

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

1-6 THAT Council adopts the May 14, 2025, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(b) in the May 14, 2025 Consent Agenda be adopted.

7-15 (a) THAT the April 16, 2025, regular Council meeting minutes be approved as presented.

16 (b) THAT the Correspondence Log, dated for reference May 5, 2025, be approved as presented.

3. RECOGNITION

(a) **Town of Qualicum Beach Award – BC & Yukon Tap Water Taste Test**

The Town of Qualicum Beach was awarded the “Best of the Best” BC & Yukon Tap Water Taste Test during the 2025 British Columbia Water and Wastewater Annual Conference & Trade Show.

4. BUSINESS ARISING FROM THE MINUTES - Nil

5. DELEGATIONS

(a) **The Old School House – Mid-Year Funding**

I. Hester, Executive Director, The Old School House, in attendance to make a presentation and request for mid-year funding.

Staff Comment:

The Old School House delegation requests an additional 5 minutes to present in accordance with the Council Procedure Bylaw No. 733, 2019.

17-72 (b) **KPMG LLP – 2024 Audited Financial Statements**

Micaela Roque, CPA, CA Partner, KPMG LLP in attendance electronically to make a presentation on the Town of Qualicum Beach 2024 audited financial statements.

Staff Recommendation:

THAT the 2024 audited financial statements for the Town of Qualicum Beach from KPMG LLP be approved.

6. CORRESPONDENCE

73-80 (a) **Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025 | Bylaw Consent**

Staff Recommendation:

THAT Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of “Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025”; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.

7. BYLAWS

- 81-82 (a) **Adoption of “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025”**

Staff Recommendation:

1. THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be adopted.

- 83-86 (b) **First, Second & Third Readings | “Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No. 901.1, 2025”**

Staff Recommendation:

1. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be introduced and read a first time.
2. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a second time.
3. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a third time.

- 87-99 (c) **First, Second & Third Readings | “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025”**

Staff 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.

8. COMMITTEE & LIAISON REPORTS

- (a) **General Government** (Mayor Teunis Westbroek)
- 100-101 (i) Report from Mayor Teunis Westbroek

- (b) **Public Safety** (Councillor Scott Harrison)
- (c) **Parks & Recreation** (Councillor Anne Skipsey)

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- (i) Report from Councillor Skipsey
- (ii) **Recommendation from the May 1, 2025 Heritage Forest Commission Meeting**

THAT the Heritage Forest Commission recommends to Council THAT a Registered Professional Biologist be retained to assess two locations on Memorial Golf Course, the soil slump and the grass clipping pile both located along the 4th fairway, for potential impacts to the fish bearing Beach Creek downstream of the Heritage Forest, in consultation with the Memorial Golf Course General Manager and Town staff; AND FURTHER, THAT the expense of a Registered Professional Biologist to assess these two locations at Memorial Golf Course be accommodated within the Town's 2025 operating budget.

Staff Comment:

Given these locations are potentially environmentally sensitive and the Parks Department does not have sufficient operating budget to pay for a Registered Professional Biologist, staff recommend this initiative is funded from the Strategic Initiatives Reserve and be included in the Strategic Initiatives approved for fiscal 2025 in the next 2025-2029 Financial Plan Amendment. The estimated cost of this initiative is \$1,000.

- (iii) **Recommendation from the May 1, 2025 Heritage Forest Commission Meeting**

THAT the Heritage Forest Commission recommends to Council THAT prior to Council making a recommendation on trail surface materials in the Heritage Forest, that moisture monitoring take place by the Brown Property Preservation Society on the wood chip trails in the Heritage Forest during the summer months in 2025; AND FURTHER THAT Council request the BPPS provide the result of the moisture monitoring to Council and staff for consideration.

Staff Comment:

Both the Operations Department and the Fire Department recommend converting the trail surfaces in the Heritage Forest to be consistent with the trail surfaces in the Community Park (gravel). Should Council wish to convert the Heritage Forest trail surface material from wood chips, this will require negotiation between the Town, Brown Property Preservation Society and The Land Conservancy as signatories to the covenant.

- (iv) **Recommendation from the May 1, 2025 Heritage Forest Commission Meeting**

THAT the Heritage Forest Commission recommends to Council THAT chipping with Brown Property Preservation Society volunteers be scheduled for Friday, November 28, 2025 from 9am-12pm.

Staff Comment:

Staff can accommodate this request within the increased service of 900 hours of chipping as discussed in the Parks Service Level Review and in accordance with the Community FireSmart Program.

(v) **Recommendation from the May 2, 2025 Select Committee on Environment and Sustainability**

THAT the Select Committee on Environment and Sustainability recommends to Council that the following items be considered for allocation in the 2026 Strategic Planning and 2026 Budget, in order to implement the optimized scenario for fleet rightsizing and electrification, as recommended in the Fleet Greening/Modernization Strategy:

- Fleet Rightsizing. Conduct service level review to promote operational synergies that can reduce GHG emissions to align with the goals and targets in the Sustainability Plan.
- Capital Expenditures for Fleet Modernization- Allocate budget for fleet modernization including capital investments to replace end of life and replace pick-up trucks and vans with EVs to reduce emissions, lower maintenance costs, and avoid unnecessary replacements.
- Phase in Fleet Electrification. Consider more ambitious EV purchase timeline for medium and heavy-duty vehicles to respond to the urgency of climate change.
- Adopt Multi-Purpose Vehicles. Invest in versatile equipment (eg, Trackless, Multihog) to reduce fleet size while maintaining service levels.
- Invest in EV and Solar Infrastructure. Implement phased EV and solar power charging infrastructure for fleet at Town facilities in accordance with the recommendations of the Plan.
- Implement Fleet Data Management. Invest in improved fleet data tracking for emissions reporting, and operational efficiency;

AND FURTHER THAT a monetary cost of CO2 be included in business case analysis for future fleet purchases.

Staff Comment:

Staff support considering the Select Committee on Environment and Sustainability recommendations during the 2026 Strategic Planning process.

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

THAT as part of the Tree Protection Bylaw review, the Town of Qualicum Beach Urban Forest Canopy Report by Diamond Head dated November 2024 and the Urban Tree Canopy Assessment Report by Geomate dated June 2024 be referred to the Environment and Sustainability Committee for recommendations on how these canopy assessments should be used by the Town in future Policy reviews.

Staff Comment:

Referrals to advisory bodies are most effective when they clearly indicate suggested items for consideration and discussion.

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

9. STAFF REPORTS

(1) Corporate Services

- 105-111 (a) **Special Events Sponsorship Policy No. 3000-24**

Staff Recommendation:

1. THAT Council approves the Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24;
2. THAT Council approve a temporary extension of the Special Events Sponsorship application for the 2025 intake with a deadline to July 31, 2025.

- (b) **Comprehensive Policy Review | Policies to Transition [Council to Administration]** – Report to be circulated

(2) Planning & Community Development

- 112-113 (a) **Green House Gas Emissions Reduction Pathways Study – Request for Contract Award**

Staff Recommendation:

THAT Council awards the Green House Gas (GHG) Emissions Reduction Pathways Study to McCuaig & Associates Engineering Ltd. in the amount of \$111,202.

- 114-142 (b) **Development Permit: 796 Canyon Crescent Road**

Staff Recommendation:

THAT Council authorizes staff to issue a Development Permit for 796 Canyon Crescent Road, as detailed in the May 14, 2025, Planning memo to Council.

- 143-155 (c) **Development Permit: 127 & 131 Fern Road East**

Staff Recommendation:

THAT 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

156-167 (d) **Development Variance Permit: 119 Fern Road East**

Staff Recommendation:

THAT Council directs staff to issue a Development Variance Permit for 119 Fern Road East, as described in the May 14, 2025 Planning report to Council.

(3) **Operations**

168-170 (a) **Public Works Fuel System Replacement RFP Award**

Staff Recommendation:

THAT Council awards the Public Works Fuel System Replacement Project to Evolve Energy Construction in the amount of \$205,436 excluding GST.

10. 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 (May 16, 2025). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

- Mail: Box 130, Qualicum Beach, BC V9K 1S7
- Phone: 250-752-6921
- Email: communications@qualicumbeach.com

DRAFT - Minutes of the 10:00 am Wednesday, April 16, 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
Danielle Leurebourg, Deputy Director of Corporate Services
Luke Sales, Director of Planning
Raj Hayre, Director of Finance
Oliver Watson, Manager of Capital Projects
Chris Stanger, Manager of Operations
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 April 16, 2025 Regular Council meeting agenda, as amended, with the addition of two subsidized rental applications under 8.1(c); and the Rotary Clean-up authorization as item 8.1(e).

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2(a) to 2(i) in the April 16, 2025, Consent Agenda.

- (a) THAT the February 26, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented.
- (b) THAT the March 5, 2025, special Council meeting minutes be approved as presented.
- (c) THAT the March 12, 2025, regular Council meeting minutes be approved as presented.
- (d) THAT the March 19, 2025, Committee of the Whole meeting minutes be approved as presented.
- (e) THAT the March 19, 2025, special Council meeting minutes be approved as presented.
- (f) THAT the Quarter 1 2025 Report for Fire Rescue Services be received for information.
- (g) THAT the Update for Construction and Building Permits for January, 2025 to March, 2025 be received for information.
- (h) THAT the Correspondence Log, dated for reference April 7, 2025, be approved as presented.
- (i) THAT the recommendations from the March 19, 2025, Committee of the Whole meeting be adopted as presented.

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

- (i) THAT Council instructs staff to bring forward a draft Miscellaneous Rates Bylaw No. 638, 2009 amendment for Council consideration that adds Policy 4002-11 Amenities Sponsorship Fees.
- (ii) THAT Council authorizes staff to decommission six vacant bench pads located as follows:
 - Two of three at the Friendship Garden, corner of Memorial and Garden Rd W, Pad 470 & 471 located behind the berm/garden, for safety, as the pads are not in a well-used location and inconsistent with CPTED (Crime

Prevention Through Environmental Design) Principles, leaving one existing pad (#362) available for sponsorship of a future bench at this location;

- One at the foot of Beach Terrace Right of Way at Hwy 19A beach access, Pad 474, for safety, as the pad is located immediately adjacent to a driveway and is not suitable as a location for any future bench;
- One at the waterfront Brant Viewing area, Pad 382, for safety, as the grassy foreshore at this location is deteriorating, the foreshore failed previously and the concrete pad was moved back, and the location is not suitable for any future bench;
 - One at Railway St and Memorial Ave, Pad 44, Flower Bed, as the pad is on Island Corridor Foundation property and the proposed adjacent Cenotaph will have benches;
 - One at Townhall Courtyard, Pad 426, as the bench was removed to accommodate baby carriages and wagons.

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

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

Amenity	Sponsorship Rate	Duration of Term in Years
Standard Bench with one Plaque (Type I)	\$2,800	10
Decorative Bench with one Plaque (Type II)	\$3,000	10
Standard Picnic Table with one Plaque	\$3,100	10
At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque	\$150	During Amenity Term
Plaque removal and installation of replacement plaque at request of sponsor during term	\$400	During Amenity Term
<i>Once the donation to sponsor an amenity is processed, the Town Finance Department will issue a thank you letter and a tax receipt (excluding additional plaque fees).</i>		

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

“Dedication by Council

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

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-072
END OF CONSENT AGENDA

BUSINESS ARISING FROM THE MINUTES

(1) Notices of Motion – Councillor Harrison

(a) Notice of Motion – Councillor Harrison

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT this item be deferred to 2026 Strategic Planning sessions in Fall 2025:

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-073

(b) Notice of Motion – Councillor Harrison

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

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

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

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

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

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT potential public-private partnerships for community health centres should be referred to an upcoming In-Camera meeting as per Section 90(k) of the *Community Charter*, AND FURTHER THAT Land use and development proposals must be considered in an Open meeting, thereby having the two matters considered independently.

CARRIED UNANIMOUSLY | Resolution No. 25-074

DELEGATIONS

- (1) **Royal Canadian Legion Branch No. 76 – Year-End Report**, M. Brouillette, 2nd Vice President, Qualicum Legion #76, in attendance to make a presentation on the Legion's year-end reporting.
- (2) **Qualicum Beach Lawn Bowling Club**, A. Brunskill, President, P. Atkinson, Treasurer, and M. Ward, District Games for the Lawn Bowling Club, in attendance to make a presentation regarding a request for financial contributions from the Town.

CORRESPONDENCE

- (1) **Mount Arrowsmith Biosphere Region**
Correspondence regarding the 2025 Sponsorship Package from the Mount Arrowsmith Biosphere Region included on the agenda.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT this item be referred to 2026 Strategic Planning sessions in the Fall 2025.

CARRIED UNANIMOUSLY | Resolution No. 25-075

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the Mount Arrowsmith Biosphere Region be invited to a future Council meeting to present a grant request.

CARRIED UNANIMOUSLY | Resolution No. 25-076

- (2) **ECHO Players – Letter of Support**
Correspondence regarding a letter of support for the ECHO Players Society included on the agenda.

BYLAWS

- (a) **Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the "Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025" be introduced and read a first time.

CARRIED UNANIMOUSLY | Resolution No. 25-077

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025” be read a second time.

CARRIED UNANIMOUSLY | Resolution No. 25-078

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025” be read a third time.

CARRIED UNANIMOUSLY | Resolution No. 25-079

(b) **Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be introduced and read a first time.

CARRIED UNANIMOUSLY | Resolution No. 25-080

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be read a second time.

CARRIED UNANIMOUSLY | Resolution No. 25-08

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be read a third time.

CARRIED UNANIMOUSLY | Resolution No. 25-082

COMMITTEE & LIAISON REPORTS

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

Mayor Westbroek commented on his portfolio activities.

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

Councillor Harrison commented on his portfolio activities.

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

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

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

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT further to the November 20, 2024 Council resolution instructing staff to include a \$15K capital budget provision in the 2025-2029 Financial Plan for a project to construct approximately 220 feet of split cedar rail fencing adjacent to the Beach Creek Ravine in the Heritage Forest, that there be consideration for constructing the split cedar rail fence in the fall of 2025 and be funded from Accumulated Surplus, and that the Accumulated Surplus be repaid from the Heritage Forest Reserve Fund once the reserve balance is sufficient.

CARRIED UNANIMOUSLY | Resolution No. 25-083

(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 Services

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-084

(b) **Comprehensive Policy Review | Policies to Rescind**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council rescinds the policies listed in Schedule 'A' attached to the April 16, 2025, staff report to Council.

CARRIED UNANIMOUSLY | Resolution No. 25-085

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

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

AND FURTHER THAT Council approves the School District 69 (Qualicum) **KSS Mid Island Youth Climate Action Symposium** for a one-time subsidy for use of the Civic Centre on **April 25, 2025**, for their annual Youth Climate Action Symposium by charging a reduced rate of \$398 plus applicable taxes, as opposed to the regular rate of \$710 plus applicable taxes, resulting in a \$312 subsidy.

AND FURTHER THAT Council approves the **Oceanside Bridge Club** for a one-time subsidy for use of the Civic Centre on **May 2, 3, and 4, 2025**, to host the 2025 Qualicum/Parksville Sectional by charging a reduced rate of \$1,761 plus applicable taxes, as opposed to the regular rate of \$2,229 plus applicable taxes, resulting in a \$468 subsidy.

CARRIED UNANIMOUSLY | Resolution No. 25-086

(d) **2025 Special Events Approvals**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council approves, in principle, the request from the Qualicum Beach Farmers Market to host Summer Solstice Night Market, on June 26, 2025; AND FURTHER THAT the Town provide support in the form of provision of barricades, access to the Community Hall outdoor washroom, water and electrical access and supply for the duration of the event; AND FURTHER THAT Council authorizes the closure of Veterans Way on June 26, 2025 from 1:00 pm to 11:00 pm to facilitate the Summer Solstice Night Market, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insured and litter control.

CARRIED UNANIMOUSLY | Resolution No. 25-087

- (e) Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes The Rotary Club for the Earth Day Rotary Clean Up on Friday, April 25, 2025, with the Town of Qualicum Beach support for resources.
CARRIED UNANIMOUSLY | Resolution No. 25-088

(2) **Finance**

(a) **Qualicum & District Curling Club Dehumidifier Replacement**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes a capital expenditure of \$40,000 in fiscal 2025 for the replacement of the Ice Plant Dehumidifier System at the Qualicum & District Curling Club to be funded from the Qualicum Beach Curling Building Reserve Fund;

AND FURTHER THAT Council directs staff to include the Ice Plant Dehumidifier Replacement Project in the first 2025-2029 Financial Plan Amendment.

CARRIED UNANIMOUSLY | Resolution No. 25-089

(3) **Planning & Community Development**

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-090

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-091

(c) **Zoning Amendment: 324 Chester Road**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council deems the residential Zoning Amendment application to permit four strata-titled dwelling units at 324 Chester Road to be compliant with the Official Community Plan.

CARRIED UNANIMOUSLY | Resolution No. 25-092

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Zoning Amendment application to permit four strata-titled units at 324 Chester Road be referred to the Advisory Planning Commission for comment on parking and neighbourhood compatibility, subject to additional information on parking and vehicular circulation, building colours and materials being provided by the applicant.

CARRIED | Resolution No. 25-093

Opposed: Councillor Harrison, Councillor Young

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

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

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to fulfill statutory notification requirements for Council’s consideration of issuance of a

Development Variance Permit for 119 Fern Road East at a future meeting of Council.
CARRIED UNANIMOUSLY | Resolution No. 25-094

(4) **Operations**

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

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

CARRIED UNANIMOUSLY | Resolution No. 095

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

Councillor Skipsey MOVED and Councillor Harrison SECONDED, 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 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.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the motion be amended by inserting "...be prepared..." after "the Town...".

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED

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.

CARRIED UNANIMOUSLY | Resolution No. 25-096

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT BC Hydro be sent a copy of the "E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints" to analyze the increased light trespass and offer suggestions to decrease light trespass and THAT item 3 be deferred until a response is received from BC Hydro:

AND FURTHER THAT Council directs staff to take no further action to address resubmitted streetlight complaints from the following locations:

- 490 Crescent Road West
- 168 Valdez Ave
- 615 Tyee Road
- 667 Tamarack Drive
- 547 Juniper Drive
- 592 Tamarack Drive
- 525 Tamarack Drive
- 1046 Pekin Place
- 334 & 352 Crescent Road West
- 519 Maquinna Place

- 309 Mill Road
- 268 Buller Road
- 381 Burnham Road
- 188 Hoylake Road
- 209 Higson Crescent
- 400 Dorset Road
- 744 Primrose Street
- 2617 Island Highway West

CARRIED | Resolution No. 25-097

Opposed: Councillor Harrison, Councillor Young

(c) **Implementation of Fees at Electric Vehicle Chargers**

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council approves implementation of public electric vehicle (EV) charger fees as specified in the report titled "Implementation of Fees at Electric Vehicle Chargers" and dated for reference April 16, 2025; AND FURTHER THAT Council direct staff to amend the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" to add EV charger fees in the amount of \$0.025 (2.5 cents) cents per minute for the first 2 hours and \$0.07 cents per minute thereafter.

CARRIED UNANIMOUSLY | Resolution No. 25-098

(5) **Fire**

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-099

REVIEW OF COMMENTS FROM THE PUBLIC

- *There were no comments about business at this regular Council meeting received in accordance with Council Procedure Bylaw No. 733, 2019, section 16(3), by 12:00 pm, two business days following the meeting (April 22, 2025).*

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:28 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG

May 5, 2025 (for May 14, 2025 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Apr 08	Excessive Aircraft Engine Noise Due to Circuit Training - Rupert Rd and Surrounding Area	Referred to staff	702
Apr 10	Tree Protection Bylaw - Province of Quebec Example	Rec'd for information	704
Apr 11	Request For Traffic Calming - Eaglecrest Dr	Referred to staff	705
Apr 15	Development Concerns - Beach Rd & First Ave	Rec'd for information	706
Apr 18	Excessive Aircraft - Negative Effects on Community	Referred to staff	708
Apr 22	Excessive Air Traffic - Garden Rd E & Surrounding Area	Referred to staff	715
Apr 23	Clinic Space Opportunity	Rec'd for information	709
Apr 25	Qualicum Place Community Survey	Rec'd for information	711
Apr 25	Eaglecrest Road Work	Rec'd for information	712
Apr 26	Ravensong Pool	Rec'd for information	713
Apr 29	Appreciation for Ditch Repair	Rec'd for information	714
Apr 30	Trees - Suggestion For Climate Change Conditions	Rec'd for information	716
Apr 30	Water Supply Planning - Letter from Deputy Minister Lori Halls	Rec'd for information	717
Apr 30	Request for Traffic Calming - Qualicum Rd	Rec'd for information	718
May 01	UBCM - 2025 AVICC Resolutions	Rec'd for information	720

DRAFT Consolidated Financial Statements of



TOWN OF
QUALICUM BEACH

And Independent Auditor's Report thereon

Year ended December 31, 2024



TOWN OF QUALICUM BEACH

MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying consolidated financial statements of the Town of Qualicum Beach (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Director of Finance

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the of Town of Qualicum Beach

Opinion

We have audited the consolidated financial statements of Town of Qualicum Beach (the Town), which comprise:

- the consolidated statement of financial position as at December 31, 2024
- the consolidated statement of operation and accumulated surplus for the year then ended
- the consolidated statement of changes in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2024 and its consolidated results of operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the ***"Auditor's Responsibilities for the Audit of the Financial Statements"*** section of our auditor's report.

We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Town to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

DRAFT

Chartered Professional Accountants

Prince George, Canada

May 14, 2025



TOWN OF QUALICUM BEACH

Consolidated Statement of Financial Position

DRAFT

December 31, 2024, with comparative information for 2023

	2024	2023
Financial assets:		
Cash and cash equivalents (note 3)	\$ 28,142,587	\$ 29,354,282
Accounts receivable (note 4)	4,636,953	3,471,171
Municipal Finance Authority debt reserve fund deposit	57,560	55,623
	<u>32,837,100</u>	<u>32,881,076</u>
Financial liabilities:		
Accounts payable and accrued liabilities (note 5)	2,446,283	4,220,711
Accrued employee benefits	808,807	720,310
Deferred revenue (note 6)	6,584,705	6,144,768
Performance bonds and deposits	942,619	1,065,711
Long-term debt (note 7)	2,688,092	3,697,488
Asset retirement obligation (note 8)	307,130	307,130
	<u>13,777,636</u>	<u>16,156,118</u>
Net financial assets	19,059,464	16,724,958
Non-financial assets:		
Inventories	163,276	180,961
Prepaid expenses	94,398	96,488
Tangible capital assets (note 9)	139,790,670	134,156,312
	<u>140,048,344</u>	<u>134,433,761</u>
Commitments and contingencies (note 15)		
Accumulated surplus (note 10)	\$ 159,107,808	\$ 151,158,719

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Consolidated Statement of Operation and Accumulated Surplus

DRAFT

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget (note 17)	2024 Actual	2023 Actual
Revenue (note 16):			
Net taxation (note 12)	\$ 14,746,600	\$ 14,641,109	\$ 13,418,972
Sales of services	3,812,900	3,907,986	4,109,157
Other revenue from own sources	1,680,200	1,608,977	1,684,225
Interest and tax penalties	666,000	1,446,723	1,302,422
Government transfers (note 13)	6,088,600	4,683,585	7,383,214
Capital contributions	-	970,570	930,000
Other income (note 14)	-	2,076,231	67,590
Gain on sale of tangible capital assets	-	32,379	29,816
Total revenue	26,994,300	29,367,560	28,925,396
Expenses (note 16):			
General government services	2,325,100	3,178,667	2,636,314
Protective services	3,159,900	2,980,163	2,702,508
Transportation services	4,767,100	6,961,058	6,395,266
Solid waste services	970,700	987,291	995,136
Water services	1,935,200	2,407,564	2,236,007
Sewer services	819,200	996,574	961,120
Planning and development services	1,492,400	1,221,724	1,244,575
Parks and community services	2,678,000	2,685,430	2,502,591
Total expenses	18,147,600	21,418,471	19,673,517
Annual surplus	8,846,700	7,949,089	9,251,879
Accumulated surplus, beginning of year	151,158,719	151,158,719	141,906,840
Accumulated surplus, end of the year	\$ 160,005,419	\$ 159,107,808	\$ 151,158,719

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Consolidated Statement of Changes in Net Financial Assets

DRAFT

Year ended December 31, 2024, with comparative information for 2023

	2024 Budget (note 17)	2024	2023
Annual surplus	\$ 8,846,700	\$ 7,949,089	\$ 9,251,879
Acquisition of tangible capital assets	(13,831,000)	(9,561,800)	(9,540,740)
Amortization of tangible capital assets	-	3,839,821	3,922,330
Proceeds on sale of tangible capital assets	-	120,000	29,816
Gain on disposal of tangible capital assets	-	(32,379)	(29,816)
	(13,831,000)	(5,634,358)	(5,618,410)
Use (purchase) of supplies inventories	-	17,685	(83,615)
Change in prepaid expenses	-	2,090	(51,180)
	-	19,775	(134,795)
Change in net financial assets	(4,984,300)	2,334,506	3,498,674
Net financial assets, beginning of year	16,724,958	16,724,958	13,226,284
Net financial assets, end of year	\$ 11,740,658	\$ 19,059,464	\$ 16,724,958

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Consolidated Statement of Cash Flows

DRAFT

Year ended December 31, 2024, with comparative information for 2023

	2024	2023
Cash and cash equivalents provided by (used in):		
Operations:		
Annual surplus	\$ 7,949,089	\$ 9,251,879
Items not involving cash:		
Gain on disposal of tangible capital assets	(32,379)	(29,816)
Amortization of tangible capital assets	3,839,821	3,922,330
	11,756,531	13,144,393
Changes in non-cash operating working capital:		
Accounts receivable	(1,165,782)	(702,721)
Capital lease receivable	-	29,306
Municipal Finance Authority debt reserve fund deposit	(1,937)	(1,678)
Inventories	17,685	(83,615)
Prepaid expenses	2,090	(51,180)
Accounts payable and accrued liabilities	(1,774,428)	1,253,126
Accrued employee benefits	88,497	122,235
Deferred revenue	439,937	868,139
Performance bonds and deposits	(123,092)	148,460
Asset retirement obligation	-	307,130
	9,239,501	15,033,595
Financing:		
Repayment of long-term debt	(1,009,396)	(611,321)
Proceeds from long-term debt	-	2,000,000
	(1,009,396)	1,388,679
Investing:		
Acquisition of tangible capital assets	(9,561,800)	(9,540,740)
Proceeds on disposal of tangible capital assets	120,000	29,816
	(9,441,800)	(9,510,924)
(Decrease) increase in cash and cash equivalents	(1,211,695)	6,911,350
Cash and cash equivalents, beginning of year	29,354,282	22,442,932
Cash and cash equivalents, end of year	\$ 28,142,587	\$ 29,354,282

See accompanying notes to consolidated financial statements.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements

DRAFT

Year ended December 31, 2024

Nature of operations:

The Town of Qualicum Beach (the "Entity") was incorporated on May 5, 1942 under the provisions of the Local Government Act of British Columbia. The Town's principal activities include the provision of services to residents of Qualicum Beach. These include general government services, protective services, transportation services, solid waste services, water services, sewer services, planning and development services, and parks and community services.

1. Significant accounting policies:

These consolidated financial statements of the Town are prepared in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Town are as follows:

(a) Basis of consolidation:

(i) Consolidated entities:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the Town. The Town is comprised of all organizations, committees and local boards accountable for the administration of its financial affairs and resources to the Town and which are owned or controlled by the Town.

(ii) Accounting for Region and School Board transactions:

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the Region and the School Board are not reflected in these consolidated financial statements.

(iii) Trust funds:

Trust funds and their related operations administered by the Town are not included in these consolidated financial statements.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

1. Significant accounting policies (continued):

(b) Basis of accounting:

The Town follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Revenue recognition:

Taxation and user fee revenues are recognized in accordance with the provisions of the Community Charter. The Town is required to act as the agent for the collection of certain taxes and fees imposed by other authorities. Collections for other authorities are excluded from the Town's taxation revenues, except for the taxes collected for the Vancouver Island Regional Library.

Revenue unearned in the current period is reported on the consolidated statement of financial position as deferred revenue.

(d) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(e) Government transfers:

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the statement of operations as the stipulations for liabilities are settled.

(f) Cash and cash equivalents:

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

1. Significant accounting policies (continued):

(g) Assets held for sale:

Assets held for sale are those expected to be sold within one year. They are valued at the lower of cost or expected net realizable value. When a decline in net realizable value is determined to be other than temporary, the impairment is recognized in the consolidated statement of operations and accumulated surplus.

(h) Accrued employee benefits:

The Town and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

In addition to the Municipal Pension Plan, sick leave and other retirement benefits are also available to the Town's employees. The costs of these benefits are determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits earned as the employees render services necessary to earn the future benefits.

(i) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Inventories:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

1. Significant accounting policies (continued):

(i) Non-financial assets (continued):

(ii) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - Years
Buildings	5-50
Equipment	3-20
Land improvements	10-75
Transportation	20-75
Water and sewer	50-80

A full year of amortization is charged in the year that an asset becomes available for productive use and none in the year of disposal.

Assets under construction are not amortized until the asset is available for productive use.

(iii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iv) Interest capitalization:

The Town does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

1. Significant accounting policies (continued):

(j) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying value of tangible capital assets, collectibility of accounts receivable, accrued liabilities, obligations related to employee future benefits, and the provision for asset retirement obligations.

The Town's implementation of PS3280 Asset Retirement Obligations has resulted in the requirement for management to make estimates regarding the useful lives of affected tangible capital assets and the expected retirement costs, as well as the timing and duration of these retirement costs.

Actual results could differ from those estimates.

(k) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- a) an environmental standard exists;
- b) contamination exceeds the environmental standard;
- c) the organization is directly responsible or accepts responsibility for the liability;
- d) future economic benefits will be given up; and
- e) a reasonable estimate of the liability can be made.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

1. Significant accounting policies (continued):

(l) Asset retirement obligation:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b) the past transaction or event giving rise to the liability has occurred;
- c) it is expected that future economic benefits will be given up; and
- d) a reasonable estimate of the amount can be made.

The estimate of the asset retirement obligation includes costs directly attributable to the asset retirement activities.

If the tangible capital asset is in productive use, the estimated obligation is recorded as a liability and increase to the related tangible capital asset. The increase to the tangible capital asset is amortized in accordance with the amortization accounting policy outlined in note 1(i)(ii). The carrying value of the liability is reviewed at each financial reporting date with changes to the amount of the original estimate of cash flows recorded as an adjustment to the asset retirement obligations liability and related tangible capital asset.

If the tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed. The carrying value of the liability is reviewed at each financial reporting date with changes to the amount of the original estimate of cash flows recorded as an adjustment to the asset retirement obligations liability and expense.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

1. Significant accounting policies (continued):

(m) Financial instruments:

Financial instruments include cash and cash equivalents, accounts receivable, Municipal Finance Authority ("MFA") deposit, accounts payable and accrued liabilities, accrued employee benefits, performance bonds and deposits, and long-term debt. Cash and cash equivalents include cash, high-interest savings accounts and short-term highly liquid investments that are readily convertible to known amount of cash and are subject to insignificant risk of changes in value.

Financial instruments are recorded at fair value on initial recognition. Equity instruments quoted in an active market and derivatives are subsequently measured at fair value as at the reporting date. All other financial instruments are subsequently measured at cost or amortized cost unless the Town has elected to carry the financial instrument at fair value. The Town has elected to carry any financial instruments at cost.

Unrealized changes in fair value would be recognized on the consolidated statement of remeasurement gains and losses. They are recorded in the consolidated statement of operations when they are realized. There are no unrealized changes in fair value as at December 31, 2024 and 2023 as the Town does not hold any equity instruments quoted in an active market nor any derivatives. As a result, the Town does not have a consolidated statement of remeasurement gains and losses.

Transaction costs incurred on the acquisition of financial instruments subsequently measured at fair value are expensed as incurred. Transaction costs incurred on the acquisition of financial instruments recorded at cost or amortized cost are included in the cost.

Sales and purchases of investments are recorded on the trade date.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the consolidated statement of operations.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

2. Changes in accounting policies:

(a) PS 3400 - Revenue:

On January 1, 2024, the Town adopted Canadian public sector accounting standard 3400 Revenue. The new accounting standard establishes a single framework to categorize revenue to enhance the consistency of revenue recognition and its measurement. As at December 31, 2024, the Town determined that the adoption of this new standard did not have an impact on the amounts presented in the consolidated financial statements.

(b) PS 3160 - Public Private Partnerships:

On January 1, 2024, the Town adopted PS 3160 – Public Private Partnerships ("P3"). This new accounting standard identifies requirements on how to account for and disclose transactions in which public sector entities procure major infrastructure assets and/or services from private sector entities. Recognition of assets arising from P3 arrangements is ultimately dependent on whether public sector entities control the purpose and use of the assets, access to the future economic benefits and exposure to the risks associated with the assets, and significant residual interest in the asset, if any, at the end of the P3 term. Measurement of the asset and related liability will also be dependent on the overall model used to compensate the private sector entity. The Town adopted the standard prospectively. The implementation of this new standard did not result in identification of transactions that would meet the definition of P3.

(c) Public Sector Guideline 8 - Purchased Intangibles:

On January 1, 2024, the Town adopted Public Sector Guideline 8 – Purchased Intangibles. This new guideline allows public sector entities to recognize intangibles purchased through an exchange transaction. The Town adopted the standard prospectively. The implementation of this new standard did not result in identification of assets that would meet the definition of purchases intangibles



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

2. Changes in accounting policies (continued):

(d) Future accounting pronouncements:

These standards and amendments were not effective for the year ended December 31, 2024, and have therefore not been applied in preparing these consolidated financial statements. Management is currently assessing the impact of the following accounting standards updates on the future consolidated financial statements.

- i. Concepts Underlying Financial Performance. The revised conceptual framework will replace the existing conceptual framework, which consists of Section PS 1000, Financial Statement Concepts, and Section PS 1100, Financial Statement Objectives. The conceptual framework is to be adopted prospectively. This revised conceptual framework is effective for fiscal years beginning on or after April 1, 2026 (the Town's December 31, 2027 year end).
- ii. PS 1202, Financial Statement Presentation, will replace the current section PS 1201. The Town is currently assessing the impact of this standard on the future financial statements. Prior period amounts would need to be restated to conform to the presentation requirements for comparative financial information. This standard is effective for fiscal years beginning on or after April 1, 2026 (the Town's December 31, 2027 year end).
- iii. PS 3251, Employee Benefits, will replace the current sections PS 3250 and PS 3255. The proposed section is currently undergoing discussions where further changes are expected as a result of the re-exposure comments. Effective date is currently not determined.

3. Cash and cash equivalents:

Included in cash and cash equivalents is \$270,654 (2023 - \$270,652) that is invested on behalf of the cemetery trust fund. These funds may only be used for the upkeep and care of the cemetery and burial plots.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

4. Accounts receivable:

	2024	2023
Property taxes	\$ 458,609	\$ 447,072
Water rates	361,443	329,417
Sewer rates	208,794	197,797
Solid waste	227,110	212,829
Local area service tax receivable	546,319	-
Receivable from federal government	1,005,715	1,018,638
Receivable from provincial government	1,565,369	1,000,095
Interest receivable	94,220	124,459
Trade receivables	169,374	140,864
	\$ 4,636,953	\$ 3,471,171

5. Accounts payable and accrued liabilities:

	2024	2023
Trade payables	\$ 1,726,271	\$ 2,687,672
Payable to federal government	444,474	988,257
Payable to provincial government	47,618	359,979
Holdbacks payable	227,920	184,803
	\$ 2,446,283	\$ 4,220,711



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

6. Deferred revenue:

	2024	2023
Prepaid taxes	\$ 1,655,376	\$ 1,560,894
Prepaid utilities	18,318	13,224
Development cost charges	3,264,160	2,941,318
Off street parking	376,407	336,999
Grants	1,012,033	913,395
Land lease	139,375	143,125
Shoreline works	45,000	45,000
Building permits	8,479	126,202
Building licenses	4,470	17,210
Other	61,087	47,401
	<u>\$ 6,584,705</u>	<u>\$ 6,144,768</u>

Development cost charges (DCC) includes statutory reserves that are required to be set-up under section 188(2) of the Community Charter.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

7. Long-term debt:

	2024	2023
Municipal Finance Authority Loan bearing interest at 2.25% per annum, principal payments of \$231,468 semi-annually plus interest, due November 30, 2025.	\$ 462,936	\$ 925,873
Municipal Finance Authority Loan bearing interest at a daily floating rate, payments of \$17,156 monthly including interest, due December 31, 2027.	588,461	771,615
Municipal Finance Authority Loan bearing interest at a daily floating rate, payments of \$38,322 monthly including interest, due October 31, 2028.	1,636,695	2,000,000
	<u>\$ 2,688,092</u>	<u>\$ 3,697,488</u>
Principal repayments are due as follows:		
2025		\$ 1,058,506
2026		618,341
2027		644,336
2028		366,909
		<u>\$ 2,688,092</u>

8. Assets retirement obligation:

The Town owns and operates several buildings that are known to have asbestos, which represents a health hazard upon demolition of the buildings and there is a legal obligation to remove it. Following the adoption of PS 3280 - Asset Retirement Obligations, the Town recognized an obligation relating to the removal and post-removal care of the asbestos in these buildings as estimated in the amount of \$307,130.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

9. Tangible capital assets:

The Town manages and controls various works of art located at Town sites and public display areas including paintings and a sculpture. These assets are not recorded as tangible capital assets and are not amortized.

2024										
	Work in progress	Land	Buildings	Equipment	Transportation	Land Improvements	Water	Sewer	Total	
Cost:										
Balance, beginning of year	\$ 6,454,075	\$ 38,432,522	\$ 36,038,646	\$ 10,080,745	\$ 71,343,490	\$ 30,263,357	\$ 16,393,560	\$ 11,182,667	\$ 220,189,062	
Additions	5,306,339	-	231,216	1,659,630	522,258	1,004,281	451,417	386,659	9,561,800	
Disposal	-	-	-	(772,393)	(42,060)	-	-	-	(814,453)	
Transfers	(2,976,476)	-	-	171,227	1,325,283	1,268,112	145,359	66,495	-	
Balance, end of year	8,783,938	38,432,522	36,269,862	11,139,209	73,148,971	32,535,750	16,990,336	11,635,821	228,936,409	
Accumulated amortization:										
Balance, beginning of year	-	-	13,283,640	4,775,898	41,606,518	13,153,283	6,997,506	6,215,905	86,032,750	
Amortization	-	-	788,829	715,261	1,235,604	663,082	242,605	194,440	3,839,821	
Disposals	-	-	-	(684,772)	(42,060)	-	-	-	(726,832)	
Balance, end of year	-	-	14,072,469	4,806,387	42,800,062	13,816,365	7,240,111	6,410,345	89,145,739	
Net book value	\$ 8,783,938	\$ 38,432,522	\$ 22,197,393	\$ 6,332,822	\$ 30,348,909	\$ 18,719,385	\$ 9,750,225	\$ 5,225,476	\$ 139,790,670	



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

9. Tangible capital assets (continued):

2023																		
	Work in progress		Land		Buildings		Equipment		Transportation		Land Improvements		Water		Sewer		Total	
Cost:																		
Balance, beginning of year	\$	11,536,664	\$	38,432,522	\$	32,642,014	\$	7,355,562	\$	66,386,292	\$	27,974,552	\$	16,191,037	\$	10,242,315	\$	210,760,958
Additions		4,919,811		-		603,046		2,494,571		302,453		287,299		3,560		930,000		9,540,740
Disposal		-		-		-		(112,636)		-		-		-		-		(112,636)
Transfers		(10,002,400)		-		2,793,586		343,248		4,654,745		2,001,506		198,963		10,352		-
Balance, end of year		6,454,075		38,432,522		36,038,646		10,080,745		71,343,490		30,263,357		16,393,560		11,182,667		220,189,062
Accumulated amortization:																		
Balance, beginning of year		-		-		12,530,725		4,353,230		39,994,286		12,552,142		6,763,426		6,029,247		82,223,056
Amortization		-		-		752,915		535,304		1,612,232		601,141		234,080		186,658		3,922,330
Disposals		-		-		-		(112,636)		-		-		-		-		(112,636)
Balance, end of year		-		-		13,283,640		4,775,898		41,606,518		13,153,283		6,997,506		6,215,905		86,032,750
Net book value	\$	6,454,075	\$	38,432,522	\$	22,755,006	\$	5,304,847	\$	29,736,972	\$	17,110,074	\$	9,396,054	\$	4,966,762	\$	134,156,312



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

10. Accumulated surplus:

	2024	2023
Surplus:		
Investment in tangible capital assets	\$ 136,795,448	\$ 130,151,694
General operating	2,161,599	1,538,519
Water operating	1,061,617	1,067,662
Sewer operating	226,865	214,633
	140,245,529	132,972,508
Statutory Reserves:		
Property reserve fund	1,233,966	2,127,648
Park land reserve fund	287,959	103,952
Emissions reduction reserve fund	26,794	25,519
Park improvements reserve fund	105,277	100,266
Cemetery reserve fund	292,004	282,892
Asset replacement reserve fund	5,384,623	5,714,475
New asset investment reserve fund	1,360,722	313,182
Water infrastructure reserve fund	2,528,105	2,812,416
Sewer infrastructure reserve fund	597,250	760,339
Growing communities fund	3,573,510	3,414,107
Curling building reserve fund	128,532	115,272
	15,518,742	15,770,068
Non Statutory Reserves:		
Municipal Finance Authority debt reserve fund	57,560	55,623
Arrowsmith water reserve	82,270	76,515
Affordable housing reserve	450,000	450,000
Developer contribution reserve	104,202	104,202
Local government capacity funding reserve	191,885	-
Tree replacement	30,200	29,000
Skate board park donation reserve	51,160	-
Community Works (Gas Tax) reserve	1,199,265	919,468
Election reserve fund	20,000	10,000
Strategic initiatives reserve fund	781,995	771,335
Community amenity contributions reserve	375,000	-
	3,343,537	2,416,143
	\$ 159,107,808	\$ 151,158,719



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

11. Investment in tangible capital assets:

	2024	2023
Investment in tangible capital assets beginning of the year	\$ 130,151,694	\$ 126,229,093
Add:		
Acquisition of tangible capital assets	9,561,800	9,540,740
Reduction in long-term debt	1,009,396	611,321
Proceeds on long-term debt	-	(2,000,000)
Asset retirement obligation	-	(307,130)
Less:		
Amortization	(3,839,821)	(3,922,330)
Net book value of tangible capital asset disposals	(87,621)	-
Investment in tangible capital assets at end of year	\$ 136,795,448	\$ 130,151,694



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

12. Net taxation revenue:

	2024	2023
Taxes collected		
General	\$ 12,118,665	\$ 11,112,967
Parcel tax - water	1,128,000	1,027,840
Parcel tax - sewer	263,048	237,700
1% utility tax	152,810	155,827
	13,662,523	12,534,334
Taxes collected for other government services		
Education	6,341,526	6,177,120
Regional District of Nanaimo	5,403,906	5,147,986
Nanaimo Regional Hospital District	2,254,335	1,776,043
Vancouver Island Regional Library	715,090	619,686
B.C. Assessment Authority	178,239	175,049
Municipal Finance Authority	998	1,009
	14,894,094	13,896,893
Less taxes paid to other governments	(14,191,776)	(13,286,956)
	702,318	609,937
Grants-in-lieu of taxes		
Federal government	17,294	15,943
Taxes paid to other governments	(9,494)	(8,484)
Fortis BC	93,197	93,220
B.C. Hydro	175,271	174,022
	276,268	274,701
	\$ 14,641,109	\$ 13,418,972



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

13. Government transfers:

the government transfers reported on the consolidated statement of operations and accumulated surplus are:

	2024	2023
Provincial grants		
Unconditional	\$ 868,225	\$ 792,692
BC Active Transportation Infrastructure Grant	38,254	500,000
BC Air Access Program	259,507	20,895
Capacity Funding - Local Government Housing Initiatives	191,885	-
Child Care Capital Funding Program - Childcare BC New Spaces Fund	-	124,700
Strengthening Communities Program	-	29,400
Development Approvals Program	65,501	77,286
Destination Development - Beach Creek Estuary	481,619	-
Investing in Canada Infrastructure Program - Beach Creek Culvert Replacement	1,374,938	-
Local Government Climate Action Plan	45,094	-
Regional District of Nanaimo - Bulk Water Supply Agreement for RDN French Creek Water Service Area	720,000	-
UBCM Community Wildfire Resiliency Plan	66,862	-
Waterfront Improvement Grant	-	532,093
Growing Communities Grant	-	3,346,000
Regional: Digital Fire Training System	-	87,451
Others	79,928	149,611
	4,191,813	5,660,128
Federal grants		
Canada Community Building Fund	487,013	471,343
Canada Summer Jobs	4,759	-
Airport Capital Assistance Program	-	233,105
Active Transportation Fund	-	1,018,638
	491,772	1,723,086
	\$ 4,683,585	\$ 7,383,214



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

14. Other income:

	2024	2023
Cash received in-lieu of park dedication	\$ 174,000	\$ -
Community amenity contributions	375,000	-
Donations	51,160	-
Local area service taxes - East Village	1,325,000	-
Provincial emergency program recoveries	38,291	-
DCC revenue	57,448	-
Other	55,332	67,590
	<u>\$ 2,076,231</u>	<u>\$ 67,590</u>

Community amenity contributions (CAC) is a voluntary contribution that a developer provides to a municipality, typically as part of a rezoning or development approval process, to help offset the impacts of increased density or population growth. In 2024, the Town received \$375,000 in CAC.

The local area service taxes - East Village relates to the recovery of costs incurred for the underground servicing and beautification work performed on Second Avenue East.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

15. Commitments and contingencies:

(a) Regional District

The Town is responsible, as a member of the Regional District of Nanaimo and the Nanaimo Regional Hospital District, for its proportion of any operating deficits or capital debt related to functions in which it participates.

(b) Municipal Pension Plan

The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Town paid \$520,275 (2023 - \$449,731) for employer contributions to the plan in fiscal 2024.

The next valuation will be as at December 31, 2024.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

15. Commitments and contingencies (continued):

(c) Municipal Finance Authority contingent demand notes

Under borrowing arrangements with the MFA, the Town is required to lodge security by means of a demand note and an interest-bearing cash deposit based on the amount of the borrowing. As a condition of the borrowing, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. This deposit is included in the Town's financial assets and is held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposit is refunded to the Town. At December 31, 2024, there was a contingent demand note of \$212,517 (2023 - \$212,517) which was not included in the financial statements of the Town.

(d) Municipal Insurance Association of British Columbia

The Town is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with other participants, would be required to contribute towards the deficit.

(e) Contingent liabilities

The Town may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. It is considered that the potential claims would not materially affect the Town's financial statements and any amounts ultimately settled will be recorded in the period in which the claim is resolved. At December 31, 2024, there are no claims outstanding.

16. Segmented information:

The Town is a diversified municipal government that provides a wide range of services to its residents. The following is a description of the types of services included in each of the main segments of the Town's financial statements:

General government services

Services related to general corporate and legislative governance and administration as well as human resources, information technology and financial management.

Protective services

Services related to providing fire protection, bylaw enforcement and building inspection to the Town, as well as the Town's share of expenses related to providing policing.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

16. Segmented information (continued):

Transportation services

Services related to the delivery of municipal public works services including the development and maintenance of roadway systems, street lighting, airport operations and other public works and engineering related services.

Solid waste services

Services related to the collection of garbage and chipping as well as environmental testing and monitoring.

Water services

Services related to the delivery of water and the planning and development and maintenance of the Town's water infrastructure.

Sewer services

Services related to the sanitary sewer removal and the planning and development and maintenance of the Town's sewer infrastructure.

Planning and development services

Services related to planning for development and for improving quality of life and sustainability initiatives.

Parks and community services

Services related to the development and maintenance of parks and trails, municipal landscaping, and providing and maintaining recreation and cultural buildings.

The following statement provides additional information for the foregoing functions. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

16. Segmented information (continued):

	2024								
	General government services	Protective services	Transportation services	Solid waste services	Water services	Sewer services	Planning and development services	Parks and community services	Total
Revenue:									
Net taxation	\$ 13,250,061	\$ -	\$ -	\$ -	\$ 1,128,000	\$ 263,048	\$ -	\$ -	14,641,109
Sale of services	5,999	136,172	6,750	849,817	1,829,004	770,912	288,698	20,634	3,907,986
Other revenue from own sources	608,335	-	859,967	-	-	-	-	140,675	1,608,977
Interest and tax penalties	1,446,723	-	-	-	-	-	-	-	1,446,723
Government transfers	448,100	362,524	2,159,712	-	751,532	-	309,434	652,283	4,683,585
Capital contributions	-	-	287,070	-	330,000	353,500	-	-	970,570
Other	1,888,357	36,939	88,769	-	-	-	55,035	7,131	2,076,231
Gain on disposal of assets	32,379	-	-	-	-	-	-	-	32,379
Total revenues	17,679,954	535,635	3,402,268	849,817	4,038,536	1,387,460	653,167	820,723	29,367,560
Expenses:									
Salaries, wages and employee benefits	2,286,760	1,199,120	1,996,026	188,218	779,928	270,646	706,991	1,074,074	8,501,763
Goods and services	590,443	1,634,862	2,147,761	799,073	1,237,437	558,147	514,733	1,381,532	8,863,988
Amortization	88,565	146,181	2,817,271	-	390,199	167,781	-	229,824	3,839,821
Fiscal services	212,899	-	-	-	-	-	-	-	212,899
Total expenses	3,178,667	2,980,163	6,961,058	987,291	2,407,564	996,574	1,221,724	2,685,430	21,418,471
Annual surplus (deficit)	\$ 14,501,287	\$ (2,444,528)	\$ (3,558,790)	\$ (137,474)	\$ 1,630,972	\$ 390,886	\$ (568,557)	\$ (1,864,707)	\$ 7,949,089



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

16. Segmented information (continued):

2023									
	General government services	Protective services	Transportation services	Solid waste services	Water services	Sewer services	Planning and development services	Parks and community services	Total
Revenue:									
Net taxation	\$ 12,153,432	\$ -	\$ -	\$ -	\$ 1,027,840	\$ 237,700	\$ -	\$ -	13,418,972
Sale of services	5,895	121,335	8,520	826,640	2,042,885	770,616	301,701	31,565	4,109,157
Other revenue from own sources	648,750	-	897,025	-	-	-	-	138,450	1,684,225
Interest and tax penalties	1,302,422	-	-	-	-	-	-	-	1,302,422
Government transfers	3,758,500	346,055	1,277,436	-	-	-	198,798	1,802,425	7,383,214
Capital contributions	-	-	-	-	-	930,000	-	-	930,000
Other income	38,990	-	23,800	-	-	-	-	4,800	67,590
Gain on disposal of assets	29,816	-	-	-	-	-	-	-	29,816
Total revenues	17,937,805	467,390	2,206,781	826,640	3,070,725	1,938,316	500,499	1,977,240	28,925,396
Expenses:									
Salaries, wages and employee benefits	2,017,945	1,069,298	1,516,773	148,859	761,082	260,287	615,893	965,244	7,355,381
Goods and services	408,612	1,483,888	2,000,686	846,277	1,076,340	529,447	628,682	1,302,585	8,276,517
Amortization	90,468	149,322	2,877,807	-	398,585	171,386	-	234,762	3,922,330
Fiscal services	119,289	-	-	-	-	-	-	-	119,289
Total expenses	2,636,314	2,702,508	6,395,266	995,136	2,236,007	961,120	1,244,575	2,502,591	19,673,517
Annual surplus (deficit)	\$ 15,301,491	\$ (2,235,118)	\$ (4,188,485)	\$ (168,496)	\$ 834,718	\$ 977,196	\$ (744,076)	\$ (525,351)	9,251,879



TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

DRAFT

Year ended December 31, 2024

17. Budget data

The budget data presented in these consolidated financial statements is based upon the 2024 operating and capital budgets approved by Council via Bylaw 789 on March 13, 2024.

The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements:

	Budget amount
Revenue:	
Operating budget	\$ 26,994,300
Less:	
Add:	
Transfers from surplus or reserves	10,606,700
Total revenue	37,601,000
Expenses:	
Operating budget	18,147,600
Capital budget	13,831,000
Less:	
Add:	
Transfers to reserves	4,387,200
Debt principal repayments	1,017,100
Debt interest payments	218,100
Total expenses	37,601,000
	\$ -

18. Comparative information:

Certain 2023 comparative figures have been reclassified to conform with the consolidated financial statement presentation adopted for the current year. The changes had no impact on prior year annual surplus.



TOWN OF QUALICUM BEACH

Schedule 1 - Canada Community Building Fund

DRAFT

Year ended December 31, 2024

	2024	2023
Opening balance	\$ 939,812	\$ 453,783
Grant funds received	487,013	471,343
Interest earned	-	33,891
	1,426,825	959,017
Project expenditures	227,560	19,205
	\$ 1,199,265	\$ 939,812

Canada Community Building Fund grants are provided by the Government of Canada. Use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Canada Community Buildings Fund grants may be used towards designated public transport, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreement.



TOWN OF QUALICUM BEACH

Schedule 2 - COVID-19 Safe Restart Grant

DRAFT

Year ended December 31, 2024

	2024	2023
Opening balance	\$ -	\$ 80,000
Project expenditures		
Technology costs to improve remote work	-	38,378
Emergency services	-	11,108
Planning and community development	-	30,514
	-	80,000
	\$ -	\$ -



TOWN OF QUALICUM BEACH

Schedule 3 - Growing Communities Fund

DRAFT

Year ended December 31, 2024
(Unaudited)

The Province of British Columbia distributed conditional Growing Communities Fund (GCF) grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The Town received \$3,346,000 of GCF funding in March 2023.

	2024	2023
Growing Community Fund	\$ 3,414,107	\$ 3,346,000
Project expenditures:		
Park upgrades	-	61,968
Skate park project	11,200	-
	3,402,907	3,284,032
Interest earned	170,603	130,075
	\$ 3,573,510	\$ 3,414,107



Town of Qualicum Beach

Financial statement presentation to Council

May 7, 2025

Agenda

01

Auditor's Report

02

Consolidated financial
statements

03

Highlights

04

Questions

Auditor's Report

Independent Auditor's Report

- Clean audit report issued in respect of the consolidated financial statements in accordance with Canadian public sector accounting standards

Audited Consolidated Financial Statements

Statement of Financial Position:

Financial assets

	2024	2023
Cash and cash equivalents	\$28,142,587	\$29,354,282
Accounts receivable	4,636,953	3,471,171
Municipal Finance Authority debt reserve fund deposit	57,560	55,623
Total financial assets	32,837,100	\$32,881,076

Statement of Financial Position:

Financial liabilities

	2024	2023
Accounts payable and accrued liabilities	\$2,446,283	\$4,220,711
Accrued employee benefits	808,807	720,310
Deferred revenue	6,584,705	6,144,768
Performance bonds and deposits	942,619	1,065,711
Long-term debt	2,688,092	3,697,488
Asset retirement obligation	307,130	307,130
Total financial liabilities	13,777,636	\$16,156,118
Net financial assets	19,059,464	\$16,724,958

Statement of Financial Position:

Non-financial assets

	2024	2023
Tangible capital assets	\$139,790,670	\$134,156,312
Inventories	163,276	180,961
Prepaid expenses	94,398	96,488
Total non-financial assets	\$140,048,344	\$134,433,761

Statement of Operations and Accumulated Surplus

	Budget	2024	2023
Revenue	\$26,994,300	\$29,367,560	28,925,396
Expenses	18,147,600	21,418,471	19,673,517
Annual Surplus	\$8,846,700	\$7,949,089	\$9,251,879
Accumulated surplus, begining of year	\$151,158,719	\$151,158,719	\$141,906,840
Accumulated surplus, end of year	\$160,005,419	\$159,107,808	\$151,158,719

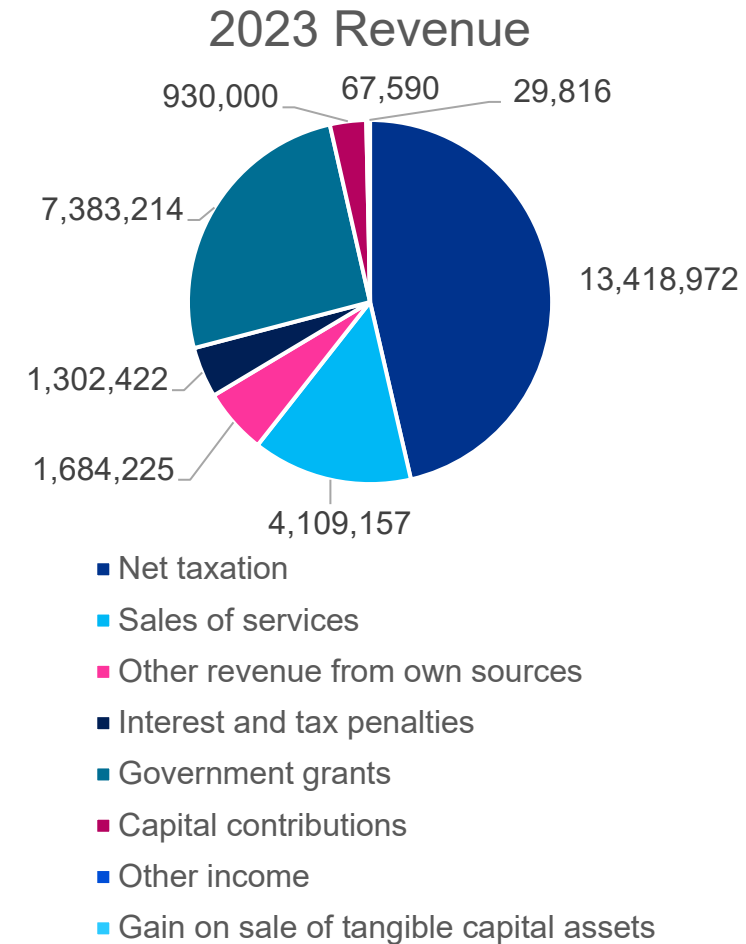
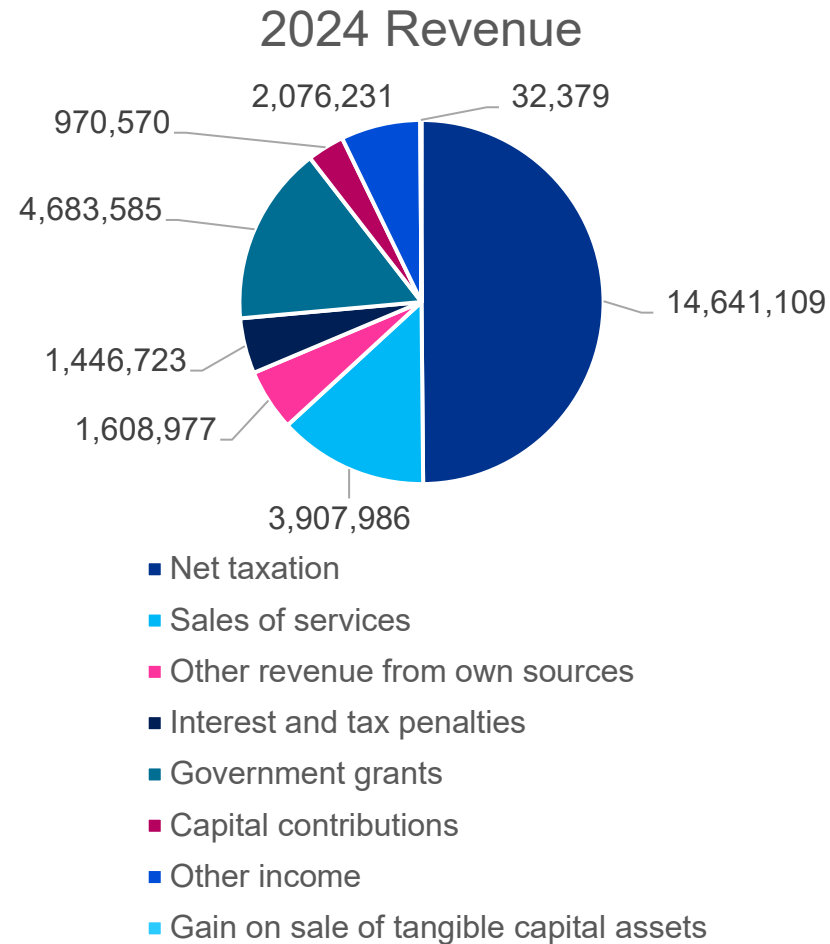
Statement of Changes in Net Financial Assets

	Budget	2024	2023
Annual Surplus	\$8,846,700	\$7,949,089	\$9,251,879
Net change in non-financial assets*	(13,831,000)	(5,614,583)	(5,753,205)
Net financial assets, beginning of year	16,724,958	16,724,958	13,226,284
Net financial assets, end of year	\$11,740,658	\$19,059,464	\$16,724,958

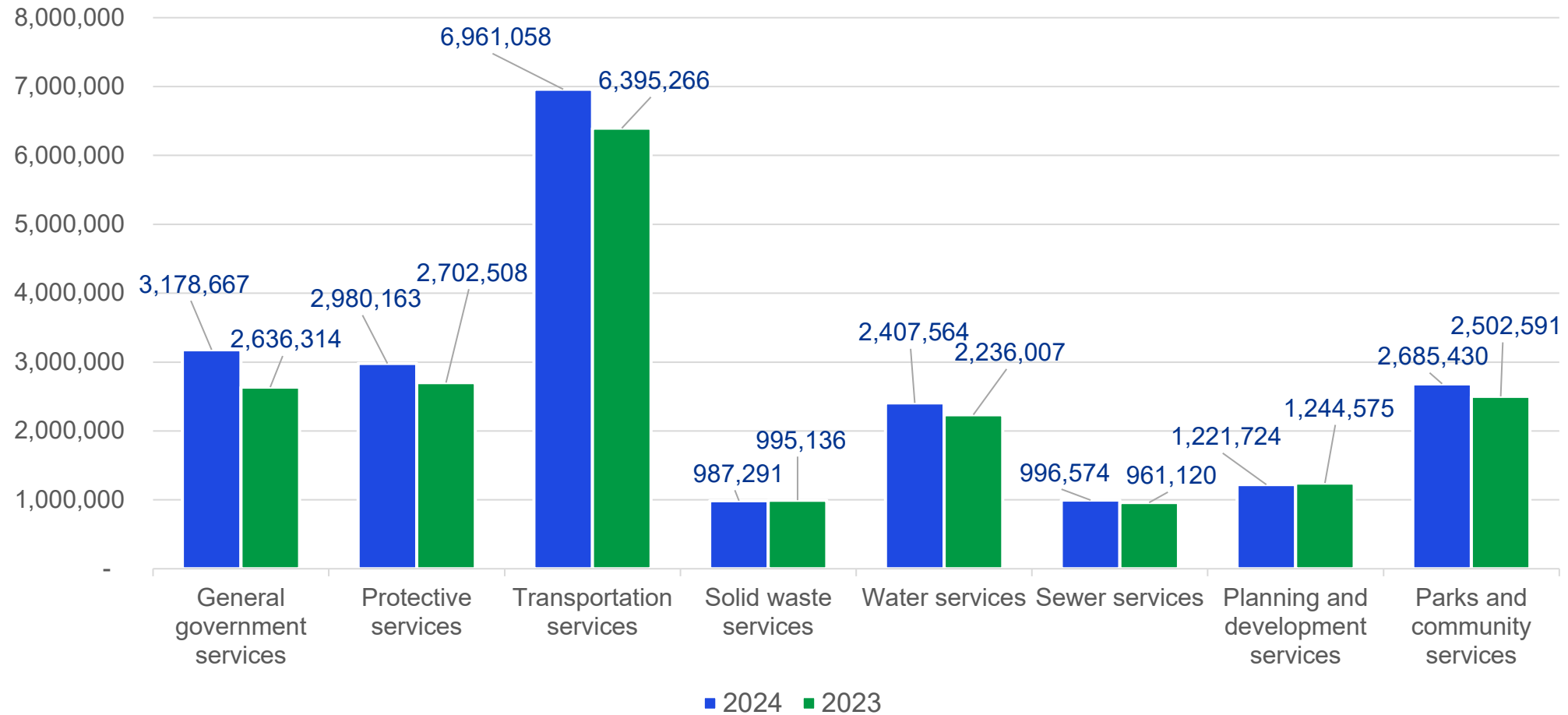
* Negative value represents an investment in non-financial assets

Highlights

Highlights - Revenue



Highlights - Expenses



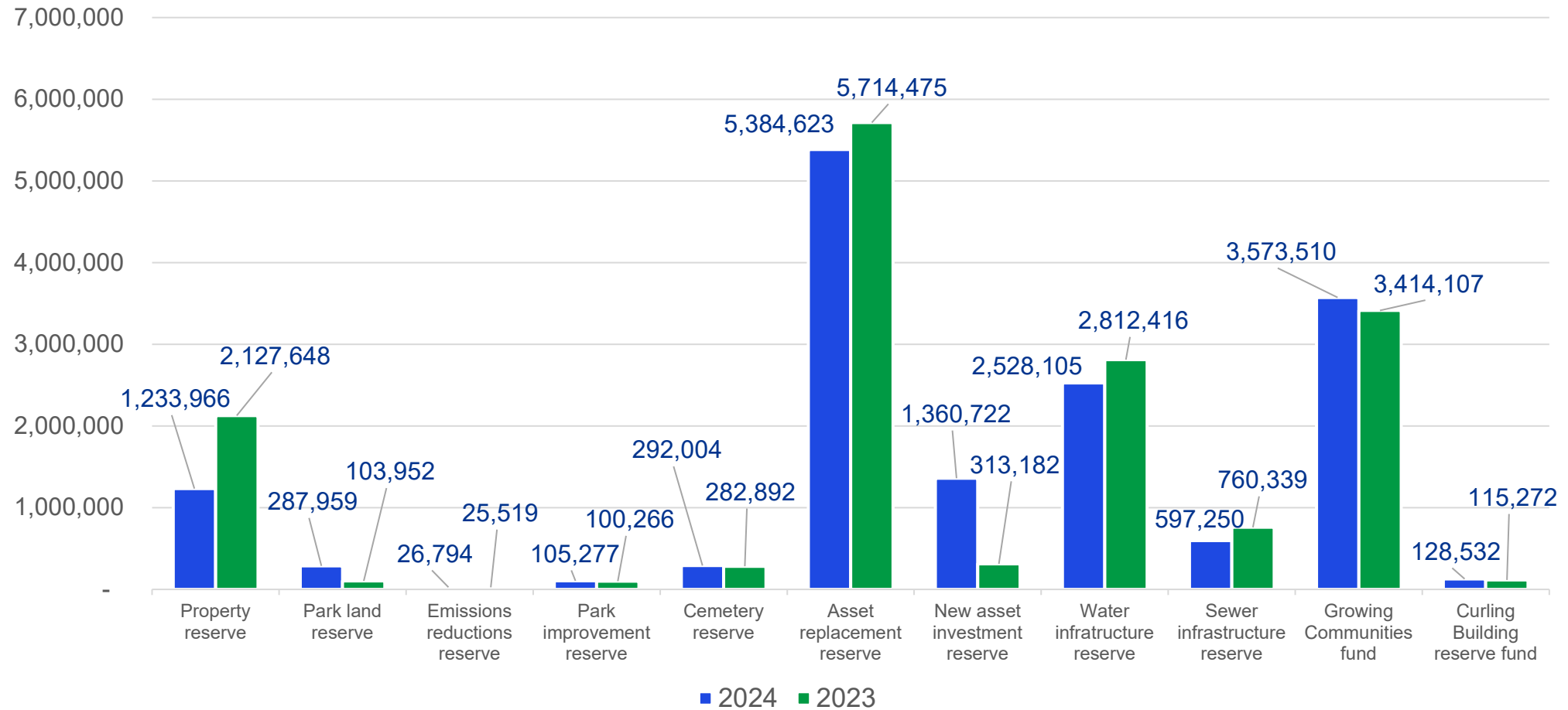
Highlights - Tangible Capital Assets

	2024	2023
Work in progress	\$8,783,938	\$6,454,075
Land	38,432,522	38,432,522
Buildings	22,197,393	22,447,876
Equipment	6,332,822	5,611,977
Transportation	30,348,909	29,736,972
Land Improvements	18,719,385	17,110,074
Water	9,750,225	9,396,054
Sewer	5,225,476	4,966,762
Total tangible capital assets	\$139,790,670	\$134,156,312

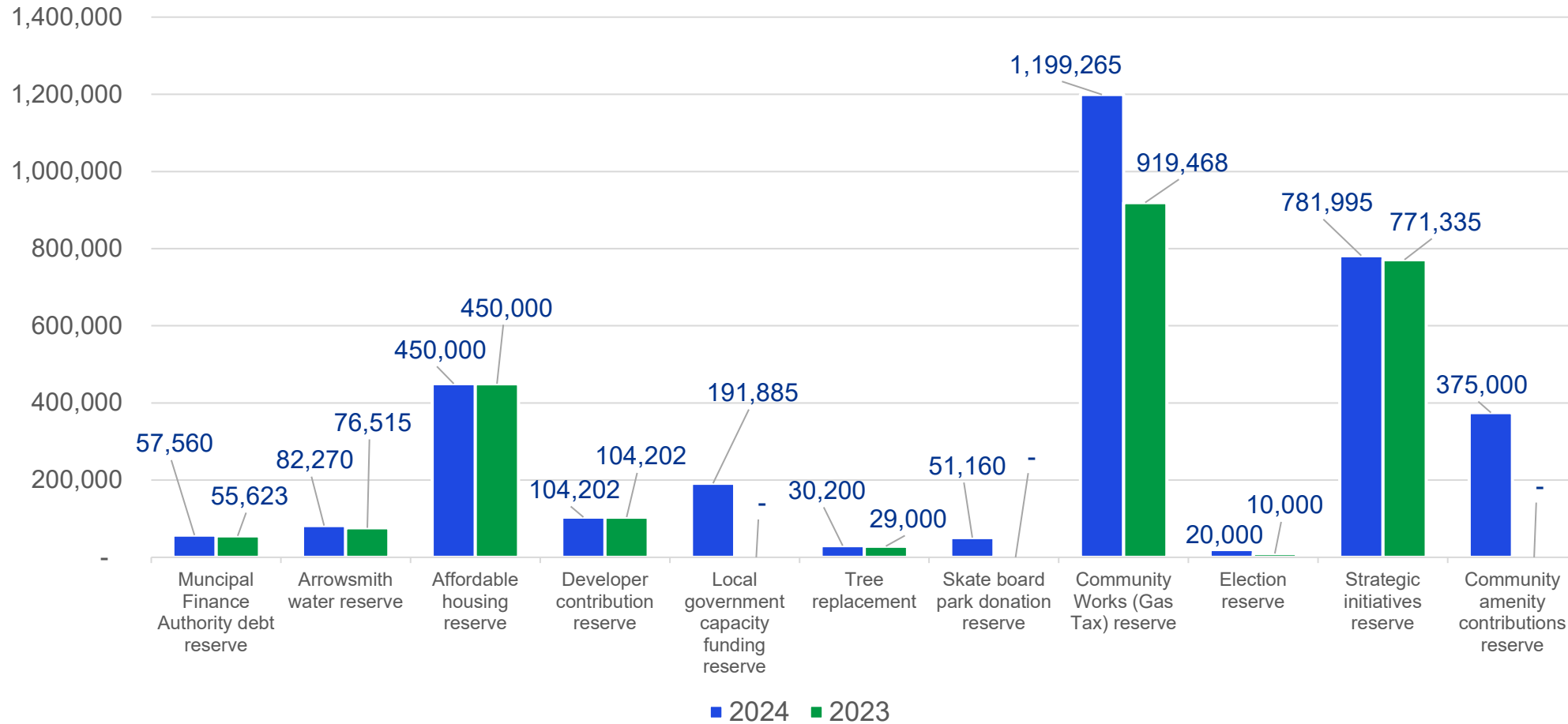
Highlights - Accumulated surplus

	2024	2023
Invested in tangible capital assets	\$136,795,448	\$130,151,694
General fund	2,161,599	1,538,519
Water fund	1,061,617	1,067,662
Sewer fund	226,865	214,633
Statutory reserves	15,518,742	15,770,068
Non-Statutory reserves	3,343,537	2,416,143
Total accumulated surplus	\$159,107,808	\$151,158,719

Highlights – Statutory Reserves



Highlights – Non-Statutory Reserves



Questions?

Thank you



kpmg.com/ca

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavour to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

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April 28, 2025

Town of Qualicum Beach
201 – 660 Primrose Street
PO Box 130
Qualicum Beach, BC V9K 1S7
hsvensen@qualicumbeach.com

Attention: Heather Svensen, Corporate Administrator

Dear Ms. Svensen:

Re: “Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025”.

The Board, at its regular meeting held February 25, 2025, introduced and read three times the above noted amendment bylaw (copy attached). This Bylaws purpose is to extend the boundaries of the benefitting area of the service area to include the land shown outlined in black on Schedule ‘A’ of this bylaw and legally described as:

Lot 9, District Lot 49, Nanoose District, Plan 24289.

As part of the approval process for the bylaw, the Regional District requires the consent of at least 2/3 of the local service participants. As the Town of Qualicum Beach is a participant in the local service, it would be appreciated if your Council would consider endorsing the following resolution at its next meeting:

That the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of “Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025” and further, that the Regional District of Nanaimo be notified accordingly.

If you have any questions, please do not hesitate to contact this office.

Sincerely,



Nelda Richardson
Acting Assistant Manager, Legislative Services / Deputy Corporate Officer
T: 250-268-6533 | Email: nrichardson@rdn.bc.ca

Encl. Bylaw 889.82

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.82

A BYLAW TO AMEND THE BOUNDARIES OF THE
NORTHERN COMMUNITY SEWER SERVICE

COPY
CERTIFIED CORRECT AT
THIRD READING
Richardson
Deputy Corporate Officer

WHEREAS the Regional District of Nanaimo established the Northern Community Sewer Service pursuant to Bylaw No. 889, cited as "Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993";

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to extend the boundaries of the benefitting area of the service area to include the land shown outlined in black on Schedule 'A' of this bylaw and legally described as:

- Lot 9, District Lot 49, Nanoose District, Plan 24289;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with the *Local Government Act*;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Amendment

"Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993" is amended as follows:

- a) By amending Schedule 'A' to include the property shown outlined on Schedule 'A' attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025".

Introduced and read three times this 25th day of February, 2025.

Adopted this ____ day of _____, 2025.

CHAIR

CORPORATE OFFICER

Corporate Officer





BYLAWS NO. 813.61 AND 889.82 – INCLUSION OF 608 JOHNSTONE ROAD INTO THE FRENCH CREEK AND NORTHERN COMMUNITY SEWER SERVICE AREAS

RECOMMENDATIONS

1. That “French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.61, 2025” be introduced and read three times.
2. That “Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025” be introduced and read three times.

BACKGROUND

Petitions have been received from the owners of 608 Johnstone Road to amend the boundaries of the French Creek and Northern Community Sewer Service Areas. The property owners wish to discontinue use of their aging septic system and connect to the adjacent community sewer system.

The subject property is located to the west of the French Creek Harbour, near Parksville, B.C. (see Location Plan in Figure 1, next page). This 1131 square meter property (1/3 acre) is comprised of an older home that has been discharging domestic sewage to an on-site septic tank and disposal field for over 30 years. With some repairs, the septic disposal system may continue to function well for a few more years, however, the provision of community sewer service is supported in “Regional District of Nanaimo Regional Growth Strategy Bylaw No. 1874, 2023”, and the “Regional District of Nanaimo Electoral Area ‘G’ Official Community Plan Bylaw No. 1540, 2008”. The subject property is not large enough to be subdivided into smaller lots once connected to the community sewer system.

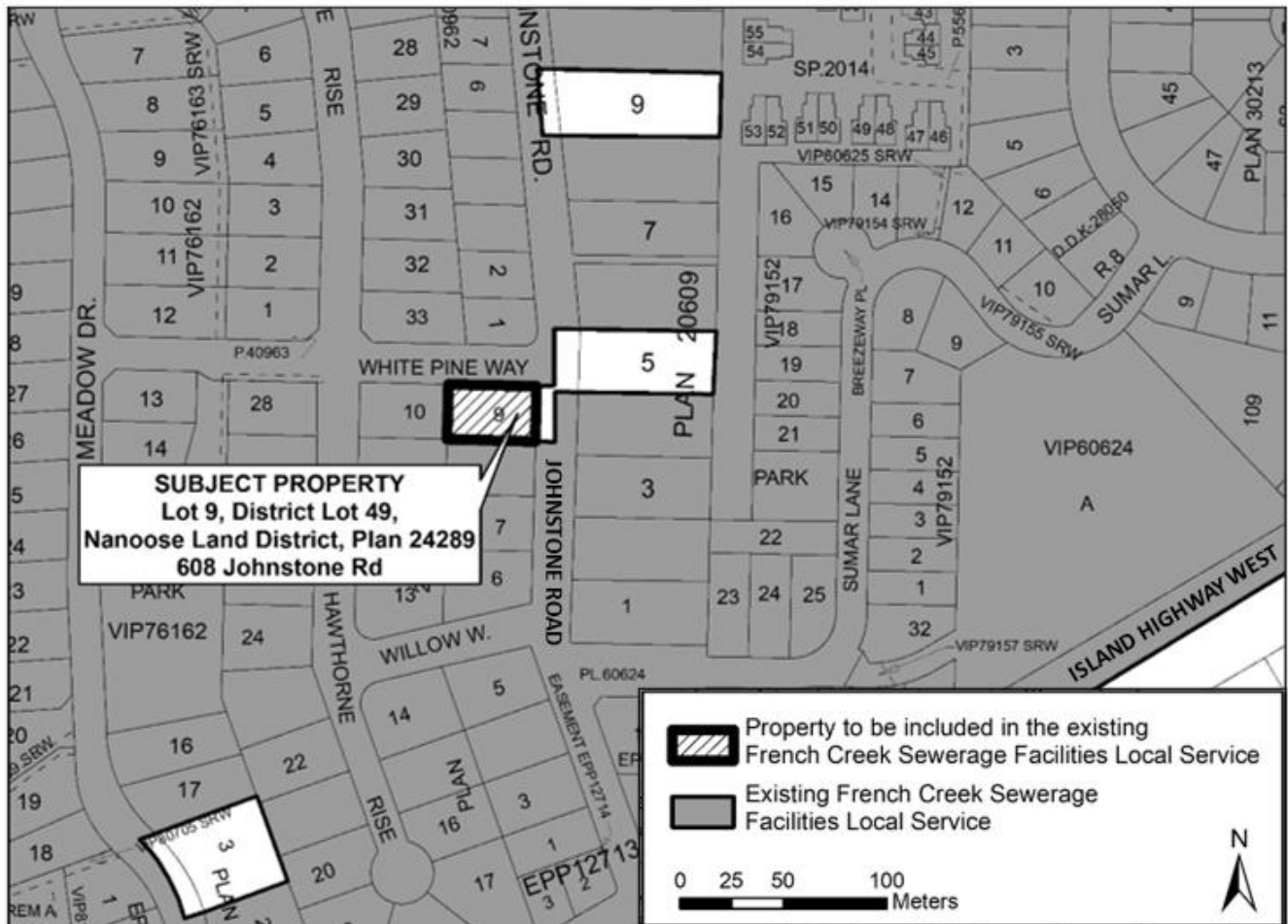
The subject property is located near the confluence of French and Morningstar Creeks as well as the French Creek estuary. In keeping with the intent of the Official Community Plan (OCP) objectives, connecting this property to sewer would:

- Ensure that development occurs in a way that respects the natural environment;
- Require the design and installation of efficient community sewer servicing systems; and
- Encourage development that is compatible with adjoining neighbourhoods.

The subject property is located immediately adjacent to the French Creek and Northern Community Sewer Service Area boundaries thereby making a connection to the community sewer system straightforward.

Two bylaws require amendment in order to include this property into the sewer service areas: 1) “French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990” for the sewer collection service area, and 2) “Regional District of Nanaimo Northern Community Sewer Local Service Conversion Bylaw No. 889, 1993” for the sewage treatment plant. These boundary amendment bylaws are attached to this report for Board consideration.

Figure 1 – Location Plan



FINANCIAL IMPLICATIONS

Capital Charges of \$3,883.00 are payable when the property is being brought into the community sewer service area pursuant to “Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003”, and “French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330, 2003”. The owners have paid the required Capital Charges as contributions towards the capital value of the existing sewer system. All costs associated with constructing a connection to the community sewer system would be at the property owners’ expense.

There are two positive financial implications to the Regional District of Nanaimo (RDN) and the existing customers of the sewer service area. First, the Capital Cost Charges paid will be added to reserve funds in the service area, lessening the financial impact of future asset renewal projects on taxpayers. Second, the annual cost recovery for sewer service is done through parcel taxes and user fees, so when the number of properties in the sewer service areas increases, the yearly tax requisition that pays for the operation of the sewer system would be shared among a greater number of properties.

If the sewer service bylaw amendments are not adopted as proposed, the Capital Charges would be refunded to the property owner, and the property would remain on a septic tanks and septic disposal field system.

STRATEGIC PLAN ALIGNMENT

Including this property in the French Creek and Northern Community Sewer Service Areas aligns with the Board's 2023 - 2026 Strategic Plan as follows:

Planning and Managing for Growth - Understand and develop an inter-connected framework of strategies and plans to manage growth to support complete communities, including planning, transportation, infrastructure, and fiscal sustainability.

REVIEWED BY:

- M. Walters, Manager, Water Services, and A/General Manager, RCU
- T. Moore, Chief Financial Officer, Finance
- S. Snelgrove, Assistant Manager, Legislative Services
- D. Holmes, Chief Administrative Officer

ATTACHMENTS

1. French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.61, 2025
2. Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.61

**A BYLAW TO AMEND THE BOUNDARIES OF THE
FRENCH CREEK SEWER SERVICE**

WHEREAS the Regional District of Nanaimo established the French Creek Sewer Service pursuant to Bylaw No. 813, cited as “French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990”;

AND WHEREAS the Board of the Regional District of Nanaimo has been petitioned by the property owner to extend the boundaries of the service area to include the land shown outlined in black on Schedule ‘A’ of this bylaw and legally described as:

- Lot 9, District Lot 49, Nanoose District, Plan 24289;

AND WHEREAS at least 2/3 of the service participants have consented to the adoption of this bylaw in accordance with section 349 of the *Local Government Act*;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting assembled, enacts as follows:

1. Amendment

“French Creek Sewerage Facilities Local Service Establishment Bylaw No. 813, 1990” is amended as follows:

- a) By amending Schedule ‘A’ to include the property shown outlined on Schedule ‘A’ attached to and forming part of this bylaw.

2. Citation

This bylaw may be cited for all purposes as “French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.61, 2025”.

Introduced and read three times this ____ day of _____, 2025.

Adopted this ____ day of _____, 2025.

CHAIR

CORPORATE OFFICER

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

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

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

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

CITATION

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

DEFINITIONS AND INTERPRETATION

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

- (2) In this Bylaw,

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

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

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

ADMINISTRATION

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

POWERS OF THE HEAD

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

FEES

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

REPEAL

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

READ FOR A FIRST TIME this 16th day of April, 2025

READ A SECOND TIME this 16th day of April, 2025.

READ A THIRD TIME this 16th day of April, 2025.

ADOPTED this _____ day of May, 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 Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025

RECOMMENDATION:

1. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be introduced and read a first time.
 2. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a second time.
 3. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a third time.
-

PURPOSE

To present Bylaw No. 901.1, 2025 that would permit Council to re-appoint Advisory Planning Commission (APC) members beyond two consecutive terms when recruitment efforts fail to secure new applicants with comparable skills and experience.

BACKGROUND

- **Current framework (Bylaw 901)** limits APC members to two consecutive two-year terms, followed by a mandatory one-year hiatus.
- **Recruitment challenge:** Two members whose terms are expired currently possess architectural expertise. Despite a full advertising campaign for new candidates (print, web, social media, Civic Info hub), the Town did not receive applicants with equivalent qualifications.
- **Community impact:** Loss of the architectural expertise would reduce the APC's capacity to effectively comment on development proposals involving complex urban design and/or building proposals.

DISCUSSION

The proposed amendment gives Council a transparent tool for preserving essential expertise on the APC without abandoning the principle of rotation. The recent recruitment showed an immediate gap in architectural expertise that currently benefits the Commission. With the

proposed bylaw amendment, Council would have discretion to waive the term limit after demonstrable, good-faith recruitment fails.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- The public will be informed 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

This narrowly scoped bylaw amendment allows Council to maintain essential expertise while maintaining transparency and accountability.

ALTERNATIVE OPTIONS

1. THAT Council provides alternate direction to staff.

APPROVALS

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



Luke Sales
Director of Planning
and Community Development
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901,
2024, Amendment (Term Limits) Bylaw No 901.1, 2025

**TOWN OF QUALICUM BEACH
BYLAW NO. 901.1**

**A BYLAW TO AMEND TOWN OF QUALICUM BEACH ADVISORY PLANNING COMMISSION
BYLAW NO. 901, 2024**

1. This Bylaw may be cited as “Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025”.
2. “Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024” is hereby amended by deleting Section 8 and substituting the following:
 8. “Reappointment and Term Limits
 - (1) Commission members may be reappointed at the end of their two-year term.
 - (2) A member will not normally be eligible for reappointment after serving two consecutive terms.
 - (3) Despite subsection (2), Council may waive the two-term limitation and reappoint a member to one or more additional consecutive terms after a diligent recruitment process is undertaken that does not yield applicants possessing the skills and experience needed to maintain a suitable diversity of skills, experience and community representation as described in Section 7 of this Bylaw.”

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

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

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

INFORM:

- The public will be informed of 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

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.

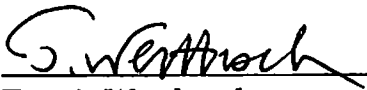
6. This bylaw may be cited as "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012".

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

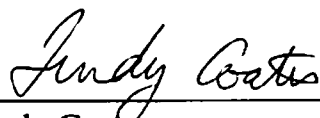
READ A SECOND TIME this 13th day of August, 2012.

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

ADOPTED on this 10th day of September, 2012.

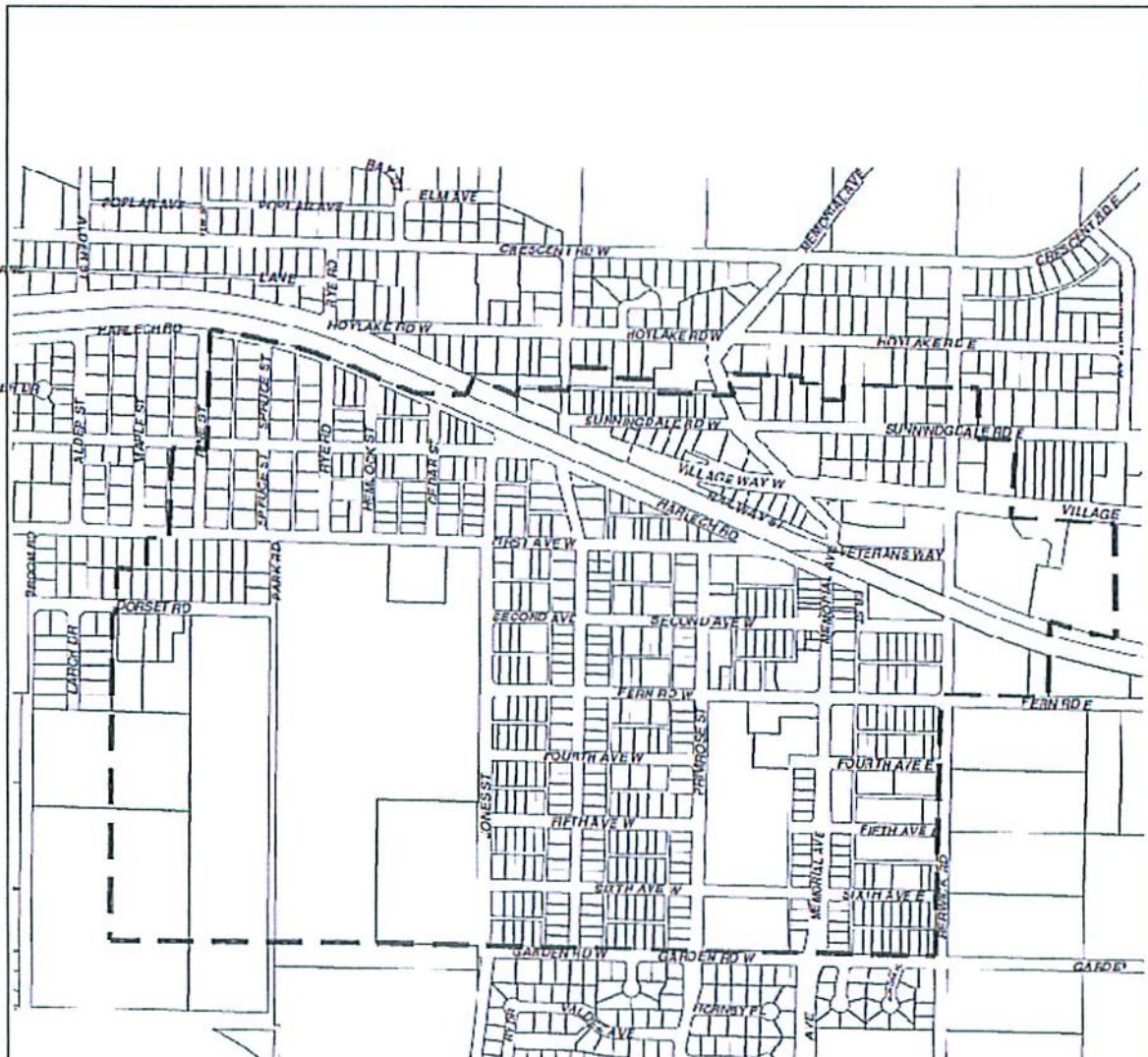


Teunis Westbroek
Mayor



Trudy Coates
Corporate Administrator

SCHEDULE "A" Village Neighbourhood



Legend:
--- Village Neighbourhood



July 5, 2012

201 • 669 PRINCEST
PO BOX 150
QUALICUM BEACH BC
V9K 1S7



TOWN OF QUALICUM BEACH

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**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.

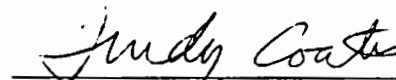
READ A SECOND TIME this 1st day of October, 2012.

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

ADOPTED on this 22nd day of October, 2012.



Teunis Westbroek
Mayor



Trudy Coates
Corporate Administrator

**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.



Teunis Westbroek
Mayor



Heather Svensen
Deputy Corporate Administrator

**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 90m²."; 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.

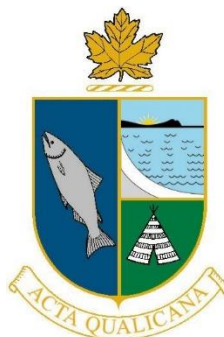
READ A SECOND TIME this day of May, 2025.

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".

**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%).

- (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

SCHEDULE "A" Village Neighbourhood



Committee & Liaison Report
Mayor Teunis Westbroek
Regular Council Meeting, May 14, 2025

April 11-13, 2025

- AVICC in Nanaimo. Met with the Hon. Brittany Anderson and her Executive advisor Evon Brown regarding the future of the Qualicum Commons and the status of the Resort designation of Pheasant Glen.

April 24, 2025

- Attended the Qualicum First Nation education program on the history of the colonization of British Columbia.

April 25, 2025

- Attended the Climate Change presentation at our Community Hall and introduced the speaker- Edward Beard of Pacific Climate Impacts Consortium based out of University of Victoria. They produce climate related knowledge to help support long term climate resilience planning.

April 29, 2025

- Participated in the check-presentation together with Councillors Skipsey, VanDer Valk and Young to the executive of the Qualicum Beach Pickleball Club.

April 30, 2025

- Toured the Residences at the Station with Councillor Harisson guided by Jessica Don the Housing Operations Manager and members of the Kiwanis Housing Society.

May 1, 2025

- Addressed the enthusiastic members of the Lawnbowling Club and Officially opened the Qualicum Beach Lawnbowling season by rolling the First Bowl.

May 2, 2025

- Spoke on behalf of Council and Staff during the Celebration of Ann Klees.
Ann was one of our Freeman of the Town recipients who was instrumental in the preservation of the Brown Property now called the Heritage Forest and helped establish the Senior's Activity Centre, among many other initiatives and programs.

May 3, 2025

- Spoke on behalf of Council and Staff during the celebration of life of Pat Weber.
Council unanimously conferred by Statute the Certificate of Recognition to Patrick Joseph Weber last year on his birthday, March 21st, in appreciation of his fine qualities of mind and personality and his eminent dedication to the Town of Qualicum Beach.

Pat's life was a masterclass in community building and compassionate leadership. His commitment to affordable housing, preserving natural areas, the Qualicum Beach Seniors' Centre the Parksville- Qualicum Community Foundation, the Chamber of Commerce, Hospice, the French Creek Residents Association, the Korean Christopher Leadership Centre and the Lumen Institute of Canada and last September, was awarded the King Charles 111 Coronation Medal for his services and achievements.

May 4, 2025

- Attended our Legion's Battle of the Atlantic Service and laid a wreath on behalf of the 4 Municipalities in Oceanside.

May 5, 2025

- In the morning I walked with members of the Qualicum First Nation at their Reserve to remember in an act in solidarity for missing and murdered indigenous women, girls and Two-Spirit people. Later that day we gathered at the Leigh House to raise awareness of Red Dress Day to 'honour lives lost and to affirm our collective commitment for safety, respect and healing of the land we share'.

May 6, 2025

- Attending with Lindsay and Penelope Reid to meet with students at Arrowsmith Elementary School to talk about skateboard safety. As we approach the grand opening of the skateboard park on June 14th, the Qualicum Beach skaters are taking additional steps to help ensure the new skateboard park is safe and welcoming and well used by everyone, especially our youth.

Committee & Liaison Report
Councillor Anne Skipsey
Regular Council Meeting, May 14, 2025

April 11, 12 & 13, 2025 – AVICC

- The Association of Vancouver Island and Coastal Communities Conference was as always a great opportunity to connect with other local government leaders and learn about best practices. This year we sponsored a youth from our community to attend and it was interesting to hear their perspective. A highlight for me was the Revitalization & Reconciliation tour of Nanaimo.

April 16, 2025 – Qualicum Beach Memorial Golf Course

- The Board asked me to share with Council that after many changes and some challenges over the past couple of years, they are in good shape and set-up for success going forward. Their AGM will take place July 2, 2025.

April 23, 2025 – KSS Premier Performance

- A wonderful event emceed by Alumni Phil Dwyer, highlighting the artist, musical and creative talents of the students from Kwalikum Secondary School. This event is open to anyone in the community to attend (ticket price \$15) and I highly recommend attending next year!

April 25, 2025 – Town's Climate Talk

April 26, 2025 – Repair Café Oceanside

April 28, 2025 – Traditional Plant Workshop

- This event was put on by the Mount Arrowsmith Biosphere Region Research Institute and highlighted the traditional plants used by the Qualicum and other First Nations for healing properties.

April 30, 2025 – Tour of the Residences at Qualicum Station

- Pleased to see this housing almost complete and ready for people to move in.

May 1, 2025 – Heritage Forest Commission Meeting

- A very productive meeting with resolutions forthcoming resolutions for Council to consider.

SOS Volunteer Luncheon

- As Acting Mayor, I attended the SOS Volunteer Luncheon. It was a wonderful event to acknowledge and show appreciation for their many volunteers and for the important work they do. It was shared that they are looking for over 100 more volunteers! Some of the positions they are recruiting for include volunteer drivers for the Meals on Wheels program, cashiers, fitting room attendants and someone with some tailoring skills for the Grad Wear program. Now is always a great time to volunteer and give back to your community!

May 2/3, 2025 – Celebrations of the Lives of Freeman Ann Klees and Patrick Weber

- It was an honour to attend both these celebrations of two remarkable people who have contributed so much to this community. The legacy of each of these upstanding citizens will live on in Qualicum Beach.

Environment & Sustainability Committee Meeting

- The Committee had a good discussion about the Fleet Greening/Modernization Strategy and recommendations to Council will be forthcoming

Committee & Liaison Report
Councillor Petronella Vander Valk
Regular Council Meeting, May 14, 2025

April 7, 2025 to May 5, 2025

April 8, 2025

- As liaison, attended the NOW (Naut'sa mawt Oceanside Wellness Network) meeting, by Zoom.

April 10, 2025

- As liaison, attended the Qualicum Beach Chamber of Commerce AGM.

April 11 to 13, 2025

- Attended the AVICC (Association of Vancouver Island and Coastal Communities) Conference.

April 21, 2025

- As liaison, attended the Saint Andrews Lodge Historic and Cultural Society Board meeting.

April 22, 2025

- Met with Teresa Cooper, Executive director for the PDBA (Parksville Downtown Business Association) to discuss how that association is set up and funded.

April 25, 2025

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

April 25, 2025

- Attended the Climate Change Talk by PICC.

April 28, 2025

- As liaison, attended the meeting of the OCP Review Steering Committee.

April 30, 2025

- As liaison, attended the Board meeting for the Parksville Qualicum Beach Tourism Association. A busy Spring and Summer season is anticipated.

April 30, 2025

- As liaison, attended the AGM for the Qualicum Beach Collective. Many interesting community building project possibilities were discussed.

May 2, 2025

- Attended the Celebration of Life for Ann Klees.

May 3, 2025

- Attended the Celebration of Life for Pat Weber.

May 5, 2025

- Attended the MABR Red Dress gathering.

Committee & Liaison Report
Councillor Jean Young
Regular Council Meeting, May 14, 2025

April 14, 2025

- QB Rotary meeting, Manna's Warming Vehicle open for viewing in parking lot (Rotary had donated \$10K towards the vehicle). Community Chaplain, Jerrold Paetkau spoke about Manna,...friends help friends, offering dignity, hope & courage to make a change. Robin Campbell 18 years ago helping wounded animals at North Island Wildlife Recovery Centre, ..naturally should help wounded people too! Other recent Rotary supported projects include \$50K to skateboard park, \$3K to QB 2025 fire camp for students, \$6,625 to ECHO Players.

April 17, 2025

- Nonmarket housing task force meeting, planning collaboration of partners for next build.

April 22, 2025

- Family Day committee meeting, May 9 is cutoff for exhibit & participant registration, more volunteers are still needed to help on that day for setup & dismantling. Meanwhile, everyone save the date, May 25, a Shriner pancake breakfast at civic centre, a street parade down Second Avenue, and an afternoon of activities, entertainment, and food at the Community Playing Field. Followed by a free swim at Ravensong aquatic centre.

April 25, 2025

- QB Rotary Club organized annual Town litter collection for Earth Day. Personally, my route was Village Way, Memorial Ave to Qualicum Rd., must have been over a hundred cigarette butts (let's be more mindful of personal health as well as our environment). Also dental floss pics (great to be taking care of our teeth, but let's be mindful of littering and please DON'T LITTER!!).

April 25, 2025

- Pacific Climate Impacts Consortium, What does climate change mean for Qualicum Beach and some tools to support climate resiliency. eg. xeriscape landscaping as mentioned by Rosemary Taylor and shade tolerant young conifers providing soil stability like sequoia and redwood as mentioned by Tom Whitfield, a retired forester who helped organize local high school students to plant 540 tree seedlings along the Grandon Creek walking trail in celebration of Earth Day.

April 28, 2025

- MABR Traditional Plant Workshop about First Nation traditional knowledge of native plants & their cultural, nutritional, and medicinal uses.

April 30, 2025

- Toured the completed new build of non-market affordable residences at Qualicum Station.

May 1-11, 2025

- Third annual Mindfulness in May (organized by Diane Moran), this year's theme: "have your say" local youth art exhibit at QB public library, awards presented by Mayor Westbrook at official opening & artist reception. May 1-7, is BC Youth Week as well.

May 2, 2025

- Celebration of Life for Ann Klees and May 3-Celebration of Life for Pat Weber, both dearly loved & missed by family and friends, leaving an admirable legacy of contributions to Qualicum Beach.



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: May 14, 2025

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

SUBJECT: **Special Events Sponsorship Policy No. 3000-24**

RECOMMENDATIONS:

1. THAT Council approves the Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24;
2. THAT Council approve a temporary extension of the Special Events Sponsorship application for the 2025 intake with a deadline to July 31, 2025.

PURPOSE

For Council to consider approval of a new Policy titled 'Town of Qualicum Beach Special Events Sponsorship Policy'.

BACKGROUND

The Town has, on occasion, provided financial assistance to organizations hosting community events. Historically, this financial assistance was provided indirectly through other mechanisms such as resolutions of Council, service agreements and, on a case-by-case basis with organizations submitting requests to Council and later providing receipts for payment.

During this year's budget deliberations, Council elected to include in the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025", \$10,000.00 available to financially support local non-profit community organizations with events that enhance "life on the streets" in Qualicum Beach to advance tourism and promote small business.

DISCUSSION

Recognizing the importance of supporting community events that foster cultural enrichment, social engagement and sense of community pride, and acknowledging that Council does not provide Grants in Aid, the proposed Special Events Sponsorship Policy has been prepared for the purpose of providing financial support to non-profit community organizations when staging special events within the Town. The proposed Special Events Sponsorship Policy outlines a structured, transparent, and equitable framework to provide financial support to non-profit community organizations.

In addition, the proposed Policy ensures financial accountability and fairness in fund distribution. Other key points of the Policy include:

- Maximum funding amount of \$2,500 per year, per local non-profit organization
- Sponsorship funding is on a first-come, first-served basis within the annual Town budget
- Application deadline of March 31st each year
- Organizations must submit receipts for reimbursement [up to the amount approved by Council]; and
- Provide a written summary to Council detailing event outcomes.

To ensure a smooth transition to the new Policy, it is proposed that the application deadline for 2025 be extended from March 31 to July 31, 2025. This extension will allow local non-profit community organizations to become aware of the new Policy [should Council choose to approve the Policy], and to gather the necessary documentation required to support their application for sponsorship, funding for those events scheduled to be held in 2025.

FINANCIAL IMPLICATIONS

Funding in support of this proposed Policy is captured in “Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025” in the amount of \$10,000. Once the allocation of \$10,000 has been expended for the 2025 calendar year, no other sponsorship applications will be considered.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

The public will be informed through the presentation of this staff report. Additionally, upon approval, this Policy will be posted to the Town’s website.

STRATEGIC PLAN ALIGNMENT

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

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*

SUMMARY

The proposed Special Events Sponsorship Policy No. 3000-24 provides a structured approach to supporting community events while ensuring financial accountability and fairness in funding distribution. Council, by approving this Policy will reinforce Council's commitment to supporting non-profit community organizations with their special events. In the absence of providing Grants in Aid, this Policy provides a balanced approach to fiscal responsibility and community investment which benefits both the Town and its residents.

ALTERNATIVE OPTIONS

1. THAT Council proposes further amendments to Special Events Sponsorship Policy No. 3000-24.
2. THAT Council postpones a decision on the matter at this time.
3. THAT Council takes no action.

APPROVALS

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



Heather Svensen
Director of Corporate
Services/Deputy CAO
Report Author




Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Raj Hayre
Director of Finance
Concurrence

ATTACHMENTS

1. Special Events Sponsorship Policy No. 3000-24
2. Special Events Sponsorship Application Form

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – General – Special Events Sponsorship	
	Policy Number: 3000-24	

Purpose

The purpose of this policy is to establish clear guidelines for the allocation of sponsorship funding to non-profit community organizations for special events. Sponsorship funds are provided to groups who can demonstrate, through the event, cultural enrichment, social engagement and/or community pride to Qualicum Beach.

Policy

Council, on an annual basis, will consider the allocation of sponsorship funding to support a community special event. Funding is distributed based on eligibility criteria outlined in this policy.

Sponsorship Funding is available to:

1. Non-profit community-based groups in good standing and who are based in the Town of Qualicum Beach and stage events within the Town of Qualicum Beach.
2. A maximum of \$2,500.00 per calendar year and funding must be used to offset direct costs associated with staging the event such as facility rentals, field rentals, staffing, equipment, retaining other service providers engaged in supporting the event such as entertainment, food and beverage services [mobile food trucks], security and/or traffic control.
3. Sponsorship funds are available on an annual, one-time basis only to the limit of the annual Town budget and are on a first-come, first-served basis until funding is exhausted.
4. The application deadline for special event sponsorship funding is March 31st of each year for that year.

Procedure

Community organizations seeking sponsorship funding must complete the Town of Qualicum Beach Sponsorship Funding Application form, which is available on the Town website. The application must include:

1. Authorized Primary contact(s)
2. An itemized budget listing all costs associated with organizing and executing the event.

3. Demonstrate the need for sponsorship funding, including supporting documents confirming that requested funds are required and specifying their intended use.
4. Any additional funding resources that will be used to support the event.

After the event, the organization is required to:

5. Provide original receipts to the Town. Upon review, the Town will reimburse the organization up to the approved sponsorship amount as determined by Council.
6. Submit a brief written report to Council summarizing event outcomes, how the sponsorship funds were spent, approximate attendance, impact assessment and any community feedback received.

Responsibility

The sponsorship funding process is administered by the Corporate Services Department and sponsorship funds are approved based on a complete application and meeting all the policy criteria.

Written confirmation of sponsorship approval or those applications that have been denied will be provided to the applicant.

Funding will be awarded based on merit, financial need, and alignment with community benefits.

Approved funds will be disbursed once original receipts have been submitted to the Town.

Council: reviews applications

Corporate Administration: receives applications

Financial Administration: provides sponsorship funding

References

Town of Qualicum Beach Special Events Policy 3000-18; Province of British Columbia Guidelines for Funding; City of Abbotsford Policy C002-05 Grants for Significant Events and Festivals Policy.

Distribution

Council

Corporate Administration

Financial Administration

Management

Attachment Town of Qualicum Beach Sponsorship Funding Application Form

Approved: DD MM YY

Amended:

Approved By: Council

DRAFT

SPONSORSHIP FUNDING APPLICATION

DATE SUBMITTED:

APPLICANT INFORMATION	
Name of Authorized Primary Contact: <i>[include name of organization]</i>	
Mailing Address:	
Phone Number:	Email:

EVENT DETAILS	
Event Name: _____	
Event Date: _____	
Event Location: _____	
Event Description <i>[Brief summary of the event, its purpose and target attendees]</i>	
Has this event been approved by the Town of Qualicum Beach under the Special Event Policy? () Yes () No	
Estimated Number of Attendees: _____	
Funding Requested	
• Total Sponsorship Amount Requested: \$ _____ <i>[max. amount \$2,500]</i>	
• How will sponsorship funds be used? <i>[e.g., marketing, equipment, entertainment, other]</i>	
• Other sources of funding & sponsorship received or anticipated:	
Community Benefit	
• How does the event contribute to the community? <i>[Economic, cultural, social]</i>	
• How will the Town of Qualicum Beach be recognized for its sponsorship? <i>[verbal acknowledgement, printed materials]</i>	
Required Documentation <i>[✓ confirming attached]</i>	
<input type="checkbox"/> Event budget outlining how sponsorship funds will be used	
<input type="checkbox"/> Supporting documentation demonstrating community benefits	

APPLICANT DECLARATION		
I, THE UNDERSIGNED, CERTIFY THAT THE INFORMATION PROVIDED IN THIS APPLICATION IS ACCURATE AND COMPLETE. I UNDERSTAND THAT IF FUNDING IS APPROVED, I AM REQUIRED TO SUBMIT ORIGINAL RECEIPTS FOR PAYMENT AND A POST-EVENT REPORT TO COUNCIL AS OUTLINED IN TOWN OF QUALICUM BEACH SPECIAL EVENTS SPONSORSHIP POLICY NO. 3000-24.		
Name:	Signature:	Date:

APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:
IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.
EMAIL: corporate@qualicumbeach.com

DEPARTMENT USE ONLY	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED
<input type="checkbox"/> Applicant advised	<input type="checkbox"/> Applicant advised
Notes	



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: May 14, 2025

FROM: Shinjini Mehta, Climate Action/Emergency Program Coordinator

SUBJECT: Request for Contract Award I Green House Gas (GHG) Emissions Reduction Pathways Study

RECOMMENDATION:

THAT Council awards the Green House Gas (GHG) Emissions Reduction Pathways Study to McCuaig & Associates Engineering Ltd. in the amount of \$111,202.

PURPOSE

To request authorization from Council to award the consulting contract for Green House Gas (GHG) Emissions Reduction Pathways Study to McCuaig & Associates Engineering Ltd.

BACKGROUND

On April 10, 2024, Council authorized staff to apply for a grant from the Federation of Canadian Municipalities (FCM) under the Greenhouse Gas Reduction (GHG) Pathway Feasibility Study financing window. In November 2024, the Town was awarded \$148,080 in funding from FCM to undertake a study to evaluate GHG Emission Reductions Pathways for three municipal buildings: the Town Hall, the Community Hall and the attached Curling Rink, and the Civic Center. The Study will outline how the Town can achieve zero GHG emissions from building heating, cooling and domestic hot water systems, as well as improved building envelopes by 2050, with at least 80% of these GHG emissions eliminated by 2030.

DISCUSSION

The Study will identify a 10-year plan to achieve 50% reduction in on-site GHG emissions vs current performance as well as a 20-year plan that achieves a minimum 80% reduction in on-site GHG emissions (i.e. near net-zero GHG emissions) versus current performance. The study will provide a clear pathway forward for a short-term (5 year) deep retrofit option and provide recommendations for achieving carbon neutrality in the three buildings between 2027 and 2045. The completed study will enable the Town to apply for the FCM Community Buildings Retrofit GHG Reduction Pathway Capital Projects Grant to support these retrofits.

A request for proposal (RFP) was issued by the Town on February 26, 2025. A total of 12 proposals were received, of which 4 were found to meet the technical requirements in the RFP. McCuaig & Associates Engineering Ltd. scored the highest marks in the evaluation, securing a score of 83.2%.

FINANCIAL IMPLICATIONS

The 2025-2029 Financial Plan includes an expenditure provision of \$195,000 for the GHG Emissions Reduction Pathways Study. The proposed contract award of \$111,202 is within the approved budget. It is anticipated that approximately \$89,000 of the Study Costs will be funded through the FCM grant and \$22,200 will be funded from the Local Government Climate Action Program. This initiative is 100% grant funded and will not result in any surplus due to the actual expenditure being lower than the budget provision.

STRATEGIC PLAN ALIGNMENT

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

- Climate Action: *To reduce GHG emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts.*

SUMMARY

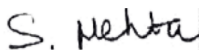
Staff received proposals from applicants in response to the RFP for GHG Emission Reductions Pathways Study for the Town of Qualicum Beach, and are seeking Council's approval to award the consulting contract to McCuaig and & Associates Engineering Ltd. based on the evaluation of proposals.

ALTERNATIVES

1. THAT Council provides alternate direction to staff.

APPROVALS

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



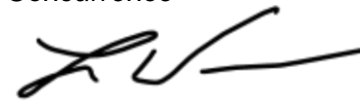
Shinjini Mehta
Climate Action & Emergency Program
Coordinator
Report Author




John Manson, PEng
Interim Director of Operations and
Engineering Services
Concurrence



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



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Raj Hayre
Director of Finance
Concurrence



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3060-20-1394

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: May 14, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Permit | 796 Canyon Crescent Road

RECOMMENDATION:

THAT Council authorizes staff to issue a Development Permit for 796 Canyon Crescent Road, as detailed in the May 14, 2025, Planning memo to Council.

PURPOSE

For Council to consider issuance of a Development Permit to permit two detached dwellings and two ancillary dwelling units. The two parcels are proposed to be strata titled.

BACKGROUND

A Development Permit has been requested for 796 Canyon Crescent Road. The property is zoned Residential 1 (R1). The property is currently accessed from Canyon Crescent Road to the north and bordered by a right-of-way for Hoylake Road West to the south. The applicant is proposing to build four units, which meets the density permitted in the zoning. A Development Permit is required because the subject property falls within the Residential Multi-Unit Housing: RMUH 1 Development Permit Area. A variance to the minimum aggregate total setback for the interior lot line is required as part of the Development Permit.

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Figure 1: Subject Property

DISCUSSION

The owner of 796 Canyon Crescent Road has applied for a Development Permit to construct two detached dwelling units and two ancillary dwelling units. The parcel is approximately 1,765m² and 28.96m wide. The proposed development meets the current permitted use, density requirements, the minimum front and rear lot line setbacks and the interior lot line setbacks. However, the proposal does not meet the minimum aggregate total setback for the interior lot line. The proposed interior lot line setbacks are 1.6m, which results in an aggregate total of 3.2m for the interior lot line setbacks. This is considered to be a minor variance and therefore, can be authorized by way of the Development Permit. The same variance of the aggregate side-yard setback through the Development Permit was recently approved for the four-unit multi-residential development at 149 First Avenue West

It should be noted that during the upcoming housekeeping review of *Zoning Bylaw 900, 2024*, staff intend to recommend that Council support the elimination of the required aggregate total for minimum interior lot line setbacks in the Residential 1 (R1) and Residential 2 (R2) zones, as it is inconsistent with the Province's recommended zoning guidelines.

Minor Variance to be Included with Development Permit			
	Permitted	Proposed	Required Variance
Minimum Aggregate Total for Interior Lot Line Setbacks	4.5m	3.2m	1.3m

Interim Residential Design Guidelines

Staff have reviewed the application in regard to the Interim Residential Design Guidelines. Below is the outcome of this review, and whether or not the application complies with each section:

Interim Design Guideline	Compliant	Non-compliant
Neighbourhood Context	X	
Parking	X	
Site Access	X	
Landscape	X	
Machinery, Equipment and Systems	X	
Streetscape	X	
Height	X	
Colours and Materials	X	

From the perspective of staff, the proposal complies with the interim design guidelines and does not warrant consideration by the Advisory Planning Commission (APC). If Council prefers to send the application before the APC to review a particular element of the development proposal, the APC referral should identify the specific area of concern. Alternative #1 would initiate the referral.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- Staff will report on Council decision-making, as well as the recommendations made by the Advisory Planning Commission, should Council refer the matter to the APC.

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 796 Canyon Crescent Road. The issuance of the proposed Development Permit for 796 Canyon Crescent Road would authorize the form and character and vary the minimum aggregate total for the interior lot lines from 4.5m to 3.2m. Given the straightforward nature of the application, and that the preliminary review indicates compliance with the Development Permit Guidelines, staff recommend that Council authorizes staff to issue a Development Permit for 796 Canyon Crescent Road. If Council prefers to refer the application to the APC, Alternative #1 would facilitate this.

ALTERNATIVES

1. THAT Council directs staff to refer the Development Permit application for 796 Canyon Crescent Road to the Advisory Planning Commission for comment on compliance with the following component of the Town's Interim Residential Design Guidelines, as detailed in Zoning Bylaw No. 900, 2024: *[insert specific section to review for compliance]*.
2. THAT Council refuses the Development Permit application for 796 Canyon Crescent Road as detailed in the May 14, 2025, Planning memo to Council.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



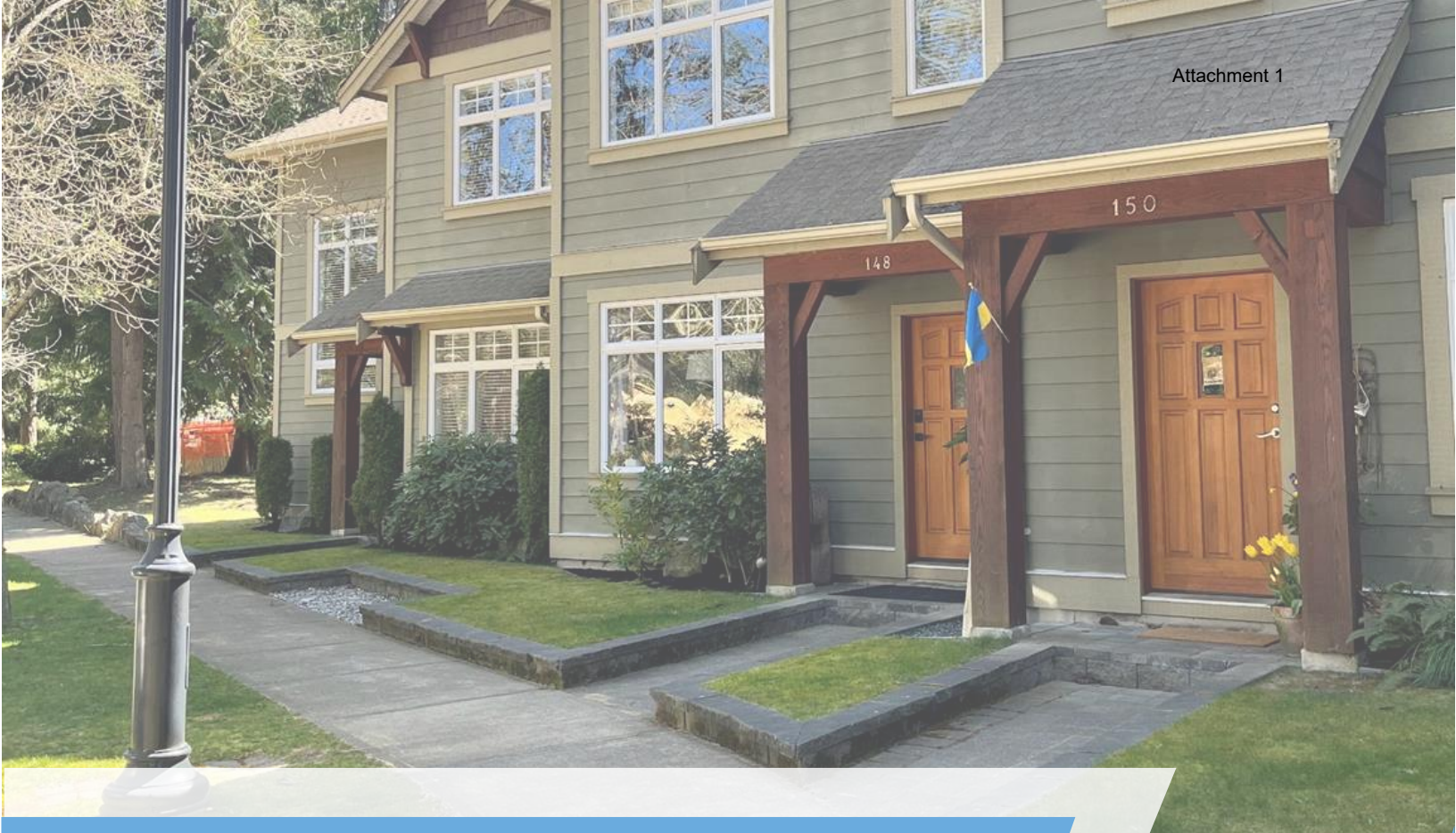
Luke Sales
Director of Planning
and Community Development
Concurrence



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

- Attachment 1: *Zoning Bylaw No. 900, Interim Design Guidelines*
Attachment 2: *Submitted Plans for 796 Canyon Crescent Road*



TOWN OF QUALICUM BEACH

Interim Design Guidelines

Small-Scale Multi-Unit
Housing

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Introduction

Owners, designers, and developers are encouraged to use creative design freedom within the limits of retaining the Town's Character.

In December 2023, the Province of British Columbia introduced a series of housing initiatives that require local governments to allow higher density on properties to increase the number of units available for people to live in (*Homes for People*, Province of BC, 2023).

This document provides guidelines for low to medium density housing in a variety of types, with an emphasis on compatibility with existing neighbourhood character, and providing opportunities for onsite landscaping and outdoor living.

Most neighborhoods in Qualicum Beach outside of the Village Neighbourhood have a predominantly suburban character, with residents depending on private vehicles for their daily commutes. Therefore, both the design guidelines and the related zoning regulations include measures to guarantee the continuity of vehicle access. However, guidelines aim to prioritize pedestrian-friendly environments, ensuring that residential areas are pleasant, interesting and conducive to active transportation. As such, the guidelines emphasize walkability, quality of life and human comfort.



Purpose of the Guidelines

This document provides guidelines for low to medium density housing in a variety of types.

- **Prioritizes** pedestrian-friendly environments.
- **Emphasizes** walkability, quality of life, and human comfort.
- **Considers** compatibility of with existing neighbourhood character.
- **Creates** opportunities for onsite landscaping and outdoor living.
- **Guarantees** continuity of vehicle access.

Who Should Use the Guidelines?

- Property Owners & Merchants
- Designers & Developers
- Town of Qualicum Beach

Design Guidelines

Neighbourhood Context

Site Integration and Architectural Harmony

Restoration should respect the integrity and intent of the original design.

- Development should use landscaping, porches, windows that are oriented toward the street. These elements will contribute to creating a sense that the development is acting as a “good neighbour” by honouring the existing character of the neighbourhood in the design.
- Ensure developments do not overshadow or overlook adjacent properties, implementing strategies like increased setbacks and staggered windows.
- Utilize landscaping, porches, and street-facing windows, to contribute to the neighbourhood's character and convey a sense of community.
- A higher degree of discontinuity with neighbouring buildings may be acceptable in the Village Neighbourhood, anticipating a transition to more intensive land use.
- Avoid designs that create isolation, such as imposing fences, gates, or large unbroken facades.
- Units located in the interior of lots should be designed with adequate separation from other buildings to ensure access to open space.



Preservation of Natural Features

- For properties that include significant natural features (e.g. significant trees, topography, rocky outcrops), buildings and landscape should be sited and designed to respond to natural topography and protect significant natural features wherever possible.
- Strategies to achieve this include, but are not limited to, alternative siting or clustering of buildings to avoid disturbance of natural features, and clustering of parking to reduce pavement on the site.

Site & Landscaping

Parking

Parking Locations and Access

- Parking should be screened from the street where possible to maintain aesthetic appeal.
- Consider incorporating glazing in garage doors.
- If the lot is adjacent to a lane, all parking shall be on and/or accessed from the lane.
- Minimize extent of driveways and eliminate need for driveway access to individual units.
- Locate and consolidate off-street parking areas, primarily to the rear of the primary structure.
- Screen recreational vehicle parking to preserve the visual and physical space of the residential area.

Innovative Parking Solutions

Encourage diverse parking strategies to maximize efficiency and aesthetics, including:

- Boulevard parking to integrate parking within the streetscape.
- Laneway parking to leverage rear access points.
- Layby parking for temporary stops close to destinations.
- Nose-in parking from a laneway to maximize space utilization.

Environmental and Community Considerations

- Use permeable materials or other strategies for driveways and parking areas that assist with stormwater management, reducing runoff and promoting groundwater recharge.
- The design and placement of buildings and landscape should establish a sensitive transition to adjacent parks, trails, open spaces, and natural areas, considering a landscaped edge.
- Respect the root zones of adjacent trees; and minimize impacts on ecologically sensitive areas and natural features.



Site Access

Ensuring proper site access is essential to create housing developments that seamlessly integrate with their surroundings.

Frontage Allocation and Pavement Minimization

- Driveways and access points should not exceed 7.0 meters in width at any point (approximately 23 feet).
- Limit the extent of paved areas in front yards to encourage green spaces.

Driveway Design and Placement

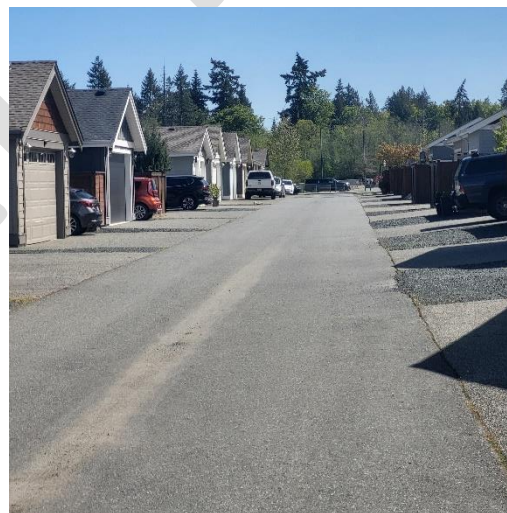
Encourage diverse parking strategies to maximize efficiency and aesthetics, including:

- Favor the design of flared driveways that are narrower at the street entrance and wider near the garage/main access.
- Position driveways on corner lots as far from the intersection as feasible, with a minimum distance of 8 meters.
- Access from the laneway only for properties adjacent to a laneway right-of-way.



Shared Spaces and Traffic Flow

- Encourage the sharing of driveway access between adjacent units.
- Carefully plan the site layout to ensure efficient traffic flow and minimize potential conflicts.



Pedestrian Accessibility

- Implement direct and clearly defined pedestrian pathways from parking areas to buildings.
- Design a primary pedestrian entrance from the street, incorporating landscaping features and layby parking options.

Landscape

Green space and landscaping are important features that can enhance neighbourhood character, beauty, livability, and environmental sustainability.

Design and Aesthetic Guidelines

- Incorporate a distinct landscaping element at the front property line, such as a gate, pillars, stonework, or similar features, to aesthetically mark the transition from public to private space.
- Ensure that landscaping complements the predominant landscape character of the neighborhood.
- Design front yards (and side yards on corner lots) and visible elevations from the street to create a cohesive streetscape.

Environmental and Community Considerations

- Encourage the preservation of existing, on-site trees where possible and practical.
- Incorporate native and water-smart plants that provide shade and support local ecology and habitat.
- Encourage garden areas as part of outdoor amenity spaces to foster a sense of community.
- Incorporate fire-resistant landscaping near structures, using materials like rocks, gravel, and fire-resistant plants to create a defensible space that reduces fire risk.



Functional and Practical Elements

- Provide sheltered walkways and walkway lighting to enhance safety and accessibility.
- Each residential unit must include an allocated outdoor space tailored to the unit's size and capacity, ensuring private access to outdoor areas for residents.
- Outdoor storage should be practical, visually harmonious, and match the home's character. Position storage in less visible areas, such as the side or back of the property, screened by landscaping or fencing.
- Designate specific areas for the storage of garbage, recycling, and compost bins that are easily accessible for residents and waste collection services, yet inconspicuous from public view and neighboring properties.

Machinery, Equipment and Systems

Installation of machinery should be considered in relation to the residents' (on property and within the neighbourhood) well-being and environmental stewardship.



Promote Sustainable Energy Solutions

- **Electric Car Charging:** Include a location for at least one electric car charge outlet onsite.
- **Heat Pumps and Ground-Source Pumps:** Encourage the use of heat pumps and ground-field loops for ground-source heat pumps.
- **Solar Collectors:** The implementation of solar thermal collectors is recommended to harness solar energy for heating water. Solar photovoltaics are encouraged to generate electricity.

Sound Management for Heating/Cooling Units

- The installation of outdoor heating and cooling units should prioritize sound management to minimize noise pollution, which can be a nuisance to neighbours.
- **Location:** Place units as far away from property lines as possible to reduce noise impact. Where possible, locate these units in the front or rear yard rather than the side yard to further distance them from neighboring properties.
- **Avoid Windows and Openings:** Position units away from neighboring windows or openings where possible.
- **Utilize Barriers:** Whenever possible, keep the unit behind any existing barriers such as fences, hedges, and garden sheds. Consider installing anti-noise boxes around heat pumps.



Streetscape

A well-designed streetscape ensures that new developments blend seamlessly with the existing neighbourhood. Harmonious architecture, landscaping, and street elements create a sense of continuity and community. They will enhance the visual appeal and identity of a neighbourhood, provide safety to residents, and promote livability and accessibility for residents.

Guidelines

- Boulevards should include at least one street tree for every 10 metres of frontage.
- Within 2.5 metres of the traveled road surface, landscaping may include:
 - Gravel or permeable pavers for parking
- At each intersection, a landscaped node may extend within .5 metres of the travelled road surface.
- More than 2.5 metres from the travelled road surface, landscaping may include:
 - lawn, flowers, ground covers, low shrubs: less than 0.6 metres in mature height
 - access steps that are part of a sidewalk
 - a low berm: less than 0.6 metres from adjacent ground
- More than 3.5 metres from the travelled road surface:
 - mailbox and address pillars up to 1.5 metres in height and 0.6 metres in width
 - a hedge or shrub: measured to the trunk of the hedge or shrub, as long as foliage doesn't grow closer than 2 metres
 - rocks or similar landscape features under 0.6 metres
- Street trees should be located .5 metres outside the front property line.
- Ensure the design of the building will fit into the existing characteristics of the neighbourhood.
- Ensure that the site design accommodates people of all abilities.
- Incorporate accessible pathways, ramps, and elevators.
- Provide visible signage identifying building addresses at all entrances.



Building Form & Elements

Height

When located adjacent to single detached homes, small scale, multi-family dwellings should take care to be a good neighbour to existing single-family homes. New multi-family dwellings may have a higher allowable height than previously built single-family dwellings but should respect the existing context.

Guidelines

- Care should be taken to ensure that massing, shadowing and privacy of adjacent homes are taken into account during the design process.
- When constructing new multi-residential dwellings, the maximum allowable height is three storeys, ideally with the 3rd storey integrated into the roofline of the house or set back from façade of the second storey.
- Increase building massing toward the center of the site to optimize light, privacy, and to facilitate community integration.
- Optimize building massing to reflect the BC Energy Step Code and Zero Carbon Step Code.

Doors

- Entrances should be located and designed to create building identity, to distinguish between individual units, and generally create visual interest for pedestrians. Well-considered use of architectural detail and, where appropriate, landscape treatment, should be used to emphasize primary entrances, and to provide “punctuation” in the overall street-scape treatment
- Independent entrances to create a sense of individuality for each unit.
- At least one prominent front entrance should face the street.



Scale and Massing

Architectural massing is the volumetric design of a building and the three-dimensional space a building occupies. Massing and articulation can increase the visual interest of a development and should tie into the overall neighbourhood form and character.

Design and Proportionality

- Complement the massing and building proportion of established housing in new developments to promote continuity and harmony with the existing urban fabric.
- When similar massing to neighbouring structures is not achievable, break the building facade into smaller elements to create an illusion of a smaller scale, maintaining neighborhood character.
- Step down building heights as a strategy for sensitive transitions in scale to adjacent buildings, enhancing the integration of new developments.

Façade

- Encourage the integration of a one-story roofline on the front façade to transition to the pedestrian scale.
- Utilize articulation in horizontal and vertical planes on street frontage facades to add depth and interest.
- Incorporate architectural features and design details into building facades that are rich and varied in detail to create visual interest when approached by pedestrians. Examples of architectural features include: building height, massing, articulation and modulation, bay windows and balconies, fenestration pattern (proportions and placement of windows and entry ways).
- Incorporate recessed, articulated, and differentiated entrances where possible, adding to the visual and functional quality of the building.

Roof Design

- Utilize roof slopes to minimize the apparent mass of the development and reduce differences in heights between adjacent buildings.
- Create usable space through the addition of dormers and gables, contributing to the functionality and aesthetic of rooftops.
- Integrate weather protection canopies at building entrances to enhance the pedestrian experience.

Environmental & Human Scale

- Facilitate visual access to natural features such as the sky, daylight, vegetation, and views, enriching the living environment for residents.
- Ensuring that building components relate to human scale, including the dimensions of doors, windows, and stairs.

Massing

- Employ transitional elements and terraced units to reduce perceived bulk and introduce variety in building massing.
- Ensure larger, more prominent features are balanced with smaller, less significant ones to create a sense of order and scale.
- Align massing strategically at a neighbourhood scale, placing big walls next to big walls, to maintain a coherent and harmonious architectural rhythm.



Colours & Materials

Colours play a crucial role in establishing a building's visual identity. Thoughtful colour and material choices contribute not only to aesthetics but also to functionality, sustainability, and community integration. Lack of architectural detail or variety in material and colour can create a building with an awkward and dense appearance. Consideration should be given to the existing neighbourhood.

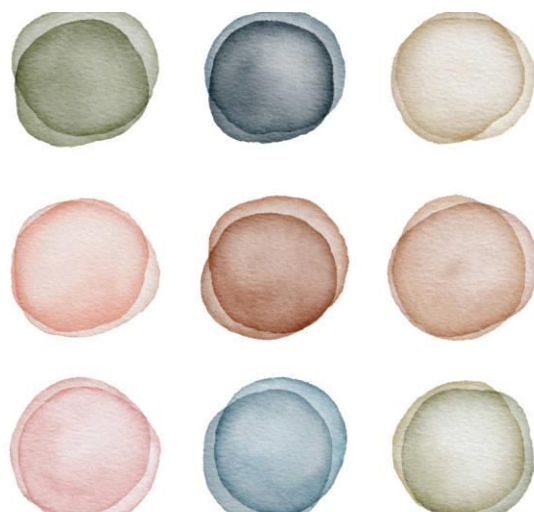
Guidelines

- Colour schemes can be used to differentiate residential units.
- Employ two or more types of cladding materials to avoid large expanses of uniformity.
- Incorporate secondary material into vertical design features or use accent colours (to break up mass of building).
- Use different textures (brick patterns, wood, stone) to add visual richness.
- Durable Materials: Prioritize substantial, durable and natural materials into their facade to avoid a 'thin veneer' look and encourage graceful weathering of materials over time.
- Wood Accents: Wood siding or accents can add warmth and texture. Use responsibly sourced materials.
- Employ fire-resistant materials for exterior cladding, such as non-combustible siding materials (e.g., fibre cement, stone, stucco, or metal siding). These materials help prevent the spread of fire to and from neighboring properties.



Colour Palette:

- Neutral Base: Start with a neutral base colour for the building's facade. Whites, grays, or earth tones work well.
- Accent Colours: Introduce accent colours for doors, window frames, and trim. These can add visual interest without overwhelming the design.
- Avoid Clashing: Ensure that colours complement each other and do not clash.
- Choose colours with energy efficiency in mind: dark colours absorb more heat, light reflects sunlight.



Roofs

Roofs should be compatible with the existing neighbourhood character and should create visual interest. Integrating pitched roofs into the overall design provides “single-family residential character”.

Guidelines

- Pitched roofs in excess of 6:12 are encouraged to evoke a residential feel and blend with neighbouring houses.
- Utilize flat roofs for rooftop gardens, solar panels, or communal spaces.
- Green “vegetated” roof options are preferred where a flat roof is proposed.
- Cascade of sheltering roofs.
- Asphalt shingles, metal, slate, or clay tiles are recommended to offer the highest level of fire resistance.

Windows

Windows can shape living spaces, impact energy use, and contribute to the overall character of a neighbourhood.

Guidelines

- Contrast: Window frames and trim can contrast with the facade colour. Dark frames against light walls create visual impact.
- Material Consistency: Use the same material for window trim as other architectural elements (e.g., wood, metal, or fiber-cement).

- Windows should be placed on at least two sides of each residential unit.
- Windows should open.
- Views to the street should be provided where possible.
- The views from upper stories of new buildings should minimize overlook into adjacent private yards, especially in less intensive areas. Strategies to achieve this include but are not limited to the following:
 - Increased setback.
 - Stagger windows to not align with adjacent windows.
 - Primary windows into habitable spaces, and also decks and balconies, should not face or be oriented to interior side-yards.
 - Locate and screen upper level windows, decks, and balconies to minimize overlook.
 - Use of skylights, translucent windows and clerestory windows are encouraged to minimize overlook of side yards.
 - Landscape screening.



Proportions

Proportion in building design is crucial to support a feeling of aesthetic harmony, functionality and efficiency, structural integrity, and relationship to the human experience.

Guidelines

- Buildings should consider the human experience; massing of the building should relate well to the surrounding context and should not overpower neighbouring structures.
- Balance of vertical and horizontal elements. Avoid excessively tall or squat buildings that disrupt the visual harmony of the area.

Green Building Considerations

Green building practices encourage sustainability in both material and design to support climate action initiatives. Green buildings are structures that reduce impact on the environment by being resource efficient and environmentally responsible. These buildings play a role in preventing the adverse effects of climate change by using design strategies that reduce greenhouse gas emissions and show adaptation to current and projected environmental impacts.

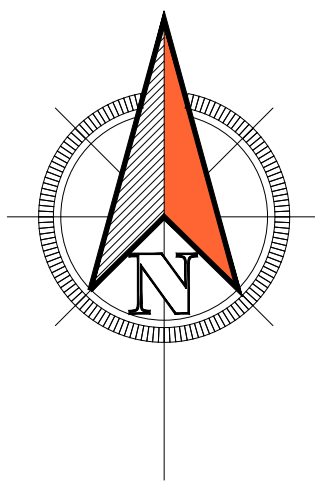
Guidelines

- At least 50% of exterior space should be permeable.
- Drainage from non-permeable areas, such as driveways, should be directed to rain gardens, swales or other landscaping to facilitate groundwater recharge.
- Permeable materials (structural turf, gravel, and granite crush) are encouraged for driveways and landscaping.

- Landscaped areas shall not include more than 40% turfgrass.
- Glazing and orientation for solar energy gain.
- Use drought-resistant and/or native landscaping where possible.
- Colours that support climate and energy efficiency (light colours).
- Encourage the use of innovative materials (recycled glass, reclaimed wood, low-impact concrete).
- Install low-carbon heating and cooling mechanisms.
- Consider building massing and orientation to support heating and cooling efforts naturally.
- Designs for new buildings should comply with the Energy Step Code requirements.
- Consider using on-site collection of water with the intent to gradually release it (control of surface water from site).
- Provide shaded outdoor living:
 - Consider ways of retaining trees to create shaded outdoor living areas.
 - Placement of architectural elements (i.e. roof overhang) to create shaded outdoor living areas.







CANYON CRESCENT

Site Data

PID: 002-823-021

LEGAL DESCRIPTION:
LOT 4, DISTRICT LOT 78, NEWCASTLE DISTRICT
PLAN 24800

CIVIC ADDRESS:
796 CANYON CRESCENT, QUALICUM BEACH, B.C.

ZONING:
TOWN OF QUALICUM BEACH - BL 900,
RESIDENTIAL 1 (R1).

SITE AREA: 1765 sq. m. (18,998 sq. ft.)

PARCEL COVERAGE PROPOSED:

STRATA LOT 1 GARAGE/COTTAGE = 95.9 sq. m. (1032 sq. ft.)
STRATA LOT 1 DWELLING = 213.5 sq. m. (2297 sq. ft.)

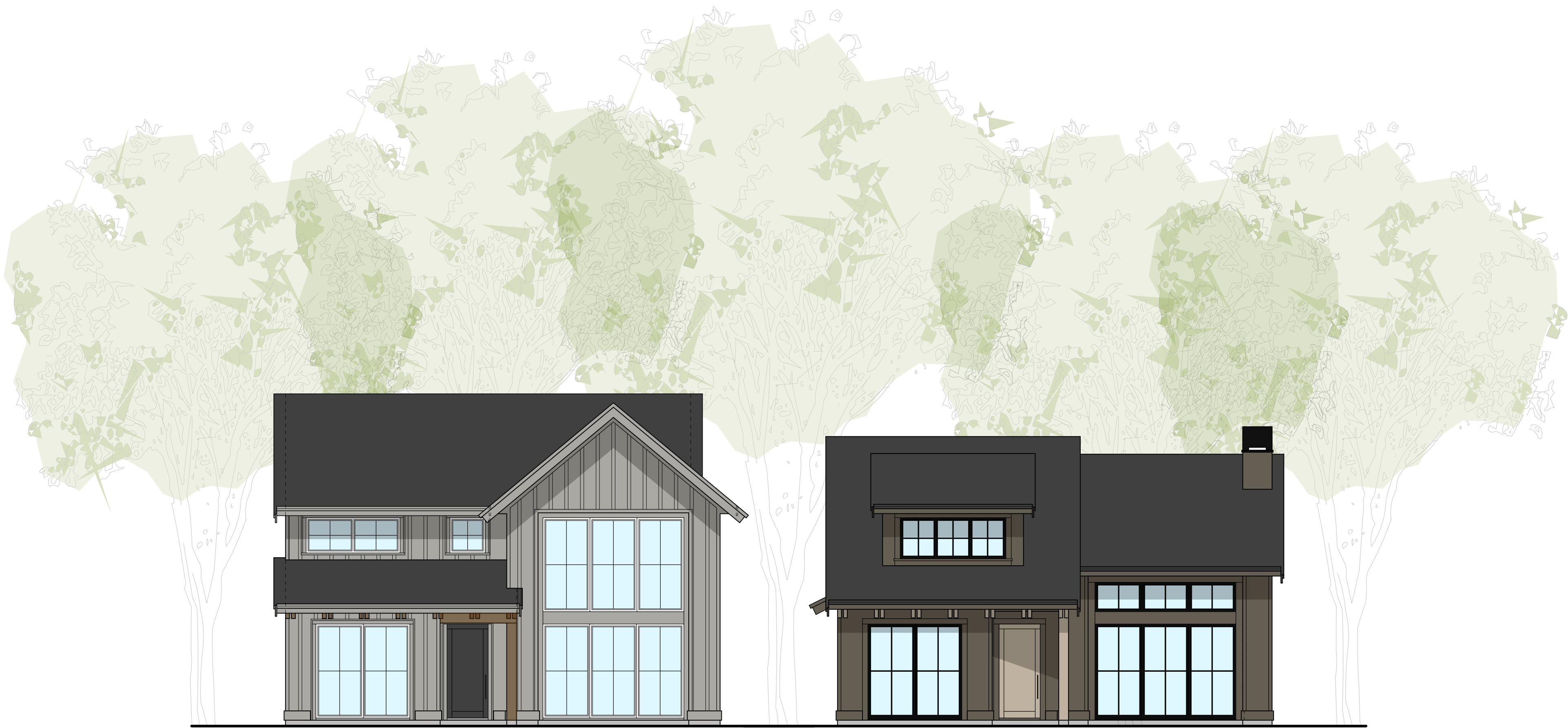
STRATA LOT 2 GARAGE/COTTAGE = 95.9 sq. m. (1032 sq. ft.)
STRATA LOT 2 DWELLING = 213.5 sq. m. (2297 sq. ft.)

TOTAL PARCEL COVERAGE = 618.8 sq. m. (6658 sq. ft.) -35%



Zoning Summary

Permitted Uses	
a) Single Detached Dwelling	
b) Duplex	
c) Houseplex	
Accessory Uses	
d) Ancillary Dwelling Unit	
e) Home Occupation	
f) Bed and Breakfast	
Maximum Number and Size of Buildings and Structures	
Accessory buildings	- combined floor area of 75m2
Maximum number of dwelling units per parcel	4
Maximum number of strata lots	2
Height	
- Single Detached Dwelling or Duplex	9.0m
- Flat roof	8.0m
- Houseplex	11.0m
- Flat roof	10.0m
- Ancillary Dwelling Unit	6.5m
- Accessory Building	4.5m
Parcel coverage 55%	
Minimum Setback Requirements	
Front lot line	
- Ancillary Dwelling Unit	
- Less than 8.0m in width and under 6.5m in height	2.0m
- More than 8.0m in width or 6.5m in height	6.0m
- Houseplex	
- Less than 8.0m in width and under 6.5m in height	2.0m
- More than 8.0m in width and 6.5m in height	4.0m
- Front facing garage	6.0m
- Duplex or Single Detached Dwelling	6.0m
Rear lot line	
- Portion of an Ancillary Dwelling Unit not more than 8.0m in width and 6.5m in height	2.0m
- Portion of a Houseplex not more than 8.0m in width and 6.5m in height	2.0m
- Houseplex	6.0m
- Rear-facing garage	2.0m
- Duplex or Single Detached Dwelling	6.0m
- Accessory Building (floor area no more than 10m2 and no more than 3m in height)	0m
Exterior side lot line (6.0m sight triangle to be maintained)	
- Single Detached Dwelling or Duplex	4.5m
- Ancillary Dwelling Unit	2.0m
- Accessory Building	4.0m
Interior side lot line	
- Accessory buildings (Floor area no more than 10m2 and no more than 3m in height)	1.5m
	0.0m
Provided that the aggregate total of the minimum distances from each interior side lot line to the principal building shall not be less than 4.5m.	
Except:	
a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply	
b) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.	



Strata Lot 1
North Elevation (not showing garage)

Strata Lot 2
North Elevation (not showing garage)



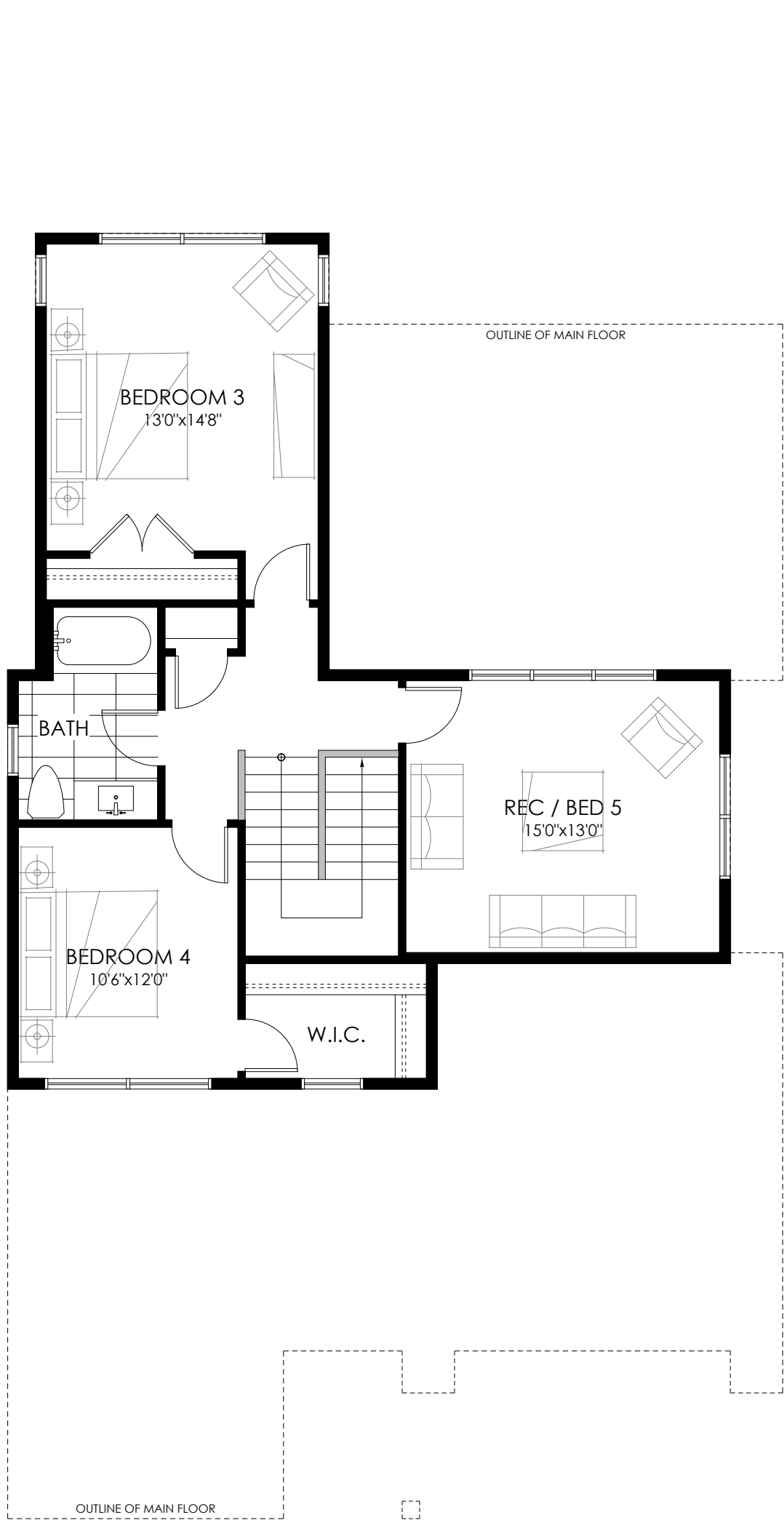
Strata Lot 1
North Elevation (street)

Strata Lot 2
North Elevation (street)

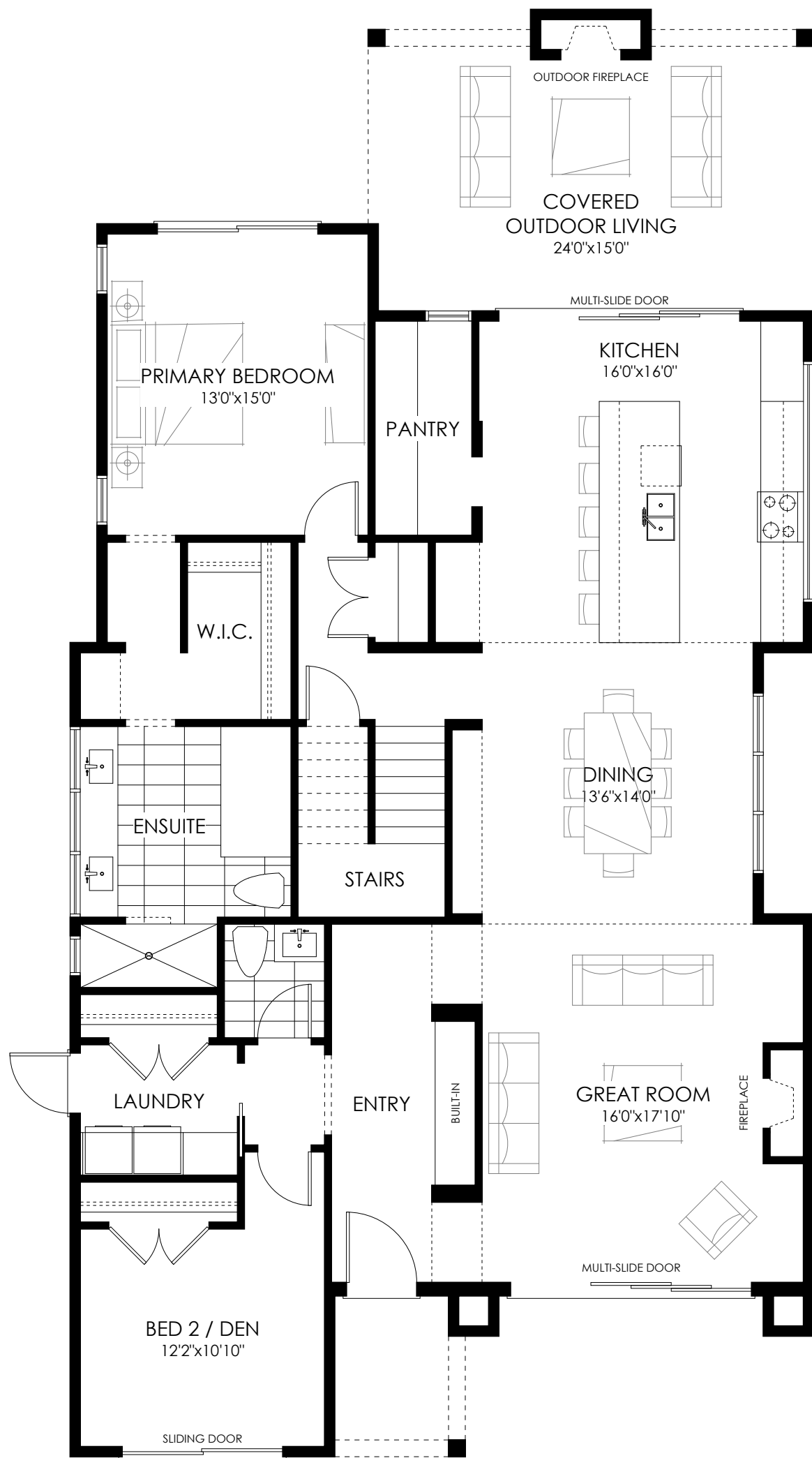


Strata Lot 1
South Elevation (rear)

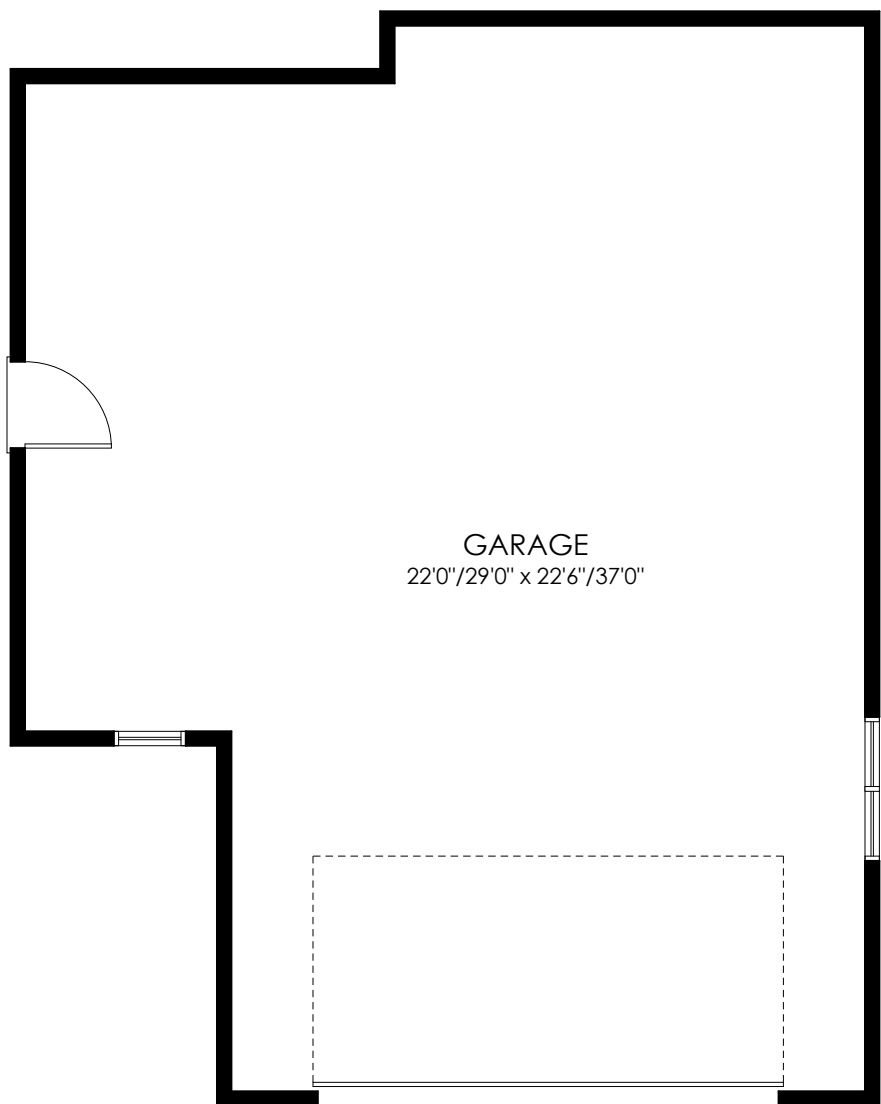
Strata Lot 2
South Elevation (rear)



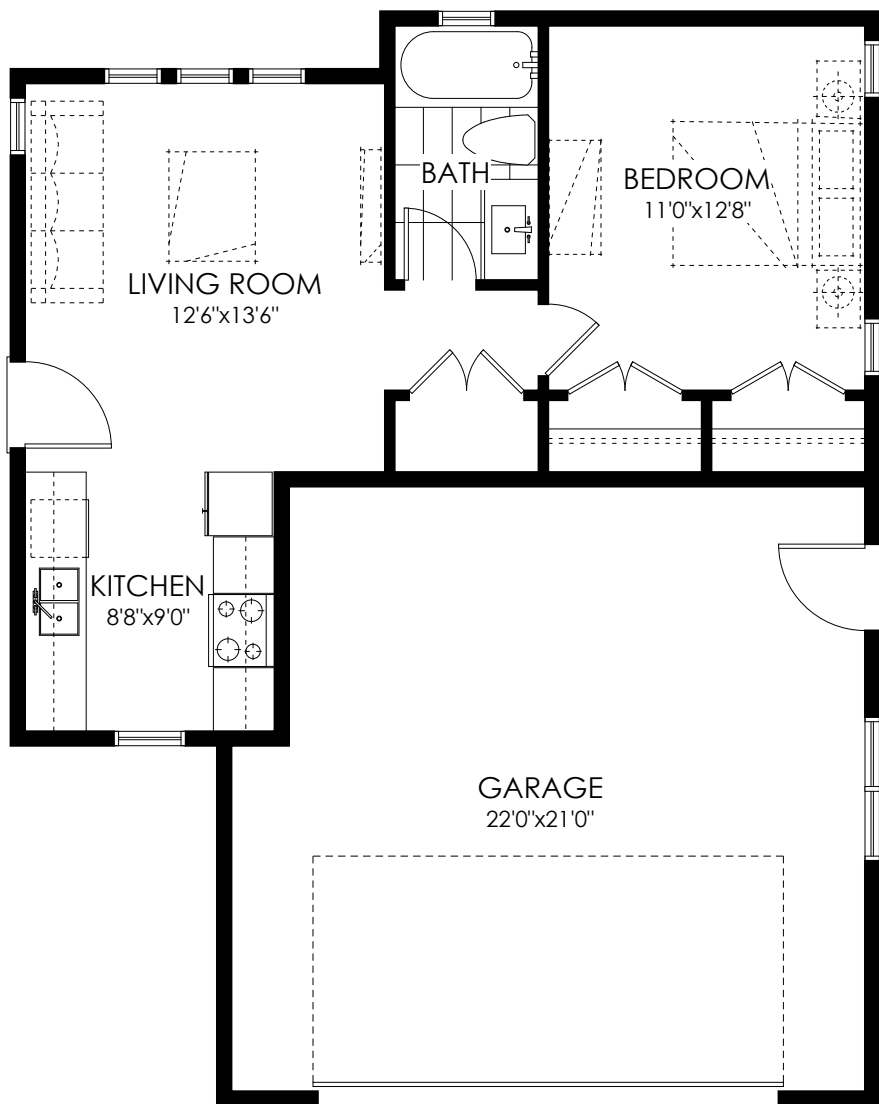
Upper Floor Plan
Floor Area = 830 sq. ft.



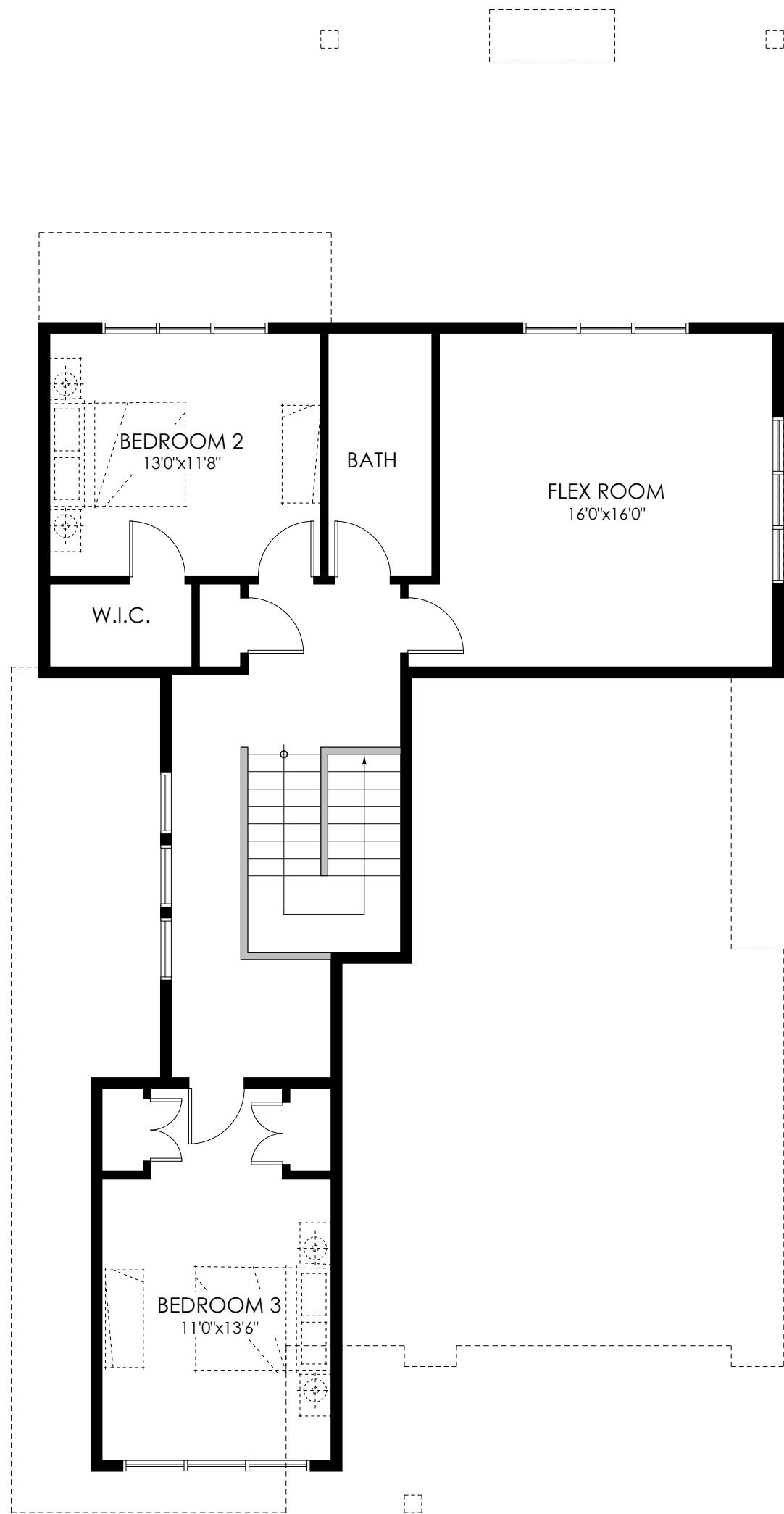
Main Floor Plan
Floor Area = 1,924 sq. ft.



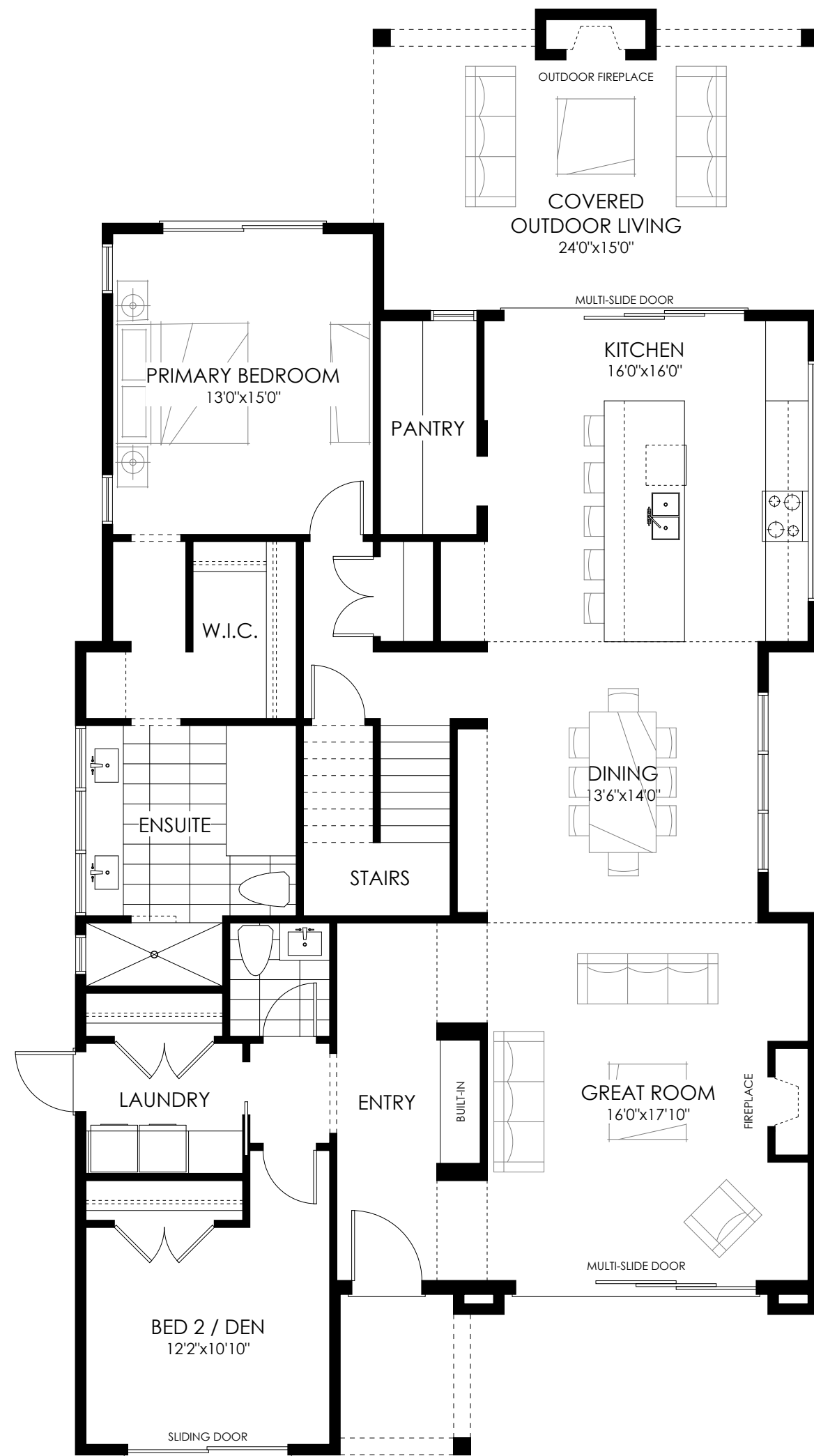
Garage
Floor Area = 1031 sq. ft.



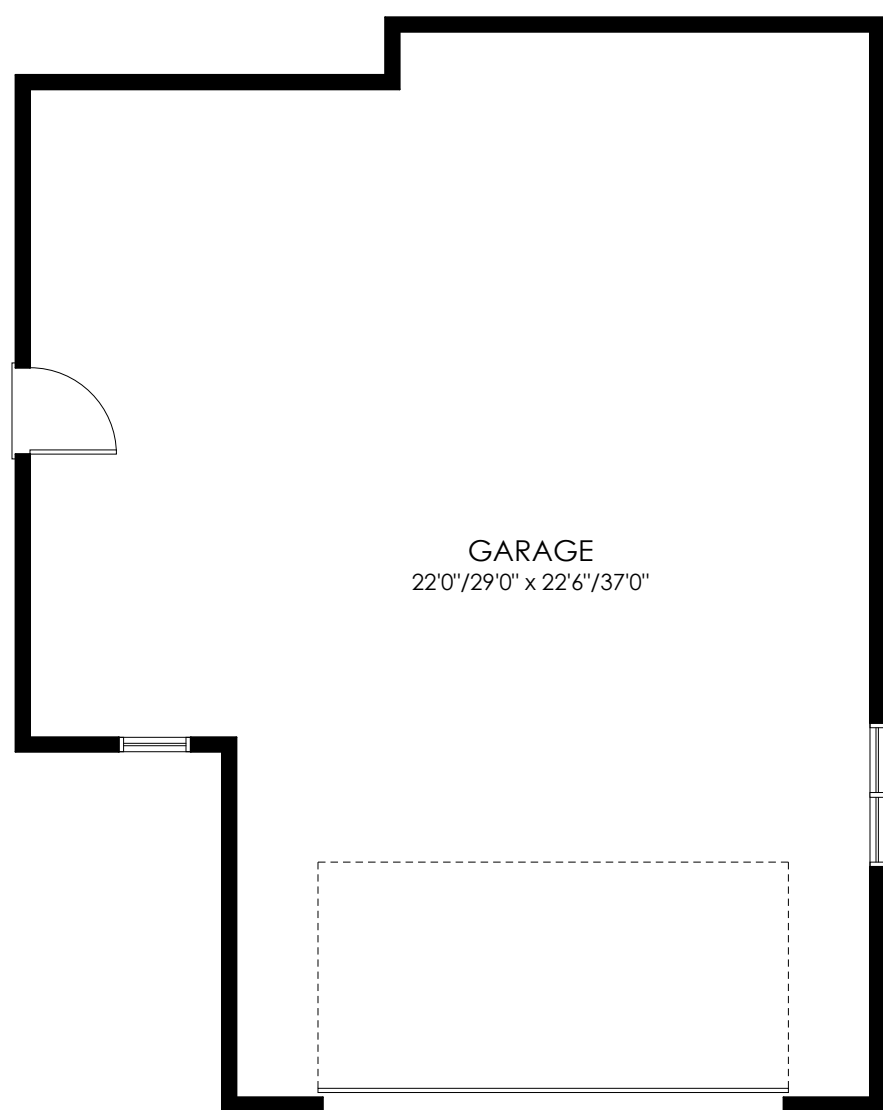
Ancillary Dwelling - Opt.
Finished Floor Area = 559 sq. ft.
Garage Floor Area = 472 sq. ft.



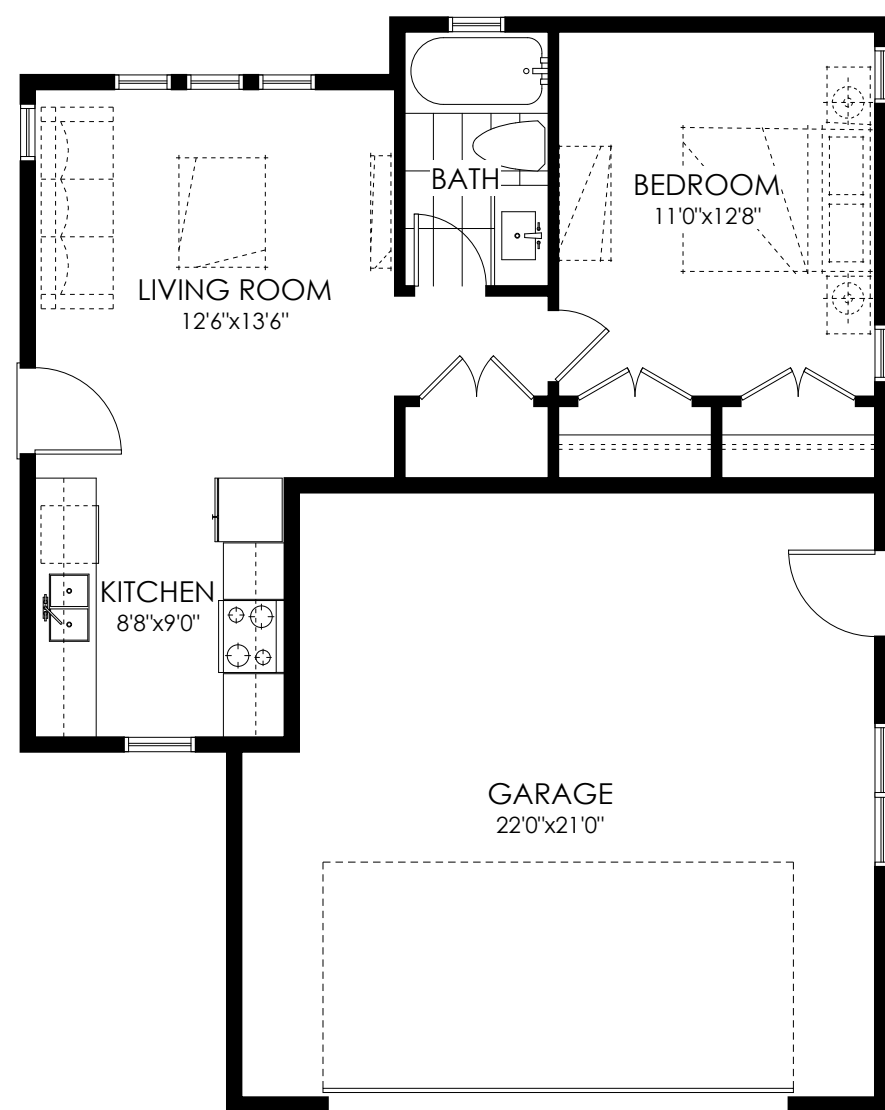
Upper Floor Plan
Floor Area = 967 sq. ft.



Main Floor Plan
Floor Area = 1,924 sq. ft.

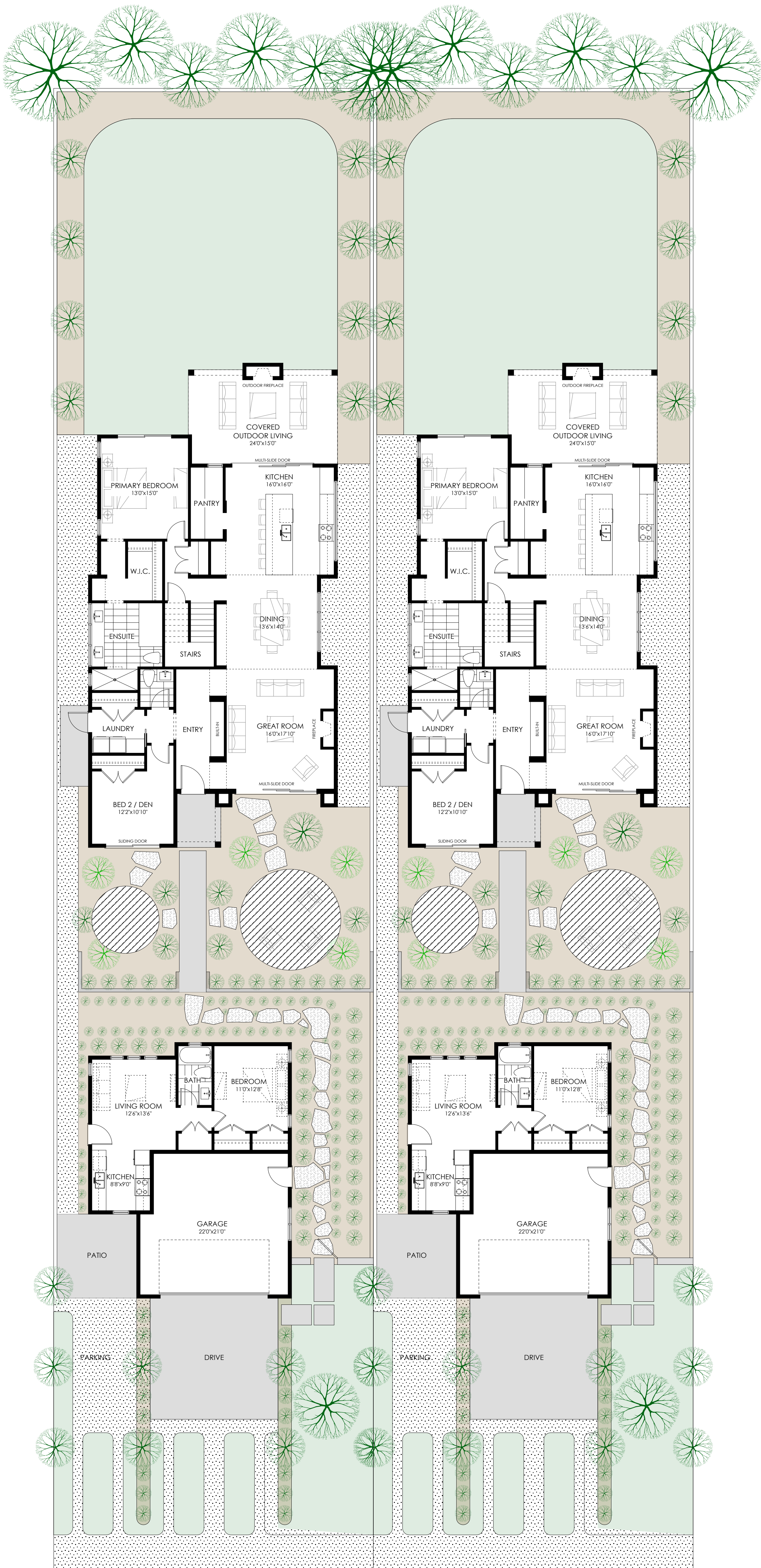
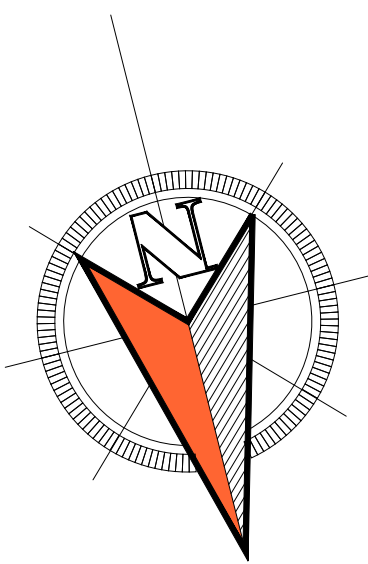


Garage
Floor Area = 1031 sq. ft.



Ancillary Dwelling - Opt.
Finished Floor Area = 559 sq. ft.
Garage Floor Area = 472 sq. ft.

HOYLAKE ROAD WEST



CANYON CRESCENT

DP Design Rationale - 796 Canyon Crescent

Neighbourhood Context

- Careful attention has been paid to ensure a high quality architectural form and character that is consistent and compatible with the surrounding neighbourhood.
- A comprehensive landscape plan has been designed to compliment the neighbourhood's aesthetic and create a cohesive streetscape.
- Covered, street-facing entries create a welcoming and pedestrian-friendly experience.
- Architectural street-facing windows contribute to curb appeal and natural light.
- The building styles and forms complement the existing homes in the area.
- Building massing is thoughtfully designed to align with the neighbouring two-storey homes to the east and west, maintaining a harmonious streetscape.
- Windows are oriented towards the street and rear yard areas, to minimize overlook of neighbouring properties.
- The homes feature extensive vertical and horizontal articulation, adding visual interest and architectural character.

Preservation of Natural Features

- Homes, accessory buildings, and ancillary dwellings have been detached and thoughtfully situated to respond to the natural grade, which rises from north to south.
- While tree preservation within building envelopes is not feasible, structures are carefully situated away from existing trees and vegetation along Hoylake and Dollymount to maintain the natural landscape.

Site & Landscaping

Parking

- A green boulevard design includes grasses, street trees, and planting beds, with minimized tire only tracks for vehicle access.
- Carriage-style garage doors with windows add charm, and complement the neighbourhood character.
- Permeable crushed stone will be used for vehicle and pedestrian access, reducing concrete use and promoting groundwater recharge.
- Multiple off-street parking stalls will be screened with landscaping and street trees for a natural, integrated appearance.
- Buildings are set back from the north property line to preserve the vegetation and mature trees along the Hoylake Road / Dollymount Trail.

Site Access - Vehicles

- Our landscape design has thoughtfully eliminated full width vehicle access through the use of tire tracks through landscape to eliminate extensive paving
- No driveway or access point exceeds 7 meters in width, avoiding full-width driveways or extensive paving to maintain the neighbourhood's character.
- A comprehensive boulevard landscape plan buffers structures and enhances the streetscape for walkers, cyclists, and drivers alike.
- Small aprons and tire tracks through the landscaped boulevard create a softer, more natural aesthetic.

Site Access - Pedestrians

- A permeable and dedicated pedestrian entry path leads from the street with garden beds and planting on both sides
- Ground cover and plantings will be incorporate in and around paths to add interest and enhance the walking experience.

Landscape Design & Aesthetic

- Address markers, natural rock accents, will complement the neighbourhood's existing charm.
- 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 / landscape.
- 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.

Environmental and Community Considerations

- Native and water-smart plants will be integrated to provide visual interest, shade, and support local habitat.
- Optional edible garden spaces have been designed in areas with optimal sunlight and drainage.
- Fire-resistant permeable ground cover and carefully selected large hand-picked stones will be incorporated near the homes to reduce fire risk.
- Landscapers will consult the BC FireSmart plant tool when selecting plant varieties.

Functional & Practical Elements

- Low-voltage landscape lighting will provide subtle illumination along paths and entries, enhancing safety and ambiance while minimizing light pollution.
- Multiple outdoor gathering spaces for seating, entertaining, and planting have been planned.
- Garbage, recycling, and compost bins will be screened using landscaping and wooden enclosures to maintain curb appeal.

Green Building & Mechanical Systems

- The new homes will be equipped with high performance mechanical systems that include industry best heat pumps with low decibel sound output and Heat Recovery Ventilators (HRV). All heating and cooling systems are low carbon. Preliminary modelling of the homes indicates they will achieve emissions level-4 (EL-4) of the zero carbon step code. Also known as Zero Carbon.
- Homes will be constructed to meet step 4 of the Energy Step code
- Each home will include level 2 electric car charger.

Streetscape Enhancements

- Approx. twice the required minimum number of street trees will be planted, spaced approximately 5-6 meters apart.
- Gravel or permeable pavers will be used along the road's edge to manage water flow and create a practical buffer for pedestrians and vehicles.
- Garden beds and lawn areas will enhance the boulevard landscape.
- Illuminated address markers will be installed on each property for clear visibility.
- Homes will align with the architectural character of the neighbourhood, ensuring a harmonious and complementary streetscape.
- Accessible pathways with both steps and ramped walkways will be incorporated to accommodate people of all abilities.
- Designated pedestrian entries and address markers will be clearly defined and well-lit for ease of navigation.

Building Form

- The shape of the homes avoids massive building components by including various roof lines and articulating the wall planes. The roofs and walls are thoughtfully articulated to create visual interest.
- The proposed single family homes are 1.5 stories blending seamlessly with adjacent 1 and 2 stories single family homes
- Careful attention has been paid to ensure a picturesque facade and a high quality architectural form and character that is consistent and compatible with the surrounding neighbourhood.

Colours & Materials

- The earth tone colours have been selected to reflect the natural environment of the area giving the home a sense of belonging within its surroundings.
- Exterior materials will include warm wood timber accents, traditional board & batten and clap board siding. Fiber cement board wall cladding has been chosen in keeping with fire-smart principals.



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3060-20-1398

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: May 14, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Permit: 127 & 131 Fern Road East

RECOMMENDATION:

- THAT 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

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.

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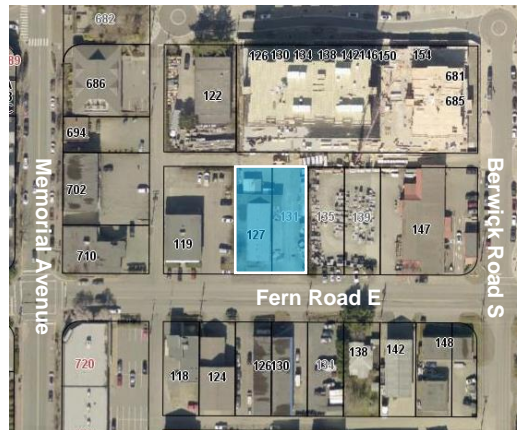


Figure 1: Subject Property

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 1 m 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 conflicts with this policy and staff recommend the application be referred to the Advisory Planning Commission for further comment on the design of the site in relation to 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.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

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

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*

SUMMARY

The Development Permit application for 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 under the Development Permit Area Guidelines, staff recommends the application be referred to the Advisory Planning Commission for comment.

ALTERNATIVE OPTIONS

1. THAT Council refuses the Development Permit Application for 127 & 131 Fern Road East, as outlined in the May 14, 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 127 & 131 Fern Road East DP Application
Attachment 2: Development Permit Area Guidelines C2: Light Industrial

SITE PARTICULARS

Attachment 1

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

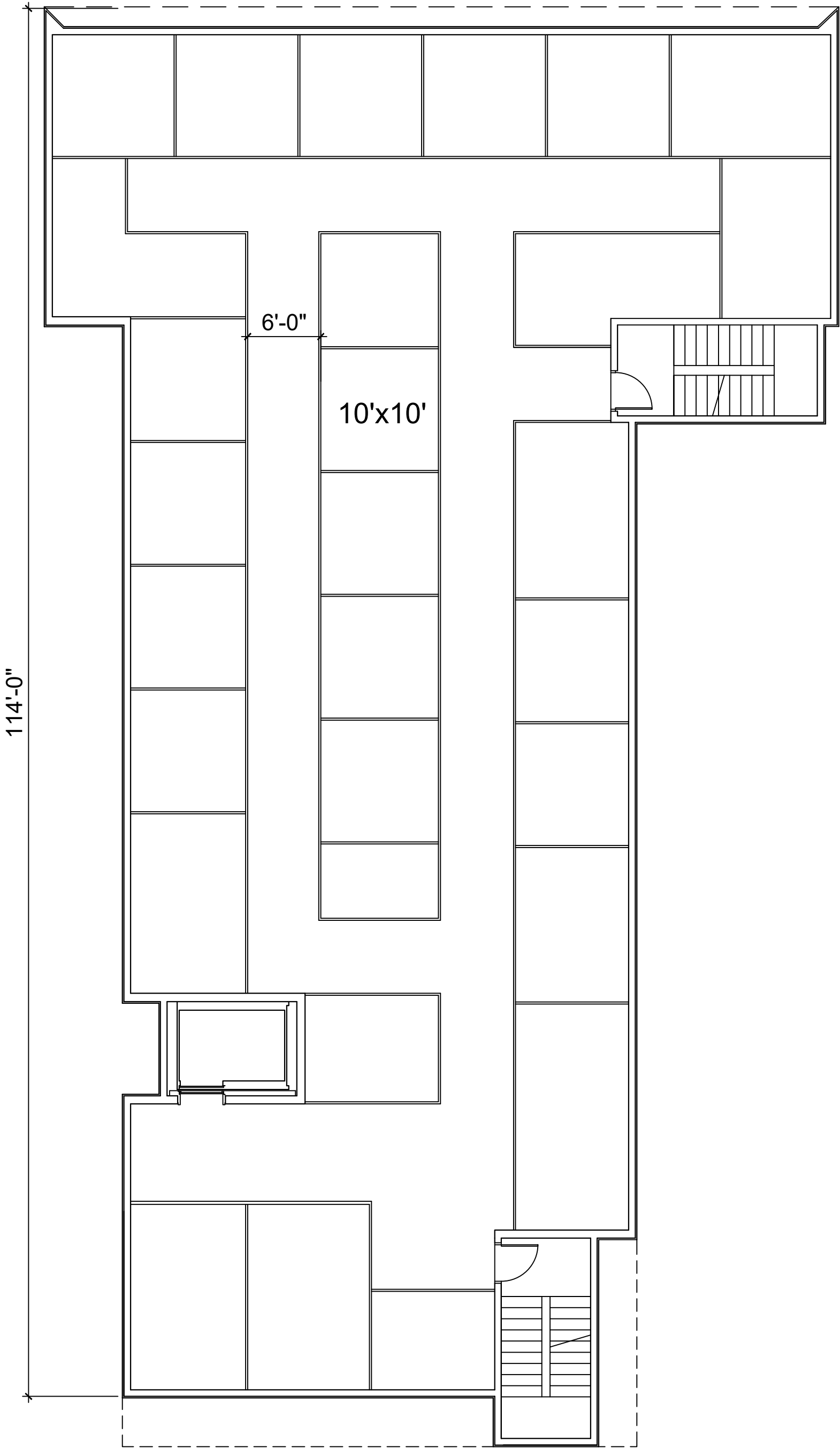
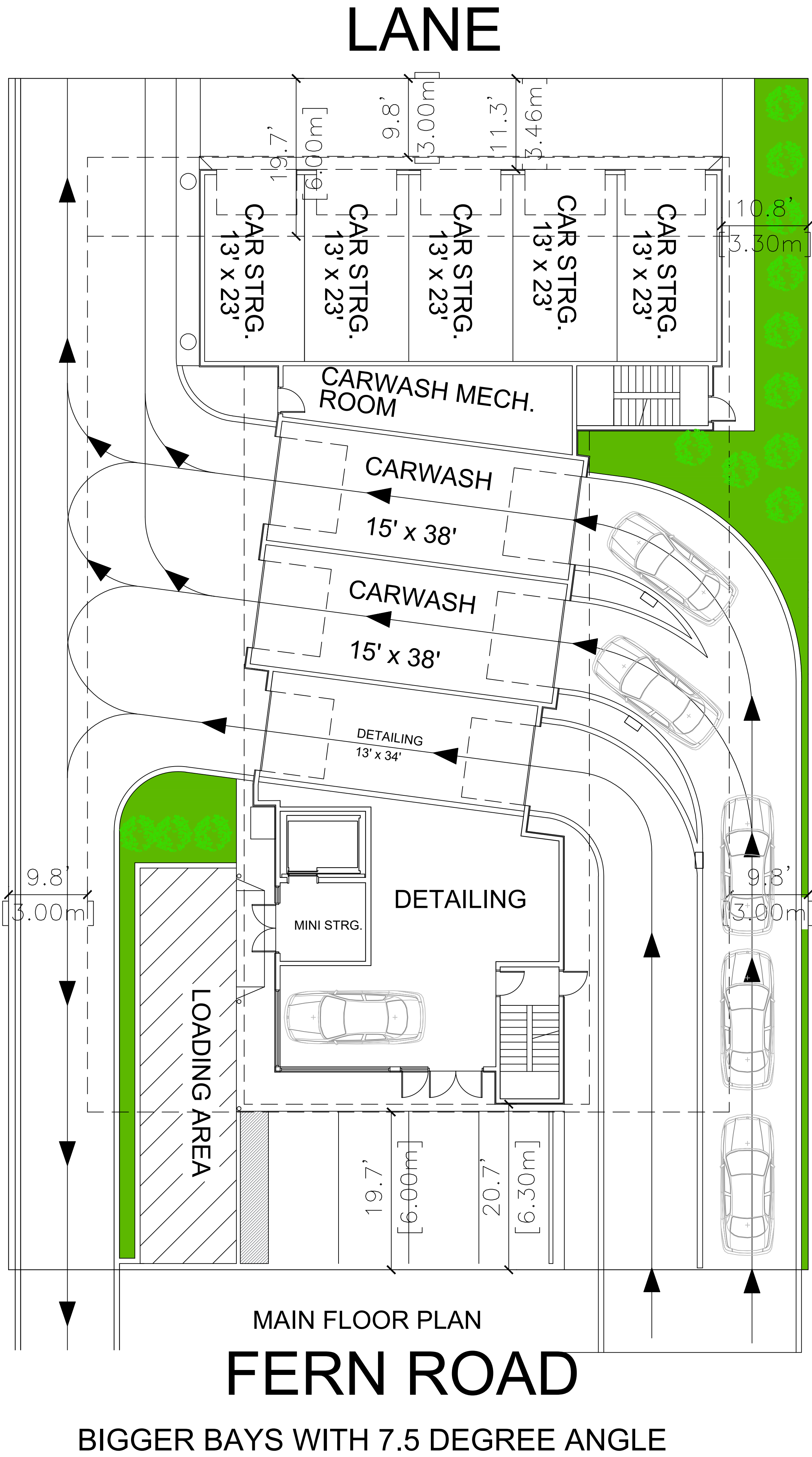
PROJECT DATA

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

NOTE: This drawing as an instrument of service is the property of Daryoush Firoozli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

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

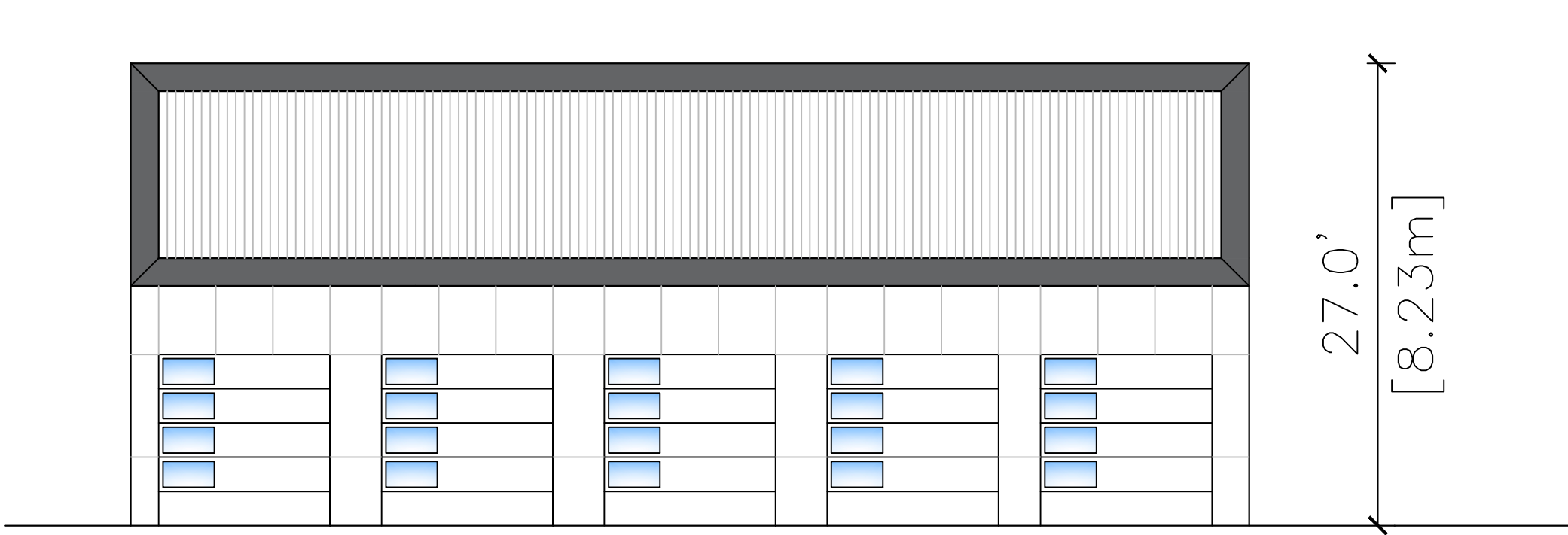
SCALE
DRAWN
CHECKED
D.F.
DATE
APR 10/25

SHEET NO.
A2.0
REVISION

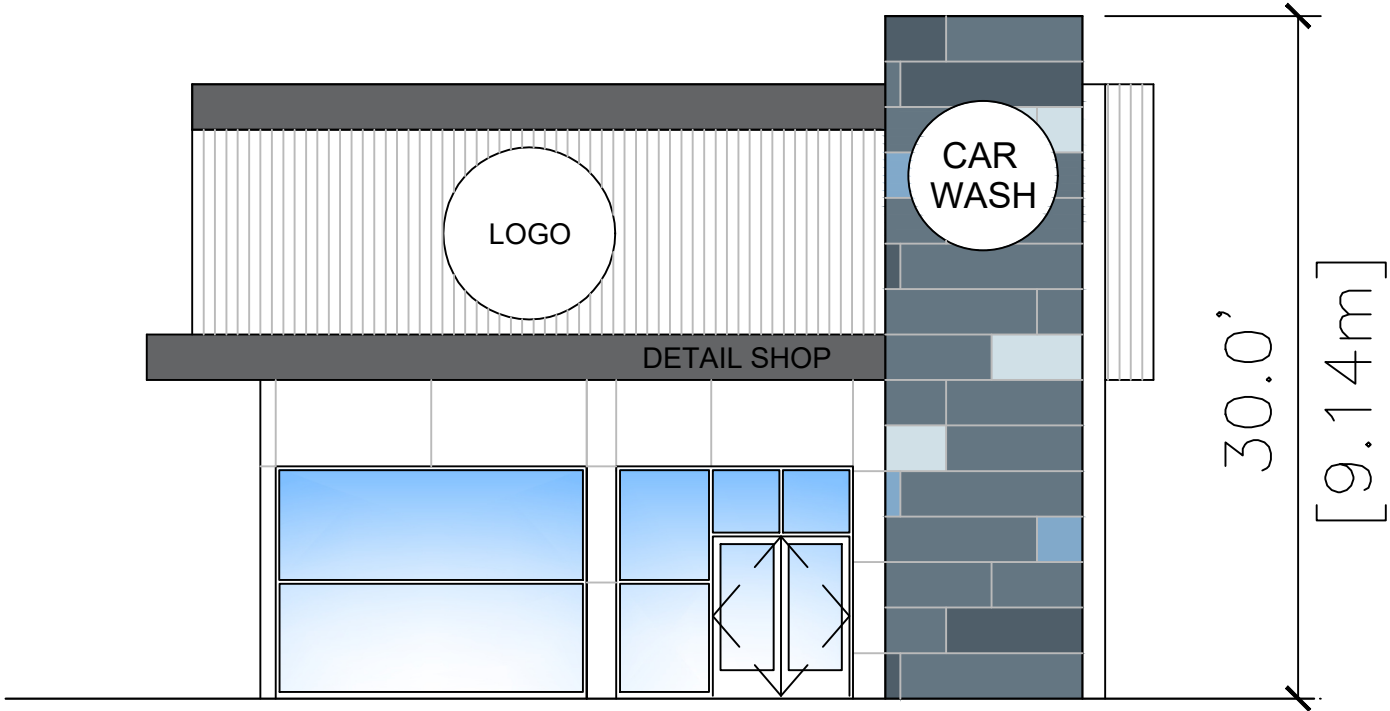
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NO	DATE	REVISIONS



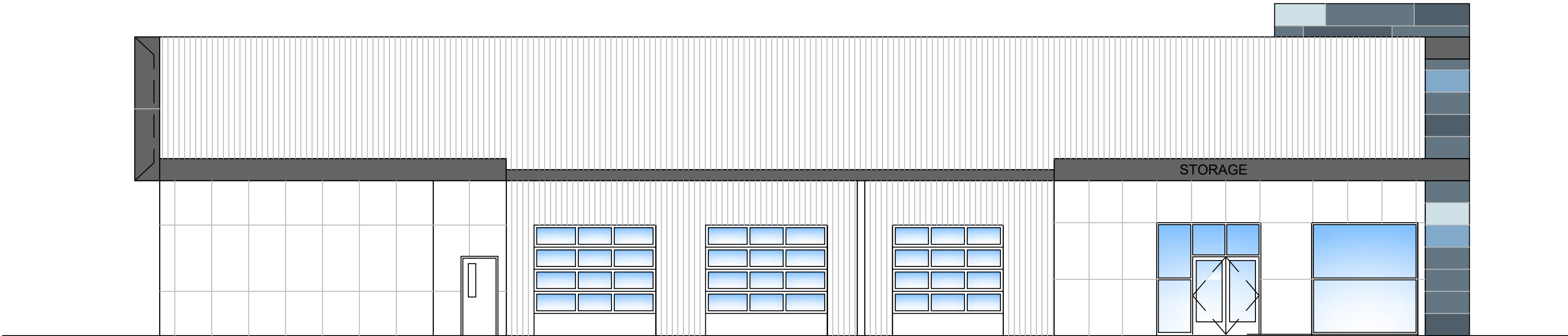
LANE ELEVATION



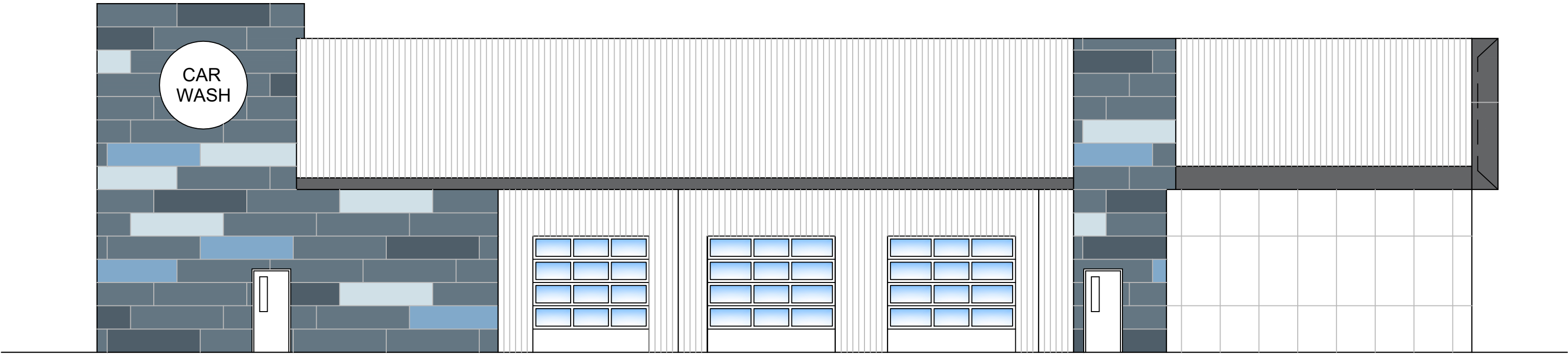
FERN ROAD ELEVATION

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



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

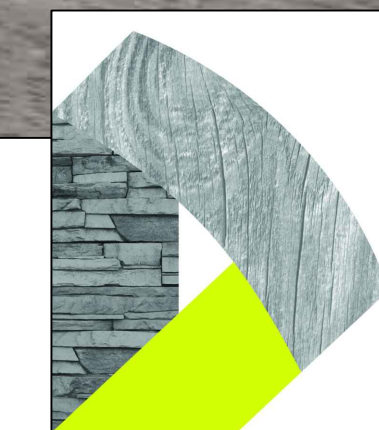
CLIENT
KELLAND PROPERTIES

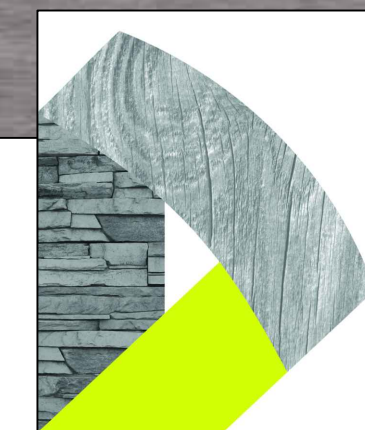
PROJECT NO. 2498

SHEET TITLE
ELEVATIONS

SCALE	SHEET NO.
DRAWN	A3.1
CHECKED D.F.	REVISION
DATE APRIL 10/25	



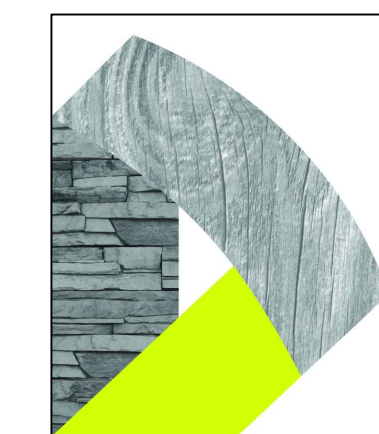






OPTION #1 FOR LANE ELEVATION

OPTION #2 FOR LANE ELEVATION



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:	<p>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.</p> <p>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.</p>
Guidelines:	<p>Development Permits in the light-industrial area shall meet the following general criteria:</p> <ol style="list-style-type: none">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.

	<ol style="list-style-type: none">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.
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TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-119fernrd

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: May 14, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit: 119 Fern Road East

RECOMMENDATION:

THAT Council directs staff to issue a Development Variance Permit for 119 Fern Road East, as described in the May 14, 2025 Planning report to Council.

PURPOSE

For Council to consider issuance of a Development Variance Permit for 119 Fern Road East, which would vary the font size of a proposed fascia sign.

BACKGROUND

A Development Variance Permit has been requested for 119 Fern Road East. Development Variance Permits are often used to vary height or setback requirements, and the same process applies to signs that do not meet the "Town of Qualicum Beach Sign Bylaw No. 553, 1995". The applicant for 119 Fern Road East is proposing a fascia sign that has a font size of approximately 660mm, which is 400mm larger than the permitted font size under the Town Sign Bylaw, and 260mm larger than the previously approved variance of 200mm to 400mm.

In 2019, a Development Variance Permit application was made for 119 Fern Road East. At that time, the application was for an illuminated fascia sign that was 5.5m² with a font size of 900mm. The application, as presented to Council, was refused at that time. The application went through revisions, and in 2024, Council approved a variance to increase the font size from 200mm to 400mm. Given the sign consists mainly of the logo, the sign area with a 400mm font is 0.8m². When applied to the building, the sign was smaller than it appeared in the rendering. The applicant has since made an additional variance application to vary the font from 200mm to 660mm, which would ensure the sign reflects the rendering. Given a font size of 660mm, the sign area is proposed to be 2.6m², which is within the maximum sign area for a fascia sign. The property is in the light industrial portion of Qualicum Beach's uptown area.

On April 16, 2025, Council adopted the following motion:

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

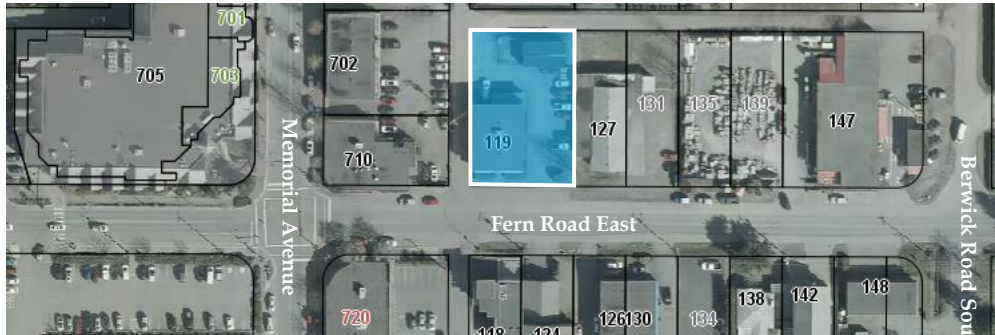


Figure 1: Subject Property

DISCUSSION

The Sign Bylaw specifies that businesses with a road frontage over 16m are permitted to have a fascia sign with a maximum sign area of 2.5m² and a maximum font size of 200mm. The Development Variance Permit application for 119 Fern Road East proposes a fascia sign that is approximately 2.2m² with a font size of 660mm, which is 400mm larger than the permitted font size under the Town's Sign Bylaw, and 260mm larger than the previously approved variance of 200mm to 400mm.

	Permitted	Proposed	Required Variance
Maximum font size	200mm	660mm	460mm

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- Notice of the Town's intention to consider a Development Variance Permit shall be delivered, at least 10 days prior to adoption of a resolution to issue the permit, to the owners and/or tenants of any parcel within 100m of the subject property of the proposed permit.

STRATEGIC PLAN ALIGNMENT

N/A

SUMMARY

A Development Variance Permit application has been received for 119 Fern Road E. The proposed variance for 119 Fern Road E would vary the maximum font size from 200mm to 660mm for the proposed fascia sign. The applicant was previously approved for a variance in 2024, which increased the font size from 200mm to 400mm; however the dimensions provided resulted in a smaller sign than what was shown in the renderings. The applicant is again applying for a variance on the same matter, and this time the sign dimensions reflect the rendering. Despite the previous variance, this request has to be considered from the maximum size permitted in the Bylaw, not from the variance previously approved by Council. At time of writing, staff have received no public input. Subject to consideration of public input, staff find the variance reasonable and recommend approval.

ALTERNATIVE OPTIONS

1. THAT Council refuses the Development Variance Permit for 119 Fern Road East.
2. THAT Council provides alternative direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Luke Sales
Director of Planning
and Community Development
Concurrence



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 119 Fern Road East Application

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2025\05 14 RCM\4. APPROVED FOR SIGNATURE\memo.119FernRoadE.DVP.docx

Letter of Rationale

119 Fern Rd E | Lordco

Variance to allow 1 fascia signs for Lordco

Dear Town of Qualicum Beach,

Please see below bylaw compliance issues that the proposed Lordco Signage has revealed;

Bylaw Compliance Deficiencies

- **Sign Bylaw – 6.5:** *Facia Signs located in non-residential zones are subject to the following regulations.*
 - (c) Maximum sign area of 2.5m² for business frontages over 16m.**
Proposed: 2.2m²
 - (d) The maximum letter size shall be 200mm**
Proposed: LORDCO: 660mm AUTO PARTS: 176mm

Rationale:

We are seeking variance approval to the above noted deficiencies, as well as any other bylaw compliance deficiencies not noted, in order to install new brand-standard signage for Lordco Auto Parts.

The proposed signage is non-illuminated to avoid light pollution and designed with Lordco's provincial-wide site standards in mind. The proposed dimensions are essential for visibility, branding, and overall success of the business.

There are other businesses in the area that also display the same deficiencies (See page 2). These businesses include "Qualicum Foods", and "Petro Canada".

Lastly, the Town of Qualicum Beach let us know that the colour blue is discouraged in the Village Design Guidelines, so they would rather encourage a black awning instead of the blue. As we can see from Page 3, there are MANY businesses in the area that have blue signs.

We sincerely hope that, for the reasons noted above, you will consider our variance to the above noted bylaw deficiencies, as well as any bylaw deficiencies not noted, in order to allow the installation of the newly proposed Lordco signage at 119 Fern Rd E.

October 5, 2022



Ryan Matthews

Priority Permits Ltd.

331 Parkdale Ave N, Hamilton ON, L8H 5Y1

289-389-8951

Ryan@PriorityPermits.com

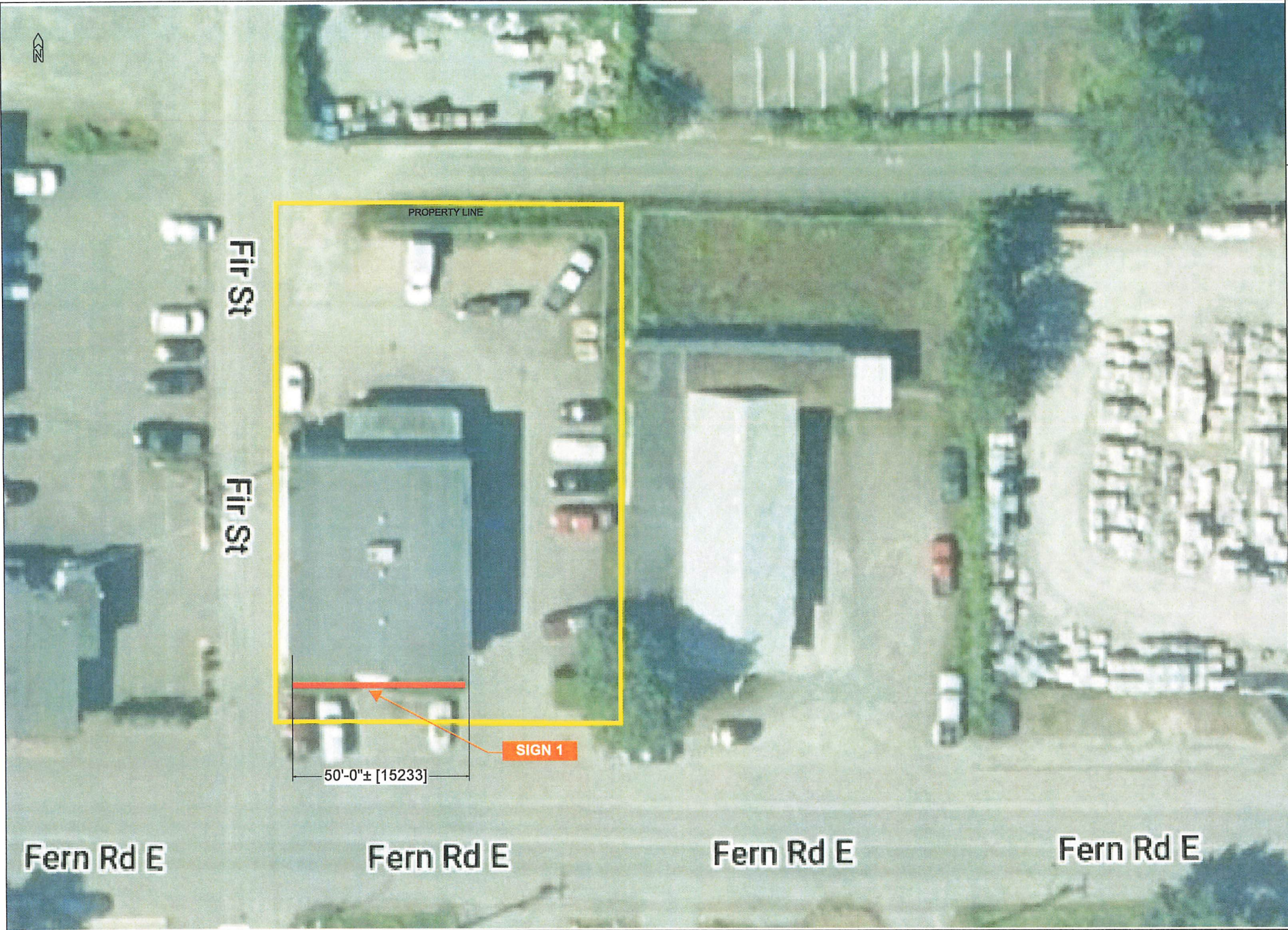






Lordco
119 Fern Road E
Qualicum Beach, BC

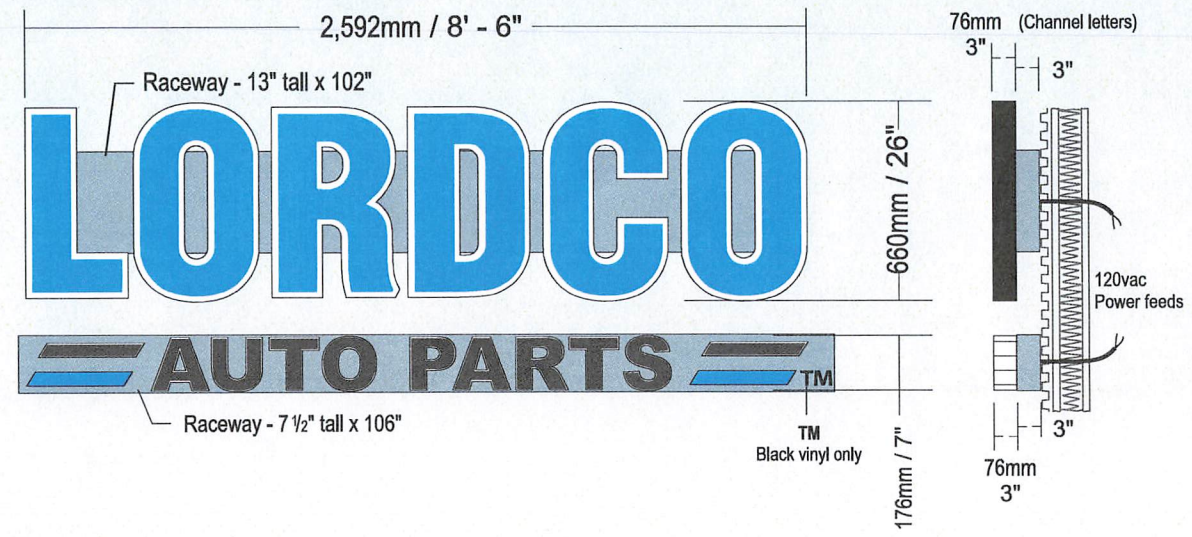
Complete Set of Permit Drawings



331 Parkdale Avenue N
Hamilton, ON L8H 5Y1
www.prioritypermits.com

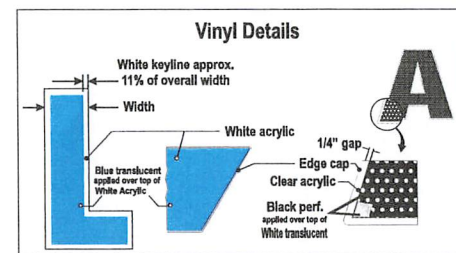
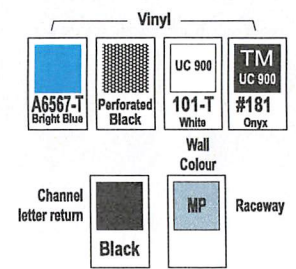
A	-
REV	DESCRIPTION
LORDCO	
119 FERN ROAD E QUALICUM BEACH, BC	
-	
SITE PLAN	
DATE:	JULY 21, 2023
SCALE:	1:300
JOB No.:	-
DRAWN BY:	AT
CHECKED BY:	AT


NOTE: THESE DRAWINGS ARE INTENDED FOR PERMIT PROCESSING ONLY. ALL DIMENSIONS, SIGNAGE PLACEMENT AND DESIGN TO BE VERIFIED BY SIGNAGE CLIENT AND/OR FABRICATOR PRIOR TO CONSTRUCTION OR INSTALLATION.

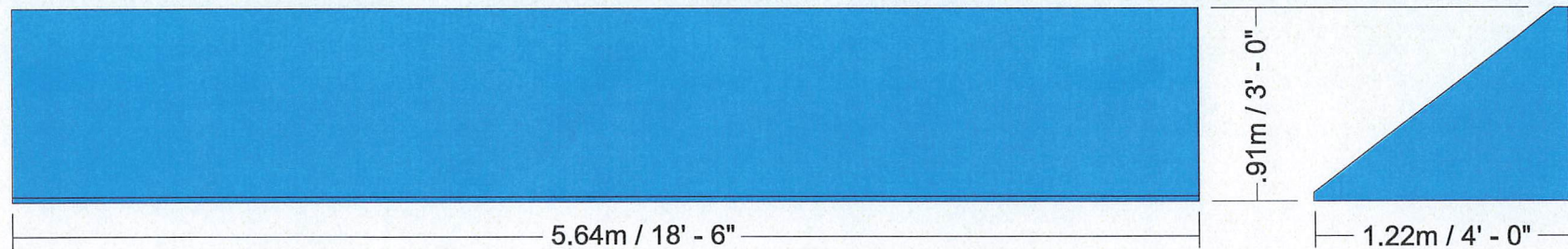


A LED illuminated Channel Letter Sign

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



 <p>SALES • SERVICE • LEASING</p> <p>Head Office: 1250 Glenshire Dr Victoria BC V9C3W7 250-478-8610 Vancouver: Unit 400-6165 Hwy 17A Ladner BC V4K5B8 604-518-7578 Toll Free 1-866-478-8610 Fax 250-478-8631</p>	<p>Client Name LORDCO</p> <p>Location: 119 Fern Rd. East., Qualicum Beach, B.C.</p>	<p>Start Date: Sept. 20 / 2023 Last Revision: Jan. 24 / 2025 Drawing#: LORDCO / Qualicum / Front Sign & Canopy R8 . cdr Page: 1 of 4</p>	<p>Corporate Approval _____</p> <p>Client Approval _____</p>	<p>Sales Rep: Ryan Shepherd</p> <p>Designer: Weldon Kidson</p>
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- B** **ONE** non-illuminated fabric awning with an aluminum frame.
- Awning colour to match LORDCO blue.
 - Awning to replace the existing.

Vinyl





EXISTING SITE



THE DESIGN SHOWN IS THE SOLE PROPERTY OF LANDMARK SIGN AND MAY NOT BE REPRODUCED IN WHOLE OR PART, WITHOUT WRITTEN CONSENT FROM LANDMARK SIGN			
 Landmark Sign SALES • SERVICE • LEASING Head Office: 1250 Glenshire Dr Victoria BC V9C3W7 250-478-8610 Vancouver: Unit 400-6165 Hwy 17A Ladner BC V4K5B8 604-518-7578 Toll Free 1-866-478-8610 Fax 250-478-8631	Client Name LORDCO	Start Date: Sept. 20 / 2023 Last Revision: Jan. 24 / 2025 Drawing#: LORDCO / Qualicum / Front Sign & Canopy R8 . cdr Page: 2 of 4	Corporate Approval _____  Client Approval _____
	Location: 119 Fern Rd. East., Qualicum Beach, B.C.		Sales Rep: Ryan Shepherd Designer: Weldon Kidson



THE DESIGN SHOWN IS THE SOLE PROPERTY OF LANDMARK SIGN AND MAY NOT BE REPRODUCED OR USED FOR ANY OTHER PROJECT WITHOUT IT'S WRITTEN CONSENT FROM LANDMARK SIGN			
 SALES • SERVICE • LEASING Head Office: 1250 Glenshire Dr Victoria BC V9C3W7 250-478-8610 Vancouver: Unit 400-6165 Hwy 17A Ladner BC V4K5B8 604-518-7578 Toll Free 1-866-478-8610 Fax 250-478-8631	Client Name LORDCO	Start Date: Sept. 20 / 2023 Last Revision: Jan. 24 / 2025	Corporate Approval _____ 
	Location: 119 Fern Rd. East., Qualicum Beach, B.C.	Drawing#: LORDCO / Qualicum / Front Sign & Canopy R8 . cdr Page: 3 of 4	Client Approval _____ Designer: Weldon Kidson
		Sales Rep: Ryan Shepherd	



The appearance of the size of the letters
in comparison to the building is
The CORRECT SCALE
(26" tall letters)

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

 <p>SALES • SERVICE • LEASING</p> <p>Head Office: 1250 Glenshire Dr Victoria BC V9C3W7 250-478-8610 Vancouver: Unit 400-6165 Hwy 17A Ladner BC V4K5B8 604-518-7578 Toll Free 1-866-478-8610 Fax 250-478-8631</p>	<p>Client Name LORDCO</p> <p>Location: 119 Fern Rd. East., Qualicum Beach, B.C.</p>	<p>Start Date: Sept. 20 / 2023 Last Revision: Jan. 24 / 2025 Drawing#: LORDCO / Qualicum / Front Sign & Canopy R8 . cdr Page: 4 of 4</p>	<p>Corporate Approval _____</p> <p>Client Approval _____</p>	<p>Sales Rep: Ryan Shepherd</p> <p>Designer: Weldon Kidson</p>
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TOWN OF QUALICUM BEACH

MEMORANDUM

File No. 1220-20

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: May 14, 2025

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Request for Contract Award: Public Works Fuel System Replacement

Governance Decision To award the Public Works Fuel System Replacement in an amount of \$134,564 below the allocated budget of \$340,000, exclusive of GST.

Recommendation THAT Council awards the Public Works Fuel System Replacement Project to Evolve Energy Construction in the amount of \$205,436 excluding GST.

Project goal The existing fueling system at the Public Works Yard has reached the end of its useful life and requires replacement. The proposed replacement tank has increased capacity to meet emergency backup needs. The tank is movable if relocation is required in the future.

Council Authorizations History This Capital Plan project is included in the 2025-2029 Financial Plan.

Initially approved in the 2024 Financial Plan, the proposals to expand the gasoline and diesel fueling system from 4,500-litre tanks to 10,000-litre tanks exceeded the budget. Consequently, staff reassessed the specifications and tank capacities, with a plan to reissue the project bid in 2025.

Following a review of current, future, and emergency fuel requirements, it was determined that a more appropriate tank capacity split was 5000 liters of gasoline plus 15,000 liters of diesel based on fleet consideration.

To achieve cost savings, staff elected to forgo a cardlock type of fueling system equipped with a fuel management system that monitors the volume dispensed by employees and vehicles. Instead, the specifications were pared down to a basic system that solely displays the quantity dispensed. In place of a cardlock system, the IT department has developed a mobile application enabling employees to scan a QR code at the pump to log the volume of fuel dispensed into

each vehicle. The QR code system has been operational for several months and is performing well.

Upon approval of the 2025 Financial Plan, a Request for Proposal (RFP) was developed using the revised tank capacities and specifications, then posted on BC Bid.

**Summary of
Competitive
Process**

RFP posted on BC Bid on March 14, 2025.

Mandatory site visit was held March 24, 2025, at the Public Works yard.

RFP closed on April 16, 2025, with 2 proposals received. The lowest price and preferred proposal was submitted by Evolve Energy Construction Ltd in the amount of \$205,436 excluding GST.

Comments

The proposed system is basic while meeting the needs of the Town.

Sample image:



**Financial
Implications**

Total Project budget: \$340,000

Total Cost of Recommended Contract Award: \$205,436 excluding GST

Remaining budget: \$134,564 for contingencies. Upon project completion, unspent funds will be returned to the Asset Replacement reserves for future Capital projects.

Source of Funding: Asset Replacement Reserve



Oliver Watson
Capital Projects Manager
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



John Manson
Director of Infrastructure
Services
Concurrence



Raj Hayre
Director of Finance
Concurrence