

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

1-6 THAT Council adopts the February 12, 2025, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2a) to 2c) in the February 12, 2025, Consent Agenda be adopted.

7-12 (a) THAT the January 22, 2025, regular Council meeting minutes be approved as presented.

13 (b) THAT the January 29, 2025, special Council meeting minutes be approved as presented.

14 (c) THAT the Correspondence Log, dated for reference February 3, 2025, be approved as presented.

3. DELEGATIONS

(a) **Proposed Changes to the Noise Control Bylaw No. 706, 2017**

J. Wilson, and M. Loewen, Qualicum Beach Residents, in attendance to present proposed changes to the Noise Control Bylaw No. 706, 2017.

(b) **Qualicum & District Curling Club, Five-Year Capital Plan**

S. Shaw, J. Evans and D. Sneddon, Qualicum & District Curling Club (QDCC), in attendance to present a five-year capital plan.

4. CORRESPONDENCE

15 (a) T. Benesh, Inactive Rail to Trail for Tourism

5. COMMITTEE & LIAISON REPORTS

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

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

(i) **Notice of Motion – Provided by 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.

Staff Comment:

Staff will review and provide a staff report/comment(s) at the March 12, 2025, regular Council meeting.

(ii) **Notice of Motion – Provided by Councillor Harrison**

WHEREAS as of the October 31 date in 2024 less than 10% of construction by cost and roughly 20% by units were multi-family;

AND WHEREAS the “gentle density” envisioned in multiple OCPs is currently not being built in the community as evidenced by existing reports on housing activity;

AND WHEREAS the appointment of a provincial advisor by the Province in both Oak Bay and West Vancouver is based on the number of units built, not the amount of housing that is rezoned;

AND WHEREAS the Town has enacted several changes to building requirements for construction during this term without having any public forums for input as to the impact of said changes, or how to create a regulatory environment conducive to the construction of “gentle density,” (i.e. duplex, triplex, patio homes, etc.);

THEREFORE BE IT RESOLVED, THAT Council hold a Committee of the Whole meeting expressly for the purpose of discussing how to create more units of this density, specifically within the Village Neighbourhood area, and further that staff reach out to builders, tradespeople, and other professionals engaged in home construction to elicit feedback on the barriers that currently exist and how they can be addressed AND FURTHER, THAT the date and time of the Committee of the Whole meeting be such that it would be reasonable to expect working people to be able to attend.

Staff Comment:

Staff will review and provide a staff report/comment(s) at the March 12, 2025, regular Council meeting.

(iii) **Notice of Motion – Provided by 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.

Staff Comment:

Staff will review and provide a staff report/comment(s) at the March 12, 2025, regular Council meeting.

(iv) **Notice of Motion – Provided by 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 a garden suite, carriage house, duplex, or another arrangement with two separate units on the property.

Staff Comment:

Staff will review and provide a staff report/comment(s) at the March 12, 2025, regular Council meeting.

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

16

(i) Report from Councillor Skipsey

(d) **Community Development** (Councillor Petronella Vander Valk)

17

(i) Report from Councillor Vander Valk

(e) **Arts & Culture** (Councillor Jean Young)

18-19

(i) Report from Councillor Young

6. STAFF REPORTS

(a) **Corporate Administration**

20-61

(i) **Summary of Council Resolutions | November 2022 – December 2024**

Staff Recommendation:

THAT Council rescinds the resolutions listed in Schedule 'B' attached to the February 12, 2025, staff report to Council.

62-67

(ii) **Select Committee on Beach Day Celebration Terms of Reference Meeting Date Amendment**

Staff Recommendation:

THAT Council authorizes staff to amend the Terms of Reference for the Select Committee on Beach Day Celebration to change regular meeting dates to the fourth Monday of each month.

68-74 (iii) **Select Committee on Environment & Sustainability Terms of Reference Definition of Youth Member**

Staff Recommendation:

THAT Council authorizes staff to amend the Terms of Reference for the Select Committee on Environment & Sustainability to strike:

In 5. APPOINTMENT AND MEMBERSHIP

Youth Member at large:

- (a) Applications will be invited from students at Kwalikum Secondary School, Ballenas Secondary School, and Vancouver Island University, when there is a vacancy. Council will appoint the youth member at large from the applications received, and may, in any case, decline to appoint an applicant and invite new members to apply.

Term and Termination:

- (c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms.

and insert:

Youth Member at large:

- (a) Applications will be invited from individuals between the ages of fifteen (15) and twenty-nine (29) when there is a vacancy. Council will appoint the Youth Member at Large from the applications received, and may, in any case, decline to appoint an applicant and invite new members to apply.

Term and Termination:

- (c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms, with the exception of a Youth Member at Large who would become thirty (30) at the time of re-appointment. A Youth Member at Large who turns thirty (30) within the approximate two-year term, will be able to serve as a Member until the end of the term, and until an eligible replacement is appointed by Council following the term end, or unless terminated in accordance with Section 5(d).”

(b) **Planning**

74-112

(i) **2025 OCP Review Annual Plan**

Staff Recommendation:

THAT Council approves, in principle, the proposed 2025 OCP Review Project Plan outlining the process for reviewing Official Community Plan (OCP) Bylaw No. 800, 2018, by the December 31, 2025 deadline as required by the Local Government Act, recognizing that the Project Plan is a “living” document that may require adjustments to schedule and methodology as the engagement process proceeds.

113-115

(ii) **Community Emergency Preparedness Fund Grant Application**

Staff Recommendations:

THAT Council authorizes the submission of a grant application in the amount of \$80,000 to the 2025 Community Emergency Preparedness Fund (CEPF) for the “Emergency Operations Centres Equipment and Training” project, to provide Emergency Operation Centre (EOC) supplies and training for staff;

AND FURTHER THAT the Town of Qualicum Beach agrees to apply for, receive, and manage the grant funding on behalf of Emergency Management Oceanside (EMO), a collaborative partnership between the City of Parksville and the Town of Qualicum Beach’s emergency programs.

116-125

(iii) **Development Variance Permit | 2955 Island Highway West**

Staff Recommendation:

THAT Council refuses the Development Variance Permit application for 2955 Island Highway West.

126-136

(iv) **Development Permit | 389 Burnham Road and 391 Burnham Road**

Staff Recommendation:

THAT Council authorizes staff to issue a Development Permit for 389 Burnham Road and 391 Burnham Road to permit the re-topping of four Western Red Cedar trees, with limb removal, to re-open a view corridor, as detailed in the February 12, 2025, Planning staff report to Council.

137-150

(v) **Development Permit | 1000 Ravensbourne Lane**

Staff Recommendation:

THAT Council authorizes staff to issue a Form and Character Development Permit for 1000 Ravensbourne Lane, as detailed in the February 12, 2025, Planning staff report to Council, subject to Council consideration and authorization of a lease agreement with the applicant, with the specific lease location to be determined by Council and in accordance with Policy #3002-4, Qualicum Beach Airport Water Supply and Sewer Service.

(c) **Engineering & Operations**

151-155

(i) **Village Way Improvements at Kwalikum Secondary School Grant Application**

Staff Recommendation:

THAT Council authorizes the submission of a grant application in the amount of \$197,000 to the Ministry of Transportation and Infrastructure's *Active Transportation Fund* for the purpose of implementing road safety improvements along Village Way fronting Kwalikum Secondary School.

7. 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 (February 14, 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

8. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: March 12, 2025

DRAFT - Minutes of the 10:00 am Wednesday, January 22, 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
Peter Cornell, Fire Chief
Raj Hayre, Director of Finance
Rob Dickinson, Director of Infrastructure Services
Danielle Leurebourg, Deputy Director of Corporate Services
Oliver Watson, Capital Projects Manager
Jason Froats, Information Systems Analyst
Nathan Cernusca, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber at 10:01 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 January 22, 2025, regular Council meeting agenda as amended to include the addition of Late Item: Seacrest Place Slope Stabilization Project – Early Budget Approval Request in advance of 7(a) Financial Plan Bylaw

START OF CONSENT AGENDA

Councillor Skipsey requested that the January 16, 2025, Correspondence Log be removed from the consent agenda for discussion.

Councillor Skipsey noted:

- Correspondence Log item 585: Traffic Safety Concerns – Memorial Ave near Hwy 19A
- Correspondence Log item 629: Bylaw Governing Cats

Council then adopted, by unanimous consent, the recommendations listed for items 2a) to 2d) in the January 22, 2025, Consent Agenda.

- a) THAT the December 11, 2024, regular Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- b) THAT the December 18, 2024. special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- c) THAT the January 8, 2025, special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- d) THAT the Correspondence Log, dated for reference January 16, 2025, be approved as presented.
CARRIED BY CONSENT

CARRIED UNANIMOUSLY | Resolution No. 25-014
END OF CONSENT AGENDA

BUSINESS ARISING FROM THE MINUTES

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

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT the presentation regarding the Tree Protection Bylaw by the Friends of the Qualicum Beach Forest at the

December 11, 2024, Regular Council Meeting by REFERRED to staff for consideration during the upcoming Tree Protection Bylaw review process.

CARRIED | Resolution No. 25-015

Opposed: Mayor Westbroek, Councillor Harrison

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

(a) AVICC Resolution Arising from December 11, 2024, regular Council meeting – Reconfiguration of Railway Crossing Traffic Controls

WHEREAS there are many railways that are inactive (where the average daily railway movement is zero), except for railway maintenance traffic, across British Columbia, and there are no active trains on the Southern Railway of BC railway North of Nanaimo; AND WHEREAS the Federal Canada Transportation Act, the Railway Safety Act, and the Grade Crossings Regulation require vehicular traffic to stop at railway crossings, except in limited circumstances, even when the railway is inactive; THEREFORE BE IT RESOLVED, THAT AVICC and UBCM lobby Transport Canada for the amendment of the legislation, including the Grade Crossings Regulation to permit the reconfiguration of railway crossing traffic controls to stop railway maintenance traffic on the rail at roadway intersections of inactive railway crossings and to remove stop signs for vehicular traffic at these locations.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended by rewording as follows "...to have railway maintenance traffic come to a stop...".

CARRIED

Opposed: Councillor Harrison

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

MAIN MOTION AS AMENDED:

WHEREAS there are many railways that are inactive (where the average daily railway movement is zero), except for railway maintenance traffic, across British Columbia, and there are no active trains on the Southern Railway of BC railway North of Nanaimo; AND WHEREAS the Federal Canada Transportation Act, the Railway Safety Act, and the Grade Crossings Regulation require vehicular traffic to stop at railway crossings, except in limited circumstances, even when the railway is inactive; THEREFORE BE IT RESOLVED, THAT AVICC and UBCM lobby Transport Canada for the amendment of the legislation, including the *Grade Crossings Regulation* to permit the reconfiguration of railway crossing traffic controls to have railway maintenance traffic come to a stop on the rail at roadway intersections of inactive railway crossings and to remove stop signs for vehicular traffic at these locations.

CARRIED UNANIMOUSLY | Resolution No. 25-016

DELEGATIONS

1. **B. Scott, President, Eaglecrest Residents Association**, presented a report on the Association's Annual General Meeting.
2. **D. Novak, President, Qualicum Beach Chamber of Commerce**, presented an annual year-end report from the Chamber of Commerce.
3. **J. Sales, BroomBusters Invasive Plant Society**, presented an update on BroomBusters initiatives and challenges in Qualicum Beach.
4. **T. De Coene, Staff Sergeant, RCMP**, presented a 4th Quarter Update on the Oceanside RCMP.

CORRESPONDENCE

(1) **Request to Make the Pathway from Qualicum Beach Museum to Grandon Creek Bicycle Free**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the letter from C. Thorsell requesting that the Pathway from Qualicum Beach Museum to Grandon Creek be Bicycle free, be included on the agenda for the next meeting of the Parks and Recreation Select Committee.
CARRIED UNANIMOUSLY | Resolution No. 25-017

(2) **Fire Hazard**

Mayor Westbroek MOVED and Councillor Young SECONDED, THAT Council directs staff to operationalize future inquiries related to concerns with potential fuel loading in public forested areas by providing on the ground assessment by the Qualicum Beach Fire Department to determine if further action is required.

CARRIED UNANIMOUSLY | Resolution No. 25-018

Seacrest Place Slope Stabilization Project | Early Budget Approval Request

Councillor Harrison MOVED and Councillor Skipsey SECONDED, 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.

CARRIED UNANIMOUSLY | Resolution No. 25-019

BYLAWS

(1) **Financial Plan 2025-2029 Bylaw No. 908, 2025**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT staff be directed to reduce the 2025 contribution to the Strategic Initiatives Reserve from \$250k to \$125k, with the contribution being reinstated back to \$250k in 2026.

CARRIED UNANIMOUSLY | Resolution No. 25-020

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be introduced and read a first time.

CARRIED | Resolution No. 25-021

Opposed: Councillor Harrison

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

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the Sahtlam Park Washrooms, Playground and Food Truck Services project and the Bus Garage Site Planning project be funded in 2027.

DEFEATED

Opposed: Mayor Westbroek, Councillor Vander Valk, Councillor Skipsey, Councillor Young

In Favour: Councillor Harrison

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the “Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025” be read a second time.
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Young, Councillor Vander Valk, Councillor Skipsey
CARRIED | Resolution No. 25-022

COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on his portfolio activities.
- (2) **Parks & Recreation** (Councillor Anne Skipsey)
Councillor Skipsey commented on her written report included in the agenda.
- (3) **Community Development** (Councillor Petronella Vander Valk)
Councillor Skipsey commented on her written report included in the agenda.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council take a five-minute recess.

CARRIED UNANIMOUSLY

MEETING RECESSED: 11:57 am
MEETING RECONVENED: 12:07 pm with all of Council in attendance.

STAFF REPORTS

- (1) **Corporate Services**
 - (a) **Winter Holiday Town Hall Closure**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council approves the closure of the Town Hall office during the 2025 holiday season for three business days (December 22; 23; and 24) during the period of December 22 through December 26, 2025.
CARRIED UNANIMOUSLY | Resolution No. 25-023
 - (2) **Planning & Community Development**
 - (a) **Interim Housing Needs Report**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council receives the Interim Housing Needs Report titled “Interim Housing Needs Report – Town of Qualicum Beach” dated for reference November 2024.
CARRIED UNANIMOUSLY | Resolution No. 25-024

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

CARRIED UNANIMOUSLY

- (b) **Fleet Greening/Modernization Strategy**
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council receives the Fleet Greening/Modernization Strategy for the Town of Qualicum Beach prepared by Innotech Fleet Strategies in consultation with Town staff.
CARRIED UNANIMOUSLY | Resolution No. 25-025

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council refers the “Optimized Scenario” for fleet rightsizing and EV transitioning presented in the Fleet Greening/Modernization Strategy to the 2026 Financial Planning Process.

CARRIED UNANIMOUSLY | Resolution No. 25-026

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council refers the Fleet Greening/Modernization Strategy prepared by Innotech Fleet Strategies in consultation with Town staff to the Select Committee on Environment and Sustainability for consideration and comment.

CARRIED UNANIMOUSLY | Resolution No. 25-027

- (c) **Authorization ESS Grant Application – Verbal report from Director of Planning**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT the Town of Qualicum Beach supports the City of Parksville in applying for the ‘2025 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) – Emergency Support Services Grant Application’ on behalf of the Town of Qualicum Beach and the City of Parksville for the amount of \$45,900, for the purpose of enhancing the capacity of Oceanside Emergency Support Services.

AND FURTHER THAT, if funded, the Town of Qualicum Beach authorizes the City of Parksville to receive and manage the 2025 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) – Emergency Support Services Funding on the Town’s behalf.

CARRIED UNANIMOUSLY | Resolution No. 25-028

- (d) **Development Permit | 1000 Ravensbourne Lane**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to issue a Form and Character Development Permit for 1000 Ravensbourne Lane, as detailed in the January 22, 2025, Planning staff report to Council, subject to Council consideration and authorization of a lease agreement with the applicant.

CARRIED UNANIMOUSLY | Resolution No. 25-029

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council adjourns the January 22, 2025, regular Council meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:17 pm

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this day of _____, 2025.

Teunis Westbroek, Mayor

REVIEW OF COMMENTS FROM THE PUBLIC

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

- S. Lloyd, comments re: Seacrest Place Slope Stabilization Project

DRAFT

DRAFT - Minutes of the 9:00 am Wednesday, January 29, 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 Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young
Councillor Scott Harrison

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

Mayor Westbroek called the meeting to order in the Council Chamber at 9:00 am acknowledging that it is 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 January 29, 2025, special Council meeting agenda.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the meeting be closed to the public, pursuant to sections 90(1)(a), (e) and (k) of the *Community Charter*, for the purposes of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointment 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; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 9:00 am

MEETING REOPENED TO THE PUBLIC: 10:58 am

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:58 am

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG

February 3, 2025 (for February 12, 2025 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Jan 16	Development (532 Memorial Ave) - Opposed	Rec'd for Information	633
Jan 19	Airport Concerns	Referred to Staff	634
Jan 24	2025 Property Tax Increase Concerns	Rec'd for Information	635
Jan 25	Development Application (532 Memorial Ave) - Opposed	Rec'd for Information	636
Jan 27	Skate Park Project Questions	Rec'd for Information	641
Jan 29	Seacrest Place Slope Stabilization Questions	Rec'd for Information	637
Jan 29	Request for Council Minutes	Referred to Staff	638
Jan 29	Canada Union of Postal Workers Seeking Support	Rec'd for Information	639
Jan 29	Seacrest Place Slope Stabilization Project Questions	Rec'd for Information	640
Feb 01	Request for Proclamation - World Down Syndrome Day	Rec'd for Information	642
Feb 02	Development (532 Memorial Ave) - Opposed	Rec'd for Information	643
Feb 02	Airport Concerns	Referred to Staff	644

From: [Teunis Westbroek](#)
To: [Heather Svensen](#); [Danielle Leurebourg](#); [Nathan Cernusca](#)
Subject: Fw: Commentary from the Times Colonist Newspaper on the Rail to Trail for Tourism
Date: Tuesday, January 28, 2025 9:10:39 AM

From: [REDACTED]
Sent: Tuesday, January 28, 2025 6:24 AM
To: Teunis Westbroek <TWestbroek@qualicumbeach.com>
Subject: Fwd: Commentary from the Times Colonist Newspaper on the Rail to Trail for Tourism

Mayor Westbroek,

I understand the BC government extended the deadline to develop a vision for the Island Rail Corridor to December 31, 2025. Apparently the reason for the extension is to allow local governments to continue planning for the future of the railway corridor. Since the tracks are now being torn up on certain sections that have been given to First Nations the likelihood of trains ever running on it, in at least the near future, is extremely unlikely. This fact must now be forefront in the review.

My question to you is since trains won't be operating on the line any time soon, will turning the valuable right of way into a multi-use trail as described in the attached article be a major consideration of the review by yourself, council and the RDN?

As pointed out in the article, turning unused railway lines into multi-use trails helps tourism. It also promotes health and fitness along with preserving the right of way for possible future transit options.

Sincerely,
T [REDACTED] Benesh
Qualicum Beach

----- Forwarded message -----

From: **Friends of Rails to Trails Vancouver Island** <news@fortvi.ca>
Date: Sun, Jan 26, 2025 at 7:40 PM
Subject: Commentary from the Times Colonist Newspaper on the Rail to Trail for Tourism
To: [REDACTED]

Committee & Liaison Report
Councillor Anne Skipsey
Regular Council Meeting, February 12, 2025

January 13, 2025 – MABBRI OECSs Project Partner Meeting

- Learned there is funding available for restoration work in the OECSs and PAs (Protected Areas)

January 15, 2025 – QB Memorial Golf Course Monthly Board Meeting

- Committed to following up on the ongoing monitoring of fourth fairway and report out at their next monthly meeting

MABBRI – Research Project: MABR Climate Change Realities

- As per their flyer: “...this project will explore the climate change experiences, perspectives, and impacts in the Mount Arrowsmith Biosphere Region (MABR) by engaging with local individuals, groups, organizations, and knowledge holders.” Anyone who would like to participate in the project through an interview should contact Courtney Vaugeois, MABBRI Engagement and Education Coordinator – Courtney.vaugeois@viu.ca
- More information is available on the MABR website and Facebook page.

January 20, 2025 – Beach Day Committee Meeting

- Looking like the date for Beach Day this year will be July 27 so please put it in your calendars as you don’t want to miss this fun and interactive event. There is something for everyone!

St. Andrews Lodge AGM

- At the AGM, there was a review of the work that will be taking place including the accessible washrooms as requested by the Town. There was also a presentation on Simon (Sam) Little’s legacy through his architectural contributions to the community.

January 24, 2025 – MABR Open House

- There was a good turn-out while I was there and a lot of information!

January 31, 2025 – TOSH

- The Old School House kicked off their 37th year with an Opening Reception for the first exhibit of the year. It was wonderful to witness the enthusiasm by the Board Members and other volunteers as well as the support from the community.

Committee & Liaison Report
Councillor Petronella Vander Valk
Regular Council Meeting, February 12, 2025
(For the period of January 13, 2025 to February 2, 2025)

January 14, 2025 – Chartwell Residents’ Association

- Attended the meeting of the Chartwell Residents’ Association.

January 20, 2025 – OCP Review Steering Committee/Saint Andrew’s Lodge AGM

- Attended the meeting of the OCP Review Steering Committee.
- Attended the AGM of the Saint Andrew’s Lodge Historical and Cultural Society. Restoration work on the Lodge has begun. An outline of the schedule of events regarding the restoration work was given by Bob Colclough, who is overseeing much of the work. An interesting presentation of the local works of Sam Little, the architect who designed Saint Andrew’s Lodge, was given by Bev Brendon. The Society has received grants to help finance the restoration and continue to fund raise so the work can be completed.

January 22, 2025 – Board of the Qualicum Beach Collective

- Attended a meeting with the Board of the Qualicum Beach Collective.

January 24, 2025 – Qualicum Beach Chamber of Commerce/Mount Arrowsmith Biosphere Region

- Attended the monthly Board meeting of the Qualicum Beach Chamber of Commerce.
- Attended the Open House of Mount Arrowsmith Biosphere Region (MABR).

January 29, 2025 – Parksville Qualicum Beach Tourism Association

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

Committee & Liaison Report
Councillor Jean Young
Regular Council Meeting, February 12, 2025

February 12, 2025

Going into new year, just want to reiterate given current social and economic times, please if you can,... donate to local nonprofit service providers in our community for a tax receipt and support the wonderful services they provide for our community.

As well, volunteers are needed for
-secretary at QB Garden Club board
-bookkeeper at QB Museum board

Latter weeks of January & beginning February, attended: Tosh board meeting, Flowerstone Society board meeting, Oceanside Nonmarket Housing Task Force, open house for Mount Arrowsmith Biosphere Region, and QB Garden Club board meeting.....excitement & enthusiasm of everyone at all these meetings of 2025 plans & goals!

Enjoyed a tour of the new builds in East Village, that many of our local 70-80 year old residents are 'right sizing' to and selling their current houses. Exciting to hear of some of the businesses that will be moving into the commercial ground level too, this East Village location offers the tenants easy walk ability to access Downtown & Uptown amenities & services!

January 22, 2025

Councillor Skipsey, had mentioned 100 Women Who Cares, there is also 100 Oceanside Men, and 100 Kids for Change, all groups open to the public to join, meeting 4 times a year to choose a nonprofit organization to donate financial support, check their websites on how to join!

Also, since the deadline to submit charitable donations for tax returns has been extended to February 28, feel free to conveniently donate to TOSH, our local art gallery. Every contribution, big or small goes a long way to supporting the multitude of exhibits & classes offered, see their website also.

There's still more need for healthcare, but huge thanks to Island Health & Division of Family Practices in securing 8 doctors & NPs for the Oceanside area last year! Flowerstone Clinic currently have 3740 attached patients and currently have 2 NP students who graduate end of June.

Save the date, last Sunday of May is QB annual Family Day Celebration, check their website to sign up to participate in the parade or on the stage or as an exhibit booth or a food truck vendor. And most importantly bring your family & friends to this always fun-filled day.

Last week at the QB Museum board meeting, I had the opportunity to tour the archive building with a very impressive online database of the history of Qualicum Beach, so if you have any historical QB memorabilia or doing some QB historical research this is the place to have it. Also want to thank David Helem for all his hard work in the archives, as well as the wonderful volunteer museum board that presented to us last council meeting. We are very fortunate to have this high calibre of expertise for eg. their volunteer secretary, Jess has a PHd in anthropology and teaches at VIU, their employee Kiselle has a bachelor in archaeology & First Nation studies and the executive director, Lorraine has her PHd in adult education & museum studies!

And I want to mention the museum has Learning Saturdays 1-4 pm for kids of all ages, fun activities with a new theme every month!

Mindfulness in May, in its 3rd year in QB, organized by Diane Moran has open call to youth for submissions on the theme: "have your say" deadline April 4.

Communities in Bloom, international theme this year is 'edible gardens' a powerful way to encourage sustainability and support local ecosystems when food insecurity has been a growing concern. Mark it on your calendar, February 11, 7:30pm QB Garden Club at the civic centre presents....growing food isn't just about growing it from the soil, are you ready to grow up!? Don Giberson of VanIsle Vertical Farms will be doing a presentation of Vertical Growing!

**Importantly also, how healthy & rewarding it would be to have a bountiful garden producing all year long!

And as you know we're experiencing some cold weather again... a further hardship for those experiencing hard & difficult times, please be compassionate & generous, participate in walking the annual Coldest Night of the Year fundraiser, Saturday, February 22, or pledge a donation online for me to do this walk with the St Stephen's Stompers to support Island Crisis Care Society.



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 0550-01

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 12, 2025

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

SUBJECT: **Summary of Council Resolutions | November 2022 – December 2024**

RECOMMENDATION:

THAT Council rescinds the resolutions listed in Schedule 'B' attached to the February 12, 2025, staff report to Council.

PURPOSE

To provide Council with a summary of Council resolutions made since Council's inaugural meeting held November 7, 2022, to December 31, 2024, and for Council to consider rescinding resolutions that are no longer applicable.

Attached as Schedule 'A' is a copy of the 2024 Council Resolution Tracking Tool in a condensed format for Council's reference.

BACKGROUND

The Corporate Services Department has tracked the resolutions of Council for years. The Council Resolution Tracking Tool captures decisions of Council that require action, the actions taken, what actions remain outstanding and if the task has been completed. Tracking Council resolutions creates the opportunity for Council and staff to identify the progress made, assist with decision-making of items that may require reprioritizing, and monitor items that remain outstanding.

A compressed Council Resolution Tracker Tool has been attached to this staff report. The Tool in its entirety has been structured to succinctly capture Council's resolutions on an annual basis. The Tool consists of the following categories:

- **Resolution Number** - this is the resolution number assigned to action-oriented resolutions of the Council and may be found immediately following each individual resolution of the Council in the associated meeting minutes. [i.e., R24-01 represents the type of meeting, R=Regular, S=Special, '24' represents the year in which the resolution

was made, followed by an assigned number. The assigned number will increase with each action orientated resolution Council made throughout the calendar year.]

- **Meeting Date** – date the meeting was held
- **Description** – captures the resolution of Council in its entirety [except the Mover/Seconder]
- **Assigned** – while the CAO is responsible for the implementation of all Council resolutions, this category identifies the Town department[s] to whom responsibility for action has been delegated
- **Action** – identifies the step[s] that need to be taken to fulfill the resolution of Council
- **Fully Complete** – will be populated with either ‘Yes’ or ‘No’
- **Status** – may include a succinct account of what has been done to complete Council’s direction and/or include the word ‘complete’ if all the steps have been completed.

In 2024, minor adjustments to what is captured in the Council Resolution Tracking Tool were made and are further explained below:

- The resolution numbers assigned to each actionable resolution of Council are restated in the Council meeting minutes immediately following the related resolution;
- Motions that are not actionable [i.e., adoption of agendas, to go in-camera; recess and adjournment] will not be assigned an individual resolution number nor reflected in the Council Resolution Tracking Tool;
- Items approved and/or adopted that are listed in Council’s ‘Consent Agenda’ are assigned a single resolution number regardless of the number of individual items captured in the ‘Consent Agenda’ portion of the meeting agenda;
- The ‘Action’ column will aim to include the steps that are required to be taken to complete all aspects of Council’s direction; and
- Status of a resolution will only be marked as complete once all aspects of Council’s resolution have been met. Note: Resolutions processed through the Financial Plan are marked as ‘Complete’ once referred to the appropriate department, even if project completion is pending.

DISCUSSION

Primarily, Council provides direction to staff by way of resolutions [motions] made at regular and special meetings of Council. Throughout Council’s term, Council has made a total of 695* actionable resolutions, and staff are pleased to report that most of the resolutions have been completed as directed by Council. While some resolutions are still being actioned, certain resolutions are no longer relevant due to several factors such as change in legislation, bylaw adoption and/or projects that have been reprioritized [refer to Schedule ‘B’ | Motions to Rescind].

*[NOTE: *resolutions of Council made in-camera are not included in this total]*

The singular resolution listed in Schedule ‘C’ [Resolution in Progress] is the only resolution “in progress” from the 2023 Resolution Tracking Tool.

Schedule ‘C’ excludes any resolutions currently ‘in progress’ or ‘reprioritized’ from the 2024 calendar year, given this staff report includes the 2024 Council Resolution Tracking Tool for Council’s review and reference [Schedule ‘A’]. The singular resolution listed in Schedule ‘D’

[Motion to withdraw or vote on] is the only motion on the floor from the 2024 Resolution Tracking Tool which staff recommend withdrawing or voting on the matter.

Further, for additional clarity when reviewing the 2024 Council Resolution Tracking Tool, items that are ‘in progress’ are captured in yellow, and items that are ‘reprioritized’ are captured in green; items that are recommended to be rescinded are captured in blue, and the item recommended for ‘withdrawal’ or ‘vote on’ is captured in red (motion is currently on the floor).

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:

- Application of this Tool is a method to summarize Council resolutions made during Council’s term and to ensure Council is kept current on the status of Council direction given to staff.

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

Minor adjustments were made to the content that is captured in Council’s Resolution Tracking Tool from previous years. The Tracking Tool creates a mechanism where both Council and staff can identify progress made, assist with decision-making of items that may require reprioritizing, and in monitoring items that remain outstanding.

While the Council Resolution Tracking Tool is regularly reviewed by staff, going forward Council will have an opportunity to review the Council Resolution Tracking Tool bi-annually, ensuring that Council is kept current on the status of Council resolutions made throughout Council’s term.

From November 7, 2022, to December 31, 2024, Council has made 695* actionable resolutions with most of the resolutions fully complete. Due to a variety of reasons, some of the resolutions

made by Council are no longer applicable. These resolutions are listed in Schedule 'B' attached to this report and are for Council's consideration to rescind. Schedule 'C' outlines the resolution "in progress" from the 2023 Resolution Tracking Tool. The singular resolution listed in Schedule 'D' is the only motion on the floor from the 2024 Resolution Tracking Tool which staff recommend withdrawing or voting on the matter.

Schedule 'C' excludes any resolutions currently 'in progress' or 'reprioritized' from the 2024 calendar year, given this staff report includes the comprehensive 2024 Council Resolution Tracking Tool for Council's review and reference [Schedule 'A']. Further, for additional clarity when reviewing the 2024 Council Resolution Tracking Tool, items that are 'in progress' are captured in yellow, items that are 'reprioritized' are captured in green, items that are recommended to be 'rescinded' [Schedule 'B'] are captured in blue, and the item recommended for 'withdrawal' or 'voting' on is captured in red.

ALTERNATIVE OPTIONS

1. THAT Council directs staff to remove [insert Resolution No[s].] from Schedule 'B' attached to the February 12, 2025, staff report to Council.

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
CAO
Concurrence

REFERENCES

Schedule A | 2024 Council Resolution Tracking Tool - dated for reference January 10, 2025
Schedule B | List of Resolutions to Rescind
Schedule C | List of Motions in Progress [2023/2024]
Schedule D | Motion on the Floor

Resolution Number	Meeting Date	Description	Fully Complete?
S24-001	Jan. 11	THAT notice of the January 11, 2024 special Council meeting be waived, pursuant to Section 127 of the <i>Community Charter</i>	Yes
S24-002	Jan. 11	THAT Council adopts the January 11, 2024 Special Council meeting agenda.	Yes
S24-003	Jan. 11	NOTWITHSTANDING Risebridge has already advertised for an Extreme Weather Overnight Warming Centre in Qualicum Beach without Council authorization to make funding application to Emergency Management and Climate Readiness (EMCR); NOTWITHSTANDING the Town of Qualicum Beach lacks local support services which may be necessary for some vulnerable unhoused residents who access the Extreme Weather Overnight Warming Centre; NOTWITHSTANDING the Christian Fellowship Centre located at 825 Village Way has not been inspected for life safety requirements related to the Extreme Weather Overnight Warming Centre, and the subject property is not zoned for such use;	Yes
		AND WHEREAS Council wishes to support the establishment of a temporary Extreme Weather Overnight Warming Centre in partnership with the Christian Fellowship Centre, with Risebridge as the operator, during the extreme weather period from January 11 to January 15, 2024 during periods of -4°C or below; THEREFORE BE IT RESOLVED THAT Council enacts a policy decision to temporarily suspend enforcement of the Town's land use and building related regulations based on extreme weather conditions for the period of January 11 to January 15, 2024 where temperatures reach -4°C or below as per the Assistance to Shelter Act, at the Christian Fellowship Centre located at 825 Village Way; AND FURTHER THAT Council enacts a policy decision to authorize a temporary Extreme Weather Overnight Warming Centre as a temporary occupancy at the Christian Fellowship Centre located at 825 Village Way during the extreme weather period January 11 to January 15, where temperatures reach -4°C or below; AND FURTHER THAT the Town requires daily data reports and invoices be provided to the Town by Risebridge during January 11 and January 15, 2024; AND FURTHER THAT the Town submit to EMCR for expenses submitted by Risebridge, attached as Appendix A dated January 11, 2024, excluding transportation costs as BC Transit will be providing complimentary rides throughout the region for individuals to access warming centres; AND FURTHER THAT the Town does not proceed with its plans to open a Winter Outreach Hub in the Town Hall lobby, located at 660 Primrose Street, during the hours of 9am to 4pm on January 12; 13; 14 and 15, 2024; AND FURTHER THAT the Town will not bear any unauthorized expenses not approved by EMCR resulting from Risebridge's operation of the Extreme Weather Overnight Warming Centre located at 825 Village Way during the extreme weather period January 11 to January 15, 2024.	Yes
S24-004	Jan. 11	THAT Council adjourns the meeting.	Yes
R24-005	Jan. 17	Council adopted, by unanimous consent, the January 17, 2024 Regular Council meeting agenda, as amended by: •Adding a late item, Item 9(1)(a), Staff Reports, Chief Administrative Officer, Temporary Extreme Weather Overnight Warming Centre; and •Removing item 5(1), Delegations, Short-Term Rental Impacts Report.	Yes
R24-006	Jan. 17	Council adopted, by general consent, the following items from the January 17, 2024 consent agenda: (1)Monthly Fire Department Report – December 2024 – For Information (2)Monthly Bylaw Report – December 2024 – For Information	Yes

Resolution Number	Meeting Date	Description	Fully Complete?
R24-007	Jan. 17	Council approved, by unanimous consent, the minutes of the following meetings: (1)November 15, 2023 Committee of the Whole meeting; (2)December 6, 2023 Regular Council meeting; (3)December 7, 2023 Special Council meeting; and (4)December 13, 2023 Committee of the Whole meeting.	Yes
R24-008	Jan. 17	THAT Council directs staff to prepare a report on the process and timelines for amendment of the Town's Official Community Plan.	
R24-009	Jan. 17	THAT staff request the Town's transportation consultant, Richard Drdul, address the concerns noted in the email dated November 27, 2023 titled "Speed Reductions for Qualicum Beach", as part of the Age-Friendly Transportation Plan presentation at the January 31, 2024 Committee of the Whole meeting.	Yes
R24-010	Jan. 17	THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Parksville Pool Feasibility Service Establishment Bylaw No. 1894, 2023" and further, that the Regional District of Nanaimo be notified accordingly.	Yes
R24-011	Jan. 17	THAT representatives from the Regional District of Nanaimo be invited to attend a future meeting of Council to present information on the Parksville Pool Feasibility Study.	
R24-012	Jan. 17	THAT the letter dated January 8, 2023 from the Kwalikum Secondary School Parent Advisory Council be referred to staff to obtain details and costs for the basketball court replacement project and report back to Council.	
R24-013	Jan. 17	THAT consideration of the zoning amendment application for 630 Hemlock Street be deferred to the February 7, 2024 regular Council meeting.	Yes
R24-014	Jan. 17	THAT Council closes discussion on the process for submitting Notices of Motion.	Yes
R24-015	Jan. 17	WHEREAS it has been determined that a number of fossil fuel companies knew as far back as the 1960s that their products would contribute to climate change and global warming; and WHEREAS fossil fuel producers continue to make a lot of money selling their products, yet taxpayers carry the entire burden of devastating climate costs; and WHEREAS asking companies to bear some of these costs is about acknowledging a shared responsibility for costs which are and will be incurred by local governments related to climate change, including adaptation and mitigation; THEREFORE, BE IT RESOLVED THAT the Town of Qualicum Beach commits to working with other BC local governments to bring a proposed class action suit against selected fossil fuel companies, and to commit up to \$1 per resident for that purpose, contingent upon: (a)Council obtaining a copy of the legal opinion on such a lawsuit prepared by the law firm of Arvay Finlay to satisfy itself that that there is a solid legal basis for the claim; and (b)other BC municipalities joining and pledging a combined minimum of \$500,000.	Yes
R24-016	Jan. 17	THAT the motion on the floor, regarding a proposed class action suit against selected fossil fuel companies, be referred to the February 7, 2024 regular Council meeting.	Yes
R24-017	Jan. 17	THAT the meeting time for the January 31, 2024 Committee of the Whole meeting be amended from 10:00 am to 4:30 pm for the Airport Consultation Plan report, recessing to resume at 6:00 pm for the Age-Friendly Transportation Plan report, in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC.	Yes
R24-018	Jan. 17	WHEREAS Environment and Climate Change Canada has issued a snowfall warning for Eastern Vancouver Island for Tuesday, January 16th to Wednesday, January 17th, 2024, with overnight temperatures expected to be -2°C on Wednesday; WHEREAS Emergency Management and Climate Readiness (EMCR) is anticipated to approve funding allocations for the extended operations relating to the operation of the temporary Extreme Weather Overnight Warming Centre; WHEREAS Risebridge and Christian Fellowship Centre are willing to extend operation of a temporary Extreme Weather Overnight Warming Centre located at 825 Village Way during the ongoing extreme weather;	Yes

2024 Summary of Council Resolutions **Key: Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
		THEREFORE, BE IT RESOLVED THAT Council enacts a policy decision to authorize an extension of the temporary Extreme Weather Overnight Warming Centre as a temporary occupancy at the Christian Fellowship Centre located at 825 Village Way during the extreme weather period January 16 to January 17, 2024; AND FURTHER THAT the Town submit to EMCR for expenses submitted by Risebridge, for operation of the temporary Extreme Weather Overnight Warming Centre located at 825 Village Way, including transportation costs as EMCR has authorized these expenditures for additional increased bus service, wellness checks and outreach; AND FURTHER THAT Council grants approval for the extension of the temporary Extreme Weather Overnight Warming Centre located at 825 Village Way beyond January 18, 2024, if deemed necessary due to forecasts from Environment and Climate Change Canada indicating prolonged extreme cold weather conditions that may endanger the health and life safety of vulnerable populations; AND FURTHER THAT this extension is contingent upon EMCR agreeing to fund the operations of the temporary Extreme Weather Overnight Warming Centre, and Risebridge and Christian Fellowship Centre consenting to sustain the operations located at 825 Village Way.	Yes
R24-019	Jan. 17	THAT Council receive the report titled "Notice of Motion — Support for Affordable Rental Housing, Second Stage Housing, Detox Facilities, and Improved Access to Mental Health Resources" dated January 17, 2024, for information purposes only and take no further action.	Yes
R24-020	Jan. 17	THAT the motion on the floor and the Notice of Motion from Councillor Harrison regarding 'Affordable Rental Housing Support' be referred to the February 7, 2024 regular Council meeting.	Yes
R24-021	Jan. 17	THAT Council authorizes the submission of a grant application in the amount of \$60,000 to the 2024 Community Emergency Preparedness Fund (CEPF) for the "Emergency Support Services Equipment and Training" project, to provide Emergency Support Services (ESS) supplies and training for volunteers; AND FURTHER THAT the Town of Qualicum Beach agrees to apply for, receive, and manage the grant funding on behalf of Emergency Management Oceanside (EMO), which is a partnership between the City of Parksville and the Town of Qualicum Beach's emergency programs.	Yes
R24-022	Jan. 17	THAT Council directs staff to fulfill statutory notification requirements so that Council can consider issuance of a Development Variance Permit for 294 Mill Road at the Council meeting on February 7, 2024.	Yes
R24-023	Jan. 17	THAT the Tree Permit Request for Reconsideration for 1153 Wellington Drive be refused, as detailed in the January 17, 2024, Staff Report to Council.	Yes
R24-024	Jan. 17	THAT Council designates Potential Pickleball Site #1 (south of the Qualicum Beach Skatepark) as the future location of four pickleball courts, and directs staff to adjust the exact location for the courts as required to minimize tree removal, as detailed in the January 17, 2024, Staff Report to Council.	Yes
R24-025	Jan. 17	THAT the meeting be recessed for five minutes.	
R24-026	Jan. 17	THAT Council approves staff installing "Heavy Hitter" flexible bollards along the south shoulder of Highway 19A in two no parking areas east of Bay Street, at a cost of \$31,000 plus tax; AND FURTHER THAT these works become part of the scope of the Waterfront Ditch Infill Project, within existing budget.	Yes
R24-027	Jan. 17	THAT Council approves waiving the Qualicum Beach Memorial Golf Course (QBMGC) 2024 lease fees in the amount of \$76,000 to support the QBMGC Board's efforts to mitigate temporary interruption to operations resulting from the Beach Creek Culvert Replacement at Crescent Road East.	
R24-028	Jan. 17	THAT the Council Liaison to the Qualicum Beach Memorial Golf Course (QBMGC) and the Mayor work with the QBMGC Board to advance their proposal for a permanent bridge structure at the golf course's fifth hole, with financing to be determined without requiring a tax increase, and report back to Council at the January 24, 2024 Committee of the Whole meeting.	No

2024 Summary of Council Resolutions **Key:** Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal

Resolution Number	Meeting Date	Description	Fully Complete?
R24-029	Jan. 17	THAT Council supports reallocating the \$75,000 identified for “temporary realignment of golf cart path” within the Council approved capital budget of \$1,875,000 for the Beach Creek Culvert Replacement at Crescent Road East, to create minor permanent safety upgrades of the golf cart/pedestrian/cyclist path on the road shoulder over the ravine on Crescent Road East.	Yes
R24-030	Jan. 17	THAT Council maintain the existing scope of the Beach Creek Culvert Replacement Capital Project to replace the existing multimodal path located on the road shoulder of Crescent Road East with minor safety improvements as achievable within the existing budget of \$1,875,000.	Yes
R24-031	Jan. 17	THAT Council adjourns the meeting.	Yes
S24-032	Jan. 25	Council adopted, by unanimous consent, the January 25, 2024 Special Council meeting agenda.	Yes
S24-033	Jan. 25	THAT the meeting be closed to the public for the purposes of considering: a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; b. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and c. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.	Yes
S24-034	Jan. 25	THAT Council adjourns the meeting.	Yes
R24-035	Feb. 7	Council adopted, by unanimous consent, the February 7, 2024 regular Council agenda, as amended by referring item 8(5)(d), Notice of Motion Protocol, to the in camera meeting following the regular Council meeting.	Yes
R24-036	Feb. 7	Council adopted, by unanimous consent, the following items from the February 7, 2024 consent agenda: (1) Correspondence Log – February 7, 2024 – For Information (2) Announcement of Council Meeting Motions (3) Monthly Fire Department Report – January 2024 – For information (4) Monthly Building Permit Report – January 2024 – For information (5) Monthly Bylaw Report – January 2024 – For information	Yes
R24-037	Feb. 7	Council approved, by unanimous consent, the minutes of the following meetings: (1) January 11, 2024 special Council meeting (2) January 15, 2024 special Council meeting (3) January 17, 2024 regular Council meeting (4) January 17, 2024 Committee of the Whole meeting (5) January 24, 2024 Committee of the Whole meeting (6) January 25, 2024 special Council meeting	Yes
R24-038	Feb. 7	THAT consideration of reducing speed limits in residential areas be deferred until such time as the Province amends the Motor Vehicle Act to allow municipalities to modify community-wide speed limits, as detailed in the 31 January 2024 Memo to Council entitled “Reduced Speed Limits on Residential Streets”; AND FURTHER THAT the “Age-Friendly Transportation Plan 2023 Update” dated 31 January 2024 be renamed “Town of Qualicum Beach Community Transportation Plan” and received for information; AND FURTHER THAT transportation infrastructure investments be prioritized in accordance with the Town of Qualicum Beach Community Transportation Plan; AND FURTHER THAT a letter be sent to the Province requesting a change to the Motor Vehicle Act to provide provisions for local governments to implement a blanket speed reduction in residential areas and provide reasons why this is necessary.	Yes

2024 Summary of Council Resolutions **Key:** Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal

Resolution Number	Meeting Date	Description	Fully Complete?
R24-039	Feb. 7	THAT Council receives the report entitled “Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 and Implementation Workplan”; AND FURTHER THAT the letter titled “Attachment 2 - Draft Letter to Province re: Bill 44” be sent to the Premier of BC, the Minister of Housing, and other appropriate parties.	Yes
R24-040	Feb. 7	THAT Council instruct staff to revise the Preliminary 2024-2028 Draft Financial Plan to reclassify the Strategic Initiative, the “Organizational Service Review”, as an Operations Project.	Yes
R24-041	Feb. 7	THAT Council instruct staff to revise the Preliminary 2024-2028 Draft Financial Plan to reclassify the Strategic Initiative, the “Airport Runway Tree Management Project”, as an Operations Project.	Yes
R24-042	Feb. 7	THAT Council instruct staff to amend the time-line for Development Tracker Initiative to Q2 or Q3 of 2024.	Yes
R24-043	Feb. 7	THAT Council instruct staff to move the budget provision for \$75,000 for the Airport Master Plan Strategic Initiative from the 2024 to 2025 fiscal year for future Council decision making.	Yes
R24-044	Feb. 7	THAT Council instruct staff to include an additional \$50,000 contribution to the Asset Investment Reserve in the 2024 to 2028 Financial Plan, commencing in 2024, for the purposes of funding Accessibility Initiatives.	Yes
R24-045	Feb. 7	Whereas the Town of Qualicum Beach owns the Qualicum Beach Memorial Golf Course; Whereas the Town recognizes the Qualicum Beach Memorial Golf (Club) as an economic generator for the community; Whereas the Board of the Qualicum Beach Memorial Golf Club has advised that they can achieve design-build of a bridge on the municipally owned golf course property within a maximum budget of \$700,000, exclusive of GST, and prior to the Beach Creek Culvert Replacement project being commenced by the Town in June, 2024; Whereas the Town wishes to financially support the Board of the Qualicum Beach Memorial Golf Club in undertaking design-build of a bridge on the municipally owned golf course property in order to mitigate the financial impact on the Club resulting from the closure of Crescent Road East; Whereas the Board of the Qualicum Beach Memorial Golf Club agrees to pay for 50% of the design-build of a bridge on the municipally owned golf course property up to \$350,000 exclusive of GST; Whereas the Board of the Qualicum Beach Memorial Golf Club will retain the necessary qualified professionals to undertake design-build of the bridge on the municipally owned golf course property, who are fully responsible for all phases of the design-build project; THAT staff be directed to include in the 2024-2028 Financial Plan a provision to fund the Town’s 50% portion of the design-build of a bridge on the municipally owned golf course property from 2023 Accumulated Surplus Funds, up to a maximum of \$350,000 exclusive of GST; AND FURTHER THAT staff be directed to include in the 2024-2028 Financial Plan a provision to borrow up to a maximum of \$350,000 from the Water Utility Reserve for the Board of the Qualicum Beach Golf Club’s 50% portion of the design-build of a bridge, exclusive of GST, on the municipally owned golf course property; AND FURTHER THAT a repayment plan with interest be established for the Board of the Memorial Golf Club for their 50% contribution for design-build of a bridge on the municipally owned golf course property, in compliance with the Community Charter.	

2024 Summary of Council Resolutions Key: **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-046	Feb. 7	WHEREAS it has been determined that a number of fossil fuel companies knew as far back as the 1960s that their products would contribute to climate change and global warming; and WHEREAS fossil fuel producers continue to make a lot of money selling their products, yet taxpayers carry the entire burden of devastating climate costs; and WHEREAS asking companies to bear some of these costs is about acknowledging a shared responsibility for costs which are and will be incurred by local governments related to climate change, including adaptation and mitigation; THEREFORE, BE IT RESOLVED THAT the Town of Qualicum Beach commits to working with other BC local governments to bring a proposed class action suit against selected fossil fuel companies, and to commit up to \$1 per resident for that purpose, contingent upon: (a) Council obtaining a copy of the legal opinion on such a lawsuit prepared by the law firm of Arvay Finlay to satisfy itself that there is a solid legal basis for the claim; and (b) other BC municipalities joining and pledging a combined minimum of \$500,000.	
R24-047	Feb. 7	THAT Council consider participating in the proposed class action lawsuit against selected fossil fuel companies after Council receipt and review of the legal opinion prepared by the law firm Arvay Finlay.	
R24-048	Feb. 7	THAT a letter be sent to the Vancouver Island Health Authority (VIHA), the Ministry of Health, and the Premier detailing the land previously given by the Town to VIHA, and that the Town would be supportive of further investments in healthcare at that location.	
R24-049	Feb. 7	THAT the motion on the floor directing a letter be sent to the Vancouver Island Health Authority (VIHA), the Ministry of Health, and the Premier regarding land given by the Town to VIHA, be referred to the next regular Council meeting after Councillor Harrison provides a draft of the letter for Council's consideration.	
R24-050	Feb. 7	THAT the following motion, moved by Mayor Westbroek and seconded by Councillor Skipsey at the January 17, 2024 regular Council meeting, be withdrawn: THAT Council receive the report titled "Notice of Motion – Support for Affordable Rental Housing, Second Stage Housing, Detox Facilities, and Improved Access to Mental Health Resources" dated January 17, 2024, for information purposes only and take no further action.	Yes
R24-051	Feb. 7	THAT the zoning amendment application for 230/250/270 Rupert Road East be deferred to the March 13, 2024 regular Council meeting, after the Agricultural Land Commission's 60-day review period on their decision to exclude the property from the Agricultural Land Reserve has passed.	Yes
R24-052	Feb. 7	THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023" be introduced and read a first time.	Yes
R24-053	Feb. 7	THAT Council confirms that the zoning amendment application for 630 Hemlock Street generally complies with the Official Community Plan Bylaw No. 800, 2018 and directs staff to proceed with the appropriate zoning amendment process.	Yes
R24-054	Feb. 7	THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023", the developer shall make a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.	Yes
R24-055	Feb. 7	THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023", a S. 219 Covenant be registered on title of the subject property to ensure that the development is constructed in accordance with the proposed plans.	Yes
R24-056	Feb. 7	THAT Council refers the zoning amendment application for 630 Hemlock Street to the Advisory Planning Commission.	Yes
R24-057	Feb. 7	THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be introduced and read a first time.	Yes

2024 Summary of Council Resolutions **Key: Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-058	Feb. 7	THAT the matter of hosting temporary extreme weather response centres in Qualicum Beach be referred to a future meeting of Council with an accompanying staff report based on pending consultation with BC Housing and instream consultation with the Regional District of Nanaimo, the City of Parksville, the District of Lantzville, and the City of Nanaimo.	Yes
R24-059	Feb. 7	THAT a letter be sent to the Central Island Division of Family Practice, the Oceanside Primary Care Network, and Flowerstone Health society to request their preferences for how the approximately \$544,500 Community Amenity Contribution originally allocated for healthcare could best be spent.	
R24-060	Feb. 7	THAT the Town of Qualicum Beach participate in the 'Friends' category of the B.C. Provincial Communities in Bloom program for 2024.	Yes
R24-061	Feb. 7	THAT Council receives the report titled "Airport Consultation Plan Final Report" dated January 31, 2024 provided by Operations Economics Incorporated (OEI).	Yes
R24-062	Feb. 7	THAT Council directs staff to schedule bi-annual Open House meetings, as Committee of the Whole meetings, for the public to have a regularly scheduled opportunity to provide input to Council on Airport-related matters.	Yes
R24-063	Feb. 7	THAT Council awards the contract for the Town of Qualicum Beach Website Redesign to Kimbo Design in the amount of \$43,800.	Yes
R24-064	Feb. 7	THAT Council grants permission for the following special events, subject to Town requirements, including road closures and in-kind support as described in the February 7, 2024 report titled "2024 Special Event Approvals": <ul style="list-style-type: none"> •Street Dance, Saturday, June 15, 2024 (Seaside Cruizers) •Father's Day Show 'n Shine, Sunday, June 16, 2024 (Seaside Cruizers) •Grad Parade, Saturday, June 22, 2024 (KSS Grad 2024 Parent Committee) •Twilight Concert Series, Saturdays, June 29, July 6, August 24, 2024 (St. Andrews Lodge Historical & Cultural Society) •Arts & Music Festival, Saturday, July 27, 2024 (St. Andrews Lodge Historical & Cultural Society) – New event 	Yes
R24-065	Feb. 7	THAT representatives from 88.5 The Beach and 99.9 The Lounge radio stations be permitted to broadcast their morning shows on location at the Second Avenue Clocktower on Wednesday, February 14, 2024 from 5:30 am to 10:00 am, for the purposes of fundraising and promoting the Coldest Night of the Year walk; AND FURTHER THAT the Town provide access to electrical services at the Second Avenue Clocktower, to the radio station representatives for the duration of their broadcast.	Yes
R24-066	Feb. 7	THAT Council directs staff to issue a Development Variance Permit for 294 Mill Road as described in the February 7, 2024 Planning memo to Council.	Yes
R24-067	Feb. 7	THAT the Town of Qualicum Beach supports the City of Parksville in applying for the '2024 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) - Emergency Operations Centers Equipment and Training grant application' on behalf of Emergency Management Oceanside (EMO), a joint emergency program of the two municipalities; AND FURTHER THAT the Town authorizes the City of Parksville to apply for, receive and manage grant funding of \$60,000 to enhance the capacity of Emergency Operation Centres of Parksville and Qualicum Beach from the UBCM Community Emergency Preparedness Fund on behalf of the Town of Qualicum Beach.	Yes

Resolution Number	Meeting Date	Description	Fully Complete?
R24-068	Feb. 7	THAT Council receives the "Qualicum Beach Skatepark Redevelopment Feasibility Study and Final Concept Report" for information; AND FURTHER THAT Council directs staff to periodically receive and track charitable donations or any other proceeds from the skatepark user group subject to the following conditions: (a)The skatepark user group will provide a fundraising plan to the Town to ensure that there is no expectation that Town staff will be engaged in fundraising activities; (b)The skatepark user group must engage a third-party fundraising organization that provides donation tracking, receipting, communication with donors, and the ability to refund.	Yes
R24-069	Feb. 7	THAT, pursuant to Council Procedure Bylaw No. 733, 2019, the meeting be extended beyond the 3-hour time limit.	Yes
R24-070	Feb. 7	THAT Council authorizes staff to issue a Development Permit for the Beach Creek/Crescent Road East Culvert Replacement project, as funded in the Draft 2024-2028 Financial Plan.	Yes
R24-071	Feb. 7	THAT the meeting be closed to the public for the purposes of considering: a.personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; b.the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; c.the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; d.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.	Yes
R24-072	Feb. 7	THAT Council adjourns the meeting.	Yes
R24-073	Feb. 7	Council adopted, by unanimous consent, the February 28, 2024, Regular Council meeting agenda.	Yes
R24-074	Feb. 7	Council adopted, by general consent, the following items from the February 28, 2024, consent agenda: (1)Correspondence Log – February 28, 2024 – For Information (2)Announcement of Council Meeting Motions (3)Monthly Building Permit Report – February 2024 – For Information (4)Council Committee and Commission Minutes – For Information	Yes
R24-075	Feb. 7	Council approved, by unanimous consent, the minutes of the February 7, 2024 Regular Council meeting.	Yes
R24-076	Feb. 7	THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024" and further, that the Regional District of Nanaimo be notified accordingly.	Yes
R24-077	Feb. 7	THAT the Town of Qualicum Beach supports the 2024 'Mindfulness in May' youth arts exhibition, to be held May 1 to May 11, 2024, by providing access and use of the main floor foyer at Town Hall, 660 Primrose Street, Qualicum Beach, BC, for the gala opening celebration on Thursday, May 2, 2024 from 6:00 to 7:30 pm, including the use of tables and chairs necessary for the event, and by providing printed certificates for participants.	Yes
R24-078	Feb. 7	THAT the February 15, 2024, email from Todd Provost be referred to the Town's Airport Manager, Kevin Goldfuss, for consideration.	Yes
R24-079	Feb. 7	THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023" be read a second time as amended	Yes
R24-080	Feb. 7	THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be amended by replacing Schedule "A" to the Bylaw with Revised Schedule "A".	Yes

2024 Summary of Council Resolutions **Key: Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-081	Feb. 7	THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be read a second time.	Yes
R24-082	Feb. 7	THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be read a third time	Yes
R24-083	Feb. 7	THAT Council approve the closure of the Town Hall office during the 2024 holiday season for three business days (December 23; 24; 27) during the period of December 23 through December 27, 2024.	Yes
R24-084	Feb. 7	THAT Council authorize staff authority to work with representatives from 88.5 The Beach radio station to facilitate community radio broadcasts on Town Land.	Yes
R24-085	Feb. 7	THAT the Town approve the Qualicum and District Curling Club ('QDCC') Capital Projects Projection as presented at the February 7, 2024, Council meeting, committing the Town to contribute to the QDCC Capital Projects in the sum of \$43,000 in 2024 as reflected in the Town's 2024-2028 Financial Plan.	Yes
R24-086	Feb. 7	THAT Council authorizes staff to be the Lead Financial Agency for the Oceanside Community Action Team when accessing funding from the Community Action Initiative.	Yes
R24-087	Feb. 7	THAT Council directs staff to prepare the necessary bylaw and Policy updates in order to require all Part 3 and Part 9 applicable building types and occupancies meet the Zero-Carbon Performance Level (EL-4) of the "Zero-Carbon Step Code" by January 1, 2025, and Part 9 buildings to meet Step 5 of the BC Energy Step Code "ESC, Part 3 residential buildings to meet Step 4 of the ESC, and Part 3 commercial buildings to meet Step 3 of the ESC by January 1, 2027.	Yes
R24-088	Feb. 7	THAT Council authorizes staff to issue a Development Permit for the Lodge, Brew Pub and Clubhouse on Lot 1, Plan VIP11091 (1025 Qualicum Road), as detailed in the February 28, 2024 Planning memo to Council.	Yes
R24-089	Feb. 7	THAT the security deposit be waived for 537 Chester Road; AND FURTHER THAT all future fees for security deposits in relation to the "Tree Protection Bylaw No. 725, 2023" be waived.	Yes
R24-090	Feb. 7	THAT Council awards the contract at the Qualicum Beach Municipal Airport for the Runway 29-11 and Adjacent Taxiways Rehabilitation design project to Tetra Tech.	Yes
R24-091	Mar. 13	Council adopted by unanimous consent, the March 13, 2024 Regular Council meeting agenda, as amended by: <ul style="list-style-type: none"> •Adding a late item, Item 9. (2)(c), Staff Reports, Corporate Administrator, Council Meeting Schedule; •Adding a late item, Item 9. (4)(a) Staff Reports, Planning, Indigenous Engagement for Emergency Management; •Supplementary Item, Item 10, Review of Comments from the Public 	Yes
R24-092	Mar. 13	Council adopted, by general consent, the following item from the March 13, 2024 consent agenda: (1)Correspondence Log – March 13, 2024 – For Information	Yes
R24-093	Mar. 13	Council approved, by unanimous consent, the February 28, 2024, Regular Council meeting minutes.	Yes
R24-094	Mar. 13	THAT Council amend the Minutes of the November 10, 2023, Committee of the Whole meeting by striking: "2026" and inserting "2027" on page 4 (as noted below). oPage 4 - "The Committee directed that the Review Form and Character Guidelines to Advance Climate Change Adaptation and Mitigation Strategic Initiative be amended to note that the Town will consider advancing the initiative prior to the stated 2026 workplan as opportunities arise." Should read 'prior to the stated 2027 workplan' (not 2026).	Yes

Resolution Number	Meeting Date	Description	Fully Complete?
R24-095	Mar. 13	By unanimous consent, Council deferred the following Notice of Motion: THAT Council instructs staff to request the Regional District of Nanaimo to provide a detailed analysis of increased costs for construction, and final selling price, should the Town pursue the Zero-Carbon Performance Level (EL-4) of the "Zero Carbon Step Code" and other Step Code related improvements until after the June 30, 2024, deadline for the provincial housing legislation; AND FURTHER THAT Mayor Westbroek, acting as a Director of the Regional District of Nanaimo (RDN) Board, will deliver an oral briefing to the RDN Board, incorporating any written documents submitted by Councillor Harrison on the topic of Zero Carbon Step Code.	
R24-096	Mar. 13	Council acknowledged the work done by the Echo Players over the past 50 years and committed to having a staff report at a future meeting with recommendations on supporting the 50th celebration.	Yes
R24-097	Mar. 13	THAT Council directs staff to provide an additional 70 Town pins for attendees of the World Mini Conference 2025 to the Vancouver Island Women's Institute	Yes
R24-098	Mar. 13	THAT staff be instructed to send a letter of gratitude and support to the BC Minister of Health, the Honourable Adrian Dix on behalf of the BC Association of Farmers' Markets in support of the BC Farmers' Market Nutrition Coupon Program.	Yes
R24-099	Mar. 13	THAT "Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024" be adopted.	Yes
R24-100	Mar. 13	THAT the Town of Qualicum Beach 2024-2028 Financial Plan Budget Book as presented at the March 13, 2024, Regular Council meeting be adopted.	Yes
R24-101	Mar. 13	THAT "Town of Qualicum Beach asset Replacement Reserve Fund Bylaw No. 780, 2023" be adopted.	Yes
R24-102	Mar. 13	THAT "Town of Qualicum Beach Asset Investment Reserve Bylaw No. 781, 2023" be adopted.	Yes
R24-103	Mar. 13	THAT "Town of Qualicum Beach Water Infrastructure Reserve Fund Bylaw No. 782, 2023" be adopted.	Yes
R24-104	Mar. 13	THAT "Town of Qualicum Beach Sanitary Sewer Infrastructure Reserve Bylaw No. 783, 2023" be adopted.	Yes
R24-105	Mar. 13	THAT "Town of Qualicum Growing Communities Reserve Bylaw No. 784, 2023" be adopted.	Yes
R24-106	Mar. 13	THAT "Town of Qualicum Beach Curling Building Reserve Bylaw No. 785, 2023" be adopted.	Yes
R24-107	Mar. 13	THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023" be read a third time.	Yes
R24-108	Mar. 13	Notice of Motion: THAT Council approve the updates to the Heritage Forest Management Plan as provided by the Heritage Forest Commission. THAT the Notice of Motion be deferred until September 2024, to better allow staff to meet the deadlines for the Provincial Housing Legislation and to develop draft Fuel Management Prescriptions which may include the Heritage Forest as a possible treatment area.	
R24-109	Mar. 13	THAT Council approve an Earth Day tree planting on April 22, 2024, on municipal land adjacent to Grandon Creek subject to confirmation of insurance; allocation of municipal staff time; adequate supervision of participants by organizers; any permits that are required for tree planting within a riparian area, if applicable.	Yes

2024 Summary of Council Resolutions **Key: Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-110	Mar. 13	<p>THAT Council grants permission to Quality Foods (QF) to hold a special Festival of Lights Fireworks show from a barge on the water in front of the Qualicum Beach Visitor Centre on Sunday, May 26, 2024, starting at dusk.</p> <p>AND FURTHER THAT the applicant arrange for traffic control through contracted services;</p> <p>AND FURTHER THAT the Town provide barricades, extra garbage cans, and in-kind services of staff on site, subject to the applicant working with staff to ensure Town requirements are met, including emergency services notification, insurance, and special event notifications, and to finalize:</p> <ul style="list-style-type: none"> •Special Event Sign permit(s) •Noise Control permit, and •Special Permit for Exploding Fireworks. 	Yes
R24-111	Mar. 13	<p>THAT staff be directed to send a letter to Quality Foods (QF) requesting a meeting to be scheduled following the conclusion of the 2024 Festival of Lights to address any concerns regarding the environmental impact of hosting fireworks over the water, as well as explore alternative options such as drone displays.</p>	Yes
R24-112	Mar. 13	<p>THAT Council grants permission for the Qualicum Beach Triathlon to be held in Town on June 23, 2024, subject to Town requirements including road closures and in-kind support as described in the March 13, 2024, report titled “Qualicum Beach Triathlon – Sunday, June 23, 2024”.</p>	Yes
R24-113	Mar. 13	<p>THAT the 2024 Council meeting schedule be amended by rescheduling the March 20, 2024, Committee of the Whole meeting to Wednesday, March 27, 2024 commencing at 10:00 am in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC; AND FURTHER THAT the 2024 Council meeting schedule be amended by rescheduling the June 19, 2024, Committee of the Whole meeting to commence at 4:00 pm in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC; AND FURTHER THAT the 2024 Council meeting schedule be amended by rescheduling the September 25, 2024, Committee of the Whole meeting to commence at 4:00 pm in the Council Chamber, 660 Primrose Street, Qualicum Beach, BC.</p>	Yes
R24-114	Mar. 13	<p>THAT the Town of Qualicum Beach renew the Automatic Response Agreement 2023-2028 with the City of Parksville, Regional District of Nanaimo (Coombs-Hilliers & Nanoose Bay Volunteer Fire Departments), Errington and District Fire Department, Dashwood Volunteer Fire Department, Bow Horn Bay Volunteer Fire Department and Deep Bay Improvement District, as described in the Automatic Response Agreement 2023-2028.</p>	Yes
R24-115	Mar. 13	<p>THAT Council receive the report titled “Indigenous Engagement for Emergency Management” dated March 13, 2024; AND FURTHER THAT Council authorizes staff to accept \$40,000 in funding from the Emergency and Disaster Management Act (EDMA) Indigenous Engagement Program to support relationship building with Indigenous Governing Bodies and facilitate incorporation of Indigenous knowledge and cultural safety across emergency management practices.</p>	Yes
S24-116	Mar. 27	<p>THAT Council awards the contract for the Beach Creek Culvert Replacement at Crescent Road East project to Stalker Excavating for the bid price of \$1,543,317 excluding GST; AND FURTHER THAT Council authorize staff to reallocate \$192,400 of the 2024 Capital budget for the Bay Street Slope Stabilization Project to the Beach Creek Culvert Replacement Project.</p>	Yes
S24-117	Mar. 28	<p>WHEREAS the Town has been working with Chief Recalma, on behalf of Qualicum First Nation, and the Pentl'ach Language Team to respectfully support awareness about the Pentl'ach language through a street naming sign project in Qualicum Beach; AND FURTHER THAT Council directs staff to provide a letter of support for the Mount Arrowsmith Biosphere Region Research Institute and Qualicum First Nation for inclusion of the costs for the Pentl'ach street naming within the First Peoples' Cultural Council grant application to be submitted by the Mount Arrowsmith Biosphere Region Research Institute.</p>	Yes

Resolution Number	Meeting Date	Description	Fully Complete?
R24-118	Apr. 10	Council approved, by unanimous consent, the minutes of the following meetings, with minor grammatically amendments: (1) January 31, 2024, Committee of the Whole meeting; (2) March 13, 2024, regular Council meeting; (3) March 19, 2024, special Council meeting; (4) March 27, 2024, special/Committee of the Whole meeting; and (5) March 28, 2024, special Council meeting.	Yes
R24-119	Apr. 10	THAT the bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, Amendment (230/250/270 Rupert Road East) Bylaw 580.133, 2022" be refused.	Yes
R24-120	Apr. 10	THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023" be adopted.	Yes
R24-121	Apr. 10	THAT Council directs staff to take no further actions to authorize owner-occupant Short-Term Vacation Rentals prior to the review in 2027.	Yes
R24-122	Apr. 10	Councillor Skipsey MOVED, and Councillor Vander Valk SECONDED, THAT Council instructs staff to write to the Province outlining comments and feedback received indicating that suites and units not used for Short-term Vacation Rentals will not be rented out to long term tenants because of the current failure of the <i>BC Residential Tenancy Act</i> .	Yes
R24-123	Apr. 10	THAT "Town of Qualicum Beach Tax Rates (2024) Bylaw No. 790 2024" be introduced and read a first time.	Yes
R24-124	Apr. 10	THAT "Town of Qualicum Beach Tax Rates (2024) Bylaw No. 790 2024" be read a second time.	Yes
R24-125	Apr. 10	THAT "Town of Qualicum Beach Tax Rates (2024) Bylaw No. 790 2024" be read a third time.	Yes
R24-126	Apr. 10	THAT "Town of Qualicum Beach East Village Local Area Service (2024) Parcel Tax Bylaw 791, 2024" be introduced and be read a first time.	Yes
R24-127	Apr. 10	THAT "Town of Qualicum Beach East Village Local Area Service (2024) Parcel Tax Bylaw 791, 2024" be read a second time.	Yes
R24-128	Apr. 10	THAT "Town of Qualicum Beach East Village Local Area Service (2024) Parcel Tax Bylaw 791, 2024" be read a third time.	Yes
R24-129	Apr. 10	THAT the Select Committee on Environment and Sustainability Terms of Reference be amended to commence meetings at 2pm.	Yes
R24-130	Apr. 10	THAT Council approves the School District 69 (Qualicum) KSS Mid Island Youth Climate Action Symposium for a one-time subsidy for use of the Civic Centre on April 24, 2024, for their annual Youth Climate Action Symposium by charging a reduced rate of \$398 plus applicable taxes, as opposed to the regular rate of \$710 plus applicable taxes, resulting in an \$312 subsidy.	Yes
R24-131	Apr. 10	THAT Council approves the School District 69 (Qualicum) KSS Fine Arts for a one-time subsidy for use of the Civic Centre on May 15, 2024, 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.	Yes
R24-132	Apr. 10	THAT Council approves the Qualicum Beach Duplicate for a one-time subsidy for use of the Civic Centre on May 3, 4 and 5, 2024, to host the 2024 Qualicum/Parksville Sectional by charging a reduced rate of \$1,560 plus applicable taxes, as opposed to the regular rate of \$2,028 plus applicable taxes, resulting in a \$468 subsidy.	Yes
R24-133	Apr. 10	THAT Council approves the St. Mark's Fair for a one-time subsidy for use of the Community Hall on July 26 and 27, 2024, by charging a reduced rate of \$238 plus applicable taxes, as opposed to the regular rate of \$626 plus applicable taxes, resulting in a \$388 subsidy.	Yes
R24-134	Apr. 10	THAT Council approves the Ducks Unlimited Non-profit for a one-time subsidy for use of the Civic Centre on November 2, 2024, to host the Ducks Unlimited Gala by charging a reduced rate of \$1,253 plus applicable taxes, as opposed to the regular rate of \$1,689 plus applicable taxes, resulting in a \$436 subsidy.	Yes

2024 Summary of Council Resolutions Key: **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-135	Apr. 10	THAT Council approves the Oceanside Community Safety Volunteers for a one-time subsidy for use of the Civic Centre on November 18, 2024, to host their annual general meeting by charging a reduced rate of \$36 plus applicable taxes, as opposed to the regular rate of \$202 plus applicable taxes, resulting in a \$166 subsidy.	Yes
R24-136	Apr. 10	THAT the request from Qualicum Woods Residents' Association and Arrowview Electric to host a community picnic at Christleton Park (Chester Road, Qualicum Beach) on Sunday, June 9, 2024, from 12pm to 4pm be approved in principle, subject to event organizers working with staff to ensure Town requirements are met.	Yes
R24-137	Apr. 10	THAT the Town of Qualicum Beach supports the Regional District of Nanaimo in applying for the '2024 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) – Public Notification and Evacuation Route Planning" on behalf of the Town of Qualicum Beach and the City of Parksville.	Yes
R24-138	Apr. 10	THAT the Town authorizes the Regional District of Nanaimo to apply for, receive and manage grant funding of \$90,000 on behalf of the Town of Qualicum Beach and the City of Parksville to enhance the capacity of the region in managing evacuations during emergencies.	Yes
R24-139	Apr. 10	THAT Council authorizes the submission of a grant application in the amount of \$195,000 to the Federation of Canadian Municipalities under the Greenhouse Gas Reduction (GHG) Pathway Feasibility Study financing window to optimize the energy performance and reduce greenhouse gas emissions of the Community Hall, Civic Centre, and the Town Hall; AND FURTHER THAT the 2025 provision for the Building Facilities GHG Audit be amended in the 2025 Strategic Planning process to reflect a \$245,000 Budget provision contingent upon grant approval.	Yes
R24-140	Apr. 10	THAT Council authorizes the collaboration between volunteers from the Brown Property Preservation Society (BPPS), students from the kindergarten class at Qualicum Beach Elementary School (guided by Ms. Mohr), and one Town Park employee to plant seeds aimed at establishing a pollinator pathway along roughly 20 meters of road shoulder on the North side of Hoylake Road West from 1pm to 3pm on April 22, 2024 (Earth Day) recognizing the road shoulder is occasionally mowed; AND FURTHER THAT, the volunteer initiative be conducted in consultation with the Director of Infrastructure Services, or his designate.	Yes
R24-141	Apr. 10	THAT Council approves converting the existing beach bathroom showers to change rooms equipped with timed auto-lock systems.	Yes
R24-142	Apr. 10	THAT pursuant to Section 205(1) of the <i>Community Charter</i> that the 2024 Parcel Tax Roll is hereby certified for Authenticity by the Parcel Tax Roll Review Panel held on April 10, 2024, except as may be amended upon further appeal.	Yes
S24-143	Apr. 17	WHEREAS, the Arrowsmith Naturalists are hosting the Annual Conference and AGM of BC Nature, being held at the Qualicum Beach Civic Centre from May 9 - 12, 2024, with up to 200 delegates representing 50 Naturalist Clubs from all corner of the Province; and WHEREAS, the Arrowsmith Naturalists Club, with 150 members, have been enjoying nature, engaging in local restoration programs, and educating citizens about nature and nature preservation in this region for the last 50 years; and WHEREAS, the theme for the Conference and AGM is: Taking Action For Nature; and WHEREAS, the Town of Qualicum Beach, through our goals and objectives contained within our OCP and Strategic Plan, is committed to taking action for nature through a variety of initiatives including protection and conservation of our considerable natural assets with a focus on enhancing biodiversity, maintaining healthy ecosystems, and ensuring a sustainable future in the framework of our changing climate; THEREFORE, BE IT RESOLVED, THAT the Town of Qualicum Beach provides sponsorship of \$2,000 for the event to reflect to the delegates and community the value we place on nature, to highlight our commitment to taking action, and show our appreciation for the commitment of our local Naturalists and BC Nature.	Yes

2024 Summary of Council Resolutions **Key: Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
S24-144	Apr. 17	WHEREAS The Saint Andrews Lodge Historical and Cultural Society (SALHACS) has been named one of 12 finalists across Canada to participate in a vote for the “Next Great Save” \$50,000 grant, from the National Trust, to go towards the restoration of the Saint Andrews Lodge; and WHEREAS the Saint Andrew’s Lodge is a Town owned building, and WHEREAS the Town of Qualicum Beach supports the restoration of the Saint Andrew’s Lodge building, THEREFORE, BE IT RESOLVED, that the Town of Qualicum Beach provide the following, as soon as possible, based on the information SALHACS provides: <ul style="list-style-type: none"> •Publication of a brief post (and the poster, if possible) on the Town’s social media site(s); •Information posted (as above) on the Town website; and •Publication of the information and if possible the poster with the QR code in Town Tidings if there is one scheduled before May 6, 2024. 	Yes
R24-145	May. 1	Council approved April 10 special & regular meeting minutes and April 17, 2024 CoTW meeting minutes which included going into Special meeting of Council w/motions being adopted.	Yes
R24-146	May. 1	THAT Council approves the issuance of a Letter of Support for the Royal Canadian Legion Branch No. 76 July 1, 2024, Flyby as this event was previously approved in 2023.	Yes
R24-147	May. 1	THAT “Town of Qualicum Beach Tax Rates (2024) Bylaw No. 790, 2024” be adopted.	Yes
R24-148	May. 1	THAT “Town of Qualicum Beach East Village Local Area Service (2024) Parcel Tax Bylaw No. 791, 2024” be adopted.	Yes
R24-149	May. 1	THAT Council directs staff to inform Naked Naturals that the parkade entrance will be located near the extension of Fourth Avenue West, as shown on page 17 of the Draft Bus Garage Concept Design and Report, dated March 27, 2024.	Yes
24-150	May. 1	THAT Council authorizes staff to proceed with the temporary street closure of Veterans’ Way, from Memorial Avenue to Berwick Road, from 6:00 am until 3:30 pm on Saturday, July 27, 2024 for the annual St. Mark’s Fair; AND FURTHER authorizes Town provision of barricades, garbage cans, bags and collection services; Town staff to provide access to power and water; all subject to the applicant working with Town staff to finalize street closures, access to the cardboard bin after the event, special event sign/banner permits, and the Special Event Permit to ensure Town requirements are met, including emergency notifications; AND FURTHER THAT, provision of two portable toilets be provided by the Town.	Yes
R24-151	May. 1	THAT the Council meeting schedule be amended to change the start time of the May 29, 2024 regular Council meeting from 10:00 am to 1:00 pm.	Yes
R24-152	May. 1	THAT the 2024 Ocean Mile Swim be rescheduled from August 25, 2024 to August 18, 2024.	Yes
R24-153	May. 1	THAT Council confirms that the May 22, 2024 Committee of the Whole meeting will not be held.	Yes
R24-154	May. 1	THAT the December 31, 2023, audited financial statements for the Town of Qualicum Beach as presented by KPMG LLP be accepted.	Yes

Resolution Number	Meeting Date	Description	Fully Complete?
R24-155	May. 1	THAT WHEREAS the Council is required by s. 481.3 of the <i>Local Government Act</i> to exercise its zoning powers to permit small-scale multi-unit housing in residential zones; and WHEREAS proposed "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" would amend the zoning bylaw to comply with s.481.3; and WHEREAS the Council is not permitted to hold a public hearing in respect of bylaw amendments that are required for the sole purpose of complying with s. 481.3; and WHEREAS the proposed Zoning Amendment Bylaw contains consequential and related amendments that are not required for the sole purpose of complying with s. 481.3 of the <i>Local Government Act</i> ; and WHEREAS the <i>Local Government Act</i> permits the Council to proceed without a public hearing on a proposed zoning bylaw that is consistent with an official community plan that is in effect for the area that is the subject of the zoning bylaw; and WHEREAS Zoning Bylaw No. 900, 2024 is consistent with Official Community Plan Bylaw No. 800, 2018; BE IT RESOLVED THAT Council pursuant to s. 464(2) of the <i>Local Government Act</i> , proceed with consideration of Zoning Bylaw No. 900, 2024" without holding a public hearing, and that staff be directed to give public notice in accordance with s. 467 of the <i>Local Government Act</i> .	Yes
S24-156	May. 15	THAT Council awards the contract for the Fleet Greening / Modernization project to Innotech Fleet Strategies Ltd., in the amount of \$28,500 excluding GST.	Yes
S24-157	May. 15	THAT Council approves the award for the Rupert Road Watermain Extension to Airport project to IWC Excavation for the bid price of \$1,293,676 excluding GST.	Yes
R24-158	May. 29	CONSENT AGENDA THAT the May 1, 2024 10:00 am regular Council meeting minutes be approved, as presented. THAT the May 15, 2024 10:00 am special Council meeting minutes be approved, as presented. THAT the Correspondence Log, dated for reference May 29, 2024, for information.	Yes
R24-159	May. 29	THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024" by the Regional District of Nanaimo; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.	Yes
R24-160	May. 29	THAT Council directs staff to provide a letter of support from the Town of Qualicum Beach to the Union of British Columbia Municipalities [UBCM] that a working group be established for the purpose of conducting a comprehensive review and reform of the <i>Local Government Act</i> .	Yes
R24-161	May. 29	WHEREAS the Town of Qualicum Beach is required to amend the Zoning Bylaw to permit additional residential density in accordance with Provincial legislation; AND WHEREAS the 2023 Provincial Policy Manual & Site Standards have been considered in the preparation of "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" and the Interim Residential Design Guidelines contained therein; AND WHEREAS Council is enabling the density requirements of Provincial legislation in a way that is suited to the lot sizes and types most common in Qualicum Beach, as described in the May 29, 2024 Planning staff report to Council; AND WHEREAS Council wishes to undertake a review of the Official Community Plan and the Interim Residential Design Guidelines in 2025; THEREFORE BE IT RESOLVED THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be read a first time.	Yes
R24-162	May. 29	THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be read a second time.	Yes
R24-163	May. 29	THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be read a third time.	Yes
R24-164	May. 29	THAT the Interim Residential Design Guidelines contained in "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be required for all residential development with two to four dwelling units per parcel.	Yes

2024 Summary of Council Resolutions **Key:** Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal

Resolution Number	Meeting Date	Description	Fully Complete?
R24-165	May. 29	THAT "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024" be read a first time.	Yes
R24-166	May. 29	THAT "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024" be read a second time.	Yes
R24-167	May. 29	THAT "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024" be read a third time.	Yes
R24-168	May. 29	THAT "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be read a first time.	Yes
R24-169	May. 29	THAT "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be read a second time.	Yes
R24-170	May. 29	THAT "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be read a third time.	Yes
24-171	May. 29	THAT Council directs staff to host an annual review of the Community Transportation Plan, with the next review tentatively scheduled for September 2025	Yes
24-172	May. 29	THAT Council directs staff to hold one Public Safety meeting, tentatively scheduled for July 10, 2024 @ 4:00 pm, as a Committee of the Whole meeting in order to enhance broad community engagement on public safety.	Yes
24-173	May. 29	THAT Council directs staff to hold two Airport Open Houses scheduled for June 19, 2024, at 4:00 pm and tentatively scheduled for December 4, 2024 at 4pm, as Committee of the Whole.	Yes
R24-174	May. 29	THAT Council dissolves the Select Committee on Public Safety, Accessibility and Emergency Preparedness as a Committee of Council, based on the rationale provided on pages 18-19 of the Report entitled Committee Review –Phase 1 dated May 2024 submitted by Leftside Partners Inc. and Neilson Strategies Inc., in the May 29, 2024 agenda.	Yes
R24-175	May. 29	THAT Council dissolves the Airport Users Committee as a Committee of Council and refocuses the committee membership to provide technical input to Town management on Airport operations, with Town management seeking Council's governance decision making as required.	Yes
R24-176	May. 29	THAT the following special event applications be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met: <ul style="list-style-type: none"> •Movie Night, Friday, June 14, 2024 (Qualicum Beach Collective), including road closure of Berwick Avenue and Second Avenue East. •Uptown Street Market, Thursday evenings in July and August (Mount Arrowsmith Biosphere Region) including road closure of Second Avenue West from Memorial Avenue to Primrose Street to facilitate the market including entering into a Licence of Occupation with the Town. 	Yes
R24-177	May. 29	THAT Council approves in principle rescheduling the Family Day Skate Jam Event (cancelled for safety reasons due to weather) to be held as part of Beach Day July 21, 2024, subject to the QB Skaters Team volunteers working with the Town of Qualicum Beach staff to ensure Town requirements are met.	Yes
R24-178	May. 29	THAT Council approves Policy No. 4002-12 Beach Toy Library.	Yes
24-179	May. 29	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 was implemented (25)".	Yes

2024 Summary of Council Resolutions **Key: Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
24-180	May. 29	THAT staff be directed to advise the public that the Town has concluded the luminaire change out of BC Hydro Leased Street Lights to reduce wattage and colour temperature, and no further intakes will be accepted.	Yes
24-181	May. 29	THAT staff be directed to respond to future resident requests for the installation of new BC Hydro Leased Street Lights as an operational matter.	Yes
24-182	May. 29	THAT Council awards the contract for the Beach Creek Estuary Landscaping Project to Strain Landscapes Ltd., for the bid price of \$199,743 plus GST.	Yes
S24-183	Jun. 19	THAT Council appoints Mayor Westbroek to serve as the Town of Qualicum Beach's representative on the Regional District of Nanaimo Fire Services Advisory Committee for a term ending December 31, 2024.	Yes
R24-184	Jun. 26	THAT the recommendations listed for items 2a) to 2b) in the June 26, 2024, Consent Agenda be adopted. THAT the May 29, 2024, 1:00 pm regular Council meeting minutes be approved as presented. THAT the Correspondence Log, dated for reference June 17, 2024, be approved, as presented.	Yes
R24-185	Jun. 26	THAT Council directs staff to bring back a report to an upcoming Council meeting on financial options for the request being made by Flowerstone Health Society.	Yes
R24-186	Jun. 26	THAT the third reading of "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" given May 29, 2024, be rescinded; AND FURTHER THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be given third reading as amended as shown in the Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Change Log in the June 26, 2024 agenda.	Yes
R24-187	Jun. 26	THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be adopted.	Yes
R24-188	Jun. 26	THAT "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024" be adopted.	Yes
R24-189	Jun. 26	THAT "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be adopted.	Yes
R24-190	Jun. 26	THAT Council refer adoption and subsequent implementation of the Climate Mitigation Actions Matrix dated April 19, 2024, to its 2025 Strategic Planning process for analysis of resources and work planning.	Yes
R24-191	Jun. 26	THAT the 2023 Annual Report be accepted.	Yes
R24-192	Jun. 26	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 Engineering for the quoted price of \$14,450 plus GST; AND FURTHER THAT E2 Engineering provide a report to Council summarizing its review, including recommendations for submission to BC Hydro's SLIM System, for the Utility's consideration.	
R24-193	Jun. 26	THAT Council approves the award of the Quatna Road Watermain Replacement project to David Stalker Excavating in the amount of \$113,537 excluding GST.	Yes
R24-194	Jun. 26	THAT Council authorizes staff to proceed with the production, installation and placement of the art piece by Qualicum First Nation artist Jesse Recalma in the centre of the Highway 19A roundabout; AND FURTHER THAT the additional funding required to complete the art piece project in the amount of \$16,100 exclusive of GST be reallocated from the excess remaining budgeted funds for the 2023 Highway 19A Ditch Infill/Bike Lane/Parking – Phase 1 project for the 2023 Memorial Avenue Roundabout project.	Yes

2024 Summary of Council Resolutions Key: **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-195	Jun. 26	THAT Council adopts the Community Wildfire Resiliency Plan (CWRP) 2024 completed by Diamond Head Consulting, attached to the staff report dated June 26, 2024.	Yes
R24-196	Jun. 26	THAT Council endorses the Action Plan contained within the Community Wildfire Resiliency Plan (CWRP) 2024 for consideration during Strategic Planning and within the 2026 Budget process.	Yes
R24-197	Jun. 26	THAT Council directs staff to request an amendment to the grant received from the Union of BC Municipalities (UBCM) Community Resiliency Investment Program (CRI) – 2023 FireSmart Community Funding & Support Program to remove the Fuel Management Prescription for the Heritage Forest and to add a Fuel Management Prescription for the forested area behind the Qualicum Beach Fire Station.	Yes
R24-198	Jun. 26	THAT Council authorizes the Mayor and the Corporate Officer to sign the Regional District of Nanaimo [RDN] Fire Services Agreement as approved by the RDN Board of Directors at its meeting held May 14, 2024 and scheduled to expire December 31, 2026; AND FURTHER THAT upon expiry of the agreement in December 2026 and prior to entering into a renewed agreement, staff are to collaborate with all parties to the agreement for the purpose of revisiting the way in which costs are calculated and apportioned, risks associated with the fire service boundary and identifying other revenue sources.	
R24-199	Jun. 26	THAT the Town of Qualicum Beach 2023 Statement of Financial Information be received and approved by Council.	Yes
R24-200	Jul. 17	THAT the recommendations listed for items 2a) to 2c) in the July 17, 2024, Consent Agenda be adopted. a) THAT the June 19, 2024, 10:00 am special Council meeting minutes be approved as presented. b) THAT the June 26, 2024, 10:00 am regular Council meeting minutes be approved as amended. c) THAT the Correspondence Log, dated for reference July 10, 2024, be approved, as presented.	Yes
R24-201	Jul. 17	THAT Council authorizes the Mayor and the Corporate Officer to execute the 2024-2034 Community Works Fund Agreement between the Town of Qualicum Beach and the Union of BC Municipalities.	Yes
R24-202	Jul. 17	WHEREAS Qualicum Woods is located within the extended flight path of the Qualicum Beach Airport Runway 29; BE IT RESOLVED, THAT Council directs staff to investigate the viability, process and estimated budget for consideration during the 2025 Strategic Planning process, in order to identify if Qualicum Woods, The Evergreens, Aldous Road, Cottonwood Drive, and Hemsworth Road areas could become a Noise Sensitive Area.	
R24-203	Jul. 17	THAT Council directs staff to send a letter to Transport Canada and Environment Canada expressing the Town's support for approval of an alternative to leaded aviation fuel.	Yes
R24-204	Jul. 17	WHEREAS Flowerstone Family Health Clinic is a community owned clinic operated by the Flowerstone Health Society that provides services to approximately 4,000 residents in the Oceanside area who find themselves without a family doctor; AND WHEREAS the Flowerstone Family Health Clinic has the capacity to increase the number of nurse practitioners from 5 to 9, who could provide much needed health care services to an increased number of residents, up to 7,500 if additional funding were available; BE IT RESOLVED, THAT Council approves the funding request of the Flowerstone Health Society by providing them with a one-time financial contribution in the amount of \$10,000 with monies being funded from Council's Strategic Initiative Reserve fund for the purpose of Flowerstone Family Health Clinic Nurse Practitioner recruitment.	Yes

2024 Summary of Council Resolutions Key: **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-205	Jul. 17	THAT Council directs staff to inform Flowerstone Health Society of the opportunity to apply for future funding requests through the Regional District of Nanaimo Community Grants Program noting that this clinic serves residents in the entire Oceanside area.	Yes
R24-206	Jul. 17	THAT Council directs staff to postpone the time-line for completion of the Committee/Commission Review Phase 2 Strategic Initiative included in the 2024-2028 Financial Plan to the 2025 budget year.	Yes
R24-207	Jul. 17	THAT Council directs staff to postpone the time-line for completion of the Comprehensive Policy Review Strategic Initiative included in the 2024-2028 Financial Plan to the 2025 budget year.	
R24-208	Jul. 17	THAT Council directs staff as follows: that the 2024 budget provision of \$10,000 for the Corporate and Community Emissions Report Strategic Initiative and the 2024 budget provision of \$20,000 for the Corporate Emission Inventory Strategic Initiative included in the 2024-2028 Financial Plan be combined and that these two Initiatives be renamed as the Corporate and Community Emissions Inventory and Report with a combined 2024 budget provision of \$30,000 with the project delivery anticipated for 2025.	
R24-209	Jul. 17	THAT Council directs staff to reallocate the 2024 budget provision of \$100,000 for the Berwick 5 Well Connection included in the 2024-2028 Financial Plan to provide for the replacement of pumps, motors and drop pipes in the Berwick Wells 2 and 3 in 2024 and that the Berwick 5 Well Connection project budget be reconsidered in the 2025-2029 Financial Planning process.	Yes
R24-210	Jul. 17	THAT Council authorizes staff to reallocate the 2024 budget provision of \$40,000 included in the 2024-2028 Financial Plan for a spare standby pump for water wells to increase the 2024 budget provision for the Pump House Electronics Hardware Upgrade project thereby increasing the 2024 budget provision for this project from \$100,000 to \$140,000.	Yes
R24-211	Jul. 17	THAT Council directs staff to postpone the timeline for completion of the Official Community Plan Quality of Life Survey Strategic Initiative included in the 2024-2028 Financial Plan to the 2025 budget year.	Yes
R24-212	Jul. 17	THAT the following special event be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met: "Chartwell Day, Saturday, September 7, 2024 at Miraloma Park".	Yes
R24-213	Jul. 17	THAT Council directs staff to fulfill statutory notification requirements for Council consideration of issuance of a Development Variance Permit for 119 Fern Road East at a future meeting of Council.	Yes
R24-214	Jul. 17	THAT Council directs staff to refer the OCP amendment application for 1085 Ravensbourne Lane to the 2025 Official Community Plan (OCP) Review for discussion, as detailed in the July 17, 2024 Planning report to Council.	
R24-215	Jul. 17	THAT Council directs staff to postpone consideration of the zoning amendment application for 1085 Ravensbourne Lane following the conclusion of the 2025 Official Community Plan (OCP) Review.	
R24-216	Jul. 17	THAT Council directs staff to prepare a report outlining next steps in the implementation of the Bus Garage Conceptual Design for consideration during the 2025-2029 budget process. THAT the motion on the floor be postponed until such time as Council is provided with the following: •Detailed development plans from Naked Natural •SD69 Qualicum Commons future plans; and •Discussions held with Qualicum First Nations regarding the design of the plaza	
R24-217	Jul. 17	THAT Council endorses the report titled "Saahtlam Park Detailed Plan" dated April 19, 2024.	Yes

2024 Summary of Council Resolutions **Key:** Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal

Resolution Number	Meeting Date	Description	Fully Complete?
R24-218	Jul. 17	THAT Council directs staff to prepare a report outlining next steps in the implementation of the Saahtlam Park Detailed Plan for consideration during the 2025-2029 budget process.	Yes
R24-219	Jul. 17	THAT Council approves the award of the Bay Street Slope Stabilization project to David Stalker Excavating in the amount of \$599,147.00 excluding GST.	Yes
R24-220	Jul. 17	THAT Council authorizes staff to enter into a Licence of Use Agreement for the Fire Training Facility located at 130 Rupert Road, Qualicum Beach between the Town of Qualicum Beach, the Regional District of Nanaimo and the Dashwood Volunteer Fire Department for a five-year term.	Yes
S24-221	Jul. 24	THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 1025 Qualicum Road at a future meeting of Council.	Yes
R24-222	Sept. 11	THAT the recommendations listed for items 2a) to 2e) in the September 11, 2024, Consent Agenda be adopted. a. THAT the April 9, 2024, 9:30 am special Council meeting minutes be approved as presented. b. THAT the July 10, 2024 10:00 am special Council meeting minutes be approved as presented. c. THAT the July 17, 2024 10:00 am regular Council meeting minutes be approved as presented. d. THAT the July 24, 2024 9:00 am special Council meeting minutes be approved as presented. e. THAT the Correspondence Log, dated for reference August 30, 2024, be approved, as presented.	Yes
R24-223	Sept. 11	THAT the request from the Qualicum Beach Collective to implement a Community Pianos project which will see donated pianos refurbished for placement at various locations throughout the Town of Qualicum Beach be referred to Council's Strategic Planning process for consideration in 2025.	Yes
R24-224	Sept. 11	THAT Council directs staff to prepare a letter of congratulations to Ken Neden and family for his 50 years of voluntary service with Arrowsmith Search and Rescue.	Yes
R24-225	Sept. 11	THAT Council directs staff to provide a letter of support to Oceanside Integrated Fitness Society to supplement their funding request to Disability Alliance BC for their Without Limits program.	Yes
R24-226	Sept. 11	THAT Council of the Town of Qualicum Beach supports the request of Mount Arrowsmith Biosphere Region [MABR] and directs staff to provide MABR with a letter of support for inclusion in MABR's submission package to UNESCO that the Heritage Forest be included as a core area in the MABR's zonation.	Yes
R24-227	Sept. 11	THAT the motion on the floor be postponed to a future meeting of Council once Council has had the opportunity to speak with non-market housing providers to learn more about what specific challenges they experience when building non-market housing. MOTION on the floor THAT Council lobby BC Housing to provide financial support to non-profit organizations who wish to provide their land for development of non-market housing [e.g., Kiwanis and other similar groups].	
R24-228	Sept. 11	THAT Council directs staff to amend the 2024 Council meeting schedule by cancelling the 4:00 pm September 25, 2024 Committee of the Whole meeting.	Yes
R24-229	Sept. 11	THAT Council directs staff to amend the 2024 Council meeting schedule to add the tentatively 4:00 pm, December 4, 2024 Airport Open House Committee of the Whole meeting.	Yes
R24-230	Sept. 11	THAT Council directs staff to issue a Development Variance Permit for 119 Fern Road East, as described in the September 11, 2024 Planning report to Council.	Yes

2024 Summary of Council Resolutions Key: **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-231	Sept. 11	THAT Council directs staff to issue a Development Variance Permit for 1025 Qualicum Road, as described in the September 11, 2024 Planning report to Council.	Yes
R24-232	Sept. 11	THAT the Development Variance Permit Application for 3022 Island Hwy West be refused, as detailed in the September 11, 2024, Planning report to Council.	Yes
R24-233	Sept. 11	THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 361 Poplar Avenue to be considered by Council at a future regular meeting.	Yes
R24-234	Sept. 11	THAT Council authorizes staff to issue a Request for Proposals for qualified contractors to complete design and construction (“Design-Build”) of the Qualicum Beach Skatepark, based on the January 2024 “Qualicum Beach Skatepark Redevelopment Feasibility Study and Final Concept Report”, as detailed in the September 11, 2024 Planning report to Council.	Yes
R24-235	Sept. 11	THAT Council instructs staff to reallocate a budget provision of \$10,000 from the Housing Announcement Implementation Strategic Initiative to the OCP – Quality of Life Survey, thereby increasing the 2024 fiscal year budget provision for the OCP – Quality of Life Survey to \$30,000 and reducing the 2024 fiscal year budget provision for the Housing Announcement Implementation – November 1, 2023 budget provision to \$45,000; AND FURTHER THAT, Council authorizes staff to re-issue the Request for Proposals (RFP) for the 2024 Quality of Life Survey (QLS), as attached to the September 11, 2024 staff report to Council.	Yes
R24-236	Sept. 11	THAT Council endorses the Qualicum Beach Accessibility Plan dated September 2024 in order to comply with provincial legislation and to position the Town to apply for any available grant funding.	Yes
R24-237	Sept. 11	THAT the following recommendation from the Accessibility Advisory Team (AAT) be referred to 2025 Strategic Planning Process: “THAT the Accessibility Advisory Team recommends to Council THAT Council allocate budget for the development of an Accessibility Action Plan.”	Yes
R24-238	Sept. 11	THAT Council withdraws the motion on the floor from the February 28, 2024, regular Council meeting: THAT the security deposit be waived for 537 Chester Road; AND FURTHER THAT all future fees for security deposits in relation to the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” be waived.	Yes
R24-239	Sept. 11	THAT Council confirms the Director’s decision to issue a tree removal permit with conditions (security deposit/no interest reimbursed) under the Tree Protection Bylaw subject to payment of the security deposit in the amount of \$1,400.00 for property located at 537 Chester Road.	Yes
R24-240	Sept. 11	THAT Council amends the Director’s decision to issue a tree removal permit with conditions (security deposit) for 481 Dogleg Close by refunding (due to the proximity to the building footprint) the \$14,000 security deposit paid by the applicant.	Yes
R24-241	Sept. 11	THAT Council confirms the Director’s decision to deny the applicant’s request to remove trees located on the Town-controlled land south of 363 Hoylake Road.	Yes
R24-242	Sept. 11	THAT Council directs staff to include an additional budget provision of \$264,000 for the Island Highway AC Watermain Deactivation project thereby increasing the total budget provision to \$339,000 for the 2024 fiscal year.	Yes
R24-243	Sept. 11	THAT the additional budget provision of \$264,000 be funded from the Water Infrastructure Reserve for the Island Highway AC Watermain Deactivation project and be included in the fall amendment of the “Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024”.	Yes
R24-244	Sept. 11	THAT Council awards the Island Highway AC (Asbestos Cement) Watermain Deactivation project to Leuco Contracting Inc. in the amount of \$223,240 excluding GST.	Yes

2024 Summary of Council Resolutions Key: **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-245	Sept. 11	THAT Council authorizes early budget approval of \$125,000 in the 2025-2029 Financial Plan to complete the design of the Little Qualicum River Riverbank Stabilization project, in anticipation of a successful grant application through the UBCM Community Emergency Preparedness Fund.	Yes
R24-246	Sept. 11	THAT Council authorizes the submission of an application to the UBCM Community Resiliency Investment Program (CRI) for a total of \$151,492.76; AND FURTHER THAT the funding can be used to partially fund a FireSmart and Wildfire Resiliency Coordinator and FireSmart public events, outreach, educational materials, and assessments for the years 2025 and 2026.	Yes
R24-247	Oct. 2	THAT the recommendations listed for items 2a) to 2c) in the October 2, 2024, Consent Agenda be adopted. a. THAT the September 4, 2024, 10:00 am special Council meeting minutes be approved as presented. b. THAT the September 11, 2024 10:00 am regular Council meeting minutes be approved as presented. c. THAT the Correspondence Log, dated for reference September 23, 2024 be approved as presented.	Yes
R24-248	Oct. 2	THAT "Town of Qualicum Beach 2025 Taxation Exemption Bylaw No. 904, 2024" be given first reading.	Yes
R24-249	Oct. 2	THAT "Town of Qualicum Beach 2025 Taxation Exemption Bylaw No. 904, 2024" be given second reading	Yes
R24-250	Oct. 2	THAT "Town of Qualicum Beach 2025 Taxation Exemption Bylaw No. 904, 2024" be given third reading.	Yes
R24-251	Oct. 2	THAT "Town of Qualicum Beach 2025 Taxation Exemption (Places of Worship) Bylaw No. 905, 2024" be given first reading.	Yes
R24-252	Oct. 2	THAT "Town of Qualicum Beach 2025 Taxation Exemption (Places of Worship) Bylaw No. 905, 2024" be given second reading	Yes
R24-253	Oct. 2	THAT "Town of Qualicum Beach 2025 Taxation Exemption (Places of Worship) Bylaw No. 905, 2024" be given third reading.	Yes
R24-254	Oct. 2	WHEREAS the opioid crisis claimed the lives of more than 2,500 citizens in British Columbia in 2023; AND WHEREAS not all information regarding the distribution of fentanyl precursors is currently being shared with law enforcement; BE IT RESOLVED THAT the province work with the relevant authorities to ensure relevant information relating to the distribution of precursors for fentanyl is shared with law enforcement in a timely manner; AND FURTHER THAT this motion be forwarded to AVICC and UBCM for consideration during the 2025 conventions.	Yes
R24-255	Oct. 2	THAT the issue of railway and intersection safety between Railway and First Avenue and Memorial Avenue be referred to the 2025 Strategic Planning process scheduled to take place on October 21 and November 1, 2024.	Yes
R24-256	Oct. 2	THAT Council withdraws the May 3, 2023, motion on the floor: THAT staff be directed to refer the following matters of Food Security, including but not necessarily limited to the following, to the Food Action Plan strategic initiative, scheduled for 2026: - the role of local government and the community to safeguard and enhance local food security. - impacts of climate change, post-pandemic adjustments, war, poverty, inflation, food prices, and disrupted food supply chains on food security. - growing, processing, and eating food as the largest contributor to greenhouse gas emissions of any human activity. - the importance of addressing food security sooner than later. - the "Five A's of Food Security": Availability, Access, Adequacy, Acceptability and Agency. AND FURTHER THAT the Terms of Reference for the Select Committee on Environment and Sustainability be amended to include Food Security.	Yes
R24-257	Oct. 2	THAT the Terms of Reference for the Select Committee on Environment and Sustainability be referred to the Committee & Commission Terms of Reference Review Strategic Initiative, budgeted and planned for in 2025.	

2024 Summary of Council Resolutions **Key:** **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-258	Oct. 2	THAT the considerations for the 2026 Food Action Plan strategic initiative as proposed by the Environment and Sustainability Committee be referred to the 2026 Strategic Planning process to be held in the fall of 2025.	
R24-259	Oct. 2	THAT consideration of the Mount Arrowsmith Biosphere Region Research Institute [MABRRI] and Nature BC offer to use funding received from the Environment and Climate Change Canada to assess five sites in Qualicum Beach (DL10, Berwick wellfield, Grandon Creek Ravine, Community Park and Milner Gardens and Woodlands) to conduct case studies and site analyses for the purpose of determining alignment with the assessment screening criteria and eligibility to designate as Other Effective Area-Based Conservations Measures (OECM) and/or Protected Area (PA); be referred to the 2025 Strategic Planning process taking place October 21 and November 1, 2024.	Yes
R24-260	Oct. 2	THAT Council directs staff to provide a letter of congratulations to The Shady Rest in recognition of celebrating their 100 Years of business in the Town of Qualicum Beach.	Yes
R24-261	Oct. 2	THAT the 2025 Council Meeting Schedule be approved as attached to the October 2, 2024 staff report.	Yes
R24-262	Oct. 2	THAT Council approves the Qualicum Beach Seedy Saturday Association for the use of the Civic Centre on Saturday, February 1, 2025, for their annual Fair, by charging a reduced rate of \$1,117 plus applicable taxes, as opposed to the Policy rate of \$1,483 plus applicable taxes, resulting in a \$366 subsidy; AND FURTHER THAT Council approves the ECHO Players Society for the use of the Civic Centre on Thursday March 13, 2025, to host a Members' Dinner in celebration of the 50th Anniversary of the Village Theatre, by charging a reduced rate of \$0, as opposed to the Policy rate of \$468 plus applicable taxes, resulting in a \$468 subsidy as this is the first year of their event.	Yes
R24-263	Oct. 2	THAT Council approves, in principle, the request from the Qualicum Beach Chamber of Commerce and the Qualicum Beach Farmers Market to host Moonlight Madness and Night Market, on November 21, 2024; AND FURTHER THAT the Town provide support in the form of provision of barricades and electrical access and supply for the duration of the event; AND FURTHER THAT Council authorizes the closure of Veterans Way on November 21, 2024 from 1:00 pm to 11:00 pm to facilitate the Night Market, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, insurance naming the Town as an additional insured and litter control; AND FURTHER THAT Council authorizes the closure of Primrose Street, between First Avenue West and Second Avenue West, on Thursday, November 21, 2024 from 5:00 pm to 8:00 pm, to facilitate the 2024 Moonlight Madness shopping event, ensuring Town requirements are met, including emergency services notification, traffic control, insurance naming the Town as an additional insured and litter control, and notification to businesses affected by the closure.	Yes
R24-264	Oct. 2	THAT Council authorizes the reallocation of \$30,000 from the Rupert Road Water Looping Capital Project included in the 2024-2028 Financial Plan to establish a capital budget provision for the replacement of leaking water valves and a segment of asbestos cement (AC) watermain on First Avenue and Rye Road.	Yes
R24-265	Oct. 2	THAT Council directs staff to issue a Development Variance Permit for 361 Poplar Avenue, as described in the October 2, 2024 Planning report to Council.	Yes
R24-266	Oct. 2	THAT Council directs staff to refer the Development Permit application for 149 First Avenue West to the Advisory Planning Commission for comment on: <ul style="list-style-type: none"> - Compatibility with the Town's Interim Residential Design Guidelines, as detailed in Zoning Bylaw No. 900, 2024. - Parking access and street frontages - Review of the site plan in relation to how the proposed development is situated on the lot [could it be moved forward if no parking in the front] and potential for parking to be located at the rear of the property. 	Yes

2024 Summary of Council Resolutions **Key: Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-267	Oct. 2	THAT consideration to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in its 2025 Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy project be postponed to a future meeting of Council to allow staff additional time to discuss and define more detailed aspects of the project and refining the RFP prior to issuance.	Yes
R24-268	Oct. 23	THAT the recommendations listed for items 2a) to 2c) in the October 23, 2024, Consent Agenda be adopted. a. THAT the October 2, 2024, 10:00 am regular Council meeting minutes be approved as presented. b. THAT the October 9, 2024, 10:00 am special Council meeting minutes be approved as presented. c. THAT the October 16, 2024, 9:00 am special Council meeting minutes be approved as corrected.	Yes
R24-269	Oct. 23	THAT “Town of Qualicum Beach 2025 Taxation Exemption Bylaw No. 904, 2024” be adopted.	Yes
R24-270	Oct. 23	THAT “Town of Qualicum Beach 2025 Taxation Exemption (Places of Worship) Bylaw No. 905, 2024” be adopted.	Yes
R24-271	Oct. 23	THAT Councillor Vander Valk be appointed as Town Liaison to the Qualicum Beach Farmers’ Market.	Yes
R24-272	Oct. 23	THAT the Town of Qualicum Beach grants permission to the Rotary Club of Qualicum Beach and the Royal Canadian Legion Branch 76 to create a ‘field of crosses’ to honour Veterans from WWI and WWII, as requested in the correspondence received October 1, 2024; AND FURTHER THAT the Rotary Club and Legion be permitted to erect the display on the grassy area kitty-corner from the Qualicum Beach Curling Club on Railway Street, between the railway tracks and the road, from November 4, 2024 to November 12, 2024.	Yes
R24-273	Oct. 23	THAT Council of the Town of Qualicum Beach supports the Town’s submission of its application for funding to the Asset Management Planning Program, administered by Union of British Columbia Municipalities [UBCM] to support the Town’s ongoing Asset Management work - Implement, Measure & Report; AND FURTHER THAT the Town of Qualicum Beach agrees to provide overall grant management of funds received.	Yes
R24-274	Oct. 23	THAT Council authorizes staff to issue a Development Permit for 149 First Avenue West, as detailed in the October 23, 2024, Planning memo to Council.	Yes
R24-275	Oct. 23	THAT Council postpones consideration of authorizing staff to submit an application for funding to the British Columbia Active Transportation Infrastructure Grant program to fund the Kwalikum Secondary School Traffic Safety Enhancement Project to a future Council meeting.	Yes
S24-276	Oct. 30	WHEREAS attendance at conferences beyond those listed in Council Policy No. 3004-11 requires a Council resolution to authorize attendance; BE IT RESOLVED THAT Council authorizes Councillor Harrison, Councillor Young and Councillor Vander Valk to attend the BC Housing Central Conference November 18-20, 2024 at the Sheraton Vancouver Wall Centre in Vancouver, BC with associated travel expenses and utilizing the two complimentary registrations provided by the BC Non-Profit Housing Association, Cooperative Housing Federation of BC and the Aboriginal Housing Management Association for the Town of Qualicum Beach Mayor and Councillors.	Yes

Resolution Number	Meeting Date	Description	Fully Complete?
R24-277	Nov. 20	<p>THAT the recommendations listed for items 2a) to 2i) in the November 20, 2024 Consent Agenda be adopted.</p> <p>a. THAT the October 23, 2024, 10:00 am regular Council meeting minutes be approved as presented.</p> <p>b. THAT the October 22, 2024, 9:00 am special Council meeting minutes be approved as presented.</p> <p>c. THAT the October 30, 2024, 9:30 am special Council meeting minutes be approved as presented.</p> <p>d. THAT the November 6, 2024, 10:00 am special Council meeting minutes be approved as presented.</p> <p>e. THAT the Correspondence Log, dated for reference November 12, 2024, be approved as presented.</p> <p>f. THAT the Third Quarter Update for Fire Rescue Services be received for information.</p> <p>g. THAT the Third Quarter Update for Construction and Building Permits be received for information.</p> <p>h. THAT the Third Quarter Update for Bylaw be received for information.</p> <p>i. THAT Council approves Council's 2025 Strategic Plan attached to the agenda.</p>	Yes
R24-278	Nov. 20	THAT Councillor Young be appointed as Trustee and Councillor Harrison be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2025.	Yes
R24-279	Nov. 20	THAT the Bylaw entitled "Town of Qualicum Beach Building Bylaw No.903, 2024" be introduced and read a first time.	Yes
R24-280	Nov. 20	THAT the Bylaw entitled "Town of Qualicum Beach Municipal Ticket Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024" be introduced and read a first time.	Yes
R24-281	Nov. 20	THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024" be introduced and read a first time.	Yes
R24-282	Nov. 20	THAT staff prepare a letter of appreciation to Qualicum First Nation acknowledging the presentation and National Day for Truth and Reconciliation event.	Yes
R24-283	Nov. 20	THAT Council instructs 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 to be located on the northeast (loop trail) side and the southwest side (Sunningdale) of Beach Creek Ravine in the Heritage Forest; AND FURTHER THAT commencement of works on this project is contingent upon obtaining approval from the Qualicum First Nation, and further that if sufficient funds are received from an anticipated private contribution to the Heritage Forest Reserve, the Capital Budget will be reimbursed for the cost of the fence up to \$15,000 (subject to confirmation from the Director of Finance that the budget is available).	Yes
R24-284	Nov. 20	THAT Council direct staff to reach out to Qualicum Beach Streamkeepers and MABR directly to discuss the project scope including, but not necessarily limited to, rationale, sampling methodology, quality control, and how results would be used, to explore potential opportunities for a joint water testing initiative for community benefit.	
R24-285	Nov. 20	THAT Council approves the request from the Mount Arrowsmith Biosphere Regional Research institute to hang cedar and hemlock boughs at the East Crescent gate and the 500-year kiosk in the Heritage Forest for the month of December 2024 in order to celebrate the Amazing Places initiative and encourage people to visit, subject to MABRRI providing Town of Qualicum Beach staff with two prepared bundles to be hung and removed by Town Parks staff.	Yes
R24-286	Nov. 20	<p>THAT Council grants permission for the following special events, subject to Town requirements, including road closures and in-kind support as described in the November 20, 2024, report titled "2025 Special Event Approvals":</p> <p>i. Twilight Concert Series, Saturdays, June 28, July 12, August 2, 26, & 30, 2025 (St. Andrews Lodge Historical & Cultural Society)</p> <p>ii. Qualicum Beach Triathlon, Sunday, June 22, 2025.</p>	Yes
R24-287	Nov. 20	THAT Council authorizes staff to award the Qualicum Beach Quality of Life Survey project to Deloitte LLP, as outlined in their proposal dated October 2024 for a total estimated cost of \$29,800, excluding GST.	Yes

2024 Summary of Council Resolutions Key: **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-288	Nov. 20	THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Initiative titled Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy project.	Yes
R24-289	Nov. 20	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 the Council modifies the Director's decision to issue a Tree Removal Permit for 630 Belyea Road by waiving the requirement for the tree replacement security deposit (\$1,400), given the tree's close proximity to the building footprint, with the replacement condition of tree planting still applicable.	Yes
R24-290	Nov. 20	THAT Council authorizes staff to award the Qualicum Beach Skatepark design-build project to New Line Skateparks, as described in this November 20, 2024, report to Council at an estimated total cost of \$1,300,000 excluding GST; THAT Council authorizes early budget approval of \$1,500,000 in the 2025-2029 Financial Plan for the Qualicum Beach Skate Park Project in fiscal 2025 funded from Community Amenity Contributions (\$500k), Province of BC's Growing Communities Fund (\$700k) and User Group Contribution (\$300k).	Yes
R24-291	Nov. 20	THAT Council authorizes staff to apply for a grant from Sparc BC in the amount of \$25,000 to fully fund a flashing crosswalk at the intersection of Harlech Road and Memorial Avenue, as detailed in the November 20, 2024, Planning memo to Council.	
R24-292	Nov. 20	THAT Council defer until after budget discussions the allocation within the Parks Department's budget to fund the equivalent of 2.0 FTE Utility positions to meet the existing and new service level demands as detailed in the report attached to the Staff memo dated November 20, 2024, titled Town of Qualicum Beach Service Level Review 2024.	Yes
R24-293	Nov. 20	THAT Council reallocate the budget approved in the 2024-2029 Financial Plan for an Engineering Technician to fund 1.0 FTE of Administrative Support for the Infrastructure Services Department, without impact to budget in the 2025-2029 Financial Plan.	Yes
R24-293	Nov. 20	THAT Council approves Policy 3000-22 Requests for New or Increased Service for service level management.	Yes
R24-293	Nov. 20	THAT staff be directed to review and report back on the status of the Parks Department's capacity during the 2026 budget processes.	Yes
R24-294	Nov. 20	THAT Council awards the contract for design and preparation of construction cost estimates, for a future project titled "Little Qualicum River Riverbank Stabilization Project", to Northwest Hydraulic Consultants Ltd. in the amount of \$91,881, excluding GST.	Yes
R24-295	Nov. 20	THAT Council approves the award of the Waterfront Expansion Phase 2 Ditch Infill Parking project to Knappett Industries in the amount of \$523,900 excluding GST.	Yes
R24-296	Nov. 20	THAT Council authorizes the submission of a regional grant application to the Union of BC Municipalities (UBCM) 2024 Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment and Training, for a total of \$120,000; AND FURTHER THAT Council authorizes the Regional District of Nanaimo to handle the application process, receipt, and management of the 2024 Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments, on behalf of the Town of Qualicum Beach.	

Resolution Number	Meeting Date	Description	Fully Complete?
R24-297	Dec. 11	Council adopted, by unanimous consent, the recommendations listed for items 2a) to 2i) in the December 11, 2024 Consent Agenda, including corrections to typographical errors in minutes. a. THAT the July 10, 2024 Committee of the Whole meeting minutes be approved as presented. b. THAT the November 1, 2024 Committee of the Whole meeting minutes be approved as presented. c. THAT the November 13, 2024 special Council meeting minutes be approved as presented. d. THAT the November 13, 2024 Committee of the Whole meeting minutes be approved as presented. e. THAT the November 20, 2024 regular Council meeting minutes be approved as presented. f. THAT the November 20, 2024 Committee of the Whole meeting minutes be approved as presented. g. THAT the November 27, 2024 special Council meeting minutes be approved as presented. h. THAT the November 27, 2024 Committee of the Whole meeting minutes be approved as presented. i. THAT the Correspondence Log, dated for reference December 3, 2024 be approved as presented..	Yes
R24-298	Dec. 11	Consent Agenda Cont'd Council adopted, by unanimous consent, the recommendations from the October 21 2024 Committee of the Whole meeting as presented as 2.j) i.-xxix in the December 11, 2024 Consent Agenda. THAT the timeline for the Initiative titled Asset Management – Natural Asset Consolidation be shifted from 2025/2026 to 2027; AND FURTHER THAT the cost estimate for the Initiative titled Asset Management - Natural Asset Consolidation be increased by \$10k to \$30k in 2027; AND FURTHER THAT the funding for the Initiative titled Asset Management - Natural Asset Consolidation be adjusted from 100% grant dependent to 2/3 grant dependent.	Yes
R24-299	Dec. 11	THAT the 2024 budget for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach be carried forward to 2025; AND FURTHER THAT a budget provision of \$112,500 be included in fiscal 2025 of the 2025-2029 Financial Plan for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach, with \$100,000 of the expenditure being grant funded	Yes
R24-300	Dec. 11	THAT a \$10k budget provision funded from the Strategic Initiatives Reserve be included for the Initiative titled Employer of Choice in each of the years 2025 and 2026 in the 2025-2029 Financial Plan; AND FURTHER THAT commencing in the 2025 quarterly reporting cycle, the Initiative titled Employer of Choice will be reported on in the Human Resources Departmental Operations Area.	Yes
R24-301	Dec. 11	THAT the budget provision for the Initiative titled Records Management be increased by \$20k to \$60k and the budget provision be included in fiscal 2025 of the 2025-2029 Financial Plan.	Yes
R24-302	Dec. 11	THAT the scope of the 2024 Strategic Initiative titled Development Cost Reductions/CACs be adjusted to focus on Amendment of the “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012”, with the IAP2 Level of Engagement (Inform); AND FURTHER THAT the Initiative, Amendment of the “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012”, be adjusted from 2028 and rescheduled to the 2025 Financial Year in the 2025-2029 Financial Plan; AND FURTHER THAT the budget provision for Amendment of the ‘Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012”, be reduced from \$45k to \$2k.	Yes
R24-303	Dec. 11	THAT the 2025-2029 Financial Plan include a \$75k budget provision for the Initiative titled Airport Master Plan in fiscal 2026, with expenditure subject to approval of 100% grant funding. <i>Note: This was renamed to 24-GG-10: Airport Master Plan/Business Plan during discussions on the Airport Bylaw [refer to Oct. 21 CoTW recommendations]</i>	Yes
R24-304	Dec. 11	THAT the timeline for the Initiative titled Comprehensive Policy Review be advanced entirely to 2025; AND FURTHER THAT the \$30k budget provision included in 2026 in the 2024-2028 Financial Plan for the Initiative titled Comprehensive Policy Review be moved to 2025 in the 2025-2029 Financial Plan, for a total project budget of \$60k in 2025.	Yes

2024 Summary of Council Resolutions **Key:** Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal

Resolution Number	Meeting Date	Description	Fully Complete?
R24-305	Dec. 11	THAT the budget provision for the Initiative titled “Visual Identity Refresh” included in the 2024-2028 Financial Plan in years 2024 to 2027, be adjusted and included in the 2025-2029 Financial Plan in years 2025 to 2028.	Yes
R24-306	Dec. 11	THAT scoping sheet 24-HS-01, previously named Housing Announcement Implementation – November 1, 2023, be renamed Housing Announcement Implementation - Zoning Update and Legal Fees in 2025 Strategic Planning; AND FURTHER THAT the budget provision of \$55k per year included in the 2024-2028 Financial Plan for years 2025, 2026, and 2027 for the Initiative now titled Housing Announcement Implementation - Zoning Update and Legal Fees be replaced with a budget provision of \$10k in 2025 and \$20k in 2026 in the 2025-2029 Financial Plan.	Yes
R24-307	Dec. 11	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.	Yes
R24-308	Dec. 11	THAT the 2026 funding source for the Community Park (Facilities) Site Review be changed from the Strategic Initiative Reserve to the Capacity Funding Allocation in fiscal 2026.	Yes
R24-309	Dec. 11	THAT the OCP Part 1,2,3,4 Strategic Initiative included in the 2024-2028 Financial Plan in year 2028 not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-04 be closed by Council Resolution for record keeping purposes.	Yes
R24-310	Dec. 11	THAT the Strategic Initiative Pollinator Pathways Policy Development, included in the 2024-2028 Financial Plan in year 2025, not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-10 be closed by Council Resolution for record keeping purposes.	Yes
R24-311	Dec. 11	THAT the Initiative titled Asset Management Plan – QB Airport be included in the 2025-2029 Financial Plan, in year 2029 with a budget provision of \$10k, grant dependent.	Yes
R24-312	Dec. 11	THAT the Mount Arrowsmith Biosphere Region Reserve Initiative (MABRRI) be authorized to undertake study in 2025 into the feasibility and process of identifying Qualicum Beach Community Park and Grandon Creek Corridor, with support for Milner Gardens, as an OECM, subject to Town requirements (insurance, etc.) being met as determined by staff; AND FURTHER THAT \$10,000 be allocated in 2026 for due diligence into the requirements of OECM recognition of additional Town-owned lands; AND FURTHER THAT \$10,000 be allocated in 2027 to support the possible submission of additional Town lands for recognition as OECMs.	Yes
R24-313	Dec. 11	THAT the Initiative titled Multi-Generational Housing Best Practices, 24-H5-05 with a budget of \$5,000 in fiscal year 2026 be defined and considered for inclusion within the scope of the Housing Focused OCP scheduled for 2025; AND FURTHER THAT the \$5,000 budget of the Initiative titled Multi-Generational Housing Best Practices, be added to the Housing Focused OCP budget, increasing the budget from \$55,000 to \$60,000 in fiscal year 2025.	Yes
R24-314	Dec. 11	THAT the Initiative titled “Encourage Residents and Businesses to Fossil Free Power Equipment” be advanced to the 2025-2029 Financial Plan allocating \$10,000 in 2027 to launch a public education campaign that informs residents about the environmental and health benefits of switching to electric equipment and include a workshop and demonstration as part of the Public Works Open House.	Yes
R24-315	Dec. 11	THAT a budget provision of \$25,000 be included in fiscal 2027 in the 2025 – 2029 Financial Plan for the Initiative titled Implementation of Climate Mitigation Actions Matrix, with further clarification to be provided in the 2026 Strategic Planning session.	Yes
R24-316	Dec. 11	THAT staff begin the investigation and consultation process with Transport Canada, and Nav Canada in 2025 to determine if the Qualicum Beach Airport Authority Noise Sensitive Area Map can be expanded in consideration of the designated flight path and the Noise Abatement Procedure.	Yes

Resolution Number	Meeting Date	Description	Fully Complete?
R24-317	Dec. 11	THAT an Airport Bylaw Review be undertaken by staff in 2025; AND FURTHER THAT complaints regarding Airport activities, other than turns to the North which fall under the Noise Abatement Procedure, will not require staff investigation by Closed Circuit TV (CCTV) footage effective upon Council's endorsement of the Initiative titled Airport Bylaw Review.	Yes
R24-318	Dec. 11	THAT the Initiative titled Airport Master Plan (24-GG-10) be retitled "Airport Master/Business Plan which would include consideration of the 2016 Draft Airport Business Plan; AND FURTHER THAT it be referred to 2026 Strategic Planning for Council's consideration.	Yes
R24-319	Dec. 11	THAT the Initiative titled Reduce Tax Funded Portion of Qualicum Beach Airport Costs not be included in the 2025-2029 Financial Plan and the Scoping Sheet closed for record keeping purposes. <i>Note: This Initiative will be included with the 2025 Airport Bylaw Review and the 2026 Airport Master Plan/Business Plan, the latter of which will require further Council direction in 2026 Strategic Planning.</i>	Yes
R24-320	Dec. 11	THAT Option 1 of 2, the Initiative titled "Multi-topic Official Community Plan (OCP) Review" not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a Housing-focused OCP Review (Option 2 of 2: 25-HS-02) with a budget provision of \$55k be advanced to the 2025-2029 Financial Plan for implementation in 2025.	Yes
R24-321	Dec. 11	THAT the Qualicum Beach Collective be requested to work with individual businesses for placement of community pianos.	Yes
R24-322	Dec. 11	THAT a Needs Assessment report be undertaken by a qualified third-party consultant regarding the Initiative titled Seniors Activity Centre Expansion Needs Assessment with a budget allocation of \$30k in fiscal 2027, in the 2025-2029 Financial Plan; AND FURTHER THAT subsequent to completion of the Needs Assessment in 2027, Council further consider the financial and resourcing implications of undertaking an Initiative titled Seniors Activity Centre Expansion in a future year's Strategic Planning process.	Yes
R24-323	Dec. 11	THAT the Initiative titled Traffic Bylaw Review 25-HW-04 not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT this matter "and the neighbourhood pilot project" be referred to the Community Transportation Plan Review in September 2025 for Council's consideration and comment by the Transportation Engineer and Public.	Yes
R24-324	Dec. 11	THAT the Initiative titled Wayfinding Signage Phases 1 and 2 be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a budget provision of \$3,100 be included in fiscal 2025 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 1; AND FURTHER THAT a budget provision of \$50k be included in fiscal 2028 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 2. <i>Note: A supplementary recommendation by CoTW was made November 1, 2024.</i>	Yes
R24-325	Dec. 11	THAT the Strategic Initiative titled Develop an Accessibility Action Plan be included in fiscal 2028 of the 2025-2029 Financial plan; AND FURTHER THAT commencing in 2029 additional resources equivalent to a 0.5 FTE, funded from property taxation, be included in the 2025-2029 Financial Plan for the ongoing purpose of staff capacity to advance accessibility projects.	Yes
R24-326	Dec. 11	THAT a \$27,000 budget provision to Implement and Operationalize the Asset Management Strategy presented to Council on October 2, 2024, be included in fiscal 2025 of the 2025 – 2029 Financial Plan.	Yes
R24-327	Dec. 11	THAT a motion be advanced to AVICC and UBCM to lobby for reconfiguration of rail crossing traffic controls to stop rail maintenance traffic on the rail at roadway intersections and remove stop signs for vehicular traffic at these locations.	Yes
R24-328	Dec. 11	Consent Agenda Cont'd Council adopted by unanimous consent, the November 1, 2024 Committee of the Whole recommendations as presented in item 2.k) i.-x. in the December 11, 2024 Consent Agenda. THAT a 3rd party consultant be retained to undertake public engagement, research and update of the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" with a budget allocation of \$40k in fiscal 2025 of the 2025-2029 Financial Plan.	Yes

2024 Summary of Council Resolutions Key: **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-329	Dec. 11	THAT the Initiative titled Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment, not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT an initial meeting with Island Health and representatives from the Flowerstone Society and Division of Family Practice be held to better understand recruitment needs prior to selecting a service provider.	Yes
R24-330	Dec. 11	THAT Phase 2 of the Wayfinding Signage Initiative be referred to the fall 2025 Strategic Planning process for consideration of advancement from 2028 to 2026.	Yes
R24-331	Dec. 11	THAT staff be authorized to work with the Oceanside Football Club to permit the installation of a shipping container at the Qualicum Beach Community Park, subject to Council's final review of location and configuration; AND FURTHER THAT a comprehensive Needs Assessment be carried out in fiscal 2026 of the 2025-2029 Financial Plan, with a budget of \$50k funded from the Strategic Initiatives Reserve.	Yes
R24-332	Dec. 11	THAT the Initiative titled Path Through Clock Square to Link Downtown to the East Village not be included in the 2025-2029 Financial Plan. <i>Note: This initiative will be included as part of the capital project proposal titled "East Village Phase III".</i>	Yes
R24-333	Dec. 11	THAT staff extend an invitation to the proponents from the "Residents of Qualicum Woods Neighbourhood" to submit a more detailed proposal for a pump track at Christleton Park for Council's consideration after confirmation that the proponents have established themselves as a registered Society for this purpose; AND FURTHER THAT the CoTW recommends to Council that the Initiative titled <i>Pump Track at Christleton Park 25-CAP-HW-05</i> not be advanced to the 2025-2029 Financial Plan and that Scoping Sheet 25-CAP-HW-05 be closed by Council resolution.	Yes
R24-334	Dec. 11	THAT the Initiative titled "Installation of Permanent Bicycle Racks Along Waterfront" be referred to the Select Committee on Parks and Recreation for recommendation on potential locations for bike racks, for Council's consideration; AND FURTHER THAT Chief Recalma's gift of knowledge and insight be requested for recommendation on potential locations for installation of bike racks; AND FURTHER THAT a budget provision of \$15k, funded from the Asset Investment Reserve, be included in the 2025 -2029 Financial Plan in fiscal 2026 for purchase of bicycle racks to be installed along the waterfront.	Yes
R24-335	Dec. 11	THAT the Harlech Road Parking Design (\$8,000) be budgeted in 2025, to be funded from deferred revenue for off street parking.	Yes
R24-336	Dec. 11	THAT <i>25-CAP-PI-03 Construct Elevated Concrete Walkway at Saahlam Park</i> not be advanced and the associated scoping sheet closed.	Yes
R24-337	Dec. 11	THAT the 2025-2029 Financial Plan include a \$40k budget provision in fiscal 2025 for the installation of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street, to be completed through a design-build contract with a maximum upset price of \$40,000, excluding GST.	
R24-338	Dec. 11	THAT a capital expenditure budget provision of \$40k be transferred from the Bay Street Slope Stabilization Project to the Seacrest Road Replacement Engineering and Design Project within the Approved 2024-2028 Financial Plan.	Yes
R24-339	Dec. 11	THAT the timeline and budget for the Initiative titled Ravensbourne Affordable Housing Phases 1 & 2 be shifted from 2025 to 2027 in the 2025-2029 Financial Plan, after consideration of land use designations during the 2025 Official Community Plan review.	Yes
R24-340	Dec. 11	THAT Scoping Sheet 25-CAP-HW-04 be amended to increase the budget for the pedestrian crossing at Village Way/Veteran's Way and Memorial Avenue from \$85k in fiscal 2026 to \$94,500 in fiscal 2026, in order to install a decorative crosswalk to commemorate veterans; AND FURTHER THAT, Council amend the November 1, 2024 Committee of the Whole recommendation for Scoping Sheet 25-CAP-HW-04 to read THAT the installation of Rectangular Rapid Flashing Beacons at Harlech Road and Memorial Avenue and the implementation of a pedestrian crossing at Village Way/Veterans Way and Memorial Avenue be prioritized projects within the fiscal 2026 Community Transportation Projects budget provision in 2025-2029 and 2026-2030 Financial Plans at an estimated cost of \$124,500.	Yes
R24-341	Dec. 11	THAT Council directs staff to send a letter to the Legion requesting input on the appropriate location and design of the crosswalk to commemorate veterans.	Yes

Resolution Number	Meeting Date	Description	Fully Complete?
R24-342	Dec. 11	THAT Strategic Initiative Scoping Sheets 25-PI-02: Paid Permitted Parking Plan for Uptown Businesses and 24-GG-13: Develop a “Cash-in-lieu of Parking” Bylaw be closed by Council resolution; AND FURTHER THAT Scoping Sheet 24-PI-02 be renamed “Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses”; AND FURTHER THAT a total budget provision of \$42,000 be included in fiscal 2026 of the 2025-2029 Financial Plan for the Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses; AND FURTHER THAT \$12,000 be funded from Capacity Funding and \$30,000 be funded from the Strategic Initiatives Reserve for the Strategic Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.	Yes
R24-343	Dec. 11	WHEREAS in accordance with Section 141 and 142 of the <i>Community Charter</i> , Council may establish Committees for specific purposes, which require Town staff support and financial resources; AND WHEREAS the intent of the request for the establishment of an Arts & Culture Committee was not to require any staff support, or dedication of financial resources from the 2025-2029 Financial Plan; AND WHEREAS the formation of a Society does not require Council endorsement, Town staff support or financial resources, and does not fulfill a role as a select or standing committee of Council; THEREFORE BE IT RESOLVED, THAT that the request for establishment of an Arts & Culture Committee not be advanced to the 2025-2029 Financial Plan AND FURTHER, THAT the Scoping Sheet titled 25-HW-09: Establishment of an Arts & Culture Committee be closed by Council resolution for record keeping purposes.	Yes
R24-344	Dec. 11	THAT Staff be directed to bring forward a report in Q1 2025 addressing projects accomplished to date that fit within the scope of the Urban Forest Master Plan.	
R24-345	Dec. 11	THAT Scoping Sheet titled 25-HS-01: Multi-Topic OCP Review (Option 1 of 2) be closed by Council resolution for record keeping purposes.	Yes
R24-346	Dec. 11	THAT Scoping Sheet titled 25-HW-01: Community Pianos Project be closed by Council resolution for record keeping purposes.	Yes
R24-347	Dec. 11	THAT the Scoping Sheet titled 25-HW-04: Traffic Bylaw Review be closed by Council resolution for record keeping purposes. <i>Note: This is supplementary to the recommendation made by the CoTW that refers the matter to the Community Transportation Plan Review in September 2025. See October 21, 2024.</i>	Yes
R24-348	Dec. 11	THAT the Scoping Sheet titled 25-HW-04: Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment be closed by Council resolution for record keeping purposes.	Yes
R24-349	Dec. 11	THAT the Scoping Sheet titled 24-GG-05: Employer of Choice be closed by Council resolution for record keeping purposes. <i>Note: This is supplementary to the recommendation made by the CoTW that sees the Initiative operationalized within the HR Department.</i>	Yes
R24-350	Dec. 11	THAT the Scoping Sheet 25-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs be closed for record keeping purposes. <i>Note: This will be considered as part of the Airport Bylaw Review and Airport Masterplan/Business Plan.</i>	Yes
R24-351	Dec. 11	THAT the Scoping Sheet 25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown be closed for record keeping purposes.	Yes
R24-352	Dec. 11	WHEREAS the Federation of Canadian Municipalities has awarded a \$148K grant for the Building Facilities Green House Gas Audit – Community Hall, Civic Centre and Town Hall; BE IT RESOLVED, THAT the expenditure budget for Strategic Initiative 24-CA-04: Building Facilities Green House Gas Audit – Community Hall, Civic Centre and Town Hall be reduced from 245K to 195k to reflect awarded grant funding.	Yes
R24-353	Dec. 11	THAT Council endorses sending the draft letter dated December 2024, in the December 11, 2024 Council meeting agenda, to the Minister of Health seeking support from the Ministry of Health regarding immigrant physicians and physician shortage in the Town of Qualicum Beach.	Yes

2024 Summary of Council Resolutions Key: **Yellow | In Progress** **Green | Reprioritized** **Blue | Rescind** **Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-354	Dec. 11	THAT Council endorses sending the draft letter dated December 2024, in the December 11, 2024 Council meeting agenda, to Geoff Ball, Executive Director Milner Gardens & Woodland, Vancouver Island University extending congratulations on achieving Communities in Bloom five-bloom rating at the 2024 National Symposium and Awards Ceremonies.	Yes
R24-355	Dec. 11	THAT the bylaw entitled "Town of Qualicum Beach Building Bylaw No. 903, 2024" be read a second and third time.	Yes
R24-356	Dec. 11	THAT the bylaw entitled Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024" be read a second and third time.	Yes
R24-357	Dec. 11	THAT the bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024" be read a second and third time.	Yes
R24-358	Dec. 11	WHEREAS the Town of Qualicum Beach is committed to maintaining an efficient, transparent and accountable governance structure supported by effective public engagement; AND WHEREAS structured and recorded meetings offer greater opportunities for systematic oversight, collaborative public engagement and dissemination of factual information; AND WHEREAS Committee of the Whole meetings create the opportunity to streamline operations, enhance governance and provide a forum for Committee members [Council] to consider multiple community concerns and consolidate issues in a single, organized setting supported by staff; THEREFORE BE IT RESOLVED, THAT commencing in February 2025 and every quarter thereafter, the Town of Qualicum Beach will replace Public Open Houses with quarterly Committee of the Whole [CoTW] meetings [Town Hall style] on a trial basis for 2025 for the purpose of fostering open communication between the public and Committee members to ensure effective information dissemination and to manage staff time and Town resources efficiently; AND FURTHER THAT Council directs staff to amend the 2025 Council Meeting Schedule by striking Public Open Houses throughout the 2025 calendar year with the exception of the month of January; AND FURTHER THAT the 2025 Council Meeting Schedule be further amended by inserting the words 'Town Hall' after 'CoTW' February 26, May 21, and July 23 and scheduling a CoTW Town Hall on October 6, 2025.	Yes
R24-359	Dec. 11	THAT Council approves an Earth Day tree planting with KSS and Ballenas students on April 22, 2025 on municipal land adjacent to Grandon Creek with Parks Department staff onsite from 9:00am – 12 noon.	Yes
R24-360	Dec. 11	THAT the request for a plastics recycling bin to be located next to the cardboard recycling bin off Berwick Road South for accessible plastics recycling to benefit the community and to respect the environment be advanced to fall 2025 Strategic Planning sessions for discussion for 2026.	Yes
R24-361	Dec. 11	THAT Council adopts Policy No. 5001-5 "Occupational Health and Safety".	Yes
R24-362	Dec. 11	THAT the Wednesday, January 29, 2025 Committee of the Whole meeting at 10:00 am be rescheduled to Wednesday, January 8, 2025 at 10:00 am.	Yes
R24-363	Dec. 11	THAT Council postpones discussion on recommendations 1,2, 4 and 5 as outlined in the staff report titled 'Bench Review - Dedication of Amenities Policy 4002-11 & Level of Service 1002 - Benches and Picnic Tables to a future Committee of the Whole Meeting.	Yes
R24-364	Dec. 11	THAT Council refers to the Operations Department the request by Berwick Qualicum Beach to sponsor the installation of a pad with a new bench near the Hydro boxes across from 579 Memorial Avenue, for staff to provide a recommendation to Council.	Yes
R24-365	Dec. 11	THAT staff be directed to prepare the 2025-2029 Financial Plan Bylaw, incorporating a targeted maximum increase of 6.6% in additional taxation revenue compared to the prior year.	Yes
R24-366	Dec. 11	THAT Council approves borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Spring Borrowing Session, \$540,000, as authorized through the "Town of Qualicum Beach "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022"; AND FURTHER THAT the Regional District of Nanaimo (RDN) be requested to consent to the Town of Qualicum Beach borrowing over a 30-year period and include the borrowing in the RDN Security Issuing Bylaw.	Yes

2024 Summary of Council Resolutions **Key: Yellow | In Progress Green | Reprioritized Blue | Rescind Red | Recommend for Withdrawal**

Resolution Number	Meeting Date	Description	Fully Complete?
R24-329	Dec. 11	THAT Council directs staff to issue a Request for Proposals for the project entitled "Town of Qualicum Beach Operations Workplace Modernization - Needs Assessment", as detailed in the December 11, 2024, Planning memo to Council	Yes
R24-330	Dec. 11	THAT Council defers consideration of Policy 3008-14 "Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" until after, or in conjunction with, a review of Tree Protection Bylaw No. 725, 2023.	Yes
R24-331	Dec. 11	THAT Council postpones decision on the Initiative titled "Requests for Increased Service from the Parks Department" to a future Council meeting: <i>"THAT the Initiative titled requests for Increased Service from the Parks Department be implemented with the addition of 0.8 FTE in the Parks Department beginning in fiscal 2025, to facilitate provision of additional service requests; AND FURTHER THAT a budget provision of \$100k be included annually starting in fiscal w2025 in the 2025-2029 Financial Plan to incorporate the additional parks services into the regular work plan as detailed on page 11 of the report titled "Town of Qualicum Beach Service Level Review 2024 - Parks Department, dated November 20, 2024."</i>	Yes
S24-332	Dec. 18	THAT the bylaw entitled Town of Qualicum Beach Building Bylaw No.903, 2024" be adopted.	Yes
S24-333	Dec. 18	THAT the bylaw entitled Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024" be adopted.	Yes
S24-334	Dec. 18	THAT the bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024" be adopted.	Yes
S24-335	Dec. 18	THAT Council approves the special event requests, as described in the December 18, 2024, memo to Council, for the Coldest Night of the Year event on February 25, 2025, and for the Oceanside Mother's Day Race event on May 11, 2025.	Yes

Schedule 'B' | Motions to Rescind (captured in 'Blue')

Res. No.	Resolution	Staff Comment
R23-082	<p>March 22, 2023, regular Council meeting</p> <p>THAT a "right tree right place" concept be referred to the upcoming Development Permit regulation review under the next Official Community Plan review.</p>	<p>Development Permits are not scheduled for review in the 2025 Housing Focused OCP Review.</p>
R23-136	<p>April 12, 2023, regular Council meeting</p> <p>THAT Council refers consideration of all encroaching fences adjacent to the Town-owned Waterwise Garden to a meeting after the Town has undertaken a comprehensive review of encroachment issues, including the associated financial, social and environmental issues.</p>	<p>The fence issue that resulted in this resolution has been resolved with no action required by the Town.</p>
R23-343	<p>October 11, 2023, regular Council meeting</p> <p>THAT staff present a report on how to align the Town's development policies in order to become eligible for funding under the \$1.3 billion Housing Accelerator Fund from the federal government, subject to further clarification.</p>	<p>Council to consider next steps following the OCP Review.</p>

Schedule ‘B’ | Motions to Rescind (captured in ‘Blue’) Cont’d

Res. No.	Resolution	Staff Comment
R24-011	<i>January 17, 2024, regular Council meeting</i> THAT representatives from the Regional District of Nanaimo be invited to attend a future meeting of Council to present information on the Parksville Pool Feasibility Study.	<i>Rescind</i> City of Parksville Council direction to not move forward with pool feasibility study at this time.
R24-012	<i>January 17, 2024, regular Council meeting</i> THAT the letter dated January 8, 2023, from the Kwalikum Secondary School Parent Advisory Council be referred to staff to obtain details and costs for the basketball court replacement project and report back to Council.	<i>Rescind</i> Staff met with School District 69 staff and have no further information to share. Plans for basketball court replacement are not in the Districts immediate plans.
R24-046	<i>February 7, 2024, regular Council meeting</i> WHEREAS it has been determined that a number of fossil fuel companies knew as far back as the 1960s that their products would contribute to climate change and global warming; and WHEREAS fossil fuel producers continue to make a lot of money selling their products, yet taxpayers carry the entire burden of devastating climate costs; and WHEREAS asking companies to bear some of these costs is about acknowledging a shared responsibility for costs which are and will be incurred by local governments related to climate change, including adaptation and mitigation; THEREFORE, BE IT RESOLVED THAT the Town of Qualicum Beach commits to working with other BC local governments to bring a proposed class action suit against selected fossil fuel companies, and to commit up to \$1 per resident for that purpose, contingent upon: (a) Council obtaining a copy of the legal opinion on such a lawsuit prepared by the law firm of Arvay Finlay to satisfy itself that there is a solid legal basis for the claim; and (b) other BC municipalities joining and pledging a combined minimum of \$500,000.	<i>Rescind</i>

<p>R24-047</p>	<p>February 7, 2024, regular Council meeting THAT Council consider participating in the proposed class action lawsuit against selected fossil fuel companies after Council receipt and review of the legal opinion prepared by the law firm Arvay Finlay.</p>	<p><i>Rescind</i></p>
<p>R24-049</p>	<p>THAT the motion on the floor directing a letter be sent to the Vancouver Island Health Authority (VIHA), the Ministry of Health, and the Premier regarding land given by the Town to VIHA, be referred to the next regular Council meeting after Councillor Harrison provides a draft of the letter for Council’s consideration.</p>	<p><i>Rescind</i></p>
<p>R24-095</p>	<p><i>March 13, 2024, regular Council meeting</i> THAT Council instructs staff to request the Regional District of Nanaimo to provide a detailed analysis of increased costs for construction, and final selling price, should the Town pursue the Zero-Carbon Performance Level (EL-4) of the “Zero Carbon Step Code” and other Step Code related improvements until after the June 30, 2024, deadline for the provincial housing legislation; AND FURTHER THAT Mayor Westbroek, acting as a Director of the Regional District of Nanaimo (RDN) Board, will deliver an oral briefing to the RDN Board, incorporating any written documents submitted by Councillor Harrison on the topic of Zero Carbon Step Code.</p>	<p><i>Rescind</i> Following presentation by M. Bernhardt of Bernhardt Consulting at CoTW October 16, 2024, and the adoption of the “Town of Qualicum Beach Building Bylaw No. 903, 2024” this resolution is no longer relevant.</p>

Schedule ‘C’ | 2023 Resolutions In Progress

Res. No.	Resolution	Staff Comment
R23-019	<p><i>January 18, 2023, regular Council meeting</i></p> <p>THAT Council directs the Corporate Administrator to register a notice in the Land Title Office, under Section 57 of the Community Charter, stating that a resolution relating to 345 Burnham Rd – LOT 1, DL 63, LD 35, PLAN EPP61122, PID 029-902-762, has been made;</p> <p>AND FURTHER THAT the matter be referred to a solicitor for further action to correct and/or remove all non-compliant uses and alterations to the structure.</p>	<p>Registration on title confirmed. Referred to solicitor. Staff to continue to engage w/solicitor to reach compliance.</p>

*NOTE: Schedule C excludes any resolutions currently ‘in progress’ or ‘reprioritized’ from the **2024 calendar year**, given this staff report includes the comprehensive 2024 Council Resolution Tracking Tool for Council’s review and reference [Schedule ‘A’]. Further, for additional clarity when reviewing the 2024 Council Resolution Tracking Tool items that are ‘in progress’ are captured in yellow; items that are reprioritized ‘are captured in green; items captured in blue are recommended to be ‘rescinded’; and items in red are Motions that are on the floor awaiting Council action.*

Schedule ‘D’ | 2024 Resolutions In Progress (capture in ‘red’)

Res. No.	Resolution	Staff Comment
R24-227	<p><i>September 11, 2024, regular Council meeting</i></p> <p>THAT the motion on the floor be postponed to a future meeting of Council once Council has had the opportunity to speak with non-market housing providers to learn more about what specific challenges they experience when building non-market housing.</p> <p>MOTION on the floor THAT Council lobby BC Housing to provide financial support to non-profit organizations who wish to provide their land for development of non-market housing [e.g., Kiwanis and other similar groups].</p>	<p>Recommend withdrawing the motion on the floor, or that Council vote on the matter.</p>



TOWN OF QUALICUM BEACH

STAFF REPORT

File: 0360-20-BEACH DAY

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: January 29, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Select Committee on Beach Day Celebration Terms of Reference Meeting Date Amendment**

RECOMMENDATION:

THAT Council authorizes staff to amend the Terms of Reference for the Select Committee on Beach Day Celebration to change regular meeting dates to the fourth Monday of each month.

PURPOSE

For Council to consider amending the Select Committee on Beach Day Celebration Terms of Reference (Attachment 1).

BACKGROUND

As per the current Terms of Reference for the Select Committee on Beach Day Celebration, regular meeting dates are scheduled for the third Monday of each month except for September, October, and November, where no meetings are scheduled. In 2025, several of these meeting dates fall on statutory holidays resulting in the meeting date being moved to the third Tuesday.

DISCUSSION

Committee members have indicated that they are unavailable to attend meetings on Tuesdays. As a result, members have requested a change of regular meeting dates from the third Monday of every month to the fourth Monday of every month.

Currently, the Terms of Reference outlines the following regular meeting provision:

- “(a) Regular meetings of the Committee will be held in the Committee Room of Town Hall on the third Monday of each month, except September, October, and November, commencing at 10:00 am, as required.”

The proposal is to amend the Terms of Reference to read:

- “(a) Regular meetings of the Committee will be held in the Committee Room of Town Hall on the fourth Monday of each month, except September, October, and November (where no meetings are scheduled) commencing at 10:00 am, as required.”

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 Terms of Reference and the Committee Meeting Schedule will be updated and posted on the website.

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

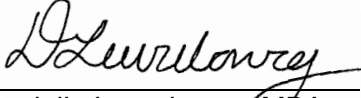
The Town has Terms of Reference for the Select Committee on Beach Day Celebration and members have requested an amendment to the regular meeting dates to meet on the fourth Monday, instead of the third Monday, of each month.

ALTERNATIVE OPTIONS

1. Council does not support the amendment to the Terms of Reference to the Select Committee on Beach Day Celebration and the meeting dates remain on the third Monday of each month.
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Danielle Leurebourg, Deputy Director of Corporate Services.



Danielle Leurebourg, MBA
*Deputy Director of
Corporate Services
Report Author*



Heather Svensen,
Director of Corporate
Services/Deputy CAO
Concurrence



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Terms of Reference

TOWN OF QUALICUM BEACH
TERMS OF REFERENCE
SELECT COMMITTEE ON BEACH DAY CELEBRATION
(Updated April 2023)

1. PURPOSE OF COMMITTEE

The “Town of Qualicum Beach Select Committee on Beach Day Celebration” shall provide input, advice and service to Council and staff in the creation, development and delivery of a community-wide one-day celebration for residents and visitors, known as Beach Day, held annually in July. The mandate of the Select Committee will be to:

- (a) Initiate, advise and deliver Beach Day, within the parameters approved by Council and/or staff;
- (b) Create awareness of, and promote, the Beach Day Celebration;
- (c) Facilitate the involvement of community groups, organizations and the business community;
- (d) Advocate and promote partnerships, including members undertaking fundraising for the Town-sponsored event;
- (e) Identify viable plans and activities to take place on Beach Day, for consideration by Council and/or staff.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE COMMITTEE

The Committee has no delegated authority from Council and is not empowered to manage any property, aspect or role of the Town’s responsibilities. While the Committee will plan and coordinate the activities of Beach Day, assigned Town staff will oversee the design and implementation of the event, the Council-approved event budget and the release of public information. The Select Committee is not meant to replace, limit, or fetter in any way public input into this special event.

3. COMPOSITION OF THE COMMITTEE

The Committee of ten shall be appointed by Council and composed of:

- Councillor appointed with the primary interest of Community Events as a non voting member;
- Eight (8) members of the public who will serve as a member at-large;
- One member selected from nominations received by the Town from SOURCES Community Resources Centre.

4. ADVISORY PERSONS TO THE COMMITTEE

The following persons may participate in meetings of the Committee in an advisory capacity, but shall not vote:

- (a) Chief Administrative Officer or designate;
- (b) Corporate Administrator or designate, as Secretary to the Committee and clerical assistance for recording minutes, preparing agendas and organizing resource material;
- (c) Persons representing other interested groups, agencies or businesses who may be invited by the Chair to attend meetings.

5. APPOINTMENT AND MEMBERSHIP

Chair

- (a) The Committee shall, at the first meeting held each year, elect from its Members, a Chair who shall preside at all meetings for the balance of the year.

Nominations

Member at large:

- (b) The public members at large will be invited to participate, and if unavailable, applications will be invited from the community, when there is a vacancy. From applications received, Council will appoint the public members at large and may, in any case, decline to appoint an applicant and invite new applications.

Community Group or Agency representatives:

- (c) Each group referred to in Section 3 may submit two nominations (one for member and one for alternate), and Council may, in any case, decline to appoint a nominee and request the community group or agency, as the case may be, to submit a further nomination.
- (d) Nominations from the organization listed in section 3 will be invited by the Town and forwarded to Council.

Term and Termination

- (e) Members of the Committee shall serve at the pleasure of Council and with a term ending in October in the year in which a general local election is held.
- (f) Council may terminate the appointment of any member of the Committee at any time.

Resignation and Absenteeism

- (g) A member may resign from the Committee on presentation of written notice at a regular meeting of the Committee. Any member, other than a member of Council, who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee.

Vacancies

- (h) Any vacancy on the Committee, other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh applications from the public, as the case may be.

Composition of Committee

- (i) At all times, Council shall ensure that at least one member of the Committee is a Council non-voting member, as required by the *Community Charter*.

Remuneration

- (j) All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Financial Administrator of the Town with the approval of the Chief Administrative Officer or designate.

6. MEETINGS

Regular Meeting

- (a) Regular meetings of the Committee will be held in the Committee Room of Town Hall on the third Monday of each month, except September, October, and November, commencing at 10:00 am, as required.

Special Meeting

- (b) The Chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice

- (c) Meeting notice shall be in accordance with the Procedure Bylaw.

Quorum

- (d) The quorum for a committee is a majority of all of its voting members.
- (e) If there is no quorum of the Committee present within 15 minutes of the scheduled time for a scheduled meeting, the Corporate Officer must:
- (i) record the names of the members present, and those absent; and
 - (ii) adjourn the meeting until the next scheduled meeting.



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Luke Sales, Director of Planning File: 0360.20.SCES
FOR: Regular Council Meeting
DATE: February 12, 2025
FROM: Danielle Leurebourg, Deputy Director of Corporate Services
SUBJECT: **Select Committee on Environment & Sustainability Terms of Reference
Definition of Youth Member**

RECOMMENDATION

- (1) THAT Council authorizes staff to amend the Terms of Reference for the Select Committee on Environment & Sustainability to strike:

In 5. APPOINTMENT AND MEMBERSHIP

Youth Member at large:

- (a) Applications will be invited from students at Kwalikum Secondary School, Ballenas Secondary School, and Vancouver Island University, when there is a vacancy. Council will appoint the youth member at large from the applications received, and may, in any case, decline to appoint an applicant and invite new members to apply.

Term and Termination:

- (c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms.

and insert:

“Youth Member at large:

- (a) Applications will be invited from individuals between the ages of fifteen (15) and twenty-nine (29) when there is a vacancy. Council will appoint the Youth Member at Large from the applications received, and may, in any case, decline to appoint an applicant and invite new members to apply.

Term and Termination:

- (c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms, with the exception of a Youth Member at Large who would become thirty (30) at the time of re-appointment. A Youth Member at Large who turns thirty (30) within the approximate two-year term, will be able to serve as a Member until the end of the term, and until an eligible replacement is appointed by Council following the term end, or unless terminated in accordance with Section 5(d).”

PURPOSE

For Council to consider amending the Select Committee on Environment & Sustainability Terms of Reference (Attachment #1).

BACKGROUND

The composition of the Select Committee on Environment & Sustainability has historically provided for a Youth Member at Large described as “a student at Kwalikum Secondary School, Ballenas Secondary School or Vancouver Island University”. A youth representative from a high school or university is often only able to serve a short term, and often has conflicting priorities due to school activities and commitments. Despite recruitment and advertising, the position is frequently vacant and currently remains vacant. There has been interest from individuals in the community who do not meet the current definition of “a student at Kwalikum Secondary School, Ballenas Secondary School or Vancouver Island University”.

DISCUSSION

The inclusion of an age limit of 29 is based on “Youth” as described by Statistics Canada in their data collection and reporting. Youth is a term used in the latest census’ data (2016 and 2021) to group individuals aged 15-29. Older census data includes individuals up to the age of 30. There is no universal definition of “Youth”. For statistical purposes, the UN defines “Youth” as “persons between the ages of 15 and 24 years.

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 Terms of Reference will be updated on the website.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

The Town has a Terms of Reference for the Select Committee on Environment & Sustainability that requires an amendment to expand the definition of “Youth Member at Large” to allow for broader recruitment.

ALTERNATIVE OPTIONS

1. THAT the Terms of Reference be amended to remove the Youth Member at Large and replace it with a sixth Member at Large from the general public.
2. THAT Council provides alternative direction to staff.

APPROVALS

Report respectfully submitted by



Danielle Leurebourg, MBA
Deputy Director of Corporate
Services
Report Author



Luke Sales,
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence



Heather Svensen,
Director of Corporate
Services/Deputy CAO
Concurrence

Attachments

1. Terms of Reference

Reference

- **Statistics Canada. A Portrait of Canadian Youth. (2019).**
<https://www150.statcan.gc.ca/n1/pub/11-631-x/11-631-x2019003-eng.pdf>
- **United Nations. Global Issues: Youth.** <https://www.un.org/en/global-issues/youth#:~:text=There%20is%20no%20universally%20agreed%20international>

TOWN OF QUALICUM BEACH

TERMS OF REFERENCE SELECT COMMITTEE ON ENVIRONMENT & SUSTAINABILITY (Updated April 2024)

1. PURPOSE OF COMMITTEE

The “Town of Qualicum Beach Select Committee on Environment and Sustainability” (SCES) shall advise and report back to Council on matters relevant to the physical environment, sustainability, and food security of the Town of Qualicum Beach. Matters for review and/or study will be referred to the SCE by Council, on a case by case basis, and these may include, but need not be limited to:

- a) Environmental policies, environmental protection measures and plans, studies, and initiatives related to the environment.
- b) Environmental concerns brought to Council by the groups and/or citizens.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE COMMITTEE

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

3. COMPOSITION OF THE COMMITTEE

The Committee shall be appointed by Council, with preference given to residents of the Town of Qualicum Beach, and composed of:

- One (1) non-voting member of Council appointed as liaison to environmental organizations and appointed as Chair;
- One (1) Youth member at large;
- Five (5) members at large from the public.

4. ADVISORY PERSONS TO THE COMMITTEE

The following persons may participate in meetings of the Committee in an advisory capacity but shall not vote:

- (a) Chief Administrative Officer
- (b) Director of Engineering, Airport & Utilities or designate
- (c) Corporate Administrator’s designate, as Secretary to the Committee and clerical assistance for recording minutes, preparing agendas and organizing resource material
- (d) Delegations being persons representing other interested groups, individuals, agencies or businesses who may be invited by the Chair to attend meetings.

5. APPOINTMENT AND MEMBERSHIP

Youth Member at large:

- (a) Applications will be invited from students at Kwalikum Secondary School, Ballenas Secondary School, and Vancouver Island University, when there is a vacancy. Council will appoint the youth member at large from the applications

received, and may, in any case, decline to appoint an applicant and invite new applications.

Member at large:

- (b) Applications will be invited from the general public when there is a vacancy. Council will appoint up to five Members at large from the applications received, and may, in any case, decline to appoint an applicant and invite new applications.

Term and Termination

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

Resignation and Absenteeism

- (e) A member may resign from the Committee on presentation of written notice at a regular meeting of the Committee. Any member other than a member of Council who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee.

Vacancies

- (f) Any vacancy on the Committee other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh nominations from the group or agency that nominated the member who has vacated the position.

Composition of Committee

- (g) At all times, Council shall ensure that at least one non-voting member of the Committee is a Council member, as required by the *Community Charter*.

Remuneration

- (h) All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Financial Administrator of the Town with the approval of the Chief Administrative Officer or designate.

6. MEETINGS

Regular Meeting

- (a) Meetings of the Committee will be held on the first Friday of January, May and September (as required) commencing at 2:00 pm, with additional meetings possibly scheduled to address larger projects or urgent items, with an expectation of no more than one meeting per month.

Special Meeting

- (b) The Chairperson or any two members may call a special meeting of the Committee.

Notice

- (c) Meeting notice shall be in accordance with the Procedure Bylaw.

Quorum

- (d) The quorum for the Committee is a majority of voting members.
- (e) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present at the expiration of such 15 minutes and the meeting shall stand adjourned until the next scheduled meeting.



TOWN OF QUALICUM BEACH

MEMORANDUM

File No: 3360-20-OCP 2025

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: February 12, 2025

FROM: Bailey Walsh, MCP, Planner

SUBJECT: **2025 OCP Review Project Plan**

RECOMMENDATION

THAT Council approves, in principle, the proposed 2025 OCP Review Project Plan outlining the process for reviewing Official Community Plan (OCP) Bylaw No. 800, 2018, by the December 31, 2025 deadline as required by the *Local Government Act*, recognizing that the Project Plan is a “living” document that may require adjustments to schedule and methodology as the engagement process proceeds.

PURPOSE

To provide a work plan for a review of the Official Community Plan (OCP) in accordance with the legislated deadline of December 31, 2025 that mandates all communities to review their OCPs to reflect the needs demonstrated in the most recent Interim Housing Needs Report dated November, 2024.

BACKGROUND

The Town of Qualicum Beach adopted its first OCP in 1978, and the forthcoming review will mark the 9th major revision. The 2025 OCP commemorates 81 years since Qualicum Beach's incorporation and over 65 years since the adoption of the foundational 1957 Land Use Plan.

In accordance with the legislated completion deadline of December 31, 2025 laid out in the *Local Government Act* following Bill 44 requirements adopted in November 2023, the Town is undertaking a focused OCP Review with an emphasis on policies directly and indirectly related to housing. Staff will also be reviewing opportunities to make the format and/or structure of the OCP more understandable, relatable, and easy to use. The attached 2025 OCP Review Project Plan will be used to guide the OCP review process and public engagement. The contents of the Plan were reviewed by the OCP Review Steering Committee on January 20, 2025 and no changes were recommended.

DISCUSSION

The 2025 OCP Review is focused specifically on policies which impact housing in the community, both directly and indirectly. This focus has been provided primarily due to the tight time constraints placed on the Town by legislation passed in late 2023, requiring that all communities in BC review their OCPs to align with the most recently completed Interim Housing Needs Report by the end of 2025. A thorough review of all OCP policies was not feasible within the time available, resulting in a narrowed scope of the OCP Review to include housing-related policies. The 2025 OCP Review Project Plan, Attachment 1, has been drafted to guide the OCP review process and public engagement. An overview of this process is provided below.

The goal of the final OCP Policy document itself is to produce a document that provides a long-term vision for the Town's land use, which is based on the following foundations:

- ✓ **Community Engagement:** Speaks to the wants and needs of community members.
- ✓ **Legislative Requirements:** Meets the legislative requirements of an OCP as per the *Local Government Act*.
- ✓ **Sound Planning Principles:** Includes those policies: which promote the good of the community and greater public; are as equitable as possible for all members of the community now and in the future; and are informed by best practices of land use regulation.
- ✓ **Best Practices for Structure & Presentation:** Includes policies that are largely consistent with one another with clarity provided for situations in which policies are necessarily vague or inconsistent, and follows a layout and format that is understandable, relatable, and easy to use.

The vision for the Town's long-term housing objectives will include five elements of housing policy, which will work together to provide an overall picture of how future housing can meet the needs of the community. These elements are:

1. The amount of new housing and density needed in the community;
2. The priority of different household types in need of housing supports in the community;
3. The preferred location for new housing and density in the community;
4. Preferences for what new housing and density in the community should look like; and
5. What the Town's role should be in facilitating housing development.

It is notable that policies related to each of the above-mentioned elements will be informed by various sources of information which may include community engagement, statistical and technical information, and best practices for community planning. While community input is vital in determining which housing policies are appropriate for Qualicum Beach, it is important to note that the amount of housing needed in the community is determined by a specific methodology required by the Province of BC, with the results having been published in the recent Interim Housing Needs Report dated November, 2024. This methodology is a legislated requirement for the OCP to use the 20-year housing requirement number to determine how much housing must be permitted. However, what this new housing and density should look like will be a major topic of community engagement.

The following table outlines the overall phases of work for the 2025 OCP Review:

Phase	Timeline	Tasks	Output
Phase 1	Q1 2025 January-March	<ul style="list-style-type: none"> Background Policy Review Completion of Quality of Life Survey 	<ol style="list-style-type: none"> Quality of Life Survey Results Summary Completed Community Engagement Materials
Phase 2	Q2 2025 March-May	<ul style="list-style-type: none"> Community Consultation & Engagement Facilitation 	<ol style="list-style-type: none"> Summary Report summarizing the results of community engagement – presented to Council early Summer 2025
Phase 3	Q3 2025 June-September	<ul style="list-style-type: none"> OCP Development & Policy Change Drafting 	<ol style="list-style-type: none"> Draft OCP ready for public & Council comments by early Fall 2025
Phase 4	Q4 2025 September-December	<ul style="list-style-type: none"> Draft OCP to receive comments from Council Draft OCP to receive public comments via Public Hearing Draft OCP to be finalized for adoption 	<ol style="list-style-type: none"> OCP to be given readings by Council Council to hold a Public Hearing Council to direct final changes to the OCP Council to adopt the OCP <i>before</i> Dec. 31, 2025 (legislated requirement)

For further details, please refer to Attachment: Draft 2025 OCP Review Project Plan.

Phase 1 of the 2025 OCP Review is well underway, and a verbal update will be provided for details on the progress of the Quality of Life Survey. The deadline for the Survey was originally set as February 16th, 2025, however, it has come to staff’s attention that it will be beneficial to extend the deadline of the Survey to March 17th, 2025 due to the following reasons:

- Delivery issues have meant that some addresses have not yet received their postcard Survey invitations
- Some residents have noted challenges in deciphering their unique codes from their postcard Survey invitations and require additional support from staff and/or the consultant.

Additional time to advertise the Survey and provide further assistance to residents experiencing survey access issues will ensure that residents have an equitable opportunity to participate.

FINANCIAL IMPLICATIONS

The 2025 OCP Review is fully funded in the Draft 2025-2029 Financial Plan:

- The OCP Review will be completed within the allocated budget of \$60,000 for the Strategic Initiative entitled “Housing-focused OCP Review”.
- The second part of the project (to be detailed in a future report to Council) will be completed within the allocated budget of \$50,000 for the Strategic Initiative entitled “Ways to Achieve ‘Affordable’ Market Housing”.

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.

INVOLVE:

- The public will be engaged throughout the OCP Review process to ensure their concerns and aspirations for new housing and density are understood and considered.

SUMMARY

The 2025 OCP Review Project Plan is a “living” document that is structured into four phases—beginning with background policy review and culminating in the OCP’s final adoption before the December 31, 2025 deadline. Each phase details specific tasks and deliverables, including community engagement activities, drafting policy changes, and obtaining Council and public input. By focusing on housing-related policies and a clear, user-friendly structure, the 2025 OCP Review Project Plan ensures the final OCP remains legislatively compliant while reflecting local priorities.

ALTERNATIVE OPTIONS

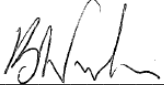
1. THAT Council provides the following changes regarding the draft 2025 OCP Review Project Plan: *[insert changes]*.

AND FURTHER THAT Council instructs staff to deliver an updated report assessing the implications of requesting amendments to the draft 2025 OCP Review Project Plan.


THIS SPACE LEFT INTENTIONALLY BLANK

APPROVALS


Report respectfully submitted by Bailey Walsh, Planner.



Bailey Walsh, MCP
Planner
Report Author



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence



Raj Hayre
Director of Finance
Concurrence

REFERENCES

Attachment 1: Draft 2025 OCP Review Project Plan

Attachment 1 to Staff
Report Dated Feb. 12, 2025

2 0 2 5
OCP
REVIEW

DRAFT
Project
Plan

TOWN OF QUALICUM BEACH

Contents

Executive Summary	3
1. 2025 OCP Review Overview.....	4
1.1 Introduction.....	4
1.2 Foundational Principles	5
Principles of Engagement	5
Principles of OCP Development.....	6
Foundations of the Final 2025 OCP Document.....	7
Housing Focus.....	8
1.3 What the Town Needs to Know	8
2025 Housing Compass.....	9
1.4 OCP Review Schedule	10
2. Ways to Achieve Affordable Market Housing Business Plan	12
Summary	13

Appendices

Appendix I	DRAFT Phase 1 Plan: Quality of Life Survey
Appendix II	DRAFT Phase 2 Plan: Community Engagement
Appendix III	DRAFT Phase 3 Plan: Policy Development
Appendix IV	DRAFT Phase 4 Plan: Council Approval Process



Executive Summary

The Town of Qualicum Beach is currently undertaking an **Official Community Plan (OCP) Review**, which will result in the updating of policies that guide land use in the community. The scope of this project is narrower than in previous OCP updates, as **2023 Provincial legislation** mandates an expedited deadline of December 31, 2025 for all changes. Due to this timeline, the scope of this OCP review will be solely focused on policies that directly or indirectly affect **housing** in the community and must occur within a compressed timeline.

The Review will be completed in four main phases of work, resulting in the approval of the updated OCP.

**subject to change*

Phase 1
Quality of Life Survey
JANUARY - MARCH

Phase 2
Community Engagement
MARCH - MAY

Phase 3
Policy Drafting
JUNE - SEPTEMBER

Phase 4
Council Approval Process
SEPTEMBER - DECEMBER

Development of the Official Community Plan will follow three core principles to ensure the final Document serves the community over the short and long-term:

- 1 Equitable Engagement Practices
- 2 The Wants and Needs of Residents are Considered
- 3 Planning Best Practices are Followed

At the end of this process, the final OCP Document will be created in alignment with:

- ✓ Community Engagement
- ✓ Legislative Requirements
- ✓ Sound Planning Principles
- ✓ Best Practices for Structure & Presentation

Based on the housing-focused lens of the OCP review, **five elements of housing** will form the basis of community engagement and policy changes:

- **How much** new housing and density the community needs
- **Which households** are in need of housing support
- **Where** new housing and density should be located
- **What** new housing and density should look like and what priorities are
- **How** the Town should be facilitating new housing and density

1. 2025 OCP Review Overview

1.1 Introduction

The Official Community Plan is a collective vision for the future of the Town, built on many years of dedication from residents, elected representatives, and staff. As a “living” document it needs to be flexible to meet the changing needs of a community over time while holding to long-standing community goals and priorities. The OCP has always been very strong on environmental protection and quality of life.

The Town of Qualicum Beach adopted its first OCP in 1978, and the forthcoming review will mark the 9th major revision. The 2025 OCP commemorates 81 years since Qualicum Beach's incorporation and over 65 years since the adoption of the foundational 1957 Land Use Plan.

The 2025 OCP Review is focused specifically on policies which impact housing in the community, both directly and indirectly. This focus has been provided primarily due to the tight time constraints placed on the Town by legislation passed in late 2023, requiring that all communities in BC update their Official Community Plans to align with the most recently completed Housing Needs Report by the end of 2025. As such, a thorough review of all OCP policies in a meaningful way was not feasible, resulting in a refined scope of the OCP Review to include housing-related policies.

This document serves as the overall project plan for the 2025 OCP Review, with a more detailed plan provided for each of the four plan phases. Further, the Town is also undertaking a business plan to articulate the ways in which affordable housing can be facilitated in the community, the basis of which is outlined in section 2 of this report.

1.2 Foundational Principles

It is important that the OCP Review follow clear foundational principles from the outset to ensure that both the final Document, and the process required to complete the Document, follow sound principles of planning and speak to the needs of community. These foundations are broken into three components: Principles of Engagement, Principles of OCP Development, and Principles of the OCP (final Document).

Principles of Engagement

The International Association of Public Participation (IAP2) has developed a public participation spectrum to assist with selecting the level of participation that defines the public’s role and the consulting organization’s commitment to the public. The engagement activities of the 2025 OCP Review will invite the public to participate at the consult, involve and collaborate levels, as described in more detail in Phase 2 Plan.

As detailed further in the Draft *Phase 2 Plan*, the following four goals will direct the community engagement components of the OCP Review:

IAP2 Spectrum of Public Participation



IAP2’s Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public’s role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Figure 1: IAP2 Spectrum of Public Participation

Accessible & Inclusive Engagement

During each engagement stage, the Town will strive to understand the diverse needs of the community and use a range of engagement techniques and approaches to make it easier for citizens to fully participate.

Transparent Engagement

The engagement process will be clear as to why the Town will be seeking input, the extent to which the community can influence a process, how input will be used to inform decision-making, and report back on the feedback collected.

Understanding the Community

The Town will strive to understand the community members and interest-holders. Engagement will be well planned and use targeted approaches to ensure that those most impacted are involved and 'at the table'.

An Informed Community

The engagement process will ensure that information and education is a key component of every engagement stage. The more informed the community is, the better the conversation and input.

Note – Given the Provincially mandated deadline, the engagement process cannot be as robust as those of previous OCP reviews

Principles of OCP Development

An *Official Community Plan* provides a long-term vision for the community, setting out a concert of policies and objectives directed at achieving collective community goals. The OCP must include policies on many different areas of land use, with the 2023 legislation creating additional requirements for OCPs that must be incorporated by Dec. 31, 2025, a majority of which are specifically related to housing.

It is required that OCP development include consultation with persons, organizations, and authorities that will be affected by the Plan, and so early and ongoing engagement with the wider community is vital, with additional engagement involving interest groups who may be more significantly impacted by the Plan's final policies. It is well understood that the community holds a host of deep knowledge about local issues, and that community engagement provides a necessary foundation of information on which to base new and amended policies.

Following from the above requirements, three draft principles have been developed to guide the OCP Review process and ensure that the development of new policies meets the intent of the OCP to serve the community over the long term:

1 Equitable Engagement Practices

The engagement goals and objectives outlined in the preceding section demonstrate the intent to provide meaningful, equitable participation from the public in the development of the new OCP. There will be opportunities for citizens to participate in the process in a way that is accessible, inclusive, and transparent, despite the necessary compressed timeline.

2 The Wants and Needs of All Residents are Considered

It is vital that the wants and needs of community members are considered, both in the short and long term. This means that future residents must be considered when determining OCP policies, to ensure that current residents are provided an opportunity to thrive while also providing continued opportunities for generations to come.

3 Planning Best Practices are Followed

The policies and objectives laid out in the OCP have implications for how development and redevelopment proceed in the community. As such, it is important that best planning practices are followed to ensure that the practical implications of those policies work towards the OCP objectives, as determined by the OCP Review, with the understanding that the community will grow and change over time.

Foundations of the Final 2025 OCP Document

The goal of the final OCP Review is to create an updated Policy Document that provides a long-term vision for the Town's land use, which will be in alignment with:

- ✓ **Community Engagement**
Speaks to the wants and needs of community members
- ✓ **Legislative Requirements**
Meets the legislative requirements of an *Official Community Plan* as per the *Local Government Act*
- ✓ **Sound Planning Principles**
Includes only those policies which promote the good of the community and greater public

Includes only those policies which have implications that are as equitable as possible for all members of the community now and in the future

Includes policies informed by best practices for land use regulation, with policies tailored to the unique needs of the community based on the results of community engagement and the most recent Housing Needs Report dated November, 2024
- ✓ **Best Practices for Structure & Presentation**
Includes policies that are largely consistent with one another, with clarity provided for situations in which policies are necessarily vague or inconsistent

Provides a layout and format that is understandable, relatable, and easy to use

ALIGNMENT WITH OTHER PLANS

As the OCP is the highest-level planning document within the Town's planning document hierarchy, any other plans, strategies, and initiatives produced by the Town must align with the OCP. Plans that are currently scheduled to be developed or updated in the near future include:

- The Town's Zoning Bylaw
- Ways to Achieve Affordable Market Housing Business Plan
 - *The process for this Business Plan will extend into 2026 as this does not have a legislated deadline*

Zoning Bylaw

Following the adoption of the OCP, the Town's Zoning Bylaw will be updated to ensure alignment with new goals, objectives, and policies laid out in the OCP.

Ways to Achieve Affordable Market Housing Business Plan

The Town is currently exploring ways to improve the affordability of housing in Qualicum Beach, and is developing a business plan to outline potential housing initiatives the Town could undertake. This work will run concurrently with the OCP Review process, and may work to supplement housing policies laid out in the OCP. The timeline and structure of this defined in Section 2 of this document.

Housing Focus

As the focus of the 2025 OCP Review is **housing**, the vision for the Town's long-term housing stock must be considered. Once the community's goals are better understood, existing policies can be amended to better achieve that future vision.

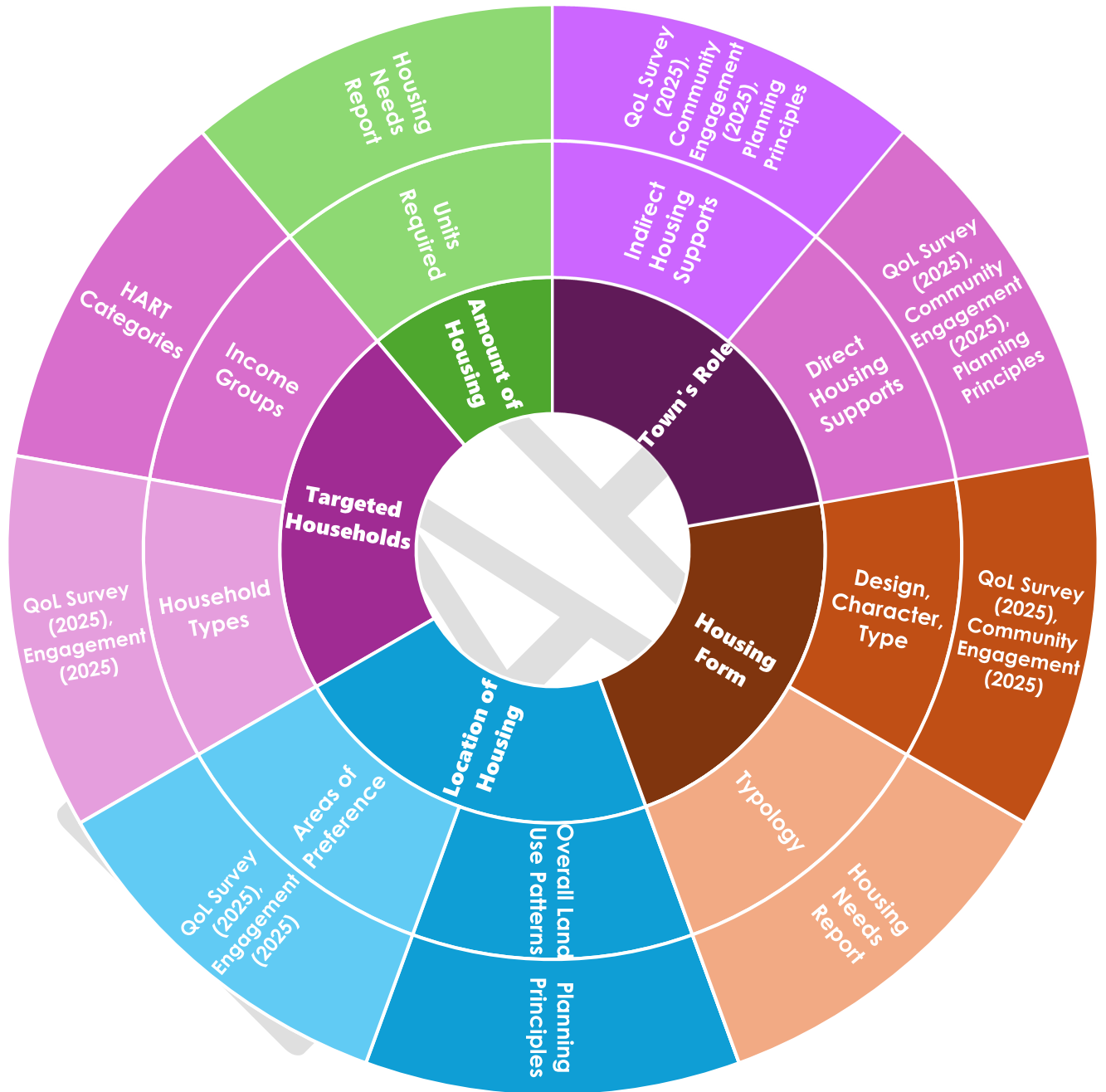
Attention is to be paid to both the direct implications of all OCP policies on housing in the community (such as how much new housing and density is allowed through existing land use designations) as well as the indirect implications of other policies (such as increased design standards leading to increased construction and end-user costs).

1.3 What the Town Needs to Know

OCP policies can impact housing from many different angles, some direct and some indirect. As the OCP Review is based on a housing-focused lens, it is important to ensure that the input provided by the community gives clarity on the priorities of the citizens of Qualicum Beach.

The vision for the Town's housing over the long-term will include five elements of housing, which will work together to provide an overall picture of how new housing and density can meet the needs of the community. These elements are presented in the following "Housing Compass".

2025 Housing Compass



The centre of the compass denotes the **five core elements** of housing to direct housing policy updates in the OCP Review. The second tier shows a breakdown of these elements into smaller categories, with the **information sources** needed shown in the outer ring of the compass.

These core housing elements have been used to determine **key topics for community engagement** to inform the OCP Review.

Key Housing Topics

Key Questions

Households Requiring Housing Support	<i>Which households are in need of housing support? This could include households such as seniors, young families, persons with disabilities, and many others.</i>
Location of Housing & Land Use Patterns	<i>Where should new housing and density be located in the community, and what community features should be nearby to support this housing?</i>
Form of Housing & Affordability Tradeoffs	<i>What type of new housing and density are needed in the Town, and what should they look like? What features take priority over others when considering the cost implications of design features?</i>
The Town’s Role in Improving Housing	<i>How involved should the Town be in facilitating a healthy housing ecosystem, given that all efforts necessarily require funding by the taxpayer?</i>

Each of these elements of housing will be examined individually, with various sources of information informing any final changes to housing policy in the OCP. Sources of information include best practices for community planning, statistical and market information about the community from sources such as the Housing Needs Report dated November, 2024, and from the community including Council and local interest groups among many others.

1.4 OCP Review Schedule

The schedule for the OCP Review is as follows:

Phase	Timeline	Tasks	Output
Phase 1	Q1 2025 January-March	<ul style="list-style-type: none"> Background Policy Review Completion of Quality of Life Survey 	<ol style="list-style-type: none"> Quality of Life Survey Results Summary Completed Community Engagement Materials
Phase 2	Q2 2025 March-May	<ul style="list-style-type: none"> Community Consultation & Engagement Facilitation 	<ol style="list-style-type: none"> Summary Report presenting the results of community engagement – Presented to Council early Summer 2025
Phase 3	Q3 2025 June-September	<ul style="list-style-type: none"> OCP Development & Policy Change Drafting 	<ol style="list-style-type: none"> Draft OCP ready for public & Council comments by Q4
Phase 4	Q4 2025 September-December	<ul style="list-style-type: none"> Draft OCP to receive comments from Council Draft OCP to receive public comments via Public Hearing Draft OCP to be finalized for adoption 	<ol style="list-style-type: none"> OCP to be given readings by Council Council to hold a Public Hearing Council to direct final changes to the OCP Council to adopt the OCP <i>before</i> Dec. 31, 2025 (legislated deadline)

PHASE 1: QUALITY OF LIFE SURVEY

The Quality of Life Survey is being conducted by Deloitte LLP, a consultant selected as per the Town's Request For Proposals process. Survey invitations are being delivered to residents of the Town from January 13th, with the Survey closing on March 17th. Results will be analyzed by the consultant and presented to Council following the completion of a summary report.

PHASE 2: COMMUNITY ENGAGEMENT

Phase 2 (Community Engagement) is further outlined in the OCP Phase 2 Plan, with events designed to engage with various interest-holders regarding the key housing topics previously outlined.

Engagement will begin with an introductory Open House at the Civic Centre, outlining the overall project and ways in which community members can participate. This overview will provide some context for the overall project.

Following the opening event, each topic will have a Guided Discussion open to citizens, followed by smaller meetings with specific interest-groups. A summary of the engagement results on each housing topic will be published online following the topic's community engagement. These summaries will outline what was heard in the topic discussions, noting how this information will be used to inform the OCP.

The final engagement event for Phase 2 will be a large-format Open House where the summary of engagement is presented to the community.

PHASE 3: POLICY DRAFTING

Phase 3 will include the drafting of policy updates to the Official Community Plan, based on provincial legislation, the results of community engagement, and planning best practices. The intention is to implement the ideas put forward by the community in a way that speaks to the community's short and long-term needs. This will include a comprehensive review of policies that directly and indirectly impact housing in Qualicum Beach.

PHASE 4: COUNCIL REVIEW AND APPROVAL

Following the drafting of the updated OCP, Council will follow the legislated process of amending the Bylaw, including a Public Hearing to receive public comment. The legislated deadline for adoption is December 31, 2025.

2. Ways to Achieve Affordable Market Housing Business Plan

The Town is currently exploring ways to improve the affordability of housing in Qualicum Beach, which involves developing a business plan to detail potential housing initiatives the Town could undertake.

This project endeavors to provide options and actionable steps for how the Town can improve financial accessibility to housing for current and future residents of Qualicum Beach and enhance community development without reliance on ongoing public funding. This is defined in three parts:

- Part 1** Defining options for initiatives that would deliver financially self-sustaining housing at an end user-cost that is affordable to future and current residents in Qualicum Beach
- Part 2** Outlining the governance structures, setup costs, capital development costs and operations costs associated with housing initiative options in Qualicum Beach
- Part 3** Outlining the main benefits and drawbacks of the defined housing initiative options

The preliminary workplan for the Ways to Achieve Affordable Market Housing Business Plan is shown below:

	Overview	Objective
Phase 1 Q2 2025	Detailed Workplan	To develop a detailed workplan which outlines: <ul style="list-style-type: none"> • A detailed timeline of project components, with coordination of OCP Review engagement and policy work, with opportunities for consultant assistance • Goals and objectives of the business plan, non-negotiable features of the business plan, and direction on when to abandon research options
	Council Check-in	
Phase 2 Q3 2025	A. Best Practices Report	To develop a report outlining best practices for providing affordable housing, including: <ul style="list-style-type: none"> • successful examples delivered in other communities • innovative ideas for creating affordable housing
	B. Housing Needs Report Review	To develop a report outlining the highlights of the housing needs report completed by the RDN, with notes on implications for the OCP
	C. Opportunities Report	To develop a report outlining: <ul style="list-style-type: none"> • the unique housing circumstances in Qualicum Beach • desired housing types and pressure-points in development • where opportunities to adjust the process from various standpoints could create opportunities

	Council Check-in	
Phase 3 Q4 2025	Feasibility Analysis	To develop a report outlining how each option meets: <ul style="list-style-type: none"> the required features of options as per the delivery plan comparison of financial feasibility/costs of each option (per unit and per project)
	Community Engagement	The community will be engaged in late Q3/ early Q4 to gauge public interest in options outlined in Phase 2. This feedback will help to inform Council of which initiatives they would like to see highlighted in the Business Plan.
	Council Check-in	
Phase 4 Q1 2026	Recommendations Report & Business Plan	To develop a set of recommendations for options for housing initiatives including: <ul style="list-style-type: none"> cost and timeline of delivering each recommended option (per unit and per project) benefits and drawbacks of each recommended option Tiers of development process intensity and a plan for how to manage resources across the various tiers (e.g. for novice SSMUH developers, Coops, purpose-built rental, etc.)

The first step of this Business Plan is the creation of a detailed workplan to be presented to Council. Council approval of this plan will ensure that the business plan meets Council’s intent for the project.

Summary

The 2025 OCP Review will focus on housing, with other policy areas to be considered in a future OCP update. This allows for a deeper and more meaningful discussion about housing and how the current housing ecosystem is impacting current and future residents of Qualicum Beach. The 2025 OCP Review process will be carried out in **four phases**, consisting of a *Quality of Life Survey*, in-person community engagement sessions, policy writing and drafting, and the Council approval process. These processes must all be complete by the end of 2025 to be compliant with Provincial legislation.

The OCP Review process will be conducted alongside a *Ways to Achieve Affordable Market Housing Business Plan*, which will help define some pathways to achieving meaningfully affordable housing development in the community in the years to come. This project is scheduled to continue into 2026 to allow for further discussion beyond the adoption of the Official Community Plan.



Phase 1 Plan

Quality of Life Survey

Appendices

- Appendix 1A **Quality of Life Survey Questionnaire**
- Appendix 1B **Quality of Life Survey Sample Postcard Invitation**



Overview

Community engagement is vital in the drafting of the updated Official Community Plan (OCP), as community opinions and values are the key to shaping a collective vision. The first stage of community engagement for the 2025 OCP Review consists of a *Quality of Life Survey (QLS)*, which was launched on January 17th and will close for public participation on March 17th, 2025.

The Town conducts a QLS approximately every 6 years, ahead of updates to the OCP. The 2025 Survey has two parts, each with a different purpose.

Part 1 *This part consists of questions about how satisfied residents are with the Town's services, and if there are other services they would like to see available in the future. This helps to guide the Town when making decisions about how Town services will be delivered.*

Part 2 *This part of the survey will provide feedback to be used as a part of the 2025 Official Community Plan Review. The OCP is the overarching plan for the Town, for the future. It provides goals, objectives, and policies for the Town specifically related to land use. In the past, OCP reviews have included updates to a wide range of policy areas. However, this review of the OCP is operating under a shorter timeline than previous reviews, as changes to provincial legislation require that all municipalities update their OCPs by the end of 2025. This shorter timeline has meant that the scope of the 2025 OCP Review has been focused on policies that have an impact on housing.*

The QLS is being conducted by Deloitte LLP, a consultant selected as per the Town's RFP process. Results will be analyzed by the consultant and presented to Council following the completion of a summary report.

Survey Creation

The QLS comprises the first of four OCP Review Phases, with the intent of gaining and understanding both the community's level of satisfaction with Town services and preferences for future services, as well as the initial perspectives on housing topics that will be discussed during the 2025 OCP Review. The survey questions were drafted in collaboration with the OCP Review Steering Committee and Town staff, with consideration of comments provided by Town Committee Members and Residents' Associations in the community, consultant Deloitte LLP. The questionnaire received Council endorsement on January 8th, 2025.

The approved questionnaire has an estimated completion time of approximately twenty minutes.

A copy of the paper version of the Survey has been provided as *Appendix 1A: Quality of Life Survey Questionnaire*.

Survey Delivery

Each residence within the Town, as well as each owner of property within the Town, was sent a postcard invitation to complete the QLS. This means that both owners and occupants were provided the opportunity to participate in the Survey, providing they are over the age of 18 (to comply with privacy and consent laws). To ensure statistical validity, each postcard contains two unique codes that provide access to two survey responses per household (or non-resident owner).

The survey is also available for non-residents and additional household members, with the results of these responses being collated separately.

To ensure equal access to the Survey, paper copy and phone interview versions of the Survey are also available to community members, as well as technical assistance for those wishing to fill out the Survey but may find technical assistance helpful.

Survey responses will be collected until 12:00 noon on March 17th, 2025.

Randomized Phone Survey

Some households, determined by a randomization algorithm, will also receive a phone call to complete the Survey with a phone interviewer from the consultant, Deloitte, LLP. This method of conducting a smaller number of randomized phone surveys helps to ensure the statistical validity of the online survey responses.

Next Steps

Once the Survey has been closed, the consultant will review and analyze the results. These results will be presented to Council and the public by the consultant, with the results being available to the public after their presentation.

The findings from the Survey will help to inform the Town's decisions and provide direction for how the Town can improve how they are meeting community members' needs.

The findings from the Survey will also be used to inform the 2025 OCP Review. The OCP-related questions in the Survey have been designed to provide specific information the Town will need as a part of this Review. The Survey is a way for the Town to understand the priorities of community members, with Phase 2 of engagement intended to allow for deeper discussion of some of the issues that are important to residents.

Appendix 1A: Quality of Life Survey Questionnaire

[To be consolidated for record-keeping at a later date]

Appendix 1B: Quality of Life Sample Postcard Invitation

[To be consolidated for record-keeping at a later date]

2 0 2 5
OCP
REVIEW

DRAFT
Phase 2 Plan
Community
Engagement

Contents

Why Engage?..... 2

Principles of Engagement..... 6

With Whom the Town is Engaging?..... 6

Key Messaging..... 9

Summary 11

Appendices

Appendix 2A **DRAFT OCP Engagement Event Details**

Why Engage?

Community engagement is vital in the drafting of the updated OCP, as community opinions and values are the key to shaping a collective vision that speaks to the wants and needs of the community now and in the future.

Community engagement throughout OCP Review process will be aimed at better understanding the community's vision for *which households* require new housing and density, *where housing should be located*, *what it should look like*, and *how the Town should be involved* in improving housing in the community. These questions will be posed to the community in a way that is **accessible** and **inclusive, transparent, informed**, to garner **understanding of the community's vision**.

Community engagement is a collaborative process, with this “living” engagement plan designed to evolve based on the project's changing needs and guidance from Council. The project will develop through ongoing engagement with both internal and external interest-holders, Qualicum First Nation, and the broader public. The overall goal of these engagement activities is to ensure that those impacted by the project have the opportunity to:

- Learn about the project and how they could be impacted
- Provide input on the housing policies presented in the Draft OCP
- Stay informed about the project's progress and how to be involved.

While some interest-holders may have a more detailed role in exploring specific regulations, the focus of engagement activities will be to provide all interested parties and the public with opportunities to:

- Share perspectives from across the community
- Help fill information gaps
- Comment on the draft OCP.

What Does the Town Need to Know?

The complete suite of information needed to complete the housing-focused OCP Review includes the amount of new housing and density needed in the community, *which households* are in need of housing support, *where* additional housing should be located, *what new housing should look like* in the community, and what the community sees as the *Town's role* in facilitating an improved housing in the community. As some of these components of housing are technical or prescribed by legislation, not every topic will be a major point of discussion for community engagement. However, the following topics will be explored in depth with the community to determine how OCP policies can work towards collective housing goals.

Housing Topic

What the Town Needs to Learn

Households Requiring Housing Supports

Some households may need more housing support than others to access acceptable housing.

Some household types may benefit from certain housing policies, such as seniors, young adults, or families.

Which households do community members feel should be supported by Town housing policies?

Where should new or denser housing be located?

It is clear from the most recent Housing Needs Report that more housing is needed in the community.

Given that new housing is needed to meet community needs, where would community residents like to see additional housing located?

Housing Forms & Affordability Impacts

There are various policies that can impact the size, siting, and design of new housing that is constructed. These form and character features may also dictate how expensive the final housing product is.

What types of housing would residents like to see more of in the community? Which features are most important when considering affordability?

This can include housing size, siting on lots, and design.

The Town's Role in Housing

There are various ways in which the Town can facilitate housing in the community.

What do residents see as the Town's role in facilitating housing in the community?

This can range from implementing basic development policies to supporting social housing initiatives or developing municipal housing projects.

Other Housing Policy Direction

Are there any other housing-specific topics that residents see as important to review within the discussion of the OCP?

Engagement Goals & Objectives

Four goals for the engagement of the OCP Review have been established, with each goal intended to guide meaningful engagement for the duration of the OCP project. Meaningful engagement is about having representation from a broad range of citizens. It is about an open, two-way dialogue that gives opportunities for the community to propose ideas and come up with solutions. It is an ongoing conversation that allows the community to help define and shape the Town's future. The four goals are described below, with defined objectives to assist in the achievement of those goals. It is noted that these goals provide an aspirational vision for community engagement, and that the compressed timeline of the 2025 OCP Review may mean that these goals are met in different ways than in previous reviews of the OCP.

Goal: Accessible & Inclusive Engagement

During each engagement stage, the Town will strive to understand the diverse needs of the community and use a range of engagement techniques and approaches to make it easier for a broad range of citizens to fully participate.

Objectives

- *Communication will be concise and easy to understand, using plain language and visuals where possible.*
- *Inclusive language will be employed throughout.*
- *Participants will be engaged in an accessible and welcoming manner, providing various opportunities for feedback.*
- *Online engagement platforms will be utilized to enhance public engagement reach.*

Goal: Transparent Engagement

The engagement process will be clear as to why the Town will be seeking input, the extent to which the community can influence a process, how input will be used to inform decision-making, and how participants can expect to see their feedback reflected.

Objectives

- *Communication will be timely, and project materials will be shared with the public in an easily accessible location.*
- *Meaningful relationships will be developed with participants to establish trust and support community building.*
- *Previous engagement feedback will be utilized to inform the draft vision, goals, and policy direction.*

Goal: Understanding the Community

The Town will strive to understand the community members and interest-holders. Engagement will be well-planned and use targeted approaches to ensure that those most impacted are involved and 'at the table'.

Objectives

- *Project communication is organized into manageable components and tailored to specific communities when possible.*
- *Open and transparent community engagement will be facilitated.*
- *Participants will be provided with a clear understanding of when and how their feedback will inform future project phases.*
- *Collaboration with intergovernmental partners will occur throughout the engagement process.*

Goal: Informed Community

The engagement process will ensure that information and education is a key component of every engagement stage. The more informed the community is, the better the conversation and input.

Objectives

- *Communication will provide the appropriate level of detail to keep interest-holders informed about the project and enable them to make informed decisions when necessary.*
- *Efforts will be made to increase awareness and understanding of the OCP review project.*
- *The planning process and the hierarchy of plans will be highlighted to raise awareness.*
- *There will be a focus on increasing awareness and understanding of the key content areas of the OCP.*


Principles of Engagement

The International Association of Public Participation (IAP2) has developed a public participation spectrum to assist with selecting the level of participation that defines the public’s role and the consulting organization’s commitment to the public. The engagement activities of the 2025 OCP review will invite the public to participate at the consult, involve and collaborate levels, as per figure 1 below.

IAP2 Spectrum of Public Participation



IAP2’s Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public’s role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

		INCREASING IMPACT ON THE DECISION 				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

© IAP2 International Federation 2018. All rights reserved. 20181112_v1

Figure 1: IAP2 Spectrum of Public Participation

With Whom is the Town Engaging?

The Town’s “public” includes a wide range of voices and interest-holder groups, such as residents of different backgrounds and ages, homeowners and renters, business owners, non-profit organizations, advocacy groups, and schools. The OCP review will aim to engage this diverse community, drawing on their varied knowledge, expertise, and perspectives to explore the ways in which various OCP policy areas may impact housing and how the existing policies can be refined and improved.

Identified Interest-Holders

Several interest-holders have been identified for specific outreach in community engagement, as these groups may have unique insights or needs that should be considered in developing new or updated housing policies. A preliminary list of the interest-holders is outlined below, along with

some notes on potential considerations for these groups and some communication pathways to involve them.

Interest Holder	Considerations for Engagement	Pathways for Involvement
Qualicum First Nation	Integrating the community's vision and priorities must include the perspectives and knowledge of our First Nation neighbours, who have long stewarded the land. The Town will keep the Qualicum First Nation informed about plans to update the OCP over the next year, with opportunities for engagement that they may choose to participate in, with a format, location, and timing that meets their needs.	Early in the review process, Qualicum First Nation will be invited to meet, identify areas of interest, and determine how they wish to be involved and kept updated. Engagement and collaboration will be ongoing, including in-person meetings to ensure the needs of the Qualicum First Nation are met.
Young families with child(ren)	The needs for housing of young families with children may differ from other households. Proximity to certain amenities and activities, such as schools, may be key. Certain housing types may also be preferable, such as those with larger living and outdoor spaces, and more sound protection for neighbours. These needs will be explored through community engagement to determine how these households can best be supported by housing policy.	<p>Some groups that may have unique insights into the needs of young families, and should be specifically included in outreach could include:</p> <ul style="list-style-type: none"> • QB Elementary school Parent Advisory Committee (PAC) • Local parent groups • Early childhood class/park participants
Young adults & couples	The needs for housing for young adults and couples may be different to other groups. For example, they may prefer smaller, more affordable units suitable for smaller households. These needs will be explored through community engagement to determine how these households can be supported by housing policy.	<p>Some places which may be ideal for outreach to these households could include:</p> <ul style="list-style-type: none"> • Recreation centre classes • Local cafes, restaurants, and grocery stores • Sports programs & facilities • Kwalikum Secondary School for soon-to-be independent adults • School District 69 School Board for understanding of soon-to-be independent adults

Retirees The needs for housing for recent retirees may be different to those of younger residents or older seniors. For example, they may not need full supportive services or accessibility features, but may still prefer other housing features such as smaller units or less yard space that make home maintenance more manageable. These needs will be explored through community engagement to determine how these households can be supported by housing policy.

Some places which may be ideal for outreach to these households could include:

- Newcomers Club
- Housing associations/programs geared to seniors (Berwick)
- Seniors program participants
- Local cafes, restaurants, and grocery stores

Older Seniors The needs for housing for older seniors may be different to those of younger seniors. These households may have an increased need for accessible housing features or supportive housing opportunities. These needs will be explored through community engagement to determine how these households can be supported by housing policy.

Some places which may be ideal for outreach to these households could include:

- Housing associations/programs geared to seniors (Berwick)
- Seniors program participants
- Local cafes, restaurants, and grocery stores

Persons with Disabilities

The needs for housing for people with disabilities should be explored through community engagement to determine how these households can be supported through housing policy.

Some places and groups that may be ideal for outreach to these households could include:

- Accessibility Team
- Participants in local programs
- Local grocery stores, cafes, etc.

OCP Review Steering Committee

The OCP Review Steering Committee has been formed to aid in each phase of the OCP Review, from the initial planning to policy creation and review. The Committee will continue to ensure that updates to the OCP policies are well-considered and are reflective of the results of community engagement and the needs of the community.

The OCP Review Steering Committee will assist in plan development on a regular basis, unless otherwise required as needs arise during the OCP Review.

The Development Community

The development community may have valuable insights into how housing in the community can be delivered with a lower cost to the end-user.

Some parties which may have unique insights into how policies can support housing in the community could include:

- Local developers and contractors
- Non-profit organizations (such as Kiwanis)
- Oceanside Development and Construction Association (ODCA)

Neighbourhood & Residents Associations

Neighbourhood and Residents' Associations may have unique perspectives and insights into housing in the community, and what residents are looking for new housing and density to deliver

Some of the key parties include, but are not limited to:

- Qualicum Beach Residents' Association
- Chartwell Residents' Association
- Eaglecrest Residents' Association
- Qualicum Woods Residents' Association

Others Other interest holders may be identified during the OCP Review, and will be engaged accordingly.

Key Messaging

The Scope

This OCP Review is housing-focused, as directed by Council. Previous OCP work has highlighted the community's interest in environmental protection and quality of life. These topic areas will be explored to the extent that they impact the housing stock in Qualicum Beach. Deeper exploration of these topics and how they relate to OCP policies will occur at the next OCP Review, with the adoption of the next OCP required to occur before the end of 2030.

Key Messages

Key messages that will need to be communicated during the OCP Review engagement process include:

- With new Provincial regulations to address housing shortages, the Town will undertake an OCP Review that will focus on housing.
- This OCP will provide extensive engagement opportunities to ensure local voices provide input on the look and feel of housing in Qualicum Beach now and into the future, within the constrained timeline imposed by Provincial legislation
- This OCP will address 4 key questions around housing:

WHO should be a priority to benefit from housing supports;

WHERE should new housing and density be located?

WHAT should new housing and density look like?

HOW should the Town work to improve housing availability, affordability, and diversity

- The 2024 Interim Housing Needs Report showed that Qualicum Beach needs approximately 2400 new housing units to meet the needs of the community for the next 20 years.

Measuring Success

It is acknowledged that due to the compressed timelines imposed by the Province of BC, success for community engagement for the 2025 OCP Review may be slightly different than in previous reviews of the OCP, where more robust community engagement was possible. This Phase 2 Plan is intended to provide the best possible outcome for community engagement given the imposed timelines for the OCP Review to be completed.

Though the Town cannot control the narrative of community members participating in the development of the OCP, it can ensure to the best of its ability that community members and interest-groups have had opportunities to share their perspectives and to be heard. Success in this process looks like:

- A wide variety of participation opportunities for people of all ages and abilities
- A high number of participants across various engagement opportunities

This includes measuring the participation of various demographic and interest-groups across the spectrum of engagement, as well as a variety of events across different levels of participation.

This measurement is a key focus of the event coordination.

The number of events and attendees will also be tracked to gauge the success of engagement efforts.

The goal is for:

- Town residents to be informed about the OCP review project and how they can get involved in the process.
- Residents of Qualicum Beach to have an increased understanding of what an OCP is, why it matters, and how it shapes the Town's future.
- Council to feel confident that the new OCP reflects the housing needs and aspirations of residents.
- Intergovernmental partners to accept and support Qualicum Beach's OCP and the Town's long-term growth aspirations.

Summary

Community engagement is a key component of the 2025 OCP Review, and will primarily occur in Phase 2 of the OCP Review. There will also be elements of community engagement in the form of the Quality of Life Survey in Phase 1, and the facilitation of a Public Hearing in Phase 4.

The key messages that the Town will be communicating during Phase 2 are:

With new Provincial regulations to address housing shortages, the Town will undertake a refined-scope OCP Review that will focus on housing.

This OCP will provide engagement opportunities to ensure local voices provide input on the look and feel of housing in Qualicum Beach now and into the future.

This OCP will address 4 key questions around housing:

WHO should be a priority to benefit from housing supports;

WHERE should new housing and density be located?

WHAT should new housing and density look like?

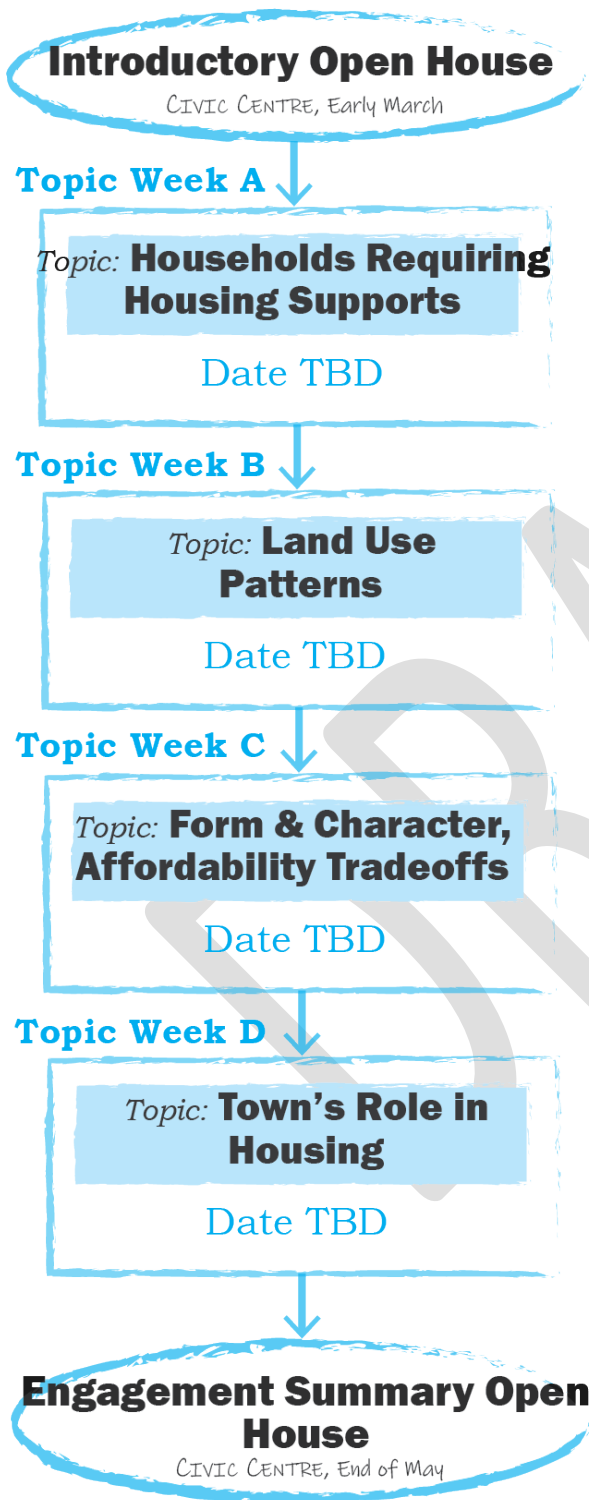
HOW should the Town work to improve housing availability, affordability, and diversity

The recent Housing Report showed that Qualicum Beach needs over 2400 new housing units to meet the needs of the community for the next 20 years.

Each of the events and stages of community engagement will work to portray the key messages laid out in this Plan. As the events unfold, the participation of various community members and groups will be assessed to determine the breadth of involvement from the community's varied backgrounds and perspectives, as well as the ability for community members to have their say heard.

2025 OCP Review Phase 2: **Engagement Event Details**

DRAFT



The Open House will explain the purpose of the project, how the process will unfold, how community members can be involved, and when/how participants will see the results of their participation

Perspectives on which households should be prioritized for housing supports will be discussed during Topic Week A, with various styles of engagement events held throughout the week. Engagement notes summarizing the results of the week's discussions will be available on the Town's website within two weeks of the Topic Week.

Perspectives on where new housing and density should be located in the community will be discussed during Topic Week B, with various styles of engagement events held throughout the week. Engagement notes summarizing the results of the week's discussions will be available on the Town's website within two weeks of the Topic Week.

Perspectives on what new housing and density should look like, and the cost implications of housing features will be discussed during Topic Week C, with various styles of engagement events held throughout the week. Engagement notes summarizing the results of the week's discussions will be available on the Town's website within two weeks of the Topic Week.

Perspectives on what the Town's role in new housing and density should be will be discussed during Topic Week D, with various styles of engagement events held throughout the week. Engagement notes summarizing the results of the week's discussions will be available on the Town's website within two weeks of the Topic Week.

Following the final Topic Week, Phase 2 of the OCP Review will be concluded by a summary Open House, with a full summary of the results of community engagement being published to the Town's Website.

Topic Weeks: Detailed discussions about housing topics related to the OCP

Each topic week will consist of the following events, with a “discussion paper” available to participants prior to the session which outlines some of the key issues and considerations related to the topic. There may also be video content available. Each Topic Week will include:

1. Guided Discussion (Monday)

An event open to the public where interested community members can sign up to be involved in an open discussion on the topic at hand.

Discussion for other housing topics will be “parked” and revisited during the appropriate Guided Discussion

- For people who would like to participate in the discussion but cannot attend on the day, an online component will be available for comment up until the end of that topic’s week. The results of online participation will be summarized within the Topic Week Engagement Notes

2. Interest-holder Meetings (Tuesday through Friday)

Various smaller-format interest-holder meetings will be held during the remainder of the week to ensure that perspectives from throughout the community are heard

- The times and locations of these meetings will depend on the interest-holders and how they prefer to participate, to the best of staff’s abilities
- Events may include small-format meetings, kitchen table discussions, pop-up booths at the Farmer’s Market or Qualicum Foods, and others

3. Topic Week Engagement Notes (Following each Topic Week)

Following each Topic Week, summary notes of the community engagement for the topic will be available on the Town’s website within two weeks of the Topic Week.

- Information will include what the Town has learned on the topic, as well as the types of policies this information may impact and the next steps in the process

Phase 1 & 2 Summary Event

A large-format Open House will be conducted at the Civic Centre to summarize the overall engagement, including:

- A review of the overall project
- An overview of the summaries of each topic
- What these summaries mean for policy changes
- Next steps and project schedule
- Notes on what the Public Hearing in Q4 will look like

The date and location of this event will be announced at the Introductory Open House, and will also be advertised throughout Phase 2 of the OCP Review.

Online Engagement

To ensure the participation of community members who may not be able to attend the Topic Weeks of their choice in person, there will be an online component to provide feedback on each topic individually.

This will be in the form of an **online survey**. Each housing topic will have its own survey with the points for planned discussion listed, with each having room for open comment. These will be collated alongside the other community engagement results for that Topic Week and will be included in the Topic Week engagement notes.

Each online survey will be available as of the introductory Open House, and will close at the end of the Topic Week to ensure that results are included in the summary.

**Information on each topic will have “discussion papers” available online with basic information and discussion points on or before the time of the introductory Open House.*

Appendix III

Phase 3 Policy Development Plan Placeholder

[To be provided at a later date]

Appendix IV

Phase 4 Council Approval Process Plan Placeholder

[To be provided at a later date]



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 1855-20-EOC TRAIN

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 12, 2025

FROM: Shinjini Mehta, Climate Action/Emergency Program Coordinator

SUBJECT: **Community Emergency Preparedness Fund Grant Application**

RECOMMENDATIONS:

THAT Council authorizes the submission of a grant application in the amount of \$80,000 to the 2025 Community Emergency Preparedness Fund (CEPF) for the “Emergency Operations Centres Equipment and Training” project, to provide Emergency Operation Centre (EOC) supplies and training for staff;

AND FURTHER THAT the Town of Qualicum Beach agrees to apply for, receive, and manage the grant funding on behalf of Emergency Management Oceanside (EMO), a collaborative partnership between the City of Parksville and the Town of Qualicum Beach’s emergency programs.

PURPOSE

To apply for funding from Community Emergency Preparedness Fund (CEPF) to strengthen Emergency Management Oceanside’s (EMO) Emergency Operation Centre capacity.

BACKGROUND

The CEPF, administered by the Union of BC Municipalities (UBCM), is a suite of funding programs intended to enhance the resiliency of local governments, First Nations, and communities in responding to emergencies. CEPF is currently accepting applications under its ‘Emergency Operations Centres Equipment and Training’ grant window. The intent of this funding stream is to support the purchase of equipment and supplies required to maintain or improve EOCs and to enhance EOC capacity through training and exercises.

DESCRIPTION OF THE PROPOSED PROJECT

In 2023/24, the City of Parksville and Town of Qualicum Beach conducted joint EOC exercises around a winter storm event utilizing funding from the UBCM EOC grant funding window. A full-scale exercise, financed through the 2024 UBCM EOC grant funding window, is scheduled for spring 2025. To ensure a robust and resilient emergency program it is essential to conduct annual EOC exercises to enhance staff skills in EOC coordination roles and strengthen organizational

readiness for responding to emergencies. As large-scale joint exercises are costly, and time-consuming to manage, it is essential to actively seek out grants that help with the long-term capacity building and equipment needs of the EOC. EMO proposes hiring a contractor to design, develop, facilitate, and evaluate a multi-month emergency management exercise program focusing on a unique large-scale disaster/ emergency to test EOC response ability and enhance the EOC’s capacity. The program will comprise small-group drills, debriefing sessions, table-top exercise, and a comprehensive after-action report.

A regional application for funding helps to strengthen organizational emergency preparedness by training in partnership, thereby enhancing the resilience in both communities by increasing the personnel available to staff an EOC. Staff from either local government will be able to work in an EOC in either municipality, or in a joint EOC situation.

The grant application will also support the procurement of EOC laptops, small equipment and EOC section vests, and enable EMO to conduct additional training on Rapid Damage Assessment and EOC Finance section.

The Emergency Operations Centres Equipment and Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$40,000.00 per local government partner. Submitting the application concurrently with the City of Parksville enables the Town to apply for twice the amount of funding.

CEPF Emergency Preparedness Fund - Emergency Support Services Equipment and Training Grant

- Deadline: February 28, 2025
- Cost-sharing: 100% funding
- Total Project Cost: \$ 80,000 (\$ 40,000 x 2)
- Source of Town portion of funding: n/a
- Timeline: Projects must be completed by March 2026

Applications with multiple partnering jurisdictions have a higher chance for funding approval as they promote the spirit of collaboration and include a joint response.

FINANCIAL IMPLICATIONS

The estimated cost for this project is \$80,000, which would be fully covered by the CEPF grant. The Town will apply for this funding on behalf of the EMO. Before the third reading, the 2025-2029 Financial Plan Bylaw which has received second reading will be amended to include a budget provision for both the grant revenue and the corresponding \$80,000 expenditure.

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 SPECTRUM (IAP²)

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

INFORM:

- The public will be informed of EMO activities through the EMO website and other media. EOC training is for internal staff and not normally detailed in media releases.

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

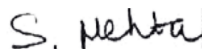
Staff recommend that Town apply for the “Emergency Operations Centres Equipment and Training” grant through the CEPF Emergency Preparedness Fund. The funding will enhance EMO’s EOC response capacity, substantially improving the region’s overall Emergency Program.

ALTERNATIVE OPTIONS

N/A

APPROVALS

Report respectfully submitted by Shinjini Mehta, Climate Action and Emergency Program Coordinator.



Shinjini Mehta
Climate Action & Emergency Program Coordinator
Report Writer



Luke Sales
Director of Planning
Concurrence



Raj Hayre, CPA, CMA
Director of Finance
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-2955 Island Highway W (2024)

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: February 12, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Variance Permit | 2955 Island Highway West**

RECOMMENDATION:

THAT Council refuses the Development Variance Permit application for 2955 Island Highway West.

PURPOSE

To consider a Development Variance Permit for the property located at 2955 Island Highway West.

BACKGROUND

A Development Variance Permit has been requested for 2955 Island Highway West. The subject property is zoned Residential 1 (R1) and is located on the waterfront. The parcel is approximately 178m² and there is an existing house on the property as well as a guest house. The existing structures do not meet the R1 setbacks, and a portion of the existing house encroaches onto Crown land to the north (waterfront side) of the property line. The applicant is proposing to build an addition to the existing house. The addition is contained on private property; however, variances are required for the rear lot line, natural boundary, and parcel coverage. The proposed rear lot line setback is 0.1m, which is 5.9m less than the minimum 6.0m rear lot line setback in the R1 zone. A variance from the natural boundary is also required. The minimum setback from the natural boundary, which in the case of the subject property is the rear property line, is 15.0m. The proposed setback from the natural boundary is 0.1m, which requires a 14.9m variance. Also, the proposed parcel coverage is 55.9%, which is 0.9% higher than the maximum 55% parcel coverage outlined in the R1 zone, and as such, requires a variance.

THIS SPACE LEFT INTENTIONALLY BLANK



Figure 1: Subject Property

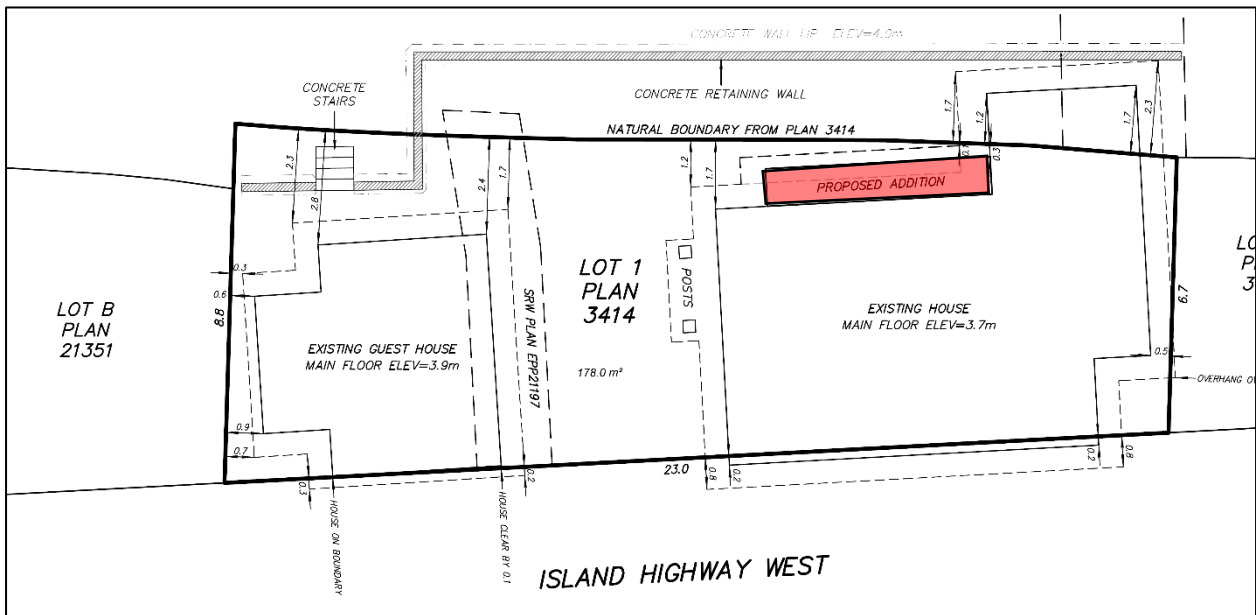


Figure 2: Proposed Addition

DISCUSSION

The owner of 2955 Island Highway West has applied to vary the rear lot line setback to accommodate an addition to the existing house. The existing house is approximately 60m² and the proposed addition is approximately 5.0m². The proposal is to vary the minimum rear lot line from 6.0m to 0.1m. In addition, the minimum setback from the natural boundary needs to be varied. The minimum setback from the natural boundary is 15.0m, whereas the proposed setback from the natural boundary is 0.1m, requiring a 14.9m variance. It should be noted that

the plans indicate that the parcel coverage is more than what is permitted in the R1 zone, and as such, also requires a variance. The proposed parcel coverage with the addition is 55.9%, which is 0.9% higher than the maximum of 55% permitted in the R1 zone. Given that there is a portion of the existing house that is located outside of the parcel, and there are existing encroachments into setbacks, staff do not support the variance application.

Furthermore, the proposed addition constitutes an expansion to area already prone to erosion and storm surges - concerns that the Town’s 2018 Waterfront Master Plan (WMP) indicates will intensify over time due to rising sea levels and increasingly frequent severe weather events. The WMP underscores the importance of minimizing development in high-risk coastal zones and advocates for shoreline management measures to enhance long-term resilience. Staff are therefore concerned that further expansion in this vulnerable location would exacerbate exposure to coastal hazards and conflict with the Town’s broader objectives for sustainable waterfront development.

	Permitted	Proposed	Required Variance
Minimum Rear Lot Line Setback	6.0m	0.1m	5.9m
Minimum Natural Boundary Setback	15.0m	0.1m	14.9m
Maximum Parcel Coverage	55%	55.9%	0.9%

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 property owner will be notified of Council’s decision.

STRATEGIC PLAN ALIGNMENT

N/A

SUMMARY

A Development Variance Permit application has been received for 2955 Island Highway West. The proposed variance for 2955 Island Highway West would vary the minimum rear lot line setback by 5.9m, from 6.0m to 0.1m, and the minimum natural boundary setback by 14.9m, from 15.0m to 0.1m. Also, parcel coverage would be varied by 0.9%, from 55% to 55.9%. Due to the existing structures encroaching in setbacks and the existing dwelling unit encroaching on public land, staff do not recommend approval of the variance at this time.

ALTERNATIVE OPTIONS

1. THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 2955 Island Highway West to be considered by Council at a future regular meeting.
2. THAT Council provides alternate direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Writer



Luke Sales
Director of Planning
Concurrence

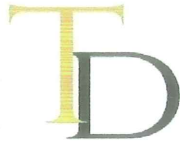


Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 2955 Island Highway West DVP Application

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2025\02 12 RC\1. DRAFTS FOR CORP ADMIN REVIEW\report.PLAN.DVP 2955 Island Highway W.docx



TURNER DESIGN
LTD.

250-951-7003

www.turnerdesign.ca

*Building & Designing
Homes for the Future*

File No. _____
 Acknowledgement Response

Date Received **AUG 30 2024**

Copies to _____

Action Required By _____

August 29, 2024
Luke Sales
Planner
Town of Qualicum Beach
201-660 Primrose Street
Qualicum Beach, BC V9K 1S4

Dear Luke:

Re: Setback Variance Permit Application for Lot 1, District Lot 101-A Newcastle District, Plan 3414 Civic Address 2955 Island Highway West, Qualicum Beach.

On behalf of our client, Wendy Bouma, we are applying for a Setback Variance Permit to reduce the ocean front setback to accommodate a small addition to her existing house.

The house is located in a oceanfront area where most of the small houses encroach on their setbacks and even encroach their property lines. Most of the houses in this area are nonconforming and were built as original cabins years ago when there was little concern for setbacks.

The existing house is 649.9 sf. The lot also has a detached bedroom and bath that is 235.3 sf. The lot size is 1770 sf. The lot is only 25' wide at the addition location. There is a very solidly built sea wall on the ocean side of the property.

The main house is so small it is difficult to live in it comfortably, so my client has asked for 18'x5' addition to the main living area that will make a very major potential difference in her living space. The addition, and its roof overhang, will be within the property lines. Currently, the bedroom in the existing house faces the ocean. The addition is well back from the bedroom wall that faces the ocean, so the addition will not impede the views of the neighbours.


The appearance from beach will dramatically improve with a vaulted window wall, making the house appear much grander than its real size.

Attachments:

- Site Plan
- Section, Elevations, Foundation Plan
- Rough Survey

We look forward to working with you on this proposal and welcome any concerns for discussion.

Thank you,

A handwritten signature in black ink, appearing to be 'David Turner', with a long horizontal stroke extending to the right.

David Turner
Turner Design Ltd.



TURNER DESIGN LTD.

250-951-7003

www.turnerdesign.ca

Building & Designing Homes for the Future

Copyright © 2024 - 2044, David Turner and Turner Design Ltd. All rights reserved.

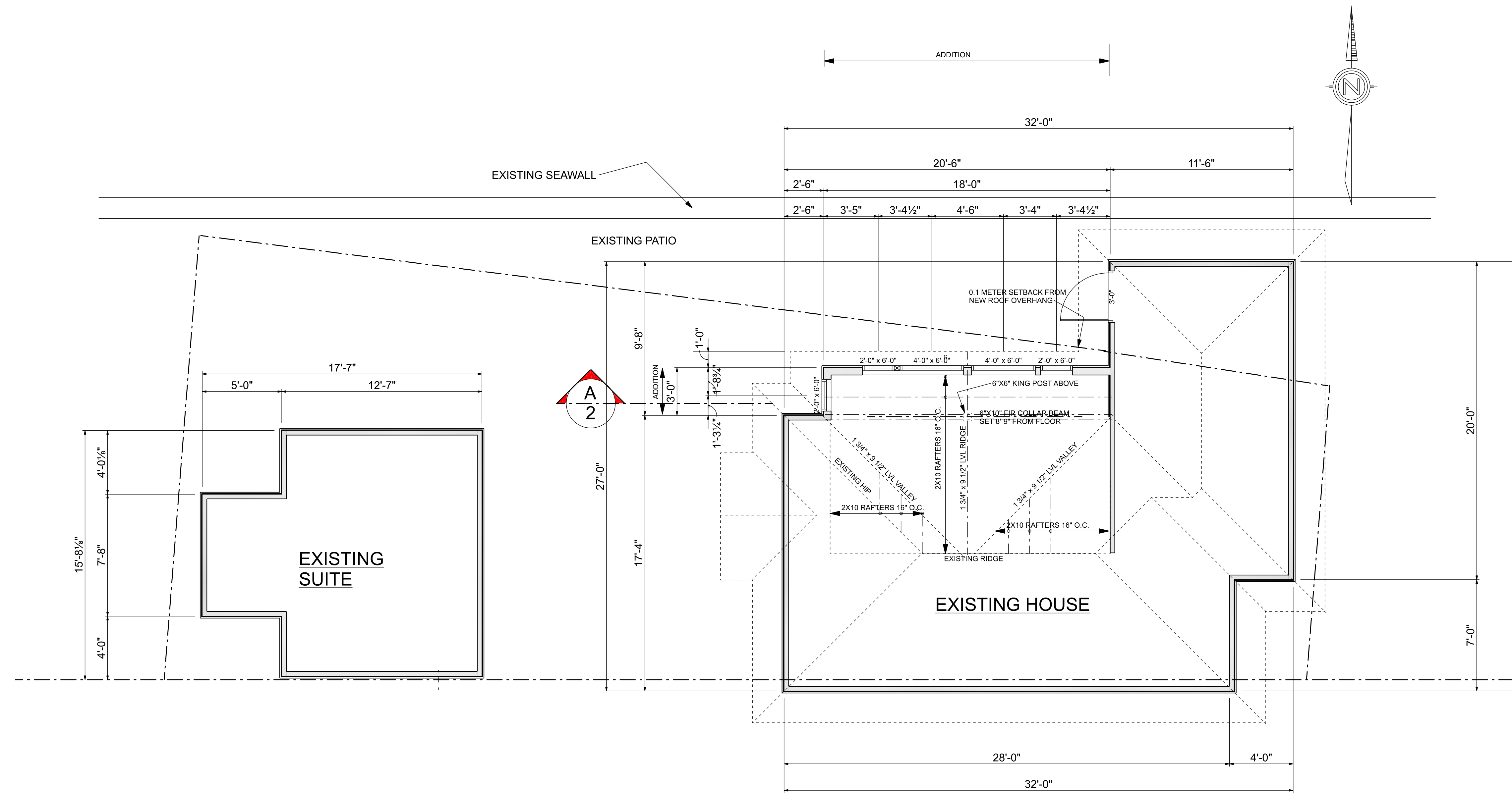
ADDITION FOR WENDY BOUMA

DATE: AUGUST 14, 2024
SCALE: AS SHOWN
DRAWN BY: D. TURNER
PRINTED: January 15, 2025

SITE PLAN FLOOR PLAN

1 OF 2

- SALISH SEA -



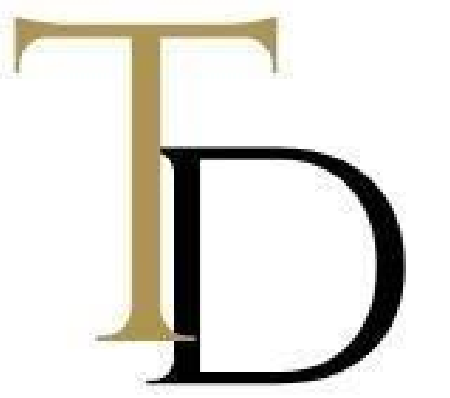
- ISLAND HIGHWAY -

LEGAL: LOT 1, LOT 101-A NEWCASTLE DISTRICT, PLAN 3414

CIVIC: 2955 ISLAND HIGHWAY WEST
QUALICUM BEACH

SITE PLAN / FLOOR PLAN

SCALE: 1/4" = 1'-0"



TURNER DESIGN LTD.

250-951-7003

www.turnerdesign.ca

Building & Designing Homes for the Future

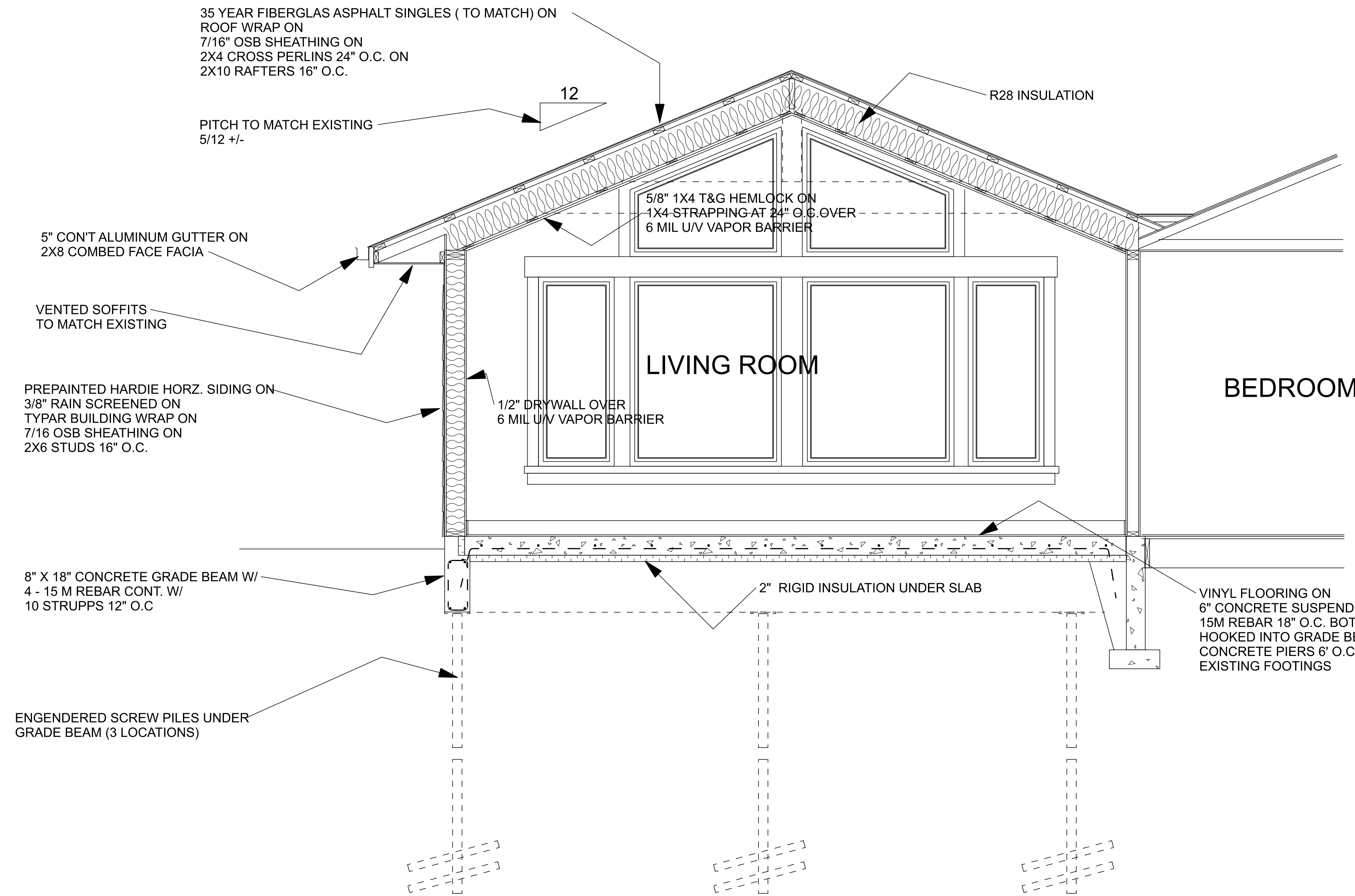
Copyright © 2024 - 2044, David Turner and Turner Design Ltd. All rights reserved.

ADDITION FOR WENDY BOUMA

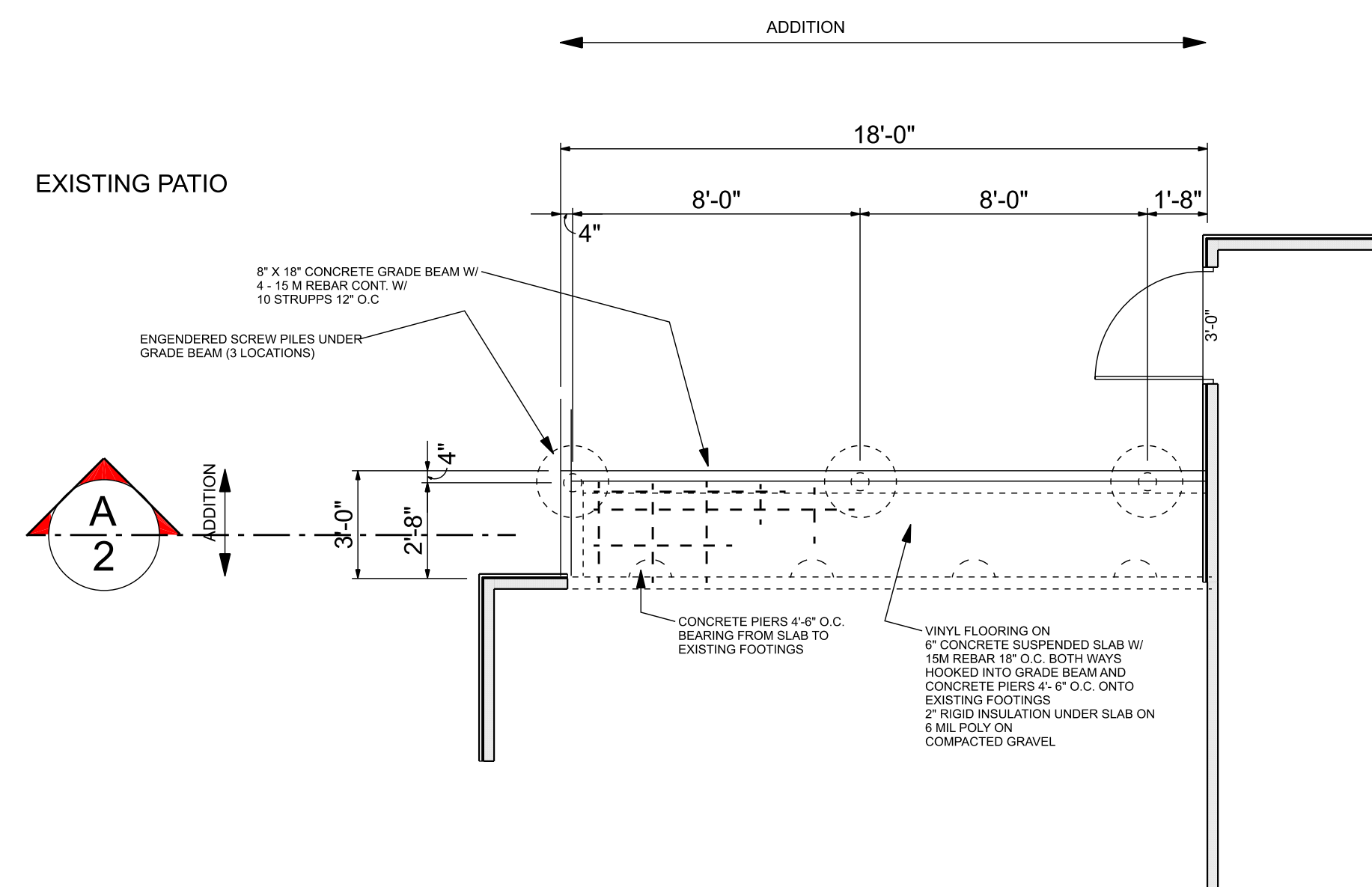
DATE: AUGUST 14, 2024
SCALE: AS SHOWN
DRAWN BY: D. TURNER
PRINTED: January 15, 2025

ELEVATIONS SECTION A FOUNDATION PLAN

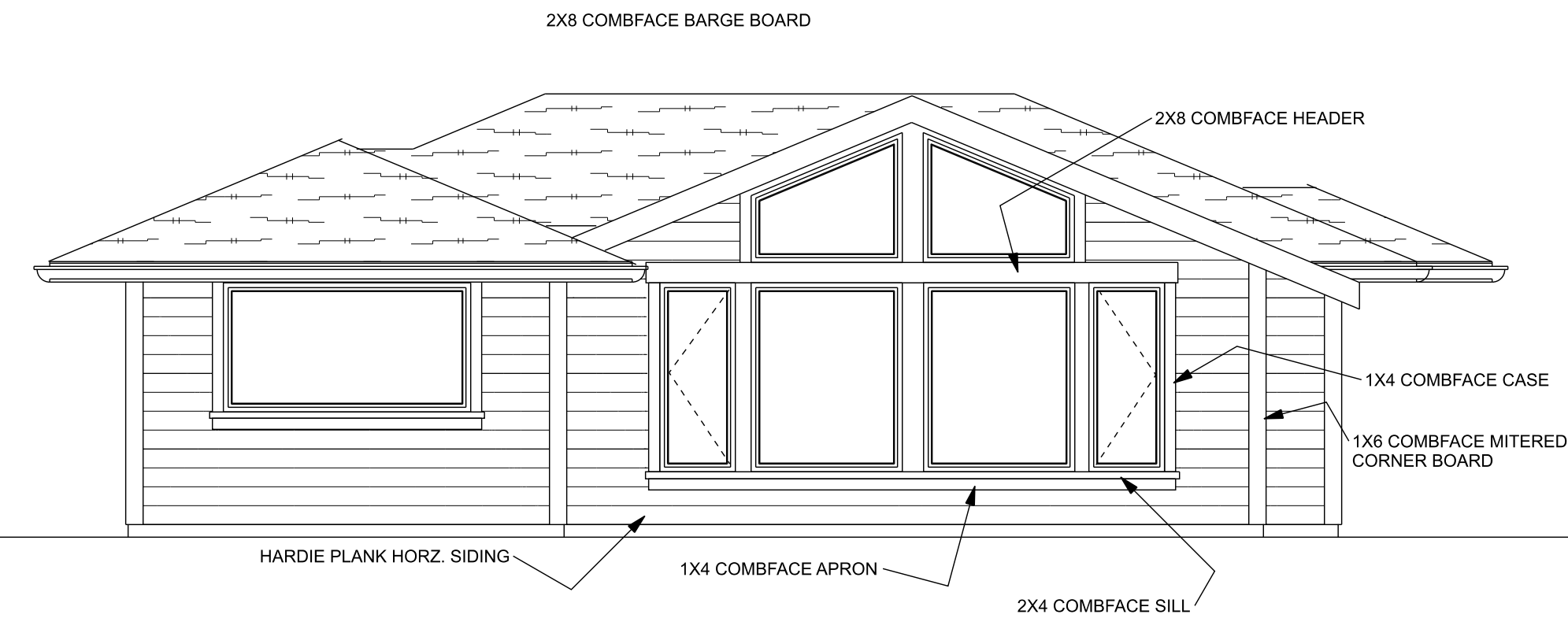
2 OF 2



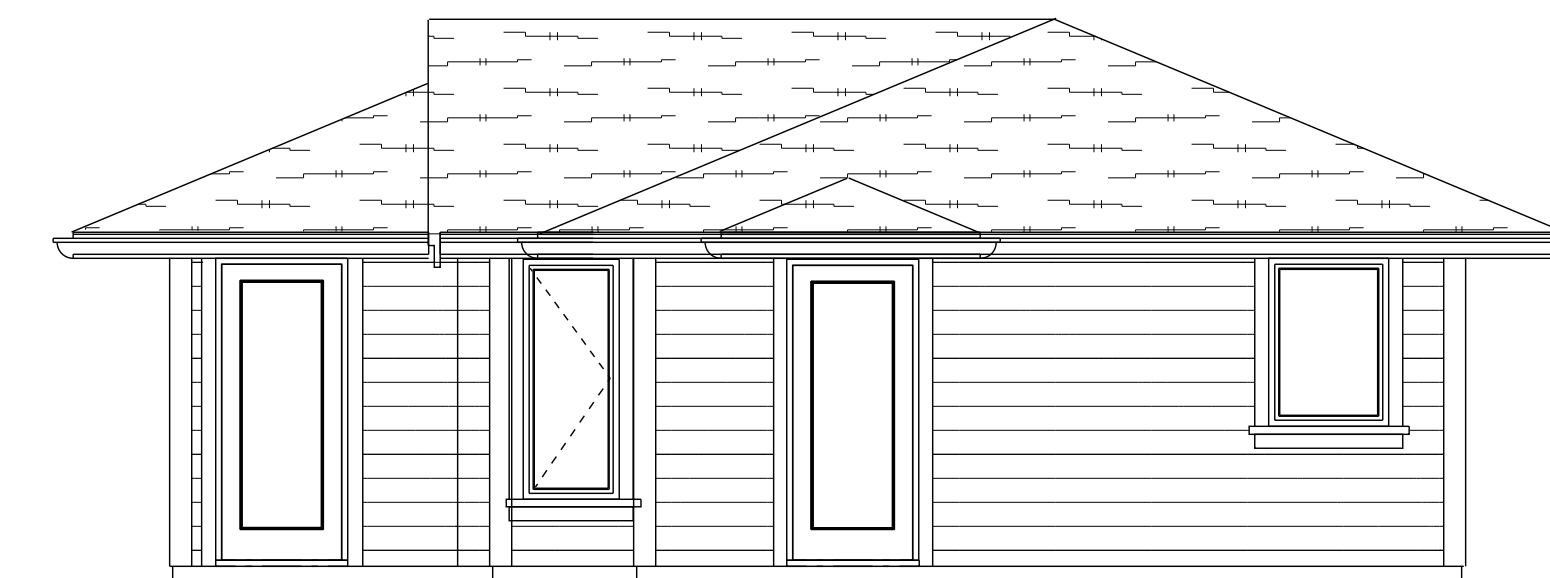
SECTION A
SCALE: 1/2" = 1'-0"



FOUNDATION PLAN
SCALE: 1/4" = 1'-0"



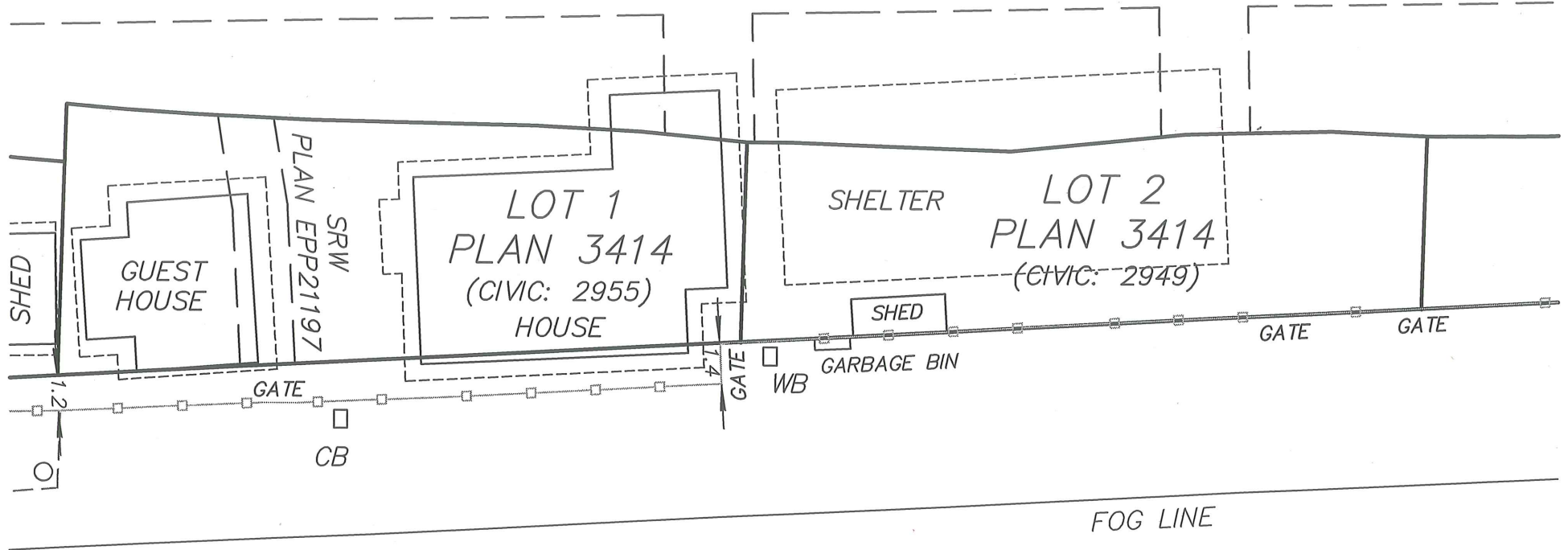
NORTH ELEVATION
SCALE: 1/4" = 1'-0"



WEST ELEVATION
SCALE: 1/4" = 1'-0"

STRAIT OF GEORGIA

SRW PLAN 41858



ISLAND HIGHWAY

SITE PLAN OF LOT 1, DISTRICT LOT 101-A, NEWCASTLE DISTRICT, PLAN 3414.

SHOWING PROPOSED ADDITION THEREON (FOR BUILDING PERMIT APPLICATION).

SCALE 1:100

THE INTENDED PLOT SIZE IS 432mm IN WIDTH AND 280mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:100.

STRAIT OF GEORGIA

NOTE:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM FIELD MEASUREMENTS AND LTO RECORDS.

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

FOR BUILDING INSPECTION ONLY.

AS PER BUILDING PLANS DATED DECEMBER 9, 2024.

PARCEL ZONING: RESIDENTIAL 1 (R1)

JURISDICTION: TOWN OF QUALICUM BEACH

PID NO: 006-148-221

THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS: M76300, 70289G, CA2644901 AND CA9407685.

CIVIC ADDRESS: 2955 ISLAND HIGHWAY WEST, QUALICUM BEACH, BC

SRW PLAN 41858

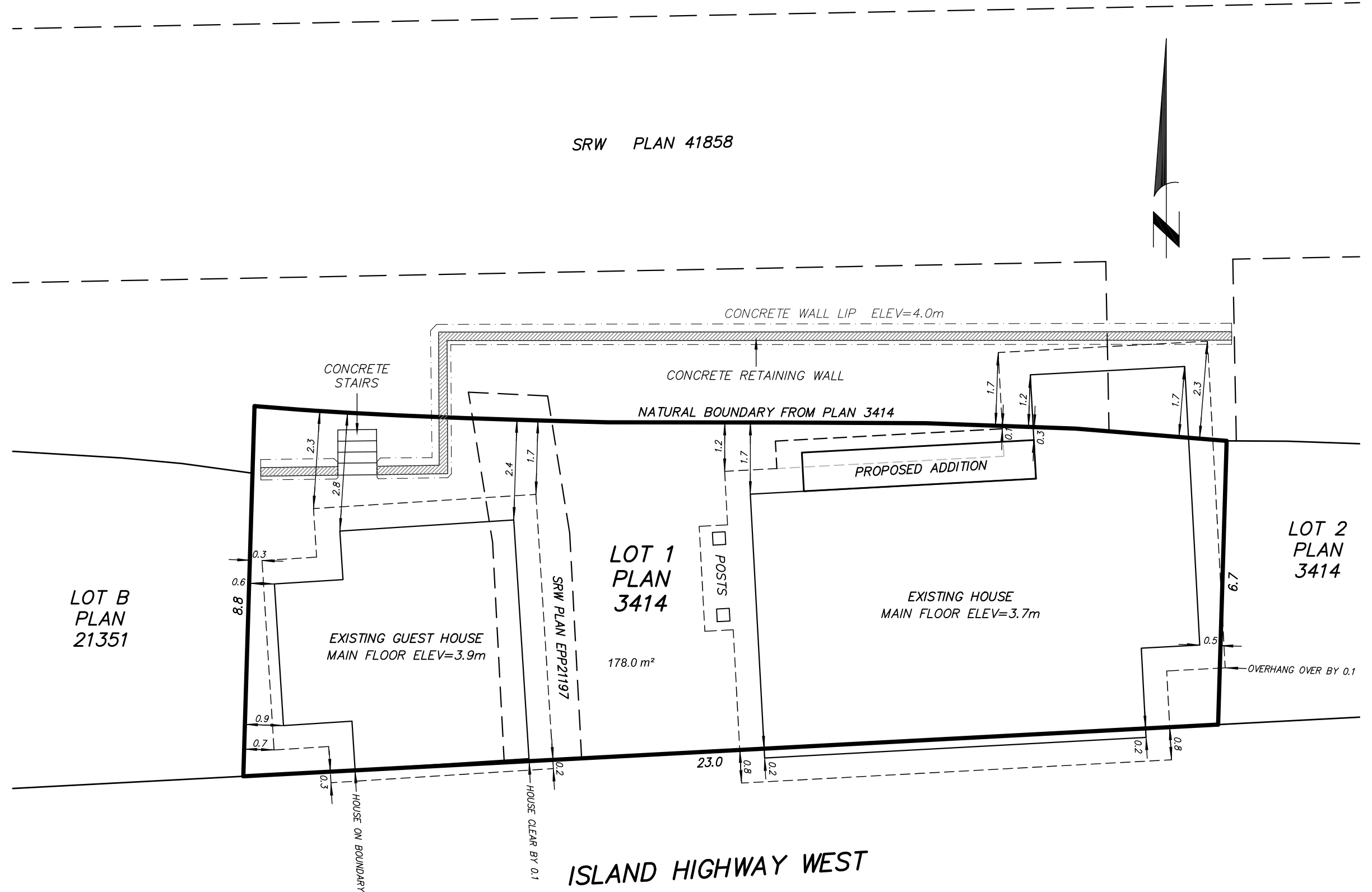
LEGEND

----- DENOTES ROOF OVERHANG.

PARCEL COVERAGE

EXISTING: 53.1%
 ALLOWED: 55.0%
 PROPOSED: 55.9%

INSPECTED THIS 12TH DAY OF DECEMBER, 2024.



223 FERN ROAD W.
 QUALICUM BEACH, B.C. V9K 1S4
 PHONE: 250-752-9121
 EMAIL: info@prismlandsurveying.ca
 FILE NUMBER: 24-201-BL
 DRAWING FILE: 24-201 BL1.dwg
 DATE: 2024-12-12



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3060-20-1392

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: February 12, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Permit | 389 Burnham Road and 391 Burnham Road**

RECOMMENDATION:

THAT Council authorizes staff to issue a Development Permit for 389 Burnham Road and 391 Burnham Road to permit the re-topping of four Western Red Cedar trees, with limb removal, to re-open a view corridor, as detailed in the February 12, 2025, Planning staff report to Council.

PURPOSE

For Council to consider a Development Permit application for the properties located at 389 Burnham Road and 391 Burnham Road.

BACKGROUND

A Development Permit application has been received for 389 Burnham Road and 391 Burnham Road. The applicant is proposing to undertake tree work on the subject properties shown in Figure 1. The location of the proposed tree work is designated as Steep Slope in the Hazardous Lands Development Permit Area and Upland Habitat Greenway in the Ecological Development Permit Area. As such, a Development Permit is required.

THIS SPACE LEFT INTENTIONALLY BLANK



Figure 1: Subject Properties

DISCUSSION

A Development Permit application has been submitted to permit tree work on the subject properties. A portion of the properties fall within the Hazardous Lands Development Area and the Ecological Development Permit Area. As such, a Development Permit is required for any topping or pruning of tree limbs over 10 cm. The proposed work includes topping four trees, with each of the topped limbs measuring over 10 cm, as well as pruning 23 trees, with each of the limbs measuring under 10 cm. Generally, topping trees is discouraged as it may be detrimental to long-term tree health. However, the trees proposed for topping have been topped in the past. For this application, approval is required to re-top four trees and to remove limbs measuring over 10 cm in diameter. The purpose of the tree work is to re-open a view corridor for the properties located at 389 Burnham Road and 391 Burnham Road.

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 property owner will be notified of Council's decision.

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

If approved, the Development Permit application for 389 Burnham Road and 391 Burnham Road would allow tree work on the subject properties, a portion of which is within the Steep Slope Area in the Hazardous Lands Development Permit Area and within the Upland Habitat Greenway in the Ecological Development Permit Area. Any work on tree limbs measuring over 10 cm in diameter is required to have a Development Permit. The proposed tree work includes topping four trees, all of which measure over the 10 cm diameter requirement. The purpose of the removal is to reopen a view corridor for the subject properties. Staff recommend that Council authorize staff to issue a Development Permit for this proposal.

ALTERNATIVE OPTIONS

1. THAT Council defers the Development Permit Application for 389 Burnham Road and 391 Burnham Road until the applicant provides a report from an independent professional biologist experienced in these matters to determine the extent of damage to habitat, riparian areas or natural features within the permit area, and such report includes recommendations for works required to restore the habitat, watercourse, riparian areas or other specified features of the environment, in accordance with the Development Permit Area Guidelines.
2. THAT Council provides alternate direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Writer



Luke Sales
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1: Submitted Arborist Report for 389/391 Burnham Road



Viking Tree Care Ltd.
223 Fourth Ave W
Qualicum Beach, BC V9K 1S3
Office: 250-954-9194
Cell: 250-882-5513
Email: brandan@vikingtreecare.com
www.vikingtreecare.com

Arborist Summary of Proposed Work Brandan Soros | ISA Certified Arborist | PN-8405A ISA Tree Risk Assessment Qualified

Date of Report: June 23rd, 2024

Date of Amended Report: November 16th, 2024 / January 27th, 2025

Prepared for: Margaret Gurd

Location: Lots 13 and 14 (389/391) Burnham Rd. Qualicum Beach, BC V9K 1G5

Objective of Report: Provide a brief summary of the proposed tree work to be performed on two adjacent, sloped properties within a Development Permit Area.

Assessment Completed by: Brandan Soros - ISA Certified Arborist and ISA Tree Risk Assessment Qualified

Limitations of Report & Arborist Disclosure:

This assessment represents the condition of the trees and the site(s) at the time of inspection. This assessment aims to provide qualified estimations based on what is visible at each tree site. As trees possess many unobservable parts below, within and above ground, it is difficult to determine overall health with certainty. Viking Tree Care Ltd. and/or Brandan Soros - ISA Certified Arborist and Tree Risk Assessment Qualified PN8405A - are not liable for any unseen or unobserved conditions that could lead to structural failure of a tree part, tree or trees.



The observations, data and mitigation options listed in this report, if applicable, are done so in a strictly unbiased and impartial manor with regards to collection and distribution of information. The formulas used and ratings given within this report, if applicable, have been established by the International Society of Arboriculture.

ISA Certified and Tree Risk Assessment Qualified Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbours, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided. Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees.



Species Profile & Site Description:

The two properties in this report are located next to each other on Burnham Rd. Qualicum Beach. The two lots reside within a Steep Slope Development Permit Area.

The slope on these two properties contains a mix of tree species including Douglas fir, Western red cedar, Western hemlock, Bigleaf maple and a variety of other smaller exotic species. Most of the mature trees on these slopes have had their canopies altered in the past for views to the north which includes ocean, island and mountain range views.

These views have not been maintained for many years and are now almost completely obstructed.

Scope of Work:

The purpose of the proposed tree work is to carefully regain the view while considering the current conditions and maintaining the integrity of the slope. As such, no removals are planned for this project.

The western-most property's trees cannot be reduced again without the potential for full defoliation. These trees have been left too long and have grown too large for this practise. To obtain mostly clear ocean views, we propose that pruning windows in these larger conifers would achieve the desired view goals. This practise would leave a large portion of the upper and lower canopy intact. This proposed technique will leave more than enough live canopy to sustain the tree(s) and maintain good health.

Regarding the eastern-most property, the main species blocking the view is Western red cedar (*Thuja plicata*). These cedar trees have been reduced ("topped") for views many times in the past. We propose "re-reducing" these trees down far enough to achieve the view goals while maintaining enough lower canopy to keep the trees alive.



Tree Mitigation Data:

Trees to be re-topped	4 Western red cedar (Thuja plicata)
Limbs at or over 10cm diameter	All tops removed - over 10cm
Trees to be pruned for view window	23
Diameter of limbs being pruned	Under 10cm

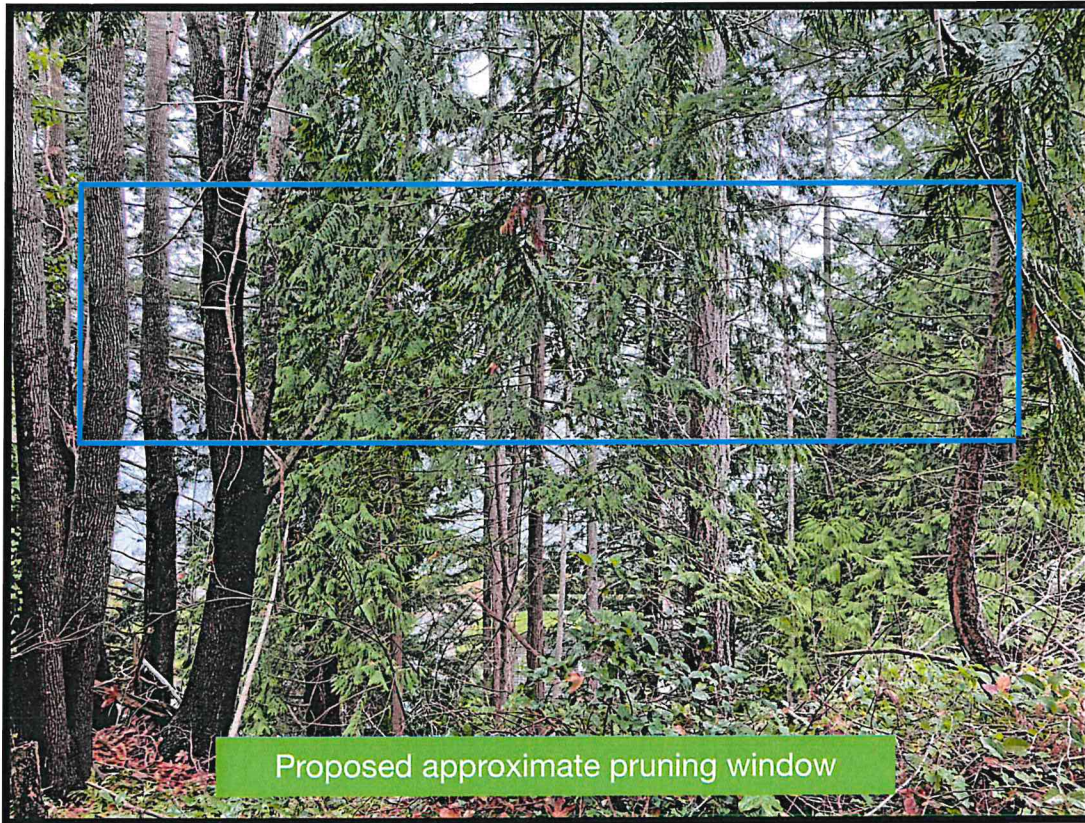
Site Photographs:

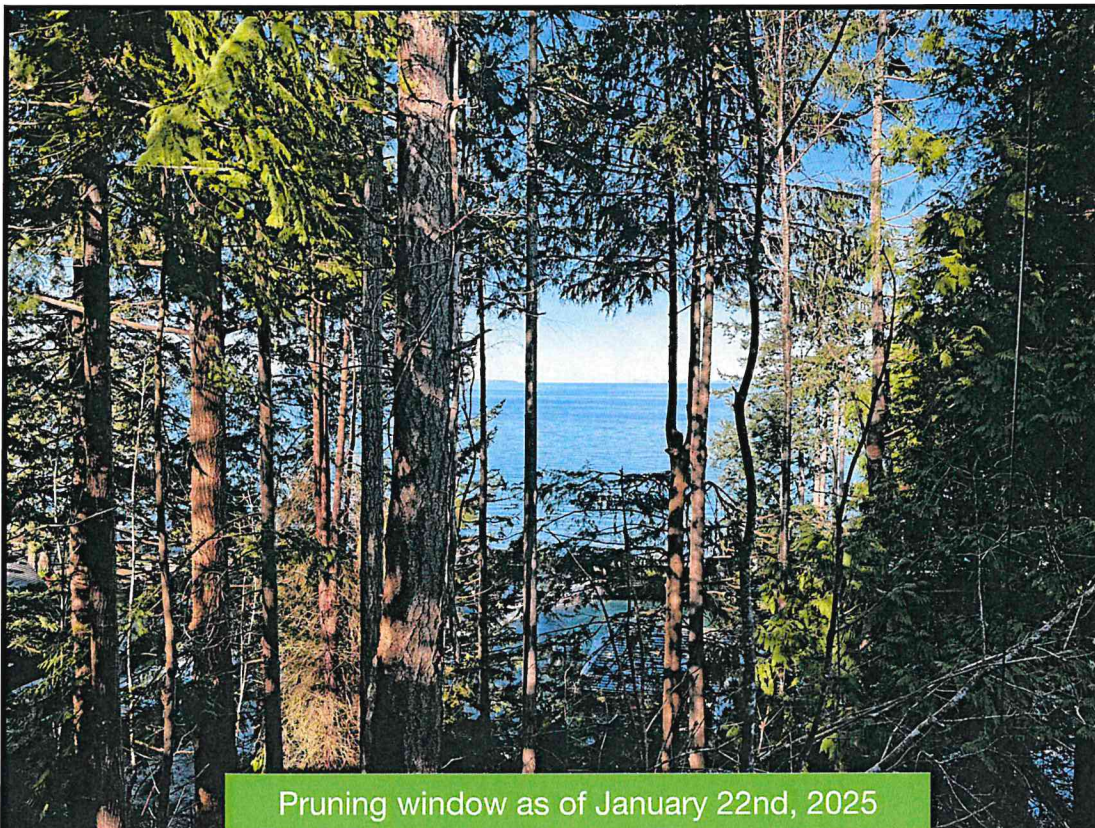
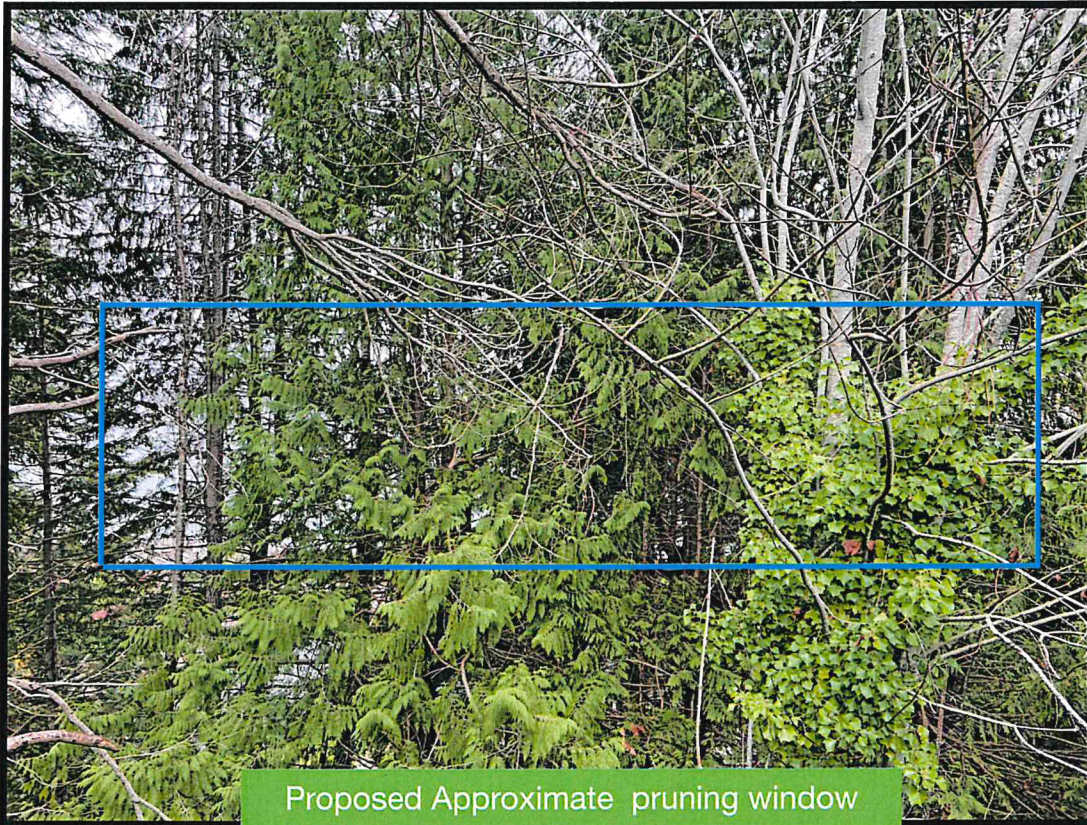


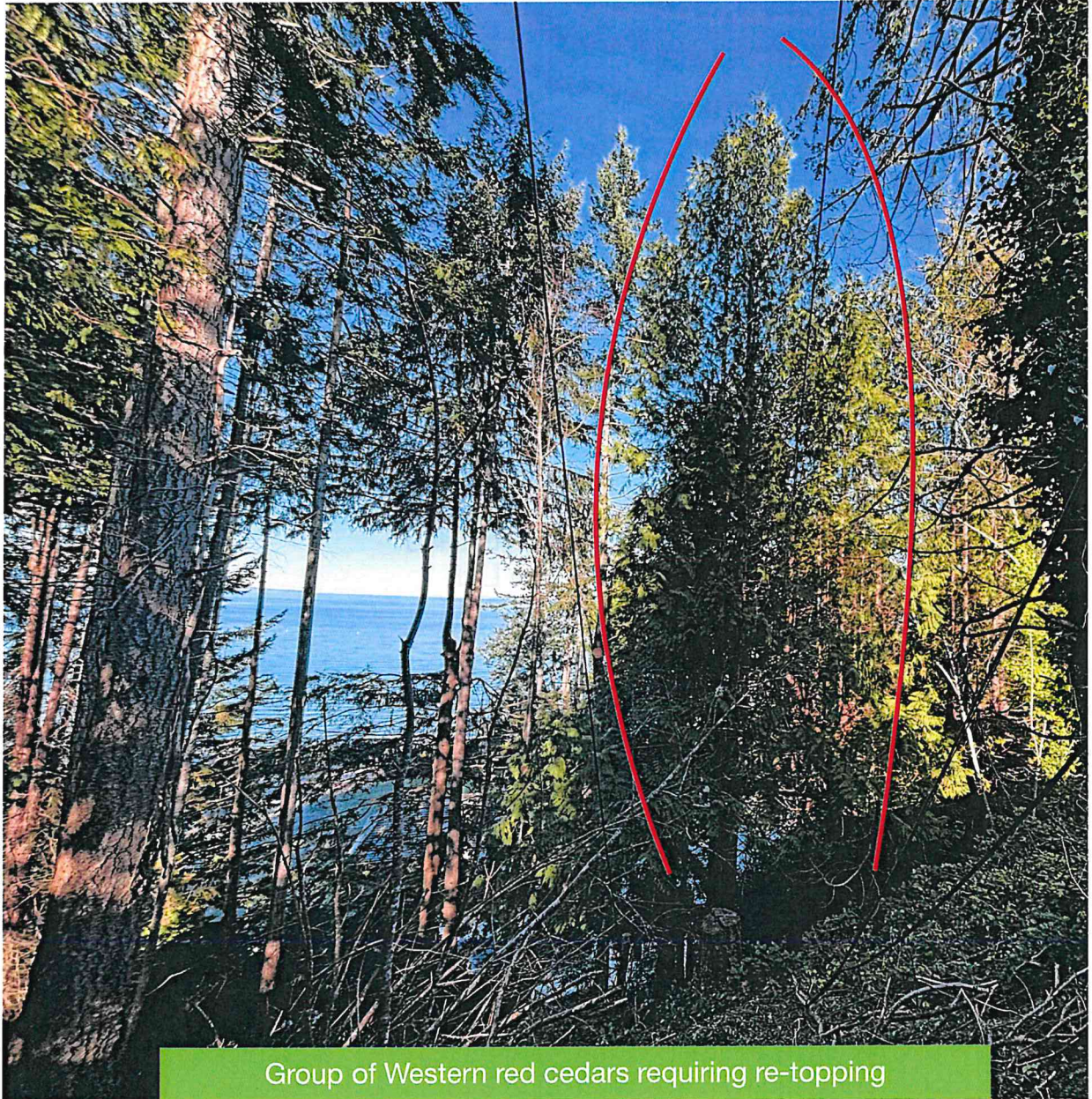
Approximate Property Lines (based on TQB Mapping & GIS)

Pruning window started on January 22nd

Approximate location of Western red cedar trees requiring re-stopping









Please do not hesitate to contact me if you have any further questions about the tree(s) in this report or the scope of work.

A handwritten signature in black ink, appearing to read "Brandan", with a small dot below the end of the signature.



Brandan Soros
PN - 8405A
ISA Certified Arborist
ISA Tree Risk Assessment Qualified
President - Viking Tree Care Ltd.





TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3060-20-1398

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: February 12, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Permit | 1000 Ravensbourne Lane**

RECOMMENDATION:

THAT Council authorizes staff to issue a Form and Character Development Permit for 1000 Ravensbourne Lane, as detailed in the February 12, 2025, Planning staff report to Council, subject to Council consideration and authorization of a lease agreement with the applicant, with the specific lease location to be determined by Council and in accordance with Policy #3002-4, Qualicum Beach Airport Water Supply and Sewer Service.

PURPOSE

For Council to consider a Development Permit application for the property located at 1000 Ravensbourne Lane.

BACKGROUND

A Development Permit application has been received for 1000 Ravensbourne Lane. The applicant is proposing to construct a hangar that is approximately 251m² and just over 6.0m in height. The building is located at the Qualicum Beach Airport, on Town land. Figure 1 shows the general location of the hangar, rather than the exact location. The exact location will be determined during lease agreement negotiations between the applicant and the Town. As well, the construction of the hangar will be required to follow Town policies, including Policy #3002-4, Qualicum Beach Airport Water Supply and Sewer Service.

THIS SPACE LEFT INTENTIONALLY BLANK



Figure 1: Subject Property

DISCUSSION

A Development Permit application has been submitted to permit construction of a new airport hangar. The property is zoned Industrial 2 (I2) and the proposed use meets the zoning requirements for land use, height and setbacks. However, a Development Permit is required because the property is located within a “Form and Character” Development Permit Area (C10 - Qualicum Beach Airport) in the Official Community Plan.

Development Permit Area C10 – Qualicum Beach Airport Guidelines

1. “The siting, shape and massing of new buildings and structures, and any redevelopment of existing buildings and structures, should be compatible with the theme of a small community airport facility.”
Staff Comment: The proposed building is compatible with the theme of a small community airport facility.
2. “Any hazardous materials, or contaminated liquids, resulting from permitted land uses, shall be disposed of off-site, in accordance with provincial standards, in order to protect groundwater resources and areas of influence of existing well fields.”
Staff Comment: The proposed building will not result in any hazardous materials or contaminated liquids.
3. “Any use generating noise, gases, pollutants and/or noxious substances shall be contained within buildings to eliminate potential nuisance.”
Staff Comment: Any potential nuisance, including noise or pollutants, associated with the building will be contained within the building.

4. “Any undesirable noise generating from aircraft repair operations shall be enclosed within buildings, which have sufficient soundproofing.”
Staff Comment: The building will not house aircraft repair operations.

5. “Outdoor storage areas or marshalling yards, which have noise-generating industrial activities, shall be landscaped to provide effective sound barriers and visual screening.”
Staff Comment: The proposed building will not have any additional outdoor storage areas.

6. “The development shall provide adequate public open space, viewing areas and pedestrian walkways, where practical, within buffer areas.”
Staff Comment: There are no public open spaces, viewing areas or pedestrian walkways proposed as part of the proposed hangar.

7. “A buffer area (approximately 30m wide) shall be maintained and enhanced adjacent to the E&N railway, in order to provide visual screening and noise abatement for the Chartwell residential area to the north. A buffer (approximately 30m wide) shall also be maintained and enhanced adjacent to rural and residential zoned lands.”
Staff Comment: The proposed location does not affect the treed buffer.

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 property owner will be notified of Council’s decision.

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

The Development Permit application for 1000 Ravensbourne Lane would allow an airport hangar to be built on the subject property. The proposal meets the majority of Qualicum Beach Airport Development Permit Area Guidelines; however, it does not meet Guideline #6, which specifies adequate open space, viewing areas, pedestrian walkways. Given the proposal and location of the hangar, staff are satisfied that no public open spaces or pedestrian walkways are appropriate to the site. Staff recommend that Council authorize the issuance of a Development Permit for this proposal, contingent upon the review and approval of a lease agreement with the applicant, and in compliance with Town policies, including Policy #3002-4, Qualicum Beach Airport Water Supply and Sewer Service. Further Council consideration for the lease agreement negotiations will occur in an in-camera meeting.

ALTERNATIVE OPTIONS

1. THAT Council does not support the Development Permit Application for 1000 Ravensbourne Lane, as outlined in the February 12, 2025, Planning report to Council.
2. THAT Council provides alternate direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Writer



Luke Sales
Director of Planning
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

- Attachment 1: Submitted Plans for 1000 Ravensbourne Lane DP Application
Attachment 2: Policy 3002-4 Qualicum Beach Airport Water Supply and Sewer Service

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2025\02 12 RC\1. DRAFTS FOR CORP ADMIN REVIEW\report.PLAN.DP.1000RavensbourneLane.docx

* Hanger location is pending lease agreements with the Town

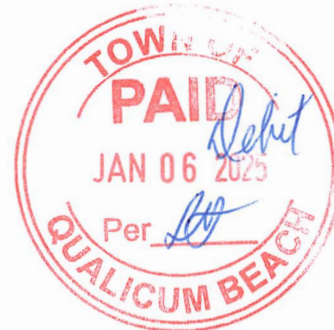


NOTCH1MANAGEMENT

Notch1 Management Ltd.
Box 70 Stn Main
Qualicum Beach BC
V9K 2N5
1-833-814-8589

January 06, 2025

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



*Posted to
~~meeting~~
Erik Nyland
reversed*

Re: Development Permit for Erik Nyland Hangar

This letter is to apply for a development permit to construct a hangar at Qualicum Beach Airport on the proposed land lease located in Row B, starting 133.046m from the SE lot line (see enclosed drawings). Enclosed is the application fee of \$376.95 (2704 ft² or 251.3m² at \$1.50/m²).

Building Description

The proposed building will be framed with a steel superstructure, 26 or 24 gauge steel wall cladding, and a 26 or 24 gauge steel through-fastened roof system. The door will be 45 ft wide by 14 ft clear height. The building will be semi-heated and insulated with washroom facilities and an office on a mezzanine. There will be hydro, water, and sanitary connections. The floor will be concrete.

The exterior of the building will include a paved apron leading to the existing taxiway. At this time, it is assumed that parking will be provided along the existing road on the south side, and we would be permitted to modify the existing fence to allow access to the building from the road without entering the "hot" side.

Building Use

Erik Nyland is a professional engineer in Yukon, a resident of Nanoose, and owner of Boreal Engineering Ltd. He is a Qualicum Beach Flying Club member and an owner of a Cessna 182.

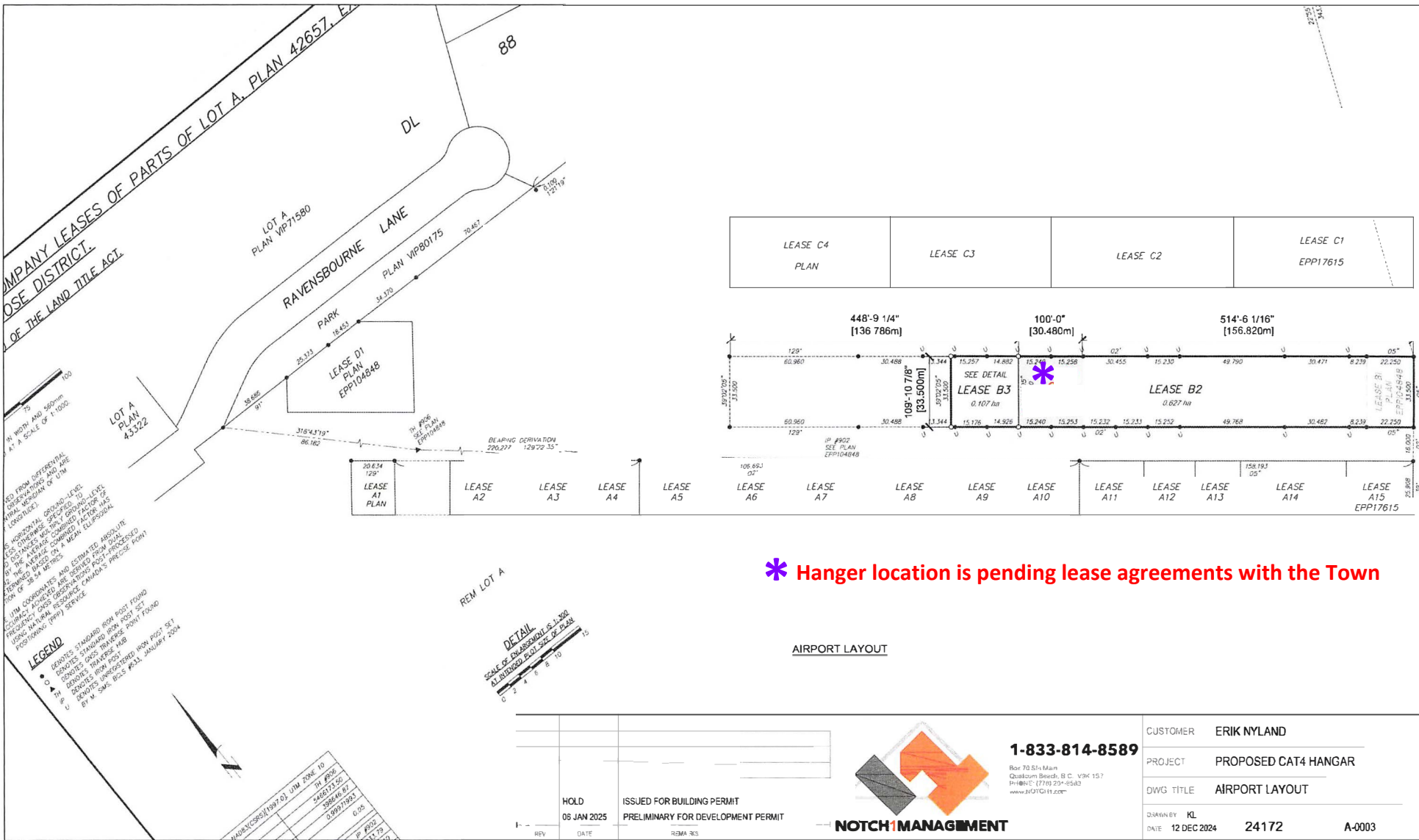
The building will be used for the storage and light maintenance of his own aircraft, along with the possibility of renting floor space to others from the local aviation community.

Please let me know if this development proposal is accepted so that Erik may apply for a building permit and enter into a lease agreement with the Town of Qualicum Beach.

Yours Truly,

A handwritten signature in black ink, appearing to read 'K. Lacroix', written in a cursive style.

Kevin Lacroix, P.Eng.
President



* Hanger location is pending lease agreements with the Town

AIRPORT LAYOUT

REV	DATE	REMARKS
HOLD	06 JAN 2025	ISSUED FOR BUILDING PERMIT PRELIMINARY FOR DEVELOPMENT PERMIT



1-833-814-8589
 Box 70 554 Main
 Qualcomm Beach, B.C. V9K 1S7
 In-House: (250) 331-4643
 www.NOTCH1MANAGEMENT.COM

CUSTOMER	ERIK NYLAND		
PROJECT	PROPOSED CAT4 HANGAR		
DWG TITLE	AIRPORT LAYOUT		
DRAWN BY	KL	DATE	12 DEC 2024
		24172	A-0003



EXISTING SITE PLAN

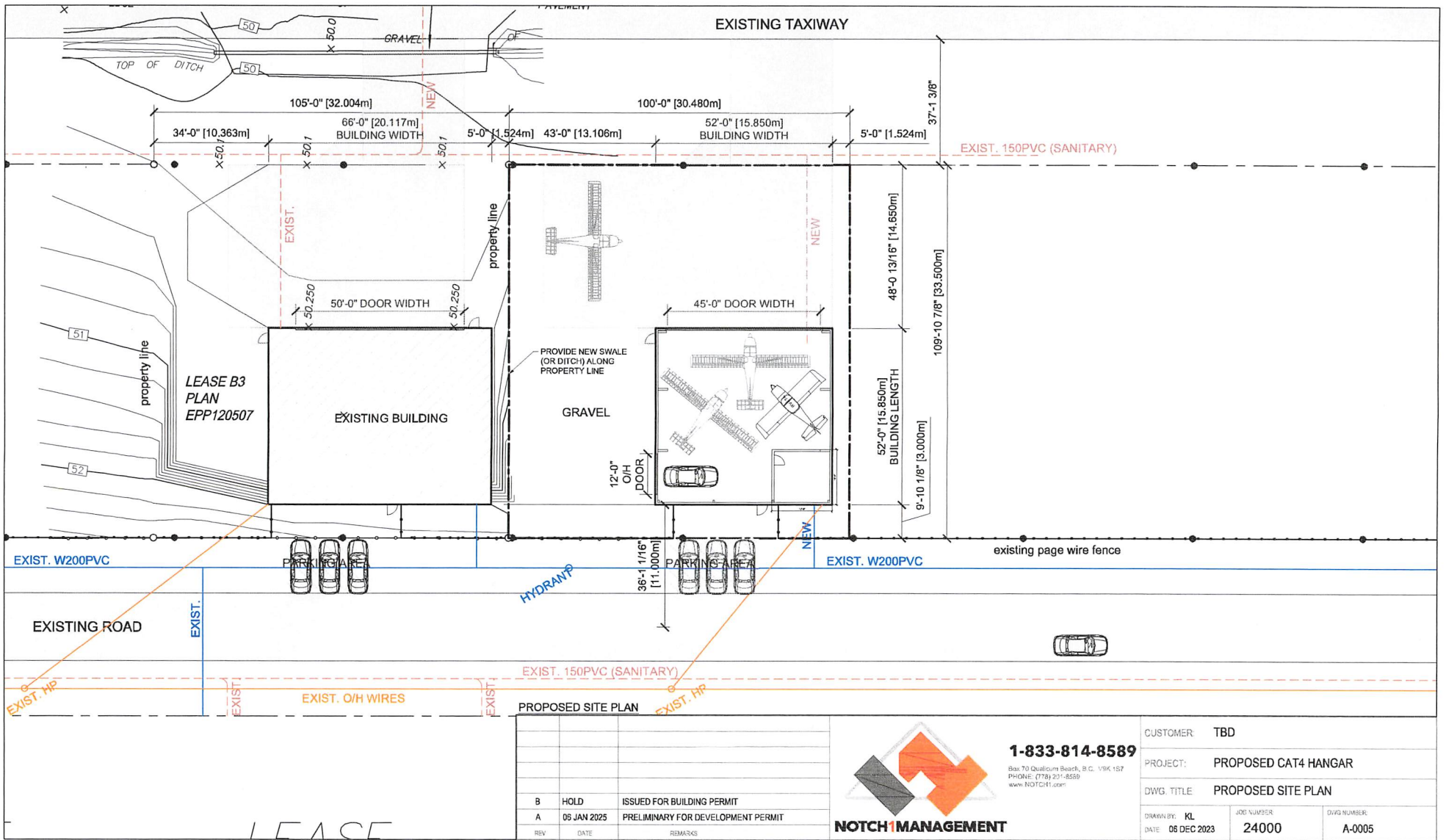
REV	DATE	REMARKS
B	HOLD	ISSUED FOR BUILDING PERMIT
A	06 JAN 2025	PRELIMINARY FOR DEVELOPMENT PERMIT



1-833-814-8589

Box 70 5th Main
 Dunstons Beach, B.C. V8K 1S7
 PHONE: (250) 901-8669
 www.NOTCH1.com

CUSTOMER:	ERIK NYLAND	
PROJECT:	PROPOSED CAT4 HANGAR	
DWG. TITLE:	EXISTING SITE PLAN	
DRAWN BY:	KL	JOB NUMBER
DATE:	12 DEC 2024	24172
		DWG NUMBER
		A-0004



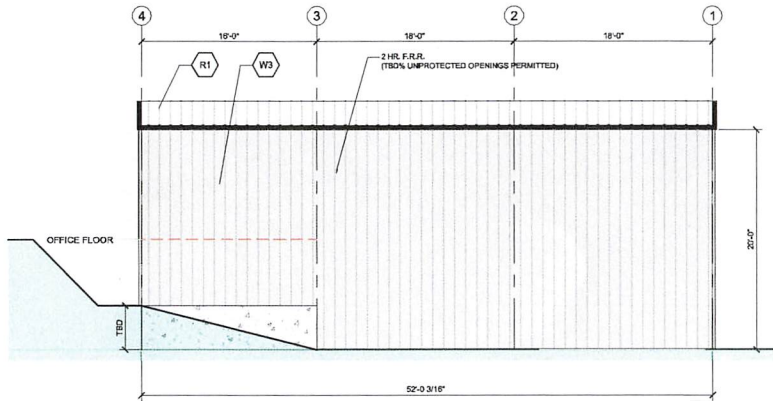
REV	DATE	REMARKS
B	HOLD	ISSUED FOR BUILDING PERMIT
A	06 JAN 2025	PRELIMINARY FOR DEVELOPMENT PERMIT

1-833-814-8589
 Box 70 Qualicum Beach, B.C. V9K 1S7
 PHONE: (779) 231-8589
 www.NOTCH1.com

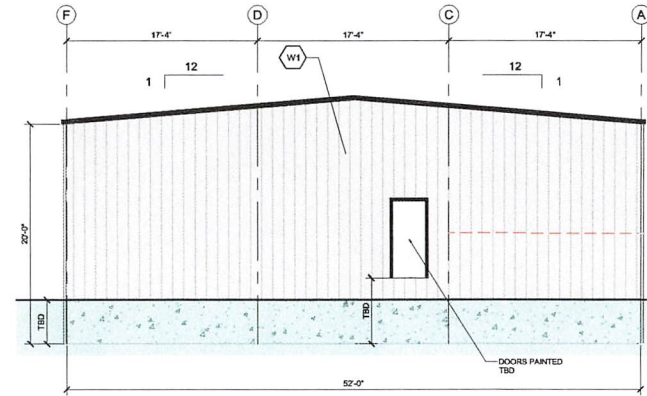
NOTCH1MANAGEMENT

CUSTOMER:	TBD
PROJECT:	PROPOSED CAT4 HANGAR
DWG. TITLE:	PROPOSED SITE PLAN
DRAWN BY:	KL
DATE:	06 DEC 2023
JOB NUMBER:	24000
DWG NUMBER:	A-0005

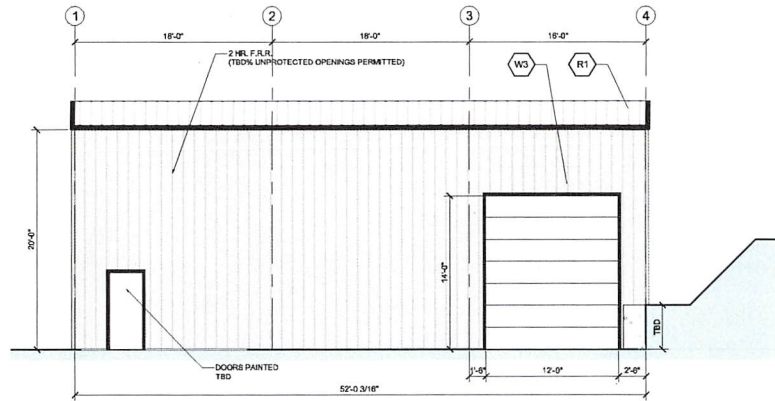
LEASE



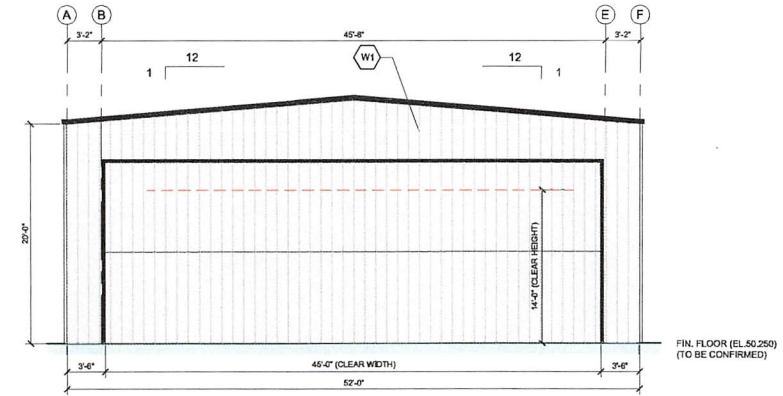
EAST FACE



NORTH FACE



SOUTH FACE



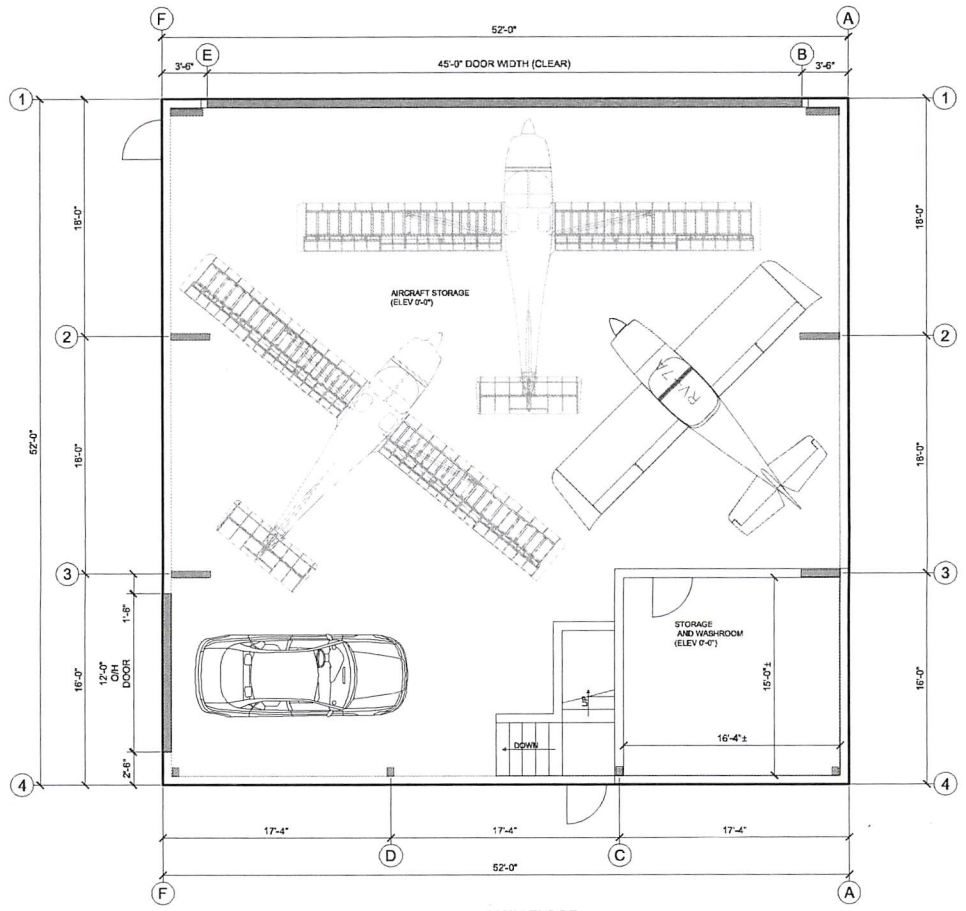
REV	DATE	REMARKS
B	HOLD	ISSUED FOR BUILDING PERMIT
A	06 JAN 2025	PRELIMINARY FOR DEVELOPMENT PERMIT



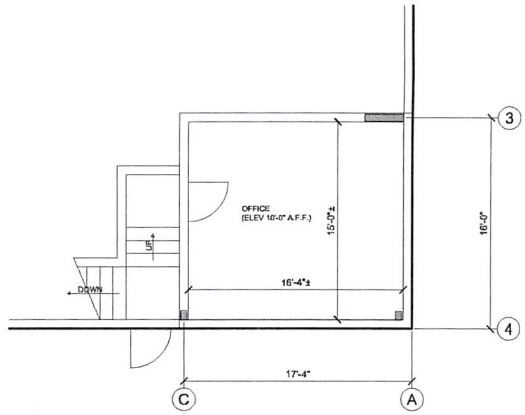
1-833-814-8589

Box 70 5th Main
 Quakam Beach, B.C. V9K 1S7
 PHONE: (779) 201-8589
 www.NOTCH1.com

CUSTOMER	ERIK NYLAND	
PROJECT	PROPOSED CAT4 HANGAR	
DWG. TITLE	EXTERIOR ELEVATIONS	
DRAWN BY:	KL	JOB NUMBER:
DATE:	12 DEC 2024	24172
		DWG NUMBER:
		A-0006



MAIN FLOOR



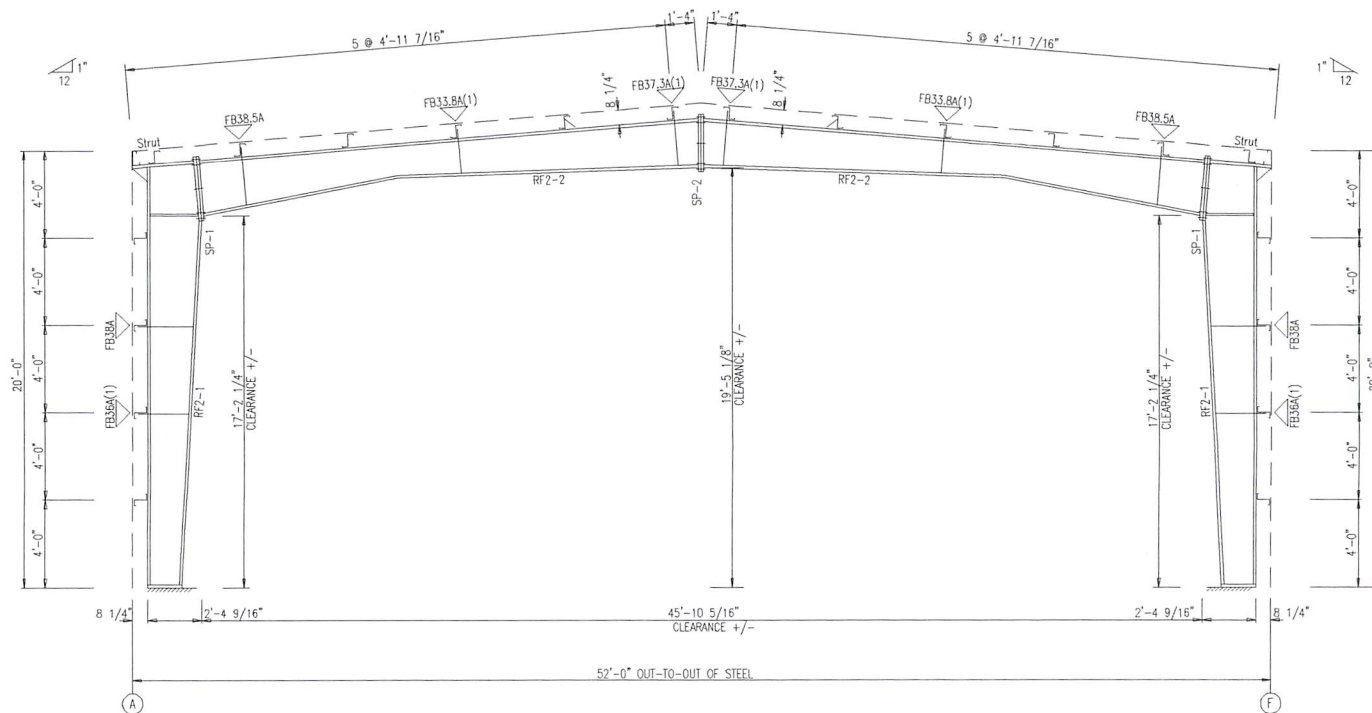
SECOND FLOOR

REV	DATE	REMARKS
B	HOLD	ISSUED FOR BUILDING PERMIT
A	06 JAN 2025	PRELIMINARY FOR DEVELOPMENT PERMIT



1-833-814-8589
 Box 70 5th Main
 Custom Beach, B.C. V3K 1S7
 PHONE: (778) 201-8588
 www.NOTCH1.com

CUSTOMER:	ERIK NYLAND
PROJECT:	PROPOSED CAT4 HANGAR
DWG. TITLE:	HANGAR PLAN
DRAWN BY:	KL
DATE:	12 DEC 2024
JOB NUMBER:	24172
DWG NUMBER:	A-0007



FRAME CROSS SECTION: FRAME LINE 2 3

HANGAR CROSS SECTION


REV	DATE	REMARKS
B	HOLD	ISSUED FOR BUILDING PERMIT
A	06 JAN 2025	PRELIMINARY FOR DEVELOPMENT PERMIT



1-833-814-8589

Box 70 5th Main
 Olaton Beach, B.C. V8K 1S7
 PHONE: (250) 231-8589
 www.NOTCH1.com

CUSTOMER:	ERIK NYLAND
PROJECT:	PROPOSED CAT4 HANGAR
DWG. TITLE:	HANGAR CROSS SECTION
DRAWN BY:	KL
DATE:	12 DEC 2024
JOB NUMBER:	24172
DWG NUMBER:	A-0008

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – Airport Qualicum Beach Airport Water Supply and Sewer Service	
	Policy Number: 3002-4	

Purpose

To ensure Qualicum Beach Airport tenants utilize and fund the Town water and sewer service supplied to the Qualicum Beach Airport in 2007 and to protect the Airport assets.

Policy

Qualicum Beach Airport tenants are required to connect to Town sewer and water services.

Qualicum Beach Airport lease holders are required to decommission septic fields and wells.

Tenants that were occupants in 2007 and previously provided notice to connect, and that have not connected, are subject to connection by the Town workers or others, with the expense of the work to be recovered as provided in Section 258 of the *Community Charter*, by adding to the property taxes the fees imposed for work done or services provided to land or improvements.

New leases offered for premises at the Qualicum Beach Airport shall require tenants, for each primary building, to have plumbing facilities on the leased premises, to connect to the Town of Qualicum Beach sewer and water systems.

Procedure

1. Staff shall pursue completion of water and sewer connection by tenants who were occupants in 2007.
2. Staff shall pursue decommissioning septic fields and wells.
3. Staff shall ensure that leases include terms to require tenants to connect each primary building on the leased premises, to the Town of Qualicum Beach sewer and water systems.
4. Tenants shall complete Applications for Sanitary Sewer Connection and Water Connection in accordance with the applicable bylaws.

Approved: 3 Nov 03 Approved By: Council	Amended: 14 Jul 08
--	---------------------------

Responsibility Corporate Administrator/ Airport Manager
Superintendent of Public Works, Parks & Buildings

References Sewer Connection and Regulation Bylaw
Waterworks Rate and Regulation Bylaw
Community Charter

Distribution Council
Management
All Departments

Approved: 3 Nov 03
Approved By: Council

Amended: 14 Jul 08



TOWN OF QUALICUM BEACH

MEMORANDUM

File: 1855.20.KSSVW

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 12, 2025

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Village Way Improvements at Kwalikum Secondary School Grant Application**

RECOMMENDATIONS:

THAT Council authorizes the submission of a grant application in the amount of \$197,000 to the Ministry of Transportation and Infrastructure's *Active Transportation Fund* for the purpose of implementing road safety improvements along Village Way fronting Kwalikum Secondary School.

PURPOSE

The purpose of this report is to request authorization from Council to submit a grant application to cover 60% of eligible costs towards implementing road safety improvements to Village Way fronting the Kwalikum Secondary School (KSS).

BACKGROUND

Two projects of equal priority top the Community Transportation Plan project prioritization list, including the implementation of road safety improvements along Village Way fronting KSS and traffic calming elements along Highway 19A between Judges Row and Crescent Road West.

At the October 23, 2024, regular meeting of Council, staff brought forward a memorandum titled "Application to the BC Active Transportation Infrastructure Grant KSS Traffic Safety Enhancement Project" to request authorization from Council to submit a grant application valued at \$500,000, in addition to a request for long-term borrowing of \$1.4 million to complete the project. Council did not approve the scope of work and did not authorize staff to proceed with the grant application as described above. The design for this project was based on the property's "Institutional" designation in the Town's Official Community Plan and its location within the Village core, which requires the development to include sidewalks, street trees, ornamental lights, and a low-impact management of rainwater.

A new project scope and reduced budget is now being proposed.

DISCUSSION

After the October 23, 2024, regular meeting of Council, Town staff and engineering consultants revisited the scope of the project. The purpose of the project is to improve pedestrian and cyclist

safety by slowing down traffic within the school zone. Since the best place for these types of improvements is at each entry point to the school frontage, the scope of the project was reduced to only include elements at each entry point. By doing so, a substantial quantity of work was eliminated from the scope thereby reducing costs significantly. Based on the new plans, the following elements are proposed at each entry point to the school frontage:

1. **Keep the existing crosswalk on Village Way at the east end of the school property and add a new crosswalk to Village Way at Condor Close:** This will ensure safe access to the school from each end of the school property.
2. **Limiting the construction of new sidewalks to each end of the crosswalks:** This will provide traffic calming elements at each end of the school property thereby providing safer pedestrian access and clear delineation where pedestrians should walk.
3. **New thermoplastic crosswalk bars:** These will enhance the visibility of the crosswalks, making it easier for drivers to spot pedestrian crossings.
4. **New rectangular rapid flashing beacon solar-powered crosswalk lights:** These solar-powered lights will increase the visibility of crosswalks, especially in low light conditions, alerting drivers to yield to pedestrians.
5. **Raised median islands:** These median islands will help separate traffic lanes, provide pedestrian refuge, and further slow traffic.

See **Appendix 1** attached to this report to view the renderings of the proposed traffic calming elements.

By reducing the scope of the project, while maintaining the key safety improvements, the estimated cost of the project has been reduced to \$328,000.

The Ministry of Transportation and Infrastructure is now accepting grant applications through their *Active Transportation Fund (ATF)* covering 60% of the cost of active transportation projects. The application process closes February 26, 2025. If successful, the work must be completed by March 31, 2030.

FINANCIAL IMPLICATIONS

There are no financial implications for submitting the grant application. If successful, however, 60% of the \$328,000 project, or \$197,000, would be covered by the *Active Transportation Fund* grant. The 40% balance of the project, or \$131,000, would be covered through the Town's Asset Investment Reserve Fund 2026 allocation for Community Transportation Smaller Initiatives Implementation. Based on Council decision making, the capital budget provision for this project will be amended in the proposed 2025-2029 Financial Plan Bylaw 893, 2025 prior to 3rd reading.

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 will be informed of the grant application through this report on the regular Council agenda and, if the grant is approved, will also be informed through the Financial Plan and construction notice processes.

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

- That staff add additional traffic calming elements to the proposed design.
- That staff postpone this project and prioritize 19A from Judges Row to Crescent Road West instead.

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

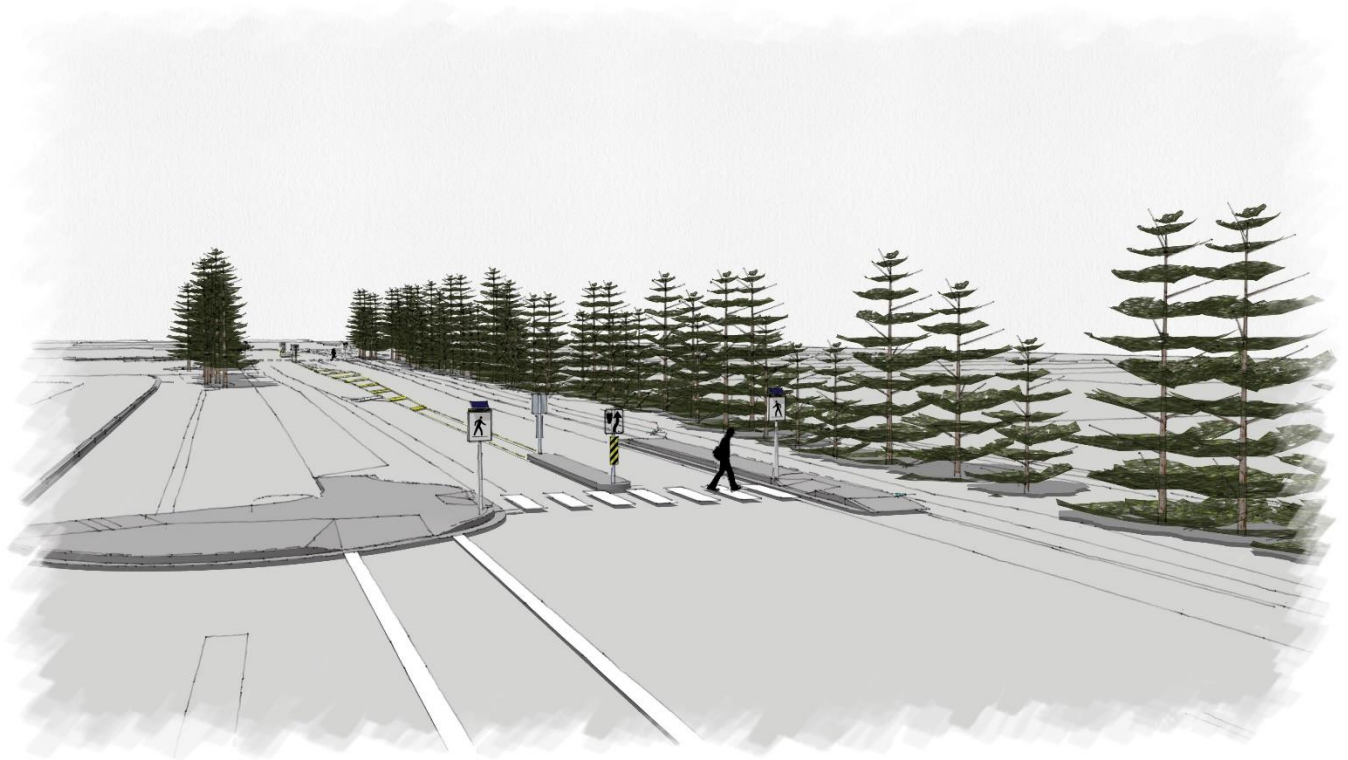


Raj Hayre
 Director of Finance
Concurrence

Appendix 1 – Renderings of the proposed traffic calming elements.

East end of school property elements include:

- Addition of a new segment of raised sidewalk on the north side of Village Way at the end of the existing crosswalk
- Improved raised sidewalk refuge on the south side of road at the end of the existing crosswalk
- Addition of a new raised median island on Village Way
- Addition of new solar powered rectangular rapid flashing beacons for the crosswalk crossing Village Way
- Although not shown, the pride markings will be retained



Appendix 1 – Continued from previous page.

West end of school property elements include:

- Addition of a pedestrian crosswalk crossing Village Way at Condor Close
- A segment of new raised sidewalk on the north side of Village Way at the end of the new pedestrian crosswalk
- Addition of raised median islands on Village Way on both sides of Condor Close
- Addition of rectangular rapid flashing beacons on each end of the new pedestrian crosswalk crossing Village Way at Condor Close

