Agenda for the 10:00 am Wednesday, June 24, 2026, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

1. ADOPTION OF THE AGENDA

1-7 **THAT** Council adopts the June 24, 2026, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(g) in the June 24, 2026, Consent Agenda be approved.

8-10 (a) **THAT** the April 29, 2026, Committee of the Whole meeting minutes be received.

11-12 (b) **THAT** the May 6, 2026, Special meeting minutes be approved as presented.

13-18 (c) **THAT** the May 13, 2026, Regular meeting minutes be approved as presented.

19 (d) **THAT** the May 20, 2026, Special meeting minutes be approved as presented.

20-23 (e) **THAT** the May 27, 2026, Committee of the Whole meeting minutes be received.

24-25 (f) **THAT** the May 27, 2026, Special meeting minutes be approved as presented.

26-27 (g) **THAT** the Correspondence Log, dated for reference June 10, 2026, be received.

3. RECOGNITION – Nil

4. BUSINESS ARISING FROM THE MINUTES - Nil

5. DELEGATIONS

(a) **St. Andrew's Lodge Historical & Cultural Society**

J. Smith and M. Goldman in attendance to present on the completion of the restoration of St. Andrew's Lodge and addition of the accessible washroom for public use in Saahtlam Park.

6. CORRESPONDENCE

28-33 (a) **Letter dated May 10, 2026 sent by L. Jeaurond, Co-founder, View Royal Climate Coalition (VRCC) re: Density without Demolition Roadmap**

THAT Council refers the letter dated May 10, 2026 received by L. Jeaurond, Co-founder, View Royal Climate Coalition (VRCC) to the Environment and Sustainability Committee for comment.

Staff Comment:
The Town supports incremental density and the environmental benefits of adaptive reuse are clearly positive. However, this letter proposes complex changes to the provincial building code, ownership models, infrastructure funding, and other points. These issues are interrelated and cannot be assessed solely from an environmental perspective.

34-36 (b) **Letter dated May 19, 2026 sent by Mayor Dean Murdock, District of Saanich to Premier Eby, Minister Dix, Minister Greene, Minister Boyle, and Minister Bailey | BC Local Government Climate Action Program (LGCAP) – Funding Continuation**

Staff Comment:
Council support the District of Saanich's request to the province that the Province of British Columbia continue funding the Local Government Climate Action Program (LGCAP).

7. BYLAWS

37-44 (a) **Airport Operations and Miscellaneous Rates Bylaws | Adoption**

Staff Recommendations:

1. **THAT** "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998, Amendment (Fees) Bylaw No. 457.13, 2025 be adopted.
2. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026" be adopted.

8. COMMITTEE & LIAISON REPORTS

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

45 (i) Report from Mayor Westbroek

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

(i) Report from Councillor Harrison

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

46-47 (i) Report from Councillor Skipsey

48 (ii) **Councillor Skipsey Notice of Motion | Invasive Species Management**

WHEREAS representatives from Friends of the Qualicum Beach Forest made a presentation, *"Protecting our Urban Forest from the 'English Ivy' Invasion"* to Council on May 13, 2026; and

WHEREAS we heard that English Ivy is killing our forests by forming a dense monoculture, suppressing native species and destroying wildlife habitat as well as climbing up to 30 metres on trees and making them more vulnerable to disease; and

WHEREAS invasive species management was identified by residents as the #1 goal for tree and vegetation management in the 2017 Quality of Life Survey; and

WHEREAS the delegation suggested a multi-pronged approach which is supported by the high-level objectives of the Town of Qualicum Beach Community Climate Change Adaptation Plan specifically #7 -Continue to manage invasive species throughout the community – by: creating an invasive species action plan and coordinating with existing initiatives; creating a public facing communication plan; involving community to help manage invasive species on their own properties as well as

participate in community removal; and adding invasive species removal to work plans in the Parks Department;

THEREFORE, BE IT RESOLVED THAT educational materials on English Ivy be communicated through Town publications and resources to residents to inform and engage the public on the issue; and

BE IT FURTHER RESOLVED THAT the matter of invasive species management be referred to Strategic Planning in order to prioritize and resource an invasive species action plan which may include: educational materials on the removal and disposition of invasive species; development of a database identifying locations of invasive species; resourcing and working with residents, local and regional environmental non-government organizations and/or qualified professionals to effectively manage invasive species and support a healthy biodiverse urban forest.

Staff Comment:
Given the proposed Notice of Motion (NoM) as prepared and submitted by Councillor Skipsey for Council's consideration at its June 24, 2026 regular meeting would be considered a new and/or increased level of service that the NoM be referred to Council's 2027 Strategic Planning Session (Fall 2026) as per Council Policy No. 3000-22 "Requests for New or Increased Service".

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

49-50 (i) Report from Councillor Vander Valk

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

51-52 (i) Report from Councillor Young

9. STAFF REPORTS

(1) **Corporate Services**

53-196 (a) **2025 Annual Report**

Staff Recommendation:
THAT the Town of Qualicum Beach 2025 Annual Report be approved.

197-237 (b) **Next Gen 911 | Implementation and Operations Contract**

Staff Recommendation:
THAT Council authorizes the Mayor and the Director of Corporate Services to execute the Next Generation 9-1-1 Implementation and Operations Contract between the Town of Qualicum Beach and the Regional District of Nanaimo substantially in the form attached to the June 24, 2026 agenda and for the purpose of providing 9-1-1 service delivery.

238 (c) **Twilight Concert Series at Saahtlam Park on July 4, 2026**

Staff Recommendation:
THAT Council authorize the placement of up to three pre-approved/licenced food trucks at Saahtlam Park for the Twilight Concert Series on July 4, 2026, hosted by St. Andrews Lodge Historical and Cultural Society, subject to the event organizers working with the Town to ensure Town requirements and licencing provisions are met.

239-240 (d) **Announcement of Closed Council Meeting Motions**
For information.

(2) **Finance**

241-253 (a) **Financial Plan Amendment Bylaw No. 921.01, 2026 | First, Second and Third Readings**

Staff Recommendations:
1. **THAT** Council provide first, second and third reading to "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026" to reflect:
   (a) a revised overall funding target related to the purchase, rehabilitation and reconfiguration of the Eaglecrest Golf Course as included in the 2025-2029 & 2026-2030 Council approved Financial Plans, from $20,688,000 to $21,199,800, in order to include updated expenditure estimates and a private donation received from the Christoper Foundation;
   (b) a change in funding source for the 2028 Eaglecrest Drive Storm Main Replacement and Eaglecrest Asbestos Cement Watermain Replacement projects from Eaglecrest land sales to Asset Management Reserves;
   (c) a housekeeping amendment to carry forward the 2025 remaining unspent budget of $395,000 for Strategic Initiatives works that were not completed in 2025 and which are anticipated to be completed in fiscals 2026 and 2027; and
   (d) revisions to projected operating expenditures and associated funding sources for fiscal years 2027 through 2030, as currently incorporated into the "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026."

254-303 (b) **2025 Statement of Financial Information (SOFI)**

Staff Recommendation:
THAT the Town of Qualicum Beach 2025 Statement of Financial Information be received and approved by Council.

(3) **Fire**

304-307 (a) **Tender Apparatus Replacement (T53) Purchase**

Staff Recommendations:

1. **THAT** Council awards the Tender Apparatus Replacement Purchase project to Fort Garry Fire Trucks in the amount of $1,654,145 Canadian dollars, including PST and excluding GST, for expenditure in fiscals 2027 and 2028.
2. **THAT** staff be directed to include a contingency of $45,855 in fiscal 2027 in a future Financial Plan amendment within the overall project budget of $1.7M for the Tender Apparatus Replacement Purchase.

(b) **Monthly Testing of Emergency Notification Siren | Verbal Update**

- P. Cornell, Fire Chief, to provide a verbal update.

(4) **Planning & Community Development**

308-397 (a) **OCP Compliance Decision for Zoning Amendment | 673 Fir Street**

Staff Recommendations:

1. **THAT** Council deems the Zoning Amendment application for 673 Fir Street to be compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".
2. **THAT** Council refers the Zoning Amendment application for 673 Fir Street to the Advisory Planning Commission for comment on:
   (a) the presence of ground floor residential use along Second Avenue East;
   (b) building height;
   (c) residential density; and
   (d) form and character.

398-414 (b) **OCP Compliance Decision for Zoning Amendment | 1025 Qualicum Road**

Staff Recommendation:
THAT Council considers the proposed Zoning Amendment application for 1025 Qualicum Road to be compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".

415-420 (c) **Development Permit | 1025 Qualicum Road**

Staff Recommendation:
THAT Council directs staff to issue a Development Permit for 1025 Qualicum Road, as outlined in the June 24, 2026, Planning Report to Council.

421-470 (d) **Development Permit | 2669 Island Highway West**

Staff Recommendation:
THAT Council directs staff to issue a Development Permit for 2669 Island Highway West, as described in the June 24, 2026, Planning Report to Council.

(5) **Engineering and Operations**

471-472 (a) **Eaglecrest Golf Course | Spring 2027 Opening**

Staff Recommendation:
THAT Council receives the June 24, 2026, Memorandum titled "Eaglecrest Golf Course | Spring 2027 Opening" for information.

473-475 (b) **Replacement of Corrugated Steel Pipes - Waterfront | Tender Award**

Staff Recommendation:
THAT Council awards the contract for Replacement of Corrugated Steel Pipes – Waterfront Project to Wacor Holdings in the amount of $232,545 excluding GST.

476-478 (c) **Seacrest Place AC Watermain Replacement | Tender Award**

Staff Recommendation:
THAT Council awards the contract for the Seacrest Place AC Watermain Replacement Project to *In The Dirt Contracting* in the amount of $338,403 excluding GST.

479-481 (d) **Little Qualicum Riverbank Erosion Protection Construction | Tender Award**

Staff Recommendation:
THAT Council awards the contract for the Little Qualicum Riverbank Erosion Protection Project to Knappett Industries (2006) Ltd. in the amount of $384,060, excluding GST.

482-484 (e) **Little Qualicum Riverbank Erosion Protection Project Management | RFP Award**

Staff Recommendation:
THAT Council awards RFP No. 2026-08, Construction Contract Administration and Project Management Services for the Little Qualicum River Erosion Protection Project to Northwest Hydraulic Consultants (NHC) Ltd., in the amount of $123,640 excluding GST.

485-489 (f) **Skatepark Washroom and Stand-alone Drinking Fountain Installation**

Staff Recommendations:

1. **THAT** Council approves the installation of a precast concrete public washroom with a 1,000 gallon in-ground holding tank, and a stand-alone drinking water fountain that includes a bottle filling station, accessible and standard-height drinking fountains, and a dog fountain at the Skatepark;

   AND FURTHER THAT Council approves the proposed locations of the precast concrete public washroom and stand-alone drinking water fountain in principle, shown on Appendices A and B of this Report dated June 24, 2026, with the understanding that these amenities may need to be shifted within the same general area, if existing undocumented underground utilities are encountered.

2. **THAT** Council authorizes the addition of Skull Skates to the Skatepark donor recognition sign in acknowledgement of the Company's financial contribution toward the installation of the stand-alone drinking water fountain to be located at the Skatepark.

10. ADJOURNMENT

11. Review of Comments from the Public

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (June 26, 2026). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

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

Email: communications@qualicumbeach.com

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varella, Chief Administrative Officer (CAO) Heather Svensen, Director of Corporate Services/Deputy CAO Luke Sales, Director of Planning & Community Development Twyla Slonski, Interim Deputy Director of Corporate Services Rebecca Augustyn, Senior Planner Chelsea Currie, Corporate Services Coordinator

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

ADOPTION OF THE AGENDA

The Committee adopted, by unanimous consent, the April 29, 2026, Committee of the Whole meeting agenda as presented.

CARRIED UNANIMOUSLY

MINUTES

The Committee approved, by unanimous consent the Minutes for the March 18, 2026 Committee of the Whole as amended to correct administrative errors.

CARRIED UNANIMOUSLY

PLANNING & COMMUNITY DEVELOPMENT

(1) **Zoning Amendment | 673 Fir Street**

L. Sales, Director of Planning and Community Development, introduced the proposed development and invited Ken Schley [the Applicant] to present to the Committee.

Ken Schley thanked the Committee for the opportunity to present and provided an overview of the public engagement feedback and discussions with the Qualicum Beach Legion Branch 76 regarding opportunities to support community use and improvements to the Legion facility.

Mr. Schley introduced Carson Long [Architect] who proceeded to provide a PowerPoint presentation on the following:

- Presented the proposed development for the East Village neighbourhood site, including the required land use amendment to the property's existing zone and the associated development permit.
- An overview of the surrounding neigbourhood and nearby uses, including local services, Berwick, The Gardens, and East Village.
- Explained that the proposal is intended to respond to community needs identified through public engagement by providing benefits beyond the subject property that complement existing spaces, including support for commercial activity such as local markets through the design of pathways and potential connections to farmers' market and flower market uses.

- Noted that consideration was given to future railway potential, pedestrian connections, nearby pathways, shading, solar access, and advised that the building was designed to remain visually engaging on all sides.
- Stated that the design reflects Qualicum Beach character through a garden-oriented, community-focused approach, and reviewed architectural features such as residential-style materials, stepped massing, varied building materials, canopy-style entries, and colour blocking to reduce perceived massing.
- Noted that the proposal includes 89 off-street parking spaces, with one parking stall allocated for each of the 69 units.
- Highlighted features intended to support privacy, amenity, and community use, including landscaped areas, gathering spaces, and potential community garden spaces.
- Confirmed that the proposal has been assessed against Village design guidelines, advised that rezoning is required and that the proposal is lower in height than the adjacent East Village building.

PUBLIC INPUT OPPORTUNITY

Mayor Westbroek called for public input on the proposed development and invited speakers to address the Committee.

- D. Ogleman provided comments on the following:
  - Stated he loves Qualicum Beach and sees it as a special place.
  - Noted he has been involved in two development projects in the Town.
  - Supported the increased tax revenue the homes would generate and noted the proposal would improve walkability for nearby residents.
  - Expressed no concerns with the proposal and asked about project timelines and the anticipated process.

- R. Woodward provided comments on the following:
  - Advised he moved to Qualicum Beach just over a year ago, choosing to live in the East Village neigbourhood because of its vision and ongoing community development.
  - Noted appreciation for being able to walk to most places and access nearby services.
  - Expressed support for growth and improved connectivity for residents and is looking forward to this addition to the community.

- M. Jamieson provided comments on the following:
  - Expressed that this proposal could be viewed as a positive step toward the Town's Economic Development Strategy.
  - Noted support for the development as it avoids sprawl and maintains community charm.
  - Commented that the ornamental gardens shown in the presentation can be ecological dead zones and suggested native planting and biodiversity.
  - Noted the proposal appears geared to downsizing residents, and suggested more housing is needed for younger residents and families.

- M. Noel provided comments on the following:
  - Stated the project helps address the need for housing for seniors who are downsizing, which is currently unmet and contributing to residents leaving the community.
  - Suggested that it is too early to expect the Applicant to address broader social needs at this stage.
  - Expressed support for a six-storey building on the site adding that the proposed height is appropriate and consistent with the building across the street.

DRAFT

- T. Pritchard provided comments on the following:
  - Identified himself as an East Village resident.
  - Raised parking and roadway concerns, noting Second Avenue was originally intended as a one-way street and additional parking was identified in the East Village Revitalization Plan.
  - Described the site as an underused lot currently used informally for skateboarding and said the proposed development would be a better use of the space.
  - Expressed that the project is a positive step for the East Village neighbourhood.

- J. Wood provided comments on the following:
  - Identified himself as a current Eaglecrest resident with hopes of relocating within town in the future and that this is the type of development he would consider moving into.
  - Commented positively on the detailed first round of discussion complementing the Applicant's presentation to the Committee.
  - Noted the proposal includes 69 units and 89 parking spaces and stated this would not contribute to existing parking issues.

Members of the Committee commented as follows:

- What type of businesses are expected in the commercial space?
- Can the site include more greenery and less concrete?
- Will the units be adaptable for those with reduced mobility?
- What, if any, community amenity is being considered?
- What will the parkade access look like in relation to existing traffic patterns?
- There is a need for 2 bed units to attract downsizers who still need flex room.
- Which existing community services and organizations will the amenity spaces be able to support?

Mayor Westbroek, for a second time called for members of the public wishing to speak.
Hearing none, Mayor Westbroek closed the Public Input portion of the meeting at 11:07 am.

ADJOURNMENT
Councillor Skipsey MOVED and Councillor Harrison SECONDED, **THAT** the Committee of the Whole adjourns the April 29, 2026, Committee of the Whole meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:39 am

Certified Correct:

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

DRAFT

DRAFT | Minutes of the 10:00 am, Wednesday, May 6, 2026, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, Chief Administrative Officer Heather Svensen, Director of Corporate Services/Deputy CAO Raj Hayre, Director of Finance Luke Sales, Director of Planning Kevin Goldfuss, Airport Manager Twyla Slonski, Interim Deputy Director of Corporate Services Chelsea Currie, 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 May 6, 2026, special Council meeting agenda.
CARRIED UNANIMOUSLY

BYLAWS

(a) **2026 Property Tax Rates Bylaw | Adoption**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 26-115

(b) **Airport Bylaw Amendment | Second & Third Readings &**
Miscellaneous Fees Bylaw Amendment | First, Second, & Third Readings
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025" be read a second time as amended.
CARRIED UNANIMOUSLY | Resolution No. 26-116

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026" be introduced and read a first time as amended, reflecting increases as outlined in Option B.
CARRIED UNANIMOUSLY | Resolution No. 26-117

Councillor Young MOVED and Councillor Vander Valk SECONDED, **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026" be read a second time.
CARRIED UNANIMOUSLY | Resolution No. 26-118

MOTION TO CLOSE TO THE PUBLIC
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** the Special meeting of Council be closed to the public, pursuant to sections 90(1) (c), (d) and (e) of the *Community Charter,* for the purpose of considering:
(c) labour relations or other employee relations;
(d) the security of the property of the municipality; and
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that

disclosure could reasonably be expected to harm the interest of the municipality.
CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC 10:47 am
MEETING REOPENS TO THE PUBLIC 3:31 pm with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning, R. Hayre, Director of Finance and T. Slonski, Interim Deputy Director of Corporate Services.

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

MEETING ADJOURNED: 3:31 pm

Certified Correct:

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

DRAFT | Minutes of the 10:00 am Wednesday, May 13 2026, 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, Chief Administrative Officer Raj Hayre, Director of Finance Luke Sales, Director of Planning and Community Development Twyla Slonski, Interim Deputy Director of Corporate Services Kevin Goldfuss, Airport Manager Jason Froats, Information Systems Analyst Chelsea Currie, 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 May 13, 2026, Regular Council meeting agenda as amended by adding item 9.(1)(c).
CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

ADOPTION OF THE CONSENT AGENDA
Council adopted, by unanimous consent, **THAT** recommendations listed for items 2(a) to 2(e) in the May 13, 2026, Consent Agenda be adopted.

(a) **THAT** the April 15, 2026, Special meeting minutes be approved as presented.
(b) **THAT** the April 20, 2026, Special meeting minutes be approved as presented.
(c) **THAT** the April 22, 2026, Regular meeting minutes be approved as presented.
(d) **THAT** the April 22, 2026, Special meeting minutes be approved as presented.
(e) **THAT** the Correspondence Log, dated for reference May 6, 2026, be received.

CARRIED UNANIMOUSLY | Resolution No. 26-119

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES - Nil

DELEGATIONS

(a) **Draft 2025 Audited Financial Statements Approval**
M. Roque, CPA, CA Partner, KPMG LLP, attended electronically and presented the Town of Qualicum Beach 2025 audited financial statements.

J. Froats left the meeting at 10:22 am.

(b) **Friends of the Qualicum Beach Forest**
J. Tomczyk and Dr. L. Brookes gave a PowerPoint presentation on Protecting our Urban Forest from the "English Ivy Invasion".

CORRESPONDENCE - Nil

BYLAWS

(a) **Election Procedures Bylaw Amendment | First, Second, and Third Reading**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED,
1. **THAT** "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008, Amendment (2026 General Local Elections) Bylaw No. 621.04, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008, Amendment (2026 General Local Elections) Bylaw No. 621.04, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008, Amendment (2026 General Local Elections) Bylaw No. 621.04, 2026" be read a third time.

CARRIED UNANIMOUSLY | Resolution No. 26- 120

COMMITTEE & LIAISON REPORTS

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

(i) Mayor Westbroek commented on his portfolio activities.

Council, by unanimous consent, directed staff to send a letter to the Qualicum Beach Fire Department staff thanking them for their volunteer work at the Youth Day event on May 7, 2026.
CARRIED UNANIMOUSLY

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

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

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

(ii) **Recommendation from the May 1, 2026, Committee on Environment and Sustainability**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council approve the Climate Action - Community Outreach and Support line item in the amount of up to $12,500 in 2026, be dedicated to Mount Arrowsmith Biosphere Region to hire a youth ambassador to take part in community events and:
- gauge understanding or what it would take for the public to support local climate initiatives;
- provide education during public interactions;
- gather and share success stories with the public; and
- build a foundation to help the Town drive the future direction of climate action.

CARRIED UNANIMOUSLY | Resolution No. 26- 121

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

(i) Councillor Vander Valk commented on her written report included in the agenda.

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

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

STAFF REPORTS

(1) **Corporate Services**

(a) **2026 Special Event Sponsorship Applications**

MOTIONS ON THE FLOOR, NO MOVER OR SECONDER REQUIRED

THAT Council approves a one-time sponsorship of $2,500 for the Qualicum Beach Farmers Market Christmas Night Market event to be held December 4, 2026.

THAT Council denies the request for sponsorship funding in the amount of $2,500 for the Qualicum Beach Collective Society Community Movement Initiative event to be held on June 6, 2026, as the event is sponsored by ParticipACTION, a Canadian non-profit charitable organization that provides national infrastructure, tools, and direct grant funding.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council amend the motions on the floor as follows:

- approves a one-time sponsorship of $2,000 for the Qualicum Beach Farmers Market Christmas Night Market event to be held December 4, 2026;
- approves a one-time sponsorship of $1,000 for the Qualicum Beach Collective Society Community Movement Initiative event to be held on June 6, 2026.

CARRIED | Resolution No. 26-122
In Favour: Mayor Westbroek, Councillors Harrison, Skipsey and Vander Valk
Opposed: Councillor Young

MAIN MOTION AS AMENDED
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,

1. **THAT** Council approves a one-time sponsorship of $2,000 for the Qualicum Beach Farmers Market Christmas Night Market event to be held December 4, 2026.
2. **THAT** Council approves a one-time sponsorship of $1,000 for the Qualicum Beach Collective Society Community Movement Initiative event to be held on June 6, 2026.

CARRIED | Resolution No. 26-122a
In Favour: Mayor Westbroek, Councillors Harrison, Councillor Skipsey and Councillor Vander Valk
Opposed: Councillor Young

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council approves a one-time sponsorship of $2,000 for the Seaside Cruizers Society Father's Day Show and Shine event to be held on June 19, 20, and 21, 2026.
CARRIED | Resolution No. 26-123
In Favour: Mayor Westbroek, Councillor Harrison, Councillor Skipsey, and Councillor Vander Valk
Opposed: Councillor Young

(b) **Announcement of Closed Council Meeting Motions**
Council, by unanimous consent, received the Announcement of Closed Council Meeting Motions as included in the May 13, 2026, Council Meeting Agenda.

(c) **2026 Special Event Sponsorship Application | Father's Day Show and Shine**
Decision included under Staff Reports (1)(a).

(2) **Finance**

(a) **Draft 2025 Audited Financial Statements Approval**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** the 2025 audited financial statements for the Town of Qualicum Beach from KPMG LLP be approved.
CARRIED UNANIMOUSLY | Resolution No. 26-124

(b) **2026 Capital Budget Reallocation | Council Chamber Conference System Replacement to Town Server Replacement Project**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council approve the reallocation of $100,000 from the 2026 Council Chamber Conference System Replacement Project to increase the 2026 budget provision for the Town Server Replacement Project from $85,000 to $185,000.
CARRIED UNANIMOUSLY | Resolution No. 26-125

(3) **Planning & Community Development**

(a) **Preliminary Eaglecrest Neighbourhood Plan**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** the Draft Preliminary Eaglecrest Neighbourhood Plan be received, as attached to the May 13, 2026, Report to Council.

AND FURTHER THAT the Draft Preliminary Eaglecrest Neighbourhood Plan, as attached to the May 13, 2026, Report to Council, be referred to the Eaglecrest Residents' Association for comments to be included in the future final Eaglecrest Neighbourhood Plan.
CARRIED UNANIMOUSLY | Resolution No. 26-126

K. Goldfuss left the meeting 12:04 pm.

K. Goldfuss returned to the meeting 12:06 pm.

(b) **Authorization to Issue Request for Proposals | Country Club Drive West (Parcel 2)**
Councillor Young MOVED and Councillor Vander Valk SECONDED, **THAT** Council authorizes staff to issue a Request for Proposals (RFP) for the development of land located west of Country Club Drive (Parcel 2) within the Eaglecrest Neighbourhood, as attached to the May 13, 2026 Planning Report to Council.
CARRIED UNANIMOUSLY | Resolution No. 26-127

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** the RFP for the development of land located west of Country Club Drive (Parcel 2) within the Eaglecrest Neigborhood attached to the May 13, 2026 Planning Report, be amended to include "Proposals that emphasize energy efficiency and environmental sustainability will be looked upon favourably".

Councillor Harrison MOVED, **THAT** Council postpone a decision on the motion on the floor to the June 24, 2026 Regular Council meeting.
MOTION FAILED due to lack of a Seconder

Councillor Harrison MOVED, **THAT** Council amend the RFP so that is only applies to the lands zoned as Residential 21 (R21), as described in Part 1 of the RFP attached to the Staff Report dated May 13, 2026.
MOTION FAILED due to lack of a Seconder

MAIN MOTION AS AMENDED
THAT the RFP for the development of land located west of Country Club Drive (Parcel 2) within the Eaglecrest Neigborhood attached to the May 13, 2026 Planning Report, be approved as amended to include "Proposals that emphasize energy efficiency and environmental sustainability will be looked upon favourably".
CARRIED | Resolution No. 26-129
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, and Councillor Young
Opposed: Councillor Harrison

(4) **Engineering and Operations**

(a) **Prior Permission Required (PPR) for "Touch-and-Go" Circuit Training, for On-site and Off-site Commercial / Corporate Operators**

1. **THAT** Council directs staff to establish defined operation parameters for flight training schools, including specific days of the week and hours of operation, for the purpose of "touch-and-go" circuit training at the Qualicum Beach Airport, for both local and transient flight training schools;
2. **THAT** Council subsequently directs staff to work with NAV Canada to publish a Prior Permission Required (PPR) notice in the CFS entry for "touch-and-go" circuit training for on-site and off-site commercial / corporate operators, including operational parameters, at the Qualicum Beach Airport.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** the staff recommendations be postponed to a future meeting to allow staff time to carry out additional consultation with the flight schools and invite comments from the Qualicum Woods Residents' Association, Qualicum Beach Residents' Association, Eaglecrest Residents' Association and the Chartwell Residents' Association.
CARRIED UNANIMOUSLY | Resolution No. 26-130

MOTION TO CLOSE TO THE PUBLIC
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** the regular meeting of Council be closed to the public, pursuant to sections 90(1)(c), (e) and (i) of the *Community Charter,* for the purpose of considering:
(c) labour relations or other employee relations;
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC 12:41 pm
MEETING REOPENS TO THE PUBLIC 2:54 pm with Mayor Westbroek, and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, CAO, L. Sales, Director of Planning and Community Development, R. Hayre, Director of Finance, T. Slonski, Interim Deputy Director of Corporate Services and C. Currie, Corporate Services Coordinator.

REVIEW OF COMMENTS FROM THE PUBLIC
Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (May 13, 2026). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- C. Macfie, comments re: Preliminary Eaglecrest Neighbourhood Plan

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

MEETING ADJOURNED: 2:54 pm

Certified Correct:

Twyla Slonski Interim Deputy Director of Corporate Services	Teunis Westbroek Mayor

DRAFT | Minutes of the 10:00 am, Wednesday, May 20, 2026, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ABSENT:		Councillor Scott Harrison
ALSO PRESENT:	Staff:	Lou Varela, Chief Administrative Officer Heather Svensen, Director of Corporate Services/Deputy CAO Raj Hayre, Director of Finance Luke Sales, Director of Planning Twyla Slonski, Interim Deputy Director of Corporate Services

Mayor Westbroek called the meeting to order in the Council Chamber at 10:04 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 May 20, 2026, special Council meeting agenda.
CARRIED UNANIMOUSLY

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

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

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC 10:04 am
MEETING REOPENS TO THE PUBLIC 11:40 pm with Mayor Westbroek and Councillors Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning and Community Development, R. Hayre, Director of Finance and T. Slonski, Interim Deputy Director of Corporate Services.

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

MEETING ADJOURNED: 11:40 pm

Certified Correct:

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

DRAFT | Minutes of the 10:00 am Wednesday, May 27, 2026, Town of Qualicum Beach (Parks and Recreation) Committee of the Whole Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, Chief Administrative Officer Heather Svensen, Director of Corporate Services | Deputy CAO Luke Sales, Director of Planning Twyla Slonski, Interim Deputy Director of Corporate Services Chris Sumando, Assistant Fire Chief – Prevention Peter Cornell, Fire Chief Chelsea Currie, Corporate Services Coordinator

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

ADOPTION OF THE AGENDA

The Committee adopted, by unanimous consent, the May 27, 2026 Committee of the Whole Meeting agenda.

CARRIED UNANIMOUSLY

DELEGATIONS

(1) **Qualicum Beach Pickleball Club**

B. Warren spoke on behalf of the Qualicum Beach Pickleball Club (QBPC) and began by providing a brief history of the QBPC which has been operating for four years. The following was highlighted within the verbal presentation:

- The QBPC has raised $70,000 to date towards a new pickleball court, primarily through the Raymond James Foundation.
- Fundraising efforts have been ongoing but have had limited success due to uncertainty around the site location and club management of the facilities. To be eligible for BC Gaming or Co-op grants, the QBPC must own and operate the facility which is not their mandate.
- Requested confirmation that a new court would include access to parking and washrooms.
- Shared that the QBPC's preferred location for a new pickleball court is at the existing tennis court site based on its proximity to the Kwalikum Secondary School and the possibility of supporting a school pickleball program.
- The QBPC received a quotation of $60,000 to $100,000 to replace the existing tennis courts.
- The QBPC is prepared to contribute $100,000 towards either location and suggested the contribution from QBPC be capped at $100,000.
- Currently, the Town's estimated cost for the Garden Road dog park location is $330,000, with the QBPC expected to contribute 50% of the funding.

Members of the Committee commented as follows:

- Inquired if grant conditions may be more flexible in future years?
- Clarified that Council approved a parking lot to be included in the project but no washrooms. The cost of a gravel parking lot is not included in the 50% cost share and will be at the sole cost of the Town.
- Confirmed the Garden Road dog park location is where Council has agreed upon for a new pickleball court.

- Inquired on why the QBPC cannot continue to fundraise beyond the $100,000 as many local groups have been able to raise large amounts for similar projects.
- Suggested advertising for the cause may increase awareness and donations now that a site has been identified.

MEMBER REPORTS

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

Councillor Skipsey provided a verbal report on the Arrowview Elementary School's Grade 1 and 2 Class Review of the Chartwell Neighbourhood Park and highlighted the following:

- In April, she attended a Grade 1 and 2 class at Arrowview Elementary School as part of the teacher's social studies unit on community design, where parks, green spaces, and community demographics were discussed with students.
- The class also visited Miraloma Park in the Chartwell neigbourhood and considered how well it meets the needs of community members.
- Students identified several key priorities through the engagement process, including:
  - adding a walking route from the school to the park due to the lack of sidewalks;
  - providing additional park amenities, such as a water fountain, washroom, fenced area, and dog water station; and
  - improving accessibility through additional tables and seating, as well as a walking path.

Recommendations by the Committee to Council

Councilor Skipsey MOVED and Councillor Harrison SECONDED, **THAT** the input and identified priorities for Miraloma Park provided by students in the Grade 1 and 2 at Arrowview Elementary School, as verbally detailed by Councillor Skipsey on May 27, 2026 at the Committee of the Whole meeting, be referred to the Chartwell Residents' Association and the Accessibility Advisory Team for comment;

AND FURTHER THAT potential resulting improvements to Miraloma Park provided by both the students, the Chartwell Residents' Association, and the Accessibility Advisory Team be forwarded to the 2027 Strategic Planning for consideration in the context of potential increased service level and budget.

CARRIED

The Committee unanimously agreed to send a letter of thanks to the students in the Grade 1 and 2 class at Arrowview Elementary School for their feedback on Miraloma Park in the Chartwell Neighbourhood.

STAFF REPORTS

(1) **FireSmart BC Presentation**

C. Sumando, Assistant Fire Chief - Prevention, delivered a presentation on the FireSmart BC program, emphasizing the importance of households utilizing available education materials to conduct a self-assessment, or taking advantage of the free FireSmart home assessments offered by the Qualicum Beach Fire Department, to help reduce fire risk and keep homes safe during dry weather conditions.

Members of the Committee commented as follows:

- Shared that they had completed a home assessment which included a written report to improve fire safety around their home.
- Requested confirmation of the end date for the current FireSmart funding that supports these programs.
- Noted that cleanup of forest brush in the community park remains ongoing.

C. Sumando, Assistant Fire Chief – Prevention further noted:

- That forest brush cleanup work in the community park has been delayed due to bird migration and equipment-related challenges but remains a priority.
- That a verbal FireSmart assessment can be provided to residents who do not wish to undergo a formal written assessment on their property.

Public Input Opportunity

The Mayor called for public input and invited speakers to address the Committee in the order they appeared on the sign-up sheet.

- A. Regan provided comments on the following:
  - Introduced the sport of park golf and her organization, the International Park Golf Association Canada (iPGA Canada), which offers introductory sessions and educational support.
  - Noted that park golf is an affordable, multigenerational sport that is well established in Japan and gaining popularity internationally.
  - Expressed interest in collaborating with the Town of Qualicum Beach to expand public access to park golf, in the community.

- J. Wood provided comments on the following:
  - Expressed concern that green spaces within the Town, particularly in the Eaglecrest area, may be at risk of neglect and emphasized the need for active preservation.
  - Shared appreciation for Yambury Park being retained through the Eaglecrest rezoning process.

- D. Cousins commented as follows:
  - Tthat his family recently moved to the community from Winnipeg and they want to learn more about the Town.
  - Inquired whether there is a consolidated list of past and present Parks and Recreation projects that he would be able to receive.

- T. Pritchard commented as follows:
  - Expressed concern about stacks of wood pallets behind businesses on Fir Street, noting they may pose a potential fire hazard.
  - Suggested that park golf could be incorporated into the Eaglecrest parkland.

- A. Regan provided further comments:
  - Noted that the park golf system is portable and that the currently unused Eaglecrest Golf Course or grass area at Qualicum Commons may be suitable locations. Explained that a full-size park golf course requires less than five acres and demonstration events could be accommodated at these sites.
  - Offered her services to assist with setting up an initial course, with the intention that the municipality would assume ownership and operation going forward.

As there were no other speakers, the Mayor called for the close of the Public Input portion of the Town Hall Committee of the Whole meeting.

ADJOURNMENT
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole adjourns the May 27, 2026, Town Hall Committee of the Whole meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:13 am

Certified Correct:

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

DRAFT | Minutes of the 2:30 pm, Wednesday, May 27, 2026, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Vander Valk [arrived @ 2:32 pm] Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, Chief Administrative Officer Heather Svensen, Director of Corporate Services/Deputy CAO Raj Hayre, Director of Finance Luke Sales, Director of Planning Twyla Slonski, Interim Deputy Director of Corporate Services

Mayor Westbroek called the meeting to order in the Council Chamber at 2:30 pm acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the May 27, 2026, special Council meeting agenda.
CARRIED UNANIMOUSLY

MOTION TO CLOSE TO THE PUBLIC
Councillor Skipsey MOVED and Councillor Young SECONDED, **THAT** the special meeting of Council be closed to the public, pursuant to section 90(1)(e) of the *Community Charter,* for the purpose of considering:
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality.
CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC 2:31 pm
MEETING REOPENS TO THE PUBLIC 3:25 pm with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning, R. Hayre, Director of Finance and T. Slonski, Interim Deputy Director of Corporate Services.

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council amends the May 27, 2026, special meeting agenda to add section 90(1)(k) of the *Community Charter* to the "MOTION TO CLOSE".
CARRIED UNANIMOUSLY

MOTION TO CLOSE TO THE PUBLIC
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** the special meeting of Council be closed to the public, pursuant to section 90(1)(k) of the *Community Charter,* for the purpose of considering:
(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.
CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC 3:27 pm

MEETING REOPENS TO THE PUBLIC 3:51 pm with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning and Community Development, R. Hayre, Director of Finance and T. Slonski, Interim Deputy Director of Corporate Services.

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

MEETING ADJOURNED: 3:51 pm

Certified Correct:

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

THE TOWN OF
QUALICUM BEACH

COUNCIL CORRESPONDENCE LOG
June 10, 2026 (for June 24, 2026 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Various Dates	113 Submissions | Support of Qualicum Commons Lease *(Received between May 6 and May 13, 2026)*	Rec'd for Information	1.0 Commons
Various Dates	33 Submissions | Regarding 532 Memorial Avenue *(Received between May 7 and June 2, 2026)*	Rec'd for Information	1.1 532 Memorial
Various Dates	27 Submissions | Regarding the Qualicum Beach Airport *(Received between May 8 and June 9, 2026)*	Rec'd for Information	1.2 QB Airport
May 6	Comments | Western Canada Park Golf	Referred to Staff	1522
May 6	Comments | May 6, 2026 Council Meeting	Rec'd for Information	1523
May 8	Comments | QBFM Christmas Night Market	Referred to Staff	1534
May 10	Comments | Electric Bikes on Trails	Referred to Staff	1539
May 10	Comments | Heritage Forest	Referred to Staff	1542
May 10	Comments | Heritage Forest	Referred to Staff	1543
May 11	Comments | Eaglecrest Golf Course Layout	Rec'd for Information	1545
May 11	Invitation | Legion's Canada Day Event	Rec'd for Information	1549
May 13	Comments | Town Development	Rec'd for Information	1564
May 14	Comments | Fairways Drive Greenspace	Rec'd for Information	1578
May 17	Comments | Judges Row Speed Bumps	Referred to Staff	1685
May 17	Comments | Fire Ban	Referred to Staff	1694
May 18	Proclamation Request | National Dental Care Day	Rec'd for Information	1695
May 20	Comments | Roundabout at Village Way and Highway 19A	Rec'd for Information	1707
May 21	Request | Proposal for a Six-Month Oceanside Winter Shelter Pilot	Rec'd for Information	1709
May 21	Comments | Memorial Avenue Trees	Rec'd for Information	1713
May 26	Request | Veteran's Commemorative Crosswalk	Referred to Staff	1729
May 27	Comments | Walking Trails	Rec'd for Information	1731

May 27	Comments | Draft Preliminary Eaglecrest Neighbourhood Plan	Rec'd for Information	1733
May 28	Comments | Development Variance Permit for 3022 Island Highway West	Rec'd for Information	1736
June 1	Letter | A Warning to Municipalities: False Independence, Special Advisors, and Local Democracy	Rec'd for Information	1741
June 1	Comments | Golf Course Reconfiguration	Referred to Staff	1742
June 2	Letter | Te'mxw Treaty Association Public Engagement Open Houses	Rec'd for Information	1747
June 3	Comments | Japanese Knotweed	Rec'd for Information	1750
June 3	Letter | Stop Child Sex Trafficking and Exploitation in BC	Rec'd for Information	1751
June 6	Comments | Civic Centre Rental Fees	Rec'd for Information	1754
June 9	Comments | Draft Preliminary Eaglecrest Neighbourhood Plan	Rec'd for Information	1757
June 9	Request | Chartwell Residents' Association Christmas Lights	Referred to Staff	1758

From: mrs linda jeaurond Sec. 22 [redacted]
Sent: May 10, 2026 11:02 PM
To: Teunis Westbroek <TWestbroek@qualicumbeach.com>; Scott Harrison <SHarrison@qualicumbeach.com>; Anne Skipsey <ASkipsey@qualicumbeach.com>; Petronella Vander Valk <PVanderValk@qualicumbeach.com>; Jean Young <JYoung@qualicumbeach.com>
Subject: Formal Correspondence: Density Without Demolition (DWD) Roadmap - Municipal Pilot Proposal

To the Mayor and Council,

As municipalities navigate the challenges of provincial blanket zoning and the Small-Scale Multi-Unit Housing (SSMUH) legislation, the View Royal Climate Coalition (VRCC) is sharing a recently submitted provincial roadmap: Density Without Demolition (DWD).

We believe DWD offers a viable alternative to the demolish-and-rebuild model. By focusing on the internal conversion of existing homes, municipalities can deliver needed density while preserving mature tree canopies and bypassing the massive utility upgrades required by total redevelopment.

Our letter asks municipalities in the CRD to designate Incentive Zones for internal conversions, and we invite you now to join this grassroots pilot program to pressure test the model.

Broad participation in this pilot could offer municipalities a strategic bargaining chip to demonstrate to the Province that a resilient, evidence-based path can meet density goals, providing a clear rationale to scale back blanket legislative overreach.

Sincerely

Linda Jeaurond
Co-founder, View Royal Climate Coalition (VRCC) est. 2019

OPEN LETTER

TO: The Honourable Christine Boyle
Minister of Housing
PO Box 9074 Stn Prov Govt, Victoria, BC V8W 9E9
HOUS.Minister@gov.bc.ca
CC:
Hon. David Eby, Premier (premier@gov.bc.ca)
Hon. Adrian Dix, Minister of Energy and Climate Solutions (ECS.Minister@gov.bc.ca)
Hon. Josie Osborne, Minister of Health (HLTH.Minister@gov.bc.ca)
Hon. Tamara Davidson, Minister of Environment and Parks (ENV.Minister@gov.bc.ca)
Hon. Brenda Bailey, Minister of Finance (FIN.Minister@gov.bc.ca)
Mayors and Councils of the Capital Regional District (CRD)

Subject: Density Without Demolition – A Politically Viable Solution for Climate and Housing Resilience

Dear Minister Boyle,

We are writing on behalf of the View Royal Climate Coalition to propose a complementary approach for achieving the density goals of SSMUH - a strategy we call Density Without Demolition (DWD). Our goal is to demonstrate how the Province and our municipalities can quickly deliver needed housing with greater affordability and lower impact on the environment, infrastructure and neighbourhoods.

This model is designed to optimise your density targets by prioritising affordability and reducing the strain on municipal infrastructure.
By shifting focus to adaptive reuse, we can deliver housing faster and cheaper while addressing climate resilience. Currently, building code mandates favour costly demolition, producing only high-end housing that remains out of reach for most residents.

This is a building public health crisis: current mandates strip away the mature tree canopy and deep-soil moisture essential for surviving the record-breaking heat forecasted in provincial risk assessments - infrastructure that the Ministry's own risk assessments identify as critical for survival.

Beyond affordability, internal conversion offers a superior fiscal model for the public purse. New-build redevelopment necessitates massive utility upsizing - tearing up streets to expand sewer and water capacity to meet the demands of new footprints. Whereas internal conversions utilize existing foundations and service connections, working within the structure's existing energy and water capacity. By minimizing these heavy infrastructure outlays, the Province and Municipality can deliver more units per

tax dollar spent, while keeping property assessments rooted in the value of the home rather than speculative land value. This model naturally allows for incremental density and lower-cost entry points, unlike the luxury price points inherently required to make a full-lot demolition and rebuild profitable.

The evidence for this shift is clear. Ontario's Building Code (Part 11) is specifically designed for conversions. The CMHC Spring 2026 report confirms its success: in Toronto, over half of new missing middle housing now comes from adaptive reuse. **The need for this transition is urgent, given the "Spring 2026 rennie landscape" report, which shows B.C.'s first population decline in over a century.** As the high-end market cools and presale launches plunge, the Province must pivot away from high-risk, high-infrastructure teardowns and toward the lower-cost, resilient model of adaptive reuse and internal conversion.

To unlock this in B.C., we urge the Ministry to issue an emergency amendment for a performance-based code to act as a complementary tool for achieving provincial density goals. Unlike a prescriptive code that mandates impossible structural changes to old buildings, a performance-based code focuses on safety outcomes. This provides the flexibility to use modern safety tools - such as enhanced fire suppression and sprinklers - to meet safety standards without triggering the prohibitive costs of full-lot excavation.

As demonstrated by recent political friction in jurisdictions like Calgary, traditional demolish-and-rebuild density can face significant community pushback**.** Adaptive reuse offers a more politically viable path forward. By preserving the existing neighbourhood character and streetscape, we can achieve density that earns public consent rather than community resistance. Bill Brown, Esquimalt's Director of Development Services, recently noted the township has seen applications to convert single-family homes into two or three units by erecting dividing walls and separate entrances: "You can get a two-bedroom unit easily in 800 square feet... Not all small-scale multi-unit developments are big, huge, bulky buildings."

To succeed, the Province must remove the legal and financial red tape that currently makes it easier for a corporation to demolish a home than for a family to divide one. This includes creating a Standardized Adaptive Reuse Catalogue - similar to the Province's Standardized Catalogue for new builds - of pre-approved engineering plans for common B.C. home types, allowing homeowners to bypass expensive architectural fees. We must also fix outdated property laws that currently block residents from owning individual units within a converted house, often forcing them to remain renters under a single landlord.

To support this, the Province could work with local credit unions to ensure that families using shared-ownership models can access the same mortgage products as traditional buyers. Ultimately, to keep our neighbourhoods in community hands, we must establish a Right of First Refusal for residents and non-profits to acquire existing stock before it is further financialised by corporate interests.

Enabling local, shared ownership is our best defence against ongoing corporate REIT expansion. Because B.C. has lost the informal safety nets that once prevented housing crises, we must rebuild that support by authorizing Tenants in Common (TIC) Community Land Bank/Trusts, and Co-operative Land Trust models. These frameworks provide a Collective Path - the legal scaffolding and admin support so neighbours can own and manage housing together (similar to what is done for the provincial rental housing program) - providing the community-based stability that our market-driven system currently fails to deliver.

Beyond financial tools, the Province should introduce a simplified administrative framework for buildings under six units. Traditional strata legislation designed for high-rise towers often imposes a volunteer burden that can lead to neighbour disputes and deferred maintenance. By providing templates for maintenance plans and the ability to pool professional management services, the Province can eliminate the administrative friction that currently discourages both developers and residents from choosing the missing middle.

The VRCC calls on the municipalities of the CRD to designate Incentive Zones for internal conversions. By waiving Development Cost Charges (DCCs) and fast-tracking permit approvals for projects that preserve the existing shell and canopy, our local municipalities can serve as provincial pilot sites - delivering essential housing, nestled in the trees, with significantly less strain on BC Hydro, municipal utility services, and our overstretched regional landfill than traditional demolish-and-rebuild models

Dr. Stephen Sheppard (Professor Emeritus, UBC Faculty of Forestry, and Director of the Collaborative for Advanced Landscape Planning (CALP) (https://calp.forestry.ubc.ca/)) reminds us that this realignment is essential for both community acceptance and climate survival:
"Densification without controls to limit environmental and social impacts risks losing vital community character and assets, including green infrastructure that will be crucial in a worsening climate. This could put communities at increased risk, and trigger community backlash. While some change is inevitable, it is how that change fits the community that matters most.… Development controls should seek to restrict housing improvements to existing building footprints wherever possible, to protect soil, tree rootzones/permeable area. Increasing building height is the lesser of two evils, and can be partly mitigated by good design and both retention and planting of large trees."

Choosing conversion over full-lot redevelopment is faster, cheaper, and greener. By providing the same standardised support for conversions that is currently given to new builds, the Province can lower immediate emissions - preserving the embodied carbon stored in existing structures - and catalyse a homebuilding industry that is productive and respectful of our environment.

In closing, if we are to navigate the political storm of rising costs and housing shortages, we cannot afford to bulldoze our way out. Density Without Demolition offers the province the turnkey units it needs and offers all residents a future that isn't just denser, but cooler and more resilient.

We urge you now to make this shift - provide the tools and the permission to build density that suits all walks of life while letting us meet climate targets.

Sincerely,

View Royal Climate Coalition (VRCC) core team, Ian Brown, Jane Devonshire, Patricia Gooch, Peter Hamilton, Roz Isaac, Linda Jeaurond.

VRCC is a growing group of residents who champion effective climate-related solutions to make View Royal and B.C. as resilient as possible against the future impacts of climate change.
https://www.viewroyalclimatecoalition.ca/

Footnote:
This model aligns with the United Nations Sustainable Development Goals (SDGs), specifically Goal 11 (Sustainable Cities), Goal 12 (Responsible Consumption), and Goal 13 (Climate Action), by preserving the embodied carbon of existing structures and protecting the urban forests essential for climate resilience.
United Nations
THE 17 GOALS | Sustainable Development
https://sdgs.un.org/goals

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https://www.researchgate.net/publication/286056383_Demolish_or_refurbish_-_Environmental_benefits_of_housing_conservation

Annual BC Assessment highlights factors impacting Greater Victoria market

“There is a growing concern about the REIT-ification of real estate across Canada. Canadian tax law currently exempts them from corporate taxes as long as profits are divided between investors and some tax loopholes continue to shield investors from paying income tax on their earnings.”
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Standardized designs arrive to help build more homes faster
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The Corporation of the District of Saanich | Mayor's Office
770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | www.saanich.ca

VIA EMAIL
May 19, 2026

The Honourable David Eby, Premier
The Honourable Adrian Dix, Minister of Energy and Climate
The Honourable Kelly Greene, Minister of Emergency Management and Climate Readiness
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
The Honourable Brenda Bailey, Minister of Finance

Email: Premier@gov.bc.ca, ECS.Minister@gov.bc.ca, EMCR.Minister@gov.bc.ca, HMA.Minister@gov.bc.ca, FIN.Minister@gov.bc.ca

Dear Premier Eby, Minister Dix, Minister Greene, Minister Boyle, and Minister Bailey:

RE: BC Local Government Climate Action Program (LGCAP) – Funding Continuation

On May 11, 2026, Saanich Council passed the following motion:

That Council direct the Mayor to send a letter to the Province and Local MLA's, as per the draft provided, outlining the need for continued Local Government Climate Action Program (LGCAP) funding and share this letter with the Capital Regional District Board of Directors, other BC municipal elected officials and Chief Administrative Officers.

On behalf of Saanich Council, I'm respectfully requesting your consideration for the need for the Province to continue to fund the Local Government Climate Action Program (LGCAP). In February 2026, the Provincial Government released the 2026/27–2028/29 Service Plan for the Ministry of Energy and Climate Solutions. The plan does not appear to include funding for the renewal of the LGCAP. As long-standing local government partners of the Province, we are concerned that the implications of allowing this funding to lapse may not be fully understood.

For more than 15 years, the Province has provided consistent annual climate action funding to local governments, recognizing our essential role in meeting provincial greenhouse gas (GHG) reduction targets and climate adaptation goals. LGCAP and its predecessor, the Climate Action Revenue Incentive Program (CARIP), have provided a critical and reliable source of dedicated funding that enables municipalities to resource staff capacity, support community climate initiatives, deliver key GHG reduction and adaptation programs, and leverage other utility funding and provincial and federal grants. Many of these initiatives directly support the goals of the CleanBC Roadmap and the Climate Preparedness & Adaptation Strategy.

This funding arrangement and the projects and programs enabled have led to a nearly 50% reduction in Saanich's corporate GHG emissions and a nearly 20% reduction in Saanich's community-wide GHG emissions from our 2007 baseline. We have realized significant transportation mode shifts, from 17% of trips taken by transit and active transportation in 2011, to 26% today; we have seen over 2,300 Saanich households replace their fossil fuel heating systems with heat pumps to deliver efficient heating and protective cooling; we have completed

comprehensive climate risk assessments of Saanich infrastructure to ensure we are planning and investing effectively for the climate changes ahead. Provincial investments in local government action have been working, but there is more to do. Local government partners have valuable insights that should inform the next iteration of this successful program.

Municipal budgets are under significant pressure to fund core services and respond to the increasingly costly impacts of accelerating climate changes, including devastating floods, wildfires, and extreme heat. Removing dedicated Provincial climate action funding will create a shortfall that cannot be replaced without significant impacts to local taxpayers. While we appreciate the various climate-related grants currently available through the Province, these programs are competitive, time-limited, and often difficult to access due to requirements for matching funds and the staff capacity needed to prepare and manage applications and implement projects. They have also been reduced in recent years. LGCAP has been the stable foundation that allows local governments to pursue these opportunities. Without it, many municipalities will be unable to apply for competitive grants or deliver community-focused climate programming that supports provincial objectives.

Over the last three years Saanich received approximately $1.1 million from LGCAP, which staff successfully leveraged to secure approximately **$1.0 million in additional external grant funding** (this excludes other major grants for capital projects such as corporate building retrofits and EV charging infrastructure which are in the $multiple millions). This has contributed to a wide range of climate programs and projects that benefit Saanich residents and community including:

- Corporate and Community Climate Risk Assessments
- Community emissions inventories
- Strata Energy Advisor Program
- Top-up incentives for EV Ready Plans and retrofits in MURBs
- Climate Plan Update
- Fleet E Bike Program
- Tillicum Green Infrastructure Project
- Energy & Carbon Emissions reporting
- Gorge Coastal Flood Adaptation Strategy
- One Planet Saanich
- School climate education programs
- Rental Apartment Retrofit Accelerator
- Zero Waste initiatives
- Oil removal policy review

Local governments are on the front lines of planning for and responding to climate impacts and have direct or indirect influence over more than half of B.C.'s GHG emissions. The Province cannot meet its CleanBC targets, achieve its climate adaptation goals and protect BC residents from the increasing impacts of climate change without strong, resourced municipal partners.

LGCAP funding is essential to ensuring that local governments can continue to deliver climate action and prepare for climate impacts at the scale required.

Despite our long-standing partnership, local governments, including Saanich, were not consulted on the decision to cease funding for LGCAP. To staff's knowledge, no local government was engaged prior to the release of the Service Plan. While several months of LGCAP funding remains from the pre-payment for the 2026/27 year, many climate actions are multi-year projects, most external grants take months or years to determine, and many local governments fund staff using LGCAP, so work is already underway to prepare for the 2027-28 year and beyond based upon continued LGCAP funding. Certainty related to consistent, continuous funding is paramount.

As we collectively work to build a stronger, more sustainable Province, Council requests that the Province confirm their commitment to consistent, continuous LGCAP funding and we look forward to further collaboration on climate action and preparedness.

Sincerely,

Dean Murdock
Mayor

cc:

Hon. Nina Krieger, MLA Victoria Swan Lake <Nina.Krieger.MLA@leg.bc.ca>
Hon. Diana Gibson, MLA Oak Bay Gordon Head <Diana.Gibson.MLA@leg.bc.ca>
Hon. Lana Popham, MLA Saanich South <Lana.Popham.MLA@leg.bc.ca>
Saanich Council <council@saanich.ca>
CRD Board of Directors <crdboard@crd.bc.ca>
All BC Municipalities

TOWN OF QUALICUM BEACH

BYLAW NO. 457.13
A BYLAW TO AMEND AIRPORT ESTABLISHMENT AND OPERATION BYLAW
Bylaw No. 457.05, 1998

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

1. Section 2 "Interpretation" of the Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, is hereby deleted and replaced with the following:

   Unless the context otherwise requires, the following shall mean:

   Airport means the Qualicum Beach Municipal Airport;

   Airport Manager means the person responsible for overseeing the day-to-day operations of the Airport, and who shall report to the Accountable Executive;

   Accountable Executive means the single identifiable person appointed by Council who assumes responsibility for the organizations financial and human resources necessary for the operations or activities authorized under the airport certificate relating to the Airport and ensuring compliance with the Canadian Aviation Regulations; for the Town of Qualicum Beach, that individual is the Chief Administrative Officer (CAO);

   CAO means the Chief Administrative Officer for the Town of Qualicum Beach;

   Council means the Council for the Town of Qualicum Beach;

   Owner means an individual who is lawfully in possession and control of an aircraft; and

   Town means the Town of Qualicum Beach.

2. Section 3 "Airport Lands" is hereby amended by striking the word "Municipality" and replacing it with the word "Town".

3. Section 4 "General Provisions" of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, is hereby amended as follows:

   (a) By striking Section 4(2) and replace with:

(2) All persons entering upon and using Airport facilities and services shall do so pursuant to the rules and regulations that may be established and amended from time to time by the Airport Authority in relation to either the restricted airside space or the public groundside space of the Airport.

(b) The following is added as Section 4(3):

(3) The CAO is hereby appointed Accountable Executive of the Airport.

4. By striking Section 6 "Fees and Charges" of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, and replace with:

6. <u>Fees and Charges</u>

Council shall and hereby levies fees, charges and rates for services, facilities and leases provided at the Airport as detailed in the Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, as amended from time to time.

5. By striking Section 7 "Aircraft Parking" of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, and replace with:

7. <u>Aircraft Parking</u>

Owners of aircraft parking on land at the Airport that wish to reserve a tie-down space shall be required to complete an Aircraft Accommodation Agreement in the form required by the Town.

6. By striking Section 9 "Airport Supervisor's Duties and Responsibilities" of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, and replace with:

9. <u>Airport Manager's Duties and Responsibilities</u>

The Airport Manager will manage and supervise day-to-day operations of the Airport in accordance with the Town bylaws and policies relevant to the Airport, as well as Transport Canada and NAV Canada regulations.

7. Schedule 'A' "Bylaw No. 457.05 Qualicum Beach Airport Fees" of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, is hereby deleted.

8. Schedule ‘C’ “Aircraft Tied Down Accommodation Agreement” of Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, is hereby deleted.

9. This Bylaw may be cited as "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees) Bylaw No. 457.13, 2025".

INTRODUCED AND READ A FIRST TIME this 26th day of November, 2025.

READ A SECOND TIME this 6th day of May, 2026.

READ A THIRD TIME this 17th day of June, 2026.

ADOPTED this ____day of _____, 2026.

_____	_____
Teunis Westbroek	Heather Svensen
Mayor	Director of Corporate Services

TOWN OF QUALICUM BEACH
BYLAW NO. 638.07

A Bylaw to amend Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009

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

1. This bylaw may be cited for all purposes as "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Airport Fees) Bylaw No. 638.07, 2026".

2. "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" is hereby amended by inserting as Schedule "H" that document that is attached to this bylaw as Schedule "A".

3. These rates are to come into effect July 1, 2026.

READ A FIRST TIME this 6th day of May, 2026.

READ A SECOND TIME this 6th day of May, 2026.

READ A THIRD TIME this 17th day of June, 2026.

ADOPTED this ___ day of _____, 2026.

_____	_____
Teunis Westbroek, Mayor	Heather Svensen, Director of Corporate Services

Schedule "A"

"Schedule "H"
Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.07, 2026"

1. **Leases**

A square foot lease fee shall be levied for all non-terminal leases, per annum, as follows:

Effective Date:	**July 1, 2026**	**Jan. 1, 2027**	**Jan. 1, 2028**	**Jan. 1, 2029**	**Jan. 1, 2030**
Row 'A'	$0.46	$0.47	$0.49	$0.50	$0.52
Row 'B'	$0.40	$0.42	$0.43	$0.44	$0.46
Row 'C'					
Occupied (as at the adoption of this Bylaw)	$0.33	$0.34	$0.35	$0.36	$0.37
Vacant (as at the adoption of this Bylaw)	$0.33	$0.34	$0.35	$0.36	$0.37

Table 1

2. **Tie-Down Fees**

(a) A fee shall be levied for each aircraft parked at the Airport on either the grass or paved ramp areas under an Aircraft Accommodation Agreement. The daily tie-down fee will serve as the minimum rate charged for aircraft parking.

Commercial air carrier tenants leasing office and counter space in the terminal are entitled to park two aircraft on the paved ramp at no cost. Additional commercial air carrier aircraft will be charged at the current rate.

Commercial tenants leasing office and counter space in the terminal are entitled to park one aircraft on the paved ramp at no cost.

Effective Date:	**July 1, 2026**	**Jan. 1, 2027**	**Jan. 1, 2028**	**Jan. 1, 2029**	**Jan. 1, 2030**
Grass Tie-Down					
Per Day	$11.75	$12.00	$12.50	$12.75	$13.25
Per Month	$85.00	$87.75	$90.25	$93.00	$95.75
Per Year	$681.50	$702.00	$723.25	$745.00	$767.50
Paved Parking					
Per Day	$18.00	$18.75	$19.25	$19.75	$20.50
Per Month	$127.75	$131.50	$135.50	$139.50	$143.75
Per Year	$1,022.50	$1,053.00	$1,084.75	$1,117.50	$1,150.75

Table 2

Reserved Tie-Down Fees

(b) Every pilot who wishes to reserve tie down space (grass or paved; as per section 7. Aircraft Parking of "Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998") shall be charged $40.00 for the initial purchase of a marker cone from the Town and pay an annual fee of $40.00 to retain the reserved space, in addition to the current rate defined in Table 2.

3. **Transient Aircraft Parking Fee**

All transient aircraft parked in the designated tie-down areas (grass or paved) will be billed based on the daily tie-down fee for the area in which they are parked, as defined in Table 2.

4. **General Airport User Fees**

A fee shall be levied per aircraft for all users of the Airport as follows:

General User Fee | On-site (Per Aircraft)

(a) The General User Fee – On-site is applied to those user's whose base of operations is from the Qualicum Beach Airport being that the tenant either leases office, terminal space or a parcel of land at the Airport or has entered into an Aircraft Accommodation Agreement with the Town at the Airport. On-site users will be required to register with the Qualicum Beach Airport to be eligible for General User Fees – On-site.

Effective Date:	**July 1, 2026**	**Jan. 1, 2027**	**Jan. 1, 2028**	**Jan. 1, 2029**	**Jan. 1, 2030**
Commercial/or For-Profit Entities					
Per Month (*)	$362.00	$373.00	$384.00	$395.50	$407.50
Per Year (*)	$2,897.00	$2,984.00	$3,073.50	$3,165.50	$3,260.25

Table 3

*Two aircraft of a commercial carrier are exempt from the General User Fee - On-site. Additional commercial aircraft will be charged at the current rate.

General User Fee – Off-site (Per Aircraft)

(b) The user's base of operations is outside the Qualicum Beach Airport.

Effective Date:	**July 1, 2026**	**Jan. 1, 2027**	**Jan. 1, 2028**	**Jan. 1, 2029**	**Jan. 1, 2030**
Commercial/or For-Profit Entities					
Per Week	$234.25	$241.25	$248.50	$256.00	$263.75
Per Month	$468.50	$482.50	$497.00	$512.00	$527.25
Per Year	$3,749.75	$3,861.25	$3,977.00	$4,096.50	$4,219.50

Table 4

5. **Airport Passenger Fee**

(a) Every Operator of a scheduled air passenger service shall pay to the Town the following Airport Passenger Fee for each passenger on every flight of the Operator commencing at the Qualicum Beach Airport:

EFFECTIVE DATE	AIRPORT PASSENGER FEE
July 1, 2026	$5.00 per enplaned passenger
January 1, 2027	$5.25 per enplaned passenger
January 1, 2028	$5.50 per enplaned passenger
January 1, 2029	$5.75 per enplaned passenger
January 1, 2030	$6.00 per enplaned passenger

Table 5

(b) (i) The Operator shall remit to the Town of Qualicum Beach within fifteen (15) days of the end of each calendar month the total amount of Airport Passenger Fees which the Operator was liable under this Bylaw to pay to the Town for that month, less twenty-five cents ($.25) for each Airport Passenger Fee charged in consideration of the administrative costs of the Operator.

(ii) If the Operator does not remit to the Town the Airport Passenger Fee within fifteen (15) days of the end of a calendar month, the Operator shall remit the total Airport Passenger Fees payable for that month to the Town within thirty (30) days of the end of that calendar month, and shall not withhold any percentage of that total amount.

(c) (i) The Operator shall provide the Town, with each payment of the fees required under this Bylaw; a statement of the numbers of all passengers commencing and terminating flight at the Qualicum Beach Airport for each day; a total for the applicable month, and the total number of flights for the applicable month; showing in sufficient detail the information necessary to calculate exactly the fees payable under this Bylaw.

(ii) The Operator shall keep proper books of account of passengers commencing and terminating flights at the Qualicum Beach Airport in a form satisfactory to the Town and shall keep all books of account and aircraft journey logbooks available for inspection by any municipal official of the Town at all reasonable times.

6. **Meeting Room Rental Fee**

The Airport Terminal meeting room is available for rent at the following rates:

- $25.00 per hour
- $150.00 per day

7. **Vehicle Parking Fee**

The Airport Terminal metered parking lot space will be set at $8.00 per day, subject to annual review and increase by the Airport Manager or designate to ensure that vehicle parking fees remain comparable.

Passengers flying with a commercial air carrier will be exempt from the vehicle parking fee above. Passengers must display a valid parking voucher, provided by the commercial air carrier for the vehicle parking fee exemption to apply.

8. **Fuel Services**

Airport Fuel Services will charge $0.27 per litre for AvGas and JetA Fuel.

9. **Gate Card Fee**

New or Replacement Gate Card: $25.00 each.

10. **Advertising Fee**

Requests for advertising in the Qualicum Beach Airport Terminal will be charged at the following rates:

- Brochure Rack: $80.00 per year
- Electronic Display: $300.00 per year

- Applicable taxes are not included in the fees listed

Committee & Liaison Report
Mayor Westbroek
Regular Council Meeting, June 24, 2026

May 21 to June 11, 2026

May 21
- Public Works Annual Open House to celebrate Public Works week

May 22
- Street Banner presentation at the Old School House (TOSH)

May 26
- Chamber of Commerce AGM at the Echo Plyers Theatre

May 27
- Oceanside Physician and Nurse Practioner Appreciate Dinner at the HJ Welch Rotary Park, organized by Dr. Kelly Hadfield and the Mid-Island Health Alliance.

May 29
- The Old School House (TOSH) 2026 Exhibition Celebration Night

May 31
- Family Day

June is National Indigenous History Month – the artwork at the Waterfront Roundabout is coloured orange.

June 1
- Joined the Pride Flag raising event at Town Hall organized by Mischa Oak to celebrate diversity.

June 4-8
- Attended the Federation of Canadian Municipalities (FCM) conference with Councillors Harrison and Young. Focus was on infrastructure investment, trade enabling corridors and housing related capital projects.
- FCM members adopted several significant resolutions, demonstrating their commitment to addressing issues faced by communities across Canada:
    - Improving public safety by limiting headlight brightness
    - Federal support for the forestry sector and resolving the softwood dispute
    - Pan-Canadian strategy on mental health, additions and chronic homelessness
    - Strengthening Canada's defence capabilities with local governments
    - Reversal of federal agricultural research centre closures
    - Supporting local small businesses by modernizing the Canada Small Business Financing program

June 8
- Attended and spoke at the 44th Annual Ceremonial Review of the 893 Beaufort Royal Canadian Air Cadet Squadron.

June 11
- Attended together with all of Council and spoke at Celebration of 20 Years of serving the community as St. Stephen's Church Community Meals. Two decades of community care and compassion.

Committee & Liaison Report
Councillor Anne Skipsey
Regular Council Meeting, June 24, 2026

May 14, 2026 – Heritage Forest Commission Meeting

- As Council Liaison and Chair, I attended the Heritage Forest Commission meeting where staff reviewed updates to our Handbook, discussed the status of the updates to the Heritage Forest Management Plan and considered activities and possible projects for 2026 and into 2027.

May 20, 2026 – Qualicum Beach Memorial Golf Course Meeting

- As Council Liaison I attended the first hour of their monthly Board meeting. My impression is that the Board and their Staff are doing an exceptional of finding opportunities to make improvements in the way the golf course is operated and maintained.

May 21, 2026 – Public Works Open House

- I attended the Open House and was so impressed with the displays and presentations by our Town Staff! New this year was the fix a water leak station and to make it even more exciting, each "fix" was timed to see how quickly it could be done. Thank you so much to Staff for all the thought and work that went into hosting this event. Well done!

May 22, 2026 – Street Banner Official Release at TOSH

- Along with the rest of Council, I attended this event to unveil the Town's new street banner artwork and celebrate the artists. The artists did an incredible job of capturing the essence of Qualicum Beach and their artwork will beautifully enhance our uptown and the culture of this community.

May 23, 2026 – Kwalikum Secondary School (KSS) Fine Arts Exhibit

- In support of local youth and the fine arts, I attended this event at the Rotary Hall and was heartened to see the number of creative and very talented young people we have in our community.

May 25, 2026 – Beach Day Committee Meeting

- As Council Liaison, I attended this meeting. Everything is well underway for another great Beach Day!

May 26, 2026 – Chartwell Residents' Association

- Thank you to Councillor Vander Valk for making the arrangements for me to attend the start of this meeting to present suggestions from the Arrowview Grade 1 & 2 class for Miraloma Park (called "Chartwell Park" by the students). It was nice to hear from those present general support for the students' ideas. I then presented the students' ideas at the Committee of the Whole meeting related to Parks & Recreation with the intention of forwarding them to Strategic Planning.

May 27, 2026 – Health Professional Appreciation Dinner

- Along with all other members of Council, I attended an event hosted by the Mid-Island Health Alliance at the Rotary Park on the beach to say "thank you" to all the health care professionals who have chosen to come to this area.

May 31, 2026 – Family Day

- I participated in the parade with the volunteers from the Repair Café Oceanside and later took in some of the activities on the fields. Thank you to all who contributed to the success of the event. It was a great day!

June 1, 2026 – Pride Flag Raising

- Along with all other members of Council, I attended the community organized event to mark the month of June as a celebration of diversity and inclusion. Thank you to Mischa Oakes for organizing this event.

June 2, 2026 – Eaglecrest Clubhouse Opening

- I attended the official opening and ribbon cutting for the Eaglecrest Restaurant now run by Extreme Eats. I was impressed by the nod to the history of Eaglecrest and how they showed off variety of possibilities for room and event options at the venue.

Nature Film hosted by the French Creek Estuary

- There was a good turn out for a viewing of the film which followed the Great Blue Herons in their nests over the past several years. There is a fundraising campaign for the acquisition of Lot A, adjacent to the French Creek Estuary Nature Preserve as it is critical habitat and where the herons are choosing to nest. The ecological significance of this property was highlighted saying "Coastal BC supports approximately half the global population of this subspecies whose population is in decline: of the 14 historic heron nest sites identified from Nanoose Bay to Deep Bay, only those on Lot A and in Deep Bay remain active." Sadly, the one exposed in Qualicum Beach is no longer active. They reported that 51 chicks were hatched from 2023 – 2025 and there is activity again this year. If you are interested in making a donation, please see their website for information: saveestuarylandsociety.ca or contact them by phone at 250-248-4548 or by email at saveestuaryland@gmail.com. Tax receipts are available for donations of $10 or more. BC Parks Foundation will consider getting involved with a crowdfunding campaign if community support is demonstrated through donations.

June 4, 2026 – Exhibit Opening, Qualicum Beach Museum

- I attended the opening of the travelling exhibit, *The Island in the Middle of Everywhere!* I would encourage everyone to visit the museum to see this exhibit which is there now until October 8, 2026. The exhibit was developed by Ingenium in partnership with the Xwe'etay/Lasqueti Archaeological Project and features the historical food-gathering practices of the Northern Coast Salish peoples. Learn about the ongoing archaeological work on the island which I learned involves the Qualicum First Nation.

June 5, 2026 – Mount Arrowsmith Biosphere Region Roundtable

- As the Council Liaison, I attended the Roundtable and learned about what members and MABR have been busy doing. Summer hours at ts'xwelikwshenawtxw will be 10am to 4pm on Thursdays, Fridays and Saturdays. It was shared that in 2025, they had approximately 6,000 meaningful visits to the house which included meetings, classes, open houses, programing, and events such as those held for Truth and Reconciliation and Red Dress Day. A BioBlitz is being held from June 26 – 28.

June 11, 2026 Community Meals, St. Stephen's United Church

- Along with the other members of Council, I attended the celebration of 20 years of Community Meals at St. Stephen's United Church. I came early enough to enjoy lunch and a visit with some community members. I would like to extend a heartfelt thank you to all of those who have volunteered over the past 20 years making this milestone possible.

June 13, 2026 Broombusters

- I attended a celebration of 20 years of Broombusting. The dedication and determination of Joanne Sales and all the volunteers over the years have made an undeniable difference to the amount of broom in our community. Thank you!

Councillor Skipsey Notice of Motion | Invasive Species Management
Regular Council Meeting June 24, 2026

WHEREAS representatives from Friends of the Qualicum Beach Forest made a presentation, *"Protecting our Urban Forest from the 'English Ivy' Invasion"* to Council on May 13, 2026; and

WHEREAS we heard that English Ivy is killing our forests by forming a dense monoculture, suppressing native species and destroying wildlife habitat as well as climbing up to 30 metres on trees and making them more vulnerable to disease; and

WHEREAS invasive species management was identified by residents as the #1 goal for tree and vegetation management in the 2017 Quality of Life Survey; and

WHEREAS the delegation suggested a multi-pronged approach which is supported by the high-level objectives of the Town of Qualicum Beach Community Climate Change Adaptation Plan specifically #7 -Continue to manage invasive species throughout the community – by: creating an invasive species action plan and coordinating with existing initiatives; creating a public facing communication plan; involving community to help manage invasive species on their own properties as well as participate in community removal; and adding invasive species removal to work plans in the Parks Department;

THEREFORE, BE IT RESOLVED THAT educational materials on English Ivy be communicated through Town publications and resources to residents to inform and engage the public on the issue; and

BE IT FURTHER RESOLVED THAT the matter of invasive species management be referred to Strategic Planning in order to prioritize and resource an invasive species action plan which may include: educational materials on the removal and disposition of invasive species; development of a database identifying locations of invasive species; resourcing and working with residents, local and regional environmental non-government organizations and/or qualified professionals to effectively manage invasive species and support a healthy biodiverse urban forest.

Staff Comment:
Given the proposed Notice of Motion (NoM) as prepared and submitted by Councillor Skipsey for Council's consideration at its June 24, 2026 regular meeting would be considered a new and/or increased level of service that the NoM be referred to Council's 2027 Strategic Planning Session (Fall 2026) as per Council Policy No. 3000-22 "Requests for New or Increased Service".

Committee & Liaison Report
Councillor Petronella Vander Valk
Regular Council Meeting, June 24, 2026

May 4, 2026 to June 15, 2026

May 4
- Attended an EMO (Emergency Management Oceanside) demonstration of procedure and facilities in case of an emergency.

May 5
- Attended the Red Dress Gathering at MABR (Mount Arrowsmith Biosphere Region)

May 7
- Joined in Youth Appreciation Day lunch, awarding draw prizes, donated by local businesses, to lucky students.

May 14
- As Council liaison, met with Chartwell Resident's Association Board members and CAO Varela to discuss neighbourhood concerns.

May 22
- Attended the unveiling and exhibition of the new street banners. A wonderful variety of artistic styles and themes will now complement the beautiful streets of Uptown Qualicum Beach.
- Attended the KSS Student Art Show at Rotary Hall. A wonderful display of student artists.

May 26
- As Council liaison, attended the Chartwell Resident's Association Board meeting.
- As Council liaison, attended the AGM of the Qualicum Beach Chamber of Commerce at the Village Theatre.

May 27
- As Council liaison, attended the PQBTA (Parksville Qualicum Beach Tourism Association) Board meeting.
- Attended an Appreciation Dinner for healthcare workers in our community.

May 31
- Joined in the parade and festivities of Family Day.

June 1
- Joined in the raising of the Pride Flag ceremony at Glassford Square to celebrate inclusivity, diversity and belonging in our community.

June 2
- Celebrated the re-opening of the clubhouse at Eaglecrest Golf Course with the opening of "The Shack Taphouse", welcoming this important community hub back into the Eaglecrest neighbourhood.
- Attended the presentation of the locally made film "Life in the Nest". The film was hosted by the Save Estuary Land Society and the Arrowsmith Naturalists in hopes of raising awareness, and support, for the Viking Way Land Acquisition Campaign.

June 11

- Joined in the celebration of the 20th Anniversary of Saint Stephen's Community Meals Program.

June 13

- Joined in the 20th Anniversary celebration of Qualicum Beach Broombusters.

June 15

- As Town liaison, attended the Board meeting of SALHACS (Saint Andrew's Lodge Historical and Cultural Society). SALHACS is busy preparing for the Grand Re-opening of Saint Andrews Lodge on the 4th of July 2026. Celebration activities will run throughout the day, with activities – and cake – for all to enjoy!

Committee & Liaison Report
Councillor Young
Regular Council Meeting, June 24, 2026

May 5, 2026 to June 11, 2026

May 5
- Red Dress Day a National Day of Remembrance & activism honoring the lives of missing & murdered indigenous women, girls, and two-spirited people to support healing, safety and justice across the lands and waters that we share….ceremony at ts'xwelikwshenawtxw. (MABR)

May 7
- At Orca House, honoring Violet Hayes, executive director of Island Crisis Care since 2011. Celebrated for expanding housing, shelter, and recovery programs across Nanaimo and the Oceanside area. Her belief that everyone is a person regardless of their circumstances and everyone deserves to be valued. Upon her retirement, Ted Pahl is now the new ED also with extensive board experience.

May 11
- Into the Woods board meeting, difficulty with zoom connection but got follow-up news that the daycare is at capacity with children registered and fully staffed.

May 12 & May 26
- Family Day meetings, reviewing the scheduled events of that day, finalizing details and hoping that the weather will be accommodating!

May 19
- Flowerstone Society meeting discussions on where a needed second NP clinic could be located.

May 19
- Oceanside Women's Business Network, Sherrin Western speaking to a full house on the vital importance of customer service and effective communication in our business dealings.

May 22
- Street Banner Program featuring 6 local artists and 10 pieces of artwork chosen over 100 submissions of banner artwork and ideas, unveiled at TOSH to the public, soon to be the new street banners downtown.

May 25
- At this regular Monday evening QB Rotary meeting, discussion regarding: Mindfulness in May, Family Day pop up library, Flag program, Golf Tournament, Saturday Morning Free Breakfast, Show N Shine, Beach Day, Parksville Beach Fest; (mentioned this to highlight how this nonprofit organization does so much in volunteering community support and fundraising).

May 26
- QB Chamber of Commerce AGM "committed to continuing steady, quality support while ensuring delivering value for members through education, networking, and advocacy… the Chamber is not only valuable to your business, it's essential".

May 28
- Oceanside Non-Market Housing Table, the need to schedule a public housing forum for Parksville/Qualicum Beach.

May 28 Cont'd

- Qualicum Beach Cinema Society the need to establish a proper multi-use theatre location as the regular showings of films at the Legion are always well received and at full capacity. Feasibility study done years ago as well this year's Nordicity's Sustainable Economic Development Strategy Report recommends (3.4)- "invest in more recreational amenities and community programming that strengthen quality of life and support intergenerational connection" (3.4.3) "Support the development of a community cinema with multipurpose spaces to support a range of cultural and recreational programming…'

May 29

- TOSH exhibition opening night featuring Carly Butler, Baxter Redfern, and David Vegt and their artist interpretation of "what does it mean to truly be somewhere".

May 30

- VIRL Board of Trustees Meeting. Community libraries celebrating 90th anniversary! At this meeting budget and audit discussed, showing positive trends. Also reviewed 2027-2031 financial plan. BC Summer Reading Club launches in June with the theme Under the Sea to encourage children to stay engaged with reading through fun, creative, and community centered activities.

May 31

- Fabulous & Fun-QB FAMILY DAY!!

June 1

- Pride Flag Raising. The importance of love & respect for each other and the acceptance for one's authentic self.

June 2

- Open House Ribbon Cutting Celebration of the Shack Taphouse and Extreme Eatery Catering at Eaglecrest Golf Course.

June 4-7

- Attended on my own expense, FCM's 2026 Annual Conference and Trade Show in Edmonton: Building the Future Together. Canada's annual largest gathering of municipal leaders FCM first created in 1901. Signed on to many study tours such as affordable housing on an old repurposed airport site, discovering the heart of community living with DREAM, Edmonton's Sustainability Tour: low carbon transport with the new Valley Line LRT, the Muttart Conservatory's climate regulated pyramids and rainwater harvesting in action, exploring Blatchford (Edmonton's first green community), joined Edmonton's Safe Mobility Team for a tour of innovative evidence-based vision zero initiatives, went on an immersive tour of arts district exploring urban identity, economic growth and community engagement-Art Gallery of Alberta, the Winspear Centre, the Citadel Theatre…

June 9

- ELCCO meeting, the need for municipal leaders to advocate for quality affordable childcare to fully fund $10/day childcare expansion and fair wages for the educators in Budget 2027.
- Debriefing of Family Day that was on May 31st, scheduling next planning meet for 2027 Family Day and heartfelt thankyou and much appreciation to all the committee members and requesting everyone to stay on board to organize Family Day 2027!

June 11

- Celebrating 20 Years of Serving the Community-St Stephen's Community Meals-two decades of community, care, & compassion!

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 0640-02-2026

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

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

SUBJECT: **2025 Annual Report**

GOVERNANCE DECISION
The receipt and approval of the Annual Municipal Report is a legislative requirement pursuant to the *Community Charter*.

RECOMMENDATION:
THAT the Town of Qualicum Beach 2025 Annual Report be approved.

PURPOSE
To present the 2025 Annual Report as required pursuant to the *Community Charter.*

BACKGROUND & DISCUSSION
Section 98 of the *Community Charter* requires Council to prepare an annual report, make the report available for public inspection and consider the report at a Council meeting along with any submissions or questions from the public regarding the report. The Annual Report must include:

- The municipality's audited annual financial statements for the previous year (2025);
- A list of the permissive tax exemptions provided by Council and for each exemption, the amount of general municipal property tax that would have been imposed during the previous year if the exemption had not been granted;
- A report on the municipality's services and operations for the previous year;
- A progress report on the performance of the municipality with respect to established objectives and measures;
- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during the previous year and the current year (2026);
- The details of any declarations of disqualification made against individual Council members during the previous year; and
- Any other information Council considers advisable.

Notification of the 2025 Annual Report availability for public inspection has been advertised in accordance with legislated requirements and has been available for inspection on the Town's website with a hard copy available for review at Town Hall since June 10, 2026.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

- The Annual Report is available on 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 2025 Annual Report is being presented to Council in accordance with section 98 of the *Community Charter*, which requires municipalities to make the report publicly available and that it be considered at a Council meeting prior to June 30th. The report includes the Town's 2025 financial statements, permissive tax exemptions, operational and performance reporting, 2026 objectives and measures, and any Council disqualification declarations.

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

ATTACHMENT: 2025 Annual Report

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\06 24 RCM\1. DRAFTS FOR CORPORATE ADMIN REVIEW\2025_Annual Report_ts.docx

DRAFT 2025

ANNUAL REPORT

This draft is subject to change

TOWN OF **QUALICUM BEACH**

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INTRODUCTION

CHIEF ADMINISTRATIVE OFFICER MESSAGE

On behalf of the Town of Qualicum Beach, thank you for reading the 2025 Annual Report. This Report highlights the Town's accomplishments throughout 2025, while reflecting on the projects, priorities, and initiatives that continue to shape our community. It also connects staff's operational achievements with Council's Focus Areas and Strategic Initiatives. While the Annual Report is a requirement of provincial legislation, it also serves as one of the Town's key communication tools; demonstrating accountability, service delivery, and responsible governance.

Town staff remain dedicated to delivering the high-quality services that our community has come to expect. Through their professionalism, expertise, creativity, and commitment, staff continue to advance Council's direction while supporting day-to-day operations, long-term planning, and complex capital projects. Their innovation and collaborative approach continues to strengthen the organization and contribute to the Town's ongoing success.

I also want to thank the Mayor and Council for their strong leadership throughout the year. Their commitment to transparency, strategic planning, and meaningful public engagement continues to guide the organization and support informed decision-making. Under Council's direction, the Town continues to foster good governance, organizational excellence, and responsible long-term planning that reflects the evolving needs of the community.

We are fortunate to serve a community enriched by engaged residents, civic-minded businesses, community organizations, and dedicated volunteers whose contributions are deeply valued. The character and strength of Qualicum Beach is shaped by your ongoing support, involvement, and commitment to making our community a vibrant and welcoming place. A huge thank you to our volunteers.

As we reflect on 2025, I am proud of what we have accomplished together and confident in the continued strength of our organization and community. It is a privilege to serve the Town of Qualicum Beach as your Chief Administrative Officer and an honour to work on the traditional unceded territory of the Qualicum First Nation and the broader territory of the Coast Salish Peoples.

Lou Varela

Chief Administrative Officer

QUALICUM BEACH COMMUNITY

The Town of Qualicum Beach is a charming coastal community of 9,303 people and one of the most beautiful communities in the country. The Town is surrounded by rivers, forests and farmland located in the shadow of Mount Arrowsmith. Small-town character, walkability and year-round access to recreational opportunities support a high quality of life for residents, and provides an attractive destination for visitors.

This beautiful oceanside community has abundant recreational opportunities, including three golf courses within the Municipality and three others in close proximity. Opportunities for fishing, hiking and biking are also plentiful. The community features over seven kilometres of curving, postcard perfect beaches. The Town centre is vibrant, and an exciting revitalization of the adjacent East Village area is underway. Qualicum Beach is known for its connection to nature, as well as its celebration of arts and culture.

INDUSTRY

Qualicum Beach has a mix of tourism and service industries. The service sector (which includes retail, wholesale, finance, insurance, real estate, business services, accommodations, and other services) remains the largest employer in the region, accounting for 67% of overall employment. The trade sector, which includes both retail and wholesale trade, accounted for 20.5% of overall employment and reflects a growing trend in retail.

EMPLOYMENT

Employment is forecast to increase, with the service sector expected to show the strongest growth Construction will see positive employment growth along with business services. Given the aging population of Qualicum Beach, health and social services, along with other services, will likely see significant increases in employment opportunities. It is expected that employment in these two sub-sectors will almost double over the next 25 years.

POPULATION

The largest population of Qualicum Beach is the age group between 65 and 69 years old, and the least populated age group is between 25 and 29 years old. The working age group between 15 to 64 years old represents 41.7% of the population, while 14.88% makes up the younger population which will be a part of the labour force in less than two decades.

TRADITIONAL TERRITORY ACKNOWLEDGMENT

We would like to recognize that we are standing, working, and meeting on the unceded traditional territory of the Qualicum First Nation, and also wish to acknowledge the broader territory of the Coast Salish Peoples.

Qualicum First Nation

ORGANIZATIONAL PROFILE

MUNICIPAL COUNCIL

Under the *Community Charter* and *Local Government Act*, municipalities and regional districts have broad authority to provide services that their respective municipal councils or regional district boards consider necessary or desirable. Services may be varied both in size and type, examples of which include water and wastewater management, garbage disposal, recreational facilities and economic development.

Governance in the Town of Qualicum Beach is provided by a Mayor and Council. Currently, a Mayor and four Councillors are elected for four-year terms. New Council members elected in 2022 were sworn in on November 7, 2022.

Mayor Teunis Westbroek

Councillor Scott Harrison

Councillor Anne Skipsey

Councillor Jean Young

Councillor Petronella Vander Valk

The main functions of a municipal council are to look after the current and future economic, social and environmental wellbeing of its community. Council's primary duties are to create administrative policy, adopt bylaws on matters delegated to local government through the *Local Government Act* and other provincial statutes to protect the public, and to collect taxes for those purposes. Council also acquires, manages, and disposes of the Town's assets. Council's vision sets a course of action, and charts goals that are accomplished by municipal staff under the direction of the Chief Administrative Officer (CAO).

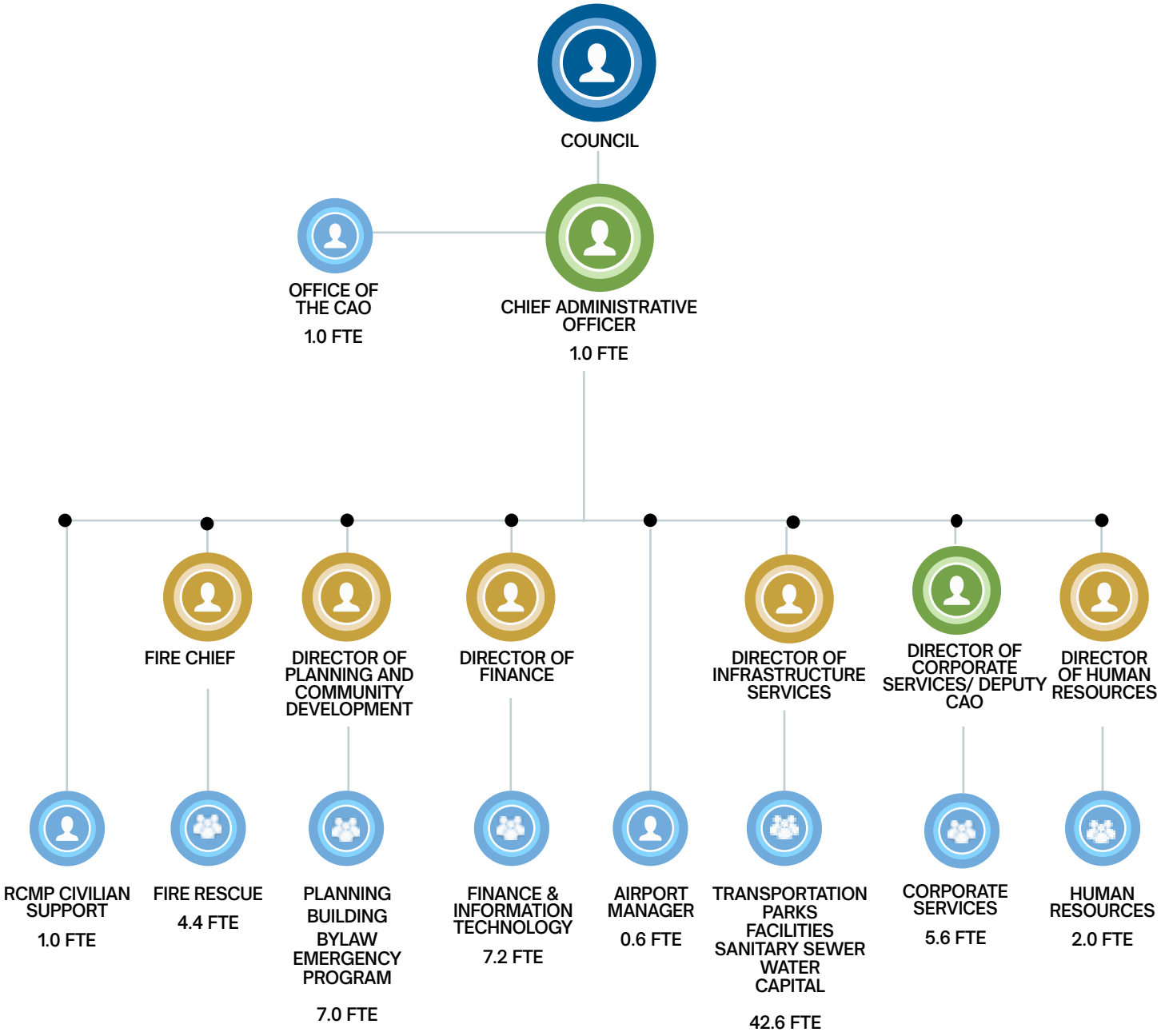
Council is committed to collaborative governance and sound management through the provision of high-quality facilities and services that provide opportunities for continuous improvement to the quality of life for people of all ages in the community. In pursuing the Town's goals, Council is guided by the principles of understanding and respecting different perspectives, acting with respect and integrity, defining plans and evaluating successes, making informed decisions, and supporting decision-making through processes and partnerships.

EMPLOYEE TEAM

The CAO leads a small team of dedicated employees responsible for providing recommendations and policy advice to Council and coordinating the day-to-day operations of the Municipality.

The workforce is composed of exempt management, CUPE employees, Paid-on-Call Firefighters, and a variety of program contractors. Policing is provided through a provincial police contract for RCMP Services.

The staff complement has gradually increased in line with changes in the operating environment and added responsibilities in services and public expectations. .



COUNCIL'S STRATEGIC PLAN

STRATEGIC PLAN 2026-2030

MESSAGE FROM THE MAYOR

Council is proud to continue its forward thinking and transparent planning journey with the 2026–2030 Strategic Plan.

This Plan provides a clear roadmap for how Council will prioritize community priorities, direct resources, and shape the Town's future. While advancing new initiatives, Council will also ensure that:

- All regulatory responsibilities are fulfilled;
- Core municipal services remain strong; and
- The Town's systems, processes, and citizen services continue to evolve and improve.

> ***"Strategic Planning provides the building blocks for a sustainable, resilient, and thriving community"***

GOVERNANCE

STRATEGIC DIRECTION

Where are you going?

ALLOCATING RESOURCES

What are you spending tax money and staff time on?

MANAGING RISK

Are you managing & reducing risk to your community?

OVERSIGHT & REPORTING

How is your local government doing?

VISION *(From Official Community Plan 2018)*

Qualicum Beach is a charming coastal village surrounded by rivers, forests and farmland in the shadow of Mount Arrowsmith. Our small town character, walkability, and year-round access to recreational opportunities support a high quality of life for residents and are an attractive destination for visitors. The Town will innovate in response to the social, economic and environmental challenges of the future while holding firm to those qualities that make Qualicum Beach a unique and highly desirable place to live.

MISSION STATEMENT *(Amended from Community Charter)*

- Providing for good government of the community
- Providing for service, laws and other matters for community benefit
- Providing for sound management of the public assets of the community
- Fostering the economic, social and environmental wellbeing of the community

GUIDING PRINCIPLES FROM COUNCIL'S CODE OF CONDUCT

INTEGRITY
Being honest and demonstrating strong ethical principles.

ACCOUNTABILITY
An obligation and willingness to accept responsibility or to account for one's actions.

RESPECT
Having due regard for others' perspectives, wishes and rights; displaying deference to the offices of local government, and the role of local government in community decision-making.

LEADERSHIP AND COLLABORATION
An ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.

STRATEGIC PLANNING

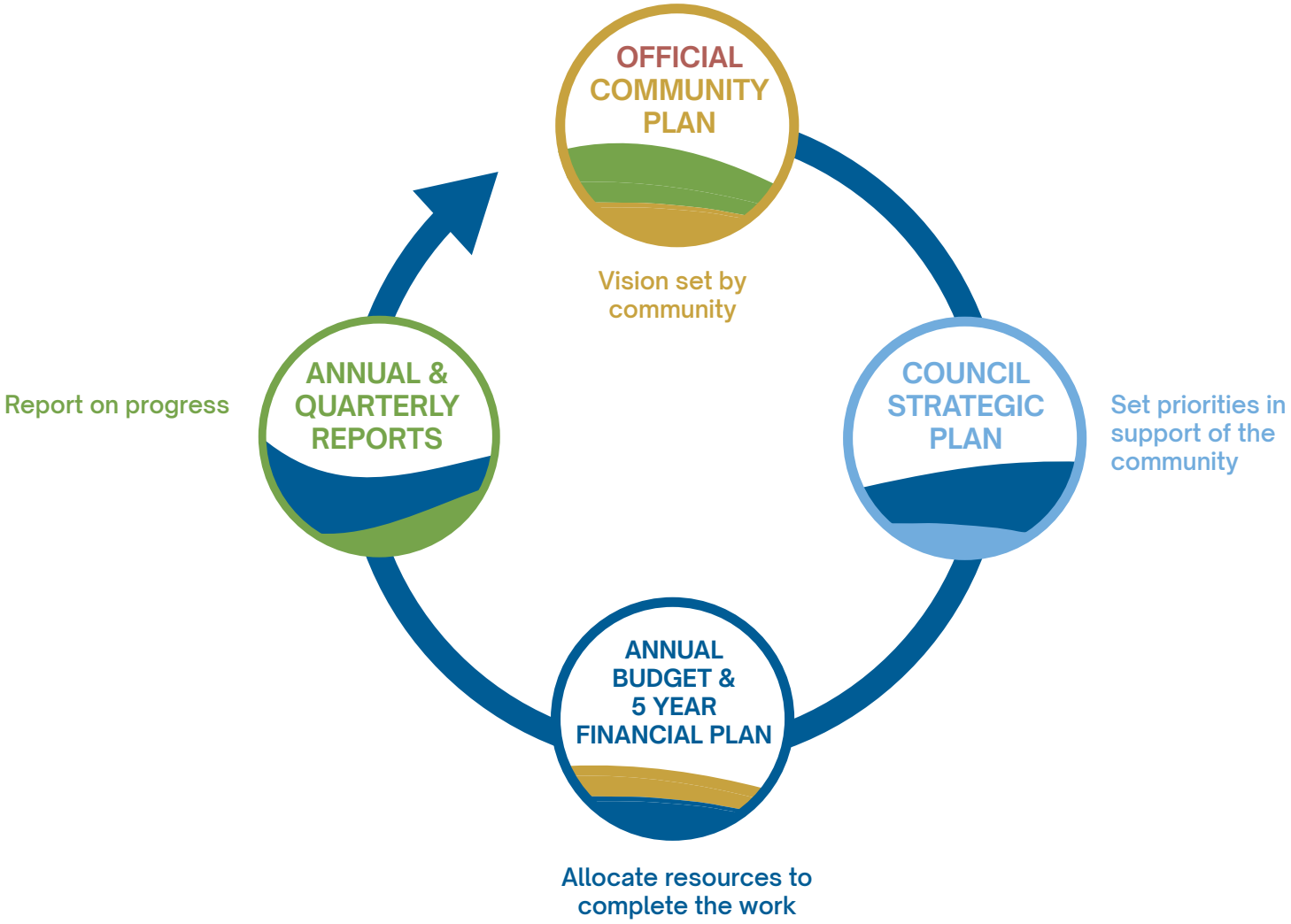
One of the key objectives of the Strategic Planning process is to better connect the OCP, Council's Strategic Plan, the Budget and multiple master plans including but not necessarily limited to:

- Waterfront Master Plan
- Community Transportation Plan
- Community Climate Change Adaptation Plan
- Urban Forest Master Plan
- Community Wildfire Resiliency Plan
- Asset Replacement Financing Strategy
- Annual Budgets
- Long-range Financial Plan
- Youth and Young Families Retention and Attraction Strategy

Making these connections is a work in progress that will take multiple years and appropriate resourcing to achieve.

How will this alignment support Council to govern more effectively?

- Allows focus of resources (human and financial)
- Creates efficiencies
- Provides information for informed decision-making
- Puts planning work into action



THE TOWN HAS IDENTIFIED THESE FOCUS AREAS:

HOUSING

To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels. *OCP Sustainability Plan p. 139*

GOOD GOVERNANCE

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

ECONOMIC PROSPERITY

To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community. *OCP p. 5*

COMMUNITY HEALTH AND WELLBEING

To improve the health and wellbeing of people who live, work, and play in the Town. *OCP p. 7*

CLIMATE ACTION

To reduce greenhouse gas (GHG) emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts. *Regional Growth Strategy Goal and OCP p. 6*

PROGRESSIVE INFRASTRUCTURE

To ensure infrastructure for energy, water, wastewater and stormwater, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals. *OCP Sustainability Plan p. 146*

STRATEGIC INITIATIVES SUMMARY

Council reviews and adopts its Strategic Plan annually, as outlined on pages 14–17 of this Financial Plan. Through this process, Council confirms its Focus Areas (currently six, detailed on page 17) and develops an ambitious program of Strategic Initiatives. These Initiatives represent projects that go "above and beyond" the Town's regular operations, driving progress in Council's chosen Focus Areas. A detailed list of the Strategic Initiatives for 2026–2030 can be found on pages 19 and 20 of this Plan, covering the next five-years.

Both Strategic Planning and the Budget process are fixed points in time within a dynamic political environment. As circumstances outside the Town's control evolve, the Plan must also adapt. Updates will be communicated through the quarterly reporting process or the next Strategic Planning cycle, depending on which is most appropriate. Additionally, Council may revise these Initiatives during the annual Strategic Planning process if shifting priorities or budgetary constraints necessitate adjustments.

The 2026–2030 Strategic Initiatives were developed under the assumption that $250,000 of property taxation funding would be contributed annually to a reserve fund for these Initiatives. In addition to this reserve, the program of Strategic Initiatives is supported by grants, other reserve funds, and development cost charges.

In July 2025, Council postponed the timeline for its program of Strategic Initiatives to create staff capacity to support the purchase and subsequent works related to the Eaglecrest Golf Course. As part of the funding required to enable the purchase of the Eaglecrest property, Council also internally borrowed $542,000 from the Strategic Initiatives Reserve. The borrowed funds are anticipated to be replenished through proceeds from the subsequent sale of Eaglecrest Lands. Repayment is anticipated in 2027 and 2028. Council's ability to proceed with 2027 and subsequent year's Initiatives is dependent on the repayment of the Strategic Initiatives Reserve. As such, Council will decide how to prioritize Initiatives within the available Reserve balance as part of 2027 Strategic Planning.

Projects and Initiatives

Revenue	2026	2027	2028	2029	2030
Reserve for Strategic Initiatives	$ 272,000	$ 375,000	$ 220,000	$ 580,000	$ 40,000
Grants	317,000	172,000	15,000	10,000	-
Property Taxation	24,000	24,000	-	-	-
Total Revenue	$ 613,000	$ 571,000	$ 235,000	$ 590,000	$ 40,000

Expenses	2026	2027	2028	2029	2030
Good Governance	$ 182,000	$ 110,000	$ 80,000	$ 85,000	$ -
Community Health & Wellbeing	55,000	260,000	75,000	310,000	-
Climate Action	203,000	99,000	60,000	75,000	40,000
Housing	80,000	50,000	10,000	10,000	-
Economic Prosperity	66,000	-	-	50,000	-
Progressive Infrastructure	27,000	52,000	10,000	60,000	-
Total Expenses	$ 613,000	$ 571,000	$ 235,000	$ 590,000	$ 40,000

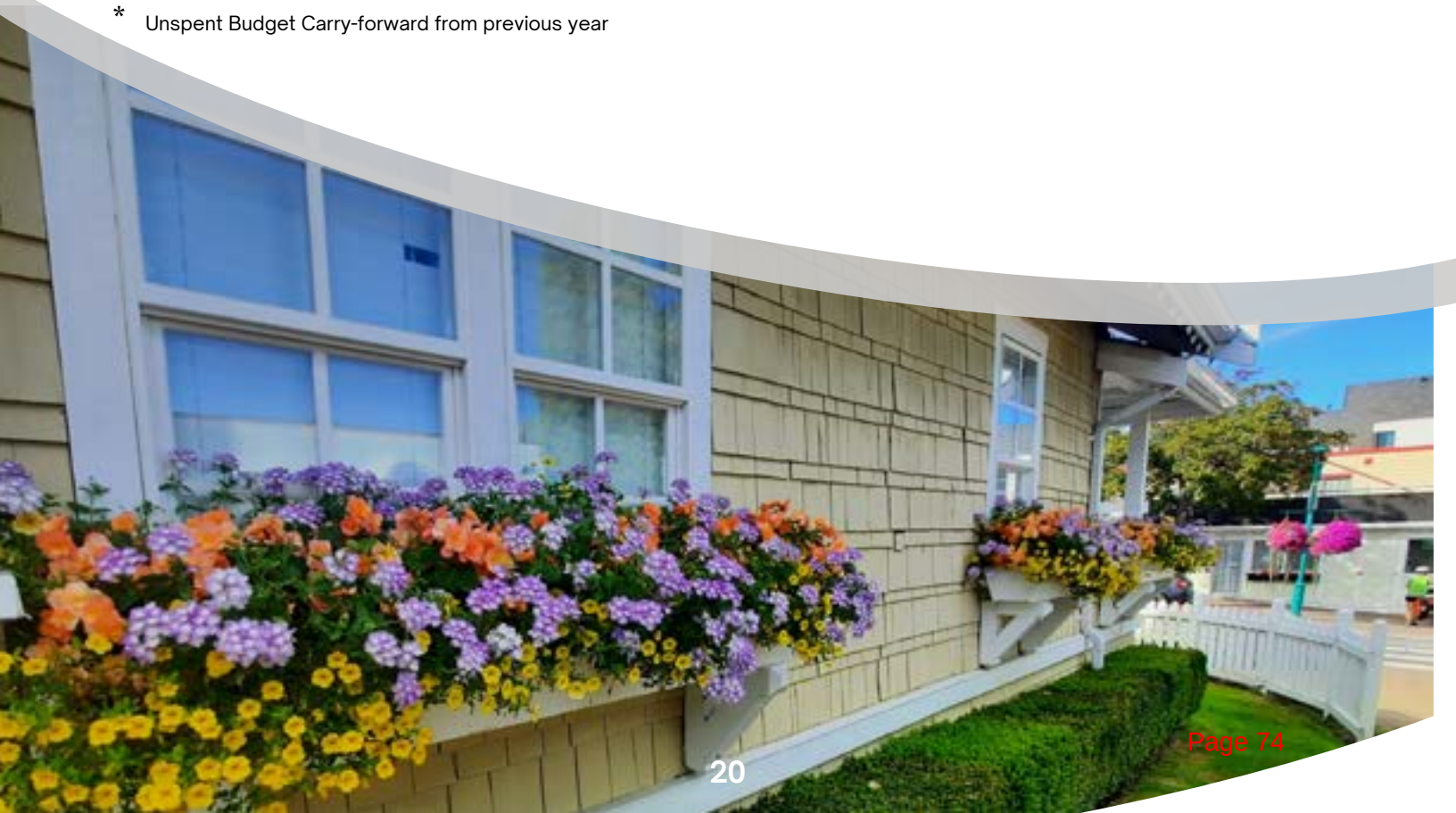
STRATEGIC INITIATIVES DETAILS

	2026	2027	2028	2029	2030
Good Governance					
Planner Position - (Council Resolution - Reverts to Taxation Funding mid 2026)	$ 50,000	$ -	$ -	$ -	$ -
Collaboration Qualicum First Nations and Saa'men (Discretionary Council Decision Making)	15,000	15,000	-	-	-
Town Website Improved Searchability	20,000	-	-	-	-
Records Management*	60,000	-	-	-	-
Comprehensive Policy Review*	37,000	-	-	-	-
Visual Identity Refresh	-	20,000	50,000	50,000	-
Airport Master/Business Plan - Grant Dependant	-	75,000	-	-	-
Encroachment Policy Review	-	-	30,000	-	-
Commercial Centre Delivery Hours	-	-	-	20,000	-
Update Noxious Weeds and Unsightly Premises Bylaws	-	-	-	15,000	-
	$ 182,000	$ 110,000	$ 80,000	$ 85,000	$ -
Community Health & Wellbeing					
TOSH One-time Mid Year Request	$ 50,000	$ -	$ -	$ -	$ -
Community Volunteerism (Council Discretionary Decision Making)	5,000	-	-	-	-
Community Park - Community Facilities Site Plan Update	-	50,000	-	-	-
Community Park - Space Needs Assessment (Separation and Storage of Equipment)	-	50,000	-	-	-
Fire Department Strategic Plan	-	50,000	-	-	-
Food Action Plan	-	30,000	-	-	-
Identify Land for a Multi-purpose Performing Arts / Cinema	-	30,000	-	-	-
Financial Support Multi-Purpose Court (tennis & basketball) Kwalicum Secondary School		50,000			
Adopt a Bylaw to Prohibit Smoking in Parks and Trails	-	-	45,000	-	-
Seniors Activity Centre Expansion - Needs Assessment	-	-	30,000	-	-
Parks Inventory **Prioritization** Plan	-	-	-	100,000	-
Uptown Mobility Study - Phase 2	-	-	-	50,000	-
Develop an Accessibility Action Plan	-	-	-	50,000	-
Robust Accessibility Plan "Whistler Village Style"	-	-	-	50,000	-
Controlling Outdoor Cats	-	-	-	30,000	-
Improve Accessibility to the Foreshore - Planning and Research	-	-	-	15,000	-
Retired Engine 2 - Control Operation Usage	-	-	-	10,000	-
Dementia Friendly Community	-	-	-	5,000	-
	$ 55,000	$ 260,000	$ 75,000	$ 310,000	$ -
Climate Action					
Community Climate Change Adaptation Plan Update and Implementation	$ 50,000	$ -	$ -	$ -	$ -
Mount Arrowsmith Biosphere Society - Fee for Service Request	24,000	24,000	-	-	-
Climate Action - Community Outreach and Support	15,000	15,000	15,000	-	-
Building Facilities Green House Gas (GHG Audit)*	114,000	-	-	-	-
Asset Management - Natural Asset Consolidation (2/3 Grant Dependent)	-	20,000	10,000	-	-
Tree Protection Bylaw Update	-	40,000	-	-	-
Implementation of Climate Mitigation Actions Matrix	-	-	25,000	-	-
Encourage Residents to Fossil Free Power Equipment	-	-	10,000	-	-
Review Form and Character Guidelines to Advance Climate Change Adaptation and Mitigation	-	-	-	75,000	-
Urban Forest Master Plan – Update	-	-	-	-	40,000

STRATEGIC INITIATIVES DETAILS

	2026	2027	2028	2029	2030
Housing					
Housing Announcement Implementation - Zoning Bylaw Upate & Legal Fees	$ 20,000	$ -	$ -	$ -	$ -
Housing-focused Official Community Plan (OCP) Review - Recommended*	60,000	-	-	-	-
Accessory Dwelling Unit Design Template	-	30,000	-	-	-
Short Term Rentals Regulatory Framework	-	20,000	-	-	-
Ravensbourne Affordable Housing - Phases 1 & 2	-	-	10,000	10,000	-
	$ 80,000	$ 50,000	$ 10,000	$ 10,000	$ -
Economic Prosperity					
Tourism and Small Business Promotion - (Council Discretionary Decision Making)	$ 10,000	$ -	$ -	$ -	$ -
Pathways to Sustainable Economic Development in Qualicum Beach - Grant Funded*	56,000	-	-	-	-
Update Youth & Family Retention and Attraction Strategy	-	-	-	50,000	-
	$ 66,000	$ -	$ -	$ 50,000	$ -
Progressive Infrastructure					
Implement and Operationalize Asset Management Strategy & Plan*	$ 27,000	$ -	$ -	$ -	$ -
Other Effective (area based) Conservation Measures (OECM) Management Plan(s)	-	10,000	10,000	-	-
Parking Management Strategy Including Review of Off-street Parking and Reserve Fund Bylaw No.500.02, 2005 & Paid Permitted Parking Plan for Uptown Businesses	-	42,000	-	-	-
Regulate Light Trespass	-	-	-	50,000	-
Asset Management Plan - Airport - (Grant Dependent)	-	-	-	10,000	-
	$ 27,000	$ 52,000	$ 10,000	$ 60,000	$ -

* Unspent Budget Carry-forward from previous year



SERVICE AREAS

The main functions of a Municipal Council are to foster the economic, social and environmental wellbeing of its community, both current and future, through governance decision-making.

Council's primary duties are to create policy; adopt bylaws on matters delegated to local government through the *Local Government Act* and other provincial statutes to protect the community; and to collect taxes and fees for those purposes.

Council also oversees, acquires, and disposes of the Town's assets and infrastructure. Council's shared vision sets a course of action through the Strategic Planning and Budget processes, and charts goals that are accomplished by municipal staff under the direction of the Chief Administrative Officer.

2025 COUNCIL HIGHLIGHTS AND ACCOMPLISHMENTS

In 2025 Council decision-making resulted in numerous successes for the community including, but not limited to the following Strategic Initiatives:

- Updated the Official Community Plan (OCP) with a housing focus, to comply with Bill 44 and Bill 35
- Conducted the Quality-of-Life Survey
- Acquired the Eaglecrest Golf Course Lands
- Approved numerous policy and bylaw amendments
- Entered into a one-year lease with School District 69 for the Qualicum Commons, to allow for due diligence in consideration of a long-term lease
- Supported public discussion about the Airport, the Community Transportation Plan, public safety, and provided opportunity for the public to address Council on any matter of interest in four Open House style Committee of the Whole meetings
- Supported the Skatepark Reconstruction and grand opening
- Directed the new website migration project
- Directed completion of numerous significant capital projects including but not limited to: the Beach Creek Culvert Replacement, Bay Street Stabilization, Seacrest Place Slope Stabilization, Public Works Fuel System, Saahtlam Park Washrooms, Hemlock and Illiqua Watermain Replacement, and the Waterfront Expansion Project

2025 COUNCIL HIGHLIGHTS AND ACCOMPLISHMENTS *continued*

- Presented resolutions to AVICC and UBCM on reconfiguration of railway crossings and the opioid crisis.
- Celebrated numerous awards including the MISA BC 2024 Spirit of Innovation award for the Public Inquiry System; the GeoConnect 2025 Award of Excellence for the Public Inquiry System, the Development Tracker and the Tree Removal Application; the GFOA Budget Award; and the "Best of the Best" BC & Yukon Tap Water Taste Test.

COUNCIL PLANS FOR 2026

Annually, through the Strategic Planning process, Council allocates resources for Council's Strategic Initiatives. A key objective of Council's Strategic Planning Process is to better connect the Official Community Plan, Council's Strategic Plan, the Budget, and multiple master plans. Significant progress was made on these connections in 2025 and continues in 2026.

For a complete list of Council's Strategic Initiatives and plans for 2026, please see section titled "Strategic Initiatives Details" on pages 18-20.

In addition to Council's Strategic Planning, Council allocates resources for capital, infrastructure and asset management priorities through its annual budget.

COUNCIL LIAISONS

In addition to governance decision making for regular business and Strategic Initiatives, Council members also serve as key liaisons to multiple organizations. A summary of the key liaison roles for each Councillor has been included on the following page.

Mayor Teunis Westbroek

All general governance issues
Council spokesperson

Voting Membership:
- Oceanside Services Committee
- Regional District of Nanaimo

Liaison:
- Island Coastal Economic Trust
- QB Seniors' Activity Centre Association
- Qualicum First Nation

Councillor Scott Harrison

Voting Membership:
- Arrowsmith Water Services Management Committee
- Vancouver Island Regional Library (alternate)
- Youth Link

Liaison:
- Eaglecrest Residents' Association
- Access Oceanside Association
- Oceanside Task Force on Homelessness
- Kiwanis Housing Society

Councillor Anne Skipsey

Voting Membership:
- Regional District of Nanaimo (alternate)

Liaison:
- QB Memorial Golf Club
- Qualicum Woods Residents' Association
- Mt Arrowsmith Biosphere Region Roundtable

Committees:
- Environment and Sustainability
- Beach Day Celebration
- Heritage Forest Commission

Councillor Petronella Vander Valk

Liaison:
- Chartwell Residents' Association
- Naut'sa mawt Oceanside Wellness (NOW)
- Qualicum Beach Farmer's Market
- Qualicum Community Education and Wellness Society (QCEWS)
- PQB Tourism Association
- QB Chamber of Commerce
- QB Collective Society
- St. Andrew's Lodge Historical and Cultural Society

Councillor Jean Young

Voting Membership:
- Vancouver Island Regional Library

Liaison:
- Early Learning and Childcare Council in Oceanside (ELCCO)
- Qualicum Beach Residents' Association
- Oceanside Hospice Society

Liaison continued
- The Old School House Arts Centre Society
- QB Historical and Museum Society
- Into the Woods Society
- QB Multi-Use Cinema Society
- Flowerstone Society

Committees:
- Family Day Celebration
- Environment and Sustainability (alternate)

OFFICE OF THE CAO

The Chief Administrative Officer (CAO) of the Town of Qualicum Beach, as described in the *Community Charter*, is appointed by Council to manage and direct all Town employees and operations. As such, the CAO is responsible for the overall administration of the Town's departments and provides leadership and direction to the Senior Leadership Team - a distinctly different and complementary role to the governance realm of Elected Officials.

The CAO is responsible for providing advice on governance decisions as well as on the Municipality's authority and responsibility under the *Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act (FOIPPA), and Municipal Finance Authority Act.*

The Department consists of the CAO and an Executive Office Coordinator shared with the Mayor's Office and Council. Additional support is provided by the Director of Corporate Services, who also serves as the Deputy CAO.

KEY POLICIES AND PLANS

- Official Community Plan
- Council Procedure Bylaw
- Council's Standards of Conduct
- Anti-Bullying and Harassment Policy

2025 OFFICE OF THE CAO HIGHLIGHTS AND ACCOMPLISHMENTS

- Supported ongoing policy review.
- Supported Official Community Plan Review.
- Undertook Committee/Commission Review – Phase 2.
- Supported acquisition of the Eaglecrest Golf Course Lands.
- Supported due diligence for the one-year lease of the Qualicum Commons.
- Continued to support Council in establishing municipal places of business as safe and respectful forums to promote public engagement, effective governance, and staff performance.
- Continued to support Council liaisons in meetings with Residents' Associations to enhance communication.
- Attended the Union of BC Municipalities Conference with all members of Council where we met with provincial staff regarding out-of-hospital care, and *Short-Term Rental Accommodations Act*.
- Attended the Local Government Management Association (LGMA) conference and the CAO Forum for professional development.

CHALLENGES

- Capacity for change management to support continued modernization of the organization.
- Limited resources in consideration of department workplans.
- Ongoing development of metric and targets available to establish service levels (work in progress).

OFFICE OF THE CAO - PLANS FOR 2026

- Continue to support development and sale of residential lots on Eaglecrest Golf Course Lands.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continue enhancing transparency and accountability through process and practice optimization, and implementation of expanded metrics and targets.
- Comprehensive Policy Review (multi-year) to review and update Council and administrative policies.

* Subject to change based on future Council decision making.

KEY INDICATORS: EXAMPLES

- Community engagement is further integrated into planning for projects of significance.
- Robust reporting is provided for Council and the community at the end of the second and third quarters annually.
- Talent is recruited, supported, and retained, within an increasingly competitive job market.
- Policy direction is consistently implemented.
- Continued achievement of the GFOA Distinguished Budget Presentation Award.
- Advancements are made on Council's Strategic Initiatives.

CORPORATE SERVICES

The Corporate Services team provides administrative services to Council, the organization, and to the public. They are responsible for legislative duties, communications, government relations, and municipal government administration, including:

- Providing support and recommendations to Council and Committees on policies, procedures, and various legislation
- Processing official correspondence to and from Council
- Managing corporate records and maintaining legislative records (including bylaws, agendas, and minutes)
- Researching and developing corporate bylaws and policies
- Managing *Freedom of Information and Protection of Privacy Act* requests for access to records
- Overseeing risk management claims, property negotiations, land registrations, and municipal insurance
- Applying for and administrating federal and provincial grant applications
- Managing the Town's communications, website and resources
- Coordinating cemetery services
- Managing and overseeing municipal special events
- Conducting municipal elections and other voting opportunities
- Providing shared administrative support to all departments

COMMUNICATIONS AND PUBLIC ENGAGEMENT

The Corporate Services team utilizes communication and community engagement expertise from internal staff including contracted resources who work closely with departments on government relations, media relations, social media, website, emergency communications, branding, graphic design, communications, and Strategic Planning.

Their engagement activities prioritize building strong connections with Qualicum First Nation, community partners and the people who live, work and play in Qualicum Beach. They also work to collaborate with provincial and federal governments to effectively address regional and inter-municipal priorities and issues.

PROPERTY MANAGEMENT

Town property resources include: Civic Centre and Community Hall management and bookings; overseeing operations of the Qualicum Commons; management of claims; risk assessments; land purchase and sale; land registrations; long and short-term leases and licencing.

SPECIAL EVENTS

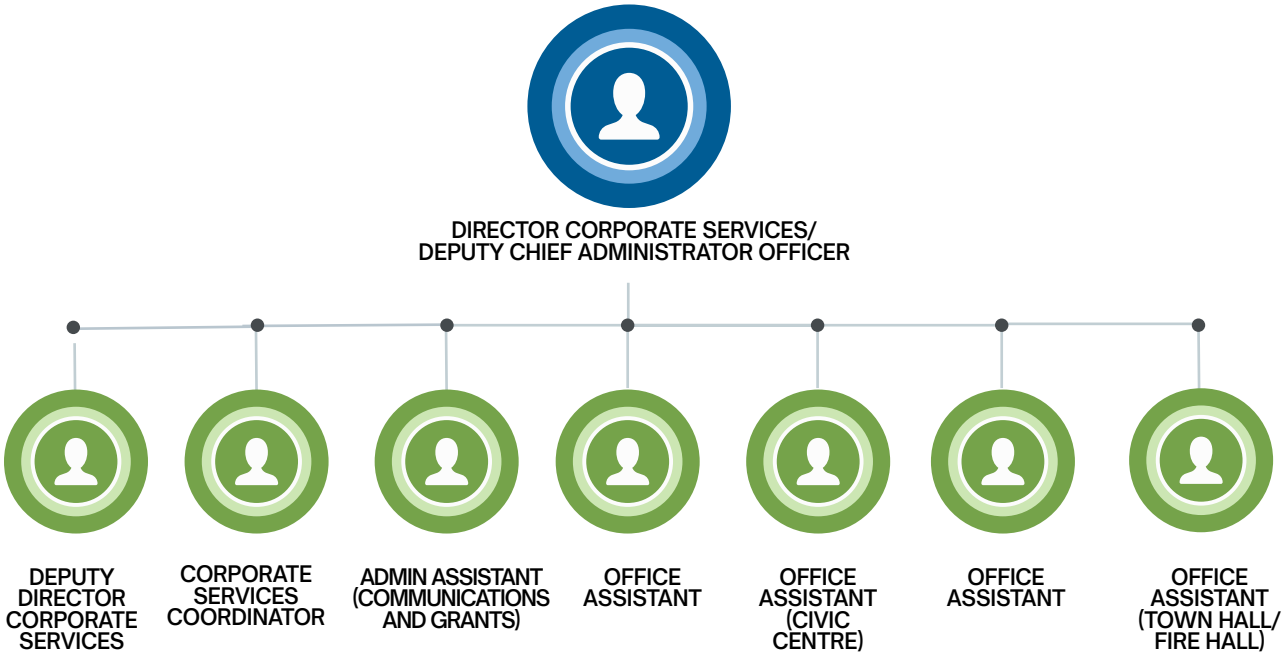
Special event programming helps create a sense of community identity, belonging, pride, and spirit. It showcases Qualicum Beach to residents and visitors as a great place to visit, live, work, and play. Some of the annual special events in Qualicum Beach include Beach Day Celebration, Family Day Celebration, Youth Appreciation, Ocean Mile Swim, Moonlight Madness, Volunteer Appreciation, and Remembrance Day. Many community partners and event organizers are also supported by the Town when holding special events.

KEY LEGISLATION, POLICIES AND PLANS

- *Local Government Act*
- *Community Charter*
- *Freedom of Information and Protection of Privacy Act*
- Council Procedure Bylaw

DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Corporate Services/Deputy CAO and is comprised of a Deputy Director of Corporate Services, Corporate Services Coordinator, Administrative Assistant (Communications and Grants), and four full-time Office Assistants. Administrative support is provided on a shared basis to all departments.



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KEY INDICATORS

Corporate Administration

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Council Meetings (Regular and Special)	12	23	35	38	21
Council Meetings (Closed)	17	25	23	31	10
Committee of the Whole	4	12	14	14	11
Committee/Advisory Body Meetings	47	56	44	37	30
Public Hearings Conducted	6	5	0	2	2
Media Releases	35	48	45	48	50
Noteworthy Bulletins	4	3	3	3	4
Monthly Newsletters - Print	11	12	12	12	12
Monthly Newsletters - Digital	11	12	12	12	12
Freedom of Information Requests	87	83	115	96	100
Bylaws approved by Council	18	12	18	18	15
Policies approved by Council	3	4	3	8	5
Special Events supported	-	-	14	17	18
Website Users	-	-	108,000	125,000	135,000
Website Total views	-	186,906	281,000	246,000	300,000
Facebook Posts	199	700	600	650	700
Facebook Followers	5,215	5,734	6,792	8,067	8,300
Facebook Reach	203,711	269,846	763,093	*	*
Facebook Visits	-	-	-	2.5 M	3.1M
Council Correspondence log items	1,738	1,500	655	450	475
Public Inquiry System items	-	-	395	885	920
Constant Contact Notices	145	165	170	175	180
Online Surveys Posted	2	8	10	15	

** "Reach" discontinued, and replaced with "Views"*

Corporate Administration

Service Plan		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Staff Complement		7	7	7	8	8
Standing/Select Committees	Committees supported	9	9	10	6	5
Legislative	Agenda Posted on Time	100%	100%	100%	100%	100%
Council Correspondence	Within one week	90%	90%	95%	90%	95%
Council Meeting Minutes	Completed by next agenda	95%	95%	100%	90%	95%
CoW Meeting Minutes	Completed by next agenda	95%	95%	95%	95%	95%
Committee Minutes	Completed by next agenda	95%	95%	95%	95%	95%
Late Council Items	Processed	7	5	5	5	5
Insurance Incidents	Processed	New	1%	4%	3%	3%
FOI Request on time	Processed or extended on request within 30 days	98%	98%	98%	98%	98%

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Launched redesigned website, with optimized search functionality.
- Processed 96 Freedom of Information requests with 98% responded to within the legislated time lines without extension.
- Transitioned existing tenants from the Qualicum Commons and signed 10 new leases.
- Processed 885 inquiries through the Public Inquiry System for Corporate Services and Council.
- Continued to increase social media presence and general communication strategies.
- Provided administrative and legislative support for 85 Council and Committee of the Whole meetings.
- Initiated a Comprehensive Policy Review, including a re-organization of policies distinguishing Administrative Policies from Council Policies, and reviewing and approving 8 policies and rescinding 15 policies.
- Supported departments and Council with advancing 18 bylaws for approval, including 11 amending bylaws.

CHALLENGES

- Increased service level expectations/high volume of public requests.
- Maintaining service levels, given a significant increase in the number of Council meetings.
- Department vacancies.

PLANS FOR 2026

- 2026 Local Government Election.
- Elections bylaw and process review.
- Monitor and enhance website functionality.
- Council compensation review (complete).
- On-boarding new Corporate Service Coordinator, and Deputy Director of Corporate Services (term).
- Continuation of comprehensive review of Town Policies.
- Organization-wide privacy training.
- Continued Communications Strategy implementation (Council Strategic Initiative).
- Maintain service level standards Department-wide, including meetings and communications.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Implementation of an Electronic Records Management System (2028 or beyond).
- Refresh of Town's visual brand.

* Subject to change based on future Council decision making.

HUMAN RESOURCES

The Human Resources Department provides leadership and expertise to support a resilient, future-ready workforce and to help ensure the Town remains a competitive employer. Their focus is on fostering a culture where employees can thrive, supporting recruitment, growth, and retention while contributing to the delivery of high-quality municipal services to taxpayers, businesses, and visitors.

Employees are the Town's most valuable resource. Human Resources is committed to building a workplace where members of the Town of Qualicum Beach team feel valued, supported, and respected. They work to create an environment that encourages collaboration, professional growth, and well-being, and they deliver HR services that are consistent, transparent, and demonstrate service excellence.

As a service department, Human Resources Department supports all other Town departments by providing leadership and guidance in the following areas:

- Recruitment, selection and retention
- Employee relations
- Labour relations
- Occupational Health and Safety
- Employee training, development and wellness
- Organizational planning
- Employee recognition and engagement
- Compensation and Benefits

KEY POLICIES AND PLANS

- Labour Code
- CUPE Collective Agreement
- *Employment Standards Act*
- *Workers Compensation Act*
- Occupational Health and Safety (OHS) Regulation

DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Human Resources, with support from an HR and Safety Coordinator and a term position of Junior HR Specialist.

KEY INDICATORS

In 2025, Human Resources strengthened service delivery across the organization, with a focus on compliance, safety culture, workforce sustainability, employee and labour relations, and training and development.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Recruitment & Selection	Job postings	15	25	27	26	26
Training & Development	Sessions scheduled	NEW	5	13	18	12
	Registrations	NEW	152	265	301	239
WorkSafeBC files	TimeLoss/ Healthcare/ Report Only	5	16	10	17	14
Investigations		4	12	7	7	8
RTW Disability Management	WSBC compensable injuries	NEW	NEW	2	2	2
	Non-compensable injuries	NEW	NEW	2	0	2

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Strengthened HR service delivery to enhance employee and labour relations.
- Advanced Health and Safety Program improvements to promote compliance and continuous improvement.
- Participated in the BC Municipal Association's Safety Initiative to further build the Town's safety culture.
- Assisted departments with recruitment activities to address staffing needs.
- Led strategic preparation for upcoming CUPE Collective Bargaining.
- Implemented an updated Respectful Workplace Policy and delivered training to all staff.

CHALLENGES

- Maintaining service continuity as long-serving employees transition out of the organization.
- A maturing workforce, with 49% of employees eligible for retirement by 2028 (based on a staff complement of 70).
- Responding to growing service demands within existing staffing capacity.
- Attracting and retaining skilled employees in a competitive labour market.
- Workplace injuries continuing to influence WorkSafeBC costs and premium rates.
- CUPE Collective Bargaining preparation requiring focused departmental attention, limiting capacity to advance other priorities.

PLANS FOR 2026

- Lead CUPE Collective Bargaining negotiations.
- Support recruitment and retention to maintain a stable workforce and reliable service delivery.
- Continue building the Town's safety culture, with attention to injury prevention and return-to-work practices.
- Advance succession planning and leadership development.
- Promote employee engagement and well-being to strengthen retention and performance.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continue strengthening the Town's safety culture, including ongoing improvement of return-to-work practices.
- Enhance the Town's ability to attract and retain employees through a positive, engaged workplace culture.
- Advance succession planning and targeted learning initiatives to support current capacity and future workforce needs.

* Subject to change based on future Council decision making.

FINANCIAL SERVICES

The Finance team is responsible for the overall management of the financial affairs of the Municipality and provides accounting and audit services for over $49 million in annual expenses and revenues including the following:

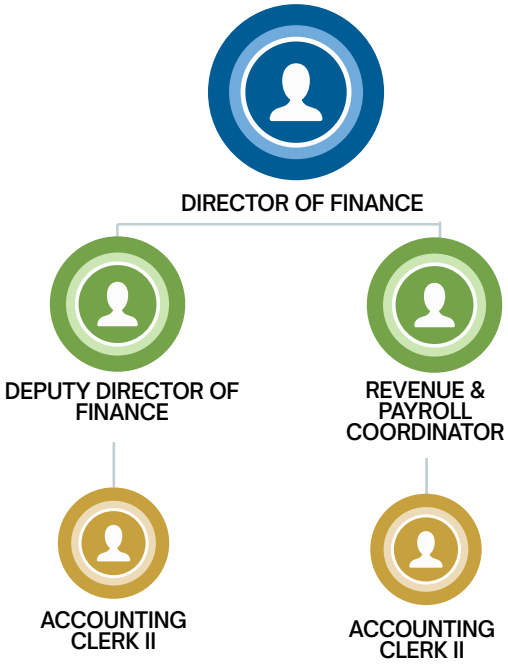
- Coordinating the annual financial planning (Budget) and long-term financial planning processes
- Supporting departments with financial analysis and strategic advice
- Processing accounts payable and receivable for over 4,500 invoices annually
- Processing bi-weekly payroll for over 77 full time equivalent staff members and 25-30 Paid-on-Call Firefighters
- Maintaining benefits records for staff
- Purchasing and procurement
- Administrating Permissive Tax Exemptions
- Investment management
- Developing financial policy
- Preparing financial statements which are audited by an independent auditing firm
- Adherence to new and existing standards for financial reporting
- Processing revenue including property taxes, utility billing, dog tags and business licences
- Producing 5,100 tax notices annually
- Producing over 9,500 utility bills twice annually, mailed out to residents in May and October
- Managing pre-authorized property tax installments
- Invoicing miscellaneous accounts receivable

KEY POLICIES AND PLANS

- Purchasing Policy
- Social Procurement
- Tangible Capital Asset Policy and Municipal Asset Management Policy
- Asset Management Strategy
- Disposal of Municipal Assets

DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Finance and is comprised of a Deputy Director of Finance, Revenue and Payroll Coordinator, Accounts Payable Clerk, and Payroll Clerk.



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KEY INDICATORS

In 2025, finance activity levels remained consistent with previous years.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Property Taxation	Collections (Million)	22.6	23.7	24.6	26.9	28.2
	Tax Notices Issued	4,947	4,955	4,986	5,204	5,220
	Property Tax Deferments	680	685	681	687	690
Payroll	Paystubs Issued	1,915	1,930	1,994	2,160	2,175
Utility Billing	Bills Issued	9,613	9,650	9,679	9,726	9,740
Accounts Payable/Receivable	Invoices Processed	4,400	4,500	4,800	4,500	4,700

Service Plan		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Payroll	Processed on time	Achieved	Achieved	100%	100%	100%
Tax Notices	Mailed on time	Achieved	Achieved	100%	100%	100%
Utility Bills	Processed on Time	Achieved	Achieved	100%	100%	100%
Five Year Financial Plan	Prepared on Time	Achieved	Achieved	On Time	On Time	On Time
	GFOA Standard achieved	New	In progress	Achieved	Achieved	Achieved
Financial Statements	Prepared on time	Achieved	Achieved	On Time	On Time	On Time
	Unqualified Audit Report	Achieved	Achieved	Achieved	Achieved	Achieved

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Earned the Government of Financial Officers Association Distinguished Budget presentation award for the 2025-2029 Financial Plan.
- Continued improvements in financial reporting through robust quarterly reporting.
- Supported funding and financial analysis and communication with private donor for Eaglecrest Golf Course acquisition.
- Implementation and advancement of the Asset Replacement Financing Strategy with in-house improvements in asset data.
- Implementation of direct deposit for Accounts Payable – approximately 50% of suppliers are now being paid by direct deposit in comparison to manual cheques.
- Co-ordinated and supported key deliverables for the 2026 Strategic Planning process.
- Prepared reporting for grant claims and assisted in grant application submissions.
- Prepared the Consolidated Financial Statements in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board and the Chartered Professional Accountants of Canada.
- Roll out of 'MyTown' online account for utilities – enabled delivery of utility notices to all property owners during unexpected strike job action at Canada Post.
- Facilitated the set-up of financial systems and supported financial analysis and billing processes for the Qualicum Commons property lease.
- Monitored US tariffs and US purchasing procurement for potential impact on operations.
- Drafted an updated Procurement Policy that is to be presented for Council consideration in 2026.
- Updated Water & Sewer Utility Rates and Parcel Tax Bylaws.

CHALLENGES

- Limited human resource capacity to support the enhanced levels of service introduced by the Finance Department beginning in 2023 continues into 2026. In 2025, this resulted in staff working beyond reasonably expected hours to deliver approved workplan projects. The Finance team has undergone restructuring and realignment of responsibilities to address these pressures within existing resources; however, additional staffing resources may need to be considered by Council in a future year to sustain these enhanced service levels over the longer term.

PLANS FOR 2026

- Update the Procurement Policy and purchasing approach.
- Review Town Staff Benefits Program in partnership with the Human Resources Department.
- Review and update the Finance Department policies where required.
- Automate the online bank payment upload process for payments made at financial institutions.
- Implementation of the Asset Management Financing Strategy and improvement to the Geographic Information System (GIS) asset dataset information.
- Succession planning for the Finance Department.
- Transition property tax notice and payment information to the 'MyTown' online portal.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Improvements to connect the annual Budget process to service levels with enhanced transparency.
- Implement the Asset Management Strategy by developing a long-term Financial Plan for asset replacement.
- Continue to improve purchasing and procurement approaches.
- Prepare a long-term Capital Plan.
- Process improvements that include: online payments, electronic billing, self-serve capability, and automation of processes.
- Conduct a comprehensive review of the Town's Enterprise Resource Planning system to assess whether it continues to meet the operational, reporting and strategic needs of the Town.

* Subject to change based on future Council decision making.

INFORMATION TECHNOLOGY

The Information Technology (IT) team functions as the technological backbone of the Town, dedicated to maintaining secure and efficient networks, IT infrastructure, and information systems. The team is responsible for overseeing information and database management systems, as well as developing and implementing innovative and cost-effective technology solutions. It enhances data analytics through the creation of accurate dashboards and supports both office and field solutions such as asset management, work order and public inquiry systems. The IT team also facilitates system integration, migration and advances automation to optimize operational efficiency. In addition, the team administers a comprehensive Geographic Information System (GIS), manages enterprise geo-databases, and maintains asset management records and all municipal maps, while designing and deploying GIS-powered web and mobile applications.

SERVICES ARE PROVIDED IN SIX AREAS:

1. **Cybersecurity** – Key infrastructure architecture is protected and continuously monitored 24/7 by multi-layer hardware, software and a security operations centre. Staff are regularly trained to identify and mitigate threats through cybersecurity awareness and cyber-attack simulations.
2. **IT Infrastructure** – Modern infrastructure architecture and network services are deployed to ensure high performance resiliency and reliability.
3. **Enterprise Information Systems** – Configuration and integration support is provided for enterprise information systems such as MAIS, Microsoft 365 and ArcGIS Enterprise.
4. **Data Maintenance** – Business needs are regularly assessed, and new structures are designed to ensure data accuracy and consistency of municipal asset management, cadastral and other datasets.
5. **Business Development** – Web and mobile applications are developed and supported. Processes are optimized and automated and data is regularly analyzed and developed into dashboards, maps, and reports.
6. **Digital Engagement/Communication** – Technology provides online engagement and communication, such as the Public Inquiry Form, and Development Tracker.

KEY POLICIES AND PLANS

- Video Surveillance of Town-owned Buildings (CCTV)
- Acceptable Use for Information Technology Systems
- Wireless Communication Devices

DEPARTMENT STAFF AND STRUCTURE

The Department is supervised by the Director of Finance and led by the Manager of IT and GIS, and is comprised of two Information Systems Analysts. An external local IT Management Service Provider is contracted to optimize cybersecurity, disaster recovery, servers, network, and 50-60% of IT help-desk related tasks.

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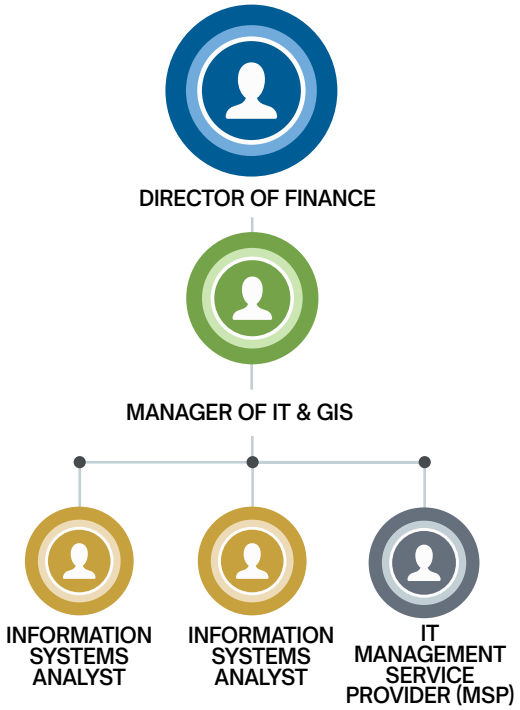


KEY INDICATORS

Technology continues to rapidly grow in use, complexity, and importance in all aspects of operations.

New IT solutions have been evaluated and adopted, cybersecurity and network improvements made, and projects related to information systems migration/ automation/integration has been digitally implemented to transform the organization into a more efficient and agile workplace.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Staff Complement	IT Department FTE	3	3	3	3.5	3.5
Helpdesk	Helpdesk requests Total	1440	1921	1749	1526	1610
	Supported by Town IT	669	1020	908	757	800
	Supported by RBS MSP	771	901	841	769	810
Software Supported	Business Applications/ Platforms/Dashboards	71	115	178	210	250
Hardware Supported	Servers	15	16	16	16	15
	Virtual Desktops	4	6	6	6	6
	Computers/Laptops/Tablets	157	140	150	160	165
	Printers	31	32	32	34	38
	Mobile Data Plan Enabled Devices	78	77	85	90	95
	Landline Phones	70	70	85	85	85
	CCTV Cameras	28	28	33	41	50
Network Equipment Supported	Firewalls	2	2	2	4	4
	Switches	31	31	31	33	33
	Routers	14	15	17	21	23
	Wireless Access Points	23	24	24	25	26
	Fibre Optics Cable	7.1km	7.1km	7.1km	7.1 km	7.1 km

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Server Data Storage Capacity	x Terabytes	38.5	38.5	51.46	51.46	100
Email	Mailboxes Supported	139	158	175	215	230
GIS	Datasets Supported	150	270	330	350	375
Network Connected	99.9% Uptime	Achieved	100%	100%	100%	100%
Internet Connected	99.9% Uptime	Achieved	100%	100%	100%	100%
Data Backups Completed	Weekly	52	52	52	52	52
Core applications up to date	Updates completed on time	95%	95%	95%	95%	95%

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Received back-to-back MISA BC Spirit of Innovation Awards (2024 & 2025), recognizing the AI-powered Semantic Search proof-of-concept (developed to build buy-in for website-wide page and document search) and the Legacy Service Card Data Extraction and Automation, which saved substantial manual data entry time.
- Honoured with the Award of Excellence at the GeoConnect 2025 Conference, recognizing the success of the Public Inquiry System, Development Tracker, and Tree Removal Permit Application.
- The NG9-1-1 Transition Project RFP was awarded and the project commenced in August 2025 to ensure address and road data compliance with NG9-1-1 standards. Completion is targeted for Q2 2026.
- The Public Inquiry Form was enhanced with additional AI-driven automation, reducing clicks and redundant data entry, particularly for application-related submissions.
- CCTV systems at Town Hall, remote water sites, and the Public Works Yard were replaced and expanded, improving surveillance coverage, quality, and automation.
- Prototypes leveraging generative AI were developed, including a semantic (natural language) search tool for the Town's public document library and an automated solution for extracting service card information to achieve full digitalization in near future (award winning).
- A new Information Systems Analyst (GIS) and a GIS Practicum were successfully on-boarded, accelerating backlog and advancing GIS initiatives.
- Robust redundancy was implemented for Town and water system networks, including cellular and alternative internet backups, to enhance network resilience.
- Multi-Factor Authentication (MFA) and Two-Factor Authentication (2FA) were rolled out for all Microsoft 365 users to strengthen account security.
- ArcGIS Enterprise was upgraded to version 11.5, improving performance, licensing, security, and workflow integration.
- A Commercial Vehicle Inspection Program was designed and developed using GIS and automation tools to streamline reporting.
- A Road Sightline Inspection solution was developed to support intersection safety assessments.
- The Fire Dispatch Map Book was completed to support emergency response and training.
- Town data was integrated with Esri Canada's Community Maps, enabling faster, cost-free GIS tiling services for all Town GIS applications.
- Surveyed storm drainage assets were entered into the enterprise geo-database with support from Town's excellent GIS staff and a practicum student.

CHALLENGES

- Increasing demand for innovative, automated IT and GIS solutions across departments highlights opportunities for improved efficiency and value. At the same time, limited resources constrain the Town's ability to respond in a timely manner.

PLANS FOR 2026

Information Technology (IT)

- Upgrade primary and backup servers, which are approaching end-of-support, to ensure continued performance, security, and reliability.
- Microsoft 365 compliance and digital records security will be further strengthened, with a focus on mobile device management and data protection.
- Existing dashboards will be optimized, and new ones developed to support data-driven decision-making and improve business management.
- AI and automation-driven solutions will be gradually introduced to enhance operational efficiency and streamline workflows.
- End-of-support network equipment and IT devices will be replaced to maintain current, licensed, and supported technology across the organization.
- Continue delivering training and support across departments to strengthen technology adoption and improve digital literacy.
- Network and server redundancy will be further enhanced to ensure business continuity and resilience.

Geographic Information Systems (GIS)

- New public mapping and GIS applications will be developed using enterprise GIS solutions, retiring legacy open-source platforms.
- Additional GIS dashboards, automations, and field applications will be created to strengthen asset management and data-driven decision-making.
- Processes for asset data entry and maintenance will be optimized, focusing on how to more effectively convert record drawings and GPS survey data into the Town's GIS database.
- Existing GIS-powered applications will be enhanced based on staff and public feedback to improve usability and functionality.
- Complete the transition to NG9-1-1 (with UBCM grant) by aligning address and road data with NG9-1-1 standards.

LOOKING AHEAD: 2027-2030 KEY PROJECT AND INITIATIVES*

Information Technology (IT)*

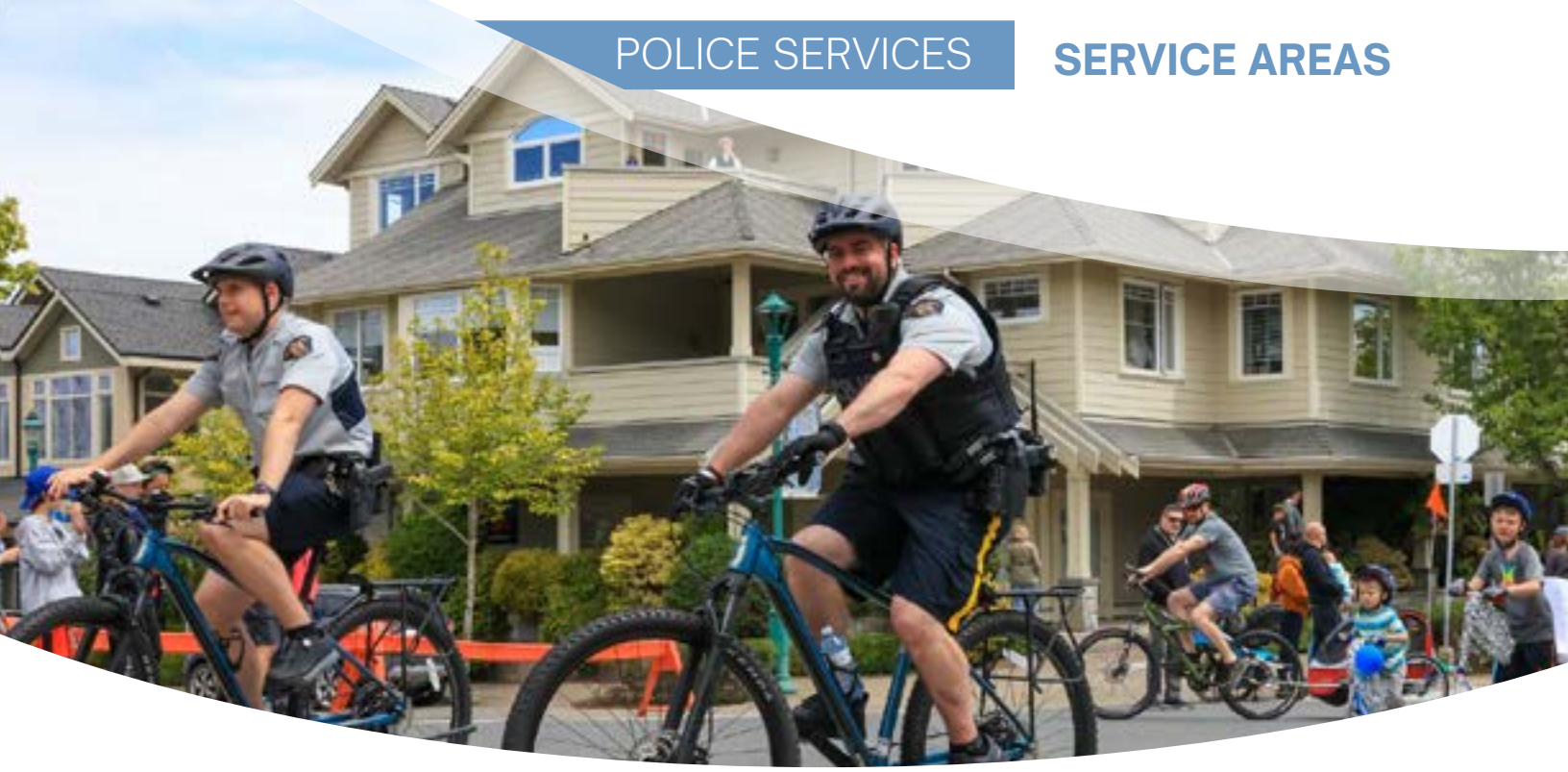
- Maintain a rolling replacement and enhancement program for servers, network equipment, hardware, and software to sustain reliability, performance, and supportability across operations.
- Improve communication technologies to strengthen redundancy and better support administrative, operational, and public inquiry processes.
- Enhance network security and redundancy across all facilities to ensure robust, resilient connectivity.
- Expand the use of automation and AI to optimize municipal operations and streamline daily processes.
- Progress records management initiatives through automation, governance, analytics, security, and compliance.

* Subject to change based on future Council decision making.

Geographic Information Systems (GIS)*

- Develop additional GIS powered dashboards, automations, maps, and applications to strengthen transparency, data driven decision making, public engagement, and asset management.
- Collaborate with the Infrastructure Services Department to complete storm drainage system data collection.
- Automate BC ONE CALL workflows and digitize missing underground utilities, and property service connections and service lines to accelerate turnaround and accuracy.
- Implement an Open Data portal to broaden public access to authoritative municipal datasets.

* Subject to change based on future Council decision making.



POLICE SERVICES

Police services are provided by the Oceanside detachment of the Royal Canadian Mounted Police (RCMP), offering service within the City of Parksville, the Town of Qualicum Beach and the surrounding provincial region.

The detachment is a fully equipped modern police station with front counter staff available Monday to Friday, from 8:30 am to 4:30 pm.

Emergency 911 calls and dispatching services are provided off-site by the North Island Operational Communications Centre.

DEPARTMENT STAFF AND STRUCTURE

The Detachment has 39 regular members supported by six public service employees, and five municipal employees. It has two victim services case workers, one Restorative Justice Coordinator and six guards/matrons. The Detachment Commander is a Staff Sergeant.

In addition to providing 24-hour frontline policing to approximate 50,000 residents in the area, the Detachment has a General Investigation Unit, Municipal Traffic Unit, Domestic Violence Officer and a School Liaison.

The Detachment has partnerships with several local organizations including Oceanside Community Safety, Arrowsmith Community Justice Society (Restorative Justice), Emergency Management Oceanside, and Arrowsmith Search and Rescue.

FRONTLINE POLICING

Frontline Policing is divided into four watches, each with a Corporal in charge, who responds to the majority of the approximately 14,000 annual calls for service, traffic enforcement, bylaw and proactive policing initiatives. Most complex or sensitive investigations are handled by a four-member General Investigation Unit (GIU).

The GIU, along with a Domestic Violence Coordinator, School Liaison Officer, and Municipal Traffic Officer are tasked with community-based projects which provide a broad mandate of services. Services provided include project-based investigations; school liaison; traffic enforcement; community engagement; and a variety of youth-based initiatives, such as anti-bullying and social media awareness. They investigate matters that are the subject of repeated calls for service, prolific offenders, ongoing offences, or issues that can be addressed through education and crime prevention techniques. They are also responsible for implementing initiatives to reduce drug trafficking and property crimes.

COMMUNITY POLICING

Community Policing initiatives are volunteer-based and provide several crime prevention programs (Speed Watch, Block Watch, Fraud Awareness, Keeping in Touch Program and Lock-out Auto Crime) led by the Oceanside Community Safety Volunteers (OCSV). The OCSV has had up to 120 community policing volunteers who help to support and promote these initiatives.

2025 OCEANSIDE RCMP SUCCESSES

- Continued participation at many of the special events held in the Oceanside area through the busy summer months.
- Replacement of end-of-service police vehicles continue within funding allocations.
- Continued engagement and collaborations with community and provincial partners.
- Continued transparency and accountability with a new monthly check-in report to all Oceanside communities.
- Increased training for members with Arrowsmith Search and Rescue.
- Completed the transitions from Public Sector Employees to Municipal Employees for some key positions, only one position remains.
- Completed transformation of the administrative positions to better suit the needs of both the front-line members and the public.

CHALLENGES

- Addressing increased demands from Provincial Crown Counsel dealing with new disclosure processes, new computer systems, and naming conventions.
- Implementing a disclosure policy for body-worn-cameras, and addressing increased demands on municipal staff to supply and redact disclosure requests.
- Updating necessary equipment and computer systems to replace outdated and retiring systems such as Tazer 7 which are now in service with body-worn-cameras by the end of 2026.
- Addressing the shortage of space in the current building and the parking lot which currently does not support the staffing levels with the addition of British Columbia Highway Patrol (BCHP).
- Substantial increase in mental health calls and the associated risks to the public and officers.
- RCMP vehicle updates including the use of a grant that has allowed us to obtain a second Automated Licence Plate Reader (ALPR), now in service.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- RCMP building repairs and upgrades, with security clearance processes and escort arrangement costs to be factored into overall project scope. Escorts and security clearances are the responsibility of the RCMP Detachment but are expected to be provided by maintenance partners.
- Updated training plans and program outlines to support new RCMP enhanced systems. These include electronic disclosure changes to Provincial Crown Counsel, enhanced search and rescue training and a transition to ledger-based disclosure.
- Expanded parking lot to accommodate the addition of BC Highway Patrol (BCHP) to the building, requiring a Temporary Use Permit. Work to be completed in 2026.
- Continued correspondence with both the Province and the Regional District of Nanaimo regarding an increase in Provincial resources over the next three years to meet the needs of our growing rural population. These efforts, if successful will ensure there is no reduction in our current service delivery to any or our municipalities.
- Continued transition from Public Service Employees to Municipal Employees through attrition, now down to a single position remaining.

* Subject to change based on future Council decision making.

FIRE RESCUE

Qualicum Beach Fire Rescue provides prevention, suppression, medical, and rescue services to the Town of Qualicum Beach and over 1,600 residents of Electoral Area G. The 33.5 km2 area that the Department protects includes a freeway with interchange, care facilities, schools, multi-family buildings, wildland interface, and single-family homes.

FIRE PREVENTION

Fire Prevention includes public education, fire inspection, development permit and building plan review, public events, community outreach, fire investigation, pre-fire planning, and FireSmart initiatives.

FIRE SUPPRESSION

The Department responds to a wide range of fire suppression incidents which include structure, vehicle, brush, and wildland fires.

Each year there are large or complex incidents that require more resources than an individual fire department can provide. Qualicum Beach is a member of an automatic and mutual-aid agreement which provides additional apparatus and firefighters to any incident in District 69 if needed. The automatic aid agreement made acquiring a District 69 Superior Tender Shuttle rating possible, which includes significant insurance savings for many property owners.

MEDICAL CARE

The “First Responder” program is part of the pre-hospital medical care system in the Province of British Columbia. The Department responds to those calls of a serious nature in which critical lifesaving intervention is required or if requested from a BC Emergency Health Services (BCEHS) Ambulance crew on scene.

RESCUE SERVICES

Rescue Services account for the greatest number of calls and include: vehicle rescue; confined space rescue; structural collapse; rope rescue; elevator rescue, hazardous materials incidents; weather events; hydro and natural gas emergencies; and general public assistance.

KEY POLICIES AND PLANS

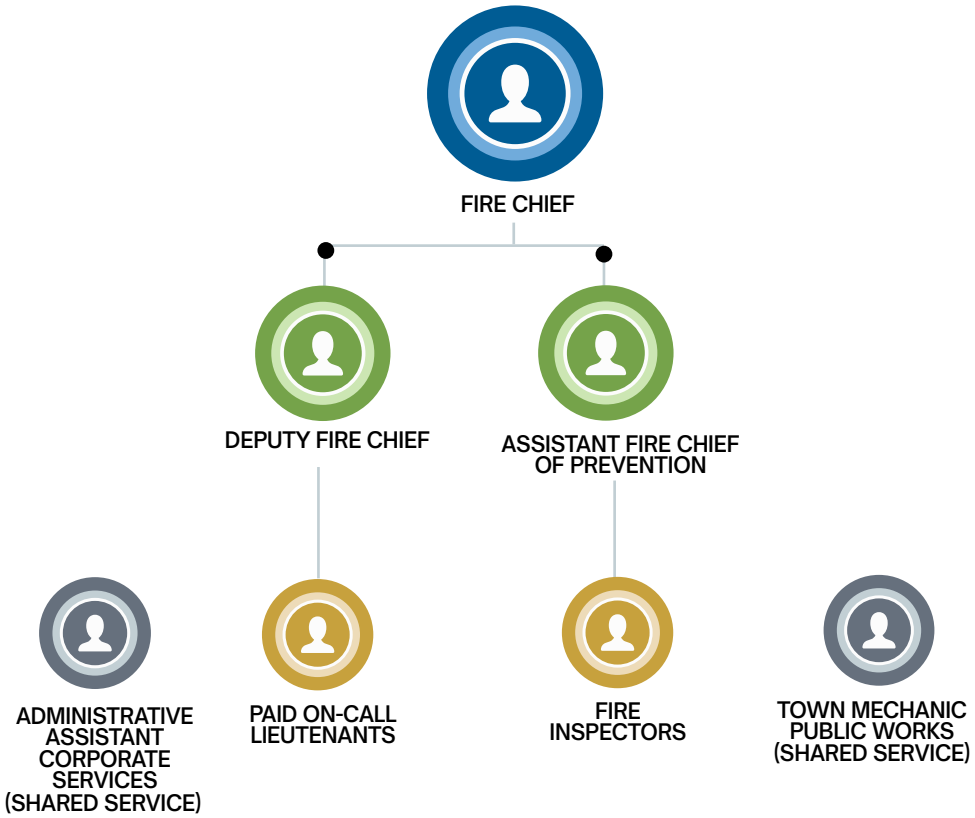
- WorkSafeBC Regulation Part 31
- British Columbia Structure Firefighter Minimum Training Standards
- *Fire Services Act*
- British Columbia Fire Code

DEPARTMENT STAFF AND STRUCTURE

The Department is comprised of a Fire Chief, Deputy Fire Chief, and an Assistant Fire Chief of Prevention. The team also includes Fire Inspectors, a part-time Administrative Assistant shared with Corporate Services, and a roster of 30 Paid-on-Call Firefighters who provide essential emergency response services.

In addition, a Town mechanic, certified as an Emergency Vehicle Technician (EVT) who reports to the Operations Department, supports the Department and is responsible for the inspection, maintenance and repair of all emergency vehicles, ensuring their readiness and compliance with safety standards.

The Assistant Fire Chief of Prevention is also the FireSmart and Wildfire Resiliency Coordinator, focusing on community education, wildfire risk reduction, and prevention initiatives. This role will also provide support to Fire Operations, enhancing the Department's overall capacity for emergency response and preparedness.



The chart includes all Department resources, both employees and contracted staff. Some are shared across departments, so positions may differ from the Employee Team Organization Chart on page 12, which lists only Town-assigned employees.

KEY INDICATORS

In 2025, Qualicum Beach Fire Rescue responded to 381 incidents, and call volumes for 2026 are forecast to increase by 8% over 2025. The number of public education sessions and public events is expected to be consistent in 2026, with a focus on community outreach and FireSmart activities. In 2026 Paid-on-Call Firefighter recruitment is expected to bring in six new members, which is consistent with 2025.

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Staff Complement Including Admin Support	3.9	4.4	4.4	5.4	5.4
Paid on Call Firefighters	29	31	32	32	32
Fire Prevention Inspections	436	388	397	401	400
Public Education Sessions	5	9	10	10	10
Public Events	47	31	40	58	60
Department Personnel Training Hours	4927	6097	6, 121	5086	6000
Mutual / Automatic Aid Responses	24	14	17	31	30
FireSmart Assessments	-	-	6	26	30

Emergency Response Indicator Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Aircraft Related Emergencies	1	0	1	2	1
Alarms	72	77	93	85	90
Beach/Bush/Misc Outside	32	46	42	61	65
Hazardous Material	2	2	1	1	2
Medical First Responder	53	70	59	66	75
Motor Vehicle Incident	51	58	52	61	65
Natural Gas/Propane Incident	7	2	2	5	5
Other	36	13	39	29	35
Public Assistance	19	23	31	36	45
Rescue	5	3	2	2	2
Structure Fire	16	11	10	24	20
Structure Smoke	5	5	8	9	5
Total	299	310	340	381	410

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Trained 2025 recruit class to “exterior operations level”.
- Graduated 2024 recruit class to “interior operations level” and National Fire Protection Association (NFPA) 1001 Professional Fire Fighter certification.
- Reviewed new Province of British Columbia *Fire Safety Act* to ensure compliance.
- Increased FireSmart outreach at public events and through FireSmart Assessments.
- Worked with the Operations Department to complete wildfire mitigation work along community trails.
- Increased community outreach and recruitment with regular attendance at weekly markets and public events.
- Built a succession and professional development plan for staff and Paid-on-Call Firefighters.
- Delivered a Youth Fire Camp to 16 high school students, which provided fire and life safety education and highlighted emergency services career and volunteer opportunities.
- Created an online FireSmart page for resources and public engagement.
- Completed the review and revision of the Safety and Operations section of the Department’s Operational Guidelines and Policies.

CHALLENGES

- Recruiting and retaining Paid-on-Call Firefighters.
- Balancing fire service duties and work-life responsibilities for Paid-on-Call Firefighters.
- Retention of current skills and demand for new skills for Paid-on-Call Firefighters.

PLANS FOR 2026

- Complete the review and revision of the Operations and Training section of the Department’s Operational Guidelines and Policies.
- Complete procurement for a New Tender Apparatus to maintain Superior Tender Shuttle Rating.
- Certify members to NFPA 1002 Emergency Vehicle Operator level.
- Certify members to the National Fire Protection Association (NFPA) 1006 Confined Space Rescue Technician level.
- Research options for Self-Contained Breathing Apparatus replacement scheduled for 2027.
- Continue with FireSmart outreach at public events and through FireSmart Assessments.
- Continue outreach and recruitment with regular attendance at weekly markets and public events.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Replace Self Contained Breathing Apparatus that has reached the end of its serviceable life.
- Review staffing to ensure it supports the Paid-on-Call fire service model and community, along with the type and number of emergency incidents.
- Certify members to the National Fire Protection Association (NFPA) 1006 Rope and Confined Space Rescue Technician level.
- Certify members to NFPA 1002 Emergency Vehicle Operator level.
- Assess current recruitment initiatives to ensure retention is maintained and increased.

* Subject to change based on future Council decision making.

PLANNING, COMMUNITY DEVELOPMENT, AND EMERGENCY SERVICES

The Planning and Community Development team provides a wide array of services in the areas of community planning, development application reviews, economic development, subdivisions, zoning, building permits, building inspections, and emergency planning. In addition to managing building permits and development approvals, the Planning team advises Council on sustainability initiatives, growth management, economic development and bylaw development. The Planning team also administers business licencing, sign permits, municipal addressing, and other complementary services.

Advancing sustainability initiatives and preserving a high quality of life for the Town's residents are core goals of the Planning and Community Development team. The team is tasked with planning for the future, preparing for the unknown, and working with Town bylaws to protect community health, safety and the environment.

Planning advises Council on the future of the community and how to develop plans, bylaws and policies that change to advance long-term sustainability goals.

The Building Inspection Department works with builders to ensure that buildings are constructed in accordance with the BC Building Code and best practices.

Bylaw Compliance works with the community to achieve compliance with municipal bylaws, prioritizing health, safety and environmental protection. The goal is to obtain voluntary compliance with municipal bylaws and policies to support a safe and livable environment for all Town residents.

Emergency Planning helps the Town, residents and businesses plan and prepare for known and unknown hazards through its partnership with Emergency Management Oceanside.

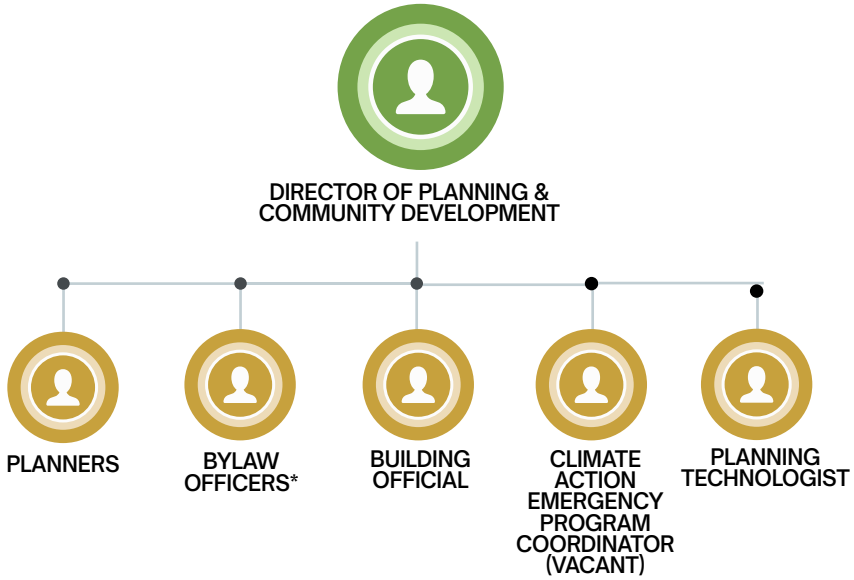
PLANNING, COMMUNITY DEVELOPMENT AND EMERGENCY PLANNING

KEY POLICIES AND PLANS

- Official Community Plan / Sustainability Plan
- Waterfront Master Plan
- Community Climate Change Adaptation Plan
- Urban Forest Master Plan
- Zoning Bylaw, Sign Bylaw, Building Bylaw
- Pesticide Use, Noxious Weeds and Grasses Bylaws
- Traffic Bylaw
- Development Cost Charges Bylaw
- Animal Control Bylaw
- Business Licensing and Regulation, Mobile Vending, Sidewalk Café and Regulation Bylaws, Municipal Ticketing Information, Noise Control, Unsightly Premises, Public Nuisances and Disturbances on a Highway or Public Place
- Emergency Program Bylaw
- Smoking Regulation Bylaw
- Youth and Young Families Retention and Attraction Strategy
- Tree Protection Bylaw

DEPARTMENT STAFF AND STRUCTURE

The Department is comprised of a Director of Planning and Community Development with support from two Planners, two Bylaw Officers, a Building Official, a Climate Action/Emergency Program Coordinator, and a Planning Technologist. The Climate Action/Emergency Program Coordinator position is currently vacant.



The chart includes all Department resources, both employees and contracted staff. Some are shared across departments, so positions may differ from the Employee Team Organization Chart on page 12, which lists only Town-assigned employees.

* 1 permanent full-time position, and 1 two-year term position.

PLANNING SERVICES

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Employees	2	3	4	4	4
OCP Amendment Process Completed	1	0	1	1	0
Zoning Amendment Process Completed	4	2	1	4	2
Development Permit	3	4	2	4	4
Development Variance Permit	4	8	5	5	3
Subdivision Approvals	5	3	3	2	5
Temporary Use Permits	2	1	0	2	0
Board of Variance Decision	4	2	1	2	2
Council Memos (Open)	60	59	70	52	52
Council Open Motions Completed	80	89	80	114	80

BUILDING SERVICES

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Employees		1	1	1	1	1
Residential Permits	New SFD Units	23	17	11	19	20
	Suite or Garden Suites	11	15	13	12	10
	Multi Residential Units	0	68	5	4	8
	Net New Units	34	100	29	35	31
	Renovation/Addition $$	4,904,000	7,288,360	6,862,000	7,954,000	6,000,000
	SFD Value	15,488,000	14,685,000	8,124,000	17,867,000	16,000,000
	Multi Residential $$	18,000,000	20,714,572	1,650,000	913,000	1,000,000
Commercial	Dollars	1,832,000	3,409,000	1,723,000	9,234,000	3,000,000
Institutional	Dollars	3,500,000	0	262,000	5,895,000	6,000,000
Industrial	Dollars	475,000	0	0	3,300,000	500,000
Recreational	Dollars	0	0	31,000	0	50,000
Total Construction	Dollars	44,199,000	46,096,932	18,652,000	45,194,000	32,500,000
Total Permit Revenue	Dollars	178,346	338,115	132,939	269,283	180,000

BYLAW COMPLIANCE

Spring and summer continues to be busy for bylaw compliance in 2025, conducting beach patrols to educate the public regarding on-leash regulations as well as monitoring and cleanup of sites used by individuals experiencing homelessness.

Individuals living in vehicles remains heightened as indicated in previous years, which resulted in more complaints and need for monitoring. Parking infractions have also been a major challenge in 2025.

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Requests for Service (Complaints)	599	768	1004	935	960
Courtesy Notices Issues	57	136	150	118	130
Municipal Ticket Information Infraction Tickets	81	37	17	16	14
Patrols	1,936	2,664	2,855	2,918	2,865

CLIMATE ACTION

The Community Climate Change Adaptation Plan outlines objectives for community action that come under the guidance of the Climate Action/ Emergency Program Coordinator. These objectives are outlined below.

- Integrate climate change thinking into future planning.
- Improve public health, safety and preparedness for climate-related events.
- Effectively manage and support a healthy urban forest.
- Continue long-term planning for sea level rise in alignment with the Waterfront Master Plan.
- Improve coordinated watershed management and planning, and increase water conservation practices and policies.
- Promote and expand use of Low Impact Development (LID) and Nature-based Solutions (NBS) for building.
- Work with community groups to manage invasive species.
- Pro-actively mitigate wild and urban interface fire risk.

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Climate Action Outreach (Persons engaged)	new	new	100	200	200
Municipal GHG Reduction in tCO2e (from 2023 baseline)	new	new	1.91	14.65	unavailable

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Official Community Plan Review Steering Committee fully engaged in Official Community Plan (OCP) review.
- Completion of the Quality of Life Survey with 1,315 responses.
- 31 in-person public events between April and June with 1,036 “participation instances”.
- Selection of Consultant for the Ways to Achieve Attainable Market Housing project, anticipated completion Q2 2026.
- Intensive community consultation to inform the Eaglecrest Acquisition and Re-visioning:
  - Small group discussions with nine community groups, including Eaglecrest residents
  - An online survey, receiving nearly 900 responses
  - Two Community Open Houses held on Sept. 29, 2025, with over 500 residents attending.
- Adoption of update to Official Community Plan Bylaw No. 900 in 2026 with a focus on housing policy, as a major milestone in the multi-year implementation of the provincial housing legislation.
- Skatepark construction completed.
- Execution of lease of Qualicum Commons from Qualicum School District 69 to stabilize existing tenants.
- Comprehensive energy audit of three primary Town-owned buildings completed to prepare for future capital funding requests (completion 2026).
- Continued refining the Town’s Development Tracker online information system.
- Hired a second bylaw enforcement officer (term contract) to provide coverage on Saturdays and to increase capacity during the week.
- Completion of Eaglecrest Purchase and associated OCP and Zoning Amendments.

PLANNING, COMMUNITY DEVELOPMENT AND EMERGENCY PLANNING

CHALLENGES

- Eaglecrest Purchase process and associated OCP and Zoning Amendments were the most comprehensive Planning projects in 2025 and not anticipated in the initial 2025 work-plan.
- Although permit applications are relatively low, the Tree Protection Bylaw continued to generate a high volume of inquiries and information requests.
- Staff vacancies and recruitment processes reduced Planning capacity, compounded by staff supporting other short-staffed departments.
- Provincial requirements for extreme weather response required multiple activations.

PLANS FOR 2026

- Continued implementation of Eaglecrest Acquisition and Re-visioning Project:
  - Neighbourhood planning
  - Land development and disposition
  - Golf Course reconfiguration
  - Parkland planning.
- Zoning – minor housekeeping amendment(s) as follow up to 2025 OCP Review.
- Completion of the Pathways to Sustainable Development grant project.
- Completion of the Ways to Achieve Attainable Market Housing Report.
- Continued implementation of the Saahtlam Park Detailed Park Plan.
- Review of Qualicum Commons Lease and Management.

PLANNING, COMMUNITY DEVELOPMENT AND EMERGENCY PLANNING

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continued implementation of the Saahtlam Park Detailed Park Plan.
- Continued exploration of options and implementation of the Bus Garage Conceptual Plan.
- Undertake a Seniors Activity Centre Expansion Needs Assessment.
- Undertake a Park Inventory Prioritization Plan.
- Undertake an Uptown Mobility Study - Phase 2.
- Undertake a robust Accessibility Plan “Whistler Village Style”.
- Undertake an Accessibility Action Plan.
- Improve accessibility to the foreshore.
- Community Climate Change Adaptation Plan update and implementation.
- Encourage residents to use fossil fuel-free power equipment.
- Implementation of a Climate Mitigation Actions Matrix.
- Review Form and Character Guidelines to advance climate change adaptation and mitigation.
- Update the Urban Forest Master Plan.
- Complete a Community Park Site Review (facilities and more).
- Complete an Accessory Dwelling Unit Design Template.
- Review a Short Term Rentals Regulatory Framework.
- Undertake Ravensbourne Affordable Housing Initiative - Phases 1 and 2. Complete a Wayfinding Signage Project - Phase 1.
- Update a Youth and Family Retention and Attraction Strategy.
- Develop a Parking Management Strategy.
- Other Effective (area based) Conservation Measures (OECM) Management Plan(s).
- Ongoing changes resulting from Bill 44: Housing Statutes (Residential Development) Amendment Act 2023 including:
  - Review of Servicing bylaws
  - Review of Development Cost Charges
  - Review of Community Amenity Contribution Policy
  - 2029 Housing Needs Assessment
  - 2030 OCP and Zoning Bylaw updates.

* Subject to change based on future Council decision making.

EMERGENCY PROGRAM

The Town of Qualicum Beach, in partnership with the City of Parksville through Emergency Management Oceanside (EMO), provides comprehensive emergency management services. Working with the Regional District of Nanaimo, the Emergency Program supports large-scale emergency and disaster response for Oceanside residents. This partnership ensures an efficient, cooperative approach to emergency preparedness, mitigation, response, and recovery, with 24/7 professional support. EMO staff also collaborate closely with the Ministry of Emergency Management and Climate Readiness to strengthen regional preparedness and response.

EMO manages two volunteer programs: Oceanside Emergency Support Services (OESS) and the Oceanside Emergency Communications Team (OECT). OESS volunteers assist displaced residents by providing food, clothing, housing, and emotional support for up to 72 hours and operate reception centres and group lodging during large-scale events, with seven reception centres across Oceanside. OECT volunteers provide critical communications during emergencies, supporting the Emergency Operations Centre and partner organizations.

EMO hosts outreach seminars to enhance community and organizational resilience, and conducts annual Emergency Operations Centre training to improve response capacity.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Projected	2026 Forecast
Staff		1	1	1	1 *	1**
Volunteers (ESS & ECT)		53	45	50	42	42
Emergency Info Packages distributed	Upon request	504	160	160	160	160
Educational Sessions (NEP)	Upon request	-	7	7	7	7
Public information at special events		-	15	15	15	15
Training Hours (volunteer & staff)		75 (staff)	3,251	3,251	3,000	3,000
EOC Exercises		New	1	2	2	2
Warming center responses		New	New	1	2	2
Cooling center responses		New	New	4	-	2
Fire Smart Assessments	Upon request	-	5	6	6	6

*Vacant 50% of 2025 **Currently Vacant

OPERATING BUDGET SUMMARY

Emergency Program Operating Budget	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change $	Change %	
Grants and Other	-	28,942	87,835	135,000	107,000	(28,000)	-21%	
Total Revenue	$ -	$ 28,942	$ 87,835	$ 135,000	$ 107,000	$ (28,000)	-21%	
Operating Expenses								
Emergency Program	78,284	194,028	96,511	154,300	160,700	6,400	4%	
One Time Operating Projects	-	28,942	87,835	135,000	107,000	(28,000)	-21%	1
Total Operating Expenses	$ 78,284	$ 222,970	$ 184,346	$ 289,300	$ 267,700	$ (21,600)	-7%	
Funding from General Revenues	$ 78,284	$ 194,028	$ 96,511	$ 154,300	$ 160,700	$ 6,400	4%	

1. EMR Procurement Indigenous Engagement Program $40,000 (fully grant funded); Emergency Operations Centres equipment and training grant carry forward of unspent 2025 funds $67,000 (fully grant funded)

MUNICIPAL OPERATIONS

The Municipal Operations team is responsible for the construction, replacement and maintenance of all municipal infrastructure.

TRANSPORTATION

The transportation system includes: 113 km of paved roads; 1 km of gravel surface roads; 9 km of sidewalks; over 3,700 signs; 581 municipal streetlights; and 554 BC Hydro streetlights.

DRAINAGE

The drainage system includes: 49.1 km of storm mains; 12.5 km of culverts; 1,600 catch basins; 915 maintenance-holes; 9.5 km of catch basin and service laterals; and 40 km of open ditches.

PARKS

The Parks system includes a significant inventory of over 280 hectares of green space and recreational forest areas including: the Seaside Nature Park; Community Parks (that contain six ball diamonds/soccer pitches/cricket pitches); Saahtlam Park, playgrounds at Community Park and Christleton Park; BMX Park; Skatepark; tennis courts; off-leash dog parks, and more.

BUILDINGS AND FACILITIES

The Town's facilities are comprised of 60 structures that support the critical functions of local government, municipal operations services and public safety. These facilities include: the Town Hall; Fire Hall; Civic Centre; Airport Terminal Building; Public Works Buildings and Yard; The Old School House (TOSH) Arts Centre; Parks Buildings and Yard; and more.

AIRPORT

Airport infrastructure includes: a runway that is 1,087 metres long and 23 metres wide, with six taxiways (1 private) and two aprons; 24-hour parking; an Airport terminal; a full-service restaurant; Oceanside Search and Rescue headquarters; hangar leases and the sale of Avgas and Jet A fuel.

SEWER

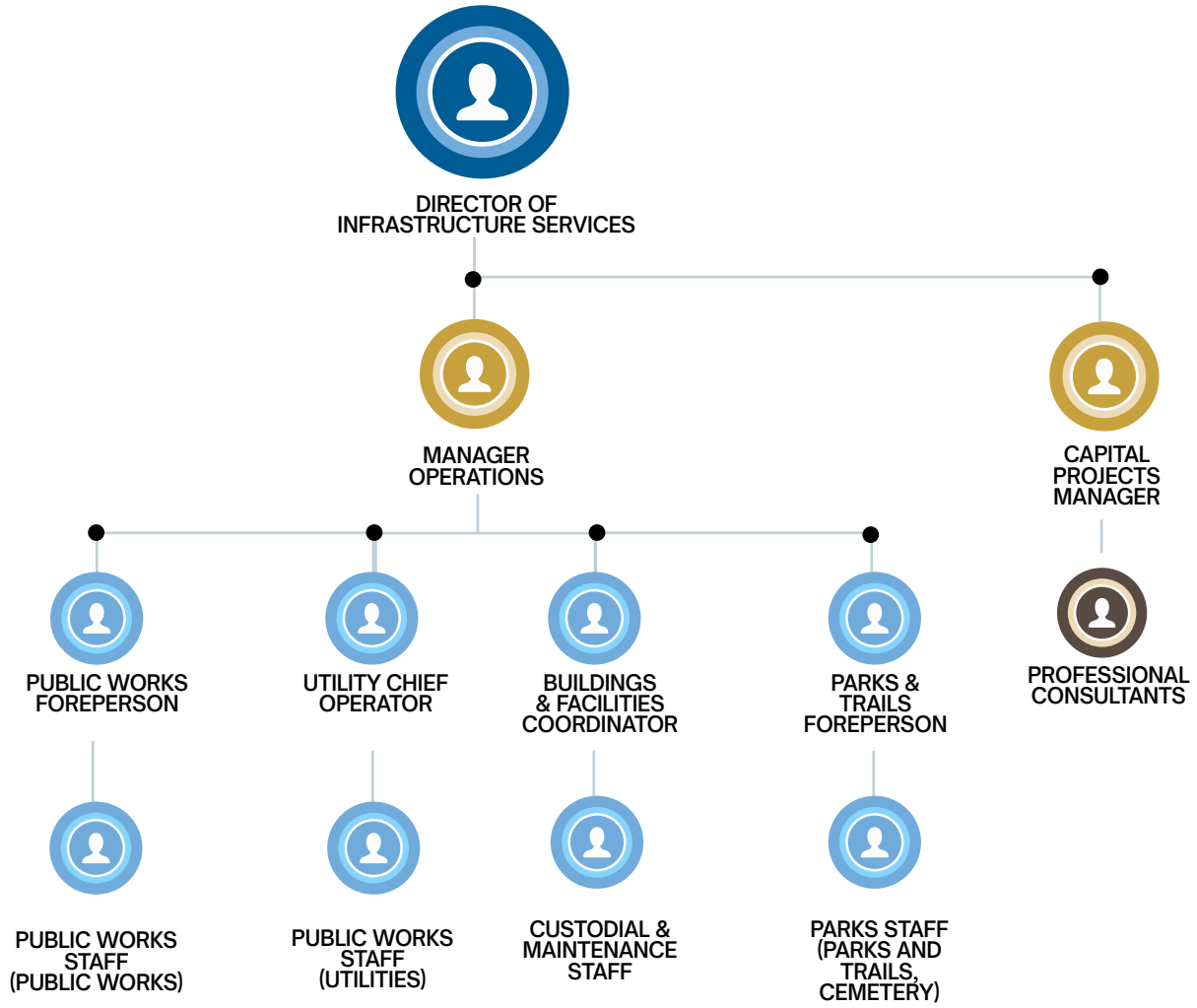
System infrastructure serves over 4,560 customers and includes: 83 km of sanitary mains; 0.4 km of sanitary force main; one lift station; and 1,284 maintenance-holes.

WATER

Water system infrastructure includes: nine groundwater wells; five reservoirs (Berwick (2), Village Way (1), Parks Yard (2); 113 km of watermains; and five booster stations (Berwick Road, Garrett Road, College Road, Hemsworth Road and Jones Street). More than 4,600 properties are metered and there are 456 fire hydrants.

OPERATIONS DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Infrastructure Services, with support from a team of dedicated employees. There is a Department total of 43.2 full-time employees which is supported by various third party professionals such as engineering consultants, archaeologists, planners and landscape architects.



The chart includes all Department resources, both employees and contracted staff. Some are shared across departments, so positions may differ from the Employee Team Organization Chart on page 12, which lists only Town-assigned employees.

KEY POLICIES AND PLANS

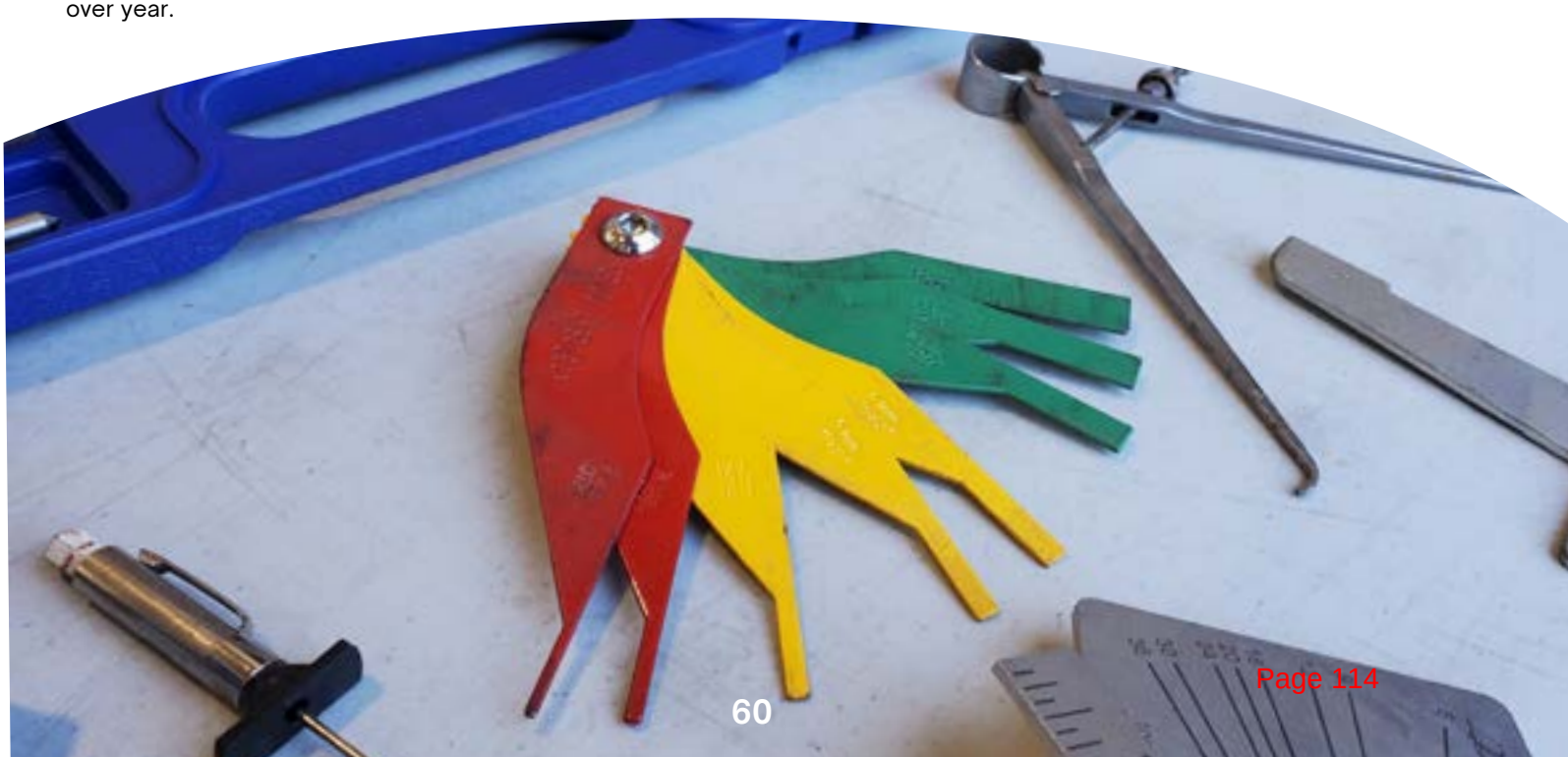
- Road Right-of-Way Opening
- Road Shoulders
- Snow and Ice Control
- Towing Contract
- Engine Idling
- Wood Chipping Program
- Sidewalk and Parking Lot Inspection, and Maintenance
- Hydrant Maintenance
- Tangible Capital Assets
- Municipal Asset Management
- Special Events
- Off-site and Adjacent Works and Services
- Development Cost Charges Application
- Engineering Standards and Specifications
- Master Municipal Construction Documents
- Erosion and Sediment Control
- Sewer Connection and Regulation Bylaw
- Traffic Bylaw
- Tree Protection Bylaw
- Waterworks Rate and Regulation Bylaw

TRANSPORTATION AND DRAINAGE

KEY INDICATORS

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Projected	2026 Forecast
Employees		11	12	12	12	12
Sweeping	Sweep all raised curb, gutter, parking lots, roadside edges and traffic islands within one month after last freeze event	100%	80%	80%	80%	100%
Sweeping	Summer-Fall Sweep locations at least once per 30 days	100%	60%	70%	85%	100%
Sweeping	Sweeping Hours	350	210	245	300	350
Road Marking	Repaint road lines and markings by Sept 30 where more than 20% worn	75%	80%	80%	80%	100%
Road Marking	Line Painting Hours	350	900	400	400	500
Potholes and Patching	Hours	New	New	110	120	120
Mowing	Complete minimum of 2 passes at all locations and 3 at high profile locations beginning when grass reaches 300mm	60%	100%	100%	95%	100%
Shouldering	Shoulder defects of >75mm within 6 months, Highways within 60 days, with ponding within 30 days	100%	80%	100%	90%	100%
Mowing and Shouldering	Hours	1100	800	1000	1000	1000
Grading	Grade gravel areas requiring maintenance within 14 days - as per request	100%	30%	50%	70%	100%
Dust Control	Complete prior to May15 and then within 14 days of notification	100%	100%	90%	100%	100%
Winter Maintenance	Snow Plan standard cleared	100%	100%	100%	100%	100%
Winter Maintenance	Hours determined by conditions	850	1,200	1,000	800	1,000
Signs	Maintenance Hours	475	475	475	500	500
Signs (Reg & Warning)	Repaired with 24 hrs	100%	100%	100%	100%	100%
Streetlights	Arrange repairs by next business day	100%	100%	100%	100%	100%
Sidewalks	Maintenance Hours	-	650	800	700	700
Catch Basins	Cleaned every year - salt route	100%	100%	100%	100%	100%
Catch Basins	Maintenance Hours	300	300	300	600	600
Inspection Mainholes	Inspected	100%	100%	100%	100%	100%
Inspection Mainholes	Hours	New	80	80	80	80
Streetscape Garbage Receptacles	Serviced daily garbage route	100%	100%	100%	100%	100%
Streetscape Garbage Receptacles	Hours	1,850	1,850	1,850	1,850	1,850

Note: As time coding and service metrics become more refined, so does the assessment of service level achievement year over year.



TRANSPORTATION

The Transportation team manages, directs and coordinates the construction and maintenance of roads, sidewalks, multi-use paths, bike lanes, traffic control devices (signs, lines, road markings and signals), and road right-of-ways.

The transportation system includes 113 km of paved roads, 1 km of gravel roads, 9 km of sidewalks, over 3,700 signs, 581 municipal streetlights, 554 BC Hydro lease lights, two roundabouts, and two traffic signal-controlled intersections. There are 105 pedestrian crosswalks within the Municipality, 18 of which include flashing beacons that are solar powered, and seven that are hard wired.

The Department is led by a Director of Infrastructure Services with management of the staff undertaken by the Operations Manager, and day-to-day coordination of work crews undertaken by the Forepersons of staff.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

Safety

- Installed new Rectangular Rapid Flashing Beacon (RRFB) lights on the crosswalk crossing Memorial Avenue at Harlech Road.
- Installed new RRFB lights and a new crosswalk crossing Highway 19A at Hall Road.
- Installed a new speed reader board on Highway 19A across from Higson Crescent.

Core Services/Preventative Maintenance

- Hosted a successful Public Works Open House.
- Replaced the skid steer with a multi-tool tractor.
- Identified and repaired 59 sidewalk defects through the Town's annual inspection program.
- Crack sealed 15,000 meters of roadway cracks in the Chartwell and Eaglecrest subdivisions.

Capital Projects

- Completed the Bay Street Slope Stabilization Project.
- Completed the Seacrest Slope Stabilization Project.
- Completed the Highway 19A Phase II Waterfront Expansion Project to expand parking and bicycle shoulders along the waterfront.
- Replaced and upgraded the Public Works fuel system.
- Pulverize and paved Beach Road between Fern Road and Second Avenue.
- Undertook accessibility improvements on Fern Road at Primrose Street.

CHALLENGES

- Inflationary costs for materials and supplies continue to impact purchasing power.
- Long delivery times for equipment and material orders.
- Attracting and retaining qualified personnel.

PLANS FOR 2026

- Continued implementation of Community Transportation Plan priorities.
- Implement accessibility improvements identified by the Town's Accessibility Advisory Team within Council's approved budget of $50,000.
- Continued focus on core services and preventative maintenance.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Complete preliminary designs of larger capital projects to enable the Town to be grant ready.

* Subject to change based on future Council decision making.

DRAINAGE

Stormwater runoff is collected on public property through a series of catch basins, storm pipes, open ditches, creeks, rain gardens, detention ponds, and a large containment pond. Unless the water infiltrates into the ground, it flows to the ocean either directly and through pipes, or via Grandon Creek or Beach Creek.

The drainage system includes: 49.1 km of storm mains; 12.5 km of culverts; 1,600 catch basins; 915 maintenance-holes; 9.5 km of catch basin and service laterals; and 40 km of open ditches.

There are a wide variety of materials used, primarily corrugated steel pipe (CSP), concrete pipe and Polyvinyl Chloride (PVC) pipe. The largest storm pipe is a 2,400 mm concrete box culvert. Since 2018, nearly all installations and replacements have been with high density polyethylene pipe or PVC which have a very long lifespan compared to corrugated steel pipe (CSP). A large portion of the existing CSP pipes are rusted and deteriorated to the point where effectiveness is compromised.

While the condition and locations of the storm catch basins and maintenance-holes are fairly well known, more assessment is required to learn about the condition, connectivity and locations of the storm pipe network. It is estimated that the Town records contain only about 70% of the drainage system.

DEPARTMENT STAFF AND STRUCTURE

Maintenance of drainage infrastructure is led by the Director of Infrastructure Services, with staff management undertaken by the Operations Manager, and day-to-day coordination of the utility workers undertaken by the Utility Chief Operator.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Initiated the Master Drainage Plan.
- Removed excess accumulations of silt from caissons and the box culvert immediately upstream of the Qualicum Beach Memorial Golf Club irrigation pond on Beach Creek.
- Inspected 600 maintenance-holes (50%) following the two-year cycle inspection program and made minor repairs as necessary.
- Initiated the design of the Grandon Creek confluence to improve hydraulics and replace aging infrastructure in preparation of grant applications and construction in the Five-Year Financial Plan.
- Initiated the design of the Crescent Road West outfall to Grandon Creek storm system upgrade.
- Initiated the design of the Schoolhouse Creek tributary creek restoration.

CHALLENGES

- Absence of a Master Drainage Plan to identify key opportunities and challenges within the system, and opportunities to pass growth-related costs on to developers.
- Lack of contiguous drainage systems.
- Lack of existing storm system data to inform asset management and growth decisions.
- Inadequate stormwater management prior to release into fish bearing waterways.
- Illegal infilling of ditches resulting in larger and more costly drainage improvements to mitigate flooding as well as pre-mature deterioration of the adjacent roads.
- Climate change is causing more intense rainfalls which can overwhelm the storm system.

PLANS FOR 2026

- Completing the Master Drainage Plan which will provide direction on growth, Bill 44 and existing constraints and opportunities.
- Commence preliminary designs for larger capital projects, enabling timely applications for select grants.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Increase closed-circuit television (CCTV) inspections of underground infrastructure to assess condition and identify potential failures.
- Commence a foreshore storm outfall replacement program.
- Implement improvements identified in the Master Drainage Plan.
- Stabilize banks of Schoolhouse Creek to reduce downstream degradation of Beach Creek; a major fish bearing stream and source of water for the Qualicum Beach Memorial Golf Course.

*Subject to change based on future Council decision making.

PARKS

The Parks Department maintains the public realm's trees, boulevards, parks, trails, fields, baskets, flower beds and cemetery. It plays a key role in enhancing the community's outdoor spaces, ensuring they are accessible, safe, and well-maintained. The Department oversees park planning, landscaping, and facility upkeep, while also supporting recreational opportunities and community events.

The Parks system includes a significant inventory of green space and recreational forest areas.

Asset	Quantity
Turf C1	9,200 m2
Turf C2	28,200 m2
Turf C3	42,700 m2
Annual beds	200 m2
Mixed Planting Beds and Street Nodes	3,800 m2
Shrub Beds	11,000 m2
Hedges	1,750 m2
Hanging Baskets	122
Concrete Street Planters	20
Trails	24 km
Street and Park Trees	630
Playgrounds	2
Skate Park	1
Cemetery	1
Benches and Picnic Tables	235
Heritage Forest Area	19 ha
Civic Centre Forest Area	38 ha

Over 280 hectares of parks and green spaces are available for the community including:

- Christleton Park
- General Money Park
- Community Parks that contain six ball diamonds / soccer pitches / cricket pitch
- Glassford Square
- Grandon Creek Trail
- Heritage Forest
- Jubilee Park
- Miraloma Park
- Seacrest Park
- Saahtlam Park
- Yambury Park
- Valhalla grounds
- Playgrounds at Community Park and Christleton Park
- BMX park
- Skatepark
- Tennis Courts
- Off-leash dog parks
- Rain Garden
- Seaside Nature Park
- Waterwise Garden

KEY POLICIES AND PLANS

- Urban Forest Master Plan
- Significant Trees of Qualicum Beach
- Waterfront Master Plan
- Bench Policy
- Notice of Removal of Trees in Community Park
- Pruning Trimming and Removal of Trees on Town Controlled Lands
- Heritage Forest Management Plan
- Dedication of Amenities
- Cemetery Bylaw

DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Infrastructure Services, with management of staff undertaken by the Manager of Operations, and day-to-day coordination of work crews undertaken by the Parks Foreperson.

KEY INDICATORS

Service Plan		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Employees		11.8	12.2	12.9	14.9	15.6
Public inquiry/complaint (non urgent)	1 day response	100%	70%	85%	100%	100%
Turf - Class 1 (Lawn) sports fields, high profile building sites in downtown core	Maintain at Service Level 1 (Well groomed) or 2 (Groomed)	100%	100%	100%	100%	100%
Turf - Class 2 (Grass) Large suburban sites, public areas, large facilities with park like conditions, industrial sites that are irrigated.	Maintain at Service Level 3 (Moderate) or 4 (Open Space/Play)	100%	100%	100%	100%	100%
Turf - Class 3 (Rough Grass) Rural sites, verges or runway, farms, highway rights-of-way, temporary grass. Not irrigated.	Maintin at Service Level 5 (Background and Natural) or 6 (Service and Industrial)	100%	70%	85%	100%	100%
Sports Fields (30,000 m2)	Mow once per week	100%	70%	85%	95%	100%
Garden Beds - Town Hall, Spirit Square, Friendship Garden annual bed, downtown planters and hanging baskets	Service Level 1 Well Groomed	100%	70%	100%	100%	100%
Garden Beds - Airport, Cemetery, Civic Centre, GM Park, Waterfront Park, Memorial Avenue Bike Path, Clock Tower Square and all other downtown core planting beds and traffic nodes	Service Level 2 Groomed	100%	70%	100%	100%	100%
Garden Beds - Firehall, Faye Smith Pavilion, Memorial and West Crescent Raingarden, Memorial South Roundabout, Village Way & Hwy 19A, Neighbourhood Cul de sacs	Service Level 3 Moderate	100%	50%	80%	100%	100%
Garden Beds - Established neighbourhood Cul de sacs and pumphouse locations	Service Level 4 Open Space/Play	100%	20%	80%	100%	100%
Garden Beds - Bio Retention planting bed, Miraloma Park west, Eagle Ridge Entrance north, Hemsworth Road along Heritage Forest	Service Level 5 Background and Natural Areas	100%	50%	70%	100%	100%
Garden Beds - Fern Road Public Works hedge	Service Level 6 Service and Industrial	100%	75%	100%	100%	100%
Trees - Downtown Core	Tree Service Level 1	100%	75%	100%	100%	100%
Trees - Public Parks and Buildings	Tree Service Level 1	100%	75%	100%	100%	100%
Trees - Memorial Avenue South	Tree Service Level 2	100%	75%	100%	100%	100%
Trees - Neighbourhoods	Tree Service Level 3	100%	35%	100%	100%	100%
Trees - Native and natural landscapes	Tree Service Level 4	100%	35%	100%	100%	100%
Trails - Beachfront Walkway	Inspections Weeekly	60%	100%	100%	100%	100%
Trails - Beachfront Walkway	Trail Service Level 1	75%	100%	100%	100%	100%
Trails - Urban Hard Surfaces	Inspections Monthly	80%	75%	100%	100%	100%
Trails - Urban Hard Surfaces	Trail Service Level 2	80%	80%	100%	100%	100%
Trails - Urban Soft Surfaces	Inspections Every 2nd Month	75%	75%	100%	100%	100%
Trails - Urban Soft Surfaces	Trail Service Level 3	80%	80%	100%	100%	100%
Trails - Nature	Inspections twice per year	100%	100%	100%	100%	100%
Trails - Nature	Trail Service Level 4	90%	90%	100%	100%	100%
Wood Chipping	Spring and Fall Program Per Year	100%	100%	100%	100%	100%
Playgrounds	Inspected each month	100%	100%	100%	100%	100%
Graffiti	Removal or cover within 7 days	100%	100%	100%	100%	100%
Waterfront Garbage Receptacles	Serviced Daily	100%	100%	100%	100%	100%
Parks Garbage Receptacles	Serviced weekly	100%	100%	100%	100%	100%
	Benches (Max 210)	200	227	227	195	195
	Picnic Tables (Max 35)	35	35	35	35	35
	Drinking Fountains	10	10	11	11	11
Irrigation Systems	Start up/winterize once per year	50	50	50	50	51

Note: As time coding and service metrics become more refined, so does the assessment of service level achievement year over year.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Resurfaced the tennis courts.
- Replaced the wooden staircase on Judges Row with a new aluminum staircase.
- Completed the construction and landscaping of the new skatepark.
- Replaced the fence around the Garden Road Dog Park.

CHALLENGES

- Retiring staff and repetitive long-term injuries have resulted in work backlog.
- Increases in service levels have not been reflected in increased staffing levels.

PLANS FOR 2026

- Replacement of the wire hanging baskets.
- Install Skatepark Fountain & Toilet Facility.
- Trail & Sidewalk Reconstruction (Grandon Creek & Memorial) & Island Trail Corridor Trail Network.
- Landscaping Country Club Drive along the Cottages.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Further implement Pollinator Pathways.
- Implement accessibility initiatives identified in the Accessibility Plan.
- Adopt a bylaw to prohibit smoking in parks and trails (subject to future Council decision-making).

* Subject to change based on future Council decision making.

BUILDINGS AND FACILITIES

The Town's buildings and facilities support the critical functions of local government, public works services, community recreation and public safety. Over 60 different facilities and structures are maintained including, but not limited to:

- Civic Centre
- Curling Rink and Community Hall
- Airport Terminal Building
- Municipal Hall
- Fire Hall
- Public Works Buildings and Yard
- Lawn Bowling Clubhouse
- Museum Buildings
- TOSH Arts Centre
- Leigh House
- The Shore Restaurant
- Valhalla Hospice
- Office building on Sunningdale Road and two rental homes
- Old Fire Hall
- Baptist Church
- Parks Buildings and Yard
- Senior Centre (interior only)
- Seaside Nature Park gazebo
- Work sheds, storage sheds and public washrooms
- Five Water Reservoirs, five Booster Stations, and 11 Pump Houses

KEY POLICIES AND PLANS

- Facility Condition Assessment (2022)
- Entry Into and Keying of Town-owned Buildings
- Video Surveillance of Town-owned Buildings
- Annual Inspection – Leased Buildings

DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Infrastructure Services, with support from the Operations Manager, the Buildings and Facilities Coordinator, and staff. The maintenance team looks after municipal buildings, including the Civic Centre, Community Hall, Town Hall, Airport, and Public Works offices.

KEY INDICATORS

Maintenance activities have remained consistent with previous years. Staff are incorporating new ideas for efficiencies.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Facility Maintenance Requests	Received	24	TBD	120	120	120
High Priority Requests	Urgent Action	8/33%	TBD	10	10	10
Occupied Building Inspections	Monthly	300	300	300	300	300
Unoccupied Structure Inspections	Annual	35	35	35	35	35
HVAC Inspections	Annual	New	TBD	24	24	24

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Replaced two end-of-life HVAC units at Town Hall, supporting Council Chambers and common entrance space.
- Replaced two failed HVAC units supporting the staff area at Town Hall.
- Rebuilt washroom and crew office area in the Airport Hanger.
- Installed new kitchen floor at the Civic Centre and replaced lower roof torch-on layer.
- Created a drying room at the Parks shop, within the existing building.
- Upgraded The Old School House washrooms to be accessible.

CHALLENGES

- Several buildings and structures will require targeted capital funding to prolong their lives, and others approaching end-of-life will require replacement.
- Without funding a preventative maintenance program, capital costs are exponentially increasing, risking reduced use of facilities.
- Increased cost of construction and materials.
- Increased cost of maintenance for aging buildings.
- Availability of contractors.

PLANS FOR 2026

- Continue to address maintenance backlog.
- Completion of the Saahtlam Park washrooms.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continue to address building facility assessment recommendations, suggested repairs and upgrades from the current Altus Facility Condition Assessment and Capital Plan.
- Advance Operations Facilities Modernization Needs Assessment.

* Subject to change based on future Council decision making.

AIRPORT

Beginning in 1954, the Qualicum Beach Airport (CAT4) was built by volunteers of the Qualicum Beach Rotary Club. In 1957, the Province transferred 160 acres of Crown land to the Town of Qualicum Beach for airport purposes. The Airport has a paved runway that is 1,087 metres long and 23 metres wide, with displacements at each end of the runway, six taxiways (one private), and two aprons.

The Airport provides service to Qualicum Beach, Parksville, and the surrounding area. Acting as a transportation gateway, it offers scheduled flights to YVR south terminal and provides, accessible, convenient 24-hour parking.

There is full fuel service (JET A, Avgas 100LL) and tie down area for visiting aircraft. The terminal building is equipped with a lounge area for arrivals and departures and has a restaurant that is open five days per week.

Iskwew Air and Sealand Flight School both operate from the Airport. Helicopter training is also made possible to private companies, the Ministry of Forests, firefighters, the military, and BC Ambulance. BC Air Ambulance provides essential medical service to the region from the facility.

KEY POLICIES AND PROCEDURES

- Airport Establishment and Operation Bylaw
- Airport Operations Manual
- Airport Standard Operational Procedures
- Airport Emergency Response Plan
- Safety Management Systems Plan
- Wildlife Management Plan
- TP312 – Aerodrome Standards and Recommended Practices
- Transport Canada Noise Abatement Procedures

DEPARTMENT STAFF AND STRUCTURE

The CAO is the Airport Accountable Executive and is supported by the Airport Manager and Deputy Airport Manager (contract). Public Works staff have responsibility for the daily maintenance of the Airport.

The chart includes all Department resources, both employees and contracted staff. Some are shared across departments, so positions may differ from the Employee Team Organization Chart on page 12, which lists only Town-assigned employees.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Promoted the Good Neighbour Program which provided education and encouraged pilots to support and conform to a set of best operational flight procedures to help minimize noise disturbances within the surrounding communities.
- Held bi-annual public input meetings (via Committee of the Whole) to provide the public with opportunity to address Council on Airport related matters.
- Continued staff training as per Transport Canada regulations.
- Completed annual emergency exercise training.
- Work with NAV Canada to include Preferred Runway 11 Departure to be published in the Canadian Flight Supplement entry.
- Work with NAV Canada to include Preferred Runway 29 Arrival to be published in the Canadian Flight Supplement entry.

CHALLENGES

- Operating an airport facility with limited local revenues and without regional government participation.
- Maintaining suitably trained staffing levels.
- Significant Transport Canada regulations.

PLANS FOR 2026

- Conduct regular Transport Canada audit.
- Purchase new Airport machinery (loader, snow blower) pending Airport Capital Assistance Program 100% funding.
- Runway, taxi ways, apron, pavement overlay, pending Airport Capital Assistance Program 100% funding.
- Continue promoting and educating pilots on the Good Neighbour Program.
- Complete Obstacle Survey implementation.
- Work with NAV Canada to create additional Noise Sensitive Areas (NSAs) North side of RWY 11 – 29, Rupert Road, Aldous Road, Hemsworth Road and Cotton Wood Drive to be published in the Canadian Flight Supplement entry, (CFS).
- Work with NAV Canada to create a Visual Terminal Procedures Chart (VTPC) for circuits to be published in the Canadian Flight Supplement entry (CFS).
- Complete review of Airport Establishment and Operations Bylaw and bring forward to Council for decision making.
- Enter a 12-month lease with ALFA Aero Solutions to collect data on ADS-B equipped aircraft that arrive and depart from the Airport.
- Install additional camera (CCTV) on runway 11.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Drainage improvements to aircraft tie down areas 1 and 2.
- Develop an Airport Business/Master Plan, subject to 100% grant funding (dependant on future Council decision-making).
- Provide 3-phase power to the Airport for the purpose of charging electric aircraft; grant dependent.
- Install diesel-powered generator to provide power to the Airport (runway lighting, fuel pumps, terminal building, electric aircraft charging), subject to grant funding.
- Continue promoting and educating pilots on the Good Neighbour Program.

* Subject to change based on future Council decision making.

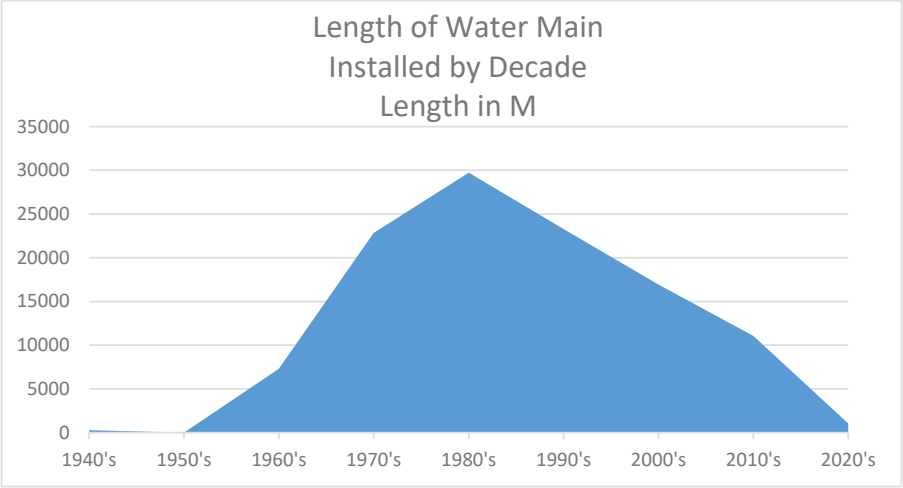
WATER UTILITY

The Qualicum Beach Water Utility System has been owned and operated by the Town since the early 1940s. Drinking water is obtained from two well-fields (River Wells and Berwick Wells) and distributed from multiple groundwater wells on land owned by the Town of Qualicum Beach.

The Utility provides safe drinking water to residents in Qualicum Beach, and bulk water is sold to the Regional District of Nanaimo for the Sandpiper region, with approximately 240 households. Residential, commercial and emergency use meets applicable firefighting standards, health standards and the *Drinking Water Protection Act*.

System infrastructure includes nine groundwater wells, five reservoirs (two on Berwick Road, two on Jones Street, one on Village Way), 108 km of watermains and five booster stations (Berwick Road, Garrett Road, College Road, Jones Street, and Hemsworth Road).

More than 4,600 properties are metered and there are 478 fire hydrants.



KEY POLICIES AND PLANS

- Waterworks Rate and Regulation Bylaw
- Environmental Operators Certification Program (EOCP) Guidelines
- *BC Drinking Water Protection Act*, BC Drinking Water Protection Regulations
- *Water Sustainability Act*, Water Sustainability Regulations
- Canadian Drinking Water Guidelines, BC Municipal Wastewater Regulations
- Water Parcel Tax Bylaw, Chartwell Water Local Area Service Bylaw
- Hydrant Maintenance

DEPARTMENT STAFF AND STRUCTURE

The Water Utility is led by the Director of Infrastructure Services. The Utility is operated and maintained by the Operations Department comprised of an Operations Manager, a Utility Chief Operator and three Utility Operators.

KEY INDICATORS*

In 2025, the Water Utility produced an estimated 1,700,000 m3 of potable water to the community. All wells were inspected and maintained, and continue to operate within Public Health Standards. Over 150 dead-ends in the system are flushed annually. There have been no non-compliance water quality tests since 2004.

In 2025, the valve maintenance and exercising program continued as usual and meter reading was completed on time. The wells continue to produce high quality drinking water and Berwick Wells are shut down for winter to recharge. Maintenance projections for 2026 are consistent with previous years. No significant changes are expected.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Reservoir Capacity	m3	9,100	9,100	9,100	9,100	9,100
Annual water production	m3	1,431,082	1,500,000	1,500,000	1,700,000	1,500,000
Water consumption	m3	1,216,000	1,277,000	1,200,000	1,370,000	1,400,000
Water Quality tests	Number	333	333	333	333	333
Chlorine Residual tests	Number	312	320	312	312	312
Water meters	Number	3,915	3,932	3,940	4,002	4,022
Meter	Repairs	40	40	38	40	40
Meter	Replace	32	30	36	30	30
Meter readings	Reads	7,830	7,864	7,880	7,896	7,896
Hydrants	Number	439	439	444	449	449
Hydrant inspections	Inspections	439	439	444	439	439
Watermains	km	108	109	110	113	113
Service line repairs	Number	14	20	20	20	20
Water valves exercised	Number	500	600	600	600	600

**In Progress. Service levels and key indicators will be further developed in a future year.*

WATER ASSET MANAGEMENT

Water system infrastructure includes nine ground-water wells, five reservoirs (two on Berwick Road, two on Jones Street, and one on Village Way), 108 km of watermains and five booster stations (Berwick Road, Garrett Road, College Road, Hemsworth Road and Jones Street). Approximately 4,000 properties are metered and there are 456 fire hydrants. Total system replacement cost in 2019 dollars is an estimated $109 million.

A crucial next step in the Asset Management Plan planned for 2026/2027 is the implementation and operationalization of the Asset Management Strategy and Plan.

While the strategy is being implemented, a five-year capital program provides for the renewal and replacement of wells, mains and equipment components, and the addition of new water infrastructure.

The capital program is primarily funded through reserves which are set aside each year from water parcel and user charges to the community, supplemented by a small amount of developer contributions.

The next five years of infrastructure replacement will continue to be focused on watermains coordinated with the replacement of other road, sewer and drain projects. Key projects include Asbestos Cement (AC) watermain replacement on Seacrest Place, Berwick Road North and Eaglecrest Drive. Cast iron main, concrete main and AC replacements will continue through the foreseeable future.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Completed the design of the Little Qualicum Riverbank Stabilization Project intended to stop further erosion along the Town's river wellfield, and applied for a construction grant in 2025.
- Replaced AC watermain on Illiqua Road and Hemlock Street.
- Replaced AC watermain on the Seacrest Place hill.
- Undertook significant fire hydrant maintenance with two new installations, one upgrade, and 90 quick connect fittings installed.
- Improved sports field irrigation system and metered flow to reduce water use and improve coverage.
- Flushed 117 dead-end locations to ensure water quality.
- Updated water system model to confirm fire flows and support a water master plan update.
- Completed SCADA audit of all SCADA related components.
- Replaced the aging Berwick 2 well pump.
- Awarded the prestigious "Best of the Best" B.C. & Yukon Tap Water Taste Test award.

CHALLENGES

- Extended dry periods caused by climate change increases water consumption and maintenance requirements.
- Aging water infrastructure and 27 km of AC pipes, with some showing a remaining life expectancy of less than 15 years.
- Protection of drinking water sources to ensure future water supply.

PLANS FOR 2026

- Update the Water Master Plan enabling proper asset management and preparation for growth, including Bill 44, and supporting preventative maintenance.
- Inspect and clean reservoirs.
- Replace AC watermain on Seacrest Place.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continue program to replace over $1 million of AC watermain every year over the course of 10 years.
- Commence Little Qualicum Riverbank Stabilization Project.
- Install emergency backup generator for the River wellfield to ensure disaster mitigation and uninterrupted water/fire service.

* Subject to change based on future Council decision making.

SANITARY SEWER UTILITY

The Qualicum Beach Sanitary Sewer Utility System collects wastewater from businesses and residents of Qualicum Beach and delivers it to the Regional District of Nanaimo (RDN) French Creek Pollution Control Centre via the foreshore interceptor along the beach.

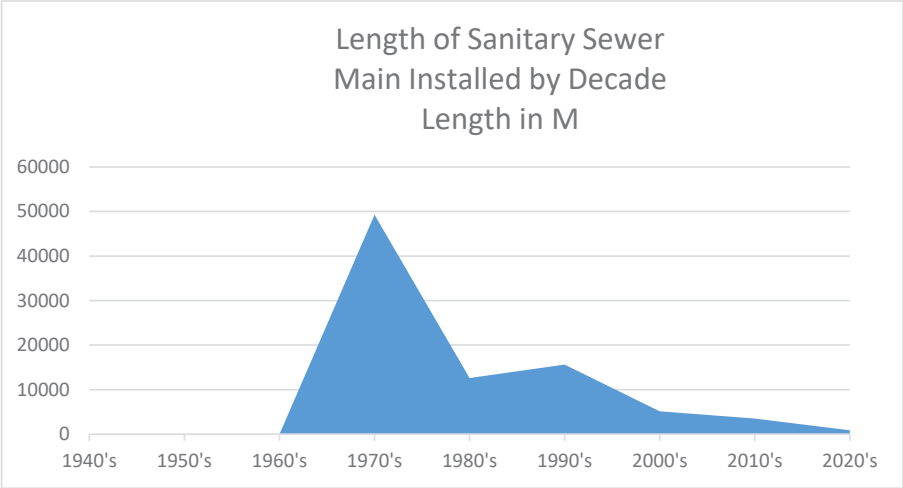
The sewer system consists primarily of PVC pipes in relatively good condition. Sewer backups are uncommon and the preventative maintenance inspections are intended to identify problems before backups occur to private property.

System infrastructure serves over 4,560 customers and includes 83 km of sanitary mains, 0.4 km of sanitary force main, one lift station, and 1,284 maintenance-holes.

The majority of the sanitary sewer mains were installed in the mid-to-late 1970s.

The RDN owned sewer interceptor that runs along the waterfront is constructed with reinforced concrete and was installed in 1977.

With the exception of the Higson Lift Station 150 mm force-main, all of the Town's sewer system is gravity-fed with pipes ranging in size from 100 mm to 350 mm. The system replacement cost is estimated to be $67 million.



KEY POLICIES AND PLANS

- *Provincial Environmental Management Act*
- *Federal Fisheries Act*
- Sewer Connection and Regulation Bylaw, Sewer Parcel Tax Bylaw, and Sewer User Rates Bylaw

DEPARTMENT STAFF AND STRUCTURE

The Sanitary Sewer Utility is led by the Director of Infrastructure Services with support from the Manager of Operations, and operated and maintained by the Operations Department, comprised of the Utility Chief Operator and Utility Operators.

KEY INDICATORS

In 2025, the Qualicum Beach Sanitary Sewer Utility operated continuously during the year, within public health standards, and with no odour complaints that were attributed to the Town sewer system. The Higson Lift Station is regularly inspected and cleaned, and every sanitary maintenance-hole is inspected on a two-year rotation. There were no significant non-compliance events during the year.

Maintenance projections for 2026 are consistent with previous years. No significant changes are expected.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Projected	2026 Forecast
Employees		4	3	4	4	4
Sanitary Mainholes	Inspected	666	400	500	650	500
Lift Station	Inspected	12	12	14	12	12
Flushing Hall Rd dissipator	Cleanings	9	9	9	9	9
Known sagging service lines	Number of lines	1	1	2	2	2

**In Progress. Service levels and key indicators will be further developed in a future year.*

SANITARY SEWER ASSET MANAGEMENT PROGRAM

The sanitary sewer system is in relatively good condition and all mains were installed after the mid-1970s. The system inventory is quite accurate and maintenance records are regularly updated. Data is in the process of being entered into the Asset Management Plan, similar to the road analysis, where it can be integrated with other utility and road information to optimize capital works projects.

Because all of the flow from the sanitary sewer system is treated at the French Creek Pollution Control Centre, volume is metered and Qualicum Beach pays a percentage of the total plant treatment costs. As a result, periodic inflow and infiltration inspections target groundwater and stormwater inflow and infiltration into the sanitary sewer pipes, helping to reduce the cost of RDN treatment.

A five-year capital program provides for the renewal and replacement of components, and includes provision for the assessment of the network for system optimization, and prioritization of improvements.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Inspected 50% of sewer mainholes on annual two year program and made repairs as necessary.

CHALLENGES

- Increased costs associated with treating unnecessary inflow and infiltration of stormwater into the Town's sanitary sewer system that unnecessarily cost the Town a significant charge per year. The 2026-2030 Financial Plan includes a budget provision to implement a sewer trunk main inspection program to help identify sources of infiltration with the goal of eliminating storm water infiltration to reduce the flow to the sewer treatment plant.

PLANS FOR 2026

- Commence a sewer truck main video inspection and smoke testing program to check the condition of sewer infrastructure, as well as identifying locations of storm water intrusion, in an effort to reduce the volume of affluent requiring treatment.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continue with video inspection and the smoke testing program as well as identifying sources of unnecessary inflow and infiltration.

* Subject to change based on future Council decision making.

PROJECTS & HIGHLIGHTS

The Eaglecrest Golf Course Revisioning Project represents one of the most significant investments and transformative opportunities in the history of the Town of Qualicum Beach. In 2025, Council made the once-in-a-generation decision to purchase the 105-acre Eaglecrest Golf Course property to secure local control over its future and ensure the land continues to provide lasting benefits for the community.

The acquisition was driven by a vision to protect valuable green space, preserve community amenities, and create opportunities that support the Town's long-term environmental, recreational, and housing goals. By bringing the property into public ownership, the Town gained the ability to guide future land use in a manner that reflects community priorities.

The revisioning process balances the preservation of approximately 40 acres of parkland with the continued operation of a community golf course and the creation of thoughtfully planned housing opportunities. The project will enhance public access to nature, expand recreational opportunities, and help address housing needs identified in the Town's Official Community Plan.

Through careful planning and community engagement, the Eaglecrest lands are being transformed into a legacy asset that will benefit current and future generations.

Purchase Announcement & Engagement

In July 2025 the Town announced a once-in-a-generation opportunity to purchase the Eaglecrest Golf Course lands. The land purchase proposed to preserve approximately 40 percent of the property (about 40 acres) as parkland, with the remaining lands to be home to a nine-hole golf course and carefully planned housing developments. The agreement was subject to public consultation, technical assessments and due diligence.

Engagement

A comprehensive public engagement process was undertaken to ensure the project reflected community values and delivered meaningful benefits for current and future generations:

- **Sept 2025** - A Public Open House saw more than 500 residents come out to hear more about the revisioning of the land and provide input on future uses and community priorities.
- **Sept 2025** - A community-wide survey was launched to broaden opportunities for public participation and feedback.
- **Oct 2025** – An official Public Hearing drew approximately 400 attendees, who provided input on the proposed zoning and Official Community Plan (OCP) amendments related to the Eaglecrest Golf Course lands.
- **Aug-Oct 2025** - Meetings with Residents' Associations, golf course members and community groups to gauge support for the purchase.

Public feedback played an important role in shaping the plans, resulting in amendments that increased parkland, reduced development density in several areas, and strengthened connections between neighbourhoods and green spaces.

Funding

The Eaglecrest purchase was structured to avoid placing any financial burden on taxpayers. The $8.5 million purchase price is being funded through the future sale of up to 10% of the lands for housing development, with proceeds helping offset acquisition costs.

A significant contribution of $2.125 million was also provided by the Christopher Foundation. As a condition of the donation, approximately 40 acres of the property will be permanently preserved as protected parkland, ensuring the long-term conservation of valuable natural areas for public enjoyment and environmental stewardship. Our gratitude and thanks goes out to the Christopher Foundation for this generous donation.

Purchase & Engagement Timeline

- **July 2025** - Purchase announced
- **Aug 2025** – meetings with Residents' Associations, golf course members and community groups
- **Sept 9, 2025** – Public Open House sessions
- **Sept 17 & Oct 22, 2025** – Bylaw readings
- **Oct 6, 2025** – Zoning & OCP Public Hearing
- **Nov 1, 2025** – Due diligence deadline
- **Dec 2025** – Purchase finalized

About you

Eaglecrest Neighbourhood Planning

Following the Town's purchase of the Eaglecrest Golf Course lands, work began on a Preliminary Neighbourhood Plan to help guide the future evolution of the Eaglecrest neighbourhood. The planning process focused on neighbourhood-scale considerations, including transportation and circulation, parks and green space connections, neighbourhood character, and how future development could be integrated with the existing community in a thoughtful and compatible manner.

Engagement

The engagement process was designed to gather input from both Eaglecrest residents and the broader Qualicum Beach community. Feedback was sought in two key areas:

- **Neighbourhood Scale Planning** – to provide context for the overall neighbourhood elements such as form and character, traffic and circulation patterns, parks, and outdoor recreation.
- **Parcel-Specific Planning** – to provide input on the closed portion of the Golf Course located to the west of Country Club Drive to help inform development conditions around the disposal of the land, intended for sale in 2026 and beyond.

Community feedback provided valuable insight into how the neighbourhood can preserve and enhance the natural features, character, and quality of life that residents value. The Preliminary Neighbourhood Plan will help guide future planning decisions and ensure that development within the area contributes positively to the broader community.

Project Timeline

- **Jan 2026** - Neighbourhood Plan announced
- **Feb-Mar 2026** - Eaglecrest Resident Engagement
- **Mar 2026** - Public Survey
- **Apr 2026** - Public Engagement
- **Jun 2026** - Preliminary Neighbourhood Plan drafted

Eaglecrest Golf Course Reconfiguration

Work is underway to reconfigure the Eaglecrest Golf Course into a par-35 nine-hole layout, ensuring the Course remains a valued recreational amenity. The project includes reshaping existing holes, constructing new holes, creating a new pond, improving drainage, and upgrading irrigation infrastructure to enhance both playability and long-term sustainability.

The preliminary design was developed through consultation with Eaglecrest Golf Course members and informed by the expertise of third-party golf course renovation specialist Keso Turf Supplies. Grass Roots Enterprises was selected as the design-build contractor and is also working to create an optimal course configuration that balances golfer experience, operational efficiency, and safety.

An opening date for the Golf Course has not yet been determined and will depend on construction progress and site conditions.

Project Timeline

- **Dec 2025** – Conceptual design consultation started
- **Dec 2025** – Request for Proposal issued
- **Jan 2026** – Request for Proposal extended
- **Feb 2026** – Contract awarded
- **TBD -** Opening of Golf Course

Restaurant & Golf Course Operator

To support the long-term success of the Eaglecrest Golf Course lands, the Town undertook a competitive Request for Proposal process to select an operator for the Restaurant and Golf Course.

Extreme Eatz Restaurants Inc. was selected based on its experience in restaurant operations and golf course management. The restaurant lease represents the first phase of agreements for the Eaglecrest lands, with a golf course operations agreement currently being finalized.

The Town and Extreme Eatz invested more than $300,000 in upgrades to the clubhouse, including kitchen equipment, furnishings, patio improvements, and other enhancements.

The restaurant, The Shack Taphouse, officially opened in June 2026 with a ribbon-cutting ceremony with Mayor and Council, marking an important milestone in the revitalization of the Eaglecrest Golf Course lands.

Project Timeline

- **Sept 2025** – Request for Proposal issued
- **Mar 2026** - Operator Announcement
- **April - May 2026** - Clubhouse renovations
- **Jun 2026** - Restaurant Opened

Part of the team who collaborated to re-imagine the Eaglecrest Golf Course Restaurant from left: Councillor Anne Skipsey, Councillor Jean Young, Councillor Petronella Vander Valk, Mayor Teunis Westbroek, Kymon Giakoumakis, Oura Giakoumakis, Neil Bidewell, Heather Svensen, and Luke Sales.

Eaglecrest Golf Land Sales

To help fund the purchase of the Golf Course lands, without impact to taxation, the Town is offering specific development lands for sale. This approach balances long-term community priorities, including recreation, housing, environmental protection, and public access, while supporting the financial sustainability of the acquisition.

Proposed zoning changes were subject to public consultation in 2025, including a Public Hearing, before being adopted by Council. Additional input on specific parcels, including lands along Country Club Drive, was gathered through the Eaglecrest Neighbourhood Planning process.

Proceeds from future land sales will help offset the cost of purchasing the Eaglecrest Golf Course lands and support the project's long-term vision.

Key land parcels currently being offered for sale by the Town include:

- **Blind Bogey Drive** - 0.35 hectare (0.86 acres) of subdividable land, backing directly onto covenant-protected green space.
- **Country Club Drive West** - 2.5 hectares (6.1 acres) of pre-zoned, decommissioned Golf Course land. The land is being offered through a Request for Proposal process to seek a qualified proponent to acquire and develop all or part of the lands.
- **Royal Dornoch Drive** - 0.07 hectares (0.17 acres) is zoned Residential 1, with Golf Course views.
- **Fairways Drive** - two 0.07 hectares (0.17 acres) are zoned Residential 1, with treed backdrop, and backing onto covenant-protected green space.

Project Timeline

- **Apr 2026** - Fairways Drive offered for sale
- **Apr 2026** - Royal Dornoch Drive offered for sale
- **May 2026 -** Blind Bogey offered for sale
- **May 2026** - Country Club Drive W Request for Proposal issued

The Town of Qualicum Beach was proud to announce that its tap water was named the "Best of the Best" in the BC & Yukon Tap Water Taste Test.

This friendly competition, hosted by the BC Water & Waste during its annual conference, invited water providers from across BC and the Yukon to compete. Samples were evaluated by appearance, aroma, taste, mouth feel, aftertaste, and overall impression, with the goal of raising awareness about the importance of water systems in protecting public health and the environment.

The winning sample, drawn from a regular residential faucet, was entered by the Town's Manager of Operations, Chris Stanger, who thought 'why not' enter a sample. Although confident of the water's high quality, he was not prepared for the high praise received from the judges. The Town not only won in its population category, but also achieved the highest score of all categories, outperforming cities with populations over 100,000 with much more sophisticated systems.

The Town is fortunate to draw its water from two aquifers: the River wellfield and the Berwick wellfield. Both wellfields are high-quality and quantity groundwater sources that require minimal chemical treatment. The primary supply comes from the River wellfield, a high-production aquifer in the delta of the Little Qualicum River that provides a sustainable production of water before it overflows into the ocean. The secondary Berwick wellfield rests over the winter season and then supplies additional water during peak summer times.

"This award is a testament to the exceptional quality of our local aquifers and the expertise of our Operations team who manages them," said Mayor Teunis Westbroek. "It confirms what residents already know - Qualicum Beach really does have some of the best water around."

In 2025, the Town completed a major reconstruction of the Qualicum Beach Skatepark, creating a modern, accessible, and inclusive recreation space for residents and visitors of all ages and skill levels.

The project was guided by extensive community engagement, including input from local skateboarders, families, and youth, to ensure the new design reflected the needs and interests of users. The redesigned facility featured improved flow between elements, enhanced sightlines for safety, new riding features, and upgraded accessibility throughout the site.

Construction was completed by New Line Skateparks, a nationally recognized skatepark design and construction firm. The project represented a significant investment in youth recreation and active living, with funding supported by the Town, community fundraising efforts, and generous contributions from local donors.

The upgraded skatepark has quickly become a popular community gathering place, providing opportunities for recreation, physical activity, skill development, and social connection.

A community ribbon-cutting celebration was held to mark the completion of the project, recognizing the many residents, volunteers, donors, and partners whose support helped bring the new skatepark to life.

Project Timeline

- **Jun 2023** – Feasibility Study RFP
- **Sept 2023** – RFP for Design & Build issued
- **Feb 2024** – Feasibility Study and Final Concept Report presented to Council
- **Feb 2025** – Construction started
- **Jun 2025** – Official Opening Ceremony

The Seacrest Place Slope Stabilization project was undertaken in 2025 to ensure the long-term safety and reliable access for residents in the Eaglecrest subdivision.

This critical infrastructure project addressed significant ground movement caused by poor drainage, weak soils, and steep slopes. The work stabilized the hillside through the construction of a mechanically stabilized earth retaining wall, upgrades to underground utilities, and improved drainage systems designed to prevent future shifting.

The project also included new guardrails and roadway paving, providing a safe and secure route for the 26 homes along Seacrest Place. These improvements protect not only the roadway itself, but also essential underground infrastructure, including water, stormwater, sanitary sewer, natural gas, electrical, and communication services.

Completed on time and within its $2.586 million budget, the project represents a significant investment in the Town's infrastructure resilience and long-term asset management.

Project Timeline

- **Jan 2025** – Tender issued
- **Mar 2025** - Tender awarded & Project commenced
- **Oct 2025 –** Project completed

TOWN CRIER RETIRES AFTER 26 YEARS

After 26 years of distinguished service, Qualicum Beach Town Crier Len Mustard retired from his ceremonial role as one of the community's most recognizable ambassadors. Len and his wife Marie were honoured at a Council meeting in June 2025, where their many years of service were recognized with gratitude and appreciation.

Since his appointment in 1999, Len brought his distinctive voice, ceremonial flair, and heartfelt pride to countless parades, community celebrations, and civic ceremonies. Throughout many years of service, Marie accompanied him, bringing warmth and grace to every occasion.

In recognition of their contributions, the Town sponsored two seats at the Village Theatre through the ECHO Players' "Take a Seat" initiative, ensuring Len and Marie will always have a special place in the Town's cultural community. The sponsored seats and a framed certificate of appreciation were presented at the Town's Volunteer Appreciation event in December 2024.

Len and Marie made their final official appearance at the 2025 Family Day Parade, where residents gathered to offer their thanks and best wishes. Their retirement marked the end of a remarkable chapter in the Town's history and an opportunity to celebrate their lasting contributions to community life.

"The Town of Qualicum Beach remembers and celebrates Leonard H. Mustard, who sadly passed away in May 2026, leaving an indelible mark on our community.

On behalf of Council, staff and the people of Qualicum Beach, we extend out deepest sympathy and condolences to the Mustard family."

Mayor, Teunis Westbroek

The Ways to Achieve Attainable Market Housing (WAAMH) project set out to explore housing options that support Priority Housing Groups including young adults and families, local workers, seniors over 75, and people living with disabilities.

Following on from the 2024 Interim Housing Needs Report which identified the number of homes needed over the next 20 years, the WAAMH project focuses on housing types that could realistically be delivered in Qualicum Beach.

Residents had the opportunity to share input through a community survey and open house. Housing ideas gathered from the public, staff, advisory committees and Council, will be evaluated against criteria that measure how effectively they support Priority Housing Groups. Feasibility profiles will be developed for the highest-scoring solutions.

The project will result in actionable recommendations that balance community housing needs with the practical realities of market housing development, including Town policy alignment, land availability, local market conditions, and financial feasibility.

Project Timeline

- **April 2026** – Community Engagement: Receiving housing ideas from the public to evaluate for feasibility
- **Summer 2026** – WAAMH Plan to be finalized

In June 2025, the Town entered into a one-year lease agreement to operate the Qualicum Commons. This one-year lease allowed the Town to undertake due diligence to understand the possibilities and challenges presented by the building owned by the Qualicum School District.

In April 2026, nearing the end of the one-year lease, Council made the difficult decision that they could not support a long-term role in operating the facility. The decision was driven by the condition of the building, including failing building systems, significant capital repair requirements, associated operating costs, and the potential significant financial impact on Qualicum Beach taxpayers.

The Town and the Oceanside Commons Society engaged in discussions regarding a potential transition of management responsibilities through a sublease arrangement. While Council was optimistic that the Society would assume management of the facility, the Society subsequently advised the Town that it was unable to pursue a sublease option.

Recognizing the importance of the services provided at the facility, the Town will enter into a final one-year lease agreement with the Qualicum School District to allow tenants time to find alternate locations in the next year. During this period, the Town will remain solely responsible for operating the facility; maintaining current service levels and undertaking only minor repairs funded through tenant revenues, unless urgent capital repairs become necessary.

Existing tenants will be offered a lease renewal through to June 30, 2027, providing time to secure alternative accommodation for their operations. Council has also directed staff to advise the Qualicum School District of the Town's interest in further exploring the potential acquisition of the property.

To replace the Town's aging street banners, the Town launched a Street Banner Artist Program inviting artists with a connection to Qualicum Beach to submit original artwork.

More than 100 submissions were received from artists across Vancouver Island. Following a juried selection process, six local artists and 10 pieces of artwork were chosen to showcase the community's unique character, natural landscapes, and vibrant culture. The banners were installed throughout the Town and will remain on display year-round, adding colour and local artistic expression to public spaces.

A reception hosted by The Old School House (TOSH) Arts Centre, celebrated the artists behind the new street banners. It also created an opportunity to thank the judging panel, Illana Hester, (Executive Director of TOSH Arts Centre), Daniella Novak (CAO Qualicum Beach Chamber of Commerce), Councillor Jean Young, Lynette Twigge (Town's Parks Foreperson), and Heather Svensen (Town's Director of Corporate Services).

Sylvie Peltier with her artwork, 'Unexpected Visitor'

Daniel Francis Gray with his artwork, 'Art in the Garden'

Angie Ooms shown with her photo 'The Journey Ends in Gold' and inset 'Qualicum's Gold Coast Calling'

Nixon Godberson, with 'Untitled', painted specifically for this program

Jeff Shields representing his late wife Susan Schaefer, with Susan's work 'Look Up' and 'The Whisker Family'

Marion-Lea Jamieson (unable to attend the event) with her works from top left 'Golden Bird', 'Pine Tree', and 'Resting Deer"

The Bay Street Stabilization Project was a priority initiative aimed at stabilizing the road, protecting surrounding properties, and protecting the sanitary sewer line that serves over 300 homes.

The project team completed all major works on the hill including a new storm system, road base reconstruction and stabilization, paving, barrier and shoulder work. The slope was also reseeded to further stabilize the area.

This project was a major focus for Council, recognizing its critical importance in protecting infrastructure and the homes of local residents.

This project was completed on time and within budget, by David Stalker Excavating, who was awarded the contract with a bid price of $600,000.

Project Timeline

- **Jun 2024 -** Tender issued
- **Jul 2024** – Tender awarded
- **Sept 2024** – Construction commenced
- **Mar 2025** - Construction completed

KIWANIS “RESIDENCES AT QUALICUM STATION” HIGHLIGHT

In July 2025, the Residences at Qualicum Station opened 56 new affordable homes for people with low to moderate incomes. Located at 136 Village Way West, the project marked a significant step forward in addressing local housing needs.

The building is owned and operated by the Qualicum-Parksville Kiwanis Housing Society and was designed to support seniors, families, and people with disabilities struggling to find affordable housing. The land, valued at $3.3 million, is owned by the Town and leased to the Society for a nominal fee.

Built with a budget of approximately $22 million, the project was delivered by the Province through BC Housing’s Community Housing Fund in partnership with the Government of Canada through the Canada Mortgage and Housing Corporation (CMHC). The Town of Qualicum Beach, the Qualicum-Parksville Kiwanis Housing Society, and the Federation of Canadian Municipalities also supported the development.

The development includes studios with one, two and three bedroom apartments, as well as seven three-bedroom townhomes with private fenced yards. Rents start at $445 for a studio, with 70% of units offered at income-based rents set at 30% of gross monthly income. The remaining units are rented at market rates for moderate-income households, ranging from $1,100 to $2,200 per month.

Community Partnerships and Events

COMMUNITY PARTNERSHIPS AND EVENTS

The Town of Qualicum Beach collaborates with local organizations to foster a community enriched with arts and culture, and to bolster its economy while preserving its charming small-town character. The Town works together with the Qualicum Beach Chamber of Commerce, the Parksville Qualicum Beach Tourism Association, the Qualicum Beach Historical and Museum Society, and numerous other organizations and volunteers to provide services, events and other amenities for the Town.

COMMUNITY EVENTS

Special event programming helps create a sense of community identity, belonging, pride, and spirit. It showcases Qualicum Beach to residents and visitors as a great place to visit, live, work, and play.

The Town, along with many community partners, volunteers and event organizers work together to hold special events. The following is a list of events the Town was involved in for 2025:

- Coldest Night of the Year – February
- Youth Appreciation Lunch – May
- ORCA Mother's Day Race – May
- Public Works Day - May
- Family Day - May
- Mindfulness in May - May
- Seaside Cruizers Street Dance - June
- Show n' Shine - June
- Grad Parade - June
- Triathlon - June
- QB Legion Canada Day Celabrations - July
- Uptown Market - July to August
- Twilight Concert Series - June, July, August
- Beach Day - July
- Arts and Music Festival - July
- Halloween - October
- Remembrance Day - November
- Moonlight Madness - November

FAMILY DAY CELEBRATION

Since 1976, the Family Day Celebration has been sponsored by the Town of Qualicum Beach and organized by staff and a dedicated group of volunteers.

Held annually on the last Sunday of May, the event features a pancake breakfast at the Civic Centre, a street parade along Second Avenue, and an afternoon of activities, entertainment, and food at the Community Playing Field, followed by a free swim at Ravensong Aquatic Centre.

The 2025 celebration was particularly memorable as it marked the final official appearance of Town Crier Len Mustard and his wife Marie after 26 years of dedicated service to the community. Other highlights included a VI Skydive exhibition, dog agility demonstration, and a full day of live entertainment. More than 30 community groups hosted interactive exhibits, while musicians, dancers, and magicians kept crowds engaged throughout the day. The event once again showcased the strong community spirit that continues to make Qualicum Beach a vibrant and connected place to live..

BEACH DAY EVENT

Beach Day is a cherished annual event that celebrates Qualicum Beach's prized waterfront and the vibrant community it supports. Organized by a dedicated volunteer committee and supported by staff, the event combines beach-side fun with a strong environmental message. Through hands-on educational activities, live entertainment, and interactive exhibits, Beach Day fosters awareness of the ocean as a vital community resource while encouraging environmental stewardship in an engaging and accessible way.

The 2025 Beach Day featured a wide array of family-friendly activities, including marine education displays, music, food, and beach games.

VOLUNTEER APPRECIATION

The Volunteer Appreciation is an opportunity for Council to honour its community volunteers, as well as to award the 'Above & Beyond Award'. In 2025 Council recognized longtime community volunteer Pat Jacobson for her exceptional dedication to environmental stewardship, community service, and civic engagement.

Pat epitomizes the spirit of the Above & Beyond Award, contributing her time, expertise, and leadership across numerous local organizations. At the Volunteer Reception it was said that "Pat reminds us of what citizen leadership truly looks like: thoughtful, consistent, community-minded, and deeply rooted in a love for Qualicum Beach".

Pat serves as Director of the Qualicum Beach Streamkeepers and was instrumental in the habitat restoration and redesign of the Seaside Nature Park. She is the Director of the Qualicum Beach Friends of the Forests, and has contributed to the Heritage Forest Commission, the Brown Property Preservation Society, Pollinator Pathway projects, the Friends of French Creek Conservation Society, and the Arrowsmith Naturalists.

Pat was presented the Award at the Town's Volunteer Appreciation Reception, which welcomed representatives from over 120 local groups in Qualicum Beach. The Reception closed with a sincere thank you from Council to all the volunteer representatives, saying, "Your unwavering dedication and selfless contributions have been the driving force behind our community's positive impact. Your generosity of time and spirit shines brightly, and we are profoundly grateful for the difference you make every day."

This event underscores the vital role of volunteers in enhancing community well-being through participation in Town Committees and broader organizations.

PUBLIC WORKS OPEN HOUSE

In celebration of Public Works Week, the Town opens its doors to provide a behind-the-scenes look at the essential services that keep Qualicum Beach running. The event gives residents an opportunity to meet staff, tour facilities, explore equipment, and learn how services such as roads, water, parks, and infrastructure are managed.

More than 200 children from area schools attended, taking part in hands-on activities and demonstrations. Students watched the vactor truck in action, learned about sign painting, climbed into tractor cabs, and even planted their own sunflower to take home.

The annual event helps build awareness and appreciation for the dedicated Public Works and Parks staff who support the community every day.

FINANCIAL INFORMATION

Town of Qualicum Beach
Statement of 2026 Property Tax Exemptions – Bylaw 913 & 914

			Value of Permissive Exemption	
Legal Description	**Civic Address**	**Organization**	Total Taxes	Municipal Portion
Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District;	2945/2949 Island Highway West	Rotary Club of Qualicum Beach – Welch Park	26,574	13,597
Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District;	211 Fern Road West	Rotary Club of Qualicum Beach – Sunrise	8,247	4,221
Lot 1, Plan 27288, District Lot 78, Newcastle Land District;	250 First Avenue West	Kiwanis Housing	56,050	24,977
That part of District Lots 58 and 59 Newcastle District shown on Plan EPP106404	136 Village Way West	Kiwanis Housing	35,348	15,751
Lot A, Plan 8548, District Lot 78, Newcastle Land District;	110 Second Avenue West	Village Theatre	7,227	3,131
Portion of District Lot 101 & 101A, Newcastle Land District, SW PT NE of PL3868; SW PT NE of PL3868; REM SW PT; PT SW of RD; NE PT SW of RD;	2711 Island Highway West	Tourist Bureau	4,920	2,131
Portion of Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287;	644 Memorial Avenue	Curling Rink	4,268	1,849
Portion of Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676;	665 Jones Street	Lawn Bowling Club	4,395	2,030
Portion of Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330,	Lease A3 – 1000 Ravensbourne Lane	Beaufort Squadron @ Airport	5,034	2,576
Portion of Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330,	Lease D1 – 1000 Ravensbourne Lane	Arrowsmith Search and Rescue @ Airport	13,250	5,740
Lot A, Plan 16180, District Lot 57, Newcastle Land District, Except PART IN PLAN 3022 RW;	587 Beach Road	Museum	6,069	3,038
Lot 3&4, Plan 2005, Block 17, District Lot 58, Land District 35,	181 Sunningdale Road West	Sea Legacy	6,580	2,932
Lot A, Plan 9145, District Lot 63 and remainder of Plan 1026, DL 57-62, Newcastle Land District;	469 Memorial Avenue	Qualicum Beach Memorial Golf Club	58,798	28,625
Lot 1, Plan 13424, District Lot 57, Newcastle Land District;	210 Crescent Road West	Valhalla - Hospice	25,410	11,007
Lot A, Plan EPP115395, District Lot 78, Newcastle Land District;	122 Fern Road West	TOSH Arts Centre	43,548	18,865
Strata Lot 1, Plan VIS5454, District Lot 78, Newcastle Land District	703 Memorial Avenue	Qualicum Beach Seniors' Activity Centre	8,937	3,871

Lot A, Plan EPP12448	744 Primrose St	Qualicum Commons	102,231	44,286
Lot B, Plan EPP115395	733 Memorial Ave	Naked Naturals – Parking Lot	28,695	12,430
Block 5, Plan 1894, DL 78, Newcastle Land District;	180 Veterans' Way	Royal Canadian Legion Branch #76	14,202	6,799
Lot A, Plan VIP66629, District Lot 78 & 88, Nanoose Land District, Nanoose and Newcastle Districts Mile 99.13 to 100.114 – portion of VIP 66629; PID 024-135-232	E&N Railway	Island Corridor Foundation	19,306	10,248
Lot A, Plan VIP 66629, District Lot 78 & 88, Nanoose Land District, & Newcastle Land District except there out 0.21 acre lease – see Folio 565-01163.100; Mile 100.14 to 101.59 – portion of VIP66629 inside Qualicum Beach – located between Hollywood & First Avenue, VIP 70053-70058 73117-73120 – No Adj. E&N RW – Island Corridor Foundation	E&N Railway	Island Corridor Foundation	31,554	16,749
Lot A, Plan VIP 68672, District Lot 52-78, Newcastle Land District EXCEPT PLAN VIP74072-E & N R/W located in the Town-Mile 101.59 TO 103.297, VIP70059,70060, 70115, 70118, 70119, 70125,70332,70488, 73107-73116 – No Adj.	E&N Railway	Island Corridor Foundation	36,286	19,261
District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N R/W, DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach	174 Railway Street Train Station	Island Corridor Foundation	5,515	2,389
Portion of Lot 1-4, Lot 9-11, Block 2, Plan VIP3938, District Lot 17, Newcastle Land District. PID 006-131-531, 006-131-557, 006-131-565, 006-131-573, 006-131-603, 006-131-620, 006-131-646, 000-238-449, 000-238-457, 000-238-473, 000-238-481.	3319 Island Hwy West	St. Andrews Lodge Historical & Cultural Society	4,428	1,973
Lot 1, Plan 2080, District Lot 78, Newcastle Land District;	330 Dorset Rd	Into the Woods Early Learning Childcare Society	39,235	20,082
Lot A, Plan 19140, District Lot 78, Newcastle Land District;	591 Arbutus Street	Church of Jesus Christ of Latter-Day Saints	1,825	934
Lot 12, Block 5, Plan 1835, District Lot 53, Newcastle Land District;	423 First Avenue West	Jehovah's Witnesses	11,689	5,983
Lot A, Plan 50661, District Lot 58/59, Newcastle Land District;	138 Hoylake Road West	St. Mark's Anglican Church	7,521	3,850
Lot A, VIP58293, District Lot 60, Newcastle Land District;	150 Village Way	St. Stephen's United Church	3,597	1,841
Lot 1, Plan 13066, District Lot 122, Nanoose Land District;	825 Village Way	Christian Fellowship Centre	19,834	10,151
Plan VIP59287, District Lot 57 & 58, Newcastle Land District, those parts shown as "Road to be Closed";	600 Beach Road	Qualicum Community Baptist Church	8,178	4,186

TOWN OF QUALICUM BEACH

And Independent Auditor's Report thereon

Year ended December 31, 2025

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

KPMG LLP
177 Victoria Street, Suite 400
Prince George, BC V2L 5R8
Canada
Telephone 250 563 7151
Fax 250 563 5693

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, 2025

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, 2025 and its consolidated results of operations, its consolidated changes in net financial assets, 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.

Other Information

Management is responsible for the other information. The other information comprises:

- Information, other than the financial statements and the auditor's report thereon, included in:
  Schedule 1 - Canada Community Building Fund, and
  Schedule 2 - Growing Communities Fund.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information, identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the information, other than the financial statements and the auditor's report thereon, included in Schedule 1 - Canada Community Building Fund, and Schedule 2 - Growing Communities Fund as at the date of this auditor's report.

If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

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.

KPMG LLP

Chartered Professional Accountants

Prince George, Canada

May 15, 2026

TOWN OF
QUALICUM BEACH

Consolidated Statement of Financial Position

December 31, 2025, with comparative information for 2024

	2025	2024
Financial assets:		
Cash and cash equivalents (note 3)	$ 22,937,184	$ 28,142,587
Accounts receivable (note 4)	2,673,224	4,636,953
Municipal Finance Authority debt reserve fund deposit	5,491	57,560
	25,615,899	32,837,100
Financial liabilities:		
Accounts payable and accrued liabilities (note 5)	2,142,989	2,446,283
Accrued employee benefits	798,932	808,807
Deferred revenue (note 6)	655,217	1,057,033
Unearned revenue (note 7)	5,407,566	5,527,672
Performance bonds and deposits	982,160	942,619
Long-term debt (note 8)	2,165,161	2,688,092
Asset retirement obligation (note 9)	307,130	307,130
	12,459,155	13,777,636
Net financial assets	13,156,744	19,059,464
Non-financial assets:		
Inventories	192,053	163,276
Prepaid expenses	294,045	94,398
Tangible capital assets (note 10)	156,218,703	139,790,670
	156,704,801	140,048,344
Commitments and contingencies (note 16)		
Accumulated surplus (note 11)	$ 169,861,545	$ 159,107,808

See accompanying notes to consolidated financial statements.

TOWN OF
QUALICUM BEACH

Consolidated Statement of Operation and Accumulated Surplus

Year ended December 31, 2025, with comparative information for 2024

	2025 Budget (note 18)	2025 Actual	2024 Actual
Revenue (note 17):			
Net taxation (note 13)	$ 15,822,300	$ 15,807,436	$ 14,641,109
Sales of services	3,763,700	4,172,963	3,907,986
Other revenue from own sources	1,660,100	1,831,492	1,608,977
Interest and tax penalties	694,500	949,336	1,446,723
Government transfers (note 14)	7,582,500	2,190,957	4,553,749
Capital contributions	-	-	970,570
Other income (note 15)	439,000	8,900,270	2,206,067
Gain on sale of tangible capital assets	-	17,386	32,379
Total revenue	29,962,100	33,869,840	29,367,560
Expenses (note 17):			
General government services	3,563,600	3,494,473	3,178,667
Protective services	3,625,000	3,254,415	2,980,163
Transportation services	4,785,600	7,442,785	6,961,058
Solid waste services	1,061,500	1,093,694	987,291
Water services	1,954,800	2,499,107	2,407,564
Sewer services	712,200	850,228	996,574
Planning and development services	1,765,700	1,321,440	1,221,724
Parks and community services	2,861,800	3,159,961	2,685,430
Total expenses	20,330,200	23,116,103	21,418,471
Annual surplus	9,631,900	10,753,737	7,949,089
Accumulated surplus, beginning of year	159,107,808	159,107,808	151,158,719
Accumulated surplus, end of the year	$ 168,739,708	$ 169,861,545	$ 159,107,808

See accompanying notes to consolidated financial statements.

TOWN OF
QUALICUM BEACH

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2025, with comparative information for 2024

	2025 Budget (note 18)	2025	2024
Annual surplus	$ 9,631,900	$ 10,753,737	$ 7,949,089
Acquisition of tangible capital assets	(16,215,800)	(20,869,620)	(9,561,800)
Amortization of tangible capital assets	-	4,383,297	3,839,821
Proceeds on sale of tangible capital assets	-	75,676	120,000
Gain on disposal of tangible capital assets	-	(17,386)	(32,379)
	(16,215,800)	(16,428,033)	(5,634,358)
Use of inventories	-	163,276	180,961
Purchase of inventories	-	(192,053)	(163,276)
Use of prepaid expenses	-	94,398	96,488
Acquisition of prepaid expenses	-	(294,045)	(94,398)
	-	(228,424)	19,775
Change in net financial assets	(6,441,200)	(5,902,720)	2,334,506
Net financial assets, beginning of year	19,059,464	19,059,464	16,724,958
Net financial assets, end of year	$ 12,475,564	$ 13,156,744	$ 19,059,464

See accompanying notes to consolidated financial statements.

TOWN OF
QUALICUM BEACH

Consolidated Statement of Cash Flows

Year ended December 31, 2025, with comparative information for 2024

	2025	2024
Cash and cash equivalents provided by (used in):		
Operations:		
Annual surplus	$ 10,753,737	$ 7,949,089
Items not involving cash:		
Gain on disposal of tangible capital assets	(17,386)	(32,379)
Amortization of tangible capital assets	4,383,297	3,839,821
	15,119,648	11,756,531
Changes in non-cash operating working capital:		
Accounts receivable	1,963,729	(1,165,782)
Municipal Finance Authority debt reserve fund deposit	52,069	(1,937)
Inventories	(28,777)	17,685
Prepaid expenses	(199,647)	2,090
Accounts payable and accrued liabilities	(303,294)	(1,774,428)
Accrued employee benefits	(9,875)	88,497
Deferred revenue	(401,816)	98,638
Unearned revenue	(120,106)	341,299
Performance bonds and deposits	39,541	(123,092)
	16,111,472	9,239,501
Financing:		
Repayment of long-term debt	(1,062,931)	(1,009,396)
Proceeds from long-term debt	540,000	-
	(522,931)	(1,009,396)
Investing:		
Acquisition of tangible capital assets	(20,869,620)	(9,561,800)
Proceeds on disposal of tangible capital assets	75,676	120,000
	(20,793,944)	(9,441,800)
Decrease in cash and cash equivalents	(5,205,403)	(1,211,695)
Cash and cash equivalents, beginning of year	28,142,587	29,354,282
Cash and cash equivalents, end of year	$ 22,937,184	$ 28,142,587
Non-cash transactions:		
Deemed donation on acquisition of tangible capital assets	4,480,000	-
	4,480,000	-

See accompanying notes to consolidated financial statements.

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 it's 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.

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.

The Town is entitled to collect interest and penalties on overdue taxes. This revenue is recorded in the period the interest and penalties are levied.

Revenue from the sales of services, other revenue from own sources, as well as other income, are recorded as revenue when the performance obligations are met.

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.

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

1. Significant accounting policies (continued):

(e) Cash and cash equivalents:

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

(f) 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.

(g) 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.

(h) 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.

1. Significant accounting policies (continued):

(h) 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.

1. Significant accounting policies (continued):

(i) 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.

Actual results could differ from those estimates.

(j) 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 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 contamination;
d) it is expected that future economic benefits will be given up; and
e) a reasonable estimate of the liability can be made.

1. Significant accounting policies (continued):

(k) 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(h)(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.

1. Significant accounting policies (continued):

(l) Financial instruments:

Financial instruments include cash and cash equivalents, accounts receivable, 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, 2025 and 2024 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.

2. Changes in accounting policies:

(a) Future accounting prononcements:

These standards and amendments were not effective for the year ended December 31, 2025, 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 $292,033 (2024 - $270,654) 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.

4. Accounts receivable:

	2025	2024
Property taxes	$ 819,001	$ 458,609
Water rates	359,709	361,443
Sewer rates	211,427	208,794
Solid waste	241,781	227,110
Local area service tax receivable	510,601	546,319
Other grants receivables	75,204	-
Receivable from federal government	191,864	1,005,715
Receivable from provincial government	82,741	1,565,369
Interest receivable	53,152	94,220
Trade receivables	127,744	169,374
	$ 2,673,224	$ 4,636,953

5. Accounts payable and accrued liabilities:

	2025	2024
Trade payables	$ 1,379,589	$ 1,726,271
Payable to federal government	345,897	444,474
Payable to provincial government	374,095	47,618
Holdbacks payable	43,408	227,920
	$ 2,142,989	$ 2,446,283

6. Deferred revenue:

	Balance, beginning of year	Contributions	Revenue Recognized	Balance, end of the year
323 Hall Rd Shoreline	$ 45,000	$ -	$ -	$ 45,000
BC Active Transportation - Waterfront Pathway	211,747	250,000	461,747	-
Community Action Initiative	72,706	120,000	78,608	114,098
Indigenous Engagement Funding	40,000	42,000	40,000	42,000
Local Government Climate Action Program	448,316	-	44,562	403,754
REDIP - Economic Development	100,000	-	56,260	43,740
UBCM - Community Emergency	40,968	-	40,968	-
UBCM - Firesmart Coordinator and Outreach	73,996	-	73,996	-
UBCM - Next Gen 911 Grant	22,500	-	17,675	4,825
Other	1,800	-	-	1,800
	$ 1,057,033	$ 412,000	$ 813,816	$ 655,217

7. Unearned revenue:

	2025	2024
Prepaid taxes	$ 1,914,149	$ 1,655,376
Prepaid utilities	22,891	18,318
Development cost charges	2,773,841	3,264,160
Off street parking	383,915	376,407
Land lease	139,375	139,375
Building permits	75,906	8,479
Building licenses	22,400	4,470
Other	75,089	61,087
	$ 5,407,566	$ 5,527,672

Development cost charges (DCCs) includes statutory reserves that are required to be set-up under section 188(2) of the Community Charter. When the related costs are incurred, the DCCs are recognized as revenue (note 15).

8. Long-term debt:

	2025	2024
Municipal Finance Authority Loan repaid during the year.	$ -	$ 462,936
Municipal Finance Authority loan bearing interest at a daily floating rate, payments of $17,156 monthly including interest, due December 31, 2027.	399,538	588,461
Municipal Finance Authority loan bearing interest at a daily floating rate, payments of $38,322 monthly including interest, due October 31, 2028.	1,225,623	1,636,695
Municipal Finance Authority loan bearing interest at 4.13% per annum, payments of $10,375 annually plus interest of $11,151 semi-annually, due June 25, 2055.	540,000	-
	$ 2,165,161	$ 2,688,092

8. Long-term debt (continued):

Principal repayments and estimated actuarial earnings are as follows:

	Principal repayments	Estimated actuarial earnings	Total
2026	$ 638,575	$ -	$ 638,575
2027	656,033	368	656,401
2028	361,677	750	362,427
2029	10,375	1,145	11,520
2030	10,375	1,553	11,928
Thereafter	259,368	224,942	484,310
	$ 1,936,403	$ 228,758	$ 2,165,161

Principal repayments are deposited by MFA in a fund and earns income called actuarial earnings which, together with principal repayments, are expected to be sufficient to retire the debt at maturity. An actuarial adjustment is associated with each principal payment and is a non-cash reduction in the debt balance based on expected actuarial earnings.

9. 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.

10. 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.

	2025								
	Work in progress	Land	Buildings	Equipment	Transportation	Land Improvements	Water	Sewer	Total
Cost:									
Balance, beginning 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
Additions	652,574	12,119,197	1,504,854	1,087,607	3,303,640	1,556,308	645,440	-	20,869,620
Disposal	-	-	(123,204)	(35,441)	(81,843)	-	(8,004)	-	(248,492)
Transfers	(7,921,521)	-	-	-	2,842,294	3,523,620	1,555,607	-	-
Balance, end of year	1,514,991	50,551,719	37,651,512	12,191,375	79,213,062	37,615,678	19,183,379	11,635,821	249,557,537
Accumulated amortization:									
Balance, beginning of year	-	-	14,072,469	4,806,387	42,800,062	13,816,365	7,240,111	6,410,345	89,145,739
Amortization	-	-	1,065,684	751,628	1,315,148	782,348	274,049	194,440	4,383,297
Disposals	-	-	(83,778)	(35,442)	(65,494)	-	(5,488)	-	(190,202)
Balance, end of year	-	-	15,054,375	5,522,573	44,049,716	14,598,713	7,508,672	6,604,785	93,338,834
Net book value	$ 1,514,991	$ 50,551,719	$ 22,597,137	$ 6,668,802	$ 35,163,346	$ 23,016,965	$ 11,674,707	$ 5,031,036	$ 156,218,703

TOWN OF
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Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

10. Tangible capital assets (continued):

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

11. Accumulated surplus:

	2025	2024
Surplus:		
Investment in tangible capital assets (note 12)	$ 153,746,412	$ 136,795,448
General operating	2,744,694	2,161,599
Water operating	1,110,544	1,061,617
Sewer operating	322,679	226,865
	157,924,329	140,245,529
Statutory Reserves:		
Property reserve fund	80,374	1,233,966
Park land reserve fund	133,038	287,959
Emissions reduction reserve fund	27,802	26,794
Park improvements reserve fund	109,236	105,277
Cemetery reserve fund	304,063	292,004
Asset replacement reserve fund	4,364,853	5,384,623
New asset investment reserve fund	1,240,645	1,360,722
Water infrastructure reserve fund	2,798,325	2,528,105
Sewer infrastructure reserve fund	963,638	597,250
Growing communities fund	41,597	3,573,510
Curling building reserve fund	95,678	128,532
	10,159,249	15,518,742
Non Statutory Reserves:		
Municipal Finance Authority debt reserve fund	5,491	57,560
Arrowsmith water reserve	94,093	82,270
Fire Equipment Replacement	63,201	-
Affordable housing reserve	-	450,000
Developer contribution reserve	110,390	104,202
Local government capacity funding reserve	131,885	191,885
Tree replacement	33,000	30,200
Skate board park donation reserve	6,747	51,160
Community Works (Gas Tax) reserve	724,360	1,199,265
Election reserve fund	30,000	20,000
Strategic initiatives reserve fund	(21,200)	781,995
Community amenity contributions reserve	600,000	375,000
	1,777,967	3,343,537
	$ 169,861,545	$ 159,107,808

12. Investment in tangible capital assets:

	2025	2024
Investment in tangible capital assets, beginning of the year	$ 136,795,448	$ 130,151,694
Add:		
Acquisition of tangible capital assets	20,869,620	9,561,800
Repayment of long-term debt	1,062,931	1,009,396
Less:		
Amortization	(4,383,297)	(3,839,821)
Net book value of tangible capital asset disposals	(58,290)	(87,621)
Loan proceeds	(540,000)	-
Investment in tangible capital assets, end of year	$ 153,746,412	$ 136,795,448

13. Net taxation revenue:

	2025	2024
Taxes collected:		
General	$ 13,116,446	$ 12,118,665
Parcel tax - water	1,232,400	1,128,000
Parcel tax - sewer	289,380	263,048
1% utility tax	154,759	152,810
	14,792,985	13,662,523
Taxes collected for other government services:		
Education	6,756,182	6,341,526
Regional District of Nanaimo	6,092,449	5,403,906
Nanaimo Regional Hospital District	2,779,357	2,254,335
Vancouver Island Regional Library	748,241	715,090
B.C. Assessment Authority	189,561	178,239
Municipal Finance Authority	1,032	998
	16,566,822	14,894,094
Less taxes paid to other governments	(15,826,598)	(14,191,776)
	740,224	702,318
Grants-in-lieu of taxes:		
Federal government	18,455	17,294
Taxes paid to other governments	(10,150)	(9,494)
Fortis BC	76,520	93,197
B.C. Hydro	189,402	175,271
	274,227	276,268
	$ 15,807,436	$ 14,641,109

14. Government transfers:

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

	2025	2024
Provincial grants		
Unconditional	$ 432,000	$ 868,225
Conditional	724,414	801,052
Capital	64,059	1,672,700
	1,220,473	3,341,977
Federal grants		
Conditional	-	4,759
Capital	487,013	487,013
	487,013	491,772
Other governments and agencies		
Unconditional	356,767	-
Conditional	75,879	-
Capital	50,825	720,000
	483,471	720,000
	$ 2,190,957	$ 4,553,749

15. Other income:

	2025	2024
Cash received in-lieu of park dedication	$ -	$ 174,000
Community amenity contributions	834,250	375,000
Donations	6,688,486	51,160
Grants	182,265	129,836
Local area service taxes - East Village	-	1,325,000
Provincial emergency program recoveries	59,205	38,291
Development cost charges	1,071,679	57,448
Other	64,385	55,332
	$ 8,900,270	$ 2,206,067

Community amenity contributions (CACs) 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 2025, the Town received $834,250 (2024 - $375,000) in CAC.

In 2025, the Town acquired the Eaglecrest Golf Course for $8,500,000. The property's appraised value was approximately $12,980,000, as a result the difference of $4,480,000 has been recorded as donation revenue. Furthermore, the Town received a cash donation in the amount $2,125,000 to support this purchase.

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.

Development cost charges (DCCs) are one-time fees imposed by local governments on developers to pay for infrastructure needed to support new growth, including water, sewer, drainage, roads, and parkland acquisition. When DCCs are received, they are initially recorded as unearned revenue (see note 7). When DCCs are used to fund eligible projects, they are recognized as revenue. In 2025, the Town recognized $1,071,679 (2024 - $57,448) to fund eligible projects.

16. 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 trusteed 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 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 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, 2024, indicated a $2,675 million funding surplus for basic pension benefits on a going concern basis.

The Town paid $570,274 (2024 - $520,275) for employer contributions to the plan in fiscal 2025.

The next valuation will be as at December 31, 2027.

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.

16. 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, 2025, there was a contingent demand note of $10,938 (2024 - $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 (the "Association"). 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. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.

(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, 2025, there are no claims outstanding.

17. 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.

17. Segmented information (continued):

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.

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.

17. Segmented information (continued):

	2025								
	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	$ 14,285,656	$ -	$ -	$ -	$ 1,232,400	$ 289,380	$ -	$ -	$ 15,807,436
Sale of services	5,926	170,221	13,427	954,579	1,964,902	788,798	241,838	33,272	4,172,963
Other revenue from own sources	766,090	921,853	-	-	-	-	-	143,549	1,831,492
Interest and tax penalties	949,336	-	-	-	-	-	-	-	949,336
Government transfers	485,535	426,919	1,080,899	-	64,059	-	-	133,545	2,190,957
Other	132,845	59,205	481,984	-	-	-	-	8,226,236	8,900,270
Gain on disposal of assets	17,386	-	-	-	-	-	-	-	17,386
Total revenues	16,642,774	1,578,198	1,576,310	954,579	3,261,361	1,078,178	241,838	8,536,602	33,869,840
Expenses:									
Salaries, wages and employee benefits	2,442,574	1,218,170	1,946,182	182,855	840,691	255,013	851,870	1,437,837	9,175,192
Goods and services	785,897	1,870,969	2,311,319	910,839	1,217,245	405,517	469,570	1,462,279	9,433,635
Amortization	142,024	165,276	3,185,284	-	441,171	189,698	-	259,845	4,383,298
Fiscal services	123,978	-	-	-	-	-	-	-	123,978
Total expenses	3,494,473	3,254,415	7,442,785	1,093,694	2,499,107	850,228	1,321,440	3,159,961	23,116,103
Annual surplus (deficit)	$ 13,148,301	$ (1,676,217)	$ (5,866,475)	$ (139,115)	$ 762,254	$ 227,950	$ (1,079,602)	$ 5,376,641	$ 10,753,737

17. 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	6,000	136,172	6,750	849,817	1,829,004	770,912	288,698	20,633	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	435,600	266,720	2,159,712	-	730,000	-	309,434	652,283	4,553,749
Capital contributions	-	-	287,070	-	330,000	353,500	-	-	970,570
Other income	1,726,857	132,743	88,769	-	21,532	-	55,035	181,131	2,206,067
Gain on disposal of assets	32,379	-	-	-	-	-	-	-	32,379
Total revenues	17,505,955	535,635	3,402,268	849,817	4,038,536	1,387,460	653,167	994,722	29,367,560
Expenses:									
Salaries, wages and employee benefits	2,286,760	1,228,727	1,996,026	188,218	779,928	270,646	706,991	1,074,074	8,531,370
Goods and services	590,443	1,605,255	2,147,761	799,073	1,237,436	558,147	514,733	1,381,532	8,834,380
Amortization	88,565	146,181	2,817,271	-	390,200	167,781	-	229,824	3,839,822
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)	$ 14,327,288	$ (2,444,528)	$ (3,558,790)	$ (137,474)	$ 1,630,972	$ 390,886	$ (568,557)	$ (1,690,708)	$ 7,949,089

18. Budget data

The budget data presented in these consolidated financial statements is based upon the 2025 operating and capital budgets approved by Council via Bylaw 908 on March 19, 2025.

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

	Budget amount
Revenue:	
Operating budget	$ 29,962,100
Add:	
Transfers from surplus or reserves	11,990,800
Total revenue	41,952,900
Expenses:	
Operating budget	20,330,200
Capital budget	16,215,800
Add:	
Transfers to reserves	4,371,400
Debt principal repayments	1,035,500
Total expenses	41,952,900
	$ -

19. Comparative information:

Certain 2024 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
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Schedule 1 - Canada Community Building Fund

Year ended December 31, 2025
(Unaudited)

	2025	2024
Opening balance	$ 1,199,265	$ 939,812
Grant funds received	487,013	487,013
Interest earned	52,780	-
	1,739,058	1,426,825
Project expenditures	1,014,698	227,560
	$ 724,360	$ 1,199,265

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.

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Schedule 2 - Growing Communities Fund

Year ended December 31, 2025
(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.

		2025		2024
Growing Community Fund	$	3,573,510	$	3,414,107
Project expenditures:				
Eaglecrest golf course purchase		2,100,000		-
Saahtlam Park washrooms, playground and food truck services		166,307		-
Seacrest Road replacement - slope stabilization		700,000		-
Skate park project		700,000		11,200
		(92,797)		3,402,907
Interest earned		134,394		170,603
	$	41,597	$	3,573,510

TOWN OF
QUALICUM BEACH

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NEXT GENERATION 9-1-1 IMPLEMENTATION AND OPERATION CONTRACT (MUNICIPALITY)

THIS AGREEMENT signed _____is effective _____, 2026 (the "**Effective Date**")

BETWEEN:

REGIONAL DISTRICT of NANAIMO

("**RDN**")

AND:

TOWN OF QUALICUM BEACH

("**Municipality**")

(each a "**Party**", and together, the "**Parties**")

Background

A. RDN has the capacity and was given the authority by its Supplementary Letters Patent dated July 20, 1991 to provide E9-1-1 Emergency Telephone Service as an extended service (the "**E9-1-1 Service**") to the service area in Qualicum Beach (the "**Serving Area**");

B. Pursuant to Telecom Regulatory Policy CRTC 2017-182 titled "Next Generation 9-1-1 – Modernizing 9-1-1 networks to meet the public safety needs of Canadians" ("**TRP 2017-182**"), the legacy 9-1-1 calling system is due to be decommissioned by order of the Canadian Radio-television Commission ("**CRTC**"), and will be replaced by an NG9-1-1 system which supports telephone calls, sessions, and events, including voice, text, and related data, and nonhuman-initiated automatic event alerts, such as alarms, telematics, or sensor data, which may also include real-time voice, text, or video communications) sent from the Serving Area to the 3-digit emergency telephone number 9-1-1 and directed to a public safety answering point ("**NG9-1-1 Calls**");

C. In light of TRP 2017-182, as part of E9-1-1 Service, RDN wishes to provide the inhabitants within its Serving Area as defined in the TELUS Agreement with the NG9-1-1 service ("**NG9-1-1 Service**"). TELUS Communications Inc. ("**TELUS**") is the sole provider of NG9-1-1 Service in British Columbia. In connection with the NG9-1-1 Service, RDN entered or will imminently enter into an agreement with TELUS (the "**TELUS Agreement**");

D. In connection with NG9-1-1 Services, RDN in respect to Electoral Areas A, B, C, E, F, G, and H, and RDN members District of Lantzville, Town of Qualicum Beach, and City of Parksville, in respect to their respective geographic areas, are expected to create, maintain, and deliver GIS and MSAG data to TELUS in connection with the NG9-1-1 Service. Under the TELUS Agreement, RDN agreed to direct RDN members to do so in respect to their respective geographic areas;

E. In connection with NG9-1-1 Services, all PSAPS operating within the Serving Area must comply with various technical and operational requirements; and,

F. By executing this letter agreement, RDN and the Municipality (the "**Parties**") wish to set out their

respective rights and obligations in connection with the NG9-1-1 Service.

NOW THEREFORE, in consideration of the premises contained herein, and other consideration, (the sufficiency of which is agreed by the Parties), the Parties covenant and agree as follows.

1. In this Agreement, including the Recitals, unless expressly stated otherwise, the following terms have the following meaning:

   (a) "CRTC" has the meaning set out in Recital B;

   (b) "E9-1-1 Service" has the meaning set out in Recital A;

   (c) "Effective Date" means the reference date of this Agreement;

   (d) "GIS" means mapping and addressing geographic information system;

   (e) "GIS Data" means mapping and addressing data in an i3 format used in real time within the NG9-1-1 call flow for location validation, call routing and mapping;

   (f) "Master Service Addressing Guide" or "MSAG" means a database of street names and house number ranges; it defines emergency service zones within the community and the emergency service numbers associated to them in order to enable proper routing of basic 9-1-1 and enhanced 9-1-1 calls;

   (g) "NG9-1-1 Service" has the meaning set out in Recital D;

   (h) "PSAPs" has the meaning set out in the TELUS Agreement;

   (i) "Serving Area" has the meaning set out in Recital A;

   (j) "TELUS" has the meaning set out in Recital C;

   (k) "TELUS Agreement" has the meaning set out in Recital D, a copy of which is attached at Appendix 1 to Schedule A;

   (l) "TELUS NG9-1-1 Network" has the meaning set out in the TELUS Agreement; and,

   (m) "TRP 2017-182" has the meaning set out in Recital B.

2. In the interpretation of this Agreement:

   (a) words importing the singular include the plural and vice versa, and words importing persons include individuals and entities;

   (b) the words "include" and "including" are to be construed as meaning "including, without limitation";

   (c) schedules referenced in and attached to this Agreement form part of this Agreement; and,

   (d) the division of this Agreement into sections and the insertion of headings are for convenience of reference only and will not affect the construction or interpretation of the Agreement.

3. The Municipality will comply with the obligations set out in Schedule A to this Agreement, as related to NG9-1-1 Service. The Municipality acknowledges and agrees that RDN has no authority to waive the Municipality's compliance with Schedule A, or to agree to modify the requirement of Schedule A, unless such waiver or modification is agreed to by TELUS, which may require approval by the CRTC.

4. The Municipality will:

   (a) not operate a PSAP, or retain any entity to perform duties of a PSAP, unless:

      i. it has provided to RDN at least a 120 days' prior written notice of its intention to do so; and

      ii. it has received a prior written confirmation from RDN that the PSAP has entered into agreement with RDN agreeing to comply with the PSAP's obligations under the TELUS Agreement, in the form satisfactory to RDN (the "**PSAP/MV Agreement**");

   (b) as part of its service agreement with a PSAP, require the PSAP to comply with the PSAP/RDN Agreement; and,

   (c) upon written notice from RDN advising that the PSAP is not in compliance with the PSAP/RDN Agreement, cooperate with and support the RDN to obtain compliance from the PSAP; cooperation and support does not mean financial support.

5. The Municipality acknowledges and agrees that if a PSAP is not designated as a PSAP under the TELUS Agreement, and is not compliant with the TELUS Agreement (as required under the PSAP/RDN Agreement), TELUS may refuse to connect the PSAP to the TELUS NG9-1-1 Network, or may disconnect the PSAP from the TELUS NG9-1-1 Network, all of which may negatively impact the NG9-1-1 Service.

6. From time to time, during the Term, the Municipality will deliver to RDN such information, records, and documents as RDN may reasonably require, to confirm compliance by the Municipality with its obligations in this Agreement. The Municipality acknowledges and agrees that RDN requires this information to ensure RDN's compliance with the TELUS Agreement.

7. The term of this Agreement will commence on the Effective Date and will continue until the Parties mutually agree in writing to terminate this Agreement.

8. Subject to the prior approval of TELUS, RDN agrees that the Municipality may contact and deal directly with TELUS (or a Provincially assigned data aggregator) with respect to matters associated with GIS Data, GIS, and MSAG in the Municipality's geographic area. Promptly following execution of this Agreement, RDN will deliver to TELUS written confirmation of the authority granted to the Municipality pursuant to this section 8.

9. Nothing contained in this Agreement will create a duty or liability on the part of the Municipality, RDN, or their respective employees or agents, to any member of the public.

10. The Parties acknowledge and understand that there may be First Nation reserves within the jurisdictional boundaries of the Municipality (the "**First Nation Lands**"). TELUS will collaborate with the Province of British Columbia to engage directly with the respective First Nation governments to support the collection and aggregation of GIS Data on the First Nation Lands.

11. Neither Party will have the right to assign, transfer (whether directly or indirectly by way of a change of control), or otherwise dispose of any of its interest in all or any part of the Agreement, whether gratuitously or for consideration, without the prior written consent of the other Party and any attempt to do so will be void.

12. Without limiting the indemnity in Schedule A, the Municipality will indemnify and save harmless RDN against all claims and expenses, (including reasonable legal fees), incurred by RDN as a result of the Municipality's breach of this Agreement. This section 12 will survive the expiration or the earlier termination of this Agreement.

13. Any notice required pursuant to this Agreement will be in writing and delivered personally, by courier or by electronic means of communication to the addresses listed below or to such other address or contact person as either Party may indicate in writing to the other from time to time.

Regional District of Nanaimo	Town of Qualicum Beach
6300 Hammond Bay Road Nanaimo, BC, V9T 6N2	#201 - 660 Primrose St. Qualicum Beach, BC V9K 1S7
Attention: Corporate Officer	Attention: Director of Corporate Services
Email: inquiries@rdn.bc.ca	Email: CorporateServices@qualicumbeach.com

14. This Agreement will enure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns.

15. This Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof and supersedes any previous agreement between the Parties, whether written or verbal.

16. If any provision of this Agreement is held to be unenforceable, then such provision will be severed from this Agreement and the remaining provisions will remain in full force and effect. The Parties will in good faith negotiate a mutually acceptable and enforceable substitute for the unenforceable provision, which substitute will be as consistent as possible with the original intent of the Parties.

17. The failure of either Party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will remain in full force and effect.

18. No amendment to this Agreement will be valid or binding unless set forth in writing and duly executed by both Parties.

19. This Agreement will not create nor will it be interpreted as creating any association, partnership or any agency relationship between the Parties.

20. This Agreement is governed by and will be construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein, and the Parties attorn to the exclusive jurisdiction of the courts of British Columbia.

21. Time is of the essence of this Agreement.

22. This Agreement may be executed electronically and in counterparts, both of which together will constitute one and the same instrument, and either Party may deliver its counterpart page by electronic transmission.

23. Schedule A is attached hereto and forms part of this Agreement.

IN WITNESS WHEREOF the Parties have executed this Agreement as of the Effective Date.

FOR THE REGIONAL DISTRICT OF NANAIMO	FOR THE TOWN OF QUALICUM BEACH
Signed by: Sec. 22 [redacted] B3F52D53B5994B8...	
Title: Stuart McLean Board Chair	Title:
Signed by: Sec. 22 [redacted] BA507C6F70B8463...	
Title: Nelda Richardson Corporate Officer	Title:

Schedule A

GIS/MSAG Implementation

1. In this Schedule, capitalized terms have the same meaning as set out in the agreement between TELUS and RDN in respect to NG9-1-1, a copy of which is attached as Appendix 1 to this Schedule A (**"TELUS Agreement"**), except the following:

   (a) **"Agreement"** means this Agreement between RDN and the Municipality;
   (b) **"Effective Date"** has the same meaning as defined in this Agreement; and
   (c) **"Parties"** means RDN and the Municipality.

2. The Municipality acknowledges that it has reviewed and understands the TELUS Agreement and that it has had the opportunity to obtain independent legal advice with respect to the TELUS Agreement.

3. The Municipality acknowledges and agrees with the description of the Serving Area and the Emergency Service Zones identified as Area 3485 in Appendix 2 to this Schedule A, as applicable to the Municipality's geographic area.

4. The Municipality acknowledges that under the TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001) (the **"Tariff"**), TELUS will provide NG9-1-1 Service to RDN in order to provide End- Users, within the Serving Area, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to NG9-1-1 Service, access to Emergency Services. The Municipality will work collaboratively with RDN to implement NG9-1- 1 Service in the Serving Area in the manner described in the Tariff and in this section 4 of Schedule A. The Municipality acknowledges and agrees that answering and handling of emergency calls, sessions, and events, along with the emergency response, are not part of the NG91-1 Service under the Tariff.

5. The Municipality acknowledges and agrees that:

   (a) as of the Effective Date, in the Serving Area, GIS or MSAG are not defined and established under the applicable provincial legislation, and there is no provincial body that acts as a GIS Data aggregator; and

   (b) pursuant to section 3.1.5 of the TELUS Agreement, TELUS will receive GIS Data, aggregate GIS Data into a dataset, and maintain the GIS dataset for the Serving Area.

6. As set out in section 4.2 of the TELUS Agreement, the Municipality acknowledges and understands that in cases where NG9-1-1 Calls are delivered to TELUS without complete location information, they may be routed to a default PSAP which may be a default i3 PSAP, designated by the provincial government of British Columbia, or an alternate default PSAP selected and managed by TELUS.

7. As set out in section 4.4 of the TELUS Agreement, in respect of its geographic area, the

Municipality will:

(a) upon implementation of GIS functionality within the TELUS NG9-1-1 Network, provide GIS Data created or collected by the Municipality directly to TELUS in a secure manner without transiting through any shared open platform;

(b) create, maintain and update all boundaries, addressing and mapping data according to applicable standards generally accepted in Canada for such data (MSAG and GIS) and perform quality assurance and control on the data before data is provided to TELUS;

(c) provide and validate, when required by TELUS, all GIS Data, including street names, addresses, or other data provided by the GIS and associate those with Emergency Service Zones;

(d) inform TELUS of all changes in the GIS Data that may occur during the term of this Agreement. Changes in that data must be reported to TELUS as soon as possible after that data changes;

(e) correct all errors with submitted GIS Data as reported by TELUS as soon as possible after the notification is sent to the Municipality by TELUS or by RDN. The Municipality will endeavor to correct it within 72 hours, from being notified by TELUS or by RDN, or will advise TELUS and RDN promptly of the time reasonably required to correct, all with the view to ensure that all carriers operating within RDN territory have access to accurate validation information;

(f) provide TELUS access to the Master Service Addressing Guide until such time as the legacy 9-1-1 network is decommissioned or is advised by TELUS or RDN that the Master Service Addressing Guide is no longer required; and

(g) as soon as practicable, notify TELUS and RDN in writing if the Municipality intends to have a third party provide GIS Data on its behalf. Third parties providing GIS Data will be listed in Schedule D to the TELUS Agreement.

8. As set out in section 4.4 of the TELUS Agreement, the Municipality will take responsibility for changes to the 9-1-1 call routing resulting from GIS Data submitted by the Municipality.

9. In order to meet the requirements of section 4.6 of the TELUS Agreement, the Municipality will give RDN a minimum of 120 days' written notice of an intended change in the GIS Data providers, to enable RDN to provide TELUS with a 90 days' written notice to that effect.

10. As set out in section 4.7 of the TELUS Agreement, the Municipality acknowledges and understands that TELUS will collaborate with the Province of British Columbia to engage directly with First Nation governments to support the collection and aggregation of GIS Data on the First Nation Lands.

11. As set out in section 4.12, the Municipality acknowledges that, from time to time, due to unforeseen major outages or planned upgrades, TELUS network may be impacted and changes

to addressing database may be suspended. The Municipality will support RDN and TELUS, and work cooperatively with RDN and with TELUS during such events.

12. As set out in section 7.1 of the TELUS Agreement, forthwith after signing this Agreement, the Municipality will deliver to RDN and to TELUS the Confidential Information Consent Form, signed by an authorized signatory of the Municipality, in the form attached as Appendix 3 to this Schedule A.

13. As set out in section 7.3 of the TELUS Agreement, the Municipality acknowledges that TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at www.telus.com/businessprivacy. TELUS' provision of the NG9-1-1 Service is subject to this policy. This policy may be updated by TELUS from time to time, provided that all updates must be in compliance with all applicable laws. The amended policy will be posted at the location above. Unless otherwise indicated, the effective date of the amended policy will be the date of posting.

14. As set out in section 7.4 of the TELUS Agreement, the Municipality acknowledges and agrees that any information including any and all written documentation provided by TELUS to the Municipality, directly or through RDN, pertaining to the design, development, implementation, the operation and the maintenance of the NG9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of NG9-1-1 Service. The Municipality will not, and will not permit any of its employees, servants, agents, assignees and/or contractors, to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of NG9-1-1 Service.

15. The Parties will:

    (a) abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect, as may be amended or replaced from time to time;

    (b) promptly advise each other of any security incident that involves loss or unauthorized disclosure of confidential or personal information collected and retained pursuant to this Agreement, and cooperatively work to address any such incident;

    (c) promptly assist each other to respond to any information requests which require response pursuant to applicable laws; and

    (d) promptly assist each other in connection with a privacy impact assessment prepared by either Party in connection with the NG9-1-1 Service in the Serving Area.

16. The Municipality will indemnify RDN against all reasonable claims and expenses (including reasonable legal costs) that RDN incurs arising from or as a result of breach by the Municipality of its obligations under this Schedule A, except to the extent that such claims or expenses result from the wrongful acts or gross negligence of RDN, or breach by RDN of its obligations this Schedule A.

17. As set out in section 12.2 of the TELUS Agreement, the Municipality acknowledges that TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service if TELUS has reasonable cause to believe that the RDN's NG9-1-1 traffic is compromised or otherwise poses a risk to the NG9-1-1 Service or the TELUS NG9-1-1 Network.

18. Appendices 1 and 2 are attached to and form part of this Schedule A.

19. Sections 12 to 16 (inclusive) will survive the expiration or the earlier termination of this Agreement.

Appendix 1
Copy of TELUS Agreement
Attached hereto to this Agreement.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

This Agreement for the provision of TELUS' Next Generation 9-1-1 Service (the "**Agreement**") is effective the 2 day of June, 2025 (the "**Effective Date**")

BETWEEN:

Regional District of Nanaimo
(the "**Local Government Authority**" or "**LGA**")

AND:

TELUS Communications Inc.
("**TELUS**" or the "**Company**")

(each a "**Party**", and together, the "**Parties**")

WHEREAS:

A. The LGA is a regional district incorporated and operating pursuant to the *Local Government Act* (BC). The LGA is composed of three member municipalities (City of Parksville, Town of Qualicum Beach, and District of Lantzville) and seven Electoral Areas ('Electoral Areas A, B, C, E, F, G, and H'), and within the geographical boundaries of the LGA are three non-member First Nations (Qualicum, Snaw-Naw-As and Snuneymuxw First Nations), all of which for the purposes of this Agreement "**LGA Members**";

B. Within the Serving Area:

- the LGA contracts with North Island 911 Corporation, ECOMM, and Surrey Fire Dispatch to provide 9-1-1 and fire dispatch calling services;
- provincial, federal, and municipal authorities (including the LGA) administer, govern, and regulate the Emergency Services and the PSAPs, while the LGA, directs the PSAPs through its contracts with the PSAPs; and

C. The LGA wishes to provide its inhabitants with access to Next-generation 9-1-1 service ("**NG9-1-1 Service**") through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1;

D. The legacy 9-1-1 service is, as per Telecom Regulatory Policy CRTC 2017-182 titled "Next Generation 9-1-1 – Modernizing 9-1-1 networks to meet the public safety needs of Canadians" ("**TRP 2017-182**"), due to be decommissioned by order of the Canadian Radio-television Commission ("**CRTC**");

E. The current legacy 9-1-1 services will remain in effect and supplement the NG9-1-1 Service until such time the legacy 9-1-1 network is decommissioned;

F. As mandated by the CRTC under TRP 2017-182, TELUS is the sole provider of NG9-1-1 Service in British Columbia, and as such can route calls, sessions or events from the inhabitants of the LGA calling the

3-digit emergency telephone number 9-1-1 to the appropriate PSAP which provides the 9-1-1 caller with access to Emergency Services;

G. The NG9-1-1 Service is Internet Protocol ("**IP**") based and is designed to replace the legacy provincial basic and enhanced 9-1-1 service, which will transit calls, sessions and events to the 3-digit emergency telephone number 9-1-1 in accordance with the terms and conditions laid out in applicable CRTC policies and decisions, including TRP 2017-182 and Telecom Decision CRTC 2021-199 ("**Decision 2021-199**");

H. TELUS NG9-1-1 Tariff (CRTC 21461 Item 1001)[1] (the "**Tariff**") states that TELUS will recover costs associated with delivering the TELUS NG9-1-1 Service in the form of a fee levied against each End-User;

I. In Telecom Order 2021-421, the CRTC approved a template NG9-1-1 Local Government Service Agreement for use by TELUS and local government authorities responsible for the provision of emergency services in Alberta and British Columbia. In Telecom Order 2022-119, the CRTC approved a modification to the original template filed by TELUS, and confirmed that the CRTC expects that finalized agreements between TELUS and local government authorities will be modified, as necessary, to account for individual local government authority context; and

J. The Parties wish to enter into this Agreement for NG9-1-1 Service within the Serving Area of the LGA, using a template agreement approved by the CRTC as modified to reflect the circumstances of the LGA and the reality that the details of NG9-1-1 implementation, including in respect to GIS Data, are still being worked on by the NG9-1-1 community,

NOW THEREFORE in consideration of the mutual agreements hereinafter contained and other good and valuable consideration, the Parties hereto agree as follows:

1 INTERPRETATION

1.1 In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms will have the meanings ascribed to them in Schedule A (Definitions).

1.2 TELUS has or will enter into a contract with: (a) the British Columbia Health Care Services ("**Health Care Services**") and (b) the Royal Canadian Mounted Police ("**RCMP**") in connection with (among other things) their respective administration of public safety answering points within the Serving Area. The LGA has no contracts with the Health Care Services or the RCMP in connection with this Agreement, or the administration of public safety answering points in the Serving Area supported by the Health Care Services and the RCMP. As such, the LGA has no obligation to coordinate with the Health Care Services and the RCMP in connection with this Agreement.

1.3 When an LGA Member contracts Secondary PSAP, LGA shall obtain confirmation in writing from such LGA Member that such contract includes all PSAP's obligations set forth in this Agreement.

[1] This Tariff was filed by TELUS with the CRTC in accordance with the process laid out in TRP 2017-182.

1.4 As of the Effective Date, *NENA Standard for NG9-1-1 GIS Data Model, NENA-STA-006* (the **"NG9-1-1 GIS Data Model"**) is the baseline standard for NG9-1-1 GIS services in Canada.

2 SCOPE OF AGREEMENT

2.1 **Agreement:** Without limiting section 13.3, the Parties hereby agree to fulfil their respective obligations as per the terms and conditions set out in the Tariff and those contained in this Agreement, in order to provide and receive NG9-1-1 Service in the Serving Area. The Parties agree that this Agreement is for their mutual advantage and is designed to provide continued access to NG9-1-1 Service to the served inhabitants within the Serving Area.

2.2 **Cost Recoveries:** The Parties agree that TELUS will recover costs associated with delivering the NG9-1-1 Service via the Tariff in the form of a fee levied against each End-User.

2.3 **Service Description:** The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network (**"ESInet"**). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Network Provider networks supporting 9-1-1 calling over IP-based networks and devices. For i3-PSAPs, TELUS delivers the ESInet to the Primary PSAP and the Secondary PSAP operations premise using TELUS's IP VPN (Virtual Private Network) service to the PSAPs. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services (**"NGCS"**) and may include other third-party applications from Trusted Entities (as defined in section 6.1) as may be requested by the LGA and agreed to by TELUS. NG9-1-1 Service features are described in the User-to-Network Interface (**"UNI"**) document. The LGA agrees that TELUS is not responsible nor liable for damages arising from the LGA's or the PSAPs' use of third-party applications in conjunction with the TELUS NG9-1-1 Service, unless (a) the application is approved by TELUS, or (b) the application is permitted or required by an applicable law, a court order, or a governmental authority (including CRTC). TELUS agrees that the LGA and the PSAPs are not responsible nor liable for damages arising from TELUS' wrongful or grossly negligent operation and administration of the NG9-1-1 Service.

3 TELUS' OBLIGATIONS

3.1 Without limiting TELUS' obligations under the Tariff, or any policies, orders and decisions of the CRTC, in accordance with the Tariff, TELUS will:

3.1.1. Provide NG9-1-1 Service to the LGA in order to provide End-Users, within the Serving Area, served by Originating Network Providers who have entered into agreements with TELUS with respect to access to NG9-1-1 Service, access to Emergency Services through calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1, as further described herein;

3.1.2. Provide TELUS' Next Generation 9-1-1 network (the **"TELUS NG9-1-1 Network"**) access, network termination/demarcation, and services to the Primary PSAP and the Secondary PSAPs, in the manner agreed to by TELUS and the LGA from

time to time, to be used to answer and transfer calls, sessions and events to the 3-digit emergency telephone number 9-1-1;

3.1.3. Provide Selective Routing and Transfer of emergency calls, sessions and events to the Primary PSAP and Secondary PSAPs according to instructions provided by the LGA from time to time, including those described in PSAP Contingency Plans;

3.1.4. Provide 9-1-1 caller information, as ordered by the CRTC, to the PSAP(s);

3.1.5. For the Serving Area: receive GIS Data, aggregate GIS Data into a dataset, and maintain the GIS Data dataset;

3.1.6. Be responsible for any other requirements not specifically identified in this Agreement related to matters of the kind as imposed by the CRTC;

3.1.7. Where an Originating Network Provider has entered into agreements with TELUS with respect to access to NG 9-1-1 Service, TELUS will remain responsible for all aspects of the operation of the NG 9-1-1 Service and will not be relieved of any of its obligations under this Agreement;

3.1.8. Maintain a 24x7 9-1-1 Support Team to monitor the TELUS NG9-1-1 Network and coordinate activities with stakeholders;

3.1.9. Maintain a fallback Operator Service that will accept NG9-1-1 Calls, sessions and events and route them to the appropriate PSAP in the event of network, routing, or location issues;

3.1.10. Selectively route and enable the selective transfer of NG9-1-1 Calls to the Primary PSAP, Secondary PSAPs and Dispatch Agency according to Policy Routing Rules crafted to the needs of the LGA, including those described in PSAP Contingency Plans;

3.1.11. Maintain a PSAP Contingency Plan as prepared by each PSAP in the event of network or customer equipment outage or evacuation. Schedule E sets out the Contingency Plans and Policy Routing Rules in place as of the Effective Date. The Parties may update Schedule E as necessary from time to time, by mutual written consent, without requiring an amendment to this Agreement;

3.1.12. Perform Quality Assurance and Quality Control (QA/QC) (as described in the Tariff) on the aggregated GIS Data dataset and provide mapping and addressing discrepancy/errors reporting back to the LGA or its designees (the "**Discrepancy Report**"). For greater certainty, this includes resolving gaps, overlaps, and other GIS Data discrepancies; and

3.1.13. Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to the Primary PSAP and the Secondary PSAP locations listed in Schedule B.

3.2 TELUS is responsible for delivering NG9-1-1 traffic to the TELUS NG9-1-1 Demarcation Point(s). TELUS will not be responsible for any issues, nor will it troubleshoot outages or failures proved to be occurring with the PSAP network, which begin on the PSAP- side of the TELUS NG9-1-1 Demarcation Point. Neither the LGA nor the PSAPs will be responsible for any issues, nor will they troubleshoot outages or failures, proved to be occurring with the TELUS network on the TELUS side of the TELUS NG9-1-1 Demarcation Point.

4 OBLIGATIONS OF THE LGA

4.1 The LGA:

4.1.1. Has designated the Primary PSAPs and the Secondary PSAPs, including back up locations for the PSAPs, to answer and dispatch 9-1-1 Calls in the Serving Area, as set out in Schedule B. In the event that the LGA contracts with a third party for the management and operation of a PSAP, the LGA will not be relieved of any of its obligations under this Agreement.

4.1.2. Will provide TELUS with a minimum of ninety (90) days' written notice of an intended change of a PSAP in the Serving Area.

4.1.3. Will require the PSAPs to:

(a) operate in the manner that is i3-compliant, based on the technical requirements listed in Schedule C;

(b) provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements listed in Schedule C; and

(c) establish a Business Continuity Plan and to test it annually.

4.2 The LGA acknowledges and understands that in cases where NG9-1-1 Calls are delivered to TELUS without complete location information, they may be routed to a default PSAP which may be a default i3 PSAP, designated by the provincial government of British Columbia, or an alternate default PSAP selected and managed by TELUS.

4.3 The Parties acknowledge that, as of the Effective Date of this Agreement, in the Serving Area, GIS or MSAG are not defined and established under the applicable provincial legislation, and there is currently no provincial or regional body that acts as a GIS Data aggregator (the "**GIS Data Aggregator**"). The Parties further acknowledge that NG9-1-1 Service community stakeholders are currently exploring a coordinated approach to have GIS Data aggregation across the Province of British Columbia.

4.4 Subject to section 4.7, the LGA will direct each LGA Member, in respect to their respective areas, to:

4.4.1. as of and from a mutually acceptable date, which will reflect the implementation

of the GIS functionality within the TELUS NG9-1-1 Network, the readiness of the LGA and the LGA Members, and the CRTC directives on the GIS functionality for NG9-1-1 Service:

- maintain the layers of GIS Data as described in the NG9-1-1 GIS Data Model (collectively, the "Civic Location GIS Data");
- provide Civic Location GIS Data maintained by the LGA or the LGA Member directly to TELUS in a secure manner without transiting through any shared open platform, the technical details of the manner of transiting to be provided by TELUS in advance of GIS functionality implementation;
- when required by TELUS, associate Civic Location GIS Data maintained by the LGA or the LGA Member with Emergency Service Zones;
- inform TELUS of changes in the Civic Location GIS Data maintained by the LGA or the LGA Member. Changes in that data must be reported to TELUS as soon as possible; and
- correct discrepancies and errors with submitted Civic Location GIS Data, as reported by TELUS, as soon as possible after receiving from TELUS a Discrepancy Report identifying the discrepancy/error, and resubmit the data to TELUS; and as soon as practicable, notify TELUS in writing if the LGA or a LGA Member intends to have a third party provide GIS Data on its behalf. To the extent known as of the Effective Date, third parties identified to provide GIS Data on behalf of the LGA or a LGA Member are identified in Schedule D.

4.4.2. provide TELUS access to the LGA's or the LGA Member's data file of street names and house number ranges (also known as an LGA's or the LGA Member's Master Service Addressing Guide) until such time as the legacy 9-1-1 network is decommissioned or advised by TELUS that the data file of street names and house number ranges is no longer required and notify TELUS in writing, as soon as possible, if the LGA or the LGA Member intends to have a third party submit to TELUS GIS Data on its behalf. To the extent known as of the Effective Date, third parties identified to submit Civic Location GIS Data on behalf of the LGA or an LGA Member are identified in Schedule D.

4.4.3. The Parties may update Schedule D, from time to time, by mutual written consent, without requiring an amendment to this Agreement. If a GIS Data Aggregator is willing to assume some of the obligations of the LGA or LGA Member under this Agreement, the Parties will work cooperatively to amend this Agreement, as needed, to reflect the role of such GIS Data Aggregator and any changes to the rights or obligations of each Party.

4.5 As of the Effective Date:

4.5.1. the Parties acknowledge that the NG9-1-1 GIS Data Model is in its preliminary stages of implementation in Canada;

4.5.2. the LGA acknowledges that in cases where NG9-1-1 Calls are delivered to TELUS

without complete location information, they may be routed to a default PSAP which may be a default i3 PSAP, designated by the provincial government of British Columbia, or an alternate default PSAP selected and managed by TELUS;

4.5.3. the LGA and the LGA Members do not manage Civic Location GIS Data for provincial highways This Civic Location GIS Data is managed by the Province of British Columbia. The LGA will collaborate with the Province of British Columbia to facilitate the submission to TELUS of Civic Location GIS Data by the Province on provincial highways; and

4.5.4. the LGA and the LGA Members do not manage Civic Location GIS Data for federal highways, and other types of federal lands (including airport lands and port lands). The LGA will collaborate with the Government of Canada, or its agents, as applicable, and the Province of British Columbia, to facilitate the submission to TELUS by either of the foregoing entities of Civic Location GIS Data on federal lands.

4.6 The LGA will provide TELUS with a minimum of ninety (90) days' written notice of an intended change in the Civic Location GIS Data providers.

4.7 The Parties acknowledge and agree that there are several First Nation reserves and treaty lands within the Serving Area (the "**First Nation Lands**"). TELUS will collaborate with the Province of British Columbia to engage directly with the respective First Nation governments to support the creation, collection, and aggregation of Civic Location GIS Data on the First Nation Lands. The LGA will, assist TELUS and the Province to identify the First Nation Lands in the Serving Area and to complete Schedule G. The Parties may update Schedule G, from time to time, by mutual written consent, without requiring an amendment to this Agreement.

4.8 With respect to the Serving Area, the LGA will:

4.8.1. Determine, in conjunction with TELUS, the Serving Area and Emergency Service Zones served by the PSAPs. For greater certainty, the Serving Area and the Emergency Service Zones have been determined as of the Effective Date, as set out in Schedule B. The Parties may update Schedule B, from time to time, by mutual written consent, without requiring an amendment to this Agreement;

4.8.2. Ensure the PSAPs have secure 9-1-1 data and systems within the PSAPs domains, which security includes physical security, network security, cybersecurity, and all other considerations within the PSAPs domains, all in the manner generally accepted in Canada for such services;

4.8.3. Ensure the PSAPs have and maintain current contact information and make it available as per the NENA i3 standard;

4.8.4. Ensure the Primary PSAP accepts specific planned test calls from the public;

4.8.5. Ensure the Primary PSAP implements a call handling solution that includes a test

call interface and automaton as described in NENA i3; and

4.8.6. Provide TELUS with 85 days written notice of an intended change in borders of the Serving Area.[2]

4.9 The LGA will ensure the PSAPs comply with the current UNI and NENA i3 standards and other technical and operational requirements set out in the documents referenced in this Agreement, or otherwise communicated by TELUS to all LGAs and PSAPs prior to the Effective Date. The Parties acknowledge and understand that technical and operational requirements related to the NG9-1-1 Service may evolve from time to time or need to be detailed. If, after the Effective Date:

4.9.1. CRTC orders TELUS to implement new technical, or operational requirements in connection with the NG9-1-1 Service; or

4.9.2. TELUS implements new technical, or operational requirements to address safety, security, or similar concerns,

then, if directed to do so in writing by TELUS, the LGA will require the PSAPs to comply with the new technical and operational requirements on the implementation schedule set out by the CRTC, or by TELUS, acting reasonably. Change of technical and operational requirements pursuant to this section 4.9 will not require an amendment to this Agreement.

4.10 The LGA will require PSAPs to not authorize, assist, or permit any person, other than TELUS, to change, repair, reinstall or tamper with the TELUS NG9-1-1 Network located on property owned or operated by the PSAP, up to the PSAP side of the Demarcation Point.

4.11 The LGA recognizes that the NG9-1-1 Service allows for many new functionalities regarding types of data that can be transmitted over the TELUS NG9-1-1 Network. It is expected that the CRTC will order TELUS to implement such new functionalities. The availability of these functionalities may require software and/or hardware upgrades by the PSAPs. If, after the Effective Date, CRTC orders TELUS to implement new functionalities, then, if directed to do so by TELUS in writing, the LGA will require the PSAPs to implement the necessary software and/or hardware upgrades on the implementation schedule set out by the CRTC. Implementation of new functionalities pursuant to this section 4.11 will not require an amendment to this Agreement.

4.12 The LGA acknowledges that, from time to time, due to unforeseen major outages or planned upgrades, TELUS network may be impacted and changes to addressing database may be suspended. The LGA will, and will require the PSAPs to, support, and work cooperatively with TELUS during such events.

4.13 The LGA will require the PSAPs to implement guidelines and procedures with respect to the retention and destruction of the End Users' personal information (the term "personal

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[2] Please see Telecom Decision 2011-309 – CISC consensus reports – Emergency Services Working Group – ESRE0053 Section 4.2.2 – Change activity timelines.

information" is defined in the same manner as in the BC *Freedom of Information and Protection of Privacy Act*) related to NG9-1-1 Service, prior to the provision of the NG9-1-1 Service, in accordance with the BC *Freedom of Information and Protection of Privacy Act*.

4.14 The LGA will require the PSAPs to:

4.14.1. Take all reasonable steps necessary to ensure that all communications destined for carriage over the TELUS NG9-1-1 Network will be secure, in the manner generally accepted in Canada for such services; and

4.14.2. Take all reasonable steps necessary to protect the confidentiality of the information carried over these networks, to the extent generally accepted in Canada for such services.

4.15 The LGA warrants and represents that it has the authority to:

4.15.1. Enter into this Agreement;

4.15.2. Through its agreements with PSAPs, utilize the NG 9-1-1 Service to provide End-Users within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to the NG 9-1-1 Service; and

4.15.3. Through its agreements with PSAPs, determine that all End-Users, within the Serving Area, served by TELUS or by Originating Network Providers who have entered into agreements with TELUS with respect to access to the NG9-1-1 Service, will receive access to NG-9-1-1 Service through use by the LGA of the NG9-1-1 Service.

5 PROPERTY RIGHTS

5.1 Title to, ownership of, and all intellectual property rights in any facilities, equipment, software, systems, processes, and documentation used by TELUS to provide the NG 9-1-1 Service and all enhancements on them will be and remain with TELUS or its suppliers. Except as expressly set forth elsewhere in this Agreement, this Agreement does not grant the LGA any intellectual property or other rights or licenses in or to any service components listed above.

6 TRUSTED ENTITIES

6.1 Trusted entities are entities that have been qualified, certified and authorized by either TELUS, or CRTC, or both, to connect to the TELUS NG 9-1-1 Network (**"Trusted Entities"**).

7 CONFIDENTIAL INFORMATION

7.1 Unless the LGA provides express written consent, or disclosure is pursuant to an applicable law, all information provided to TELUS by the LGA pursuant to this Agreement,

other than the LGA's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than:

7.1.1. The LGA;

7.1.2. A person who, in the reasonable judgment of TELUS, is seeking the information as an authorized agent of the LGA;

7.1.3. Another telecommunications company, provided the information is required for the efficient and cost-effective provision of the NG9-1-1 Service in the Serving Area and disclosure is made on a confidential basis with the information to be used only for that purpose;

7.1.4. An agent retained by TELUS in the collection of payments (if any) lawfully due to TELUS by the LGA in connection with this Agreement, provided the information is required for and is to be used only for that purpose;

7.1.5. Governmental authority or agent of a governmental authority, for emergency public alerting purposes, if the governmental authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; and

7.1.6. A TELUS affiliate involved in supplying the LGA with the NG9-1-1 Service, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.

7.2 TELUS acknowledges that the LGA is subject to the BC *Freedom of Information and Protection of Privacy Act* (**"FOIPPA"**). LGA's obligations in this Agreement are subject to FOIPPA.

7.3 TELUS will comply with Canadian privacy legislation (including the *Personal Information Protection and Electronic Documents Act* (PIPEDA), the *Personal Information Protection Act* (BC) and the FOIPPA as such legislation is applicable to TELUS in connection with the provision of the NG9-1-1 Services under this Agreement. Without limiting the foregoing statement, TELUS' commitment to the protection of personal information is further detailed in the TELUS Business Customer Privacy Policy available at **www.telus.com/businessprivacy**. TELUS' provision of the NG9-1-1 Service is subject to this policy. This policy may be updated by TELUS from time to time, provided that all updates must be in compliance with all applicable laws. The amended policy will be posted at the location above, and notice of the change will be provided by TELUS to the LGA in writing in advance. Unless otherwise indicated, the effective date of the amended policy will be the date of posting. The continued use of the NG9-1-1 Service by the LGA after such date will be deemed to constitute the acceptance of the amended policy. The LGA's use of the NG9-1-1 Service, or the deemed acceptance of the policy, as amended, will not be deemed to constitute a representation or warranty by the LGA that TELUS or the policy is in compliance with applicable laws. TELUS is solely responsible for ensuring

that its policies and practices comply with all applicable laws.

7.4 Any information including any and all written documentation provided by TELUS to the LGA, its employees, servants, agents, assigns and/or contractors (including the PSAPs) pertaining to the design, development, implementation, the operation and the maintenance of the NG9-1-1 Service is confidential, and will be provided only to such persons who have a need to know for the purposes of NG9-1-1 Service. The LGA will not permit any of its employees, servants, agents, assignees and/or contractors (including the PSAPs) to duplicate, reproduce, or otherwise copy any such confidential information for any purpose whatsoever, except as may be required by any such employees, servants, agents, assigns and/or contractors with a need to do so for the purposes of NG9-1-1 Service. The LGA shall include the restrictions set forth in this section in its agreements with the PSAPs and the LGA Members within its Serving Area.

7.5 The LGA will require the PSAPs to comply with the applicable laws, including FOIPPA, in connection with the collection, use, retention, disclosure, and destruction of personal information (as defined under FOIPPA) provided to the PSAPs by the End-Users in the context of the NG9-1-1 Service (**"Personal Information"**).

7.6 The LGA will require the PSAPs to use Personal Information for the sole purpose of responding to the 9-1-1 related communication, unless:

7.6.1. otherwise permitted or required under applicable laws;

7.6.2. the End-User consents to other use or disclosure; or

7.6.3. a court or another governmental authority having jurisdiction orders otherwise.

7.7 The LGA will, and will require the PSAPs to:

7.7.1. retain Personal Information in accordance with all applicable laws;

7.7.2. not use Personal Information except as set out in section 7.6; and

7.7.3. not disclose Personal Information except as set out in section 7.6.

7.8 The LGA will indemnify TELUS against all reasonable claims and expenses (including reasonable legal costs) that TELUS incurs as a result of breach by the LGA of its obligations under this Article 7, except to the extent resulting from wrongful acts or gross negligence of TELUS, or breach by TELUS of its obligations under this Agreement. This section 7.8 will survive the expiration or the earlier termination of this Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

7.9 The Parties will:

7.9.1. Abide by all applicable federal and provincial legislation with respect to the protection of privacy and confidential information in effect from time to time;

7.9.2. Promptly advise each other of any security incident that involves loss or unauthorized disclosure of confidential or personal information collected and retained pursuant to this Agreement, and cooperatively work to address any such incident;

7.9.3. Promptly assist each other to respond to any information requests which require response pursuant to applicable laws; and

7.9.4. Promptly assist each other in connection with a privacy impact assessment prepared by either Party in connection with the NG9-1-1 Service in the Serving Area.

8 QUALITY OF THE LGA'S SERVICE

8.1 The LGA will require the PSAPs to acknowledge the importance under this Agreement that the PSAPs connected to the TELUS NG9-1-1 Network:

8.1.1. provide, operate, and manage the personnel and the equipment, including terminal equipment, required to receive and process all emergency calls, sessions and events directed to the PSAP, based on the technical requirements listed in Schedule C and the requirements described in TELUS General Tariff CRTC 21461 – item 1001 Next Generation 9-1-1 service; and

8.1.2. meet at all times the technical requirements set out under this Agreement. A default of a PSAP to comply with such technical requirement can compromise the TELUS NG9-1-1 Network and affect the End-Users.

9 FORCE MAJEURE

9.1 Neither TELUS nor the LGA will be held responsible for any damages or delays as a result of war, invasion, insurrection, demonstrations, or as a result of decisions by civilian or military authorities, fire, floods, strikes, decisions of regulatory authorities, and, generally, as a result of any event that is beyond the LGA's or TELUS' reasonable control ("**Force Majeure**").

9.2 In the event of a Force Majeure, the Parties will cooperate and make all reasonable efforts to provide temporary replacement service until permanent service is completely restored.

9.3 The costs required to provide temporary replacement service will be borne according to the respective roles of TELUS and the LGA, as indicated in sections 3 and 4 of this Agreement.

10 IMPLEMENTATION

10.1 TELUS and the LGA agree that the implementation of the NG 9-1-1 Service within the Serving Area based on the details in Schedule B, will be coordinated with the PSAPs in accordance with mutual readiness for deployment of the NG9-1-1 Service and in compliance with CRTC deadlines. TELUS and the LGA agree that , subject to section 4.7,

the implementation of the GIS Data delivery contemplated in this Agreement will be coordinated with the LGA Members in accordance with section 4.4, and with First Nation governments in accordance with section 4.7.

11 LIMITATION OF LIABILITY

11.1 The LGA acknowledges and agrees that TELUS' liability for the performance of its obligations pursuant to this Agreement are limited pursuant to CRTC 21461, Item 124 (as amended or replaced from time to time) (**"Terms of Service"**). It is understood that TELUS' limited liability under this Agreement is a condition without which TELUS would not have entered into this Agreement, and therefore, TELUS' liability for the performance of its obligations pursuant to this Agreement will not exceed any limitation of liability set out in the Terms of Service, even if such limitation of liability does not specifically apply or refer to the LGA.

11.2 The LGA and TELUS will, during the Term, maintain sufficient insurance to face their respective monetary obligations stemming from liability under this Agreement. The Parties may self-insure. Each Party will provide the other Party evidence of insurance, or self-insurance, as applicable, upon demand by the other Party.

11.3 Section 11.1 will survive the expiration or the earlier termination of this Agreement even if it is annulled, in part or in whole, or even if it is terminated for any other reason.

12 TERM, TERMINATION AND CHANGES

12.1 **Term**: This Agreement will be effective as of the Effective Date and will be valid for a period of five years (the **"Initial Term"**) unless otherwise terminated under the terms of this Agreement. Upon expiry of the Initial Term, the Agreement will be automatically renewed for successive periods of five years each (each, the **"Extended Term"**). Either Party may terminate this Agreement by giving the other Party at least six months' written notice of termination before the end of the Initial Term, or the end of an Extended Term, as applicable.

12.2 **Termination or Suspension of a Service:** TELUS may immediately suspend the entirety or a portion of the NG9-1-1 Service (without terminating this Agreement) if TELUS has reasonable cause to believe that the LGA's NG9-1-1 traffic is compromised or otherwise poses a risk to the NG9-1-1 Service or the TELUS NG9-1-1 Network.

13 REGULATORY APPROVAL

13.1 It is expressly understood that NG 9-1-1 Service is provided pursuant to the terms and conditions of the Tariff as amended from time to time (with the approval of CRTC), and as approved by the CRTC, and this Agreement as amended from time to time.

13.2 Any material amendments to this Agreement (excluding the Schedules) will require the prior written approval by the CRTC.

13.3 Notwithstanding sections 13.1 and 13.2, the Parties acknowledge and agree that the CRTC

does not have regulatory jurisdiction over the LGA, the LGA Members within the Serving Area, or the PSAPs. This Agreement, including its approval by the CRTC, does not change that. The LGA's agreement to the terms of the Tariff, and the incorporation of the Tariff by reference into this Agreement, is contractual.

14 WAIVER

14.1 The failure of either Party to require the performance of any obligation hereunder, or the waiver of any obligation in a specific instance, will not be interpreted as a general waiver of any of the obligations hereunder, which will continue to remain in full force and effect.

15 RELATIONSHIP OF THE PARTIES

15.1 This Agreement will not create nor will it be interpreted as creating any association, partnership, any employment relationship, or any agency relationship between the Parties.

16 ENTIRE AGREEMENT

16.1 Except as otherwise stated herein, this Agreement constitutes the entire agreement of the Parties and supersedes any previous agreement, whether written or verbal. Should any provision of this Agreement be declared null, void, or inoperative, the remainder of the Agreement will remain in full force and effect. In the event of a conflict between this Agreement and the Tariff, the terms of the Tariff will prevail.

17 NOTICES

17.1 Except if expressly specified otherwise elsewhere in the Agreement, all notices necessary under this Agreement will be given in writing. In the case of TELUS, the notice will be sent by e-mail and in the case of the LGA, the notice can be either personally delivered, or sent by registered mail, or by e-mail at the addresses indicated below. Notices, if personally delivered, will be deemed to have been received the same day, or if sent by registered mail, will be deemed to have been received four days (excluding Saturdays, Sundays and statutory holidays in the province of British Columbia) after the date of mailing. Notices delivered by e-mail will only be effective if:

17.1.1 the notices include the following information: (i) sender's name, address, telephone number, and e-mail address; and (ii) date and time of the transmission; and

17.1.2 the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery.

Notices will be to the following:

Regional District of Nanaimo	**TELUS Communications Inc.**
RDN Corporate Services	TELUS
6300 Hammond Bay Rd	Regulatory Affairs
Nanaimo, BC V9T 6N2	
	Attn: TELUS NG9-1-1 Leadership Team
Attn: Manager, Corporate Services corporateservices@rdn.bc.ca	Regulatory.affairs@telus.com

Or to such other address as either Party may indicate in writing to the other.

18 SCHEDULES

The following schedules are attached to and form part of this Agreement:

- Schedule A – Definitions
- Schedule B – Emergency Service Zones & PSAP migration identification in the Serving Area
- Schedule C – Technical Requirements\ESInet Access Criteria
- Schedule D – Civic Location GIS Data Provider Details
- Schedule E – Contingency Plan and Policy Routing Rules
- Schedule F – Designated LRA
- Schedule G – First Nation Identification & corresponding LGA/GIS data status

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed by their duly authorized representatives, such execution effective on the Effective Date.

Regional District of Nanaimo

Per: Sec. 22

Printed: Vanessa Craig, Chair

Title:

TELUS Communications Inc.

Per: Sec. 22

Printed: Jeff Smith

Title: Director – Infrastructure Policy Regulatory Affairs

Per: Sec. 22

Printed:

Title: Sky Snelgrove, Deputy Corporate Officer Regional District of Nanaimo

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule A
Definitions

1 DEFINITIONS

For the purposes of this Agreement, in addition to other terms defined elsewhere in the Agreement, the following terms have the meanings ascribed below:

1.1 "Automatic Number Identification" or "ANI":

TELUS' NG9-1-1 Network's capability to automatically identify the calling telephone number and to provide a display of the number at the PSAP.

1.2 "Border Control Function" or "BCF":

Provides a secure entry into the ESInet for emergency calls presented to the network. The BCF incorporates firewall, admission control, and may include anchoring of session and media as well as other security mechanisms to prevent deliberate or malicious attacks on PSAPs or other entities connected to the ESInet.

1.3 "Business Continuity Plan":

A plan outlining how to continue operating during an unplanned service disruption.

1.4 "CRTC":

The Canadian Radio-television and Telecommunications Commission and its successors.

1.5 "Default Routing":

Default Routing is a contingency routing scheme whereby 9-1-1 calls, sessions and events are directed to an alternative PSAP or PSAPs due to network issues or missing or invalid location information.

1.6 "Demarcation Point":

The boundary that delineates the network responsibilities between TELUS, as the provider of the TELUS NG9-1-1 Network, and the PSAPs, in the location acceptable to TELUS and the PSAPs, acting reasonably.

1.7 "Dispatch Agency" means an agency that dispatches emergency responders;

1.8 "Electoral Areas" means the unincorporated areas of the Regional District of Nanaimo including (for certainty) Electoral Area A – Cedar, South Wellington, Yellowpoint and Cassidy; Electoral Area B – Gabriola, Decourcy, and Mudge Islands; Electoral Area C – Extension, Nanaimo Lakes, East Wellington, and Pleasant Valley; Electoral Area E – Nanoose Bay; Electoral Area F – Coombs, Hilliers, Errington, Whiskey Creek, and Meadowood; Electoral Area G – Dashwood, French Creek, San Pareil, Little Qualicum, and Englishman River; and,

Electoral Area H – Bowser, Qualicum Bay and Deep Bay.

1.9 "Emergency Service Zone" or "ESZ":

A defined area within a Serving Area consisting of a specific combination of LGA, law enforcement, fire, emergency medical, and PSAP coverage areas. As of the Effective Date, the ESZs are as set out in Schedule B and Appendix 1 to Schedule B.

1.10 "Emergency Services":

The first responders to situations that require immediate assistance, such as law enforcement, fire department, ambulance service, or other emergency medical assistance service.

1.11 "Emergency Services IP Network" or "ESInet":

An ESInet is a managed, private, dedicated IP network used for Emergency Services communications. The ESInet provides the transport and interconnectivity for trusted entities designated by the CRTC such as NENA i3-compliant PSAPs within the Serving Area, as well as CRTC-registered ONPs supporting 9-1-1 calling over IP-capable networks. For PSAPs, the ESInet is delivered using the Company's IP VPN service to the PSAPs' operations premises described in Schedule B, as amended from time to time. ONPs interconnect to the ESInet through designated physical Points of Interconnection (POIs).

1.12 "End-User":

Under the Tariff, "End User" means, an end-user with NG9-1-1 Network Access within the geographic boundaries of the LGA, as set out in the LGA's letters patent from time to time.

1.13 "GIS":

"GIS" means mapping and addressing geographic information system; "GIS Data" means mapping and addressing data in an i3 format used in real time within the NG9-1-1 call flow for location validation, call routing and mapping.

1.14 "i3" or "NENA i3":

"i3" or "NENA i3" means the NG9-1-1 system architecture defined by NENA, which standardizes the structure and design of functional elements making up the set of software services, databases, network elements and interfaces needed to process multi-media emergency calls and data for NG9-1-1.

1.15 "i3 PSAP":

A PSAP that is capable of receiving Internet Protocol (IP) - based signaling and media for delivery of emergency calls conformant to the i3 standard.

1.16 "Local Government Authority" or "LGA" means the Regional District of Nanaimo .

1.17 "Master Service Addressing Guide" or "MSAG":

The MSAG/SAG is a database of street names and house number ranges; it defines emergency service zones within a community and the emergency service numbers associated to them in order to enable proper routing of basic 9-1-1 and enhanced 9-1-1 calls.

1.18 "NENA":

"NENA" means National Emergency Number Association, Inc.

1.19 "Network Access":

A connection that allows calls, sessions, or other types of events intended to be delivered to the TELUS NG9-1-1 Network.

1.20 "Next Generation Core Services" or "NGCS":

The base set of services needed to process an NG9-1-1 Call on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services but not the network on which they operate.

1.21 "NG9-1-1 Calls" means telephone calls, sessions and events (voice, text, video and related data and nonhuman-initiated automatic event alerts, such as alarms, telematics, or sensor data, which may also include real-time voice, text, or video communications) sent from the Serving Area to the 3-digit emergency telephone number 9-1-1 and directed to a public safety answering point.

1.22 "NG9-1-1 Network Provider":

The carrier that provides connectivity, services, and management for NG9-1-1 service to a local government authority or a public safety answering point. In this Agreement, TELUS is the provider of the TELUS NG9-1-1 Network.

1.23 "Operator Service":

Operator Service for NG9-1-1 is a last resort routing scheme whereby calls, sessions and events that cannot be routed by the NG9-1-1 network on the ESInet to a public safety answering point will be routed to a third party call centre contracted by the NG9-1-1 Network Provider as mandated in Telecom Policy 2019-66.

1.24 "Originating Network Provider":

A CRTC-approved authorized telecommunications service provider, wireless service provider, or other service provider which delivers traffic to the TELUS NG9-1-1 Network for routing to a PSAP.

1.25 "Policy Routing Rules" or "PRRs":

Policy Routing Rules (PRRs) allow a PSAP to enable multi-layered treatment policies for diversion within the TELUS NG9-1-1 Network, providing more options to the PSAP to divert 9-1-1 calls, sessions and events to another destination based upon multiple conditions defined in the PRRs.

1.26 "Public Safety Answering Point" or "PSAP":

Under the Tariff, a primary public safety answering point is a point to which 9-1-1 calls, sessions and events are routed as the first point of contact with a 9-1-1 telecommunicator (a "Primary PSAPS"). : When the primary public safety answering point does not dispatch emergency responders itself, the primary public safety answering point then contacts the Dispatch Agency. However, in cases where local authorities determine that specialized expertise, is required to handle the 9-1-1 call, sessions and events are Lithen transferred to a secondary public safety answering point (a "Secondary PSAP"). As of the Effective Date, Primary PSAPs and Secondary PSAPs designated by the LGA pursuant to this Agreement are listed in Schedule B. Without limiting section 4.1.1 and Schedule B, for the purpose of the LGA's obligations under this Agreement, as of the Effective Date:

(a) **"Primary PSAP"** means the Primary PSAP provider as set out in Schedule B;

(b) **"Secondary PSAP** means the following : means the Secondary PSAP as set out in Schedule B;

(c) The term **"PSAP"** or **"Primary Public Safety Answering Point"** refers to those PSAPs which the LGA contractually administers, as defined in section 1.26(a) and section 1.26(b) of this Schedule A. The LGA does not contractually administer, for the purpose of this Agreement, the following PSAPs: (i) British Columbia Emergency Health Care Services (operating pursuant to the *Emergency Health Services Act* (BC)), (ii) the Royal Canadian Mounted Police (operating pursuant to the *Royal Canadian Mounted Police Act* (Canada)), including municipally-run RCMP operational communications centres in the list municipally-run RCMP ..

1.27 "PSAP Contingency Plan":

It is a plan prepared by the PSAP, in collaboration with TELUS, to provide Default Routing to ensure 9-1-1 calls are answered. PSAP Contingency Plan is about alternative routing and configuration options related to the NG9-1-1 Network and is more specific than the overall PSAP Business Continuity Plan.

1.28 "Selective Routing and Transfer":

A feature that automatically routes traffic destined for emergency services to the appropriate PSAP based on the location data provided during the setup of the 9-1-1 call, session or event (Automatic Identification information or Geodetic) and facilitates inter-agency transfer.

1.29 "Serving Area":

Under the Tariff, the area within the LGA's boundaries, as determined by TELUS and the LGA, from which calls, sessions and events sent to the 3-digit emergency telephone number 9-1-1 will be directed to the Primary PSAP.

1.30 "User-to-Network Interface (UNI) Interconnection Design Specifications":

User-to-Network Interface (UNI) Interconnection Design Specifications means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

SCHEDULE B - v.1
List of NG9-1-1 PSAPs, locations & targeted migration

Current Emergency Zones & PSAP migration identification

Schedule B is a current list of PSAPs that provide services to the LGA. Please review and confirm accuracy (initial) of all contracted PSAPs. Post transition changes or updates to Schedule B will be communicated to TELUS via current TELUS operations change process.

LGA Initial CB

PSAP Serving Information			
PSAP Name (*1 &*2)	PSAP Address	PSAP Address - Backup Site	Targetted Migration Date
E-Comm 9-1-1 North Island	3301 E Pender Street Vancouver, BC	2955 Virtual Way Vancouver, BC	TBD
Surrey Fire	8767 132nd Street Surrey, BC	14355 57th Avenue Surrey, BC	TBD
North Island 9-1-1 Fire	675 13TH Avenue, Campbell River, BC	311 Dogwood St, Campbell River	TBD

ESZ	Community	Municipality	9-1-1 Answer	Fire
3753	Nanaimo RD	Nanaimo *	ECOMM North Island 911 Corp	Surrey Fire
3485	Nanaimo RD	North Island 9-1-1 Corporation	ECOMM North Island 911 Corp	North Island 9-1-1

*** For the purposes of this agreement, ESZ 3753 obligations and accountablities for the Regional District of Nanaimo excludes the City of Nanaimo municipal boundaries.**

Notes:

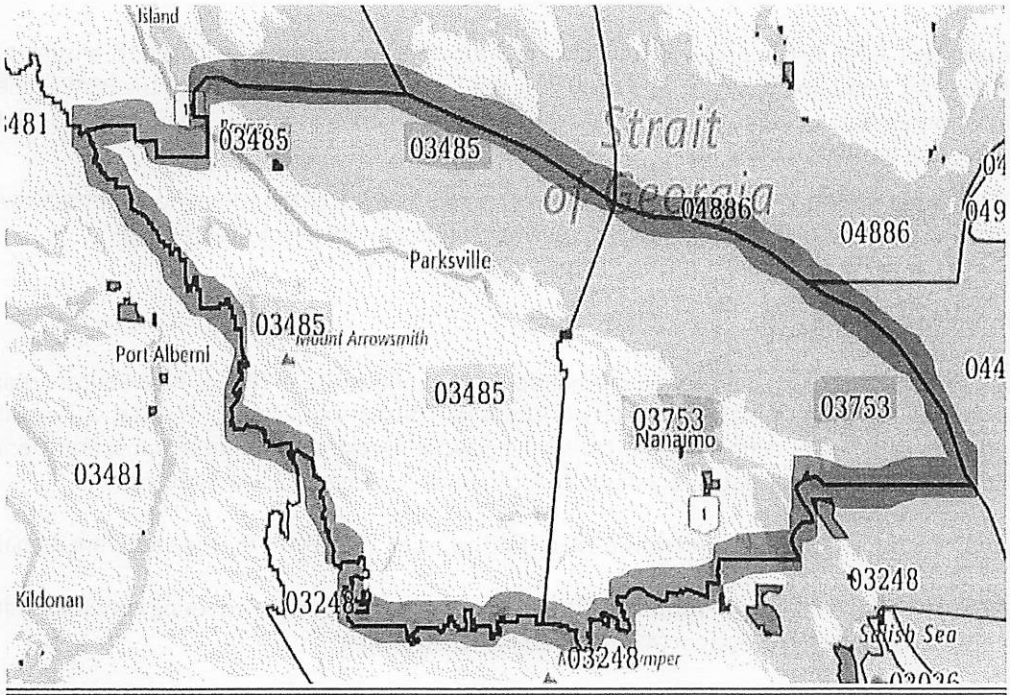
*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.

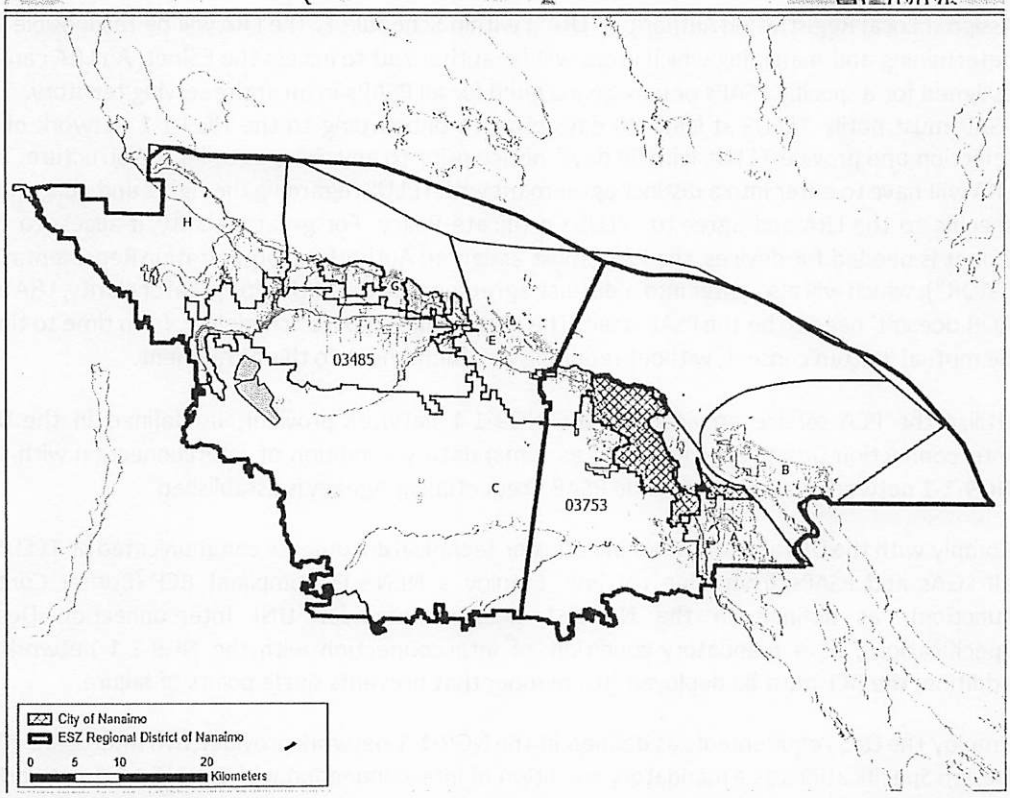
*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

Appendix 1 to Schedule B is attached at next page showing the geographic boundaries of the Emergency Service Zones as of the Effective Date.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Appendix 1 to Schedule B – Emergency Service Zones





EXCLUDED area from 03753 is that contained within the jurisdictional boundaries of the City of Nanaimo. Excluded from the ESZ are those lands referenced in section 4.7 of this Agreement.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule C
Technical Requirements/ESInet Access Criteria

Next Generation 9-1-1 is comprised of complex and interactive systems. In order to ensure proper network security, resiliency, diversity, and reliability, the LGA must ensure that all of the PSAPs meet the technical requirements detailed below. A PSAP cannot interconnect to the TELUS NG9-1-1 Network without meeting these requirements.

PSAPs utilizing networks to process and deliver NG9-1-1 calls outside of the ESInet do so at their own risk and assume all liabilities, including prolonged restoration times in the event of an outage.

LGA will direct the PSAP(s) to:

1 Deploy Dual Stack as the preferred method for simultaneous use of IPV4 & IPV6 address space OR to individually perform NAT-PT (Network Address Translation - Protocol Translation) for their Network Domain as defined in the NG9-1-1 network provider's UNI Interconnection Design Specifications, as a mandatory condition to interconnect to the NG9-1-1 network.

2 Support a set MTU (Maximum Transmission Unit) value of 1500 bytes for their network domain.

3 Utilize the Border Gateway Protocol (BGP) for dynamic routing between peering networks, using registered Autonomous System (AS) numbers, when available.

4 Assign a Local Registration Authority ("**LRA**") within Schedule F. The LRA will be responsible for determining and managing which users will be authorized to access the ESInet. An LRA can be assigned for a specific PSAPs or may be assigned for all PSAPs in an entire serving territory. The PSAP must notify TELUS at least 30 days prior to onboarding to the NG9-1-1 network of its selection and provide TELUS with 60 days' notice prior to any changes to its LRA structure. The LRA will have to enter into a distinct agreement with TELUS regarding the rights and obligations specific to the LRA and agree to TELUS Certificate Policy. For greater clarity, if access to the ESInet is needed for devices, the PSAP must assign an Authorized Organization Representative ("AOR"), which will also enter into a distinct agreement with TELUS. For greater clarity, LRA and AOR doesn't' need to be the PSAP itself. The Parties may update Schedule F, from time to time, by mutual written consent, without requiring an amendment to this Agreement.

5 Utilize the PCA service provided by the NG9-1-1 network provider, as defined in the UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network until a nation-wide PSAP Credentialing Agency is established.

6 Comply with the UNI and any other bulletins or technical documents communicated by TELUS to all LGAs and PSAPs from time to time. Employ a NENA i3 compliant BCF (Border Control Function), as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications, as a mandatory condition of interconnection with the NG9-1-1 network. In addition, the BCF must be deployed in a manner that prevents single points of failure.

7 Employ the QoS requirements as defined in the NG9-1-1 network provider UNI Interconnection Design Specifications as a mandatory condition of interconnection with the NG9-1-1 network.

8 Implement the mandatory list of audio CODECs as provided by the NG9-1-1 network providers

as part of the Onboarding Process, and as updated through the proposed change management process managed by CISC.

9 Use the two (2) redundant 9-1-1 IP-VPN circuits and routers provided by TELUS to deliver 9-1-1 calls, sessions and events, and associated data as per TELUS acceptable use policy available at **www.telus.com/aup**. The PSAPs will not modify, repair, reinstall, or tamper with the 9-1-1 IP-VPN circuits and routers, or use them in a manner that interferes with any service components used to provide them, TELUS' networks, or with the use of TELUS services by other persons, or in a manner that avoids the payment of any charges, or use the 9-1-1 IP-VPN circuits in violation of any law or regulation. TELUS recommends that the PSAP use both 9-1-1 IP-VPN circuits to avoid service impacts in the event of an 9-1-1 IP-VPN circuit or terminating router failure.

10 Design and operation the PSAPs WAN/LAN, including resiliency, capacity, management, quality of service and security.

11 Support end-to-end encryption of traffic from and towards the ESInet as defined in the TELUS NG9-1-1 UNI Interconnection Design Specifications. PSAPs are strongly encouraged to utilize the TELUS NGCS-based DNS service to ensure the resiliency of DNS functions and seamless PCA functionality. If a PSAP opts to use its own DNS service, it will be the sole responsibility of that agency to design, maintain and administer this element.

12 Use the provided ESInet connections strictly for the delivery of NG9-1-1 calling and associated data and not to use any private VPN tunnels across the ESInet.

13 Create Policy Routing Rules for NG9-1-1 and communicate their Default Routing, if any, as part of their PSAP Contingency Plans to ensure that 9-1-1 calls are answered in the event of a PSAP outage.

14 Synchronize their network elements with those of the NGCS based on the Network Time Protocol resource provided by TELUS.

15 Apply on an ongoing basis, the required security updates (including any security patches) promptly, on the schedule communicated by TELUS.

The failure of a PSAP to comply with the technical requirement and access criteria may result in having such PSAP removed from the TELUS NG9-1-1 Network. In the event where a PSAP does not meet the above technical requirements and access criteria to the ESInet, TELUS will inform the LGA before removing the PSAP from the TELUS NG9-1-1 Network.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule D

GIS Data Provider Details or Aggregator * Provided to TELUS upon GIS introduction

Municipality, County or Other Government Entity name	GIS Data Provider or Provincial/ Territorial Designated Data Aggregator name	Provincial /Territorial Legislation (Y/N)

In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default, the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator (Telecom Decision CRTC 2020-150 | CRTC)

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule E
Contingency Plans and Policy Routing Rules

LGA must verify with each PSAP and PSAP location listed in Schedule B has a 9-1-1 Contingency Plan and Policy Routing Rules documented and identified to TELUS. TELUS' requirement is to obtain documented contingencies and does not imply imposing mutual aid, backup sites, or any actual contingency options.

PSAP Serving Information			
PSAP Name (*1 & *2)	**PSAP Address**	**PSAP Address – Backup Site**	**Contingency Plan & Policy Routing Rules LGA verified (initial)**
E-Comm North Island	3301 E Pender Street, Vancouver BC	2955 Virtual Way, Vancouver, BC	CB
Surrey Fire	8767 132 Street, Surrey BC	14355 57th Avenue, Surrey BC	CB
North Island 9-1-1	675 13 Ave, Campbell River, BC	311 S Dogwood St, Campbell River, BC	CB

Notes:

*1 – LGA shall ensure all PSAP sites meet the NG9-1-1 requirements.

*2 – LGA shall ensure that if a PSAP changes during the Term, the replacement is aware of the LGA obligations re: PSAPs under this Agreement, and TELUS is notified of the change.

NEXT GENERATION 9-1-1 LOCAL GOVERNMENT SERVICE AGREEMENT

Schedule F Designated LRA

LGA must designate a Local Registration Authority ("LRA") * reference Schedule C, #4

Digital Subscriber Certificate Agreement and Application Form – submitted by LGA's Local Registration Authority designate upon TELUS onboarding

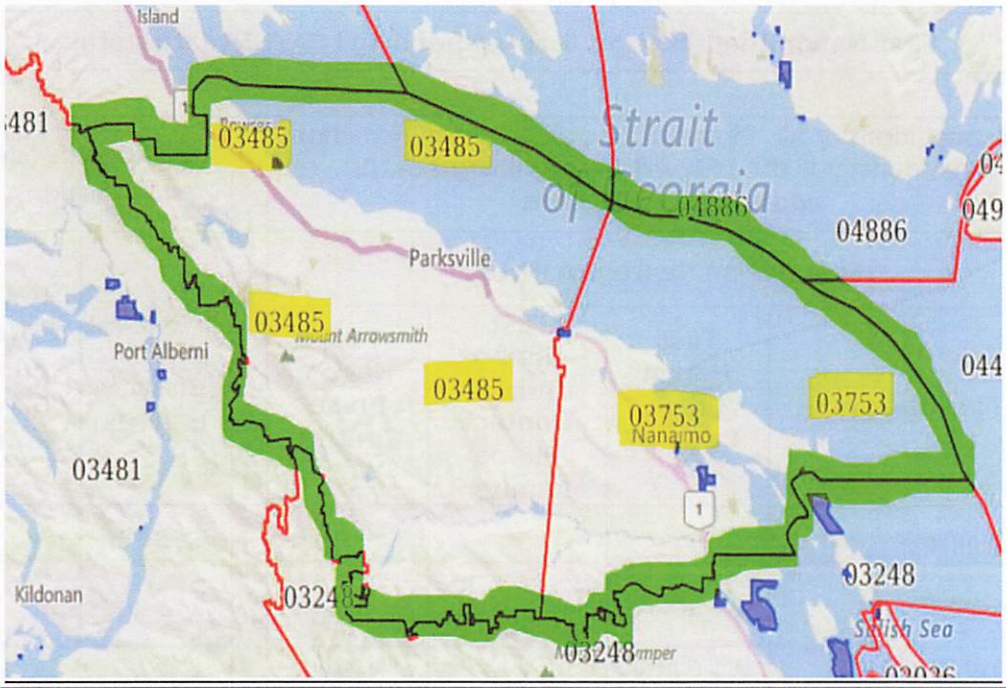
PSAP Serving Information			
PSAP Name	**PSAP Address**	**PSAP Address – Backup Site**	**LGA designated Local Registration Authority ("LRA")**
E-Comm North Island	3301 E Pender Street, Vancouver BC	2955 Virtual Way, Vancouver, BC	Yes
Surrey Fire	8767 132 Street, Surrey BC	14355 57th Avenue, Surrey BC	Yes
North Island 9-1-1	675 13 Ave, Campbell River, BC	311 S Dogwood St, Campbell River, BC	Yes

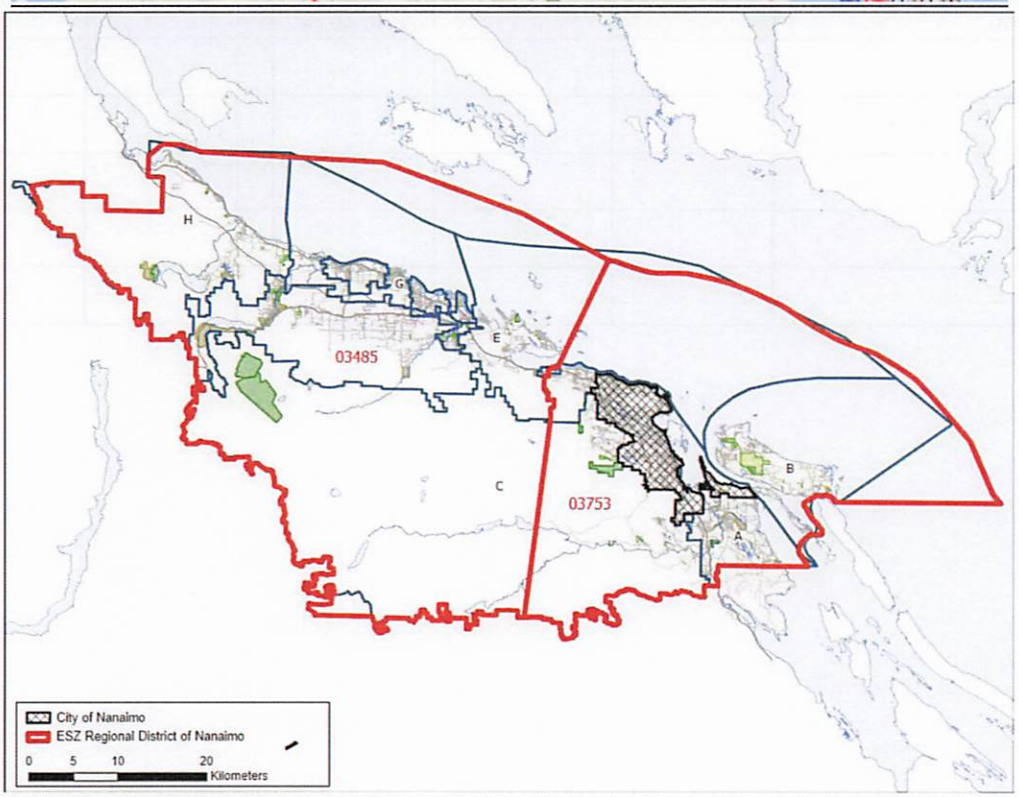
SCHEDULE G

First Nation Identification & corresponding LGA/GIS data status

LGA must identify all First Nations within its jurisdiction and identify if the LGA will be providing TELUS addressing / GIS Data					LGA identify (check mark)	
First Nation Representatives						
First Nation	First Nation Prime Contact Name	First Nation Prime Contact Phone number	First Nation Prime Contact email		LGA WILL provide GIS data to TELUS	LGA will NOT provide GIS data to TELUS
Qualicum First Nation			-		x	
Snaw-Naw-As (Nanoose) First Nation			-			x
Snuneymuxw First Nation	Will Gartrell		willg@snuneymuxw.ca			x

Appendix 2
PSAPs and Emergency Service Zones





EXCLUDED area from 03753 is that contained within the jurisdictional boundaries of the City of Nanaimo.

Appendix 3
Confidential Information Consent Form

From: **Town of Qualicum Beach** (the "**Municipality**")

To: TELUS COMMUNICATIONS INC. (TELUS)

Re: NG9-1-1 Service provided by TELUS within the geographic boundaries of RDN Regional District (NG9-1-1 Service)

Date:

Unless the Municipality provides express written consent, or disclosure is pursuant to an applicable law, all information provided to TELUS by the Municipality in connection with NG9-1-1 Service, other than the Municipality's name, address and listed telephone number, is confidential and may not be disclosed by TELUS to anyone other than:

(a) the Municipality;

(b) a person who, in the reasonable judgment of TELUS, is seeking the information as an authorized agent of the Municipality;

(c) another telecommunications company, provided the information is required for the efficient and cost-effective provision of the NG9-1-1 Service and disclosure is made on a confidential basis with the information to be used only for that purpose;

(d) an agent retained by TELUS in the collection of payments (if any) lawfully due to TELUS by the Municipality in connection with NG9-1-1 Service, provided the information is required for and is to be used only for that purpose;

(e) governmental authority or agent of a governmental authority, for emergency public alerting purposes, if the governmental authority has determined that there is an imminent or unfolding danger that threatens the life, health or security of an individual and that the danger could be avoided or minimized by disclosure of information; and

(f) a TELUS affiliate involved in supplying RDN Regional District and/or the Municipality with the NG9-1-1 Service, provided the information is required for that purpose and disclosure is made on a confidential basis with the information to be used only for that purpose.

By:

_____

Town of Qualicum Beach

Twilight Concert Series at Saahtlam Park on July 4, 2026
June 24, 2026 Regular Council Meeting | Item 9.1(c)

Staff Recommendation:
THAT Council authorize the placement of up to three pre-approved/licenced food trucks at Saahtlam Park for the Twilight Concert Series on July 4, 2026, hosted by St. Andrews Lodge Historical and Cultural Society, subject to the event organizers working with the Town to ensure Town requirements and licencing provisions are met.

Announcement of Closed Council Meeting Motions
Regular Meeting of Council | June 24, 2026
Item 9(1)d

The following motions previously passed by Council during the Closed Portion of a meeting, were released to the public, pursuant to Section 117 of the *Community Charter*:

March 11, 2026 Special Council Meeting

- THAT Council authorizes staff to execute the lease agreement (Contract 2a) with Extreme Eatz Restaurants Inc. for the Eaglecrest Restaurant Inc.

- THAT Council authorizes staff to execute the Interim Golf Course Maintenance Contract (Contract 1) with Extreme Eatz Restaurants Inc. for the interim maintenance of Eaglecrest Golf Course.

April 15, 2026, Special Council Meeting

- THAT Council directs staff to increase the $19M 2025 Funding Target to $21.2M in 2026 to recognize both land sales and the private donation of $2.125M received from the Christopher Foundation as funding sources.

- THAT Council directs staff to amend the 2026-2030 Financial Plan to reflect the updated 2026 Funding Target and associated expenditures as detailed in Figure 3 of the April 15, 2026, In-Camera Report to Council titled "Eaglecrest Funding Target and Authorization to Initiate Offering of Blind Bogey Lots".

- THAT Council amends the delegated authority for staff to approve future adjustments to the scope of work arising through change orders for the Golf Course Reconfiguration, as adopted on February 11, 2026, from $1.65M to $2.4M, excluding GST.

April 20, 2026, Special Council Meeting

- THAT Council authorizes staff to enter into the Eaglecrest Golf Course Interim Maintenance Agreement between the Town of Qualicum Beach and Extreme Eatz Restaurants Inc., for an estimated 4 month period, with a term expiry July 31, 2026 [including authority to extend the agreement based on operational needs and upon mutual written agreement of the parties] for the purpose of providing interim maintenance of the 9-hole golf course lands known as Eaglecrest Golf Course.

June 17, 2026 Special Council Meeting

- THAT Council authorizes the Director of Corporate Services to execute the Fee for Service Agreement between the Town of Qualicum Beach and the Mount Arrowsmith Biosphere Society for the purpose of hiring a Youth Ambassador – Climate Action, with a term expiry of December 31, 2026 substantially in the form attached to the June 17, 2026, special Council [Closed Portion] meeting agenda.

June 17, 2026 Special Council Meeting Cont'd

- THAT staff be authorized to renew the listing agreement with Jamie Larson, Realtor for the two future parcels on Fairways Drive and the parcel north of Royal Dornoch Drive.

- THAT Council authorize staff to prepare and issue tender for the servicing of Town-owned residential land including:
  - the five future parcels adjacent to Blind Bogey Drive;
  - the two future residential parcels on Fairways Drive (Proposed Lots A and B, Plan EPP96410); and
  - the future parcel located north of Royal Dornoch Drive (Proposed Lot 1, Plan EPP150603);

  AND FURTHER THAT the tender documents for residential servicing require separate pricing for each of the above-noted areas.

- THAT Council appoints Councillor Vander Valk as an alternate non-voting member and Alternate Commission Chair to the Heritage Forest Commission for an approximate five-month term ending October 31, 2026.

- THAT Council appoints Frankie Iwachow as the TLC (The Land Conservancy of British Columbia) representative to the Heritage Forest Commission with the term ending December 31, 2028.

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Raj Hayre, Director of Finance

SUBJECT: "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026"

GOVERNANCE DECISION:
Council is being asked to give three readings to "*Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026*" authorizing amendments to the "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026", in accordance with section 165 of the *Community Charter*.

Amendments include:

- expansion of the Eaglecrest Golf Course to a par 35, maintenance required for the Course's grow-in period, required repairs to the interior and exterior of the Clubhouse and adjacent grounds, unanticipated drainage repairs, equipment purchase, and an expanded project scope to include a new maintenance building and rain capture system;
- reallocation of funding sources for two Neighbourhood capital projects outside the scope of the Eaglecrest Lands;
- carry forward of remaining budgeted funds related to Strategic Initiatives to current and future fiscal years; and
- adjustment of the anticipated fiscal 2027 through 2030 operating revenues and expenditures reflected in the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026."

RECOMMENDATIONS:

1. **THAT** Council provide first, second and third reading to "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026" to reflect:
   (a) a revised overall funding target related to the purchase, rehabilitation and reconfiguration of the Eaglecrest Golf Course as included in the 2025-2029 & 2026-2030 Council approved Financial Plans, from $20,688,000 to $21,199,800, in order to include updated expenditure estimates and a private donation received from the Christoper Foundation;

(b) a change in funding source for the 2028 Eaglecrest Drive Storm Main Replacement and Eaglecrest Asbestos Cement Watermain Replacement projects from Eaglecrest land sales to Asset Management Reserves;
(c) a housekeeping amendment to carry forward the 2025 remaining unspent budget of $395,000 for Strategic Initiatives works that were not completed in 2025 and which are anticipated to be completed in fiscals 2026 and 2027; and
(d) revisions to projected operating expenditures and associated funding sources for fiscal years 2027 through 2030, as currently incorporated into the "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026."

PURPOSE

The purpose of this Report is to present "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026" for Council's consideration, which reflects changes from the 2026-2030 Financial Plan Bylaw No. 921, 2026 adopted by Council on April 1, 2026. This proposed Financial Plan amendment reflects:

- an updated overall funding target of $21,199,800 associated with the purchase, rehabilitation and reconfiguration (capital expenditures) of the Eaglecrest Golf Course Lands, including a number of Neighbourhood improvements, funded from a private donation and land sales proceeds without impact to taxation;
- reallocation of funding sources for two capital projects budgeted for in fiscal 2028 in the Eaglecrest Neighbourhood, that are outside the scope of the Eaglecrest Golf Course;
- a housekeeping amendment to carry-forward the remaining budget provision for Strategic Initiatives that were in progress but not completed as of December 31, 2025, and
- revised projected operating expenditures and corresponding funding sources for fiscal years 2027 through 2030, as currently incorporated in the "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026".

A Schedule "A" Reconciliation for 2026, comparing the originally adopted Financial Plan Bylaw No. 921, 2026 to the proposed amended Financial Plan Bylaw No. 921.01, 2026, is included as an attachment to this Report to provide transparency on all proposed changes (Attachment 2).

The *Community Charter* requires municipalities to adopt a Five-Year Financial Plan Bylaw, covering both operating and capital expenditures. The Financial Plan must be adopted annually, prior to adoption of the Tax Rates Bylaw, and may be amended as necessary throughout the year to reflect material changes in financial planning or Council direction.

BACKGROUND

Council authorized the purchase of the Eaglecrest Golf Course in December 2025 for $8,625,000 including costs of due diligence. The purchase has provided ~40 acres of parkland for preservation in perpetuity and a municipally owned par 35 golf course and related facilities. The project budget also includes related Neighbourhood improvements such as a traffic solution at Highway 19A, enhanced pedestrian safety projects, parkland improvements and more. Purchase, rehabilitation and reconfiguration of the Lands, and a number of Neighbourhood improvements, are all being undertaken without impact to taxation as detailed in Figure 1 of this Report.

The "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026", was adopted on April 1, 2026. Since that time project scope changes, due diligence, and adjusted timelines require a Financial Plan Amendment Bylaw to ensure compliance with the *Community Charter,* and to provide transparency and accountability in the Town's financial planning.

DISCUSSION

The Schedule "A" Reconciliation (Attachment 2) reflects all proposed changes since Council's adoption of the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026".

Eaglecrest Golf Course Lands

Through the "Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908.01, 2025, Amendment" and the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026", Council has endorsed a preliminary funding target of $20,688,000 funded from land sales to support the purchase, rehabilitation and reconfiguration of the Eaglecrest Golf Course and a number of Neighbourhood improvements. This initial funding target was intentionally high-level, based on early assumptions, subject to change, and developed to guide early decision-making related to the purchase while staff defined project scopes and advanced due diligence, technical analysis, and public engagement. Recognized project variables included site conditions, infrastructure requirements, building assessments, servicing needs, adjustment of project scopes, and implementation timing.

Since that time, and particularly as work has commenced on the Eaglecrest Golf Course rehabilitation and reconfiguration, staff have gained a more detailed and practical understanding of the scope of work required.

As a result, the updated estimates reflected in proposed "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026", represent a transition from early-stage planning assumptions to more informed cost estimates. These updates are a normal and expected part of progressing a complex, multi-phase project from concept to implementation.

In addition to refined cost estimates, the updated funding target of $21,199,800 also incorporates a private donation of approximately $2,125,000 which is reflected in the revised overall funding strategy.

Figure 1 on the following page illustrates the evolution of the funding strategy and project components across three stages:

- Initial Investigations (2025): High-level assumptions to support early decision-making related to the possible purchase of the Golf Course;
- Approved "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026" represented estimates based on early assumptions made at the time of the Financial Plan Bylaw adoption, recognizing these numbers were subject to change as work progressed;
- Proposed "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026", represents updated estimates reflecting current knowledge, refined project scope, and confirmed funding sources.

This progression demonstrates the Town's commitment to transparency by updating the current Financial Plan as better information becomes available, and by ensuring that Council and the public are informed as projects advance from preliminary planning to implementation. Future amendments of the Financial Plan may be required for projects including but not necessarily limited to: the traffic solution at Highway 19A, park improvements, and pedestrian and drainage improvements, as further design work and refined cost estimates are undertaken.

The proposed "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026" allocates funding from land sale proceeds as outlined in Figure 1 below.

Figure 1 – Funding Strategy – Eaglecrest Purchase, Rehabilitation & Reconfiguration

	2025-2029 Amended Financial Plan	2026-2030 Approved Financial Plan	Funding Target Reflected in Financial Plans to Date	2026-2030 Financial Plan Amendment
2025 and 2026		-		
Golf Course Purchase & Due Diligence	$8,625,000	-	$8,625,000	$8,625,000
Course Reconfiguration (Par 35)		2,500,000	2,500,000	2,600,000
Rehabilitation Clubhouse, Maintenance Building and Rainwater Capture System, and Purchase/Repair of Golf Course Equipment			-	2,300,000
Servicing Costs for Land Sales – Phase 1	200,000	625,000	825,000	800,000
Contingency			-	1,004,800
2027 +				
Traffic Solution Hwy 19A		2,870,000	2,870,000	2,870,000
Park Improvements		1,000,000	1,000,000	1,000,000
Drainage Improvements (Eaglecrest Neighbourhood)		1,000,000	1,000,000	1,000,000
Pedestrian Improvements		1,000,000	1,000,000	1,000,000
Eaglecrest Dr. Storm Main Replacement*		1,750,000	1,750,000	-
AC Watermain Replacement Eaglecrest*		1,113,000	1,113,000	-
		-		
Funding Strategy	**$8,825,000**	**$11,858,000**	**$20,683,000**	**$21,199,800**

**Funding Source changed to Asset Management Reserves*

Neighbourhood Capital Projects to be Removed from Budget

As part of this proposed Financial Plan amendment, the Eaglecrest Drive Storm Main Replacement and Asbestos Cement Watermain Replacement projects that were previously included within the Eaglecrest funding strategy, are now proposed to be funded outside of the $21,199,800 funding target and are no longer assumed to be financed through land sale proceeds. These projects are not specific to the Eaglecrest purchase, rehabilitation and reconfiguration, so the funding sources for the two capital projects are proposed to be changed to Asset Management Reserves.

The current "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026", includes $1,750,000 and $1,113,000 for these two capital projects respectively, with 2028 funding originally identified from Eaglecrest land sales. Through this proposed "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026", these projects are now proposed to be funded from available Asset Management Reserves. This change reflects a refinement in the Eaglecrest Golf Course funding strategy.

Strategic Initiatives

A housekeeping amendment is included in the proposed "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026", to allow for the carry forward of unused remaining budget for Strategic Initiatives that were commenced and not completed in 2025. The works are scheduled to continue in fiscal years 2026 and/or 2027 and are reflected in the Strategic Initiatives Details on pages 21 and 22 of the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026". The unused remaining budget provision of $395,000 associated with these Initiatives is not reflected in the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026". This housekeeping amendment carries forward $395,000 of the unused budget provision from 2025 to 2026 ($345,000) and to 2027 ($50,000).

For ease of review, Schedule "A" Reconciliation for 2026 (Attachment 2) has been prepared and attached to this Report. This Reconciliation provides a detailed comparison between the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026", Schedule "A" and the proposed "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026", Revised Schedule "A", clearly identifying all adjustments to revenues, expenditures, and funding sources.

The Reconciliation is intended to assist Council and the public in understanding the cumulative financial impact of the proposed amendments and how they align with previously approved budget assumptions.

Outer Fiscal Years 2027 to 2030 Revisions

Projected operating expenditures for fiscal years 2027 through 2030 have been revised to remove the impact of expenditures funded from one-time funding sources and to incorporate the financial impacts of the recently ratified collective agreement.

The Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026 assumed that certain expenditures incurred in 2026, and funded from one-time funding sources, would continue in future years and be financed through increases in property taxation. Upon further review, this assumption has been revised. As a result, expenditures supported by one-time funding sources have been removed from the ongoing operating budget projections, and the associated property taxation impacts have been eliminated from the proposed Town of Qualicum Beach 2026–2030 Financial Plan Amendment Bylaw No. 921.01.

After incorporating these revisions, the projected property tax increase pressures for the outer years of the Financial Plan are estimated at 6.0% in 2027, 4.0% in 2028, 6.4% in 2029, and 7.9% in 2030. Future Council decision making will determine actual taxation adjustments through the annual budgeting process.

FINANCIAL IMPLICATIONS

The proposed "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026":

- consolidates budget changes into the Five-Year Financial Plan related to the purchase, rehabilitation and reconfiguration (capital expenditures) of the Eaglecrest Golf Course Lands, including a number of Neighbourhood improvements;

- changes the funding source for the Eaglecrest Drive Storm Main Replacement and Eaglecrest Asbestos Cement Watermain Replacement projects from Eaglecrest land sales to Asset Management Reserves in fiscal 2028;

- actions a housekeeping amendment to update the Bylaw to reflect the carry forward of unused and required budget provision from 2025 to 2026 and/or 2027 for Strategic Initiatives work in progress but not completed as of December 31, 2025;

- adjusts projected operating revenues and expenditures for fiscal years 2027 through 2030, as reflected in the "Town of Qualicum Beach 2026–2030 Financial Plan Amendment Bylaw No. 921.01, 2026", resulting in estimated property tax increase pressures of 6.0% in 2027, 4.0% in 2028, 6.4% in 2029, and 7.9% in 2030.

Attachment 2 provides a financial Reconciliation reflecting changes to fiscal 2026 in the proposed "Town of Qualicum Beach 2026-2030 Financial Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026".

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

- This Report and the Amending Bylaw will be provided in the Council agenda package dated June 24, 2026.

STRATEGIC PLAN ALIGNMENT

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

- Good Governance: *The amendment demonstrates fiscal responsibility and transparency by consolidating Council's approved resolutions into the statutory Financial Plan.*

SUMMARY

Amendment of the "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026", is required. This action maintains compliance with the *Community Charter* and ensures transparency, accuracy, and fiscal responsibility in the Town's financial planning. Amendments include:

- consolidation of budget changes related to the purchase, rehabilitation, and reconfiguration of the Eaglecrest Golf Course, including a number of Neighbourhood improvements. Note: Based on Council's current decision making, the purchase, rehabilitation and reconfiguration of the Eaglecrest Golf Course lands will occur without impact to taxation;

- changes the funding source from Eaglecrest land sales to Asset Management Reserves in fiscal 2028 for the Eaglecrest Drive Storm Main Replacement and Eaglecrest Asbestos Cement Watermain Replacement projects;

- actions a housekeeping amendment to update the Bylaw to reflect the carry forward of unused and required budget provision from 2025 to 2026 and/or 2027 for Strategic Initiatives work in progress but not completed as of December 31, 2025;

- makes adjustments to projected operating revenues and expenditures for fiscal years 2027 through 2030, as reflected in the Town of Qualicum Beach 2026–2030 Financial Plan Amendment Bylaw No. 921.01, 2026, resulting in estimated property tax increase pressures of 6.0% in 2027, 4.0% in 2028, 6.4% in 2029, and 7.9% in 2030.

ALTERNATIVE OPTIONS

1. Provide alternate direction to staff regarding adjustments to proposed "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026."

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance

Raj Hayre
Director of Finance

Amro Kotb
Director of Infrastructure Services

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Heather Svensen
Director of Corporate Services
Concurrence

Luke Sales
Director of Planning & Development Services
Concurrence

REFERENCES

Attachment 1 - Draft "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026"
Attachment 2 - Reconciliation of Revised Schedule "A" - 2026

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\06 24 RCM\1. DRAFTS FOR CORPORATE ADMIN REVIEW\Financial Plan Amendment Report\2026-2030 Financial Plan Amendment Bylaw Report (updated May 30).docx

TOWN OF QUALICUM BEACH
BYLAW N0. 921.01, 2026

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

1. "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026" is hereby amended by deleting Schedule "A" in its entirety and substituting Revised Schedule "A" as attached hereto and forming part of this Bylaw.

2. "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026" is hereby amended by deleting Schedule "B" in its entirety and substituting Revised Schedule "B" as attached hereto and forming part of this Bylaw.

3. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026".

READ A FIRST TIME on the __ day of 2026.

READ A SECOND TIME on the ___ day of 2026.

READ A THIRD TIME on the _____ day of 2026.

ADOPTED on the _____ day of, 2026.

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

REVISED SCHEDULE "A"
QUALICUM BEACH FINANCIAL PLAN AMENDMENT BYLAW NO.921.01, 2026
FOR THE FIVE YEAR PERIOD 2026 TO 2030

	2026	*2027*	*2028*	*2029*	*2030*
Revenues					
Municipal Taxation	14,206,200	15,060,900	15,666,700	16,672,700	17,907,000
Grants in Lieu of Taxes	413,600	417,800	422,000	426,200	430,500
Parcel Taxes	1,656,100	1,795,500	1,914,400	2,031,800	2,149,200
Vancouver Island Regional Library Levy	778,100	801,400	825,400	850,200	875,700
Fees and Charges	4,940,200	4,776,100	5,160,900	4,811,400	6,785,500
Own Sources	1,969,400	1,701,900	1,717,200	1,732,700	1,748,200
Grants and Contributions	12,097,500	5,168,100	2,670,600	5,229,200	2,195,900
Other Revenue	694,500	694,800	701,900	709,100	716,300
Total Revenue	36,755,600	30,416,500	29,079,100	32,463,300	32,808,300
Use of Reserve Funds	8,849,400	7,021,900	8,281,900	6,321,000	5,623,500
Proceeds from Sale of Assets	6,824,800	5,483,400	5,533,400	-	-
Proceeds of Debt	-	6,000,000	6,800,000	-	-
Total Revenue, Use of Reserves and Proceeds of Debt	**52,429,800**	**48,921,800**	**49,694,400**	**38,784,300**	**38,431,800**
Expenditures					
Operating Expenditures					
General Government	3,252,800	3,114,600	3,229,100	3,363,200	3,504,200
Protective Services	3,781,500	3,809,600	3,972,900	4,150,100	4,432,500
Public Works	5,394,200	5,266,200	5,438,500	5,625,200	5,819,100
Parks and Recreation and Culture	3,044,800	3,137,000	3,239,600	3,348,900	3,462,000
Solid Waste and Recyling	1,034,700	1,004,500.00	1,036,100	1,068,800	1,102,600
Utilities	2,720,700	2,809,300	2,898,100	2,992,300	3,089,100
Planning, Development and Strategic Initiatives	1,598,000	1,443,600	1,140,100	1,528,900	1,014,200
Total Operating Expenditures	20,826,700	20,584,800	20,954,400	22,077,400	22,423,700
Capital Expenditures	25,371,400	18,865,000	18,952,000	9,151,000	7,700,000
Debt Servicing					
Debt Interest	134,900	156,700	212,300	441,700	494,200
Debt Principal	564,700	658,400	455,200	155,300	360,200
Contributions to Reserves	5,532,100	8,656,900	9,120,500	6,958,900	7,453,700
Total Expenditures and Reserve Contributions	**52,429,800**	**48,921,800**	**49,694,400**	**38,784,300**	**38,431,800**

Revised SCHEDULE "B"
STATEMENT OF OBJECTIVES AND POLICIES FOR AMENDMENT BYLAW NO. 921.01 FOR THE FIVE-YEAR PERIOD 2026 TO 2030

In accordance with Section 165(3.1) of the *Community Charter*, the Town of Qualicum Beach is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

FUNDING SOURCES

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2026. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages; for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and public works.

User fees and charges form an important portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

Over the next five years, the Town will continue to review the proportion of revenue that is received from user fees and charges to determine whether the user-fee component could be increased to lessen the requirement for property taxation.

Policies

- The Town will review all user-fees and parcel taxes to ensure that they are adequately meeting the costs of the service. This will include cemetery, airport, licenses and permits, and all other fees and charges.
- Where possible, the Town will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on a limited property tax base. This will include an ongoing comprehensive review of all fees and charges bylaws.

Table 1 Funding Sources

Funding Source	% of Total Revenue	Dollar Value
Property taxes	31.0%	$16,275,900
User fees and charges	9.4%	4,940,200
Other sources	3.8%	1,969,400
Grants and Contributions	23.1%	12,097,500
Library Levy	1.5%	778,100
Other Revenue	1.3%	694,500
Other net transfers/revenue	29.9%	15,674,200
Total	100%	$52,429,800

DISTRIBUTION OF PROPERTY TAXES

Table 2 outlines the distribution of property taxes among the property classes for the Town's portion of the property taxes for 2025. The residential property class provides the largest proportion of property tax revenue. This is appropriate, as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

The 2026 property taxes are based on a 6.5% increase over 2025 property taxes plus 1.7% in new construction taxes. The Town's portion of the property taxes represents approximately 49% of the total tax bill sent to property owners. The other tax levies are not included in the figures below. These other taxes include the Regional District, School, Hospital, Library, BC Assessment, and Municipal Finance Authority. The 2025 Town property tax distribution is shown in table two below as final 2026 property assessment information has not been received from the BC Assessment Authority. Once assessments are received, tax rates are calculated and this could change the distribution shown in the table below.

Table 2 Property Tax Distribution

Class of Property	2025 Town Property Taxes		2025 Town Tax Rate
Residential	$11,791,100	89.9%	2.5225
Utility	59,600	0.5%	39.9988
Light Industry	300	*	6.4235
Commercial/Other	$1,218,700	9.3%	6.4235
Managed Forest	$700	*	2.5225
Recreation/Non-Profit	$37,900	.3%	6.4235
Farm	$300	*	2.5225
Total	$12,120,073	100%	

* Less than 0.1%

Objectives

- Over the next five years, the tax burden between the residential and commercial tax classes should continue to be reviewed to ensure fairness.
- Maintain the property tax rate for Commercial/Other (Class 6) at a rate competitive with surrounding communities.
- Tax increases should be stable and, where possible, targeted to specific areas.

Policies

- Supplement, where possible, revenues from user fees and charges to help offset the burden on the entire property tax base.
- Continue to maintain and encourage community and appropriate economic development initiatives designed to enhance the community.
- Align the distribution of tax rates among the property classes with the social and community development initiatives established by Council.
- Regularly review and compare the Town's taxes with comparable surrounding communities.

Property Tax Projections

Over the next 5 years, property taxes are projected to increase as shown below. These projections are reviewed annually and are subject to change, based on a number of factors. These factors could include inflation, infrastructure conditions, economic climate, environmental considerations, public input and Council priorities.

- 2026 – 6.5% tax increase comprised of 4.1% for municipal operations, 1.3% for the Asset Replacement Program, 0.4% for Investment in New Assets and 0.7% for police services.
- 2026 to 2029 – The Five-Year Financial plan anticipates a 6.0% (2027), 4.0% (2028), 6.4% (2029) and 7.4% (2030) property tax increase in years 2027 to 2030. The rates for inflation service changes and sustainable asset investment levels should also be reviewed annually to ensure that they continue to remain appropriate.

PERMISSIVE TAX EXEMPTIONS

The Town of Qualicum Beach annually exempts from property taxes those properties that are non-profit in nature and provide a community benefit, as determined by Council. Places of public worship are also exempted. These properties are annually advertised and then exempted by bylaw.

REVISED SCHEDULE "A" RECONCILIATION
QUALICUM BEACH FINANCIAL PLAN BYLAW AMENDMENT NO.921.01, 2026
FOR THE FIVE YEAR PERIOD 2026 TO 2030

	2026	*Amended 2026*	*Change*	*Notes*
Revenues				
Municipal Taxation	14,206,200	14,206,200	-	
Grants in Lieu of Taxes	413,600	413,600	-	
Parcel Taxes	1,656,100	1,656,100	-	
Vancouver Island Regional Library Levy	778,100	778,100	-	
Fees and Charges	4,940,200	4,940,200	-	
Own Sources	1,969,400	1,969,400	-	
Grants and Contributions	12,147,500	12,097,500	(50,000)	Grant Funded Strategic Initiative Shifted to 2027
Other Revenue	694,500	694,500	-	
Total Revenue	36,805,600	36,755,600	(50,000)	
Use of Reserve Funds	8,454,400	8,849,400	395,000	Carry forward remaining budget for 2025 Strategic Initiatives in progress at December 31, 2025
Proceeds from Sale of Assets	3,245,000	6,824,800	3,579,800	Update anticipated proceeds from Land Sales
Proceeds of Debt	-	-		
Total Revenue, Use of Reserves and Proceeds of Debt	**48,505,000**	**52,429,800**	**3,924,800**	
Expenditures				
Operating Expenditures				
General Government	3,252,800	3,252,800	-	
Protective Services	3,781,500	3,781,500	-	
Public Works	5,394,200	5,394,200	-	
Parks and Recreation and Culture	3,044,800	3,044,800	-	
Solid Waste and Recyling	1,034,700	1,034,700	-	
Utilities	2,720,700	2,720,700	-	
Planning, Development and Strategic Initiatives	1,253,000	1,598,000	345,000	Carry forward remaining budget for 2025 Strategic Initiatives in progress at December 31, 2025
Total Operating Expenditures	20,481,700	20,826,700	345,000	
Capital Expenditures	21,791,600	25,371,400	3,579,800	Eaglecrest - Clubhouse Interior, Envelope & Hardscape; Equpment Purchase, Maintenance Building and Rainwater Capture System; Reconfiguration adjustment and Project Contingency
Debt Servicing				
Debt Interest	134,900	134,900	-	
Debt Principal	564,700	564,700	-	
Contributions to Reserves	5,532,100	5,532,100	-	
Total Expenditures and Reserve Contributions	**48,505,000**	**52,429,800**	**3,924,800**	

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 1680-20-2026 (for 2025)

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Raj Hayre, Director of Finance

SUBJECT: **2025 Statement of Financial Information (SOFI)**

GOVERNANCE DECISION

The 2025 Statement of Financial Information (SOFI) is a legislative requirement pursuant to the *Financial Information Act*. Council approval is required by June 30th of the subsequent year.

RECOMMENDATION:

THAT the Town of Qualicum Beach 2025 Statement of Financial Information be received and approved by Council.

PURPOSE

To present the 2025 Statement of Financial Information as required pursuant to the *Financial Information Act.*

BACKGROUND & DISCUSSION

All local governments must prepare an annual statement of financial information in accordance with the *Financial Information Act*. The statement of financial information must be available for public viewing by June 30th each year and be accessible for the following three years.

The *Financial Information Act* requires the following information to be included in the SOFI report:

- A schedule of Council remuneration and expenses
- A schedule of Employee remuneration (over $75,000) and expenses and reconciliation to the financial statements
- A schedule of Supplier payments for goods and services (over $25,000) and a reconciliation to the financial statements
- A schedule of long-term debt, a schedule of guarantee and indemnity agreements, and report on number of employee severance agreements
- Management Report (included in the 2025 Audited Financial Statements)
- Consolidated financial statements of financial position, operations and net financial assets
- Notes and schedules to the financial statements

When reviewing the Schedule of Employee Remuneration and Expenses, it is important to note that, besides the annual consumer price index or collective agreement adjustments, employee remuneration may differ from the previous year due to several other factors. The most significant of these factors may include the payout of unused vacation time, the payout of Union employee overtime, and on-call pay for some employees.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

International.

INFORM:

- The 2025 Statement of Financial Information Report will be available for public viewing on 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.*

ALTERNATIVE OPTIONS

As directed by Council.

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APPROVALS
Report respectfully submitted by Raj Hayre, Director of Finance

Raj Hayre
Director of Finance
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES
Attachment 1: 2025 Statement of Financial Information

Town of Qualicum Beach
Statement of Financial Information
For the Year Ended December 31, 2025

Index

Other Financial Information Section

Schedule of Council remuneration and expenses

Schedule of Employee remuneration and expenses, and reconciliation

Schedule of Supplier payments for goods and services, and reconciliation

Schedule of long term debt

Schedule of guarantee and indemnity agreements (nil in 2025)

Report of severance agreements (nil in 2025)

Financial Statement Section (Items Included in Audited Financial Statements)

Management Responsibilities

Independent Auditors' Report

Consolidated Statement of Financial Position

Consolidated Statement of Operations

Consolidated Statement of Change in Net Financial Assets

Consolidated Statement of Cash Flows

Notes to Financial Statements

Consolidate Revenues

Consolidated Expenses

Receipts and Disbursements of Gas Tax Agreement

Consolidated Segment Disclosure by Service

Consolidated Tangible Capital Assets

Town of Qualicum Beach
Schedule of Council Remuneration and Expenses
For The Twelve Months Ending December 31, 2025

Name	Position	Remuneration (Stipend)	Reimbursed Expenses
Harrison, S	Councillor	$41,595	$8,623
Skipsey, A	Councillor	$41,595	$8,487
Vander Valk, P	Councillor	$41,595	$8,850
Westbroek, T	Mayor	$55,460	$3,615
Young, J	Councillor	$41,595	$7,808
		$221,840	**$37,383**

Town of Qualicum Beach
Schedule of Employee Remuneration and Expenses
For The Twelve Months Ending December 31, 2025

Name	Position	Base Remuneration[1]	Other Remuneration[2]	Total Remuneration	Expenses	Total
Allsop, K.	Utility III	76,357	383	76,740	110	76,850
Augustyn, R.	Senior Planner	88,725	1,945	90,670	678	91,348
Beck, J.	Revenue & Payroll Coordinator	76,701	2,097	78,798	1,167	79,965
Burow, P.	Utility Chief Operator	91,395	400	91,795	1,948	93,743
Coates, T.	Acting Executive Office Coordinator	78,056	2,063	80,119	0	80,119
Conn, G.	Manager of Finance	122,564	3,056	125,620	2,028	127,648
Cornell, P.	Fire Chief	156,566	757	157,323	4,722	162,045
Crossley, C.	Utility IV	77,293	383	77,676	179	77,855
Diegel, F.	Information System Analyst	88,670	287	88,957	2,929	91,886
Ditoro, Z.	Trades I	80,382	287	80,669	3,656	84,325
Draper, S.	Building and Facilities Coordinator	88,858	383	89,241	685	89,926
Eshpeter, M.	Building Inspector III	84,176	383	84,559	3,466	88,025
Eurico, H.	Utility III	76,357	3,357	79,714	335	80,049
Froats, J.	Information System Analyst	88,670	2,369	91,039	5,791	96,830
Goldfuss, K.	Airport Manager	87,488	0	87,488	889	88,377
Golob, E.	Local Ass't Fire Commissioner III	82,930	28,244	111,174	7,687	118,861
Gray, J.	Utility IV	77,293	383	77,676	1,040	78,716
Hart, E.	Human Resources & Safety Coordinator	82,027	1,735	83,762	2,276	86,038
Hayre, B.	Director of Finance	156,014	13,495	169,509	5,234	174,743
Hillsden, C.	Trades III	90,370	400	90,770	3,897	94,667
Humphreys, J.	Utility III	76,357	846	77,203	110	77,313
Lalach, D.	Utility III	74,739	434	75,173	225	75,398
Leurebourg, D.	Deputy Director of Corporate Services	108,003	757	108,760	309	109,069
Lyonnais, R.	Utility III	76,357	417	76,774	421	77,195
Manson, J.	Interim Director of Operations and Engineering	109,270	0	109,270	1,807	111,077
Marshall, D.	Bylaw Officer II	91,395	383	91,778	160	91,938
Mason, K.	Utility III	76,285	416	76,701	1,035	77,736
Mckenzie, F.	Deputy Fire Chief	137,848	757	138,605	2,912	141,517
Myden, S.	Utility IV	77,293	2,545	79,838	3,344	83,182
Oakes, J.	Utility III	76,357	631	76,988	0	76,988
Orr, P.	Trades III	77,293	436	77,729	240	77,969
Ouellette, M.	Utility III	74,767	615	75,382	418	75,800
Phye, D.	Utility IV	77,293	901	78,194	110	78,304
Protasiewich, B.	Utility IV	92,866	1,011	93,877	120	93,997
Ramstad, D.	Utility II	72,634	9,782	82,416	270	82,686
Sales, L.	Director of Planning	156,014	21,359	177,373	1,371	178,744
Smith, C.	Working Foreman	84,353	400	84,753	1,554	86,307
Stanger, C.	Manager of Operations	131,678	35,632	167,310	2,543	169,853
Sumando, C.	Assistant Fire Chief Prevention	103,899	9,645	113,544	7,281	120,825
Sun, C.	Manager of IT and GIS	122,564	757	123,321	7,553	130,874
Svensen, H.	Director of Corporate Services / Deputy CAO	165,206	20,944	186,150	2,132	188,282
Twigge, L.	Working Foreman	84,760	9,233	93,993	911	94,904
Van Duin, K.	Utility III	76,357	770	77,127	260	77,387
Varela, L.	Chief Administrative Officer	215,755	741	216,496	8,905	225,401
Walsh, B.	Planner	81,045	223	81,268	616	81,884
Warzybok, A.	Director of Human Resources	156,014	22,073	178,087	2,826	180,913
Watson, O.	Manager of Capital Projects	123,735	13,638	137,373	3,456	140,829
Young, E.	Utility IV	77,293	1,111	78,404	927	79,331
Total For Employees Over $75,000		**4,728,322**	**218,864**	**4,947,186**	**100,533**	**5,047,719**
Total For Employees Under $75,000				**2,025,820**	**16,291**	**2,042,111**
Total For All Employees				**6,973,006**	**116,824**	**7,089,830**

[1]Base remuneration includes any form of salary or wages paid to an employee during the year but does not include anything payable

[2]Other Remuneration includes taxable benefits, vacation payouts, overtime payouts for Union staff and fire pay.

Town of Qualicum Beach
Reconciliation of Employee and Council Remuneration
as compared to 2025 Financial Statements

	Amount
Employee remuneration schedule	6,973,006
Council remuneration schedule	221,840
sub total	7,194,846
Employee Benefits and Other Adjustments	1,980,346
Total Wages and Benefits in Financial Statements	**9,175,192**

Employee Benefits and Other Adjustments include non-taxable benefits and differences related to the financial statements being prepared on an accrual basis per PSAB and the SOFI amounts being actual payments in the year.

Town of Qualicum Beach
Schedule of Supplier Payments for 2025

SUPPLIER NAME	
ADVANTAGE ONE TECHNOLOGY	27,943
AGFOR INDUSTRIES LTD	39,512
AGGRESSIVE PUMP & SUPPLY	36,380
AMAIS TECHNOLOGIES INC	65,187
AMAZON.COM.CA ULC	29,365
ARROWVIEW ELECTRIC	118,919
BAKER SUPPLY LTD	29,086
BASELINE ARCHAEOLOGICAL SERVICES	225,804
BC ASSESSMENT AUTHORITY	189,648
BC HYDRO	542,888
BIGSTEELBOX CORP	41,608
BLACK PRESS GROUP LTD	26,902
BRANCHING OUT URBAN FORESTRY	27,653
BROGAN FIRE & SAFETY	34,290
BUNZL CLEANING & HYGIENE	37,948
C&L SUPERIOR CLEANING SERVICES	87,654
CANOE PROCUREMENT GROUP	122,606
CC EQUIPMENT LTD	192,172
CDW CANADA	37,048
CLEAN CUTS TREE SERVICE LTD	33,405
CUPE - LOCAL #401	72,873
D.K.I. SERVICES LTD	25,352
DALELYNN CONSULTING SERVICES	25,919
DAVID STALKER EXCAVATING LTD	2,331,368
DBL DISPOSAL SERVICES	32,778
DELOITTE LLP	33,635
DFS MOTORS LTD DBA ISLAND FORD	141,907
ECHELON CREATIVE INC	74,142
EDGETT EXCAVATING LTD	59,766
ELSHAW CONTRACTING	91,581
ENEX FUELS	854,897
ESRI CANADA	25,904
EVOLVE ENERGY CONSTRUCTION LTD	220,055
FALCON EQUIPMENT-NANAIMO	241,802
G & G ROOFING LTD	215,067
GREGG DISTRIBUTORS (BC) LTD	40,976
HARRIS & COMPANY LLP	54,947
HAYLOCK BROS PAVING	254,378
ICBC	42,397
ICONIX WATERWORKS LP	61,832
IDEA CAMP COMMUNICATIONS	84,864
IN THE DIRT CONTRACTING LTD.	399,325
ISLAND CRISIS CARE SOCIETY	25,160
IWC EXCAVATION LTD	143,151
KIRACO CONSULTING	33,527
KNAPPETT INDUSTRIES (2006) LTD	515,922
KOERS & ASSOCIATES ENGINEERING	940,797

Town of Qualicum Beach
Schedule of Supplier Payments for 2025

SUPPLIER NAME	
KPMG LLP	46,536
LEUCO CONSTRUCTION INC	183,889
LORDCO AUTO PARTS	33,511
MACDONALD BRUCE	47,093
MACI SERVICE & REPAIR	68,444
MCCUAIG & ASSOCIATES ENGINEERING	84,155
MCLEAN AUTOMATION	30,319
MINISTER OF FINANCE	3,116,420
MODUS	78,641
MUNICIPAL INSURANCE ASSOC OF BC	249,825
MUNICIPAL PENSION FUND	1,082,395
NEW LINE SKATEPARKS INC	1,371,527
NEXTGEN AUTOMATION	29,502
NGL NORDICITY GROUP LTD	88,570
NORTHWEST HYDRAULIC CONSULTANTS	113,597
OAKEHART CONSTRUCTION	38,850
PACIFIC BLUE CROSS	288,483
PIPE-EYE VIDEO INSPECTIONS	34,522
PRIDE PAINTING LTD	31,688
QB CHAMBER OF COMMERCE	61,950
QB HISTORICAL & MUSEUM SOCIETY	127,290
QUALICUM & DISTRICT CURLING CLUB	62,382
RBS MANAGED IT SERVICES	425,070
RECEIVER GENERAL FOR CANADA	1,490,450
REGIONAL DISTRICT OF NANAIMO	10,619,847
RIPTIDE MARINE SALES LTD	39,724
SEMIAHMOO GOLF CENTRE LTD.	8,503,844
SCHLEY KENNETH	35,684
SOUTHPAW HOMES LTD	38,811
SPARROW MECHANICAL SERVICES	108,387
ST. ANDREWS LODGE HISTORICAL SOCIETY	162,075
STRAIN LANDSCAPES LTD	54,859
TECNET CANADA INC	34,269
TELUS COMMUNICATIONS INC	52,457
TELUS MOBILITY (BC)	36,682
TETRA TECH CANADA INC	270,694
VANCOUVER ISLAND REGIONAL LIBRARY	747,751
VELOCITY TRUCK CENTRES	38,730
VICTORIA PLAYCO	56,561
VIKE CONSTRUCTION LTD	72,895
VISA	239,680
WASTE CONNECTIONS OF CANADA	81,246
WHITE PACIFIC SERVICES	118,804
WINDLEY CONTRACTING	192,158
WINDSOR PLYWOOD PARKSVILLE	27,047
WORKSAFEBC	338,685
YOUNG ANDERSON BARRISTERS	97,540

Town of Qualicum Beach
Schedule of Supplier Payments for 2025

SUPPLIER NAME	
YOUR CITY SOLUTIONS INC	26,250
TOTAL PAYMENTS (Vendors Over $25,000)	40,170,126
MISCELLANEOUS PAYMENTS ($25,000 and Under)	2,504,849
TOTAL PAYMENTS	**42,674,975**

Town of Qualicum Beach
Reconciliation of Suppliers Payments for 2025
Compared to Financial Statements

Supplier Name	**Amount**
Supplier payments	42,674,975
Employee remuneration	6,973,006
Council remuneration	221,840
Acquisition of capital assets	-20,869,620
Amortization of capital assets	4,383,297
Other amounts and adjustments	2,546,481
Other government tax payments	-12,813,876
Total Adjusted Payments	**23,116,103**
2025 Financial Statement Expenditures	**23,116,103**

Other amounts and adjustments includes: eaglecrest donation amount which is included in the acquisition of capital assets but not the supplier payments, payments of GST which is included in supplier payments but is not included in the Financial Statement Expenditures and differences related to the financial statements being prepared on an accrual basis per PSAB and the SOFI amounts being payments in the year.

Town of Qualicum Beach
Schedule of Debt (Long Term)
For the year ended December 31, 2025

	2025	2024
Fire Hall Loan 2.25%, due November 30, 2025	$ -	$ 462,936
Fire Rescue Engine Loan, daily floating rate, due December 31, 2027	$ 399,538	$ 588,461
Fire Ladder Truck Loan, daily floating rate,	$1,225,623	$1,636,695
East Village Local Area Improvement 4.13% per annum, due June 25, 2055	$ 540,000	

Town of Qualicum Beach
Schedule of Guarantee & Indemnity Agreements
For the year ended December 31, 2025

There were no guarantee & indemnity agreements outstanding at December 31, 2025.

Town of Qualicum Beach
Report of Employee Severance Agreements
For the year ended December 31, 2025

There were no Employee Severance Agreements in 2025.

Consolidated Financial Statements of

TOWN OF
QUALICUM BEACH

And Independent Auditor's Report thereon

Year ended December 31, 2025

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

KPMG LLP
177 Victoria Street, Suite 400
Prince George, BC V2L 5R8
Canada
Telephone 250 563 7151
Fax 250 563 5693

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, 2025

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, 2025 and its consolidated results of operations, its consolidated changes in net financial assets, 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.

Other Information

Management is responsible for the other information. The other information comprises:

- Information, other than the financial statements and the auditor's report thereon, included in:
  Schedule 1 - Canada Community Building Fund, and
  Schedule 2 - Growing Communities Fund.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information, identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the information, other than the financial statements and the auditor's report thereon, included in Schedule 1 - Canada Community Building Fund, and Schedule 2 - Growing Communities Fund as at the date of this auditor's report.

If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

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.

KPMG LLP

Chartered Professional Accountants

Prince George, Canada

May 15, 2026

TOWN OF
QUALICUM BEACH

Consolidated Statement of Financial Position

December 31, 2025, with comparative information for 2024

	2025	2024
Financial assets:		
Cash and cash equivalents (note 3)	$ 22,937,184	$ 28,142,587
Accounts receivable (note 4)	2,673,224	4,636,953
Municipal Finance Authority debt reserve fund deposit	5,491	57,560
	25,615,899	32,837,100
Financial liabilities:		
Accounts payable and accrued liabilities (note 5)	2,142,989	2,446,283
Accrued employee benefits	798,932	808,807
Deferred revenue (note 6)	655,217	1,057,033
Unearned revenue (note 7)	5,407,566	5,527,672
Performance bonds and deposits	982,160	942,619
Long-term debt (note 8)	2,165,161	2,688,092
Asset retirement obligation (note 9)	307,130	307,130
	12,459,155	13,777,636
Net financial assets	13,156,744	19,059,464
Non-financial assets:		
Inventories	192,053	163,276
Prepaid expenses	294,045	94,398
Tangible capital assets (note 10)	156,218,703	139,790,670
	156,704,801	140,048,344
Commitments and contingencies (note 16)		
Accumulated surplus (note 11)	$ 169,861,545	$ 159,107,808

See accompanying notes to consolidated financial statements.

TOWN OF
QUALICUM BEACH

Consolidated Statement of Operation and Accumulated Surplus

Year ended December 31, 2025, with comparative information for 2024

	2025 Budget (note 18)	2025 Actual	2024 Actual
Revenue (note 17):			
Net taxation (note 13)	$ 15,822,300	$ 15,807,436	$ 14,641,109
Sales of services	3,763,700	4,172,963	3,907,986
Other revenue from own sources	1,660,100	1,831,492	1,608,977
Interest and tax penalties	694,500	949,336	1,446,723
Government transfers (note 14)	7,582,500	2,190,957	4,553,749
Capital contributions	-	-	970,570
Other income (note 15)	439,000	8,900,270	2,206,067
Gain on sale of tangible capital assets	-	17,386	32,379
Total revenue	29,962,100	33,869,840	29,367,560
Expenses (note 17):			
General government services	3,563,600	3,494,473	3,178,667
Protective services	3,625,000	3,254,415	2,980,163
Transportation services	4,785,600	7,442,785	6,961,058
Solid waste services	1,061,500	1,093,694	987,291
Water services	1,954,800	2,499,107	2,407,564
Sewer services	712,200	850,228	996,574
Planning and development services	1,765,700	1,321,440	1,221,724
Parks and community services	2,861,800	3,159,961	2,685,430
Total expenses	20,330,200	23,116,103	21,418,471
Annual surplus	9,631,900	10,753,737	7,949,089
Accumulated surplus, beginning of year	159,107,808	159,107,808	151,158,719
Accumulated surplus, end of the year	$ 168,739,708	$ 169,861,545	$ 159,107,808

See accompanying notes to consolidated financial statements.

TOWN OF
QUALICUM BEACH

Consolidated Statement of Changes in Net Financial Assets

Year ended December 31, 2025, with comparative information for 2024

	2025 Budget (note 18)	2025	2024
Annual surplus	$ 9,631,900	$ 10,753,737	$ 7,949,089
Acquisition of tangible capital assets	(16,215,800)	(20,869,620)	(9,561,800)
Amortization of tangible capital assets	-	4,383,297	3,839,821
Proceeds on sale of tangible capital assets	-	75,676	120,000
Gain on disposal of tangible capital assets	-	(17,386)	(32,379)
	(16,215,800)	(16,428,033)	(5,634,358)
Use of inventories	-	163,276	180,961
Purchase of inventories	-	(192,053)	(163,276)
Use of prepaid expenses	-	94,398	96,488
Acquisition of prepaid expenses	-	(294,045)	(94,398)
	-	(228,424)	19,775
Change in net financial assets	(6,441,200)	(5,902,720)	2,334,506
Net financial assets, beginning of year	19,059,464	19,059,464	16,724,958
Net financial assets, end of year	$ 12,475,564	$ 13,156,744	$ 19,059,464

See accompanying notes to consolidated financial statements.

TOWN OF
QUALICUM BEACH

Consolidated Statement of Cash Flows

Year ended December 31, 2025, with comparative information for 2024

	2025	2024
Cash and cash equivalents provided by (used in):		
Operations:		
Annual surplus	$ 10,753,737	$ 7,949,089
Items not involving cash:		
Gain on disposal of tangible capital assets	(17,386)	(32,379)
Amortization of tangible capital assets	4,383,297	3,839,821
	15,119,648	11,756,531
Changes in non-cash operating working capital:		
Accounts receivable	1,963,729	(1,165,782)
Municipal Finance Authority debt reserve fund deposit	52,069	(1,937)
Inventories	(28,777)	17,685
Prepaid expenses	(199,647)	2,090
Accounts payable and accrued liabilities	(303,294)	(1,774,428)
Accrued employee benefits	(9,875)	88,497
Deferred revenue	(401,816)	98,638
Unearned revenue	(120,106)	341,299
Performance bonds and deposits	39,541	(123,092)
	16,111,472	9,239,501
Financing:		
Repayment of long-term debt	(1,062,931)	(1,009,396)
Proceeds from long-term debt	540,000	-
	(522,931)	(1,009,396)
Investing:		
Acquisition of tangible capital assets	(20,869,620)	(9,561,800)
Proceeds on disposal of tangible capital assets	75,676	120,000
	(20,793,944)	(9,441,800)
Decrease in cash and cash equivalents	(5,205,403)	(1,211,695)
Cash and cash equivalents, beginning of year	28,142,587	29,354,282
Cash and cash equivalents, end of year	$ 22,937,184	$ 28,142,587
Non-cash transactions:		
Deemed donation on acquisition of tangible capital assets	4,480,000	-
	4,480,000	-

See accompanying notes to consolidated financial statements.

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements

Year ended December 31, 2025

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 it's 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

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.

The Town is entitled to collect interest and penalties on overdue taxes. This revenue is recorded in the period the interest and penalties are levied.

Revenue from the sales of services, other revenue from own sources, as well as other income, are recorded as revenue when the performance obligations are met.

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.

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

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

1. Significant accounting policies (continued):

(e) Cash and cash equivalents:

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

(f) 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.

(g) 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.

(h) 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)

Year ended December 31, 2025

1. Significant accounting policies (continued):

(h) 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

1. Significant accounting policies (continued):

(i) 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.

Actual results could differ from those estimates.

(j) 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 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 contamination;
d) it is expected that future economic benefits will be given up; and
e) a reasonable estimate of the liability can be made.

TOWN OF
QUALICUM BEACH

1. Significant accounting policies (continued):

(k) 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(h)(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.

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

1. Significant accounting policies (continued):

(l) Financial instruments:

Financial instruments include cash and cash equivalents, accounts receivable, 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, 2025 and 2024 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)

Year ended December 31, 2025

2. Changes in accounting policies:

(a) Future accounting prononcements:

These standards and amendments were not effective for the year ended December 31, 2025, 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 $292,033 (2024 - $270,654) 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)

Year ended December 31, 2025

4. Accounts receivable:

		2025		2024
Property taxes	$	819,001	$	458,609
Water rates		359,709		361,443
Sewer rates		211,427		208,794
Solid waste		241,781		227,110
Local area service tax receivable		510,601		546,319
Other grants receivables		75,204		-
Receivable from federal government		191,864		1,005,715
Receivable from provincial government		82,741		1,565,369
Interest receivable		53,152		94,220
Trade receivables		127,744		169,374
	$	2,673,224	$	4,636,953

5. Accounts payable and accrued liabilities:

		2025		2024
Trade payables	$	1,379,589	$	1,726,271
Payable to federal government		345,897		444,474
Payable to provincial government		374,095		47,618
Holdbacks payable		43,408		227,920
	$	2,142,989	$	2,446,283

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

6. Deferred revenue:

	Balance, beginning of year	Contributions	Revenue Recognized	Balance, end of the year
323 Hall Rd Shoreline	$ 45,000	$ -	$ -	$ 45,000
BC Active Transportation - Waterfront Pathway	211,747	250,000	461,747	-
Community Action Initiative	72,706	120,000	78,608	114,098
Indigenous Engagement Funding	40,000	42,000	40,000	42,000
Local Government Climate Action Program	448,316	-	44,562	403,754
REDIP - Economic Development	100,000	-	56,260	43,740
UBCM - Community Emergency	40,968	-	40,968	-
UBCM - Firesmart Coordinator and Outreach	73,996	-	73,996	-
UBCM - Next Gen 911 Grant	22,500	-	17,675	4,825
Other	1,800	-	-	1,800
	$ 1,057,033	$ 412,000	$ 813,816	$ 655,217

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

7. Unearned revenue:

	2025	2024
Prepaid taxes	$ 1,914,149	$ 1,655,376
Prepaid utilities	22,891	18,318
Development cost charges	2,773,841	3,264,160
Off street parking	383,915	376,407
Land lease	139,375	139,375
Building permits	75,906	8,479
Building licenses	22,400	4,470
Other	75,089	61,087
	$ 5,407,566	$ 5,527,672

Development cost charges (DCCs) includes statutory reserves that are required to be set-up under section 188(2) of the Community Charter. When the related costs are incurred, the DCCs are recognized as revenue (note 15).

8. Long-term debt:

	2025	2024
Municipal Finance Authority Loan repaid during the year.	$ -	$ 462,936
Municipal Finance Authority loan bearing interest at a daily floating rate, payments of $17,156 monthly including interest, due December 31, 2027.	399,538	588,461
Municipal Finance Authority loan bearing interest at a daily floating rate, payments of $38,322 monthly including interest, due October 31, 2028.	1,225,623	1,636,695
Municipal Finance Authority loan bearing interest at 4.13% per annum, payments of $10,375 annually plus interest of $11,151 semi-annually, due June 25, 2055.	540,000	-
	$ 2,165,161	$ 2,688,092

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

8. Long-term debt (continued):

Principal repayments and estimated actuarial earnings are as follows:

	Principal repayments	Estimated actuarial earnings	Total
2026	$ 638,575	$ -	$ 638,575
2027	656,033	368	656,401
2028	361,677	750	362,427
2029	10,375	1,145	11,520
2030	10,375	1,553	11,928
Thereafter	259,368	224,942	484,310
	$ 1,936,403	$ 228,758	$ 2,165,161

Principal repayments are deposited by MFA in a fund and earns income called actuarial earnings which, together with principal repayments, are expected to be sufficient to retire the debt at maturity. An actuarial adjustment is associated with each principal payment and is a non-cash reduction in the debt balance based on expected actuarial earnings.

9. 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)

Year ended December 31, 2025

10. 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.

	2025								
	Work in progress	Land	Buildings	Equipment	Transportation	Land Improvements	Water	Sewer	Total
Cost:									
Balance, beginning 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
Additions	652,574	12,119,197	1,504,854	1,087,607	3,303,640	1,556,308	645,440	-	20,869,620
Disposal	-	-	(123,204)	(35,441)	(81,843)	-	(8,004)	-	(248,492)
Transfers	(7,921,521)	-	-	-	2,842,294	3,523,620	1,555,607	-	-
Balance, end of year	1,514,991	50,551,719	37,651,512	12,191,375	79,213,062	37,615,678	19,183,379	11,635,821	249,557,537
Accumulated amortization:									
Balance, beginning of year	-	-	14,072,469	4,806,387	42,800,062	13,816,365	7,240,111	6,410,345	89,145,739
Amortization	-	-	1,065,684	751,628	1,315,148	782,348	274,049	194,440	4,383,297
Disposals	-	-	(83,778)	(35,442)	(65,494)	-	(5,488)	-	(190,202)
Balance, end of year	-	-	15,054,375	5,522,573	44,049,716	14,598,713	7,508,672	6,604,785	93,338,834
Net book value	$ 1,514,991	$ 50,551,719	$ 22,597,137	$ 6,668,802	$ 35,163,346	$ 23,016,965	$ 11,674,707	$ 5,031,036	$ 156,218,703

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

10. Tangible capital assets (continued):

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)

Year ended December 31, 2025

11. Accumulated surplus:

	2025	2024
Surplus:		
Investment in tangible capital assets (note 12)	$ 153,746,412	$ 136,795,448
General operating	2,744,694	2,161,599
Water operating	1,110,544	1,061,617
Sewer operating	322,679	226,865
	157,924,329	140,245,529
Statutory Reserves:		
Property reserve fund	80,374	1,233,966
Park land reserve fund	133,038	287,959
Emissions reduction reserve fund	27,802	26,794
Park improvements reserve fund	109,236	105,277
Cemetery reserve fund	304,063	292,004
Asset replacement reserve fund	4,364,853	5,384,623
New asset investment reserve fund	1,240,645	1,360,722
Water infrastructure reserve fund	2,798,325	2,528,105
Sewer infrastructure reserve fund	963,638	597,250
Growing communities fund	41,597	3,573,510
Curling building reserve fund	95,678	128,532
	10,159,249	15,518,742
Non Statutory Reserves:		
Municipal Finance Authority debt reserve fund	5,491	57,560
Arrowsmith water reserve	94,093	82,270
Fire Equipment Replacement	63,201	-
Affordable housing reserve	-	450,000
Developer contribution reserve	110,390	104,202
Local government capacity funding reserve	131,885	191,885
Tree replacement	33,000	30,200
Skate board park donation reserve	6,747	51,160
Community Works (Gas Tax) reserve	724,360	1,199,265
Election reserve fund	30,000	20,000
Strategic initiatives reserve fund	(21,200)	781,995
Community amenity contributions reserve	600,000	375,000
	1,777,967	3,343,537
	$ 169,861,545	$ 159,107,808

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

12. Investment in tangible capital assets:

	2025	2024
Investment in tangible capital assets, beginning of the year	$ 136,795,448	$ 130,151,694
Add:		
Acquisition of tangible capital assets	20,869,620	9,561,800
Repayment of long-term debt	1,062,931	1,009,396
Less:		
Amortization	(4,383,297)	(3,839,821)
Net book value of tangible capital asset disposals	(58,290)	(87,621)
Loan proceeds	(540,000)	-
Investment in tangible capital assets, end of year	$ 153,746,412	$ 136,795,448

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

13. Net taxation revenue:

	2025	2024
Taxes collected:		
General	$ 13,116,446	$ 12,118,665
Parcel tax - water	1,232,400	1,128,000
Parcel tax - sewer	289,380	263,048
1% utility tax	154,759	152,810
	14,792,985	13,662,523
Taxes collected for other government services:		
Education	6,756,182	6,341,526
Regional District of Nanaimo	6,092,449	5,403,906
Nanaimo Regional Hospital District	2,779,357	2,254,335
Vancouver Island Regional Library	748,241	715,090
B.C. Assessment Authority	189,561	178,239
Municipal Finance Authority	1,032	998
	16,566,822	14,894,094
Less taxes paid to other governments	(15,826,598)	(14,191,776)
	740,224	702,318
Grants-in-lieu of taxes:		
Federal government	18,455	17,294
Taxes paid to other governments	(10,150)	(9,494)
Fortis BC	76,520	93,197
B.C. Hydro	189,402	175,271
	274,227	276,268
	$ 15,807,436	$ 14,641,109

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

14. Government transfers:

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

	2025	2024
Provincial grants		
Unconditional	$ 432,000	$ 868,225
Conditional	724,414	801,052
Capital	64,059	1,672,700
	1,220,473	3,341,977
Federal grants		
Conditional	-	4,759
Capital	487,013	487,013
	487,013	491,772
Other governments and agencies		
Unconditional	356,767	-
Conditional	75,879	-
Capital	50,825	720,000
	483,471	720,000
	$ 2,190,957	$ 4,553,749

TOWN OF
QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

15. Other income:

	2025	2024
Cash received in-lieu of park dedication	$ -	$ 174,000
Community amenity contributions	834,250	375,000
Donations	6,688,486	51,160
Grants	182,265	129,836
Local area service taxes - East Village	-	1,325,000
Provincial emergency program recoveries	59,205	38,291
Development cost charges	1,071,679	57,448
Other	64,385	55,332
	$ 8,900,270	$ 2,206,067

Community amenity contributions (CACs) 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 2025, the Town received $834,250 (2024 - $375,000) in CAC.

In 2025, the Town acquired the Eaglecrest Golf Course for $8,500,000. The property's appraised value was approximately $12,980,000, as a result the difference of $4,480,000 has been recorded as donation revenue. Furthermore, the Town received a cash donation in the amount $2,125,000 to support this purchase.

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.

Development cost charges (DCCs) are one-time fees imposed by local governments on developers to pay for infrastructure needed to support new growth, including water, sewer, drainage, roads, and parkland acquisition. When DCCs are received, they are initially recorded as unearned revenue (see note 7). When DCCs are used to fund eligible projects, they are recognized as revenue. In 2025, the Town recognized $1,071,679 (2024 - $57,448) to fund eligible projects.

TOWN OF
QUALICUM BEACH

16. 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 trusteed 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 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 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, 2024, indicated a $2,675 million funding surplus for basic pension benefits on a going concern basis.

The Town paid $570,274 (2024 - $520,275) for employer contributions to the plan in fiscal 2025.

The next valuation will be as at December 31, 2027.

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

16. 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, 2025, there was a contingent demand note of $10,938 (2024 - $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 (the "Association"). 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. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.

(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, 2025, there are no claims outstanding.

17. 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.

TOWN OF
QUALICUM BEACH

17. Segmented information (continued):

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.

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)

Year ended December 31, 2025

17. Segmented information (continued):

	2025								
	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	$ 14,285,656	$ -	$ -	$ -	$ 1,232,400	$ 289,380	$ -	$ -	$ 15,807,436
Sale of services	5,926	170,221	13,427	954,579	1,964,902	788,798	241,838	33,272	4,172,963
Other revenue from own sources	766,090	921,853	-	-	-	-	-	143,549	1,831,492
Interest and tax penalties	949,336	-	-	-	-	-	-	-	949,336
Government transfers	485,535	426,919	1,080,899	-	64,059	-	-	133,545	2,190,957
Other	132,845	59,205	481,984	-	-	-	-	8,226,236	8,900,270
Gain on disposal of assets	17,386	-	-	-	-	-	-	-	17,386
Total revenues	16,642,774	1,578,198	1,576,310	954,579	3,261,361	1,078,178	241,838	8,536,602	33,869,840
Expenses:									
Salaries, wages and employee benefits	2,442,574	1,218,170	1,946,182	182,855	840,691	255,013	851,870	1,437,837	9,175,192
Goods and services	785,897	1,870,969	2,311,319	910,839	1,217,245	405,517	469,570	1,462,279	9,433,635
Amortization	142,024	165,276	3,185,284	-	441,171	189,698	-	259,845	4,383,298
Fiscal services	123,978	-	-	-	-	-	-	-	123,978
Total expenses	3,494,473	3,254,415	7,442,785	1,093,694	2,499,107	850,228	1,321,440	3,159,961	23,116,103
Annual surplus (deficit)	$ 13,148,301	$ (1,676,217)	$ (5,866,475)	$ (139,115)	$ 762,254	$ 227,950	$ (1,079,602)	$ 5,376,641	$ 10,753,737

TOWN OF
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Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

17. 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	6,000	136,172	6,750	849,817	1,829,004	770,912	288,698	20,633	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	435,600	266,720	2,159,712	-	730,000	-	309,434	652,283	4,553,749
Capital contributions	-	-	287,070	-	330,000	353,500	-	-	970,570
Other income	1,726,857	132,743	88,769	-	21,532	-	55,035	181,131	2,206,067
Gain on disposal of assets	32,379	-	-	-	-	-	-	-	32,379
Total revenues	17,505,955	535,635	3,402,268	849,817	4,038,536	1,387,460	653,167	994,722	29,367,560
Expenses:									
Salaries, wages and employee benefits	2,286,760	1,228,727	1,996,026	188,218	779,928	270,646	706,991	1,074,074	8,531,370
Goods and services	590,443	1,605,255	2,147,761	799,073	1,237,436	558,147	514,733	1,381,532	8,834,380
Amortization	88,565	146,181	2,817,271	-	390,200	167,781	-	229,824	3,839,822
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)	$ 14,327,288	$ (2,444,528)	$ (3,558,790)	$ (137,474)	$ 1,630,972	$ 390,886	$ (568,557)	$ (1,690,708)	$ 7,949,089

TOWN OF
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Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2025

18. Budget data

The budget data presented in these consolidated financial statements is based upon the 2025 operating and capital budgets approved by Council via Bylaw 908 on March 19, 2025.

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

	Budget amount
Revenue:	
Operating budget	$ 29,962,100
Add:	
Transfers from surplus or reserves	11,990,800
Total revenue	41,952,900
Expenses:	
Operating budget	20,330,200
Capital budget	16,215,800
Add:	
Transfers to reserves	4,371,400
Debt principal repayments	1,035,500
Total expenses	41,952,900
	$ -

19. Comparative information:

Certain 2024 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

Year ended December 31, 2025
(Unaudited)

	2025	2024
Opening balance	$ 1,199,265	$ 939,812
Grant funds received	487,013	487,013
Interest earned	52,780	-
	1,739,058	1,426,825
Project expenditures	1,014,698	227,560
	$ 724,360	$ 1,199,265

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 - Growing Communities Fund

Year ended December 31, 2025
(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.

		2025		2024
Growing Community Fund	$	3,573,510	$	3,414,107
Project expenditures:				
Eaglecrest golf course purchase		2,100,000		-
Saahtlam Park washrooms, playground and food truck services		166,307		-
Seacrest Road replacement - slope stabilization		700,000		-
Skate park project		700,000		11,200
		(92,797)		3,402,907
Interest earned		134,394		170,603
	$	41,597	$	3,573,510

TOWN OF **QUALICUM BEACH**

PROCUREMENT REPORT

File No. 1220-20-FDT53

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Peter Cornell, Fire Chief

SUBJECT: **Tender Apparatus Replacement (T53) Purchase**

Recommendations	1. **THAT** Council awards the Tender Apparatus Replacement Purchase project to Fort Garry Fire Trucks in the amount of $1,654,145 Canadian dollars, including PST and excluding GST, for expenditure in fiscals 2027 and 2028. 2. **THAT** staff be directed to include a contingency of $45,855 in fiscal 2027 in a future Financial Plan amendment within the overall project budget of $1.7M for the Tender Apparatus Replacement Purchase.
Project Goal	To request Council to award the Tender Apparatus Replacement Contract in the amount of $1,654,145 Canadian dollars (including PST and excluding GST) with a total equipment purchase budget of $1.7M, including contingency, for anticipated apparatus delivery in 2028. Note – rationale for contingency is provided below.
Council Authorizations	The approved "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026" includes a capital budget provision of $1.7M in fiscal 2028, to replace Tender 53 (T53). A future Financial Plan amendment will allocate an expenditure of $1.1M in 2027 and $0.6M in 2028.
History	Tender 53 (T53) entered service in 2005 and is nearing the end of its frontline service life. To maintain the "Superior Tender Shuttle Rating" for more than 200 non-hydrant protected properties in the Qualicum Beach Fire Protection Area, frontline tender apparatus must be less than 20 years old. This Rating is estimated to collectively save those property owners over $200,000 per year, as a conservative estimate, in insurance premiums.

	Although T53 is more than 20 years old, Qualicum Beach has received an extension for replacement from Fire Underwriters Survey until 2028, when the new tender is expected to be delivered. The new tender must be ordered before Q3 of 2026 to be delivered in 2028. For clarity, there is no financial outlay in 2026, only a contractual obligation that would result in expenditures for 2027 and 2028. The current Qualicum Beach Tender apparatus (T53) can carry up to 2700 imperial gallons of water to support suppression activities at incidents occurring more than 300 metres from a fire hydrant. Over the past three years, T53 has responded to more than 160 incidents, including brush fires, wildland-urban interface fires, structure fires, and motor vehicle incidents. Without a tender apparatus, Qualicum Beach would be unable to respond effectively to these incidents. Given the number of incidents that T53 responds to as a frontline apparatus, it is not recommended to extend its front line service life beyond 25 years given increased risk of equipment failure. However, it can continue to serve in a reserve capacity. It should be noted that Council could choose to delay the purchase (beyond 2026 for 2028 delivery) of this apparatus and reduce the service level for non-hydrant protected properties in the Fire Protection Area and for the Town's automatic aid partners, while noting the risks above. The approved 2026–2030 capital budget allocates the $1.7 M full cost of replacement of T53 in fiscal 2028. Amendment of the Financial Plan is proposed to reflect a payment of $1.1M for the cab and chassis in Q3 2027. The remaining $0.6M is due in Q3 2028, when the completed apparatus would be delivered to Qualicum Beach. When compared to T53, the new tender apparatus will improve firefighter safety through inclusion of rollover protection and occupant airbags for all seating positions. It will also include a significantly larger pump to allow it to be used as a reserve engine or relay pumper in hydrant protected areas. As the chassis will be manufactured in 2027 it will be equipped with a 2027 emissions-compliant diesel engine, reducing nitrogen oxide emissions by more than 80% compared with a 2026 model. It should be noted that the proposed tender has increased water carrying capacity, tandem axles, and increased firefighter seating when compared to currently available single-axle commercial chassis on the market. It should also be noted that apparatus needs for communities vary based on fire protection area, travel distances, topography, the number of apparatus responses, incident types, etc.

	Staff recommend retaining T53 (2005) as a reserve unit and adding it to the provincial wildfire deployment list for the rest of its reserve service life, estimated at about 10 years. Hypothetically, a provincial wildfire deployment of 12 days would result in estimated net revenue of $43,000. If deployed once every two years for ten years, this would result in a revenue stream of ~$215,000 at the current deployment rates. Staff propose that such revenue be used to offset future Fire Department fleet replacement costs. This approach would also provide Qualicum Beach firefighters with valuable wildfire experience. Additionally, T53 would act in a reserve capacity support for fires in the fire protection area, increasing water carrying capacity for an incident by 2700 imperial gallons. At the end of its reserve service life, T53 would be retired and not replaced. Alternatively, T53 could be disposed of in 2029, subsequent to delivery of the new tender, for an estimated disposal value of ~$130,000.		
Procurement Process	x	Tender	
		Request for Proposals (RFP)	
		Request for Qualifications	
		Other	DESCRIPTION OF ALTERNATIVE PROCESS
Summary of Competitive Process	The Town joined the Canoe Procurement Group of Canada (Canoe) in 2022. Canoe conducts procurements on behalf of its members to provide preferred pricing through trade-compliant purchasing programs. On July 2, 2025, Canoe posted a Request for Proposal on BC Bid and other bidding portals across Canada for firefighting apparatus and fire service vehicles, and received 50 submissions by the August 20, 2025, closing date. Fort Garry Fire Trucks was one of the successful proponents, offering a 15% discount off Manufacturers Suggest Retail Price (MSRP). Based on this pre-negotiated discount, and the Town of Qualicum Beach's past experience working with Fort Garry Fire Trucks, Fire Department staff and the Town's Emergency Vehicle Technician met with Fort Garry in February 2026 to develop specifications for the proposed replacement tender apparatus. As production of the 2027 emissions-compliant diesel engine is not expected to begin until early 2027, a contingency of $45,855 has been included in the $1.7M budget to cover unforeseen engine, build, or body-modification costs associated with this new technology.		

Financial Implications	Total project budget: $1.7M including contingency and PST (excluding GST). Total cost of recommended contract award: $1,654,145, including PST (excluding GST). Remaining budget: $45,855 for contingency in fiscal 2027. Source of funding: The project is proposed to be funded through external borrowing. The associated debt servicing costs are not expected to create additional property tax pressure, as existing debt servicing capacity will become available upon the retirement of debt related to the Rescue Truck in 2027 and the Fire Ladder Truck in 2028. This freed-up debt servicing capacity will be sufficient to service the debt associated with the replacement tender apparatus. Any unused contingency funds will reduce the borrowing requirement and corresponding debt servicing costs.

Peter Cornell, ECFO Fire Chief *Report Author*	Lou Varela, MCIP, RPP Chief Administrative Officer *Concurrence*	Raj Hayre Director of Finance *Concurrence*

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3900.20.900.10

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **OCP Compliance Decision for Zoning Amendment | 673 Fir Street**

GOVERNANCE DECISION
Council is asked to decide whether the Zoning Amendment application for 673 Fir Street is compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".

RECOMMENDATIONS:

1. **THAT** Council deems the Zoning Amendment application for 673 Fir Street to be compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".
2. **THAT** Council refers the Zoning Amendment application for 673 Fir Street to the Advisory Planning Commission for comment on:
    a. the presence of ground floor residential use along Second Avenue East;
    b. building height;
    c. residential density; and
    d. form and character.

PURPOSE
To consider whether or not a Zoning Amendment application for 673 Fir Street is compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" (OCP). The proposed development includes a mixed-use building with 745m² of ground-floor commercial along Fir Street and 69 residential units above. Should Council determine that this development proposal is compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025", no Public Hearing is permitted under Bill 44 legislation, *Housing Statutes (Residential Development) Amendment Act.*

BACKGROUND
The owner of 673 Fir Street submitted a Zoning Amendment and Development Permit application to permit a mixed-use development with ground-floor commercial and 69 residential units. The subject property is currently zoned Comprehensive Development Zone 7 (CD7), is identified as East Village in the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" and falls within Development Permit Area C1 – Downtown Commercial. In addition to the proposed Zoning Amendment, a Development Permit is required for the proposed development. Following Council's consideration of the Zoning Amendment application, and if

Council chooses to proceed, the Development Permit application would subsequently be presented to Council for consideration after adoption of the Zoning Amendment.

The subject property is located at the corner of Fir Street and Second Avenue East and is surrounded by the railway tracks to the north, commercial buildings to the east and west, and a warehouse, as well as two mixed-use buildings, to the south (see Figure 1). The proposed Zoning Amendment would amend the CD7 zone for the subject property. Staff are bringing the Zoning Amendment application before Council to determine whether it is consistent with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025". At a future meeting, the Zoning Amendment Bylaw will be presented to Council for consideration of first reading. At that time, a traffic study initiated by the applicant at the request of the Town will also be presented, along with staff recommendations regarding the intersection of Harlech Road and Memorial Avenue.

On April 29, 2026, the application was presented to the Committee of the Whole, consistent with best practices identified in the Development Approvals Process Review. No motions related to the application were adopted at that meeting.

Figure 1: Subject Property

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DISCUSSION

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

	Zoning Comparison	
Zoning Provision	**Existing Zoning**	**Proposed Development**
Zoning	Existing Comprehensive Development 7 Zone (CD7)	Amended Comprehensive Development 7 Zone (CD7)
Density	Maximum 42 residential units, provided the conditions outlined in the zone are met.	Maximum 69 residential units.
Parcel Coverage	46%	60%
Height	Three storeys with underground parking.	Five storeys with underground parking, or 18.6m in height.
Front Setback (Second Avenue)	Setbacks are based on the site plan associated with the CD7 zone.	Setbacks are based on the site plan associated with the CD7 zone, which is proposing a 0.75m setback.
Exterior Side Setback (East)	Setbacks are based on the site plan associated with the CD7 zone.	Setbacks are based on the site plan associated with the CD7 zone, which is proposing a 0.30m setback.
Exterior Side Setback (West)	Setbacks are based on the site plan associated with the CD7 zone.	Setbacks are based on the site plan associated with the CD7 zone, which is proposing a 0.75m setback.
Rear Setback (Railway Corridor)	Setbacks are based on the site plan associated with the CD7 zone.	Setbacks are based on the site plan associated with the CD7 zone, which is proposing a 0m setback.
Parking (off-street)	45 off-street parking spaces.	Total of 69 residential off-street parking spaces and 19 commercial off-street parking spaces will be provided. Combined total of off-street parking spaces being provided is 88.

2025 Official Community Plan (OCP)

The property is designated as East Village in the 2025 Official Community Plan (OCP). The subject property is also located within the Development Permit Area C1 – Downtown Commercial, and as such, requires a Development Permit. If the Zoning Amendment Bylaw proceeds to adoption, staff will then bring forward the Development Permit application, which will include an analysis of the Development Permit Guidelines. For the purposes of the Zoning Amendment Bylaw, below are the policies specific to the “East Village” designation in the “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025”:

Policy 3.8.1 The Town will consider rezoning applications for multi-unit residential uses with accessory commercial uses within the area designated ‘East Village’, as shown on map ‘Schedule 2.2’.

Staff Comment: The proposed development includes 69 residential units with ground-floor commercial uses. From a land use planning perspective, staff consider the proposed development to meet this policy.

3.8.2 Commercial uses within this area shall be located and oriented so as to maintain the compactness and pedestrian continuity of the uptown commercial core.

Staff Comment: The commercial uses are primarily located along Fir Street and provide a continuity with the uptown commercial core. From a land use planning perspective, staff find the commercial uses along Fir Street sufficient to meet this policy.

3.8.3 The maximum density for residential dwellings in the East Village shall be up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".

Staff Comment: The proposed density is 166 dwellings/ha, which significantly exceeds the base density of 80 dwellings/ha identified in this policy. However, the OCP explicitly anticipates density bonusing within the Village Neighbourhood to support objectives such as underground parking, adaptable design, and other community benefits. The proposed development meets the definition of underground parking and is eligible for density bonuses. Density alone is not the most important determinant of neighbourhood fit; rather, compatibility is more influenced by building design, massing, and streetscape integration. In this context, reducing the number of units would not necessarily materially improve compatibility. For comparison, the development on the south side of Second Avenue East has an approximate density of 156 dwellings/ha, which supports a similar built form in the area.

3.8.4 The East Village should be developed as a unique mixed-use neighbourhood with a form and character that is distinct from the rest of the uptown commercial core.

Staff Comment: The proposed development incorporates a design that is unique from the uptown commercial core, while drawing influence from both areas and helping to bridge the design of the uptown commercial core and the East Village. From a land use planning perspective, staff consider the form and character of the building to be aligned with this policy.

Advisory Planning Commission (APC)
Staff recommend referral of the application to the Advisory Planning Commission (APC) to obtain input on key design and land use considerations, including ground-floor residential interface along Second Avenue East, building height, residential density, and overall form and character. While APC review typically occurs early in the development review process, in this case the timing does not affect statutory requirements, as the Zoning Amendment would not require a Public Hearing under Bill 44 if Council determines the development application to be complaint with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025". APC input will assist in informing Council's consideration prior to future readings.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated in this Planning Report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

- The public is informed of this proposal through the presentation of this Planning Report.

STRATEGIC PLAN ALIGNMENT

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

SUMMARY

A Zoning Amendment application has been received for 673 Fir Street. The proposal is for a mixed-use building with 745m² of ground-floor commercial along Fir Street and 69 residential units above. The proposed development aligns with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" East Village policies in terms of uses and building design; however, the proposed density is higher than what is outlined in Policy 3.8.3. Given the context and eligibility for density bonuses, staff find the proposed density to be reasonable from a land use planning perspective. Once staff have direction from Council regarding OCP compliance, the Zoning Amendment bylaw will be brought to a future meeting for Council consideration. In the opinion of staff, the application is aligned with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025", and staff support the application proceeding through the Zoning Amendment process, with review by the APC.

APPROVALS

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

RAugustyn

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Writer

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

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 673 Fir Street

Attachment 1

QUALICUM BEACH CENTRAL

issued for: ZONING AMENDMENT & DEVELOPMENT PERMIT

DP ARCHITECTURAL

DP00.0	COVER
DP03.00	INFORMATION SHEET
DP11.00	SITE SURVEY
DP12.00	SITE PLAN
DP21.00	PARKADE PLAN
DP40.00	ELEVATIONS
DP50.00	BUILDING SECTIONS

DP CIVIL

DP LANDSCAPE

PRIME CONSULTANT

LITTLE GIANT

CALGARY
418 - 12 avenue SW
calgary alberta
T2G 0B4

CALGARY
536 senanus dr
victoria BC
V9M 1S6

NOTES

DO NOT SCALE DRAWINGS. REQUEST VERIFICATION OF DIMENSIONS AS REQUIRED.

THE GENERAL CONTRACTOR SHALL CHECK AND VERIFY ALL LEVELS, DATUMS AND DIMENSIONS AND SHALL REPORT ANY AND ALL ERRORS AND / OR OMISSIONS TO THE PRIME CONSULTANT IMMEDIATELY.

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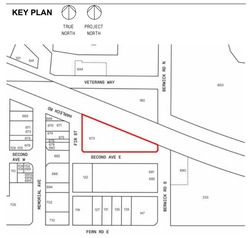
KEY PLAN



ISSUED

NO	ISSUE / REVISION	DATE
A	ZONING AMENDMENT & DEVELOPMENT PERMIT	2026-03-27

SEAL

NOT FOR CONSTRUCTION

CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120586

DRAWING TITLE

COVER

DRAWING INFORMATION

PROJECT NO	25019
STARTED	09 / 2025
SCALE	
DRAWN	SAK
CHECKED	

REVISION

A

SHEET

DP00.0

QUALICUM BEACH CENTRAL - BYLAW REVIEW

PROJECT ADDRESS

MUNICIPAL ADDRESS	673 FIR STREET QUALICUM BEACH, BC
LEGAL ADDRESS	LOT 1 DISTRICT LOT 78 NEWCASTLE DISTRICT PLAN EPP120506

ZONING

APPLICABLE BYLAW	ZONING BYLAW, NO. 900,2024
COMMUNITY	VILLAGE NEIGHBOURHOOD - EAST VILLAGE
EXISTING ZONING	CD7-COMPREHENSIVE DEVELOPMENT ZONE
SITE AREA	0.415 HA / 4,150 sm / 44,670 sf

	PROPOSED ZONING REQUIREMENTS	
PROPOSED ZONE	NEW ZONE	
GROSS FLOOR AREA	10,590 sm	114,000 sf
COMMERCIAL	745 sm	8,015 sf
RESIDENTIAL	9,845 sm	105,985 sf
FLOOR AREA RATO	2.55	
LOT COVERAGE MAX	60%	
LANDSCAPE AREA MIN	25%	
FRONT SETBACK (SOUTH PL)	0.75 m	(2'-6")
REAR SETBACK (NORTH PL)	0 m	(0')
SIDE SETBACK (WEST PL)	0.75 m	(2'-6")
SIDE SETBACK (EAST PL)	0.30 m	(1'-0")
COMBINED SIDE	1.8 m	(6'-0")
BUILDING HEIGHT	18.6 m	(61'-0")
# STOREYS	5 STOREY	
RESIDENTIAL PARKING	1.0 STALL PER UNIT	
COMMERCIAL PARKING	1 STALL PER 40 sm	
LOADING STALL	1 STALL PER 2000 sm	

BUILDING STATISTICS

GROSS FLOOR AREA

LEVEL	COMMERCIAL		RESIDENTIAL		TOTAL	
PARKADE	-	-	-	-	3,733 sm	40,185 sf
1	642 sm	6,908 sf	1,755 sm	18,890 sf	2,937 sm	25,798 sf
2	103 sm	1,106 sf	2,154 sm	23,184 sf	2,257 sm	24,291 sf
3	-	-	2,154 sm	23,184 sf	2,154 sm	23,184 sf
4	-	-	2,154 sm	23,184 sf	2,154 sm	23,184 sf
5	-	-	1,490 sm	16,037 sf	1,490 sm	16,037 sf
ROOFTOP	-	-	139 sm	1,505 sf	139 sm	1,505 sf
TOTAL	745 sm	8,015 sf	9,846 sm	105,985 sf	10,590 sm	114,000 sf

UNIT COUNT

LEVEL	1 BED + DEN	2 BED	TOTAL
1	1	9	10*
2	2	14	16
3	2	14	16
4	2	14	16
5	3	8	11
TOTAL	10	59	69

*GROUND-ORIENTED UNITS

PARKING COUNT

	REQUIRED	PROVIDED
RESIDENTIAL	69	69
COMMERCIAL	19	19
TOTAL	88	88
LOADING	1	1
BICYCLE	TBC	TBC
SCOOTER	TBC	TBC

PRIME CONSULTANT

LITTLE GIANT

CALGARY
418 - 12 avenue SW
calgary alberta
T2G 0B4

CALGARY
536 senanus dr
victoria BC
V9M 1S6

NOTES

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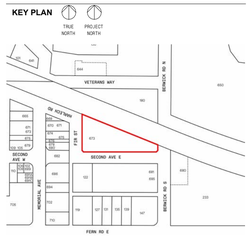
KEY PLAN



ISSUED

NO	ISSUE / REVISION	DATE
A	ZONING AMENDMENT & DEVELOPMENT PERMIT	2026-03-27

SEAL

NOT FOR CONSTRUCTION

CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120506

DRAWING TITLE

INFORMATION SHEET

DRAWING INFORMATION

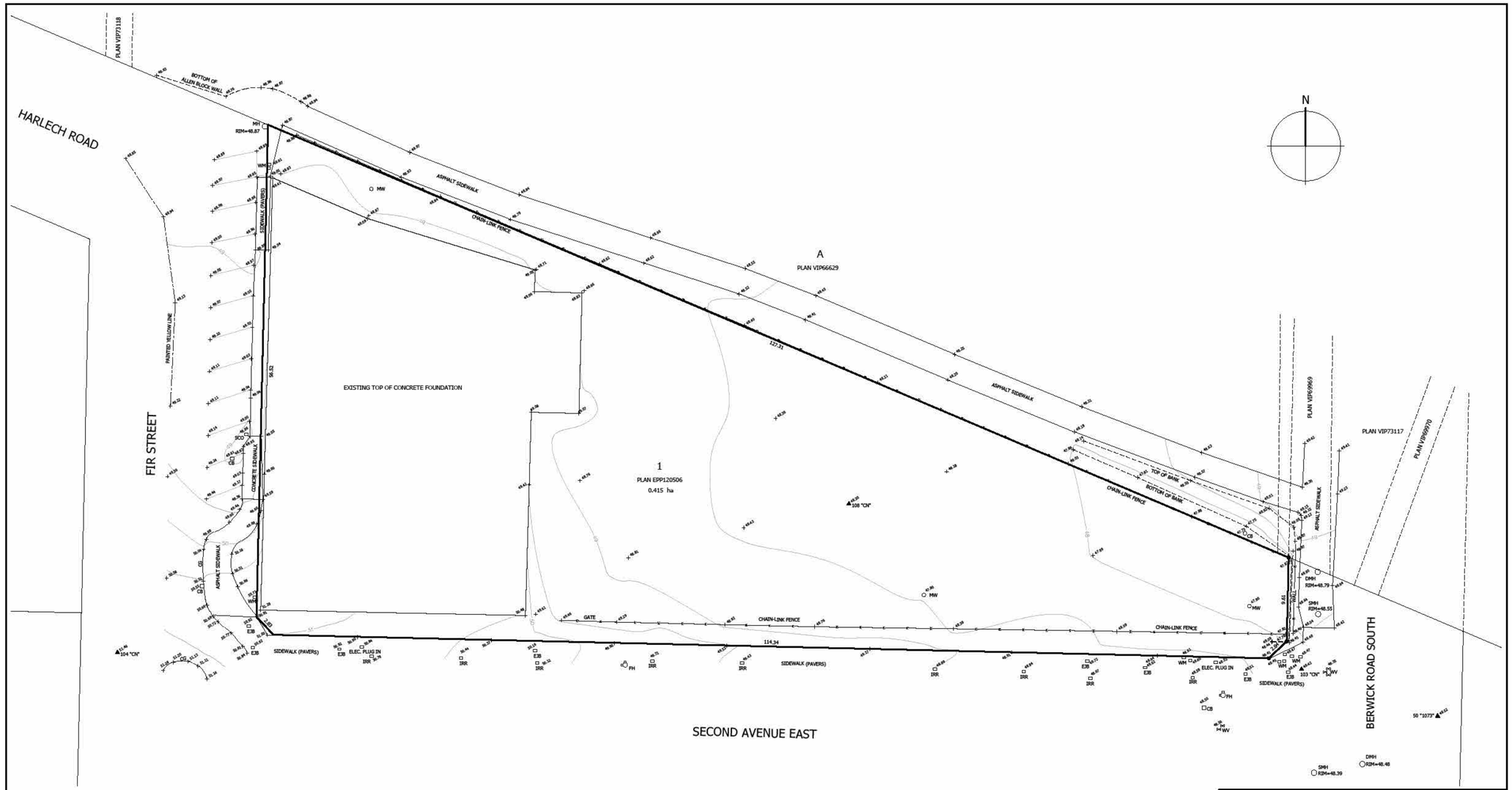
PROJECT NO	25019
STARTED	09 / 2025
SCALE	12" = 1'-0"
DRAWN	SAK
CHECKED	

REVISION

A

SHEET

DP03.00



SCALE 1:200

0 2 4 6 8 10 20 metres

LEGEND

123.45	SPOT ELEVATION.
	STANDARD CONTROL MONUMENT FOUND.
	STANDARD IRON POST FOUND.
TH	TRAVERSE HUB SET.
SMH	SANITARY SEWER MANHOLE.
SCO	SANITARY SEWER CLEANOUT.
SS	SANITARY SEWER SERVICE.
	SANITARY SEWER LINE.
DMH	DRAINAGE (STORM SEWER) MANHOLE.
DCO	DRAINAGE (STORM SEWER) CLEAN OUT.
CB	CATCH BASIN.
DS	DRAINAGE (STORM SEWER) SERVICE.
	DRAINAGE (STORM SEWER) LINE.
	DITCH LINE.
HP	HYDRO POLE.
TP	TEL POLE.
H/TP	HYDRO AND TEL POLE.
AP	ANCHOR POLE.
	POLE ANCHOR.
SL	STREET LIGHT ATTACHED TO HYDRO POLE.
OH	OVERHEAD HYDRO LINE.
OT	OVERHEAD TEL LINE.
OH/T	OVERHEAD HYDRO AND TEL LINE.
	LAMP STANDARD.
HJ	HYDRO JUNCTION BOX.
LPT	HYDRO LOW PROFILE TRANSFORMER.
EJB	ELECTRIC JUNCTION BOX.
TJ	TEL JUNCTION BOX.
UH	UNDERGROUND HYDRO LINE.
UT	UNDERGROUND TEL LINE.
WV	WATER VALVE.
FH	FIRE HYDRANT.
WM	WATER METER.
IRR	IRRIGATION BOX.
	WATER LINE.
MW	MONITORING WELL.
GV	GAS VALVE.
G	GAS LINE.
EPVR	EDGE OF PAVERS.
EP	EDGE OF PAVEMENT.
SH	SHOULDER.
ER	EDGE OF GRAVEL/TRAVELED ROAD
CG	CURB & GUTTER (GUTTER LINE).
YL	YELLOW PAIN LINE.
TB	TOP OF BANK.
BB	BOTTOM OF BANK.
	CONTOURS (0.5 METRE INTERVAL)

GENERAL NOTES:

DISTANCES AND ELEVATIONS ARE IN METRES. ELEVATION DATUM IS DERIVED USING THE PRECISE POINT POSITIONING (PPP) SERVICE OF NATURAL RESOURCES CANADA.

THIS PLAN PURPORTS TO POSITION ONLY THE ACTUAL AND / OR PROPOSED IMPROVEMENT(S) SHOWN RELATIVE TO ONLY THE BOUNDARIES SHOWN OF OR APPURTENANT TO THE SUBJECT PARCEL(S).

THIS PLAN PROVIDES NO WARRANTY OR REPRESENTATION WHATSOEVER WITH RESPECT TO THE LOCATION OF ANY OTHER ACTUAL OR PROPOSED IMPROVEMENT(S) RELATIVE TO ANY BOUNDARY OF OR APPURTENANT TO THE SUBJECT PARCEL(S).

FIELD SURVEY COMPLETED AUGUST 14, 2025.

LOT ALIGNMENT DERIVED FROM REGISTERED PLANS AND FIELD SURVEY.

THIS PARCEL MAY BE SUBJECT TO REGISTERED CHARGES & PERMITS:
-PERMITS EV104, EX32225, FA38462, FB275991;
- COVENANT FB267127;
THIS PLAN DOES NOT PURPORT TO VERIFY COMPLIANCE WITH THE RESTRICTIONS THEREIN.

NO.	DATE	REVISION
00	SEPTEMBER 8, 2025	FIRST ISSUE.

PROJECT: 673 FIR STREET, QUALICUM BEACH
LOT 1, PLAN EPP120506

CLIENT: WINDLEY PROJECTS INC.

DRAWING: TOPOGRAPHIC

DATE: SEPT. 8/25

SCALE: 1:200

DRAWN: CH

FILE: 25051-1 TOPO

BASEPLAN: 22105

WILLIAMSON & ASSOCIATES
PROFESSIONAL SURVEYORS
3088 BANCRO ROAD NANAIMO B.C. V9T 4B5
PHONE: (250) 756-7723 FACSIMILE (250) 756-7724
EMAIL: MAPS@WSCLS.CA

PRIME CONSULTANT

LITTLE GIANT

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calgary alberta
T2G 0B4

CALGARY
536 senanus dr
victoria BC
V9M 1S6

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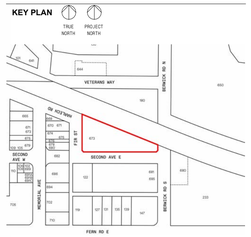


ISSUED

NO	ISSUE / REVISION	DATE
A	ZONING AMENDMENT & DEVELOPMENT PERMIT	2026-03-27

SEAL

NOT FOR CONSTRUCTION

CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS: 673 FIR STREET, QUALICUM BEACH, BC
LEGAL ADDRESS: LOT 1 DISTRICT LOT 78 NEWCASTLE DISTRICT PLAN EPP120506

DRAWING TITLE

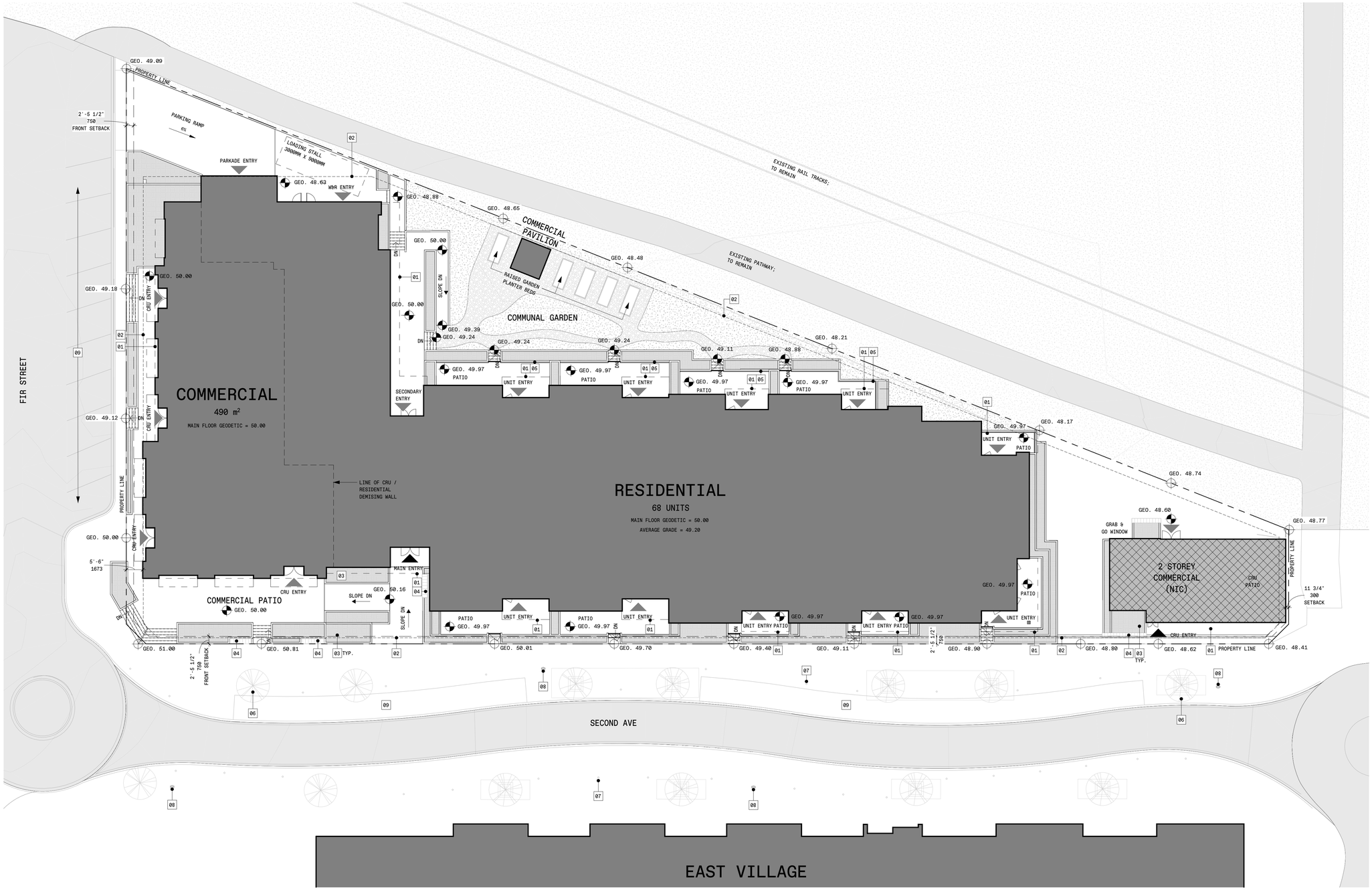
SITE SURVEY

DRAWING INFORMATION

PROJECT NO	25019
STARTED	09 / 2025
SCALE	
DRAWN	SAK
CHECKED	Checker

REVISION: A

SHEET: DP11.00



1 DP12.00 SITE PLAN

1/16" = 1'-0"

TRUE NORTH | PROJECT NORTH

SITE PLAN - LEGEND

- BUILDING FOOTPRINT
- X.XX EXISTING GEODETIC
- X.XX PROPOSED GEODETIC
- BUILDING MAIN ENTRY
- BUILDING SECONDARY ENTRY
- ROUND BOLLARD
- FIRE HYDRANT
- CONCRETE / STONE PAVERS; REFER TO LANDSCAPE PLAN
- LANDSCAPED PLANTING BED; REFER TO LANDSCAPE PLAN
- SOFTSCAPING; REFER TO LANDSCAPE PLAN
- POROUS LANDSCAPE PAVER; REFER TO LANDSCAPE PLAN
- ASPHALT (ROADS + DRIVEWAYS)

SITE PLAN - KEYNOTES

01	LINE OF CANOPY / BALCONY / ROOF EAVE ABOVE
02	LINE OF PARKADE BELOW
03	CIP CONCRETE PLANTER; COLOUR: TBC; FINISH: TBC
04	EXTERIOR BUILT-IN BENCH; COLOUR: TBC; FINISH: TBC
05	METAL GUARDRAIL; COLOUR: TBC; FINISH: TBC
06	EXISTING BOULEVARD TREE TO REMAIN (TYP.)
07	EXISTING BOLLARDS TO REMAIN (TYP.)
08	EXISTING HYDRANT TO REMAIN
09	EXISTING STREET PARKING TO REMAIN

PRIME CONSULTANT

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victoria BC
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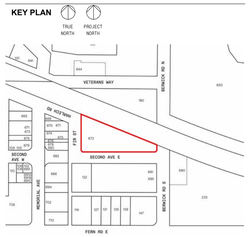

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CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120606

DRAWING TITLE

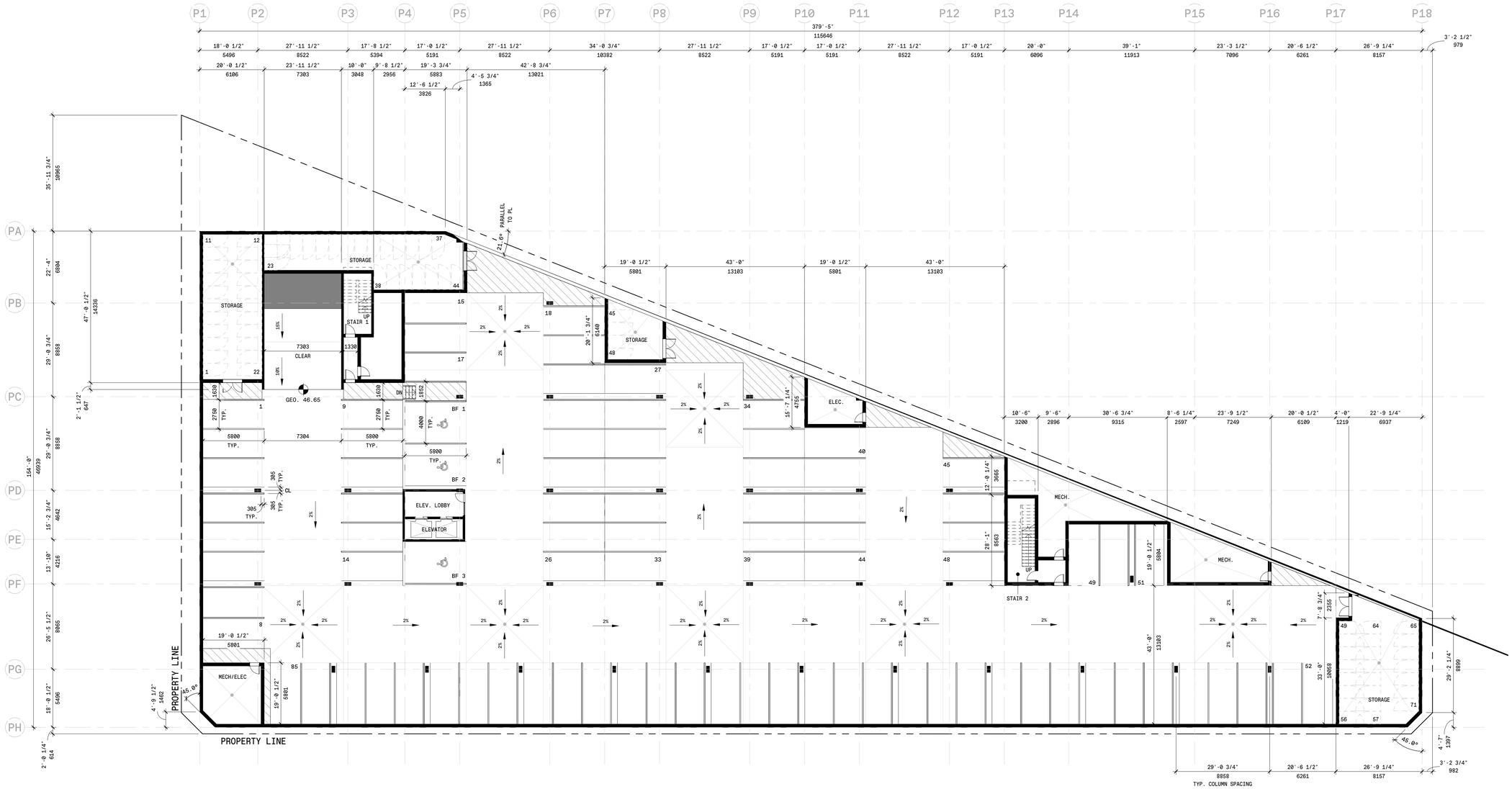
SITE PLAN

DRAWING INFORMATION

PROJECT NO	25019
STARTED	09 / 2025
SCALE	As indicated
DRAWN	SAK
CHECKED	Checker

REVISION: A

SHEET: DP12.00



01 DP21.00 PARKADE PLAN

1/16" = 1'-0"

TRUE NORTH PROJECT NORTH

PRIME CONSULTANT

LITTLE GIANT

CALGARY
418 - 12 avenue SW
calgary alberta
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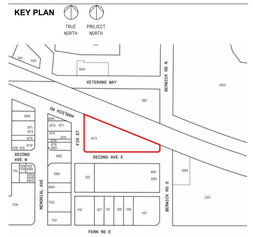

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KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120686

DRAWING TITLE

PARKADE PLAN

DRAWING INFORMATION

PROJECT NO	25019
STARTED	
SCALE	1/16" = 1'-0"
DRAWN	SK
CHECKED	Checker

REVISION

SHEET

DP21.00

1 DP40.00 SOUTH ELEVATION

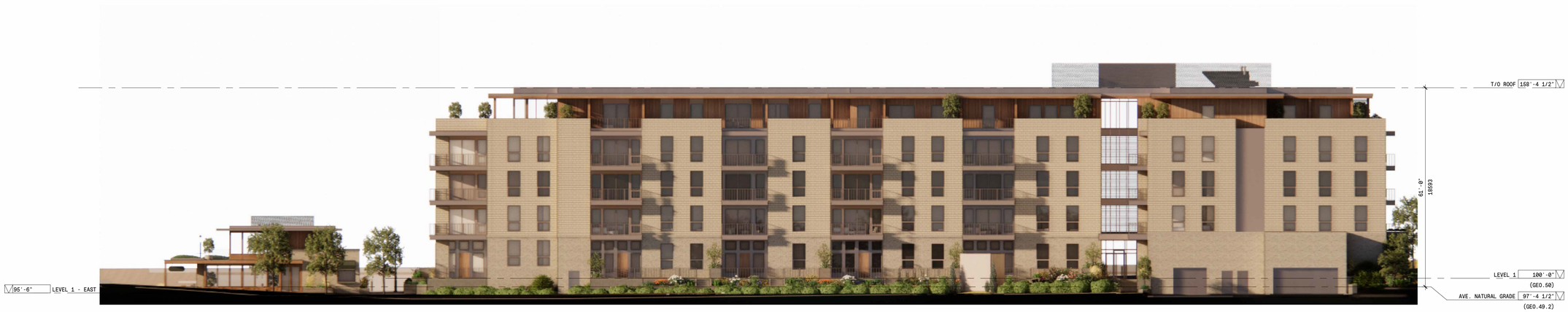
1/16" = 1'-0"

2 DP40.00 WEST ELEVATION

1/16" = 1'-0"

3 DP40.00 EAST ELEVATION

1/16" = 1'-0"



4 DP40.00 NORTH ELEVATION

1/16" = 1'-0"

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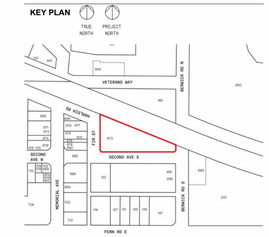

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PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120586

DRAWING TITLE

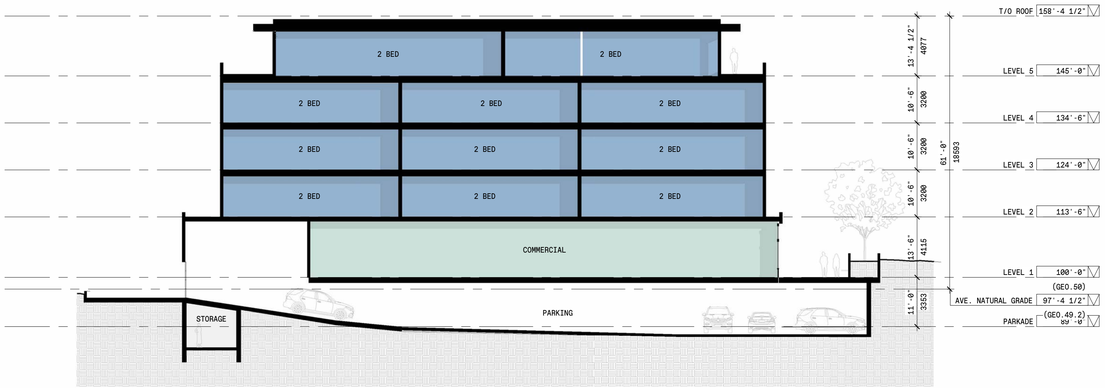
ELEVATIONS

DRAWING INFORMATION

PROJECT NO	25019
STARTED	09 / 2025
SCALE	1/16" = 1'-0"
DRAWN	SAK
CHECKED	

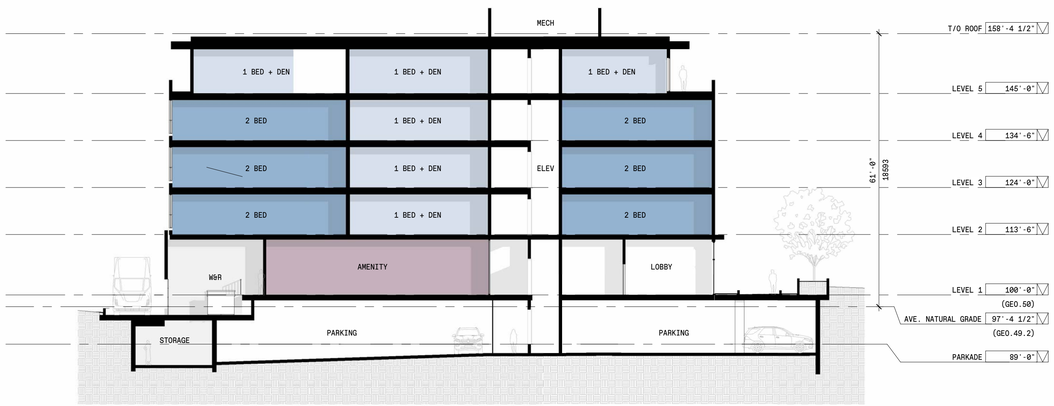
REVISION A

SHEET DP40.00



1 DP50.00 SECTION 1

1/16" = 1'-0"

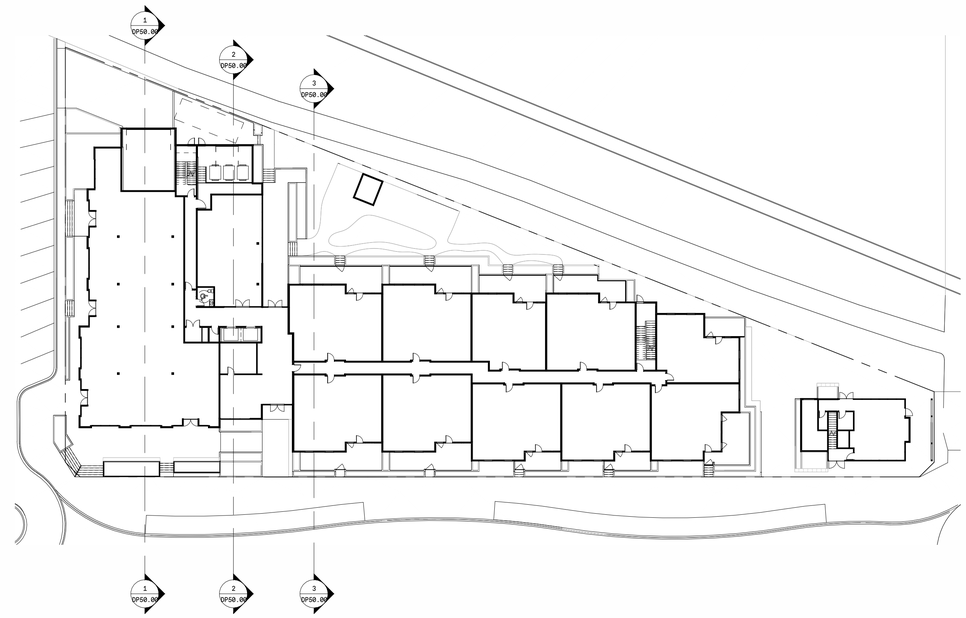


2 DP50.00 SECTION 2

1/16" = 1'-0"

3 DP50.00 SECTION 3

1/16" = 1'-0"



4 DP50.00 KEY PLAN

1/32" = 1'-0"

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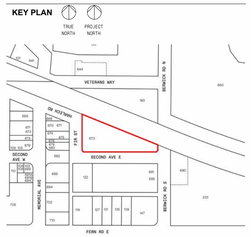

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QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120506

DRAWING TITLE

BUILDING SECTIONS

DRAWING INFORMATION

PROJECT NO	25019
STARTED	09 / 2025
SCALE	As indicated
DRAWN	SAK
CHECKED	

REVISION: A

SHEET: DP50.00

LITTLE GIANT

Architecture + Interiors

Qualicum Beach Central Multi-Family
Written Rationale
Zoning Amendment Application - First Reading
June 24th, 2026

CONTENTS

1. Project Introduction
2. Site Analysis
3. Concept Drivers
4. Concept Implementation
5. Massing Strategy
6. Site Plan & Elevations
7. Exterior Views
8. OCP 2025 Alignment
9. Submitted Drawing Package

PROJECT INTRODUCTION

PROJECT INTRODUCTION

This project is a new mixed-use, multi-family development located in the East Village neighbourhood of Qualicum Beach. It is a purpose-built rental building designed to meet the growing demand for housing in the area, particularly for older adults looking to downsize. The development will add approximately 69 new units, the majority of which are two-bedroom layouts.

The building offers adaptable and universally designed units, ensuring accessibility and independent living for a wide range of residents. Its residential focus is complemented by a mix of commercial spaces along the pedestrian streets, creating an active street scape and contributing to the unique character of East Village. Residential units are oriented along the existing pedestrian pathway and include garden spaces, fostering a sense of community and connection to the outdoors.

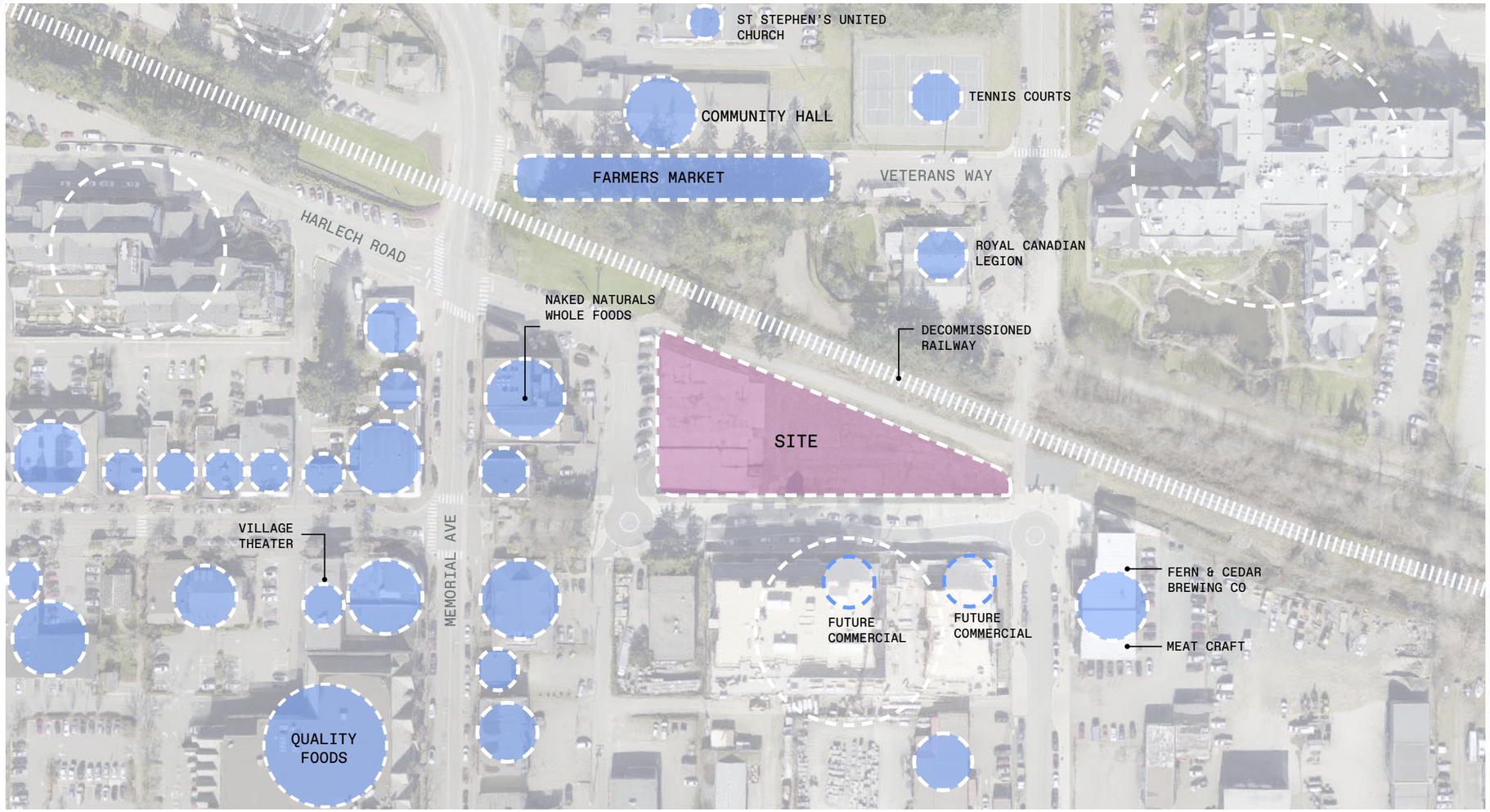
Rooted in the charm and character of a village garden, this design approach is expressed throughout the project, from site planning and landscape design to architectural features and program layout. The goal is to create a development that harmonizes with both the established character of Qualicum Beach and the distinctive identity of East Village, resulting in a cohesive, vibrant, and livable neighbourhood.

SITE ANALYSIS

CONTEXT MAP - TOWN CONTEXT

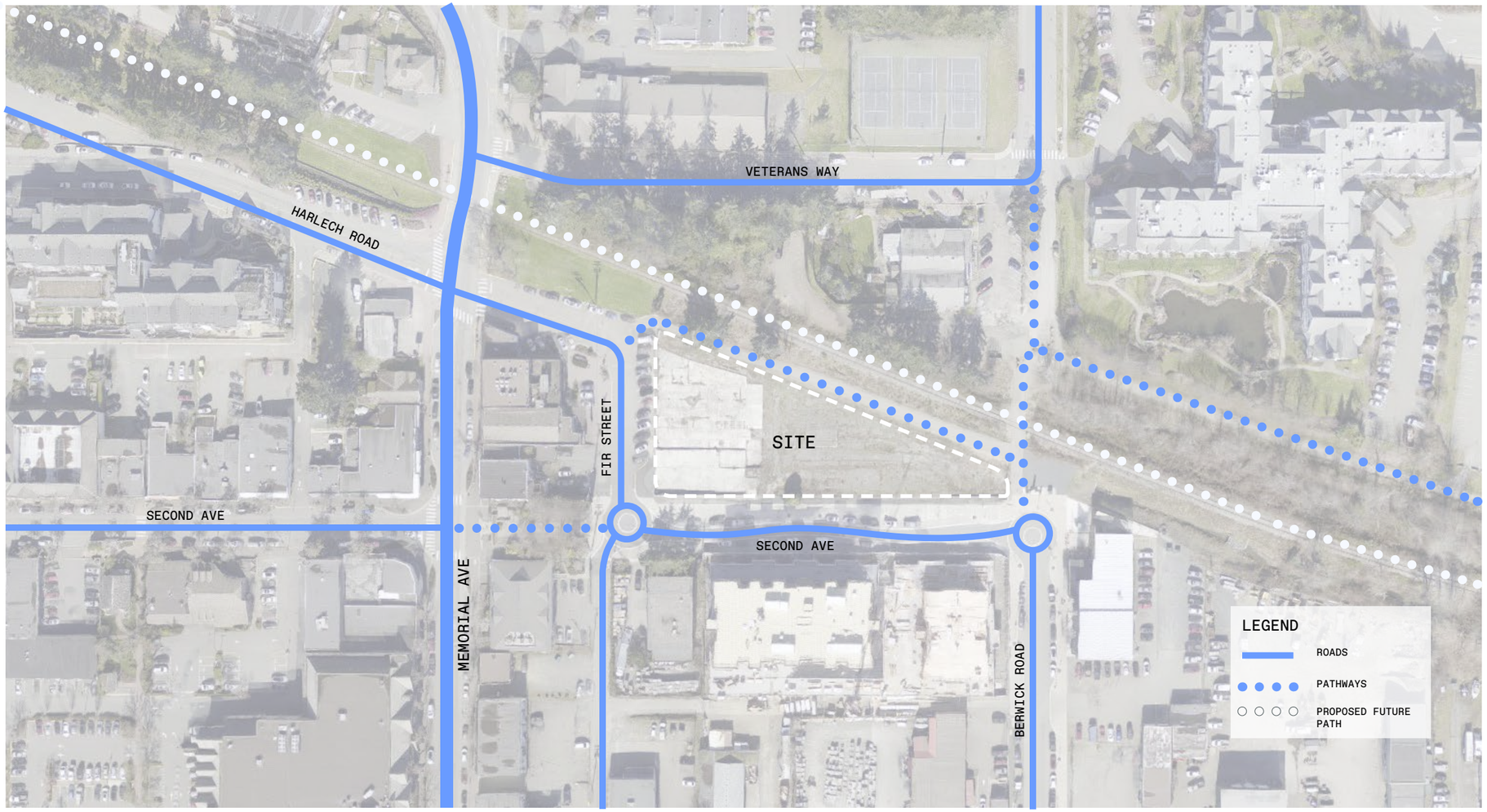
CONTEXT MAP - RESIDENTIAL

The proposed development is a five-storey building thoughtfully situated within an established and growing residential context. Within a two- to three-block radius, there are four other buildings exceeding four storeys, including the Gardens, Berwick, and East Village. Centrally located among these comparable developments, the site is uniquely positioned to complement an existing network of seniors-oriented housing. By introducing additional residences designed specifically for seniors, the project strengthens an already supportive community, allowing residents to remain close to friends, family, and familiar surroundings. This proximity fosters meaningful daily interactions and helps sustain a vibrant, connected lifestyle



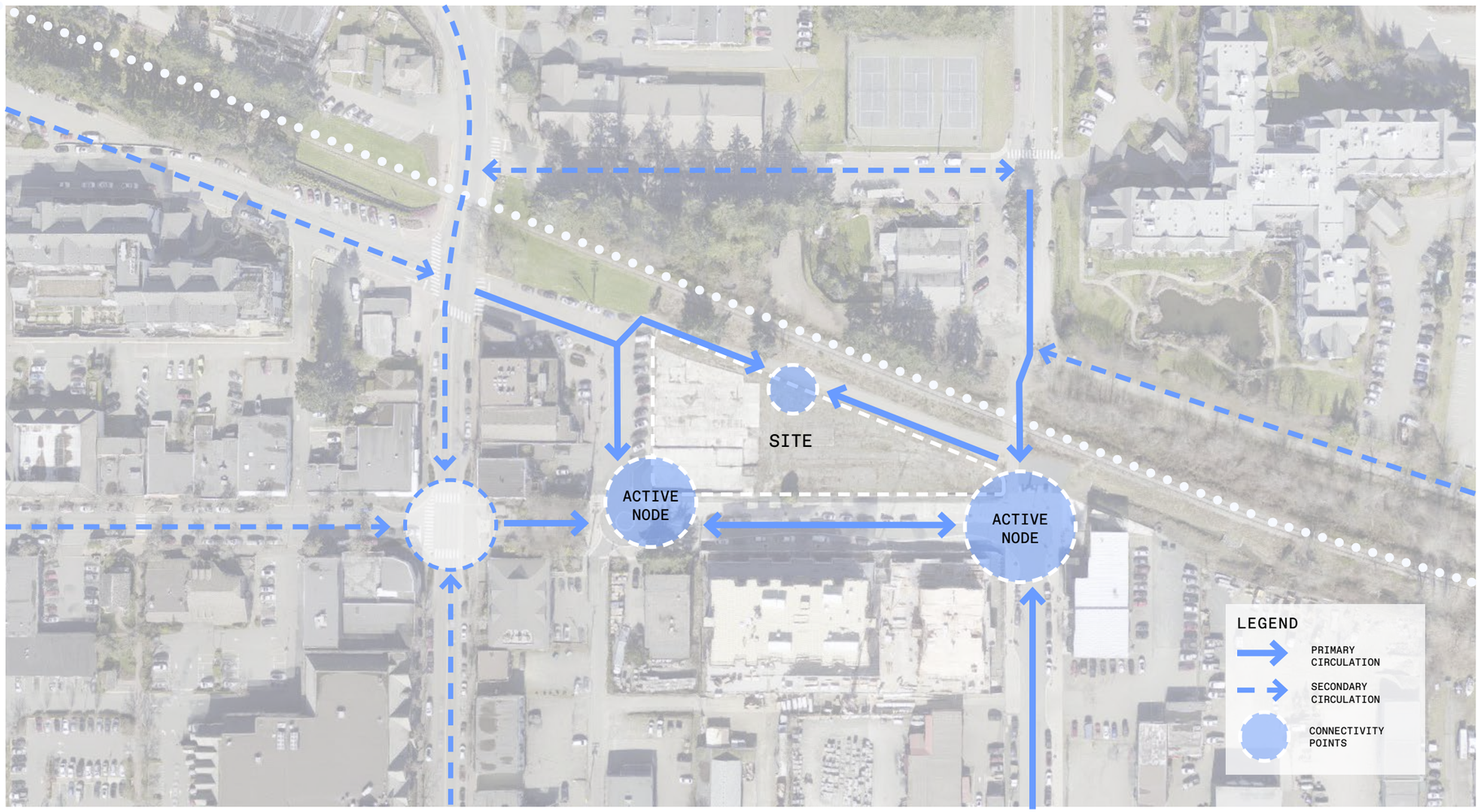
CONTEXT MAP - COMMERCIAL / PUBLIC

The location is exceptionally well suited for multi-family development. In addition to being within walking distance of similar residential communities, the site enjoys close proximity to Uptown, a lively and walkable commercial area offering grocery stores, cafés, and a wide range of essential services. It is also directly adjacent to key institutional and recreational amenities, including the farmers market, the Royal Canadian Legion, and local tennis courts. East Village further contributes a mix of commercial and residential uses. Together, these elements create a rich and complete neighbourhood fabric, and the proposed development builds upon this foundation by adding both housing and thoughtfully integrated commercial space, enhancing convenience, vitality, and everyday quality of life.



CONTEXT MAP - SITE CIRCULATION

The site benefits from excellent connectivity to the broader town. Located directly off Memorial Avenue, it is easily accessible while also supporting strong pedestrian movement. Second Avenue extends westward from the site, linking directly to the shops and services of Uptown. Existing pedestrian pathways to the north further strengthen this network. The adjacent railway corridor presents a future opportunity for conversion into a pedestrian pathway, offering the potential for even greater connectivity. Altogether, these features ensure that residents can move easily, safely, and enjoyably throughout their community.

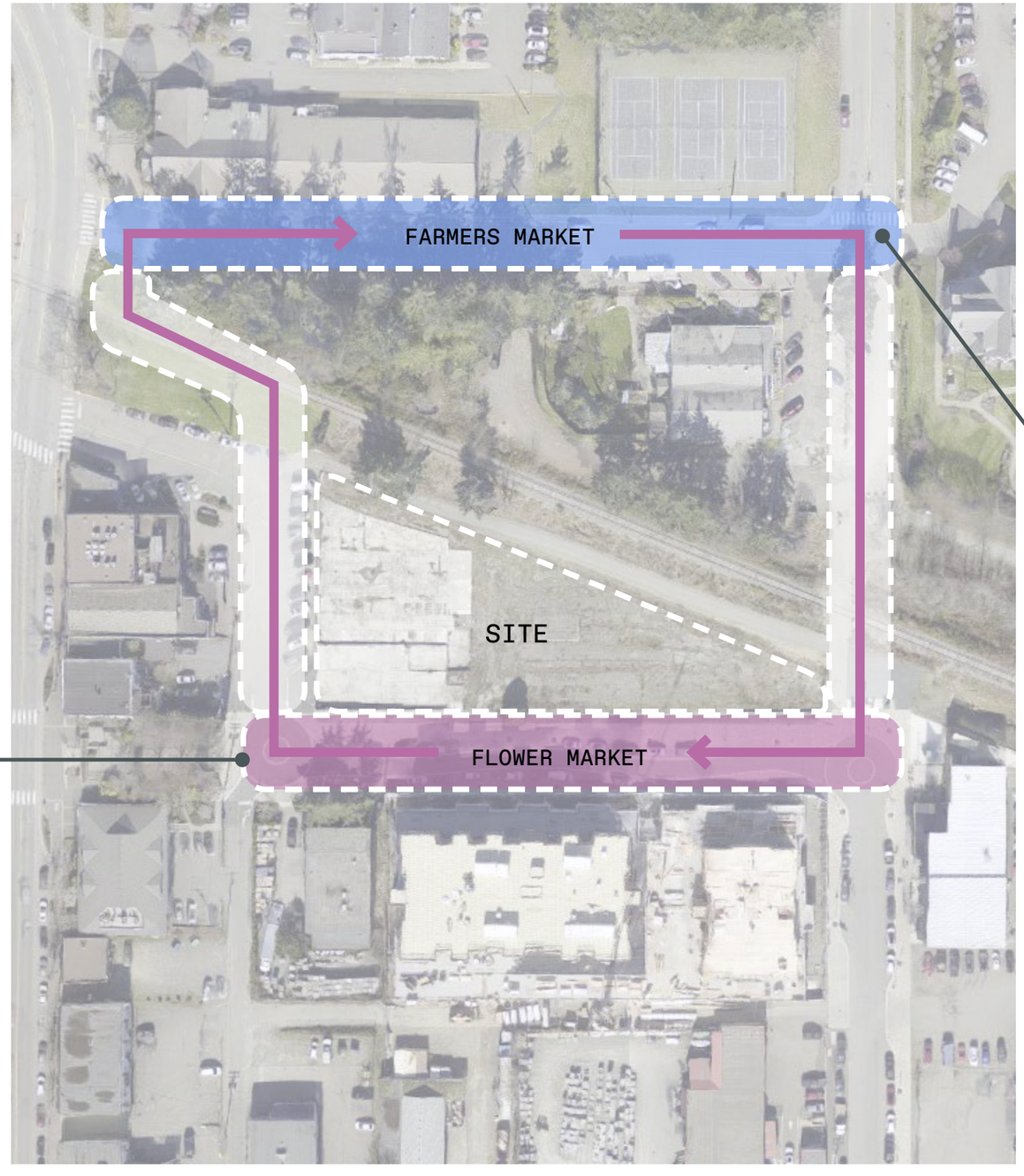


OPPORTUNITIES - CREATE CONNECTIVITY POINTS

The surrounding network of streets and pathways naturally creates a series of active nodes where community life can flourish. Key intersections, including the roundabouts at Fir Street and Second Avenue, and Berwick Road and Second Avenue, serve as focal points for movement and gathering. The proposed development seeks to enhance these nodes by incorporating commercial uses and welcoming public spaces at grade. These spaces are envisioned as places where neighbours can meet, linger, and connect which extends the energy of the established commercial hub at Memorial Avenue and Second Avenue and contributing to a more cohesive and animated public realm.

OPPORTUNITIES - EXPANSION ON FARMERS MARKET

Opportunity for second street to be known as the “flower market” - provides connection to garden on site and would be closely linked to the farmers market



Existing farmers market presents an opportunity to create an identity for the development

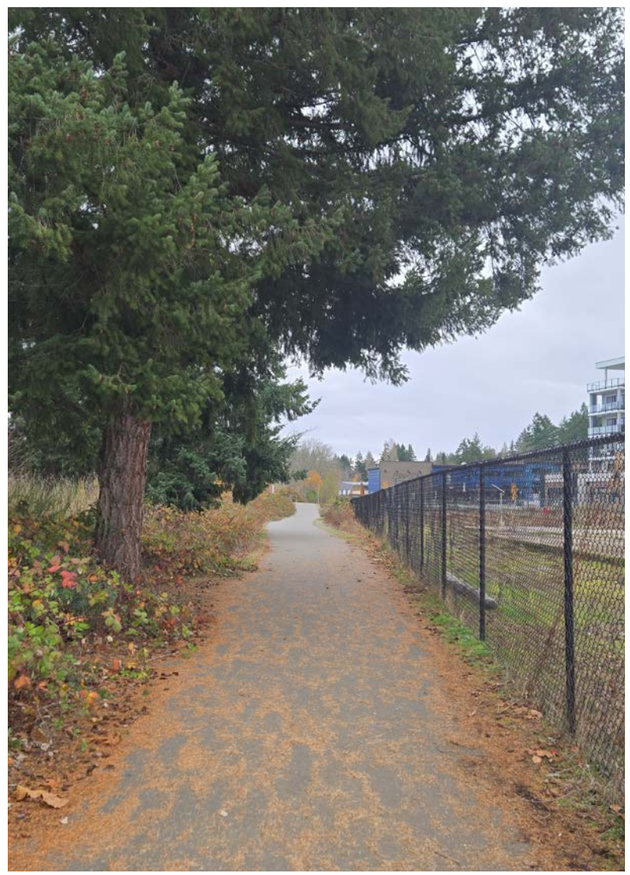
CONTEXTUAL PHOTOS

The proposed site is one of the final parcels to be redeveloped within East Village, offering a unique opportunity to thoughtfully complete this evolving neighbourhood. Street infrastructure along Second Avenue has already been upgraded to prioritize pedestrians, featuring flush curbs, landscaped pavers, pedestrian-scale lighting, and a continuous row of boulevard trees. This carefully designed street scape extends from the tree-lined Clock Tower Plaza and gently leads to a finely crafted wood bench, creating a welcoming and human-scaled public realm.

VIEW EAST FROM CLOCK TOWER

VIEW OF THE SOUTH WEST CORNER

VIEW EAST FROM MID PATHWAY



VIEW EAST DOWN PATHWAY

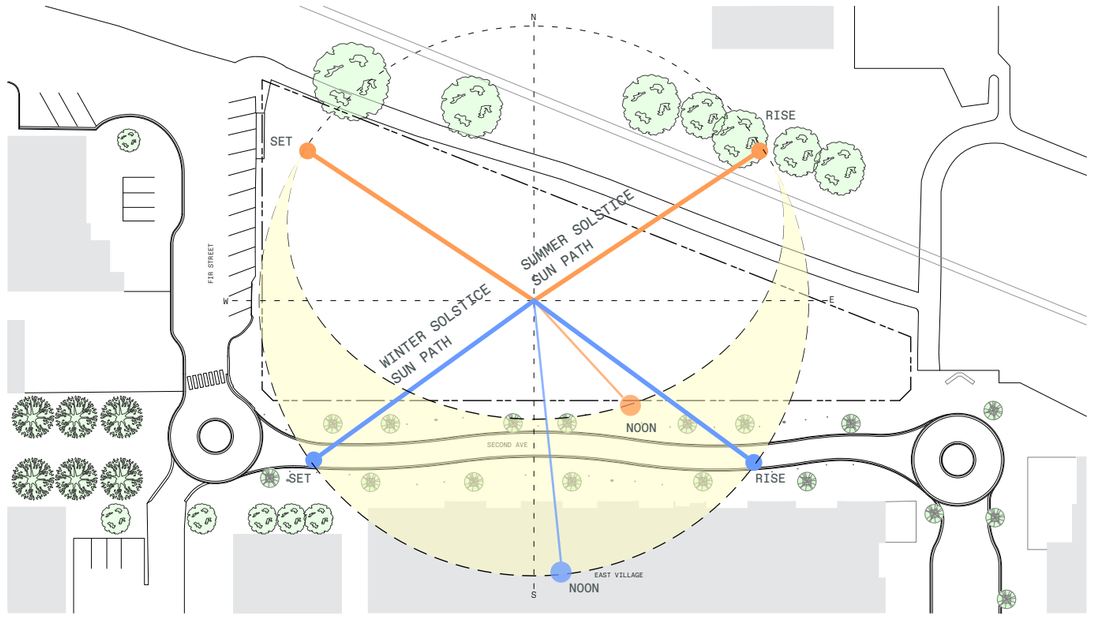
VIEW WEST ACROSS FIR STREET

VIEW EAST ACROSS BERWICK TRAFFIC CIRCLE

VIEW WEST DOWN SECOND AVE

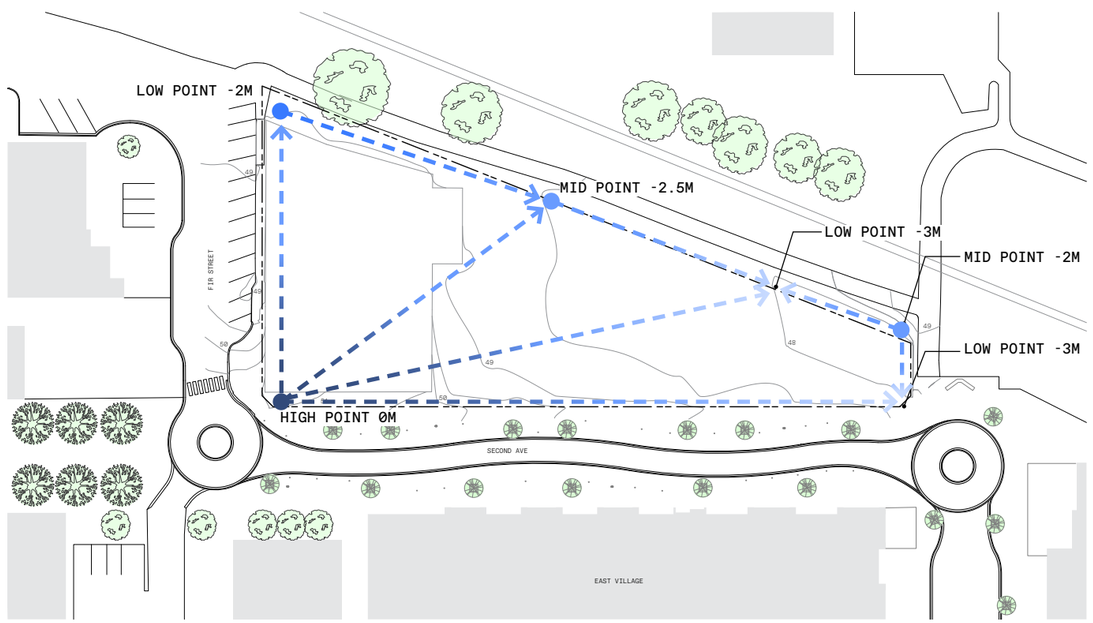
SCULPTURAL BENCH FEATURE NEAR RAIL CROSSING

SITE STUDIES



SUN PATH

The site's orientation offers excellent solar exposure, particularly during the morning and evening hours. The relatively low-profile buildings to the east and west minimize shadowing, allowing natural light to reach the site throughout the day. Existing trees and the railway corridor to the north provide a natural buffer from adjacent properties, creating a sense of openness while ensuring that neighbouring buildings will not experience significant shadow impacts from the proposed development.



SITE GRADING

The site's topography presents both a challenge and an opportunity. With its high point at the southwest corner, the land slopes gently downward to the north and east. The building has been carefully positioned to work with this natural grade, reducing its perceived height while maintaining a comfortable and human-scaled presence. At the same time, this approach allows for clear, accessible entrances for both residential and commercial uses, ensuring that the building is welcoming, intuitive, and easy to navigate for all users.

CONCEPT DRIVERS

CONCEPT DRIVERS

Rooted in the charm and character of a village garden, this design approach is expressed throughout the project, from site planning and landscape design to architectural features and program layout. The goal is to create a development that harmonizes with both the established character of Qualicum Beach and the distinctive identity of East Village, resulting in a cohesive, vibrant, and livable neighbourhood.

At the heart of this approach is a careful distillation of what defines both “garden” and “village.” These qualities, including intimacy, walkability, layered greenery, human-scaled spaces, and a sense of discovery, have been thoughtfully interpreted and applied across all scales of the project. From the arrangement of buildings and pathways, to the detailing of façades, to the integration of planting and outdoor spaces, each element contributes to a consistent and immersive experience.

By layering these characteristics throughout the development, the design reinforces a strong sense of place. Spaces feel connected rather than isolated, and transitions between public and private realms are softened and naturalized. This multi-scalar approach enhances how the development is experienced day to day, creating moments that feel both intentional and effortless. The result is a community that not only fits within its context, but feels inherently part of it, inviting, cohesive, and enduring.

GARDEN

+

VILLAGE

GARDEN

VILLAGE

SUSTAINABLE

Create shared garden spaces that support social interaction and sustainable practices.

POTTING SHED

As both a formal driver, building amenity, and opportunity to provide connection

FLOWER MARKET

Introduce a flower market that complements the nearby farmers' market, enhancing community engagement and drawing visitors to the area

NEIGHBOURHOOD PANTRY

Integrate a deli and bakery to provide convenient, high-quality food options

COMMUNITY LIVING

Enhanced living through conveniently accessible shared amenities

RIGHTSIZING

Moving into what is right for the current stage of life, including accessible living

SITE DRIVERS

Village Oriented
Garden Oriented
Site Terracing

ARCHITECTURAL DRIVERS

Village proportions
Residential Detailing

PROGRAMMING DRIVERS

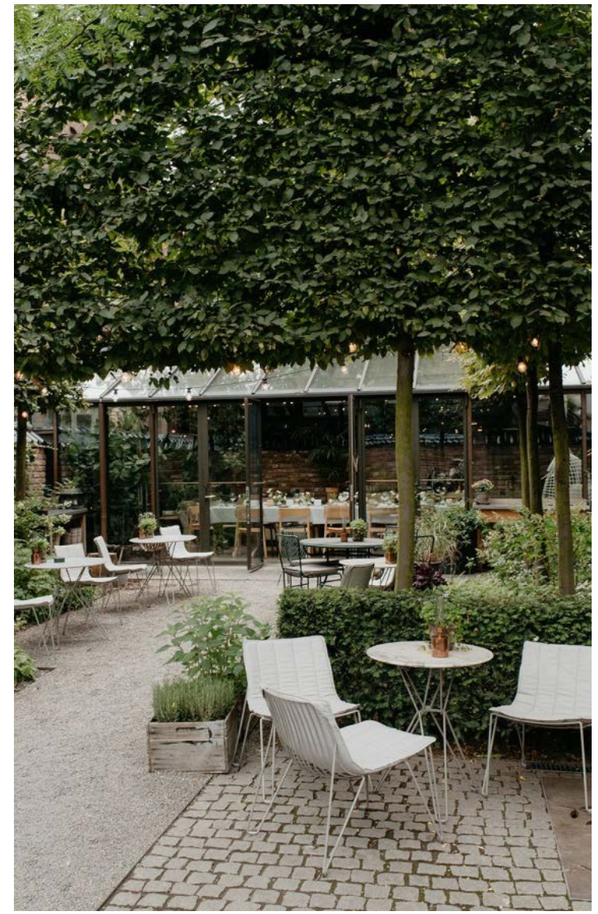
Accessible access
Gathering Spaces

SITE DRIVERS

VILLAGE ORIENTED

Social streets

Garden Gathering Spaces

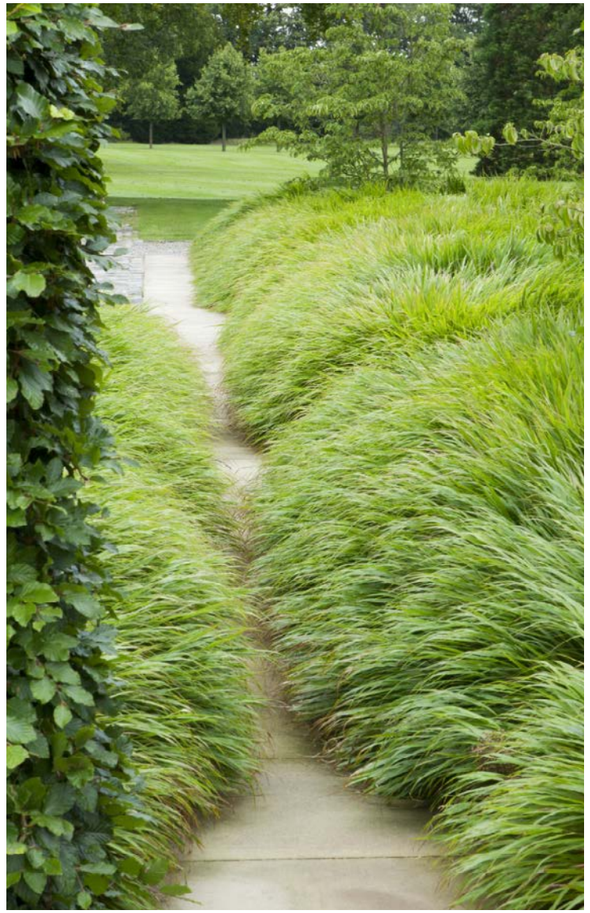


Village Gathering Spaces

Defined Storefronts

GARDEN ORIENTED

Community Focused



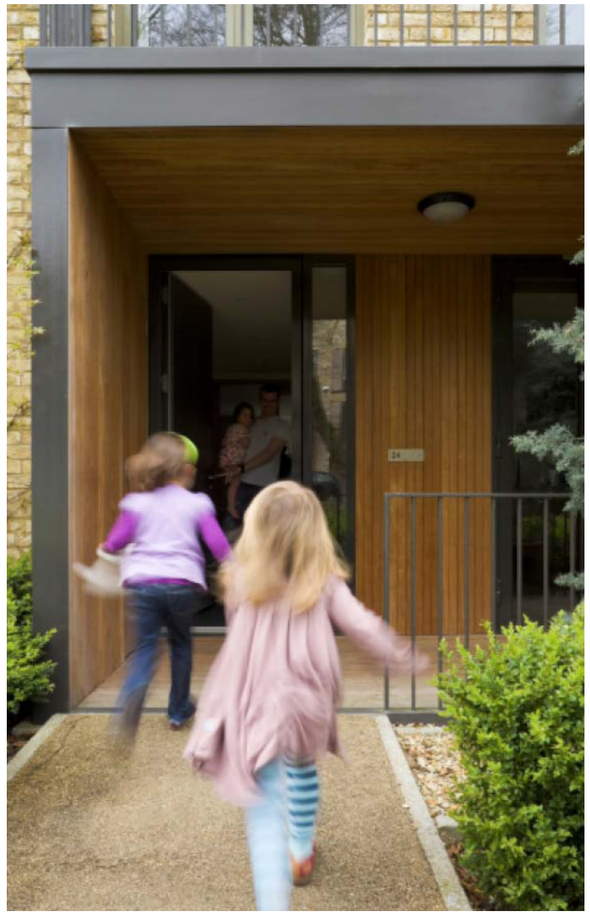
Wandering Garden Paths

Engages Residential and Commercial

Terraced Landscaping

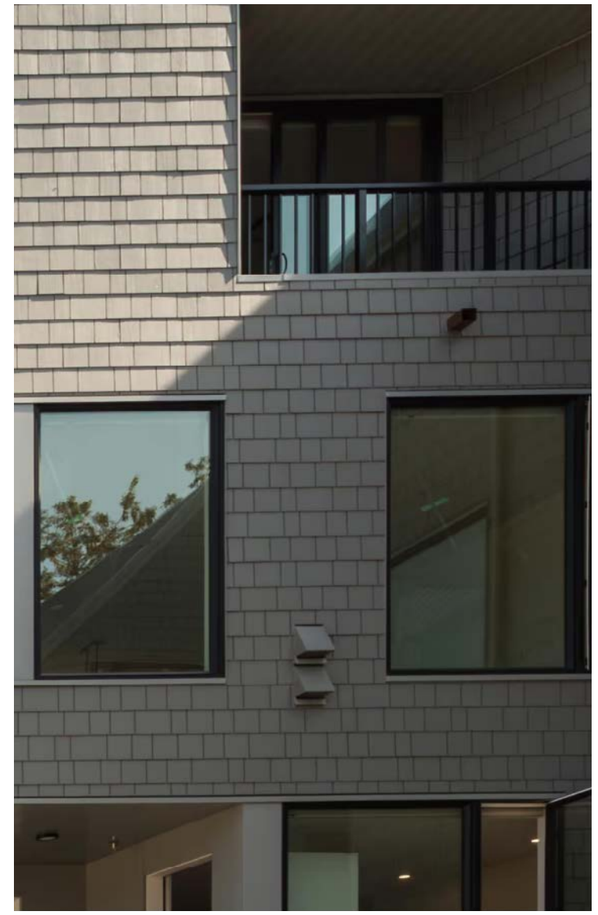
ARCHITECTURAL DRIVERS

VILLAGE PROPORTIONS



Residential Scale Entryways

Rhythmic street frontage



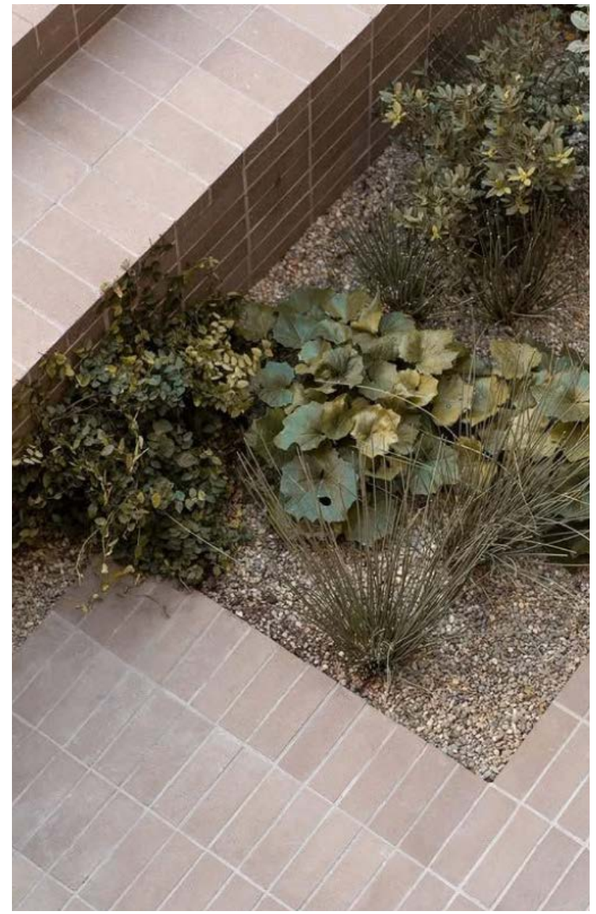
Residential Scale Glazing

Buffered Entry Conditions

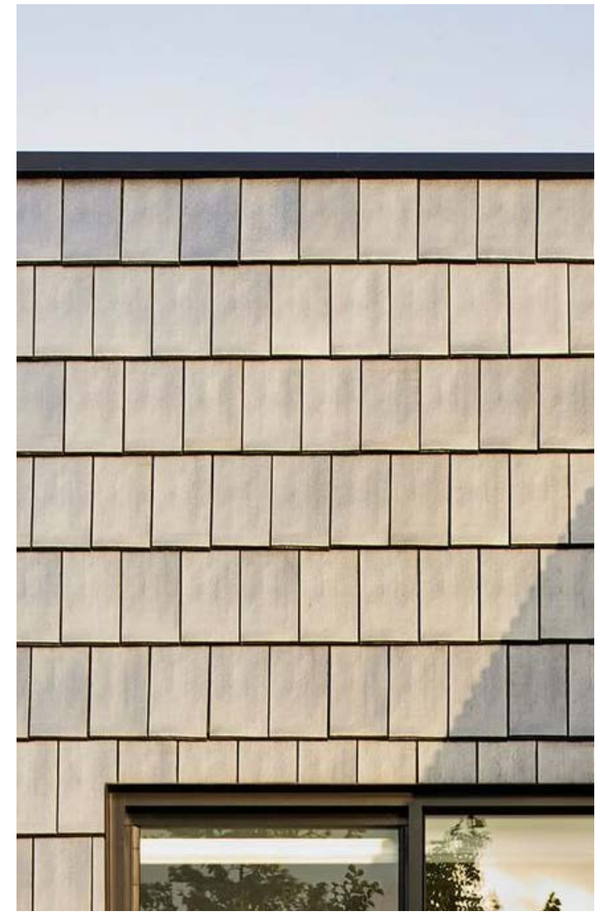
RESIDENTIAL DETAILING

Detailed

Layered

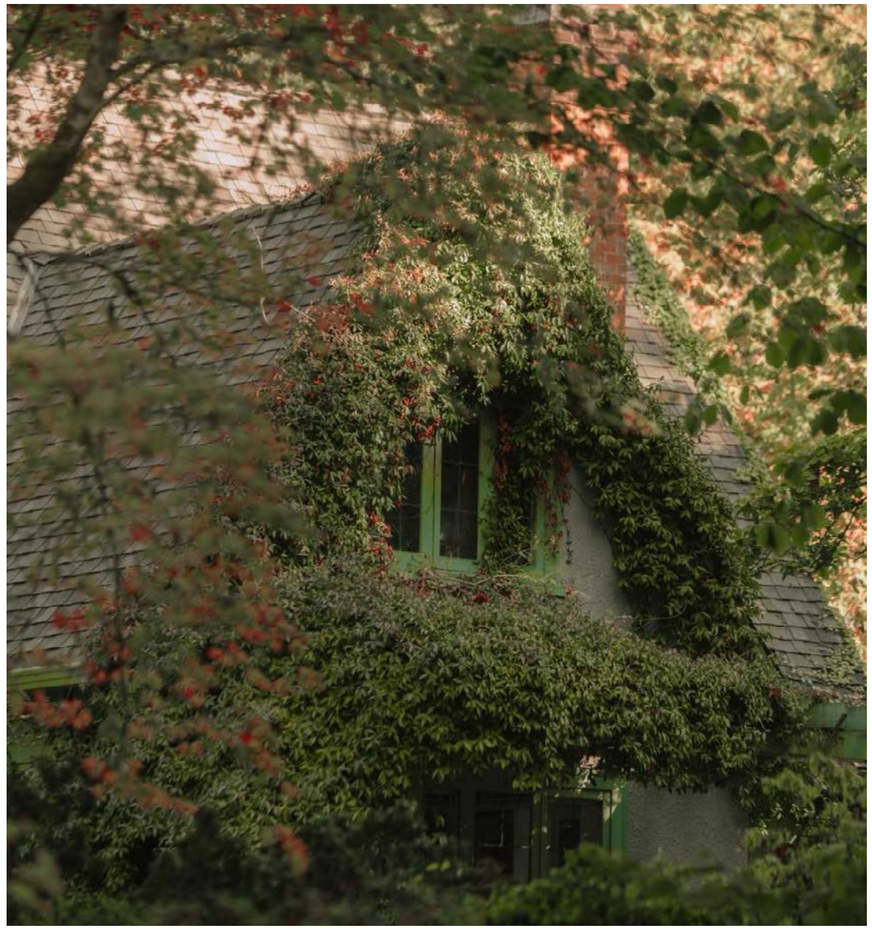


Minimal

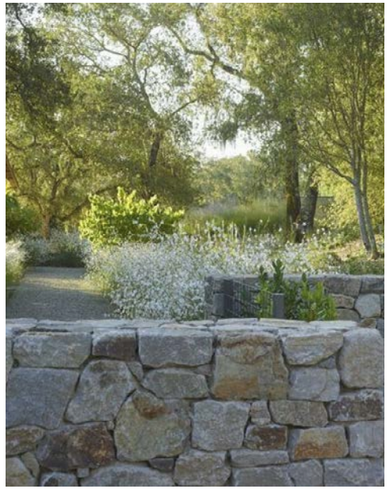


Familiar

MATERIAL PALETTE



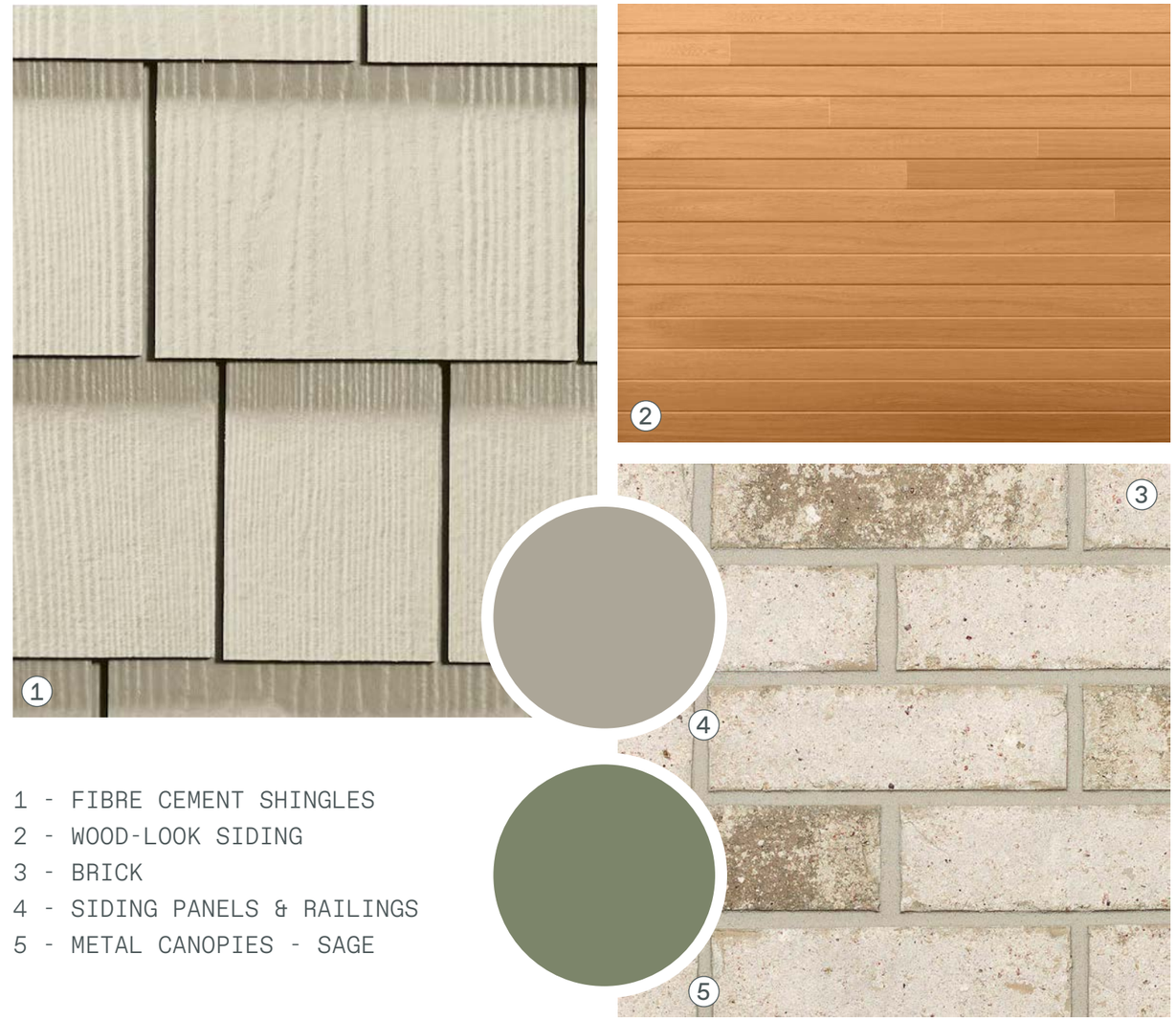
Milner Garden House



Soft, Natural, Textural, Robust

MATERIAL PALETTE

The exterior material palette has been carefully selected to reflect a natural, grounded character that is both durable and contextually responsive. Brick forms the base of the building, providing a strong visual foundation while offering texture and detail at the human scale. This material choice also establishes continuity with the brick base seen across the street in East Village, helping to visually tie the development into its surroundings. Above, shingle cladding introduces a more residential expression, reinforcing the village-inspired character of the project. Wood elements are incorporated throughout to reflect the West Coast setting, adding warmth and a connection to the natural environment. Together, these materials are unified by a soft, natural colour palette that allows the buildings to sit comfortably within the landscape, creating an architecture that feels both rooted in place and complementary to its setting.



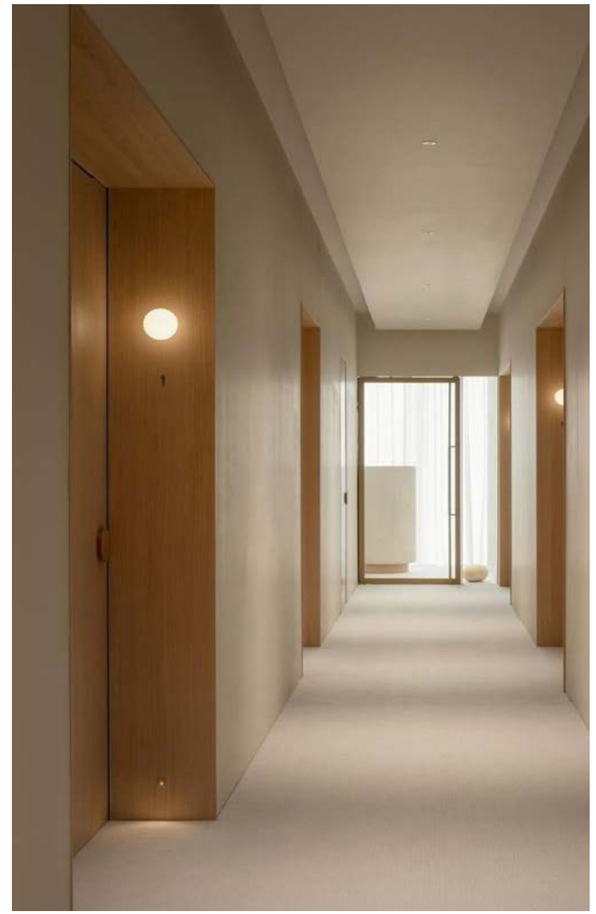
1 - FIBRE CEMENT SHINGLES
2 - WOOD-LOOK SIDING
3 - BRICK
4 - SIDING PANELS & RAILINGS
5 - METAL CANOPIES - SAGE

PROGRAMMING DRIVERS

ACCESSIBLE

Rest Areas

Defined Way finding



Strategic Entry Locations

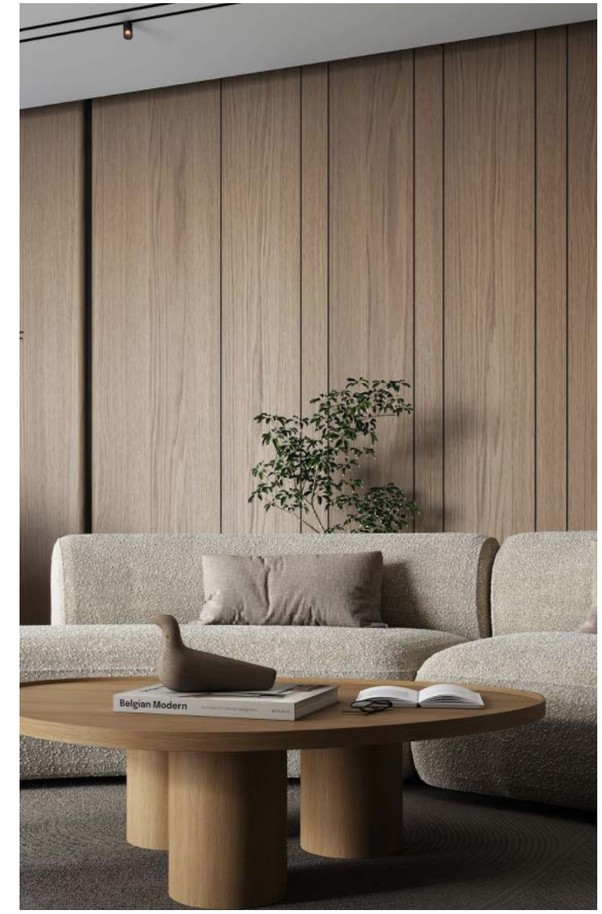
Accessible Pathways

GATHERING SPACES

Rooftop Opportunities

Gathering Indoor Amenity

Garden Amenity



Lounge Room/Lobby

CONCEPT IMPLEMENTATION

SITE DRIVER

TYPICAL QUALICUM BEACH HOME

Drawing from the familiar typology of a single-family home, the design establishes a strategy that resonates with future residents transitioning to this building. In Qualicum Beach, a typical street is defined by homes with front yards oriented toward the village and private backyards that connect to garden spaces. This recognizable spatial pattern informed the programmatic layout of the site, translating the front yard and backyard relationship into a multi-family context.

BACK YARD / THE GARDEN

FRONT YARD / THE VILLAGE

SITE STRATEGY

STEP 1

TOTAL BUILDABLE AREA OF THE SITE

SITE STRATEGY

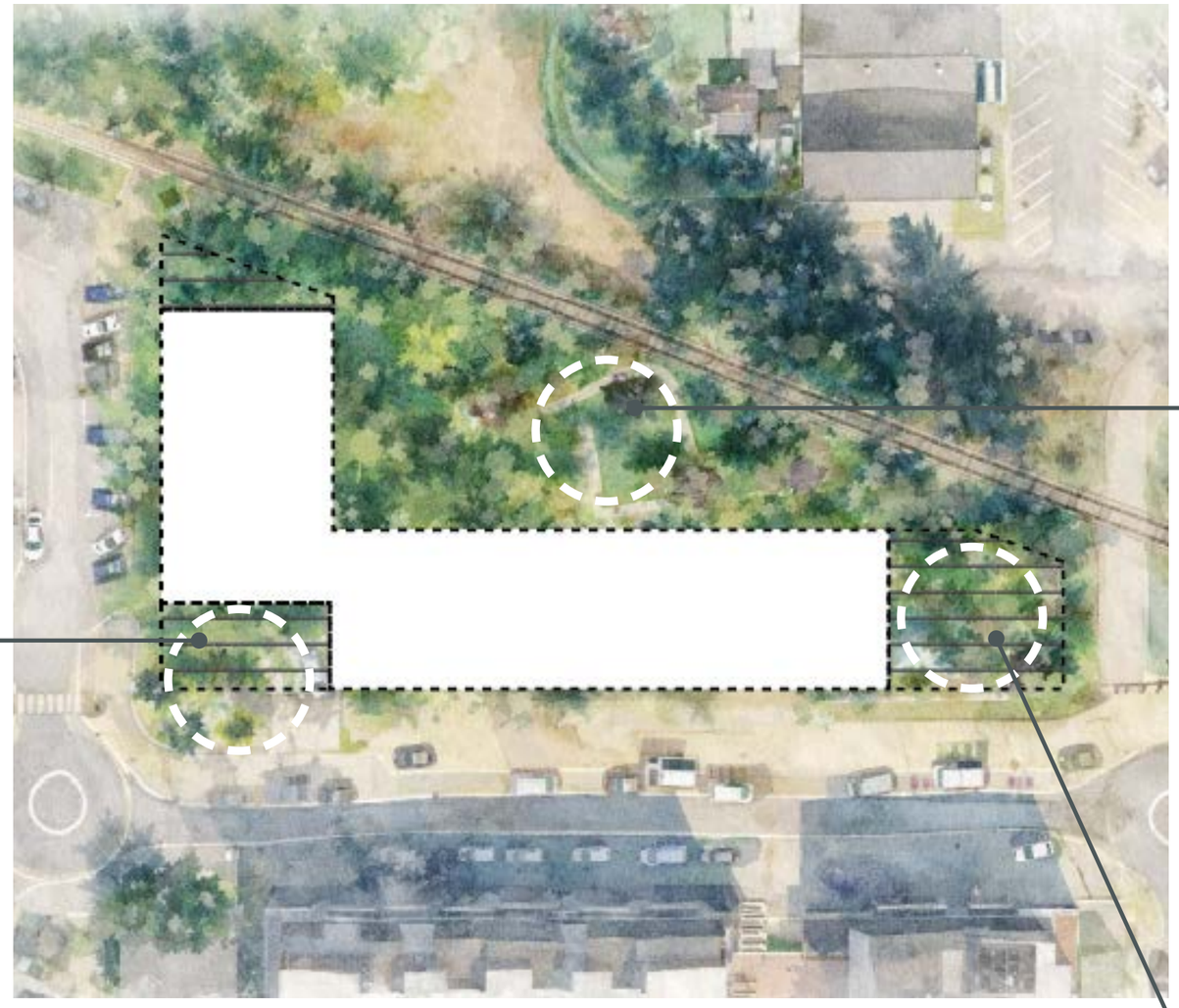
Remove building mass on north end of the site to engage with the pathway and generate “back yard” condition

STEP 2

FRONT AND BACK YARD

SITE STRATEGY

Front court condition to enhance sense of arrival to the building



Opportunity for garden and patio to engage with public pathway

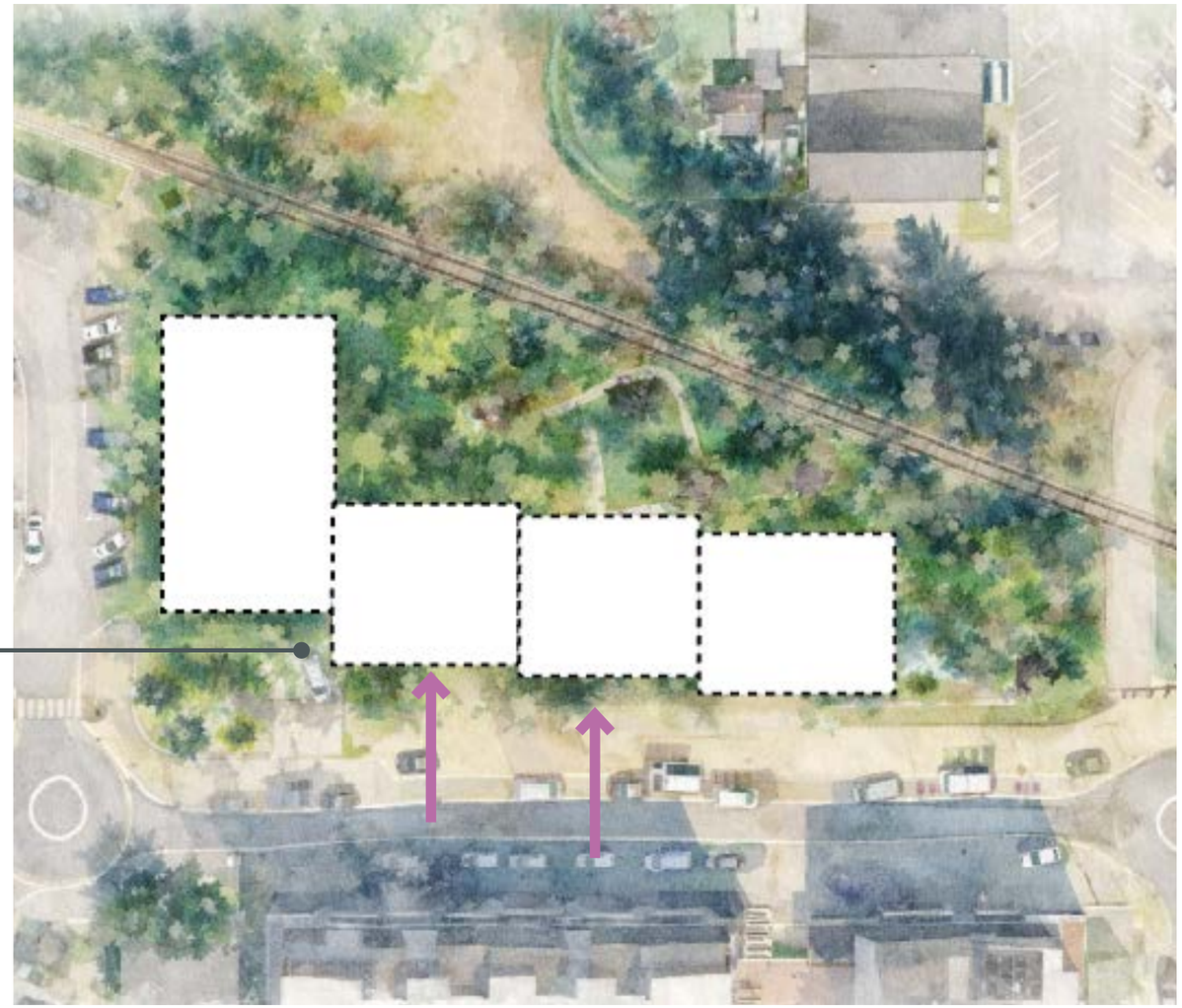
Outdoor commercial patio to utilize tapered site geometry

STEP 3

OUTDOOR NODES

SITE STRATEGY

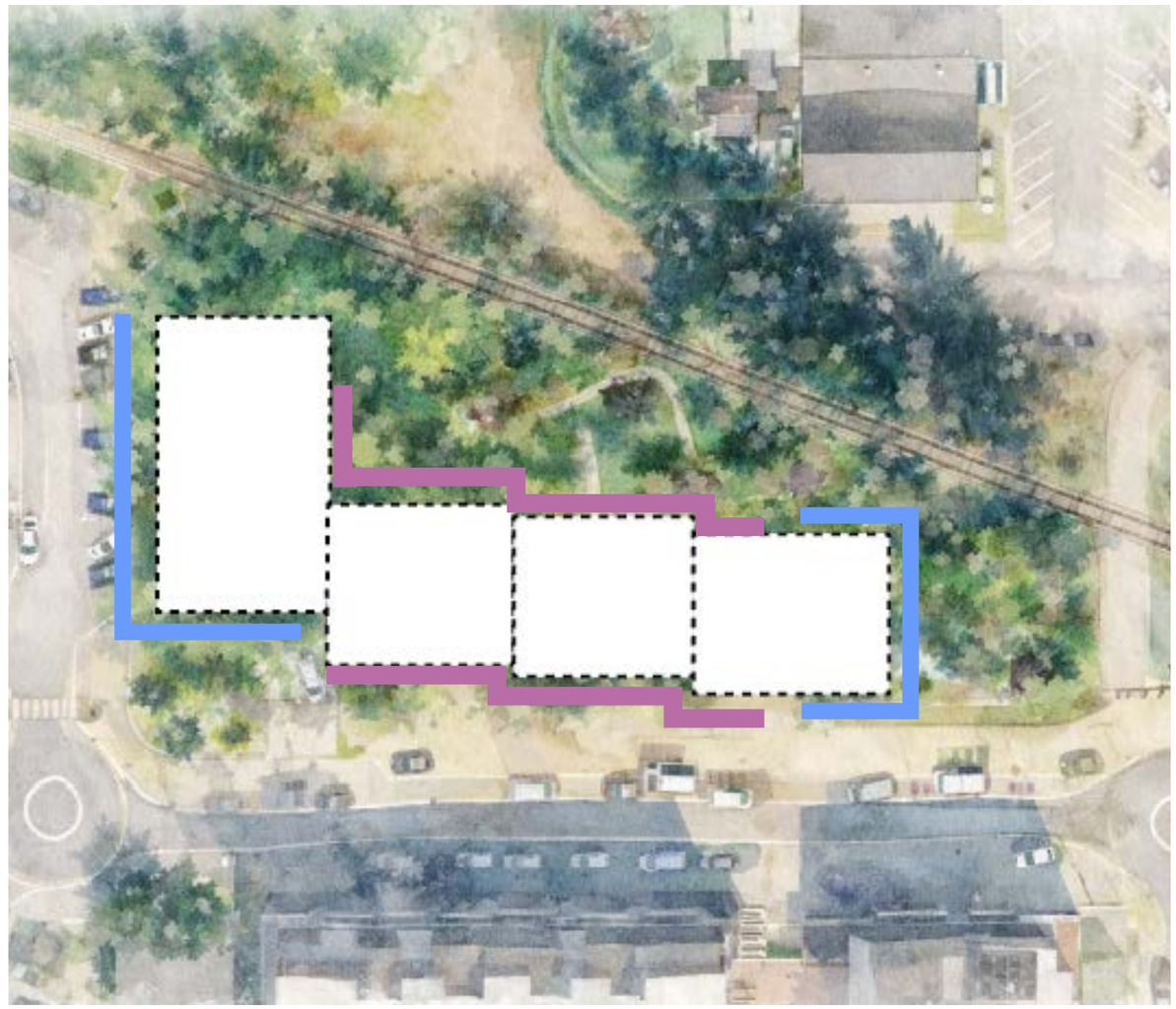
Step back mass to minimize building size



STEP 4

FRONTAGE RHYTHM

SITE STRATEGY



RESIDENTIAL FRONTAGE

COMMERCIAL FRONTAGE

STEP 5

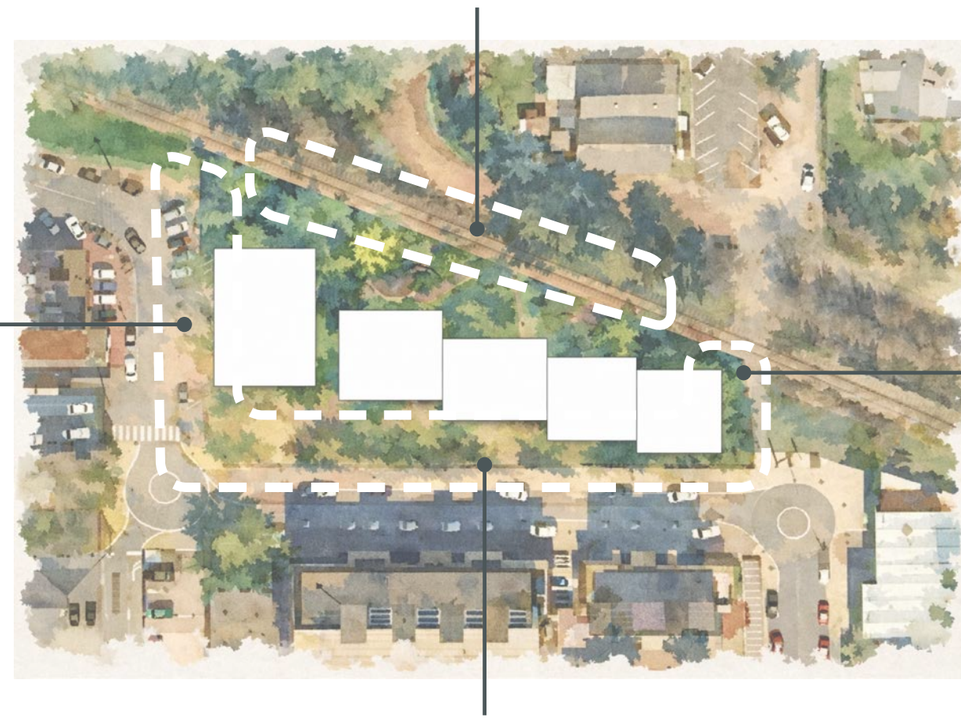
BOOKENDED RESIDENTIAL

SITE DRIVER - PROPOSED DEVELOPMENT

SINGLE-FAMILY-INSPIRED LIVING

BACK YARD / THE GARDEN

FRONT YARD / THE VILLAGE

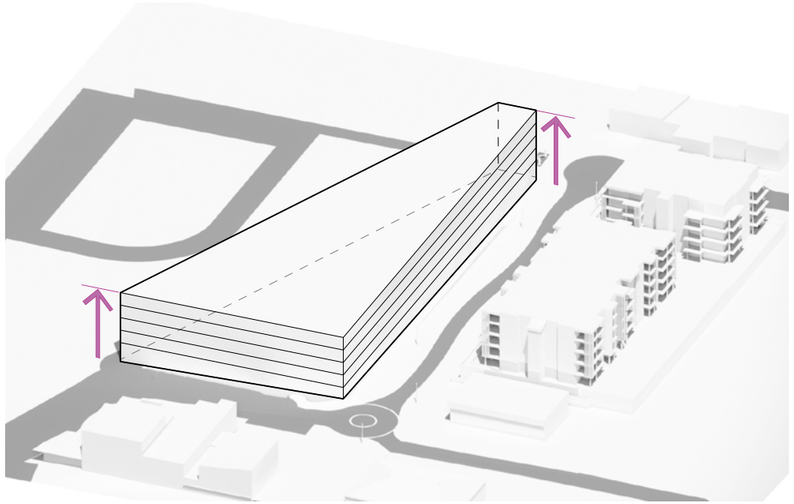


FRONT YARD / THE VILLAGE

FRONT YARD / THE VILLAGE

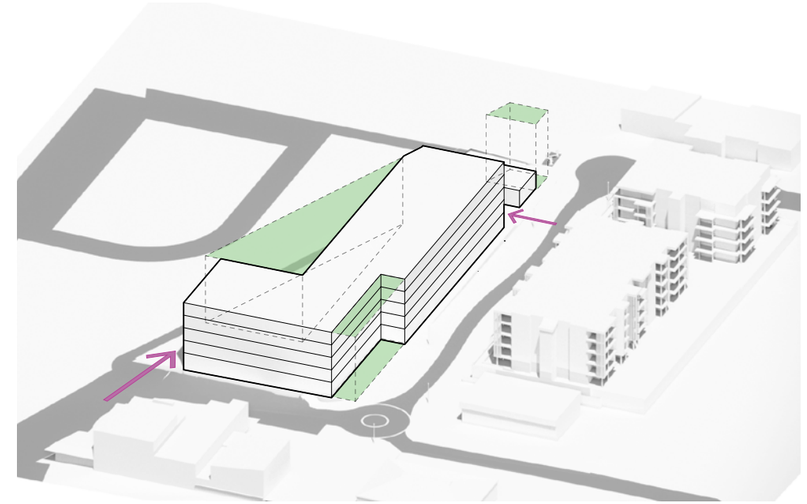
MASSING STRATEGY

MASSING STRATEGY



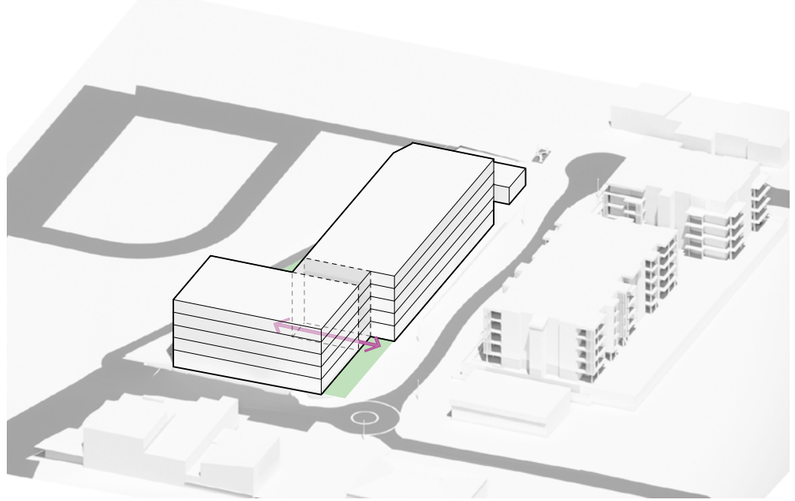
STEP 1

Extrude full buildable area 5 storeys



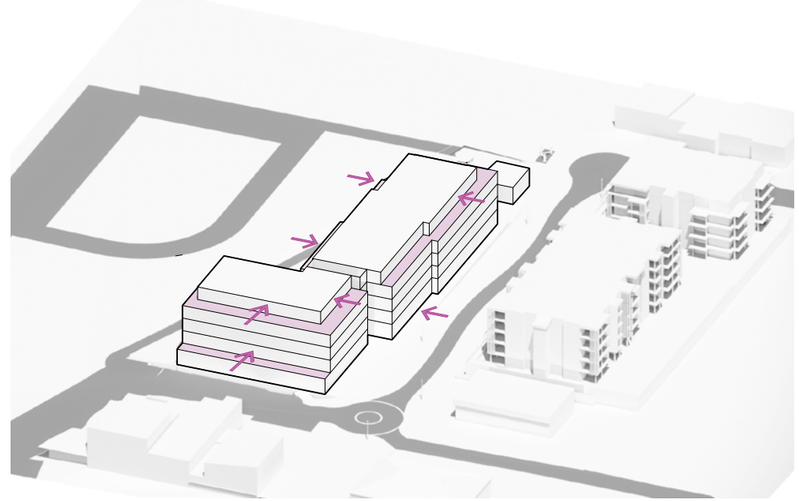
STEP 2

Carve out green space and gathering nodes
Locate vehicle/loading areas away from nodes



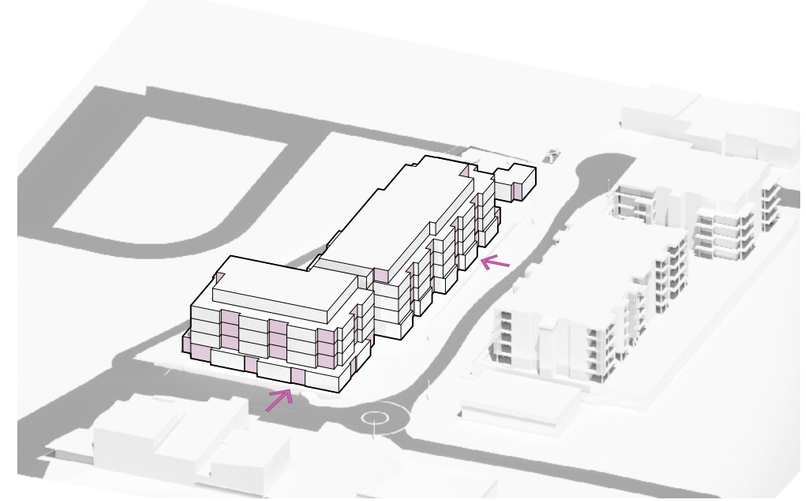
STEP 3

Provide connection to gathering nodes through building



STEP 4

Stepped massing that prioritizes the pedestrian experience

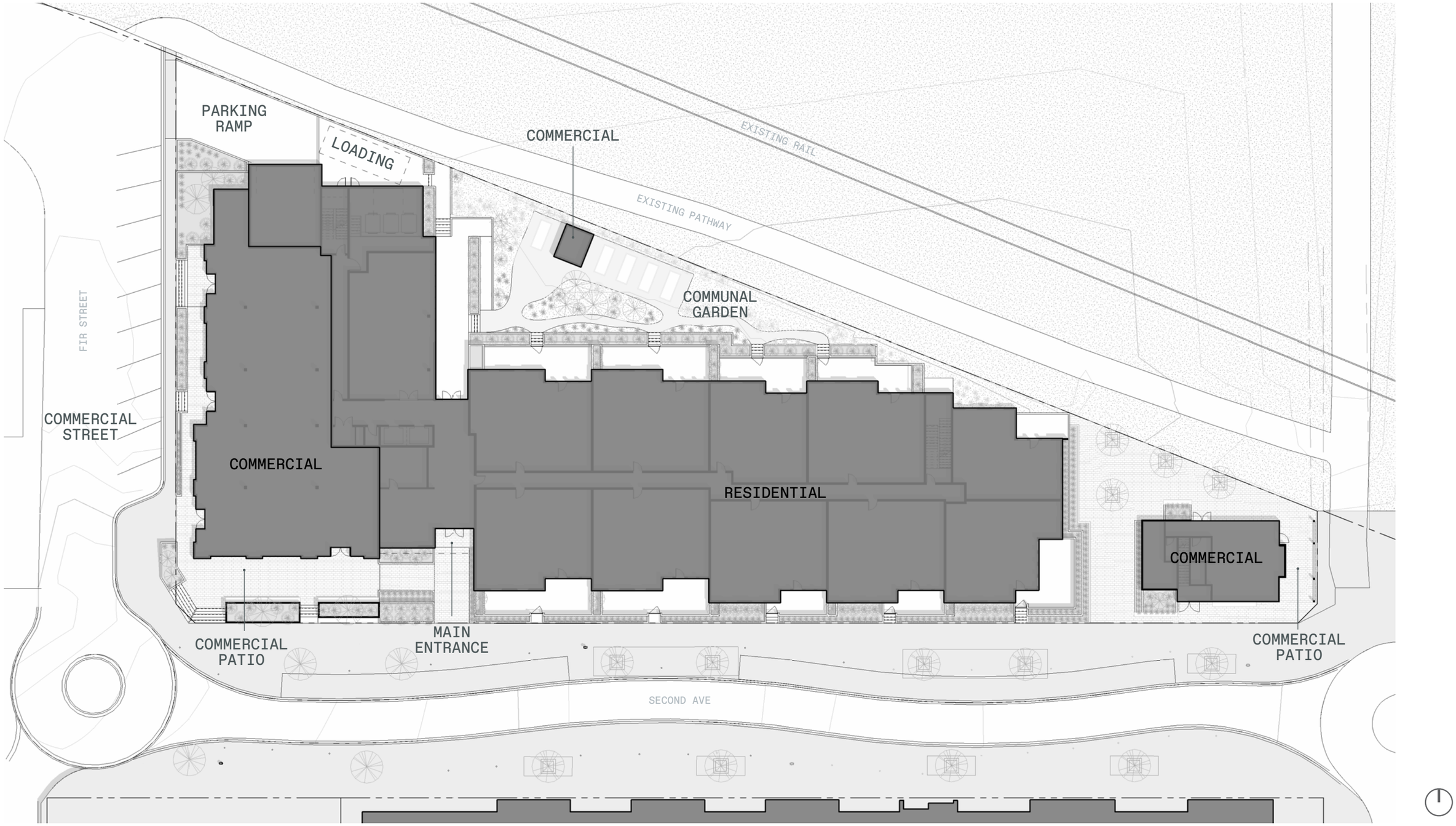


STEP 5

Articulated massing to define entrances and reinforce residential character.

SITE PLANNING

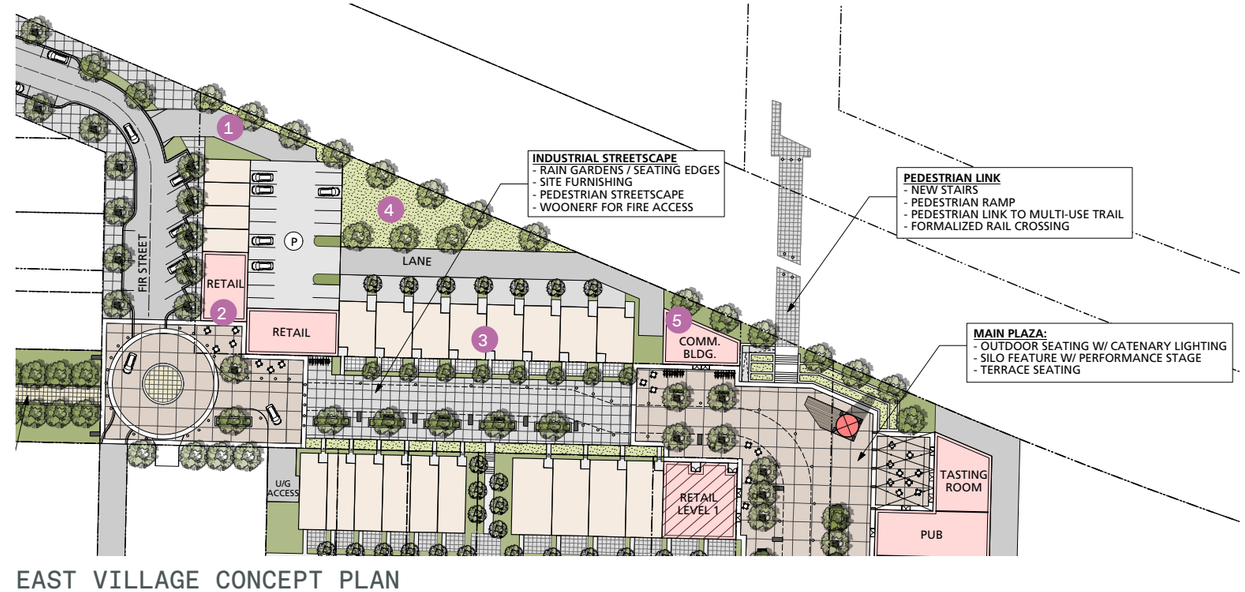
SITE PLAN


PARKING RAMP
LOADING
COMMERCIAL
EXISTING RAIL
EXISTING PATHWAY
COMMUNAL GARDEN
FIR STREET
COMMERCIAL STREET
COMMERCIAL
RESIDENTIAL
COMMERCIAL
COMMERCIAL PATIO
MAIN ENTRANCE
COMMERCIAL PATIO
SECOND AVE

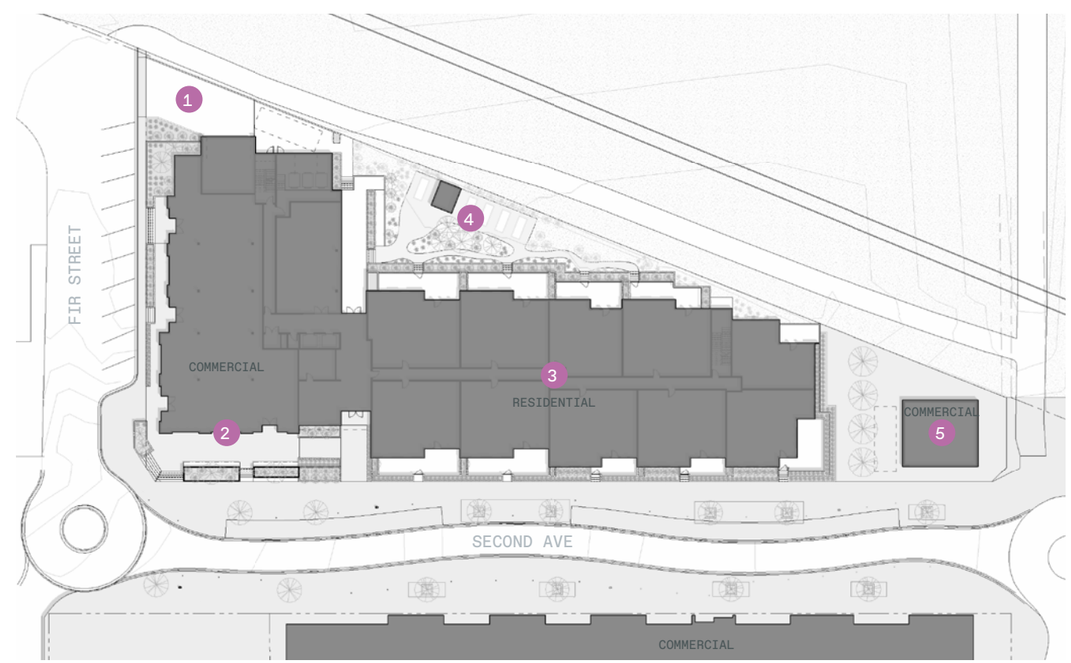
ALIGNMENT WITH TOWN PLANNING'S EAST VILLAGE CONCEPT PLAN

An early concept plan prepared by the Town helped establish a vision for the character of East Village. Many of the key principles identified in this plan have been carried forward and thoughtfully integrated into the proposed design.

1. Parking access - Located at the northwest corner off Fir Street, allowing Second Ave to be closed to vehicles and prioritized as a pedestrian-friendly street while maintaining full access to parking. The proposed development differs by locating all parking underground, minimizing the impact of vehicles and allowing for increased residential, commercial and green space at grade.
2. Retail with exterior patio space - Positioned at the intersection of Fir Street and Second Ave, activating the corner and strengthening the connection to the existing clock tower plaza and Uptown. The south-facing patio maximizes sunlight and minimizes shadowing from surrounding buildings.
3. Residential units at grade - Second Ave is designed to create a village-like character through a mix of residential and commercial uses. Ground-level patios encourage neighbourly interaction, while units on the north side engage directly with the existing pathway.
4. Green space - Integrated as both a resident amenity and a transitional buffer to the natural green space to the north.
5. Standalone commercial - A separate commercial building on the east side of the site that connects to and reinforces the existing social hub of surrounding commercial uses.



EAST VILLAGE CONCEPT PLAN



PROPOSED SITE PLAN

ADDITIONAL PARKING | PREVIOUS PLANNING DEPARTMENT AREA CORRESPONDENCE/COORDINATION

LONG-TERM COLLABORATIVE PARTNERSHIP:

Reflecting on a valued 8-year partnership with the Town dedicated to the progressive planning and development of the East Village (EV).

HISTORICAL PARKING CONTEXT:

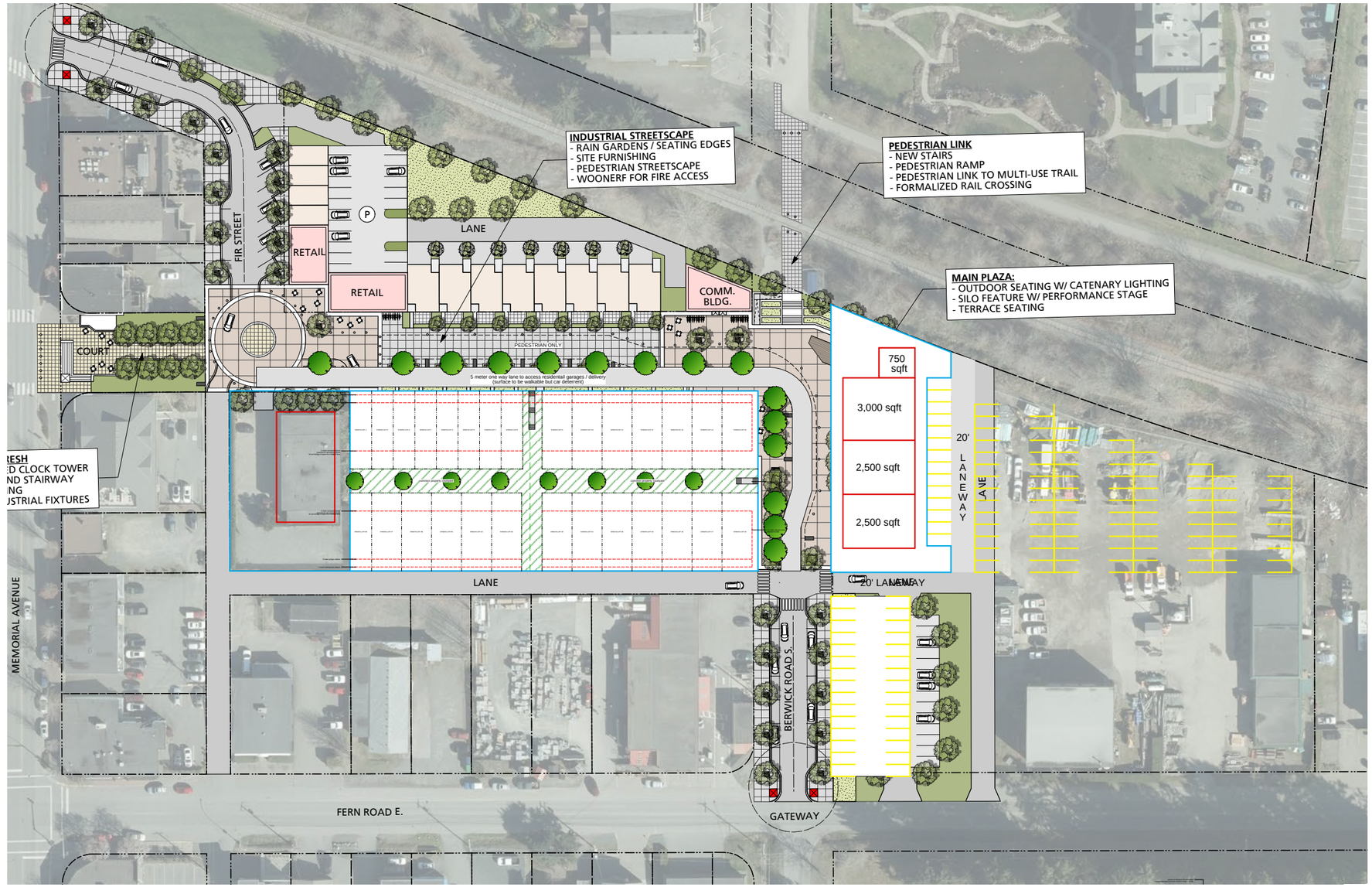
Noting that the previous parking lot sold to Windley actively accommodated 60 well-utilized daily stalls, highlighting the community's established parking baseline.

ORIGINAL SHARED VISION:

Recalling the early planning framework where the shared intent was to look at absorbing and replacing these 60 spaces within the municipal works yard configuration.

2018 CONCEPT REFERENCE:

Utilizing a parking layout developed in 2018 as a helpful historical touchpoint illustrating the early, comprehensive vision for the area.



ELEVATIONS

ELEVATIONS

SOUTH ELEVATION

WEST ELEVATION

1 - FIBRE CEMENT SHINGLES
2 - WOOD-LOOK SIDING
3 - BRICK
4 - SIDING PANELS & RAILINGS
5 - METAL CANOPIES - SAGE

ELEVATIONS

NORTH ELEVATION

EAST ELEVATION

1 - FIBRE CEMENT SHINGLES
2 - WOOD-LOOK SIDING
3 - BRICK
4 - SIDING PANELS & RAILINGS
5 - METAL CANOPIES - SAGE

EXTERIOR VIEWS

FRONT

BACK

VIEW SE ON MEMORIAL

WEST ELEVATION FROM HARLECH RD

SOUTHWEST CORNER

SOUTHWEST CORNER - FROM PEDESTRIAN PATH

LITTLE GIANT

SOUTHWEST CORNER - FROM PEDESTRIAN PATH (MARKET CONDITION)

SOUTHWEST CORNER - COMMERCIAL

LITTLE GIANT

SOUTH RESIDENTIAL ENTRY

LITTLE GIANT

SOUTH - AT GRADE UNIT ENTRY (DAY)

LITTLE GIANT

SOUTH - AT GRADE UNIT ENTRY (NIGHT)

LITTLE GIANT

SOUTH EAST CORNER - PAVILION BUILDING AND RESIDENCE

EAST ELEVATION - PAVILION BUILDING AND RESIDENCE

SOUTH ELEVATION - PAVILION ENTRY

NEIGHBOR VIEW OF PAVILION BUILDING AND RESIDENCE

NORTH UNIT ENTRY FROM PATHWAY

NORTH (GARDEN) COURTYARD

NORTH LOBBY ENTRY

LITTLE GIANT

VIDEO FLYTHROUGH LINK

CLICK HERE

OFFICIAL COMMUNITY PLAN
2025 ALIGNMENT

LAND USE DESIGNATIONS WITHIN THE VILLAGE NEIGHBOURHOOD

GOALS	PROJECT ALIGNMENT
Complete, Compact Community Land Use: Advanced by the enhancement of the uptown core to be vibrant, safe, pedestrian friendly and commercially viable and to encourage the efficient use of land.	• The development supports a complete and compact community by efficiently using land through a mix of residential and commercial uses. It enhances the uptown core with a pedestrian-focused street scape that prioritizes safety, activity, and comfort, while incorporating both public and private landscaped areas to create a vibrant and welcoming environment.
Low-impact Transportation: Advanced by emphasizing pedestrian-friendly design within the Village Neighbourhood.	• The development prioritizes pedestrian movement and minimizing the presence of vehicles on site. Vehicle access is consolidated to a single location and accommodated within an underground parkade, reducing surface traffic and improving the pedestrian experience. The site is well connected to existing pathways and is within walking distance of Uptown services and commercial uses, encouraging residents to rely less on vehicles. Ground-oriented units further support this approach by promoting active street engagement and convenient access to amenities from their front door.
Community Health: Advanced by maintaining and enhancing the public realm and discouraging medium-density housing projects that seek to separate themselves from the surrounding community.	• The development is designed to be integrated and outward-facing, contributing to the activity and identity of East Village rather than separating from it. Its proximity to existing residential communities, including The Gardens and Berwick, helps residents remain connected to friends, family, and familiar support networks, supporting social well-being and a strong sense of belonging.
Economic Prosperity: Advanced by exploring ways to attract young families in the Town, and providing opportunities for tourist accommodation and revitalize light-industrial lands in the Village Neighbourhood.	• The development repurposes light-industrial lands into rental housing that meets the needs of the aging demographic. By providing opportunities for seniors to transition from single-family homes into thoughtfully designed communal living, the project not only frees up existing housing stock for younger families but also offers a more affordable and flexible housing option for older residents. This rental option can reduce financial pressures associated with home ownership, allowing seniors to maintain independence while remaining actively engaged in the community, supporting both social and economic vitality.
Healthy Landscapes: Advanced by managing rainwater, trees, and vegetation for new development in the Village Neighbourhood.	• The development supports healthy landscapes by prioritizing green space and vegetation over on-site parking. Additional landscaped areas, including community gardens, are incorporated throughout the site to enhance biodiversity, increase tree canopy, and provide opportunities for residents to engage with nature and grow their own food. Rainwater management strategies are integrated into the design to ensure sustainable handling of stormwater
Green Buildings: Advanced by exploring opportunities to improve the energy efficiency of subdivisions and building construction.	• The development supports green building principles through the use of high-efficiency building assemblies and mechanical systems designed to minimize energy consumption. Glazing is strategically located to maximize natural daylight while carefully balancing solar heat gain, reducing the need for artificial lighting and mechanical cooling
Sense of Place: Advanced by ensuring off-site improvements to street-frontage for developments, such as sidewalks, street trees, and street lighting, and controlling building height within the Village Neighbourhood.	• The development enhances the sense of place by thoughtfully integrating with the surrounding street scape. Sidewalks, street trees, and landscaping help create a seamless transition from public to private space, while landscape walls and vegetation visually soften building height. The façade is carefully articulated to create visual interest and define moments for gathering, fostering interaction and making the building feel like a natural extension of the street and the broader Village Neighbourhood.

EAST VILLAGE LAND USE DESIGNATION

POLICIES		PROJECT ALIGNMENT
3.8.1	The Town will consider rezoning applications for multi-unit residential uses with accessory commercial uses within the designated 'East Village', as shown on map 'Schedule 2.2'.	• The current zoning (CD7 – Comprehensive Development Zone) is based on a previous design that no longer meets current code standards. A rezoning is required to allow development in compliance with current codes and bylaws. The proposed application aligns with this policy by providing multi-unit residential uses with accessory commercial uses.
3.8.2	Commercial uses within this area shall be located and oriented as to maintain the compactness and pedestrian continuity of the uptown commercial core.	• Commercial uses are primarily located on the west portion of the site, extending the existing commercial character of Uptown along Fir Street. A patio space at the intersection of Fir Street and Second Avenue creates an active node that connects the Clock tower Plaza to the pedestrian-oriented Second Avenue corridor. • Commercial space is provided on the east side of the site, reinforcing commercial activity at the intersection of Second Avenue and Berwick Road and helping to establish a pedestrian-focused hub.
3.8.3	The maximum density for residential dwelling units in East Village shall be up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".	• The proposed development is a purpose-built rental project comprising approximately 69 residential units. A strong emphasis has been placed on providing family-oriented housing, with approximately 85% of units designed as two-bedroom layouts. This contributes positively to both the immediate and long-term demand for rental housing within the community.[1] • 20% of the units (1 in 5) will be designed as adaptable units to support independent living and aging in place. All units will incorporate universal design principles to enhance accessibility and usability for a wide range of residents. • Underground parking will be provided, minimizing the visual and physical impact of vehicles on the site. This approach supports a more pedestrian-oriented public realm, enabling an active and engaging ground plane that includes residential front porches, communal garden spaces, and commercial plazas and patios and communal garden space, but also commercial plazas and patios.
3.8.3	East Village should be developed as a unique mixed-use neighbourhood with a form and character that is distinct from the rest of the uptown commercial core	• The overall design includes elements from both the village character and the existing East Village developments. It incorporates flat roof lines, brick commercial bases with canopies, stepped building massing and residential elements like shake siding and front patios. Together, these elements help establish a distinct East Village identity while maintaining meaningful connections to the broader Uptown context. • By incorporating architectural features found in the surrounding context, the project contributes to a cohesive neighbourhood character that bridges newer and older built forms. The use of familiar materials and forms ensures the development feels integrated within Qualicum Beach's character while still reinforcing East Village as a unique mixed-use neighbourhood.

1. *Town of Qualicum Beach, Interim Housing Needs Report,* November 2024.

VILLAGE DESIGN GUIDELINES

While the site is not located within Area 1 or Area 2 of the Village Design Guidelines, the intent and key principles outlined in the Guidelines for New and Infill Buildings have been carefully considered and incorporated into the design.

1. Characteristic small-scale rhythm of facades on the street. Facade massing should be broken into a number of smaller bays or clustered designs if the site is large.
2. New façades should have a relationship with the street consistent with neighbouring buildings.
3. Corner setbacks should be based on a 4.5 m sight triangle.
4. Landscaped corners, courtyards, rear storefronts, boutique-style clustering, and access to lanes and rear areas are strongly encouraged. Areas should be accessible, landscaped, and scaled for pedestrian use.
5. Ground level should be used for window displays to animate the street scape
6. Storefront windows and doors should maintain a traditional design broken into smaller sections.
7. Wooden sash windows are preferred; if metal windows are used they should approximate the proportions and detailing of wood.
8. Natural and earthtone colours
9. Canopies and awnings, if appropriate, should respect the building style as well as the general character of other canopies and awnings on neighbouring buildings.
10. Lighting should be used for safety purposes and to highlight architectural design elements. Avoid high intensity fixtures in favour of ornamental lighting
11. Storefront - Open ground-level display windows can be transom, “French” or bay windows, recessed entries bulwark.
12. Upper Facade - Simple window openings common floor levels
13. Clear Relationship between storefront and upper facade openings

SUBMITTED DRAWING
PACKAGE

QUALICUM BEACH CENTRAL

issued for: ZONING AMENDMENT & DEVELOPMENT PERMIT

DP ARCHITECTURAL

DP00.0	COVER
DP03.00	INFORMATION SHEET
DP11.00	SITE SURVEY
DP12.00	SITE PLAN
DP40.00	ELEVATIONS
DP50.00	BUILDING SECTIONS

DP CIVIL

DP LANDSCAPE

PRIME CONSULTANT

LITTLE GIANT

CALGARY
418 - 12 avenue SW
calgary alberta
T2G 0B4

CALGARY
526 savanna dr
victoria BC
V9M 1S6

NOTES

DO NOT SCALE DRAWINGS. REQUEST VERIFICATION OF DIMENSIONS AS REQUIRED.

THE GENERAL CONTRACTOR SHALL CHECK AND VERIFY ALL LEVELS, DATUMS AND DIMENSIONS AND SHALL REPORT ANY AND ALL ERRORS AND / OR OMISSIONS TO THE PRIME CONSULTANT IMMEDIATELY.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH STRUCTURAL, MECHANICAL, ELECTRICAL DRAWINGS AND ANY OTHER CONSULTANT'S DRAWINGS THAT MAY BE APPLICABLE.

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THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION UNTIL SO APPROVED.

KEY PLAN

ISSUED

NO	ISSUE / REVISION	DATE
A	ZONING AMENDMENT & DEVELOPMENT PERMIT	2026-03-27

SEAL

NOT FOR CONSTRUCTION

CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120586

DRAWING TITLE

COVER

DRAWING INFORMATION

PROJECT NO	25019
STARTED	09 / 2025
SCALE	
DRAWN	SAK
CHECKED	

REVISION

A

SHEET

DP00.0

QUALICUM BEACH CENTRAL - BYLAW REVIEW

PROJECT ADDRESS

MUNICIPAL ADDRESS	673 FIR STREET QUALICUM BEACH, BC
LEGAL ADDRESS	LOT 1 DISTRICT LOT 78 NEWCASTLE DISTRICT PLAN EPP120586

ZONING

APPLICABLE BYLAW	ZONING BYLAW, NO. 900,2024
COMMUNITY	VILLAGE NEIGHBOURHOOD - EAST VILLAGE
EXISITING ZONING	CD7-COMPREHENSIVE DEVELOPMENT ZONE
SITE AREA	0.415 HA / 4,150 sm / 44,670 sf

	PROPOSED ZONING REQUIREMENTS	
PROPOSED ZONE	NEW ZONE	
GROSS FLOOR AREA	10,590 sm	114,000 sf
COMMERCIAL	745 sm	8,015 sf
RESIDENTIAL	9,845 sm	105,985 sf
FLOOR AREA RATO	2.55	
LOT COVERAGE MAX	60%	
LANDSCAPE AREA MIN	25%	
FRONT SETBACK (SOUTH PL)	0 m	(0') (0')
REAR SETBACK (NORTH PL)	0 m	(0')
SIDE SETBACK (WEST PL)	1.8 m	(6'-0")
SIDE SETBACK (EAST PL)	0 m	(0')
COMBINED SIDE	1.8 m	(6'-0")
BUILDING HEIGHT	18.6 m	(61'-0")
# STOREYS	5 STOREY	
RESIDENTIAL PARKING	1.0 STALL PER UNIT	
COMMERCIAL PARKING	1 STALL PER 40 sm	
LOADING STALL	1 STALL PER 2000 sm	

BUILDING STATISTICS

GROSS FLOOR AREA

LEVEL	COMMERCIAL		RESIDENTIAL		TOTAL	
PARKADE	-	-	-	-	3,733 sm	40,185 sf
1	642 sm	6,908 sf	1,755 sm	18,890 sf	2,937 sm	25,798 sf
2	103 sm	1,106 sf	2,154 sm	23,184 sf	2,257 sm	24,291 sf
3	-	-	2,154 sm	23,184 sf	2,154 sm	23,184 sf
4	-	-	2,154 sm	23,184 sf	2,154 sm	23,184 sf
5	-	-	1,490 sm	16,037 sf	1,490 sm	16,037 sf
ROOFTOP	-	-	139 sm	1,585 sf	139 sm	1,585 sf
TOTAL	**745 sm**	**8,015 sf**	**9,846 sm**	**105,985 sf**	**10,590 sm**	**114,000 sf**

UNIT COUNT

LEVEL	1 BED + DEN	2 BED	TOTAL
1	1	9	10*
2	2	14	16
3	2	14	16
4	2	14	16
5	3	8	11
TOTAL	**10**	**59**	**69**

*GROUND-ORIENTED UNITS

PARKING COUNT

	REQUIRED	PROVIDED
RESIDENTIAL	69	70
COMMERCIAL	19	19
TOTAL	**88**	**89**
LOADING	1	1
BICYCLE	TBC	TBC
SCOOTER	TBC	TBC

PRIME CONSULTANT

LITTLE GIANT

CALGARY
418 - 12 avenue SW
calgary alberta
T2G 0B4

CALGARY
536 sanauta dr
victoria BC
V8M 1S6

NOTES

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KEY PLAN

ISSUED

NO	ISSUE / REVISION	DATE
A	ZONING AMENDMENT & DEVELOPMENT PERMIT	2026-03-27

SEAL

NOT FOR CONSTRUCTION

CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120586

DRAWING TITLE

INFORMATION SHEET

DRAWING INFORMATION

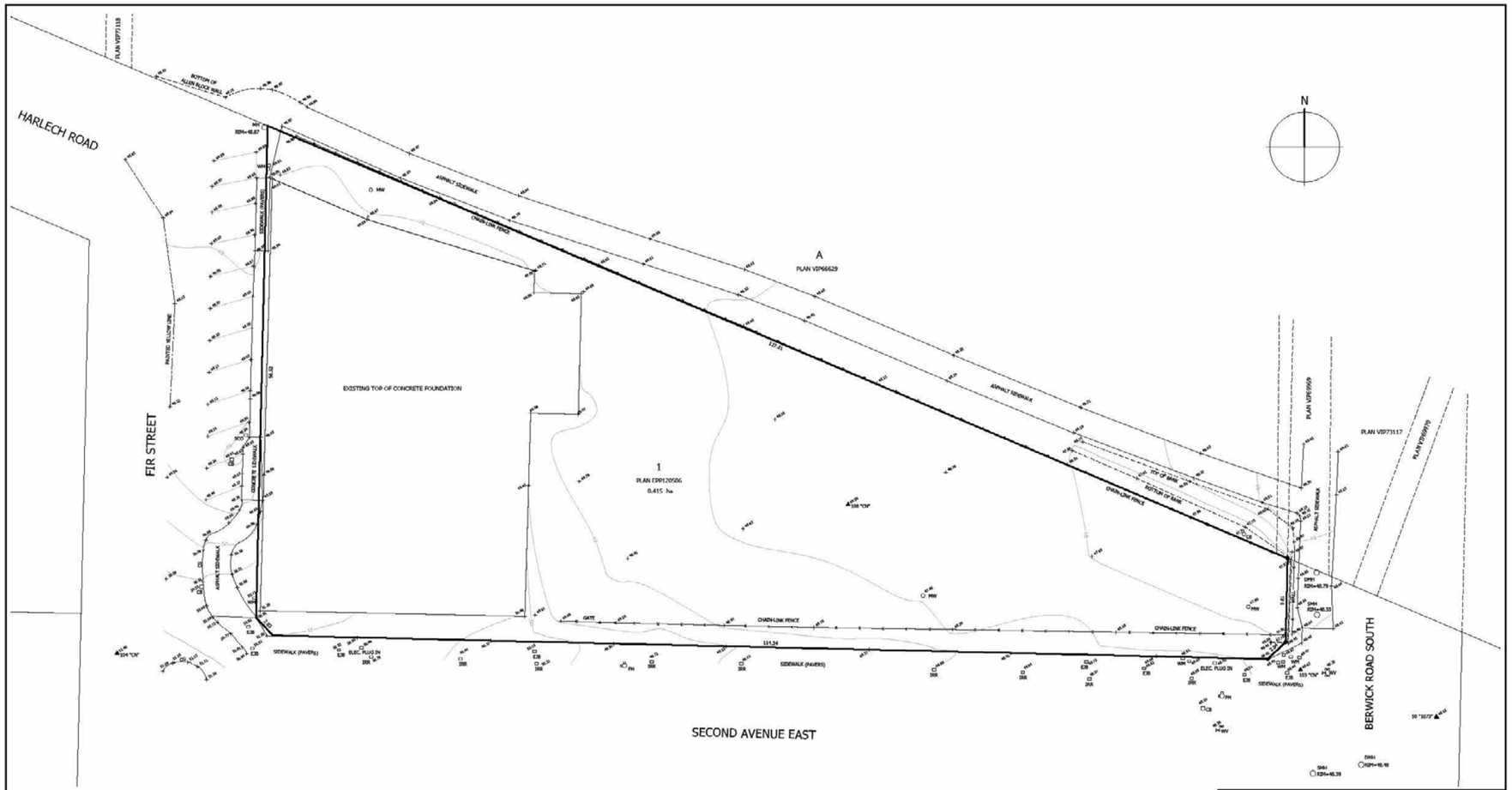
PROJECT NO	25019
STARTED	00 / 2025
SCALE	12" = 1'-0"
DRAWN	SAK
CHECKED	

REVISION

A

SHEET

DP03.00



LEGEND

123.45	SPOT ELEVATION.	HP	HYDRO POLE.	WV	WATER VALVE.
	STANDARD CONTROL MONUMENT FOUND.	TP	TEL POLE.	FH	FIRE HYDRANT.
	STANDARD IRON POST FOUND.	HTP	HYDRO AND TEL POLE.	WM	WATER METER.
TH	TRAVERSE HUB SET.	AP	ANCHOR POLE.	IRR	IRRIGATION BOX.
			POLE ANCHOR.		WATER LINE.
SMH	SANITARY SEWER MANHOLE.	SL	STREET LIGHT ATTACHED TO HYDRO POLE.	MW	MONITORING WELL.
SCO	SANITARY SEWER CLEANOUT.	OH	OVERHEAD HYDRO LINE.	GV	GAS VALVE.
SS	SANITARY SEWER SERVICE.	OT	OVERHEAD TEL LINE.	G	GAS LINE.
	SANITARY SEWER LINE.	OHT	OVERHEAD HYDRO AND TEL LINE.	EPVR	EDGE OF PAVERS.
EPM	DRAINAGE (STORM SEWER) MANHOLE.		LAMP STANDARD.	EP	EDGE OF PAVEMENT.
DCO	DRAINAGE (STORM SEWER) CLEAN OUT.	HJ	HYDRO JUNCTION BOX.	SH	SHOULDER.
CB	CATCH BASIN.	LPT	HYDRO LOW PROFILE TRANSFORMER.	EG	EDGE OF GRAVEL/TRAVELED ROAD
DS	DRAINAGE (STORM SEWER) SERVICE.	EJB	ELECTRIC JUNCTION BOX.	CG	CURB & GUTTER (GUTTER LINE).
	DRAINAGE (STORM SEWER) LINE.	TJ	TEL JUNCTION BOX.	YL	YELLOW PAIN LINE.
	DITCH LINE.	UH	UNDERGROUND HYDRO LINE.	TB	TOP OF BANK.
		UT	UNDERGROUND TEL LINE.	BB	BOTTOM OF BANK.
					CONTOURS (0.5 METRE INTERVAL)

GENERAL NOTES:

DISTANCES AND ELEVATIONS ARE IN METRES. ELEVATION DATUM IS DERIVED USING THE PRECISE POINT POSITIONING (PPP) SERVICE OF NATURAL RESOURCES CANADA.

THIS PLAN PURPORTS TO POSITION ONLY THE ACTUAL AND / OR PROPOSED IMPROVEMENT(S) SHOWN RELATIVE TO ONLY THE BOUNDARIES SHOWN OF OR APPURTENANT TO THE SUBJECT PARCEL(S).

THIS PLAN PROVIDES NO WARRANTY OR REPRESENTATION WHATSOEVER WITH RESPECT TO THE LOCATION OF ANY OTHER ACTUAL OR PROPOSED IMPROVEMENT(S) RELATIVE TO ANY BOUNDARY OF OR APPURTENANT TO THE SUBJECT PARCEL(S).

FIELD SURVEY COMPLETED AUGUST 14, 2025.

LOT ALIGNMENT DERIVED FROM REGISTERED PLANS AND FIELD SURVEY.

THIS PARCEL MAY BE SUBJECT TO REGISTERED
CHARGES & PERMITS:
-PERMITS E91204, E032225, F039401, P027599;
- COVENANT FB267127;
THIS PLAN DOES NOT PURPORT TO VERIFY COMPLIANCE WITH THE RESTRICTIONS THEREIN.

NO.	DATE	REVISION
00	SEPTEMBER 8, 2025	FIRST ISSUE

PROJECT: 673 FIR STREET, QUALICUM BEACH
LOT 1, PLAN EPP120506

CLIENT: WINDLEY PROJECTS INC.

DRAWING: TOPOGRAPHIC

DATE: SEPT. 8/25
SCALE: 1:200
DRAWN: CH
FILE: 25051-1 TOPO
BASEPLANE: 22105

WILLIAMSON & ASSOCIATES
PROFESSIONAL SURVEYORS
3338 BANCRO ROAD NANAIMO B.C. V9T 4R5
PHONE: (250) 756-7723 FACSIMILE (250) 756-7724
EMAIL: mail@wlsbc.ca

PRIME CONSULTANT

LITTLE GIANT

CALGARY
418 - 12 avenue SW
calgary alberta
T2G 0B4

CALGARY
526 savanus dr
victoria BC
V9M 1S6

NOTES

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KEY PLAN

TRUE NORTH | PROJECT NORTH

ISSUED

NO	ISSUE / REVISION	DATE
A	ZONING AMENDMENT & DEVELOPMENT PERMIT	2026-03-27

SEAL

NOT FOR CONSTRUCTION

CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120506

DRAWING TITLE

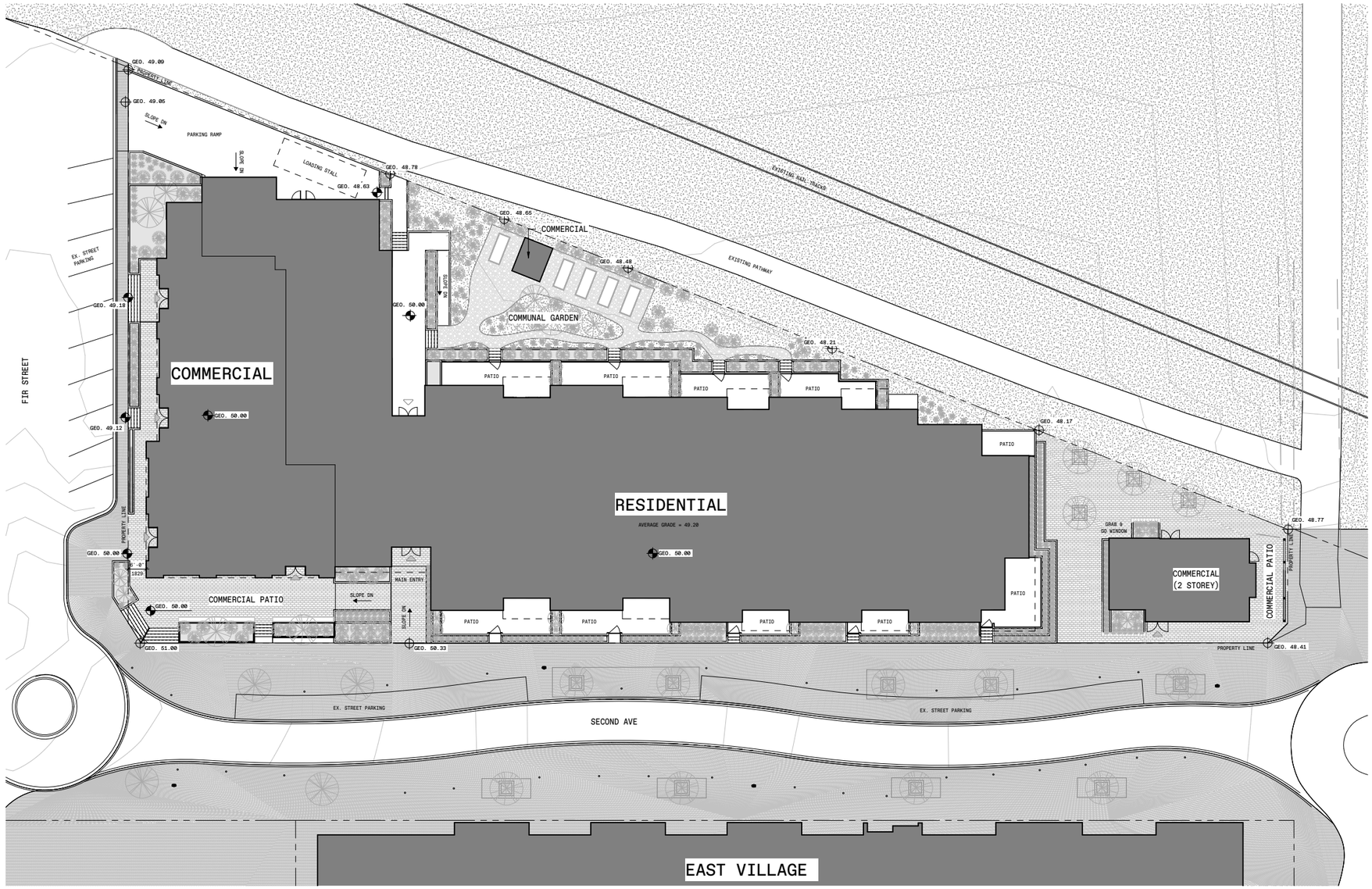
SITE SURVEY

DRAWING INFORMATION

PROJECT NO	25019
STARTED	00 / 2025
SCALE	
DRAWN	SAK
CHECKED	Checker

REVISION: A

SHEET: DP11.00



1 DP12.00 SITE PLAN

1/16" = 1'-0"

SITE PLAN - LEGEND

- BUILDING FOOTPRINT
- X.XX EXISTING GEODETIC
- X.XX PROPOSED GEODETIC
- BUILDING MAIN ENTRY
- BUILDING SECONDARY ENTRY
- ROUND BOLLARD
- FIRE HYDRANT
- BENCH
- COMMUNITY PLANTER BOX

PRIME CONSULTANT

LITTLE GIANT

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calgary alberta
T2G 0G4

CALGARY
536 sanamus dr
victoria BC
V8M 1S6

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KEY PLAN

TRUE NORTH PROJECT NORTH

ISSUED

NO	ISSUE / REVISION	DATE
A	ZONING AMENDMENT & DEVELOPMENT PERMIT	2026-03-27

SEAL

NOT FOR CONSTRUCTION

CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP120586

DRAWING TITLE

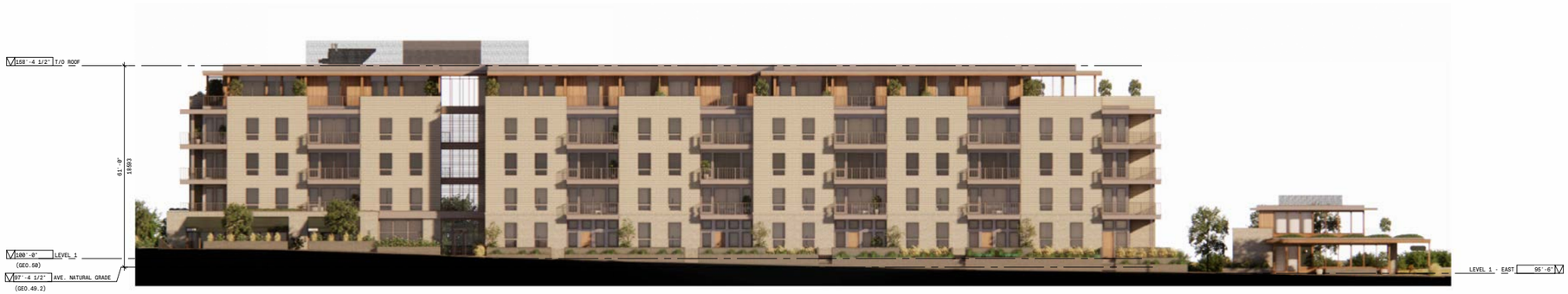
SITE PLAN

DRAWING INFORMATION

PROJECT NO	25819
STARTED	00 / 2025
SCALE	As indicated
DRAWN	SAK
CHECKED	Checker

REVISION: A

SHEET: DP12.00



1 DP40.00 SOUTH ELEVATION

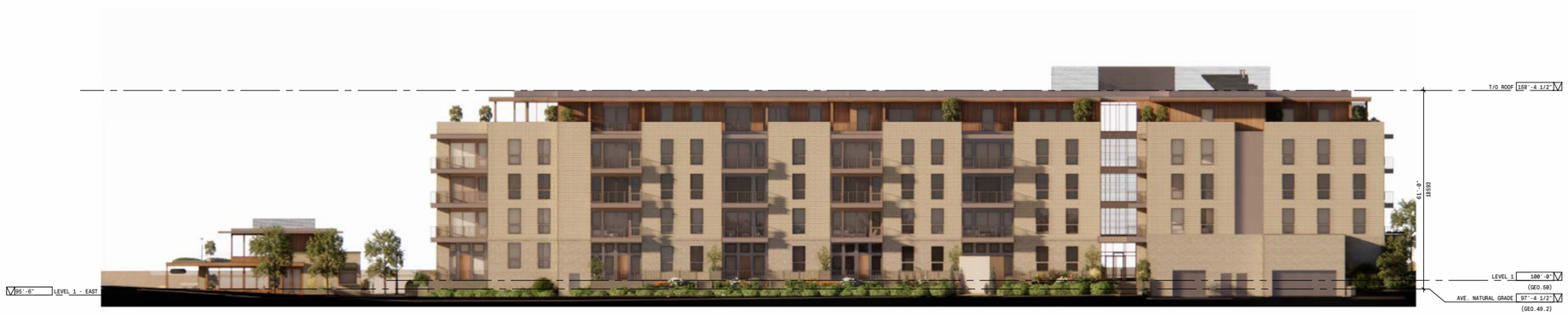
1/16" = 1'-0"

2 DP40.00 WEST ELEVATION

1/16" = 1'-0"

3 DP40.00 EAST ELEVATION

1/16" = 1'-0"



4 DP40.00 NORTH ELEVATION

1/16" = 1'-0"

PRIME CONSULTANT

LITTLE GIANT

CALGARY
418 - 12 avenue SW
calgary alberta
T2G 0G4

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V8M 1S6

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KEY PLAN

ISSUED

NO	ISSUE / REVISION	DATE
A	ZONING AMENDMENT & DEVELOPMENT PERMIT	2026-03-27

SEAL

NOT FOR CONSTRUCTION

CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP12606M

DRAWING TITLE

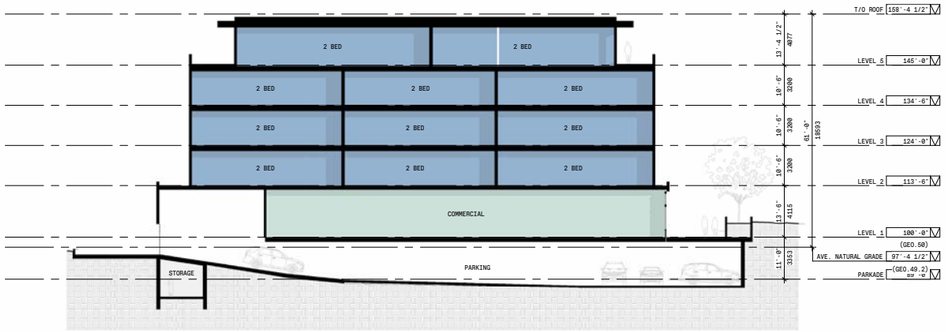
ELEVATIONS

DRAWING INFORMATION

PROJECT NO	25019
STARTED	00 / 2025
SCALE	1/16" = 1'-0"
DRAWN	SAK
CHECKED	

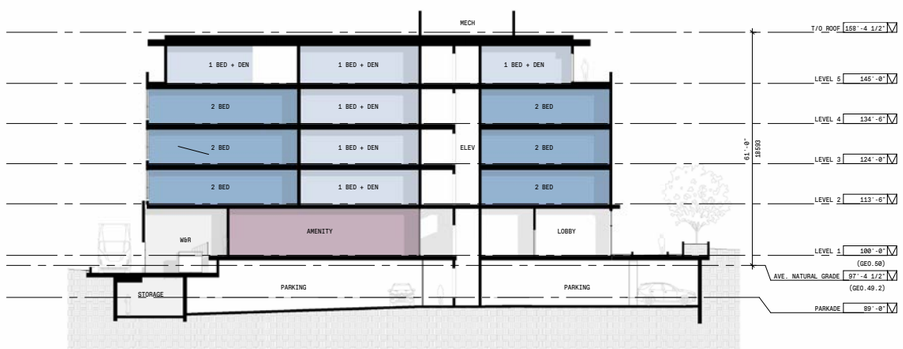
REVISION A

SHEET DP40.00



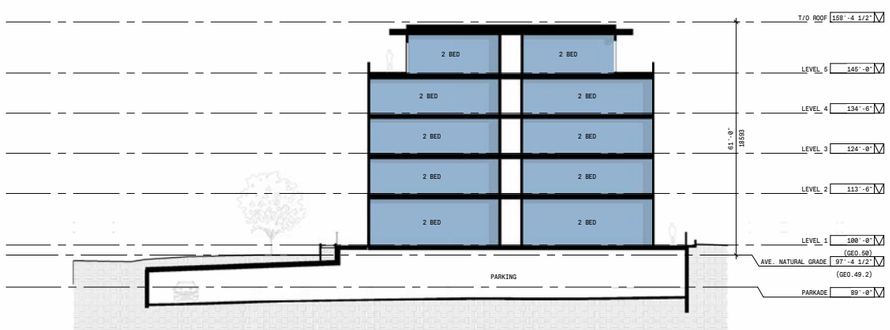
1 DP50.00 SECTION 1

1/16" = 1'-0"



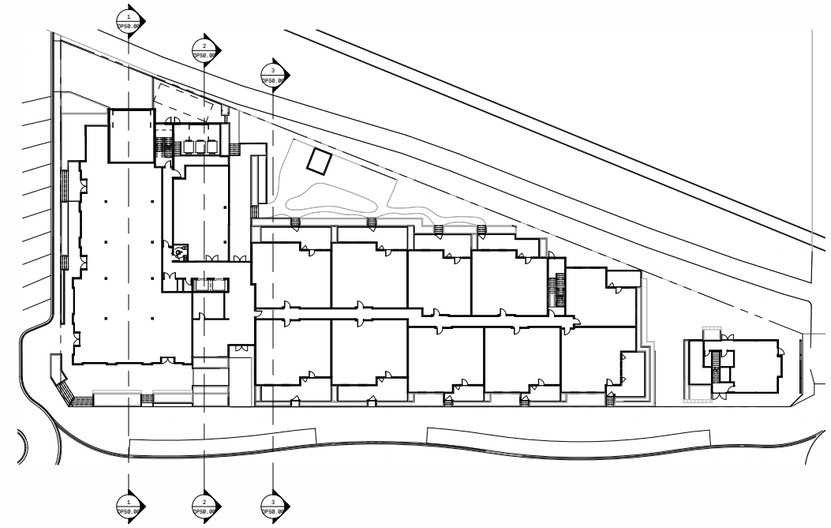
2 DP50.00 SECTION 2

1/16" = 1'-0"



3 DP50.00 SECTION 3

1/16" = 1'-0"



4 DP50.00 KEY PLAN

1/32" = 1'-0"

PRIME CONSULTANT

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418 - 12 avenue SW
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T2G 0G4

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KEY PLAN

ISSUED

NO	ISSUE / REVISION	DATE
A	ZONING AMENDMENT & DEVELOPMENT PERMIT	2026-03-27

SEAL

NOT FOR CONSTRUCTION

CLIENT

KELLAND HOLDINGS + WINDLEY CONTRACTING

PROJECT

QUALICUM BEACH CENTRAL

MUNICIPAL ADDRESS:
673 FIR STREET
QUALICUM BEACH, BC

LEGAL ADDRESS:
LOT 1 DISTRICT
LOT 78 NEWCASTLE DISTRICT
PLAN EPP12606N

DRAWING TITLE

BUILDING SECTIONS

DRAWING INFORMATION

PROJECT NO	25819
STARTED	00 / 2025
SCALE	As indicated
DRAWN	SAK
CHECKED	

REVISION: A

SHEET: DP50.00

FROM THE OFFICE OF

LITTLE GIANT

ARCHITECTURE + INTERIORS

Mark Burkart
Architect
AAA AIBC M.Arch MRAIC

E. Mark@littegiant-studio.com
T. 403-862-8976
W. littlegiant-studio.com

Little Giant
536 Senanus DR
Victoria BC V8M 1S6

QUALICUM BEACH CENTRAL

673 FIR STREET, QUALICUM BEACH, BC

LANDSCAPE ARCHITECTURAL DRAWINGS

ISSUED FOR REZONING - JUNE 2, 2026

LANDSCAPE KEY PLAN

SCALE 1:300

1 COMMUNAL GARDENS

On the north side of the building, the L-shaped architecture forms a courtyard where communal gardens offers a shared space for residents to engage with the landscape, grow food and flowers, attract birds and bees, and cultivate connections with others in the neighbourhood.

2 ACTIVE STREETSCAPE

Ground level businesses attract foot traffic to urban plazas and patios; street oriented residential units encourage social interaction and ensure eyes on the street. Connections to a multi-use path allows easy movement into Qualicum Beach's active transportation network.

3 PATIOS AND PLAZAS

Patios and plazas around the building create a vibrant social enviroment where residents, business customers, pedestrians and passers-by can stop, linger and enjoy a thriving urban landscape situated within a dynamic and growing part of Qualicum Beach.

4 TERRACED PLANTERS

Terraced planters define the building edge, separating public and private spaces, creating a sense of enclosure and moderating the scale of development. Terraces allow for generous plantings that support natural systems on the site.

5 PLANTING

Lush layers of indigenous and ornamental groundcovers, perennials, ferns and shrubs create year-round visual interest, provide habitat for local biodiversity, and offer screening for residents. Inspired by local ecosystems, the plantings also strengthen the sense of place for the development.

6 SITE FURNISHING

Clean, contemporary site furnishings contrast the ecological planting character: timber benches line communal spaces, a cedar picket fence separates community gardens from public space, bollard lighting provides safety and comfort, and paving patterns offer visual clarity and wayfinding.

NOT FOR CONSTRUCTION

kinship
design • art • ecology
1070 Nelson Street, Nanaimo BC, V9S 2K2
250-753-8093
kate.stefiuk@kinshipdesign.ca
chris.midgley@kinshipdesign.ca

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CLIENT

Kelland Holdings & Windley Projects Inc.

NO.	DATE	ISSUE
1	2026-06-02	REZONING SUBMISSION

NO.	DATE	REVISION

PROJECT 26006

QUALICUM BEACH CENTRAL

673 FIR STREET
QUALICUM BEACH, BC

LANDSCAPE CONCEPT PLAN

CITY FILE NO.

SCALE 1:300
START DATE 2026-05-01
DB CM **CB** KS

L1.01

LANDSCAPE LEGEND

- **BENCH** Quantity: 6
- **BICYCLE RACK** Quantity: 5
- **BOLLARD - TIMBER** Quantity: 8
- **ENTRANCE**
- **EGRESS**
- **FENCE - LOW CEDAR SLATTED** Height: 1.2m Length: 74m
- **LIGHTING TYPE 01 - BOLLARD** Quantity: 10
- **LIGHTING TYPE 02 - RECESSED WALL** Quantity: 4
- **TABLE - COMMUNAL** Quantity: 2
- **TABLE - MOVABLE** Quantity: 16
- **CONCRETE** Area: 256m²
- **GRAVEL - COMPACTED CHIP** Area: 114m²
- **UNIT PAVER TYPE 01** Area: 256m²
- **UNIT PAVER TYPE 02** Area: 282m²
- **UNIT PAVER TYPE 03** Area: 250m²
- **PLANTED AREA** Area: 520m² Soil Depth: 450mm

LANDSCAPE PLAN

SCALE 1:200

NOT FOR CONSTRUCTION

kinship
design • art • ecology
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250-753-8093
kate.stefiuk@kinshipdesign.ca
chris.midgley@kinshipdesign.ca

BRITISH COLUMBIA SOCIETY OF LANDSCAPE ARCHITECTS REGISTERED MEMBER KATE STEFIUK 624

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CLIENT
Kelland Holdings & Windley Projects Inc.

NO.	DATE	ISSUE
1	2026-06-02	REZONING SUBMISSION

NO.	DATE	REVISION

PROJECT 26006
QUALICUM BEACH CENTRAL
673 FIR STREET
QUALICUM BEACH, BC

LANDSCAPE PLAN

CITY FILE NO.
SCALE 1:200
START DATE 2026-05-01
DB CM **CB** KS

L1.02

TOWN OF **QUALICUM BEACH**

MEMORANDUM

File No. 3900.20.900.11

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **OCP Compliance Decision for Zoning Amendment | 1025 Qualicum Road**

GOVERNANCE DECISION
Council is asked to decide whether the Zoning Amendment application for 1025 Qualicum Road is consistent with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".

RECOMMENDATION
THAT Council considers the proposed Zoning Amendment application for 1025 Qualicum Road to be compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".

PURPOSE
In advance of Council considering a Zoning Amendment application for 1025 Qualicum Road that would increase the floor area ratio and parcel coverage of the existing Comprehensive Development Zone 5 (CD5) to permit a new pool and fitness amenity building, as well as the replacement of the existing machinery facility, cart barn, and maintenance building, Council is being asked to decide whether the Zoning Amendment is consistent with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".

BACKGROUND
A Zoning Amendment application has been made for 1025 Qualicum Road to amend the Comprehensive Development Zone 5 (CD5). The subject property is currently zoned CD5 and is located within Development Permit Area C12: Rural Destination Resort. In 2022, the subject property underwent a Zoning and Official Community Plan (OCP) Amendment. At that time, a total of 225 units were approved, 185 of which were to be used as either residential dwellings, or tourist accommodations, and 40 of which were to be held by the developer/operator and used as daily, weekly, or monthly rentals. As well, other non-residential or tourist uses were included as part of that Zoning Amendment, such as a clubhouse, brew pub, golf shop, recreation facility, outdoor recreation, and swimming pool. In 2023, two Development Permits (DP) applications were made for the subject property, one application for the Clubhouse, Brew Pub and a 40-unit Lodge, and another application for 79 villa strata lots. Both Development Permits were subsequently approved in 2023 and 2024.

The current Zoning Amendment application is proposing to increase the floor area ratio from 0.17 to 0.19 and the parcel coverage from 11% to 13%. Increasing the floor area ratio and parcel coverage has been requested to permit construction of a new pool and fitness amenity building, as well as to allow the replacement of the machinery facility, cart barn, and maintenance building. All the proposed uses are permitted in the current zoning and none of the permitted uses are proposed to change as part of this Zoning Amendment.

DISCUSSION
Following is a comparison of the existing CD5 zone and the proposed changes to the CD5 zone.

	Zoning Comparison	
Zoning Provision	**Existing Zoning (CD5)**	**Proposed Changes to CD5**
Permitted Uses	a) Golf Clubhouse b) Golf Shop c) Resort Accommodation i) Hotel/Stacked Condominium/Lodge ii) *Cottages iii) *Villas d) Restaurant e) Neighbourhood Pub f) Golf Teaching Centre g) Camping Spaces h) Outdoor Recreation i) Outdoor Private Assembly j) Personal Care Facility k) Public Assembly l) Recreation Facility m) Seasonal Outdoor Theatre n) Seasonal Outdoor Market o) Accessory uses customarily ancillary to a Resort use including: i) Gift Shop ii) Convenience Store iii) Recreation Rentals iv) Laundry Facility v) Turf Maintenance vi) Swimming Pool vii) Employee Daycare Facility viii) Bed & Breakfast ix) Lock off Suite Accommodation	No Change
Height	Height Clubhouse and Conference Building 18.0m Spa/Fitness Centre 18.0m Hotel/Stacked Condominium/Lodge 18.0m All other Buildings 12.0m	No Change
Floor Area Ratio	0.17	0.19

Parcel Coverage	11%	13%
Front lot line Setback	20.0m	No Change
Exterior lot line Setback	20.0m	No Change
Interior lot line Setback	20.0m	No Change
Rear lot line Setback	6.0m	No Change
Parking	See Zoning Schedule '3B', Table 1	No Change

Should this application proceed, staff will be recommending an amendment to the existing Section 219 Covenant between the Town and the property owner to require the pool and fitness building to be built as a result of the increase in floor area ratio and parcel coverage.

2025 Official Community Plan (OCP):
The subject property is designated as Commercial with an additional "Destination Resort" designation. The following policy in Section 4.6: Rural, references the subject property:

Policy: 4.6.5: "The Town supports the location of a destination resort ('Pheasant Glen Golf Resort') located near the south boundary of the Town, as indicated on map 'Schedule 2.1'."

Staff Comment: The increase to the floor area ratio and parcel coverage would allow a pool and fitness amenity building to be built, as well as the replacement of the existing machinery facility, cart barn, and maintenance buildings. From a land use planning perspective, staff find these buildings will support the golf course and the creation of a destination resort.

The property also falls within the Development Permit Area C12 – Rural Destination Resort, which means that a Development Permit will be required when new buildings and/or subdivisions are proposed in the future.

FINANCIAL IMPLICATIONS
There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)
Public Participation Framework developed by the International Association for Public Participation – IAP^2 International.

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

INFORM:

- The public is informed of this proposal through the presentation of this Planning Report.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

A Zoning Amendment application has been received for 1025 Qualicum Road to increase the floor area ratio and parcel coverage in the CD5 zone. If approved, the floor area ratio would increase from 0.17 to 0.19 and the parcel coverage from 11% to 13% in the CD5 zone. At this time staff are asking for a governance decision as to whether or not the Zoning Amendment application for 1025 Qualicum Road is compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025". Once staff have direction from Council regarding OCP compliance, the amendment bylaws will be brought to a future meeting. In the opinion of staff, the application is aligned with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025", and staff support the application proceeding. If Council proceeds, staff recommend amending the Section 219 Covenant between the Town and the property owner to require the pool and fitness building to be built as a result of the increase to floor area ratio and parcel coverage.

ALTERNATIVE OPTIONS

1. THAT Council requests the following changes to the proposed development at 1025 Qualicum Road: *[insert changes].*
2. THAT Council deems the proposed Zoning Amendment Bylaw for 1025 Qualicum Road to be inconsistent with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".
3. THAT Council provides alternative direction to staff.

APPROVALS

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

RAugustyn

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

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

REFERENCES

Attachment 1: Submitted Plans for 1025 Qualicum Road

PheasantGlen
GOLF RESORT

Attention Luke Sales Director of Planning

Town of Qualicum Beach

Dear Mr. Sales,

Further to our recent discussions, please find below a covering letter and an application.

Zoning Amendment Application – CD-5 Zoning District Updates / Housekeeping Changes

This Zoning Amendment Application is intended to update the existing CD-5 Zoning District to:

1. Mitigate land use restrictions imposed on the Town of Qualicum Beach / PGGR by the Province of BC through recent legislation;

Our Request

We are seeking an incremental increase in Floor Area Ratio to .19 and Lot Coverage to .13 for two reasons:

1. **To allow the construction of a new Pool and Fitness Amenity building Pool of 5,550 square feet and,**

2. **To allow the replacement of existing golf course buildings which are at the end of their economic life on the CD5 site:**

Existing Machinery Facility	**5,600 square feet**
Existing Cart Barn	**2,750 square feet**
Existing Maintenance Building	**2,000 square feet**

The Reasons for Our Application

Provincial Downzoning – Mitigating Imposed Land Use Restrictions

Through recent legislation, the province has essentially forced Pheasant Glen Golf Resort (PGGR) into a primarily residential housing product with a hotel component of 40 rooms.

This provincial short Term Rental Act has resulted in a standard long term residential subdivision housing form for the Villas. The housing form desired for long term residential homes requires maximizing habitable floor space and providing additional garage & storage area. All the Villas units to date have been built to their maximum size of 232sq.m. / 2,497sq.ft., clearly revealing the market demand and preferred unit size despite the option to choose from many other plans of a smaller size.

A single family home has a lesser value and a significantly lower return on investment timeline for potential buyers than the optional short term rental or dedicated tourism unit potential that PGGR had intended, rezoned for, provided financial amenities for, and was approved by the Town. This application seeks to mitigate the financial deficit created by provincial legislation and recoup financial amenity contribution burdens born from the prior rezoning based on a now irrelevant uplift calculation.

To allow the existing golf course cart barn, maintenance building and machine storage on CD5 land.

Qualicum Beach Golf Destination Potential

The Town has recently purchased a second Golf Course within the Municipal Boundary – Eaglecrest Golf Club. PGGR will be the only privately owned and operated golf course in Qualicum Beach and the development plan, the proposed amenities and the existing 18 hole Championship layout will compliment the two nine-hole Town owned courses. Qualicum Beach is positioned to become "the" golf destination of Oceanside and one of the best on Vancouver Island.

We are requesting a small incremental increase in density overall site coverage from 11% to 13 %, to accommodate the rebuilding of existing golf course maintenance and operations buildings which have reached the end of their economic life and build a new 5,500 square foot pool and fitness building.

This building will be a membership-based facility open to Lodge guests, Pheasant Glen residents and Qualicum Beach residents. Notwithstanding the proposed increase, PGGR's density will still be significantly lower than Eaglecrest's density.

The main difference between the zoning of the two projects, Eaglecrest and PGGR, is that there are numerous restrictions on housing development at PGGR, including restricted floor area and lot

coverage for the Villas (Single Family Homes). The Town's Eaglecrest Single Family Residential has been granted full R1 – Residential 1 Zoning.

Closing

This proposal will allow Pheasant Glen to relocate existing buildings within the property very much like Eaglecrest is doing on its site right now. Just as importantly, it will allow for the construction of an important community amenities to compliment and increase the existing pool and fitness capacity in the community. Together they help ensure the full spectrum of resort amenities the Town of Qualicum Beach planned prior to provincial use restrictions.

This amendment also includes an option for the town planning department to create a CD-Zoning District with distinct sub-zones (specified FAR / Coverage) based on current/proposed fee simple parcels.

Finally, another important advantage of the additional Lot Coverage will be a reduction the massing of the Condominium structures. This would reduce building heights from 6 stories to 4 stories, which has long been a preferred format in Qualicum Beach planning.

Sincerely,

Craig Dutton

The Golf Clan Holdings Inc.

Pheasant Glen Golf Resort

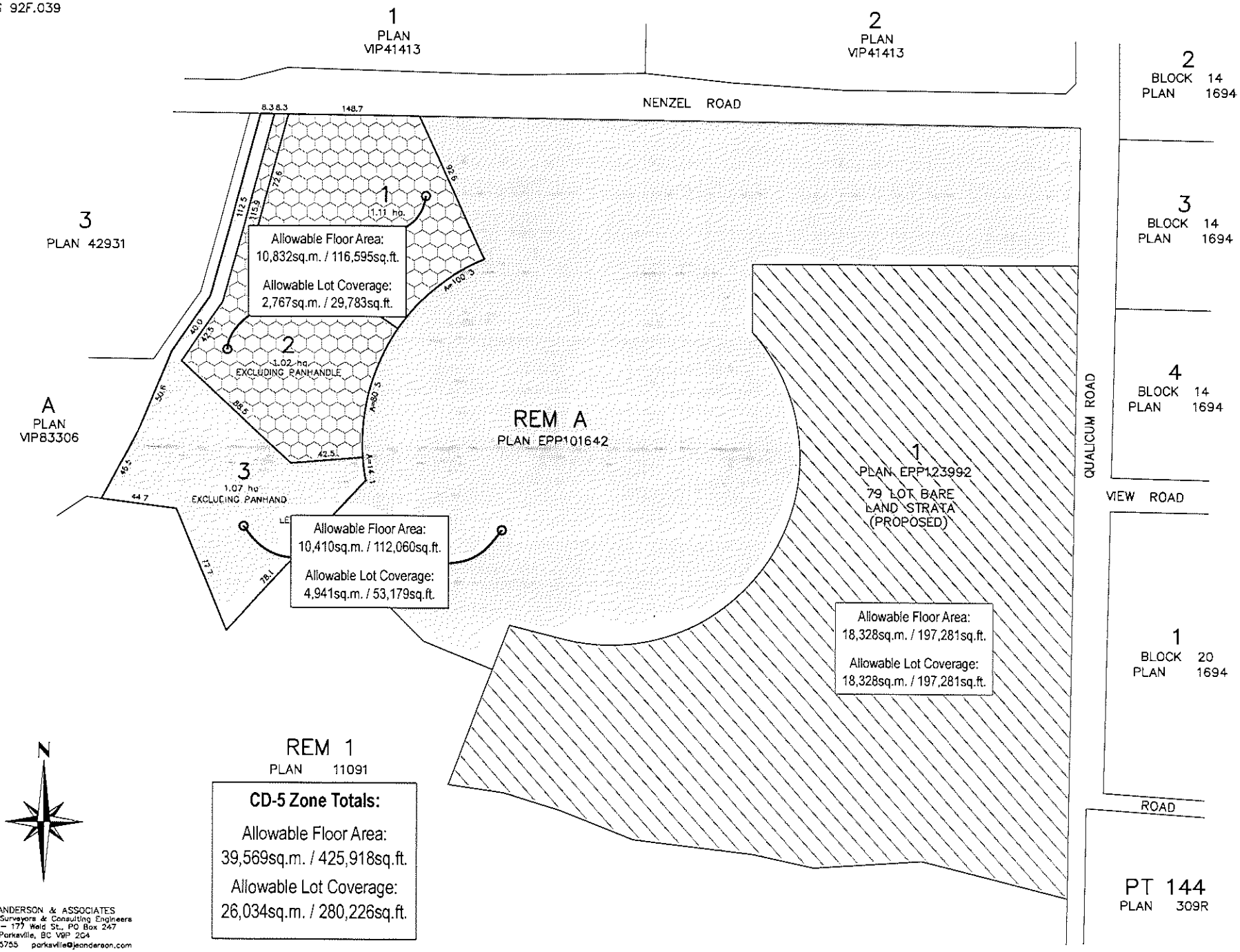
SKETCH SHOWING POTENTIAL SUBDIVISION OVER REM LOT A, PLAN EPP101642.

BCGS 92F.039

ALL DIMENSIONS ARE IN METRES AND DECIMALS THEREOF

0 15 30 60 90 120 150

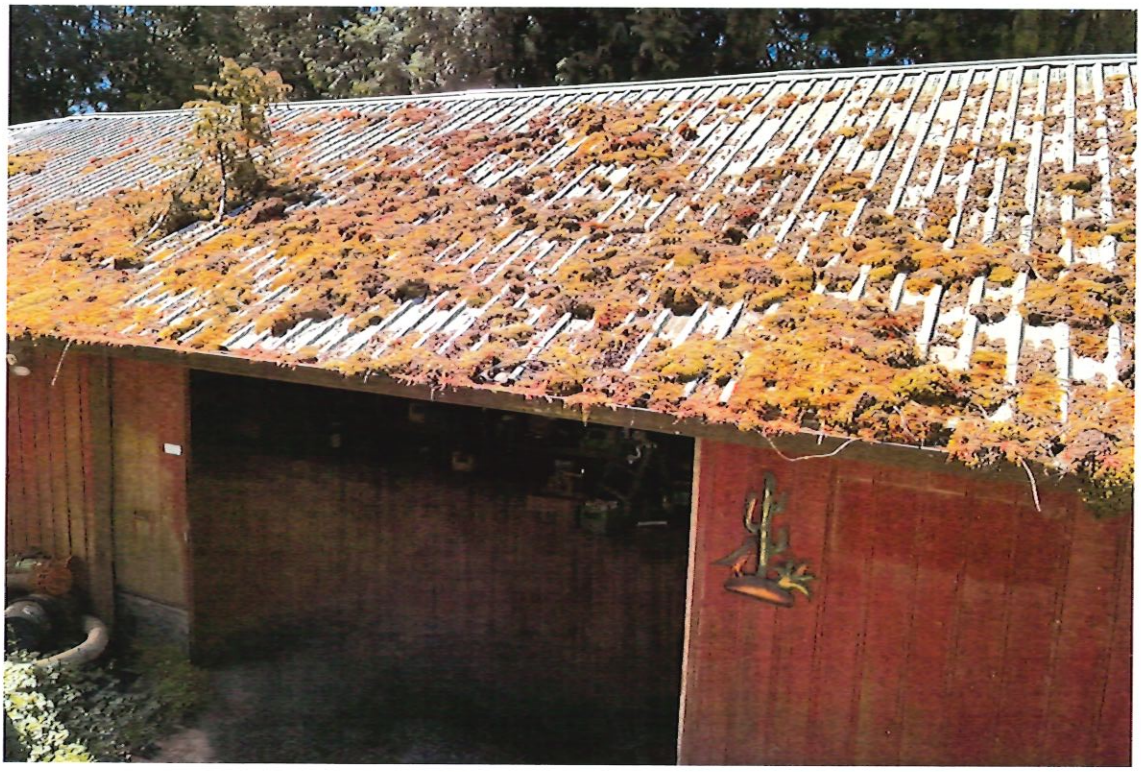
THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm IN WIDTH BY 560mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:1500



J.E. ANDERSON & ASSOCIATES
B.C. Land Surveyors & Consulting Engineers
203 – 177 Weld St., PO Box 247
Parksville, BC V9P 2G4
250-248-5755 parksville@jeanderson.com

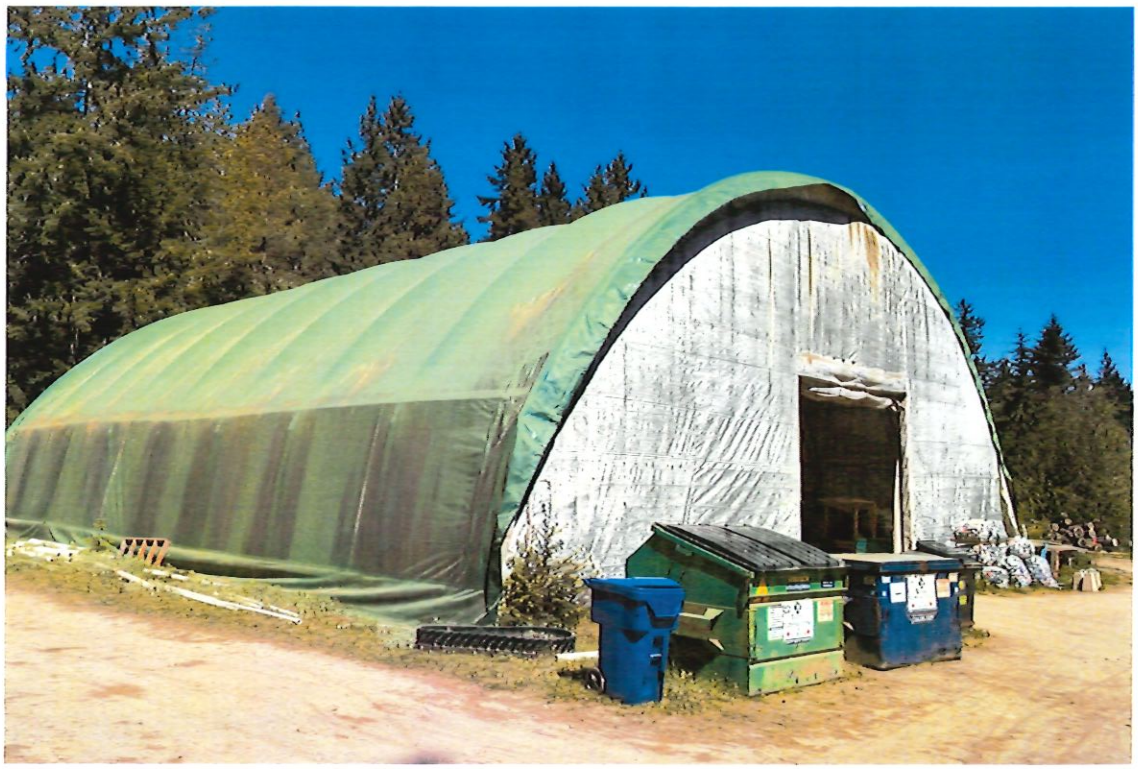
File : 61654-10-1

Date: JAN 17 2025



Mantenance Building

MAINTENANCE BUILDING



MACHINERY TENT 5600 sq ft.

Machinery Tent

Machinery Tent

June 12, 2000 Reply to the attention of Gordon Bednard

Glengarry Golf Links
1025 Qualicum Road,
Qualicum Beach, B.C. V9K 1M5

Attention: Mr. Barry McWha, Executive Professional

Dear Mr. McWha:

Re: Proposed Greenhouse and Tent Cover for Turf Equipment
Our File #S-23549

This will acknowledge receipt of your June 10, 2000 letter as well as confirm your brief meeting with our Mr. Colin Fry on June 12, 2000.

Be advised that the Land Reserve Commission (the "Commission") has no objection to you placing a 5,600 ft2 tent cover on the property to store turf equipment out of the weather.

Furthermore, the Commission has no objections to the development of a greenhouse operation to grow bedding plants for use on the golf course or for the wholesale and retail markets. However, if you wish to expand sales to include products grown offsite, you must either comply with the Commission's General Order #726/95 *(Farm Retail Sales in the Agricultural Land Reserve)* or make and application pursuant to section 22 of the *Agricultural Land Reserve Act*. A copy of the General Order is attached.

The Commission acknowledges the proposed location of the tent cover and greenhouse as shown on the map attached to your letter.

The Commission trusts this clarifies its position.

Yours truly,

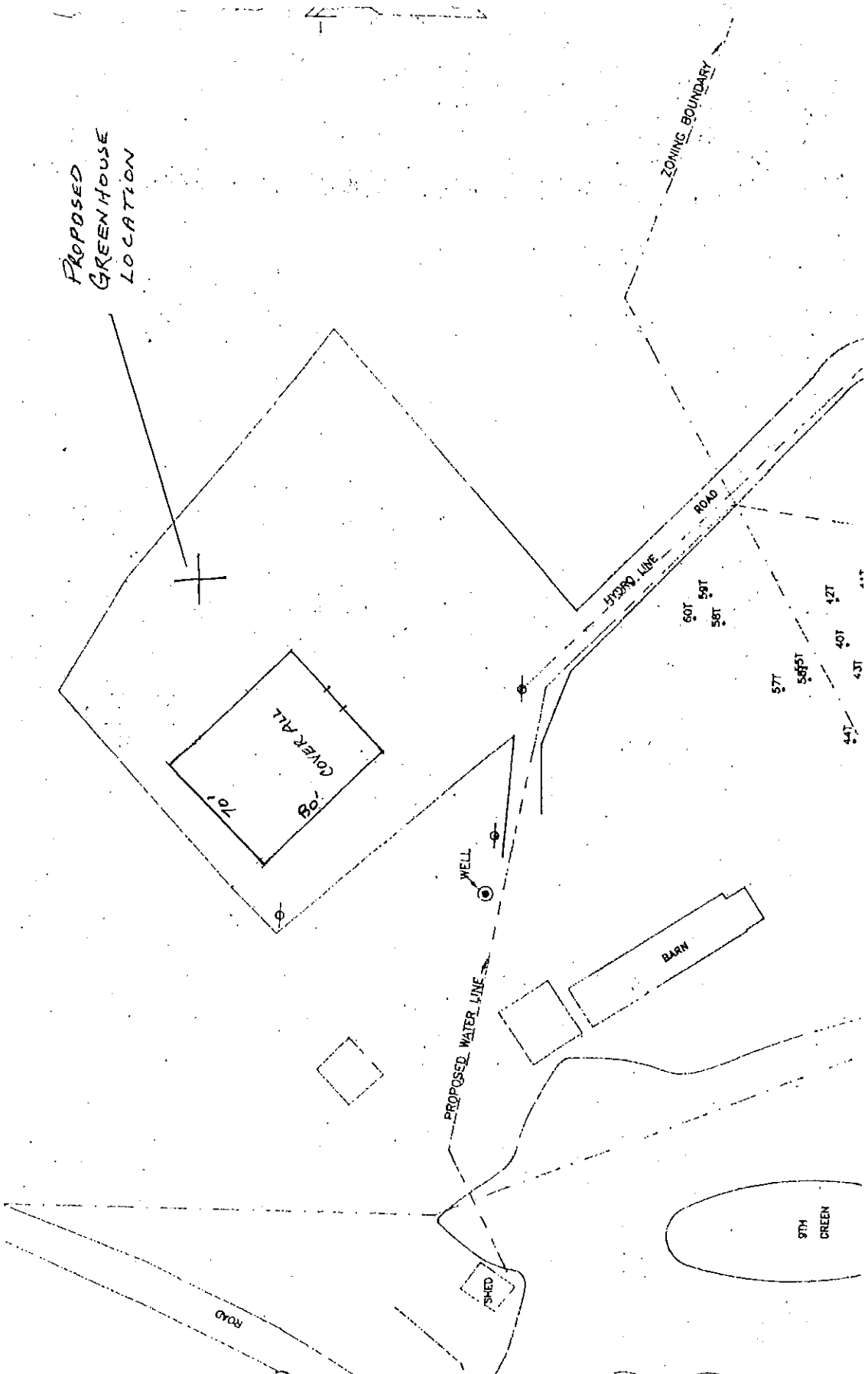
LAND RESERVE COMMISSION

Per:

K.B. Miller, Chief Executive Officer

cc: Regional District of Nanaimo
B.C. Assessment Authority – Nanaimo

CF/lv/Encl.
I:23549m1.doc



ALR ORIGINAL APPROVAL LAYOUT.

"CART BARN" TENTS

"CART BARN"

TOWN OF **QUALICUM BEACH**

MEMORANDUM

File No. 3060-2026-1407QualicumRoad1025

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Permit | 1025 Qualicum Road**

GOVERNANCE DECISION
Council is asked to decide whether to advance, refuse, or make changes to the Development Permit application for 1025 Qualicum Road to authorize a subdivision.

RECOMMENDATIONS:
THAT Council directs staff to issue a Development Permit for 1025 Qualicum Road, as outlined in the June 24, 2026, Planning Report to Council.

PURPOSE
For Council to consider a Development Permit application for the property located at 1025 Qualicum Road for the purpose of subdividing the property to create three new parcels.

BACKGROUND
A Development Permit has been requested for 1025 Qualicum Road to allow a subdivision to create three new parcels. A Development Permit is required because the subject property falls within Development Permit Area C12 – Rural Destination Resort and subdivision is not listed as an exemption.

For additional context, below is a timeline of the recent applications that have gone before Council for the subject property:

- On October 27, 2021, Council adopted “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (1025 Qualicum Road) Bylaw No. 580.123, 2021” and OCP Bylaw Amendment “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (1025 Qualicum Road) Bylaw No. 800.05, 2021” for the subject property.
- On October 11, 2023, Council directed staff to issue a Development Permit for 1025 Qualicum Road for 79 villa strata lots.

- On February 28, 2024, Council directed staff to issue a Development Permit for 1025 Qualicum Road for a 40-unit lodge, brew pub, and clubhouse.
- On July 16, 2025, Council directed staff to issue a Development Permit for 1025 Qualicum Road that permits the creation of two new parcels.

The applicant is now asking to include a third parcel in this phase of subdivision, for a total of three new parcels rather than two. If approved, this Development Permit would replace the previously authorized Development Permit permitting subdivision that was approved in 2025. All other Development Permits will continue to be in effect. It should be noted that subdivision approval is a separate process governed by the *Land Title Act* and is granted by the Approving Officer. While subdivision cannot proceed without a Development Permit, issuance of a Development Permit does not, in itself, constitute subdivision approval.

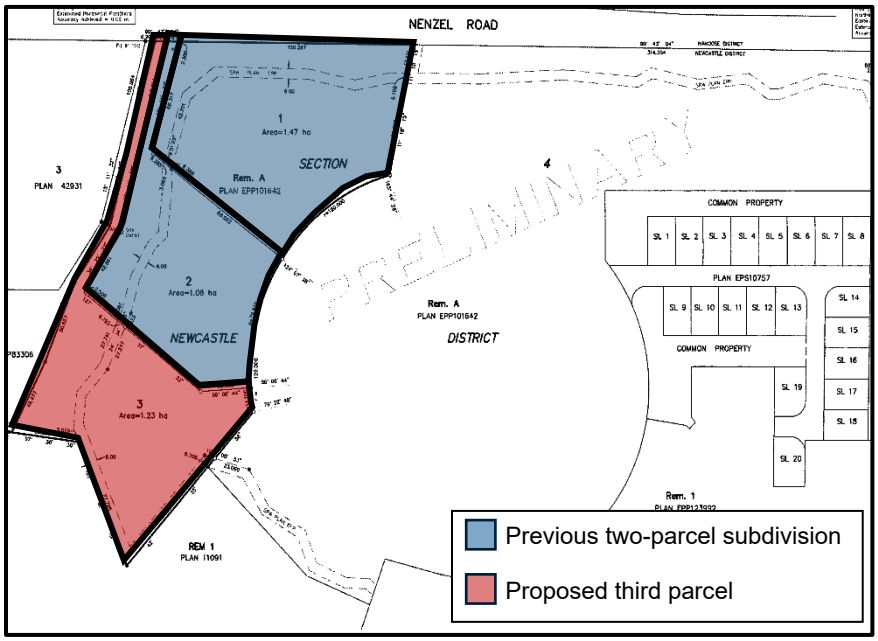


Figure 1: Proposed Subdivision

The proposed Development Permit does not alter the permitted uses or any other aspect of the zoning.

DISCUSSION

The owner of 1025 Qualicum Road has applied for a Development Permit to allow subdivision of the subject property. A Development Permit is required because the subject property is located within Development Permit Area C12 – Rural Destination Resort. The current Development Permit application is limited in scope, as Development Permit Area C12 does not include guidelines specific to subdivision.

Future development on each parcel will require a separate Development Permit application and will be evaluated against the guidelines for Development Permit Area C12 (Rural Destination

Resort). As no buildings are proposed at this time, staff do not recommend referral of the application to the Advisory Planning Commission.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

- The public is informed of this proposal through the presentation of this report.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

A Development Permit application has been received for 1025 Qualicum Road, which is required before a subdivision can be authorized. The subject property falls within Development Permit Area C12 – Rural Destination Resort and requires a Development Permit for subdivision. As no structures are proposed at this time, staff recommend that the application not be referred to the Advisory Planning Commission and that Council direct staff to issue the Development Permit. Subdivision approval will be considered separately by the Approving Officer under the *Land Title Act*.

ALTERNATIVE OPTIONS

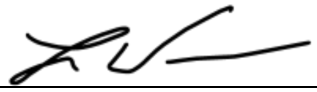
1. THAT Council denies the Development Permit Application for 1025 Qualicum Road, as considered and discussed by Council at its June 24, 2026, regular meeting with rationale.

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



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

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

REFERENCES

Attachment 1: Submitted Plans for 1025 Qualicum Road

File No. _____
☐ Acknowledgement ☐ Response

Attachment 1

LAND SURVEYING
CIVIL AND MUNICIPAL ENGINEERING
LAND DEVELOPMENT CONSULTING

Date Received APR 2 1 2026

Copies to _____

SINCE 1959
JEA J.E. ANDERSON & ASSOCIATES
SURVEYORS - ENGINEERS

April 13, 2026

Action Required By _____

JEA File: 90880

Town of Qualicum Beach
Attn Mr. Luke Sales, Director of Planning and Community Development

RE: Development Permit Amendment – Pheasant Glen

Mr. Sales.

On behalf of our clients, Golf Clan Holdings Ltd, and who are the owners of the Pheasant Glen property, we are submitting this amendment request in order to change from two new lots to three plus the remainder. A separate subdivision application amendment was submitted in order to obtain a new PLA for 3 lots. All servicing construction is complete as well as the majority of the surveying for the two lots. Legal documents are in progress.
We submit this with hopes that the amendment can be before council on May 13, 2026.
This is to amend the current DP with number 1404.
We understand that a $500 fee is applicable.

Even with this amendment request, we expect to complete the final approval application well within the 12month period which expires August 2026.

Please see attached the following:
- Proposed updated subdivision sketch plan

Proposed subdivision details:
- Two lots from the original proposed site plan have changed size slightly, but we still in general conformance with the PLA.
- The new third lot will mirror the concept with a panhandle out to Nenzel, but an access restriction to prevent actual connection to Nenzel. Access will be via the common shared private road.
- Servicing will be kept the same.
- An SRW for the public trail has been prepared and will be submitted with the final approval application. The SRW is shown in the background of the attached plan.

We trust the above provides sufficient information subdivision application amendment, but please let us know if you require any additional information.

Yours truly,

J. E. Anderson and Associates

Scott Stevenson, P. Eng.
cc: Golf Clan Holdings ltd

☐ 1A – 3411 Shenton Road
Nanaimo, BC, V9T 2H1
Phone 250-758-1631
Email nanaimo@jeanderson.com

☐ 4212 Glanford Avenue
Victoria, BC V8Z 4B7
Phone 250-727-2214
Email info@jeanderson.com

☒ 101-156 Morison Street
Parksville, BC V9P 2G4
Phone 250-248-5755
Email parksville@jeanderson.com

☐ Unit F – 1250 Cedar Street
Campbell River, BC V9W 2W5
Phone 250-287-4865
Email info@jeanderson.com

SUBDIVISION PLAN OF PART OF LOT A SECTION 4 NEWCASTLE DISTRICT PLAN EPP101642, EXCEPT PLAN EPP123992

BCGS 92F.039

PLAN EPP150711

LEGEND

● DENOTES STANDARD IRON POST FOUND

○ DENOTES STANDARD IRON POST PLACED

THIS PLAN SHOWS WITNESS POSTS DENOTED AS "WI" WHICH ARE NOT SET ON THE TRUE CORNER

GRID BEARINGS ARE DERIVED FROM PLAN EPP101642 AND ARE REFERRED TO THE THE CENTRAL MERIDIAN OF UTM ZONE 10

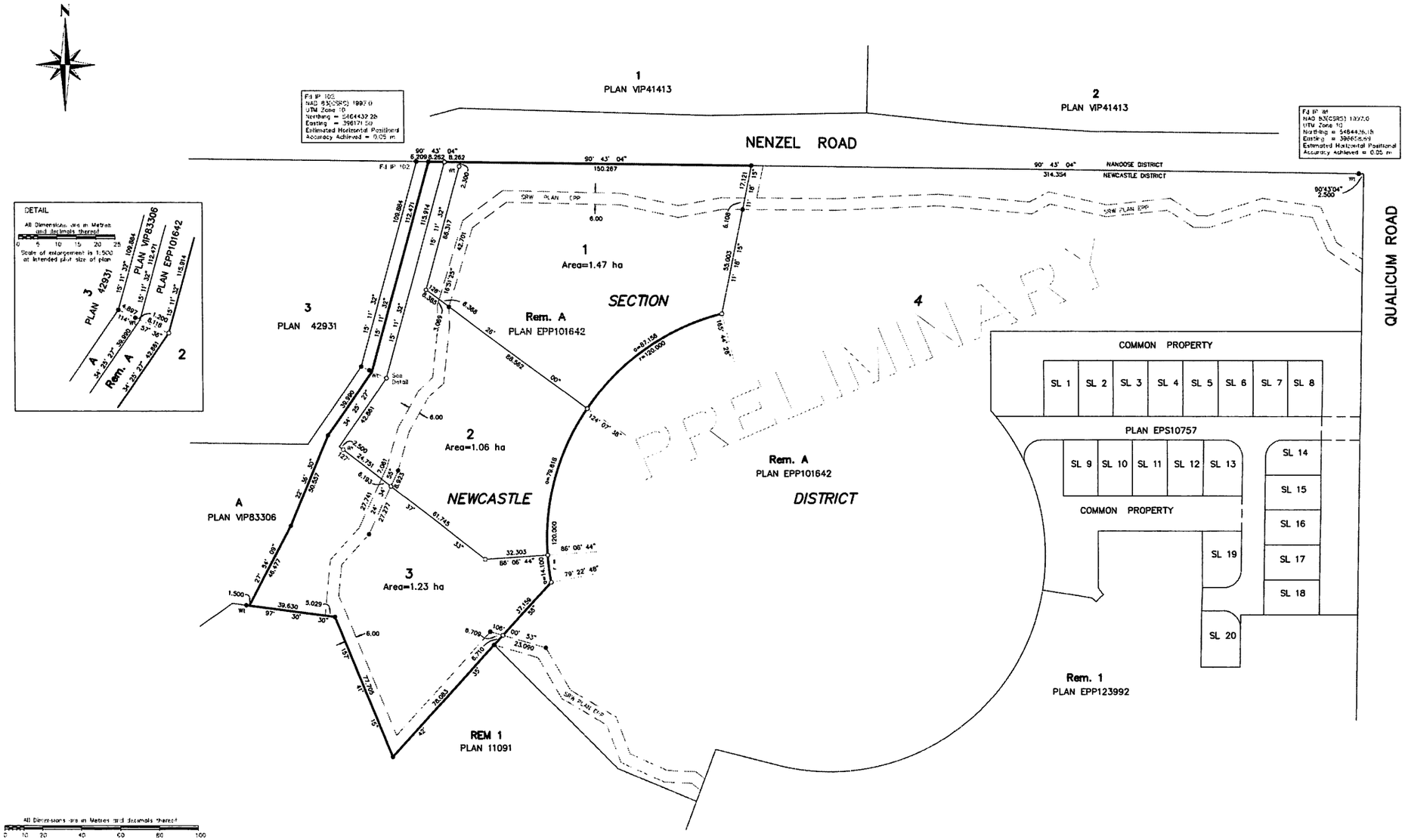
THE UTM COORDINATES AND ESTIMATED ABSOLUTE ACCURACY ACHIEVED ARE DERIVED FROM DUAL FREQUENCY GNSS TIES TO CANADIAN ACTIVE CONTROL SYSTEM POINT 957600 (NANO)

THIS PLAN SHOWS HORIZONTAL GROUND LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND LEVEL DISTANCES BY THE AVERAGE COMBINED FACTOR OF 0.999721b. THE AVERAGE COMBINED FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL ELEVATION OF 65 METRES.

THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING OFFICER FOR THE TOWN OF QUALICUM BEACH.

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF NANAIMO.

A COVENANT (2) IN THE NAME OF THE TOWN OF QUALICUM BEACH PURSUANT TO SECTION 219 OF THE LAND TITLE ACT IS A CONDITION OF APPROVAL FOR THIS SUBDIVISION



J.E. ANDERSON & ASSOCIATES
B.C. Land Surveyors & Consulting Engineers
101-166 Morison Ave, PO Box 247
Parksville, BC V9P 2G4
250-248-5755 parksville@jeanderson.com
File: 90850-508-1

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE ___ DAY OF MARCH, 2026. GUY FLETCHER, BCLS 841

ELR # WAS COMPLETED ... 2026.

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3060-2026-1405IslandHighwayWest2669

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Permit | 2669 Island Highway West**

GOVERNANCE DECISION
Council is asked to approve, require changes, or refuse a Development Permit for 2669 Island Highway West.

RECOMMENDATION
THAT Council directs staff to issue a Development Permit for 2669 Island Highway West, as described in the June 24, 2026, Planning Report to Council.

PURPOSE
For Council to consider issuance of a Development Permit for 2669 Island Highway West to allow foreshore work, specifically shoreline revetment.

BACKGROUND
A Development Permit has been requested for 2669 Island Highway West. The subject property is located on the waterfront, with Island Highway West located to the south and residential properties located to the east and west. The applicant is planning to demolish the existing buildings and build a single detached dwelling unit. As part of this project, work along the foreshore is proposed.

The subject property is designated as Ocean Flood Plain in the Hazardous Lands Development Permit Area and Marine Shoreline in the Ecological Development Permit Area. The project is anticipated to disturb land within the Development Permit Areas and therefore requires a Development Permit for the foreshore work. The proposed single-detached dwelling itself does not require a Development Permit, as it meets the minimum setback from the natural boundary and the floodplain requirements will be addressed through the building permit process, which authorizes the building official to require all necessary reports, including geotechnical and other professional reports.

Figure 1: Subject Property

DISCUSSION

The proposed work requiring a Development Permit includes construction of a gently sloping vegetated revetment to help mitigate flooding risk. This will consist of an embedded riprap core and planting of coastal riparian vegetation throughout the revetment. The design references Green Shores principles, which is preferred by the Town. Figure 2 provides details on the foreshore work.

Staff have reviewed the proposed work using the Town's Waterfront Master Plan, specifically, *Appendix A: Engineering and Environmental Framework to Evaluate Waterfront Development Concepts*. The application scored +122 out of a maximum score of +200 and a minimum score of -200. The evaluation framework used by staff is attached to this report. It should be noted that the framework is used to evaluate all projects along the foreshore, including larger foreshore work that encroaches into public lands. Given that the site is a residential parcel and the work is being proposed entirely within private property, staff recommend the Development Permit be approved.

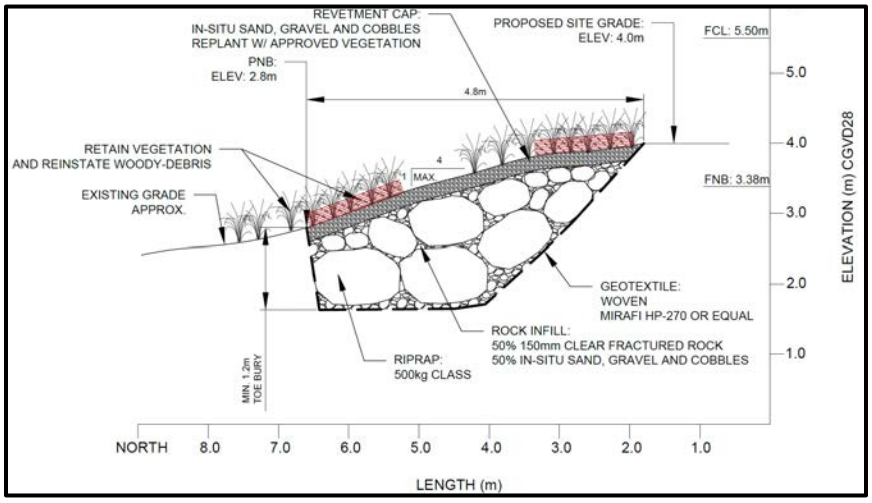


Figure 2: Proposed Foreshore Work

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

- The property owner will be notified once Council makes a 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

A Development Permit application has been submitted for 2669 Island Highway West to allow foreshore work. The subject property is within both the Hazardous Lands and Ecological Development Permit Areas, and therefore, a Development Permit is required. Staff reviewed the supporting reports and evaluated the proposal using Appendix A of the Waterfront Master Plan: *Engineering and Environmental Framework to Evaluate Waterfront Development Concepts*. The application scored +122 out of a maximum score of +200 and a minimum score of -200. Given the work that is proposed and the site constraints, staff find it acceptable to proceed with the application and recommend Council authorize the issuance of the Development Permit for 2669 Island Highway West.

ALTERNATIVE OPTIONS

1. **THAT** the Development Permit Application for 2669 Island Highway West be refused due to conflicts with the following Development Permit Area Guidelines: *[insert references to specific Hazardous Land or Ecological Development Permit Area Guidelines].*

2. **THAT** Council provides alternate direction to staff.

APPROVALS

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

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

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

REFERENCES

Attachment 1:	Submitted Plans for 2669 Island Highway West
Attachment 2:	Ecological Development Permit Area Guidelines and Hazardous Lands Development Permit Area Guidelines
Attachment 3:	Appendix A: Engineering and Environmental Framework to Evaluate Waterfront Development Concepts

File Path:
\\QB-SVR25-FILE\data\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\06 24 RCM

AQUAPARIAN
Environmental Consulting Ltd.

January 23, 2026
Rev Feb 20, 2026

Cal & Ellen Schumiatcher
475 13th Street, Suite 702
West Vancouver BC

C/O John Larson
C.A Design
156 Fern Road West
Qualicum Beach BC
V9K 1S4

Via E-mail: john@ca-design.ca

RE: ENVIRONMENTAL IMPACT ASSESSMENT
2669 ISLAND HIGHWAY WEST, QUALICUM BEACH

1.0 INTRODUCTION

Aquaparian Environmental Consulting Ltd. (Aquaparian) was retained by C.A Design to provide environmental services for the proposed residential redevelopment including house demolition / reconstruction and shoreline revetment of the property at 2669 Island Highway West in the Town of Qualicum, BC. A site location map has been included in Figure 1, and a selection of site photographs has been included in Appendix A.

The subject property is waterfront to Qualicum Beach and located in the Newcastle District of the Town of Qualicum Beach (TQB). The parcel is zoned Residential 1 (R1) and the legal description of the property is as follows:

Lot 3, District 61 Newcastle District, Plan 4088
PID 006-158-064

The waterfront property is subject to the Marine Shoreline Development Permit Area which applies to all lands within an area that extends 15m inland from the present natural boundary of the ocean and seaward to the municipal boundary (Town of Qualicum Official Community Plan Bylaw No. 800, 2018).

As understood, the existing house and secondary cabin that are inside the Marine Shoreline DPA are to be demolished and removed from the property and a new house and secondary

cabin positioned outside the 15 m DPA is to be constructed. The project is expected to disturb most, if not all, of the 15m DPA. The proposed development includes a foreshore revetment along the natural, very gently sloping, pebble-cobble beach, consisting of embedded riprap core and incorporates Green Shores principles. Coastal riparian vegetation will be planted throughout the riprap core to provide integrity with root systems as well as to restore the ecological integrity of the coastal buffer zone.

This environmental assessment report has been prepared to assess the existing site conditions of the shoreline and the potential environmental impacts of the proposed development. Environmental protection recommendations have been included in this report for construction and submission with a Development Permit Application for the proposed project to meet building permit and DPA requirements.

2.0 BACKGROUND

In preparation of this report, Aquaparian reviewed the Lewkowich Engineering Associates Ltd Geotechnical Hazard Assessment (Appendix B), the Prism Land Surveying site survey (Figure 2), the C.A. Design project plan (Figure 3), the TQB Official Community Plan and area maps, government databases and completed a site assessment on January 7, 2026.

The subject parcel is located within the Parksville-Qualicum Beach Wildlife Management Area (WMA) where conservation of estuarine and foreshore habitat used by waterfowl and fish is protected. The WMA is an area of land designated under section 4(2) of the *Wildlife Act* for the benefit of regionally to internationally significant fish and wildlife species or their habitats.

A review of the provincial *HabitatWizard* website indicates Beach Creek (watershed code 920-477000) is located approximately 362m to the west of the subject parcel and supports Coho salmon, Cutthroat trout, Prickly sculpin and Threesspine stickleback. Qualicum Beach supports all five species of salmon (Coho, Chinook, Chum, Sockeye and Pink salmon), lingcod, rockfish and various other fish populations. Out-migrating salmonid smolts are expected to utilize near-shore habitats such as habitat fronting the subject parcel.

A review of the Provincial Coastal Resource Information Management System (CRIMS) online map did not identify any recorded Herring Spawning located along the shoreline of the subject property. No known clam beds are located within the marine environment fronting the subject parcel.

The Provincial Wildlife Tree Stewardship and Great Blue Heron Atlas database and maps were reviewed for recorded heron, eagle or osprey nests near the subject property (Appendix C). No heron, eagle or osprey nests were identified within or in the vicinity of the subject property. The

Wildlife Tree Stewardship Atlas identifies the closest mapped bald eagle nest (BAEA-105-089) located approximately 408m to the southeast of the subject parcel. The Great Blue Heron Atlas identifies the closest great blue heron nest tree is located approximately 1566 m to the west of the subject parcel.

A review of the Provincial iMap database did **not** identify any mapped rare or endangered species within or adjacent to the subject property. No rare or endangered species were identified during the site assessment.

3.0 REGULATORY REVIEW AND PERMITTING

The following is a review of federal, provincial and municipal *Acts* and regulations and the identification of permitting that may be required for the proposed project.

3.1 FEDERAL LEGISLATION

Federal *Species-At-Risk Act* (SARA): The Act is a key federal government commitment to prevent wildlife species from becoming extinct and secure the necessary actions for their recovery. It provides for the legal protection of wildlife species and the conservation of their biological diversity. The *Act* includes new provisions which provide the legal protection of wildlife species and the conservation of their biological diversity on federal lands. Under SARA, it is an offense to:

- kill, harm, harass, capture, or take an individual of a species listed in Schedule 1 of SARA as endangered, threatened or extirpated;
- possess, collect, buy, sell or trade an individual of a species listed in Schedule 1 of SARA as endangered, threatened or extirpated; and,
- damage or destroy the residence (e.g. nest or den) of one or more individuals of a species listed in Schedule 1 of SARA as endangered, threatened or extirpated, if a recovery strategy has recommended the reintroduction of that extirpated species.
- Schedule 1 of SARA lists species that are legally designated as extirpated, endangered, threatened and of special concern (the prohibitions do not apply to species of special concern).

No Schedule 1 SARA listed species were identified in the project area.

Federal *Migratory Birds Convention Act, 1994*. Most species of birds in Canada are protected under this act. “Migratory birds” are defined by Article I of the Convention which names the families and sub-families of birds protected and provides some clarification of the species included. In general, birds not falling under federal jurisdiction within Canada include

grouse, quail, pheasants, ptarmigan, hawks, owls, eagles, falcons, cormorants, pelicans, crows, jays, kingfishers, and some species of blackbirds.

Federal Migratory Birds Regulations, 2022 (MBR), provides protection to migratory bird nests when they are considered to have a high conservation value for migratory birds. The MBR prohibits the damage, destruction, removal or disturbance of nests of all migratory birds when there is a live bird or viable egg, or if the nest was built by a species that is listed in Schedule 1 of the regulation. Schedule 1 lists 18 species which are protected year-round unless their nests are shown to have been abandoned for a designated period of time depending on the species. In BC there are only two Schedule 1 species; great blue herons are protected for 24 months after reporting the nest is unoccupied, and pileated woodpecker are protected for 36 months after reporting unoccupied by any migratory bird species.

Federal *Fisheries Act* Section 35: On August 28, 2019, fish and fish habitat protection provisions under the new Fisheries Act, as well as some of the regulations that support these provisions, officially came into force. The new prohibitions include the following:

- No person shall carry on any work, undertaking or activity, other than fishing, that results in the death of fish; and,
- No person shall carry on any work, undertaking or activity that results in the harmful alteration, disruption or destruction of fish habitat. The definition of harmful alteration, disruption or destruction of fish habitat (HADD) is any temporary or permanent change to fish habitat that directly or indirectly impairs the habitat's capacity to support one or more life processes of fish.

This project is not expected to result in the death of fish or the harmful alteration, disruption or destruction of fish habitat. Based on works completed on similar projects within and around the marine foreshore environment, Aquaparian does not believe this project will require a Project Review by the Fisheries and Oceans Canada (DFO).

Federal *Fisheries Act* Section 36: Environment and Climate Change Canada administer Section 36 of the *Fisheries Act*, the key pollution prevention provision, prohibiting the deposit of deleterious substances into waters frequented by fish, unless authorized by regulations under the *Fisheries Act* or other federal legislation. A deleterious substance can be any substance that, if added to any water, would degrade or alter its quality such that it could be harmful to fish, fish habitat or the use of fish by people. This regulation can be met by utilizing standard practices for working near the marine environment.

3.2 PROVINCIAL LEGISLATION

Provincial *Wildlife Act* Section 34: states that a person commits an offence if the person, except as provided by regulation, possesses, takes, injures, molests or destroys:

(a) a bird or its egg,
(b) the nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, or
(c) the nest of a bird not referred to in paragraph (b) when the nest is occupied by a bird or its egg.

- During the nesting season, development activity may 'molest' nesting birds and could result in an offense. Provincial guidelines indicate the songbird nesting season is from March 15th to August 15th of a given year. Bald eagle nesting season generally starts in January and extends until August 15th of a given year. Great blue heron nesting seasons occurs between April and May with chicks fledging the nest mid – August.

- Bird nesting assessment requirements are based on time of year for clearing and construction. If any of the trees on site are proposed for removal, Aquaparian recommends avoiding removal during the nesting season or have a nesting survey completed by a suitably qualified Biologist prior to removal.

Provincial *Heritage Conservation Act:* All archaeological sites, recorded or not, are protected under the *Heritage Conservation Act* and must not be altered or damaged without a site alteration permit from the Archaeology Branch. Given the lot's waterfront location, there is high potential for a previously unidentified archaeological site to exist on the property. If an archaeological site is encountered during development, activities must be halted and the Archaeological Branch contacted at 250-953-3334 for directions.

3.3 MUNICIPAL REGULATIONS

Municipal Development Permit Areas:
This project will require a Development Permit for work within the Town of Qualicum Marine Shoreline DPA. The DPA applies to all lands within an area that extends 15m inland from the natural boundary of the ocean and seaward to the Municipal boundary. These shoreline areas have high ecological values. Due to physical and biological characteristics and situation, they need to be carefully managed to avoid potential negative impacts of development and construction. Residential development and associated shoreline improvements or protection measures can threaten the ecological and physical integrity of the foreshore and valuable upland. (Town of Qualicum Official Community Plan Bylaw No. 800, 2018).

4.0 SITE DESCRIPTION

Aquaparian completed a site visit of the subject property on January 7, 2026, to document site conditions and potential environmental impacts of the project.

The property is a roughly square-shaped waterfront property that is 0.27 acres in size. The parcel is directly bordered by Island Highway West to the south, the Salish Sea to the north and by similar R1 properties to the east and west. In general, the terrain within the property consists of a very gentle slope (<5 degrees from horizontal) declining from Island Highway West towards the coastal foreshore to the north. The coastal foreshore consists of a natural, gently sloping gravel-cobble beach where the foreshore transitions seamlessly into a continuous slope without any shoreline bank into the intertidal zone. A strip of patchy dune grass and accumulated driftwood separates the property from the exposed gravel-cobble suggesting that the shoreline adjacent to the property is relatively stable. The site survey indicates the shoreline is currently accreting since the original property survey. The shoreline of the neighboring property to the west has a similar gentle sloping foreshore, transitioning into the marine foreshore. To the east, there is a low, vertical, concrete seawall at the shoreline topped with a wooden, split rail fence. No water courses are located within or adjacent to the subject parcel. The nearest watercourse is approximately 362m to the west of the subject parcel.

The lot is developed with a single-family house positioned seaward near the back of the parcel and a small cabin located adjacent to the main house is in the northeast corner of the property, outside of the 15m Marine Shoreline DPA. The main house is partially within the 15m Marine Shoreline DPA.

In general, soil conditions as observed within the property were consistent with published surficial geology mapping and consisted of compact sand, gravel and cobble with variable amounts of silt. The soil appeared to be well-drained, and no ponded water was observed on the site. A subsurface investigation was not included as part of the geotechnical assessment conducted by Lewkowich Engineering Associates (LEA).
The parcel is vegetated with a grass lawn and has a landscaped border along its front entrance that includes species of clematis, bamboo and rose. A manicured cedar hedge fence is located along the Island Highway West entrance to the property. A single mature shore pine is located to the east of the secondary cabin along the south property boundary. In addition, a row of cedar hedge trees is located along the eastern property line within the neighboring property parcel. The upper foreshore border consists of sparse amounts of American dune grass (*Leymus mollis*) and beach pea (*Lathyrus japonicus*) mixed non-native species foxglove (*Digitalis purpurea*), lamb's-ear (*Stachys byzantina*), shasta daisy (*Leucanthemun superbum*), culinary oregano (*Origanum spp.*) and species of garden variety brassicas. The existing condition provides little to no

functional riparian habitat being limited to the narrow band of eelgrass and lawn in the upland.

5.0 PROJECT DESCRIPTION & IMPACT ASSESSMENT

The existing home and secondary cabin are to be demolished and removed from the site, including the foundations. The Geotechnical Assessment recommended a 5.50m (CGVD28) Flood Construction Elevation (FCL) and a 15m setback from the Future Natural Boundary (FNB) of the ocean in the year 2100 for any habitable area on the property. The FNB is defined as the 3.38m CGVS28 contour line. The new house is planned to be constructed at the 15 m setback, and the secondary cabin is planned to be setback 30 m from the FNB 3.38m CGVD28. (note: to convert CGVD28 to the newer standard vertical datum CGVD2013, add 0.156m).

The required landfill will be supported along the side yard lot lines by poured in place concrete retaining walls 1.2m high founded 0.6m below grade for scour protection. A shoreline revetment is also required to support the fill consisting of a core of riprap, sloped 4H:1V over 4.8m horizontal distance to blend with the beach, topped with stripped beach materials, soil and planted with native coastal plant species following Green Shore Principals. The intent is to ensure measurable improvement to the DPA by constructing a hybrid “soft” revetment style as an alternative to traditional “shore hardening” revetments. The Green Shore Principals are intended to retain or reinstate natural features, functions and conditions of natural shoreline processes.

Based on the site plan created by Prism Land Surveying (Appendix B), the PNB is shown to be farther seaward than the titled Natural Boundary from the initial lot plan. This would suggest that the shoreline adjacent the property is currently accreting (LEA 2025). During Aquaparian’s site visit on January 7th, 2025, the northeast corner of the subject foreshore was observed to have accumulated driftwood anchored into the substrate with American dunegrass growing in between (Photo 8). An application to the surveyor general for a lot line adjustment was filed by Prism Land Surveying in 2025.

The proposed revetment design is intended to maintain the current PNB, minimize the impacts to the shoreline ecosystem from development and provide a gentle transitional surface to the shoreline matching the existing natural environment, while providing erosion protection for the subject property into the future. A shoreline planting plan is provided below with the intent of providing root systems to maintain fine shore sediments and support shoreline stability, reduce wave run-up during peak storm events and improve coastal habitat values for fish and wildlife resulting in a functional buffer to the sensitive marine shoreline. Aquaparian recommends stockpiling the existing native shoreline vegetation (Dune grass) for

use following revetment construction and adding additional driftwood into the upland foreshore planting area to pocket plant in between the driftwood (Photo 6). This method of planting will provide shelter from the exposed coastline and allow for establishment of root systems to stabilize soils. During periods of intense wave action caused by seasonal storms and the predominant northwest winds, this Green Shores method of planting will greatly reduce erosive forces along the foreshore by acting as a natural soft barrier against the effects of wave action. Organic material is also important in the intertidal zone to support microfauna and fish and other wildlife that feed on them.

As understood, the owners have signed a reciprocal agreement with the neighboring parcel owners not to plant large trees for future safety concerns and to not obstruct the view.

6.0 VEGETATION REMEDIATION PLAN

The following vegetation remediation plan includes native shrub and groundcover species within and upland of the revetment. An illustrative planting plan is included with this report as Appendix D.

6.1 Planting Plan

Band A: Surface of revetment. Plant stockpiled dunegrass mats (if salvage was possible) and/or purchased 4" plugs, beach pea and silver burweed over the ~5m wide x 22m m long (110m^2) revetment over and between voids in the rip rap. The planting medium over the rip rap should be a combination of beach material removed and stockpiled during revetment construction, sand, topsoil and seaweed (loose wrack from the HWM if available).

Band B: Upland of the revetment. Shrub border 2m wide x 22m long (44m^2). Apply a layer of topsoil (~1ft deep) to the 2m wide upland planting area. The area is to be planted with snowberry (*Syphoricarpus albus)* and nootka rose (*Rosa nutkana)* which will infill over time forming a thicket leaving a 2m wide pathway through the DPA for beach access.

Aquaparian recommends re-vegetation of the shoreline and backshore area with species and densities identified in the table below. Native plant species were selected based on suitability to the site conditions (wind, salt, soil and light conditions), erosion control and wildlife habitat values (Table 1). Overall planting density to be achieved is a minimum of one shrub per m^2, and 4 herbaceous plants 4" size per 1 m^2 (or 2 if 1-Gal size) with the goal of 100% cover within 2-3 years. If substitutions are required because of availability, Aquaparian is to be consulted to ensure the proposed substitution is appropriate for the site. The planting plan below assumes

an estimated 200 Dungrass plants can be salvaged and replanted over the revetment. If this is not possible, additional plants are to be purchased to meet the desired density. Similarly, if more than 200 plants are available for salvage, the purchased material can be reduced. If plants die off, they are to be replaced over a 2-year maintenance period. Refer to Appendix D for an illustrative planting plan.

Table 1. Restoration Area Calculation

DESCRIPTION	CALCULATION	AREA
DPA Area	22.3m wide x 15m setback	334.5m^2
Restoration Area	A) 5m x 22. (110m^2) – 4m^2 for path = 106m^2 B) 2m x 22m (44 m^2) – 2m^2 for path =42m^2	106m^2 42m^2 **148m^2**

Table 2. Planting Plan

COMMON NAME	SCIENTIFIC NAME	SPACING	SIZE	NO.	COST PER	TOTAL
A) Shoreline band: 106m^2 x 4/m^2 = 424 plants – 200 salvaged dunegrass = 224 purchased plants						
Dunegrass	*Elymus mollis*	0.25 m^2	Plug Salvaged	100 200	$6.50 0	$650 0
Silver burweed	*Ambrosia chamissonis*	0.25 m^2	10 cm	50	$6.50	$325
Beach pea	*Lathyrus japonicus*	0.5 m^2	1 Gallon	25	$12.75	$ 318.75
B) Backshore band: 42m^2 x 1/m^2 = 42 plants						
Nootka rose	*Rosa nutkana*	1 m^2	1 Gallon	21	$12.75	$267.75
Snowberry	*Symphoricarpos albus*	1 m^2	1 Gallon	21	$12.75	$267.75
TOTAL				**417**		**$1829.25**

***Note: Cost estimates are for planning purposes only and based on the Streamside Native Plants Wholesale Price Guides. Prices may vary depending on the supplier.**

6.2 PLANT SOURCES

Streamside Native Plants
7455 Island Highway West, Bowser, BC V0R 1G0
250-757-9999
streamsidenativeplants.com
E-mail: orderdesk@streamsidenativeplants.com

Green Thumb Nurseries
6261 Hammond Bay Road
Nanaimo BC V9T 5M4
250-758-0808
greenthumbwholesale.com
E-mail: grnthumb@shaw.ca

Naturally Grown Native Plant Nursery
SHELL BEACH Road, Ladysmith
250-668-7859
naturallygrownplants.ca
E-mail: info@naturallygrownplants.ca

6.3 COST ESTIMATE

The Town of Qualicum may require an assurance bond to be posted for the cost of the proposed planting plan to ensure the restoration is carried out as proposed. The standard calculation to include labour is roughly equal to cost of the plants; the labour cost will vary depending on the landscape company retained for the project. For a more accurate bond calculation, Aquaparian recommends obtaining quotes for labour and materials from a landscaping company. For release of the bond, a completion report is typically required following planting to release a portion of the bond with a second inspection report to document survival success submitted after the end of the maintenance period. Aquaparian will be available upon request to provide this completion report.

A layer of topsoil (approximately 13 cubic meters 30cm deep) will be required for the backshore planting area B, and the planting area should be covered with a layer of organic composted mulch (5cm deep) which is estimated to require approximately 3 cubic yards of mulch. The recommended mulch for native plantings is 50% composted large organic woody debris and 50% organic composted soils. The cost will vary by the supplier but a conservative estimate of $40/m^3$. has been used in the calculation. (mulch calculator Mulch Calculator).

BOND CALCULATION:

Plants	$1829.25 (not including delivery fee)
Topsoil	$528
Mulch	$88
Bone meal	$40
Labour	$2000
Bond Estimate	**$4485.25**

6.4 INSTALLATION & MAINTENANCE RECOMMENDATIONS

- Remove all invasive species identified including the roots from the DPA.

- During excavation, carefully dig up the dune grass along the shoreline using an excavator to get as much root as possible and set aside for replanting after construction. Plants can be separated during replanting.

- Install vegetation either in the fall (October) or early spring following the installation of the revetment and backfill and must be maintained and irrigated as necessary through at least two summer seasons to optimize plant survival. A temporary irrigation system should be installed within the upland revegetation area.

- For Area A, a mixture of sand and topsoil is to be added over the top of the revetment in preparation for planting coastal groundcover species (dunegrass, silver burweed and beach pea).

- For Area B, a layer of topsoil (~30cm deep) is to be added to the shrub backshore planting area. Plant shrubs with topsoil and a handful of bone meal mixed into the planting hole to reduce transplant shock. After planting, overlay the topsoil with 5 cm of organic composted bark mulch to prevent moisture loss and soil erosion. Leave a gap around each plant.

- Plant 2 trees anywhere within Area B DPA at least 5 m from any buildings or structures. One to each side is suggested. Pocket plant trees with topsoil and a handful of bonemeal mixed into the planting hole.

- Overall density should be a minimum of four dune grass, silver burweed and beach pea per m^2 in Area A and one shrub per m^2 in Area B. Plant placement should mimic a natural growth pattern i.e. clusters of same species. Spread dunegrass and silver burweed over the revetment face and plant beach pea intermittently throughout the area; these species are adapted to a sand substrate and adaptable to tolerate sea spray.

- A 2 m wide footpath is permitted to access the beach and must be permeable (e.g. bark mulch, gravel, sand, soil, etc.).

- Water plantings immediately and as necessary until established. Planting in cool wet weather will reduce transplant shock and allow the plants to establish root systems without drought stress.

- Every year the site will need to be inspected for invasive species growth and dead plants. Invasives are to be removed as often as necessary and dead plants are to be replaced until 100% cover is achieved.

- A maintenance period of 2 years is recommended to determine planting success. Natural infill is expected to occur from the selected species.

7.0 ENVIRONMENTAL PROTECTION MEASURES

Environmental protection measures are to be in place prior to excavation and construction activities. Site runoff management and spill prevention contained in this report should be reviewed with the construction crew prior to the start of the project.

The following general environmental protection measures are provided for the proposed construction phase of the project including demolition / removal of the existing house and building structures, vegetation removal, land alteration (excavations, installation of fill material, grading), new house construction and landscaping. Additional measures may be warranted depending on finalized development plans and construction timing. A more detailed Environmental Protection Plan has been provided as a separate document to be given to the construction contractor.

- The shoreline restoration area is to be considered a no development area after restoration work is complete. The boundary is to be visually identified (with a permanent fence or other visual boundary suitable for landscaping) to prevent future encroachment or impacts from mowing. The remainder of the 15m DPA will be lawn.

- Prior to construction, install a silt fence along the toe of the revetment to prevent sedimentation onto the foreshore if heavy rain occurs during construction.

- Complete excavation and construction activities during periods of low tide and dry weather or minimal rain forecast. No revetment works are to occur during high tide conditions. Ensure no impacts to the foreshore (no equipment of heavy machinery on the beach, no spills or release of sediments or deleterious substances to the marine environment is to be allowed).

- Environmental monitoring on a part-time basis is recommended for the construction phase of the project to ensure sediment and erosion control measures are in place and function effectively to prevent sedimentation beyond the top of bank of the shoreline revetment.

- All heavy equipment should be clean and free of leaks, have a fully stocked spill kit on board and should use biodegradable hydraulic fuels (e.g. Clarity Hydraulic Oil). All work will be completed from the upland, and no heavy machinery will be required to access the beach to perform minor repairs to the revetment. No fuel tanks or hydrocarbon-based chemicals, lubricants to be allowed within 15m of the PNB.

- Any spills in the marine environment are to be immediately cleaned-up and reported to the Ministry of Emergency Management and Climate Readiness **EMCR (1-800-663-3456)** and to the Environmental Monitor for guidance.

- If soil is temporarily stockpiled on site, it will require protection from stormwater exposure. Either temporarily put the soil in a dump truck, or place soils on a sheet of poly and cover with a tarp or sheet of poly or temporarily take off site.

- Stabilize disturbed soils as soon as possible with gravel, mulch, grass seed and/or a layer of straw.

- Avoid tracking sediments onto roadways. Sweep up any tracked sediments.

- All fill brought to the site is to be clean i.e. free of hazardous contaminants and free of invasive weeds or seeds.

- Concrete works for the side yard retaining walls and house foundation should be completed during dry periods with no precipitation in the forecast for at least 72 hours. Do not wash concrete tools or allow any concrete or concrete runoff water to enter the DPA.

- Do not stockpile waste materials on site – remove as soon as possible.

- Archaeological sites, both recorded and unrecorded, are protected under the Heritage Conservation Act. If an archaeological find is encountered during construction, activities must be halted and the BC Archaeological Branch contacted at 250-953-3334 for directions.

8.0 CONCLUSION

The waterfront property at 2669 Island Highway West is subject to the Town of Qualicum Marine Shoreline Development Permit Area. The property is to be re-developed for residential use. As understood, the proposed shoreline revetment will be constructed with a riprap core covered by finer material at a 4H:1V slope down to the present natural

boundary. The revetment will incorporate Green Shores principles and will include a plantable surface and transitions gently to the shoreline.

Potential negative impacts to the environment caused by the implementation of this work include temporary soil disturbance due to upland construction and the risk of deleterious substances entering the marine environment. If all mitigation measures are implemented as recommended in this report, the risk of negative impacts to foreshore habitat will be minimized and the shoreline habitat will be improved over existing conditions.

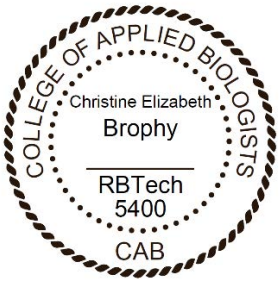
9.0 CLOSURE

This report has been based on a site assessment, past project experience and in accordance with generally accepted biological practices. No other warranty is made, either expressed or implied. Aquaparian trusts that the information provided in this report meets your requirements. Any questions regarding information provided in this document, please contact the undersigned at (250) 591-2258.

Sincerely,

AQUAPARIAN ENVIRONMENTAL CONSULTING LTD.

Prepared by:



Christine Brophy R.B.Tech
Registered Biologist Technologist

Reviewed/Revised by:

Sarah Bonar B.Sc., R.P.Bio
Senior Biologist / Principal

https://netorg5387218.sharepoint.com/sites/Shared/Shared Documents/Documents/Projects/Projects/N1367 2669 Island Highway Qualicum Shoreline/EIA & EPP Reports/EIA Report.docx

10.0 REFERENCES

BC Coastal Resource Information Management System (CRIMS).
https://maps.gov.bc.ca/ess/hm/crims/

BC Conservation Data Centre. BC Species and Ecosystem Explorer Search Results.
http://srmapps.gov.bc.ca/apps/eswp/

BC Ministry of Environment. Habitat Wizard Database:
http://webmaps.gov.bc.ca/imf5/imf.jsp?site=moe_habwiz

BC Conservation Data Centre. Ecosystem Explorer. Species Summary.
http://a100.gov.bc.ca/pub/eswp/speciesSummary.do?id=17518

Canadian Wildlife Service, Species at Risk database:
http://www.sis.ec.gc.ca/ec_species/

District of Lantzville Official Community Plan, Bylaw No. 150, 2019:
https://www.lantzville.ca/cms/wpattachments/wpID724atID4801.pdf

Great Blue Heron Atlas:
https://cmnmaps.ca/gbhe_gomap/

Lewkowich Engineering Associates Ltd. February 13, 2025. Geotechnical Hazard Assessment – Proposed Single Family Residencial Development – 8028 Lantzville Road, Lantzville, BC.

Wildlife Tree Stewardship (WITS) Atlas:
http://www.cmnmaps.ca/wits/

FIGURE 1

SITE LOCATION MAP

2669 Island Highway West, Qualicum Beach, BC
Site Location Map

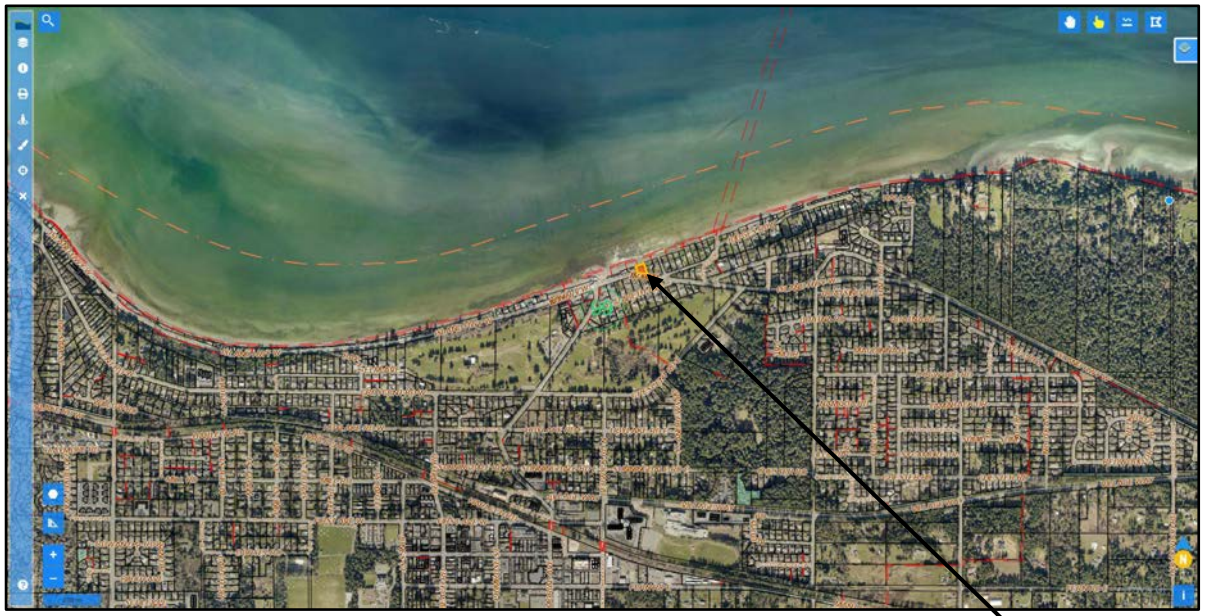


FIGURE 2

SITE PLAN

PRISM LAND SURVEYING

FIGURE 2
SITE PLAN
PRISM LAND SURVEYING

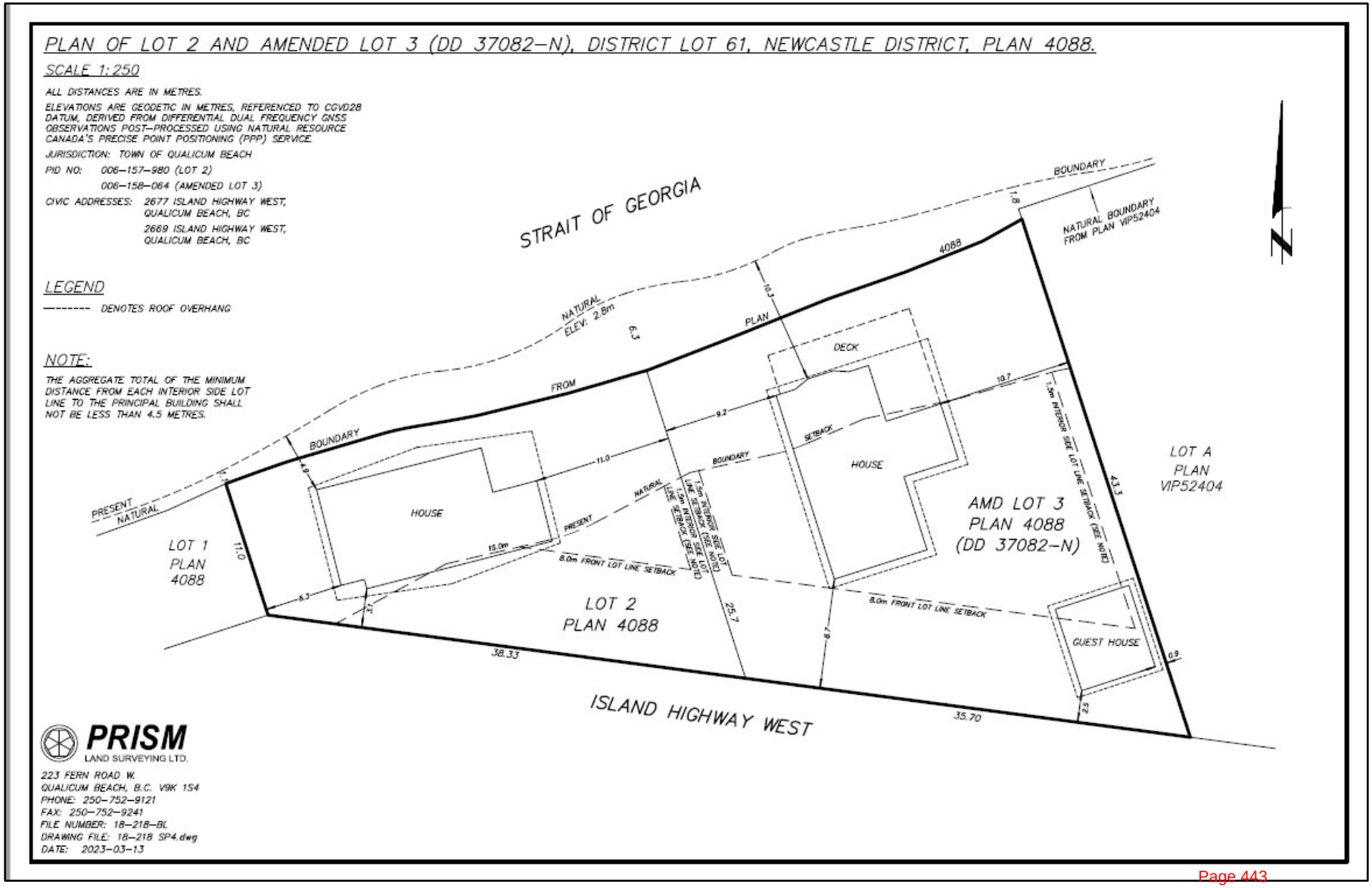
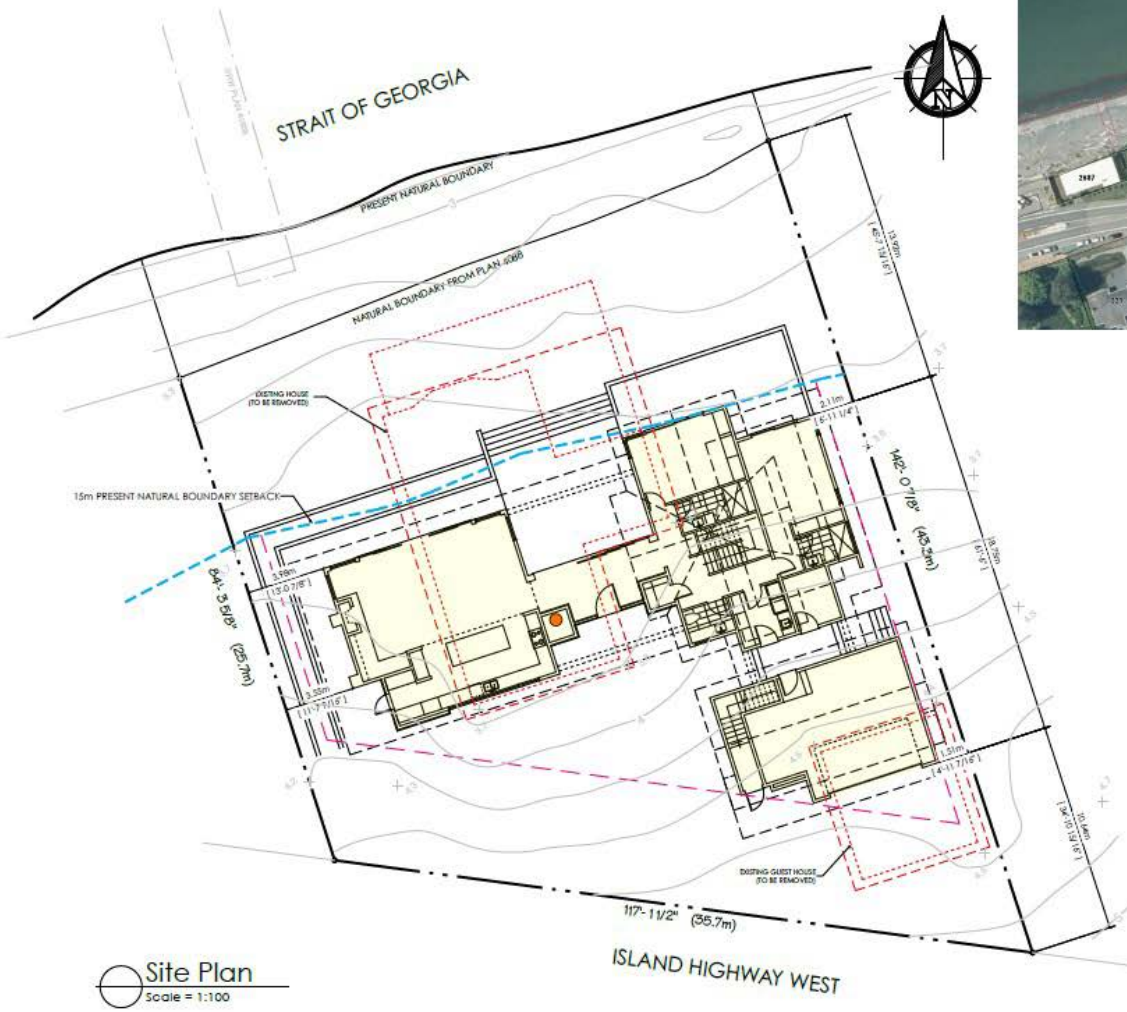


FIGURE 3

PROJECT DESIGN PLAN

C.A. DESIGN

Figure 3
Project Design Plan
C.A. Design



Site Plan
Scale = 1:100

CONTEXT MAP
SCALE: NTS

Site Data

LEGAL DESCRIPTION:
AM L 3 (DD 37082-N)
DISTRICT LOT 61, NEWCASTLE DISTRICT
PL 4088

CIVIC ADDRESS:
2669 ISLAND HIGHWAY, QUALICUM BEACH, B.C.

ZONING:
TOWN OF QUALICUM BEACH - R1
ZONING DETAILS:
REQUIRED SETBACKS:
FRONT = 6.0m
INT. SIDE = 1.5m
REAR = 6.0m

MAX. PARCEL COVERAGE = 55%

MAX. DWELLING UNIT HEIGHT = 9.0m (29'-6 5/16")

SITE AREA: 1252 sq. m (13,483 sq. ft.)
Measured to Present Natural Boundary (PNB)

PARCEL COVERAGE: 318.5 sq.m (3,428 sq. ft.) 25.4%

---------- MIN. REQUIRED BUILDING SETBACKS
— · — PROPERTY LINE

SITE DIMENSIONS AND DETAILS TO BE CONFIRMED BY CERTIFIED B.C. LAND SURVEYOR UNLESS OTHERWISE APPROVED BY LOCAL AUTHORITIES
F.F.E. AND RETAINING TO BE ESTABLISHED BY BUILDER AND CONFIRMED WITH OWNER

C.A. DESIGN

Revisions:

Notes:

Disclaimer:

Consultants

PRELIMINARY NOT FOR CONSTRUCTION

Project Title
SHUMIATCHER RESIDENCE
2669 ISLAND HIGHWAY
QUALICUM BEACH, B.C.

Client
Cal & Ellen Shumiatcher
2669 Island Highway
Qualicum Beach, B.C.

Sheet Title
SITE PLAN

Drawn	J.L.L.P.
Checked	J.L.L.P.
Date	9.14.25
Scale	1:100

A-1

APPENDIX A

SITE PHOTOGRAPHS

2669 Island Highway West
January 2026
Photo Sheet 1

Photo 1. Looking south from marine foreshore towards the subject property

Photo 2. Looking north towards main house and secondary cabin

Photo Sheet 2

Photo 3 & 4. Looking east and west along the proposed area for the proposed shoreline revetment

Photo 5. Looking south and north along the 15m Marine Shoreline DPA

Photo Sheet 3

Photo 6. Showing native species American dune grass (*Leymus mollis*) band along the northern property boundary. This species is to be retained and transplanted into planting area A as per the planting plan

Photo 7. Showing existing vegetation fronting the marine foreshore

Photo 8. Showing accretion zone along the northeast boundary of subject property

APPENDIX B

GEOTECHNICAL HAZARD ASSESSMENT

LEWKOWICH ENGINEERING ASSOCIATES LTD.

LEGEND

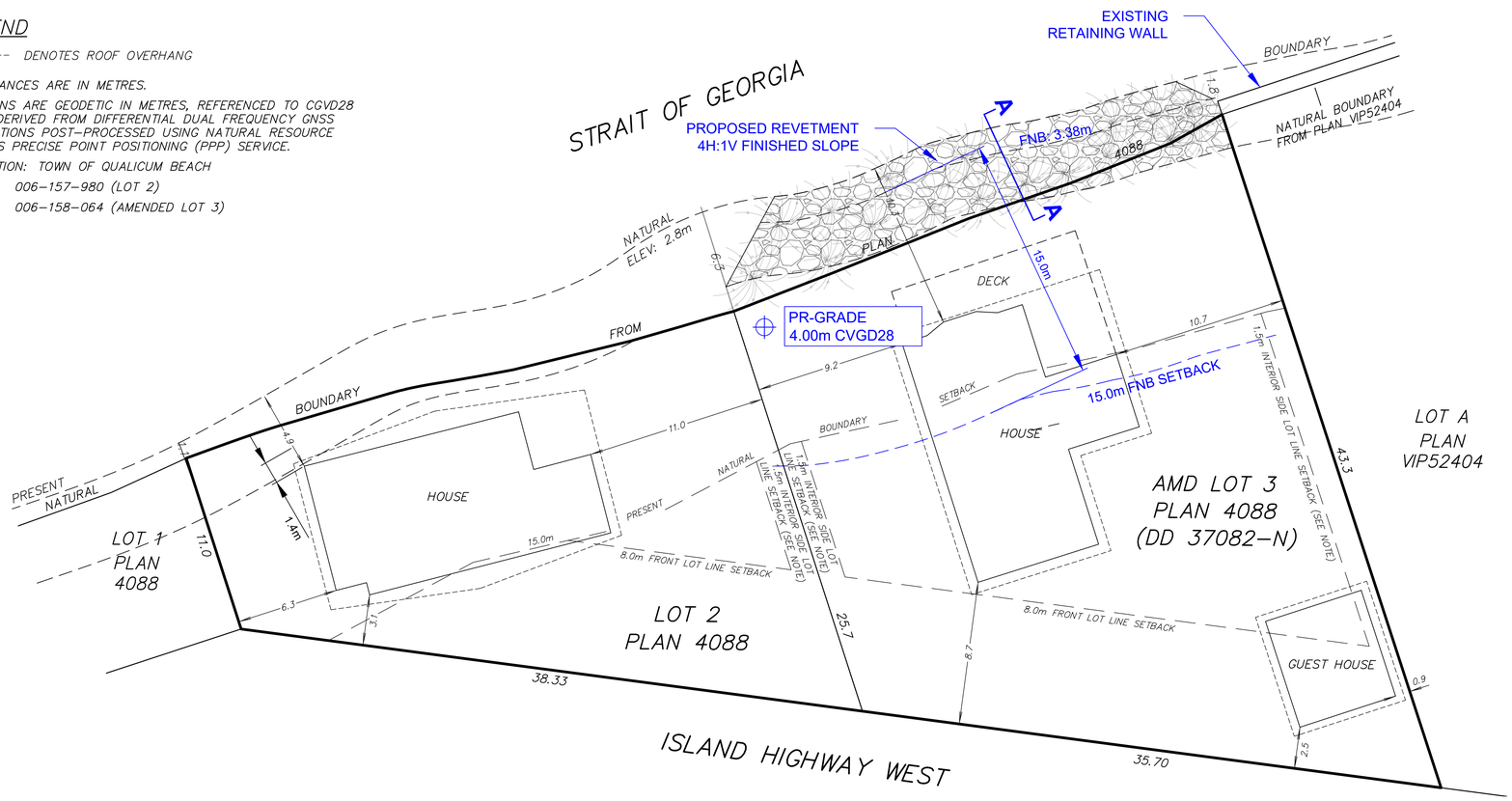
-------- DENOTES ROOF OVERHANG

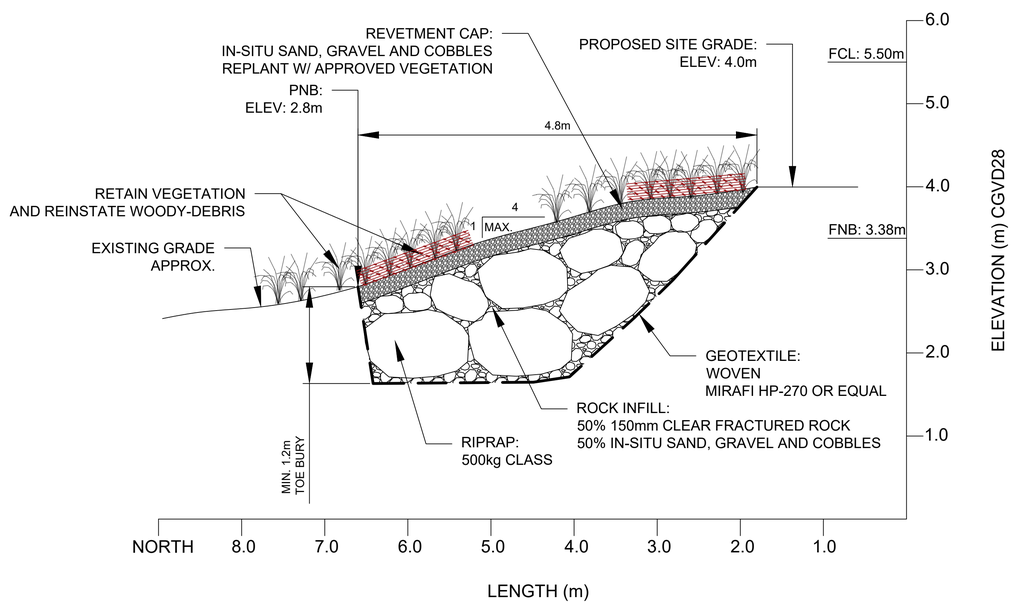
ALL DISTANCES ARE IN METRES.

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

JURISDICTION: TOWN OF QUALICUM BEACH

PID NO: 006-157-980 (LOT 2)
006-158-064 (AMENDED LOT 3)





CONSTRUCTION NOTES:

1. EXCAVATE MIN. 1.2m DEEP TOE TRENCH.
2. PLACE GEOTEXTILE ON THE BOTTOM OF EXCAVATION AND UP THE BANK (SEE ADDITIONAL GEOTEXTILE NOTES BELOW).
3. PLACE LARGEST ROCKS ALONG THE TOE WITH REMAINDER DISTRIBUTED EVENLY THROUGHOUT THE MASS, INTERLOCK AS TIGHT AS POSSIBLE.
4. ROCKS ARE GENERALLY PLACED FROM THE BASE OF SLOPE TO THE TOP AS A WELL-GRADED MASS WITH MINIMUM VOIDS TO THE REQUIRED THICKNESS. CLUSTERS OF SMALL OR LARGE ROCKS SHOULD BE AVOIDED.
5. PLACE COMBINATION OF SMALLER 150mm MINUS SIZED ROCKS AND IN-SITU SAND AND GRAVEL TO FILL LARGER VOIDS.
6. PLACE EXCAVATED BEACH SANDS AND GRAVELS TO FILL REMAINING SMALLER VOIDS AND CAP REVETMENT.
7. TIE IN BOTH ENDS OF REVETMENT TO EXISTING GROUND IN SMOOTH TRANSITION.

GEOTEXTILE NOTES:

1. WOVEN GEOTEXTILE: MIRAFI HP-270 OR APPROVED EQUAL.
2. ENSURE THE WOVEN GEOTEXTILE EXTENDS THROUGH THE TOE OF REVETMENT.
3. THE WOVEN GEOTEXTILE SHOULD HAVE MIN. OVERLAPS OF 300mm. SECURING PINS CAN BE PLACED AT REGULAR INTERVALS TO HOLD THE GEOTEXTILE IN PLACE DURING ROCK INSTALLATION. FOLDS CAN BE LEFT IN THE SHEETS TO PREVENT STRETCHING AND TENSION.
4. AVOID PUNCTURE OR DAMAGE OF GEOTEXTILE DURING ROCK PLACEMENT.

RIP-RAP SPECIFICATIONS:

1. ROCK SHAPE SHOULD BE EQUI-DIMENSIONAL, BLOCKY, ANGULAR OR SUB-ANGULAR, WITH SHARP CLEAN EDGES AND FLAT FACES.
2. ROCK QUALITY SHOULD BE STRONG, HOMOGENOUS, SOLID, NON-WEATHERED PIECES.
3. ROCK SHOULD BE CLEAN (NO CLAY, SILT OR ORGANIC MATERIAL THAT COULD POTENTIALLY DEGRADE THE AQUATIC HABITAT).
4. ROCK GRADATION SHALL BE CLASS 500kg RIP-RAP (AVERAGE DIMENSION (D50) 715mm).

REQUIRED INSPECTIONS FOLLOWING:

1. EXCAVATION 2. GEOTEXTILE PLACEMENT 3. FIRST LAYER OF ROCK 4. SECOND LAYER OF ROCK 5. COMPLETION

GREEN SHORES NOTES:

1. THE DESIGN IS INTENDED TO PROTECT THE SUBJECT PROPERTY AND MAINTAIN THE CURRENT NATURAL BOUNDARY WHILE MINIMIZING IMPACTS TO THE SHORELINE ECOSYSTEM BY FOLLOWING GREEN SHORES GUIDING PRINCIPLES WHICH INCLUDE:

1.1. PROVIDING A GENTLE/PLANTABLE TRANSITION SURFACE TO THE SHORELINE, WHILE UTILIZING EXISTING IN-SITU BEACH MATERIAL (SAND AND GRAVEL, LOGS, AND NATIVE VEGETATION) AS A CAPPING MATERIAL OVER A STABLE RIPRAP CORE. MATCHING THE EXISTING NATURAL ENVIRONMENT WHILE PROVIDING EROSION PROTECTION FOR THE SUBJECT PROPERTY.

ANY CHANGES TO THE DESIGN MUST BE APPROVED BY THE DESIGN ENGINEER.

REV No.	DATE	BY	P.Eng.	REVISION DESCRIPTION
01	2025-08-19	LC	JS	PRELIMINARY - FOR DISCUSSION

LEGEND

DRAWING TITLE: FORESHORE REVETMENT

PROJECT NAME: 2669 ISLAND HIGHWAY WEST QUALICUM BEACH

LEGAL DESCRIPTION: LOT 2 AND AMENDED LOT 3 (DD 37082-N), DISTRICT LOT 61 NEWCASTLE DISTRICT, PLAN 4088

ENGINEER'S SEAL

EGBC PERMIT TO PRACTICE No. 1001802

PLOT DATE	DRAWN BY
2025-08-19	LC
REVIEWED BY	SCALE
JS	AS NOTED
PROJECT No.	DRAWING No.
E2818	E2818-01

Lewkowich Engineering Associates Ltd.

Site Plan
Scale = 1:100

2 / A-1 CONTEXT MAP
SCALE: NTS

Site Data

LEGAL DESCRIPTION:
AM L 3 (DD 37082-N)
DISTRICT LOT 61, NEWCASTLE DISTRICT
PL 4088

CIVIC ADDRESS:
2669 ISLAND HIGHWAY, QUALICUM BEACH, B.C.

ZONING:
TOWN OF QUALICUM BEACH - R1
ZONING DETAILS:
REQUIRED SETBACKS:
FRONT = 6.0m
INT. SIDE = 1.5m
REAR = 6.0m

MAX. PARCEL COVERAGE = 55%

MAX. DWELLING UNIT HEIGHT = 9.0m (29'-6 5/16")

SITE AREA: 1252 sq. m (13,483 sq. ft.)
Measured to Present Natural Boundary (PNB)

PARCEL COVERAGE: 318.5 sq.m (3,428 sq. ft.) 25.4%

MIN. REQUIRED BUILDING SETBACKS

PROPERTY LINE

SITE DIMENSIONS AND DETAILS TO BE CONFIRMED BY CERTIFIED B.C. LAND SURVEYOR UNLESS OTHERWISE APPROVED BY LOCAL AUTHORITIES

F.F.E. AND RETAINING TO BE ESTABLISHED BY BUILDER AND CONFIRMED WITH OWNER

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 - Fern Road West, Qualicum Beach, V9K 1S4

ISSUED FOR REVIEW
11.17.25

Revisions:

Notes:

-Exterior walls: 2 x 6
Interior Walls: 2 x 4 - unless otherwise noted.

-Exterior dimensions are to the outside of exterior sheathing.

-It is the responsibility of the builder to check and verify all dimensions and details before proceeding with construction and report any discrepancies . Do not scale drawings.

-Required structural design including seismic is to be performed by a certified structural engineer.

-Foundation is to be certified by a structural engineer unless otherwise approved by local authorities.

-Roof truss design and details to be reviewed by a structural engineer unless otherwise approved by local authorities.

-Builder must verify with owner all rough opening sizes for windows and doors.

-All work shall comply with the current edition of the B.C. Building Code and shall meet with Local Standards and those having jurisdiction.

Disclosure:

This drawing as an instrument of service is the exclusive property of C.A. Design and may not be used in any way without the prior written permission of this office. The reproduction of this plan in part or whole is prohibited.

Consultants

PRELIMINARY
NOT FOR CONSTRUCTION

Project Title
SHUMIATCHER RESIDENCE
2669 ISLAND HIGHWAY
QUALICUM BEACH, B.C.

Client
Cal & Ellen Shumiatcher
2669 Island Highway
Qualicum Beach, B.C.

Sheet Title
SITE PLAN

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	11.14.25
Scale	1:100

Sheet #
A-1

Attachment 2

SECTION 1

Ecological Greenway Development Permit Area Guidelines

Contents

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Justification & Objectives

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area. Such concerns can cover:

a) protection of the natural environment, its ecosystems and biological diversity;

This section provides the guidelines in place to protect the natural environment and environmentally sensitive areas within the Town of Qualicum Beach.

Types of Environmentally Sensitive Areas

As per the *Town of Qualicum Beach 2025 Official Community Plan* there are three types of Environmentally Sensitive Areas which must be protected through obtaining a Development Permit prior to development:

- Aquatic Habitat Greenways
- Upland Habitat Greenways
- Marine Shorelines

Details of the requirements of an applicant to obtain a development permit for each of these types of Ecological Development Permit Areas are described in the following sections.

Actions Requiring an Ecological Development Permit

Other than excluded in "Actions Exempt from Requiring an Ecological Greenway Development Permit", no alteration of land or vegetation within or adjacent to the Aquatic Habitat, Upland Habitat, or Marine Shoreline Development Permit Areas shall be undertaken:

a) without a permit issued pursuant to this bylaw; or
b) contrary to the terms of a permit issued pursuant to this bylaw.

An owner that wishes to take action that alters land or vegetation within an Ecological Greenway Development Permit Area that is not exempt under "Actions Exempt from Requiring an Ecological Greenway Development Permit" section must first obtain a Development Permit and may require supporting documentation such as site layout, topographic features, habitat information and development plans as deemed necessary by the Town.

Actions Exempt from Requiring an Ecological Development Permit

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

- Farm practices protected by the Farm Practices Protection (Right to Farm) Act.
- Regular landscape maintenance of existing manicured landscape, including existing golf course landscaping and pruning of native vegetation. This includes the pruning of limbs up to 10cm in diameter for view corridors in accordance with the Tree Pruning Guidelines provided that all cut trees and branches are disposed of in a way that is not detrimental to the stability of the slope, e.g. cut trees and branches must not be left on sloping terrain.
- Planting and maintenance of new landscape or habitat enhancements which follow the Naturescape Guidelines, including both native and ornamental trees and shrubs.
- Trail or viewpoint construction, when such construction removes no trees, and when it impacts the vegetation of less than 5% of the greenway corridor on the parcel, and the surfacing is pervious (e.g. soil, gravel, mulch or spaced wood deck).
- Tree removal within the following maximums per calendar year, other than significant trees, provided that for each removed tree at least one replacement tree is installed, in accordance with the requirements for habitat landscape:
  - In all aquatic habitat greenways – only hazard trees may be removed;
  - In upland habitat greenways:
    - on parcels smaller than 1 Ha – only hazard trees may be removed;
    - on parcels 1 Ha or larger – hazard trees plus up to 3 other trees may be removed;
- A significant tree may not be removed without a permit. Significant tree means a tree identified by one of the following criteria:
  - A veteran or older growth tree in excess of 100 years old;
  - A wildlife tree, meaning a tree that supports eagle roosting or nesting, heron rookeries, cavity dwellers or red- or blue-listed species;
  - A Garry Oak, Arbutus or Pacific Dogwood tree.
- Management of invasive, non-native plants such as Himalayan Blackberry, Scotch Broom or Purple Loosestrife.
- Removal of Alder as a part of a vegetation management scheme to promote establishment of other long-living native trees.
- Subdivision of land or construction of a building or other structure or the structural alteration of, or addition to, an existing building or other structure where the Subdivision

Approving Officer or the Building Inspector, pursuant to Section 56 of the Community Charter, can require the owner of land to provide the Building Inspector or Subdivision Approving Officer with a report certified by a qualified professional that the land may be used safely for the use intended and that the activity complies with all the requirements of all applicable Development Permit Areas.

Disputable Exemptions

In cases where exemption from an Ecological Greenway Development Permit is unclear, or where the terms of the bylaw or a permit are not being met, the Town's Bylaw Enforcement Officer or Building Inspector may issue a stop work order and require the applicant to submit a letter from a certified arborist containing sufficient information to clarify the intent of the bylaw.

Partial Relaxation of Related Land Use Regulations

Conditions for relaxation of other bylaws applying to the parcel include:

1) Where the *aquatic habitat or upland habitat greenway* comprises up to 25% of the parcel area prior to any voluntary leave area dedication, no relaxation applies.

2) Where the *aquatic habitat or upland habitat greenway* is 25% or more of the parcel area prior to any voluntary leave area dedication setbacks may be varied up to the following maximum amounts:

a) rear yard setback will be reduced by up to 50%;

b) front yard setback will be reduced by up to 25%.

3) Where, prior to any voluntary leave area dedication, the permitted use would not be allowed on an existing parcel due to the *ecological greenway* size, the greenway area may be varied the minimum amount necessary to allow the use, but in no case shall the maximum allowable density of the site prior to any voluntary dedication of leave area be exceeded.

4) The partial relaxation of related land use regulations applies only to parcels existing at the date of adoption of this bylaw. New parcels shall be configured to allow the permitted land use without relaxation.

General Guidelines

- ✓ In this development permit, the Ecological Greenway Diagrams, Definitions, and References apply.
- ✓ The *aquatic habitat greenway* or *upland habitat greenway* shall be conserved in a vegetated state, free of development of *structure*s or *paving*.
- ✓ In all *ecological greenways*, natural or planted vegetation shall be maintained.
- ✓ Management of Streamside Protection and Enhancement Areas (SPEAs) in aquatic habitat greenways shall be in accordance with the Riparian Areas Protection Regulation. If the provisions of the Riparian Areas Protection Regulation and this bylaw conflict, the provisions of the Riparian Areas Protection Regulation shall apply to actions within SPEAs.
- ✓ In Aquatic or Upland Greenway areas outside SPEAs that fall within Ecological Development Permit Areas, the guidelines in this bylaw shall apply.
- ✓ Owners are encouraged to enhance vegetation in greenways in accordance with the Habitat Landscape Guidelines in this section.
- ✓ Further guidelines for each type of environmentally sensitive area are provided in this section.

Habitat Landscape Guidelines

- ✓ Habitat landscape shall be one of two types:

Type A: Existing native trees and ground cover, of sufficient density to provide shady conditions to watercourses and upland greenway areas. Selectively prune or remove hazardous trees only if necessary to protect a high-risk target, but leave wildlife snags if safe. Supplement existing trees and ground cover with planted stock to all bare or thin areas to meet the requirements of type B habitat landscape.

Type B: Planted stock as necessary to landscape all bare or thin areas. Planted stock shall be selected to suit the soil, light and groundwater conditions of the site:

i) species shall be native to the area, or other species selected for fish and wildlife habitat values;

ii) replacement trees shall be planted at an average spacing of 6m on centre or closer throughout the habitat landscape, and shall be a minimum of 2m height for conifers and 3 cm caliper for deciduous trees at time of planting;

iii) a shrub layer shall be provided for a minimum of 50% of the area of the habitat landscape. Within shrub areas, shrubs shall be provided at a minimum average density of 1.0m on centre and shall be a minimum of #1 pot size at time of planting;

iv) ground cover may be substituted for shrubs. If used, ground cover shall be one of brush layering on 2:1 or steeper slopes at 1.0m vertical on centre between layers or closer spacing, or planted ground cover at maximum average spacing of 0.5m, with ground cover plants a minimum 10 cm pot size at time of planting;

v) areas not covered by shrubs or trees shall be seeded to a grass or legume or planted with native herbaceous ground cover.

- ✓ Required habitat landscape shall be continuous, broken only by public walkways and road crossings, with utilities underground. Habitat landscape required under this bylaw shall not be supplanted by continuous roadway or walkway access.

- ✓ The retention of native trees and ground cover is preferred.

- ✓ The maximum sloping terrain in any planted habitat landscape shall be 33% slope. Steeper grades may be considered if a report from a professional engineer with experience in geotechnical engineering is submitted, and the conditions in the report are followed during construction.

- ✓ All habitat landscape required by this bylaw shall be protected from intrusion by motor vehicles with a continuous concrete curb, if parking areas abut the habitat landscape.

- ✓ All landscape construction required by this Bylaw shall be maintained by the Owner to the 'background' maintenance level in the British Columbia Landscape Standard, at a minimum, for a period of 1 year from the date of substantial performance of the landscape work. Plant materials not in a healthy growing condition during the maintenance period will be replaced within 4 months of their rejection, in the next regular planting season.

Marine Shorelines Development Permit Area Guidelines

Introduction

Marine Shoreline DP Area protects ecological and physical integrity of the foreshore while permitting public access.

These are referred to collectively as ecological greenways in the development permit guidelines.

The Ecological Greenway Map shows the following:

> **green or aqua-coloured areas** - representing graphically the approximate extent of the proposed ecological greenways, which are to remain free of development other than as permitted in this bylaw. For the purpose of partial relaxation of related land use regulations only, i.e. front and rear yard setbacks, all parcels which contain an ecological greenway designation shall be included in the development permit area.

Guidelines

- ✓ Development of the shoreline area should not negatively impact the ecological health of the immediate area or impede public access.

- ✓ Shoreline protection measures should be limited to that necessary:
  a. To prevent damage to existing structures or established uses on adjacent upland; or
  b. To prevent damage to a proposed public land use.

- ✓ New upland or shoreline structures or additions should be located and designed to avoid the need for shore protection works. Only if all options to locate and design without the need for shore protection measures are exhausted should such works be considered.

- ✓ When required:
  a. Apply the 'softest' possible shore protection measure that will still provide satisfactory protection; and
  b. Limit the size of shore protection measures to the minimum necessary.

- ✓ All structural shore protection measures should be installed within the property line or upland of the natural boundary, whichever is further inland. "Soft" shoreline protection measures that provide restoration of previously damaged ecological functions may be permitted seaward of the natural boundary, subject to obtaining necessary approvals from the provincial and federal governments.

- ✓ Proposals for shoreline protection should be evaluated using the Engineering and Environmental Framework from the Waterfront Master Plan. Approvals for harder shoreline protection shall not be approved unless all softer measures have been evaluated.

- ✓ In general, the harder the construction measure (see below), the greater the impact on shoreline processes - including sediment transport, geomorphology, and biological functions. Structural shoreline stabilization also often results in vegetation removal and damage to nearshore habitat and shoreline corridors.

- Vegetation enhancement.
- Upland drainage control.
- Biotechnical measures.
- Beach enhancement.
- Anchor trees.
- Gravel placement.
- Rock (rip rap) revetments.
- Gabions.
- Concrete groins.
- Retaining walls or bulkheads.
- Seawalls.

Soft (favoured)

↓

Hard (not favoured)

In accordance with the Waterfront Master Plan, the Town will explore opportunities to facilitate shoreline improvement and protection projects involving multiple property owners.

Definitions

access envelope means an area of land which intrudes into or bisects an Ecological Greenway, on which trail, utility, road crossing or other access development exists or is proposed;

aquatic habitat greenway means the total area of the watercourse, the watercourse leave area and related access envelope;

drainage works include culverts, ditches, drains, rip rapped channels, and storm sewer systems, which discharge into, or collect, constrain or divert a watercourse;

ecological greenway means either an aquatic habitat greenway or upland habitat greenway as defined in this bylaw;

habitat landscape means the conservation, installation and maintenance of trees, shrubs, ground covers, herbaceous plants and related soil and water to repair site disturbance in a way that is conducive to use of the site by native species of fish and wildlife;

habitat linkages means a linear corridor of native vegetation or habitat landscape that provides continuous wildlife passage from habitat to habitat. Habitat linkages connect two or more sensitive terrestrial ecosystems together. These links provide critical corridors for species to move and mix with other populations, find food, or avoid predation. These linkages are important to maintenance of urban wildlife, and to biological diversity;

individual tree means a tree, other than a significant tree, growing in a location so that it does not meet the definition of woods;

natural boundary means the visible high-water mark of any watercourse, where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the watercourse a character distinct from that of its banks, in respect to vegetation or in the nature of the soil itself;

professional consulting team means a group of professionals including a professional biologist or fish and wildlife technician, a professional engineer, and a landscape architect;

regular landscape maintenance means landscape maintenance activities described in the British Columbia Landscape Standard, but does not include the topping and removal of trees or removal of native shrub and herbaceous ground cover;

removed tree means a tree cut down, killed or removed by any means and, without limiting the generality of the foregoing, includes removal of the top of a tree or any branch or stem of a tree where the branch or stem removed or cut has a diameter of more than 10 centimetres;

Riparian Assessment Area – is defined in the same way as in the Riparian Areas Protection Regulation.

sensitive terrestrial ecosystem means land mapped under the Sensitive Ecosystems Inventory, as well as other lands which contain:

- Sloping terrain, with cover of natural vegetation;
- Unique or rare woodland communities (e.g. Arbutus, Garry Oak);
- Mature and older forest, including veteran trees;
- Native trees, woods and thickets, including older second growth, and especially habitat where red- or blue-listed plant or animal species have been identified and confirmed;
- Cliffs, bedrock outcrops, coastal bluffs, points and rocky islets, and unique or rare herbaceous (wildflower) communities on sparsely vegetated sites;
- Marine foreshore and nearshore areas, and seasonally-flooded sites and floodplains.
- Eagle nesting or roosting trees, and heron rookeries, with wooded buffers;
- Native standing dead trees, if naturally occurring, and if not a hazard to persons, public or property;
- Wildlife cover on the ground, including shrub thickets, downed logs, brush piles or rock piles, and water sources for wildlife;

significant tree means a tree identified by one of the following criteria:

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

sloping terrain means land with slopes which average greater than 30% for a vertical distance of 3 metres or more, or slopes designated as hazard lands by a Professional Engineer with experience in geotechnical engineering;

Streamside Protection and Enhancement Area – is defined in the same way as in the Riparian Areas Protection Regulation.

surveyed means surveyed by a British Columbia Land Surveyor or a member of the Applied Science Technologists & Technicians of B.C. and with expertise in the land survey discipline;

tree means a woody perennial plant with a stem or stems each of which has a diameter of at least 10 centimetres measured at a height of 30 centimetres above the natural grade of the land, and includes the roots, branches, trunk, crown or any part of the tree;

top of bank of a watercourse means the closest top of slope adjacent to the natural boundary of a watercourse where two conditions are met:

a) the grade is flatter than 3:1; and
b) the land beyond the top of slope maintains a grade flatter than 3:1 for a minimum of 15 metres measured perpendicular to the watercourse. Slopes steeper than 3:1 but less than 1 metre in height shall not be considered in the determination of the 15 metre distance from the top of bank;

upland habitat greenway means the total area of a sensitive terrestrial ecosystem, related buffer, and habitat linkages;

watercourse means any natural depression with visible banks, or wetland with or without visible banks, which contains water at some time; and includes any lake, river, stream, creek, spring, swamp, gulch or surface source of water, whether containing fish or not; and includes intermittent streams; and includes surface drainage works which are inhabited by or provide habitat for fish;

watercourse leave area means the watercourse plus vegetated riparian areas on each side of the watercourse, which support fish, wildlife and ecological processes in the watercourse. Watercourse leave areas are equivalent to Streamside Protection and Enhancement Areas (SPEAs) in the Riparian Areas Protection Regulation of the *BC Riparian Areas Protection Act;*

wetland means land which is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and under normal conditions supports, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs and similar areas, and land above and within 7.5 metres, measured horizontally, of the land just described;

woods means an area which contains more than 10 trees where trees are closer than 5 metres from centre to centre of stem, and where native ground cover of shrubs and herbaceous plants remains. The line defining the edge of woods is defined by the outside of the tree trunks;

work means activities involved in cutting or removal of vegetation, removal of soil, deposit of soil or other material, construction of a building, structures or paving, or installation of drainage works, but does not include regular landscape maintenance of planted gardens or landscaping.

References

British Columbia Landscape Standard means the publication by the same name of the British Columbia Society of Landscape Architects and the British Columbia Nursery Trades Association, 2008 Edition.

Tree Pruning Guidelines means the publication "Tree Pruning Guidelines, 1994, Revised Edition, International Society of Arboriculture" and amen dments thereto.

Naturescape Guidelines means the publication series "Naturescape British Columbia: Caring for Wildlife Habitat at Home" published by Naturescape British Columbia c/o the Ministry of Environment, Lands and Parks.

SECTION 2

Hazardous Lands Development Permit Area Guidelines

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Actions Requiring a Hazardous Lands Development Permit 21
Actions Exempt from Requiring a Hazardous Lands Development Permit 21
Development Requirements 22
Guidelines 23

Justification & Objectives

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area. Such concerns can cover:

b) Protection of development from hazardous conditions

Lands including or susceptible to natural hazards may experience erosion, degradation or mass movement and require great care and consideration if development and/or disturbance are to occur. This section provides the guidelines in place to protect development from hazardous conditions within the Town of Qualicum Beach.

Actions Requiring a Hazardous Lands Development Permit

In general, where land is within DPA H1, an owner must obtain a Development Permit prior to:

- Subdivision of land;
- Construction of, addition to or alteration of a building or other structure;
- Alteration of land

Actions Exempt from Requiring a Hazardous Lands Development Permit

The following development activities are allowed to occur in this Development Permit Area without a Hazardous Land Development Permit:

a) Emergency procedures to prevent, control, or reduce flooding, erosion or other immediate threats to life and property including:

   - Emergency flood or erosion protection works;
   - Clearing an obstruction from a bridge, culvert, or drainage flow;
   - Repairs to bridges and safety fences.

   Emergency actions for flood protection and clearing of obstructions by anyone other than the Town or a provincial ministry must be reported to the Town and applicable provincial ministry immediately to secure exemptions under this provision.

b) The cutting down of hazardous trees, as determined by the certified arborist, that present an immediate danger to the safety of persons or are likely to damage public or private property.

c) The construction of a trail across Hazardous Lands if the following conditions are met:
   - Only one trail is built;
   - The trail is for non-motorized use;
   - No trees that are over 100 mm in diameter are removed;
   - The trail's surface is permeable (allows water to filter through, i.e. soil, gravel, mulch);
   - The overall slope of the trail is less than 10%, and in portions of the trail with a slope greater than 10%, the trail is designed to prevent erosion;
   - Movement of soil, fill, or aggregates occurs within a corridor less than 2 metres in width.

d) Construction repair, and maintenance of works by the Town of Qualicum Beach or its authorized agents and contractors.

e) In the case of an application to subdivide, a development permit is not required for the subdivision of lands containing the hazardous lands where:
   - Minimum lot areas are met exclusive of the hazardous lands;
   - No development activities (such as grading, clearing trenching, installation of pipes, etc.) relating to the creation of lots or provision of services for those lots that will occur within the hazardous lands.

f) Farm fences.

g) Subdivision of land or construction of a building or other structure or the structural alteration of, or addition to, an existing building or other structure where the Subdivision Approving Officer or the Building Inspector, pursuant to Section 56 of the *Community Charter*, can require the owner of land to provide the Building Inspector or Subdivision Approving Officer with a report certified by a qualified professional that the land may be used safely for the use intended.

h) Actions listed under 'Actions Exempt from Requiring an Ecological Greenway Development Permit' under Development Permit Area G1 to G12 "Ecological Greenway Development Permit Area Guidelines"

Development Requirements

Where development in the Hazardous Lands Development Permit Area is deemed necessary, the development will:

- ✓ Take a form that minimizes the area of encroachment into, and impact on, the Hazardous Lands Development Permit Area;
- ✓ Be located so as to cause the least impact on the environmental values of the Hazardous Lands Development Permit Area;
- ✓ Be conducted at a time of year, and use construction methods, that minimize the impact on the Hazardous Lands Development Permit area;
- ✓ Require works to be constructed to preserve, protect, restore or enhance habitat, natural watercourses or other specified natural features of the environment.

Mitigation and restoration measures shall be required as part of development approval requirements for:

- ✓ Development control;
- ✓ Erosion control;
- ✓ Vegetation management and restoration;
- ✓ Habitat enhancement or compensation;

These requirements may be adapted to the needs of a particular site and development.

Guidelines

- ✓ Development within a Hazardous Land Development Permit Area will generally only be considered where historical subdivision or construction of structures has occurred in the area prior to the designation of Hazardous Lands Development Permit Areas and:

  i. The Hazardous Lands Development Permit Area takes up so much of a lot that it makes the lot undevelopable for the use permitted under its existing zoning; or
  ii. Due to topographic, natural hazard, or other environmental constraints on the lot, there is no acceptable building site outside the Hazardous Lands Development Permit Area; or
  iii. All opportunities to relax other development requirements (such as the minimum setback requirements from lot lines) have been exhausted.

- ✓ The onus lies with the applicant to demonstrate that encroaching into a Hazardous Lands Development Permit Area is necessary, due to the above circumstances, in order to allow the use of the site as otherwise permitted under the existing zoning.

- ✓ Where there is no alternative to use flood-prone lands for development, such development is to be located only where there is no risk to life and where measures can be taken to safeguard buildings from flood or erosion damage.

- ✓ Placement of fill within a floodplain is to be restricted to provide passage of floodwaters without increasing the flood levels, redirecting flood flows, decreasing natural flood storage, or resulting in higher flood flows downstream.

- ✓ To maintain swamps and wetlands in their natural state, to enhance natural flood storage and protect environmentally-sensitive qualities.

- ✓ The following information may be required with an application for a Development Permit with the Hazardous Lands Development Permit Area:
  i. A site plan showing:
     a. Legal data; property lines, scale, date, north arrow;
     b. Dimensions and location of proposed building and impermeable surfaces (driveways, walks, patios, etc.);

c. Building setbacks (as required under the Zoning Bylaw);
d. Any easements or rights of way, if applicable;
e. Significant trees showing drip-line and other trees greater than 100 mm diameter that are impacted by the proposed development, including drip lines of trees on adjacent properties that extend into the property in question;
f. Vegetation in the Hazardous Lands Development Permit Area that will be disturbed;
g. Site grading: existing and proposed grades at corners of buildings, driveways and other structures; cut and fill areas that affect the leave strip;
h. Topographic contours: intervals of 1 m (typically required only for projects larger than 1 residential lot).

The site plan should be equivalent to professional drafting quality. Legal data, watercourse boundaries and top of bank or natural boundary shall be BCLS certified.

ii. Building specifications: area, height, number of units, number of storeys, gross and net floor area, site coverage, parking requirements.

iii. An assessment of the potential natural hazard prepared by a professional engineer with experience in geotechnical engineering or a certified erosion control specialist. This assessment shall include recommendations or mitigation strategies with respect to the potential natural hazards, and where applicable, vegetation protection and retention measures and control of silt and erosion on site.

iv. Where, after the adoption of the OCP, damage to hazardous or environmentally-sensitive areas is caused by alteration or clearing of land, a report from an independent professional biologist experienced in these matters will be required to determine the extent of damage to habitat, riparian areas or natural features within the permit area, and such report shall include recommendations for works required to restore the habitat, watercourse, riparian areas or other specified features of the environment.

v. Written rationale and assessment:

a) A statement of purpose for the proposed development, and rationale for why the development needs to encroach into the leave strip (e.g. building envelope too small; site difficulties in building outside leave strip);

b) An assessment of the potential impacts on aquatic habitat and/or neighbouring land uses, including proposed measures to minimize or mitigate disturbance of the Hazardous Lands, including an Erosion control plan, revegetation in leave strip, habitat restoration and other mitigation measures.

Table 13: Evaluation Framework

No.	Criteria Name	Score	Weighted Score
		Proposed Foreshore Work	Proposed Foreshore Work
Principle 1: Compatibility with the Expected Coastal/Marine Conditions			
1a	Compatibility with Expected Sea Level Rise	+2	+20
1b	Flood Adaptation Effectiveness	+2	+24
1c	Compatibility with Coastal Processes	+1	+12
		Sub-Total	+56
Principle 2: Maintain or Enhance Foreshore Ecological Services			
2a	Effect on Marine Riparian Vegetation	+2	+16
2b	Foreshore Habitat Supply	+1	+8
2c	Foreshore Habitat Diversity	+2	+16
2d	Marine Pollutants	0	0
2e	Cumulative Effects to the Foreshore Environment	+1	+5
		Sub-Total	+45
Principle 3: Optimize Community Investment			
3a	Compatibility with Existing Infrastructure and Adjacent Properties	0	0
3b	Stability and Maintenance	+1	+10
3c	Technical Feasibility and Innovation	+1	+11
		Sub-Total	+21
		Total[1]	+122

[1] Weighted score out of a possible maximum score of +200 and minimum of -200.

TOWN OF **QUALICUM BEACH**

MEMORANDUM

File No. XXX

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Amro Kotb, Director of Infrastructure Services

SUBJECT: **Eaglecrest Golf Course | Spring 2027 Opening**

RECOMMENDATION:

THAT Council receives the June 24, 2026, Memorandum titled "Eaglecrest Golf Course | Spring 2027 Opening" for information.

This Memorandum provides information on timing for the opening of the municipally-owned Eaglecrest Golf Course in Spring 2027. Postponement of the Course opening, from 2026 to 2027, is required to support establishment of turfgrass and to protect the Town's investment in the reconfigured par-35 Course.

A subsequent report will be provided to Council on interim maintenance requirements for the Course and the associated financial implications resulting from postponement of opening to 2027.

Construction associated with the Eaglecrest Golf Course reconfiguration was initially anticipated for completion on May 31, 2026. Construction completion is now anticipated for July 30, 2026, given the requirement for unanticipated works to be undertaken, coupled with wet site conditions experienced earlier this Spring.

Reconfiguration was undertaken to improve safety, playability, and long-term operational resilience, while maintaining the Course's character. Market attraction was also considered.

During construction, numerous deficiencies were discovered and corrected, which have impacted the timeline, reduced the 2026 grow-in period, and required postponement of Course opening:

- drainage deficiencies were found on Holes 1, 2, 4, 6, 7, 8 and 9, requiring grading and additional drainage installation;
- irrigation pipes on Holes 6 and 9 were discovered about 5 inches below grade and had to be reinstalled to a minimum 16-inch depth (approximately 96 repairs already completed); and

- the irrigation main to Holes 7 and 8 required upsizing from 2" to 3".
- Organic material and fine silt accumulation around and inside the wet well and pump intake has reduced effective pond depth and fouled the intake, preventing safe operation and risking damage to the new pump and the irrigation system; removal and disposal of this material is required.

Upgrades for playability and Course conditions have also been added to the project. For example, the 8th fairway and green was expanded from par 3 to par 4, and a large new pond was added to increase water storage capacity and Course layout.

After construction is complete, the turfgrass will require a conservative grow-in period to develop adequate root systems and surface stability before regular play occurs on the surface. Although visual coverage can occur within weeks, agronomic guidance recommends months of favourable growing conditions and proper irrigation, fertility and monitoring prior to active use. Rushing this process can undermine the long-term health of the turfgrass.

With construction now anticipated to be complete by July 30, 2026, the late-season finish combined with remaining drainage and irrigation corrections means turf will likely not have sufficient time to mature before fall. Allowing the turf to establish over the fall and early spring will significantly reduce the risk of damage and improve long-term condition of the Course.

For additional clarity, opening the Course in 2026 would increase the likelihood of rutting, uneven playing surfaces, and long-term turf degradation, potentially resulting in higher repair costs and future closures for repairs. Although extending the grow-in period will result in higher interim maintenance costs, including mowing, fertilization, overseeding, and monitoring, this approach is expected to reduce lifecycle costs and protect the long-term condition of the Course.

Staff will report back to Council with a detailed assessment of the financial implications, including refined cost estimates for interim maintenance, and any impacts to the broader Eaglecrest project budget.

APPROVALS
Report respectfully submitted by Amro Kotb, Director of Infrastructure Services.

Amro Kotb, P. Eng Director of Infrastructure *Report Author*	Raj Hayre Director of Finance *Concurrence*
Luke Sales, MCIP, RPP Director of Planning *Concurrence*	Lou Varela, MCIP, RPP CAO *Concurrence*

TOWN OF **QUALICUM BEACH**

PROCUREMENT REPORT

File No.5225-02

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Request for Contract Award: ITT 2026-16 Replacement of Corrugated Steel Pipes - Waterfront**

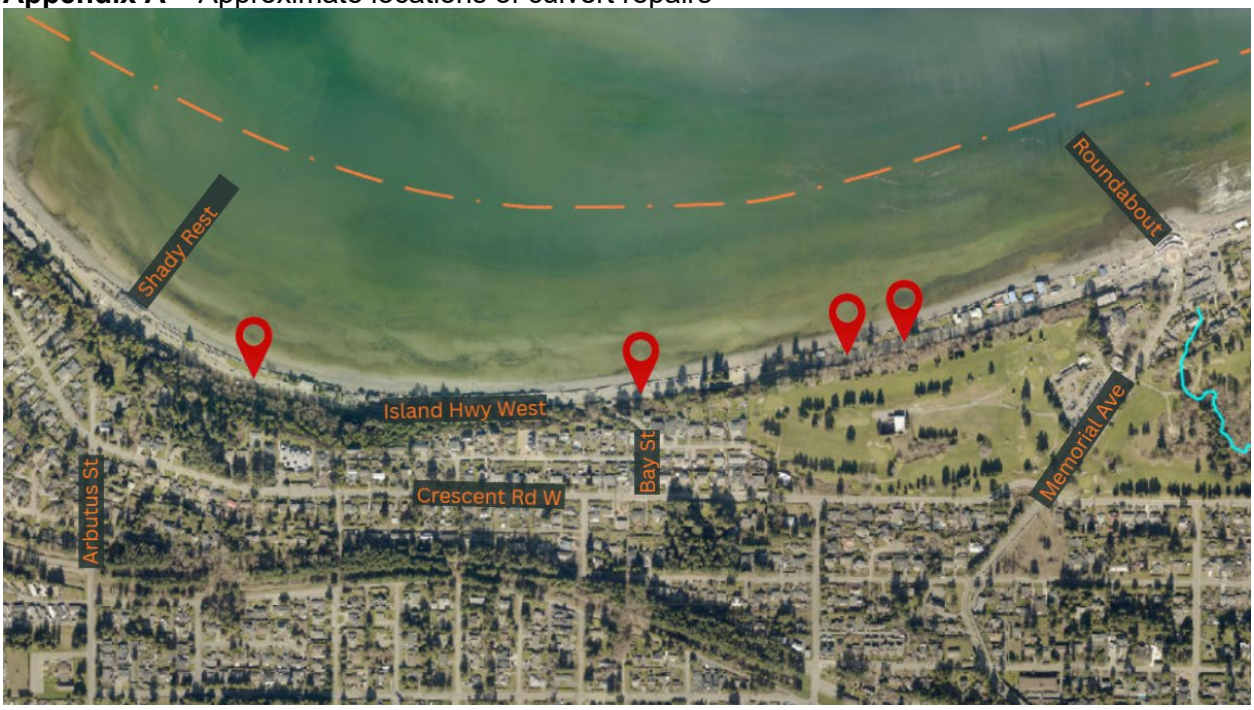
Recommendation	**THAT** Council awards the contract for Replacement of Corrugated Steel Pipes – Waterfront Project to Wacor Holdings in the amount of $232,545 excluding GST.
Project goal	The purpose of this project is to improve the reliability of storm drainage infrastructure along the Highway 19A corridor through the replacement and rehabilitation of four failing culverts and related drainage works within the planned Complete Streets areas. The approximate locations of the culvert repairs are shown in Appendix A. Coordinating this work in advance of the future Complete Streets project will improve project efficiency, reduce construction disruption, and support an integrated approach to corridor renewal. The project includes culvert and storm drainage upgrades, manholes and appurtenances, and associated road and surface restoration.
Council Authorizations	This project is included in the "Town of Qualicum Beach 2026 to 2030 Financial Plan Bylaw No. 921, 2026", in fiscal year 2026, and aligns with Council's Strategic Objectives respecting infrastructure renewal, public safety, transportation improvements, and responsible asset management. By coordinating culvert replacement and drainage upgrades with the future Complete Streets project, the Town is advancing a more efficient and integrated approach to corridor renewal, reducing the likelihood of future disruption and making best use of available capital funding. The project supports Council's interest in maintaining and improving core municipal infrastructure while also advancing planned streetscape and mobility improvements along this important corridor.
History	As part of planning for the future Complete Streets upgrades along the Highway 19A waterfront corridor, the Town reviewed existing underground infrastructure within the project area. During this work, the

	culverts in the corridor were inspected and several corrugated steel pipes were identified as being in poor condition. The four culverts included in this Tender were prioritized for replacement because they require repair in advance of the larger Complete Streets project. Completing this work now will help avoid delays during future corridor construction, reduce the risk of infrastructure failure, and minimize disruption to residents, businesses, and road users when the Complete Streets improvements proceed.		
Procurement Process	X	Tender	
		Request for Proposals (RFP)	
		Request for Qualifications	
		Other	DESCRIPTION OF ALTERNATIVE PROCESS
Summary of Competitive Process	• Invitation to Tender closed on May 28, 2026 • Six bids were received.		
Financial Implications	Budget provision of $365,000 in fiscal 2026 of the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026" Total Cost of Recommended Contract Award: $232,545 excluding GST Estimated Soft Costs for: • Project Management, Contract Administration: $20,000 • Geotechnical engineering: $5,000 • Archaeological monitoring: $49,000 • Contingencies: $20,000 Funds spent to date: $35,000 Total Projected Project budget requirement: $362,000 • Source of Funding: Community Works (Gas Tax)		

Oliver Watson
Capital Projects Manager
Report Author

Lou Varela, MCIP, RPP Chief Administrative Officer *Concurrence*	Amro Kotb Director of Infrastructure Services *Concurrence*	Raj Hayre Director of Finance *Concurrence*

Appendix A – Approximate locations of culvert repairs



TOWN OF **QUALICUM BEACH**

PROCUREMENT REPORT

File No.5330-20-2026 Projects-2026 Seacrest AC Replacement

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Request for Contract Award: Seacrest Place AC Watermain Replacement**

Recommendation	THAT Council awards the contract for the Seacrest Place AC Watermain Replacement Project to *In The Dirt Contracting* in the amount of $338,403 excluding GST.
Project goal	The Seacrest Place AC Watermain Replacement Project will replace approximately 300 m of existing 100 mm asbestos cement watermain with new 200 mm PVC watermain along the higher-priority section of Seacrest Place. The work will connect to the section completed in 2025 under the Seacrest Place Slope Stabilization project and includes watermain installation, tie-ins, hydrants, water service reconnections, and associated road restoration. While this phase does not complete the full watermain replacement on Seacrest Place, it will remove all remaining asbestos cement watermain, addressing the most urgent infrastructure replacement need.
Council Authorizations	The Seacrest Place AC Watermain Replacement project is consistent with Council's direction to renew aging municipal infrastructure through the Town's approved capital program. Funding is included in the 2026 capital budget and the "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026", and award of the contract to *In The Dirt Contracting* in the amount of $338,403, excluding GST, supports implementation of that approved work. The Project also aligns with Council's broader strategic objective of maintaining and renewing essential infrastructure to ensure reliable service delivery and support long-term community sustainability. In addition, the project is consistent with the Town's asset management

	approach by prioritizing replacement of asbestos cement watermain infrastructure, while deferring the remaining PVC section of watermain on Seacrest Place for future consideration.
History	• Identified through the Town's capital planning and asset management processes as a priority watermain renewal project. • Project will replace approximately 300 m of aging 100 mm AC watermain and improve fire flow on Seacrest Place with new 200 mm PVC watermain. • Follows completion of the upper section in 2025 as part of the Seacrest Place Slope Stabilization project. • Intended to remove the remaining AC watermain on Seacrest Place; lower-priority PVC section deferred to a future phase.
Procurement Process	X Tender Request for Proposals (RFP) Request for Qualifications Other DESCRIPTION OF ALTERNATIVE PROCESS
Summary of Competitive Process	• Tender closed on May 26, 2026 • 11 bids were received
Financial Implications	**Project budget in the 2026-2030 Financial Plan**: $900,000 **Total Cost of Recommended Contract Award**: $338,403 excluding GST **Projected Soft Costs for Project Management, Contract Administration and Geotechnical Engineering**: $31,000 excluding GST **Estimated costs spent to date on design, tendering and archaeological review**: $42,000 excluding GST **Contingencies**: $20,000 **Total budget required**: $431,403 excluding GST **Source of Funding**: Water Infrastructure Reserve The total estimated project cost is $431,403, excluding GST, which is within the approved 2026 project expenditure budget ($900,000), leaving sufficient budget capacity for other project-related costs and associated risks.

Oliver Watson
Capital Projects Manager
Report Author

Lou Varela, MCIP, RPP Chief Administrative Officer *Concurrence*	Amro Kotb Director of Infrastructure Services *Concurrence*	Raj Hayre Director of Finance *Concurrence*

TOWN OF **QUALICUM BEACH**

PROCUREMENT REPORT

File No.5330-20-Ltl Qualicum River Erosion Protection

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Request for Contract Award: Little Qualicum Riverbank Erosion Protection Tender No. 2026-11**

Recommendation	**THAT** Council awards the contract for the Little Qualicum Riverbank Erosion Protection Project to Knappett Industries (2006) Ltd. in the amount of $384,060 excluding GST.
Project goal	This project aims to stabilize the eroding right bank of the Little Qualicum River, south of Waters Road, to protect the Town's buried watermain and well field infrastructure. The work includes installation of four engineered instream rock spurs, large woody debris features, bank reinstatement, erosion and sediment control, and riparian restoration planting. Note – Construction contract administration and project management services for this project are under a separate RFP (RFP No. 2026-08).
Council Authorizations	Council previously endorsed the Little Qualicum Riverbank Stabilization Project as designed, including the proposed 2026 construction schedule, and confirmed the Town's commitment to fund any shortfall between grant funding received and actual construction costs, if required. On April 1, 2026, the Province confirmed Disaster Resilience and Innovation Funding (DRIF) of up to $843,698 for this project. In connection with this funding, Council acknowledged Town ownership of the project and accepted responsibility for ongoing operations and maintenance following project completion, subject to final grant confirmation and receipt of all required permits and approvals. The proposed contract award falls within the approved budget for this project included in fiscal 2026 of the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026".

History	The right bank of the Little Qualicum River is actively eroding toward a buried municipal watermain and wellfield that supplies drinking water to the Town of Qualicum Beach. Without intervention, continued channel migration is anticipated, the risk of infrastructure failure will increase, and any future emergency work would likely carry greater environmental risk. The selected design uses engineered rock spurs to reduce near-bank shear stress, redirect high velocity flow toward mid-channel, maintain channel conveyance, and enhance fish habitat complexity. The work area is also a high-value salmon corridor, so the project has been developed to protect municipal infrastructure while minimizing environmental impacts and restoring disturbed riparian areas.		
Procurement Process	X	Tender	
		Request for Proposals (RFP)	
		Request for Qualifications	
		Other	DESCRIPTION OF ALTERNATIVE PROCESS
Summary of Competitive Process	• Tender closed June 3, 2026 • Seven bids were received		
Comments	The project is time-sensitive due to environmental and regulatory work windows. The tender documents require all in-stream work to be completed between July 15 and September 15, 2026, with the work to proceed in accordance with applicable permits and environmental protection requirements.		
Financial Implications	Funding available for this project is $843,698 through the Disaster Resilience and Innovation Funding (DRIF) program. Estimated project costs: • Recommended contract award: $384,060, excluding GST • Contract administration, project management, and Professional of Record: $123,640 (RFP No. 2026-08) • Environmental monitoring: $20,000 • Costs incurred to date for archaeological assessment, tendering, final design review, and environmental permitting: $34,000 • Remaining budget available for contingencies: $281,998 Project costs are anticipated to be funded within the approved grant funding; any costs deemed to be ineligible for grant funding will be taken from Water Reserves. The contract requires the successful contractor to maintain planted and live-staked materials in healthy conditions through a two-year warranty		

	period, including replacement of dead or unhealthy plant material where required. The Town will remain responsible for post-construction monitoring and reporting in accordance with the *Fisheries Act* authorization and CEMP requirements, with inspections anticipated in years 1, 2, 3, 5, 7, and 10 following construction completion. Monitoring costs of approximately $500 per reporting period, beyond the contractor warranty period are anticipated to be funded from the Water Operating budget.

Oliver Watson
Capital Projects Manager
Report Author

Lou Varela, MCIP, RPP Chief Administrative Officer *Concurrence*	Amro Kotb Director of Infrastructure Services *Concurrence*	Raj Hayre Director of Finance *Concurrence*

TOWN OF **QUALICUM BEACH**

PROCUREMENT REPORT

File No. 5330-20-Ltl Qualicum River Erosion Protection

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Request for Contract Award: Construction Contract Administration and Project Management Services for the Little Qualicum River Erosion Protection Project RFP No. 2026-08**

Recommendation	**THAT** Council awards RFP No. 2026-08, Construction Contract Administration and Project Management Services for the Little Qualicum River Erosion Protection Project to Northwest Hydraulic Consultants (NHC) Ltd., in the amount of $123,640 excluding GST.
Project Goal	The goal of the Little Qualicum River Erosion Protection Project is to protect critical municipal water infrastructure by stabilizing an actively eroding section of the Little Qualicum River riverbank upstream of Waters Road. The project will involve the construction of engineered erosion protection works and associated site restoration measures while maintaining hydraulic function and complying with applicable environmental and regulatory requirements. The proposed consulting assignment will support the Town through the construction phase by providing project management, contract administration, and Professional of Record services and dedicated hydrotechnical engineering expertise. The consultant will demonstrate hydrotechnical engineering training and experience to support the Town through construction of the Little Qualicum River Erosion Protection Project, ensuring the works are delivered safely, efficiently, and in accordance with the approved design, budget, schedule, and permit conditions.
Council Authorizations	On December 17, 2025, Council endorsed the Little Qualicum Riverbank Stabilization Project as designed; approved the proposed 2026 construction window subject to required permits and confirmation of grant funding; authorized issuance of a Council support letter confirming the Town's commitment to fund any variance between grant funding and actual project costs from the Water Infrastructure Reserve Fund, if required; and authorized staff, subject to grant award and permits, to proceed with public tendering for the project.

	These directions were provided to maintain the project in a shovel-ready position for summer 2026 delivery. On April 1, 2026, the Town and the Province's Disaster Resilience and Innovation Funding (DRIF) program entered into a grant funding agreement providing $843,698 of grant funding for the project. The current recommendation is limited to award of RFP No. 2026-08 – Construction Contract Administration and Project Management Services for the Little Qualicum River Erosion Protection Project. The scope of this award is for project management, contract administration, and construction-phase Professional of Record services only. The construction tender and award for the physical works are separate and will be brought forward independently for Council consideration. This is consistent with the RFP scope and NHC's proposal.
History	• The Town was seeking an engineering consultant with hydrotechnical engineering qualifications and experience to provide project management, contract administration, and Professional of Record services for this complex project. • On April 1, 2026, the Town entered into a grant funding agreement under the Province's Disaster Resilience and Innovation Funding (DRIF) program, which provides $843,698 in grant funding for the project. • Funding for these consulting services will be included in the approved DRIF-funded project budget.
Procurement Process	

	Tender	
X	Request for Proposals (RFP)	
	Request for Qualifications	
	Other	DESCRIPTION OF ALTERNATIVE PROCESS

Summary of Competitive Process	• RFP closed on May 28, 2026 • Four proposals were received
Comments	Proponents were evaluated in accordance with the RFP criteria, including corporate profile and references, project team and qualifications, project understanding, proposed methodology and schedule, identification of risks and mitigation strategies, and price. NHC clearly demonstrated superior hydrotechnical engineering experience (specifically required by the RFP) and capability compared to the other three proponents, earning the highest evaluation score; their submission contains extensive, directly relevant hydrotechnical training and credentials among key team members, and a track record of successfully completed similar projects to the Little Qualicum River scope.

	NHC has nominated a qualified hydrotechnical engineer to serve as Professional of Record to provide the strongest assurance that the Town's erosion protection works will be delivered safely, efficiently, and in compliance with the approved design, budget, schedule, and permit conditions.
Financial Implications	RFP 2026-08 is a related procurement to ITT 2026-11 and covers the project management, contract administration, and Professional of Record services required to support the construction works. These services are included in the overall grant approved project budget of $843,698. Total cost of recommended contract award: $123,640, excluding GST

Oliver Watson
Capital Projects Manager
Report Author

Lou Varela, MCIP, RPP Chief Administrative Officer *Concurrence*	Amro Kotb Director of Infrastructure Services *Concurrence*	Raj Hayre Director of Finance *Concurrence*

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 5330-20-SPWashroom

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: June 24, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Skatepark Washroom and Stand-alone Drinking Water Fountain Installation**

GOVERNANCE DECISION

Council approval is required to proceed with the installation of the proposed precast concrete washroom with a 1,000 gallon in-ground holding tank, and a stand-alone drinking water fountain at the Skatepark, generally in accordance with Appendices A and B of this Report dated June 24, 2026.

Council direction is required because, although funding for the project was approved in the 2026-2030 Financial Plan, staff committed to returning to Council once the proposed scope, design, and updated project details had been further developed. Staff are therefore seeking Council's approval to proceed with the project as currently proposed.

RECOMMENDATIONS:

1. **THAT** Council approves the installation of a precast concrete public washroom with a 1,000 gallon in-ground holding tank, and a stand-alone drinking water fountain that includes a bottle filling station, accessible and standard-height drinking fountains, and a dog fountain at the Skatepark;

   AND FURTHER THAT Council approves the proposed locations of the precast concrete public washroom and stand-alone drinking water fountain in principle, and as shown on Appendices A and B of this Report dated June 24, 2026, with the understanding that these amenities may need to be shifted within the same general area, if existing undocumented underground utilities are encountered.

2. **THAT** Council authorizes the addition of Skull Skates to the Skatepark donor recognition sign in acknowledgement of the Company's financial contribution toward the installation of the stand-alone drinking water fountain to be located at the Skatepark.

PURPOSE

To seek Council approval to proceed with the installation of a precast concrete public washroom with a 1,000 gallon in-ground holding tank and a stand-alone drinking water fountain at the Skatepark, generally in accordance with Appendices A & B attached to this Staff Report dated June 24, 2026.

BACKGROUND

Council approved a budget provision of $60,000 in fiscal 2026 of the 2026-2030 Financial Plan for the installation of a public washroom and stand-alone drinking water fountain at the Skatepark, and directed staff to report back once the design, scope, and updated cost estimates had been confirmed.

One of the primary drivers for the proposed washroom is the limited access of existing public washroom options for Skatepark users. The Field House washrooms are located approximately 175 metres from the Skatepark, and the Civic Centre washrooms are only available when the building is open. In addition, use of the Civic Centre washrooms by Skatepark users during events is not considered ideal. For these reasons, a dedicated washroom at the Skatepark is proposed to better support site use.

Following Council's direction, staff reviewed site servicing constraints and available product options. A flush toilet connection was considered; however, the nearest sanitary sewer connection is located more than 100 metres from the proposed site and would require works through the parking lot. On that basis, the flush option was determined to be cost prohibitive. Staff subsequently identified a precast concrete washroom with a 1,000 gallon in-ground holding tank as the preferred option. Staff have also obtained updated pricing for the proposed works, including a contribution from Skull Skates, a local skate shop, towards the purchase of the stand-alone drinking water fountain.

DISCUSSION

Staff recommend proceeding with installation of a precast concrete washroom with a 1,000 gallon in-ground holding tank to replace the portable toilet currently serving the Skatepark. The proposed facilities would provide a more sanitary, durable, and permanent amenity for Skatepark users, while also supporting use of the adjacent ballfields.

Compared to the existing portable toilet, the proposed washroom facility would provide improved accessibility, increase holding capacity, and greater durability. The addition of a urinal and the larger in-ground holding tank capacity would improve service levels and reduce the likelihood of emergency servicing during periods of peak demand. The precast concrete design, together with an anti-graffiti coating, is expected to enhance resistance to vandalism and reduce ongoing maintenance requirements. A timed door lock system is also proposed to support controlled access and overnight closure.

The proposed stand-alone drinking water fountain would further improve the site by providing a bottle filling station, standard and accessible-height fountains, and a dog fountain. In addition to serving Skatepark users, the fountain would also support ballfield users and other visitors to the area. Skull Skates has offered a financial contribution of $5,665 toward the purchase of the

stand-alone drinking water fountain, which would reduce the overall project cost. In recognition of this contribution, staff recommend that Skull Skates be added to the Skatepark donor recognition sign. Together with the remaining $6,700 in Skatepark construction donations, the project can be accommodated within the available budget that Council approved in the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026".

FINANCIAL IMPLICATIONS

- A $60,000 capital expenditure provision for this project is included in the 2026-2030 Financial Plan.
- Estimated cost to supply and install the proposed precast concrete washroom with anti-graffiti coating, urinal and automatic locks: $45,000.
- The estimated cost to supply and install the proposed stand-alone drinking water fountain: $12,000.
- Total estimated project cost including contingencies: $57,000.
- Installation would be completed by Town staff.
    - Installation of a precast concrete washroom is expected to require two days of staff time.
    - Installation of the stand-alone drinking water fountain is expected to require four days of staff time.
- The Town currently pays $4,320 annually to rent and service the existing portable toilet twice per week.
- If the proposed washroom is installed, the annual operating cost is estimated to be:
    - $3,840 for cleaning service twice per week; and
    - $620 per pump-out, with pump-out service anticipated twice annually.

  This amount can be accommodated within the Operating Budget.
- Funding of $6,700 remains available from Skatepark construction donations and could be applied to the project to reduce funding required from the Asset Investment Reserve.
- The remaining balance of $44,635 would be funded from the Asset Investment Reserve for the installation of the washroom.
- Skull Skates, Qualicum Beach's skateboard shop, has generously offered to contribute $5,665 towards the installation of the stand-alone drinking water fountain.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

Inform – This Report provides Council and the public with information regarding the proposed Skatepark washroom and stand-alone drinking water fountain project.

STRATEGIC PLAN ALIGNMENT

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

- Community Health & Wellbeing by improving access to basic public amenities for people who live, work, and play in the Town, including Skatepark and ballfield users.
- This project also supports Progressive Infrastructure through the delivery of practical and durable public infrastructure that improves service levels within an existing recreational area.

SUMMARY

The proposed Skatepark washroom and stand-alone drinking water fountain would provide a more durable, accessible, and permanent public amenity for Skatepark and nearby ballfield users, as well as other visitors to the area. The project would replace the existing portable toilet with a precast concrete washroom with urinal with a 1,000 gallon in-ground holding tank and add a stand-alone drinking water fountain with accessible drinking options, a bottle filling station, and a dog fountain. The total estimated project cost is $57,000, including contingency, which can be accommodated within the approved 2026 budget and available donation funding. Staff are seeking Council approval to proceed with the project as proposed.

ALTERNATIVE OPTIONS

- Retain the existing portable toilet facility and proceed with installation of the stand-alone drinking water fountain only.
- Do not proceed with installation of either the washroom facility or the stand-alone drinking water fountain at this time and continue with the existing portable toilet arrangement.
- Other as per Council discussion.

APPROVALS

Report respectfully submitted by Oliver Watson, Capital Projects Manager

Oliver Watson
Capital Projects Manager
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Amro Kotb
Director of Infrastructure Services
Concurrence

Raj Hayre
Director of Finance
Concurrence

REFERENCES

Appendix A – Proposed location of the proposed precast concrete washroom

Appendix B Proposed location of the stand-alone drinking water fountain

Note, the stand-alone drinking water fountain is proposed to be ordered in the colour green; orange was used for illustration purposes only.