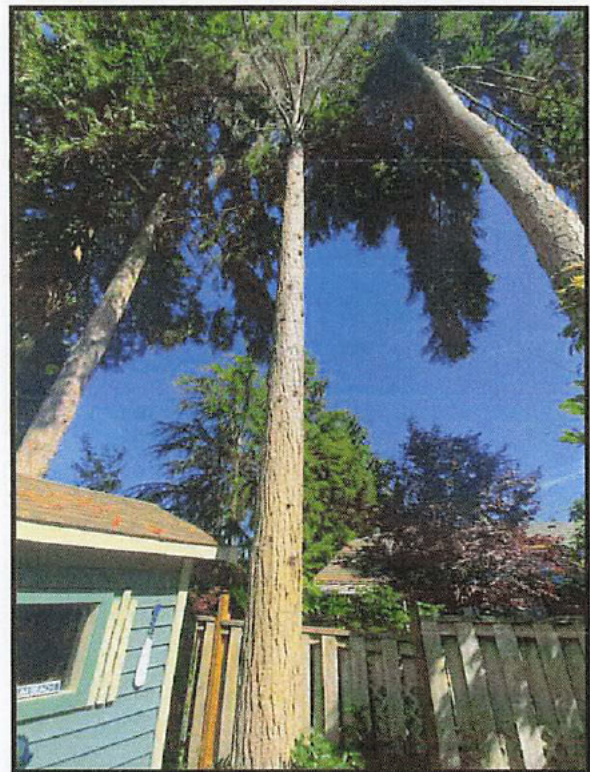
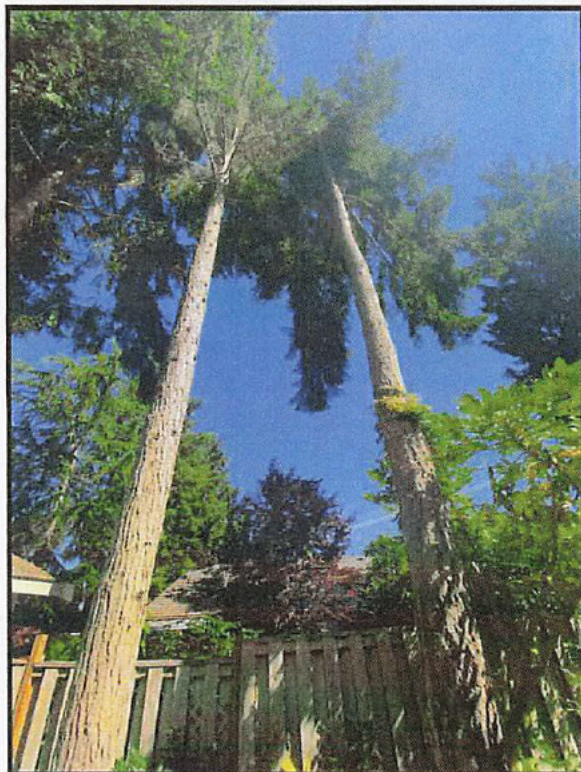
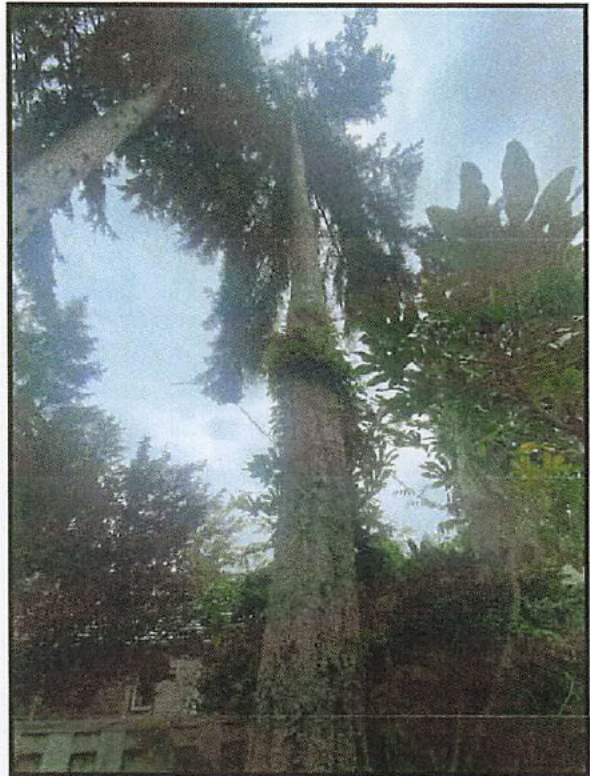
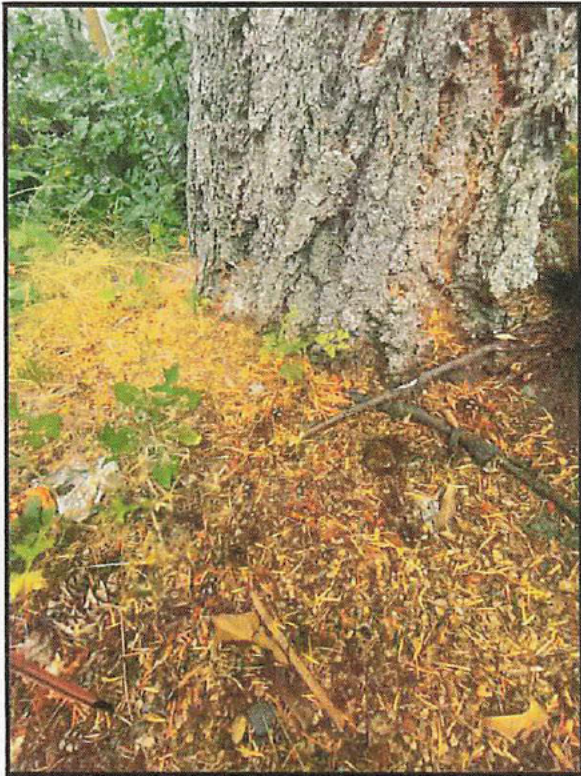
The root system of the Douglas fir is in close proximity to the foundation of the tree owner's home. Further to this, there is a lack of observable roots on the tension side of the tree - opposite to the lean.

Removal of these two trees will not disturb the protected root zones of any other trees on this site. As such, no further tree management plans are suggested regarding these removals.

Overall, this tree has outgrown its space and location and should be removed and replanted with a more appropriate species for the space with specific focus on growth rate and mature size, species hardiness and proper nursery stock selection.



Site Photographs:



██████ - Arborist Report

Page 4 of 5



Signature & Credentials

Field work and report completed by Brandan Soros, ISA Certified Arborist
and ISA Tree Risk Assessment Qualified



Brandan Soros
PN - 8405A
ISA Certified Arborist
ISA Tree Risk Assessment Qualified
President - Viking Tree Care Ltd.



From: [Rebecca Augustyn](#)
To: [Kate Usher](#)
Subject: Fw: Tree questions
Date: August 26, 2024 9:19:16 AM

Rebecca Augustyn, RPP, MCIP (she/her) | Senior Planner
Town of Qualicum Beach

office 250.752.6921 | e-mail raugustyn@qualicumbeach.com

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From: [REDACTED]
Sent: Friday, August 23, 2024 12:05 PM
To: Rebecca Augustyn <RAugustyn@qualicumbeach.com>
Subject: Tree questions

Dear Rebecca Augustyn,

I am confused about your email of August 21/24. Since the granted approval of December 20, 2023, this situation has been settled (except for the current appeal regarding replacement fees and the return of future interest accumulated).

The reason for the removal of *two* trees is that one affects the root system of the other. That's why I asked for a permit. The approval of the removal of the two trees was granted December 2023.

Your Questions

1. I have not removed a tree since 2020. This tree trunk was 6 feet (1.82 meters) from my house wall and its limbs scratched my bedroom window.

2. The closest tree to the house to date is 12 feet (3.65 meters) and even though its been trimmed, the higher branches hang over the roof. It's also leaning and almost stripped of branches on one side.

The 2nd tree, Hemlock (showing its roots) is 14 feet away from the house and 2 feet from the yard/tool bunk house which is on a cement slab but moot because it's root system would be affected by the other tree,

3. The DBH is mentioned in Viking Tree Arbiter's report.

I appreciate that you are trying to facilitate moving forward. I have been at this process since August 2023...

December 20/ 2023: approval granted for two trees for removal

February 22, 2024: Council Tree Permit meeting

March 1: Council meeting to vote on appeal of deposit cost and mention of dismissal of fees

May 16, 2024 deferral of case to July, 2024

July 11, 2024 deferral of case to September, 2024

[REDACTED]

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████████████████████

MUSIC WEST FLUTE

San Diego State University, Adjunct Flute Professor, Emeritus
Associate Music History Lecturer
Grossmont and Mesa Colleges, Adjunct Flute Professor, Emeritus
<http://musicwestflute.wixsite.com/septemberpayne>
(619) ██████████

From: [Rebecca Augustyn](#)
To: [REDACTED]
Cc: [Kate Usher](#)
Subject: [REDACTED] Tree Permit Appeal
Date: August 21, 2024 3:38:17 PM

Hi [REDACTED]

The tree permit appeal application for 537 Chester Road is slated for the September 11, 2024 Council agenda. I have a couple follow up questions as I review all the documents. My apologies if you have already provided this information to me. The application is to remove two trees, however, you are permitted to take down one tree every two calendar years without a permit. Could you please confirm that you have not taken down a tree since March 2023, thus the permit is for one tree, not two? As well, do you know approximately how far the two trees are from the house? Would the trees be within 3m of the house?

If you have any questions, please let me know.

Kind regards,

**[Rebecca Augustyn, RPP, MCIP \(she/her\)](#) | Senior Planner
Town of Qualicum Beach**

office 250.752.6921 | e-mail raugustyn@qualicumbeach.com

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From: [Rebecca Augustyn](#)
To: [Kate Usher](#)
Subject: Fw: Tree Permit Appeal Application
Date: July 12, 2024 9:01:51 AM

FYI

Rebecca Augustyn, RPP, MCIP (she/her) | Senior Planner
Town of Qualicum Beach

office 250.752.6921 | e-mail raugustyn@qualicumbeach.com

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From: [REDACTED]
Sent: Thursday, July 11, 2024 6:25 PM
To: Rebecca Augustyn <RAugustyn@qualicumbeach.com>
Subject: Re: Tree Permit Appeal Application

Thanks for letting me know.

Sent from [REDACTED]

On Jul 11, 2024, at 1:50 PM, Rebecca Augustyn
<RAugustyn@qualicumbeach.com> wrote:

Good afternoon,

This email is to notify you that your tree application appeal will be considered by Council at the September 11, 2024 Council meeting rather than the July 17, 2024 Council meeting.

If you have any questions, please let me know.

Kind regards,

Rebecca Augustyn, RPP, MCIP (she/her) | Senior Planner
Town of Qualicum Beach

office 250.752.6921 | e-mail raugustyn@qualicumbeach.com

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From: [Heather Svensen](#)
To: [QB Town](#); [Luke Sales](#); [Kate Usher](#)
Cc: [Weslie Gould](#)
Subject: FW: 2023 Tree Appeal Application for Bylaw No. 725 by [REDACTED]
Date: January 29, 2024 7:35:19 PM
Attachments: [Appeal Request Form FILLABLE copy.pdf](#)
[Tree Cover Signed.pdf](#)
[Council Tree Attachment .pdf](#)

Heather Svensen | Corporate Administrator/Deputy CAO

Town of Qualicum Beach

www.qualicumbeach.com

direct 250.738.2207 | office 250.752-6921 | cell: 250.927.5010

e-mail: hsvensen@qualicumbeach.com

Fax: 250.752.1243

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From: [REDACTED]
Sent: Monday, January 29, 2024 11:22 AM
To: Heather Svensen <HSvensen@qualicumbeach.com>
Subject: 2023 Tree Appeal Application for Bylaw No. 725 by [REDACTED]

[REDACTED] don't often get email from musicwestflute@gmail.com. [Learn why this is important](#)

Dear Mayor Westbroek, Town Council and Heather Svensen Corporate Administration,

Enclosed please find:

- A. Tree Bylaw No. 725, 2023 Appeal Application
- B. Tree Bond Appeal Support Sheet Document
- C. Cover Letter

Thank you for your time in reviewing this appeal.

Sincerely and Respectfully,

[REDACTED]

250-[REDACTED]

--

[REDACTED]

MUSIC WEST FLUTE

San Diego State University, Adjunct Flute Professor, Emeritus
Associate Music History Lecturer
Grossmont and Mesa Colleges, Adjunct Flute Professor, Emeritus

From: [REDACTED]
To: [Rebecca Augustyn; Kate Usher](#)
Subject: Re: Property Damage VS Imminent Danger
Date: January 25, 2024 1:49:45 PM

You don't often get email from musicwestflute@gmail.com. [Learn why this is important](#)

Dear Kate Usher and Rebecca Augustyn,

Please be advised, due to my correspondence and your last response on January 4th for further information, I will be submitting my appeal letter to the Town Office no later than January, 30th, 2024.

Thank you,

[REDACTED]
On Thu, Jan 4, 2024 at 10:15 AM Rebecca Augustyn <RAugustyn@qualicumbeach.com> wrote:

Good morning,

Under the Town's Tree Protection Bylaw, Section 4.2.2 specifies the following regarding imminent danger:

A permit is not required prior to Cutting or Removing a Protected Tree where:

1. the Protected Tree poses an imminent danger of falling and injuring persons or property, provided that the homeowner or property manager notifies the Director within three business days following the work done to the Protected Tree, including photos or other documentation to justify the Removal.

If the trees are determined to meet the definition outlined in Section 4.2.2 of the Town's Tree Protection Bylaw, a permit is not required. If the trees do not meet the definition outlined in Section 4.2.2 of the Town's Tree Protection Bylaw, then a tree permit is required. Any applicant who disagrees with the decision on their tree permit application has the ability to appeal to Council.

I have included a link to the Tree Protection Bylaw below:

<https://qualicumbeach.civicweb.net/document/9659/page/#5>

If you have any further questions, please let me know.

Kind regards,

Rebecca Augustyn, RPP, MCIP | Senior Planner

Town of Qualicum Beach

office 250.752.6921 | e-mail raugustyn@qualicumbeach.com

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From: [REDACTED]
Sent: Wednesday, January 3, 2024 3:45 PM
To: Kate Usher <kusher@qualicumbeach.com>
Subject: Property Damage VS Imminent Danger

You don't often get email from musicwestflute@gmail.com. [Learn why this is important](#)

Dear Kate,

I'm following up in writing about my visit yesterday to your office. As per our discussion, you said you would consult with Rebecca on clarifying what is meant by the municipal office's meaning of "property damage" versus "imminent danger".

In our meeting with you and Rebecca and my neighbors in December, Rebecca said if there is property damage an application and tree deposit fees are not necessary, just a 3 day notice before the trees are felled.

The issue has come up again because you sent me an email stating I have permission to fel, but owe tree deposit fees. I believe this information to be contradictory to what was said in our initial meeting.

Looking forward to receiving Rebecca's input on this at her earliest convenience.

Thank you,

[REDACTED]

250- [REDACTED]

--

[REDACTED]

MUSIC WEST FLUTE

San Diego State University, Adjunct Flute Professor, Emeritus
Associate Music History Lecturer
Grossmont and Mesa Colleges, Adjunct Flute Professor, Emeritus
<http://musicwestflute.wixsite.com/septemberpayne>
(619) [REDACTED]

--

[REDACTED]

MUSIC WEST FLUTE

San Diego State University, Adjunct Flute Professor, Emeritus
Associate Music History Lecturer
Grossmont and Mesa Colleges, Adjunct Flute Professor, Emeritus
<http://musicwestflute.wixsite.com/septemberpayne>
(619) [REDACTED]

From: [Kate Usher](#)
To: [REDACTED]
Cc: [Rebecca Augustyn](#)
Subject: 537 Chester Road - Tree Permit Approved
Date: December 20, 2023 9:58:00 AM
Attachments: [Appeal Request Form FILLABLE.pdf](#)

Good morning [REDACTED]

Your tree removal permit has been approved by the Director of Planning, Luke Sales. As discussed, you will need to submit a payment of \$2,800.00 for tree replacement bonding (2 trees must be planted for every 1 tree removed and a \$700.00 bond is taken for each tree replanted); this bond is returnable after 2 years provided the replanted trees are thriving. Once the bond is paid, the permit can be issued.

You have the option of submitting a request to Mayor and Council to review the tree replacement bonding. To do so, you must submit a request to the Corporate Administrator, Heather Svensen, HSvensen@qualicumbeach.com, within 30 days of receiving this decision. You must include with the request the reason why you consider the bonding to be cost prohibitive, the decision that you wish to have Council substitute for the Planning Department's with brief reasons to support the request and copies of any materials you consider to be relevant to the reconsideration process. Please note that there is no charge for this request to Council.

To support your appeal, I have attached the "Appeal Request Form" for your use.

If you have any questions, please do not hesitate to contact me.

Best regards,

Kate Usher | Planning & Infrastructure Services Assistant
Town of Qualicum Beach
www.qualicumbeach.com
office 250.752.6921 | e-mail kusher@qualicumbeach.com

From: [REDACTED]
To: [Kate Usher](#)
Subject: Re: Tree Removal - 537 Chester Road
Date: December 1, 2023 5:23:49 PM
Attachments: [Trees 2023.pdf](#)

Hello Kate,

In the attachment below, please find a drawing of the 2 trees I planted in 2023 at my house- 537 Chester Rd., Qualicum Beach. They are the trees in red- a Cherry and a Magnolia tree.

Let me know if you have any other questions. Thank you.

[REDACTED]
250 [REDACTED]

On Mon, Nov 6, 2023 at 1:45 PM Kate Usher <kusher@qualicumbeach.com> wrote:

Good afternoon [REDACTED]

Please see the email below regarding your application to remove 2 trees on your property. I have also attached Schedule A and Section 5.3 Tree Bonding from the Tree Bylaw for your use.

To confirm, you have planted a cherry tree and a magnolia tree in your yard this year?

Thank you,

Kate

From: Kate Usher
Sent: Wednesday, August 30, 2023 10:25 AM
To: [REDACTED]
Subject: Tree Removal - 537 Chester Road

Good morning,

We are in the process of reviewing your application for the removal of 2 trees on your property. As per the tree protection bylaw, two replacement trees are required to be planted for every one tree removed and a refundable security deposit of \$700.00 per replacement tree is required to be paid to the Town prior to the issuance of a tree cutting permit. The security deposit will be refunded based on the following:

- a. Two years after planting *if* the Replacement Tree(s) is in good health and the applicant requests the security refund in writing; or
- b. After expiration of a permit without completion of any tree removals and the applicant requests the refund of the security in writing.

Are you able to provide further details in regard to replacement trees? Will you be planting replacement trees on your property? If you feel that the property cannot accommodate the planting of the required replacement trees, a fee of \$1,000.00 per replacement tree can be paid to the Town and the Town will plant the trees on Town-owned land.

Thank you,

Kate Usher | Planning & Infrastructure Services Assistant

Town of Qualicum Beach

www.qualicumbeach.com

office 250.752.6921 | e-mail kusher@qualicumbeach.com

--

MUSIC WEST FLUTE

San Diego State University, Adjunct Flute Professor, Emeritus
Associate Music History Lecturer
Grossmont and Mesa Colleges, Adjunct Flute Professor, Emeritus
<http://musicwestflute.wixsite.com/septemberpayne>
(619) [REDACTED]

From: [REDACTED]
To: [Kate Usher](mailto:kusher@qualicumbeach.com)
Subject: Re: Tree Removal - 537 Chester Road
Date: November 10, 2023 1:38:58 PM

Thank you

Sent from [REDACTED]

On Nov 10, 2023, at 10:51 AM, Kate Usher <kusher@qualicumbeach.com> wrote:

Good morning [REDACTED]

I can confirm that there is nothing else needed at this time for your application. The Director is currently in the strategic planning session but I will let you know as soon as he has made a decision on your application.

Thank you,

Kate

From: [REDACTED]
Sent: Monday, November 6, 2023 4:05 PM
To: Kate Usher <kusher@qualicumbeach.com>
Subject: Re: Tree Removal - 537 Chester Road

Thank you for your email.

My reply email is to confirm that I have planted 2 trees this summer- a cherry and a magnolia tree. I also confirm, upon permission for removal of the two trees in question, I will plant 2 more.

As for the required deposit cost of \$700.00 per replacement tree I will be appealing to the Town Council on grounds of affordability as per my monthly budget as per my tax return.

Please confirm that there is nothing further needed, at this time, on my part to get the town to start the process of reviewing my application for tree removal.

Thank you,

[REDACTED]

[REDACTED] Qualicum Beach

250 [REDACTED]

On Mon, Nov 6, 2023 at 1:45 PM Kate Usher <kusher@qualicumbeach.com> wrote:

Good afternoon [REDACTED]

Please see the email below regarding your application to remove 2 trees on your property. I have also attached Schedule A and Section 5.3 Tree Bonding from the Tree Bylaw for your use.

To confirm, you have planted a cherry tree and a magnolia tree in your yard this year?

Thank you,

Kate

From: Kate Usher

Sent: Wednesday, August 30, 2023 10:25 AM

To: [REDACTED]

Subject: Tree Removal - 537 Chester Road

Good morning,

We are in the process of reviewing your application for the removal of 2 trees on your property. As per the tree protection bylaw, two replacement trees are required to be planted for every one tree removed and a refundable security deposit of \$700.00 per replacement tree is required to be paid to the Town prior to the issuance of a tree cutting permit. The security deposit will be refunded based on the following:

- <!--[if !supportLists]-->a. <!--[endif]-->Two years after planting *if* the Replacement Tree(s) is in good health and the applicant requests the security refund in writing; or
- <!--[if !supportLists]-->b. <!--[endif]-->After expiration of a permit without completion of any tree removals and the applicant requests the refund of the security in writing.

Are you able to provide further details in regard to replacement trees? Will you be planting replacement trees on your property? If you feel that the property cannot accommodate the planting of the required replacement trees, a fee of \$1,000.00 per replacement tree can be paid to the Town and the Town will plant the trees on Town-owned land.

Thank you,

Kate Usher | Planning & Infrastructure Services Assistant

Town of Qualicum Beach

www.qualicumbeach.com

office 250.752.6921 | e-mail kusher@qualicumbeach.com

[REDACTED]
MUSIC WEST FLUTE

San Diego State University, Adjunct Flute Professor, Emeritus

Associate Music History Lecturer

Grossmont and Mesa Colleges, Adjunct Flute Professor, Emeritus

<http://musicwestflute.wixsite.com/septemberpayne>

(619) [REDACTED]



TOWN OF QUALICUM BEACH STAFF REPORT

File No. 6300.20.Appeal

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Luke Sales, Director of Planning

SUBJECT: Applicant Request for Reconsideration of Tree Permit Requirements for 481 Dogleg Close

RECOMMENDATION

THAT Council amends the Director's decision to issue a tree removal permit with conditions (security deposit) for 481 Dogleg Close by refunding (due to the proximity to the building footprint) the \$14,000 security deposit paid by the applicant.

PURPOSE

Council consideration of appeal of the Director's decision to issue a tree removal permit with conditions – the \$14,000 security deposit (per Right of Reconsideration, Tree Protection Bylaw No. 725, 2023).

BACKGROUND

"Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" authorizes staff to issue permits to remove Protected Trees in accordance with the conditions specified in the Bylaw and offers a right of reconsideration by applying to Council for reconsideration ("Appeal").

A Tree Permit Request for Reconsideration was submitted for the property at 481 Dogleg Close (attached).

DISCUSSION

The following table summarizes the request for reconsideration as follows:

Tree Bylaw No. 725, 2023: Request for Reconsideration (481 Dogleg Close)	
Request by Applicant	The applicant is requesting that Council approves the following as part of the appeals application: 1. Return the \$14,000 tree bond that was already paid.
Applicant's Rationale for Request	The arborist identified 10 trees to be in poor condition (heart rot).
Staff Rationale for decision	The applicant was approved to remove the ten trees as part of a new home construction project due to proximity to the proposed home. The Tree Permit requires twenty replacement trees to be planted and maintained as per "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023". A security deposit of \$700 per replacement tree is required and will be held by the Town for two years (\$14,000). All the trees to be removed required a permit.

Staff recommended response to appeal	Amend the Director's approval to refund the security deposit paid (\$14,000).
Staff rationale for response to appeal	The applicant requests a refund of the security deposit because the tree stumps were inspected and found to have varying degrees of heart rot. Heart rot in a tree refers to a fungal infection that causes decay in the central wood, or "heartwood," of the tree. Whether or not this makes a tree dangerous depends on several factors: 1. Extent of the Decay 2. Tree Species 3. Location and Size of the Tree 4. Signs of Instability It should be noted that the existence of heart rot in a cedar tree is different than a report from a professional arborist identifying a tree as a risk. Assessing a tree for risk prior to cutting is the appropriate process. Although staff do not support the appeal on the basis of a "post-mortem" inspection of the stumps, all of the trees removed under this permit were within 3.0m of the dwelling unit, so essentially there was no viable alternative to tree removal. As such, staff support the refund.

In consideration of the "Request for Reconsideration" applications received to date, staff are developing a policy for Council consideration in a future meeting. The intention of the policy development will be to specify consistent criteria to be considered by Council when appeal applications are received. For example, proximity to a dwelling unit would be a rationale for exemption in the pending policy.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated for the Town from this report, as the deposit was refundable.

PUBLIC PARTICIPATION SPECTRUM (IAP2)

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

INFORM:

- The report is on a public agenda and the property owners will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

Good Governance

SUMMARY

The Town has received a Tree Permit Appeal application for 481 Dogleg Close, as per the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023". Staff recommend that Council amends the Director's decision to issue a tree removal permit with conditions (security deposit) for 481 Dogleg Close by refunding (due to the proximity to the building footprint) the \$14,000 security deposit paid by the applicant.

ALTERNATIVE OPTIONS

Per Bylaw No. 725, Council may either confirm the Director's decision, amend the Director's decision, or may set aside all or part of the Director's decision and substitute the decision of Council, e.g.

1. THAT Council confirms the Director's decision to approve the tree removal permit with conditions (\$14,000 security deposit) for 481 Dogleg Close.
2. Alternative direction to staff.

APPROVALS

Report respectfully submitted by Luke Sales, Director of Planning.



Luke Sales
Director of Planning
Report Writer



Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1: Application / Request for Reconsideration: 481 Dogleg Close

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2024\09 11 RC\4. APPROVED
REPORTS FOR SIGNATURE\memo.PLAN.Tree Permit Appeals - 481 Dogleg Close.docx

ATTACHMENT #1



TOWN OF QUALICUM BEACH

PO Box 130, #201 - 660 Primrose St.
Qualicum Beach, BC V9K 1S7
T: 250.752.6921 F: 250.752.1243
E: planning@qualicumbeach.com

TREE PERMIT

No. 10

Issue Date: January 9, 2024

Expiry Date: July 9, 2024

Part 1: PROPERTY INFORMATION				
Civic Address 481 Dogleg Close		Plan # [REDACTED]	Lot # [REDACTED]	District Lot # [REDACTED]
Zoning R8	Property ID # [REDACTED]	Application ID # [REDACTED]		

Part 2: OWNER/AGENT INFORMATION	
Owner Name	Agent Name Richardson Homes Ltd.
Mailing Address	Mailing Address 495 Dogleg Crescent, Qualicum Beach, BC V9K 1E1

Part 3: PERMIT INFORMATION	
Scope of Work Tree Removal (Hazardous)	Number of Trees to be Removed or Pruned 11.00
Fees	
Replacement Tree Security Deposit	\$ 14,000.00
Cash in Lieu of Replacement Tree	
Total Balance	\$ 14,000.00

Part 5: CONDITIONS AND COMMENTS		
1. Only work specified in the application and approved by this permit may be undertaken. 2. All work must be in accordance with <i>Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023</i>. 3. Keep this permit for your records.		
Permit Specific Conditions/Comments Permit granted for the removal of 11 trees, with bonding applied to the removal of 10 trees (1 tree can be removed per every 2 calendar years without having to pay for bonding) from the property to accommodate the construction of a new home.		
Issued By Luke Sales	Signature 	Date January 9, 2024

From: [Planning](#)
To: ["richardsonhomesltd@gmail.com"](mailto:richardsonhomesltd@gmail.com)
Cc: [Rebecca Augustyn](#); [Mark Eshpeter](#)
Subject: Tree Permit Approval - 481 Dogleg Close
Date: January 9, 2024 9:41:00 AM
Attachments: [Appeal Request Form FILLABLE.pdf](#)

Good morning Mr. Richardson,

Your tree permit for the removal of 11 trees has been approved and is ready for issuance. You will need to submit a payment of **\$14,000.00** for tree replacement bonding; you are allowed to remove one tree that is under a DBH of 30 cm every 2 years without a permit, leaving 10 trees that will need to be replaced. The Bylaw states that 2 trees must be planted for every 1 tree removed and a \$700.00 bond is taken for each tree replanted. This bond is refunded to the payee after 2 years provided the replanted trees are thriving. If the property in question cannot accommodate additional trees, you have the option of paying the Town of Qualicum Beach \$1,000.00 per replacement tree and Town of Qualicum staff will replant trees on town land. Once the bond is paid, the permit can be issued. Payment can be made in the form of cash, cheque or debit; we do not accept e-transfers, credit card payments or electronic fund payments at this time. If you opt to pay with a cheque, please make the cheque out to the Town of Qualicum Beach; the reference should be "Tree Removal Permit".

You have the option of submitting a request to Mayor and Council to review the tree replacement bonding. To do so, you must submit a request to the Corporate Administrator, Heather Svensen, HSvensen@qualicumbeach.com, within 30 days of receiving this decision. You must include with the request the reason why you consider the bonding to be cost prohibitive, the decision that you wish to have Council substitute for the Planning Department's with brief reasons to support the request and copies of any materials you consider to be relevant to the reconsideration process. Please note that there is no charge for this request to Council. If you opt to appeal the decision, you will find the appeal request form attached to this email for your use.

If you have any questions, please do not hesitate to contact me.

Best regards,

Kate Usher | Planning & Infrastructure Services Assistant
Town of Qualicum Beach
www.qualicumbeach.com
office 250.752.6921 | e-mail kusher@qualicumbeach.com



TOWN OF QUALICUM BEACH

Tree Bylaw No. 725, 2023 Appeal Application

Civic Address			
Appeal Date			
Owner Information	Name		
	Mailing Address		
	Phone No.	Email	
Applicant Name		Name	BRAD RICHARDSON
		Mailing Address	495 DOUGLAS CLOSE
		Phone No.	250-755-6634
		Email	vrichardson@honesttree.ca
Date Decision Received		Jan 9 2024	
Nature of the Decision		FOR BUILDING PERMIT	
How many trees, if any, have you removed on your lot since March 2023?		10	
Species	WESTERN RED CEDAR	DBH	12" - 23"
Please provide an explanation regarding why you are appealing the Director of Planning's decision on your application.			
ALL TREES UPON REMOVAL HAD HEART ROT.			
What decision are you requesting Council make on this application?			
TO RETURN THE \$14,000 TREE BOND			
What are the reasons to support this request?			
REVIEWED STAMPS BY ARBORIST			
When reconsidering the decision, Council will review the material that was provided at application.			
Office Use Only	Date Received:	Tree Application No:	
	Appeal Request to	Corporate Services	Planning
Planning and Infrastructure Services Assistant will provide copies of the documents provided at the application stage for Council's use. File location: N:\3700-4699 LEGISLATIVE AND REGULATORY SERVICES\4520 PERMITS - INDIVIDUAL\4520-20 TREE PERMITS			
Document Checklist	Application Form	Tree Sketch/Plan	Tree Report
	Application Fee Paid	Decision Email	Additional (if any)

EXCELSA RED CEDAR (40 PROPOSED TO PLANT.)
 DOUGLAS FIR
 WESTERN RED CEDARS
 GROWING OUT OF STUMP.

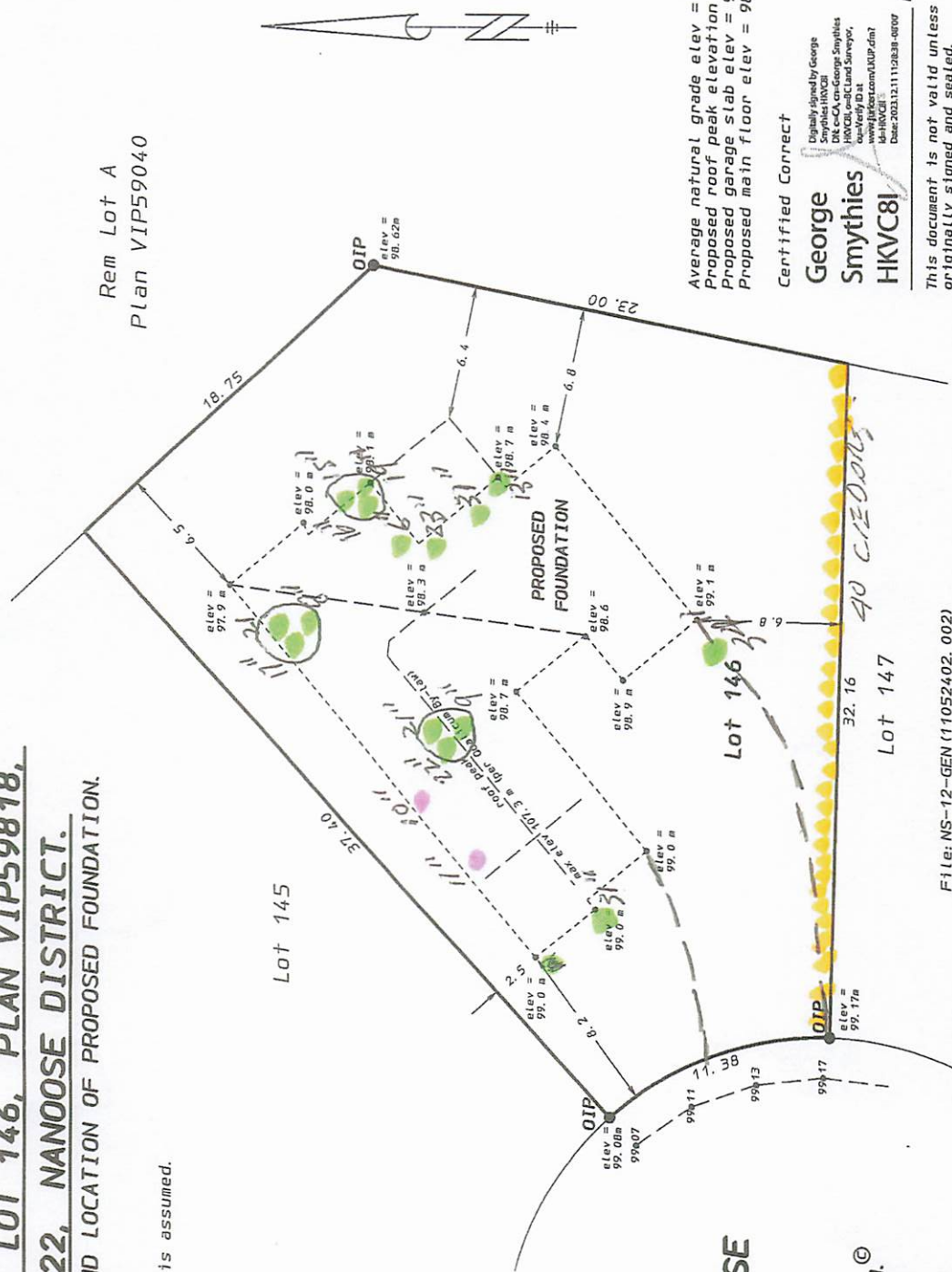
SKETCH PLAN OF LOT 146, PLAN VIP59818,
DISTRICT LOT 122, NANOOSE DISTRICT.

SHOWING ELEVATIONS AND LOCATION OF PROPOSED FOUNDATION.

SCALE = 1:250

All distances are in metres.

Elevation datum, in metres, is assumed.



Average natural grade elev = 98.62 m
Proposed roof peak elevation = 105.02 m
Proposed garage slab elev = 98.67 m
Proposed main floor elev = 98.73 m

Certified Correct

George
Smythies
HKVC91

B. C. L. S.

This document is not valid unless originally signed and sealed.

File: NS-12-GEN (11052402. 002)

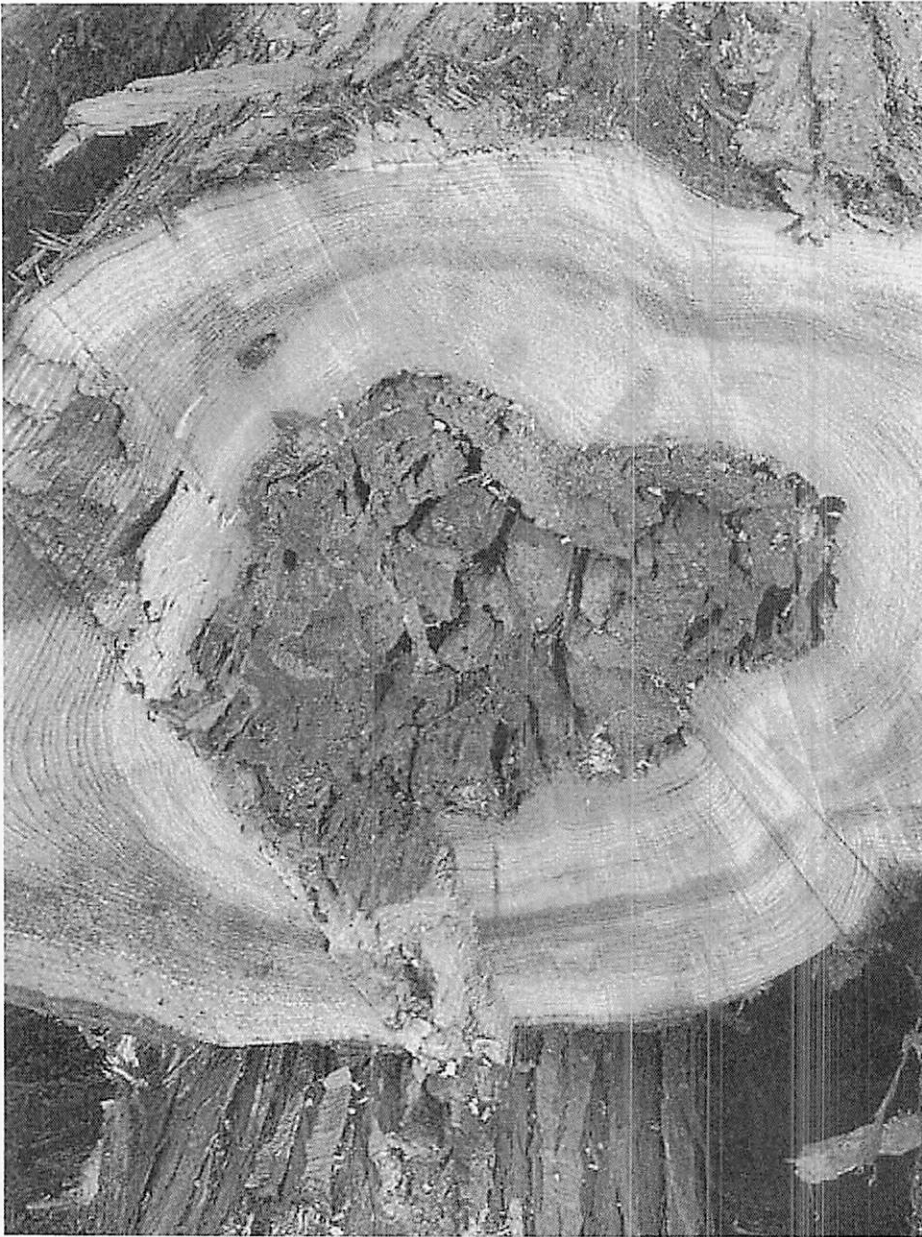
Date: December 11, 2023.

* 1 TREE CAN BE REMOVED W/ OUT A PERMIT



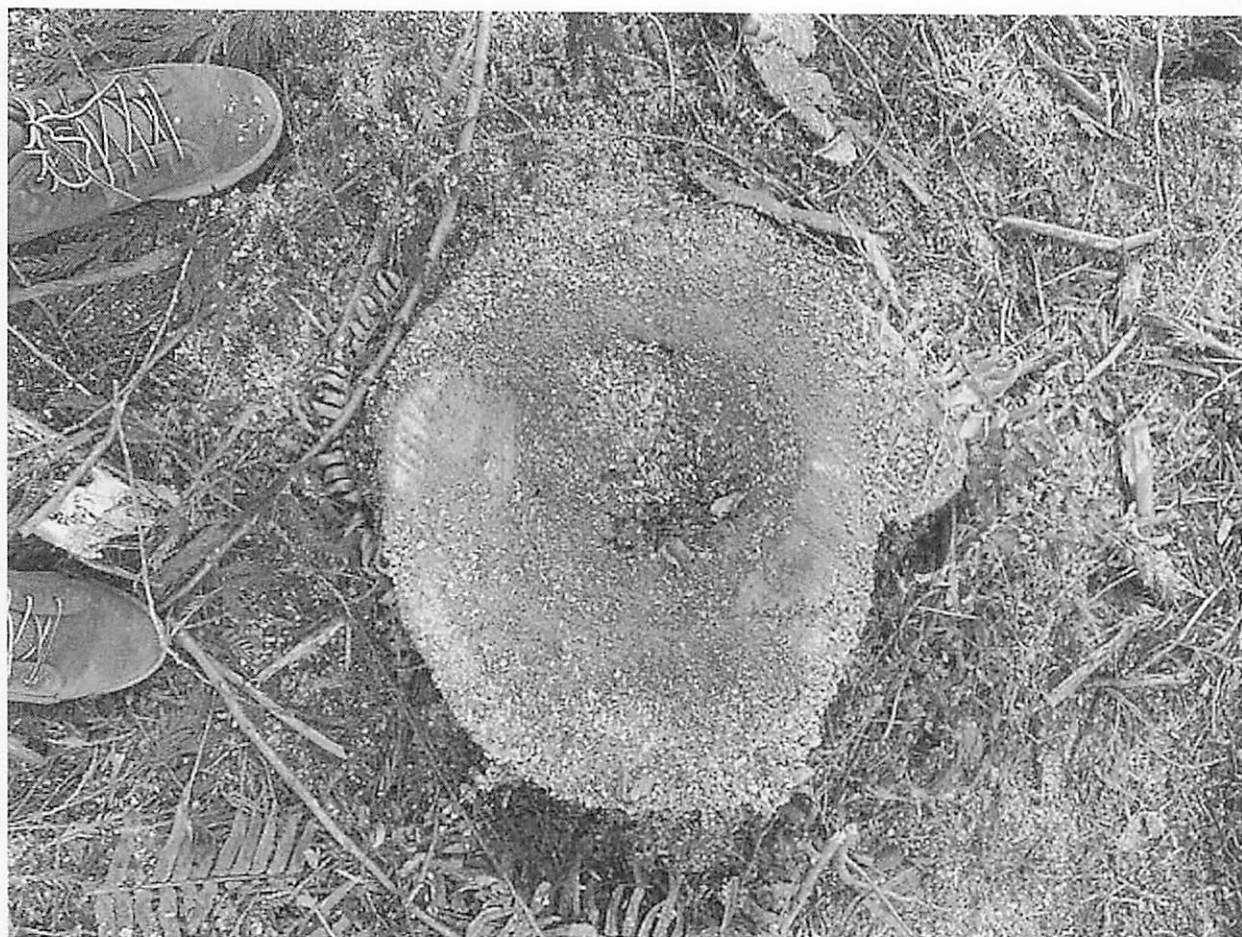










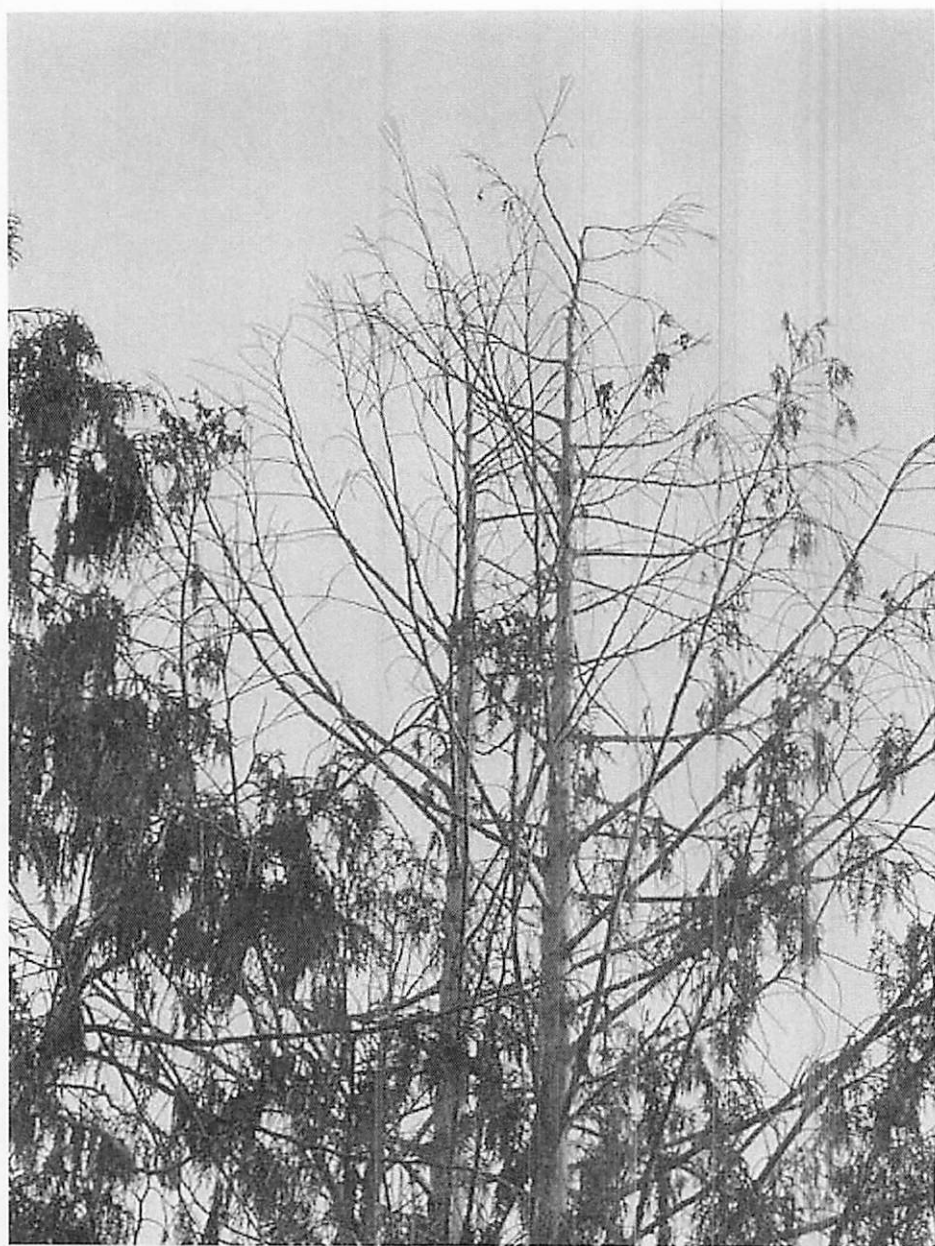












Sent from my iPhone

QB Town

From: Heather Svensen
Sent: Wednesday, January 31, 2024 2:25 PM
To: QB Town
Subject: FW: 481 Dogleg Close QB

File No. Bylaw # 725
☐ Acknowledgement ☐ Response

Date Received **FEB 01 2024**

Copies to

KU, RA

Heather Svensen | Corporate Administrator/Deputy CAO
Town of Qualicum Beach
www.qualicumbeach.com

Action Required By ORIGINAL TO RA/KU

direct 250.738.2207 | office 250.752-6921 | cell: 250.927.5010
e-mail: hsvensen@qualicumbeach.com
Fax: 250.752.1243

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From: Bradley Richardson <richardsonhomesltd@gmail.com>
Sent: Tuesday, January 30, 2024 10:16 AM
To: Heather Svensen <HSvensen@qualicumbeach.com>
Subject: 481 Dogleg Close QB

[You don't often get email from
<https://aka.ms/LearnAboutSenderIdentification>]

Learn why this is important at

Hi Heather,

After falling the trees it was exposed that all the western red cedar trees had severe heart rot, one with a double top and another with a huge cavity in the base. When we removed the stumps they just fell apart.

The faller

said the tree should have come down and report his

finding to QB Planning Dept.

Included is a text from my arborist

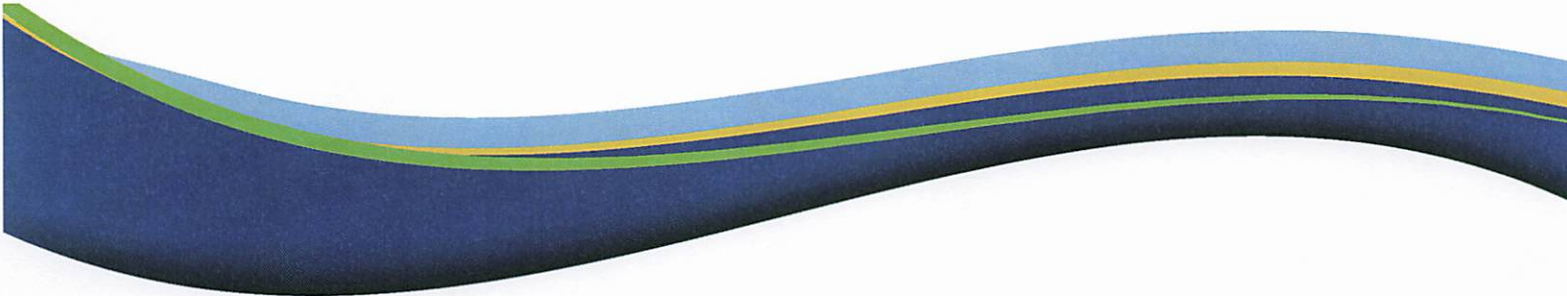
Clearly indicating that this trees were a future hazard.

Thanks in advance for your attention to this matter.

Brad Richardson



Sent from my iPhone



TOWN OF QUALICUM BEACH

STAFF REPORT

File No.: 5280-10

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Luke Sales, Director of Planning

SUBJECT: Applicant Request for Reconsideration | Denial of Tree Removal on Town Controlled Land Adjacent to 363 Hoylake Road

RECOMMENDATION

THAT Council confirms the Director's decision to deny the applicant's request to remove trees located on the Town-controlled land south of 363 Hoylake Road.

PURPOSE

Council consideration of appeal of Director decision to deny a request to remove trees on Town controlled land located south of 363 Hoylake Road (per Right of Reconsideration, Tree Protection Bylaw No. 725, 2023).

BACKGROUND

The Town received an application to remove trees located on Town controlled land. The application (attached) for 363 Hoylake Road proposed to remove eight trees and prune ten trees to facilitate the development of a new private driveway (in addition to the two existing driveways) from Hoylake Road (half width road). The application was denied by the Director, and the applicant is appealing the staff decision to Council.

The requested tree removals are on Town land and therefore subject to Policy No. 4002-4 "Pruning, Trimming and Removal of Trees on Town Controlled Land" that includes a process that is reviewed and approved by Town staff. The proposed tree removals do not meet the removal criteria in that Policy.

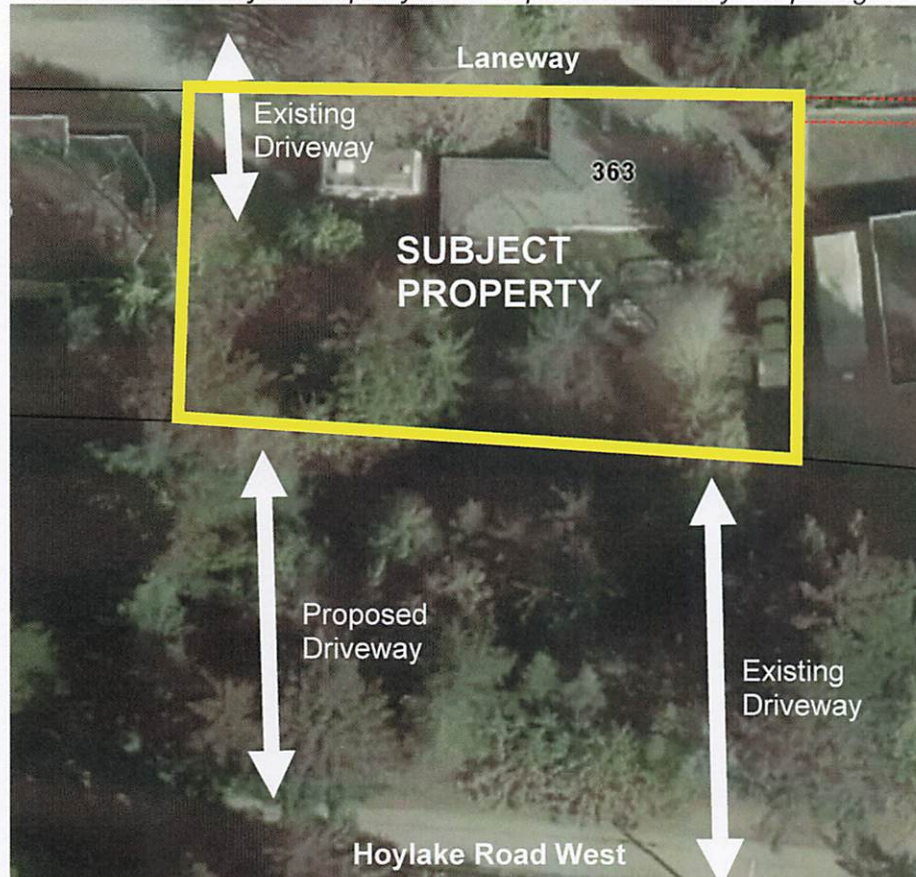
Tree Protection Bylaw No. 725, 2023, provides a Right of Reconsideration: "*Where an Owner or occupier of real property is subject to a requirement or a decision made by the Director under this Bylaw, the Owner or occupier may apply to Council for reconsideration of the matter.*"

The Right of Reconsideration clause goes on to specify the process, including staff providing Council with the information considered by the Director in making the decision. After having reconsidered a decision, Council may either confirm the Director's decision, amend the

Director's decision, or may set aside all or part of the Director's decision and substitute the decision of Council.

The approval of a driveway location is a separate process, whereby the Director of Infrastructure Services' approval is required before any construction into highway right of way occurs. Usually there is only one driveway per parcel.

Aerial View of Subject Property and Proposed Driveway Requiring Tree Removal



DISCUSSION

Following is a summary of a request for reconsideration, along with a staff comment:

Request for Reconsideration: Application for Pruning, Trimming or Removal of Trees on Town Controlled Land (363 Hoylake Road)	
Applicant Request	1. Removal of eight trees on Town controlled land 2. Pruning of ten trees on Town controlled land
Applicant Rationale for Request	The applicant has requested the removal and pruning of trees on Town controlled land to facilitate the development of a new private driveway access location from Hoylake Road. The driveway would enable private access from Hoylake Road to the private property and would connect with the current laneway access on the north side.

Staff Rationale for Initial Decision	Staff refused the application on the basis that access to the property currently exists from the laneway to the rear of the property. The laneway access was favoured by staff because less trees needed to be removed and there was already an existing access. Additionally, there is an existing secondary access to Hoylake Road. Reference Policy No. 4002-4 attached.
Staff Recommended Response to Appeal	Refuse the appeal.
Staff Rationale for Response to Appeal	Staff recommend the appeal be refused. The subject property currently has two existing driveways. A continuous “through driveway” connecting Hoylake Road to the laneway is not considered necessary, as there are driveway accesses on both Hoylake Road and the laneway. A significant number of trees would need to be either removed or pruned to accommodate the proposed new private driveway, given the amount of Town-controlled land that needs to be accessed between Hoylake Road and the subject property. The proposed removals also do not meet the criteria in Policy No. 4002-4 (attached).

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM:

- The report is provided on a Council agenda and the property owner will be notified of Council’s decision.

STRATEGIC PLAN ALIGNMENT

N/A

ALTERNATIVE OPTIONS

Alternative direction to staff. Per Bylaw No. 725, Council may amend the Director’s decision, or may set aside all or part of the Director’s decision and substitute the decision of Council.

APPROVALS

Report respectfully submitted by Luke Sales, Director of Planning.



Luke Sales
Director of Planning
Report Writer



Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1: Tree Removal on Town Controlled Lands Application: 363 Hoylake Road

Attachment 2: Policy No. 4002-4 Pruning, Trimming and Removal of Trees on Town-Controlled Lands

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2024\09 11 RC\4. APPROVED REPORTS FOR SIGNATURE\Reconsideration Denial of Tree Removal Adjacent 363 Hoylake Road.docx



ATTACHMENT #1

Town of Qualicum Beach – Application for Pruning, Trimming or Removal of Trees on Town Controlled Land

Requested by: Alair Homes - North Island Date: Jun 9th, 2023
Applicant's Address: 507 Church Road, Parksville, BC
E-Mail Address: Sean Davis /Danielle Bruce Phone: 250-937-1254 / 250-331-1414

- The proposed tree work involves Thinning ☐ Pruning ☐ Removal ☒ Other ☐
- If pruning or thinning, will cuts be kept to less than 4" diameter? YES ☐ NO ☒
- Valid reason for the proposed work to trees on Town-owned property _____
To allow for the construction of the new home and driveway See Arborist Report Attached

- Name of contractor performing the work: Sasquatch Tree Removal

The Following Information Must Accompany This Application

- A photograph identifying exactly where trees are to be thinned, pruned or removed (attach on reverse of this form)
- A map indicating location of trees, the location where the photograph was taken and distance in metres from applicant's property (attach on reverse of this form)

Bond

Before final approval is given to carry out the proposed work, a bond may be required in order to cover the cost of clean up or any other possible deficiencies. The amount of the bond will be determined by the Town based on the work being proposed.

Policy & Procedures

Please see "Pruning/Trimming/Removal of Trees on Town-controlled Land" (Policy attached).

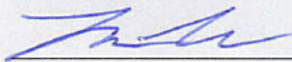
By signing below, the owner/occupant declares that they have read and understood the above policies and procedures. This form is an application only and is subject to refusal by the Town.

Expiry Date

Application is valid for **60 days** from the date of approval.


Applicant's Signature

For Office Use Only - Town of Qualicum Beach Approval



Director of Planning

Superintendent

Attending Arborist

☐ APPROVED

☒ DENIED

as per
email

Corporate Services

From: Luke Sales
Sent: September 5, 2024 2:45 PM
To: Corporate Services
Subject: FW: Follow Up to Tree Permit

Refusal email below.

Luke Sales, MCIP, RPP
Director of Planning and Community Development
Town of Qualicum Beach
250.752.6921
lsales@qualicumbeach.com

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From: Luke Sales
Sent: February 28, 2024 3:35 PM
To: Danielle Bruce <Danielle.Bruce@alairhomes.com>
Cc: Rebecca Augustyn <RAugustyn@qualicumbeach.com>
Subject: RE: Follow Up to Tree Permit

Hi Danielle,

The request to remove trees on Town land on the north side of the property cannot be approved, as it doesn't meet the criteria for approval in the Town policy. Kind regards,

Luke

Luke Sales, MCIP, RPP
Director of Planning and Community Development
Town of Qualicum Beach
250.752.6921
lsales@qualicumbeach.com

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From: Danielle Bruce <Danielle.Bruce@alairhomes.com>

Sent: Wednesday, February 28, 2024 8:15 AM

To: Luke Sales <LSales@qualicumbeach.com>

Subject: Follow Up to Tree Permit

Hey Luke,

A follow up to the driveway tree permit – wondering how this is coming along.

Kindly,

Danielle Bruce
Business Development /Project Manager
Parksville - Qualicum & North Island

250-331-1414
danielle.bruce@alairhomes.com
Courtenay, BC



A L A I R

LIVING BETTER STARTS HERE[®]

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Applicant

Attach Map Here
Mark affected trees with an 'X'

Applicant

Attach Photograph Here
Indicate exactly the line of proposed cut (loss of vegetation)



Sasquatch Tree Service
4560 Duncan Bay Main, Courtenay, BC
(250) 218-0416
simon@sasquatchtreeservice.ca

Development Arborist Report for 363 Hoyelake rd

Sasquatch Tree Service has been contacted by Danielle Bruce of Alair Homes to produce an arborist report for the property 363 Hoyelake rd, Qualicum, BC. The purpose of the report is to identify and document trees that will need to be removed in order to facilitate development and permitting, which includes a new home, and driveway which will run through the green space portion of the lot.

Methology

On June 2, I walked through the property with Danielle to document any tree that would need to be removed or modified that also is also classified as a protected tree under Qualicum's Tree Protection Bylaw No. 725. Any trees that were deemed a safety hazard to the development are also included in this report. Every tree within the lot, green space portion, and undeveloped laneway to the north was observed and measured.

Development plan regarding trees

Any trees that were either hazardous or deemed protected were documented and assigned an identification #. Also noted and documented were non-protected or hazardous trees within the laneway. Information taken includes DBH, species identification, and any other comments or notes. This information is presented in chart form. Trees were grouped into 3 charts:

Chart #1: Protected Trees to be Removed

-List of trees needing removal for proposed development, and deemed protected under the new Qualicum bylaw 725

Chart #2: Hazardous Trees to be removed

-It is noted that many of the trees on this lot have been modified in the past due to topping or hedging, causing them to be stunted and mis-formed. Some of the larger trees that had been topped now have extensive rot due to larger wounds that were not able to heal properly. 3 of



these larger trees were identified to be high risk, and recommended for removal before development, and are listed on the chart

Chart #3: Trees within laneway requiring corrective pruning

-2 trees to be retained, but requiring pruning to remove unwanted growth protruding into lot.

Using the Charts

ID #: each tree was assigned a number which corresponds to the tree number which can be referenced in the site plan map

Species: tree species are listed in



abbreviated form. They are as listed below with common name first, then scientific name:

- Fd** Douglas fir, *Pseudotsuga menziesii*
- Cw** Western red cedar, *Thuja plicata*
- Dp** Pacific dogwood, *Cornus nuttallii*
- Cs** Cascara, *Rhamnus purshiana*
- Hw** Western Hemlock, *Tsuga heterophylla*
- Cb** Black cottonwood, *Populus trichocarpa*
- Ce** European horse chestnut, *Aesculus hippocastanum*

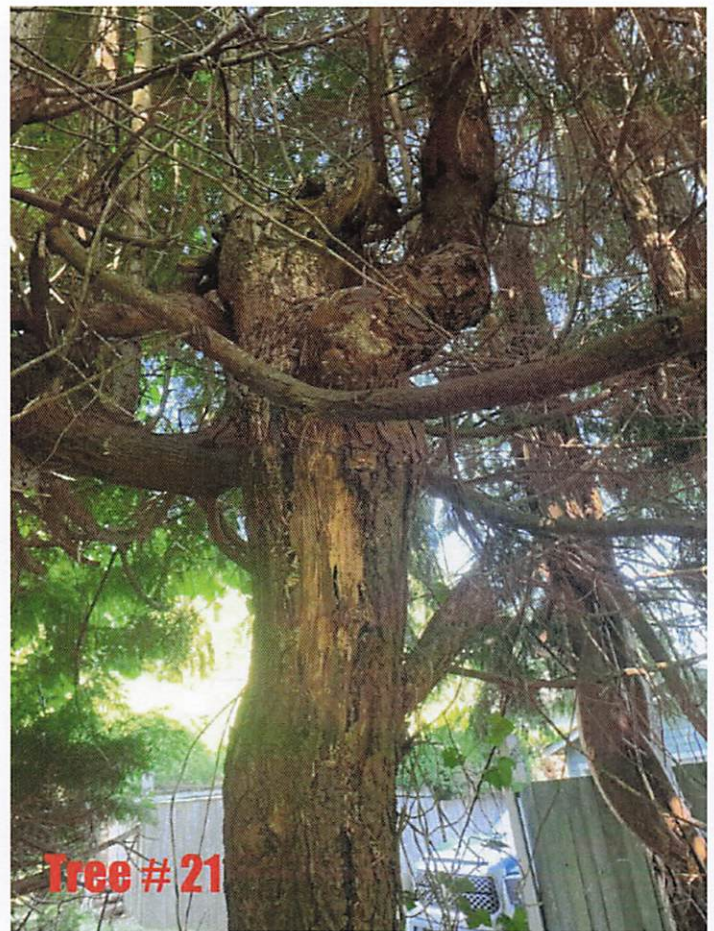
DBH: diameter measured at breast height, or approximately 4.6ft., for multi-stemmed trees, Qualicum, s tree bylaw formula for multiple stems was used. (...the DBH of the tree shall equal the cumulative total of the DBH of the three largest stems). Many of the trees on this lot were very misshapen, and in some cases best judgement washes to come up with a DBH.

Location: describes 3 distinct legal areas.

-Laneway refers to the public right of way to the north, which is mostly undeveloped.

-Lot refers to the area of private land where construction will occur.

-Greenspace is the protected area to the south in which divides the lot from the Hoylake rd. This is where the driveway will be located.



Deadwood pruning on trees to west of driveway

A group of trees have been noted within the strip green space adjacent to the west of the driveway. It is a mixed stand of western hemlock and

douglas fir that will require some dead limbs on the lower portion of the trunks removed in order to facilitate clearance for the proposed driveway, and installation of root zone protective fencing. The individual trees are not documented in this report as no live limbs will be removed. This will be done before excavation, and may be done prior to installing root protection zone fencing.



Tree Protection plan

A plan has been put in place to prevent damage to all trees to be retained. All trees to be retained where excavation will take place

will have fencing put up so no entry is possible in the root protection zones.

3 areas have been identified, and labelled on the overview map.

-Proposed driveway: both sides of the driveway will have fencing put up where the closest point to any one tree on either side is 1.5m away from the truck, as indicated on the overview site plan map. A non protected heavily leaning alder which will be removed will need to have the stump retained.

-Laneway: 2 trees will have fencing placed only around the lot side of the trees at a distance of 1.5m away. The laneway or north side of these trees is surrounded by natural vegetation. It is recommended to not disturb this, so as to disturb the roots of these trees as little as possible.

-Existing driveway: no development will occur in this area, although the north end of the driveway a group of trees will have tree protection fencing installed at 2.5m away from the truck of the northernmost tall cedar tree, as indicated on the map. Tree # 3 is growing within this root protection zone. It will need to be carefully removed by and arborist, rather than a machine as to not damage the cedar to be retained. The stump of tree #3 is to be retained as it is within the root protection zone of the tall cedar. The fencing is to be installed before any machine work begins.

Field observations and report completed by:
Simon Poirier
ISA Certified Arborist PN-9192A

Table 1: Protected trees requiring removal

[illegible]

Table 1: Hazardous Trees to be Removed

[illegible]

Table 1: Trees within laneway requiring structural pruning

[illegible]



**PLAN OF LOT 21, BLOCK 2, DISTRICT LOTS 54 AND 55, NEWCASTLE DISTRICT,
PLAN 1802 EXCEPT PART IN PLAN 3022RW,
SHOWING PROPOSED BUILDING THEREON (FOR BUILDING PERMIT APPLICATION).**

SCALE 1:200

ALL DISTANCES ARE IN METRES.

ALL ELEVATIONS ARE IN METRES AND ARE REFERENCED TO
ASSUMED ELEVATIONS ESTABLISHED BY MCGILL & ASSOCIATES.

FOR BUILDING INSPECTION ONLY.

AS PER BUILDING PLANS DATED OCTOBER 17, 2022.

JURISDICTION: TOWN OF QUALICUM BEACH

PID NO: 006-881-556

CIVIC ADDRESS: 363 HOYLAK ROAD,
QUALICUM BEACH, BC

LEGEND

- DENOTES ROOF OVERHANG
- + 19.6 DENOTES NATURAL GRADE
AT BUILDING CORNER

**REM LOT 20
BLOCK 2
PLAN 1802**

INSPECTED THIS 29TH DAY OF NOVEMBER, 2022.

LANE

38.72

3136RW

HIGHEST POINT OF BUMPOUT
SITS 3.5m ABOVE NATURAL GRADE

CRITICAL ROOF POINT

PROPOSED DWELLING

**REM LOT 21
BLOCK 2
PLAN 1802**

38.43

HOY LAKE ROAD WEST

NOTE:

PROPOSED PARCEL COVERAGE: 23.8%

**LOT D
PLAN
VP66804**



PRISM

LAND SURVEYING LTD.

223 FERN ROAD W.

QUALICUM BEACH, B.C. V9K 1S4

PHONE: 250-752-9121

FAX: 250-752-9241

FILE NUMBER: 22-038-BL

DRAWING FILE: 22-038 BL1.dwg

DATE: 2022-11-29

HEIGHTS	
TOP OF MAIN FLOOR ELEVATION:	98.15
HEIGHT FROM TOP OF MAIN FLOOR TO HIGHEST RIDGE:	6.25
ELEVATION OF HIGHEST RIDGE:	104.40
ELEVATION OF CRITICAL ROOF POINT:	104.24
MAXIMUM CRITICAL ROOF POINT ELEVATION ALLOWED ACCORDING TO BYLAW 580:	105.6



TOWN OF QUALICUM BEACH

PO Box 130, #201 – 660 Primrose St.
Qualicum Beach, BC V9K 1S7
T: 250.752.6921 F: 250.752.1243
E: building@qualicumbeach.com

OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITY

I / we, _____, _____, _____
(Owner Name) (Owner Name) (Owner Name)

solemnly declare that I / we are the registered owner(s) of the real property described as

363 Hoylake RD W

(Civic Address)

_____ (Plan Number)

_____ (Lot Number)

_____ (Land District Number)

and I am registered as such in the Land Registry Office.

I / we hereby provide authorization for _____
(Contractor Name)

to apply for a building permit on the above described property.

As the owner or authorized agent I acknowledge that the Town of Qualicum Beach Building Bylaw No. 643, 2009 (the "Building Bylaw"), notwithstanding any other provision therein, has been enacted for the purpose of regulating construction within the Town in the general public interest. *The activities undertaken by or on behalf of the Town pursuant to the Building Bylaw are for the sole purpose of providing a limited and interim spot checking function for reason of health, safety and the protection of persons and property.*

It is not contemplated nor intended, nor does the purpose of this Bylaw extend:

- to the protection or indemnification of owners, owner/builders, constructors or future owners from economic loss;
- to the assumption by the Town or a Building Official of any responsibility for ensuring the compliance by any owner, his or her representatives or any employees, constructors or designers retained by him or her, with the Building Code, the requirements of the Building Bylaw or other applicable enactments respecting safety;
- to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy permit is issued under the Building Bylaw;
- to providing a warranty or assurance that construction undertaken pursuant to building permits issued by the Town is free from latent, or any defects; and
- to providing to any person a warranty that construction is in compliance with the Building Code, the Building Bylaw or any other enactment with respect to a building or structure for which a building permit or occupancy permit is issued under the Building Bylaw.

I acknowledge that:

- neither the issuance of a permit under the Building Bylaw, the review and acceptance of the design drawings, plans or specifications, nor inspections made by a Building Official, shall constitute a representation or warranty that the Building Code or the Building Bylaw have been complied with or that the building or structure meets any standard of materials or workmanship.
- where the Town requires that a professional Architect or Engineer certify that the plans submitted in accordance with the Building Bylaw comply with the Building Code or other enactment, the Town will rely on that certification in issuing a building permit and occupancy permit.

I commit that I will:

- ensure that all construction complies with the Building Code, the Building Bylaw and other applicable enactments respecting safety;
- post and maintain the permit in a conspicuous place on the property in respect of which the permit was issued;
- keep a copy of the accepted designs, plans and specifications on the property during the course of construction;
- post the civic address on the property in a location visible from any adjoining streets;
- ensure any building is located properly in regards to all setbacks; and
- ensure that any geotechnical site issues are adequately addressed and that appropriate reports are obtained from a qualified registered professional and that copies of such reports are provided to the Town of Qualicum Beach.

--- OWNER SIGNATURE(S) ---		
Print Name	Signature	Date Signed
_____	_____	DEC 06 - 2022
_____	_____	DEC 06 - 2022

		
	Town of Qualicum Beach	Policy Manual
	Subject: Buildings and Grounds Pruning, Trimming and Removal of Trees on Town-Controlled Lands	
	Policy Number: 4002-4	

Purpose

This Policy recognizes the importance of trees in the Town of Qualicum Beach. These trees: provide wildlife protection and habitat for birds, clean our air by capturing floating particles, cool our air in the summer, reduce greenhouse gases, and, in some cases, are historically significant, all while adding to our quality of life by buffering noise and providing outstanding scenery. The purpose of this policy is to:

- provide direction to employees for the maintenance or removal of trees to ensure that trees on Town-controlled lands are managed appropriately and for public safety, while addressing concerns of the community;
- provide clear and consistent procedures for dealing with trees on Town-controlled property;
- establish a process to respond to requests for tree maintenance or removal.

This policy does not apply to actions taken in an effort to mitigate interface fuel reduction or during emergency interface fire responses.

Policy

1. The Town of Qualicum Beach will only permit removal of those trees on Town-controlled land that, in the opinion of the Parks Foreman, meet one or more of the following conditions:
 - (1) present an immediate hazard to workers or public
 - (2) may cause damage to public or private property
 - (3) constitute a visual traffic hazard
 - (4) have structural defects that cause the tree to be hazardous
 - (5) cannot be retained due to conflict with overall approved development or infrastructure plans
 - (6) are part of an approved revegetation/preservation plan, certified by a geotechnical engineer if on a hazardous slope
 - (7) a request for the removal of trees on a road right of way or laneway is received from the owner of a residential dwelling located within 10 metres of the tree(s),
 and in situations where these conditions cannot be addressed through pruning or trimming.

Approved: 3 May 00
Approved By: Council

Amended: 14 Jul 03, 9 Jun 08, 7 Dec 09 & 13 Aug 2012

2. The Town does not permit topping trees. The former common practice of topping trees has had the single biggest detrimental effect on the health and aesthetic appearance of trees. It has been demonstrated that this practice incurs more long-term management costs than other methods of controlling growth. Topping is not permitted on Town-controlled land, except where re-topping is the only alternative to tree removal.
3. The Town does not permit removal of trees on Town-controlled lands due to falling debris such as leaves, pine cones, seeds, etc.
4. The Town does not permit removal of trees on Town-controlled lands due to blocked views, with the exception of those trees in the established View Corridors of Laburnum Road, Garrett Road, Arbutus Street, Rye Road, and Yambury Road and in the established Pedestrian View Corridor at the north end of Whitmee Road, except as permitted in this policy.
5. The Town does not permit removal of trees on Town-controlled lands in designated Ecological Greenways and Hazardous Slopes, as identified in the Official Community Plan, except through an approved Development Permit.
6. The Town does not permit removal of trees on Town-controlled lands within established buffer areas and parks, except as permitted in this policy.
7. The Town does not permit removal of trees protected by tree protection bylaws, except through the process identified in the applicable bylaw.
8. Property owners/residents must apply in writing for permission to prune, trim, and/or remove trees on Town-controlled land. Property owners/residents must obtain written approval from the Town of Qualicum Beach prior to commencing any pruning, trimming and/or removal of trees on Town controlled land.
9. Any proposals to remove or modify trees on Town-controlled land must minimize the loss of privacy for adjacent

property owners, and where possible, enhance natural beauty and privacy, both in the short and long term.

10. For Town-controlled lands within Development Permit Area H1 – Hazardous Lands, as identified in the 2011 Official Community Plan, geotechnical stability shall be the highest priority, and alterations to vegetation must comply with the DP Area H1 – Hazardous Lands Guidelines.

Procedure

1. All written correspondence/applications regarding vegetation, e.g., tree bylaw issues, notification of hazard trees, etc., shall be forwarded to the Parks Foreman for review.
2. The Parks Foreman will provide a recommendation to the Superintendent of Public Works, Parks & Buildings and Director of Planning regarding approval. Applications not receiving the approval of the Parks Foreman, Superintendent of Public Works, Parks & Buildings and Director of Planning shall not proceed.
3. All work must be done by a certified contractor who has received prior approval from the Town to conduct work on Town-controlled land, further, the contractor must be WorkSafe BC insured.
4. All pruning, trimming and/or removal of trees shall be entirely at the expense of the resident/property owner.
5. All debris shall be removed from the site and disposed of in an environmentally sensitive manner and at the expense of the resident.
6. Any person who damages a tree on Town property shall be liable for all costs associated with the repair or replacement of the damaged tree. The Town will proceed civilly to recover any such costs and will file a report with the RCMP if any tree is damaged intentionally.

Responsibility

Parks Foreman
Superintendent of Public Works, Parks & Buildings
Director of Planning

Approved: 3 May 00 Approved By: Council	Amended: 14 Jul 03, 9 Jun 08, 7 Dec 09 & 13 Aug 12
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References

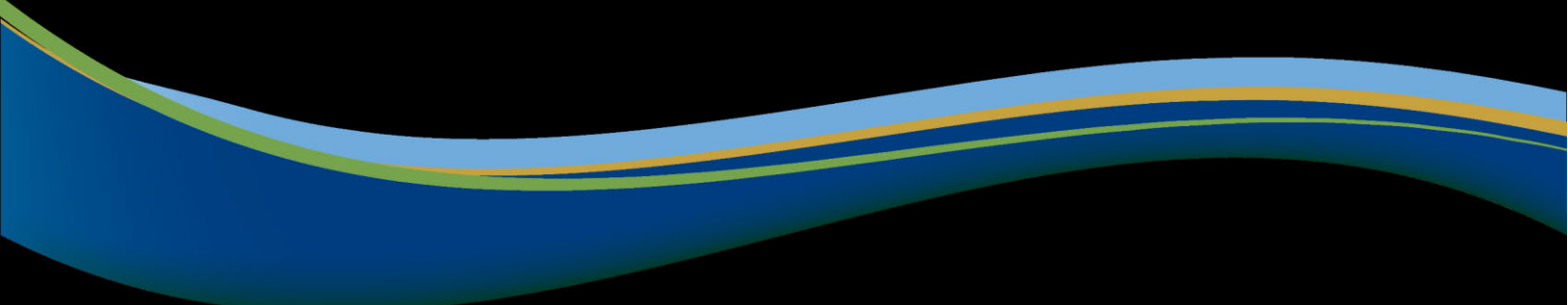
"Town of Qualicum Beach Tree Protection Bylaw No. 559, 1995" defines Tree Preservation Area;
"Town of Qualicum Beach Tree Protection Bylaw No. 559.02, 2004" defines protected trees;
"Town of Qualicum Beach Official Community Plan Bylaw No. 700, 2011" defines location of greenways and hazardous slopes, development permit areas G1-G12 Ecological Greenway Areas and guidelines, and requirements for development permit to alter land or vegetation;
2007 Town of Qualicum Beach Community Wildfire Protection Plan;
"Town of Qualicum Beach Fire Bylaw No. 569, 1997".

Standards:

"Town-controlled land" means Town-owned property (includes road right of way and parks) and crown land, but excludes Town land leased to others;
"Tree" means a long-lived woody perennial plant, either deciduous or evergreen, that has a height greater than 5 metres (15 feet).

Distribution

Council
Management
Public Works, Parks & Buildings Department



TOWN OF QUALICUM BEACH

STAFF REPORT

File: 5600-04 Island Highway AC Watermain Deactivation

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Island Highway AC Watermain Deactivation – Contract Award & Amendment to Financial Plan.**

RECOMMENDATION

1. THAT Council directs staff to include an additional budget provision of \$264,000 for the Island Highway AC Watermain Deactivation project thereby increasing the total budget provision to \$339,000 for the 2024 fiscal year.
 2. THAT the additional budget provision of \$264,000 be funded from the Water Infrastructure Reserve for the Island Highway AC Watermain Deactivation project and be included in the fall amendment of the “Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024”.
 3. THAT Council awards the Island Highway AC (Asbestos Cement) Watermain Deactivation project to Leuco Contracting Inc. in the amount of \$223,240 excluding GST.
-

PURPOSE

For Council to consider awarding the construction project of the Island Highway AC Watermain Deactivation project to Leuco Contracting Inc. and to request authorization to amend the Financial Plan to fund the increased project cost.

BACKGROUND

Along Highway 19A, between Crescent Road West and the Shady Rest restaurant, exists two watermain running parallel with each other, one of which is a 100mm asbestos cement (AC) watermain along the south side of Highway 19A and the other is a 200mm PVC watermain along the north side. Town records indicate that all the properties along the north side of Highway 19A were connected to the PVC watermain when it was installed in 1980 and all but one of the properties along the south side remain connected to the 100mm AC watermain.

The deactivation of the 100mm AC watermain along the south side of Highway 19A between Crescent Road West and the Shady Rest restaurant was originally scheduled in the work plan two years ago with the intent being to conduct this work over multiple years using Town staff as

time permitted. However, many other competing projects have prevented this project from proceeding.

Staff are planning to repave the section of Highway 19A between Memorial Avenue and Crescent Road West in 2027, pending budget approval. Before paving, staff recommend abandoning the 0.5 kilometers of aging AC watermain by completing this project now. By doing so, the need for future utility cuts across new pavement will be eliminated.

Originally, this project was intended to be a multi-year project with the intention of using Town forces to complete it over a period of several years. The 2024-2028 Financial Plan includes a \$75,000 budget provision in the 2024 fiscal year as part of a phased multi-year approach to deactivate the 100mm AC watermain. A budget provision for work required in future years was not included in the 2024-2028 Financial Plan.

DISCUSSION

The Highway 19A AC Watermain Deactivation project includes disconnecting 13 water meters along the south side of Highway 19A between Crescent Road West and the Shady Rest restaurant and reconnecting these properties to the PVC 200mm watermain across the road, resulting in the abandonment of 0.5 km of aging AC watermain.

An *Invitation to Tender* was distributed to five local contractors in July 2024 to complete the entire project. The tender closed on August 21, 2024 with five bids received. The bids ranged from \$223,240 to \$377,260 excluding GST with Leuco Contracting Inc. submitting the lowest bid.

Subject to Council awarding the project, the contractor will be authorized to begin any time after the Town issues the *Notice to Proceed* and must complete the project by December 15, 2024.

The Town does have the necessary archaeological permits in place and archaeological monitors will be hired to observe the material being excavated to comply with the permit.

FINANCIAL IMPLICATIONS

The 2024-2028 approved Financial Plan, includes a budget provision of \$75,000 in the 2024 fiscal year for this project. To date, \$27,700 has been spent on survey and design costs.

The total anticipated cost of this project is \$338,940 and is comprised of the elements described in Table 1 below.

Table 1

Expenditure Description	Amount
Spent to date (design)	\$ 27,700
Decommissioning of Watermains (Leuco)	\$ 223,240
Project Management & Supervision	\$ 20,000
Archaeological Monitoring	\$ 13,000
Contingency	\$ 55,000
Total Budget Provision Required	\$ 338,940

The \$223,240 excluding GST bid received by Leuco Contracting Inc. to complete the entire project does not include soft costs. Project management, supervision, and completion of record drawings is estimated to cost \$20,000; archaeological monitoring costs are anticipated to be \$13,000. A contingency of \$55,000 is included in the project budget.

The overall cost of the Highway 19A AC Watermain Deactivation project is expected to be \$338,940. An additional budget provision of \$264,000 is required in 2024. Should Council approve these works to proceed, staff will include the additional budget provision of \$264,000 required to increase the project budget to \$339,000 in the fall 2024-2028 Financial Plan Bylaw amendment. The additional funding will come from the Water Infrastructure Reserve.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM:

- This report informs the public of the project scope and works associated with the Highway 19A AC Watermain Deactivation project award.

STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Progressive Infrastructure: *To ensure infrastructure for energy, water, wastewater and storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.*

SUMMARY

The completion of the Highway 19A Watermain Deactivation project will eliminate 0.5km of aging asbestos cement (AC) watermain from the Town's inventory between Crescent Road West and the Shady Rest restaurant. The project includes disconnecting 13 water services from the AC watermain and reconnecting them to an existing PVC watermain across the road. By doing so, the AC watermain can be abandoned and there won't be a need in the future to put trench cuts across new pavement to abandon this AC watermain.

Although the project exceeds the initial budget, staff recommend proceeding by using funds from Water Infrastructure Reserve to pay for the additional costs. Staff are now seeking Council's approval to award the contract to Leuco Contracting Inc. for the bid price of \$223,240, excluding GST. Following award of the contract, staff will issue the *Notice to Proceed*.

ALTERNATIVE OPTIONS

1. THAT Council directs staff to delay this project and reconsider completing it in 2025.
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by



Oliver Watson,
Manager of
Capital Projects
Report Author



Lou Varela, MCIP,
RPP,
Chief
Administrative
Officer
Concurrence

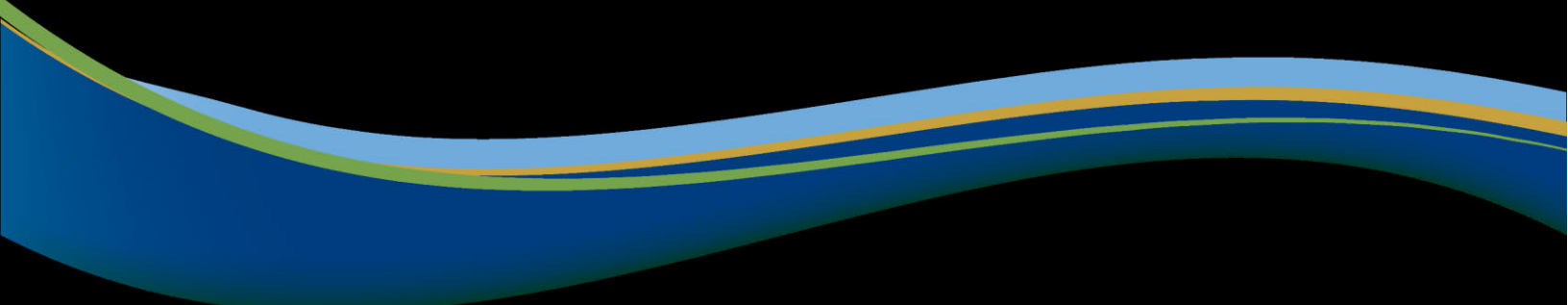


Rob Dickinson,
Director of
Infrastructure Services
Concurrence



Raj Hayre, CPA CMA
Director of Finance
Concurrence

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TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 1855-20-LQRRS

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Design of the Little Qualicum River Riverbank Stabilization Project

RECOMMENDATION

THAT Council authorizes early budget approval of \$125,000 in the 2025-2029 Financial Plan to complete the design of the Little Qualicum River Riverbank Stabilization Project, in anticipation of a successful grant application through the UBCM Community Emergency Preparedness Fund.

PURPOSE

To seek Council authorization of early budget approval for the design of the Little Qualicum River Riverbank Stabilization Project. This project will be included in the 2025-2029 Financial Plan, as a grant dependent project.

BACKGROUND

Over the past three years, staff have been monitoring shifts in the Little Qualicum River (the River) channel, adjacent to the Town's River Wellfield, where approximately 120 metres of riverbank has eroded.

The erosion has resulted in tree and riverbank failure; a detriment to the overall health of the River. Two years ago, staff relocated a hydrant that was at risk of being undermined by the eroding riverbank. To prevent erosion from further impacting the relocated fire hydrant and watermain, the Wellfield, and the health of the River, staff recommend Council authorize early budget approval for the design of the Stabilization Project.

DISCUSSION

In March 2024, staff applied for a \$125,000 Disaster Risk Reduction Climate Adaptation grant through the UBCM Community Emergency Preparedness Fund to design a stabilization plan for the Little Qualicum River Riverbank, and staff are optimistic about receiving the funding. Staff consider the design of the Stabilization Project to be a priority, given the nature of the erosion taking place to date.

FINANCIAL IMPLICATIONS

A budget provision of \$125,000 for the design of erosion and protection repairs (the Little Qualicum River Riverbank Stabilization Project) will be included in the 2025-2029 Financial Plan. However, staff are requesting early budget approval of \$125,000 for this project. As staff are optimistic about the in-stream grant application being successful, this project will be reflected in the budget as being grant funded, based on Council authorization for early budget approval.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

Inform:

- The public is informed through presentation of this staff report.

STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Climate Action: *To reduce GHG emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts.*

SUMMARY

The Town has been experiencing soil erosion along a 120-metre segment of the Little Qualicum River adjacent to the Town's River Wellfield. Staff recommend proceeding with a design to stop further erosion.

ALTERNATIVE OPTIONS

1. THAT Council recommends against proceeding with the design for the Little Qualicum River Riverbank Stabilization Project until the Town's 2025 budget has been approved in February 2025.
2. THAT staff wait until a grant announcement has been made for the UBCM Community Emergency Preparedness Fund for the Little Qualicum River Riverbank Stabilization Project.
3. THAT Council provides alternative direction to staff.

APPROVALS

Report respectfully submitted by



Oliver Watson
Capital Projects Manager,
Report Author



Lou Varela,
CAO
Concurrence

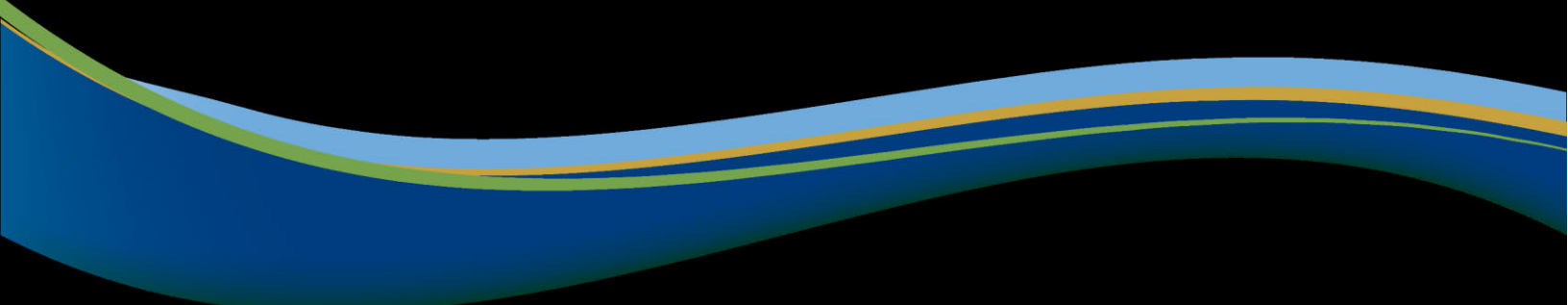


Rob Dickinson,
Director of Infrastructure
Services
Concurrence



Raj Hayre
Director of Finance
Concurrence

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REPORTS FOR SIGNATURE\memo.Little Qualicum River Riverbank Stabilization.docx



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 1855-20-UBCM_CRI [nf]

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 11, 2024

FROM: Peter Cornell, Fire Chief

SUBJECT: **Union of BC Municipalities (UBCM) Community Resiliency Investment (CRI) Program- 2024 FireSmart Community Funding & Support Program**

RECOMMENDATIONS:

THAT Council authorizes the submission of an application to the UBCM Community Resiliency Investment Program (CRI) for a total of \$151,492.76.

PURPOSE

That Council authorizes staff to apply for a grant for the purpose of partially funding a FireSmart and Wildfire Resiliency Coordinator for 2025 and 2026, which will support FireSmart initiatives and public outreach in the Town of Qualicum Beach.

BACKGROUND

On July 10, 2024, Council authorized release and announced the following motion:

- *That Council approves the addition of a permanent exempt Assistant Fire Chief of Prevention position to assume the role of FireSmart and Wildfire Resiliency Coordinator subject to the position being partially funded through the UBCM Community Resiliency Investment Program (CRI) – 2024 FireSmart Community Funding and Support Program for the years 2025 and 2026.*

UBCM administers the Community Resiliency Investment Program Fund (CRI) provided by the Province of BC and offers a funding stream called FireSmart Community Funding & Supports Program. Under this program in 2023, Qualicum Beach was awarded a grant of \$71,980 to complete a Community Wildfire Resiliency Plan (CWRP), fuel management prescriptions and FireSmart education. The CWRP has been completed, public education materials have been purchased, and fuel management prescription fieldwork was completed the week of September 3, 2024.

DISCUSSION

At the June 26th regular Council meeting, Council adopted the CWRP and endorsed the 31 recommendations in the action plan for consideration in future budgets. With no Fire Rescue Department staff position assigned to the FireSmart and Wildfire Resiliency Coordinator role, the ability to action FireSmart tasks and the 31 recommendations from the CWRP would be limited due to current staff capacity.

A requirement to apply for the 2024 UBCM current and future grants is to have a FireSmart position, an approved CWRP and attend FireSmart and Resiliency Committee Meetings. Qualicum Beach meets two of the requirements with an approved CWRP and being a member of the Regional FireSmart and Resiliency Committee.

The establishment of a FireSmart and Wildfire Resiliency Coordinator is subject to the role being partially funded through the UBCM CRI 2024 FireSmart Community Funding and Support Program for the years 2025 and 2026. If successful in obtaining UBCM CRI 2024 grant funding, the new position will dedicate two days a week to FireSmart initiatives. These initiatives include public education, community planning, interagency cooperation, emergency planning, and FireSmart activities in residential areas, many of these initiatives are action items from the CWRP.

FINANCIAL IMPLICATIONS

The UBCM CRI 2024 FireSmart grant in the years 2025 and 2026 will 100% fund the FireSmart and Wildfire Resiliency position for two days a week, plus provide public education and outreach materials. This grant funding will total \$79,915.28 in 2025 and \$71,577.48 in 2026. If the 2024 FireSmart grant funding is approved, there will be a financial implication to the 2025 and 2026 operating budgets of \$83,750 to fund the remaining days the Assistant Fire Chief of Prevention will be supporting the training division, completing prefire planning, building construction reviews and walkthroughs and public education. If the 2026 FireSmart grant funding for this position is not reapproved, a commitment in 2027 is required to fund 100% of this position from taxation.

Wages including benefits	Role	Funding Source
\$83,750	3 days a week in Assistant Fire Chief Role	Operating Budget
\$55,000	2 days a week in FireSmart and Wildfire Resiliency Role	Grant Dependent

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP² International.

INFORM:

The public is informed through this staff report and presentation to Council.

STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*
- Climate Action: *To reduce GHG emissions and energy consumption, promote adaptive mitigative measures to prepare for climate change impacts.*

SUMMARY

Qualicum Beach has an updated Community Wildfire Resiliency Plan, which contains 31 recommendations. Without a dedicated FireSmart and Wildfire Resiliency Coordinator, the majority of those items will not be completed due to current staffing levels and workloads. CRI program FireSmart grant funding is available to fund a FireSmart and Wildfire Resiliency position and some of the action items contained within the CWRP. The 2024 FireSmart Community Funding & Support Program grant application will request funding for 2025 and 2026 to allow continuity and implementation of a 24-month FireSmart and Wildfire Resiliency work plan to be developed.

ALTERNATIVE OPTIONS

1. THAT Council not authorize staff to submit an application to the Union of BC Municipalities (UBCM) Community Resiliency Investment (CRI) Program- 2024 FireSmart Community Funding & Support Program.

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APPROVALS

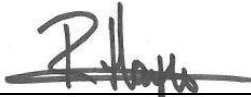
Report respectfully submitted by Peter Cornell, Fire Chief



Peter Cornell, ECFO
Fire Chief
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Raj Hayre, CPA, CMA
Director of Finance
Concurrence

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