

**Agenda for the 10:00 am Wednesday, December 11, 2024 Town of Qualicum Beach
Regular Council Meeting to be held in the Council Chamber, Town Hall, 660 Primrose
Street, Qualicum Beach, BC**

[This meeting may be recorded]

Page No. *NOTE: Times identified within the agenda are subject to change depending on time required by
Council to consider each matter.*

1-21 1. ADOPTION OF THE AGENDA

THAT the December 11, 2024 Regular meeting agenda, be adopted, as presented.

2. START OF CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2 a) to 2 l) in the December 11, 2024 Consent Agenda be adopted.

- 22-27 a) THAT the July 10, 2024 Committee of the Whole meeting minutes be approved as presented.
- 28-33 b) THAT the November 1, 2024 Committee of the Whole meeting minutes be approved as presented.
- 34-35 c) THAT the November 13, 2024 special Council meeting minutes be approved as presented.
- 36-38 d) THAT the November 13, 2024 Committee of the Whole meeting minutes be approved as presented.
- 39-46 e) THAT the November 20, 2024 regular Council meeting minutes be approved as presented.
- 47-48 f) THAT the November 20, 2024 Committee of the Whole meeting minutes be approved as presented.
- 49-50 g) THAT the November 27, 2024 special Council meeting minutes be approved as presented.
- 51-54 h) THAT the November 27, 2024 Committee of the Whole meeting minutes be approved as presented.
- 55 i) THAT the Correspondence Log, dated for reference December 3, 2024, be approved as presented.
- j) THAT the recommendations from the October 21, 2024 be adopted as presented.

i. 24-CA-01: Asset Management – Natural Asset Reconsolidation

THAT the timeline for the Initiative titled Asset Management – Natural Asset Consolidation be shifted from 2025/2026 to 2027; AND FURTHER THAT the cost estimate for the Initiative titled Asset Management - Natural Asset Consolidation be increased by \$10k to \$30k in 2027; AND FURTHER THAT the funding for the Initiative titled Asset Management - Natural Asset Consolidation be adjusted from 100% grant dependent to 2/3 grant dependent.

ii. ***24-EP-02: Pathways to Sustainable Economic Development in Qualicum Beach***

THAT the 2024 budget for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach be carried forward to 2025; AND FURTHER THAT a budget provision of \$112,500 be included in fiscal 2025 of the 2025-2029 Financial Plan for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach, with \$100,000 of the expenditure being grant funded.

iii. ***24-GG-05: Employer of Choice***

THAT a \$10k budget provision funded from the Strategic Initiatives Reserve be included for the Initiative titled Employer of Choice in each of the years 2025 and 2026 in the 2025-2029 Financial Plan; AND FURTHER THAT commencing in the 2025 quarterly reporting cycle, the Initiative titled Employer of Choice will be reported on in the Human Resources Departmental Operations Area.

iv. ***24-GG-06: Records Management***

THAT the budget provision for the Initiative titled Records Management be increased by \$20k to \$60k and the budget provision be included in fiscal 2025 of the 2025-2029 Financial Plan.

v. ***24-GG-08: Amendment of the Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012***

THAT the scope of the 2024 Strategic Initiative titled Development Cost Reductions/CAC's be adjusted to focus on Amendment of the "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012", with the IAP2 Level of Engagement (Inform); AND FURTHER THAT the Initiative, Amendment of the "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012", be adjusted from 2028 and rescheduled to the 2025 Financial Year in the 2025-2029 Financial Plan; AND FURTHER THAT the budget provision for Amendment of the 'Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012", be reduced from \$45k to \$2k.

vi. ***24-GG-10: Airport Master Plan***

THAT the 2025-2029 Financial Plan include a \$75k budget provision for the Initiative titled Airport Master Plan in fiscal 2026, with expenditure subject to approval of 100% grant funding.

Note: This was renamed to 24-GG-10: Airport Master Plan/Business Plan during discussions on the Airport Bylaw. [See October 21, 2024 recommendation].

vii. ***24-GG-11: Comprehensive Policy Review***

THAT the timeline for the Initiative titled Comprehensive Policy Review be advanced entirely to 2025; AND FURTHER THAT the \$30k budget provision included in 2026 in the 2024-2028 Financial Plan for the Initiative titled Comprehensive Policy Review be moved to 2025 in the 2025-2029 Financial Plan, for a total project budget of \$60k in 2025.

viii. ***24-GG-12: Visual Identity Refresh***

THAT the budget provision for the Initiative titled “Visual Identity Refresh” included in the 2024-2028 Financial Plan in years 2024 to 2027, be adjusted and included in the 2025-2029 Financial Plan in years 2025 to 2028.

ix. ***24-HS-01: Housing Announcement Implementation - Zoning Update and Legal Fees***

THAT scoping sheet 24-HS-01, previously named Housing Announcement Implementation - November 1, 2023, be renamed Housing Announcement Implementation - Zoning Update and Legal Fees in 2025 Strategic Planning; AND FURTHER THAT the budget provision of \$55k per year included in the 2024-2028 Financial Plan for years 2025, 2026, and 2027 for the Initiative now titled Housing Announcement Implementation - Zoning Update and Legal Fees be replaced with a budget provision of \$10k in 2025 and \$20k in 2026 in the 2025-2029 Financial Plan.

x. ***24-HS-04: Strategy for Ways to Achieve Affordable Market Housing***

THAT the Initiative titled Strategy for Ways to Achieve “Affordable” Market Housing be undertaken in conjunction with “OCP [Option #2] - Housing-focused OCP Review”; AND FURTHER THAT the timeline and budget for the Initiative titled Strategy for Ways to Achieve “Affordable” Market Housing be advanced from 2027, in the 2024-2028 Financial Plan, to 2025 in the 2025-2029 Financial Plan.

xi. **24-HW-03: Community Park (Facilities) Site Review**

THAT the 2026 funding source for the Community Park (Facilities) Site Review be changed from the Strategic Initiative Reserve to the Capacity Funding Allocation in fiscal 2026.

xii. **24-HW-04: OCP (Part 1, 2, 3, and 4)**

THAT the OCP Part 1,2,3,4 Strategic Initiative included in the 2024-2028 Financial Plan in year 2028 not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-04 be closed by Council Resolution for record keeping purposes.

xiii. **24-HW-10: Pollinator Pathways Policy Development**

THAT the Strategic Initiative Pollinator Pathways Policy Development, included in the 2024-2028 Financial Plan in year 2025, not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-10 be closed by Council Resolution for record keeping purposes.

xiv. **24-PI-01: Asset Management Plan Airport**

THAT the Initiative titled Asset Management Plan – QB Airport be included in the 2025-2029 Financial Plan, in year 2029 with a budget provision of \$10k, grant dependent.

xv. **24-PI-03: Other Effective (area based) Conservation Measures (OECM) Management Plans**

THAT the Mount Arrowsmith Biosphere Region Reserve Initiative (MABRRI) be authorized to undertake study in 2025 into the feasibility and process of identifying Qualicum Beach Community Park and Grandon Creek Corridor, with support for Milner Gardens, as an OECM, subject to Town requirements (insurance, etc.) being met as determined by staff; AND FURTHER THAT \$10,000 be allocated in 2026 for due diligence into the requirements of OECM recognition of additional Town-owned lands; AND FURTHER THAT \$10,000 be allocated in 2027 to support the possible submission of additional Town lands for recognition as OECMs.

xvi. ***24-HS-05: Multi-Generational Housing Best Practices***

THAT the Initiative titled Multi-Generational Housing Best Practices, 24-H5-05 with a budget of \$5,000 in fiscal year 2026 be defined and considered for inclusion within the scope of the Housing Focused OCP scheduled for 2025; AND FURTHER THAT the \$5,000 budget of the Initiative titled Multi-Generational Housing Best Practices, be added to the Housing Focused OCP budget, increasing the budget from \$55,000 to \$60,000 in fiscal year 2025.

xvii. ***25-CA-01: Encourage Residents to Transition From Use of Fossil Fueled Outdoor Equipment***

THAT the Initiative titled “Encourage Residents and Businesses to Fossil Free Power Equipment be advanced to the 2025-2029 Financial Plan” allocating \$10,000 in 2027 to launch a public education campaign that informs residents about the environmental and health benefits of switching to electric equipment and include a workshop and demonstration as part of the Public Works Open House.

xviii. ***25-CA-03: Implementation of Climate Mitigation Actions Matrix***

THAT a budget provision of \$25,000 be included in fiscal 2027 in the 2025 – 2029 Financial Plan for the Initiative titled Implementation of Climate Mitigation Actions Matrix, with further clarification to be provided in the 2026 Strategic Planning session.

xix. ***25-GG-03: Investigation of Viability and Process of Expanding the Qualicum Beach Airport Authority Noise Sensitive Map***

THAT staff begin the investigation and consultation process with Transport Canada, and Nav Canada in 2025 to determine if the Qualicum Beach Airport Authority Noise Sensitive Area Map can be expanded in consideration of the designated flight path and the Noise Abatement Procedure.

xx. ***25-GG-06: Qualicum Beach Airport Bylaw Review***

THAT an Airport Bylaw Review be undertaken by staff in 2025; AND FURTHER THAT complaints regarding Airport activities, other than turns to the North which fall under the Noise Abatement Procedure, will not require staff investigation by Closed Circuit TV (CCTV) footage effective upon Council’s endorsement of the Initiative titled Airport Bylaw Review.

24-GG-10: Airport Master Plan/Business Plan

THAT the Initiative titled Airport Master Plan (24-GG-10) be retitled “ Airport Master/ Business Plan which would include consideration of the 2016 Draft Airport Business Plan; AND FURTHER THAT it be referred to 2026 Strategic Planning for Council’s consideration.

xxi. ***25-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs***

THAT the Initiative titled Reduce Tax Funded Portion of Qualicum Beach Airport Costs not be included in the 2025-2029 Financial Plan and the Scoping Sheet closed for record keeping purposes.

Note: This Initiative will be included with the 2025 Airport Bylaw Review and the 2026 Airport Master Plan/Business Plan, the latter of which will require further Council direction in 2026 Strategic Planning.

xxii. ***25-HS-01: Option 1 of 2: Multi-topic OCP Review***

THAT Option 1 of 2, the Initiative titled “Multi-topic Official Community Plan (OCP) Review” not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a Housing-focused OCP Review (Option 2 of 2: 25-HS-02) with a budget provision of \$55k be advanced to the 2025-2029 Financial Plan for implementation in 2025.

xxiii. ***25-HW-01: Community Pianos Project***

THAT the Qualicum Beach Collective work with individual businesses for placement of community pianos.

xxiv. ***25-HW-02: Seniors’ Activity Centre Expansion – Needs Assessment***

THAT a Needs Assessment report be undertaken by a qualified third-party consultant regarding the Initiative titled Seniors Activity Centre Expansion Needs Assessment with a budget allocation of \$30k in fiscal 2027, in the 2025-2029 Financial Plan; AND FURTHER THAT subsequent to completion of the Needs Assessment in 2027, Council further consider the financial and resourcing implications of undertaking an Initiative titled Seniors Activity Centre Expansion in a future year’s Strategic Planning process.

xxv. ***25-HW-04: Traffic Bylaw Review – 40km/h municipality wide and/or site- specific locations***

THAT the Initiative titled Traffic Bylaw Review 25-HW-04 not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT this matter “and the neighbourhood pilot project” be referred to the Community Transportation Plan Review in September 2025 for Council’s consideration and comment by the Transportation Engineer and Public.

xxvi. ***25-EP-01: Wayfinding Signage Phases 1 and 2***

THAT the Initiative titled Wayfinding Signage Phases 1 and 2 be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a budget provision of \$3,100 be included in fiscal 2025 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 1; AND FURTHER THAT a budget provision of \$50k be included in fiscal 2028 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 2.

Note: A supplementary recommendation was made on this item by CoTW. [See November 1, 2024].

xvii. ***25-HW-06: Develop an Accessibility Action Plan***

THAT the Strategic Initiative titled Develop an Accessibility Action Plan be included in fiscal 2028 of the 2025-2029 Financial plan; AND FURTHER THAT commencing in 2029 additional resources equivalent to a 0.5 FTE, funded from property taxation, be included in the 2025-2029 Financial Plan for the ongoing purpose of staff capacity to advance accessibility projects.

xviii. ***25-PI-01: Implement and Operationalize Asset Management Strategy & Plan***

THAT a \$27,000 budget provision to Implement and Operationalize the Asset Management Strategy presented to Council on October 2, 2024, be included in fiscal 2025 of the 2025 – 2029 Financial Plan.

xxix. ***25-PI-03: Reconfiguration of Rail Crossing Traffic Controls – Advance Motion to AVICC & UBCM***

THAT a motion be advanced to AVICC and UBCM to lobby for reconfiguration of rail crossing traffic controls to stop rail maintenance traffic on the rail at roadway intersections and remove stop signs for vehicular traffic at these locations.

k) THAT the recommendations from the November 1, 2024 Committee of the Whole be adopted as presented.

i. ***24-CA-06: Tree Protection Bylaw Update***

THAT a 3rd party consultant be retained to undertake public engagement, research and update of the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” with a budget allocation of \$40k in fiscal 2025 of the 2025-2029 Financial Plan.

ii. ***25-HW-05: Chamber of Commerce Additional Fee for Service - Healthcare Worker Recruitment***

THAT the Initiative titled Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment, not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT an initial meeting with Island Health and representatives from the Flowerstone Society and Division of Family Practice be held to better understand recruitment needs prior to selecting a service provider.

iii. ***25-EP-01: Wayfinding Signage Phases 1 & 2***

THAT Phase 2 of the Wayfinding Signage Initiative be referred to the fall 2025 Strategic Planning process for consideration of advancement from 2028 to 2026.

iv. ***25-CAP-HW-01: Improved Soccer Facilities***

THAT staff be authorized to work with the Oceanside Football Club to permit the installation of a shipping container at the Qualicum Beach Community Park, subject to Council’s final review of location and configuration; AND FURTHER THAT a comprehensive Needs Assessment be carried out in fiscal 2026 of the 2025-2029 Financial Plan, with a budget of \$50k funded from the Strategic Initiatives Reserve.

v. ***25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown***

THAT the Initiative titled Path Through Clock Square to Link Downtown to the East Village not be included in the 2025-2029 Financial Plan.

Note: This initiative will be included as part of the capital project proposal titled “East Village Phase III.

vi. ***25-CAP-HW-05-Pump Track at Christleton Park***

THAT staff extend an invitation to the proponents from the “Residents of Qualicum Woods Neighbourhood” to submit a more detailed proposal for a pump track at Christleton Park for Council’s consideration after confirmation that the proponents have established themselves as a registered Society for this purpose; AND FURTHER THAT the CoTW recommends to Council that the Initiative titled *Pump Track at Christleton Park 25-CAP-HW-05* not be advanced to the 2025-2029 Financial Plan and that Scoping Sheet 25-CAP-HW-05 be closed by Council resolution.

vii. ***25-CAP-PI-01: Installation of Permanent Bicycle Racks Along Waterfronts***

THAT the Initiative titled “Installation of Permanent Bicycle Racks Along Waterfront” be referred to the Select Committee on Parks and Recreation for recommendation on potential locations for bike racks, for Council’s consideration; AND FURTHER THAT Chief Recalma’s gift of knowledge and insight be requested for recommendation on potential locations for installation of bike racks; AND FURTHER THAT a budget provision of \$15k, funded from the Asset Investment Reserve, be included in the 2025 -2029 Financial Plan in fiscal 2026 for purchase of bicycle racks to be installed along the waterfront.

viii. ***25-CAP-PI-02: Miscellaneous Parking Improvements***

THAT the Harlech Road Parking Design (\$8,000) be budgeted in 2025, to be funded from deferred revenue for off street parking.

ix. ***25-CAP-PI-03: Construct Elevated Concrete Walkway at Saahtlam Park***

THAT 25-CAP-PI-03 *Construct Elevated Concrete Walkway at Saahtlam Park* not be advanced and the associated scoping sheet closed.

x. ***25-CAP-PI-04 Cenotaph – Memorial Avenue at Railway Street***

THAT the 2025-2029 Financial Plan include a \$40k budget provision in fiscal 2025 for the installation of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street, to be completed through a design-build contract with a maximum upset price of \$40,000, excluding GST.

- l) THAT the recommendations from the November 13, 2024 Committee of the Whole be adopted as presented.
 - i. ***3rd Quarter Update 2024: Council's Strategic Initiatives, Capital Program & Operating Budget***
THAT the report titled "Third Quarter Update 2024 - Council's Strategic Initiatives, Capital Program and Operations Update," dated November 13, 2024, be received for information.
 - ii. THAT a capital expenditure budget provision of \$40k be transferred from the Bay Street Slope Stabilization Project to the Seacrest Road Replacement Engineering and Design Project within the Approved 2024-2028 Financial Plan.

3. RECOGNITION - Nil

4. BUSINESS ARISING FROM THE MINUTES

(1) October 21, 2024 Committee of the Whole Meeting

(a) 24-HS-06: Ravensbourne Affordable Housing – Phase 1 and 2

THAT the timeline and budget for the Initiative titled Ravensbourne Affordable Housing Phases 1 & 2 be shifted from 2025 to 2027 in the 2025-2029 Financial Plan.

Staff Recommendation:

THAT the timeline and budget for the Initiative titled Ravensbourne Affordable Housing Phases 1 & 2 be shifted from 2025 to 2027 in the 2025-2029 Financial Plan, after consideration of land use designations during the 2025 Official Community Plan review.

(b) 25-HW-03: Requests for Increased Service from the Parks Department

THAT the Initiative titled Requests for Increased Service from the Parks Department be implemented with the addition of 1.0 FTE in the Parks Department beginning in fiscal 2025, to facilitate provision of additional service requests; AND FURTHER THAT a budget provision of \$100k be included annually starting in 2025 in the 2025-2029 Financial Plan for the 2025 Initiative titled Requests for Increased Service from the Parks Department.

Staff Recommendation:

THAT the Initiative titled Requests for Increased Service from the Parks Department be implemented with the addition of 0.8 FTE in the Parks

Department beginning in fiscal 2025, to facilitate provision of additional service requests; AND FURTHER THAT a budget provision of \$100k be included annually starting in fiscal 2025 in the 2025-2029 Financial Plan to incorporate the additional parks services into the regular work plan as detailed on page 11 of the report titled "Town of Qualicum Beach Service Level Review 2024 - Parks Department, dated November 20, 2024.

(2) November 1, 2024 Committee of the Whole Meeting

(a) 25-CAP-HW-04: Memorial Avenue Interim Intersection Improvements

THAT the installation of Rectangular Rapid Flashing Beacons at Harlech Road and Memorial Avenue and the implementation of a pedestrian crossing at Village Way/Veterans Way and Memorial Avenue be prioritized projects within the fiscal 2026 Community Transportation Projects budget provision in 2025-2029 and 2026-2030 Financial Plans at an estimated cost of \$115k.

Notice of Motion – Veterans Crosswalk | Councillor Skipsey:

THAT Scoping Sheet 25-CAP-HW-04 be amended to increase the budget for the pedestrian crossing at Village Way/Veteran's Way and Memorial Avenue from \$85k in fiscal 2026 to \$94,500 in fiscal 2026, in order to install a decorative crosswalk to commemorate veterans;

AND FURTHER THAT, Council amend the November 1, 2024 Committee of the Whole recommendation for Scoping Sheet 25-CAP-HW-04 to read THAT the installation of Rectangular Rapid Flashing Beacons at Harlech Road and Memorial Avenue and the implementation of a pedestrian crossing at Village Way/Veterans Way and Memorial Avenue be prioritized projects within the fiscal 2026 Community Transportation Projects budget provision in 2025-2029 and 2026-2030 Financial Plans at an estimated cost of \$124,500.

(3) November 27, 2024 Committee of the Whole Meeting

(a) THAT Strategic Initiative Scoping Sheets 25-PI-02: *Paid Permitted Parking Plan for Uptown Businesses* and 24-GG-13: *Develop a "Cash-in-lieu of Parking" Bylaw* be closed by Council resolution.

THAT Scoping Sheet 24-PI-02 be renamed "Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses."

THAT a total budget provision of \$42,000 be included in fiscal 2026 of the 2025-2029 Financial Plan for the Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.

THAT \$12,000 be funded from Capacity Funding and \$30,000 be funded from the Strategic Initiatives Reserve for the Strategic Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.

56-73 **(4) Summary of Strategic Planning Outcomes Report**

Staff Recommendations:

(a) 25-HW-09: Establishment of an Arts & Culture Committee

WHEREAS in accordance with Section 141 and 142 of the Community Charter, Council may establish Committees for specific purposes, which require Town staff support and financial resources;

AND WHEREAS the intent of the request for the establishment of an Arts & Culture Committee was not to require any staff support, or dedication of financial resources from the 2025-2029 Financial Plan;

AND WHEREAS the formation of a Society does not require Council endorsement, Town staff support or financial resources, and does not fulfill a role as a select or standing committee of Council;

THEREFORE BE IT RESOLVED, THAT that the request for establishment of an Arts & Culture Committee not be advanced to the 2025-2029 Financial Plan AND FURTHER, THAT the Scoping Sheet titled 25-HW-09: Establishment of an Arts & Culture Committee be closed by Council resolution for record keeping purposes.

(b) 25-CA-02: Urban Forest Master Plan - Update

THAT Staff be directed to bring forward a report in Q1 2025 addressing projects accomplished to date that fit within the scope of the Urban Forest Master Plan.

(c) 25-HS-01: Option 1 of 2: Multi-topic OCP Review

THAT Scoping Sheet titled 25-HS-01: Multi-Topic OCP Review (Option 1 of 2) be closed by Council resolution for record keeping purposes.

(d) 25-HW-01: Community Pianos Project

THAT Scoping Sheet titled 25-HW-01: Community Pianos Project be closed by Council resolution for record keeping purposes.

Note: This recommendation is supplementary to the recommendation made by the CoTW that refers the matter to the Community Transportation Plan Review in September 2025. [See October 21, 2024]

(e) 25-HW-04: Traffic Bylaw Review – 40km/h municipality wide and/or site- specific locations

THAT the Scoping Sheet titled 25-HW-04: Traffic Bylaw Review be closed by Council resolution for record keeping purposes.

Note: This recommendation is supplementary to the recommendation made by the CoTW. [See October 21, 2024]

(f) 25-HW-05: Chamber of Commerce Additional Fee for Service - Healthcare Worker Recruitment

THAT the Scoping Sheet titled 25-HW-04: Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment be closed by Council resolution for record keeping purposes.

Note: This recommendation is supplementary to the recommendation made by the CoTW. [See November 1, 2024]

(g) 24-GG-05: Employer of Choice

THAT the Scoping Sheet titled 24-GG-05: Employer of Choice be closed by Council resolution for record keeping purposes.

Note: This recommendation is supplementary to the recommendation made by the CoTW that sees the Initiative operationalized within the HR Department. [See October 21, 2024]

(h) 24-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs

THAT the Scoping Sheet 25-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs be closed for record keeping purposes.

Note: This will be considered as part of the Airport Bylaw Review and Airport Masterplan/Business Plan.

(i) ***25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown***

THAT the Scoping Sheet 25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown be closed for record keeping purposes.

*Note: This recommendation is supplementary to the recommendation made by the CoTW.
[See November 1, 2024.]*

(j) ***24-CA-04: Building Facilities Green House Gas (GHG) Audit – Community Hall, Civic Centre and Town Hall***

WHEREAS the Federation of Canadian Municipalities has awarded a \$148K grant for the Building Facilities Green House Gas Audit – Community Hall, Civic Centre and Town Hall;

BE IT RESOLVED, THAT the expenditure budget for Strategic Initiative 24-CA-04: Building Facilities Green House Gas Audit – Community Hall, Civic Centre and Town Hall be reduced from 245K to 195k to reflect awarded grant funding.

74-75 (5) **Mayor's Recommendation Arising from the November 20, 2024 Delegation:**

THAT Council endorses sending the draft letter dated December 2024, in the December 11, 2024 Council meeting agenda, to the Minister of Health seeking support from the Ministry of Health regarding immigrant physicians and physician shortage in the Town of Qualicum Beach.

76 (6) **Mayor's Recommendation re: Milner Gardens Achieving Communities in Bloom Five-Bloom Rating:**

THAT Council endorses sending the draft letter dated December 2024, in the December 11, 2024 Council meeting agenda, to Geoff Ball, Executive Director Milner Gardens & Woodland, Vancouver Island University extending congratulations on achieving Communities in Bloom five-bloom rating at the 2024 National Symposium and Awards Ceremonies.

5. DELEGATIONS

(1) Jeff Toews – Zoning Amendment Application Fees

(2) Pat Jacobson and Kevin Monahan – Tree Bylaw Recommendations

LUNCH BREAK: 12:00 pm – 12:45 pm

6. CORRESPONDENCE – Nil

7. PUBLIC AND STATUTORY HEARINGS – Nil

8. BYLAWS

77-126 **(1) Bylaw No. 903, 2024**

Staff Recommendation:

THAT the bylaw entitled Town of Qualicum Beach Building Bylaw No.903, 2024” be read a second and third time.

127-134 **(2) Bylaw No. 626.07**

Staff Recommendation

THAT the bylaw entitled Town of Qualicum Beach Municipal Ticket Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024” be read a second and third time.

135-136 **(3) Bylaw No. 638.03**

Staff Recommendation

THAT the bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024” be read a second and third time.

9. Committee & Liaison Reports

(1) General Government (Mayor Teunis Westbroek)

(a) Notice of Motion

WHEREAS the Town of Qualicum Beach is committed to maintaining an efficient, transparent and accountable governance structure supported by effective public engagement;

AND WHEREAS structured and recorded meetings offer greater opportunities for systematic oversight, collaborative public engagement and dissemination of factual information;

AND WHEREAS Committee of the Whole meetings create the opportunity to streamline operations, enhance governance and provide a forum for Committee members [Council] to consider multiple community concerns and consolidate issues in a single, organized setting supported by staff;

THEREFORE BE IT RESOLVED, THAT commencing in February 2025 and every quarter thereafter, the Town of Qualicum Beach will replace Public Open Houses with quarterly Committee of the Whole [CoTW] meetings [Town Hall style] on a trial basis for 2025 for the purpose of fostering open communication between the public and Committee members to ensure effective information dissemination and to manage staff time and Town resources efficiently; AND FURTHER THAT Council directs staff to amend the 2025 Council Meeting Schedule by striking Public Open Houses throughout the 2025 calendar year with the exception of the month of January; AND FURTHER THAT the 2025 Council Meeting Schedule be further amended by inserting the words 'Town Hall' after 'CoTW' February 26, May 21, and July 23 and scheduling a CoTW Town Hall on October 6, 2025.

(2) Public Safety (Councillor Scott Harrison)

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

(a) Notice of Motion – Earth Day

THAT Council approve an Earth Day tree planting with KSS and Ballenas students on April 22, 2025 on municipal land adjacent to Grandon Creek with Parks Department staff onsite from 9:00am – 12 noon.

138 **(4) Community Development** (Councillor Vander Valk)

139-140 **(5) Arts & Culture** (Councillor Young)

(a) Notice of Motion – Plastics Recycling Bin in Town of Qualicum Beach

THAT Council request through the Mayor to the RDN Waste Management Committee that a plastics recycling bin be located next to the cardboard recycling bin off Berwick Road South for accessible plastics recycling to benefit the community and to respect the environment.

10. STAFF REPORTS

(1) Chief Administrative Officer

141-142 **(a) Occupational Health and Safety Policy 5001-5**
Staff Recommendation:

THAT Council adopts Policy 5001-5 "Occupational Health and Safety."

(2) Corporate Administration

(a) Rescheduling January 2025 Committee of the Whole meeting

Staff Recommendation:

THAT the Wednesday, January 29, 2025 Committee of the Whole meeting at 10:00 am be rescheduled to Wednesday, January 8, 2025 at 10:00 am.

(b) 2024-2025 Communications Strategy – Verbal report and presentation from the Director of Corporate Services

143-178

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

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:
 - 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. 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.”
 - 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 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 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.”

(3) Financial Administration

179-263

(a) 2025-2029 Draft Financial Plan - Council Direction
Staff Recommendation:

THAT Council direct staff to proceed with preparing the 2025 – 2029 Financial Plan Bylaw to address 2025 expenditure cost pressures which will require an additional \$1,174,000 of property taxation revenue (9.6% increase over the previous year) to balance the budget.

264-266

(b) East Village Local Area Service – Security Issuing Resolution
Staff Recommendation:

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Spring Borrowing Session, \$540,000, as authorized through the “Town of Qualicum Beach “Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022”; AND FURTHER THAT the Regional District of Nanaimo (RDN) be requested to consent to the Town of Qualicum Beach borrowing over a 30-year period and include the borrowing in the RDN Security Issuing Bylaw.

(4) Planning & Community Development

267-272 **(a) Operations Workplace Modernization – Needs Assessment RFP
Staff Recommendation:**

THAT Council directs staff to issue a Request for Proposals for the project entitled “Town of Qualicum Beach Operations Workplace Modernization – Needs Assessment”, as detailed in the December 11, 2024, Planning memo to Council.

273-277 **(b) Requests for Reconsideration | Tree Permit Appeal Policy
Staff Recommendation:**

THAT Council adopts Policy 3008-14 “Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023”.

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 (December 13, 2024). 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 members, 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

12. MOTION TO CLOSE

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 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.

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

MEETING REOPENS TO THE PUBLIC

12. ADJOURNMENT

NEXT SCHEDULED
REGULAR COUNCIL MEETING Wednesday, January 22, 2025 at 10:00 am

**DRAFT | Minutes of the 4:00 pm Wednesday, July 10, 2024, Town of Qualicum Beach
Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose
Street, Qualicum Beach, BC**

PRESENT: Council: Mayor Teunis Westbroek
Councillor 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/ Acting Corporate Administrator
Rob Dickinson, Director of Infrastructure Services
Kevin Goldfuss, Airport Manager
Peter Cornell, Fire Chief
Rebecca Augustyn, Senior Planner
Jason Froats, Information Systems Analyst
Trudy Coates, Corporate Services Support
Twyla Slonski, Corporate Services Support

Scheduled Speakers: Withanie Lemke, VP Ascent Helicopters
Stephanie Aldrige, Executive Director, Hope Air [4:15 pm]

The Mayor called the meeting to order at 4:00 pm acknowledging that the meeting is 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 July 10, 2024 Committee of the Whole meeting agenda.

QUALICUM BEACH AIRPORT DISCUSSION FORUM

1. Quarterly Report [Q1 & Q2]

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council receives the report titled "Qualicum Beach Airport Quarterly Report," dated July 10, 2024, for information.

Mayor Westborek proceeded to read from a prepared statement as it related to meeting procedure and expected conduct of the public.

2. Presentations

- (a) **Withanie Lemke, VP and Co-Owner Ascent Helicopters**, addressed the Committee by providing an overview of Ascent Helicopter beginnings and their role in the community. While previously providing services directly out of the Qualicum Beach Airport, Ascent Helicopters headquarters is now based in Parksville with additional bases in Langley, Fernie, Quebec, North Carolina, USA and Istanbul, Turkey. With a

fleet of 16 helicopters, their services include work in several industries, i.e., powerline assessments, resource and wildlife management, tourism, film and television, search and rescue, emergency response and air ambulance. Locally, they work province-wide with BC Hydro, several mid-island search and rescue organizations, and registered on the emergency response plans of many local forest companies. In 2013 began working with British Columbia Emergency Health Services as a provider of Air ambulance services across the province and noted it is one of the most rewarding jobs they do. While Ascent offers many specialty services, their local operations are specifically responding to emergencies and serving the local community. They employ 78 people and will move into a new 25,000 sq. ft. facility in Parksville to house BCSL's critical care team providing 24-hour response services. Ms. Lemke encouraged support for the future of aviation and the role Qualicum Beach Airport plays as part of our local aviation history and as a training facility for helicopter pilots generally.

Withanie Lemke left the meeting at 4:14 pm.

- (b) **Stephanie Aldridge, Executive Director, BC Hope Air** participated virtually and gave a PowerPoint presentation on the role and services Hope Air provides from Qualicum Beach Airport. Hope Air is Canada's only national charity who provides travel and accommodations for Canadians in financial need who must access medical care far from home. While most Hope Air support services are arranged through airlines such as WestJet, Air Canada, Pacific Coastal, a small but mighty volunteer pilot program exists with one volunteer pilot based here in Qualicum Beach and has been with the organization for over 5 years.

Stephanie Aldridge left the meeting at 4:22 pm.

- (c) **K. Goldfuss, Qualicum Beach Airport Manager**, gave a PowerPoint presentation on the Town of Qualicum Beach's Good Neighbour Program with the intent to create awareness of the program, how noise may affect neighbouring communities in proximity to the Qualicum Beach Airport and how Qualicum Beach can better manage and mitigate some of the challenges of noise generated by aircraft. In addition, the presentation provided clarity on the difference between the Noise Sensitive Area [NSA] and Noise Abatement Procedures [NAP].

3. **Public Input**

Mayor Westbroek proceeded to invite staff to call those members of the public who had signed the Speaker's list to address the Committee. Staff proceeded to call members of the public in order as the names appeared on the Airport Speaker Sign-up Sheet.

John Simmons, Qualicum Beach, concerns revolved around transparency and community impact.

Staff clarified that for Council to consider items in-camera [closed meeting] business must meet the requirements of section 90 of the Community Charter.

Marie Noel, Hoylake Road W., Qualicum Beach, distributed a written statement to the Committee and proceeded to read the prepared statement.

Dilys Williams, Qualicum Woods, Qualicum Beach, summarized concerns about noise, pollution, adherence to historical policies, fair fee application, and financial sustainability.

Joanne Tudor from Qualicum Woods, summarized concerns on noise, health impacts, environmental sustainability, and community engagement.

Mayor Westbroek invited comments from the CAO regarding the Town's support of a second flight school.

The CAO proceeded to summarize letters of support [two] provided by Council as it related to an application to support a second flight school at the Qualicum Beach Airport. Given that the use of a flight school is a permitted use at the Airport, the Town has no regulatory tool to not support a permitted use nor act as a quasi-Competition Bureau. The Town's goal is to balance the operations of its municipally owned Airport and neighbourhood expectations.

Todd Provost from Qualicum Beach, summarized concerns highlighting noise, health risks from lead fuel, clarity in airport communications, and advocacy for safer practices and transparency in decision-making.

CAO Varela acknowledged that legal counsel has supported the position that Council does not have the legislative authority to restrict Airport operations and associated uses. The authority of decision making for Aeronautics including flight schools is federal jurisdiction. While case law is not at hand, municipalities have attempted to use business licensing and bylaws as a tool to restrict Airport operations without success. In addition, following tonight's meeting, the Town will be posting its Good Neighbour Program to the Town's website.

Christine Purdy from Qualicum Beach noted the core issue is increased noise disturbance due to altered flight activities.

The Chair of the Committee clarified that the flight path at the Airport has not changed and in fact, it was wording on signage to pilots that was amended.

Carol Dowe from Qualicum Beach reported key issues are noise disruptions and insufficient community representation on relevant committees.

Fred Dowe from Qualicum Beach noted the core issue is inconsistent adherence to flight paths.

Sue Willis from Rupert Road, Qualicum Beach shared key issues are excessive noise, generic Town responses, airport funding by residents, and lead fuel concerns.

Sigmund Sort from Qualicum Beach, a flying club member since 1993 and Hope Air pilot, focused on town's effective consultation and QB Airport's community support role.

Jacqueline Guest from Jones St., Qualicum Beach noted concern in rising noise levels.

John Wood from Qualicum Beach emphasized issues with transparency and policy adherence.

Deb McKinely from Qualicum Beach noted the main point of helicopter noise and training redistribution.

Arthur Klingspor commented on airport operators, finances, and perceived support for commercial operators.

The Chair asked Mr. Klingspor to step down from the podium due to his comment.

Brandon Smith-Ahce from Parksville focused on QB Airport's opportunity for pilot training.

Gord Gavin, owner of Sky-Dive Vancouver Island from NanOOSE Bay, noted airport management improvements and fuel approval status.

Dave Chatters from Qualicum Beach noted flight paths and runway use are determined by weather conditions.

As this concluded the list of registered speakers, the Chair invited the Airport Operations Manager to present his Quarterly Report.

4. **Quarterly Report [Q1 & Q2] Cont'd**

The Airport Manager proceeded to give a PowerPoint presentation on the first and second quarter Airport operations.

MOTION ON THE FLOOR [No Mover or Seconder required]

THAT the Committee of the Whole receives the report titled "Qualicum Beach Airport Quarterly Report," dated July 10, 2024, for information.

CARRIED UNANIMOUSLY

Mayor Westbroek requested a five-minute recess.

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT members of the Committee recess the meeting.

CARRIED UNANIMOUSLY

MEETING RECESSED: 6:37 pm

MEETING RESUMED: 6:46 pm with Mayor Westbroek and Councillor's Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, Chief Administrative Officer, L. Sales, Director of Planning/Deputy Director of Corporate Services, R. Dickinson, Director of Infrastructure Services, P. Cornell, Fire Chief, R. Augustyn, Senior Planner, Jason Froats, Information Systems Analyst, and T. Coates and T. Slonski, Corporate Services Support.

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

PUBLIC SAFETY DISCUSSION FORUM

4. Presentation | Director of Infrastructure Services

The Director of Infrastructure Services gave a PowerPoint presentation on public safety matters including forms and processes available to residents for addressing their safety concerns.

Following the presentation, the Committee commented as follows:

- requested that staff provide an update on angle parking in the downtown area
- consider safety improvements to Memorial Avenue pedestrian crossing [towards Farmers' market] given busy intersection and an uncontrolled crossing
- bus garage parking update
- another round of consultation as it relates to potential uses for the railway noting connection not viable north of Nanaimo
- potential of angled parking behind old firehall requires more investigation.

Public Input

Mayor Westbroek proceeded to invite staff to call those members of the public who had signed the Speaker's list to address the Committee. Staff proceeded to call members of the public in order as the names appeared on the Public Safety Speaker Sign-up Sheet.

Ron Girard from Railway Street, representing downtown Qualicum Beach residents, focused concerns on tackling traffic and safety issues promptly while planning for long-term solutions.

Todd Provost from Qualicum Beach raised concerns on enhancing road safety measures.

Carol Dowe from Qualicum Beach inquired about the next steps post-dissolution of the Select Committee on Public Safety, Accessibility, and Emergency Preparedness and urged the Town to hold similar information sessions multiple times a year.

Trevor Wicks from Arbutus Street, Qualicum Beach requested:

- Council evaluate intersection vision lines.
- Move parking/pedestrian access on Highway 19A to the beach side.

Keith Smith from Qualicum Beach inquired:

- Schedule for resurfacing Highway 19A.
- Installation timing for traffic calming and a pedestrian crosswalk north of the Shady Rest.
- Suggested placing a Speed Reader board near Laburnum on Highway 19A until improvements are made.

H.E. Huntley from Berwick Road N, Qualicum Beach highlighted:

- Challenges for school buses turning right onto Memorial Avenue from Village Way.
- Suggested considering a dedicated right-turn lane to improve road design.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 7:47 pm

Certified Correct:

Luke Sales, Deputy Corporate Administrator

Confirmed this day of , 2024.

Teunis Westbroek, Mayor

DRAFT | Minutes of the 9:00 am Friday, November 1, 2024, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ABSENT: Councillor Scott Harrison

ALSO PRESENT: Staff: Lou Varella, Chief Administrative Officer (CAO)
Heather Svensen, Director of Corporate Services
Luke Sales, Director of Planning & Community Development
(Arrived 9:15 am)
Raj Hayre, Director of Finance
Peter Cornell, Fire Chief
Oliver Watson, Capital Projects Manager
Jason Froats, Information Systems Analyst
Twyla Slonski, Corporate Service Support

Town's Consultant: Allison Habkirk, MA, MPA, MCIP

The Mayor called the Committee of the Whole meeting to order at 9:00 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 November 1, 2024, Committee of the Whole meeting agenda as amended by adding Item 3.(d) Wayfinding Signage Phases 1 & 2.

ADOPTION OF THE MINUTES

The Committee approved, by unanimous consent, the October 16, 2024, and October 21, 2024 Committee of the Whole minutes as presented.

STRATEGIC PLANNING SESSION - DAY 2

(1) Review of Parking Lot Strategic Initiatives

(a) 24-CA-06: Tree Protection Bylaw Update

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Committee of the Whole recommends to Council THAT a 3rd party consultant be retained to undertake public engagement, research and update of the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" with a budget allocation of \$40k in fiscal 2025 of the 2025-2029 Financial Plan.

Opposed: Councillor Young

CARRIED

(b) ***25-HW-05: Chamber of Commerce Additional Fee for Service - Healthcare Worker Recruitment***

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT the Initiative titled Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment, not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT an initial meeting with Island Health and representatives from the Flowerstone Society and Division of Family Practice be held to better understand recruitment needs prior to selecting a service provider.

CARRIED UNANIMOUSLY

(c) ***25-HW-09: Establishment of an Arts & Culture Committee***

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council THAT the Establishment of an Arts and Culture Committee be referred to the November 6, 2024, Committee of the Whole Meeting.

CARRIED UNANIMOUSLY

(d) ***25-EP-01: Wayfinding Signage Phases 1 & 2***

Councillor Vander Valk MOVED and Councillor Young SECONDED, WHEREAS Phase 2 of the Wayfinding Signage Initiative has significant budget and staff time anticipated; BE IT RESOLVED, THAT the Committee of the Whole recommends to Council THAT Phase 2 of the Wayfinding Signage Initiative be referred to the fall 2025 Strategic Planning process for consideration of advancement from 2028 to 2026.

CARRIED UNANIMOUSLY

(2) **Budget Context | PowerPoint Presentation**

The Director of Finance and the Capital Projects Manager gave a PowerPoint presentation on the Town's budget process, asset management, sustainable infrastructure and a status report on Q3 Capital projects, programs and budget.

Mayor Westbroek requested a five-minute recess.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT members of the Committee recess the meeting.

CARRIED UNANIMOUSLY

MEETING RECESSED: 10:18 am

MEETING RESUMED: 10:28 am

(3) 2025 Capital Strategic Planning Initiatives

The Director of Finance spoke to each initiative providing further clarity on each capital request.

Facilitator Allision Habkirk assumed the role of Chair at 10:28 am.

(a) 25-CAP-HW-01: Improved Soccer Facilities

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT the Committee of the Whole recommends to Council THAT staff be authorized to work with the Oceanside Football Club to permit the installation of a shipping container at the Qualicum Beach Community Park, subject to Council's final review of location and configuration; AND FURTHER THAT a comprehensive Needs Assessment be carried out in fiscal 2026 of the 2025-2029 Financial Plan, with a budget of \$50k funded from the Strategic Initiatives Reserve.

CARRIED UNANIMOUSLY

(b) 25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown

Councillor Young MOVED and Mayor Westbroek SECONDED, THAT the Committee of the Whole recommends to Council THAT a \$50k budget provision funded from the Strategic Initiatives Reserve for Engineering and Landscape design for Initiative titled "Path Through Clock Square to Link Downtown to the East Village Uptown" be included in the 2025-2029 Financial Plan in fiscal 2026.

Opposed: Councillors Skipsey & Vander Valk

DEFEATED

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, WHEREAS work in progress on the 2025-2029 Financial Plan includes a proposed capital project that addresses a Path Through Clock Square to Link Downtown to the East Village; THAT the Committee of the Whole recommends to Council THAT the Initiative titled Path Through Clock Square to Link Downtown to the East Village not be included in the 2025-2029 Financial Plan.

Opposed: Councillor Young

CARRIED

(c) 25-CAP-HW-04: Memorial Avenue Interim Intersection Improvements

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, WHEREAS the Financial Plan allocates \$100,000 annually for Community Transportation Plan projects;

AND WHEREAS staff also pursue grants to maximize available funding for Community Transportation projects;
THAT the Committee of the Whole recommends to Council THAT the installation of Rectangular Rapid Flashing Beacons at Harlech Road and Memorial Avenue and the implementation of a pedestrian crossing at Village Way/Veterans Way and Memorial Avenue be prioritized projects within the fiscal 2026 Community Transportation Projects budget provision in 2025-2029 and 2026-2030 Financial Plans at an estimated cost of \$115k.

CARRIED UNANIMOUSLY

(d) ***25-CAP-HW-05 Pump Track at Christleton Park***

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, WHEREAS, the proponent for installation of a Pump Track at Christleton Park has been advised that the Town requires a Society to partner with for the purposes of entering into a formal agreement which will include the requirement to provide insurance and define responsibilities associated with maintenance of the Pump Track to be managed by the Society and their volunteers in consultation with a 3rd party qualified expert; AND WHEREAS, the Initiative titled *Pump Track at Christleton Park 25-CAP-HW-05* as revised would not meet the required minimum threshold of \$10k to qualify as a capital expenditure; THAT the Committee of the Whole recommends to Council THAT staff extend an invitation to the proponents from the “Residents of Qualicum Woods Neighbourhood” to submit a more detailed proposal for a pump track at Christleton Park for Council’s consideration after confirmation that the proponents have established themselves as a registered Society for this purpose; AND FURTHER THAT the CoTW recommends to Council that the Initiative titled *Pump Track at Christleton Park 25-CAP-HW-05* not be advanced to the 2025-2029 Financial Plan and that Scoping Sheet 25-CAP-HW-05 be closed by Council resolution.

CARRIED UNANIMOUSLY

(e) ***25-CAP-PI-01: Installation of Permanent Bicycle Racks Along Waterfront***

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT the Initiative titled “Installation of Permanent Bicycle Racks Along Waterfront” be referred to the Select Committee on Parks and Recreation for recommendation on potential locations for bike racks, for Council’s consideration; AND FURTHER THAT Chief Recalma’s gift of knowledge and insight be requested for recommendation on potential locations for installation of bike racks; AND FURTHER THAT a budget provision of \$15k, funded from the Asset Investment Reserve, be included in the 2025 -2029 Financial Plan in fiscal 2026 for purchase of bicycle racks to be installed along the waterfront.

CARRIED UNANIMOUSLY

(f) **25-CAP-PI-02: Miscellaneous Parking Improvements**

Mayor Westbroek MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council THAT the Harlech Road Parking Design (\$8,000) be budgeted in 2025, to be funded from deferred revenue for off street parking.

CARRIED UNANIMOUSLY

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT \$650,000, dependent on 2/3 grant funding and 1/3 funded from deferred revenue for off street parking, be allocated for an expansion to Civic Centre Parking in 2027.

Mayor Westbroek withdrew the motion.

(g) **25-CAP-PI-03: Construct Elevated Concrete Walkway at Saahtlam Park**

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee recommends to Council THAT 25-CAP-PI-03 Construct Elevated Concrete Walkway at Saahtlam Park not be advanced and the associated scoping sheet closed by Council resolution.

CARRIED UNANIMOUSLY

(h) **25-CAP-PI-04 Cenotaph – Memorial Avenue at Railway Street**

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT the 2025-2029 Financial Plan include a \$40k budget provision in fiscal 2025 for the installation of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street, to be completed through a design-build contract with a maximum upset price of \$40,000, excluding GST.

CARRIED UNANIMOUSLY

Mayor Westbroek resumed the Chair for the remainder of the meeting @ 11:09 am.

(4) PUBLIC INPUT

- Susan Lloyd, spoke to the Town's asset management [health] score.
- Kevin Monahan, commented on tax increases and the financial impact to residents and his appreciation of the review of the Tree Bylaw/policies and hopes the public will be consulted.
- Tim Pritchard, commented on the information presented today and at the October 21st meeting, and the Memorial Avenue safety improvements.

- Pat Jacobsen spoke in favour of the Tree bylaw review and suggested that the Mount Arrowsmith Biosphere Region may be a good partner for arts and culture.

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole adjourns the November 1, 2024, Committee of the Whole meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:19 am

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this day of , 2024.

Teunis Westbroek, Mayor

DRAFT | Minutes of the 9:00 am Wednesday, November 13, 2024, Town of Qualicum Beach Special Council Meeting held in the Qualicum Beach Committee Room, Town Hall, 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 (CAO)
Heather Svensen, Director of Corporate Services
Luke Sales, Director of Planning & Community Development
Danielle Leurebourg, Deputy Director of Corporate Services

Mayor Westbroek called the meeting to order at 9:00 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the November 13, 2024, special Council meeting agenda as presented.

MOTION TO CLOSE

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

- (e) the acquisition, disposition or expropriation of land or improvements, if Council considers the 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: 9:02 am

MEETING REOPENED TO THE PUBLIC: 9:57 am with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance: L. Varela, Chief Administrative Officer, H. Svensen, Director of Corporate Services, L. Sales, Director of Planning & Community Development, and D. Leurebourg, Deputy Director of Corporate Services.

ANNOUNCEMENTS - Nil

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 9:58 am

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this th day of, 2024.

Teunis Westbroek, Mayor

PRESENT: Council: Mayor Teunis Westbroek
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young
Councillor Scott Harrison

ALSO PRESENT: Staff: Lou Varella, Chief Administrative Officer (CAO)
Heather Svensen, Director of Corporate Services
Luke Sales, Director of Planning & Community Development
Raj Hayre, Director of Finance
Peter Cornell, Fire Chief
Oliver Watson, Capital Projects Manager
Jason Froats, Information Systems Analyst
Danielle Leurebourg, Deputy Director of Corporate Service

The Mayor called the Committee of the Whole meeting to order at 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 November 13, 2024, Committee of the Whole meeting agenda as presented.

BUSINESS ARISING FROM THE NOVEMBER 1, 2024, COMMITTEE OF THE WHOLE MEETING

(1) 2025 Capital Strategic Planning Initiatives | 25-CAP-PI-02: Miscellaneous Parking Improvements

Councillor Skipsey MOVED and Councillor Harrison SECONDED THAT the Committee of the Whole recommends to Council THAT consideration of parking on Primrose Street be included in the Parking Strategy Review planned for fiscal 2026; AND FURTHER THAT consideration of expansion of the Civic Centre parking be included in the Parking Strategy Review planned for fiscal 2026; AND FURTHER THAT the exploration of parking opportunities on Fern Road West be referred to the Parking Strategy Review planned for 2026.

CARRIED UNANIMOUSLY

THAT the Committee of the Whole recommends to Council THAT review of the "Town of Qualicum Beach Off-street Parking and Reserve Fund Bylaw No. 500.02, 2005" scheduled for 2028 be advanced to fiscal 2026 and combined with the Parking

Strategy Review; AND FURTHER THAT the budget for review of the “Town of Qualicum Beach Off-street Parking and Reserve Fund Bylaw No. 500.02, 2005” with a budget provision of \$12k and the Parking Strategy Review with a budget provision of \$20k be combined for a budget provision of \$32k in fiscal 2026.

CARRIED UNANIMOUSLY

FINANCIAL ADMINISTRATION

(1) Third Quarter Update 2024: Council’s Strategic Initiatives, Capital Program and Operating Budget.

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT the report titled “Third Quarter Update 2024 - Council’s Strategic Initiatives, Capital Program and Operations Update,” dated November 13, 2024, be received for information.

CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT a capital expenditure budget provision of \$40k be transferred from the Bay Street Slope Stabilization Project to the Seacrest Road Replacement Engineering and Design Project within the Approved 2024-2028 Financial Plan.

CARRIED UNANIMOUSLY

(2) 2025 Preliminary Budget Discussions – PowerPoint presented by the Director of Finance

PUBLIC INPUT OPPORTUNITY

J. Wood provided comments on the preliminary budget including:

- The Community Wildfire Resiliency Plan and the definition of “Fuel Management Prescriptions.”
- Public consultation on the new Town website design
- Pickleball Courts and why some groups are tasked with raising 100% of funds and others receive partial funding from the Town.
- Staff shortages, vacancies and succession planning.

J. Noel provided comment on Pickleball and the RDN’s role in scheduling of courts.

ADJOURNMENT

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole adjourns the November 13, 2024, Committee of the Whole meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:21 am

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this day of , 2024.

Teunis Westbroek, Mayor

DRAFT - Minutes of the 10:00 am Wednesday, November 20, 2024, Town of Qualicum Beach Regular Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Anne Skipsey
Councillor Petronella Vander Valk

ABSENT: Councillor Scott Harrison
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)
Heather Svensen, Director of Corporate Services | Deputy
CAO
Luke Sales, Director of Planning & Community Development
Oliver Watson, Capital Projects Manager
Jason Froats, Information Systems Analyst
Danielle Leurebourg, Deputy Director of Corporate Services

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 November 20, 2024, regular Council meeting agenda as amended:

THAT the closed portion of the meeting (item 12) be amended to be closed to the public pursuant to Section a) and e) of the *Community Charter* for the purpose of considering:

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by 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 interests of the municipality.

START OF CONSENT AGENDA

Councillor Skipsey requested that the November 12, 2024, Correspondence Log and the Third Quarter Fire Rescue Services Report be removed from the consent agenda for discussion.

Councillor Skipsey noted:

- Correspondence Log item 501: RDN Waste Diversion Bylaw Webinar being held November 20, 2024, at 12:00 pm.

- Correspondence Log item 507: Noise Camera pilot project resolution at UBCM. The delegates endorsed the resolution.
- Correspondence Log item 510: Environmental hazard washed up on shoreline
- Correspondence Log item 548: examples provided of what has been done in other communities for crosswalks recognizing veterans. Would like to see Town consider something similar with upgrades to crosswalks at Veterans Way and Memorial Avenue.

Council then adopted, by unanimous consent, the recommendations listed for items 2a) to 2i) in the November 20, 2024, Consent Agenda.

- THAT the October 23, 2024, 10:00 am regular Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- THAT the October 22, 2024, 9:00 am special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- THAT the October 30, 2024, 9:30 am special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- THAT the November 6, 2024, 10:00 am special Council meeting minutes be approved as presented.
CARRIED BY CONSENT
- THAT the Correspondence Log, dated for reference November 12, 2024, be approved as presented.
CARRIED BY CONSENT
- THAT the Third Quarter Update for Fire Rescue Services be received for information.
CARRIED BY CONSENT
- THAT the Third Quarter Update for Construction and Building Permits be received for information.
CARRIED BY CONSENT
- THAT the Third Quarter Update for Bylaw be received for information.
CARRIED BY CONSENT
- THAT Council approves Council's 2025 Strategic Plan attached to the agenda.
CARRIED BY CONSENT

CARRIED UNANIMOUSLY | Resolution No. 24-277

END OF CONSENT AGENDA

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES - Nil

DELEGATIONS

1. **Dawne Williams and Dr. Javier Cabrera**, presented on healthcare in Qualicum Beach and provided information on unlicensed medical professionals living in Qualicum Beach and the challenges they face in getting licensed in Canada.

CORRESPONDENCE

1. **Vancouver Island Regional Library Board**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,
THAT Councillor Young be appointed as Trustee and Councillor Harrison be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2025.
CARRIED UNANIMOUSLY | Resolution 24-278

PUBLIC AND STATUTORY HEARINGS - Nil

BYLAWS

1. **Bylaw No. 903, 2024**
(a) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,
THAT the Bylaw entitled "Town of Qualicum Beach Building Bylaw No.903, 2024" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 24-279
2. **Bylaw No. 626.07, 2024**
(a) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,
THAT the Bylaw entitled "Town of Qualicum Beach Municipal Ticket Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 24-280
3. **Bylaw No. 638.03, 2024**
(a) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,
THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 24-281

COMMITTEE & LIAISON REPORTS

1. **General Government** (Mayor Teunis Westbroek)
 - Mayor Westbroek commented on his written report included in the agenda.
 - Presentation at Qualicum First Nation – Truth and Reconciliation

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT staff prepare a letter of appreciation to Qualicum First Nation acknowledging the presentation and National Day for Truth and Reconciliation event.

CARRIED UNANIMOUSLY | Resolution No. 24-282

2. **Parks & Recreation** (Councillor Anne Skipsey)

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council instructs staff to include a \$15K capital budget provision in the 2025-2029 Financial Plan for a project to construct approximately 220 feet of split cedar rail fencing to be located on the northeast (loop trail) side and the southwest side (Sunningdale) of Beach Creek Ravine in the Heritage Forest;

AND FURTHER THAT commencement of works on this project is contingent upon obtaining approval from the Qualicum First Nation, and further that if sufficient funds are received from an anticipated private contribution to the Heritage Forest Reserve, the Capital Budget will be reimbursed for the cost of the fence up to \$15,000, subject to confirmation from the Director of Finance that the budget is available. (see minute 26-28:30 on recording).

CARRIED UNANIMOUSLY | Resolution No. 24-283

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council direct staff to reach out to Qualicum Beach Streamkeepers and MABR directly to discuss the project scope including, but not necessarily limited to, rationale, sampling methodology, quality control, and how results would be used, to explore potential opportunities for a joint water testing initiative for community benefit.

CARRIED UNANIMOUSLY | Resolution No. 24-284

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approves the request from the Mount Arrowsmith Biosphere Regional Research institute to hang cedar and hemlock boughs at the East Crescent gate and the 500-year kiosk in the Heritage Forest for the month of December 2024 in order to celebrate the Amazing Places initiative and encourage people to visit, subject to MABRRI providing Town of Qualicum Beach staff with the two prepared bundles to be hung and removed by Town Parks staff.

CARRIED UNANIMOUSLY | Resolution No. 24-285

3. **Community Development** (Councillor Petronella Vander Valk)

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

- Councillor Vander Valk commented that Saint Andrews Lodge is proceeding with the restoration of Lodge and are still campaigning for donations.

STAFF REPORTS

1. Corporate Services

(a) Special Events – St. Andrews Concert & Qualicum Beach Triathlon

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council grants permission for the following special events, subject to Town requirements, including road closures and in-kind support as described in the November 20, 2024, report titled “2025 Special Event Approvals”:

- i) Twilight Concert Series, Saturdays, June 28, July 12, August 2, 16, 30, 2025 (St. Andrews Lodge Historical & Cultural Society)
- ii) Qualicum Beach Triathlon, Sunday, June 22, 2025.

CARRIED UNANIMOUSLY | Resolution No. 24-286

2. Finance - Nil

3. Planning, Community Development & Emergency Planning

(a) Qualicum Beach Quality of Life Survey

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to award the Qualicum Beach Quality of Life Survey project to Deloitte LLP, as outlined in their proposal dated October 2024 for a total estimated cost of \$29,800, excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 24-287

(b) Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy - Request for Proposals for Consultant Selection

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Initiative titled Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy project.

CARRIED UNANIMOUSLY | Resolution No. 24-288

(c) Launch of Development Tracker Webtool – For information

(d) Reconsideration Tree Removal – 630 Belyea Road

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, WHEREAS the Director of Planning has the authority to issue Tree Removal Permits but does not have the delegated authority to modify the conditions linked to such permits.

BE IT RESOLVED THAT the Council modifies the Director's decision to issue a Tree Removal Permit for 630 Belyea Road by waiving the requirement for the tree replacement security deposit (\$1,400), given the tree's close proximity

to the building footprint, with the replacement condition of tree planting still applicable.

CARRIED UNANIMOUSLY | Resolution No. 24- 289

(e) **Qualicum Beach Skate Park Redevelopment Tender Award**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes staff to award the Qualicum Beach Skatepark design-build project to New Line Skateparks, as described in this November 20, 2024, report to Council at an estimated total cost of \$1,300,000 excluding GST;

THAT Council authorizes early budget approval of \$1,500,000 in the 2025-2029 Financial Plan for the Qualicum Beach Skate Park Project in fiscal 2025 funded from Community Amenity Contributions (\$500k), Province of BC's Growing Communities Fund (\$700k) and User Group Contribution (\$300k).

CARRIED UNANIMOUSLY | Resolution No. 24- 290

(f) **SPARC Grant Application for Flashing Crosswalk and Accessibility Improvements at Harlech & Memorial**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to apply for a grant from Sparc BC in the amount of \$25,000 to fully fund a flashing crosswalk at the intersection of Harlech Road and Memorial Avenue, as detailed in the November 20, 2024, Planning memo to Council.

CARRIED UNANIMOUSLY | Resolution No. 24- 291

4. **Municipal Operations**

(a) **Recommendations from the 2024 Parks Department Service Level Review**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council defer until after budget discussions the allocation within the Parks Department's budget to fund the equivalent of 2.0 FTE Utility positions to meet the existing and new service level demands as detailed in the report attached to the Staff memo dated November 20, 2024, titled Town of Qualicum Beach Service Level Review, 2024.

CARRIED UNANIMOUSLY | Resolution No. 24-292

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council reallocate the budget approved in the 2024-2029 Financial Plan for an Engineering Technician to fund 1.0 FTE of Administrative Support for the Infrastructure Services Department, without impact to budget in the 2025-2029 Financial Plan.

THAT Council approves Policy 3000-22 Requests for New or Increased Service for service level management.

THAT staff be directed to review and report back on the status of the Parks Department's capacity during the 2026 budget processes.

CARRIED UNANIMOUSLY | Resolution No. 24-293

(b) **Design and construction cost estimate of the Little Qualicum River Riverbank Stabilization Project RFP Award**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council awards the contract for design and preparation of construction cost estimates, for a future project titled "Little Qualicum River Riverbank Stabilization Project", to Northwest Hydraulic Consultants Ltd. in the amount of \$91,881, excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 24-294

(c) **Waterfront Expansion Phase 2 Ditch Infill Parking Project Tender Award**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approves the award of the Waterfront Expansion Phase 2 Ditch Infill Parking project to Knappett Industries in the amount of \$523,900 excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 24-295

5. **Fire Rescue Services**

(a) **UBCM Community Emergency Preparedness Fund – Fire Training Props**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes the submission of a regional grant application to the Union of BC Municipalities (UBCM) 2024 Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment and Training, for a total of \$120,000; AND FURTHER THAT Council authorizes the Regional District of Nanaimo to handle the application process, receipt, and management of the 2024 Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments, on behalf of the Town of Qualicum Beach.

CARRIED UNANIMOUSLY | Resolution No. 24-296

MOTION TO CLOSE @11:35 am.

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

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- 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

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council adjourns the November 20, 2024, regular Council meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:55 pm

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this day of , 2024.

Teunis Westbroek, Mayor

REVIEW OF COMMENTS FROM THE PUBLIC

There were no comments about business at this regular Council meeting received in accordance with the Council Procedure Bylaw No, 733, 2019, section 16(3), by 12:00 pm, two business days following the meeting (November 23, 2024).

DRAFT | Minutes of the 4:00 pm Wednesday, November 20, 2024, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT: Council: Mayor Teunis Westbroek
Councillor Anne Skipsey
Councillor Petronella Vander Valk

ABSENT: Councillor Scott Harrison
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varella, Chief Administrative Officer (CAO)
Heather Svensen, Director of Corporate Services
Luke Sales, Director of Planning & Community Development
Raj Hayre, Director of Finance
Rob Dickinson, Director of Infrastructure Services
Oliver Watson, Capital Projects Manager
Jason Froats, Information Systems Analyst
Danielle Leurebourg, Deputy Director of Corporate Services

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

ADOPTION OF THE AGENDA

The Committee adopted, by unanimous consent, the November 20, 2024, Committee of the Whole meeting agenda as presented.

BUDGET - PUBLIC ENGAGEMENT SESSION 1

- (1) **2025 Budget Pressures and Tax Impacts** - PowerPoint presented by the Director of Finance
- (2) **2025 -2029 Proposed Capital Budget** - PowerPoint presented by the Director of Finance

PUBLIC INPUT OPPORTUNITY

- M. Knowell commented on the whole budget package and encouraged the Town to remember the RDN contributions and to ensure that there is no overlap.
- D. Hopwood commented on Strategic Planning and the need for decisive action on the climate emergency.

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole adjourns the November 20, 2024, Committee of the Whole meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 5:17 pm

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this day of , 2024.

Teunis Westbroek, Mayor

Minutes of the 2:30 pm Wednesday, November 27, 2024, Town of Qualicum Beach Special Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 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 (CAO)
Heather Svensen, Director of Corporate Services
Raj Hayre, Director of Finance
Luke Sales, Director of Planning & Community Development
Danielle Leurebourg, Deputy Director of Corporate Services

Mayor Westbroek called the meeting to order at 2:30 pm acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the November 27, 2024, special Council meeting agenda as presented.

MOTION TO CLOSE

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90 (1)(a)(e) and (k) of the *Community Charter*, for the purpose of considering:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 2:30 pm

MEETING REOPENED TO THE PUBLIC: 4:18 pm with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance: L. Varela, Chief Administrative Officer, H. Svensen, Director of Corporate Services, R. Hayre, Director of Finance, L. Sales, Director of Planning & Community Development, and D. Leurebourg,

Deputy Director of Corporate Services.

ANNOUNCEMENTS

- THAT staff bring forward a detailed report for Council consideration in Strategic Planning in the Fall of 2025 on the lease agreement and fee for service proposal from The Old School House (TOSH) Society.
- THAT Council appoints Tina Rasmussen to the Family Day Committee on behalf of Sources Community Resources Society-Oceanside, for a term ending October 1, 2026.
- THAT Council appoints Susan Gauthier to the Heritage Forest Commission as the member representing the Brown Preservation Society, for a term ending December 31, 2025.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 4:19 pm

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this day of, 2024.

Teunis Westbroek, Mayor

PRESENT: Council: Mayor Teunis Westbroek
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Scott Harrison
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varella, Chief Administrative Officer (CAO)
Heather Svensen, Director of Corporate Services
Luke Sales, Director of Planning & Community Development
Raj Hayre, Director of Finance
Rob Dickinson, Director of Infrastructure Services
Oliver Watson, Capital Projects Manager
Jason Froats, Information Systems Analyst
Danielle Leurebourg, Deputy Director of Corporate Services
Peter Cornell, Fire Chief
Agnieszka Warzybok, Director of Human Resources
Kevin Goldfuss, Airport Manager
Genelle Conn, Manager of Finance

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 November 27, 2024, Committee of the Whole meeting agenda as presented.

BUDGET - PUBLIC ENGAGEMENT SESSION 2

- (1) Condensed Draft Budget Book** - Presentations from Department Directors and PowerPoint presented by the Director of Finance

WHEREAS at the October 21, 2024 Committee of the Whole Meeting, in consideration of Strategic Planning Initiative 24-GG-13: Develop a "Cash-in-lieu of Parking" Bylaw, Committee of the Whole recommended to Council THAT the timeline for the Initiative titled Develop a "Cash-in-Lieu of Parking" Bylaw be delayed from 2025 in the 2024-2028 Financial Plan, and reassigned to 2027 in the 2025-2029 Financial Plan; AND FURTHER THAT the funding source for the Initiative titled Develop a "Cash-in-Lieu of Parking" Bylaw be changed from the Strategic Initiatives Reserve to Capacity Funding allocated to the Town.

AND WHEREAS at the October 21, 2024 Committee of the Whole Meeting, in consideration of Strategic Planning Initiative 25-PI-02: Paid Permitted Parking Plan for Uptown Businesses, Committee of the Whole recommended to Council THAT a \$10,000 budget provision for the Initiative titled Paid Permitted Parking Plan for Uptown Businesses be included in fiscal 2026 of the 2025 - 2029 Financial Plan; AND FURTHER THAT the Initiative titled Paid Permitted Parking Plan for Uptown Businesses becomes part of the scope of work of the Initiative titled Parking Management Strategy with a total combined project budget of \$30,000 in fiscal 2026 of the 2025-2029 Financial Plan.

AND WHEREAS at the November 1, 2024 Committee of the Whole meeting, Committee of the Whole discussed the need for more information on “parking-in-lieu” provisions before discussing Capital Strategic Planning Initiative 25-CAP-PI-02: Miscellaneous Parking Improvements further with the recommendation on the floor being subsequently withdrawn.

AND WHEREAS at the November 13, 2024 Committee of the Whole Meeting, in consideration of Strategic Planning Initiative 25-CAP-PI-02: Miscellaneous Parking Improvements, Committee of the Whole recommended to Council:

THAT consideration of parking on Primrose Street be included in the Parking Strategy Review planned for fiscal 2026; AND FURTHER THAT consideration of expansion of the Civic Centre parking be included in the Parking Strategy Review planned for fiscal 2026; AND FURTHER THAT the exploration of parking opportunities on Fern Road West be referred to the Parking Strategy Review planned for 2026.

THAT the Committee of the Whole recommends to Council THAT review of the “Town of Qualicum Beach Off-Street Parking and Reserve Fund Bylaw No. 500.02, 2005” scheduled for 2028 be advanced to fiscal 2026 and combined with the Parking Strategy Review; AND FURTHER THAT the budget for review of the “Town of Qualicum Beach Off-Street Parking and Reserve Fund Bylaw No. 500.02, 2005” with a budget provision of \$12k and the Parking Strategy Review with a budget provision of \$20k be combined for a budget provision of \$32k in fiscal 2026.

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT Committee of the Whole wishes to rescind and consolidate the recommendations and recommends to Council:

THAT Strategic Initiative Scoping Sheets 25-PI-02: Paid Permitted Parking Plan for Uptown Businesses and 24-GG-13: Develop a “Cash-in-lieu of Parking” Bylaw be closed by Council resolution.

THAT Scoping Sheet 24-PI-02 be renamed "Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses."

THAT a total budget provision of \$42,000 be included in fiscal 2026 of the 2025-2029 Financial Plan for the Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.

THAT \$12,000 be funded from Capacity Funding and \$30,000 be funded from the Strategic Initiatives Reserve for the Strategic Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor YOUNG seconded THAT the meeting recess for 10 minutes.

CARRIED UNANIMOUSLY

MEETING RECESSED: 12:03 pm

MEETING RECONVENED: 12:13 pm

PUBLIC INPUT OPPORTUNITY

- Resident asked clarification on what the East Village Phase III budgeted project involved.
- M. Noel, provided comments on proposed increase to staffing, overall increases to taxes from all sources over the past few years, and costs to operate the Qualicum Beach Airport.

ADJOURNMENT

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole adjourns the November 27, 2024, Committee of the Whole meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:35 pm

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this day of , 2024.

Teunis Westbroek, Mayor

DRAFT

THE TOWN OF
QUALICUM BEACH

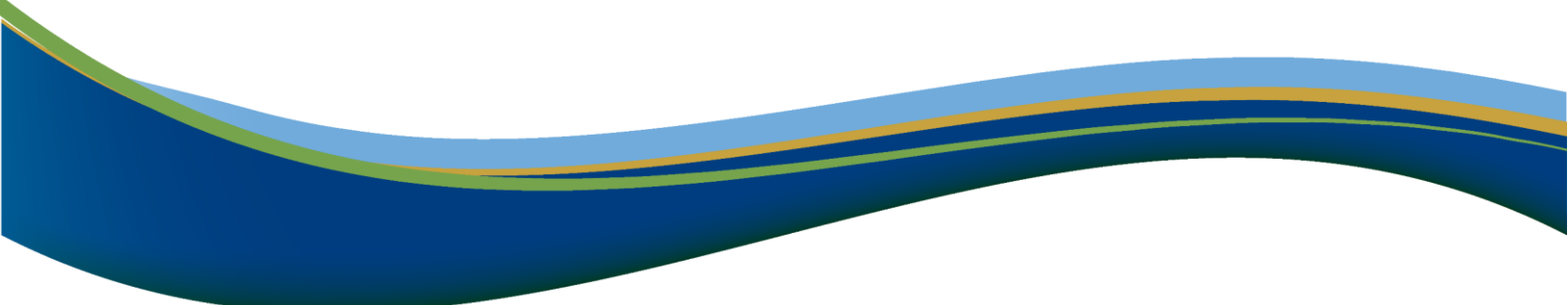


COUNCIL CORRESPONDENCE LOG

December 1, 2024 (for December 11, 2024 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Nov 13	Beach Creek Culvert Project Appreciation	Rec'd for Information	558
Nov 13	Airport Leaded Fuel - Ministry of Environment & Climate Change Correspondence	Referred to Staff	559 / 560
Nov 14	Task Force or Committee for Unhoused Locals	Referred to Staff	561
Nov 14	Airport Operations Clarification	Referred to Staff	562
Nov 17	Excessive Aircraft Noise	Referred to Staff	563
Nov 18	Strategic Planning - Budget, Climate Change	Rec'd for Information	564
Nov 18	Unhoused Sleeping Overnight in ATM	Rec'd for Information	565
Nov 18	TOSH Consideration for 2025 Budget Inclusion	Rec'd for Information	566
Nov 20	Strategic Planning Ideas & Concerns	Rec'd for Information	567
Nov 20	Airport Issues and Strategic Planning	Rec'd for Information	568
Nov 21	December 4 Committee of the Whole Comments	Rec'd for Information	582
Nov 21	Strategic Planning Ideas and Concerns	Rec'd for Information	569
Nov 22	November 20 Council Meeting Comments	Rec'd for Information	577
Nov 22	Airport Concerns	Referred to Staff	570
Nov 22	Airport Support	Referred to Staff	571
Nov 24	2025 Budget Comments	Rec'd for Information	572
Nov 25	UBCM Ministry of Housing Meeting Appreciation	Rec'd for Information	573
Nov 25	December 4 Committee of the Whole - Input on Good Neighbour Program	Referred to Staff	574
Nov 26	Climate Change Mitigation and 2025 Budget	Rec'd for Information	575
Nov 27	Request for Town Facilities List	Referred to Staff	578
Nov 27	Consistency of Terms for Committee of the Whole Meetings	Referred to Staff	579
Nov 28	December 4 Committee of the Whole Questions	Referred to Staff	580
Nov 29	November 27 Committee of the Whole Comments	Rec'd for Information	581
Nov 29	December 4 Committee of the Whole Questions	Rec'd for Information	583



TOWN OF QUALICUM BEACH

MEMO

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: December 11, 2024

FROM: Heather Svensen, Corporate Administrator

SUBJECT: Summary and New Recommendations Resulting from Strategic Planning

RECOMMENDATIONS:

1. 25-HW-09: Establishment of an Arts & Culture Committee

WHEREAS in accordance with Section 141 and 142 of the *Community Charter*, Council may establish Committees for specific purposes, which require Town staff support and financial resources;

AND WHEREAS Staff have been advised that the intent of the request for the establishment of an Arts & Culture Committee was not to require any staff support, or dedication of financial resources from the 2025-2029 Financial Plan;

AND WHEREAS the formation of a Society does not require Council endorsement, Town staff support or financial resources, and does not fulfill a role as a select or standing committee of Council;

THEREFORE, BE IT RESOLVED, THAT that the request for establishment of an Arts & Culture Committee not be advanced to the 2025-2029 Financial Plan AND FURTHER, THAT the Scoping Sheet titled 25-HW-09: Establishment of an Arts & Culture Committee be closed by Council resolution for record keeping purposes.

2. 25-CA-02: Urban Forest Master Plan – Update

THAT Staff be directed to bring forward a report in Q1 2025 addressing projects accomplished to date that fit within the scope of the Urban Forest Master Plan.

3. 25-HS-01: Option 1 of 2: Multi-topic OCP Review

THAT Scoping Sheet titled 25-HS-01: Multi-Topic OCP Review (Option 1 of 2) be closed by Council resolution for record keeping purposes.

4. 25-HW-01: Community Pianos Project

THAT Scoping Sheet titled 25-HW-01: Community Pianos Project be closed by Council resolution for record keeping purposes.

5. 25-HW-04: Traffic Bylaw Review – 40km/h municipality wide and/or site-specific locations

THAT the Scoping Sheet titled 25-HW-04: Traffic Bylaw Review be closed by Council resolution for record keeping purposes.

6. 25-HW-05: Chamber of Commerce Additional Fee for Service - Healthcare Worker Recruitment

THAT the Scoping Sheet titled 25-HW-04: Chamber of Commerce Additional Fee for Service be closed by Council resolution for record keeping purposes.

7. 24-GG-05: Employer of Choice

THAT the Scoping Sheet titled 24-GG-05: Employer of Choice be closed by Council resolution for record keeping purposes.

8. 24-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs

THAT the Scoping Sheet 25-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs be closed for record keeping purposes.

9. 25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown

THAT the Scoping Sheet 25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown be closed for record keeping purposes.

10. 24-CA-04: Building Facilities Green House Gas (GHG) Audit – Community Hall, Civic Centre and Town Hall

WHEREAS the Federation of Canadian Municipalities has awarded a \$148K grant for the Building Facilities Green House Gas Audit – Community Hall, Civic Centre and Town Hall;

THEREFORE BE IT RESOLVED, THAT the expenditure budget for Strategic Initiative 24-CA-04: Building Facilities Green House Gas Audit – Community Hall, Civic Centre and Town Hall be reduced from 245K to 195k to reflect awarded grant funding.

PURPOSE

The purpose of this memo is to provide a timeline and summary of Committee of the Whole (CoTW)– Strategic Planning recommendations and actions. The summary of recommendations and notes are presented to support Council discussions for consideration of the recommendations from CoTW, as some items were:

- ✓ placed in the “parking lot,”
- ✓ presented at subsequent CoTW meetings,
- ✓ or evolved as Council debated and discussed Strategic Initiatives for 2025 in conjunction with initial budget discussions.

In addition recommendations contained in above are recommendations for Council, over and above the recommendations resulting from the Committee of the Whole – Strategic Planning meetings held October 21, 2024 and November 1, 2024. The majority of the recommendations are housekeeping items, where staff is recommending closing out the Scoping Sheets for items that were not advanced to the 2025-2029 Strategic Plan.

25-HW-09: Establishment of an Arts & Culture Committee

Following Council deliberations on November 1, 2025, it was determined that the Initiative was not going to proceed as a Committee of Council, requiring staff time and budget resources. Instead, it would proceed as a society. Staff were requested to bring back wording on this Strategic Initiative. As Town staff, budget resources and Council endorsement of a society is not required, staff are recommending not advancing the Initiative to the 2025-2029 Financial Plan and to close out the Scoping Sheet for record keeping purposes.

24-CA-04: Building Facilities Green House Gas (GHG) Audit – Community Hall, Civic Centre and Town Hall

The Town received \$47K less in grant funding for this initiative than initially budgeted. The recommendation presented reduced the budget for the Strategic Initiative from \$245K to \$195K to reflect the grant funds received.

AGENDA		October 21 st Committee of the Whole Meeting	NOTES
(a)	24-CA-01: Asset Management – Natural Asset Reconsolidation THAT the timeline for the Initiative titled Asset Management – Natural Asset Consolidation be shifted from 2025/2026 to 2027; AND FURTHER THAT the cost estimate for the Initiative titled Asset Management - Natural Asset Consolidation be increased by \$10k to \$30k in 2027; AND FURTHER THAT the funding for the Initiative titled Asset Management - Natural Asset Consolidation be adjusted from 100% grant dependent to 2/3 grant dependent.		CARRIED by CoTW Next Steps: Council decision December 11, 2024
N/A	24-CA-04: Building Facilities Green House Gas (GHG) Audit – Community Hall, Civic Centre and Town Hall This Scoping Sheet is before Council for information purposes only. The Scoping Sheet has been amended to reflect Council’s previous decision making in 2024. On April 10, 2024, Council authorized the submission of a grant application in the amount of \$195,000 to the Federation of Canadian Municipalities under the Greenhouse Gas Reduction (GHG) Pathway Feasibility Study financing window to optimize the energy performance and reduce greenhouse gas emissions of the Community Hall, Civic Centre, and the Town Hall. Council also provided direction that the 2025 provision for the Building Facilities GHG Audit be amended in the 2025 Strategic Planning process to reflect a \$245,000 budget provision contingent upon grant approval.		Information – No current Recommendation Note: Grant has been received in the amount of \$148k. Given this grant amount is less than anticipated, future Council direction will be required on scope reduction and/or funding options.
(b)	24-EP-02: Pathways to Sustainable Economic Development in Qualicum Beach THAT the 2024 budget for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach be carried forward to 2025; AND FURTHER THAT a budget provision of \$112,500 be included in fiscal 2025 of the 2025-2029 Financial Plan for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach, with \$100,000 of the expenditure being grant funded.		CARRIED by CoTW Next Steps: Council decision December 11, 2024

(c)	24-GG-05: Employer of Choice THAT a \$10k budget provision funded from the Strategic Initiatives Reserve be included for the Initiative titled Employer of Choice in each of the years 2025 and 2026 in the 2025-2029 Financial Plan; AND FURTHER THAT commencing in the 2025 quarterly reporting cycle, the Initiative titled Employer of Choice will be reported on in the Human Resources Departmental Operations Area.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(d)	24-GG-06: Records Management THAT the budget provision for the Initiative titled Records Management be increased by \$20k to \$60k and the budget provision be included in fiscal 2025 of the 2025-2029 Financial Plan.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(e)	24-GG-08: Amendment of the Town of QB Downtown Development Cost Charges Reduction Bylaw No. 682, 2012 THAT the scope of the 2024 Strategic Initiative titled Development Cost Reductions/CAC's be adjusted to focus on Amendment of the "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012", with the IAP2 Level of Engagement (Inform); AND FURTHER THAT the Initiative, Amendment of the "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012", be adjusted from 2028 and rescheduled to the 2025 Financial Year in the 2025-2029 Financial Plan; AND FURTHER THAT the budget provision for Amendment of the 'Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012", be reduced from \$45k to \$2k.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(f)	24-GG-10: Airport Master Plan THAT the 2025-2029 Financial Plan include a \$75k budget provision for the Initiative titled Airport Master Plan in fiscal 2026, with expenditure subject to approval of 100% grant funding.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(g)	24-GG-11: Comprehensive Policy Review THAT the timeline for the Initiative titled Comprehensive Policy Review be advanced entirely to 2025; AND FURTHER THAT the \$30k budget provision included in 2026 in the 2024-2028 Financial Plan for the Initiative titled Comprehensive Policy Review be moved to 2025 in the 2025-2029 Financial Plan, for a total project budget of \$60k in 2025.	CARRIED by CoTW Next Steps: Council decision December 11, 2024

(h)	24-GG-12: Visual Identity Refresh THAT the budget provision for the Initiative titled “Visual Identity Refresh” included in the 2024-2028 Financial Plan in years 2024 to 2027, be adjusted and included in the 2025-2029 Financial Plan in years 2025 to 2028.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(j)	24-HS-01: Housing Announcement Implementation – Zoning Update and Legal Fees THAT scoping sheet 24-HS-01, previously named Housing Announcement Implementation – November 1, 2023, be renamed Housing Announcement Implementation - Zoning Update and Legal Fees in 2025 Strategic Planning; AND FURTHER THAT the budget provision of \$55k per year included in the 2024-2028 Financial Plan for years 2025, 2026, and 2027 for the Initiative now titled Housing Announcement Implementation - Zoning Update and Legal Fees be replaced with a budget provision of \$10k in 2025 and \$20k in 2026 in the 2025-2029 Financial Plan.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(k)	24-HS-04: Strategy for Ways to Achieve Affordable Market Housing THAT the Initiative titled Strategy for Ways to Achieve “Affordable” Market Housing be undertaken in conjunction with “OCP [Option #2] - Housing-focused OCP Review”; AND FURTHER THAT the timeline and budget for the Initiative titled Strategy for Ways to Achieve “Affordable” Market Housing be advanced from 2027, in the 2024-2028 Financial Plan, to 2025 in the 2025-2029 Financial Plan.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(l)	24-HS-06: Ravensbourne Affordable Housing – Phase 1 and 2 THAT the timeline and budget for the Initiative titled Ravensbourne Affordable Housing Phases 1 & 2 be shifted from 2025 to 2027 in the 2025-2029 Financial Plan.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(m)	24-HW-03: Community Park (Facilities) Site Review THAT the 2026 funding source for the Community Park (Facilities) Site Review be changed from the Strategic Initiative Reserve to the Capacity Funding Allocation in fiscal 2026.	CARRIED by CoTW Next Steps: Council decision December 11, 2024

(n)	24-HW-04: OCP (Part 1, 2, 3, and 4) THAT the OCP Part 1,2,3,4 Strategic Initiative included in the 2024-2028 Financial Plan in year 2028 not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-04 be closed by Council Resolution for record keeping purposes.	CARRIED by CoTW- Scoping Sheet 24-HW-04 Closed. Next Steps: Council decision December 11, 2024
(o)	24-HW-10: Pollinator Pathways Policy Development THAT the Strategic Initiative Pollinator Pathways Policy Development, included in the 2024-2028 Financial Plan in year 2025, not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-10 be closed by Council Resolution for record keeping purposes.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(p)	24-PI-01: Asset Management Plan Airport THAT the Initiative titled Asset Management Plan - QB Airport be included in the 2025-2029 Financial Plan, in year 2029 with a budget provision of \$10k, grant dependent.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(q)	24-PI-03: Other Effective (area based) Conservation Measures (OECM) Management Plans THAT the Mount Arrowsmith Biosphere Region Reserve Initiative (MABRRI) be authorized to undertake study in 2025 into the feasibility and process of identifying Qualicum Beach Community Park and Grandon Creek Corridor, with support for Milner Gardens, as an OECM, subject to Town requirements (insurance, etc.) being met as determined by staff; AND FURTHER THAT \$10,000 be allocated in 2026 for due diligence into the requirements of OECM recognition of additional Town-owned lands; AND FURTHER THAT \$10,000 be allocated in 2027 to support the possible submission of additional Town lands for recognition as OECMs.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(r)	24-HS-05: Multi-Generational Housing Best Practices THAT the Initiative titled Multi-Generational Housing Best Practices, 24-H5-05 within a budget of \$5,000 in fiscal year 2026 be defined and considered for inclusion within the scope of the Housing Focused OCP scheduled for 2025; AND FURTHER THAT the \$5,000 budget of the Initiative titled Multi-Generational Housing Best Practices, be added to the Housing Focused OCP budget, increasing the budget from \$55,000 to \$60,000 in fiscal year 2025.	CARRIED by CoTW Next Steps: Council decision December 11, 2024

(s)	25-CA-01: Encourage Residents to Transition From Use of Fossil Fueled Outdoor Equipment THAT the Initiative titled “Encourage Residents and Businesses to Fossil Free Power Equipment be advanced to the 2025-2029 Financial Plan” allocating \$10,000 in 2027 to launch a public education campaign that informs residents about the environmental and health benefits of switching to electric equipment and include a workshop and demonstration as part of the Public Works Open House.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
N/A	25-CA-02: Urban Forest Master Plan – Update The Committee recommended a staff report be brought forward in Q1 2025 addressing what has been accomplished to date that fits within the scope of the Plan.	No formal recommendation. Staff are requesting a resolution from Council providing direction on this item at the December 11, 2024 regular Council meeting.
(t)	25-CA-03: Implementation of Climate Mitigation Actions Matrix THAT a budget provision of \$25,000 be included in fiscal 2027 in the 2025 – 2029 Financial Plan for the Initiative titled Implementation of Climate Mitigation Actions Matrix, with further clarification to be provided in the 2026 Strategic Planning session.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(u)	25-GG-03: Investigation of Viability and Process of Expanding the Qualicum Beach Airport Authority Noise Sensitive Map THAT staff begin the investigation and consultation process with Transport Canada, and Nav Canada in 2025 to determine if the Qualicum Beach Airport Authority Noise Sensitive Area Map can be expanded in consideration of the designated flight path and the Noise Abatement Procedure.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(v)	25-GG-06: Qualicum Beach Airport Bylaw Review THAT an Airport bylaw Review be undertaken by staff in 2025; AND FURTHER THAT complaints regarding Airport activities, other than turns to the North which fall under the Noise Abatement Procedure, will not require staff investigation by Closed Circuit TV (CCTV) footage effective upon Council’s endorsement of the Initiative titled Airport Bylaw Review. THAT the Initiative titled Airport Master Plan (24-GG-10) be retitled “Airport Master/Business Plan which would include consideration of the 2016 Draft Airport Business Plan; AND FURTHER THAT it be referred to 2026 Strategic Planning for Council’s consideration.	CARRIED by CoTW Next Steps: Council decision December 11, 2024

(w)	25-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs THAT the Initiative titled Reduce Tax Funded Portion of Qualicum Beach Airport Costs not be included in the 2025-2029 Financial Plan.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(x)	25-HS-01: Option 1 of 2: Multi-topic OCP Review THAT Option 1 of 2, the Initiative titled “Multi-topic Official Community Plan (OCP) Review” not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a Housing-focused OCP Review (Option 2 of 2: 25-HS-02) with a budget provision of \$55k be advanced to the 2025-2029 Financial Plan for implementation in 2025.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(y)	25-HW-01: Community Pianos Project THAT the Qualicum Beach Collective work with individual businesses for placement of community pianos.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(z)	25-HW-02: Seniors' Activity Centre Expansion – Needs Assessment THAT a Needs Assessment report be undertaken by a qualified third-party consultant regarding the Initiative titled Seniors Activity Centre Expansion Needs Assessment with a budget allocation of \$30k in fiscal 2027, in the 2025-2029 Financial Plan; AND FURTHER THAT subsequent to completion of the Needs Assessment in 2027, Council further consider the financial and resourcing implications of undertaking an Initiative titled Seniors Activity Centre Expansion in a future year’s Strategic Planning process.	CARRIED by CoTW Next Steps: Council decision December 11, 2024

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(aa)	25-HW-03: Requests for Increased Service from the Parks Department THAT the Initiative titled Requests for Increased Service from the Parks Department be implemented with the addition of 1.0 FTE in the Parks Department beginning in fiscal 2025, to facilitate provision of additional service requests; AND FURTHER THAT a budget provision of \$100k be included annually starting in 2025 in the 2025-2029 Financial Plan for the 2025 Initiative titled Requests for Increased Service from the Parks Department. <i>Notes from November 20, 2024, regular Council meeting:</i> With the removal of the pump track Initiative 25-CAP-HW-05 during Strategic Planning, the following was noted in the staff report regarding the Parks Department FTE position: <i>There is a current service level shortfall of staffing levels equivalent to 1.2 FTE (capacity needed is 22,600 hours and capacity funded currently is 20,600 hours). In addition to the current shortfall, there are also ongoing requests from Council and the public for new services levels. Currently additional service requests when combined have a total increase of an estimated 0.8 FTE or 1,350 hours of work per year for the Parks Department. Note – this FTE count has been reduced from 1.0 FTE to 0.8 FTE since Strategic Planning, as a result of Council’s decision to reduce a service level request (Pump Track at Christleton Park).</i> Following the presentation of the report, Council moved the following: <i>THAT Council defer until after budget discussions the allocation within the Parks Department’s budget to fund the equivalent of 2.0 FTE Utility positions to meet the existing and new service level demands as detailed in the report attached to the Staff memo dated November 20, 2024, titled Town of Qualicum Beach Service Level Review, 2024.</i> CARRIED UNANIMOUSLY Resolution No. 24-292	CARRIED by CoTW Next Steps: Following initial budget discussions, Council will need to provide direction on this item per Council Resolution 24-292.
(bb)	25-HW-04: Traffic Bylaw Review – 40km/h municipality wide and/or site- specific locations THAT the Initiative titled Traffic Bylaw Review 25-HW-04 not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT this matter “and the neighbourhood pilot project” be referred to the Community Transportation Plan Review in September 2025 for Council’s consideration and comment by the Transportation Engineer and Public.	CARRIED by CoTW Next Steps: Council decision December 11, 2024

(dd)	<i>25-HW-06: Develop an Accessibility Action Plan</i> THAT the Strategic Initiative titled Develop an Accessibility Action Plan be included in fiscal 2028 of the 2025-2029 Financial plan; AND FURTHER THAT commencing in 2029 additional resources equivalent to a 0.5 FTE, funded from property taxation, be included in the 2025-2029 Financial Plan for the ongoing purpose of staff capacity to advance accessibility projects.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(ee)	<i>25-PI-01: Implement and Operationalize Asset Management Strategy & Plan</i> THAT a \$27,000 budget provision to Implement and Operationalize the Asset Management Strategy presented to Council on October 2, 2024, be included in fiscal 2025 of the 2025 – 2029 Financial Plan.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(gg)	<i>25-PI-03: Reconfiguration of Rail Crossing Traffic Controls - Advance Motion to AVICC & UBCM</i> THAT a motion be advanced to AVICC and UBCM to lobby for reconfiguration of rail crossing traffic controls to stop rail maintenance traffic on the rail at roadway intersections and remove stop signs for vehicular traffic at these locations.	CARRIED by CoTW Next Steps: Council decision December 11, 2024

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Agenda	November 1 st Committee of the Whole Meeting	NOTES
(a)	24-CA-06: Tree Protection Bylaw Update Staff Recommendation not advanced: THAT the Committee of the Whole recommends to Council THAT the budget provision for the Initiative titled Tree Protection Bylaw Update be increased by \$10k to \$20k and commenced in fiscal 2028 in the 2025-2029 Financial Plan.	This Scoping Sheet was introduced at the October 21, CoTW meeting, moved to the parking lot and discussed at the November 1, 2024, CoTW. The staff recommendation contained in the Scoping Sheet was not advanced by CoTW on November 1, 2024.
	THAT a 3rd party consultant be retained to undertake public engagement, research and update of the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” with a budget allocation of \$40k in fiscal 2025 of the 2025-2029 Financial Plan.	Instead, this new recommendation was CARRIED by CoTW Next Steps: Council decision December 11, 2024
(b)	25-HW-05: Chamber of Commerce Additional Fee for Service - Healthcare Worker Recruitment THAT the Initiative titled Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment, not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT an initial meeting with Island Health and representatives from the Flowerstone Society and Division of Family Practice be held to better understand recruitment needs prior to selecting a service provider.	This Scoping Sheet was introduced at the October 21, CoTW meeting, moved to the parking lot and discussed at the November 1, 2024, CoTW. CoTW advanced the staff recommendation. Next Steps: Council decision December 11, 2024

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N/A	25-HW-09: Establishment of an Arts & Culture Committee <i>Staff Recommendation not advanced:</i> THAT Committee of the Whole recommends to Council THAT the request for establishment of an Arts and Culture Committee not be advanced to the 2025-2029 Financial Plan. Councillor Young was requested to bring forward a proposal for how an Arts & Culture Committee or Society could be established that would not require Town resources. <i>At the November 1, 2024, meeting CoTW made the following recommendation:</i> THAT the Establishment of an Arts and Culture Committee be referred to the November 6, 2024, Committee of the Whole Meeting. Given that staff support and budget resources are not requested, and the body established is intended to operate as a society, no formal endorsement is required by Council. Staff is recommending that the Scoping Sheet be closed by Council resolution for record keeping purposes and the Initiative not be advanced to the 2025-2029 Financial Plan.	This Scoping Sheet was introduced at the October 21, CoTW meeting, moved to the parking lot and discussed at the November 1, 2024, CoTW where it was recommended to be brought at the November 6 CoTW. This recommendation was not brought to the November 13 (rescheduled November 6 meeting) due to administrative error and requires Council consideration December 11, 2024.
(d)	25-EP-01: Wayfinding Signage Phases 1 & 2 <i>Staff recommendation advanced at October 21, CoTW:</i> THAT the Initiative titled Wayfinding Signage Phases 1 and 2 be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a budget provision of \$3,100 be included in fiscal 2025 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 1; AND FURTHER THAT a budget provision of \$50k be included in fiscal 2028 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 2. <i>A subsequent recommendation was made at the November 1, 2024 CoTw meeting:</i> THAT the Committee of the Whole recommends to Council THAT Phase 2 of the Wayfinding Signage Initiative be referred to the fall 2025 Strategic Planning process for consideration of advancement from 2028 to 2026.	This Scoping Sheet was introduced at the October 21, CoTW meeting, and the staff recommendation was advanced. Correspondence was received following the October 21, 2024 CoTW meeting requesting Phase 2 be advanced to 2026. At the November 1, 2024 meeting, Council considered this, and made a recommendation to advance Phase 2 to the Fall 2025 Strategic Planning Process. CARRIED by CoTW Next Steps: Council decision December 11, 2024

(e)	25-CAP-HW-01: Improved Soccer Facilities THAT staff be authorized to work with the Oceanside Football Club to permit the installation of a shipping container at the Qualicum Beach Community Park, subject to Council’s final review of location and configuration; AND FURTHER THAT a comprehensive Needs Assessment be carried out in fiscal 2026 of the 2025-2029 Financial Plan, with a budget of \$50k funded from the Strategic Initiatives Reserve.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(f)	25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown THAT the Committee of the Whole recommends to Council THAT a \$50k budget provision funded from the Strategic Initiatives Reserve for Engineering and Landscape design for Initiative titled “Path Through Clock Square to Link Downtown to the East Village Uptown” be included in the 2025-2029 Financial Plan in fiscal 2026.	DEFEATED by CoTW
	THAT the Initiative titled Path Through Clock Square to Link Downtown to the East Village not be included in the 2025-2029 Financial Plan.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(g)	25-CAP-HW-04: Memorial Avenue Interim Intersection Improvements THAT the installation of Rectangular Rapid Flashing Beacons at Harlech Road and Memorial Avenue and the implementation of a pedestrian crossing at Village Way/Veterans Way and Memorial Avenue be prioritized projects within the fiscal 2026 Community Transportation Projects budget provision in 2025-2029 and 2026-2030 Financial Plans at an estimated cost of \$115k.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(h)	25-CAP-HW-05-Pump Track at Christleton Park THAT staff extend an invitation to the proponents from the “Residents of Qualicum Woods Neighbourhood” to submit a more detailed proposal for a pump track at Christleton Park for Council’s consideration after confirmation that the proponents have established themselves as a registered Society for this purpose; AND FURTHER THAT the Initiative titled <i>Pump Track at Christleton Park</i> 25-CAP-HW-05 not be advanced to the 2025-2029 Financial Plan and that Scoping Sheet 25-CAP-HW-05 be closed by Council resolution for record keeping purposes.	CARRIED by CoTW Next Steps: Council decision December 11, 2024

(i)	<i>25-CAP-PI-01: Installation of Permanent Bicycle Racks Along Waterfronts</i> THAT the Initiative titled “Installation of Permanent Bicycle Racks Along Waterfront” be referred to the Select Committee on Parks and Recreation for recommendation on potential locations for bike racks, for Council’s consideration; AND FURTHER THAT Chief Recalma’s gift of knowledge and insight be requested for recommendation on potential locations for installation of bike racks; AND FURTHER THAT a budget provision of \$15k, funded from the Asset Investment Reserve, be included in the 2025 -2029 Financial Plan in fiscal 2026 for purchase of bicycle racks to be installed along the waterfront.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(j)	<i>25-CAP-PI-02: Miscellaneous Parking Improvements</i> THAT the Harlech Road Parking Design (\$8,000) be budgeted in 2025, to be funded from deferred revenue for off street parking.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(k)	<i>25-CAP-PI-03: Construct Elevated Concrete Walkway at Saahtlam Park</i> THAT 25-CAP-PI-03 Construct Elevated Concrete Walkway at Saahtlam Park not be advanced and the associated scoping sheet closed by Council resolution for record keeping purposes.	CARRIED by CoTW Next Steps: Council decision December 11, 2024
(l)	<i>25-CAP-PI-04 Cenotaph – Memorial Avenue at Railway Street</i> THAT the 2025-2029 Financial Plan include a \$40k budget provision in fiscal 2025 for the installation of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street, to be completed through a design-build contract with a maximum upset price of \$40,000, excluding GST.	CARRIED by CoTW Next Steps: Council decision December 11, 2024

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Agenda	November 27 th Committee of the Whole Meeting	NOTES
(a)	<i>24-PI-02: Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses</i> At the October 21, 2024 CoTW meeting the Committee made the following recommendation regarding Scoping Sheet 24-GG-13: Develop a “Cash-in-Lieu of Parking” Bylaw THAT the timeline for the Initiative titled Develop a “Cash-in-Lieu of Parking” Bylaw be delayed from 2025 in the 2024-2028 Financial Plan and reassigned to 2027 in 2025-2029 Financial Plan; AND FURTHER THAT the funding source for the Initiative titled Develop a “Cash-in-Lieu of Parking” Bylaw be changed from the Strategic Initiatives Reserve to Capacity Funding allocated to the Town. <i>At the October 21 CoTW meeting the Committee made the following recommendation regarding 25-PI-02: Paid Permitted Parking Plan for Uptown Businesses</i> THAT a \$10,000 budget provision for the Initiative titled Paid Permitted Parking Plan for Uptown Businesses be included in fiscal 2026 of the 2025 – 2029 Financial Plan; AND FURTHER THAT the Initiative titled Paid Permitted Parking Plan for Uptown Businesses becomes part of the scope of work of the Initiative titled Parking Management Strategy with a total combined project budget of \$30,000 in fiscal 2026 of the 2025-2029 Financial Plan. <i>At the November 13, 2024 CoTW meeting the Committee made the following recommendation regarding 25-PI-02: Paid Permitted Parking Plan for Uptown Businesses</i> THAT consideration of parking on Primrose Street be included in the Parking Strategy Review planned for fiscal 2026; AND FURTHER THAT consideration of expansion of the Civic Centre parking be included in the Parking Strategy Review planned for fiscal 2026; AND FURTHER THAT the exploration of parking opportunities on Fern Road West be referred to the Parking Strategy Review planned for 2026. <i>Continued on next page</i>	CARRIED by CoTW CARRIED by CoTW This item was initially discussed at the November 1, 2024 CoTW meeting. Council moved this item to the “Parking Lot,” but it was not revisited until CoTW on November 13, 2024.

	THAT review of the “Town of Qualicum Beach Off-street Parking and Reserve Fund Bylaw No. 500.02, 2005” scheduled for 2028 be advanced to fiscal 2026 and combined with the Parking Strategy Review; AND FURTHER THAT the budget for review of the “Town of Qualicum Beach Off-street Parking and Reserve Fund Bylaw No. 500.02, 2005” with a budget provision of \$12k and the Parking Strategy Review with a budget provision of \$20k be combined for a budget provision of \$32k in fiscal 2026. <i>At the CoTW meeting November 27, 2024 the Committee made the following recommendation regarding Strategic Initiatives 24-GG-13: Develop a “Cash-in-Lieu of Parking” Bylaw and 25-PI-02: Paid Permitted Parking Plan for Uptown Businesses</i> THAT Strategic Initiative Scoping Sheets 25-PI-02: <i>Paid Permitted Parking Plan for Uptown Businesses</i> and 24-GG-13: <i>Develop a “Cash-in-lieu of Parking” Bylaw</i> be closed by Council resolution for record keeping purposes. THAT Scoping Sheet 24-PI-02 be renamed “<i>Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.</i>” THAT a total budget provision of \$42,000 be included in fiscal 2026 of the 2025-2029 Financial Plan for the Initiative titled <i>Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.</i> THAT \$12,000 be funded from Capacity Funding and \$30,000 be funded from the Strategic Initiatives Reserve for the Strategic Initiative titled <i>Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.</i> Note from the November 1, 2024 CoTW: (j) <i>Separate from the above combined initiatives, but related, at the November 1, 2024 meeting, Council made the following recommendation for Strategic Initiative 25-CAP-PI-02: Miscellaneous Parking Improvements:</i> THAT the Harlech Road Parking Design (\$8,000) be budgeted in 2025, to be funded from deferred revenue for off street parking.	Scoping sheets 24-GG-13: <i>Develop a “Cash-in-Lieu of Parking” Bylaw</i> and 25-PI-02: <i>Paid Permitted Parking Plan for Uptown Businesses</i> will be closed and combined under 24-PI-02 now titled: Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses Next Steps: Council decision December 11, 2024 CARRIED by CoTW and included on the December 11, 2024 agenda for ratification.
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APPROVALS

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



Danielle Leurebourg
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TOWN OF QUALICUM BEACH

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December TBD, 2024

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The Honourable Josie Osborne, MLA
Minister of Health
Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Osborne:

Immigrant Physicians & Physician Shortage

We appreciate your passion for delivering quality healthcare for the people of British Columbia and believe your background serving Tofino will provide recognition for the similar small town challenges we are facing in the Town of Qualicum Beach with healthcare.

With your new role as the Minister of Health, we look forward to meeting with you soon about the healthcare challenges in our community. The Town recognizes the Province's mandate for health and we have always stepped forward to be part of a solution where we can, historically ranging from transferring about 9 acres to the Province for \$1.00 for health use (where the Ambulance station and Eagle Park care facility were constructed, and about 4 acres remain), paying for a medical office rental for two years in the hope of a physician tenant, contributing financially for physician recruitment, etc.

At the regular Council meeting held November 20, 2024, Council had a delegation representing six internationally trained and experienced immigrant physicians who have lived with their families in the Oceanside area (five in Qualicum Beach) for the past one to two years to build their future while they struggle to achieve licensing to practice medicine in Canada. The delegation reiterated their commitment to remaining in our community which they have grown to love, their understanding of the community challenges for healthcare and physician shortage, and their need for support as they work through the complex journey to achieve medical licensing in Canada.

These six immigrant physicians have post graduate specialties, including two gynaecologists, two anaesthesiologists, one family physician, and one geriatrician. Once licensed they could practice in their respective fields or the ones they choose, bringing tremendous value to our community.

The delegation acknowledged that they are working through the process posted by the College of Physicians, and highlighted the following challenges for immigrant physicians:

- from racism, discrimination, harassment, denial of job opportunities and, in some cases, people attempting to take advantage of their vulnerability, in addition to personal challenges such as, financial and language barriers. Being physicians does not protect them or their families from these challenges.
- first step is to secure legal documentation, currently here on open work permits, and some community members are helping them apply for permanent residency by paying for an immigration lawyer (e.g., estimated at \$12,000 for one physician) funded by generous community members, next step is finding a way to support themselves and their families. Immigrant physicians still need assistance as they are not licensed to practice medicine in Canada yet, and must start in entry level positions, such as receptionist in an assisted living facility or as a pharmacy assistant, at minimum wage. Currently, as an example, the speaker did not have a job and is actively looking for one.
- regarding the path to becoming licensed, the final step in their journey is obtaining a medical licence, which is a long and costly process, involves passing exams, preparing for them, transferring credentials, and covering additional costs for official translations and documentation. Altogether this can cost between \$10,000 to \$15,000 and could take 2-3 years depending on circumstances. If an exam is failed, it costs \$1,500 additional and could delay the process by waiting 6 months to a year before having the opportunity to take the exam again.

We commend these immigrant physicians on their commitment to achieve medical licensing in Canada and to contribute to our community.

At Council's December 11, 2024 meeting, Council considered the plight of the immigrant physicians wanting to contribute to our community. In response, Council passed a motion to send this letter to seek support from the Ministry of Health.

We look forward to working with the Ministry of Health to understand what could be done to help these immigrant physicians, and foremost to seek your support to continue to address our community shortfall in healthcare practitioners and physicians.

We look forward to speaking with you at your convenience. On behalf of the community, staff, and Council, thank you for your consideration.

Sincerely,

Mayor Teunis Westbroek
Town of Qualicum Beach
250.738.2213 (o), 250.228.5473 (c)
twestbroek@qualicumbeach.com

c. Council; Lou Varela, CAO

File: 400.20

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DRAFT

December TBD, 2024

Geoff.ball@viu.ca

Geoff Ball, Executive Director
Milner Gardens & Woodland
Vancouver Island University

Congratulations on Milner Gardens Achieving Communities in Bloom Five-Bloom Rating!

On behalf of the community, staff and Council, we extend our sincere congratulations on Vancouver Island University's Milner Gardens & Woodland achieving a coveted five-bloom rating from Communities in Bloom, plus the special mention for Natural Heritage Preservation – The Rhododendron Species Garden, during the 2024 National/International Symposium and Awards Ceremonies. The judges noted "The Rhododendron Species Garden at Milner Gardens & Woodland stands as the only one of its kind in Canada and among the rare few globally".

You have not only honoured VIU through this achievement, but you have also done the entire Town proud with the work at Milner Gardens & Woodland.

Please share our congratulations with your staff and the volunteers at Milner Gardens & Woodland. The Town of Qualicum Beach has a long history with Communities in Bloom and recognize the teamwork, dedication and excellence required to score five blooms. Since the property was gifted to VIU in 1996, this public garden has, under your leadership, grown to be an invaluable educational resource and is recognized locally, nationally and internationally, as a unique and beautiful attraction in our community.

We feel very blessed to have Milner Gardens & Woodland in our community! Thank you!

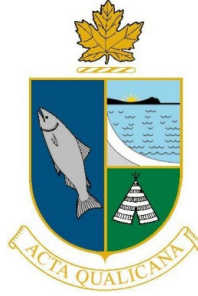
Sincerely,

Teunis Westbroek
Mayor

c. Council; CAO L. Varela

File: 400.80.VIU

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TOWN OF QUALICUM BEACH

BUILDING BYLAW NO. 903, 2024

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**Town of Qualicum Beach
BUILDING BYLAW NO. 903, 2024**

**A BYLAW FOR ADMINISTRATION OF THE BUILDING CODE AND
REGULATION OF CONSTRUCTION**

WHEREAS the Town of Qualicum Beach Council may by bylaw regulate, prohibit and impose requirements in respect to buildings and structures under sections 8(3)(g) and (l) of the *Community Charter* for the following under section 53(2):

- (a) the provision of access to a building or other structure, or to part of a building or other structure, for a person with disabilities;
- (b) the conservation of energy or water;
- (c) the reduction of greenhouse gas emissions;
- (d) the health, safety or protection of persons or property;

AND WHEREAS the Town of Qualicum Beach is enacting this bylaw to regulate construction and administer the British Columbia *Building Code* in Qualicum Beach in accordance with the *Community Charter* and the *Building Act*;

AND WHEREAS the Town of Qualicum Beach has employed trained building officials for the purposes of this bylaw;

NOW THEREFORE the Council of the Town of Qualicum Beach enacts as follows:

PART 1: TITLE

- 1.1 This bylaw may be cited as “Building Bylaw No. 903, 2024”.

PART 2: PURPOSE OF BYLAW

- 2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.
- 2.2 Every permit issued under this bylaw is issued expressly subject to the provisions of this Part.

- 2.3 This bylaw is enacted to regulate, prohibit and impose requirements in regard to construction in the Town in the public interest.
- 2.4 The purpose of this bylaw does not extend to
- (a) the protection of *owners, designers or constructors* from economic loss;
 - (b) the assumption by the Town or any *building official* of any responsibility for ensuring the compliance by any *owner*, his or her representatives or any employees, *constructors* or *designers* retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes or standards;
 - (c) providing any person a warranty of design or workmanship with respect to any *building* or *structure* for which a *building permit* or *occupancy permit* is issued under this bylaw;
 - (d) providing any person a warranty or assurance that *construction* undertaken under *building permits* issued by the Town is free from latent, or any, defects; or
 - (e) the protection of adjacent real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

- 3.1 This bylaw applies to the geographical area of the Town and to land, the surface of water, air space, *buildings* or *structures* in the Town.
- 3.2 This bylaw applies to the design, construction or *occupancy* of new *buildings* or *structures*, and the *alteration*, reconstruction, demolition, removal, relocation or *occupancy* or change of use or *occupancy* of *existing buildings* and *structures*.
- 3.3 This bylaw does not apply to
- (a) *buildings* or *structures* exempted by Division A Part 1 of the *Building Code* except as expressly provided herein;

- (b) uncovered decks, steps, landings, ramps and patios not more than 0.5 metres above adjacent finished grade and have no walls or roof, a fence;
- (c) repair and maintenance of lawfully-conforming *structures* where the level of life safety and *building* performance shall not be decreased below the level that already exists, exclusive of structural *alterations* and remediation as a result of a previous deficiency;
- (d) a trellis, an arbour, or other similar landscape *structures* which are otherwise open to the sides and sky, a wall supporting soil that is less than 1.2 metres in height or a sequence of walls less than 1.2 metres in height and spaced greater than two horizontal units to one vertical unit, on a parcel zoned for single or two family *residential occupancy* uses under the Town's zoning bylaw;
- (e) the replacement of plumbing fixtures (sinks, tubs, showers, water closets, valves, etc.) or the maintenance of *existing plumbing system*, providing the work does not involve the rearrangement of supply, waste or vent pipes.

Limited Application to Existing Buildings

- 3.4 Except as provided in the *building code* or to the extent an *existing building* is under *construction* or does not have an *occupancy permit*, when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* and *altered*, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the Town, including relocation relative to parcel lines created by subdivision or consolidation. Part 12 applies to *building* moves.
- 3.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *building code* and the entire building must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration*.
- 3.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire building must

be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

- 4.1 A person must not commence or continue any *construction, alteration, excavation, reconstruction, demolition, removal, relocation* or change the use or *occupancy* of any *building* or *structure*, including other work related to construction
- (a) except in conformity with the requirements of the *building code* and this bylaw; and
 - (b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.
- 4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*
- (a) unless a subsisting *occupancy inspection notice* has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or
 - (b) contrary to the terms of any *permit* issued or any notice given by a *building official*.
- 4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or construction undertaken pursuant to this bylaw.
- 4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter or modify plans and supporting documents after the same have been reviewed by the *building official*, or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.
- 4.5 A person must not, unless authorized in writing by a *building official*, reverse, alter, deface, cover, remove or in any way tamper with any notice, *permit* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.

- 4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building, structure* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official*.
- 4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the Town on property in the administration of this bylaw.
- 4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.
- 4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.6 or any other provision of this bylaw.
- 4.10 A person must not change the use, *occupancy* or both of a *building or structure* or a part of a *building or structure* without first applying for and obtaining a *building permit* under this bylaw.

PART 5: PERMIT CONDITIONS

- 5.1 A *permit* is required if work regulated under this bylaw is to be undertaken.
- 5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications or supporting documents, nor any inspections made by or on behalf of the Town will in any way
- (a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*) from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards and enactments;
 - (b) constitute a representation, warranty, assurance or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use and zoning have been complied with; or
 - (c) constitute a representation or warranty that the *building or structure* meets any standard of materials or workmanship.
- 5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.

- 5.4 Without limiting section 5.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*) to carry out the work in respect of which the *permit* was issued in compliance with the *building code*, this bylaw and all other applicable codes, standards and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

- 6.1 Words defining the authority of a *building official* are to be construed as internal administrative powers and not as creating a duty.
- 6.2 A *building official* may
- (a) administer this bylaw and prescribe from time to time the form of *permits*, *permit* applications, notices and orders referred to in this bylaw, except where the form is prescribed by this bylaw, but owes no public duty to enforce or administer this bylaw;
 - (b) keep records of applications received, *permits*, notices and orders issued, inspections and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;
 - (c) establish or require an *owner* to establish whether a method or type of construction or material used in the construction of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*; and
 - (d) direct that tests of materials, equipment, devices, construction methods, structural assemblies or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, construction or *foundation* condition complies with this bylaw and the *building code*.

Refusal and Revocation of Permits

- 6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the Town, and must state the reason in writing.

- 6.4 A *building official* may revoke a *permit* if, in their opinion, the results of tests on materials, devices, construction methods, structural assemblies or *foundation* conditions

contravene the *building code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.

Right of Entry

- 6.5 Subject to section 16 of the *Community Charter*, a *building official* may enter on property at any time to ascertain whether the requirements of this bylaw are being met.

Powers

- 6.6 Subject to applicable enactments, a *building official* may by notice in writing require
- (a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;
 - (b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the Town or other applicable enactments, or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;
 - (c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way or easement, or a setback or yard required under an enactment;
 - (d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, constructed in contravention of a provision of this bylaw;
 - (e) an *owner* to have work inspected by a *building official* prior to covering;
 - (f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;
 - (g) a person to cease any *occupancy* in contravention of a provision of this bylaw;

- (h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued a occupancy inspection notice for the work;
 - (i) an *owner* to correct any *unsafe condition*; and
 - (j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment.
- 6.7 Every reference to “*owner*” in section 6.6 includes a reference to the *owner’s agent* or *constructor*.
- 6.8 Every person served with a notice under this Part must comply with that notice
- (i) within the time ordered, or
 - (ii) if no time is ordered, immediately.

PART 7: OWNER’S RESPONSIBILITIES

Permit Requirements

- 7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to
- (a) *constructing, repairing or altering a building, plumbing system, fire suppression system or structure, including a swimming pool or retaining wall;*
 - (b) moving a *building* or *structure* into or within the Town;
 - (c) demolishing a *building* or *structure*;
 - (d) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of or detached from a *building*;
 - (e) changing the use or *occupancy* of a *building*, including the creation or consolidation of units in a multi unit building; or

- (f) installation or *alteration* of mechanical exhaust and fire suppression systems for commercial cooking equipment.

unless the works are the subject of another valid and subsisting *building permit*.

- 7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address and email address of the *designer* of the *building* or *structure*.

Owner's Obligations

- 7.3 Every *owner* must
 - (a) comply with the *building code*, the requirements of this bylaw and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw or the conditions of a *permit*;
 - (b) ensure that all *permits*, all plans and specifications and supporting documents on which a *permit* was based, and all professional *field reviews* are available at the site of the work for inspection during working hours by the *building official*, and that all *permits* are posted conspicuously on the site during the entire execution of the work; and
 - (c) prior to the issuance of a *building permit*, execute and submit to the Town an *owner's* acknowledgement of responsibility in the form prescribed by the Town from time to time, where required by the *building official*.
- 7.4 Every *owner* and every *owner's agent*, must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw and other bylaws of the Town and none of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code* and all other applicable codes, standards and enactments.
- 7.5 Every *owner* to whom a *permit* is issued must, during construction,
 - (a) post the civic address on the property so that it may be easily read from the public highway from which the property takes its address; and

- (b) post the *permit* on the property so that it may be easily read from the public highway from which the property takes its address
- (c) allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw with safe access to the work site and all areas requiring inspection.

Damage to Municipal Works

- 7.6 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.
- 7.7 In addition to payment of a security deposit in the amount set out in the “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time, every *owner* must pay to the Town, within 30 days of receiving an invoice for same from the Town, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

Notice

- 7.8 Every *owner* must give written notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during construction, within 24 hours of when the change or termination occurs.
- 7.9 If an *owner* or a *registered professional* terminates the engagement of a *registered professional*, including a *coordinating registered professional*, the *owner* must terminate all work under a *building permit* until the *owner* has engaged a new *registered professional*, including a *coordinating registered professional*, and has delivered to a *building official* new letters of assurance.
- 7.10 Without limiting sections 10.28 to 10.43, every *owner* must give at least 24 hours’ written notice to a *building official*
 - (a) of intent to do work that is required or ordered to be corrected during *construction*;
 - (b) of intent to cover work that is required under this bylaw to be, or has been ordered to be inspected prior to covering; and

- (c) when work has been completed so that a occupancy inspection can be made.
- 7.11 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time, immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of an *occupancy permit*.
- 7.12 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER’S CONSTRUCTOR

- 8.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw and all other applicable, codes, standards and enactments.
- 8.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, and that no public is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.
- 8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

PART 9: REGISTERED PROFESSIONAL’S RESPONSIBILITIES

Professional Design and Field Review

- 9.1 The provision by the *owner* to the Town of letters of assurance in accordance with the requirements of the *building code* or this bylaw shall occur prior to
 - (a) the issuance of a permit in the forms of Schedules A or B as appropriate;
 - (b) the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building* in the form of Schedules C-A or C-B, as appropriate, or

- (c) an occupancy inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Town with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.

9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount prescribed by the Town from time to time.

Requirement for a Registered Professional

9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code*, in respect of a *permit* application

- (a) prior to the pre-occupancy site review coordinated by the *coordinating registered professional* or other *registered professional* for a *complex building*,
or
- (b) prior to a final inspection for a *simple building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Town with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;
- (c) a *building* that is designed with common egress systems for the occupants and requires the use of *firewalls* in accordance with the *building code*;
- (d) prior to *alterations* to a *building*, or to a structural component of a *building* described in paragraph (b);
- (e) for a *building* in respect of which the *building official* determines that site conditions, size or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;
- (f) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and

- (g) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*
 - (i) for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended, and
 - (ii) that the plans submitted with the application comply with the relevant provisions of the *building code* and applicable bylaws of the Town.

- 9.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

Professional Plan Certification

- 9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in sections 9.1 and 9.3 are relied upon by the Town and *its building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code*, this bylaw and other applicable enactment.
- 9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code*.
- 9.7 For a building permit issued for the construction of a *complex building*, the building official shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the building official to provide the *owner* with the notice will not diminish or invalidate the reliance by the Town or its *building officials* on the *registered professionals*.
- 9.8 If a *building permit* is issued for a construction of a *complex building*, the *permit fee* is reduced by 10% of the fees payable under “Town of Qualicum Beach

Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time, up to a maximum reduction of \$500.00 (five hundred dollars).

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements Before Applying for a Building Permit

- 10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:
- (a) the *owner* must apply for and obtain a development permit if the *building* or *structure* is in an area designated by the Town’s Official Community Plan as a development *permit* area;
 - (b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Town, except to the extent a variance of a bylaw is authorized by a development *permit*, development variance permit or order of the Board of Variance;
 - (c) for a renovation, alteration, or demolition of an existing building a hazardous materials survey in accordance with WorkSafe BC regulations shall be completed;
 - (d) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be *constructed*, and the subdivision plan must have been registered in the Land Title Office;
 - (e) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the *agent* of the *owner*, in which case, the *agent* must provide the name and contact information of the *owner*;
 - (f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Town’s sewage disposal system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for an alternate *private sewage disposal system*;
 - (g) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Town’s waterworks system, the *owner* must

apply for and obtain approval from the Town and other applicable public authorities for an alternate water supply system;

- (h) if the parcel that is the subject of the *building permit* application is not intended to be connected to The Town's storm water drainage system, the *owner* must apply for and obtain approval from the Town and other applicable public authorities for the alternate storm water drainage and detention system; and
- (i) if all on site and off site works and services required by a Town bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a written agreement with the Town and deliver to the Town letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

10.2 An application for a *building permit* with respect to a *complex building* must

- (a) be made in the form prescribed by the building official or the Town from time to time, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (b) be accompanied by the appropriate non-refundable plan processing fee as set out in the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time.
- (c) be accompanied by the *owner's* acknowledgement of responsibility and undertaking made in the form prescribed by the building official or the Town from time to time, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
- (d) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
- (e) include for a renovation, alteration, or demolition of an existing building a hazardous materials survey and written confirmation letter in accordance with WorkSafe BC regulations;
- (f) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the building is

designed under Part 3 or Part 9 of the building code, *major occupancy* classification(s) of the *building*, *building area* and *building height*, number of streets the *building* faces, *accessible* entrances and work areas, washrooms, firewalls and the energy compliance path to which the building conforms;

- (g) include a copy of a survey plan prepared by a British Columbia land surveyor, except that the *building official* may waive, in whole or in part, the requirements for a survey plan;
- (h) include a site plan prepared by a *registered professional* showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse and top and toe of banks;
 - (vi) north arrow;
 - (vii) if applicable, location of an approved *existing* or proposed private or other alternative sewage disposal system, water supply system or storm water drainage system;
 - (viii) zoning compliance summary;
 - (ix) the location, dimensions and gradient of parking and parking access;
 - (x) proposed and *existing* setbacks to property lines;

- (xi) natural and finished geodetic elevation at *building* corners and significant breaks in the building plan and proposed grade around the *building* faces in order to ascertain *foundation* height;
- (xii) first storey floor elevation;
- (xiii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
- (xiv) line of upper floors;
- (xv) location and elevation of curbs, sidewalks, manholes, fire hydrants and service poles;
- (xvi) location of *existing* and proposed service connections;
- (xvii) location and species of all trees greater than 5 centimetres in diameter;
- (xviii) location of top bank and water courses;
- (xix) access routes for firefighting;
- (xx) *accessible* paths of travel from the street to the *building*;
- (xxi) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Town's land use regulations, provincial flood mapping regulations, or a *Registered Professional* under the *Engineers and Geoscientists Regulation* establish siting requirements related to minimum floor elevation,

except that the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

- (i) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and

opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;

- (j) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundations*, drainage, ceiling heights and constructions systems;
- (k) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished *grade*, spatial separations and ridge height to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Town zoning bylaw and development permit;
- (l) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*;
- (m) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, and 2.2.6 , Division C of the *building code*;
- (n) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and ministry of health approvals;
- (o) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the *coordinating registered professional*;
- (p) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed by such *registered professionals* as the *building official* or *building code* may require to prepare the design for and conduct *field reviews* of the construction of the *building*;
- (q) include digital and two sets of paper drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (m) of this section; and
- (r) include illustration of any slopes on the subject parcel that exceed 30%.

- 10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the construction of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant
- (a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Town's subdivision and works and services bylaw;
 - (b) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways; and
 - (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

- 10.4 An application for a *building permit* with respect to a *simple building* must
- (a) be made in the form prescribed by the building official or the Town from time to time, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - (b) be accompanied by the appropriate non-refundable plan processing fee as set out in the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time.
 - (c) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form prescribed by the building official or the Town from time to time, and signed by the *owner*, or a signing officer if the *owner* is a corporation;
 - (d) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;
 - (e) include for a renovation, alteration, or demolition of an existing building a hazardous materials survey and written confirmation letter in accordance with WorkSafe BC regulations;

- (f) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;
- (g) include a site plan showing
 - (i) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - (ii) the legal description and civic address of the parcel;
 - (iii) the location and dimensions of *existing* and proposed statutory rights of way, easements and setback requirements, adjacent street and lane names;
 - (iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;
 - (v) setbacks to the natural boundary of any lake, swamp, pond or watercourse;
 - (vi) north arrow;
 - (vii) if applicable, location of an approved *existing* or proposed alternative private or other sewage disposal system, water supply system or storm water drainage system;
 - (viii) the location, dimensions and gradient of parking and parking access;
 - (ix) proposed and *existing* setbacks to property lines;
 - (x) natural and finished grade at *building* corners and datum determination points;
 - (xi) *first storey* floor elevation;
 - (xii) location, setbacks and elevations of all *retaining walls*, steps, stairs and decks;
 - (xiii) line of upper floors;

- (xiv) location and elevation of curbs, sidewalks, manholes and service poles;
- (xv) location of *existing* and proposed service connections;
- (xvi) location and species of all trees greater than 5 centimetres in diameter;
- (xvii) location of top bank and water courses;
- (xviii) access routes for firefighting;
- (xix) *accessible* paths of travel from the street to the *building*;
- (xx) zoning compliance summary; and
- (xxi) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Town's land use regulations , provincial flood mapping regulations or a *Registered Professional* under the *Engineers and Geoscientists Regulation* establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

- (h) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, size and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;
- (i) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and construction systems;
- (j) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Town zoning and development permit;

- (k) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;
- (l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal *permits*, highway access *permits* and Ministry of Health approvals;
- (m) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;
- (n) include two sets of drawings at a suitable scale of design including the information set out in (f) to (k) of this section; and
- (o) include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the *building* is designed under Part 3 or Part 9, compliance with article 2.2.2.1(2), Division C of the *building code*

10.5 In addition to the requirements of section 10.4 of this Part, if the complexity of the proposed *building* or *structure* or siting circumstances warrant, a *building official* may require the following be submitted with a *permit* application for the construction of each *simple building* in the *project*:

- (a) a section through the site showing grades, *buildings*, *structures*, parking areas and driveways;
- (b) a roof plan and roof height calculations;
- (c) structural, electrical, plumbing, mechanical or fire suppression drawings prepared and sealed by a *registered professional*;
- (d) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*; and
- (e) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to the *building* or *structure*.

Site and Location Information

- 10.6 Without limiting sections 10.2(h) or 10.4(f) of this Part, the *building official* may in writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to
- (a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;
 - (b) verify, on completion of the *construction*, that all provisions of this and other applicable bylaws have been complied with;
 - (c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site or its relationship to neighbouring grades; and
 - (d) in relation to *construction* of a new *building*, or *addition* to an *existing building*, prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location and elevation,

and every person served with a written requirement under this section must comply with the requirement.

Building Permit Fee

- 10.7 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the Town
- (a) the *building permit* fee prescribed in “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time; and
 - (b) any fees, charges, levies or taxes imposed by the Town and payable under an enactment at the time of issuance of the *building permit*.

Security Deposit

- 10.8 An applicant for a *building permit* must pay to the Town, prior to the issuance of a *building permit*, a security deposit calculated in accordance with the

“Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time.

10.9 The security deposit sum set out in section 10.8 of this Part

- (a) covers the cost borne by the Town to maintain, restore or replace any public works or public lands which are destroyed, damaged or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;
- (b) covers the cost borne by the Town to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;
- (c) serves as the security deposit for provisional *occupancy* when the occupancy inspection notice makes provision for a security deposit; or
- (d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.

10.10 The security deposit or applicable portion must be returned to the applicant

- (a) when the *building official* is satisfied that no further damage to public works or public lands will occur;
- (b) when the inspections required by this bylaw are complete and acceptable to the *building official*; and
- (c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building official*;

only if the applicant has requested for the return of the security.

10.11 Any credit greater than the amount of the security deposit used by the Town for the purposes described in sections 10.8 to 10.10 of this Part will be returned to the *permit* holder unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the Town to complete corrective work to public lands, public works, or the site is recoverable by the Town from the *permit* holder, the *constructor* or the *owner* of the property.

Permit Fee Refunds

10.12 No fee or part of a fee paid to the Town may be refunded if construction of the *building* has started.

- 10.13 A *building permit* or other *permit* fee may be partially refunded, only if
- (a) the *owner* has submitted a written request for a refund within 180 days of issuance of the permit;
 - (b) the *building official* has certified a start has not been made on the construction of the *building* or *structure*; and
 - (c) the refundable amount does not include the plan processing fee, and is more than \$50.00
- 10.14 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.45 of this Part.

Design Modification

- 10.15 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the value of the work does not increase or the value of the work decreases, the *owner* must pay to the Town a *building permit* fee based on the plan review hourly rate set out in “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time.

Construction Before Permit Issued

- 10.16 The *building permit* or other *permit* fee is doubled for every *permit* application if construction commenced before the *building official* issued a *permit*, to a maximum of \$10,000.00.

Expiration of Application for a Permit

- 10.17 A *building permit* application expires, and the plan processing fee forfeited if the permit fee has not been paid and all required securities, covenants, permits and servicing agreements required for issuance of the permit have not been provided
- (a) 180 days from the date a complete application is received under this Part, unless the *permit* is not ready to be issued only due to delays caused by the Town; or
 - (b) 120 days from the date of written notification to the owner that the permit is ready to be issued, subject to the provision of such fees, securities, covenants, permits and servicing agreements,

the plans and related documents may be held for 14 days and then may be destroyed.

Issuance of a Building Permit

10.18 If

- (a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;
- (b) the *owner* has paid all applicable fees set out in sections 10.7 to 10.16 of this Part;
- (c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;
- (d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;
- (e) the *owner* has retained an architect if required under this bylaw; and
- (f) no covenant, agreement, resolution or regulation of the Town requires or authorizes the *permit* to be withheld,

the *building official* must issue the *permit*, in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the conditions of 10.18 have been satisfied

10.19 Despite section 10.18, the *building official* may refuse to issue a *permit* when the *owner* has been notified of a violation of this bylaw about the construction of another *building* or *structure* by the *owner*.

Compliance with the Homeowner Protection Act

10.20 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*

- (a) is covered by home warranty insurance; and
- (b) the *constructor* is a licensed “residential builder” as defined in that Act.

- 10.21 Section 10.20 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act*.
- 10.22 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

Partial Construction

- 10.23 If a site has been *excavated* under a *building permit* and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.44, but without the construction of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice by the Town to do so.
- 10.24 If a *building permit* has expired and partial construction has progressed, with no extension requested of the *building official* under section 10.45, permanent type fencing with privacy screen complying with the Town's Zoning Bylaw, must be erected around the *building* site for protection to the public.

Conditions of a Building Permit

- 10.25 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned until the *owner* has notified the *building official* in writing, the *building official* has authorized the transfer or assignment in writing and the *owner* has paid the non-refundable fee required under "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time . The transfer or assignment of a *building permit* is not an extension of a *building permit*.
- 10.26 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building* construction or *occupancy* being carried on when in violation of this or another bylaw.

Inspections

- 10.27 If a *registered professional* provides letters of assurance in accordance with this Part, the Town will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw and the *building code* as assurance that the construction substantially conforms to the design, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.
- 10.28 Despite section 10.27 of this Part, a *building official* may attend the site from time to time during the course of construction to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.
- 10.29 A *building official* may attend periodically at the site of the construction of *simple buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw and any other applicable enactments concerning safety.
- 10.30 For all work in respect of *simple buildings* the *owner* must give at least 24 hours' notice to the Town when requesting an inspection and must obtain an inspection and receive a *building official's* written acceptance of the following aspects of the work prior to concealing them
- (a) after demolition, the grading of and removal of debris from the site;
 - (b) completed footing forms, before concrete is poured;
 - (c) installation of perimeter drains and damp-proofing, prior to backfill;
 - (d) plumbing located below the finished slab level and under test prior to covering;
 - (e) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete *foundation* walls;
 - (f) installation, testing and connection of *building* services before being covered;
 - (g) rough in of factory built chimneys and fireplaces and solid fuel burning appliances;
 - (h) installation of rough-in plumbing prior to covering;
 - (i) completed framing, after sheathing, fire stopping (including drywall in fire separations), and required bracing, chimney, ductwork, rough wiring, rough plumbing, rough heating, gas venting, exterior doors and windows

have been installed, and submission of a *building* survey by a British Columbia Land Surveyor when required showing the *building* height, size, location and elevation determined in accordance with the Towns land use regulation, *but* prior to the installation of insulation, interior finishes, or exterior finishes which would conceal such work;

- (j) insulation and vapour barrier prior to the application of any interior finish and after the substantial completion of the siding or other main exterior finishes; and
- (k) the *health and safety aspects of the work*, and the energy conservation, GHG emission reduction and accessibility aspects and when the *building* or *structure* is substantially complete, ready for *occupancy* but prior to *occupancy*.

10.31 A *building official* will only carry out an inspection under section 10.30 if the *owner* or the *owner's agent* has requested the inspection in accordance with this bylaw.

10.32 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.30, if a *registered professional* provides letters of assurance, the Town will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the construction referenced by those letters of assurance substantially conform to the *design*, plans and specifications and that the construction complies with the *building code*, this bylaw and other applicable enactments respecting safety.

10.33 No person may conceal any aspect of the work referred to in section 10.30 of this bylaw until a *building official* has *accepted* it in writing.

10.34 For work in respect of *complex buildings*, the *owner* must

- (a) provide to the Town, or have the *coordinating registered professional* provide to the Town, all *registered professionals field review* within 24 hours' of completion of the *field review*;
- (b) give at least 48 hours' notice to the Town when requesting a pre-occupancy coordinated by the *coordinating registered professional* or other *registered professional* to have the *owner*, the *constructor* and the *registered*

professionals demonstrate to the building official and Fire Services the compliance with the health and safety aspects of the work, the coordination and integration of the fire and life safety system, applicable Town requirements and other enactments respecting safety and the energy conservation, GHG emission and accessibility aspects of the work; and

- (c) *cause the coordinating registered professional, at least 48 hours prior to the pre-occupancy coordinated site review coordinated by the coordinating registered professional, to deliver to the building official a Confirmation of Required Documentation as approved by the Town, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick.*

Stop Work Order

- 10.35 *The building official may direct the immediate suspension or correction of all or a portion of the construction on a building or structure by attaching a stop work order notice in the form prescribed by the Town on the premises whenever it is found that the work is not being performed in accordance with the requirements of the building code, any applicable bylaw of the Town or the applicable provisions of the Homeowner Protection Act.*
- 10.36 *The coordinating registered professional may request, in writing, that the building official order the immediate suspension or correction of all or a portion of the construction on a building or structure by attaching a stop work order notice on the premises. The building official must consider such a request and, if not acted upon, must respond, in writing, to the coordinating registered professional and give reasons.*
- 10.37 *If a registered professional's services are terminated, the owner must immediately stop any work that is subject to his or her design or field review and the building official is deemed to have issued a stop work order under section 10.35.*
- 10.38 *The owner must immediately, after the posting of a notice under section 10.35, secure the construction and the lands and premises surrounding the construction in compliance with the safety requirements of every statute, regulation or order of the Province or of a provincial agency and of every applicable bylaw of the Town.*

10.39 Subject to section 10.35, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.35 until the stop work order notice has been removed by the *building official*.

10.40 The notice referred to in section 10.35 must remain posted on the premises until that which is contrary to the enactments has been remedied and authorized by the *building official*.

Do Not Occupy Notice

10.41 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building* or *structure*.

10.42 If a notice is posted under section 10.41, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

Inspection and Other Fees

10.43 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” as amended from time to time for

- (a) a third and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than two site visits are required for any required inspection; and
- (b) a special inspection during the Town's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location or construction techniques.

Permit Expiration

10.44 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if

- (a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;
- (b) work is discontinued for a period of 180 days; or
- (c) the work is not completed within 24 months (2 year) of the date of issuance of the *permit*.

Permit Extension

10.45 A *building official* may extend the period set out under section 10.44 for only one period, not to exceed six months, if construction has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the construction warrants, if

- (a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and
- (b) the non-refundable renewal fee set out in "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time has been paid.

Building Permit Revocation

10.46 The *building official* may revoke a *building permit* if there is a violation of

- (a) a condition under which the *permit* was issued; or
 - (b) a requirement of the *building code* or of this or another bylaw of the Town,
- such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

Building Permit Cancellation

10.47 A *building permit*, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official* with 180 days of issuance of the *building permit*.

10.48 On receipt of the written cancellation notice, the *building official* must mark on the *permit*, the date of cancellation and the word "cancelled".

- 10.49 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or "amended".
- 10.50 If a *building permit* is cancelled, and construction has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time, less
- (a) any non-refundable portion of the fee; and
 - (b) 25% of the refundable portion of the fee.

Occupancy

- 10.51 No person may occupy a *building* or *structure* or part of a *building* or *structure* until a occupancy inspection notice has been issued by a *building official*.
- 10.52 A occupancy inspection notice will not be issued unless
- (a) all letters of assurance have been submitted when required in accordance with this bylaw;
 - (b) all aspects of the work requiring inspection and acceptance pursuant to sections 10.30 to 10.34 of Part 10 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;
 - (c) the *owner* has delivered to the Town as-built plans of works and *services* in digital format as required by the Town;
 - (d) the *owner* has provided to the Town a *building* survey prepared by a British Columbia Land Surveyor when required showing the *building* height, size, location and elevation determined in accordance with the Town's land use regulations;
 - (e) all other documentation required under applicable enactments has been delivered to the Town; and

- (f) the *owner* has delivered to the Town as-built drawings of the *building* or *structure* in digital format as required by the Town.

10.53 When a *registered professional* provides letters of assurance in accordance with this bylaw, the Town will rely solely on the letters of assurance when issuing a final report authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *design, the building code*, this bylaw and other applicable enactments respecting safety.

10.54 A *building official* may issue a occupancy inspection notice for partial *occupancy* of a portion of a *building* or *structure* under construction when

- (a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects of the work*, and if applicable, accessibility, GHG emissions and conservation; and
- (b) the requirements set out in section 10.52 have been met with respect to it.

10.55 A occupancy inspection notice may not be issued unless

- (a) all letters of assurance and the Confirmation of Required Documentation described in 10.34(c) have been submitted when required in accordance with the requirements of this bylaw;
- (b) all aspects of the work requiring inspection and review pursuant to Part 9 and sections 10.27 through 10.34 of this bylaw have both been inspected and *accepted*;
- (c) the *owner* has executed and delivered to the Town every agreement, instrument or form required by the Town in relation to the work or the site; and
- (d) all required offsite works respecting safety have been completed.

Other Structures

10.56 A building *permit* is not required for a *temporary detached tent* provided that the construction complies with the Towns zoning bylaw, and the tent is anchored to the ground in accordance with the manufacturer's recommendations.

Sanitary Facilities

10.57 During the time a *building permit* has been issued and remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, sanitary facilities for the disposal of human waste from individual persons who enter on the parcel in relation to the work referred to in the *permit*, which facilities must be accessible and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a

(a) sanitary sewer; or

(b) septic disposal system approved under the *Health Act*,

by plumbing that complies with the *Building Code* and this bylaw, must be provided, at all times the facility is required under this bylaw, with toilet paper, a locking door for privacy, and ventilation, and must be kept in sanitary condition without leaking beyond the facility and without overflowing within the facility. Such facilities must be located so as not to create a nuisance to neighbouring parcels or highways.

PART 11: RETAINING WALLS AND GRADES

- 11.1 A *registered professional* shall undertake the design, and conduct *field reviews* of a *retaining wall*. Sealed copies of the design drawings and *field reviews* prepared by the *registered professional* shall be submitted to the *building official* prior to acceptance of the works.
- 11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel, unless restrained by permitted *retaining walls*, must not have a surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally.
- 11.3 Without limiting section 11.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments.

PART 12: BUILDING MOVE

- 12.1 No person may move a *building, structure* or part of a *building* to or from any parcel within the Town except

- (a) for buildings moved to or within the Town is certified by a *registered professional* that the *building*, including its *foundation*, will substantially comply with the current version of the *building code* or the *building* complies with CAN/CSA-A277 or CAN/CSA-Z240 at the time of manufacture;
 - (b) the person moving the *building* is licensed to move buildings and carries public liability insurance in the amount of not less than \$3,000,000.00;
 - (c) the Town has been named as an additional insured party;
 - (d) the Ministry of Transportation and any utility providers that are affected by the move have given written approvals;
 - (e) a route plan including proposed date and time of move is provided; and
 - (f) a *building permit* has been issued and permit fees for the move and all additional works have been paid.
- 12.2 An application for a permit for a *building* move to any parcel of land within the Town must be made on the form prescribed by the *building official*, and must include
- (a) certification specified in section 12.1 (a);
 - (b) hazardous materials assessment in accordance with WorkSafe BC regulations;
 - (c) plans and specifications of the proposed relocation and rehabilitation of the building, including additions and renovations to the *building*; and
 - (d) site plan showing building siting, driveway and other site improvements proposed on the parcel.
- 12.3 Any person to whom a moving permit is issued shall complete the remedial works required to ensure the site within the Town is neat, free from debris, obstructions and in a safe condition within 60 days from the date the *building* is moved.
- 12.4 If the work described in section 12.3 of this bylaw is not completed within the specified time, the *building official* may send a written notice to the owner directing the correction of the non-compliance within 30 days from the date of

the notice. If the non-compliance is not remedied within the period of 30 days, the Town may make use of the owner's security deposit for the purpose of remedying the non-compliance.

PART 13: DEMOLITIONS

- 13.1 Prior to obtaining a permit to demolish a building or structure, the owner must
- (a) provide to the Town a vacancy date;
 - (b) provide a site plan clearly indicating the building to be demolished;
 - (c) include a hazardous materials assessment in accordance with WorkSafe BC regulations;
 - (d) pay disconnection fees as set out in the Town's bylaws governing waterworks, sanitary and storm sewer, as amended or re-enacted from time to time;
 - (e) pay the fees and security deposit prescribed in the "Town of Qualicum Beach Miscellaneous Rates Bylaw No 638, 2009" as amended from time to time; and
- 13.2 Upon the commencement of the demolition, the work shall be completed to the satisfaction of the building official within 90 days.
- 13.3 Every owner must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the site is levelled or graded, or made safe if levelling and grading are not possible.
- 13.4 Upon 30 days notice, either at the end of the 90 day period described in section 13.2, or when in the opinion of the building official the demolition is substantially complete, the Town may use the owner's security deposit for the purpose of completing the requirements of section 13.3.

PART 14: NUMBERING OF BUILDINGS

- 14.1 Immediately upon issuance of a *building permit* governing the *construction, alteration* or repair of a *building*, or prior to and during the *occupancy* of a *building*, the *owner* or occupant must display the address number assigned to it by the Town

- (a) on or over the entrance to the *building* or where landscaping or *structures* obscure the visibility of a *building* entrance from the adjacent highway, on the *building* property within sight of the adjacent highway; and
 - (b) until such time as the *building* is removed from the site or has been demolished.
- 14.2 Despite section 14.1, the Town's Director of Planning may renumber or alter the assigned numbers in respect of any *building* on any parcel, including those already in existence or numbered.
- 14.3 Without limiting sections 14.1 or 14.2, the *building official* must, on the issuance of a *building permit*, designate a house number or set of house numbers related to the *building* authorized by the *permit*. The *owner* or occupier must post the number or numbers on the site immediately after obtaining the *building permit* and keep the numbers posted in a conspicuous location at all times during construction.
- 14.4 Without limiting sections 14.1 through 14.3, on issuance of an *occupancy permit*, the *owner* or occupier of the parcel must affix the numbers permanently in a conspicuous place on the *building* such that the number is visible from an adjacent highway that is not a lane.

PART 15: SWIMMING POOLS

Swimming Pool Permit and Fencing

- 14.1 Without limiting section 5.1 of this bylaw, a person must not construct, or structurally repair, a *swimming pool* without a valid *building permit*.
- 14.2 An application for a *building permit* for a *swimming pool* must include
- (a) a site plan showing the location of the proposed *swimming pool*, and all water supply piping, waste piping and appurtenances;
 - (b) all design drawings, specifications, approved by a *registered professional*; and
 - (c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code* and other bylaws and enactments relating to a *swimming pool*.

- 14.3 A *swimming pool* must be enclosed from adjacent properties by a fence constructed without footholds or grips that children may use to climb into the enclosed area or a standard chain link wire mesh fence, having a minimum height of 1.5 metres from finished grade outside the fence and no openings greater than 100 mm at their greatest dimension.

Swimming Pool Gate

- 14.4 Access through a fence enclosing a *swimming pool* must be only through a self-closing and self-latching gate designed and constructed or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the *swimming pool* side of the gate.

Maintenance

- 14.5 A person may not use or *occupy* a *swimming pool* unless the *owner* or *occupier* of property on or in which a *swimming pool* is located maintains every fence and gate required under sections 14.3 to 14.4 in good order, and without limitation provide for disposal of pool wastewater into the sanitary sewer.

Leaks or Other Failures

- 14.6 A person may not obtain a valid and subsisting *building permit* for or use or *occupy* a *swimming pool* without first delivering to the *building official* at the time of the *building permit* application an opinion of a *registered professional* that the *design* of the *swimming pool* will not cause or result in leaks or other failures of the *swimming pool*.

PART 15: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

- 15.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the Town incorporates by reference the British Columbia Energy Step Code and Zero Carbon Step Code in accordance with sections 15.2 through 15.7.
- 15.2 In the case of a building permit submitted on or after 2025-JAN-01, a new *building* or *structure* to which Part 3 or Part 9 of the *Building Code* applies, and which is within the scope of the Zero Carbon Step Code, must be designed and constructed to meet performance requirements specified in EL-4 (Zero Carbon Performance) of the Zero Carbon Step Code.

- 15.3 In the case of a building permit submitted on or after 2027-JAN-01, a new *building* or *structure* to which Part 9 of the *Building Code* applies, and which is within the scope of the Energy Step Code, must be designed and constructed to meet the minimum performance requirements specified in Step 5 for Part 9 buildings of the BC Energy Step Code.
- 15.4 In the case of a building permit submitted on or after 2027-JAN-01, a new *building* or *structure* to which Part 3 of the *Building Code* applies, and which is within the scope of the Energy Step Code, must be designed and constructed to meet the minimum performance requirements of the highest Step (Steps 2 - 4) for the applicable use as specified in the BC Energy Step Code.
- 15.5 When an *Energy Advisor* or an architect, as required, provides energy reports or *field reviews* in accordance with his bylaw, the Town will rely solely on *field reviews* undertaken by the *Energy Advisor* or architect and the reports submitted pursuant to this bylaw as assurance that the construction or applicable aspect thereof substantially conforms to the design, and that the construction or applicable aspect thereof substantially complies with the *Building Code*, this bylaw, and other applicable enactments respecting energy efficiency.
- 15.6 With respect to a building permit for a *building* or structure that falls within the scope of Part 9 of the Building Code, the owner must provide, to the satisfaction of the *Building Official*, all the materials and documentation required by the BC Energy Step Code, prepared and signed by an *Energy Advisor*, and such other reports and materials as required by the *Building Official*.
- 15.7 For certainty, and notwithstanding Section 15.5 above, where a *registered professional* is required under this bylaw, in respect of a building permit for a *building* or structure that falls within the scope of Part 3 or Part 9 of the Building Code, the professional design and *field review* shall include the materials and documentation required by the applicable step of the BC Energy Step Code, and such other reports and materials as required by the *Building Official*.

PART 16: ACCESS ROUTE FOR FIRE VEHICLE

- 16.1 Prior to the issuance of a *building permit* for a *building* under Part 9 of the *building code*, the *owner* must satisfy the *building official* that the *building* or *structure* for which the *permit* is issued will be served by a fire access route in conformance with the *building code*.

PART 17: OFFENCES

Violations

- 17.1 Without limiting Part 4 of this bylaw, every person who
- (a) violates a provision of this bylaw;
 - (b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw; and
 - (c) neglects to do anything required to be done under any provision of this bylaw,
- commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than \$50,000.00, or a term of imprisonment not exceeding six months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.
- 17.2 Every person who fails to comply with any administrative requirements issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.
- 17.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge as outlined in "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" as amended from time to time of this bylaw.

Deemed Offence

- 17.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any construction on the parcel the *owner* owns and any change in the use, *occupancy* or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.
- 17.5 No person is deemed liable under section 17.4 who establishes, on a balance of probabilities, that the construction or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.
- 17.6 Nothing in section 17.5 affects

- (a) the Town's right to require and the *owner's* obligation to obtain a *permit*;
and
- (b) the obligation of the *owner* to comply with this bylaw.

Ticketing

- 17.7 The application and offences outlined in "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008" as amended from time to time are designated for enforcement under s. 264 of the *Community Charter*.

PART 18: INTERPRETATION

Definitions

- 18.1 In this bylaw

accepted means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;

addition means an *alteration* to any building which will increase the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

agent includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;

alternative solution means an alternative solution authorized under the *building code*;

alteration means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;

Architects Regulation means the *Architects Regulation – 33/2023*, regulated by the *Professional Governance Act [SBC 2018] c47*, as amended or re-enacted from time to time;

building code means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

building official means the person designated in or appointed to that position by the Town, and includes a building inspector, plan checker, plumbing inspector, gas inspector, or electrical inspector designated or appointed by the Town, and for certainty the *building official* is the “building inspector” referred to in the *Community Charter and Local Government Act*;

complex building means:

(a) a *building* used for a *major occupancy* classified as:

- (i) *assembly occupancy*;
- (ii) *care occupancy*;
- (iii) *detention occupancy*;
- (iv) *high hazard industrial occupancy*,
- (v) *treatment occupancy*; or
- (vi) *post-disaster building*,

(b) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:

- (i) *residential occupancy*;
- (ii) *business and personal services occupancy*;
- (iii) *mercantile occupancy*; or
- (iv) *medium and low hazard industrial occupancy*,

construct includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, *excavate* or shore;

constructor means a person who *constructs*;

Energy Advisor means a person who is registered and in good standing as an energy advisor with Natural Resources Canada in accordance with the

EnerGuide Rating System (ERS) Administrative Procedures and adheres to the technical standards and procedures of the ERS.

Engineers and Geoscientists Regulation means the *Engineers and Geoscientists Regulation – 14/2021*, regulated by the *Professional Governance Act [SBC 2018] c47*, as amended or re-enacted from time to time;

existing, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

foundation means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a building that lie below the finished grade immediately adjacent to the building;

GHG means greenhouse gas;

health and safety aspects of the work means design and construction regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

owner means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form prescribed by the Town from time to time;

permit means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of a *occupancy* inspection notice, to occupy a *building* or part of a *building*;

plumbing system means a drainage system, a venting system and a water system or parts thereof;

professional design means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

project means any construction operation;

retaining wall means a *structure* exceeding 1.2 metres in height that holds or retains *soil* or other material behind it;

simple building means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as

- (a) *residential occupancy*;
- (b) *business and personal services occupancy*;
- (c) *mercantile occupancy*;
- (d) *medium hazard industrial occupancy*; or
- (e) *low hazard industrial occupancy*,

structure means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, uncovered decks, steps, landings, ramps and patios not more than 0.5m above finished grade, fences, paving and *retaining walls* less than 1.2 meters in height;

swimming pool means any *structure* or *constructed* depression used or intended to be used for *swimming*, bathing, wading or diving which is designed to contain water with a surface area exceeding 15 m² to a depth exceeding 1.0 m, but does not include irrigation, natural ponds or man-made ponds used for decorative or landscape purposes only;

temporary detached tent means a structure that consists of a prefabricated manufactured framework covered by a pliable membrane and no more than 35 square meters in floor area and 4.5meters in height;

value of the work means that amount that is declared or calculated using the “Marshall & Swift Residential Cost Handbook”, whichever is greater:

- (a) the declared *value of the work*; or
- (b) the value calculated using a method stipulated in the “Marshall Valuation Service”.

18.2 In this bylaw the following words and terms have the meanings

- (a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating registered professional, designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post*

disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition;

(b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service and soil*; and

(c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written and year*.

18.3 Every reference to this bylaw in this or another bylaw of the Town is a reference to this bylaw as amended to the date of the reference.

18.4 Every reference to

(a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and

(b) a section of the *building code* is a reference to the applicable successor sections, as the code or section may be amended or re-enacted from time to time.

18.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Severability

18.6 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

PART 19: REPEAL

19.1 Building Regulation Bylaw No. 643, 2009, and all amendments thereto, is hereby repealed.

INTRODUCED FOR FIRST READING this 20th day of November, 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

Teunis Westbroek
Mayor

Heather Svensen
Corporate Officer

**TOWN OF QUALICUM BEACH
BYLAW NO. 626.07, 2024**

**A Bylaw to amend the Town of Qualicum Beach Municipal Ticket
Information Utilization Bylaw No. 626, 2008**

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

1. The "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008" is amended as follows:
 - (1) Schedule 1 is deleted and replaced by Schedule 1, attached to and forming part of this Amendment Bylaw as Schedule 'A';
 - (2) Schedule 3 is deleted and replaced by Schedule 3, attached to and forming part of this Amendment Bylaw as Schedule 'B'.
 - (3) Schedule 7 is deleted and replaced by Schedule 7, attached to and forming part of this Amendment Bylaw as Schedule 'C'.
2. This bylaw may be cited as "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024".

READ A FIRST TIME this 20th day of November, 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

Bylaw No. 626.07 – Schedule A

Town of Qualicum Beach
SCHEDULE 1 of Bylaw No. 626

Column 1		Column 2
Schedule No.	Designated Bylaws	Designated Bylaw Enforcement Officers
2.	Animal Control Bylaw No. 649, 2009	Animal Control Officer Bylaw Enforcement Officer R.C.M. Police Poundkeeper
3.	Building Bylaw No. 903, 2024	Building Inspector Bylaw Enforcement Officer
4.	Business Licencing and Regulation Bylaw No. 506.07, 2000	Bylaw Enforcement Officer Building Inspector
5.	Fireworks Regulation Bylaw No. 611, 2007	Bylaw Enforcement Officer Local Assistant to Fire Commissioner R.C.M. Police
6.	Graffiti Bylaw No. 565, 1996	Bylaw Enforcement Officer Building Inspector Superintendent of Public Works, Parks & Buildings Parks Foreman R.C.M. Police
7.	Zoning Bylaw No. 900, 2024	Bylaw Enforcement Officer Building Inspector Director of Planning
8.	Noise Control Bylaw No. 706, 2017	Animal Control Officer Bylaw Enforcement Officer R.C.M. Police
9.	Outdoor Burning Bylaw No. 715, 2017	Bylaw Enforcement Officer Local Assistant to Fire Commissioner
10.	Parks Regulation Bylaw, No. 551, 1994	Bylaw Enforcement Officer Superintendent of Public Works, Parks & Buildings Parks Foreman R.C.M. Police
11.	Property Maintenance and Standards Bylaw No. 720, 2018	Bylaw Enforcement Officer Building Inspector

SCHEDULE 1 of Bylaw No. 626

Column 1		Column 2
Schedule No.	Designated Bylaws	Designated Bylaw Enforcement Officers
12.	Public Nuisance and Disturbances on a Highway or a Public Place Bylaw No. 624, 2008	Bylaw Enforcement Officer R.C.M. Police
13.	Sign Regulation Bylaw No. 553, 1995	Bylaw Enforcement Officer R.C.M. Police
14.	Traffic Bylaw No. 225	Bylaw Enforcement Officer R.C.M. Police
15.	Pesticide Use Bylaw No. 650, 2010	Bylaw Enforcement Officer Parks Foreman
16.	Airport Establishment and Operation Bylaw No. 457.05	Corporate Administrator Bylaw Enforcement Officer R.C.M. Police
17.	Garbage, Food Waste and Recycling Collection Service Rates and Regulations Bylaw No. 654, 2010	Bylaw Enforcement Officer
18.	Smoking Regulation Bylaw No. 730, 2019	Bylaw Enforcement Officer
19.	Waterworks Rate and Regulation Bylaw No. 713, 2017	Bylaw Enforcement Officer
20.	Fire Protection and Life Safety Bylaw No. 698, 2016	Bylaw Enforcement Officer
21.	Noxious Weeds and Grass Control Bylaw No. 722, 2018	Bylaw Enforcement Officer
22.	Tree Protection Bylaw No. 725, 2023	Bylaw Enforcement Officer Parks Foreperson

Bylaw No. 626.07 – Schedule B

Town of Qualicum Beach
SCHEDULE 3 of Bylaw No. 626

Building Bylaw No. 903, 2024			
Column 1		Column 2	Column 3
Offence		Section	Fine
1.	Occupy a Building Without a Permit	4.2	\$150.00
2.	Submit False Information to a Building Official	4.3	\$150.00
3.	Tamper with or Remove a Notice	4.5	\$150.00
4.	Work At Variance to Permit	4.6	\$150.00
5.	Obstruct Entry of Building Inspector	4.7	\$200.00
6.	Commence work without a Building Permit	7.1	\$150.00
7.	Fail to have permit documents on site	7.3(b)	\$150.00
8.	Unsafe site conditions	7.5(c)	\$150.00
9.	Fail to post Civic Address	7.5(a)	\$150.00
10.	Fail to Comply with a Do Not Occupy Notice	10.42	\$150.00
11.	Fail to Comply with a Stop Work Notice	10.39	\$200.00

Bylaw No. 626.07 – Schedule C

Town of Qualicum Beach
SCHEDULE 7 of Bylaw No. 626

Zoning Bylaw No. 900, 2024			
Column 1		Column 2	Column 3
Offence		Section	Fine
1.	Permit or Cause Violation of Bylaw Rural 1 – A1 Zone	1.2, 3.4.11	\$100.00
2.	Permit or Cause Violation of Bylaw Rural 2 – A2 Zone	1.2, 3.4.12	\$100.00
3.	Permit or Cause Violation of Bylaw Rural 3 – A3 Zone	1.2, 3.4.13	\$100.00
4.	Permit or Cause Violation of Bylaw Commercial 1– C1 Zone	1.2, 3.4.21	\$100.00
5.	Permit or Cause Violation of Bylaw Commercial 2– C2 Zone	1.2, 3.4.22	\$100.00
6.	Permit or Cause Violation of Bylaw Commercial 3– C3 Zone	1.2, 3.4.23	\$100.00
7.	Permit or Cause Violation of Bylaw Commercial 4– C4 Zone	1.2, 3.4.24	\$100.00
8.	Permit or Cause Violation of Bylaw Commercial 5– C5 Zone	1.2, 3.4.25	\$100.00
9.	Permit or Cause Violation of Bylaw Commercial 6– C6 Zone	1.2, 3.4.26	\$100.00
10.	Permit or Cause Violation of Bylaw Commercial 7– C7 Zone	1.2, 3.4.27	\$100.00
11.	Permit or Cause Violation of Bylaw Commercial 8– C8 Zone	1.2, 3.4.28	\$100.00
12.	Permit or Cause Violation of Bylaw Commercial 9– C9 Zone	1.2, 3.4.29	\$100.00
13.	Permit or Cause Violation of Bylaw Commercial 10– C10 Zone	1.2, 3.4.30	\$100.00
14.	Permit or Cause Violation of Bylaw Commercial Tourist 4- CT4	1.2, 3.4.31	\$100.00
15.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 1– CD1 Zone	1.2, 3.4.40	\$100.00
16.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 2– CD2 Zone	1.2, 3.4.41	\$100.00
17.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 3– CD3 Zone	1.2, 3.4.42	\$100.00
18.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 4– CD4 Zone	1.2, 3.4.43	\$100.00

Zoning Bylaw No. 900, 2024			
Column 1		Column 2	Column 3
Offence		Section	Fine
19.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 5– CD5 Zone	1.2, 3.4.44	\$100.00
20.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 6– CD6 Zone	1.2, 3.4.45	\$100.00
21.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 7– CD7 Zone	1.2, 3.4.46	\$100.00
22.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 8– CD8 Zone	1.2, 3.4.47	\$100.00
23.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 9– CD9 Zone	1.2, 3.4.48	\$100.00
24.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 10– CD10 Zone	1.2, 3.4.49	\$100.00
25.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 11– CD11 Zone	1.2, 3.4.50	\$100.00
26.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 12– CD12 Zone	1.2, 3.4.51	\$100.00
27.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 13– CD13 Zone	1.2, 3.4.52	\$100.00
28.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 15– CD15 Zone	1.2, 3.4.53	\$100.00
29.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 16– CD16 Zone	1.2, 3.4.54	\$100.00
30.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 18– CD18 Zone	1.2, 3.4.55	\$100.00
31.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 19– CD19 Zone	1.2, 3.4.56	\$100.00
32.	Permit or Cause Violation of Bylaw Comprehensive Development Zone 21– CD21 Zone	1.2, 3.4.57	\$100.00
33.	Permit or Cause Violation of Bylaw Commercial Residential 1– CR1 Zone	1.2, 3.4.65	

Zoning Bylaw No. 900, 2024			
Column 1		Column 2	Column 3
Offence		Section	Fine
34.	Permit or Cause Violation of Bylaw Conservation 1– E1	1.2, 3.4.70	\$100.00
35.	Permit or Cause Violation of Bylaw Conservation 2– E2	1.2, 3.4.71	\$100.00
36.	Permit or Cause Violation of Bylaw Conservation 3– E3	1.2, 3.4.72	\$100.00
37.	Permit or Cause Violation of Bylaw Recreation 1– F1	1.2, 3.4.80	\$100.00
38.	Permit or Cause Violation of Bylaw Recreation 2– F2	1.2, 3.4.81	\$100.00
39.	Permit or Cause Violation of Bylaw Recreation 3– F3	1.2, 3.4.82	\$100.00
40.	Permit or Cause Violation of Bylaw Recreation 4– F4	1.2, 3.4.83	\$100.00
41.	Permit or Cause Violation of Bylaw Industrial 1– I1	1.2, 3.4.90	\$100.00
42.	Permit or Cause Violation of Bylaw Industrial 2– I2	1.2, 3.4.91	\$100.00
43.	Permit or Cause Violation of Bylaw Institutional 1– P1	1.2, 3.4.100	\$100.00
44.	Permit or Cause Violation of Bylaw Institutional 2– P2	1.2, 3.4.101	\$100.00
45.	Permit or Cause Violation of Bylaw Institutional 3– P3	1.2, 3.4.102	\$100.00
46.	Permit or Cause Violation of Bylaw Institutional 4– P4	1.2, 3.4.103	\$100.00
47.	Permit or Cause Violation of Bylaw Institutional 5– P5	1.2, 3.4.104	\$100.00
48.	Permit or Cause Violation of Bylaw Institutional 6– P6	1.2, 3.4.105	\$100.00
49.	Permit or Cause Violation of Bylaw Institutional 7– P7	1.2, 3.4.106	\$100.00
50.	Permit or Cause Violation of Bylaw Institutional 8- P8	1.2, 3.4.107	\$100.00
51.	Permit or Cause Violation of Bylaw Institutional 9- P9	1.2, 3.4.108	\$100.00
52.	Permit or Cause Violation of Bylaw Rural Residential 1 – RR1	1.2, 3.4.110	\$100.00
53.	Permit or Cause Violation of Bylaw Residential 1 – R1	1.2, 3.4.111	\$100.00
54.	Permit or Cause Violation of Bylaw Residential 2 – R2	1.2, 3.4.112	\$100.00
55.	Permit or Cause Violation of Bylaw Residential 3 – R3	1.2, 3.4.113	\$100.00

Zoning Bylaw No. 900, 2024			
Column 1		Column 2	Column 3
Offence		Section	Fine
56.	Permit or Cause Violation of Bylaw Residential 4 – R4	1.2, 3.4.114	\$100.00
57.	Permit or Cause Violation of Bylaw Residential 5 – R5	1.2, 3.4.115	\$100.00
58.	Permit or Cause Violation of Bylaw Residential 6 – R6	1.2, 3.4.116	\$100.00
59.	Permit or Cause Violation of Bylaw Residential 13 – R13	1.2, 3.4.117	\$100.00
60.	Permit or Cause Violation of Bylaw Residential 15 – R15	1.2, 3.4.118	\$100.00
61.	Permit or Cause Violation of Bylaw Residential 16 – R16	1.2, 3.4.119	\$100.00
62.	Permit or Cause Violation of Bylaw Residential 17 – R17	1.2, 3.4.120	\$100.00
63.	Permit or Cause Violation of Bylaw Residential 18 – R18	1.2, 3.4.121	\$100.00
64.	Permit or Cause Violation of Bylaw Residential 19 – R19	1.2, 3.4.122	\$100.00
65.	Permit or Cause Violation of Bylaw Residential 20 – R20	1.2, 3.4.123	\$100.00
66.	Permit or Cause Violation of Bylaw Utility 1 – U1	1.2, 3.4.130	\$100.00
67.	Permit or Cause Violation of Bylaw Water 1 – W1	1.2, 3.4.131	\$100.00
68.	Permit or Cause Violation of Bylaw Water 2 – W2	1.2, 3.4.132	\$100.00

TOWN OF QUALICUM BEACH
BYLAW NO. 638.03

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 (Building Fees) Bylaw No. 638.03, 2024”.
2. “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” is hereby amended as follows:

(1) By deleting Schedule “E” as adopted and replacing the Schedule with Schedule ‘E’ attached to and forming part of this Amendment Bylaw as Schedule ‘A’.

READ A FIRST TIME this 20th day of November, 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

Schedule 'A' to Bylaw No. 638.03
Schedule "E" – Building Permit Fees and Charges [Building Bylaw No. 903, 2024]
"Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009"

	ITEM	FEE
a)	Plan Processing Fees -Under \$10,000.00 -\$10,000 to \$50,000 -Over \$50,000	\$ 40.00 \$100.00 \$300.00
b)	Permit Fees: <i>(based on the estimated construction value as declared or assessed using the "Marshall & Swift Residential Cost Handbook, whichever is greater")</i> -Minimum and first \$10,000 -\$10,001 up to \$100,000 value -\$100,001 up to \$500,000 value -over \$500,000 value Work commenced prior to Permit issuance	 \$75.00 \$10.00 per \$1,000 \$7.00 per \$1,000 \$5.00 per \$1,000 \$150.00
c)	Plumbing Fixture Fee <i>(per plumbing drain)</i>	\$8.00 ea.
d)	Factory Built Buildings or Components <i>(this fee covers the work done at the factory site only, additional construction on site will be calculated under "b")</i>	\$3.00 per \$1,000
e)	Title Search	\$20.00
f)	Re-inspection Fee <i>(third and subsequent inspection of the same stage of work)</i>	\$50.00
g)	Special Inspection Fee	\$100.00
h)	Demolition Permit Fee	\$100.00
i)	Moving Permit Fee <i>(for moving of structure only)</i>	\$100.00
j)	Building Permit Renewal Fee -Minimum <u>or</u> -value of remaining work to complete <i>(whichever is greater)</i>	\$50.00 or \$2.00 per \$1,000
k)	Wood-Burning Appliance/Chimney Permit Fee <i>(when not included in an existing Building Permit)</i>	\$75.00
l)	Design Modification Fee	\$75.00 per hour
m)	Transfer of Permit Fee <i>(transfer to new property owner)</i>	\$50.00
n)	"Note Against Land Title" Removal Fee <i>(as per Sec.57 and Sec.58 of the Community charter)</i>	\$300.00
o)	Building Permit Security <i>(Cash or Irrevocable letter of credit)</i> -up to \$500,000 in construction value -for value over \$500,000 <i>(refundable upon request and approval by the Building Official)</i>	 \$1,000.00 \$1,500.00
p)	Moving Permit Security <i>(site restoration and the correction of damage to Municipal property)</i>	\$2,000.00
q)	Demolition Permit Security <i>(based on m² of floor area)</i> -Single Family/Duplex Dwelling -Commercial, Multi-Residential, Industrial, or Institutional	 \$15.00 per m ² \$80.00 per m ²

Committee & Liaison Report

Councillor Anne Skipsey

Regular Council Meeting, December 11, 2024

(Reporting on the period November 21st – November 30th, 2024)

- 21st November: attended Moonlight Madness and started my shopping!
- 24th November: attended the Qualicum Woods Residents' Association AGM; items of interest included airport noise and traffic safety, including the lowering of the speed limit in town.
- 28th November: attended the BC Municipal Climate Leadership Council (BCMCLC) Quarterly Network meeting. Topics included post-election reflections with a BC context, BC Hydro's Solar & Battery Program ([Rebates for solar panels and battery storage](#)) and a myth-busting session for the Zero Carbon Step Code from ZEIC.
- 28th November: Volunteer Appreciation Event where special recognition was bestowed upon Len and Marie Mustard upon their retirement as the Town Crier and dedicated companion. The Above and Beyond Award was presented to Tom Whitfield, so well deserved for all his contributions to the betterment of our community, particularly with the Brown Property Preservation Society. Big thank you to staff for all their work to put on such a wonderful event.
- 30th November: attended Qualicum Beach Streamkeepers' AGM.

Wishing everyone a safe and happy holiday season.

REPORT TO COUNCIL NOVEMBER 11TH TO DECEMBER 2ND 2024:

Councillor Vander Valk

12th November: attended the Annual General Meeting of the Chartwell Resident's Association. Enjoyed, and learned from, a presentation by the guest speaker, Deputy Fire Chief Friso McKenzie.

18th November: attended the Board meeting of the Saint Andrew's Lodge Historical and Cultural Society.

21st November: enjoyed the festivities of Moonlight Madness. Despite the wet weather, Moonlight Madness was a great success with the official "Light Up" of the tree in Glassford Square, fun activities, live entertainment and shopping sales. Thank you to the Chamber of Commerce for guiding the event, and thank you to residents and visitors for supporting our local merchants.

28th November: attended the Volunteer Appreciation gathering to thank all our fabulous volunteers who give of their time, skills, energy and passion to help our town be the wonderful place it is!

The "Above and Beyond Award" was presented to Tom Whitfield for his dedicated and enthusiastic work in the Heritage Forest Commision, the Brown Property Preservation Society and Beach Day.

A special thank you was also given to Len Mustard, our Town Crier, and his wife Marie, for the many years they have added flair and colour to Town events.

2nd December: attended the meeting of the OCP (Official Community Plan) Review Steering Committee.

Committee & Liaison Report
Councillor Jean Young – Arts & Culture
 Regular Council Meeting, December 11, 2024
 (Reporting on the period October 23 – December 3, 2024)

- November 20 Unable to come back November 19th on Hullo ferry as cancellations due to “cyclone bomb” weather forecast! Sadly missing November 20th Council meeting but will now attend last day of BC’s Affordable Housing Conference
- November 18-19 Attended BC’s Affordable Housing Conference in Vancouver...getting different perspectives, engaging in meaningful conversations, gaining fresh insights & learning from leaders in the field...e.g., hearing about acquiring buildings in rental protection fund, partnerships with private impact capital
- November 15 Attended “Hekw: remember” art exhibit at Qualicum First Nation
- November 15 New exhibition at TOSH (The Old School House)
- November 14 Flowerstone Annual General Meeting - needs to recruit more Nurse Practitioners
- November 14 Oceanside Non-Market Housing Task Force, support for a 4-storey, 36-unit non-market rental apartment building to be built on City-owned land by Parksville Lions Housing Society
- November 12 Hosted Public Open House with Councillor Anne Skipsey. Some of the comments/ requests: for RCMP quarterly report to be public; long waitlist at long-term care homes; can the land adjacent to Eagle Park given to Island Health be purposefully utilized
- November 11 Annual Remembrance Day Service at Qualicum Beach Civic Centre
- November 10 Attended the Field of Crosses candlelight ceremony
- November 9 Attended the Peggy Burkosky, Federation of Canadian Artists 12”x12” exhibit at TOSH
- November 5 Attended MD & NP recruitment meeting
- November 4 Attended Field of Crosses opening ceremony (organized by Rotary QB & QB Legion)
- November 2 Helped with serving fall supper at St. Stephen’s Church
- October 31 Started by handing out juice boxes with fellow Council members at decorated Glassford Square (outside of Town Hall), then back to my store handing out candies this year to 900 beautifully costumed and well-mannered trick ‘r treaters. Afterwards, attended the Spooky Haunted House by the QB Collective at the Legion and watched Witches Dance
- October 26 Attended Vancouver Island Regional Library (VIRL) Trustee meeting via Zoom...Prince Rupert Feasibility Study to proceed to Phase 2
- October 25 Meeting with TOSH (The Old School House Society) co-chairs about cuts on funding grants, workshops & art sales are their biggest revenue, and bills incurred in building useage
- October 25 Oceanside Nonmarket Housing Task Force conversations with all very active local housing providers regarding housing needs...Ballenas, Kiwanis and Lions
- October 23-24 Attended many sessions at VIEA (Vancouver Island Economic Alliance) Summit, reconnected with PacifiCan (Pacific Economic Development Canada - a federal economic development agency building on Western Economic Diversification Canada), offering new funding programs for businesses & nonprofits;
Introduced to 3D generative design/architect Ai app...Archistar

Conversations about investing in healthcare infrastructure & services. In US, 90% of healthcare oblast years of life, money needs to be spent on wellbeing...a paradigm change to keep people healthy & out of Emerg

	Town of Qualicum Beach	Policy Manual
	Subject: Occupational Health and Safety Policy	
	Policy Number: 5001-5	

Purpose

The purpose of the Town of Qualicum Beach Occupational Health and Safety Policy is to ensure that Town employees are supported in remaining healthy, safe, and secure every day.

The Town of Qualicum Beach Occupational Health and Safety Policy applies to all Managers, Supervisors, Contractors, and Employees and to all aspects of the Town's operations.

Policy

Everyone within the Town of Qualicum Beach has an important role to play in creating a supportive environment for workplace health and safety that improves and continues the quality of life for each individual. All of us are committed to working together to achieve a work environment in which workplace injuries and illnesses are prevented.

It is the Policy of the Town of Qualicum Beach to provide a healthy and safe work environment that is designed, operated and maintained in accordance with occupational health and safety standards.

Responsibility

It is the **responsibility of Management** to establish, implement and maintain programs designed to prevent injuries and occupational illness or diseases throughout our workplaces. This is achieved by ensuring that health and safety hazards are controlled or eliminated, and by developing work procedures conducive to a healthy and safe workplace.

It is the **responsibility of every Supervisor** to ensure that all workers are oriented to, instructed in, and follow all safe work procedures, occupational health and safety regulatory requirements and collective agreement provisions.

It is the **responsibility of all Workers** to follow workplace rules, practice proper safe work procedures, monitor their workplaces for any unsafe conditions and hazards, and report them to their supervisor.

It is the **responsibility of Prime Contractor and Contractors** working for or on behalf of the Town of Qualicum Beach to

Approved:

Amended:

Approved by: Council

implement effective safety programs for their workers and comply with all Town of Qualicum Beach safety rules.

Through the active participation and co-operation of Management, Supervisors, Workers and Joint Occupational Health and Safety Committees, the Town of Qualicum Beach will promote healthy and safe working conditions and attitudes as integral parts of its operations.

References

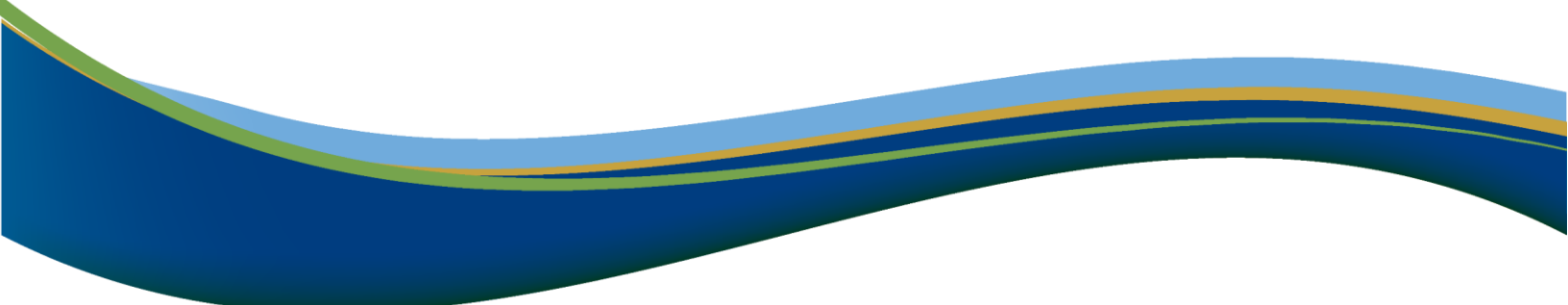
Workers Compensation Act
Occupational Health and Safety Regulations

Distribution

Council
All Departments

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Policies\Occupational Health and Safety Policy December 2024.docx

Approved:
Amended:
Approved by: Council



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:
 - 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. 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.”

- 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 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.

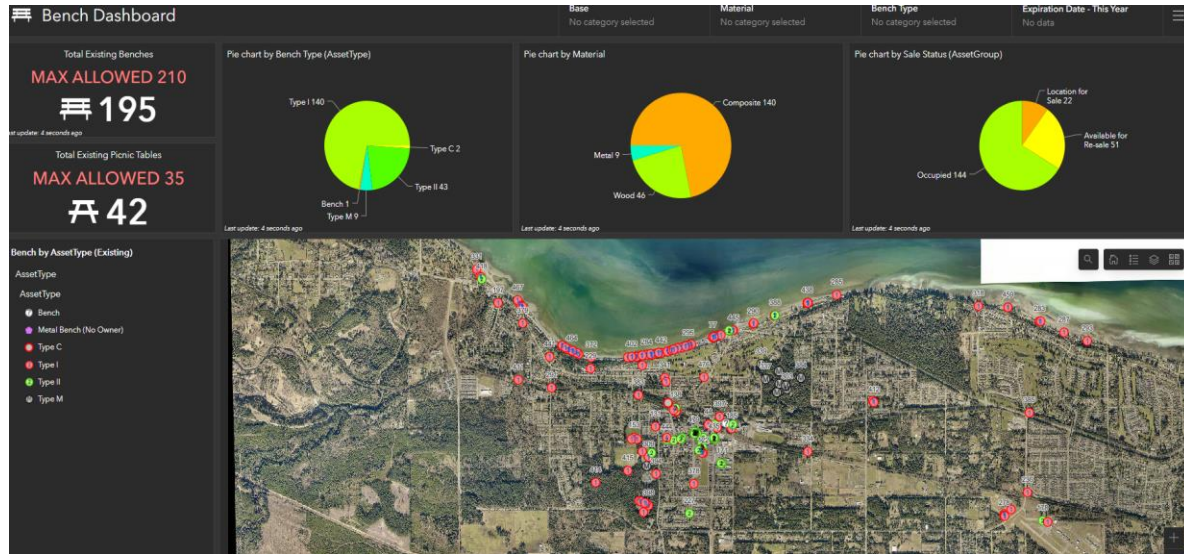
- CAP – reviewed any changes to the inventory / cap adjustment since 2022 given the 2024 inventory exceeds the cap in some cases.
- APPLICATION PROCESS – need to provide clarity on process for various types of bench applications, e.g., standard through Town staff using form on website; benches in the 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
• 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

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 |

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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

Town of Qualicum Beach
Policy Manual

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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.

Approved: 27-April 2022 Amended: Approved by: Council
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Town of Qualicum Beach
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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

Town of Qualicum Beach
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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
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Attachment 2 – Level of Service – Benches and Picnic Tables – 1002

Town of Qualicum Beach Level of Service	Operations Department Parks Services
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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

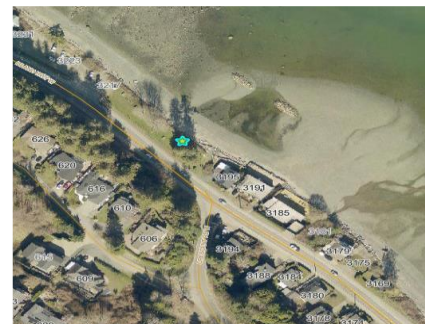
ID 474

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



ID 382

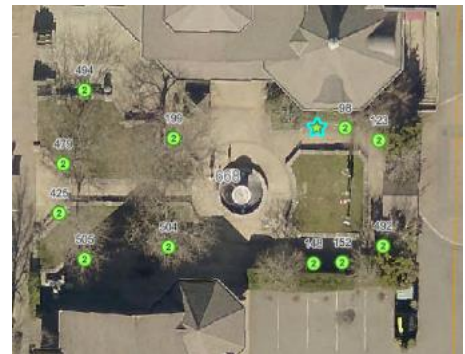
Remove concrete pad (#382) with no bench at Brant Viewing area, due to safety from deteriorating foreshore.



- 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
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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
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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.

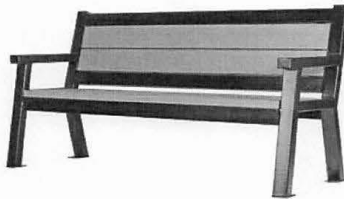
Policy and Level of Service for Town of Qualicum Beach Benches and Picnic Tables
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Below are two styles shown as examples that could be used in Qualicum Beach:

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
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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

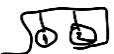
Attachment 9 – Bike Rack List – November, 2024

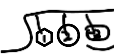
No.	Bike Rack Location	Bike Rack Type
1	Corner of Memorial Ave. & Fern Rd.–close to 710 Memorial Ave. “Marshall Lamperson”	HP
2	702 Memorial Ave. – in front of “Covet Apparel”	HP
3	701 Memorial Ave. – in front of “Tech Tidal”	HP
4	Clocktower Square – next to 678 Memorial Ave. “Oceanside Pizza Palace”	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	

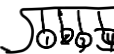
KEY

HP



2-Bike  2 spaces

3-Bike  3 spaces

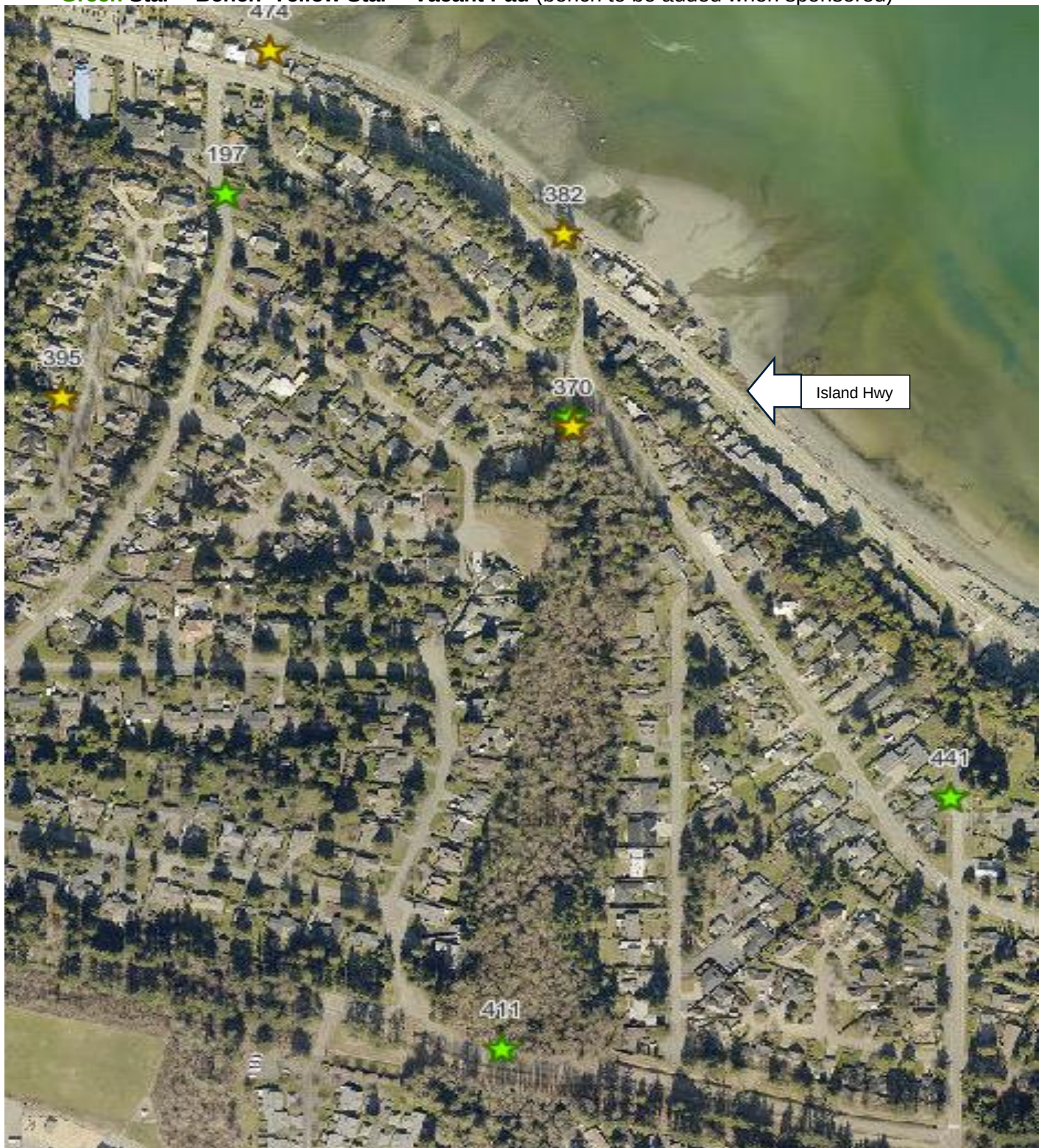
4-Bike  4 spaces

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)

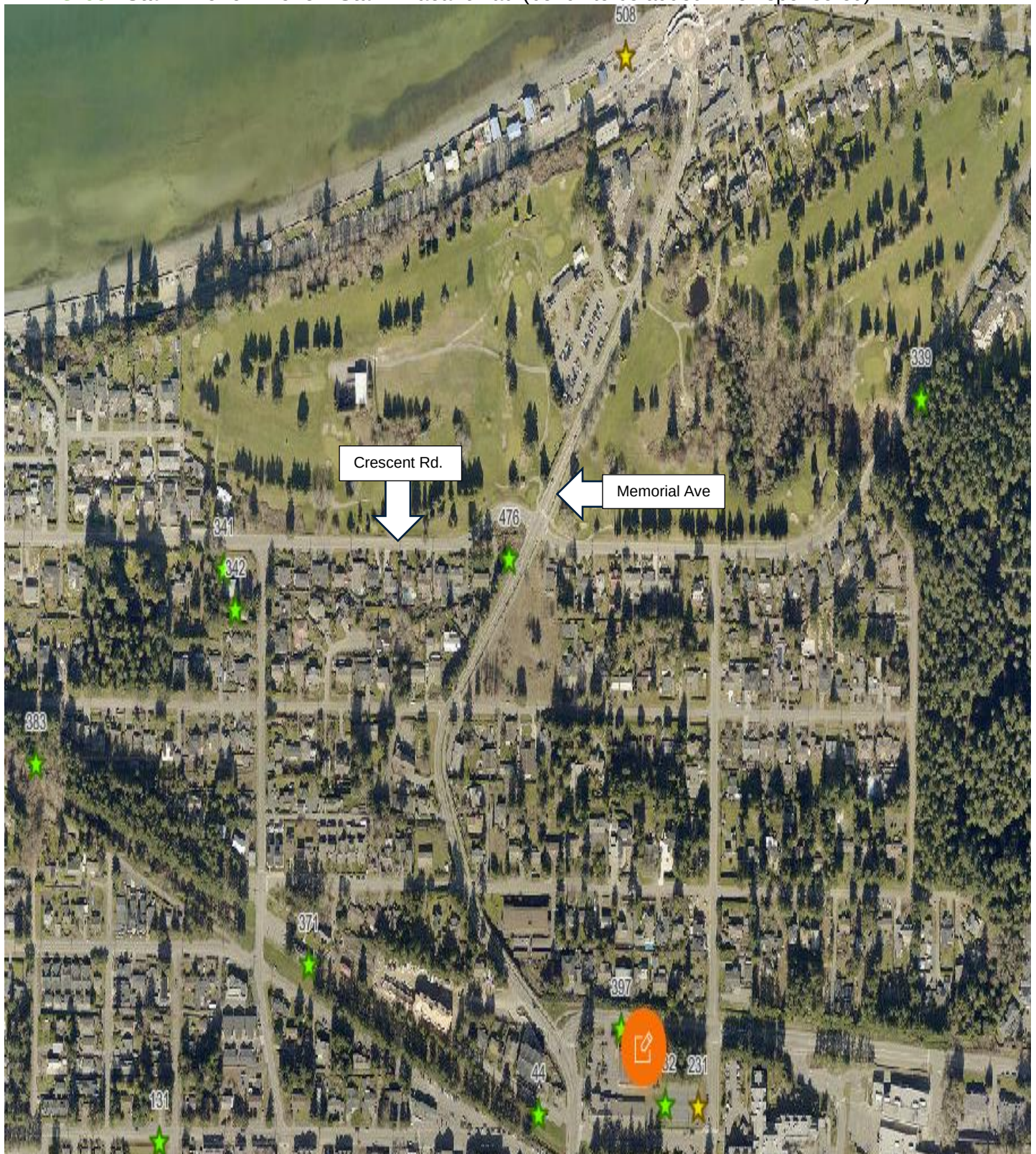
Map 1 of 5

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

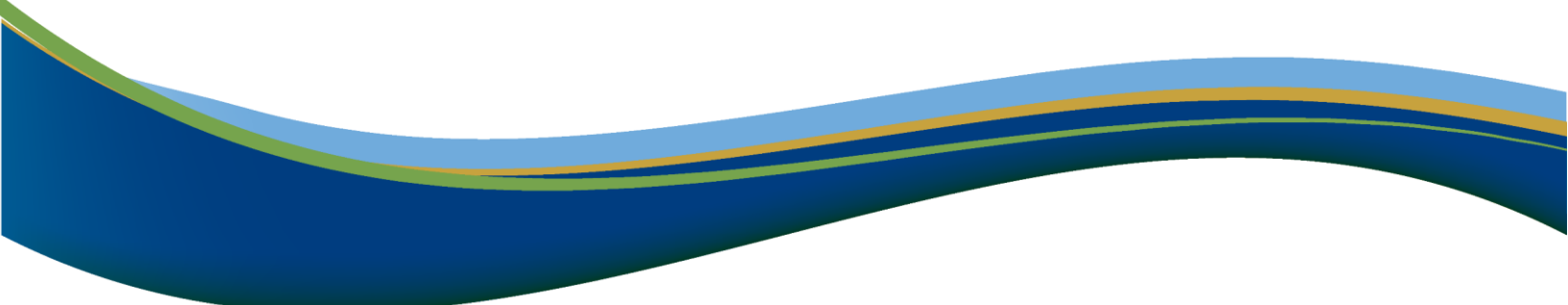
Green Star = Bench Yellow Star = Vacant Pad (bench to be added when sponsored)



Map 5 of 5

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





TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Committee of the Whole Meeting

DATE: December 11, 2024

FROM: Raj Hayre, Director of Finance

SUBJECT: 2025 – 2029 Draft Financial Plan – Council Direction

RECOMMENDATIONS:

THAT Council direct staff to proceed with preparing the 2025 – 2029 Financial Plan Bylaw to address 2025 expenditure cost pressures which will require an additional \$1,174,000 of property taxation revenue (9.6% increase over the previous year) to balance the budget.

PURPOSE

The purpose of this Budget Report is to provide Council with a detailed analysis of the anticipated financial and operational challenges for the fiscal year 2025, guiding the development the 2025-2029 Financial Plan Bylaw. This Report aims to:

1. **Highlight Key Financial Challenges:** Provide a detailed analysis of the key financial pressures and challenges anticipated in 2025 involving critical projected expenditures and potential revenue shortfalls.
2. **Inform Resource Allocation:** Provide insights for strategic resource allocation to ensure adequate funding for municipal services and projects, aligning with Council's Strategic Initiatives.
3. **Guide Property Tax Decisions:** Assist Council with the decision-making process for the proposed 2025 property tax increase, detailing its impact to taxpayers based on a typical family home valued at \$995,000.
4. **Foster Transparency and Accountability:** Ensure a transparent budgeting process with clear and detailed explanations of the financial data and assumptions.
5. **Support Informed Decision-Making:** Serve as a tool for Council's informed decision-making, aimed at balancing fiscal responsibility with community needs.

BACKGROUND

The annual Budgeting process is a cornerstone of Council's Governance. It reflects both staff and Council's commitment to fiscal responsibility while striving to meet the community's needs and aspirations. At the heart of this process is Council's responsibility to set the taxation requirement; a decision shaped by careful deliberation and strategic foresight.

This report references municipal property tax strategies only and does not address other taxing authority collections.

Setting the Taxation Requirement: Each year, a key Council task is to set the taxation requirement. This involves careful analysis of the Budgetary needs, considering both the immediate and long-term financial health of the Town. The taxation requirement is not just a “% figure”; it reflects Council's priorities and seeks a balance between fiscal prudence and community welfare.

Balancing Service Levels and Infrastructure Needs: A key aspect of the Budgeting process is balancing the community's interest in maintaining existing service levels with the pressing need for significant infrastructure investments. This balance is crucial to maintain both the current quality of life and the sustainable development of our community. Council must weigh the benefits of sustaining, and/or improving, service levels against the rising costs of labour, materials and contracted services and logistical challenges of upgrading and expanding infrastructure.

Community-Centric Approach: The process is guided by a community-centric approach. Public input, along with insights from the Town's senior management, plays a crucial role in shaping the Budget. This collaborative approach ensures that the Budget not only addresses the operational needs of the Town, but also aligns with the aspirations and concerns of the residents as defined by Council.

Forward-Looking Strategy: Recognizing the dynamic nature of the community and the evolving challenges it faces; the Budgeting process is inherently forward-looking. It considers not only the immediate needs but also anticipates future trends and challenges. This proactive stance is essential in preparing the Town for upcoming opportunities and potential obstacles.

The background provided above, sets the stage for the detailed discussions and decisions that will form the core of the 2025 Budget Report. It underscores Council's commitment to a thoughtful, inclusive, and strategic approach to Budgeting that is aimed at fostering a resilient and prosperous community.

BUDGET PROCESS

This section provides a detailed overview of the 2025 Budget process, highlighting the comprehensive and collaborative approach taken by the management team. The focus is on efficiency and sustainability; strategic provisions for labour costs; Asset Reserves; supplies, materials and contract service costs; Council-approved resource increases; and additional resources required to address service level pressures. This process reflects the Town's commitment to fiscal sustainability, transparency, and forward-thinking planning. Key aspects of the 2025 Budget process include:

1. **Comprehensive & Collaborative Staff Review**

The Budget process involved a thorough review by each Department and the Finance team of revenues and expenditures budgeted for 2024 and anticipated for 2025. This granular examination ensures financial decisions are grounded in current data and realistic projections, providing a solid foundation for the Town's financial planning.

2. **Seeking Reallocation and Efficiencies**

Throughout the Budgeting process, staff actively sought out opportunities for reallocation and efficiencies. This approach is in line with our commitment to optimize resource utilization and enhance the cost-effectiveness of municipal operations, ensuring taxpayer funds are used judiciously.

3. **Exploring Non-Taxation Revenue Sources**

Identifying and tapping into new non-taxation revenue sources is a key focus. This strategy aims to diversify the Town's revenue streams, reducing the reliance on property taxes.

2025 OPERATING BUDGET PRIORITIES

The proposed 2025 Operating Budget addresses the evolving needs of the Town, while ensuring long-term sustainability and resilience. Local government cost pressures differ significantly from those of a typical household. The Consumer Price Index (CPI) reflects household expenses but does not capture costs unique to municipalities such as asphalt, road paint, heavy equipment replacement, personal protective equipment, complex facility insurance and maintenance. Comparing municipal cost pressures to the CPI would therefore be misleading.

The following key priorities have been identified to guide the Town's financial planning and resource allocation for 2025 and are reflected in the proposed 2025-2029 Draft Financial Plan (Condensed) Attachment 1 to this report:

1. **Workforce Planning – Staff Resourcing**

- **Existing Services – Parks Department:** A 2024 service review identified a shortfall of 2,000 hours (1.2 FTE) to meet current Parks Service Plan requirements. This equates to an annual cost of \$120,000 (just under 1% of the previous year's tax levy).
- **New Services:** Additional capacity is required for new service level requests and Strategic Initiatives, requiring 0.8 FTE (costing \$80,000 annually over two years).
- **Fire Smart & Wildfire Resiliency:** A new 1.0 FTE position, partially funded by grants, will provide fire smart and wildfire resiliency services. The remaining 0.6 FTE will support the Chief and Deputy Chief to be able to work reasonable and sustainable hours in a work week, and will require an increase in property tax revenue of \$97k (0.8% of the previous years tax levy).
- **HR Advisor:** A two-year HR Advisor position, funded by the Accumulated Surplus, will not affect 2025 property taxes.

- Bylaws Compliance: One additional FTE for bylaw services will enhance service delivery and succession planning and requires an increase in property tax revenue of \$101k (0.8% of the previous years tax levy).
- GIS Student: A GIS practicum student will support asset data management at a minimal property tax impact of \$22k (0.2% of the previous years tax levy).

Financial Impact: Workforce-related additions detailed above result in an increase of \$250,000 in property tax revenue (just over 2% of the previous year's levy).

2. **Work-force Planning Costs – Wages & Benefits**

The proposed budget includes potential adjustments for anticipated wage and benefit cost increases, including collective bargaining outcomes that are unknown in advance of 2025 bargaining, exempt staff contractual adjustments as per CPI, and paid-on-call firefighter benefits. This results in an increase of \$423,000 (3.5% of the previous year's levy) to the required property tax revenue.

3. **Cost Increases Materials, Supplies & Services**

Provisions have been made for cost increases in areas such as personal protective equipment, road paint, insurance, IT support, and contracted services. These increases require an additional \$169,000 (1.4% of the previous year's levy) in property tax revenue.

4. **Sustainable Asset Replacement:**

Annual contributions allocated to Asset Reserves from property taxation are part of the operating budget.

- Current Contributions: The Town currently contributes approximately \$1.3 million annually to the General Fund Asset Replacement Reserve, while an estimated \$5.2 million is required annually to maintain existing service risk. Council may choose to tolerate more risk which would reduce the estimated required contribution to the Asset Replacement Reserve.
- Proposed Increase: A 1.5% annual increase in property tax revenue (equivalent to \$182,000) is proposed to narrow the funding gap. This approach balances affordability with a plan to close the gap over 15–20 years.
- Impact: The proposed 2025-2029 Financial Plan includes an increase of \$182,000 over the previous years property tax revenue levy to address this infrastructure funding gap.

5. **RCMP Policing Contract**

The municipal share of RCMP costs will increase by \$130,000 in 2025 (just over 1% of the previous year's tax levy).

CAPITAL BUDGET

The Town of Qualicum Beach employs a reserves-based strategy for funding capital expenditures. This method involves annual allocations from taxpayer revenue into asset

reserves, facilitating a savings mechanism for significant future costs. This approach is facilitated in the Operating Budget and helps the Town to mitigate substantial fluctuations in property taxes from year to year. However, like many other Canadian municipalities, the Town's annual asset reserve contributions fall short of ensuring sustainable replacement and investment in new infrastructure assets. Consequently, the Town leans heavily on grant support for new infrastructure investments.

The proposed 2025 Capital Budget stands at \$13.7 million, with \$11.9 million earmarked for the replacement of existing, end-of-life assets, and \$1.8 million towards the acquisition of new assets. The proposed five-year capital budget from 2025 to 2029 amounts to \$61 million, which represents an increase of approximately \$15 million over the previous five-year budget (2024-2028). This increase is attributed to:

1. Revised estimates for key replacement projects, including:
 - Seacrest Slope Stabilization
 - Hwy 19A paving replacement (see below)
 - Tender Apparatus Replacement
2. Council-identified priority projects initiated through Strategic Planning
3. Projects highlighted in the Community Transportation Plan as high priority, which are incorporated into the proposed budget with \$13 million allocated for 2026 and 2027, covering:
 - Repaving of Highway 19A from Crescent Rd W. to Judges Row (\$5.8 million)
 - Traffic Calming at Village Way adjacent to Kwalikum Secondary School (\$1.9 million)
 - Construction of a roundabout at Hwy 19A, Village Way, and Country Club Drive (\$5.3 million).

Given the current insufficiencies in the Town's asset reserves, the advancement of these Community Transportation Plan projects will hinge on securing grant funding and engaging in external borrowing.

Additional projects from the Community Transportation Plan, not present in the proposed Five-Year Financial Plan due to funding constraints, include:

- Multi-use Pathway on Harlech Rd (\$672k)
- Muti-use Pathway on the east side of Memorial (\$272k)
- Bicycle Network Signage, routing and wayfinding (\$80k)

Pages 65-72 of Attachment 1 to this report include details for all capital projects intended for inclusion in the Five-Year Financial Plan. Asset Replacement projects are prioritized for their risk mitigation benefits, addressing threats to property and public safety or increasing asset life-cycle financial pressures if delayed. Conversely, new asset investments are prioritized based on Council and community inputs reflecting quality of life enhancements.

Notably, the Town's reserve funds are insufficient to cover some proposed larger-scale projects (both replacement and new), particularly those slated for later fiscal years (2026-2029).

Projects that are grant dependent are clearly marked, with potential financing identified through grants or borrowing. These projects will only commence upon the confirmation and approval of necessary funding.

Future funding solutions, in alignment with Council priorities, will need exploration to realize some of these critical infrastructure projects. This effort will ensure our community continues to be sustainably enhanced while maintaining fiscal responsibility.

IMPACT ON PROPERTY TAXATION

After accounting for non-tax revenue sources and non-market growth, the proposed 2025 budget requires \$1,174,000 in additional property tax revenue, resulting in a 9.6% tax increase. For a household with an average assessment of \$995,000, this represents an annual increase of \$222 (\$19 per month). The impact varies with individual property assessments, as detailed in Attachment 2 to this report.

OPTIONS TO REDUCE THE REQUIRED PROPERTY TAX INCREASE

The proposed 9.6% property tax increase aligns with tax increases of other Vancouver Island municipalities (ranging from 7% to 15%). However, the following are options that could be considered to reduce the required increase:

1. Reduce Strategic Initiatives Reserve Contribution: Decrease the annual contribution from \$250,000 to \$125,000, reducing the tax increase by 1%. This will not require any reduction to Initiatives included in the proposed 2025 budget year, however, creates future pressure if reinstated.
2. Fund Bylaw Compliance Position from Surplus: Convert this position to a term position and use accumulated surplus to fund it until a service analysis is undertaken in 2025. This would contribute to reducing the tax increase by 0.8% (\$101k).
3. Reduce Asset Reserves Contribution Increase: Lower the increase from 1.5% to 1%, slightly alleviating tax pressure in 2025, and extending the funding gap timeline. Not recommended by staff. However, to mitigate the impact of this reduction, Council could direct a 1.5% increase to the Reserve in fiscal 2026 onwards.
4. Remove Parks Department New Service Provision: Reversing the 0.8 FTE addition for new services would reduce the tax increase by 0.5% (\$80k). Service increases would be declined for 2025 as a result.

If the Strategic Initiatives contribution is reduced by 50%, and the Bylaw Compliance Position is converted to a term position and funded through surplus, the required tax increase could be reduced to 7.8%. Further reductions, such as removing the Parks New Service Provision and reducing Asset Reserve Contributions, could reduce the tax increase to 6.6%.

COMPLETED ACTIONS AND NEXT STEPS

To uphold transparency and strategy in the Budgeting process, several crucial steps have already been completed, with additional ones slated for the upcoming months. This approach guarantees a thorough and inclusive development of the 2025 Budget.

Completed Actions

- Strategic Planning: Conducted on October 21, and November 1, 2024, these sessions confirmed Council's Strategic Initiatives and desired Investments in New Capital for the Five-Year Financial planning period, and set the framework for continued alignment of the Budget with Council's strategic goals and community aspirations.
- Third Quarter Update: Delivered at the Committee of the Whole: November 13, 2024, providing organizational update on year-to-date progress to September 30, 2024, on Strategic Initiatives, Capital Projects, Operating Budget performance and Service area updates.
- Budget Background PowerPoint Presentation to Committee of the Whole: Delivered November 13, 2024, providing foundational insights for the 2025 Budget.
- Public Engagement Session #1 – Committee of the Whole: November 20, 2024, at 4:00pm to solicit public input and integrate community perspectives into the budgeting process.
- Public Engagement Session #2 – Committee of the Whole: November 27, 2024, at 10:00am offering an additional opportunity for public feedback and participation.

Next Steps

- Council Direction – Regular Council Meeting December 11, 2024 - Staff respectfully request that Council provides any necessary changes to the Proposed 2025 Budget during this meeting, allowing for only minimal changes at 2nd Reading (January 22, 2025) and no changes at 3rd Reading. This consideration is due to the complexities and timing involved in producing the "Budget Book". This approach reflects the past two year's practice.
- Financial Plan Bylaw 1st and 2nd Reading: January 22, 2025, this meeting will provide for first and second readings of the Financial Plan Bylaw, and discussion of the proposed 2025-2029 Five Year Financial Plan Bylaw.
- Financial Plan Bylaw 3rd Reading: February 26, 2025, this meeting will facilitate a final and thorough review of the Bylaw before Council adoption.
- Adoption of the Financial Plan Bylaw: March 12, 2025, this final step will officially adopt the 2025 Budget, setting the financial direction for the fiscal year.

All these steps, both completed and upcoming, play a vital role in ensuring that the 2025 Budget reflects the needs and aspirations of Qualicum Beach, while also aligning with the strategic vision of Council. The process is designed to be participatory and transparent, with multiple opportunities for public engagement and Council oversight.

FINANCIAL IMPLICATIONS

After taking into consideration anticipated increases in non-market change, and other sources of non-taxation revenue, \$1,174,000 of additional municipal taxation revenue will be required to address key aspects of the 2025 Budget. *To the average Qualicum Beach household assessed at \$995,000, this will result in an annual increase of approximately \$222 (\$19 per month).*

PUBLIC PARTICIPATION SPECTRUM (IAP²)

Public Participation Framework developed by the International Association for Public

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

Participation – IAP² International.

CONSULT:

Public engagement is vital to ensure transparent dialogue and community involvement in Strategic Planning and Budgetary processes. In an effort to involve the public in the 2025 Budget process, staff employed a comprehensive notification strategy for advertising public engagement opportunities reaching various touchpoints.

Budget Public Engagement opportunities were advertising as follows:

- Mail outs directly to residents including, the Town's Noteworthy included with Utility notices and a separate mailout advertising the dates for Strategic Planning and Budget Public Engagement sessions.
- Digital and print advertising including Town Tidings, PQB News, Facebook posts and the Town's website under Features/Highlights/Events and utilizing platforms like Constant Contact.
- In-person engagement was also encouraged via informative posters placed in the lobby, elevator, and kiosks, as well as printed handouts were available in the lobby during utility times.

Ensuring that the Public had ample notice for the Public Engagement opportunities further assured that public insights and queries were well-informed and addressed timely, fostering a collaborative approach to encourage participation in public governance discussions and planning.

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 2025 Budget process reflects a deep commitment to strategic, transparent, and responsible financial planning. This Budget, developed through a comprehensive and collaborative approach, is designed not only to address the immediate needs of our community but also to lay a foundation for sustainable growth and resilience for years to come.

ALTERNATIVE OPTIONS

1. **THAT** Council direct staff to proceed with preparing the 2025 – 2029 Financial Plan Bylaw to address 2025 expenditure cost pressures and by reducing the 2025 contribution to the Strategic Initiatives Reserve by \$125,000, and by funding the Bylaw Compliance 1.0 FTE term position from accumulated surplus until a service analysis is undertaken in 2025, which will reduce the additional required property taxation revenue to balance the budget to \$948,300 (7.8% increase over the previous year).

Note: this approach would result in reducing the impact to the average household from the proposed increase of \$222 to \$180 per year.

2. **THAT** Council direct staff to proceed with preparing the 2025 – 2029 Financial Plan Bylaw to address 2025 expenditure cost pressures and by reducing the 2025 contribution to the Strategic Initiatives Reserve by \$125,000; funding the Bylaw Compliance 1.0 FTE term position from accumulated surplus until a service analysis is undertaken in 2025; and by reducing the increase in the increase in contribution to Asset Reserves from 1.5% to 1% of the previous year's tax levy, thereby reducing the additional required property taxation revenue to balance the budget to \$888,600 (7.3%) increase over the previous year).

Note: this approach would result in reducing the impact to the average household from the proposed increase of \$222 to \$169 per year.

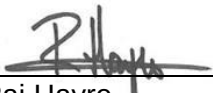
3. **THAT** Council direct staff to proceed with preparing the 2025 – 2029 Financial Plan Bylaw to address 2025 expenditure cost pressures and by reducing the 2025 contribution to the Strategic Initiatives Reserve by \$125,000; funding the Bylaw Compliance 1.0 FTE term position from accumulated surplus until a service analysis is undertaken in 2025; by removing the 0.8FTE provision in the Parks department to address the request for new services; and by reducing the increase in the increase in contribution to Asset Reserves from 1.5% to 1% of the previous year's tax levy, thereby reducing the additional required property taxation revenue to balance the budget to \$808,600 (6.6% increase over the previous year).

Note: this approach would result in reducing the impact to the average household from the proposed increase of \$222 to \$153 per year.

4. Alternative direction to staff.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance



Raj Hayre,
Director of Finance

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Heather Svensen
Director of Corporate
Services/ Deputy CAO
Concurrence

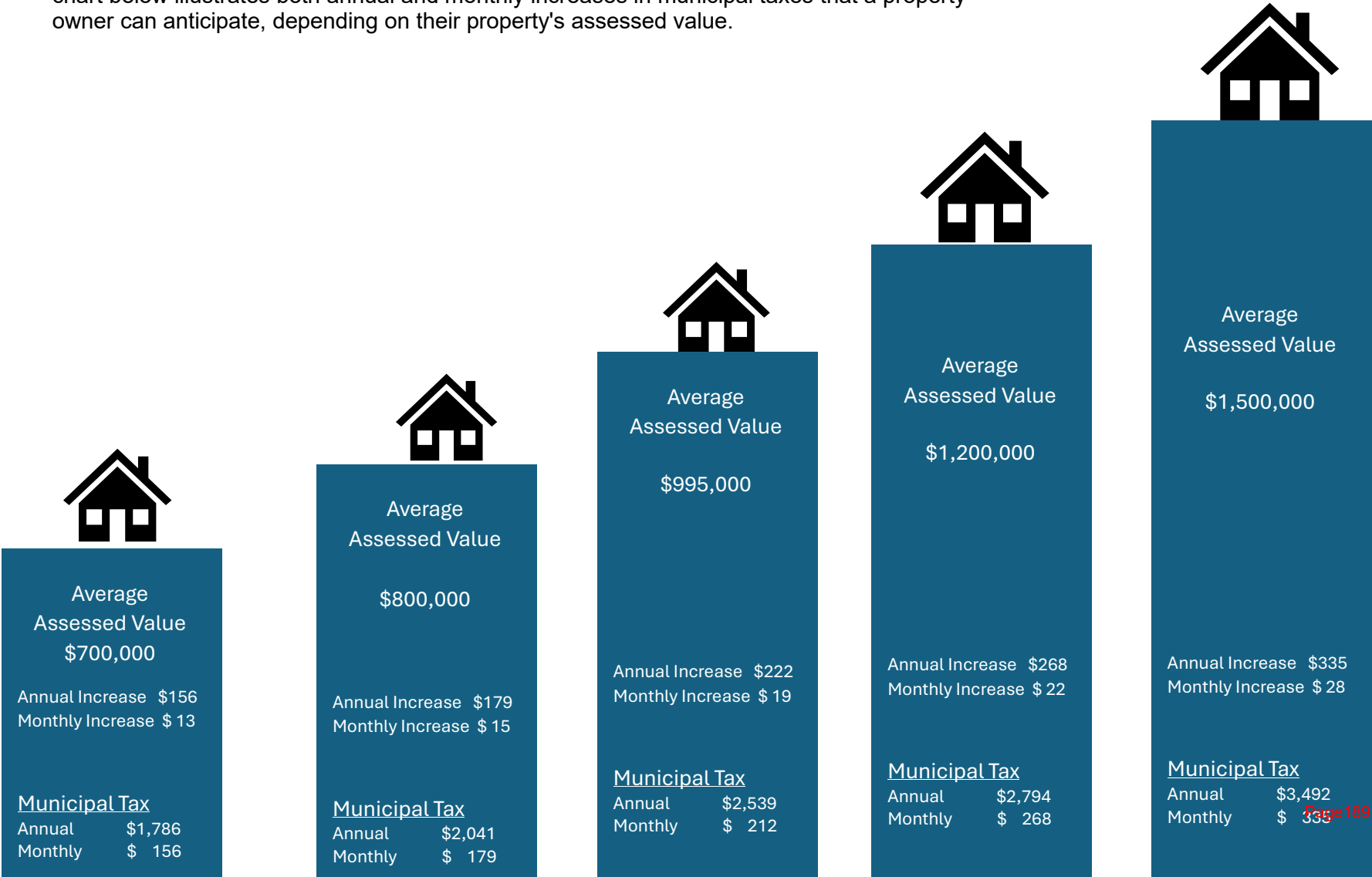
Attachments:

Attachment 1: 2025-2029 Draft Financial Plan (Condensed)

Attachment 2: 2025 Property Tax Impact based on Alternative Assessed Values

Town of Qualicum Beach
2025 Property Tax Impact on Residential Properties Based on Assessed Value

The effect of a property tax increase will differ based on a property's assessed value and the degree to which individual assessments deviate from the 2025 average change of 3.5%. The chart below illustrates both annual and monthly increases in municipal taxes that a property owner can anticipate, depending on their property's assessed value.



2025-2029 DRAFT
**Financial
Plan** (Condensed)

TOWN OF QUALICUM BEACH

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BUDGET OVERVIEW

In 2025, Qualicum Beach continues to navigate persistent challenges. The most significant one, is the Town's limited revenue sources. Property taxation is the largest source of revenue for the Town. The majority of taxes are borne by residents, as 96% of the assessed property values are made up by the residential class, and the remaining 4% by the business class. Additionally, the Town faces difficulties in funding significant capital projects due to insufficient cash reserves. This financial constraint hinders timely maintenance renewal and replacement of assets, necessitating external borrowing for crucial infrastructure projects, such as modernizing the public works and parks operations.

Like many other municipalities and organizations, Qualicum Beach is also dealing with economic strains, including inflationary pressures on wages and operational costs, and challenges in recruiting qualified candidates. Climate change poses another set of challenges, as the Town is confronted by

contributions to weather-related incidents while the Town strives to preserve its environment and natural resources.

In response to pressures on operational costs, Town Staff are focused on enhancing efficiency and innovating service delivery. The 2025-2029 Five-Year Financial Plan aims to uphold essential services for both residents and businesses, influenced by community priorities and budgetary constraints.

The 2025 budget proposes a 9.6% property tax increase - 6.6% for operations, 1.5% for Police Services, and 1.5% for Asset Management. This increase means the average home, valued at \$995,000, will see a \$222 rise in taxes from the previous year, totalling approximately \$2,539 in municipal property taxes. Considering both property taxes and utility costs, the typical household will experience an overall increase of 8%, or \$252 more in 2025 for municipal services.



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, manufacturing 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. Employment in the agricultural and primary sector however, is anticipated to decline slightly. Manufacturing is expected to experience modest growth, increasing at approximately half the rate of the service sector, while 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. 41.7% of the population are in the working age group between 15 to 64 years old, while 14.88% make up the younger population which will be a part of the labour force in less than two decades.



TRADITIONAL ACKNOWLEDGMENT

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



The background of the page is a photograph of a sunset over a body of water. In the foreground, there are green plants with small yellow flowers and dark, fuzzy seed heads. The water is calm, reflecting the orange and yellow light of the setting sun. The sky is a mix of blue and orange. A large, curved teal shape is on the right side of the page, containing the title text.

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 Jean Young

Councillor Petronella Vander Valk

Councillor Scott Harrison

Councillor Anne Skipsey

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.

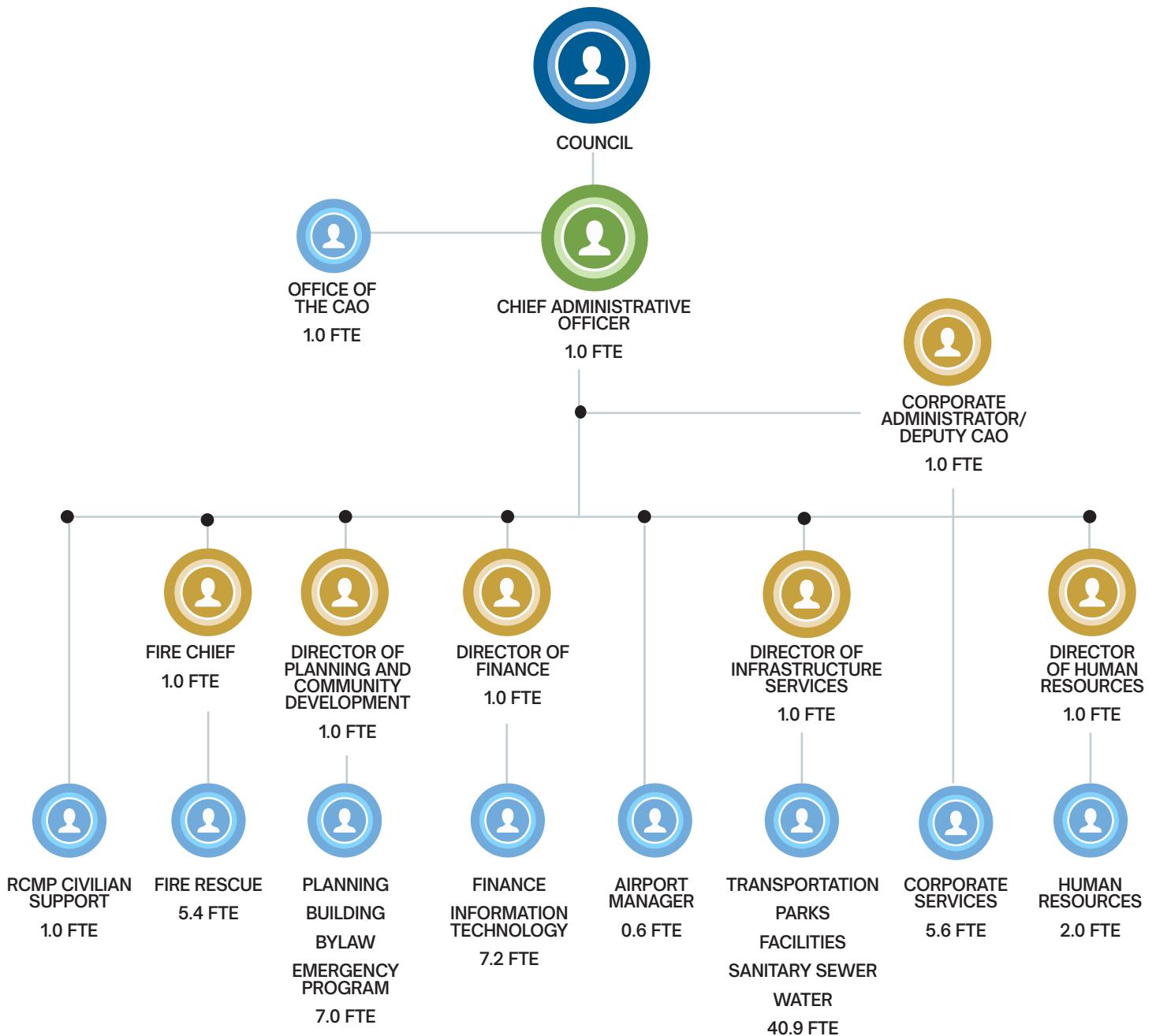
EMPLOYEE TEAM

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.

The staff complement is gradually increasing in line with changes in the operating environment and added responsibilities in services and public expectations. Detailed descriptions of new positions can be found on page 29 in the workforce planning table.



strategic plan

STRATEGIC PLAN 2025-2029

MESSAGE FROM THE MAYOR

Council is pleased to continue on an ambitious and transparent Strategic Planning Process, with the 2025-2029 Strategic Plan.

Strategic Planning 2025 offers a new roadmap for how Council prioritizes projects and allocates resources to meet our meet our Community's needs and aspirations.

In addition to advancing Strategic Initiatives, Council must ensure:

- Regulatory obligations are met;
- Core services are delivered; and
- Systems, processes and citizen services are maintained.

“Strategic planning is a core responsibility of Council – it’s fundamental to good governance.”

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 well-being 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
- Age-Friendly Transportation Plan
- Community Climate Change Adaptation Plan
- Urban Forest Master Plan
- Community Wildfire Resiliency Plan
- Asset Replacement Financing Strategy
- Annual Budgets
- Long-range Financial Planning
- 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 FOR THE NEXT FOUR YEARS:

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 & WELLBEING



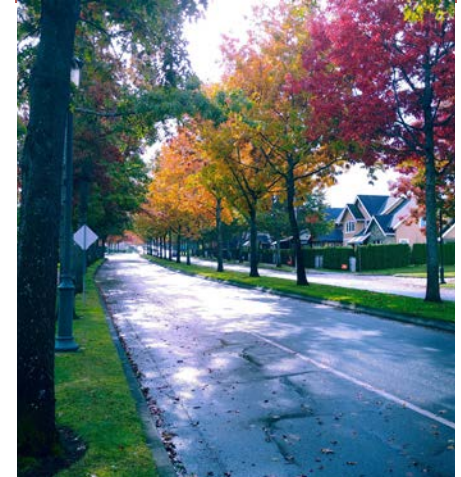
To improve the health and wellbeing of people who live, work, and play in the Town. *OCP p. 7*

CLIMATE ACTION



To reduce 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, waste water & storm water, 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; see pages 13 to 16 of this Financial Plan. Through the Strategic Planning process, Council confirms its Focus Areas (currently six listed on page 16 of this Plan) and an ambitious program of Council's Strategic Initiatives. Strategic Initiatives are projects that are "over and above" the Town's normal course of business, and are intended to make advancements in Council's chosen Focus Areas. Council's Strategic Initiatives for 2025-2029 are listed on pages 18 and 19 of this Plan and span the next five years.

Strategic Planning and the Budget Process are both fixed points in time in a changing political landscape. As circumstances beyond the Town's control change, so too must the Plan change. Updates

will be provided in the Quarterly Reporting Process or through the upcoming year's Strategic Planning Process, whichever is most appropriate, as amendments are required. Additionally, Council may change these Initiatives during the annual Strategic Planning process if priorities change or if budget requires adjustment.

At present, approximately \$250,000 of property taxation funding is maintained annually for implementing Strategic Initiatives in a specific Reserve. These funds are supplemented by grants, other Reserve funds, and Development Cost Charges.

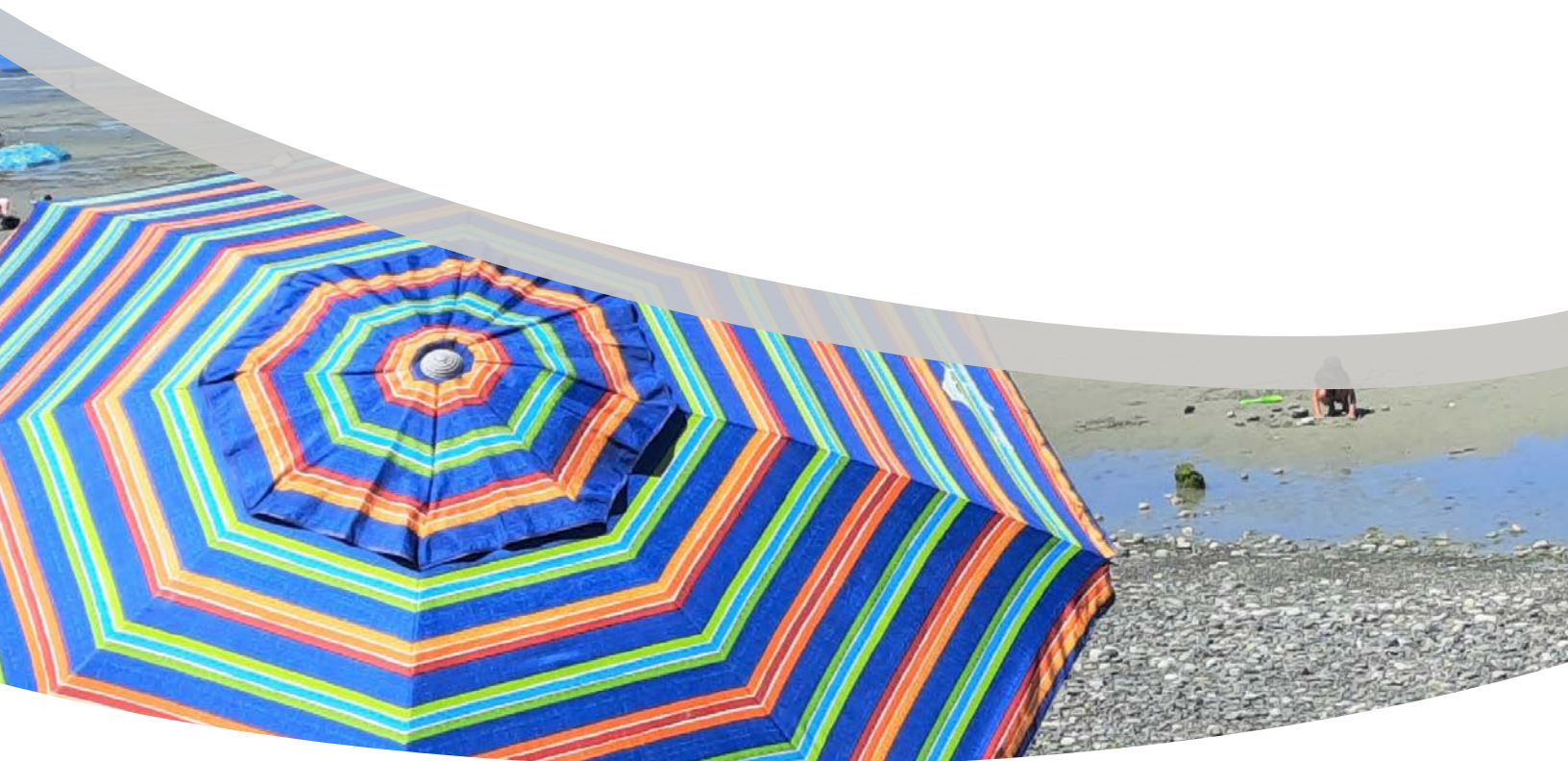
Projects and Initiatives					
Revenue	2025	2026	2027	2028	2029
Reserve for Strategic Initiatives	\$ 432,600	\$ 282,000	\$ 240,000	\$ 580,000	\$ 40,000
Grants	442,000	200,000	35,000	15,000	10,000
Total Revenue	\$ 874,600	\$ 482,000	\$ 275,000	\$ 595,000	\$ 50,000

Expenses	2025	2026	2027	2028	2029
Good Governance	\$ 282,000	\$ 145,000	\$ 80,000	\$ 85,000	\$ -
Community Health & Wellbeing	10,000	110,000	75,000	310,000	-
Climate Action	305,000	65,000	80,000	90,000	40,000
Housing	120,000	100,000	30,000	10,000	-
Economic Prosperity	125,600	10,000	-	50,000	-
Progressive Infrastructure	32,000	52,000	10,000	50,000	10,000
Total Expenses	\$ 874,600	\$ 482,000	\$ 275,000	\$ 595,000	\$ 50,000

	2025	2026	2027	2028	2029
Good Governance					
Planner Position - (Council Resolution - Reverts to Taxation Funding mid 2026)	\$ 100,000	\$ 50,000	-	-	
Records Management	60,000	-	-	-	
Comprehensive Policy Review	60,000	-	-	-	
Visual Identity Refresh	30,000	20,000	50,000	50,000	
Committee/Commission Review (Terms of Reference)	15,000	-	-	-	
Collaboration - Qualicum First Nation and Saa'men - (Council Discretionary Decision Making)	15,000	-	-	-	
Amend Development Cost Charge Reduction Bylaw	2,000	-	-	-	
Airport Bylaw Review (2025) - Staff Time Only	-	-	-	-	-
Determine if Noise Sensitive Area Can be Expanded In Consideration of Designated Flight Path (2025) - (Staff time only)	-	-	-	-	-
Airport Master/Business Plan - Grant Dependent	-	75,000	-	-	
Encroachment Policy Review	-	-	30,000	-	
Commercial Centre Delivery Hours	-	-	-	20,000	
Update Noxious Weeds and Unsightly Premises Bylaws	-	-	-	15,000	
	\$ 282,000	\$ 145,000	\$ 80,000	\$ 85,000	\$ -
Community Health & Wellbeing					
Community Volunteerism (Council Discretionary Decision Making)	\$ 10,000	-	-	-	
Fire Department Strategic Plan	-	50,000	-	-	
Food Action Plan	-	30,000	-	-	
Identify Land for a Multi-purpose Performing Arts / Cinema	-	30,000	-	-	
Adopt a Bylaw to Prohibit Smoking in Parks and Trails	-	-	45,000	-	
Seniors Activity Centre Expansion - Needs Assessment	-	-	30,000	-	
Park Inventory Prioritization Plan	-	-	-	100,000	
Uptown Mobility Study - Phase 2	-	-	-	50,000	
Robust Accessibility Plan "Whistler Village Style"	-	-	-	50,000	
Develop an Accessibility Action Plan	-	-	-	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	
	\$ 10,000	\$ 110,000	\$ 75,000	\$ 310,000	\$ -
Climate Action					
Building Facilities Green House Gas (GHG Audit)	\$ 245,000	-	-	-	
Tree Protection Bylaw Update	40,000	-	-	-	
Climate Action - Community Outreach and Support	15,000	15,000	15,000	15,000	
Fleet Right Sizing & Electrification Policy - (Final Year of Multi-Year Budget)	5,000	-	-	-	
Community Climate Change Adaptation Plan Update and Implementation	-	50,000	-	-	
Asset Management - Natural Asset Consolidation (2/3 Grant Dependent)	-	-	30,000	-	
Encourage Residents to Fossil Free Power Equipment	-	-	10,000	-	-
Implementation of Climate Mitigation Actions Matrix	-	-	25,000	-	
Review Form and Character Guidelines to Advance Climate Change Adaptation and Mitigation	-	-	-	75,000	
Urban Forest Master Plan – Update	-	-	-	-	40,000
	\$ 305,000	\$ 65,000	\$ 80,000	\$ 90,000	\$ 40,000

STRATEGIC INITIATIVES DETAILS

	2025	2026	2027	2028	2029
Housing					
Housing Announcement Implementation - Zoning Bylaw Update & Legal Fees	\$ 10,000	\$ 20,000	-	-	
Ways to Achieve "Affordable" Market Housing	50,000	-	-	-	-
Housing-focused Official Community Plan (OCP) Review - Recommended	60,000				
Community Park Site Review (Facilities & more)	-	50,000	-	-	
Accessory Dwelling Unit Design Template	-	30,000	-	-	
Short Term Rentals Regulatory Framework	-	-	20,000	-	
Ravensboure Affordable Housing - Phases 1 & 2	-	-	10,000	10,000	
	\$ 120,000	\$ 100,000	\$ 30,000	\$ 10,000	\$ -
Economic Prosperity					
Pathways to Sustainable Economic Development in Qualicum Beach - Grant Funded	\$ 112,500	-	-	-	
Tourism and Small Business Promotion - (Council Discretionary Decision Making)	10,000	10,000	-	-	
Wayfinding Signage Phase 1	3,100				
Update Youth & Family Retention and Attraction Strategy	-	-	-	50,000	
	\$ 125,600	\$ 10,000	\$ -	\$ 50,000	\$ -
Progressive Infrastructure					
Implement and Operationalize Asset Management Strategy & Plan	\$ 27,000	-			
Reconfiguration of Rail Crossing Traffic Controls	5,000				
Parking Management Strategy Including Review of Off-street Parking & Reserve Fund Bylaw & Paid Permitted Parking for Uptown Businesses	-	42,000	-	-	
Other Effective (area based) Conservation Measures (OECM) Management Plan(s)	-	10,000	10,000	-	
Regulate Light Trespass	-	-	-	50,000	
Asset Management Plan - Airport - (Grant Dependent)	-	-	-	-	10,000
	\$ 32,000	\$ 52,000	\$ 10,000	\$ 50,000	\$ 10,000





financial management



FINANCIAL Planning Legislation

The Community Charter requires the Town to adopt a Five-Year Financial Plan Bylaw before May 15 each year. The Bylaw sets out proposed expenditures, funding sources, and transfers between reserves and funds. Policy and objectives are related to identified funding sources, distribution of property taxes and the use of permissive tax exemptions. Amounts for specific expenditures such as debt interest, debt principal, and capital expenditures are disclosed as well as specific funding sources such as property taxes, parcel taxes, fees, and the use of specific reserves.

Balanced budget: Legislation requires that current year revenues, including transfers in from reserves, must be sufficient to support current year expenditures, including transfers to reserves.

The Financial Plan may be amended at any point during the year. Usually this is done in exceptional circumstances when authorized expenditure limits are likely to be exceeded.

Example of a Balanced Budget

Operating Revenues	\$ 27,000,000
Transfers from Reserves	5,000,000
Total Revenues	<u>\$ 32,000,000</u>
Operating Expenses	\$ 18,000,000
Capital Expenditures	10,000,000
Debt Servicing	1,000,000
Transfers to Reserves	3,000,000
Total Expenditures	<u>\$ 32,000,000</u>

FINANCIAL PLANNING Framework

Financial stability is fundamental to the health of the community. Implementing a framework is a key mitigation factor in managing overall risk, meeting the challenges of infrastructure investment, and providing effective service levels for assets and operations. This framework includes:

Our Vision: Community Vision and Priorities

- Official Community Plan
- Council Strategic Plan
- Master Plans (Water, Sewer, Drainage, Facilities, Parks, and Transportation)

How we get there: Strategies for Financial Strength and Stability

- Recognized value for services
- Predictable infrastructure investment
- Responsible debt management
- Comparative property taxes
- Improved reserves and surplus

How we measure what we do: Financial Policies and Performance

- Capacity assessment, workforce planning, service standards, and service performance (a work in progress)

How we plan ahead: Financial Planning

- Five-Year Financial Plan
- Asset Replacement Financing Strategy
- Long-Term Financial Plan (future)

BASIS OF ACCOUNTING and Budgeting

The Town's accounting policies conform to Canadian Generally Accepted Accounting Principles (GAAP) for local governments and the Consolidated Financial Statements are prepared as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Professional Accountants.

FUNDING Structure

The Town uses specific funds to account for its revenues and expenditures. All funds are accounted for on an accrual basis. Sources of revenue are recognized when earned. The revenue in each fund may be spent only for the purpose specified in the fund. Revenue unearned in the current period is reported on the balance sheet as deferred revenue.

Each fund belongs to one of three categories:

1. **Operating funds** are used for day-to-day operations.
2. **Capital funds** pay for physical assets.
3. **Reserve funds** accumulate revenue and interest that will be used to pay for major capital expenses in future years.

All funds are used for specific purposes as follows:

General Operating Fund: used to account for all general operating revenues and expenses of the municipality other than water and sewer operations.

Water Operating Fund: provides for all revenues and expenses related to the operation of the municipal water system. Revenues are collected through water billing based on volume of water consumed.

Sewer Operating Fund: community sewage collection system revenues and expenses are accounted for separately in this fund. Revenues are from consumption based utility billings.

General Capital Fund: used to account for all capital expenditures of the municipality, other than for utilities.

Water and Sewer Capital Funds: used to account for all utility capital expenditures of the municipality.

Statutory and Other Reserve Funds: used to account for all statutory reserve revenues and transfers.

Department	Operating			Capital			Reserves		
	General	Water	Sewer	General Capital	Water Capital	Sewer Capital	General Reserves	Water Reserves	Sewer Reserves
General Government	✓			✓			✓		
Police	✓			✓			✓		
Fire	✓			✓			✓		
Municipal Operations	✓			✓			✓		
Water		✓			✓			✓	
Sewer			✓			✓			✓
Fiscal Services	✓						✓		

BUDGET Principles

The budget is prepared each year with the following principles in mind:

1. **Fiscally responsible, balanced, and focused on the long-term.** The budget is built with a long-term view in mind. This ensures priorities are pursued in a financially sustainable and resilient manner, and consider external economic conditions.
2. **Affordability and cost effectiveness.** By ensuring value for money through productivity and innovation, the Town aims to keep property taxes and fees affordable.
3. **Use of Surplus and Reserves.** Operating and Capital Reserves are used to smooth out volatility, and to provide funding for future projects and infrastructure replacement.
4. **Keep debt at a manageable level.** The municipality takes a very careful and strategic approach to the use of debt. Some debt servicing is anticipated as part of the future long-term asset replacement plan process.
5. **Keep property tax and user fees affordable.** Property taxes, utility charges and user fees are reviewed each year with affordability in mind. Comparisons with other local governments are made to provide context while understanding unique local circumstances.
6. **Balanced taxation principle.** The municipality maintains tax stability by setting tax rates that reflect the proportionate relationship of property classes, while considering new construction values, changes in property classes, and significant assessment changes. This gives taxpayers confidence that their property tax bill will increase proportionately to the increase in tax revenue required, considering assessment increases of their property to the assessment class average.
7. **Maintain assets in an appropriate state of repair.** Maintaining core infrastructure and amenities in an appropriate state of repair is critical to the long-term resilience of the community, ensuring asset management obligations are not deferred, and that infrastructure deficits do not accumulate to unacceptable levels. This will become more important as assets age and the Town develops an Asset Replacement Financing Strategy.
8. **Optimize capital investments.** Before adding new facilities, the municipality will consider re-purposing and right-sizing existing facilities and continue to advance the principles of co-location and functional integration to enhance operational efficiency and customer service.

BUDGET Factors

Preparation of the 2025-2029 Financial Plan has considered the following factors:

1. **Inflation:** The inflationary pressures faced by local government are much different than the Consumer Price Index that reviews a “basket of goods” for a household. For materials, supplies, contracted services, insurance and legal services, adjustments have been specifically tailored to accommodate expected cost increases in 2025, rather than applying a blanket inflationary factor.
2. **Wage and Benefit Costs:** The Town has a current collective agreement in place with CUPE which will impact operating costs. RCMP policing costs are also impacted by a collective agreement, and this will have an impact on local policing costs.
3. **Staffing Capacity and Service:** In a small organization, workforce planning (organizational capacity review) ensures the organization is using its human resource capacity to effectively provide services expected by the community.
4. **User Fees and Utility Charges:** User fees and charges form a significant portion of planned revenue. Many specific municipal services such as solid waste, water, sewer and development services (building permits and development applications) can be measured and charged for on a user-pay basis. This approach attempts to fairly apportion the value of municipal service to those who make use of it. User fees account for 14% of revenues in the 2025 municipal budget. A regular fee review each year is used to help keep fees current and inform the budget process cycle.
5. **Sustainable Asset Improvement Investment:** The Town is confronted with an escalating need for infrastructure renewal and a significant challenge in facility repair and maintenance. The creation of an Asset Financing Strategy offers a progressive solution to this issue, aiming for sustainable funding levels for infrastructure replacement. This strategy presents an opportunity to exercise fiscal discipline and incrementally boost capital reinvestment over a feasible time frame to achieve sustainability.
6. **Debt Servicing:** Current debt servicing levels are modest. Interest rates remain reasonable and the strategic use of moderate levels of debt can assist in maintaining generational equity and move larger projects forward that otherwise could not be afforded on a cash basis.
7. **Projects and Strategic Initiatives Funding by Reserves:** Annual projects and Strategic Initiatives are developed through service reviews, studies, and Strategic Planning. These Initiatives are funded through current revenues, grants and operating reserves.

FINANCIAL Policies

Creating the Town's five-year Financial Plan necessitates strict adherence to certain financial policies including:

1. **Legislative and Accounting Compliance:** The Town ensures full compliance with the Local Government Act and the Community Charter, encompassing requirements like public consultation, a five-year planning scope, bylaw authorization of financial plans before specific deadlines, and bylaw amendments for any plan changes. Financial reporting aligns with the Public Sector Accounting Board (PSAB) standards, adopting the accrual accounting method where revenues and expenses are recognized when incurred, not when cash is exchanged. This compliance extends to how capital expenditures and amortization for Town infrastructure are recorded and reported.
2. **Balanced Budget:** The Town is mandated to maintain a balanced budget over five years, with operational and maintenance costs funded through current revenues to avoid future expenditure deferrals or misuse of reserves. Capital spending is supported by long-term financing, ensuring sustainability and fiscal responsibility.
3. **Five-Year Planning:** This approach allows for strategic expenditure phasing and resource alignment, considering future growth, labour agreements, infrastructure costs, and economic conditions. Service adjustments and capital spending consider resource availability, with a focus on energy-efficient and low-maintenance options to minimize costs and support greenhouse gas reduction goals.
4. **Asset Management:** A structured Asset Management Plan and Asset Replacement Financing Strategy currently under consideration will aid in capital planning, maintenance, and replacement scheduling, emphasizing lifecycle costs and operational impacts.
5. **Investment and Debt Management:** The Town's approach to managing investments and debt management prioritizes safety, liquidity, and return, with legislative compliance and cash flow needs guiding investment decisions. Debt is strategically used for significant projects with clear repayment plans, leveraging the Municipal Finance Authority for competitive borrowing rates.
6. **Revenue Management and Reporting:** Annual reviews of revenue sources and fee adjustments ensure the financial sustainability of utilities and services, with considerations for service costs, participation goals, and market competitiveness. Financial reporting is continuous, offering transparency and accountability through regular updates and departmental budget management.
7. **Reserves Management:** Reserves are earmarked for specific purposes, including both statutory and discretionary funds, to manage future needs and contingencies. This prudent approach allows for responsive and responsible financial planning and execution.

BUDGET Process & Timelines

The specifics of Qualicum Beach's budget process may differ annually, but the following outline captures the consistent components and targeted timing for the budget process.

SUMMER - FALL 2025

Preliminary Budget Discussions: Senior management initiates high-level discussions to forecast the next year, setting the budgeting approach and guiding the submission of budget requests. With tax rates set and taxes collected only once a year, the Town adopts a cautious and conservative stance in financial planning, continuously reviewing Qualicum Beach's financial performance to adapt to unforeseen budget impacts.

- **General Fund—Operating Budget**

Revenue and Expenditures: Reviews extend to all revenue sources and labour costs, with a town-wide labor model projecting expenses based on staffing levels and collective bargaining agreements. Non-labor expenditures focus on essential increases only, ensuring a lean budget that addresses uncontrollable costs.

- **General Fund—Capital Budget**

Asset and Capital Planning: Continuous asset management supports capital budget planning, beginning with an asset review to identify needs and prioritize requests. This collaborative effort shapes the infrastructure investment and replacement budgets within the five-year capital plan, taking project timing and Town capacity into account to prioritize urgent needs and manage workload effectively.

- **Utility Funds**

Collaborative Financial Planning: Teams from Financial Services and Engineering & Transportation establish five-year plans for water, sewer, drainage, and solid waste utilities, including user rate proposals. These proposals are typically adopted by year-end, following Council review.

Strategic Planning Update: Council reaffirms their Focus Areas for the coming year and approves existing and new strategic initiatives for the next five years through a Public Strategic Planning process.

Quarterly Reviews: Quarter 2 and Quarter 3 reviews evaluate progress on programs and projects. These mid-year reviews are crucial for financial sustainability, evaluating progress on programs, and achieving Council's goals, potentially highlighting issues for the upcoming year's budget.

Divisional Meetings: Departments review operating and capital budgets, prioritizing requests, including staffing and service level changes, based on their alignment with Council's priorities and detailed work program justifications.

LATE FALL 2024 - EARLY 2025

Budget Refinement: The draft budget undergoes several rounds of review, resulting in the compilation of a consolidated five-year Financial Plan.

Public Engagement: Preliminary budget updates and a high-level budget framework are shared, launching a public engagement phase through in-person and online platforms. Public feedback is sought on the proposed budget and Financial Plans.

JANUARY - MARCH 2025

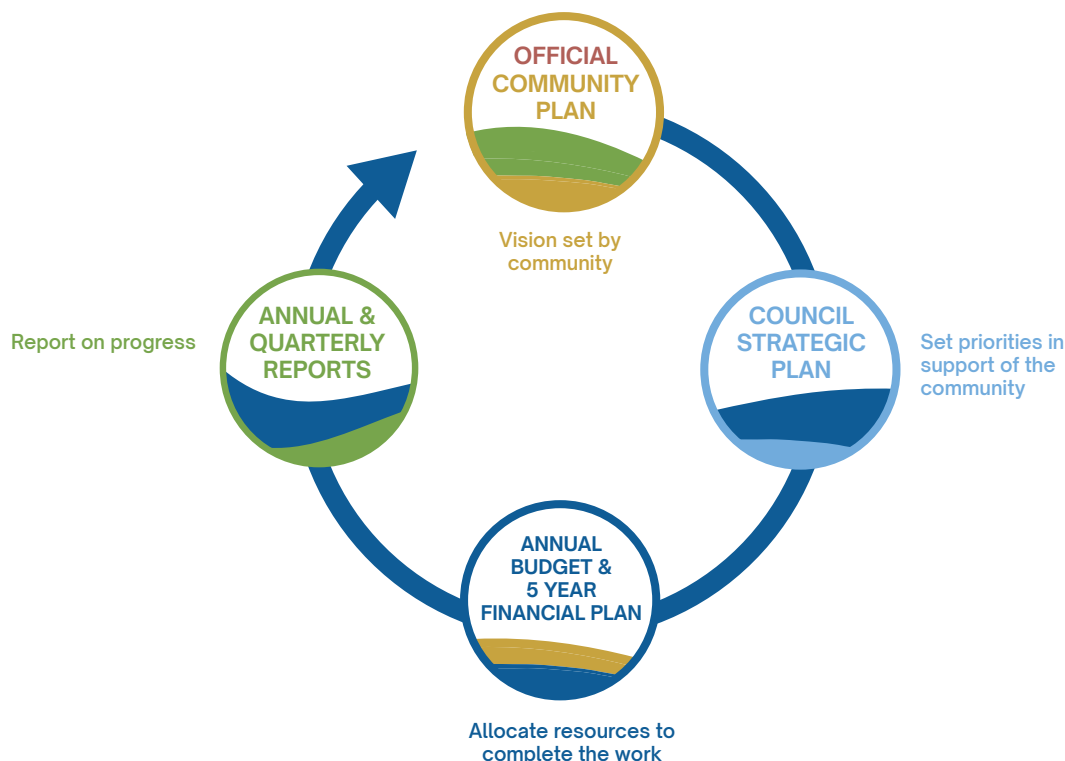
Finalization and Adoption: The five-year Financial Plan Bylaw is presented to Council for readings and adoption.

LINKING Budget to Strategy

The Town plays an essential role in ensuring the right level of programs and services are provided at the right cost for the community. Achieving important goals within an affordable budget requires that each dollar is carefully managed and wisely invested.

The proposed budget advances key priorities from the Strategic Plan while maintaining service levels and keeping the Town resilient.

The allocation of financial resources is aligned with community priorities and is designed to drive results as measured through the key indicators listed in each of the department plans.



WORKPLACE Planning

In a small organization, workforce planning (organizational capacity review) is especially important to ensure that the organization is using its human resource capacity to effectively provide the services expected by the community.

This is a continuous internal process used to ensure that both appropriate levels of work-life balance are maintained by the workforce, and that high levels of productivity are achieved. In the near term, records management, human resources, and engineering administration are areas of capacity focus.

The Town employs a workforce of 71.1 employees and will increase to 77.7 as follows:

- 1.0 increase in Human Resources (2 year Term position)
- 0.2 support in IT/GIS (student)
- 1.0 support in Bylaw (Bylaw Officer)
- 1.0 Protective Services - Fire Wildfire Resiliency and Operations
- 1.0 RCMP clerical support (budget transferred from contract for RCMP services to Town)
- 2.0 increase in Parks (1.2 to maintain service levels and 0.08 for service level increase)
- 0.7 increase in Water (seasonal)

Workforce Summary						
	2021	2022	2023	2024	2025	Change
Administration						
CAO	1.0	1.0	2.0	2.0	2.0	-
Corporate Administration	5.6	5.6	6.6	6.6	6.6	-
Human Resources	1.0	1.0	2.0	2.0	3.0	1.0
Financial Services	5.0	5.0	5.0	5.0	5.0	-
Information Technology	3.0	3.0	3.0	3.0	3.2	0.2
Planning and Community Development						
Planning	2.0	2.0	3.5	4.0	4.0	-
Building	1.0	1.0	1.0	1.0	1.0	-
Bylaw Compliance	1.0	1.0	1.0	1.0	2.0	1.0
Protective Services						
Fire	3.5	3.9	4.4	5.4	6.4	1.0
Emergency Program	1.0	1.0	1.0	1.0	1.0	-
RCMP	-	-	-	-	1.0	1.0
Municipal Operations						
Transportation	14.5	14.5	14.8	16.4	16.1	(0.3)
Parks	11.8	11.8	12.2	12.9	14.9	2.0
Facilities	4.0	4.0	4.0	5.0	5.0	-
Utilities						
Sanitary Sewer	1.5	1.5	1.5	1.5	1.5	-
Water	4.0	4.0	4.3	4.3	5.0	0.7
	59.9	60.3	66.3	71.1	77.7	6.6

2025 CONSOLIDATED Financial Plan Summary

The proposed Town of Qualicum Beach Consolidated Financial Plan for 2025 balances \$37.7 million in revenues with \$37.7 million in expenses. The Plan includes provisions to reflect the evolving needs of the Town, while ensuring long-term sustainability and resilience.

The Town has identified four key priorities to guide the Town's financial planning and resource allocation for the upcoming year. These include: keeping the Town resilient, mitigating risk, maintaining service levels, and complying with emerging changes in legislation.

This approach requires striking a balance between the need to increase infrastructure replacement funding, complying with the emerging Provincial government housing legislation changes, and keeping operating costs in check during a period of inflationary pressures. Sound fiscal choices must be made that reflect community priorities and the ability to pay during an uncertain economic climate.

To provide clarity and transparency, the amount of property taxation charged for Policing and Infrastructure Replacement have been separately identified in the 2025 budget.

Funding is provided for an ambitious five-year program of key projects and Initiatives to move strategic priorities of Council forward, such as reviewing and amending development processes and bylaws to align with the Provincial Government's new housing legislation requirements (Bill 44), Visual Identity Refresh and Town Website Redesign, Fleet Right Sizing and Electrification Policy, Building Facilities Greenhouse Gas Study, Pathways to Sustainable Economic Development in Qualicum Beach, and more.

A \$15.2 million capital program for 2025 includes replacement of existing and investment in new assets in transportation, drainage, facilities, airport, vehicles and equipment, parks and trails, sewer and water infrastructure.

Debt Servicing costs for 2025 are comprised of interest and principal payments for the Fire Hall, equipment financing for a ladder truck, and for the East Village Phase 2 Local Area Service borrowing.

The impact of the proposed 2025 Budget on a typical single family household is projected to be \$222 or an 9.6% increase in municipal property taxes annually. The combined impact of municipal property tax and utilities charges will result in an overall increase of \$252 or 8% over the previous year.

Note - Subject to change based on Council's decision making through the 2025 budget process

GENERAL FUND (Property Taxation)

The 2025 budget, encompassing Municipal Operations, Police Services, Asset Replacement and Utilities will lead to an overall increase of \$252 compared to the previous year for the typical single-family home in Qualicum Beach.

Budget Impact to Average Household in 2025 - Assessed at \$995,000

	2024 (Note 1)	2025	Change Annual	Change Monthly	Change	%
Property Taxation						
Municipal Operations	1,696	1,849	153	13		6.6%
Police Service	290	324	35	3		1.5%
Asset Management	331	366	35	3		1.5%
Municipal Property Tax	\$ 2,317	\$ 2,539	\$ 222	\$ 19		9.6%
Utilities						
Solid Waste Utility Charge	195	200	5			
Sewer Utility Charge	219	224	5			
Water Utility Charge	645	665	20			
Total Utilities	1,059	1,089	30			
Total Annual Cost	\$ 3,376	\$ 3,628	\$ 252			

Note 1: 2024 averages adjusted to take into consideration impact of New Construction as this additional revenue reduces the impact on existing taxpayers.

The 2025 budget, encompassing Municipal Operations, Police Services, Asset Replacement and Utilities will lead to an overall increase of \$252 compared to the previous year for the typical single-family home in Qualicum Beach.

The typical family home for 2025 has an assessed value of \$995,000. The home's property tax increase may be higher or lower than the average of \$222 if the home's property assessment varied from the average home assessment, which increased by approximately 4% from the previous year.

Municipal Operations have been limited to a \$153 or 6.6% increase to the typical home. This has been achieved through cost management.

Modest increases in costs for Police Services are expected from impacts of the RCMP collective agreement which translate to a \$35 or 1.5% increase in property taxes to the typical home in Qualicum Beach.

Note - Subject to change based on Council's decision making through the 2025 budget process.

CONSOLIDATED Summary

Town of Qualicum Beach - Consolidated Budget Summary

Revenue	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget
Property Taxes	\$ 9,796,630	\$ 10,430,330	\$ 11,112,967	\$ 12,169,900	\$ 13,457,300
Grants In Lieu	351,881	352,617	430,528	390,000	401,000
Library Levy	539,392	561,929	619,686	715,300	747,800
Parcel Taxes	1,049,622	1,146,615	1,265,540	1,471,400	1,538,700
Penalties and Interest	158,728	495,359	1,302,422	666,000	676,000
Sales of Service and Other Revenues	1,196,765	668,954	603,185	530,400	587,400
Rental and Leases	1,288,238	1,679,602	1,684,226	1,680,200	1,660,100
Solid Waste Revenue	707,538	726,811	760,060	776,700	800,000
Sanitary Sewer Revenue	678,735	727,445	770,616	751,700	751,700
Water Revenue	1,608,844	1,665,640	2,042,885	1,754,100	1,757,600
Government Grants and Contributions	2,913,968	5,077,882	7,383,214	6,088,600	9,036,700
Total Revenue	20,290,342	23,533,183	27,975,328	26,994,300	31,414,300
Other Funding Sources					
Transfers from Reserves	1,256,687	2,059,503	2,781,393	9,886,700	7,489,100
Proceeds from Debt	-	920,000	2,000,000	-	-
Transfers from Other Funds	469,448	473,406	85,000	805,000	210,000
Proceeds from Sale of Assets	920,251	4,185,547	29,816	-	-
Total Revenue & Other Funding Sources	\$ 22,936,728	\$ 31,171,639	\$ 32,871,537	\$ 37,686,000	\$ 39,113,400
Expenses					
Operating Expenses					
Council and Office of the CAO	\$ 440,306	\$ 592,647	\$ 638,654	\$ 723,600	\$ 723,300
Corporate Services	1,120,137	1,005,664	1,119,507	1,258,200	1,286,400
Human Resources	-	-	311,081	419,200	607,600
Fiscal Services	(756,387)	(804,224)	(1,654,934)	(1,678,000)	(1,448,500)
Finance	578,591	565,567	599,056	664,000	684,200
Information Technology	805,567	741,688	803,260	938,100	986,500
Police	1,258,781	1,243,122	1,310,691	1,574,000	1,704,000
Fire Rescue	851,827	1,052,889	1,164,211	1,333,000	1,642,500
Emergency Planning	136,288	147,865	78,284	252,900	209,300
Planning and Development	530,120	511,740	610,051	854,700	774,500
Community Development	754,464	887,493	943,403	1,076,400	1,109,300
Operations	2,387,849	2,426,407	2,376,106	2,857,400	2,950,700
Airport	652,176	978,465	1,066,985	1,125,200	1,241,300
Parks	1,275,944	1,184,696	1,324,219	1,601,600	1,734,800
Buildings	694,366	625,887	733,369	784,500	846,700
Solid Waste and Recycling	875,144	918,158	995,136	970,700	1,061,500
Strategic Initiatives	530,025	554,725	634,523	637,700	946,500
Water	1,696,116	1,957,036	1,837,422	1,935,200	1,874,800
Sanitary Sewer	408,460	461,702	789,734	819,200	712,200
Total Operating Expenses	14,239,771	15,051,530	15,680,757	18,147,600	19,647,600
Transfers, Capital and Debt Servicing					
Capital	7,282,071	7,047,917	8,284,612	13,831,000	15,283,000
Debt Servicing	512,413	501,997	681,544	1,235,200	1,182,500
Transfer to Reserves	497,155	6,904,430	7,642,163	4,472,200	4,785,300
Total Expenses & Transfers	\$ 22,936,728	\$ 31,171,639	\$ 32,871,537	\$ 37,686,000	\$ 39,113,400
Total Budget For the Year	\$ -	\$ -	\$ -	\$ -	\$ -



2025 Service Areas Financial Schedules



COUNCIL

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.

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 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 Assistant 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.

BUDGET SUMMARY

The Council and CAO budget is forecast to increase from the previous year by \$16,700 or 2% resulting from increases to remuneration and benefits, as per contractual obligations.

Council And Office of the CAO - Operating Budget								
	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %	
Transfer from Reserves	\$ -	\$ -	\$ -	\$ 32,000	\$ 15,000	\$ (17,000)	-53%	
Total Revenue	\$ -	\$ -		\$ 32,000	\$ 15,000	\$ (17,000)	-53%	
Operating Expenses								
Mayor and Council	\$ 207,035	\$ 240,665	\$ 278,415	\$ 319,000	\$ 325,300	\$ 6,300	2%	1
CAO Office	233,271	351,982	360,239	372,600	383,000	10,400	3%	1
One Time Operating Projects	-	-	-	32,000	15,000	\$ (17,000)	-53%	2
Total Operating Expenses	\$ 440,306	\$ 592,647	\$ 638,654	\$ 723,600	\$ 723,300	\$ (300)	0%	
Net Property Taxes Required	\$ 440,306	\$ 592,647	\$ 638,654	\$ 691,600	\$ 708,300	\$ 16,700	2%	

1. Contractual remuneration and benefit increases
2. Carry over of unspent organizational service review budget



CORPORATE SERVICES

The Corporate Services team provides administrative services to Council, the organization, and to the public. It is 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.
- Overseeing risk management claims, property negotiations, and land registrations.
- Apply for and administrate federal and provincial grant applications.
- Maintaining the Town's website, and other communication resources.
- Coordinating cemetery services.
- Managing and overseeing municipal special events.
- Conducting municipal elections and by-elections.
- Providing shared administrative support to all departments.

COMMUNICATIONS AND PUBLIC ENGAGEMENT

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

Engagement includes outreach to community partners, the Qualicum First Nation, and provincial and federal government partners, in order to address intergovernmental, regional, and inter-municipal priorities and issues.

PROPERTY RESOURCES

Town property resources include: Civic Centre and Community Hall management and bookings; management of claims; risk assessments; third party liability claims; land purchases and sales; land registrations; long-term leases; and short-term leases and licences.

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 planned in Qualicum Beach include Beach Day, Family Day, Youth Appreciation Lunch, Ocean Mile Swim, Moonlight Madness, Volunteer Appreciation, Communities in Bloom, and Remembrance Day. Many community partners and event organizers are also supported by the Town to hold special events.

BUDGET SUMMARY

The Corporate Services Department budget is forecast to increase by \$28,200 or 2% which results from increases to remuneration and benefits, and insurance.

Corporate Services - Operating Budget

	2021 Actuals	2022 Actuals	2023 Actual	2024 Budget	2025 Budget	Change \$	Change %	
Operating Expenses								
Corporate Services	\$ 634,101	\$ 619,502	\$ 688,689	\$ 803,200	\$ 816,400	\$ 13,200	2%	1
Communications	1,602	50,156	55,847	75,000	75,000	-	0%	
Legal	149,167	103,029	162,147	150,000	150,000	-	0%	
Risk Management	168,047	173,265	212,825	220,000	235,000	15,000	7%	2
Elections	28,685	29,115	-	10,000	10,000	-	0%	
Total Operating Expenses	\$ 981,602	\$ 975,067	\$ 1,119,507	\$ 1,258,200	\$ 1,286,400	\$ 28,200	2%	
Net Property Taxes Required	\$ 981,602	\$ 975,067	\$ 1,119,507	\$ 1,258,200	\$ 1,286,400	\$ 28,200	2%	

1. Increase due to annual wage and benefit increases
2. Increase in insurance premiums

COMMUNITY PARTNERSHIPS & EVENTS

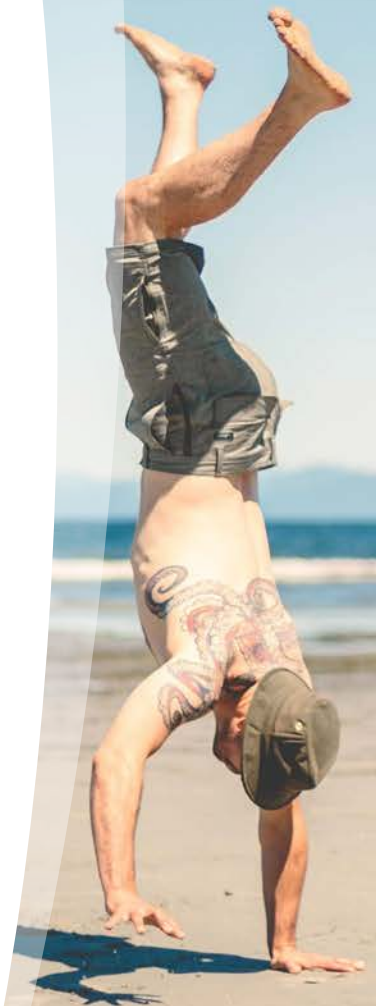
The Town of Qualicum Beach collaborates with local organizations to foster a community enriched with arts and culture, and bolster its economy while preserving its charming small-town character. The Town works together with the Qualicum Beach Chamber of Commerce, the Parksville Qualicum Beach Tourism 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 and event organizers work together to hold special events. The following is a list of events the Town is 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
- Seaside Cruizers Street Dance - June
- Show n' Shine - June
- Grad Parade - June
- Triathlon - June
- QB Legion Canada Day Parade - July
- Uptown Market - July to August
- Twilight Concert Series - June, July, August
- Beach Day - July
- Arts and Music Festival - July
- St. Marks Fair - July
- Ocean Mile Swim - August
- Cyclocross - October
- Halloween - October
- Remembrance Day - November
- Moonlight Madness - November



COMMUNITY PARTNERSHIPS AND EVENTS OPERATING BUDGET SUMMARY

The Community Partnership and Events department budget is forecast to increase by \$400 as a result of cost increases associated with Town events.

Community Partnerships and Events Operating Budget

Revenue	2021 Actuals	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Change \$	Change %	
Grants and Requisitions	\$ 539,392	\$ 561,928	\$ 619,686	\$ 715,300	\$ 747,800	\$ 32,500	5%	1
Other	82,825	81,980	79,395	81,000	81,000	-	0%	
Total Revenue	\$ 622,217	\$ 643,908	\$ 699,081	\$ 796,300	\$ 828,800	\$ 32,500	4%	
Operating Expenses								
Community Events	\$ 46,593	\$ 129,976	\$ 122,299	\$ 162,800	\$ 163,200	\$ 400	0%	
Chamber of Commerce & PQ Tourism Assoc.	65,500	85,500	73,058	83,000	83,000	-	0%	
Museum	103,073	109,495	128,329	115,300	115,300	-	0%	
Library	539,298	562,522	619,717	715,300	747,800	32,500	5%	1
Total Operating Expenses	\$ 754,464	\$ 887,493	\$ 943,403	\$ 1,076,400	\$ 1,109,300	\$ 32,900	3%	
Net Property Taxes Required	\$ 132,247	\$ 243,585	\$ 244,323	\$ 280,100	\$ 280,500	\$ 400	0%	

1. Vancouver Island Regional Library 2025 levy



HUMAN RESOURCES

The Human Resources Department (HR) provides leadership and expertise to ensure the Town remains a competitive employer. A key priority is to foster a culture which attracts and retains excellent staff ensuring taxpayers, business owners and visitors continue to receive high quality municipal services.

Our employees are the Town's most valuable resource and are at the core of everything we do. Human Resources is steadfast in its dedication to establishing a setting where every member of the Town of Qualicum Beach team experiences a sense of worth, support, and respect. The Human Resources team delivers

services that are consistent, transparent and demonstrate exemplary customer service.

HR is a service department to all other Town departments providing internal support in the following areas:

- Careers – recruitment, selection, and retention
- Employee relations
- Labour relations
- Occupational Health and Safety
- Employee Training, Development and Wellness
- Organizational Planning
- Employee recognition and engagement

BUDGET SUMMARY

The Human Resources department budget is forecast to increase by \$136,200 or 43% as a result of the conversion of Health and Safety Coordinator position from temporary to permanent status and increase in contracted services.

Expenses for CUPE Contracting provision and temporary positions are funded from surplus and revenue/expenditure variances should offset. Variance is due to Health and Safety Coordinator position being converted to permanent status and funded from taxation.

Human Resources - Operating Budget

	2021 Actuals	2022 Actuals	2023 Actual	2024 Budget	2025 Budget	Change \$	Change %	
Transfer from Accumulated Surplus	\$ -	\$ -	\$ -	\$ 105,400	\$ 157,600	\$ 52,200	50%	1
Total Revenue	\$ -	\$ -	\$ -	\$ 105,400	\$ 157,600	\$ 52,200	50%	

Operating Expenses

Human Resources	\$ 138,535	\$ 153,825	\$ 311,081	\$ 419,200	\$ 607,600	\$ 188,400	45%	2
Total Operating Expenses	\$ 138,535	\$ 153,825	\$ 311,081	\$ 419,200	\$ 607,600	\$ 188,400	45%	
Net Property Taxes Required	\$ 138,535	\$ 153,825	\$ 311,081	\$ 313,800	\$ 450,000	\$ 136,200	43%	

1. Funding source for HR Specialist position and CUPE contract negotiation costs
2. HR Specialist position and contract services



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 \$42 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 for over 4,000 invoices annually.
- Processing bi-weekly payroll for 60-70 staff members and 25-30 Paid-on-Call Firefighters.
- Maintaining benefits records for over 55 staff.
- Purchasing and procurement.
- Adminstrating 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.

BUDGET SUMMARY

The Finance department budget is forecast to increase by \$20,200 or 3% as a result of increased wage and benefits, and provision for audit services.

Finance Operating Budget							
	2021 Actuals	2022 Actuals	2023 Actual	2024 Budget	2025 Budget	Change \$	Change %
Operating Expenses							
Finance	\$ 553,091	\$ 539,067	\$ 563,026	\$ 629,000	\$ 646,200	\$ 17,200	3%
Audit	25,500	26,500	36,030	35,000	38,000	3,000	9%
Total Operating Expenses	\$ 578,591	\$ 565,567	\$ 599,056	\$ 664,000	\$ 684,200	\$ 20,200	3%
Net Property Taxes Required	\$ 578,591	\$ 565,567	\$ 599,056	\$ 664,000	\$ 684,200	\$ 20,200	3%

1. Wage and benefits increases
2. Contract for Audit Services.



INFORMATION TECHNOLOGY

The Information Technology (IT) team serves as the technological backbone of the Town, ensuring that networks, IT infrastructure, and information systems remain secure and effective. The team manages information and database systems, develops and implements innovative technological solutions, and enhances data analytics by creating accurate dashboards. It supports office and field applications for asset management, facilitates integrations, and drives automation to improve operational efficiency. Additionally, the team maintains a comprehensive Geographic Information System (GIS) and supports 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.

OPERATING BUDGET SUMMARY

The Information Technology budget is forecast to increase by \$74,400 or 8%, largely due to increases in software licensing costs and managed IT support.

Information Technology Operating Budget							
	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %
Transfer from Reserves	\$ -	\$ -	\$ -	\$ 26,000	\$ -	(26,000)	-100%
Total Operating Revenues	\$ -	\$ -	\$ -	\$ 26,000	\$ -	(26,000)	-100%

Operating Expenses							
Administration	\$ 272,135	\$ 329,041	\$ 386,995	\$ 433,000	\$ 435,000	\$ 2,000	0%
Software Support	241,111	207,412	148,191	233,500	270,500	37,000	16% 1
Hardware Support	92,798	118,785	87,740	83,000	99,000	16,000	19% 2
Helpdesk	199,522	86,451	180,333	162,600	182,000	19,400	12% 3
One Time Operating Projects	-	-	-	26,000	-	(26,000)	-100%
Total Operating Expenses	\$ 805,567	\$ 741,688	\$ 803,260	\$ 938,100	\$ 986,500	\$ 48,400	5%
Net Property Taxes Required	\$ 805,567	\$ 741,688	\$ 803,260	\$ 912,100	\$ 986,500	\$ 74,400	8%

1. Software licensing costs increased due to increased staff numbers, and continued transition in software costs to be based on annual licensing
2. Cost increases for computer hardware due to increases in staff and materials
3. Increase in contract for managed IT support services





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 38 regular members supported by eight public service employees, two municipal employees, and one civilian member. 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 the approximate 50,000 residents of 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 & Rescue.

FRONTLINE POLICING

Frontline Policing is divided into four watches, each with a Corporal in charge, who responds to the majority of the approximately 13,000 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 a number of 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.

OPERATING BUDGET SUMMARY

The Police services budget is forecast to increase by \$130,000 or 9% which is primarily due to an increase in the contracted RCMP cost.

Police Services - Operating Budget								
Revenues	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %	
Sale of Services and Cost Recoveries	\$ 3,065	\$ 3,385	\$ 3,200	\$ 3,000	\$ 3,000	-	0%	
Grants	43,974	48,711	\$ 41,000	50,000	50,000	-	0%	
Total Revenues	\$ 47,039	\$ 52,096	\$ 44,200	\$ 53,000	\$ 53,000	\$ -	0%	
Operating Expenses								
RCMP Contract	\$ 1,134,109	\$ 1,114,423	\$ 1,180,135	\$ 1,402,000	\$ 1,606,700	\$ 204,700	15%	1
Civilian Support	124,672	128,699	130,556	172,000	97,300	(74,700)	-43%	2
Total Operating Expenses	\$ 1,258,781	\$ 1,243,122	\$ 1,310,691	\$ 1,574,000	\$ 1,704,000	\$ 130,000	8%	
Net Property Taxes Required	\$ 1,211,742	\$ 1,191,026	\$ 1,266,491	\$ 1,521,000	\$ 1,651,000	\$ 130,000	9%	

1. RCMP contract for eight full time officers and contracted public service employees
2. Public service employee, employed by the Town of Qualicum Beach



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 (French Creek, Dashwood and Englishman River). 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. The four services that the department provides are as follows.

FIRE PREVENTION

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

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; hazardous materials incidents; weather events; hydro and natural gas emergencies; and general public assistance.

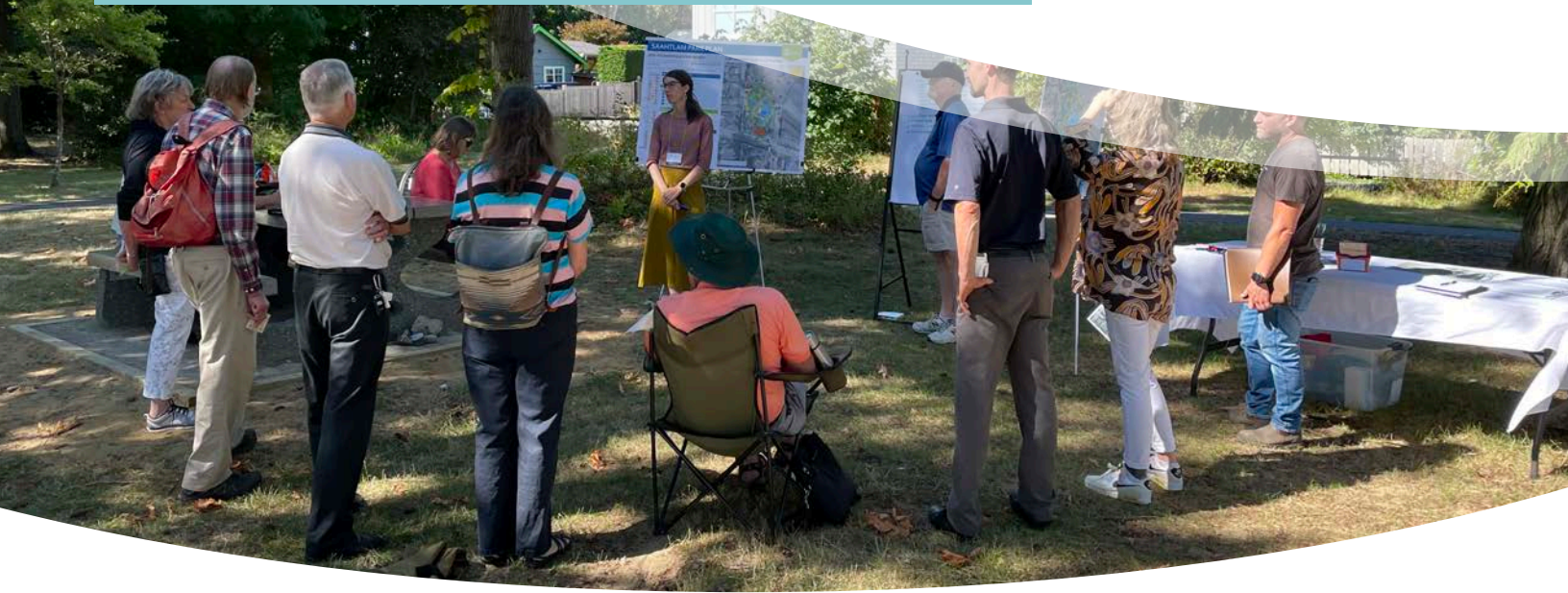
OPERATING BUDGET SUMMARY

The Fire Rescue Budget is forecast to increase by \$230,800 or 21%. This increase results from the FireSmart/Wildfire Resilience position, benefits for Paid-on-Call firefighters, and overall wage and benefit increases.

Fire Rescue Operating Budget								
Revenue	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %	
Grants and Other	\$ 167,791	\$ 214,100	\$ 217,604	\$ 215,000	\$ 290,700	\$ 75,700	35%	1
Fire Services	1,038	5,302	23,640	15,000	18,000	3,000	20%	
Total Revenue	\$ 168,829	\$ 219,402	\$ 241,244	\$ 230,000	\$ 308,700	\$ 78,700	34%	
Operating Expenses								
Fire Administration	\$ 287,171	\$ 572,307	\$ 611,956	\$ 647,400	\$ 928,800	\$ 281,400	43%	2
Fire Operations	504,447	415,892	452,470	580,600	579,200	(1,400)	0%	
Training	60,209	64,690	97,973	105,000	110,500	5,500	5%	
One Time Operating Projects	-	-	-	-	24,000	24,000	0%	3
Total Operating Expenses	\$ 851,827	\$ 1,052,889	\$ 1,162,398	\$ 1,333,000	\$ 1,642,500	\$ 309,500	26%	
Net Property Taxes Required	\$ 682,998	\$ 833,487	\$ 921,154	\$ 1,103,000	\$ 1,333,800	\$ 230,800	21%	

1. RDN contract for recovery of shared fire protection services and FireSmart grant
2. New FireSmart/Wildfire Resilience position, and Paid-on-Call Firefighter benefits
3. FireSmart grant additional projects





PLANNING, COMMUNITY DEVELOPMENT, AND EMERGENCY SERVICES

The Planning and Community Development team provides a wide array of services in the areas of community planning, economic development, development application reviews, 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.

OPERATING BUDGET SUMMARY

The Planning Service net budget is forecast to increase by \$63,700 or 22% as a result of the additional resources included for Bylaw Compliance services offset by an increase in annual permit fee revenue.

Planning Services Operating Budget							
Revenue	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %
Permit Fees	\$ 257,225	\$ 182,933	\$ 226,839	\$ 183,000	\$ 207,000	\$ 24,000	13%
Grants and Other	75	375	975	192,900	1,000	\$ (191,900)	-99%
Total Revenue	\$ 514,524	\$ 366,240	\$ 454,653	\$ 558,900	\$ 415,000	\$ (143,900)	-26%
Operating Expenses							
Planning	\$ 303,488	\$ 286,733	\$ 364,380	\$ 415,100	\$ 425,000	\$ 9,900	2%
Building Inspection	117,273	114,177	126,197	123,000	121,400	(1,600)	-1%
Bylaw Enforcement	109,802	110,831	119,475	124,700	228,100	103,400	83%
One Time Operating Projects	-	-	-	191,900	-	(191,900)	-100%
Total Operating Expenses	\$ 530,563	\$ 511,740	\$ 610,051	\$ 854,700	\$ 774,500	\$ (80,200)	-9%
Net Property Taxes Required	\$ 16,038	\$ 145,500	\$ 155,398	\$ 295,800	\$ 359,500	\$ 63,700	22%

1. Increased development activity
2. 2024 represented a one-time grant from the Ministry of Housing Capacity Funding
3. Increased resources for Bylaw Compliance services

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 centers and group lodging during large-scale events, with seven reception centers across Oceanside. OECT volunteers provide critical communications during emergencies, supporting the Emergency Operations Center and partner organizations.

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

OPERATING BUDGET SUMMARY

Emergency Program									
	2021		2022		2023		2024		2025
	Actuals		Actual		Actual		Budget		Budget
								Change	Change
								\$	%
Grants and Other	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 55,000	\$ (45,000)	-45%	1
Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 55,000	\$ (45,000)	-45%	
Operating Expenses									
Emergency Program	\$ 136,288	\$ 147,865	\$ 78,284	\$ 152,900	\$ 154,300	1,400	1%		
One Time Operating Projects	-	-	-	100,000	55,000	(45,000)	-45%		1
Total Operating Expenses	\$ 136,288	\$ 147,865	\$ 78,284	\$ 252,900	\$ 209,300	\$ (43,600)	-17%		
Net Property Taxes Required	\$ 136,288	\$ 147,865	\$ 78,284	\$ 152,900	\$ 154,300	\$ 1,400	1%		

1. ESS Emergency Management Oceanside \$15,000; EMR Procurement Indigenous Engagement Program \$40,000 (fully grant funded). Reversal of 2024 budgeted grant funding and related one-time expenditure provisions.

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; 9.5 km of culverts; 1,600 catch basins; 915 maintenance-holes; 6.9 km of catch basin and service laterals; and 40 km of open ditches.



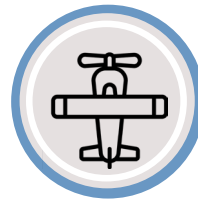
PARKS

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; Skate Park; tennis courts; and off-leash dog parks.



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; hanger leases and the sale of Avgas and Jet A fuel.



SEWER

System infrastructure serves 3,900 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); 108 km of water mains; and five booster stations (Berwick Road, Garrett Road, College Road, Hemsworth Road and Jones Street). Approximately 4,000 properties are metered and there are 451 fire hydrants.

TRANSPORTATION AND DRAINAGE

The transportation and drainage budget is forecast to increase by \$175,800 or 6% in 2025. This is primarily as a result of wage and benefit increases and increased costs of contracted services to road painting and increases in costs of materials and supplies.

TRANSPORTATION AND DRAINAGE OPERATING BUDGET SUMMARY

Transportation and Drainage Operating Budget							
Revenue	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %
Fees	\$ 5,660	\$ 5,020	\$ 270	\$ -	\$ -	\$ -	0%
Cost Recoveries	70,427	85,125	78,237	52,000	45,000	\$ (7,000)	-13%
Total Revenue	\$ 76,087	\$ 90,145	\$ 78,507	\$ 52,000	\$ 45,000	\$ (7,000)	-13%
Operating Expenses							
Transportation Administration	717,314	754,574	751,081	886,800	917,200	30,400	3% 1
Public Works Yard and Grounds	214,139	156,050	201,749	173,500	189,700	16,200	9%
Road Surfaces	206,725	102,058	139,593	183,800	183,900	100	0%
Road Painting	54,545	133,556	97,456	136,200	156,600	20,400	15% 2
Road Cleaning and Flushing	28,944	40,528	49,599	52,900	55,100	2,200	4%
Shouldering	77,275	98,389	50,555	119,600	117,500	(2,100)	-2%
Sidewalks	43,309	80,052		54,500	54,900	400	1%
Ditches	93,181	114,963	33,449	62,200	59,600	(2,600)	-4%
Storm Sewers	102,798	75,302	67,263	167,600	166,500	(1,100)	-1%
Snow and Ice	135,206	130,628	124,382	129,700	126,500	(3,200)	-2%
Signs	30,996	38,352	35,596	46,600	50,900	4,300	9%
Street Lighting Lease Fees	220,890	205,250	213,446	216,500	223,600	7,100	3%
Equipment	432,317	471,563	546,414	605,500	626,700	21,200	4% 3
Other	30,212	25,144	13,922	22,000	22,000	-	0%
Total Operating Expenses	\$ 2,387,849	\$ 2,426,407	\$ 2,324,504	\$ 2,857,400	\$ 2,950,700	\$ 168,800	6%
Net Property Taxes Required	\$ 2,311,762	\$ 2,336,262	\$ 2,245,997	\$ 2,805,400	\$ 2,905,700	\$ 175,800	6%

1. Wage and benefit increases
2. Supply chain - materials and contract cost increases
3. Increase in costs related to fuel, parts, and labour

PARKS

The Parks Department maintains Town 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
- Skate Park
- Tennis Courts
- Off-leash dog parks
- Rain Garden
- Seaside Nature Park
- Waterwise Garden

OPERATING BUDGET SUMMARY

The Parks Operating Budget is forecast to increase by \$133,200 or 10% over 2024. Budgets have increased due to the proposed addition of the equivalent of 1.2 FTE to address the short fall in resources available to provide existing service levels, and 0.8 FTE for new services requested for 2025, along with other wage and benefit increases.

Parks Operating Budget							
Revenue	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %
Fees	\$ 64,760	\$ 55,485	\$ 66,580	\$ 57,900	\$ 57,900	\$ -	0%
Cost Recoveries	172,107	168,739	134,088	160,000	160,000	-	0%
Grants and Other	28,202	13,553	31,564	12,500	12,500	-	0%
Total Revenue	\$ 265,069	\$ 237,777	\$ 232,232	\$ 230,400	\$ 230,400	\$ -	0%
Operating Expenses							
Parks Administration	196,066	239,573	284,793	206,300	344,200	137,900	67% 1
Parks Yard and Shop	65,602	72,174	66,113	61,500	73,700	12,200	20% 2
Public Washrooms	64,724	66,159	67,207	54,200	73,900	19,700	36% 2
Beach Washrooms	54,658	47,593	52,590	60,800	60,900	100	0%
Community Parks	118,222	113,457	168,752	198,400	206,000	7,600	4% 2
Beach Parks	123,052	62,472	64,773	138,600	126,500	(12,100)	-9% 2
Garden and Park Areas	469,405	371,369	385,611	561,400	543,500	(17,900)	-3% 2
Trails	64,440	63,804	55,077	107,900	105,600	(2,300)	-2% 2
Benches	48,677	67,811	72,987	108,600	99,000	(9,600)	-9% 2
Cemetery and Other	71,098	80,283	106,314	103,900	101,500	(2,400)	-2% 2
Total Operating Expenses	\$ 1,275,944	\$ 1,184,696	\$ 1,324,219	\$ 1,601,600	\$ 1,734,800	\$ 133,200	8%
Net Property Taxes Required	\$ 1,010,874	\$ 946,919	\$ 1,091,987	\$ 1,371,200	\$ 1,504,400	\$ 133,200	10%

1. Increase represents the additional FTE. Additional FTE provision to be allocated to service areas upon approval of budget
2. Re-allocation of staff wages to better align with current levels of service

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:

- 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
- 6 Water Reservoirs, 5 Booster Stations, and 11 Pump Houses



BUDGET SUMMARY

The department's net budget is forecast to increase by \$59,100 which is a result of a re-allocation of building administration.

Buildings Operating Budget

Funding	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %
Fees	\$ 133,474	\$ 153,292	\$ 138,451	\$ 130,000	\$ 130,000	\$ -	0%
Leases	561,525	612,592	648,749	650,700	653,800	3,100	0%
Total Funding	\$ 694,999	\$ 765,884	\$ 787,201	\$ 780,700	\$ 783,800	\$ 3,100	0%

Operating Expenses

Buildings Admin	-	-	-	-	80,000	80,000	0%	1
Civic Centre	276,110	200,326	336,980	351,900	316,900	(35,000)	-10%	2
Community Hall	22,348	22,385	27,126	43,300	43,500	200	0%	
Town Hall	187,988	218,206	220,003	234,700	240,200	5,500	2%	
Fire Hall	132,386	125,732	96,690	117,000	118,200	1,200	1%	
Other Buildings	75,534	59,239	52,569	37,600	47,900	10,300	27%	
Total Operating Expenses	\$ 694,366	\$ 625,887	\$ 733,369	\$ 784,500	\$ 846,700	\$ 62,200	8%	

Net Property Taxes Required	\$ (633)	\$ (139,997)	\$ (53,832)	\$ 3,800	\$ 62,900	\$ 59,100
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1. Building administration wages re-allocated from other expenditure areas
2. Wages re-allocated to Buildings administration





SOLID WASTE

The Solid Waste budget is forecast to increase by \$17,500 or 9%. The increase is due to the increased cost of the cardboard bin.

BUDGET SUMMARY

Solid Waste Operating Budget								
	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %	
User Fees	\$ 707,538	\$ 726,811	\$ 760,060	\$ 776,700	\$ 800,000	23,300	3%	
Transfer from Accumulated Surplus	\$ -	\$ -	\$ -	\$ -	\$ 50,000	50,000	0%	
Total Funding	\$ 707,538	\$ 726,811	\$ 760,060	\$ 776,700	\$ 850,000	\$ 73,300	9%	
Operating Expenses								
Regional Collection	\$ 687,569	\$ 725,870	\$ 687,455	\$ 771,700	\$ 725,000	(46,700)	-6%	1
Solid Waste removal	96,477	103,199	105,144	91,000	108,800	17,800	20%	2
Other	91,778	90,912	202,537	108,000	227,700	119,700	111%	3
Total Operating Expenses	\$ 875,824	\$ 919,981	\$ 995,136	\$ 970,700	\$ 1,061,500	\$ 90,800	9%	
Net Property Taxes Required	\$ 168,285	\$ 193,170	\$ 235,075	\$ 194,000	\$ 211,500	\$ 17,500	9%	

1. Contract costs for Regional Collection - 2024 and earlier years included fees for bins used for cardboard recycling move to the Other category below in 2025.
2. Increase in labour costs related to garbage collection from Town facilities and public waste cans.
3. Other solid waste costs includes chipping, cardboard bin, and landfill costs. Increase in 2025 is from one-time landfill project funded from surplus.

AIRPORT

The Qualicum Beach Airport (XQU) was built by volunteers of the Qualicum Beach Rotary Club, beginning in 1954. In 1957, the Province transferred 160 acres of Crown land to the Town of Qualicum Beach for airport purposes. The Qualicum Beach Airport serves Qualicum Beach, Parksville and the surrounding area with full fuel service, paved runways and good parking. The Airport provides a transportation gateway that is both accessible and convenient.

The Airport has a runway that is 3,564 feet long and 75 feet wide, with displacements at each end of the runway, six taxiways (one private), and two aprons. The aprons are certified as a public use DAY/NIGHT, VISUAL FLIGHT RULES (VFR)/INSTRUMENT FLIGHT RULES (IFR) airport where night operations are prohibited when Precision Approach Path Indicator (PAPI) is unserviceable.

Iskwew Air and Sealand Flight School both operate from the Airport. BC Ambulance Medevac provides essential medical service to the region from the facility, and the Airport allows helicopter companies to train for night vision flying, medevac, search and rescue. BC Hydro trains for long line maintenance and the Ministry of Forests trains for firefighting purposes.

Airport services include 24-hour parking, an Airport terminal, a full-service restaurant, hanger leases and the sale of Avgas and Jet A Fuel.

BUDGET

The Airport net budget is forecast to increase by \$9,300 over 2024 which results from increases to wages and benefits.

Airport Operating Budget

Revenue	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %
Leases	\$ 93,257	\$ 100,768	\$ 103,485	\$ 98,500	\$ 102,300	\$ 3,800	4%
Landing Fees and Taxes	7,395	16,994	34,649	18,000	18,000	-	0%
Aviation Fuel Sales	481,847	787,906	738,509	780,000	750,000	(30,000)	-4%
Other	10,740	8,049	20,382	3,000	6,000	3,000	100%
Transfer from Reserves	-	-	-	-	130,000	130,000	0%
Total Revenue	\$ 593,239	\$ 913,717	\$ 897,025	\$ 899,500	\$ 1,006,300	\$ 106,800	12%

Operating Expenses

Airside	\$ 150,394	\$ 129,952	\$ 267,096	\$ 260,300	\$ 295,900	35,600	14%
Terminal and Grounds	48,768	73,250	84,558	92,300	92,500	200	0%
Fuel	453,015	775,263	715,331	772,600	722,900	(49,700)	-6%
One Time Operating Projects	-	-	-	-	130,000	130,000	0%
Total Operating Expenses	\$ 652,176	\$ 978,465	\$ 1,066,985	\$ 1,125,200	\$ 1,241,300	\$ 116,100	10%

Net Property Taxes Required	\$58,937	\$64,748	\$169,960	\$225,700	\$235,000	\$9,300	4%
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1. Adjust Airport fuel revenue and expense to expected levels for 2025
2. Airport runway 29 survey and tree management
3. Wages re-allocated from fuel to airside to better reflect service is being provided

2025 Utility Operating & Capital Summaries



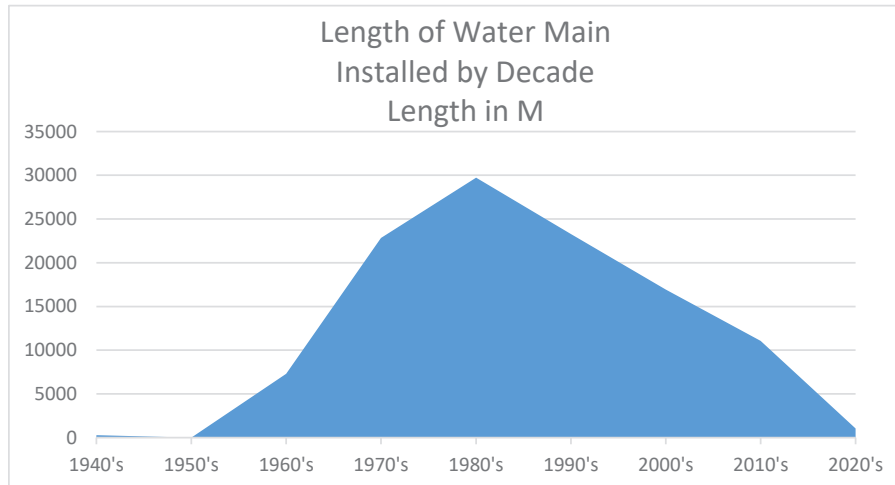
WATER UTILITY

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 (Berwick (2), Village Way, Jones (2)), 108 km of water mains and five booster stations (Berwick Road, Garrett Road, College Road, Jones Street, and Hemsworth Road).

Approximately 4,000 properties are metered and there are 451 fire hydrants. The 2019 estimated cost of system replacement is \$48.9 million.



OPERATING BUDGET SUMMARY

The Water Utility Operating Budget balances \$3.2 million in revenues with \$3.2 million in water costs, and is based on a Council-approved tiered water rate per cubic meter, and a fixed parcel charge annually.

Water Operating Budget							
Revenue	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %
Water User Fees	\$ 1,572,101	\$ 1,631,220	\$ 2,022,995	\$ 1,744,100	\$ 1,747,600	\$ 3,500	0%
Connection Fees	36,743	34,420	19,890	10,000	10,000	-	0%
Grant Funding	-	180,000	-	720,000	125,000	(595,000)	-83%
Water Parcel Tax	838,260	933,000	1,027,840	1,121,000	1,216,000	95,000	8% 1
Transfers In	-	-	(51,711)	85,000	143,100	58,100	68% 2
Total Revenue	\$ 2,447,104	\$ 2,778,640	\$ 3,019,014	\$ 3,680,100	\$ 3,241,700	\$ (438,400)	-12%
Operating Expenses							
Water Administration	\$ 973,660	\$ 1,224,279	\$ 1,163,486	\$ 1,201,700	\$ 1,175,000	\$ (26,700)	-2%
Equipment	205,000	220,000	221,000	221,000	185,000	(36,000)	-16%
Monitoring and Sampling	163,719	148,567	127,032	119,800	120,600	800	1%
Customer Service	38,641	30,026	24,457	21,100	21,300	200	1%
Mains	66,855	57,648	52,774	80,300	80,900	600	1%
Hydrants	53,169	79,387	43,184	37,300	37,500	200	1%
Wells	123,982	130,607	136,747	153,400	153,800	400	0%
Booster Stations	68,594	61,474	62,219	78,800	78,800	-	0%
Reservoirs	2,495	5,048	6,524	21,800	21,900	100	0%
Net Transfers Out	750,988	821,604	1,181,592	1,744,900	1,366,900	(378,000)	-22% 3
Total Operating Expenses	\$ 2,447,104	\$ 2,778,640	\$ 3,019,014	\$ 3,680,100	\$ 3,241,700	\$ (438,400)	-12%
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%

1. Approved Parcel Tax revenue per Bylaw increases by \$20 per parcel, for a total charge per parcel of \$260 in 2025
2. Includes a transfer from water surplus to fund a seasonal water position
3. Transfers to water infrastructure from reserve and general fund capital

CAPITAL BUDGET SUMMARY

Water Capital Budget

	2025	2026	2027	2028	2029
Infrastructure Renewal					
Illiqua Rd from Hemsworth Rd to Hall Rd Asbestos Cement Watermain Replacement	\$ 330,000	\$ -	\$ -	\$ -	\$ -
Hemlock St (1st Ave to Mill Rd) 160m Asbestos Cement Watermain Replacement	260,000	-	-	-	-
Little Qualicum River Riverbank Stabilization Design - Grant Funded	125,000	-	-	-	-
Water Master Plan (Including AC Pipe Assessment)	80,000	-	-	-	-
Eaglecrest Watermain	50,000	450,000	500,000	-	-
Watermain Replacement Berwick Rd and Crescent Road East	-	710,000	585,000	485,000	-
Replace AC Watermain Village Way fronting KSS	-	445,000	-	-	-
Belyea Rd AC Watermain Replacement	-	-	-	-	580,000
Buller Road AC Watermain Replacement	-	-	-	-	350,000
Hall Rd North of 19A 150mm AC Watermain Replacement	-	-	-	855,000	160,000
Seacrest Place AC Watermain Replacement	-	-	-	-	800,000
Water Contingency	100,000	100,000	100,000	100,000	100,000
	\$ 945,000	\$ 1,705,000	\$ 1,185,000	\$ 1,440,000	\$ 1,990,000

Upgrading and Expansion

Emergency Backup Generator for River Well Field	\$ -	\$ -	\$ 370,000	\$ -	\$ -
Fiber Optic Conduit Hemsworth Rd to Village Way Reservoir and SCADA Audit	150,000	-	-	-	-
	\$ 150,000	\$ -	\$ 370,000	\$ -	\$ -

Total Investment

\$ 1,095,000	\$ 1,705,000	\$ 1,555,000	\$ 1,440,000	\$ 1,990,000
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Funding Source

Water Infrastructure Reserve	\$ 970,000	\$ 1,705,000	\$ 1,555,000	\$ 1,440,000	\$ 1,913,000
Grants and Partnerships	125,000	-	-	-	-
Water DCCs	-	-	-	-	77,000
	\$ 1,095,000	\$ 1,705,000	\$ 1,555,000	\$ 1,440,000	\$ 1,990,000

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 they cause backups on private property.

System infrastructure serves 3900 customers and includes 83 km of sanitary mains, 0.4 km of sanitary force main, one lift station, and 1284 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 2019 system replacement cost was estimated to be \$30 million.



OPERATING BUDGET SUMMARY

The Sewer Utility Operating Budget balances \$1.04 million in revenues with \$1.04 million in sewer costs, and is based on a Council approved sewer rate per cubic meter of water consumption, and a fixed parcel charge annually.

Sewer Operating Budget							
Revenue	2021 Actuals	2022 Actuals	2023 Actuals	2024 Budget	2025 Budget	Change \$	Change %
Sewer User Fees	\$ 658,485	\$ 713,945	\$ 761,616	\$ 741,700	\$ 741,700	\$ -	0%
Sewer Parcel Tax	189,560	213,615	-	262,000	287,000	25,000	10% 1
Connection Fees	20,250	13,500	9,000	10,000	10,000	-	0%
Transfers In	-	-	-	545,000	-	(545,000)	-100%
Total Revenue	\$ 868,295	\$ 941,060	\$ 770,616	\$ 1,558,700	\$ 1,038,700	\$ (520,000)	0%
Operating Expenses							
Sewer Administration	495,484	532,483	544,500	571,100	471,200	(99,900)	-17% 2
Equipment	153,000	160,000	164,000	164,000	156,500	(7,500)	-5%
Collection	36,848	61,446	39,345	47,600	47,800	200	0%
Mains	2,495	9,207	10,432	10,300	10,300	-	0%
Manholes	20,423	12,978	21,374	21,000	21,200	200	1%
Lift Stations	7,211	5,588	10,083	5,200	5,200	-	0%
Transfers Out	-	159,358	(19,118)	739,500	326,500	(413,000)	-56% 3
Total Operating Expenses	\$ 868,295	\$ 941,060	\$ 770,616	\$ 1,558,700	\$ 1,038,700	\$ (520,000)	0%
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

1. Approved Parcel Tax Bylaw, increases by \$5 per parcel for a per parcel charge of \$60 for 2025
2. Change due to adjustments made to cost recoveries
3. Transfers to/from reserves and general fund capital

FIVE-YEAR CAPITAL BUDGET

Sewer Capital Budget					
	2025	2026	2027	2028	2029
Infrastructure Renewal					
Sewer Trunk Main Replacement	\$ -	\$ 320,000	\$ 320,000	\$ 320,000	\$ 320,000
Upgrading and Expansion					
Sewer Trunk Main Metering Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Total Investment	\$ 100,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
Funding Source					
Sewer Infrastructure Reserve	\$ 100,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
	\$ 100,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000

2025-2029 General Fund Capital Projects



2025-2029 GENERAL FUND CAPITAL PLAN

Over the next five years, the Town plans to invest \$61 million in asset replacements and improvements with funding from reserves, Development Cost Charges, grants and contributions, and external borrowing while maintaining modest reserve balances at consistent levels. Capital provisions are highly reliant on potential grant funding and external borrowing in the later years due to inadequate asset reserves, which are insufficient to sustain necessary investments in assets needed to maintain current risk and service levels.

	2025	2026	2027	2028	2029	Total
General Fund Capital Budget						
Infrastructure Renewal						
Transportation	\$ 420,000	\$ 1,924,000	\$ 3,950,000	\$ 2,600,000	\$ 830,000	\$ 9,724,000
Drainage	3,316,000	1,280,000	600,000	900,000	100,000	6,196,000
Facilities	792,000	695,000	6,300,000	6,550,000	560,000	14,897,000
Parks and Trails	1,617,000	30,000	150,000	120,000	-	1,917,000
Airport	4,600,000	-	-	-	80,000	4,680,000
Vehicles and Equipment	1,167,000	2,549,000	980,000	802,000	470,000	5,968,000
	\$ 11,912,000	\$ 6,478,000	\$ 11,980,000	\$ 10,972,000	\$ 2,040,000	\$ 43,382,000
Infrastructure Upgrading and Expansion						
Transportation	\$ 253,000	\$ 2,150,000	\$ 5,600,000	\$ 600,000	\$ 2,200,000	\$ 10,803,000
Drainage	-	-	-	-	2,295,000	2,295,000
Facilities	1,285,000	950,000	100,000	600,000	-	2,935,000
Parks and Trails	40,000	245,000	-	650,000	-	935,000
Airport	160,000	-	-	-	-	160,000
Vehicles and Equipment	68,000	15,000	-	-	-	83,000
	\$ 1,806,000	\$ 3,360,000	\$ 5,700,000	\$ 1,850,000	\$ 4,495,000	\$ 17,211,000
Total Investment	\$ 13,718,000	\$ 9,838,000	\$ 17,680,000	\$ 12,822,000	\$ 6,535,000	\$ 60,593,000
Funding Source						
Asset Investment Reserve	\$ 1,312,000	\$ 240,000	\$ 150,000	\$ 230,000	\$ 495,000	\$ 2,427,000
Asset Replacement Reserve	2,461,000	1,824,000	1,880,000	1,672,000	2,040,000	9,877,000
Community Amenity Contributions	500,000	-	-	-	-	500,000
Community Growth Fund	1,050,000	685,000	850,000	600,000	-	3,185,000
DCC's Drainage	-	150,000	150,000	150,000	-	450,000
DCC's Highways	100,000	602,000	250,000	-	-	952,000
DCC's Parkland	-	125,000	-	220,000	-	345,000
External Borrowing	-	3,100,000	6,500,000	6,150,000	387,500	16,137,500
Grant - Capacity Funding Local Govern	60,000	-	-	-	-	60,000
Grant - Community Works (Gas Tax)	810,000	30,000	1,370,000	650,000	-	2,860,000
Grants and Partnerships	7,096,000	3,082,000	6,530,000	3,150,000	3,612,500	23,470,500
Off Street Parking	53,000	-	-	-	-	53,000
Water Infrastructure Reserve	276,000	-	-	-	-	276,000
	\$ 13,718,000	\$ 9,838,000	\$ 17,680,000	\$ 12,822,000	\$ 6,535,000	\$ 60,593,000

TRANSPORTATION

The road system is valued at a replacement cost of \$85 million and infrastructure replacement is guided primarily by the Pavement Management System, the Community Transportation Plan and Council decision making during the budget process.

Transportation Capital Budget

	2025	2026	2027	2028	2029
Infrastructure Renewal					
Paving Management Plan Hwy 19A - Memorial to Crescent Road West Repaving and Traffic Calming - <i>Grant Dependent (67%)</i>	\$ 100,000	\$ 1,824,000	\$ 3,850,000	\$ -	\$ -
Paving Management Plan	220,000	-	-	-	630,000
Primrose St (Fern to 2nd) Downtown Revitalization - Full Road Reconstruction <i>Grant Dependent</i>	-	-	-	2,500,000	-
Butterball Slope Stabilization	-	-	-	-	100,000
Capital Projects Contingency	100,000	100,000	100,000	100,000	100,000
	\$ 420,000	\$ 1,924,000	\$ 3,950,000	\$ 2,600,000	\$ 830,000

Upgrading and Expansion

Accessibility Improvements	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Community Transportation Plan Smaller Initiatives Implementation	100,000	100,000	100,000	150,000	150,000
Accessibility Improvement Fern Rd at Primrose c/f 2024 Budget	50,000	-	-	-	-
Primrose Parking & Harlech Rd Parking Design	53,000	-	-	-	-
Roundabout on 19A at Village Way - <i>Grant & Debt Dependent</i>	-	100,000	5,200,000	-	-
Village Way at KSS Community Transportation Plan improvements - <i>Grant & Debt Dependent</i>	-	1,900,000	-	-	-
Highway 19 Entrance Sign - <i>Grant Dependent</i>	-	-	250,000	-	-
Multiple Entrance Signage Design and Replacement - <i>Grant Dependent</i>	-	-	-	250,000	-
East Village Phase 3 - <i>Grant & Debt Dependent</i>	-	-	-	150,000	2,000,000
	\$ 253,000	\$ 2,150,000	\$ 5,600,000	\$ 600,000	\$ 2,200,000

Total Investment	\$ 673,000	\$ 4,074,000	\$ 9,550,000	\$ 3,200,000	\$ 3,030,000
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Funding Source

Asset Investment Reserve	\$ 200,000	\$ 150,000	\$ 150,000	\$ 200,000	\$ 200,000
Asset Replacement Reserve	320,000	200,000	100,000	100,000	830,000
DCC's Highways	100,000	602,000	250,000	-	-
External Borrowing	-	1,400,000	1,500,000	150,000	387,500
Grant - Community Works (Gas Tax)	-	-	1,020,000	-	-
Grants and Partnerships	-	1,722,000	6,530,000	2,750,000	1,612,500
Off Street Parking	53,000	-	-	-	-
Total Funding	\$ 673,000	\$ 4,074,000	\$ 9,550,000	\$ 3,200,000	\$ 3,030,000

DRAINAGE

The drainage system includes 49.1 km of storm mains, 9.5 km of culverts, 1600 catch basins, 915 maintenance-holes, 6.9 km of catch basin and service laterals, and 40 km of open ditches. The drainage system has an approximate replacement cost of \$40 million.

Drainage Capital Budget

	2025	2026	2027	2028	2029
Infrastructure Renewal					
Seacrest Rd Replacement - Slope Stabilization - Grant Project	\$ 2,581,000	\$ -	\$ -	\$ -	\$ -
Eaglecrest Drive Storm Main Replacement - <i>Grant Dependent</i>	100,000	450,000	-	-	-
Re-Line Hoylake Rd West Culvert Near Entrance to Grandon Creek Strata	35,000	-	-	-	-
Upsize Pipe and Abandon Old CSP Ravine Infill - Village Way at Schoolhouse Ck	250,000	-	-	-	-
Schoolhouse Creek Tributary Creek Restoration - (Design Funded from Reserve, Works Grant Dependent)	130,000	450,000	-	-	-
Master Drainage Plan	120,000	-	-	-	-
Trio Lane Outlet	-	100,000	-	-	-
Balsam Storm System	-	30,000	350,000	-	-
Drainage Replacement & Improvements Plan Downstream Improvements for Density Bill 44	-	150,000	150,000	150,000	-
Grandon Creek Confluence	-	-	-	650,000	-
Drainage contingency	100,000	100,000	100,000	100,000	100,000
	\$ 3,316,000	\$ 1,280,000	\$ 600,000	\$ 900,000	\$ 100,000

Upgrading and Expansion

Foreshore Storm Drain Outfall Protection Program	\$ -	\$ -	\$ -	\$ -	\$ 295,000
Hoylake Rd Detention Pond (Heritage Forest) - <i>Grant Dependent</i>	-	-	-	-	2,000,000
	\$ -	\$ -	\$ -	\$ -	\$ 2,295,000

Total Investment	\$ 3,316,000	\$ 1,280,000	\$ 600,000	\$ 900,000	\$ 2,395,000
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Funding Source

Asset Investment Reserve	\$ -	\$ -	\$ -	\$ -	\$ 295,000
Asset Replacement Reserve	365,000	200,000	100,000	100,000	100,000
DCC's Drainage	-	150,000	150,000	150,000	-
DCC's Highways	-	-	-	-	-
Grant - Capacity Funding Local Government Housing Initiatives	60,000	-	-	-	-
Grant - Community Works (Gas Tax)	310,000	30,000	350,000	650,000	-
Grants and Partnerships	2,341,000	900,000	-	-	2,000,000
Water Infrastructure Reserve	240,000	-	-	-	-
Total Funding	\$ 3,316,000	\$ 1,280,000	\$ 600,000	\$ 900,000	\$ 2,395,000

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 have a replacement cost of \$65 million and include the Town Hall, Fire Hall, Civic Centre, Airport Terminal Building, Train Station, Public Works Buildings and Yard, The Old School House (TOSH) Arts Centre and Parks Buildings and Yard.

A program of facility repairs investments for 2025 to 2029 is planned and based on a Facilities Condition Assessment completed in 2022. This will be developed as part of the Asset Replacement Financing Plan later in the year.

Over the next five years, renewal investments of \$17.8 million will be focused on a mixture of small building repairs and renovations, and modernization of the Operations Facilities.

Facilities Capital Budget					
	2025	2026	2027	2028	2029
Infrastructure Renewal					
Storage Building Parks Yard & Drying Room Parks Yard Extension	\$ 225,000	\$ -	\$ -	\$ -	\$ -
General Facilities Maintenance for all Town Owned Facilities	467,000	545,000	550,000	550,000	560,000
Operations Workplace Modernization - <i>Grant & Debt Dependent</i>	100,000	150,000	5,750,000	6,000,000	-
	\$ 792,000	\$ 695,000	\$ 6,300,000	\$ 6,550,000	\$ 560,000
Upgrading and Expansion					
Bus Garage Site Planning/Public Engagement and Subsequent Construction	\$ 1,000,000	\$ 100,000	\$ 100,000	\$ 600,000	\$ -
Saahltam Park Washrooms, Playground and Food Truck Services - <i>Community Growth Fund</i>	250,000	350,000	-	-	-
Public Works Automatic Security Gate	35,000	-	-	-	-
New Visitor Information Centre Public Washroom - <i>Grant Dependent</i>	-	500,000	-	-	-
	\$ 1,285,000	\$ 950,000	\$ 100,000	\$ 600,000	\$ -
Total Investment	\$ 2,077,000	\$ 1,645,000	\$ 6,400,000	\$ 7,150,000	\$ 560,000
Funding Source					
Asset Investment Reserve	\$ 1,035,000	\$ -	\$ -	\$ -	\$ -
Asset Replacement Reserve	692,000	545,000	550,000	550,000	560,000
Community Growth Fund	350,000	600,000	850,000	600,000	-
DCC's Parkland	-	125,000	-	-	-
External Borrowing	-	-	5,000,000	6,000,000	-
Grants and Partnerships	-	375,000	-	-	-
Total Funding	\$ 2,077,000	\$ 1,645,000	\$ 6,400,000	\$ 7,150,000	\$ 560,000

PARKS AND TRAILS

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 ball diamonds, soccer pitches, and cricket pitches; playgrounds at the Community Park and Christleton Park; BMX Park; Skate Park; tennis courts; and off-leash dog parks.

Parks and Trails Capital Budget					
	2025	2026	2027	2028	2029
Infrastructure Renewal					
Judges Row "Staircase Replacement"	\$ 27,000	\$ -	\$ -	\$ -	\$ -
New Fence Around "Off Leash Dog Park" Garden Rd.	30,000	-	-	-	-
Skate Park	1,500,000	-	-	-	-
Tennis Courts Resurfacing - Veterans Way	60,000	-	-	-	-
Street Banner Replacement	-	30,000	30,000	-	-
Trail Reconstruction	-	-	120,000	120,000	-
	\$ 1,617,000	\$ 30,000	\$ 150,000	\$ 120,000	\$ -
Upgrading and Expansion					
Cenotaph at Memorial Ave and Railway St	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Raymo Remote Mower	-	60,000	-	-	-
Pickle Ball Courts - <i>Pickleball Assoc. Contribution Dependent</i>	-	170,000	-	-	-
Bike Racks on Waterfront	-	15,000	-	-	-
Community Gardens	-	-	-	30,000	-
New Facility to Support Community Park Users - <i>Grant Dependent</i>	-	-	-	620,000	-
	\$ 40,000	\$ 245,000	\$ -	\$ 650,000	\$ -
Total Investment	\$ 1,657,000	\$ 275,000	\$ 150,000	\$ 770,000	\$ -
Funding Source					
Asset Investment Reserve	\$ 40,000	\$ 75,000	\$ -	\$ 30,000	\$ -
Asset Replacement Reserve	117,000	30,000	150,000	120,000	-
Community Amenity Contributions	500,000	-	-	-	-
Community Growth Fund	700,000	85,000	-	-	-
DCC's Parkland	-	-	-	220,000	-
Grants and Partnerships	300,000	85,000	-	400,000	-
Total Funding	\$ 1,657,000	\$ 275,000	\$ 150,000	\$ 770,000	\$ -

VEHICLES AND EQUIPMENT

A fleet of over 85 vehicles and equipment that are used by Administration, Operations, Utilities and Public Safety has an estimated replacement value of \$10 million. Average annual reserve fund investment of \$900,000 to \$1 million is required to renew on a lifecycle basis.

Vehicles and Equipment Capital Budget					
	2025	2026	2027	2028	2029
Infrastructure Renewal					
Equipment and Vehicle Replacement Program	\$ 752,000	\$ 746,000	\$ 745,000	\$ 702,000	\$ 470,000
Public Works Fuel System	340,000	-	-	-	-
CCTV Replacement and New Addition	33,000	-	-	-	-
Town Hall 2F North East Large Printer Replacement	20,000	-	-	-	-
Metal Lathe and Press/Shear/Break for Public Works Shop	12,000	-	-	-	-
Castors for Front Plows	10,000	-	10,000	-	-
Fire Department Tender Apparatus Replacement (T53)	-	1,700,000	-	-	-
Town Server Replacement/Upgrade	-	68,000	-	-	-
Phone Systems with Microsoft Teams Phone System Migration (Operator Connect)	-	35,000	-	-	-
SCBA Cylinder and Mask Replacement	-	-	160,000	-	-
Fire Rescue Lifting Bags	-	-	65,000	-	-
Fire Department Command Truck Replacement (C59)	-	-	-	100,000	-
	\$ 1,167,000	\$ 2,549,000	\$ 980,000	\$ 802,000	\$ 470,000
Upgrading and Expansion					
Town Network Redundancy Enhancement for Emergency	\$ 32,000	\$ -	\$ -	\$ -	\$ -
Remote SCADA Sites Internet Redundancy Implementation	36,000	-	-	-	-
Emergency Traffic Control Trailer	-	15,000	-	-	-
	\$ 68,000	\$ 15,000	\$ -	\$ -	\$ -
Total Investment	\$ 1,235,000	\$ 2,564,000	\$ 980,000	\$ 802,000	\$ 470,000
Funding Source					
Asset Investment Reserve	\$ 37,000	\$ 15,000	\$ -	\$ -	\$ -
Asset Replacement Reserve	822,000	849,000	980,000	802,000	470,000
External Borrowing	-	1,700,000	-	-	-
Grant - Community Works (Gas Tax)	340,000	-	-	-	-
Water Infrastructure Reserve	36,000	-	-	-	-
Total Funding	\$ 1,235,000	\$ 2,564,000	\$ 980,000	\$ 802,000	\$ 470,000

AIRPORT

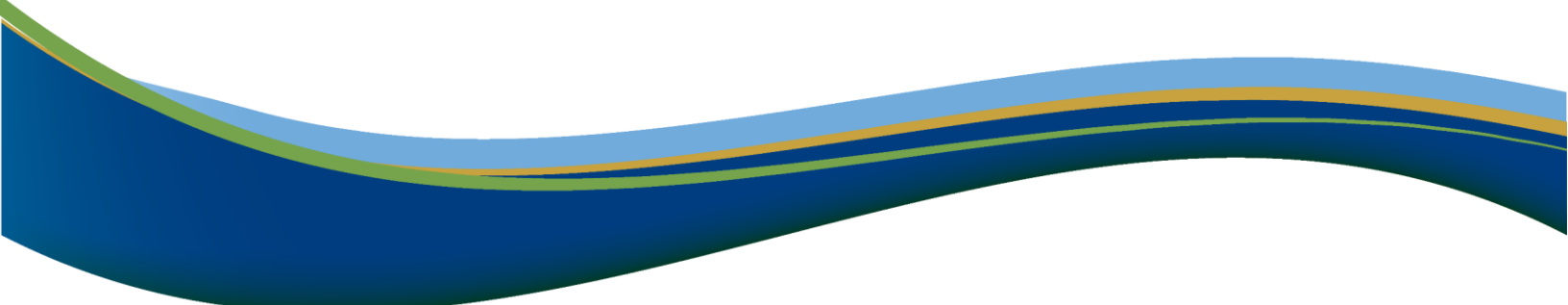
Airport infrastructure includes a 1,087 metres long, 23 metres wide runway with six taxiways (one private) and two aprons, 24-hour parking, an Airport terminal, a full-service restaurant and the sale of Avgas and Jet A fuel.

Airport Capital Budget					
	2025	2026	2027	2028	2029
Infrastructure Renewal					
Airport Operations Hanger Washroom and Office Improvements	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Runway, Taxi way, Apron Asphalt Overlay - <i>Grant Dependent</i>	3,687,000	-	-	-	-
Loader/Snow Blower (Airport) - <i>Grant Dependent</i>	898,000	-	-	-	-
Airport Paving	-	-	-	-	80,000
	\$ 4,600,000	\$ -	\$ -	\$ -	\$ 80,000
Upgrading and Expansion					
Airport Generator	160,000	-	-	-	-
	\$ 160,000	\$ -	\$ -	\$ -	\$ -
Total Investment	\$ 4,760,000	\$ -	\$ -	\$ -	\$ 80,000
Funding Source					
Asset Replacement Reserve	\$ 145,000	\$ -	\$ -	\$ -	\$ 80,000
Grant - Community Works (Gas Tax)	160,000	-	-	-	-
Grants and Partnerships	4,455,000	-	-	-	-
Total Funding	\$ 4,760,000	\$ -	\$ -	\$ -	\$ 80,000

TOWN OF QUALICUM BEACH

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TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: December 11, 2024

FROM: Raj Hayre, Director of Finance

SUBJECT: East Village Local Area Service – Security Issuing Resolution

RECOMMENDATIONS:

THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Spring Borrowing Session, \$540,000, as authorized through the “Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022”;

AND FURTHER THAT the Regional District of Nanaimo (RDN) be requested to consent to the Town of Qualicum Beach borrowing over a 30-year period and include the borrowing in the RDN Security Issuing Bylaw.

PURPOSE

The purpose of this report is to request Council to pass a security issuing resolution to proceed with borrowing for the East Village Local Area Service (LAS).

BACKGROUND

On April 27th, 2022, Council passed the “Town of Qualicum Beach Local Area Establishment Bylaw (East Village Local Area Service) No. 768, 2022.” This Bylaw allowed the Town to improve and provide services for a section of the East Village, enhancing the area's appearance and utility.

On September 28, 2022, Council adopted “Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022” which approved borrowing of up to \$1,325,000 to pay for these improvements.

On May 1, 2024, Council adopted “Town of Qualicum Beach 2024 East Village Local Area Service Parcel Tax Bylaw No. 791, 2024”. This Bylaw established a parcel tax to recover debt servicing costs associated with the long-term borrowing for capital improvements in the East Village Local Service Area.

The works and services in East Village were completed in 2023 and the Town reached out to the property owners in the East Village Local Area Service (LAS) in early 2024 to provide the option of paying an annual parcel tax, or paying their share of the LAS costs in one lump sum. Two of the three property owners paid their full share upfront. The remaining owner opted to pay their share through the annual parcel tax over the next 30 years. Consequently, the Town will need to borrow \$540,000 as authorized by, “Town of Qualicum Beach Bylaw No. 769, 2022”, and will collect the repayment from the one property owner over the next 30 years.

DISCUSSION

All long-term financing under Section 179 of the *Community Charter* (loan authorization bylaws for long term borrowing), must be done through a regional district and the Municipal Finance Authority of BC (MFA).

Once a municipality is ready to request access to long-term financing, it must request to be included in the regional district’s Security Issuing Bylaw. The regional district requires a Municipal Security Issuing Resolution from the municipality to be able to include the long-term borrowing request in their Security Issuing Bylaw.

To be included in the Municipal Finance Authority’s Spring 2025 Long-Term Debt Issuing, the MFA must receive the Security Issuing bylaws from the RDN before March 14, 2025. The Town will need to provide the Security Issuing Resolution to the RDN well before this date so that it can be included in the RDN’s Security Issuing Bylaw.

FINANCIAL IMPLICATIONS

The Town has already established a parcel tax associated with the East Village Local Area Service which will serve as the funding source for the Local Area Service debt being requested. For greater clarity, this borrowing will not have an impact on property taxation, beyond those three properties subject to the LAS.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- All Bylaws and resolutions associated with the East Village Local Area Service will be included 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.*
- Progressive Infrastructure: *To ensure infrastructure for energy, water, waste water and storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.*

SUMMARY

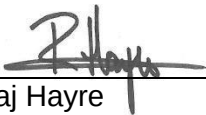
The Town has established the East Village Local Area Service, approved a Bylaw to fund the Local Area Service with debt funding, and has established a Parcel Tax to cover the costs associated with the long-term borrowing. The final component prior to receiving the long-term debt funding is to issue a Municipal Security Issuing Resolution requesting the necessary funding.

ALTERNATIVE OPTIONS

Provide alternative direction to staff.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance



Raj Hayre
Director of Financial
Services



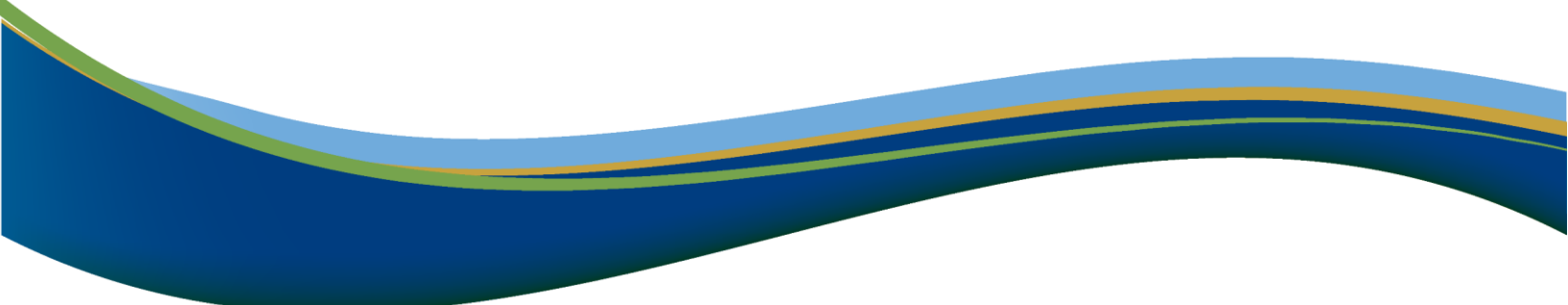
Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Heather Svensen
Director Corporate Services
Concurrence



Luke Sales
Director Community
Planning
Concurrence



TOWN OF QUALICUM BEACH STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: December 11, 2024

FROM: Luke Sales, Director of Planning and Community Development

SUBJECT: Operations Workplace Modernization – Needs Assessment RFP

RECOMMENDATIONS

THAT Council directs staff to issue a Request for Proposals for the project entitled “Town of Qualicum Beach Operations Workplace Modernization – Needs Assessment”, as detailed in the December 11, 2024, Planning memo to Council.

PURPOSE

To consider issuing a Request for Proposals (RFP) for a consultant to undertake a Needs Assessment to determine the scope of work required to modernize the Town’s Operations Facilities, with recommendations for best approach.

BACKGROUND

For nearly ten years, the Town has been planning to modernize the Operations Facilities (Parks and Public Works) to improve the workplace environment for staff and to optimize operational efficiency. The two current Operations Facilities (Jones Street Parks Yard and Fern Road Public Works Yard) do not meet current standards of a modern, efficient workplace. These existing Facilities are aged and will require significant investment in the next 5-10 years to maintain functionality.

It has been identified that providing a modernized Operations Facility(ies) could benefit the Town in numerous ways, including but not limited to:

- Providing essential services more efficiently;
- Coordinating critical responses more quickly;
- Streamlining resources and equipment currently shared among multiple sites;
- Enhancing the collaboration and working relationships of all outside staff;
- Allowing space for expansion of services as the Town’s population and service needs expand;
- Improving health and safety standards for municipal workers;
- Etc.

DISCUSSION

As the first phase of the Operation Workplace Modernization Strategic Initiative, staff are seeking Council authorization to initiate a Request for Proposals process to undertake a third-party Needs Assessment. The Needs Assessment will evaluate the specific requirements of the Town's Operations Department, guiding future investments in a new, or upgraded, facility(ies), to ensure alignment with modern standards.

Operations workplace modernization could be achieved through either construction of a centralized Operations Facility or upgrading/replacement of the two facilities in their existing locations. In either scenario, a Needs Assessment is considered the first step to determine the recommended type and amount of:

- Office/confidential rooms;
- Breakroom/lunchroom;
- Restrooms/locker rooms/drying rooms;
- Meeting/training rooms;
- General short-term and long-term storage (internal and external);
- Fuel and hazardous materials storage;
- Vehicle and equipment maintenance;
- Parking and circulation;
- Greenhouse/seedling and planting needs;
- Wood/metal shop;
- Sign/paint shop;
- Resilient control systems for water/sewer and transportation-related systems;
- Public interaction/material deliveries (location/format and administrative services);
- Etc.

Subsequent to completion of the Needs Assessment, further work will be required to identify preferred location(s), undertake spatial planning, etc. Detailed design would take place after the preferred location(s) is/are identified and the Department's operational needs have been clearly specified.

This initial phase focuses on assessing current and future operational requirements to ensure alignment with the Town's objectives for enhanced efficiency and safety. Key aspects of the Needs Assessment would include:

1. **Facility Efficiency Analysis:**
 - Evaluate current workflow challenges at the existing facilities that impact service delivery.
 - Identify opportunities for improving operational processes, such as equipment handling and logistics, through modern facility design.
2. **Health and Safety Compliance:**
 - Detail specific improvements needed to ensure the facility(ies) meet or exceed current Occupational Health and Safety Regulations.

3. Space and Technical Requirements:

- Determine the necessary floor area and facility features needed to accommodate current operations and future growth.
- Assess technical requirements such as vehicle bays, equipment storage configurations, and staff amenities.

4. Scalability for Future Needs:

- Project future demands based on the Town's population trends and anticipated changes in service requirements.
- Ensure flexibility in design to adapt to future expansions or operational adjustments, including fleet electrification and charging stations.

5. Stakeholder Engagement:

- Integrate feedback from Town staff, industry leaders and key stakeholders to ensure alignment of operational needs with organizational goals.
- Capture insights from similar municipal projects to inform best practices and innovative solutions.
- The consultant's final report is intended to serve as a critical decision-making tool, offering clear recommendations on design and functionality.

This Needs Assessment would lay the foundation for Council's Strategic Initiative to modernize the Operations Facilities. With a comprehensive understanding of detailed requirements and potential challenges, the Town will be better equipped to plan effectively before deciding whether to utilize new or existing sites.

Timeline

Staff are requesting authorization to issue the Request for Proposals so that this work can commence in 2025 as identified in the Town's Financial Plan. Following is the draft timeline:

- January 2025 – Issue RFP
- February 2025 – Council award of contract
- March – July: Consultant undertaking needs assessment
- September 2025: Final Report Complete

FINANCIAL IMPLICATIONS

The 2024-2028 Financial Plan includes

- 2024: \$100,000
- 2025: \$250,000
- 2026: \$5,750,000
- 2027: \$6,000,000

As no funds were spent in 2024 on this project, staff have shifted the timelines in the draft 2025-2029 Financial Plan so that the allocations will be recommended as follows:

- 2025: \$100,000
- 2026: \$150,000
- 2027: \$5,750,000
- 2028: \$6,000,000

The estimated cost of the Needs Assessment is \$30,000-\$50,000, which is well within the allocated budget for 2025. As such, it may be possible to also advance other elements of the Operations Workplace Modernization Initiative in 2025, with staff seeking future Council direction as required. It should also be noted that \$11 million of the 2027 and 2028 expenditure is funded from anticipated borrowing which will also require future Council decision making.

PUBLIC PARTICIPATION SPECTRUM (IAP2)

Public Participation Framework developed by the International Association for Public Participation – IAP² 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 is on a public agenda and the public will be made aware of Council's decision making through the livestream meeting and meeting minutes. Although a Needs Assessment is a technical undertaking that does not require public input, public engagement will be an important part of future phases of the Strategic Initiative entitled *Operations Workplace Modernization*.

STRATEGIC PLAN ALIGNMENT

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

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 existing Operations Facilities do not meet the standards of a modern and efficient workplace. As such, staff are seeking authorization to proceed with the RFP process to identify a consultant that will undertake a Needs Assessment for the physical workplace requirements of the Town's Operations Department. Issuance of the RFP is a first step in the overall process of determining how the Town should modernize its Operations Facilities.

ALTERNATIVE OPTIONS

1. Alternative direction to staff.

APPROVALS

Report respectfully submitted by Luke Sales, Director of Planning and Community Development



Luke Sales, MCIP, RPP
Director of Planning
Report Author



Raj Hayre, CPA, CMA
Director of Finance
Concurrence



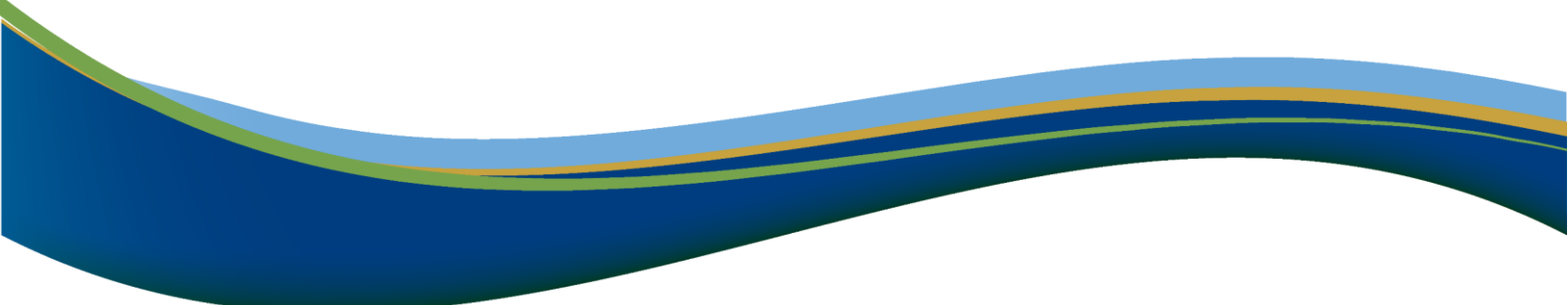
Rob Dickinson, Director of
Infrastructure Services
Concurrence



Oliver Watson,
Manager of Capital Projects
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: December 11, 2024

FROM: Luke Sales, Director of Planning

SUBJECT: Requests for Reconsideration | Tree Permit Appeals

RECOMMENDATION

THAT Council adopts Policy 3008-14 “Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023”.

PURPOSE

For Council to consider adopting a policy that establishes guidelines and a consistent process for appeals made under the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023”.

BACKGROUND

“Tree Protection Bylaw No. 725, 2023” authorizes staff to issue permits for the removal of Protected Trees, adhering to specified conditions in the Bylaw, while providing an option for appeals to be made to Council for reconsideration. Although the Director of Planning is authorized under the Bylaw to issue Tree Removal Permits, the Director lacks the authority to modify conditions such as the necessity for a security deposit.

Since the enactment of the Bylaw in 2023, Council has reviewed three appeals related to the regulations for Tree Removal Permits. In two instances, Council revised staff's decision, removing the security deposit requirement, but not the tree replacement requirement. The third appeal was denied since the tree in question was situated at an increased distance from the house, and removal could be deferred to 2025 as an alternative approach.

Currently, no standardized criteria or process for evaluating Tree Protection Bylaw appeals exist, leading to possible misunderstandings or perceptions of inconsistency. The suggested policy introduces fundamental criteria for Council to consider when evaluating Tree Removal Permit appeal requests. Appeals that have been approved by Council previously would align with this policy, including those where trees were located within three meters of, or inside, the building footprint.

DISCUSSION

Adopting a structured appeal process would improve clarity and fairness in decision-making for Tree Removal Permit issues, reducing the perception of arbitrariness in the Town's decision-making. According to the draft policy, Council may consider exempting approved Tree Removal Permits from the security deposit requirements and/or replacement tree requirements in the following circumstances:

- The Protected Tree is deemed to be Hazardous or dead by a Qualified Professional, as defined in "Tree Protection Bylaw No. 725, 2023";
- The parcel on which the Protected Tree is located will have a minimum 30% tree canopy after tree removal, as determined by a Qualified Professional; or
- The Protected Tree is located within 3.0m of a dwelling unit.

2025 Review of "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023"

On November 1, 2024, the Committee of the Whole meeting adopted the following resolution:
 THAT Committee of the Whole recommends to Council THAT a 3rd party consultant be retained to undertake public engagement, research and update of the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" with a budget allocation of \$40k in fiscal 2025 of the 2025-2029 Financial Plan.

Assuming that this recommendation is adopted by Council and commences in 2025, the proposed policy could provide useful information in terms of potential changes to the Bylaw. By advancing policy adoption prior to a more complete Bylaw review in 2025, the Town would have the benefit of real-world applications of appeal criteria to consider. Future areas to explore might include specific definitions of criteria for policy exemption and improved guidelines for maintaining ecological balance amidst tree removal processes.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated for the Town in this report.

PUBLIC PARTICIPATION SPECTRUM (IAP2)

Public Participation Framework developed by the International Association for Public

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

Participation – IAP² International.

INFORM:

- The public is informed through the presentation of this report.

STRATEGIC PLAN ALIGNMENT

Good Governance: This project aligns with the Town's strategic focus on improving community health and well-being by providing transparent and equitable actions and policies.

SUMMARY

This memo proposes a policy that establishes guidelines and a consistent process for considering appeals made under the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023".

ALTERNATIVE OPTIONS

1. THAT Council adopts Policy 3008-14 "Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023", as amended by deleting the words "security deposit requirements and/or" from the Criteria section of that policy so that only the tree replacement requirement will be considered for exemption.
2. THAT Council adopts Policy 3008-14 "Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023", as amended by deleting the words "/or replacement tree requirements" from the Criteria section of that policy so that only the security deposit requirements will be considered for exemption;
3. THAT Council defers consideration of Policy 3008-14 "Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023 until after, or in conjunction with, a review of Tree Protection Bylaw No. 725, 2023.

APPROVALS

Report respectfully submitted by Luke Sales, Director of Planning.



Luke Sales
Director of Planning
Report Writer



Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Policy 3008-14 "Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023"

\\12 11 RC\report.PLAN.Tree Permit Appeal Policy.docx

	Town of Qualicum Beach	Policy Manual
	Subject: Administration - Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023.	
	Policy Number: 3008-14	

Purpose

The purpose of this policy is to establish guidelines and a consistent process for appeals made under the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023”.

Policy

All appeals made under the “Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023” shall go before Council for consideration unless otherwise delegated to Staff.

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

Criteria

Council may consider exempting approved tree removal permits from the security deposit requirements and/or replacement tree requirements in the following circumstances:

- (i). The Protected Tree is deemed to be Hazardous or dead by a Qualified Professional, as defined in “Tree Protection Bylaw No. 725, 2023”;
- (ii). The parcel on which the Protected Tree is located will have a minimum 30% tree canopy after tree removal, as determined by a Qualified Professional; or
- (iii). The Protected Tree is located within 3.0m of a dwelling unit.

Procedure

1. All applications to appeal shall be made in writing to the Town of Qualicum Beach Planning Department.
2. All applications shall contain the following minimum information:
 - a. tree permit number;
 - b. portion of the Bylaw that is being appealed;
 - c. rationale for appeal.
3. Staff shall review the application to ensure its adherence to this policy and to verify all supporting information.
4. Staff will bring the application before Council at a Council meeting, and Council shall determine if the conditions in this policy apply.
5. Following a decision by Council, the applicant will be notified by Staff.

Approved:
Approved By: Council

Amended: N/A

Responsibility Planning Department

Distribution Management - All Departments
 Council