Notice & Agenda for the 9:00 am Wednesday, July 16, 2025, Town of Qualicum Beach Regular Council Meeting to be held in the Committee Room, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Page No. **(This meeting may be recorded)**

1. ADOPTION OF THE AGENDA

1-7 THAT Council adopts the July 16, 2025, regular Council meeting agenda.

2. MOTION TO CLOSE at 9:00 am

THAT the regular meeting of Council be closed to the public, pursuant to section 90(1)(c), (e) and (k) of the *Community Charter*, for the purpose of considering:

(c) labour relations or other employee relations;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Following adoption of the above motion, the meeting will be closed to the public.

MEETING REOPENS TO THE PUBLIC at 10:00 am in Council Chamber.

3. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

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

8-10 (a) THAT the December 4, 2024, Committee of the Whole meeting minutes be approved as presented.

11-19 (b) THAT the June 18, 2025, regular Council meeting minutes be approved as presented.

20-21 (c) THAT the June 25, 2025, special Council meeting minutes be approved as presented.

22-25 (d) THAT the June 25, 2025, Committee of the Whole Airport meeting minutes be approved as presented.

26-33 (e) THAT the June 25, 2025, Committee of the Whole OCP meeting minutes be approved as presented.

34-36 (f) THAT the Correspondence Log, dated for reference July 7, 2025, be approved as presented.

37-38 (g) THAT the Q1 & Q2 Bylaw Reports be received for information.

39 (h) THAT the Q2 2025 Report for Tree Permits be received for information.

40-42 (i) THAT the Q2 2025 Report for Fire Rescue Services be received for information.

43-44 (j) THAT the Q2 2025 Report for Construction and Building Permits be received for information.

4. RECOGNITION – Nil

5. BUSINESS ARISING FROM THE MINUTES

46-48 (a) **June 25, 2025, Committee of the Whole OCP Recommendations to Council**

Refer to page 46.

(b) **June 25, 2025, Committee of the Whole Airport Recommendation to Council:**

THAT the Committee of the Whole recommends to Council THAT Council receive the report titled "Qualicum Beach Airport Quarterly Report," dated June 25, 2025, for information.

6. DELEGATIONS – Nil

7. CORRESPONDENCE

49-51 (a) **Mount Arrowsmith Biosphere Region Research Institute – Request for Letter of Support**

THAT Council authorizes issuing the draft letter of support (substantially in the form in the July 16, 2025, Council agenda) to Mount Arrowsmith Biosphere Region Research Institute for the grant application to TD Friends of the Environment Foundation for the Marine Debris Education Initiative by the Mount Arrowsmith Biosphere Region Research Institute.

Staff Comment: Staff supports sending the letter of support to the Mount Arrowsmith Biosphere Region Research Institute for this initiative.

52 (b) **Qualicum Beach Pickleball Club Re: Pickleball Demo Day at Tennis Courts – Request for Court Usage During Court Closure**

THAT Council requests staff respond to the Qualicum Beach Pickleball Club request to book the tennis courts, confirming that the tennis courts are closed for paving August 4th to 15th subject to weather; and confirm the Club can contact the Town's contractor for court bookings (RDN Recreation) for future bookings.

Staff Comment: The tennis courts are closed for resurfacing and painting from August 4 to August 15, 2025, weather permitting. As such, this request cannot be accommodated.

8. BYLAWS

53-66 (a) **Second Reading of "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025".**

Staff Recommendation:

THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be read a second time.

**Note: First reading was given on May 14, 2025. Previous staff report included for reference.*

67-73 (b) **Alternate Means of Public Notice Bylaw No. 911, 2025**

1. THAT Council deems the Town's website and the email subscription service as reliable, suitable and accessible as described in the *Public Notice Regulation*.

2. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be introduced and read a first time.

3. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a second time.

4. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a third time.

9. COMMITTEE & LIAISON REPORTS

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

74 (i) Report from Mayor Westbroek

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

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

75 (i) Report from Councillor Skipsey

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

76 (i) Report from Councillor Vander Valk

(ii) **Notice of Motion – Councillor Vander Valk**

THAT Council send a letter of appreciation to Murray Chantler in recognition of his contribution of two Trailriders, specialized pieces of equipment for those with accessibility needs, for use in the Oceanside community.

Staff Comment:

The bookings are managed externally by a third party. This is not a municipal service. The two Trailriders will be available to rent for $10/day starting on June 28th (at the latest) and must be booked in advance at the following locations:

Regional District of Nanaimo Recreation and Parks 1490 Springhill Road Parksville (250-248-4744)	Take Off Adventure Rentals 2254 Alberni Highway Coombs (250-947-9961) info@takeoff-rentals.com

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

77 (i) Report from Councillor Young

10. STAFF REPORTS

(1) Corporate Services

78-139 (a) **Comprehensive Policy Review | Policies to Transition [Council to Administration]**

Postponed from June 18, 2025, regular Council meeting:

Staff Recommendation:

THAT Council supports transitioning the policies listed in Schedule 'I' attached to the June 18, 2025, staff report from Council to Administration.

Staff Comment: The decision before Council is whether policies classify as Council or Administrative Policies, not the content of the policies themselves at this time. Once transitioned to an Administrative Policy, staff will make any required changes and bring them back for Council's endorsement.

140-141 (b) **Visual Identity Refresh**

Postponed from June 18, 2025, regular Council meeting:

Staff Recommendation:

THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in undertaking the Strategic Initiative titled "Visual Identity Refresh" as outlined in the 2024-2025 Town of Qualicum Beach Communications Strategy;

AND FURTHER, THAT Council provide endorsement to establish a Visual Identity Refresh Working Group to provide input into the visual identity process and to help shape the "community story" behind the visual identity.

(c) **Announcement of Closed Council Meeting Motions**

The following motion was previously passed by Council during a Closed meeting, and is released to the public, pursuant to Section 117 of the *Community Charter*.

THAT Council authorizes staff to issue the draft Joint Press Release dated April 16th between the Town of Qualicum Beach and School District No. 69 including any minor amendments.

142-152 (d) **Policy 3000-25 | Media Policy & Policy 3000-26 | Official Town Social Media & Third Party Content Policy**

Staff Recommendations:

1. THAT Council approves Policy 3000-25 | Media Policy.
2. THAT Council approves Policy 3000-26 | Official Town Social Media & Third Party Content Policy.

(2) **Finance**

153-174 (a) **First and Second Quarter Update 2025, Council Strategic Initiatives, Capital Program and Operations Update**

1. THAT the Report titled "First and Second Quarter Update 2025: Council Strategic Initiatives, Capital Program and Operations Update," dated July 16, 2025, be received for information.
2. THAT Council directs staff to postpone the timeline for the capital project to "Upsize Pipe and Abandon Old Corrugated Steel Pipe" at Village Way to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.
3. THAT Council directs staff to postpone the timeline for the capital project titled "Public Works Automatic Security Gate" to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.
4. THAT Council directs staff to postpone the timeline for the Airport Projects titled "Runway, Taxiway, Apron Paving" and "Loader/Snow Blower" to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.

(3) **Planning & Community Development**

175-188 (a) **Development Permit: 127 & 131 Fern Road East**

Staff Recommendation:

THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East, as detailed in the July 16, 2025, Planning memo to Council, subject to the following revisions so that the proposal aligns with Policy #4 of the Development Permit Area (C2 – Light Industrial) Guidelines:

a) Removal of the Fern Road East exit, as labelled as #1 in Figure 2: Proposed Site Revisions;
b) Removal of the off-street parking spaces along Fern Road East, as labelled #2 in Figure 2: Proposed Site Revisions;
c) Construction of a sidewalk along the property frontage on Fern Road East as per Town standards;
d) Additional landscaping where the exit and off-street parking spaces have been removed.

189-207 (b) **Zoning Amendment: 510 Chester Road**

Staff Recommendation:

1. THAT Council deems the residential Zoning Amendment application to permit a nine parcel development at 510 Chester Road to be compliant with the Official Community Plan.
2. THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.

208-215 (c) **Zoning Amendment & Development Permit: 201, 207, 211 First Avenue West**

Staff Recommendation:

1. THAT Council deems the residential Zoning Amendment application to permit a mixed-use development for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan.
2. THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission, subject to a complete set of plans being submitted, for comment on the following:
   a) Whether the proposal fits the "Village Character as noted in the policy for the "Transitional Commercial Residential Area": "The Town shall support the redevelopment of the "Village Neighbourhood" in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.".
   b) Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: "Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible."
   c) Building height, particularly in the northeast corner of the proposal.

216-221 (d) **Development Permit: 1025 Qualicum Road**

Staff Recommendation:

THAT Council directs staff to issue a Development Permit for 1025 Qualicum Road, as outlined in the July 16, 2025, Planning report to Council.

(4) **Operations**

222-226 (a) **BC Hydro's Responses to two Streetlight Information Management submissions and their review of the "E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints"**

Staff Recommendation:

THAT Council directs staff to take no further action on the streetlights located adjacent to 575 Aspen Avenue and 566 Beach Road.

227-228 (b) **Installation of Crosswalk Crossing – Memorial Avenue at First Street**

THAT Council directs staff to request the Island Corridor Foundation and/or the E&N Railway, to permit the Town to install a crosswalk crossing at Memorial Avenue and First Street, complete with Rectangular Rapid Flashing Beacons.

229-230 (c) **2025 RFQ - Civic Centre Roof Replacement Tender Award**

Staff Recommendation:

THAT Council awards the project titled 2025 RFQ – Civic Centre Roof Replacement to G&G Roofing Ltd in the amount of $219,000 excluding GST.

11. Review of Comments from the Public

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (July 18, 2025). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

- Mail: Box 130, Qualicum Beach, BC V9K 1S7
- Phone: 250-752-6921

Email: communications@qualicumbeach.com

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varella, Chief Administrative Officer (CAO) Heather Svensen, Director of Corporate Services/Deputy CAO Raj Hayre, Director of Finance Kevin Goldfuss, Airport Manager Jason Froats, Information Systems Analyst Danielle Leurebourg, Deputy Director of Corporate Service

The Mayor called the Committee of the Whole meeting to order at 4:00 pm and acknowledged the meeting was being held on the traditional territory of the Coast Salish people and particularly the Qualicum First Nation.

ADOPTION OF THE AGENDA
The Committee adopted, by unanimous consent, the December 4, 2024, Committee of the Whole meeting agenda as presented.
CARRIED UNANIMOUSLY

AIRPORT DISCUUSION FORUM

(1) **Third Quarter Report – Kevin Goldfuss, Airport Manager**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole receives the report titled “Qualicum Beach Airport Quarterly Report,” dated December 4, 2024, for information.
CARRIED UNANIMOUSLY

(2) **Presentation – Airport Accountable Executive and Airport Manager**

PUBLIC INPUT OPPORTUNITY

S. Bereng Sort commended the airport manager and Town staff for work done and progress made to date.

D. Durrant commented that new developments should be made aware of the noise impacts when they are building next to the airport.
W. Munro noted a significant increase in aircraft noise and disruption since 2016 and that it was time to take action to remove the disruption in their lives.

T. Provost commented that the Town cannot rely on bylaws to enact measures, that there is value in the complaints system, but it does not address the noise reduction concerns and that the voluntary compliance with the Good Neighbour Program is why Qualicum Woods residents are seeking to be included in the Noise Sensitive Areas and the Noise Abatement Procedure. Also provided comment on the QWRA petition on leaded fuel use and requested the Town to use the noise control options available to them.

J. Tudor commented that the noise pollution and lead pollution is negatively impacting their quality of life. They appreciate the efforts of the Good Neighbour Program and noted transport Canada's confirmation that the Town can regulate noise concerns.

C. Dowe provided comment that the noise from aircraft is negatively impacting individuals that are choosing to age in place at their homes in Qualicum Woods with their caregivers and sought clarification if those that email the Airport Manager with concerns outside the Public Inquiry system were included in the statistics presented.

J. Pinelho commented that the Qualicum Airport is critical for medivac and flight training and reiterated their support for the airport.

D. Hodgson commented that the aircraft noise and lead fuel pollution has negative impacts on young families and children and encouraged the Town to weigh the benefits of the airport with the costs, both to health and finances of the Town.

S. Willis commented that the pro's and con's of the airport need to be weighed to determine if the airport remains a valuable asse to the community. Also noted that changes with Good Neighbour Program or Noise Sensitive Areas will have impacts on others if flight paths are changed.

J. Noel commented that the Town committed to evaluate user fees and charges to lessen the requirement for taxation, but questioned whether this was applied to the airport and noted that the net property taxes required for the airport was not included in the budget slides. Also commented that landing fees should help provide statistics on take-offs and landings at the airport.

A. Stammers commented that the airport should limit the number of flights coming in through scheduling or other means.

F. Harrop commented that airport noise leads to increased stress and has negatively impacted their health and suggested the airport be decertified until concerns are addressed.

J. Simmons commented on the commercial flights flying IFR over Qualicum Woods, that the airport costs taxapayers hundreds of thousands of dollars and noted that the airport does not have to be in Qualicum Beach.

D. Williams suggested that the Town consider fees for touch-and-go's and landings and use computerized systems to manage landing and touch-and-go fees. Also provided comment that the Canada Flight Supplement should require IFR flights to avoid Noise Sensitive Areas.

T. Tobin commented that the "no turns to the north" requirement means flights have to fly straight over Qualicum Woods, that the Good Neighbour Program is not as effective in the summer and asked the several questions regarding the Good Neighbour Program and amending the Noise Abatement Procedure to be consistent with the Good Neighbour Program and application to flights flying IFR.

MEETING RECESSED: 6:16 pm

MEETING RECONVENED: 6:29 pm

DRAFT

G. Adams commented that noise from airplanes frequently flying over or “Dead sticking” over her home has led to frightening seizure events for her son with complex medical needs.

P. Stary provided comment that the airport needs to be evaluated on its benefits to the entire community and encouraged greater attention to the maintenance of pedestrian paths in the vicinity of the airport.

K. Varey spoke on behalf of Iskwew Air as a commercial operator that has been operating since 2022 and flying over 15,000 passengers out of Qualicum Beach and noted that it is a valuable service to residents and visitors to the area. Also commented on the limits placed on the carrier by YVR when flying IFR, which requires flight over Qualicum Woods and no ability to deviate from this path.

N. Marshall spoke on behalf of Sealand Flight and Flight School and discussed their efforts to abide by Good Neighbour Program, desiring to improve the situation and hear complaints from neighbours, bringing electric planes into their fleet, and the need for alternative unleaded fuel sources to be available before we can move away from leaded AVGas.

C. Purdy commented on peoples’ right to quiet enjoyment of their property under the Tenancy Act and how it should apply to property owners in Town to be able to enjoy their properties without airplane disturbances.

B. Anderson commented that there has been an increase in activity at the airport since they purchased their home in 2017 and that the touch-and-go and circuit training are the biggest issue.

ADJOURNMENT
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole adjourns the December 4, Committee of the Whole meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 7:02 pm

Certified Correct:

_____
Heather Svensen, Director of Corporate Services

Confirmed this day of , 2024.

_____
Teunis Westbroek, Mayor

DRAFT

DRAFT - Minutes of the 10:00 am Wednesday, June 18, 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 and Community Development Raj Hayre, Director of Finance Oliver Watson, Manager of Capital Projects Chris Stanger, Manager of Operations John Manson, Interim Director of Operations and Engineering Services Reno Sun, Manager of IT and GIS Jason Froats, Information Systems Analyst Danielle Leurebourg, Deputy Director of Corporate Services Nathan Cernusca, Corporate Services Coordinator

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the June 18, 2025, Regular Council meeting agenda as amended to include the addition of Section 90(1)(c) under agenda item 10, Motion to Close:

(c) labour relations or other employee relations.

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2(a) to 2(f) in the June 18, 2025, Consent Agenda.

(a) THAT the May 7, 2025, special Council meeting minutes be approved as presented.
(b) THAT the May 14, 2025, regular Council meeting minutes be approved as presented.
(c) THAT the May 21, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented.
(d) THAT the May 21, 2025, Committee of the Whole meeting minutes be approved as presented.
(e) THAT the June 6, 2025, special Council meeting minutes be approved as presented.
(f) THAT the Correspondence Log, dated for reference June 9, 2025, be approved as presented.

CARRIED UNANIMOUSLY | Resolution No. 25-126
END OF CONSENT AGENDA

RECOGNITION

(1) **Town Crier Recognition – Years of Service**
The Town of Qualicum Beach recognizes the dedicated 26 years of service for Len Mustard, with support from Marie Mustard, as Official Town Crier for Qualicum Beach.

(2) **MISA BC 2024 Spirit of Innovation Award**
The Town of Qualicum Beach was awarded the Spirit of Innovation Award for the Public Inquiry System at the Municipal Information Systems Association (MISA) BC Fall Conference of 2024.

DRAFT

(3) **GeoConnect 2025 – Award of Excellence**
The Town of Qualicum Beach was presented with the Award of Excellence for the Public Inquiry System, Development Tracker and Tree Removal Application at the GeoConnect Conference of 2025.

BUSINESS ARISING FROM THE MINUTES

(1) **Councillor Harrison – September 16, 2019, Resolution**
WHEREAS Orca Place houses 52 individuals out of 118 applicants;

WHEREAS the ability to participate in the workforce is a vital component in helping some residents of Orca Place transition out of the facility;

WHEREAS municipalities are tasked with "fostering the economic, social, and environmental well-being of [their] community" under the *Community Charter* 2.7.d;

BE IT RESOLVED that the Town of Qualicum Beach states a willingness to discuss opportunities as an employer that will work with the relevant stakeholders should a program to support Orca Place residents re-entering the workforce come into being.

Staff Recommendation:
WHEREAS engaging in a workforce reintegration program fo**r** Orca Place Residents would require a significant investment of time, personnel, and funding.

AND WHEREAS current Human Resource capacity is fully committed to existing projects and services.

AND WHEREAS successful implementation of a workforce reintegration program would require the development of dedicated training, supervision, and support systems tailored to this specific Program that do not currently exist and would require additional investment, planning, and expertise.

AND WHEREAS there are WorkSafeBC and occupational health and safety considerations, including the need for appropriate workplace accommodations, risk assessments, and compliance with applicable legislation, and proceeding without these safeguards in place could present operational and liability risks for the Town.

AND WHEREAS, the initiative depends on formal partnerships with external stakeholders, which have not yet been established.

BE IT RESOLVED, THAT the Town not proceed with the proposed Orca Place workforce reintegration program.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council defer discussion on the ORCA Place residents workforce reintegration program to a future regular meeting of Council.
CARRIED UNANIMOUSLY | Resolution No. 25-127

(2) **The Old School House – Interim Funding Request (July to December 2025)**
The Old School House requested $29,000 in interim operating funding for the period of July to December 2025 or until such time Council responds to the Fee-For-Service request during the Fall 2025 Strategic Planning process.

DRAFT

THAT Council refer the request for mid-year funding for The Old School House to the Fall 2025 Strategic Planning process.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT The Old School House Board work with staff to prepare a Fee-For-Service agreement for presentation during the July 9, 2025, special Council in-camera meeting.
CARRIED UNANIMOUSLY | Resolution No. 25-128

(3) **Qualicum Beach Lawn Bowling Club – Funding Request**
The Old School House requested $29,000 in interim operating funding for the period of July to December 2025 or until such time Council responds to the Fee-For-Service request during the Fall 2025 Strategic Planning process.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council refer the request for mid-year funding for Qualicum Beach Lawn Bowling Club to the Fall 2025 Strategic Planning process.
CARRIED UNANIMOUSLY | Resolution No. 25-129

(4) **Noise Control Bylaw Review**
J. Wilson, delegation from January 22, 2025, Regular Council meeting, requested amendments to the Noise Control Bylaw to address yard works or establishing a Good Neighbour Bylaw.

Councillor Harrison will draft a Notice of Motion for the next Regular Council meeting.

DELEGATIONS

(1) **Qualicum Beach Streamkeepers – 30th Anniversary**, D. James (President), G. Almond (Vice President) and P. Jacobson (Board Member), Qualicum Beach Streamkeepers, in attendance to make a presentation on the history of Qualicum Beach Streamkeepers and present opportunities for collaboration with the Town of Qualicum Beach.

Mayor Westbroek agreed to make a presentation of a recognition award to volunteers and advisors at Beach Day.

(2) **Mount Arrowsmith Biosphere Region – Grant Funding Request**, R. Woroniak, Mount Arrowsmith Biosphere Region, in attendance to make a presentation on a request for grant funding.

Mayor Westbroek recommended staff work with the Mount Arrowsmith Biosphere Region to develop a Fee-for-Service agreement for consideration during Strategic Planning in the Fall of 2026.

(3) **G. Lamson – AVICC Resolution – Railway in Qualicum Beach**, G. Lamson, Qualicum Beach Resident, in attendance to propose the decommissioning of the railway and conversion to a trail.

CORRESPONDENCE

(a) **J. Eisler, Ravensong Pool Referendum**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Councillor Skipsey prepare a letter in collaboration with Tom Osborne to the resident advising of the Regional approach to recreation.
CARRIED UNANIMOUSLY | Resolution No. 25-130

DRAFT

(b) **Mount Arrowsmith Biosphere Region Research Institute – Brant Wildlife Festival**
For information.

BYLAWS

(a) **Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No. 901.01, 2025**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No. 901.01, 2025" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 25-131

(b) **Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025**
Councillor Young MOVED and Councillor Vander Valk SECONDED
1. THAT third reading of "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025" be rescinded;

CARRIED UNANIMOUSLY | Resolution No. 25-132

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED
2. THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025" be read a third time, as amended, by revising the Bylaw number.

CARRIED UNANIMOUSLY | Resolution No. 25-133

COMMITTEE & LIAISON REPORTS

(1) **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on his written report included in the agenda.

(2) **Public Safety** (Councillor Scott Harrison)
Councillor Harrison commented on his portfolio activities.

(3) **Parks & Recreation** (Councillor Anne Skipsey)
(a) Councillor Skipsey commented on her written report included in the agenda.

(b) Pickleball Courts Fundraising Campaign Update

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT the Town send a letter of condolences to the family of former Councillor Mike Wansink.
CARRIED UNANIMOUSLY | Resolution No. 25-134

(4) **Community Development** (Councillor Petronella Vander Valk)
Councillor Vander Valk commented on her written report included in the agenda.

(5) **Arts & Culture** (Councillor Jean Young)
Councillor Young commented on her written report included in the agenda.

STAFF REPORTS

(1) **Corporate Administration**
(a) **Announcement of Closed Council Meeting Motions**
For information.

DRAFT

(b) **2025 Special Events Approvals**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorizes the closure of Veterans Way on July 1, 2025, from 6:00 am to 11:59 pm to facilitate the Canada Day Celebration festivities, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insurance and litter control; AND FURTHER THAT the Town provide support in the form of provision of barricades, garbage cans, water and electrical access for the duration of the event.
CARRIED UNANIMOUSLY | Resolution No. 25-135

(c) **Bill 15 *Infrastructure Projects Act* | Informational Update to Council**
For information.

(d) **Comprehensive Policy Review | Policies to Transition [Council to Administration]**
Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT Council defer discussion on the Comprehensive Policy Review | Policies to Transition [Council to Administration] to a future meeting of Council; AND FURTHER THAT any policies deemed administrative in nature be brought to Council for endorsement when changes are made.
CARRIED UNANIMOUSLY | Resolution No. 25-136

(e) **Comprehensive Policy Review | Policies to Rescind [2]**
Councillor Young MOVED and Councillor Skispey SECONDED, THAT Council rescinds the Policies listed in Schedule 'I' attached to the June 18, 2025, staff report to Council.
CARRIED UNANIMOUSLY | Resolution No. 25-137

(2) **Planning & Community Development**

(a) **Ways to Achieve Attainable Market Housing (WAAM Housing) Plan – Request for Contract Award**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to award the contract for the initiative titled "Ways to Achieve Attainable Market Housing Plan" to MODUS Planning Design & Engagement Inc. in the amount of $54,663, as detailed in the June 18, 2025, Planning report to Council.
CARRIED | Resolution No. 25-138
Opposed: Councillor Harrison, Councillor Young

(b) **Zoning Amendment and Development Permit: 324 Chester Road**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council denies the zoning amendment application for 324 Chester Road.
CARRIED | Resolution No. 25-139
Opposed: Councillor Harrison, Councillor Young

(c) **Zoning Amendment & Development Permit | 201, 207, 211 First Avenue West**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: reduce the height to 3 stories.

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council lay the following motion on the floor:

> THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: reduce the height to 3 stories.

MOTION DEFEATED

DRAFT

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

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended by rewording as follows "… for the applicant to consider reducing the massing of the building to three stories with some flexibility to maintain the small-town character of Qualicum Beach."
CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED
THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: for the applicant to consider reducing the massing of the building to three stories with some flexibility to maintain the small-town character of Qualicum Beach.
CARRIED UNANIMOUSLY | Resolution No. 25-140

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council take a five-minute recess.
CARRIED UNANIMOUSLY

MEETING RECESSED: 12:30 pm
MEETING RECONVENED: 12:35 pm with all of Council in attendance.

(d) **Development Variance Permit & Development Permit | 532 Memorial Avenue**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,
WHEREAS The height of the building on Hoylake Road East: 4 storeys plus a roof top amenity space on the 5th floor imposes on the streetscape and on the neighbours;

WHEREAS The proximity to Hoylake Road East: the relatively narrow setback, again, has the building imposing onto the street;

WHEREAS The big beautiful Arbutus tree, an endangered species, on Hoylake Road East is a significant tree and should be preserved;

WHEREAS the intersection at Memorial Avenue and Hoylake Road East is already a very dangerous intersection. It will become even more so with increased traffic volumes, primarily from residents and hotel guests of the property;

WHEREAS the location of the parking access onto the site is very close to the neighbour to the east of the site, whose home is situated considerably lower than the ramp and the proposed building. It is also quite steep;

WHEREAS the parking structure wall on the north side is very high. The wall is also quite prominent along Memorial Avenue;

AND WHEREAS 117 stalls of parking is more than ample, the space could be better used.

THEREFORE IT BE RESOLVED THAT Council refer the application for 532 Memorial Avenue back to the developer to address the following:

1. The height not to exceed 3 stories plus the elevator and the small rooftop amenity space on the floor above; and

2. A traffic study be conducted to evaluate the impacts at the safety of the intersection at Hoylake Road East and Memorial Avenue and to explore alternative access on to the site from mid block on Memorial Avenue.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the motion on the floor be amended by inserting: "AND FURTHER THAT the application for 532 Memorial Avenue be referred to the Advisory Planning Commission subject to the applicant reviewing points #1 and #2."
CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:
WHEREAS The height of the building on Hoylake Road East: 4 storeys plus a rooftop amenity space on the 5th floor imposes on the streetscape and on the neighbours;

WHEREAS The proximity to Hoylake Road East: the relatively narrow setback, again, has the building imposing onto the street;

WHEREAS The big beautiful Arbutus tree, an endangered species, on Hoylake Road East is a significant tree and should be preserved;

WHEREAS the intersection at Memorial Avenue and Hoylake Road East is already a very dangerous intersection. It will become even more so with increased traffic volumes, primarily from residents and hotel guests of the property;

WHEREAS the location of the parking access onto the site is very close to the neighbour to the east of the site, whose home is situated considerably lower than the ramp and the proposed building. It is also quite steep;

WHEREAS the parking structure wall on the north side is very high. The wall is also quite prominent along Memorial Avenue;

AND WHEREAS 117 stalls of parking is more than ample, the space could be better used.

THEREFORE IT BE RESOLVED THAT Council refer the application for 532 Memorial Avenue back to the developer to address the following:

1. The height not to exceed 3 stories plus the elevator and the small rooftop amenity space on the floor above; and
2. A traffic study be conducted to evaluate the impacts at the safety of the intersection at Hoylake Road East and Memorial Avenue and to explore alternative access on to the site from mid block on Memorial Avenue.

AND FURTHER THAT the application for 532 Memorial Avenue be referred to the Advisory Planning Commission subject to the applicant reviewing points #1 and #2."
CARRIED | Resolution No. 25-141
Opposed: Councillor Harrison, Councillor Young

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

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(3) **Operations**

(a) **Capital Projects Update**
Oliver Watson, Capital Projects Manager, presented a capital projects update to Council.

(b) **Hemlock Street and Illiqua Road Watermain Replacement – Request for Contract Award**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council awards the Hemlock Street and Illiqua Road Watermain Replacement Project to In The Dirt Contracting in the amount of $495,520 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 25-142

(c) **Fern Road at Primrose Street Intersection Improvements – Request for Contract Award**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council awards the project titled Fern Road at Primrose Street Intersection Improvements to Echelon Creative Inc.in the amount of $79,980 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 25-143

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

(e) the acquisition, disposition or expropriation of land or improvements, if 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: 1:57 pm
MEETING REOPENED TO THE PUBLIC: 2:58 pm

REVIEW OF COMMENTS FROM THE PUBLIC
Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (June 20, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- T. Pritchard - Comments regarding the capital projects update and development proposals
- J. Noel - Comments regarding the closed Council motions announcement and Council meeting procedure
- J. Wood - Comments regarding applications for 324 Chester Road; 201, 207, 211 First Avenue West, and 532 Memorial Avenue
- S. Lloyd - Comments regarding the Ways to Achieve Attainable Market Housing Plan

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

DRAFT

MEETING ADJOURNED: 2:58 pm

Certified Correct:

Heather Svensen Director of Corporate Services/Deputy CAO	Teunis Westbroek Mayor

DRAFT

DRAFT - Minutes of the 9:00 am Wednesday, June 25, 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
ABSENT:		Councillor Scott Harrison
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services | Deputy CAO Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance Danielle Leurebourg, Deputy Director of Corporate Services Nathan Cernusca, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber at 9:00 am acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the June 25, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

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

(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.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 9:02 am
MEETING REOPENED TO THE PUBLIC: 10:00 am

BYLAWS

(a) **Adoption of "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025"**
Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025 be adopted.
CARRIED UNANIMOUSLY | Resolution No. 25-144

STAFF REPORTS

(1) **Corporate Administration**

(i) **Visual Identity Refresh Update and Timeline**
Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in undertaking the Strategic Initiative titled "Visual Identity Refresh" as outlined in the 2024-2025 Town of Qualicum Beach Communications Strategy; AND FURTHER, THAT Council provide endorsement to establish a Visual Identity Refresh Working Group to provide input into the visual identity process and to help shape the "community story" behind the visual identity.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council defer the Strategic Initiative titled "Visual Identity Refresh" to the next Regular Council meeting on July 16, 2025 for Council's consideration.
CARRIED UNANIMOUSLY | Resolution No. 25-145

(2) **Finance**

(i) **2024 Statement of Financial Information (SOFI)**
Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the Town of Qualicum Beach 2024 Statement of Financial Information be approved.
CARRIED UNANIMOUSLY | Resolution No. 25-146

(ii) **2024 Annual Report**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Town of Qualicum Beach 2024 Annual Report be approved.
CARRIED UNANIMOUSLY | Resolution No. 25-147

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

MEETING ADJOURNED: 10:12 am

Certified Correct:

Heather Svensen	Teunis Westbroek
Director of Corporate Services/Deputy CAO	Mayor

DRAFT

DRAFT - Minutes of the 4:00 pm Wednesday, June 25, 2025, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Petronella Vander Valk Councillor Jean Young Councillor Anne Skipsey
ABSENT:		Councillor Scott Harrison
ALSO PRESENT:	Staff:	Lou Varella, Chief Administrative Officer (CAO) Heather Svensen, Director of Corporate Services Kevin Goldfuss, Airport Manager Danielle Leurebourg, Deputy Director of Corporate Services Nathan Cernusca, Corporate Services Coordinator

The Mayor called the Committee of the Whole meeting to order at 4:00 pm and acknowledged the meeting was being held on the traditional territory of the Coast Salish people and particularly the Qualicum First Nation.

ADOPTION OF THE AGENDA
The Committee adopted, by unanimous consent, the June 25, 2025, Committee of the Whole meeting agenda as presented.
CARRIED UNAIMOUSLY

PLANNING & COMMUNITY DEVELOPMENT
Qualicum Beach Airport Quarterly Report
Kevin Goldfuss, Airport Manager, presented the Qualicum Beach Quarterly Report.

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT Council receive the report titled "Qualicum Beach Airport Quarterly Report," dated June 25, 2025, for information.
CARRIED UNANIMOUSLY

PUBLIC INPUT OPPORTUNITY

- D. Durrant provided comment on the following:
  - Economic potential of the Airport; and
  - Registering covenants on properties within the airport flight area.
- S. Heinburger provided comment on the following:
  - Other jurisdictions have found that airports are drivers of economic activity; and
  - Experience as an Air Cadet and Airforce Pilot.
- T. Purzer provided comment on the following:
  - The Qualicum Beach Flying Club contains approximately 100 members and supporters of the Airport;
  - The Airport provides economic benefits such as flight schools, a restaurant, a commercial airline, etc.
- S. Willis provided comment on the following:
  - Rupert Road on the Noise Sensitive Area;
  - The Good Neighbour Program moved planes over Rupert Road; and
  - Requests for Council: 1. Prohibit or limiting circuits;

2. Change the Good Neighbour Program to take all residents into consideration and does not require pilots to turn left at the train tracks; and
3. Town to disallow helicopter training out of the Airport, particularly over the Town.

- B. Smith provided comment on the following:
  - Minimizing impacts on neighbours;
  - Recognizing that people fly from all over the continent for Airport services.
- K. Lacroix provided comment on the following:
  - The Airport is attractive to lease space and build a hanger on the island;
  - Request for curfew lifted for local pilots
- I. Lamont provided comment on the following:
  - Sealand Flight School adopted the Noise Abatement Procedures and Good Neighbour Program as company policy;
  - Obtain official response from Transport Canada; and
  - Some operations of Sealand Flight School have been transferred to Nanaimo.
- G. Willis provided comment on the following:
  - The Good Neighbour Program puts the flight path right over their home with disturbances to horses.
- T. Fraser provided comment on the following:
  - The benefits of Iskwew Air to the Airport and the health of the community;
  - Difficulties with altering flight paths due to regulation and safety requirements; and
  - Survey conducted by Iskwew Air for users and passengers resulted in an overwhelmingly positive response.
- W. Munro provided comment on the following:
  - Changes in flight path in 2016 resulted in more flights over Qualicum Woods;
  - Lead fuel concerns;
  - Despite small improvements, helicopter pilots continue to cause concern; and
  - Suggested implementation of Fees for all planes using the runway.
- J. Wood provided comment on the following:
  - Strong support of the Airport and bringing back Airshows.
- E. Rhodes provided comment on the following:
  - Aviation as a special and acquired career choice for youth; and
  - Experience flying at the Airport for three to four years.
- F. Harrop provided comment on the following:
  - Appreciation of the results of Town work and the Qualicum Woods Residents Association initiatives;
  - The Noise Bylaw should include the airspace above people as well; and
  - The Town investigating noise decibel levels from aircraft.
- T. Provost provided comment on the following:
  - Hybrid approaches from the Town;
  - Visual Flight Rules are suitable for the Town as they give more flexibility in alternative flight paths;
  - Infrequencies of meetings and responses;
  - Status of Noise Sensitive Areas; and
  - Establishing a Noise Management Committee.
- T. Tobin provided comment on the following:
  - The number of flights is increasing around the Airport with some reduction in training circuits over Qualicum Woods;
  - Reports of some pilots not following Good Neighbour Program or Noise Abatement Procedures;

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  - Unmonitored Airport poses difficulties for staff to identify and report violations;
  - Requests for Council:
    1. Stop fixed-wing circuit training;
    2. Do not approve any more training organizations;
    3. Establish new flight path for all pilots and increase Noise Sensitive Areas on all affected residential properties;
    4. Consider a 24/7 monitoring system; and
    5. Establish a working group to help implement.
- D. Williams provided comment on the following:
  - The Good Neighbour Program is voluntary and non-enforceable;
  - Reporting of June 7 to June 13 Good Neighbour Program violations;
  - Suggested the Qualicum Beach Flying Club to update their video to encourage pilots to follow the Good Neighbour Program;
  - Request for Council:
    1. Formalize the Good Neighbour Program as a procedure in the Canadian Flight Supplement.
- J. Tudor provided comment on the following:
  - Concerns regarding leaded aviation fuel;
  - Progress made on Good Neighbour Program over Qualicum Woods, but redirected to other areas;
  - Requests for Council:
    1. Restrict circuit training over residential communities;
    2. Restrict helicopter training over residential communities;
    3. Establish flight paths that avoid residential areas;
    4. Explore establishment of an automated flight system;
    5. Charge landing fees; and
    6. Support the formation of a working group.
  - Submitted a petition with 94 signatures.
- R. Crane provided comment on the following:
  - Circuits assist non-professional pilots in landing and take-offs;
  - Impacts to pilot training (require a number of circuits for designation).
- S. Sort provided comment on the following:
  - The Airport Study and competing interests of the *Aeronautics Act* and the Supreme Court of Canada rulings;
  - The safety of pilots resulting from restricting circuits;
  - Identifying noise sensitive citizens;
  - Opposition of curfew hours;
  - The negative impact of fees on businesses;
  - NAV Canada's staffing challenges at Air Traffic Control Towers; and
  - The need for options to train future generation of pilots.
- D. Verne provided comment on the following:
  - Noise violations are not from locals; and
  - Tangible economic benefits and training for those that want to join to the military.
- G. Adams provided comment on the following:
  - Positives of Sealand Flight School;
  - Obtaining a red pin from Qualicum Beach Flying Club;
  - Request for Council:
    1. That the dead-sticking maneuver be reviewed and banned.
- P. McDonald provided comment on the following:
  - Comparison of circuit training to motorcycles;
  - The flight path is over their house as a result of the Good Neighbour Program;
  - The decrease to the quality of life based on the noise; and
  - The idea of making the Airport a Regional asset.

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

- T. Whitfield provided comment on the following:
  - The differences in elevation and noise levels;
  - Having one runway for landing and one runway for takeoffs;
  - Having circuits over the ocean; and
  - Fees for takeoffs and landings.

ADJOURNMENT
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole adjourns the June 25, 2025, Committee of the Whole meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 6:59 pm

Certified Correct:

Heather Svensen	Teunis Westbroek
Director of Corporate Services/Deputy CAO	Mayor

DRAFT

DRAFT - Minutes of the 11:00 am Wednesday, June 25, 2025, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Petronella Vander Valk Councillor Jean Young Councillor Anne Skipsey
ABSENT:		Councillor Scott Harrison
ALSO PRESENT:	Staff:	Lou Varella, Chief Administrative Officer (CAO) Heather Svensen, Director of Corporate Services Luke Sales, Director of Planning & Community Development Bailey Walsh, Planner Raj Hayre, Director of Finance Danielle Leurebourg, Deputy Director of Corporate Services Nathan Cernusca, Corporate Services Coordinator

The Mayor called the Committee of the Whole meeting to order at 11:00 am and acknowledged the meeting was being held on the traditional territory of the Coast Salish people and particularly the Qualicum First Nation.

ADOPTION OF THE AGENDA
The Committee adopted, by unanimous consent, the June 25, 2025, Committee of the Whole meeting agenda as presented.
CARRIED UNANIMOUSLY

PLANNING & COMMUNITY DEVELOPMENT
Decision Points for Official Community Plan Policy Development

Decision Point # 1 – Primary Housing Groups
Luke Sales, Director of Planning presented Decision Point #1 recommending that young people and families, workers, and older seniors be designated as "Priority Housing Groups".

Public commented as follows:
- M. Noel provided comment on the following:
  - Survey questions related to people identifying in more than one category;
- T. Pritchard provided comment on the following:
  - Attainable versus Affordable versus Market Housing in Ways to Achieve Attainable Market (WAAM) Housing Plan
- J. Noel provided comment on the following:
  - Survey refers to "Support" for group. Is that the same as "need"?

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council THAT young people and families, workers, older seniors and people with a disability be designated as "Priority Housing Groups".
CARRIED UNANIMOUSLY

Decision Point # 2 – Airport Mixed-Use Area
Luke Sales, Director of Planning presented Decision Point #2 recommending the four properties north of the Qualicum Beach Airport be designated as a new "Airport Mixed-Use Area" that supports residential use, live-work housing and light industry, subject to conditions related to noise buffering

from the Chartwell neighbourhood, aircraft-noise attenuation and unit design and/or tenure model that supports the provision of attainable housing for local service workers.

Public commented as follows:
- M. Noel provided comment on the following:
    - Change of use: Still allow the Town's future yards and public works facility;

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT the four properties north of the Qualicum Beach Airport be designated as a new "Airport Mixed-Use Area" that supports residential use, live-work housing and light industry, subject to conditions related to noise buffering from the Chartwell neighbourhood, aircraft-noise attenuation and unit design and/or tenure model that supports the provision of attainable housing for local service workers.

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended by striking "…for local service workers."
CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:
THAT the Committee of the Whole recommends to Council THAT the four properties north of the Qualicum Beach Airport be designated as a new "Airport Mixed-Use Area" that supports residential use, live-work housing and light industry, subject to conditions related to noise buffering from the Chartwell neighbourhood, aircraft-noise attenuation and unit design and/or tenure model that supports the provision of attainable housing.
CARRIED UNANIMOUSLY

<u>Decision Point # 3 – South Qualicum Beach Residential Zone</u>
Luke Sales, Director of Planning presented Decision Point #3.

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT a decision regarding the land use designation of Lot 144 (Forestry land east of Pheasant Glen) be deferred until further information has been provided by the landowner regarding the potential for a significant, secured community benefit (e.g., PHG-targeted attainable housing, permanent greenbelt dedication and/or other significant community benefit).
CARRIED
Opposed: Councillor Skipsey

Public commented as follows:
- J. Wood provided comment on the following:
    - Question on the current zoning of the parcel and confirmed not ALR.
- T. Pritchard provided comment on the following:
    - Island Timberlands proposal from previous discussion; and
    - The ability for Island Timberlands to log this area with or without development.
- S. Lloyd provided comment on the following:
    - Discussions should continue, particularly around land use and availability of land.

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Decision Point # 4 – Estate Properties
Luke Sales, Director of Planning presented Decision Point #4.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT the Town maintain the designation and policies for the "Estate Residential" area in the 2025 Draft Official Community Plan.
CARRIED UNANIMOUSLY

Decision Point # 5 – Town Boundary Expansion
Luke Sales, Director of Planning presented Decision Point #5.

Councillor Skipsey MOVED and Councillor Young SECONDED

1. THAT the Committee of the Whole recommend to Council THAT the draft 2025 Official Community Plan state that boundary extensions will be entertained only when a significant environmental and community benefit can be secured;
2. AND FURTHER THAT the Committee of the Whole recommend to Council THAT the draft 2025 Official Community Plan include a policy encouraging the Regional District of Nanaimo to retain rural/resource land-use designations and to discourage new residential subdivisions or development on lands bordering the Town.

CARRIED UNANIMOUSLY

Public commented as follows:

- S. Lloyd provided comment on the following:
    - Significant environmental and versus or community benefit; and
    - Urban containment boundary versus municipal containment boundary.

Decision Point # 6 – Public Works Yard
Luke Sales, Director of Planning presented Decision Point #6 recommending that the existing public works yard be included into the East Village area for the purpose of exploring additional opportunities for mixed-use residential development that is integrated with the recently completed East Village development and other future developments in the area, subject to the identification of a suitable replacement site for the public works yard.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT the motion on the floor be deferred until a suitable replacement site is identified for the public works yard.
CARRIED UNANIMOUSLY

Decision Point # 7 – Agricultural Land Reserve
Luke Sales, Director of Planning presented Decision Point #7.

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT the Town maintain existing policies that discourage Agricultural Land Reserve (ALR) exclusion proposals for residential development at this time.
CARRIED
Opposed: Councillor Young

Public commented as follows:

- G. Husband provided comment on the following:
    - Consider long-term economic sustainability to remain an attractive community;
- T. Pritchard provided comment on the following:

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  - Previous discussion during OCP review in 2018;
  - This property outside the ALR can be considered in a land swap.
- M. Noel provided comment on the following:
  - Would like ALR land considered on a case-by-case basis.
- Z. De Wit provided comment on the following:
  - Lands should not be ALR and are suitable for development with existing services present and within walking distance to downtown.
- S. Lloyd provided comment on the following:
  - Support for underutilized ALR land to be used for essential development that is of high importance to residents.
- M. Noel provided comment on the following:
  - OCP can be revisited at a later date with fresh perspectives.
- Z. de Wit provided comment on the following:
  - Consider the integration of open space, trees, gardens and fruit trees to development.

Decision Point # 8 – Institutional Lands
Luke Sales, Director of Planning presented Decision Point #8.

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT the "Institutional" land use designation in the OCP be amended to recognize potential for residential development where the primary institutional use (e.g. municipal land, churches, service clubs, etc) would not be negatively impacted.
CARRIED UNANIMOUSLY

Public commented as follows:
- J. Noel provided comment on the following:
  - Taxation for churches that sell property for residential development.

Decision Point # 9 - Manufactured Home Designation for 1085 Ravensbourne Lane
Luke Sales, Director of Planning presented Decision Point #9.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT the residential use proposed in the OCP Amendment Application for 1085 Ravensbourne Lane be incorporated into the 2025 Official Community Plan (OCP) Review as part of an Airport Mixed Use Area that supports residential use, live-work housing and light industry.
CARRIED UNANIMOUSLY

Decision Point # 10 - Exclusion of West Qualicum Beach from Urban Containment Boundary
Luke Sales, Director of Planning presented Decision Point #10.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT the Urban Containment Boundary be contracted to exclude the "West Qualicum Beach Open Space Development Area".
CARRIED UNANIMOUSLY

DRAFT

Decision Point # 11 - Rupert Road Urban Containment Boundary
Luke Sales, Director of Planning presented Decision Point #11.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council THAT the non-ALR parcels of south side of Rupert Road between Memorial Avenue and Qualicum Road be included into the Urban Containment Boundary.
CARRIED UNANIMOUSLY

Public commented as follows:
- D. Dreger provided comment on the following:
    - Former project of rural cottage cluster housing at the corner of Nenzel Road and Qualicum Road; and
    - Financial challenges associated to zoning.

Decision Point # 12 - Reduction of Single Detached Residential Building Footprints
Luke Sales, Director of Planning presented Decision Point #12.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT a new OCP policy be included that limits the ground-floor footprint of new single-detached dwellings in all zones.
MOTION DEFEATED
Opposed: Mayor Westbroek, Councillor Young

Public commented as follows:
- M. Noel provided comment on the following:
    - Impacts of constraints to developers building housing in the community.

Decision Point # 13 - Two Dwelling Minimum
Luke Sales, Director of Planning presented Decision Point #13 recommending a new OCP policy be implemented to require that all new residential lots accommodate a minimum of two dwelling units, such as a principal residence plus a secondary suite or carriage house.

Public commented as follows:
- J. Noel provided comment on the following:
    - The Town should not force residents to build a minimum of two dwellings.
- M. Noel provided comment on the following:
    - Short term vacancy tenancy tax does not capture these suites and creates an unnecessary expense.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT a new OCP policy to require a minimum of two dwelling units upon construction of a new single-detached dwelling not be considered.
MOTION DEFEATED
Opposed: Mayor Westbroek, Councillor Young

Mayor Westbroek MOVED and Councillor Young SECONDED, THAT the recommendation be amended by inserting: "…that all new residential lots created through a zoning amendment accommodate…" after the word 'require' in alternative recommendation number 1 to read:

THAT the Committee of the Whole recommends to Council THAT a new OCP policy be implemented to require that all new residential lots created through a zoning amendment

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accommodate a minimum of two dwelling units, such as a principal residence plus a secondary suite or carriage house.
MOTION DEFEATED
Opposed: Councillor Skipsey, Councillor Vander Valk

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT a new OCP policy to require a minimum of two dwelling units upon construction of a new single-detached dwelling not be considered.
MOTION DEFEATED
Opposed: Mayor Westbroek, Councillor Young

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

MEETING RECESSED: 1:06 pm
MEETING RECONVENED: 1:36 pm with existing Council in attendance.

Decision Point # 14 - Preferences for Town Involvement in Housing
Luke Sales, Director of Planning presented Decision Point #14.

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT the following recommendation be deferred to a future meeting.

> THAT the Committee of the Whole recommends to Council THAT the OCP should encourage Town involvement in housing development for projects that would be beneficial to designated "Priority Housing Groups" or the greater community through:
> 1. land contributions, particularly where the Town retains ownership of lands;
> 2. leveraging rezoning processes for community benefit;
> 3. partnering with non-profits and societies; and/or
> 4. assisting with strategic funding and resource assistance."

CARRIED UNANIMOUSLY

Public commented as follows:
- P. Wallace provided comment on the following:
  - Assessment of Interim Housing Needs report from 2024 to develop policy from six categories of housing needs.
- S. Lloyd provided comment on the following:
  - The Town's involvement in housing should be generic in language to encourage instead of limit options.
- M. Karasavic provided comment on the following:
  - The Town can consider agencies or corporations to assist.
- T. Pritchard provided comment on the following:
  - What lands are considered as outlined in point 1.
- G. Husband provided comment on the following:
  - Passive process which requires involvement and discussions with Provincial and Federal Governments. Property transfer tax.
- M. Noel provided comment on the following:
  - Projects need to financially sustainable over the long term; and
  - Short-term vacancy tax money should be redirected back to the community.

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- D. Dreger provided comment on the following:
    - Considering private sector partnerships would be beneficial to the Town.

Decision Point # 15 - Criteria for "OCP Compliance"
Luke Sales, Director of Planning presented Decision Point #15.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT staff work with the OCP Review Steering Committee to develop criteria and process for assessing proposed housing developments' compliance with the OCP for the purpose of determining eligibility for a public hearing.
CARRIED UNANIMOUSLY

Public commented as follows:
- S. Lloyd provided comment on the following:
    - OCP compliance would be determined for each rezoning application and including specific language in the OCP could cause unintended challenges; and
    - Spoke to the City of Kelowna's basic ten pillars.

Decision Point # 16 - Delegation of Authority
Luke Sales, Director of Planning presented Decision Point #16 recommending the OCP provide guidance regarding the delegated authority to staff to issue Form and Character Development Permits within Residential Multi-Unit Housing Development Permit Area 1 (RMUH 1).

Councillor Vander Valk commented as follows:
- Suggestion of a development checklist for both staff and Council

Public commented as follows:
- T. Pritchard provided comment on the following:
    - Need for predictability, consistency and timely responses with the use of the Development Tracker Tool.

Decision Point # 17 - 2024 Residential Design Guideline Confirmation
Luke Sales, Director of Planning presented Decision Point #17.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT the "Interim" Residential Design Guidelines (2024) be made permanent in the 2025 Official Community Plan.
CARRIED UNANIMOUSLY

Decision Point # 18 - DPA Guidelines to be moved from OCP to Zoning Bylaw
Luke Sales, Director of Planning presented Decision Point #18.

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT Development Permit Area guidelines be relocated from the draft 2025 Official Community Plan to Zoning Bylaw No. 800, with the OCP retaining brief policy statements and references to the zoning schedule.
CARRIED UNANIMOUSLY

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Public commented as follows:

- S. Lloyd provided comment on the following:
    - Clarification on whether the Development Permit Area guidelines are in the OCP or in the Zoning bylaw.

Decision Point # 19 - Restructuring of OCP
Luke Sales, Director of Planning presented Decision Point #19.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT staff work with the OCP Review Steering Committee to streamline the OCP structure to provide a tighter focus on land use and development policies with some existing OCP content being relocated to other plans such as the Community Transportation Plan or Zoning Bylaw.
CARRIED UNANIMOUSLY

Councillor Young MOVED and Mayor Westbroek SECONDED, THAT the Committee of the Whole recommends to Council THAT the preamble of the OCP identify that it is a guidance document and will not include specific restrictions.
MOTION DEFEATED
Opposed: Councillor Skipsey, Councillor Vander Valk

Public commented as follows:

- S. Lloyd provided comment on the following:
    - The current OCP is not user-friendly and can be shortened; and
    - Assess whether the sustainability plan should be part of the current OCP.

ADJOURNMENT
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole adjourns the June 25, 2025, Committee of the Whole meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:57 pm

Certified Correct:

Heather Svensen Director of Corporate Services/Deputy CAO	Teunis Westbroek Mayor

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THE TOWN OF
QUALICUM BEACH

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

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

DATE REC'D	TOPIC	ACTION	ITEM #
Nov 21	Traffic Safety - Memorial Ave, near Shell Stn (Request for Response)	Rec'd for information	758
Jun 09	Follow-Up Proposal: Skatepark Camera Installation & Extended Lighting	Rec'd for information	753
Jun 10	Congratulations on the New Skatepark	Rec'd for information	779
Jun 10	Opposed - 324 Chester Rd Development Application	Rec'd for information	755
Jun 10	Airport Good Neighbour Program - Formal Request for Procedures in Order to Reinstate Quality of Life for Residents	Rec'd for information	756
Jun 11	Excessive Aircraft Over Residential Homes	Rec'd for information	757
Jun 11	Opposed - 324 Chester Rd Development Application	Rec'd for information	762
Jun 11	Growing Rabbit Population Problem in Redwood Drive area	Rec'd for information	771
Jun 12	June Council Meeting (Airport) - Request for Continued Promotion of GNP & Previously Suggested Expansion of NSA's	Rec'd for information	760
Jun 12	UBCM - Community Issues	Rec'd for information	761
Jun 12	Electric Vehicle Charging Stations - Fee Implementation Proposal	Rec'd for information	763
Jun 13	Aircraft & Residential Noise - Transport Canada, NSA's, VFR's	Rec'd for information	764
Jun 15	Opposed - 324 Chester Rd Development	Rec'd for information	765
Jun 16	Proposed Zoning Change 900.003 324 Chester Rd	Rec'd for information	766
Jun 16	Development 324 Chester Road	Rec'd for information	767
Jun 16	Proposed Zoning Change 900.003 (324 Chester Road)	Rec'd for information	768

Jun 17	Rezoning Application: 324 Chester Rd	Rec'd for information	769
Jun 17	Concerns Re: Rezoning Application for 324 Chester Rd	Rec'd for information	770
Jun 17	Chester Road Opposed	Rec'd for information	772
Jun 17	Expression of Support for Beach and First Project for Wednesday, June 18th. 2025	Rec'd for information	773
Jun 17	Wildlife Hazard	Rec'd for information	774
Jun 18	St Stephen's United Church - License Agreement Letter	Rec'd for information	781
Jun 19	Public Comments - June 18, 2025	Rec'd for information	808
Jun 20	Closed Council Motions Announcement	Rec'd for information	811
Jun 20	Council Meeting Procedure	Rec'd for information	810
Jun 20	Council Meeting Comment	Rec'd for information	809
Jun 20	June 18, 2025 Regular Council Meeting - Ways to Achieve Attainable Market Housing Plan	Rec'd for information	812
Jun 21	Request for Update on Councillor Young's Suggestion	Rec'd for information	777
Jun 22	Letter to QB Mayor and Council re Airport CotW Meeting	Rec'd for information	778
Jun 23	Comments for the Committee of the Whole Airport Meeting	Rec'd for information	780
Jun 24	Eaglecrest Golf Course - a Challenge	Rec'd for information	782
Jun 24	Urgent Safety Concerns - Fern Road and Memorial Avenue Intersection	Rec'd for information	783
Jun 24	June 25 Committee of the Whole Meeting, Airport	Rec'd for information	784
Jun 25	Sewer & Garbage	Rec'd for information	788
Jun 25	Emergency Preparedness	Rec'd for information	796
Jun 25	Speculation and Vacancy Taxes Redirection to Municipalities	Rec'd for information	813
Jun 26	Committee of the Whole	Rec'd for information	785
Jun 26	Airport Meeting July 25	Rec'd for information	787

Jun 27	Committee of the Whole Meeting on June 25, 2025	Rec'd for information	789
Jun 27	Comments on June 25 Committee of the Whole Meeting	Rec'd for information	814
Jun 30	Request for Marked Pedestrian Crosswalk Near Alder St and Island Hwy W	Rec'd for information	790
Jul 01	Copy of Presentation Given at the Committee of the Whole Airport Meeting June 25, 2025	Rec'd for information	791
Jul 02	Traffic & Pedestrian Safety - Memorial Ave & Fern Rd	Rec'd for information	792
Jul 02	Aircraft Noise Complaint	Rec'd for information	793
Jul 02	Excessive Aircraft Noise - Qualicum Beach Residential Properties (Garden Rd E)	Rec'd for information	794
Jul 02	Aircraft Noise Concerns - Communication & COW Meetings	Rec'd for information	797
Jul 03	Opposed - Fireworks	Rec'd for information	798
Jul 04	Today's Airplane Incident	Rec'd for information	801
Jul 05	Letter of Concern for Health Dangers of Airport Noise and Lead	Rec'd for information	802
Jul 06	Opposed: 201, 207 & 211 W 1st Avenue	Rec'd for information	803
Jul 06	Qualicum Beach Accessibility Team	Rec'd for information	804

MONTHLY BYLAW REPORT - January - March 2025

AREAS PATROLLED	NUMBER OF PATROLS			VIOLATIONS NOTED DURING PATROLS IN THESE AREAS				
	Foot	Drive	Bike		Animal	Traffic	Signs	Other	Other Notes
Community Park	10	17			9				
Other Parks	1	3							
Community Park Trails	10				4				
Dollymount Trail	1	6							
Heritage Forest Trails	4	14							
Museum Area Trails	2	10							
Other Trails		8							
Homeless Patrols	12	19							
Town Centre Patrols	15	29				9			
Residential Areas	2	29					7		
Main Beach Patrols		23				6		1	business/
Other Beach Patrols		7							
TOTALS	57	165			13	15	7	1	

COMPLAINTS, CALLS, INQUIRIES RECEIVED and ACTIONS / ENFORCEMENT TAKEN

	Complaints/Calls Received	Voluntary Compliance	Orders / MTI's Removed / Other	Crtsy Warnings Tickets Issued	Letters/emails Info sent	Personal visits Follow up/patrols	Notes
Animal Control	19				19	32	dog attack 7/ agg. Dog x2/llama @ large/chickens x3/@ lrg /cats/stray x 4
Burning Outdoor							
Business Licence	1	1	1		1	1	mobile detailing van/
Homeless Issues	6				6	6	urinate in public x 2/
Illegal Dumping							
Noise	3				3	3	barking/generator x2/
Parks / Trails / Beaches	1				1	1	dogs off leash on museum trail
Sign	2		7		2	2	wayward sign/
Traffic	3	4	4	10	3	21	
Tree Removal	4				4	4	pruning x4/
Unsightly Premises	1				1	1	
Vandalism	1				1	1	camera and padlock broken @ berwick Storage
Zoning / Building	3				3	3	STR /Live in RV/encroachment x 2/
Other	4	1	1		4	4	wood chips/drainage/fence encroachment/ light/
TOTALS	48	6	13	10	48	79	

MONTHLY BYLAW REPORT - April - June 2025

AREAS PATROLLED	NUMBER OF PATROLS			VIOLATIONS NOTED DURING PATROLS IN THESE AREAS				
	Foot	Drive	Bike	Animal	Traffic	Signs	Other	Other Notes
Community Park	16	75		12	5			dogs on playing field/ 1 motorhome/
Other Parks	2	47						
Community Park Trails	12							
Dollymount Trail	2	36	29					
Heritage Forest Trails	16	52						
Museum Area Trails		41						
Other Trails		22	7					
Homeless Patrols	25	42	5					
Town Centre Patrols	72	113	5		49	8		4 election signs removed/ van parked in lane /broken RV ovrpkg in Civic Ctr/2nd Ave between 2
Residential Areas		117	17	4	13	26		trailer / 5 No Mow, 3 Real Estate, business signs removed, QB Café @ roundabout
Main Beach Patrols	14	82		5	24			dogs on beach / RV
Other Beach Patrols		57						
TOTALS	159	684	63	21	91	34	0	

COMPLAINTS, CALLS, INQUIRIES RECEIVED and ACTIONS / ENFORCEMENT TAKEN

	Complaints/Calls Received	Voluntary Compliance	Orders / MTI's Removed / Other	Crtsy Warnings Tickets Issued	Letters/emails Info sent	Personal visits Follow up/patrols	Notes
Animal Control	81	19	7		53	73	1- spca/ strayx3/beachx4/ catsx4 /found dog x 2/bears x6 / hot car
Burning Outdoor	2				2	2	smoke/
Business Licence	11	1	1		8	13	No B&B Bus. Lic./ Trendy Kids
Homeless Issues	19	7	4		13	23	Grandon Creek watershed, Civic Ctr parking, Veteran Way-wooden structu
Illegal Dumping	13				30	13	compost x2/ chicken bones/21 letters re: Grandon Creek/Muirfield green
Noise	33	4			26	31	heat pump-vibration/music/barking/motorcycles/leafblower
Parks / Trails / Beaches	6	1	1		6	7	tow notice on camper / homeless /Heritage Forest-chicken bones
Sign	17		29		10	21	election signs, No Mow, business advert/smoking in trail sign/
Traffic	60	21	19	45	28	68	5 MTI's issued / private lot request/C-Can/ disabled /towing/speed
Tree Removal	23	2	2		24	28	Memorial B&B backfill, Excessive prunning/
Unsightly Premises	46	13	1		36	51	eaglecrest GC grass x2/Hollywood corner/6th Ave-119
Vandalism	2				1	2	Skatepark
Zoning / Building	24	2	1		22	25	illegal unit x2/fence/ STR x3/retaining wall x3/comm. Trailer/
Other	27	9			20	30	cookie sales/RDN/ fence / busking/skateboarding on tennis courts/Memor
TOTALS	364	79	65	45	279	387	pesticide use/ fireworks/ drones / watering/civil issue/watering/sprinklers

TOWN OF QUALICUM BEACH

2025 – Q2 Applications	
Approved	2
Cancelled	1
In-Progress	1
Denied	0
Total	4
Appealed	0
# of Trees Proposed to be Removed	12

Application Details		
Application 1	Remove 1 Tree	More Info Req'd
Application 2	Remove 9 Trees	Waiting for BP Approval

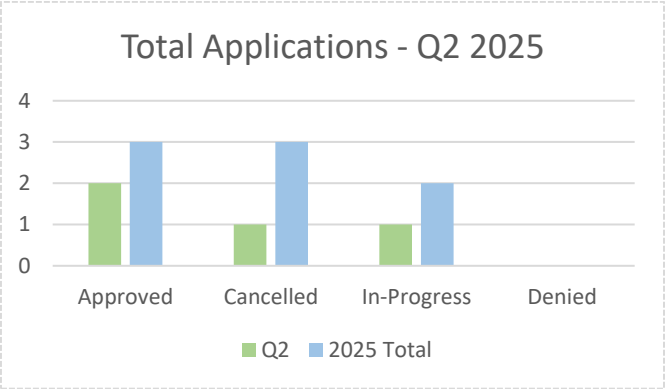
2025 – Total Applications	
Approved	3
Cancelled	3
In-Progress	2
Denied	0
Total	4
Appealed	0
# of Trees Proposed to be Removed	23

Tree Application Analysis

2025 – Quarter 2

While the Planning Department received numerous inquiries related to tree removals, to date have only received 3 applications.

One application is waiting for building permit approval, and another one application is waiting for additional information from the applicant. Please note that this application has been in-progress since the end of Q1 and is not reflected in the *Q2 Applications* table but is captured in the *Total Applications*.



Town of Qualicum Beach
FIRE RESCUE DEPARTMENT

M E M O R A N D U M

TO: Lou Varela, CAO **FOR:** Regular Council Meeting, July 16, 2025

FROM: Peter Cornell, Fire Chief

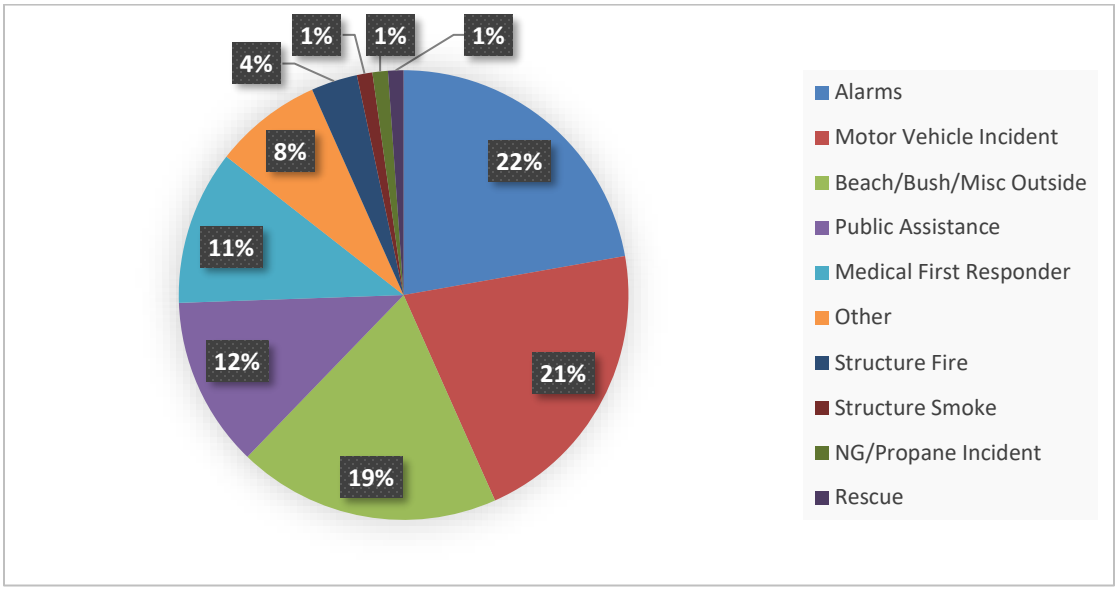
SUBJECT: Fire Rescue Department Report for Quarter 2 2025

PURPOSE
To provide Council with an update regarding Fire Rescue Department activities within Quarter 2.

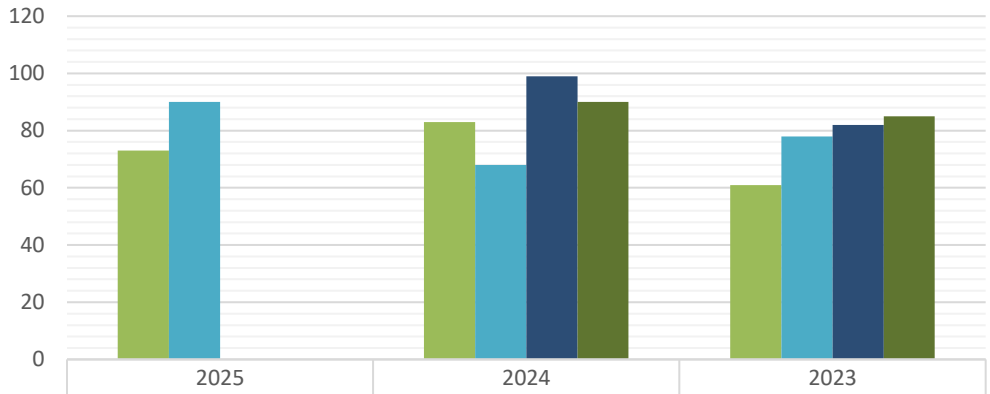
Q2 CALLS FOR SERVICE AND INCIDENT STATISTICS

- Incident Hours: 51 hours, 49 minutes
- Average Number of Personnel Responding: 11.39 (Full Time: 2.16| On-Call: 9.23)
- Incident Staff Hours: 463 hours, 57 minutes

INCIDENTS BY TYPE



CALLS FOR SERVICE - TOTAL NUMBER, YEAR OVER YEAR



	2025	2024	2023
Q1	73	83	61
Q2	90	68	78
Q3	0	99	82
Q4	0	90	85

Q2 OPERATIONS/ADMINISTRATION

- Members participated in Family Day Events and Father's Day Show and Shine.
- BC Youth Week was celebrated with crews supporting the annual hot dog lunch in Glassford Square.
- Paid On-Call firefighter recruitment drive is underway, with a booth during the Family Day events and attendance at the weekly Saturday Farmers' Market.
- Extended Health Benefits were rolled out to all paid-on-call firefighters and their families.
- Annual ground ladder testing and cleaning was completed.
- Self-contained breathing Apparatus servicing and testing took place.

NUMBER OF PERSONNEL

Career Staff Members:	4
Paid On-call Members: (excludes non-operational and Career staff)	27
Change from previous quarter:	0

PERSONNEL BY TYPE

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

Q2 TRAINING

	SESSIONS	SUBJECTS	SESSION HOURS	INSTRUCTOR HOURS	STAFF HOURS
Q1 Total:	58	64	193	205	1,092
Q2 Total:	63	65	255	168	1,275
Q3 Total:					
Q4 Total:					
Annual Total:	**121**	**129**	**448**	**821**	**2367**

TRAINING HIGHLIGHTS

- Training subjects covered in Quarter 2 included aerial operations, technical rescue, fire attack, tender shuttle drills, wildfire refresher, medical first responder and auto extrication.
- Four members completed their airbrakes endorsement and will start the training to become Emergency Vehicle Operators.
- The Fire Department hosted 60 firefighters from 15 different fire departments for Nozzle Forward, a 24-hour nozzle and hose handling training program.
- Two Members attended the BC Fire Training Officer Conference.
- Four members become certified as Wildfire Mitigation Specialists.
- Two members attended the Wildfire Resiliency Conference.

Q2 FIRE PREVENTION

66 Inspections; 162 YTD | 22 Public Outreach & Events | 4 FireSmart Inquiries & Assessments|
3 Pre-Incident Plans | 3 Construction Site Inspection

PREVENTION HIGHLIGHTS

- FireSmart outreach started with attendance at the weekly Saturday Farmers' Market and Family Day events.
- Wildfire mitigation work finished up on the Dollymount trail from Berwick to Hemsworth Rd.

Peter Cornell, ECFO
Fire Chief
Report Writer

Lou Varela, RPP, MCIP
CAO
Concurrence

TOWN OF QUALICUM BEACH
2025 Construction and Building Permit Report

No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
							RESIDENTIAL										
	Year to Date as at March 31, 2025						**4**	**2**	**4**	**$2,277,000**	**$2,954,000**	**$913,000**	**$9,015,000**	**$45,000**	**$0**	**$0**	***$15,204,000***
	April																
32	6098	2.300	371	Seacroft Rd	Single Family Dwelling	Ballard Fine Homes	1				$813,000						
33	6115	295.010	345	Burnham Rd	Renovation	MCG				$20,000							
34	6128	1150.000	2119	Island Hwy W	Renovation	Carsten Jensen Architect				$6,000							
35	6129	1150.000	2119	Island Hwy W	Addition	Carsten Jensen Architect				$858,000							
36	6151	922.000	730	Berwick Rd S	Demolition												
37	6154	(parent)	536	Balata Bay	Single Family Dwelling	Bayshore Construction	1				$600,000						
38	6155	667.002	655	Park Rd	Swimming Pool	Gionet Construction				$40,000							
39	6156	903.208	125	Denman Dr	Secondary Suite	(self)		1		$8,000							
40	6157	896.030	131	Garden Rd E	Demolition												
41	6158	10084.723	492	Muirfield Cl	Accessory	(self)				$20,000							
42	6159	912.794	650	Berwick Rd S	Renovation	McIntosh Construction								$60,000			
43	6160	10084.730	545	Sandwedge Cl	Single Family Dwelling	Ballard Fine Homes	1				$750,000						
44	6161	897.520	172	Sixth Ave W	Plumbing	(self)				$4,000							
45	6162	(parent)	518	Hole-In-One Dr	Single Family Dwelling	Bayshore Construction	1				$650,000						
46	6166	29.000	3257	Island Hwy W	Renovation	Sunrise Homes				$18,000							
47	6168	372.075	124	Harlech Rd	Renovation	MKM Projects								$10,000			
48	6169	498.300	243	Mill Rd	Renovation	Streamside Homes				$80,000							
49	6170	230.190	112	Crescemt Rd W	Secondary Suite	JDI Homes Ltd		1		$80,000							
							4	**2**	**0**	**$1,134,000**	**$2,813,000**	**$0**	**$0**	**$70,000**	**$0**	**$0**	***$4,017,000***
	Year to Date as at April 30, 2025						**8**	**4**	**4**	**$3,411,000**	**$5,767,000**	**$913,000**	**$9,015,000**	**$115,000**	**$0**	**$0**	***$19,221,000***

TOWN OF QUALICUM BEACH
2025 Construction and Building Permit Report

No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
							RESIDENTIAL										
	Year to Date as at April 30, 2025						8	4	4	$3,411,000	$5,767,000	$913,000	$9,015,000	$115,000	$0	$0	***$19,221,000***
	MAY																
50	6164	998.500	750	Fern Rd E	Accessory (Barn)	Vectis Custom Homes				$350,000							
51	6167	11502.020	346/370	Nenzel Rd	Addition	Ballad Fine Homes				$120,000							
52	6171	912.000	266	Village Way	Renovation	Heatherbrae Builders								$300,000			
53	6172	11502.061	512	Hole-In-One Dr	Single Family Dwelling	Bayshore Construction					$600,000						
54	6173	1148.522	446	Camassia Cl	Single Family Dwelling	Todsen Design & Const	1				$1,300,000						
55	6176	267.000	240	Crescent Rd E	Detached Garage	(self)				$34,000							
56	6177	12108.052	370	Rupert Rd E	Swimming Pool	Aqua Flow Pools				$50,000							
57	6179	684.052	2-211	Second Ave W	Renovation	(self)							$40,000				
58	6180	10039.406	1083	Eaglecrest Dr	Single Family Dwelling	Don May Construction	1				$1,500,000						
							2	0	0	$554,000	$3,400,000	$0	$40,000	$300,000	$0	$0	***$4,294,000***
	Year to Date as at May 31, 2025						10	4	4	$3,965,000	$9,167,000	$913,000	$9,055,000	$415,000	$0	$0	***$23,515,000***

TOWN OF QUALICUM BEACH
2025 Construction and Building Permit Report

No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	RESIDENTIAL # of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
					Year to Date as at May 31, 2025		10	4	4	$3,965,000	$9,167,000	$913,000	$9,055,000	$415,000	$0	$0	***$23,515,000***
	JUNE																
59	6181	632.010	372	Judges Row	Single Family Dwelling	Island Oasis Homes	1				$3,000,000						
60	6182	866.125	783	Beach Rd	Renovation	Pope & Sons Refrigeration				$12,000							
61	6183	81.003	770	Eagle Ridge Pl	Accessory	VIP Homes				$50,000							
62	6184	632.010	372A	Judges Row	Garden Suite	Island Oasis Homes		1		$500,000							
63	6186	10039.548	1050	Pekin Pl	Addition	Turner Design Ltd				$75,000							
64	6187	963.028	600	Tamarack Dr	Secondary Suite	(self)		1		$120,000							
65	6188	11502.074	536	Hole-In-One Dr	Single Family Dwelling	(self)	1				$800,000						
							2	2	0	$757,000	$3,800,000	$0	$0	$0	$0	$0	***$4,557,000***
					Year to Date as at June 30, 2025		12	6	4	$4,722,000	$12,967,000	$913,000	$9,055,000	$415,000	$0	$0	***$28,072,000***

June 25, 2025, Committee of the Whole (OCP) Recommendations to Council

Decision Point # 1 – Primary Housing Groups

THAT the Committee of the Whole recommends to Council THAT young people and families, workers, older seniors and people with a disability be designated as “Priority Housing Groups”.

Decision Point # 2 – Airport Mixed-Use Area

THAT the Committee of the Whole recommends to Council THAT the four properties north of the Qualicum Beach Airport be designated as a new “Airport Mixed-Use Area” that supports residential use, live-work housing and light industry, subject to conditions related to noise buffering from the Chartwell neighbourhood, aircraft-noise attenuation and unit design and/or tenure model that supports the provision of attainable housing.

Decision Point # 3 – South Qualicum Beach Residential Zone

THAT the Committee of the Whole recommends to Council THAT a decision regarding the land use designation of Lot 144 (Forestry land east of Pheasant Glen) be deferred until further information has been provided by the landowner regarding the potential for a significant, secured community benefit (e.g., PHG-targeted attainable housing, permanent greenbelt dedication and/or other significant community benefit).

Decision Point # 4 – Estate Properties

THAT the Committee of the Whole recommends to Council THAT the Town maintain the designation and policies for the “Estate Residential” area in the 2025 Draft Official Community Plan.

Decision Point # 5 – Town Boundary Expansion

1. THAT the Committee of the Whole recommend to Council THAT the draft 2025 Official Community Plan state that boundary extensions will be entertained only when a significant environmental and community benefit can be secured;
2. AND FURTHER THAT the Committee of the Whole recommend to Council THAT the draft 2025 Official Community Plan include a policy encouraging the Regional District of Nanaimo to retain rural/resource land-use designations and to discourage new residential subdivisions or development on lands bordering the Town.

Decision Point # 6 – Public Works Yard

THAT the Committee of the Whole recommends to Council THAT the motion on the floor be deferred until a suitable replacement site is identified for the public works yard.

Decision Point # 7 – Agricultural Land Reserve

THAT the Committee of the Whole recommends to Council THAT the Town maintain existing policies that discourage Agricultural Land Reserve (ALR) exclusion proposals for residential development at this time.

Decision Point # 8 – Institutional Lands

THAT the Committee of the Whole recommends to Council THAT the “Institutional” land use designation in the OCP be amended to recognize potential for residential development where the primary institutional use (e.g. municipal land, churches, service clubs, etc) would not be negatively impacted.

Decision Point # 9 - Manufactured Home Designation for 1085 Ravensbourne Lane

THAT the Committee of the Whole recommends to Council THAT the residential use proposed in the OCP Amendment Application for 1085 Ravensbourne Lane be incorporated into the 2025 Official Community Plan (OCP) Review as part of an Airport Mixed Use Area that supports residential use, live-work housing and light industry.

Decision Point # 10 - Exclusion of West Qualicum Beach from Urban Containment Boundary

THAT the Committee of the Whole recommends to Council THAT the Urban Containment Boundary be contracted to exclude the “West Qualicum Beach Open Space Development Area”.

Decision Point # 11 - Rupert Road Urban Containment Boundary

THAT the Committee of the Whole recommends to Council THAT the non-ALR parcels of south side of Rupert Road between Memorial Avenue and Qualicum Road be included into the Urban Containment Boundary.

Decision Point # 14 - Preferences for Town Involvement in Housing

THAT the Committee of the Whole recommends to Council THAT the following recommendation be deferred to a future meeting.

> THAT the Committee of the Whole recommends to Council THAT the OCP should encourage Town involvement in housing development for projects that would be beneficial to designated “Priority Housing Groups” or the greater community through:
>
> 1. land contributions, particularly where the Town retains ownership of lands;
> 2. leveraging rezoning processes for community benefit;
> 3. partnering with non-profits and societies; and/or
> 4. assisting with strategic funding and resource assistance.”

Decision Point # 15 - Criteria for “OCP Compliance”

THAT the Committee of the Whole recommends to Council THAT staff work with the OCP Review Steering Committee to develop criteria and process for assessing proposed housing developments’ compliance with the OCP for the purpose of determining eligibility for a public hearing.

Decision Point # 17 - 2024 Residential Design Guideline Confirmation

THAT the Committee of the Whole recommends to Council THAT the “Interim” Residential Design Guidelines (2024) be made permanent in the 2025 Official Community Plan.

Item 5(a)

Decision Point # 18 - DPA Guidelines to be moved from OCP to Zoning Bylaw

THAT the Committee of the Whole recommends to Council THAT staff work with the OCP Review Steering Committee to streamline the OCP structure to provide a tighter focus on land use and development policies with some existing OCP content being relocated to other plans such as the Community Transportation Plan or Zoning Bylaw.

From: Teunis Westbroek
To: Heather Svensen; Danielle Leurebourg; Nathan Cernusca; qbcouncil
Subject: Fw: Request for Letter of Support - Marine Debris Education Initiative
Date: Friday, June 13, 2025 1:52:28 PM

From: jacob.frankel@viu.ca
Sent: Thursday, June 12, 2025 1:06 PM
To: qbcouncil@qualicumbeach.com
Cc:
Subject: Request for Letter of Support - Marine Debris Education Initiative

> You don't often get email from jacob.frankel@viu.ca. Learn why this is important

Dear Council Members,

I hope this message finds you well.
I am reaching out to respectfully request the Town of Qualicum Beach Council's endorsement of a letter of support for an upcoming funding application to the TD Friends of the Environment Foundation. The application is being submitted by the Mount Arrowsmith Biosphere Region Research Institute (MABRRI) for a proposed marine debris surveying and education initiative in our region.

This program aims to engage students and community members in hands-on learning and action focused on reducing marine debris and fostering long-term environmental stewardship—an effort that aligns with the Town's values and environmental priorities.

I have attached a draft letter of support for your consideration. If Council is willing to endorse and sign the letter, it would significantly strengthen the application and help move this initiative forward.

Please don't hesitate to reach out if any additional information is needed. Thank you very much for your time and consideration.

Warm regards,

Jacob Frankel *(he/him)*, B.A.
Project Coordinator

Mount Arrowsmith Biosphere Region Research Institute
Vancouver Island University
Cell: 250.715.8878
Email: jacob.frankel@viu.ca
Web: mabrri.viu.ca

[Town of Qualicum Beach Letterhead or Logo]
[Date]

To Whom It May Concern,

Re: Letter of Support – Marine Debris Education Initiative by MABRRI

On behalf of the Town of Qualicum Beach Council, I am pleased to express our strong support for the application submitted by the Mount Arrowsmith Biosphere Region Research Institute (MABRRI) to the TD Friends of the Environment Foundation, in support of their proposed marine debris surveying and education initiative.

Our Council recognizes the environmental impacts of marine debris along our coastline and the importance of fostering environmental literacy in our community, especially among youth. MABRRI's initiative aims to address these issues through a hands-on educational program that not only engages students and community members in marine debris data collection, but also fosters long-term environmental stewardship.

The Town of Qualicum Beach is committed to protecting and enhancing our coastal and marine environments, and we see this initiative as aligning closely with our values and strategic goals. By connecting local schools and residents with meaningful environmental learning and action, this program has the potential to build awareness and create lasting community impact.

We look forward to seeing the positive outcomes this program will bring to the region.

Sincerely,
[Name]
[Title]
On behalf of the Council of the Town of Qualicum Beach

TOWN OF QUALICUM BEACH

INCORPORATED 1942

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

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

July 16, 2025

Via Email: jacob.frankel@viu.ca

Mount Arrowsmith Biosphere Region Research Institute
Jacob Frankel

Dear Jacob Frankel,

Letter of Support for Marine Debris Education Initiative

On behalf of the Town of Qualicum Beach Council, I am pleased to express our strong support for the application submitted by the Mount Arrowsmith Biosphere Region Research Institute (MABRRI) to the TD Friends of the Environment Foundation, in support of their proposed marine debris surveying and education initiative.

Our Council recognizes the environmental impacts of marine debris along our coastline and the importance of fostering environmental literacy in our community, especially among youth. MABRRI's initiative aims to address these issues through a hands-on educational program that not only engages students and community members in marine debris data collection, but also fosters long-term environmental stewardship.

The Town of Qualicum Beach is committed to protecting and enhancing our coastal and marine environments, and we see this initiative as aligning closely with our values and strategic goals. By connecting local schools and residents with meaningful environmental learning and action, this program has the potential to build awareness and create lasting community impact.

We look forward to seeing the positive outcomes this program will bring to the region.

Sincerely,

T. Westbroek

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

cc: Council, L. Varela, CAO

File: 0230-01
N:\0100-0699 ADMINISTRATION\0110 ADMINISTRATION-GENERAL\0110-20 CONVENIENCE FILES\Letters\2025\Letter of Support - MABRRI.docx

From: Nathan Cernusca
To: Nathan Cernusca
Subject: FW: Town of Qualicum Beach has received your email
Date: Thursday, July 10, 2025 10:36:00 AM

From: Sec.22 [redacted]
Sent: Monday, July 7, 2025 5:40 PM
To: TWestbroek@qualicumbeach.com
Cc:
Subject: Pickleball Demo Day

To Mayor Teunis Westbroek,

We had a good response to our initial publicity re raising funds for new Pickleball Courts near the Civic Centre and raised about $10,000, including generous donations rom you and some of the other councillors.
The picture in the paper last week was an effort to keep the project in the public eye.

In order to continue to keep the fundraising in the public eye we would like to have a pickleball Demo Day.
We were hoping to book the tennis courts for a Demo Day for an afternoon Tuesday August 5 or Thursday August 7.
We would avoid mornings in order not to interfere with the tennis group.

Please let us know asap so we can begin planning for and advertising the day.

Sincerely,

Sandi, for Committee

TOWN OF QUALICUM BEACH
BYLAW NO. 682.03

A BYLAW TO AMEND TOWN OF QUALICUM BEACH DOWNTOWN DEVELOPMENT COST CHARGES REDUCTION BYLAW NO. 682, 2012

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

1. This Bylaw may be cited as "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025".

2. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Suites) Bylaw No. 682.01, 2012" is hereby repealed.

3. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Suites) Bylaw No. 682.02, 2014" is hereby repealed.

4. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012" is hereby amended as follows:

    a. By inserting subsection 1(c) "secondary Suites as defined by the British Columbia Building Code, with a maximum floor area of $90m^2$."; and

    b. By deleting subsection 3(a)(i) in its entirety.

    c. By deleting subsection 3(a)(ii) in its entirety.

READ A FIRST TIME this 14th day of May, 2025.

READ A SECOND TIME this day of May, 2025.

READ A THIRD TIME this day of May, 2025.

ADOPTED this day of , 2025.

Teunis Westbroek Mayor	Heather Svensen Director of Corporate Services/Deputy CAO

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: May 14, 2025

FROM: Luke Sales, Director of Planning

SUBJECT: **Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025**

RECOMMENDATION:

1. THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be introduced and read a first time.
2. THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be read a second time.
3. THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be read a third time.

PURPOSE

To advance an amendment that modernises the 2012 Downtown Development Cost Charges (DCC) Reduction Bylaw by deleting outdated incentives, aligning terminology with the new Zoning Bylaw No. 900 (2024), and addressing requests from Council during the 2025 Strategic Planning process.

BACKGROUND

- Original intent (2012) – The DCC Reduction Bylaw was adopted after a study showed that full DCC rates were a barrier to redevelopment in the Village Neighbourhood. The bylaw offered up to 100% DCC relief for eligible projects, with additional discounts for residential density and LEED certification.
- During the 2025 Strategic Planning process, Council directed staff to move the scheduled 2028 review of the DCC Reduction Bylaw forward to the 2025-2029 Financial Plan to eliminiate previous incentives.

DISCUSSION

Bylaw 682.03 (Attachment 4) makes three primary revisions

1. Terminology update – Replaces references to "secondary suites, garden suites, and carriage houses" as those are no longer current in the new Zoning Bylaw 900. DCC reductions are now limited to "Secondary Suites" as defined in the BC Building Code, with the additional limitation that the size be limited to 90 m² as size is no longer in the Building Code.

2. Density discount removal – Deletes the sliding-scale 30 %–70 % DCC reduction tied to units-per-hectare. This recovers DCC revenue potential from larger projects.

3. Green-building discount removal – Deletes the extra 30 % LEED incentive. Energy-efficiency standards are now mandated province-wide through the BC Energy Step Code, making the bonus redundant.

FINANCIAL IMPLICATIONS

Eliminating DCC reductions could increase DCC revenue provided construction activity continues to include projects that would previously have qualified for a reduction. No additional staff resources are required to administer the amended bylaw.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

<u>INFORM</u>:

- The public will be informed of Council's decision.

STRATEGIC PLAN ALIGNMENT

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

- <u>Good Governance:</u> 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

Bylaw 682.03 retires obsolete incentives, aligns definitions with current zoning, and increases transparency and fairness in how DCC reductions are applied. Staff recommend Council give the bylaw three readings.

ALTERNATIVE OPTIONS

1. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Luke Sales, MCIP, RPP.

Luke Sales
Director of Planning
and Community Development
Report Author

*[**For**]* Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachments:

1. Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012
2. Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Incremental Reduction) Bylaw No. 682.01, 2012
3. Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Suites) Bylaw No. 682.02, 2014
4. Proposed Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025
5. Proposed Consolidation - Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012 – CONSOLIDATED FOR CONVENIENCE ONLY

TOWN OF QUALICUM BEACH
BYLAW NO. 682

A BYLAW TO REDUCE DEVELOPMENT COST CHARGES FOR DEVELOPMENT WITHIN THE VILLAGE NEIGHBOURHOOD OF THE TOWN OF QUALICUM BEACH

WHEREAS Council is permitted by Section 933.1 of the *Local Government Act* to waive or reduce a development cost charge (DCC) by bylaw for developments that are designed to result in low environmental impact;

AND WHEREAS Council recognizes that development within the Qualicum Beach downtown specified area is designed to result in a low environmental impact due, in part, to existing infrastructure, availability of and proximity to services, walkability of the downtown and reduced vehicle usage, and the associated reductions in greenhouse gas emissions;

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

1. **DEFINITION**

For the purpose of this bylaw, unless the context otherwise requires:

"Eligible Housing" means:

(a) not-for-profit housing, including supportive-living housing;

(b) for-profit affordable rental housing, where "affordable" means the housing is subject to a covenant and housing agreement registered in the Land Title Office in favour of the Town of Qualicum Beach to restrict below fair market value the rent, lease, sale or share prices that may be charged, and the rates these may be increased over time;

2. **ELIGIBLE DEVELOPMENT**

For the purposes of this Bylaw, any development that occurs within the Village Neighbourhood, which encompasses the lands shown within the heavy outline on Schedule "A" attached to, and forming part of, this Bylaw, is designed to result in a low environmental impact, and constitutes a class of eligible development for that purpose.

3. **REDUCTION**

The class of eligible development described in Section 2 will have the applicable Town of Qualicum Beach DCC amount payable reduced by up to one hundred percent (100%).

(a) DCCs imposed under the "Town of Qualicum Beach Development Cost Charges for Water, Drainage, Highway Facilities and Park Land Bylaw No. 550.06, 2005" and amendments thereto and in force from time to time are reduced in the Village Neighbourhood, as follows:

(i) by thirty percent (30%) in respect of residential improvements having a density of at least fifty (50) dwelling units per hectare or seventy percent (70%) for residential improvements having a density greater than eighty (80) dwelling units per hectare;

(ii) by an additional thirty percent (30%) in respect of residential improvements that are LEED Certified or a comparable green standard as approved by the Town's Director of Planning;

(iii) by one hundred percent (100%) in respect to new commercial development with a residential density greater than eighty (80) dwelling units per hectare; and

(iv) by one hundred percent (100%) in respect to new Eligible Housing.

4. **SEVERABILITY**

If any part, paragraph or phrase in this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in force.

5. Schedule "A" – Village Neighbourhood is attached to and forms part of this Bylaw.

6. This bylaw may be cited as "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012".

INTRODUCED AND READ A FIRST TIME this 9th day of July, 2012.

READ A SECOND TIME this 13th day of August, 2012.

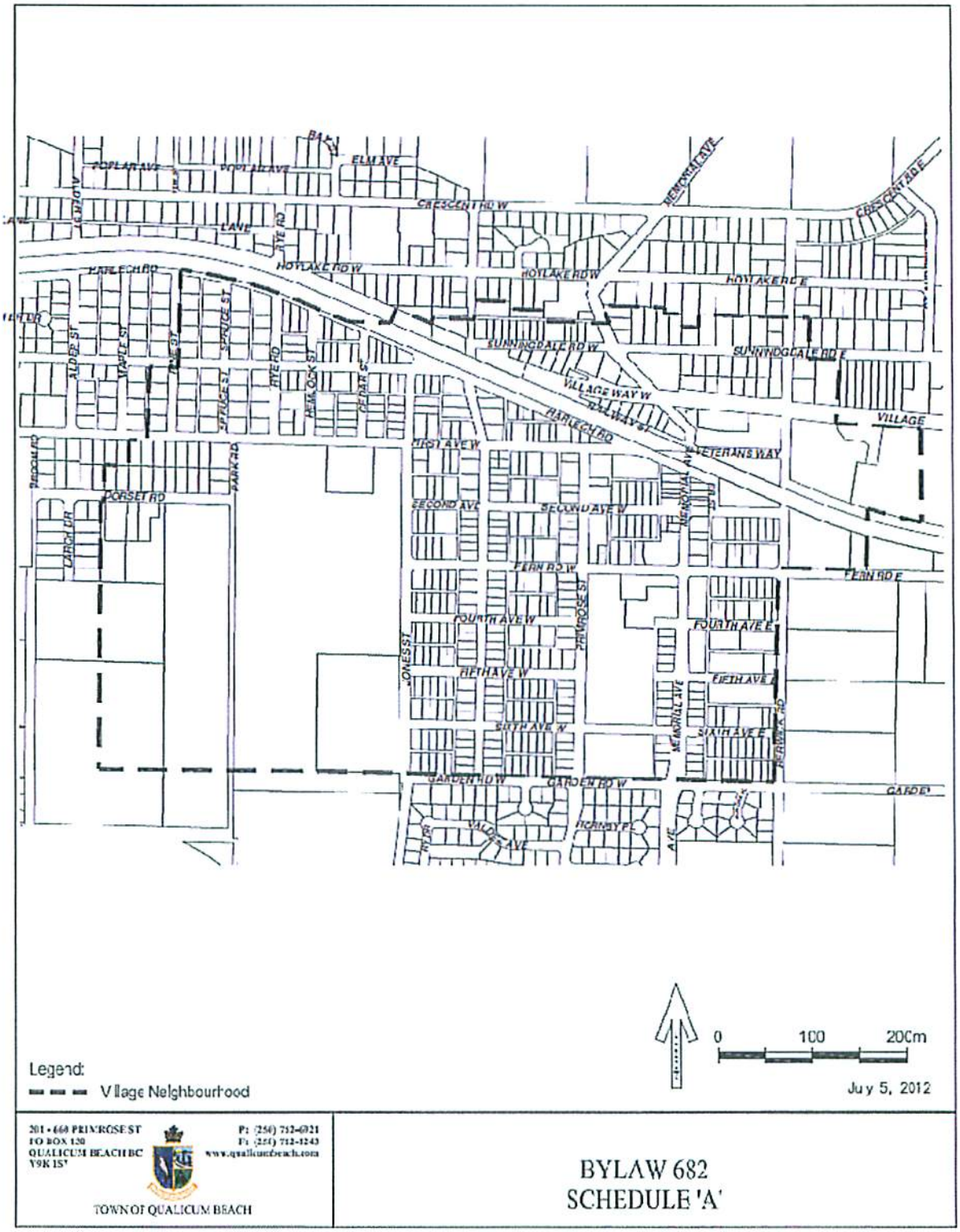
READ A THIRD TIME this 13th day of August, 2012.

ADOPTED on this 10th day of September, 2012.

Teunis Westbroek
Mayor

Trudy Coates
Corporate Administrator

SCHEDULE "A"
Village Neighbourhood



201 - 660 PRIMROSE ST
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QUALICUM BEACH BC
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P: (250) 752-6921
F: (250) 752-1243
www.qualicumbeach.com
TOWN OF QUALICUM BEACH

BYLAW 682
SCHEDULE 'A'

TOWN OF QUALICUM BEACH
BYLAW NO. 682.01

A BYLAW TO AMEND TOWN OF QUALICUM BEACH DOWNTOWN DEVELOPMENT COST REDUCTION BYLAW NO. 682

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

1. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012" is hereby amended as follows:

(1) By deleting Section 3(a)(i) and substituting in its place:

(i) "by thirty percent (30%) in respect of residential improvements having a density of fifty (50) dwelling units per hectare and an additional 1.35% reduction per additional dwelling unit per hectare, to a maximum reduction of seventy percent (70%);"

2. **SEVERABILITY**
If any part, paragraph or phrase in this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in force.

3. This bylaw may be cited as "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Incremental Reduction) Bylaw No. 682.01, 2012".

INTRODUCED AND READ A FIRST TIME this 1st day of October, 2012.

READ A SECOND TIME this 1st day of October, 2012.

READ A THIRD TIME this 1st day of October, 2012.

ADOPTED on this 22nd day of October, 2012.

T. Westbroek
Teunis Westbroek
Mayor

Trudy Coates
Trudy Coates
Corporate Administrator

TO BE REPEALED

TOWN OF QUALICUM BEACH
BYLAW NO. 682.02

A BYLAW TO AMEND TOWN OF QUALICUM BEACH DOWNTOWN DEVELOPMENT COST REDUCTION BYLAW NO. 682

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

1. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012" is hereby amended as follows:

   a. By inserting the following clause under "Eligible Housing": "c) secondary suites, garden suites, and carriage houses as defined in "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" as amended from time to time;"

2. **SEVERABILITY**
If any part, paragraph or phrase in this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in force.

3. This bylaw may be cited as "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Suites) Bylaw No. 682.02, 2014".

INTRODUCED FOR FIRST READING this 27th day of January, 2014.

READ A SECOND TIME this 3rd day of February, 2014.

READ A THIRD TIME this 3rd day of March, 2014.

ADOPTED this 17th day of March, 2014.

T. Westbroek
Teunis Westbroek
Mayor

H. Svensen
Heather Svensen
Deputy Corporate Administrator

TO BE REPEALED

TOWN OF QUALICUM BEACH
BYLAW NO. 682.03

A BYLAW TO AMEND TOWN OF QUALICUM BEACH DOWNTOWN DEVELOPMENT COST CHARGES REDUCTION BYLAW NO. 682, 2012

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

1. This Bylaw may be cited as "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025".

2. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Suites) Bylaw No. 682.01, 2012" is hereby repealed.

3. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Suites) Bylaw No. 682.02, 2014" is hereby repealed.

4. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012" is hereby amended as follows:

   a. By inserting subsection 1(c) "secondary Suites as defined by the British Columbia Building Code, with a maximum floor area of $90m^2$."; and

   b. By deleting subsection 3(a)(i) in its entirety.

   c. By deleting subsection 3(a)(ii) in its entirety.

READ A FIRST TIME this day of May, 2025.

READ A SECOND TIME this day of May, 2025.

READ A THIRD TIME this day of May, 2025.

ADOPTED this day of , 2025.

Teunis Westbroek Mayor	Heather Svensen Director of Corporate Services/Deputy CAO

Town of Qualicum Beach

DOWNTOWN DEVELOPMENT COST CHARGES REDUCTION BYLAW
Bylaw No. 682, 2012

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of Bylaw No. 682 with the bylaws below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. The Corporation does not warrant that the information contained in this consolidation is current. Certified copies of the original bylaws should be consulted to ensure accurate, current bylaw provisions.

Amending Bylaw	**Date of Adoption**
Bylaw No. 682.01	October 22, 2012 [Repealed by Bylaw No. 682.03]
Bylaw No. 682.02	March 17, 2014 [Repealed by Bylaw No. 682.03]
Bylaw No. 682.03	[Date of adoption]

The bylaw numbers in bold in the margin of this consolidation refer to the last bylaw that amended each section of the principal bylaw: “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012”.

PROPOSED

TOWN OF QUALICUM BEACH
BYLAW NO. 682

A BYLAW TO REDUCE DEVELOPMENT COST CHARGES FOR DEVELOPMENT WITHIN THE VILLAGE NEIGHBOURHOOD OF THE TOWN OF QUALICUM BEACH

WHEREAS Council is permitted by Section 933.1 of the *Local Government Act* to waive or reduce a development cost charge (DCC) by bylaw for developments that are designed to result in low environmental impact;

AND WHEREAS Council recognizes that development within the Qualicum Beach downtown specified area is designed to result in a low environmental impact due, in part, to existing infrastructure, availability of and proximity to services, walkability of the downtown and reduced vehicle usage, and the associated reductions in greenhouse gas emissions;

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

1. **DEFINITION**
For the purpose of this bylaw, unless the context otherwise requires:

"Eligible Housing" means:

(a) not-for-profit housing, including supportive-living housing;

(b) for-profit affordable rental housing, where "affordable" means the housing is subject to a covenant and housing agreement registered in the Land Title Office in favour of the Town of Qualicum Beach to restrict below fair market value the rent, lease, sale or share prices that may be charged, and the rates these may be increased over time;

(c) secondary suites as defined by the British Columbia Building Code, with a maximum floor area of 90 m2.

(Bylaw No. 682.03)

2. **ELIGIBLE DEVELOPMENT**
For the purposes of this Bylaw, any development that occurs within the Village Neighbourhood, which encompasses the lands shown within the heavy outline on Schedule "A" attached to, and forming part of, this Bylaw, is designed to result in a low environmental impact, and constitutes a class of eligible development for that purpose.

3. **REDUCTION**
The class of eligible development described in Section 2 will have the applicable Town of Qualicum Beach DCC amount payable reduced by up to one hundred percent (100%).

PROPOSED

(a) DCCs imposed under the "Town of Qualicum Beach Development Cost Charges for Water, Drainage, Highway Facilities and Park Land Bylaw No. 550.06, 2005" and amendments thereto and in force from time to time are reduced in the Village Neighbourhood, as follows:

(i) **(Deleted by Bylaw No. 682.03).**

(ii) **(Deleted by Bylaw No. 682.03).**

(iii) by one hundred percent (100%) in respect to new commercial development with a residential density greater than eighty (80) dwelling units per hectare; and

(iv) by one hundred percent (100%) in respect to new Eligible Housing.

4. **SEVERABILITY**
If any part, paragraph or phrase in this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, that portion shall be severed and the remainder of this bylaw shall continue in force.

5. Schedule "A" – Village Neighbourhood is attached to and forms part of this Bylaw.

6. This bylaw may be cited as "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012".

INTRODUCED AND READ A FIRST TIME this 9th day of July, 2012.

READ A SECOND TIME this 13th day of August, 2012.

READ A THIRD TIME this 13th day of August, 2012.

ADOPTED on this 10th day of September, 2012.

Teunis Westbroek Mayor	Trudy Coates Corporate Administrator

PROPOSED

SCHEDULE "A"
Village Neighbourhood

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3900-20

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

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Alternative Means of Public Notice Bylaw No. 911, 2025**

GOVERNANCE DECISION
For Council to consider giving three readings to proposed Bylaw "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025".

RECOMMENDATIONS:

1. THAT Council deems the Town's website and the email subscription service as reliable, suitable and accessible as described in the *Public Notice Regulation.*

2. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be introduced and read a first time.

2. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a second time.

3. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a third time.

PURPOSE
The purpose of this Bylaw is for Council to consider alternative methods of publication for statutory notices under Section 94.2 of the *Community Charter.*

BACKGROUND
On February 28, 2022, changes to public notice requirements came into force providing two options for local governments to provide public notice:

1. continue to use the default publication requirements of publishing in a newspaper once each week for two consecutive weeks; or,

2. adopt a bylaw to provide for alternative methods of publication (i.e., a public notice bylaw).

To date, The Town has used the default provision under Section 94.1 of the *Act*.

A bylaw under Section 94.2 must specify at least two methods of public notice, excluding the public notice posting place and must consider the principles of effective public notice per the *Public Notice Regulation* prior to adoption of the bylaw. The principles of effective public notice are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have a broad reach.

In addition to being included in this report for Council's consideration, these principles have also been outlined in the preamble of the proposed Bylaw.

Under a Public Notice Bylaw, the notice must be published at least 7 days before the matter for which the notice is required (unless a different period is prescribed in the *Community Charter, Local Government Act or* another Act.

DISCUSSION

In light of the public's increasing use of electronic and web-based platforms to receive information and the potential to expedite certain processes, staff are recommending Council consider an "Alternative Means of Public Notice Bylaw".

Supported by the findings of the 2025 Quality of Life survey, the two proposed methods for publication are the Town's website and the email subscription service (currently Constant Contact). The Town is also required to continue posting at the Public Notice Posting Place, which is the bulletin board at Town Hall. When evaluating each principle, these two methods are found to be reliable as they come directly from the Town. They are suitable as they are commonly used by local governments for the purpose of informing the public. They are accessible to anyone with access to the internet at no cost.

These means of publication for public notices are not intended to limit the Town's ability to facilitate opportunities for public participation in local government decision-making, and the Town may choose to provide additional notice through different means, or repeated notice, when considered appropriate (i.e. through social media, newspaper, radio, etc.).

FINANCIAL IMPLICATIONS

The Town spends an average of $15,000 on advertising annually. In 2024, approximately $5,000 of that was for notices.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

Public Participation Framework developed by the International Association for Public Participation – IAP^2

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

International.

INFORM:

- The Bylaw, if adopted, will be posted on the Town's website and public will be posted on the Service Alerts & Notices page.

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 purpose of this proposed Bylaw is for Council to consider alternative methods of publication for statutory notices under Section 94.2 of the *Community Charter.*

ALTERNATIVE OPTIONS

1. THAT the following alternative means of public notice be added to "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" [insert list].
2. Council not pursue an alternative means of public notice bylaw at this time. The Town will continue to follow the default process in Section 94 of the *Community Charter*.

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

Danielle Leurebourg, MBA
Deputy Director of
Corporate Services
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence

Raj Hayre
Director of Finance
Concurrence

REFERENCES
Attachment 1: Alternative Means of Public Notice Bylaw No. 911, 2025
Attachment 2: Excerpt from the 2025 Quality of Life Survey

TOWN OF QUALICUM BEACH
BYLAW NO. 911

A BYLAW TO PROVIDE FOR ALTERNATIVE MEANS OF PUBLIC NOTICE

WHEREAS, Council is satisfied that the advertising methods set out in this Bylaw are likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held;

AND WHEREAS Council considers that the advertising methods set out in this Bylaw are reliable, suitable for providing notices, and accessible;

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

CITATION

1. (1) This Bylaw may be cited as "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025".

DEFINITIONS

2. (1) “Public Notice Posting Place” means the notice boards at Town Hall.

ADVERTISING METHOD

3. (1) In accordance with the *Community Charter,* alternative means of publication for the purposes of public notice shall be:

   (a) Town of Qualicum Beach Website
   (b) Town of Qualicum Beach email subscription service

   (2) All public notices shall also be posted at the Public Notice Posting Place.

ADDITIONAL NOTICES

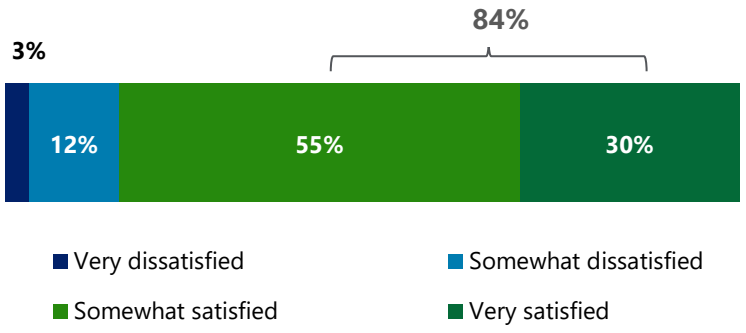
4. (1) The means of publication for public notices in section 3(1) are not intended to limit the Town’s ability to facilitate opportunities for public participation in local government decision-making, and the Town may choose to provide additional notice through different means, or repeated notice, when considered appropriate.

READ FOR A FIRST TIME this ____ day of _____, 2025.
READ A SECOND TIME this ____ day of _____, 2025.
READ A THIRD TIME this ____ day of _____, 2025.
ADOPTED this ____ day of _____, 2025.

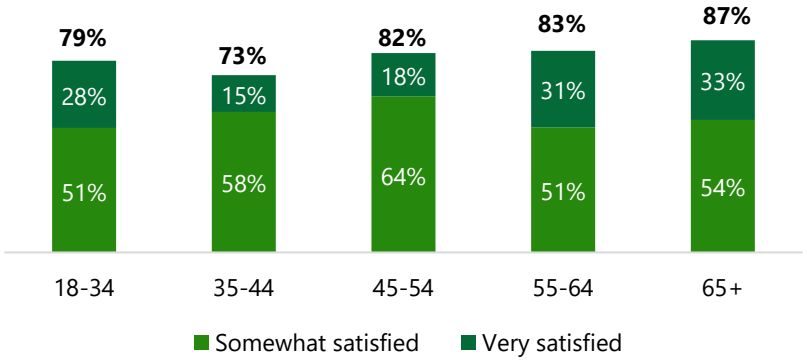
Teunis Westbroek Mayor	Heather Svensen Director of Corporate Services/Deputy CAO

Communication & engagement (1/2)

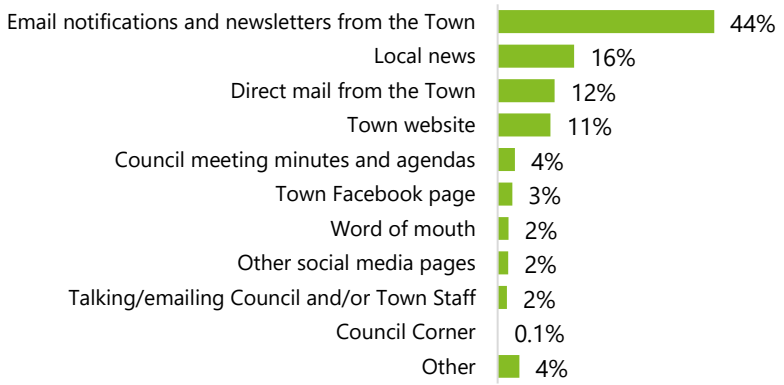
Overall satisfaction with Town communication channels



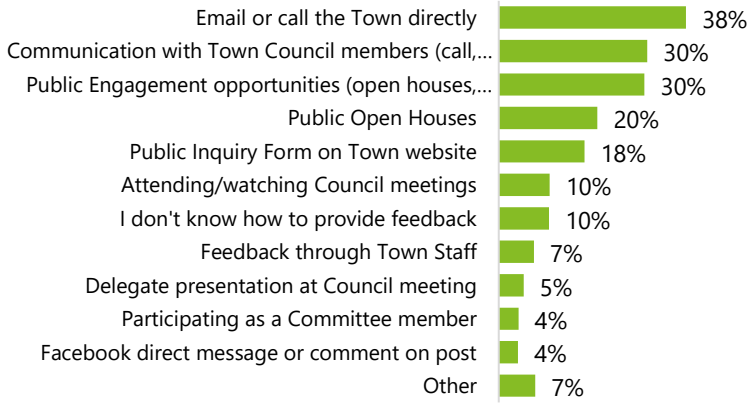
Overall satisfaction by age group



Preferred method to learn about Town information



Preferred channel to share opinions/feedback with the Town



Q. How satisfied are you with the information you receive about Town news, events, and services? (n=1,220)
Q. What is your preferred method to learn about Town and Council news and business? (n=1,221)
Q. How do you prefer to share your opinions/feedback with the Town on projects and decision-making? (n=1,221)

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Key Insights

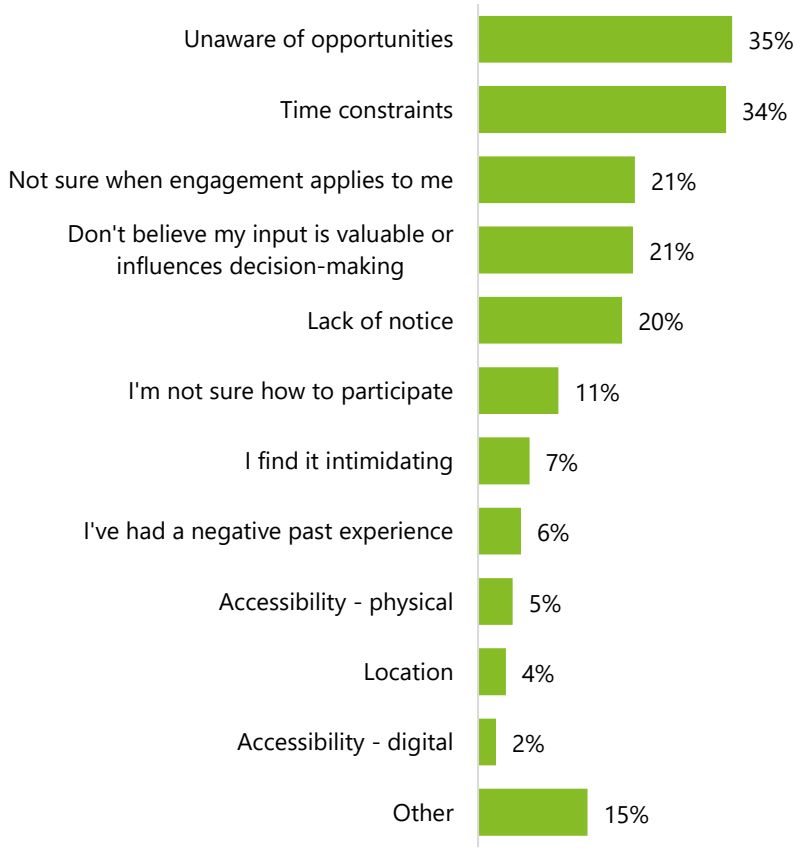
Residents were highly satisfied with the information they receive about Town news, events, and services (84%).

Residents indicated that they preferred to learn more information about the Town through email notifications and newsletters from the Town (44%). Other methods that were mentioned were local news (16%) and direct mail from the Town (12%).

In regard to sharing opinions and feedback with the Town, residents indicated that they prefer to do so through email or directory calling the Town (38%), communication with council members (30%), and public engagement opportunities (30%).

Communication & engagement (2/2)

Barriers making it difficult to take part in community engagement



"Other" responses

- *The feeling that the decisions are already made, the engagement is just window dressing to say that there was inclusion, when if fact there has not been.*
- *Timing of these events often happen during the day, which is fine for retired people only.*
- *Many seniors do not have or use computers, so they miss out on opportunities to contribute, or do not know when to ask for a "paper copy" to participate.*
- *Only extremists seem to turn out.*
- *Outlier voices are seldom considered - but sometimes they offer creative ideas worthy of consideration.*
- *Majority of meetings are held at 10am; please vary meeting times.*
- *I would like to see more advanced notice for town action/projects and at least two opportunities for citizen input (one daytime, one evening/weekend)*
- *Many engagement opportunities take place during the Workday which excludes all working people and most parents.*

Q: What are the barriers that make it difficult for you to take part in community engagement? (n=1,221)

Key Insights

Residents reported that the main barriers that make it difficult to participate in community engagement are being unaware of opportunities (35%), time constraints (34%), not being sure when the engagement applies to them (21%), and not believing their input is valuable or influencing decision making (21%).

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Committee & Liaison Report

Mayor Teunis Westbroek

Regular Council Meeting, July 16, 2025

June 19, 2025

- Attended the City of Parksville's 80th Birthday hosted by Parksville Council. The City of Parksville was incorporated on June 19, 1945. Parksville has grown and changed over these eight decades and still maintains a welcoming charm.

- Attended in the 2025 Annual General Meeting of Forward House Community Society. This incredible Society assists a client base of individuals who face challenges related to mental health and addiction recovery through creative programs and services delivered by community volunteers. Forward House provides a unique and greatly needed service to Oceanside and it holds a special place in all our hearts.

July 1, 2025

- Together with Town Council, I participated in the celebrations of Canada Day that were hosted by the Qualicum Beach Legion. This celebration is a true recognition of Canada and its people. We are truly fortunate to live in a country that is rich in natural beauty and resources, with a history that echoes the spirit of being strong and free.

July 5, 2025

- Attended on behalf of Town Council at the 50th anniversary of the Heard Centre and cut the cake ….again.

July 6, 2025

- Attended the 25th anniversary of the Mount Arrowsmith Biosphere Region and MABR's 10 Amazing Places at the McMillan Arts Centre. The 2025 Summer Exhibition showcased the work of local artists and arts organizations and took us on a journey to amazing places through a unique and spectacular artistic lens.

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

June 14, 2025 – Skatepark Official Opening

- Along with the rest of Council, I attended the ribbon cutting at the new skatepark. There was a wonderful turnout of skaters of all ages and abilities as well as other community members, many seniors, there out of curiousity. I continue to receive positive feedback from the community about this project.

June 19, 2025 – QWRA

- The Mayor and I met with the President and Treasurer of the Qualicum Woods Residents' Association

June 26, 2025 – KSS Commencement

- As Acting Mayor and a proud parent of a grad, I attended the celebration of this milestone for the graduates and all their achievements. Well done everyone!

June 27, 2025 – Strike for the Climate

- The Mayor, Councillor Vander Valk and I visited Teegan to mark her last day of striking for the climate outside Town Hall. Her commitment and determination inspire me to do better for our youth and future generations, and I hope we, as a Council, will continue to want to do better as well.

June 30, 2025 – Beach Day Committee

- This was our last meeting before the big event on Sunday, July 27 from 12noon until 4pm. There will be something for everyone including entertainment on the stage, a dunk tank, fun activities and educational booths. We hope to see you there!

July 1, 2025 – Canada Day

- I attended the opening ceremonies and also enjoyed some of the entertainment. Thank you to all of the volunteers who worked to make this event happen.

July 6, 2025 – Official Opening of the Dashwood Fire Hall

- As Acting Mayor, I attended the official opening of Station 61 in Dashwood and toured the new facility. As I explored, I was struck by the signage which highlighted the new features the hall had that they didn't have previously. This new facility will be better for the health and safety of the firefighters and will serve the community well. There was a good turnout in support of this event which also included an award presented to Don Alberg for his 41 years of service.

ts'xuliqw Opening Reception

- I attended the opening of ts'xuliqw' – Mount Arrowsmith Biosphere Region (MABR) summer art exhibition at the MacMillan Arts Centre in Parksville which celebrates 25 years of the MABR and 10 years of their Amazing Places project. ts'xuliqw' showcases the work of local artists and includes "POD Tableaus" compromised of pottery, metal work, mosaics, oil and watercolour paintings, wood carvings, basketry, and creations by the Qualicum Weavers and Spinners Guild. Jesse Recalma of the Qualicum First Nation will be one of the Artists in Residence over the summer. I would highly recommend a visit to this exhibit taking place from July 5th through August 31st and be sure to check out their gift shop while you are there!

Committee & Liaison Report

Councillor Petronella Vander Valk

Regular Council Meeting, July 16, 2025

June 9, 2025 to July 7, 2025

June 14, 2025

- Attended the official ribbon cutting ceremony for the new skate park. The park is such a wonderful addition to our community. Congratulations to All!

June 15, 2025

- Attended a tour, led by Jessie Recalma from Qualicum First Nation, of the Hamilton Marsh.

June 16, 2025

- As Liaison, attended the Board meeting of the Saint Andrews Lodge Historical and Cultural Society (SALHACS). Excellent progress is being made on the restoration of the Lodge.

- As Liaison, attended the meeting of the Naut'sa mawt Oceanside Health Network (NOW). The discussion was around the Nanaimo Primary Care Network.

June 20, 2025

- As Liaison, attended the Board meeting of the Qualicum Beach Chamber of Commerce.

June 26, 2025

- As Liaison, attended the meeting of Qualicum Community Education and Wellness Society (QCEWS).

June 27, 2025

- Talked with Teegan Walshe on her last day of "Fridays for Future" to thank her for her dedication, and actions, to build awareness in our community about the climate crisis.

July 1, 2025

- Joined in the Canada Day celebrations … great food, great music, great fun!

❖ In 2023 I reported to Council that a resident, Murray Chantler, was interested in making available for public use specialized equipment, the "TrailRider", enabling those with accessibility issues a way to enjoy our beautiful trails. Mr. Chantler was looking for a venue to store and loan out the "TrailRider". Through dedicated effort over the last two years, Mr. Chantler raised enough money (almost $9,000) to purchase two used TrailRiders and have them shipped to Qualicum Beach. He donated the two TrailRiders through a letter of Agreement to two separate entities: the RDN Recreation and Parks Department (Parksville office) and Take Off Adventure Rentals in Coombs. These TrailRiders are now available for the public to rent for $10 per day.

Committee & Liaison Report
Councillor Jean Young
Regular Council Meeting, July 16, 2025

June 10, 2025
- ELCCO meeting. Report on recruitment, retention, and the state of the sector: https://elcco.ca/current-projects/. State tuned for stage two…focusing on defining future community initiatives and supporting collaboration.

- Family Day Committee. Reviewing the successes of this year's Family Day and initiatives for next year's Family Day!

June 14, 2025
- Ribbon cutting ceremony at Skatepark…daily usage seen since new renovations!

June 17, 2025
- TOSH AGM via zoom…Art Elevates Life

June 18, 2025
- Oceanside Hospice Society's 35th Anniversary Open House reflecting on 35 years of compassionate care & connection. Warm welcomes with tour of facility & grounds, light refreshments, stories & reflections, connections with friends, supporters and the community…honoring the past, celebrating the present, and looking forward to the future of hospice care in Oceanside.

June 20, 2025
- QB Museum deaccession report. Grants received from: PQB Foundation, Gaming Community, Cultural Spaces, Coastal Community Credit Union, and Waypoint Insurance. Next Repair Cafe July 26. Currently a celebration of the trees of Qualicum Beach photo contest, "Pretty Old Things" exhibit, and "We Have the Power" exhibit. Also a call out to writers for QB Reads Series.

June 24, 2025
- Flowerstone Society board meeting. Flowerstone Clinic have just hired a new MOA to cover the extended hours and will start once she is oriented and now have a full time clinic manager. Have 2 possibly 3 new NPs starting in September bringing them to 9. Currently looking at how to fund an expansion to adjacent space as will be at capacity with the pharmacist, RN plus 9 NP sharing the space. Extended hours will help, but they would like to have even more available providers and programs for the community.

June 26, 2025
- Oceanside Hospice Society AGM. As per info sent in an email to all members May 23, at this meeting, as noted in the agenda, members have the opportunity to vote on proposed bylaw revisions, elect board directors for 2025/26, as well as review the financial statements and receive the auditor's report and comments heard.

July 1, 2025
- Celebration of Canada Day at the Legion! Also QB Rotary Flag program displayed Canada flags CA in the front yard of 400 participating residents for that week.

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 0340-50

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 18, 2025

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

SUBJECT: **Comprehensive Policy Review | Policies to Transition** [Council to Administration]

GOVERNANCE DECISION:
The decision before Council today is to consider the transition of the attached policies from Council to Administration as per Policy 3000-23 Council and Administrative Policy Development.

RECOMMENDATIONS:
THAT Council supports transitioning the policies listed in Schedule 'I' attached to the June 18, 2025, staff report from Council to Administration.

PURPOSE
For Council to consider transferring policies previously approved by Council to Administration.

BACKGROUND
Council, at its regular meeting held March 12, 2025, approved Policy No. 3000-23 | Council and Administrative Policy Development. Moving forward, approval of this Policy established a framework in the development, approval and review process associated with Town policies and created a distinction between Council Policies and Administrative Policies. For ease of reference definitions of Council Policy and Administrative Policy are restated here:

> ***Council Policy*** *means a policy with a financial and/or legal implication (liability) or those that guide Council's decisions, provide direction toward achieving strategic objectives, adhere to statutory or other corporate requirements, or relate to providing a service. Council policies are usually externally focused.*
>
> ***Administrative Policy*** *means a policy that describes required actions to support administrative responsibilities or to support Council policies, strategies or goals. Administrative policies are usually internally focused.*

DISCUSSION

Approval of Policy No. 3000-23 | Council and Administrative Policy Development has enabled the next step in continuing to work through a comprehensive review of the Town's policies, specifically to transition those policies previously approved by Council to Administration [CAO approval]. Of the roughly 125 existing policies, staff have identified twenty-six policies to date that meet the definition of an Administrative Policy [refer to Schedule 'I' | Policies to Transition].

For Council's reference, Schedule 'I' captures the title of the twenty-six policies that are the subject of this report and includes: the policy number, a succinct summary of the purpose of the policy, the date it was approved and if applicable, amended. It also includes comments from staff expanding on the rationale to support transition of the policy from Council to Administration. Additional attachments include Schedule 'II', which is a complete copy of the policies referenced in this report for Council's review.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

Public Participation Framework developed by the International Association for Public Participation – IAP^2 International.

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

<u>INFORM:</u>
As Council continues to work through its comprehensive review of existing Town policies, the public will be informed through the presentation of staff reports and additional policy reports that will follow.

STRATEGIC PLAN ALIGNMENT

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

- <u>Good Governance</u>: *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

Following the adoption of Policy No. 3000-23 | Council and Administrative Policy Development, twenty-six policies have been identified to date as meeting the definition of, and criteria for, being categorized as an Administrative Policy, as defined by Policy No. 3000-23 recently approved by Council. With Policy No. 3000-23 in place, staff have moved forward with the next phase of the Town's comprehensive policy review by identifying policies that are considered administrative in nature.

Council is now being asked to support the transition of twenty-six policies, listed in Schedule 'I' | Policies to Transition to Administration, given that these policies are internal and considered operational in nature. If Council approves the transition, going forward, any future amendments and subsequent approvals of these policies will fall under the authority of the Chief Administrative Officer [CAO].

Importantly, Administration is committed to keeping Council informed and any policies approved by Administration will be shared with Council through timely updates. Copies of Council policies will be provided in Council's orientation binder at the start of each term and updated as required.

ALTERNATIVE OPTIONS

1. THAT Council directs staff to remove [insert Policy No[s].] from Schedule 'I' attached to the June 18, 2025, staff report to Council.
2. THAT Council postpones a decision on the matter until Council's next regular meeting (July 16, 2025) allowing for additional time to reflect on the request to transition policies from Council to Administration.

APPROVALS

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

Heather Svensen
Director of Corporate Services/Deputy CAO
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

ATTACHMENTS

1. Schedule 'I' | Policies to Transition
2. Schedule 'II' | Complete Copies - **26** Policies to Transition

Policy No.	Attachment	Title | Summary of Purpose	Staff Comment
3002-2	A	**Use of Terminal Building Rental Space** To provide control of rental space within the Qualicum Beach Airport Terminal Building to ensure its use is consistent with the purpose of the Airport. *Approved '95, amended '08*	• The Officer and Delegation Bylaw delegates to the Corporate Administrator the authority to enter into lease agreements on behalf of the Town where Council has, by resolution or bylaw, approved a substantially similar form of lease or licence. Council approved a new form of lease for tenants at the QB airport in 2023. Given this direction, this Policy meets the definition of Administrative Policy and therefore, staff recommend transition from Council to Administration.
3002-4	B	**QB Airport Water & Sewer Supply** To ensure Qualicum Beach Airport tenants utilize and fund the Town water and sewer service supplied to the Qualicum Beach Airport and to protect Airport assets. *Approved '03, amended '08*	• Water & Sewer Connection Bylaws. • Infrastructure connection requirements are captured in the lease agreements. • The Officer and Delegation Bylaw delegates to the Corporate Administrator the authority to enter into lease agreements on behalf of the Town where Council has, by resolution or bylaw, approved a substantially similar form of lease or licence. Council approved a new form of lease for tenants at the QB airport in 2023. As such, staff recommend this Policy transition from Council to Administration.
3002-5	C	**Tie Down Area Maintenance & Derelict Aircraft** To ensure the Qualicum Beach Airport tie down area is well-maintained, safe and available for active aircraft. *Approved '96, amended '08*	• This Policy primarily addresses ongoing maintenance, safety standards and day to day management of the Airport facility. These functions traditionally fall under operational management rather than governance oversight. As such, staff recommend transition from Council to Administration.
3002-6	D	**Reserved Tie-Down Parking** To provide information on the reserved aircraft tie-down parking options and process at the Qualicum Beach Airport. *Approved '96, amended '11*	• Refer to staff comment in 3002-5

Policy No.	Attachment	Title | Summary of Purpose	Staff Comment
3002-7	E	**Row A Vacant Lots & Visitor Parking** To provide information on the use of vacant lots for aircraft tie-down parking and the assignment of visitor parking at the Qualicum Beach Airport. *Approved '96, amended '11*	• Refer to staff comment in 3002-5
3002-8	F	**Aviation Fuel Sales** To provide guidelines for staff establishing the price at which the Town will sell aviation fuel at the Qualicum Beach Airport. *Approved '03, amended '08*	• With Council's decision making with the Bylaw, staff consider the subsequent pricing of aviation fuel an operational matter that better aligns with Administrative oversight. • A review of fees applied for the sale of aviation fuel will be considered during the review of the Town's Airport Establishment & Operations/Airport User Fee Bylaws. • Administration will ensure Council remains informed of any amendments made to this Policy by providing copies for Council's information and any other appropriate means to ensure Council stays informed.
3006-3(a)	G	**DCC Application** To ensure consistency of interpretation and compliance with Section 933(11) of the *Local Government Act* , the general application of Development Cost Charges (DCCs) shall be in accordance with this policy. *Approved '05, amended '07*	• Council has adopted a number of bylaws specific to the application of and waiving of Development Cost Charges as per sections 558 - 570 of the *Local Government Act.* • This Policy serves as a guideline to staff as to how the Town's DCCs are to be applied and therefore, it is recommend that it transition from Council to Administration.
3006-6	H	**Building Permit Reports** To establish a system to report on the level of construction activity in the Town of Qualicum Beach. *Approved '92; amended '03*	• This Policy will be updated to reflect current practice of quarterly reporting to Council. • This Policy supports a report that speaks to data collection, analysis and dissemination of information prepared by the Town's building department. As such, this Policy is considered to be Administrative in nature and therefore, it is recommended that this Policy transition from Council to Administration.

Policy No.	Attachment	Title | Summary of Purpose	Staff Comment
3008-14	I	**Street Addressing Policy** To establish guidelines for assigning street addresses to properties and buildings within the Town of Qualicum Beach. *Approved '21*	• Assigning street numbers is a routine function that ensures consistency, accessibility and emergency response efficiency. As such, staff consider this matter to be operational in nature and are recommending this Policy transition from Council to Administration.
3010-5	J	**Municipal Solicitor** That a solicitor for the Town of Qualicum Beach be used on a 'fee for service' basis. *Approved '92, amended '03*	• This Policy primarily outlines how legal expertise is sought and used, which is a function of Administration rather than governance. As such, staff recommend transition from Council to Administration.
3012-1	K	**Unopened Road Right-of-Way Opening** A policy that requires any person building on a property adjacent to a gazetted or dedicated road right-of-way, that requires improvements to provide vehicular access, shall be responsible for the construction of the road. *Approved '92, amended '03*	• Town of Qualicum Beach Engineering Standards & Specifications Bylaw speaks to construction standards. MMCD [Master Municipal Construction Documents] may also apply. • The Director of Infrastructure Services, or designate, applies the Town's Bylaw or the MMCD for this purpose. This Policy is the guiding document for staff and as such, meets the definition of an Administrative Policy. Staff recommend transition from Council to Administration.
3012-3	L	**Road Shoulders** A policy that requires all paved roads to have road shoulders installed. *Approved '03*	• Staff will review this Policy in the context of the Engineering Standards & Specifications Bylaw, the MMCD and will amend/update the Policy accordingly. Staff recommend transition from Council to Administration.
3012-7	M	**Towing Contract** To establish regulations for inclusion in a contract with a licenced towing company for removing vehicles in contravention of "Town of Qualicum Beach Traffic Bylaw No. 225, 1970" or amendments thereto. *Approved '03*	• This Policy establishes operational guidelines and enforcing the Town's Traffic Bylaw, as such this Policy meets the definition of Administrative Policy versus Council Policy. As such, staff recommend transition from Council to Administration..

Policy No.	Attachment	Title | Summary of Purpose	Staff Comment
3012-9	N	**Engine Idling** [specific to Public Works - Operations Staff] To eliminate unnecessary idling of municipal vehicles. *Approved '08*	• The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce. • This Policy strictly addresses how Town staff are to operate municipal vehicles. As such, it meets the definition of an Administrative Policy and therefore, staff recommend that it transition from Council to Administration [the CAO]. • Administration will be applying updates to this Policy and subsequently providing a copy to staff. Council will also be provided a copy for information.
4001-1	O	**Entry Into & Keying of Town Owned Buildings** To protect Town facilities and their contents during non-operating hours, this Policy establishes who may be granted keys to Town owned buildings. *Approved '93; amended '03*	• This Policy delegates authority to Administration as such it meets the definition of Administrative Policy. It is recommended that this Policy transition from Council to Administration.
4004-7	P	**Use of Community Hall/Civic Centre Tables & Chairs** A policy to establish requirements for use of tables and chairs in the Town's Community Hall and/or Civic Centre. *Approved '96, amended '03*	• This Policy is an administrative tool that prevents external rentals of the Town's tables and chairs outside of a facility booking. • This Policy meets the definition of Administrative and therefore, staff recommend transition from Council to Administration.
4004-9	Q	**Read-O-Graph Sign** To establish controls and a clear process for application to temporarily advertise communtiy events on the Read-O-Graph sign. *Approved '03, amended '09*	• The application process is managed by staff [QB Civic Centre] and the guidelines prioritize events. As such, staff recommend transition from Council to Administration.

Policy No.	Attachment	Title | Summary of Purpose	Staff Comment
4004-11	**R**	**Acceptable Use for Information Technology (IT) Systems** This policy defines, summarizes, and enforces the acceptable use of Information Technology (IT) Systems within the Town of Qualicum Beach workplace, in order to protect users, secure sensitive information and prevent unacceptable use, breaches and viruses in the IT systems. *Approved '15*	• This Policy speaks to internal operations, employee responsibilities, IT security protocols and focuses on day to day management rather than municipal governance. As such, it is recommended that this Policy transition from a Council to Administration. • This specific Policy will be updated to reflect current risks (i.e., cyber attacks), and mandatory staff training. • In addition, staff will be preparing a separate Council Policy that will speak to responsibilities for training, compliance and electronic device use [wireless], for Council's future consideration.
4004-14	**S**	**Wireless Communications Devices** This policy provides direction with respect to the administration, acquisition, and appropriate use of wireless communication devices by Town of Qualicum Beach (the Town) officers and staff. *Approved '17*	• This Policy speaks to how employees of the Town of Qualicum Beach use wireless communication devices, ensuring accountability and cost control. Staff consider this as an operational management matter versus a strategic governance decision. As such, it is recommended that this Policy transition from Council to Administration.
5000-5	**T**	**Town Employees as Members of the Fire Rescue Department** A policy to provide procedures for employees of the Town of Qualicum Beach who serve as volunteer members of the Qualicum Beach Fire Rescue Department [excludes paid employees of the Qualicum Beach Fire Rescue Department]. *Approved '21*	• The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce. As such, this Policy is considered to to be administrative in nature and staff recommend transition from Council to Administration.
5001-3	**U**	**Staff Suspension of Drivers Licence** A policy establishing application of vacation days and leave of absence if suspension of BCDL occurs for those employees who are required to have a valid driver's licence to perform their duties. *Approved '92, amended '03*	• The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce. This Policy is considered to to be administrative in nature and staff recommend transition from Council to Administration.

Policy No.	Attachment	Title | Summary of Purpose	Staff Comment
5002-1	V	**Course/Conference Attendance, Expenses & Travel Policy [specific to staff]** A policy providing information on meal allowance and on reimbursing expenses **for employees** who attend conferences/courses or travel on Town business. *Approved '94, amended '17*	• Council, on an annual basis, adopts its Five Year Financial Plan. This Bylaw captures funds available for this purpose. • The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce. •Application of this Policy is administrative in nature so long as expenditures do not exceed allocated funds established by Council through the budget process. • Staff will be conducting a jurisdictional scan of other BC local governments to review comparable policies prior to applying potential amendments and Council will be informed of any changes. • Given the above, this Policy is considered to be administrative in nature and staff recommend transition from Council to Administration.
5002-10	W	**Exempt Staff Overtime During an Emergency Operations Centre** To formalize a payment structure for exempt staff overtime during an Emergency Operations Centre (EOC) activation in Qualicum Beach or in communities as per the Joint Emergency Management Agreement or when deemed necessary when requested by communities outside our jurisdiction. *Approved '17*	• Council, on an annual basis, adopts its Five Year Financial Plan. This Bylaw captures funds available for this purpose. • The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce. • Application of this Policy is administrative in nature provided that costs remain within the approved Plan. • Given the above, this Policy is considered to be administrative in nature and staff recommend transition from Council to Administration.
5003-1	X	**Staff Conferences** The Town of Qualicum Beach will benefit from staff attending their respective associations' conferences. Staff with the approval of the Chief Administrative Officer shall be permitted to attend their respective associations' conferences annually, without further reference to Council, subject to the Financial Plan. *Approved '92, amended '03*	• This Policy focuses on staff attending conferences subject to the CAOs approval and funding allocated in Council's approved Five Year Financial Plan. • Council approves departmental budgets through the budget process which includes funds for training purposes. • This Policy is considered to be administrative in nature provided that costs remain within the approved Plan. • Given the above, this Policy is considered to be administrative in nature and staff recommend transition from Council to Administration.

Policy No.	Attachment	Title | Summary of Purpose	Staff Comment
5003-2	Y	**Education** A policy speaking to employee attendance at educational courses/seminars, etc. *Approved '92, amended '03*	• This Policy aligns with employee training and professional development, key aspects of an organizations internal management. Subject to the CAOs approval and funding allocated in Council's adopted Five Year Financial Plan, this Policy is considered to be administrative in nature provided that costs remain within the approved Plan. •Given the above, this Policy is considered to be administrative in nature and staff recommend transition from Council to Administration.
5004-2	Z	**Re-employment of Retired Exempt Employees** To outline the terms and conditions under which retirees, who have retired from their employment with the Town of Qualicum Beach in an exempt capacity, may be temporarily re-employed by the Town. *Approved '18*	•Council has established the 'one employee' principle as per best local government practice, with all staff inputs channeled through the CAO to Council [which aligns with the Town's operational framework]. • All hiring must be achieved within Council approved budget. • Human Resources will manage any retired exempt employees who may be retained on a temporary basis. • This Policy meets the definition of Administrative Policy and therefore, it is recommended that this Policy transition from Council to Administration.

A

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Airport **Use of Airport Terminal Building Rental Space**
	Policy Number: 3002-2

Purpose

To provide control of rental space within the Qualicum Beach Airport Terminal building and ensure its use is consistent with the purpose of the Airport.

Policy

The primary use of rental space in the Qualicum Beach Airport Terminal building is for scheduled airline carriers and the secondary use is for other services complementary to the Airport, such as flying school, car rental, and restaurant. Subject to availability, the Town may rent space for other purposes. The Town shall only lease rental space in the Qualicum Beach Airport Terminal building under the terms of a lease agreement approved by Council.

Procedure

1. Applications for rental space within the Qualicum Beach Airport Terminal building shall be submitted to the Corporate Administrator/Airport Manager to coordinate management review.

2. Staff shall provide a lease recommendation to Council.

3. Leases for uses which are not primary or secondary airport purposes shall include a 60-day cancellation clause.

4. Lease rate to be determined by the Town, based on market value, and benefit to the Airport.

5. The process to lease Town property is governed by the *Community Charter*.

6. Other airport related fees, as established by bylaw, shall apply.

Responsibility

Corporate Administrator/Airport Manager

References

Airport Establishment and Operation Bylaw
Airport User Fee Bylaw
Community Charter

Distribution

Council
Management
All Departments

B

	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.

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

C

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Airport **Tie Down Area Maintenance & Derelict Aircraft**
	Policy Number: 3002-5

Purpose

To ensure the Qualicum Beach Airport tie down area is well-maintained, safe and available for active aircraft.

Policy

The owner/authorized operator of an aircraft in the tie down area is responsible for the maintenance of the aircraft's tie down area and for maintaining the aircraft, and keeping the area free from disassembled parts, storage containers, long grass, etc. Derelict aircraft are not permitted to remain within the tie down area of the Qualicum Beach Airport for more than thirty days without permission from the Corporate Administrator/Airport Manager.

Procedure

1. The owner/authorized operator of an aircraft in the tie down area who has entered into an Aircraft Tie Down Accommodation Agreement shall maintain the grass to a length no longer than 8" to minimize fire hazard. If the grass is longer than 8", the Superintendent of Public Works, Parks and Buildings may instruct Town staff to enter to trim the grass at the owner's/authorized operator's expense, for a minimum one hour labour and equipment charge and the Municipality shall not be liable for any loss or damage to the aircraft, however caused.

2. Derelict aircraft remaining on the airport lands after thirty-one days, without the permission of the Corporate Administrator/ Airport Manager, shall be towed away at the owner's expense. The Corporate Administrator/Airport Manager shall provide written notice to the registered owner.

Responsibility

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

References

Airport Establishment and Operation Bylaw

Distribution

Council
Management
All Departments

D

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Airport Reserved Tie-Down Parking
	Policy Number: 3002-6

Purpose

This policy provides information on the reserved aircraft tie-down parking options and process at the Qualicum Beach Airport.

Policy

It is the policy of the Town of Qualicum Beach to provide reserved aircraft tie down parking at the Qualicum Beach Airport, on turf and paved locations, subject to the Airport Establishment and Operation Bylaw regulations and fees, policies and staff approval of tie-down location.

Procedure

1. Aircraft owner/authorized operators shall submit applications for reserved aircraft tie-down parking at the Qualicum Beach Airport to the Town of Qualicum Beach Municipal Office.

2. The Corporate Administrator/Airport Manager and Superintendent of Public Works, Parks & Buildings will review applications and assign a tie-down location. The assigned location is subject to change by staff, with notice to the tenant, and by the tenant, with the permission of staff.

3. Factors considered in assignment of tie-down locations include: availability, applicant preference, commercial or private aircraft, size of aircraft, proximity to other aircraft, compatibility with adjacent tenants/uses, site condition, access and aircraft activity level. Tie-down location options include:

Paved – on ramp/apron (commercial only)

Paved and turf – in tie-down area 1 and 2, located between Taxiway A and Hangar Row A, as shown on the Airport Plan

Approved undeveloped lease lots in Row A, subject to a 30-day cancellation in the event that a business comes forward that is interested in leasing and developing the lot

Occupied lease lots – for aircraft tied down in an occupied lease lot, with the permission of the tenant, and which is not owned by the tenant named in the lease

4. Applicants for an approved tie-down shall pay an annual tie-down fee to the Town of Qualicum Beach and for the privilege of reserved tie-down as per Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, including the fee

for the initial purchase of a tie-down cone from the municipality and, in subsequent years, the annual reservation fee.

5. After approval of the application and payment of all applicable fees, the Superintendent of Public Works, Parks & Buildings will have staff apply reflective letters, indicating the aircraft's call letters, on a traffic cone which staff will place in the assigned tie-down location.

6. Only those individuals who pay the annual tie-down fees will be permitted to reserve space in the tie-down area.

Responsibility

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

References

Airport Establishment and Operation Bylaw
Airport Plan

Distribution

Council
Management
All Departments

E

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Airport **Row 'A' Vacant Lots & Visitor Parking**
	Policy Number: 3002-7

Purpose

This policy provides information on the use of vacant lots for aircraft tie-down parking and the assignment of visitor parking at the Qualicum Beach Airport.

Policy

It is the policy of the Town of Qualicum Beach to utilize vacant lease lots for aircraft tie-down parking, where suitable, and to provide visitor parking to accommodate transient aircraft.

Procedure

1. Until the Town requires the vacant lease lots in Row 'A' for permanent commercial lease tenants, the Superintendent of Public Works, Parks & Buildings shall have staff post signs indicating the lots as tie-down space.

2. The Superintendent of Public Works, Parks & Buildings shall have staff post signs to indicate suitable visitor parking locations, such as in the vacant lease lot on the west end of Hangar Row 'A' and in the current tie-down area 2, located between Taxiway A and Hangar Row A, as shown on the Airport Plan.

3. Applications for tie-down space at the Qualicum Beach Airport shall be processed as per Town of Qualicum Beach Airport Establishment & Operation Bylaw No. 457.05, 1998 and policies.

Responsibility

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

References

Airport Establishment & Operation Bylaw
Airport Plan

Distribution

Council
Management
All Departments

F

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Airport – Aviation Fuel Sales
	Policy Number: 3002-8

Purpose

To provide guidelines for staff establishing the price at which the Town will sell aviation fuel at the Qualicum Beach Airport.

Policy

The Town of Qualicum Beach shall offer for sale aviation fuel at the Qualicum Beach Airport, maintaining a reasonable margin of profit.

Procedure

1. The Town of Qualicum Beach will endeavour to maintain a minimum 27¢ per litre profit margin for the sale of AvGas and Jet A-1 fuel at the Qualicum Beach Airport.

2. Upon purchase of aviation fuel by the Town of Qualicum Beach, the Corporate Administrator/Airport Manager shall ensure that resale prices reflect the necessary buy/sell margin.

3. At least quarterly, the Corporate Administrator/Airport Manager will review fuel sale prices at a minimum of six other airports of similar size, to compare and adjust the Qualicum Beach Airport fuel minimum profit margin to ensure Qualicum Beach Airport fuel prices remain competitive and contribute to the Airport operating costs.

4. Upon purchase of aviation fuel by the Town of Qualicum Beach, the Collector will calculate the purchase cost, apply the profit margin approved by the Corporate Administrator/Airport Manager, and advise the Public Works staff assigned to the Airport, of the selling price to adjust the fuel pumps as required.

5. During the last week of December each year, the Superintendent of Public Works, Parks & Buildings shall have the fuel tanks filled by the fuel supplier or dipped for inventory.

Responsibility

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

Distribution

Council
Management
All Departments

G

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Building Inspection DCC Application
	Policy Number: 3006-3(a)

Purpose

To ensure consistency of interpretation and compliance with Section 933(11) of the *Local Government Act*, the general application of Development Cost Charges (DCCs) shall be in accordance with this policy.

Policy

The Town of Qualicum Beach collects Development Cost Charges fees to offset the increase in infrastructure costs associated with new development and to fund parkland acquisition and development.

Procedure

At the commencement of the approval process the Director of Planning, Director of Engineering or Building Inspector shall inform applicants for development approvals that Development Cost Charges apply to all projects costing over $50,000.00 on the basis of this policy in accordance with the Local Government Act the Town DCC Bylaw and this policy.

For Development Cost Charges payable at Building Permit issuance the Building Inspector may request that the Director of Planning, Financial Administrator, Director of Engineering or the Chief Administrative Officer confirm the applicability or interpretation of the DCC Bylaw prior to the preparation of the invoice. Confirmation shall be provided in writing if requested by the Building Inspector.

APPLICATION

1. The following are not considered to impose new capital cost burdens:

- agricultural buildings constructed under the Farm Building Code not on the water or sewer parcel tax roll.
- residential accessory buildings
- alterations (excluding additions) that do not result in a change of use as defined in the DCC Bylaw.
- extensions to an existing residential use other than a multiple residential building.
- structures not on the water and/or sewer parcel tax roll (for the application of Sanitary and/or Water DCC's only)

2. Storm Drainage shall not be considered to impose new burdens if:

- in the A1 Zone, dispersal is onsite within the required setbacks, or
- in other zones, dispersal is contained onsite in accordance with an engineered design approved by the Director of Engineering and CAO or Deputy CAO.

3. In accordance with the *Local Government Act*, Park Land in lieu of Park DCC's are to be applied at the discretion of the Director of Planning and CAO or Deputy CAO.

4. Existing floor areas demolished for the purposes of new construction shall be credited on the basis of the previous use category being demolished.

5. Development Cost Charges apply to a change of use within the meaning of the DCC Bylaw as follows:

- a DCC credit is applied to the existing floor area on the basis of the existing use.
- DCC's are applied to the renovated floor area on the basis of the new use.

Responsibility

Director of Planning
Director of Engineering
Building Inspector
CAO/Deputy CAO

References

Local Government Act
Town of Qualicum Beach Land Use and Subdivision Control Bylaw
Town of Qualicum Beach DCC Bylaw

Distribution

Council
Management
All Departments

H

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Building Inspection **Building Permit Reports**
	Policy Number: 3006-6

Purpose

To establish a system to report on the level of construction activity in the Town of Qualicum Beach.

Policy

A synopsis of Building Permits will be reported to Statistics Canada monthly and a Building Permit Report shall be prepared and copied to Council in the Council agenda package.

Procedure

The Building Permit Report shall include the Building Permit number, the owner and/or contractor of the building, the address of the building and the value of the building.

The Building Permit Report shall also show the previous year's total construction values.

Responsibility

Office Assistant

References

Building Permits

Distribution

Council
Management
Building Inspector
Office Assistant

I

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Planning **Street Addressing Policy**
	Policy Number: 3008-14

Purpose

This purpose of this policy is to establish guidelines for assigning street addresses to properties and buildings within the Town of Qualicum Beach.

Policy

Addresses are assigned to buildings and properties as a convenience for visitors and residents, for door-to-door deliveries, and for emergency services that rely on clear and accurate addressing to ensure efficient response. Building numbers should be placed and maintained in a conspicuous manner and shall be clearly visible from the road on which the building fronts.

The Town of Qualicum Beach may, on a case by case basis, consider exceptions to the following criteria and procedure.

This policy does not apply retroactively. Numbering arrangements that pre-date this policy are not subject to its terms.

Definitions

Parcel means any lot, block or other area in which land is held or into which it is subdivide, provided that a parcel which has been subdivided under the Condominium Act (other than by bare land strata subdivision) shall be considered to remain a single parcel for the purposes of this policy;

Criteria

1. Memorial Avenue shall be deemed the Starting Point for the purpose of municipal addressing when determining East and West Directions. The E&N Railway line shall be deemed the Starting Point for the purpose of municipal addressing when determining North and South. The Directional Starting Points will be followed, where

applicable, and the streets will be numbered incrementally from the starting points. Highway 19A is a notable exception to this numbering convention.

2. The addressing of streets shall start from the Arterial, Collector, or closest major road.
3. The South and East sides of a street shall be assigned "Even" numbers, and the North and West sides of the street shall be assigned "Odd" numbers. In rare cases exceptions to this policy may occur.
4. Cul-de-sacs shall be addressed with the lowest numbers starting at the intersection.
5. An area with an established numbering pattern shall continue to use that numbering pattern.
6. Only whole numbers shall be assigned.
7. Addresses will not be assigned or changed for cultural, religious, superstitious, numerological or any other such personal reason.
8. Addresses will not be provided to applicants for vacant or subdivided lands until such time as an application for a building permit has been submitted or the conditions of the approved subdivision application have been completely fulfilled.
9. One address shall be assigned per Parcel, except where otherwise permitted in this policy.
10. Individual buildings will generally be assigned individual numbers, if available, and without requiring a change to the addresses of adjacent properties.
11. For corner lots, addresses shall be assigned determined by the direction of the front of the primary building entrance.
12. For buildings with entrances on more than one street, additional addresses may be assigned to different occupancies based on the entrance locations.
13. In cases where a residential suite is contained within or attached to a house, the suite is assigned a letter suffix to the address of the house. (e.g. 123A First Ave)

14. One municipal address shall be assigned to the Main access driveway for mobile home parks, apartments, or condominium blocks.
15. In the case of a ground-oriented building, unit numbers shall be assigned using numbers beginning from 1 (e.g. 1, 2, 3, etc.). For ground-oriented buildings with four units or less, individual addresses may be assigned at the discretion of the Town.
16. For multi-story buildings, unit numbers on each floor shall be 3 digits, with the first digit being the floor number (e.g. 101, 102, etc. for first floor units, 201, 202, etc. for second floor units).

Procedure

1. All requests for assigned addresses shall be made in writing to the Town of Qualicum Beach Planning Department.
2. All address requests shall contain the following minimum information:
    a. the legal description of the property, and;
    b. the specific street location, including maps, plans, and sketches.
3. The Planning Department may require additional information or use additional criteria beyond those noted in the policy when considering an address.
4. Staff shall review the application to ensure its adherence to this policy and to verify all supporting information. Staff shall also take into consideration all comments from interested stakeholders.
5. The Approving Officer or designate shall circulate the proposed addresses to Town departments including Finance, Fire, Engineering, GIS and Public Works
6. After consideration of the comments received, and this policy, the Approving Officer shall determine the appropriate address and/or qualifier (e.g. number or letter) for a proposed address.

7. At the request of the property owner, two copies of a letter will be given to the owner or delegate for the purposes of proof of address.

Responsibility

The Director of Planning is the authority for naming roads and assigning address numbers.

The IT and Finance departments are responsible for updating address records for the financial, utility, and mapping systems.

Distribution

Management – All Departments
Council

J

Town of Qualicum Beach
Policy Manual

Policy No.: 3010-5
Date of Implementation: October 5, 1992

Municipal Solicitor

Policy

That a solicitor for the Town of Qualicum Beach be used on a 'fee for service' basis.

Procedure

It shall be the responsibility of administration to obtain legal expertise when needed.

Matters of an administrative nature shall be dealt with by administration.

Those matters requiring a report to Council shall be brought by administration to Council.

K

Town of Qualicum Beach
Policy Manual

Policy No.: 3012-1
Date of Implementation: November 2, 1992

Unopened Road Right-Of-Way Opening

Policy

It is the policy of the Town of Qualicum Beach that any person building on a property adjacent to a gazetted or dedicated road right-of-way, that requires improvements to provide vehicular access, shall be responsible for the construction of the road.

The Director of Engineering shall layout the specifications for the construction of the gazetted or dedicated road right-of-ways. A copy of said specifications shall be given to the property owner.

Procedure

1) Building permits that are issued for property that is adjacent to a gazetted or dedicated road right-of-way shall indicate that the Town is not responsible for the construction of the road.

2) All costs incurred are the responsibility of the property owner.

3) The owner shall complete all required construction prior to the issuance of a building permit or provide an irrevocable letter of credit, certified cheque, cash or performance bond in a form satisfactory to the Town, equal in value to the required works.

4) It shall be the responsibility of the Department of Public Works and the Director of Engineering to ensure that all works are satisfactorily completed.

L

Town of Qualicum Beach
Policy Manual

Policy No.: 3012-3
Date of Implementation: June 25, 2003

Road Shoulders

Policy

It is the policy of the Town of Qualicum Beach that all paved roads shall have road shoulders installed.

Procedure

Road shoulders shall be installed at the time of new road construction, or alternatively, upon the first application of pavement to the road.

Road shoulders adjacent to existing roads that receive an overlay of pavement, shall be raised within one year of the pavement overlay.

M

Town of Qualicum Beach
Policy Manual

Policy No.: 3012-7
Date of Implementation: June 25, 2003

Towing Contract

Policy

To establish regulations for inclusion in a contract with a licenced towing company for removing vehicles in contravention of "Town of Qualicum Beach Traffic Bylaw No. 225, 1970" or amendments thereto.

Procedure

1) Prior to April 1st of each year, staff are to request from licenced towing companies in the Town, a tender for the contract to patrol and remove those vehicles parked in contravention of "Town of Qualicum Beach Traffic Bylaw No. 225, 1970" or amendments thereto.

2) The contract to include the following regulations:
   a) vehicles to be towed within the Town under the following circumstances:
      (i) vehicles parked in contravention of posted "no parking" times;
      (ii) vehicles parked on a road, in designated "handicapped" zone without a handicapped card being displayed;
      (iii) vehicles parked on "red curb" areas indicating fire hydrant or bus stop;
      (iv) vehicles parked on "yellow curb" areas;
      (v) vehicles parked in no parking zones;
      (vi) when requested by a Town employee.

3) When vehicles are towed they are to be brought directly to the towing company's compound.

4) The towing company is to maintain a ledger indicating the following for each vehicle towed:
   (i) date and time towed;
   (ii) licence number, make, model and colour of vehicle;
   (iii) location from which towed and reason towed;
   (iv) requested by whom (or indicate if by patrol).

Towing Contract – Cont'd

5) If vehicles impounded are not claimed by the owner by the end of the day the RCMP detachment are to be provided with the following details:
   (i) date and time towed;
   (ii) licence number, make, model and colour of vehicle;
   (iii) location from which towed and reason towed;
   (iv) requested by whom (or indicate if by patrol).

6) The towing company shall install and maintain signage, with the approval of the Superintendent of Public Works, on each of the parking regulatory signs more than one kilometer from the Town Hall. The signs are to indicate which towing company to contact and their telephone number.

7) The towing company is to patrol posted beach access areas and municipal roads and parks on a routine basis or as requested by Town staff or the RCMP.

8) The Superintendent of Public Works is authorized to enter into a contract with the towing company submitting the most suitable tender.

N

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Public Works Engine Idling
	Policy Number: 3012-9

Purpose

The Town of Qualicum Beach recognizes that emissions from the burning of transportation fuels, such as diesel and gasoline has a detrimental effect on both the air quality within our Town and the global environment in the form of greenhouse gases.

The purpose of this policy is to eliminate unnecessary idling of municipal vehicles. Reduction of idling contributes towards reducing greenhouse gas emissions, improving air quality, a healthier work environment and the more efficient use of municipal resources.

Policy

Operators of Town of Qualicum Beach vehicles shall not unnecessarily idle the engine of a vehicle that is stopped for a foreseeable period in excess of three (3) minutes except as provided in this policy. The operator may allow the engine to idle if the operator is required to make frequent stops where the vehicle is stationary for a period not exceeding 3 minutes.

Procedure

In order to meet the requirements of this policy, Town Staff will be provided with the following information:

1) **Gasoline (or alternative fuel) Powered Vehicles**
A maximum idle time of three (3) minutes for a gasoline (or alternative fuel) powered vehicle is allowed during an initial shift warm up or when restarting a gasoline (or alternative fuel) powered vehicle after a prolonged shut down that results in a 'cold start' condition.

2) **Diesel Powered Vehicles**
It is recognized that diesel powered vehicles have different requirements for warm up and cool down periods.

Operators of diesel powered vehicles should always follow the vehicle manufacturer's guidelines for idling times where they may differ from this policy.

Idle times of up to five (5) minutes are allowed for diesel powered vehicles during initial shift warm up or when restarting after a prolonged shut down that results in a 'cold start' condition.

No operator shall unnecessarily idle the engine of a diesel powered vehicle that is stopped for a foreseeable period in excess of three (3) minutes. Diesel powered vehicles should only be turned off after a period of three (3) minutes of low idle time has passed to allow the proper cooling of engine fluids and parts.

Responsibility

All Town Staff operating municipal vehicles are responsible to carry out this policy. The Superintendent of Public Works, Parks and Buildings will report annually to the Chief Administrative Officer on the program effectiveness.

This policy does not apply to the following vehicles or situations:

1) Emergency response vehicles when engaged in operational activities.
2) Where engine power is required to power auxiliary equipment, such as an electric generator, air compressor, pump, winch, lift or boom.
3) When the operator is idling the vehicle for the purpose of defogging or defrosting windows, idling must end when fog or ice conditions have been eliminated. When window ice conditions are present, the operator must attempt to remove ice with a scraper in order to reduce the idling time required to clear ice.
4) In extreme conditions, idling may be allowed to provide warmth or cooling for the well-being of the operator and passengers if the occupants are not able to use an indoor shelter for such a purpose.
5) Vehicle being serviced for inspection.
6) Where safety may be compromised by shutting off the vehicle engine, vehicles may be allowed to idle at the discretion of the operator.

References

Diesel powered vehicle manufacturer's guidelines
www.idlefreebc.ca

Standards:
"Idling" means the operation of a vehicle's engine while the vehicle is not in motion or being used to power other equipment that is essential to the operation being carried out.

"Vehicle" means a car, truck, van, tractor, or any other equipment operated by a driver and powered by fuels such as diesel, gasoline or another alternative fossil fuel.

Distribution

Council
Management
All Departments

O

Town of Qualicum Beach
Policy Manual

Policy No.: 4001-1
Date of Implementation: April 5, 1993

Entry Into and Keying of Town Owned Buildings

Policy

The Council believes that entry into Town owned and operated buildings during non-operating hours should be restricted in order to protect Town facilities and their contents. However, it is necessary for some members of staff and/or Council to be in possession of keys to Town owned buildings.

Procedure

a) Except in the case of emergency no person or persons other than Town employees shall be permitted entry to a Town owned building when it is not in use, without prior approval.

b) Approval for entry can be granted by Administration.

c) Records shall be kept as to the individuals who have been given keys to enter Town owned and operated buildings.

Those members of staff and/or Council who require keys to Town owned buildings shall apply to Administration.

a) It shall be at the discretion of Administration to dispense keys to Town owned buildings and to keep a record of those who have been given keys.

b) Those employees or Council members, terminating their employment or term with the Town of Qualicum Beach, shall be required to return all keys to Administration.

c) No key may be copied by any Council member or employee.

P

Town of Qualicum Beach
Policy Manual

Policy No.: 4004-7

Date of Implementation: May 6, 1996

Use of Community Hall/Civic Centre Tables & Chairs

Policy

The Council recognizes that requests are frequently being made of the Town of Qualicum Beach for use/rental of Town owned tables and chairs from the Qualicum Beach Community Hall and the Qualicum Beach Civic Centre.

The use of Town owned tables and chairs at the Qualicum Beach Community Hall and the Qualicum Beach Civic Centre shall be under the terms and conditions of the rental agreement for the facility concerned.

Procedure

Town owned tables and chairs shall not be used from either the Qualicum Beach Community Hall or the Qualicum Beach Civic Centre outside of a rental agreement.

Q

	Town of Qualicum Beach **Policy Manual**
	Subject: Buildings and Grounds – Use of Town-owned Facilities – Read-O-Graph Sign
	Policy Number: 4004-9

Purpose

This policy is to establish controls and a clear process for application to temporarily advertise community events on the Read-O-Graph sign located at the corner of Memorial Avenue and Rupert Road and the municipal sign kiosks located on municipal property.

Policy

Upon application to the Qualicum Beach Civic Centre, the Town may temporarily advertise community events at the following locations:

1. on the Read-O-Graph sign located at the corner of Memorial Avenue and Rupert Road; and
2. on the sign kiosks located on municipal property.

Procedure

Except for Town of Qualicum Beach events and public community events, only those events being held at a Town-owned facility will be considered for advertising.

Requests for advertising community events will be considered in order of priority as follows:

1. Community events organized by the Town of Qualicum Beach (e.g. Family Day, Mile Swim and Airport Appreciation Day);
2. Civic Centre/Community Hall events sponsored by the Town of Qualicum Beach;
3. Civic Centre/Community Hall events open to the public;
4. Major public community events, which have been, approved by the Town of Qualicum Beach (e.g. Fire and Ice, Show n' Shine, Moonlight Madness);
5. Non-profit organizations that hold a valid non-profit society registration number;
6. Private/Commercial community events.

Responsibility

Civic Centre Employees, Town staff

References

Distribution

Council
All Departments

Attachment

Read-O-Graph Application

R

	Town of Qualicum Beach **Policy Manual**
	Subject: Buildings and Grounds **Use of Town-owned Facilities and Equipment - Acceptable Use for Information Technology (IT) Systems**
	Policy Number: 4004-11

Purpose

This policy defines, summarizes, and enforces the acceptable use of Information Technology (IT) Systems within the Town of Qualicum Beach workplace, in order to protect users, secure sensitive information and prevent unacceptable use, breaches and viruses in the IT systems.

Policy

1. Introduction

This Acceptable Use Policy (AUP) for IT Systems is designed to protect the Town of Qualicum Beach, its employees, and other partners from harm caused by the misuse of Town IT systems and Town data. Misuse includes both deliberate and inadvertent actions.

The repercussions of misuse of Town systems can be severe. Potential damage includes, but is not limited to, malware infection (e.g., computer viruses), legal and financial penalties for data leakage, and lost productivity resulting from network downtime.

Everyone who works at the Town of Qualicum Beach is responsible for the security of the Town's IT systems and the data on them. As such, all users must ensure they adhere to the guidelines in this policy at all times. Should anyone be unclear on the policy or how it impacts his or her role, he or she should seek clarification with his or her manager or with the IT department.

2. Definitions

"Users" includes everyone who has access to any Town of Qualicum Beach IT systems. This includes permanent employees, temporary employees and Mayor and Council. It also includes those who may be employed by the Town, including contractors, agencies, consultants, volunteers and business partners.

"Systems" means all IT equipment that connects to the corporate network or accesses corporate applications. This includes, but is not limited to, desktop computers, laptops, smartphones, tablets, printers, data and voice networks, networked devices, software, electronically-stored data, portable data storage devices, third

party networking services, telephone handsets, video conferencing systems, and all other similar items commonly understood to be covered by this term.

3. Scope

This is a universal policy that applies to all Users and all Systems. If a more specific policy exists, in such cases, the more specific policy has precedence in areas where they conflict, but otherwise both policies apply on all other points.

This policy covers only internal use of the Town's IT systems, and does not cover use of Town-owned products or services by customers or other third parties.

Some aspects of this policy affect areas governed by local legislation in certain countries (e.g., employee privacy laws). In such cases, the need for local legal compliance has clear precedence over this policy within the bounds of that jurisdiction.

4. Use of IT Systems

The Town of Qualicum Beach promotes Internet use that enables users to perform work-related missions and encourages the development of computer, Internet skills and knowledge. If it is determined that access is in the best interest of the Town of Qualicum Beach, the user will be permitted, within the limits set forth below, to use the IT systems on personal time to build his or her skills. It is expected that users will use the IT systems to improve their job knowledge, to access scientific, technical, and other information on topics which have relevance to their work, and to communicate with their peers in other companies. Users should be aware that when access is accomplished using Internet addresses and domain names registered to the Town of Qualicum Beach, they may be perceived by others to represent the Town. Users are advised not to use the Internet for any purpose which would reflect negatively on the Town or its employees.

Town computer systems are for Town use and not for personal use; however, when certain criteria are met, users are permitted to engage in the following activities:

1. During working hours, access job-related information, as needed, to meet the requirements of their jobs.

2. During working hours, participate in news groups, chat sessions, and E-mail discussion groups (list servers), provided these sessions have a direct relationship to the user's job with the Town. If personal opinions are expressed, a disclaimer should be included stating that these opinions are not an official position of the Town of Qualicum Beach.

3. During personal time, retrieve non-job-related text and graphics information to develop or enhance IT-related skills. It is expected that these skills will be used to improve the accomplishment of job-related work assignments. This policy of allowing employees to use IT resources during non-work periods enhances employees' knowledge and skill in information retrieval, benefits which immediately translate to his or her ability to perform work-related activities. By encouraging employees to explore the Internet and Town systems, the Town also builds its pool of IT-literate staff who can then guide and encourage other employees.

All data stored on Town of Qualicum Beach systems is the property of the Town. Users should be aware that the company cannot guarantee the confidentiality of information stored on any Town system except where required to do so by local laws.

The Town of Qualicum Beach trusts users to be fair and sensible when judging what constitutes an acceptable level of personal use of the company's IT systems.

The Town can monitor the use of its IT systems, and the data on those systems, at any time. This may include (except where precluded by local privacy laws) examination of the content stored within the email and data files of any user, and examination of the access history of any users.

The Town of Qualicum Beach reserves the right to regularly audit networks and systems to ensure compliance with this policy.

5. Data Security

If data on Town systems is classified as confidential, this should be clearly indicated within the data and/or the user interface of the system used to access it. Users must take all necessary steps to prevent unauthorized access to confidential information.

Users are expected to exercise reasonable personal judgement when deciding which information is confidential.

Users must not send, upload, remove on portable media or otherwise transfer to a non-Town system any information that is designated as confidential, or that they should reasonably regard as being confidential to the Town, except where explicitly authorized to do so in the performance of their regular duties.

Users must keep passwords secure and not allow others to access their accounts. Users must ensure all passwords comply with the Town's network safe password policy.

Users who are supplied with computer equipment by the Town of Qualicum Beach are responsible for the safety and care of that equipment, and the security of software and data stored on it and on other Town systems that they can access remotely using it.

Because information on portable devices, such as laptops, tablets and smartphones, is especially vulnerable, special care should be exercised with these devices. Users will be held responsible for the consequences of theft of, or disclosure of, information on portable systems entrusted to their care if they have not taken reasonable precautions to secure it.

It is recommended that all workstations (desktops and laptops) be secured with a lock-on-idle policy active after, at most, 15 minutes of inactivity. In addition, they should be manually locked by the responsible user whenever leaving the machine unattended for longer periods.

Users who have been charged with the management of those systems are responsible for ensuring that they are at all times properly protected against known threats and vulnerabilities as far as is reasonably practicable and compatible with the designated purpose of those systems.

Users must at all times guard against the risk of malware (e.g., viruses, spyware, Trojan horses, rootkits, worms, backdoors) being imported into Town of Qualicum Beach systems by whatever means and must report any actual or suspected malware infection immediately.

6. Unacceptable Use

All users are expected to comply with this policy when using IT systems and these form the basis of what the Town of Qualicum Beach considers as being good judgment. All users should use good judgment regarding what is an unacceptable use of Town systems. The list of activities below is provided as examples of unacceptable use; however, it is not exhaustive.

- All illegal activities, including: theft, computer hacking, malware distribution, contravening copyrights and patents, and using illegal or unlicensed software or services. Activities that contravene data protection regulations are also included.

- All activities detrimental to the success and image of the Town of Qualicum Beach, including: sharing sensitive information outside the Town of Qualicum Beach, such as research and development information and customer lists, as well as defamation of the Town.

- All activities for personal benefit only that have a negative impact on the day to day functioning of the business. These may include activities that slow down the computer network (e.g., playing networked video games).

- All activities that are inappropriate for the Town of Qualicum Beach to be associated with and/or are detrimental to the Town's reputation. This includes pornography, gambling, inciting hate, bullying and harassment.

- Circumventing the IT security systems and protocols that the Town has put in place.

7. Enforcement

The Town of Qualicum Beach will not tolerate any misuse of its systems and will discipline anyone found to have contravened the policy, including not exercising reasonable judgment regarding acceptable use. While each situation will be judged on a case by case basis, users should be aware that consequences may include the termination of their employment or contract.

Use of any Town of Qualicum Beach resources for any illegal activity will usually be grounds for summary dismissal. The Town will not hesitate to cooperate with any criminal investigation and prosecution that may result from such activity.

Responsibility

All users fall under this policy and are responsible for ensuring its implementation.

Distribution

Council
Management
All Departments

S

	Town of Qualicum Beach **Policy Manual**
	Subject: Buildings and Grounds **Use of Town-owned Facilities and Equipment – Wireless Communication Devices**
	Policy Number: 4004-14

Purpose

This policy provides direction with respect to the administration, acquisition, and appropriate use of wireless communication devices by Town of Qualicum Beach (the Town) officers and staff.

Policy

1. Introduction

The Town provides wireless communication devices for employees who need mobile communication tools to conduct Town business. It is recognized that wireless communications may aid an employee in performing job functions more effectively and efficiently. It is the desire of the Town to make sure that wireless devices are used primarily for Town business, that the cost to the Town is kept as low as possible, and that employees and supervisors are held accountable for proper usage.

Employees who are provided with a wireless communication device are not designated to be on-call unless expressly stated.

2. Definitions

"**Wireless Communication Devices"** include, but are not limited to:

a. Tablet computers with data access
b. Cellular Phones
c. Cellular Phones include 'Two-Way 10-4' capability
d. Pagers
e. Data Cards (aka: Air Cards)
f. Modems
g. Smartphones: (e.g. iPhone, Android phone, etc.) a classification of handheld devices that offer all of the functionality of conventional cell phones, but also offer:
   - Personal Digital Assistant (PDA) functionality
   - Internet Access
   - Access to some Town systems including e-mail, contacts, and calendars

"Usage plans" are subscription plans and their options negotiated by the Town with external vendors to provide wireless service and data connectivity on wireless devices, cell phones, and smart

phones. Usage plans prescribe billing rates in regard to minutes, long-distance charges, text messaging, and data charges.
The **"Cell Phone Administrator"** is the specific employee(s) that oversees and centrally administers the acquisition, ordering, billing, and related processes having to do with wireless devices, cell phones, and smartphones.

"Freedom of Information" requirements state that the activity records for Town wireless communication devices, including but not limited to: individual calls, e-mails, text messages, and internet access is information that may have to be released to the public under the *Freedom of Information and Protection of Privacy Act*.

3. Scope
This is a universal policy that applies to all Qualicum Beach employees. If a more specific policy exists, in such cases, the more specific policy has precedence in areas where they conflict.

Some aspects of this policy affect areas governed by local legislation in certain countries (e.g., employee privacy laws). In such cases, the need for local legal compliance has clear precedence over this policy within the bounds of that jurisdiction.

Exceptions to this policy may be made on a case-by-case basis where extenuating circumstances exist, as approved by the CAO.

4. Criteria for Acquiring Cell Phone or Device
All employees that are issued a device will be asked to agree to a payroll deduction system, whereby personal monthly overage charges will be reimbursed to the Town of Qualicum Beach, as per section 6b.

A tablet device with a data card and data plan shall be the first choice as a mobile device for staff. If a tablet is not sufficient, Managers will use the following criteria, and any additional criteria they define as appropriate for their specific service group, when approving or rejecting requests for a voice-enabled device:

a. Public Safety / Employee Safety;
b. Employees who have critical need to maintain accessibility with other department heads, Town management staff and public officials, in order to ensure uninterrupted customer service and/or the integrity of the organization;
c. Degree of urgency that messages need to be acted upon;
d. Need for 'Field to Field' or 'Field to Office' communications;

e. Alternative communication devices are unavailable or ineffective;
f. Employee regularly works in an "on call" capacity;
g. Employee has a responsibility for key Town operations and is required to respond to emergency incidents;
h. Employee is away from his/her desk or office (while working) for considerable periods of time, and the resulting lack of communication impacts their ability to perform their work.

If a voice-enabled device does not meet all the functional requirements, a smartphone will be considered. Managers will ensure that employees within their service groups requesting smartphones require frequent and immediate access to the Town e-mail system or other Town systems, in addition to meeting most of the previous descriptions set forth in this policy.

a. Demonstrated need for internet access to conduct Town business while away from the office;
b. In addition, the decision to approve the request of a smartphone over a cell phone must be based on an increased service level or productivity that offsets the increased costs of a smartphone.

5. Guidelines for Purchasing Tablet Devices, Cell Phones, and Smartphones

The Information Technology Department will define Town-approved device hardware, software, and usage plans. These standards will be created so that the models and plans offered meet the Town's security needs and varied business needs.

In addition, the Information Technology Department will define the criteria for acquisition of Town-approved devices, cell phones, smartphones, and accessories that are more expensive than the base models offered.

a. Staff will not be issued both a tablet device and a phone, unless there are special requirements.
b. General Manager approval is required before any purchase is made.
c. Only Town-approved tablets, cell phones, smartphones, related accessories, and usage plans will be purchased.
d. Replacement tablets, cell phones, and smartphones should be compatible with existing accessories, when possible.
e. Hardware, accessories, and usage plans will be arranged and purchased through the Cell Phone Administrator.

6. Acceptable Personal Use of Corporate Devices

a. In recognition of the need staff have to take care of occasional personal matters, reasonable personal use of devices is allowed, provided that it does not interfere with Town business or incur additional costs.
b. In the event that staff incur additional costs above the monthly fee, due to personal use, they will reimburse the Town for any amount exceeding the standard monthly plan cost via payroll deduction. A necessary form or documentation may need to be completed for payroll deduction.
c. Long distance, roaming, text messages and voice and data volumes that exceed the established plan all result in additional costs to the Town. These costs are to be reimbursed by the employee, as described above.
d. Staff who are issued cell phones will act in accordance with laws regarding the use of such devices when operating powered vehicles or equipment. In the case of a powered vehicle, hands-free equipment must be employed when operating the cellular device. Refer to the section on "All Users - Safety When Using Devices".
e. To ensure effectiveness of meetings, staff are encouraged to disable their cell phone ringers during meetings.

7. Use of Personal Cellular Devices in the Workplace

a. Town staff are not required to use their personal cell phones to conduct Town business. As such, no reimbursement will be made for use of personal cell phones.
b. Personal cell phones on the worksite must have the ringer turned off and personal calls should be routed to voice mail so as not to disrupt the work environment. Employees should ensure that their friends and family are aware of this policy.
c. Employees are expected to use good judgement in using their personal cell phones while on work time. The Town reserves the right to limit use of a personal cell phone during work hours on a case-by-case basis where it is deemed that an employee's use is having an adverse impact on the Town's operations. In all cases, employees using personal cell phones on work time must follow established safety protocols, as well as be considerate of their colleagues.

8. Lost or Stolen Devices

a. To prevent unauthorized usage, lost or stolen devices should be reported immediately to your manager, the IT Administrator, and the Cell Phone Administrator, who will report it to the service provider. In addition, stolen devices should be reported to the Police.
b. Devices which have been damaged and will not be replaced should be reported to your manager, the IT Administrator, and the Cell Phone Administrator, who will immediately stop the monthly plan.
c. An attempt will be made to "remote wipe" any data and information from any phone that is lost or stolen, to protect confidentiality and the integrity of Town IT systems.
d. Devices which are not going to be used for an extended period of time (more than one month) should be reported to your manager, the IT Administrator, and the Cell Phone Administrator, who may move the unit to a minimum monthly cost rate plan.

9. Minimize Use of Wireless Communications Device Where Practical

a. The use of a cell phone for outgoing local calls is discouraged when a desktop phone is available, unless the area of coverage for the wireless unit is larger than for the land line and no charges (i.e. long distance or overage on monthly minutes) beyond what the existing plan provides will result.
b. If the user will be travelling outside of Canada on designated business, a temporary, optional travel plan may be added to the user's account. This will only be used in cases where the user is on business or specifically asked to be available by phone while out of the country. Where a user chooses to take their phone out of the country without approval, they will be responsible for all costs over and above the monthly plan.

10. Results of Non-compliance

a. In the event that an issue related to potential non-compliance with this policy is identified, an investigation will take place and, where applicable, remedial action will be taken. Any and all legally applicable information held by the employer will be considered. As part of an investigation process, staff will have the right to provide their own information. In the case of unionized staff, the collective agreement language will be followed in any such matter.

11. Exemptions

a. Any exemptions from this policy must be granted in writing and signed by both the employee's manager and the Chief Administrative Officer.

Responsibilities

1. IT Administrator

The IT Administrator (or his/her designate) is responsible to:

a. Follow corporate standard specifications for wireless communication devices;
b. Source and recommend wireless communication devices;
c. Provide procedural documents for using wireless devices;
d. Keep an inventory of existing corporate wireless devices;
e. Provide Managers with device recommendations for identified applications;
f. Provide support for "approved" devices. Non-standard devices will be supported on a "best effort" level, some self-support is expected.

2. Cell Phone Administrator

The Cell Phone Administrator (or his/her designate) is responsible to:

a. Negotiate all contracts with service providers;
b. Review rate plans at least annually;
c. Provide Managers with current pricing, product information and rate plans;
d. Provide usage and cost reports to Managers (or their designate), monthly for interim audit purposes and an annual report once a year for a more comprehensive review

3. Managers

Managers (or their designate) are responsible to:

a. Read, understand and sign the 'Wireless Communications Devices Statement of Understanding' associated with the assignment of a device to an employee (attached);
b. Ensure that device recipients are aware of this policy and have a signed 'Wireless Communications Devices Statement of Understanding' in their Human Resources file.
c. Provide a "use case" or financial justification where a phone or smartphone is requested instead of a tablet;
d. Periodically review monthly reports of wireless communication device use and costs;
e. As necessary, provide employees with monthly usage reports for their review;
f. Monitor procedures followed by employees to reimburse the Town for use over and above the plan limit;

g. Ensure that all necessary paperwork is completed in full when requesting a new device, reassigning existing devices or terminating an existing device;
h. Review, at least annually, whether it is appropriate to continue to provide a wireless communication device for use by staff, based on the above criteria;
i. Re-evaluate continued need for a wireless communication device when a position turns over;
j. Establish a 'sign-out' procedure for devices not assigned solely to an individual.

4. Employees

Employees are responsible to:

a. Read this policy, ask questions where they do not fully understand the provisions within it, and sign the 'Wireless Communications Devices Statement of Understanding' when provided with a wireless communications device;
b. Ensure usage of the device is in compliance with Policy 4004-11: Use of Town-owned Facilities and Equipment – Acceptable Use for Information Technology (IT) Systems;
c. Ensure the physical security of wireless communication device(s) in their possession;
d. Refrain from using wireless communication devices when driving or operating equipment;
e. Report any losses or damage to devices to their Manager, the IT Administrator, and the Cell Phone Administrator immediately;
f. Immediately return a device to their Manager, when employment with the Town ceases, or the need no longer exists;
g. Ensure due care of a device that has been assigned to them or is being used by them.

5. All Users - Safety When Using Devices

a. Users with cell phones and smartphones will act in accordance with municipal, provincial, and federal laws regarding the use of such devices while operating powered vehicles and equipment.
b. With the exception noted in "Hands-Free Exception", employees will not hold or operate a device, cell phone, or smartphone while operating a moving powered vehicle or piece of equipment. Users must safely park their powered vehicle out of the traffic flow before using a wireless device.

c. Hands-Free Exception: Users may use a cell phone or smartphone while operating a vehicle, provided all of the following conditions are met:
    - It is not held in their hand;
    - It is secured on their body or within the vehicle in such a way that it does not impede sight lines to mirrors or vehicle windows;
    - It is configured for use with a hands-free device that is operated using voice recognition or by pressing a single button – only once – to accept or initiate communication;
    - If a hands-free device is in the form of a headset, the headset must be in place prior to operation of the vehicle, and may only be attached to one ear – not both.

d. Occupational Health and Safety information can be found at the following links:
    - Distracted driving for workers https://www2.worksafebc.com/PDFs/RoadSafety/dd_workers.pdf
    - Distracted driving for employers https://www2.worksafebc.com/PDFs/RoadSafety/dd_employers.pdf

Other Policies

- Cell phones and smartphones are considered telecommunications equipment, and as such, staff using them will also comply with the policies listed in the "Related Policies" section of this policy.

Related Policies

- 4004-11 Use of Town-owned Facilities and Equipment – Acceptable Use for Information Technology (IT) Systems

Distribution

Council
Management
All Departments

TOWN OF QUALICUM BEACH

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STATEMENT OF UNDERSTANDING

I, _____, hereby acknowledge and declare that:
Print Name

(i) I am aware that the Town of Qualicum Beach's policies are available to me upon request to the appropriate department responsible for operation of the policy, or upon request to my manager. It is my responsibility to familiarize myself with these policies.

(ii) In addition, I confirm that I have received, read and understood the following policies:

- Policy Number: 4004-14 Buildings and Grounds - Wireless Communications Devices.

(iii) I agree to conduct my activities in accordance with the Town of Qualicum Beach's policies and understand that breaching these standards may result in disciplinary action up to and including termination or other legal remedy available to the organization.

Signed _____

Date _____

T

	Town of Qualicum Beach **Policy Manual**
	Subject: Personnel – Town Employees as Members of the Fire Rescue Department
	Policy Number: 5000-5

Purpose

This policy provides procedures for employees of the Town of Qualicum Beach who serve as volunteer members of the Qualicum Beach Fire Rescue Department. This policy is not applicable to paid employees of the Qualicum Beach Fire Rescue Department.

Policy

The Town of Qualicum Beach will allow members of staff to belong to the Qualicum Beach Fire Rescue Department as long as they meet the membership requirements of the Fire Department. Members of the Fire Rescue Department provide an important service of fire, rescue and medical assistance to the Qualicum Beach community.

Procedure

1. Any Town staff wishing to volunteer as part of the Qualicum Beach Fire Rescue department must also meet eligibility criteria for membership in the department.

2. Town staff serving as members of the Fire Rescue department will be required to perform the duties and responsibilities of membership, including attending regularly scheduled training sessions. If and where paid work schedules conflict with training schedules, such conflicts will be resolved through the mutual agreement of the Fire Chief and the department Director or Manager.

3. Town staff who are also members of the Fire Rescue department will be released from regular duties to attend emergency calls during normal working hours, unless required at the job site for safety reasons, or as otherwise scheduled or stipulated, in advance, by the department Director of Manager in consultation with the Fire Chief.

4. Town staff who are Fire Rescue department members and who respond to an emergency call shall remain on regular pay rate until the end of the normal shift. Overtime shall not be paid for

any emergency call that runs past the end of the employee's regularly scheduled shift.

5. It shall be the responsibility of the staff member to find transportation to and from the fire hall, as a vehicle may not be available.

6. Respecting the established procedures and required practices of Fire Rescue department members, efforts will be made to return Town staff to regular duties as soon as possible at the termination of the emergency call.

7. Town staff who are members of the Fire Rescue department and who are responding to an emergency call during regular work hours are responsible for advising their Supervisor as soon as possible. When responding to an emergency call with the Fire Rescue department, they are also responsible for checking in with their Supervisor upon return to their regular work place.

Responsibility

Fire Chief
Corporate Administrator
Mayor
Fire Rescue Members

References

Standards:
- "members" means volunteer Fire Rescue members.

Distribution

Council
Management
Fire Rescue Department

U

Town of Qualicum Beach
Policy Manual

Policy No.: 5001-3
Date of Implementation: November 2, 1992

Staff Suspension of Drivers Licence

Policy

Those employees, who are required to have a valid driver's licence to perform their duties and lose their drivers licence, are required to take vacation days first, then leave of absence without pay until their suspension is complete.

V

	Town of Qualicum Beach **Policy Manual**
	Subject: Personnel - Benefits **Course/Conference Attendance, Expenses & Travel Policy**
	Policy Number: 5002-1

Purpose

This policy includes information on a meal allowance and on reimbursing expenses for employees who attend conferences/courses or travel on Town business.

Policy

The Town of Qualicum Beach believes that it is beneficial that employees attend courses and their respective associations' conferences and supports reimbursing expenses and providing an allowance for approved travel.

Procedure

Whenever possible, an allowance shall be provided prior to incurring expenses. All other expenses will be reimbursed as follows:

Conference and Course Attendance

Upon completion of registration forms for each approved conference that is to be attended, administration will then register those employees to attend. Registration fees for attendance at various association conferences shall be paid for by the Town of Qualicum Beach. Employees must receive approval of their Departmental Manager prior to submitting any registration to administration. No further approvals are required for conferences and courses provided the training is itemized in approved budgets. Approval of the Chief Administrative Officer, or Deputy Chief Administrative Officer, is required for training opportunities that are not itemized in approved budgets.

Payment for expenses for employee ferry fare, airfare, accommodation, parking, taxi, car rental, course and registration fees, and membership dues shall be at actual cost and shall be reimbursed, upon receipt, should out-of-pocket payment occur. *Note:* **Expenses for alcoholic beverages will not be reimbursed, unless otherwise dictated by Council.**

Travel

Where and when possible, employees may use Town vehicles. In the event that a Town vehicle is not available or is not appropriate for the intended travel, then the privately-owned vehicle mileage reimbursement rate will apply using the Canada Revenue Agency Automobile Allowance rates as at January 1st of each year.

Meals

Meals and incidental expenses incurred by employees, in the discharge of their duties, shall be reimbursed as an allowance as follows:

Breakfast	$15.00
Lunch	$20.00
Dinner	$35.00

Where a meal is provided for no extra charge, then no claim for that meal can be made.

Expenses in excess of the meal allowance may be appropriate in some circumstances. Receipts must be provided in these situations and approval of the Chief Administrative Officer is required.

Council hereby delegates the Chief Administrative Officer the authority to revise, on an annual basis, the daily allowance and meal expense listed in this policy to keep pace with inflation.

Responsibility	Council, CAO, Financial Administrator, and all employees
References	*Community Charter, Canada Customs and Revenue Agency website*
Distribution	Council and all Departments

W

	Town of Qualicum Beach **Policy Manual**
	Subject: **Personnel – Benefits - Exempt Staff Overtime During an Emergency Operations Centre (EOC)**
	Policy Number: 5002-10

Purpose

To formalize a payment structure for exempt staff overtime during an Emergency Operations Centre (EOC) activation in Qualicum Beach or in communities as per the Joint Emergency Management Agreement or when deemed necessary when requested by communities outside our jurisdiction.

Exempt staff are generally ineligible to claim overtime. An exception may be made when an emergency response requires exempt employees to work in an EOC, under an approved task number, outside the Town's normal posted operating hours.

Policy

Exempt staff will be compensated for hours worked outside of the Town's normal posted operating hours in an EOC, upon activation, as per the BC Labour Code.

Responsibility

Exempt Staff
Payroll Clerk

References

Standards:
- "Exempt Staff" means both administrative and management employees that are not subject to a Collective Agreement

Distribution

Exempt Staff
All Departments

X

Town of Qualicum Beach
Policy Manual

Policy No.: 5003-1
Date of Implementation: October 5, 1992

Staff Conferences

Policy

The Town of Qualicum Beach believes that staff and the Town of Qualicum Beach will benefit from staff attending their respective associations' conferences.

Staff with the approval of the Chief Administrative Officer shall be permitted to attend their respective associations' conferences annually, without further reference to Council, subject to the Financial Plan.

Procedure

a) Approval of administration must be obtained prior to attendance.

b) The Town's contribution towards the cost of attendance shall be at the discretion of the Chief Administrative Officer and, subject to Financial Plan funding availability.

c) All staff attending their respective associations' conference shall, upon their return, give a report on the information acquired at the conference to their department, additional staff or Council.

Y

Town of Qualicum Beach
Policy Manual

Policy No.: 5003-2
Date of Implementation: September 14, 1992

Education

Policy

Staff are encouraged to attend educational training sessions that will upgrade their skills.

Those staff wishing to attend educational upgrading courses/seminars, shall apply to the Chief Administrative Officer.

Procedure

a) Upon approval of the Chief Administrative Officer, employees may attend more than one training session per year.

b) The cost incurred attending the first of such training courses/seminars, per employee in any one calendar year, shall be borne by the Town of Qualicum Beach.

c) Upon approval of the Chief Administrative Officer, employees may have expenses of additional courses/seminars occurring in one calendar year, covered by the Town of Qualicum Beach.

Z

	Town of Qualicum Beach **Policy Manual**
	Subject: **Re-employment of Retired Exempt Employees**
	Policy Number: **5004-2**

Purpose

To outline the terms and conditions under which retirees, who have retired from their employment with the Town of Qualicum Beach in an exempt capacity, may be temporarily re-employed by the Town.

Policy

A re-employment arrangement with a retiree may be entered into, extended, or renewed, in accordance with this policy, with prior approval of the Chief Administrative Officer. Unless an exception is approved by the Chief Administrative Officer, the following terms and conditions will apply to retirees who are re-employed:

Assignment Description

An assignment description (e.g. job description, work plan, project list) setting out the role and responsibilities of the employee during the term of the re-employment must be established and agreed upon.

Salary

The salary shall be commensurate with the assignment and in accordance with the prevailing exempt compensation policies. The employee shall not be eligible to receive annual increases and/or market salary scale adjustments provided to other employees during the term of the retiree's re-employment. The salary is subject to standard deductions at source, such as income tax, Employment Insurance contributions, and Canada Pension Plan deductions.

Term of Contract

The term of the re-employment contract will not normally exceed eighteen (18) months. An extension or renewal should be finalized no later than two months in advance of the term expiry date and must be approved by the Chief Administrative Officer.

Termination of Re-employment Contract

In the event the Town of Qualicum Beach decides to terminate the contract prior to the end of the agreed upon term, the retiree will receive the lesser of notice set out in the contract or payment to the end of the contract. The Town may terminate the retiree's employment at any time without penalty, payment or notice for just cause.

Benefits

Retirees re-employed on a full-time basis may choose one of two options:

a) A monetary payment of 16% of salary in lieu of all benefits and leaves (including vacation, statutory holidays and sick leave); or
b) Vacation, statutory holidays, sick leave and coverage under the Town's exempt benefit plan with the following exceptions:
    a. Long Term Disability plan;
    b. If over age 65, Group Life insurance, Optional Life insurance and AD&D.

Retirees re-employed on a less than full-time basis will receive a monetary payment of 16% of salary in lieu of all benefits and leaves.

No other benefits will be provided other than those stated in this Policy.

Leave Definitions

Vacation – Vacation entitlement for a retiree is thirty (30) paid vacation days per year of employment and will be prorated for partial years. Vacation must be taken during the contract period.

Statutory Holidays – The retiree is eligible for the same statutory holidays as are provided to other exempt employees.

Sick Leave – During the re-employment period, sick leave may be earned at a rate of one day per month up to a maximum of ten (10) paid sick days per year, with no accumulation.

Sick Leave Bank - The retiree will not be eligible to access the excluded employees' sick leave bank.

Any paid leave taken but not earned during the re-employment period must be repaid to the Town upon termination. Earned leave may not be banked.

Pension

In accordance with the regulations of the Municipal Pension Plan, the retiree must complete a *Re-employment of a Retired Member Declaration* and submit it to the Municipal Pension Services within 60 days of re-employment. The Town and the retired employee will not be required to make contributions to the BC Municipal Pension Plan.

Retirement/Severance Benefits

Retirees are not eligible for retirement/severance benefits for the re-employment period. All entitlements earned during employment shall be paid out prior to the commencement of any re-employment contract. An exception may be made where the retiree requests the Town to hold in trust the eligible portion of the retiring allowance in accordance with CRA rules.

Other Terms of Employment

Overtime - Retirees shall receive no compensation for ordinary overtime.

Expenses – Retirees shall be entitled to be reimbursed for their expenses pursuant to the prevailing policies relating to reimbursement of expenses applicable to other exempt employees.

Other policies – Retirees shall be bound by the policies of the Town of Qualicum Beach, including those policies relating to Conflict of Interest.

TOWN OF **QUALICUM BEACH**

MEMORANDUM

FOR: Regular Council Meeting

DATE: July 16, 2025

SUBJECT: **Visual Identity Refresh**

Below is additional information in response to the Council's discussion during the June 18, 2025, Regular Council meeting, where the Visual Identity Refresh item was presented for consideration and deferred to the July 16, 2025, meeting.

Benefits of Town Visual Identity Refresh

1. The Town has no unified "face" today

- Currently, the Town is operating without any consistent logo, colour palette or template. Town issued communication pieces are visually inconsistent across the organization. That inconsistency costs staff significant time as we reinvent basic materials for each new project.

2. An upfront investment creates long-term savings

- By dedicating $30K in 2025 and phasing the remaining budget over three years, staff will standardize templates and guidelines so we can produce materials quickly and consistently, enhancing the Town's messaging and presenting a professional and polished look.

3. Phased rollout spreads cost and risk

- The four-year plan (2025–28) breaks the work into manageable milestones: RFP and concept development in Year 1; digital asset transition in Year 2; signage and vehicle decals in Years 3–4. Council can adjust or pause at each phase if budgets tighten. **The Town can also explore transitioning assets over a longer period of time as they come to end of life and are being replaced, so there is less additional cost.**

4. Consistency strengthens public trust and engagement

- A cohesive visual identity signals professionalism, competence, and good governance. When residents see a unified look on our website, newsletters, signage and social channels, they know they're engaging with the official Town. **The Town has faced challenges over the past few years with materials from third parties being confused for Town issued communications.**

5. Supports strategic priorities and economic prosperity

- Branding is an enabler for all four Council focus areas - particularly Economic Prosperity. A clear, recognizable Town identity makes Qualicum Beach more attractive to investors, tourism operators and grant-funding bodies, driving sustainable growth.

Lou Varela, MCIP, RPP Chief Administrative Officer *Concurrence*	Heather Svensen Director of Corporate Services/Deputy CAO *Concurrence*

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 0340-50

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

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Policy 3000-25 | Media Policy & Policy 3000-26 | Official Town Social Media & Third-Party Content Policy**

GOVERNANCE DECISION
For Council to review and consider two new policies designated as Council Policies under Policy 3000-23 | Council and Administrative Policy Development.

RECOMMENDATIONS:

1. THAT Council approves Policy 3000-25 | Media Policy.
2. THAT Council approves Policy 3000-26 | Official Town Social Media & Third-Party Content Policy.

PURPOSE
The purpose of Policy 3000-25 | Media Policy is to establish a structured and transparent framework for media releases to support open, respectful, and constructive engagement between the Town, the media and the public. In addition, this Policy outlines the circumstances under which the Town may issue a news release, press statement, hold a press conference or submit a Letter to the Editor/OpEd.

The purpose of Policy 3000-26 is to outline the Town's approach for managing social media content to ensure that the Town's social media spaces are welcoming, informative, and respectful for all users. Additionally, this Policy clarifies the circumstances when third party content may be shared on the Town's social media platforms.

BACKGROUND
The Town does not currently have any policies relating to Town media and social media. A policy is recommended to help the public understand the methods of communication from the Town through media and social media platforms.

DISCUSSION

The Media Policy provides clarity on the roles and responsibilities of Council and staff when engaging with the media. It also educates the public on the various methods by which the Town communicates.

The Social Media & Third-Party Content Policy is proposed as there has been a significant increase in requests from third parties for the Town to share or post content relating to various community events. Best practice suggests a policy would be most beneficial to guide staff and assist the public in understanding the content eligible for the Town to share or post.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

Public Participation Framework developed by the International Association for Public Participation – IAP^2 International.

<u>INFORM</u>:

- If approved, the two Policies will be posted on the Town's website and available in the document library.

STRATEGIC PLAN ALIGNMENT

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

- <u>Good Governance</u>: *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

This report presents two Policies for Council's consideration for approval: Policy 3000-25 | Media Policy and Policy 3000-26 | Official Town Social Media & Third-Party Content Policy.

ALTERNATIVE OPTIONS

1. Council approves Policy 3000-25 | Media Policy as amended [*list changes*].
2. Council approves Policy 3000-26 | Official Town Social Media & Third-Party Content as amended [*list changes*].
3. Council refer Policy 3000-25 | Media Policy and/or Policy 3000-26 | Official Town Social Media & Third-Party Content to Committee of the Whole for further discussion.

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

Danielle Leurebourg, MBA
Deputy Director of
Corporate Services
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Heather Svensen
Deputy CAO/ Director of
Corporate Services
Concurrence

REFERENCES

Attachment 1:	Policy 3000-25 | Media Policy
Attachment 2:	Policy 3000-26 | Official Town Social Media & Third-Party Content Policy

Purpose

To establish a structured and transparent framework for media releases to support open, respectful, and constructive engagement between the Town, the media and the public.

In addition, this Policy outlines the circumstances under which the Town may issue a news release, press statement, hold a press conference or submit a Letter to the Editor/OpEd.

Definitions

"News Release" means a proactive piece of information prepared by the organization [or use 'Town'] and distributed to media outlets. It follows a formal presentation (headline, links to sources, quotes, etc.); and provides in-depth information.

"Press Statement" means a formal, written communication issued by the Town to media outlets and the public, providing official information, clarification, or the Town's position regarding an incident, event, issue, or decision. It is concise, factual, and intended to inform.

"Press Conference" means a scheduled event where Town officials, alongside partners or other involved organizations, meet with media representatives to deliver important information, make announcements, or respond to public concerns. It may include formal statements, opportunities for media questions, photo opportunities, and interviews, helping to ensure transparency, accuracy of information, and public engagement.

"Letter to the Editor" means a brief, public response to recent media coverage, a public concern, a debated topic, or to correct an error or misrepresentation.

"Opinion Editorial" OR "Op Ed" means a longer, more detailed and proactive piece that explains a Town policy, initiative or issue.

Policy

The Town of Qualicum Beach provides open and timely communications to the media and the public regarding Town business, events and more. Media is leveraged to share these important announcements to increase visibility and general awareness. When sharing these communications, the Town will endeavour to use plain language, translation and accessible formats wherever possible.

1. **The Town's Commitment to the media**
   - Provide timely responses to media requests.
   - Offer fact-based information in an authentic and transparent manner.
   - Seek proactive media when opportunities arise.

2. **Town issued news releases**

The Town is responsible for issuing a news release when all of the following apply:

- The Town is the lead organization, responsible for sharing the news.
- The information is timely, relevant and newsworthy.
- The information impacts the people, businesses and and/or organizations of Qualicum Beach.

3. **Town issued press statements**

The Town is responsible for issuing a press statement when:

- Members of the media contact the Town for a comment on a decision, issue or incident.
- A major incident has occurred where the Town is the lead on the issue.
- A quick response to the public and media in needed to ensure the Town's message is heard regarding:
    - Public safety or health impacts.
    - Town services are significantly disrupted or changed.
    - Public trust in the Town is at risk.
    - Major decisions, projects, or announcements are made.
    - There is a need to correct significant misinformation.

4. **Press Conference**

A press conference is held when:

- There is a unique or significant event that garners the greater media attention.
- To inform the community in greater detail, with partner organizations, about fast-breaking news, an emergency or a crisis.
- React to a national or provincial issue that impacts the Town.

5. **Responding to media requests for interviews**

The Town responds to media requests for interviews on issues, information or events directly related to its legislative mandate to provide services to its residents and be accountable to the public.

The Chief Administrative Officer [CAO] is the only official spokesperson from Town staff. Other senior staff may speak with media when given direction from the CAO. Staff will only convey factual information to the media; they will not offer personal opinions or advice.

6. **Communications from Elected Officials or committee/commission members**

Council or Committee Members must not purport to speak on behalf of the Town or Council unless expressly authorized by the Mayor to do so.

Council and Committee Members will use caution in reporting Council or Committee decision-making by way of interviews given, their social media profiles or websites before the Town has released any formal communication.

When speaking for themselves as individual Councillors or Committee Members to the media, a Councillor or Committee Member will include "in my opinion" or use a similar disclaimer to ensure it is expressly clear they are speaking for themselves and not the Town or Council as a whole.

To promote respect and integrity for Council decision-making, Council and Committee Members will communicate accurately the decisions of Council or recommendations of the Committee, even if they disagree with the decision of the Council or Committee.

NOTE: For guidance on the use of official and personal social media accounts, refer to the Town of Qualicum Beach Social Media & Third Party Content Policy No. 3000-26

7. **Letters to the Editor or Opinion Editorials (Op-Eds)**

Letters to the Editor should be used when:

- The Town needs to correct misinformation, disinformation or to clarify facts.
- A direct, public response is necessary to address resident concerns.
- In response to another Letter to the Editor addressing Town business.

Opinion Editorials (Op-Eds) should be used when:

- The Town wants to educate residents on a specific issue.
- A complex issue arises that requires a thorough explanation beyond a news release or statement.
- The Town wants to highlight a strategic priority or advocacy issue.

Procedure

8. **Town issued news releases**

A news release is issued at the following times:

- During and/or after an incident with a significant local impact:
  - An incident is any unplanned event, action, or situation that disrupts or threatens Town operations, public services, or the health, safety, security, or well-being of residents, businesses, visitors, or municipal staff in Qualicum Beach.

- Before and after Town led events and promotions
  - One release before the event and, if required, one after the event to report on event outcomes.
  - If the media has already covered the event, a release may not be required.
  - The Town will only promote events that are Town led. Town led events include, but are not limited to, Beach Day, Family Day, Ocean Mile Swim and the Above & Beyond Awards.

- Significant or impactful Town business: new projects, project completion, upgrades, key staff updates, significant public hearings, public engagement activities, financial planning, elections, etc.

9. News releases are not issued by the Town:
   - When there is an issue/complaint among a small group of people that has not garnered greater attention and/or the Town cannot directly impact.
   - For subjects that are no longer timely.
   - For subjects that are not considered newsworthy.
   - For subjects that would only interest a small group of people.
   - When there isn't enough content to form a news release.
   - When media only require a press statement or an interview.
   - When media have already published a news story and a release is redundant.
   - For opinion or editorial content/comments from staff or Elected Officials.
   - For legal issues that should be issued as a statement or that should not be commented on.

10. **Town issued press statements**

    A press statement is an effective tool for sharing information quickly and may be issued in the following instances:
   - An incident has just occurred and the Town has less detailed information than required for a news release, however, immediate messaging or response is needed.
   - When the Town is responding to a quickly evolving problem, e.g., a significant issue brought forward by a resident or group, and the Town is directly involved or responsible.
   - When an elected official or a senior staff member needs to comment on a complicated issue, provide insight or present an accurate account on a matter.
   - In an emergency to provide timely updates.
   - Instead of providing a media interview to ensure the Town is part of the news story and their message is heard.

11. **Press Conference**

    A press conference is an additional media technique for special occasions to make an impression or address an important issue. A press conference is the right media tool to:
   - Bring in supporting partners, organizations, etc., to speak on behalf of an issue or announcement.
   - Announce an important development, project or project completion, and explain its significant local and broader implications.
   - Leverage a photo opportunity.
   - Answer questions from the press and emphasize points that might not be able to be addressed in other ways.
   - Set the record straight on an important issue that has growing public interest and/or speculation.

12. **Letters to the Editor or Opinion Editorial (Op-Eds)**

    Letters to the Editor or Opinion Editorial (Op-Eds) should follow these guidelines:
   - Should come from the CAO or a designated senior member of staff.
   - Must align with Town policies.

- Elected Officials may submit Letters to the Editor and Op-Eds individually; however, it must be made clear they are submitting in their personal capacity, and not on behalf of the Town. The Town CAO and Council should be informed in advance of such a submission.

Responsibility

Mayor to act as primary spokesperson of Council and to authorize Council or Committee Members to speak on behalf of Council or the Town.

CAO to act as primary spokesperson for administration and to delegate senior staff to speak on behalf of administration.

Director of Corporate Services to approve communications that are released through the Town's communications channels.

References

Policy 3004-7 Council Code of Conduct
Policy 3000-26 Social Media & Third Party Content

Distribution

Council
All staff

Purpose

The Town of Qualicum Beach's social media channels are spaces to share news, information, and stories, and to stay updated about Town business. This Policy outlines the Town's approach for managing content to ensure that the Town's social media spaces are welcoming, informative, and respectful for all users.

Definitions

Employee	means both unionized and management employees, unless specifically stated otherwise.
Post	means the term used to describe a message that is placed on a social media site.
Social Media	means internet and mobile based tools used for sharing information, including but not limited to Facebook, X, and YouTube. Social media allows individuals to interact and share their opinions, photographs, videos and links to material from numerous sources. The broad definition of Social Media currently includes message boards, blogs, video posting sites, photo posting sites, social networks, forums and online customer chat sites.
Social Media Administrator	means the Director of Corporate Services responsible for the oversight of the Town's Social Media policy and is designated to approve posting of material on the Town's Social Media sites.
Social Media Moderators	means the employees of the Town of Qualicum Beach who have been assigned the responsibility of posting content on the Town's Social Media sites.
Social Media Sites	used by the Town of Qualicum Beach including, but not limited to, Facebook, X, Google, Instagram and YouTube.
Town	means the Town of Qualicum Beach

Policy

Social Media Content Guidelines

1. To maintain a positive online environment, the Town's social media moderators reserve the right to delete comments that do not adhere to the Social Media Policy. The Town of Qualicum Beach does not permit comments or messages that:
   - Are threatening, derogatory, defamatory, racist, xenophobic, vulgar, or otherwise hurtful or inappropriate.
   - Form personal attacks, harassment, aggressive behaviour, bullying, or the incitement of others to do so.
   - Suggest or promote illegal activity.
   - Violate copyright laws of intellectual property.
   - Are unsolicited and/or repetitive messages.
   - Contain false or misleading information that could compromise public trust or safety.

2. The Town of Qualicum Beach uses its social media channels to post content that:
   - Provides official Town news, notices, and updates.
   - Shares emergency notifications and public safety information.
   - Promotes Town-led events, programs, and initiatives.
   - Highlights Council decisions and municipal projects.
   - Encourages public participation in Town services and democratic processes.
   - Celebrates community achievements and milestones.
   - Educates the public about municipal operations, policies, and services.

3. The Town will not create content, promotions, or advertisements from external organizations, businesses, or individuals unless:
   - The event, initiative, or program is led by the Town,
   - Sponsored by the Town, or
   - Formally partnered with the Town through an approved agreement.

Promoting Third Party Content

Sharing Third Party Content on Social Media

4. The Town will actively share third-party community events on its social media platforms if they meet the following criteria:
   - The Town owns or manages the property where the event is being held.
   - The Town has provided funding or sponsorship for the event.
   - The event has been approved through a Special Event Application process at a Council meeting.

6. All official content shared on the Town of Qualicum Beach's social media channels must align with Town policies and communications standards.

7. The Town reserves the right to approve or decline requests to share content at their sole discretion.

Sharing Third Party Content on Public Notice Boards

8. Community events may be posted on Town community boards based on the following criteria:
   - Municipal Requirement: All events must take place within the Town boundaries.
   - Non-Profit Requirement: Events organized by non-profit groups or for non-profit purposes.
   - Location-Based Requirement: Events held at Town-owned facilities, regardless of their non-profit status, provided they align with the Town's values and community standards as determined by the Town of Qualicum Beach.

Procedure

Social Media Management

9. Social Media accounts are monitored during regular business hours (Monday–Friday, excluding holidays). Outside of regular business hours, the Social Media Administrator may review content of the Town Social Media outside of business hours and edit content as required.

10. Comments or questions requiring a response will be addressed as appropriate, but immediate replies are not guaranteed.

11. Urgent matters or official service requests should be directed through the Public Inquiry Form on the Town's website, by email, or by calling Town Hall, not through social media channels.

12. The Director of Corporate Services holds final approval authority over all Town social media content and may direct the modification, removal, or posting of content as necessary.

13. The Town reserves the right to determine which events align with its objectives and community interests.

Third Party Content Requests

14. Requests for the Town to share content from a third party must be submitted to media@qualicumbeach.com no later than two weeks prior to the requested dates to share content.

Responsibility

Social Media Administrator provides oversight
Social Media Moderators for the purpose of monitor social media outlets
Director of Corporate Services who has final approval/authority over all Town social media content.
All Employees

References: Guidelines for Government Use of Social Media; Various BC Municipalities

Distribution All Town Employees

Approved: DD MMM YY	**Amended:** Insert Date(s) or n/a
Approved By: Council	

TOWN OF QUALICUM BEACH
STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Raj Hayre, Director of Finance

SUBJECT: **First and Second Quarter Update 2025, Council Strategic Initiatives, Capital Program and Operations Update**

GOVERNANCE DECISION
Council is provided the First and Second Quarter Update on July 16, including Strategic Plan progress, capital plan update and operations financial update to support transparency and oversight.

In addition, Council is requested to postpone timelines for three capital projects from 2025 to 2026.

RECOMMENDATION

1. THAT the Report titled "First and Second Quarter Update 2025: Council Strategic Initiatives, Capital Program and Operations Update," dated July 16, 2025, be received for information.
2. THAT Council directs staff to postpone the timeline for the capital project to "Upsize Pipe and Abandon Old Corrugated Steel Pipe" at Village Way to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.
3. THAT Council directs staff to postpone the timeline for the capital project titled "Public Works Automatic Security Gate" to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.
4. THAT Council directs staff to postpone the timeline for the Airport Projects titled "Runway, Taxiway, Apron Paving" and "Loader/Snow Blower" to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.

PURPOSE
The First and Second Quarter (Q1 & Q2) Financial Update for 2025 represents a critical component of the reporting process, allowing for the transparent communication of progress on Council's Strategic Initiatives. The Update also serves as an overview of the performance of the Operating Budget and Capital Programs.

BACKGROUND
Looking back, the strategic direction of Council for the year 2025 was established through two comprehensive public Strategic Planning sessions held in Q4 of 2024. Subsequently, Council confirmed their Strategic Initiatives, and chosen approaches to governance, through adoption of the 2025-2029 Strategic Plan and the 2025-2029 Financial Plan Bylaw. Council also approved the Operating Budget and Capital Programs for the fiscal year 2025 as integral components of the 2025-2029 Financial Plan.

DISCUSSION
This Report serves as a key instrument in fostering accountability and ensuring that the community remains informed about the status of Council's Strategic Initiatives and financial allocations. The First and Second Quarter Update reflects the Town's financial performance to June 30, 2025, and expenditures and revenues detailed in Attachments 1 through 4 are reflective of progress at this "point in time".

COUNCIL STRATEGIC INITIATIVES PROGRESS
The Strategic Initiatives identified by Council in late 2024 support Council's six Focus Areas:

- ✓ Good Governance: To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.

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

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

- ✓ Climate Action: To reduce GHG emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts.

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

- ✓ Economic Prosperity: To pursue economic opportunities based on sustainable growth, development and investment that meets the needs of the community.

First and Second Quarter results have been marked by significant progress in advancing Council's 26 Strategic Initiatives, approved by Council for 2025, as part of the 2025-2029 Strategic Plan, on November 20, 2024. Please refer to Attachment 1 for a comprehensive overview of the financial progress made on Council's Strategic Initiatives outlined in the 2025-2029 Financial Plan. In summary, of the 26 Strategic Initiatives approved by Council for 2025, 6 are complete, 17 are in progress and 3 have not been started as of the Second Quarter.

Staff look forward to continuing this momentum into the Third and Fourth Quarters of 2025.

CAPITAL BUDGET PROGRESS

The Capital Program approved by Council for 2025 is essential to replace aging assets and to ensure continuity of community services, while also advancing investments in new projects that enhance the community.

Capital project categories include Transportation, Buildings and Facilities, Parks and Trails, Equipment & Vehicles, Airport, Water Infrastructure and Sewer Infrastructure. Please refer to Attachment 2 to review progress on the complete Capital Program for 2025. Works for the majority of capital projects budgeted and planned for 2025 are in progress.

Note: For projects which are in progress and not completed by year end, the remaining budget will be carried forward into the 2026 fiscal year as part of the year end accounting process. The 2025 budget provision for any capital projects that are not started at year end 2025 will not be automatically carried forward to the subsequent year. Council decision-making on these projects will become part of the 2026–2030 Financial Plan process.

GENERAL FUND OPERATING BUDGET PERFORMANCE

The Operating Budget facilitates the day-to-day operations of the Town in alignment with Council's Focus Areas and Strategic Initiatives. The financial results for the First and Second Quarters indicate that the Town has demonstrated effective fiscal management, with both operating revenues and expenditures aligned closely with the budgeted figures. The revenues (which include property taxes, development and building fees, property lease revenues and other sources of municipal income), are meeting the expectation set in the Budget. This indicates effective revenue recognition and collection strategies.

On the expenditure side, costs associated with operations, infrastructure maintenance, and administrative expenses are being effectively managed, with all major categories of spending staying within the budgeted limits. Financial performance for the First and Second Quarters underscore the Municipality's commitment to fiscal responsibility and sustainability, setting a positive tone for the Third and Fourth Quarters of the fiscal year. For a summary of the General Fund operating results for the First and Second quarter of 2025 please see Attachment 3, which provides a breakdown of revenues by major category and expenditures by service area.

WATER AND SEWER OPERATING BUDGET PERFORMANCE

The Water and Sewer Utilities are stand alone funds and the expenditures of each Utility, including the contribution to Reserves for infrastructure renewal and maintenance, are funded through user fees and a parcel tax collected from users. A comparison of budgeted to actual results for each Utility is attached to this report as Attachment 4. Revenues and Expenditures are trending on budget and anticipated to be on budget at year end.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

Public Participation Framework developed by the International Association for Public Participation – IAP^2

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

International.

INFORM:

- Annual & Quarterly Reporting to Council supports transparency, and assists Council to govern more effectively by ensuring progress at mid-year is aligned with the allocation of resources in the Financial Plan.

STRATEGIC PLAN ALIGNMENT

- The contents of this report are aligned with the quarterly reporting required in the adopted 2025-2029 Strategic Plan

SUMMARY

This First and Second Quarter Update reflects the Town's commitment to transparency, accountability, and effective financial management. Changes to practice for budgeting of, and reporting on, capital projects support this commitment. In addition, the progress made in implementing Strategic Initiatives, and the responsible execution of the Operating Budget and Capital Programs, underscore the Town's dedication to supporting the well-being and prosperity of the community and reflects the goals set forth in the 2025 – 2029 Financial Plan.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance.

Raj Hayre
Director of Finance
Report Writer

Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1	Strategic Initiatives 2025 First and Second Quarter Update
Attachment 2	Capital Projects 2025 First and Second Quarter Update
Attachment 3	General Fund Operating Program 2025 First & Second Quarter Update
Attachment 4	Water & Sewer Utility Funds 2025 First & Second Quarter Update

GOOD GOVERNANCE							
Planner Position – Reverts to Taxation Funding mid 2026)	A three year term planner position to address capacity to advance Council's Strategic Initiatives for the 2023 to 2027 planning period.		2023	100%	100,000	50,000	This Initiative is reported as complete as a candidate was hired July 2023. Subsequently, Council approved converting the position from a 3 year- term to permanent status in 2023. As noted in previous Council updates, this position will be funded from the Strategic Initiatives Reserve until mid 2026, and subsequently funded from property taxation.
Records Management	To update and ensure the existing paper-based and network drive records management system aligns with the Local Management Association (LGMA) standards.		Q4	-	60,000	-	The RFP for a records management audit is anticipated to be issued in Q3. An update to Council is anticipated in Q1, 2026.
Comprehensive Policy Review	Review of Town Policies to identify which ones need updating; rescind unnecessary policies, and prepare a schedule and process for policy updates		Q4	20%	60,000	1,900	Staff are awaiting Council direction on Policy separation (Administrative versus Council). A number of Policy draft revisions are underway and will be brought forward to Council once completed.
Visual Identity Refresh	Multi-year Initiative to refresh the Town's visual identity to allow for a consistent look and feel across all Town assets (physical and digital). 2025 includes contracting a designer to develop a visual identity, visual standards guide and undertake public consultation to ensure new visual identity resonates with the public as a representation of their community.		Q1 2026	5%	30,000	-	Council received an update on the status of this Initiative at the June 25, special Council meeting and Council deferred the decision to proceed with the issuance of the RFP to the July 16, Council meeting.
Committee Commissions Terms of Reference Review	Review the terms of reference and/or establishing bylaws; mandate; alignment with best practices and current legislation; recommendations for orientation and training; and identifying what is working well and what could be improved upon with recommendations for next steps.		Q3	90%	15,000	15,500	A final report from the Heritage Forest Commission and the Parks and Recreation Committee is anticipated in Q3.

Collaboration Qualicum First Nation and Saa'men (Council Discretionary Decision Making)	Placeholder for discretionary Council decision making regarding opportunities for collaboration with Qualicum First Nation and Saa'men.		-	-	15,000	500	Honorarium – donation to Kidney Foundation on behalf of Chief Recalma for his gift of knowledge and input on Town projects was made in Q2. Progress for First Nation Collaboration is dependent on future Council decision making.
Amend Development Cost Charge Reduction Bylaw	Review and amend the Downtown DCC Reduction Bylaw No.682, 2012, which reduces DCC's by up to 100%.		Q2	100%	2,000	-	Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 introduced and read a first time in May 2025. Second reading is proposed at the July 16, 2025, Council meeting.
Airport Bylaw Review – (Staff time only)	Review of Qualicum Beach Airport Bylaw to ensure that regulations governing Airport operations are up-to-date, effective and aligned with the community's evolving needs and priorities.		Q4	65%	-	-	Staff have been, researching, reviewing, and compiling information from airport bylaws of a similar size to Qualicum Beach, A report with recommendations is anticipated to be presented to Council for consideration in Q4.
Determine if Noise Sensitive Area Can be Expanded in Consideration of Designated Flight Path – (Staff time only)	Investigation to assess viability and process to determine if the Qualicum Woods, Evergreens, Aldous Road, Cottonwood Drive and Hemsworth Road areas could become recognized as Noise Sensitivity Areas as published in the Canadian Flight Supplement in consideration of the Airport's flight path the current Noise Abatement procedure.		Q3	75%	-	-	Staff have been in consultation with Transport Canada and NAV Canada; a report and recommendations are anticipated to be presented to Council for consideration in Q3.
COMMUNITY HEALTH & WELLBEING							
Community Volunteerism	Discretionary Council decision making as related to Tourism and Small Business Promotion.		Q4	0%	10,000	-	This Initiative is a duplication and will be removed as it is addressed under Economic Prosperity, titled "Tourism and Small Business Promotion".
OCP – Quality of Life Survey	Conducted to support the OCP review to monitor and report on resident satisfaction with municipal services, shifting trends and provide feedback on key issues to assist with the OCP review.		Q1	100%	30,000	17,100	The Quality of Life Survey was launched in January and closed in March 2025. 1,315 responses were collected in total. A report and summary of the results are available on the Town's website.

Qualicum Commons	The Qualicum School District announced plans to discontinue operation of the Qualicum Commons in 2025. To recognize the importance of this site, existing tenants and valuable community services offered, the Town is collaborating with the Qualicum School District to ensure uninterrupted programming and long-term stewardship of the property.		Q2 2026	-	-	9,900	This Initiative has been added since Council's 2025 Strategic Planning Process. Beginning July 1, 2025 the Town will assume responsibility for the building and surrounding grounds through a one-year lease, with options for renewals.
CLIMATE ACTION							
Building Facilities Green House Gas (GHG Audit)	The Audit will provide an in depth GHG analysis of three Town – owned buildings (Community Hall, Civic Centre, and Town Hall) and identify opportunities for GHG reductions. This Initiative is fully funded through an FCM Greenhouse Gas reduction grant and the Local Government Climate Action Program.		Q1 2026	10%	195,000	-	The RFP for this Initiative was awarded in Q2. The consultant will be in Qualicum Beach for an initial onsite visit in July. An update and report to Council is anticipated for Q1 – 2026.
Tree Protection Bylaw Update	Public Engagement and Update of Tree Protection Bylaw.		TBD	-	40,000	-	Due to revisions to the current years' workplan and recent staffing changes, staff will be requesting that this Initiative be deferred to a future year. This request will be made at a future meeting of Council in September 2025.
Climate Action Community Outreach & Support	To raise awareness around Climate Action by organizing community events and conducting consultations around climate action issues.		Q4	50%	26,000	400	This project is noted as at 50% complete because of the mid-year point. Only minor expenses have been incurred to date. Events that have taken place in 2025 to date include: • A talk on Climate Change from the Pacific Climate Impacts Consortium in April. • A Town organized event where staff participated in the "Mend It Fair" in April. • Marine debris survey: the Town of Qualicum Beach, MABRII, VIU and volunteers conducted a marine debris survey along the shoreline to help quantify pollution and raise awareness about ocean health. Future outreach activities will be impacted by the current staff vacancy in Climate Action/Emergency Coordinator position.

Corporate Emissions Report (2024)	Development of a corporate emissions report to provide transparency, regulatory compliance, risk management, strategic planning, and stakeholder engagement, aiding in environmental impact assessment and sustainability		Q1	100%	18,800	5,400	The Corporate Emissions report was completed in in Q1 – 2025, and was used to apply for the FCM grant which funded the Building Facilities Green House Gas (GHG Audit) Initiative.
Fleet Right Sizing & Electrification Policy (2024)	Policy development to outline a strategic process to transition from conventional fossil fuels to electric power.		Q1	100%	5,000	800	Council received the Fleet Greening/Modernization Strategy for the Town of Qualicum Beach on January 22, 2025. The "Optimized Scenario" for fleet rightsizing and EV transitioning included in the report was referred to the Select Committee on Environment and Sustainability for consideration and comment and to the 2026 Financial Planning Process. Recommendations received from the Select Committee are to be considered during the 2026 Strategic Planning process.
HOUSING							
Housing Announcement Implementation-Zoning Bylaw Update & Legal Fees	On November 1, 2023 the Province introduced new housing legislation to deliver more small-scale, multi-unit housing, including townhomes, triplexes and laneway homes, and to fix zoning rules to support building. This provision is for legal and other costs required to address required Zoning Bylaw Updates.		Q2 2026	40%	10,000	-	The first phase of the Zoning Bylaw update was completed in 2024. Housekeeping Bylaw amendments are underway.
Ways to Achieve "Attainable" Market Housing (WAAMH)	To develop a strategic approach to financially accessible market housing that meets defined affordability criteria on available Town-owned land.		Q1 2026	10%	50,000	-	Council received the Interim Housing Needs Report on January 22, 2025. Subsequently, on June 18, Council authorized the award of the WAAMH contract to a Consultant. Staff anticipate presenting the Consultant's findings to Council in 2026.

Housing Focused Official Community Plan (OCP) Review	The Town is required by Provincial legislation to update the OCP to incorporate the housing needs that are identified in the 2024 Housing Needs Report. As such, Housing is the major review topic for the 2025 OCP Review.		Q4	60%	60,000	-	Staff completed an intensive community engagement between March 31st and June 5th, 2025. This process resulted in nineteen OCP decision points for Committee of the Whole to make recommendations to Council on July 16th, 2025. The OCP must be adopted by December 31, 2025.
ECONOMIC PROSPERITY							
Pathways to Sustainable Economic Development in Qualicum Beach	Development of an Economic Development Strategy that will outline a strategic pathway to transition from the existing economic situation to the sustainable future envisioned in the Town's Sustainability Plan.		Q2 2026	10%	112,500	22,500	This project is primarily funded by the Province of BC through a grant from the Rural Economic Diversification and Infrastructure Program (REDIP). Council authorized the award of the RFP to a Consultant on March 12, 2025. A strategy that aligns with Council's visions and goals along with recommendations and implementation plans is anticipated to be provided to Council in 2026 (Q1 or Q2)
Tourism and Small Business Promotion	Council Placeholder for discretionary Council decision making as related to Tourism and Small Business Promotion.		Q4	-	10,000	-	Special Events Sponsorship Policy No. 3000-24 was approved by Council in May 2025. The purpose of the Policy is to provide a structured, transparent and equitable framework to provide financial support to non-profit community organizations when staging special events within the Town.
Wayfinding Signage Phase 1	Chamber of Commerce led Initiative to address immediate needs for a signage information system comprised of signs, displays, directories, maps, colours and other design elements to help visitors and others navigate and find services.		-	-	3,100	-	This Initiative is not anticipated to progress in 2025 in partnership with the Chamber of Commerce. Staff recommend that the timing and scope of this Initiative be revisited as part of the 2026-2030 Strategic Planning process.

PROGRESSIVE INFRASTRUCTURE							
Implement and Operationalize Asset Management Strategy & Plan	Implementation and Operationalization of Asset Management practices so that they become an annual practice.		Q4	5%	27,000	-	UBCM approved a $12.5k grant towards funding this Initiative in Q4-2024. This work is anticipated to commence in Q3 2025 and will be incorporated into the 2026 budget process.
Reconfiguration of Rail Crossing Traffic Controls – Advance Motion to AVICC & UBCM	To lobby senior levels of government and collaborate with the Island Corridor Foundation and regional partners to re-orient stop signs at railway intersections to stop maintenance vehicles on the railway tracks rather than vehicles on the roads.		Q2	100%	5,000	-	AVICC's April 13, 2025 meeting minutes include a resolution for AVICC and UBCM to lobby Transport Canada for the amendment of the legislation, including the Grade Crossings Regulation to have railway maintenance traffic come to a stop at roadway intersections of inactive railway crossings and to remove stop signs for vehicular traffic at these locations. The resolution will be included in the UBCM Resolutions Book for the 2025 UBCM Convention in September.
BC Hydro Leased Light Replacement (2024)	Remaining budget from 2023 for change out of leased street lights replacement (BC Hydro) directed to Illumination Engineer based on Council Resolution		Q2	100%	31,800	-	Following the April 26 report to Council outlining recommendations based on the review of 25 recurring BC Hydro leased streetlight complaints, and subsequent Council direction, staff submitted two Streetlight Information Management requests to BC Hydro. These requests included proposed adjustments to specific streetlights and a copy of the E2 Engineering review of the 25 complaints, along with a request for BC Hydro's analysis and recommendations. Full details are provided in the July 16 staff report to Council titled *"BC Hydro's Responses to Two Streetlight Information Management Submissions and Their Review of the E2 Electrical Engineering Assessment of 25 BC Hydro Streetlight Complaints."*

TRANSPORTATION						
WATERFRONT HWY 19A DITCH INFILL, BIKE LANES, PARKING (2024)	2025 Q2		%	737,000	270,080	Construction was completed in May 2025. This project resulted in infilling of a 210 metre section of open ditch west of Memorial Avenue to create both parking and a shared use bicycle path. Project expenditure anticipated to be on budget. Outstanding invoices are anticipated to be processed by Q3.
PAVING MANAGEMENT PLAN	2025 Q4		25%	225,000	55,000	The 2025 Paving Plan includes: 1) Reshape, repave and upgrade the storm at Berwick Lane behind East Village - completed in Q2; 2) Upgrade storm, pulverize and repave Beach Road between Fern Road and 2nd Avenue planned for Q3.
COMMUNITY TRANSPORTATION PLAN SMALLER INITIATIVES	2025 Q4		25%	100,000	29,800	Design for potential projects is underway. The next Community Transportation Plan review will occur on September 10, 2025 in a Committee of the Whole meeting.
HIGHWAY 19A REPAVING DESIGN & ENGINEERING – MEMORIAL TO CRESCENT RD WEST	2025 Q4		5%	100,000	1,400	Design and Conceptual drawing are in progress and anticipated to be reviewed with Council in Q3.
ACCESSIBILITY IMPROVEMENTS – FERN RD AT PRIMROSE	2025 Q4		5%	84,000		Contract awarded at June 18 Council meeting, with construction anticipated to commence in Q3.
CONTINGENCY	2025 Q4	**n/a**	n/a	100,000	-	This contingency is for capital expenditures that may arise due to unforeseen circumstances. Contingency is not anticipated to be required in 2025 and will be returned to funding source if unused.

DRAINAGE						
SEACREST ROAD REPLACEMENT AND SLOPE STABILIZATION	2025 Q4		5%	2,586,000	55,600	The project design is complete, tender awarded and construction has commenced in June 2025. This project will stabilize the Seacrest Place hill, replace the asbestos cement watermain and storm system on the hill, and provide a safe long term access to the 26 properties and beach accesses below.
BAY STREET SLOPE STABILZATION	2025 Q4		95%	512,000	173,700	This project involved stabilizing the roadway below Elm Avenue and replacing and upgrading the storm system below Poplar Avenue. The project is nearing completion with small drainage improvement to be competed by Q3. The project is anticipated to complete favourable to budget.
UPSIZE PIPE AND ABANDON OLD CORRUGATED STEEL PIPE AND RAVINE INFILL – VILLAGE WAY GRANT DEPENDENT	n/a		n/a	250,000	-	This project is grant dependent. Grant opportunities have not been identified in 2025. As such this project is unlikely to proceed in 2025 and will brought forward in the 2026 budget process for Council decision-making.
SCHOOLHOUSE TRIBUTARY CREEK RESTORATION	2025 Q4		20%	130,000	27,800	Design and Engineering are in progress. Construction budget is included in 2026 and is grant dependent. This project will reduce the amount of sediment being flushed downstream into Beach Creek and into the golf course irrigation pond.
MASTER DRAINAGE PLAN	2026 Q1		15%	120,000	15,800	Major components of this project include: • a review of known concerns such as Bill 44 development impacts and problem drainage systems • identifying system deficiencies • running modelling scenarios. This project is in progress with anticipated completion in early 2026.
EAGLECREST DRIVE STORM MAIN REPLACEMENT DESIGN & ENGINEERING	2025 Q4		10%	100,000	9,400	This project will improve drainage along Eaglecrest Drive above Seacrest Place with the intention of constructing in 2026 in conjunction with the AC watermain replacement. Design & Engineering in progress.

RE-LINE HOYLAKE RD. WEST CULVERT	2025 Q3		5%	35,000	-	This project includes lining the worn 600mm corrugated steep storm pipe with a PVC pipe; a product called Thermoform which will extend the life of the pipe by 50 to 100 years. The construction contract has been awarded and works are anticipated to be complete by Q3.
GRANDON CREEK CONFLUENCE – ENGINEERING (2024)	2025 Q4		20%	25,000	4,700	This project is in progress with design completion anticipated by Q4. A worn 1350mm culvert under the Grandon Creek trail and tying into a system under Crescent Road West requires upgrading and replacement. This culvert failed in 2021 which resulted in a large sink hole on the trail and subsequent temporary repair. This project is currently included in fiscal year 2028 in the approved Five-Year Financial Plan however it may be reprioritized to be completed sooner in the 2026-2030 Financial Plan, subject to Council's future approval.
BEACH CREEK, EAST CRESCENT CULVERT REPLACEMENT (2024)	2025 Q1		100%	5,000	5,700	Carry forward of remaining 2024 budget provision to address completion of "as-builts" in 2025.
DRAINAGE CONTINGENCY (FOR EMERGENCY)	n/a	n/a	%	100,000	-	Contingency for capital expenditure that may arise due to unforeseen circumstances. Any unused contingency will be returned to the funding source.
BUILDINGS						
BUS GARAGE SITE PLANNING, PUBLIC ENGAGEMENT & CONSTRUCTION	Multiyear		20%	1,000,000	-	Bus Garage Conceptual Plan received by Council in July, 2024. Next steps are detailed design and costing. Awaiting development of adjacent property.
FACILITIES MAINTENANCE - TOWN OWNED FACILITIES	2026 Q1		30%	486,800	20,900	Projects include: • lower roof replacement of Civic Centre (completion in 2026), • TOSH washroom upgrade (Q4) • repaint exterior of Town Hall (Q4) • Town Hall office space renovation (complete) • repair fire hall exterior wooden wall (Q4)

SAAHTLAM PARK WASHROOMS & OTHER AMENITIES	2025 Q4		25%	250,000	51,388	Includes construction of two washrooms; one with outdoor access and the other with interior access only. $199k of the $250k budget is allocated to the washroom construction and related hazardous material removal.
PARKS STORAGE AND DRYING FACILITIES	2025 Q4		10%	225,000	-	Project includes: • Two sea cans; one for an office space and another for storage of fertilizers and other products (completion Q3). • Construction of a drying room/locker room for Parks staff in space where fertilizers are currently stored (Q4). • Construction of a portable carport to shelter equipment like mowers & UTV's to extend their life.
OPERATIONS WORKPLACE MODERNIZATION – NEEDS ASSESSMENT	2026 Q1		5%	100,000	-	Needs Assessment RFP anticipated to be issued Q3. Completion and report back to Council anticipated in early 2026.
PUBLIC WORKS AUTOMATIC SECURITY GATE	2025 Q4		-	35,000	-	Staff are reconsidering timing of this project subject to potential future development of the surrounding site.
SERVER ROOM FIRE SUPRESSION AND COOLING (2024)	2025 Q1		100%	19,800	2,900	The server room now features a high-temperature fire sprinkler, advanced smoke detection, continuous temperature monitoring, and redundant air conditioning to enhance the safety and reliability of the Town's critical IT systems.
PARKS & TRAILS						
SKATE PARK	2025 Q3		100%	1,500,000	1,308,800	This project is largely complete and the Skate Park is open and being heavily used. Final planting scheduled for Fall 2025.
TENNIS COURT – RESURFACING	2025 Q4		5%	60,000	-	Scheduled for Q3 (August 4-15, 2025, weather permitting).

CENOTAPH – MEMORIAL & RAILWAY ST.	2025 Q3		5%	40.000	-	In Progress. Collaborating with the Royal Canadian Legion on contents for RFP.
BEACH CREEK VIEWING PLATFORM & WALKWAY ESTUARY (2024)	2025 Q1		100%	30,000	6,500	Remaining budget provision from previous year was carried forward to 2025 to address works related to interpretive signage and provision of as built drawings. This work is now complete.
NEW FENCE – LEASH DOG PARK GARDEN RD.	2025 Q3		5%	30,000	-	This project is on track to be completed in Q3. The project involves replacement of the worn page-wire fence with a chain-link fence at the Garden Road dog park. Park will remain open during construction.
JUDGES ROW – STAIRCASE REPLACEMENT	2025 Q3		5%	170,000	-	Tender awarded and construction anticipated to commence and complete in Q3. Replacement of the aging wooden flights of stairs between Judges Row and Knight Terrace with aluminum stairs.
SAAHTLAM PARK HITCHING POST FENCE STYLE INSTALLATION	2025 Q1		100%	20,000	12,700	Bocce ball courts removed in 2024. Archaeological Site Alteration Permit received in 2024 and reconstruction of the hitching post style fence completed in Q1.
AIRPORT						
RUNWAY, TAXIWAY, APPRON PAVING (ACAP – GRANT DEPENDENT)	n/a		n/a	3,687,000	-	This project involves repaving of the deteriorating Airport runway, main taxiway and a large portion of the main apron. The engineering and design followed by the first Airport Capital Assistance Program (ACAP) grant application was submitted in 2024. Grant application was not approved in 2024 or 2025 and the Town will re-apply for 2026.
LOADER/SNOW BLOWER (ACAP – GRANT DEPENDENT)	n/a		n/a	898,000	-	An application to the Airports' Capital Assistance Program (ACAP) for the purchase of a large loader, snow blower and large plow covering 100% of the costs was submitted in April 2025. Funding requested was not approved for 2025. The Town will re-apply for this funding in 2026.

AIRPORT HANGAR WASHROOM & OFFICE	2025 Q3		50%	15,000	4,300	The plywood floor and a portion of wall in the staff washroom needed replacement. Contractor is mid-way through the replacement.
EQUIPMENT & VEHICLES						
VEHICLE REPLACEMENT PROGRAM (2025)	2025 Q4		10%	752,000	-	The 2025 Fleet Replacement Program includes: • Replacing two garbage trucks with one new garbage truck; • Replacing the New Holland skid steer (2009) with a compact multi tool parks machine; • Refurbishing the Caterpillar Backhoe (2011) to extend its life instead of buying a replacement; • Mower & plow attachments for airport & firehall equipment.
PUBLIC WORKS FUEL SYSTEM	2025 Q4		10%	340,000	-	Replacement of aging gas and diesel fuel tanks at the Public Works Yard to address life cycle replacement and fuel capacity in the event of an emergency or catastrophic event. Project Contract was awarded in Q2, and delivery and installation are anticipated to be complete by Q4.
VEHICLE REPLACEMENT PROGRAM (2024)	2025 Q1		-	220,000	210,000	Carry forward of 2024 capital program budget provision for replacement of end of useful life hook lift truck.
CCTV REPLACEMENTS AND NEW ADDITION	2024 Q3		60%	33,000	19,200	Upgrade and expansion of CCTV systems are underway at Town Hall, Public Works, and the Fire Hall. New cameras will deliver higher resolution and broader coverage; equipment has been purchased, and an electrician's quote is approved to complete upgrades and install additional cameras starting in June.
TOWN NETWORK REDUNDANCY ENHANCEMENT	2024 Q4		5%	10,000	-	To strengthen network security and operational resilience for the municipality. Backup network design is in progress. Once the final design is completed, hardware procurement will start.

PRINTER REPLACEMENT – TOWN HALL 2ND FLOOR NE PRINTERPAR	2025 Q2		100%	20,000	17,900	Replace end of life printer mail room. Replacement completed in Q2.
PARTS WASHER ~~METAL LATHE – PUBLIC WORKS~~	2025 Q3		20%	22,000 ~~12,000~~	-	Purchase reprioritized and a parts washer was purchased instead to address safety concerns.
REALLOCATED FOR PARTS WASHER ~~CASTORS FOR FRONT OF PLOWS~~	n/a		n/a	- ~~10,000~~	-	Purchase reprioritized and funds reallocated to purchase a parts washer.
WATER CAPITAL						
WATER MAIN REPLACEMENT ILLIQUA RD. - FROM HEMSWORTH RD. TO HALL RD. (210 METERS)	2025 Q3		5%	330,000	9,500	Replacement of end of life asbestos cement watermain.
WATER MAIN REPLACEMENT HEMLOCK ST (1ST AVE TO MILL RD), 160 METERS	2025 Q4		5%	260,000	11,700	Replacement of end of life asbestos cement watermain.
WATER MAIN REPLACEMENT 986 EAGLECREST to SEACREST (500 METERS)	2025 Q4		50%	50,000	-	Design for replacing and upsizing watermain from 150mm Asbestos Cement (AC) to 205 mm Polyvinyl Chloride (PVC). Will eliminate 500 meters of AC watermain above a steep slope. Construction budget to be included for Council consideration in the 2026 budget process.
FIBER OPTIC CONDUIT HEMSWORTH RD TO VILLAGE WAY RESERVOIR & SCADA AUDIT	2026 Q4		%	150,000	-	Fiber optic conduit and connection will allow a stable communication link between wells and reservoirs and the Town's Supervisory Control and Data Acquisition (SCADA) system. Commencement of this project is on hold pending outcome of the SCADA assessment.

LITTLE QUALICUM RIVER RIVERBANK STABILIZATION DESIGN	2025 Q3		50%	125,000	48,000	Design a repair to address the erosion taking place along the River Well Field by the Little Qualicum River. The design will focus on stabilizing the riverbank while maintaining or improving fish habitat. Staff intend to apply for a grant to construct this project in 2026. The construction/repair project will be brought forward for Council consideration in the 2026 budget process.
REPLACEMENT OF BERWICK 2 & 3 WELL PUMPS (2024)	2025 Q3		10%	90,000	8,500	Replacement of 45-year-old Berwick 2 & 3 well pumps. Pumps are scheduled for replacement in Q3. Funds were reallocated in 2024 from the Berwick 5 Well Connection Project.
WATER MASTER PLAN (INLCUDING ASBESTOS CEMENT ASSESSMENT)	2026 Q1		5%	80,000	3,600	Evaluate OCP buildout modelling, analysis of system water pressures and fire flows, reservoir storage review, Bill 44 impacts, and asbestos cement replacement requirements. A Water Master Plan is anticipated to be available for Council Review in early 2026.
REMOTE SCADA SITES INTERNET REDUNDANCY IMPLEMENTATION	2025 Q4		25%	36,000	-	The Town has six Scada Sites. Data transfer for monitoring and oversight occurs through Telus and Shaw internet protocol. This single method of data transfer poses a risk of failure if the internet is down. This project will allow for backup cellular or satellite data communication in the event the internet down. Cellular signal testing is underway and quotes are being reviewed for routers with cellular failover capability. Satellite hardware for emergency connectivity will be purchased as needed, activating cellular or satellite service in emergencies.
IRRIGATION BOOSTER PUMPS (2024)	2025 Q2		100%	34,000	73,500	The addition of irrigation booster pumps next to the Field House to improve the spray coverage at the upper ball fields. Installation is complete, commissioning is planned for Q3. This project is over budget due to design costs not being included in the budget estimate and cost of materials increased significantly from when budget estimate was made. The excess spending for this project will be offset by savings anticipated in the water component of the Seacrest Slope Stabilization project. .
RUPERT ROAD WATER LOOPING & QUATNA RD WATERMAIN REPLACEMENT (2024)	2025 Q4		100%	10,000	9,200	Carry forward of 2024 budget provision to address the cost of generating project as-built drawings.
WATER CONTINGENCY	n/a	**n/a**	n/a	100,000	-	Contingency for capital expenditures that may arise due to unforeseen circumstances. Any unused contingency will be returned to the funding source.

SEWER CAPITAL						
SEWER TRUNK METERING PROGRAM	Multi-year	▲	0%	100,000	-	Installation of flow meters to measure sewage discharged into the RDN system. The goals of this program are to: 1. Ensure that the measurements used to calculate the Town's portion of the RDN sanitary sewer treatment are accurate, and 2. Locate and minimize sources of inflow and infiltration into the sewer system in an effort to reduce the Town's cost of sewer treatment. This project is in the early stages of development.

Attachment 3

GENERAL FUND OPERATING PROGRAM
2025 FIRST AND SECOND QUARTER UPDATE

GENERAL FUND REVENUE AND EXPENSE	2025 Budget	2025 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Property Taxes	$13,109,800	$13,109,600	$200	0%	Property Tax Due Date was July 2, 2025. Actual property taxes levied are as per the Financial Plan.
1% In Lieu of Property Taxes	$426,000	$116,800	$309,200	73%	The receipt of 1% in lieu is from utilities such as hydro, gas and fibre located on municipal property. This revenue is anticipated to be fully received by year end.
Library Levy	747,800	747,900	-$100	0%	The Library levy is collected on behalf of and remitted to Vancouver Island Regional Library.
Parcel Taxes - Local Area Service	35,700	35,700	$0	0%	Parcel tax for East Village Local Area Service - the annual parcel tax is collected for debt servicing costs incurred for the East Village Ph2 project.
Penalties and Interest	694,500	445,900	$248,600	36%	Interest revenue is favourable due to higher interest rates. Interest earned is allocated to the Reserves and Surplus on which it is earned.
Sale of Service and Other Revenue	893,400	456,000	$437,400	49%	Building Permits, Business Licenses, Cemetery Services; revenue recorded as it is received and is trending close to budget.
Rental and Lease Revenue	910,100	531,900	$378,200	42%	Combination of annual and monthly lease payments. Annual payments are made at the beginning of the year and anticipated to be on budget at year end.
Airport Fuel	750,000	309,000	$441,000	59%	Higher volume of fuel sold in the summer months. Anticipated to be on budget at year end.
Solid Waste Revenue	800,000	299,900	$500,100	63%	Revenue up to April 30, 2025, anticipated to be on budget at year end.
Government Grants and Contributions	7,457,500	92,500	$7,365,000	99%	The variance from budget is due to the timing of receipt of grant funds and grant opportunities that were budgeted and applied for but for which confirmation has not yet been receive or grant was not awarded.
Total Revenue	**$25,824,800**	**$16,145,200**	**$9,679,600**		
Expenses					
Council and Office of the CAO	$717,300	$343,500	$373,800	52%	Slight variance from budget at mid-year due to timing of operating project and conferences. Anticipated to be on budget at year end.
Corporate Services	1,286,400	597,300	689,100	54%	Anticipated to be on budget at year end.
Community Development	1,119,600	570,400	549,200	49%	Combination of annual payments and events, anticipated to be on budget at year end.
Human Resources	627,600	240,600	387,000	62%	Projects and initiatives planned for Q3 & Q4, anticipated to be on budget at year end.
Fiscal Services	-1,267,600	- 714,800	- 552,800	44%	Relates to recovery of costs from water and sewer. Anticipated to be on budget at year end.
Finance	684,200	370,800	313,400	46%	Anticipated to be on budget at year end.
Information Technology	1,031,500	534,100	497,400	48%	Anticipated to be on budget at year end.
Police	1,704,000	782,700	921,300	54%	RCMP contract for 8 full time officers. One civic employee; Civilian disclosure clerk cost shared with City of Parksville. RCMP staffed at full complement at mid-year.
Fire Rescue	1,631,700	633,400	998,300	61%	Currently trending slightly under budget. Training and operations for Q1 and Q2 have occurred and remained on budget, start date of new Assistant Fire Chief - Prevention later than anticipated contributing to budget variance. Anticipated to be on budget at year end.
Emergency Planning Program	289,300	147,300	142,000	49%	Anticipated to be on budget at year end.
Planning & Development	774,500	346,100	428,400	55%	Trending favourable to budget due to vacancy in 2 year term bylaw position until June 2025. Anticipate budget to be favourable at year end.
Operations					
Transportation Services	2,926,500	1,269,400	1,657,100	57%	Trending slightly favourable to budget at this time. Anticipated to be on budget at year end.
Airport	1,241,300	452,200	789,100	64%	Trending favourable to budget due to timing of airport fuel sales, which are higher in summer months. Anticipated to be on budget at year end.

Buildings	846,700	414,500	432,200	51%	Anticipated to be on budget at year end.
Solid Waste and Recycling	1,061,500	511,800	549,700	52%	Regional waste costs paid to Regional District of Nanaimo and Solid Waste removal trending on budget.
Parks	1,734,800	760,500	974,300	56%	Trending slightly favourable to budget at this time due to labour market conditions impacting seasonal hires. Anticipated to be on budget at year end.
Council Strategic Initiatives	991,200	195,700	795,500	80%	Council Strategic Initiatives - Under separate report.
Debt Servicing	1,178,200	562,900	615,300	52%	Debt for Firehall (debt retires end of 2025), Rescue Pumper Truck (debt retires 2027) and Ladder Truck (debt retires 2028).
Total Operating Expenses	**$18,578,700**	**$8,018,400**	**$10,560,300**		

Attachment 4

Water & Sewer Utility Funds 2025
FIRST AND SECOND QUARTER UPDATE

WATER REVENUE AND EXPENSE	2025 Budget	2025 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Water User Fees	$1,757,600	$425,300	$1,332,300	76%	Water user fee revenue to April 30. Next billing is October 2025.
Water Parcel Tax	1,216,000	1,232,400	(16,400)	-1%	Water parcel tax collected during property tax collection.
Water Grant	125,000	-	125,000	100%	Grant is related to a water capital project that is underway
Debt Servicing (General Fund to Water Fund)	85,000	85,000	-	0%	Transfer in from Water Infrastructure Reserve.
Transfer in from Water Infrastructure Reserve	298,100	298,100	-	0%	Project related, transfer occurred at the beginning of the year.
Total Revenue	**$3,481,700**	**$1,742,700**	**$1,440,900**		
Expenses					
Water Operating	$1,874,800	$927,200	$947,600	51%	Water system maintenance plan is on budget.
Transfer to Water Infrastructure Reserve	1,241,900	1,241,900	-	0%	Transfer to Water Infrastructure Reserve.
Transfer to General Fund (operating)	365,000	365,000	-	0%	Project related, transfer occurred at the beginning of the year.
Total Operating Expenses	**$3,481,700**	**$2,534,100**	**$947,600**		

SEWER REVENUE AND EXPENSE	2025 Budget	2025 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Sewer User Fees	751,700	272,000	$479,700	64%	Sewer user fee revenue to April 30. Next billing is October 2025.
Sewer Parcel Tax	287,000	289,400	(2,400)	-1%	Sewer parcel tax collected during property tax collection.
Total Revenue	**$1,038,700**	**$561,400**	**$477,300**		
Expenses					
Sewer Operating	712,200	337,800	374,400	53%	Sewer system maintenance plan is on budget.
Transfer to Sewer Infrastructure Reserve	326,500	326,500	-	0%	Transfer to Sewer Infrastructure Reserve.
Total Operating Expenses	**$1,038,700**	**$664,300**	**$374,400**		

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3060-20-1398

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Permit: 127 & 131 Fern Road East**

GOVERNANCE DECISION
Council is asked to decide whether to advance, refuse or make changes to the Development Permit for 127 & 131 Fern Road East.

RECOMMENDATION:
THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East, as detailed in the July 16, 2025, Planning memo to Council, subject to the following revisions so that the proposal aligns with Policy #4 of the Development Permit Area (C2 – Light Industrial) Guidelines:

a) Removal of the Fern Road East exit, as labelled as #1 in Figure 2: Proposed Site Revisions;
b) Removal of the off-street parking spaces along Fern Road East, as labelled #2 in Figure 2: Proposed Site Revisions;
c) Construction of a sidewalk along the property frontage on Fern Road East as per Town standards;
d) Additional landscaping where the exit and off-street parking spaces have been removed.

PURPOSE
For Council to consider a Development Permit application for the property located at 127 & 131 Fern Road East.

BACKGROUND
A Development Permit application has been received for 127 & 131 Fern Road East. The applicant is proposing to construct a carwash with a detailing shop and car storage. The proposed building is approximately 963m² and includes a second storey which will be used for storage. The subject property is within the C2: Industrial Development Permit Area, and as such requires a Development Permit.

On May 14, 2025, the application went before Council and Council adopted the following motion:

- Council directs staff to refer the Development Permit application for 127 & 131 Fern Road East to the Advisory Planning Commission for comment on:
    - C2: Light Industrial Development Permit Area Guidelines, specifically Policy #4

On Jun 4, 2025, the application went before the Advisory Planning Commission (APC) and the APC adopted the following motion:

- THAT the Advisory Planning Commission provides the following comments on the Development Permit application for 127 & 131 Fern Road East with regard to C2: Light Industrial Development Permit Area Guidelines, specifically Policy #4:
    a) More attention should be paid to the interface between this site and Fern Road, in particular the amount of landscaping along Fern Road including the existing tree on the property, the availability of existing sidewalks, cycle paths, and include fewer parking spaces along Fern Road.
    b) The driveways and parking areas as depicted on the plan are satisfactory.

- THAT the Advisory Planning Commission recommends to Council that the Development Permit for 127 & 131 Fern Road East be approved subject to consideration of the previous motion.

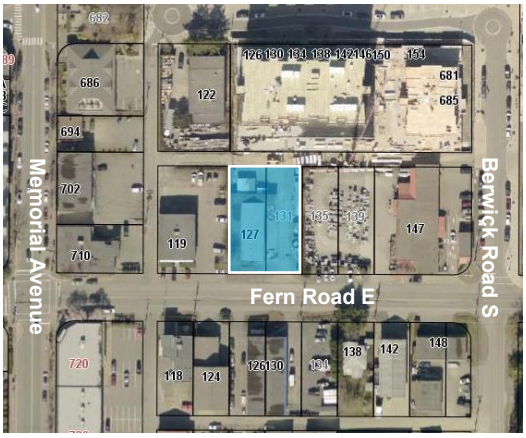


Figure 1: Subject Property

DISCUSSION

A Development Permit application has been submitted to permit construction of a carwash. The property is zoned Industrial 1 (I1) 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 (C2 – Light Industrial) in the Official Community Plan.

Development Permit Area C2 – Light Industrial

1. Developments shall provide adequate screening of outdoor industrial areas to reduce the visual impact of those areas on commercial and residential lands located close by. Such screening can take the form of hedges or landscaping, or can be achieved through careful placement of buildings on site.
   Staff Comment: The application does not have outdoor industrial areas, and instead utilizes structures to house the carwash, detailing shop and additional storage.

2. The shape and massing of light industrial buildings is frequently dictated by the uses to be accommodated. However, owners are encouraged to keep the scale and shape of buildings in character with adjoining areas by avoiding massive, unbroken elevations, long dominating roof lines and stark treatment of exterior wall details and finishes. The inclusion of design elements that are similar to the Uptown Commercial Development Permit Area Guidelines are strongly encouraged.
   Staff comment: The proposed building has a similar design to the recently built residential and commercial buildings in East Village. This area is known for its distinct design and, in the opinion of staff, the proposed car wash shares a similar design and character to those buildings.

3. Developments are encouraged to provide for on-site landscaping, in order to soften the streetscape and better integrate the industrial area with the nearby commercial and residential areas.
   Staff Comment: The proposed car wash has minimal landscaping, but does include hedging. Due to traffic flow on the site, there is minimal opportunity for landscaping.

4. In order to create a more pleasing streetscape and building façade, driveways and parking areas should be located at the rear of properties with access from rear or side lanes where this is possible. Areas between the building and street should be landscaped. Parking areas should be screened with a 1m high hedge or similar landscaping.
   Staff comment: The parking area and access to the car wash are along Fern Road East. The rear lane is used as an exit from the car wash, although vehicles can also exit along Fern Road East. In addition, there is no hedging along Fern Road East. The proposal does not currently align with this policy. Figure 2 proposes changes recommended by staff to align with this policy.

5. Landscaping and screening shall not exceed 1.0m in height where visibility for vehicles at intersections is a concern.
   Staff comment: The hedging is low and does not create visibility issues for vehicles accessing the parcel.

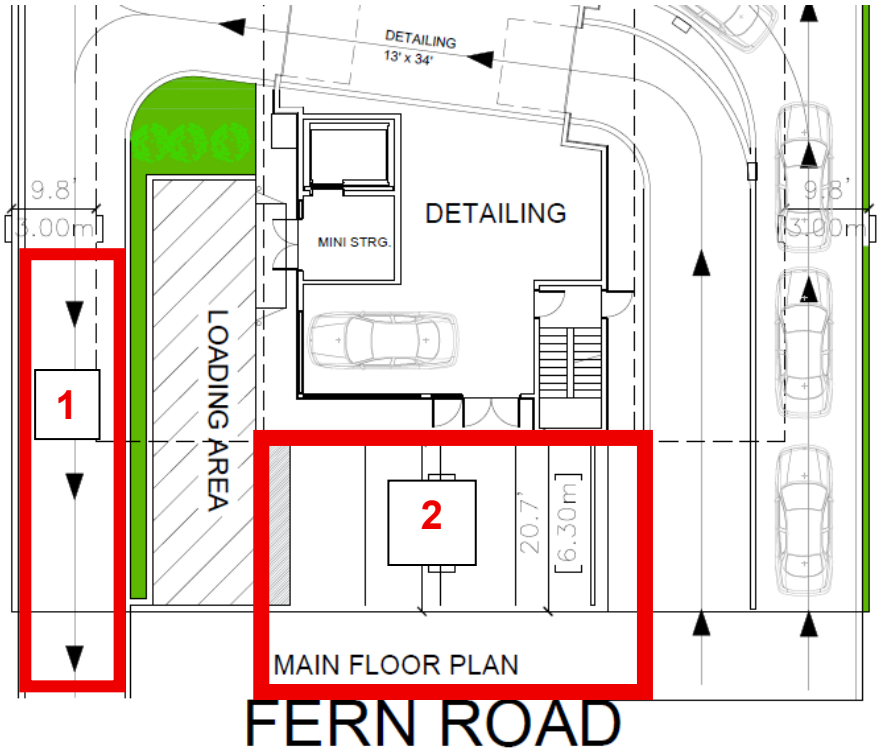


Figure 2: Proposed Site Revisions

To align with Policy #4 in the Development Permit Area Guidelines, staff recommend that the exit along Fern Road be removed (#1) and the parking be removed along Fern Road (#2), and replaced with landscaping. Staff also recommend a sidewalk be constructed by the applicant as per Town Standards along the road frontage of the proposed development.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

Public Participation Framework developed by the International Association for Public Participation – IAP^2 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 127 & 131 Fern Road East is for a carwash and auto detailing business with storage. The proposal meets the majority of C2: Light Industrial Development Permit Area Guidelines; however, it does not meet Guideline #4, which specifies laneway access, parking at the rear of the property and the use of hedging to screen the building and parking. Given the proposal does not fully comply with Guideline #4, staff recommend that Council authorize staff to issue the Development Permit, subject to revisions along Fern Avenue East to meet Policy #4.

ALTERNATIVE OPTIONS

1. THAT Council refuses the Development Permit Application for 127 & 131 Fern Road East, as outlined in the July 16, 2025, Planning report to Council.

2. THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East without conditions, as detailed in the July 16, 2025, Planning memo to Council.

3. 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 Author

Luke Sales
Director of Planning
and Community Development
Concurrence

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 127 & 131 Fern Road East DP Application
Attachment 2: Development Permit Area Guidelines C2: Light Industrial

SITE PARTICULARS

CIVIC ADDRESS: 127 & 131 Fern Road East,

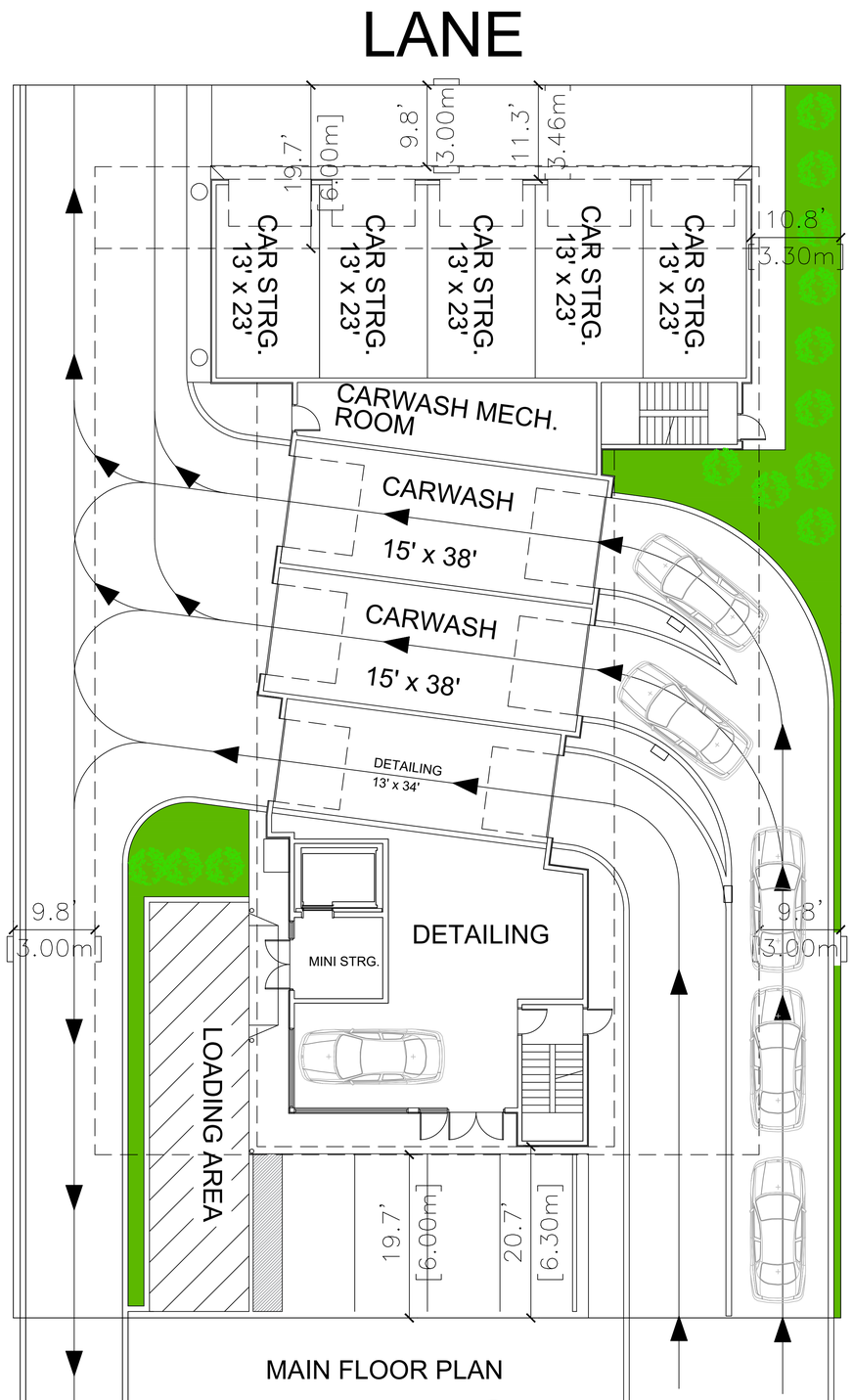
LEGAL ADDRESS: L 9 & L10 BK 7 DL 78 NEWCASTLE DISTRICT PL 1894

SITE AREA: 14,825 s.f. (1,377 m2)

ZONING: I1

PROJECT DATA

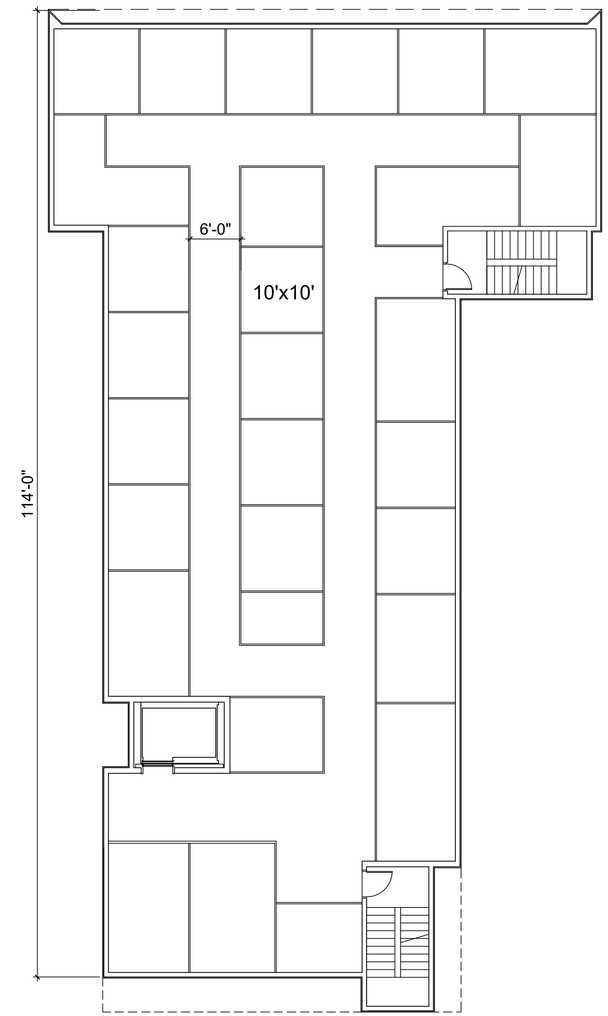
DESCRIPTION	ALLOWED / REQUIRED	PROPOSED
USE	I1: Light Industry	I1:Light Industry
LOT AREA	14,825 sq.ft. (1,377 m2)	14,825 sq.ft. (1,377 m2)
LOT COVERAGE	75%	36% = 5,376 sq.ft. (499 m2)
BUILDING GROSS FLOOR AREA		Main Floor: Carwash 1,553 sq.ft. Storage parking 1,584 sq.ft. Detail shop 1,502 sq.ft. Storage lobby 352 sq.ft. Second floor: Storage 5,376 sq.ft. Total : 10,367 sq.ft.
DENSITY	- 0.75 = 11,118 s.f.	- 0.69.9 = 10,367 s.f.
SETBACKS	FRONT: 19.68' (6.0 m) Min. REAR: 9.84' (3.0 m) Min. INTERIOR SIDE to I: 0.0' (0.0 m) Min. EXTERIOR SIDE: 19.68' (6.0 m) Min.	Proposed Setback at Main floor FRONT: 20.7' (6.3 m) Min. REAR: 11.3' (3.46 m) Min. INTERIOR SIDE: 10.8' (3.3 m) Min. EXTERIOR SIDE:
HEIGHT OF BUILDINGS	26.24' (8.0 m) Max.	30' (9.14 m) Max.
OFF-STREET PARKING	- 1 Stall per 175 m2 storage = 1.03 - 1 Stall per 50 m2 for Carwash (Mid I) = 2.88 - 1 Stall per 95 m2 for detail shop = 1.46 Total = 5.37	Provide: - 5 stalled provided for Carwashes - 4 stalled provided for Storage & Details - 5 storage parking stalled provided Total 14 parking stalls plus one Loading bay provided



MAIN FLOOR PLAN

FERN ROAD

BIGGER BAYS WITH 7.5 DEGREE ANGLE



SECOND FLOOR PLAN

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NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
CARWASH
131 FERN ROAD
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO. 2498

SHEET TITLE
FLOOR PLANS

SCALE

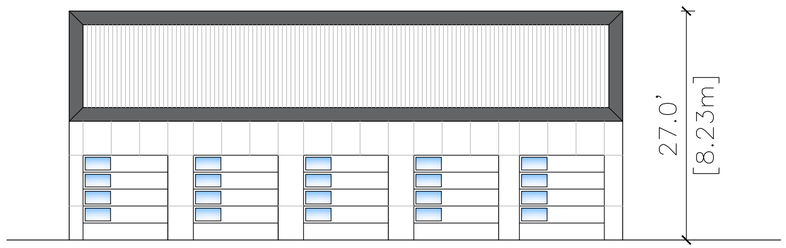
DRAWN

CHECKED D.F.

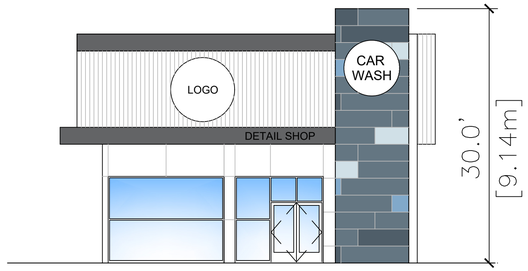
DATE APR 10/25

SHEET NO. A2.0

REVISION



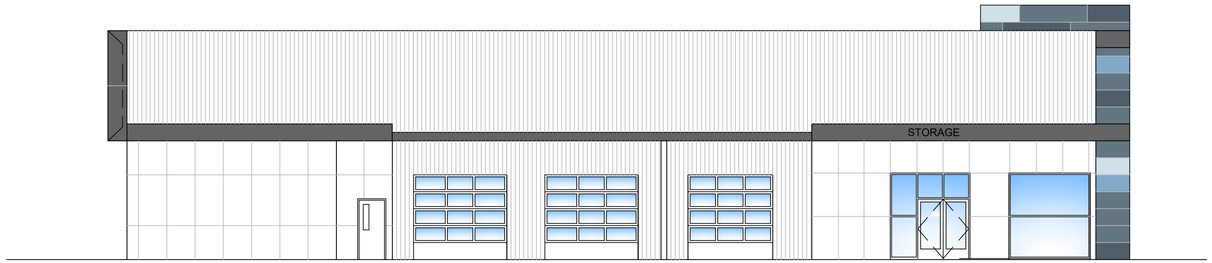
LANE ELEVATION



FERN ROAD ELEVATION

EXTERIOR MATERIALS & COLORS

CODE	COLOR	MATERIAL
1		CEMENT COMPOSITE SIDEING EVENING BLUE
2		CEMENT COMPOSITE SIDEING CHARCOAL / RICH ESPRESSO
3		CEMENT COMPOSITE SIDEING ARCTIC WHITE
4		GALVANISM METAL CLADDING
5		BLACK VINYL WINDOWS/DOORS



WEST ELEVATION

EAST ELEVATION

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NO	DATE	REVISIONS

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PROJECT
CARWASH
131 FERN ROAD
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO. 2498

SHEET TITLE
ELEVATIONS

SCALE
DRAWN
CHECKED D.F.
DATE APRIL 10/25

SHEET NO. A3.1
REVISION

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OPTION #1 FOR LANE ELEVATION

OPTION #2 FOR LANE ELEVATION

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Development Permit Area C2 – Light Industrial

Category:	F – Industrial
Area:	Development Permit Area No. C2, as shown on map 'Schedule No. 2.3', includes the "Village Neighbourhood" areas designated for light industrial use.
Justification:	The light-industrial area is close to both the uptown commercial area and multi-family developments. Both these areas have been identified as Development Permit Areas in order to protect essential ingredients of the Town's character. The light-industrial area needs to be subject to similar regulation so that any new facilities further support the Town's efforts in adjacent areas. However, it is recognized that light-industrial needs vary from those in the commercial sector. For this reason the industrial area is identified as a separate Development Permit Area.
Guidelines:	Development Permits in the light-industrial area shall meet the following general criteria: 1. Developments shall provide adequate screening of outdoor industrial areas to reduce the visual impact of those areas on commercial and residential lands located close by. Such screening can take the form of hedges or landscaping, or can be achieved through careful placement of buildings on site. 2. The shape and massing of light industrial buildings is frequently dictated by the uses to be accommodated. However, owners are encouraged to keep the scale and shape of buildings in character with adjoining areas by avoiding massive, unbroken elevations, long dominating roof lines and stark treatment of exterior wall details and finishes. The inclusion of design elements that are similar to the Uptown Commercial Development Permit Area Guidelines are strongly encouraged. 3. Developments are encouraged to provide for on-site landscaping, in order to soften the streetscape and better integrate the industrial area with the nearby commercial and residential areas.

	4. In order to create a more pleasing streetscape and building façade, driveways and parking areas should be located at the rear of properties with access from rear or side lanes where this is possible. Areas between the building and street should be landscaped. Parking areas should be screened with a 1 m high hedge or similar landscaping. 5. Landscaping and screening shall not exceed 1.0 m in height where visibility for vehicles at intersections is a concern.

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3900-20-900.004

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Proposal: 510 Chester Road**

GOVERNANCE DECISION

Two governance decisions for 510 Chester Road are required to determine:

1. If the zoning amendment application is compliant with the Official Community Plan; and
2. Whether or not the application should procced as a fee simple subdivision or a bare land strata subdivision.

RECOMMENDATION

1. THAT Council deems the residential Zoning Amendment application to permit a nine parcel development at 510 Chester Road to be compliant with the Official Community Plan.
2. THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.

PURPOSE

To consider a development proposal for 510 Chester Road that would facilitate the subdivision of the parcel into nine parcels, each with one detached dwelling unit. Should Council determine that this development proposal is compliant with the Official Community Plan (OCP), no Public Hearing is permitted as per the Bill 44 legislation, *Housing Statues (Residential Development) Amendment Act.*

BACKGROUND

The owner of 510 Chester Road has submitted a development proposal for the subject property. The proposal is to subdivide the property into nine parcels and permit one dwelling unit per parcel. The subject property currently has one existing house on the site, which is proposed to be removed. The property is currently zoned Rural Residential 1 (RR1) and falls within Subdivision District "D". The RR1 zone is the zone applied to properties over one acre, and under the RR1 zone, a maximum of two dwelling units are permitted. As well, Subdivision District "D" requires a minimum parcel size of 700m² and a minimum highway frontage of 24m. To facilitate the subdivision and development of the property, an amendment to the zoning and

subdivision district is required. The amendment bylaws will be brought before Council at a future meeting, once a determination on OCP compliance and subdivision (fee simple or bare land) has been made.

In the Town's 2018 Official Community Plan, the subject property is designated Single-family Residential. The property also falls within the Residential Multi-Unit Housing: RMUH 1 Development Permit Area; however, Form and Character Development Permits do not apply to single detached dwelling units. The subject property is located in a residential area, with Chester Road to the north, a portion of residential property and Village Road to the south, and residential properties to the east and west. The parcel is mostly cleared; however, any tree removal on the site will be limited to the trees required to be removed for the proposed subdivision. The Town of Qualicum Beach Bylaw No.725, 2023, Tree Protection Bylaw applies to the property and any tree removals are subject to the requirements in the Bylaw.

Figure 1: Subject Property

DISCUSSION

The subject property requires a zoning amendment to change both the land use designation and the subdivision district to facilitate subdivision of the property into nine parcels with one detached dwelling unit per parcel proposed. The current RR1 zone permits a maximum of two dwelling units on the parcel. If Council proceeds with the development proposal, staff will bring forward a new zoning designation and subdivision district at a subsequent meeting.

The other consideration for Council is whether or not the subdivision should proceed as a fee simple subdivision or a bare land strata subdivision. One of the primary differences between the two types of subdivision is that a fee simple subdivision will require public infrastructure, including a public road to access the parcels, which the Town will maintain. A bare land strata subdivision would require the infrastructure to be owned and maintained by the strata. The road width to access the parcels, as proposed, does not currently meet the Town's requirements, and if the subdivision proceeds as a fee simple subdivision, would require a variance. The two most recent subdivisions advanced by Council have been bare land strata subdivisions, including the Pheasant Glen subdivision. The staff recommendation to advance this application as a strata is based on an assumption that Council will wish to continue with this practice in order to minimize long-term maintenance obligations.

2018 Official Community Plan (OCP)

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

1. Land designated as "Single-family Residential" on map 'Schedule 2.1' of this Bylaw shall not exceed development densities of 25 dwellings/ha, exclusive of secondary suites and garden suites. This density shall only be supported where developments are compatible with the form and character of the existing neighbourhood, including height, setbacks, landscaping and architectural style. On a typical residential lot, 25 units per hectare equates to two dwelling units.
   Staff Comment: The proposed zoning complies with the OCP land use and density.

2. The use of land within the "Single-family Residential" area shall be in accordance with the environmental policies and development permit area requirements of the Plan.
   Staff Comment: The subject property falls within Development Permit Area: Residential Multi-Unit Housing: RMUH1. A Development Permit is not required for single detached dwelling units, which is the housing type proposed for this development.

3. The Town shall review its zoning regulations with the intent of limiting the height of buildings within the central waterfront "Single-family Residential" area, between the foot of Garrett Road and the foot of Memorial Avenue, to one storey.
   Staff comment: n/a

4. The Town shall review its regulations regarding construction elevations on the waterfront to adapt to rising sea levels.
   Staff comment: n/a

5. The Town will entertain rezonings for a limited amount of small-scale neighbourhood-oriented commercial centres with a maximum floor area of 300m^2 to provide for daily needs, goods and services in appropriate locations within, or close to, "Single-family Residential" areas. Preference will be given to commercial locations where expansion of the existing commercial use can provide such goods and service.
   Staff Comment: There is no small-scale neighbourhood oriented commercial centre proposed as part of this development.

6. The Town shall explore opportunities to improve the energy efficiency of subdivision and building construction through various methods, including rezonings, regulatory bylaws, incentive programs and education.
   Staff Comment: The proposed development will conform to the BC Energy Step Code requirements established in Building Bylaw No. 903, 2024.

7. The Town, where possible and appropriate, shall provide opportunities for sensitively integrated and compatible home-based businesses within the Town's zoning regulations and shall explore ways to encourage more home-based businesses as part of a healthy local economy.
   Staff Comment: The proposed development does not include home-based businesses; however, this use will be permitted under the proposed zoning.

S. 219 Restrictive Covenant
Should Council advance the proposed zoning amendment for 510 Chester Road, the property will be subdivided, either through a bare land strata or fee simple subdivision. To ensure that the houses are constructed substantially as proposed, staff recommend that a Section 219 covenant be prepared and registered by the owner prior to final adoption of the zoning bylaw. The Section 219 covenant will also ensure that the proposed number of units, one detached dwelling unit per parcel, is built despite more units being permitted within the zoning. The use of a Section 219 covenant in this context is consistent with provincial legislation and provides a viable mechanism for the Town to maintain oversight on design without requiring a Development Permit.

FINANCIAL IMPLICATIONS
There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

Public Participation Framework developed by the International Association for Public Participation – IAP^2 International.

INFORM:
- The public is informed of this proposal through the presentation of this staff report.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT
- Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*
- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values*

SUMMARY
A development proposal has been received to amend the zoning for 510 Chester Road. The current zoning is RR1, which permits a maximum of two units per parcel. The proposal is to subdivide the parcel into nine parcels, with one detached dwelling unit proposed per parcel. Facilitating the subdivision and proposed development of the property will require an amendment to the zoning and subdivision district. Staff are asking for two governance decisions if Council proceeds with the application. The first governance decision is whether or not the application for 510 Chester Road is compliant with the 2018 Official Community Plan. The second governance decision is whether or not Council requires the applicant to proceed with a fee simple subdivision or a bare land strata subdivision. A fee simple subdivision would have

public infrastructure, including public roads, that the Town would be responsible for maintaining whereas a bare land strata subdivision would have the infrastructure, including the road be retained by the strata as a private road, which would be responsible for maintenance. Recent subdivisions within the Town have been bare land strata subdivisions, including Pheasant Glen. Once staff have direction from Council regarding OCP compliance and type of subdivision, the amendment bylaws will be brought to a future meeting. In the opinion of staff, the application is aligned with the OCP and staff support the application proceeding as a bare land strata subdivision.

ALTERNATIVE OPTIONS

1. THAT Council denies the zoning amendment application for 510 Chester Road.

2. THAT Council requests the following changes to the proposed development at 510 Chester Road: *[insert changes].*

3. THAT Council deems the residential Zoning Amendment application to permit a nine parcel development at 510 Chester Road to be non-compliant with the Official Community Plan.

4. THAT Council provides alternative direction to staff.

APPROVALS

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

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Luke Sales
Director of Planning
and Community Development
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 510 Chester Road

C.A. DESIGN

April 23, 2025

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

Att: Luke Sales – Director of Planning

Re: Zoning Amendment Application for 510 Chester Road, Qualicum Beach
Lots A, District Lot 78, Nanoose & Newcastle Districts, Plan 25027

On behalf of the property owners, I am applying for a Zoning Amendment for 510 Chester Road. Please find below a brief overview and rationale of the proposed development.

Context & Land Use

The subject property is located on Chester Road between Aspen Avenue and Qualicum Road . The property is bounded by existing single family homes on the East, West and South with Chester Road to the North. The site is currently zoned Rural Residential 1. The OCP land use is Single Family Residential.

Development Proposal

The development proposal is to rezone the property to allow for a 9 lot single family subdivision. The existing home on the property has been extensively renovated and relocated from the middle of the property and placed on one of the proposed new lots.

The proposed development is consistent with the Official Community Plan that encourages integration of residential developments that introduce alternative forms of housing that are compatible and complimentary with existing neighbourhoods. The proposed small lot residential development integrates seamlessly into the neighbourhood and provides an incremental increase in density that is both complimentary and compatible with the surrounding homes.

The proposed land use makes better use of the limited existing infill property and provides opportunity to create more affordable housing choice for families within walking distance to schools and the town core.

Form and Character

The proposed buildings are at a scale that compliments existing adjacent single family homes. The shape of the development avoids massive building components by including various roof lines and articulating the wall planes. Careful attention has been paid to ensure a picturesque streetscape and a high quality architectural form and character. Exterior finish materials such as horizontal siding and board & batten, blend seamlessly with the surrounding neighbourhood. Specific focus was paid to ensure appropriate relationships with adjacent homes. Outdoor living spaces and windows were located to ensure privacy. The upper walls have been stepped back considerably from the rear yards to ensure minimal impact to adjacent neighbours.

The earth tone colours have been selected to reflect the natural environment of the area giving the homes a sense of belonging within their surroundings.

Exterior materials will include warm wood timber accents, traditional board & batten and shingle siding. Fiber cement board wall cladding has been chosen in keeping with fire-smart principals.

Landscape

The landscape design draws inspiration from the area's natural surroundings, incorporating curved garden beds, a mix of trees, plants, and ground cover for a cohesive and inviting streetscape and landscape. Native and water-smart plants will be integrated to provide visual interest, shade, and support local habitat. Landscapers will consult the BC FireSmart plant tool when selecting plant varieties. A green boulevard and additional street trees will harmonize with the surrounding homes while improving upon standard landscaping by minimizing impermeable surfaces like concrete and asphalt.

Parking

Each home will provide 2 off street parking spaces in the attached garage along with 2 additional space in each driveway.

Civil Works

This is an infill lot on existing services. Infill makes use of existing infrastructure and already disturbed land, reducing development pressure on natural areas. A detailed preliminary servicing report has been completed and is attached.

Green building

This is an infill lot with existing services. The construction of all new homes will meet or exceed BC Energy Step Code 4, providing a quantified energy performance for the homes. Preliminary modeling of the homes indicate they will achieve emissions level-4 (EL-

4) of the zero carbon step code. Also know as Zero Carbon.

Level 2 electric vehicle plugs ins will be provided in the garage of each home. High performance mechanical systems include, air source heat pumps and high efficiency heat recovery ventilators (HRV). All heating and cooling systems are low carbon.

In Support of this request please find enclosed:

- Application Form
- Agent Authorization
- Cheque for Application Fee
- Title search
- Development concept plans - prepared by C.A. Design
- Preliminary Servicing Report - prepared by Timberlake-Jones Engineering

Thank you for your time and consideration of this application. Please feel free to contact me if you have any questions or require any additional information.

Yours Truly,

John Larson, ASTTBC.CTech, CRD
C.A. Design

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West, Qualicum Beach, V9K 2T5

510 CHESTER ROAD
QUALICUM BEACH

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

TITLE PAGE
CONCEPTUAL

Drawn	J.L./J.P.
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Date	04.18.25
Scale	AS SHOWN

Sheet #

1

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510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

LOCATION MAP
CONCEPTUAL

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Sheet #

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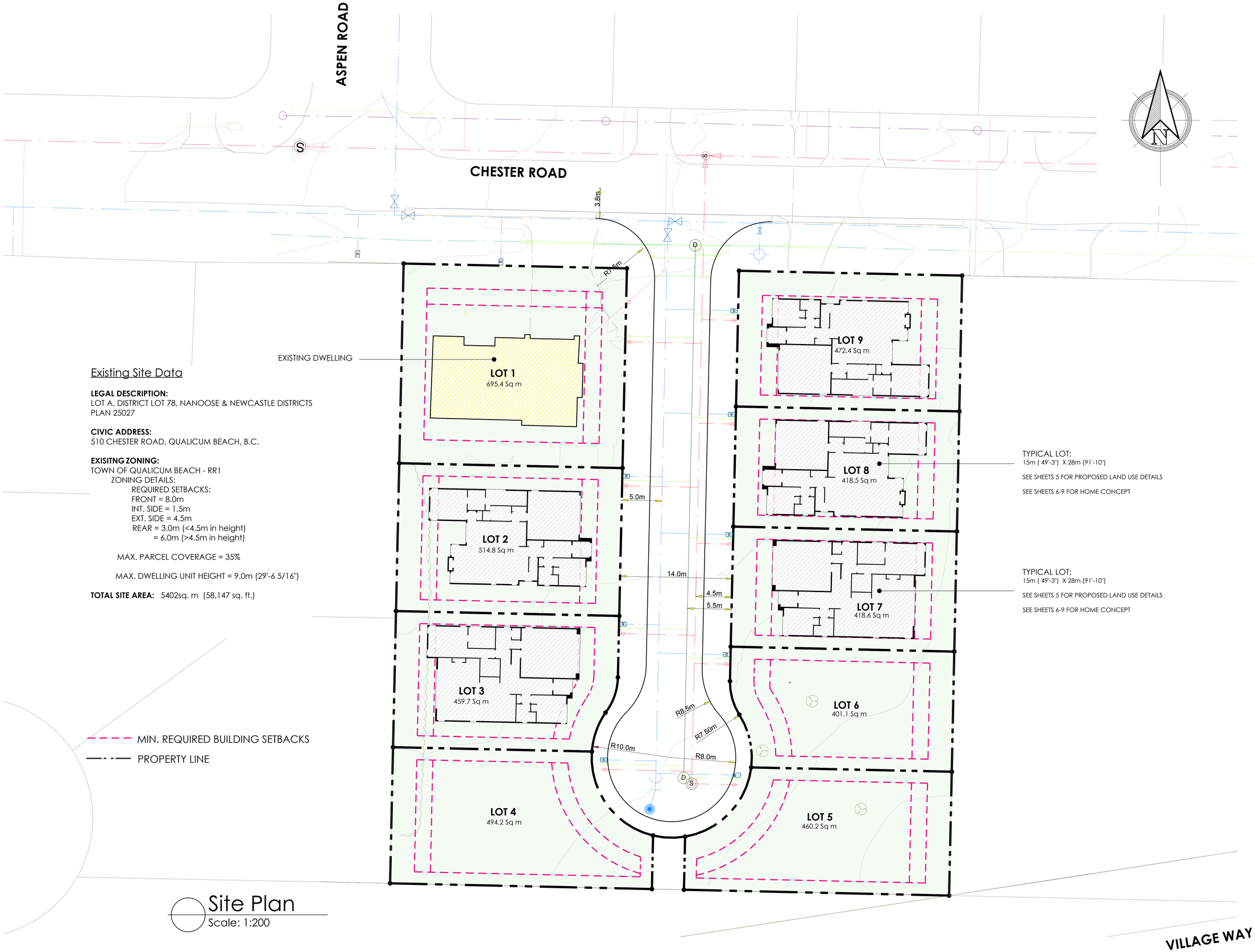

Existing Site Data

LEGAL DESCRIPTION:
LOT A, DISTRICT LOT 78, NANOOSE & NEWCASTLE DISTRICTS
PLAN 25027

CIVIC ADDRESS:
510 CHESTER ROAD, QUALICUM BEACH, B.C.

EXISITNG ZONING:
TOWN OF QUALICUM BEACH - RR1
ZONING DETAILS:
REQUIRED SETBACKS:
FRONT = 8.0m
INT. SIDE = 1.5m
EXT. SIDE = 4.5m
REAR = 3.0m (<4.5m in height)
= 6.0m (>4.5m in height)

MAX. PARCEL COVERAGE = 35%

MAX. DWELLING UNIT HEIGHT = 9.0m (29'-6 5/16")

TOTAL SITE AREA: 5402sq. m (58,147 sq. ft.)

TYPICAL LOT:
15m (49'-3") X 28m (91'-10")
SEE SHEETS 5 FOR PROPOSED LAND USE DETAILS
SEE SHEETS 6-9 FOR HOME CONCEPT

TYPICAL LOT:
15m (49'-3") X 28m (91'-10")
SEE SHEETS 5 FOR PROPOSED LAND USE DETAILS
SEE SHEETS 6-9 FOR HOME CONCEPT

Site Plan
Scale: 1:200

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
SITE PLAN
PROPOSED

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3

Site Plan
Scale: 1:200

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Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

SITE PLAN
PHOTO LAYOVER

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Scale	1:200

Sheet #

4

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Zoning Summary

LEGAL DESCRIPTION: LOT A, DISTRICT LOT 78, NANOOSE & NEWCASTLE DISTRICTS, PLAN 25027
CIVIC ADDRESS: 510 CHESTER ROAD, QUALICUM BEACH, B.C.

STATISTICS	EXISTING	PROPOSED	NOTES
ZONING	RURAL RESIDENTIAL 1 (RR1)	SMALL LOT RESIDENTIAL	N/A
OCP LAND USE DESIGNATION	SINGLE FAMILY RESIDENTIAL	SINGLE FAMILY RESIDENTIAL	N/A
PERMITTED USES	Home Occupation, Residential, Bed & Breakfast Agriculture	Home Occupation, Residential, Bed & Breakfast	N/A
PARCEL AREA	5,404.5 SQ. M. (58,174 SF.)	LOTS 1-9. Parcel areas range from 400 sq.m - 695 sq. m.	Minimum parcel size - 400 sq. m.
PARCEL COVERAGE	35%	55%	
FLOOR AREA RATIO	N/A	N/A	
MAXIMUM HEIGHT	9.0m	9.0m	
SETBACKS			
FRONT	8.0m	3.0m Except 5.0m to forward faciing garage door	All proposed setbacks are measured to building face Maximum overhang projection 0.6m
REAR	3.0m - 6.0m	3.0m (See note)	Any portion of dwelling more than 6.5m in height must be setback 5.0m from the rear lot line A portion of the dwelling not more than 6m in width and not more than 6.5m in height may be setback 3.0m from the rear lot line
EXTERIOR SIDE	4.5m	3.0m - 5m	
INTERIOR SIDE	1.5m	1.5m (see notes)	
INTERIOR SIDE LOT LINE ADJACENT TO A LANE	3m	N/A	

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

ZONING SUMMARY
CONCEPTUAL

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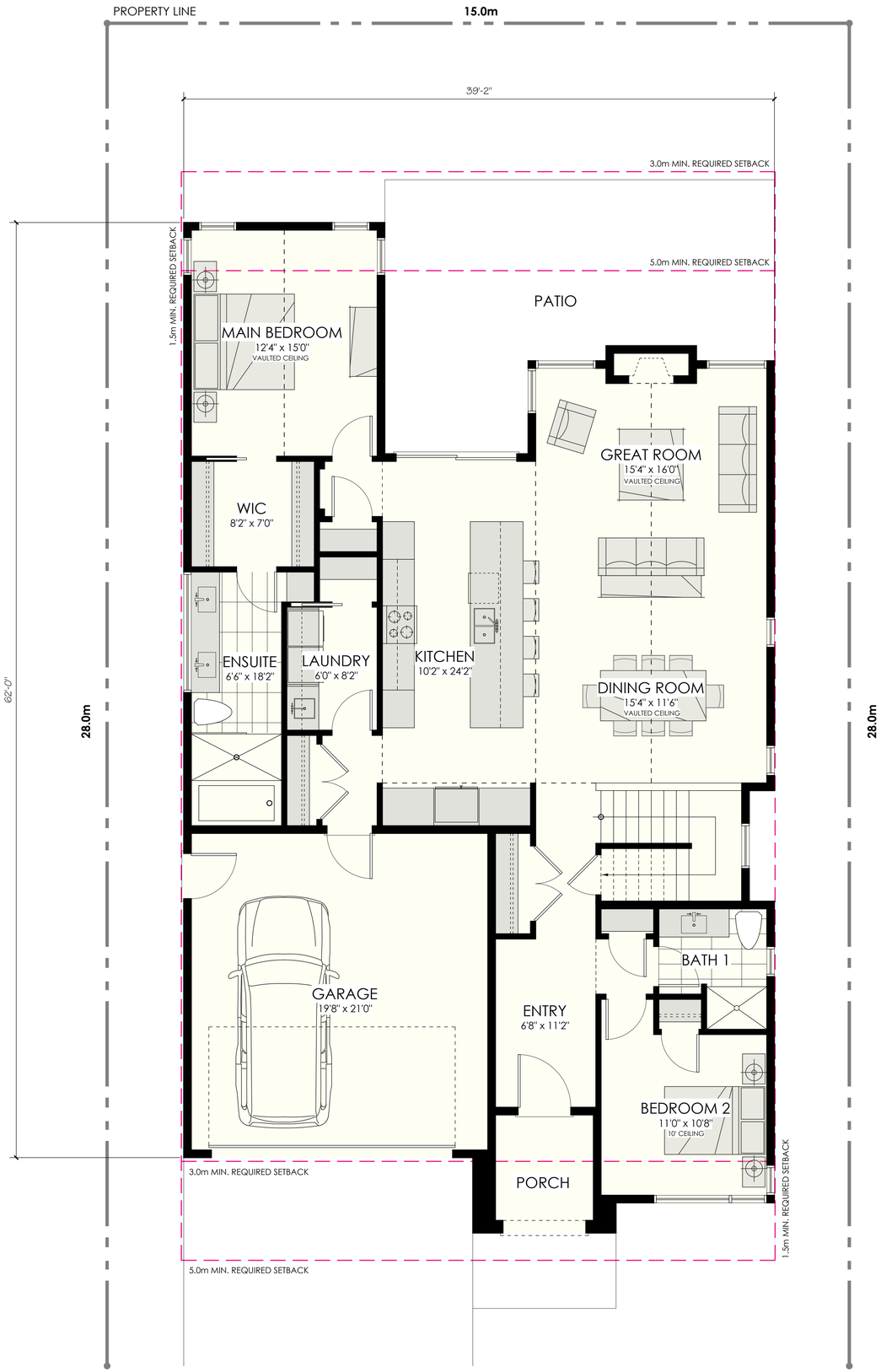

TYPICAL INTERIOR LOT:
15m (49'-3") X 28m (91'-10")

LOT AREA = 4520
LOT COVERAGE = 2205 sq. ft. (48.7%)

FLOOR AREA
MAIN FLOOR = 1703 sq. ft.
UPPER FLOOR = 465 sq. ft.
2168 sq. ft.

Main Floor Plan

Floor Area = 1,703 sq. ft.
(Not Including Garage)

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Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - A
PLAN CONCEPT

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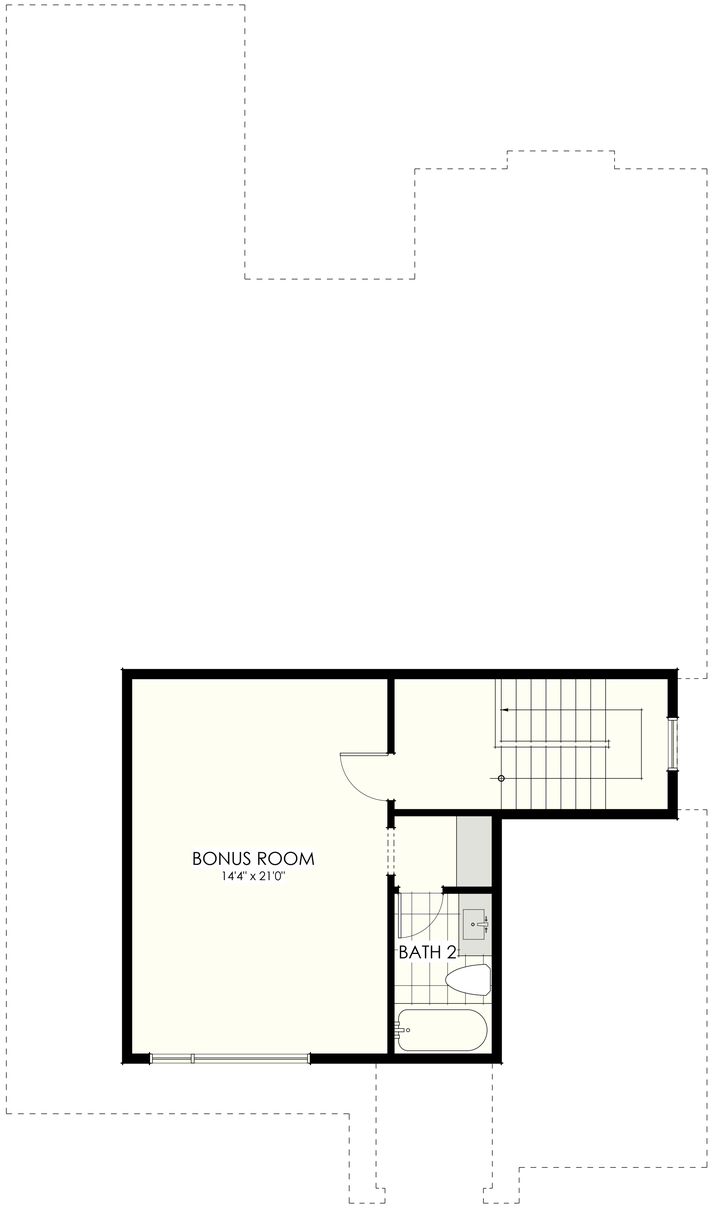
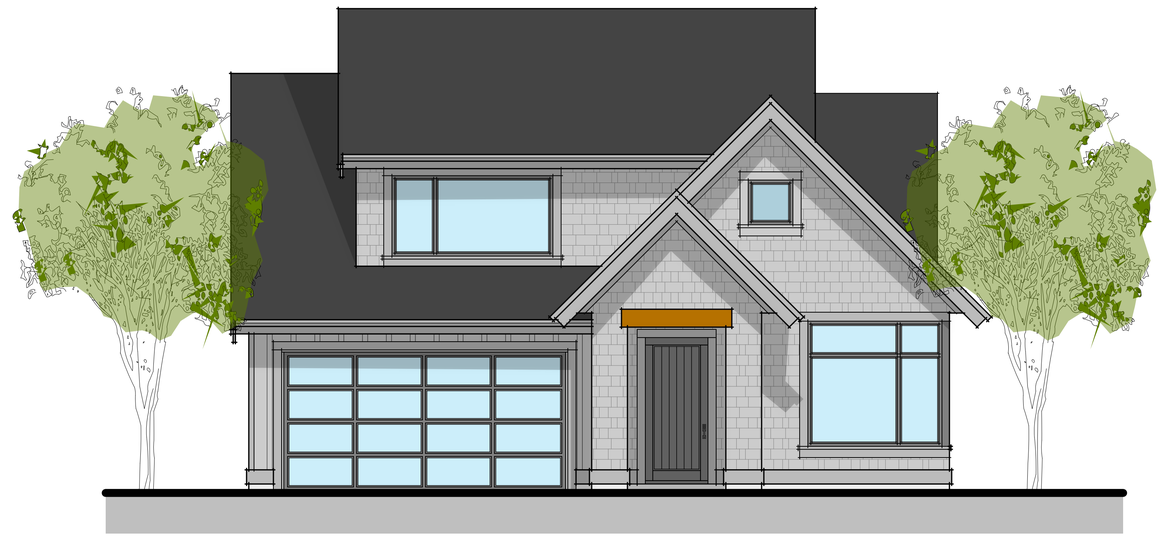


Upper Floor Plan
Floor Area = 465 sq. ft.



West Elevation (Front)
Scale = 1/4" = 1'0"

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - A
PLAN CONCEPT

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Date	04.18.25
Scale	AS SHOWN

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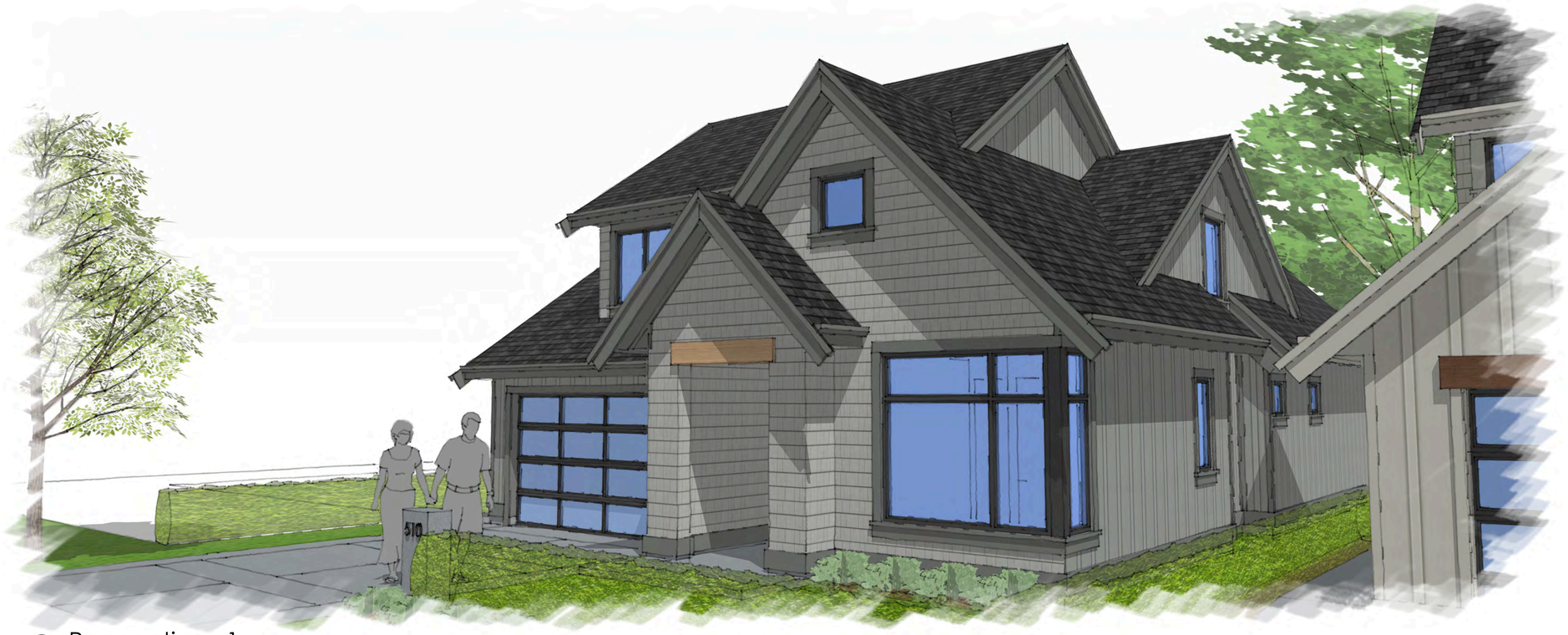

Perspective - 1
Home Type A

Perspective - 2
Home Type A

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510 CHESTER ROAD
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Sheet Title

HOME TYPE - A
FORM & CHARACTER
CONCEPT

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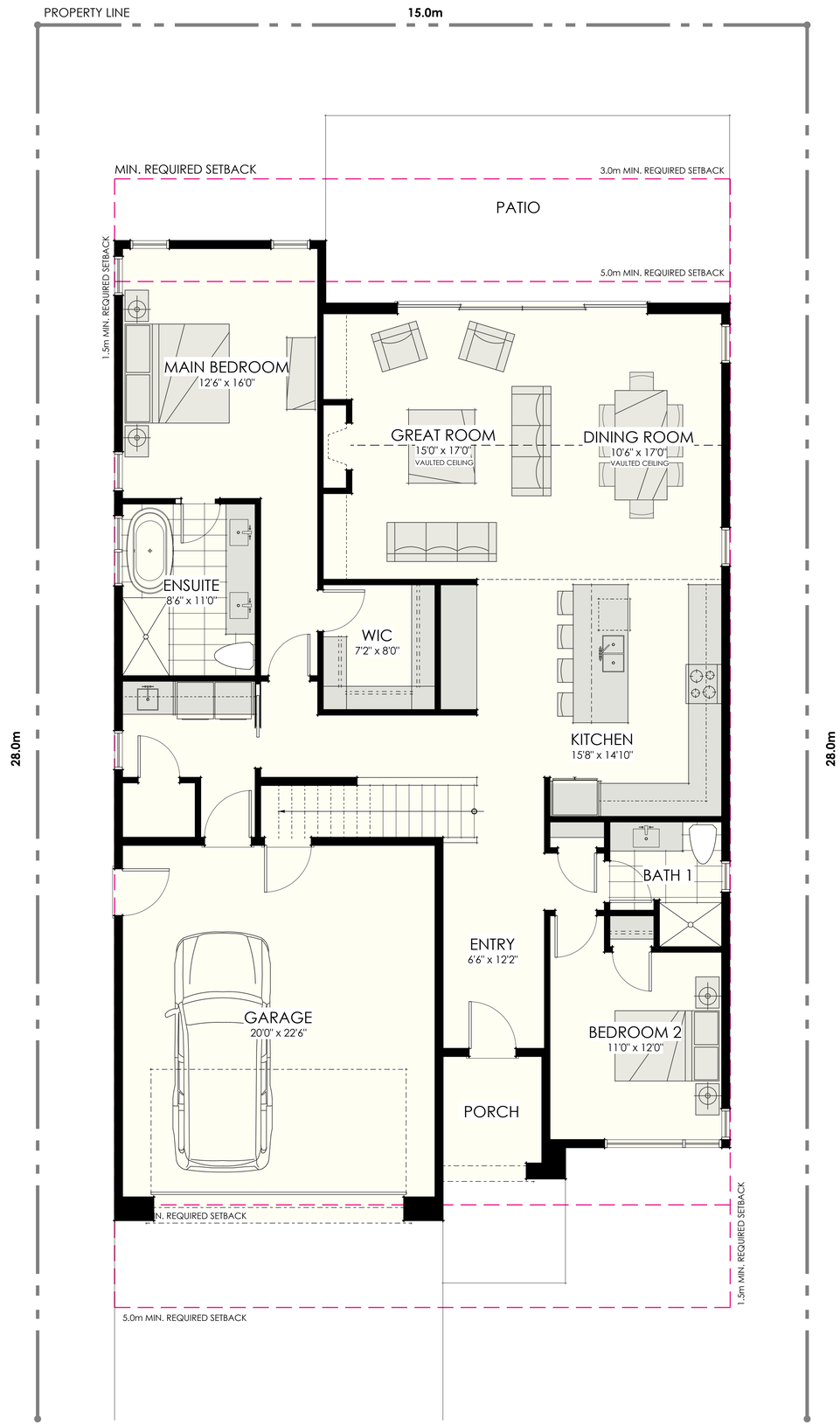
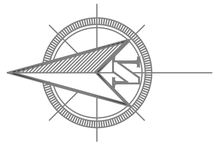


TYPICAL INTERIOR LOT:
15m (49'-3") X 28m (91'-10")

LOT AREA = 4520
LOT COVERAGE = 2291 sq. ft. (50.1%)

FLOOR AREA
MAIN FLOOR = 1741 sq. ft.
UPPER FLOOR = 427 sq. ft.
2168 sq. ft.



Main Floor Plan

Floor Area = 1,741 sq. ft.
(Not Including Garage)

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Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - B
PLAN CONCEPT

Drawn	J.L./J.P.
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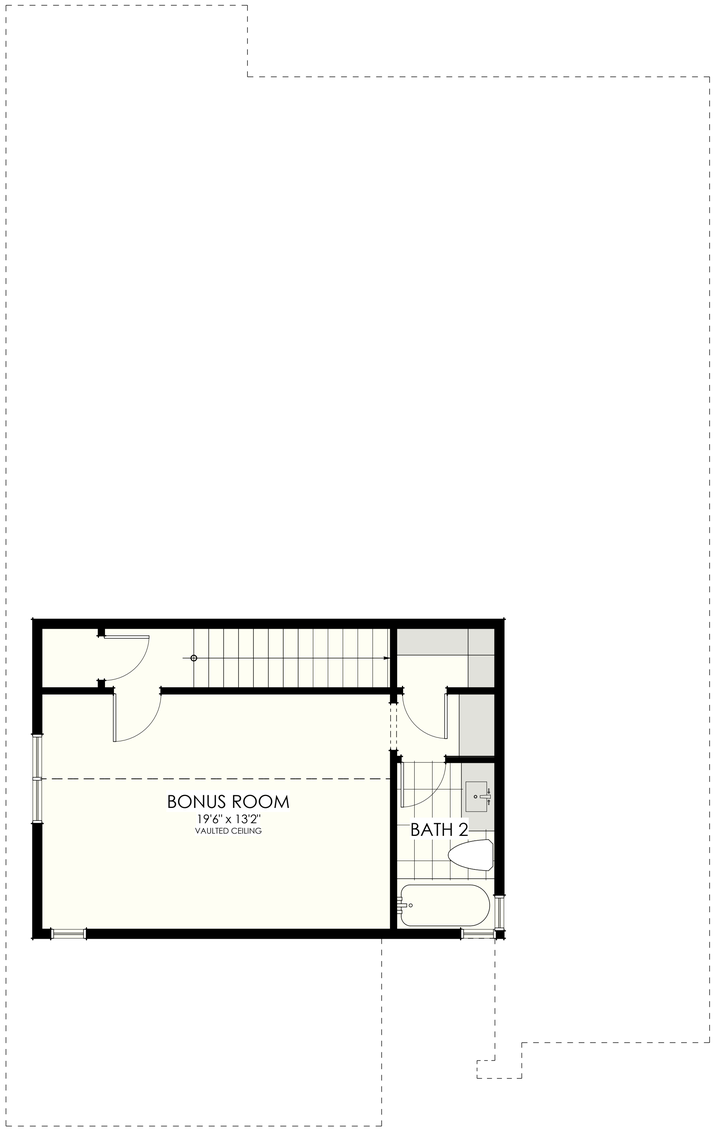

Upper Floor Plan
Floor Area = 427 sq. ft.

West Elevation (Front)
Scale = 1/4" = 1'0"

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - B
PLAN CONCEPT

Drawn	J.L./J.P.
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Date	04.18.25
Scale	AS SHOWN

Sheet #
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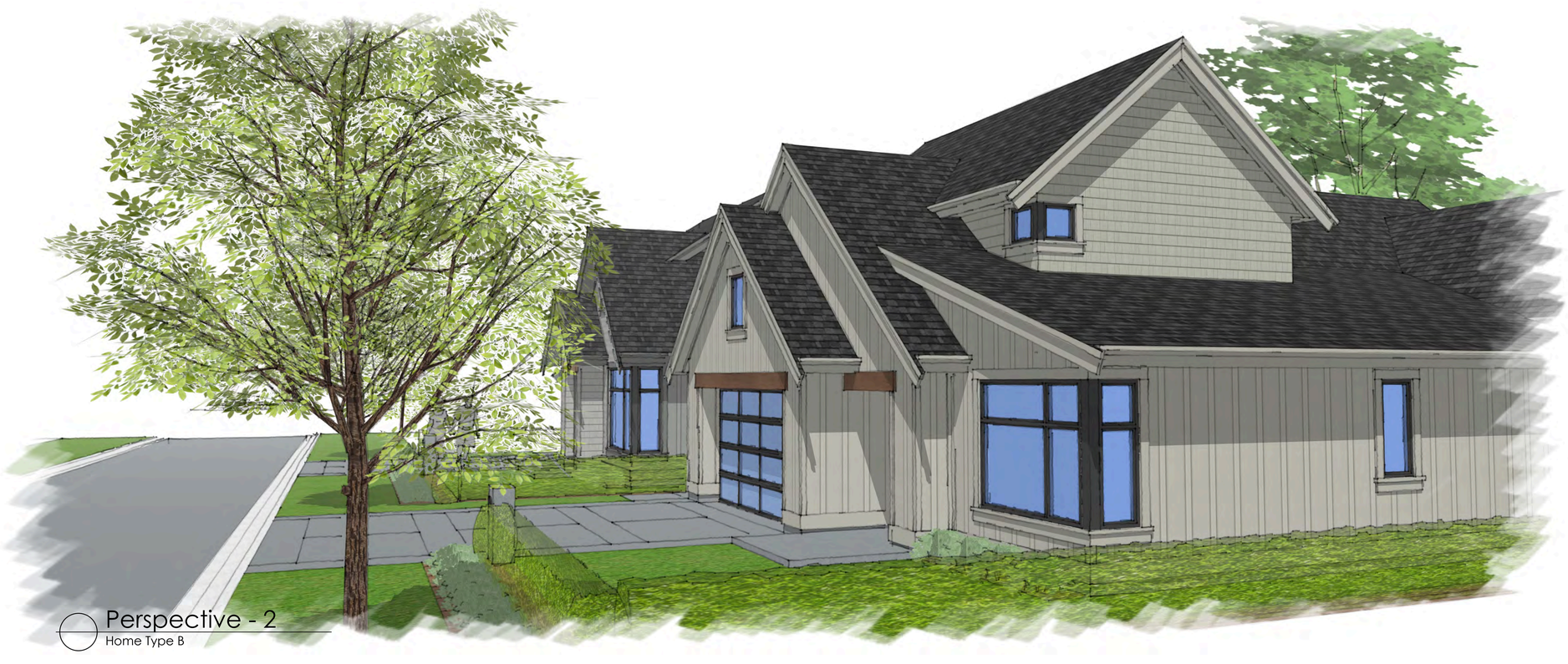
Perspective - 1
Home Type B



Perspective - 2
Home Type B

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Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

HOME TYPE - B
FORM & CHARACTER
CONCEPT

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Date	04.18.25
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Sheet #

11

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3900-20-900.01

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Zoning Amendment & Development Permit | 201, 207, 211 First Avenue West**

GOVERNANCE DECISION

Council is asked to decide whether to advance, refuse or make changes to the Zoning Amendment Bylaw for 201, 207, 211 First Avenue West based on the renderings showing the building height reduced by one storey.

RECOMMENDATIONS

1. THAT Council deems the residential Zoning Amendment application to permit a mixed-use development for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan.
2. THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission, subject to a complete set of plans being submitted, for comment on the following:
   a) Whether the proposal fits the “Village Character as noted in the policy for the “Transitional Commercial Residential Area”: “The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.”.
   b) Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: “Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.”
   c) Building height, particularly in the northeast corner of the proposal.

PURPOSE

To consider a Zoning Amendment and subsequent Development Permit application for 201, 207, 211 First Avenue West that would facilitate 55 multi-residential units and a ground floor commercial space.

BACKGROUND

The Town has received an application for a Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West. The application initially went before Council on June 18, 2025. At that Council meeting, Council requested the massing be reduced to three stories with some flexibility to maintain the small-town character of the Town. The applicant has since submitted revised renderings for the subject property, which includes the removal of one full storey. If Council is satisfied with the revision, staff recommend a full set of plans be submitted prior to the application being referred to the Advisory Planning Commission (APC).

The subject properties are currently zoned Residential 20 (R20) and are identified as Transitional Commercial Residential in the Official Community Plan and fall within Development Permit Area C1 – Downtown Commercial. In addition to the Zoning Amendment, a Development Permit is also required for the proposed development. The proposed Zoning Amendment would change the zoning for the subject properties from Residential 20 (R20) to Comprehensive Development Zone 22 (CD22) to permit a multi-residential building with the possibility of commercial use. The CD22 zone is a new, site-specific zone created in response to this application. Given the density bonus provision, design and unique mixed-use nature of the proposal, no existing zones suit the proposal.

Figure 1: Subject Property

DISCUSSION

This memo does not include a full zoning review, as the primary decision point at this time is to determine if Council is satisfied with the reduction in height. A full set of plans will be submitted if the application proceeds.

2018 Official Community Plan (OCP):

The subject properties are located within the “Village Neighbourhood” land use designation and are designated Transitional Commercial Residential in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The subject properties also fall within the Development Permit Area C1 – Downtown Commercial, and as such, require a Development Permit. If Council proceeds with the application, staff will request a full set of plans, and at that time, undertake an analysis of the Transitional Commercial Residential policies and Development Permi Area Guidelines.

Staff Comment
Council's consideration of this application involves two components:

1. Zoning Amendment (decision required now whether or not to advance the application). Council is presently asked to decide whether or not the application aligns with the Town's OCP and to refer the application to the Advisory Planning Commission (APC) for comment.
2. Development Permit (decision to be made in conjunction with Zoning Amendment adoption). If the zoning amendment proceeds through the zoning amendment process, the related Form and Character Development Permit will be brought forward for Council's decision at that future meeting.

Proposed Donation
On June 18, Council reviewed at letter from BMC Parklane Builders offering to convey, at no cost to the Town, an estimated 5,000 ft² ground-floor commercial strata unit. The applicant identifies the unit as potentially being for a medical clinic; however, the use would be determined at a later time by Council if the donation was accepted. If Council is satisfied with the proposed reduction in height, staff will request clarity on whether the community amenity is still being offered with the reduction in units, prior to Council's consideration of bylaw readings.

OCP Compliance
Provincial legislation adopted in 2023 requires Council to make an early, stand-alone determination of whether a rezoning proposal is consistent with the Official Community Plan (OCP). Staff have therefore assessed the application against the OCP's core land-use criteria - use, density, and location - while recognising that the Plan also speaks to broader themes such as environmental protection, accessibility, and urban design.

Criterion	Staff Evaluation
Use & Location	The subject properties lie within the *Transitional Commercial Residential* sub-area of the *Village Neighbourhood*, where the OCP encourages mixed-use redevelopment and expanded services. The proposed building is consistent with that intent.
Density	Policies in the Village Neighbourhood explicitly support residential infill and compact growth at this location. The proposed density aligns with the OCP.
Height	Although the OCP states that buildings "should be" a maximum of three storeys, it also allows for flexibility where issues such as topography, solar access, neighbourhood interface, view protection, and community benefit are satisfactorily addressed.

Taken as a whole, staff consider that the proposal is consistent with the OCP.

FINANCIAL IMPLICATIONS
There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

Public Participation Framework developed by the International Association for Public Participation – IAP^2 International.

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

INFORM:

- The public is informed of this proposal through the presentation of this staff report.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

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

- Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*
- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values*

SUMMARY

A Zoning Amendment application and a Development Permit application has been received for 201, 207 and 211 First Avenue West. If approved, the Zoning Amendment would change the zoning from R20 to CD22 to permit a mixed-use development. The application initially went before Council on June 18, 2025, and Council sent the application back to the applicant for revisions to the height. The applicant has since submitted revised renderings for Council consideration. If Council is satisfied with the initial design and height of the building, staff recommend that Council determine if the application aligns with the OCP, as well as refer the application to the APC for comment on specific areas identified in the staff recommendation, subject to a full set of plans being submitted.

ALTERNATIVE OPTIONS

1. THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: *[insert changes].*

2. THAT Council denies the zoning amendment application for 201, 207, 211 First Avenue West.

3. THAT Council provides alternative direction to staff.

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

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

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

REFERENCES
Attachment 1: Submitted Renderings for 201, 207, 211 First Avenue West

Qualicum Place

Qualicum Drawing List

A1 Cover
A2 S/W rendering
A3 Context & Data
A4 Site Plan
A5 Lower Level/parking
A6 Main Floor
A7 2nd Floor
A8 3rd Floor
A9 4th Floor
A10 5th Floor
A11 CAD Elevations 1
A12 CAD Elevations 2
A13 Colour Elevations 1
A14 Colour Elevationd 2
A15 Sections 1
A16 Sections 2
A17 Roof Plan
A18 Shadow Study
A19 Streetscape
A20 Concept Views
A21 Concept Views
A22 Concept Views
A23 Concept Views

Consultants

Structural	Herold Enginerring
Civil	Herold Engineering
Mechanical	Avalon Mech. Consultacnts Ltd
Landscape	The Tula Project
Geotechnical	Lewkowich Eng. Assoc. Ltd
Medical Clinic Planning	Inside Out Planning, Ray Hunt Architect, AIBC, Ret'd

ENVISIONS
538 Harbinger Ave., Victoria B.C.
V8V-4J1 250 388 9833 envis@shaw.ca

MAIN FLOOR PLAN

A 01

Scale 1:100m

Date June 25 / 25

QUALICUM PLACE 201 1st Avenue West., Qualicum Beach
Proposed Zonung Amendment/Development Permit
for Bruce McLay - BMC Parklane Builders Ltd.

Use of these drawings is limited to that identified in the issue/revision information. Do not construct from these unless marked "Issued for Construction".All dimensions shall be verified on site. Report any discrepancies or omissions to the Consultant for clarification before proceeding with the work. These drawings and specifications are the property of Chris Gower, Arch., reserves the copyright in them and in the work executed from them. These drawings or others may not be reproduced or used in part or in whole, without the expressed and written consent of Chris Gower, Arch.

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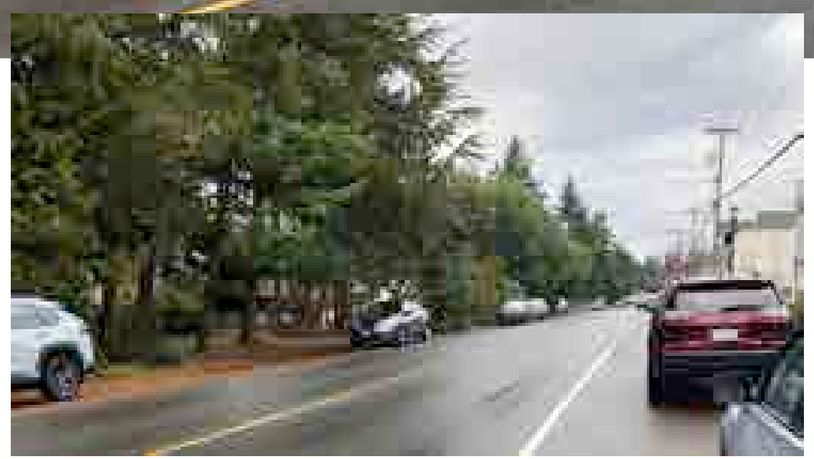

Qualicum Place

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QUALICUM PLACE 201 1st Avenue West., Qualicum Beach
Proposed Zonung Amendment/Development Permit
for Bruce McLay - BMC Parklane Builders Ltd.

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A 02	MAIN FLOOR PLAN
Scale	1:100m
Date	June 25 / 25

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Qualicum Place

Chris Gower ARCHITECT
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QUALICUM PLACE 201 1st Avenue West., Qualicum Beach
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A 02.1 | **MAIN FLOOR PLAN**

Scale 1:100m
Date June 25/ 25

ENVISIONS
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V8V-4J1 250 388 9833 envis@shaw.ca

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3060-20-1404

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Rebecca Augustyn, Senior Planner

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

GOVERNANCE DECISION
Council is asked to decide whether to advance, refuse or make changes to the Development Permit for 1025 Qualicum Road.

RECOMMENDATION:
THAT Council directs staff to issue a Development Permit for 1025 Qualicum Road, as outlined in the July 16, 2025, Planning report to Council.

PURPOSE
For Council to consider a Development Permit application for the property located at 1025 Qualicum Road for the purpose of subdividing two parcels from the parent parcel.

BACKGROUND
A Development Permit has been requested for 1025 Qualicum Road to allow the subdivision of the parcel. A Development Permit is required because the subject property falls within Development Permit Area C12 – Rural Destination Resort and subdivision of the subject property is not listed as an exemption.

Previous applications for the subject property have gone before Council. Below is a timeline of the recent applications:

- On October 27, 2021, Council adopted a zoning bylaw amendment (Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No. 580.123, 2021) and OCP bylaw amendment (Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (1025 Qualicum Road) Bylaw No. 800.05, 2021) for the subject property.
- On October 11, 2023, Council directed staff to issue a Development Permit for 1025 Qualicum Road for villas.
- On February 28, 2024, Council directed staff to issue a Development Permit for 1025 Qualicum Road for a lodge, brew pub, and clubhouse.

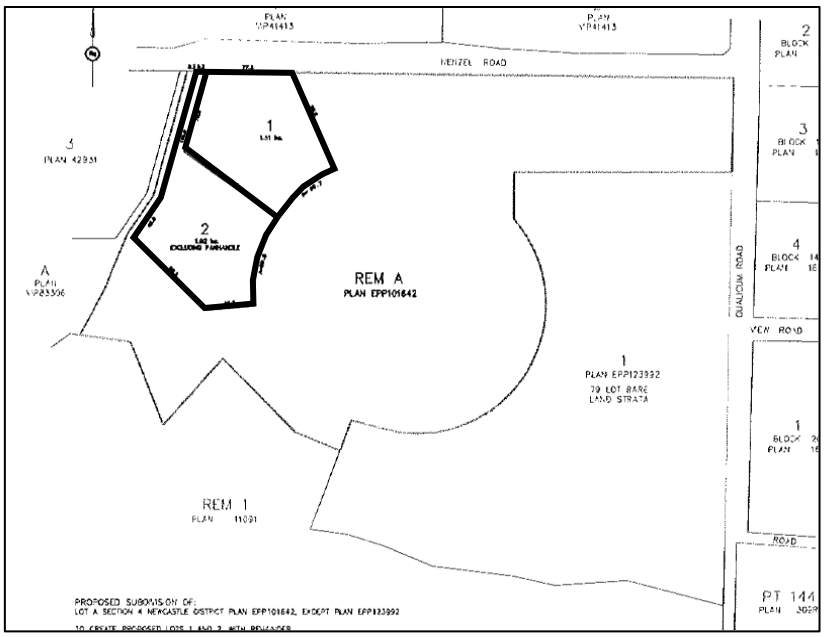

Figure 1: Proposed Subdivision

DISCUSSION

The owner of 1025 Qualicum Road has applied for a Development Permit to allow subdivision of the subject property. A Development Permit is required because the subject property is located within Development Permit Area C12 – Rural Destination Resort. The Development Permit Guidelines for C12 focus on the following areas:

1. Natural Environment
2. Accessibility
3. Architectural Form and Character – Buildings
4. Architectural Form & Character – Site Planning and Landscape Architecture
5. Lighting
6. Energy Conservation and Greenhouse Gas Emissions
7. Water Conservation

The proposal is to subdivide two parcels from the parent parcel, and as such, this is largely an administrative task because the Development Permit Area does not include guidelines for the subdivision of land. Each parcel will contain development in the future, and at that time, a Development Permit will be required to go before Council. Any proposed development will be assessed using the C12 Development Permit Area Guidelines.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

Public Participation Framework developed by the International Association for Public Participation – IAP^2 International.

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

INFORM:

- Staff will report on Council decision-making, as well as the recommendations made by the Advisory Planning Commission.

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

A Development Permit application has been received for 1025 Qualicum Road. The proposed Development Permit for 1025 Qualicum Road would authorize subdivision of the parcel and create two parcels from the parent parcel to accommodate two condominium buildings at a future time. The subject property falls within Development Permit Area C12 – Rural Destination Resort and requires a Development Permit for subdivision. Given this Development Permit is not proposing any structures at this time, staff recommend the application not be referred to the Advisory Planning Commission, and that Council directs staff to issue the Development Permit.

ALTERNATIVE OPTIONS

1. THAT Council denies the Development Permit Application for 1025 Qualicum Road, as outlined in the July 16, 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 Author

Luke Sales
Director of Planning
and Community Development
Concurrence

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES
Attachment 1: Submitted Plans for 1025 Qualicum Road DP Application

LAND SURVEYING
CIVIL AND MUNICIPAL ENGINEERING
LAND DEVELOPMENT CONSULTING

SINCE 1950
J.E. ANDERSON & ASSOCIATES
SURVEYORS ~ ENGINEERS

March 13, 2025

JEA File: 90880

Town of Qualicum Beach
Attn Mr. Luke Sales, Director of Planning and Community Development

RE: Subdivision Application – Pheasant Glen
Two proposed lots, plus remainder

Mr. Sales.

On behalf of our clients, Golf Clan Holdings Ltd, and who are the owners of the Pheasant Glen property, we are submitting this application for subdivision in order to create two new lots and remainder within the CD5 zoning.

Please see attached the following:
- Proposed subdivision sketch plan
- Current title for the property and corresponding registered legal plans

Per the Towns fee bylaw, the application fee for the creation of the 2 new lots is expected to be $3,300.00 and this will be submitted directly by the property owner.

Proposed subdivision details:
- Two lots are proposed within the current remainder of the development parcel.
- The new lots will ultimately have one condominium building on each.
- Proposed lot 1 has frontage out to Nenzel Road via panhandle, but physical access will come from the completed private "ring road". we request that the frontage requirement be relaxed in this case due to the inability to have physical access from Nenzel due to Beach Creek.
- We have left a panhandle adjacent to lot 2 for possible future subdivision of another lot.
- The servicing for the subdivision will entail connection to the existing Town owned sanitary main, extension of the Town owned watermain, and individual onsite designs for storm water management. We expect to soon start coordinating with the Town's engineering team for the design and construction of these works.
- On the proposed plan, we have outlined the expected building particulars for each new lot which will be registered on title as the maximum allowable. This will occur concurrently with the final approval application and subdivision registration.

We trust the above provides sufficient information subdivision application. If you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

J. E. Anderson and Associates

Scott Stevenson, P. Eng.
cc: Golf Clan Holdings ltd

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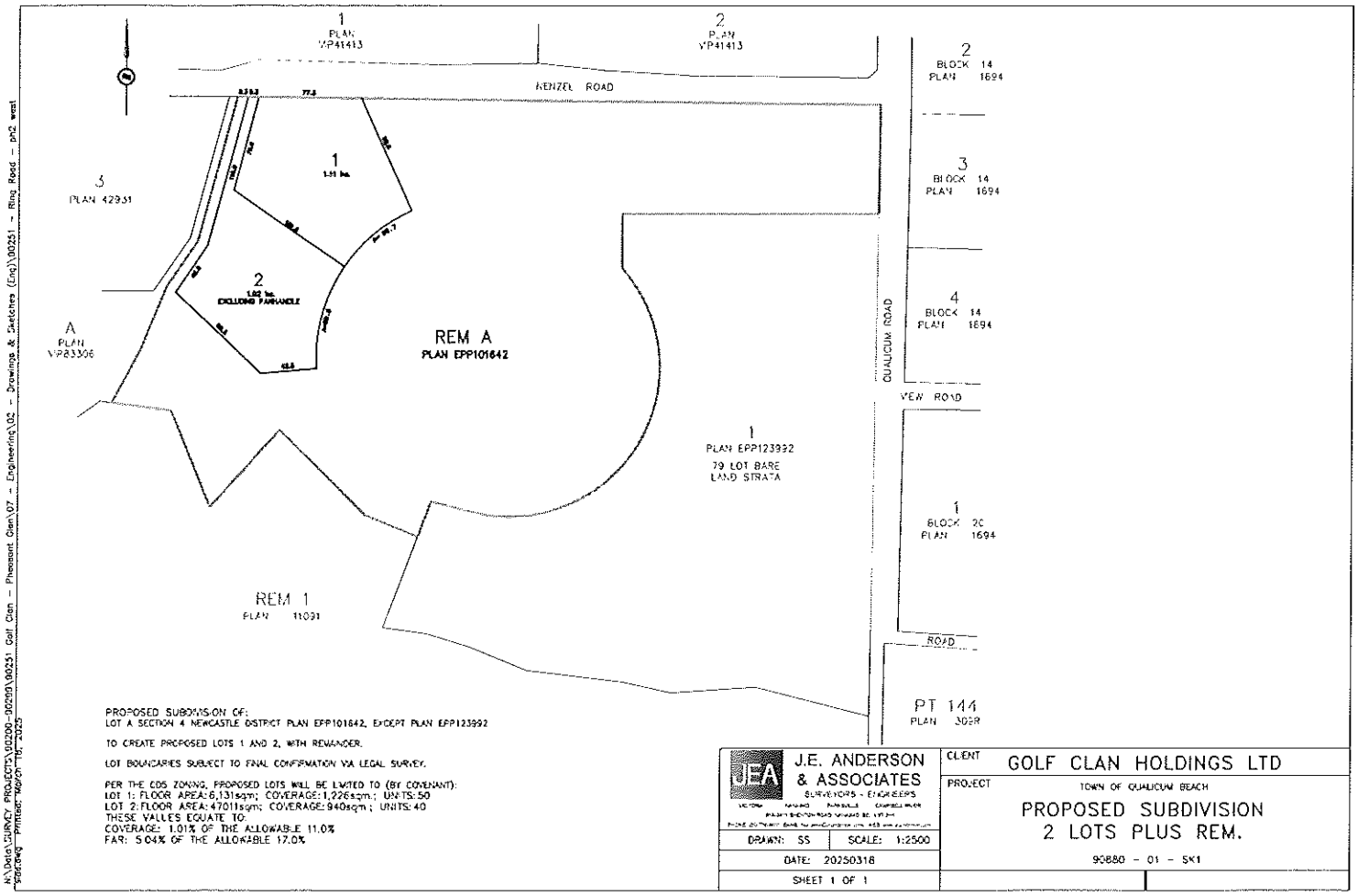
Nanaimo, BC V9T 2H1
Phone 250-758-4631
Email nanaimo@jeanderson.com

☐ 4212 Glanford Avenue
Victoria, BC V8Z 4B7
Phone 250-727-2214
Email info@jeanderson.com

☒ 101-156 Morison Street
Parksville, BC V9P 2G4
Phone 250-248-5755
Email parksville@jeanderson.com

☐ Unit F - 1250 Cedar Street
Campbell River, BC V9W 2W5
Phone 250-287-1865
Email info@jeanderson.com



PROPOSED SUBDIVISION OF:
LOT A SECTION 4 NEWCASTLE DISTRICT PLAN EPP101642, EXCEPT PLAN EPP123992

TO CREATE PROPOSED LOTS 1 AND 2, WITH REMAINDER.

LOT BOUNDARIES SUBJECT TO FINAL CONFIRMATION VIA LEGAL SURVEY.

PER THE EDS ZONING, PROPOSED LOTS WILL BE LIMITED TO (BY COVENANT):
LOT 1: FLOOR AREA: 6,131sqm; COVERAGE: 1,226sqm; UNITS: 50
LOT 2: FLOOR AREA: 4701sqm; COVERAGE: 940sqm; UNITS: 40
THESE VALUES EQUATE TO:
COVERAGE: 1.01% OF THE ALLOWABLE 11.0%
FAR: 5.04% OF THE ALLOWABLE 17.0%

JEA J.E. ANDERSON & ASSOCIATES SURVEYORS - ENGINEERS		CLIENT GOLF CLAN HOLDINGS LTD
		PROJECT TOWN OF QUALICUM BEACH PROPOSED SUBDIVISION 2 LOTS PLUS REM.
DRAWN: SS	SCALE: 1:2500	90880 - 01 - SK1
DATE: 20250318		
SHEET 1 OF 1		

N:\Data\SURVEY PROJECTS\90200-90299\90251 Golf Clan - Pheasant Glen\07 - Engineering\02 - Drawings & Sketches (Eng)\90251 - Ring Road - ph2 west
Sheet.dwg Printed: Mar 20, 2025

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 5400-03

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **BC Hydro's Responses to two Streetlight Information Management submissions and their review of the "E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints"**

GOVERNANCE DECISION

The decision of Council is to determine if further action is required regarding adjustments to the BC Hydro Leased Lights adjacent to 575 Aspen Avenue and 566 Beach Road in consideration of BC Hydro's response regarding the request to raise and rotate two streetlights. BC Hydro indicated that doing so would cause a conflict with existing live wires.

RECOMMENDATIONS:

THAT Council directs staff to take no further action on the streetlights located adjacent to 575 Aspen Avenue and 566 Beach Road.

PURPOSE

To share the feedback received from BC Hydro regarding:

1) The Streetlight Information Management (SLIM) inquiry submitted by staff requesting adjustment of two BC Hydro leased streetlights.
2) Their review of the E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints report.
3) To close off complaint intakes for 575 Aspen Avenue and 566 Beach Road.

BACKGROUND

After BC Hydro replaced all leased streetlights with more efficient LED fixtures in 2021, the Town received numerous complaints about lighting being overly intrusive. As a result, Council approved the review of two rounds of complaint intakes, ending August 31, 2023. The two rounds of intake resulted in the Town requesting BC Hydro reduce the wattage and colour temperature of 124 leased streetlight fixtures.

After the close of intake, between September 1, 2023, and May 1, 2024, staff received 35 requests or comments related to BC Hydro Leased Streetlights, 25 of which were for BC.Hydro Leased Streetlights that had been previously reduced in colour temperature and wattage.

After presenting the summary of public complaints regarding streetlights to Council on May 29, 2024, Council requested that staff proceed with sourcing a quote from a third-party electrical consultant to assess changes that could resolve some, or all, of the 25 resubmitted complaints.

May 29, 2024, Council resolutions:

THAT staff be directed to obtain a quote by a third-party illumination expert to consider further adjustments to select lights listed in Appendix 1 – BC Hydro Lease Lights – Map of Complaints between September 1, 2023, to May 1, 2024, to the staff report dated May 29, 2023, and identified as "Returning complaints after the wattage and colour change implemented (25)". ***(R24-179)***

THAT staff be directed to advise the public that the Town has concluded the luminaire change out of BC Hydro Leased Streetlights to reduce wattage and colour temperature, and no further intakes will be accepted. ***(R24-180)***

THAT staff be directed to respond to future resident requests for the installation of new BC Hydro Leased Streetlights as an operational matter. ***(R24-181)***

Following the May 29, 2024, regular meeting of Council, staff contacted E2 Electrical Engineering, an electrical engineering firm qualified to perform the highly specialized task and requested a quote to review each of the 25 resubmitted complaints. The requested quote included:

1) Capturing existing lighting levels.
2) Generating a report to capture findings and observations of existing site conditions. Town of Qualicum Beach.
3) Providing feedback to the Town on findings and to assist in recommending additional direction/solutions, if available, to BC Hydro for consideration through the Utility's Street Light Information Management System (SLIM).
4) Assisting with BC Hydro coordination if required.

On June 6, 2024, E2 Engineering provided a quote of $14,500 plus GST to perform the review; Council authorized the project on June 26, 2024.

June 26, 2024, Council resolution:
THAT Council awards the review of 25 BC Hydro Leased Streetlights, identified on Appendix 1: BC Hydro Lease Lights – Map of Complaints between September 1, 2023 to May 1, 2024 to E2 Electrical Engineering for the quoted price of $14,450 plus GST; AND FURTHER THAT E2 Electrical Engineering provide a report to Council summarizing its review, including recommendations for submission to BC Hydro's SLIM System, for the Utility's consideration. ***(R24-192)***

On April 1, 2025, E2 Engineering provided a report to the Town of the review of 25 recurring BC Hydro leased streetlight complaints. The recommendations of that report were shared with Council at the April 16, 2025, regular meeting of Council.

April 16, 2025, Council resolution:
THAT Council directs staff to submit requests to the BC Hydro Streetlight Information Management System (SLIM) for the Utility's consideration, to proceed with the recommendation provided by E2 Electrical Engineering for modification to street lights located adjacent to 566 Beach Road and 575 Aspen Avenue, if such recommendations meet BC Hydro's specifications; AND FURTHER THAT the Town be prepared to incur costs for BC Hydro's modification to two streetlights located adjacent to 566 Beach Road and 575 Aspen Avenue, if approved for modification by BC Hydro.

DISCUSSION

Outcome of SLIM submission request:

On May 2, 2025, staff submitted two SLIM requests to BC Hydro seeking adjustments to the streetlights adjacent to 566 Beach Road and 575 Aspen Avenue specifically that the davit arms be raised and rotated. The goal was to consider positioning the streetlights perpendicular to the road to possibly reduce light entering private property. Images illustrating the location of the two requests are shown in Figures 1 and 2 below.

Figure 1 - 581 Aspen Avenue | Request to raise and rotate the davit arm to a position perpendicular to Aspen Avenue

Figure 2 - 566 Beach Road | Request was to raise and rotate the davit arm to a position perpendicular to Beach Road

On May 14, 2025, BC Hydro responded to the SLIM request with the following:

- 575 Aspen Road – "The light must be off centered to the open wire secondary and the Telus line. It does not look like the fixture could be adjusted east more than a few inches."
- 566 Beach Road – "Moving the light perpendicular to Beach Road would cause it to be too close to the open wire."

As it was clear that relocating the davit arms on the poles would result in conflict with live wires, staff asked BC Hydro to take no further action at this time, subject to Council decision making.

Outcome of BC Hydro's review of the "E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints".
Staff emailed a copy of the "E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints" to BC Hydro requesting analysis and suggestions. BC Hydro responded with "while we will make repairs and adjustments as requested by local government, we are not in a position to offer suggestions on the safe configuration of municipal lighting. Any changes to the lighting configuration of the community needs to be submitted through our Street Light Program."

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

Public Participation Framework developed by the International Association for Public Participation – IAP^2 International.

<u>CONSULT</u>:

- Staff shared a copy of the "E2 Electrical Engineering Review of 25 Recurring Streetlight Complaints" with BC Hydro. BC Hydro responded indicating that they are not in the position of offering suggestions on the safe configuration of municipal lighting.
- Staff submitted two SLIM requests to BC Hydro asking for modifications for two streetlights. After reviewing the requests, BC Hydro advised staff that the request would result in conflicts with existing live wires.

STRATEGIC PLAN ALIGNMENT

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

- <u>Good Governance</u>: *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

Resulting from the "E2 Electrical Engineering Review of 25 Recurring Streetlight Complaints" report and Council motions, staff both shared a copy of the report with BC Hydro for feedback and submitted two SLIM requests to raise and rotate streetlights adjacent to 575 Aspen Avenue and 566 Beach Road. BC Hydro indicated that doing so would cause a conflict with existing live wires.

The feedback from BC Hydro regarding the report indicated that they are not in the position of offering suggestions on the safe configuration of municipal lighting.

ALTERNATIVE OPTIONS

1) Source another Electrical Engineering firm to provide a second opinion.
2) Another alternative as per Council discussion.

APPROVALS

Report respectfully submitted by:

Oliver Watson
Capital Projects Manager
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

John Manson
Director of Infrastructure
Concurrence

Potential crosswalk identified in the 2024 Bus Garage Site redevelopment traffic study.

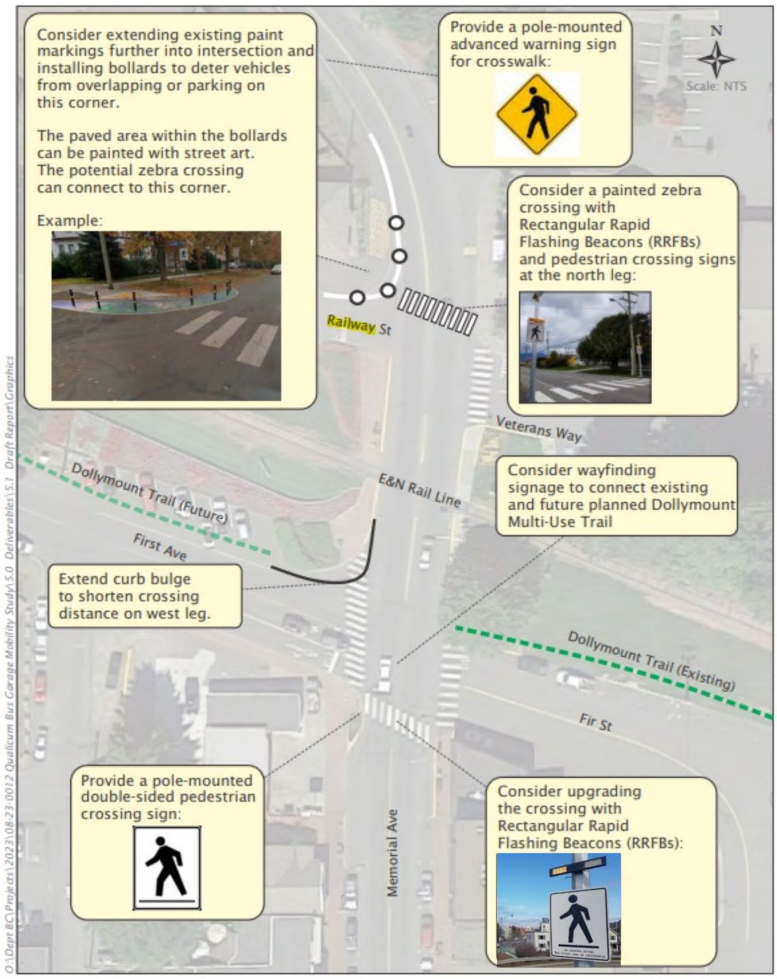
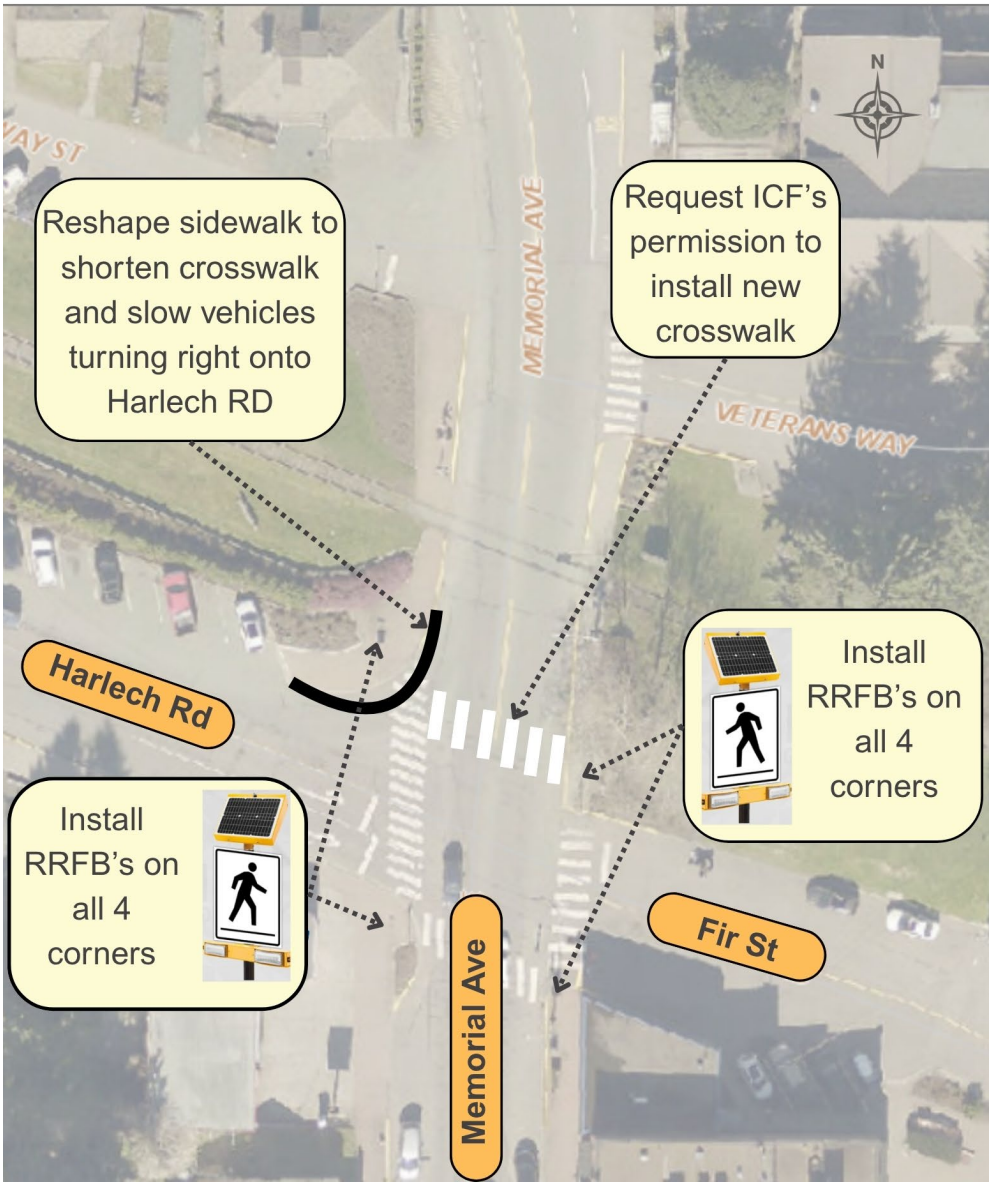


Exhibit 5.1
Potential Active Mode Upgrades

08-23-0012 Qualicum Mobility April 2024

Originally considered to be installed in conjunction with an advanced warning sign by the Town, this location is no longer being considered because there is limited sight distance available for a crosswalk crossing Memorial Avenue at Railway Street.

Revised recommended crosswalk location for construction in 2026



Instead, staff propose seeking approval from the ICF to install a crosswalk crossing Memorial Ave on the north side of Fir St. This location provides improved sight distance and enhanced pedestrian safety, and is staff's recommendation for a crosswalk location.

TOWN OF **QUALICUM BEACH**

MEMORANDUM

File No. 0810-20 Civic Centre

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 18, 2025

FROM: Chris Stanger, Manager of Operations

SUBJECT: **2025 RFQ - Civic Centre Roof Replacement Tender Award**

Governance Decision

To request Council award the 2025 RFQ - Civic Centre Roof Replacement contract in the amount of $219,000 excluding GST within the allocated budget of $250k.

Recommendation

THAT Council awards the project titled 2025 RFQ – Civic Centre Roof Replacement to G&G Roofing Ltd in the amount of $219,000 excluding GST.

Project goal

The Town of Qualicum Beach's Civic Centre, constructed in 1992, has experienced recent issues with roof blistering and water leaks. These issues have prompted the need for roof replacement, coinciding with the 2021 Altus Group Building Condition Assessment Report's recommendation of replacing the roof by 2026. Staff have strategically budgeted the replacement of the Civic Centre's roof over the next 2 years, with the lower roof replacement slated for 2025, followed by the upper roof in 2026.

Currently, the Civic Centre features a flat roof constructed using a '2-ply Torch Applied SBS' system which, since it was last replaced in 2004, has been in service for 21 years. In the recent RFQ, the Town invited contractors to submit bids to replace the existing roofing system with a new '2-ply Torch Applied SBS' system. Contractors were additionally encouraged to propose alternative roofing solutions, offering potential benefits in durability and cost-effectiveness, such as products with a lifespan of up to 50 years. The aim of exploring alternative roofing products was to compare other products that could have potentially reduced the long-term maintenance and replacement costs.

Council Authorizations

In the 2025 Financial Plan, Council approved a budget allocation of $467,000 dedicated to the completion of multiple General Facilities

Maintenance Capital Projects. Among these projects is the replacement of the lower roof of the Civic Centre.

History Summary of Competitive Process

Staff posted the 2025 RFQ - Civic Centre Roof Replacement project on BC Bid, Civic Info, and the Town's website on June 13, 2025, with a closing date of July 4, 2025.

Seven competitive bids were received with the lowest price being submitted by G&G Roofing Ltd in the amount of $219,000 excluding GST. This price includes replacing the roof with a 20-year 2-ply Torch Applied SBS roof.

Comments

Contractors were invited to provide multiple prices for alternative products for consideration. However, since all the alternatives came with increased prices and the same 20-year life expectancy, staff recommend replacing the roof with the least expensive option.

Social Procurement

Social Procurement was a consideration but did not affect selecting the lowest bid.

Financial Implications

Within the $467,000 General Facilities Maintenance budget for 2025, staff had included provisions of $250,000 to replace the lower Civic Centre roof.

Total Cost of Recommended Contract Award: $219,000 excluding GST

Remaining budget: $31,000 for contingencies.

Source of Funding: Asset Replacement Reserve.

Chris Stanger
Manager of Operations
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

John Manson
Director of Infrastructure Services
Concurrence

Raj Hayre
Director of Finance
Concurrence