

Agenda for the 10:00 am Wednesday, March 19, 2025, Town of Qualicum Beach Committee of the Whole Meeting to be held in the Council Chambers, Town Hall, 660 Primrose Street, Qualicum Beach, BC

Page No.

(This meeting may be recorded)

1-3 **1. ADOPTION OF THE AGENDA**

THAT the Committee of the Whole adopts the March 19, 2025, Committee of the Whole meeting agenda.

4-39 **2. CORPORATE ADMINISTRATION**

(a) **BENCH REVIEW | Dedication of Amenities Policy 4002-11 & Level of Service 1002 – Benches and Picnic Tables Recommendation:**

1. **THAT** Committee of the Whole recommends **THAT** Council instructs staff to bring forward a draft Miscellaneous Rates Bylaw No. 638, 2009 amendment for Council consideration that adds the Policy 4002-11 Amenities Sponsorship Fees.
2. **THAT** Committee of the Whole recommends **THAT** Council authorizes staff to decommission six vacant bench pads located as follows:
 - Two of three at the Friendship Garden, corner of Memorial and Garden Rd W, Pad 470 & 471 located behind the berm/garden, for safety, as the pads are not in a well-used location and inconsistent with CPTED (Crime Prevention Through Environmental Design) Principles, leaving one existing pad (#362) available for sponsorship of a future bench at this location;
 - One at the foot of Beach Terrace Right of Way at Hwy 19A beach access, Pad 474, for safety, as the pad is located immediately adjacent to a driveway and is not suitable as a location for any future bench;
 - One at the waterfront Brant Viewing area, Pad 382, for safety, as the grassy foreshore at this location is deteriorating, the foreshore failed previously and the concrete pad was moved back, and the location is not suitable for any future bench;
 - One at Railway St and Memorial Ave, Pad 44, Flower Bed, as the pad is on Island Corridor Foundation property and the proposed adjacent Cenotaph will have benches;
 - One at Townhall Courtyard, Pad 426, as the bench was removed to accommodate baby carriages and wagons.
3. **Resolution Passed by Council at the December 11, 2024 Regular Council Meeting:**
THAT Council refers to the Operations Department the request by Berwick Qualicum Beach to sponsor the installation of a pad with a new bench near the Hydro boxes across from 579 Memorial Avenue, for staff to provide a recommendation to Council.

4. THAT Committee of the Whole recommends THAT Council authorizes the following amendments to the Dedication of Amenities Policy 4002-11:

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

Amenity	Sponsorship Rate	Duration of Term in Years
Standard Bench with one Plaque (Type I)	\$2,800	10
Decorative Bench with one Plaque (Type II)	\$3,000	10
Standard Picnic Table with one Plaque	\$2,500	20
At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque	\$150	During Amenity Term
Plaque removal and installation of replacement plaque at request of sponsor during term	\$400	During Amenity Term
<i>Once the donation to sponsor an amenity is processed, the Town Finance Department will issue a thank you letter and a tax receipt (excluding additional plaque fees).</i>		

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

“Dedication by Council

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

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

- Under Terms and Conditions in:
 - Item 1, by adding “The wording on the plaque must be approved by the Town of Qualicum Beach. The use of dates that indicate lifetime may not be used. Wording will be non-denominational and kept in the present tense to keep the theme of the inscriptions uplifting and inspirational while still honouring the person who is the subject of the donation.”
 - Item 5, by adding immediately after “The sponsor does not have ownership rights in and to the amenity or the site and may not make alterations of any kind to the amenity or the site.” the words “Placement of memorial wreaths, flowers or other items or any modification to the amenity or the site will not be permitted.”

5. THAT Committee of the Whole recommends THAT Council authorizes the following amendments to Level of Service 1002-Benches and Picnic Tables:
 - In 4th bullet under Operations by striking “35” and inserting “40”, and adding a new sentence “Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.” To read: “The number of picnic tables will be capped at 40 within the community. Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.”
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3. PUBLIC INPUT

Those wishing to speak may be required to register by signing the Speaker Sign-up Sheet located at the entrance to Council Chamber. Should sign-up be required, speakers will be called in order that their name appears.

4. ADJOURNMENT

THAT the Committee of the Whole adjourns the March 19, 2025, Committee of the Whole meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, April 16, 2025, at 10:00 am

TOWN OF QUALICUM BEACH

STAFF REPORT

File: 0330-20-bench

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: December 11, 2024

FROM: Trudy Coates, Corporate Services Support & Rob Dickinson, Director of Infrastructure Services

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

RECOMMENDATIONS:

1. THAT Council instructs staff to bring forward a draft Miscellaneous Rates Bylaw No. 638, 2009 amendment for Council consideration that adds the Policy 4002-11 Amenities Sponsorship Fees.
2. THAT Council authorizes staff to decommission six vacant bench pads located as follows:
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 - One at Railway St and Memorial Ave, Pad 44, Flower Bed, as the pad is on Island Corridor Foundation property and the proposed adjacent Cenotaph will have benches;
 - One at Townhall Courtyard, Pad 426, as the bench was removed to accommodate baby carriages and wagons.
3. THAT Council refers to the Operations Department the request by Berwick Qualicum Beach to sponsor the installation of a pad with a new bench near the Hydro boxes across from 579 Memorial Avenue, for staff to provide a recommendation to Council.
4. THAT Council authorizes the following amendments to the Dedication of Amenities Policy 4002-11:
 - Under Procedure:
 - to add in the second paragraph: "Priority of amenity selection by sponsors, will be for existing amenities, i.e. to sponsor existing benches or picnic tables already on pads."

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

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

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

- Under Terms and Conditions in:
 - Item 1, by adding “The wording on the plaque must be approved by the Town of Qualicum Beach. The use of dates that indicate lifetime may not be used. Wording will be non-denominational and kept in the present tense to keep the theme of the inscriptions uplifting and inspirational while still honouring the person who is the subject of the donation.”
 - Item 5, by adding immediately after “The sponsor does not have ownership rights in and to the amenity or the site and may not make alterations of any kind to the amenity or the site.” the words “Placement of memorial wreaths, flowers or other items or any modification to the amenity or the site will not be permitted.”

5. THAT Council authorizes the following amendments to Level of Service 1002-Benches and Picnic Tables:

- In 4th bullet under Operations by striking “35” and inserting “40”, and adding a new sentence “Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.” To read: “The number of picnic tables will be capped at 40 within the community. Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.”

PURPOSE

Provide a report on the 2024 'bench review', with recommendations for Council consideration. Staff has aligned inventory, mapping, costs and policy and are seeking Council direction.

BACKGROUND

The bench sponsorship program was initiated in September 1995, as an opportunity for a sponsor to dedicate a bench or picnic table (maintained by the Town) to mark an event or memorialize a loved one, for a fee for a specific term. The program has been popular which has not only provided amenities - park furniture for the enjoyment of residents and visitors, it has resulted in waitlists for the popular waterfront views and rest spots in Qualicum Beach. The program has also required finance, IT and administrative support, and operations resources to administer, install, inspect, maintain and dispose of benches no longer safe or repairable.

Over the past almost 30 years, the Policy has evolved with the increased requirements for inspection, maintenance and replacement due to liability. There has also been an increased recognition that the bench program needed to have a service level cap because it is not core critical infrastructure, and sponsors are not charged a full cost recovery fee. With the most recent amendments (Policy No. 4002-11 Dedication of Amenities and Operations Department Parks Services, Level of Service 1002 - Benches and Picnic Tables) adopted by Council April 27, 2022, after consideration of staff report on April 27, 2022 (Attachment 8), the Level of Service introduced a cap and a defined level of service.

Policy No. 4002-11 (Attachment 1) established terms and conditions, including a fee structure and duration of sponsorship for picnic tables and two types of benches. The Level of Service 1002 (Attachment 2) capped the number of dedicated memorial benches at 210 (170 Type 1 – e.g., waterfront style, and 40 Type 2 – e.g., Glassford Square style) and picnic tables at 35, and established the level of service for operations, maintenance and inspections. The April 27, 2022 motion authorized the two types of benches as Type 1 (standard), current bench style with synthetic boards, and Type 2 (decorative), current bench style with synthetic boards and decorative arms.

The review in 2022 resulted in:

- increasing the cap on the number of benches in the program from 200 to 210 benches
- Council's decision to decrease the cost of sponsorship significantly, i.e., reducing Type 1 from \$1,800 down to \$1,000 for 10 years and Type 2 from \$2,500 down to \$1,200 for 10 years, plus significantly lower rates for 5-year terms
- upgrading material to synthetic boards when replacing benches
- estimates of annual bench costs (replacement and maintenance).

DISCUSSION

2024 Issues/Challenges Considered

- FEES – currently established in policy; best practice for clarity, transparency, and regular review is to carry fees forward into Miscellaneous Rates Bylaw No. 638, 2009 (requires a bylaw amendment) – on hold until the 2024 bench review is considered by Council, in case a rate change is authorized, as per proposed Table A.
- SPONSORSHIP RATES – since 2022 the sponsorship rates have been: Type 1 – 10 years \$1,000 & 5 years \$600; Type 2 – 10 years \$1,200 & 5 years \$700; and Standard Picnic Table – 10 years \$1,200. Council requested the reduced rates in 2022, acknowledging this does not cover installation and maintenance costs but encourages

participation. After almost 3 years since the 2022 rate was established, the 2024 bench review included a review of the rates, actual cost, extent of taxpayer vs sponsor funding, types of benches included/omitted in policy, and jurisdictional scan (pricing comparison) with other local governments. A separate rate is required for sponsors who request plaque changes after initial installation, and if requesting more than one plaque at the commencement of sponsorship.

Staff note that the metal benches were funded through a grant, were not intended for sponsorship (although 3 inadvertently were), and are planned to be phased out/converted to Type I or II at end of life/term.

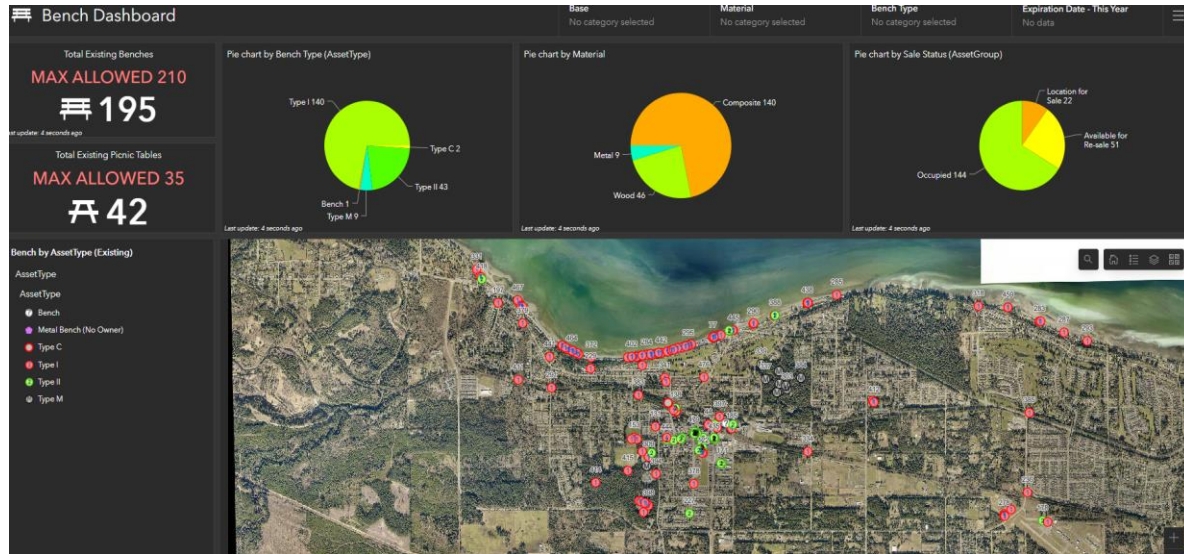
- CAP – reviewed any changes to the inventory / cap adjustment since 2022 given the 2024 inventory exceeds the cap in some cases.
- APPLICATION PROCESS – need to provide clarity on process for various types of bench applications, e.g., standard through Town staff using form on website; benches in the Heritage Forest through the same Town application (although the Heritage Forest Commission may provide advice if requested by Council on the number of benches and picnic tables recommended to be available for sponsorship in the Heritage Forest, subject to the overall cap of 210 benches in the community; and the non-policy Council mandated dedications through a Council motion (separate from the application process), etc.
- LOCATIONS – informing the public of the cap, prime locations within the cap may be waitlisted, and promoting availability of other locations. Staff are requesting that Council refer the request from Berwick Qualicum Beach offering to sponsor a new bench installation near the Hydro boxes across from 579 Memorial Avenue, to the Operations Department for future recommendation.
- VACANT BENCH PADS – reviewed vacant bench pad locations, status in the inventory and cap, and seeking authority to decommission pads no longer recommended for installation of a bench. (Attachment 7)
- INVENTORY – Aligned mapping with on the ground inventory. Staff also considered the specific citizen questions posed about bench locations and responded (Attachment 6).
- BIKE RACKS – providing bike rack information, to update inventory information.

Inventory

Benches have a finite life due to wear, vandalism or sponsorship term ending. The 2022 policy established that the sponsor must keep in contact with the Town to facilitate renewal, or plaque return, when the sponsorship term ends. The Town has developed a “Bench Dashboard” GIS mapping and inventory information for use by staff to facilitate response to customer enquiries, livetime inventory review, schedule for term expiry, inspection/maintenance scheduling, etc.

A summary of the current inventory, from the Dashboard/inventory, is attached (Attachment 3).

The inventory considers (1) the cap for each amenity type (Type 1, Type II benches and picnic tables), (2) the existing benches and picnic tables, and (3) the available unsponsored benches and picnic tables or vacant (pad only) spaces available for future sponsors.



As reflected in the summary (Attachment 3):

- Currently the Dashboard/inventory indicates that there are:
On the Ground
 - 51 existing benches available for sponsorship
 - 22 locations/vacant pads available for installation of a bench when sponsored
 - 144 existing benches already sponsored or dedicated by the Town
 - For a total of 217 benches (7 over the Level of Service cap of 210 with recommendation to remove 6 pads – See Below)
- Level of Service
 - 140 Type I benches (30 less than the 170 cap)
 - 43 Type II benches (3 more than the 40 cap)
 - The summary includes our other types of benches (former styles) not included in the policy for sponsorship amenities but in our inventory and for which the intent is to be replaced by Type I or II when replaced at end of life or term, e.g.,
 - Type M – 9 Metal of which there are 8 in the Heritage Forest and 1 in the Dog Park by the Civic Centre
 - Type C – 3 Concrete – 2 existing (Museum & Train Station) and one pad
 - Type Other – 1 – Tennis Court Storage Box
 - 42 picnic tables (7 more than the 35 cap)
- Benches** – 6 vacant (pad only) bench locations exceed the bench cap of 210 for a total of 217. The staff recommendation and Attachment 7 lists six pads (without bench) locations recommended for decommissioning so that a bench will not be added in the future and will reduce staff for maintenance, e.g., weed eating around pads, risk management inspection, etc.. This will reduce the total number of bench locations (including existing and vacant pads), to 211, 1 over the cap of 210. Staff will work to align inventory to the 210 level of service over time.
- Picnic Tables** – The 7 picnic tables in excess of the cap of 35, is due to:
 - 4 picnic tables added at Saahtlam Park and 1 added in the Heritage Forest, subsequent to the cap of 35 being established
 - plus including in the Dashboard/inventory 2 picnic tables located in the Parks Yard for exclusive employee use. Staff note that the 3 picnic tables located at the Firehall for firefighter use are not included in the Dashboard/inventory and this would be covered by the recommended wording for exclusive employee use.

The recommendation increases the picnic table cap of 35 to 40, to endorse the 4 picnic tables added at Saahtlam Park and the 1 added in the Heritage Forest subsequent to the establishment of the 35 picnic table cap. The recommendation also provides wording change to the Level of Service 1002, that would provide clarity and exclude the 2 Parks Yard picnic tables currently shown on the Dashboard/inventory resulting in a picnic table cap of 40. It would also provide wording to clarify that picnic tables at other facilities for Town employees would not be included, e.g., the 3 at the Fire Hall. The one other anomaly is the picnic table at the BMX park that is removed for part of the year and which is not currently sponsored. Staff have also been investigating options for sponsor plaque removal/replacement on picnic tables as an effective process is not currently available. It should be noted that staff will be considering options for installation and removal of plaques in picnic tables to increase efficiencies and reduce table damage. Staff recommend a 20-year term for sponsorship of a concrete picnic table.

New Bench Request - In response to an October 2024 public inquiry from Berwick Qualicum Beach about sponsoring a bench as a rest stop for residents walking up the hill along Memorial Avenue from the beach to Berwick, staff offered existing bench #476 available for sponsorship in the greenspace at the corner of Crescent Rd E and Memorial Ave. Berwick staff reported residents prefer Berwick sponsoring a new bench to be installed near the Hydro boxes across from 579 Memorial Avenue as the ideal location for a mid-climb rest. This would require consideration of infrastructure at the proposed location and, if approved by Council, an amendment to the Level of Service 1002 to increase the cap, a new pad and bench installation. The cost for installation and maintenance of a new bench with pad is substantially more than sponsorship, e.g., new Type 1 (Sponsorship: \$1,000 vs Cost: \$6,445) or Type II (Sponsorship: \$1,200 vs Cost: \$7,485) Staff recommend referring this request to the Operations Department for review and recommendation to Council.



Council Dedications

In addition to benches installed by sponsorship pursuant to Policy No. 4002-11 and Level of Service 1002, dedication benches have been installed as authorized by Council motion for each dedication. These benches are not open for sponsorship, are included in the inventory, are classed as Town-owned, and are maintained by Town staff. Currently, there are 17 such benches (8 composite, 4 metal and 5 wood) that were dedicated as follows:

No.	Benches Dedicated by Council Motion Honouring:
1	National Day of Mourning
6	Freedom of the Town (To Date: John Collins, Anna & Leo Klees, Margaret Little, Art Skipsey, James Storey) Per Council motion that every Freeman of the Town have a bench permanently dedicated in their honour, at no cost, at a location best suited to the Freeman's legacy with the Town.
1	Patrick Weber
1	Leo Klees - Service as Administrator 1966-1993 & with spouse Anne were instrumental in acquisition and preservation of Heritage Forest
1	Brown Property Caretakers - Alex & Barb Smith 1954-1990
2	Unsponsored in the Heritage Forest
1	Town Crier Leonard Mustard and Consort Marie Mustard to honour 20 years (2019)
1	Royal Canadian Legion Br. 76
1	Paul Pezel – 38 years of Volunteer Service – QB Fire Department
1	Corinne James & Ron Hadley re The Old School House
1	Veterans sculpture bench donated by Rotary, dedicated by Town

Expenses

Expenses for materials (excluding wages) fluctuate annually depending on the number of sponsorship applications, renewals, repairs, and Council dedications, etc. The budget for materials expenditure includes Council dedication benches, and reflects:

Year	Budget	Expenditure	Benches	Picnic Tables	Description
2021	\$19,000	\$23,831	1 Steel Bench Heritage Park 2 Memorial Benches 2 Memorial Benches/Armrests Wishbone		Supplies, Bench signs, Bench legs, Bench pads, etc.
2022	\$58,000	\$40,524	1 Concrete Bench (Judges Row) 5 Black/Forest Green Freeman Benches		Boards, plates, bolts and other repair materials, Bench legs
2023	\$58,000	\$54,644	12	3	Boards, plates, Bench legs, bolts and other repair materials/supplies

Fees

The Town's fee rates for bench and picnic table sponsorship were last updated in 2022. See attached scan of other local governments for comparison (Attachment 4), for consideration with Attachment 5 Estimated Memorial Bench & Picnic Table Actual Cost. Of 16 local governments scanned, the Town has the lowest sponsorship/donation fees. Some do not publish specifics, just 'full cost recovery' for the fee, and of those who do publish fees, the Town's fee of \$1,000 was the lowest with the others ranging from \$1,590 to \$5,672, including Parksville at \$3,000, RDN at \$4,000 and Courtenay, Duncan and Ladysmith at 100% cost recovery. Attachment 5 estimates the Town's actual cost for a bench installation and maintenance (10 years), at \$4,645 to \$8,100 subject to type, site, and \$6,445 to \$9,100 if installed in a new location where a pad is also required. Staff acknowledge that the report lacks a detailed comparison including bench style/type as bench style/type is often unique to each local government.

As well, no other local government offers a 5-year term for benches, likely due to the high cost in Year 1. Staff recommend eliminating the 5-year term, and increasing the sponsorship rate for the 10-year term.

The Town's current fee level represents a high level of subsidy by taxpayers for each individual memorial bench and picnic table program sponsors. Most local governments have converted to donor paying full cost recovery for installation and maintenance for the term, with the exception of Ladysmith, where the donor pays full cost for installation but the municipality pays full cost of maintenance during the sponsorship term. Many local governments publicize that they will issue a tax receipt for the donation. Staff recommend increasing sponsorship fees as well as establishing additional fees for requests for additional plaques.

Bike Racks

Bike racks are not currently included in the Dedication of Amenities Policy No. 4002-11, Level of Service 1002, or the Dashboard/inventory. Given this gap in inventory information on the Town's current bike racks, Attachment 9 provides a table showing the location and type of the 30 bike racks installed by the Town in the community as at November 2024.

Policy Review

Staff considered current operational issues, inventory, jurisdictional scan of other municipal bench policies, and the 2022 policies and report, and note the following:

- The Town could begin issuing tax receipts which is included in the recommendations (Policy No. 4002-11 Table A amendment)
- Council may wish to reconsider the level of taxpayer funding vs sponsor funding for benches and picnic tables
- Council may wish to consider adding reference to other amenities available for sponsorship at full cost, e.g., trees, bike racks, etc.
- The recommendations include wording updates to reflect standards for plaque wording and clarifying the requirement to not alter the amenity includes not adding memorial wreaths, flowers or other items
- Importance of emphasizing compliance with the standard application process, i.e., avoiding members of the public raising requests with committee or Council members or staff not involved in the application process. The public must be advised to contact Town Hall for bench sponsorship application and to review Policy No. 4002-11 on the Town's website.

FINANCIAL IMPLICATIONS

The annual expenditure budget provision for benches is \$99,000 with \$51,000 allocated to maintenance and installation (labour) costs and \$48,000 for materials and supplies costs.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

Note: The public was engaged through the report on the public agenda and input before the Policy and Level of Service were adopted in 2022. Now, this review report is provided to inform, for Council consideration and decision making.

INFORM:

- The public is informed through consideration of this report on an open Council meeting agenda with material posted to the Town website. The report provides comprehensive, balanced and objective data for consideration of the issues, solutions and alternatives.

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

SUMMARY

The Town updated Dedication of Amenities Policy 4002-11 and implemented Level of Service 1002 – Benches and Picnic Tables in April 2022. Staff have subsequently developed a Bench Dashboard GIS mapping and inventory resource, and recently completed a review including considering current operations, application process, requests and cap, comparing sponsorship rates, and policies and practices.

Staff have provided recommendations to:

- add sponsorship fees to the Miscellaneous Rates Bylaw No. 638, 2009
- decommission six vacant bench pads no longer recommended for installation of a future sponsored bench
- refer the request from the Berwick Qualicum Beach to add a new pad with bench on Memorial Avenue, to staff to provide a recommendation to Council after reviewing existing infrastructure and confirming if the site is suitable, for Council consideration regarding the service level increase to potentially increase the cap for benches (subsequent report)
- amend Dedication of Amenities Policy 4002-11 to:
 - eliminate 5-year sponsorships, increasing the sponsorship term for picnic tables to 20 years, increasing sponsorship rates including for additional plaques, and adding text to advise a tax receipt will be issued
 - add wording to acknowledge some benches are installed as a result of Council dedication by motion
 - add wording to establish Council dedication of a bench for each member of Council or Town employee who passes away during the term they are serving on Council or during their employment as staff of the Town of Qualicum Beach
 - adding wording to clarify the type of wording for plaques
 - adding wording to expand on the condition that the sponsor does not have ownership rights and cannot make alterations of any kind to the amenity or site, to clarify that the placement of memorial wreaths, flowers or other items or any modifications are not permitted.
- amend Level of Service 1002-Benches and Picnic Tables to increase the picnic tables cap to 40, and to add wording to clarify that picnic tables at Town facilities intended for exclusive staff use are not included in this cap.

ALTERNATIVE OPTIONS

1. THAT Council authorizes the following amendments to the Dedication of Amenities Policy 4002-11:

By striking Table A and inserting as the new Table A:

Amenity	Sponsorship Rate	Duration of Term in Years
Standard Bench with one Plaque (Type I)	<i>INSERT RATES PREFERRED</i>	10
Decorative Bench with one Plaque (Type II)	“ “	10
Standard Picnic Table with one Plaque	“ “	20
At sponsorship commencement, if an additional plaque(s) is requested, additional fee per plaque	\$150	During Amenity Term
Plaque removal and installation of replacement plaque at request of sponsor during term	\$400	During Amenity Term
<i>Once the donation to sponsor an amenity is processed, the Town Finance Department will issue a thank you letter and a tax receipt (excluding additional plaque fees).</i>		

APPROVALS

Report respectfully submitted by Trudy Coates and Rob Dickinson.



Trudy Coates
Corporate Services Support
Report Author

Rob Dickinson
Director of Infrastructure
Services
Report Author



Heather Svensen,
Director of Corporate
Services
Concurrence

Raj Hayre
Director of Finance
Concurrence

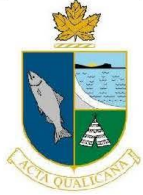
Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

- | | |
|----------------|--|
| Attachment 1: | Policy No. 4002-11 Dedication of Amenities |
| Attachment 2: | Operations Department Parks Services – Level of Service 1002 Benches and Picnic Tables |
| Attachment 3: | Town of Qualicum Beach Benches and Picnic Tables Inventory Summary |
| Attachment 4: | Local Government Memorial Programs Pricing Comparisons |
| Attachment 5: | Estimated Memorial Bench & Picnic Table Actual Cost |
| Attachment 6: | Responses to Benches Suggested as 'Missing' |
| Attachment 7: | Pad (without bench) Locations Recommended for Decommissioning |
| Attachment 8: | April 27, 2022 Staff Report |
| Attachment 9: | Bike Rack List – November, 2024 |
| Attachment 10: | Map of Locations Available for Bench Sponsorship |

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2024\12 11 RC\1. DRAFTS FOR CORP ADMIN REVIEW\Dec 11 2024 - Bench Review - Dedication of Amenities Policy 4002 & Level of Service 1002.docx

Attachment 1 – Dedication of Amenities Policy No. 4002-11

	Town of Qualicum Beach		Policy Manual
	Subject: Buildings and Grounds – Dedication of Amenities		
	Policy Number: 4002-11		

Purpose To establish a process to sponsor or renew sponsorship of amenities within the Town of Qualicum Beach.

Policy Individuals may provide a memorial or dedication on Town amenities by paying a fee to sponsor the amenity for a set period of time.

Glossary **Amenity** - Something that helps to provide comfort, convenience, or enjoyment. Could include, but is not limited to: a bench, a trail, a tree, a statue, or public art, etc.

Bench - A long seat for several people, usually made of wood/composite material, metal, and/or stone. Typically, "a park bench"

Picnic Table - A combination of a table and seating, usually connected, designed for outdoor dining. It is typically made of metal or concrete and wood or synthetic boards.

Procedure The Town of Qualicum Beach will maintain benches and other amenities on Town property as outlined in *Level of Service 1002 – Benches and Picnic Tables*

Amenities may be sponsored by residents, corporations, or groups for a one-time fee that covers a set duration of time. The fee structure for the sponsorship is as outlined in the TABLE A.

TABLE A: FEE STRUCTURE AND DURATION

Amenity	Sponsorship Rate	Duration in Years
Standard Bench with Plaque (Type 1)	\$1,000	10
Standard Bench with Plaque (Type 1)	\$600	5
Decorative Bench with Plaque (Type 2)	\$1,200	10
Decorative Bench with Plaque (Type 2)	\$700	5
Standard Picnic Table	\$1,200	10

Approved: 27-April-2022

Amended:

Approved by: Council

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The sponsorship will include one plaque with a size suitable for installation on the type of amenity:

- (a) 1 full size plaque
- (b) 1 full size plaque and up to a maximum of 8 smaller plaques

Plaques will be installed at the time of amenity installation for subsequent engraving during the term. The cost of the plaque is included in the original application fee. Plaques will be maintained or replaced, if necessary, by the Town of Qualicum Beach. The wording on all plaques is subject to the approval of the Town and availability of space

Terms and Conditions

1. The Program permits a sponsorship and installation of a plaque on an amenity (bench, picnic table, etc.) to be located within the boundaries of the Town of Qualicum Beach.
2. The location of the amenity will be subject to availability, and at the discretion of the Town, and the Town shall have final approval of the amenity type and location.
3. The Town reserves the right to relocate or remove the sponsored amenity whenever necessary. All reasonable effort will be made to notify the sponsor if their amenity is affected, and a suitable alternative found if the amenity is still under sponsorship.
4. Installations are subject to staff availability and may be deferred to accommodate priority works. Installations will be on a first come, first served basis within the context of operational requirements outlined in *Level of Service 1002 – Benches and Picnic Tables*.
5. The sponsor does not have ownership rights in and to the amenity or the site and may not make alterations of any kind to the amenity or the site. Further, the sponsor acknowledges and agrees that the Town is not responsible for any loss, costs, or other claims arising out of this agreement in the event the amenity or the plaque is damaged and cannot be replaced, other than finding a suitable alternative or return or repair of the plaque.

<p>Approved: 27-April 2022 Amended: Approved by: Council</p>
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6. The sponsored amenity is, and remains the property of the Town of Qualicum Beach and may be disposed of according to Policy 6000-4 – Disposal of Municipal Assets.
7. The identity of sponsor becomes public record. Names may be published to acknowledge a sponsor.
8. Personal information in this agreement is collected for the purposes of fulfilling the requirements of this agreement under the authority of s.26(c) of the *Freedom of Information and Protection of Privacy Act*. By agreeing to sponsor an amenity you are providing the Town with your consent to collect your personal information that will be used by Town to manage the program. Information will be kept on file for the duration of the sponsorship and any renewals plus two years for legal retention purposes. For questions regarding the collection and use of your personal information, please contact the Corporate Administrator of the Town of Qualicum Beach at 250.752.6921.
9. The sponsor has sole responsibility to ensure the Town has the sponsor's current and complete contact information
10. No less than six months and no greater than one year prior to the expiration of the Term, the sponsor has sole responsibility to inform the Town in writing of their desire to renew the agreement, failing which the agreement will conclude and the Town will attempt to return the plaque to the sponsor, without further notice to the sponsor.
11. The cost of renewal will be determined by the fees being charged at that time.

The Town of Qualicum Beach agrees that:

1. It is responsible for the acquisition and installation of the plaque and amenity
2. It is responsible for the maintenance of the amenity in accordance with the Town's normal maintenance standards, as outlined in *Level of Service 1002 – Benches and Picnic Tables*, and as determined by the Town in its discretion from time to time
3. If an amenity is damaged, destroyed, or defaced to an extent that in the opinion of the Town repair or replacement is required, it will be done at no additional cost to the sponsor

Approved: 27-April 2022 Amended: Approved by: Council

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4. It is responsible for the maintenance of the site as part of its standard maintenance practices and in respect of the natural site characteristics and any existing applicable bylaws, agreements and/or regulations

Responsibility Manager of Operations
 Parks Foreperson(s)
 Employees

References Town of Qualicum Beach Policy 6000-4-Disposal of Municipal Assets
 Town of Qualicum Beach–Level of Service 1002–Benches and Picnic Tables
 City of Parksville Policy 3.42 – Dedicated Memorial Bench and Tree Plantings
 Saanich Parks & Recreation – Park Amenity Donation Program
 RDN – Park Amenity Donation Terms and Conditions
 Resort Municipality of Whistler – Tribute Plaque Agreement

Distribution Council
 All Departments

Approved: 27-April 2022 Amended: Approved by: Council

Attachment 2 – Level of Service – Benches and Picnic Tables – 1002

Town of Qualicum Beach
 Level of Service

Operations Department
 Parks Services

Report Date	Project Description	Code
2022-04-27	Benches and Picnic Tables	1002

Service

Bench and Picnic Table installation and maintenance will be performed in the Town of Qualicum Beach in accordance with a defined level of service.

Project Objectives

Bench and Picnic Table installations will provide the following benefits:

- Amenities for residents and visitors
- Resting places for walkers and active residents
- Eating areas for residents and visitors

Bench and Picnic Table Maintenance and Inspections will provide the following benefits:

- Risk management and reduced liability
- Safe environments for residents, commuters, and recreational enthusiasts
- Protection and longevity of assets

Project Level of Service

Operations

- The style of bench best determined to withstand weather and vandalism is constructed from metal and composite material. This conforms to the current bench standard in the Community Park and elsewhere throughout the Town.
- The number of dedicated memorial benches will be capped at 210 within the community. Generally, of the 210 benches, 170 will be Type 1 and 40 will be Type 2 benches, but may vary as required.
- Use of all-metal benches will be limited to Parks and special use cases.
- The number of picnic tables will be capped at 35 within the community.
- Installations are subject to staff availability and may be deferred to accommodate priority works. Installations will be on a first come, first served basis within the context of operational requirements.
- Final determination of installation will be the responsibility of Town Staff and strategic locations will be determined by a number of factors including, but not limited to: necessity, availability of space, public requests, ease of installation, foot traffic, location within a park, etc.

Levels of Service
Operations Department
Benches and Picnic Tables

Maintenance

- Routine maintenance will extend the life expectancy of benches, providing a safe and consistent surface and continued comfort and safety.
- Maintenance practices should be consistent and shall address: surfacing repairs, structural damage, and any damage that may pose a hazard.
- Specific maintenance and repair practices may vary depending upon location, level of use, and surrounding area.

Inspections

- Inspections, along with maintenance, are integral to managing and minimizing the town's ongoing exposure to risk associated with benches.
- Inspections shall focus primarily on user safety, followed by environmental considerations. A typical bench inspection will include:
 - documenting the condition of the surface, structures, surrounding conditions
 - documenting the occurrence of any maintenance triggers
- Inspections will be performed and documented by qualified Town of Qualicum Beach staff.
- Inspections will be conducted every 2 years and at the end of a sponsorship period.
- Inspections may also be prompted by feedback received from the public, or as a result of incidental observations by staff.
- Response to calls for service and inspection through public or staff notification of infrastructure damage, vandalism, and graffiti will be addressed beyond the typical schedule. Priority for response will be according to degree of hazard to public health and safety.
- Any bench or picnic table that is deemed unsuitable for use or unsafe will be identified and clearly marked for remediation or replacement as soon as practically possible.
- When the inspections are completed, a record shall be kept of the inspection, filed, and kept in accordance with current records management.

Project Level of Service – Regulatory

At the time of this policy, there do not appear to be any regulatory requirements related to benches and/or picnic tables.

Attachment 3

Town of Qualicum Beach Amenities (Benches & Picnic Tables) Inventory Summary

	Type I	Type II	Bench Types Not Listed in Dedication Policy (Former Types Available included in Inventory)			Grand Total Benches
			Type C Concrete (Museum-Sponsored & Train Station-Available)	Type M Metal (Heritage Forest 8 & Dog Park by CC 1)	Type "Other" (Tennis Court Storage Box)	
(1) Bench CAP	170	40				210
(2) Benches (incl Existing & Vacant Pad) Total by Type	157	47	3	9	1	217
Number of Benches/Pads EXCEEDING CAP	-13	+7				+7
(3) Existing Bench Inventory by Type	140	43	2	9	1	195
Bench Sponsorship Status						
(3) Locations (Vacant pad) Available for Bench Sponsor	17	4	1	0	0	22
(3) Locations (Existing Bench) Available for Resale (Sponsor)	30	17	1	2	1	51
(2) Locations (Existing Benches) Already Sponsored	110	26	1	7		144
(1) Picnic Tables CAP	35					
(2) Existing Picnic Tables	42					
Number of Picnic Tables EXCEEDING CAP	+7					
Picnic Table Sponsorship Status						
(3) Locations (Vacant pad) Available for Table Sponsorship		0				
(3) Locations (Existing Table) Available for Sponsorship		15				
(2) Locations (Existing Tables) Already Sponsored		24				
Locations (Exempt from Sponsorship)		3 (2 @ Parks 1 @ BMX)				
WAITLIST -Benches Waterfront Bench locations only	6					

The inventory considers:

- (1) the cap for each amenity type (Type 1, Type II benches and picnic tables)

- (2) the existing benches and picnic tables (sponsored)
- (3) the available unsponsored benches and picnic tables, and vacant (pad only) spaces available for installation of amenity when future sponsor.

BENCH SUMMARY

195 Existing Benches
Of which 144 Are already Sponsored
Which leaves 51 Available for Sponsorship

Plus 22 vacant pads
Minus 6 vacant pads recommended for decommissioning
Which leaves 16 vacant pads available for Sponsorship

Which totals 67 locations available for Sponsorship
If all sponsored will equal 211 Benches (195 + 16)

Attachment 4 Local Government Memorial Programs Pricing Comparison

	Local Govt.	Amenity	Price	Term	Notes
	Qualicum Beach	Bench – Type I Bench – Type II Picnic Table	\$1,000 or \$600 \$1,200 or \$700 \$1,200	10 or 5 yrs 10 or 5 yrs 10 yrs	
1	Campbell R.	Bench Table Wheel Accessible Table	\$2,800 \$3,800 \$3,900	15 yrs 15 yrs 15 yrs	Renew for additional 10 years \$500 Call re JEM Chair (Adirondack Style) Tax receipt issued for all donations
2	Courtenay	Bench	To be 100% cost recovery		Suspended in 2019 - Renewal of program authorized July 2024 – staff working on policy for fall 2025 implementation
3	Duncan	Park Amenity (<i>bench, table, bike rack, brick, light fixture, games table, tree, drinking fountain, etc.</i>)	Total installation cost & up to 10 yrs maintenance	10 yrs	Tax receipt issued if >\$25 Trees total cost & up to 5 yrs mtce. Renewal 15% of current cost of new installation.
4	Kamloops	Bench – new Bench – existing Picnic Table – new Picnic Table – existing Tree	\$4,000 \$2,000 \$8,000 \$4,000 \$1,500	10 yrs 10 yrs 10 yrs 10 yrs 5 yrs	Suspended in 2023, updated & returned March 2024 Extension 10 yr \$1,000 Tax receipt issued at beginning of following year
5	Ladysmith	Bench, tree or other amenity	All installation costs borne by donor	Reasonable life span	Town pays maintenance costs. No obligation to replace if damaged Tax receipt issued
6	Lantzville	Bench	Recommendation with 100% cost		Was \$2,500 - Suspended program 2021– Nov 20 2024 motion for staff to provide a recommendation for each request on hold, with cost to cover expense, until program reviewed, was referred to Parks & Trails Committee to recommend a memorial bench policy, with locations & disallowing at waterfront, and ability to relocate.
7	Metro Vancouver	Bench	\$4,500 – Type A \$2,280 – Type B	15 yrs 15 yrs	
8	Nanaimo	Tree Donation Pilot 2024	\$1,500	3 yrs	\$1,500 incl tree, watering, pruning, weeding for 1 st 3 years plus admin. (<i>Bench program discontinued in 2005</i>)
9	North Cowichan	Bench Living Tribute Tree	\$1,590 – Type A \$1,680 – Type B \$1,720 – Type C \$ 550 or \$1,470	10 yrs	Does not include plaque cost Tree with bronze plaque granite \$1,470
10	Osoyoos	Bench	\$2,000	10 yrs	Plus \$1,000 if cement pad required, plus \$500 if additional plaque required
11	Parksville	Bench Tree	\$3,000 \$1,000	10 yrs 10 yrs	Program Cap for benches: 200 Includes plaque on paving stone
12	RD Nanaimo	Bench Picnic Table	\$4,000 \$4,500	10 yrs 10 yrs	\$1,000 for plaque on an existing. TBD for other amenities full cost recovery. Tax receipt issued.
13	Richmond	Bench Tree Table	\$3,500 Minimum \$650 \$4,000	10 yrs	Renewal \$3,000; 2nd plaque \$500 Fee depends on tree type Renewal \$3,500
14	Sidney	Bench	\$3,000	10 yrs	Not maintaining a waitlist.
15	Surrey	Bench Cast Bench	\$2,800 \$3,800	20 yrs 20 yrs	Non-renewable; fee based on 5 year increments for \$700 Bench, \$950 Cast.
16	West Vancouver	Tribute Bench	\$3,600	10 yrs	Wording: no dates, will be non-denominational, present tense, uplifting, honouring person. Tax receipt issued.
17	Whistler	Tribute Bench in Park Tribute Bench in Village Park Bike Rack Village Bike Rack	\$4,640 \$5,672 \$2,062 \$2,990	10 yrs 10 yrs 10 yrs 10 yrs	Tax receipt issued is fee minus the cost of the plaque. Plaque restrictions: must not include dates, non-denominational, present tense, uplifting & inspirational.

Attachment 5
Estimated Memorial Bench / Picnic Table Actual Cost

Memorial Bench Cost Estimation (Direct cost)	Staff Time (hrs)	Occurrences (or once per year)	2024 (rounded)		
			Type I	Type II	Metal (Heritage Forest & 1 @ CC dog park)
Concrete Pad Installation (if required) (includes removal of existing substrate, installation of gravels, form, and pour concrete and install 4 bolts for bench) (Concrete anchor for metal benches)			\$1,800	\$1,800	\$1,000
Materials					
Purchase of Bench/Materials Type I: 5 boards, 2 legs, 1 plaque, 10 bolts excluding nuts/bolts to ground Type II: purchased pre-assembled Metal: complete bench, install plaque			\$1,150	\$2,385	\$4,600
Fabrication and Installation			\$455	0	0
Installation			0	\$260	\$260
Plaque removal and installation of new plaque			\$400	\$400	\$600
Estimated Total Installation of Bench by Type			\$2,005	\$3,045	\$5,460
Estimated Total Installation of Bench by Type if Concrete Pad Required			\$3,805	\$4,845	\$6,460
Maintenance					
Pressure washing	0.5	10	\$325	\$325	\$325
Graffiti Removal/cleanup	0.67	10 *Note: Waterfront benches require more cleaning	\$435	\$435	\$435
Program administrative costs: Establish program, GIS mapping inventory, communications plan, process request, take payment, review plaque wording, place order, update Dashboard/ inventory, follow up on vandalism reports, schedule maintenance, etc., decommission at the end of term, notify and arrange pickup of plaque	20.0	Over the term of the bench sponsorship	\$1,800	\$1,800	\$1,800
Inspection	0.25	Every 2 years, also on complaint, & at Term end	\$80	\$80	\$80
<i>*Based on 2024 labour rates including benefits</i>		Estimated Maintenance TOTAL	\$2,640	\$2,640	\$2,640
		Estimated Mtc + Install TOTAL	\$4,645	\$5,685	\$8,100
		Estimated Mtc + Installation if Pad Required	\$6,445	\$7,485	\$9,100
		Per Policy No. 4002-11 (2022) Memorial Bench Sponsorship Fee	\$1,000	\$1,200	Not specified (3 @ Type II)
Picnic Tables		Picnic Table Sponsorship Fee	\$1,200		
Purchase complete tables & install plaque (increased from \$1,700)			\$2,400		
Installation cost			\$560		
Annual Mtc & BiAnnual Inspection	0.25		\$160		
Estimated Total Installation of Picnic Table assuming concrete pad/bolts in place			\$3,120		
Estimated Total Installation of Picnic Table if Concrete Pad Req'd			\$4,920		

Attachment 6 Responses to Benches Suggested as Missing

The Town received an *email from a citizen* suggesting benches are missing or have disappeared, and listing eight specific location examples.

Attachment 6 provides responses to examples below, further to the following general explanations in this report regarding inventory:

- adding new benches and locations infinitely was not sustainable which is why Council in 2022 established Level of Service 1002 setting a cap of 210 benches and 35 picnic tables for the program, with installation scheduled subject to staff availability and priorities
- benches are decommissioned at end of life when not repairable
- decommissioned bench locations may be replaced by new benches, when sponsors apply
- currently, there are 51 benches in place available for sponsorship, plus 22 locations that are vacant (pad only) upon which a bench will be placed when sponsored
- six vacant (pad only) locations are recommended for decommissioning.

1. **Friendship Gardens – Corner of Memorial and Garden Rd W, the bench is still missing – previously told it was being replaced.**

Answer: There are 3 existing pads (#470 & #471) and (#362) at this location. Pad #362 is available for sponsorship. However, Pads #470 & #471 are located behind the berm/garden at a location that was not well-used and is inconsistent with CPTED (Crime Prevention Through Environmental Design) Principles. Staff recommend Pads #470 & #471 be decommissioned.



2. **Grandon Creek – Benches at the top and bottom of the trail were removed, the top one is now replaced – the bottom still missing. Both required.**

A: Submitted picture is from the bottom of trail; however, it is out of date as there is a bench (#379) installed on this pad shown on right side of sign that is available for sponsorship, as shown in the Town's Dashboard/inventory and reconfirmed by photo (*see right*) in November 2024. This is in addition to the adjacent location Pad #370, where a bench could be installed when sponsored. Our data says bench #411, is located at the top of the Grandon Creek trail, and it is also available for sponsorship.



3. **Railway and Memorial – Corner of Railway and Memorial – bench was removed around 2020 and needs to be replaced.**

A: The pad is still at this location. Pad #44 is a location currently shown as available for sponsorship. However, it is located within the rail Right of Way, and would require agreement from Island Corridor Foundation to reinstate a bench on the vacant pad. Given that ICF has authorized locating a proposed new Cenotaph adjacent that will have benches, staff recommend Pad #44 be decommissioned.



4. **Memorial and Primrose Lane** – *By house #793 Memorial by walk through to Primrose Lane strata development still needs to be replaced.*

A: Pad #361 is a location available for sponsorship, and a bench will be added when sponsored.



5. **Dogwood Walk** – *There used to be 4 benches (2 on left of the path, 2 on right) on the walk through the Community Park through to Park Road and beyond – now there is one and if occupied nowhere for others to rest.*

A: Pads #356, 357 & 303 are available for sponsorship, and a bench will be added to each pad when sponsored. With the adjacent play fields, gardens and trees, it is recommended they be retained for sponsorship.



6. **Eagle Tree at Off Leash Dog Park by Ravensong** – *There were 4 benches in the off leash dog park, including a bench near the Eagle Tree (marked with a plaque on trunk). The trail is very well used 24/7 and needs more rest opportunities.*

A: The locations mentioned are all in the woods and there are no “concrete pads” for reinstating a bench. There is still bench #431 (metal) in the park that is available for sponsorship. A cap has been established for a sustainable bench program; currently no plans to increase the cap to add new benches which would be a service level increase.



7. **Museum Trail Walk from the Museum to Arbutus** – *There used to be a bench at the beginning of the trail by the Museum; it is gone now.*

A: There is no pad or bench at this location, nor any record of a bench in this location. It may have been installed by the Museum or donated by a resident, and subsequently removed by the installer. Due to liability, unauthorized bench installations are not permitted. The Museum has another bench within its fenced yard.



The Town previously disposed of a bench (end of bench life) that was within the woods.

The other locations mentioned are all in the woods and there are no “concrete pads” for reinstating a bench; nor are they included in the 210 bench cap and there are no plans to increase the cap to add new benches would be a service level increase.



- 8. Opposite 277 Hoylake Road W** – *Where there is a trail entrance and a view to stop and sit.*
Hard to see where the bench used to be located but citizen offered to show it.



A: Unsure if these are out of date photos or a different location. There is one existing bench (#383) in the trail across from 277 Hoylake Road W, available for sponsorship. Town data shows the photo at right. Also, photos below, taken in November confirm bench at Hoylake.



The other locations mentioned are all in the woods and there are no “concrete pads” for reinstating a bench, nor are they in the 210 bench cap.

Attachment 7

Six Pads (without bench) Locations Recommended for Decommissioning

Staff have noted six locations within the inventory recommended for decommissioning, including:

ID 470
& 471

Remove two concrete pads (#470 & 471) with no benches behind the berm/garden at Friendship Garden, corner of Memorial Ave. and Garden Rd. W, due to safety, as the pads are not in a well-used location and inconsistent with CPTED (Crime Prevention Through Environmental Design) (leaving one pad #362 available for sponsorship for a bench install at the Friendship Garden).



471



470

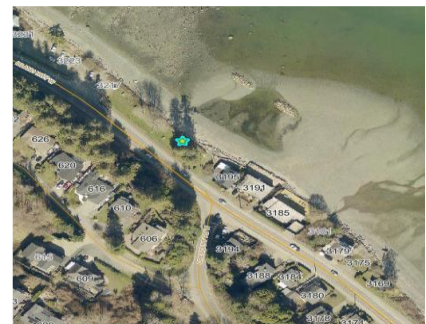
ID 474

Remove concrete pad (#144) with no bench at Beach access at the foot of Beach Terrace, due to safety/proximity to driveway.



ID 382

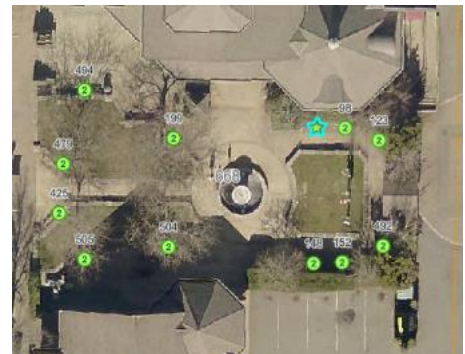
Remove concrete pad (#382) with no bench at Brant Viewing area, due to safety from deteriorating foreshore.



- ID 44 Remove concrete pad (#44) with no bench at Railway St. and Memorial Ave., due to location on Island Corridor Foundation property and that the new, adjacent, Cenotaph will have benches.



- ID 426 Remove concrete pad (#426) with no bench at 660 Primrose St., Townhall, Glassford Square, as bench was removed to accommodate baby carriages and wagons.



Attachment 8 – April 27, 2022 Staff Report

**Town of Qualicum Beach
M E M O R A N D U M**

TO: Heather Svensen, Acting CAO

FOR: Regular Council April 27, 2022

FROM: Arnold Schwabe, Manager of Operations

SUBJECT: Policy and Level of Service for Town of Qualicum Beach Benches and Picnic Tables

RECOMMENDATION:

That Council approve Policy 4002-11 – *Dedication of Amenities* and corresponding *Level of Service 1002 – Benches and Picnic Tables*.

PURPOSE

To provide Council with a new policy and level of service for sponsoring amenities in the Town of Qualicum Beach that manages and establishes reasonable standards, levels of service, and predictable budget.

BACKGROUND

A report on proposed changes to the dedication of benches and picnic table policy was presented to council at the February 2, 2022, council meeting. The content of this memo includes all of the original memo, for continuity and ease of reference. There were questions about the policy and level of service and council asked that some changes be made and a chance for feedback be provided. Limited feedback was provided however, based on the feedback, the following changes were made to the policy and level of service:

- The cap on the number of benches was increased from 200 to 210. Budget numbers in the report have been adjusted.
- The recommended cost of sponsorship was decreased significantly. It is recommended that there is no longer a tie between sponsorship, and cost of the bench, so a lower entry cost would make it easier for residents to sponsor an amenity.
- More information on the synthetic materials is included in the report.

The policies for the Dedication of Park Benches (4002-1 and 4002-2), and Picnic Tables (4002-9), were first approved by Council in September 1995. There have been revisions to both policies and the last revised date for the policies was April 2012. Since that time, there has been no change to the sponsorship costs, nor the process whereby benches were installed and maintained in the Town. The purchase and placement of a bench was typically dependent on someone sponsoring a bench and placing it at a location that had some sentimental attachment.

Policy and Level of Service for Town of Qualicum Beach Benches and Picnic Tables
Town of Qualicum Beach
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All three policies are very similar in the wording of the procedure, but there are subtle differences in the type of bench or table, cost, and duration of the sponsorship. A Type 1 bench, similar to the standard style along the waterfront, has a sponsorship cost of \$1,800 and has a duration of 8 years. A Type 2 bench, similar to the style of benches in the Town Hall fountain courtyard (Glassford Square), has a sponsorship cost of \$2,500 and a duration of 12 years. The differences in cost are likely related to the types of material, durability of the wood, and expected useful life of the bench.

While we were reviewing bench installations, maintenance, and types, we sought advice from the Municipal Insurance Association of BC (MIABC) on some of our guiding policies. It was stressed to us by MIABC that where we have policies that direct our processes and procedures, strict adherence to those policies would be in the best interest of the Town of Qualicum Beach to limit future litigation. The new policy and level of service provide more clarity on terms and conditions of maintenance and responsibilities, and attempts to clear up misconceptions as to what happens when a sponsorship expires.

DISCUSSION

Pragmatically, benches are not part of the Town's critical infrastructure (water, sanitary sewer, storm sewer, etc.) and have been a lower priority while creating our Asset Management strategies. Thus, an Asset Management plan has not been prepared for the benches in Qualicum Beach, but we do have a current inventory, work order and inspection records, and financial estimates on the current and future costs of the benches.

As per proposed *Level of Service 1002 – Benches and Picnic Table*, there would be 210 (170 - Type 1 and 40 - Type 2) benches in Town and eventual replacement would take place over the next 10 years. Our previous experience with wooden benches showed that they had a life of 8-10 years for the metal bases, however, the wooden slats rarely lasted more than 5-6 years before needing complete refinishing. If there are 210 benches in Town and we have an assumed life of 10 years, we would need to replace approximately 21 benches per year. Based on those numbers, again using averages, we would replace 17 Type 1 benches and 4 Type 2 benches per year. TABLE A below reflects the yearly estimated life cycle costs, including maintenance and replacement, for budgeting purposes. For the purposes of this report, Metal benches have been combined with Type 2 benches as the purchase cost and maintenance is similar.

Policy and Level of Service for Town of Qualicum Beach Benches and Picnic Tables
Town of Qualicum Beach
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TABLE A: YEARLY BENCH COSTS

	Type 1	Type 2	TOTALS
Yearly Replacement costs	\$34,000	\$12,000	\$46,000
(17 - Type 1, 4 - Type 2)			
Yearly Maintenance Costs	\$12,750	\$3,000	\$15,750
(170 - Type 1, 40 - Type 2)	(170 @ \$75)	(40 @ \$75)	
TOTAL YEARLS COSTS	\$46,750	\$15,000	\$61,750

Yearly Maintenance estimates

Type 1 and 2 Benches \$75.00
(1.5 hours at \$50 / hour)

NOTES:

Any vandalism or other damage would be a minimum of \$200 / bench.

Maintenance costs for waterfront benches are higher due to conditions

Type 1 and 2 benches will be sponsored for 10 years

If we start a new 10-year cycle and replace or refurbish all the benches in the Town of Qualicum Beach, it would be best to move to benches made with synthetic materials instead of wood. Those materials have proven to last longer in our wet, coastal environment and require less repair and replacement of boards. The new style of the Type 2 bench would be very similar to what we use now, however would use synthetic material and be manufactured by a supplier in Parksville.

We would recommend moving to a new style for the Type 1 bench as well because most manufacturers don't carry a bench similar to our Type 2 benches, and our current benches do not have arm rests. One that is also manufactured by the same supplier in Parksville, uses synthetic boards, and has arm rests. It is similar to the benches used in Parksville and the Regional District of Nanaimo. The synthetic materials used for the benches are 100% recycled plastic slats. Their recycled content by weight is 64% and they are 100% recyclable. The slats will not rot, splinter, or warp, and carry a 10-year limited warranty from the manufacturer.

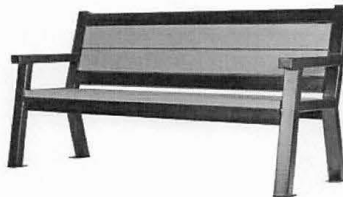
Policy and Level of Service for Town of Qualicum Beach Benches and Picnic Tables
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Below are two styles shown as examples that could be used in Qualicum Beach:

1. Classic Park Bench with Arms (Used for Type 2 benches)



2. Rutherford Park Bench (Used for Type 1 benches)



Policy # 4002-1 Dedication of Park Benches – Type 1 and Policy # 4002-2 Dedication of Park Benches – Type 2 that apply to bench installation in Qualicum Beach, and the policy for picnic tables, are dated and in need of updating and clarification.

Policy 4002-11 – Dedication of Amenities and Level of Service 1002 – Benches and Picnic Tables more clearly define the roles and responsibility of the Town and outline what the expectations are for the sponsorship of benches.

STRATEGIC PLAN SIGNIFICANCE

The Town's Strategic Plan includes Strategic Initiative #6: Efficient Provision of Services
Goal: Effective Provision of Services

This initiative establishes the following:

Policy and Level of Service for Town of Qualicum Beach Benches and Picnic Tables
Town of Qualicum Beach
Page 5 of 5

The Town will develop policies and procedures to improve the efficiency of municipal operations, as well as to improve transparency and to provide Council with better policy tools to guide operational practices at a high level.

In the past, the number of benches and tables fluctuated, and little was done to keep track of age, condition, or number of installed benches. To effectively manage the amenities in Town, whether they are benches, picnic tables, or other fixed assets, a defined level of service is necessary, with predetermined numbers and expectations.

FINANCIAL IMPLICATIONS

The financial implications of replacing and installing benches, without sponsorship, are noted above in TABLE A. Based on maintaining an active inventory of 210 benches, the yearly budget costs would be approximately \$61,750, rising with inflation. For reference, the previous three-year average for the bench budget is approximately \$36,000 and this would be a 70% increase to the yearly bench budget. In 2021, we exceeded the budget by approximately \$20,000.



Arnold Schwabe
Manager of Operations
Report Writer



Heather Svensen
Acting Chief Administrative Officer
Concurrence

Attachment 9 – Bike Rack List – November, 2024


No.	Bike Rack Location	Bike Rack Type
1	Corner of Memorial Ave. & Fern Rd.–close to 710 Memorial Ave. “Marshall Lamperson”	HP
2	702 Memorial Ave. – in front of “Covet Apparel”	HP
3	701 Memorial Ave. – in front of “Tech Tidal”	HP
4	Clocktower Square – next to 678 Memorial Ave. “Oceanside Pizza Palace”	2-Bike Rack
5	Town Hall – in front of Library doors	HP
6	Town Hall – on Primrose St. in front of Library windows	HP
7	Harlech Rd “Old Fire Hall”	2-Bike Rack
8	1 st Ave. Corner – “Munchy Business & Deli”	HP
9	Primrose St. Corner – “Munchy Business & Deli”	HP
10	Corner of 2 nd Ave. & Primrose St. – Post Office side	HP
11	169 W 2 nd Ave. – in front of “Dolly’s Home Hardware”	4-Bike Rack
12	177 W 2 nd Ave. – in front of “What’s Cooking”	2-Bike Rack
13	668 Beach Rd. – in front of “Westmount Wealth Management Inc.”	HP
14	221 2 nd Ave. – in front of “Chilham Village Barber Shop”	HP
15	180 2 nd Ave. – in front of “Giovanni’s” at Crosswalk	2-Bike Rack
16	Corner of 2 nd Ave. & Primrose St. in front of “Oceanside Art Gallery”	3-Bike Rack
17	134 2 nd Ave. – Corner of Alley	HP
18	118 2 nd Ave. – in front of “Credit Union”	HP
19	747 Jones St. – at front door “Civic Centre”	4-Bike Rack
20	Community Park Playground	3-Bike Rack
21	Dogwood Walk	3-Bike Rack
22	587 Beach Rd. – Qualicum Beach Museum	2-Bike Rack
23	2811 Island Hwy W. – 4 Poles Boat Ramp Next to “Shore Restaurant”& “Toy Box”	2-Bike Rack
24	Brant Viewing Area	3-Bike Rack
25	130 Rupert Rd.E. – “Qualicum Beach Fire Rescue Hall”	3 single Bike Racks
26	1000 Ravensbourne Ln. – in front of “Qualicum Beach Airport Terminal”	2-Bike Rack
27	Miraloma Dr. – close to road frontage at “Miraloma Park”	3-Bike Rack
28	Veterans Way – across from “Community Hall”	4-Bike Rack
29	897 Jones St. – “Parks Yard” back wall	4-Bike Rack
30	Harlech Rd. – “Naked Naturals”	4-Bike Rack
Two 3-Bike Racks Have Been Removed		
1	Town Hall – in front of doors closest to Council Chambers	
2	Beach Road – in front of Vet Clinic	

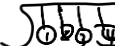
KEY

HP



2-Bike  2 spaces

3-Bike  3 spaces

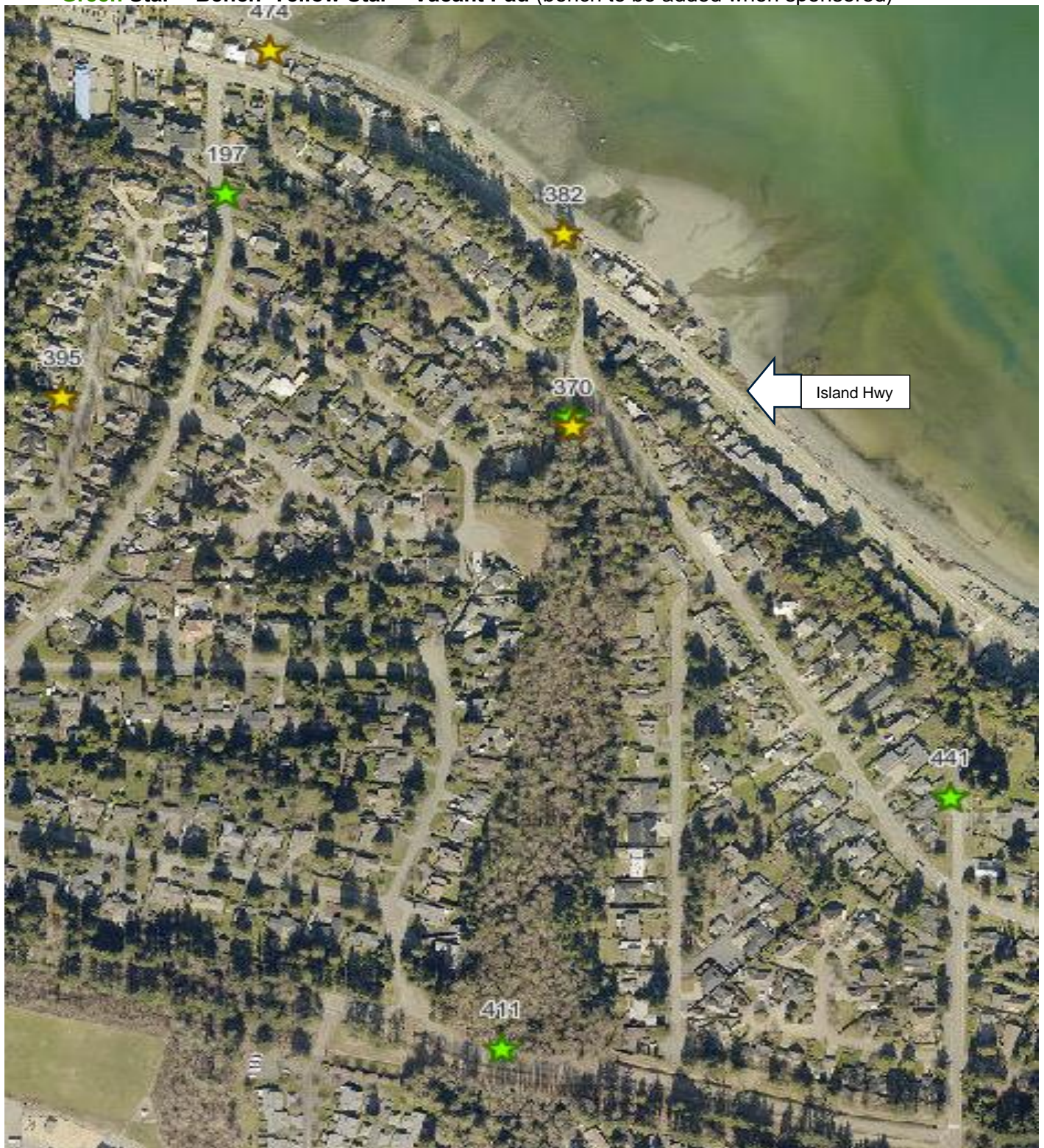
4-Bike  4 spaces

Bikes can be placed on either side.

Attachment 10 – Maps of Locations Available for Sponsorship as at November, 2024
(Existing benches & pads for sponsorship – 6 of which are recommended for removal)

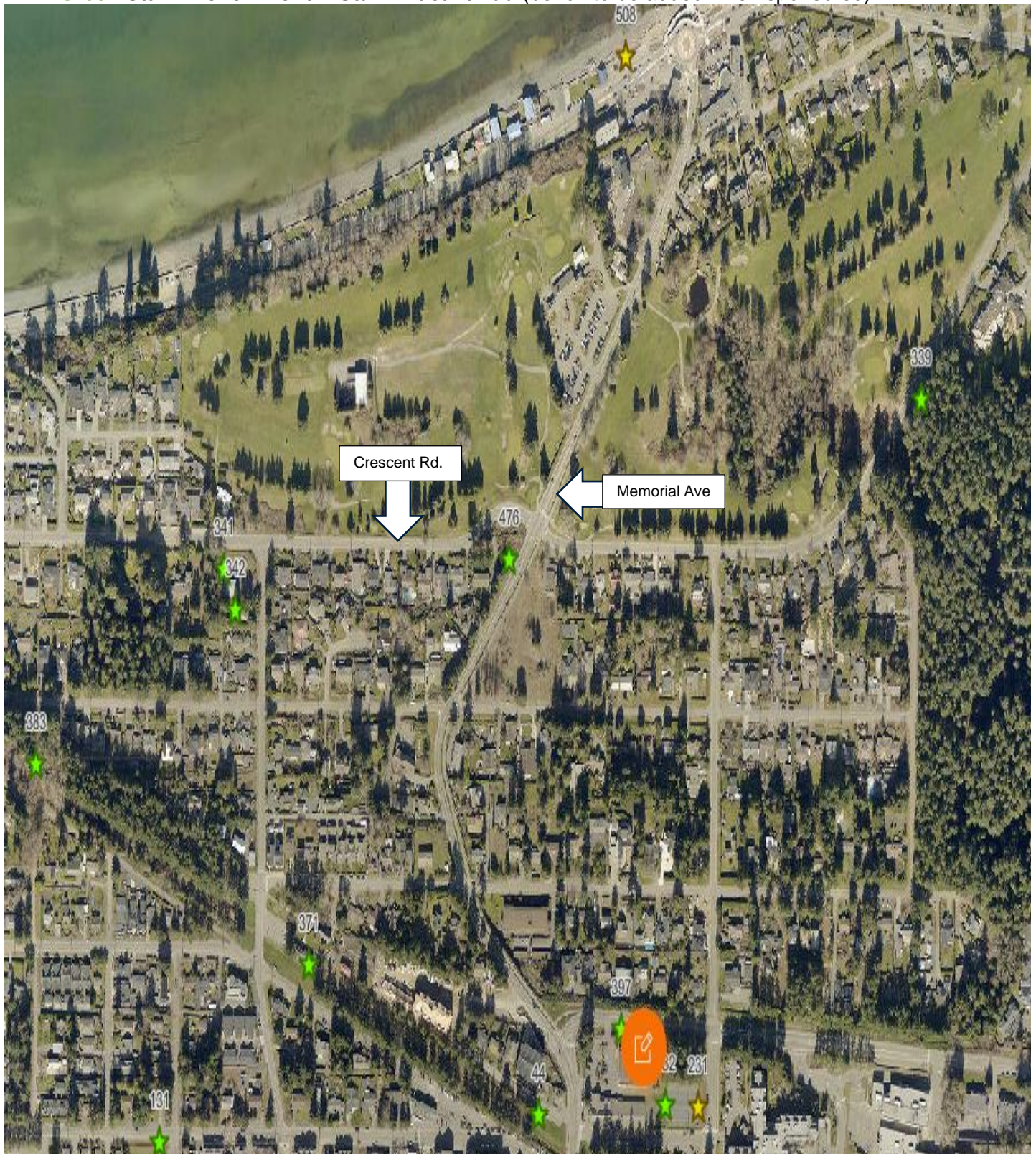
Map 1 of 5

Green Star = Bench Yellow Star = Vacant Pad (bench to be added when sponsored)



Map 2 of 5

Green Star = Bench Yellow Star = Vacant Pad (bench to be added when sponsored)



Map 3 of 5

Green Star = Bench Yellow Star = Vacant Pad (bench to be added when sponsored)



Map 4 of 5

Green Star = Bench Yellow Star = Vacant Pad (bench to be added when sponsored)



Map 5 of 5

Green Star = Bench Yellow Star = Vacant Pad (bench to be added when sponsored)

