



## **Minutes of a Regular Council Meeting**

Strata Corporation VIS 4673  
Lighthouse Community Centre  
240 Lions Way, Qualicum Beach, B.C.  
July 15, 2019



Council Present:

Brian Gallagher, Doedy Reisler, Earl O’Hara, Lorraine Webb, Trish Curtin

Mike McDowell absent

Observers Present:

Bob McKerihen and Sally Kennedy Lot 79; Lynn Balzer Lot 167; Larry and Emannelle Nixon Lot 171; June Stenning Lot 167; Anita Timm and Garry Fisher Lot 264; Evelyn and Jim Michor Lot 40

### 1. Call to Order

Brian Gallagher, President, called the meeting to order at 6:40 p.m.

### 2. Approval of Agenda

Trish requested the following additions to the Agenda

- Legal Opinion
- CRT suit
- Backflow valves for water connections

*Moved:* Lorraine

*Second:* Brian

**CARRIED UNANIMOUSLY**

### 3. Approval of minutes from previous Strata Council meeting June 3, 2019.

*Moved:* Brian

*Second:* Doedy

**CARRIED UNANIMOUSLY**

### 4. Reports

#### a. Policies and Procedures

Nothing to report



## b. Design Review Committee

- i. Earl reported he's trying to create a process for the flow of applications. One of the applications involves the developer who Earl is friends with, therefore he would like to recuse himself from that application. Doedy will handle that one. Earl has set up a 3 part process of checking when application comes in, checking it complies with bylaws and following up with an assessment before approving. We need help on the DRC if anyone is interested: **PLEASE CONTACT STRATA IF YOU CAN HELP.**
- ii. Gate – nothing new to report. The gate committee has not met yet.
- iii. Garbage – when Brian went late afternoon, he found only 1 plastic bag that had to be removed from the recycling, which is much better than usual. It looks like that situation is improving.
- iv. Inspections and maintenance – We were told by the Fire Department to leave the weed whacking in the ditches until it starts turning brown. However, Doedy has now spoken to Vancouver Island Mowing and they are not available until September. Brian will contact In The Dirt Contracting to see if they can do it, as they were the ones who bought Tim's mower. Doedy reported the road maintenance went well and probably under budget. We have calcium chloride left over for winter snow/ice treatment of roads. The street sweeper returned and worked on roads listed as not done. There was still a lot of gravel left behind which the sweeper contact said was very difficult to pick up. We might want to try different vendor next year.
- v. Special Projects – Doedy will look into organizing a crew to finish the culvert work on Wallace Wood Way and at the bottom of Klein Ridge, plus cleaning other culverts.
- vi. Common Water System – Well 13 is doing well on the water tests and flow is good. We should have an estimate for Well 15 soon. Water readings have been done and invoices for overuse will be sent out. Brian is attaching emergency response plan to these minutes.



### **c. Financial Report & Expenditures for Approval**

- i. Year to Date Revenue and Review of Receivables – May and June statement is attached. We are still waiting for insurance claim money and more may need to be claimed.
- ii. Report on Collection Decisions &/or Directives – We still have \$28,000 outstanding for fees.
- iii. Report on Special Projects - Brian will get going on buying 1 generator for one of the supply wells and a UPS for the chlorinator at the reservoir as backup in the case of a power outage. We need to increase the amount already spent on the culverts by \$6,700, from \$4,300 to \$11,000 to account for the actual culverts that were bought last year but not charged. The Klein ridge culvert that collapsed also still needs to be replaced. Trish spoke to insurance and received verbal assurance that costs to upgrade the storage units to code will be covered. Thank you to John Mainland for including code upgrade coverage in our insurance! The insurance may also cover Abbey Road storm damage repair. The depreciation report indicates we need a lot more money in our contingency fund. It is ideally about 50-70% of value of the Strata assets.

### **5. Council Task List**

Brian will distribute the list for additions by all.

### **6. Unfinished Business**

- a. Notice of Civil Claim Suit – Noel Stephen & Judith Munkholm – No recent news. In the unlikely case of an adverse judgement, we have more than adequate insurance to cover it.
- b. The Owners List is still a work in progress as Candice is tracking down the owners. Candice continues to update the list. We will take this off the agenda as it is now fully in Candice's capable hands.



- c. Maintenance and Repairs to Strata Septic Systems – This has been an ongoing project that began in 2017. There are three common systems, and we had them inspected by Jim Andersen, a well-known Registered Onsite Wastewater Professional (ROWP) from Vancouver in November of 2017 and again in April of 2018. He produced a detailed report listing all deficiencies and areas for improvement. Last year all the major issues were addressed by Roto-Rooter with his oversight, and this year we are completing the remaining minor ones. Going forward, we will have a maintenance contract with Roto-Rooter to ensure the systems stay in excellent condition.
- d. Telecom systems – We will ask Shaw for a more formal proposal with costs laid out. Our Telus contact is away on vacation. We have a complaint to the CRT regarding lack of phone system and this may get some movement from Telus. The use of BC Hydro poles will not save any of the cost. Our mandate is that everyone has an equal access to phone system.
- e. Revamp of website – Candice got 3 quotes to re-do the website starting from scratch on a new platform, which is quite expensive. Candice believes she can do a good job of reworking the system herself to create a three tier system, with different areas for owners, tenants, and the public. We think it’s better to improve on what we have than to start over. Brian and Candice can do the programming. If it still needs work after that, we can consider outside help. Doedy has offered to assist as well. It was moved that Candice be asked to proceed.

*Moved:* Brian  
*Second:* Doedy

**CARRIED UNANIMOUSLY**

- f. Abbey Road Repairs – the Aquaparian Report is attached. It looks like they think this is from storm damage so insurance may cover. Doedy and Trish are meeting Mainland Road for an assessment which Mike set up before



leaving. We don't need to get application with RDN or RAR as emergency repair.

- g. Water System Report – All good see attached.
- h. Strata storage unit #14 cleanout – Storage unit needs to be emptied so that we can use it. There is a lot of debris that could be useful to some i.e. grout, doors, tiles, building materials. Strata moved that we allow residents to take what they want and then we will hire someone to clean out the rest.

*Moved:* Trish  
*Second:* Brian

**CARRIED UNANIMOUSLY**

- i. Mulch at Taylor Walk Storage units – Doedy reported that the Mulch has been spread out so it is no longer a fire hazard.

**7. New Business**

- a. Consulting a lawyer for assistance with bylaws and recouping costs – A motion was made to consult a lawyer to provide legal guidance with reviewing our bylaws, and to get a legal opinion regarding whether it would be feasible to recover the expense of correcting deficiencies from the Developer. With respect to the Developer, if the lawyer advises us to pursue legal action it would have to be presented as a resolution at the AGM so that the owners can make that decision. Brian said that to be thorough he supported getting an opinion, but both he and Earl stated that even if the lawyer advised taking legal action against the Developer they would vote against any resolution at the AGM to do so.

*Moved:* Trish  
*Second:* Lorraine

**VOTE 4 IN FAVOUR, WITH EARL OPPOSED**



- b. Parking permits for Pady Place – As a result of a recent survey of the area that was commissioned for other reasons, it has become clear that many cars are parked on the side of the road on common property, which is against our bylaws. The question was raised whether we should allow those people to continue to park there, controlled by issuing parking permits, due to the limited space on private yard areas available for parking. Discussion followed that these parked cars could impede emergency vehicles and make it difficult for the snow plow to get through. Council moved to write residents that now that we have new survey information, we can say conclusively who is and is not parking on common property, and that they will be given 60 days to remove their vehicles. Any owners who believe they cannot park on their private yard area should contact Council.
- c. Schedule AGM – The AGM will be on November 24<sup>th</sup> which is a Sunday. It was confirmed that Tony Gioventu was available for this date. Brian will draft a planning schedule and council will have a planning meeting on August 5<sup>th</sup> at Brian’s house at 6:30 p.m. Subject to change.
- d. Adding lot numbers to storage units – It was moved that we put lot numbers on all storage units, as the old numbers at the back are often obscured or missing.

*Moved:* Trish  
*Second:* Doedy

**CARRIED UNANIMOUSLY**

- e. Water licenses – Brian explained our license tells us how much water is allowed out of each well. The licenses with the earliest priority date will be the last to be shut down or restricted in the event of a serious drought. Although the license say they are conditional, Brian assures us they are final (ref. the final item in Exhibit E). We have one per aquifer. The maximum allowable flowrate in litres per minute for each well is set out in these licenses.



- f. ORV rule – This is the Strata’s only actual rule. When it was passed, the goal was to ensure all off-road vehicles (ORVs – which includes dirt bikes and quads) are insured and with proof of that provided, a sticker was given out. It was also intended to allow us to identify ORVs in the event of a complaint. The problem is there is no way to enforce this as they are almost always gone before a picture can be taken. This is private property and we would like to keep outsiders from driving their ORVs on our roads. There is a sign at the gate but there are other ways to get in. We will table this discussion until the next meeting.
- g. CRT – The owners of Lot 79 have made an application to the Civil Resolution Tribunal, requesting the Strata be ordered to replace the strata-owned telecom infrastructure to allow all lots within the strata have equal access to telecom services. The Applicants are also seeking compensation in the amount of \$6,000 which reflects increased cell phone costs to date, and for the next 5 years.
- h. Backflow prevention valves – It has come to the attention of Council that at least several homes connected to the common water system do not have backflow prevention valves (check valves). It also appears some water meters are underground and resting on soil which should be corrected. Council is assessing the situation. VIHA has been notified and we are awaiting any direction they may give us.
- i. CRT – the Civil Resolution Tribunal Application by lot 61 remains underway. Council is awaiting the survey drawing to confirm the location of the RV as well as the electrical, water, and sewer services.

**8. Events – The Village Volunteers are putting on** a BBQ on August 5<sup>th</sup> at Mountain View Park. Hotdogs will be supplied. There is a notice at the mailboxes.

The Village Volunteers could use some help with gardening in the common areas.

## **9. Correspondence**

Move to accept correspondence as read and voted on by Council.





*Moved:* Trish  
*Second:* Lorraine

### **CARRIED UNANIMOUSLY**

Council received an email from Rob Henn volunteering to help on council, as well as a verbal offer from Emannuelle Nixon. As we are so close to the AGM and it would take some work to bring newcomers up to speed, Council decided to wait until the election at the AGM. We do appreciate the offers, and hope that more people will run for council.

As more information was requested regarding the RDN letter of April 18, 2019, Council wishes to advise that the RDN was of the misunderstanding that the riparian areas were 'common property' and accordingly, the Strata Corporation would be responsible for undertaking all recommended assessments and reviews of the lots along the river. The RDN's intent for a Strata Liaison was to oversee that process and enforce the bylaws of the RDN and other governmental bodies regarding the use and/or development of those lots. However, the riparian areas on the lots along the river are entirely within the boundaries of those private yard areas and the Strata Corporation has no authority to enforce the bylaws and other legislation of the RDN or other governmental bodies. Consequently, the Strata Corporation cannot compel the owners to undertake the recommended reviews or assessments and the Strata Corporation cannot bear the costs of those reviews and/or assessments. The motion to assign a council member with the role of serving as the RDN liaison was defeated at the June 3, 2019 Regular Council Meeting.

Correspondence summary:

Lot 29 e-mailed to advise the utility box on Meadowood Way near Peligren Place was broken and they provided a temporary cover until a replacement could be put in place.

Lot 40 e-mailed about the street sweeping.

Lot 55 e-mailed regarding procedure for doing site work on their lot.

Lot 79 e-mailed Council noting the RDN letter of April 18, 2019 should have been under new business or correspondence and not under old business and that the



comments in the June 3, 2019 minutes regarding the RDN liaison did not address the other issues raised by the RDN's April 18, 2019 letter.

Lot 79 sent another e-mail suggesting the office hours of Council Administrator be posted in a more obvious place on the website.

Lot 79 sent another e-mail advising they made application to the Civil Resolution Tribunal regarding the strata telecom system deficiencies.

Lot 96 e-mailed to advise Council a septic alarm was going off and later, relating concerns about the condition of the children's play equipment at Mountain View Park.

Lot 160 e-mailed regarding watering restrictions.

Lot 167 e-mailed regarding reports of septic field alarms going off.

Lot 205 e-mailed to report a suspicious male on a bicycle.

Lot 263 e-mailed a request for a copy of the Geotech Report for Abbey Road.

Lot 230 e-mailed about the road work and wood chips by the Taylor Walk Storage Units.

Lot 231 e-mailed information about a Fire Smart Workshop being held, suggesting the Canadian Flag at Mountain View Park be replaced with a larger one and about the street sweeping.

Lot 246 e-mailed concerns regarding the construction underway next door to them.

Lot 264 e-mailed questions regarding the Meeting Agenda item of parking permits for Pady Place residents.

There were also various correspondence such as DRC applications, Form B and F requests, realtor and other general inquiries, clicker and replacement mail box key requests, complaints and contact from the Civil Resolution Tribunal.

## **10. Bylaws**

Discussion held in camera regarding bylaw infractions.

Bylaw enforcement action was taken against lots 174, 274, 248 and 278

## **11. Next Meeting Date**

- a. Next meeting is planned for Monday, August 26, 2019 at the Lighthouse Community Centre



**12. Adjournment – 10:00 p.m.**

*Moved:* Brian

*Second:* Earl

**CARRIED UNANIMOUSLY**

\_\_\_\_\_  
Brian Gallagher, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lorraine Webb, Secretary

\_\_\_\_\_  
Date



## EMERGENCY RESPONSE AND CONTINGENCY PLAN

**Name of Water Supply System:** Little Qualicum River Village – VIS4673

**Mailing Address:** 1773 Country Road, Qualicum Beach, BC V9K 2S3

**Phone Number(s):** N/A

**Date Prepared:** July 13, 2019

## EMERGENCY CONTACT INFORMATION

Name	Phone Number(s)	Email
Operator (primary): Don Buchner	Primary: (250) 757-8757 Secondary:	<a href="mailto:donshome@shaw.ca">donshome@shaw.ca</a>
Owner (responsible): Brian Gallagher Strata President	Primary: (250) 927-2031 Secondary: (250) 738-9060	<a href="mailto:bjpgallagher@gmail.com">bjpgallagher@gmail.com</a>
Other owner(s): Trish Curtin Strata Council  Earl O’Hara Strata Council	Primary: (250) 240-0689 Secondary: (250) 752-5122  Primary: (250) 752-5814	<a href="mailto:tcurtin@telus.net">tcurtin@telus.net</a>  <a href="mailto:drc.vis4673@gmail.com">drc.vis4673@gmail.com</a>
<b>Health Authority Contacts</b>		
Environmental Health Officer: Elizabeth Thomson	Office: (250) 947-8222 Secondary:	<a href="mailto:elizabeth.thomson@viha.ca">elizabeth.thomson@viha.ca</a>
Public Health Engineer: Murray Sexton	Office: 250-755-6215 Emergency: 800-204-6166	
Medical Health Officer: Dr. Paul Hasselback	Office: (250) 739-6304 Secondary:	<a href="mailto:paul.hasselback@viha.ca">paul.hasselback@viha.ca</a>
After-Hour Health Authority Emergency Contact: Medical Officer On Call	(800) 204-6166	

Name	Phone Number(s)	Email
<b>Government Agencies</b>		
Local Government Emergency Program Coordinator (Qualicum Beach): Rob Daman	(250) 752-6232	<a href="mailto:rdaman@qualicumbeach.com">rdaman@qualicumbeach.com</a>
Local Government Emergency Program Coordinator (RDN): Melissa Tomlinson	(250) 390-6759	<a href="mailto:emergencyplanning@rdn.bc.ca">emergencyplanning@rdn.bc.ca</a>
Emergency Management BC; Emergency Coordination Centre:	1-800-663-3456	
Ministry of Environment:	(250) 751-3100	
Ministry of Forests, Lands, & Natural Resource Operations:	(250) 731-3000	<a href="mailto:Forests.SouthIslandDistrictOffice@gov.bc.ca">Forests.SouthIslandDistrictOffice@gov.bc.ca</a>
Ministry of Transportation:	(250) 751-3246	
<b>Laboratory – Bacteriological or Chemical</b>		
Maxxum Analytics 2755B Moray Ave. Courtenay, BC V9N 8M9	(250) 338-7786	

Name	Phone Number(s)	Email
<b>Emergency Departments</b>		
Police/RCMP (Parksville):	(250) 248-6111	
Fire Department (Dashwood): Fire Chief: Nick Acciavatti	(250) 752-5434	
Ambulance (Qualicum Beach): BC Ambulance Service 787 Jones St. Qualicum Beach, BC V9K 1R5	(250) 752-5102	
Hospital (Nanaimo General): 1200 Dufferin Cres. Nanaimo, BC V9S 2B7	(250) 755-7691	
Urgent Care (Parksville): 489 Alberni Highway Parksville, BC V9P 1J9	(250) 951-9550	
<b>Repair Services</b>		
BC Hydro:	1 (800) 224-9376	
Electrician & Computer Support:		
Bulk water hauler/ alternate water supplier:	TBD	
Excavator: Tom Crasemann	Mobile (250) 240-6747	
Water Well Drilling Contractor: Red Williams Well Drilling	(250) 248-5552	
Pump Repairs and Installation: Bob Maci Maci Services	(250) 248-4423	

Name	Phone Number(s)	Email
<b>Equipment Supplier(s)</b>		
Water Treatment Supplies: Andrew Sheret 1137 Smithers Rd. Parksville, BC V9P 2C1	(250) 951-9997	

In the case of emergency contacts, provide as many forms of communication to each contact as possible (including: primary, secondary and after-hours phone numbers). The Emergency Contact Information must be reviewed on annually to ensure the contact information is up to date. Forward any changes to your local drinking water officer or delegate.

Date Reviewed	Completed by	Forwarded to Drinking Water Officer

**APPENDIX B: POSSIBLE EMERGENCIES WITH PLANNED RESPONSES**



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## GENERAL EMERGENCY SHUT-DOWN AND START-UP PROCEDURES

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### SHUT-DOWN PROCEDURE

**In case of any emergency in which the water is not safe for consumption or general use:**

1. Issue a Boil Water Notice or Do Not Use Notice.
2. Shut off water supply.
3. Strata Council will contact the drinking water officer Elizabeth Thomson or other health authority contact(s) (as per specified emergency procedures).
4. Strata Council will notify affected water users (as per the communication protocols).
5. Strata Council will notify appropriate government agencies (as per specified emergency procedures).
6. Strata Council will post warning signs in public spaces and other necessary locations.
7. The system Operator (Don Buchner) will coordinate repairs.
8. Strata Council will arrange for alternate source of safe drinking water.

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### START-UP PROCEDURE

1. Identify and correct the source of contamination.
2. The entire system is to be thoroughly flushed and disinfected.
3. Send water sample(s) to the appropriate approved lab for testing. For bacteriological contamination, three consecutive sampling results must be negative.
4. Contact the drinking water officer or delegate for approval to resume normal operations of the water supply system (e.g., lifting the Boil Water Notice).

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## CHEMICAL CONTAMINATION OF SOURCE: SPILL, VEHICLE ACCIDENT, ETC.

### ACTIONS

- Shut down pump.
- Notify health authority.
- Notify all users.
- Contact government agencies (see below) for advice and assistance.
- Contact local media for public service announcement (where all customers cannot be notified by phone).
- Arrange alternate source if necessary—i.e., bottled water, bulk hauler and storage tank.

### CONTACTS

- Drinking water officer
- Local government's emergency program coordinator
- Emergency Management BC
- Police
- Ministry of Forests, Lands and Natural Resource Operations
- Department of Fisheries
- Others as necessary, depending on severity.

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## LOSS OF SOURCE: DROUGHT

### ACTIONS

- Ensure pump is shut off (to protect pump).
- Notify all users.
- Contact government agencies (see below) for advice and assistance.
- Arrange alternate source (e.g., bottled water, bulk hauler and storage tank)

### CONTACTS

- Drinking water officer
- Ministry of Forests, Lands and Natural Resource Operations
- Local government's emergency program coordinator

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## CHLORINATOR FAILURE

### ACTIONS

- Advise local health authority.
- Notify all users to boil water for two minutes or take other disinfection procedures in accordance with recommendation of local health officials.
- Arrange chlorinator repairs.

### CONTACTS

- Drinking water officer
- Chlorinator manufacturer

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## POWER FAILURE

### ACTIONS

- Call BC Hydro.
- Without generators, the reservoir has reserves for 3 to 5 days.
- Start back-up generators for the chlorinator as well as wells 1 and 2.
- Notify all users about interruption of service if back-up not capable of maintaining supply.
- Advise drinking water officer.
- Arrange alternate source if necessary (e.g., bottled water, bulk hauler, etc.).

### CONTACT

- Drinking water officer

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## BROKEN WATER MAIN

### ACTIONS

- Reduce pressure (but maintain enough pressure to prevent backflow).
- Locate the leak.
- Call for repairs (e.g., plumber, excavator).
- Notify all users of interruption of service if necessary.
- Advise local drinking water officer.
- Arrange alternate source if necessary (e.g., bottled water, bulk hauler, etc.).

### CONTACT

- Drinking water officer

**APPENDIX C: ADDITIONAL INFORMATION**



# NOTICE

## Boil Water Order

**Effective Date:** \_\_\_\_\_

Please note that all water used for domestic purposes (drinking, cooking, etc.) should be boiled before consumption. The boiling should be at a rolling boil and for a minimum of two minutes.

Strata Council and our Water Operator are continually monitoring the water supply system and will provide updates as they become available.

Watch for information updates at [www.lqrv.ca](http://www.lqrv.ca) as well as email alerts to those on our distribution list.

This order will be in effect until further notice.

For further information contact Strata Council VIS4673 at [vis4673@gmail.com](mailto:vis4673@gmail.com)



# WARNING

**This Water is  
Considered Unfit  
for Drinking or  
Domestic Use**

**Effective Date:** \_\_\_\_\_

For further information contact Strata Council VIS4673 at  
vis4673@gmail.com

**Strata Corporation VIS4673**  
**Comparative Income Statement**

May 2019	Actual 11/01/2018 to 05/31/2019	Estimate 11/01/2018 to 05/31/2019	Annual Estimate 11/01/2018 to 10/31/2019
<b>REVENUE</b>			
Strata Fees	338,244.00	338,227.00	338,227.00
Garbage Fees	33,428.00	34,600.00	34,600.00
Strata Forms	660.00	0.00	0.00
Interest Revenue	268.44	0.00	0.00
Fines	512.50	0.00	0.00
Other/Extraordinary Income	17.25	0.00	0.00
<b>TOTAL REVENUE</b>	<b>373,130.19</b>	<b>372,827.00</b>	<b>372,827.00</b>
<b>EXPENSE</b>			
<b>Non Maintenance Expenses</b>			
Accounting	0.00	2,333.31	4,000.00
Legal & Consulting	865.13	7,087.50	12,150.00
Courier & Postage	2,119.88	0.00	0.00
Strata Administration	9,429.26	14,296.31	24,508.00
Computer Hardware & Software	286.73	291.62	500.00
Hydro - Utilities	5,459.42	5,250.00	9,000.00
Gate Equipment	0.00	8,750.00	15,000.00
Garbage Collection	14,794.58	20,183.31	34,600.00
Property Taxes - Lot 13 & 14	0.00	875.00	1,500.00
Insurance	9,384.55	12,317.06	21,115.00
Insurance - Claims Recovery	7,195.07	0.00	0.00
Interest & Bank Charges	310.07	291.62	500.00
Telephone	510.43	1,750.00	3,000.00
Gate Monitoring	684.75	2,041.62	3,500.00
Bookkeeper	8,407.14	7,875.00	13,500.00
Strata Meetings & Supplies	3,817.36	0.00	0.00
Miscellaneous Committees	0.00	1,166.62	2,000.00
Capital - Culvert Replacement	4,341.75	14,583.31	25,000.00
Capital - Phone Line/Move	0.00	2,625.00	4,500.00
Capital - Generator	0.00	7,583.31	13,000.00
Repairs Misc. Equipment	433.89	5,716.62	9,800.00
<b>Non Maintenance Expenses Total</b>	<b>68,040.01</b>	<b>115,017.21</b>	<b>197,173.00</b>
<b>Maintenance Expenses Total</b>	<b>84,740.53</b>	<b>111,398.30</b>	<b>175,654.00</b>
<b>TOTAL EXPENSE</b>	<b>152,780.54</b>	<b>226,415.51</b>	<b>372,827.00</b>
<b>NET INCOME</b>	<b>220,349.65</b>	<b>146,411.49</b>	<b>0.00</b>



**Strata Corporation VIS4673**  
**Comparative Income Statement**

May 2019	Actual 11/01/2018 to 05/31/2019	Estimate 11/01/2018 to 05/31/2019	Annual Estimate 11/01/2018 to 10/31/2019
<b>Maintenance Expenses</b>			
Snow Removal - Road Clearing	23,568.29	13,333.00	13,333.00
Snow Removal - Road Sanding/Salting	1,638.00	5,609.00	5,609.00
Snow Removal - Sand & Salt Material	14,459.99	2,000.00	2,000.00
Snow Removal - Storage Units Roofs	0.00	500.00	500.00
<b>Snow Removal</b>	<b>39,666.28</b>	<b>21,442.00</b>	<b>21,442.00</b>
Security Cameras - Camera R&M	0.00	291.62	500.00
<b>Security Cameras</b>	<b>0.00</b>	<b>291.62</b>	<b>500.00</b>
R&M Supplies - Small Tools	67.16	291.62	500.00
<b>R&amp;M Supplies</b>	<b>67.16</b>	<b>291.62</b>	<b>500.00</b>
Fire Equip't - Hydrants service/rep	0.00	583.31	1,000.00
<b>Fire Equipment</b>	<b>0.00</b>	<b>583.31</b>	<b>1,000.00</b>
Vegetation Removal - Tree Trimming	840.00	6,125.00	10,500.00
Vegetation Removal - Roadside Mowing	0.00	2,333.31	4,000.00
Vegetation Removal - Emergency Tree Clearing	18,401.25	0.00	0.00
Vegetation Removal - Common Area Trim	0.00	1,458.31	2,000.00
Vegetation Removal - Clean Up	0.00	0.00	500.00
<b>Vegetation Maintenance</b>	<b>19,241.25</b>	<b>9,916.62</b>	<b>17,000.00</b>
Roads Maint - Grading Gravel Roads	498.75	8,750.00	15,000.00
Roads Maint - Crush Aggregate	1,030.44	7,000.00	12,000.00
Roads Maint - Culvert & Ditch Clean	226.80	1,166.62	2,000.00
Roads Maint - Pavement Replace & Sup	0.00	2,333.31	4,000.00
Roads Maint - Pavement Crack Sealing	0.00	4,083.31	7,000.00
Roads Maint - Pavement Ext/Corner	0.00	5,833.31	10,000.00
Roads Maint - Road Sweeping	0.00	1,458.31	2,500.00
Roads Maint - Signs, Cleaning & Paint	0.00	1,458.31	3,500.00
Roads Maint - Emergency/Other	7,696.67	2,916.62	4,000.00
<b>Road Maintenance</b>	<b>9,452.66</b>	<b>34,999.79</b>	<b>60,000.00</b>
Washroom - Cleaning Contract	876.00	1,022.00	1,752.00
Washroom - Building Repairs	0.00	87.50	150.00
Washroom - Plumbing Repairs	0.00	87.50	150.00
<b>Washroom Maintenance</b>	<b>876.00</b>	<b>1,197.00</b>	<b>2,052.00</b>
Water/Sewerage - Contract	25,193.47	25,585.00	43,860.00
Water/Sewerage - Call Out Mileage	744.15	0.00	0.00
Water/Sewerage - Chlorination	464.00	0.00	0.00
Water/Sewerage - R&M	100.00	2,333.31	4,000.00
<b>Water/Sewerage Maintenance</b>	<b>26,501.62</b>	<b>27,918.31</b>	<b>47,860.00</b>
Gatehouse Refurbish/Repairs	6,785.74	2,916.62	5,000.00
<b>Gatehouse Maintenance</b>	<b>6,785.74</b>	<b>2,916.62</b>	<b>5,000.00</b>
Water System - Well Pumps	0.00	291.62	500.00
Water System - Hydrants	0.00	291.62	500.00
Water System - Blending Equipment	0.00	291.62	500.00
Water System - Chlorination	0.00	875.00	1,500.00
Water System - Reservoir R&M	0.00	175.00	300.00
Water System - Piping Repairs	0.00	583.31	1,000.00
<b>Water System Maintenance</b>	<b>0.00</b>	<b>2,508.17</b>	<b>4,300.00</b>
Telephone Equipment Repairs	551.07	0.00	4,000.00
<b>Telephone Equipment Maintenance</b>	<b>551.07</b>	<b>2,333.31</b>	<b>4,000.00</b>
Storage Unit - Moss Removal	0.00	0.00	2,000.00
Storage Unit - Roof Repairs	0.00	5,833.31	8,000.00
Storage Unit - Structural Repairs	0.00	1,166.62	2,000.00
<b>Storage Units Maintenance</b>	<b>0.00</b>	<b>6,999.93</b>	<b>12,000.00</b>
<b>Transfer to Contingency Reserve Fund</b>	<b>(18,401.25)</b>	<b>0.00</b>	<b>0.00</b>
<b>Maintenance Expenses Total</b>	<b>84,740.53</b>	<b>111,398.30</b>	<b>175,654.00</b>

**Strata Corporation VIS4673**  
**Cheque Log for 10350 CCCU Chequing from 03/31/2019 to 05/31/2019**

Cheque No.	Cheque Type	Payee	Cheque Date	Amount
346	Payment	Fully Linked Systems	05/07/2019	535.50
342	Payment	Waste Management	05/08/2019	4,197.48
335	Payment	Don's Home Repair & Plumbing	05/10/2019	3,851.75
336	Payment	Lewkowich Engineering Associates Ltd.	05/10/2019	866.67
337	Payment	Carol Giesinger	05/10/2019	305.00
338	Payment	Jonathan Chmilar	05/10/2019	146.00
339	Payment	A Job For Rob	05/10/2019	840.00
340	Payment	Dana Mellway	05/10/2019	10.00
345	Payment	A Job For Rob	05/11/2019	393.75
343	Payment	Adam Blue	05/13/2019	50.00
341	Payment	BC Hydro	05/15/2019	876.72
347	Payment	BC Hydro	05/17/2019	71.90
349	Payment	TELUS Communications	05/17/2019	45.94
350	Payment	TELUS Communications	05/17/2019	10.33
348-1	Payment	BC Hydro	05/17/2019	770.97
201	Payment	Candice Pady	05/25/2019	1,040.00

**Strata Corporation VIS4673**  
**Comparative Income Statement**

June 2019	Actual 11/01/2018 to 06/30/2019	Estimate 11/01/2018 to 06/30/2019	Annual Estimate 11/01/2018 to 10/31/2019
<b>REVENUE</b>			
Strata Fees	338,244.00	338,227.00	338,227.00
Garbage Fees	33,428.00	34,600.00	34,600.00
Strata Forms	772.00	0.00	0.00
Interest Revenue	309.68	0.00	0.00
Fines	512.50	0.00	0.00
Other/Extraordinary Income	7.25	0.00	0.00
<b>TOTAL REVENUE</b>	<b>373,273.43</b>	<b>372,827.00</b>	<b>372,827.00</b>
<b>EXPENSE</b>			
<b>Non Maintenance Expenses</b>			
Worksafe BC	66.29	0.00	0.00
Accounting	0.00	2,666.64	4,000.00
Legal & Consulting	990.13	8,100.00	12,150.00
Courier & Postage	2,119.88	0.00	0.00
Strata Administration	11,931.85	16,338.64	24,508.00
Computer Hardware & Software	1,389.48	333.28	500.00
Hydro - Utilities	6,059.42	6,000.00	9,000.00
Gate Equipment	0.00	10,000.00	15,000.00
Garbage Collection	20,434.06	23,066.64	34,600.00
Property Taxes - Lot 13 & 14	1,217.86	1,000.00	1,500.00
Insurance	10,730.10	14,076.64	21,115.00
Insurance - Claims Recovery	7,588.82	0.00	0.00
Interest & Bank Charges	320.32	333.28	500.00
Telephone		2,000.00	3,000.00
Gate Monitoring	1,041.96	2,333.28	3,500.00
Bookkeeper	8,407.14	9,000.00	13,500.00
Strata Meetings & Supplies	3,817.36	0.00	0.00
Miscellaneous Committees	0.00	1,333.28	2,000.00
Capital - Culvert Replacement	4,341.75	16,666.64	25,000.00
Capital - Phone Line/Move	1,443.53	2,000.00	4,500.00
Capital - Generator	0.00	8,666.64	13,000.00
Repairs Misc. Equipment	433.89	6,533.28	9,800.00
<b>Non Maintenance Expenses Total</b>	<b>82,333.84</b>	<b>130,448.24</b>	<b>197,173.00</b>
<b>Maintenance Expenses Total</b>	<b>94,610.11</b>	<b>125,249.20</b>	<b>175,654.00</b>
<b>TOTAL EXPENSE</b>	<b>176,943.95</b>	<b>255,697.44</b>	<b>372,827.00</b>
<b>NET INCOME</b>	<b>196,329.48</b>	<b>117,129.56</b>	<b>0.00</b>

**Strata Corporation VIS4673**  
**Comparative Income Statement**

June 2019	Actual 11/01/2018 to 06/30/2019	Estimate 11/01/2018 to 06/30/2019	Annual Estimate 11/01/2018 to 10/31/2019
<b>Maintenance Expenses</b>			
Snow Removal - Road Clearing	23,568.29	13,333.00	13,333.00
Snow Removal - Road Sanding/Salting	1,638.00	5,609.00	5,609.00
Snow Removal - Sand & Salt Material	14,459.99	2,000.00	2,000.00
Snow Removal - Storage Units Roofs	0.00	500.00	500.00
<b>Snow Removal</b>	<b>39,666.28</b>	<b>21,442.00</b>	<b>21,442.00</b>
Security Cameras - Camera R&M	0.00	333.28	500.00
<b>Security Cameras</b>	<b>0.00</b>	<b>333.28</b>	<b>500.00</b>
R&M Supplies - Small Tools	67.16	333.28	500.00
<b>R&amp;M Supplies</b>	<b>67.16</b>	<b>333.28</b>	<b>500.00</b>
Fire Equip't - Hydrants service/rep	0.00	666.64	1,000.00
<b>Fire Equipment</b>	<b>0.00</b>	<b>666.64</b>	<b>1,000.00</b>
Vegetation Removal - Tree Trimming	840.00	7,000.00	10,500.00
Vegetation Removal - Roadside Mowing	0.00	2,666.64	4,000.00
Vegetation Removal - Emergency Tree Clearing	18,401.25	0.00	0.00
Vegetation Removal - Common Area Trim	0.00	1,666.64	2,000.00
Vegetation Removal - Clean Up	0.00	0.00	500.00
<b>Vegetation Maintenance</b>	<b>19,241.25</b>	<b>11,333.28</b>	<b>17,000.00</b>
Roads Maint - Grading Gravel Roads	498.75	10,000.00	15,000.00
Roads Maint - Crush Aggregate	1,030.44	8,000.00	12,000.00
Roads Maint - Culvert & Ditch Clean	226.80	1,333.28	2,000.00
Roads Maint - Pavement Replace & Sup	0.00	2,666.64	4,000.00
Roads Maint - Pavement Crack Sealing	0.00	4,666.64	7,000.00
Roads Maint - Pavement Ext/Corner	0.00	6,666.64	10,000.00
Roads Maint - Road Sweeping	0.00	1,666.64	2,500.00
Roads Maint - Signs, Cleaning & Paint	0.00	1,666.64	3,500.00
Roads Maint - Emergency/Other	7,696.67	3,333.28	4,000.00
<b>Road Maintenance</b>	<b>9,452.66</b>	<b>39,999.76</b>	<b>60,000.00</b>
Washroom - Cleaning Contract	1,299.97	1,168.00	1,752.00
Washroom - Building Repairs	0.00	100.00	150.00
Washroom - Plumbing Repairs	0.00	100.00	150.00
<b>Washroom Maintenance</b>	<b>1,299.97</b>	<b>1,368.00</b>	<b>2,052.00</b>
Water/Sewerage - Contract	30,761.11	29,240.00	43,860.00
Water/Sewerage - Water Testing	2,168.13	0.00	0.00
Water/Sewerage - Call Out Mileage	2,059.59	0.00	0.00
Water/Sewerage - Chlorination	808.40	1,000.00	0.00
Water/Sewerage - R&M	100.00	2,666.64	4,000.00
<b>Water/Sewerage Maintenance</b>	<b>35,897.23</b>	<b>32,906.64</b>	<b>47,860.00</b>
Gatehouse Refurbish/Repairs	6,785.74	3,333.28	5,000.00
<b>Gatehouse Maintenance</b>	<b>6,785.74</b>	<b>3,333.28</b>	<b>5,000.00</b>
Water System - Well Pumps	0.00	333.28	500.00
Water System - Hydrants	0.00	333.28	500.00
Water System - Blending Equipment	0.00	333.28	500.00
Water System - Chlorination	0.00	1,000.00	1,500.00
Water System - Reservoir R&M	0.00	200.00	300.00
Water System - Piping Repairs	0.00	666.64	1,000.00
<b>Water System Maintenance</b>	<b>0.00</b>	<b>2,866.48</b>	<b>4,300.00</b>
Telephone Equipment Repairs	601.07	2,666.64	4,000.00
<b>Telephone Equipment Maintenance</b>	<b>601.07</b>	<b>2,666.64</b>	<b>4,000.00</b>
Storage Unit - Moss Removal	0.00	0.00	2,000.00
Storage Unit - Roof Repairs	0.00	6,666.64	8,000.00
Storage Unit - Structural Repairs	0.00	1,333.28	2,000.00
<b>Storage Units Maintenance</b>	<b>0.00</b>	<b>7,999.92</b>	<b>12,000.00</b>
<b>Transfer to Contingency Reserve Fund</b>	<b>(18,401.25)</b>	<b>0.00</b>	<b>0.00</b>
<b>Maintenance Expenses Total</b>	<b>94,610.11</b>	<b>125,249.20</b>	<b>175,654.00</b>

**Strata Corporation VIS4673**  
**Cheque Log for 10350 CCCU Chequing from 03/31/2019 to 06/30/2019**

Cheque No.	Cheque Date	Cheque Type	Payee	Amount	JE#	JE Date
202	06/03/2019	Payment	North Island Communications Inc.	173.25	J2293	06/03/2019
204	06/03/2019	Payment	Munro and Crawford	29.00	J2291	06/03/2019
203	06/15/2019	Payment	Dana Mellway	10.00	J2305	06/15/2019
205	06/15/2019	Payment	T.P.C. Services Ltd	1,820.00	J2289	06/15/2019
206	06/15/2019	Payment	Dana Mellway	30.00	J2285	06/15/2019
207	06/15/2019	Payment	Don's Home Repair & Plumbing	6,628.02	J2282	06/15/2019
208	06/15/2019	Payment	Jonathan Chmilar	277.97	J2279	06/15/2019
209	06/15/2019	Payment	Candice Pady	69.17	J2276	06/15/2019
210	06/15/2019	Payment	A Job For Rob	393.75	J2270	06/15/2019
211	06/15/2019	Payment	Minister of Finance (British Columbia)	608.93	J2272	06/15/2019
211-0	06/15/2019	Payment	Minister of Finance (British Columbia)	608.93	J2274	06/15/2019
212	06/24/2019	Payment	North Island Communications Inc.	173.25	J2298	06/24/2019
213	06/24/2019	Payment	Candice Pady	1,040.00	J2303	06/24/2019
214	06/24/2019	Payment	Donovan Scott, CPA	3,360.00	J2301	06/24/2019



July 8, 2019

Little Qualicum Village  
Strata Corporation VIS4673  
1773 Country Road  
Qualicum Beach, BC  
Phone: 250-240-0689

**Attn:** Trish Curtin  
**Via Email:** [tcurtin@telus.net](mailto:tcurtin@telus.net)

**RE: ENVIRONMENTAL ASSESSMENT  
ABBAY ROAD, ROAD COLLAPSE REVIEW  
LITTLE QUALICUM RIVER VILLAGE**

## 1.0 INTRODUCTION

Aquaparian Environmental Consulting Ltd (Aquaparian) was retained by the Little Qualicum River Village Strata Corporation (Strata Corporation VIS4673) to assess environmental conditions of a private residential roadway (Abbey Road - Strata Owned) that has partially collapsed resulting in the road edge sloughing down onto the west bank of the Little Qualicum River which is a major salmon-bearing river on Vancouver Island. As understood, the road edge failed during adverse weather (heavy rainfalls and high winds) on December 20, 2018 resulting in a safety issue for residents of the community using the road.

Aquaparian completed a site visit of the roadway on May 16, 2019 to document potential impacts of the road edge collapse on the Little Qualicum River and on riparian habitat. Results from the site visit are outlined in this letter report. The Regional District of Nanaimo (RDN) recognizes that repair works to the road are considered "Emergency Repairs" or Maintenance" and thus exempt from requiring a Riparian Areas Regulation (RAR) review. Site location map(s) of the study area has been included in this report as Figure 1 and Figure 2. A selection of photographs taken during the assessment are included as Appendix A.

## 2.0 SITE ASSESSMENT

Abbey Road is a small rural road found within the southeast corner of the Little Qualicum River Village Strata lands. The strata development property is located along an upper ridge west of the Little Qualicum River ravine system. The area has been in a state of development over the

past 20 years and includes a mix of small (< ¼ acre) and larger (2 acres) residential lots, a mix of small forest stands, and various drainage features including stormwater ditching and excavated stormwater ponds (Watts Way). The stormwater ponds do not fluctuate over the year and indicate a large groundwater source that comes off the development area draining towards the Little Qualicum River. A search of the provincial database “Habitat Wizard” indicates that the Little Qualicum River (Watershed Code: 920-481800) is a significant watercourse that supports all six species of Pacific salmon including chinook salmon (*Oncorhynchus tshawytscha*), coho salmon (*Oncorhynchus kisutch*), chum salmon (*Oncorhynchus keta*), sockeye salmon (*Oncorhynchus nerka*), pink salmon (*Oncorhynchus gorbuscha*) and steelhead salmon (*Oncorhynchus mykiss*). The river also supports resident trout species including cutthroat trout (*Oncorhynchus clarkii*) and dolly varden trout (*Salvelinus malma*).

Discussions with Ms. Trish Curtain (Strata Board Representative) indicated that at the time of the road failure, the local region had been inundated with several rain storms during the months of November and December 2018 and on the date of the road failure (est. December 20, 2019), the area was again impacted by a major wind storm that resulted in the significant downing of trees in the Qualicum area including throughout the Little Qualicum River valley. It appears the combination of high rainfall, a high groundwater table and strong storm winds may have been a cause for the bank along Abbey Road to collapse. Observations indicate the gravel roadbed may have become saturated with water from both subsurface groundwater seepage and surface stormflows. The opposite fill bank on the west side of the road also shows evidence of soil unravelling. It's also believed that the December 2018 rains and wind storm caused the collapsed of a large tree located within the same area of the bank failure.

The riparian vegetation within the area of the slope failure includes a forest canopy consisting of red cedar, douglas-fir, red alder and bigleaf maple trees. Understory vegetation along the slope was dominated by salal, sword fern, giant horsetail, and juvenile maples. Grasses formed a narrow 2m wide vegetated strip between the road edge and top of embankment.

Further inspection down the ravine bank towards the edge of the river (adjacent to the Riverside Memorial Park road sign) identified the presence of a large bedrock outcrop or groin that natural extends out from west bank into the river. This section of the Little Qualicum was also found to have exposed bedrock along its banks. The river channel takes a bend at this point in the river just upstream of the bedrock groin creating a back eddy pool. The toe of the road bed is also only 5-7m away from the edge of the river at this point. It is suspected that the failure of the road bed was likely a combination of poor saturated roadbed material and embankment conditions, high river storm flows and the potential collapse of the large tree along the embankment during the windstorm. Surging river flows (at flood) and new wood debris in the river from the windstorm may have been caught in the back eddy formed by the bedrock outcrop and further attacking the stability of the road embankment. At the time of the May 2019 site

visit, the embankment showed evidence of newly disturbed soil and recently fallen trees. While the riparian edge of the river was obviously damaged, no clear impact to fish habitat was evident. The section of river channel located at the bank failure includes a deep pool suitable for summer and winter rearing and holding of fish.

Aquaparian consulted with Kevin Telfor, Habitat officer with Forest Lands and Natural Resource Operations (FLNRO) whether repair works to the road would require a Section 11 Notification or Approval as per the Water Sustainability Act. Based on an understanding of expected engineering works required to complete the road stabilization and the fact that the road works are not expected to result in any instream works or works directly adjacent to the stream bank, no Section 11 Notification or Approval is required for the project. Aquaparian will providing an environmental protection plan (EPP) to ensure road construction/repair works do not result in additional impacts to fish or fish habitat such as production of sediment laden road run-off. If it is determined that construction repairs to the embankment cannot occur during 2019, Aquaparian recommends the embankment be protected with silt fencing and straw.

Aquaparian Environmental Consulting Ltd appreciates the opportunity to provide environmental services for you. If you have any further questions regarding our scope of work or other environmental related issues, we would be pleased to discuss them with you.

Yours truly,

**AQUAPARIAN ENVIRONMENTAL CONSULTING LTD**



Chris Zamora, B.Sc., R.P.Bio.  
Project Biologist/Principal

\\AQUAPARIAN-NAS\Documents\Projects\Projects\N511 Little Qualicum Village Road\Abbey Road Collapse.doc



**FIGURE 1 & 2**  
**SITE LOCATION MAP(S)**

LITTLE QUALICUM RIVER VILLAGE - ABBEY ROAD EMBANKMENT COLLAPSE



Figure 1



Figure 2

**APPENDIX A**  
**SITE PHOTOGRAPHS**

APPENDIX A: ABBEY ROAD SITE PHOTOGRAPHS



Photo 1: View looking north along gravel section of Abbey Road and along collapsed section of bank. West side of road bank along shows signs of soil unravelling.

Photo 2 (below): Unraveled section of road edge. Area use to have large tree next to bank. Tree may have collapsed into river during winter flood.



Photo 3 (Left): Paved section of road located uphill from eroded embankment appears to be undermining. Photo 4 (below) looks south at eroded embankment.



Photo 5: Photo shows large Douglas-fir that has collapsed with the bank. The root system may have pulled some of the bank away.



Photo 6: View of large bedrock groin extending out into river just below area of bank collapse. Area to right is a pool located at toe of slope. Area covered by down trees.

Photo 7: Build-up of wood debris on bank from river flood waters. Area below eroded embankment. Waters edge.



Photo 8: Eroded hillside below gravel road.

# JUNE 2 2019 Daily Reservoir Readings

Date	Time	depth	Temp.	Well#1	Well#2	Well#9	Well#13	Res.Flow	total
Meter			°C		64380	61027		186119	
1	725	10.1						186318	
2	755	10.1						186520	
3	600	10.0						186703	
4	815	10.6						186920	
5	753	10.4						187100	
6	800	10.8						187256	
7	650	10.7						187408	
8	700	10.8						187572	
9	530	10.4						187779	
10	630	10.8						187938	
11	710	10.6						188115	
12	730	10.8						188315	
13	730	10.0						188513	
14	650	10.6						188704	
15	800	10.6						188904	
16	805	10.7						189093	
17	845	9.6						189292	
18	645	10.7						189461	
19	10515	10.7						189635	
20	8:15	10.9	12.0					189817	
21	8:20	10.4	12.0					189985	
22	7:05	10.9						190158	
23	805	10.5						190352	
24	800	10.8						190534	
25	750	10.7						190713	
26	730	10.6						190890	
27	650	10.9						191072	
28	645	10.7						191240	
29	650	10.9						191417	
30	725	10.8						191602	
31									
Meter Readings					66160	63415			
Total consumption					1780	2388		4823 <sup>cm</sup>	
comments									
Don Buchner									

TOTAL USAGE FOR JUNE WAS 4823<sup>cm</sup> or 1,061,060 Imp. GAL.

DAILY USAGE FOR JUNE WAS 161<sup>cm</sup> or 35,420 Imp. GAL.

• The system has run smoothly this month and all test results, both Arsonic & bacteria have been good.

• I had to purchase a new chlorine PUMP, invoice attached, our back up PUMP failed so I purchased a new one and I am sending the failed PUMP over to be serviced and repaired. We should then be covered for a very long time.

Thank You,

ECCP operator 6464

Don Buchner

JUNE 2019 Daily Residual Chlorine Readings							
Date	reservoir	SL 51	SL 27	Washrooms	SL 201	SL 177	SL 269
1	.2				.2		
2	.2			.2			
3	.2				.2		
4	.2			.2			
5	.2			.2			
6	.2				.2		.2
7	.2			.2			
8	.2				.2		
9	.2			.2			
10	.2				.2		
11	.2			.2			
12	.2				.2		
13	.2				.2		
14	.2			.2			
15	.2				.2		
16	.2				.2		
17	.2			.2			.2
18	.2				.2		
19	.2			.2			
20	.2			.2			
21	.2			.2			
22	.2				.2		
23	.2			.2			
24	.2				.2		
25	.2			.2			
26	.2				.2		
27	.2						.2
28	.2				.2		
29	.2			.2			
30	.2				.2		
31							



Sheet1

JUNE 2019		Daily Arsenic test on Reservoir outflow				
Date		Well #1	Well#2	Well#9	Well#13	Reservoir
1	3621					2
2	3661					<2
3	3696					<2
4	3751					2
5	3783					1>
6	3798					<1
7	11					-
8	3828					-
9	3865					1>
10	3904					<2
11	3915					<1
12	3974					2
13	4029					2
14	4080					2
15	4124					2
16	4163					2
17	4214					2
18	4275					2
19	4331					2
20	4355					-
21	4356					-
22	4404					<2
23	4428					1>
24	4443					-
25	4466					-
26	4508					-
27	4540					-
28	4540					-
29	4540					-
30	4 11					1
31						



June 07, 2019

**File: 20005924**  
**vFCBC Tracking No.: 100189391**

**Strata Plan VIS4673, The Owners of**  
1773 Country Road  
Qualicum Beach BC V9K 2S3

**Dear Sir or Madam:**

**Re: Water Licence Application 105924**

---

The investigation of the above application has been completed. Enclosed is a copy of your Conditional Water Licence 500835.

Please read the documents carefully. Any error(s) in these documents should be brought to the attention of this office as soon as possible.

Please find enclosed a USB flash drive containing the hydrogeological reports that were submitted as part of this application.

To protect the quality and safety of our groundwater resources, all wells and associated works related to a groundwater diversion, storage, and use must comply with the *Water Sustainability Act* (WSA), Groundwater Protection Regulation (GWPR) which requires water wells in BC to be properly constructed, maintained, and, at the end of their service, deactivated and decommissioned. For more information on well owner requirements under the GWPR, please visit: <http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/groundwater-wells>.

The wells authorized under this licence (WTN 85679, WTN 85680, and WTN 85687) have been determined to be likely hydraulically connected to the Little Qualicum River, which is a designated Sensitive Stream (Section 17 of the Water Sustainability Regulation). The diversion of water authorized under this licence may be restricted or prohibited at any time by an Order in writing under the WSA, in order to maintain a minimum flow in a stream for the preservation of fish or for maintaining the health of aquatic ecosystems.

You are advised that the *Drinking Water Protection Act* and the Drinking Water Protection Regulation under that Act govern the construction, installation, alteration, extension and operation of joint works that form part of a domestic water system supplying more than one single-family residence or any facility or establishment where the public consumes water. It is the responsibility of the licensee to comply with the Act and Regulations noted above. Your local Regional Health Authority will be able to assist you.

Please note the following:

- 1) Water licences do not authorize entry on privately owned land for the construction of works, or flooding. Permission of the affected landowner must be obtained or an easement expropriated. For your protection, permission should be in writing and registered with the appropriate Land Title Office.
- 2) Permission for installing works on lands or roadways which are under the jurisdiction of any government agency, must be obtained from the agency concerned.

Please contact FrontCounter BC to assist you with notifications and any applications required if:

- a) there is any change in your mailing address;
- b) you sell the land to which the licence is appurtenant;
- c) you propose to subdivide the land to which the licence is appurtenant; or
- d) you propose to alter the works authorized under the licence.

In order for you to keep your water licence in good standing, the following must be observed:

- a) continued beneficial use of water, as authorized under your licence;
- b) payment of annual rentals;
- c) compliance with the terms of your licence; and
- d) compliance with the terms of the *Water Sustainability Act*.

One of the obligations of a water licence is the payment of annual rentals and fees to the Crown for the authorization to exercise the rights granted under the licence. Failure to pay water rental invoices by a specified date may result in late-payment penalties, collection action or cancellation of the licence. Any questions in regards to invoices, statements or billing procedures should be directed to the Water Revenue Unit at 1 800 361-8866. Callers from the Victoria area should dial 250 387-9445.

The *Water Sustainability Act* gives the recipient of this notice the right to appeal my decision. Information on filing an appeal can be found on the Environmental Appeal Board website at: <http://www.eab.gov.bc.ca/>. A right of appeal from my decision lies to the Environmental Appeal Board. Notice of any appeal must (1) be in writing; (2) include grounds for the appeal; (3) be directed by registered mail to the Chair, Environmental Appeal Board, PO Box 9425 Stn Prov Govt., V8W 9V1 or personally delivered to the office of the Board at 4th Floor, 747 Fort Street in Victoria, BC V8W 3E9, [eabinfo@gov.bc.ca](mailto:eabinfo@gov.bc.ca); (4) be delivered within 30 days of receiving this letter, and (5) be accompanied by a fee of \$25.00, payable to the Minister of Finance.

If you have any questions or concerns, please contact Tanya Dunlop, Authorizations Specialist - Water, at 250 751-7015 or by email at [Tanya.Dunlop@gov.bc.ca](mailto:Tanya.Dunlop@gov.bc.ca).

Yours truly,



Assistant Water Manager & Director, Resource Authorizations

Enclosure(s)



# Province of British Columbia

## *Water Sustainability Act*

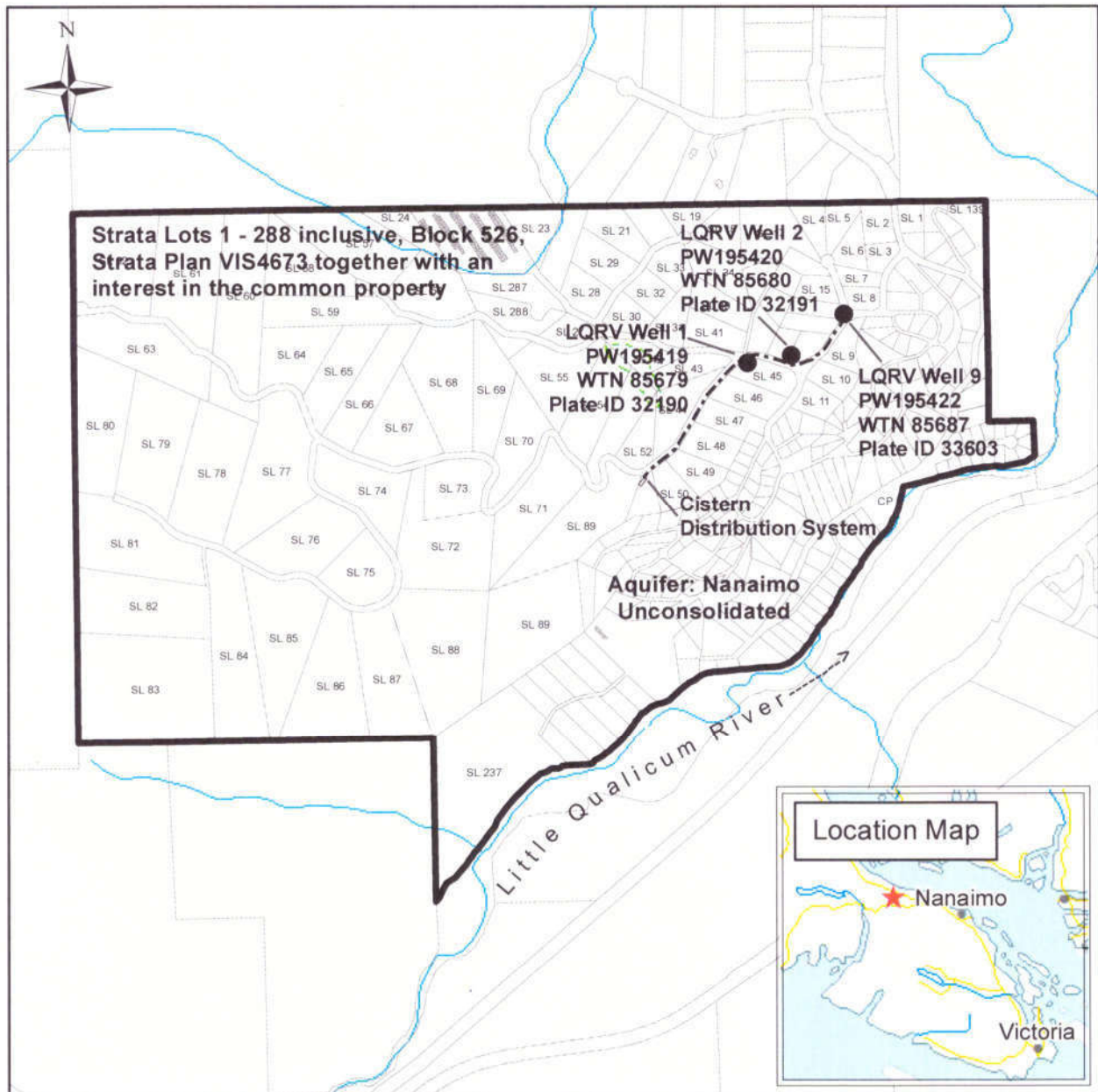
[E-3/13]

### CONDITIONAL WATER LICENCE

The owner(s) of the land to which this licence is appurtenant is/are hereby authorized to divert and use water as follows:

- a) The aquifer on which the rights are granted is Nanaimo Unconsolidated.
- b) The points of well diversion are located as shown on the attached plan.
- c) The date from which this licence shall have precedence is January 1, 2011.
- d) The purpose for which this licence is issued is waterworks (other).
- e) The maximum quantity of water which may be diverted is 250 cubic metres per day provided the maximum annual diversion does not exceed 45,000 cubic metres.
- f) The period of the year during which the water may be used is the whole year.
- g) The land upon which the water is to be used and to which this licence is appurtenant is Strata Lots 1 - 288 inclusive, Block 526, Cameron District, Strata Plan VIS4673 together with an interest in the common property.
- h) The authorized works are wells, distribution system, and cistern which shall be located approximately as shown on the attached plan.
- i) The construction of the said works has been completed and the water is being beneficially used. The licensee shall continue to make regular beneficial use of the water in a manner authorized herein.
- j) The licensee shall maintain a flow measuring device to the satisfaction of an Engineer or Water Manager under the *Water Sustainability Act*.
- k) The licensee shall retain flow meter records for inspection upon request by an Engineer or Water Manager under the *Water Sustainability Act*.

Assistant Water Manager & Director, Resource Authorizations



WATER DISTRICT:  
PRECINCT:  
LAND DISTRICT:

Nanaimo  
Nanaimo  
Cameron

Signature:



Date:

June 7, 2019

LEGEND:

Scale:

1:15,000

Point of Diversion:



Map Number:


92F.038.1.1

Pipe:



C.L.: 500835

FILE: 20005924

The boundaries of the land to which this licence is appurtenant are shown thus: 



[E-5/13]

June 07, 2019

File: 20005924  
vFCBC Tracking No.: 100189391

**Strata Plan VIS4673, The Owners of**  
1773 Country Road  
Qualicum Beach BC V9K 2S3

**Dear Sir or Madam:**

**Re: Water Licence Application 105924**

---

The investigation of the above application has been completed. Enclosed is a copy of your Conditional Water Licence 500836.

Please read the documents carefully. Any error(s) in these documents should be brought to the attention of this office as soon as possible.

To protect the quality and safety of our groundwater resources, all wells and associated works related to a groundwater diversion, storage, and use must comply with the *Water Sustainability Act*, Groundwater Protection Regulation (GWPR) which requires water wells in BC to be properly constructed, maintained, and, at the end of their service, deactivated and decommissioned. For more information on well owner requirements under the GWPR, please visit: <http://www2.gov.bc.ca/gov/content/environment/air-land-water/water/groundwater-wells>.

There was concern that elevated arsenic levels from the artesian bedrock well (WTN 107028) could be harmful to the aquatic habitat if introduced to the stream. Operation of the well must be in a manner that does not cause a 'significant harm' to the environment (per Section 29 (2)(c) of the *Water Sustainability Act*). The requested water samples from the well and at various locations along the stream were compared to the *Ambient Water Quality Guidelines for Arsenic* (<https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/waterquality/wqgs-wqos/approved-wqgs/arsenic-or.pdf>) and found to be sufficiently diluted to not cause harm to freshwater aquatic life at this time.

You are advised that the *Drinking Water Protection Act* and the Drinking Water Protection Regulation under that Act govern the construction, installation, alteration, extension and operation of joint works that form part of a domestic water system supplying more than one single-family residence or any facility or establishment where the public consumes water. It is the responsibility of the licensee to comply with the Act and Regulations noted above. Your local Regional Health Authority will be able to assist you.

Please note the following:

- 1) Water licences do not authorize entry on privately owned land for the construction of works, or flooding. Permission of the affected landowner must be obtained or an

Page 1 of 2

easement expropriated. For your protection, permission should be in writing and registered with the appropriate Land Title Office.

- 2) Permission for installing works on lands or roadways which are under the jurisdiction of any government agency, must be obtained from the agency concerned.

Please contact FrontCounter BC to assist you with notifications and any applications required if:

- a) there is any change in your mailing address;
- b) you sell the land to which the licence is appurtenant;
- c) you propose to subdivide the land to which the licence is appurtenant; or
- d) you propose to alter the works authorized under the licence.

In order for you to keep your water licence in good standing, the following must be observed:

- a) continued beneficial use of water, as authorized under your licence;
- b) payment of annual rentals;
- c) compliance with the terms of your licence; and
- d) compliance with the terms of the *Water Sustainability Act*.

One of the obligations of a water licence is the payment of annual rentals and fees to the Crown for the authorization to exercise the rights granted under the licence. Failure to pay water rental invoices by a specified date may result in late-payment penalties, collection action or cancellation of the licence. Any questions in regards to invoices, statements or billing procedures should be directed to the Water Revenue Unit at 1 800 361-8866. Callers from the Victoria area should dial 250 387-9445.

The *Water Sustainability Act* gives the recipient of this notice the right to appeal my decision. Information on filing an appeal can be found on the Environmental Appeal Board website at: <http://www.eab.gov.bc.ca/>. A right of appeal from my decision lies to the Environmental Appeal Board. Notice of any appeal must (1) be in writing; (2) include grounds for the appeal; (3) be directed by registered mail to the Chair, Environmental Appeal Board, PO Box 9425 Stn Prov Govt., V8W 9V1 or personally delivered to the office of the Board at 4th Floor, 747 Fort Street in Victoria, BC V8W 3E9, [eabinfo@gov.bc.ca](mailto:eabinfo@gov.bc.ca); (4) be delivered within 30 days of receiving this letter, and (5) be accompanied by a fee of \$25.00, payable to the Minister of Finance.

If you have any questions or concerns, please contact Tanya Dunlop, Authorizations Specialist - Water, at 250 751-7015 or by email at [Tanya.Dunlop@gov.bc.ca](mailto:Tanya.Dunlop@gov.bc.ca).

Yours truly,



Assistant Water Manager & Director, Resource Authorizations

Enclosure(s)



# Province of British Columbia

## *Water Sustainability Act*

[E-7/13]

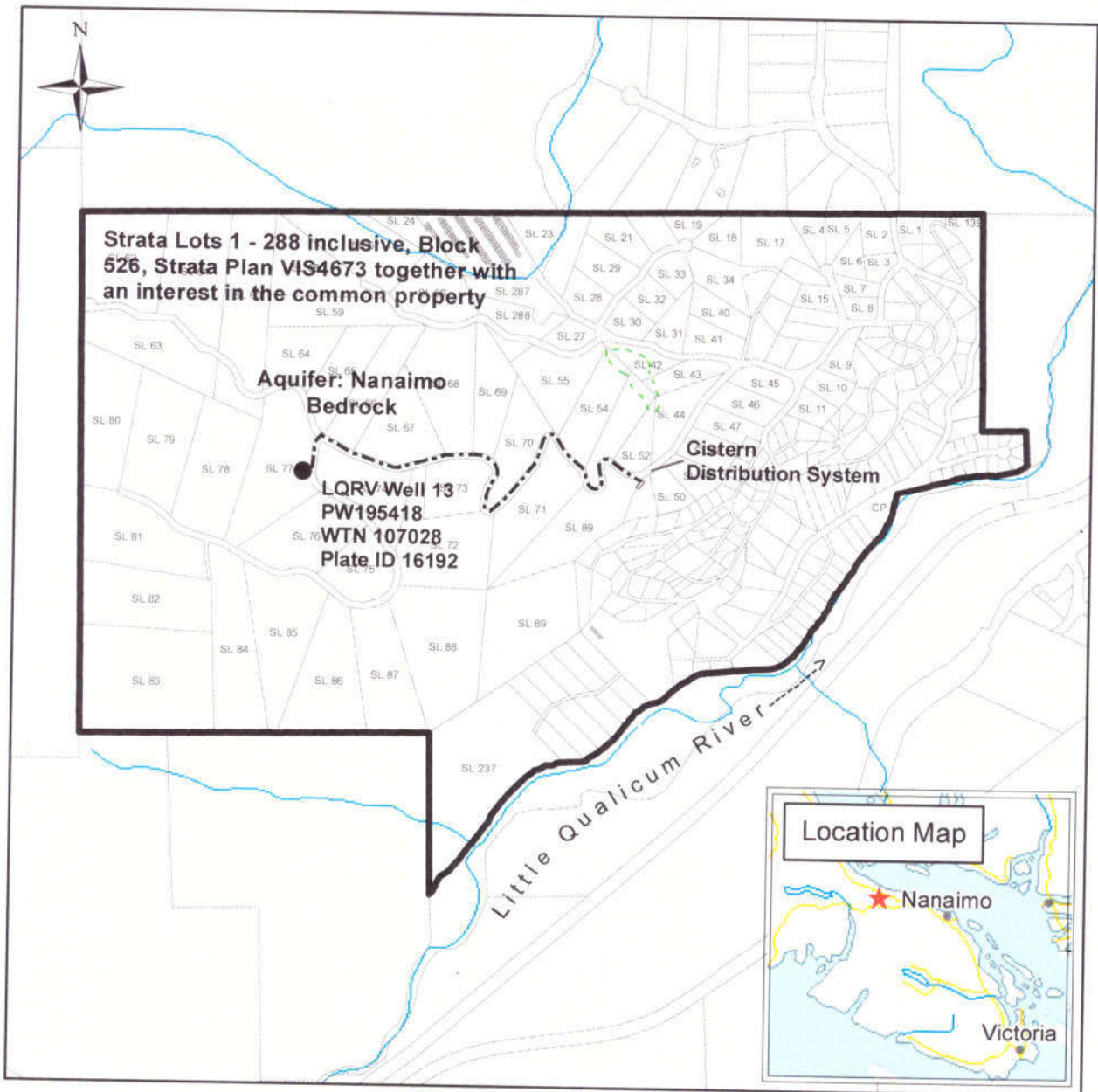
### CONDITIONAL WATER LICENCE

The owner(s) of the land to which this licence is appurtenant is/are hereby authorized to divert and use water as follows:

- a) The aquifer on which the rights are granted is Nanaimo Bedrock.
- b) The point of well diversion is located as shown on the attached plan.
- c) The date from which this licence shall have precedence is January 1, 2005.
- d) The purpose for which this licence is issued is waterworks (other).
- e) The maximum quantity of water which may be diverted is 55 cubic metres per day provided the maximum annual diversion does not exceed 10,000 cubic metres.
- f) The period of the year during which the water may be used is the whole year.
- g) The land upon which the water is to be used and to which this licence is appurtenant is Strata Lots 1 - 288 inclusive, Block 526, Cameron District, Strata Plan VIS4673 together with an interest in the common property.
- h) The authorized works are well, distribution system and cistern which shall be located approximately as shown on the attached plan.
- i) The construction of the said works has been completed and the water is being beneficially used. The licensee shall continue to make regular beneficial use of the water in a manner authorized herein.
- j) The licensee shall maintain a flow measuring device to the satisfaction of an Engineer or Water Manager under the *Water Sustainability Act*.
- k) The licensee shall retain flow meter records for inspection upon request by an Engineer or Water Manager under the *Water Sustainability Act*.

Assistant Water Manager & Director, Resource Authorizations





WATER DISTRICT: Nanaimo  
 PRECINCT: Nanaimo  
 LAND DISTRICT: Cameron

Signature: *Jay P. King*  
 Date: June 7, 2019

LEGEND:  
 Scale: 1:15,000  
 Point of Diversion: ●  
 Map Number: 92F.038.1.1  
 Pipe: - - - - -

C.L.: 500836  
 FILE: 20005924

The boundaries of the land to which this licence is appurtenant are shown thus: —————

## Information Sheet: Rights and Obligations of a Water Authorization Holder

(Updated Sept 2016)

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

### What authority does a water authorization provide?

A water authorization (i.e., licence or use approval) issued under the *Water Sustainability Act* authorizes an authorization holder to, subject to the restrictions in the *Water Sustainability Act* and regulations:

- divert and beneficially use the quantity of water specified in the authorization for the specified purpose and during the specified time;
- store water in accordance with the authorization;
- construct, maintain and operate the works authorized by the authorization that are required for the proper diversion or use of the water or the power produced from the water, which may include, depending on the terms of the authorization:
  - making changes in and about a stream necessary for the construction, maintenance or operation of the authorized works or that are otherwise required to facilitate the authorized diversion; or
  - constructing fences, screens and fish or game guards across streams for the purpose of conserving fish or wildlife.

### What rights do I have as a water authorization holder?

The *Water Sustainability Act* also establishes additional entitlements for a water authorization holder which include the right to:

- receive notice from anyone making an application for a water licence or other authorization if there is reason to believe that the authorization holder's rights may be detrimentally affected;
- file an objection if they feel their rights would be affected by granting of an application;
- receive notice of any decision on an application if the authorization holder filed an objection in relation to an application; and
- pursue the expropriation of any privately-owned land reasonably required for the construction, maintenance, improvement and operation of the works or for flooding as authorized under a water licence.

### What if works or flooding under a water authorization involves Crown land?

Permits over Crown land (PCL) are typically issued under the *Water Sustainability Act* together with a water authorization. A PCL prevents works (e.g., a water pipeline across Crown land) from being in trespass, but does not provide for the exclusive use of the Crown land.

A water authorization may also be supported by a form of tenure under the [Land Act](#), which can provide for the exclusive use of the Crown land.

### **What is the significance of the date of precedence?**

An important condition of a water authorization is the availability of the water and the priority of water rights based on their date of precedence, which is sometimes known as the priority date. The date of precedence establishes who is allowed their full allocation of water first during times of water scarcity or drought. [Section 22](#) of the *Water Sustainability Act* provides the authority to order the reduction or restriction of water diversion and use from a stream (and any hydraulically connected aquifer) or an aquifer (and any other hydraulically connected aquifer) based on the date of precedence.

When more than one authorization has been issued for the same stream or aquifer, the authorization with the earliest priority has first right to available supply. The authorization with the second earliest priority date has second right, and so on. For example, an authorization with a date of precedence of April 15, 1978 has a prior right to water over an authorization with a September 15, 1983 date of precedence.

[Section 22](#) of the *Water Sustainability Act* also establishes a priority of water rights when two authorizations on the same water source have the same date of precedence, with domestic being the highest priority followed by waterworks and irrigation.

### **How are my rights protected?**

The *Water Sustainability Act* establishes several offences related to water protection and water use. Some important offences associated with use include the following:

- willfully hinder or interrupt a holder of an authorization or other permission in the lawful exercise of a right granted under the *Water Sustainability Act* or the authorization or permission;
- willfully destroy, injure or interfere with the works of the holder of an authorization or other permission without lawful authority;
- connect to the works of an authorization holder without authority;
- makes changes in and about a stream without authority;
- diverts water from a stream or aquifer without authority; or
- constructs, maintains, operates or uses works without authority.

### **How are water use and land use activities managed?**

Land management and resource use activities that may have an impact on water users, water quantity or quality, or structures located in or near streams should be brought to the attention of specialists with the Ministry of Forests, Lands and Natural Resource Operations for review.

Staff will identify where there may be conflicts with existing and proposed uses of water and identify authorization holders whose rights may be affected.

### **What are my obligations to maintain my water authorization in good standing?**

Under the *Water Sustainability Act*, a water authorization is subject to cancellation or suspension for reasons, which include the following:

- in the case of a water licence, non-beneficial use of water for 3 successive years for the purposes and in the manner authorized under the water licence;
- failure to pay water rentals for 2 years that are due to the government;
- failure to pay a water bailiff's fees or expenses that are payable for 180 days after the due date;
- failure to comply with a term or a condition that is prescribed in a water authorization;
- failure to construct the authorized works within the time specified in a water authorization;
- making a material misstatement or misrepresentation in an application or in information required to be provided to the comptroller, a water manager or an engineer;
- making a material misstatement or misrepresentation in a beneficial use declaration;
- non-compliance with an order to the comptroller of water rights, a water manager or an engineer;
- cancellation or the termination of the authorization holder's title to the land, mine or undertaking on which the water is authorized to be used; and
- non-compliance with the *Water Sustainability Act* or its accompanying regulations.

An authorization holder is also responsible for damage resulting from works constructed, operated or maintained from a defect, insufficiency or failure of the works, whether the authorization is in good standing, abandoned, suspended or cancelled.

When directed by the water manager or the comptroller of water rights, an authorization holder must keep records of the diversion and use of water. Records must be produced for inspection when required.

Any licensee may also be requested to complete a beneficial use declaration including information required by the decision maker.

### **Are there any other responsibilities that I have as an authorization holder?**

Under the *Water Sustainability Act*, a water authorization holder is required to:

- make beneficial use of the water diverted. In the context of a water licence, “beneficial use” means using the water as efficiently as practicable, in accordance with any applicable regulations, and as specified in the terms and conditions of your licence;
- exercise reasonable care to avoid damaging land, works, trees or other property of another person during construction or operation of any works;
- undertake proper inspection, maintenance and repair of your works and ensure that your works do not cause a significant risk of harm to public safety, the environment, land or other property;
- if you abandon your authorization or the authorization is cancelled or expires, you are required to ensure that any works associated with the authorization are deactivated or decommissioned in accordance with the regulations and orders. Note that as an authorization holder you remain liable for any damage or loss resulting from the construction, maintenance, use, operation or failure of your works.

You are also required to notify the water manager or the comptroller of water rights if:

- any change of mailing address is made;
- the land, mine or undertaking where the water to be used is sold, planned to be subdivided, or subdivided;
- the works authorized under the authorization are to be altered; or
- water is being used for a purpose other than specified under the authorization.

### **Are there other considerations?**

An authorization holder should also be aware of the following:

- A water authorization will not prevent resource extraction activities such as logging, mining or oil and gas extraction in an authorization holder’s watershed.
- A water authorization does not assure that the water is or will remain suitable for the authorized water purpose. For potable water uses, the Ministry of Health recommends that all surface water be treated by filtration, disinfection or both.
- A water authorization does not assure that water will always be available. The authorization allows for the diversion and use of a specified quantity of water if it is available.
- Early priority licences are not always the highest (furthest upstream) intakes on the stream or in a particular location on an aquifer. In many situations licences with early priority dates have their water intakes lower down a stream, in valley bottoms, which historically have been developed first.
- If satisfied that the joint use of works by two or more authorization holders would conserve water or avoid duplication of works, the comptroller or a water manager may order the joint construction or use of works and set the terms and conditions for the joint construction or use.

- A water authorization does not allow the licensee to trespass on private land to construct, maintain or operate works. Permission must be obtained from landowners, preferably in writing, for the construction of works on private lands. The landowner can withdraw this permission anytime.
- The *Water Sustainability Act* provides for the expropriation of land reasonably required for the construction, maintenance, improvement or operation of works authorized or necessarily required under a licence. The expropriation process includes arbitration where the affected landowner(s) are entitled to receive compensation. If the land is sold, any written agreement providing for access could be nullified. It is recommended that a registered easement or statutory right-of-way be obtained for works on private lands.
- A conditional water licence is not inferior to a final water licence. A conditional water licence authorizes the construction of works. A final water licence may be issued after the works have been surveyed, the actual quantity of water used has been determined, and the location of water use has been verified; however, generally a conditional licence is adequate and a final licence does not need to be issued.