

Agenda for the 10:00 am Wednesday, April 16, 2025, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

1-9 THAT Council adopts the April 16, 2025, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(i) in the April 16, 2025 Consent Agenda be adopted.

10-11 (a) THAT the February 26, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented.

12-13 (b) THAT the March 5, 2025, special Council meeting minutes be approved as presented.

14-20 (c) THAT the March 12, 2025, regular Council meeting minutes be approved as presented.

21-24 (d) THAT the March 19, 2025, Committee of the Whole meeting minutes be approved as presented.

25-26 (e) THAT the March 19, 2025, special Council meeting minutes be approved as presented.

27-29 (f) THAT the Quarter 1 2025 Report for Fire Rescue Services be received for information.

30-32 (g) THAT the Update for Construction and Building Permits for January, 2025 to March, 2025 be received for information.

33 (h) THAT the Correspondence Log, dated for reference April 7, 2025, be approved as presented.

(i) THAT the recommendations from the March 19, 2025, Committee of the Whole meeting be adopted as presented.

Bench Review | Dedication of Amenities Policy 4002-11 & Level of Service 1002 – Benches and Picnic Tables

(i) THAT Council instructs staff to bring forward a draft Miscellaneous Rates Bylaw No. 638, 2009 amendment for Council consideration that adds Policy 4002-11 Amenities Sponsorship Fees.

(ii) THAT Council authorizes staff to decommission six vacant bench pads located as follows:

- Two of three at the Friendship Garden, corner of Memorial and Garden Rd W, Pad 470 & 471 located behind the berm/garden, for safety, as the pads are not in a well-used location and inconsistent with CPTED (Crime Prevention Through Environmental Design) Principles, leaving one existing pad (#362) available for sponsorship of a future bench at this location;
- One at the foot of Beach Terrace Right of Way at Hwy 19A beach access, Pad 474, for safety, as the pad is located

immediately adjacent to a driveway and is not suitable as a location for any future bench;

- One at the waterfront Brant Viewing area, Pad 382, for safety, as the grassy foreshore at this location is deteriorating, the foreshore failed previously and the concrete pad was moved back, and the location is not suitable for any future bench;
- One at Railway St and Memorial Ave, Pad 44, Flower Bed, as the pad is on Island Corridor Foundation property and the proposed adjacent Cenotaph will have benches;
- One at Townhall Courtyard, Pad 426, as the bench was removed to accommodate baby carriages and wagons.

(iii) THAT Council authorizes the following amendments to the Dedication of Amenities Policy 4002-11:

- Under Procedure:
 - to add in the second paragraph: “Priority of amenity selection by sponsors, will be for existing amenities, i.e. to sponsor existing benches or picnic tables already on pads.”
 - In Table A: FEE STRUCTURE AND DURATION:
By striking Table A and inserting as the new Table A:

Amenity	Sponsorship Rate	Duration of Term in Years
Standard Bench with one Plaque (Type I)	\$2,800	10
Decorative Bench with one Plaque (Type II)	\$3,000	10
Standard Picnic Table with one Plaque	\$3,100	10
At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque	\$150	During Amenity Term
Plaque removal and installation of replacement plaque at request of sponsor during term	\$400	During Amenity Term

Once the donation to sponsor an amenity is processed, the Town Finance Department will issue a thank you letter and a tax receipt (excluding additional plaque fees).

- by deleting in the paragraph after Table A “(b) 1 full size plaque and up to a maximum of 8 smaller plaques”
- by adding following the last paragraph:

“Dedication by Council

In addition to benches installed through sponsorship, some benches are installed as a result of Council dedication by motion. Currently these benches are Council dedications classed as Town-owned, are not available for sponsorship, and are maintained by the Town.

Council, by adoption of this Policy No. 4002-11, authorizes staff to install a Council dedication bench

classed as Town-owned (not available for sponsorship) to be maintained by the Town, with a plaque recognizing their service to the community for each member of Council or Town employee who passes away during the term they are serving on Council or during their employment as staff for the Town of Qualicum Beach.”

- Under Terms and Conditions in:
 - Item 1, by adding “The wording on the plaque must be approved by the Town of Qualicum Beach. The use of dates that indicate lifetime may not be used. Wording will be non-denominational and kept in the present tense to keep the theme of the inscriptions uplifting and inspirational while still honouring the person who is the subject of the donation.”
 - Item 5, by adding immediately after “The sponsor does not have ownership rights in and to the amenity or the site and may not make alterations of any kind to the amenity or the site.” the words “Placement of memorial wreaths, flowers or other items or any modification to the amenity or the site will not be permitted.”
- (iv) THAT Council authorizes the following amendments to Level of Service 1002-Benches and Picnic Tables:
- In 4th bullet under Operations by striking “35” and inserting “40”, and adding a new sentence “Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.” To read: “The number of picnic tables will be capped at 40 within the community. Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.”

Note: Q1 statistics coming forward with Q2 statistics for bylaw enforcement; to be presented to Council in July 2025.

3. BUSINESS ARISING FROM THE MINUTES

(a) **Notice of Motion – Councillor Harrison**

WHEREAS Council’s remuneration has significantly increased because of the past several years worth of inflation;

THEREFORE BE IT RESOLVED, THAT staff amend Council’s remuneration such that per diems are no longer able to be claimed by members of Council.

Staff Comment:

A review of Council remuneration policies from other municipalities is recommended. It may be worth noting that Council’s remuneration has increased 26.6% since 2012 based on CPI. For comparison purposes, CUPE increases have increase 26.75% over the same time period.

(b) **Notice of Motion – Councillor Harrison**

WHEREAS Council received significant funds in a community amenity contribution which is required to be spent on health care,

AND WHEREAS the work of the Perfect Storm Group roughly aligns with the proposed medical clinic on Beach and 1st Avenue,

AND WHEREAS the political agreement between the BC Greens and BC NDP is contingent upon support for community health centres,

AND WHEREAS public funds for a community health centre could reasonably be offered in conjunction with somewhat reduced density on the site;

THEREFORE BE IT RESOLVED, THAT Council discusses entering into a public private partnership with the proponent so as to secure a community health centre as well as adjustments to the density of the residential component of the building.

Staff Comment:

Staff recommend that potential public-private partnerships should be referred to an upcoming In-Camera meeting as per Section 90(k) of the *Community Charter*. Land use and development proposals must be considered in an Open meeting, so the two matters should be considered independently.

4. DELEGATIONS

(a) **Royal Canadian Legion Branch No. 76 – Year-End Report**

M. Brouillette, 2nd Vice President, Qualicum Legion #76, in attendance to make a presentation on the Legion's year-end reporting.

Staff Comment: N/A

(b) **Qualicum Beach Lawn Bowling Club**

A. Brunskill, President, Lawn Bowling Club, in attendance to make a presentation regarding a request for financial contributions from the Town.

Staff Comment:

Staff recommend that the request from the Qualicum Beach Lawn Bowling Club be referred to Fall 2025 Strategic Planning.

5. CORRESPONDENCE

34-44

(a) **Mount Arrowsmith Biosphere Region**

Correspondence regarding the 2025 Sponsorship Package from the Mount Arrowsmith Biosphere Region included on the agenda.

Staff Comment: N/A

44-47 (b) **ECHO Players – Letter of Support**

THAT Council approves the issuance of a Letter of Support for the ECHO Players Society.

Staff Comment: N/A

6. BYLAWS

48-53 (a) **First, Second & Third Readings | “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025”**

Staff Recommendations:

1. THAT the “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025” be introduced and read a first time.
2. THAT the “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025” be read a second time.
3. THAT the “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025” be read a third time.

54-59 (b) **First, Second & Third Readings | “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025”**

Staff Recommendations:

1. THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be introduced and read a first time.
2. THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be read a second time.
3. THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be read a third time.

7. COMMITTEE & LIAISON REPORTS

60 (a) **General Government** (Mayor Teunis Westbroek)

(i) Report from Mayor Teunis Westbroek

(b) **Public Safety** (Councillor Scott Harrison)

(c) **Parks & Recreation** (Councillor Anne Skipsey)

61 (i) Report from Councillor Skipsey

(ii) **Recommendation from the March 6, 2025 Heritage Forest Commission Meeting – Split Rail Fencing**

THAT further to the November 20, 2024 Council resolution instructing staff to include a \$15K capital budget provision in the 2025-2029 Financial Plan for a project to construct approximately 220 feet of split cedar rail fencing adjacent to the Beach Creek Ravine in the Heritage Forest, that there be consideration for constructing the split cedar rail fence in the fall of 2025.

Staff Recommendation:

THAT the proposed resolution be amended by adding: “subject to availability of sufficient funding in the Heritage Forest Reserve Fund”.

Alternate Staff Recommendation:

THAT the proposed resolution be amended by adding: “and be funded from Accumulated Surplus, and that the Accumulated Surplus be repaid from the Heritage Forest Reserve Fund once the reserve balance is sufficient”.

- 62 (d) **Community Development** (Councillor Petronella Vander Valk)
 - (i) Report from Councillor Vander Valk
- 63-64 (e) **Arts & Culture** (Councillor Jean Young)
 - (i) Report from Councillor Young

8. STAFF REPORTS

(1) **Corporate Services**

(a) **Mount Arrowsmith Biosphere Region Research Institute – Insect BioBlitz Research**

Staff Recommendation:

THAT Council authorizes the Mount Arrowsmith Biosphere Region Research Institute (MABR) to conduct research for an Insect BioBlitz at the Town of Qualicum Beach Community Park and Grandon Creek Ravine on May 21 and May 22, 2025.

65-97 (b) **Comprehensive Policy Review | Policies to Rescind**

Staff Recommendation:

THAT Council rescinds the policies listed in Schedule ‘A’ attached to the April 16, 2025, staff report to Council.

98-99 (c) **2025 Subsidized Rental Applications for the Civic Centre**

Staff Recommendation:

THAT Council approves the School District 69 (Qualicum) KSS Fine Arts for a one-time subsidy for use of the Civic Centre on April 23, 2025, including use of the grand piano, portable staging and sound system, for their annual Premier Performance by charging a reduced rate of \$901 plus applicable taxes, as opposed to the regular rate of \$1,360 plus applicable taxes, resulting in an \$459 subsidy.

(d) **2025 Special Events Approvals**

Staff Recommendation:

THAT Council approves, in principle, the request from the Qualicum Beach Farmers Market to host Summer Solstice Night Market, on June 26, 2025; AND FURTHER THAT the Town provide support in the form of provision of barricades, access to the Community Hall outdoor washroom, water and electrical access and supply for the duration of the event; AND FURTHER THAT Council authorizes the closure of Veterans Way on June 26, 2025

from 1:00 pm to 11:00 pm to facilitate the Summer Solstice Night Market, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insured and litter control.

(2) **Finance**

100-104 (a) **Qualicum District Curling Club Capital Budget Financial Plan Amendment**

Staff Recommendations:

1. THAT Council authorizes a capital expenditure of \$40,000 in fiscal 2025 for the replacement of the Ice Plant Dehumidifier System at the Qualicum & District Curling Club to be funded from the Qualicum Beach Curling Building Reserve Fund.
2. THAT Council directs staff to include the Ice Plant Dehumidifier Replacement Project in the first 2025-2029 Financial Plan Amendment.

(3) **Planning & Community Development**

105-119 (a) **Ways to Achieve Affordable Market Housing (WAAM Housing) Business Plan – Request for Proposals for Consultant Selection**

Staff Recommendation:

THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Strategic Initiative titled “Ways to Achieve Attainable Market Housing Plan”, previously titled “Strategy for Ways to Achieve “Affordable” Market Housing”, as attached to the April 16, 2025, Planning report to Council.

120 (b) **Royal Canadian Legion Bike Rack – Cost Sharing and Authorization**

Staff Recommendation:

THAT Council authorizes a bike rack to be installed by Town staff at the SW corner of Veterans Way and Berwick Road, with material costs to be shared between the Town and Royal Canadian Legion Branch 76, with the Town’s share to be funded from the 2025 operating budget.

121-157 (c) **Zoning Amendment: 324 Chester Road**

Staff Recommendation:

1. THAT Council deems the residential Zoning Amendment application to permit four strata-titled dwelling units at 324 Chester Road to be compliant with the Official Community Plan.
2. THAT the Zoning Amendment application to permit four strata-titled dwelling units at 324 Chester Road be referred to the Advisory Planning Commission for comment on parking and neighbourhood compatibility, subject to additional information on parking and

vehicular circulation, building colours and materials being provided by the applicant.

158-169 (d) **Development Variance Permit: 119 Fern Road E**

Staff Recommendation:

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.

(4) **Operations**

170-171 (a) **Seacrest Place Slope Stabilization Project – Request for Contract Award**

Staff Recommendation:

THAT Council awards the Seacrest Place Slope Stabilization Project to David Stalker Excavating in the amount of \$1,899,940 excluding GST.

172-215 (b) **E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints**

Staff Recommendations:

1. THAT Council directs staff to submit requests to the BC Hydro Streetlight Information Management System (SLIM) for the Utility's consideration, to proceed with the recommendation provided by E2 Electrical Engineering for modification to street lights located adjacent to 566 Beach Road and 575 Aspen Avenue, if such recommendations meet BC Hydro's specifications;
2. AND FURTHER THAT the Town incur costs for BC Hydro's modification to two streetlights located adjacent to 566 Beach Road and 575 Aspen Avenue, if approved for modification by BC Hydro;
3. AND FURTHER THAT Council directs staff to take no further action to address resubmitted streetlight complaints from the following locations:
 - 490 Crescent Road West
 - 168 Valdez Ave
 - 615 Tyee Road
 - 667 Tamarack Drive
 - 547 Juniper Drive
 - 592 Tamarack Drive
 - 525 Tamarack Drive
 - 1046 Pekin Place
 - 334 & 352 Crescent Road West
 - 519 Maquinna Place
 - 309 Mill Road
 - 268 Buller Road
 - 381 Burnham Road
 - 188 Hoylake Road
 - 209 Higson Crescent

- 400 Dorset Road
- 744 Primrose Street
- 2617 Island Highway West

216-220 (c) **Implementation of Fees at Electric Vehicle Chargers**

Staff Recommendations:

THAT Council approves implementation of public electric vehicle (EV) charger fees as specified in the report titled “Implementation of Fees at Electric Vehicle Chargers” and dated for reference April 16, 2025.

AND FURTHER THAT Council direct staff to amend the “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” to add EV charger fees in the amount of \$0.025 (2.5 cents) cents per minute for the first 2 hours and \$0.07 cents per minute thereafter.

(5) **Fire**

(a) **FireSmart Mitigation Work – Trail Closure**

Staff Recommendation:

THAT staff be directed to close the Dollymount Trail between Berwick and Hemsworth for a minimum of a two to three week period within the latter part of April and the end of May 2025, to undertake FireSmart Mitigation Work with public advertising of the closure as appropriate.

9.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 (April 18, 2025). 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, 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

DRAFT

Minutes of the 10:00 am Wednesday, February 26, 2025, Town of Qualicum Beach Town Hall Committee of the Whole Meeting held in the Council Chamber, 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, Director of Corporate Services | Deputy CAO
Luke Sales, Director of Planning
Raj Hayre, Director of Finance
Jason Froats, Information Systems Analyst
Danielle Leurebourg, Deputy Director of Corporate Services
Nathan Cernusca, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber 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

The Committee adopted, by unanimous consent, the February 26, 2025 Town Hall Committee of the Whole Meeting agenda.

CARRIED UNANIMOUSLY

TOWN HALL

- John Wood provided comment on the following:
 - Switch from Open House and Town Hall meetings;
 - Reveal and functionality of new website and public inquiry;
 - Public Inquiry (Quarterly reporting on statistics);
 - Tree Management on Hwy 19A – Village Way to Hemsworth; concerns of tree overgrowth; and
 - Responses received to the Quality of Life Survey.
- Jan Taggart provided comment on the following:
 - Qualicum Beach Multi-use Cinema Society Updates;
 - Concerns with inclusion of the Cinema Society in the Quality of Life Survey; and
 - Community Theatre Cinema Proposal.
- Carol Dowe provided comment on the following:
 - Caregivers – Monthly support group meeting;
 - Flight noise concerns in Qualicum Woods;
 - Importance of lift chair, accessibility upgrades not currently in the budget;
 - The Old School House (TOSH) Programming – TOSH Archives, Sunday classical music presentations, Art in Action; and
 - Bylaw questions regarding allowable lot sizes for chickens.
- Tim Pritchard provided comment on the following:
 - Update on status of Public Square and underground parking
 - Updates to be posted on Development Tracker and website.
- Heather Cooper provided comment on the following:
 - Town Hall format;
 - Improvements along the waterfront to walkway and pedestrian access, and watermain works; and

- Quality of Life Survey.
- Pat Jacobson provided comment on the following:
 - Liability insurance on Town-Owned Properties. Liability insurance is required for events by MIABC; and
 - Format of Town Hall meetings versus Open Houses.
- Councillor Jean Young provided comment on the following:
 - Possibility of having interactive virtual Zoom chat forum where the public can participate from home.

ADJOURNMENT

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole adjourns the February 26, 2025, Town Hall Committee of the Whole meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:43 am

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

Minutes of the 10:00 am Wednesday, March 5, 2025, Town of Qualicum Beach Special Council Meeting held in the 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, CAO
Heather Svensen, Director of Corporate Services | Deputy CAO
Luke Sales, Director of Planning
Raj Hayre, Director of Finance
Danielle Leurebourg, Deputy Director of Corporate Services
Nathan Cernusca, Corporate Services Coordinator
Oliver Watson, Capital Projects Manager
Jason Froats, Information Systems Analyst

Mayor Westbroek called the meeting to order in the Council Chamber 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 March 5, 2025 Special Council meeting agenda as amended to defer Third Reading of “Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908, 2025” to the March 12, 2025 regular Council meeting.

CARRIED UNANIMOUSLY

BYLAWS

- (1) **Third Reading of “Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908, 2025”**

Consideration of this item was deferred to the March 12, 2025, regular Council meeting.

STAFF REPORTS

- (1) **Corporate Administration**

- (a) **The Land Conservancy Passport to Nature Event in Heritage Forest – Verbal report from T. Coates, Corporate Services Support**

Councillor Skipsey MOVED and Councillor Young SECONDED,
WHEREAS The Land Conservancy WHEREAS The Land Conservancy of British Columbia holds Passport to Nature (P2N) Programs (free events with financial support from the Province of British Columbia) throughout the year around BC to engage the community in nature appreciation;

WHEREAS these events are typically 1 to 3 hours in duration for groups up to 20 people to provide educational opportunities on different nature topics with TLC conducting advance and on-site registration and liability;

AND WHEREAS the deadline to be a P2N location in 2025 is March 10, 2025;

BE IT RESOLVED, THAT Council supports in principle The Land Conservancy of British Columbia (TLC)’s request to hold a TLC Passport to Nature program event in the Heritage Forest in 2025;

AND FURTHER THAT staff be authorized to finalize arrangements subject to seeking concurrence in writing for the project from the Grantees named in the Conservation Covenant, Brown Property Preservation Society and the TLC as per the Covenant.
CARRIED UNANIMOUSLY | Resolution No. 25-047

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90(1)(d), (e), (i), and 90(2)(d) of the *Community Charter*, for the purpose of considering:

- 90(1)(d) the security of the property of the municipality;
 - (e) 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
 - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- 90(2)(d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

CARRIED UNANIMOUSLY

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:02 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

Minutes of the 10:00 am Wednesday, March 12, 2025, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, 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, Director of Corporate Services | Deputy CAO
Luke Sales, Director of Planning
Raj Hayre, Director of Finance
Danielle Leurebourg, Deputy Director of Corporate Services
Nathan Cernusca, Corporate Services Coordinator
Jason Froats, Information Systems Analyst

Mayor Westbroek called the meeting to order in the Council Chamber 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 March 12, 2025 Regular Council meeting agenda as presented.

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2a) to 2g) in the March 12, 2025, Consent Agenda.

- (a) THAT the February 12, 2025, regular Council meeting minutes be approved as presented.
- (b) THAT the February 26, 2025, special Council meeting minutes be approved as presented.
- (c) THAT the Correspondence Log, dated for reference March 5, 2025, be approved as presented.
- (d) THAT the Year-End Update for Fire Rescue Services be received for information.
- (e) THAT the Year-End Report for Corporate Services be received for information.
- (f) THAT the Update for Construction and Building Permits for September 2024 to December, 2024 be received for information.
- (g) THAT the Year-End Update and Q1 2025 Report for Tree Permits be received for information.

CARRIED UNANIMOUSLY | Resolution No. 25-048

END OF CONSENT AGENDA

BUSINESS ARISING FROM THE MINUTES

(1) **Notice of Motion – Councillor Harrison**

(a) **Notice of Motion – Councillor Harrison**

WHEREAS the expenditure of public funds for infrastructure, public works, and consulting contracts represents millions of dollars' worth of expenses every year;

AND WHEREAS the Town of Qualicum Beach has for several years had a policy of social procurement which benefits contractors who add value to the community;

THEREFORE BE IT RESOLVED, THAT applicants for future requests for proposals are requested, but not required, to disclose the national jurisdiction of their beneficial ownership AND FURTHER, THAT should responses to requests for proposals, requests for expressions of interest or any other contract from the Town either be from another

country or the nation of origin for the beneficial ownership is undisclosed, that the most competitive bid from a Canadian respondent be included for Council consideration at a subsequent Council meeting.

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT the Notice of Motion be deferred to a future meeting of Council when more information from the Federation of Canadian Municipalities becomes available.

CARRIED UNANIMOUSLY | Resolution No. 25-049

(b) **Notice of Motion – Councillor Harrison**

WHEREAS multiple OCPs have called for increased density in the Village Neighbourhood area;

AND WHEREAS the density called for within the Village Neighbourhood area in our existing OCP is in alignment with the provincial requirements under Bill 44;

THEREFORE BE IT RESOLVED, THAT approval for developments in accordance with the Town's Design Guidelines and the Province's SSMUH requirements specifically within the Village Neighbourhood area have their approvals delegated to staff.

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council directs staff to prepare a report on the possible amendment of "Officer and Delegation Bylaw No. 662, 2010" to delegate authority to the Director of Planning & Community Development for the issuance of Development Permits in compliance with the Town's Design Guidelines for Small-Scale Multi-Unit Housing.

DEFEATED

Opposed: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk
In Favour: Councillor Harrison, Councillor Young

(c) **Notice of Motion – Councillor Harrison**

WHEREAS the construction of new large, single family dwellings in the Village Neighbourhood area either as new development or as redevelopment undermines the OCPs vision of gentle density;

THEREFORE BE IT RESOLVED, THAT staff begin a process at an undetermined future date to look at having a minimum density requirement of two (2) units for redevelopment within the Village Neighbourhood, satisfied either by an garden suite, carriage house, duplex, or another arrangement with two separate units on the property.

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the Notice of Motion be referred to the Official Community Plan Review.

CARRIED UNANIMOUSLY | Resolution No. 25-050

DELEGATIONS

- (1) **Regional District of Nanaimo, Ravensong Aquatic Centre Referendum**, T. Osborne and K. Komjati, Regional District of Nanaimo, in attendance to make a presentation on the Ravensong Aquatic Centre Referendum.

CORRESPONDENCE

(1) **J. Thony, Buller Road Drainage**

Correspondence regarding the drainage on Buller Road included on the agenda.

(2) **B. LaJeunesse, Pickleball Courts**

Correspondence regarding pickleball courts included on the agenda.

(3) **E. Flynn, Qualicum School District, Kwalikum Secondary School Projects**

Correspondence regarding Kwalikum Secondary School Projects included on the agenda.

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT Council refer the initiative for partnering with KSS and the School District for support for basketball courts to Strategic Planning fall 2025, where Council could consider providing a flat financial contribution of an amount of Council's choosing funded from surplus or the Strategic Initiatives Reserve.

CARRIED UNANIMOUSLY | Resolution No. 25-051

(4) **Qualicum Beach Farmers' Market – Letter of Support**

Council instructed staff to send a letter of support to the Qualicum Beach Farmers' Market.

BYLAWS

(a) Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908, 2025

1. Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be amended by replacing Schedule "A" to the Bylaw with the Revised Schedule "A".

CARRIED | Resolution No. 25-052

Opposed: Councillor Harrison

In Favour: Mayor Westbroek, Councillor Young, Councillor Vander Valk, Councillor Skipsey

2. Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be amended by replacing Schedule "B" to the Bylaw with Revised Schedule "B".

CARRIED | Resolution No. 25-053

Opposed: Councillor Harrison

In Favour: Mayor Westbroek, Councillor Young, Councillor Vander Valk, Councillor Skipsey

3. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be read a third time, as amended.

CARRIED | Resolution No. 25-054

Opposed: Councillor Harrison

In Favour: Mayor Westbroek, Councillor Young, Councillor Vander Valk, Councillor Skipsey

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) Councillor Skipsey commented on her written report included in the agenda.

(b) **Notice of Motion – Lot 6 Dashwood Land Tenure**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, WHEREAS the Regional District of Nanaimo (RDN) has requested a License of Occupation agreement for Provincial Crown Land – Lot 6, District Lot 76, Newcastle District, Plan 2619 (PID 006310419) to be used as an Electoral Area G Community Park; and

WHEREAS, the RDN received a response stating their application for crown land tenure will not be granted as the Ministry of Transportation and Infrastructure has reserved this provincial crown land for future gravel extraction; and

WHEREAS, Lot 6 is a 5.41 hectare trapezoidal-shaped parcel which is currently forested with a maturing Douglas-fir forest including three magnificent Sitka Spruce, one of which is claimed to be the third tallest in all of Canada; and

WHEREAS, the Nature Trust of BC has purchased 36 acres in this area for conservation of: the Coastal Douglas-fir (CDF) moist maritime biogeoclimatic sub-zone, one of the most at-risk zones of the Province with only 11% protected within BC; and the Little Qualicum River, an important salmon spawning river for Chinook, Coho, Chum and Steelhead and where Coastal Cutthroat Trout are also found; and

WHEREAS, Lot 6 connects with the Town of Qualicum Beach's Lot 10; and

WHEREAS, in the Town's Official Community Plan in relation to Lot 10 and surrounding area it is stated that: the Town shall oppose any development that could have an adverse effect on the Town's underground water supply; the Town shall consider the importance of Coastal Douglas-fir ecosystems and associated wildlife and vegetation when considering proposed changes in land use or designation; and the Town shall explore additional bylaws and policies to identify, protect and restore Coastal Douglas fir Biogeoclimatic Zone ecosystems;

THEREFORE, BE IT RESOLVED THAT Council send a letter to the Minister of Transportation and Transit in support of the request made by the RDN for a license of occupation agreement for Lot 6 given concern around potential deleterious effects of gravel extraction at this location and the value we place on the conservation of Coastal Douglas fir biogeoclimatic ecosystems; AND FURTHER THAT copies of the letter be sent to the RDN and MLA Stephanie Higginson.

CARRIED UNANIMOUSLY | Resolution No. 25-055

(c) **Time-Sensitive Recommendation from the March 6, 2025, Heritage Forest Commission Meeting**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council supports the initiative for Heritage Forest Commission member Tom Whitfield to conduct tours of the Heritage Forest on April 4 and 5, 2025 as part of the Brant Wildlife Festival.

CARRIED UNANIMOUSLY | Resolution No. 25-056

(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)
Councillor Young commented on her written report included in the agenda.

STAFF REPORTS

(1) **Corporate Administration**

(a) **Council and Administrative Policy Development | Comprehensive Policy Review**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council rescind Policy Number 3000-2 | Policy Development and replace it with Policy No. 3000-23 | Council and Administrative Policy Development.

CARRIED UNANIMOUSLY | Resolution No. 25-057

(b) **Change in Scope | Committee and Commission Review**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approve a change in scope to Phase 2 of the Committee and Commission Review to focus on the Heritage Forest Commission, with attention to the Select Committee on Parks and Recreation if time permits.

CARRIED UNANIMOUSLY | Resolution No. 25-058

(c) **2025 Special Events Approvals**

Councillor Harrison MOVED and Councillor Skipsey SECONDED,

(i) THAT Council endorse the date selected for:

(a) Beach Day Celebration, July 27, 2025

(b) Youth Appreciation Lunch, May 8, 2025 (Town-facilitated event)

(ii) THAT Council approves in principle, the special event applications and the special event requests, as described in the March 12, 2025, report titled "2025 Special Events Approvals" for:

(a) Street Dance, Saturday, June 14, 2025, (Seaside Cruizers Car Club) including road closures of Second Avenue W between Primrose Street and Memorial Avenue and Primrose Street between First Avenue W and Fern Road W.

(b) Father's Day Show 'n Shine, Sunday, June 15, 2025, (Seaside Cruizers Car Club) including road closures of Beach Road (Fern Road W to Harlech Road); First Avenue W (Jones Street to Harlech Road); Primrose Street (Fern Road W to First Avenue W); Second Avenue W (Memorial Avenue to Jones Street); Jones Street (Fourth Avenue W to First Avenue W);

(c) Qualicum Beach Thursday Night Market, Thursday evenings in July and August (Mount Arrowsmith Biosphere Society) including road closure between 5 pm and 9:30 pm of Second Avenue West from Memorial Avenue to Primrose Street to facilitate the market including entering into a Licence of Occupation with the Town.

(d) Battle of the Atlantic Commemoration (Royal Canadian Legion), May 4, 2025.

CARRIED UNANIMOUSLY | Resolution No. 25-059

(d) **Qualicum Beach Airport Committee of the Whole Meeting Follow-Up Report**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council receives for information, the “Qualicum Beach Airport Committee of the Whole Meeting Follow-Up Report”, dated for reference March 12, 2025.
CARRIED UNANIMOUSLY | Resolution No. 25-060

(2) **Planning & Community Development**

(a) **Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy – Award of Contract**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to award the contract for the Initiative titled “Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy” project to Nordicity in the amount of \$112,470, as detailed in the March 12, 2025, Planning report to Council.
CARRIED UNANIMOUSLY | Resolution No. 25-061

(b) **Applicant Request for Reconsideration of Tree Removal Permit Requirements for 2150 Island Highway W**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor, moved by Councillor Harrison and seconded by Mayor Westbroek, be withdrawn:
WHEREAS the Director of Planning has the authority to issue Tree Removal Permits but does not have the delegated authority to modify the conditions linked to such permits;
BE IT RESOLVED, THAT Council modifies the Director's decision to issue a Tree Removal Permit with conditions for 2150 Island Highway West by waiving the cash in lieu requirement (\$242,000), given the trees fall within the proposed subdivision's roadway and infrastructure corridors.

CARRIED UNANIMOUSLY

Councillor Young MOVED and Mayor Westbroek SECONDED, THAT Council instructs staff to request that the applicant undertake an assessment by a qualified third party professional to ascertain the value of the timber located in the proposed right of way and utility corridor for the subdivision at 2150 Island Highway West; AND FURTHER THAT the cash in lieu requirement for the subject tree permit be reduced to an amount equivalent to the value of the timber being removed from the proposed road right of way and utility corridor, and such proceeds be allocated to the Tree Replacement Reserve Account.

CARRIED | Resolution No. 25-062

Opposed: Councillor Skipsey

In Favour: Mayor Westbroek, Councillor Young, Councillor Vander Valk, Councillor Harrison

(3) **Engineering & Operations**

(a) **Designation of Fire Inspectors and Investigators**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council appoints the Fire Chief, Deputy Fire Chief(s), Assistant Fire Chief(s) and Fire Prevention Officer(s) as Fire Inspectors and Investigators for the Town of Qualicum Beach.

CARRIED UNANIMOUSLY | Resolution No. 25-063

(b) **Mutual Aid Agreement – Port Alberni Fire Department**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Town of Qualicum Beach enters into a Mutual Aid Agreement with the City of Port Alberni Fire Department, as described in the Mutual Aid Agreement 2025-2030.

CARRIED UNANIMOUSLY | Resolution No. 25-064

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90(1)(a), (e) and (k) 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;
- (e) 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;
- (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

MEETING CLOSED TO THE PUBLIC: 12:41 pm
MEETING REOPENED TO THE PUBLIC: 2:38 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:38 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

REVIEW OF COMMENTS FROM THE PUBLIC

There were no comments about business at this regular Council meeting received in accordance with Council Procedure Bylaw No. 733, 2019, section 16(3), by 12:00 pm, two business days following the meeting (March 14, 2025).

DRAFT

Minutes of the 10:00 am Wednesday, March 19, 2025, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Petronella Vander Valk
Councillor Jean Young

ABSENT: Councillor Scott Harrison
Councillor Anne Skipsey

ALSO PRESENT: Staff: Lou Varella, Chief Administrative Officer (CAO)
Heather Svensen, Director of Corporate Services
Luke Sales, Director of Planning & Community Development
Raj Hayre, Director of Finance
Danielle Leurebourg, Deputy Director of Corporate Services

The Mayor called the Committee of the Whole meeting to order at 10:00 am and acknowledged the meeting was being held on the traditional territory of the Coast Salish people and particularly the Qualicum First Nation.

ADOPTION OF THE AGENDA

The Committee adopted, by unanimous consent, the March 19, 2025, Committee of the Whole meeting agenda as presented.

CORPORATE ADMINISTRATION

(1) Bench Review | Dedication of Amenities Policy 4002-11 & Level of Service 1002 – Benches and Picnic Tables – Presentations from Director of Corporate Services

1. Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Committee of the Whole recommends to Council, THAT Council instructs staff to bring forward a draft Miscellaneous Rates Bylaw No. 638, 2009 amendment for Council consideration that adds Policy 4002-11 Amenities Sponsorship Fees.

CARRIED UNANIMOUSLY

2. Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Committee of the Whole recommends to Council, THAT Council authorizes staff to decommission six vacant bench pads located as follows:
 - Two of three at the Friendship Garden, corner of Memorial and Garden Rd W, Pad 470 & 471 located behind the berm/garden, for safety, as the pads are not in a well-used location and inconsistent with CPTED (Crime Prevention Through Environmental Design) Principles, leaving one existing pad (#362) available for sponsorship of a future bench at this location;
 - One at the foot of Beach Terrace Right of Way at Hwy 19A beach access, Pad 474, for safety, as the pad is located immediately adjacent to a driveway and is not suitable as a location for any future bench;
 - One at the waterfront Brant Viewing area, Pad 382, for safety, as the grassy foreshore at this location is deteriorating, the foreshore failed previously and the concrete pad was moved back, and the location is not suitable for any future bench;
 - One at Railway St and Memorial Ave, Pad 44, Flower Bed, as the pad is on Island Corridor Foundation property and the proposed adjacent Cenotaph will have benches;
 - One at Townhall Courtyard, Pad 426, as the bench was removed to accommodate baby carriages and wagons.

CARRIED UNANIMOUSLY

3. Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Committee of the Whole recommends to Council, THAT Council authorizes the following amendments to the Dedication of Amenities Policy 4002-11:

- Under Procedure:
 - to add in the second paragraph: “Priority of amenity selection by sponsors, will be for existing amenities, i.e. to sponsor existing benches or picnic tables already on pads.”
 - In Table A: FEE STRUCTURE AND DURATION:
By striking Table A and inserting as the new Table A:

Amenity	Sponsorship Rate	Duration of Term in Years
Standard Bench with one Plaque (Type I)	\$2,800	10
Decorative Bench with one Plaque (Type II)	\$3,000	10
Standard Picnic Table with one Plaque	\$2,500	20
At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque	\$150	During Amenity Term
Plaque removal and installation of replacement plaque at request of sponsor during term	\$400	During Amenity Term
<i>Once the donation to sponsor an amenity is processed, the Town Finance Department will issue a thank you letter and a tax receipt (excluding additional plaque fees).</i>		

- by deleting in the paragraph after Table A “(b) 1 full size plaque and up to a maximum of 8 smaller plaques”
- by adding following the last paragraph:

“Dedication by Council

In addition to benches installed through sponsorship, some benches are installed as a result of Council dedication by motion. Currently these benches are Council dedications classed as Town-owned, are not available for sponsorship, and are maintained by the Town.

Council, by adoption of this Policy No. 4002-11, authorizes staff to install a Council dedication bench classed as Town-owned (not available for sponsorship) to be maintained by the Town, with a plaque recognizing their service to the community for each member of Council or Town employee who passes away during the term they are serving on Council or during their employment as staff for the Town of Qualicum Beach.”

- Under Terms and Conditions in:
 - Item 1, by adding “The wording on the plaque must be approved by the Town of Qualicum Beach. The use of dates that indicate lifetime may not be used.

Wording will be non-denominational and kept in the present tense to keep the theme of the inscriptions uplifting and inspirational while still honouring the person who is the subject of the donation.”

- Item 5, by adding immediately after “The sponsor does not have ownership rights in and to the amenity or the site and may not make alterations of any kind to the amenity or the site.” the words “Placement of memorial wreaths, flowers or other items or any modification to the amenity or the site will not be permitted.”

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT the motion on the floor be amended by revising the Sponsorship Rate to \$3,100 and the Duration of Term in Years to 10 years for Standard Picnic Tables with one Plaque within Table A.

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Committee of the Whole recommends to Council, THAT Council authorizes the following amendments to the Dedication of Amenities Policy 4002-11:

- Under Procedure:
 - to add in the second paragraph: “Priority of amenity selection by sponsors, will be for existing amenities, i.e. to sponsor existing benches or picnic tables already on pads.”
 - In Table A: FEE STRUCTURE AND DURATION:
By striking Table A and inserting as the new Table A:

Amenity	Sponsorship Rate	Duration of Term in Years
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- by deleting in the paragraph after Table A “(b) 1 full size plaque and up to a maximum of 8 smaller plaques”
- by adding following the last paragraph:

“Dedication by Council

In addition to benches installed through sponsorship, some benches are installed as a result of Council dedication by motion. Currently these

benches are Council dedications classed as Town-owned, are not available for sponsorship, and are maintained by the Town.

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- Under Terms and Conditions in:
 - Item 1, by adding “The wording on the plaque must be approved by the Town of Qualicum Beach. The use of dates that indicate lifetime may not be used. Wording will be non-denominational and kept in the present tense to keep the theme of the inscriptions uplifting and inspirational while still honouring the person who is the subject of the donation.”
 - Item 5, by adding immediately after “The sponsor does not have ownership rights in and to the amenity or the site and may not make alterations of any kind to the amenity or the site.” the words “Placement of memorial wreaths, flowers or other items or any modification to the amenity or the site will not be permitted.”

CARRIED UNANIMOUSLY

4. Mayor Westbroek MOVED and Councillor Young SECONDED, THAT Committee of the Whole recommends to Council, THAT Council authorizes the following amendments to Level of Service 1002-Benches and Picnic Tables:
 - In 4th bullet under Operations by striking “35” and inserting “40”, and adding a new sentence “Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.” To read: “The number of picnic tables will be capped at 40 within the community. Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.”

CARRIED UNANIMOUSLY

PUBLIC INPUT OPPORTUNITY

- S. Lloyd inquired about bench mapping on the Town’s website.

ADJOURNMENT

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the Committee of the Whole adjourns the March 19, 2025, Committee of the Whole meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:19 am

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

Minutes of the 1:00 pm Wednesday, March 19, 2025, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

- PRESENT:** Council: Mayor Teunis Westbroek
Councillor Petronella Vander Valk
Councillor Jean Young
- ABSENT:** Councillor Scott Harrison
Councillor Anne Skipsey
- ALSO PRESENT:** Staff: Lou Varela, CAO
Heather Svensen, Director of Corporate Services | Deputy CAO
Luke Sales, Director of Planning
Raj Hayre, Director of Finance
Chris Stanger, Manager of Operations
Oliver Watson, Capital Projects Manager
Kevin Goldfuss, Airport Manager
Danielle Leurebourg, Deputy Director of Corporate Services
Nathan Cernusca, Corporate Services Coordinator
Jason Froats, Information Systems Analyst

Mayor Westbroek called the meeting to order in the Council Chamber at 1:00 pm 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 March 19, 2025 Special Council meeting agenda.

CARRIED UNANIMOUSLY

BYLAWS

- (1) **Adoption of “Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908, 2025”**
Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the “Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025” be adopted.
CARRIED UNANIMOUSLY | Resolution No. 25-065

STAFF REPORTS

- (1) **Corporate Administration**
- (a) **Special Event Applications**
Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council grants permission for the following special events, subject to Town requirements, including road closures and in-kind support:
- Grad Parade, Saturday, June 7, 2025 (KSS Grad Parade 2025), with temporary road closures of Harlech Road (to Beach Road), Beach Road (from Harlech Road to 2nd Avenue W.), 2nd Avenue W. (from Beach Road to Primrose Street), Primrose Street (from 2nd Avenue W. to 6th Avenue W.) from 2:30 pm to 5:00 pm.
 - Mindfulness in May, May 1-11, 2025 (youth arts exhibition) providing access and use of the Town’s portion of the main floor foyer at Town Hall, 660 Primrose Street, Qualicum Beach, BC, for the gala opening celebration on May 1, 2025 at 6:00 pm, and by providing printed certificates for participants.
CARRIED UNANIMOUSLY | Resolution No. 25-066
- (b) **UBCM Award of Excellence**
Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to apply for the Union of British Columbia Municipalities (UBCM) Award of Excellence for the Town of Qualicum Beach Public Inquiry System.
CARRIED UNANIMOUSLY | Resolution No. 25-067

(2) **Planning & Community Development**

(a) **Seaside Nature Park Signage**

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to work with Mount Arrowsmith Biosphere Region on a new sign near the pavilion at Seaside Nature Park, subject to approval from both Town staff and Qualicum First Nation on the sign wording and location.

CARRIED UNANIMOUSLY | Resolution No. 25-068

(3) **Engineering & Operations**

(a) **2025 Garbage Truck Replacement**

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council receives for information, the “2025 Garbage Truck Replacement Memo”, dated for reference March 19, 2025.

CARRIED UNANIMOUSLY | Resolution No. 25-069

(b) **Railings Along the South Slope of Crescent Road East - Beach Creek Culvert Project**

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT staff investigate temporary fencing options for the south Slope of the Beach Creek Culvert project.

CARRIED UNANIMOUSLY | Resolution No. 25-070

(4) **Airport**

(a) **BCAAP Grant Application | Airport Masterplan/Business Plan**

Councillor Vander Valk MOVED and Councillor Young SECONDED, WHEREAS the 2025-2029 Financial Plan includes a budget provision of \$75,000 for the creation of an Airport Master/Business plan in Fiscal 2026,

WHEREAS the British Columbia Airport Access Program (BCAAP) which is a provincial funding program designed to improve and develop aviation infrastructure in British Columbia is accepting grant applications from regional and municipal airports for safety, infrastructure and modernization projects,

THEREFORE, BE IT RESOLVED, THAT Council approves an application to the BCAAP program for an Airport Master Plan at Qualicum Beach Airport.

AND FURTHER, THAT Council approves a letter be sent to BCAAP supporting this project.

CARRIED UNANIMOUSLY | Resolution No. 25-071

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:20 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor



**Town of Qualicum Beach
FIRE RESCUE DEPARTMENT**

M E M O R A N D U M

TO: Lou Varela, CAO

FOR: Regular Council Meeting, April 16, 2025

FROM: Peter Cornell, Fire Chief

SUBJECT: Fire Rescue Department Report for Quarter 1 2025

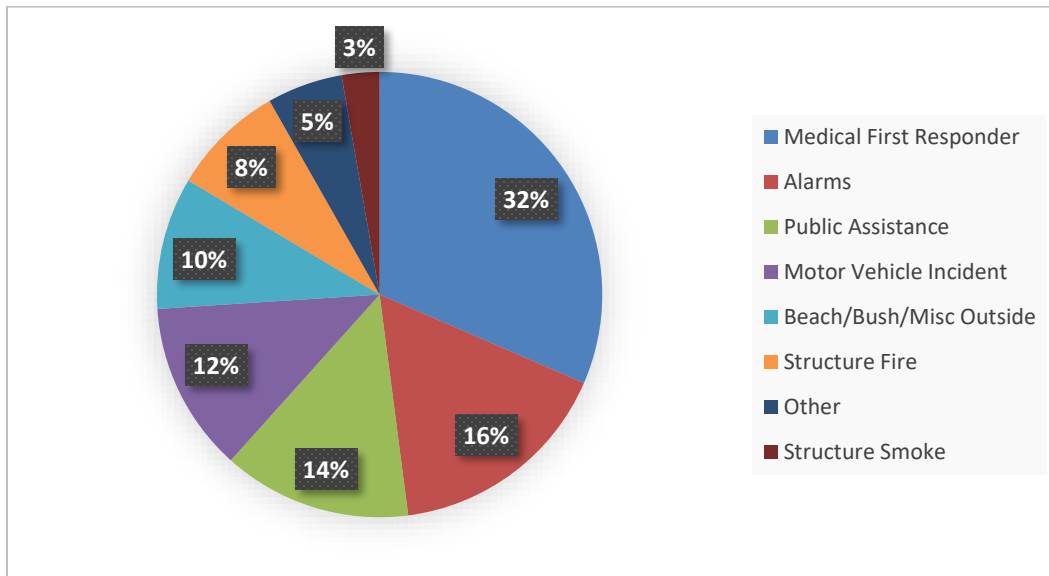
PURPOSE

To provide Council with an update regarding Fire Rescue Department activities within Quarter 1.

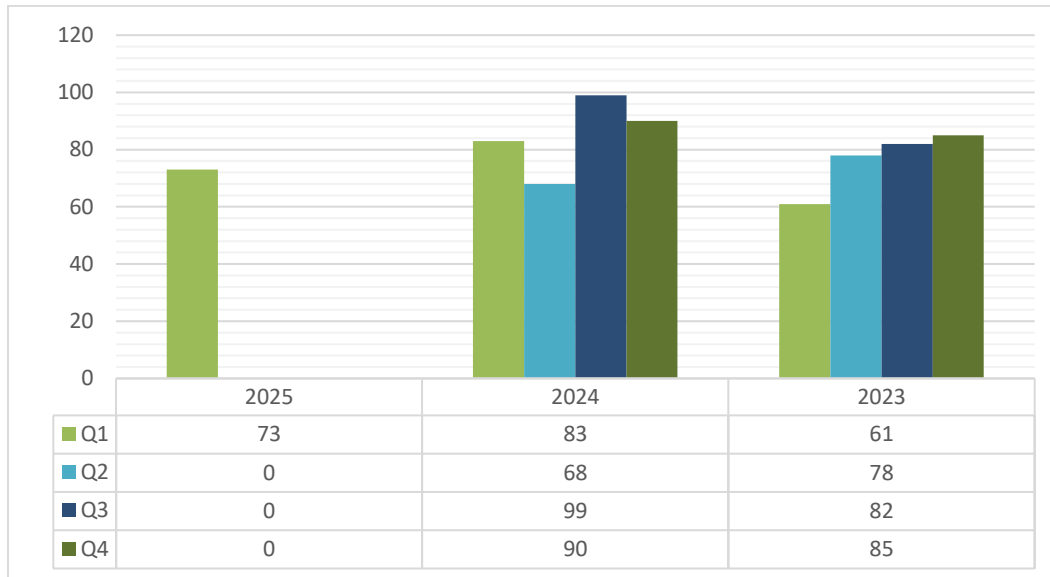
Q1 CALLS FOR SERVICE AND INCIDENT STATISTICS

- Incident Hours: 51 hours, 05 minutes
- Average Number of Personnel Responding: 10.31 (Full Time: 1.97 | On-Call: 8.34)
- Incident Staff Hours: 531 hours, 46 minutes

INCIDENTS BY TYPE



CALLS FOR SERVICE - TOTAL NUMBER, YEAR OVER YEAR



Q1 OPERATIONS/ADMINISTRATION

- Members completed their biennial mental health check-ins with a Registered Clinical Counsellor.
- Annual medicals were completed in January and February. All members are required to have an annual medical exam. To meet this requirement, a company specializing in fire service medicals visits the fire station over two weekends.

NUMBER OF PERSONNEL

Career Staff Members:	4
Paid On-call Members: (excludes non-operational and Career staff)	27
Change from previous quarter:	- 1

PERSONNEL BY TYPE

REGULAR DUTY		NON-OPERATIONAL	
Officer:	8	Special Duty (Assistant FFs):	2
Full-Service:	10		
Interior:	7		
Exterior:	5		
Recruits:	1		

Q1 TRAINING

	SESSIONS	SUBJECTS	SESSION HOURS	INSTRUCTOR HOURS	STAFF HOURS
Q1 Total:	58	64	193	205	1,092
Q2 Total:					
Q3 Total:					
Q4 Total:					
Annual Total:	58	64	193	205	1,092

TRAINING HIGHLIGHTS

- Training subjects covered in Quarter 1 included skill assessments, tender shuttle drills, ladders, fire attack, search and rescue, rope rescue, forcible entry, medical first responder and technical rescue.
- One member completed over 50 hours of training to be licensed as a Medical First Responder.
- Members completed training in elevator safety and emergency rescue procedures and Natural Gas awareness, and both sessions were delivered by subject matter experts from outside agencies.
- Five members completed a three-day Hazardous Materials Operations course and a one-day Rapid Intervention Team and Self-Rescue course.

Q1 FIRE PREVENTION

96 Inspections; 96 YTD | 5 Public Education Events | 2 Public Outreach | 5 FireSmart Assessments | 4 Pre-Incident Plans | 8 Construction Site Inspection | 15 Garden Refuse Fire Permits

PREVENTION HIGHLIGHTS

- The 2025 Youth Fire Camp took place from March 2-8, with 16 high school students completing over 100 hours of fire and emergency services training. The camp would not have been possible without the support of the Town of Qualicum Beach, Rotary Club of Qualicum Beach, Regional District of Nanaimo, Brogan Fire & Safety and Quality Foods. During the week-long camp, members of the area's Fire Departments provided the equivalent of 137 days of instruction and support.



Peter Cornell, ECFO
 Fire Chief
 Report Writer



Lou Varela, RPP, MCIP
 CAO
 Concurrence



**TOWN OF QUALICUM BEACH
2025 Construction and Building Permit Report**

R E S I D E N T I A L																Totals	
Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational		
1	6071	195.000	362	Crescent Rd W	Garden Suite	C Large Construction		1		\$65,000							
2	6097	2.300	331	Seacroft Rd	Single Family Dwelling	Ballard Fine Homes	1			\$864,000							
3	6105	3.002	500	Garrett Rd	Accessory	(self)				\$37,000							
4	6110	370.000	149	First Ave W	Multi-Family	Turner Design Ltd		4			\$913,000						
5	6121	683.002	701	Larch Dr	(self)	(self)				\$10,000							
6	6125	355.000	636	Beach Rd	Accessory	Sorg Construction				\$30,000							
Year to Date as at January 31, 2025							1	1	4	\$142,000	\$864,000	\$913,000	\$0	\$0	\$0	\$0	\$1,919,000



TOWN OF QUALICUM BEACH 2025 Construction and Building Permit Report

R E S I D E N T I A L														Totals		
Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional		Industrial	Recreational
Year to Date as at January 31, 2025						1	1	4	\$142,000	\$864,000	\$913,000	\$0	\$0	\$0	\$0	\$1,919,000
February																
7	6116	912.794	650	Berwick Rd N	Renovation	McIntosh Const Group							\$45,000			
8	6122	11502.000	1025	Qualicum Rd	Golf Clubhouse	Windley Construction						\$8,600,000				
9	6123	1059.502	420	Judges Row	Garden Suite	Carey Development		1	\$475,000							
10	6130	1102.004	461	Linden Pl	Renovation	(self)			\$5,000							
11	6131	10084.742	484	Dogleg Cl	Accessory (office)	Climate Landscaping			\$78,000							
12	6132	683.001	420	Dorset Rd	Plumbing	(self)			\$5,000							
13	6134	683.008	732	Larch Dr	Addition	VIP Homes			\$650,000							
14	6135	10084.742	484	Dogleg Cl	Accessory (outdr kitchen)	Climate Landscaping			\$52,000							
15	6136	1059.554	374	Hemsworth Rd	Demolition	Doyle Construction										
16	6138	659.405	763	Garrett Rd	Accessory (shed)	(self)			\$5,000							
17	6139	659.405	763	Garrett Rd	Accessory (studio)	(self)			\$25,000							
18	6140	662.011	490	Rowan Dr	Accessory	(self)			\$45,000							
19	6142	706.001	102-660	Beach Rd	Tenant Improvement	Momentum Design Build						\$90,000				
Year to Date as at February 28, 2025						0	1	0	\$1,340,000	\$0	\$0	\$8,690,000	\$45,000	\$0	\$0	\$10,075,000
Year to Date as at February 28, 2025						1	2	4	\$1,482,000	\$864,000	\$913,000	\$8,690,000	\$45,000	\$0	\$0	\$11,994,000



TOWN OF QUALICUM BEACH 2025 Construction and Building Permit Report

R E S I D E N T I A L														Totals			
Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional		Industrial	Recreational	
Year to Date as at February 28, 2025						1	2	4	\$1,482,000	\$864,000	\$913,000	\$8,690,000	\$45,000	\$0	\$0	\$11,994,000	
March																	
20	6137	1059.554	374	Hemsworth Rd	Addition	Doyle Construction				\$300,000							
21	6141	81.003	770	Eagle Ridge Pl	Addition	VIP Homes				\$100,000							
22	6143	784.005	161	Fern Rd W	Renovation	Vectis Custom Homes						\$250,000					
23	6144	275.000	235	Hoylake Rd E	Addition	Allair Homes North Isl				\$150,000							
24	6145	749.000	127/131	Fern Rd E	Demolition												
25	6146	706.001	101-860	Beach Rd	Tenant Improvement	Momentum Design						\$75,000					
26	6147	483.000	630	Hemlock St	Single Family Dwelling	Dombrowski Homes	1			\$800,000							
27	6148	10084.747	487	Dogleg Cl	Single Family Dwelling	Richardson Homes Ltd	1			\$585,000							
28	6149	11897.600	815	Fern Rd E	Accessory	(self)			\$50,000								
29	6150	1148.529	429	Camassia Cl	Single Family Dwelling	(self)	1			\$705,000							
30	6152	942.016	440	Illiqua Rd	Accessory	Sorg Construction				\$45,000							
31	6153	1049.406	469	Crescent Rd W	Addition	(self)				\$150,000							
							3	0	0	\$795,000	\$2,090,000	\$0	\$325,000	\$0	\$0	\$0	\$3,210,000
Year to Date as at March 31, 2025							4	2	4	\$2,277,000	\$2,954,000	\$913,000	\$9,015,000	\$45,000	\$0	\$0	\$15,204,000

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
April 7, 2025 (for April 16, 2025 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Mar 05	Neighbourhood Welcome Oceanside	Referred to staff	676
Mar 06	SOS Program Updates	Rec'd for information	677
Mar 06	Aircraft Circuits (QW & Surrounding Area) & Excessive Noise Impact, Mar 6	Referred to staff	678
Mar 07	Aircraft Circuits (Aldous Rd & Surrounding Area) Excessive Noise, Mar 6	Referred to staff	679
Mar 09	Concerns Regarding Tree Removal in Qualicum Woods (2150 Island Hwy W)	Rec'd for information	680
Mar 10	Tree Removal (2150 Island Hwy W) Opposed To Waiving Fee For Developer	Rec'd for information	681
Mar 10	Beach Creek Restoration Monitoring	Referred to staff	682
Mar 11	Tree Removal (2150 Island Hwy W) Impacts of Waiving Permit Fee	Rec'd for information	683
Mar 11	Airport's Negative Impact on Qualicum Woods & Surrounding Area	Referred to staff	684
Mar 11	Aircraft Circuits (Qualicum Woods & Surrounding Area) Excessive Noise, Low Altitude Mar 6	Referred to staff	685
Mar 11	Tree Removal Impact, 2150 Island Hwy W - Concerns & Questions	Rec'd for information	686
Mar 14	Qualicum Beach Fire Dept - Youth Fire Camp	Rec'd for information	687
Mar 17	Excessive Aircraft Noise Disruption - Rupert Rd E	Referred to staff	688
Mar 17	Dangerous Situations Town of Qualicum Beach	Referred to staff	689
Mar 19	St Mark's Church Centennial - June 2026	Rec'd for information	690
Mar 20	Canyon Crescent Rd - Drainage Concerns	Referred to staff	691
Mar 21	Memorial Ave Bench	Rec'd for information	692
Mar 26	Ravensong Expansion - A Cautionary Tale	Rec'd for information	694
Mar 27	Opposition 532 Memorial Ave Development	Referred to staff	695
Apr 06	Carbon Neutral Housing City of York	Rec'd for information	698
Apr 07	Dead trout due to blocked stream on Garden Road East which is salmon and trout habitat	Referred to staff	700
Apr 07	National Medical Laboratory Week- Request to illuminate a Local Landmark in Indigo.	Referred to staff	701



MOUNT ARROWSMITH BIOSPHERE REGION

Connecting People with Nature and Community



2025 Sponsorship Package



As a UNESCO-designated biosphere region, the Mount Arrowsmith Biosphere Region (MABR) serves as a global role model for sustainable development prioritizing the conservation of biological and cultural diversity. Through active partnerships and community engagement, MABR aims to balance human and environmental needs while creating thriving sustainable economies by delivering innovative community education, events, research, and projects.

By becoming a sponsor, you directly contribute to impactful community initiatives.



unesco

Biosphere Reserve

Page 34

• Your sponsorship will

Create Vibrancy and Foster Community Pride

- Help build a more positive community outlook by supporting initiatives that create a sense of belonging, increase engagement, and enhance local pride.

Strengthen Your Connections Across Community and Different Sectors

- Begin to forge durable links with First Nations, schools, non-profits, municipalities, and government agencies leading to meaningful impact and collaboration.

Drive Sustainable Growth and Economic Stimulation

- Attract visitors to the region and promote a thriving, sustainable local economy that supports eco-tourism and responsible development.

Increase Brand Visibility and Public Reach

- Increase your brand's visibility and reach by connecting with community members on a personal level, and foster relationships with diverse audiences.
- Support programs that connect youth with community and help schools become more integrated into their local community.

Promote Memorable Community Events

- Help provide more fun, impactful events that create lasting positive memories, and emotional connection with the community and your brand.

Your sponsorship directly contributes to building a vibrant, sustainable, and connected MABR while aligning your organization with global and local leadership in sustainability.

Sponsorship Tiers

Bronze - \$1,000 - \$4,999

Recognition:

- Logo is prominently displayed at *ts'xwelikwshenawtxw* (the MABR Education Centre) and on the MABR website.
-

Silver - \$5,000 - \$9,999

Recognition:

- All Bronze-tier recognition benefits; plus
 - Recognition in the MABR newsletter, brochure and at MABR Roundtable gatherings;
 - Logo displayed in email list correspondence for events, programming and volunteer opportunities.
-

Promotion:

- Sponsorship of 20 bi-weekly Interactive Community Partnership Displays;
 - Sponsorship of 25+ Regular Programming Events;
 - Social media posts monthly and newspaper ads quarterly (Parksville Qualicum Beach News).
-

Engagement:

- Sponsorship Engagement: opportunity to provide feedback and direction in relation to the MABR's communications, events, and recognition efforts.
-

Gold - \$10,000 - \$19,999

Recognition:

- All Silver-tier recognition benefits; plus
- Placement on MABR sponsor's banner displayed at each MABR outreach event attended by our team.

Promotion:

- All Silver-tier promotion benefits; plus
- Sponsorship of 12+ Featured and Annual Events;
- Annual inclusion in a "**Spotlight Story**" showcasing sponsor impact. A brief, inspiring story from MABR's events or initiatives that describes how sponsor contributions make a difference. Testimonials from community members, students, or volunteers highlight the direct impact of your support.

Engagement:

- All Silver-tier engagement benefits; plus
- **Sponsor Day's** - opportunity to bring your staff and/or team to one Annual Event to participate in team building, community building and volunteerism.

Platinum - \$20,000 or greater

Recognition:

- All Gold-tier recognition benefits; plus
- Dedicated section in MABR Flagship Event materials highlighting sponsor contributions.

Promotion:

- All Gold-tier promotion benefits; plus
- Sponsorship of MABR Flagship Events including the Brant Wildlife Festival, Brant Wildlife Children's Festival, and Biosphere Awareness Day.

Engagement:

- All Gold-tier engagement benefits; plus
- Exclusive participation in Sponsorship Roundtable discussions with MABR governance and fellow Platinum sponsors to share ideas, provide feedback, and explore collaborative opportunities for partnership.



MOUNT ARROWSMITH BIOSPHERE REGION

Connecting People with Nature and Community

MABR's events and programming contribute to the local economy, ecotourism, and community vibrancy while enhancing social well-being through volunteer engagement, a sense of belonging, youth education, and community pride.

ts'xwelikwshenawtxw (MABR Education Centre)

To increase its public exposure, MABR leased a property from the Town of Qualicum Beach in February 2024 to establish an MABR Education Centre in the heart of the Qualicum Beach. Located at 124 West 2nd Avenue, the MABR Education Centre receives consistent daily foot traffic, increasing during the tourist season. The majority of tourists are visiting from Victoria and Vancouver; however, many are from much further abroad including many international visitors. MABR was gifted a new name for the property from Qualicum First Nation in August 2024. The gifted name of the MABR Education Centre is *ts'xwelikwshenawtxw* meaning "the house at the foot of Mount Arrowsmith" in pentl'ach.

MABR Roundtable Gatherings at ts'xwelikwshenawtxw

The MABR is governed by a regional roundtable, composed of representatives from 14 stakeholder organizations. Your sponsorship will be recognized by the MABR Roundtable at every quarterly gathering. MABR Roundtable members include representatives from Qualicum First Nation, Snaw-naw-as First Nation, Snuneymuxw First Nation, Town of Qualicum Beach, City of Parksville, Regional District of Nanaimo, Qualicum Beach Chamber of Commerce, Parksville & District Chamber of Commerce, Parksville Qualicum Beach Tourism Association, Mosaic Forest Management, The Nature Trust of British Columbia, Island's Trust, Nanoose Economic Development Corporation, Vancouver Island University, and two community representatives.

MABR Education Centre Interactive Community Partnership Displays

In partnership with local stewardship groups and regional organizations, MABR hosts bi-weekly interactive displays at *ts'xwelikwshenawtxw*, offering engaging learning opportunities on diverse topics. Regularly refreshed to encourage repeat visits, these exhibits showcase the initiatives of partner organizations, fostering collaboration, and expanding community connections.

● MABR Programming and Events

● It should be noted that these events are under constant adjustment due to community input and current community priorities. The MABR aims to achieve the same level of outreach and engagement (number of people involved and engaged) no matter how they are distributed and/or facilitated each year.

Stream #1: Regular Programming

MABR Youth Program - The MABR Youth Program offers free, hands-on workshops for elementary and high school students studying within the biosphere region. Workshop topics focus on coastal ecosystems, terrestrial ecosystems, or sustainable development. These engaging sessions blend indoor traditional learning with outdoor experiential learning to provide engaging opportunities for students to be connected to their environment and learn about sustainable practices.

Speaker & Education Series - The MABR speaker series consists of intimate speaker events at *ts'xwelikwshenawtxw* (the MABR Education Centre) designed to create an interactive environment where participants can engage directly with experts, fostering meaningful discussions and learning opportunities. Each event in the series features a guest speaker sharing insights on topics ranging from climate change and biodiversity to food security and cultural heritage. Sessions are tailored to be highly engaging and accessible, with time allocated for participant questions, group discussions, and hands-on learning components where applicable. This series aims to deepen community understanding of local and global sustainability issues, inspire action through knowledge-sharing, and strengthen the sense of connection within the MABR.

Circle Talks - MABR Circle Talks are dynamic and interactive discussions designed to foster collaboration and the exchange of ideas among community members, stakeholders, and

experts. Set in a welcoming, inclusive environment, these facilitated discussions focus on key topics such as sustainability, conservation, community development, and reconciliation within the MABR. By adopting a circular seating arrangement and participatory format, Circle Talks encourages all voices to be heard, creating a safe space where diverse perspectives can inspire innovative solutions. Each session begins with a brief introduction to the topic, followed by an open discussion where participants share experiences, insights, and ideas. Circle Talks are not only opportunities to share and learn but also to strengthen a sense of belonging and shared purpose within the MABR community. By uniting participants around shared goals and mutual understanding, these sessions drive collective action and build community pride and capacity.

Think Tanks - MABR Think Tanks are collaborative and action-oriented sessions that bring together residents, experts, community leaders, Indigenous Knowledge Holders, and community group to develop innovative solutions for environmental, social, and sustainability challenges, as well as community events and initiatives aimed at inspiring a thriving and vibrant local economy. Through facilitated brainstorming, interdisciplinary collaboration, and strategic action planning, these sessions generate practical, scalable, and community-driven strategies. Each Think Tank concludes with a report summarizing the findings and proposed actions, offering a clear roadmap for future initiatives that align with the MABR's vision for a sustainable and resilient future. Focused on addressing pressing local issues, these Think Tanks play a pivotal role in driving meaningful change within the community.

NatureKids - MABR NatureKids is a family-oriented program that offers children and their families the opportunity to explore and connect with nature together. Spending time outdoors has been shown to improve health, happiness, and focus, and the program fosters these benefits while nurturing a deep appreciation for the natural world. By encouraging meaningful and ongoing experiences with local flora and fauna in-situ, the program aims to inspire children to develop a lasting love for nature and a commitment to its protection. In partnership with NatureKids BC, MABR is proud to offer these enriching opportunities within the MABR.

Stream #2: Featured Events

Open Houses - Hosting Open Houses provides MABR with valuable opportunities to deepen its connection with the community while showcasing its mandates, current initiatives, and future research and engagement goals. These events offer a platform for community to learn about the MABR, raising awareness of its impact and fostering collective action for sustainability. Highlighting past accomplishments, ongoing projects, and upcoming programs, the MABR Open Houses promotes transparency and builds trust within the community. These events also serve as an opportunity to express gratitude to sponsors and volunteers, recognizing their contributions and strengthening support. This event also serves as platform to promote upcoming events and volunteer opportunities, helping the MABR ensure active participation

and build momentum for the year ahead. Overall, the MABR Open House events strengthen MABR's role as a leader in environmental stewardship, sustainable development, and community engagement, inspiring a shared community commitment towards a sustainable future.

Speaker Spotlight - MABR Speaker Spotlights are events that bring together experts within their field of study to share their insights on topics relevant to the MABR mandates. These gatherings feature a keynote presentation followed by a facilitated Q&A session. The Speaker Spotlight aims to educate and stimulate thought while fostering networking opportunities among community members, experts, and like-minded individuals. Speaker Spotlights contribute to building stronger connections within the region, supporting the community's commitment to sustainability, and aligning with the United Nations Sustainable Development Goals (SDGs). By offering a space for dialogue and collaboration, these events inspire action and contribute to policy, research, and environmental stewardship efforts. Ultimately, this supports the MABR to fulfill its mission of connecting people with nature and community and bolsters a thriving and informed community with a lasting impact on our region's sustainability.

Visual Media Nights - MABR Visual Media Nights combine the art of filmmaking with the mission of advancing MABR's mandates, creating a deeper emotional connection between the community and the environment. Through the power of storytelling, these events aim to educate, engage, and inspire the community to work together toward a thriving and sustainable future. Visual Media Nights are impactful events that allow the MABR to fulfill its strategic objectives of conservation, education, community engagement, climate action and reconciliation. These events utilize the universal appeal of storytelling and film to inspire action, celebrate achievements, and connect people to the beauty and significance of the MABR, reinforcing its role as a leader in sustainability and environmental stewardship.

Stream #3: Annual Events

Stewardship Spotlight: The Power of Stewardship - A recognition event that highlights the remarkable contributions of local stewardship groups and individuals dedicated to protecting and stewarding the MABR, this event is an opportunity to meet local stewardship groups and discover local volunteer opportunities, upcoming events, and the work being done to protect and enhance our local environment. Attendees can explore interactive displays showcasing innovative projects, hear inspiring stories from local environmental leaders, listen to scheduled speakers, and participate in Q&A. The event also provides opportunities to network with like-minded individuals, learn how to support local conservation initiatives and build a stronger, more connected community.

Traditional Plant Workshop - Held annually in the Spring, this workshop features presentations from three local experts, including Snuneymuxw First Nation Elder Geraldine Manson,

Qualicum First Nation Elder Kim Recalma, and Ethnobotanist Dr. Nancy Turner. These Knowledge Holders and experts share traditional plant names, techniques and tools for harvesting, as well as the cultural, nutritional, ceremonial, and medicinal properties of native plants and how they are prepared.

Stewardship Training Series - Every May, the MABR hosts weekly hands-on environmental stewardship and citizen science training workshops designed for participants of all ages and experience levels. These workshops aim to empower individuals, community groups, and organizations with practical skills and knowledge to advance conservation, sustainable development, and climate resilience in our region. These workshops provide the tools and connections needed for participants to make a lasting impact in the MABR and beyond.

MABR BioBlitz - The MABR BioBlitz is an annual citizen-science event driven by community and spanning across three days. The BioBlitz is aimed at documenting as many species as possible within a specific area and timeframe. It provides a fun and engaging way to connect with the environment while contributing valuable data for scientific research and conservation efforts. The MABR BioBlitz is tailored to all levels of experts who want to learn and support the identification of local flora and fauna.

Thursday Night Markets - Each summer, the MABR Qualicum Beach Thursday Night Market brings together local vendors to celebrate and contribute to building a healthy economy and an equitable society. This vibrant market offers a wide range of products, crafts, and delicious foods that are locally produced and/or crafted. By supporting local businesses and entrepreneurs, the market promotes economic sustainability and fosters social well-being, strengthening our community. The market is one small step forward to creating a pathway to a more sustainable economy within the MABR.

Biogeoclimatic Bus Tour and BBQ - This bi-weekly event in June is dedicated to exploring the terrestrial beauty of our biosphere region focusing on its biogeoclimatic zones. Participants will start the day with a short presentation and training session and then experience an experiential three-hour journey through diverse ecosystems, where they will gain unique insights into the various biogeoclimatic zones that make up our biosphere region. Following the tour a BBQ will be provided where community members can gather, socialize, and share their experiences from the day. This casual atmosphere is perfect for building connections and fostering a sense of community and connectedness within the MABR.

Rivers Celebration Day - Rivers Day is celebrated on the fourth Sunday of September as part of World Rivers Day. World Rivers Day is a global celebration of waterways highlighting their value and importance to our communities and promoting better stewardship. This event brings together various groups to offer guided educational tours, salmon spotting, interactive displays and booths, a craft station, a river scavenger hunt, workshops and prizes. MABR Rivers Day provides an opportunity for families and community to connect with nature and each other in an outdoor setting.

MABR Fundraising Gala - Celebrate the MABR at our Annual Fundraising Gala, which is an event dedicated to fundraising that contributes to the MABR's four Legacy Funds. This elegant affair combines fine dining, presentations, and meaningful contributions to support the vital work of MABR in promoting conservation, sustainability, and community stewardship. Most importantly this event shows heartfelt appreciation for our generous sponsors and the accomplishments our sponsors have helped to make possible each year.

Stream #4: Flagship Events

Brant Wildlife Festival - The Brant Wildlife Festival connects community with the spectacular migratory return of Brant geese to raise awareness for the biological diversity within the region and highlight the importance of protecting critical habitat and minimizing disturbance to wildlife. The Brant Wildlife Festival takes place during a time where wildlife is extremely active, with Brant Geese preparing for their migration, Pacific herring spawning, and many other species are attracted to the shores and waters contributing to a plethora of biodiversity. Beaches within the MABR and surrounding areas provide an abundant food source for the Brant geese amid their migration, along with many other resident and migratory species alike. The Brant Wildlife Festival hosts a multitude of events in the Spring that connect thousands of people with nature, educating and engaging participants of all ages on topics of conservation, and celebrates the incredible biodiversity our region has to offer. The Brant Wildlife Festival is the only one of its kind on Vancouver Island.

Brant Wildlife Children's Festival - This celebration of learning focuses on elementary-aged students and their families, bringing together local and regional stewardship groups working alongside students from grades K-12. Participants create interactive displays showcasing their enthusiasm for nature and the natural environment. This event truly underscores our community's passion for collaboration by highlighting the devotion to our youth living within the MABR, while reflecting the efforts of our community groups, bridging the gap between classrooms and the community, and fostering a collective sense of responsibility for the environment collectively.

Biosphere Awareness Day - Biosphere Awareness Day takes place in the Kwalikum Secondary School gymnasium and aims to raise awareness that we live in a UNESCO-designated biosphere region and the collective efforts of all that go into supporting its mandates. This trade show-style event features local non-profit groups setting up table displays and providing information for the students to learn more about the many stewardship groups, the services each provides, and strategic objectives of the MABR. Students learn about volunteer and training opportunities, different career paths, and opportunities to engage with the many stewardship groups. Students also learn about the United Nations Sustainable Development Goals (SDGs) and how the local stewardship groups play a vital role in advancing the SDGs at a local level.



TOWN OF QUALICUM BEACH

INCORPORATED 1942

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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

April 10, 2025

Via Email: [REDACTED]

ECHO Players Society
Eileen Butts

Dear Eileen Butts,

Support for ECHO Players Society

On behalf of the Town of Qualicum Beach Council and staff, it is my pleasure to convey our continued support for the ECHO Players Society, notably for their upcoming 50th Anniversary at the historic Village Theatre in downtown Qualicum Beach.

The ECHO Players Society continues to prove itself as an integrated leader within our community that offers residents and tourists alike a positive and inclusive experience in our advancing arts, culture and theatre sectors. Tourism industry representatives report that tourists are dedicating more time to engage in our local live theatre experiences.

The Town of Qualicum Beach Council and staff wish to express support for the grant application that ECHO Players Society is submitting to Island Coastal Economic Trust to fund new seating at the Village Theatre to preserve and expand our growing community interest in live theatre experiences. As an integral part of the economic, cultural, and tourist vitality of Qualicum Beach, this initiative will enhance the attractiveness of the Town of Qualicum Beach to tourists as well as to residents.

Sincerely,

Mayor Teunis Westbroek
Town of Qualicum Beach
Office: 250.738.2213 | Cell: 250-228-5473
twestbroek@qualicumbeach.com

cc: Council, L. Varela, CAO



Dear Ms. Young –

I am writing to ask you – please, possibly, perhaps – for a letter of support from your organization towards a charitable grant application.

Background:

ECHO Players is a registered not-for-profit society, and is operated entirely by volunteers.

In the spring-summer of 2025, ECHO Players celebrates its 50th Anniversary at the historic Village Theatre in downtown Qualicum Beach.

To help celebrate this milestone, and in response to many requests from our audience members, ECHO Players will be giving a “commemorative gift” to our community in the form of brand-new seats to replace the old ones which are no longer fit for purpose.

To help fund this initiative, we are submitting a grant application to the
Island Coastal Economic Trust.

Advisors from the ICET have highly recommended to us that our

application will be considerably strengthened, and regarded more favourably if accompanied by a letter of support from the Qualicum Beach Downtown Business Association.

~ ~ ~ ~ ~

ECHO Players have always striven to work cooperatively together with local businesses and (other) arts organizations. The live theatre experience enriches and expands upon the considerable offerings of our Town for visitors and residents. The evening shows (and matinees) often encourage and motivate patrons to visit (other) local establishments especially restaurants.

Special events – such as the upcoming North Island Drama Festival – help to provide business to the accommodation sector.

~ ~ ~ ~ ~

Anecdote #1:

Back in October, ECHO Players held a special performance of “Cheshire Cats” for dignitaries and sponsors. Mayor Westbrook attended along with several Town Councillors and their spouses. One spouse was compelled to leave at intermission because he found his seat too uncomfortable.

Anecdote #2:

For another of our recent presentations, a group of 8-10 friends from Nanaimo came to the show, and all had dinner together in Qualicum Beach beforehand.

~ ~ ~ ~ ~

New seating should help to retain and to build upon our audience base, and ultimately enable ECHO Players and the Village Theatre to continue
...to contribute a positive impact on our Qualicum Beach commercial sector;

...to constitute an integral part of the economic, cultural, and tourist vitality of the Qualicum Beach;
...to enhance the attractiveness (“drawing power”) of the Town to visitors as well as to residents.

~ ~ ~ ~ ~

ECHO Players extends a deep thank-you for any assistance you can provide.

I should be happy to supply – if needed – further information / clarification(s) and / or to answer questions.

With grateful appreciation –

Eileen Butts
ECHO Players
“Take-a-Seat” Campaign





TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Raj Hayre, Director of Finance

SUBJECT: 2025 Property Tax Rates Bylaw

RECOMMENDATIONS:

1. THAT “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025” be introduced and read a first time.
 2. THAT “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025” be introduced and read a second time.
 3. THAT “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025” be introduced and read a third time.
-

PURPOSE

To introduce the 2025 Tax Rates Bylaw for the Town of Qualicum Beach and establish rates for the collection of levies on behalf of the Regional District of Nanaimo (RDN), the Nanaimo Regional Hospital District (NRHD), and the Vancouver Island Regional Library.

BACKGROUND

Council sets property tax rates annually to determine the amount of tax collected from each property within the Town. These rates specify the amount payable per \$1,000 of a property's net taxable assessed value and vary by property classification.

- Typical property classes in the Town include:
- Residential
- Utilities
- Light Industry
- Business and Other
- Managed Forest Land
- Recreation & Non-Profit
- Farm

Class 1 – Residential properties represent approximately 96% of the Town’s assessed value and contribute around 90% of the municipal property taxes. Business properties contribute about 9%, with all other classes contributing less than 1%.

It is common for business properties to face higher municipal tax rates, as businesses may deduct property taxes as a business expense.

Notably:

- Light Industry (1 property: Fern & Cedar Brewing Company)
- Utilities are taxed at rates set provincially
- Other non-residential classes make up a minimal portion of the tax base

In addition to municipal taxes, the following authorities may levy taxes collected through the same property tax bill:

- Provincial Government (School Tax)
- Regional District of Nanaimo (RDN)
- Nanaimo Regional Hospital District (NRHD)
- Vancouver Island Regional Library
- Municipal Finance Authority
- BC Assessment

Municipalities are responsible for collecting these levies but do not set the rates for them. For the RDN and NRHD, the Town calculates the rates required to collect the dollar amounts requisitioned by those authorities.

At its March 12, 2025 Regular Meeting, Council adopted the following resolution:

THAT “Town of Qualicum Beach Financial Plan 2025–2029 Bylaw No. 908, 2025” be adopted.

The proposed 2025 Tax Rates Bylaw reflects the tax increase approved in that Financial Plan and replaces the 2024 Bylaw No. 789.

DISCUSSION

The 2025 property tax rates are based on the Town’s 2025-2029 Five Year Financial Plan, which contemplated a 6.6% increase in municipal property tax revenue. The increase follows consideration of all other available non-taxation revenue, cost savings, operational efficiencies and revenue from new construction.

The 6.6% increase in municipal taxation revenue as allocated as follows:

Municipal Operations	3.8%
Police Services	1.5%
Asset Management	1.3%

For an average residential property assessed at \$980,000, the total impact of these increases is estimated at \$152 annually.

FINANCIAL IMPLICATIONS

Adoption of the 2025 Tax Rates Bylaw will enable the Town to collect the revenues identified in the adopted 2025–2029 Financial Plan.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none">• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	<ul style="list-style-type: none">• Obtain feedback on analysis, alternatives, and/or decisions	<ul style="list-style-type: none">• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	<ul style="list-style-type: none">• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	<ul style="list-style-type: none">• Final decision making in the hands of the stakeholders

INFORM:

- The “Town of Qualicum Beach Tax Rates (2025) Bylaw No.910, 2025 will be available on the Town’s website. An information insert on property taxes will also be mailed to residents along with the annual property tax notices in May 2025.

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.*
- Progressive Infrastructure: *To ensure infrastructure for energy, water, waste water and storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town’s sustainability goals.*

SUMMARY

The annual tax rates bylaw must be adopted by **May 15, 2025**. The proposed bylaw aligns with the 2025–2029 Financial Plan and includes rates to collect required levies for the RDN, NRHD, and Vancouver Island Regional Library.

ALTERNATIVE OPTIONS

Defer consideration of the proposed bylaw or request additional information regarding the proposed bylaw.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance



Raj Hayre
Director of Finance
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Town of Qualicum Beach Tax Rates (2025) Bylaw 910, 2025

**TOWN OF QUALICUM BEACH
BYLAW NO. 910**

**BEING A BYLAW FOR THE LEVYING OF RATES FOR GENERAL MUNICIPAL, REGIONAL
DISTRICT, REGIONAL HOSPITAL AND LIBRARY PURPOSES FOR THE YEAR 2025**

The Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2025:
 - (a) For all lawful general purposes of the Town of Qualicum Beach on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
 - (b) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
 - (c) For purposes of the Regional District of Nanaimo on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" and "D" of Schedule "A" attached hereto and forming a part hereof.
 - (d) For purposes of the Nanaimo Regional Hospital District on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "E" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Hundred Dollars (\$100.00).
3. This Bylaw may be cited as "Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025".

INTRODUCED FOR FIRST READING this ___th day of April, 2025.

READ A SECOND TIME this ___th day of April, 2025.

READ A THIRD TIME this ___th day of April, 2025.

ADOPTED this ___st day of May 2025.

ORIGINAL SIGNED

Teunis Westbroek
Mayor

ORIGINAL SIGNED

Heather Svensen
Corporate Administrator

SCHEDULE "A"

Tax Rates (Dollars of tax per \$1,000 of Value)

PROPERTY CLASS	A	B	C	D	E
	General Municipal	Library	Regional District General	Regional District Sewer	Regional Hospital
1. Residential	2.5225	0.1439	0.6553	0.5445	0.5395
2. Utilities	39.9988	2.2815	10.3907	8.6335	1.8884
3. Supportive Housing	2.5225	0.1439	0.6553	0.5445	0.5395
4. Major Industry	6.4235	0.3664	1.6686	1.3865	1.8344
5. Light Industry	6.4235	0.3664	1.6686	1.3865	1.8344
6. Business & Other	6.4235	0.3664	1.6686	1.3865	1.3219
7. Forests-managed	2.5225	0.1439	0.6553	0.5445	1.6186
8. Recreation/N.P.	6.4235	0.3664	1.6686	1.3865	0.5395
9. Farm Land	2.5225	0.1439	0.6553	0.5445	0.5395



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900-20-909

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Heather Svensen, Director of Corporate Services/Deputy CAO

SUBJECT: **First, Second & Third Readings | “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025”**

RECOMMENDATIONS:

1. THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be introduced and read a first time.
 2. THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be read a second time.
 3. THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be read a third time.
-

PURPOSE

The purpose of this report is to introduce the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” and request Council to consider three readings of the Bylaw.

BACKGROUND

In the mid ‘90s the BC’s *Freedom of Information and Protection of Privacy Act* [the “Act”] applied to local governments. The *Act* requires that a municipality designates the Head, who is responsible for the administration of the *Act*, and set any fees for services. Maximum fees are established by the Province in the Freedom of Information and Protection of Privacy Regulation 155/2012.

The Local Government Management Association [LGMA], by way of a Privacy/Records Management Committee, prepares a Toolkit to assist local government employees who have been designated as the Head for the purposes of administering the *Act*. The Toolkit [5th Edition 2022] contains a wealth of information including a sample bylaw.

Following implementation of the *Act* in 1994, the Town of Qualicum Beach adopted “Freedom of Information Bylaw No. 548, 1994” and this Bylaw remains in effect today. In 2021, Bill 22

received Royal Assent which amended the *Act*. While several amendments were captured in Bill 22, it was at this time that a new application fee came into effect that would permit municipalities to charge \$10 for an access to records request, excluding requests received for personal information.

In September 2024 the OIPC issued a Municipal Records Disclosure Survey | OIPC Investigation F24-97698*. In February 2025, the results of the survey/investigation were released. The report identified four recommendations, three of which are specific to municipal governments and are summarized below:

Recommendation 1 | municipalities that administer an application fee should have several fee payment options available to applicants

Recommendation 2 | municipalities provide mandatory routine training to all staff

Recommendation 3 | municipalities should publish/identify meaningful categories for routine disclosure

Recommendation 4 | provincial government should establish clear criteria to assist municipalities in determining if a record should fall under s. 3(5) exclusion

**160 municipalities were surveyed. At survey close, all but four responded resulting in a 97.5% response rate.*

DISCUSSION

Council of the Town of Qualicum Beach adopted its first Freedom of Information Bylaw in 1994. Under this Bylaw, the “Head” for the purposes of the *Act* is *‘the Committee’* which consists of five members comprised of the Mayor and four Councillors.

In reviewing access requests received over the last five years, the Town, on average, responds to over 85 requests annually and many requests are for records concerning property matters. Historically, the Director of Corporate Services has overseen matters related to the *Act*. To align with both current and local government best practices, proposed Bylaw No. 909 designates the Director of Corporate Services as ‘Head’. The Deputy Director of Corporate Services and the Corporate Services Coordinator can be delegated as “Coordinators” for the purposes of administering the *Act* by written delegation.

As permitted by the *Act*, and while drafting Bylaw No. 909, the inclusion of a \$10 application fee was considered. However, due to the nominal amount, the impact to applicants, increased administrative oversight including expanding on financial software to accommodate several payment options available to applicants [as per recommendation 1 of the OIPC report on Municipal Records Disclosure], the proposed Bylaw does not authorize the establishment or collection of such a fee.

While not a requirement of proposed Bylaw No. 909, staff would like to comment briefly on recommendations 2 and 3 of the OIPC report as follows:

- Staff in the Corporate Services department are extremely familiar with record requests and the requirements of the *Act* including timelines to respond. While all requests for

Access to Records are addressed by staff in this department, it is intended to conduct routine training for all staff on the *Act*, FOI policies and processes and routine disclosure in 2025.

- With the launch of the Town’s new website, staff took this opportunity to build upon the Freedom of Information content captured on its website by:
 - expanding on and including a more detailed listing of records that are available without a request for Access to Record [routine disclosure];
 - what type of records require a formal request;
 - creating an information tab for Realtor’s and Property Agent’s expanding on content specific to property related matters; and
 - examples of records that are not releasable, i.e., personal privacy, solicitor-client privilege and deliberations of Council and Council Committees conducted in a closed meeting [as authorized by sec. 90 of the *Community Charter*], unless authorized for release.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. Fees assessed and applied for the administration of the *Act* reflect the maximum permitted under the Freedom of Information and Protection of Privacy Regulation, BC Reg. 155/2012.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> • Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions 	<ul style="list-style-type: none"> • Obtain feedback on analysis, alternatives, and/or decisions 	<ul style="list-style-type: none"> • Work directly with stakeholders to ensure concerns and aspirations are understood and considered 	<ul style="list-style-type: none"> • Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions 	<ul style="list-style-type: none"> • Final decision making in the hands of the stakeholders

INFORM:

The public will be informed through the presentation of this staff report.

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.*

SUMMARY

In light of the various amendments to the *Act*, to improve on Town processes to modernize the Bylaw and to appoint the ‘Head’ who oversees the requests currently, and to align with local government best practices, staff have prepared the attached Bylaw No. 909, 2025 for Council’s consideration. Upon adoption of this Bylaw, Bylaw No. 548, 1994 cited on page one, will be repealed.

ALTERNATIVE OPTIONS

1. THAT Council proposes further amendments to “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” and then proceed to give the Bylaw readings as amended.
2. THAT Council postpones a decision on the matter at this time.
3. THAT Council takes no action.

APPROVALS

Report respectfully submitted by Heather Svensen, Director of Corporate Services/Deputy CAO



Heather Svensen
Director of Corporate
Services/Deputy CAO
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

ATTACHMENTS

1. “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025”.

REFERENCES

1. OIPC for BC | Investigation Report 25-01 - Municipal Disclosure of Records
2. Client Bulletin February 2025
3. “Freedom of Information Bylaw No. 548, 1994”
4. Various BC Municipalities

**TOWN OF QUALICUM BEACH
BYLAW NO. 909**

**A BYLAW FOR THE ADMINISTRATION OF THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT**

WHEREAS, the *Freedom of Information and Protection of Privacy Act (R.S.B.C. 1996, c.165)*, as amended, requires that a municipality designate the Head and set any fees for services;

NOW THEREFORE, the Council of the Town of Qualicum Beach, in open meeting assembled, enacts as follows:

CITATION

1. This Bylaw may be cited as "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025".

DEFINITIONS AND INTERPRETATION

2. (1) The definitions contained in Schedule 1 of the *Act*, shall apply to this Bylaw except where the context requires otherwise.

- (2) In this Bylaw,

“**Act**” means the *Freedom of Information and Protection of Privacy Act (R.S.B.C. 1996, c.165)*, as amended from time to time;

“**Head**” means the persons designated as the Head of the municipality under Section 3 of this Bylaw; and

“**Request**” means a request under section 5 of the **Act**.

ADMINISTRATION

3. (1) The Director of Corporate Services is designated as Head for the purposes of the *Act*.
- (2) For the purposes of the *Act*, the Head shall act in their capacity for all Council, Boards, Commissions and Committees of the Town of Qualicum Beach.

POWERS OF THE HEAD

4. (1) The Head shall perform the duties of the Head specified in the *Act*.
- (2) The Head may require an applicant who makes a request under Section 5 of the *Act* to pay the fees applicable.

FEEES

5. The Schedule of Maximum Fees as established by Freedom of Information and Protection of Privacy British Columbia Regulation 155/2012, as amended from time to time, shall be the maximum fees charged by the Town as permitted under the *Act* for:
- (a) locating, retrieving, and producing a record;
 - (b) preparing a record for disclosure;
 - (c) shipping and handling a record; and
 - (d) providing a copy of a record.

REPEAL

6. “Town of Qualicum Beach Freedom of Information Bylaw No. 548, 1994”, and all amendments thereto, is hereby repealed.

READ FOR A FIRST TIME this ____ day of _____, 2025

READ A SECOND TIME this ____ day of _____, 2025.

READ A THIRD TIME this ____ day of _____, 2025.

ADOPTED this ____ day of _____, 2025.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO

Committee & Liaison Report
Mayor Teunis Westbroek
Regular Council Meeting, April 16, 2025

March 20, 2025 – Meeting with Minister of Tourism

- Meeting with The Honourable Spencer Chandra Hebert, Minister of Tourism by invitation and his staff. Also in attendance: Tara Ryder, Parksville Qualicum Beach Tourism Association (PQBTA) Chair, Blaine Sepos, PQBTA Executive Director, and Luke Sales, Director of Planning.
- Discussed the potential increase in tourism resulting in Canadian aversion of travelling to the United States with the Minister of Tourism.
- Discussed Tourist Designation for Pheasant Glen.

April 2, 2025 – Island Health Public Board Forum – Parksville Community Centre

- Attended an Island Health Public Board Forum to receive updates on Kathy MacNeil, President and CEO of Island Health. A public health update was provided from the Medical Health Officer, Dr. Stephane Trepanier. I asked the question of how to eliminate interprovincial trade, licensing and certification barriers to recruit more doctors and nurse practitioners from across Canada and internationally.

April 3, 2025 – Island Health – Parksville Partnership Breakfast

- Attended a partnership breakfast with the Board of Directors and members of the local and executive leadership teams of Island Health.
 - Discussed how to strengthen health services for our aging and vulnerable populations in addition to a shared approach within our Qualicum Beach and Parksville communities.
 - Discussed incorporating cultural safety and humility practices within our communities.
 - Discussed social procurement practices to involve local producers.

April 4, 2025 – Brant Festival Opening Night

- I attended the 'Lift Off' reception at the Beach Club Resort as part of the Brant Festival's opening night.

Committee & Liaison Report
Councillor Anne Skipsey
Regular Council Meeting, April 16, 2025

March 5, 2025 – Fire Camp

- It was a pleasure to be given the opportunity to meet the youth participating in this year's Fire Camp and I was very impressed with their level of engagement, conduct, and commitment to this program. Huge thanks to all of those that make this worthwhile program happen.

March 6, 2025 – Heritage Forest Commission Meeting

- At this meeting, each member of the Commission was given a Procedure Manual to review prior to a workshop hosted by staff. For the first time, we had a representative from The Land Conservancy (TLC) attend the meeting to speak to a proposed tour of the Heritage Forest. It was helpful in improving communication with the TLC and making them aware of what is being discussed and considered by the Commission.

March 7, 2025 – Mount Arrowsmith Biosphere Region Roundtable

- I attended the Roundtable and heard updates on many activities and initiatives going on within the Biosphere including upcoming plans for an Art Exhibit at the MAC. Watch for information on this.

Victoria Symphony – A Night at the Oscars

- I attended the Roundtable and heard updates on many activities and initiatives going on within the Biosphere including upcoming plans for an Art Exhibit at the MAC. Watch for information on this.

March 8, 2025 – International Women's Day – CFUW Event at Knox United Church

- It was really quite remarkable and inspirational to hear Alexander Morton speak about her life's dedication to ensuring the survival of salmon and the return of the stocks once fish farms have been removed.

March 31, 2025 – Beach Day Committee

- Plans are coming along including the addition of a number of new exhibitors and food trucks this year.

April 3, 2025 – Heritage Forest Procedure Manual Review Workshop

- Staff put on the workshop which provided much information, including many town bylaws and procedures which may relate to the work of the Commission members.

April 4, 2025 – Brant Festival Life-Off Event

- It was a great event to learn about and celebrate Brant Geese. The MABR has condensed the timing for the Brant Festival while also increasing the number of activities so it was a busy weekend. I understand there were people participating from all over the Island and I hope some of our locals had a chance to check out some of the events as well.

April 5, 2025 – Ravensong Pool Referendum

- I read the preliminary results which are 60.9% to not proceed with borrowing for a pool expansion. While personally I am disappointed, I do understand life has become more expensive for people and with other needed capital projects happening in the Regional District many may not be able to afford additional increases in their taxes at this time. However, I also think there is some education and/or more discussion that needs to take place around our regional approach to recreation.

Committee & Liaison Report
Councillor Petronella Vander Valk
Regular Council Meeting, April 16, 2025

March 3, 2025 to April 7, 2025

March 3, 2025

- Met with the Manager of the Qualicum Beach Farmers' Market, Mayor Westbroek and the Past President of the Qualicum Beach Seniors' Activity Centre to discuss the BC Farmers' Market Nutrition Coupon Program.

March 5, 2025

- Attended a questions and discussion evening with students attending the Qualicum Beach Fire Rescue Youth Fire Camp.

March 8, 2025

- Attended the Awards Banquet for the Qualicum Beach Fire Rescue Youth Fire Camp.

March 10, 2025

- Attended the meeting of the OCP Review Steering Committee.

March 17, 2025

- Attended the Board meeting of the Saint Andrew's Lodge Historical and Cultural Society.

March 18, 2025

- Attended the Board meeting of the Chartwell Residents' Association.

March 20, 2025

- Met with the President of the Qualicum Beach Chamber of Commerce.

March 21, 2025

- Attended the Board meeting of the Qualicum Beach Chamber of Commerce.

March 24, 2025

- Attended the meeting of the OCP Review Steering Committee

March 26, 2025

- Attended the Board meeting of the Parksville Qualicum Beach Tourism Association (PQBTA).

March 27, 2025

- Attended the AGM of the PQBTA.

March 31, 2025

- Attended the OCP Review Introductory Open House.

April 2, 2025

- Met with the Manager of the Qualicum Beach Farmers' Market.

April 4, 2025

- Attended the "Lift-off" for the Brant Wildlife Festival.

Committee & Liaison Report

Councillor Jean Young

Regular Council Meeting, April 16, 2025

March 11, 2025

- Thriving Non-Profits March News, ways to help navigate loss or reduction in government funding.
- QB Rotary Club hosted the final dress rehearsal of the Echo Players play “Death Trap” on February 18th. A fundraiser for Echo Players & the Rotary Club... (so great that our small community has such a wonderful theatre offering a plethora of plays!).

March 13, 2025

- TOSH Board meeting focus on the next 2-3 years transition planning with Patricia Huntsmen, nationally award-winning cultural strategy consultancy specializing in creative place-making, planning, and public engagement. “Building communities through culture.”
- Early Learning Childcare Council for Oceanside, zoom meeting with Sharon Tomczyk mid-month report regarding workforce recruitment & retention.

March 14, 2025

- TOSH Archives Open House, thanks to Ilana securing this federal grant to digitally archive nearly 40 years of TOSH history that is now easily accessible online.

March 18, 2025

- Flowerstone Board meeting addition of 2 NPs that will soon allow for extended hours.

March 20, 2025

- Non-market Housing Task Force, Ballenas Housing now moving people from waitlist into Residences at Qualicum Station (136 Village Way West), 48 apartment units & 8-3 bedroom townhouses.

March 21, 2025

- QBRA Community Information Meeting.

March 27, 2025

- TOSH Board continuation with Patricia Huntsmen. Two new exhibits: Muxmuy’e, featuring Indigenous women artists curated by Carrie Reid of Qualicum First Nation and a black & white photography series by Megan LeFebvre titled Mothering without a Mother.

March 29, 2025

- Longtime community volunteer Susan Lewis was presented the King Charles III Coronation Medal for exceptional dedication to volunteer service.

March 30, 2025

- QB Multi-use Cinema Society AGM. With feasibility study done waiting for a suitable building site. Meanwhile continues to have sold out successes of their movie showings at the Legion now with charcuterie boxes available for patrons to book along with their tickets!

April 3, 2025

- ELCCO, Sharon Tomczyk’s completed draft, Recruitment and Retention in Oceanside’s Childcare Sector: A Workforce Pipeline Analysis.

April 4, 2025

- KSS Healing/Foodforest initial planning with collaboration of QB First Nation, Town, School board, VIU, MABR, QB Garden Club.
- Brant Festival Opening Night with Dr. Sean Boyd, Environment and Climate Change Canada spoke about Brant Geese migration and population.

May 8, 2025

- A night of jazz for the arts featuring jazz legends PHIL DWYER & KEN LISTER; tickets for the May 8th fundraiser are now on sale!



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 0340-50

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Heather Svensen, Director of Corporate Services/Deputy CAO

SUBJECT: **Comprehensive Policy Review | Policies to Rescind**

RECOMMENDATION:

THAT Council rescinds the policies listed in Schedule 'A' attached to the April 16, 2025, staff report to Council.

PURPOSE

For Council to consider rescinding policies that are no longer relevant due to factors such as changes in legislation, bylaw adoption, local government best practices and legal precedents.

BACKGROUND

Staff continue to advance Council's Strategic Initiative to carry out a comprehensive review of the Town's Policies. This report speaks to the next step of this Initiative - to have Council consider rescinding policies that are no longer relevant.

DISCUSSION

Of the approximate 125 existing Policies, 13 have been identified that staff consider to be no longer relevant due to several factors such as changes in legislation, bylaw adoption, local government best practices and legal precedents [refer to Schedule 'A' | Policies to Rescind]. For Council's reference, Schedule 'A' captures the title of the 13 Policies in question and includes: the Policy number, a succinct summary of the purpose of the Policy, the date it was approved and if applicable, amended. Additionally, and in most instances, it also includes staff comments explaining the recommendation to rescind.

FINANCIAL IMPLICATIONS

Work to conduct a comprehensive review of Town Policies is reflected in the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025". There are no additional financial implications associated with this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> • Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions 	<ul style="list-style-type: none"> • Obtain feedback on analysis, alternatives, and/or decisions 	<ul style="list-style-type: none"> • Work directly with stakeholders to ensure concerns and aspirations are understood and considered 	<ul style="list-style-type: none"> • Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions 	<ul style="list-style-type: none"> • Final decision making in the hands of the stakeholders

INFORM:

As Council works through its comprehensive review of existing Town Policies, the public will be informed through the presentation of this staff report and additional policy reports that will follow.

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.*

SUMMARY

Council is being asked to rescind 13 Policies outlined in Schedule ‘A’ | Policies to Rescind based on changes in legislation, bylaw adoption, local government best practices or legal precedents. Rescinding policies that are no longer relevant ensures that the Town’s Policies remain effective and relevant.

ALTERNATIVE OPTIONS

1. THAT Council directs staff to remove [insert Policy No[s].] from Schedule ‘A’ attached to the April 16, 2025, staff report to Council.
2. As per Council direction.

APPROVALS

Report respectfully submitted by Heather Svensen, Director of Corporate Services/ Deputy CAO



Heather Svensen
 Director of Corporate
 Services/Deputy CAO
Report Author



Lou Varela, MCIP, RPP
 Chief Administrative Officer
Concurrence

ATTACHMENTS

1. Schedule ‘I’ | Policies to Rescind
2. Schedule ‘II’ | Policy No. 3000-23 | Council and Administrative Policy Development

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2025\04 16 RCM\1. DRAFTS FOR CORPORATE ADMIN REVIEW\Rpt_Comprehensive Policy Review_Rescind.docx

Schedule 'A' | Policies to Rescind

Policy No.	Title Summary of Purpose/Procedure	Staff Comment	Attachment
3000-1	<p>Administration – General – Participation of Municipal Officers</p> <p>To ensure the participation of Municipal Officers in the operation and decision-making of the Town. The policy speaks directly to staff being responsible for report/memorandum preparation for review by CAO in advance of submitting to Council.</p> <p><i>Approved '92 & amended '06</i></p>	<ul style="list-style-type: none"> Council has established the 'one employee' principle [the CAO] as per best local government practice. With all staff inputs channeled through the CAO to Council [which aligns with the Town's operational framework], this Policy is considered to no longer be relevant and as such, this Policy is recommended to be rescinded. 	<p align="center">A</p>
3000-3	<p>Administration – General – Policy Review</p> <p>To define a process to ensure regular review of policies and development of new policies.</p> <p><i>Approved '92 & amended '03</i></p>	<ul style="list-style-type: none"> Policy No. 3000-23 Council and Administrative Policy Development, approved by Council at its March 12, 2025, RCM – identifies a new Policy review schedule. With the adoption of Policy No. 3000-23, Policy number 3000-3 is considered to no longer be relevant. As such, this Policy is recommended to be rescinded. 	<p align="center">B</p> <p align="center"><i>Refer to Schedule II for Policy No. 3000-23</i></p>
3000-8	<p>Administration – General – \$1M Expenditure</p> <p>To ensure public input for large unbudgeted capital expenditures.</p> <p><i>Approved '97 & amended '03</i></p>	<ul style="list-style-type: none"> Council on an annual basis identifies expenditures of a capital nature. With the adoption of robust Strategic Planning and Budget processes that commenced in 2023, this Policy is considered to no longer be relevant (both processes include opportunities for public engagement). As such, this Policy is recommended to be rescinded. 	<p align="center">C</p>

Schedule ‘A’ | Policies to Rescind Cont’d

Policy No.	Title Summary of Purpose/Procedure	Staff Comment	Attachment
3001-1	<p>Administration – Advisory Planning Commission – APC Design Award</p> <p>To recognize and encourage appealing commercial development. Council may annually give a Design Award to recognize owners/designers of new commercial developments that most enhance the appearance and character of QB.</p> <p><i>Approved '93, amended '03</i></p>	<ul style="list-style-type: none"> • This award has not been resourced or awarded in more than ten years. • The “Central/North Vancouver Island Commercial Building Awards” is a more common platform for recognition. As such, this Policy is recommended to be rescinded. • Should Council wish to grant awards in the future, staff could be directed to provide an updated policy. 	D
3003-10	<p>Administration – Board of Variance – Member Appreciation</p> <p>To recognize individuals who volunteer their services on a Committee of Council. NOTE: Policy titled BoV however, policy includes language that addresses individuals who serve on a Committee of Council, established by bylaw.</p> <p><i>Approved '95</i></p>	<ul style="list-style-type: none"> • Citizen Recognition and Awards Program Policy No. 3010-1 [Council] was approved in 2016. With approval of 3010-1, this Policy (BOV Member Appreciation) is considered to no longer be relevant. • Volunteers are also recognized annually through the Town’s Volunteer Appreciation event. 	E

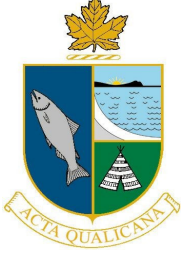
<p>3004-1</p>	<p>Administration – Council – Public Input at Council Meetings</p> <p>To encourage public participation at Council meetings.</p> <p><i>Approved '92, amended '06</i></p>	<ul style="list-style-type: none"> • Council Procedure Bylaw No. 733, 2019 speaks to public input at meetings of Council. As such, it is recommended that this Policy be rescinded. • Public input opportunities are provided for at Committee of the Whole meetings, including dedicated Committee of the Whole meetings for the Airport, Transportation and Public Safety. • The Town has also implemented quarterly Town Hall meetings to foster increased public participation at meetings. 	<p>F</p>
<p>3004-2</p>	<p>Administration – Council – Citizen Complaints</p> <p>A policy outlining the process for receiving and responding to customer complaints.</p>	<ul style="list-style-type: none"> • Implementation of the new Public Inquiry system has rendered this Policy to be no longer relevant. As such, it is recommended that this Policy be rescinded. 	<p>G</p>

Schedule ‘A’ | Policies to Rescind Cont’d

Policy No.	Title Summary of Purpose/Policy/Procedure	Staff Comment	Attachment
3006-1	<p>Administration – Building Inspection – Contractors & Subcontractors Business Licence Requirement</p> <p>To ensure all independent contractors hold a valid licence for carrying on business in the Town of Qualicum Beach. NOTE: policy applies to independent contractors employed in construction.</p> <p><i>Approved '92, amended '03</i></p>	<ul style="list-style-type: none"> This is covered in the Town’s Business Licencing & Regulation Bylaw and a bylaw supersedes a policy. As such, it is recommended that this Policy be rescinded. 	H
3006-4	<p>Administration – Building Inspection – Seismic Evaluation & Upgrading of Existing Buildings</p> <p>To establish the Town’s standard for seismic evaluation of existing buildings and determination of upgrading required.</p> <p><i>Approved '06</i></p>	<ul style="list-style-type: none"> This is captured in BC Building Code and the Building Code supersedes a Town policy. As such, it is recommended that this Policy be rescinded. 	I
3006-5	<p>Administration – Building Inspection – Moving of Buildings</p> <p>A building within the Town may be moved from one location to another and to ensure safety in a relocated building during and after relocation.</p> <p><i>Approved '92, amended '03</i></p>	<ul style="list-style-type: none"> Captured in Building Bylaw No. 903, 2024 and a bylaw supersedes a policy. As such, it is recommended that this Policy be rescinded. 	J

<p>3008-4</p>	<p>Administration – Planning – Green Building</p> <p>Establishes a minimum standard for energy efficiency and environmental performance for civic buildings and identifies public engagement strategies to encourage green building in the private sector.</p> <p><i>Approved '11</i></p>	<ul style="list-style-type: none"> • Captured in BC Energy Step Code & Building Bylaw No. 903, 2024 and both the Step Code and a bylaw supersedes a policy. As such, it is recommended that this Policy be rescinded. 	<p>K</p>
<p>5001-1</p>	<p>Complaints Received Regarding Staff Decisions & Conduct</p> <p>Establishes standing Personnel Committee consisting of Mayor and CAO as a final resort, complaints with regard to personnel are addressed, by referral, to the Personnel Committee for attention.</p> <p><i>Approved '92 & amended '03</i></p>	<ul style="list-style-type: none"> • Replaced by comprehensive workplace Policy & procedures and supported by Policy No. 5001-4. • The Town no longer has a Personnel Committee given the Town now has a structured HR department. As such, it is recommended that this Policy be rescinded. 	<p>L</p>
<p>5004-1</p>	<p>Recruitment</p> <p>Recruitment and selection of Unionized staff is the responsibility of the CAO. Non-Union staff the responsibility of Administration, in conjunction with the Personnel Committee.</p> <p><i>Approved '92, amended '03</i></p>	<ul style="list-style-type: none"> • The Town no longer has a Personnel Committee given the Town now has a structured HR department and in keeping with the structure of Council having a single employee, the CAO. • Human Resources matters are subject to the Closed meeting provisions of s. 90 of the <i>Community Charter</i>. • The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce, including union and exempt staff. The Officer and Delegation Bylaw outlines the exception to this being the suspension and termination of Officers, which may only be done in accordance with the provisions of the Bylaw and s. 151 and 152 of the <i>Community Charter</i>. • The Collective Agreement speaks to criteria for hiring Council approves positions through the budget process. For these reasons, it is recommended that this Policy be rescinded. 	<p>M</p>

**Schedule I - Policies to Rescind -
Policy Attachments**

	A Town of Qualicum Beach	Policy Manual
	Subject: Administration – General - Participation of Municipal Officers	
	Policy Number: 3000-1	

Purpose To ensure the participation of Municipal Officers in the operation and decision-making of the Town.

Policy Council recognizes that each of the Town’s officers is an integral member of the Town's Management team and as such welcomes their participation at Council meetings. In the cooperative management of the Town, Council believes in a consultative model and recognizes the role of the Chief Administrative Officer as the supervisor of Town Staff.

Procedure Staff will prepare memorandums and reports to Council in the standard adopted by policy and will direct their memorandums and reports through the Chief Administrative Officer to Council.

The Chief Administrative Officer will forward to the Corporate Administrator, memorandums and reports approved for distribution to Council.


The Chief Administrative Officer will designate Staff required to be in attendance at Council meetings.

Responsibility Council is responsible for maintaining a culture that welcomes input and advice from Staff.


Staff are responsible for preparing memorandums and reports to Council and submitting the memorandums and reports to their supervisor and to the Chief Administrative Officer for approval for distribution to Council.

References *Community Charter*, s. 146
Town of Qualicum Beach Officers’ Bylaw
Policy 3000-5 Administration – General – Memos to Council

Distribution Council
Management
All Departments

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – General - Policy Review	B
	Policy Number: 3000-3	

Purpose	To define a process to ensure regular review of policies and development of new policies.
Policy	There shall be a formal review of each policy at least once every three years. New policies, amendments or deletions may occur as required pursuant to Policy No. 3000-2.
Procedure	<ol style="list-style-type: none"> 1. Council, as a whole, and the Corporate Administrator are responsible for policy review. 2. Reviewed policies will be recommended to Council in the same manner as new policies. 3. Changes to existing policies will be highlighted on the draft copy given to Council unless the policy has been substantially rewritten, in which case copies of the existing and recommended policies will be provided. 4. Policies shall be reviewed by Council, as a whole, and the Corporate Administrator on a schedule that will cover all policies within the Policy Manual every three years. 5. Management is responsible for providing recommendations to Council, through the Chief Administrative Officer, regarding amending or deleting policies or adopting new policies.
Responsibility	Council and Management.
References	Policy No. 3000-2 Administration – General – Policy Development
Distribution	Council Management All Departments

	Town of Qualicum Beach	C Policy Manual
	Subject: Administration – General - One Million Dollar Expenditure	
	Policy Number: 3000-8	

Purpose To ensure public input for large unbudgeted capital expenditures.

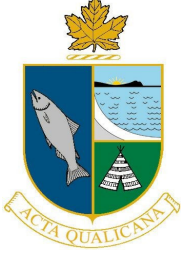
Policy

1. Council will hold a public information meeting for a capital expenditure over the time of realization and/or construction involving an expenditure of the Town’s share for projects in excess of one million dollars not included in the capital expenditure plan.
2. Council will review the public’s input on the proposed capital expenditure to determine if Council shall proceed by way of referendum on this expenditure.
3. This policy does not affect projects relating to drainage, sewerage, waterworks, an order under the *Waste Management Act*, an order under the *Environment Management Act*, or for projects for which development cost charges are applicable.
4. This policy is not intended to override any requirements under the *Community Charter* for referendums or alternate approval.

Responsibility Council
Management

References ***

Distribution Council
Management
All Departments

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – Advisory Planning Commission Design Award	
	Policy Number: 3001-1	

Purpose To recognize and encourage appealing commercial development.

Policy Council may annually give a Design Award to recognize the owners and designers of new commercial developments that most enhance the appearance and character of Qualicum Beach.

- Procedure**
1. The Director of Planning shall submit to the Advisory Planning Commission a list of commercial developments that were substantially completed within the Town of Qualicum Beach for consideration. Commercial development shall include multi-residential, industrial and institutional buildings.
 2. If the Advisory Planning Commission considers a development suitable for a design award it shall make its recommendations regarding the recipient to Council.
 3. All commercial developments, within the Town of Qualicum Beach, which have been substantially completed within the calendar year for which the design award is being given, are eligible.

Responsibility Director of Planning
Advisory Planning Commission
Council

References

Distribution Council
Management
All Departments

TOWN OF QUALICUM BEACH
POLICY MANUAL

E

Date of Implementation: 1995.09.11

Policy No.:3003-10

MEMBER APPRECIATION (B OF V) (3000-10, 3001-10, 3002-10, 3005-10)

POLICY

That Council of the Town of Qualicum Beach believes that recognition should be given to those who volunteer their services on a committee of Council.

PROCEDURE

That upon retirement and completion of four years of consecutive service on a committee of Council, established by bylaw, a member shall receive a Certificate of Appreciation, signed by the Mayor and Councillor responsible for the committee;

That upon the retirement and completion of ten years of service on a committee of Council, established by bylaw, a member shall receive a gift, with a value not to exceed one hundred dollars;

That all others who retire from service on a committee of Council for a period of less than four years shall receive a letter of appreciation from the Mayor.

REGULATION

It shall be the responsibility of the Deputy Clerk and the Director of Planning to ensure the above procedures are carried out.



**Town of Qualicum Beach
Policy Manual**

Policy No.: 3004-1

Date of Implementation: August 10, 1992

Amended: April 3, 2006

Public Input at Council Meetings

Policy

Council recognizes the value and importance of the opinion of its residents and encourages public participation at Council meetings.


Procedure

At the discretion of the Mayor, those citizens in attendance may be provided an opportunity to ask questions and/or provide comments to Council as it relates to business discussed by Council at that meeting.

Citizens shall be allowed a maximum time of two minutes to provide comments from the gallery.

Verbatim minutes of comments from the gallery will not be kept during the 'Comments from the Gallery' portion of the Council meeting. The Corporate Administrator shall record only topics raised by a citizen and not comments from staff or Council.

Members of the public wishing to appear before Council regarding matters not discussed by Council at that particular meeting are requested to follow "Town of Qualicum Beach Procedure Bylaw No. 580.01, 2003", or amendments thereto, with respect to requirements for delegations, or alternately attend the more informal monthly open house held by Council.

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – Council Citizen Complaints	G
	Policy Number: 3004-2	

Purpose This policy includes information on the process for receiving and responding to customer complaints.

Policy Town employees will respond to and attempt to resolve all citizen complaints. Except in the case of an emergency or of an urgent nature, it is the policy of the Town of Qualicum Beach that general complaints that are received by individual Council members be addressed by requesting that the customer complete and submit the Town’s Complaint/Suggestion Form to Town Hall. Employees shall assist customers to complete the Town’s Complaint/Suggestion Form.

Procedure Upon receipt of a Complaint/Suggestion Form (substantially as in the form attached), employees will take the following steps:

- Step 1: Corporate Administration staff will code, log and distribute the form to the appropriate department.
- Step 2: Staff shall review the complaint and endeavour to solve the issue with the complainant. A copy of the completed as concluded Form will be forwarded to the Corporate Administrator to update the log.
- Step 3: If staff are not able to resolve the issue, staff will bring the matter forward to their immediate supervisor who will endeavour to solve the issue with the complainant.
- Step 4: If the complaint is not resolved by the supervisor, the Chief Administrative Officer shall be notified of the complaint and the attempts made to resolve the matter. In the case of bylaw enforcement issues, the Councillor assigned Bylaw Enforcement as an area of primary interest shall also be notified of the complaint and the attempts made to solve the matter.
- Step 5: Only those issues that staff are unable to resolve shall come before Council and when an impasse is reached, the original complaint, with a report of action taken by staff, shall be circulated to Council members.

In administering complaints, all complainants shall be advised that the substantive details of their complaints will be made known to the alleged violators, but the complainant's identity will be received, and held, by the Town in absolute confidence unless required by law or to be revealed through any legal process. If the complainant, whose identity is required to be made known before enforcement action may proceed or continue, refuses to identify themselves, any action required by, or resulting from, their complaint may be abandoned.

In the case of bylaw enforcement issues, the Councillor who has been assigned Bylaw Enforcement as an area of primary interest shall receive, on a monthly basis, a list of bylaw enforcement complaints received and action that was taken.

Responsibility Council
Employees

References *Freedom of Information & Protection of Privacy Act*

Distribution Council
All Departments

Approved: 6 May 96
Approved By: Council

Amended: 14 Jul 03

**Town of Qualicum Beach
Complaint/Suggestion Form**

#201 – 660 Primrose Street, PO Box 130 Qualicum Beach, BC V9K 1S7 or Fax to: 250.752.1243

Customer's Name <u>(Anonymous submissions are not accepted)</u>	Date Submitted	File # 08 -
Street Address	Email Address	
Postal Address	Phone <input type="checkbox"/> (Res) <input type="checkbox"/> (Bus) <input type="checkbox"/> (Cell)	Name of Employee completing form (if applic)
Location of Complaint (if applicable)		Date of Occurrence (if applicable)

DESCRIPTION: Describe concern or suggestion:

What action have you taken to resolve this concern:

Describe the action you would like the Town to take:

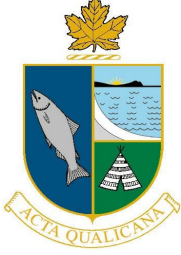
Customer's Signature:

Thank-you for your input. Your completed form will be forwarded to the Department responsible for the service described. This information is collected for the purpose of responding to your concern. It will become a part of the public record and, although it is our policy to not routinely reveal the identity of complainants, it is subject to *Freedom of Information and Protection of Privacy Act* (FIPPA) and release pursuant to legal proceedings. Council is responsible for establishing policy, approving program funding, etc. and delegates day-to-day operations to staff. **If you have not been contacted within 3 business days regarding your concern OR if you are dissatisfied with the response, please contact the Department head responsible directly and if unresolved, contact the Chief Administrative Officer. For further information, contact the Corporate Administrator at (250) 738-2207.**

For Completion by Corporate Administration Department:

Date Sent to Department Head:	Location of Complaint:	Category: <input type="checkbox"/> Bylaw Enforcement <input type="checkbox"/> Budget <input type="checkbox"/> Maintenance <input type="checkbox"/> Policy/Administration
Department for Action: <input type="checkbox"/> CAO <input type="checkbox"/> Civic Centre <input type="checkbox"/> Corporate Administration <input type="checkbox"/> Engineering & Utilities <input type="checkbox"/> Financial Admin <input type="checkbox"/> Bylaw Enfor <input type="checkbox"/> Fire <input type="checkbox"/> Planning <input type="checkbox"/> Public Works, Parks & Bldgs		Copied for Information to: <input type="checkbox"/> CAO <input type="checkbox"/> Civic Centre <input type="checkbox"/> Corporate Administration <input type="checkbox"/> Engineering & Utilities <input type="checkbox"/> Financial Admin <input type="checkbox"/> Bylaw Enfor <input type="checkbox"/> Fire <input type="checkbox"/> Planning <input type="checkbox"/> Public Works, Parks & Bldgs

Approved: 6 May 96 Approved By: Council	Amended: 14 Jul 03 &
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	Town of Qualicum Beach	Policy Manual	
	Subject: Administration – Building Inspection Contractors & Subcontractors Business Licence Requirement		H
	Policy Number: 3006-1		

Purpose To ensure that all independent contractors hold a valid licence for carrying on business in the Town of Qualicum Beach.

Policy It is the policy of the Town of Qualicum Beach that all independent contractors employed in construction have a current business licence.

Every Building Permit issued should list the general contractor responsible for the project and the general contractor will be required to complete the attached Trades Data Sheet and return it to the municipality.

Procedure The Building Inspector shall ensure that the general contractor is listed on the Building Permit and shall provide the Trades Data Sheet to the general contractor.

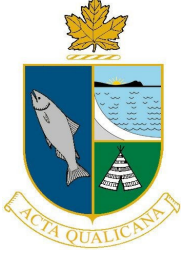
Copies of all Building Permits and Trades Data Sheets returned will be forwarded to the Bylaw Enforcement Officer.

It shall be the responsibility of the Bylaw Enforcement Officer to attempt to ensure that all contractors and sub-contractors working on a construction site have a current Qualicum Beach business licence.

Responsibility Building Inspector
Bylaw Enforcement Department

References Town of Qualicum Beach Business Licencing and Regulation Bylaw No. 506.07, 2000.

Distribution Council
All Departments

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – Building Inspection	
	Seismic Evaluation and Upgrading of Existing Buildings	
Policy Number: 3006-4		

Purpose

To establish the Town’s standard for seismic evaluation of existing buildings and determination of upgrading required.

Policy

The Town of Qualicum Beach adopts the National Research Council (NRC) Guidelines for Seismic Evaluations of Existing Buildings as its standard for evaluation of existing buildings and determination of upgrading required. The guideline establishes an acceptable level of compliance to current BC Building Code standards regarding life-safety.

NRC Guidelines for Seismic Evaluations of Existing Buildings is a technical manual to guide engineers in evaluating existing buildings to determine potential earthquake hazards and to identify buildings or building components that present unacceptable risk to human lives.

A building does not meet the life-safety objective of the guidelines if, in an earthquake, one or more of the following could potentially occur:

- The entire building collapses
- Parts of the building collapse
- Components of the building fail or fall
- Exit/entry routes are blocked, preventing evacuation or rescue.

Procedure

An evaluation of the building is made by a structural engineer, licenced in BC. Any building component unable to withstand 60% of the current building code’s seismic loading criteria is targeted for upgrade. The format for evaluation reports and an evaluation checklist is included in the NRC Guidelines.

Required upgrades specific to the building are determined by the engineer’s evaluation and must be completed as part of the building permit to change the building’s occupancy classification.

Responsibility

Building Inspector – prior to permit issuance
 Planning – zoning approvals

References

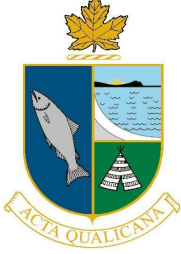
Town of Qualicum Beach Building Bylaw 582, 2001

National Research Council (NRC) – Guidelines for Seismic
Evaluation of Existing Buildings

BC Building Code

Distribution

Building Inspector
Planning Department
Engineering Department

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – Building Inspection Moving of Buildings	J
	Policy Number: 3006-5	

Purpose To ensure safety in a relocated building during and after relocation.

Policy A building within the Town of Qualicum Beach may be moved from one location to another.

No building may be moved into the Town of Qualicum Beach from a location outside the Town of Qualicum Beach boundaries.

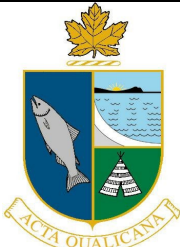
Procedure Prior to moving a building from one location to another location within the Municipality, the application should be referred to the Advisory Planning Commission for recommendations and to the Building Inspector and Director of Planning.

- a) It shall be the responsibility of the Building Inspector and the Director of Planning to ensure that if a building is moved from one location to another within the Town of Qualicum Beach that all necessary bylaws and regulations are adhered to.

Responsibility Planning - zoning approval
 Building Inspector - prior to issuing permit
 Bylaw Enforcement

References Town of Qualicum Beach Building Bylaw 582, 2001
 2006 BC Building Code, Division A, Part 1, Section 1.1.1.1(1)(1) and 1.1.1.2(1)

Distribution Building Inspector
 Planning
 Bylaw Enforcement
 Utilities

	Town of Qualicum Beach	Policy Manual
	Subject: Planning – Green Building Policy	
	Policy Number: 3008-4	

Purpose

This policy establishes a minimum standard for energy efficiency and environmental performance for civic buildings and identifies public engagement strategies to encourage green building in the private sector.

Whereas:

- The Town of Qualicum Beach and its citizens support the conservation of our planet’s natural resources, the wellbeing and biodiversity of our surrounding ecosystem, the health of our residents, the economic strength of our Town and region, and the social vibrancy of our community;
- On September 26, 2007, the Town of Qualicum Beach signed on to the BC Climate Action Charter, committing to be carbon-neutral in its own operations by 2012
- Buildings consume 40% of the world’s energy, produce large amounts of waste, and have a tremendous impact on the quality of our social and economic environment;
- High quality design and strategic investments can result in significant savings over the life-cycle of a building, and it is in the best interest of the Town to make investments that will result in financial savings;
- Improving the performance of our built environment is a positive step toward the Town’s environmental, economic and social objectives;
- Adherence to green building standards such as Leadership in Energy and Environmental Design (LEED™) will help implement these goals;

The Town takes responsibility for municipal buildings by committing to high green building standards (“LEED™ Silver”) for all municipal construction projects larger than 500m². Adherence to this policy will yield long-term cost savings to the Town’s taxpayers due to the reduced life-cycle costs for municipal buildings achieved through effective design. A green building design policy will also yield substantial social and environmental benefits for current and future residents of the Town.

With regard to privately developed buildings, all commercial and multi-unit residential developments will be encouraged to have a LEED Certified Professional verify that the design and construction of the development meets the LEED™ Silver standard as a condition of the rezoning process. Recognizing that a higher standard can result in increased costs to the developer, the Town will consider incentives for green building projects.

This policy is part of a comprehensive campaign to address long-term sustainability of Qualicum Beach.

Policy

The Town of Qualicum Beach will show leadership in green building design by:

- incorporating green building practices into municipal facilities of all sizes that are developed, owned or managed by the Town
- undertaking life-cycle costing analysis prior to tendering for all construction and retrofit projects larger than 500 square metres undertaken by the municipality
- providing opportunities for additional design and capital costs for green municipal projects provided that life-cycle costing can demonstrate a minimum annual 10% return on the capital investment
- meeting a requirement of LEED™ Silver (including full registration and certification under the Canada Green Building Council) for all civic buildings larger than 500 m², including new construction and additions (greater than 500 m²)
- continuing to undertake operational retrofits of existing facilities to improve energy and water efficiencies
- working cooperatively with other jurisdictions to promote green building design and practices in a consistent way in the region
- encouraging learning and awareness of green building activities both within the organization and throughout the wider community
- distributing a Green Building Checklist with all Building Permit Applications
- considering the development of incentives to encourage the private sector to adopt green building practices, including reduction of development cost charges, density bonuses, and expedited plan review and processing
- revising Town processes and policies as appropriate
- recognizing achievement and excellence in private sector green building initiatives
- encouraging Low Impact Development (LID) for efficient stormwater management

- encouraging developers of commercial and multifamily buildings to verify, through the opinion of a LEED Accredited Professional, that the design and construction of the development meets or exceeds the standard of LEED™ Silver.
- reviewing alternatives on an ongoing basis to ensure that the most appropriate green building standards is followed. The current industry standard is LEED™.

Procedure For construction of civic buildings, the building inspector should be involved in the planning phase to ensure that the process meets the green building standards identified in this policy.

For private development, Planning staff should ensure that developers and builders are aware of green building practices, and should increase awareness through public engagement and workshops.

Building permit applications that include a completed Green Building Checklist will be given high priority by the Building Inspector.

Responsibility Director of Planning
Planner
Building Inspector

References

GLOSSARY OF TERMS

- **Canada Green Building Council (CaGBC)** – was founded in 2002, and is the licence holder for LEED™ in Canada. The CaGBC is the developer of LEED™ Canada, and administrator of the LEED™ Canada Green Building Rating System.
- **Green building** – integrates building materials and methods that promote environmental, economic and social benefit through the design, construction and operation of the built environment. Other terms used to describe green buildings include sustainable buildings and high-performance buildings.
- **Green Building Checklist** - A checklist that identifies green building practices. The current checklist is referenced under *Attachments*.

- **Integrated design** – a whole-building design approach. It uses a multi-disciplinary team of building professionals who work together from the pre-design phase through to post-occupancy to optimize the building’s environmental sustainability, performance and cost savings. This design approach recognizes that a successful green building is best achieved by planning the site, structure, components and systems as interdependent parts.
- **LEED™ Green Building Rating System** – Leadership in Energy and Environmental Design™ (LEED™) is a voluntary, consensus-based system for developing high-performance, sustainable buildings. It was created by the United States Green Building Council (USGBC) in 1993, largely to stimulate green building market transformation. It is a recognizable “brand” that is also used to recognize industry leaders, and raise consumer awareness.
- **LEED™ Certification** – four levels of green building certification are attainable in the LEED™ Green Building Rating System – certified, silver, gold, and platinum. They are awarded based on the total number of credits earned in the categories of: sustainable sites, water efficiency, energy and atmosphere, materials and resources, and indoor environmental quality. This certification is granted after a thorough review of the project characteristics by the CaGBC.
- **Life-cycle costing analysis** – is an evaluation tool that assesses the net present value of the design, construction, and future operational costs of a building. It can also include qualitative measures such as the health and productivity of occupants, cost of environmental impacts and costs of social impacts.
- **Low Impact Development (LID)** - a planning and engineering design approach that focuses on minimizing adverse impacts of development on water quality. This approach is implemented by infiltrating, filtering, storing, evaporating, and detaining storm water close to its source.

Distribution Council
 Town Staff
 Regional District of Nanaimo
 Oceanside Development and Construction Association

Attachment Built Green™ 2009 Checklist



L

Town of Qualicum Beach Policy Manual

Policy No.: 5001-1

Date of Implementation: September 14, 1992

Complaints Received Regarding Staff Decisions & Conduct

Policy

It is the Policy of the Town of Qualicum Beach that the standing Personnel Committee be the Mayor and the Chief Administrative Officer. As a final resort, complaints with regard to personnel are addressed, by referral, to the Personnel Committee for attention.

Procedure

Staff Decision Complaint – where a public complaint is made against a staff decision and cannot be resolved by the decision maker, the complainant should be directed to the supervisor of the person or department from which the complaint was generated. The supervisor will attempt to resolve the matter in consultation with the decision-maker and the complainant. If it cannot be resolved, the complaint should be formalized in writing and directed to the Chief Administrative Officer. Should the matter still not be resolved, it shall be directed to Council for a final decision.

Staff Conduct Complaint – a complaint regarding staff conduct should be in writing to the Chief Administrative Officer and be signed by the complainant. The complaint must state the nature of the complaint and the name, address and telephone number of the complainant. All complainants shall be advised that the substantive details of their complaints will be made known to the individual involved, but the complainants' identities will be received, and held, by the Personnel Committee in absolute confidence unless required to be revealed through any ensuing legal process.

Those complaints received regarding non-union staff which have been proven to be accurate, and of a significant nature, shall be brought to Council prior to being documented in a personnel file.



**Town of Qualicum Beach
Policy Manual**

Policy No.: 5004-1

Date of Implementation: October 5, 1992

Recruitment

Policy

Council of the Town of Qualicum Beach believes that the orderly operation of the Town is dependent upon the employment and retention of the best qualified personnel.

Recruitment and selection is the responsibility of Administration for union staff. For non-union staff the responsibility shall be that of Administration, in conjunction with the Personnel Committee.


Procedure

Factors which influence selection of union and non-union personnel are as follows:

- a) training and certification
- b) competence
- c) personality and compatibility
- d) suitability for the position
- e) attitude

All non-union personnel selected for employment must be recommended to Council for appointment.

Schedule II
Policy 3000-23 Administration - Council and
Administrative Policy Development

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – Council and Administrative Policy Development	
	Policy Number: 3000-23	

Purpose

The purpose of this Policy is to:

- guide the development, classification and categorization of policy documents for the Town,
- establish a framework that will ensure consistency, control, clarity and quality in the development, approval and review process associated with Town policies (both Council and Administrative).

Definitions

Council Policy means a policy with a financial and/or legal implication (liability) or those that guide Council's decisions, provide direction toward achieving strategic objectives, adhere to statutory or other corporate requirements, or relate to providing a service. Council policies are usually externally focused.

Administrative Policy means a policy that describes required actions to support administrative responsibilities or to support Council policies, strategies or goals. Administrative policies are usually internally focused.

Policy General

1. Policies that meet the definition of a Council Policy must be approved through a resolution of Council.
2. Policies that meet the definition of Administrative Policy will be approved by the Chief Administrative Officer.
3. Policies must comply with all relevant legislation (i.e., Community Charter, Local Government Act, Town bylaws, etc.)

Procedure

1. Both Council and Administrative Policy development will include consideration of the following five principles:
 - (1) Identify the Best Option (consider all options including non-regulatory before identifying the most appropriate option for achieving the desired outcome)
 - (2) Assess the Impact (consider both direct and indirect costs and/or benefits prior to implementation to minimize compliance burdens on people, businesses and user groups)
 - (3) Consult and Communicate (if required, consult early with impacted people, businesses or other user groups)

Approved: Mar 12 2025
Amended:
Approved By: Council

- (4) Streamline Design (this includes looking for ways to minimize processing times, improve access or establish online services to reduce wait times)
 - (5) Evaluate Effectiveness (policies should be reviewed regularly within staff's capacity to ensure they continue to achieve the desired outcome, or they should be amended or repealed).
2. Policies requiring Council approval shall be prepared for Council consideration using the corporate standard policy template (attached) and the following standards:
 - "Town" means "Town of Qualicum Beach"
 - "Employees" means both unionized and management employees, unless specifically stated otherwise
 - Use italics for the names of acts, regulations, forms, policies or other documents
 - Type body in Arial – 11 font, Left Justified
 - Numbering hierarchy: 1. (1) (a) (i)
 3. Council will consider approval of policies at regular Council meetings and staff will record the approval in the minutes.
 4. Council will consider proposals for approval, amendment or repeal of Council policies at any Council meeting.
 5. Only those written statements approved at a Council meeting and recorded in the minutes shall be regarded as an official Council Policy.
 6. Council may elect to wave a Council Policy or choose not to apply the Policy in certain circumstances. While not encouraged, should Council elect to exercise this authority, it must be by Council resolution.
 7. With adequate staff capacity, Council policies should be reviewed on a four-year rotation, unless otherwise stated, with the four-year rotation to commence in the year immediately following a general local election, with the exception of 2026.
 8. Following approval, all Council policies will be made accessible to the public on the Town's website.
 9. The Director of Corporate Services and/or designate may approve minor amendments to existing Council policies provided that the amendments do not change the substance or intent of the Policy. Amendments considered shall be minor in nature and may include, but not necessarily be limited to, the following:
 - Department name
 - Policy category

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- File reference
- Job title
- Spelling and/or grammatical error


Responsibility Council and staff. The Director of Corporate Services has the primary responsibility with respect to policy management, including categorization, numbering, consolidation and informing the public.

References *Community Charter*
Local Government Act
Policy Approaches Playbook – Government of British Columbia
BC Municipalities

Distribution Council
Management
All Departments

Attachment Corporate Standard Policy Template

Approved: Mar 12 2025
Amended:
Approved By: Council

	Town of Qualicum Beach	Policy Manual
	Subject: Section Title – Series Title – Policy Subject	
	Policy Number: ####-#	

Purpose	One sentence summarizing the purpose of the Policy. What one hopes to effect for a plan or course of action. Eg. This Policy includes information on...for ensuring...
Definitions	Defines the use of a specific term used throughout the Policy. Eg. Town: means the Town of Qualicum Beach.
Policy	<p>Sets out the Policy itself. First paragraph provides a summary statement of the policy and following paragraphs provide additional relevant details. There may be second-level headings that describe these details if length or complexity warrants.</p> <p>Follow the Policy writing standards listed in Policy 3000-2:</p> <ul style="list-style-type: none"> - “Town” means “Town of Qualicum Beach” - “Employees” means both unionized and management employees, unless specifically stated otherwise - Use italics for the names of acts, regulations, forms, policies or other documents - Type in Arial – 11 font, Left Justified - Numbering hierarchy: 1. (1) (a) (i) <p>(Reference the <i>Community Charter</i> as an example)</p>
Procedure	Sets out the procedures required to implement the Policy. In many cases, procedures are not laid out in detail.
Responsibility	Lists the position title and details of responsibility for carrying out or adhering to the Policy.
References	<p>Lists sources of information, including legislation, other publications and manuals, and other related policies in the manual.</p> <p>Lists “Standards” including definitions, that are unique to the Policy.</p>
Distribution	List the titles, departments, agencies or bodies to whom the Policy is distributed.
Attachment	List documents attached and forming part of the Policy.

Approved: DD MMM YY	Amended: Insert Date(s) or n/a
Approved By: Insert Council (if legislative) or CAO (if administrative)	



TOWN OF QUALICUM BEACH

MEMORANDUM

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Heather Svensen, Director of Corporate Services

SUBJECT: **2025 Subsidized Rental Application for the Civic Centre**

RECOMMENDATION:

THAT Council approves the School District 69 (Qualicum) **KSS Fine Arts** for a one-time subsidy for use of the Civic Centre on **April 23, 2025**, including use of the grand piano, portable staging and sound system, for their annual Premier Performance by charging a reduced rate of \$901 plus applicable taxes, as opposed to the regular rate of \$1,360 plus applicable taxes, resulting in a \$459 subsidy.

PURPOSE

To request Council approval for the implementation of subsidized rates on applications submitted under Town Policy 4004-1 and 4001-1a.

BACKGROUND

The Town Policy states that applications will be considered for a specific event that benefits the residents of the Town of Qualicum Beach. Applicants must be locally based and their efforts community-based in nature. If the primary purpose of the event is to raise funds to distribute to the community, the non-profit rate will apply unless this is the first year of the event.

DISCUSSION

One application for subsidy was submitted for use of the Civic Centre for the spring intake. Applications are evaluated based on the current Town Policies.

The subsidy total for the proposed application amounts to \$459.

FINANCIAL IMPLICATIONS

If Council adopts the staff recommendation, there will be minimal financial implications associated with providing the qualified applicant with a reduced rate for use of the Civic Centre.

STRATEGIC PLAN ALIGNMENT

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

- 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.*

APPROVALS

Report respectfully submitted by Heather Svensen, Director of Corporate Services.



Heather Svensen
Director of Corporate
Services/Deputy CAO
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Raj Hayre
Director of Finance
Concurrence



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Raj Hayre, Director of Finance

SUBJECT: **Qualicum & District Curling Club Dehumidifier Replacement**

RECOMMENDATIONS:

1. THAT Council authorizes a capital expenditure of \$40,000 in fiscal 2025 for the replacement of the Ice Plant Dehumidifier System at the Qualicum & District Curling Club to be funded from the Qualicum Beach Curling Building Reserve Fund.
 2. THAT Council directs staff to include the Ice Plant Dehumidifier Replacement Project in the first 2025-2029 Financial Plan Amendment.
-

PURPOSE

To obtain Council Authorization to expend funds from the Qualicum Beach Curling Building Reserve Fund for replacement of the Ice Plant Dehumidifier System at the Qualicum & District Curling Club.

BACKGROUND

The Qualicum & District Curling Club (QDCC) leases the facility located at 644 Memorial Avenue for the purpose of operating the Qualicum & District Curling Club ('QDCC').

On February 12, 2025, the QDCC presented its 2025 - 2029 Capital Plan to Council. The Town's currently approved 2025-2029 Financial Plan includes a \$20,000 capital provision under the General Facilities budget to replace flooring in the QDCC lounge in 2025. The Ice Plant Dehumidifier Replacement Project would be an additional project in 2025.

DISCUSSION

Following the approval of the 2025-2029 Financial Plan, the QDCC submitted a request for \$40,000 in funding from the Qualicum Beach Curling Building Reserve Fund to replace the aging Ice Plant Dehumidifier system. A formal request letter from the Club is attached to this report as *Attachment 1*.

The Curling Club Building Reserve Fund was established as part of the lease agreement between the Town and the QDCC. As of January 1, 2025, the Reserve has a balance of \$115,600. Contributions to the fund are made jointly by the Town and the Club on a matching basis. The fund may be used for upgrades, replacements, or life extension of curling – related

equipment and infrastructure. Staff have reviewed the request and confirm that the proposed use aligns with the intended purpose of the Reserve.

FINANCIAL IMPLICATIONS

The proposed \$40,000 capital expenditure will be included in the first 2025-2029 Financial Plan Amendment anticipated for Council consideration in September 2025. The Reserve balance is sufficient to fully fund the project.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> • Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions 	<ul style="list-style-type: none"> • Obtain feedback on analysis, alternatives, and/or decisions 	<ul style="list-style-type: none"> • Work directly with stakeholders to ensure concerns and aspirations are understood and considered 	<ul style="list-style-type: none"> • Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions 	<ul style="list-style-type: none"> • Final decision making in the hands of the stakeholders

International.

INFORM: This report aligns with the Inform level of the IAP2 Public Participation Spectrum, ensuring transparent communication regarding the use of reserve funds for facility upgrades.

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.*
- Progressive Infrastructure: *To ensure infrastructure for energy, water, waste water and storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town’s sustainability goals.*

SUMMARY

Council is requested to approve a \$40,000 capital expenditure from the Curling Building Reserve Fund to replace the Ice Plant Dehumidifier at the Qualicum & District Curling Club and include the project in the next Financial Plan amendment.

ALTERNATIVE OPTIONS

Council may choose to defer the Ice Plant Dehumidifier Replacement Project to a future fiscal year.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance



Raj Hayre
Director of Financial Services
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Formal Request from QDCC for Replacement of Ice Plant Dehumidifier System



Date: March 13, 2025

To: Town of Qualicum Beach
201 – 660 Primrose St.
Qualicum Beach, BC, V9K 1S7

Attn: Heather Svensen – Corporate Administrator & Deputy CAO
Raj Hayre – Director of Finance

Re: QDCC Dehumidifier – Joint Account

QDCC is close to wrapping up another successful curling season. It has been a big year for us with the 60th anniversary celebration as well as being able to add a number of new members and leagues and hosting some exciting, fun and well attended bonspiels. We are all pleased how well this curling season played out for our members and the community.

As part of our yearend process, we had our contract ice plant experts, Cimco Refrigeration, in to prep for shutdown and review our equipment. In doing this review with our ice technician and facilities director, it was determined that our plant dehumidifier system needs to be replaced. This was something we had not planned for or budgeted and although a surprise to us, it is approx. 25 years old and it had been having some issues keeping the ice humidity in balance so not totally unexpected.

It is highly recommended from the contractor that it be repaired or replaced this off season as it is likely not to make it through another curling season and if it were to breakdown through the next curling season, it would result in us likely having to shutdown for the season. This would be a huge impact to our club and membership.

We received a quote from Cimco to repair the existing unit and a price for a new unit and the price is not materially different. The major repairs are estimated at \$31,000 and a new unit is estimated at \$35,000. Adding freight and installation the new unit would be approx. \$40,000. QDCC would volunteer to assist with some of the installation which could reduce the new cost a bit but for precaution we will estimate \$40,000 for the new unit.

QDCC believes the new unit is the better option with an estimated life span of approx. another 25 years.

As this unit is part of the ice plant infrastructure it would be a shared cost as per the terms of our agreement. QDCC understands that both parties do not have this in our current budgets. Therefore, we are proposing that we pay for this project from the joint trust account funds that we have set aside. This is the type of project that fund was established for.

This unit is not readily available and has an 8-10 week lead time to order. We would like to proceed as soon as possible to order it in and then work on installation in the summer.

As per the terms of the agreement, both parties need to agree to the withdrawal of funds from the joint trust account. QDCC therefore requests your approval to use joint funds for this project. As these funds have already been spent by each party, it will not impact our current budgets. However, it will lower our balance which we both will need to replenish over time.

QDCC is hopeful that this is agreeable to the Town administration as we do not believe it would require Council approval, and that we can proceed with this project. QDCC would pay for the unit and installation and then send invoices to the Town for payment from the joint account.

QDCC is still planning to proceed with the lounge upgrades that we presented to Council last month and are anxious to hear back that we can proceed with the flooring replacement.

Thanks in advance for your consideration of this and your earliest reply.

Regards,



Stu Shaw

Finance Chair

Qualicum and District Curling Club

Cc: John Evans – QDCC Chair, Daryl Sneddon – QDCC Facilities Director



TOWN OF QUALICUM BEACH

STAFF REPORT

File No.: 5040-20-WAAM

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Bailey Walsh, Planner

SUBJECT: **Ways to Achieve Attainable Market Housing (WAAM Housing) Plan – Request for Proposals for Consultant Selection**

RECOMMENDATION:

THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Strategic Initiative titled “Ways to Achieve Attainable Market Housing Plan”, previously titled “Strategy for Ways to Achieve “Affordable” Market Housing”, as attached to the April 16, 2025, Planning report to Council.

PURPOSE

This report seeks Council’s authorization to issue a Request for Proposals to solicit consultant proposals for the Initiative titled “Ways to Achieve Attainable Market Housing Plan”, previously titled “Strategy for Ways to Achieve “Affordable” Market Housing”.

BACKGROUND

The housing-focused 2025 Official Community Plan (OCP) Review will provide feedback on housing preferences in the community and will provide updated OCP housing policies based on this feedback, best planning practices, and legislative requirements. However, the results of the OCP update will be limited to high-level policy changes and though it will provide opportunities for housing to be facilitated, it will not directly facilitate the development of specific housing projects.

Currently, the Town does not have a dedicated plan which articulates the opportunities for housing solutions and initiatives that could be delivered by the Town directly or indirectly to improve the availability and affordability of housing in the community.

At the December 11, 2024, regular Council meeting, Council resolved as follows *“THAT the Initiative titled Strategy for Ways to Achieve “Affordable” Market Housing be undertaken in conjunction with “OCP [Option #2] - Housing-focused OCP Review”; AND FURTHER THAT the timeline and budget for the Initiative titled Strategy for Ways to Achieve “Affordable” Market*

Housing be advanced from 2027, in the 2024-2028 Financial Plan, to 2025 in the 2025-2029 Financial Plan.”

For the purpose of clarity, this Strategic Initiative is now referred to as the “Ways to Achieve Attainable Market (WAAM Housing) Plan”. This change in title has been recommended to better reflect the intent for the plan to provide clear, actionable housing solutions that improve the affordability and availability of housing for residents of Qualicum Beach.

The RFP currently under consideration by Council has been reviewed at three meetings of the Official Community Plan (OCP) Review Steering Committee. Through the review process, the RFP is now more clearly written and specific in its description of the proposed process.

On March 24, 2025, the Steering Committee adopted the following motion (from draft minutes):

“THAT the Official Community Plan Steering Committee recommends that Council authorize the issuance of the Ways to Achieve Attainable Market Housing Plan RFP, as reviewed on March 24, 2025, subject to the following changes:

- Add definition of market (shared interests)
- Include reference to package of housing ideas to be provided by OCP Committee
- Replace “industry” with “economic sectors”
- Include reference to Pathways to Sustainable Development project”

DISCUSSION

The Town is seeking to develop a Plan, Ways to Achieve Attainable Market (WAAM) Housing Plan, that will provide actionable recommendations and options for Town housing initiatives that minimize reliance on direct, ongoing public sector subsidies. This includes both conventional market-rate housing and models that employ innovative financial or legal mechanisms to improve access for populations not traditionally served by the private market. Such models may include shared equity, cooperative ownership, or other structures that facilitate entry into the housing market while preserving long-term affordability and enabling residents to obtain a property interest and participate in any appreciation of the asset over time.

For the purpose of the WAAM Housing Plan, the term “attainable housing” refers to housing that is reasonably priced when considering various factors such as the cost of living, market conditions, household size, and amenities. “Attainable” units may have higher or lower costs than the traditional “30% or less of household income” benchmark used to describe “affordable” housing, with acceptable housing costs depending on the target demographic.

The process for identifying target demographics, soliciting and evaluating potential solutions is described in the attached RFP.

FINANCIAL IMPLICATIONS

The WAAM Housing Plan is being implemented in conjunction with the 2025 Official Community Plan (OCP) Review. The two initiatives are funded separately in the 2025-2029 Financial Plan with a combined budget of \$110,000:

- \$50,000 for the Strategic Initiative previously titled “Strategy for Ways to Achieve ‘Affordable’ Market Housing”, now titled “Ways to Achieve Attainable Market Housing Plan”

- \$60,000 for the OCP Review.

If the WAAM Housing Plan exceeds the allocated budget, funding will be drawn from the OCP Review budget. Together it is expected that the two initiatives will be completed within the combined budget of \$110,000.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> • Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions 	<ul style="list-style-type: none"> • Obtain feedback on analysis, alternatives, and/or decisions 	<ul style="list-style-type: none"> • Work directly with interest-holders to ensure concerns and aspirations are understood and considered 	<ul style="list-style-type: none"> • Partner with interest-holders in each aspect of the decision, development of alternatives, and identification of preferred solutions 	<ul style="list-style-type: none"> • Final decision making in the hands of the interest-holders

CONSULT:

- The Consultant will obtain feedback on the analysis, alternatives, and decisions by engaging with a broad range of interest-holders, ensuring the WAAM Housing Plan reflects the deep knowledge of local context and development constraints held by various community members and interest groups.

STRATEGIC PLAN ALIGNMENT

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

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

Staff are requesting authorization to initiate the RFP process for the Ways to Achieve Attainable Market Housing Plan, which aims to develop a plan for the Town to directly support the availability and affordability of housing in Qualicum Beach.

ALTERNATIVE OPTIONS

THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Bailey Walsh, Planner




Bailey Walsh, MCP
Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Concurrence



Raj Hayre
Director of Finance
Concurrence

Attachment

- Ways to Achieve Attainable Market Housing Plan RFP

TOWN OF QUALICUM BEACH

Ways to Achieve Attainable Market Housing (WAAM Housing) Plan

REQUEST FOR PROPOSALS

SUMMARY OF KEY INFORMATION	
RFP Reference	Ways to Achieve Attainable Market Housing (WAAM Housing) Plan
Overview of the Opportunity	The Town of Qualicum Beach requests Proposals from experienced qualified Consultants to provide an Attainable Market Housing (WAAM Housing) Plan.
Closing Date & Time	INSERT CLOSING DATE 4:00pm, PST
Instructions for Proposal Submission	<p>Proposals must be consolidated into one PDF file. Two printed copies and a copy of the proposal in electronic format must be submitted prior to the deadline.</p> <ol style="list-style-type: none"> In the 'Subject Field' enter: Ways to Achieve Attainable Market Housing (WAAM Housing) Plan Add files into one consolidated .pdf format and send via email and mail to: <ul style="list-style-type: none"> Town of Qualicum Beach Corporate Services #201-660 Primrose Street Qualicum Beach, BC V9K 1W8 corporateservices@qualicumbeach.com
Questions	Questions are to be submitted in writing quoting the RFP Reference by CLOSING DATE – 1 Week to email: hsvensen@qualicumbeach.com
Successful Proponent(s) Notification	CLOSING DATE + 20 Business Days
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: corporateservices@qualicumbeach.com prior to the Closing Date & Time.
Note to Proponents	
<p><i>This is a request for proposals and not a call for tender or request for binding offers. No contractual obligations will arise between the Town and any Proponent until, and unless, the Town and a Proponent enter into a formal, written contract for the Proponent to perform the required assessment work.</i></p>	

TERMS OF REFERENCE

1. INSTRUCTIONS TO PROPONENTS

1.1 Request for Proposals

The Town of Qualicum Beach invites proposals from qualified, professional Consultants with proven expertise in housing policy, real estate market analysis, financial modeling, public engagement, and strategic planning to develop a comprehensive and actionable Ways to Achieve Attainable Market Housing Plan (the Plan).

The Plan will include feasibility profiles for five to eight housing solutions that address specific “Priority Housing Groups” (PHGs) within the Town. PHGs could include socio-economic demographic groups such as retirees, older seniors, young families with children, service workers, etc.

Following is an overview of the proposed approach.

1. PHGs will be determined in Phase 2 of the Town’s 2025 Official Community Plan (OCP) Review, with information to be shared with the Consultant in June 2025.
2. The Consultant will complete a Housing Opportunities Report addressing the local social, demographic, and market circumstances that may provide opportunities or constraints for the Town to create feasible housing solutions.
3. The Consultant, in collaboration with the OCP Review Steering Committee, will develop criteria to evaluate potential housing solutions. The Evaluative Criteria would include factors such as physical and financial feasibility and community compatibility.
4. The Consultant will carry out public engagement to solicit creative housing solutions from residents and other interest-holders in Qualicum Beach. In compiling the public’s input, the Consultant may make minor changes to the proposed housing solutions to make them more attainable or financially viable. The Consultant may also propose additional proposed solutions, as inputs to the next step. OCP Steering Committee members may also propose solutions as input to be evaluated.
5. Each proposed Housing Solution will be assessed by the Consultant using the Evaluation Criteria developed in collaboration with the OCP Review Steering Committee.
6. The Consultant, with input from Town staff and the OCP Review Steering Committee, will undertake a detailed Feasibility Profile for each of the housing solutions that score the highest.
7. The top 5–8 housing solutions will be compiled into the WAAM Housing Plan, forming a practical toolkit to address the identified PHGs.

Definitions:

- **Attainable Housing** means housing that meets the traditional definition of attainable housing (shelter costs remaining at or below 30% of before-tax household income) for a range of income levels within a Priority Housing Group.
- **Feasibility Profile** means a structured analysis of a proposed housing solution that evaluates its practical, financial, and operational viability. Feasibility Profiles should detail the solution's estimated costs (including Pro Forma viability), potential funding sources, recommended governance structures, regulatory or policy requirements, anticipated benefits and risks, target Priority Housing Group(s), and an actionable implementation steps.
- **Housing Opportunities Report** means the preliminary deliverable that addresses the local social, demographic, and market circumstances that may provide opportunities or constraints for the Town to create feasible housing solutions
- **OCP Review Steering Committee** means a standing committee of Council comprised of local residents for the purpose of providing input into the 2025 OCP Review process, Quality of Life Survey, and related 2025 initiatives such as the WAAM Housing Plan.
- **Market Housing** means housing that minimizes reliance on direct, ongoing public sector subsidies. This includes both conventional market-rate housing and models that employ innovative financial or legal mechanisms to improve access for populations not traditionally served by the private market. Such models may include shared equity, cooperative ownership, or other structures that facilitate entry into the housing market while preserving long-term affordability and enabling residents to obtain a property interest and participate in any appreciation of the asset over time.
- **Priority Housing Group** refers to one of the socio-economic demographic groups identified through the 2025 OCP Review as having significant unmet housing needs. These PHGs will serve as the focus of housing solutions to be explored in the Plan, and may include groups such as older seniors, young families, people with accessibility needs, service industry workers and other groups, to be determined by the OCP Review process.
- **Pro Forma Viability** means whether or not it is financially feasible to implement a proposed Housing Solution, from the perspective of a housing provider (developer/landowner/investor).

1.2 Project Background

The Town of Qualicum Beach is committed to addressing the growing need for attainable and affordable housing while maintaining the character and sustainability of the community. Residents being able to manage increasing shelter costs has become a pressing challenge, with rising costs limiting access to secure housing for both current and future residents.

The Housing Plan will provide a detailed analysis of housing solutions that are specific to the local challenges and opportunities in Qualicum Beach. The findings of the Housing Plan will integrate seamlessly into broader municipal planning efforts and future strategic initiatives.

This project represents a critical step in ensuring that Qualicum Beach remains an inclusive and vibrant community, where individuals and families across diverse income levels and household types can secure stable and attainable housing. The findings and housing solutions from the Plan will serve as a

foundation for future housing development efforts in the Town. Although the amount of housing required over the next 20 years has been specified in the 2024 Interim Housing Needs Report, further work is required to determine what types of housing will be delivered and how to ensure that specific groups are not excluded from the market.

1.3 Community Context

The statistical data in this section is sourced from the 2023-2027 Strategic Plan. However, it is advisable to review and update these figures as necessary during the formulation of the Plan.

The Town of Qualicum Beach is a charming coastal community of 9,303 people and one of the most beautiful communities in the country. The Town is surrounded by rivers, forests and farmland located in the shadow of Mount Arrowsmith. Small-town character, walkability and year-round access to recreational opportunities support a high quality of life for residents and provides an attractive destination for visitors. The Town centre is vibrant, with an exciting revitalization of the adjacent East Village area currently underway. Qualicum Beach is known for its connection to nature, as well as its celebration of arts and culture.

Economic Sectors

Qualicum Beach has a mix of tourism, some manufacturing, and service businesses. The service sector, which includes retail, wholesale, finance, insurance, real estate, business services, accommodations, and other services, remains the largest employer in the region, accounting for 67% of overall employment. The trade sector, which includes both retail and wholesale trade, accounted for 20.5% of overall employment and reflects a growing trend in retail. There is currently very little manufacturing activity, though some of the economic development areas identified in the OCP would include sustainable manufacturing activity.

The Town is currently engaged in the development of an economic development strategy entitled “Pathways to Sustainable Economic Development in Qualicum Beach”, with the goal of creating a roadmap to help the Town convert sustainable economic development goals into actionable strategies that Council can advance through future Strategic Planning and Budgeting processes.

Employment

Employment is forecasted to increase, with the service sector expected to show the strongest growth and the agricultural sector anticipated to decline slightly. Manufacturing is expected to experience modest growth, increasing at approximately half the rate of the service sector. Construction will see positive employment growth along with business services. Given the aging population of Qualicum Beach, health and social services, along with other services, will likely see significant increases in employment opportunities. It is expected that employment in these two sub-sectors will almost double over the next 25 years.

Population

In 2021, the majority (56.3%) of Qualicum Beach residents were aged 65 or older, with the 25 to 29 age group being the least populated. The median age was 67.5 years. Additionally, 41.7% of the population

were in the working-age group of 15 to 64 years old, and 14.88% were part of the younger population, poised to join the labor force within the next two decades.

2. Consultant Prerequisites

The ideal proponent(s) will possess the following qualifications:

1. Expertise in Affordable/Attainable Housing Development

- Demonstrated experience in planning, constructing and/or otherwise delivering housing projects in BC, preferably on Vancouver Island.
- Knowledge of financially self-sustaining housing models, including but not limited to co-operative housing, purpose-built rentals, mixed-income developments, shared ownership, and non-profit housing, leasehold properties, rent-to-own, or carriage/laneway/infill housing.
- Familiarity with innovative financing, ownership, and construction structures

2. Real Estate Market & Economic Feasibility Analysis

- Experience in real estate market analysis, including housing demand studies and affordability assessments.
- Ability to conduct financial modeling and risk assessments for various housing delivery models.
- Strong understanding of housing governance structures, such as land trusts, partnerships, and municipal development corporations.

3. Strategic Planning & Business Plan Development

- Proven ability to integrate policy, financial sustainability, and community needs.
- Experience working with municipal governments to create housing strategies that align with broader OCPs and local bylaws.
- Familiarity with best practices in housing affordability policies from other Canadian municipalities, particularly in BC.

4. Community & Interest-holder Engagement

- Demonstrated experience in engaging diverse interest-holders, including municipal staff, elected officials, developers, housing advocates, and residents.
- Expertise in public consultation methodologies in line with International Association of Public Participation (IAP2) standards.
- Ability to facilitate inclusive engagement processes to ensure meaningful input from underrepresented groups, such as young families, seniors, and lower-income residents.

5. Policy & Regulatory Expertise

- Strong knowledge of municipal, provincial, and federal housing policies, including funding programs, zoning regulations, and housing incentives in British Columbia.
- Experience working with Official Community Plans (OCPs) and local zoning bylaws to facilitate housing development.
- Understanding of land use planning and infrastructure requirements that impact housing affordability.

6. Analytical & Reporting Capabilities

- Proficiency in conducting data-driven research and financial modeling to support decision-making.

- Strong report-writing and presentation skills, with the ability to communicate complex findings in a clear and visually engaging format.
- Experience developing comprehensive, actionable business plans that provide detailed recommendations, cost estimates, and implementation strategies.

7. Knowledge of the Local Context

- Experience working with small or mid-sized communities on housing affordability initiatives in BC is preferred.
- Familiarity with Vancouver Island's regional housing market and economic trends will be considered an asset.
- Familiarity with the housing implications of a retirement community on the future viability and sustainability.

3. Deliverables & Scope of Services

The following deliverables are required:

1) Project Workplan and Engagement Strategy

- Project Workplan Document outlining the project timeline, milestones, methodologies, and key objectives.
- Clear delineation of lands that will not be considered for housing development. For example, land in the Agricultural Land Reserve or in Ecologically Sensitive Areas.
- A set of Evaluative Criteria (with scoring instructions) to objectively evaluate the viability of housing solutions proposed by Town staff, the OCP Steering Committee, and/or the public. Pro Forma Viability will be a key criterion.
- Engagement Strategy & Schedule, detailing how interest-holders and the community will be consulted throughout the process. This should include, at a minimum:
 - One in-person public meeting to solicit ideas for innovative housing solutions from residents and interest-holders.
 - Opportunities for community members to propose written submissions of innovative housing solutions
 - Meetings with key interest-holders such as residents associations, developers, housing advocates, Parksville-Qualicum Beach Tourism Association, the Seniors' Centre, and builders who understand the local housing market and development challenges

2) Housing Opportunities Report

The Housing Opportunities Report should address the local social, demographic, and market circumstances that may provide opportunities or constraints for the Town to create feasible housing solutions, including:

- Summary of relevant best practices in innovative, attainable housing development. Examples could include initiatives such as land trusts, cooperative ownership models, mixed-income developments, secondary suites, co-operative housing, mixed-income developments, shared ownership, non-profit housing, leasehold properties, rent-to-own, carriage/laneway/infill housing and purpose-built rentals.

- Analysis of the local social, demographic, and market circumstances that offer constraints and opportunities for housing development in Qualicum Beach. What other alternative housing forms/housing delivery models exist already and could work here?
- Identification of the gaps in the current local housing market, building on the work completed in the 2024 Interim Housing Needs Report and 2025 OCP Review work
- Summary of critical factors in the housing development process, such as zoning regulations, land availability, and construction costs that could be improved with policy adjustments
- Summary of potential funding sources, including provincial and federal programs, private sector investment, and alternative financing mechanisms.
- Identification of potential development, redevelopment, or infill opportunities within the Town.
- High-level analysis of the most appropriate housing types and features for each PHG.

3) WAAM Housing Plan (Final Report)

Comprehensive Document that details five to eight Feasibility Profiles for the most viable housing solutions that address at least one of the PHGs:

- Documented background information within the plan should include, at minimum:
 - Summary of research, analysis, and engagement findings.
 - Key information about the most viable housing solutions. For each housing solution, the following should be detailed as part of a Feasibility Profile:
 - The target PHG
 - Cost estimates per project and per unit
 - Required or recommended governance structures, policy changes, and operational models
 - Benefits and drawbacks, including risks and mitigation strategies
 - Strategies for securing capital, funding, and investment
 - Level of end-user affordability
 - Level of developer experience required
 - Degree of subsidy required, if any
 - Its objective score and ranking based on the determined Criteria
 - An implementation strategy for each Housing Solution
 - An estimation of “lowest possible housing cost” for the end user.
- Executive Summary & Infographic Summary Report
 - High-level summary of key recommendations for policymakers and interest-holders.
 - Infographic-style presentation of housing solutions and financial feasibility outcomes.

4) Presentation to Town Council & Final Documentation

- Formal presentation to Town Council, summarizing findings and recommendations.
- Final digital and print copies of all reports and supporting documents.
- Transfer of raw data, GIS mapping files, and research materials to the Town for future use.

4. PROJECT ORGANIZATION AND MANAGEMENT

The Consultant will collaborate with Town staff, attending meetings as necessary. The Proponent must specify in the schedule whether these meetings will be conducted in-person or virtually.

The OCP Review Steering Committee is an advisory body that is available to provide advice and guidance to the Consultant throughout the project. At a minimum, meetings with the OCP Review Steering Committee should be held at the following points in the process:

- To receive feedback on the proposed Evaluative Criteria before they are finalized
- To receive and provide feedback on the Housing Opportunities Report
- To review the draft list of housing solutions that will be detailed in Feasibility Profiles in the final WAAM Housing Plan.

The Consultant will:

- be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties;
- reproduce and distribute copies of minutes within two (2) working days after each meeting; and
- transmit the meeting minutes to meeting participants including those who were not in attendance.

The Consultant will lead and otherwise be responsible for all elements of the Services, including reporting at key milestones, timely communications with Town staff on emerging project issues, and maintaining complete documentation (e.g. minutes, presentations) from internal and external meetings.

5. PROJECT SCHEDULE

5.1 Project Schedule

- a) The Consultant is responsible for their availability and ability to meet time schedule and completion date. Proponents are to confirm they will meet the Town's expectations with a written acknowledgement of the ability to deliver the required services to the Town given the Proponents' existing workload and future commitments.
- b) Schedule Acknowledgements
 - i. Proponents should note that the Target Dates outlined in the Proposed Work Schedule and Milestone Dates table below are there as a guide for the seamless progression of the project.

Proposed Work Schedule and Milestone Dates – WAAM Housing Plan		
Item No.	Key Milestones	Target Dates
a)	Communications and Engagement Plan Outline	TBD by consultant
b)	Public Engagement Period (Including members of Council, interest-holder groups, residents, etc.)	TBD by consultant, with general public engagement to occur September- November 2025
c)	Ways to Achieve Attainable Market Housing (WAAM Housing) Plan Presentation to Council	February 2026*

5.2 Documents

The Consultant will provide original documents and transfer final digital files to the Town. All materials produced under this project are solely the intellectual property of the Town. The format of the digital files will be compatible with Microsoft Office and/or Adobe Acrobat.

5.3 Fee Schedule and Cost of Services

- a) Proponents to submit with their Proposal, a GANTT chart outlining schedule of effort and fees, for all of the Services. Include level of effort by each team member, including hourly rates and total lump sum pricing. The hourly rates will be used to value additional services if required.
- b) The Proponent shall include in the fee schedule all sub-Consultant fees and all Consulting Team disbursements.
- c) The Proponent shall indicate any additional “Value-Added Services” or costs not accounted for in the fee schedule as part of the proposal submission.
- d) The successful Consultant will not be able to claim any additional cost as a result of changes to the schedule. This condition shall be in effect for the duration of the project.

The Total Price includes business administration services, travel costs, disbursements, charges, expenses of any sort (excluding GST) for the Consultant to complete the Project to the Town’s standards in accordance with the work schedule in this RFP.

6. REFERENCE MATERIALS

Proponents should identify any relevant documents or data that would contribute to achieving the objectives of the project. The following resource materials are available to the successful Consultant and can be found on the Town’s website:

- 2024 – 2028 Strategic Plan
- 2024 Interim Housing Needs Report
- 2018 Official Community Plan
- 2009 and 2018 Retail and Tourism Gap Analysis
- GIS maps, imagery, and database information

The Consultant will work with the Town to identify additional information required to complete the Services. There are other reports from third parties, such as the Parksville-Qualicum Beach Tourism Association that must be obtained directly from those organizations.

7. PROPOSAL EVALUATION AND CRITERIA

The Town of Qualicum Beach will evaluate all submitted proposals. The Town will disqualify Proponent(s) that fail to meet the minimum requirement for qualifications, experience, and methodology from the process prior to cost considerations. The object of the evaluation and selection process is to identify the proposal that, in the Town’s opinion, offers the best value for the products and/or services requested.

The Town has a Social Procurement Policy which will contribute to the assessment of best value. In assessing best value, the Town:

- May not necessarily accept the lowest proposal, and may, in its sole discretion, accept any proposal and may waive any minor informality or irregularity in proposals;
- Has no obligation to receive further information, whether written or oral, from any Proponent, nor to disclose the nature of any proposals received; and
- May negotiate changes to the scope of work with any one or more proponents without having any duty or obligation to advise any other Proponent(s) or to allow them to vary their Proposal(s) due to changes to the scope of work.

Proposals will be evaluated based on the following criteria:

Rated Criteria Category	Points
<p>Proposed Work Plan, Methodology and Approach</p> <ul style="list-style-type: none"> • Detailed work plan provided with proper identification and all key components in fulfilling the proposed project. • Communications and engagement approach that explains the communication process between the Proponent and key interest-holders and strategies for public engagement. • Details provided of the project management approach and methodology that will be followed for each phase of deliverables. • Detailed project schedule provided in a GANTT chart which demonstrates a critical path for each deliverable. 	0 to 25
<p>Experience and Qualifications</p> <ul style="list-style-type: none"> • Demonstrated ability in housing development, strategy and planning, facilitation, engagement, analysis, and report writing. • Provide a description of the company, including its resources, and offer details on past or similar projects. • Provide examples of at least three housing projects (policy and/or developments) completed in other Canadian municipalities within the last five years, preferably on Vancouver Island. • Demonstrate familiarity with work done by other economic development or tourism organizations in the area 	0 to 25

Rated Criteria Category	Points
Financial and Value-Added Benefits <ul style="list-style-type: none"> • Price Schedule – Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements (excludes GST). • Value-added Benefits to the Town 	0 to 25
References <ul style="list-style-type: none"> • Relevant references provided. 	0 to 25

DRAFT





TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900-20-900.003

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Zoning Amendment: 324 Chester Road

RECOMMENDATION

1. THAT Council deems the residential Zoning Amendment application to permit four strata-titled dwelling units at 324 Chester Road to be compliant with the Official Community Plan.
 2. THAT the Zoning Amendment application to permit four strata-titled dwelling units at 324 Chester Road be referred to the Advisory Planning Commission for comment on parking and neighbourhood compatibility, subject to additional information on parking and vehicular circulation, building colours and materials being provided by the applicant.
-

PURPOSE

To consider a zoning amendment application for 324 Chester Road that would facilitate the strata title subdivision of four proposed townhouse units on the subject property. Should Council determine that this zoning amendment application is compliant with the Official Community Plan (OCP), no Public Hearing is permitted as per the Bill 44 legislation, *Housing Statutes (Residential Development) Amendment Act*.

BACKGROUND

The owner of 324 Chester Road has submitted a zoning amendment application for the subject property. The subject property currently has an existing house and detached garage on the site and the proposal is to remove both structures and build four townhouse units that are strata titled. The property is currently zoned Residential 1 (R1). Under the R1 zone, four dwelling units are permitted; however, a maximum of two dwelling units are permitted to be strata titled. To permit the strata titling of all four properties, the zoning is required to be amended from R1 to Residential 2 (R2), which is the residential zone used in the Village Neighbourhood that permits all four units to be strata titled.

In the Town's 2018 Official Community Plan, the subject property is designated Single-family Residential. The property also falls within the Residential Multi-Unit Housing: RMUH 1 Development Permit Area. The property is located at the end of Chester Road and is

surrounded to the south by the Heritage Forest and to the west by Town-owned land. The applicant has submitted a Geotechnical Report and Environmental Assessment report; however, the proposed development does not impact these areas as the proposed building will be located further from the slope and naturalized area when compared to the location of the existing house and garage. The proposed townhouses will be located on the northeast section of the property, whereas, the slope and naturalized area is located on the south and west of the property. Tree removal on the site will be contained to the trees required to be removed for the proposed townhouses. The *Town of Qualicum Beach Bylaw No.725, 2023, Tree Protection Bylaw* applies to the property and any tree removals are subject to the requirements in the Bylaw.

If approved, the zoning amendment would change the zoning from R1 to Residential 2 (R2). The R2 zone is the zoning applied to the Village Neighbourhood and is a similar zone to R1; however, the R2 zone does not have a maximum number of strata titled units. Given the recent policy changes from the Provincial Government, specifically Bill 44, a Public Hearing is not permitted if the application is determined by Council to align with the Town’s Official Community Plan (OCP).



Figure 1: Subject Property

DISCUSSION

Following is a comparison of the existing and proposed zoning designation.

Zoning Provision	Zoning Comparison	
	Existing	Proposed Zoning
Zoning	Residential 1 (R1)	Residential 2 (R2)
Density	4 dwelling units with a maximum of two strata lots	4 dwelling units with no maximum number of strata lots
Height	11.0m	11.0m
Parcel Coverage	55%	55%

Front Setback	4.0m	4.0m
Interior Side Setback	1.5m 4.5m aggregate combination of two interior sides	1.5m 4.5m aggregate combination of two interior sides
Rear Setback	6.0m	6.0m
Parking (off-street)	4 off street parking spaces	4 off street parking spaces

It should be noted that the proposed parking exceeds the parking requirements (four spaces required, 10 spaces proposed). However, the proposal does not clearly identify the location of some of the additional off-street parking spaces, as well as vehicular circulation. Given the limited availability of parking on the adjacent street for overflow parking, staff recommend additional information be provided to understand the location of the parking spaces, as well as vehicular circulation.

2018 Official Community Plan (OCP)

The property is designated Single-family Residential in the 2018 Official Community Plan (OCP). The Single-family Residential policies are as follows:

1. Land designated as “Single-family Residential” on map ‘Schedule 2.1’ of this Bylaw shall not exceed development densities of 25 dwellings/ha, exclusive of secondary suites and garden suites. This density shall only be supported where developments are compatible with the form and character of the existing neighbourhood, including height, setbacks, landscaping and architectural style. On a typical residential lot, 25 units per hectare equates to two dwelling units.
Staff Comment: Recent policy changes from the Province of BC, specifically Bill 44, has required a minimum of four dwelling units per parcel. The proposed development’s density is aligned with the direction from the Province of BC and the current zoning on the property.
2. The use of land within the “Single-family Residential” area shall be in accordance with the environmental policies and development permit area requirements of the Plan.
Staff Comment: The subject property falls within Development Permit Area: Residential Multi-Unit Housing: RMUH1. A review of the Development Permit Area is below.
3. The Town shall review its zoning regulations with the intent of limiting the height of buildings within the central waterfront “Single-family Residential” area, between the foot of Garrett Road and the foot of Memorial Avenue, to one storey.
Staff comment: The subject property is not located on the central waterfront.
4. The Town shall review its regulations regarding construction elevations on the waterfront to adapt to rising sea levels.
Staff comment: The subject property is not located on the central waterfront.
5. The Town will entertain rezonings for a limited amount of small-scale neighbourhood-oriented commercial centres with a maximum floor area of 300m² to provide for daily needs, goods and services in appropriate locations within, or close to, “Single-family Residential” areas. Preference will be given to commercial locations where expansion of the existing commercial use can provide such goods and service.
Staff Comment: There is no small-scale neighbourhood oriented commercial centre proposed as part of this development.

6. The Town shall explore opportunities to improve the energy efficiency of subdivision and building construction through various methods, including rezonings, regulatory bylaws, incentive programs and education.

Staff Comment: The proposed development does not include subdivision of the parcel.

7. The Town, where possible and appropriate, shall provide opportunities for sensitively integrated and compatible home-based businesses within the Town’s zoning regulations and shall explore ways to encourage more home-based businesses as part of a healthy local economy.

Staff Comment: The proposed development does not include home-based businesses; however, this use is permitted under the R1 and R2 zones.

Interim Residential Design Guidelines

A more complete review of the Interim Residential Design Guidelines (Zoning Bylaw No. 900) will be provided at the Advisory Planning Commission (APC) meeting. However, staff would like the Advisory Planning Commission’s comment on the neighbourhood context, specifically the positioning of the units in relation to the natural features and the neighbouring property. Additionally, staff would like the APC to review the on-site parking given the limited off-street parking options. Colours and materials have not been provided, and staff recommend this information be provided prior to the application going before the APC.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> • Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions 	<ul style="list-style-type: none"> • Obtain feedback on analysis, alternatives, and/or decisions 	<ul style="list-style-type: none"> • Work directly with stakeholders to ensure concerns and aspirations are understood and considered 	<ul style="list-style-type: none"> • Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions 	<ul style="list-style-type: none"> • 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 of this proposal through the presentation of this staff report.
- 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.*
- 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*

SUMMARY

A zoning amendment application has been received to amend the zoning for 324 Chester Road. The zoning amendment would change the zoning from the existing R1 to the R2, which is the residential zone applied to the Village Neighbourhood. Under the R1 zone, the applicant is permitted to build four units; however, only two of the units are permitted to be strata titled. Under the R2 zone, all four units are permitted to be strata titled. If approved, the existing house and detached garage will be removed, and the proposed townhouses will be built. Staff recommend the zoning amendment bylaw be introduced and read a first time, and that the application be referred to the APC for comment, specifically to comment on the neighbourhood context and parking. Prior to going to the APC, staff recommend the applicant provide information on building colours and materials.

ALTERNATIVE OPTIONS

1. THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (324 Chester Road) Bylaw No. 900.003, 2025” be read a first time.
2. THAT Council requests the following changes to the proposed development at 324 Chester Road: *[insert changes]*.
3. THAT Council denies the zoning amendment application for 324 Chester Road.
4. THAT Council provides alternative direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Luke Sales
Director of Planning
and Community Development
Concurrence



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

- Attachment 1: Submitted Plans for 324 Chester Road
Attachment 2: Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (324 Chester Road) Bylaw No. 900.003, 2025

324 Chester Road Fourplex

Objective: To build 4 30x30 townhouse style units within the area identified as buildable by the Geo-Tech survey,

Overview: The property is the last home on Chester Road with just over 1/2 acre in size. The lot is surrounded on 3 sides by environmental reserve with one neighbor. This section of Chester Road only has 5 homes. We purchased the current home from the Village of Qualicum Beach just over 3 years ago and have made substantial improvements to the property. These include lifting and stabilizing the current garage, which was sagging, repairs and updates to the cottage, full renovation of the current home. All buildings have been painted and new windows installed. The tree canopy was raised up, weed control protocol has been established, and trees, sod, and plants have been added. Two of the 3 retaining walls have been replaced and ferns planted along the walls to help improve slope stability.

Challenge: The property is situated on a ravine with a creek at the bottom. The current house, Garage and Cottage were all built too close to top of slope which was permissible at the time but would not be permitted by today's standards. An assessment was done when the home was owned by the Town and the home was "underpinned" to ensure stability. This was verified by the engineer's report. In the 3 years we have lived in the house we have not witnessed any movement.

Proposal: With the recent passing of Bill 44 we would like to take this opportunity to provide more much needed housing for the Qualicum Market as well as build ourselves a new home. The intent would be to live in one of the units and sell the other 3. The preference is to do this in a way that has minimal removal of any tree's and improves and enhances slope stability while protecting the environment. The homes would be designed to fit into the neighborhood while still respecting our neighbor's privacy. Some of the benefits to doing the project are as follows:

Environment

- Increased slope protection by removing the current home, garage and cottage and building the new homes substantially further away from the slope and within the build area identified by the town's Geo-Tech report.
- Further riparian protection by adding on 30 feet to the existing retaining wall behind the garage and building a new retaining wall on the NE side of the property to the right of the cottage, extending the wall to ensure full protection of the slope.
- Fire protection for the forest and neighbors by having buildings that have modern electrical and fire suppression enhancements
- Home to be constructed with more environmentally friendly options
- Where possible recycle and reuse many of the items from the home and cottage to put in the new home. This includes shower, cabinets, fireplace, doors, tongue in groove pine, countertop.

- Hot Water on demand and an underground sprinkler system to minimize water usage and wastage

- Provide modern drainage in and around the building for further protection

Economic

- Creating employment

- Three more homes increase tax revenue

- All services are already in place and in use so no increase to town infrastructure required

- Three more homes added which assists with the current housing crisis and fits into the provincial plan

The Town recently passed bylaw 900 which would allow 4 units on our property but does not permit us to have 4 titles which we need in order to do this project. With two titles we would be forced to build two large single-family homes which of course we would then need to sell for a much higher price as opposed to building the smaller townhouse style units. Bylaw 900 allows 4 titles within the Village Center but for some reason is restricting 4 titles outside of the center. Understandably there has been some confusion surrounding whether this is following the Bill 44 objective or not. Since this is now sitting with the province for a decision at this time, I would like to request a site-specific zoning amendment to allow 4 titles for my property.

Thank you for your consideration

Jeff Toews

OCP Designation Existing = Multi Family Residential Proposed = Multi Family Residential

Lot coverage is 26% (Lot area = 19,858.66 sq.ft & Bldg. coverage = 5155 sq.ft)

Your Bldg. coverage would actually be around 4000 sq.ft but it is better to put the maximum possible building coverage so you are not limiting your construction options (such as sunrooms, additional garages etc.) and you are allowed 55%.

Front setback Existing = 22.4M Proposed = 6M

Parking Space Existing = 9 Proposed = 10

Rear setback Existing = 9M Proposed = 8.61M

Side setback Existing = 4M Proposed = 1.5M

Building Height Existing = 5M Proposed = 10M

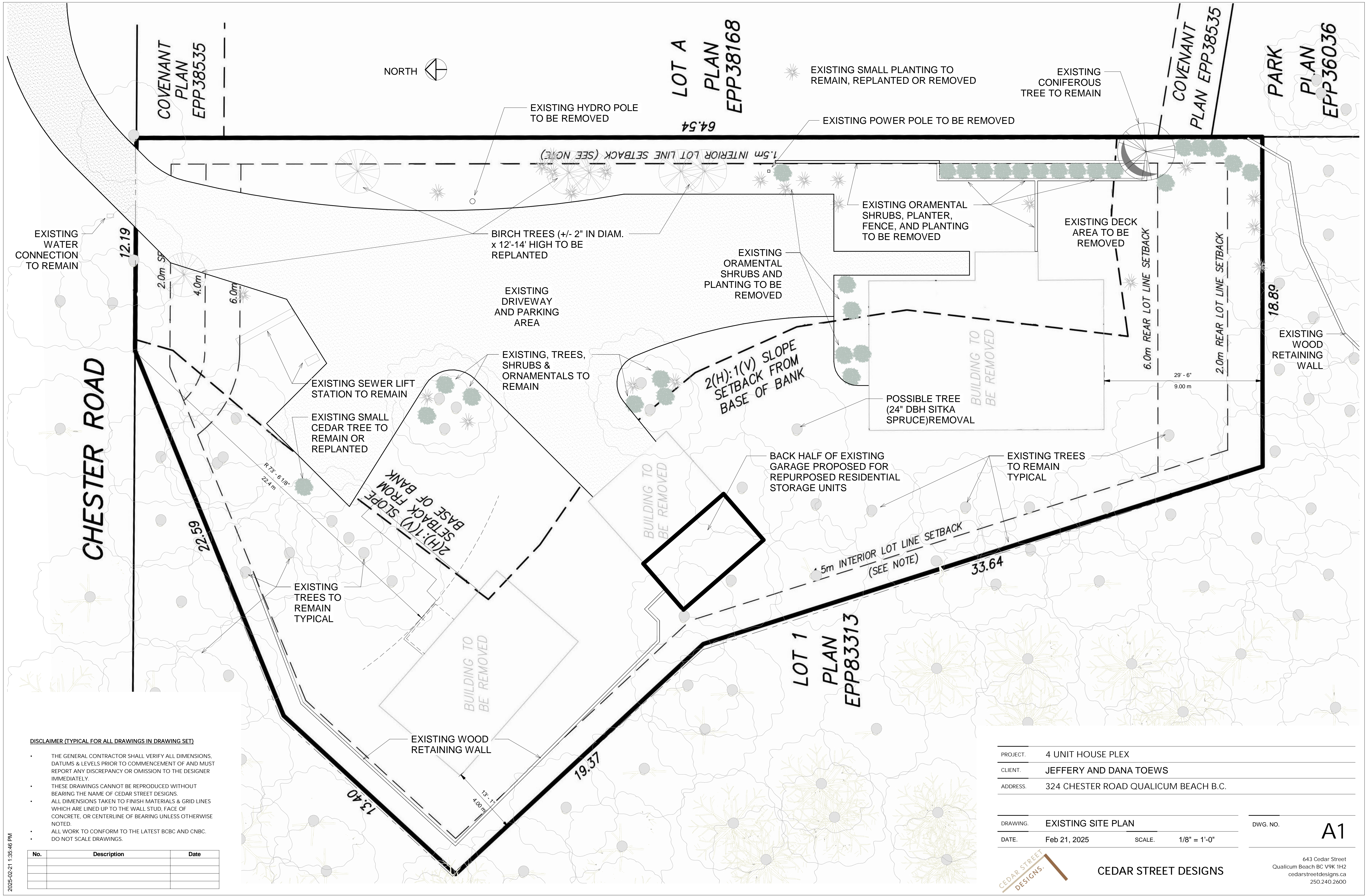
Landscape Setback Existing = 0 Proposed = 0

Gross Floor area Existing = 2540 sq.ft. Proposed = 7750 [sq.ft.](#)

Loading spaces Existing = 3 Proposed = 4 (included in parking)

Landscaped area Existing = 6,750 Proposed = 5,215 sq.ft.

Usable open space = Existing 11,130sq.ft Proposed 10,500 sq.ft



DISCLAIMER (TYPICAL FOR ALL DRAWINGS IN DRAWING SET)

- THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DATUMS & LEVELS PRIOR TO COMMENCEMENT OF AND MUST REPORT ANY DISCREPANCY OR OMISSION TO THE DESIGNER IMMEDIATELY.
- THESE DRAWINGS CANNOT BE REPRODUCED WITHOUT BEARING THE NAME OF CEDAR STREET DESIGNS.
- ALL DIMENSIONS TAKEN TO FINISH MATERIALS & GRID LINES WHICH ARE LINED UP TO THE WALL STUD, FACE OF CONCRETE, OR CENTERLINE OF BEARING UNLESS OTHERWISE NOTED.
- ALL WORK TO CONFORM TO THE LATEST BCBC AND CNBC. DO NOT SCALE DRAWINGS.

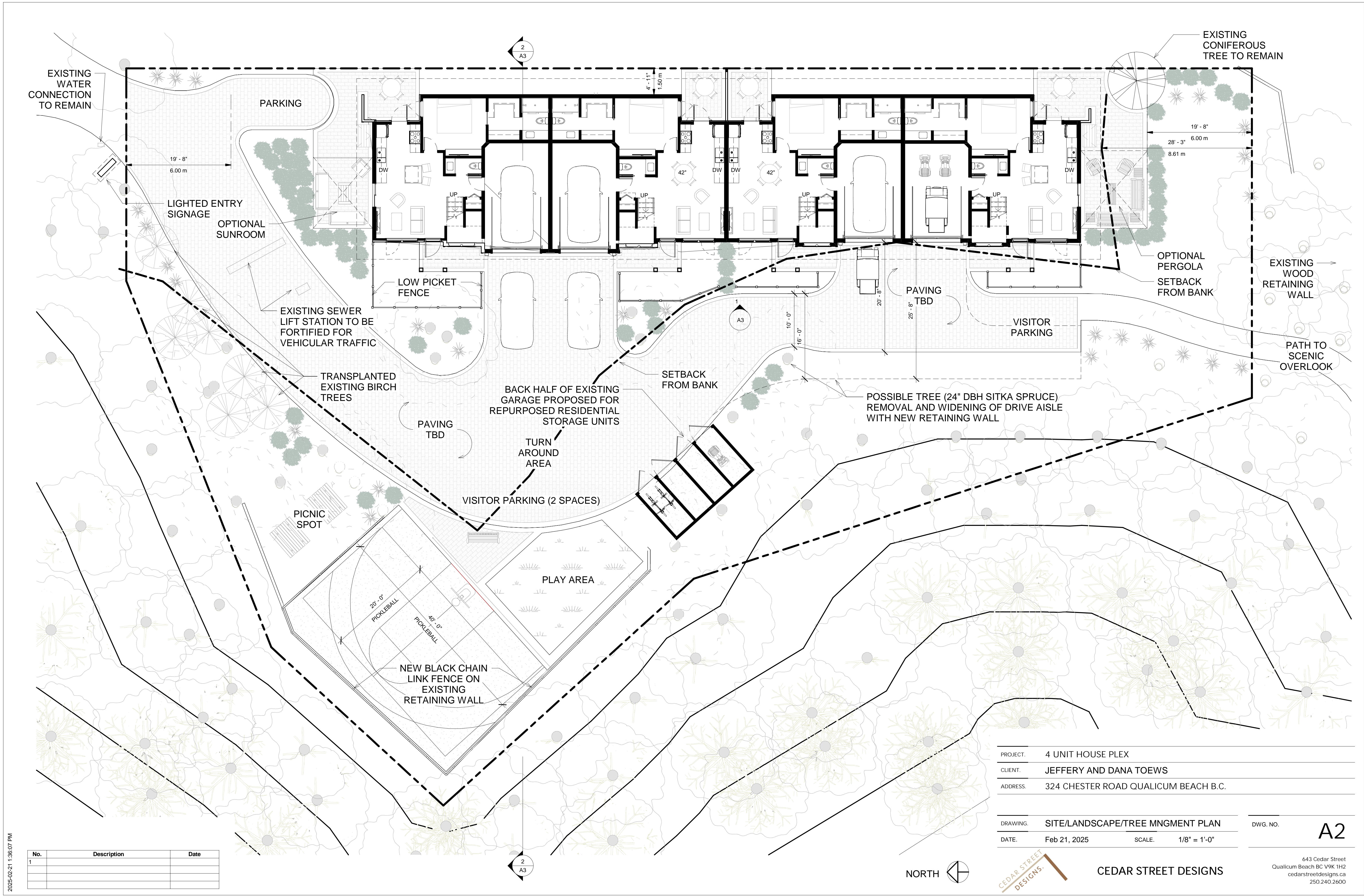
No.	Description	Date

PROJECT:	4 UNIT HOUSE PLEX
CLIENT:	JEFFERY AND DANA TOEWS
ADDRESS:	324 CHESTER ROAD QUALICUM BEACH B.C.

DRAWING:	EXISTING SITE PLAN	DWG. NO.	A1
DATE:	Feb 21, 2025	SCALE:	1/8" = 1'-0"


CEDAR STREET DESIGNS
 643 Cedar Street
 Qualicum Beach BC V9K 1H2
 cedarstreetdesigns.ca
 250.240.2600

2025-02-21 1:35:46 PM



PROJECT: 4 UNIT HOUSE PLEX
 CLIENT: JEFFERY AND DANA TOEWS
 ADDRESS: 324 CHESTER ROAD QUALICUM BEACH B.C.

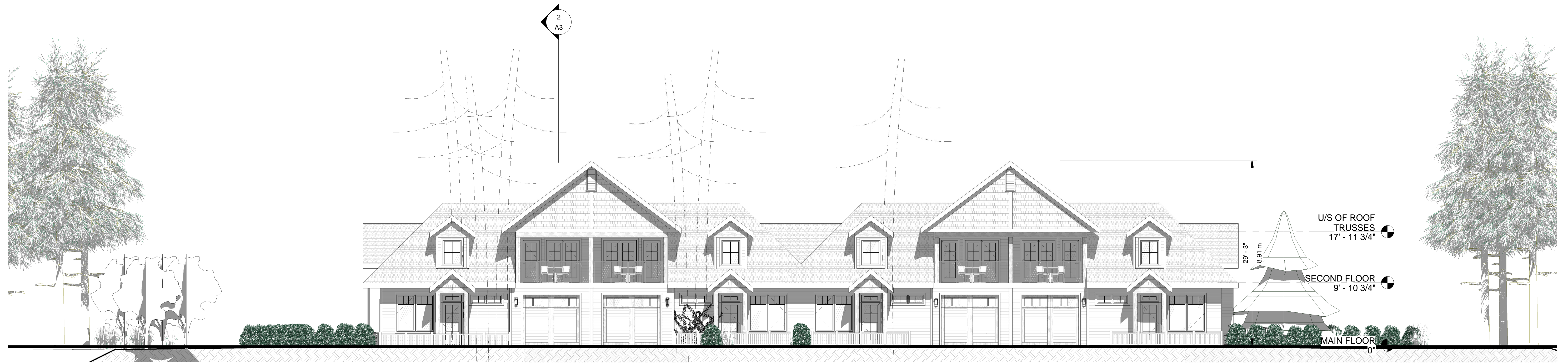
DRAWING: SITE/LANDSCAPE/TREE MNGMT PLAN
 DATE: Feb 21, 2025 SCALE: 1/8" = 1'-0"

DWG. NO. **A2**

CEDAR STREET DESIGNS
 CEDAR STREET DESIGNS
 643 Cedar Street
 Qualicum Beach BC V9K 1H2
 cedarstreetdesigns.ca
 250.240.2600

2025-02-21 1:36:07 PM

No.	Description	Date
1		



① FRONT FACADE
1/8" = 1'-0"



② SITE CROSS SECTION
1/8" = 1'-0"

DISCLAIMER (TYPICAL FOR ALL DRAWINGS IN DRAWING SET)

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- ALL WORK TO CONFORM TO THE LATEST BCBC AND CNBC. DO NOT SCALE DRAWINGS.

No.	Description	Date

PROJECT.	4 UNIT HOUSE PLEX
CLIENT.	JEFFERY AND DANA TOEWS
ADDRESS.	324 CHESTER ROAD QUALICUM BEACH B.C.

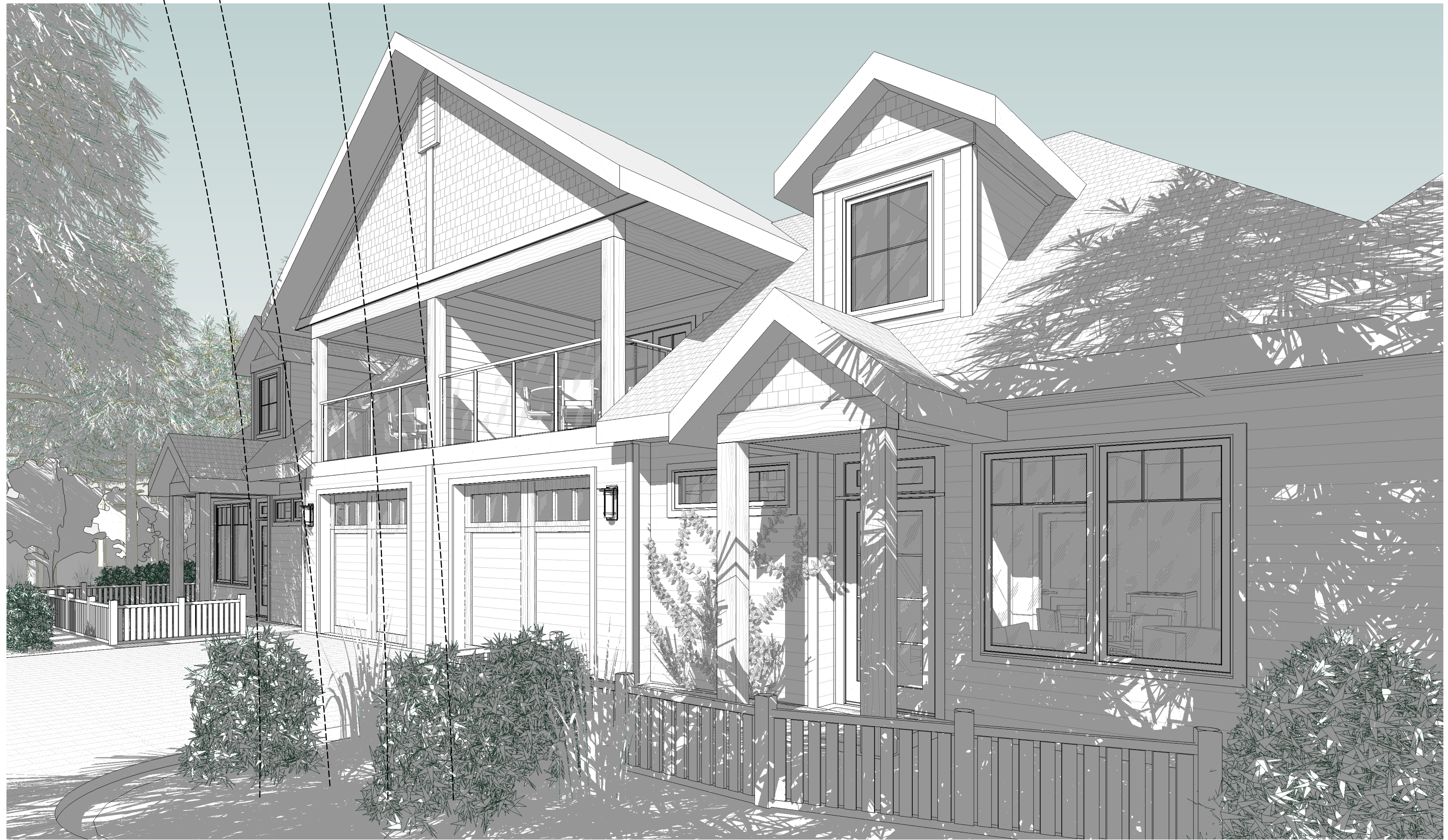
DRAWING.	FRONT FACADE AND SITE SECTION
DATE.	Feb 21, 2025
SCALE.	1/8" = 1'-0"

DWG. NO.	A3
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CEDAR STREET DESIGNS

643 Cedar Street
Qualicum Beach BC V9K 1H2
cedarstreetdesigns.ca
250.240.2600



2025-02-03 8:34:04 AM

No.	Description	Date

DISCLAIMER (TYPICAL FOR ALL DRAWINGS IN DRAWING SET)

- THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DATUMS & LEVELS PRIOR TO COMMENCEMENT OF AND MUST REPORT ANY DISCREPANCY OR OMISSION TO THE DESIGNER IMMEDIATELY.
- THESE DRAWINGS CANNOT BE REPRODUCED WITHOUT BEARING THE NAME OF CEDAR STREET DESIGNS.
- ALL DIMENSIONS TAKEN TO FINISH MATERIALS & GRID LINES WHICH ARE LINED UP TO THE WALL STUD, FACE OF CONCRETE, OR CENTERLINE OF BEARING UNLESS OTHERWISE NOTED.
- ALL WORK TO CONFORM TO THE LATEST BCBC AND CNBC. DO NOT SCALE DRAWINGS.

PROJECT.	4 UNIT HOUSE PLEX
CLIENT.	JEFFERY AND DANA TOEWS
ADDRESS.	324 CHESTER ROAD QUALICUM BEACH B.C.

DRAWING.	EXTERIOR VIEW
DATE.	Jan 31, 2025
SCALE.	12" = 1'-0"

DWG. NO. **A4**



CEDAR STREET DESIGNS

643 Cedar Street
 Qualicum Beach BC V9K 1H2
 cedarstreetdesigns.ca
 250.240.2600

Riparian Areas Protection Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date										February 10, 2025		
I. Primary QEP Information												
First Name		Steve				Middle Name						
Last Name		Toth										
Designation		R.P.Bio		Company		Toth and Associates Environmental Services						
Registration #		1788		Email		stoth@shaw.ca						
Address		6821 Harwood Drive										
City		Lantzville		Postal/Zip		V0R-2H0		Phone #		250-390-7602		
Prov/state		BC		Country		Canada						
II. Secondary QEP Information (use Form 2 for other QEPs)												
First Name						Middle Name						
Last Name												
Designation				Company								
Registration #				Email								
Address												
City				Postal/Zip				Phone #				
Prov/state				Country								
III. Developer Information												
First Name		Jeff				Middle Name						
Last Name		Toews										
Company												
Phone #		250-668-0507				Email		jefferytoews@shaw.ca				
Address												
City				Postal/Zip								
Prov/state		BC		Country		Canada						
IV. Development Information												
Development Type		Construction: Single Family Residential										
Area of Development (ha)		0.1		Riparian Length (m)		55						
Lot Area (ha)		0.18		Nature of Development		New						
Proposed Start Date		2025-03-15		Proposed End Date		2027-03-15						
V. Location of Proposed Development												
Street Address (or nearest town)		324 Chester Road										
Local Government		Town of Qualicum Beach				City		Qualicum Beach				
Stream Name		Beach Creek										
Legal Description (PID)		030-688-311				Region		Vancouver Island				
Stream/River Type		Watercourse				DFO Area		South Coast				
Watershed Code		920-477000										
Latitude		49	20	57	Longitude		124	25	54			

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed. Insert that form immediately after this page.

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Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

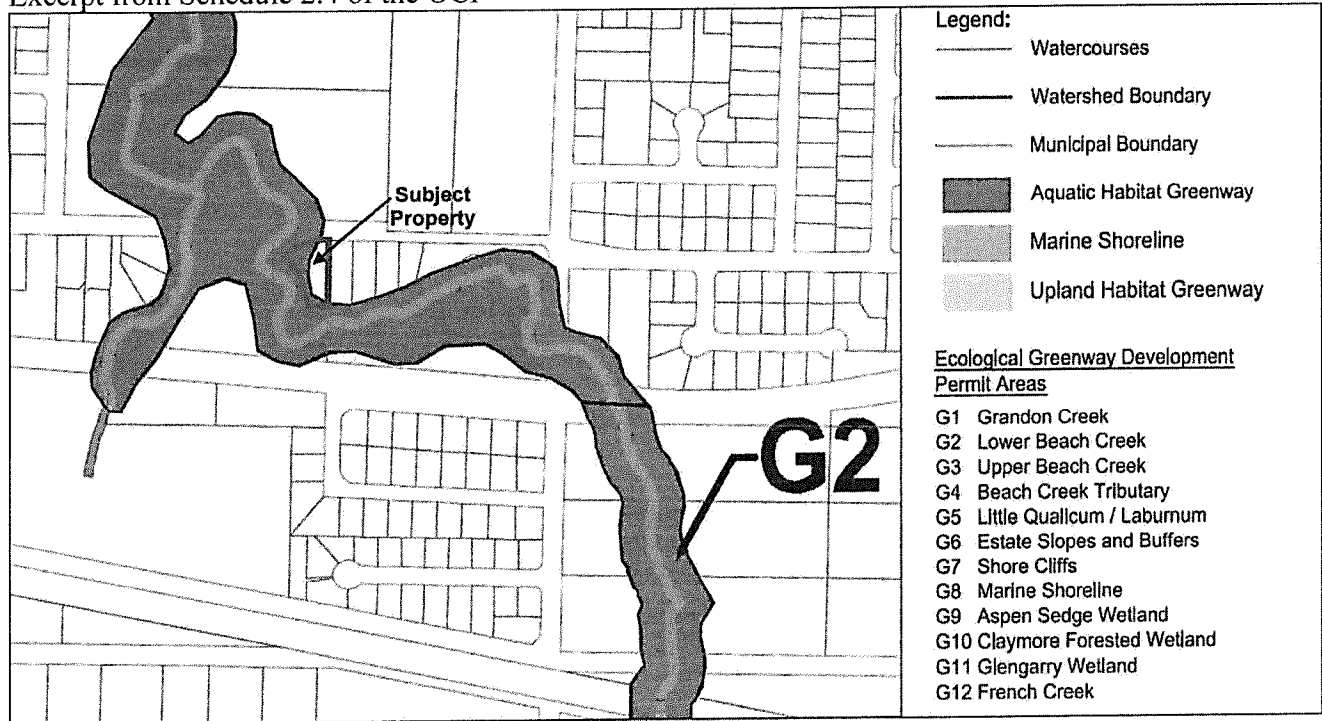
1.1 Introduction

In May 2018 Steve Toth, R.P.Bio. (Toth and Associates Environmental) conducted a detailed *Riparian Areas Regulation* (RAR) assessment of Beach Creek on 324 Chester Road, Qualicum Beach (Assessment #5333) on behalf of the Town of Qualicum Beach for the proposed subdivision of the subject property into two lots (Figure 1). The proposed subdivision included a 0.45 ha parcel (Lot 1) containing Beach Creek ravine, and a 0.18 ha parcel (Lot 2) that included the previously developed area of the property located above the top of ravine bank. The Town of Qualicum Beach designated Lot 1 as parkland. The province reviewed and accepted the RAR report on September 6, 2018.

The currently proposed development for Lot 2 created from subdivision under assessment #5333 includes removal of the existing structures and construction of a 4-plex dwelling unit along the east side of the property (Figure 2).

Schedule 2.4 of the Town of Qualicum Beach’s Official Community Plan (OCP Bylaw No. 800, 2018) indicates that the subject property is located within Development Permit Area (DPA) G2 – Ecological Greenway Areas (excerpt provided below). The DPA G2 guidelines are contained in Appendix A.

Excerpt from Schedule 2.4 of the OCP



The RAR was repealed in November 2019 and replaced with the current *Riparian Areas Protection Regulation* (RAPR). No changes to the subject property have occurred since our prior assessment in 2018.

1.2 Fisheries / Riparian Resource Values

According to the provincial Fisheries Information Data Queries database (FIDQ) Beach Creek supports cutthroat trout, a small population of coho salmon (<50) and possibly rainbow (steelhead) trout. The limit of fish distribution in the Beach Creek watershed was not indicated. The Qualicum Beach Streamkeepers have conducted bank stabilization and riparian planting projects on the lower end of Beach Creek, as well multiple years of turbidity, temperature, dissolved oxygen, and conductivity monitoring on Beach Creek. A drop of approximately 40 cm at the culvert outlet under Village Way was documented as a partial barrier to upstream fish passage for juvenile fish during our assessments of 358 & 424 Chester Road in 2013.

Overall gradient of the section of stream surveyed through 324 Chester Road was 1.9%. The section of Beach Creek through and adjacent to the subject property is located within a ravine and is characterized by a gravel / sand and gravel / cobble channel with some areas of clay hardpan exposure, tannic or low level turbidity stained water, well defined banks and frequent large woody debris. The average channel width was 3.8 m with a Riffle-Pool channel morphology (Photographs 1 – 3). Sand and fine bedload aggradation in low gradient sections was noted. There are few large, deep, rearing / holding pool habitats and no off-channel (e.g. side-channel) over-wintering / flood refuge habitats.

Moderate densities of salmonid fry were observed. No older age class (e.g. 2+) fish were observed.

Forest cover on the ravine side slopes consists of Mature and Old Forest stages of mixed coniferous forest with dominant species comprised of western hemlock, western redcedar, Douglas-fir, and occasional bigleaf maple and red alder. Due to the high level of canopy closure, shrub and herb layer development on the majority of the ravine side-slopes is poor (Photographs 4 - 6). The shrub and herb layers were represented by low densities and patchy distribution of sword fern, salmonberry, skunk cabbage, spiny wood fern, lady fern, deer fern, vanilla leaf, Cooley's hedge-nettle, dull Oregon-grape and scouring rush.

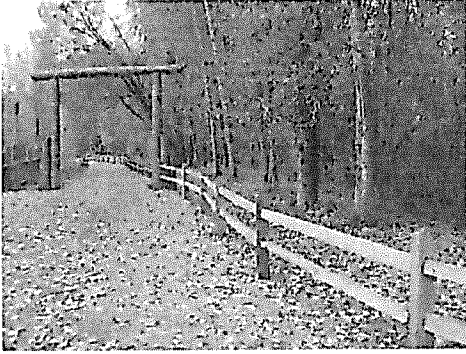
1.3 Proposed Development

The proposed development includes construction of a four-plex dwelling unit and typical ancillary development (e.g. driveway, yard). The new dwelling units will be located approximately 14.7 m outside the 11.4 m Streamside Protection and Enhancement Area (SPEA) setbacks at their closest point and the driveway will be located approximately 7.7 m outside the SPEA setback at its closest point (Figure 3). The new development will be serviced by city water and sewer.

The existing dwelling and outbuildings are located outside the SPEA setbacks. However, these buildings are located in close proximity to the top of ravine bank and care will need to be taken during removal to ensure that the top of ravine bank area is not unduly disturbed.

The area above the top of ravine bank on the subject property is comprised of existing areas of human disturbance. We recommend that the footprints associated with the outbuildings be seeded with turf grass seed. The footprint of the existing dwelling will be located within the proposed driveway footprint (Photograph 7).

The existing top of ravine bank is largely formed by fill / fencing. The yard area of the new development should not extend below the existing top of ravine bank, and the top of ravine bank should be fenced with some form of low wooden fencing that will not impede wildlife movement, such as that shown below:

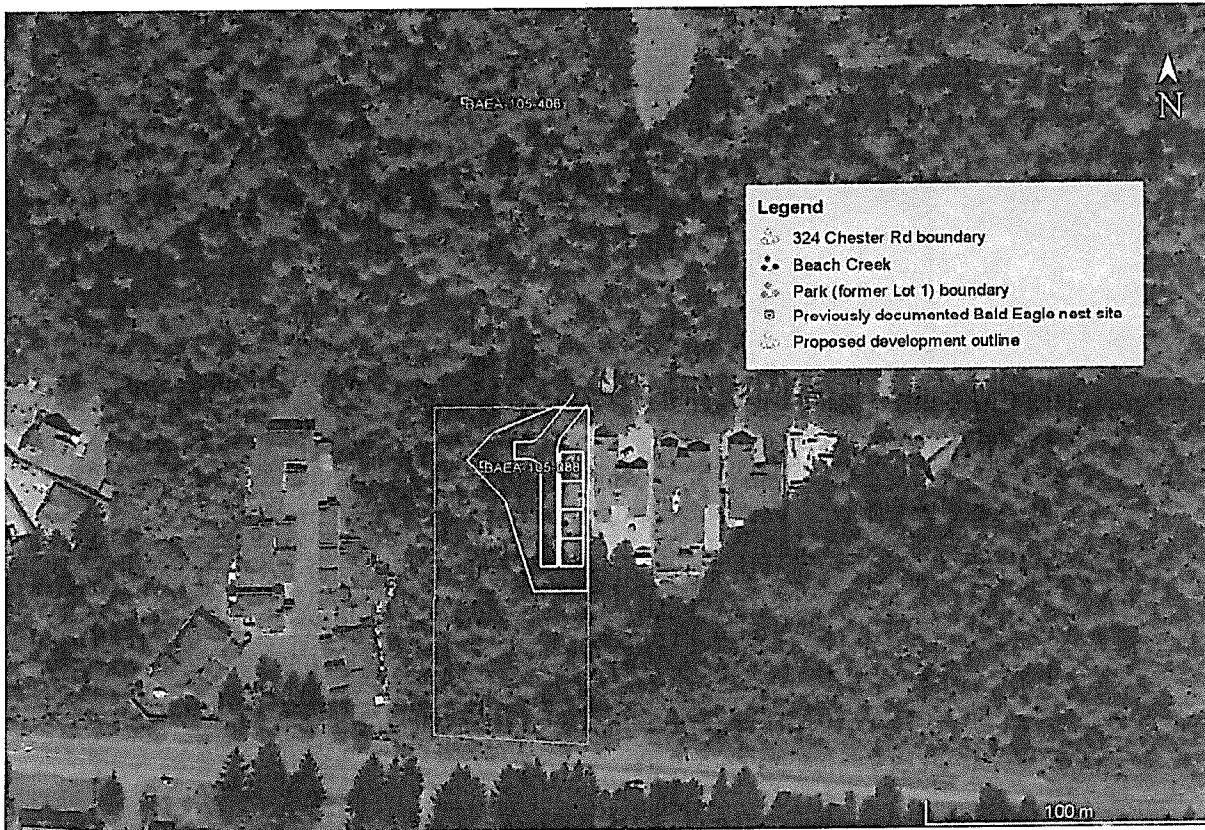


Typical post & 2 rail fence.

1.4 Town of Qualicum Beach Ecological Greenway DPA Requirements

The Ecological Greenway DPA requirements are included as Appendix C. There are no Great Blue Heron nest sites documented on or adjacent to the subject property on the BC Great Blue Heron Management Team Atlas. There is a Bald Eagle nest site (Nest #105-088) documented on the subject property by the BC Wildlife Tree Stewardship Atlas (WiTS), however this nest was not found during our field surveys.

The information provided by the WiTS site indicates that Nest #105-088 was documented in July 2003, and the notes state “used as perch tree regularly”. There is another nest (Nest #105-406) located approximately 130 m to the north, as shown on the image below and the WiTS information indicates a date of observation of June 9, 2023. It is likely that Nest #105-406 is the current active nest for this breeding pair of eagles.



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Figure 1. 2018 subdivision plan to create Lots 1 & 2.

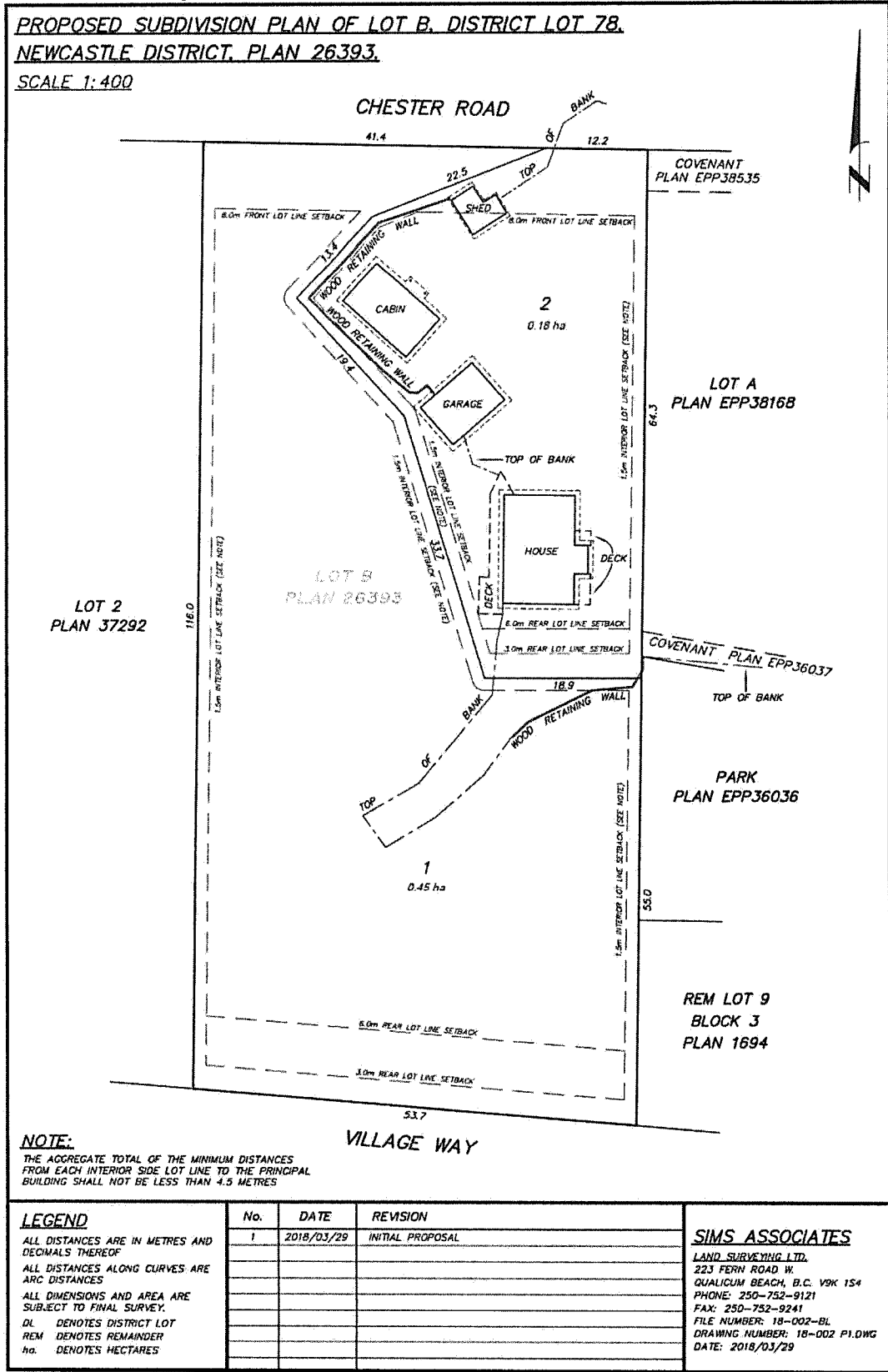
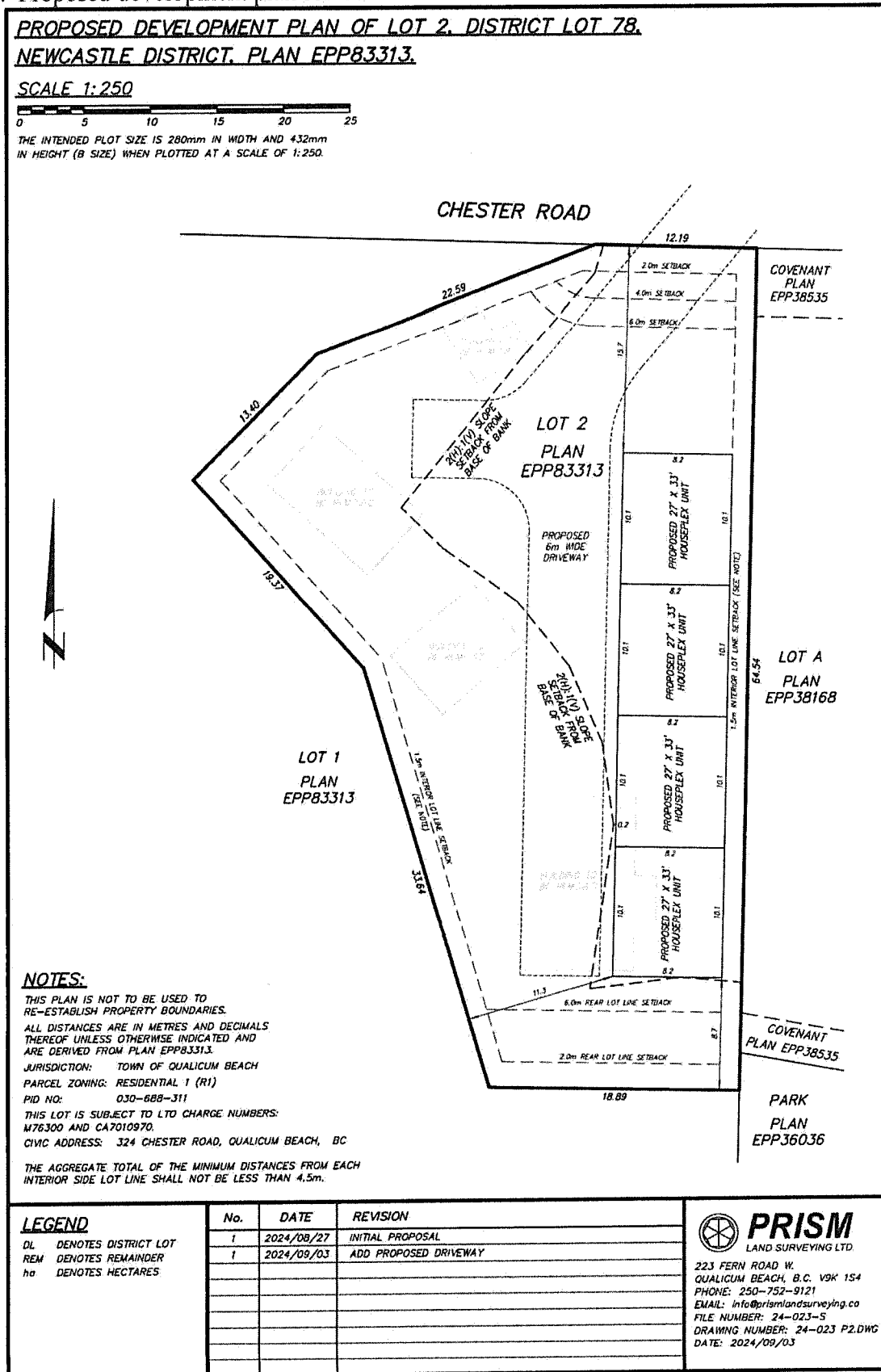


Figure 2. Proposed development plan for Lot 2

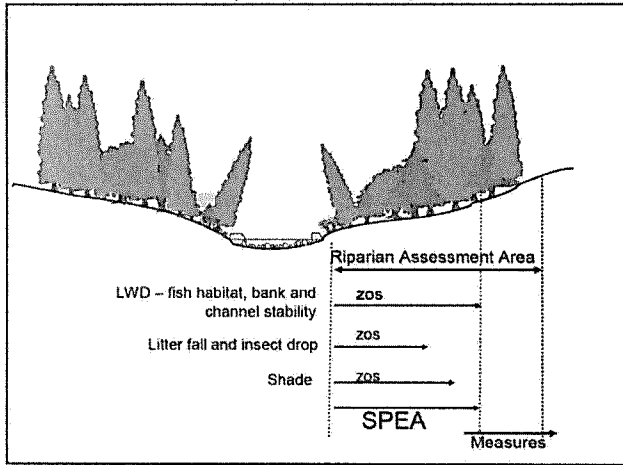


1.5 SPEA Setbacks

Under the RAPR, the Detailed Assessment Methods rely upon determination of the “Zones of Sensitivity” by a Qualified Environmental Professional (QEP) for the features, functions and conditions that support fish life within the 30m Riparian Assessment Area (RAA). The SPEA width is then the largest “Zone of Sensitivity” (ZOS) resulting from the assessment as shown on the figure below. The five main features, functions and conditions that the assessment evaluates include:

1. Large Woody Debris (LWD) for fish habitat and the maintenance of channel morphology
2. Area for localized bank stability
3. Area for channel movement
4. Shade
5. Litter fall and insect drop

Zones of Sensitivity and how they relate to SPEA setbacks



The QEP then provides “Measures” (Section 3.0 of this report) to protect the integrity of the SPEA setbacks.

Based on an average channel width of 3.8 m, channel gradient of 1.9% and Site Potential Vegetation Type of “treed” the Streamside Protection and Enhancement Area (SPEA) setbacks required under the RAPR’s detailed assessment method are **11.4 m** from high water mark, as flagged on Beach Creek through the subject property with orange riparian management zone flagging tape.

Section 2. Results of Detailed Riparian Assessment

Refer to Section 3 of Technical Manual

Date: January 20, 2025

Description of Water bodies involved (number, type)

Beach Creek

Watercourse

X

Number of reaches

1

Reach #

1

Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)

Channel Width(m)	
starting point	4.0
upstream	3.6
	4.8
	7.5
downstream	3.2
	2.7
	4.0
	3.1
	3.8
	4.3
	3.2
Total: minus high /low mean	34.0
	3.8

Gradient (%)

2.2	I, <u>Steve Toth</u> (<i>name of qualified environmental professional</i>), hereby certify that: a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ; b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u> (<i>name of developer</i>); c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.
1.5	
1.9	
1.9	

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Channel Type	R/P	C/P	S/P
	X		

Site Potential Vegetation Type (SPVT)

SPVT Polygons	Yes	No	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes
		X	
I, <u>Steve Toth</u> , hereby certify that:			
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;			
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u> ;			
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and			
d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.			
Polygon No:	1	Method employed if other than TR.	
SPVT Type	LC	SH	TR
			X

Zone of Sensitivity (ZOS) and resultant SPEA

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons			
LWD, Bank and Channel Stability ZOS (m)	11.4				
Litter fall and insect drop ZOS (m)	11.4				
Shade ZOS (m) max	NA	South bank	Yes	No	X
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)				
Ditch Bearing	Yes	No	If non-fish bearing insert no fish bearing status report		
SPEA maximum	11.4	(For ditch use table3-7)			

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons			
LWD, Bank and Channel Stability ZOS (m)	11.4				
Litter fall and insect drop ZOS (m)	11.4				
Shade ZOS (m) max	11.4	South bank	Yes	X	No
SPEA maximum	11.4	(For ditch use table3-7)			

I, <u>Steve Toth</u> , hereby certify that:					
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;					
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u> ;					
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and					
d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation					

Figure 3. Development plan for Lot 2 overlaid on 2018 subdivision plan

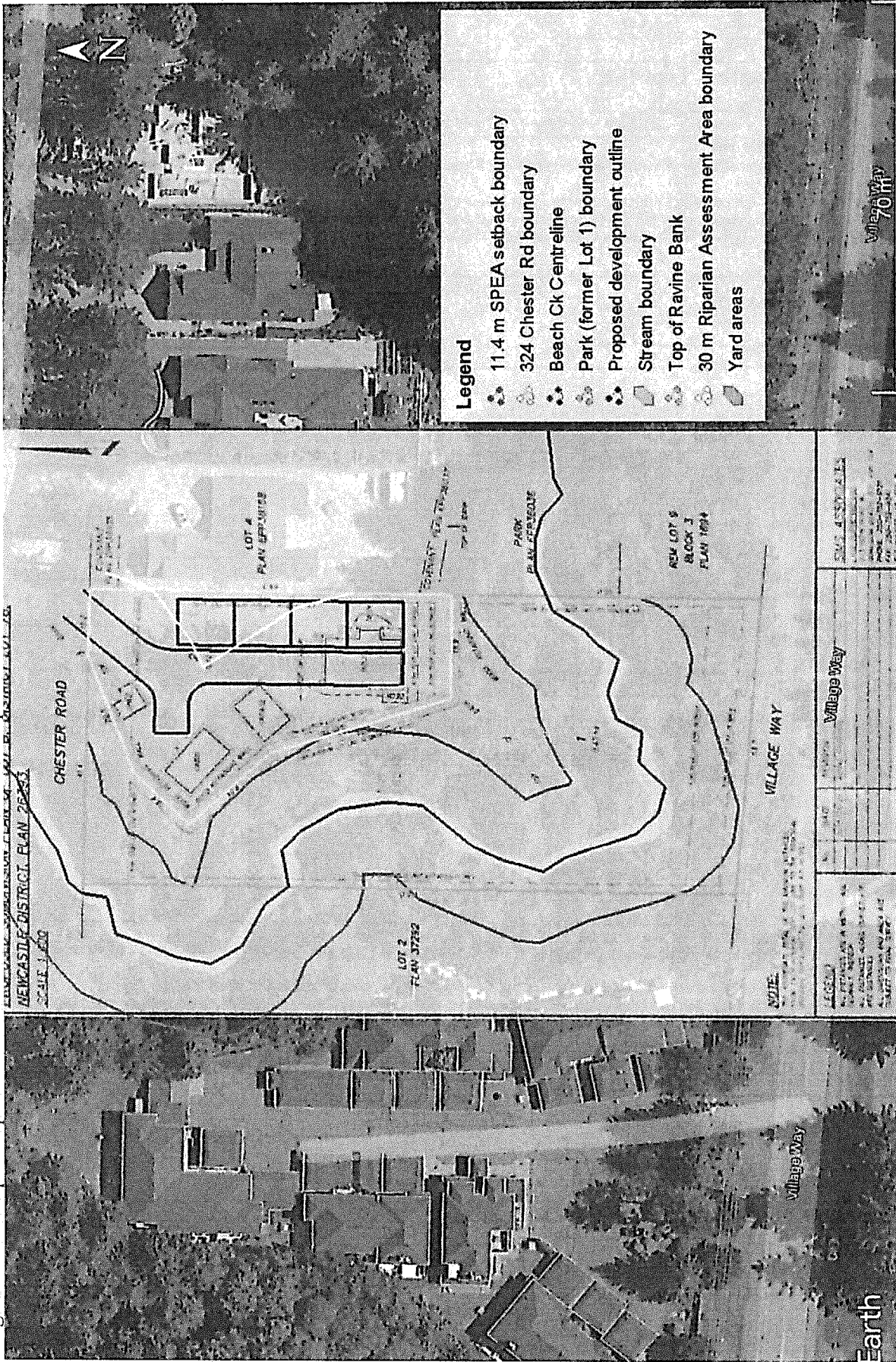
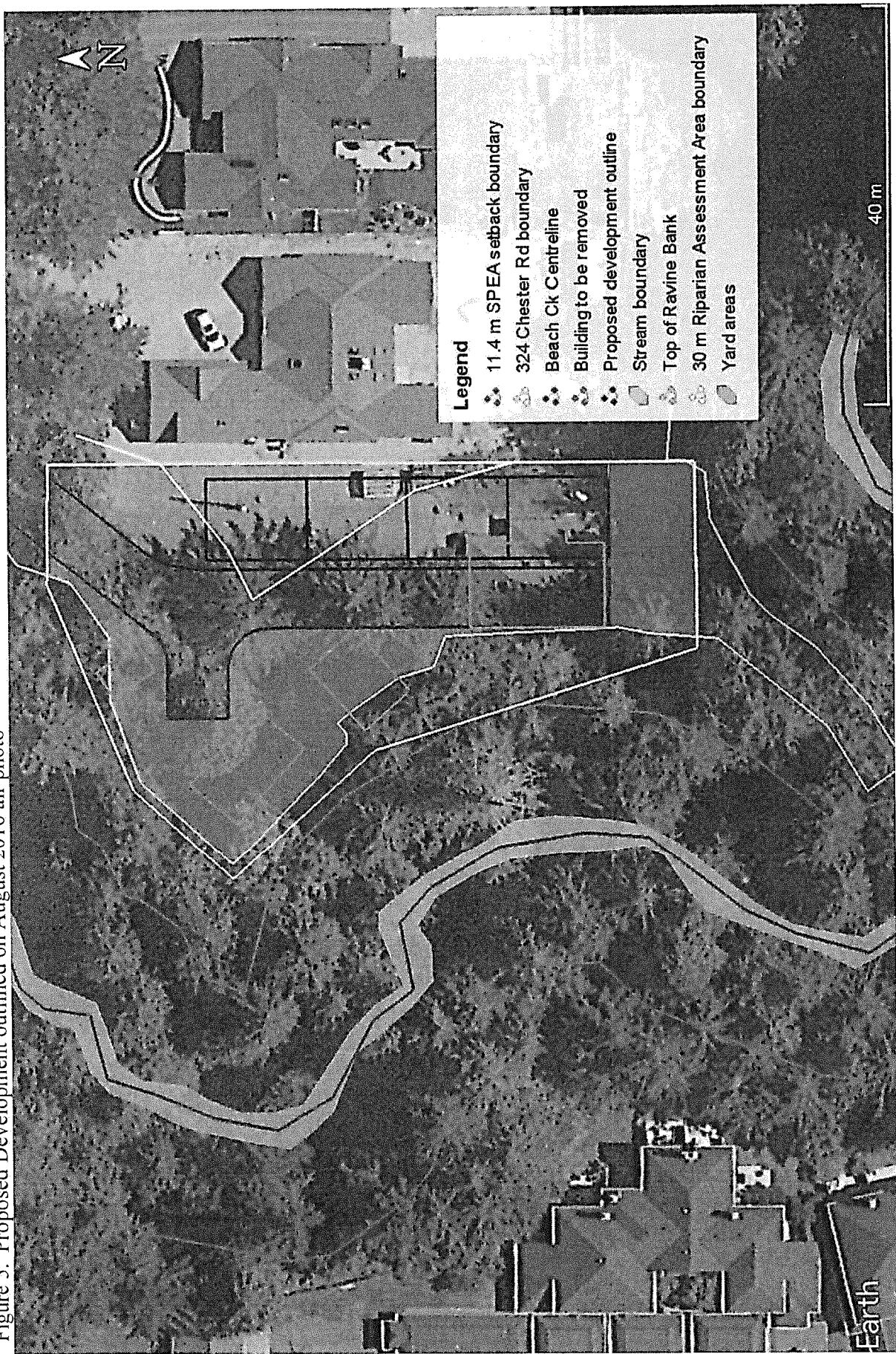


Figure 4. Lot 2 development plan overlaid on August 2016 air photo



Figure 5. Proposed Development outlined on August 2016 air photo



Section 3. Measures to Protect and Maintain the SPEA

1. Danger Trees	No Danger Trees were identified during the field survey.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
2. Windthrow	There was very little natural windthrow noted during the field survey. There is minimal risk of increased windthrow potential associated with development of the property. The proposed four-plex will be located in a non-treed area and the proposed driveway will be on the alignment of the existing driveway.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
3. Slope Stability	The proposed four-plex will be located outside the required 2H:1V slope setback from base of ravine bank.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
4. Protection of Trees	No vegetation removal is permitted within SPEA setbacks, except hazard tree removal as identified by a certified danger tree assessor. The proposed driveway will be located approximately 7.7 m outside the SPEA setback at its closest point.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
5. Encroachment	No intrusion or encroachment within the SPEA boundary is proposed. The yard area of the new development should not extend below the existing top of ravine bank, and the top of ravine bank should be fenced with some form of low wooden fencing.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
6. Sediment and Erosion Control	We recommend that the footprints associated with the outbuildings be seeded with turf grass seed.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
7. Stormwater Management	Roof top and perimeter drainage from the four-plex will be collected by traditional infiltration chambers / rock pits. These features will be located well outside the SPEA.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out</p>	

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my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
8. Floodplain Concerns (highly mobile channel)	There are no channel mobility / stability concerns on the subject property. Beach Creek is located within a ravine at an elevation approximately 9 m below the elevation of the proposed development area.
I, <u>Steve Toth</u> , hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u> ;	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	

Section 5. Environmental Monitoring

Section 18(2)i) of the RAPR requires that assessment reports include “a plan to monitor the development, during construction, for the purposes of ensuring that the development is proceeding as proposed in the report and in accordance with any measures recommended in the report”. Therefore we are required to include a monitoring plan. Considering the low sensitivities of the site and location of proposed development we recommend that monitoring include a pre-construction site visit to assess the need for any site specific sediment mitigation measures and a post-development site assessment to document post-development SPEA conditions.

Section 6. Photos



Photograph 1. View upstream on Beach Creek form southeast property boundary.



Photograph 2. View downstream on Beach Creek through cobble / gravel channel section.



Photograph 3. View upstream through cobble / gravel channel.

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Photograph 4. View from top of ravine bank to Beach Creek.



Photograph 5. View from top of ravine bank to Beach Creek ravine.



Photograph 6. View of fill and wooden retaining wall extending into parklands on Lot 1.



Photograph 7. View of existing driveway entrance to 324 Chester Road.

Section 7. Professional Opinion**Qualified Environmental Professional opinion on the development proposal's riparian assessment.**Date 1. I/We **Steve Toth**

(Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.)

hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- b) I am/We are qualified to carry out the assessment of the proposal made by the developer **Jeff Toews**, which proposal is described in section 3 of this Assessment Report (the "development proposal");
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the specifications of the Riparian Areas Protection Regulation and assessment methodology set out in the minister's manual; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

- a) the site of the proposed development is subject to undue hardship, (if applicable, indicate N/A otherwise) and
- b) the proposed development will meet the **riparian protection standard** if the development proceeds as proposed in the report and complies with the measures, if any, recommended in the report.

[NOTE: "Qualified Environmental Professional" means an individual as described in section 21 of the Riparian Areas Protection Regulation.]

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Appendix A: Riparian Assessment Assurance Statement – Qualified Environmental Professional

Note: This Statement is to be read and completed in conjunction with the *Professional Practice Guidelines – Legislated Riparian Assessments* and the Riparian Areas Regulation 2004 OIC 837 and is to be provided for *riparian assessments* (not landslides, floods or flood controls) for the purposes of the Riparian Areas Protection Regulation. Italicized words are defined in the guidelines.

To: The <i>Approving Authority</i> : Town of Qualicum Beach Jurisdiction: Town of Qualicum Beach Address: #201 - 660 Primrose Street PO BOX 130 Qualicum Beach, BC V9K 1S7	Date: February 10, 2025
--	-------------------------

With reference to the Riparian Areas Protection Regulation Assessment for the subject property:

Legal description or PID: 030-688-311	Civic address: 324 Chester Road
---------------------------------------	---------------------------------

The undersigned hereby gives assurance that he/she is a *Qualified Environmental Professional*:


Name of <i>Qualified Environmental Professional</i> : <u>Steve Toth</u> Professional designation: R.P.Bio	Professional association: <u>College of Applied Biology of British Columbia</u> <u>Association of Professional Biology</u>
--	--

I have signed, sealed and dated, and thereby certified, the attached riparian assessment report on the property in accordance with the *Professional Practice Guidelines – Legislated Riparian Assessments* and with the *assessment methods*. That report must be read in conjunction with this statement. In preparing that report I have:

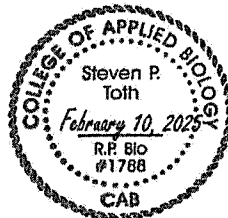
1. Collected and reviewed appropriate background information
2. Reviewed the *development proposal* on the property
3. Conducted field work on and, if required, beyond the property
4. Reported on the results of the field work on and, if required, beyond the property
5. Incorporated recommendations or assessment results from other *specialists*
6. Prescribed *measures* to protect and maintain the integrity of the streamside protection and enhancement area
7. Prescribed *measures* to avoid the occurrence of a HADD*
8. Reported on the requirements for *field reviews* or *environmental monitoring* of the property during or following site works for the proposed *development* and recommended who should conduct those *field reviews* or *environmental monitoring*
9. Reviewed the *riparian assessment* report with the *client* and explained the content and the *measures* required to be implemented.

*HADD – harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes

Steve Toth, R.P.Bio.



Toth and Associates Environmental Services



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Appendix B: Qualified Environmental Professional (QEP) - Statement of Qualifications

Name of Primary QEP: Steve Toth
 Professional designation: R.P.Bio
 Registration Number: 1788

Professional associations:
College of Applied Biology of British Columbia
Association of Professional Biologists

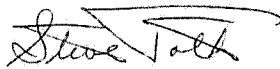
Training in Riparian Areas Regulation assessment methods	
Organization or agency delivering training:	Vancouver Island University
Name of trainer:	Angela Cameron / Lora Tryon
Date of training session:	December 3 – 6, 2024
Organization or agency delivering training:	Ministry of Forests, Lands and Natural Resource Operations
Name of trainer:	Andrew Appleton
Date of training session:	October 2019
Organization or agency delivering training:	Ministry of Forests, Lands and Natural Resource Operations
Name of trainer:	Margaret Henigman, Andrew Appleton, Stacey Wilkerson
Date of training session:	November 2015
Organization or agency delivering training:	Ministry of Forests, Lands and Natural Resource Operations
Name of trainer:	Margaret Henigman / Marlene Caskey, Michele Jones
Date of training session:	January 2013
Organization or agency delivering training:	Ministry of Environment
Name of trainer:	Margaret Henigman / Marlene Caskey, Peter Law
Date of training session:	March 2010

Other relevant education, training or experience:

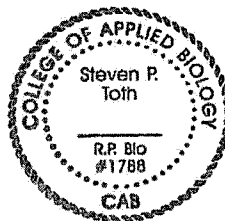
Mr. Steven Toth, R.P.Bio is the owner and operator of Toth and Associates Environmental Services. Mr. Toth has 31 years of experience in the environmental consulting industry as a Registered Professional Biologist and Applied Science Technologist. Work experience consists of a diverse range of projects including environmental impact assessments, wildlife and ecological inventories, riparian area assessments, urban / sub-urban biophysical inventories, detailed fish habitat assessments, fisheries inventories, stream, lake and wetland classifications, fisheries research and population assessments, hydro-acoustics, forestry audits, tree inventories, water quality and environmental monitoring. Project experience includes:

- ~300 provincial *Riparian Areas (Protection) Regulation* Assessments as primary QEP;
- ~1000 biophysical inventories for various land development projects;
- ~24 Wildlife EIAs for run-of-river hydropower developments employing RISC Standards;
- >150 Raptor and heron nest tree assessments;
- 4 Watershed Restoration Program Overview and Level 1 Fish Habitat Assessments, along with numerous other fisheries related projects;
- >100 environmental and water quality monitoring projects;
- >150 Tree surveys for tree removal permit applications
- 5 Watershed Level 1:20,000 Forest Renewal B.C. Fish and Fish Habitat Inventories; and,
- >180 lake surveys conducted according to RISC standards and DFO's juvenile sockeye assessment methodologies.

Steve Toth, R.P.Bio.



Toth and Associates Environmental Services



Appendix C: Town of Qualicum Beach Development Permit Area G2 – Ecological Greenway Areas Requirements

The Town of Qualicum Beach's Official Community Plan (OCP Bylaw No. 700, May 2011) indicates that the subject property is located within Development Permit Area (DPA) G2 – Ecological Greenway Areas. Schedule No. 1 of the OCP indicates that:

- a) Development Permit area boundaries for Areas G1, **G2**, G3 and G4 shall include the Riparian Assessment Area required by the *Riparian Areas Regulation* (RAR) adjusted to include any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.
- b) Within the Development Permit Area boundaries, Aquatic Habitat Greenways shall be defined to include the Streamside Protection and Enhancement Areas (SPEAs), as defined under the RAR, plus the nest trees and associated buffers.

The Guidelines in Schedule No. 1 indicate that Development Permits issued for these areas shall be in accordance with the following general guidelines for Ecological Greenways:

1. Aquatic Habitat and Upland Habitat Greenways, and Marine Shoreline shall remain free of development, except in accordance with the Ecological Greenway Development Permit Area Guidelines.
2. Development adjacent to Aquatic Habitat and Upland Habitat Greenways, and Marine Shoreline shall be in accordance with the Ecological Greenway Development Permit Area Guidelines.

Actions Not Requiring an Ecological Greenway Development Permit

Farm practices protected by the *Farm Practices Protection (Right to Farm) Act* do not require an Ecological Greenway Development Permit.

The actions listed below will not require an Ecological Greenway Development Permit, provided they are designed and installed to resist erosion and avoid negative impacts on adjacent habitat areas.

- Regular landscape maintenance of existing manicured landscape, including existing golf course landscaping, pruning and topping of native vegetation. This includes the pruning of limbs up to 10cm in diameter for view corridors in accordance with the Tree Pruning Guidelines provided that all cut trees and branches are disposed of in a way that is not detrimental to the stability of the slope, e.g. cut trees and branches must not be left on sloping terrain.
- Planting and maintenance of new landscape or habitat enhancements which follow the Naturescape Guidelines, including both native and ornamental trees and shrubs.
- Trail or viewpoint construction, when such construction removes no trees, and when it impacts the vegetation of less than 5% of the greenway corridor on the parcel, and the surfacing is pervious (e.g. soil, gravel, mulch or spaced wood deck).
- Tree removal within the following maximums per calendar year, other than significant trees, provided that for each removed tree at least one replacement tree is installed, in accordance with the requirements for habitat landscape:
 - In all aquatic habitat greenways – only hazard trees may be removed;
 - In upland habitat greenways:
 - on parcels smaller than 1 Ha – only hazard trees may be removed;
 - on parcels 1 Ha or larger – hazard trees plus up to 3 other trees may be removed;
- Management of invasive, non-native plants such as Himalayan Blackberry, Scotch Broom or Purple Loosestrife.

- Removal of Alder as a part of a vegetation management scheme to promote establishment of other long-living native trees.

A significant tree may not be removed without a permit. Significant tree means a tree identified by one of the following criteria:

- A veteran or older growth tree in excess of 100 years old;
- A wildlife tree, meaning a tree that supports eagle roosting or nesting, heron rookeries, cavity dwellers or red- or blue-listed species;
- A Garry Oak, Arbutus or Pacific Dogwood tree.

Ecological Development Permit Areas – General

In this development permit, the Ecological Greenway Diagrams, Definitions, and References apply. Other than excluded in “Actions Not Requiring an Ecological Greenway Development Permit”, no alteration of land or vegetation within the Aquatic Habitat or Upland Habitat Development Permit Areas shall be undertaken:

- a) without a permit issued pursuant to this bylaw; or
 - b) contrary to the terms of a permit issued pursuant to this bylaw.
- The aquatic habitat greenway or upland habitat greenway shall be conserved in a vegetated state, free of development of structures or paving.
 - In all ecological greenways, natural or planted vegetation shall be maintained.
 - Owners are encouraged to enhance vegetation in greenways in accordance with the Habitat Landscape Guidelines in this section.
 - Management of Streamside Protection and Enhancement Areas (SPEAs) in aquatic habitat greenways shall be in accordance with the *Riparian Areas Regulation*. If the provisions of the *Riparian Areas Regulation* and this bylaw conflict, the provisions of the *Riparian Areas Regulation* shall apply to actions within SPEAs.
 - In Aquatic or Upland Greenway areas outside SPEAs that fall within Ecological Development Permit Areas, the guidelines in this bylaw shall apply.

Aquatic Habitat Greenway Guidelines

The following describes some of the features of an aquatic habitat greenway that should be maintained under the terms of the development permit designation.

- All watercourses, including permanent or intermittently wetted streams, wetlands, springs, back channels or floodplain, as well as other areas that contribute to summer base flows, winter refuge, and sources of cool water.
- Vegetation overhanging the water. This vegetation maintains cooler water temperatures by providing shade, and is a source of leaf litter and fallen insects to support the aquatic food web.
- Dense vegetation in riparian zones which provides erosion control along banks and steep slopes, filters pollutants from runoff approaching the stream, and provides barriers to human disturbance of the stream.
- Sloping terrain or ravines, which form the banks of the watercourse. These areas are often highly susceptible to erosion or landslip if their vegetation is removed. Setbacks from the top of bank are established as a part of the watercourse leave area to provide protection for the vegetation that helps keep these steep slopes stable.
- Sources of large organic debris (large fallen wood and logs). To ensure a long-term source of large organic debris, the riparian vegetation should be multi-aged – with trees of many ages. This large organic debris is a critical component of fish habitat, providing shade and cover

FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

from predators for fish, and also contributing to the creation of pools, riffles, and stable stream hydraulics.

- Vegetation variety in the riparian zone – including groundcover, low and tall shrubs, low and tall trees, deciduous and coniferous, young and old. This variety of vegetation is resilient to change and offers a variety of habitats for birds and other species. A thicket of vegetation also provides a buffer to minimize disturbance of fish in the stream, particularly by people, and cover for fish from predators. Veteran and standing dead wildlife trees. These are important for eagles, and for cavity nesters and woodpeckers. However, they are also a source of large organic debris for the stream in the medium-term.

The above Watercourse Leave Areas are fish habitat protected by the federal *Fisheries Act* and the provincial *Fish Protection Act* or are wetlands that are important for many species, including amphibians and reptiles. These development permit guidelines will be updated periodically to make them consistent with senior government regulations.

To function ecologically, disturbance to aquatic habitat needs to be minimized. For this reason, it is important that greenway plans show access envelopes which define the limit of disturbance of any access development – like road crossings, trails, overlooks, or utilities. Alignment and locations minimizing impact on the greenway will be preferred. Legal dedication of watercourses below the natural boundary shall be made to the local government, or return to Crown.

**TOWN OF QUALICUM BEACH
BYLAW NO. 900.003**

**A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 300, 2024**

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024” is hereby amended as follows:

1. “Schedule 3A – Zoning Map” is hereby amended by changing the zoning designation of Lot 2, District Lot 78, Newcastle District, Plan EPP83313 from Residential 1 (R1) to Residential 2 (R2) as shown outlined in heavy black line on Schedule ‘A’ which is attached to, and forms part of, this Bylaw.
2. This bylaw may be cited as “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (324 Chester Road) Bylaw No. 900.003, 2025.”

INTRODUCED FOR FIRST READING this ____ day of _____, 2025.

READ A SECOND TIME this ____ day of _____, 2025.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2025, and the day of, 2025.

PUBLIC HEARING this ____ day of _____, 2025.

READ A THIRD TIME this ____ day of _____, 2025.

ADOPTED this ____ day of _____, 2025.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO

Schedule 'A' – Bylaw No. 900.003





TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-119fernrd

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Variance Permit: 119 Fern Road East**

RECOMMENDATION:

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.

PURPOSE

To request Council direction to fulfill statutory notification requirements for Council's future consideration of a Development Variance Permit for the property located at 119 Fern Road East, that would vary the font size of a proposed fascia sign.

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 do not meet 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 660mm, which is 400mm larger than the permitted font size under the Town sign bylaw, and 260mm larger than the previously approved variance of 200mm to 400mm.

In 2019, a Development Variance Permit application was made for 119 Fern Road East. At that time, the application was for an illuminated fascia sign that was 5.5m² with a font size of 900mm. The application, as presented to Council, was refused at that time. The application went through multiple revisions, and in 2024, Council approved a variance to increase the font size from 200mm to 400mm. Given the sign consists mainly of the logo, the sign area with a 400mm font is 0.8m². When applied to the building, the applicant deemed the sign area to be too small and have since made an additional variance application to vary the font from 200mm to 660mm. Given a font size of 660mm, the sign area is proposed to be 2.6m², which is within the maximum sign area for a fascia sign. The property is in the light industrial portion of Qualicum Beach's uptown area.



Figure 1: Subject Property

DISCUSSION

The Sign Bylaw specifies that businesses with a road frontage over 16m are permitted to have a fascia sign with 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 2.2m² with a font size of 660mm, which is 400mm larger than the permitted font size under the Town’s Sign Bylaw, and 260mm larger than the previously approved variance of 200mm to 400mm.

	Permitted	Proposed	Required Variance
Maximum font size	200mm	660mm	460mm

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> • Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions 	<ul style="list-style-type: none"> • Obtain feedback on analysis, alternatives, and/or decisions 	<ul style="list-style-type: none"> • Work directly with stakeholders to ensure concerns and aspirations are understood and considered 	<ul style="list-style-type: none"> • Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions 	<ul style="list-style-type: none"> • Final decision making in the hands of the stakeholders

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

INFORM:

- 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 119 Fern Road E. The proposed variance for 119 Fern Road E would vary the maximum font size from 200mm to 660mm for the proposed fascia sign. The applicant was previously approved for a variance in 2024, which increased the font size from 200mm to 400mm. However, now that the applicant is once again applying for a variance on the same matter, the request has to be considered from the maximum size permitted in the Bylaw, not from the variance previously approved by Council. Staff recommend Council authorize staff to issue statutory notification for future consideration of the Development Variance Permit.

ALTERNATIVE OPTIONS

1. THAT Council refuses the Development Variance Permit for 119 Fern Road East.
2. THAT Council provides alternative direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Luke Sales
Director of Planning
and Community Development
Concurrence



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 119 Fern Road East Application

Letter of Rationale

119 Fern Rd E | Lordco

Variance to allow 1 fascia signs for Lordco

Dear Town of Qualicum Beach,

Please see below bylaw compliance issues that the proposed Lordco Signage has revealed;

Bylaw Compliance Deficiencies

- **Sign Bylaw – 6.5: Facia Signs located in non-residential zones are subject to the following regulations.**
 - (c) Maximum sign area of 2.5m² for business frontages over 16m.**
Proposed: 2.2m²
 - (d) The maximum letter size shall be 200mm**
Proposed: LORDCO: 660mm AUTO PARTS: 176mm

Rationale:

We are seeking variance approval to the above noted deficiencies, as well as any other bylaw compliance deficiencies not noted, in order to install new brand-standard signage for Lordco Auto Parts.

The proposed signage is non-illuminated to avoid light pollution and designed with Lordco's provincial-wide site standards in mind. The proposed dimensions are essential for visibility, branding, and overall success of the business.

There are other businesses in the area that also display the same deficiencies (See page 2). These businesses include "Qualicum Foods", and "Petro Canada".

Lastly, the Town of Qualicum Beach let us know that the colour blue is discouraged in the Village Design Guidelines, so they would rather encourage a black awning instead of the blue. As we can see from Page 3, there are MANY businesses in the area that have blue signs.

We sincerely hope that, for the reasons noted above, you will consider our variance to the above noted bylaw deficiencies, as well as any bylaw deficiencies not noted, in order to allow the installation of the newly proposed Lordco signage at 119 Fern Rd E.

October 5, 2022



Ryan Matthews

Priority Permits Ltd.

331 Parkdale Ave N, Hamilton ON, L8H 5Y1

289-389-8951

Ryan@PriorityPermits.com

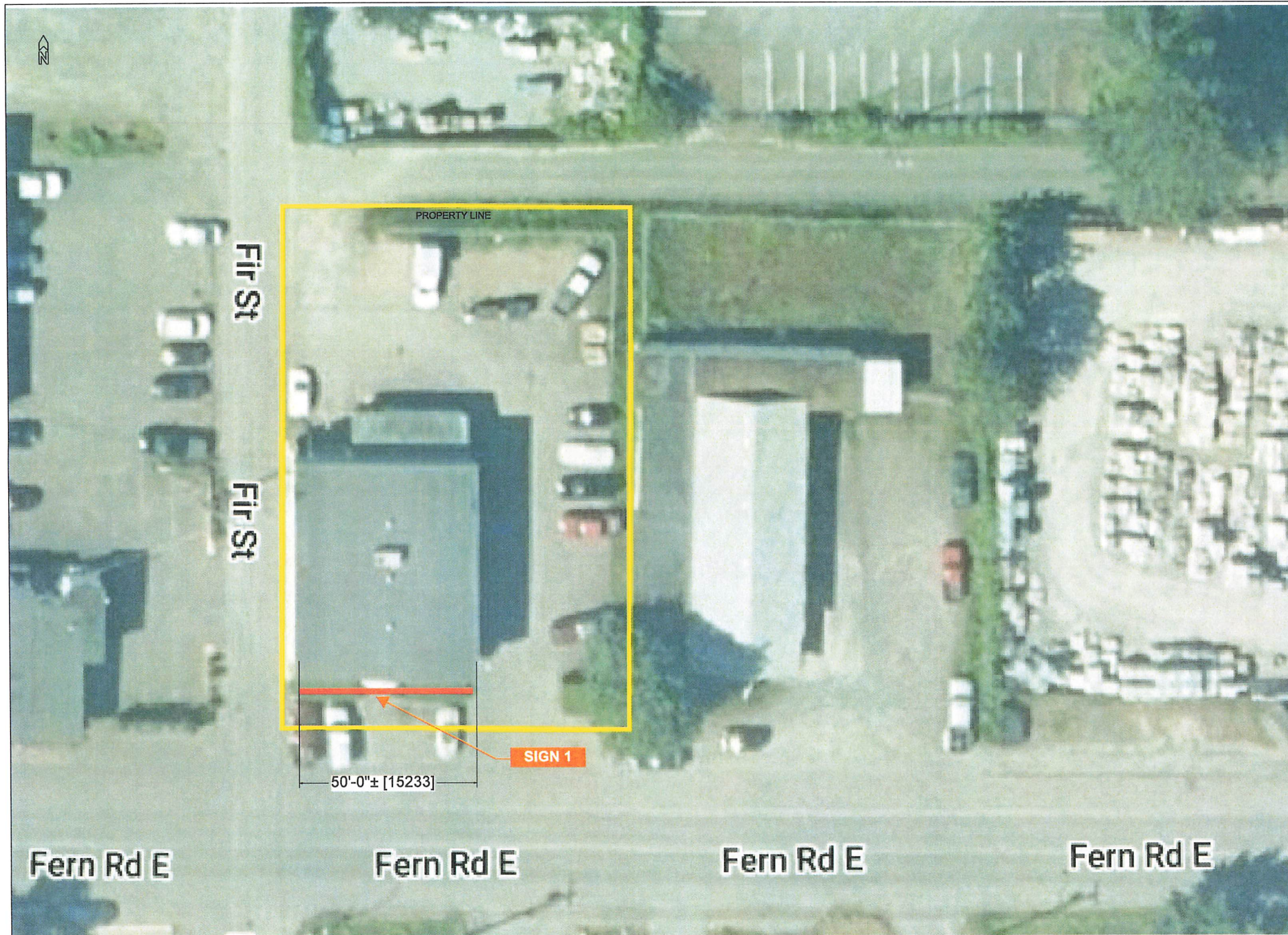






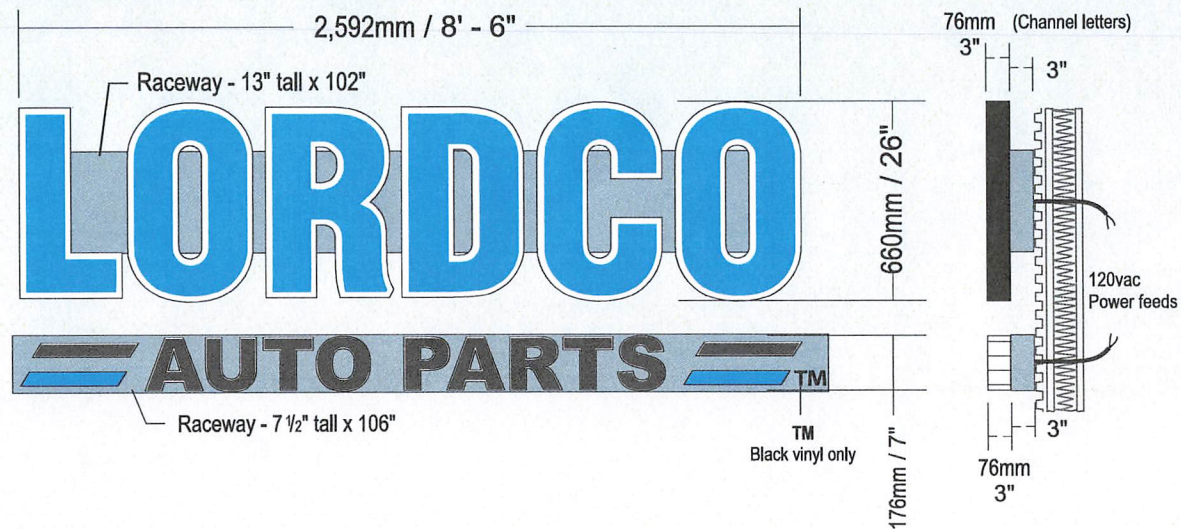
Lordco
119 Fern Road E
Qualicum Beach, BC

Complete Set of Permit Drawings



A	-
REV	DESCRIPTION
	LORDCO
	119 FERN ROAD E QUALICUM BEACH, BC
	-
SITE PLAN	
DATE:	JULY 21, 2023
SCALE:	1:300
JOB No.:	-
DRAWN BY:	AT
CHECKED BY:	AT

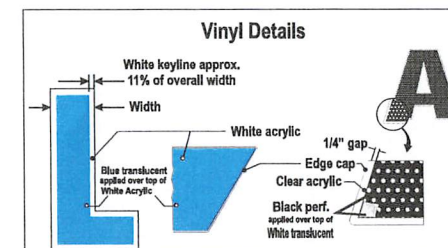
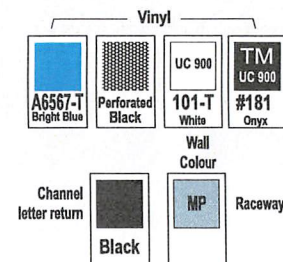
NOTE: THESE DRAWINGS ARE INTENDED FOR PERMIT PROCESSING ONLY. ALL DIMENSIONS, SIGNAGE PLACEMENT AND DESIGN TO BE VERIFIED BY SIGNAGE CLIENT AND/OR FABRICATOR PRIOR TO CONSTRUCTION.



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.



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: Jan. 24 / 2025
Drawing#:
LORDCO / Qualicum / Front Sign & Canopy R8 . cdr
Page: 1 of 4

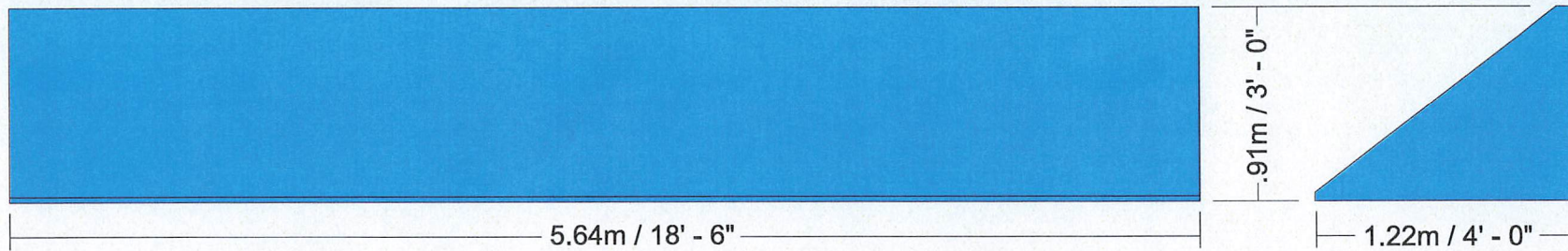
Corporate Approval _____

Client Approval _____



Sales Rep:
Ryan Shepherd

Designer:
Weldon Kidson



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



Vinyl



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	Start Date: Sept. 20 / 2023 Last Revision: Jan. 24 / 2025	Corporate Approval _____ Client Approval _____	Sales Rep: Ryan Shepherd
	Location: 119 Fern Rd. East., Qualicum Beach, B.C.	Drawing#: LORDCO / Qualicum / Front Sign & Canopy R8 . cdr Page: 2 of 4		Designer: Weldon Kidson

Centered over doors.

The appearance of the size of the letters
in comparison to the building is
The CORRECT SCALE
(26" tall letters)



THIS DESIGN DRAWING IS THE SOLE PROPERTY OF LANDMARK SIGN. IT IS TO BE USED ONLY FOR THE PROJECT AND LOCATION SPECIFICALLY IDENTIFIED HEREIN.

 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: Jan. 24 / 2025 Drawing#: LORDCO / Qualicum / Front Sign & Canopy R8 . cdr Page: 3 of 4	Corporate Approval _____ Client Approval _____	 Sales Rep: Ryan Shepherd Designer: Weldon Kidson

The appearance of the size of the letters
in comparison to the building is
The CORRECT SCALE
(26" tall letters)



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.

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: Jan. 24 / 2025
Drawing#:
LORDCO / Qualicum / Front Sign & Canopy R8 . cdr
Page: 4 of 4

Corporate Approval _____
Client Approval _____



Sales Rep:
Ryan Shepherd
Designer:
Weldon Kidson



TOWN OF QUALICUM BEACH

MEMORANDUM

File No. 5210-50

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Request for Contract Award | Seacrest Place Slope Stabilization

RECOMMENDATION:

THAT Council awards the Seacrest Place Slope Stabilization Project to David Stalker Excavating in the amount of \$1,899,940 excluding GST.

PURPOSE

To request authorization from Council to award the construction project of the Seacrest Place Slope Stabilization Project to David Stalker Excavating.

BACKGROUND

The goal of the project is to stabilize the Seacrest Place roadway through the construction of a mechanically stabilized earth retaining wall, to improve drainage on the Seacrest Place hill, and to replace the aging asbestos cement watermain on the Seacrest Place hill.

At the January 22, 2025, Special Council meeting, Council passed the following motion:

THAT Council authorizes early budget approval of the Seacrest Place Slope Stabilization project in the amount of \$2,581,000;

AND FURTHER THAT, Council instructs staff to reprioritize capital projects included in the 2025-2029 Capital Program such that the Seacrest Place Slope Stabilization Project is fully funded in 2025 from available funding sources;

AND FURTHER THAT, Council instructs staff to amend the 2025-2029 Draft Financial Plan and Financial Plan 2025-2029 Bylaw No. 908, 2025, by reprioritizing capital projects in the 5-year Capital Plan, prior to third reading.

DISCUSSION

- Request for Qualifications posted on BC Bid on January 27, 2025
- Four of the six contractors that submitted proposals were shortlisted and invited to bid on the project
- Request for Quotes closed March 26, 2025

FINANCIAL IMPLICATIONS

Total project budget in 2025 Financial Plan: \$2,586,000

- David Stalker Excavating construction quote: \$1,899,940
- Costs spent in 2025 on design and tree removal: \$42,000
- Additional contingency due to challenging conditions: \$200,000
- Soft costs including construction inspection, layout, contract administration, project coordination, record drawings, environmental and archaeological inspections: \$195,000

Total projected project cost: \$2,336,940.

The difference between the approved budget and the actual project costs, currently estimated at approximately \$250,000, will be returned to the funding source once project costs are finalized and will be available to support other capital needs as determined by future Council decisions.

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.*

ALTERNATIVE OPTIONS

- 1) THAT Council provide alternative direction to staff.

APPROVALS

Report respectfully submitted by:



Oliver Watson
Capital Projects Manager
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



John Manson
Acting Director of
Infrastructure Services
Concurrence



Raj Hayre
Director of Finance
Concurrence



TOWN OF QUALICUM BEACH

STAFF REPORT

File No.5400-03

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Recommendations for Submission to BC Hydro Street Light Information Management System**

RECOMMENDATIONS:

1. THAT Council directs staff to submit requests to the BC Hydro Streetlight Information Management System (SLIM) for the Utility's consideration, to proceed with the recommendation provided by E2 Electrical Engineering for modification to street lights located adjacent to 566 Beach Road and 575 Aspen Avenue, if such recommendations meet BC Hydro's specifications;
2. AND FURTHER THAT the Town incur costs for BC Hydro's modification to two streetlights located adjacent to 566 Beach Road and 575 Aspen Avenue, if approved for modification by BC Hydro;
3. AND FURTHER THAT Council directs staff to take no further action to address resubmitted streetlight complaints from the following locations:
 - 490 Crescent Road West
 - 168 Valdez Ave
 - 615 Tyee Road
 - 667 Tamarack Drive
 - 547 Juniper Drive
 - 592 Tamarack Drive
 - 525 Tamarack Drive
 - 1046 Pekin Place
 - 334 & 352 Crescent Road West
 - 519 Maquinna Place
 - 309 Mill Road
 - 268 Buller Road
 - 381 Burnham Road
 - 188 Hoylake Road
 - 209 Higson Crescent
 - 400 Dorset Road

- 744 Primrose Street
 - 2617 Island Highway West
-

PURPOSE

The purpose of this report is to present the *Qualicum Beach Streetlighting* report completed by E2 Electrical Engineering, attached as Appendix 1, regarding 25 recurring streetlight complaints, for which both the wattage and colour temperatures have already been reduced. Council direction is being requested for next steps for five locations, which have been identified for possible modification. Staff are recommending submission of 2 of 5 locations to BC Hydro's SLIM system.

BACKGROUND

After BC Hydro replaced all leased streetlights with more efficient LED fixtures in 2021, the Town received numerous complaints about lighting being overly intrusive. As a result, Council approved the review of two rounds of complaint intakes, ending August 31, 2023. The two rounds of intake resulted in the Town requesting BC Hydro reduce the wattage and colour temperature of 124 leased streetlight fixtures.

After the close of intake, between September 1, 2023, and May 1, 2024, staff received 35 requests or comments related to BC Hydro Leased Streetlights, 25 of which were for BC Hydro Leased Streetlights that had been previously reduced in color temperature and wattage. After presenting the summary of public complaints regarding streetlights to Council on May 29, 2024, Council requested that staff proceed with sourcing a quote from a third-party electrical consultant to assess changes that could resolve some, or all, of the 25 resubmitted complaints.

May 29, 2024, Council resolutions:

THAT staff be directed to obtain a quote by a third-party illumination expert to consider further adjustments to select lights listed in Appendix 1 – BC Hydro Lease Lights – Map of Complaints between September 1, 2023, to May 1, 2024, to the staff report dated May 29, 2023, and identified as “Returning complaints after the wattage and colour change implemented (25)”. (R24-179)

THAT staff be directed to advise the public that the Town has concluded the luminaire change out of BC Hydro Leased Streetlights to reduce wattage and colour temperature, and no further intakes will be accepted. (R24-180)

THAT staff be directed to respond to future resident requests for the installation of new BC Hydro Leased Streetlights as an operational matter. (R24-181)

Following the May 29, 2024, regular meeting of Council, staff contacted E2 Electrical Engineering, an electrical engineering firm qualified to perform the highly specialized task and requested a quote to review each of the 25 resubmitted complaints. The requested quote included:

- 1) Capturing existing lighting levels.
- 2) Generating a report to capture findings and observations of existing site conditions.

- 3) Providing feedback to the Town on findings and to assist in recommending additional direction/solutions, if available, to BC Hydro for consideration through the Utility's Street Light Information Management System (SLIM).
- 4) Assisting with BC Hydro coordination if required.

On June 6, 2024, E2 Engineering provided a quote of \$14,500 plus GST to perform the service; Council authorized the project on June 26, 2024.

June 26, 2024, Council resolutions:

THAT Council awards the review of 25 BC Hydro Leased Streetlights, identified on Appendix 1: BC Hydro Lease Lights – Map of Complaints between September 1, 2023 to May 1, 2024 to E2 Electrical Engineering for the quoted price of \$14,450 plus GST; AND FURTHER THAT E2 Electrical Engineering provide a report to Council summarizing its review, including recommendations for submission to BC Hydro's SLIM System, for the Utility's consideration. (R24-192)

DISCUSSION

E2 Electrical Engineering conducted site visits to each of the subject 25 streetlight complaints in the fall of 2024. The site visit included an analysis of existing lighting conditions and the possibility of adjusting davit arms on the poles. As previous efforts to adjust the wattage and color temperature had already been implemented, the remaining options to recommend to BC Hydro included:

- Rotating the davit arm around the pole
- Adjusting the height of the davit arm on the pole
- Relocating the light fixture to a different pole

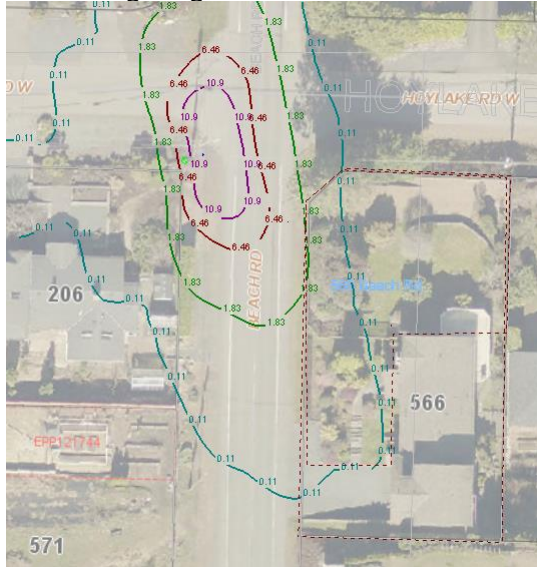
E2 Electrical Engineering's off-site analysis involved detailed modeling of the existing lighting conditions and projecting potential improvements using the options available. Out of the 25 subject streetlight complaints, five locations were identified for possible modifications to reduce light intrusion. However, it is important to note that three of these modifications present a risk of generating new complaints due to the modification involving the relocation of the fixtures to different poles. Staff are recommending against proceeding with these three relocations of fixtures to different poles. The complete E2 Electrical Engineering report titled "Qualicum Beach Streetlighting" has been attached to this report as Appendix 1.

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Below are the modeling results illustrating the conditions before and after the possible changes for the five identified fixtures.

566 Beach Road modeling:

Current lighting levels:



Lighting if davit arm were to be rotated clockwise 10° and raised to 31 feet:



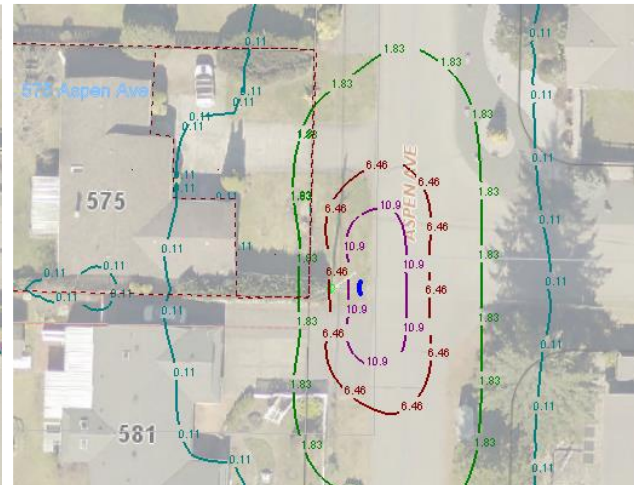
Note - Providing that BC Hydro design staff approve the modification, staff see no negative consequences to this proposed change.

575 Aspen Ave modeling:

Current lighting levels



Lighting if davit arm can be raised from 27 feet to 31 feet and rotated.



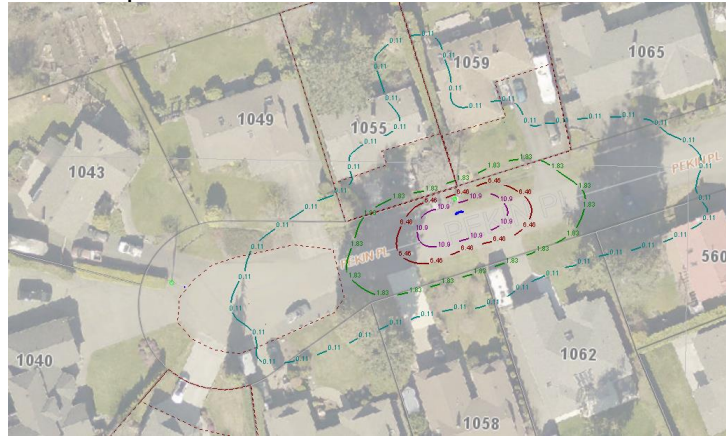
Note - Providing that BC Hydro design staff approve the modification, staff see no negative consequences to this proposed change.

1046 Pekin Place:

Current lighting levels:



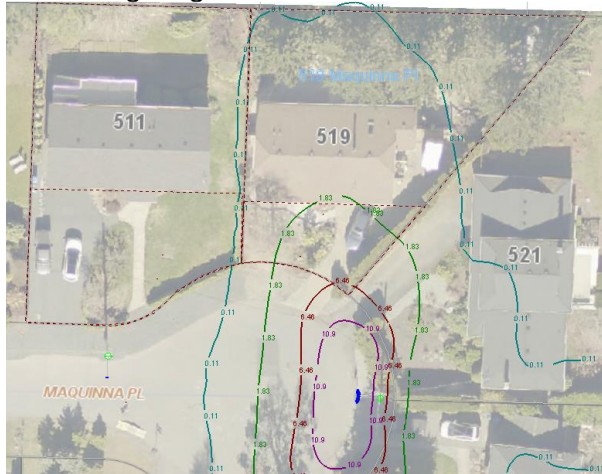
Lighting levels if fixture were to be relocated to a different pole:



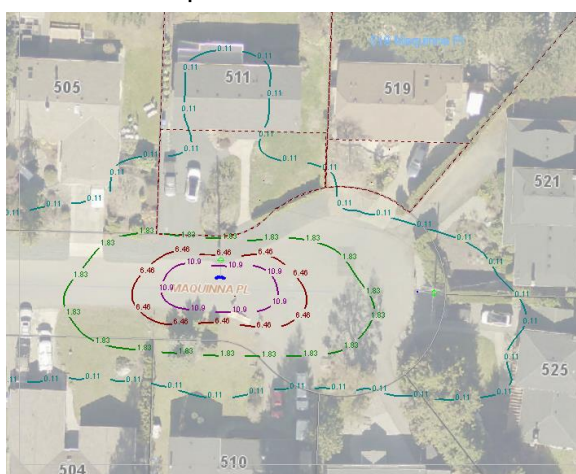
Note - While this change does reduce the obtrusive lighting for the residents in the cul-de-sac, the result would eliminate light from reaching the end of the cul-de-sac and could potentially trigger new complaints at the new location. Staff are not recommending providing this proposal for relocation to BC Hydro.

519 Maquinna Place

Current lighting levels:



Lighting levels if fixture were to be relocated to a different pole:



Note - While this change does reduce the obtrusive lighting to the residents in the cul-de-sac, the result could trigger new complaints at the new location.

268 Buller Road:

Current lighting levels:



Lighting levels if fixture were to be relocated to a different pole and an additional light were to be added:



Note - While this change does reduce the obtrusive lighting to one of the properties, there is a risk of triggering new complaints from other property owners.

Modifications involving relocating fixtures to different poles

Relocating streetlight fixtures to different poles to reduce the light intrusion on one location bares the risk of creating new complaints elsewhere. To ensure that all perspectives are carefully considered and to maintain community harmony, E2 Electrical Engineering recommends that consultation with impacted stakeholders be made before moving forward with any decisions or implementation of these relocations.

Given the current workload, Town staff do not have the capacity to engage fully in these essential consultation processes. Therefore, if Council wishes to consider these relocations, staff recommend referring the matter to Strategic Planning 2026, this fall, as facilitation would be required with the impacted neighbours and 2025 work planning is fully allocated.

Light adjustment process through BC Hydro

Should Council request that staff proceed with any or all the five fixture modifications brought forward by E2 Electrical Engineering, the Town would submit those requests through the BC Hydro SLIM program. While staff routinely submit fixture repair requests for things such as burnt-out lights, or lights staying on 24/7, through the SLIM program, the process of requesting modifications to the positioning of davit arms on poles is not clear. Staff have not yet received a response from BC Hydro for requests on process clarification and cost details at the time of report writing.

FINANCIAL IMPLICATIONS

The budget included in the 2025-2029 Financial Plan for this project is \$31,800. The cost for E2 Electrical Engineering to review and model the 25 recurring streetlight complaints was \$14,500 leaving the remaining balance of \$17,300 for modifications. It is anticipated that the remaining budget would be sufficient to cover the costs of proceeding with the modifications of the two streetlights located adjacent to 566 Beach Road and 575 Aspen Avenue (actual costs would be determined by BC Hydro).

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> • Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions 	<ul style="list-style-type: none"> • Obtain feedback on analysis, alternatives, and/or decisions 	<ul style="list-style-type: none"> • Work directly with stakeholders to ensure concerns and aspirations are understood and considered 	<ul style="list-style-type: none"> • Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions 	<ul style="list-style-type: none"> • Final decision making in the hands of the stakeholders

INFORM:

- The public is informed by including the E2 Electrical Engineering Qualicum Beach Streetlight report on this April 16, 2025, agenda regarding the analysis of 25 resubmitted streetlight complaints. Should Council wish to proceed with relocation of the streetlights, affected neighbours will be consulted.

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.*

SUMMARY

E2 Electrical Engineering was retained to review 25 resubmitted BC Hydro streetlight complaints received after the subject lights had already been reduced in wattage and colour temperature. With limited remaining options available to reduce light intrusion onto private property, E2 Electrical Engineering found that five of the complaints had potential options for improvements. Two of the five complaints involved adjusting the orientation and height of the davit arms on the pole. Three of the five complaints involved relocating the fixtures to a different pole; one of which also required an additional streetlight along the road.

Staff support submitting a SLIM request to BC Hydro asking to adjust the orientation and height of the davit arms on the two fixtures highlighted in the report. However, staff recommends against relocating fixtures to other poles so as not to incur new complaints, while recognizing this is a governance decision.

ALTERNATIVE OPTIONS

- That Council does not proceed with any of the identified streetlight modifications.
- That Council directs staff to proceed with the three modifications involving the relocation of fixtures to different poles to the following locations:
 - 1046 Pekin Place
 - 519 Maquinna Place
 - 268 Buller Road

APPROVALS

Report respectfully submitted by Oliver Watson, Capital Projects Manager



Oliver Watson
Capital Projects Manager
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales
Director of Planning and
Community Development
Concurrence



John Manson
Acting Director of
Infrastructure Services
Concurrence

REFERENCES

Attachment 1: E2 Electrical Engineering Qualicum Beach Streetlighting Obtrusive Lighting
Analysis for the Town of Qualicum Beach



Permit to Practise #1001513

QUALICUM BEACH STREETLIGHTING

OBTRUSIVE LIGHTING ANALYSIS FOR THE TOWN OF QUALICUM BEACH

Qualicum Beach, BC
Project Number: 2-24-017

PREPARED FOR

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Revision 03
April 01, 2025

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0.0 Introduction

In 2021, e2 Engineering was commissioned by The Town of Qualicum Beach to provide engineering consulting service to understand the impact of the roadway lighting levels due to the BC Hydro's Street Light Replacement Program, where existing High-Pressure Sodium (HPS) luminaires attached to BC Hydro poles were upgraded to high efficiency Light-Emitting Diode (LED) luminaires. Initially, as per BC Hydro standardisations [1], the town had selected the LED wattage equivalent (75W) to that of the existing HPS (100W Drop) lighting. As explained in the previous report issued on October 18, 2021, the spacing between existing BC Hydro pole mounted luminaires in areas/streets examined at Qualicum Beach does not allow for proper illumination of the roadway as per ANSI/IES RP-8-18 recommendations. Hence the lack in lighting uniformity due to luminaire spacing coupled with the lack of distribution types offered by BC Hydro has contributed to an increase in visibility-reducing factors and in obtrusive lighting. Following some of the recommendations from the previous report, many 75W LED luminaires were replaced by 39W LED luminaires, the lowest wattage currently allowed by BC Hydro. However, the obtrusive lighting issue persists in several location. This report is a follow up to the previous report, analyzing the lighting levels at 20 locations in the town, providing possible solutions for each location.

1.0 Background

Initially, at all the locations analyzed in this report, 75W LED luminaires were installed, which caused a significant obtrusive lighting issue. In 2022, following the residents' complaints, the 75W luminaires were replaced with 39W LED luminaires, which resulted in a decrease in the obtrusive lighting, however, the problem persists.

For reference, BC Hydro has standardized the streetlighting luminaires as follows [1]:

Model	LED Wattage	Equivalent Wattage HPS	Colour Temperature (CCT)	Light Distribution	Lumen Output
Lite-S	39W	100W Flat	3000K 4000K	Type II Max Throw	5,150 5,250
	75W	100W Drop	3000K 4000K	Type II Max Throw	7,700 8,500
Lite-M	114W	150W	3000K 4000K	Type II Max Throw	12,700 14,050
	162W	200W	3000K 4000K	Type II Max Throw	16,900 18,650

So, the currently installed luminaires are already at the lowest wattage level available through BC Hydro. The other possible options are:

- (i) Experimenting with various mounting heights.
- (ii) Experimenting with various light distributions.
- (iii) Installing house shields to prevent backlight
- (iv) Installing street shields to prevent glare
- (v) Luminaire enabled optic adjustment.
- (vi) Adjustment of luminaire tilt.
- (vii) Rotation of the davit arm around pole.

Currently, BC Hydro does not allow the use of house shields, street shields, integrated optics to reduce BUG (back light, up light and glare) rating, or using any lighting distribution other than Type II. Therefore, the only available options are experimenting with mounting heights, luminaire tilt, and the davit arm angle. BC Hydro's design guidelines [2] suggest the luminaire mounting height to be between 27.8 ft and 32.8 ft (8.5 m and 10 m). Unless stated otherwise, the simulations were performed at a mounting height of 28 ft, and the davit arm length of 8 ft. Each streetlight is assigned a unique QBID, which is referred to in some of the analyses that follow. For simplicity, this report uses lux instead of footcandles (which was used in the previous report) as the obtrusive lighting levels at most sites are around 0.3 lux or lower (0.0278 fc or lower) 1 fc is approximately equal to 10.764 lux. So, one decimal precision in lux corresponds to the two decimal precision in fc, which was used in the previous report. The previous report used 0.01 fc, 0.17 fc, 0.6 fc, and 1.02 fc contour lines in its simulations, which in lux are 0.107 lux, 1.829 lux, 6.458 lux, and 10.979 lux respectively. The lighting simulation software only allows up to three digits for contour lines (0.00 and 00.0 are the formats relevant to this report), so the lighting levels were rounded to 0.11 lux, 1.83 lux, 6.46 lux, and 10.9 lux in this report. Moreover, while the mounting height was experimented with at each location, any changes made to the mounting height requires it to conform to clearance requirements to cabling and any other equipment mounted on the pole, so changing the mounting height may not be possible at some locations, or the new heights may differ from what was experimented with in the report. Additionally, since trees were not included in the lighting model, the actual obtrusive lighting levels may be lower than what were modelled in the report.

2.0 Analysis

This section provides an analysis of lighting levels at the 20 locations.

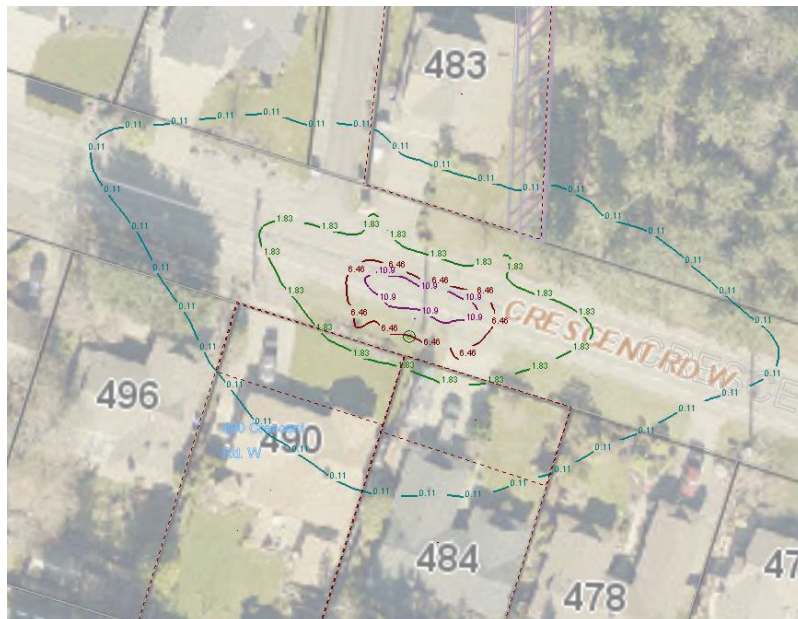
2.1 490 Crescent Road West

Initially, when the 100W HPS luminaire was newly installed at the site, the lighting distribution may have looked as follows:



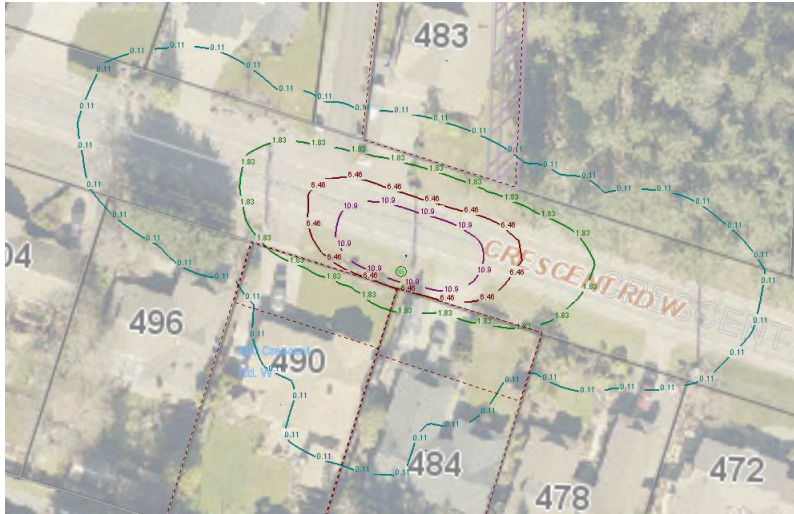
The average lighting level at the lot was 0.4 lux and the maximum lighting level was 6.7 lux. The average lighting level at the front yard was 1.5 lux.

As explained in the previous report, the luminosity of the HPS luminaire reduced to ~55% of the initial value over its lifetime. At the time of replacement, the lighting distribution may have looked like:



By the end of the luminaire's lifetime the average lighting level at the lot had reduced to 0.2 lux, the maximum lighting level went down to 3.7 lux, and the average lighting level at the front yard changed to 0.8 lux.

When the luminaire was replaced with a 75W LED luminaire as a part of the BC Hydro streetlight Replacement Program, the lighting distribution may have changed to:



This increased the average lighting level at the lot to 0.3 lux, maximum to 6.6 lux and the average lighting level at the front yard to 1.1 lux.

The 75W LED Luminaire was later replaced in 2021 with a 39W LED, which is currently being used. The current lighting distribution is:



The average lighting level at the lot has decreased to 0.2 lux, at the front yard to 0.5 lux, and the maximum lighting level has reduced to 3.3 lux. Each of the measurements are slightly lower than the lighting levels when the HPS luminaires were at the end of their life. Over its lifetime, the 39W LED Luminaire will also depreciate, further decreasing the light output. Moreover,

experimenting with davit arm angle, luminaire tilt, and mounting height may help decrease the obstructive lighting.

2.1.1 Davit Arm Angle

Since the pole is at the northeast corner of the lot, rotating it anticlockwise may slightly decrease the average lighting levels for the lot but it will increase the maximum lighting level since the 6.46-1.83 lux contour region will pass through more of the lot area, which could also increase the average lighting level at the front yard. Conversely, if the davit arm is rotated clockwise, it might decrease the maximum lighting level and the average lighting level at the front yard, but it could end up increasing the average lighting level as the 1.83-0.11 lux contour region will cover more of the lot area (especially more of the house area which makes the problem worse). Moreover, since the lighting levels at 484 Crescent Road are identical (0.2 lux lot average, 0.5 lux front yard average, and 3.4 lux maximum), any decrease in lighting level at 490 Crescent from rotating the davit arm around the pole, will result in an increased obtrusive lighting at 484 Crescent Road. For example, a 10° anticlockwise rotation results in the following lighting levels:



The rotation increases the average lighting levels at the front yard to 1.0 lux, the maximum lighting level to 5.6 lux, and the average lighting level at the lot remains unchanged. It decreases the average lot, average front yard and maximum lighting levels at 484 Crescent Road to 0.1 lux, 0.3 lux, and 2.5 lux, respectively. Even though all the numbers have decreased, there is more obtrusive lighting within the house at 484 Crescent Road because a larger area of the house lies in a brighter contour region. Therefore, at this site, the solution cannot involve the rotation of davit arm around the pole.

Rotating the davit arm clockwise will result in a reversed scenario where the obtrusive lighting at 484 Crescent Road will increase in the front yard, while the lot average remains the same. Though it will decrease the average lighting levels for 490 Crescent Road, more of the house will be in a brighter contour region.

So, rotating the davit arm around the pole can not be a part of the solution.

2.1.2 Luminaire Tilt

Tilting the luminaire upwards may help reduce the obtrusive lighting at 490 and 484 Crescent Road but could increase the levels at 497 and 483 Crescent Road. Tilting the luminaire 8° upwards results in the following distribution:



This decreases the average lot, average front yard, and maximum lighting levels at 490 Crescent Road to 0.1 lux, 0.3 lux, and 1.5 lux. Similar results are observed for 484 Crescent Road. It increases the average lot, average front yard, and maximum lighting levels at 483 Crescent Road to 0.1 lux, 0.4 lux, and 1.1 lux (from 0.1 lux, 0.2 lux, and 1.2 lux respectively). The average lighting level at 497 Crescent Road is also increased from less than 0.1 lux to 0.2 lux. It does not affect the road lighting levels. It may also lead to an increase in uplight. Currently, BC Hydro does not offer fixtures that allow tilting the luminaires, so luminaire tilt was not experimented with in the following analyses.

2.1.3 Mounting height

Decreasing the mounting height of the luminaire to 25 ft (from 28 ft) results in the following distribution:



At 490 Crescent Road (and 484 Crescent Road), it decreases the average lighting level at the lot to 0.1 lux, at the front yard to 0.4 lux, and the maximum lighting level to 2.9 lux (3.0 lux for 484 Crescent Road). It also decreases the road lighting coverage by ~15ft in both directions (it shifts the 0.11 lux contour line inwards by ~15 ft).

As seen below, increasing the mounting height of the luminaire increases the lighting levels at the location. Mounting it at 31 ft results in the following distribution:



The average front yard lighting level at 490 Crescent Road increases to 0.6 Lux and the maximum lighting level increases to 3.5 lux while the average lot lighting level stays at 0.2 lux. Since increasing the mounting height from 28 ft causes an increase in lighting

levels, in most of the following analyses, increasing the mounting height was not considered. Moreover, as seen above, decreasing the mounting height may not be possible due to clearance requirements to cabling.

2.2 168 Valdez Avenue

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.1 lux, the average front yard lighting levels was 0.2 lux, and maximum lighting level was 0.8 lux at 168 Valdez Ave. Currently the lighting levels at the site are:



The average lighting level at the average lot lighting level is 0.1 lux, average front yard lighting level is 0.2 lux, and the maximum lighting level is 1.3 lux. Of the available solutions, rotating the davit arm of northeast luminaire (QBID: 509) clockwise increases the obtrusive lighting at 151 Denman Dr, 159 Valdez Ave, 167 Valdez Ave and 160 Valdez Ave (where the obtrusive lighting is already higher than the analyzed lot). Rotating it anticlockwise worsens the issue at the front yard and at 150 Primrose St. Similar issues are caused by rotating the davit arm of the northwest luminaire (QBID: 510) anticlockwise. Rotating the davit arm at southwest and southeast (QBID 516 and 517 respectively) has no significant impact at the analyzed address. Reducing the mounting height from 28ft to 25ft slightly improves the issue, resulting in an average lot and average front yard lighting level of 0.1 lux each, and a maximum lighting level of 1.1 lux, where the back of the house receives less lighting than before.

2.3 615 Tye Road

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.3 lux, average driveway lighting level was 1.3 lux, and maximum lighting level was 5.6 lux at 615 Tye Road. Currently the lighting levels at the site are:

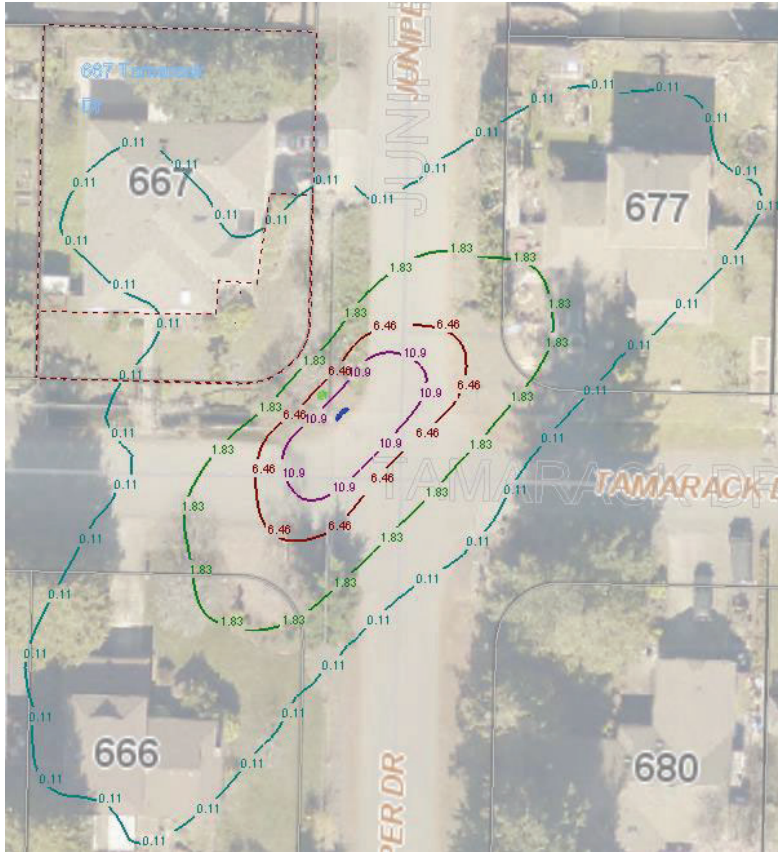


The average lot lighting level is 0.2 lux, average driveway lighting level is 1.0 lux and the maximum lighting level is 5.2 lux. The QBID of the streetlight is 334. Rotating the davit arm around the pole causes the same issues as it did in 490 Crescent Road. Decreasing the mounting height to 25ft reduces the average driveway lighting level to 0.9 lux, increases the maximum lighting level to 5.3 lux, while the average lot lighting level stays the same.

2.4 667 Tamarack Drive

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.2 lux, average front yard lighting level was 0.5 lux, and maximum lighting level was 1.8 lux at 667 Tamarack Road.

Currently the lighting levels at the site are:

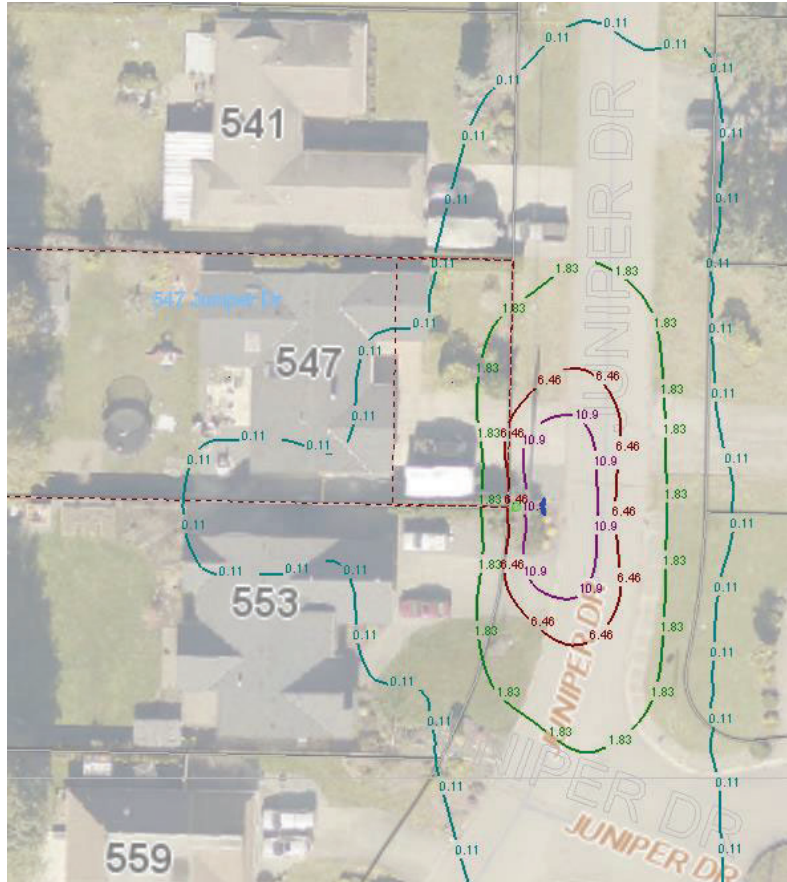


The average lot lighting level is 0.1 lux, average front yard lighting level is 0.2 lux and the maximum lighting level is 1.1 lux. Since the luminaire is mounted at an intersection, it must face towards the center of the intersection. Small changes in the davit arm angle will only shift the light from one part of the house to another. So, rotating the davit arm is not a viable solution here. The lighting levels stay the same after decreasing the mounting height to 25 ft. So, there is no viable solution at this site.

2.5 547 Juniper Drive

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.3 lux, average front yard lighting level was 1.2 lux, and maximum lighting level was 6.7 lux at 547 Juniper Drive.

Currently the lighting levels at the site are:



The average lot lighting level is 0.3 lux, average front yard lighting level is 1.1 lux and the maximum lighting level is 7.4 lux. Like 490 Crescent Road, rotation of the davit pole around the arm can only improve the issue at 547 Juniper Dr at the expense of 553 Juniper Road. So, the rotation is not possible at the site. Decreasing the mounting height to 25 ft decreases the lighting average lot lighting level to 0.2 lux, average front yard lighting level to 1.0 lux, and increases the maximum lighting level to 8.1 lux.

2.6 592 Tamarack Drive

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.3 lux, average front yard lighting level was 0.8 lux, and maximum lighting level was 4.1 lux at 592 Tamarack Drive.

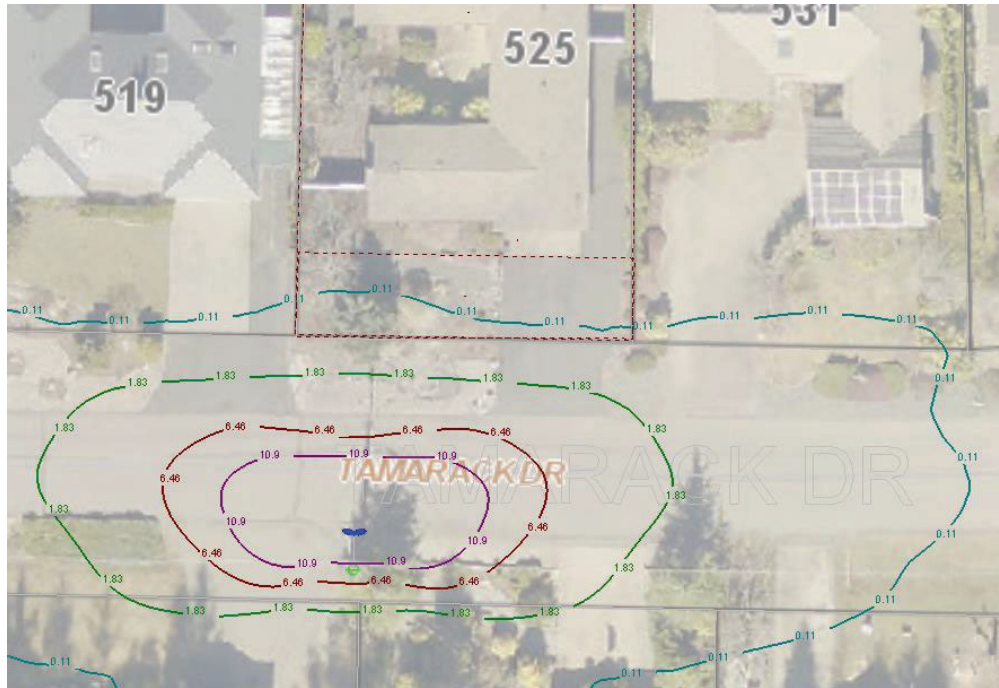
Currently the lighting levels at the site are:



The average lot lighting level is 0.2 lux, average front yard lighting level is 0.6 lux and the maximum lighting level is 3.6 lux. Like 490 Crescent Road, rotation of the davit pole around the arm is not possible at the site because of the location of the streetlight. Decreasing the mounting height to 25 ft decreases the average front yard lighting level to 0.5 lux and the maximum lighting level to 3.2 lux while the average lot lighting level stays the same.

2.7 525 Tamarack Drive

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.1 lux, average front yard lighting level was 0.4 lux, and maximum lighting level was 1.1 lux at 525 Tamarack Drive. Currently the lighting levels at the site are:



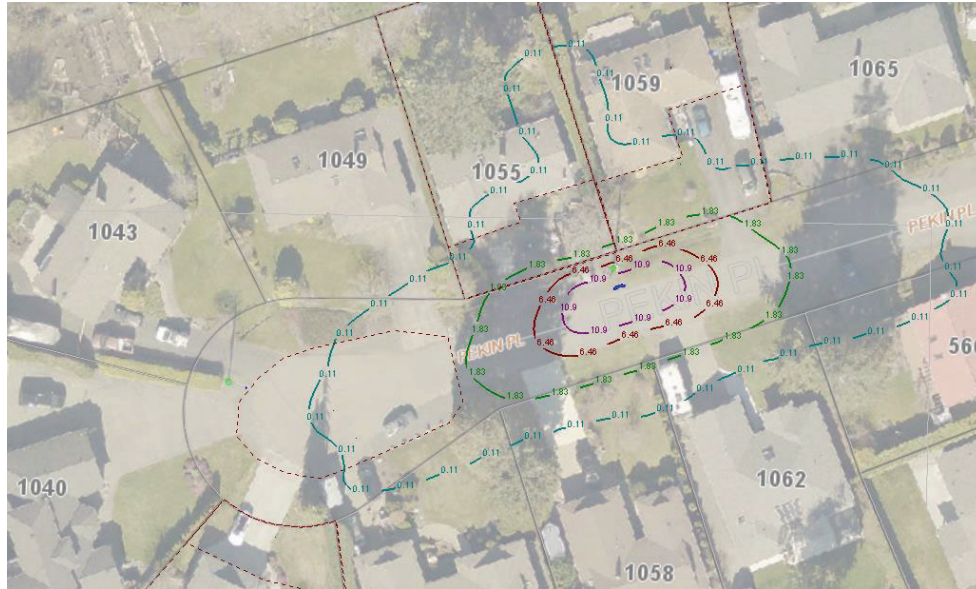
The average lot lighting level is less than 0.1 lux, average front yard lighting level is 0.2 lux, and the maximum lighting level is 0.8 lux. Like 490 Crescent Road, the davit arm can not be rotated around the pole for this luminaire. Decreasing the mounting height to 25 ft decreases the front yard lighting level to 0.1 lux and the maximum lighting level to 0.4 lux while the average lot lighting level stays below 0.1 lux.

2.8 1046 Pekin Pl

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.2 lux, average driveway lighting level was 1.2 lux and maximum lighting level was 3.9 lux at 1046 Pekin Pl. Currently the lighting levels at the site are:



The average lot lighting level is 0.2 lux, average driveway lighting level is 1.3 lux and the maximum lighting level is 4.7 lux. As is apparent from the picture above, rotating the davit arm around the pole is ineffective because the luminaire is already oriented to minimize obtrusive lighting across all affected lots. Any adjustment would cause the 1.83 lux and 6.46 lux contour lines to extend over a larger area at 1040 and 1043 Pekin Pl, thereby increasing the obtrusive lighting while only slightly benefiting 1046 Pekin Pl. Decreasing the mounting height to 25ft decreases the average driveway lighting level to 1.1 lux. The average lot and maximum lighting levels stay the same. Another possible solution at this site is to mount the streetlight at the pole located south of 1055 Pekin Pl, which results in the following distribution (simulated at 28 ft mounting height):



This significantly improves the obtrusive lighting issue at the site. The average lighting level at the cul de sac goes down to 0.3 lux (from 3.5 lux), the average was high because the streetlight was located inside the cul de sac. As seen in the current lighting distribution, only about half the cul de sac is lit up, which will remain true if the streetlight is moved to the new location. It will also mean that the obtrusive lighting will increase at 1055 and 1059 Pekin Pl, making the average lot, average front yard and maximum lighting levels 0.2 lux, 0.7 lux and 4.4 lux respectively for 1055 Pekin Pl, and 0.2 lux, 0.7 lux and 4.3 lux respectively for 1059 Pekin Pl.

2.9 334 and 352 Crescent Road West

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.2 lux, average front yard lighting level was 0.7 lux and maximum lighting level was 3.3 lux at 352 Crescent Rd. At 334 Crescent Rd., it was 0.2 lux, 1.0 lux and 4.2 lux respectively. The QBIDs of streetlights are 810, and 829 for 352 Crescent Rd. and 334 Crescent Rd., respectively. The davit arm length of 829 is 9.5 ft. The mounting heights are 30.5 ft and 31.5 ft respectively for 810 and 829. Currently the lighting levels at the site are:



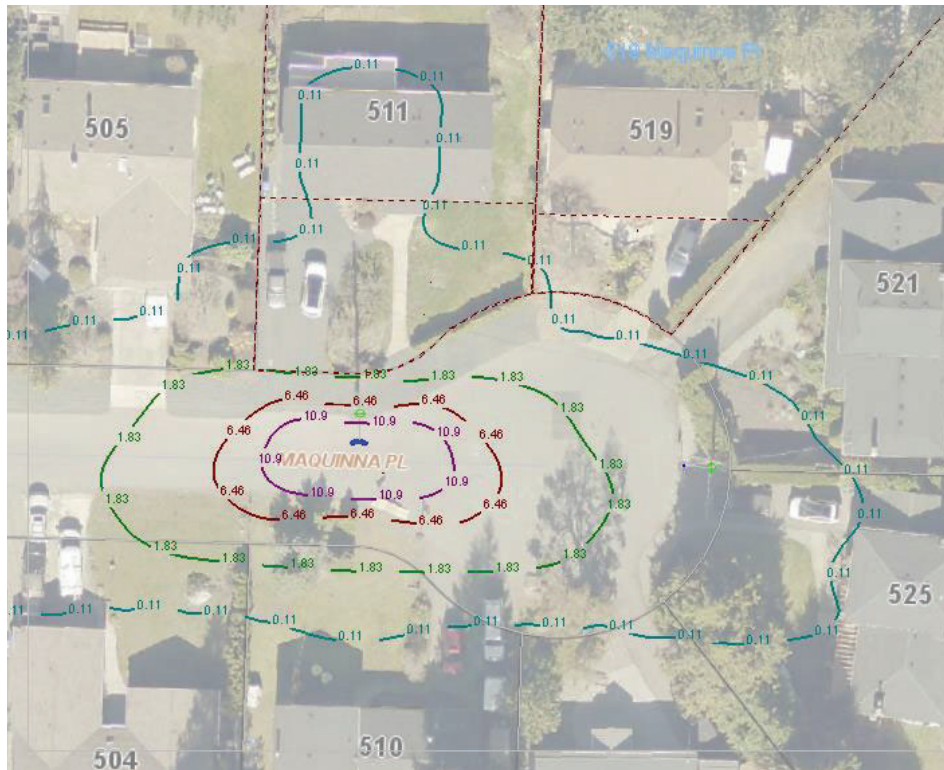
The average lot lighting level is 0.1 lux, average front yard lighting level is 0.5 lux, and the maximum lighting level is 2.9 lux at 352 Crescent Rd. At 334 Crescent Rd., it is 0.2 lux, 0.8 lux and 4.2 lux respectively. Like 490 Crescent Rd., the davit arm can not be rotated around the pole at this location. Decreasing the mounting height to 28 ft decreases the average front yard and maximum lighting level at 352 Crescent Rd. to 0.4 lux and 2.6 lux respectively, while the average lot lighting level stays the same. At 334 Crescent Rd., the average front yard lighting level is decreased to 0.7 lux, the maximum lighting level is increased to 4.3 lux, and the average lot lighting level stays the same.

2.10 519 Maquinna Place

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.6 lux, average front yard lighting level was 1.9 lux and maximum lighting level was 5.5 lux at 519 Maquinna Place. Currently the lighting levels at the site are:



The average lot lighting level is 0.7 lux, average front yard lighting level is 2.5 lux, and the maximum lighting level is 7.3 lux at 519 Maquinna Place. Like 1046 Pekin Place, rotating the davit arm around the pole is not beneficial. Similarly, decreasing the mounting height to 25 ft only results in marginal improvements (0.6 lux average lot, 2.3 lux average front yard, and 7.8 lux maximum lighting level). Like Pekin Place, one possible solution at the site is moving the luminaire to the pole located south of 511 Maquinna Place. Mounting it at 28ft results in the following light distribution:



It decreases the average lot and front yard light levels to less than 0.1 lux, and the maximum light level to 0.1 lux at 519 Maquinna Place. It also significantly improves the obtrusive lighting at 518 Maquinna Place. The road lighting conditions are also improved. It increases the average lot and average front yard lighting levels at 511 Maquinna Place to 0.2 lux and 0.3 lux respectively (from less than 0.1 lux each), and the maximum lighting level to 1.9 lux (from 0.2 lux).

2.11 309 Mill Road

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.4 lux, average front yard lighting level was 0.8 lux and maximum lighting level was 3.1 lux at 309 Mill Road. Currently the lighting levels at the site are:



The average lot lighting level is 0.5 lux, average front yard lighting level is 0.9 lux, and the maximum lighting level is 3.6 lux. Like 667 Tamarack Dr., the luminaire is mounted at an intersection, so, it must face towards the center of the intersection. Small changes in the davit arm angle will not have any significant effect on the obtrusive lighting as the 0.11 lux contour region covers most of the lot area. Decreasing the mounting height to slightly improves the issue by decreasing the average lot lighting level to 0.4 lux, average front yard lighting level to 0.7 lux, and maximum lighting level to 3.3 lux.

2.12 268 Buller Road

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.2 lux, average lighting level at the lot excluding the backyard was 0.5 lux and maximum lighting level was 5.7 lux at 268 Buller Road. Currently the lighting levels at the site are:



The average lot lighting level is 0.2 lux, average lot lighting level excluding the back yard is 0.4 lux, and the maximum lighting level is 5.3 lux. Since the 0.11 lux contour region covers a significant portion of the lot, small changes in the davit arm angle can only result in minor improvements. Decreasing the mounting height to 25 ft increases the maximum lighting level to 5.4 lux while the other numbers stay the same. One possible solution at the site is to move the luminaire to the pole located north of 268 Buller Rd., and to install an additional luminaire at the pole located east of 285 Buller Rd. Simulating the new arrangement at 28 ft mounting height results in the following lighting distribution:

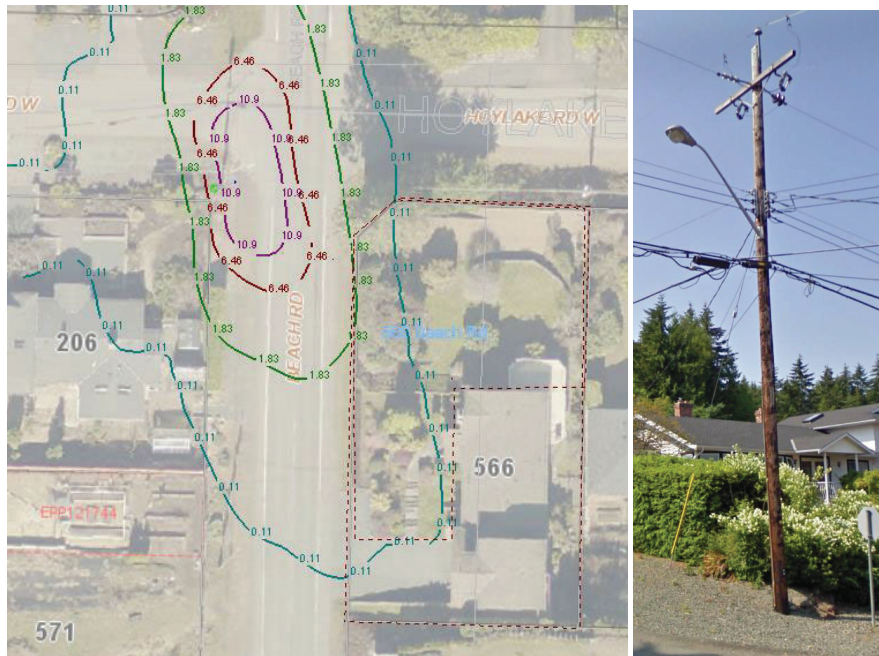


This decreases the average lot lighting level to 0.1 lux, average lot lighting level excluding backyard to 0.2 lux, and the maximum lighting level to 4.6 lux at 268 Buller Road. It also significantly improves the streetlighting conditions of Buller Road, by increasing the average lighting level to 5.2 lux from 2.8 lux, and the minimum lighting level to 0.1 lux from 0.0 lux (Town of Qualicum Beach Bylaw No. 545 [3] requires 4.0 lux average and 0.67 lux minimum lighting levels respectively). It also increases the obtrusive lighting at 265, 281, 285 and 293 Buller Road to levels similar to what 267 and 271 currently have, depending on their positions relative to the streetlights.

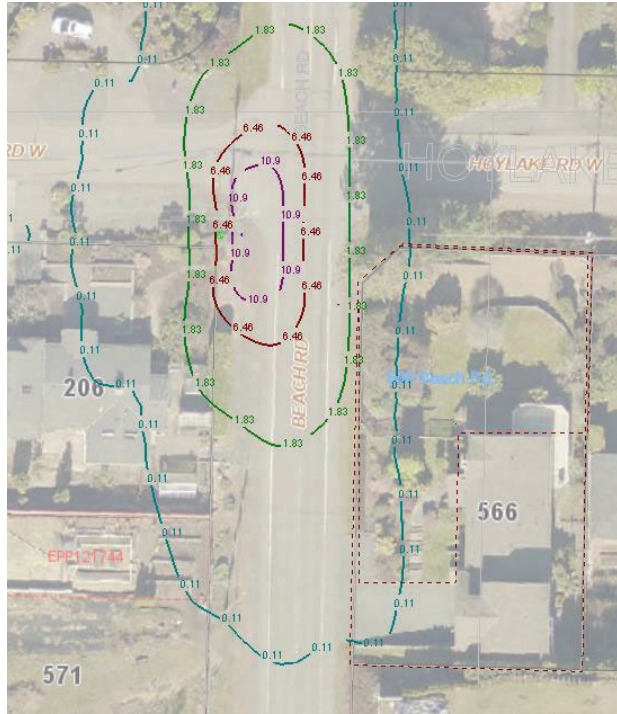
2.13 566 Beach Road

At the end of the HPS luminaire lifetime, the average lot lighting level was 0.1 lux, average front yard lighting level was 0.2 lux and maximum lighting level was 1.8 lux at 566 Beach Road.

Currently the lighting levels at the site are:



The average lot lighting level is 0.1 lux, average front yard lighting level is 0.2 lux, and the maximum lighting level is 2.1 lux. Although the streetlights at intersections are supposed to be mounted facing into the intersection, this streetlight is mounted at $\sim 80^\circ$ to the N-S line. One possible solution is to rotate the davit arm clockwise by 10° , as it may decrease the light levels close to the house. However, at the current mounting height, the power cables may not allow the rotation. Increasing the mounting height to ~ 31 ft could allow the davit arm to be rotated, which results in the following light distribution:



The average lot lighting level is 0.1 lux, average front yard lighting level is 0.1 lux, and maximum lighting level is 1.3 lux at 566 Beach Road. It also moves the 0.11 lux contour line away from the house. It decreases the obtrusive light at the northern part of 206 Hoylake Road while increasing it at its eastern part. It also decreases the obtrusive lighting at 205 Hoylake Road. Decreasing the mounting height of the luminaire to 25 ft while keeping it in the existing orientation results in the average lot and average front yard lighting levels of 0.1 lux and the maximum lighting level of 1.7 lux at 566 Beach Road.

2.14 381 Burnham Road

The luminaire mounting height is 27 ft and the davit arm length is 12 ft. At the end of the HPS luminaire lifetime, the average lot lighting level was less than 0.1 lux, average front yard lighting level was 0.1 lux and maximum lighting level was 0.4 lux at 381 Burnham Road. Currently the lighting levels at the site are:



The average lot and front yard lighting levels are less than 0.1 lux and the maximum lighting level is 0.1 lux. Clockwise rotation of the davit arm is not possible at this location because it conflicts with a cable. Decreasing the mounting height to 25 ft has no effect on any of the measurements.

2.15 188 Hoylake Road

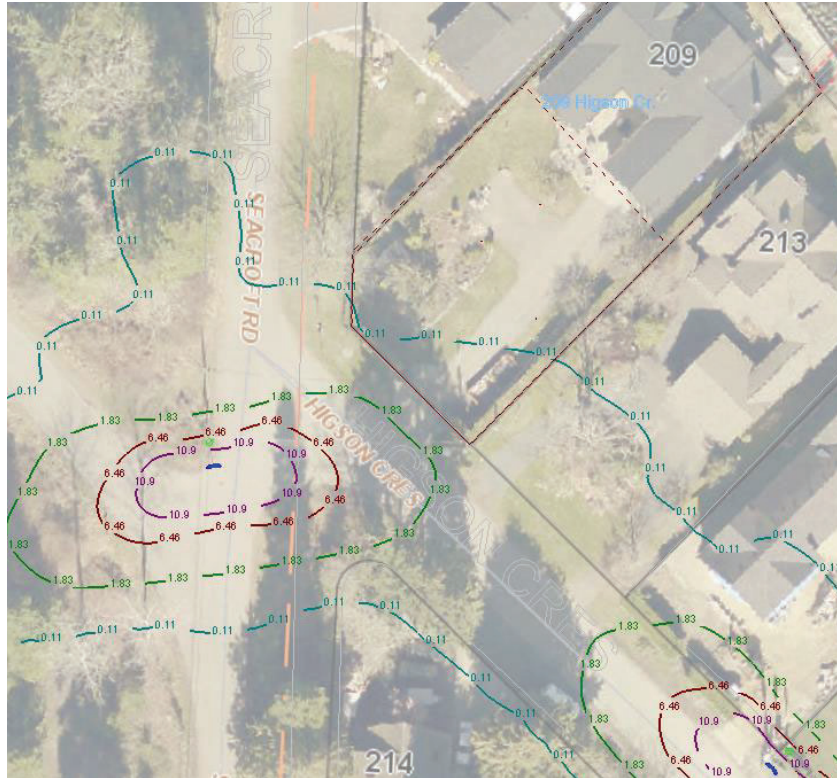
The davit arm length of the luminaires is 10 ft. At the end of the HPS luminaire lifetime, the average lot lighting level was 0.5 lux, average front yard lighting level was 1.1 lux and maximum lighting level was 5.1 lux at 188 Hoylake Road. Currently the lighting levels at the site are:



The average lot lighting level is 0.5 lux, average front yard lighting level is 1.0 lux, and the maximum lighting level is 4.5 lux. Like 490 Crescent Road, rotating the davit pole of the west streetlight is not possible. Similarly, the east streetlight needs to face into the intersection, so it cannot be rotated to an angle that will have a significant effect on the lighting level at 188 Hoylake Road. Decreasing the mounting height of both luminaires to 25 ft decreases the average lot lighting level 0.4 lux, average front yard lighting level to 0.9 lux, and maximum lighting level to 4.3 lux.

2.16 209 Higson Crescent

At the end of the HPS luminaire lifetime, the average lot lighting level was less than 0.1 lux, the average front yard lighting level was 0.1 lux, and the maximum lighting level was 0.8 lux at 209 Higson Crescent. Currently the lighting levels at the site are:



The average lot lighting level is less than 0.1 lux, average front yard lighting level is 0.1 lux, and the maximum lighting level is 1.0 lux. The davit arm of the eastern streetlight cannot be rotated because, like 490 Crescent Road, it increases the obtrusive lighting at neighboring addresses. Rotating the davit arm of the western streetlight to make it face south (towards Seacroft Rd.) decreases the average front yard lighting level to less than 0.1 lux, maximum lighting level to 0.6 lux and the average lot lighting level stays below 0.1 lux. The road lighting levels are not impacted. Reducing the mounting height of the luminaires to 25ft has no significant effect on the lighting levels at 209 Higson Crescent.

Currently, 213 Higson Crescent also has a significant obtrusive lighting level. If they were the complainant address, it would have been recommended to rotate the davit arm of the western streetlight such that it faces Higson Crescent. It decreases the obtrusive lighting at 213 Higson Crescent, has no significant impact of the lighting levels for 209 Higson Crescent, and provides

better street lighting for Seacroft Road, as seen below:



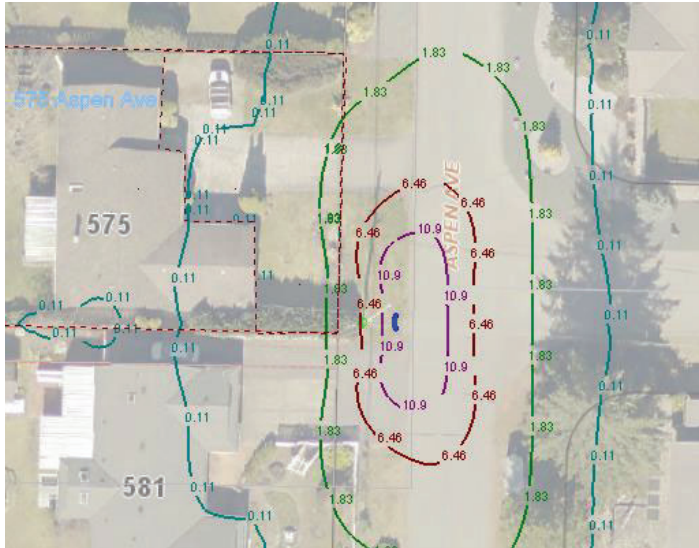
However, this is not recommended since 213 Higson Crescent are not the complainant.

2.17 575 Aspen Avenue

The mounting height of the luminaire is 27.4 ft, and the davit arm length is 10 ft. At the end of the HPS luminaire lifetime, the average lot lighting level was 0.8 lux, the average front yard lighting level was 2.1 lux, and the maximum lighting level was 8.2 lux at 575 Aspen Ave. Currently the lighting levels at the site are:



The average lot lighting level is 0.9 lux, the average front yard lighting level is 2.6 lux, and the maximum lighting level is 11.5 lux. The davit arm is rotated by 45° at the site to avoid the power cables. One possible solution is to mount the davit arm above the cables (assuming at 31 ft for the simulation) and making it face Sycamore Road. However, that may not be possible due to clearance requirements to cabling. If possible, the lighting distribution is expected to look as follows:



This decreased the average lot lighting level to 0.2 lux, average front yard lighting level to 0.6 lux, and the maximum to 3.9 lux. It also decreases the obtrusive lighting at 567, 581 and 584 Aspen Ave. It also improves the lighting at the road. If it is not possible to make the davit arm face Sycamore Avenue, the davit arm may be rotated clockwise while ensuring that it is away from the power cables, still mounted at the current height. Assuming an 80° davit arm angle with N-S line, the average front yard lighting level changes to 0.9 lux, the average lot lighting level changes to 0.3 lux, and the maximum lighting level to 6.2 lux. It also decreases the obtrusive lighting at 567, 581, and 584 Aspen Avenue. Decreasing the mounting height to 25ft does not have a noticeable impact on the obtrusive lighting.

2.18 400 Dorset Road

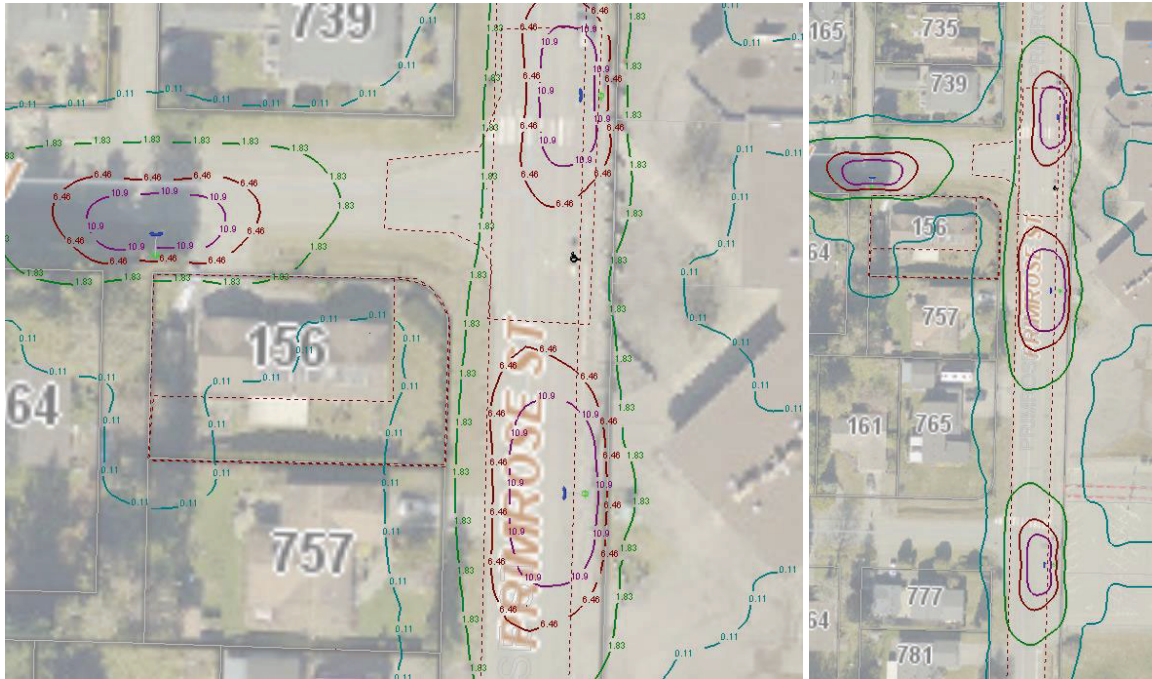
The north luminaire (QBID: 622) is mounted at 25.6 ft and its davit arm length is 9.5 ft. The south luminaire (QBID:623) is mounted at 27.9 ft and the davit arm length is 9.6 ft. At the end of the HPS luminaire lifetime, the average lot lighting level was 0.3 lux, the average backyard lighting level was 0.5 lux, and the maximum lighting level was 4.7 lux at 400 Dorset Road. Currently the lighting levels at the site are:



The average lot lighting level is 0.3 lux, the average backyard lighting level is 0.4 lux, and the maximum lighting level is 4.1 lux. Rotation of the davit arm of the south luminaire is not possible at this site. The north luminaire is meant to face the intersection, so it cannot be rotated by a large angle. Small rotation of the north luminaire's davit arm will not improve the lighting levels at 400 Dorset Road by any significant amount. Decreasing the mounting height of the south luminaire to 25ft decreases the average backyard lighting level to 0.3 lux and the maximum lighting level to 3.9 lux while the average lot lighting level stays the same.

2.19 744 Primrose Street

At the end of the HPS luminaire lifetime, the average lot lighting level at 156 Fourth Ave. was 0.4 lux, the average backyard lighting level was 0.2 lux, and the maximum lighting level was 3.9 lux. The current lighting distribution looks as follows:



The luminaire east of 757 Primrose St. (QBID: 1069) is still 80W while the other luminaires are 39W. The current lighting levels in lux are:

156 Fourth Road			Primrose Street			Primrose St & 4th Ave intersection		
Average Lot	Average Backyard	Max	Average	Min	Max	Average	Min	Max
0.3	0.2	3.1	5.5	0.1	29.3	6.0	0.6	19.3

Like 490 Crescent Rd., the davit arms cannot be rotated around the pole for any of the luminaires. Replacing the 80W luminaire with a 39W one changes the lighting levels (in lux) to the following:

156 Fourth Road			Primrose Street			Primrose St & 4th Ave intersection		
Average Lot	Average Backyard	Max	Average	Min	Max	Average	Min	Max
0.2	0.1	3.1	4.6	0.1	19.5	5.6	0.5	19.2

Mounting the QBID 1069 luminaire at 25 ft results in the following lighting levels (in lux):

	156 Fourth Road			Primrose Street			Primrose St & 4th Ave intersection		
QBID 1069 Power	Average Lot	Average Backyard	Max	Average	Min	Max	Average	Min	Max
80W	0.2	0.1	3.1	5.7	0.1	36.8	5.8	0.5	19.3
39W	0.2	0.1	3.1	4.6	0.1	24.3	5.5	0.4	19.2

Mounting the three luminaires around 156 Fourth Ave at 25 ft results in the following lighting levels (in lux):

	156 Fourth Road			Primrose Street			Primrose St & 4th Ave intersection		
QBID 1069 Power	Average Lot	Average Backyard	Max	Average	Min	Max	Average	Min	Max
80W	0.2	0.1	2.7	5.7	0.1	36.8	6.2	0.4	24.4
39W	0.2	0.1	2.7	4.7	0.1	24.4	5.9	0.3	24.4

According to the Town of Qualicum Beach Bylaw 545.01 table 5.3 [3], the average lighting level at a local residential road must be at least 4.0 lux (6.0 lux at the intersection), and the minimum lighting level must be at least one sixth of that (0.67 lux, 1.0 lux for the road and intersection respectively). The only scenarios that meet the average lighting level requirements are the current configuration, when all the three luminaires are mounted at 25ft (and the QBID 1069 luminaire is 80W LED). In the 25ft scenario, the obtrusive lighting at 156 Fourth St. slightly decreases. However, it also decreases the minimum lighting level at the intersection. Although none of the tested configurations meet all the Town of Qualicum Beach Bylaw 545.01 requirements, the current configuration has the lighting levels closest to meeting the minimum lighting level requirements. So, it is not recommended to change the configuration.

2.20 2617 Island Highway W

At this location, only the backyard lighting levels were calculated, as that was the focus of the complainant's concern. The backyard sits approximately 8 feet above the road and is bordered by a hedge about 12 feet tall. At the end of the HPS luminaire lifetime, the average backyard lighting level was 0.2 lux, and the maximum lighting level was 1.5 lux at 2617 Island Hwy. The current lighting distribution looks like:



The average backyard lighting level is 0.1 lux and the maximum lighting level is 2.8 lux. Rotation of the davit arm around the pole is not possible at this location. Reducing the mounting height to 25 ft decreases average backyard lighting level to less than 0.05 lux, and the maximum lighting level to 1.3 lux. Although decreasing the mounting height is a viable solution at this site, it is not recommended because it decreases the streetlight coverage by ~18 ft (the 0.11 lux contour line moves inward by ~9ft in each direction). The poles adjacent to this pole do not have a streetlight. As explained in the previous report, streetlighting in Qualicum Beach was initially built to half code (i.e. 80W LED luminaire mounted to every other pole), which led to poor lighting uniformity. Replacing the 80W LED luminaire with 39W LED luminaire without adding additional luminaires (as the previous report explained, 39W LED luminaires mounted ~50m apart is a proven method to meet ANSI/IES recommendations) would have increased the uniformity ratio even more, making the streetlighting levels worse.

Therefore, although decreasing the mounting height of the luminaire significantly reduces the obtrusive lighting at the site, it is not recommended to decrease the mounting height of the luminaire as it decreases the streetlight coverage on the road, which is already insufficient in this area.

3.0 Summary

This report studies the obtrusive lighting levels due to streetlighting at several locations throughout Qualicum Beach. It compares the current lighting levels to what it may have looked like historically, before the streetlights were replaced as a part of the BC Hydro Street Light Program. In many of the analyzed locations, the current lighting levels are similar to what they were before the BC Hydro Street Light Program. One of the reasons the lighting is currently perceived as more obtrusive than they were historically may be the color temperature. The HPS luminaires have a significantly warmer light than the currently installed LED luminaires (2300K vs 3000K). The currently installed luminaires already have the warmest color available for LEDs through BC Hydro. This report experiments with certain methods that may help the Town of Qualicum Beach diminish the obtrusive lighting issue.

At many of the analyzed locations, none of the methods resulted in a significant improvement in the issue. At [566 Beach Rd](#) and [575 Aspen Ave](#), it is recommended to adjust the davit arm angle (and mounting height as needed) as shown in the report.

At [1046 Pekin Pl](#), [519 Maquinna Pl](#) and [268 Buller Rd](#), viable solutions were identified, involving the relocation of the existing streetlights to different poles at each location and the addition of a new streetlight at Buller Rd. However, these changes would lead to an increase in obtrusive lighting at new locations, though to a lesser degree than at the complainants' addresses. It is recommended to consult key stakeholders before proceeding with these adjustments.

4.0 Sources

[1] [BC Hydro Street Light Program](#)

[2] [BC Hydro ES43 L2](#)

[3] Engineering Standards and Specifications Bylaw No. 545, 1994



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 5210-01

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 16, 2025

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Implementation of Fees at Electric Vehicle Chargers

RECOMMENDATIONS:

THAT Council approves implementation of public electric vehicle (EV) charger fees as specified in the report titled “Implementation of Fees at Electric Vehicle Chargers” and dated for reference April 16, 2025.

AND FURTHER THAT Council direct staff to amend the “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” to add EV charger fees in the amount of \$0.025 (2.5 cents) cents per minute for the first 2 hours and \$0.07 cents per minute thereafter.

PURPOSE

To provide Council with cost information for the Town-owned public EV chargers and to outline the options available for implementing usage fees to recoup operating costs and future replacement costs.

BACKGROUND

Prior to 2018, the Town installed several EV chargers throughout the municipality to encourage drivers to “go electric”. In 2018, the Town expanded that program and replaced those obsolete EV chargers with new *Chargepoint CT 4000* chargers and added more stations. In total, 7 new dual charging stations (for a total of 14 ports) were activated in 2018, some of which are still in place today. As an incentive to drivers, the Town provided the electricity for the EV chargers at no cost to the user. However, now that electric vehicles are becoming prevalent and the chargers are being heavily used, often for extended periods of time, staff recommend implementing fees for EV charger use.

DISCUSSION

Chargepoint Cloud Service Plan

To operate a *Chargepoint* charger, the Town is required to subscribe to a cloud service plan through *Chargepoint*. There is a fee for this service; in 2024, the Town paid \$5,271 for seven EV charging stations. In November 2024, an eighth dual station was added to the Town's inventory at the Train Station. The service plan provides the Town with three key features:

1. The station owner can log onto the *Chargepoint* dashboard app remotely to gather usage data, check station connectivity, activate or deactivate stations (individually or collectively), send messages to the stations for the public to see, and retrieve general station reports.
2. The station owner can implement usage fees to recoup ownership and operating costs.
3. Drivers using the *Chargepoint* app can use their mobile devices to locate nearby *Chargepoint* chargers on a map.

Charger Maintenance and Replacement Costs

EV chargers are prone to vandalism and damage. Since their installation, the damages incurred to the chargers include:

- Cut electrical cords, presumably to access the copper components.
- Crushed LED display screen from vandalism.
- Broken plastic clips in the charger handles that secure the handles to both vehicles and the docking station.

Replacement parts are extremely limited for *Chargepoint* chargers as they come as a complete sealed unit. When almost any component of the EV charger needs to be repaired, the entire head unit, including the electrical charger cables and handles, needs to be replaced as a package. In 2022, in response to incidents of vandalism, the Town purchased five refurbished *Chargepoint* chargers at a cost of approximately \$1,100 each. Three of those chargers were put to use immediately to replace the vandalized units, and the other two remain in the Town's inventory for future use. At this time, replacement *Chargepoint CT4000* chargers cost \$10,000 each and are projected to increase to \$15,000 per unit in ten years when the Town's current chargers reach the end of their life.

Implementing Fees for Charging

The *Chargepoint CT4000* chargers are pre-configured to implement fees for usage if the EV owners elect to do so. Some of those fee plan options include:

- Charging by the kilowatt.
- Charging by the time spent plugged in to the charger.
- Limiting the amount of time someone can stay plugged in to the chargers.
- Combinations of the above options, such as charging by the kilowatt and amount of time spent plugged into the charger.

Most, if not all, electric vehicles have apps linking the vehicle to mobile devices. When linked, drivers can receive notifications on their phones advising them that their vehicle is fully charged thereby providing them with an opportunity to move it to free up the stall for other EV drivers. For electric vehicles without this function, owners can simply set alarms on their phones for when their vehicle will be fully charged.

Fee plans can be programmed into each charger through the *Chargepoint* dashboard app. When fee plans are implemented, *Chargepoint* manages the fee transactions and reimburses the station owner with everything collected, less a 10% processing fee.

Charger Cost Analysis and Proposed Fees

The *Chargepoint* dashboard app allows station owners to log into each station to analyze electricity dispensed. Based on a review of the data analyzed from a 6-month period, the table below was created to provide a snapshot of annual electricity costs, how long vehicles tend to be left plugged in, and how long they are charging for.

Charger Location	Estimated Annual Consumption (kw)	Annual Electricity Cost at \$0.10/kw	Average Time Spent Plugged in to Charger (hours:minutes)	Average Time Spent Charging (hours:minutes)
Visitor Info	9804	\$980	2:35	1:51
Town Hall South	9324	\$932	3:02	2:41
Town Hall North	11056	\$1,106	3:24	3:00
Civic Centre	15394	\$1,539	2:07	1:48
Beach Bathrooms	12268	\$1,227	1:43	1:29
Airport	12684	\$1,268	3:38	2:58
TOSH	19178	\$1,918	1:30	1:17
Totals	89708 kw	\$8,970		

Based on the figures above, between the cost of electricity and the *Chargepoint* cloud service fees, providing free electricity to EV drivers costs the Town over \$0.15/kw or approximately \$14,000 per year. This figure does not include any maintenance, vandalism, or future replacement costs of the chargers.

While many drivers simply require a quick “top-up” to get to their destination, the *Chargepoint* dashboard illustrates that some drivers remain plugged in for the day, and on some occasions overnight, presumably while they are at work. This effectively reduces access to a charger that another driver could be using. Here are a few session highlights extracted from the *Chargepoint* dashboard app during a six month period:

- On twenty-six occasions, a vehicle was plugged in overnight at the Airport. Note that not only was the EV owner the recipient of free electricity, but they also avoided paying the long-term parking fees.
- Between the seven charging stations that were in place at the time of this analysis, there were over 4,000 charging sessions of varying durations. On average, vehicles were plugged in for 2 hours and 16 minutes per session.

In consultation with the Mid-Vancouver Island Electric Vehicle Association (MVIEVA), two fee structure options were discussed, including applying fees by the kilowatt and fees by the minute. Regarding the option of charging by the kilowatt, the suggested rate was \$0.30 per kilowatt. Based on the dispensing 89,708 kw per year, had fees per kilowatt been applied, the Town would have collected \$26,912 less the 10% *Chargepoint* processing fee. This fee structure however does not encourage drivers to vacate the parking spot to allow others to plug in.

To recoup current operating costs, future replacement costs of the EV chargers, and to encourage users to vacate their space once their vehicles have received a charge, a proposed fee of \$0.025 (2.5 cents) per minute for the first two hours of time spent plugged into the charger and \$0.07 per minute thereafter was suggested by the MVIEVA. These figures are also in line with the City of Nanaimo’s EV charging fee structure. When applying these rates to the data collected from the six-month sample period, it was calculated that the Town would have generated \$48,044 in revenue over the course of the year, less the 10% *Chargepoint* processing fee. By applying these fees to the average 2 hour and 16-minute session, drivers would have paid \$4.12 for the recharge. These rates better reflect operational and replacement costs versus charging by the kilowatt.

FINANCIAL IMPLICATIONS

By implementing fees for EV charger use, the Town would begin recouping operating costs plus additional revenue that would assist with future replacement costs. Dispensing free electricity to EV vehicles costs the Town approximately \$14,000 per year. By analyzing the data collected over a six-month period and charging a fee of \$0.025 cents per minute for the first 2 hours spent plugged in and \$0.07 cents per minute thereafter, it is estimated that the Town would collect approximately \$48,000 over the course of a year, less a 10% *Chargepoint* processing fee.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> • Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions 	<ul style="list-style-type: none"> • Obtain feedback on analysis, alternatives, and/or decisions 	<ul style="list-style-type: none"> • Work directly with stakeholders to ensure concerns and aspirations are understood and considered 	<ul style="list-style-type: none"> • Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions 	<ul style="list-style-type: none"> • Final decision making in the hands of the stakeholders

International.

INFORM:

- Once approved by Council, staff would post a notice on the Town website regarding the fee implementation and prepare signage for posting at each charger.

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.*
- Progressive Infrastructure: *To ensure infrastructure for energy, water, waste water & storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town’s sustainability goals.*

SUMMARY

To recoup current costs of public EV chargers, and to support funding for future replacements, staff are seeking Council’s approval to implement EV charger usage fees.

ALTERNATIVE OPTIONS

1. THAT Council implements a different fee structure.
2. THAT Council directs staff to continue to provide free EV charging to users.
3. THAT Council provides alternative direction to staff.

APPROVALS



Oliver Watson
Manager of Capital Projects
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence



Raj Hayre
Director of Finance
Concurrence

REFERENCES

City of Nanaimo website ([The City of Nanaimo](#))
Electric Vehicle Charge Stations