Agenda for the 10:00 am Wednesday, February 28, 2024, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

1. ADOPTION OF THE AGENDA

1-5 THAT Council adopts the February 28, 2024, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

6-19 (1) **Correspondence Log –** February 28, 2024 – For Information

(2) **Announcement of Council Meeting Motions**

(3) **Monthly Building Permit Report –** For Information

(4) **Council Committee & Commission Minutes –** For Information

3. APPROVAL OF THE MINUTES

20-31 THAT Council approves the minutes of the following meetings:

(1) February 7, 2024, Regular Council meeting

4. DELEGATIONS

(1) **Short-Term Rental Impacts Report**

Blain Sepos, Executive Director of the Parksville Qualicum Beach Tourism Association, and Eric Swanson, Third Space Planning

Purpose: Presenting the Short-Term Rental Impacts Report, which assesses the scale of short-term vacation rental activity in Qualicum Beach, and its impacts on the Town's accommodation and housing markets.

Staff Comment:

The delegation has requested additional time to present to Council. Pursuant to the Town's Council Procedure Bylaw, a resolution of Council is required to grant delegations additional time to present.

Staff Recommendation:

THAT the January 17, 2024 delegation titled "Short-Term Rental Impacts Report" be permitted an additional 5 minutes to present to Council, for a total of 10 minutes.

5. CORRESPONDENCE

32-45 (1) **Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024**

Staff Recommendation:

THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern

Community Sewer Local Service Amendment Bylaw No. 889.81, 2024" and further, that the Regional District of Nanaimo be notified accordingly.

(2) **Mindfulness in May** – e-mail received February 13, 2024

Staff Recommendation:

THAT the Town of Qualicum Beach supports the 2024 'Mindfulness in May' youth arts exhibition, to be held May 1 to May 11, 2024, by providing access and use of the main floor foyer at Town Hall, 660 Primrose Street, Qualicum Beach, BC, for the gala opening celebration on Thursday, May 2, 2024 from 6:00 to 7:30 pm, including the use of tables and chairs necessary for the event, and by providing printed certificates for participants.

(3) **Airport Review** – e-mail received February 15, 2024

Staff Comment:

THAT the February 15, 2024, email from Todd Provost be referred to the Town's Airport Manager, Kevin Goldfuss, for consideration.

6. BYLAWS

46-67 (1) **Zoning Amendment: 630 Hemlock Street**

Staff Recommendation:

THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023" be read a second time.

68-216 (2) **Second and Third Reading of "Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024"**

Staff Recommendation:

1. THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be amended by replacing Schedule "A" to the Bylaw with Revised Schedule "A".
2. THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be read a second time.
3. THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be read a third time.

7. COMMITTEE & LIAISON REPORTS

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

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

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

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

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

8. STAFF REPORTS

(1) Corporate Administration

217-219

(a) Winter Holiday Town Hall Closure

Staff Recommendation:

THAT Council approve the closure of the Town Hall office during the 2024 holiday season for three business days (December 23; 24; 27) during the period of December 23 through December 27, 2024.

220-221

(b) Request for Community Radio Broadcasts on Town Land

Staff Recommendation:

THAT Council authorize staff authority to work with representatives from 88.5 The Beach radio station to facilitate community radio broadcasts on Town Land

(2) Financial Administration

(a) Qualicum and District Curling Club Capital Projects Funds

Staff Recommendation:

THAT the Town approve the Qualicum and District Curling Club ('QDCC') Capital Projects Projection as presented at the February 7, 2024, Council meeting, committing the Town to contribute to the QDCC Capital Projects in the sum of $43,000 in 2024 as reflected in the Town's 2024-2028 Financial Plan.

222-223

(b) Lead Financial Agency Support for the Oceanside Community Action Team

Staff Recommendation:

THAT Council authorizes staff to be the Lead Financial Agency for the Oceanside Community Action Team when accessing funding from the Community Action Initiative.

(3) Planning

224-368

(a) Introduction of "Zero Carbon Step Code"

Staff Recommendations:

1. THAT Council directs staff to prepare the necessary Bylaw and Policy updates to require all Part 3 and Part 9 applicable building types and occupancies meet the Zero-Carbon Performance Level (EL-4) of the Zero Carbon Step Code by January 1, 2025.
2. THAT Council directs staff to prepare the necessary Bylaw and Policy updates to require all applicable Part 3 and Part 9 building types and occupancies meet the Energy Step Code requirements in accordance with the Province's proposed timeline.

369-407 (b) **Development Permit: 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub and Clubhouse)**

Staff Recommendation:

THAT Council authorizes staff to issue a Development Permit for the Lodge, Brew Pub and Clubhouse on Lot 1, Plan VIP11091 (1025 Qualicum Road), as detailed in the February 28, 2024 Planning memo to Council.

408-417 (c) **Tree Permit Appeal for Reconsideration**

Staff Recommendation:

THAT the security deposit be reduced from $2,800 to $1,400 for the Tree Permit Request for Reconsideration for 537 Chester Road, as detailed in the February 28, 2024, Staff Report to Council.

(4) **Engineering & Operations**

418-420 (a) **Runway 29-11 and Adjacent Taxiways Rehabilitation Design Project – RFP Award**

Staff Recommendation:

THAT Council awards the contract at the Qualicum Beach Municipal Airport for the Runway 29-11 and Adjacent Taxiways Rehabilitation design project to Tetra Tech.

9. 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 (March 1, 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, 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

10. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED
REGULAR COUNCIL MEETING: Wednesday, March 13, 2024, at 10:00 am

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
February 28, 2024

DATE REC'D	TOPIC	ACTION
Feb 16	Transportation Plan – Eaglecrest Residents Assoc	Rec'd for information
Feb 16	Airport review, flight path	Rec'd for information
Feb 16	Sue big oil lawsuit	Rec'd for information
Feb 16	MLA, Qualicum Beach office – accessibility	Rec'd for information
Feb 14	Comments on Feb 7 council meeting	Rec'd for information
Feb 14	Sue big oil lawsuit	Rec'd for information
Feb 14	Island Coastal Economic Trust – Sunshine Coast food hub	Rec'd for information
Feb 14	Mindfulness in May & Youth Arts Exhibition	Rec'd for information
Feb 14	Bus garage revitalization	Rec'd for information
Feb 14	Bus garage revitalization	Rec'd for information
Feb 9	City of Campbell River – Community Safety Act	Rec'd for information
Feb 9	City of Port Alberni – AVICC 2024 resolution submissions	Rec'd for information
Feb 9	Use of leaded fuel at airport	Rec'd for information
Feb 9	Canada's carbon emissions	Rec'd for information
Feb 7	Excessive airport traffic and resulting noise	Rec'd for information
Feb 7	Airport review & flight path	Rec'd for information
Feb 7	Excessive airport traffic and resulting noise	Rec'd for information
Feb 7	Fossil fuel class action law suit	Rec'd for information
Feb 7	Pickleball Canada Scoop	Rec'd for information
Feb 7	RDN - Parksville Pool Feasibility Bylaw, abandoned	Rec'd for information
Feb 7	Crime Stoppers Central V I – January, Crime Stoppers Month	Rec'd for information
Feb 5	Use of leaded fuel at airport	Rec'd for information
Feb 5	Accessibility at QB MLA office	Rec'd for information
Feb 5	Excessive airport traffic and resulting noise	Rec'd for information
Feb 5	Excessive airport traffic and resulting noise	Rec'd for information
Feb 5	VI Regional Science Fair, invitation	Rec'd for information
Feb 1	Airport Master Plan, noise level review	Rec'd for information
Feb 1	City of Campbell River, Community Safety Act	Rec'd for information
Feb 1	City of Abbotsford, Fraser Health Region & UBCM resolution	Rec'd for information
Feb 1	Age Friendly Transportation Review & electromagnetic radiation sensitivity	Rec'd for information
Feb 1	Airport review, comments	Rec'd for information
Jan 31	Airport concerns	Rec'd for information
Jan 31	Age Friendly Transportation Review	Rec'd for information

Announcement of Council Meeting Motions

Regular Council Meeting, February 28, 2024

Pursuant to Section 117 of the *Community Charter*, Council authorized the release to the public the following motions:

February 7, 2024 Special (in camera) Council Meeting

Qualicum Beach Chamber of Commerce:

THAT Council authorizes staff to enter into a one-year agreement with the Qualicum Beach Chamber of Commerce to administer mobile vending locations on the Qualicum Beach Waterfront, subject to the following principles:

a. Staff will continue to control the number of mobile vending business licenses on the waterfront as well as the permitted vending areas;
b. The Chamber of Commerce will administer the mobile vending pads along the waterfront, on behalf of the Town, including but not limited to:
    i. Setting rental rates;
    ii. Collecting fees;
    iii. Preparing summary reports for the Town;
    iv. The Chamber will pay approximately 85% of the pad fee rental revenue to the Town, retaining approximately 15% of the revenue as an administration fee.

Heritage Forest Commission

THAT Council re-appoints Tom Whitfield to the Heritage Forest Commission as the member representing the Brown Preservation Society, for a term ending December 31, 2026; AND FUTHER THAT Council re-appoints Cormack Gates and Angie Price for a two-year term ending December 31, 2026.

Select Committee on Beach Day Celebration:

THAT Council appoints Lana McCaul to the Select Committee on Beach Day for a two-year term ending December 31, 2025; AND FURTHER THAT staff be instructed to continue advertising to seek one additional volunteer to assist on the Committee.

Select Committee on Family Day Celebration Committee:

THAT Council appoints Merilee Gordon and Jaidan Holder to the Select Committee on Family Day Celebration for a two-year term ending December 31, 2025; AND FURTHER THAT staff be instructed to continue advertising to seek one additional volunteer to assist on the Committee.

Select Committee on Parks and Recreation

THAT Council re-appoints Peter Drummond and Rob Ferugson to the Select Committee on Parks and Recreation for a two-year term ending December 31, 2025; AND FURTHER THAT staff be instructed to continue advertising to seek one youth volunteer to assist on the Committee.

Board of Variance

THAT Council re-appoints Bill McQuitty and John Wood to the Board of Variance for a two-year term ending December 31, 2025; AND FURTHER THAT Council appoints Jim Stewart; to the Board of Variance for a two-year term ending December 31, 2025.

Select Committee on Environment

THAT Council re-appoints Doug Hopwood and David Hutchings to the Select Committee on Environment for a two-year term ending December 31, 2025; AND FURTHER THAT Council appoints Michael Karassowitsch and Angela van den Hout to the Select Committee on Environment for a two-year term ending December 31, 2025; AND FURTHER THAT staff be instructed to continue advertising to seek one youth volunteer to assist on the Committee.

Airport Users Committee

THAT Council appoints Nancy Marshall to the Airport Users Committee as the representative for Sealand Flight.

TOWN OF QUALICUM BEACH
2024 Construction and Building Permit Report

No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	RESIDENTIAL # of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
	Year to Date as at January 31, 2024						**2**	**0**	**0**	**$50,000**	**$1,790,000**	**$0**	**$0**	**$0**	**$0**	**$0**	***$1,840,000***
	February																
4	6042	6.035	656	Belyea Rd	Secondary Suite	(self)		1		$129,000							
5	6045	1021.005	2831	Island Hwy W	Accessory	Suncoast Enclosures							$50,000				
							0	**1**	**0**	**$129,000**	**$0**	**$0**	**$50,000**	**$0**	**$0**	**$0**	***$179,000***
	Year to Date as at February 29, 2024						**2**	**1**	**0**	**$179,000**	**$1,790,000**	**$0**	**$50,000**	**$0**	**$0**	**$0**	***$2,019,000***

Draft Minutes of the Meeting of the Select Committee on Family Day Celebration held Tuesday, January 9, 2024, at 3:00 pm. in the Qualicum Beach Town Hall Front Meeting Room, 660 Primrose St. Qualicum Beach, BC

Pursuant to the Council Procedure Bylaw, members of the Committee may participate in this meeting utilizing electronic or other communication facilities. The public is encouraged to listen to the meeting recording online via the Town's website. Meeting recordings may be viewed at www.qualicumbeach.com.

PRESENT:	Rebecca Fenton, Chair Merilee Gordan Jody Macgillivray Carol Riera Councillor Yean Young
ABSENT:	Brittany Marie Gagne Geraldine Lydon
Staff:	Bernadette Ritter, Staff Liaison

The meeting was called to order at 3:00 pm

ADOPTION OF THE AGENDA
C. Riera MOVED and R. Fenton SECONDED, THAT the Select Committee on Family Day Celebration adopts the January 9, 2024, regular meeting agenda.

ADOPTION OF THE MINUTES
R. Fenton MOVED and J. Macgillivray SECONDED, THAT the Select Committee on Family Day Celebration adopts the November 21, 2023, regular meeting minutes.

NEW BUSINESS

1. NEW BUSINESS

a) Assign Areas of Oversight.

The following areas were designated:

- Parade - Geraldine
- Stage – Carol
- Logistics – TBA
- Activities – Merilee
- Exhibits – Rebecca
- Food – Jean
- Promotions /advertising – TBA
- Volunteers – TBA

b) Overview of Process

- Staff walked through some process documents on the Google Drive, and encouraged members to update.
- Save the Date email was sent out in November to all 2023 contacts.

c) First Steps for Field Activities

- Referred to the Google Drive Overview document and encouraged members to keep updated with process changes.

d) First Steps for Entertainment Activities

- Referred to the Google Drive Overview document and encouraged members to keep updated with process changes.

e) First Steps for Concession Stands/Food Options

- Referred to the Google Drive Overview document and encouraged members to keep updated with process changes

f) First Steps for Volunteers

- Referred to the Google Drive Overview document and encouraged members to keep updated with process changes

g) First Steps for Promotion/Advertising

- Contact QB Friends

h) Honorarium and Payment expectations

- Staff provided a draft email to the Committee with wording around setting expectations of payment – whether it be honorarium or otherwise. Committee discussed the wording and agreed it will be sent out as provided to the Entertainment participants only.
- Committee agreed to add wording/radio button on the registration page for Entertainment asking if there any expectation of payment.

i) Food truck registration

- Staff to investigate charging food trucks an entrance fee. Staff will discuss with Chamber of Commerce on market rate.

j) Use of Gmail e-mail addresses

- The Committee discussed the use of generic email addresses and agreed to create one for each role. This would allow for continuity so that all emails can be passed on when a new member takes on oversight, or in an absence. R. Fenton to create the emails and assign passwords.

<u>Future Agenda Items</u>

- Review Registration Page Information
- Theme
- Entertainment options (talent show)
- Tents be hired? Or Ok to have sponsored?

ADJOURNMENT
R. Fenton MOVED and J. Macgillivray SECONDED, THAT the Town of Qualicum Beach Select Committee on Family Day Celebration adjourns the meeting.
CARRIED

Next Regular Meeting: February 13, 2024, at 3pm.

_____
Rebecca Fenton, Committee Chair

Minutes of the 3:00 pm Friday, November 24, 2023, Town of Qualicum Beach Select Committee on Environment and Sustainability Meeting held in the Town Hall Committee Room, 660 Primrose St., Qualicum Beach, BC

Members Present:	Chair, Councillor Anne Skipsey, Council Liaison Doug Hopwood, Member at Large Greg Rowe, Member at Large David Hutchings, Member at Large Marion Jamieson, Member at Large
Absent:	
Staff Present:	Luke Sales, Director of Planning Shinjini Mehta, Climate Action / Emergency Program Coordinator Bernadette Ritter, Recording Secretary

The meeting was called to order at 3:00 pm, acknowledging that the meeting is conducted on the traditional and unceded lands of the Coast Salish people, and in particular the Qualicum First Nation.

ADOPTION OF THE AGENDA

D. Hopwood MOVED and M. Jamieson SECONDED, THAT the Town of Qualicum Beach Select Committee on Environment and Sustainability adopts the January 5, 2024, with the addition of Round Table under New Business.
CARRIED

ADOPTION OF THE MINUTES

D. Hutchings MOVED and G. Rowe SECONDED, THAT the Town of Qualicum Beach Select Committee on Environment and Sustainability adopts the November 24, 2023, meeting minutes, with the addition of e) Copy of the Town owned building utility metrics report and f) RDN Emissions Report, under "Future Agenda Items and Discussion".
CARRIED

BUSINESS ARISING FROM THE MINUTES - Nil

RECOMMENDATIONS FROM COUNCIL

1. **From Regular Council meeting, May 3, 2023**

a) THAT staff be directed to refer the following matters of Food Security, including but not necessarily limited to the following, to the Food Action Plan strategic initiative, scheduled for 2026.

- The role of local government and the community to safeguard and enhance local food security.
- Impacts of climate change, post-pandemic adjustments, war, poverty, inflation, food prices, and disrupted food supply chains on food security.
- Growing, processing, and eating food as the largest contributor to greenhouse gas emissions of any human activity.
- The importance of addressing food security sooner than later.
- The "Five A's of Food Security": Availability, Access, Adequacy, Acceptability and Agency.

AND FURTHER THAT the Terms of Reference for the Select Committee on Environment and Sustainability be amended to include Food Security.

2. **From Regular Council meeting, October 11, 2023**
   THAT the e-mail dated October 3, 2023, requesting the Town of Qualicum Beach endorse the Plant Based Treaty, be referred to the Select Committee on Environment & Sustainability for comment on how this Treaty relates to food security.
   CARRIED

ONGOING BUSINESS

From Regular Council meeting, May 18, 2022

Climate Emergency Declaration – Potential Actions – For Information, THAT Council refers the topic of Climate Change mitigation to the Select Committee on Environment and Sustainability, for recommendations for climate mitigation actions.

A Climate Action Workshop was conducted on October 6, 2023. In follow up to the workshop, the Committee, at their November 24, 2023, Environment & Sustainability Committee meeting created a list of priorities.

NEW BUSINESS

a) Refine the priorities outlined on Appendix A from the November 24, 2023, Committee meeting to ensure that they meet the Town of Qualicum Beach's policies.

The Committee discussed the items in Appendix A up until section 3.1, making notes in the spreadsheet (attached to these minutes).

The following was also discussed:

- Best ways to measure Cost, eg. Low, Medium, High,
- Add a column for Cost Benefit, Lifecyle Costing, and savings over time.

- The contracting opportunities.
- Consider adding targets.

b) Round Table.

- S. Mehta spoke about an upcoming Community Wildlife Resilience Plan review, where consultants are coming to consult with the committee in February. Shinjini to send an invitation to the Committee for the kickoff meeting.
- A. Skipsey gave an update on 30% Biodiversity by 2030 goals. Council has been working on setting aside land to designate as 'Other effective area-based conservation measures' (OECMs). The Town has been working with Mt Arrowsmith Biosphere Region, who are willing to help the Town do some of this work. The proposal is to look at two well fields and dedicate them to preservation. The priority has been delayed in order for the Town to meet requirements for Bill 44 legislative changes mandated by the Province.

  D. Hopwood suggested that some forest lands near Rupert & Laburnum, within the town boundaries be dedicated to conservation. This land is mostly provincially owned, with some privately owned, and some Town-owned land.

FUTURE AGENDA ITEMS AND DISCUSSION

a) RDN Presentation on Water Management. Staff to invite J. Pisani in a future meeting. This can happen later (we need to focus on prioritization)
b) Field Trip Findings.
c) Future field trips to explore examples of what a successfully implemented urban forest master plan can do for the community.
d) Copy of the Town owned building utility metrics report
e) RDN Emissions Report, under "Future Agenda Items and Discussion".

ADJOURNMENT

D. Hopwood MOVED THAT the Town of Qualicum Beach Select Committee on Environment and Sustainability adjourns the meeting.

The meeting adjourned at 4:40 pm.

NEXT MEETING

The next Committee meeting: February (TBA), 3pm, Committee Room

Appendix A: Environment and Sustainability Committee

Legend:			
Timeline	S = short (before 2026) M= medium (before 2030) L= long (before 2035) O= ongoing	Cost	$= less than $10,000.00 change costing thresholds $$= less than $100,000.00 $$$= over $500,000.00

Category	Action No.	Action Title	Timeline (S,M,L,O)	Benefit (High, Medium, Low)	Cost ($, $$, $$$)	Specific Actions	
One: TQB Operational (Reduce Corporate Emissions)	1.1	Green Fleet & Equipment	*Ongoing*	*High*	*$$$*	• Transition to electric vehicles and equipment. • Phase out Internal Combustion Engine Vehicles. Until strategy is developed, lease rather than purchase. • Consider phase-out of the GHG-generating equipment (especially 2 stroke engines) after fleet right sizing and greening study is completed.	Consultant being hired for assessment of fleetGHG reductions
	1.2	Assess Town Facilities	*Short*	*Low*	*$$*	• Consultant planned to be engaged in Q1 to assess Civic Centre, Town Hall and Community hall baseline emissions. • Staff will prepare FCM grant to cover cost for feasibility and preliminary design to begin in late 2024.	
	1.3	Upgrade Town Facilities	*Long*	*High*	*$$$*	• Convert town buildings away from natural gas; make more energy efficient (long-term capital project).	
	1.4	Emissions Reductions in Airport Operations	*Long*	*Medium*	*$$$*	• Investigate all possibilities to make the airport greenhouse gas efficient or carbon neutral and be a model for a local clean airport.	
	1.5	Expand Active Transportation Network and Amenities	*Ongoing*	*High*	*$$$*	• Expand Infrastructuture to prioritize active transportation over vehicular transport .	
	1.6	Rewild landscapes (natural landscapes)	Ongoing	*Low*	*$*	• Consider working with Arrowsmith Naturalists to determine appropriate plants for Town landscaping. Update Urban Forest Master Plan. • Encourage reducing water usage for gardening.	integrated into Active Transportation
	1.7	Update Water Rates to encourage conservation	*Short*	*High*	*$*	• Consider increasing water rates as an incentive to discourage overuse through a review of Water Rates Policy.	Luke informed that water rates (renewal) byelaw will be coming to council in 2024 (check date)
	1.8	Develop policy for prioritization of Capital Projects	*Metium*	*High*	*$$*	• Make GHG reduction a criterion for capital projects evaluation.	

Category	Action No.	Action Title	Timeline (S,M,L,O)	Benefit (High, Medium, Low)	Cost ($, $$, $$$)	Specific Actions	
Two: Education & Awareness	2.1	Expand Home Energy Navigator program	*Ongoing*	*Medium*	*$*	• Expand funding to cover more homes under the program. • Consider implementing a survey to find out how many residents are employing energy efficient options.	Shinjini mentioned we do have budget for outreach.
	2.2	Update Targets for GHG Reduction. Monitor and Report on Town Commitments	*Medium*	*High*	*$$*	• Update Climate Action targets in Sustainability Plan or establish new targets. • Create mechanism to monitor climate action targets.	It's time to update our mitigation targets as so much has changed since the making of the Sustainability Plan (Councillor Skipsy). OCP and Sustainability Plan can be good avenues for these.
	2.3	Add Climate Action and Sustainability Section to Website	*Short*	*Low*	*$$*	• Create a climate/sustainability section on the Town's website; can be done in 2024-2025 as Town website revamp is ongoing.	Include areas of biggest impact, and ways to reduce impact. Include personal carbon footprint calculators.
	2.4	Promote Sustainable Landscaping	*Ongoing*	*Low*	*$*	• Promote rewilding/natural landscaping and watering education. • Education surrounding native plants (e.g. booth at Seedy Saturday). • Eradicate invasive species; can be included in Urban Forest Masterplan/ Management.	
	2.5	Develop Tax Incentives for Energy Retrofits	*Ongoing*	*High*	*$$*	• Public education program on multi-use trail etiquette, better signage on trails, brochures, etc. • Advertise on Town Tidings, QOL Survey (ask questions about climate change and climate action).	BERNIE_ INCREASE Priority to 2.1- can you check we have the correct order now?
	2.6	Create Town Policy for Sustainable Food Options	*Medium*	*Low*	*$*	• Encourage the creation of a policy that would require all Town sanctioned events to include climate-friendly food options, no single use plastics, and sustainable, locally-sourced food.	Some graphic promotions (like bar chart of emissions for various foods. Share RDN Solid Waste posts.

	2.7	Encourage Garage Conversions for Residential	*Medium*	*Low*	*$*	• Education surrounding the positive aspects of converting garages to living spaces.	

Category	Action No.	Action Title	Timeline (S,M,L,O)	Benefit (High, Medium, Low)	Cost ($, $$, $$$)	Specific Actions	
Three: Incentives	**3.1**	Create Tax Incentives for Energy retro-fits	*Medium*	*Low*	*$$*	• Property tax relaxation for low carbon retrofits; Consider bulk purchasing through a "buyer's group" to reduce costs.	The Zero Carbon Stepcode bylaw is forthcoming.
	3.2	Create Tax Incentives for Garage Conversions	*Medium*	*Low*	*$$*	• Consider property tax relaxation for garage conversions.	
	3.3	Collaborate with Regional Partners on Active transportation Intiatives	*Ongoing*	*High*	*$$*	• Co-ordinate with RDN/Parksville, etc on improving trasnit options.	
	3.4	Facilitate Native Planting Program	*Medium*	*Medium*	*$$*	• Consider a program for the Town to offer native plants and shrubbery to residents.	

Category	Action No.	Action Title	Timeline (S,M,L,O)	Benefit (High, Medium, Low)	Cost ($, $$, $$$)	Specific Actions	
Four: Direct Influence (Community Emissions)	**4.1**	Expand Active Transportation Network and Amenities	*Ongoing*	*High*	*$$$*	• Increase pedestrian and bicycle infrastructure. • Earmark areas of Town as potential "car free zones" during certain times of the day. • Build e-bike and bike storage uptown and at recreational facilities in town (many people from all over RDN come to access these facilities). Consider placement in new spaces such as bus garage. • Link to the Age Friendly Transportation Plan (consider renaming to "Conmunity Transportation Plan"). • Connect trail gaps throughout the Town and beyond Town boundaries into neighbouring communities. • Factor planning for bike and pedestrian infrastructure in key locations (QF, new bus garage). • Create more separate walking and cycling pathways (cycling related resources at	INCREASE in list priority to 1.3- we have a natural advantage to be a leader, https://dutchcycling.nl/expertises).
	4.2	Introduce Step Code into Building Bylaw	*Short*	*High*	*$*	• Introduce Zero Carbon Step Code (February- March). • Impose limits on impermeable surface areas.	
	4.3	Tree Bylaw	*Ongoing*	*Low*	*$*	• Tree bylaw already in place.	I removed Urban Forest Master Plan from here and put it soley under policy

Category	Action No.	Action Title	Timeline (S,M,L,O)	Benefit (High, Medium, Low)	Cost ($, $$, $$$)	Specific Actions	
Five: Policy	5.1	Develop Net-Zero Airport Policy				• Draft policy to have the airport become zero emissions.	
	5.2	Update Urban Forest Master Plan	*Medium*	*Low*	*$$*	• Update Urban Forest Master Plan to include designated protected areas (water source, Heritage Forest, Province lands, private lands?). • Review with an eye for new housing requirements: If land use for potential protected areas allows for housing, then work with Province to designate the housing to a specific area of the lot (not more than x% of total land area of lot).	30X30 committments, MABRI
	5.3	Develop Environmental Design Guidelines	*Medium*	*High*	*$$*	• Develop design guidelines to encourage environmental sustainability and climate friendly options (permeable surfaces).	
	5.4	Develop Policy to encourage home EV charging	*Medium*	*Low*	*$*	• Mandate Level 2 charging capability in multi-unit dwellings.	Can be done relatively easily.
Category	**Action No.**	**Action Title**	**Timeline (S,M,L,O)**	**Benefit (High, Medium, Low)**	**Cost ($, $$, $$$)**	**Specific Actions**	
Six: Advocacy	6.1	Advocate for improved Public Transport	*Ongoing*	*High*	*$*	• Lobby RDN transit to encourage shuttle buses and increase inter-city services.	RDN Transit Redevelopment Strategy helps address some of the issues

Minutes of the 10:00 am Wednesday, February 7, 2024, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Deputy CAO/Corporate Administrator Peter Cornell, Fire Chief Luke Sales, Director of Planning Raj Hayre, Director of Finance Rob Dickinson, Director of Infrastructure Services Weslie Gould, Deputy Corporate Administrator Kevin Goldfuss, Airport Manager

The Mayor called the meeting to order at 10:00 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 February 7, 2024 regular Council agenda, as amended by referring item 8(5)(d), Notice of Motion Protocol, to the in camera meeting following the regular Council meeting.
CARRIED UNANIMOUSLY

ADOPTION OF THE CONSENT AGENDA
Council adopted, by unanimous consent, the following items from the February 7, 2024 consent agenda:
(1) **Correspondence Log –** February 7, 2024 – For Information
(2) **Announcement of Council Meeting Motions**
(3) **Monthly Fire Department Report –** January 2024 – For information
(4) **Monthly Building Permit Report –** January 2024 – For information
(5) **Monthly Bylaw Report –** January 2024 – For information
CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES
Council approved, by unanimous consent, the minutes of the following meetings:
(1) January 11, 2024 special Council meeting
(2) January 15, 2024 special Council meeting
(3) January 17, 2024 regular Council meeting
(4) January 17, 2024 Committee of the Whole meeting
(5) January 24, 2024 Committee of the Whole meeting
(6) January 25, 2024 special Council meeting
CARRIED UNANIMOUSLY

DRAFT

BUSINESS ARISING FROM THE MINUTES

(1) **Recommendations from the January 31, 2024 Committee of the Whole Meeting**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT consideration of reducing speed limits in residential areas be deferred until such time as the Province amends the Motor Vehicle Act to allow municipalities to modify community-wide speed limits, as detailed in the 31 January 2024 Memo to Council entitled "Reduced Speed Limits on Residential Streets";

AND FURTHER THAT the "Age-Friendly Transportation Plan 2023 Update" dated 31 January 2024 be renamed "Town of Qualicum Beach Community Transportation Plan" and received for information;

AND FURTHER THAT transportation infrastructure investments be prioritized in accordance with the Town of Qualicum Beach Community Transportation Plan;

AND FURTHER THAT a letter be sent to the Province requesting a change to the Motor Vehicle Act to provide provisions for local governments to implement a blanket speed reduction in residential areas and provide reasons why this is necessary.
CARRIED UNANIMOUSLY

In response to questions from Council, staff committed to providing a report during the 2025 budget discussions outlining rough cost estimates for items in the Town of Qualicum Beach Community Transportation Plan.

(2) **Recommendations from the January 24, 2024 Committee of the Whole Meeting**
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council receives the report entitled "Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 and Implementation Workplan";

AND FURTHER THAT the letter titled "Attachment 2 - Draft Letter to Province re: Bill 44" be sent to the Premier of BC, the Minister of Housing, and other appropriate parties.
CARRIED
Opposed: Councillor Harrison
In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk; Councillor Young

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council instruct staff to revise the Preliminary 2024-2028 Draft Financial Plan to reclassify the Strategic Initiative, the "Organizational Service Review", as an Operations Project.
CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council instruct staff to revise the Preliminary 2024-2028 Draft Financial Plan to reclassify the Strategic Initiative, the "Airport Runway Tree Management Project", as an Operations Project.
CARRIED UNANIMOUSLY

DRAFT

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council instruct staff to amend the timeline for Development Tracker Initiative to Q2 or Q3 of 2024.
CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council instruct staff to move the budget provision for $75,000 for the Airport Master Plan Strategic Initiative from the 2024 to 2025 fiscal year for future Council decision making.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council instruct staff to include an additional $50,000 contribution to the Asset Investment Reserve in the 2024 to 2028 Financial Plan, commencing in 2024, for the purposes of funding Accessibility Initiatives.
CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Mayor Westbroek SECONDED,

Whereas the Town of Qualicum Beach owns the Qualicum Beach Memorial Golf Course;

Whereas the Town recognizes the Qualicum Beach Memorial Golf (Club) as an economic generator for the community;

Whereas the Board of the Qualicum Beach Memorial Golf Club has advised that they can achieve design-build of a bridge on the municipally owned golf course property within a maximum budget of $700,000, exclusive of GST, and prior to the Beach Creek Culvert Replacement project being commenced by the Town in June, 2024;

Whereas the Town wishes to financially support the Board of the Qualicum Beach Memorial Golf Club in undertaking design-build of a bridge on the municipally owned golf course property in order to mitigate the financial impact on the Club resulting from the closure of Crescent Road East;

Whereas the Board of the Qualicum Beach Memorial Golf Club agrees to pay for 50% of the design-build of a bridge on the municipally owned golf course property up to $350,000 exclusive of GST;

Whereas the Board of the Qualicum Beach Memorial Golf Club will retain the necessary qualified professionals to undertake design-build of the bridge on the municipally owned golf course property, who are fully responsible for all phases of the design-build project;

THAT staff be directed to include in the 2024-2028 Financial Plan a provision to fund the Town's 50% portion of the design-build of a bridge on the municipally owned golf course property from 2023 Accumulated Surplus Funds, up to a maximum of $350,000 exclusive of GST;

DRAFT

AND FURTHER THAT staff be directed to include in the 2024-2028 Financial Plan a provision to borrow up to a maximum of $350,000 from the Water Utility Reserve for the Board of the Qualicum Beach Golf Club's 50% portion of the design-build of a bridge, exclusive of GST, on the municipally owned golf course property;

AND FURTHER THAT a repayment plan with interest be established for the Board of the Memorial Golf Club for their 50% contribution for design-build of a bridge on the municipally owned golf course property, in compliance with the *Community Charter*.

CARRIED UNANIMOUSLY

(3) **Fossil Fuel Class Action Lawsuit**

At the January 17, 2024 regular Council meeting, Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,

WHEREAS it has been determined that a number of fossil fuel companies knew as far back as the 1960s that their products would contribute to climate change and global warming; and

WHEREAS fossil fuel producers continue to make a lot of money selling their products, yet taxpayers carry the entire burden of devastating climate costs; and

WHEREAS asking companies to bear some of these costs is about acknowledging a shared responsibility for costs which are and will be incurred by local governments related to climate change, including adaptation and mitigation;

THEREFORE, BE IT RESOLVED THAT the Town of Qualicum Beach commits to working with other BC local governments to bring a proposed class action suit against selected fossil fuel companies, and to commit up to $1 per resident for that purpose, contingent upon:

(a) Council obtaining a copy of the legal opinion on such a lawsuit prepared by the law firm of Arvay Finlay to satisfy itself that there is a solid legal basis for the claim; and
(b) other BC municipalities joining and pledging a combined minimum of $500,000.

CARRIED
Opposed: Councillor Harrison
In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk; Councillor Young

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council consider participating in the proposed class action lawsuit against selected fossil fuel companies after Council receipt and review of the legal opinion prepared by the law firm Arvay Finlay.

CARRIED UNANIMOUSLY

DRAFT

(4) **Notice of Motion referred from the October 11, October 15, December 6, 2023, and January 17, 2024 Meetings**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT a letter be sent to the Vancouver Island Health Authority (VIHA), the Ministry of Health, and the Premier detailing the land previously given by the Town to VIHA, and that the Town would be supportive of further investments in healthcare at that location.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the motion on the floor directing a letter be sent to the Vancouver Island Health Authority (VIHA), the Ministry of Health, and the Premier regarding land given by the Town to VIHA, be referred to the next regular Council meeting after Councillor Harrison provides a draft of the letter for Council's consideration.

CARRIED UNANIMOUSLY

(5) **Notice of Motion – Support for Affordable Rental Housing, Second Stage Housing, Detox Facilities, and Improved Access to Mental Health Resources**

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the following motion, moved by Mayor Westbroek and seconded by Councillor Skipsey at the January 17, 2024 regular Council meeting, be withdrawn:

> THAT Council receive the report titled "Notice of Motion – Support for Affordable Rental Housing, Second Stage Housing, Detox Facilities, and Improved Access to Mental Health Resources" dated January 17, 2024, for information purposes only and take no further action.

CARRIED UNANIMOUSLY

DELEGATIONS

(1) **Qualicum & District Curling Club**

John Evans, Chair, Stu Shaw, Finance, and Darryl Sneddon, Director, of the Qualicum & District Curling Club (QDCC), appeared before Council to present the QDCC's 2024-2028 Capital Plan. Stu Shaw presented details on the capital plan schedule, noting the following six (6) projects for 2024, totaling $43,250 for 2024:

- Mechanical room upgrades; project estimate of $4,000, with the QDCC providing $2,000 towards that cost in labour.
- Equipment room addition; project estimate of $35,000, with the QDCC providing $10,000 towards that cost in labour.
- Ventilation upgrades; project estimate of $12,000, to be drawn from the reserve account and shared equally between the Town and the QDCC.
- Safety railing on roof; project estimate of $1,000 for a temporary railing until the roof is replaced.
- Lounge washroom upgrade; completed in 2023 however an invoice is outstanding until a vendor repairs some defects; the remaining invoice is approximately $3,000.
- Annual contribution to the reserve account; $3,750.

Additional capital projects anticipated for later years include replacing the lounge flooring in 2025, roof replacement in 2026, repair or replace outside deck and stairs in 2027, and wheelchair access to the lounge in 2028.

BYLAWS

(1) **Zoning Amendment: 230/250/270 Rupert Road East**

Council discussed the zoning amendment application for 230/250/270 Rupert Road East, noting that the Agricultural Land Commission (ALC) provided their decision to exclude the property from the Agricultural Land Reserve on January 8, 2024, and that the ALC has 60 days from the date of their decision to review their decision.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the zoning amendment application for 230/250/270 Rupert Road East be deferred to the March 13, 2024 regular Council meeting, after the Agricultural Land Commission's 60-day review period on their decision to exclude the property from the Agricultural Land Reserve has passed.
CARRIED UNANIMOUSLY

(2) **Zoning Amendment: 630 Hemlock Street**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023" be introduced and read a first time.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council confirms that the zoning amendment application for 630 Hemlock Street generally complies with the *Official Community Plan Bylaw No. 800, 2018* and directs staff to proceed with the appropriate zoning amendment process.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Young SECONDED, THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023", the developer shall make a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023", a S. 219 Covenant be registered on title of the subject property to ensure that the development is constructed in accordance with the proposed plans.
CARRIED UNANIMOUSLY

DRAFT

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council refers the zoning amendment application for 630 Hemlock Street to the Advisory Planning Commission.
CARRIED
Opposed: Councillor Harrison; Councillor Young
In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk

(3) **First Reading of "Town of Qualicum Beach Financial Plan 20244-2028 Bylaw No. 789, 2024"**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be introduced and read a first time.
CARRIED UNANIMOUSLY

Discussion ensued regarding the LED streetlight replacement project, foreshore accessibility, and the Town website redesign and visual identity refresh.

COMMITTEE & LIAISON REPORTS

(1) **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on the following:
- The Regional District of Nanaimo Board unanimously defeated the motion to initiate a feasibility study for a new pool in Parksville.

(2) **Public Safety** (Councillor Scott Harrison)
Councillor Harrison commented on the following:
- Attending the Oceanside Task Force on Homelessness meeting, discussing different funding opportunities for warming centres.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the matter of hosting temporary extreme weather response centres in Qualicum Beach be referred to a future meeting of Council with an accompanying staff report based on pending consultation with BC Housing and instream consultation with the Regional District of Nanaimo, the City of Parksville, the District of Lantzville, and the City of Nanaimo.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT a letter be sent to the Central Island Division of Family Practice, the Oceanside Primary Care Network, and Flowerstone Health society to request their preferences for how the approximately $544,500 Community Amenity Contribution originally allocated for healthcare could best be spent.
CARRIED UNANIMOUSLY

DRAFT

(3) **Parks & Recreation** (Councillor Anne Skipsey)
Councillor Skipsey commented on the following:

- Working with Councillor Young, the Division of Family Practice, Flowerstone Health Society, and others, to attract healthcare professionals to the region.
- Working with the Qualicum Beach Memorial Golf Course, discussing options for the bridge to be constructed on the course.

(4) **Community Development** (Councillor Petronella Vander Valk)
Councillor Vander Valk noted that her report was included in the agenda package.

(5) **Arts & Culture** (Councillor Jean Young)
Councillor Young commented on the following:

- Meeting with the Qualicum Beach Collective, discussing installing a piano in the community for the public to play.
- The Rotary Club has requested the Town's support, as in years previous, to assist with their litter collection initiative on World Earth Day in April.

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the Town of Qualicum Beach participate in the 'Friends' category of the B.C. Provincial Communities in Bloom program for 2024.
CARRIED UNANIMOUSLY

STAFF REPORTS

(1) **Chief Administrative Officer**

(a) **Qualicum Beach Airport Three-Phase Power Update – from the January 31, 2024 Committee of the Whole Meeting**
The Airport Manager noted that staff met with representatives from Brechin Engineering Inc. (retained by BC Hydro) and Sealand Flight to discuss infrastructure requirements to introduce three-phase power and charging stations for electrified aircraft at the Qualicum Beach Airport. Further information on the requirements and potential costs will be provided once available.

(b) **Airport Consultation Plan Final Report –** from the January 31, 2024 Committee of the Whole Meeting

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council receives the report titled "Airport Consultation Plan Final Report" dated January 31, 2024 provided by Operations Economics Incorporated (OEI).
CARRIED UNANIMOUSLY

Discussion ensued regarding quarterly reporting on airport-related items, the process to adjust the flight path with Transport Canada, the hours of training at the airport, and future meetings and workshops to provide information and receive feedback from Council and the public on airport-related matters.

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT Council directs staff to schedule bi-annual Open House meetings, as Committee of the Whole meetings, for the public to have a regularly scheduled opportunity to provide input to Council on Airport-related matters.
CARRIED
Opposed: Councillor Harrison; Councillor Young
In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk

(2) **Corporate Administration**

(a) **Town Website Redesign – Tender Award**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council awards the contract for the Town of Qualicum Beach Website Redesign to Kimbo Design in the amount of $43,800.
CARRIED UNANIMOUSLY

(b) **2024 Special Event Approvals**
Councillor Skipsey MOVED and Councillor Vander Valk 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 February 7, 2024 report titled "2024 Special Event Approvals":

- Street Dance, Saturday, June 15, 2024 (Seaside Cruizers)
- Father's Day Show 'n Shine, Sunday, June 16, 2024 (Seaside Cruizers)
- Grad Parade, Saturday, June 22, 2024 (KSS Grad 2024 Parent Committee)
- Twilight Concert Series, Saturdays, June 29, July 6, August 24, 2024 (St. Andrews Lodge Historical & Cultural Society)
- Arts & Music Festival, Saturday, July 27, 2024 (St. Andrews Lodge Historical & Cultural Society) – New event

CARRIED UNANIMOUSLY

(c) **Radio Broadcast Request – 88.5 The Beach & 99.9 The Lounge**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT representatives from 88.5 The Beach and 99.9 The Lounge radio stations be permitted to broadcast their morning shows on location at the Second Avenue Clocktower on Wednesday, February 14, 2024 from 5:30 am to 10:00 am, for the purposes of fundraising and promoting the Coldest Night of the Year walk;
AND FURTHER THAT the Town provide access to electrical services at the Second Avenue Clocktower, to the radio station representatives for the duration of their broadcast.
CARRIED UNANIMOUSLY

DRAFT

(3) **Planning**

(a) **Development Variance Permit: 294 Mill Road**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council directs staff to issue a Development Variance Permit for 294 Mill Road as described in the February 7, 2024 Planning memo to Council.

CARRIED UNANIMOUSLY

(b) **UBCM Community Emergency Preparedness Fund Grant Application**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Town of Qualicum Beach supports the City of Parkville in applying for the '2024 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) - Emergency Operations Centers Equipment and Training grant application' on behalf of Emergency Management Oceanside (EMO), a joint emergency program of the two municipalities;

AND FURTHER THAT the Town authorizes the City of Parksville to apply for, receive and manage grant funding of $60,000 to enhance the capacity of Emergency Operation Centres of Parksville and Qualicum Beach from the UBCM Community Emergency Preparedness Fund on behalf of the Town of Qualicum Beach.

CARRIED UNANIMOUSLY

(c) **Qualicum Beach Skatepark Redevelopment: Feasibility Study and Final Concept Report**

Councillor Harrison MOVED Councillor Skipsey SECONDED, THAT Council receives the "Qualicum Beach Skatepark Redevelopment Feasibility Study and Final Concept Report" for information;

AND FURTHER THAT Council directs staff to periodically receive and track charitable donations or any other proceeds from the skatepark user group subject to the following conditions:

(a) The skatepark user group will provide a fundraising plan to the Town to ensure that there is no expectation that Town staff will be engaged in fundraising activities;
(b) The skatepark user group must engage a third-party fundraising organization that provides donation tracking, receipting, communication with donors, and the ability to refund.

CARRIED UNANIMOUSLY

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

DRAFT

(d) **Development Permit: Beach Creek/Crescent Road East Culvert Replacement Project –** verbal update
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to issue a Development Permit for the Beach Creek/Crescent Road East Culvert Replacement project, as funded in the Draft 2024-2028 Financial Plan.
CARRIED UNANIMOUSLY

REVIEW OF COMMENTS FROM THE PUBLIC
Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (February 9, 2024). Submissions were distributed to all Council, and a summary of the comments are as follows:

- Lois Eaton, Qualicum Beach, support for the 'Sue Big Oil' fossil fuel class action lawsuit.
- Karen Hodgson, Qualicum Beach, support for the 'Sue Big Oil' fossil fuel class action lawsuit.

MOTION TO CLOSE
Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT the meeting be closed to the public for the purposes 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. 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;
c. the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
d. 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: 1:05 pm
MEETING REOPENED TO THE PUBLIC: 3:30 pm

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

DRAFT

MEETING ADJOURNED: 3:30 pm

Certified Correct:

Heather Svensen Corporate Administrator	Teunis Westbroek Mayor

DRAFT

REGIONAL DISTRICT OF NANAIMO

February 1, 2024

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

Attention: Heather Svensen, Corporate Administrator

Dear Ms. Svensen:

Re: Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024

The Board, at its meeting held January 30, 2024, introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to amend the boundaries of the Northern Community Sewer Service.

The staff report dated January 11, 2024, is attached for further information. As part of the approval process for the bylaw, the Regional District requires the consent of at least 2/3 of the local service participants. As the Town of Qualicum Beach is a participant in the local service, it would be appreciated if your Council would consider endorsing the following resolution at its next meeting:

> *That the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024" and further, that the Regional District of Nanaimo be notified accordingly.*

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

Sincerely,

Sky Snelgrove
Deputy Corporate Officer/Assistant Mgr., Legislative Services
T: 250-390-6533 | Email: ssnelgrove@rdn.bc.ca

Encl. Bylaw 889.81
Staff Report dated January 11, 2024

REGIONAL DISTRICT OF NANAIMO

BYLAWS NO. 813.60 AND 889.81 – INCLUSION OF 448 MANSE ROAD INTO THE FRENCH CREEK AND NORTHERN COMMUNITY SEWER SERVICE AREAS

RECOMMENDATIONS

1. That "French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.60, 2024" be introduced and read three times.
2. That "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024" be introduced and read three times.

BACKGROUND

A petition has been received from the property owner at 448 Manse Road to amend the boundaries of the French Creek and Northern Community Sewer Service Areas. This property owner wishes to discontinue the use of his aging septic system and connect it to the nearby Regional District of Nanaimo (RDN) community sewer system.

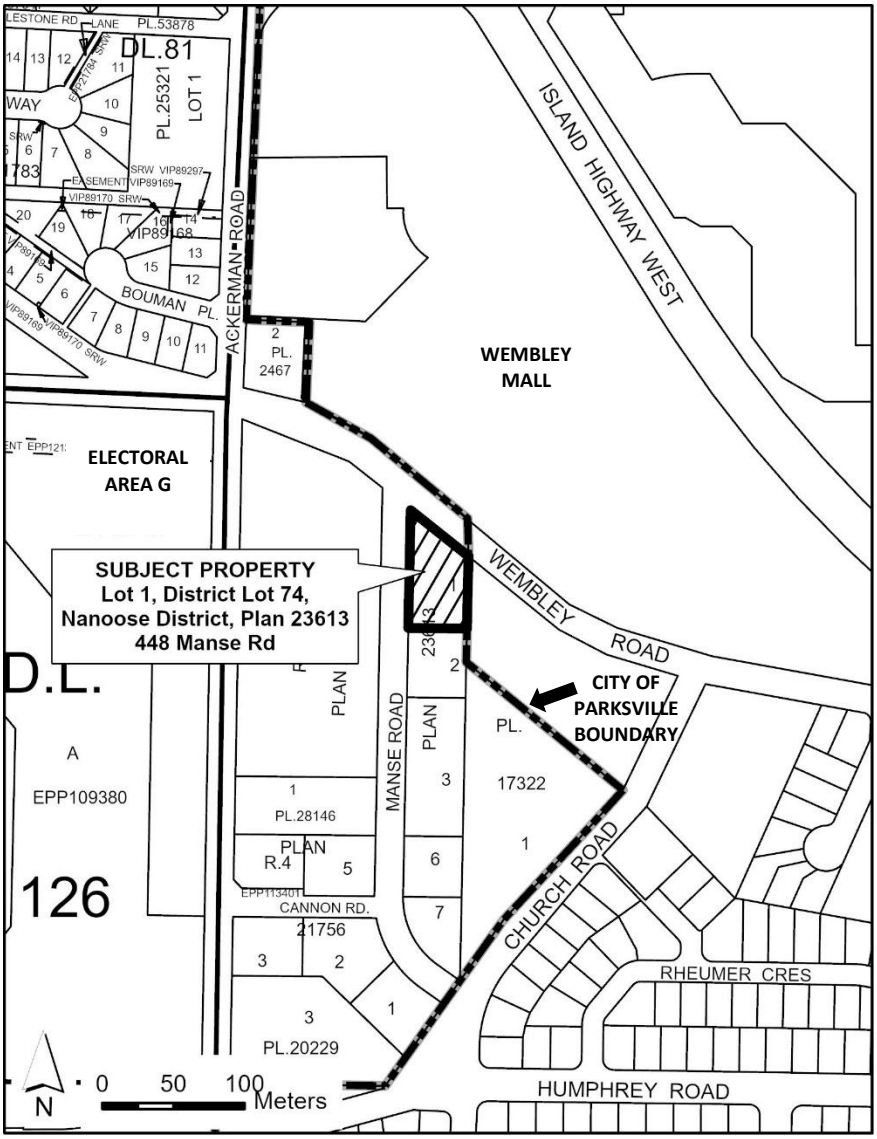
The subject property is located to the west of Wembley Mall, near Parksville, B.C. (see Location Plan in Figure 1, next page). This 0.7-acre property (0.27 ha) is comprised of an older, renovated home that has been discharging domestic sewage to an on-site septic tank and disposal field for over 50 years. With some repairs, the septic disposal system may continue to function well for a few more years, however, the provision of community sewer service is supported in *Regional Growth Strategy Bylaw No. 1309 (2003),* and the *Electoral Area G Official Community Plan (OCP) Bylaw No. 1540 (2008).* The subject property is located adjacent to the existing French Creek and Northern Community Sewer Service Area boundaries thereby making a connection to the sewer system straightforward. The property owner is responsible for extending a sewer main to his property frontage at his expense. With the provision of community sewer service, the subject property may be subdivided into several smaller lots.

In keeping with the intent of the OCP objectives, connecting this property to the sewer would:

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

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

Figure 1 – Location Plan



FINANCIAL IMPLICATIONS

With the provision of community sewer service, 448 Manse Road becomes eligible for subdivision into potentially 3 lots. Capital Charges for sewer service are payable on the entire development potential of the land, pursuant to *Northern Community Sewer Local Service Area Capital Charge Bylaw No. 1331, 2003,* and *French Creek Sewer Local Service Area Capital Charge Bylaw No. 1330, 2003*. In this regard, Capital Charges of ($2,794 + $976) x 3 totaling $11,310.00 are payable when this property is brought into the community sewer service area. The owner has paid the required Capital Charges as contributions towards the capital value of the existing sewer system. All costs associated with constructing a connection to the community sewer system would be at the property owner's expense.

There are two positive financial implications for the RDN and the existing customers of the sewer service area. First, the Capital Cost Charges paid will be added to reserve funds in the service area, lessening the financial impact of future asset renewal projects on taxpayers. Second, the annual cost recovery for sewer service is done through

parcel taxes and user fees, so when the number of properties in the sewer service areas increases, the yearly tax requisition that pays for the operation of the sewer system would be lower as it's shared amongst a greater number of properties.

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

STRATEGIC PLAN ALIGNMENT

Including this property in the French Creek and Northern Community Sewer Service Areas aligns with the RDN's Strategic Plan as follows: Planning and Managing for Growth - Understand and develop an inter-connected framework of strategies and plans to manage growth to support complete communities, including planning, transportation, infrastructure, and fiscal sustainability.

REVIEWED BY:

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

ATTACHMENTS

1. French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.60, 2024
2. Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 813.60

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

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

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

- Lot 1, District Lot 74, Nanoose District, Plan 23613;

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

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

1. Amendment

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

a) By amending Schedule 'A' to include the property shown outlined on Schedule 'A' of this bylaw.

2. Citation

This bylaw may be cited for all purposes as "French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.60, 2024".

Introduced and read three times this day of , 20___.

Adopted this day of , 20___.

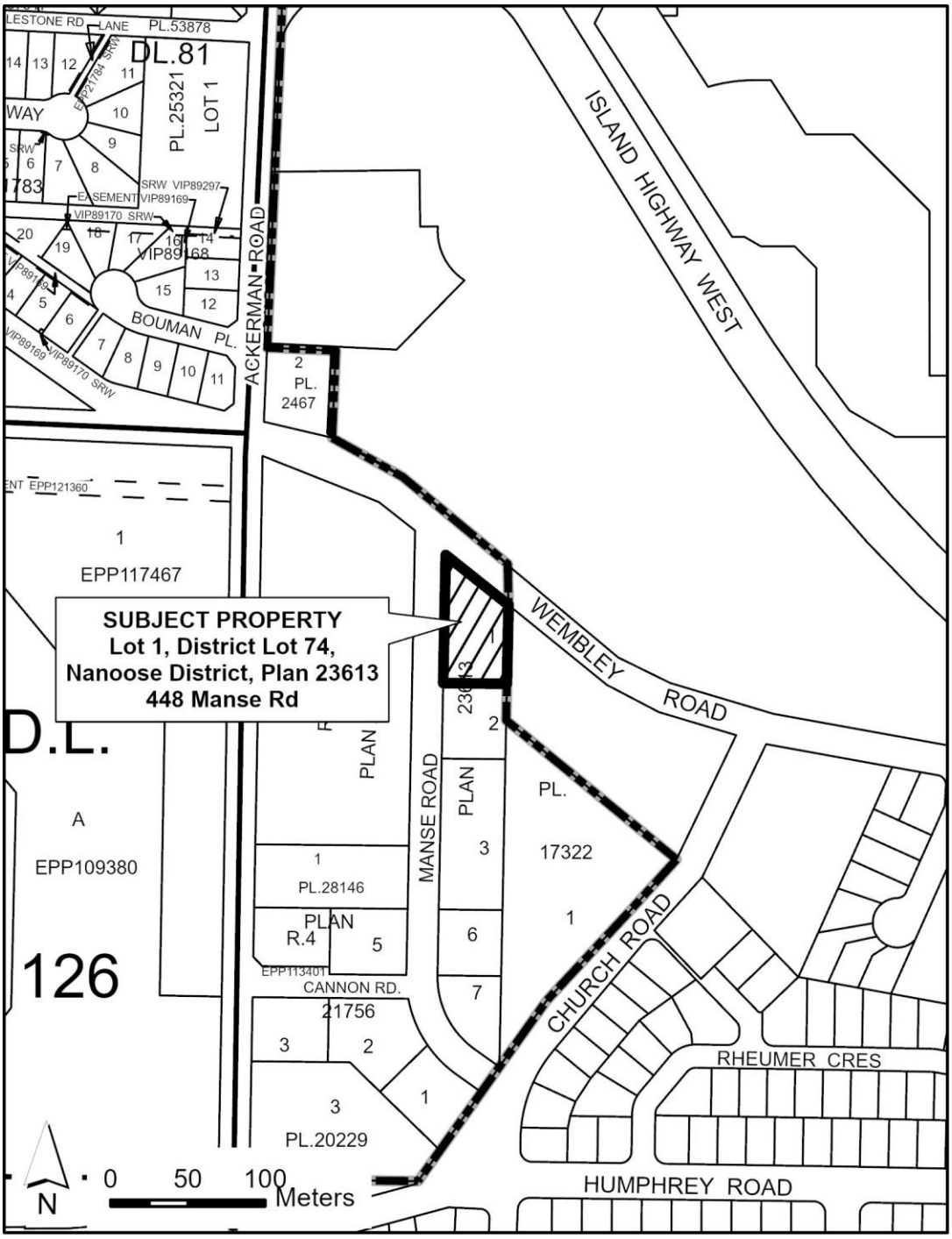
CHAIR

CORPORATE OFFICER

Schedule `A' to accompany "French Creek Sewerage Facilities Local Service Amendment Bylaw No. 813.60 2024"

_____
Chair

_____
Corporate Officer



REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.81

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

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

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

- Lot 1, District Lot 74, Nanoose District, Plan 23613;

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

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

1. Amendment

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

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

2. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024".

Introduced and read three times this day of , 20___.

Adopted this day of , 20___.

CHAIR

CORPORATE OFFICER

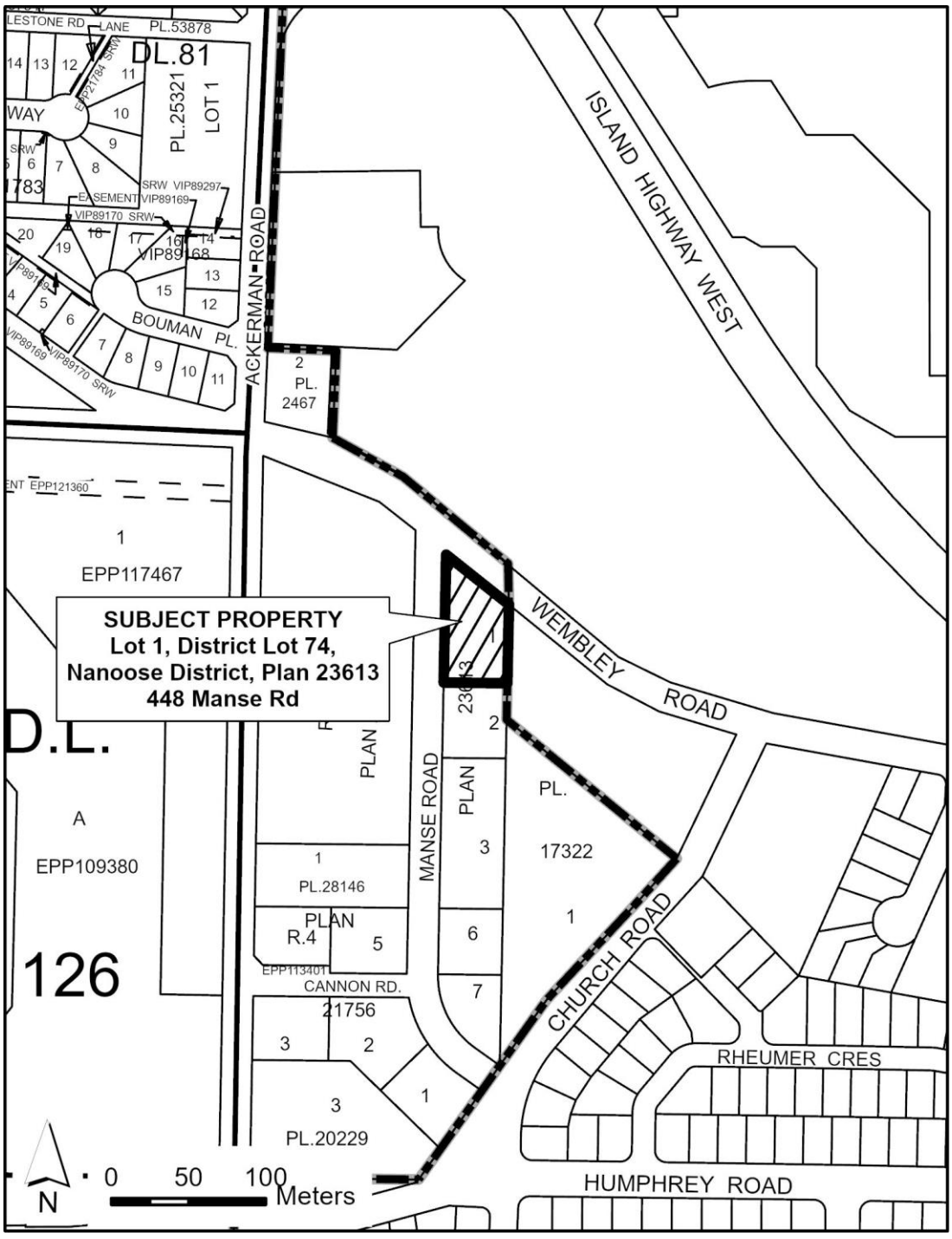
Schedule `A' to accompany "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024"

_____

Chair

_____

Corporate Officer



COPY
CERTIFIED CORRECT AT
THIRD READING

Corporate Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 889.81

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

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

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

- Lot 1, District Lot 74, Nanoose District, Plan 23613;

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

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

1. Amendment

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

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

2. Citation

This bylaw may be cited for all purposes as "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024".

Introduced and read three times this 30th day of January, 2024.

Adopted this day of , 20___.

CHAIR

CORPORATE OFFICER

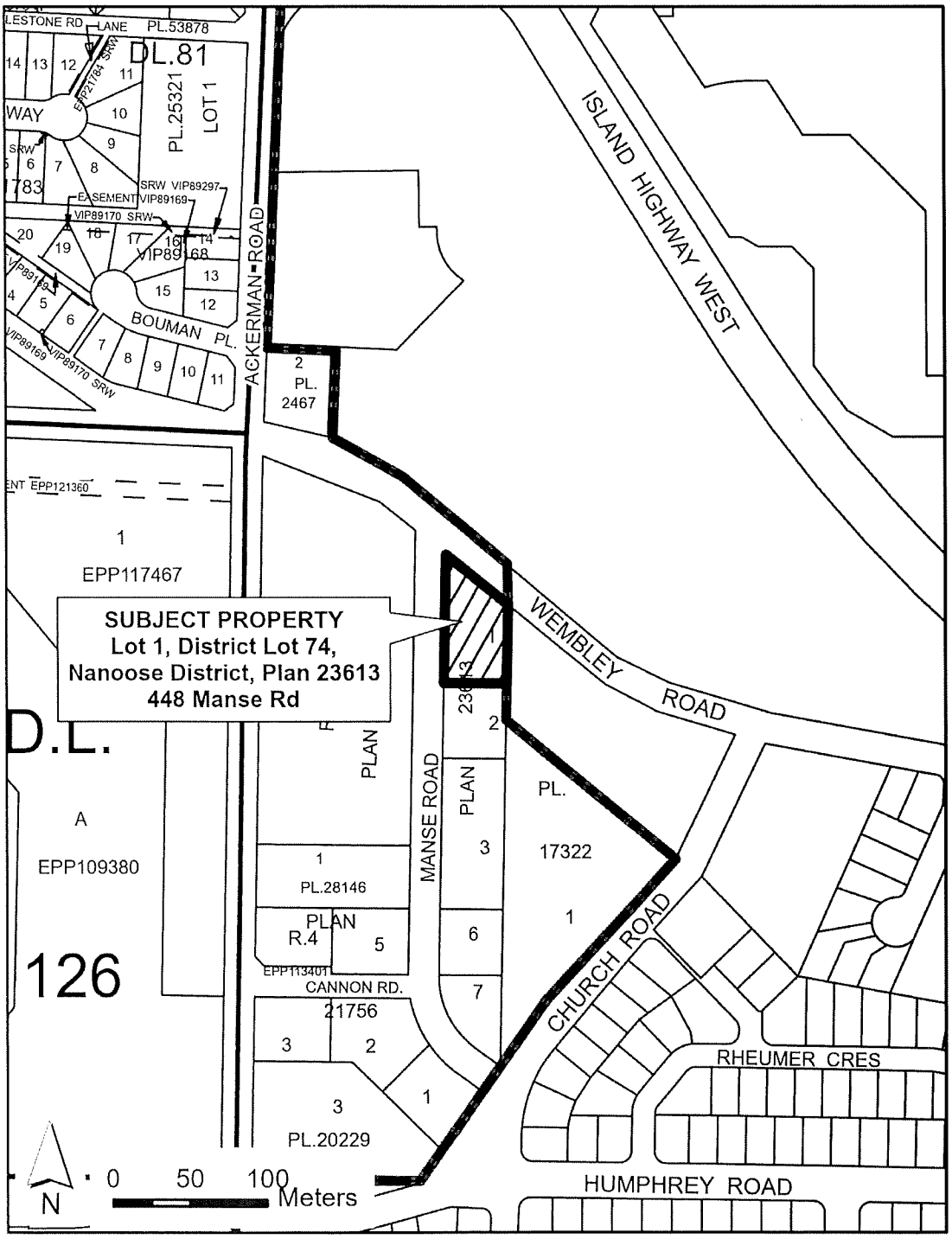
Schedule `A' to accompany "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.81, 2024"

_____

Chair

_____

Corporate Officer



QB Town

From: Teunis Westbroek
Sent: Tuesday, February 13, 2024 3:38 PM
To: QB Town
Subject: Fwd: Town of Qualicum Beach has received your email

Get Outlook for iOS

From: Teunis Westbroek
Sent: Tuesday, February 13, 2024 11:09:03 AM
To: moraninthemoon@gmail.com <moraninthemoon@gmail.com>
Subject: Town of Qualicum Beach has received your email

File No. 0990-01
☑ Acknowledgement — Response
Date Rec'd FEB 14 2024
Copies: Council, LV, HS, WG

Thank you for contacting me with your questions and concerns.

This is an automated response to confirm your email has been received. Action Required By Log - Mar. 13 Council Agenda

To have your message issued to the Mayor and all members of Council please send it to qbcouncil@qualicumbeach.com

For any questions or concerns for Town of Qualicum Beach staff, and to have your email included in the public Correspondence Log, please contact qbtown@qualicumbeach.com

---

From: moraninthemoon@gmail.com
Sent: Tuesday, February 13, 2024 11:08 AM
To: TWestbroek@qualicumbeach.com;JYoung@qualicumbeach.com;TWestbroek@qualicumbeach.com
Cc: HSvensen@qualicumbeach.com;CDiel@qualicumbeach.com
Subject: Mindfulness in May 2024 Celebrating BC Youth Week and National Mental Health Week

Dear Mayor Teunis Westbroek, Counselor Jean Young Ms. Diel. & Ms. Svensen

I am pleased to say that our second annual Mindfulness in May (OPEN CALL to YOUTH) has gone out to all district 69 students. Our very own VIRL in Qualicum Beach will be hosting the Exhibition that will run. May 1st-11th 2024. During BC Youth Week and National Mental Health Week.

Once again Adam Walker MLA and our Qualicum Beach Rotary Club have generously sponsored the "Youth Arts Exhibition" Providing cash donations for all of the art prizes, exhibition expenses and financial needs to make this possible. Please know I am a Volunteer, including on the steering

committee to encourage both support to youth and to culture. Any funds received from any sources that I reach out to are used for the Exhibition. Attached is the information about the OPEN CALL.

. I will include the town logo on the POSTERS for the EXHIBITION when I have confirmation of your participation.

I am reaching out today to seek in- kind donations (Lobby access for the Gala) printing support from The Town of Qualicum Beach and your public attendance at the opening. I hope that you will consider supporting some or all of the following.

1: Print and sign 25-50 participation certificates. I will provide the card stock paper and design (I do not have numbers as yet) April 2nd is the deadline for entry.

2: Provide access, tables and chairs set up in the Town Hall Lobby on the evening of May 2nd 2024. For the Official Gala celebration and opening of the 2024 Youth Arts Exhibition. Forest Sea and Self. 6:00pm-7:30pm

3: Attend the opening welcome all the artists and families in attendance and help announce the winners of the cash prizes,

Please advise if any or all of my requests are possible. I will make other arrangements if not available or appropriate.

Thank You for Your Consideration

Warm Regards

Diane Moran

Visual Artist and Community Connector

Mindfulness in May Youth Arts Exhibition

778-869-8964

moraninthemoon@gmail.com

From: qbcouncil <qbcouncil@qualicumbeach.com>
Date: February 15, 2024 at 11:11:02 AM PST
To: Automate <Automate@qualicumbeach.com>
Subject: Airport Review
Reply-To: <<redacted>>

From: <<redacted>>
Sent: Thursday, February 15, 2024 11:10 AM
To:
TWestbroek@qualicumbeach.com;qbcouncil@qualicumbeach.com;LVarela@qualicumbeach.com Cc:
<<redacted>>; ASkipsey@qualicumbeach.com;qbtown@qualicumbeach.com Subject: Airport Review

Mayor, Council, and CAO Varela,

We would like to thank Councillor Vander Valk for asking at both the Committee of the Whole meeting on 31Jan24, and the regular Council meeting of 7Feb24, about, "the possibility of seeing if the flight path can just be to the south, turning to the south…"

In fact, Transport Canada already permits pilots to turn to the south, places no restriction on the altitude they must follow before they make that turn, and they are free to turn south as soon as it is safe to do so and continue southbound towards Highway 19 and away from populated areas.

Encouraging pilots to choose flight path is currently within the authority of the town, as indicated by Transport Canada, and does not require an application to Transport Canada nor any of the related steps that would be required of staff associated to an application.

It is discouraging that this common sense solution, already deemed safe to use by Transport Canada, requires minimal effort and only a slight inconvenience, but at the same time offering consideration of our community, seems to be such a challenge to embrace?It is clear to see that if south turns are encouraged, far fewer residents would be impacted.

We met with one of the pilots who spoke at the CoW meeting and invited us to sit down with him and chat informally about our concerns, as he and others expressed pilots wanted to be good neighbours.

That pilot was very positive on accepting unleaded fuel as soon as it was made available to Qualicum Beach pilots.

We described our noise concerns, and asked at least four times why pilots were not flying to the south when safe to do so.
That question was never answered, but on the fourth time, he offered to put up a poster in the flying club similar to what had previously been posted in the past asking pilots to fly away from populated areas.

Unfortunately that offer, and continued discussions on our concerns, were subsequently withdrawn, despite our saying we had agreed with some wording for the poster and that we were open to further discussion on the noise issues.

We would ask Council to direct staff to post notices encouraging this flight path and engage in communications with pilots to support this choice of flight path when safe to do so.

Todd Provost
President
Qualicum Woods Residents Association

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: February 28, 2024

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Zoning Amendment: 630 Hemlock Street**

RECOMMENDATION

THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023" be read a second time.

PURPOSE

To consider a zoning amendment application for 630 Hemlock Street that would facilitate the subdivision of the parcel into three parcels, with a single-family dwelling and either a secondary suite or carriage house on each parcel.

BACKGROUND

The owner of 630 Hemlock Street has submitted a zoning amendment application to facilitate development of the subject property. The subject property is currently zoned Residential 14 (R14), is identified as Mixed Residential 1 in the Official Community Plan and falls within Development Permit Area M1 – Village Neighbourhood. Due to the proposal consisting of single-family dwellings with a secondary suite, a Development Permit is not required.

The subject property is currently zoned Residential 14 (R14), identified as Mixed Residential 1 in the Official Community Plan, and falls within Development Permit Area M1 – Village Neighbourhood. The zoning amendment will change the zoning classification from Residential 14 (R14) to a new residential zone, Residential 21 (R21). This zone has been created in response to this application. No existing residential zones can accommodate the density and setbacks of the proposed development. The R21 zone is a higher density zone that permits home occupation use and residential use. The zoning amendment will also change the Subdivision District from Subdivision District "D" to Subdivision District "F" to permit subdivision of the parcel. Subdivision District "D" has a 700m² minimum parcel size, whereas Subdivision District "F" has a 400m² minimum parcel size. All three lots have a minimum parcel size of 400m².

On January 17, 2024, the application went before Council and the following motion was adopted:

- THAT consideration of the zoning amendment application for 630 Hemlock Street be deferred to the February 7, 2024, regular Council meeting.

Council adopted the following motions on February 7, 2024:

- THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023" be introduced and read a first time.
- THAT Council confirms that the zoning amendment application for 630 Hemlock Street generally complies with the *Official Community Plan Bylaw No. 800, 2018* and directs staff to proceed with the appropriate zoning amendment process.
- THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023", the developer shall make a contribution to the Village Neighbourhood Sidewalk Reserve Account equivalent to the value of constructing a sidewalk for this property.
- THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023", a S. 219 Covenant be registered on title of the subject property to ensure that the development is constructed in accordance with the proposed plans.
- THAT Council refers the zoning amendment application for 630 Hemlock Street to the Advisory Planning Commission.

The Advisory Planning Commission (APC) reviewed the application on February 21, 2024, and adopted the following motion:

- THAT the Advisory Planning Commission recommends to Council that the zoning amendment for 630 Hemlock Street be accepted as presented

DISCUSSION

Following is a comparison of the existing and proposed zoning designation, as well as the actual building proposal.

	Zoning Comparison	
Zoning Provision	**Existing**	**Proposed Zoning**
Zoning	Residential 14 (R14)	Residential 21 (R21)
Density	1 dwelling unit and either a secondary suite or garden suite.	One single-family dwelling unit and one secondary dwelling unit per parcel
Height	9.0m	9.0m
Front Setback	5.5m	3.0m
Interior Side Setback	1.5m 4.5m aggregate combination of two interior sides	1.5m
Exterior Side Setback	4.5m	1.5m
Rear Setback	3.0m (less than 6m height)	2.5m

Impact of Bill 44 - Housing Statutes (Residential Development) Amendment Act, 2023

1. The Town is not permitted to hold a public hearing for this proposal.
2. With the pending zoning amendment to permit four dwelling units per parcel, the proposed construction of three homes would be permitted without a zoning amendment. However, there would be a maximum of four units on the site, so only one home could also have a suite (rather than all three). More importantly, without a zoning amendment, the parcel could not be subdivided into three parcels, as Bill 44 does not impact subdivision regulations.
3. The R21 zone has been created in response to this zoning amendment, and will likely be eliminated prior to June 30, 2024, when the Town-wide zoning amendment is complete.

	6.0 (more than 3.m height)	
Parcel Coverage	45%	55%
Parking (off-street)	1 space per dwelling unit	1 space per dwelling unit

2018 Official Community Plan (OCP)

The property is located within the "Village Neighbourhood" land use designation in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The Village Neighbourhood General Policies are as follows:

1. The Town shall support the redevelopment of the "Village Neighbourhood" in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.
   Staff Comment: Staff consider the proposed development to align with this provision of the OCP.

2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.
   Staff Comment: It is not anticipated that the proposed development will restrict occupation based on age.

3. The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.
   Staff Comment: Staff consider the proposed development to align with this provision of the OCP.

4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.
   Staff Comment: The proposed development could fit the needs of different age groups, including young families.

5. The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.
   Staff Comment: Staff will require a Rainwater Management Plan if the application proceeds.

6. The Town shall discourage multi-family housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.
   Staff Comment: Staff consider the proposed development to align with this provision of the OCP.

7. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.
   Staff Comment: Staff consider the proposed development to align with this provision of the OCP.

8. Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivisions and building construction.
   Staff Comment: Information on energy efficiency will be provided prior to the next reading.

9. The Town shall encourage the efficient use of land within the Village Neighbourhood.
   Staff Comment: The density proposed is less than what is permitted in the OCP. However, the proposal is considered compatible with the surrounding neighbourhood from a land use planning perspective.

10. The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.
    Staff Comment: A tree management plan has not been provided. The Town's Tree Protection Bylaw applies to this property. If the application proceeds, staff will request a Tree Management Plan that reflects the Tree Protection Bylaw.

11. As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.
    Staff Comment: Offsite works and services have not been detailed. A service agreement will occur at either the subdivision or building permit stage.

12. Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views, and community amenities. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.
    Staff Comment: Staff consider the proposed development to align with this provision of the OCP.

The following policies are specific to Mixed Residential 1 designation:

1. The Town recognizes existing single-family and two-family dwellings within the area designated as 'Mixed Residential', as shown on map 'Schedule 2.2'.
   Staff Comment: Staff consider the proposed development to align with this provision of the OCP.

2. The Town will consider rezonings for multi-family residential uses within the area designated 'Mixed Residential', as shown on map 'Schedule 2.2'.
   Staff Comment: Staff consider the proposed development to align with this provision of the OCP.

3. The maximum density for residential dwellings in the Mixed Residential 1 area shall be up to 60 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, underground parking, 'green' buildings, adaptable design features, public amenities, and public open space as part of multi-family residential development within the "Village Neighbourhood".
   Staff Comment: Staff consider the proposed development to align with this provision of the OCP.

4. The Town shall develop a suitable multi-family residential zoning for the 'Mixed Residential' area that will encourage small-scale developments in accordance with 'Development Permit Area M1' design guidelines.
   Staff Comment: The proposal is for three single-family dwellings, with a secondary dwelling in the form of a secondary suite or carriage house, on each parcel.

5. The implementing of bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for multi-family residential developments.
   Staff Comment: If the application proceeds, staff will request a Tree Management Plan.

6. Sidewalks, curbs and gutters, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of multi-family developments.
   Staff Comment: Staff recommend that the applicant make a contribution to the Village Neighbourhood Sidewalk Account equivalent to the value of constructing a sidewalk for this property.

7. Building designs and site development for multi-family residential developments shall conform to the 'Development Permit Area M1' design guidelines.
   Staff Comment: Due to the proposal consisting of single-family dwellings, the Development Permit guidelines do not apply.

8. The Town shall develop more detailed design guidelines for 'Development Permit Area M1'. After development of design guidelines, the densities for Mixed Residential 1 and Mixed Residential 2 should be reviewed to ensure compatibility with the design guidelines.
   Staff Comment: Additional detailed guidelines have not been developed at this time. This clause was added to the OCP in 2006, and since then, multi-residential guidelines have not been identified as a priority by Council to be advanced by staff. Even if these guidelines were developed, they would not apply to this specific development.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

- The public is informed of this proposal through the presentation of this staff report.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

N/A

SUMMARY

An application has been received to amend the zoning and issue a Development Permit for 630 Hemlock Street. The zoning amendment would change the Subdivision District from Subdivision District "D" to Subdivision District "F" to permit subdivision of the parcel into three parcels. The zoning amendment would also amend the zoning from R14 to R21. In the opinion of staff, the application generally aligns with the OCP. Staff consider the application supportable and ready for Council's consideration and decision making.

ALTERNATIVE OPTIONS

1. THAT Council requests the following changes to the proposed development at 630 Hemlock Street: *[insert changes].*

2. THAT Council denies the zoning amendment application for 630 Hemlock Street.

3. THAT Council provides alternative direction to staff.

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

for _____
Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Writer

_____	_____
Luke Sales	For: Lou Varela, MCIP, RPP
Director of Planning	CAO
Concurrence	*Concurrence*

REFERENCES

Attachment 1:	Submitted Plans for 630 Hemlock Street
Attachment 2:	Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West, Qualicum Beach, V9K 2T5



630 HEMLOCK STREET

QUALICUM BEACH, B.C.

Project Title

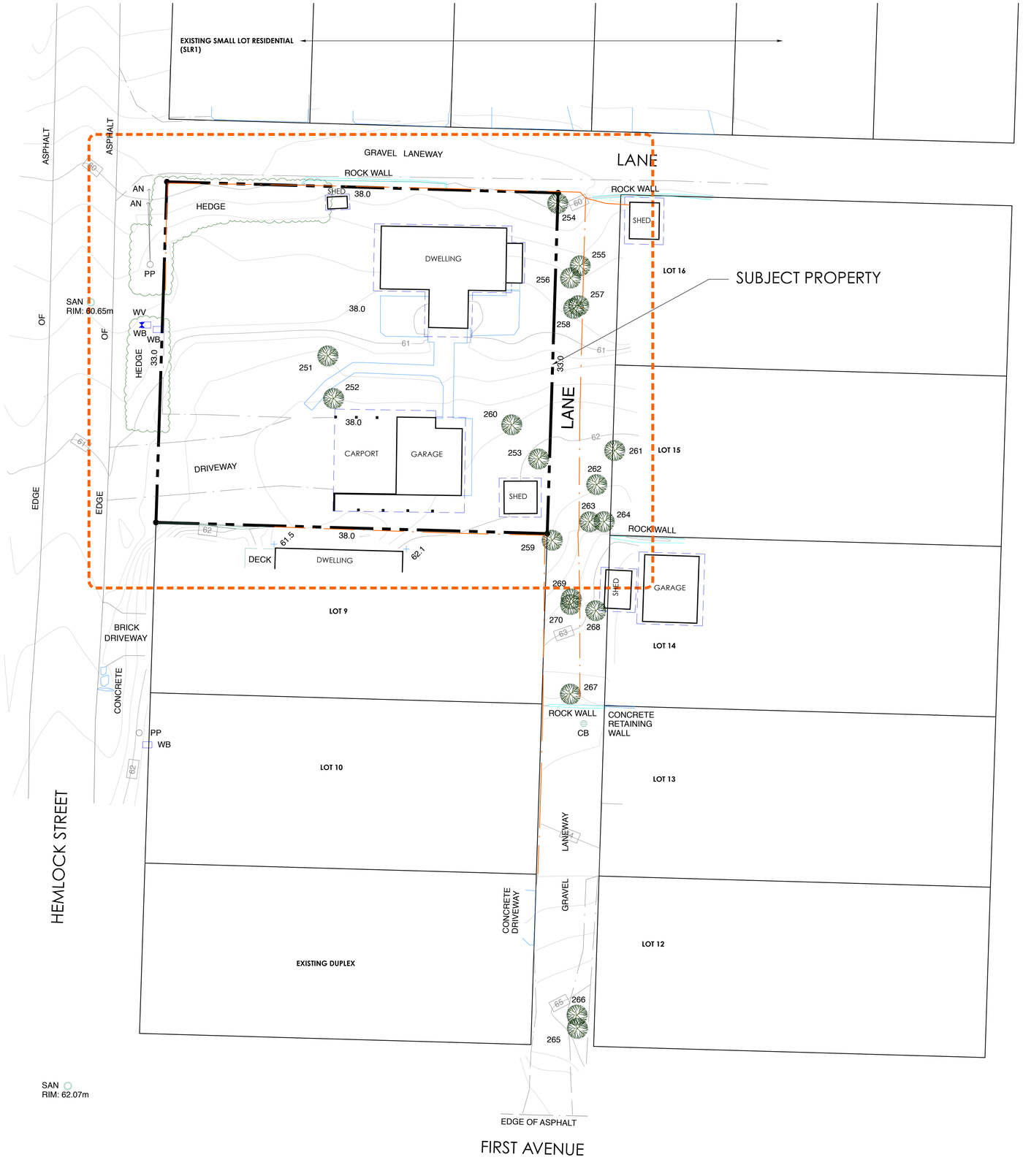
630 HEMLOCK
QUALICUM BEACH, B.C.

Sheet Title

COVER PAGE

Drawn	JL/JP.
Checked	JL/JP.
Date	10.27.23
Scale	3/16" = 1'-0"

Sheet #



Tree Legend

TAG #	DIAM. (m)	TREE TYPE	LOCATION
251	0.65	CEDAR	ON PROPERTY
252	0.60	CEDAR	ON PROPERTY
253	0.85	CEDAR	ON PROPERTY
254	0.50	CEDAR	BOUNDARY TREE
255	0.40	CEDAR	LANEWAY
256	0.45	CEDAR	LANEWAY
257	0.40	CEDAR	LANEWAY
258	0.55	CEDAR	LANEWAY
259	0.28	CEDAR	LANEWAY
260	0.30	CEDAR	ON PROPERTY
261	0.50	FIR	BOUNDARY TREE (LOT15)
262	0.35	FIR	LANEWAY
263	0.60	FIR	LANEWAY
264	0.35	FIR	LANEWAY
265	0.50	CEDAR	LANEWAY
266	0.80	FIR	LANEWAY
267	0.35	PINE	LANEWAY
268	0.40	CEDAR	LANEWAY
269	0.30	CEDAR	LANEWAY
270	0.40	CEDAR	LANEWAY

ExistIng Site Data

CIVIC ADDRESS: 630 HEMLOCK STREET, QUALICUM BEACH, B.C.

LEGAL DESC.: LOT A (DD C82036), BLOCK 11, D.L. 56 NEWCASTLE DISTRICT, PLAN 2005

PID: 006-632-947

ZONING: RESIDENTIAL 14 (R14)

LOT SIZE: 1259 sq. m.

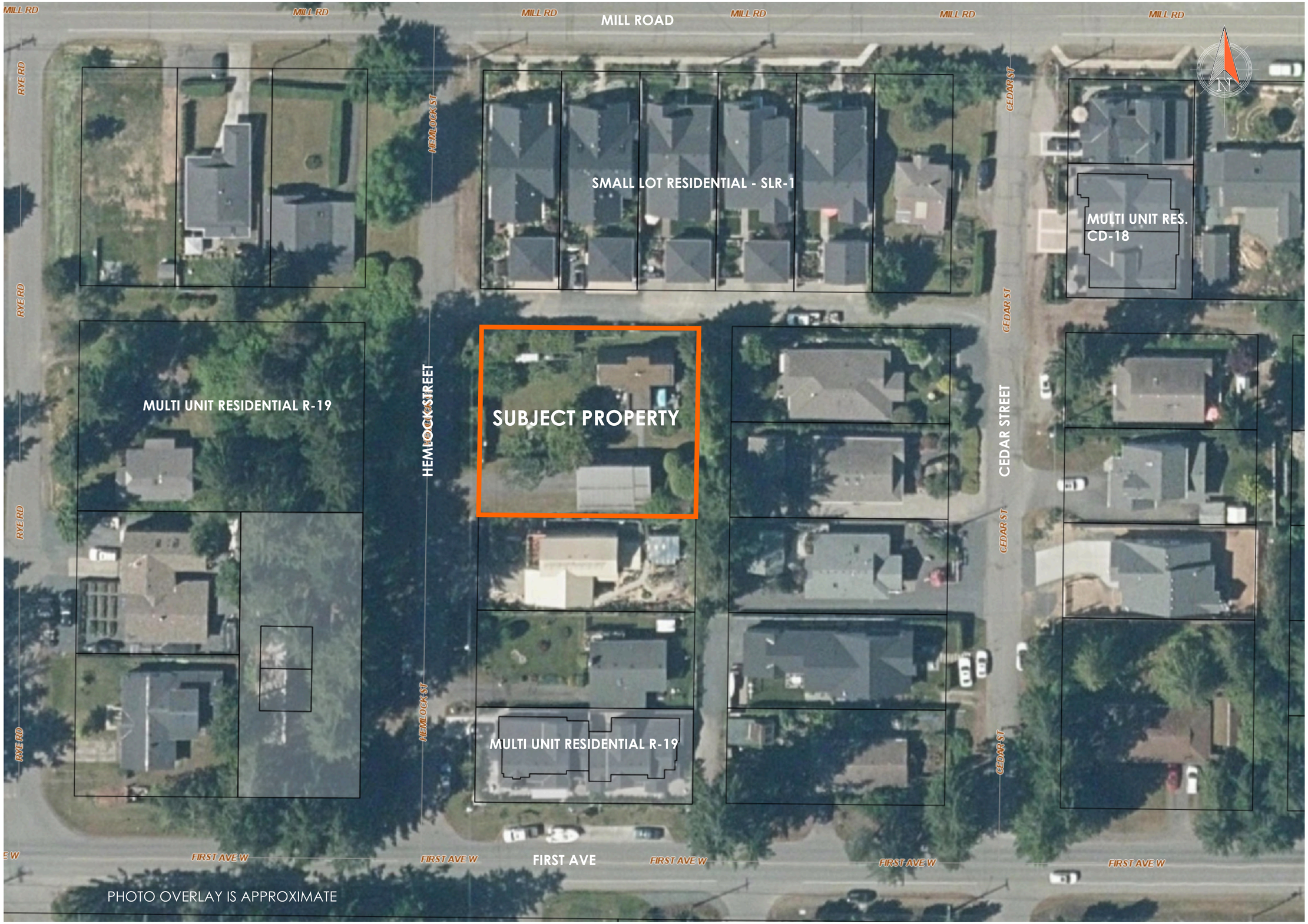
C.A. DESIGN
T (250) 752 2222 F (250) 752 0111
156 Fern Road West, Qualicum Beach, V9K 2T5

Project Title
630 HEMLOCK STREET

Sheet Title
EXISTING SITE PLAN

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	10.27.23
Scale	1:200

Sheet #
1.0



C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West, Qualicum Beach, V9K 2T5

Project Title

630 HEMLOCK STREET

Sheet Title

CONTEXT PLAN
CONCEPTUAL

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	10.27.23
Scale	NTS

Sheet #

1.1

EXISTING SMALL LOT RESIDENTIAL
(SLR1)

LANE

ROCK WALL

ASPHALT

ASPHALT

60

AN

AN

PP

SAN
RIM: 60.65m

OF

OF

HEMLOCK STREET

EDGE

EDGE

61

WV

WB

WB

LOT 1
420 m²

1.5m SETBACK

38.0

4.0m SETBACK

1.5m SETBACK

11.0

3.0m SETBACK

254

255

256

257

258

60

ROCK WALL

SHED

LOT 16

LOT 2
420 m²

1.5m SETBACK

38.0

4.0m SETBACK

1.5m SETBACK

11.0

3.0m SETBACK

251

252

61

61

LOT 3
420 m²

1.5m SETBACK

38.0

4.0m SETBACK

1.5m SETBACK

11.0

3.0m SETBACK

260

253

62

261

262

263

264

259

62

38.0

61.5

62.1

DECK

DWELLING

LOT 9

LANE

ROCK WALL

SHED

GARAGE

269

270

268

63

LOT 15

LOT 14

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West, Qualicum Beach, V9K 2T5

Project Title

630 HEMLOCK STREET

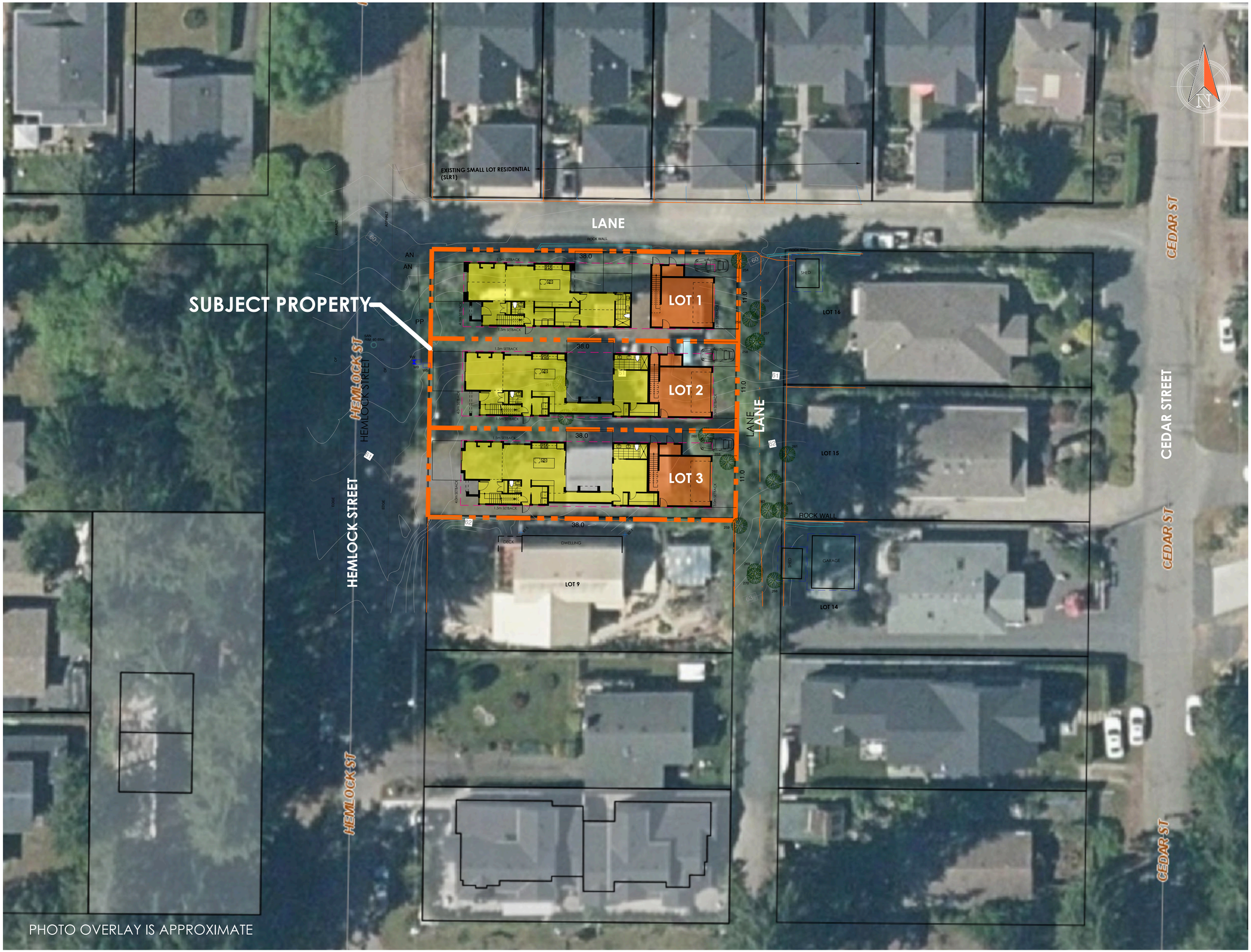
Sheet Title

PROPOSED SITE PLAN
CONCEPTUAL

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	10.27.23
Scale	1:100

Sheet #

1.2



C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West, Qualicum Beach, V9K 2T5

Project Title

630 HEMLOCK STREET

Sheet Title

PROPOSED SITE PLAN
CONCEPTUAL

Drawn	J.L./J.P.
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Date	10.27.23
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Sheet #

1.3

Zoning Summary

LEGAL DESCRIPTION: LOT A (DD C82036), BLOCK 11, D.L. 56, NEWCASTLE DISTRICT, PLAN 2005

CIVIC ADDRESS: 630 HEMLOCK STREET, QUALICUM BEACH, B.C.

PID: 006-632-947

STATISTICS	EXISTING	PROPOSED	NOTES
ZONING	RESIDENTIAL 14 (R14)	COMPREHENSIVE DEVELOPMENT ZONE	N/A
OCP LAND USE DESIGNATION	VILLAGE NEIGHBOURHOOD, MIXED RESIDENTIAL 1	VILLAGE NEIGHBOURHOOD, MIXED RESIDENTIAL 1	N/A
PERMITTED USES	Home Occupation, Residential, Bed & Breakfast	Home Occupation, Residential, Bed & Breakfast	N/A
PARCEL AREA	1260 SQ. m. (13,562 SF.)	LOT 1 = 420 SQ. m. (4520 SF.) LOT 2 = 420 SQ. m. (4520 SF.) LOT 3 = 420 SQ. m. (4520 SF.)	
PARCEL COVERAGE	42%	55%	
FLOOR AREA RATIO	N/A	N/A	
MAXIMUM HEIGHT	9.0m	9.0m	
SETBACKS			
FRONT	8.0m	4.0m (*see note)	*All proposed setbacks are measured to building face Maximum overhang projection 0.6m
REAR	3.0m/6.0m	3.0m (*see note)	
EXTERIOR SIDE	4.5m	1.5m (*see note)	
INTERIOR SIDE	1.5m	1.5m (*see note)	
INTERIOR SIDE LOT LINE ADJACENT TO A LANE	3m	1.5m (*see note)	

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West, Qualicum Beach, V9K 2T5

Project Title

630 HEMLOCK STREET

Sheet Title

ZONING SUMMARY
CONCEPTUAL

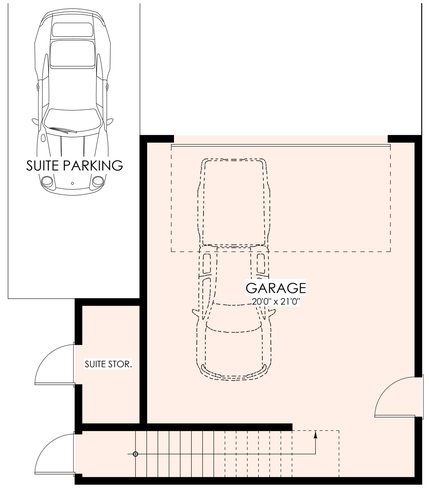
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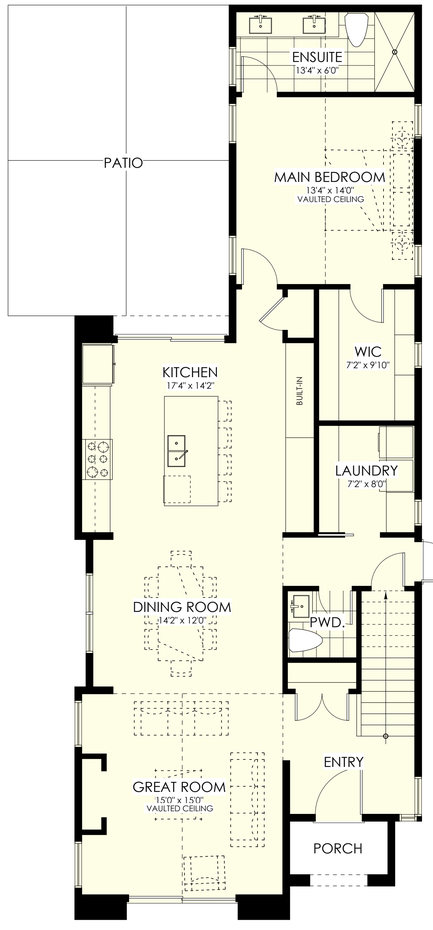
C.A. DESIGN

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156 Fern Road West, Qualicum Beach, V9K 2T5

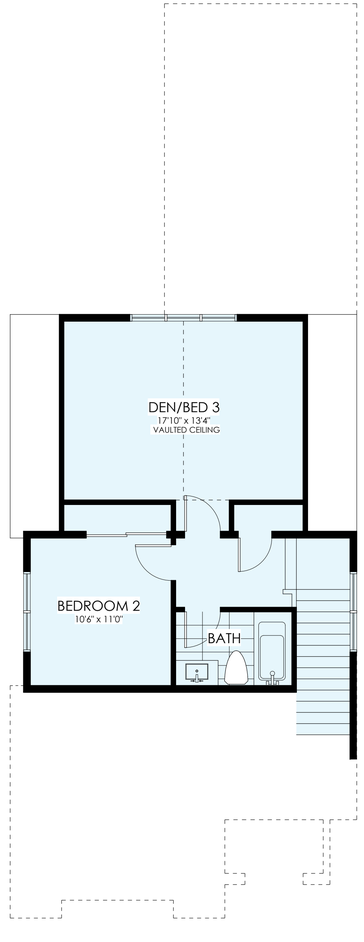




Suite Floor Plan
Floor Area = 564 sq. ft.



Main Floor Plan
Floor Area = 1,376 sq. ft.
(Not Including Garage)



Upper Floor Plan
Floor Area = 543 sq. ft.

Project Title

630 HEMLOCK
QUALICUM BEACH, B.C.

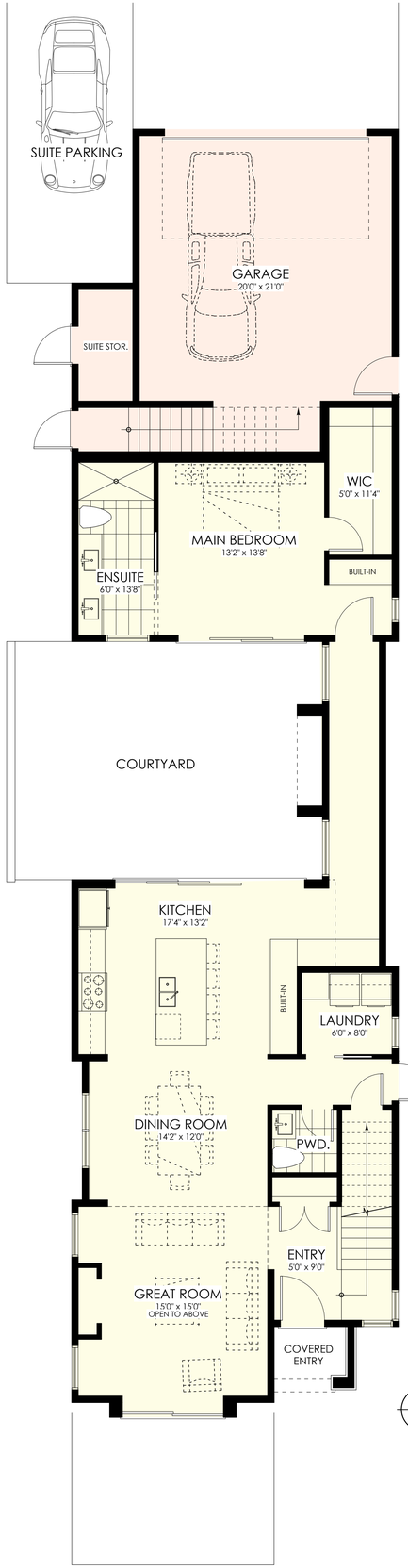
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FLOOR PLAN - A
REZONING

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Date	10.27.23
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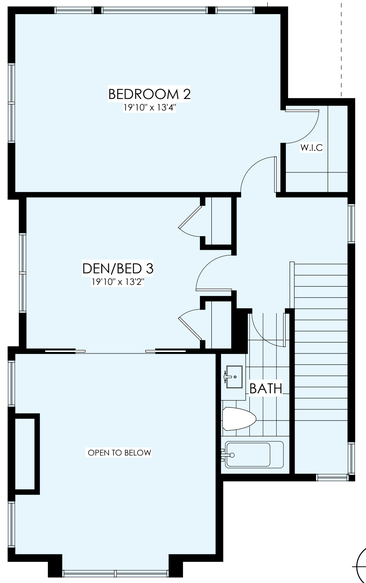
Main Floor Plan

Floor Area = 1,496 sq. ft.
(Not Including Garage)



Suite Floor Plan

Floor Area = 564 sq. ft.



Upper Floor Plan

Floor Area = 650 sq. ft.
(Not Including Garage)

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Project Title

630 HEMLOCK
QUALICUM BEACH, B.C.

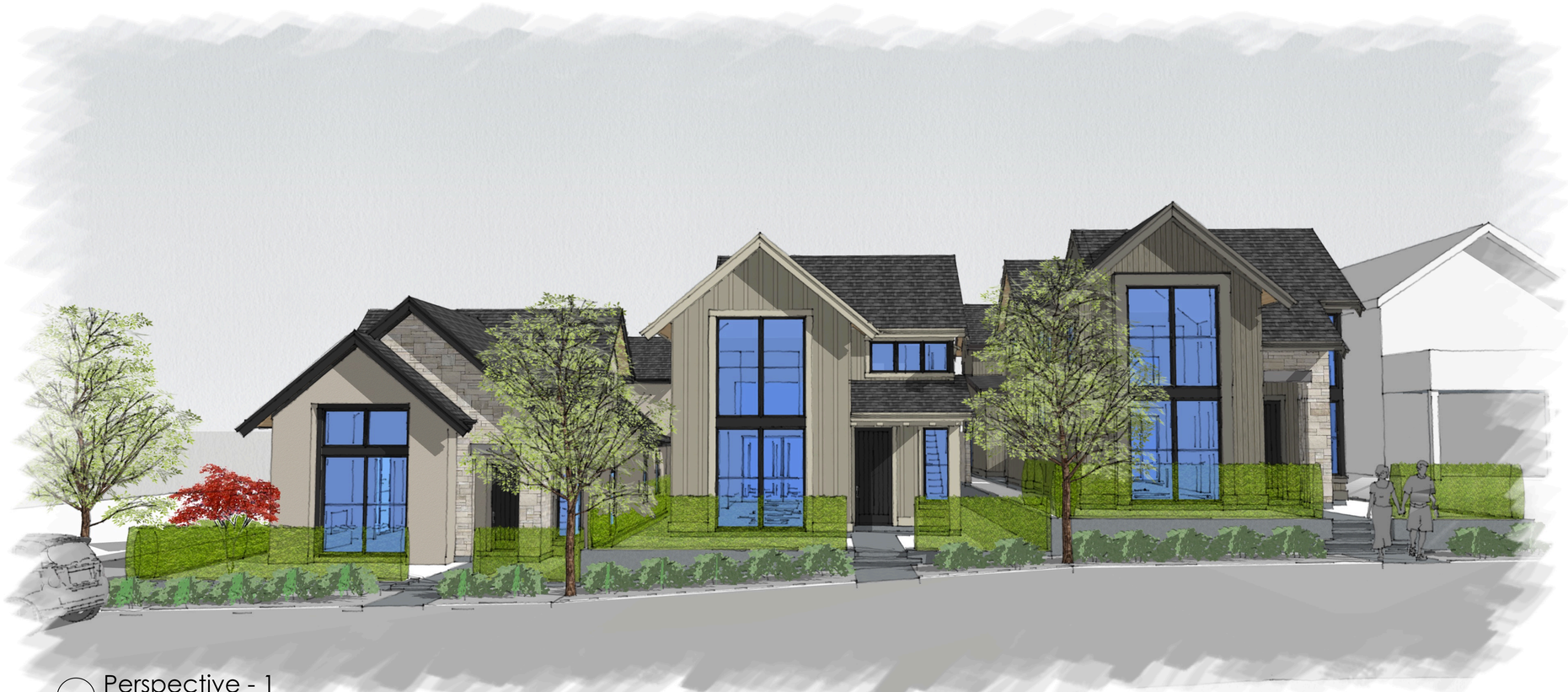
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FLOOR PLAN - B
REZONING

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Date	10.27.23
Scale	3/16" = 1'-0"

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2.1



Perspective - 1
Hemlock Street



Perspective - 2
North Laneway

C.A. DESIGN

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Project Title

630 HEMLOCK
QUALICUM BEACH, B.C.

Sheet Title

PERSPECTIVES
REZONING

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Date	10.27.23
Scale	3/16" = 1'-0"

Sheet #

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Perspective - 3
Hemlock Street



Perspective - 4
East Laneway

C.A. DESIGN

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156 Fern Road West, Qualicum Beach, V9K 2T5

Project Title

630 HEMLOCK
QUALICUM BEACH, B.C.

Sheet Title

PERSPECTIVES
REZONING

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Date	10.27.23
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C.A. DESIGN

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Streetscape - 1
Hemlock Street

Project Title

630 HEMLOCK
QUALICUM BEACH, B.C.

Sheet Title

RENDERINGS
REZONING

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Date	10.27.23
Scale	3/16" = 1'-0"

Sheet #

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156 Fern Road West, Qualicum Beach, V9K 2T5



Streetscape - 2
Hemlock Street

Project Title

630 HEMLOCK
QUALICUM BEACH, B.C.

Sheet Title

RENDERINGS
REZONING

Drawn	JL/JP.
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Date	10.27.23
Scale	3/16" = 1'-0"

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TOWN OF QUALICUM BEACH
BYLAW NO. 580.140, 2023

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 580, 1999

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act*, establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows: "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" is hereby amended as follows:

1. "Part 6 – Land Use Regulations" is hereby amended by adding 'Section 6.4.80.11 Residential 21 (R21) as shown on Schedule 'A' which is attached to, and forms part of, this bylaw.
2. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot A (DD C82036), Block 11, District Lot 56, Newcastle District, Plan 2005 (630 Hemlock Street) from Residential 14 (R14) to Residential 21 (R21) as shown outlined in heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
3. "Schedule 7A – Subdivision District Map" is hereby amended Lot A (DD C82036), Block 11, District Lot 56, Newcastle District, Plan 2005 (630 Hemlock Street) from Subdivision District 'D' to Subdivision District 'F' as highlighted and outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
4. This bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (630 Hemlock Street) Bylaw No. 580.140, 2023."

INTRODUCED FOR FIRST READING this 7th day of February, 2024.
READ A SECOND TIME, as amended, this day of, 2024.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2024 and the 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' – BYLAW NO. 580.140, 2023

Section 6.4.80.11

Residential 21 (R21) R21

Permitted Uses and Minimum Site Area

Permitted Use	Required Site Area
a) Home Occupation Use	n/a
b) Residential Use	
- single family dwelling	n/a
- secondary suite	n/a
- carriage house	n/a
- garden suite	n/a

Maximum Number and Size of Buildings and Structures

Accessory buildings, excluding garages and carriage houses	- combined floor area of 10 m^2
Single family dwellings	1
Combined total of all dwelling units per parcel	2
Height	
- Principal building	
- Interior heated space	7.3 m
- Ridge of gable, hip or gambrel sloped roof	9.0 m
- Mansard roof	
- Deck line	8.0 m
- Top of roof	9.0 m
- Flat roof	8.0 m
- Accessory building	4.5 m
Parcel coverage	55 %

Minimum Setback Requirements

Front lot line	4.0m
Rear Lot Line	3.0 m
Exterior side lot line	1.5 m
Interior side lot line	1.5 m

Except:

a. where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3 of this Part shall apply.
b. That any roof overhang, eave, cornice or gutter may project to a maximum of 0.6m into any required set-back area.

Schedule 'B' – BYLAW NO. 580.140, 2023



TOWN OF **QUALICUM BEACH**

MEMORANDUM

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 28, 2024

FROM: Raj Hayre, Director of Finance

SUBJECT: **Second and Third Reading of "Town of Qualicum Beach Financial Plan 2024-2028 Bylaw No. 789, 2024"**

RECOMMENDATIONS:

1. THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be amended by replacing Schedule "A" to the Bylaw with Revised Schedule "A".

2. THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be read a second time.

3. THAT the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" be read a third time.

PURPOSE

The purpose of this report is to clarify the revisions that have been made to Schedule "A" which forms part of the "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024.

BACKGROUND

The "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No. 789, 2024" received first reading at the February 7, 2024, Council meeting.

DISCUSSION

Operating Expenditures for General Government and Utilities in Schedule "A" to the Bylaw have been revised subsequent to the first reading of the Bylaw to reflect the following changes:

1. Labour, administrative and equipment costs incurred in the general fund and subsequently allocated to the Water and Sewer Utility funds are now correctly reflected as a recovery in General Government Expenditures. Accordingly, the expenditure amount for Utilities has been adjusted to include the amount allocated to the Utilities. Previously these amounts were eliminated as an inter-fund allocation, and as a result, the General Government Expenditure amount was overstated, and the Utilities expenditure amount was understated by the same amount. The revision has no impact on total Operating Expenditures reported on Schedule "A".

2. The Preliminary Draft Financial Plan was prepared using an assumption that the CPI adjustment for exempt wages would be 5%. The annual average CPI adjustment for December 31, 2023, is 3.9%. The difference results in a reduction of $30,000 to the required Wages Expenditure budget. The 2024 Budget provision for exempt wages has been reduced by $30,000 to reflect the average CPI index of 3.9%. The reduction in the Wages Expenditure budget provision has been reallocated to fund the Ortho-and Oblique Fly Over planned in 2024, which was previously funded from a transfer from accumulated surplus. In 2025 these funds will be available to mitigate the tax impacts of Council decision making with respect to the 2025 Budget process.

The "Town of Qualicum Beach Financial Plan (2024-2028) Bylaw No.789, 2024" with revised Schedule "A" is attached to this report as **Attachment 1**.

The comprehensive Draft 2024-2028 Financial Plan, which reflects Council's decision making during the Budget process is attached to this report as **Attachment 2**.

The Draft Financial Plan has been prepared to adhere with the Government of Financial Officers' Association (GFOA) program criteria and excel as a policy document, Financial Plan and communications tool. This document highlights Council's and staff's commitment to providing transparent and high-quality budget documents.

SUMMARY

The revisions to Schedule "A" of the Financial Plan 2024-2028 Bylaw have no impact on Total Expenditures, Revenues or Property Taxes.

As per the staff report dated February 7, 2024, the "Town of Qualicum Beach Five Year Financial Plan (2024-2028) Bylaw No. 789, 2024" will result in a Property Tax increase of 7.7% or $164 to a typical home assessed at $956,000. This increase sustains the Town's ability to provide consistent levels of service and manage risk; reflects contractual obligations for Wages and Benefits costs; includes increased capacity in Operations, Fire Emergency Services, and the Airport; and provides a modest increase in Asset Replacement funding.

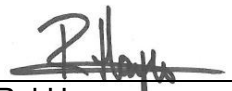
In addition, the Water and Sewer Utilities, and Solid Waste approved rate increases account for a further $30 (2.9%) increase over 2023.

Although the property tax and utility fee increases are identified separately in preceding paragraphs, it is important to note that a typical home in Qualicum Beach will see an overall increase of 6.1% for combined property tax and utility fees over the previous year.

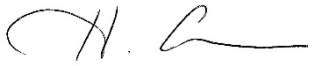
ALTERNATIVE OPTIONS

1. Provide alternative direction to staff.

APPROVALS
Report respectfully submitted by Raj Hayre, Director of Financial Services.



Raj Hayre
Director of Financial Services
Report Author



Heather Svensen
Corporate
Administrator/Deputy CAO
Concurrence

REFERENCES
Attachment 1: “Town of Qualicum Beach Financial Plan 2024–2028 Bylaw No. 789, 2024”
Attachment 2: Draft 2024 – 2028 Financial Plan dated February 28, 2024



TOWN OF **QUALICUM BEACH**

DRAFT
FEBRUARY 28, 2024

2024-2028 FINANCIAL PLAN

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Appendix A: Financial Plan Bylaw 140

INTRODUCTION

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER



On behalf of the Town of Qualicum Beach, thank you for taking your valuable time to review the 2024-2028 Financial Plan. This is the second year the Town has produced a Plan of this calibre, and it continues to improve with an eye to achieving the Government Finance Officers Associations Distinguished Budget Presentation Award. To earn this Award, budget documents must adhere to strict program criteria and excel as a policy document, financial plan, operations guide, and communication tool.

The 2024-2028 Financial Plan serves as a road map to meet our community's growing needs over the next five years. The Plan connects the Official Community Plan, Council Strategic Initiatives, operational service levels and capital projects to Budget. The Plan will be reviewed annually to ensure alignment with current, new and shifting priorities and to address changing budget pressures.

2024 Strategic Planning saw Council reaffirm their Focus Areas for the coming year which include: Housing, Good Governance, Economic Prosperity, Community Health and Wellbeing, Climate Action and Progressive Infrastructure. Within each of these Focus Areas, Council confirmed existing Strategic Initiatives and selected new ones with an eye to enhancing the quality of life for Town residents while ensuring the prudent use of taxpayer dollars.

The Town must also consider other factors that have direct implications on the budget. Through financial planning Council considers effective Asset Management, mitigation of risk, maintenance of existing service levels, and ensuring compliance with emerging legislation such as *Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023*. At a more granular level, the following financial pressures have been considered in the 2024 Budget development:

- Inflation including materials, supplies, software licencing and more;
- Increased cost of contracted services such as Information Technology (IT), Policing, road painting, janitorial services and more;
- Increased wage and benefits costs as per contractual obligations;
- Appropriate service levels;
- Sustainable Asset Improvement Investment; and
- New infrastructure demands.



In addition to financial pressures, the Town also faces staff capacity pressures. *Bill 44*, among other newly presented legislation, puts additional pressures on staff's capacity to accomplish the implementation requirements of *Bill 44*, while also meeting the competing demands of regular business and Council's Strategic Initiatives. These challenges will likely result in the extension of timelines for Council's Strategic Initiatives in 2024 and beyond. It is important to recognize that as circumstances beyond the Town's control change, so too must the Plan change as the Budget Process is a fixed point of time in a changing political landscape. Updates will be provided in the Quarterly Reporting Process or through the upcoming year's Strategic Planning Process, whichever is most appropriate, and as amendments are required.

To develop a balanced budget in consideration of the myriad of legislative, political, economic, and environmental factors which influence Council's decision making, the Town relies on property taxation, non-taxation revenue (new construction revenue and property leases), service user fees, and utility charges.

To consider the impacts of budget decision making for 2024 it is important to note that a typical home in Qualicum Beach, assessed at $956,000, will see an increase of 6.1% for combined property tax and utility fees, over the previous year. This means that for 2024 the typical home will pay approximately $3,361 in municipal property taxes and utility fees. Of this amount $1,674 is for operations, $291 is for policing, $337 is contributed to asset reserves for capital replacement, $195 is for solid waste, $219 is for sanitary sewer, and $645 is for water.

As we move forward, Town Council and staff remain committed to fiscal responsibility, open communication, and the pursuit of excellence in public service. Our team is dedicated to serving you, our community, and we are excited about the opportunities that lie ahead.

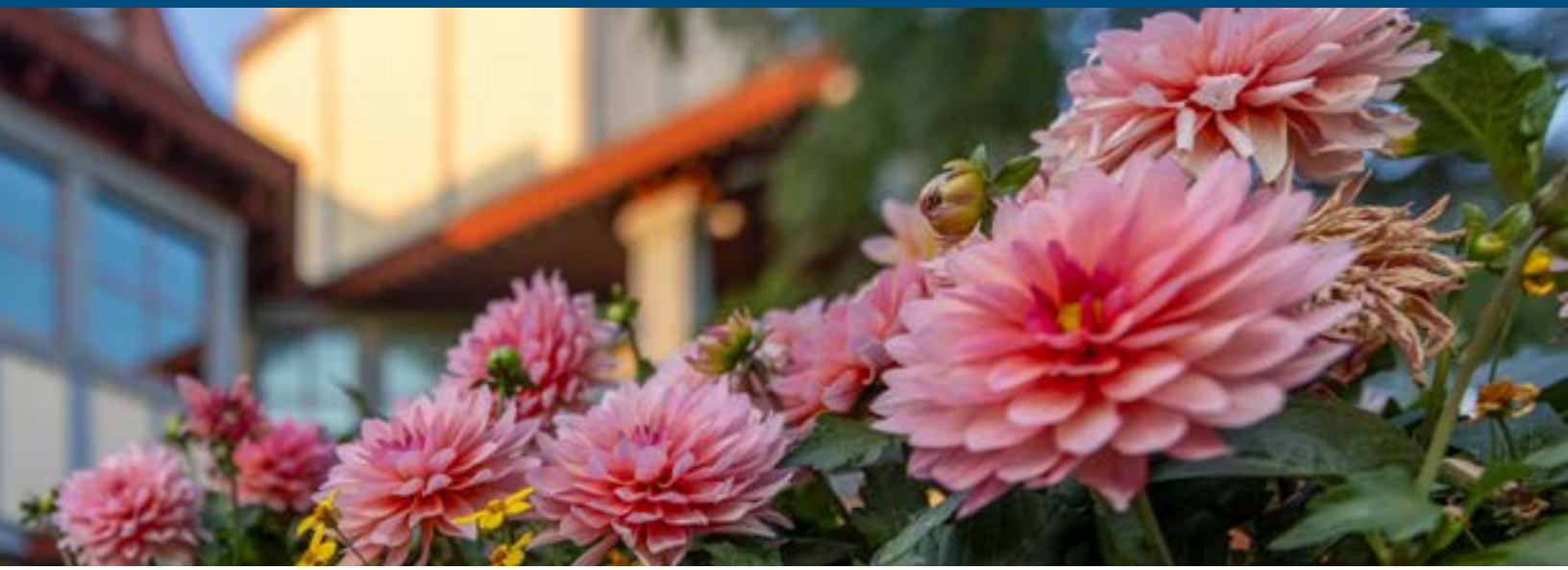
In closing, I would like to express my gratitude to the Mayor and Council for their thoughtful and respectful governance; to staff for their exceptional efforts and tireless work to serve our citizenry; and to our dedicated volunteers who give of their valuable time for the betterment of our community.

It is an honour to serve Council, staff and our exceptional community as the Chief Administrative Officer for the Town of Qualicum Beach.



Lou Varela
Chief Administrative Officer

2024 BUDGET OVERVIEW



In 2023, 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 inadequate 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. An Asset Replacement Plan is nearing completion, with plans to devise a financing strategy in 2024 to address these issues.

Like many other municipalities and organizations, Qualicum Beach is also dealing with economic strains, including inflationary pressures on wages and operational costs, and global supply chain disruptions. 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 2024-2028 Five-Year Financial Plan aims to uphold essential services for both residents and businesses, influenced by community priorities and budgetary constraints.

The 2024 budget proposes a 7.7% property tax increase—5.4% for operations, 0.2% for Police Services, and 2.1% for Asset Management. This increase means the average home, valued at $956,000, will see a $164 rise in taxes from the previous year, totalling approximately $2,302 in municipal property taxes. Considering both property taxes and utility costs, the typical household will experience an overall increase of 6.1%, or $194 more in 2024 for municipal services.

THE 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.

Qualicum Beach is known for its celebration of arts and culture as well as its connection to nature. 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 with over seven kilometres of curving, postcard perfect beaches.

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 and the service sector is expected to show the strongest growth. However, employment in the agricultural sector is anticipated to decline slightly. Manufacturing is expected to experience modest growth, increasing at approximately half the rate of the service sector. 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.





PHOTO CREDIT: VANCOUVER ISLAND UNIVERSITY

TRADITIONAL ACKNOWLEDGEMENT

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.



ORGANIZATIONAL PROFILE

THE 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. 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.

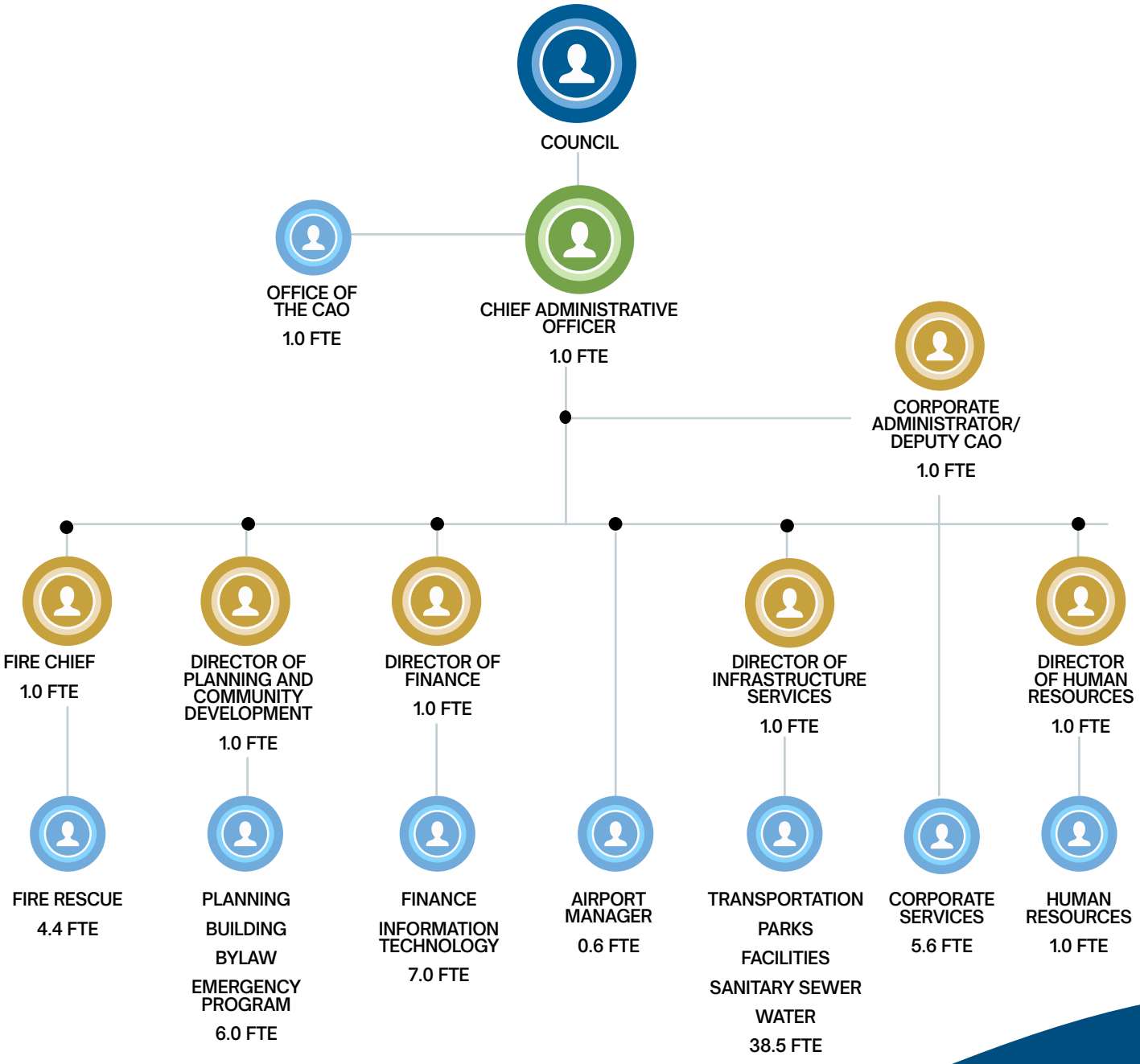
THE EMPLOYEE TEAM

The Chief Administrative Officer (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. Increases in staffing were approved by Council over the past year in response to addressing critical challenges in Airport Operations, Municipal Operations, and Human Resources (Health and Safety), following the endorsement of the 2023 – 2027 Financial Plan.



Strategic Plan 2024-2028



ADOPTED as of December 6, 2023

Message from Mayor

Council is pleased to continue on an ambitious and transparent Strategic Planning Process, with the 2024-2028 Strategic Plan.

Strategic Planning 2023 offered a new roadmap for how Council prioritizes projects and allocates resources to meet our meet our Community's needs and aspirations.

We are looking forward to continuing this work in 2024 and beyond!



From left to right (top row) Councillor Jean Young, Mayor Teunis Westbroek and Councillor Petronella Vander Valk
From left to right (bottom row) Councillor Scott Harrison and Councillor Anne Skipsey



Strategic Planning is a core responsibility of Council – it's fundamental to good governance.

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.**

Vision

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 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. *(OCP p. 5)*

Mission Statement

- Providing for good government of the community,
- Providing for services, laws and other matters for community benefit,
- Providing for sound management of the public assets of the community, and
- Fostering the economic, social and environmental well-being of the community.

Amended from Community Charter

NOTE: Council approved the Vision and Mission Statements in 2023 for their Council Term

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

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
- Asset Replacement Financing Strategy Plan
- Annual Budgets
- Long-range Financial Planning
- Strategies for Youth and Young Families Retention and Attraction

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 which they will be asked to reaffirm annually through the Strategic Planning Process in their Council Term.

Focus Area - Housing

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

Focus Area - 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.

Focus Area - Economic Prosperity

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

Focus Area - Community Health and Wellbeing

To improve the health and wellbeing of people who live, work, and play in the Town
OCP p. 77

Focus Area - 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

Focus Area - Progressive Infrastructure

To ensure infrastructure for energy, water, wastewater & 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 are being developed to advance each of the Focus Areas identified above. Strategic initiatives will be scheduled and resourced through the Budget Process and refined annually during the Strategic Planning Process.

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 2024-2028 are listed on pages 18 and 19 of this Plan and span the next five years.

As identified throughout this Financial Plan, *Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023* represents significant timeline risks to Council's Strategic Initiatives as detailed below. These Initiatives rely heavily on the Planning, Community Development and Emergency Planning department, as well as the Operations and Corporate Services departments. There is limited staff capacity to meet the competing demands of regular business, Council Strategic Initiatives and the required implementation of Bill 44 and other new legislation.

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. During 2024 Strategic Planning, Council was informed that project expenses for Strategic Initiatives over the next five years will surpass the funds in the current Strategic Initiative Reserve by $461,000 given the current yearly allocation of $250,000 to the Reserve. As such, Council will have to decide whether to prioritize these Initiatives within the future years' budget or to enhance the annual contribution to the Strategic Initiatives Reserve going forward. These decisions are a key piece of Council's governance responsibilities.

Projects and Initiatives					
Revenue	**2024**	**2025**	**2026**	**2027**	**2028**
Reserve for Strategic Initiatives	$ 486,300	$ 372,000	$ 278,900	$ 250,000	$ 250,000
Grants	139,400	165,000	75,000	15,000	15,000
Total Revenue	$ 625,700	$ 537,000	$ 353,900	$ 265,000	$ 265,000

Expenses	2024	2025	2026	2027	2027
Good Governance	$ 260,000	$ 287,000	$ 100,000	$ 80,000	$ 80,000
Community Health & Wellbeing	37,500	5,000	160,000	45,000	315,000
Climate Action	173,900	80,000	75,000	15,000	100,000
Housing	55,000	65,000	100,000	125,000	-
Economic Prosperity	42,500	90,000	-	-	50,000
Progressive Infrastructure	56,800	10,000	20,000	-	80,000
Council Decision Making Required - Strategic Initiatives Funding Gap	-	-	(101,100)	-	(360,000)
Total Expenses	$ 625,700	$ 537,000	$ 353,900	$ 265,000	$ 265,000

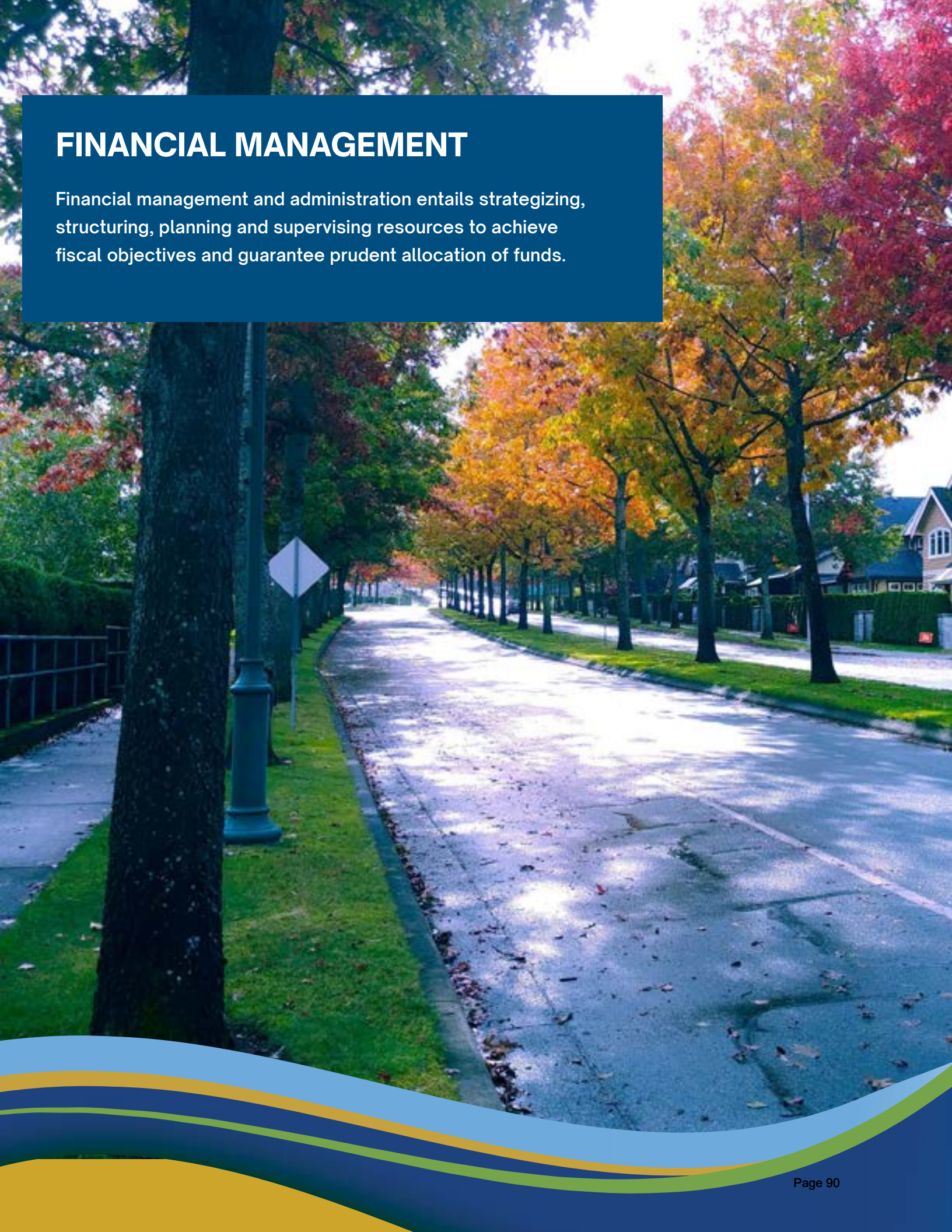
STRATEGIC INITIATIVES DETAILS

	2024	2025	2026	2027	2028
Good Governance					
Planner Position (1/2yr budget moved from 2023 to 2026)	$ 100,000	$ 100,000	$ 50,000	$ -	$ -
Committee/Commission Review (Terms of Reference)	15,000	-	-	-	-
Collaboration - Qualicum First Nation and Saa'men	15,000	-	-	-	-
Town Website Redesign	50,000	-	-	-	-
Employer of Choice	20,000	10,000	-	-	-
Records Management	-	40,000	-	-	-
Encroachment Policy Review	-	-	-	30,000	-
Development Cost Charge Reductions/CAC's	-	-	-	-	45,000
Commercial Centre Delivery Hours	-	-	-	-	20,000
Airport Master Plan	-	75,000	-	-	-
Comprehensive Policy Review	30,000	30,000	-	-	-
Visual Identity Refresh	30,000	20,000	50,000	50,000	-
Develop a "Cash-in-Lieu of Parking" Bylaw	-	12,000	-	-	-
Update Noxious Weeds and Unsightly Premises Bylaws	-	-	-	-	15,000
	$ 260,000	$ 287,000	$ 100,000	$ 80,000	$ 80,000
Community Health & Wellbeing					
Healthcare - Property Space	$ 7,500	$ -	$ -	$ -	$ -
OCP - Quality of Life Survey	20,000	-	-	-	-
Community Volunteerism	10,000	-	-	-	-
Community Park Site Review (Facilities & more)	-	-	50,000	-	-
OCP Part 1 ,2, 3 and 4	-	-	-	-	55,000
Food Action Plan	-	-	30,000	-	-
Fire Department Strategic Plan	-	-	50,000	-	-
Uptown Mobility Study - Phase 2	-	-	-	-	50,000
Park Inventory Priortization Plan	-	-	-	-	100,000
Adopt a Bylaw to Prohibit Smoking in Parks and Trails	-	-	-	45,000	-
Pollinator Pathways Policy Development	-	5,000	-	-	-
Identify Land for a Multi-purpose Performing Arts / Cinema	-	-	30,000	-	-
Dementia Friendly Community	-	-	-	-	5,000
Controlling Outdoor Cats	-	-	-	-	30,000
Robust Accessibility Plan “Whistler Village Style”	-	-	-	-	50,000
Improve Accessibility to the Foreshore - Planning and Research	-	-	-	-	15,000
Retired Engine 2 - Control Operation Usage	-	-	-	-	10,000
	$ 37,500	$ 5,000	$ 160,000	$ 45,000	$ 315,000
Climate Action					
Tree Canopy Update	$ 30,000	$ -	$ -	$ -	$ -
Community Wildfire Resiliency Plan	71,900	-	-	-	-
Corporate and Community Emissions Report	10,000	-	-	-	-
Asset Management - Natural Asset Consolidation	-	10,000	10,000	-	-
Fleet Right Sizing & Electrification Policy	27,000	5,000	-	-	-
Corporate Emissions Inventory	20,000	-	-	-	-
Climate Action - Community Outreach and Support	15,000	15,000	15,000	15,000	15,000
Building facilities GHG audit	-	50,000	-	-	-
Community Climate Change Adaptation Plan Update and Implementation	-	-	50,000	-	-
Tree Protection Bylaw(2023) & Update	-	-	-	-	10,000
Form & Character Guidelines to Advance Climate Change Adaptation & Mitigation	-	-	-	-	75,000
	$ 173,900	$ 80,000	$ 75,000	$ 15,000	$ 100,000

STRATEGIC INITIATIVES DETAILS

	2024	2025	2026	2027	2028
Housing					
Housing Announcement Implementation - November 1, 2023	$ 55,000	$ 55,000	$ 55,000	$ 55,000	$ -
Accessory Dwelling Unit Design Template	-	-	30,000	-	-
Short Term Rentals Regulatory Framework	-	-	-	20,000	-
Affordable Housing - Ph.1 & Ph.2	-	10,000	10,000	-	-
Multi Generational Housing Best Practices	-	-	5,000	-	-
Ways to Achieve "Affordable" Market Housing	-	-	-	50,000	-
	$ 55,000	$ 65,000	$ 100,000	$ 125,000	$ -
Economic Prosperity					
Tourism and Small Business Promotion	$ 10,000	$ 10,000	-	-	-
Pathways to Sustainable Economic Development in Qualicum Beach	32,500	80,000	-	-	-
Update Youth & Family Retention and Attraction Strategy	-	-	-	-	50,000
	$ 42,500	$ 90,000	$ -	$ -	$ 50,000
Progressive Infrastructure					
BC Hydro Leased Light Replacement (unused budget carried forward to 2024)	$ 31,800	-	-	-	-
Asset Replacement Plan (2023) and Replacement Financing Strategy (2024)	25,000	-	-	-	-
Asset Management Plan - Airport	-	10,000	-	-	-
Parking Management Strategy	-	-	20,000	-	-
Other Effective (area based) Conservation Measures (OECM) Management Plan(s)	-	-	-	-	30,000
Regulate Light Trespass	-	-	-	-	50,000
	$ 56,800	$ 10,000	$ 20,000	$ -	$ 80,000





FINANCIAL MANAGEMENT

Financial management and administration entails strategizing, structuring, planning and supervising resources to achieve fiscal objectives and guarantee prudent allocation of funds.

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	$ 32,000,000
Operating Expenses	$ 18,000,000
Capital Expenditures	10,000,000
Debt Servicing	1,000,000
Transfers to Reserves	3,000,000
Total Expenditures	$ 32,000,000



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
- Long-Term Financial Plan (future)
- Asset Replacement Financing Strategy (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 2024-2028 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 2024, 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 2024 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 which is currently under development 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 AND 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 2023

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.

Mid-Year Financial Review: This comprehensive review, up to June 30, forecasts year-end results and evaluates progress on programs and projects. This mid-year review is crucial for financial sustainability 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 2023 – EARLY 2024

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.

FEBRUARY - MARCH 2024

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.



WORKFORCE 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.

During 2023, increases to staffing were approved by Council to address critical challenges in Airport Operations, Municipal Operations and Human Resources (Health and Safety). Council also approved the conversion of two term positions to permanent status in 2023 (Strategic Planner and Health and Safety Coordinator) and the tax impact of this decision will be experienced in 2025 and 2026.

Additionally, for 2024 Council has granted early approval for required resources in Operations and in Fire and Rescue Services for an Engineering Technician and an Emergency Vehicle Technician/Mechanic. A request for an additional seasonal position (0.7 FTE) in the Parks Department is reflected in the workforce summary below.

The Town employs a workforce of 66 employees and will increase to 71 as follows:

- 0.5 increase in Planning (1/2 year impact Planning administration approved in 2023)
- 1.0 support in Facilities (Custodian Position)
- 1.0 support in Operations (Engineering Technician)
- 0.6 support in Operations (Airport Manager)
- 1.0 Protective Services – Fire (Technician/Mechanic)
- 0.7 Seasonal support in Operations – Parks area (pending Council approval)

Workforce Summary	2020	2021	2022	2023 Restated		2024	Change	
Administration								
CAO	1.0	1.0	1.0	2.0		2.0	-	
Corporate Administration	5.6	5.6	5.6	6.6		6.6	-	
Human Resources	1.0	1.0	1.0	2.0	*	2.0	-	
Financial Services	5.0	5.0	5.0	5.0		5.0	-	
Information Technology	3.0	3.0	3.0	3.0		3.0	-	
Planning and Community Development								
Planning	2.0	2.0	2.0	3.5		4.0	0.5	Planning and Engineering Assistant - 1/2 year
Building	1.0	1.0	1.0	1.0		1.0	-	
Bylaw Compliance	1.0	1.0	1.0	1.0		1.0	-	
Protective Services								
Fire	3.0	3.5	3.9	4.4		5.4	1.0	Emergency Vehicle Technician/Mechanic
Emergency Program	1.0	1.0	1.0	1.0		1.0	-	
RCMP	-	-	-	-		-	-	Contracted service
Municipal Operations								
Transportation	14.5	14.5	14.5	14.8		16.4	1.6	Engineering Technician & Airport Manager
Parks	11.8	11.8	11.8	12.2		12.9	0.7	Seasonal Support
Facilities	4.0	4.0	4.0	4.0		5.0	1.0	Custodial position
Utilities								
Sanitary Sewer	1.5	1.5	1.5	1.5		1.5	-	
Water	4.0	4.0	4.0	4.3		4.3	-	
	59.4	**59.9**	**60.3**	**66.3**		**71.1**	**4.8**	

* Human Resources was restated in 2023 to reflect the addition of the HR Health and Safety position that was approved after the approval of the 2023 - 2027 Financial Plan.

2024 CONSOLIDATED FINANCIAL PLAN SUMMARY



The proposed Town of Qualicum Beach Consolidated Financial Plan for 2024 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 2024 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 $13.8 million capital program for 2024 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 2024 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 2024 Budget on a typical single family household is projected to be $164 or an 7.7% increase in municipal property taxes annually. The combined impact of municipal property tax and utilities charges will result in an overall increase of $194 or 6.1% over the previous year.

Note - Subject to change based on Council's decision making through the 2024 budget process

GENERAL FUND (PROPERTY TAXATION)

The 2024 budget, encompassing Municipal Operations, Police Services, Asset Replacement and Utilities will lead to an overall increase of $194 compared to the previous year for the typical single-family home in Qualicum Beach.

Budget Impact to Average Household in 2024 - Assessed at $956,000					
	2023 (Note 1)	2024	Change Annual	Change Monthly	Change %
Property Taxation					
Municipal Operations	1,558	1,674	116	10	5.4%
Police Service	287	291	4	0	0.2%
Asset Management	293	337	44	4	2.1%
Municipal Property Tax	**$ 2,138**	**$ 2,302**	**$ 164**	**$ 14**	**7.7%**
Utilities					
Solid Waste Utility Charge	190	195	5		0.5%
Sewer Utility Charge	214	219	5		0.5%
Water Utility Charge	625	645	20		1.9%
Total Utilities	1,029	1,059	30		2.9%
Total Annual Cost	**$ 3,167**	**$ 3,361**	**$ 194**		**6.1%**

Note 1: 2023 averages adjusted to take into consideration impact of New Construction.

Change over 2023 **6.1%**

The typical family home for 2024 has an assessed value of $956,000. The home's property tax increase may be higher or lower than the average of $164 if the home's property assessment varied from the average home assessment, which decreased by less than 3% from the previous year.

Municipal Operations have been limited to a $116 or 5.4% 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 $4 or 0.2% increase in property taxes to the typical home in Qualicum Beach.

Note - Subject to change based on Counicl's decision making through the 2024 budget process

CONSOLIDATED SUMMARY

Town of Qualicum Beach - Consolidated Budget Summary					
Revenue	**2021 Actuals**	**2022 Actuals**	**2023 Projected**	**2023 Budget**	**2024 Budget**
Property Taxes	$ 9,796,630	$ 10,430,330	$ 11,113,916	$ 11,114,000	$ 12,169,900
Grants In Lieu	351,881	352,617	437,987	390,000	390,000
Library Levy	539,392	561,929	619,738	619,800	715,300
Parcel Taxes	1,049,622	1,146,615	1,265,540	1,263,000	1,471,400
Penalties and Interest	158,728	495,359	1,285,560	407,000	666,000
Sales of Service and Other Revenues	1,196,765	668,954	673,569	516,400	530,400
Rental and Leases	1,288,238	1,679,602	1,656,495	1,623,500	1,680,200
Solid Waste Revenue	707,538	726,811	740,000	740,000	776,700
Sanitary Sewer Revenue	678,735	727,445	749,000	750,000	751,700
Water Revenue	1,608,844	1,665,640	1,943,820	1,735,000	1,754,100
Government Grants and Contributions	2,913,968	5,077,882	6,212,014	7,537,300	6,088,600
Total Revenue	20,290,342	23,533,183	26,697,639	26,696,000	26,994,300
Other Funding Sources					
Transfers from Reserves	1,256,687	2,059,503	3,925,010	5,360,000	9,886,700
Proceeds from Debt	-	920,000	2,000,000	3,325,000	-
Transfers from Other Funds	469,448	473,406	85,000	85,000	805,000
Total Revenue & Other Funding Sources	$ 22,936,728	$ 31,171,639	$ 32,739,833	$ 35,466,000	$ 37,686,000
Expenses					
Operating Expenses					
Council and Office of the CAO	$ 440,306	$ 592,647	$ 636,646	$ 647,500	$ 723,600
Corporate Services	1,120,137	1,005,664	1,064,045	1,161,200	1,258,200
Human Resources	-	-	301,645	288,100	419,200
Fiscal Services	(756,387)	(804,224)	(1,672,173)	(1,678,000)	(1,678,000)
Finance	578,591	565,567	599,394	647,100	664,000
Information Technology	805,567	741,688	837,099	790,900	938,100
Police	1,258,781	1,243,122	1,544,000	1,544,000	1,574,000
Fire Rescue	851,827	1,052,889	1,166,040	1,169,100	1,333,000
Emergency Planning	136,288	147,865	84,516	154,400	252,900
Planning and Development	530,120	511,740	657,987	595,700	854,700
Community Development	754,464	887,493	1,009,792	973,600	1,076,400
Operations	2,387,849	2,426,407	2,217,318	2,697,500	2,857,400
Airport	652,176	978,465	1,062,534	1,006,900	1,125,200
Parks	1,275,944	1,184,696	1,268,021	1,513,200	1,601,600
Buildings	694,366	625,887	652,059	780,500	784,500
Solid Waste and Recycling	875,144	918,158	990,166	933,700	970,700
Strategic Initiatives	530,025	554,725	485,625	1,087,800	637,700
Water	1,696,116	1,957,036	2,005,754	1,916,100	1,935,200
Sanitary Sewer	408,460	461,702	496,702	817,500	819,200
Total Operating Expenses	14,239,771	15,051,530	15,407,172	17,046,800	18,147,600
Transfers, Capital and Debt Servicing					
Capital	7,282,071	7,047,917	8,527,222	9,987,500	13,831,000
Debt Servicing	512,413	501,997	706,072	700,000	1,235,200
Transfer to Reserves	497,155	6,904,430	7,206,700	7,206,700	4,472,200
Total Expenses & Transfers	$ 22,936,728	$ 31,171,639	$ 32,739,833	$ 35,466,000	$ 37,686,000
Total Budget For the Year	$ -	$ -	$ -	$ -	$ -

FIVE-YEAR FINANCIAL PLAN, REVENUE, FUND AND RESERVE BALANCES

FIVE YEAR FINANCIAL PLAN

The Municipality is required by the *Community Charter* to adopt a Five-Year Financial Plan Bylaw on or before May 15. This Plan includes five-year operating estimates. Given the dynamic nature of the municipal environment, five-year estimates are prepared on a broad-brush basis with adjustments made for significant cost factors where they are known with some certainty.

Town of Qualicum Beach - Consolidated Budget Summary					
Revenue	**2024 Budget**	**2025**	**2026**	**2027**	**2028**
Property Taxes	$ 12,169,900	$ 12,935,300	$ 13,590,100	$ 14,214,100	$ 14,735,500
Grants In Lieu	390,000	405,500	421,700	438,600	456,200
Library Levy	715,300	751,100	781,100	812,300	844,800
Parcel Taxes	1,471,400	1,582,100	1,661,300	1,744,800	1,832,700
Penalties and Interest	666,000	692,600	720,300	749,100	779,100
Sales of Service and Other Revenues	530,400	1,048,700	564,900	581,800	599,500
Rental and Leases	1,680,200	1,747,500	1,817,100	1,889,600	1,964,900
Solid Waste Revenue	776,700	807,800	840,100	873,700	908,600
Sanitary Sewer Revenue	751,700	790,700	830,200	871,700	915,300
Water Revenue	1,754,100	1,842,300	1,935,000	2,032,300	2,136,800
Government Grants and Contributions	6,088,600	4,284,800	2,640,000	8,493,600	2,119,700
Total Revenue	26,994,300	26,888,400	25,801,800	32,701,600	27,293,100
Other Funding Sources					
Transfers from Reserves	9,886,700	6,472,800	6,137,900	5,044,000	4,343,000
Proceeds from Debt	-	-	6,000,000	-	-
Transfers from Other Funds	805,000	85,000	85,000	85,000	85,000
Total Revenue & Other Funding Sources	$ 37,686,000	$ 33,446,200	$ 38,024,700	$ 37,830,600	$ 31,721,100
Expenses					
Operating Expenses					
Council and Office of the CAO	$ 723,600	$ 716,200	$ 741,600	$ 768,000	$ 795,200
Corporate Services	1,258,200	1,304,600	1,352,600	1,432,200	1,453,900
Human Resources	419,200	434,400	450,200	466,600	483,600
Fiscal Services	(1,678,000)	(1,736,600)	(1,797,300)	(1,860,000)	(1,924,900)
Finance	664,000	687,500	711,900	737,100	763,200
Information Technology	938,100	1,110,500	1,152,700	1,196,300	1,241,600
Police	1,574,000	1,636,100	1,700,600	1,767,700	1,837,500
Fire Rescue	1,333,000	1,380,900	1,430,400	1,481,700	1,534,900
Emergency Planning	252,900	158,500	164,400	170,400	176,600
Planning and Development	854,700	686,300	826,400	855,400	885,500
Community Development	1,076,400	1,126,300	1,170,800	1,217,000	1,265,000
Operations	2,857,400	2,963,000	3,072,800	3,187,100	3,405,200
Airport	1,125,200	1,298,900	1,214,400	1,261,700	1,310,900
Parks	1,601,600	1,718,100	1,780,400	1,845,100	2,012,000
Buildings	784,500	813,800	843,800	875,300	907,800
Solid Waste and Recycling	970,700	1,008,700	1,048,100	1,089,100	1,131,600
Strategic Initiatives	637,700	549,500	366,900	228,500	328,500
Water	1,935,200	2,005,500	2,078,500	2,153,900	2,229,200
Sanitary Sewer	819,200	847,900	877,600	908,100	939,700
Total Operating Expenses	18,147,600	18,710,100	19,186,800	19,781,200	20,777,000
Transfers, Capital and Debt Servicing					
Capital	13,831,000	8,786,000	12,584,000	11,446,000	4,233,000
Debt Servicing	1,235,200	1,224,900	754,100	782,200	547,100
Transfer to Reserves	4,472,200	4,725,200	5,499,800	5,821,200	6,164,000
Total Expenses & Transfers	$ 37,686,000	$ 33,446,200	$ 38,024,700	$ 37,830,600	$ 31,721,100

REVENUE

REVENUE SOURCES

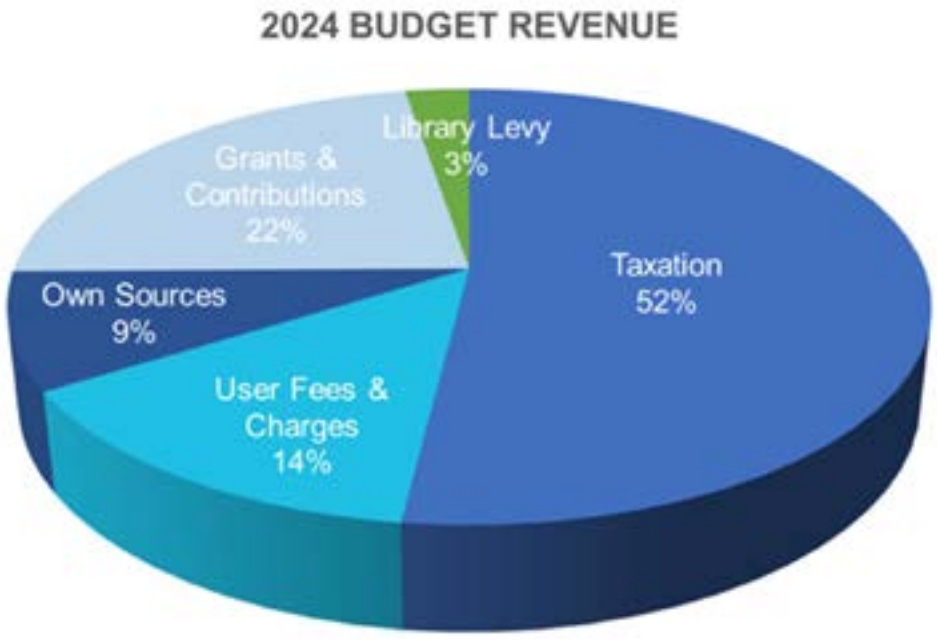
In accordance with Section 165(3.1) of the *Community Charter*, the Town of Qualicum Beach is required to include in the Five-Year Financial Plan, objectives and policies regarding the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.

The illustrations below show the proportion of total revenue proposed to be raised from each funding source over the next five years. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages; for example, it is simple to administer, and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement, public works and parks.

User fees and charges form an important portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

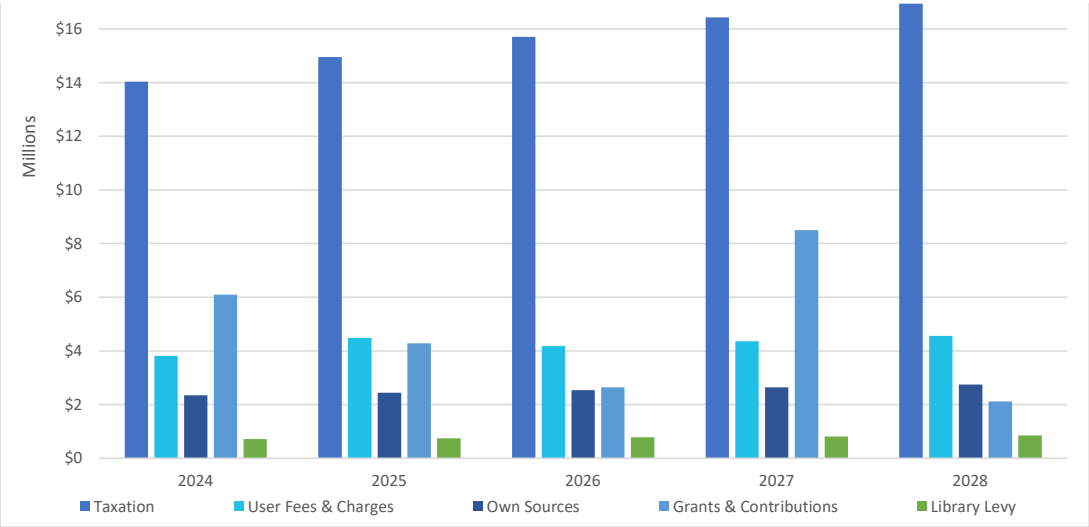
TABLE 1 - REVENUE BY FUNDING SOURCE

	2024	2025	2026	2027	2028
Taxation	14,031,300	14,949,300	15,700,900	16,426,400	17,054,200
User Fees & Charges	3,812,900	4,489,500	4,170,200	4,359,500	4,560,200
Own Sources	2,346,200	2,440,100	2,537,400	2,638,700	2,744,000
Grants & Contributions	6,088,600	4,284,800	2,640,000	8,493,600	2,119,700
Library Levy	715,300	751,100	781,100	812,300	844,800



FIVE-YEAR REVENUE FORECAST 2024 - 2028

The chart presented below showcases the trend and comparative distribution of the Town's primary continuous sources of revenue, not including transfers from reserves. It highlights the critical role of property taxation in the Town's operations and demonstrates the consistent stability of these revenue proportions from one year to the next.



REVENUE FUNDING SOURCES

OBJECTIVE

Over the next five-years, the Town will continue to review the proportion of revenue that is received from user fees and charges to determine whether the user-fee component could be increased to lessen the requirement for property taxation.

POLICIES

- The Town will review all user-fees and parcel taxes to ensure they are adequately meeting the costs of the service. This will include cemetery, airport, licenses and permits, and all other fees and charges.
- Where possible, the Town will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on a limited property tax base. This will include an ongoing comprehensive review of all fees and charges bylaws.

CHANGE IN FUND BALANCES

GENERAL FUND

	2024 Opening Balance	2024 Budgeted Contributions	2024 Budgeted Expenditures	2024 Closing Balance	2024 % Change
General Fund					
Unappropriated Surplus / (Deficit)	1,742,773	31,359,900	(31,740,900)	1,361,773	
Operating Reserve Funds	867,100	255,000	(518,300)	603,800	
Capital Reserve Funds	13,113,000	4,820,300	(7,292,600)	10,640,700	
General Fund Total	15,722,873	36,435,200	(39,551,800)	12,606,273	-20%

Decrease in fund balance due to significant replacement of existing assets such as Beach Creek/E. Crescent Culvert Replacement, Bay Sreet Slope Stabilization, facilities maintenance, replacement of vehicles and machinery, and spending on investements in new assets such as Bus Garage Site Development, completion of Beach Creek Viewing Platform and Walkway and Pedestrian Bridge at Memorial Golf Course.

WATER FUND

	2024 Opening Balance	2024 Budgeted Contributions	2024 Budgeted Expenditures	2024 Closing Balance	2024 % Change
Water Fund					
Unappropriated Surplus / (Deficit)	710,013	3,680,000	(3,680,000)	710,013	
Water Infrastructure Reserve	2,491,000	1,147,900	(2,413,000)	1,225,900	
Water Fund Total	3,201,013	4,827,900	(6,093,000)	1,935,913	-40%

Decrease in fund balance due to infratrucuture investments in Rupert Road Water looping, Bay Street slope stabilization and equipment replacement. A portion of the reduction in fund balance results from an internal borrowng from the Water Infrastructure Reserve for the Pedestrian Bridge at Memorial Golf Course.

SEWER FUND

	2024 Opening Balance	2024 Budgeted Contributions	2024 Budgeted Expenditures	2024 Closing Balance	2024 % Change
Sewer Fund					
Unappropriated Surplus / (Deficit)	159,875	1,558,700	(1,558,700)	159,875	
Sewer Infrastructure Reserve	791,500	228,300	(585,000)	434,800	
Sewer Fund Total	951,375	1,787,000	(2,143,700)	594,675	-37%

Decrease in fund balance due to infrastructure spending on the Bay Street Slope Stabilization, contribution to the Hydro Excavator replacement and to Higson Lift Station replacement.



RESERVES SCORECARD

During the five-year horizon of this Financial Plan, Capital Reserves are projected to decline from $15.4 million to $14.8 million. The General Fund Asset Replacement Reserve decreases from $2.9 million to $814 thousand.

Capital Reserves are reducing, which is an indicator that additional annual funding will be required in the future. This will be considered as part of the Asset Replacement Financing Strategy.

A Council Strategic Initiatives Reserve is maintained with funding of $250,000 from property taxation annually.

2024 to 2028 Reserves Scorecard					
	Balance 2024	**Balance 2025**	**Balance 2026**	**Balance 2027**	**Balance 2028**
WORKING CAPITAL					
Accumulated Surplus General Fund	1,361,773	1,461,773	1,561,773	1,661,773	2,290,000
Accumulated Surplus Water	710,013	710,013	710,013	710,013	710,013
Accumulated Surplus Sewer	159,875	159,875	159,875	159,875	159,875
OPERATIONS					
Council Strategic Initiatives	223,900	28,900	-	50,000	-
Cemetery Care Reserve	275,600	280,600	285,600	290,600	295,600
Tree Replacement Reserve	5,000	5,000	5,000	5,000	5,000
Emission Reduction Reserve	24,300	24,300	24,300	24,300	24,300
CAPITAL					
Asset Replacement	2,924,800	1,113,000	888,700	514,700	816,900
Asset Investment	105,800	156,400	99,400	309,300	378,000
Growing Communities Reserve Fund	3,394,800	2,230,600	1,119,800	564,600	467,200
Property Reserve Fund	1,086,100	1,129,500	1,174,700	1,221,700	1,270,600
Parkland Reserve Fund	105,600	109,800	114,200	118,800	123,600
Park Development Reserve Fund	101,500	105,600	109,800	114,200	118,800
Curling Club Reserve	110,100	122,200	134,700	147,700	161,300
Community Works(Gas Tax) Fund	1,123,800	1,228,800	788,000	429,500	306,700
Community Amenity Contributions	1,688,200	1,255,700	1,305,900	1,358,100	1,412,400
Water Reserve Fund	1,225,900	2,057,700	2,638,500	3,590,500	4,631,100
Sewer Reserve Fund	434,800	366,100	335,300	319,300	318,100
Development Cost Charges	3,151,600	3,534,700	3,936,200	4,358,800	4,803,500
OVERALL RESERVES	$ 18,213,461	$ 16,080,561	$ 15,391,761	$ 15,948,761	$ 18,292,988

The Town reserves funds for a variety of future operating and capital purposes:

Accumulated Surplus or Working Capital is used as a "float" for Operations. A future target has been identified that generally maintains a minimum of three to six months of operating expenses.

Operations Reserves are used to assist with operating costs from time to time and buffer the impact on property taxes. A Council Strategic Initiatives Reserve is maintained with $250,000 annual funding from property taxation. Notably, the Cemetery Reserve is held in trust for future cemetery costs and the Provincial COVID-19 Safe Restart grant was fully used in 2023. No specific reserve balance policies have been established for these reserves.

Capital Reserves are accumulated to help fund the cost of replacing infrastructure as it reaches the end-of-service life. The Town operates on a rolling five-year, pay-as-you-go basis for asset replacement and maintains very lean levels of reserves as a result. Development of an Asset Replacement Financing Strategy will provide a long-term approach to reach those levels over time. Once this work has been completed, capital reserve targets can be established.

Property Reserve is established to hold the proceeds of property dispositions to assist in the purchase of other land or capital construction.

Developer Contributions are collected as developments are approved. Contributions collected provide funding for new community amenities as growth occurs.

Development Cost Charges are collected as developments are approved and fund a component of the cost to build infrastructure related to growth. These funds are used to partially finance growth-related capital projects outlined in the Development Cost Charge Bylaw.



RESERVE BALANCES - FIVE YEAR FORECAST

	2024	2025	2026	2027	2028
Asset Replacement Reserve					
Balance Opening	5,195,200	2,924,800	1,113,000	888,700	514,700
Contribution	1,387,600	1,485,400	1,587,400	1,693,600	2,109,400
Interest Earned	235,600	146,700	76,300	69,400	62,800
Capital Project Funding	(3,893,600)	(3,443,900)	(1,888,000)	(2,137,000)	(1,870,000)
Balance Closing	2,924,800	1,113,000	888,700	514,700	816,900
Asset Investment Reserve					
Balance Opening	804,800	105,800	156,400	99,400	309,300
Contribution	1,294,900	312,100	330,100	348,900	378,800
Interest Earned	58,100	10,500	12,900	11,000	19,900
Capital Project Funding	(2,052,000)	(272,000)	(400,000)	(150,000)	(330,000)
Balance Closing	105,800	156,400	99,400	309,300	378,000
Growing Communities Reserve Fund					
Balance Opening	3,346,000	3,394,800	2,230,600	1,119,800	564,600
Contribution	-	-	-	-	-
Interest Earned	133,800	135,800	89,200	44,800	22,600
Capital Project Funding	(85,000)	(1,300,000)	(1,200,000)	(600,000)	(120,000)
Balance Closing	3,394,800	2,230,600	1,119,800	564,600	467,200
Property Reserve Fund					
Balance Opening	2,025,100	1,086,100	1,129,500	1,174,700	1,221,700
Contribution	(1,000,000)	-	-	-	-
Interest Earned	61,000	43,400	45,200	47,000	48,900
Capital Project Funding	-	-	-	-	-
Balance Closing	1,086,100	1,129,500	1,174,700	1,221,700	1,270,600
Parkland Reserve Fund					
Balance Opening	101,500	105,600	109,800	114,200	118,800
Contribution	-	-	-	-	-
Interest Earned	4,100	4,200	4,400	4,600	4,800
Capital Project Funding	-	-	-	-	-
Balance Closing	105,600	109,800	114,200	118,800	123,600
Park Development Reserve Fund					
Balance Opening	97,600	101,500	105,600	109,800	114,200
Contribution	-	-	-	-	-
Interest Earned	3,900	4,100	4,200	4,400	4,600
Capital Project Funding	-	-	-	-	-
Balance Closing	101,500	105,600	109,800	114,200	118,800
Curling Club Reserve					
Balance Opening	110,000	110,100	122,200	134,700	147,700
Contribution	7,500	7,500	7,500	7,500	7,500
Interest Earned	4,600	4,600	5,000	5,500	6,100
Capital Project Funding	(12,000)	-	-	-	-
Balance Closing	110,100	122,200	134,700	147,700	161,300
Community Works (Gas Tax) Fund					
Balance Opening	878,600	1,123,800	1,228,800	788,000	429,500
Contribution	451,000	451,000	451,000	451,000	451,000
Interest Earned	44,200	54,000	58,200	40,500	26,200
Capital Project Funding	(250,000)	(400,000)	(950,000)	(850,000)	(600,000)
Balance Closing	1,123,800	1,228,800	788,000	429,500	306,700

	2024	2025	2026	2027	2028
Community Amenity Contributions					
Balance Opening	554,200	1,688,200	1,255,700	1,305,900	1,358,100
Contribution	1,090,000	-	-	-	-
Interest Earned	44,000	67,500	50,200	52,200	54,300
Capital Project Funding	-	(500,000)	-	-	-
Balance Closing	1,688,200	1,255,700	1,305,900	1,358,100	1,412,400
General Fund Operating Reserves					
Balance Opening	887,500	649,200	427,200	435,300	465,300
Contribution	280,000	280,000	280,000	280,000	280,000
Interest Earned	-	-	-	-	-
Project Funding	(518,300)	(502,000)	(271,900)	(250,000)	(250,000)
Balance Closing	649,200	427,200	435,300	465,300	495,300
Water Infrastructure Reserve					
Balance Opening	2,491,000	1,225,900	2,057,700	2,638,500	3,590,500
Contribution	1,027,700	1,071,300	1,117,100	1,165,200	1,215,700
Interest Earned	120,200	70,500	104,700	128,800	167,900
Capital Project Funding	(2,413,000)	(310,000)	(641,000)	(342,000)	(343,000)
Balance Closing	1,225,900	2,057,700	2,638,500	3,590,500	4,631,100
Sewer Infrastructure Reserve					
Balance Opening	791,500	434,800	366,100	335,300	319,300
Contribution	192,800	229,300	269,200	284,900	300,000
Interest Earned	35,500	22,000	20,000	19,100	18,800
Capital Project Funding	(585,000)	(320,000)	(320,000)	(320,000)	(320,000)
Balance Closing	434,800	366,100	335,300	319,300	318,100
DCC's (Roads, Drainage, Water, Open Spaces)					
Balance Opening	2,991,000	3,151,600	3,534,700	3,936,200	4,358,800
Contribution	250,000	252,000	255,000	260,000	265,000
Interest Earned	124,600	131,100	146,500	162,600	179,700
Capital Project Funding	(214,000)	-	-	-	-
Balance Closing	3,151,600	3,534,700	3,936,200	4,358,800	4,803,500



DEBT MANAGEMENT – FIVE-YEAR FORECAST

Debt is a financing tool that is available to the Town to supplement funding from Reserve Funds for the replacement or investment in Capital Assets. Overall debt levels will increase over the five-year term of this Plan. New debt includes approved borrowing to support the East Village (Phase 2) and this will be funded through a new Local Service Area Charge. Short-term lease (borrowing) funds are used for the $2 million acquisition of Fire Rescue Ladder 58 in 2023, and regular debt principal and interest payments related to construction of the Fire Hall will continue through 2025. Debt Servicing for the Fire Rescue Ladder 58, is funded from the Asset Replacement Reserve in years 2024 and 2025.

In 2026 and in the years beyond, the funding provision from retired debt for the Fire Hall will be redirected to service the debt for the Fire Rescue Ladder 58. This strategy allows the Town to continue leveraging the use of debt without requiring an increase in property taxes. The Operations Facilities Modernization project is proposed to be funded substantially through long-term borrowing in 2026.

	2024	2025	2026	2027	2028
DEBT PRINCIPAL BALANCES					
General Fund					
Issued and Outstanding:					
Fire Hall - 2015	470,748	-	-	-	-
Fire Truck - Rescue Truck	583,412	402,276	217,952	-	-
Planned Debt					
Fire Ladder Truck	1,669,316	1,290,992	893,549	476,023	-
East Village Phase II - Local Service Area	1,325,000	1,263,885	1,232,176	1,199,676	1,166,362
Public Works and Parks Yard Modernization	-		5,000,000	4,886,112	4,769,376
Fire Department Tender Apparatus	-	-	-	-	1,000,000
Total	4,048,476	2,957,153	7,343,677	6,561,811	6,935,738
DEBT SERVICING REQUIREMENTS					
General Fund					
Outstanding Debt Issues					
Fire Hall - 2015	481,165	470,748	-	-	-
Fire Truck - Rescue Truck	205,869	205,869	205,869	217,952	-
Planned Debt Issues					
Fire Ladder Truck	459,869	459,869	459,869	459,869	458,732
East Village Phase II - Local Service Area	88,348	88,348	88,348	88,348	88,348
Public Works and Parks Yard Modernization	-	-	-	333,388	333,388
Total	1,235,251	1,224,834	754,086	1,099,557	880,468

DEBT BORROWING CAPACITY

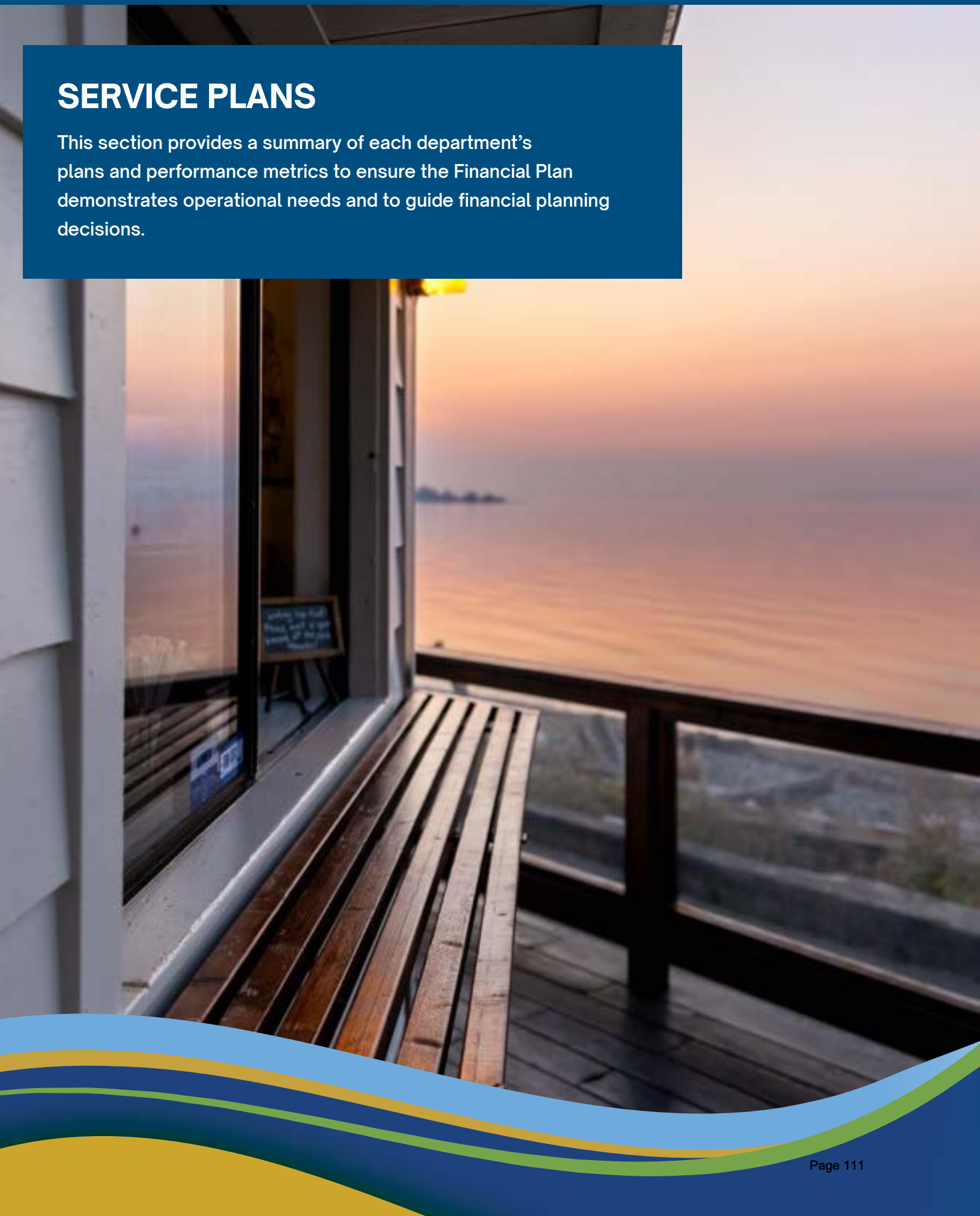
Borrowing capacity is defined in legislation as a function of liability servicing costs, which are determined with reference to prescribed annual revenues. In general terms , the ceiling on debt servicing costs equals 25% of the prior year's prescribed revenues. In turn, 20% of that amount may be incurred without the assent of electors. The limits on future principal borrowings are then calculated with reference to projected future interest rates and anticipated amortization periods.

Based on 2022 and 2023 revenues, the Town's borrowing capacity is approximately as follows:

	2023		2024	
	Assent Free	Total Capacity	Assent Free	Total Capacity
Liability Servicing Limit	981,435	4,907,175	1,066,285	5,331,425
Actual Debt Servicing Costs	698,700	698,700	775,382	775,382
Liability Servicing Capacity Available	282,735	4,208,475	290,903	4,556,043
Estimated Borrowing Capacity, in Millions	$4.5	$ 68	$ 4.5	$ 74

SERVICE PLANS

This section provides a summary of each department's plans and performance metrics to ensure the Financial Plan demonstrates operational needs and to guide financial planning decisions.



COUNCIL AND OFFICE OF THE CAO

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.



2023 COUNCIL HIGHLIGHTS AND ACCOMPLISHMENTS

In 2023, Council decision-making resulted in numerous successes for the community including, but not limited to, the following Strategic Initiatives:

- Established an Accessibility Committee as per provincial requirements
- Maintained Healthcare Property Space Lease to support physician recruitment
- Implemented a Tree Protection Bylaw
- Completed Phase 1 and Phase 2 of the BC Hydro Leased Lighting Replacement
- Completed Committee/Commission Review – Phase 1 (Council decision-making Q1 2024)
- Worked with BC Hydro to replace 127 lights in Phase 1 and Phase 2 of Complaint Intakes.

Additionally, the following Council Strategic Initiatives saw the majority of work completed in 2023, with Council presentations scheduled, in Q1 or Q2 2024:

- Completed the Airport Consultation Plan (formerly identified as Airport Structure Review) that included Airport users and stakeholder engagement; Council tour and educational flight of the current flight path, as well as two Airport open houses for public engagement – Council presentation in Q1.
- Public Inquiries Tracking System – Council presentation in Q2/Q3
- Age Friendly Transportation Plan – Council presentation in Q1
- Asset Replacement Plan – Council presentation in Q2/Q3
- Development Tracker – Council presentation in Q2/Q3

A major portion of the work for the Development Tool Kit project was also completed in 2023 with completion anticipated in Q2, 2024.

COUNCIL PLANS FOR 2024

Building on Strategic Planning, Council allocates resources for Capital, Infrastructure and asset management priorities through its annual budget.

Major projects already instream include:

- Saahtlam Park – Detailed Design Park Plan
- Bus Garage – Property Conceptual Design and Mobility Study
- Kiwanis Housing Project
- East Village Revitalization Plan

An additional key objective of Council's Strategic Planning Process is to better connect the Official Community Plan, Council's Strategic Plan, the Budget and Multiple Master Plans. Significant progress was made on this in 2023 and continues in 2024. This year Council and staff must also meet the early obligations of *Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023*, which saw Council provided additional resources and adjust timelines of a number of Strategic Initiatives.

For a complete list of Council's Strategic Initiatives, please see section titled "Council Initiatives Summary" on pages 17 - 19.

COUNCIL LIAISONS

In addition to regular governance decision making, establishment of Focus Areas and Strategic Initiatives, Council Members also serve as Key Liaisons to multiple organizations. A summary of the Key Liaison roles for each Councillor has been included on the following page.





Mayor Teunis Westbroek

All general governance issues Council spokesperson

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

Liaison:
- Island Coastal Economic Trust
- Mount Arrowsmith Biosphere Reserve Research Institute
- QB Seniors' Activity Centre Association
- Qualicum First Nation

Committees:
- Public Safety, Accessibility and Emergency Preparedness (alternate)
- Airport Users Committee (alternate)



Councillor Scott Harrison

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

Liaison:
- Eaglecrest Resident's Assoc
- Access Oceanside Assoc
- Oceanside Task Force on Homelessness
- Kiwanis Housing Society
- Universal Access Qualicum Beach

Committees:
- Public Safety, Accessibility and Emergency Preparedness
- QB Airport Users Committee



Councillor Anne Skipsey

Voting Membership:
- Regional District Nanaimo (alternate)

Liaison:
- Milner Gardens and Woodland Society
- QB Memorial Golf Club
- Qualicum Woods Residents Association
- Mt Arrowsmith Biosphere Region

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



Councillor Petronella Vander Valk

Voting Membership:
- Oceanside Initiatives

Liaison:
- Chartwell Residents' Assoc
- Coastal Communities Social Procurement Initiative (BCSPI)
- Naut'sa mawt Oceanside Wellness
- Oceanside Development and Construction Association
- Qualicum Community Education & Wellness Society (QCEWS)
- PQB Tourism Association
- QB Chamber of Commerce
- QB Collective Society
- St Andrews Lodge Historical and Cultural Society

Committees:
- Parks & Recreation (alternate)



Councillor Jean Young

Voting Membership:
- Vancouver Island Regional Library

Liaison:
- Early Learning & Childcare Council in Oceanside (ELCCO)
- Qualicum Beach Residents' Association
- St. Mark's Fair
- Oceanside Hospice Society
- The Old School House Arts Centre Society
- QB Historical & Museum Society
- Into the Woods Society
- QB Multi-Use Cinema Society

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

OFFICE OF THE CAO

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

The CAO is responsible for providing advice on governance 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.



KEY POLICIES AND PLANS

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

2023 OFFICE OF THE CAO HIGHLIGHTS AND ACCOMPLISHMENTS

- Continued to identify challenges and opportunities at the operational level and continued to establish service level definitions.
- Supported Council with robust Strategic Planning and Budget processes that better aligned service levels with resources.
  - Completed the 1st (2023) and 2nd (2024) Public Strategic Planning sessions in January 2023 and November 2023, respectively.
- Hired and onboarded a number of key positions, including but not limited to:
  - Director of Human Resources
  - Director of Finance
  - Director of Infrastructure Services
  - Dedicated Airport Manager.
- Restructured the Operations Department.
- Supported Implementation of the ongoing Communication Strategy.
- Conducted Respectful Workplace Training for Elected Officials.
- Provided training on the Importance of Psychological Safety in the Workplace to support good governance, staff performance and public engagement.

2023 OFFICE OF THE CAO HIGHLIGHTS AND ACCOMPLISHMENTS (CONTINUED)

- Improved the Airport Complaint Process and enhanced communication related to Airport concerns.
- Attended Union of BC Municipalities Conference with all members of Council.
- Virtually attended the Planning Institute of BC conference for required educational credits to maintain Registered Professional Planner (RPP) accreditation.
- Served as co-mentor at the Municipal Administration Training Institute (MATI) Successful CAO program, offered by Capilano University in cooperation with the Local Government Management Association (LGMA).
- Attended the LGMA CAO Forum for professional development.
- Supported Council Liasions in meetings with Residents Associations to enhance communication.

CHALLENGES

- Capacity for change management to support modernization of the organization.
- Limited resources in consideration of department workplans.
- Minimal metrics and targets available to establish Service Levels (work in progress).

OFFICE OF THE CAO - PLANS FOR 2024

- Finalize the Town's Inquiry/Complaints Process.
- Committee/Commission Review – Phase 2.
- Continue to support Council in establishing municipal places of business as safe and respectful forums to promote public engagement, effective governance, and staff performance.
- Implement project charters as an internal operational document to ensure cross-department cooperation on projects of significance.
- Continue foundational organization development and team building.
- Support staff in working towards achievement of the Government Financial Officers' Association (GFOA) Budget Award.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

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

KEY INDICATORS: EXAMPLES

- Linkages are strengthened between the Official Community Plan, the Five-Year Financial Plan, the Annual Report and the Strategic Plan.
- Service levels are better defined and linked to the budget process .
- Community Engagement is integrated into planning for projects of significance.

KEY INDICATORS: EXAMPLES (CONTINUED)

- Staff report templates are modernized.
- Robust reporting is provided for Council and the community at the end of the 2nd and 3rd quarters annually.
- Talent is recruited, supported, and retained.
- Policy direction is consistently implemented.
- Achievement of the GFOA Distinguished Budget Presentation Award as a goal for 2024.

BUDGET SUMMARY

The Council and CAO budget is forecast to increase from the previous year by $44,100 or 7% resulting from increases to remuneration and benefits, as per contractual obligations.

Council And Office of the CAO - Operating Budget	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Revenue								
Transfer from Reserves	$ -	$ -		$ -	$ 32,000	$ 32,000	0%	
Total Revenue	$ -	$ -		$ -	$ 32,000	$ 32,000	0%	
Operating Expenses								
Mayor and Council	$ 207,035	$ 240,665	$ 275,286	$ 286,500	$ 319,000	$ 32,500	11%	1
CAO Office	233,271	351,982	361,361	361,000	372,600	11,600	3%	2
One Time Operating Projects	-	-	-	-	32,000	$ 32,000	0%	3
Total Operating Expenses	$ 440,306	$ 592,647	$ 636,646	$ 647,500	$ 723,600	$ 76,100	12%	
Net Property Taxes Required	$ 440,306	$ 592,647	$ 636,646	$ 647,500	$ 691,600	$ 44,100	7%	

1. Remuneration and benefit increases, including extended health benefits that previously were budgeted under general government expenses.
2. Contractual remuneration and benefit increases
3. Organizational Service Review reclassified from Strategic Initiatives to Operating Budget

STRATEGIC INITIATIVES

The CAO Office is responsible for oversight of the organization and advancement of Strategic Initiatives identified by Council. Project work occurs in conjunction with operational oversight; ensuring that the organization continues to thrive, that Council's Strategic Initiatives are achieved, and the operational and service level requirements of the Town of Qualicum Beach are met or exceeded.

Council And Office of the CAO	2024	2025	2026	2027	2028
Committee/Commission Review (Terms of Reference)	$ 15,000	$ -	$ -	$ -	$ -
Collaboration - Qualicum First Nation and Saa'men	15,000	-	-	-	-
Community Volunteerism	10,000	-	-	-	-
Airport Master Plan	-	75,000	-	-	-
Council Decision Making Required - Strategic Initiative Funding Gap	-	-	(101,100)	-	(360,000)

CORPORATE SERVICES



The Corporate Services Team provides administrative services to Council, the organization, and the public, and 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.
- Processing federal and provincial grant applications.
- Maintaining the Town's website.
- 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, Qualicum First Nation, and provincial and federal government partners to address intergovernmental, regional, and inter-municipal priorities and issues.

PROPERTY RESOURCES

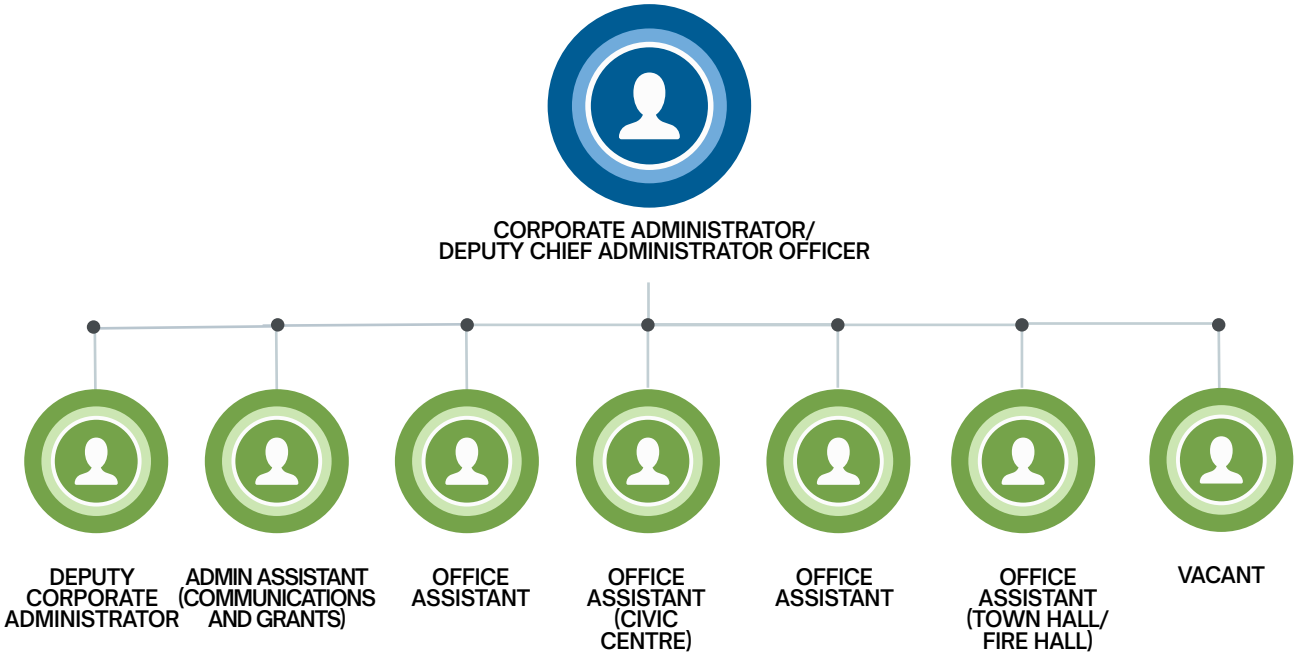
Property Resources include: Civic Centre and Community Hall management and bookings; management of claims; risk assessments; third party liability claims; land purchases and sales; land registrations; long-term leases; and short-term leases and licenses.

KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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



KEY INDICATORS

Corporate Administration

Key Activity Levels	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Council Meetings (Regular and Special)	16	14	12	23	20
Council Meetings (Closed)	36	35	17	25	20
Committee of the Whole	7	9	4	12	12
Committee/Advisory Body Meetings	25	23	47	56	50
Public Hearings Conducted	10	8	6	5	5
Media Releases	50	48	35	48	50
Noteworthy Bulletins	2	3	4	3	3
Monthly Newsletters - Print	12	12	11	12	12
Monthly Newsletters - Digital	12	12	11	12	12
Freedom of Information Requests	90	73	87	83	80
Website Visitor Sessions	123,000	149,000	134,000	175,000	180,000
Website Homepage views	79,019	89,793	68,457	70,000	80,000
Facebook Posts	107	51	199	700	800
Facebook Followers	New	New	5,215	5,734	6,200
Facebook Reach	26,608	44,470	203,711	269,846	300,000
Council Correspondence log items	424	1,866	1,738	1,500	1,750
Constant Contact Notices	114	167	145	165	170
Online Surveys Posted	2	3	2	8	10

Corporate Administration

Service Plan		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Staff Complement		7	7	7	7	8
Standing/Select Committees	Committees supported	9	9	9	9	10
Legislative	Agenda Posted on Time	100%	100%	100%	100%	100%
Council Correspondence	Within one week	90%	90%	90%	90%	95%
Council Meeting Minutes	Completed by next agenda	95%	95%	95%	95%	100%
CoW Meeting Minutes	Completed by next agenda	95%	95%	95%	95%	95%
Committee Minutes	Completed by next agenda	95%	95%	95%	95%	95%
Late Council Items		13	11	7	5	5
Insurance Incidents	Processed	New	New	New	New	New
FOI Request on time	Processed or extended on request within 30 days	99%	93%	98%	98%	98%

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Instituted a robust Privacy Management Program and adopted a new Privacy Policy.
- Formed the Accessibility Advisory Team and developed a Draft Accessibility Plan to meet provincial requirements.
- Continued to increase social media presence and general communications strategies.
- Attended and provided administrative and legislative support for over 100 hours of Council and Committee of the Whole meetings.

CHALLENGES

- Staffing resources for increasing service level expectations/high volume of public requests.
- Maintaining service levels with a significant increase in the number of Council meetings.
- Staff vacancies for Office Assistant and Legislative Assistant.

PLANS FOR 2024

- Continued Communications Strategy implementation (Council Strategic Initiative).
- Maintaining service level standards for meetings and communications.
- Review of Committee and Commission structure continued (Phase 2).
- Procedure Bylaw Review.
- Adapting to *Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023* and other new legislation.
- Onboarding new administrative staff (vacant positions).
- Comprehensive Policy Review.
- Organization-wide privacy training.
- Development and deployment of new website.
- Internal deployment of communication tracking system.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Foundational records management work (2025).
- Implementation of an Electronic Records Management System (2028 or beyond).



BUDGET SUMMARY

The Corporate Services Department budget is forecast to increase by $97,000 or 8% which results from increases to remuneration and benefits, legal fees, and insurance.

Corporate Services - Operating Budget	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Operating Expenses								
Corporate Services	$ 634,101	$ 619,502	$ 696,221	$ 771,200	$ 803,200	$ 32,000	4%	1
Communications	1,602	50,156	36,492	75,000	75,000	-	0%	
Legal	149,167	103,029	150,187	125,000	150,000	25,000	20%	2
Risk Management	168,047	173,265	211,742	180,000	220,000	40,000	22%	3
Elections	28,685	29,115	-	10,000	10,000	-	0%	4
Total Operating Expenses	$ 981,602	$ 975,067	$ 1,094,642	$ 1,161,200	$ 1,258,200	$ 97,000	8%	
Net Property Taxes Required	$ 981,602	$ 975,067	$ 1,094,642	$ 1,161,200	$ 1,258,200	$ 97,000	8%	

1. Increase due to annual wage and benefit increases.
2. Increase to legal due to new housing legislation passed by the Provincial Government.
3. Increase in insurance premiums.
4. 2022 Election Year. 2024 contribution to reserve for cyclical costs for 2026 election.

STRATEGIC INITIATIVES

Strategic Initiatives identified during the Council Strategic Planning sessions for 2024 include the Town website redesign, comprehensive policy review, continued efforts on the healthcare property space and start of the visual identity refresh.

	2024	2025	2026	2027	2028
Corporate Services					
Town Website Redesign	$ 50,000	$ -	$ -	$ -	$ -
Comprehensive Policy Review	30,000	30,000	-	-	-
Healthcare - Property Space	7,500	-	-	-	-
Visual Identity Refresh	30,000	20,000	50,000	50,000	-
Records Management	-	40,000	-	-	-

COMMUNITY PARTNERSHIPS AND 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 2024:

- Coldest Night of the Year – Feb 24
- Youth Appreciation Lunch – May 9
- ORCA Mother's Day Race – May 12
- Public works day - May 23
- Family Day - May 26
- Seaside Cruizers Street Dance - June 15
- Show n' Shine - June 16
- Grad Parade - June 22
- Triathlon - June 23
- Twilight Concert Series - June 29
- QB Legion Canada Day Parade - July 1
- Uptown Market - July 4 to August 29
- Twilight Concert Series - July 6
- Beach Day - July 21
- Arts and Music Festival - July 27
- St. Marks Fair - July 27
- Twilight concert series - August 24
- Ocean Mile Swim - August
- Cyclocross - October
- Halloween October 31
- Remembrance Day November 11
- Moonlight Madness November 21

COMMUNITY PARTNERSHIPS AND EVENTS OPERATING BUDGET SUMMARY

The Community Partnership and Events department budget is forecast to increase by $7,300 or 3% as a result of cost increases associated with Town events.

Community Development Operating Budget								
Revenue	2021 Actuals	2022 Actual	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Grants and Requisitions	$ 539,392	$ 561,928	$ 619,738	$ 619,800	$ 715,300	$ 95,500	15%	1
Other	82,825	81,980	81,385	81,000	81,000	$ -	0%	
Total Revenue	$ 622,217	$ 643,908	$ 701,123	$ 700,800	$ 796,300	$ 95,500	14%	
Operating Expenses								
Community Events	$ 46,593	$ 129,976	$ 122,288	$ 155,500	$ 162,800	$ 7,300	5%	2
Chamber of Commerce & PQ Tourism Assoc.	65,500	85,500	71,455	83,000	83,000	-	0%	
Museum	103,073	109,495	139,995	115,300	115,300	-	0%	
Library	539,298	562,522	676,055	619,800	715,300	95,500	15%	1
Total Operating Expenses	$ 754,464	$ 887,493	$ 1,009,792	$ 973,600	$ 1,076,400	$ 102,800	11%	
Net Property Taxes Required	$ 132,247	$ 243,585	$ 308,669	$ 272,800	$ 280,100	$ 7,300	3%	

1. Vancouver Island Regional Library 2024 levy
2. Budgets increased to reflect material and contracted services cost increases.



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.

KEY POLICIES AND PLANS

- Respectful Workplace Policy
- CUPE Collective Bargaining process to begin in 2024 (negotiation in 2025)
- Compensation review for exempt staff
- Training and Development Annual Plan

DEPARTMENT STAFF AND STRUCTURE

The department is led by the Director of Human Resources, and supported by an HR and Safety Coordinator.



KEY INDICATORS

In 2023, the Human Resources Department enhanced its service levels, with a focus on compliance with WorkSafeBC regulations, employee and labour relations, and training and development.

Key Activity Levels		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Recruitments		15	19	15	25	TBD
Training - Corporate	Courses scheduled (external)	N/A	N/A	N/A	4	7
	Courses scheduled (internal)	N/A	N/A	N/A	1	5
	Registrations	N/A	N/A	N/A	152	TBD
Training - Individuals		N/A	N/A	N/A	19	TBD
WorkSafeBC files	TimeLoss/ Healthcare/ Report Only	10	7	5	16	TBD
Investigations		14	8	4	12	TBD

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



2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Significantly increased HR service level positively impacting labour and employee relations.
- Completed accident and injury reporting process review and update.
- Began the health and safety programs update.
- Successful recruitment process for current year hires.
- Laid strong foundation for training and development program, and staff engagement initiatives in 2024.

CHALLENGES

- Retirement of long-service employees with lag in replacement and transition.
- Potential for significant turnover within the Town over the next five years: 20% of the workforce (14 employees) were eligible for retirement in 2023 and 38% of the workforce (27 employees) will be eligible to retire in 2028 (based on a total of 70 staff).
- Staffing resources for increasing service level expectations and needs.
- Attracting top talent and talent retention.
- Rising workplace injuries and costs impacting WorkSafeBC premium rates.
- Lack of succession planning and leadership development programs.

PLANS FOR 2024

- Create a framework of programs, policies, and procedures to enable an innovative, and agile workforce.
- Develop succession planning program.
- Develop workforce and leadership training program.
- Introduce recruitment and talent retention initiatives to ensure a consistent and uninterrupted delivery of municipal services at a high standard.
- Enhance the safety culture by placing a strong emphasis on injury prevention and implementing an effective return-to-work program.
- Propose initiatives aimed to elevate employee morale, foster a sense of belonging and loyalty, and ultimately influence retention and productivity.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Clear, long-term HR vision with success factors identified.
- Implementation of Return-to-Work framework.
- Employer of Choice initiatives towards “Employer of Choice” designation.
- Succession planning process and training and development.

BUDGET SUMMARY

The Human Resources department budget is forecast to increase by $131,100 or 46% as a result of the new Health and Safety Coordinator position and increase to wages and benefits.

Human Resources - Operating Budget	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Revenue								
Transfer from Accumulated Surplus	$ -	$ -	$ -	$ -	$ 105,400	105,400	0%	1
Total Revenue	$ -	$ -	$ -	$ -	$ 105,400	$ 105,400	0%	
Operating Expenses								
Human Resources	$ 138,535	$ 153,825	$ 301,645	$ 288,100	$ 419,200	$ 131,100	46%	2
Total Operating Expenses	$ 138,535	$ 153,825	$ 301,645	$ 288,100	$ 419,200	$ 131,100	46%	
Net Property Taxes Required	$ 138,535	$ 153,825	$ 301,645	$ 288,100	$ 313,800	$ 25,700	9%	

1. Funding source for HR Health and Safety Coordinator position (2024)
2. Health and Safety Coordinator position

STRATEGIC INITIATIVES

	2024	2025	2026	2027	2028
Human Resources					
Employer of Choice	$ 20,000	$ 10,000	$ -	$ -	$ -



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 $37 million in annual expenses and revenues including:

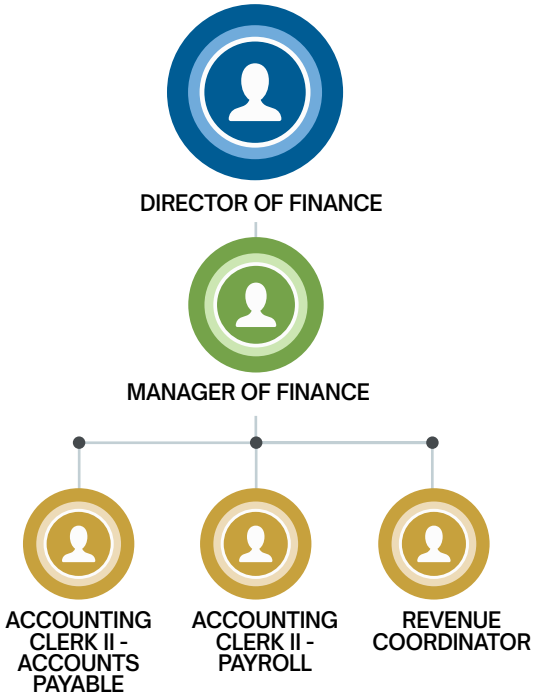
- Coordinating the annual financial planning (budget) and long-term financial planning processes.
- Supporting departments with financial analysis and strategic advice.
- Processing accounts payable for over 4,000 invoices annually.
- Processing bi-weekly payroll for 60-70 staff members and 25-30 Paid-on-Call Firefighters.
- Maintaining benefits records for over 55 staff.
- Purchasing and procurement.
- Administrating Permissive Tax Exemptions.
- Investment management.
- Developing financial policy.
- Preparing financial statements which are audited by an independent auditing firm.
- Processing of revenue including property taxes, utility billing, dog tags and business licenses.
- Producing 5,100 tax notices annually.
- Producing over 9,500 utility bills twice annually, mailed out to residents in May and October.
- Managing pre-authorized property tax installments.
- Invoicing miscellaneous accounts receivable.

KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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



KEY INDICATORS

In 2023, finance activity levels were consistent with previous years. Accounts Payable invoice volumes were lower in 2020 and 2021 due reduced activity resulting from COVID-19.

Key Activity Levels		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Property Taxation	Collections (Million)	20.5	21.9	22.6	23.7	TBD
	Tax Notices Issued	4,931	4,940	4,947	4,955	4,960
	Property Tax Deferments	613	621	680	685	685
Payroll	Paystubs Issued	1,871	1,899	1,915	1,930	1,960
Utility Billing	Bills Issued	9,476	9,551	9,613	9,650	9,675
Accounts Payable/Receivable	Invoices Processed	4,288	4,160	4,400	4,500	4,600

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

Service Plan		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Payroll	Processed on time	Achieved	Achieved	Achieved	Achieved	100%
Tax Notices	Mailed on time	Achieved	Achieved	Achieved	Achieved	100%
Utility Bills	Processed on Time	Achieved	Achieved	Achieved	Achieved	100%
Five Year Financial Plan	Prepared on Time	Achieved	Achieved	Achieved	Achieved	On Time
	GFOA Standard achieved	n/a	n/a	New	In progress	TBD
Financial Statements	Prepared on time	Achieved	Achieved	Achieved	Achieved	On Time
	Unqualified Audit Report	Achieved	Achieved	Achieved	Achieved	Achieved

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

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Prepared a Financial Plan with advancement towards the GFOA Distinguished Budget Standards.
- Improved financial reporting through robust quarterly reporting.
- Improved transparency for the Town by creating clear linkages between the Financial Plan and the Strategic Plan.
- Established Statutory Reserves for Asset Management.
- Introduced financial monitoring tools for Managers and Directors to track and compare budgeted versus actual results.
- Empowered Directors and Managers to manage their own budgets.
- Appointment of external auditors for five-year term.
- Prepared a preliminary Asset Management Plan for the Town.
- Played a pivotal role in Strategic Planning Process for 2024-2028, ensuring effective coordination and support throughout.

CHALLENGES

- Staff turnover and vacancies resulted in scarce resources and limited time to execute workplan projects and improvements which impacted workplan accomplishments.

PLANS FOR 2024

- Improve on new budget presentation and process using GFOA Distinguished Budget Presentation Award approach.
- Update Procurement Policy and purchasing approach.
- Review Town Staff Benefits Program in partnership with Human Resources.
- Implementation of Asset Retirement Obligations – Accounting Standards requirement.
- Review and update the Finance Department's policies where required.
- Review user rates and parcel taxes for water and sewer.
- Develop an Asset Management Financing Strategy.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Connect the annual budget process to service levels with greater transparency.
- Implement the Asset Management Strategy by developing a long-term Financial Plan for asset replacement.
- Continue to improve purchasing and procurement approaches.
- Prepare a long-term Capital Plan.
- Process improvements that include: online payments; electronic billing; self-serve capability; and automation of processes.

BUDGET SUMMARY

The Finance department budget is forecast to increase by $16,900 or 3% as a result of increased wage and benefits.

Finance Operating Budget								
Funding	2021 Actuals	2022 Actuals	2022 Budget	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Operating Expenses									
Finance	$ 553,091	$ 539,067	$ 564,000	$ 563,364	$ 612,100	$ 629,000	$ 16,900	3%	1
Audit	25,500	26,500	28,000	36,030	35,000	35,000	-	0%	
Total Operating Expenses	$ 578,591	$ 565,567	$ 592,000	$ 599,394	$ 647,100	$ 664,000	$ 16,900	3%	
Net Property Taxes Required	$ 578,591	$ 565,567	$ 592,000	$ 599,394	$ 647,100	$ 664,000	$ 16,900	3%	

1. Wage and benefits increases

STRATEGIC INITIATIVES

The completion of the Asset Replacement Plan and the Asset Replacement Financing Strategy are the primary strategic projects for 2024 at a cost of $25,000. These are partially funded by an Asset Management Grant of $12,500.

	2024	2025	2026	2027	2028
Finance					
Asset Replacement Plan (2023) & Replacement Financing Strategy (2024)	$ 25,000	$ -	$ -	$ -	$ -



FISCAL SERVICES



Fiscal Services summarizes the corporate investment, reserves, grants and other revenue transfers.

REVENUES

INVESTMENT INCOME

Generated through investment of the Town's funds in accordance with the *Community Charter*.

RECOVERY OF COSTS

An internal cost transfer used to allocate labour costs to different funds where corporate support is provided from Corporate Administration, Finance, Human Resources and Information Technology. Also includes cost recoveries for equipment and materials and supplies.

RESERVES

Used to support capital and operating project costs from year to year. Use of reserves is a tool used to stabilize and avoid swings in property taxation from one year to the next.

GRANTS

Funds received annually from the Small Communities Grant and Traffic Fine Revenue Sharing are used to fund ongoing operating costs. Funds received from the Provincial Community Works Fund are transferred to Capital Reserves and used for funding eligible capital expenditures. Funds from specific grants for various capital and operating projects are recognized as revenue as received and used to fund eligible project costs.

GROWING COMMUNITIES RESERVE

Funding provided by the Provincial Government in 2023. Funding is fully allocated on eligible projects and this Reserve is anticipated to be fully exhausted in 2028.

EXPENSES

INTEREST TRANSFERRED TO RESERVES

Investment revenue is transferred to Reserves each year. This is trending upward as investment returns are improved significantly in comparison to earlier years.

OPERATING RESERVES

Funds transferred to Operating Reserves for Council Strategic Initiatives, or other operating projects.

CAPITAL RESERVES

Funds are transferred to Capital Reserves for replacement and investment in assets. This is discussed in the Asset Management section of this Plan.

BUDGET SUMMARY

The Fiscal Services budget reflects a reduction in revenues from property sales and increased interest income. Transfers to Reserves are forecast to increase as a result of increased asset replacement funding from property taxation.

Fiscal Services Operating Budget								
Funding	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Investment Income	$ 91,946	$ 439,258	$ 1,196,056	$ 356,000	$ 606,000	250,000	70%	1
Penalties and Interest	44,981	56,100	$ 89,504	$ 51,000	$ 60,000	9,000	18%	2
Grant Funding	883,211	451,479	$ 3,797,000	$ 3,797,000	$ 451,000	(3,346,000)	-88%	3
Other Revenue	31,382	33,201	$ 21,205	$ 30,000	$ 30,000	-	0%	
Proceeds on Disposition of Assets	920,251	4,185,547	$ 32,184	$ -	$ -	-	0%	
Labour Recovery from Utilities	491,249	473,406	548,000	548,000	548,000	-	0%	
Equipment & Administration Recovery from Utillities	1,075,000	1,140,000	1,156,000	1,156,000	1,156,000	-	0%	4
Total Funding	$ 4,613,020	$ 7,918,992	$ 6,839,949	$ 5,938,000	$ 2,851,000	$ (3,087,000)	-52%	
Operating Expenses								
Other Expenses	$ 11,613	$ 15,776	$ 31,827	$ 26,000	$ 26,000	$ -	0%	
Debt Servicing	512,413	501,997	$ 706,072	$ 700,000	$ 1,235,200	$ 535,200	76%	5
Transfer to Operating Reserves	480,770	847,250	$ 250,000	$ 250,000	$ 275,000	$ 25,000	10%	6
Transfer to Water Fund	-	302,580	$ 85,000	$ 85,000	$ 85,000	$ -	0%	7
Transfer to Capital Reserves	16,385	5,595,242	$ 5,772,300	$ 5,772,300	$ 2,892,800	$ (2,879,500)	-50%	8
Total Operating Expenses	$ 1,021,181	$ 7,262,845	$ 6,845,199	$ 6,833,300	$ 4,514,000	$ (2,319,300)	-34%	
Net Contribution / (Use of Resources)	$ 3,591,839	$ 656,146	$ (5,250)	$ (895,300)	$ (1,663,000)	$ (767,700)	86%	

1 Increase in budget provision reflective of market conditions of higher interest rates impacting investment earnings. Investment earnings are credited to Reserve Funds.
2 Budget increase reflects anticpated interest on late property tax payments due to increased interest rates.
3 The 2023 budget included a one time grant contribution from the Community Growth Fund.
4 Recovery from water/sewer utilities for equipment and administration.
5 Acquistion Fire Ladder Truck in 2023 funded through short term debt to be repaid within 5 years. Debt Servicing costs are funded from Asset Replacement Reserve in years 2024 and 2025. In years 2026 - 2028 the Equipment Loan debt servicing costs are funded using savings from the retired Fire Hall debt. This strategy enables debt servicing without a corresponding increase in tax rates in 2024.
6 Contribution to Strategic Initiatives Reserve and to Reserve for Tree Replacement
7 Repayment of borrowing from Water Utility
8 Reserves Contribution (Community Works, Asset Replacement and Asset Investement Reserves). 2023 budget included one time contribution to Community Growth Reserve

INFORMATION TECHNOLOGY



The Information Technology (IT) team is the technological backbone of the Town, ensuring the Town's networks, IT infrastructures and devices, and information systems are secure and effective. The team is responsible for the information and database management, planning and development of core technological solutions, data analytics, office/field applications, integrations, and automations.

Network communications for Supervisory Control and Data Acquisition (SCADA) infrastructure is managed at over 15 locations including utility infrastructure such as pump stations, reservoirs, and irrigation systems. A Geographical Information Systems (GIS) with approximately 270 datasets is maintained and can be accessed by GIS web/mobile applications which are developed and supported internally.

SERVICES ARE PROVIDED IN SIX AREAS:

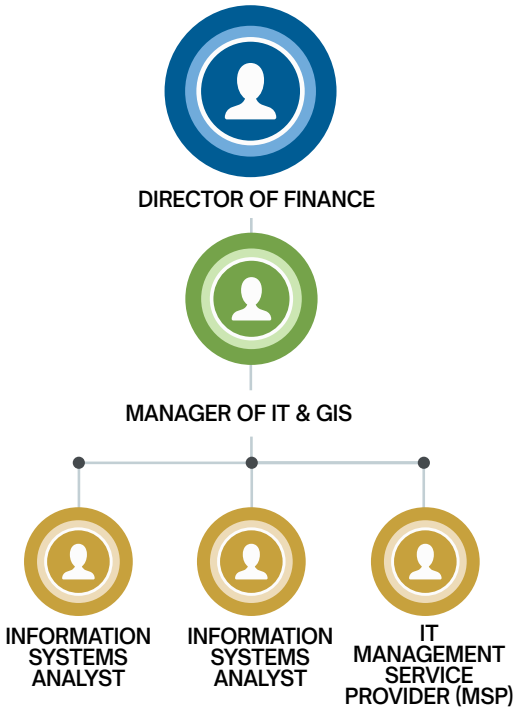
1. **Cybersecurity** – Key infrastructure architecture is protected and continuously monitored 24/7 by multi-layer hardware, software and a security operations centre. Staff are regularly trained to identify and mitigate threats through cybersecurity awareness and cyber-attack simulations.
2. **IT Infrastructure** – 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 to provide online engagement and communication.

KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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



KEY INDICATORS

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

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

Key Activity Levels		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Staff Complement	IT Department FTE	3	3	3	3	3
Helpdesk	Helpdesk requests Total	580	1299	1440	1921	2130
	Supported by Town IT	580	882	669	1020	1130
	Supported by RBS MSP	0	417	771	901	1000
Software Supported	Business Applications/Platforms	19	20	71	115	140
Hardware Supported	Servers	10	14	15	16	15
	Virtual Desktops	0	2	4	6	6
	Computers/Laptops/Tablets	182	179	157	140	145
	Printers	29	29	31	32	33
	Mobile Data Plan Enabled Devices	56	67	78	77	80
	Landline Phones	70	70	70	70	70
	CCTV Cameras	28	28	28	28	33
Network Equipment Supported	Firewalls	2	2	2	2	2
	Switches	27	30	31	31	31
	Routers	22	22	14	15	17
	Wireless Access Points	21	22	23	24	24
	Fibre Optics Cable	7.1km	7.1km	7.1km	7.1km	7.1km
Server Data Storage Capacity	x Terrabytes	10.8	38.5	38.5	38.5	51.46
Email	Mailboxes Supported	113	113	139	158	175
GIS	Datasets Supported	150	150	150	270	330
Network Connected	99.9% Uptime	Achieved	Achieved	Achieved	100%	100%
Internet Connected	99.9% Uptime	Achieved	Achieved	Achieved	100%	100%
Data Backups Completed	Weekly	Achieved	Achieved	52	52	52
Core applications up to date	Updates completed on time	95%	95%	95%	95%	95%

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Commenced Town Website Redesign project based on comprehensive research and reviews.
- Migrated SCADA from Personal Computer (PC) to Virtual Machine to reduce single point of hardware failure risk.
- Launched the Development Tracker Project to streamline and enhance transparency in permit and license management for internal staff and public using Microsoft 365 and ArcGIS Enterprise.
- Advanced the Public Inquiries System to centralize, streamline and automate the management of public inquiries featuring both internal and public dashboards for real-time tracking, visualization and analytics.
- Upgraded enterprise GIS solution ArcGIS Enterprise to latest version with more user-friendly and automated features for asset data management activities.
- Replaced all end-of-life or end-of-support network equipment to ensure network infrastructure is “evergreen”.
- Completed Multi-Factor Authentication (MFA) implementation to significantly improve cybersecurity level.
- Implemented and optimized IT help desk and IT equipment dashboards to measure performance and challenges of IT/GIS tickets and projects.
- Commenced deployment of organizational password manager to ensure staff storing credentials more securely.
- Replaced legacy asset management and work order management system with internally developed solution using existing technology and resources.
- Deployed phishing, malware, and ransomware protection software on all mobile devices.
- Completed semi-automated cadastral data maintenance.
- Developed Tree Removal Permit Application public-facing form, automation, and internal management tool utilizing existing enterprise solutions.
- Prepared and assisted migration from legacy water meter reading hardware and software solution to the new system.
- Updated GIS aerial imagery from Regional District of Nanaimo’s (RDN) 2020 and 2022 aerial imagery.



CHALLENGES

- The exponential growth in GIS or geographic-enabled datasets has created a data management challenge impacting effective and timely processing of data updates.
- Recent changes in technology including software updates have resulted in an increase in the number of IT Help Desk requests. This has impacted available capacity for other work plan initiatives.



PLANS FOR 2024

Information Technology (IT)

- Implement e-signature empowered solution to improve organizational workflow and required signature approval(s).
- Collaborate on redevelopment of the Town website (ongoing).
- Continued improvement of Microsoft 365 compliance and security of digital records.
- Optimize existing dashboards and build new dashboards for effective business management.
- Complete password manager deployment to all employee and all devices.
- Progressively introduce generative Artificial Intelligence (AI) tool as a performance booster to several staff across departments.
- Support departments with technology needs and training.
- Test BC Provincial Government's pilot program "new digital building permit tool" addressing housing issues and work with other selected municipal IT leaders regularly.

Geographic Information Systems (GIS)

- Complete migration from legacy web GIS to the new Enterprise GIS solution.
- Implement new GIS related dashboards for asset management.
- Complete Next Generation 911 (NG911) assessment and start transitioning addresses and road data to meet NG911 standard.
- Continued optimizing processes of utility data maintenance.
- Collect and process new 2024 aerial imagery and make it available to GIS applications.
- Optimize new Work Order System based on staff feedback.
- Create in-house paper dispatch map books and map data collection work flow with RDN for Town's Emergency Services.

Information Technology (IT)

- Regular evergreen program of server, network equipment, hardware, and software replacement.
- Progressive record management revision, and automation, administration, analytics, security and compliance optimization.
- Enhance communication technology by utilizing Microsoft Teams capability to more effectively support administrative, operations and public inquiry processes.
- In-house CCTV systems fully replaced by cloud-based CCTV solution stored on Canadian server infrastructure.
- Fibre Optic network extension, and/or fibre optic alternatives such as cellular/satellite services, to all water utility facilities to ensure robust network communications of Town's water system.
- AI-powered solutions progressively utilized and integrated as a performance booster for optimization of municipal operations and daily processes.

Geographic Information Systems (GIS)

- Continued GIS and asset management decision making integration and application development.
- BC ONE CALL automation and property service card digitalization.
- Update address and road data to comply with Next Generation 911 (NG911 standard).
- Open Data portal implementation.
- Bi-annual Ortho and Oblique imagery projects with the City of Parksville.



OPERATING BUDGET SUMMARY

The Information Technology budget is forecast to increase by $147,200 or 19%, largely due to increases in software licensing costs and managed IT support and the one time project cost for the otho and oblique image fly over.

Information Technology Operating Budget	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Operating Expenses								
Administration	$ 272,135	$ 329,041	$ 394,773	$ 386,300	$ 433,000	$ 46,700	12%	1
Software Support	241,111	207,412	152,338	208,000	233,500	25,500	12%	2
Hardware Support	92,798	118,785	94,589	83,000	83,000	-	0%	
Helpdesk	199,522	86,451	195,399	113,600	162,600	49,000	43%	3
One Time Operating Projects	-	-	-	-	26,000	26,000	0%	4
Total Operating Expenses	$ 805,567	$ 741,688	$ 837,099	$ 790,900	$ 938,100	$ 147,200	19%	
Net Property Taxes Required	$ 805,567	$ 741,688	$ 837,099	$ 790,900	$ 938,100	$ 147,200	19%	

1. Wage and benefit increases
2. Software licensing costs increased due to increased staff numbers and software needs.
3. Managed cost increases for IT Service contract and consulting needs.
4. Otho and obligque image fly over



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.

2023 OCEANSIDE RCMP SUCCESSES

- Continued presence at many of special events held in the Oceanside area through the busy summer months.
- Replacement of end-of-service police vehicles within current funding allocations.
- Re-engagement with community partners face-to-face post pandemic.
- Increased accountability with a new monthly check-in report to all Oceanside communities.
- Increased training for members with Arrowsmith Search and Rescue.

2023 OCEANSIDE RCMP CHALLENGES

- Addressing increased demands from Provincial Crown Counsel for written disclosure of audio and video evidence.
- Implementing a disclosure policy for body-worn cameras evidence and addressing increased demands on municipal staff to supply and redact disclosure requests continues with RCMP pilot projects underway.
- Updating necessary equipment and computer systems to replace outdated and retiring systems such as digital fingerprinting, and traffic statistics software.
- Addressing the shortage of space in the current building and the parking lot which currently does not support the staffing levels with the addition of British Columbia Highway Patrol (BCHP).
- Substantial increase in calls for service which affects the general service levels and our ability to attend the many seasonal events.



LOOKING AHEAD: 2024-2028 KEY PROJECTS AND INITIATIVES

- RCMP building repairs and upgrades, which require security clearance processes and escort arrangement costs, need to be factored into overall project scope. Escorts and security clearances are the responsibility of the RCMP Detachment but are expected to be provided by our maintenance partners.
- Updated training plans and program outlines to support new RCMP enhanced systems. These include electronic disclosure changes to Provincial Crown Counsel, enhanced SAR training and a transition to leger based disclosure.
- RCMP vehicles including Automated License Plate Readers (ALPR), and E-Ticketing as required to meet updated RCMP mandates as implemented in 2022.
- An expanded parking lot is required to accommodate the addition of BC Highway Patrol (BCHP) to the building. Oceanside RCMP is currently working with the City of Parksville and the Province to consider options.
- Requests to local partners such as the City of Parksville and the Regional District of Nanaimo to increase the current full time members by a minimum of three over the next three years, to meet the growing needs of our community and to maintain current service levels.

OPERATING BUDGET SUMMARY

The Police services budget is forecast to increase by $30,000 or 2% which is primarily due to an increase in the contracted RCMP cost.

Police Services - Operating Budget							
Revenues	**2021 Actuals**	**2022 Actuals**	**2023 Projected**	**2023 Budget**	**2024 Budget**	**Change $**	**Change %**
Sale of Services and Cost Recoveries	$ 3,065	$ 3,385	$ 3,055	$ 3,000	$ 3,000	-	0%
Grants	43,974	48,711	$ 41,000	50,000	50,000	-	0%
Total Revenues	$ 47,039	$ 52,096	$ 44,055	$ 53,000	$ 53,000	$ -	0%
Operating Expenses							
RCMP Contract	$ 1,134,109	$ 1,114,423	$ 1,372,000	$ 1,372,000	$ 1,402,000	$ 30,000	2% 1
Civilian Support	124,672	128,699	172,000	172,000	172,000	-	0%
Total Operating Expenses	$ 1,258,781	$ 1,243,122	$ 1,544,000	$ 1,544,000	$ 1,574,000	$ 30,000	2%
Net Property Taxes Required	$ 1,211,742	$ 1,191,026	$ 1,499,945	$ 1,491,000	$ 1,521,000	$ 30,000	2%

1. RCMP contract for eight full time officers

FIRE RESCUE



Qualicum Beach Fire Rescue provides prevention, suppression, medical, and rescue services to the Town of Qualicum Beach and over 1,600 residents of Electoral Area G. The 33.5 km^2 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 include:

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

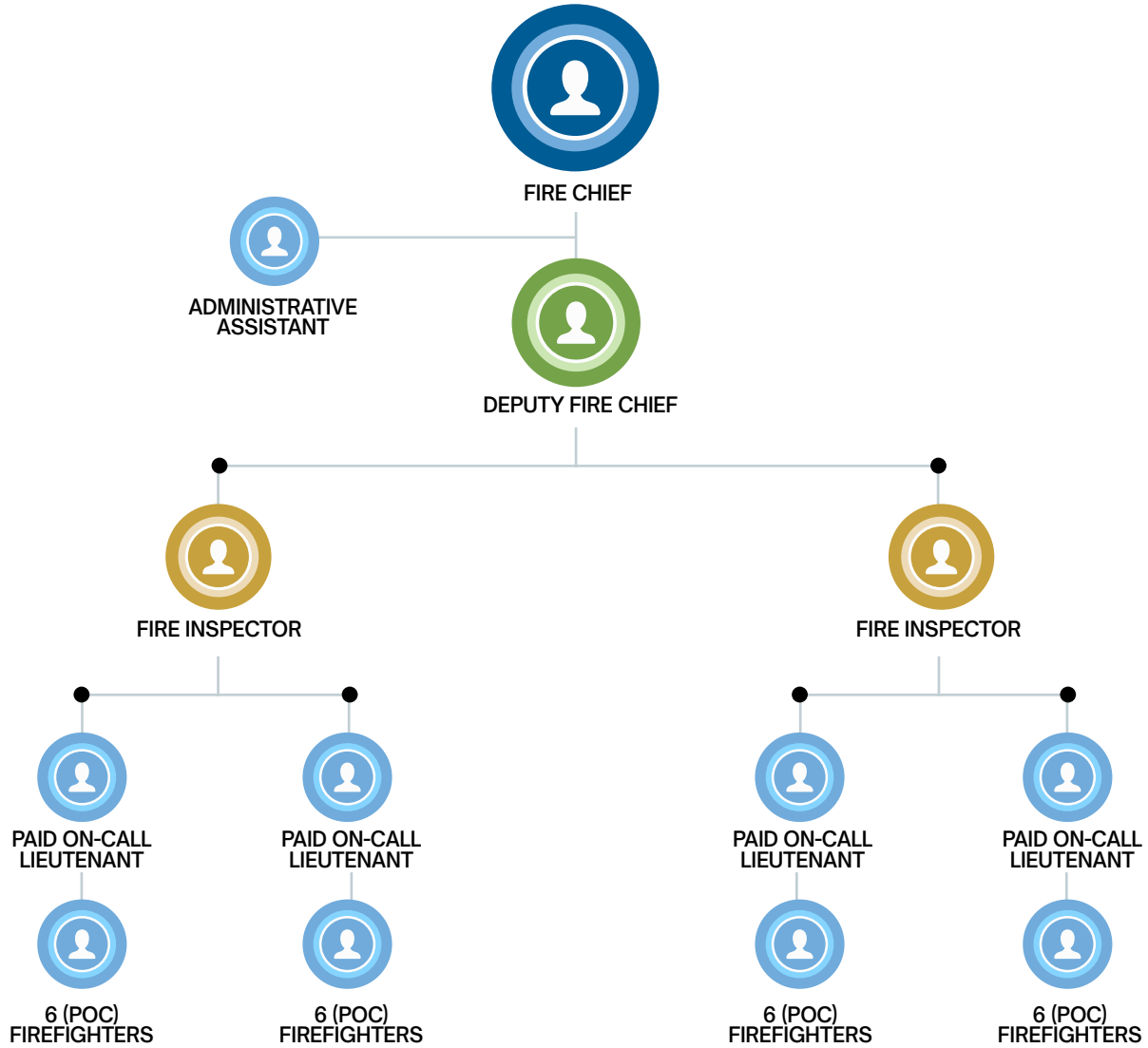
Rescue Services account for the greatest number of calls and include; vehicle rescue; confined space rescue; structural collapse; rope rescue; hazardous materials incidents; weather events; hydro and natural gas emergencies; and general public assistance.

KEY POLICIES AND PLANS

- WorkSafe BC Regulation Part 31
- British Columbia Structure Firefighter Minimum Training Standards
- *Fire Services Act*

DEPARTMENT STAFF AND STRUCTURE

The department consists of a Fire Chief, Deputy Fire Chief, two Paid-on-Call Captains/Fire Inspectors, a part-time Administrative Assistant, and between 25 and 30 Paid-on-Call Firefighters. The department is staffed seven days a week from 8:00 am to 4:00 pm with a minimum of one member supplemented by the Paid-on-Call Captain/Fire Inspector, a Duty Officer, and a Duty Chief as necessary.



KEY INDICATORS

In 2023, Qualicum Beach Fire Rescue responded to 310 incidents which is consistent with the previous year. Call volumes for 2024 are forecast to be similar to the five year average. The number of fire inspections, public education sessions and public events is expected to increase in 2024 with weekend staffing and a focus on community outreach and FireSmart activities. In 2024 Paid-on-Call Firefighter recruitment is expected to bring in six new members which is similar to 2023.

Key Activity Levels	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Staff Complement including admin support	3.0	3.5	4.5	4.5	5.5
Paid on Call Firefighters	27	22	29	31	31
Average Response Time for Engine (Minutes)	9:48	9:37	9.43	9.53	9.4
Fire Prevention Inspections	300	262	436	388	400
Public Education Sessions	0	6	5	9	10
Public Events	25	7	47	31	50
Department Personnel Training Hours	5,507	5,539	4,927	6,097	6,100
Mutual/ Automatic Aid Responses	21	38	24	14	25
Aircraft Related Emergencies	-	-	1	-	-
Burn Complaint	26	9	14	17	16
Beach/Brush/Misc. Outdoor Fires	12	39	17	28	25
Unattended Campfire	2	1	1	-	-
Unattended Garden Refuse Fire	-	-	-	1	-
Carbon Monoxide Detector Alarm	3	4	4	8	7
Elevator Rescue		3	4	-	5
Fire Alarm	39	59	68	69	64
Electrical Fire		2	3	1	2
First Responder Echo	24	17	27	22	24
First Responder Delay Delta/Echo	10	15	10	37	35
First Responder Assist Emergency		4	6	8	10
First Responder Assist Routine	5	11	10	3	6
Chimney Fire	3	2	2	1	2
Smoke in a Structure	3	4	5	5	6
Structure Fire	17	19	16	11	15
Vehicle Fire	8	8	4	2	4
Hazardous Materials	4		2	2	2
Hydro Related Emergency	30	22	27	5	20
Motor Vehicle Accident	54	50	47	56	50
Natural Gas Emergency	13	6	7	2	6
Other	5	4	4	6	4
Assist Other Agency	5	8	3	9	10
Public Assistance	15	10	16	14	15
Vandalism Fire/Dumpster	-	-	-	-	-
Technical Rescue	2	3	1	3	3
Total	280	300	299	310	331

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Facilitated a Youth Fire Camp for High School students.
- Certified six members to the National Fire Protection Association (NFPA) 1006 Rope and Confined Space Rescue Technician.
- Trained five new recruits to “exterior operations level”.
- Increased community outreach and recruitment with regular attendance at weekly markets and public events.
- Completed final inspection and training on a new ladder truck.

CHALLENGES

- Recruitment and retention of Paid-on-Call Firefighters.
- Paid-on-Call Firefighter work-life-fire service balance.

PLANS FOR 2024

- Continue with the review and revision of Operational Guidelines and Policies.
- Train 2024 recruit class to “exterior operations level”.
- Increase community outreach and recruitment with regular attendance at weekly markets and public events.
- Increase FireSmart outreach at public events and through FireSmart Assessments.
- Build a succession and professional development plan for staff and Paid-on-Call firefighters.
- Develop a Community Wildfire Resiliency Plan with fuel management plans for key areas.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Develop a Fire Department Strategic Plan.
- Review the Community Wildfire Resiliency Plan and implement recommendations.
- Review staffing to ensure it supports the Paid-on-Call fire service model and community, along with the type and number of emergency incidents.



OPERATING BUDGET SUMMARY

The Fire Rescue Budget is forecast to increase by $148,900 or 16%. This increase results from the full year cost of the new EVT/Mechanic position and overall wage and benefit increases.

Fire Rescue Operating Budget								
Revenue	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Grants and Other	$ 167,791	$ 214,100	$ 215,000	$ 215,000	$ 215,000	$ -	0%	1
Fire Services	1,038	5,302	23,276	-	15,000	15,000	0%	
Total Revenue	$ 168,829	$ 219,402	$ 238,276	$ 215,000	$ 230,000	$ 15,000	7%	
Operating Expenses								
Fire Administration	$ 287,171	$ 572,307	$ 590,566	$ 616,000	$ 647,400	$ 31,400	5%	2
Fire Operations	504,447	415,892	471,040	464,600	580,600	116,000	25%	3
Training	60,209	64,690	102,457	88,500	105,000	16,500	19%	4
Total Operating Expenses	$ 851,827	$ 1,052,889	$ 1,164,063	$ 1,169,100	$ 1,333,000	$ 163,900	14%	
Net Property Taxes Required	$ 682,998	$ 833,487	$ 925,787	$ 954,100	$ 1,103,000	$ 148,900	16%	

1. RDN contract for recovery of shared fire protection services
2. Wage and benefit increases
3. New EVT/Mechanic position
4. Higher training costs offset by increased revenue

STRATEGIC INITIATIVES

	2024	2025	2026	2027	2028
Fire Rescue					
Community Wildfire Resiliency Plan	$ 71,900	$ -	$ -	$ -	$ -
Fire Department Strategic Plan	-	-	50,000	-	-
Retired Engine 2 - Control Operation Usage	-	-	-	-	10,000

PLANNING, COMMUNITY DEVELOPMENT AND EMERGENCY PLANNING



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 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 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 staff work 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 the partnership with Emergency Management Oceanside.

KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

The Department is comprised of a Director of Planning and Community Development with support from two Planners, a Bylaw Officer, one Building Official, an Emergency Program Coordinator, and a Planning & Engineering Services Assistant.



PLANNING SERVICES

Planning Services

Key Activity Levels	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Employees	2	2	2	3	4
OCP Amendment Process Completed	1	1	1	0	1
Zoning Amendment Process Completed	6	7	4	2	3
Development Permit	4	5	3	4	2
Development Variance Permit	6	5	4	8	0
Subdivision Approvals	1	4	5	3	3
Temporary Use Permits	4	1	2	1	0
Board of Variance Decision	2	4	4	2	3
Council Memos (Open)	80	72	60	59	70
Council Open Motions Completed	140	81	80	89	80

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

BUILDING SERVICES

In 2023 Permit volumes have decreased and are expected to finish below historic averages.

Key Activity Levels		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Employees		1	1	1	1	1
Residential Permits	New SFD Units	15	27	23	17	20
	Suite or Garden Suites	7	14	11	15	12
	Multi Residential Units	21	34	0	68	20
	Net New Units	43	75	34	100	52
	Renovation/Addition $$	2,262,100	4,198,000	4,904,000	7,288,360	TBD
	SFD Value	7,130,000	17,552,000	15,488,000	14,685,000	TBD
	Multi Residential $$	3,610,000	7,534,000	18,000,000	20,714,572	TBD
Commercial	Dollars	141,000	2,997,000	1,832,000	3,409,000	TBD
Institutional	Dollars	1,030,000	75,000	3,500,000	0	TBD
Industrial	Dollars	1,800,000	25,000	475,000	0	TBD
Recreational	Dollars	90,000	25,000	-	0	TBD
Total Construction	Dollars	16,063,100	32,406,000	44,199,000	46,096,932	TBD
Total Permit Revenue	Dollars	115,955	242,215	178,346	338,115	TBD

**In Progress. Service levels and key indicators are being developed.*

BYLAW COMPLIANCE

Spring and summer were especially busy for bylaw compliance in 2023, conducting beach patrols to educate the public on-leash regulations as well as monitoring and cleanup of sites used by individuals experiencing homelessness.

Individuals living in vehicles significantly increased in 2022 and 2023, which resulted in more complaints and need for monitoring. Parking infractions have also been a major challenge in 2023.

Key Activity Levels	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Requests for Service (Complaints)	941	754	599	768	700
Courtesy Notices Issues	92	65	57	136	150
MTI Infraction Tickets *	199	154	81	37	40
Patrols	2,752	2,986	1,936	2,664	2,500

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

CLIMATE ACTION

The Community Climate Change Adaptation Plan outlines objectives for community action:

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

Key Activity Levels	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Community GHG Profile	new	new	new	new	TBD	TBD
Municipal Operations GHG Profile	new	new	new	new	TBD	TBD

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

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Additional Planner hired to support Strategic Initiatives, as budgeted and approved by Council.
- Administrative staff person hired to support Tree Protection Bylaw implementation, as well as general Planning and Engineering support.
- Climate Action / Emergency Program Coordinator hired.
- Adoption of Tree Protection Bylaw.
- Creation of the Official Community Plan Review Steering Committee.
- Development Approvals Process Review (ongoing grant project) nearing completion.
- Hazard Specific Guidelines (Emergency Template) completed.
- Selection of consultant for the Quality of Life Survey.
- Skate Park design underway and expected completion in Q4 2023, with reporting in Q1 2024.
- Saahtlam Park design consultant selected and planning process underway. Expected Completion Q1 2024.
- Bus Garage / Mobility Study consultant selected and planning process underway. Expected Completion Q2 2024.
- Completed East Village – Phase 2 Public Realm Improvements and Local Area Service.
- Secured grant for waterfront parking and active transportation improvements.

CHALLENGES

- Adoption of Bill 44: Housing Statutes (Residential Development) Amendment Act 2023 (Bill 44) will result in a rewrite of the Planning Department five-year workplan due to the huge volume of work to implement and respond to changes.
- Implementation of the Tree Protection Bylaw in 2023 resulted in a large volume of inquiries and requests for information.
- Bylaw Enforcement service levels are at capacity which is challenging during weekends and other times when the single staff member is on vacation or away from work.

PLANS FOR 2024

- Major zoning changes as required by *Bill 44 Housing Statutes (Residential Development) Amendment Act 2023.*
- Completion of Bus Garage Site Planning.
- Completion of Skate Park Feasibility Study.
- Completion of Saahtlam Park Plan.
- Operations Facilities Modernization site planning.
- Development Approvals Process Completion (ongoing grant project).
- Age-Friendly Transportation Plan update completion.
- Review of Emergency Program function and resources.
- Tree Protection Bylaw Review (Committee of the Whole).



LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Ongoing changes resulting from *Bill 44: Housing Statutes (Residential Development) Amendment Act 2023* including:
  - Zoning Bylaw
  - Official Community Plan
  - Housing Needs Assessment
  - Development Permit Areas
  - Servicing bylaws
  - Utility Planning
  - Traffic Bylaw
  - Development Cost Charges
  - Community Amenity Contribution Policy
  - Tree Protection Bylaw
  - Parks and Green spaces
  - Delegation Bylaw
  - Public Transit Priorities
  - Development procedures.
- Saahtlam Park (Former St. Andrew's Waterfront Park) Implementation.
- Climate Change Mitigation and Adaptation.
- OCP Review (in phases).
- Affordable housing initiative on Ravensbourne Lane near the Airport.
- Short term vacation rentals communication and policy development.
- Operations Facilities Modernization.
- Bus Garage - Site Development.
- Skate Park Renewal.
- Encroachments Policy – enforcement and/or update.



OPERATING BUDGET SUMMARY

The Planning Service budget is forecast to increase by $65,100 or $16% as a result of the half year impact of the Planning and Engineering Services Assistant position and other wage and benefit increases.

Planning Services Operating Budget								
Revenue	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Permit Fees	$ 257,225	$ 182,933	$ 328,244	$ 179,000	$ 181,000	$ 2,000	1%	1
Grants and Other	75	375	950	1,000	192,900	$ 191,900	-	2
Total Revenue	$ 257,300	$ 183,308	$ 329,194	$ 180,000	$ 373,900	$ 193,900	108%	
Operating Expenses								
Planning	$ 303,488	$ 286,733	$ 413,211	$ 363,700	$ 415,100	$ 51,400	14%	3
Building Inspection	117,273	114,177	126,421	115,000	123,000	8,000	7%	
Bylaw Enforcement	109,802	110,831	118,355	117,000	124,700	7,700	7%	
One Time Operating Projects	-	-	-	-	191,900	191,900	0%	2
Total Operating Expenses	$ 530,563	$ 511,740	$ 657,987	$ 595,700	$ 854,700	$ 259,000	43%	
Net Property Taxes Required	$ 273,263	$ 328,433	$ 328,793	$ 415,700	$ 480,800	$ 65,100	16%	

1. Increased development activity
2. Ministry of Housing capacity funding ($191,900)
3. Half-year impact of the Planning and Engineering Services Assistant

STRATEGIC INITIATIVES

A significant program of Council Strategic Initiatives are planned for the next five years. The timing of these Initiatives will need to be reviewed after further information is available about the staffing implications of *Bill 44: Housing Statutes (Residential Development) Amendment Act 2023* and other new legislation.

	2024	2025	2026	2027	2028
Planning					
Planner Position (1/2yr budget moved from 2023 to 2026)	$ 100,000	$ 100,000	$ 50,000	$ -	$ -
Tree Canopy Update	30,000	-	-	-	-
OCP - Quality of Life Survey	20,000	-	-	-	-
Corporate and Community Emissions Report	10,000	-	-	-	-
Tourism and Small Business Promotion	10,000	10,000	-	-	-
Climate Action - Community Outreach and Support	15,000	15,000	15,000	15,000	15,000
Corporate Emissions Inventory	20,000	-	-	-	-
Fleet Right Sizing & Electrification Policy	27,000	5,000	-	-	-
Pathways to Sustainable Economic Development in Qualicum Beach	32,500	80,000	-	-	-
Housing Announcement Implementation - November 1, 2023	55,000	55,000	55,000	55,000	-
Affordable Housing - Ph.1 & Ph.2	-	10,000	10,000	-	-
Building facilities GHG audit	-	50,000	-	-	-
Develop a "Cash-in-Lieu of Parking" Bylaw	-	12,000	-	-	-
Food Action Plan	-	-	30,000	-	-
Identify Land for a Multi-purpose Performing Arts / Cinema	-	-	30,000	-	-
Community Climate Change Adaptation Plan Update and Implementation	-	-	50,000	-	-
Parking Management Strategy	-	-	20,000	-	-
Community Park Site Review (Facilities & more)	-	-	50,000	-	-
Multi Generational Housing Best Practices	-	-	5,000	-	-
Accessory Dwelling Unit Design Template	-	-	30,000	-	-
Encroachment Policy Review	-	-	-	30,000	-
Adopt a Bylaw to Prohibit Smoking in Parks and Trails	-	-	-	45,000	-
Short Term Rentals Regulatory Framework	-	-	-	20,000	-
Ways to Achieve "Affordable" Market Housing	-	-	-	50,000	-

	2024	2025	2026	2027	2028
Planning					
Other Effective (area based) Conservation Measures (OECM) Management Plan(s)	-	-	-	-	30,000
Development Cost Charge Reductions/CAC's	-	-	-	-	45,000
Update Noxious Weeds and Unsightly Premises Bylaws	-	-	-	-	15,000
Commercial Centre Delivery Hours	-	-	-	-	20,000
Dementia Friendly Community	-	-	-	-	5,000
Controlling Outdoor Cats	-	-	-	-	30,000
Form & Character Guidelines to Advance Climate Change Adaptation & Mitigation	-	-	-	-	75,000
Tree Protection Bylaw(2023) & Update	-	-	-	-	10,000
Regulate Light Trespass	-	-	-	-	50,000
Update Youth & Family Retention and Attraction Strategy	-	-	-	-	50,000
Improve Accessibility to the Foreshore - Planning and Research	-	-	-	-	15,000
Robust Accessibility Plan “Whistler Village Style”	-	-	-	-	50,000
Uptown Mobility Study - Phase 2	-	-	-	-	50,000
OCP Part 1 ,2, 3 and 4	-	-	-	-	55,000
Park Inventory Priortization Plan	-	-	-	-	100,000



EMERGENCY PROGRAM

The Town of Qualicum Beach has an extensive Emergency Planning program through the Emergency Management Oceanside (EMO) partnership with the City of Parksville. EMO focuses on preparation for the protection of, and assistance for, citizens and infrastructure during the time of emergency or disaster. In 2023, the Town hired a new Climate Action/Emergency Program Coordinator, who has significantly increased the Town's capacity in both Climate Action and Emergency Preparedness. Emergency Support Services (ESS) and the Emergency Communication Team (ECT) have continued without interruption thanks to the ESS/ECT Volunteer Coordinator and a strong contingent of volunteers.

Key Activity Levels		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Staff		1	1	1	1	1
Volunteers (ESS & ECT)		New	New	53	45	50
Emergency Info Packages distributed	Upon request	New	New	504	160	160
Educational Sessions (NEP)	Upon request	New	New	-	7	7
Public information at special events		New	New	-	15	15
Training Hours (volunteer & staff)		New	New	75 (staff)	3,251	3,251
Fire Smart Assessments	Upon request	New	New	-	5	5

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

OPERATING BUDGET SUMMARY

The Emergency Program budget is maintained with a restatement of materials to reflect actual costs and the consolidation of professional development.

Emergency Program								
Funding	2021 Actuals	2022 Actual	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Grants and Other	$ -	$ -	$ -	$ -	$ 100,000	$ 100,000	0%	
Total Funding	$ -	$ -		$ -	$ 100,000	$ 100,000	0%	
Operating Expenses								
Emergency Program	$ 136,288	147,865	$ 84,516	$ 154,400	$ 152,900	(1,500)	-1%	
One Time Operating Projects	-	-	-	-	100,000	100,000	0%	1

1. ESS Emergency Management Oceanside $60,000; EMR Procurement Indigenous Engagement Program $40,000 (fully grant funded)

MUNICIPAL OPERATIONS



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

TRANSPORTATION

The transportation system includes: 113 km of paved roads; 1 km of loose surface roads; 9 km of sidewalks; over 3,700 signs; 581 municipal streetlights; 554 BC Hydro streetlights, and 5 traffic signals.

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.

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 Municipal 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 many more.

AIRPORT

Airport infrastructure includes: a runway that is 3,564 feet long and 75 feet 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

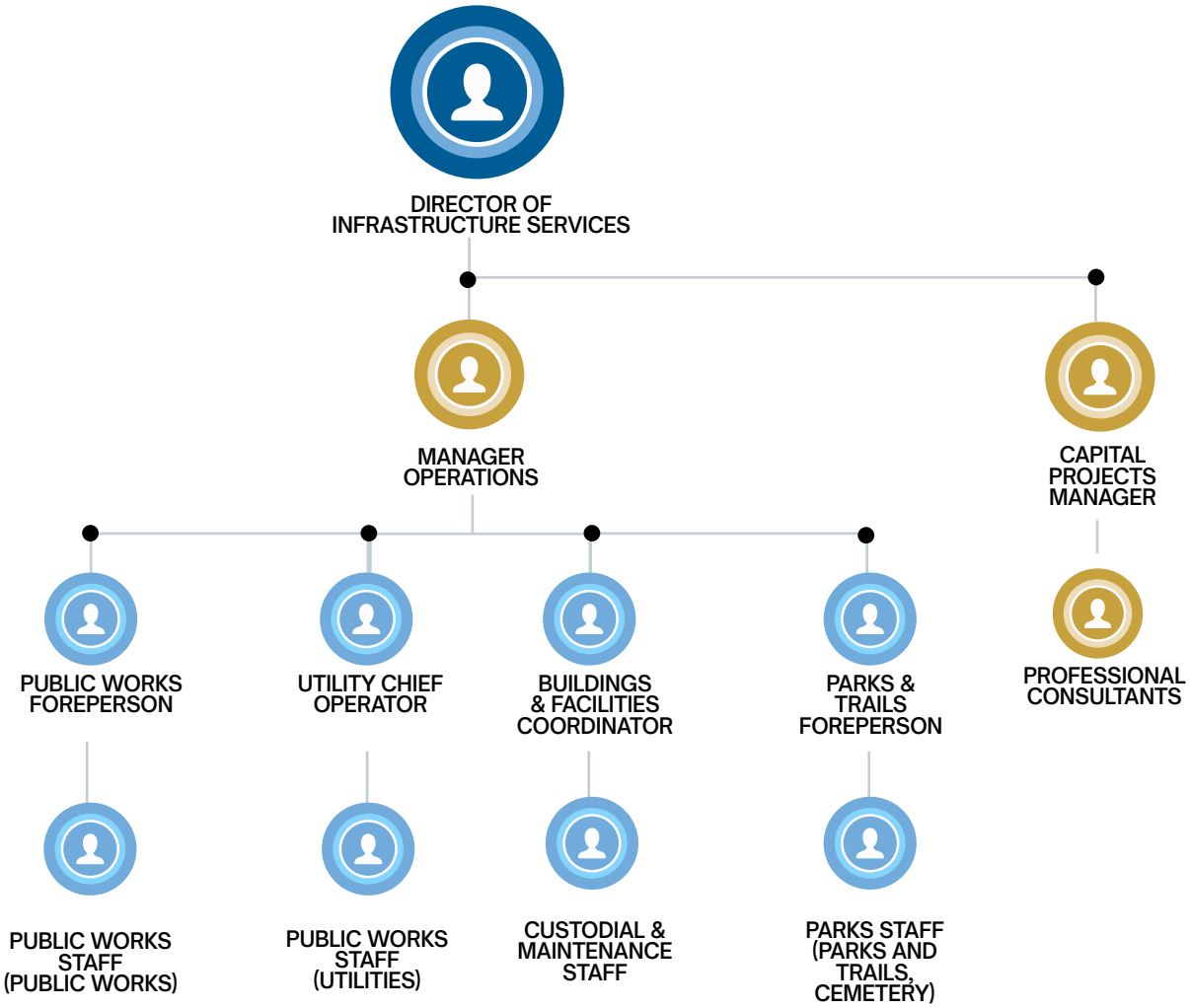
System infrastructure serves 3,900 customers and includes: 83 km of sanitary mains; 0.4 km of sanitary force main; one lift station; and 1,284 maintenance-holes.

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.

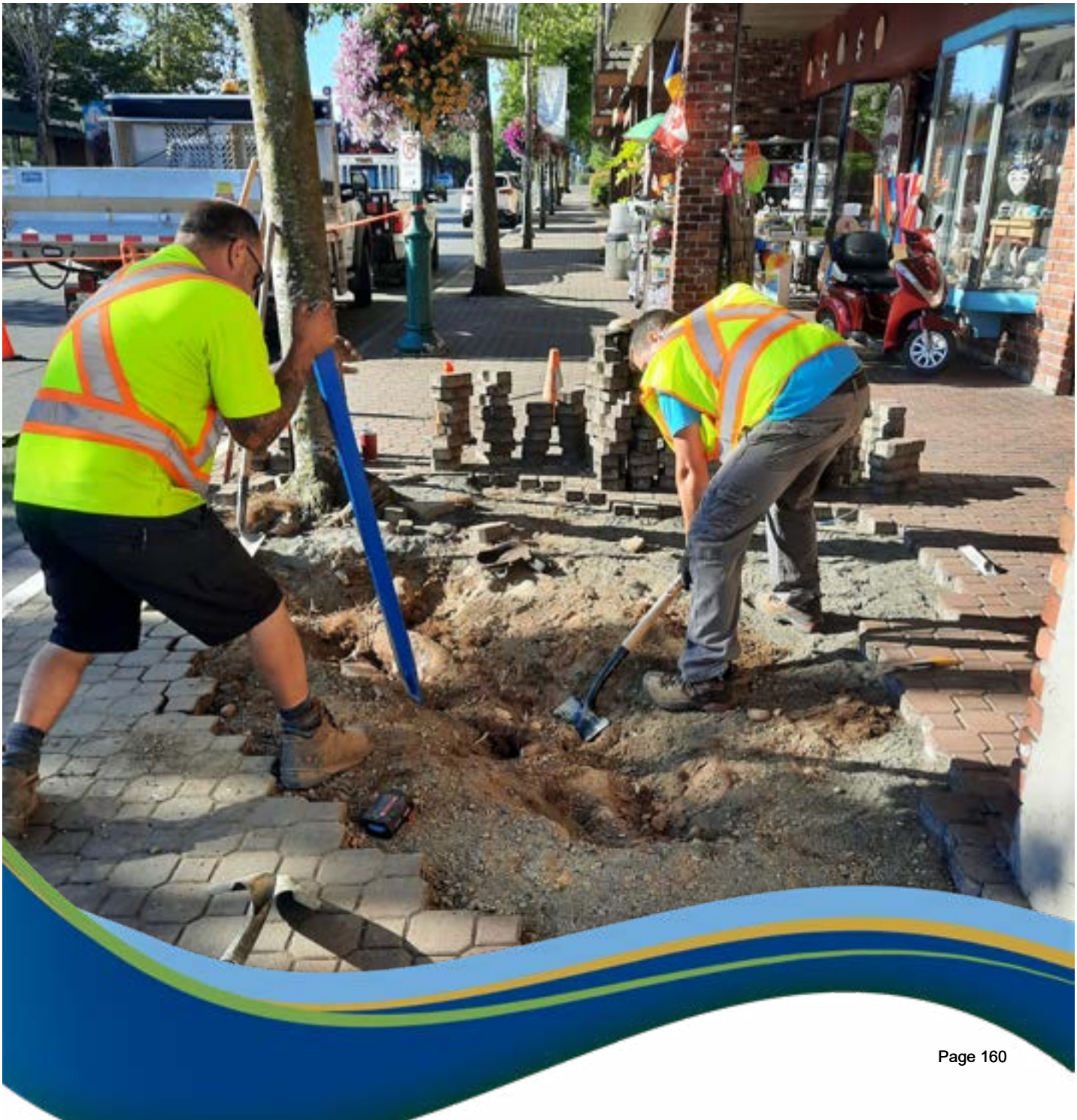
OPERATIONS DEPARTMENT STAFF AND STRUCTURE

The department is led by a Director of Infrastructure Services, with support from: an Operations Manager; Capital Projects Manager, Public Works Foreperson; Parks Foreperson; a Buildings and Facilities Coordinator; a Utility Chief Operator; along with the other dedicated employees. There is a department total of 40.1 full-time employees which is being supported by various professionals such as engineering consultants, archaeologists, planners and landscape architects.



KEY POLICIES AND PLANS

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



TRANSPORTATION AND DRAINAGE

KEY INDICATORS

Key Activity Levels		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Employees		12	12	11	12	12
Sweeping	Sweep all raised curb, gutter, parking lots, roadside edges and traffic islands within one month after last freeze event	Achieved	Achieved	Achieved	80%	80%
Sweeping	Summer-Fall Sweep locations at least once per 30 days	Achieved	Achieved	Achieved	60%	70%
Sweeping	Sweeping Hours	251	287	350	210	300
Road Marking	Repaint road lines and markings by Sept 30 where more than 20% worn	Achieved	Achieved	75%	80%	80%
Road Marking	Line Painting Hours	897	864	350	900	900
Potholes and Patching	Hours	New	New	New	100%	100%
Mowing	Complete minimum of 2 passes at all locations and 3 at high profile locations beginning when grass reaches 300mm	Achieved	Achieved	60%	100%	80%
Shouldering	Shoulder defects of >75mm within 6 months, Highways within 60 days, with ponding within 30 days	Achieved	Achieved	Achieved	80%	100%
Mowing and Shouldering	Hours	1375	1130	1100	800	800
Grading	Grade gravel areas requiring maintenance within 14 days	Achieved	Achieved	Achieved	30%	60%
Dust Control	Complete prior to May15 and then within 14 days of notification	Achieved	Achieved	Achieved	Achieved	90%
Winter Maintenance	Snow Plan standard cleared	100%	100%	100%	100%	100%
Winter Maintenance	Hours	1,309	1,533	850	1,200	1,000
Signs	Maintenance Hours	486	445	475	475	475
Signs (Reg & Warning)	Repaired with 24 hrs	100%	100%	100%	100%	80%
Streetlights	Arrange repairs by next business day	100%	100%	100%	100%	80%
Sidewalks	Maintenance Hours	697	777	-	650	800
Catch Basins - Type A	Cleaned every year	100%	100%	100%	100%	100%
Catch Basins - Type B	Cleaned every two years	100%	100%	100%	100%	100%
Catch Basins	Maintenance Hours	258	426	300	300	600
Inspection Mainholes	Inspected	100%	100%	100%	100%	100%
Inspection Mainholes	Mainholes Inspected	New	New	New	274	223
Streetscape Garbage Receptacles	Serviced daily garbage route	100%	100%	100%	100%	100%
Waterfront Garbage Receptacles	Serviced Daily	Achieved	Achieved	100%	100%	100%
Parks Garbage Receptacles	Serviced weekly	Achieved	Achieved	100%	100%	100%
Streetscape Garbage Receptacles	Hours	1,705	1,906	1,850	1,850	1,850



TRANSPORTATION

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Installed innovative drainage design on Miraloma Drive to prevent road failure from storm water.
- Commissioned the East Village Phase 2 improvements.
- Fabricated decorative portable base for the “Sharing the Catch” eagle statue located at the Airport.
- Hosted a successful Public Works Open House.
- Repaired 27 sidewalk defects.
- Installed new pedestrian crosswalk lights on Village Way near Highway 19A.
- Installed 4 new crosswalks connecting the new waterfront parking areas on the south side of Highway 19A.
- Captured over 30 data counts using new traffic counters.

CHALLENGES

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

PLANS FOR 2024

- Full implementation of the Works Request Software enabling daily and long term management of priorities and supporting efficient service provision.
- Implement priorities of updated Age Friendly Transportation Plan.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Implementing accessibility initiatives as identified by the Town’s Accessibility Advisory Team.
- Preventative maintenance as identified by the 2024 Asset Management Plan.



DRAINAGE

Storm water runoff is collected on public property through a series of catch basins, storm pipes, open ditches, creeks, rain gardens and a large settling pond. Unless the water infiltrates into the ground, it flows to the ocean either directly or via one of two major creeks (Grandon Creek and Beach Creek).

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.

There are a wide variety of materials used, primarily corrugated steel pipe, concrete pipe and Polyvinyl Chloride (PVC) pipe. The largest storm pipe is a 2,400 mm concrete box culvert. Since 2018, due to the limited lifespan of corrugated steel pipe (CSP), nearly all installations and replacements have been PVC. A large portion of the existing CSP are rusted and deteriorated to the point that effectiveness is compromised.

While fairly good knowledge is available on the condition and locations of the storm catch basins and maintenance-holes, more assessment is required to learn about the condition and locations of the storm pipe network system. With the recent purchase of a CCTV inspection camera, this information will continue to be improved. Good information is known about approximately 50% of the drainage system.



DEPARTMENT STAFF AND STRUCTURE

Maintenance of drainage infrastructure is led by the Director of Infrastructure Services, with support from the Operations Manager, Chief Utility Operator and Utility Workers.

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Installed 300 meters of storm main on Miraloma Drive to intercept groundwater and extend the life of the road.
- Reconstructed failed headwall on Hoylake Road near Grandon Creek Strata.
- Installed new roadway culvert on Hollywood Road at Fern Road East to improve flows.

PLANS FOR 2024

- Replace the Vactor Truck.
- Implement recently purchased crawler camera to inspect sanitary and storm systems.
- Review Storm Bylaw.
- Increase ditch cleaning plan.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Increase closed-circuit television (CCTV) inspections of underground infrastructure to assess condition and identify potential failures.

TRANSPORTATION AND DRAINAGE OPERATING BUDGET SUMMARY

The transportation and drainage budget is forecast to increase by 169,900 or 6% in 2024. This is primarily as a result of wage and benefit increases and increased costs of road painting.

Transporation and Drainage Operating Budget								
Revenue	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Fees	$ 5,660	$ 5,020	$ 270	$ 10,000	$ -	$ (10,000)	-100%	1
Cost Recoveries	70,427	85,125	77,787	52,000	52,000	$ -	0%	
Total Revenue	$ 76,087	$ 90,145	$ 78,057	$ 62,000	$ 52,000	$ (10,000)	-16%	
Operating Expenses								
Transportation Administration	717,314	754,574	690,775	780,900	886,800	105,900	14%	2
Public Works Yard and Grounds	214,139	156,050	182,080	171,400	173,500	2,100	1%	
Road Surfaces	206,725	102,058	87,493	183,300	183,800	500	0%	
Road Painting	54,545	133,556	106,589	92,800	136,200	43,400	47%	3
Road Cleaning and Flushing	28,944	40,528	51,750	42,300	52,900	10,600	25%	4
Shouldering	77,275	98,389	50,733	121,100	119,600	(1,500)	-1%	
Sidewalks	43,309	80,052		52,900	54,500	1,600	3%	
Ditches	93,181	114,963	33,277	60,800	62,200	1,400	2%	
Storm Sewers	102,798	75,302	63,001	174,100	167,600	(6,500)	-4%	
Snow and Ice	135,206	130,628	77,839	126,800	129,700	2,900	2%	
Signs	30,996	38,352	31,259	45,600	46,600	1,000	2%	
Street Lighting Lease Fees	220,890	205,250	199,672	216,200	216,500	300	0%	
Equipment	432,317	471,563	583,369	599,300	605,500	6,200	1%	
Other	30,212	25,144	12,770	30,000	22,000	(8,000)	-27%	
Total Operating Expenses	$ 2,387,849	$ 2,426,407	$ 2,170,608	$ 2,697,500	$ 2,857,400	$ 159,900	6%	
Net Property Taxes Required	$ 2,311,762	$ 2,336,262	$ 2,092,551	$ 2,635,500	$ 2,805,400	$ 169,900	6%	

1. Adjusted revenue to anticipated amount for 2024
2. Wage and benefit increases
3. Supply chain - materials and contract cost increases
4. Budget adjusted to reflect service levels desired.

STRATEGIC INITIATIVES

	2024	2025	2026	2027	2028
Transportation and Drainage					
BC Hydro Leased Light Replacement (unused budget carried forward to 2024)	$ 31,800	$ -	$ -	$ -	$ -
Asset Management - Natural Assets	-	10,000	10,000	-	-

PARKS

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

KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Infrastructure Services, Manager of Operations, and a Parks Foreperson, with support from employees.

The Parks Team maintains Town trees, boulevards, parks, trails, fields, flower baskets, flower beds and the cemetery.



KEY INDICATORS*

Service Plan		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Employees		11.8	11.8	11.8	12.2	12.9
Public inquiry/complaint (non urgent)	1 day response	New	New	100%	70%	100%
Turf - Class 1 (Lawn) sports fields, high profile building sites in downtown core	Maintain at Service Level 1 (Well groomed) or 2 (Groomed)	100%	100%	100%	100%	100%
Turf - Class 2 (Grass) Large suburban sites, public areas, large facilities with park like conditions, industrial sites that are irrigated.	Maintain at Service Level 3 (Moderate) or 4 (Open Space/Play)	100%	100%	100%	100%	100%
Turf - Class 3 (Rough Grass) Rural sites, verges or runway, farms, highway rights-of-way, temporary grass. Not irrigated.	Maintin at Service Level 5 (Background and Natural) or 6 (Service and Industrial)	100%	100%	100%	70%	TBD
Sports Fields (30,000 m2)	Mow once per week	100%	100%	100%	70%	TBD
Garden Beds - Town Hall, Spirit Square, Friendship Garden annual bed, downtown planters and hanging baskets	Service Level 1 Well Groomed	100%	100%	100%	70%	100%
Garden Beds - Airport, Cemetery, Civic Centre, GM Park, Waterfront Park, Memorial Avenue Bike Path, Clock Tower Square and all other downtown core planting beds and traffic nodes	Service Level 2 Groomed	100%	100%	100%	70%	100%
Garden Beds - Firehall, Faye Smith Pavilion, Memorial and West Crescent Raingarden, Memorial South Roundabout, Village Way & Hwy 19A, Neighbourhood Cul de sacs, Memorial North Roundabout (at 19A)	Service Level 3 Moderate	100%	100%	100%	50%	60%
Garden Beds - Established neighbourhood Cul de sacs and pumphouse locations	Service Level 4 Open Space/Play	100%	100%	100%	20%	80%
Garden Beds - Bio Retention planting bed, Miraloma Park west, Eagle Ridge Entrance north, Hemsworth Road along Heritage Forest	Service Level 5 Background and Natural Areas	100%	100%	100%	50%	60%
Garden Beds - Fern Road Public Works hedge	Service Level 6 Service and Industrial	100%	100%	100%	75%	100%
Trees - Downtown Core	Tree Service Level 1	Achieved	Achieved	100%	75%	100%
Trees - Public Parks and Buildings	Tree Service Level 1	Achieved	Achieved	100%	75%	100%
Trees - Memorial Avenue South	Tree Service Level 2	Achieved	Achieved	100%	75%	100%
Trees - Neighbourhoods	Tree Service Level 3	Achieved	Achieved	100%	35%	100%
Trees - Native and natural landscapes	Tree Service Level 4	Achieved	Achieved	100%	35%	100%
Trails - Beachfront Walkway	Inspections Weeekly	Achieved	Achieved	60%	100%	100%
Trails - Beachfront Walkway	Trail Service Level 1	Achieved	Achieved	75%	100%	100%
Trails - Urban Hard Surfaces	Inspections Monthly	Achieved	Achieved	80%	75%	100%
Trails - Urban Hard Surfaces	Trail Service Level 2	Achieved	Achieved	80%	80%	100%
Trails - Urban Soft Surfaces	Inspections Every 2nd Month	Achieved	Achieved	75%	75%	100%
Trails - Urban Soft Surfaces	Trail Service Level 3	Achieved	Achieved	80%	80%	100%
Trails - Nature	Inspections twice per year	Achieved	Achieved	100%	100%	100%
Trails - Nature	Trail Service Level 4	Achieved	Achieved	90%	90%	100%
Wood Chipping	Spring and Fall Program Per Year	Achieved	Achieved	100%	100%	100%
Playgrounds	Inspected each month	-	-	100%	100%	100%
Graffiti	Removal or cover within 7 days	Achieved	Achieved	100%	100%	100%
Community Park Garbage Receptacles	Serviced weekly	Achieved	Achieved	100%	100%	100%
Benches	Max 210	200	200	200	227	227
Picnic Tables	Max 35	35	35	35	35	35
Drinking Fountains		10	10	10	11	12
Irrigation Systems	Start up/winterize once per year	50	50	50	50	50

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

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Installed new Columbarium (80 niche) for cemetery.
- Replaced Grandon Creek Trail wooden stairs with durable aluminum stairs.

PLANS FOR 2024

- Implement the recommendations of the Parks and Greenspace Service Level Review.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Pollinator Pathways.
- Implementation of Accessibility Initiatives identified in the Accessibility Plan.
- Adopt a Bylaw to prohibit smoking in parks and trails.



OPERATING BUDGET SUMMARY

The Parks Operating Budget is forecast to increase by $88,400 or 7% over 2023. Budgets have increased due to the proposed addition of a new seasonal position for 2024 along with other department wage and benefit increases.

Parks Operating Budget							
Revenue	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Fees	$ 64,760	$ 55,485	$ 66,180	$ 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	25,517	12,500	12,500	$ -	0%	
Total Revenue	$ 265,069	$ 237,777	$ 225,785	$ 230,400	$ 230,400	$ -	0%	
Operating Expenses								
Parks Administration	196,066	239,573	267,865	196,100	206,300	$ 10,200	5%	
Parks Yard and Shop	65,602	72,174	66,759	60,600	61,500	$ 900	1%	
Public Washrooms	64,724	66,159	64,186	53,400	54,200	$ 800	1%	
Beach Washrooms	54,658	47,593	45,142	60,300	60,800	$ 500	1%	
Community Parks	118,222	113,457	154,888	184,500	198,400	$ 13,900	8%	1
Beach Parks	123,052	62,472	60,500	135,100	138,600	$ 3,500	3%	
Garden and Park Areas	469,405	371,369	382,074	509,900	561,400	$ 51,500	10%	2
Trails	64,440	63,804	56,541	104,900	107,900	$ 3,000	3%	
Benches	48,677	67,811	61,357	107,000	108,600	$ 1,600	1%	
Cemetery and Other	71,098	80,283	108,708	101,400	103,900	$ 2,500	2%	
Total Operating Expenses	$ 1,275,944	$ 1,184,696	$ 1,268,021	$ 1,513,200	$ 1,601,600	$ 88,400	6%	
Net Property Taxes Required	$ 1,010,874	$ 946,919	$ 1,042,236	$ 1,282,800	$ 1,371,200	$ 88,400	7%	

1. Increase in cost of materials
2. Wage and benefit increases and proposed .7 FTE for a seasonal position

PROJECTS AND INITIATIVES

	2024	2025	2026	2027	2028
Parks					
Pollinator Pathways Policy Development	$ -	$ 5,000	$ -	$ -	$ -

BUILDINGS

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



KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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

KEY INDICATORS

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

Key Activity Levels		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Plan
Facility Maintenance Requests	Received	New	New	24	TBD	TBD
High Priority Requests	Urgent Action	48/100%	48/100%	8/33%	TBD	TBD
Occupied Building Inspections	Monthly	New	New	300	300	300
Unoccupied Structure Inspections	Annual	New	New	35	35	35
HVAC Inspections	Annual	New	New	New	TBD	TBD

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Upgrades to the HVAC system in Town Hall.
- Hiring of a new Buildings and Facilities Coordinator.
- Completion of the “Into the Woods” childcare facility.

CHALLENGES

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

PLANS FOR 2024

- Storage shed for Parks equipment.
- Review of building facility assessment recommendations, suggested repairs and upgrades in the context of lease commitments.
- Create and implement a preventative maintenance program.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Continue to address building facility assessment recommendations, suggested repairs and upgrades.
- Operations Facilities Modernization - Site Determination.

BUDGET SUMMARY

The department's net budget is forecast to reduce by $49,200 which is a result of increased lease revenues.

Buildings Operating Budget							
Funding	**2021 Actuals**	**2022 Actuals**	**2023 Projected**	**2023 Budget**	**2024 Budget**	**Change $**	**Change %**	
Fees	$ 133,474	$ 153,292	$ 131,632	$ 130,000	$ 130,000	$ -	0%	
Leases	561,525	612,592	649,371	597,500	650,700	$ 53,200	9%	1
Total Funding	$ 694,999	$ 765,884	$ 781,003	$ 727,500	$ 780,700	$ 53,200	7%	
Operating Expenses								
Civic Centre	276,110	200,326	243,958	352,100	351,900	$ (200)	0%	
Community Hall	22,348	22,385	27,376	42,500	43,300	$ 800	2%	
Town Hall	187,988	218,206	236,480	233,000	234,700	$ 1,700	1%	
Fire Hall	132,386	125,732	93,934	116,300	117,000	$ 700	1%	
Other Buildings	75,534	59,239	50,311	36,600	37,600	$ 1,000	3%	
Total Operating Expenses	$ 694,366	$ 625,887	$ 652,059	$ 780,500	$ 784,500	$ 4,000	1%	
Net Property Taxes Required	$ (633)	$ (139,997)	$ (128,944)	$ 53,000	$ 3,800	$ (49,200)	-93%	

1. Lease revenue has been adjusted to reflect current lease agreements

SOLID WASTE

The Solid Waste budget is forecast not to impact property taxes. The anticipated increase in the cost of regional collection services will be offset by an increase in user fees.

BUDGET SUMMARY

Solid Waste Operating Budget	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
User Fees	$ 707,538	$ 726,811	$ 740,000	$ 740,000	$ 776,700	36,700	5%	1
Total Funding	$ 707,538	$ 726,811	$ 740,000	$ 740,000	$ 776,700	$ 36,700	5%	
Operating Expenses								
Regional Collection	$ 690,134	$ 728,169	$ 744,796	$ 738,000	$ 774,700	36,700	5%	1
Solid Waste removal	95,797	101,376	102,639	88,200	91,000	2,800	3%	
Other	89,213	88,613	139,474	107,500	105,000	(2,500)	-2%	
Total Operating Expenses	$ 875,144	$ 918,158	$ 986,909	$ 933,700	$ 970,700	$ 37,000	4%	
Net Property Taxes Required	$ (167,606)	$ (191,347)	$ (246,909)	$ (193,700)	$ (194,000)	$ (300)	0%	

1. Recovery of Regional District of Nanaimo contracted costs



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.

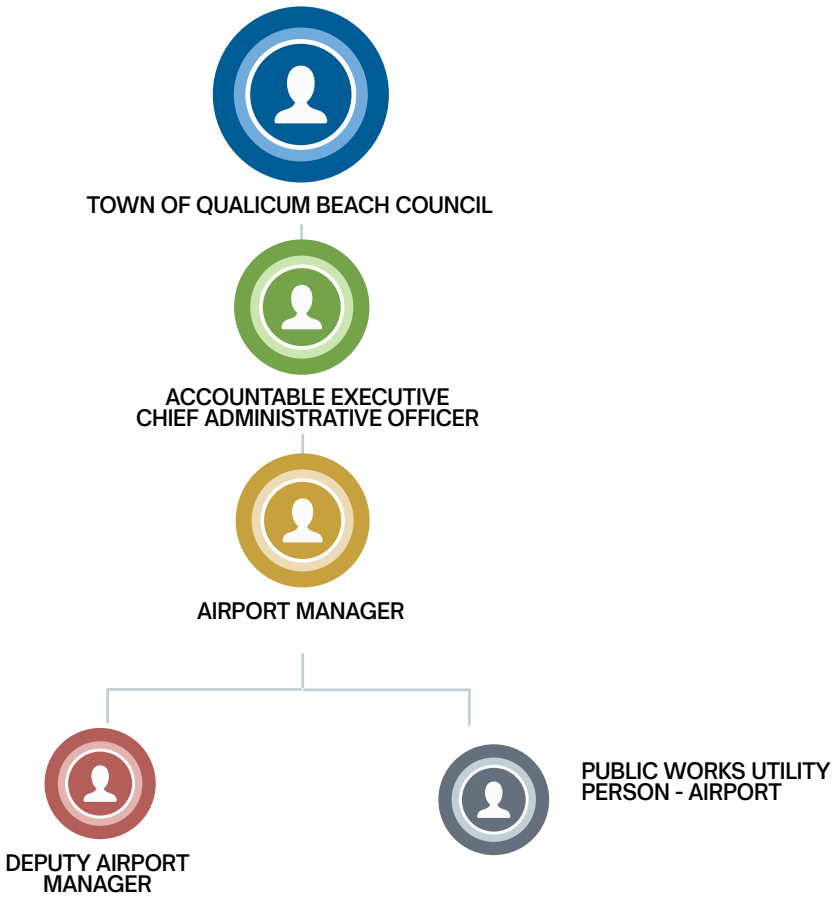


KEY POLICIES AND PROCEDURES

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

DEPARTMENT STAFF AND STRUCTURE

The CAO is the Airport Accountable Executive and is supported by the Airport Manager and Deputy Airport Manager (contract). Public Works staff ground-crews look after the daily maintenance of the Airport.



2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Hiring a new Airport Manager.
- Airport Consultation Plan.
- Emergency exercise training as per Transport Canada regulations.
- Council support for an Airport Master Plan.
- Row B repaving.
- A $289,000 BC Air Access Program grant was received to support the replacement of the underground AVGAS system. The work is expected to be completed April 2024.

CHALLENGES

- Operating an Airport facility with limited local revenues and without regional government participation.
- Maintaining suitably trained staffing levels.
- Significant regulatory environment.

PLANS FOR 2024

- Engineering for a runway, taxi ways, apron pavement overlay Airports Capital Assistance Program funded grant application.
- Continue staff training as per Transport Canada regulations.
- Construction of a new above ground 30,000 litre Avgas system.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Regular Transport Canada Audit in 2025.
- Purchase of new Airport machinery (loader, snow blower) pending ACAP (Airport Capital Assistant Program) funding.
- Drainage improvements to aircraft tie down areas 1 and 2.
- Construction of Runway, taxi ways, apron pavement overlay improvements through ACAP (Airport Capital Assistant Program).

BUDGET

The Airport budget is forecast to increase by $114,800 over 2023 which results from a combination of the new Airport Manager position and other increases to meet required service levels at the Airport.

Airport Operating Budget							
Revenue	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Leases	$ 93,257	$ 100,768	$ 98,901	$ 95,000	$ 98,500	3,500	4%	
Landing Fees and Taxes	7,395	16,994	28,219	18,000	18,000	-	0%	
Aviation Fuel Sales	481,847	787,906	738,509	780,000	780,000	-	0%	
Other	10,740	8,049	9,863	3,000	3,000	-	0%	
Total Revenue	$ 593,239	$ 913,717	$ 875,492	$ 896,000	$ 899,500	$ 3,500	0%	
Operating Expenses								
Airside	$ 150,394	$ 129,952	$ 249,496	$ 164,800	$ 260,300	95,500	58%	1
Terminal and Grounds	48,768	73,250	86,373	71,500	92,300	20,800	29%	2
Fuel	453,015	775,263	726,665	770,600	772,600	2,000	0%	
Total Operating Expenses	$ 652,176	$ 978,465	$ 1,062,534	$ 1,006,900	$ 1,125,200	$ 118,300	12%	
Net Property Taxes Required	$58,937	$64,748	$187,042	$110,900	$225,700	$114,800	104%	

1. Addition of Airport Manager Position
2. Increase in wage rate/hours and contracted services

PROJECTS AND INITIATIVES

	2024	2025	2026	2027	2028
Airport					
Asset Management Plan - Airport	$ -	$ 10,000	$ -	$ -	$ -

2024 UTILITY OPERATING AND CAPITAL SUMMARIES



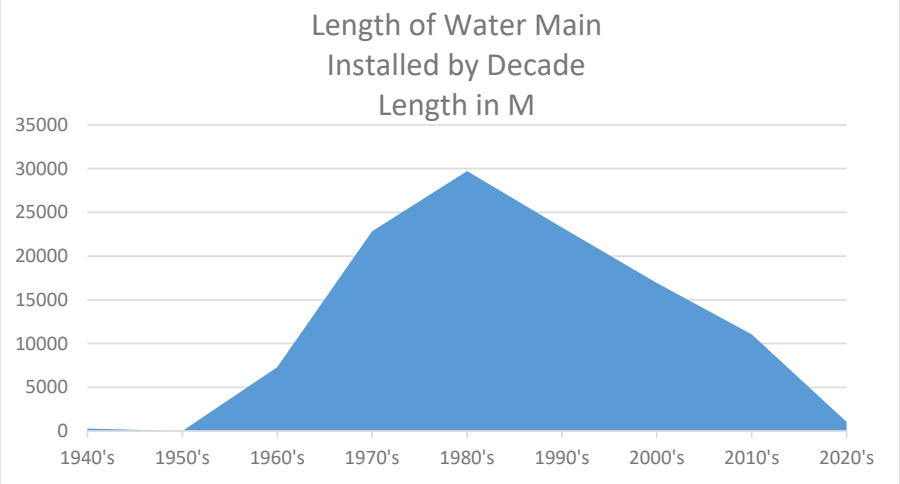
WATER UTILITY

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.



KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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

KEY INDICATORS*

In 2023, the Water Utility delivered an estimated 1,600,000 m^3 of potable water to the community. All wells were inspected and maintained, and continue to operate within Public Health Standards. Over 150 dead-ends in the system are flushed annually. There have been no non-compliance water quality tests since 2004.

In 2023, the valve maintenance and exercising program continued as usual and meter reading was completed on time. The wells continue to produce high quality drinking water and Berwick Wells are shut down for winter to recharge. Maintenance projections for 2024 are consistent with previous years. No significant changes are expected.

Key Activity Levels		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Reservoir Capacity	m3	9,100	9,100	9,100	9,100	9,100
Annual water production	m3	1,449,900	1,568,562	1,431,082	1,607,089	1,400,000
Water consumption	m3	1,184,000	1,364,000	1,216,000	1,277,000	1,200,000
Water Quality tests	Number	333	333	333	333	333
Chlorine Residual tests	Number	312	312	312	320	312
Water meters	Number	3,808	3,896	3,915	3,932	3,932
Meter	Repairs	22	47	40	40	40
Meter	Replace	83	46	TBA	30	30
Meter readings	Reads	7,616	7,792	7,882	8,000	8,000
Hydrants	Number	446	449	439	439	446
Hydrant inspections	Inspections	457	449	439	439	446
Watermains	km	108	108	108	109	109
Service line repairs	Number	15	13	14	20	20
Water valves exercised	Number	457	469	500	600	600

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

OPERATING BUDGET SUMMARY

The Water Utility Operating Budget balances $3.6 million in revenues with $3.6 million in water costs, and is based on a Council-approved tiered water rate per cubic meter, and a fixed parcel charge annually. For a typical single-family household, the 2024 combined water rate and parcel charge is $645 per year which is an increase of $20 or 2.1% over 2023.

Water Operating Budget								
Revenue	2021 Actuals	2022 Actuals	2023 Projected	2023 Budget	2024 Budget	Change $	Change %	
Water User Fees	$ 1,572,101	$ 1,631,220	$ 1,923,267	$ 1,725,000	$ 1,744,100	$ 19,100	1%	1
Connection Fees	36,743	34,420	20,553	10,000	10,000	-	0%	
Grant Funding	-	180,000	-	-	720,000	720,000	0%	
Water Parcel Tax	838,260	933,000	1,027,840	1,026,000	1,121,000	95,000	9%	2
Total Revenue	$ 2,447,104	$ 2,778,640	$ 3,056,660	$ 2,846,000	$ 3,680,100	$ 834,100	29%	
Operating Expenses								
Water Administration	$ 973,660	$ 1,224,279	$ 1,132,879	$ 1,197,800	$ 1,201,700	$ 3,900	0%	
Equipment	205,000	220,000	221,000	221,000	221,000	-	0%	
Monitoring and Sampling	163,719	148,567	128,750	116,800	119,800	3,000	3%	
Customer Service	38,641	30,026	25,112	20,400	21,100	700	3%	
Mains	66,855	57,648	56,415	78,200	80,300	2,100	3%	
Hydrants	53,169	79,387	43,672	30,500	37,300	6,800	22%	3
Wells	123,982	130,607	131,904	151,900	153,400	1,500	1%	
Booster Stations	68,594	61,474	59,457	78,200	78,800	600	1%	
Reservoirs	2,495	5,048	6,566	21,300	21,800	500	2%	
Net Transfers Out	750,988	821,604	1,250,906	929,900	1,744,900	815,000	88%	4
Total Operating Expenses	$ 2,447,104	$ 2,778,640	$ 3,056,660	$ 2,846,000	$ 3,680,100	$ 834,100	29%	
Net	$ -	$ -	$ -	$ -	$ -	$ -	0%	

1. Approved 2023 rates per Bylaw
2. Approved Parcel Tax revenue per Bylaw increases by $20 per parcel, for a total charge per parcel of $240 in 2024
3. Adjusted to reflect budget required to meet current service levels
4. Transfers to/from reserves and general fund capital

WATER ASSET MANAGEMENT PROGRAM

Water system infrastructure includes nine ground-water wells, five reservoirs (Berwick (2), Village Way, Jones (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. Total system replacement cost in 2019 dollars is an estimated $48.9 million.

The Asset Management Plan is a work in progress. A crucial next step planned for 2023/2024 is the development of a long-term Asset Replacement Financial Strategy, which is required to reach sustainable levels of water system asset replacement.

While that is being developed, a five-year capital program provides for the renewal and replacement of wells, mains and equipment components, and the addition of new water infrastructure such as the Rupert Road Looping.

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

The next five-years of infrastructure replacement will continue to be focused on water mains coordinated with the replacement of other road, sewer and drain projects. Key projects include Rupert Road Looping, Eaglecrest Water Main and Fibre Optic System Improvements to the Supervisory Control and Data Acquisition (SCADA) alarm monitoring systems. Asbestos Cement (AC) and cast iron main replacements will continue through the foreseeable future.

2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Replaced Berwick Well 1 pump and motor.
- Raised 34 hydrants to comply with National Fire Protection Association (NFPA) standards.
- Upgraded obsolete computer and communications hardware in College Road Booster Station, Village Way Water Reservoir and Jones Pump Station.
- Installed a new 3-way valve cluster on Crescent Road East at St. Andrews Lane in preparation for the future replacement of the Beach Creek roadway culvert.
- Updated the Emergency Response and Contingency Plan for the water system.
- Upgraded aging meter-reading equipment and software.

CHALLENGES

- Aging water infrastructure and 27 km of AC pipes.
- Staffing levels.
- Drought conditions.

PLANS FOR 2024

- Re-inspect interiors of reservoirs.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Refinish steel water reservoirs.
- Upgrade 4 water sampling stations.
- Raise approximately 15 more hydrants to comply with NFPA standards.
- Upgrade/replace 4 hydrants to comply with NFPA standards.
- Upgrade River Wells computer and communications systems.
- Purchase a spare well pump for back-up and resiliency.
- Revise and update Water Bylaw.
- Re-inspect interiors of reservoirs.
- Refinish steel water reservoirs.



CAPITAL BUDGET SUMMARY

Water Capital Budget	2024	2025	2026	2027	2028
Infrastructure Renewal					
Quatna Rd Watermain Replacement	$ 150,000	$ -	$ -	$ -	$ -
Pump House Electronics Hardware Upgrades	100,000	-	-	-	-
Abandon AC Main 19A East of Crescent Rd West	75,000	-	-	-	-
Spare Standby Pump for Water Wells	40,000	-	-	-	-
Hydrant Upgrades	38,000	20,000	-	-	-
Storz Fitting on Hydrants	38,000	40,000	41,000	42,000	43,000
Community Sports Field Irrigation Booster Pump	65,000	-	-	-	-
Water System Hardware Control (2023)	32,000	-	-	-	-
Raising 30 Hydrants	-	25,000	-	-	-
Abandon 150/200mm Concrete Watermain Berwick Rd S	-	125,000	-	-	-
Eaglecrest Water Main Replacement	-	-	450,000	-	-
AC Watermain Replacement Program				300,000	300,000
	$ 538,000	$ 210,000	$ 491,000	$ 342,000	$ 343,000
Upgrading and Expansion					
Rupert Rd Water Looping	$ 1,500,000	$ -	$ -	$ -	$ -
Berwick 5 Well Connection	100,000	-	-	-	-
Fiber Optic Network Expansion	-	100,000	150,000	-	-
	$ 1,600,000	$ 100,000	$ 150,000	$ -	$ -
Total Investment	$ 2,138,000	$ 310,000	$ 641,000	$ 342,000	$ 343,000
Funding Source					
Water Infrastructure Reserve	$ 1,418,000	$ 310,000	$ 641,000	$ 342,000	$ 343,000
Grants and Partnerships	720,000	-	-	-	-
	$ 2,138,000	$ 310,000	$ 641,000	$ 342,000	$ 343,000

Significant Projects

Rupert Road Water Looping - Expansion of the Water System along Rupert Road between the Airport and the Golf Course. This project is partially funded through contributions from the RDN.

SEWER UTILITY



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.

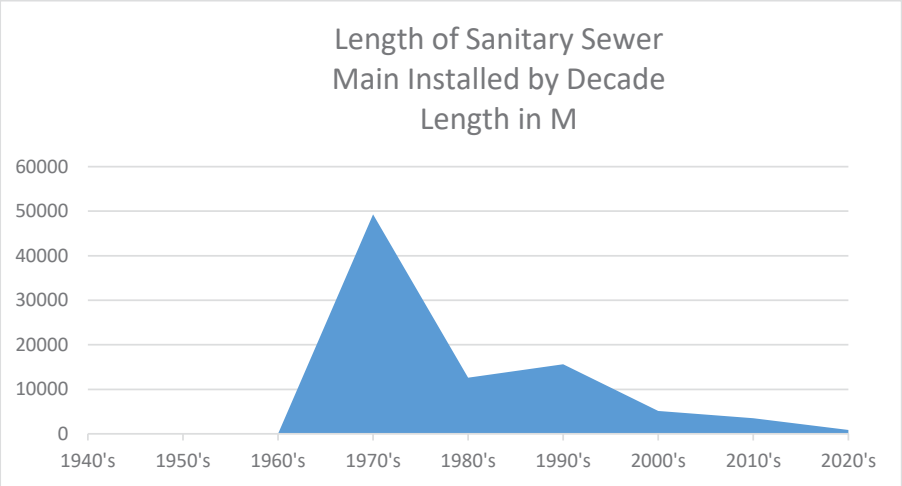
The sewer system consists primarily of PVC pipes in relatively good condition. Sewer backups are uncommon and the preventative maintenance inspections are intended to identify problems before they cause backups on private property.

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.



KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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

KEY INDICATORS

In 2023, the Qualicum Beach Sanitary Sewer Utility operated continuously during the year, within public health standards, and with no odour complaints that were attributed to the Town sewer system. The Higson Lift Station is regularly inspected and cleaned, and every sanitary maintenance-hole is inspected on a two-year rotation. There were no significant non-compliance events during the year.

Maintenance projections for 2024 are consistent with previous years. No significant changes are expected.

Key Activity Levels		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Forecast
Employees		2	5	4	4	4
Sanitary Inspection holes	Inspected	666	481	666	481	666
Lift Station	Inspected	12	12	12	12	12
Flushing Hall Rd dissipator	Cleanings	6	9	9	9	9
Known sagging service lines	Number of lines	2	2	1	2	TBD

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

OPERATING BUDGET SUMMARY

The Sewer Utility Operating Budget balances $1.56 million in revenues with $1.56 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. For a typical single-family household, the 2024 combined sewer rate and parcel charge is $219 per year which is an increase of $5 or 0.5% over 2023.

Revenue	2021 Actuals	2022 Actuals	2023 Actuals	2023 Budget	2024 Budget	Change $	Change %	
Sewer User Fees	$ 658,485	$ 713,945	$ 740,000	$ 740,000	$ 741,700	$ 1,700	0%	1
Sewer Parcel Tax	189,560	213,615	237,700	237,000	262,000	25,000	11%	2
Connection Fees	20,250	13,500	9,000	10,000	10,000	-	0%	
Transfers In	-	-	275,000	275,000	545,000	270,000	98%	3
Total Revenue	$ 868,295	$ 941,060	$ 1,261,700	$ 1,262,000	$ 1,558,700	$ 296,700	0%	
Operating Expenses								
Sewer Administration	495,484	532,483	544,500	570,700	571,100	400	0%	
Equipment	153,000	160,000	164,000	164,000	164,000	-	0%	
Collection	36,848	61,446	31,068	47,200	47,600	400	1%	
Mains	2,495	9,207	6,657	10,100	10,300	200	2%	
Manholes	20,423	12,978	21,035	20,400	21,000	600	3%	
Lift Stations	7,211	5,588	10,209	5,100	5,200	100	2%	
Trans to Sewer Surplus	152,835	-	39,732	-	-	-	0%	
Transfers Out	-	159,358	484,232	444,500	739,500	295,000	66%	3
Total Operating Expenses	$ 868,295	$ 941,060	$ 1,261,700	$ 1,262,000	$ 1,558,700	$ 296,700	0%	
Net	$ -	$ -	$ -	$ -	$ -	$ -		

1. Approved 2023 User Fees Bylaw
2. Approved 2023 Parcel Tax Bylaw, increases by $5 per parcel for a per parcel charge of $55 for 2024
3. Transfers to/from reserves and general fund capital

SEWER ASSET MANAGEMENT PROGRAM

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

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

A preliminary Asset Management Plan was completed for the Sanitary System in 2018. This Plan envisions that near-term infrastructure replacement will continue to be focused on sanitary sewer mains coordinated with the replacement of other road, drain and water projects.

Development of a long-term Asset Replacement Financial Strategy to reach sustainable levels of sanitary sewer system asset replacement is a crucial next step, and is planned for 2024. While that is being developed, a five-year capital program provides for the renewal and replacement of components, and includes provision for the assessment of the network for system optimization, and prioritization of improvements.



2023 HIGHLIGHTS AND ACCOMPLISHMENTS

- Replaced failing air release and vacuum valves in the Qualicum Beach/RDN sanitary sewer force mains on Seacroft Road with funding provided by the RDN.
- Created Worksafe BC approved safe work procedures for entering the confined spaced of the wet well of the sanitary sewer Higson Lift Station.

CHALLENGES

- Inflow and infiltration of groundwater entering the sanitary sewer system.
- The energy dissipating maintenance-hole at the bottom of Hall Road requires frequent preventative maintenance checks and flushing.
- Staffing levels and certification.

PLANS FOR 2024

- Takeover of new installation of sanitary sewer from Airport to Pheasant Glen Resort.
- Regular inspections and maintenance, including increased CCTV inspection.
- Upgrades to the Higson Lift Station check valves.

LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Reconstruct interior of Higson Lift Station.
- Increase preventative maintenance of sanitary mains, specifically flushing.
- Continued effort on inspections and maintenance.

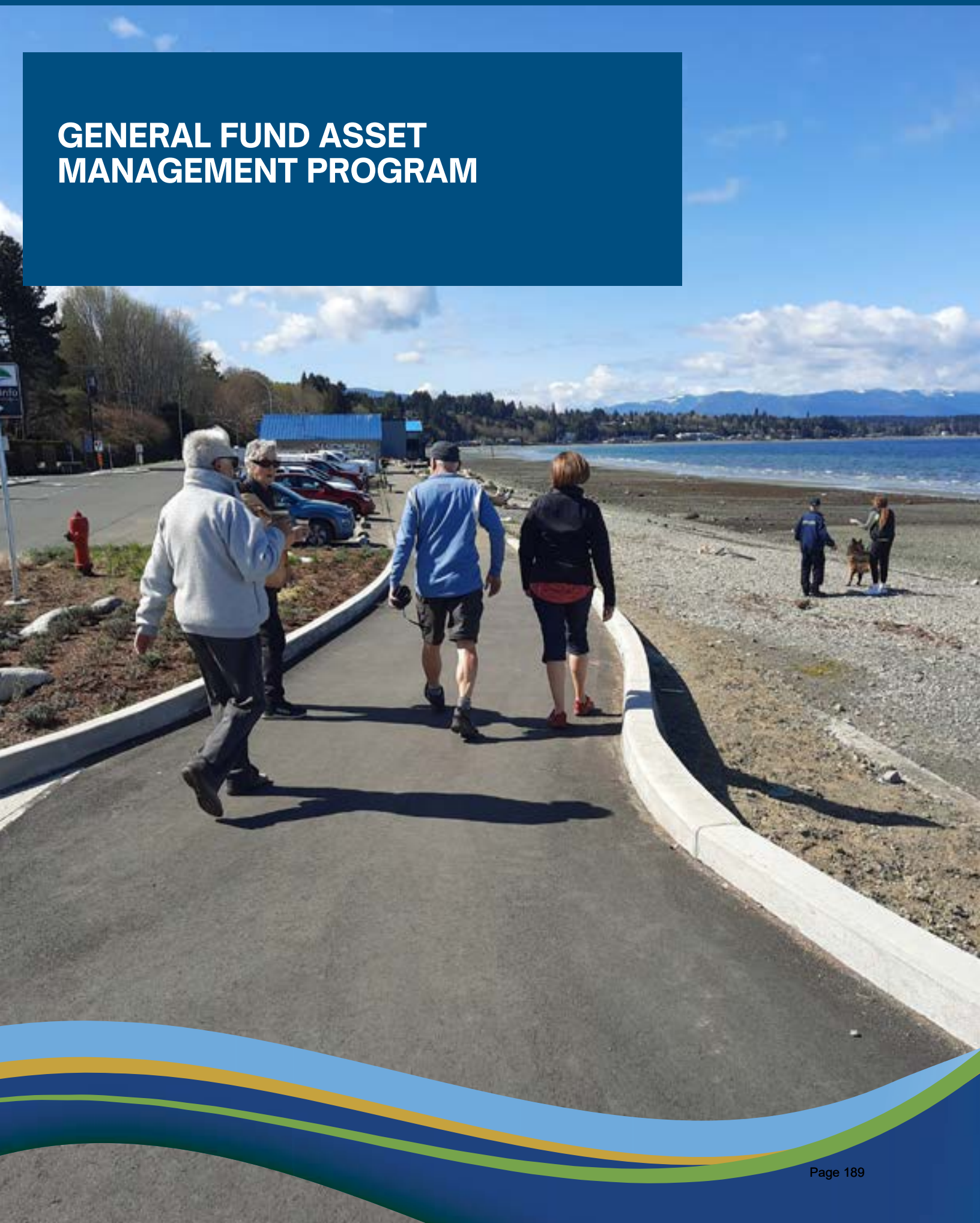


FIVE-YEAR CAPITAL BUDGET

Sewer Capital Budget	2024	2025	2026	2027	2028
Infrastructure Renewal					
Higson Lift Station (2023)	$ 40,000	$ -	$ -	$ -	$ -
Sewer Trunk Main Replacement	-	320,000	320,000	320,000	320,000
Total Investment	$ 40,000	$ 320,000	$ 320,000	$ 320,000	$ 320,000

Funding Source					
Sewer Infrastructure Reserve	$ 40,000	$ 320,000	$ 320,000	$ 320,000	$ 320,000
	$ 40,000	$ 320,000	$ 320,000	$ 320,000	$ 320,000

GENERAL FUND ASSET MANAGEMENT PROGRAM



ASSET MANAGEMENT PLANNING PROCESS

Asset Management is an integrated process, involving planning, finance, engineering and operations. Together, these departments effectively manage existing and new infrastructure to maximize benefits, reduce risks and provide satisfactory levels of service to community users in a socially, environmentally, and economically sustainable manner.

The challenge facing the community is that the Town has a growing built capital and infrastructure replacement obligation in the long-term, and also has built assets for which modest reinvestment has been funded in the past. Many of the existing assets were constructed with significant funding support from senior levels of government like most other municipalities throughout British Columbia.

These assets will eventually be approaching the end of their useful life and increased renewal reinvestment is required in order to replace them, maintain service to the community and protect the next generation.

The Town is following the leading practice Asset Management BC Approach and established an Asset Management Policy and Asset Management Strategy in 2020.

Good progress has been made through the introduction of Tangible Capital Asset (TCA) disclosure requirements, the collection of substantial asset data and the completion of several long term-plans such as the Facility Condition Assessment, Fire Equipment Replacement Plan, Water Master Plan, Sewer Master Plan and Paving Study. Like most Canadian municipalities, public infrastructure is recorded at historical cost and has now depreciated.

In 2023, the Town developed a comprehensive Asset Replacement Plan designed to support the sustainable delivery of municipal services with a focus on social, environmental, and economic responsibility. This Plan is slated for presentation to Council in 2024. Following its approval, the Town will initiate the development of a strategic Asset Replacement Financing Strategy. This strategy will be aimed at sustainably bridging the infrastructure funding gap.



Substantial work continues to refine data and replacement costs which will remain part of a continuous program of Asset Management in the future.

While this work continues, a broad Federation of Canadian Municipalities (FCM) based estimate for annual replacement of between $4.6 and $6.3 million per year was identified in 2021 as a long-term funding target. Current annual funding from taxes and utility charges is approximately $2.6 million per year. This is supplemented with $450,000 of annual Community Works Gas Tax grant funding which primarily assists with road reconstruction.

Work on defining service levels and risk management approaches in the Asset Management System continues. The inclusion of natural assets such as Tree Canopy and Drainage systems into the Asset Management System is prioritized in 2025 to 2028 workplans.

The Town owns built assets with a replacement cost of at least $300 million and significant natural assets.

NATURAL ASSETS – VALUE TO BE DETERMINED

• Groundwater Aquifer	To be determined	$TBD
• Urban Forest	Tree and Vegetation Management Plan	$TBD
• Creeks, Streams, Ditches	To be determined	$TBD

BUILT ASSETS - $300 MILLION

• Road	Pavement Program (PCI Index)*	$85 million
• Drainage	To be determined	$40 million
• Airport	To be determined	$TBD
• Parks	To be determined	$10 million
• Recreation	Regional District	$RDN
• Solid Waste	Regional District	$RDN
• Sanitary Sewer	Sewer Master Plan	$30 million
• Water	Water Master Plan	$49 million
• Vehicles and Equipment	Annual Assessment	$10 million
• Buildings	Facility Condition Assessment (FCI Index)**	$65 million

Pavement Conditions Index, Facilities Condition Index***

Asset replacement funding is currently developed from a five-year funding perspective. This functions as a pay-as-you-go approach driven by the availability of funding. Funding is determined each year during the budget process. However, without the development of an Asset Replacement Financing Strategy, the level of annual funding needed to maintain assets in good repair is unclear.

Construction cost inflation is a significant factor. Historical increases in funding by 1% in past years has resulted in a decline in asset replacement purchasing power. Last year Council responded to this challenge by committing to a 2.5% tax increase for 2023 to increase the contribution to asset reserves. The 2024 budget also provides a modest increase in contributions to asset reserves equivalent to a 2.1% or $44 property tax increase for the typical home owner. Further work is needed to move forward in reaching future sustainability challenges.

The demand for construction of new or expanded facilities is also a significant factor. Asset replacement financing does not provide funds for expansion, growth or addition of new assets. Competing priorities can sometimes result in the deferral of existing asset replacement in favour of new assets, which can compound the challenge.

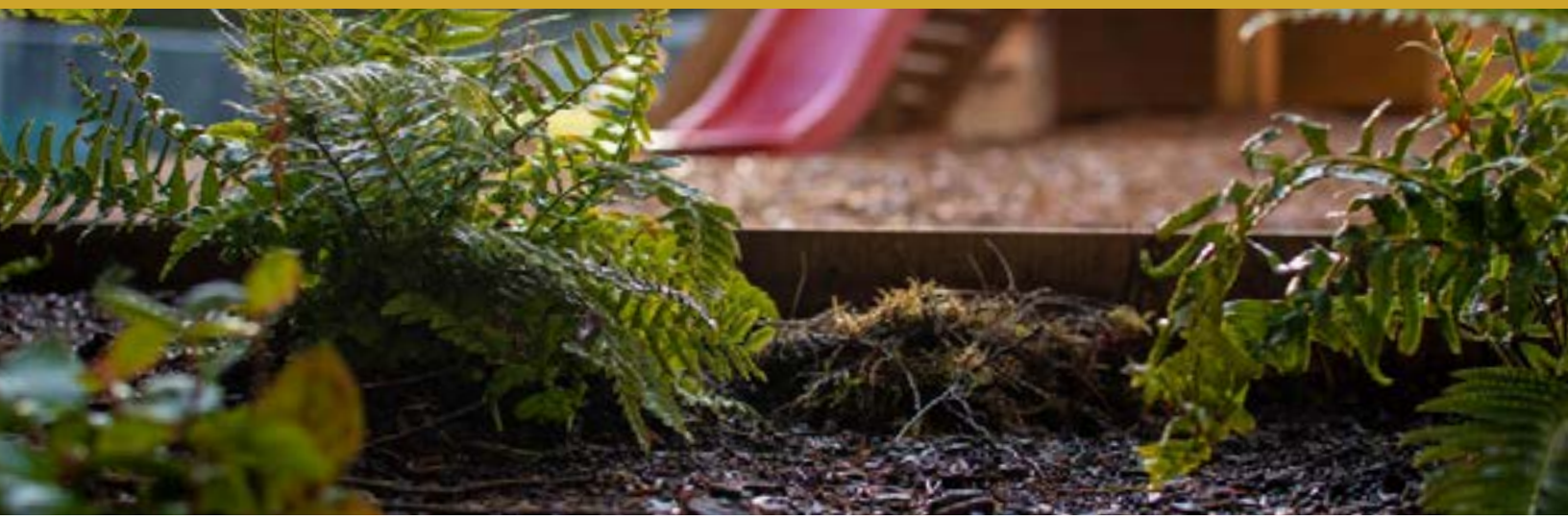
Currently the timing of infrastructure replacement in Qualicum Beach is influenced by: the amount of available funds each year; the current replacement cost; prioritization by risk-of-failure; and the demand for new or expanded assets. Best practice would see development of a proactive long-range replacement plan that links infrastructure service-life with a risk-based replacement approach.

The present level of funding is generally considered to be insufficient to replace current infrastructure on a sustainable basis over the long-term. This is similar to the situation facing many municipalities in British Columbia and will remain a focus for the long-term.

While continued work to refine data, service levels and preventative asset management continues, the next step forward is the development of an Asset Replacement Financing Strategy. This Strategy will provide a pathway forward to reach a sustainable infrastructure replacement level, prudently manage debt financing, and assist with upgrading, expansion and growth in the future.



2024 - 2028 ASSET FUNDING APPROACH



The Town currently transfers a portion of property taxes and sewer/water utility charges collected each year to Capital Reserves for future assets. These funds are then used to either replace, build or expand assets.

For 2024, an increase equal to $44 or 2.1% to a typical home is proposed to partially offset inflation. Further increases will be considered as the Asset Replacement Financing Strategy is developed later in the year.

Asset planning priorities in the near term include:

- Continued work to refine data, replacement costs, risks, preventative maintenance and service levels.
- Development of a 30 to 50 year horizon Asset Replacement Financing Strategy for General and Water/Sewer Utility Capital assets.
- Establishment of separated, consistent asset replacement funding, and an approach to finance new assets.
- Development and integration of the Financing Strategy with a Long-Term Financial Plan.
- The use of a separate asset investment property tax levy to clearly identify infrastructure replacement funding.
- Updating of Reserves and Surplus, Taxation, Risk and Financial Strategy Policies.
- Consolidation of natural assets in the Asset Management program.

Developing a consistent long-term funding path forward will require an Asset Replacement Financial Strategy. In the interim, the current approach will partially maintain 2023 asset reinvestment spending power levels by increasing the transfer to Reserves.

2024 - 2028 GENERAL FUND CAPITAL PLAN



Over the next five years, the Town plans to invest $46 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. As a result, funding is heavily dependant on annual contributions to reserves from taxation revenue and grant funding.

Town of Qualicum Beach	2024	2025	2026	2027	2028	Total
Consolidated General Capital Budget						
Infrastructure Renewal						
Transportation	$ 2,337,000	$ 1,200,000	$ 1,050,000	$ 1,100,000	$ 600,000	$ 6,287,000
Drainage	1,920,000	207,000	700,000	1,128,000	650,000	$ 4,605,000
Facilities	680,000	876,000	6,013,000	6,370,000	294,000	$ 14,233,000
Parks and Trails	70,000	1,780,000	350,000	120,000	120,000	2,440,000
Airport	1,373,000	2,030,000	-	-	-	3,403,000
Vehicles and Equipment	1,198,000	1,133,000	1,717,000	763,000	706,000	5,517,000
Contingency	100,000	100,000	100,000	-	100,000	400,000
	$ 7,678,000	**$ 7,326,000**	**$ 9,930,000**	**$ 9,481,000**	**$ 2,470,000**	**$ 36,885,000**
Infrastructure Upgrading and Expansion						
Transportation	$ 1,063,000	$ 200,000	$ 600,000	$ 100,000	$ 150,000	$ 2,113,000
Facilities	1,000,000	100,000	600,000	600,000	-	2,300,000
Parks and Trails	1,745,000	50,000	50,000	300,000	950,000	3,095,000
Airport	33,000	400,000	310,000	310,000	-	1,053,000
Vehicles and Equipment	134,000	80,000	133,000	8,000	-	355,000
	$ 3,975,000	**$ 830,000**	**$ 1,693,000**	**$ 1,318,000**	**$ 1,100,000**	**$ 8,916,000**
Total Investment	**$ 11,653,000**	**$ 8,156,000**	**$ 11,623,000**	**$ 10,799,000**	**$ 3,570,000**	**$ 45,801,000**
Funding Source						
Asset Replacement Reserve	$ 3,433,700	$ 2,984,000	$ 1,888,000	$ 2,137,000	$ 1,870,000	$ 12,312,700
Asset Investment Reserve	2,052,000	272,000	400,000	150,000	330,000	3,204,000
Community Growth Fund	85,000	1,300,000	1,200,000	600,000	120,000	3,305,000
Community Amenity Contributions	-	500,000	-	-	-	500,000
Community Works (Gas Tax)	250,000	400,000	950,000	850,000	600,000	3,050,000
Development Cost Charges	214,000	-	-	-	-	214,000
Grants and Partnerships	3,716,300	2,700,000	1,185,000	7,062,000	650,000	15,313,300
External Borrowing	-	-	6,000,000	-	-	6,000,000
Sewer Infrastructure Reserve	545,000	-	-	-	-	545,000
Water Infrastructure Reserve	995,000	-	-	-	-	995,000
General Fund Accumulated Surplus	350,000	-	-	-	-	350,000
Curling Club Building Reserve	12,000	-	-	-	-	12,000
	$ 11,653,000	**$ 8,156,000**	**$ 11,623,000**	**$ 10,799,000**	**$ 3,570,000**	**$ 45,801,000**

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 Age-Friendly Transportation Plan and Council decision making during the budget process.

Transportation Capital Budget	2024	2025	2026	2027	2028
Infrastructure Renewal					
Bay Street Slope Stabilization	$ 1,978,000	$ -	$ -	$ -	$ -
Paving Management Program	250,000	400,000	450,000	600,000	600,000
Seacrest Rd Replacement - Engineering (2023)	60,000	-	-	-	-
Seacrest Rd Replacement - Construction	-	800,000			
Memorial Ave Roundabout (2023)	49,000	-	-	-	-
Hwy 19A - Memorial to Crescent Rd W.	-	-	500,000	500,000	-
Civic Center Parking Lot Driveway Paving	-	-	100,000	-	-
	$ 2,337,000	$ 1,200,000	$ 1,050,000	$ 1,100,000	$ 600,000
Upgrading and Expansion					
Hwy 19A Ditch Infill/ Bike Lane/ Parking - Ph2	$ 878,000	$ -	$ -	$ -	$ -
Misc Age Friendly Transportation Plan Implementation	100,000	100,000	100,000	100,000	150,000
Hwy 19A Ditch Infill/ Bike Lane/ Parking - Ph1 (2023)	85,000				
Traffic Calming 19A - Complete Streets	-	100,000	500,000	-	-
	$ 1,063,000	$ 200,000	$ 600,000	$ 100,000	$ 150,000
Total Investment	$ 3,400,000	$ 1,400,000	$ 1,650,000	$ 1,200,000	$ 750,000
Funding Source					
Asset Replacement Reserve	$ 1,083,000	$ 800,000	$ 100,000	$ 250,000	$ -
Community Works (Gas Tax)	250,000	400,000	950,000	850,000	600,000
Asset Investment Reserve	563,000	100,000	100,000	100,000	150,000
DCC's Highways	214,000	-	-	-	-
Grants and Partnerships	500,000	100,000	500,000	-	-
Sewer Infrastructure Reserve	395,000	-	-	-	-
Water Infrastructure Reserve	395,000	-	-	-	-
Total Funding	$ 3,400,000	$ 1,400,000	$ 1,650,000	$ 1,200,000	$ 750,000

Significant Projects

Bay Street Slope Stabilization - Replacement of Bay Street to address the slope stabilization.

Highway 19A Ditch Infill, Parking & Bike Lane (Phase 2) - To ensure cycle safety and provide safe parking, phase 2 of this project widens the asphalt surface in additional areas to provide space for parking and an active transportation lane (bike, mobility scooters etc). Completion of this project is based on obtaining approval of a grant application.

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	2024	2025	2026	2027	2028
Infrastructure Renewal					
Beach Creek/E. Crescent Culvert Replacement	$ 1,875,000	$ -	$ -	$ -	$ -
Grandon Creek Confluence - Engineering (2023)	45,000	-	-	-	-
Grandon Creek Confluence		-	-	-	650,000
Eaglecrest Drive Storm Main Replacement	-	100,000	600,000	-	-
Trio Lane Outlet	-	75,000	-	-	-
Reline Hoylake Rd West Culvert	-	32,000	-	-	-
Balsam/Crescent Rd W Storm Replacement	-	-	100,000	500,000	-
Stormwater Outfall Repairs	-	-	-	628,000	-
	$ 1,920,000	$ 207,000	$ 700,000	$ 1,128,000	$ 650,000
Total Investment	$ 1,920,000	$ 207,000	$ 700,000	$ 1,128,000	$ 650,000
Funding Source					
Asset Replacement Reserve	$ 546,000	$ 207,000	$ 700,000	$ 626,000	$ 650,000
Grants and Partnerships	1,374,000	-	-	502,000	-
Total Funding	$ 1,920,000	$ 207,000	$ 700,000	$ 1,128,000	$ 650,000

Significant Projects

Beach Creek/Crescent Road East Culvert Replacement - Replacement of the Beach Creek culvert running underneath Crescent Road East. The existing culvert will be replaced with a “fish friendly” box culvert that will also improve fish migration and survival in the creek.

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 2024 to 2028 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 $14 million will be focused on a mixture of small building repairs and renovations, and modernization of the Operations Facilities.

Facilities Capital Budget	2024	2025	2026	2027	2028
Infrastructure Renewal					
Public Works Yard Fuel System	$ 280,000	$ -	$ -	$ -	$ -
Operations Modernization	100,000	250,000	5,750,000	6,000,000	-
Curling Club Capital Improvements	45,500	15,000	30,000	30,000	12,000
General Facilities Maintenance for all Town owned Facilities	254,500	953,000	483,000	1,105,000	382,000
General Facilities Maintenance for all Town Facilities - Deferred	-	(400,000)	(250,000)	(765,000)	(100,000)
Civic Center Floor Refinishing	-	58,000	-	-	-
	$ 680,000	$ 876,000	$ 6,013,000	$ 6,370,000	$ 294,000
Upgrading and Expansion					
Bus Garage Site Planning/Public Engagement and Construction	$ 1,000,000	$ 100,000	$ 100,000	$ 600,000	$ -
New Visitor Information Centre Public Washroom	-	-	500,000	-	-
	$ 1,000,000	$ 100,000	$ 600,000	$ 600,000	$ -
Total Investment	$ 1,680,000	$ 976,000	$ 6,613,000	$ 6,970,000	$ 294,000
Funding Source					
Asset Replacement Reserve	$ 668,000	$ 626,000	$ 263,000	$ 370,000	$ 294,000
Asset Investment Reserve	1,000,000	-	125,000	-	-
Communty Growth Fund	-	350,000	850,000	600,000	-
Grants and Partnerships	-	-	375,000	6,000,000	-
Curling Club Building Reserve	12,000	-	-	-	-
External Borrowing	-	-	5,000,000	-	-
Total Funding	$ 1,680,000	$ 976,000	$ 6,613,000	$ 6,970,000	$ 294,000

Bus Garage Site Planning/ Public Engagement and Construction - Site planning, public consultation and development of parcel of land referred to as 'the Bus Garage' for amenities and parking.

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. Structures are valued at a replacement cost of $10 million and this will be reviewed as part of the Asset Replacement Financing Strategy in 2024.

Parks and Trails Capital Budget	2024	2025	2026	2027	2028
Infrastructure Renewal					
Street Banner Replacement	$ 30,000	$ 30,000	$ -	$ -	$ -
Chartwell Electrical Kiosk	20,000	-	-	-	-
Saahtlam Park Bocce Ball Court Removal and Fence Install	20,000	-	-	-	-
Skate Park	-	1,500,000	-	-	-
Saahtlam Park	-	250,000	350,000	-	-
Trail Reconstruction	-	-	-	120,000	120,000
	$ 70,000	$ 1,780,000	$ 350,000	$ 120,000	$ 120,000
Upgrading and Expansion					
Beach Creek Viewing Platform and Walkway - Estuary	$ 520,000	$ -	$ -	$ -	$ -
Beach Creek Viewing Platform and Walkway (2023)	305,000				
Pedestrian Bridge - Memorial Golf Course	700,000				
Pickle Ball Courts	170,000	-	-	-	-
Accessibility Improvements	50,000	50,000	50,000	50,000	50,000
Highway 19 Entrance Sign	-	-	-	250,000	-
Community Gardens	-	-	-	-	30,000
Multiple Entrance Signage Design and Replacement	-	-	-	-	250,000
New facility to support community park users	-	-	-	-	620,000
	$ 1,745,000	$ 50,000	$ 50,000	$ 300,000	$ 950,000
Total Investment	$ 1,815,000	$ 1,830,000	$ 400,000	$ 420,000	$ 1,070,000
Funding Source					
Asset Replacement Reserve	$ 70,000	$ 30,000	$ -	$ 120,000	$ 120,000
Asset Investment Reserve	355,000	50,000	50,000	50,000	180,000
Community Growth Fund	85,000	950,000	350,000	-	120,000
Community Amenity Contributions	-	500,000	-	-	-
Grants and Partnerships	605,000	300,000	-	250,000	650,000
Water Infrastructure Reserve	350,000	-	-	-	-
General Fund Accumulated Surplus	350,000	-	-	-	-
Total Funding	$ 1,815,000	$ 1,830,000	$ 400,000	$ 420,000	$ 1,070,000

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	2024	2025	2026	2027	2028
Infrastructure Renewal					
Hydro Excavator Truck Replacement (2023)	$ 700,000	$ -	$ -	$ -	$ -
Unit 17 Ford F450 Replacement	195,000	-	-	-	-
Unit C50 Fire Department Command Truck Replacement	95,000	-	-	-	-
Unit 56 Cube Van Replacement	85,000	-	-	-	-
Network Equipment Replacement (End of Support)	40,000	10,000	4,000	15,000	6,000
Wildland Firefighting Suppression Unit	40,000	-	-	-	-
Welding Machine for Public Works Shop Replacement	15,000	-	-	-	-
Technical Rescue Equipment	15,000	-	-	-	-
Unit 49 Trailer Replacement	13,000	-	-	-	-
Vehicle Replacements	-	1,290,000	753,000	734,000	685,000
Vehicle Replacement Deferred due to Funding Constraints		(188,000)	(153,000)	(200,000)	(85,000)
Metal Lathe and Press/Shear/Break for Public Works Shop	-	12,000	-	-	-
Castors for Front Plows	-	9,000	-	9,000	-
Fire Department Tender Apparatus Replacement (T53)	-	-	1,000,000	-	-
Town Server Upgrades/Replacement Every 5 Years	-	-	68,000	-	-
Microsoft Teams Phone System Migration	-	-	45,000	-	-
SCBA cylinder and Mask replacement	-	-	-	160,000	-
Fire Rescue Lifting Bags	-	-	-	45,000	-
Fire Department Command Truck replacement (C59)	-	-	-	-	100,000
	$ 1,198,000	$ 1,133,000	$ 1,717,000	$ 763,000	$ 706,000
Upgrading and Expansion					
Server Room Fire Suppression & Cooling Systems Installation	$ 50,000	$ 50,000	$ -	$ -	$ -
Town Server Cluster Expansion	38,000	-	-	-	-
Unit 113 Service Body	21,000	-	-	-	-
CCTV New Addition (2024)	15,000	8,000	8,000	8,000	-
Overhead Rail System for PW Shop	10,000	-	-	-	-
Parts Washer for Mechanical Shop	-	22,000	-	-	-
Council Chamber Conference System Upgrade	-	-	75,000	-	-
Tank Monitors Gasoline and Diesel			50,000		
	$ 134,000	$ 80,000	$ 133,000	$ 8,000	$ -
Total Investment	$ 1,332,000	$ 1,213,000	$ 1,850,000	$ 771,000	$ 706,000

Funding Source					
Asset Investment Reserve	$ 134,000	$ 72,000	$ 125,000	$ -	$ -
Asset Replacement Reserve	798,000	1,141,000	725,000	771,000	706,000
Sewer Infrastructure Reserve	150,000	-	-	-	-
Water Infrastructure Reserve	250,000	-	-	-	-
External Borrowing	-	-	1,000,000	-	-
Total Funding	$ 1,332,000	$ 1,213,000	$ 1,850,000	$ 771,000	$ 706,000

Fleet renewal of vehicles at the end of their life-cycle reduces vehicle breakdown, emissions and is a more cost effective method in maintaining the fleet. Each vehicle is assessed yearly based on a combination of age, repair history and mileage. Fleet rightsizing is reviewed each time, and if feasible, electric vehicles are considered.



AIRPORT

Airport infrastructure includes a 3,564 feet long, 75 feet 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	2024	2025	2026	2027	2028
Infrastructure Renewal					
Loader Complete with Snow Blower and Blade Attachments	$ 898,000	$ -	$ -	$ -	$ -
Av Gas Fuel Tank Replacement	425,000	-	-	-	-
Runway, Taxiway, Apron Asphalt Overlay	50,000	1,950,000	-	-	-
Airport Paving	-	80,000	-	-	-
	$ 1,373,000	$ 2,030,000	$ -	$ -	$ -
Upgrading and Expansion					
Airport CCTV Cameras	$ 33,000	$ -	$ -	$ -	$ -
Tank Monitors for Jet A and Av Gas	-	50,000		-	-
Airport Tie-Down Area Grading and Storm System Installation	-	350,000	310,000	310,000	-
	$ 33,000	$ 400,000	$ 310,000	$ 310,000	$ -
Total Investment	$ 1,406,000	$ 2,430,000	$ 310,000	$ 310,000	$ -
Funding Source					
Asset Investment Reserve	$ -	$ 50,000	$ -	$ -	$ -
Asset Replacement Reserve	168,700	80,000	-	-	-
Grants and Partnerships	1,237,300	2,300,000	310,000	310,000	-
Total Funding	$ 1,406,000	$ 2,430,000	$ 310,000	$ 310,000	$ -



CONTINGENCY

A capital contingency of $100,000 is maintained as a buffer for inflation and scope adjustments to approved projects. This provides some flexibility should asset improvement priorities change during the year. Any changes would be funded from Reserves, and if the contingency is not required during the year, it remains in Reserves for the next year on other approved capital projects.

STATISTICS

GENERAL STATISTICS



	2023	2022	2021	2020	2019
Population	9,303	9,303	9,303	8,943	8,943
Area in hectares:					
Land	1798	1798	1798	1798	1798
Building Permits					
Number	101	109	129	97	106
Value	$ 46,678,000	$ 47,667,000	$ 32,406,000	$ 16,063,000	$ 19,321,000
Comparative debt statistics:					
Debenture and other debt	3,697,489	2,308,809	1,851,746	2,314,682	2,777,618
Debt per capita	397	248	199	259	311
Tax rates for municipal purposes, including General and Vancouver Island Regional Library levies:					
(stated in dollars per $1,000 of assessed taxable value)					
Residential	2.3080	2.3670	3.0660	3.0990	2.9060
Utility	38.9463	39.9418	39.8812	39.8222	39.7284
Light industry	5.8778	6.0282	6.6469	-	-
Business & other	5.8778	6.0282	6.6469	6.8867	7.0326
Managed Forest	2.3080	2.3670	1.5330	1.5495	1.4530
Recreational/nonprofit	5.8778	6.0282	6.6469	6.8867	7.0326
Farm	2.3080	2.3670	1.5330	1.5495	1.4530
Tax rates for school purposes:					
(stated in dollars per $1,000 of assessed taxable value)					
Residential	1.1396	1.1770	1.4900	1.5370	1.4881
Utility	12.5700	12.7200	12.8600	13.0300	13.2000
Light industry	3.3300	3.5200	3.8600	-	-
Business & other	3.3300	3.5200	3.8600	1.1070	3.7000
Managed Forest	1.9500	1.9000	1.9000	0.0001	1.9000
Recreational/nonprofit	1.9900	2.0300	2.3300	0.7844	2.3000
Farm	7.2900	6.9800	6.9100	7.0500	7.1000

TAXATION AND ASSESSMENTS

	2023	2022	2021	2020	2019
Comparative taxation statistics:					
Residential	$ 22,409,365	$ 20,774,420	$ 18,449,871	$ 17,586,874	$ 16,937,567
Utility	333,754	311,459	290,690	296,045	292,309
Light industry	2,839	2,874	1,396	-	-
Business & other	2,196,992	2,098,941	1,888,344	1,442,866	1,695,957
Managed Forest	1,638	1,405	1,195	689	1,084
Recreational/nonprofit	57,210	58,320	51,830	44,922	48,139
Farm	625	666	489	492	724
Water parcel tax	1,027,840	933,000	838,260	742,880	802,930
Sanitary sewer parcel tax	237,700	213,615	189,560	165,375	164,675
RDN parks parcel tax		-	98,180	98,020	78,112
Total current taxes including school and other government levies	$ 26,267,963	$ 24,394,700	$ 21,809,815	$ 20,378,163	$ 20,021,497
Water user fees	1,763,669	1,631,220	1,572,101	1,209,705	1,389,628
Sanitary sewer user fees	586,622	713,945	658,485	604,419	597,491
Total Taxes and fees	**$ 28,618,254**	**$ 26,739,865**	**$ 24,040,401**	**$ 22,192,287**	**$ 22,008,617**
Taxes and fees per capita	$ 3,076	$ 2,874	$ 2,584	$ 2,482	$ 2,461
Assessment for general purposes (taxable value):					
Land	$ 2,812,125,738	$ 2,610,515,635	$ 2,028,299,771	$ 1,936,861,171	$ 1,965,980,201
Improvements	2,263,442,201	2,042,877,101	1,398,077,601	1,312,101,401	1,320,286,901
	5,075,567,939	4,653,392,736	3,426,377,372	3,248,962,572	3,286,267,102
Deduct					
Exempt land	(193,946,400)	(179,247,374)	(134,498,410)	(130,344,809)	(131,198,245)
Exempt improvements	(102,639,249)	(97,617,847)	(89,880,100)	(80,751,957)	(99,422,066)
	$ 4,778,982,290	$ 4,376,527,515	$ 3,201,998,862	$ 3,037,865,806	$ 3,055,646,791
Assessment per capita	$ 513,703.35	$ 470,442.60	$ 344,189.92	$ 339,692.03	$ 341,680.29
Assessment for school purposes	$ 4,767,060,680	$ 4,354,368,142	$ 3,188,588,722	$ 3,025,107,216	$ 3,042,093,986

PERMISSIVE TAX EXEMPTIONS

Town of Qualicum Beach
Statement of 2024 Property Tax Exemptions – Bylaw 786 & 787

			Value of Permissive Exemption	
Legal Description	**Civic Address**	**Organization**	Total Taxes	Municipal Portion
Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District;	2945/2949 Island Highway West	Rotary Club of Qualicum Beach – Welch Park	30,692	15,672
Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District;	211 Fern Road West	Rotary Club of Qualicum Beach – Sunrise	6,800	3,473
Lot 1, Plan 27288, District Lot 78, Newcastle Land District;	250 First Avenue West	Kiwanis Housing	45,373	20,354
That part of District Lots 58 and 59 Newcastle District shown on Plan EPP106404	136 Village Way West	Kiwanis Housing	5,003	2,245
Lot A, Plan 8548, District Lot 78, Newcastle Land District;	110 Second Avenue West	Village Theatre	5,599	2,432
Portion of District Lot 101 & 101A, Newcastle Land District, SW PT NE of PL3868; SW PT NE of PL3868; REM SW PT; PT SW of RD; NE PT SW of RD;	2711 Island Highway West	Tourist Bureau	2,240	973
Portion of Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287;	644 Memorial Avenue	Curling Rink	3,675	1,597
Portion of Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676;	665 Jones Street	Lawn Bowling Club	4,136	1,913
Portion of Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330,	Lease A3 – 1000 Ravensbourne Lane	Beaufort Squadron @ Airport	3,407	1,740
Portion of Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330,	Lease D1 – 1000 Ravensbourne Lane	Arrowsmith Search and Rescue @ Airport	8,422	3,659
Lot A, Plan 16180, District Lot 57, Newcastle Land District, Except PART IN PLAN 3022 RW;	587 Beach Road	Museum	5,929	2,916
Lot 3&4, Plan 2005, Block 17, District Lot 58, Land District 35,	181 Sunningdale Road West	Blue Sphere Foundation	5,488	2,462
Lot A, Plan 9145, District Lot 63 and remainder of Plan 1026, DL 57-62, Newcastle Land District;	469 Memorial Avenue	Qualicum Beach Memorial Golf Club	49,405	23,982
Lot 1, Plan 13424, District Lot 57, Newcastle Land District;	210 Crescent Road West	Valhalla - Hospice	21,275	9,242
Lot 2, Plan 43567, District Lot 78, Newcastle Land District;	122 Fern Road West	TOSH Arts Centre	31,262	13,581

Strata Lot 1, Plan VIS5454, District Lot 78, Newcastle Land District	703 Memorial Avenue	Qualicum Beach Seniors' Activity Centre	6,168	2,679
Block 5, Plan 1894, DL 78, Newcastle Land District;	180 Veterans' Way	Royal Canadian Legion Branch #76	12,133	5,808
Lot A, Plan VIP66629, District Lot 78 & 88, Nanoose Land District, Nanoose and Newcastle Districts Mile 99.13 to 100.114 – portion of VIP 66629; PID 024-135-232	E&N Railway	Island Corridor Foundation	17,865	9,316
Lot A, Plan VIP 66629, District Lot 78 & 88, Nanoose Land District, & Newcastle Land District except there out 0.21 acre lease – see Folio 565-01163.100; Mile 100.14 to 101.59 – portion of VIP66629 inside Qualicum Beach – located between Hollywood & First Avenue, VIP 70053-70058 73117-73120 – No Adj. E&N RW –Island Corridor Foundation	E&N Railway	Island Corridor Foundation	29,199	15,226
Lot A, Plan VIP 68672, District Lot 52-78, Newcastle Land District EXCEPT PLAN VIP74072-E & N R/W located in the Town- Mile 101.59 TO 103.297, VIP70059,70060, 70115, 70118, 70119, 70125,70332,70488, 73107-73116 – No Adj.	E&N Railway	Island Corridor Foundation	33,577	17,509
District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N R/W, DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach	174 Railway Street Train Station	Island Corridor Foundation	4,698	2,041
Lease of portion of parent property (Roll Number 16.000) being Lot 1-4, Lot 9-11, Block 2, Plan VIP3938, District Lot 17, Newcastle Land District.	3319 Island Hwy West	St. Andrews Lodge Historical & Cultural Society	38,168	16,636
Lot 1, Plan 2080, District Lot 78, Newcastle Land District;	330 Dorset Rd	Into the Woods Early Learning Childcare Society	28,000	14,301
Lot A, Plan 19140, District Lot 78, Newcastle Land District;	591 Arbutus Street	Church of Jesus Christ of Latter-Day Saints	11,827	882
Lot 12, Block 5, Plan 1835, District Lot 53, Newcastle Land District;	423 First Avenue West	Jehovah's Witnesses	15,987	5,111
Lot A, Plan 50661, District Lot 58/59, Newcastle Land District;	138 Hoylake Road West	St. Mark's Anglican Church	16,303	3,289
Lot A, VIP58293, District Lot 60, Newcastle Land District;	150 Village Way	St. Stephen's United Church	11,666	1,573
Lot 1, Plan 13066, District Lot 122, Nanoose Land District;	825 Village Way	Christian Fellowship Centre	16,981	8,673
Plan VIP59287, District Lot 57 & 58, Newcastle Land District, those parts shown as "Road to be Closed";	600 Beach Road	Qualicum Community Baptist Church	7,002	3,576

GLOSSARY



Accounting surplus: An accounting surplus is revenues less expenses. It does not include expenditures made for capital, expenditures on debt principal, or transfers to or from reserves. Local governments may not budget for a deficit or surplus. See the definition of a balanced budget.

Accrual: An accounting method which measures the financial performance and position of an organization by recognizing economic events when they happen, regardless of when the related cash actually changes hands. For instance, revenue is recognized in the financial statements when earned, not when received.

Accumulated surplus: The accumulated surplus is a pool of accumulated funds resulting from all historical budgetary surpluses. Budgetary surpluses result in funds remaining in accumulated surplus (unappropriated) or transferred to reserve (appropriated).

Appropriated: When a fund is appropriated, it is subject to certain restrictions with respect to use.

Asset: Anything owned that has monetary value plus any money owed.

Asset Improvement Plan: This term is used interchangeably with “Capital Program” or “Capital Plan”.

Balanced budget: A financial plan where current revenue, including transfers from operating reserves, equals current operating expenditures.

Capital asset: General capital assets are those in excess of $10,000 with a useful life of two or more years (e.g., land or buildings).

Capital budget: A financial plan outlining projected expenditures on capital assets during a given fiscal period.

Capital project: Creation or improvement of infrastructure assets.

Capital expenditure: The expenditure of monies for the purchase or construction of a capital asset.

Carbon footprint: Amount of carbon dioxide (CO2e) that is emitted.

Community Charter: The provincial legislation governing local governments. This legislation replaced the *Local Government Act* in 2003.

Council: The five Councillors, including the Mayor, elected at large that represent the municipality.

Deferred revenue: Refers to payments received in advance for services which have not yet been performed. The most common form of deferred revenue in municipal accounting consists of Development Cost Charges which are advanced payments for future capital services needed as a result of growth.

Development Cost Charge (DCC)**:** A fee paid by a developer to help fund costs related to developing a property. Often these fees are used for parks and streets, and for infrastructure used to provide water, sanitary sewer and storm drainage services.

Development Permit: A permit that allows development of a property subject to certain conditions as detailed in the Official Community Plan.

Fee: A fee is a charge to recover the cost of providing a service.

Financial Plan: This term is used interchangeably with “budget”.

Full-Time Equivalent (FTE) staff: A statistic used to compare staffing levels between departments or organizations and is calculated by dividing the total number of hours one full-time staff member is scheduled to work in a year.

Fund: A pool of money normally set apart for a specific purpose.

Fund balance: The excess of assets over liabilities in a fund.

Green House Gases (GHG): GHGs are gases generated from fossil fuel burning, released into the atmosphere and linked to climate change.

Grant funds: Given to an organization from another organization (senior government to local government) which may have conditions attached to it and require specific spending to occur, or goal to be accomplished in order to retain the funds.

Infrastructure: Physical structures that form the foundation for development such as sanitary sewer and water works, drains, transit and transportation facilities, buildings, playgrounds and communications.

Key indicators: Measures used to provide a snapshot of activity and service levels in each department.

Liability: A loan, expense, or any other form of claim on the assets of an entity that must be paid or otherwise honoured by that entity.

Municipal Finance Authority (MFA): The Municipal Finance Authority of British Columbia (MFA) was created in 1970 to contribute to the financial wellbeing of local governments throughout British Columbia. The MFA pools the borrowing and investment needs of British Columbia communities through a collective structure and is able to provide a range of low cost and flexible financial services to clients equally, regardless of the size of the community.

New Construction Taxation Revenue: Taxation revenue that results from taxable land or buildings that were not subject to taxes in the previous year. For example, newly built taxable buildings, previously exempt taxable property, newly subdivided land, or valuation increase due to zoning amendments.

Official Community Plan: Under the *Local Government Act* Section 875, an OCP is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.

Operating costs: Expenses which are related to the operation of a business, or related device, component, piece of equipment or facility.

Revenue: Income from taxation, grants, services and fees.

Request For Proposal (RFP): A Request For Proposal is issued at an early stage in a procurement process, where an invitation is presented for suppliers to submit a proposal on a commodity or service.

Service plans: These plans depict the operating costs/revenues and related performance measures of a department.

Statement of Financial Information (SOFI): The SOFI is a financial statement prepared pursuant to the *Financial Information Act*. The SOFI contains audited financial statements as well as other mandated schedules including the schedule of remuneration and expenses and the schedule showing payments made for the provision of goods or services.

Special initiatives: One-time operating projects that are outside the normal course of work performed by staff.

Sustainable infrastructure replacement funding: this refers to the annual funding that is required so an asset can be replaced at the end of its useful life without borrowing.

APPENDIX A: FINANCIAL PLAN BYLAW



APPENDIX A: FINANCIAL PLAN BYLAW

TOWN OF QUALICUM BEACH
BYLAW NO. 789

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

1. Schedule "A" attached hereto, and forming part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Qualicum Beach for the five-year period from January 1, 2024 to December 31, 2028.

2. Schedule "B" attached hereto, and forming part of this Bylaw, is hereby adopted and is the Statement of Objectives and Policies of the Town of Qualicum Beach for the five-year period from January 1, 2024 to December 31, 2028.

3. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Financial Plan 2024–2028 Bylaw No. 789, 2024".

READ A FIRST TIME on the __th day of February, 2024.

READ A SECOND TIME on the ___th day of February, 2024.

READ A THIRD TIME on the _____th day of February, 2024.

ADOPTED on the _____th day of March, 2024.

_____ _____

Teunis Westbroek, Mayor Heather Svensen, Corporate Administrator

REVISED SCHEDULE "A"
QUALICUM BEACH FINANCIAL PLAN BYLAW NO. 789, 2024
FOR THE FIVE YEAR PERIOD 2024 TO 2028

	2024	2025	2026	2027	2028
Revenues					
Municipal Taxation	12,169,900	12,935,300	13,590,100	14,214,100	14,735,500
Grants in Lieu of Taxes	390,000	405,500	421,700	438,600	456,200
Parcel Taxes	1,471,400	1,582,100	1,661,300	1,744,800	1,832,700
Vancouver Island Regional Library Levy	715,300	751,100	781,100	812,300	844,800
Fees and Charges	3,812,900	4,489,500	4,170,200	4,359,500	4,560,200
Own Sources	1,680,200	1,747,500	1,817,100	1,889,600	1,964,900
Grants and Contributions	6,088,600	4,284,800	2,640,000	8,493,600	2,119,700
Other Revenue	666,000	692,600	720,300	749,100	779,100
Total Revenue	26,994,300	26,888,400	25,801,800	32,701,600	27,293,100
Use of Reserve Funds	10,606,700	6,472,800	6,137,900	5,044,000	4,343,000
Proceeds of Debt	-	-	6,000,000	-	-
Total Revenue, Use of Reserves and Proceeds of Debt	**37,601,000**	**33,361,200**	**37,939,700**	**37,745,600**	**31,636,100**
Operating Expenditures					
General Government	2,325,100	2,516,600	2,611,700	2,740,200	2,812,600
Protective Services	3,159,900	3,175,500	3,295,400	3,419,800	3,549,000
Public Works	4,767,100	5,075,700	5,131,000	5,324,100	5,623,900
Parks and Recreation and Culture	2,678,000	2,844,400	2,951,200	3,062,100	3,277,000
Solid Waste and Recyling	970,700	1,008,700	1,048,100	1,089,100	1,131,600
Utilities	2,754,400	2,853,400	2,956,100	3,062,000	3,168,900
Planning, Development and Strategic Initiatives	1,492,400	1,235,800	1,193,300	1,083,900	1,214,000
Total Operating Expenditures	18,147,600	18,710,100	19,186,800	19,781,200	20,777,000
Capital Expenditures	13,831,000	8,786,000	12,584,000	11,446,000	4,233,000
Debt Servicing					
Debt Interest	218,100	177,200	137,400	103,700	71,800
Debt Principal	1,017,100	1,047,700	616,700	678,500	475,300
Contributions to Reserves	4,387,200	4,640,200	5,414,800	5,736,200	6,079,000
Total Operating, Capital, Reserve Contributions and Debt Servicing	**37,601,000**	**33,361,200**	**37,939,700**	**37,745,600**	**31,636,100**

SCHEDULE "B"
STATEMENT OF OBJECTIVES AND POLICIES FOR BYLAW NO. 789
FOR THE FIVE-YEAR PERIOD 2024 TO 2028

In accordance with Section 165(3.1) of the *Community Charter*, the Town of Qualicum Beach is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

FUNDING SOURCES
Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2024. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages; for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and public works.

User fees and charges form an important portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective
Over the next five years, the Town will continue to review the proportion of revenue that is received from user fees and charges to determine whether the user-fee component could be increased to lessen the requirement for property taxation.

Policies
- The Town will review all user-fees and parcel taxes to ensure that they are adequately meeting the costs of the service. This will include cemetery, airport, licenses and permits, and all other fees and charges.
- Where possible, the Town will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on a limited property tax base. This will include an ongoing comprehensive review of all fees and charges bylaws.

Table 1 Funding Sources

Funding Source	% of Total Revenue	Dollar Value
Property taxes	37.2%	$14,031,300
User fees and charges	10.1%	$3,812,900
Other sources	4.5%	$1,680,200
Grants and Contributions	16.3%	$6,163,600
Library Levy	1.9%	$715,300
Other Revenue	1.8%	$666,000
Other net transfers/revenue	28.2%	$10,632,700
Total	100%	$37,702,000

DISTRIBUTION OF PROPERTY TAXES

Table 2 outlines the distribution of property taxes among the property classes for the Town's portion of the property taxes. The residential property class provides the largest proportion of property tax revenue. This is appropriate, as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

The 2024 property taxes are based on a 7.7% increase over the 2023 property taxes plus 1.3% in new construction taxes. The Town's portion of the property taxes represents approximately 47% of the total tax bill sent to property owners. The other tax levies are not included in the figures below. These other taxes include the Regional District, School, Hospital, Library, BC Assessment, and Municipal Finance Authority. The 2023 Town tax rate is shown in table two below as final 2024 property assessment information has not been received from the BC Assessment Authority. Once assessments are received, tax rates are calculated and this could change the distribution shown in the table below.

Table 2 Property Tax Distribution

Class of Property	2023 Town Property Taxes		2023 Town Tax Rate
Residential	$10,072,712	90.63%	2.1861
Utility	$50,586	0.46%	36.8891
Light Industry	$1,202	0.01%	5.5673
Commercial/Other	$957,319	8.61%	5.5673
Managed Forest	$583	0.01%	2.1861
Recreation/Non-Profit	$31,236	0.28%	5.5673
Farm	$277	less than 0.01%	2.1861
Total	$11,113,915		

Objectives

- Over the next five years, the tax burden between the residential and commercial tax classes should continue to be reviewed to ensure fairness.
- Maintain the property tax rate for Commercial/Other (Class 6) at a rate competitive with surrounding communities.
- Tax increases should be stable and, where possible, targeted to specific areas.

Policies

- Supplement, where possible, revenues from user fees and charges to help offset the burden on the entire property tax base.
- Continue to maintain and encourage community and appropriate economic development initiatives designed to enhance the community.
- Align the distribution of tax rates among the property classes with the social and community development initiatives established by Council.
- Regularly review and compare the Town's taxes with comparable surrounding communities.

Property Tax Projections

Over the next 5 years, property taxes are projected to increase as shown below. These projections are reviewed annually and are subject to change, based on a number of factors. These factors could include inflation, infrastructure conditions, economic climate, environmental considerations, public input and Council priorities.

- 2024 – 7.7% tax increase comprised of 5.6% for municipal operations, 1.6% for the Asset Management Program and 0.5% for police services.
- 2025 to 2028 – The Five Year Financial plan anticipates a 7%(2025), 6%(2026), 5%(2027) and 4%(2028) property tax increase in years 2025 to 2028. The rates for inflation service changes and sustainable asset investment levels should also be reviewed annually to ensure that they continue to remain appropriate.

PERMISSIVE TAX EXEMPTIONS

The Town of Qualicum Beach annually exempts from property taxes those properties that are non-profit in nature and provide a community benefit, as determined by Council. Places of public worship are also exempted. These properties are annually advertised and then exempted by bylaw.

TOWN OF
QUALICUM BEACH

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TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Heather Svensen, Corporate Administrator

FOR: Regular Council Meeting

DATE: February 28, 2024

FROM: Weslie Gould, Deputy Corporate Administrator

SUBJECT: **Winter Holiday Town Hall Closure**

RECOMMENDATION

THAT Council approve the closure of the Town Hall office during the 2024 holiday season for three business days (December 23; 24; 27) during the period of December 23 through December 27, 2024.

PURPOSE

To request approval to close the Town Hall office for the 2024 winter holiday season.

BACKGROUND

Town staff receive December 25 (Christmas Day), December 26 (Boxing Day), and January 1 (New Years Day) as statutory holidays. For 2024, staff propose to close the Town Hall office for three additional business days, Monday, December 23, Tuesday, December 24 and Friday, December 27, 2024.

DISCUSSION

Recognizing our commitment to providing exceptional customer service, staff have reviewed the demand for administrative services during the 2023 winter holiday season. For the three days in the 2023 winter holiday season, front office staff responded to a total of 35 phone calls and 57 front counter requests; an average of 12 phone calls per day and 19 front counter requests. Most of the interactions (40%) were related to dog tags and business license renewals.

Staff are proposing that the Town Hall office be closed for three additional business days, Monday, December 23, Tuesday, December 24 and Friday, December 27, 2024. Staff would be required to use their vacation and/or available banked time balances, unpaid time off, or make arrangements with their supervisor to work, to cover the three (3) days proposed for closure not included in statutory holidays.

For urgent Town-related matters, calls would still be forwarded through to the Town's answering service to be handled by on-call staff assigned for this period. The on-call staff person would be contacted through the Town's answering service for any urgent matters during the proposed office closure.

2024 Proposed Winter Holiday Closure Dates:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2024						
22 Closed	**23** **PROPOSED CLOSURE**	**24** **PROPOSED CLOSURE**	**25** Statutory Holiday	**26** Statutory Holiday	**27** **PROPOSED CLOSURE**	**28** Closed
29 Closed	**30** Regular Office Hours 9 am – 4 pm	**31** Regular Office Hours 9 am – 4 pm				
January 2025						
			1 Statutory Holiday	**2** Regular Office Hours 9 am – 4 pm	**3** Regular Office Hours 9 am – 4 pm	**4** Closed

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

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.

<u>INFORM</u>:

- If approved, the closure would be advertised in advance to the public, including information on alternative ways to access services and contact numbers.
- Notices will be posted at Town facilities in advance of the closure.

STRATEGIC PLAN ALIGNMENT

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

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

ALTERNATIVE OPTIONS

1. THAT Council approve the closure of the Town Hall office during the 2024 holiday season for the three-day (December 27, December 30, and December 31) period of December 27 through December 31, 2024.

APPROVALS

Report respectfully submitted by Weslie Gould, Deputy Corporate Administrator

Weslie Gould
Deputy Corporate Administrator
Report Author

for

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Agnieszka Warzybok
Director of Human Resources
Concurrence

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 28, 2024

FROM: Heather Svensen, Corporate Administrator

SUBJECT: **Community Radio Broadcasts on Town Land**

RECOMMENDATION

THAT Council authorize staff authority to work with representatives from 88.5 The Beach radio station to facilitate community radio broadcasts on Town Land.

PURPOSE

To seek Council direction on working with representatives from the radio stations to facilitate community radio broadcasts on Town Land.

BACKGROUND

Staff have been approached by local community radio broadcasters in the past to seek permission to set up a broadcast location on Town Land, while conducting community-based radio programming. An example of this is the upcoming "Coldest Night of the Year Walk", where Council passed the following motion on February 7th:

> THAT representatives from 88.5 The Beach and 99.9 The Lounge radio stations be permitted to broadcast their morning shows on location at the Second Avenue Clocktower on Wednesday, February 14, 2024, from 5:30 am to 10:00 am, for the purposes of fundraising and promoting the Coldest Night of the Year walk;
>
> AND FURTHER THAT the Town provide access to electrical services at the Second Avenue Clocktower, to the radio station representatives for the duration of their broadcast.

DISCUSSION

Staff are seeking authorization to work directly with community radio broadcasters who wish to broadcast on Town Land and operationalize these requests to reduce the administrative work of the creation of a staff report and Council decision making on these individual requests.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

- The public will be informed by inclusion of notification of special events through our social media channels and newspaper publications.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

Staff are seeking Council direction on working with representatives from the radio stations to facilitate community radio broadcasts on Town Land by removing the administrative work of the creation of a staff report and Council decision making on these requests.

ALTERNATIVE OPTIONS

1. THAT Council directs staff to seek Council direction on all radio station requests for community radio broadcasts on Town Land.

APPROVALS

Report respectfully submitted by Heather Svensen.

Heather Svensen
Corporate Administrator
Report Author

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 28, 2024

FROM: Genelle Conn, Manager of Finance

SUBJECT: **Lead Financial Agency Support for the Oceanside Community Action Team**

RECOMMENDATION

THAT Council authorizes staff to be the Lead Financial Agency for the Oceanside Community Action Team when accessing funding from the Community Action Initiative.

PURPOSE

To support the Oceanside Community Action Team in continuing to access funding through the Community Action Initiative Grant.

BACKGROUND

Since 2019 the Town of Qualicum Beach has been the Lead Financial Agency for the Oceanside Community Action Team. The Lead Financial Agency is responsible for receiving the grant funds, managing the funds, providing a financial report at the completion of the term of the grant, as well as tracking the use of grant funds throughout the project.

DISCUSSION

The Community Action Initiative is a program established by the Province to take action on preventing Toxic Drug Deaths. The Oceanside Community Action Team (OCAT) was established in 2019 to support the Oceanside Community. For OCAT to access funding from the Province through the Community Action Initiative, they require a Lead Financial Agency. The Town of Qualicum Beach has been fulfilling this role for the past five years.

Staff are bringing this report forward to receive a Council resolution to continue providing support to OCAT on an ongoing basis.

FINANCIAL IMPLICATIONS

OCAT has been pre-approved for a $55,000 grant from the Community Action Initiative for 2024. This grant does not require any matching funds from the Town. The only financial implications for the Town are in the form of staff time through processing the monthly invoices from OCAT. Staff have not encountered any problems in past years managing the additional work related to acting as the Lead Financial Agency for this grant.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

International.

INFORM:

- The public will be informed as the project proceeds; however, no additional public engagement is anticipated.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

The Town of Qualicum Beach has been the Lead Financial Agency for the Oceanside Community Action Team since its inception in 2019. Staff are seeking a resolution from Council to continue to act in this capacity for OCAT.

ALTERNATIVE OPTIONS

N/A

APPROVALS

Report respectfully submitted by Genelle Conn, Manager of Finance.

Genelle Conn, CPA, CA
Manager of Finance
Report Author

Raj Hayre, CPA, CMA
Director of Finance
Concurrence

For: Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 28, 2024

FROM: Luke Sales, Director of Planning

SUBJECT: **Introduction of "Zero Carbon Step Code"**

RECOMMENDATIONS

1. THAT Council directs staff to prepare the necessary Bylaw and Policy updates to require all Part 3 and Part 9 applicable building types and occupancies meet the Zero- Carbon Performance Level (EL-4) of the Zero Carbon Step Code by January 1, 2025.

2. THAT Council directs staff to prepare the necessary Bylaw and Policy updates to require all applicable Part 3 and Part 9 building types and occupancies meet the Energy Step Code requirements in accordance with the Province's proposed timeline.

PURPOSE

To request Council's direction to implement the highest level of the Zero Carbon Step Code" (ZCSC) by January 1, 2025, and prepare changes to the bylaws and policies required for the successful phasing in of these requirements to reduce the Town's community emissions attributable to the buildings sector. The recommendations are in line with the Town's emissions reductions goals.

BACKGROUND

The *BC Building Code* (BCBC) revisions which took effect on May 1, 2023, provide an optional power that local authorities can exercise to limit greenhouse gas emissions from new buildings. This provision in the code is known as the Zero Carbon Step Code and consists of four levels of limits leading towards the province's intention of Zero Carbon emissions by 2030. A brief description of the levels is as follows.

- Level EL-1: Measuring only. No limits.
- Level EL-2: Primary heating system to be electrified in most cases.
- Level EL-3: Primary heating system & water heating system to be electrified in most cases.
- Level EL-4: All building systems including equipment and appliances to be electrified in most cases.

In 2022 the Town declared a climate emergency. The ZCSC supports the Town's goals and moves the housing industry towards electrification of buildings and limits the installation of fossil fuel heating systems. The province has indicated its intention to gradually move to Zero Carbon limits by 2030.

BC Energy Step Code

The *BC Energy Step Code* (ESC) was introduced in 2017 and is a provincial building compliance path that focuses on energy efficiency in new construction for both Part 9 buildings (homes and small buildings) and Part 3 buildings (large, complex buildings).

In collaboration with the Regional District of Nanaimo ("RDN"), the Town has worked with a sustainable building consultant (Introba) to identify policy options that could support uptake of net zero buildings and localized energy generation (see Attachment 1 –*Net Zero Buildings: Technical Report and recommendations for RDN and Member Municipalities*). Policy options ranged from voluntary measures through to rapid adoption of regulations. Policy analysis determined regulatory options generally performed better across most categories than a voluntary approach.

The Technical Report advises actions to support local industry and residents and provides a draft regulatory pathway for local governments to consider. These recommendations include[1]:

- Accelerated adoption of regulations to reduce carbon emissions from buildings (ZCSC);
- Consistency with the Province on regulations to improve energy efficiency of buildings (ESC);
- Expanded support for education and training of building industry & building resident awareness;
- Reviewing regulatory barriers in local government policy (e.g., Form and Character Requirements);
- Exploring incentives for the very highest levels of efficiency; and,
- Incentivizing specific cases of renewable energy.

Provincial Policy Context: The current proposal to implement a Province wide "Zero Carbon Step Code" is to mandate different Zero Carbon Step Code Levels as early as 2024 and require zero carbon new construction (Step 4) in 2030. The province has shared the implementation timeline for both ESC and ZCSC as follows:

	Building Type	**2023-May-01**	**2024**	**2027**	**2030**	**2032**
BC Energy Step Code	Part 9	Step 3		Step 4		Step 5
	Part 3	Step 2		Step 3		Step 4
Zero Carbon Step Code		Optional Compliance Path	TBD*	TBD*	Zero Carbon Performance Level (EL-4)	

Table 1: Provincial timeline for the implementation of ESC and ZCSC

**The province has indicated they plan to enact amendments to the BC Building Code in 2024 and 2027 but have not yet identified what level will be required.*

[1] The Technical report's recommendations pertain only to new buildings.

Zero Carbon Step Code Adoption
Implementation of the "Zero Carbon Step Code" has proceeded with varying approaches by different jurisdictions including immediate EL-4 adoption and a progressive increase in steps over 6 months to a year between changes. The District of Saanich and the City of Victoria worked collaboratively to become the first municipalities to enact regulations referencing the ZCSC. Top level EL-4 is required for Part 9 buildings in both cities as of 2023-NOV-01, for Part 3 residential buildings (4-6 storey) by 2024-JUL-01, and for the remaining Part 3 buildings by 2024-NOV-01. On 2023-MAY-23, the District of Central Saanich Council supported the move to implement EL-4 for Part 9 buildings by 2023-NOV-01.

At the time of report writing, the RDN Board will be considering, on February 13, 2024, a staff report regarding options for Net Zero Buildings and Localized energy generation.

DISCUSSION
The ZCSC and "BC Energy Step Code" (BCESC) allow local governments to place greenhouse gas emission limits and minimum standards for energy efficiency, respectively, on new (not existing) buildings (single and multi-family homes, and larger buildings like high rises and office buildings). In British Columbia, these regulatory options are one of the most effective tools local governments have for rapidly reducing carbon emissions from new construction and they have been voluntarily adopted in different combinations by local governments on Vancouver Island and the Lower Mainland. They can, however, impact industry and costs.

Over the next 8 years, the provincial government intends to require increasingly high performance levels of both the BCESC and the ZCSC, eventually requiring levels of energy efficiency 80% more efficient than 2018 standards (Net Zero-Ready) and requiring buildings to be Zero Carbon (fossil fuels for use only in back up heating like fireplaces, and auxiliary uses like barbecues, pool and garage heating ("Zero Carbon Performance level") by 2030.

Local governments can adopt these regulated increases earlier than the provincial timeline to adopt the more stringent levels of regulation in advance of the provincial schedule, depending on their area's capacity and industry readiness. Generally, there are lower barriers to adopting the ZCSC than the BC ESC.

The *Regional District of Nanaimo 2021 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report* shows that the Town's building sector accounts for 25.8% (14,736 tCO2e) of its 2021 emissions (56,931 tCO2e). The report is available on the Town's website.[2] Given that buildings contribute about a quarter of the Town's emissions, reducing emissions from new and existing buildings is a key step in meeting the Town's climate commitments. Actions that the RDN and member municipalities can take to achieve significant emissions reductions in new construction have been explored in the attached Technical Report, which considered five combinations of code adoption pathways for their potential impact on community-wide emissions. These five adoption pathways were evaluated based on carbon savings, cost of implementation, industry readiness, alignment with other jurisdictions, and co-benefits. The consultant team recommended prioritizing ZCSC adoption. This includes the adoption of the "Zero" level of the "Zero Carbon Step Code" by 2025 for Part 3 and Part 9 buildings, and the optional adoption of

[2]Regional District of Nanaimo (November 2023). *Regional District of Nanaimo 2021 GPC BASIC+ Community Greenhouse Gas (GHG) Emissions Inventory Report.*
https://www.qualicumbeach.com/climate_act

the top step of the "BC Energy Step Code" by January 2027 (bringing forward the Provincial deadline of 2032).

Staff are recommending applicable new buildings meet the highest emissions reduction level – Zero Carbon Performance Level (EL-4) by January 1, 2025, after considering the following:

Meeting Climate Goals
Zero Carbon Performance Level (EL-4) is a key step to achieving the Town's community-wide emissions reductions targets: a reduction of 50% below 2007 levels by 2030, 65% below 2007 levels by 2040 and 80% below 2007 levels by 2050. The 2021 community emissions show only a 10.04% reduction in emissions from the building sector since 2007. Given that the Town has achieved only 10% emissions reduction from the 2007 baseline, the introduction of the ZCSC can help the Town of Qualicum Beach in achieving its net emissions reductions targets from buildings, especially if minimal interventions are made to reduce emissions from the existing building stock (e.g. through retrofits and rebuilds).

Emissions Modeling Results
The Technical Report conducted emissions modelling for various scenarios including an Accelerated ZCSC (Leapfrog Scenario) where jurisdictions adopt an accelerated timeline for the "Zero Carbon Step Code", leapfrogging recruitment for the 'Moderate' step to 2024 and requiring 'Zero' (the highest step) from 2025. In this scenario they adopt the provincial timeline for the BC Energy Step Code. This scenario shows that the Town can reduce 113 tCO2e by 2030. Without the early adoption of the ZCSC, new construction could add up to 270 tCO2e of GHG emissions by 2030. The accelerated Energy and ZCSC scenario, which adds an accelerated timeline for the ESC to the ZCSC Leapfrog scenario would lead to a reduction of 116 tCO2eby 2030.[3]

Engagement Results
As a part of the Technical Report preparation, the consultants conducted community and industry consultations. This included an Industry workshop (48 participants), Staff workshop (11 participants), an industry survey and 3 interviews with social housing providers. The survey received 26 industry survey responses from the region (from 7 home builders, 3 contractors, 4 developers, 2 energy advisers, 4 consultants and 1 energy modeler) of which 16 were attributed to Qualicum Beach. There is a high level of support in the industry for the acceleration of BC ESC and ZCSC, and an acknowledgment for the need for regulation to achieve the scale of high-performance building necessary to reduce emissions. Most builders and designers who were interviewed already had experience with the upper steps of the BC ESC and the electric systems that would be required to comply with the "Zero Carbon Step Code". Those who had built to higher levels of the ESC found it was easier than anticipated. Many also noted that customers are already requesting more energy efficient buildings, and that younger clients tend to prefer all-electric buildings.

During the engagement sessions Staff acknowledged the conflicts with achieving the higher steps of the ESC and complying with form and character guidelines in certain neighbourhoods. They

[3] For Part 9 buildings this scenario would entail the introduction of Step 4 in 2025 and Step 5 in 2028. For Part 3 residential buildings this scenario requires the introduction of Step 3 in 2025, and Step 4 (highest step) in 2028. For Part 3 commercial buildings this scenario modeled the introduction of Step 3 (highest step) in 2028.

also highlighted the importance of alignment between local governments and the need for a regionally consistent approach, albeit which can be staggered.

Cost
For ZCSC, costing studies in the Technical Report estimate the incremental capital cost increase for implementing EL-4 in conjunction with Step 3 of the ZCSC is up to 0.6 % for single-family homes and 0.2% for row homes. For multi-unit residential developments adopting EL-4 and Step 3 of the ESC, the capital cost increase varies from -0.1% to -0.2.2%. For Part 3 office buildings adopting EL-4 and Step 2 of the ESC, the modeling shows a cost increase of 2.1%. The comparisons are made with buildings heated with conventional natural gas.

Utility costs can vary widely, subject to the type of equipment installed, fluctuating energy costs, and user preferences. Modeling studies in the Technical Report suggest that impacts of introducing ZCSC EL-4 in conjunction with Step 3 of the Energy Step Code could decrease utility costs by 17% for row homes, by 9% to 11% for multi-unit residential buildings, and range from an increase of 5% to a decrease of 6% for single family homes. For Part 9 buildings this is associated with a decrease of 9-18% in operational costs.

Accelerating the BC ESC In conjunction with the ZCSC
While the Technical Report recommends leapfrogging to Step 5 of the ESC for Part 9 buildings and Step 4 of the ESC for residential Part 3 buildings by January 2027, there is a significant argument that the benefits of this option are outweighed by the technical and financial impact on developers, property owners and contractors. Therefore, it is recommended that Part 3 and Part 9 building types and occupancies meet the ESC requirements in accordance with the Province's proposed timeline (Table 1), or as amended by the Province.

FINANCIAL IMPLICATIONS

The proposed adoption of the "Zero Carbon Step Code" or "BC Energy Step Code" will not have any financial implications on the Town's budget, and will have a minimal impact on staff capacity over the long term and will not result in the need for additional Staff or funding. The incremental capital cost and utility cost implications for the construction industry and property owners are discussed in the previous section.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

CONSULT

Stakeholders were widely consulted during the writing of the Technical Report and their feedback has been considered in the recommendations.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

Advancing the phase-in of the ZCSC EL-4 will enable the Town to reduce its emissions from new buildings, helping to meet the Town's emissions reductions targets. Staff recommend that Council consider implementing the highest level of the ZCSC (EL-4) by January 1, 2025, and continue implementing the ESC in accordance with the Province's proposed timeline. Updates are required to prepare the necessary Bylaw and Policy updates to support this transition.

Table 1: Analysis of Alternative options (from Technical report).

	No action	**Staff Recommendation**	**Technical Report Recommendation (Alternative 1)**
Alternative	Follow Provincial ZCSC and ESC timeline	Zero- Carbon Performance Level (EL-4) of ZCSC+ Provincial ESC timeline	Zero- Carbon Performance Level (EL-4) of ZCSC+ advancing ESC
Carbon Savings	Poor	Good	Good
Capital Costs	Good	Moderate	Poor
Energy Costs	Poor	Moderate	Good
Future retrofit costs	Poor	Good	Good
Climate resilience	Poor	Moderate	Good
Industry Readiness	Good	Moderate	Poor
Regional consistency	Moderate	Good	Moderate

Although the Technical Report recommends advancing the ESC on an accelerated timeline, the report only anticipates a reduction of an additional 3.0 tCO2e by 2030 compared to the Staff Recommended option. The more moderate approach recommended by staff would mitigate the negative impacts on the local development and construction in industry while only resulting in a marginal increase in emissions.

If Council does not wish to advance either the ESC or ZCSC+ faster than the provincial timeline, no motion is required.

ALTERNATIVES

1. THAT Council directs staff to prepare the necessary Bylaw and Policy updates in order to require all Part 3 and Part 9 applicable building types and occupancies meet the Zero-Carbon Performance Level (EL-4) of the "Zero Carbon Step Code" by January 1, 2025, and Part 9 buildings to meet Step 5 of the BC Energy Step Code "ESC, Part 3 residential buildings to meet Step 4 of the ESC, and Part 3 commercial buildings to meet Step 3 of the ESC by January 1, 2027.
2. THAT Council provides alternative direction to staff.

APPROVALS

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

S. Mehta

Shinjini Mehta
Climate Action & Emergency Program Coordinator
Report Writer

Luke Sales	For: Lou Varela, MCIP, RPP
Director of Planning	CAO
Concurrence	*Concurrence*

ATTACHMENTS

Net Zero Buildings: Technical Report and Recommendations for the RDN and Member Municipalities, Introba 2023.

REPORT

Net Zero Buildings: Technical Report and Recommendations for the RDN and Member Municipalities

REGIONAL DISTRICT OF NANAIMO

October 2023

introba.com

Introba

FORMERLY

INTEGRAL

Ross&Baruzzini

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Executive Summary

Background

The Regional District of Nanaimo (RDN) has committed to reducing emissions by 80% by 2050. As the building sector accounts for 19% of the RDN's regional emissions, reducing emissions from new and existing buildings is a key step in meeting this commitment. Adopting low-carbon efficient building early will also help ensure buildings built today are "future proof" and systems won't have to be replaced before the end of their lifespan.

While RDN has the authority to regulate buildings in the seven Electoral Areas, its member municipalities regulate buildings within their communities, making both RDN and municipal action important to achieving emissions reductions. This report explores actions that the RDN and its partners on this project – the City of Nanaimo, the District of Lantzville, and the Town of Qualicum Beach –can take to achieve significant emissions reductions for new construction.

Reducing Emissions from New Construction

Local governments can take steps to encourage voluntary uptake of low carbon buildings, including through incentives, industry training programs, and building public awareness. Local governments also have the authority to require low-carbon, efficient buildings through the BC Energy Step Code and Zero Carbon Step Code. Understanding the relative effectiveness of different approaches can help local governments decide whether to use voluntary or regulatory options to achieve emission reductions and improve energy efficiency.

The BC Energy Step Code has been in effect since 2017. Introduced to help provide consistency in the regulation of new construction across the province, this "stretch code" sets minimum levels of energy efficiency for new homes and buildings, which is increased at regular intervals. While the provincial government mandates a base level of performance via the BC Building Code (BCBC), local governments can require higher levels of the BC Energy Step Code provided they consult with their local building industries.

The BC Energy Step Code has five steps for Part 9 building (single family homes and townhouses, and four steps for Part 3 (apartment buildings, hotels).[1] As of May 2023, the current BCBC requires Step 3 and Step 2 levels of efficiency performance for Part 9 and Part 3 buildings, respectively (see Figure 1). The provincial government intends to adopt higher levels of Step Code every five years, reaching the highest steps by 2032**.**

The Zero Carbon Step Code was introduced in May 2023 by the provincial government, which is a stretch code for regulating carbon in Part 3 and Part 9 buildings. This marked an important milestone for local governments interested in pursuing emissions reductions in the building sector, as without emissions limits, homes and buildings meeting even the highest steps of the BC Energy Step Code could still use high-emissions fossil fuel-based mechanical systems.[2]

[1] Part 3 buildings are large (>600 m^2) and more complex buildings, including office, large multi-unit residential, industrial, retail, hotels, etc. Part 9 buildings are small (<600 m^2) and simple forms, including single-family homes, and small commercial and multi-unit residential buildings.

[2] Metro Vancouver, Climate 2050 Buildings Discussion Paper (2019).

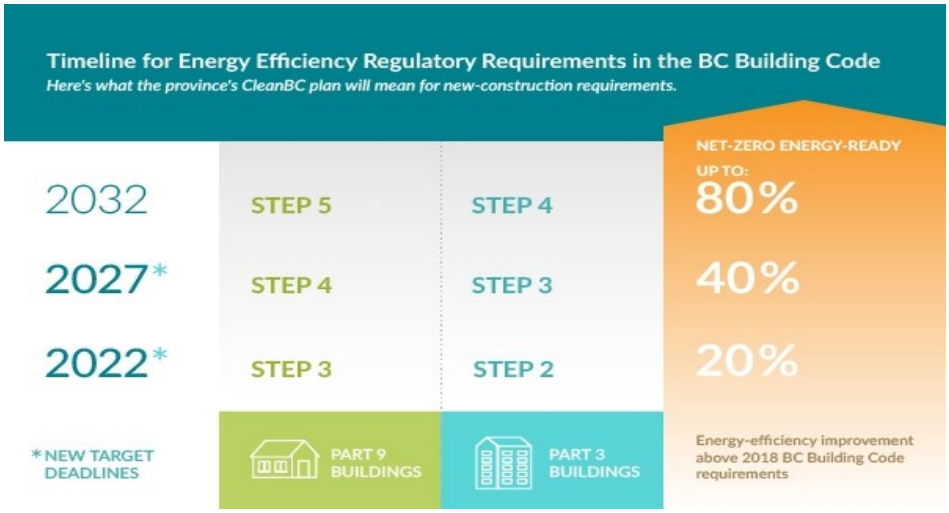


Figure 1. Provincial Timeline for BC Energy Step Code Implementation

The Zero Carbon Step Code allows local governments to limit emissions from new construction using the four performance levels outlined below. The provincial government has indicated that they will require all new buildings to achieve Zero Carbon Performance by 2030 and will be introducing interim requirements in 2024 and 2027.

- **Measure only:** Report the carbon performance of the building.
- **Moderate Carbon Performance:** requires a carbon performance level that could be achieved through zero carbon space heating.
- **Strong Carbon Performance:** requires a carbon performance level that could be achieved through zero carbon and water heating.
- **Zero Carbon Performance:** requires a carbon performance level that could be achieved through zero carbon and water heating, and cooking equipment. Fossil fuel use is permitted for back up heating and auxiliary uses (e.g., barbeques, patio heaters)

The provincial implementation timelines for the Energy Step Code and Zero Carbon Step Code act as a backstop to ensure jurisdictions facing significant feasibility barriers (e.g., remote areas, technological unfamiliarity, cold climates) have time to prepare for higher building standards, while allowing lower-barrier jurisdictions the ability to implement earlier changes.

Beyond direct regulation, there are a range of alternative mechanisms that can be used to encourage adoption of either the BC Energy Step Code or the Zero Carbon Step Code:

- **Voluntary measures:** Many local governments (including the RDN) use incentives to encourage voluntary uptake of the Energy Step Code and Zero Carbon Step Code. Common examples of financial and non-financial incentives include building permit fee rebates, home energy evaluation or airtightness testing rebates, permit fast tracking, and density bonusing. These voluntary measures can be used on their own or in conjunction with Step Code adoption to encourage higher

levels of performance and increase industry readiness before phasing in more stringent requirements.

- **Low-Carbon Energy System Pathways (LCES)**: Prior to the release of the Zero Carbon Step Code, many local governments throughout the Lower Mainland and Vancouver Island sought to address the gap in emissions regulations by introducing Low-carbon Energy System (LCES) pathways into building bylaws. LCES pathways allow builders and developers to choose to either: (1) achieve a greenhouse gas intensity (GHGI) target, or (2) build to a higher level of the BC Energy Step Code. With the implementation of the Zero Carbon Step Code, LCES are either being phased out in favor of regulating carbon directly, or the GHGI targets are being replaced by levels of the Zero Carbon Step Code.

Policy Options

To help determine the best option to reduce emissions from new construction in the RDN, Introba explored a range of code adoption pathways for their potential impact on community-wide emissions (see Table 1). Pathways were selected in consultation with RDN staff and based on several factors, including the benefits and costs associated with higher levels of performance, approaches taken by other BC local governments, and alignment with the region's overall level of ambition and climate targets. Five potential pathways were selected for analysis and are as follows:

- **Pathway #1: Voluntary Interventions.** This pathway assumes the adoption of the provincial base code schedule for both the BC Energy Step Code and the Zero Carbon Step Code, with incentives and targeted intervention to encourage early adoption. This option can be used in conjunction with other pathways.
- **Pathway #2: Accelerated Energy Efficiency.** This pathway assumes an accelerated adoption of BC Energy Step Code only. Adoption of the Zero Carbon Step Code follows the assumed provincial base code schedule.
- **Pathway #3: LCES.** This pathway assumes that RDN implements a LCES pathway, which allows builders to (1) achieve a GHGI target, or (2) build to a higher level of the BC Energy Step Code.
- **Pathway #4: Accelerated Carbon Emissions Reductions**. This pathway assumes an accelerated adoption of the Zero Carbon Step Code. Adoption of the BC Energy Step Code is assumed to follow the provincial base code schedule.
- **Pathway #5: Accelerated Energy Efficiency *and* Emissions Reductions.** This pathway assumes the accelerated adoption of both the BC Energy Step Code and Zero Carbon Step Code.

Based on precedents in other jurisdictions, two main timelines were also explored for each pathway:

- **Incremental Approach (slower adoption).** Using this timeline, RDN and member municipalities would stay one step ahead of the provincial backstop for the BC Energy Step Code and/or the Zero Carbon Step Code.
- **Leap Frog Approach (fast adoption).** Using this timeline, RDN municipalities would skip to the highest step of the BC Energy Step Code and/or level of the Zero Carbon Step Code.

Table 1. Policy Options Explored Through Engagement and Analysis

Pathways	Incremental (Slower) Approach Regulatory requirements in 2025/2026		"Leap Frog" (Rapid) Approach Regulatory requirements in 2025/2026	
	Part 3 (large buildings)	**Part 9** (single homes, townhouses etc.)	**Part 3** (large buildings)	**Part 9** (single homes, townhouses etc.)
Pathway #1: Voluntary Intervention	**No regulations in place, adoption of ESC and/or ZCSC are incentivized only**			
Pathway #2: Accelerated Energy Step Code	**Energy Step Code at Step 3**	**Energy Step Code at Step 4**	**Energy Step Code at Step 4**	**Energy Step Code at Step 5**
	Zero Carbon Step Code just follows Provincial timeline/backstop			
Pathway #3: Low- carbon Energy System Pathway	n/a	n/a	**Step 4** or **Step 3 with Low Carbon Energy System**	**Step 5** or **Step 4 with Low Carbon Energy System**
Pathway #4: Accelerated Zero Carbon Step Code	**Zero Carbon Code at "Moderate" Carbon** (fossil fuels for water heating, cooking, back up heating etc.)	**Zero Carbon Code at "Moderate" Carbon** (fossil fuels for water heating, cooking, back up heating etc.)	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only
	Energy Step Code just follows Provincial timeline/backstop			
Pathway #5: Accelerated Energy and Zero Carbon Step Code	**Energy Step Code at Step 3** with **ZCSC at "Moderate" Carbon** (fossil fuels for water heating, cooking, back up heating etc.)	**Energy Step Code at Step 4** with **ZCSC at "Moderate" Carbon** (fossil fuels for water heating, cooking, back up heating etc.)	**Energy Step Code at Step 4** with **ZCSC at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Energy Step Code at Step 5** with **ZCSC** at **'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only

Consultation

These policy options were discussed with the local building industry, low-income housing providers, and local government staff involved in building regulation to capture barriers to implementation and assess general impacts and industry readiness. This feedback was brought into the evaluation of different policy options to gain an understanding of general feasibility, impacts and benefits of different policy options.

Evaluation of Options

These five pathways were evaluated based on environmental, economic (including implications for equity) and feasibility criteria. Evaluation criteria used represent a mix of quantitative and qualitative metrics, each of which were ranked using a three-point scale: poor, moderate, and good. Criteria included:

- **Carbon savings.** The cumulative carbon savings in 2030 and 2050.

- **Capital costs.** The average incremental capital costs for building construction.
- **Energy costs.** The qualitative estimate on the impacts on energy costs, equity and affordability
- **Future retrofit costs** The qualitative estimate on the future construction costs for retrofits to comply with local and provincial regulations.
- **Climate resilience.** The climate resilience improvement (e.g. overheating and power outages).
- **Industry readiness**. The current level of industry readiness for meeting requirements (based on engagement).
- **Regional consistency**. The level of alignment with proposed approaches with leading local governments on Vancouver Island
- **Cost to local government**. A qualitative estimate of the implementation and administration costs to local government.

The results of this evaluation are presented in the table below.

Table 2. Evaluation of Net Zero Buildings Policy Pathways

Pathways	Carbon Savings	Capital Costs	Energy Costs	Future retrofit costs	Climate Resilience	Industry Readiness	Regional Consistency	Cost to Local Government
#1: Voluntary Intervention	🔴	🟢	🔴	🔴	🔴	🟢	🟡	🔴
#2: Accelerated Energy Step Code	🔴	🟡	🟢	🔴	🟡	🟡	🟡	🟢
#3: Low-carbon Energy System Pathway	🟡	🟡	🟢	🟡	🟡	🟡	🔴	🟢
#4: Accelerated Zero Carbon Step Code	🟢	🟡	🟡	🟢	🟡	🟡	🟢	🟢
#5: Accelerated Energy and Zero Carbon Step Code	🟢	🔴	🟢	🟢	🟢	🔴	🟡	🟢

Legend: 🟢 Good 🟡 Moderate 🔴 Poor

Recommendations

Based on feedback derived from a process of industry engagement, emissions modelling, and multi-criteria analysis the consultant team recommends prioritizing Zero Carbon Step Code adoption over voluntary approaches or accelerated adoption of the BC Energy Step Code. This includes the adoption of the "Zero" level (fossil fuels for backup heating and auxiliary uses only) of the Zero Carbon Step Code by 2025 for Part 3 and Part 9 buildings, and the adoption of the top step of the BC Energy Step Code by January 2027 (see Table 3). This approach prioritizes carbon performance, but also recognizes the benefits of energy efficiency.

The rapid implementation of the Zero Carbon Step Code emerged as a priority based on the following rationale:

- **Carbon reductions.** The modelling indicates that accelerating the implementation of the Zero Carbon Step Code is the only pathway that results in significant carbon savings. The cumulative emissions reductions for Lantzville, Parksville, Qualicum Beach and the Electoral Areas would be 796, 3691, 1562 and 3915 tonnes respectively by 2050, if 'Zero' of the Zero Carbon Step Code was adopted in 2025.
- **Avoided cost of retrofits.** Buildings built today with high-emissions energy sources will need to be retrofitted in the future to achieve climate targets and comply with forthcoming provincial regulations. Future-proofing new buildings today, by building to zero carbon, is less expensive for RDN home and building owners over the long-term.
- **Affordability.** Analysis shows that the Zero Carbon Step Code will only result in a marginal increase in incremental capital cost (0-2% depending on the building type), and in most cases will decrease utility costs using a high-efficiency electric heat pump. These savings are most significant for multi-family homes and more common forms of purpose-built rental buildings.[3]
- **Resilience.** Zero carbon buildings support resilience to climate change by safeguarding against increasing temperatures through mechanical cooling and, when combined with higher levels of efficiency, can maintain indoor temperatures for longer periods of time in the case of power outages. All levels of the Zero Carbon Step Code allow backup heating and auxiliary uses (e.g., patio heaters) by carbon-producing systems (fossil fuels, woodstoves).
- **Industry and staff readiness.** Both staff and industry indicated a high level of readiness for building low carbon homes in the Region and recognized the urgency for addressing emissions from buildings. Industry readiness was highest for the adoption of the Zero Carbon Step Code.
- **Regional alignment.** Alignment throughout the RDN and Vancouver Island was emphasized as highly desirable for industry members. Consistent with the proposed approach below, the District of Saanich, the City of Victoria, and the City of Nanaimo will be implementing the 'Zero' requirement of the Zero Carbon Step Code for Part 9 and Part 3 buildings in 2023/24. While this timeline may not be feasible for the RDN and all member municipalities, implementing a similar approach on a longer timeline would create consistency for industry in the medium and long-term.

Table 3. Recommended Approach Accelerated Zero Carbon Step Code and BC Energy Step Code

Building type		**Proposed Approach**		
		Bylaw adoption Jan 1, 2024	Jan 1, 2025	Jan 1, 2027
Part 9	Single family dwelling, duplex, or townhomes	**Measure only** *i.e. measure and report on carbon*	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Energy Step Code at Step 5**

[3] Province of British Columbia. *Draft Building Carbon Pollution Standard for Part 9 Buildings in British Columbia*. 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/part_9_technical_analysis_2022_revoct3_2022.pdf

Part 3	Residential (e.g. apartment building, hotels, and motels)	**Measure only** *i.e. measure and report on carbon*	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Energy Step Code at Step 4**
	Commercial (e.g. office and retail)	**Measure only** *i.e. measure and report on carbon*	**Zero Carbon Code at 'Zero' Carbon** (fossil fuels for back up e.g. fireplaces, and auxiliary uses only	**Energy Step Code at Step 3**
Rezoning or incentives (optional)		**Incentivize Top step of BC Energy Step Code**	**Incentivize Top step of BC Energy Step Code**	n/a

It is also recommended that the RDN and partner municipalities exclude the use of Renewable Natural Gas (RNG) for compliance with the Zero Carbon Step Code. There is currently no mechanism to ensure a building using RNG for Zero Carbon Step Code compliance continues to use RNG after occupancy and switches to conventional natural gas. However, there is currently a FortisBC submission to the BCUC to address this issue. More importantly perhaps is that there is a limited supply of RNG, and many energy and climate experts advocate that it should be reserved for hard-to-electrify sectors (e.g. heavy industry and aviation). If the context changes, and there is increased certainty about RNG supply, and a mechanism to ensure continuity of use throughout the life of a building this requirement could be revised.

Supporting Renewable Energy

Renewable energy is often promoted alongside high-performance buildings to deepen carbon reductions, support grid decarbonization, reduce utility costs, and increase resilience. However, British Columbia has a very clean electrical grid, with 98% of electricity generated through renewable sources. This means that all-electric buildings are already near zero emissions without any onsite renewable energy. While renewable energy systems can increase resilience and energy independence, they need to be employed at a relatively large scale and paired with energy storage to create a notable impact at either the building or the community level.

While some viable options do exist for onsite renewable energy technologies – and may be pursued by home and building owners – their broad application is not currently expected to manifest as a result of high cost and limited benefits for resilience and emissions reductions. Policy levers that require or incentivize the widespread implementation of renewable energy (e.g. rebates, rezoning requirements, density bonusing, reduced permit fees, expedited permitting, and DPAs) are therefore not recommended. Instead, the RDN can focus its effort on removing barriers and streamlining the process of adopting these technologies where home and building owners do wish to include them. To this end, the following three-pronged approach is recommended:

1) **Remove barriers to renewable energy.** Enable motivated home and building owners to easily pursue and implement onsite renewable energy systems by streamlining the permitting process. Review existing permitting requirements to identify existing barriers and opportunities for

simplifying the approval and implementation processes for solar PV, solar hot water heaters, and batteries.

2) **Encourage onsite renewable energy for specific applications.** Specific use cases for onsite renewable energy will provide greater community benefits and may warrant targeted incentive programs. For example, the RDN could support resilience by identifying areas experiencing more frequent or prolonged power outages, and providing incentives for solar with battery storage. Likewise, district energy systems can be beneficial for large scale new development and could be encouraged for any large greenfield developments where the right conditions exist. However, there are likely limited opportunities for this type of development within the Electoral Areas.

3) **Support innovation.** The RDN can support innovative technologies and applications of renewable energy through corporate facilities and demonstration projects. This could include employing battery storage technologies, supporting the use of solar PV for EV charging facilities[4], exploring vehicle-to-grid charging, etc.

[4] BCIT. Blueprint for Canada's future electric vehicle charging stations. https://www.bcit.ca/applied-research/smart-microgrid/energy-oasis/

Introduction

The Regional District of Nanaimo (RDN) has committed to reducing emissions by 80% by 2050. These targets are supported by member municipalities – the City of Nanaimo, the District of Lantzville, the City of Parksville, and the Town of Qualicum Beach – who have set equivalent or more ambitious 2030 and 2050 targets of their own. As buildings account for approximately 19% of broad community emissions in the RDN, reducing emissions from both new and existing buildings is a key step in meeting these commitments.

Local governments can promote the uptake of low emission, energy efficient construction through voluntary methods like incentives, supporting builder training, and promoting resident awareness. They are also able to use regulatory tools under the provincial Building Code. Understanding the relative effectiveness of different approaches can help local governments decide whether to use voluntary or regulatory options to achieve emission reductions and improve energy efficiency.

Many local governments throughout British Columbia (BC), including municipalities within the RDN, are addressing emissions from the building sector by leveraging their regulatory authority through the BC Energy Step Code to establish requirements for new construction. However, the recent amendments of the BC Building Code to increase base energy requirements and the introduction of the Zero Carbon Step Code provide a key opportunity for the RDN and member municipalities to revisit their current approaches to achieving emission reductions from new construction.

Adopting low-carbon efficient building requirements today will ensure new buildings are "future proof" and systems won't have to be replaced before the end of their lifespan. In addition to environmental benefits, low-carbon efficient buildings can improve health, wellbeing, and safety of residents withing the RDN. Decarbonizing new construction will require a joint effort from RDN and member municipalities: while RDN has authority to regulate buildings in the seven Electoral Areas, member municipalities regulate buildings within their boundaries.

Through the RDN Board's 2019-2022 Strategic Plan, and the RDN's Climate Action Technical Advisory Committee 2021 report, the creation of a Regional Strategy for Net Zero Buildings and Localized Energy Generation was established as a key priority.[5] The RDN, the City of Nanaimo, Lantzville, and Qualicum Beach partnered on this project to explore options for a regional approach to achieving net zero new construction. The following report draws from multiple sources of information, including:

- A review of RDN's current approach to advancing energy efficiency, low carbon methods, and renewable energy in new construction
- A survey of current practices taken by local governments in BC with respect to the Energy Step Code/Zero Carbon Step Code, and past and current methods of driving lower carbon construction
- Quantitative modelling of different potential implementation pathways to estimate their emissions reduction potential and contribution towards RDN's climate targets
- A survey issued to members of the local building industry in the RDN to gauge experience and support for constructing to higher levels of performance/lower emissions
- A 2-hour online workshop with local industry members held on May 9th, 2023, and

[5] Regional District of Nanaimo. Climate Action Technical Advisory Committee Final Report (2021). https://www.rdn.bc.ca/sites/default/files/inline-files/CATAC%20Final%20Report%20%281%29.pdf

- A second 2-hour industry workshop held with planning, permitting and/or building inspections staff of local governments within the RDN, held on May 18th, 2023
- Three interviews with social housing providers in May 2023
- Feedback from the City of Nanaimo's consultation process for the BC Energy Step Code and Zero Carbon Code Implementation Strategy.[6]

Background

The BC Energy Step Code has been in effect since 2017. Introduced to help provide consistency in the regulation of new construction across the province, this "stretch code" sets minimum levels of energy efficiency for new homes and buildings and increases them approximately every five years (see Figure 2). While the provincial government mandates a base level of performance via the BC Building Code, local governments can require higher levels of the BC Energy Step Code provided they consult with their local building industries.

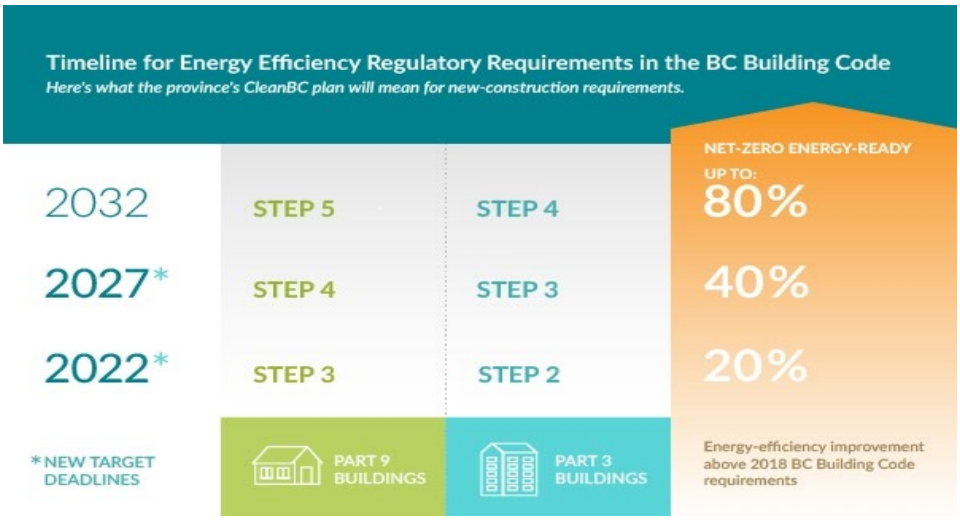


Figure 2. Provincial Timeline for BC Energy Step Code Implementation

On May 1st, 2023, the provincial government increased the minimum building code to Step 3 for Part 9 buildings, and Step 2 for Part 3.[7] Alongside this increase, the provincial government also introduced the Zero Carbon Step Code, which local governments may now opt into to require reduced greenhouse gas (GHG) emissions in new buildings. The introduction of the Zero Carbon Step Code marks an important milestone for local governments interested in pursuing emissions reductions in the building sector, as homes and buildings designed even to the highest steps of the BC Energy Step Code can emit significant greenhouse gas emissions when designed using fossil fuel-based mechanical systems. These emissions are often 'locked in' for the lifetime of the building and can make it more difficult to meet greenhouse gas reduction targets, unless homes are later retrofit at additional cost to the consumer.

[6] City of Nanaimo. BC Energy Step Code and Zero Carbon Code Implementation Strategy. 2023. https://www.nanaimo.ca/your-government/projects/projects-detail/bc-energy-step-code-implementation-strategy

[7] Part 3 buildings are large (>600 m^2) and more complex buildings, including office, large multi-unit residential, industrial, retail, hotels, etc. Part 9 buildings are small (<600 m^2) and simple forms, including single-family homes, and small commercial and multi-unit residential buildings.

The Zero Carbon Step Code has different targets and compliance pathways for different building types. For Part 3 buildings, a greenhouse gas intensity (GHGI)[8] target is used that varies based on building type (see Table 4). These targets can be achieved by electrifying an increasing number of building systems (e.g. space heating and hot water), however, backup heating sources such as wood or natural gas stoves are not included in the GHGI calculations.

Table 4: Zero Carbon Step Code requirements (Part 3)

Building Type	Moderate $kgCO_2e/m^2$/year	Strong $kgCO_2e/m^2$/year	Zero $kgCO_2e/m^2$/year
MURB	7	3	1.8
Office	5	3	1.5
Retail	6	3	2
Hotel	9	4	2
Implications	Zero carbon space heating	Zero carbon space and water heating	Zero carbon energy systems

For Part 9 buildings, the Zero Carbon Step Code offers three different compliance pathways (see Table 5):

1) **Quantity of carbon pollution.** Intended for smaller homes, this compliance path establishes a maximum GHG emissions cap that the whole home can emit.
2) **Intensity of carbon pollution.** Similar to the Part 3 pathway, this compliance option establishes a maximum GHGI per home, but also introduces a total GHG emissions cap.
3) **Prescriptive approach:** This pathway requires emissions reductions from different uses, starting with space heating only, moving to include domestic hot water and ultimately, cooking equipment.

Table 5: Zero Carbon Step Code requirements (Part 9)

Compliance Pathway	Moderate	Strong	Zero Carbon
Path 1 –Quantity of carbon pollution			
GHG Base Allowance (kg CO_2e/unit)	1050	440	265
Path 2 –Intensity of carbon pollution			
Building GHG Intensity ($kgCO_2e/m^2$/year)	6	2.5	1.5
GHG Maximum Cap (kg CO_2e/unit)	2400	800	500
Path 3 – Prescriptive Approach			
Prescriptive Approach	Space heating must be zero carbon	Space and water heating systems must be zero carbon	Space and water heating and cooking must be zero carbon

[8] Greenhouse gas intensity (GHGI) is the amount of carbon produced by a building normalized for building size. The measure of GHGI is in $kgCO_2e/m^2$/year.

The introduction of the Zero Carbon Step Code enables local governments to directly regulate the emissions from new construction, rather than through energy efficiency requirements alone. Carbon regulations are essential for achieving climate targets; focusing on energy efficiency alone can still result in significant emissions from the new building sector – even at higher steps of the BC Energy Step Code (see Figure 3).

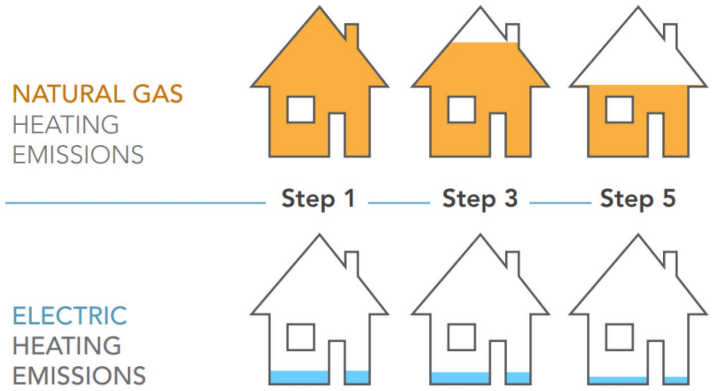


Figure 3. Greenhouse gas emissions by heating type and energy step (source: Metro Vancouver Climate 2050 Buildings Discussion Paper)

Electric Buildings in RDN's Electoral Areas

Many of the Electoral Areas within the RDN do not have access to the natural gas grid and are fully electric, often with a wood stove as a backup heating source. As these areas tend to be more remote, they also may experience more frequent and longer lasting power outages. This has created a context where there is expertise, innovation, and leadership in electric and resilient buildings out of necessity. The introduction of the Zero Carbon Step Code would, therefore, have limited impact on new construction. While the incorporation of higher efficiency equipment, such as heat pumps and higher-performance envelopes could help decrease utility costs, and increase resilience to power outages by retaining the indoor air temperature for longer.

Local Government Adoption of the Zero Carbon Step Code

Local governments have been anticipating the implementation of the Zero Carbon Step Code, and as a result some have been able to quickly adopt it alongside the BC Energy Step Code. Although the implementation details vary from one local government to another, at a high-level, there are two approaches that are being used:

- **Prioritize Carbon.** With this approach, local governments prioritize building decarbonization through the rapid implementation of the Zero Carbon Step Code, without advancing Energy Step Code beyond the provincial backstop. City of Nanaimo, Saanich and the City of Victoria are using this approach and will be implementing the highest level of the Zero Carbon Step Code in 2023/2024. The Capital Regional District electoral areas have also adopted 'Level 2' of the Zero Carbon Step Code.
- **Prioritize Energy and Carbon.** With this approach, local governments prioritize energy and carbon by incrementally implementing Energy Step Code and Zero Carbon Step Code on roughly the same timeline. The Resort Municipality of Whistler and the City of Richmond are using this approach to

get to the top level of the Zero Carbon Step Code and top or upper steps of the Energy Step Code by 2026/2027.

Figure 4 provides a high-level overview of the first jurisdictions to implement the Zero Carbon Step Code (Appendix B outlines the detailed implementation timelines for each local government). More local governments are expected to follow suit in latter half 2023 and early 2024. The variation in the approaches reflects differing community priorities, and feedback from industry on local readiness.

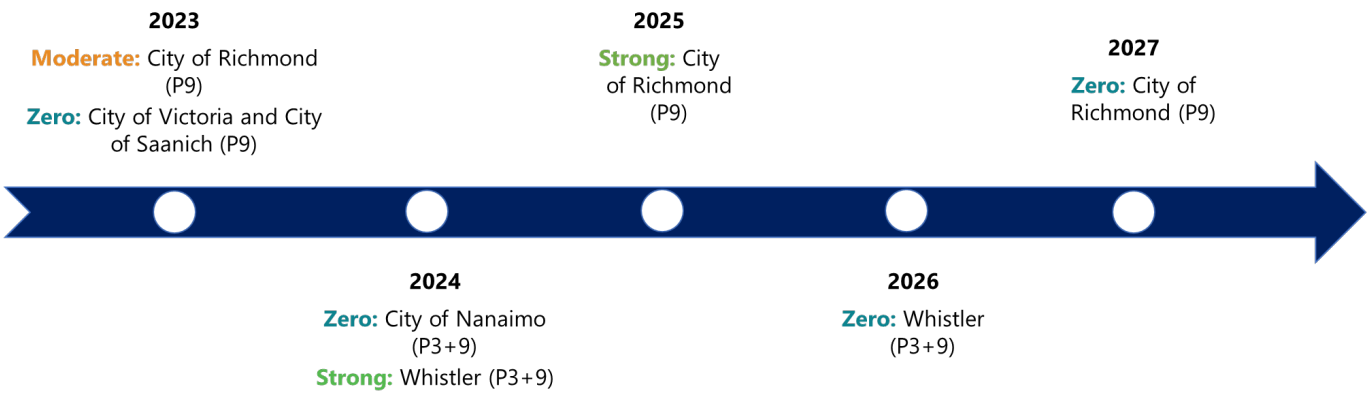


Figure 4. Zero Carbon Step Code Implementation by Local Government

Voluntary Implementation

Many local governments, including the RDN, are also using incentives to encourage voluntary uptake of the Energy Step Code and Zero Carbon Step Code. RDN offers rebates for new homes meeting high levels of energy efficiency, renewable energy systems, and EnerGuide assessments. These voluntary measures can be used on their own or in conjunction with Step Code adoption to encourage higher levels of performance to increase industry readiness before phasing in more stringent requirements.

Compared to regulatory approaches, these voluntary measures tend to be more expensive for taxpayers, and significantly less effective at driving change. For this reason, they are recommended to be used sparingly and for a limited time to socialize Step Code implementation and increase market readiness in preparation for regulation.

The key tools used to promote voluntary adoption are as follows:

- **Partial or complete building permit fee rebates** for homes meeting the upper steps of the BC Energy Step Code. *Local governments who have used this approach include the Regional District of Nanaimo (Sustainable Building rebate), City of Richmond[9], Comox Valley Regional District, Township of Langley, City of Kimberley.*

[9] Richmond provides a 50% building permit fee refund for Step 4, and 100% building permit fee refund for achieving Step 5 or passive house. These incentives will only be in place until the incentivized level becomes the base code. Source: City of Richmond. Incentives for New High-Performance Single-Family and Duplex Dwellings. 2021. https://www.richmond.ca/__shared/assets/building4657805.pdf

- **Home energy evaluations or airtightness testing rebates.** *Local governments who have used this approach include the Regional District of Nanaimo, City of North Vancouver, Township of Langley, New Westminster.*
- **Permit fast tracking.** "Front of the line" status for all-electric/highest step project. *Local governments who have used this approach include West Vancouver and Port Coquitlam. This is only effective where permitting timelines are long enough for fast-tracking to make a reasonable difference to approval timelines.*
- **Density bonusing.** Additional density granted to higher performing designs. Local governments who have used this approach include the City of Duncan, and City of Nanaimo. This is most effective in urban areas, as higher density is not often sought in rural areas due to servicing costs.

Low-Carbon Energy System Pathways

It is also worth noting that prior to the release of the Zero Carbon Step Code, many local governments throughout the lower mainland and Vancouver Island sought to address the gap in emissions regulations by introducing Low-carbon Energy System (LCES) pathways into building bylaws. The LCES pathway is effectively an incentive, which allows builders and developers to choose to either (1) achieve a GHGI target, or (2) build to a higher level of the BC Energy Step Code. These requirements have increased industries' understanding of and experience with emissions targets.

With the implementation of the Zero Carbon Step Code, LCES are either being phased out in favor of regulating carbon directly (e.g. City of Victoria and Saanich), or the GHGI targets are being replaced by levels of the Zero Carbon Step Code (e.g. City of Richmond).

Benefits and Risks of Higher Steps

The following section summarizes the benefits and challenges of adopting higher levels of the BC Energy Step Code and Zero Carbon Step Code.

Benefits of High-Performance Buildings

There are several documented benefits of improved energy efficiency and zero carbon emissions, which are explained below:

1. **Potential to lower energy bills for residents and tenants.** Energy efficient buildings have lower overall demand for energy, which lowers utility costs for building occupants (both tenants and owners). All electric buildings have also been shown to result in utility savings when high-performance electric equipment such as a heat pump is installed. Table 6 outlines the modelled range of utility cost savings associated with Zero carbon performance and the upper steps of the BC energy Step Code, which indicates that in most cases, utility costs decrease with electrification and efficiency measures. The exceptions that can be noted in this table are the potential increases in costs for singe family homes, which are driven primarily by smaller home archetypes (i.e., under 1100 ft^2). Such costs can be avoided through the careful selection of higher efficiency mechanical systems.

2. **More durable envelopes with lower replacement needs.** Higher levels of energy efficiency (and thermal energy demand intensity in particular) require higher quality, thicker and better sealed

building envelopes. This means lower potential for moisture ingress that can cause building exteriors to fail prematurely, lowering the potential for costly repairs or replacements.

3. **Avoided cost of future retrofits.** Accelerated adoption of both energy efficiency and zero carbon standards will help protect home and building owners from the need to replace or upgrade their building systems and components under incoming provincial requirements for existing buildings. These requirements are currently under development, but are likely to include time of replacement or installation requirements for higher efficiency equipment, as well as requirements to upgrade building components such as windows, walls and doors to meet higher efficiency standards when undertaking renovations.
4. **Significantly reduced carbon emissions.** While reduced emissions benefit the RDN in achieving their climate targets, many companies and portfolio owners are also setting their own climate and sustainability targets. Ensuring high performing buildings will help attract businesses and tenants looking for leasable area that helps them meet those targets, while homeowners interested in having a lighter footprint will appreciate a zero-carbon home.
5. **Quieter and more comfortable homes.** As noted above, higher efficiency homes and buildings are designed with better envelopes and careful window placement, which help keep indoor temperatures comfortable year-round. With the electrification of space heating that comes with the Zero Carbon Step Code, many building occupants will also benefit from heat pump-based mechanical systems that provide both heating and cooling.
6. **Healthier indoor and outdoor air quality.** The elimination of fossil fuel-based systems from homes and buildings improves outdoor and outdoor air quality.
    - Natural gas NOx into homes and buildings which can exacerbate pre-existing health conditions like chronic obstructive pulmonary disease (COPD), heart disease, and diabetes.[10]
    - Poorly adjusted, maintained, or ventilated gas appliances can result in gas leaks or incomplete combustion that expose individuals to dangerous and potentially fatal levels of carbon monoxide.[11]
    - Burning fossil fuel in furnaces vents pollutants, specifically PM2.5, into the atmosphere.[12] PM 2.5 has been linked to short and long-term respiratory issues.

[10] Brady Seals and Andee Krasner. Health Effects from Gas Stove Pollution, Rocky Mountain Institute, Physicians for Social Responsibility. 2020, https://rmi.org/insight/gasstoves-pollution-health

[11] United States Environmental Protection Agency. Carbon Monoxide's Impact on Indoor Air Quality. https://www.epa.gov/indoor-air-quality-iaq/carbon-monoxides-impact-indoor-air-quality

[12] Jonathan J Buonocore, et al. A decade of the U.S. energy mix transitioning away from coal: historical reconstruction of the reductions in public health burden of energy. Energy Research. 2021. https://iopscience.iop.org/article/10.1088/1748-9326/abe74c

7. **Resilience.** Higher performance buildings also improve resilience to climate change by safeguarding against increasing temperatures through mechanical cooling, and maintaining indoor temperatures for longer periods of time in the case of power outages. If a project includes solar and battery storage the building may have a continuous power source throughout a power outage.
8. **Equity.** Pollution from buildings disproportionately impacts low-income communities and black, Indigenous, and people of colour. Addressing these emissions will help reduce this disproportionate burden. Energy efficient homes will also reduce energy bills and the economic burden for homeowners and renters.
9. **Market Demand.** A high energy efficiency home is viewed as increasing desirable by potential home buyers. In a 2020 survey by the Canadian Home Builders Association (CHBA), nine out of 10 respondents said they either "really want" or "must have" an energy-efficient home. An "overall energy efficient home" was listed as the third most desirable feature prospective homeowners look for in a new home. High-efficiency windows come in at number four, a high-efficiency low-carbon heating system also made buyers' top ten list of priorities at number nine.[13]

Common Myths about All-Electric Buildings

#1 Electric buildings need natural gas backup. There is a common misconception that relying solely on electricity puts residents at greater risk in the case of a power outage (compare to having both natural gas and electricity). In general, gas heating systems will not operate during a power outage as they use components that require electricity to operate, including circuit boards, relays and blower motors and fans. An exception is when homeowners can light a natural gas fireplace or stove with a match; the same is true for some older domestic hot water systems.

#2 BC won't have enough electricity to meet future demand for homes and vehicles. BC Hydro is planning for the rapid scale up of building, vehicle, and industry electrification, and has developed near- and long-term actions to meet the scale of electrification required for achieving the provincial government's climate targets. The utility continuously updates these plans and projections in response to changing conditions (i.e. government policy and regulation, and market conditions). [14]

[13] ZEBx. Marketing the high-performance home. 2021. https://www.zebx.org/marketing-the-high-performance-home-4/

[14] Introba and Bright Future Studio. Electrifying British Columbia. 2023. https://www.helpcitieslead.ca/wp-content/uploads/2023/07/Electrifying-British-Columbia_07-07-2023.pdf

Table 6: Modelled changes to operational costs associated with Energy Step Code and Zero Carbon Step Code.[15] The baseline used in the table below is a high-carbon fuel scenario with the current BCBC (i.e. Energy Step Code Step 3 for part 9 buildings, and Step 2 for part 3 buildings).

Building Type	Energy Step Code	Zero Carbon Step Code	Change in Utility Costs
Single family homes	3	Zero Carbon	+5% – -6%
	4	Zero Carbon	+7% – -4%
	5	Zero Carbon	+5% – -12%
Row Homes	3	Zero Carbon	-17%
	4	Zero Carbon	-21%
	5	Zero Carbon	-25%
Quadplex	3	Zero Carbon	–
	4	Zero Carbon	–
	5	Zero Carbon	–
Low Rise MURB	3	Zero Carbon	-9% – -11%
	4	Zero Carbon	-11% – -24%
High Rise MURB	3	Zero Carbon	-9% – -11%
	4	Zero Carbon	-11% – -24%
Office	3	Zero Carbon	-18%

Potential Risks of High-Performance Buildings

Despite the benefits of high-performance low-carbon buildings, there some risks and challenges to consider, many of which can be addressed through complementary policies/programs.

1. **Higher utility costs with electrification.** Buildings and homes designed with low efficiency heating system, like electric baseboard heating, and building envelopes may have higher energy costs than average new construction.
2. **Increased capital costs.** Building high-performance electric buildings can result in marginal increases in capital costs (see Table 7 and Table 8). The costs studies reference for this analysis indicate that this is often 1-4% for BC Energy Step Code and an additional 1-2% for achieving zero carbon levels of performance. Industry members consulted through this project indicated that achieving Step 3 for Part 3 buildings or Step 4 for Part 9 buildings results in a negligible cost increase; however, there are still additional costs for achieving the top steps. As the industry gains more experience, and demand for cooling increases the incremental costs for high-performance electric buildings will decrease.

[15] Province of British Columbia. Draft Building Carbon Pollution Standard for Part 9 Buildings in British Columbia. 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/part_9_technical_analysis_2022_revoct3_2022.pdf

3. **Limited electrical capacity/potential need for electrical upgrades.** Electrifying a building and incorporating EV charging will sometimes require an electrical service upgrade. The timelines for upgrading electrical service can be long and the costs can be very high – although they vary by project. However, BC Hydro is in the process of revising its Distribution Extension Policy to address both costs and timeline barriers.[16] Addressing electrical capacity early in the development process can reduce or eliminate any delays caused by electrical service upgrade requirements.
4. **Increase in embodied carbon.** There is some evidence that the embodied carbon from high-efficiency homes (e.g. top steps of the BC Energy Step Code) can result in a net increase in emissions as a result of the material needed for a high-performance envelope. In this case, the additional embodied emissions are greater than the resulting carbon savings for the building operations over its lifespan.[17] Policies to measure and manage emissions from embodied carbon can be introduced to mitigate this potential impact (e.g. the District of North Vancouver's Climate Ready Rezoning Policy).[18]
5. **Overheating.** There are a number of examples of high-performance buildings that have issues with overheating. This is a common problem if buildings are not incorporating passive cooling measures, and/or mechanical cooling. Ideally, all buildings should incorporate passive cooling to bring down the cooling load, and any additional cooling needs can be met through mechanical cooling (e.g. an electric heat pump).[19]
6. **Capacity of local government staff and industry members.** Building high-performance low-carbon buildings requires a learning curve for both municipal staff and industry. Industry members noted the importance of using an integrated design process (IDP) for high-performance buildings, as well as increasing experience and competency for specific measures such as air sealing, and heat pump installations.
7. **The use of renewable natural gas (RNG).** RNG[20] can be used in homes and buildings to decarbonize heating and hot water systems. However, there is currently no mechanism to ensure that the building continues using RNG after it is occupied, and doesn't switch to (cheaper) conventional natural gas. There is also a limited amount of RNG, and many energy and climate experts advocate that it should be reserved for sectors that are much more expensive to electrify and where there are limited feasible alternatives (e.g. heavy industry and aviation), and not used in buildings that can employ proven technologies at a low cost. [21]

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[16] BC Hydro. Improving Customer Connections for a Cleaner Future. 2023. https://app.bchydro.com/content/dam/BCHydro/customer-portal/documents/accounts-billing/electrical-connections/electrical-connection-process-improvements-overview-feb2023.pdf

[17] Chris Magwood et al. Achieving Real Net Zero Emissions Homes: Embodied Carbon Scenario Analysis of the Upper Tiers of Performance in the 2020 Canadian National Building Code. 2021. https://www.buildersforclimateaction.org/uploads/1/5/9/3/15931000/bfca-enercan-report-web_08_21.pdf

[18] District of North Vancouver. Climate Ready Rezoning Policy –Information for Applicants. https://www.dnv.org/sites/default/files/edocs/climate-ready-rezoning-policy-info-guide-for-applicants.pdf

[19] BC Housing. BC Energy Step Code Design Guide Supplement S3 on Overheating and Air Quality. 2019 https://www.bchousing.org/publications/BC-Energy-Step-Code-Guide-Supplemental.pdf

[20] RNG is created through the decomposition of organic waste. As the organic waste decomposes, it naturally releases biogas, a GHG containing carbon dioxide and methane, into the atmosphere. Before this biogas can escape as GHGs, it is captured and purified to create RNG.

[2121] Introba. Renewable Natural Gas: What Role will it Play in Building Decarbonization in BC? 2023. https://issuu.com/deepgreenengineering/docs/introba_rng_availability_may31

Table 7: Modelled average incremental capital cost increases associated with higher BC Energy Step Code tiers.[22] The baseline for the BC Energy Step Code Metrics Report Update is based on BC Building Code 2018 (does not include the 2023 updates to the BCBC). [23]

Building Type	Energy Step Code	Incremental cost increase range (%)
Single family homes	4	1.5% -5.8%
	5	1.0% - 6.6%
Row Homes	4	0.7%
	5	1.5%
Quadplex	4	2.2%
	5	4.3%
Low Rise MURB	3	0.4%
	4	1.3%
High Rise MURB	3	0.5%
	4	3.1%
Office	3	-2.3%

[22] Based on BC Energy Step Code Metrics Report Update 2022 (see page 83 for Part 3 costing data and page 105 for Part 9). Additional reports were also reviewed to confirm cost ranges, these include: 2021 BC Energy Step Code Market Response Study (2022), BC Energy Step Code Costing Studies Analysis (2019), the City of Surrey Step Code Costing Study; Getting to Zero: A High-Performance Energy Policy for New Buildings in the City of Richmond (2017).

[23] Evoke. BC Energy Step Code Metrics Report Update. 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/bc_energy_step_code_metrics_report_2022-09-29_r1_-_compressed.pdf

Table 8: Modelled incremental capital cost increases associated with Zero Carbon Step Code. The baseline is noted in the second column, and captures the high-carbon fuel scenario with varying levels of BC Energy Step Code. (Note: the incremental cost associated with BC Energy Step Code implementation are not captured in this table).[24,25,26]

Building Type	Baseline Energy Step Code Level	Zero Carbon Step Code	Incremental cost increase range (%)
Single family homes	3	Zero Carbon	0%-0.6%
	4	Zero Carbon	0% – 0.6%
	5	Zero Carbon	0.4 –1.9%
Row Homes	3	Zero Carbon	0.2%
	4	Zero Carbon	0.1%
	5	Zero Carbon	0.1%
Quadplex	3	Zero Carbon	-0.3% –1 %
	4	Zero Carbon	0.5% – 1.8%
	5	Zero Carbon	0.5% – 1.7%
Low Rise MURB	2	Zero Carbon	-0.1% – 2.2%
	3	Zero Carbon	-0.1% – 2.2%
	4	Zero Carbon	-0.1% – 1.4%
High Rise MURB	2	Zero Carbon	-0.1% – 2.2%
	3	Zero Carbon	-0.1% – 2.2%
	4	Zero Carbon	-0.1% – 1.4%
Office	2	Zero Carbon	2.1%
	3	Zero Carbon	2.7%

[24] Province of British Columbia. Draft Building Carbon Pollution Standard for Part 9 Buildings in British Columbia. 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/part_9_technical_analysis_2022_revoct3_2022.pdf

[25] Province of British Columbia. Draft Building Carbon Pollution Standard for Part 3 Buildings in British Columbia. 2022. https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/construction-industry/building-codes-and-standards/reports/part_3_technical_analysis_2022.pdf

[26] Additional costing resources reviewed include City of Vancouver Zero Emissions Building Plan: Rezoning Cost Comparison (2021); Making the Case for Building to Zero Carbon (2022).

Exploring Policy Options for the RDN

To help determine the best pathway forward for the RDN, seven combinations of code adoption pathways were explored for their potential impact on community-wide emissions (see Table 9). Pathways were selected in consultation with RDN staff and were based on several factors, including precedents set by other municipalities in BC, associated benefits and costs of higher levels of performance, and alignment with the Region's overall level of ambition and climate targets. The five pathways selected for further study are as follows:

- **Pathway #1: Voluntary Interventions.** This pathway assumes the adoption of the provincial base code schedule for both the BC Energy Step Code and the Zero Carbon Step Code, but that the RDN will use incentives and targeted intervention to encourage early adoption. Example incentives include rezoning bylaws, financial incentives, and non-financial incentives (e.g. permit fast tracking and density bonusing). This option can be used in conjunction with other pathways.
- **Pathway #2: Accelerated Energy Efficiency.** This pathway assumes an accelerated adoption of BC Energy Step Code only. Adoption of the Zero Carbon Step Code follows the assumed base code schedule of a *moderate* requirement in 2024, a *strong* requirement in 2027, and a *zero carbon* requirement in 2030 for all building types.
- **Pathway #3 Low-carbon Energy System Pathway:** This pathway assumes the RDN implements a low-carbon energy system pathway, allowing builders to chose compliance with BC Energy Step Code or Zero Carbon Step Code.
- **Pathway #4: Accelerated Carbon Emissions Reductions**. This pathway assumes an accelerated adoption of the Zero Carbon Step Code. Adoption of the BC Energy Step Code is assumed to follow the provincial base code schedule for all building types.
- **Pathway #5: Accelerated Energy Efficiency *and* Emissions Reductions.** This pathway assumes the accelerated adoption of both the BC Energy Step Code and Zero Carbon Step Code.

Based on precedence in other jurisdictions, two main timelines were explored for each pathway:

- **Incremental Approach.** Using this timeline, RDN municipalities would stay one step ahead of the provincial backstop for the BC Energy Step Code and/or the Zero Carbon Step Code. This approach is being used by the City of Richmond.
- **Leap Frog Approach.** Using this timeline, RDN municipalities would skip to the highest step of the BC Energy Step Code and/or level of the Zero Carbon Step Code. This approach was used by the District of Saanich and City of Victoria.

Table 9. Policy Options Explored Through Engagement and Analysis

<table>
<tr><th rowspan="2">Pathways</th><th colspan="2">Incremental Approach – 2025/26</th><th colspan="2">"Leap Frog" Approach – 2025/26</th><th colspan="2">Provincial Backstop Implementation Timeline</th></tr>
<tr><th>Part 3</th><th>Part 9</th><th>Part 3</th><th>Part 9</th><th>Part 3</th><th>Part 9</th></tr>
<tr><td>Pathway #1: Voluntary Intervention</td><td colspan="4">Incentivize adoption of ESC and/or ZCSC</td><td rowspan="5">Energy Step Code
2027 Step 3
2032 Step 4

Zero Carbon Step Code
2024 Moderate?
2027 Strong?
2030 Zero</td><td rowspan="5">BC Energy Step Code
2027 Step 4
2032 Step 5

Zero Carbon Step Code
2024 Moderate?
2027 Strong?
2030 Zero</td></tr>
<tr><td>Pathway #2: Accelerated Energy Step Code</td><td>Step 3</td><td>Step 4</td><td>Step 4</td><td>Step 5</td></tr>
<tr><td colspan="4">Provincial backstop for Zero Carbon Step Code</td></tr>
<tr><td>Pathway #3: Low-carbon Energy System Pathway</td><td>n/a</td><td>n/a</td><td>Step 4 or Step 3 with LCES</td><td>Step 5 or Step 4 with LCES</td></tr>
<tr><td>Pathway #4: Accelerated Zero Carbon Step Code</td><td>Moderate Carbon</td><td>Moderate Carbon</td><td>Zero Carbon</td><td>Zero Carbon</td></tr>
<tr><td colspan="4">Provincial backstop for Energy Step Code</td></tr>
<tr><td>Pathway #5: Accelerated Energy And Zero Carbon Step Code</td><td>Step 3 with Moderate Carbon</td><td>Step 4 with Moderate Carbon</td><td>Step 4 with Zero Carbon</td><td>Step 5 with Zero Carbon</td><td></td><td></td></tr>
</table>

What We Heard: Summary of Staff and Industry Feedback

To gain an understanding of the local building industry's experience and readiness for complying with higher levels of the Energy and Carbon Step Codes, a number of engagement methods were used: (1) an 18-question survey deployed for a period of two weeks, (2) two-hour online workshop with 48 industry attendees, (3) two-hour online workshop with 11 staff attendees from local governments throughout the RDN, and (4) interviews with social housing providers). The purpose of the engagement was to:

- Provide an overview of local government decarbonization goals and the role and benefits of net zero energy ready (NZER) and zero carbon (ZC) buildings
- Present case studies/examples of successful NZER or ZC buildings in the region
- Understand industry and staff readiness for BC Energy Step Code and Zero Carbon Step Code implementation
- Workshop a shortlist of new construction policy options for staff and industry discussion and feedback

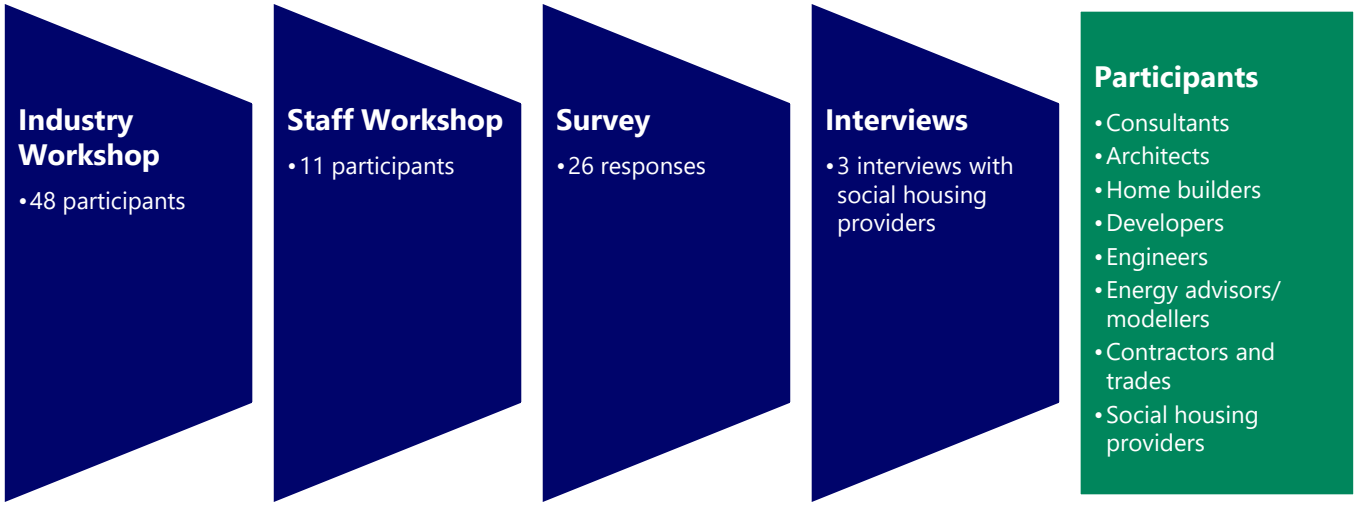


Figure 5. Key Engagement Activities and Participants

Summary of Industry Workshop, Survey, and Interviews

Opportunities

High level feedback heard from **Part 9** stakeholders included the following:

- In general, there is a very high level of support for the acceleration of BC Energy Step Code and Zero Carbon Step Code, and an acknowledgment for the need for regulation to achieve the scale of high-performance building necessary to reduce emissions
- Most builders and designers already had experience with the upper steps of the BC Energy Step Code and the electric systems that would be required to comply with the Zero Carbon Step Code
- Those who had built to higher levels of the Energy Step Code found it was easier than anticipated
- Many also noted that customers are already requesting more energy efficient buildings, and that younger clients tend to prefer all-electric buildings

High-level feedback from **Part 3** stakeholders included the following:

- Many industry members are already building all-electric buildings and/or to higher levels of the BC Energy Step Code
- Portfolio holders such as BC Housing and local school districts, as well as any Canada Mortgage and Housing Corporation (CMHC)-funded projects already require the achievement of upper steps of the Energy Step Code and/or all-electric designs
- Industry members found that building to Step 3 (i.e. the highest step for commercial buildings, and the second highest step for multi-unit residential buildings) to be very cost effective

Challenges

Despite the support and familiarity with energy efficient and/or electric buildings, industry members shared a number of challenges– predominantly pertaining to the need for education and capacity building of clients/developers, owners, and trades; conflicting requirements in municipal bylaws and guidelines; and the pace and cost of necessary utility connections. Table 10 outlines some of the key challenges raised across both Part 3 and Part 9 stakeholders.

Table 10: Key Challenges Raised by Industry Stakeholders

Category	Part 9	Part 3
Regulatory	• Municipal bylaws that set requirements for maximum gross floor area and height restrictions can limit energy efficient design	• Form and character guidelines in some communities make it difficult to achieve the upper steps of the BC Energy Step Code
Informational	• Insufficient information about Zero Carbon Step Code • Client perception of electric high-performance homes as more expensive/less desirable	• Preference for gas among some developers
Structural	• High or unexpected BC Hydro interconnection fees	• BC Hydro can be unresponsive and create timeline delays • Supply chain challenges for some equipment
Industry capacity	• Need for mechanical trades to improve the quality of installation	• Need to improve trades' knowledge and experience with air sealing
Financial	• Integrated design processes are needed to save time and money	• Increased cost can occur in achieving Step 4 of the BC Energy Step Code • Need for energy modellers to be involved in the project from the outset to help identify options early on

Recommended Supports

Participants indicated a range of supports that could be paired with the BC Energy Step Code and Zero Carbon Step Code to ease compliance for industry, home and building owners. These include:

- Bylaw and design guideline amendments to remove barriers to energy efficient/low-carbon design (e.g., form and character guidelines, setback, height, floor area and noise bylaws)
- Support for technical training for building industry members
- Awareness building for homeowners on the benefits of energy efficient/low-carbon design.
- Rebates and permit fast-tracking to incentivize early adoption of higher levels of performance.

Summary of Staff Workshop

At the staff workshop, the key takeaways from the industry workshop were presented, and staff were asked to provide feedback on policy pathways and support measures. In general, staff also expressed a high level of support for the implementation of the BC Energy Step Code and the Zero Carbon Step Code. High-level feedback from staff included the following:

- Staff acknowledge the conflicts with achieving the higher steps of the Energy Step Code and complying with form and character guidelines in certain neighbourhoods. However, they also acknowledged the challenges of changing the historical guidelines due to competing community priorities.
- RDN staff already have experience implementing the BC Energy Step Code. They have found the process is straightforward and has not resulted in any delays in permitting timelines. They did not

express any concerns with their internal capacity to implement the requirement of the BC Energy Step Code or the Zero Carbon Step Code.

- Staff emphasized the need for education for industry, staff, and the public to ease implementation, and dispel some of the common misconceptions about high-performance buildings.

Importance of Alignment Between Local Governments

Staff and industry were asked about the importance of alignment between local governments within the RDN. Both staff and industry saw the benefits of aligning the Energy Step Code and Zero Carbon Step Code throughout the Region. Industry members felt that having consistency simplifies expectations and creates baseline competencies for the industry. Generally, they preferred having alignment throughout the Region, even if this increases requirements in some communities.

Staff and industry also acknowledged there were significant challenges to aligning requirements across all local governments. They indicated that, although not? ideal, alignment should not hold up progress for local governments who are ready to implement requirements. Staff suggested a degree of alignment could be achieved by working together on messaging, education, outreach, and engagement. They also suggested exploring a standardized implementation pathway throughout the RDN, even if the implementation timelines were not aligned. Staff cautioned the Zero Carbon Step Code has created the possibility of more implementation pathways, and could lead to increasing divergence throughout the RDN if alignment is not kept in mind.

Modelling Potential Emissions Reductions

A modelling exercise was conducted to explore the impact of different code adoption pathways on GHG emissions between 2023 and 2050 for different jurisdictions on the RDN. The exercise assesses the operational GHG emissions associated with the new construction, redevelopments, and major renovations of buildings subject to the Energy Step Code and the Zero Carbon Step Code. The pathways (referred to as "scenarios" in modelling outputs) were developed with RDN staff with the intent of capturing a range of potential ways forward.

Table 11: Code adoption scenarios

Pathways	Scenario	Description
-	**Baseline**	Follows the provincial timeline for the Energy Step Code (ESC) and the Zero Carbon Step Code (ZCSC).
#1	**Voluntary Intervention**	Follows the provincial timeline for the ESC and the ZCSC but jurisdictions will use incentives and targeted intervention (i.e., permit fast-tracking, financial incentives, density bonusing, and rezoning requirements) * to encourage the highest step of the ZCSC and the highest step of the ESC ahead of time.
#2	**Accelerated Energy Step Code (Incremental)**	Jurisdictions adopt an accelerated timeline for the ESC, bringing the year of each step forward. The ZCSC follows the provincial timeline.
#3	**Accelerated Energy Step Code (Leapfrog + LCES Option)****	Jurisdictions adopt an accelerated timeline for the ESC, leapfrogging to the highest step for each building type from 2025, but provide the option of the second highest step for each building type if a low-carbon energy system (LCES) is used. The ZCSC follows the provincial timeline, but if an LCES it is assumed to be equivalent to achieving the 'Zero' step of the ZCSC.
#4	**Accelerated Zero Carbon Step Code (Incremental)**	Jurisdictions adopt an accelerated timeline for the ZCS, bringing the year of each step forward. The ESC follows the provincial timeline.
	Accelerated Zero Carbon Step Code (Leapfrog)	Jurisdictions adopt an accelerated timeline for the ZCS, leapfrogging requirements for the 'Moderate' and 'Strong' steps and going straight to requiring 'Zero' (the highest step) from 2026***. The ESC follows the provincial timeline.
#5	**Accelerated Energy and Zero Carbon Step Code**	Jurisdictions adopt an accelerated timeline for the ZCS, leapfrogging requirements for the 'Moderate' and 'Strong' steps and going straight to requiring 'Zero' (the highest step) from 2026***. They also adopt an accelerated timeline for the ESC, bringing the year of each step forward.
	Alignment with CoN	Jurisdictions adopt the same timelines for the ESC and ZCSC as proposed by the City of Nanaimo.

- It is assumed that there are no incentives or targeted interventions to encourage steps above what is required by the timelines in each scenario apart from the 'Voluntary Inventory' scenario.

*As a regional government, RDN does not have the same powers as the municipalities in their region. RDN can only offer permit fast-tracking and financial incentivization, while municipalities in the region (e.g., Lantzville, Parksville and Qualicum Beach) could also pursue rezoning requirements and density bonusing.

**For the purposes of modelling it is assumed that 50% of buildings opt for the LCES Option. Introba has heard through previous industry engagement that currently achieving higher levels of the ESC can be challenging, whereas many buildings are already being built with all-electric or low-carbon energy systems. Hence the uptake of this option is expected to be high.

***The CoN is planning to require Zero for all buildings from July 2024, except for 4-6 storey MURBs, which will go to Zero in Jan 2026. This date is intended to align with that second move.

A summary of the results for each jurisdiction can be found in the tables below. These tables note the cumulative emissions savings by 2030 and by 2050 as a result of adopting each pathway.

Note that while the City of Nanaimo (CoN) is a member municipality of the RDN, it has not been included in this analysis as they have already put forward a proposal to Council based on the same modelling exercise. However, the scenarios and timelines explored for the CoN vary slightly to those explored here for the other member municipalities; as such, the results can not be totalled to give overall savings for the RDN. The only comparable scenario is the 'Alignment with CoN' scenario, for which it is estimated that the CoN could expect cumulative emissions savings of 3,800 tonnes by 2030 and 24,800 tonnes by 2050. If all member municipalities adopted the pathway as proposed by the CoN, it is estimated that the RDN could expect cumulative emissions savings of 5,300 tonnes by 2030 and 34,700 tonnes by 2050.

Table 12: Cumulative Emissions Savings by 2030 (tCO2e)

Scenario	Lantzville	Parksville	Qualicum Beach	Electoral Areas
Baseline	-	-	-	-
Voluntary Intervention	19	94	39	181
Accelerated ESC (Incremental)	2	7	3	15
Accelerated ESC (Leapfrog+LCES Option)	56	262	94	477
Accelerated ZCSC (Incremental)	54	233	89	243
Accelerated ZCSC (Leapfrog)	69	297	113	308
Accelerated ESC & ZCSC	70	303	116	323
Alignment with CoN	118	545	245	601

Table 13: Cumulative Emissions Savings by 2050 (tCO2e)

Scenario	Lantzville	Parksville	Qualicum Beach	Electoral Areas
Baseline	-	-	-	-
Voluntary Intervention	129	661	254	1178
Accelerated ESC (Incremental)	11	49	18	97
Accelerated ESC (Leapfrog+LCES Option)	452	2236	760	3747
Accelerated ZCSC (Incremental)	427	1897	70.8	1919
Accelerated ZCSC (Leapfrog)	545	2420	901	2438
Accelerated ESC & ZCSC	556	2467	918	2534
Alignment with CoN	796	3691	1562	3915

To better understand the results in Table 12 and Table 13 and the impact of each pathway has over time, it is helpful to explore:

- The annual GHG emissions as a result of annual new floor area (Figure 6)
- The annual GHG emissions as a result of cumulative new floor area (Figure 7)
- The cumulative GHG emissions from cumulative new floor area (Figure 8)

Though the following figures show the results for Electoral Areas, the commentary is applicable to all other jurisdictions. All other jurisdictions' results are presented in Appendix A.

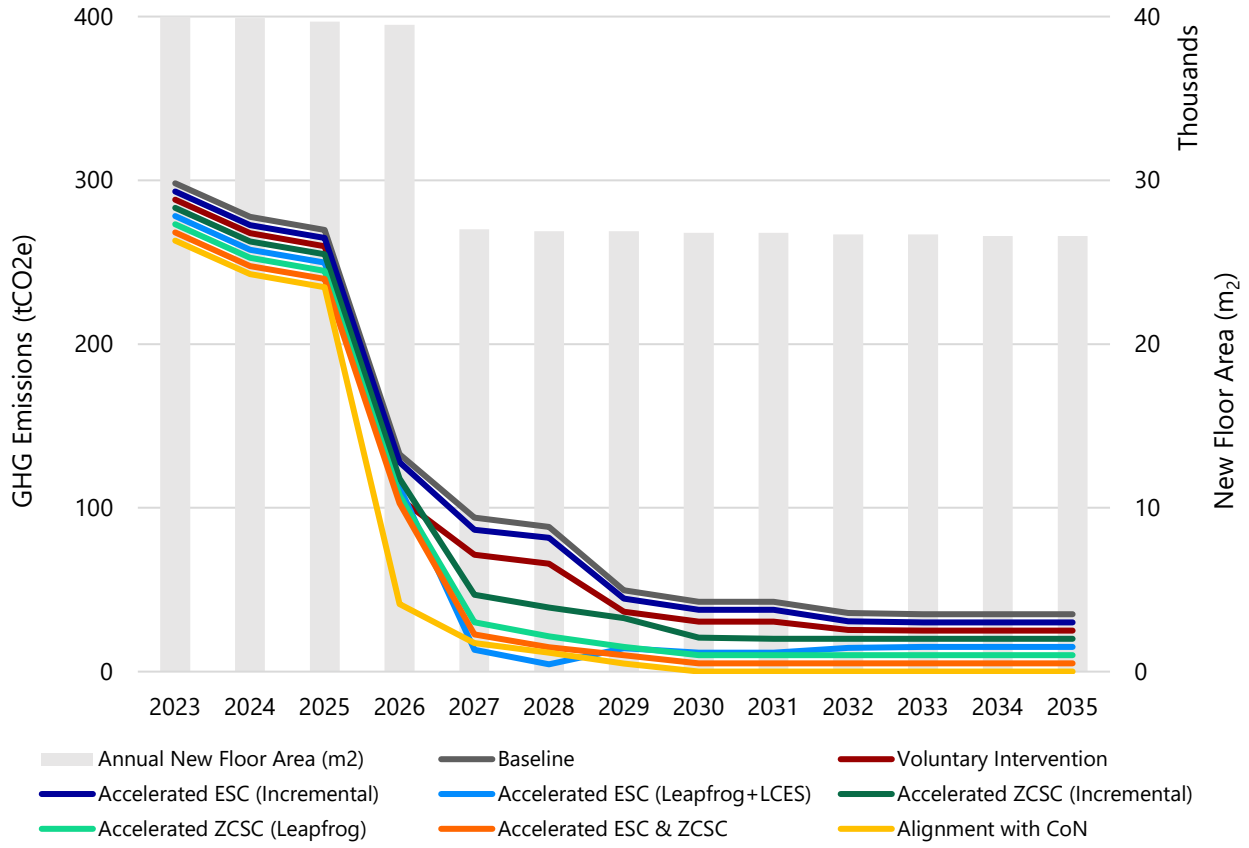


Figure 6: Annual GHG Emissions from Annual New Floor Area – Electoral Areas (Please note that lines are offset for legibility)

Exploring annual GHG emissions from new annual floor area, the following observations can be made:

- Differences in GHG emissions between scenarios are not seen until 2026. This is because 2024 is the first year in which a step of the Zero Carbon Step Code is encouraged or required ahead of the provincial timeline in any of the scenarios, and there is a lag of 2 to 3 years between when buildings are permitted and when they are constructed.
- Differences in GHG emissions between scenarios over the baseline are predominately due to whether any new floor area is required or encouraged to meet steps of the Zero Carbon Step Code ahead of the provincial timeline. The difference is greater in scenarios that include an accelerated timeline for the Zero Carbon Step Code.
- In 2033 GHG emissions associated with the new floor area is equal in all scenarios. This is because 2030 is the first year the highest step of the Zero Carbon Step Code is required in all scenarios (and there is an assumed lag of 2 to 3 years).
- In the scenario where the Energy Step Code timeline is accelerated incrementally, there is no difference in GHG emissions compared to the baseline. This is because the Energy Step Code drives energy use reduction, not GHG emissions reduction. In the scenario where the Energy Step Code timeline is accelerated and there is an LCES option, it is LCES option that drives emission reduction.

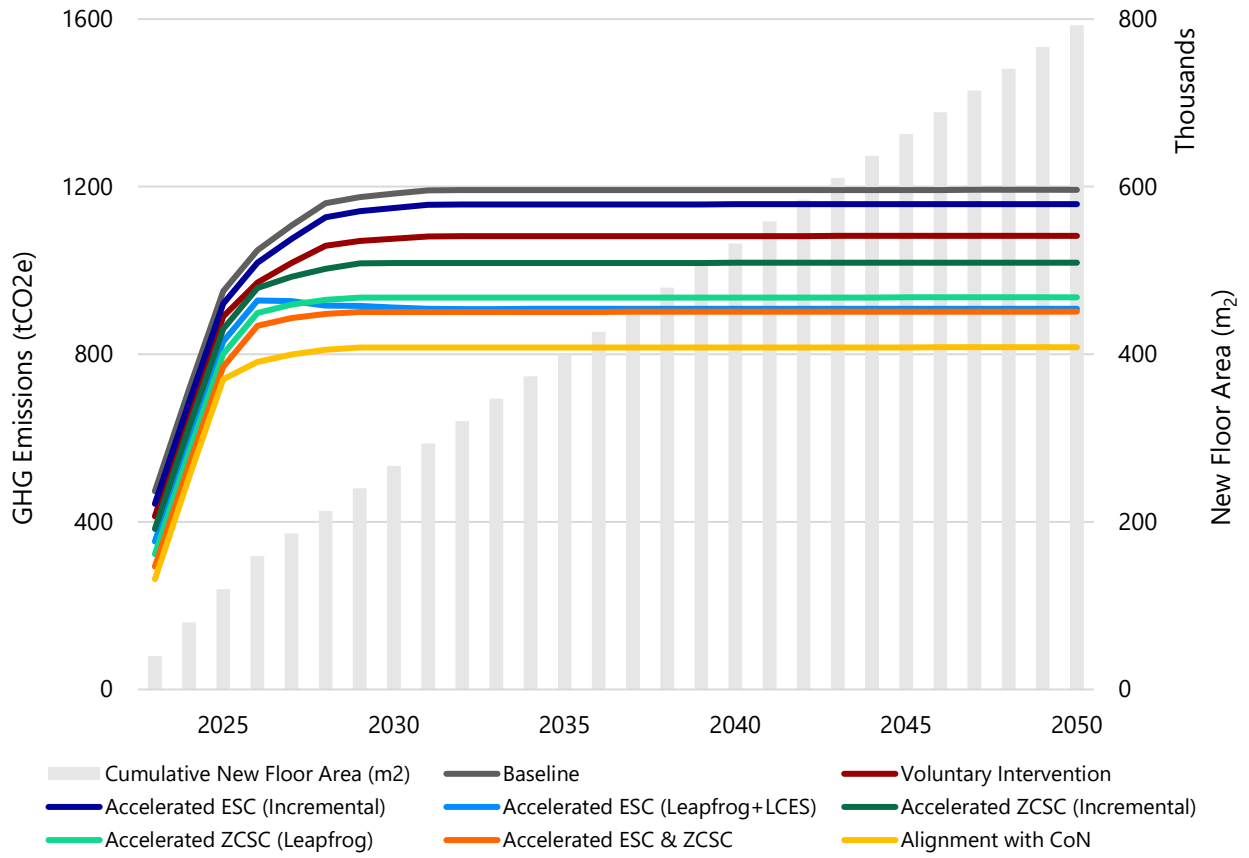


Figure 7: Annual GHG Emissions from Cumulative New Floor Area – Electoral Areas (Please note that lines are offset for legibility)

When looking at annual emissions from cumulative new floor area, the following can be observed:

- Once new buildings are constructed, they continue to emit the same GHG emissions each year (assuming they are not retrofitted).
- The difference in annual emissions associated with cumulative new floor area increases significantly between 2025 and 2030, reflecting buildings permitted between 2022 and 2027.
- The difference remains constant from 2033 given that the 'Zero' step of the Zero Carbon Step Code is required from at least 2030 in all scenarios.
- Annual emissions across all scenarios continue to increase slowly with new floor area because the emissions associated with the highest steps of both the Energy Step Code and Zero Carbon Step Code are still not completely zero, the model assumes that there is still some natural gas use.

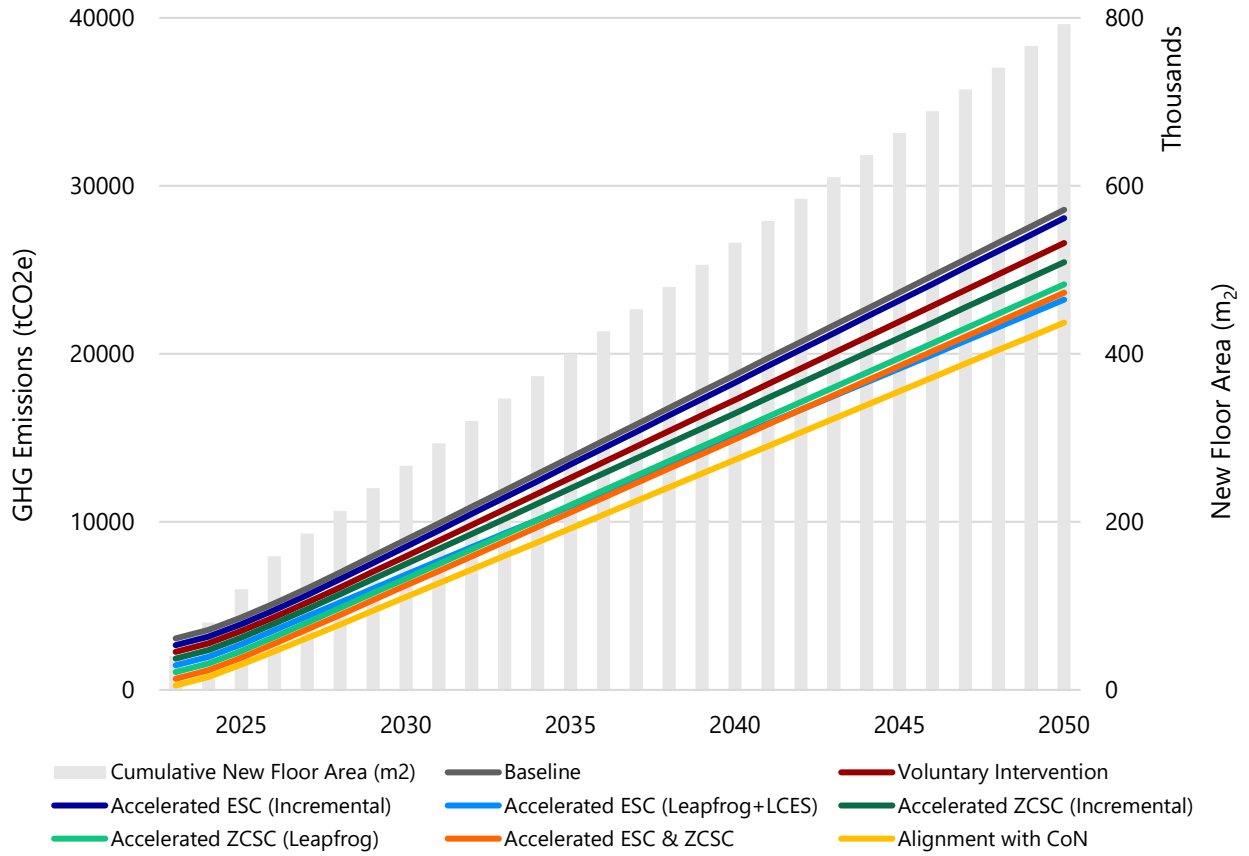


Figure 8: Cumulative GHG Emissions from New Floor Area - Electoral Areas (Please note that lines are offset for legibility)

As a result of the differences in annual GHG Emissions (see Figure 7) the difference in cumulative emissions between each scenario grows year on year (see Figure 8). This provides a rationale for early action, as every fossil fuel heated building that is built today, will continue to produce emissions for the 15–20-year lifespan of the heating system.

Evaluation of Options

The five pathways were evaluated based on carbon savings, cost of implementation, industry readiness, alignment with other jurisdictions, and co-benefits. Evaluation criteria used represent a mix of quantitative and qualitative metrics, each of which were ranked using a three-point scale: poor, moderate, and good. Criteria included:

- **Carbon savings.** The cumulative carbon savings in 2030 and 2050.
- **Capital costs.** The average incremental capital costs (ICC) for building construction.
- **Energy costs.** The qualitative estimate on the impacts on energy costs, equity and affordability
- **Future retrofit costs** The qualitative estimate on the future construction costs for retrofits to comply with local and provincial regulations.
- **Climate resilience.** The climate resilience improvement (e.g. overheating and power outages).
- **Industry readiness**. The current level of industry readiness for meeting requirements (based on engagement).
- **Regional consistency**. The level of alignment with proposed approaches with leading local governments on Vancouver Island.
- **Cost to local government**. A qualitative estimate of the implementation and administration costs to local government.

Legend: Good Moderate Poor

Pathways	Carbon Savings	Capital Costs	Energy Costs	Future Retrofit Costs	Climate Resilience	Industry Readiness	Regional Consistency	Cost to Local Government
#1: Voluntary Intervention	2030: 2% 2050: 3%	Will vary depending on the pathway, and ICC may be partially offset by financial and non-financial incentives	Buildings built to baseline BCBC are the least efficient of the five pathways resulting in highest utility costs	Most buildings would be built to baseline BCBC and require a heating system replacement due to forthcoming provincial regulations	Most buildings would be built to baseline BCBC and not have increased resilience.	Most buildings will not be impacted.	Many LGs have not implemented ZCSC or ESC and are using the provincial backstop or voluntary measures.	Costs associated with rebates and lost permit/tax revenue.
#2: Accelerated Energy Step Code	2030: 0% 2050: 0%	0-4% ICC	High-efficiency building envelope will result in lower utility costs	Most heating system would need to be upgraded at time of replacement due to forthcoming provincial regulations	Higher performance envelope would increase thermal resilience in case of power outage	Industry has experience with the middle steps of the ESC, but noted barriers with achieving top step for some building types.	Not aligned with any LGs on Vancouver Island	Negligible costs
#3: Low-carbon Energy System Pathway	2030: 6% 2050: 11%	0-4% ICC	High-efficiency building envelope will result in lower utility costs	If ESC pathway was pursued, heating system would need to be upgraded at time of replacement due to forthcoming provincial regulations	High-performance envelope would increase thermal resilience to power outages or electric heat pump system would incorporate cooling to protect against extreme heat	Industry has experience with electrical heating systems, but challenges in achieving top step of ESC for some building types. LCES provides greater flexibility.	Not aligned with local governments on Vancouver Island. Many LGs are moving away from LCES pathway, in favor of direct regulation with ZCSC	Negligible costs
#4: Accelerated Zero Carbon Step Code	2030: 7% (leapfrog) 6% (incremental) 2050: 14% (leapfrog) 11% (incremental)	0-2% ICC	High-efficiency heating equipment will result in lower utility costs compared to baseline, but likely higher than with a high-performance envelope	Would not need to be retrofitted	Electric heat pump system would incorporate cooling to protect against extreme heat.	Industry has experience with electrical heating systems. Some concerns were raised with limiting energy sources such as RNG.	Aligned with Nanaimo, Victoria, and Saanich.	Negligible costs
#5: Accelerated Energy and Zero Carbon Step Code	2030: 7% 2050: 14%	0-6% ICC	High-efficiency building envelope and heating equipment will result in lowest utility costs	Would not need to be retrofitted	Higher performance envelope would increase thermal resilience to power outages, and electric heat pumps would incorporate cooling.	Industry has experience with the middle steps of the ESC, but noted barriers with achieving top step for some building types.	ZCSC implementation is aligned with Nanaimo, Victoria, and Saanich	Negligible costs

Recommendations for Step Code Adoption

Based on the feedback from the engagement and the modelling and analysis results, Introba recommends prioritizing Zero Carbon Step Code adoption. The recommended approach includes adoption of the Zero level of the Zero Carbon Step Code by 2025 and the adoption of the top step of the BC Energy Step Code by January 2027 (see Table 14). This is approach prioritizes carbon performance, but also recognizes the benefits of energy efficiency.

Table 14. Recommended Approach Accelerated Zero Carbon Step Code and BC Energy Step Code

Building type		Proposed Approach		
		Bylaw adoption Jan 1, 2024	Jan 1, 2025	Jan 1, 2027
Part 9	Single family dwelling, duplex, or townhomes	**Measure only** *i.e. measure and report on carbon*	**Zero Carbon** Performance	**Step 5**
Part 3	Residential (e.g. apartment building, hotels, and motels)	**Measure only** *i.e. measure and report on carbon*	**Zero Carbon** Performance	**Step 4**
	Commercial (e.g. office and retail)	**Measure only** *i.e. measure and report on carbon*	**Zero Carbon** Performance	**Step 3**
Rezoning or incentives (optional)		**Top step of BC Energy Step Code**	**Top step of BC Energy Step Code**	n/a

**RNG will not be considered a compliance pathway to achieving zero carbon requirements*

The earlier implementation of the Zero Carbon Step Code emerged as a priority based on the following rationale:

- **Carbon reductions.** The modelling indicates that accelerating the implementation of the Zero Carbon Step Code is the only pathway that results in significant carbon savings. The cumulative emissions reductions throughout the region if the Zero Carbon Step Code were implemented in 2024 would be 5,900 tonnes by 2030 and 38,400 tonnes by 2050.
- **Avoided cost of retrofits.** Buildings built today with high-emissions energy sources will also need to be retrofitted in the future to achieve climate targets and comply with forthcoming Provincial regulations. Future-proofing new buildings today, by building to zero carbon, will be more cost-effective and less disruptive in the long run.
- **Affordability.** Analysis shows that the Zero Carbon Step Code will only result in a marginal increase in incremental capital cost (0-2% depending on the building type), and in most cases will decrease utility costs through the use of a high-efficiency electric heat pump.
- **Resilience.** With the implementation of the Zero Carbon Step Code it is expected that more buildings will have access to cooling supplied through electric heat pumps. This will protect residents from overheating, and in some cases save lives, with increasing summer temperatures and extreme heat events.

- **Industry and staff readiness.** Both staff and industry indicated a high level of readiness for building high-performance buildings in the Region and recognized the urgency for addressing emissions from buildings.
- **Regional alignment.** Alignment throughout the RDN and Vancouver Island was emphasized as highly desirable for industry members. Consistent with the proposed approach below, Saanich, the City of Victoria, and the City of Nanaimo will be implementing the 'Zero' requirement of the Zero Carbon Step Code for Part 9 and Part 3 buildings in 2023/24. This timeline may not be feasible for the RDN, however, implementing this similar approach on a longer timeline will create consistency for industry in the medium and long-term.

RNG for Zero Carbon Step Code Compliance

At this time, it is also recommended that the RDN exclude the use of Renewable Natural Gas (RNG) for compliance with the Zero Carbon Step Code. There is currently no mechanism to ensure that a building using RNG for Zero Carbon Step Code compliance continues to use RNG after occupancy and does not switch to conventional natural gas. However, there is currently a FortisBC submission to the BCUC to address this issue.

More importantly perhaps is that there is a limited supply of RNG, and many energy and climate experts advocate that it should be reserved for hard-to-electrify sectors (e.g. heavy industry and aviation). If the context changes, and there is increased certainty about RNG supply, and a mechanism to ensure continuity of use throughout the life of a building this requirement could be revised. [27]

With respect to the limited supply of RNG, FortisBC's forecasts suggest that they will be able to supply 23 petajoules of RNG to their customers by 2032[28]. To put that into context, 23 petajoules represents approximately 10% of FortisBC's current (2021) annual gas demand, 228 petajoules[29]. A recent study prepared by Envint Consulting and Canadian Biomass Energy Research Ltd estimates that the potential supply of RNG within B.C. was 8.9 petajoules per year in 2021 and can be expected to marginally increase to 9.5 petajoules per year by 2030[30]. To put these numbers in context, these estimates suggest that the contracts that Fortis anticipates for 2023 will harvest approximately 32% of the total RNG potential in BC, and that if FortisBC was able to harness all the RNG potential in BC, local RNG would only meet approximately 41% of the 23 PJ that FortisBC plans to supply by 2032

[27] Introba. Renewable Natural Gas: What Role will it Play in Building Decarbonization in BC? 2023. https://issuu.com/deepgreenengineering/docs/introba_rng_availability_may31

[28] FortisBC Energy Inc. Revised Renewable Gas Program Application – Stage 2 (Application). 2022. https://www.cdn.fortisbc.com/libraries/docs/default-source/about-us-documents/regulatory-affairs-documents/gas-utility/220527-fei-2021-rg-program-application-errata-may-27-2022-ff.pdf?sfvrsn=23360af8_0

[29] FortisBC Energy Inc. 2022 Long Term Gas Resource Plan. 2022. Filed May 9, 2022. https://www.cdn.fortisbc.com/libraries/docs/default-source/about-us-documents/regulatory-affairs-documents/gas-utility/220509-fei-2022-ltgrp-ff.pdf?sfvrsn=cbf19584_0.

[30] Envint Consulting et al. B.C. Renewable and Low-Carbon Gas Supply Potential Study. 2022. https://www.cdn.fortisbc.com/libraries/docs/default-source/news-events/bc-renewable-and-low-carbon-gas-supply-potential-study-2022-03-11.pdf

Implementing the highest level of the BC Energy Step Code in 2027, will result in some additional benefits, listed below. The BC Energy Step Code implementation is a lower priority than the ZCSC as it will not result in carbon savings, and the provincial building code already requires fairly efficient buildings.

- **Reduced utility bills.** Efficient buildings require smaller heating loads, resulting in lower utility bills.
- **Manage electricity load.** Higher efficiency requirements will help reduce the need for electrical capacity upgrades and help the provincial government manage growing electricity demand.
- **Increase resilience.** Efficient buildings maintain indoor temperatures for longer periods of time in the case of a power outage.
- **Certainty and consistency for industry.** Through the engagement, industry and staff engagement noted that frequent changes to Code and variation between local governments were an ongoing challenge, that required training, education, and awareness. This approach will create consistency with leading local governments on Vancouver Island, and minimize building code changes by moving straight to the top steps of the BC Energy Step Code and Zero Carbon Step Code as opposed to implementing incremental change every few years.

Incentives, such as density bonusing, can also be used in the near term to support the industry in gaining experience with the energy efficiency requirements in advance of the 2027 implementation date.

Important Next Steps

To support and ease the implementation of the recommended or an alternate approach, there are a number of supports that the RDN may wish to consider. These represent best practice and include:

- **Clear communication and supporting materials.** The recommendation in this report charts an implementation plan to 2030 for the Zero Carbon Step Code and the BC Energy Step Code to provide a clear and long-term signal to industry. Creating a communication and outreach plan to convey these requirements prior to implementation in 2024 will be critical to give industry time to adapt and prepare.
- **Removal of regulatory barriers.** Industry members indicated that current bylaws and guidelines create disincentives and challenges for achieving higher levels of performance. These include form and character guidelines, setback, height, floor area and noise bylaws. RDN and partner municipalities should review existing bylaws and explore amendments to remove barriers for high-performance buildings (see Low-carbon Policy Toolkit for summary of best practices).[31]
- **Training and support for industry.** Industry members indicated that there was a need for training on specific design solutions and processes (e.g. air sealing and IDP). Training opportunities are available to attract new workers and support upskilling through the Home Performance Stakeholder Council, BCIT, ZEBx, EGBC, TECA, etc. RDN can explore how to leverage these programs and increase industry access and participation for local builders and designers. Some examples of supporting actions that emerged through the engagement and analysis include promotions, subsidies, local offerings of specific courses, and regular builder breakfasts. RDN can also amplify existing resources

[31] Brendan McEwan and Devon Miller. Low-carbon Building Policy Toolkit. 2021. https://docs.communityenergy.ca/wp-content/uploads/2021-03-19_BCH_LCB_Toolkit_Final.pdf

(e.g. BC Housing Builder Insights, Design Guide, ZEBx case studies, etc.) and support the development of local case studies to help share lessons learned and best practices.

- **Educating home and building owners.** Many home and building owners are still resistant to investing in high-performance buildings. RDN and partner municipalities can support industry by communicating the value proposition of high-performance buildings and dispelling common misconceptions.
- **Working with BC Hydro to support electrical service upgrades.** Local governments also play a role in supporting BC Hydro with electrical service upgrades. Local requirements, like underground transmission lines, can significantly increase both the timelines and costs of these upgrades. RDN and partner municipalities should work with BC Hydro to understand how to better support this process.

Supporting Renewable Energy

Renewable energy is often promoted alongside high-performance buildings to deepen carbon reductions, support grid decarbonization, reduce utility costs, and increase resilience. BC, however, has a very clean electrical grid, with 98% of electricity generated through renewable sources. This means that all-electric buildings are already near zero emissions without any onsite renewable energy. While renewable energy systems can also increase resilience and energy independence, they need to be employed at a relatively large scale and paired with energy storage to create a notable impact at either the building or the community level. For this reason, onsite renewable energy is not strongly incentivized through existing policies and programs (e.g. net-metering and rebates) at the provincial or local level in BC.

While local governments cannot currently require renewable energy through the building code, they can provide incentivizes through rezoning applications, sustainability checklists, rebates, permit fast-tracking and other similar policy tools. At time of writing, RDN provides $250 incentives to homes located in the Electoral Areas for renewable energy systems including solar hot water, solar photovoltaic, geo-exchange (ground-source or water-source), micro and small wind. RDN also provides funding if a variance permit is required for height. [32] This section explores the onsite renewable energy technologies that can be used in BC, with recommendations on how they could be supported in the RDN.

Onsite Renewable Energy Technologies

Solar Photovoltaic

Solar photovoltaic (PV) technologies convert sunlight into electrical energy, which can be used to power most uses within a home. Captured energy can be either utilized in real-time or stored in batteries and utilized to offset utility electricity use. Onsite solar PV is not subject to utility demand charges and, paired with battery storage, can be used to reduce, or offset peak load charges, potentially reducing utility costs, and increasing resilience in the case of power outage. However, onsite PV panels can only generally only supply a portion of a home or building's electricity needs (depending on the size of the array) and will generally require a supplemental power source due to the intermittency of the electricity produced. Considering the current electricity supply from BC Hydro's grid is a reliable and mostly carbon neutral source of power, implementation of solar technologies does not contribute to significant GHG emissions reductions.

[32] Regional District of Nanaimo. Renewable Energy Systems Rebate. https://www.rdn.bc.ca/renewable-energy-systems

Solar and Resilience

Solar energy technologies can play an important role in strengthening an energy system's resilience in two ways:

- First, solar generation can be distributed as opposed to centralized. This means individual buildings can host their own solar systems to meet some or all of their power needs. Technically, residential solar panels alone are not enough to make a home or building resilient. This is because solar systems generally depend on the electrical grid to produce power—and, for safety reasons, they're designed to switch off if the grid power cuts out. For solar panels to produce power on their own, they need two things: a properly configured inverter and a storage system. The solar inverter generates alternating-current power from the solar panel's direct-current output; while the storage system, like a battery, can keep power steady amid changes in output and building loads.
- Second, solar electricity can be stored and discharged without the need for fuel deliveries, unlike conventional diesel generators, which are the most common source of emergency backup power. In a long outage, solar and its associated energy storage can continue delivering power, even at night, to homes and businesses.

Solar Hot Water

Solar hot water systems can be used to supply at least a portion of the hot water for showers, dishwashers, clothes washers, farm operations and even in-floor heating. In BC, almost all solar hot water systems work on the principle of pre-heating or supplementing domestic hot water. Instead of cold-water lines feeding a hot water tank or on-demand heater, solar pre-heated water from the solar storage tank is fed in. Solar hot water systems can usually provide between 40 -60 % of an average household's annual hot water demand, and have the added benefit of storing energy in the form of water without the need for a battery (unlike solar PV).

Small Scale Batteries

Battery storage devices enable energy from renewable sources to be stored and then released when the power is needed most. Several applications being actively explored and piloted by government and utilities. For example:

- Using solar and onsite batteries as a replacement for a backup diesel generator for large institutional buildings (e.g., healthcare facilities).
- Using battery storage to reduce demand charges for large businesses or institutional customers. These batteries could also reduce consumption during the hottest and coldest times of the year when demand for electricity is highest.
- Using small-scale batteries to reduce the need for infrastructure upgrades caused by short-term demand spikes.

The cost, availability and effectiveness of this technology has come down in recent years; however, the capital and maintenance costs for the battery significantly increase project costs when compared to a grid tied solar system. Further, while batteries are not widely used in residential or commercial buildings today, battery technology is rapidly evolving and becoming increasingly viable for small- and large-scale applications. Likewise, emerging technologies, like bi-directional electric vehicle charging –where electric vehicles can provide backup power to buildings or feed their power back into the grid – are being explored and tested.

District Energy Systems

District energy systems are characterized by one or more central plants producing hot water, steam, and/or chilled water, which then flows through a network of insulated pipes to provide hot water, space heating, and/or air conditioning for nearby buildings. District energy systems are best suited to large projects, including downtowns (or central business districts), college and university campuses, hospitals and healthcare facilities, airports, military bases, and industrial complexes. By combining loads for multiple buildings, district energy systems create economies of scale that help reduce energy costs and enable the use of high-efficiency technologies such as combined heat and power (CHP).

District energy systems can be fueled with fossil fuels, such as natural gas, coal, and fuel oil, or renewable energy sources such as biomass, biogas, landfill gas, municipal solid waste, geothermal, solar thermal, and electricity. For compliance with Zero Carbon Step Code requirements, these systems would need to use low-carbon fuel sources. Due to the high-upfront cost and economies of scale needed to make these projects feasible, they are generally limited to large scale multi-building developments.

Recommendations for Supporting Renewable Energy in the RDN

While some options do exist for onsite renewable energy technologies, their broad application is not currently expected to manifest as a result of their high cost and limited benefits for resilience and emissions reductions. Policy levers that require or incentivize the widespread implementation of renewable energy (e.g. rebates, rezoning requirements, density bonusing, reduced permit fees, expedited permitting, and DPAs) are therefore not recommended, but that this effort be instead focused on removing barriers and streamlining the process of adopting these technologies where home and building owners do wish to include them. To this end, the following three-pronged approach is recommended:

4) **Remove barriers to renewable energy.** Enable motivated home and building owners to easily pursue and implement onsite renewable energy systems by streamlining the permitting process. Review existing permitting requirements to identify existing barriers and opportunities for simplifying the approval and implementation processes for solar PV, solar hot water heaters, and batteries.

5) **Encourage onsite renewable energy for specific applications.** Specific use cases for onsite renewable energy will provide greater community benefits and may warrant targeted incentive programs. For example, the RDN could support resilience by identifying areas experiencing more frequent or prolonged power outages, and providing incentives for solar with battery storage. Likewise, district energy systems can be beneficial for large scale new development and could be encouraged for any large greenfield developments where the right conditions exist. However, there are likely limited opportunities for this type of development within the Electoral Areas.

6) **Support innovation.** The RDN can support innovative technologies and applications of renewable energy through corporate facilities and demonstration projects. This could include employing battery storage technologies, supporting the use of solar PV for EV charging facilities[33], exploring vehicle-to-grid charging, etc.

[33] BCIT. Blueprint for Canada's future electric vehicle charging stations. https://www.bcit.ca/applied-research/smart-microgrid/energy-oasis/

Appendix A: Modelling

Methodology

The implementation timelines of the Energy Step Code and the Zero Carbon Step Code in each scenario are detailed in Table 15.

Table 15: Modelling assumptions

<table>
<tr><th rowspan="2">Scenario</th><th rowspan="2">Building Type</th><th colspan="3">Energy Step Code</th><th colspan="3">Zero Carbon Step Code</th></tr>
<tr><th>3</th><th>4</th><th>5</th><th>Moderate</th><th>Strong</th><th>Zero</th></tr>
<tr><td rowspan="4">Baseline</td><td>Part 9</td><td>N/A
Current Step</td><td>2027
-</td><td>2032
Highest Step</td><td rowspan="3">2024</td><td rowspan="3">2027</td><td rowspan="3">2030</td></tr>
<tr><td>Part 3 Residential</td><td>2027
-</td><td>2032
Highest Step</td><td>N/A</td></tr>
<tr><td>Part 3 Commercial</td><td>2027
Highest Step</td><td>N/A</td><td>N/A</td></tr>
<tr><td>Voluntary</td><td colspan="5">No early uptake of higher steps</td></tr>
<tr><td rowspan="4">Voluntary Intervention</td><td>Part 9</td><td colspan="3" rowspan="3">As per Baseline</td><td colspan="3" rowspan="3">As per Baseline</td></tr>
<tr><td>Part 3 Resi</td></tr>
<tr><td>Part 3 Com</td></tr>
<tr><td>Voluntary</td><td colspan="5">10%* of the new floor area is built to the ‘Zero’ step of the ZCSC each year before it is required.</td></tr>
<tr><td rowspan="4">Accelerated ESC (Incremental)</td><td>Part 9</td><td>N/A
Current Step</td><td>2025
-</td><td>2028
Highest Step</td><td colspan="3" rowspan="3">As per Baseline</td></tr>
<tr><td>Part 3 Residential</td><td>2025
-</td><td>2028
Highest Step</td><td>N/A</td></tr>
<tr><td>Part 3 Commercial</td><td>2025
Highest Step</td><td>N/A</td><td>N/A</td></tr>
<tr><td>Voluntary</td><td colspan="5">No early uptake of higher steps</td></tr>
<tr><td rowspan="4">Accelerated ESC (Leapfrog + LCES Option)</td><td>Part 9</td><td>N/A
Current Step</td><td>N/A
Skipped</td><td>2025
Highest Step
Or Step 4 and Zero (LCES)</td><td colspan="3" rowspan="3">As per Baseline
Or Zero (LCES) if a lower ESC step is pursued</td></tr>
<tr><td>Part 3 Residential</td><td>N/A
Skipped</td><td>2025
Highest Step
Or Step 3 and Zero (LCES)</td><td>N/A</td></tr>
<tr><td>Part 3 Commercial</td><td>2025
Highest Step
Or Step 2 and Zero (LCES)</td><td>N/A</td><td>N/A</td></tr>
<tr><td>Voluntary</td><td colspan="5">Assumes no voluntary measures, hence no early uptake of higher steps</td></tr>
<tr><td rowspan="3">Accelerated ZCSC (Incremental)</td><td>Part 9</td><td colspan="3" rowspan="3">As per Baseline</td><td rowspan="3">2024</td><td rowspan="3">2025</td><td rowspan="3">2028</td></tr>
<tr><td>Part 3 Resi</td></tr>
<tr><td>Part 3 Comm</td></tr>
</table>

<table>
<tr><td></td><td>Voluntary</td><td colspan="5">Assumes no voluntary measures, hence no early uptake of higher steps</td></tr>
<tr><td rowspan="4">Accelerated ZCSC (Leapfrog)</td><td>Part 9</td><td colspan="3" rowspan="3">As per Baseline</td><td rowspan="3">2024</td><td rowspan="3">N/A
Skipped</td><td rowspan="3">2025</td></tr>
<tr><td>Part 3 Resi</td></tr>
<tr><td>Part 3 Comm</td></tr>
<tr><td>Voluntary</td><td colspan="5">Assumes no voluntary measures, hence no early uptake of higher steps</td></tr>
<tr><td rowspan="4">Accelerated ESC & ZCSC</td><td>Part 9</td><td>N/A
Current Step</td><td>2025
-</td><td>2028
Highest Step</td><td rowspan="3">2024</td><td rowspan="3">N/A
Skipped</td><td rowspan="3">2025</td></tr>
<tr><td>Part 3 Residential</td><td>2025
-</td><td>2028
Highest Step</td><td>N/A</td></tr>
<tr><td>Part 3 Commercial</td><td>2028
Highest Step</td><td>N/A</td><td>N/A</td></tr>
<tr><td>Voluntary</td><td colspan="5">Assumes no voluntary measures, hence no early uptake of higher steps</td></tr>
<tr><td rowspan="4">Alignment with CoN</td><td>Part 9</td><td colspan="3" rowspan="3">As per Baseline</td><td rowspan="3">N/A
Skipped</td><td rowspan="3">N/A
Skipped</td><td rowspan="3">2024
Except for 4-6 storey MURBs which will be in 2026</td></tr>
<tr><td>Part 3 Resi</td></tr>
<tr><td>Part 3 Comm</td></tr>
<tr><td>Voluntary</td><td colspan="5">Assumes no voluntary measures, hence no early uptake of higher steps</td></tr>
</table>

*There is little to no data available on the uptake of different incentives and targeted interventions (such as permit fast-tracking, financial incentives, density bonusing, and rezoning requirements). An uptake of 10% has been assumed based on the insights from jurisdictions within the RDN but it is worth noting that an uptake anywhere in the range of 5 to 25% would not change the results significantly enough to affect the commentary in this report. Insights from jurisdictions within the RDN included:

- The City of Nanaimo reported that of the 57 multifamily development permit applications they received from May 1, 2020, to May 1, 2023, nine committed to at least one step above the minimum Step Code, roughly 16%, and four of those nine, committed to going two steps above.
- As a regional government, RDN does not have the same powers as the municipalities in their region. RDN can only offer permit fast-tracking and financial incentivization, while municipalities in the region (e.g., Lantzville, Parksville and Qualicum Beach) could also pursue rezoning requirements and density bonusing.
- RDN currently offers a $1,000 rebate as part of their Sustainable Development Checklist, which anecdotally has had limited uptake.
- The building permit process in Lantzville and Qualicum Beach is already relatively fast, so fast-tracking would not provide a strong incentive for builders and developers.

The model applies greenhouse gas emission intensities (GHGIs) to projections of new floor area to estimate future greenhouse gas emissions. GHGIs were developed for each potential step combination of the Energy Step Code and Zero Carbon Step Code (e.g., Step 3 with Moderate Carbon Performance, Step 4 with Moderate Carbon Performance, Step 3 with Strong Carbon Performance, etc.) for the different building types subject to the two Codes. For each building type the step combination and GHGI applied in a given year varies with each scenario as a result of different implementation timelines.

For each jurisdiction, projections of new floor area were based on existing floor area and percentage growth projections for each building type provided by the RDN. Building types included in the modelling are as follows:

- Single Family Detached (Part 9)
- Single Family Attached (Part 9)
- Apartments (Part 3 Residential)
- Hotel (Part 3 Residential)
- Office (Part 3 Commercial)

- Retail (Part 3 Commercial)

The GHGIs applied to the new floor area are based on the GHGI targets set out in the Zero Carbon Step Code and projections of the emission factor for grid electricity. The Zero Carbon Step Code requires fixed emissions factors of 0.011 $kgCO_2e/kWh$ for electricity and 0.180 $kgCO_2e/kWh$ for natural gas to be used to demonstrate compliance with the GHGI targets.

These emissions factors and estimates of total energy use for a given step of the Energy Step Code were used to determine what the maximum amount of natural gas energy use could be, with the remainder being electricity energy use, whilst still complying with the GHGI targets. Emissions factors were then reapplied to this breakdown of natural gas and electricity energy use to determine new GHGIs, where the emission factor for electricity decreases with time to reflect the Clean Electricity Delivery Standard (a requirement that 100% of electricity delivered in the province be generated by clean, renewable sources by 2030. The approach of establishing the maximum amount of natural gas energy use reflects a worst-case scenario and the potential use of fossil fuel backup systems. However, it is important to note that the model also reflects buildings that are anticipated to be built all-electric irrespective of the adoption pathway. Building permit data provided by the City of Nanaimo shows that since the step code adoption in April 2020, 30% of Part 9 buildings and 70% of Part 3 buildings are already being built all-electric. In all of the scenarios, the respective new floor area is modelled to be all-electric from the first modelled year for all jurisdictions. In the Electoral Area's it is assumed that a higher proportion of Part 9 buildings would already be all-electric given that there are some areas without gas services. Based on the mapping of building permits from the latest 5 years, conducted by RDN, its assumed that 65% of Part 9 buildings in Electoral Areas would be built all-electric from the first modelled year in all scenarios.

The model also assumes a lag between permitting and finished construction: 2 years for Part 9 buildings, and 3 years for Part 3 buildings.

Results

Full results for the Electoral Areas are presented in the main body of this report. Results for the other member municipalities are provided on the following pages.

Lantzville

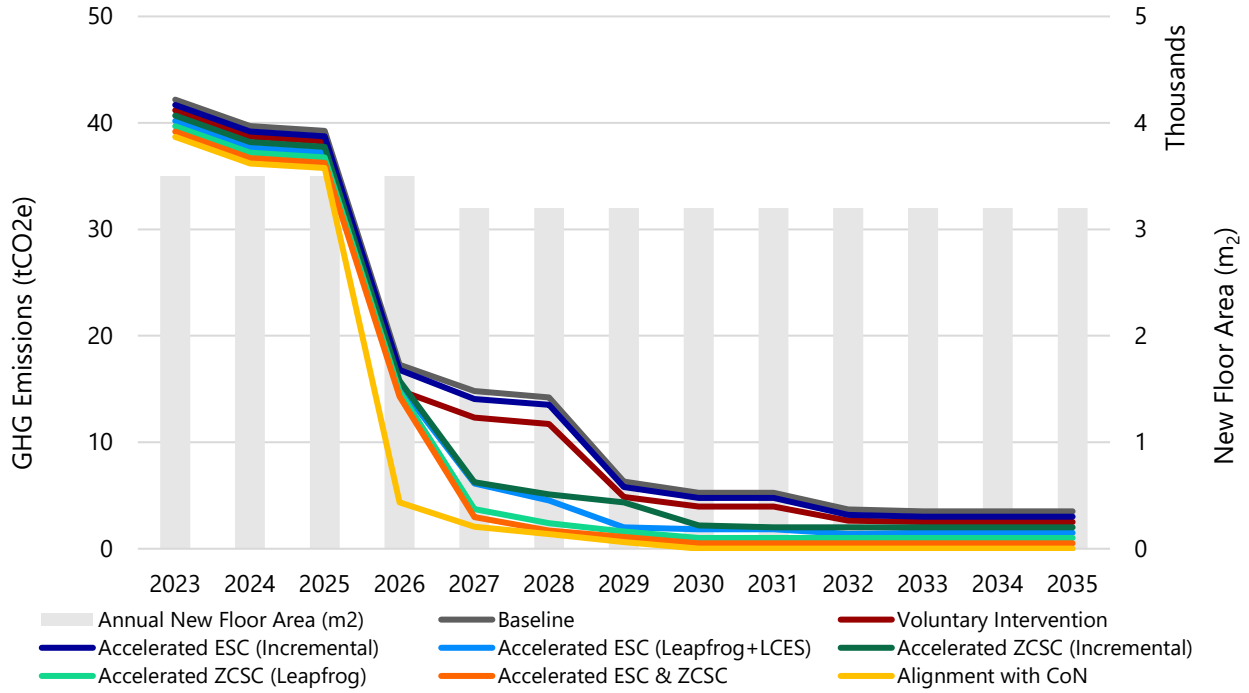


Figure 9: Annual GHG Emissions from Annual New Floor Area - Lantzville (Please note that lines are offset for legibility)

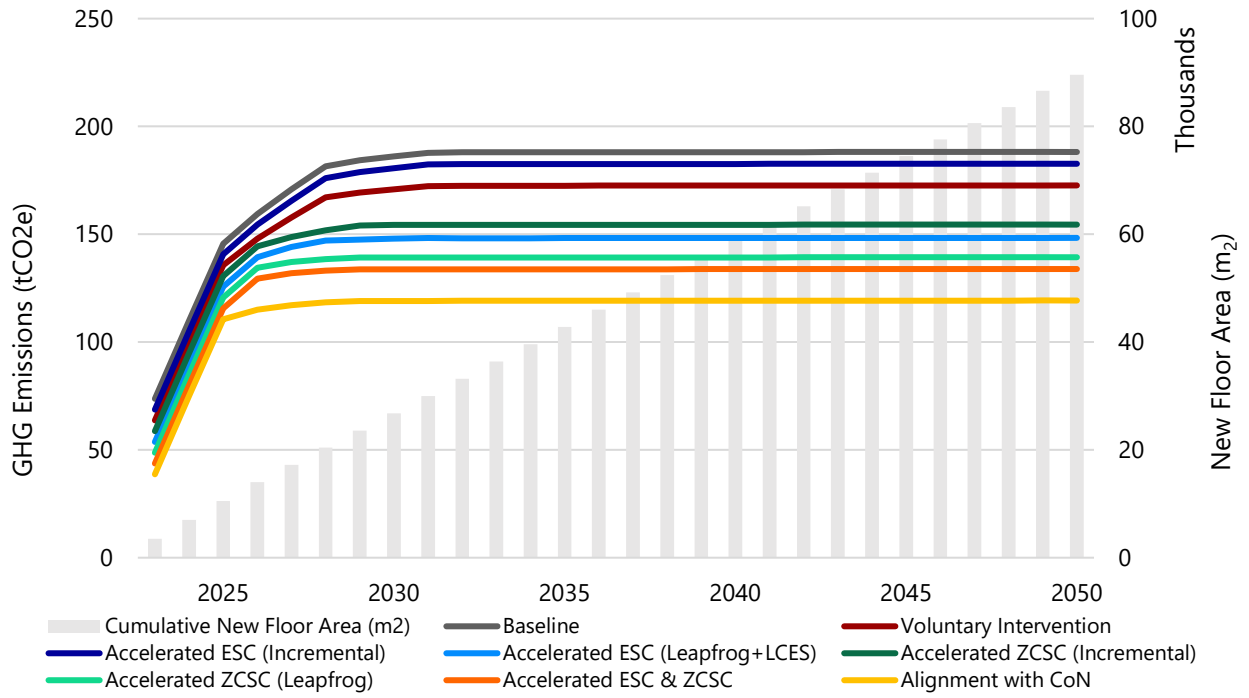


Figure 10: Annual GHG Emissions from Cumulative New Floor Area – Lantzville (Please note that lines are offset for legibility)

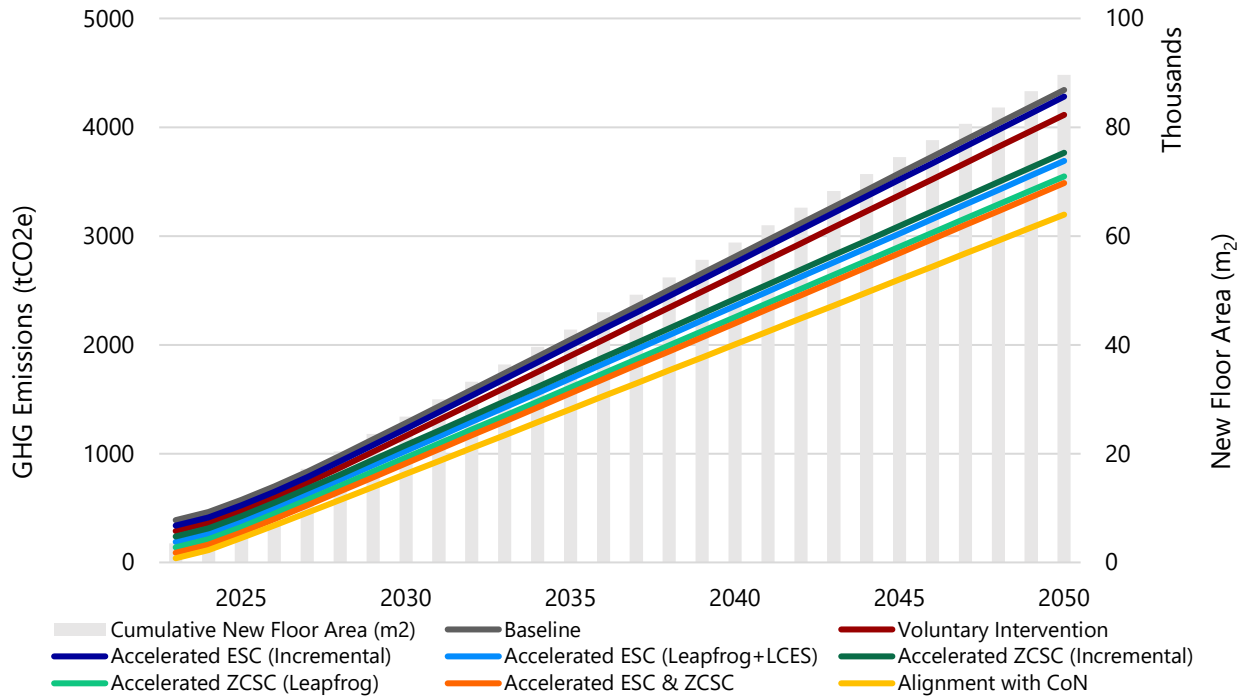


Figure 11: Cumulative GHG Emissions from New Floor Area - Lantzville (Please note that lines are offset for legibility)

Parksville

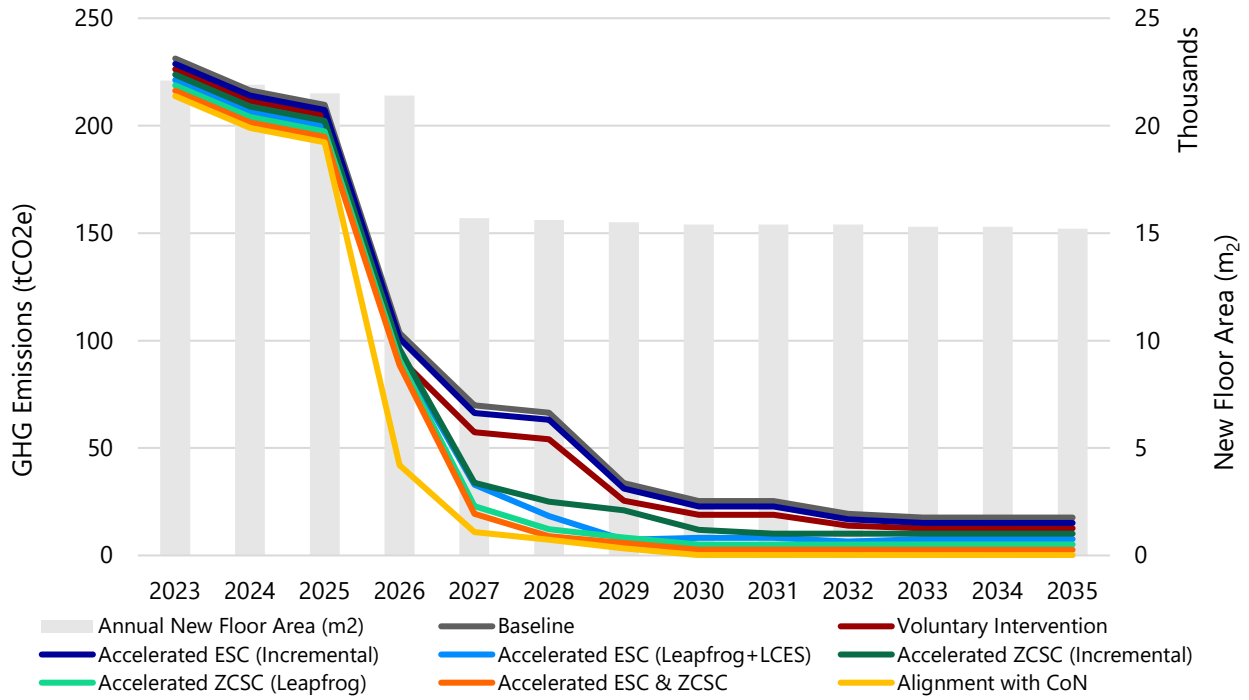


Figure 12: Annual GHG Emissions from Annual New Floor Area - Parksville (Please note that lines are offset for legibility)

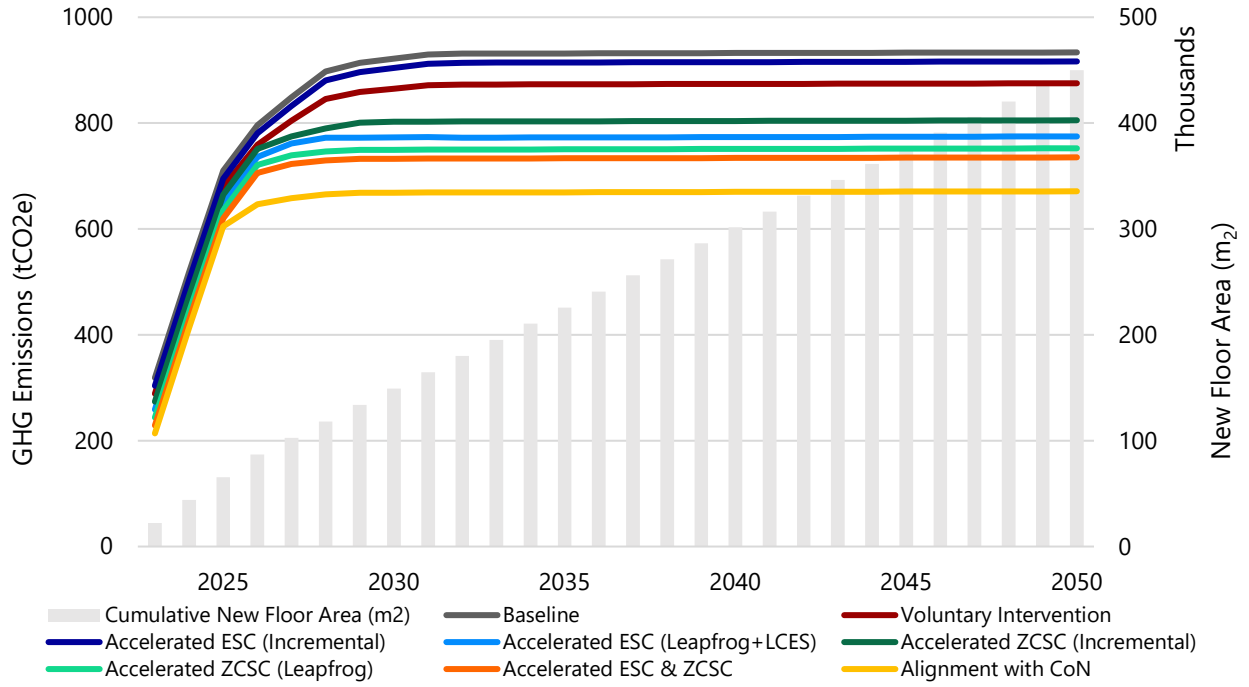


Figure 13: Annual GHG Emissions from Cumulative New Floor Area – Parksville (Please note that lines are offset for legibility)

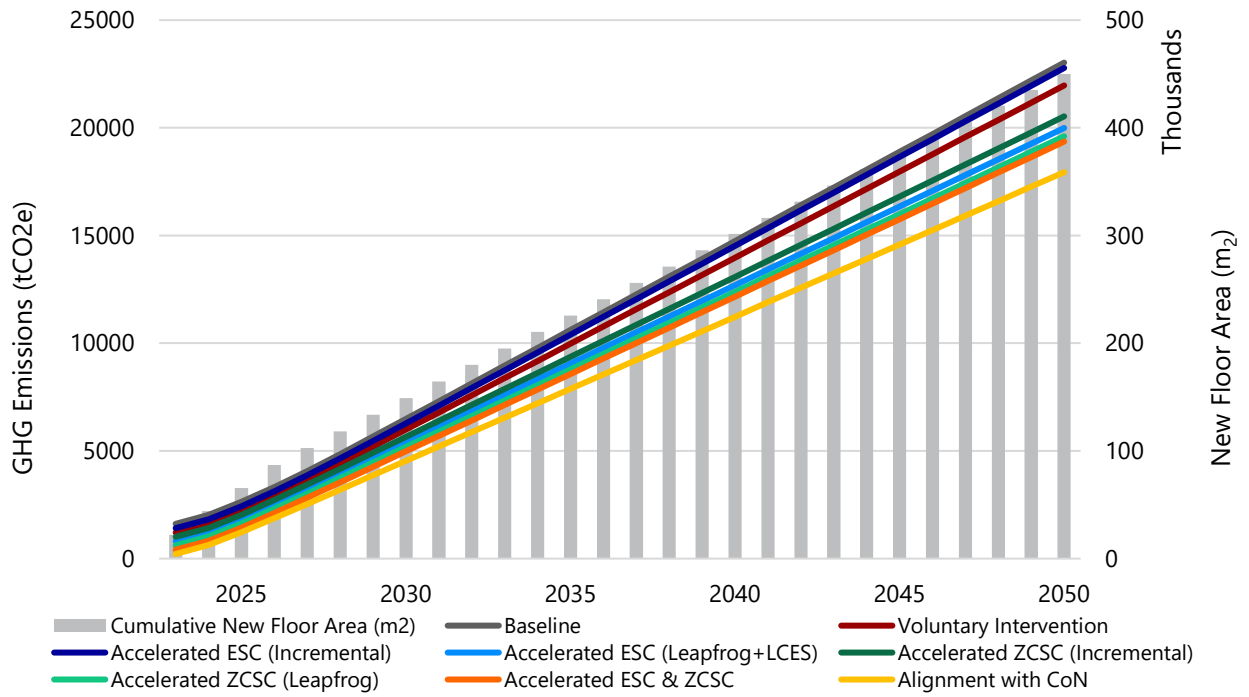


Figure 14: Cumulative GHG Emissions from New Floor Area - Parksville (Please note that lines are offset for legibility)

Qualicum Beach

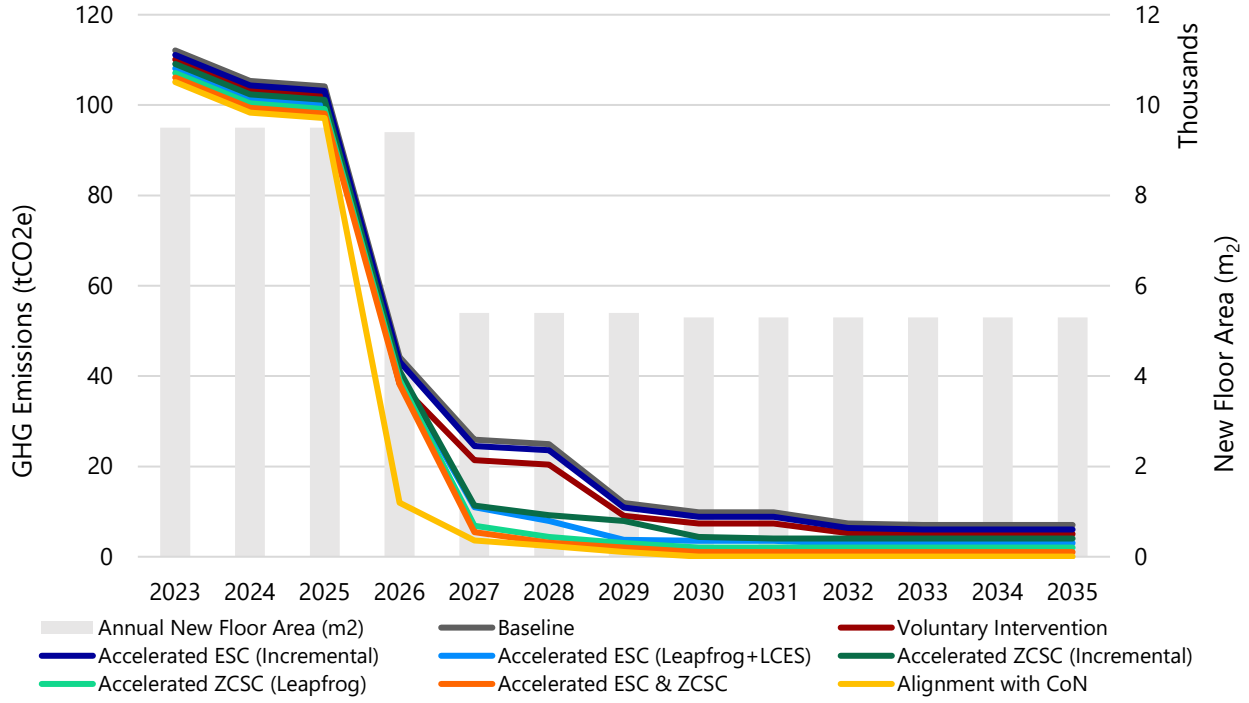


Figure 15: Annual GHG Emissions from Annual New Floor Area – Qualicum Beach (Please note that lines are offset for legibility)

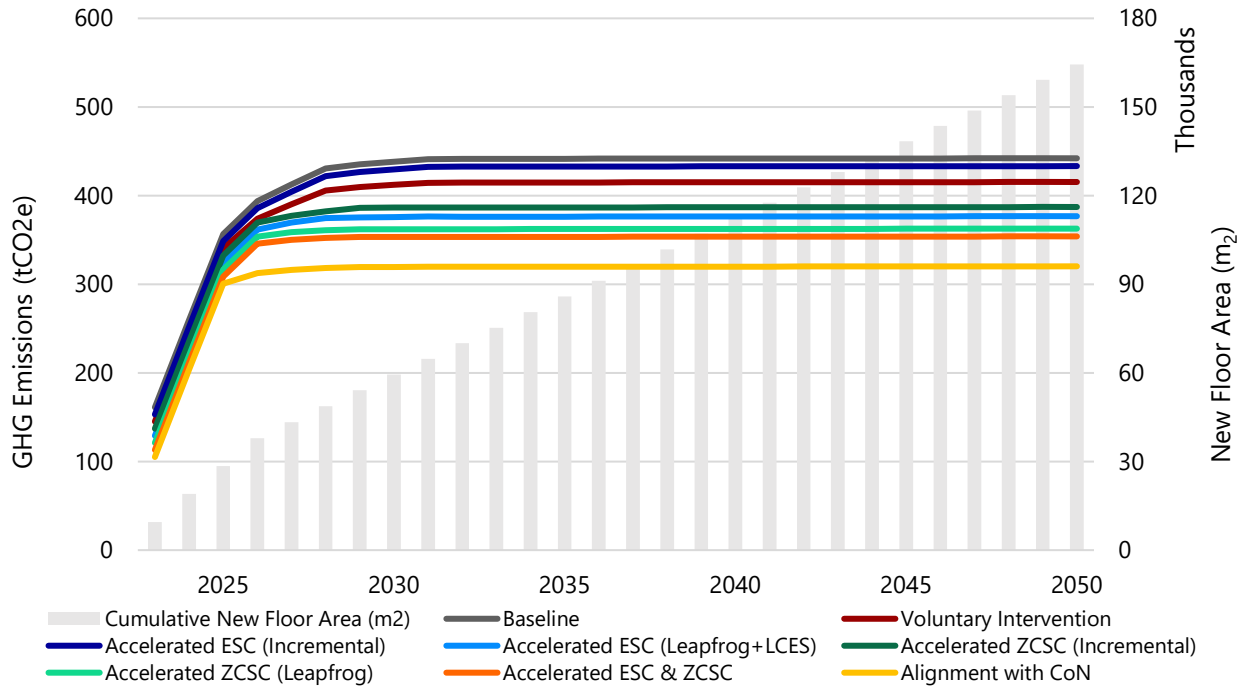


Figure 16: Annual GHG Emissions from Cumulative New Floor Area – Qualicum Beach (Please note that lines are offset for legibility)

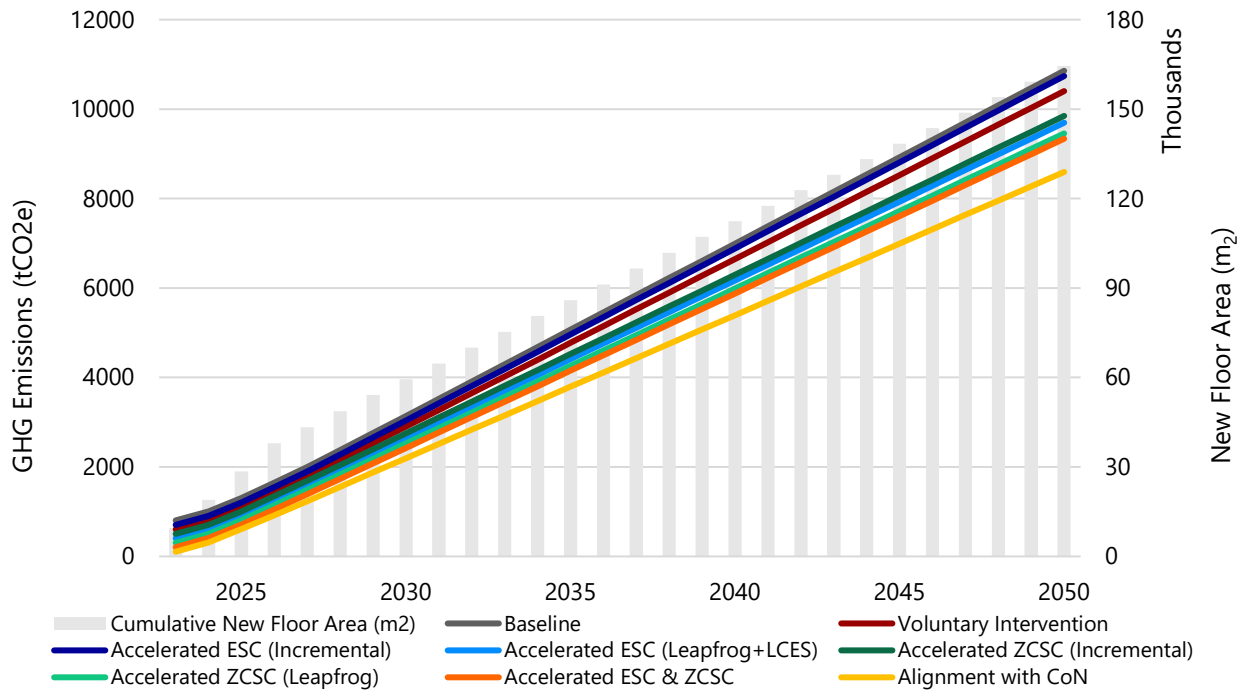


Figure 17: Cumulative GHG Emissions from New Floor Area – Qualicum Beach (Please note that lines are offset for legibility)

Appendix B: Adoption of Zero Carbon Step Code in BC Local Governments

City of Nanaimo (Proposed Approach)

Table 16. City of Nanaimo Energy Step Code and Zero Carbon Step Code Implementation Timeline

Part 9 Buildings	Implementation Timeline		
	At time of bylaw adoption	July 1, 2024	N/A
Single Family Dwelling, duplex, or townhomes	Base Code (Energy Step 3) + Measure-only Zero Carbon Step Code	Base Code (Energy Step 3) + Zero Carbon Performance	N/A
Part 3 Buildings	May 1, 2023	July 1, 2024	January 1, 2026
Residential and Commercials	Base Code (Energy Step 2) + Measure-only Zero Carbon Step Code	Base Code (Energy Step 2) + Zero Carbon Performance	Energy Step 3 + Zero Carbon Performance

City of Victoria

Table 17. City of Victoria Energy Step Code and Zero Carbon Step Code Implementation Timeline[34]

Part 9 Buildings	Implementation Timeline		
	May 1, 2023	November 1, 2023	N/A
Single Family Dwelling, duplex, or townhomes	Base Code (Energy Step 3)	Base Code (Energy Step 3) + Zero Carbon Performance	N/A
Part 3 Buildings	May 1, 2023	July 1, 2024	November 1, 2024
Residential (4-6 storey)	Energy Step 3	Energy Step 3 + Zero Carbon Performance	Energy Step 3 + Zero Carbon Performance
Residential (+6 storey)	Base Code (Energy Step 2)	Base Code (Energy Step 2)	Base Code (Energy Step 2) +Zero Carbon Performance
Commercial	Base Code (Energy Step 2)	Base Code (Energy Step 2)	Base Code (Energy Step 2) +Zero Carbon Performance

[34] City of Victoria. BC Energy Step Code. https://www.victoria.ca/EN/main/residents/planning-development/development-services/green-buildings.html#:~:text=When%20and%20how%20are%20these,buildings%20by%20November%201%2C%202024.

Saanich

Table 18. Saanich Energy Step Code and Zero Carbon Step Code Implementation Timeline[35]

Part 9 Buildings	Implementation Timeline		
	May 1, 2023	November 1, 2023	N/A
Single Family Dwelling, duplex, or townhomes	Base Code (Energy Step 3) + Measure only Carbon	Base Code (Energy Step 3) + Zero Carbon Performance	N/A
Part 3 Buildings	May 1, 2023	July 1, 2024	November 1, 2024
Residential (4-6 storeys)	Base Code (Energy Step 2) + Measure Only Carbon	Base Code (Energy Step 2) + Zero Carbon Performance	Base Code (Energy Step 2) + Zero Carbon Performance
Residential (+6 storey)	Base Code (Energy Step 2) +Measure Only Carbon	Base Code (Energy Step 2)	Base Code (Energy Step 2) + Zero Carbon Performance
Commercial	Base Code (Energy Step 2) + Measure Only - Carbon	Base Code (Energy Step 2)	Base Code (Energy Step 2) + Zero Carbon Performance

City of Richmond

Table 19. City of Richmond Energy Step Code and Zero Carbon Step Code Implementation Timeline[36,37]

Building type		Implementation Timeline		
		Oct 1, 2023	January 1, 2025 to December 31, 2026	After January 1, 2027
Part 9	Single Family Dwelling, duplex, or townhomes	Step 5 + Moderate Carbon *or* Step 4 + Strong Carbon *or* Step 3 + Zero Carbon	Step 5 + Strong Carbon *or* Step 4 + Zero Carbon	Step 5 + Zero Carbon
Part 3	Residential concrete towers	Step 3 + TBD ZCSC level *or* Step 2 TBD ZCSC level	Step 4 + TBD Carbon Level or Step 3 Carbon Level	Step 4 + TBD Carbon Level
	Residential low/mid-rise	Step 4 + TBD ZCSC level *or* Step 3 TBD ZCSC level	Step 4 + TBD Carbon Level	Step 4 + TBD Carbon Level
	Office & retail buildings	Step 3 + TBD ZCSC level *or*	Step 3 + TBD Carbon Level	Step 3 + TBD Carbon Level

[35] Saanich. BC Energy Step Code and Zero Carbon Step Code. https://www.saanich.ca/EN/main/community/sustainable-saanich/bc-energy-step-code-and-carbon-pollution-standard.html

[36] City of Richmond. Energy Step Code. Part 3 Buildings. 2023. https://www.richmond.ca/__shared/assets/building4051958.pdf

[37] City of Richmond. Energy Step Code: Part 9 Buildings Overview. 2023. https://www.richmond.ca/__shared/assets/building3751347.pdf

		Step 2 TBD ZCSC level		
	Hotels and Motels	Step 4 + TBD ZCSC level *or* Step 3 TBD ZCSC level	Step 4 + TBD Carbon Level *or* Step 3 TBD Carbon Level	Step 4 + TBD Carbon Level

Resort Municipality of Whistler

Table 20. Resort Municipality of Whistler Energy Step Code and Zero Carbon Step Code Implementation Timeline[38]

Building type		Implementation Timeline	
		January 2024	2026 onward
Part 9	Single Family Dwelling, duplex, or townhomes	Step 4 + Strong Carbon Performance	Step 4 + Zero Carbon Performance
	SFD or duplex with in-ground basement floor area exclusion	Step 5 + Strong Carbon Performance	Step 5 + Zero Carbon Performance
Part 3	Residential	Step 3 + Strong Carbon Performance	Step 3 + Zero Carbon Performance
	Commercial	Step 2 + Strong Carbon Performance	Step 3 + Zero Carbon Performance

[38] Resort Municipality of Whistler. BC Energy Step Code. 2023. https://www.whistler.ca/business/land-use-and-development/building/bc-energy-step-code/#:~:text=Working%20towards%20the%20top%20level,only%20low%20carbon%20heating%20systems.

Appendix C: Industry Workshop Summary

Part 3 Buildings

Q1 What are the challenges and opportunities associated with building to net zeroenegry-ready, zero carbon, or both?

Challenges

Themes	Comment
Policy	• Need for overall alignment between programs and requirements • **ZCSC:** ○ Projects in design may be affected by new code changes if in stream
Energy Modelling	• Need to ensure modellers know what climate zone they are working in (CZ4) • Need to clarify what weather files to use • Differences between modelling requirements between CMHC and ESC • TEDI can be the issue - while achieving GHG targets
Design requirements (Form)	• Challenge of lower window-wall ratio when views are important • Addressing public expectation for building form e.g. stepped buildings to reduce massing • Form and character can be difficult for some of the planners. Getting into that "boxy look" • TEDI is hard to achieve unless you are building a box.
Infrastructure requirements (BC Hydro)	• Limitations with electrical service, sizes and costs of transformers • **ZCSC:** ○ Limited BC Hydro capacity ▪ Sometimes this leads to reverting to gas (MUA, commerical kicthens, hot water) ▪ Slow response times – can take 12 months Results in the need to add natural gas in some buildings ▪ Compounded by EV charging requirements. ▪ Require calculations to be completed early in design ▪ Require energy management systems to manage demand • **ZCSC + ESC:** ○ Don't have the answers on how to supply energy
Industry capacity & supply chain	• Getting blower door tests done is a challenge in Victoria • **ZCSC:** ○ Staffing challenges at BC Hydro and Local Goverments to get things approved ○ Retrofits are more challenging than new construction. • **ZCSC + ESC:** ○ New Technologies can be difficult to apply ○ Cost of HVAC units are going up due to hype ○ Long lead times for supply of units – can take up to 18 months. ○ The effort and cost of decarb/retrofit is greater than addressing at the new construction. ○ Industry capacity and supply chains
Financial challenges	• Cost of electrical transformers • Cost associated with higher building performance (Step 4). ○ Cost difference between Step 2 and 3 is quite negligible (can be dealt with through building shape). This can be addressed right from start. Step 4 is the challenge. ○ Cost - step 3 seems to be easy but getting to - but getting beyond this is challenging. ○ Qualicum beach form and character guidelines have a specific look. Can drive up cost to both meeting higher step code • Electrical utility costs are high • Cost of HVAC units increasing due to demand
Retrofits	• **ZCSC + ESC:** ○ Need to be mindful of whether we can do this with renovations now too

Opportunities

Themes	Comment
Acceptance	• **ZCSC:** ○ With low-carbon electricity and reduced loads buildings, not too difficult generally. ○ If ew can adopt a lower step to satrt (i.e. step 2 of the ZCSC) which gives multiple opportunities • **ZCSC + ESC:** ○ Don't struggle for new buildings.
Policy (Program rollout)	• **ZCSC:** ○ Don't implement aggressive timelines, allow flexibility while market transforms
Design	• Energy modelling would help to understand opportunties for increased insulation • Getting energy modelling involved earlier, before development permit, and before form and character. • Fuel less important if your building energy efficient from the beginning. • **ZCSC + ESC:** ○ No challenges with maybe the exception of commercial kitchens
Innovation	• **ZCSC + ESC:** ○ Opportunity to innovate and push boundaries
Funding	• BC Housing and CMHC funded builders.
Leveraging existing tools and knowledge base	• **ZCSC:** ○ Compliance tools available for Part 3 buildings ○ GHG is already a reported metric for Part 3 buildings – opportunity to move beyond just measuring. • **ZCSC + ESC:** ○ Opportunity for knowledge sharing from a good base of Engineers and Architects
Messaging	• Driver for energy efficiency isn't necessarily emissions, its lifecycle costs for owners.

Q2 Is the industry ready to build to these levels of performance today? Why/not?

Industry is ready

Theme	Comment
Past examples	• School districts are moving towards electrification -BC Hydro upgrades. • **ZCSC:** ○ Evidence shows that it is possible to build to GHG targets. • **ZCSC + ESC:** ○ New buildings are already being built to high standards. It's existing buildings that are the problem. ○ Recognize spending some time and money to achieve a good level of air tightness can save a lot on HVAC and utility costs. ○ Buidlings are put together by multiple specilaized team, if the designs are clear then the teams will build to it.
Incentives	• People motivated to do Step Code because of the CMHC funding. • Developers have a business motivation. Reducing costs is important.

Industry is not ready

Theme	Comment
Industry Capacity/ Education	• There is a shift/upskilling needed on HVAC controls. • The skills are there. Capacity is not. • The Jump to ESC Step 2 in municipalties that haven't adopted the ESC yet means everyone will need to learn all at once – will likely see bottlenecks • There are so many levels of polices, which makes it difficult. • **ZCSC + ESC** ○ Need to educate contractors and trades on how things are now being done differently; contracting "this is how we've always done it" ○ Contractor/trades engagement to raise awareness (e.g. envelope, heating, plumbing, insulation, etc.) ○ On the Island, urban centres are a little more disparate, can't borrow from nearby centres as in Greater Toronto Area (GTA). ○ Overall industry is ready for both ESC and ZCSC, just a lack of trades and capacity ○ Takes time to change the mindset. ○ New buildings are already being built to high standards. It's existing buildings that are the problem.
Incentives	• **ZCSC + ESC** ○ A lot of developers don't understand why they need to be building to higher levels. They want to build and sell. It's incentives that appeal to developers. ○ Incentivization is important. ○ Developers have a business motivation. Reducing costs is important. ○ People motivated to do Step Code because of the CMHC funding.
Supply Chain	• **ZCSC:** ○ Can't throw more money to address labour shortarges and supply chains. This is part of the reason why shortcuts are being taken. There is conflict of interest. Economics and performance. • **ZCSC + ESC:** ○ Supply chain is a general concern to buildings, not just high peformance buildings
Air tightness requirements	• Self adhered membrane – this is a big change and need to get trades up to speed • Reluctance to take on the risk of committing to a certain level of air sealing. • More difficult in smaller, rural areas
Perception of natural gas	• **ZCSC:** ○ Developers still want access to gas, because the perception is that gas is more cost effective ○ Lowers operational costs for developer ○ Gas fireplaces, heating, etc. are driven by preferences. ○ Huge incentives for Fortis BC. ○ Fortis BC are easier and faster to work with
Affordability Impacts	• **ZCSC + ESC:** ○ Can the market bear the additional costs. What are the affordability impacts. Can rent increase to cover additional costs of construction.
Design approach	• **ZCSC:** ○ Human nature to shortcut. We need checklists and tests along the way, and not be reliant on the energy model at the end to double check requirements have been met. ○ Designer's need to be responsible for coordination of design elements.

Q3 What types of support would you or your peers need to build to be ready?

Theme	Comment
Support from local goverment	**Streamline processes** • Reduced approval timelines. • **ZCSC:** ○ One of the bigger problems isnt skills or knowledge. Its the processes. Processes need to speed up if timelines are going to be accelerated. ○ Council decisions process also slow downs the process ○ Communty groups get to involved and it slows down the process. They need to be pulled back / process needs to be reevaluted. • **ZCSC+ESC**: ○ Streamlined approval process for BP and DP for buildings going further. **City Design guidelines** • Updated municipal design guidelines • Rezoning. Develop OCPs that set out expectations. • Low-income housing doesn't need to be integrated to mid-income housing. ○ Not everything needs to be affordable. **Alignment** • Information sharing between permit application reviewers to improve consistency between municipalities • **ZCSC+ ESC:** ○ Consistent adoption across the region would help in training/clarification of requirements **Clarity and support** • Provide clarity/support for implementation impacts for in-stream applications • Municipalities could provide more clarity to designers re: weather files, CZs, etc. **Incentives and rebates** • Tax incentives. Don't put CACs (Community Amenity Contributions) on. • Density Bonuses. • Municipalities to offer more incentives. • **ZCSC:** ○ Need for an equivalent rebate program to FBC to dissentivize gas connections ○ Incenitivize through scaling permitting fees in line with ESC/ZCESC commitment i.e. commitment to higher step results in a lower permiting fee. ▪ Cost/timeline for the developer shorten if higher commitments are made. **Partner with BC Hydro** • **ZCSC:** ○ Work with BC Hydro to help facilitate connection/upgrades ○ Advise that team's should look to engage with BC Hydro earlier in the process
Supply chain	• **ZCSC+ ESC:** Supplier and manufacturers. Trying to find the high effiency products. If you can't get the product, than you have to go with an alternate product. Might mean compromising on performance
Knowledge sharing and eductaion/awareness	**Costs** • Case studies need to include costs • **ZCSC + ESC:** ○ Need current numbers on potential costs to showcase what should be expected **Training** • Training for industry around air barriers • Builders breakfasts - need to focus on where the gaps are (e.g. trades) **Awareness of current resources** • BC Housing has a fair numbers of resources. ○ Making those things accessible - reducing barriers and costs. • **ZCSC + ESC:**

	○ Case study/tangible examples -creating visibility around how both ZCESC and ESC can be done. ○ Case studies are helpful -- challenges, lessons, learned. Shared with the rest of the industry. ○ Lessons learned are great. Need to be willing to share the successes and failures. **Education of value proposition** • **ZCSC:** ○ Emphasize ease/value of zero carbon in the region • **ZCSC + ESC:** ○ Need to shift understanding of what can be done, and that we can't be doing this.

Part 9 Buildings

Q1 What are the challenges and opportunities associated with building to net zeroenegry-ready, zero carbon, or both?

Challenges

Themes	Comment
Policy barriers	• Zoning Bylaws need to be aligned with performance e.g. requirements for glass and articulation • Bylaws can be disincentives to energy efficiency i.e. increased impact of gross floor area (GFA) from insulation • Municipal bylaws - maximum gross floor area / height restrictions and thicker walls/ deeper roof insulation • Form and character guidelines in some communities are incompatible with upper steps of BC Energy Step Code • **ZCSC:** ○ Fast rollout - need time to share / absorb new info
Client preferences	• Challenge of client preference for views vs. solar orientation • **ZCSC:** ○ Will be hard to separate from certain options/preferences (gas) ○ Older clients often want gas, ability to quickly turn on gas fireplace -allowing a gas backup is a mistake ○ Consumers/builders strongly attached to natural gas, may be some challenges separating them from it. ○ On-demand hot water (natural gas) is popular ○ "Cultural" Gas use such as fire places and cooking are hard to talk people out of despite health and other reasons not to. ○ Gas Marketing is misleading and there is a lot of it
Industry Capacity/ Education	• ***Training/Awareness*** ○ Mechanical trades need to improve- risk of improper design ○ HVAC- sizing matters, need better training HVAC industry (installers, design) ○ Mark showed that these buildings can be built to same costs - industry just needs to understand it's posible ○ Learning curve for all parties / building familiarity ○ • **ZCSC:** ○ Not enough training / information available ○ New regulations = new learning curve ○ Lack of awareness of ZCSC compared to ESC , might need more more time/education ○ Need more case studies showing the actual cost savings associated with gas in our climate. Meter fees really hurt the economics • **ZCSC+ESC**

	○ Assumption that ZCES will cost a lot more • ***Engagement*** ○ It's the builders who are not in the room who are going to have issues. • ***Design challenges*** ○ Challenges to overcome - i.e. full electrification of large homes, but there are workarounds
Supply Chain	• Embodied carbon challenges - most concrete alternative products only minimal improvements • Need to market to production builders - use/make products consumers wants
Financial challenges	• Impact on affordability • **ZCSC:** ○ BC Hydro Connection Fees

Opportunities

Themes	Comment
Program rollout	• Messaging to convey this move as an opportunity, not challenge • Incremental steps between 4-5 isn't much and not hard to achieve • **ZCSC + ESC** ○ Municipalities need to remember this is performance based, not prescriptive (be open to legal workarounds) ○ Opportunity: adopting both at the same time will reduce length of learning curve. ○
Client preferences	• Customers are already requesting Energy Efficient buildings (ESC) • **ZCSC:** ○ Little push back from clients on electric ○ Younger clients tend to prefer electric
Financial	• Opportunity = Cost savings • Integrated design process - will save money and time in long run
Past experience	• Many builders are building at or close to higher steps already • Building to ESC was easier than originally anticipated • **ZCSC:** ○ Like step code, will probably find out it's easier and cheaper than originally thought to build to ZCESC. Would like a bit of time to understand the zero carbon code, but in the end we'll probably find out its easy, so why not adopt it. • **ZCSC + ESC** ○ Even with the higher capital costs, it's cheaper to use better systems
Supply Chain	• **ZCSC:** ○ Technology is there /available
Alternative fuels	• **ZCSC:** ○ Langford RNG project- way to mitigate gas impact. Challenge of including RNG
Embodied Carbon	• Include Embodied Carbon in assessment ○ Agree that this is very improtant. Aluminum, concrete, steel, glass have a really high embodied carbon. ○ Reduce concrete- impact on embodied carbon
Design Approach	• Encourage energy modeling at the front end- rather then at permitting • Think of ongrade parking as a low-carbon solution • Focus on air tightness, makes everything else easier • Lots of workarounds so not concerned. Can still have gas backup, cooking, outdoor fireplaces.

	• **ZCSC + ESC** ○ Once at higher levels of step code it makes sense to do zero carbon. Some challenges with larger homes but there are ways to design around this.

Q2 Is the Industry ready to build to these levels of performance today? Why/not?

Industry is ready

Theme	Comment
Industry capacity	• If knowledgeable energy advisors available to support/model/IDP etc.
Past examples	• Yes, this is status quo for most already • Yes Step 3 is standard practice - Higher steps are also easy assuming design is done well. Gets very hard/ expensive if design is not done with Energy considered. • **ZCSC:** ○ Vast majority of new builds are already meeting the higher steps ○ Lots of work arounds available so don't see a huge issue - can still have gas bbqs/ secondary heating etc. ○ Mechanical systems are readily available and easy to understand for most • **ZCSC + ESC:** ○ General consensus: Building community will adapt, could be messy at first. ○ In many cases industry is already doing low-carbon and energy efficient buildings. Would likely be a small move to do both Yes.
Policy	• **ZCSC:** ○ Consensus from builders in the room: The building industry will adapt if regulations are put in. There will be some grumbling at the start but they'll adapt.
Partial readiness	• Some builders will care and adopt faster than others • Will eventually become the new norm (like heat pumps) • **ZCSC + ESC:** 50% of builders may be ready

Industry is Not Ready

Themes	Comment
Industry Capacity/ Education	• No, but there has been plenty of opportunity to learn/adopt • Lack of skilled trades ○ Need to educate those on site- skilled trades level, mechanical side ○ Industry training key- need to get it built right, not just design focused • Increased cost to Step 3 painless, but it takes time and training • Need to roll out training program ASAP if rapid adoption of high steps **ZCSC:** • Lack of awareness could be an issue- ZCESC hasn't been promoted as much as ESC. • Trade knowledge and home owner knowledge has some gaps
Policy	• Bylaws need to be implemented region wide -reduces risk of building to a lower standard – Needs to happen at large scale.
Design approach	• Starts with right design at the beginning -really important, people need to understand that.

Q3 What types of support would you or your peers need to build to be ready?

Theme	Comment
Support from local goverment	**Policy** • Remove zoning bylaws • **ZCSC:** ○ Need regulation, otherwise will not happen at scale. **Incentives** • **ZCSC:** ○ Permit, development cost charges (DCC) or other cost reductions for the types of buildings the city wants ○ Higher permit fees for digging up the road – to disincentivze gas connection over electric connection. • **ZCSC + ESC** ○ City can offer support or reductions in cost / timeline in permitting tax or DCC **Training** • Design education of Council. Design panels- design review can challenge higher step code levels • Need building inspection to understand that code is performance based - sometimes can focus too much on prescriptive - more training for building officials. • Training/competence on Step Code should be part of builder licensing (provincial)
Industry capacity	• Knowledgeable Energy Advisors • Really need to increase HVAC trades capacity/ competence/culture • Definitely require mid-construction blower door tests.
Knowledge sharing and eductaion/awareness	**Awareness** • There is already a lot of information out there - builders just need to make time and take responsibility. • **ZCSC:** ○ RDN to encourage networking, local capacity building. Easier for larger municipalities with existing critical mass of experience. ○ Critical mass of members with experience important to encourage networking ○ Probably need focused awareness outreach with production builders **Training** • Education is needed • Door-knocking and onsite outreach with spec builders important - educating the ones who don't show up to CHBA • Modeling of homes important - in the model can show the builders the small adjustments ended to meet higher steps • **ZCSC:** ○ More outreach/education around what Zero Carbon requirements are, what is allowed/not allowed ○ Lack of training for certain trades (i.e. HVAC; mechanical)/industry culture •
Incentives	• Incentives are needed ○ Financial incentives specifically to support Integrated Design Process (IDP) ○ Training in High-performance building results in building permit cost reduction ○ BC Hydro incentive should be brought back - convinced many builders to move to electrification from gas - very effective when it still allowed for something like a gas bbq

Consumer awareness	• **ZCSC:** ○ Training for home owners ○ Help with messaging to consumers on low-carbon benefits, argument for zero carbon - e.g. instant hot water is popular

Plenary Discussion

Is alignment between municpalities in the RDN or Vancouver Island important to you? Why/Why not?

Theme	Comment
Alignement is important	• Challenge of different requirements in different jurisdictions - the more aligned the better ○ Crucial that they get on the same page; ESC adoption as a past example • Will always have differences of opinion, need to be realistic of what level of consistency can be achieved; maybe at least agree on a baseline or base level definitions • Councils always seem to want to one up each other. • If the consistency is for a high standard then definitely, yes. Consistency would be a huge benefit.
Consequences of misalignment	• Different timelines = different speeds; building expertise and capacity would benefit from repeat applications of the same steps. • If one municipality that is adjacent to other jurisdictions, different requierments will cause developer/ builders to move to those that have lower expectations regarding energy consumption and GHG emission -this exacerbates the uptake
Advantages	• Have an "island economy" - should reap the benefits and help the industry

Appendix D: Staff Workshop Summary

Q1 Have any of these policy options been considered or tried by your municipalities in the past? If so, with what result?

Theme	Comment
BC Energy Step Code	• Not that I'm aware of *(Regional District Nanaimo)* • Yes, as a condition of rezoning*(Qualicum Beach)* • Have stayed in step with the provincial government, but Council wants to accelerate to Step 5 (only in specific cases). Was looked at as part of RDN Climate Action Technical Advisory Committee (CATAC) (see LCES entry) *(District of Lantzille)* • Step 3 Part 9, Step 2 Part 3. Density bonus and rezoning policy for higher steps *(City of Nanaimo)*
Low-carbon Energy System Pathway	• No *(Regional District Nanaimo)* • Looked at as option by RDN's climate action technical advisory committee (CATAC) - was one of the top 5 recommendations, but not implemented as we focused on the top 3 priorities. *(Regional District Nanaimo)* • Not considered in Lantzville *(District of Lantzille)* • Not yet *(Qualicum Beach)* • LCES rezoning policy - DS *(City of Nanaimo)*
Financial Incentives (e.g. building permit fee rebate or rebates)	• Nothing Yet for Lantzville *(District of Lantzille)* • RDN Sustainable Development rebate for high-efficiency buildings (up to $1000) since 2012, but low uptake. *(Regional District Nanaimo)* • yes, DCC reductions for acheiving energy efficiency standards *(Qualicum Beach)* • Provincial government will be making changes to density and finance so will hopefully include sustainability criteria
Permit Fast Tracking	• Suggestion only *(Regional District of Nanaimo)* • Often suggested as an incentive for many legitimated needs. How do you choose what to fast-track e.g. affordable housing, day cares, medical buildings? So that's a No *(CoN), (Qualicum Beach)* • Not in LV, Permitting is quite fast already, unlikely to incentivize *(District of Lantzille)*
Density Bonusing	• Our zoning bylaw includes density bonusing in exchange for achieving higher Step Code levels than required. Seen some uptake (*City of Nanaimo)* • Yes, in theory. But most developments don't need the bonus density *(Qualicum Beach)* • Not in Lantzville *(District of Lantzville)* • The idea of density bonusing has come up through Council discussion, but nothing more formal yet *(District of Lantzville)* • Requires a balance of priorities, but is a very flexible tool *(City of Nanaimo)* • Includes Step Code as a category option- previously referenced ASHRAE (*City of Nanaimo)* • Provincial government will be making changes to density and finance so will hopefully include sustainability criteria

Q2 What are the pros and cons associated with each option, from the perspective of permitting timelines, efficacy/uptake from the industry, staff capacity, overall feasibility, other?

Pathway	Theme	Comment
Energy Efficient Buildings	**Design**	**Guideline conflicts** • Design Guidelines *(City of Nanaimo)* • The town's design guidelines encourage features that compromise energy efficiency *(Qualicum Beach)* • We have heard concerns design guideline conflict and have plans to review ours *(City of Nanaimo)* • Form and character guideline conflicts • Wall depth/floor area calculation conflicts, and roof • Location of houses (i.e North-facing homes with large windows) • Related to design, is public expectation for stepped buildings *(City of Nanaimo)*
	Education and local capacity	• Builder and resident education - fears about cost increases • Limited access to materials/ labour (I've heard that there are very few external insulation companies locally)
	General	• Influx of applications ahead of changes. This is experience for Energy Step Code and assume would apply to Zero Carbon Step Code *(City of Nanaimo)*
Low-carbon Buildings	**Industry capacity**	• Low education among public/ builders (Regional District of Nanaimo
	Natural gas/RNG	• Desirability of natural gas (e.g. heating water, gas stove, gas fireplace) • Fortis rebates and low install costs for NG • Potential compliance challenges with RNG? Fuel switching back.
	Concerns re electrification	• Areas that experience longer power outages
	Unintended consequences	• Prioritizing Zero Carbon over Energy Step Code is taking the short-term gain over the long-term - Don't want to give up benefits of efficiency
Low-carbon and Energy Efficient Buildings	**Industry Capacity**	• Not very well informed builders overall • There will be a perceived conflict between affordability and higher efficiency standards *(Qualicum Beach)*
	Local Government Capacity	• On-going changes can be hard for industry (and staff) to manage in-stream applications • Some concerns re: capacity to review applications *(District of Lantzille)* • Not a very intense process overall for Building Officials, new requirements won't add much time to the review; need to ensure drawing set for P9 matches info from Energy Advisor (EA)
	Incentivization	• Need to encourage rather than punish the right approach

Q3 What kinds of support, training, or other resources would you need or want to help support the implementation of these options?

Theme	Comment
Awareness & Education	• More engagement opportunities for public/industry *(Regional District of Nanimo)* • Case studies showing design procedures to industry members - need to know where to start • More education about the business case for energy efficiency. Appeal to people's wallets *(Qualicum Beach)* • Showcase local builders that are successfully implementing higher step code standards • Constant changing regulations creating challenges • Thermal comfort - heat pumps are better than floor board heaters. How can we communicate these benefits to builders and homes owners. • Plain language explanation of requirements for residents (why it's important, how much will it increase costs)
Permiting process	• Step Code isn't creating any backlog around permitting issues. Application review is pretty straight forward. Make sure we have crystal clear requirements. • Need to front-load permits - ask for things earlier when you still have leverage • Perhaps a better understanding of provincial/Federal funding opportunities and conveying this to developers as opportunities at the outset of projects • Building permit fees are adequate, planning permit fees already too low. You can't reduce these further for incentives. They are not yet at cost recovery. If they were closer to cost recovery you could use them for incentives and hire more staff.
Policy updates	• Heat pump setback requirements may need to be reduced- can be a barrier • Move towards performance based approach in bylaws and guidelines • City of Nanaimo - historical and come from OCP. There are a number of fundamental principles. There is sensitivity around height. • Need to review Form and Character guidelines • Historic neighbourhood plans - these are the ones that are harder to amend. How to allow more flexibility • we need to explore ways to make buildings that comply with design guidelines without adding all the dormers and extra corners *(Qualicum Beach)*

Appendix E: Summary of Industry Survey Responses

Summary of Industry Survey Responses: Regional District of Nanaimo

Regional Strategy for Net Zero Buildings and Localized Energy Generation

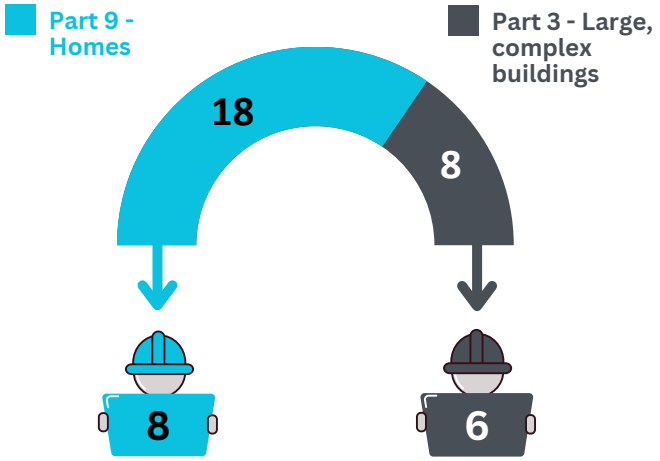
26 Survey Responses Recorded

- **7** Home Builders
- **4** Developers
- **4** Consultants
- **3** Contractors
- **2** Energy Advisors
- **1** Energy Modeller



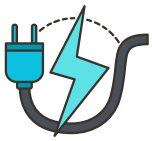
Most respondents **strongly agreed** with the following statement: **"There is a need to improve both energy efficiency and reduce carbon emissions in new buildings."**

Type of Buildings Respondents Primarily Worked On



8 respondents have **experience** building or designing to **Step 5** of the Step Code for **Part 9 Buildings**

6 respondents have **experience** building or designing to **Step 4** of the Step Code for **Part 3 Buildings**



Top responses to the **benefits** of building to higher levels of the ***BC Energy Step Code*** were:

1. Increased comfort for occupants
2. Lower carbon footprint
3. Lower utility bills and healthier and safer buildings



Common **challenges** of building to higher levels of the ***BC Energy Step Code*** were:

1. Costs of design and construction
2. Home/building owners do not understand or value energy efficiency
3. Lack of industry capacity



Common **challenges** of designing/constructing buildings with **electric heating and water systems** were:

1. Home owner preference does not align with electrification
2. Requiring upgrades to electrical services
3. Home owners do not understand or value low carbon space heating and hot water systems



Top responses when asked what **supports** would help to implement higher levels of the ***BC Energy Step Code*** were:

1. Financial incentives to offset additional costs
2. Permit fast-tracking
3. Training and education for industry



Additional challenges are: **city bylaws or design guidelines conflict with or constrain** the achievement of energy-efficient buildings.

The **City of Nanaimo** was the most common response when asked which municipality guidelines constrain the achievement of energy-efficient buildings.



It is preferred that **all local governments in the RDN** have the **same requirements** for energy efficiency even if it means having to meet **higher levels** of Energy Step Code **across the region.**

Industry Survey Responses

Regional Strategy for Net Zero Buildings and Localized Energy Generation

Summary of Responses

- There were **26 total** responses.
    - Most respondents surveyed were **home builders** (7 responses).

- The **most common area of work** was the RDN Electoral Areas (21), followed by the City of Nanaimo (19).
    - Many also work outside of the RDN but on Vancouver Island (18).

- Most of the respondents design or construct **Part 9 buildings** (18 responses).

- Most respondents **had experience** with building to Level 3 or higher of the BC Step Code for **Part 9 Buildings.**
    - Only 4 respondents had **no experience** with Level 3 or higher;
    - 8 respondents had Step 5 experience;
    - 11 had Step 4 experience;
    - 10 had Step 3 experience.

- The **experience with building to Level 3 or higher** of the Step Code for Part 3 buildings had a similar breakdown:
    - Only 1 respondent had no experience with Level 3 or higher;
    - 6 respondents had Step 4 experience;
    - 7 respondents had Step 3 experience;
    - 5 respondents had Step 2 experience.

- **Most respondents strongly agreed** with the following statement: “There is a need to improve both energy efficiency and reduce carbon emissions in new buildings.”

- **Top responses** to the **benefits of building to higher levels** of the Energy Step Code were:
    - 19: “Increased comfort for occupants”;
    - 18: “Lower carbon footprint”;
    - 18: “Lower utility bills”;
    - 18: “Healthier and safer buildings”.

- **Top responses** regarding the following **challenges of designing or constructing to higher Step Code** levels were:
    - 20: “Cost – Costs of design and construction are higher for energy efficient buildings”.
    - 15: “Awareness and Understanding – Home/building owners do not understand or value energy efficiency”.

    - 13: “Industry capacity – Local contractors, consultants or other service providers with the skills necessary to build to higher levels are unavailable”.

- T**he City of Nanaimo was the most common response** when asked which City bylaws or design guidelines conflict with or constrain the achievement of energy efficient buildings.

- The **top 3 responses** when asked **what supports would help** to implement higher levels of the BC Energy Step code were:
    - (16) Financial incentives to offset additional costs
    - (13) Permit fast-tracking
    - (12) Training and education for industry on technologies and processes for building energy-efficient buildings

- Most respondents had experience with electric-based systems in Part 9 buildings with **heat pumps for space heating being the most common.**
    - For **Part 3 buildings**, however, half of respondents did not have any experience with electric-based systems

- When asked what they saw as the **primary benefits of building an electrified building** (Zero Carbon Step Code), respondents chose **“lower carbon footprint”** (20 times) as the most common option followed by “healthier and safer buildings” (13 times).

- When asked what the **challenges were when designing/constructing buildings electric heating and water systems** the most common response was **“home/building owner preference does not align with electrification”** (16 times) closely followed by **“requiring upgrades to electrical services”** (14 times).

- When asked **what supports are needed to implement the Zero Carbon Step Code**, the top 3 responses were:
    - (12) Financial incentives to offset additional costs
    - (11) Education for industry on Zero Carbon Step Code requirements
    - (11) Awareness building for homeowners

- When asked how important consistent requirements for energy efficient and low carbon buildings were across local governments, the most common response was that it was **preferred that all local governments in the RDN have the same requirements for energy efficiency** even if it mean having to meet higher levels of Energy Step Code across the region.
    - There was only **half as much support** for the same regulations of the **Zero Carbon Step Code across the RDN.**

- Most respondents worked for **small companies** (19 respondents).

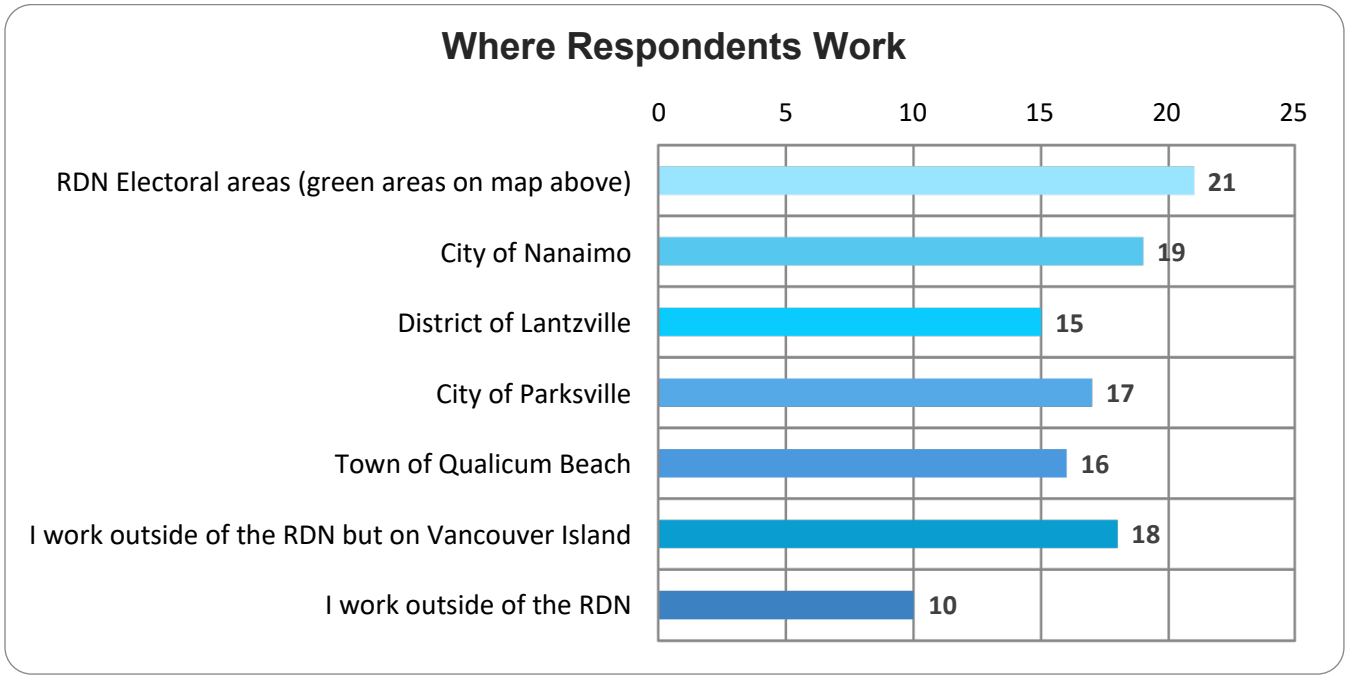
Question 1) Which sector do you work in?

Which sector do you work in?	
Home Builder	7
Developer	4
Energy advisor	2
Energy modeller	1
Contractor	3
Consultant	4
Other (please specify)	5

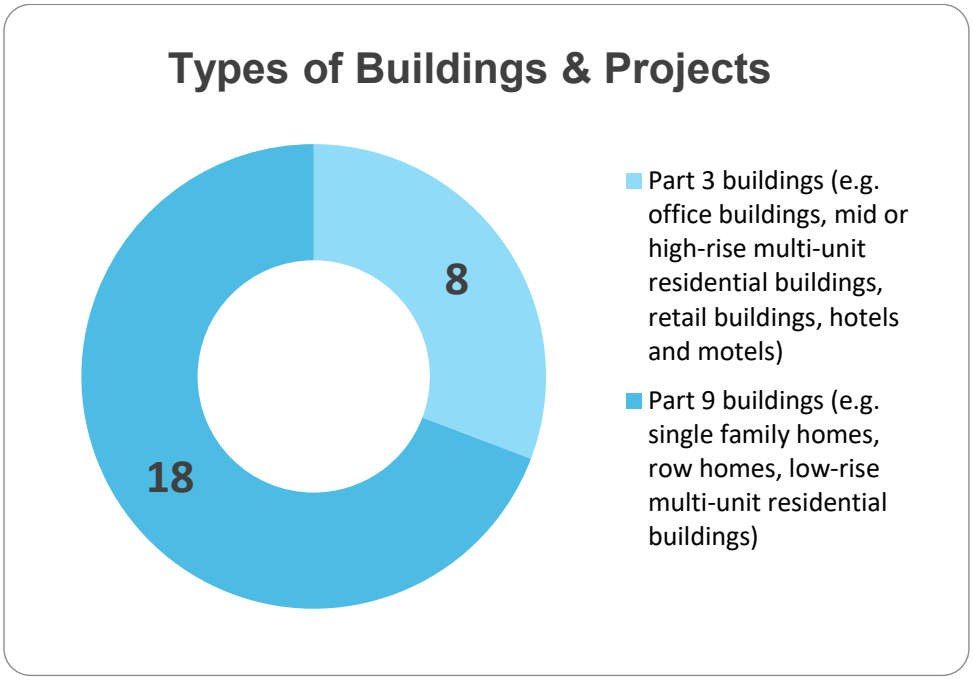
"Other" responses:

- Architect/Designer, 1
- Energy Advisor and Building Designer, 1
- CAD Design Technician, 1
- Utility Sector, 1
- Product supplier/installer, 1

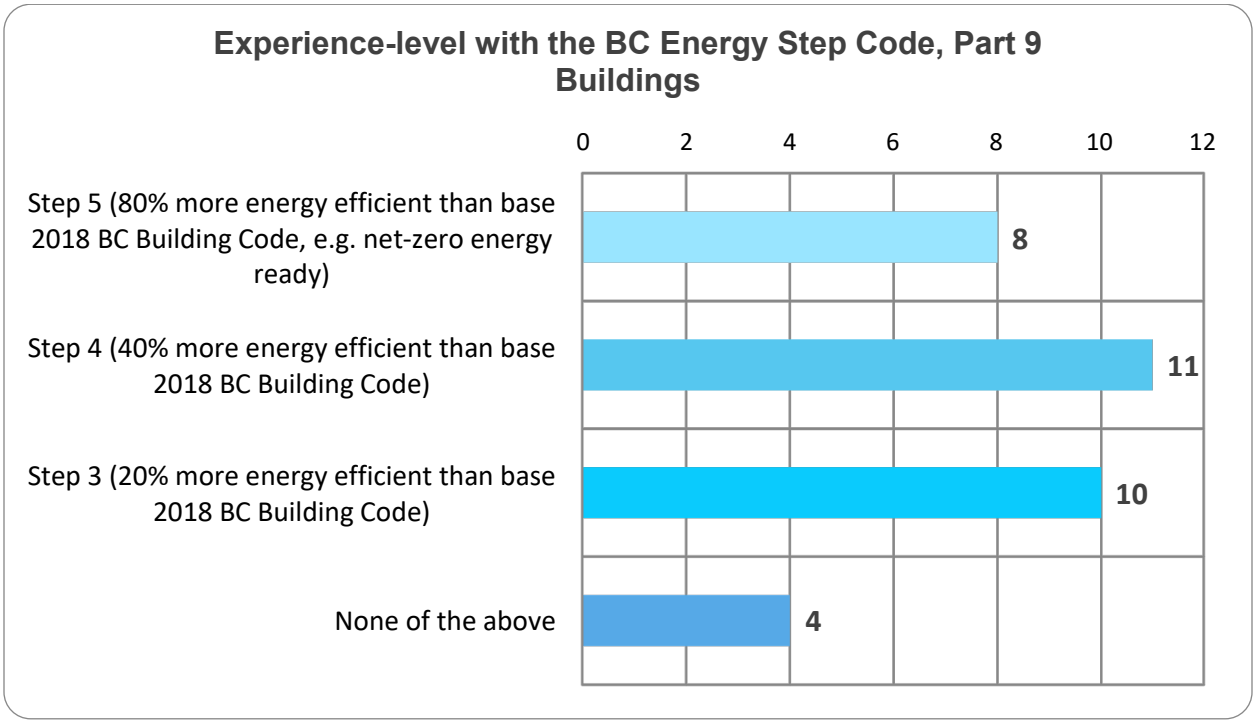
Question 2) Which area or municipality/municipalities in the Regional District of Nanaimo (RDN) do you work in? [check all that apply].



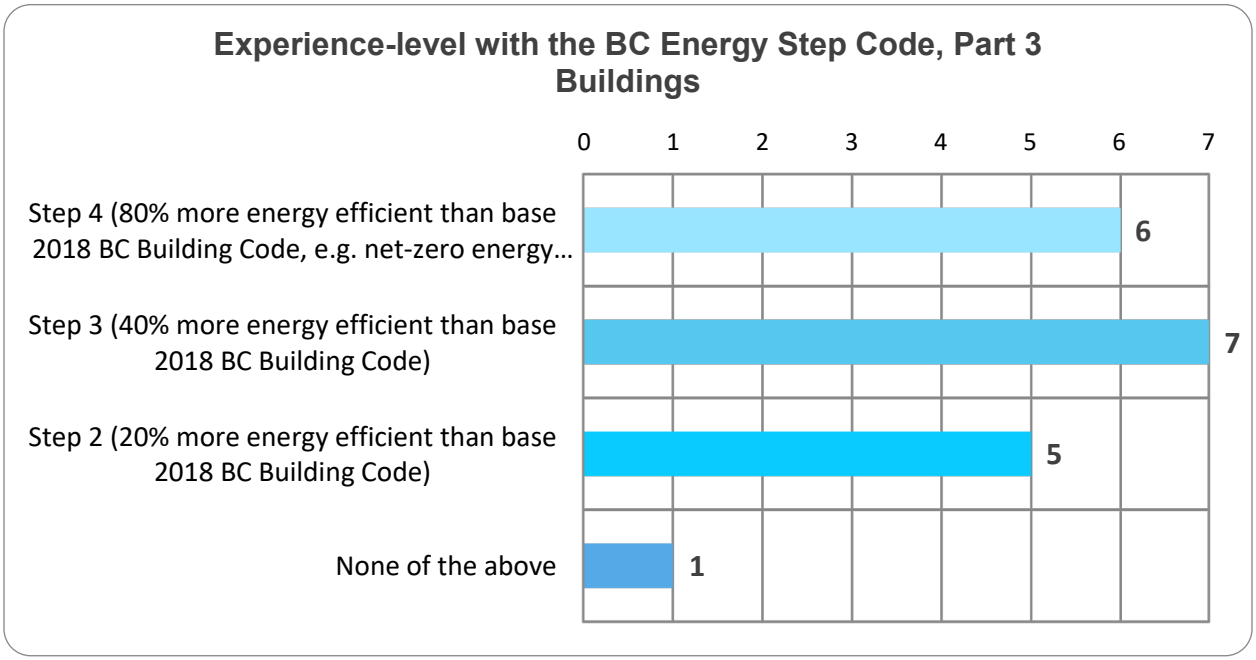
Question 3) What type(s) of building design and construction projects do you primarily work on? [select one]



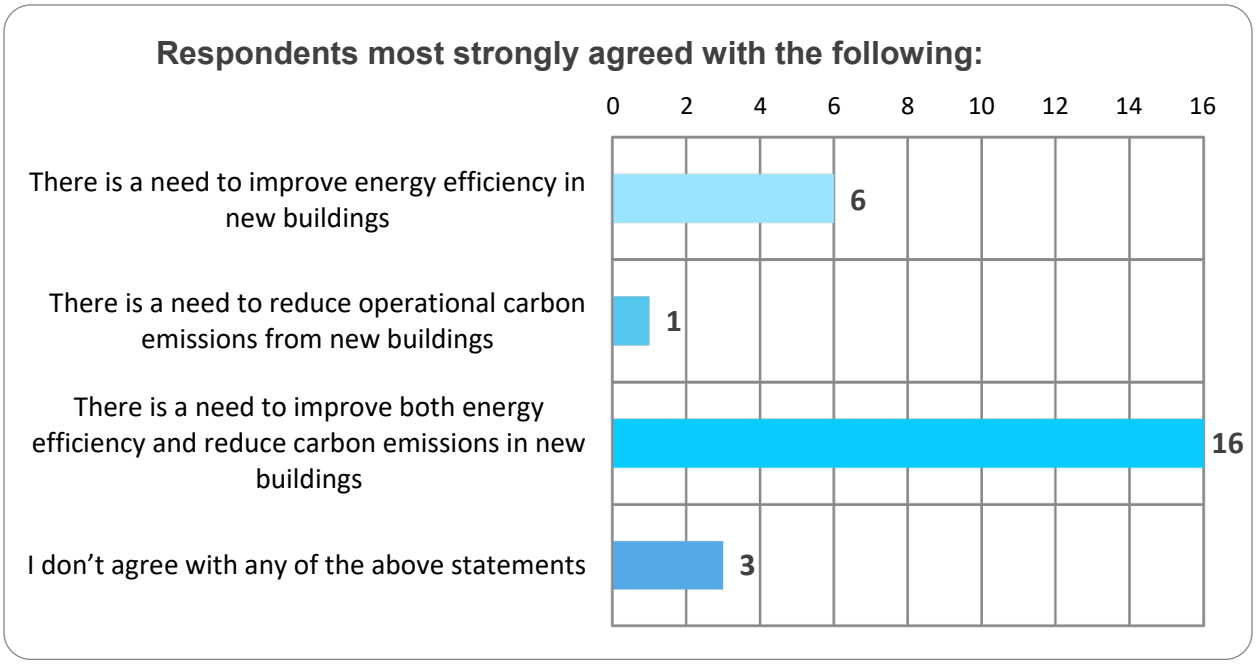
Question 4) Do you have experience designing/building to higher levels of the BC Energy Step Code for Part 9 buildings (e.g. single-family homes, row homes, and small multi-unit residential buildings)? [check all that apply]



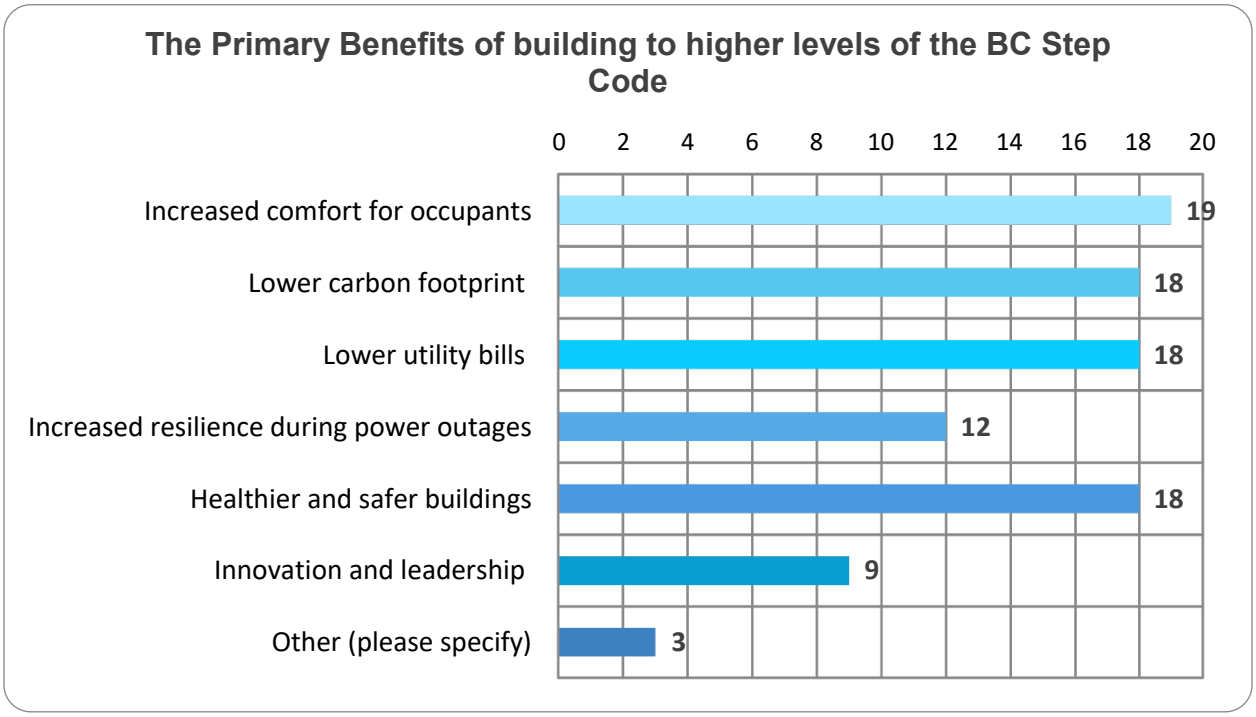
Question 5) Do you have experience designing/building to higher levels of the BC Energy Step Code for Part 3 buildings (e.g. office buildings, large multi-unit residential buildings, retail, and hotels)? [check all that apply]



Question 6) Which of the following statements do you most strongly agree with? [select one]?

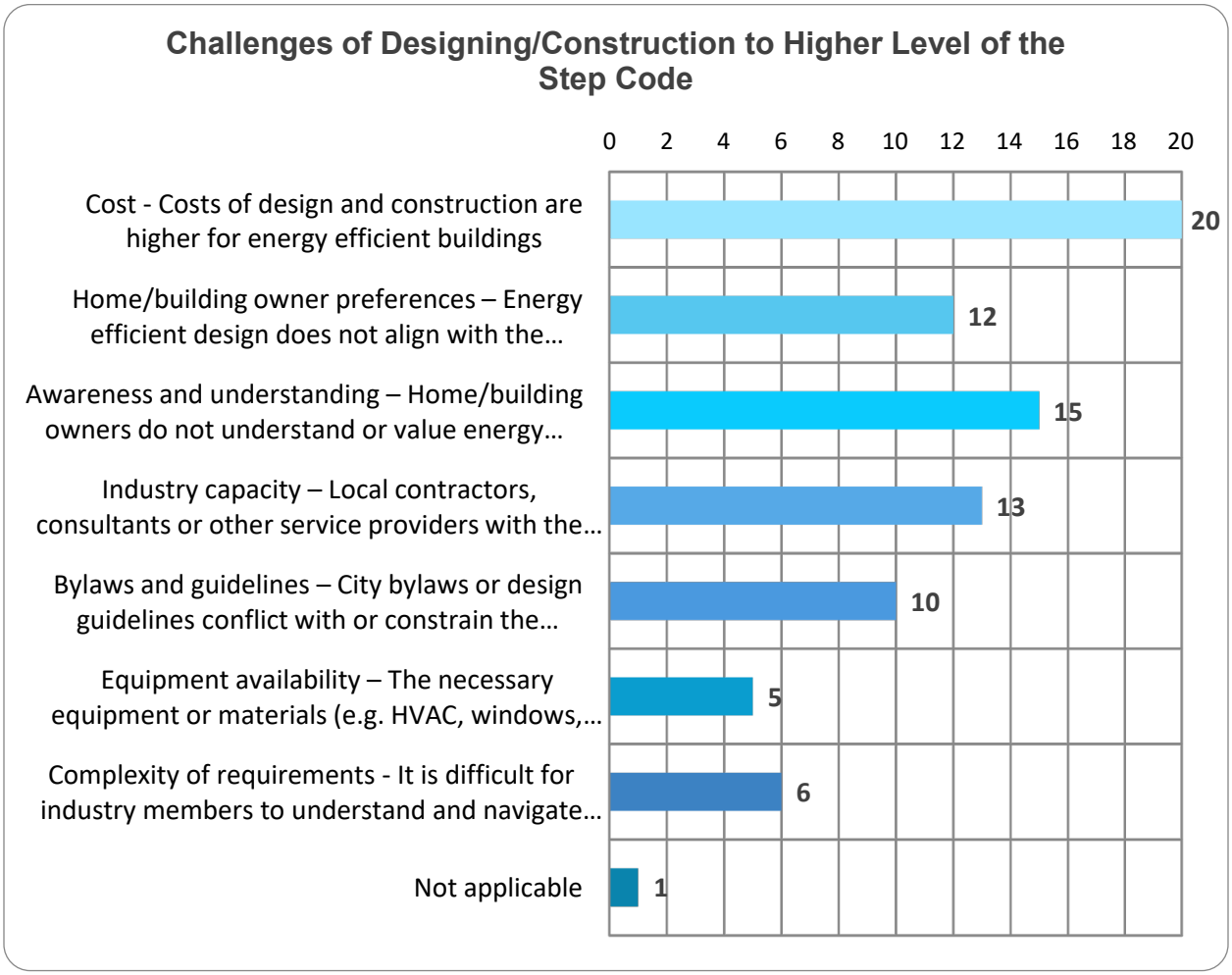


Question 7) What do you see as the primary benefits of building to higher levels of the BC Energy Step Code? [check all that apply]

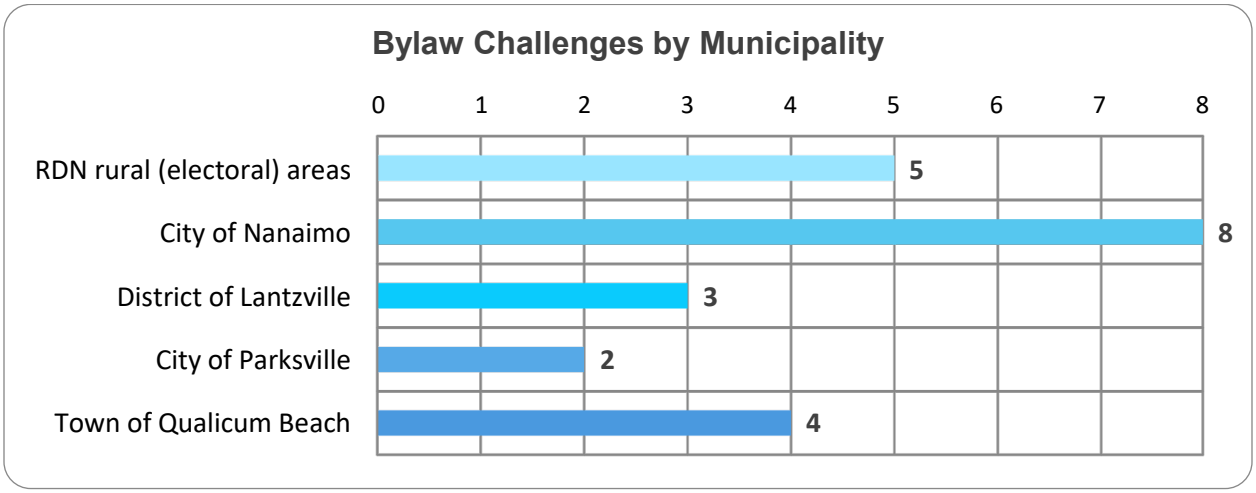


Other: "Worthwhile path to mitigate against accelerating global warming."

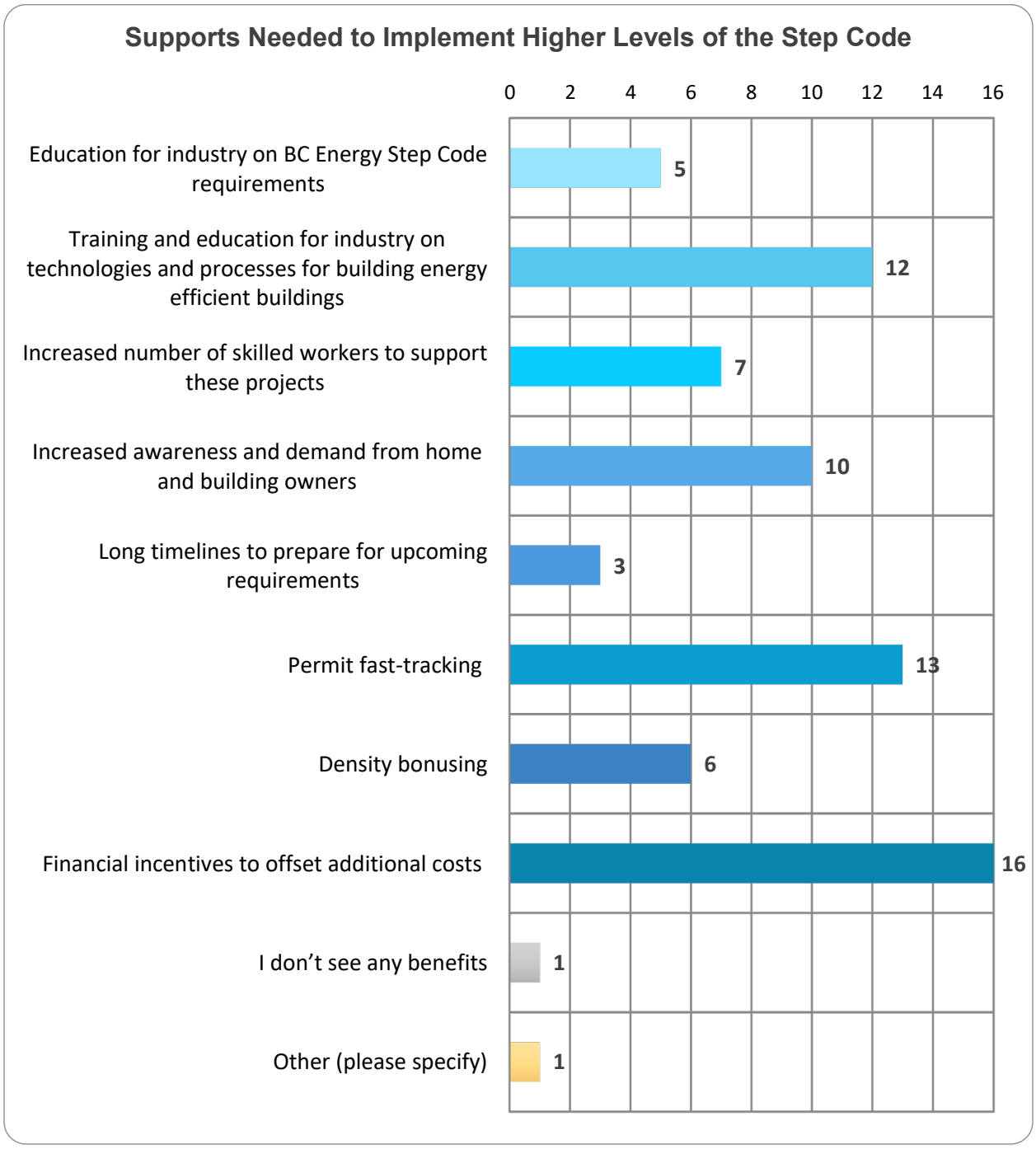
Question 8) What challenges designing/constructing to higher levels of BC Energy Step Code have you experienced (or would you expect to experience)? [check all that apply]



Question 9) If you chose "Bylaws and guidelines" in the question above, which municipality are you referring to?

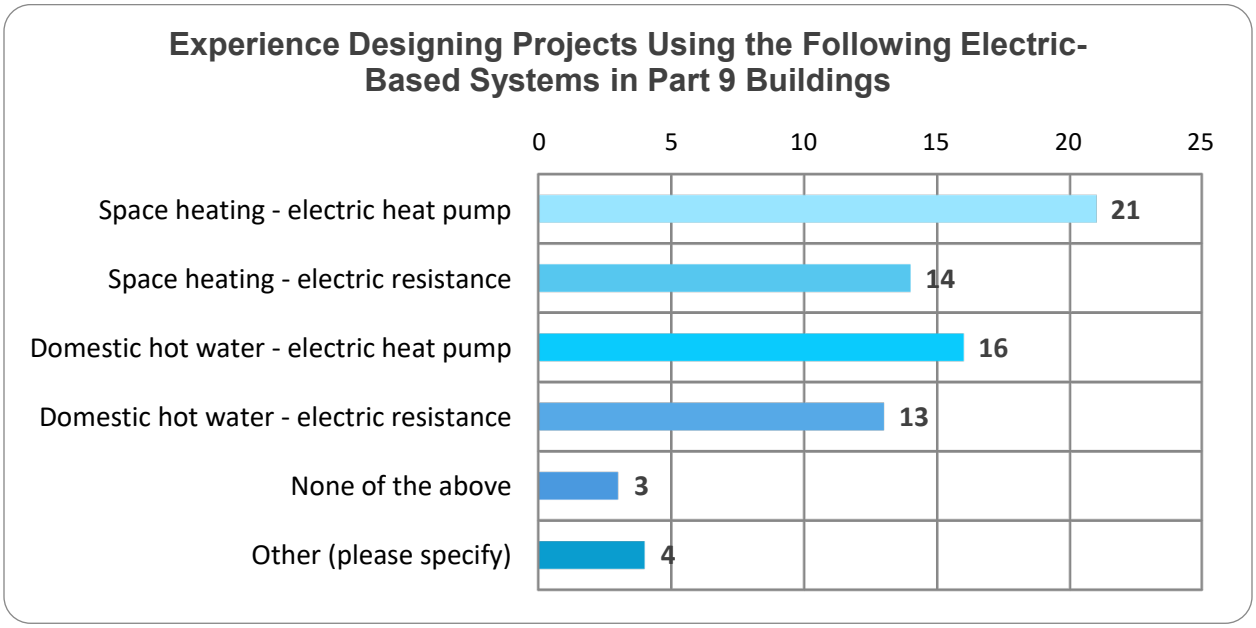


Question 10) What type of support would help you or your peers implement higher levels of the BC Energy Step Code? [select your top three choices]



Other: "Better training for plan checkers and building inspectors."

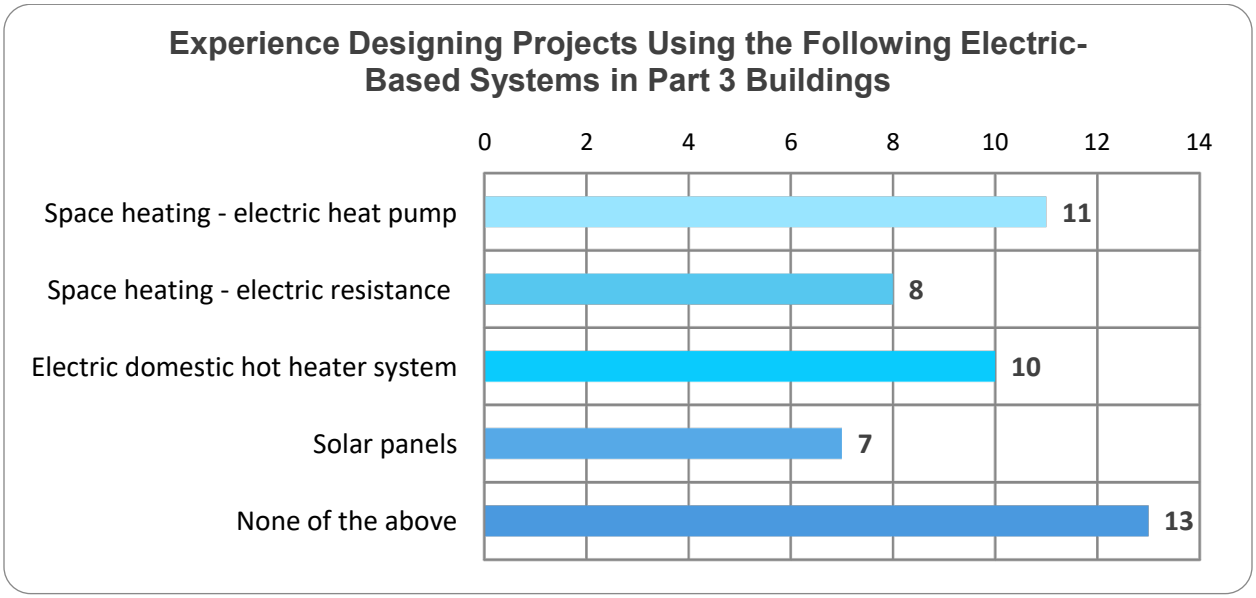
Question 11) Do you have experience designing/building projects that use the following electric-based systems in Part 9 buildings? [check all that apply]



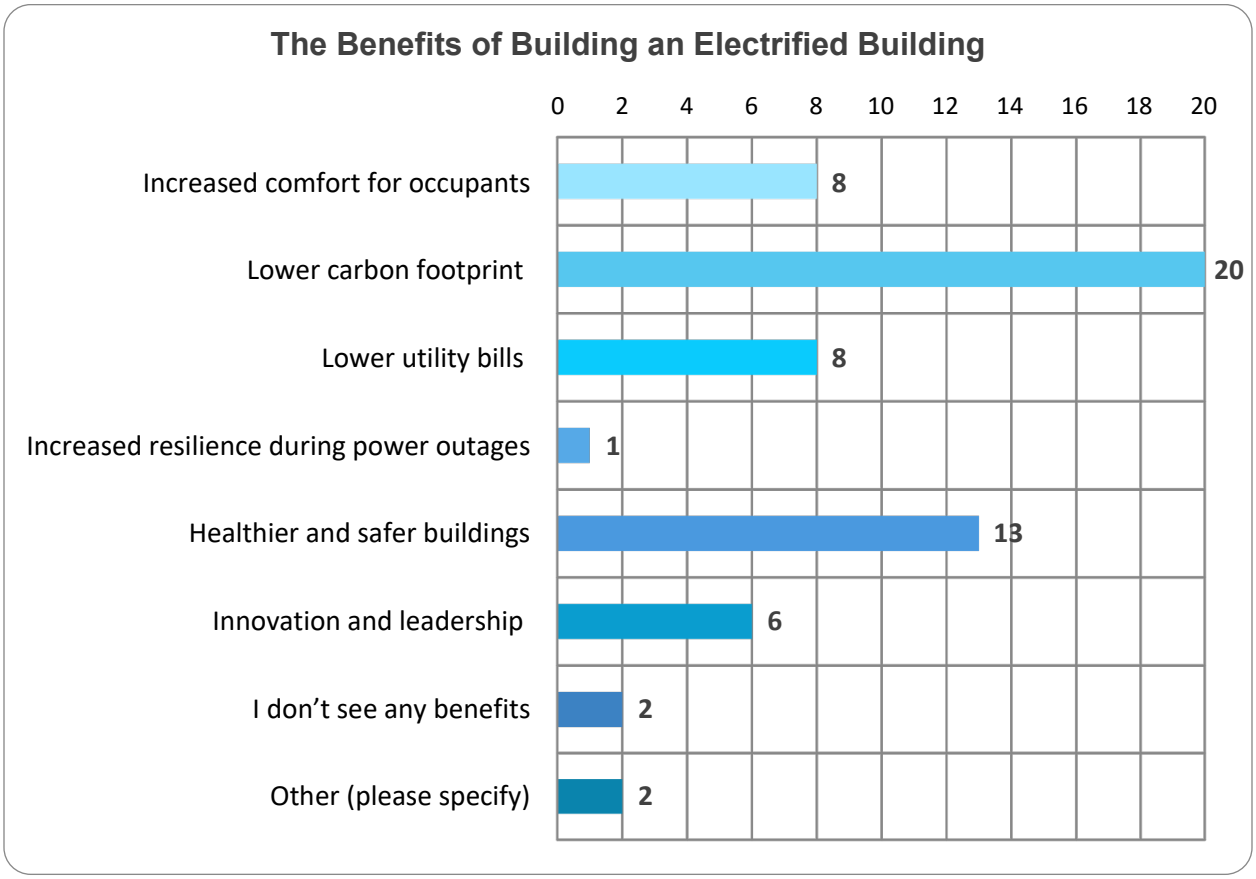
Other:

- Geothermal, grid-tied PV, inverter back-up power
- Air to water heat pump for radiant in-floor heating
- Geothermal and solar

Question 12) Do you have experience designing/building projects that use the following electric-based systems in Part 3 buildings? [check all that apply]



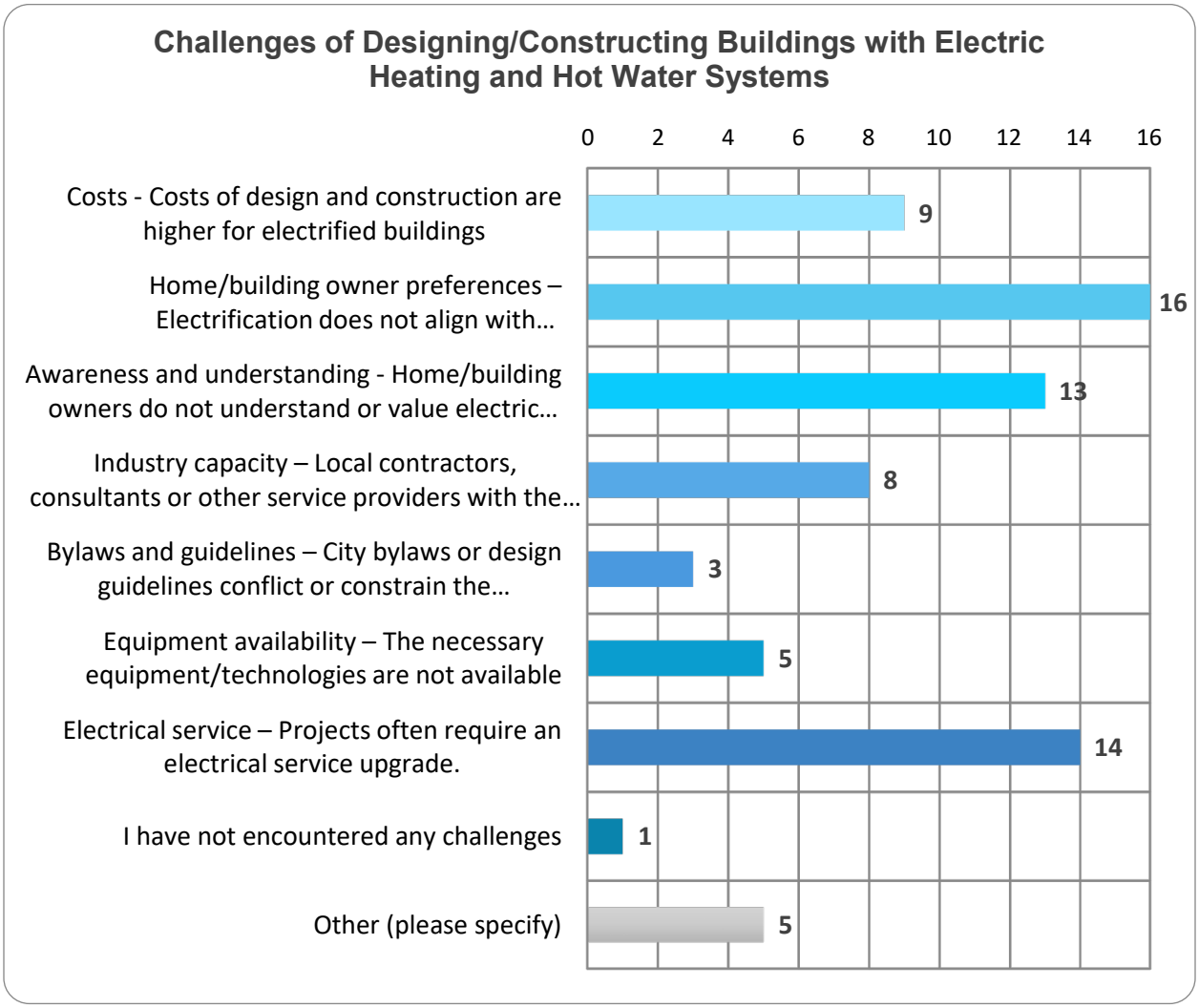
Question 13) What do you see as the primary benefits of building an electrified building (i.e. Zero Carbon Step Code)? [check all that apply]



Other:

- "Most effective single way to reduce operational carbon impacts of buildings"

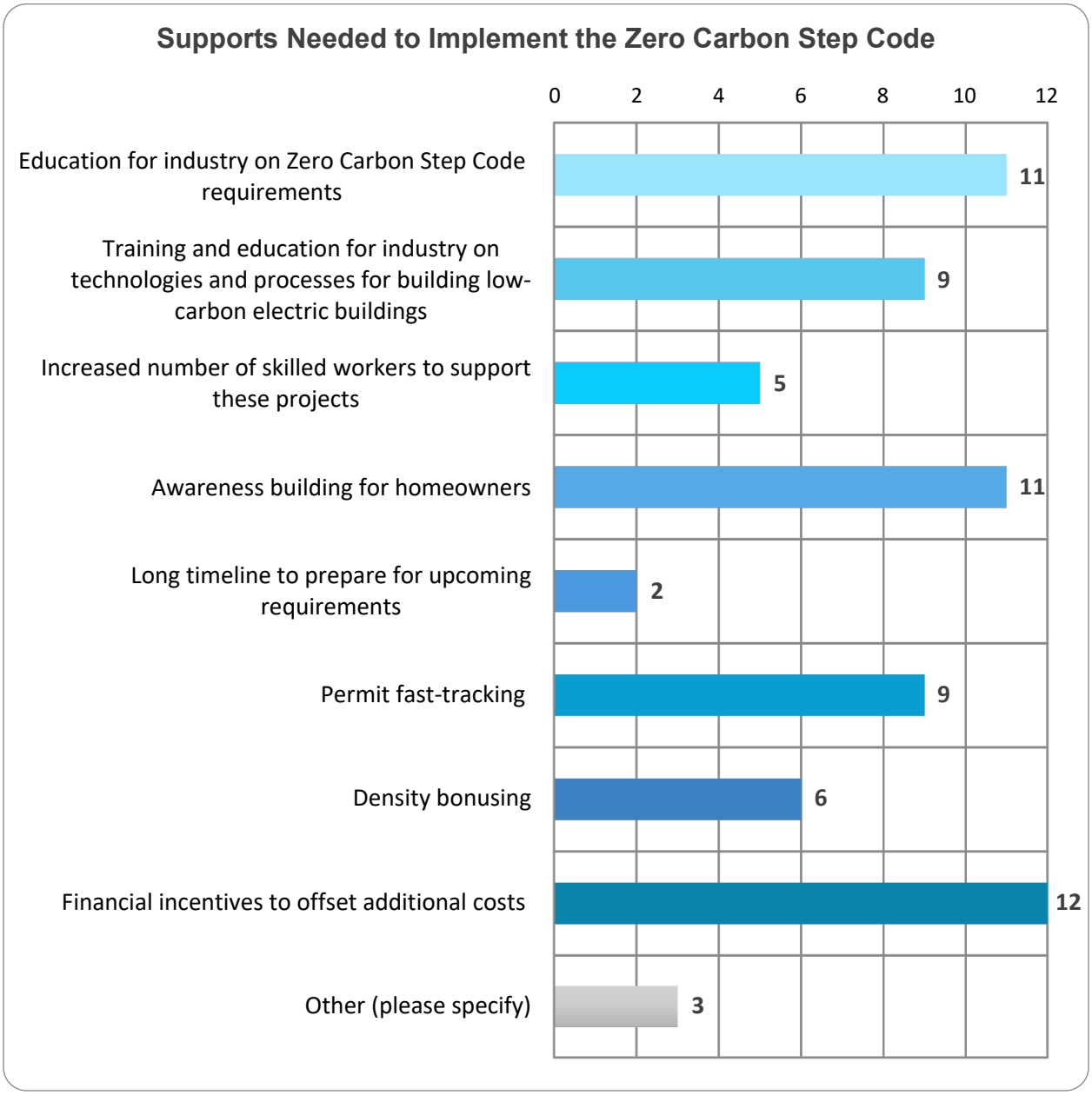
Question 14) What challenges designing/constructing designing/constructing buildings with electric heating and hot water systems have you experienced (or would you expect to experience)?



Other:

- “Increased electrical grid load, susceptibility to power outages and downed power lines, melted sea floor power transmission cables from mainland, higher utilities bills, reduced natural gas usage"
- "BC Hydro is not prepared for this!"
- "Lack of island power generating sources, reliance on power transmission from mainland via sea floor cables"
- "Lack of 'buy-in" (awareness) on the part of much of the development industry and ignorance and lack of buy-in on the part of elected officials, and ignorance (lack of training, education, buy-in) on the part of local government staff"
- "Disinformation caused by Fortis. Their advertising would lead people to believe that NG (methane) is a clean fuel and that they capture all of it from dumps."

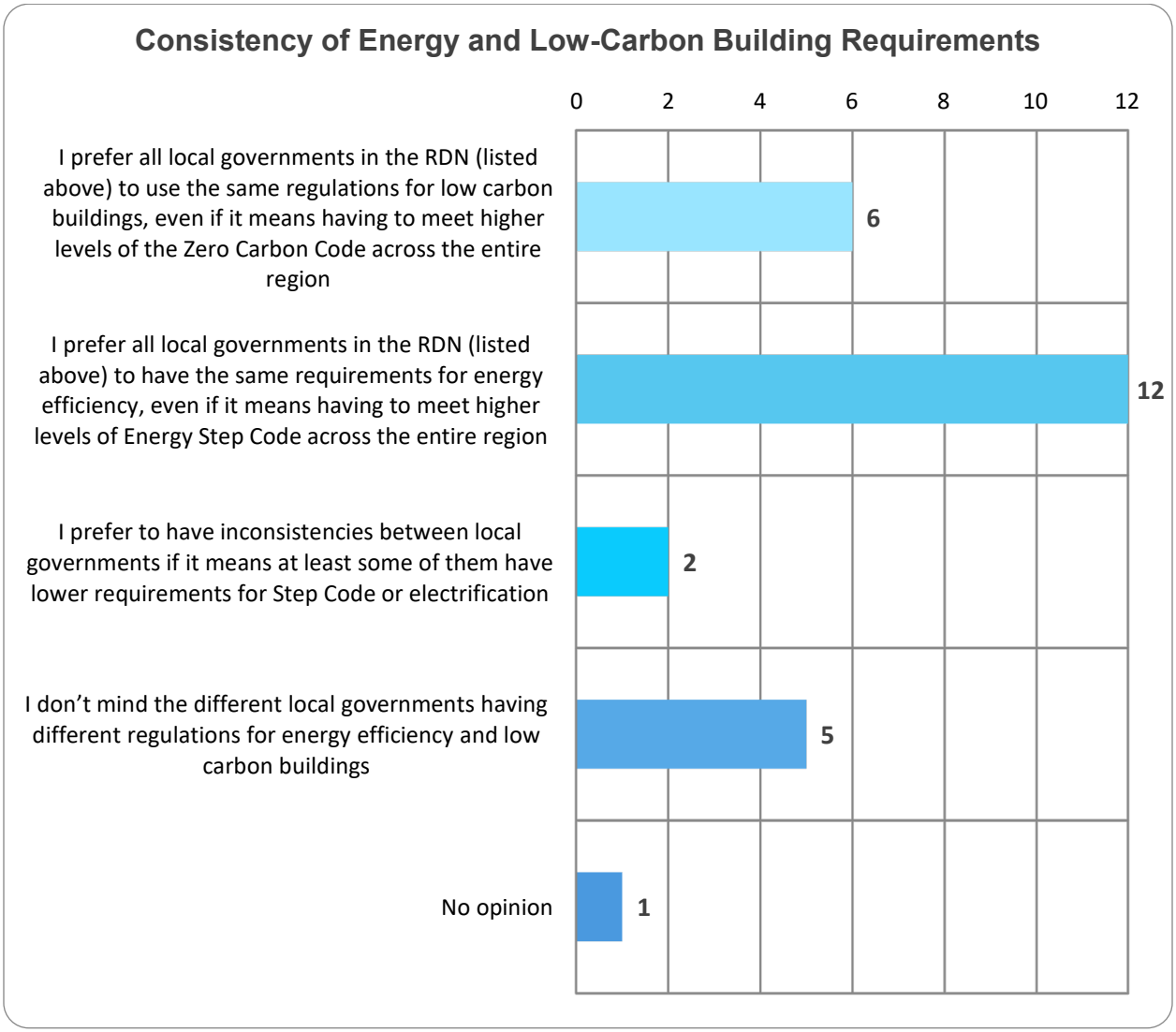
Question 15) What type of support would help you or your peers implement the Zero Carbon Step Code? [select your top three choices]



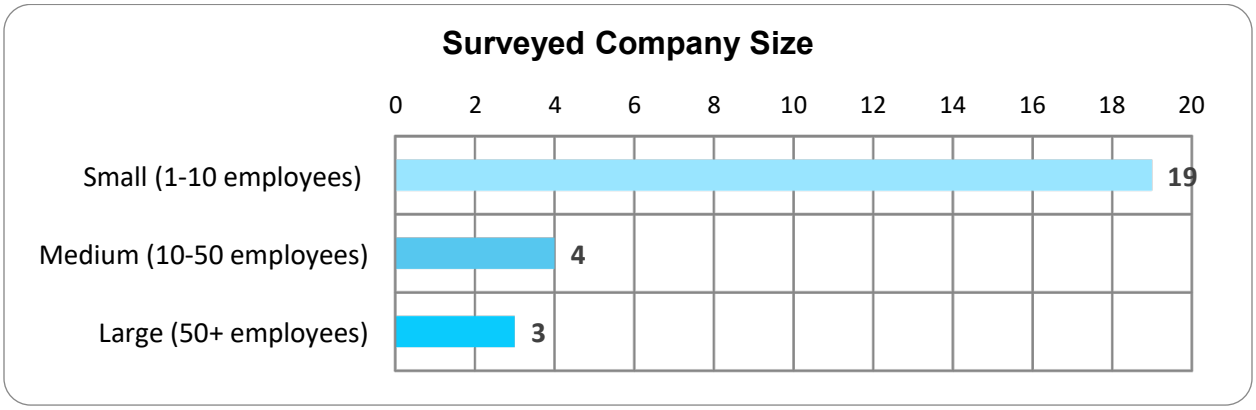
Other:

- "Better training for plan checkers and building inspectors"
- "While installing electric systems and solar panels is a great way ahead, builders and owners really need to understand that conservation of energy is the key. Building better building envelopes that are better insulated and air tight is key. Installing a high performance system in a building that leaks energy makes little sense. Build the envelope as best as possible and even a crappy old heating system will use less energy than a new heating system in an inefficient building."

Question 16) How important is it to you to have consistent requirements for energy efficiency and low carbon buildings across local governments in the Regional District of Nanaimo, including the City of Nanaimo, District of Lantzville, Town of Qualicum Beach and the RDN Electoral Areas?



Question 17) What is the size of the company you work for?



Q 18) Is there any other feedback or comments you would like to provide?

Theme: Guidance and incentives needed

"It is imperative that the Province of BC refines and upgrades the Zero Carbon Step Code to address embodied carbon and to this end BC Housing to publish guidance documents for local governments on "development policies that target embodied carbon in both new construction and building retrofit and renovation."

"Providing incentives is key. The step code was designed in conjunction with industry and the timelines meet what industry can deliver on while meeting our provincial carbon reduction requirements. The key is not to arbitrarily accelerate things because it makes local politicians feel good"

Theme: Consistency of requirements across local governments

"Consistent requirements (including submission requirements) across all municipalities would help reduce incomplete permit applications"

“The entire RDN needs to be at the same level. This simplifies it for the industry so that they don't have to look up different requirements for different neighborhoods. Builders/developers will build in areas with more lenient rules. Don't give them that opportunity. Focus on the building envelope. Conserving energy should be the priority over more efficient systems. Systems can be improved later. The walls wont be opened up for 40 or 50 years.”

Theme: Building envelope and lot sizes

“We need to focus on the building envelope. If we build it correctly, then consumed energy becomes less of a talking point because we will be using less of it. Mechanicals can for the most part be easily upgraded or converted at a later date. You don’t get many opportunities to upgrade the building envelope so we might as well do it correctly the first time. Increasing awareness and education of homeowners is key. We need them to understand and to ask for buildings to be built better. Energy labeling should be mandatory and be used as a selling feature. Driving demand will steer the industry in the right direction. Airsealing and compartmentalization of buildings has drastic effects on efficiency and comfort. Build tighter (with proper ventilation) should be a priority. Technologies such as aerosolized caulking make sealing very easy.”

“Local Government rules need to change to make development of more energy efficient homes: - smaller lots and smaller setbacks and allowable increased lot coverage -> homes can be simpler in design for efficiency and have less rear yard/front yards and exterior side/flanking setbacks to fit same sized home on smaller parcel - Design Panel scope reduced (energy efficiency and cost reduction over aesthetics) - eliminate perimeter wall height requirements (straight wall more efficient over walls with corners and cantilevers and stepbacks) - Passive Shading systems allowable as encroachments into south facing setbacks (except sides) - larger roof overhangs, shade sails, etc. - must start getting uptake on solar panels on houses (Calgary's electrical provider, Enmax, was providing grid tied solar panels to building and home owners to install on their roofs - maybe this could be setup through a regional crown corporation-ish structure) - local government incentives from green roofs and green walls - incentivize builders to include full in-ground basements where grades allow in single family homes, duplexes, multiplexes and townhouses (underground living space is naturally insulated) - need incentives to

offsets rock excavating costs. A review of all local government owned buildings and parcels is needed for feasibility of solar and wind power generation Strongly suggest local government work with first nations and provincial government to look at tidal power generation, wind power and solar power on the island on a large scale."

Theme: Permitting times/requirements

"1.) If the goal posts could be the same each and every time. Different staff within the same building department will request different items. This causes time lost increasing the costs. A streamlined system with heavy penalties for builders Bending/ Breaking the rules is required. 2.)Why are Builders allowed to falsify paperwork and building permits and get a slap on the wrist. This is bad for the industry and should not be allowed within our building departments. Building License and Business License should be suspended. Blaming a staff member does not excuse the fraud. We are professionals we can't improve this industry without accountability."

"Permit times need to be faster and more consistent throughout the year despite staff holidays. We waited for 22 weeks for a permit last year and that is very detrimental to our business for a lot of reasons. It isn't exclusive to the RDN but most regional districts timelines are far too long and virtually no accountability to any timeframe. The company that falsified
building permits and constructed multiple homes without a permit should not be allowed to apply or receive building permits. The claim that one rogue employee did that is laughable to say the least. The owner as part of BC Housing home warranty requirements cannot pass off the "general manager" role and claim they had no idea they were doing that. They are either
completely inept as an owner and in violation of BC Housing rules around people in charge of the company or they are complicit in the actions. Either way them still being able to carry on as usual is a complete slap in the face to the rest of the local industry and further risk to the community for yet another abuse. A quick BC courts record search of said company shows they have had upwards of 20 pending and past legal actions against them. This is not the behavior of a valued community business nor one the industry should support in any way."

"Permit wait times are way too long Builders breaking rules (like falsifying permits, should not be able to build)."

Theme: Electrification and hydro capacity

Promoting an electrification only approach to decarbonization for housing will likely have higher cost implications, and energy reliability challenges for both industry and homeowners. Renewable Natural Gas (RNG) should be considered by all municipalities as a low carbon energy option for new homes as it provides homeowners energy choice, resiliency, affordability, and comfort. RNG has the lowest emission factor of any energy delivered in the Province (0.29 CO_2e kg/GJ), including BC Hydro (3.0 CO_2e kg/GJ) and Fortis electricity (0.72 CO_2e kg/GJ). This is because with Renewable Natural Gas (RNG) production, methane from organic waste that otherwise would have escaped into the atmosphere is captured and used to produce RNG. The Province publishes the emissions factors including the methodology for determining the emission factors of all fuels which you can access at
https://www2.gov.bc.ca/assets/gov/environment/climatechange/cng/methodology/2018-pso-methodology.pdf

“Some of the questions are pretty leading. There also needs to be discussions with BC Hydro regarding capacity if homes are all electric, including vehicles. Many homeowners want gas fireplaces which is not addressed. Most oceanview properties in the RDN are north facing so therefore homeowners want large north facing windows which are not very energy efficient even with triple pane windows. Another form of housing that should be promoted is modular homes. These homes are land efficient and are generally rectangular in nature making it much simpler to to obtain higher energy efficiency. They are also a more affordable form of housing. District energy in higher density areas is another point that needs further discussion.”

“I participated in the panel. One concern I have is that in BC there is talk, and this came up in the panel, about having air conditioning as a necessity... In the South of France where I am now just today a mechanical contractor complained to me that in Canada we do not care about the environment as there is 'air conditioning everywhere', In the south of France where it can hit high 30s in the summer new houses are not allowed to be constructed with air conditioning *the whole country. Even though a lot of the electricity is nuclear and renewable they recognize that air condition is on of the larger consumers of electricity. They treat the high temperatures by design and adaptation. Even though we have hydro in BC I think it is an enormous mistake to believe that we all will need AC. It is not that hot and when it is we need to change our habits...i.e. less thermal bridging, not wearing sweaters and jackets on a hot day. We should not push a solution that the world is worried about. If we are able to connect the electrical grid across the nation energy not used on cooling will be able to offset dirty production elsewhere. I really think we need to reject the notion that we have to plan for air conditioning. We should be planning how to continue to avoid it in a warming planet”

Appendix F: Summary of Equity Stakeholder Interviews

Equity Stakeholder Interviews

Participants

In order to address any unforeseen equity consequences of the proposed pathway, Staff identified the following non-profit housing providers:

- Canadian Mental Health Association (CMHA)
- Ballenas Housing Society
- M'akola Housing Society
- Connective (formally the John Howard Society)
- Habitat for Humanity
- BC Housing
- Island Crisis Care Society
- Pacifica Housing

These providers were invited to the Industry Stakeholder Workshop and Staff followed up with many of them for one on one interviews. Interviews were conducted with the following equity housing stakeholders.

- M'akola Housing Society
- Connective (formally the John Howard Society)
- Habitat for Humanity
- BC Housing

Representatives from Island Crisis Care Society attended the Industry Stakeholder workshop, but were not interviewed separately.

Existing Requirements

Equity stakeholders noted they are often already required to build to high energy-efficiency and emission standards due to BC Housing and Canadian Mortgage and Housing Corporation (CMHC) funding requirements.

BC Housing currently requires Step 4 for Part 9 buildings, Step 4 for Part 3 buildings up to 7 stories, and Step 3 for 7 stories and above. Part 3 buildings also have a 3 $kgCO_2e/m2$ greenhouse gas intensity (GHGi) limit, roughly equivalent to the Strong Carbon Performance step in the ZCSC. These regulations have been in place since April 2019.

CMHC requirements vary by funding stream and are generally related to National Energy Code for Buildings (NECB) as opposed to Step Code. Applicants usually need to provide both Step Code evidence (for BC Housing) and NECB modeling/compliance (for CMHC). One equity stakeholder raised a concern regarding with what they perceived as a disparity in these requirements with CMHC being generally more stringent and a lack of appropriate funding to support non-profits in meeting both requirements.

Challenges

Overall, the equity housing providers noted the following challenges related to increased energy efficiency and emissions standards for new buildings:

- Concern related to increased construction costs due to BC Energy Step Code requirements. Equity stakeholders were less concerned about cost increases related to the ZCSC and electricity requirements. Some equity stakeholders, such as M'Akola, are already building all-electric buildings and generally don't have any operational requirements where they'd need gas.
- Potential impacts on building permit approval timelines.
- Lack of expertise on the team. Equity stakeholders noted they would need to hire outside help to meet energy efficiency requirements, this was a particular concern for Habitat for Humanity who often rely on volunteer labour and in-house building expertise; whereas other equity builders already rely on outside building professionals (Connective, M'Akola) or have the capacity to train staff in-house (BC Housing).
- Energy efficiency focused design requirements impacting residents quality of life (e.g.: over heating, lack of balconies and window openings)
- Electrical capacity - BC Housing have encountered issues with electrical capacity at some sites too late in the game for the project to proceed with all-electric and had to switch to gas solutions. In response, they have changed their approach so that BC Hydro is engaged very early in the process to allow lead time for site upgrades.
- Utility costs/operational costs - equity stakeholders noted, with respect to monthly billing, natural gas is currently a more affordable energy source than electricity; however, BC Housing noted they expect the costs to even out within the next four to five years as natural gas costs increase. BC Housing also noted they are required to pay offset costs to maintain carbon neutrality which increases the cost of natural gas for them. Connective noted utility costs are marginal with respect to their overall operating costs.
- Commercial kitchen - BC Housing noted many of their buildings require a commercial kitchen. While they are starting to build electrical kitchens, clients often still prefer natural gas.
- Generally, equity stakeholders would prefer to put money into more units than into energy efficiency/carbon reduction if there's a choice –they don't anticipate that a change to code requirements would reduce the number of units they build as BC Housing provides the funding to meet whatever the local government code requirements are for the development

With respect to the construction cost implications, BC Housing noted they have been documenting their costs across different projects, including those built to different levels of Step Code and energy emission (GHGi) standards. They have observed that for Part 3 buildings Passive projects[1] have lowest build costs, followed by Step 4, and Step 3 builds are all over the map. BC Housing speculates the increased Part 3 building costs may be due to builders trying different things on the ground instead of taking a more careful design approach.

[1] Passive House is an international energy efficiency standard not included in the BC Energy Step Code but considered equivalent to slightly more stringent to the top steps of the Step Code.

Potential Supports

In order to help address the above noted challenges, equity stakeholders suggested the following supports be considered:

- Provide more subsidy for increased utility rates or see if BC Hydro can provide electricity at a lower rate for affordable housing.
- Grants and funding to match increased construction costs (suggest funding be targeted specifically to encourage integrated design and or specialist advice in design and construction stages).
- Education and information on overall cost impact of proposed changes to help non-profits with budgeting and applying for grants.
- Access to training opportunities and expert advice.
- Reduced or status-quo permitting timelines.

Benefits

In addition to the challenges listed above, the equity stakeholders noted some benefits with the proposed energy efficiency and emission requirements.

- Less maintenance concerns with electric baseboards and easier systems for residents to understand and control. Connective noted “if systems are simple, that suits our clients”.
- Improved tenant comfort.
- Lower utility costs due to higher energy efficiency design in buildings.
- City regulations more aligned with BC Housing and CMHC requirements, by requiring all local buildings to meet these standards equity builders will no longer have to build to a higher standard then for profit developers.
- Improved indoor air quality by switching from gas to electric cooking.

Appendix G: Industry Workshop Presentation

Appendix G: Industry Workshop Presentation

Net Zero Buildings in the Regional District of Nanaimo

Stakeholder Workshop

May 9, 2023

Introba



Why are we here?

Meeting our climate goals

- Regional District of Nanaimo (RDN) and municipalities have set ambitious GHG reduction targets:
    - **RDN:** 80% by 2050
    - **Qualicum Beach:** 80% by 2050
    - **Lantzville:** 85% by 2050
    - **City of Nanaimo:** 50-58% by 2030 and 94-107% by 2050



Current Requirements for New Construction

BC Energy Step Code Implementation



- With the recent building code update, **all municipalities in the RDN require the base BC Building Code.**
- The City of Nanaimo has previously implemented BC Energy Step Code in advance of the Provincial backstop

Other Policies and Programs

City of Nanaimo

- **Rezoning Bylaw** requires applicants to either achieve one step higher or achieve current step with a low-carbon system
- **Density amenity bonusing** for buildings achieving Step 3 and above

Regional District of Nanaimo Incentives

- Renewable Energy Systems Rebate
- Sustainable Development Checklist Incentive
- EnerGuide Assessment Rebates

RDN Net Zero Buildings

Strategy for Net Zero Buildings & Localized Energy Generation

- How do we further reduce the carbon and energy impact of our buildings
- Considering industry feasibility, environmental, financial and social implications
- Collaboration between local governments within the RDN
- Consulting together, but each participating local government may choose different options following consultation and policy analyses



Accelerating Step Code in the City of Nanaimo

City Plan Direction

- **Accelerate zero carbon and energy efficient building design** and practices for all new construction before 2030, and require this for all new construction after 2030
- **Support, prioritize, and advocate for low carbon energy systems** in all new construction.

Integrated Action Plan

- Confirm final steps with respect to Nanaimo's Energy Step Code implementation strategy, to **ensure higher Step Code compliance requirements come into effect before the Provincial mandated implementation timelines**



Introba

Why are we here?

To hear your insights and experiences to help the RDN and its member municipalities shape regulatory pathways for new construction

- ❑ Provide an overview of local government decarbonization goals and the role and benefits of net-zero energy-ready (NZER) and zero carbon (ZC) buildings
- ❑ Present case studies/examples of successful NZER or ZC buildings in the region
- ❑ Workshop a shortlist of new construction policy options for stakeholder discussion and feedback

Introba

Today's Agenda

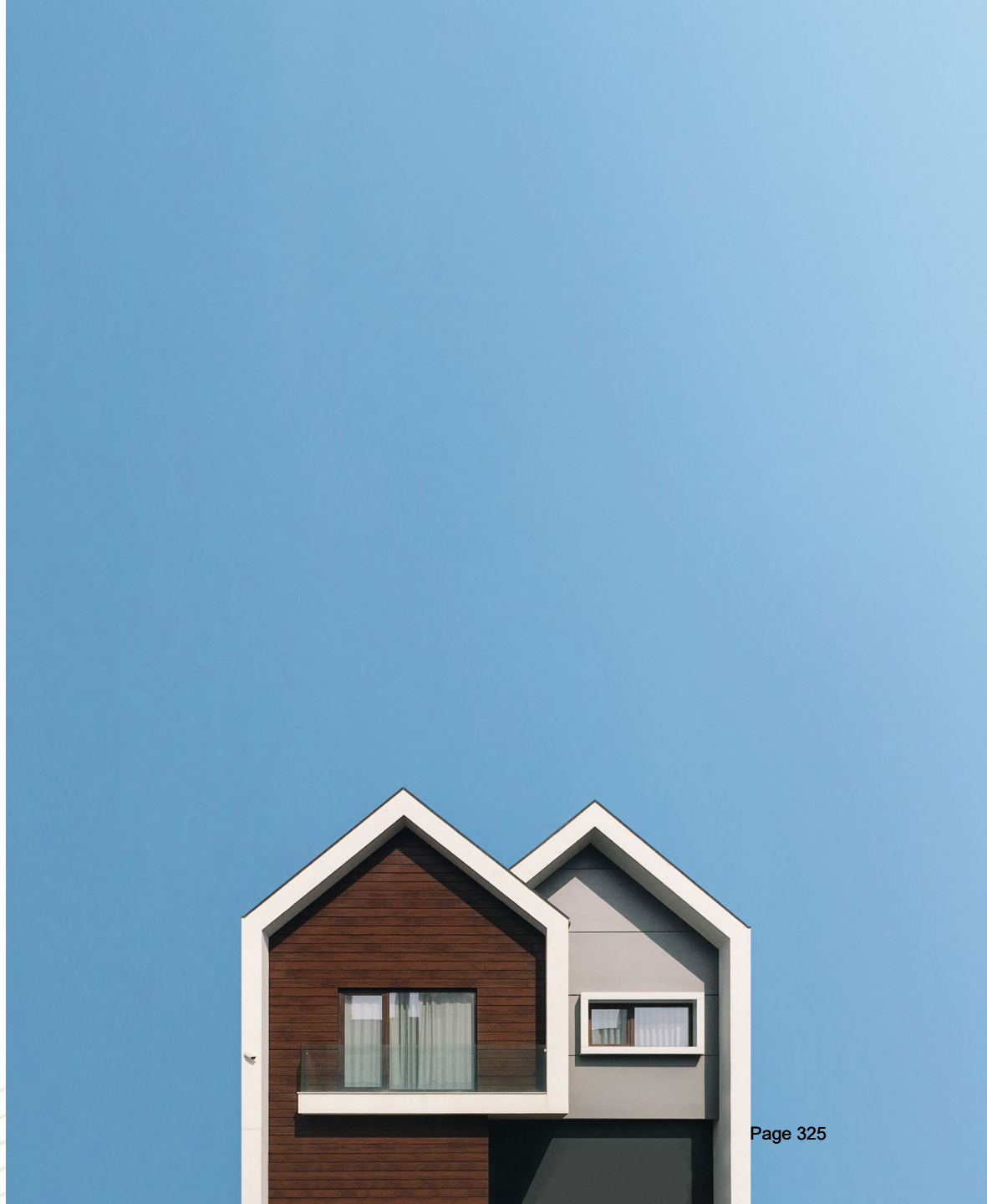
8:10 Getting to zero in the new building sector

8:20 How do we get there?
Guest speakers

8:50 Group discussions

9:45 Reflections on pathways to zero

9:55 Closing remarks & next steps



Introba

BACKGROUNDER

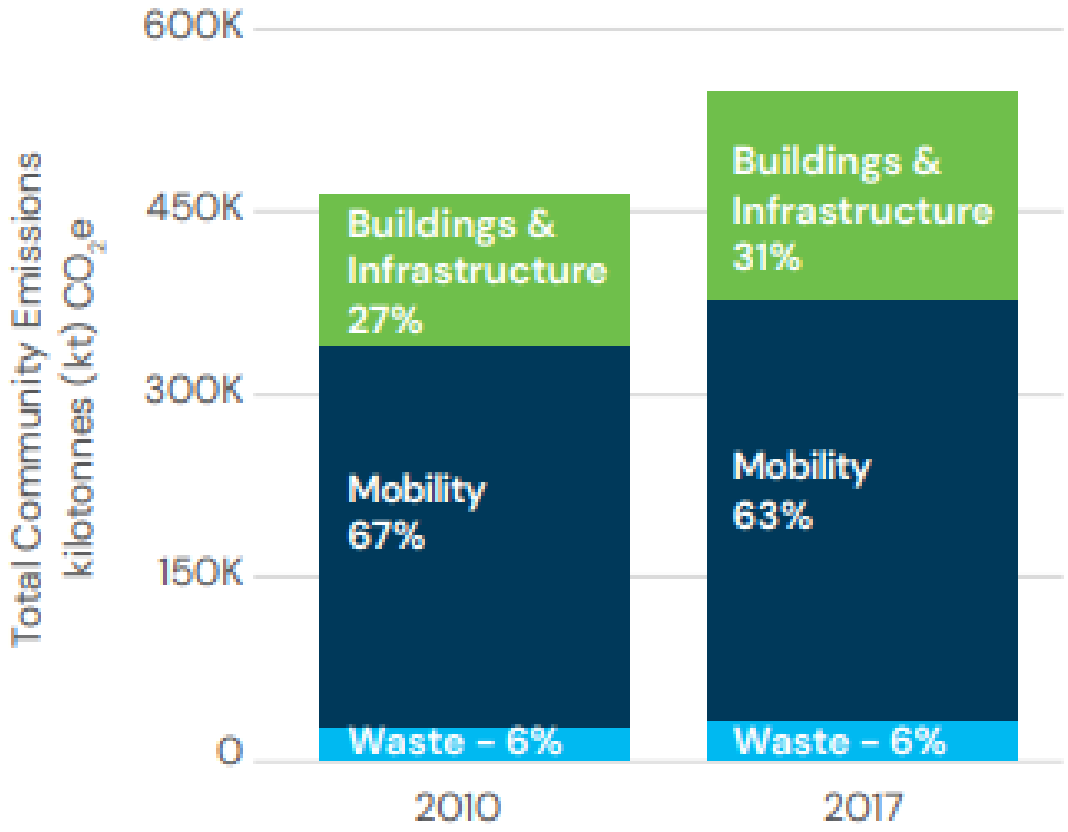
Getting to Zero in the New Building Sector



The Role of the Building Sector in Community Emissions

- The building sector accounts for **12% of province-wide GHG emissions**
- At a municipal level, buildings can account for **25%-55% of emissions**

Figure 7: Sources of Emissions in Nanaimo



2023 Provincial Building Code Updates

On May 1, 2023, the Province updated the BC Building Code

ENERGY STEPCODE
BUILDING BEYOND THE STANDARD

Increased Energy Efficiency

A 20% increase in energy efficiency above the 2018 Building Code

ZERO CARBON STEPCODE

Reducing Carbon Emissions

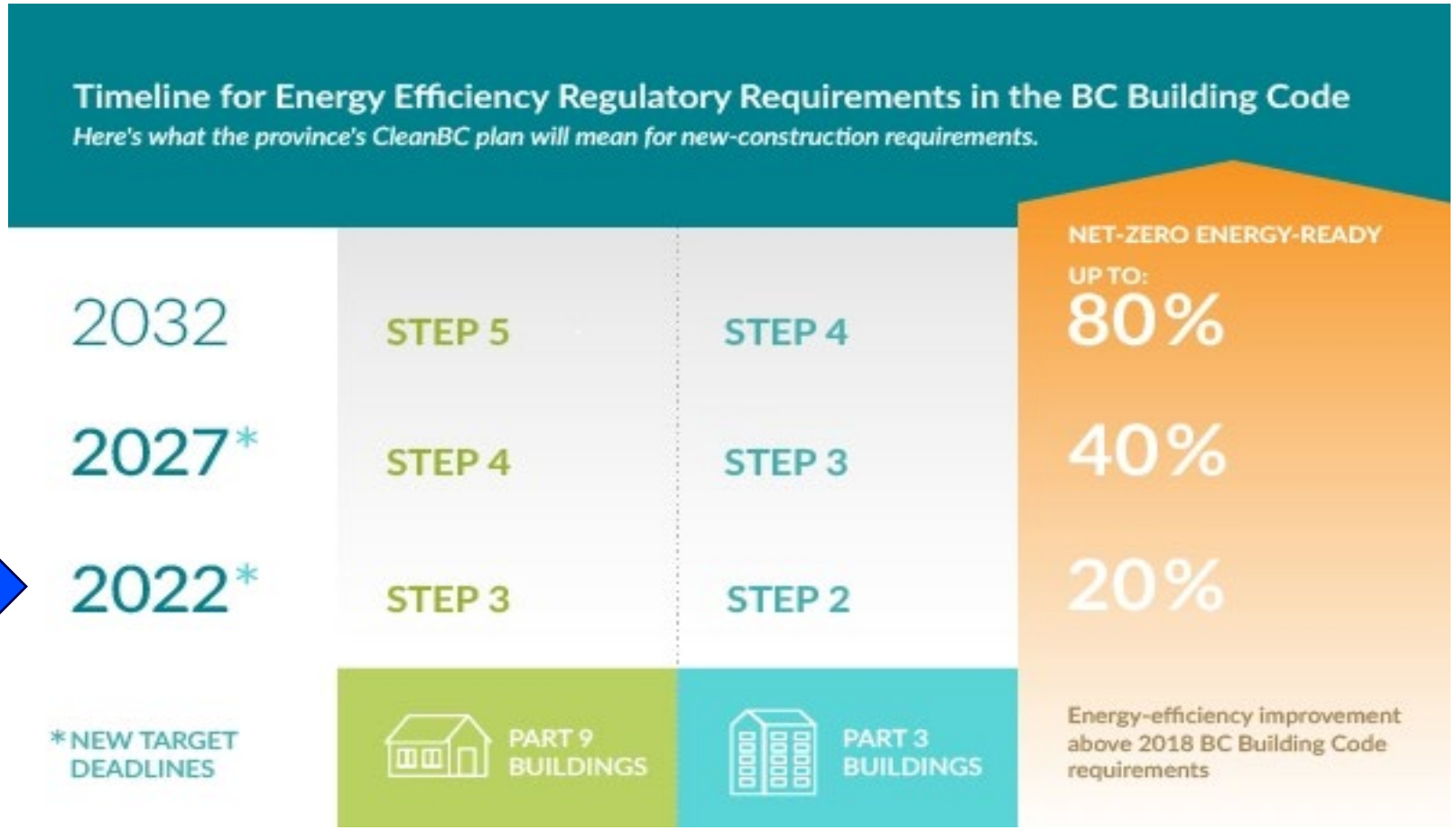
Voluntary carbon limits for Part 3 and Part 9 construction

The BC Energy Step Code

The BC Energy Step Code has been in effect since 2017

Steps are increased every ~5 years

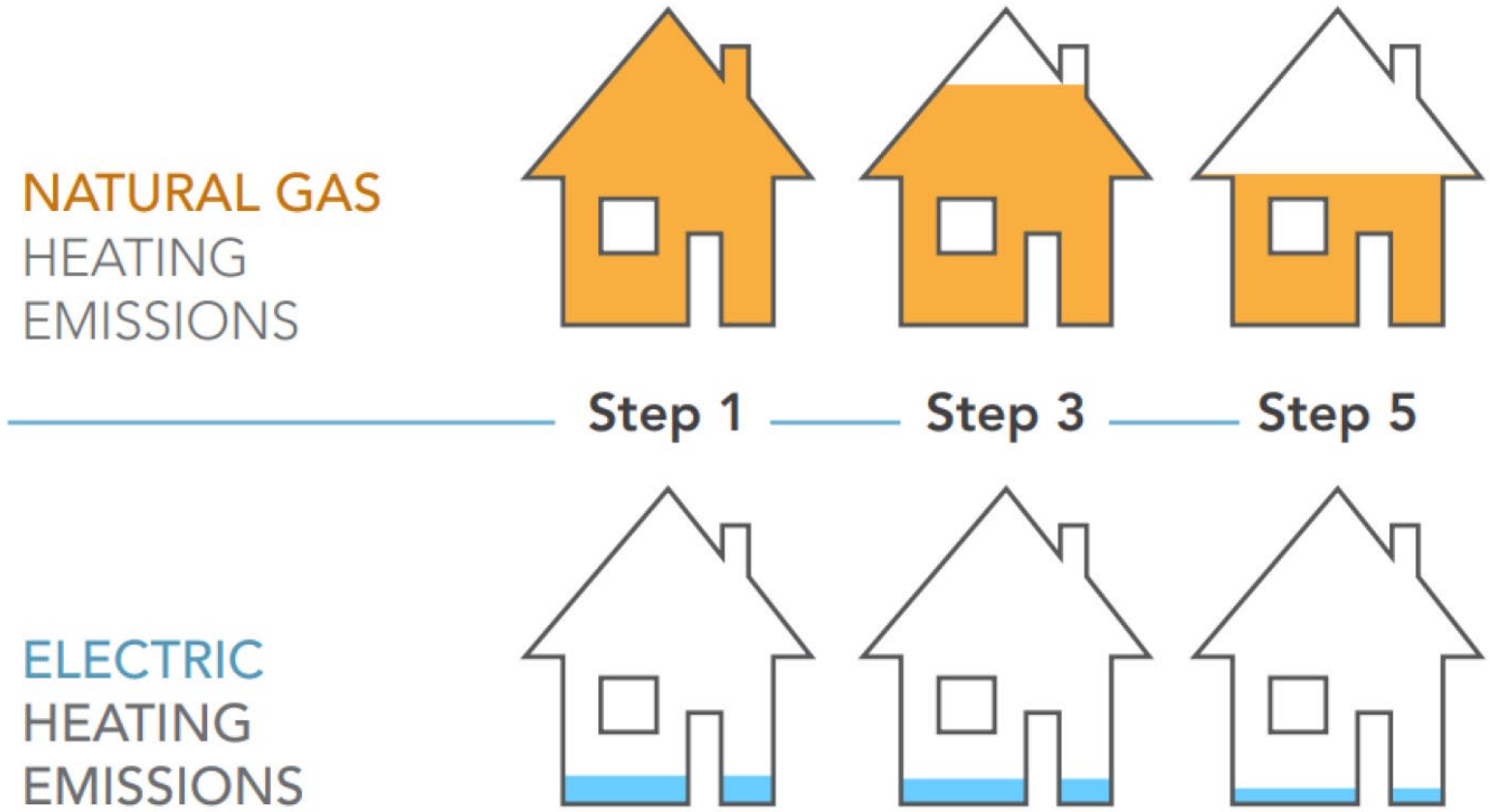
We are here



So why do we need another code?

FROM ENERGY EFFICIENCY TO CARBON EMISSION REDUCTIONS

Focusing on energy efficiency alone can still result in significant emissions from the new building sector – even at higher steps of the BC Energy Step Code



Greenhouse gas emissions by heating type and energy step (source: Metro Vancouver Climate 2050 Buildings Discussion Paper)

The Zero Carbon Step Code

- Local governments now have an option to add carbon requirements alongside energy efficiency targets
- CleanBC Roadmap to 2030 commits the Province to requiring all new construction to be zero carbon by 2030

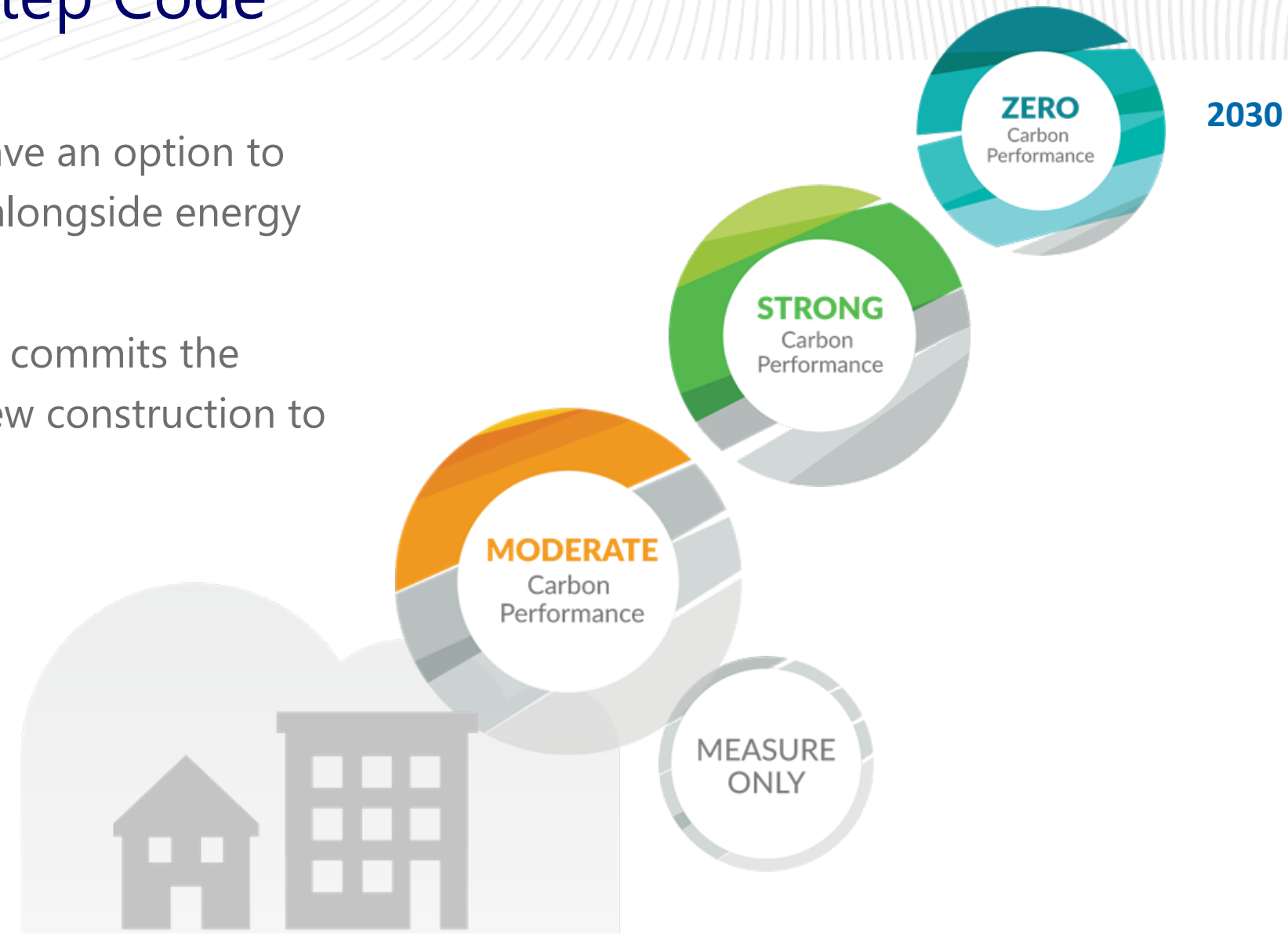


Image Source: Building Safety and Standards Branch

The Zero Carbon Step Code

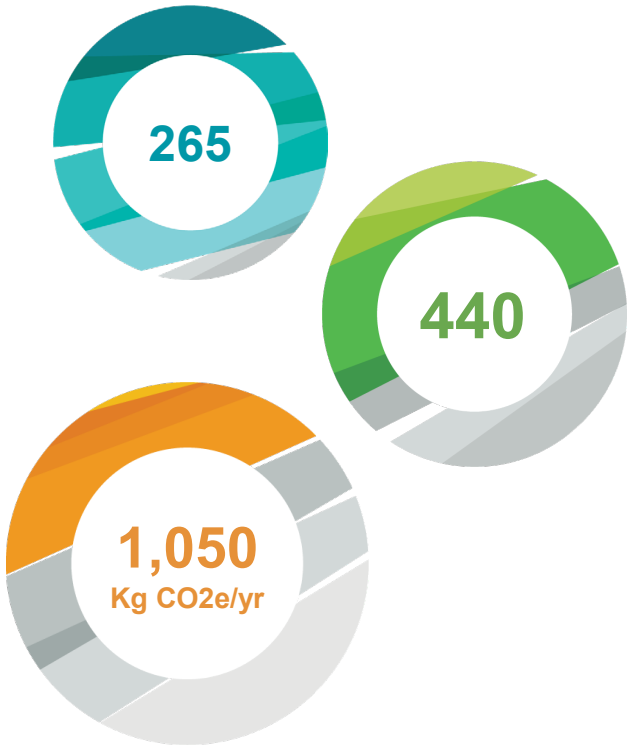
PART 3 BUILDING REQUIREMENTS FOR GREENHOUSE GAS INTENSITY (GHGI)

Building Type	Moderate $kgCO_2e/m^2/year$	Strong $kgCO_2e/m^2/year$	Zero Carbon $kgCO_2e/m^2/year$
MURB	7	3	1.8
Office	5	3	1.5
Retail	6	3	2
Hotel	9	4	2
Implications	Zero carbon **space heating**	Zero carbon **space and water heating**	Zero carbon **energy**

The BC Zero Carbon Step Code

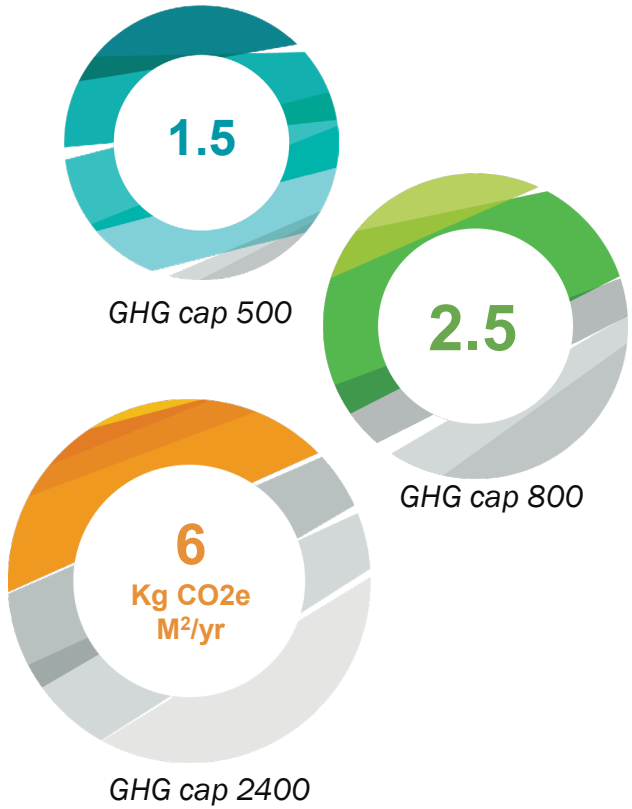
PART 9 BUILDING REQUIREMENTS

Compliance Path #1
Quantity of carbon pollution



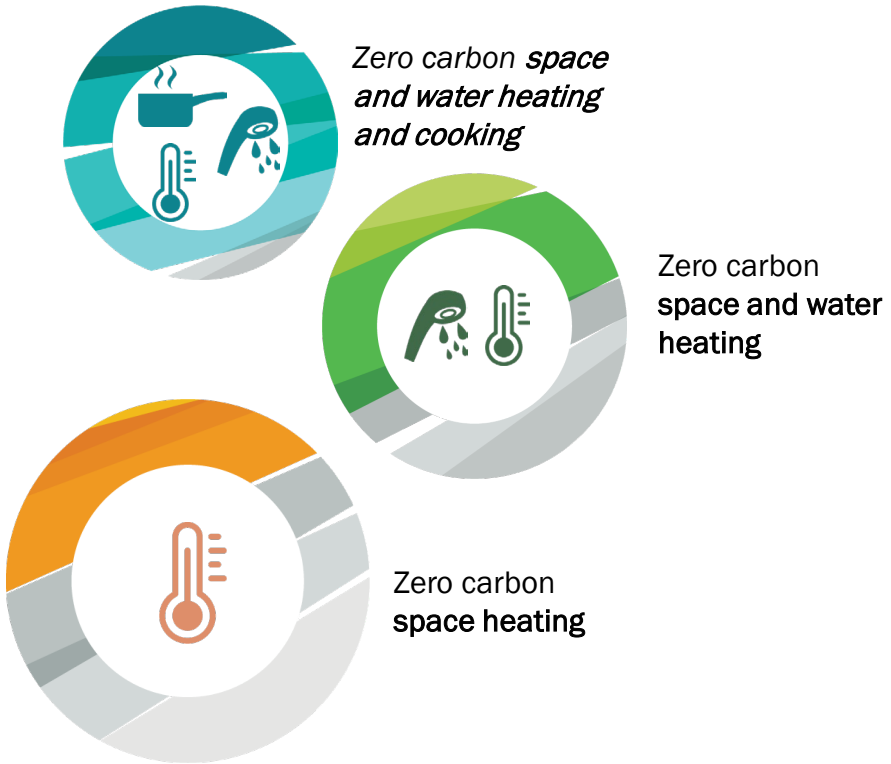
Maximum GHG emissions per home per year

Compliance Path #2
Intensity of carbon pollution



Maximum GHG intensity per home per year

Compliance Path #3
Prescriptive approach

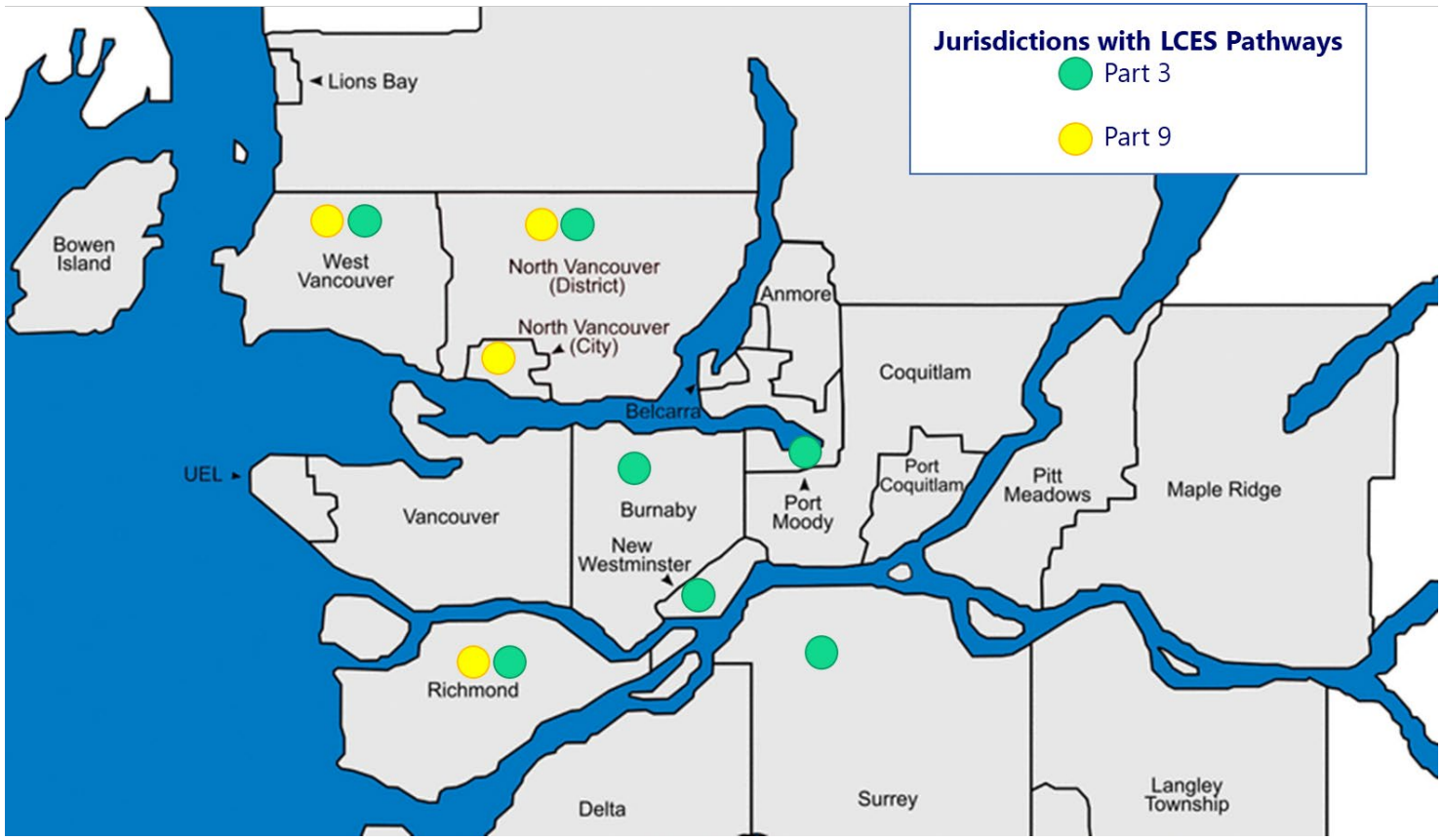


Maximum emissions by energy source

State of Step Code Implementation by other Local Governments

LOW-CARBON ENERGY SYSTEM PATHWAYS

- Before the Zero Carbon Step Code was implemented, many local governments introduced Low Carbon Energy System (LCES) Pathways alongside BC Energy Step Code to encourage decarbonization



State of Zero Carbon Step Code Implementation by Local Governments



City of Victoria

Nov 2023 **Zero Carbon**

Jul 2024 **Zero Carbon** (MURBs <6 storeys)

Nov 2024 **Zero Carbon** (MURBs >7+ storeys, commercial)

Provincial backstop for ***BC Energy Step Code***



Saanich

Nov 2023 **Zero Carbon**

Jul 2024 **Zero Carbon** (MURBs <6 storeys)

Nov 2024 **Zero Carbon** (MURBs >7+ storeys, commercial)

Provincial backstop for ***BC Energy Step Code***



City of Richmond*

Oct 2023 **Moderate Carbon** + **Step 5**

Jan 2025 **Strong Carbon** + **Step 5**

Jan 2027 **Zero Carbon** + **Step 5**

Oct 2023 **TBD Carbon** + **Step 3**

Jan 2025 **TBD Carbon** + **Step 4**

Jan 2027 **TBD Carbon** + **Step 4**



Whistler

Jan 2024 **Strong Carbon** + **Step 4**

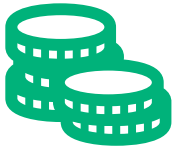
TBD 2026 **Zero Carbon** + **Step 4**

Jan 2024 **Strong Carbon** + **Step 3**

TBD 2026 **Zero Carbon** + **Step 3**

**Note Richmond has a LCES structure – information summarizes the minimum level of carbon performance*

Other Ways of Encouraging Higher Performance



Financial Incentives

- Local government financial incentives include:
  - **Building permit fee rebates** for homes meeting the upper steps of the BC Energy Step Code (e.g. Comox Valley Regional District, Township of Langley, City of Kimberley)
  - **Home energy evaluations or airtightness testing rebates** (e.g. City of North Vancouver, Township of Langley, New Westminster)



Permit Fast Tracking

- "Front of the line" status for all-electric/highest step projects (e.g. Port Coquitlam)



Density Bonusing

- Additional density granted to higher performing designs (e.g. City of Duncan)

Introba

GETTING TO ZERO

What does this mean for design & construction?



What does this mean?

BENEFITS & RISKS OF ENERGY EFFICIENT & ALL-ELECTRIC BUILDINGS

BENEFITS

- Significantly reduced carbon emissions
- Potential to lower energy bills for residents and tenants
- Quieter and more comfortable homes
- Healthier indoor and outdoor air quality
- Increased safety and resilience
- More durable envelopes with lower replacement needs
- Avoid cost of future retrofits

RISKS

- Limited electrical capacity/potential need for electrical upgrades
- Potential to increase energy bills with lower efficiency HVAC systems
- Need to ensure careful design to avoid overheating
- Need for additional training for municipal staff and industry members
- Potential for increased costs in an already squeezed market

Diving into Cost Implications – BC Energy Step Code

Building Type	Energy Step Code	Incremental cost increase range (%)*
Single family homes	4	0% -5%
	5	1% - 7%
High Rise MURB	3	1% - 4%
	4	1%- 6%
Low Rise MURB	3	1% - 2%
	4	3%
Row Homes	4	0-2%
	5	2%
Quadplex	4	2%
	5	4%
Office	3	-2%-0%

*Based on *BC Energy Step Code Metrics Report Update* (2022); City of Surrey *Step Code Costing Study*; City of Vancouver *Zero Emissions Building Plan: Rezoning Cost Comparison*; *Getting to Zero: A High Performance Energy Policy for New Buildings in the City of Richmond.*

***Baseline generally assumes NECB 2017, not recently updated BCBC.**

Introba

Diving into Cost Implications – Zero Carbon Step Code

Building Type	Energy Step Code (Baseline)	Zero Carbon Step Code	Incremental cost increase range (%)
Single family homes	4	Zero Carbon	0% – 1%
	5	Zero Carbon	0% – 2%
High Rise MURB	3	Zero Carbon	0% – 2%
	4	Zero Carbon	0% – 1%
Low Rise MURB	3	Zero Carbon	0% – 2%
	4	Zero Carbon	0% – 1%
Row Homes	4	Zero Carbon	-
	5	Zero Carbon	-
Quadplex	4	Zero Carbon	1% – 2%
	5	Zero Carbon	1% – 2%
Office	3	Zero Carbon	3%

*Based on Carbon Pollution Standards for Part 9 and Part 3 Buildings Report (2022).

Diving into Cost Implications – Utility Cost Impacts

Building Type	Energy Step Code	Zero Carbon Step Code	Utility Cost
Single family homes	4	Zero Carbon	+7% – -4%
	5	Zero Carbon	+5% – -12%
High Rise MURB	3	Zero Carbon	-9% – -11%
	4	Zero Carbon	-11% – -24%
Low Rise MURB	3	Zero Carbon	-9% – -11%
	4	Zero Carbon	-11% – -24%
Row Homes	4	Zero Carbon	-21%
	5	Zero Carbon	-25%
Quadplex	4	Zero Carbon	–
	5	Zero Carbon	–
Office	3	Zero Carbon	-18%

*Based on Carbon Pollution Standards for Part 9 and Part 3 Buildings Report (2022).

Driving Down Costs



Base BC Building Code changes. The additional capital cost of achieving higher levels of performance is decreasing as the base building code becomes more energy efficient.



Industry experience. As the industry becomes more experienced with high-performance and low-carbon construction, cost overruns are decreasing and efficiencies are increasing – especially where IDP – are used.



Cooling demand. As the demand for cooling increases, heat pumps are becoming an increasingly cost-effective option.

Supporting the Market

- **BC Hydro Integrated Resource Plan** is preparing for an electrified future
- **BC Hydro review and update of Distribution Extension Policy** to address cost and timelines associated with interconnection and electrical service upgrades
- **Training opportunities are available** to attract new workers and support upskilling (e.g. Home Performance Stakeholder Council, BCIT, ZEBx, EGBC, TECA)
- **Resources are available** to support industry in understanding how to build to new levels of performance (e.g. BC Housing Builder Insights, Design Guide)
- **Pilots and demonstration projects** are supporting the adoption of new technologies and processes.

Introba

GETTING TO ZERO

Guest Speaker

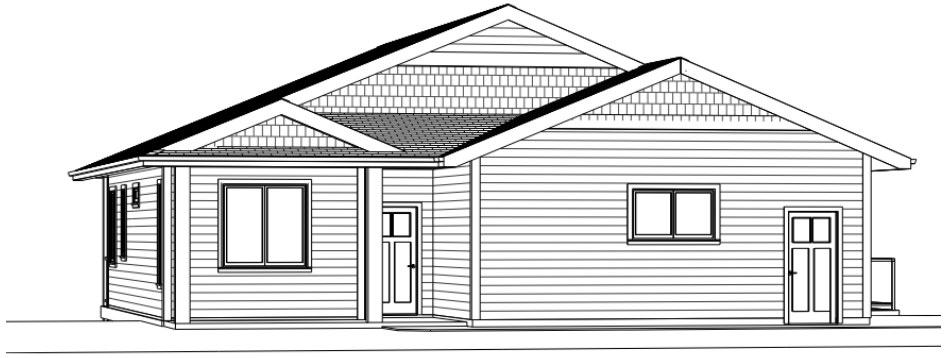
Mark Bernhardt, Bernhardt Contracting Ltd.

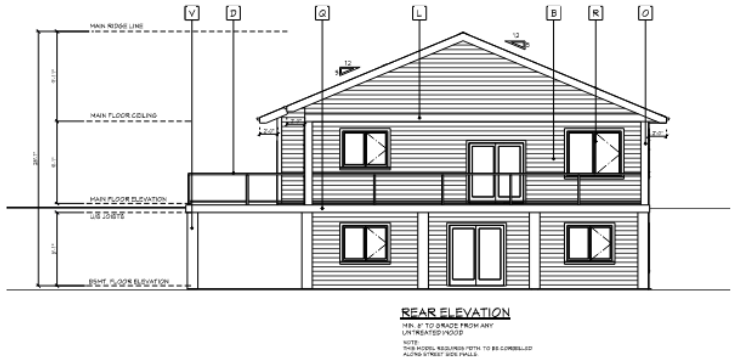


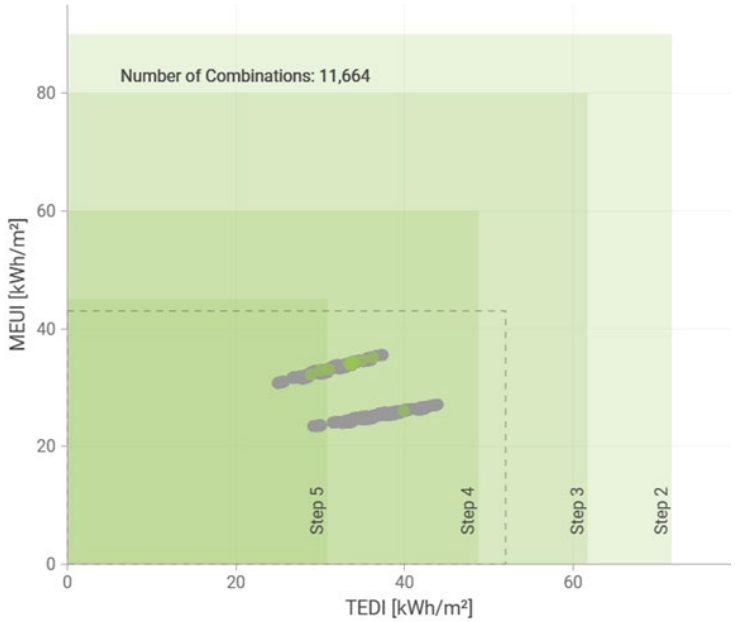
HOW WORRIED SHOULD INDUSTRY BE?

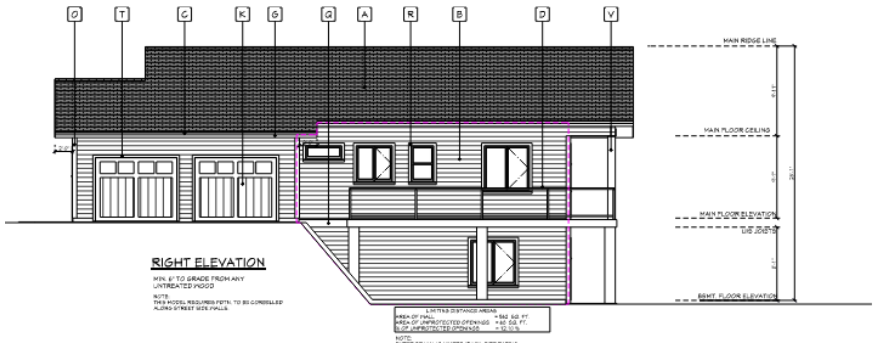
Spring 2023

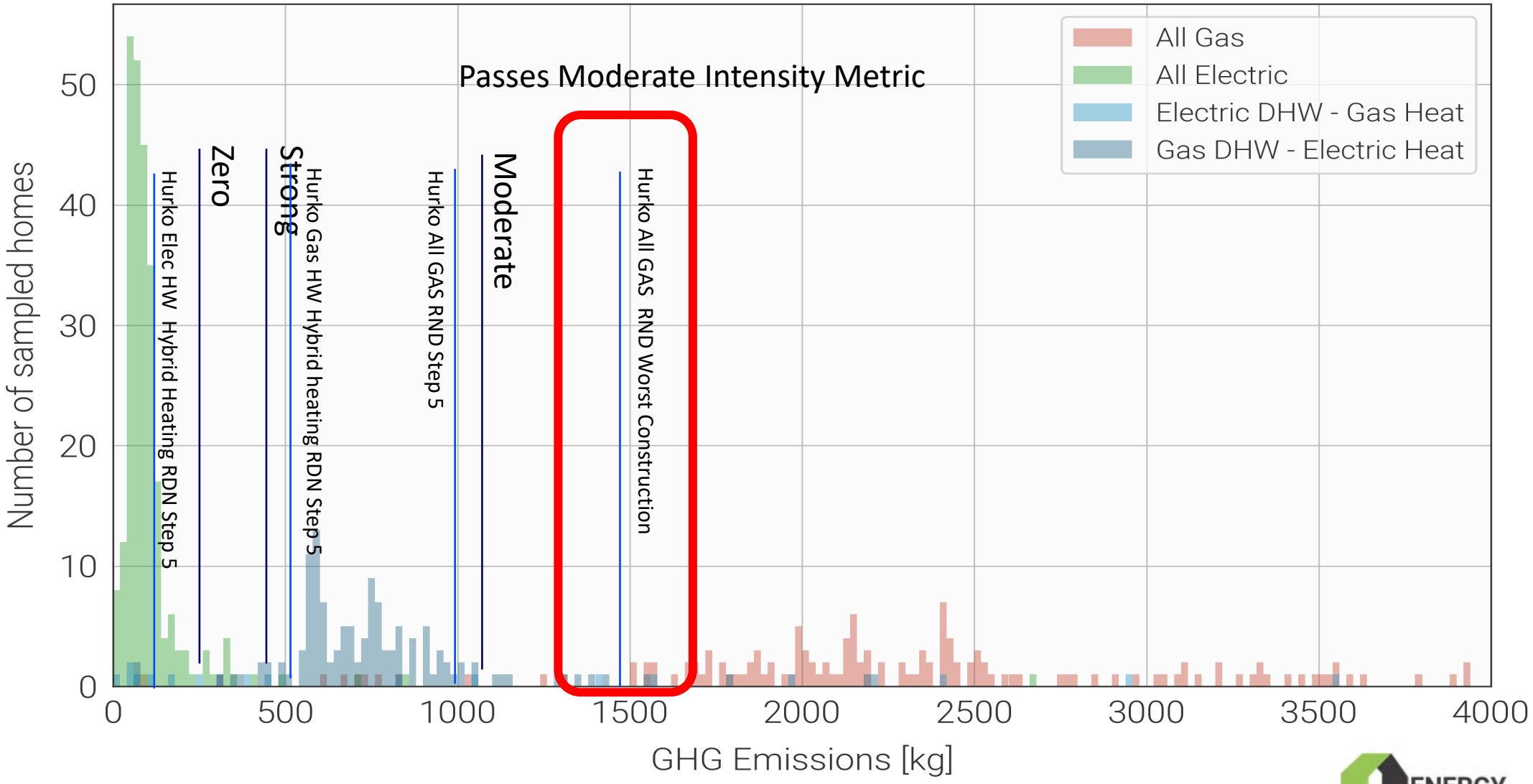
Hurko Residence Carbon/ Energy Step Code Example










Passes Moderate Intensity Metric
All Gas
All Electric
Electric DHW - Gas Heat
Gas DHW - Electric Heat
Number of sampled homes
0
10
20
30
40
50
0
500
1000
1500
2000
2500
3000
3500
4000
GHG Emissions [kg]
Hurko Elec HW Hybrid Heating RDN Step 5
Zero
Strong
Hurko Gas HW Hybrid heating RDN Step 5
Hurko All GAS RND Step 5
Moderate
Hurko All GAS RND Worst Construction

Zero Carbon Sells
Step 5 Zero Carbon Island Examples





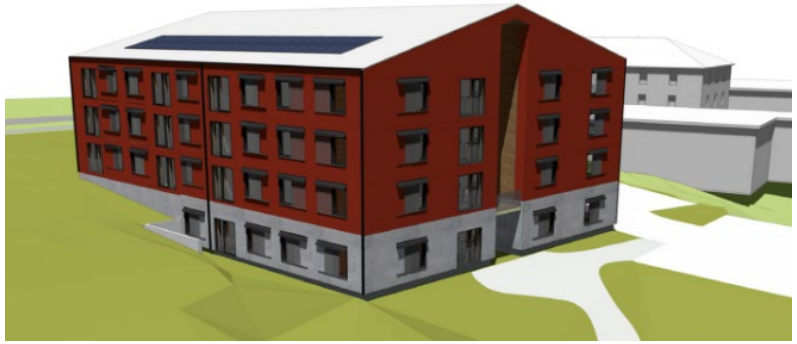
If it can be done here, what is our excuse?

Part 9 Step 5
Zero Carbon
Northern BC

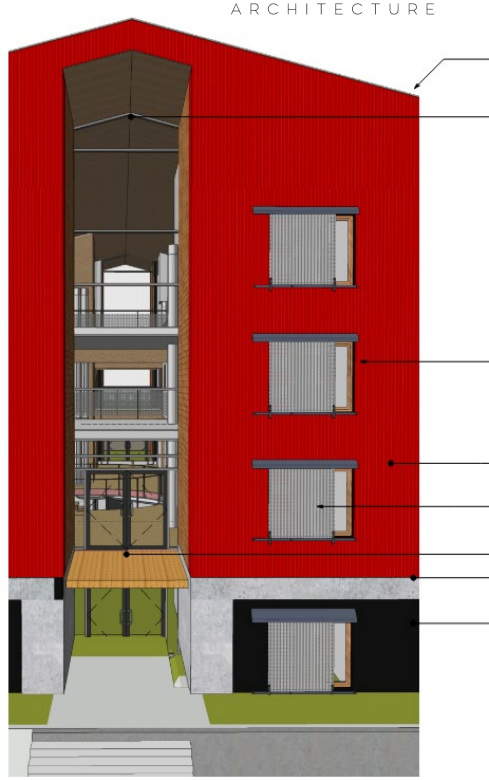
Total Build Cost under
$400,000







WAYMARK
ARCHITECTURE



Part 3 Step 4
Zero Carbon
Affordable Rental
Northern Nova Scotia

Total Estimated Build Cost $7.5
Million


“Do or do not. There is no Try”
- Yoda

Introba

GETTING TO ZERO

Guest Speaker
Andy Chong, Introba



Quick Intro

- 15+ Years, Mainland to Island
- Introba Victoria Office est. 2014
- Focus on High-Performance Commercial + Affordable Housing
- CRD Step Code Adoption 2018
- CRD Step Code Advancement 2022
- Victoria Resident, Nanaimo Visitor



Quick Intro

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- CRD Step Code Advancement 2022
- Victoria Resident, Nanaimo Visitor
- Dad



Local Impact: Vancouver Island Case Studies



TELUS Ocean

Part 3 Office

Step 3, Zero Carbon



Discover Montessori School

Part 3 Commercial

Net Zero Energy



Nigel House Residential Care

Part 3 Residential

Step 2, Fully Electric



Saanich Fire Stn #2 Replacement

Part 3 Commercial

Step 3, Net Zero Energy& Carbon

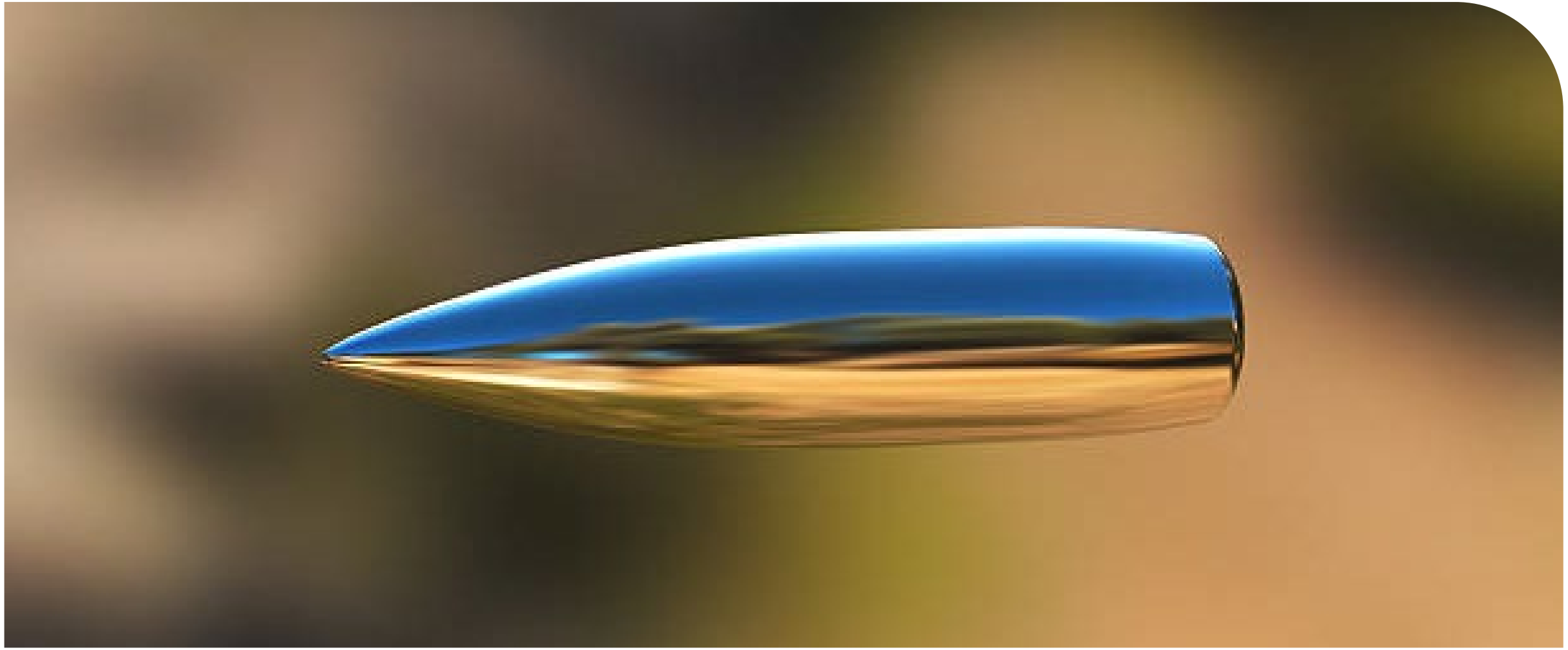


North Cowichan Seniors Housing

Part 3 Residential

Step 3, Fully Electric

The costs and implications of getting to zero carbon?



… depends on what you are starting with.





Stuck on Brute Force Systems Approach





Large Building Mechanical Approaches at a Glance…



Economy of Scale

1515 Douglas St

Victoria BC

Hybrid Air/Ground Source Heat Recovery Heat Pump



High Performance Commercial HVAC Equipment

Charter Telecom HQ

Langford BC

Central High-Performance HRV

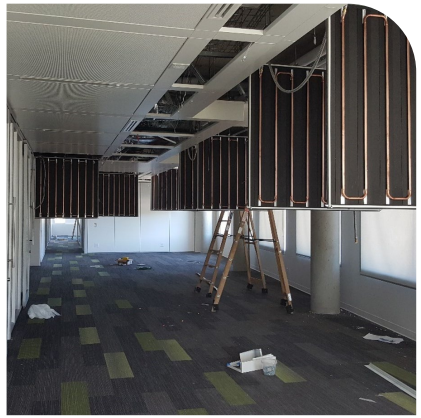


Heat Recovery

Uptown Shopping Centre Whole Foods

Saanich BC

Refrigeration Heat Recovery

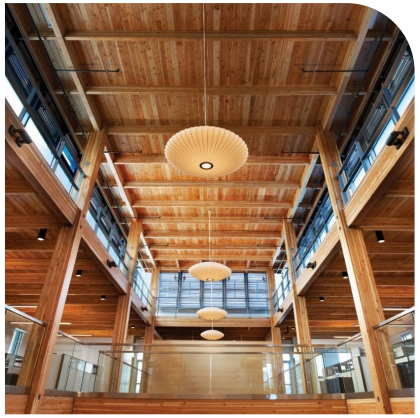


Greater Flexibility in System Types

750 Pandora BC Investment HQ

Victoria BC

Radiant Ceiling



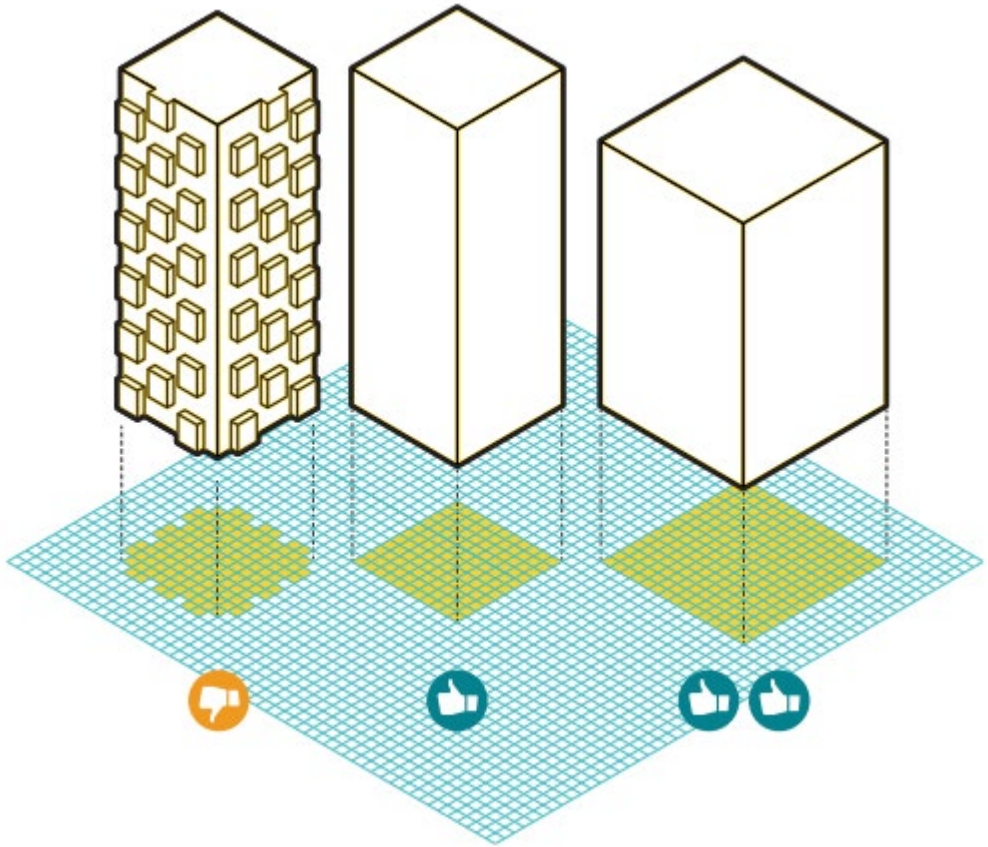
Innovative Ventilation Strategies

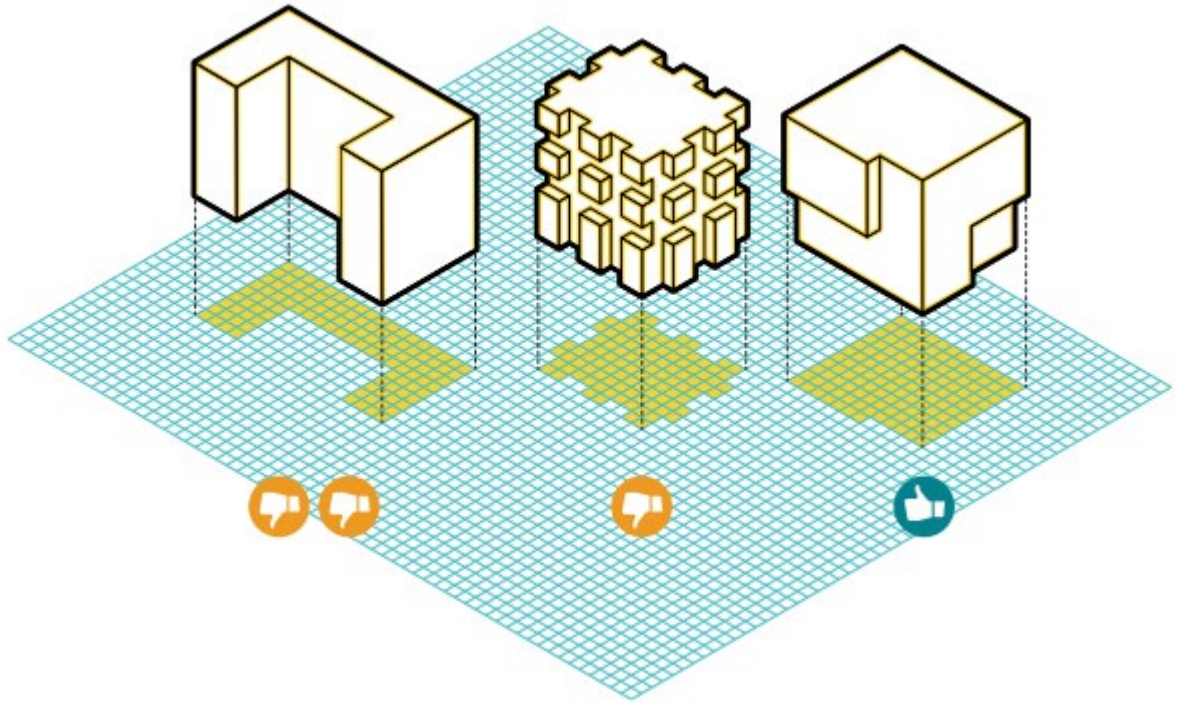
Reliable Controls HQ

View Royal BC

Natural Ventilation

But HVAC Systems Only Contribute So Much…





Higher Steps and Zero Carbon do not necessarily require more complex or expensive systems. Form and character of architecture becomes constrained at higher levels.

Energy Efficiency ≠ Carbon Emission Reduction



TEUI, TEDI… What about **GHGI**?

In British Columbia,

NATURAL GAS is

17x more

carbon-intensive

than ELECTRICITY

Table 1.2 Emissions Factors by Fuel Type	
Fuel Type	Emissions Factor ($kgCO_{2e}/kWh$)
Natural Gas	0.185
Electricity	0.011
District Energy System	as provided by utility[1,2]

For British Columbia,
DECARBONIZATION ≈ ELECTRIFICATION

Arch + Mech Integrated Design → Decarbonization Hierarchy

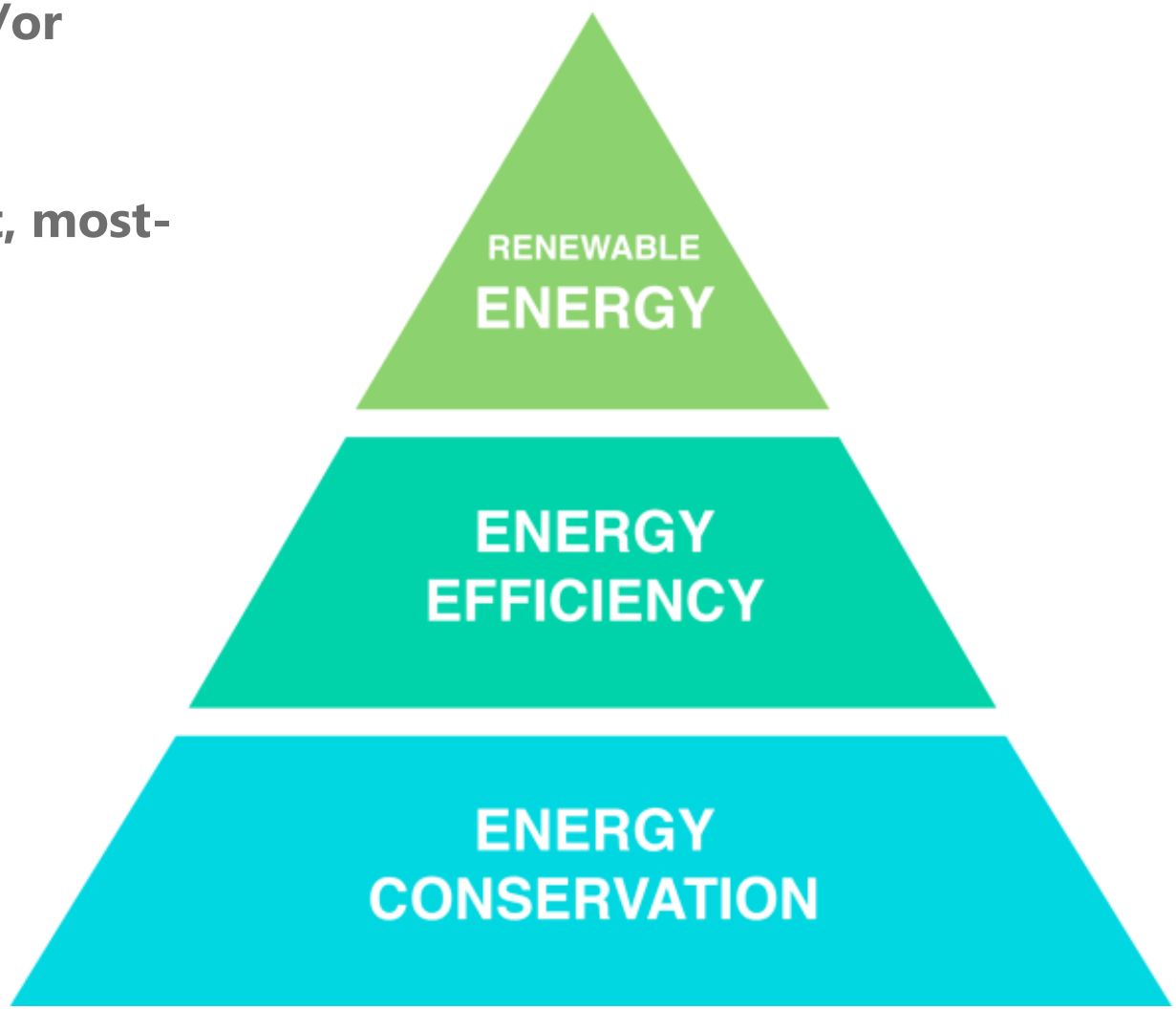
3. For what's left – use renewable sources and/or offset

2. Satisfy the remaining load with the smallest, most-efficient, and lowest-carbon-intensity practical

- incorporate sources of heat recovery
- strategic selection of energy source/sink
- heat pumps

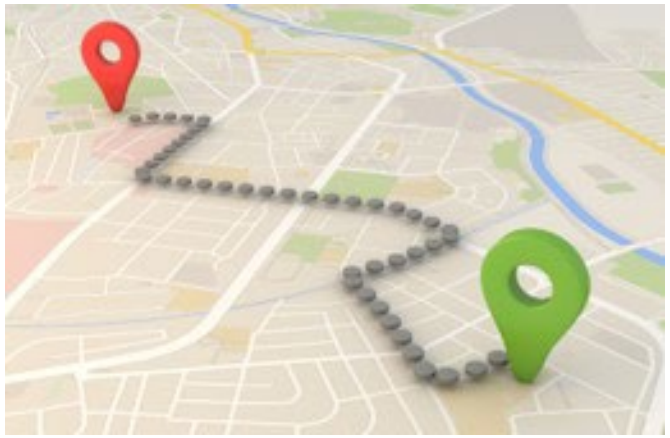
1. Reduce base demand through conservation measures

- reduce waste and losses
- passive design
- demand control



Energy Model is a Design Tool (Not just a Compliance Check)







- Test performance of options before committing to full design and/or capital costs…

  "Are we going to make it?"

- Explore and Refine Options, Cost/Benefit, and avoid Brute Force Overdesign
- **… or risk not making it to your destination.**

Bottom Line Takeaways

1. Market is Ready! Many Mech Solutions – but they only go so far.

2. Building Form & Architecture Play Critical Role at Higher Steps; Conservation First

3. Fuel Source is Critical to Carbon Emission Reduction; Emphasize and Plan for Electric Options

4. Energy Modeling as a Design Tool (not just a compliance check)



Introba

GETTING TO ZERO

What are the local governments in the RDN considering?

Lisa Westerhoff, Introba



Pathways Under Consideration



Pathway #1: Prioritize Energy Efficiency

- Implement (or increase stringency) the BC Energy Step Code



Pathway #2: Prioritize Carbon Emissions Reductions

- Implement the Zero Carbon Step Code



Pathways #3: Advance Energy Efficiency and Emissions Reductions

- Implement (or accelerate adoption of) the BC Energy Step Code **AND**
- Implement the Zero Carbon Step Code



Pathway 4:* Voluntary interventions to encourage early adoption

- Rezoning policy
- Financial incentives
- Non-financial incentives (e.g. permit fast tracking and density bonusing

***Pathway 4 is not mutually exclusive and can be used in conjunction with Pathways #1-#3**

Next Steps

- A survey will be launched today RDN website to capture more feedback, especially from those unable to attend
- Once policy pathways have been refined, we will solicit further feedback from you via email
- **Further questions or concerns?**
  - Jessica Beaubier Jbeaubier@rdn.bc.ca
  - Ting Pan Ting.Pan@nanaimo.ca
  - Luke Sales lsales@qualicumbeach.ca
  - Frank Limshue flimshue@lantzville.ca



Introba

Thank you!

QUESTIONS?

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: February 28, 2024

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Permit: 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub and Clubhouse)**

RECOMMENDATIONS

THAT Council authorizes staff to issue a Development Permit for the Lodge, Brew Pub and Clubhouse on Lot 1, Plan VIP11091 (1025 Qualicum Road), as detailed in the February 28, 2024 Planning memo to Council.

PURPOSE

To consider issuance of a Development Permit for Lot 1, 1025 Qualicum Road (Pheasant Glen) to permit a Lodge, Brew Pub and Clubhouse.

BACKGROUND

A revised Development Permit application has been made for Lot 1, 1025 Qualicum Road. The Development Permit application is to authorize the development of a Lodge, Brew Pub and Clubhouse. The proposal is for a 42-unit Lodge, Brew Pub (approximately 382m²), and Clubhouse (approximately 622m²). Previously, the proposal was for a 40-unit Lodge. As well, there have been minor increases to the size of the Brew Pub (15m²) and Clubhouse (16m²).

The subject property is zoned Comprehensive Development Zone 5 (CD5) and is located within Development Permit Area C12: Rural Destination Resort. In 2022, the subject property underwent a zoning and Official Community Plan (OCP) amendment. At that time, a total of 225 units were approved, 185 of which can be used as either residential dwellings or tourist accommodations, and a minimum of 40 of which will be held by the developer/operator and used as daily, weekly, or monthly rentals. 42 units are currently proposed in the lodge building. The exact number of units in the lodge may vary as long as it exceeds the minimum number specified in the zoning (40).

For greater clarity, the zoning allows for flexibility in unit types for 185 of the 225 units. Only 40 units are detailed in the zoning as being dedicated for rentals.

In addition to the zoning regulation, there are phasing requirements that specify the order in which construction must proceed. The CD5 zone specifies that the first phase of development will include the following:

- A Clubhouse;
- A Brew Pub or Taphouse;
- A Lodge/Hotel/Stacked Condominium building, or multiple buildings, with a minimum of 40 rooms;
- 60 units of Villas and/or Cottages.

On September 13, 2023, the application went before the Advisory Panning Commission (APC). The APC adopted the following motions:

- "THAT the Advisory Planning Commission recommend to Council, THAT the Development Permit for 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub, and Clubhouse), conflicts with the following Development Permit Guideline "Architectural Form & Character – Buildings" in that it does not engage the principle for "the creation of a welcoming place with a feeling of familiarity, friendliness and comfort".
- THAT the Advisory Planning Commission recommend to Council, THAT the Development Permit for 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub, and Clubhouse), conflicts with the following Development Permit Guideline "Accessibility", in that it does not comply to the principle that "Accessibility features should be integrated into the overall design concept and identified on the site plans". In particular it conflicts with: the excessive length of the corridor; absence of a second elevator; limited access to parking; and the absence of accessibility shown on the site plan.
- THAT the Advisory Planning Commission recommend to Council, THAT the Development Permit for 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub, and Clubhouse), complies with the following Development Permit Guideline "Water Conservation", and "Development should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain predevelopment infiltration rates and site hydrology".
- THAT the Advisory Planning Commission recommends to Council that the Development Permit for 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub, and Clubhouse), be denied."

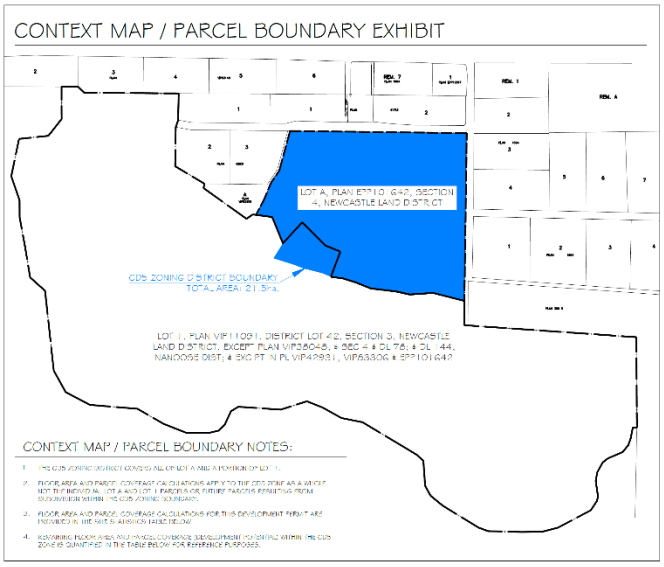
The application went before Council on October 11, 2023, and Council adopted the following motion:

- THAT the Development Permit application for 1025 Qualicum Road be deferred until the proposal complies with Development Permit Area C12 Guideline that states "Buildings should be characterized by simplicity of form, attention to detail, and the creation of a welcoming place with a feeling of familiarity, friendliness and comfort", specifically:
    a) Revisions should be made to create more welcoming and comfortable entrances for the Lodge and Clubhouse.

Since the October 11, 2023, Council meeting, the applicant has made the following revisions to the application:

- Revised roofline;
- Relocation of the lodge stairs and elevator to the Golf side of the Lodge; and,

- Revised materials on the primary entrance to the lodge and clubhouse, pedestrian spaces in front of the lodge, club house and lobby space, and minor adjustments to other materials throughout the project.



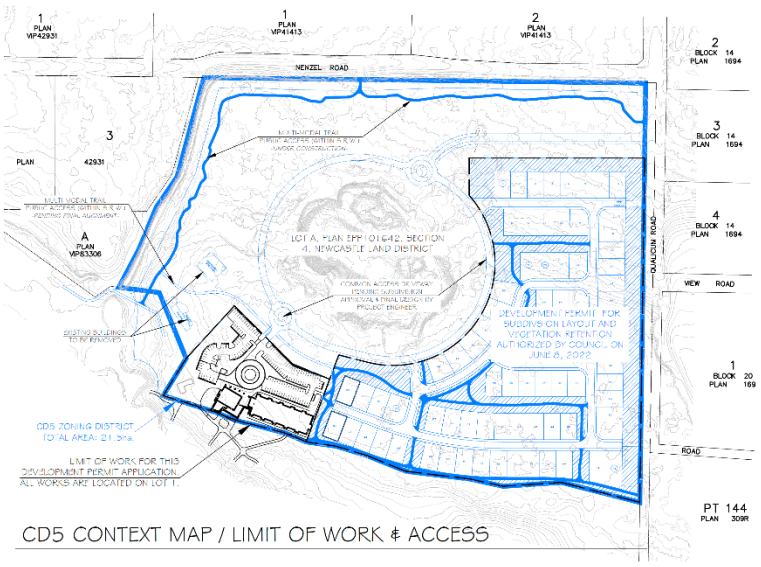


Figure 1: Context Map

DISCUSSION

The Development Permit application for Lot 1 includes a Lodge, Brew Pub and Clubhouse. A local government has the authority to designate Development Permit Areas. Development Permit Areas are locations that have additional requirements due to special conditions in that location. As part of the Development Permit Area, there must be Guidelines for how the proposed development can address the special conditions or objectives. As such, in the case of a Development Permit application, the specific Guidelines are what are being considered rather than the density or other aspects of the proposed development.

The subject property is located within Development Permit Area C12: Rural Destination Resort and is subject to multiple Development Permit Area Guidelines under this designation. Following is an overview of the Development Permit Area Guidelines.

Natural Environment

The Natural Environment Development Permit Area Guidelines include:

a) DPA G3 - Ecological Greenway Development Permit Area is applicable to areas within close proximity to Upper Beach Creek. Refer to Schedule 2.4;
b) No land clearing or development may occur within the lands until such time as any riparian areas have been identified, leave strips protected, and an issued development permit for alteration of land is granted. The Town may grant variances to setbacks to watercourses if the majority of riparian values are retained in accordance with a report from a Qualified Environmental Professional;
c) Ground dispersal of both treated sewage effluent and surface runoff water should be considered to help reduce the impact on the flow in the Berwick aquifer;

d) Indigenous planting should be used within private landscaping areas, open spaces and transportation corridors where appropriate.

Staff Comment: A "Riparian Area Protection Regulation: Assessment Report" has been previously submitted. A sanitary sewer line has already been extended to the development site, and the proposed buildings will be connected to the system. The landscape plans include both indigenous species and drought tolerant plants. The landscape plan for the Lodge, Brew Pub and Clubhouse is attached to this memo.

Accessibility

The Accessibility Development Permit Area Guidelines include:

a) Accessibility features should be integrated into the overall design concept and identified on the site plans;
b) Accessible travel routes should be provided from adjacent roadways and parking areas to the main building entry and should incorporate barrier-free universal design principles;
c) Accessible travel routes should be of a hard, slip- resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC).

Staff Comment: The proposal includes barrier-free accessibility features including accessible parking stalls and walkways, accessible access to the Lodge, Brew Pub and Clubhouse, accessible pedestrian routes and hard surfaced paths. However, not all travel routes have been detailed as part of the application and travel routes "are intended to be accessible." In the opinion of staff, the proposal meets the intent of the DP Guidelines related to accessibility.

Architectural Form & Character – Buildings

The Architectural Form & Character – Buildings Development Permit Area Guidelines include:

a) Building design should emphasize natural materials and colours, and respect for the environment in terms of material and finish;
b) Buildings should be characterized by simplicity of form, attention to detail, and the creation of a welcoming place with a feeling of familiarity, friendliness and comfort;
c) Exterior materials will include exposed heavy timber framing; wood and fibre cement board wall cladding in horizontal (clap board and v-groove), and vertical (board-and-batten) applications;
d) Recommended roofing materials include textured steel, asphalt, composite, and fire retardant treated wood shingles on sloping roofs with standing seam metal accents on minor elements.

Staff Comment: Building exterior materials include natural materials and warm colour tones. Heavy timber framing, as well as fibre cement board wall cladding were incorporated, but not vertical board and batten. Asphalt roofing and standing seam metal is used. Some materials, such as metal and fibre cement cladding have also been used, which are not outlined in the Development Permit Guidelines. Revisions have been made to the plans, which include more natural materials around the lodge and clubhouse entrance, and an effort to incorporate materials that reflect the natural context.

Architectural Form & Character – Site Planning and Landscape Architecture

The Architectural Form & Character – Site Planning and Landscape Architecture Development Permit Area Guidelines include:

a) Siting and massing of buildings should respect existing natural features and site topography;

b) Landscaping should respect the natural vegetation of the site and should employ indigenous species where feasible;
c) A 20-metre vegetated buffer should be retained or planted along the frontage of Qualicum and Nenzel Roads where feasible with the exception of transportation and service corridors;
d) Landscaping should be designed by a registered Landscape Architect;
e) The principles of Crime Prevention through Environmental Design (CPTED) should be considered in the site design and landscaping;
f) Site design should consider the enhancement of view corridors to open areas and viewscapes such as the Mt. Arrowsmith and Mt. Cokely range to the West.

Staff Comment: Plantings for the Lodge, Brew Pub and Clubhouse include indigenous species and vegetation is retained where possible. CPTED has been incorporated into the site plan and the buildings have been sited in a way that considers the topography and view corridors. A Landscape Architect has designed the landscaping.

Lighting

The Lighting Development Permit Area Guidelines include:

a) All site lighting installations shall be fully shielded (full cut-off);
b) Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter;
c) Security and other lighting shall be placed so as not to shine directly into adjacent properties or to reduce the separation effectiveness of any landscaped buffer;
d) Exterior building lighting should generally be concealed in soffits or other similar architectural features;
e) Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e., low level bollards) and address pedestrian safety.

Staff Comment: The proposed lighting is stated to be downlit and shielded to mitigate light trespass onto neighbouring properties. Pedestrian routes will have lower-level bollard lighting and parking areas will have dark sky compliant lighting.

Energy Conservation and GHG Emissions

The Energy Conservation and GHG Emissions Development Permit Area Guidelines include:

a) Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs;
b) All buildings shall be designed and engineered to be solar ready;
c) Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation;
d) Electric vehicle plug-ins should be provided for new development, specifically to promote the use of golf carts and e-bikes within the resort;
e) Internal transportation networks should give priority to alternative modes of transportation such as golf carts, e-bikes, cycling and walking.

Staff Comment: Landscaping has been designed in response to site context. Skylights are incorporated into the breezeway portion of the roof for natural light, as well as overhangs for shading incorporated into the design. Roofs are designed to be solar ready. Cedar trees required to be taken down will be reused on the site. Trees removed after adoption of the Tree Protection Bylaw will be subject to requirements for replacement. Electric vehicle parking spaces are included on the surface and in the parkade, and multi-modal transportation is accommodated throughout the proposal.

Water Conservation
The Water Conservation Development Permit Area Guidelines include:

a) Development should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain pre-development infiltration rates and site hydrology;
b) Landscape planting should be designed to reduce water consumption through the use of indigenous and drought-tolerant plant species suitable for the growing area;
c) Landscaped areas should be watered by an automatic irrigation system, complete with an automated 'smart' controller.

Staff Comment: Integrated Stormwater Management Practices are integrated into the site design; however, the extent to which permeable surfaces will be used is not fully quantified in the proposal. Landscape plantings include drought tolerant plants and indigenous species. Irrigation systems will be incorporated and include a centralized smart controller. Staff are generally satisfied with the water conservation measures proposed onsite, and details regarding onsite infiltration will be developed during the subsequent subdivision and/or building permit processes.

FINANCIAL IMPLICATIONS
There are no financial implications anticipated from this report.

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:

- The public is informed of this proposal through the presentation of this staff report.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT
Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*

SUMMARY
The Town has received revised a Development Permit application for Lot 1, 1025 Qualicum Road to permit a Lodge, Brew Pub and Clubhouse. The property is within Development Permit Area C12: Rural Destination Resort, and as such, a Development Permit is required for any proposed development. In 2022, the subject property underwent a zoning and OCP amendment and was approved for 225 units, with a minimum 40 units in the Lodge to be retained for daily, weekly and monthly rental. 42 units are currently proposed in the lodge, which exceeds the

minimum of 40 units. Staff recommend the Development Permit application for Lot 1, 1025 Qualicum Road be approved at this time.

ALTERNATIVE OPTIONS

1. THAT Council requests the following changes to the Development Permit application for 1025 Qualicum Road *[insert changes].*

APPROVALS

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

for Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

For: Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Luke Sales, MCIP, RPP
Director of Planning
Concurrence

REFERENCES

Attachment 1: Plans for 1025 Qualicum Road

TOWN OF QUALICUM BEACH

BYLAW NO. 580

SCHEDULE '4D'

DEVELOPMENT PERMIT NO. 1387

To: The Golf Clan Holdings Inc
1025 Qualicum Rd
Qualicum Beach, BC, V9K 1M5

1. This Development Permit is issued subject to compliance with all applicable Bylaws and Provincial and Federal Statutes and Regulations.

2. This Development Permit applies only to the following land (the "Land"):
   Civic: 1025 Qualicum Road
   Legal: Lot 1, Sections 3 and 4, and District Lots 42 and 78, Newcastle District and District Lot 144, Nanoose District, Plan 11091 Except Part in Plan 38048, 42931, VIP83306, and EPP101642
   PID: 002-266-873

3. The Land shall be developed generally in accordance with the drawings attached as Schedule "A".

4. If the permittee does not commence the development permitted by this Permit within 24 months of the date of this Permit, this permit shall lapse.

5. Security provisions pursuant to the *Local Government Act* which apply to the development area as follows:
   $157,088.80 for on-site landscaping.

6. This Permit prevails over the provisions of the Bylaw in the event of conflict.

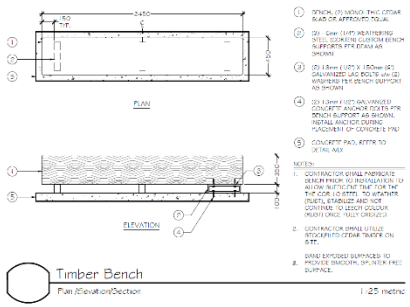
7. The Permit is not a building permit.

Authorizing Resolution passed by Council this day of 2024.

Development Permit issued this day of 2024.

Mayor

Corporate Administrator



TREE PROTECTION NOTES

1. GENERAL:
   A. TREE RISK ASSESSMENT, RETENTION, PROTECTION AND REMOVALS SHALL BE FIELD VERIFIED BY THE PROJECT ARBORIST, AMP TIMBER LOGGING LTD.
2. TREE PROTECTION FENCING:
   A. TREE PROTECTION FENCING SHALL BE AT A MINIMUM CONSTRUCTED OF PLASTIC, INTERNATIONAL ORANGE POLYETHYLENE MESH FENCING SECURELY MOUNTED ON A WOODEN FRAMEWORK CONSISTING OF POSTS A MINIMUM OF 4cm X 5cm (1" x 4") SET SECURELY IN THE GROUND AND EXTENDING AT LEAST 1m (3'-3") ABOVE THE GROUND AND WITH A MINIMUM 4cm X 5cm (2" x 4") TOP AND BOTTOM RAIL. FENCE POSTS SHOULD BE INSTALLED NO FARTHER THAN 2.4m (8') APART;
   B. INSTALL PROTECTIVE FENCING BEFORE CLEARING, GRUBBING, EXCAVATION OR GRADING, OR ANY OTHER WORK OCCURS ON THE SITE;
   C. INSTALL SIGNS AT REGULAR INTERVALS ALONG PROTECTIVE FENCING INDICATING THE FUNCTION OF THE FENCING, IE: TREE/ PLANT PROTECTION AREA - DO NOT ENTER;
   D. PROTECTIVE FENCING AND SIGNS SHALL BE WELL MAINTAINED THROUGHOUT CONSTRUCTION. DAMAGED FENCING OR SIGNS SHALL BE REPAIRED OR REPLACED IMMEDIATELY.
3. TREE PROTECTION ZONE:
   A. ONCE THE PROTECTIVE FENCING IS ERECTED AROUND THE TREES NO FOOT TRAFFIC, STACKING OF CONSTRUCTION MATERIALS OR USE OF MACHINERY WITHIN THE FENCED AREA IS PERMITTED;
   B. DO NOT DAMAGE TRUNK OR FOLIAGE OF PROTECTED TREES;
   C. DO NOT DEPOSIT CONCRETE WASHOUT OR OTHER LIQUID OR CHEMICAL SUBSTANCES IN THE PROTECTION ZONE;
   D. DO NOT ALTER GRADES WITHIN THE PROTECTION ZONE OF THE TREES. PROPOSED PROPERTY GRADING SHOULD MEET EXISTING GRADES (WITHIN 150mm) AT THE LIMIT OF THE PROTECTION AREA AS CLOSELY AS FORMERLY;
   E. UPON CUTTING UP TO THE PROTECTION FENCE, ALL EXPOSED ROOTS OUTSIDE OF THE PROTECTION FENCING ZONE SHALL BE CUT BY HAND WITH CLEAN, SHARP TOOLS TO AVOID TEARING OR BREAKAGE OF ROOTS;
   F. CUT ROOTS SHOULD NOT BE LEFT EXPOSED FOR LONG PERIODS OF TIME.
4. CONSTRUCTION WITHIN OR NEAR TREE PROTECTION ZONE:
   A. ANY TREE REMOVAL WORK SHOULD DISRUPT THE SURROUNDING TREES AND VEGETATION AS LITTLE AS POSSIBLE;
   B. CONSTRUCTION IN CLOSE PROXIMITY TO THE TREE PROTECTION ZONE SHALL BE DONE WITH THE SMALLEST MACHINERY PRACTICAL. HAND TOOLS SHALL BE USED WHENEVER POSSIBLE;
   C. PROTECT THE SURFACE OF THE TREE PROTECTION ZONE DURING THE COURSE OF THIS WORK WITH A LAYER OF PLYWOOD OR 150mm (6") OF BARK MULCH;
   D. UPON COMPLETION OF ALL GRADING AND EXCAVATION ALL EXPOSED AND DAMAGED ROOTS SHALL BE CUT BY HAND WITH CLEAN, SHARP TOOLS;
   E. CUT ROOTS SHOULD NOT BE LEFT EXPOSED FOR LONG PERIODS OF TIME.
   F. TREE PROTECTION FENCING CAN BE REMOVED WHEN CONSTRUCTION OF ALL SERVICES, SIDEWALKS, PATHS AND BUILDINGS ARE COMPLETE AND LANDSCAPE INSTALLATION HAS COMMENCED.

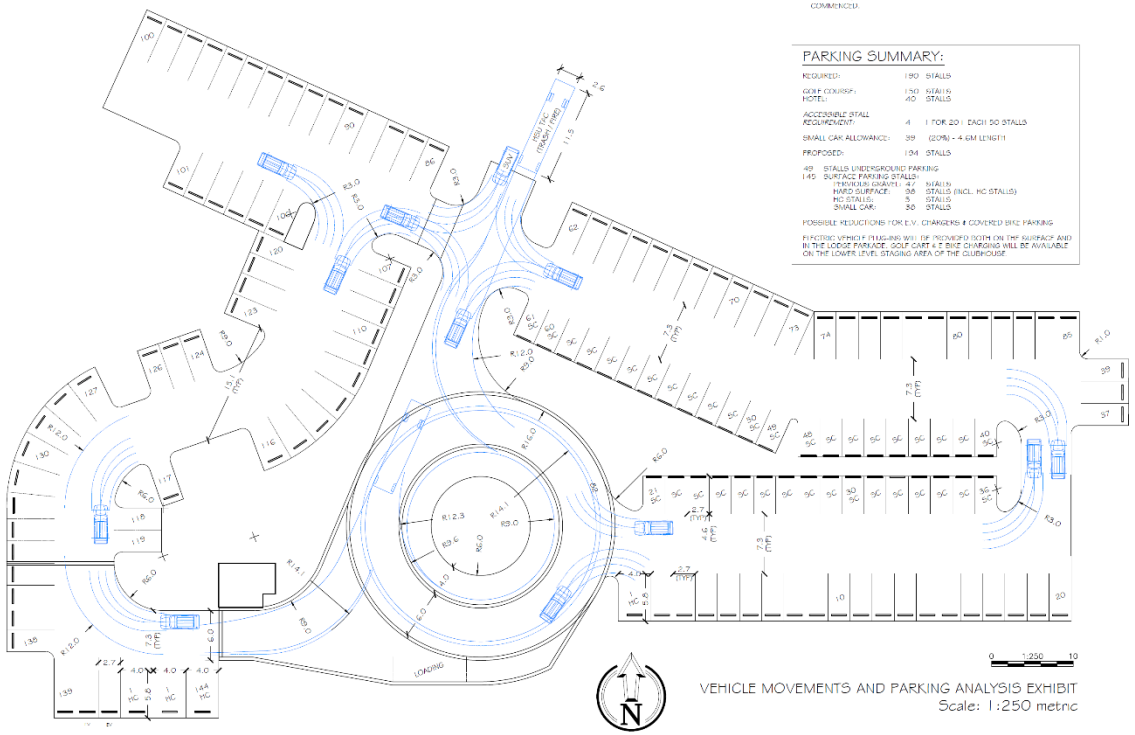
PARKING SUMMARY:

REQUIRED:	190	STALLS
GOLF COURSE*:	150	STALLS
HOTEL*:	40	STALLS
ACCESSIBLE STALL REQUIREMENT:	4	1 FOR 201 - EACH 50 STALLS
SMALL CAR ALLOWANCE:	39	(20%) - 4.6M LENGTH
PROPOSED:	184	STALLS

48 STALLS UNDERGROUND PARKING
145 SURFACE PARKING STALLS:
TYNDIUS GRAVEL: 47 STALLS
HARD SURFACE: 98 STALLS (INCL. HC STALLS)
HC STALLS: 5 STALLS
SMALL CAR: 30 STALLS

POSSIBLE REDUCTIONS FOR E.V. CHARGERS & COVERED BIKE PARKING

*ELECTRIC VEHICLE PLUG-INS WILL BE PROVIDED BOTH ON THE SURFACE AND IN THE LODGE PARKADE. GOLF CART & E-BIKE CHARGING WILL BE AVAILABLE ON THE LOWER LEVEL STAGING AREA OF THE CLUBHOUSE.



VEHICLE MOVEMENTS AND PARKING ANALYSIS EXHIBIT
Scale: 1:250 metric

PLANT LEGEND

SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.	NOTES
TREES					
	CORNUS NUTTALLII PACIFIC DOGWOOD	4cm CAL.	SEE PLAN	6	NATIVE SPECIES
	PINUS CONTORTA VAR. CONTORTA SHORE PINE	1.5m	SEE PLAN	7	NATIVE SPECIES
SHRUBS					
	ACER CIRCINATUM VINE MAPLE	#5 POT	SEE PLAN	23	NATIVE SPECIES
	AMELANCHIER ALNIFOLIA SASKATOON	#5 POT	SEE PLAN	4	NATIVE SPECIES
	GAULTHERIA SHALLON SALAL	#1 POT	0.9m O.C.	84	NATIVE SPECIES
	MAHONIA NERVOSA OREGON GRAPE	#2 POT	1.2m O.C.	45	NATIVE SPECIES
	POLYSTICHUM MUNITUM SWORD FERN	#1 POT	1.0m O.C.	123	NATIVE SPECIES
	RIBES SANGUINEUM RED FLOWERING CURRANT	#2 POT	1.2m O.C.	53	NATIVE SPECIES
	VACCINIUM OVATUM EVERGREEN HUCKLEBERRY	#1 POT	1.0m O.C.	173	NATIVE SPECIES
GROUNDCOVER, PERENNIALS & VINES					
	ARCTOSTAPHYLOS UVA-URSI KINNIKINNICK	#1 POT	0.9m O.C.	167	NATIVE SPECIES
	CAREX OBNUTA SLOUGH SEDGE #	#1 POT	0.6m O.C.	27	NATIVE SPECIES
	JUNCUS EFFUSUS COMMON RUSH	#1 POT	0.6m O.C.	27	NATIVE SPECIES
	CORNUS SERICEA 'KELSEYI' DWARF RED TWIG DOGWOOD	#1 POT	0.75m O.C.	49	ON GREEN SCREEN
	MISCANTHUS SINENSIS 'YAKU JIMA' DWARF MAIDEN GRASS	#1 POT	1.2m O.C.	39	NATIVE CULTIVAR
	LAWN: CANADA NO. 1	SOD		986sq.m.	DROUGHT TOLERANT

NOTE: LANDSCAPE ARCHITECT RESERVES THE RIGHT TO APPROVE PLANT SUBSTITUTIONS AND MODIFY PLANT QUANTITIES WHILE PRESERVING THE GENERAL FORM AND CHARACTER.

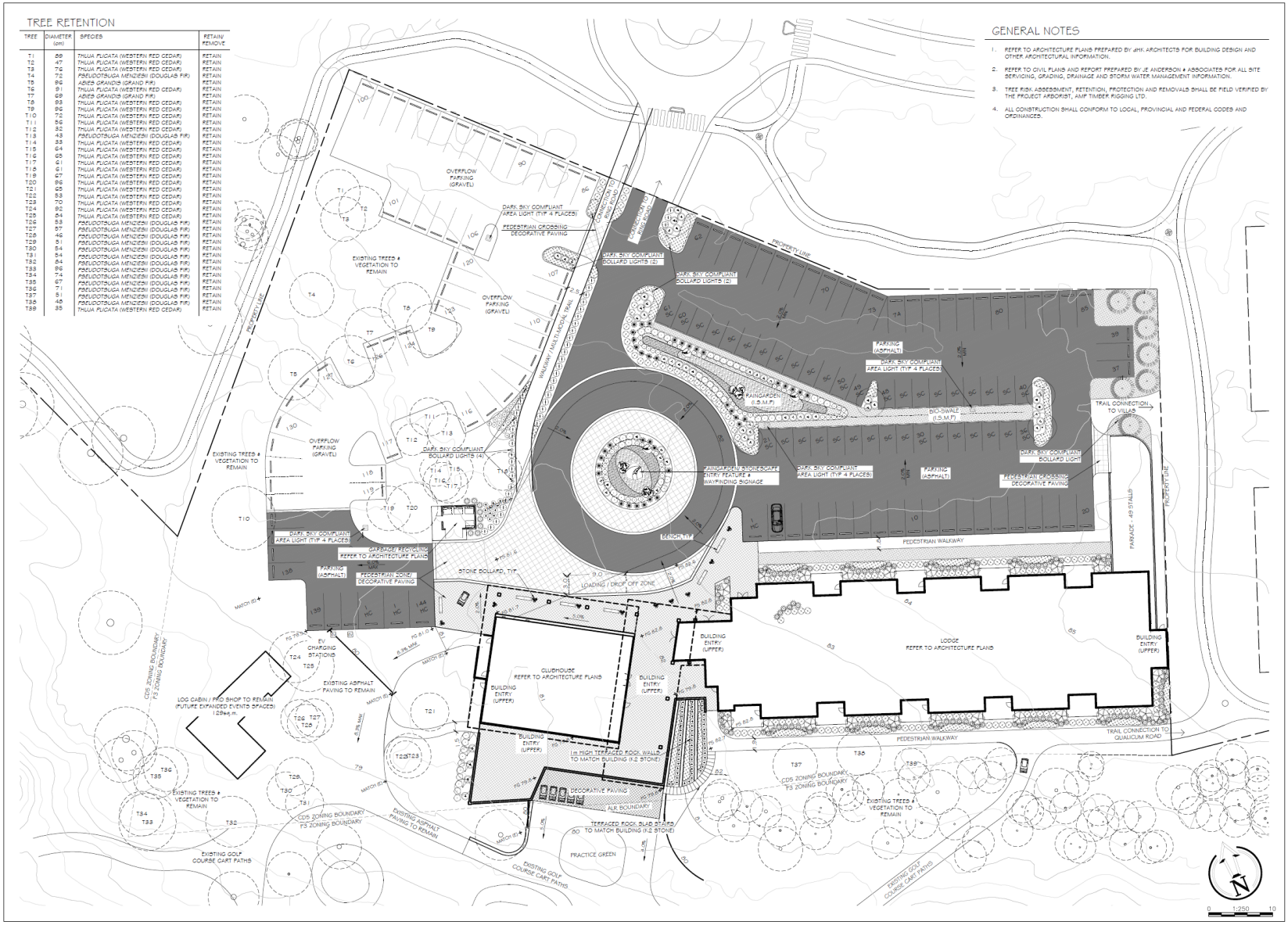
EXISTING TREES

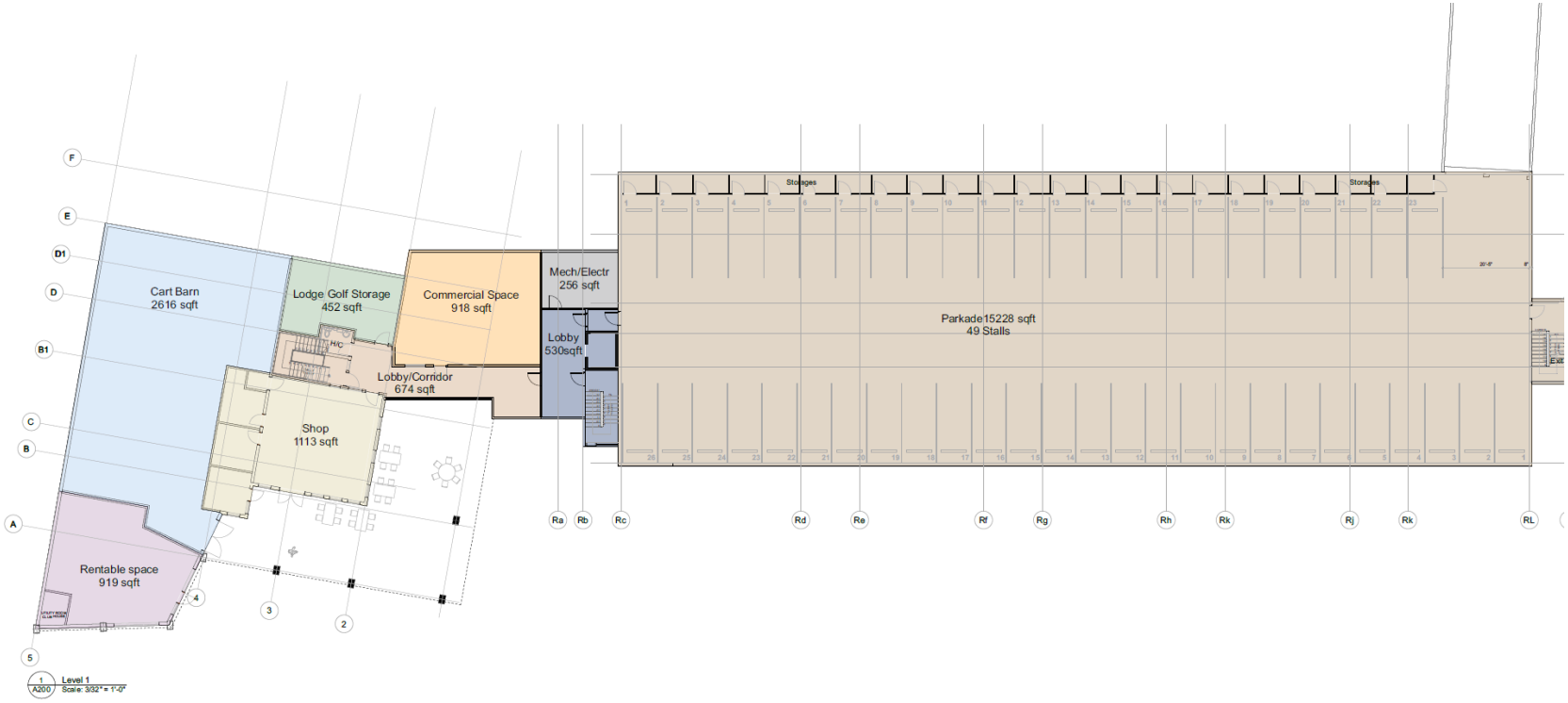
SYMBOL	DESCRIPTION
	TREE TO REMAIN, REFER TO TREE RETENTION LIST & TREE PROTECTION NOTES.
	NO TREE REMOVAL IS PROPOSED.

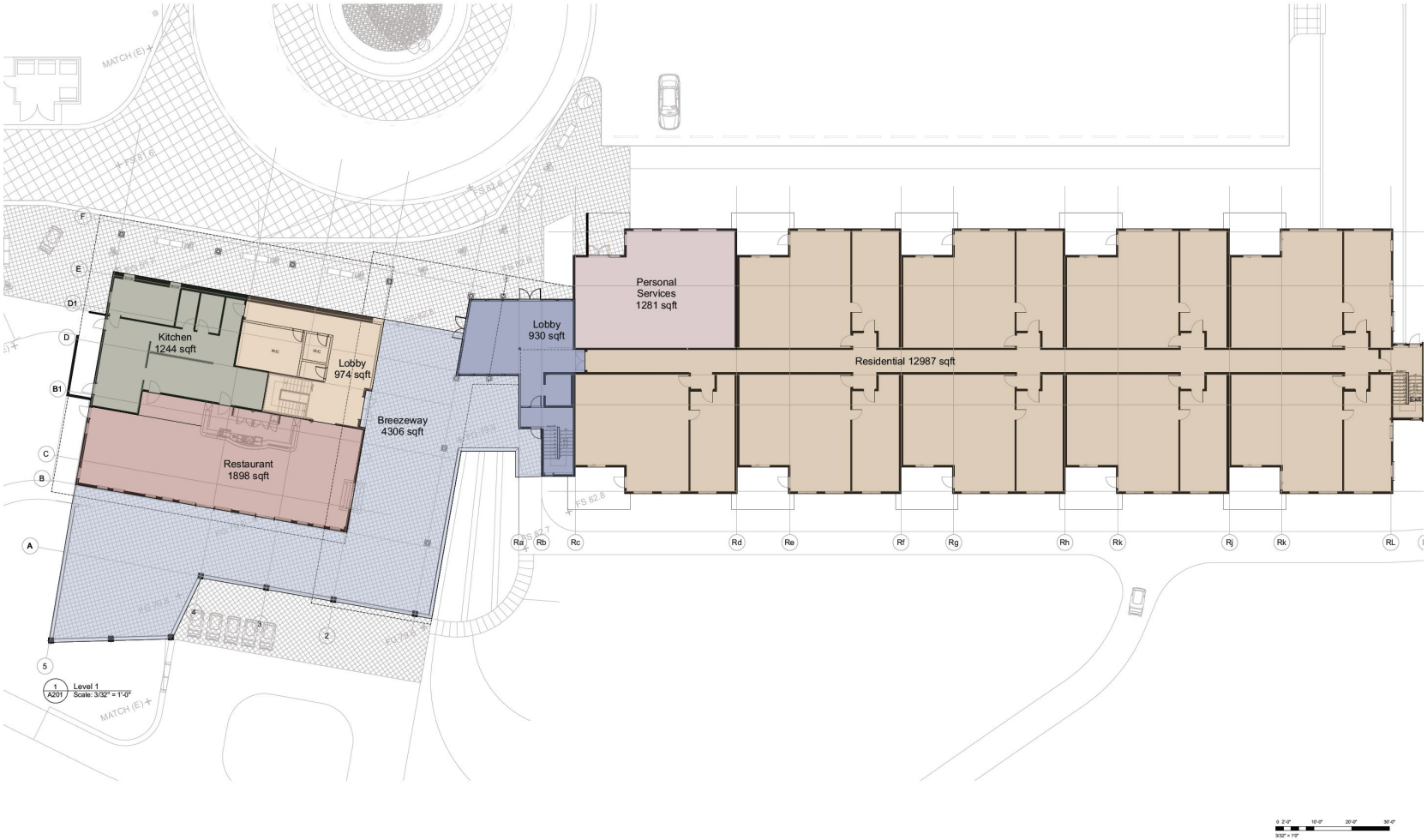
PLANTING NOTES

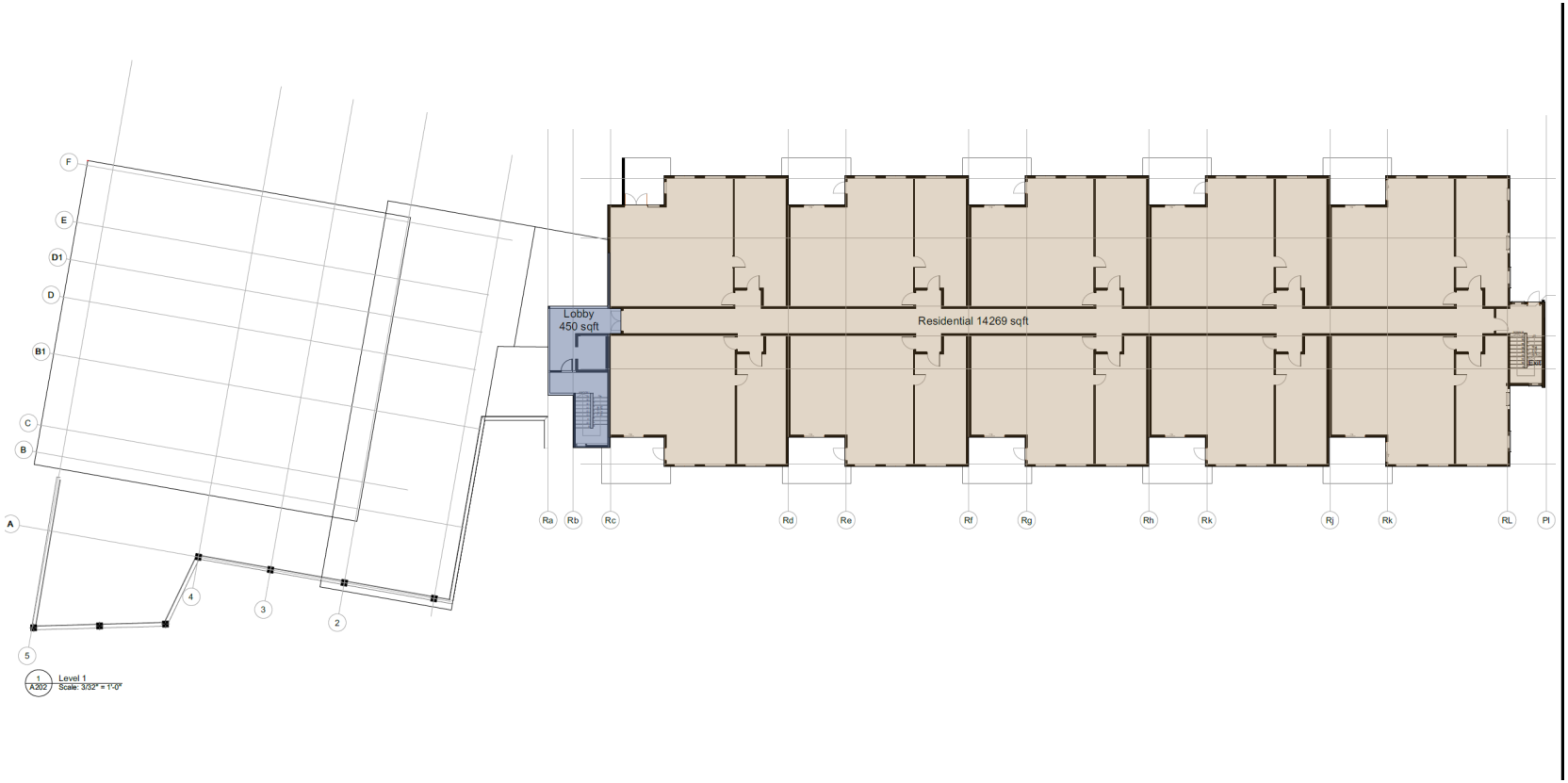
1. ALL LANDSCAPE INSTALLATION AND MAINTENANCE SHALL MEET OR EXCEED THE MOST RECENT STANDARDS SET OUT BY THE CANADIAN LANDSCAPE NURSERY ASSOCIATION (CNLA) / CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA) CANADIAN LANDSCAPE STANDARD.
2. ALL PROPOSED PLANTING AREAS SHALL BE WATERED VIA AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM UTILIZING SMART (H) CONTROL EQUIPMENT.
3. ALL TREES SHALL BE PLANTED WITH 300mm OF TOPSOIL OR AMENDED ORGANIC SOILS AROUND AND BELOW ROOTBALL.

   SOIL DEPTHS: SHRUBS 450mm; TREES 300mm BELOW AND AROUND ROOTBALL; LAWN 100mm
4. MULCH SHALL BE COMPOST PER SECTION 10 MULCHING OF THE CANADIAN LANDSCAPE STANDARD. MULCH DEPTH SHALL BE 75mm MINIMUM OVER ALL TREE AND SHRUB PLANTING AREAS.
5. PLANT MATERIAL QUALITY, TRANSPORT AND HANDLING SHALL COMPLY WITH CNLA STANDARDS FOR NURSERY STOCK.
6. PLANT QUANTITIES ARE FOR INFORMATION ONLY. IN CASE OF ANY DISCREPANCY THE PLAN SHALL GOVERN.
7. ALL PLANT MATERIAL SHALL MATCH SPECIES AS INDICATED ON THE PLANTING LEGEND. CONTACT THE LANDSCAPE ARCHITECT FOR APPROVAL OF ANY SUBSTITUTIONS. NO SUBSTITUTIONS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL OF THE OWNER.
8. CHECK FOR LOCATIONS OF WATER LINES AND OTHER UNDERGROUND SERVICES PRIOR TO DIGGING TREE PITS. EXCAVATED PLANT PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN ONE HOUR AFTER FILLING.
9. NO PLANTS REQUIRING PRUNING OF MAJOR BRANCHES DUE TO DISEASE, DAMAGE OR POOR FORM WILL BE ACCEPTED.


TREE RETENTION
GENERAL NOTES
1. REFER TO ARCHITECTURE PLANS PREPARED BY dHK ARCHITECTS FOR BUILDING DESIGN AND OTHER ARCHITECTURAL INFORMATION.
2. REFER TO CIVIL PLANS AND REPORT PREPARED BY JE ANDERSON & ASSOCIATES FOR ALL SITE SERVICING, GRADING, DRAINAGE AND STORM WATER MANAGEMENT INFORMATION.
3. TREE RISK ASSESSMENT, RETENTION, PROTECTION AND REMOVALS SHALL BE FIELD VERIFIED BY THE PROJECT ARBORIST, AMP TIMBER RIGGING LTD.
4. ALL CONSTRUCTION SHALL CONFORM TO LOCAL, PROVINCIAL AND FEDERAL CODES AND ORDINANCES.
OVERFLOW PARKING (GRAVEL)
EXISTING TREES & VEGETATION TO REMAIN
DARK SKY COMPLIANT AREA LIGHT (TYP 4 PLACES)
PEDESTRIAN CROSSING DECORATIVE PAVING
DARK SKY COMPLIANT BOLLARD LIGHTS (2)
PROPERTY LINE
WALKWAY / MULTI-MODAL TRAIL
RAINGARDEN (I.S.M.P.)
BIO-SWALE (I.S.M.P.)
TRAIL CONNECTION TO VILLAS
PARKING (ASPHALT)
DARK SKY COMPLIANT BOLLARD LIGHT
PARKADE - 49 STALLS
PEDESTRIAN WALKWAY
GARBAGE/ RECYCLING REFER TO ARCHITECTURE PLANS
STONE BOLLARD, TYP
LOADING / DROP OFF ZONE
EV CHARGING STATIONS
LOG CABIN / PRO SHOP TO REMAIN (FUTURE EXPANDED EVENTS SPACES) 129m.m.
CDS ZONING BOUNDARY / F3 ZONING BOUNDARY
EXISTING ASPHALT PAVING TO REMAIN
CLUBHOUSE REFER TO ARCHITECTURE PLANS
BUILDING ENTRY (UPPER)
LODGE REFER TO ARCHITECTURE PLANS
1m HIGH TERRACED ROCK WALL TO MATCH BUILDING (K.2 STONE)
DECORATIVE PAVING
ALR BOUNDARY
TERRACED ROCK SLAB STAIRS TO MATCH BUILDING (K.2 STONE)
PRACTICE GREEN
EXISTING GOLF COURSE CART PATHS
TRAIL CONNECTION TO QUALICUM ROAD
N
0 1:250 10


Cart Barn
2616 sqft
Lodge Golf Storage
452 sqft
Commercial Space
918 sqft
Mech/Electr
256 sqft
Lobby
530sqft
Lobby/Corridor
674 sqft
Shop
1113 sqft
Rentable space
919 sqft
Storages
Parkade15228 sqft
49 Stalls
Storages
Level 1
Scale: 3/32" = 1'-0"


Kitchen
1244 sqft
Lobby
974 sqft
Restaurant
1898 sqft
Breezeway
4306 sqft
Lobby
930 sqft
Personal
Services
1281 sqft
Residential 12987 sqft
Level 1
Scale: 3/32" = 1'-0"


Lobby
450 sqft
Residential 14269 sqft
F
E
D1
D
B1
C
B
A
Ra
Rb
Rc
Rd
Re
Rf
Rg
Rh
Rk
Rj
Rk
RL
Pl
5
4
3
2
1
A202
Level 1
Scale: 3/32" = 1'-0"



1 North Elevation
Scale: 3/32"=1'0"



2 South Elevation
A301 Scale: 3/32"=1'0"

Colours and Materials;

01	Hardie plank, Light Grey	11	Vinyl Sliding Doors, Black
02	Hardie panel, Light Grey	12	Tempered Glass Guard Rail, Guard rails and Railings, Powder Coated Black
03	Hardie panel, Medium Grey	13	Wood Soffit, Butternut Stain
04	Hardie panel, Iron Grey	14	Heavy Timber, Butternut Stain
05	K2 Stone veneer	15	Store Front Aluminum Frames, Black
06	Concrete	16	NewTechWood Norwegian Siding
07	Fascia, Hardie Panel, Iron Grey	17	Utility Doors, Weathered Zinc in Black Metal Door Frame.
08	Metal Roof, Iron Grey	18	Stacco, Iron Grey
09	Metal siding, Wood look	19	Stacco, Light Grey
10	Vinyl Windows, Black	20	Garage Doors



1 West Elevation
Scale: 3/32"=1'0"

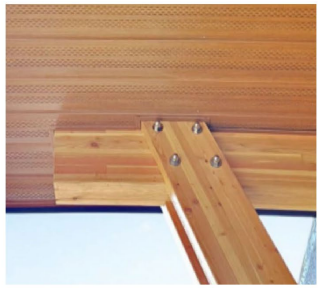


8 East Elevation
A302 Scale: 3/32"=1'0"

Colours and Materials;

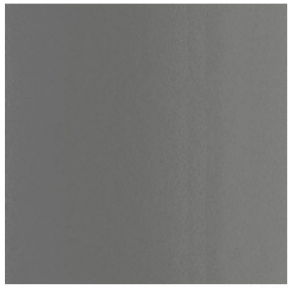
01	Hardie plank, Light Grey	11	Vinyl Sliding Doors, Black
02	Hardie panel, Light Grey	12	Tempered Glass Guard Rail, Guard rails and Railings, Powder Coated Black
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09	Metal siding, Wood look	19	Stacco, Light Grey
10	Vinyl Windows, Black	20	Garage Doors


01


14


05


15


03


19


16


09


04


12


08

Colours and Materials;

01	Hardie plank, Light Grey	11	Vinyl Sliding Doors, Black
02	Hardie panel, Light Grey	12	Tempered Glass Guard Rail, Guard rails and Railings, Powder Coated Black
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10	Vinyl Windows, Black	20	Garage Doors


Pheasant Glen
GOLF RESORT






Pheasant Glen
LODGE
Pheasant Gl
GOLF RESORT

dHKarchitects.

Pheasant Glen Golf Resort - Lodge & Clubhouse Design

February 5th 2024.

RE: Development Permit: 1025 Qualicum Road (Pheasant Glen Lodge and Clubhouse).

Prepared By:

dHKarchitects

Nanaimo
102-5190 Dublin Way, V9T 0H2
1.250.585.5810

Victoria
977 Fort Street, V8V 3K3
1.250.658.3367

submitted via email to:

Luke Sales, MCIP, RPP
Director of Planning and Community Development
Town of Qualicum Beach

lsales@qualicumbeach.com

dHKarchitects.

Pheasant Glen Golf Resort - Lodge & Clubhouse Design

February 5th 2024.

Town of Qualicum Beach
October 11, 2023 Regular Council Meeting Minutes Page 9 of 12

(3) Planning
(a) Development Permit: 1025 Qualicum Road (Pheasant Glen Lodge, Brew Pub and Clubhouse).

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the Development Permit application for 1025 Qualicum Road be deferred until the proposal complies with Development Permit Area C12 Guideline that states “Buildings should be characterized by simplicity of form, attention to detail, and the creation of a welcoming place with a feeling of familiarity, friendliness and comfort”, specifically:
(a) Revisions should be made to create more welcoming and comfortable entrances for the Lodge and Clubhouse.

Response:

Entry to both the Lodge and the Clubhouse are located on either side of a generous covered terrace that connects the two. Both entries are glazed and offer a high level of transparency and connection. The terrace serves as a place to receive and welcome guests of the Lodge and the customers of the Clubhouse. Weather protection under the connecting roof canopy offers ample space adjacent to the Lodge and Clubhouse entry ways and creates a natural gathering place at the heart of the buildings. Guests of the resort can move with ease between the Lodge and Clubhouse while enjoying opportunities to move out to the restaurant deck or to walk down to the golf course.
A pedestrian specific area in front the the Lodge and Clubhouse is clearly defined and separated from vehicle drop off areas through the use of benches and stone bollards.

The architectural form and character of the original submission is unchanged. On going design work including the provision of a more welcoming and comfortable entrance to the project has resonated beyond the entries and informed building design as we continue to advance the project.

Sincerely,

dHKarchitects



Glenn Hill architect AIBC.

dHKarchitects.

Pheasant Glen Golf Resort - Lodge & Clubhouse Design

February 12th 2024.

As requested, the following list identifies any and all changes between the previous submission and the newest resubmission.

- Roofline over Lodge Entrance and associated covered plaza space between Lodge and Clubhouse.
  - This form creates a strong connection between the Lodge and Clubhouse, and facilitates an open and welcoming approach to the resort. A strong sightline from arrival through to the golf side is preserved and welcomes visitors to enjoy the covered plaza amenity space and invites visitors onto the generous clubhouse deck space overlooking the course.
- Relocation of Lodge stair & elevator to Golf side of Lodge to create a more open and welcoming lodge lobby and reception space.
  - This allows the primary roofline of the Lodge, Clubhouse and Entry Plaza to be the dominant architectural expression.
  - Roof line over Lodge, Clubhouse and the Entry Plaza reflects a reconsidered character and presents as unique and welcoming arrival to the Pheasant Glen Resort.
- Material Locations
  - At the primary entry to the Lodge and Clubhouse a combination of K2 stone, wood stained heavy timbers, wood look fluted siding, commercial grade glazing and doorways offer a familiar coastal mountain palette of naturally sourced materials.
  - A durable and weather resistant tile floor finish accentuates the pedestrian spaces in front of the Lodge, Clubhouse and the Lobby space between. The finish extends beyond on the Club house deck and also defines the edge of vehicle access/drop off areas at the entry. Additional landscape benches and accent lighting define the Resort Entry Plaza area and offer up a user friendly experience upon arrival.
  - Minor adjustments to the materials deployed on the project reflect and promote a sense of familiarity with the surrounding context. The material palette has accent materials associated with muted tone materials. Attention to all facades of the building is considered as this will be a building viewed from many perspectives.

Sincerely,

dHKarchitects



Glenn Hill architect AIBC.

macdonald gray

February 5, 2024

Via Email: Glenn Hill, architect AIBC, dHK architects / Project Team

Re: **Landscape Architecture Drawing Updates – Design Resubmission Package.**

1. MINOR DRAWING REVISIONS:

The landscape architecture drawings have been updated to reflect changes to the building entries and external column geometry. Revisions are minor and have not changed the proposed general form and character from the previous submission.

In collaboration with the project architect, we have updated site furnishing (bench and entry bollards) materials to match the heavy timber and stone accents included in the building architectural typology to create a more welcoming and comfortable entrance experience.

Monolithic slab cedar benches have been added under the building canopy to provide a sheltered location to sit, meet and gather before a meal or round of golf. Bollards at the drop off and building entries will be custom stone pillars grouped in threes.

2. LANDSCAPE BONDING ESTIMATE

Refer to the attached Schedule of Quantities spreadsheet for hard and soft landscape elements of the design. The total amount will become the landscape bonding amount for the Development Permit.

-- End of Document --

814 SHOREWOOD DRIVE,
PARKSVILLE, BC V9P 1S1 CANADA

TEL. (250)248-3089 EMAIL. info@macdonaldgray.ca
www.macdonaldgray.ca

PGGR Clubhouse / Lodge - DP
SCHEDULE OF QUANTITIES

February-24
MacDonald Gray Consultants Inc.

ITEM	UNIT	QUANTITY	UNIT-COST	TOTALS
Utilities				
Irrigation system	sq.m.	1069	20.00	21,380.00
SUBTOTAL, Utilities				**21,380.00**
Hard Landscape				
Small river rock	cu.m.	6	100.00	600.00
Large river rock	cu.m.	10	100.00	1,000.00
Large round landscape boulders (on site boulders)	each	13	100.00	1,300.00
Decorative paving	sq.m.	610	100.00	61,000.00
SUB-TOTAL, Hard Landscape				**63,900.00**
Site Furnishings				
Bench (on site timber)	each	6	500.00	3,000.00
Stone Bollards	each	10	650.00	6,500.00
SUB-TOTAL, Site Furnishings				**9,500.00**
Soft Landscape				
Growing medium @ 450mm depth (shrub areas)	cu.m.	350	80.00	28,000.00
Compost / Mulch, in place, 75mm depth	cu.m.	60	80.00	4,800.00
Tree, 4cm caliper	each	6	250.00	1,500.00
Tree, 1.5m	each	7	180.00	1,260.00
Shrub, #5 pots	each	27	50.00	1,350.00
Shrub, #2 pots	each	98	30.00	2,940.00
Shrub, #1 pots	each	689	10.00	6,890.00
Lawn Seeded	sq.m.	368	3.50	1,288.00
SUB-TOTAL, Soft Landscape				**48,028.00**
TOTAL				**$142,808.00**

PGGR
Project Number: 21-0314

CLUBHOUSE LODGE DP STATISTICS
Town of Qualicum (Beach), BC

Date: February 12, 2024

Zoning District: **CD5 - Comprehensive Development Zone 5**

Building Height:	**m.**	**ft.**
Clubhouse / Conference Building	18	59
Spa / Fitness Centre	18	59
Hotel / Condo / Lodge	18	59
Cottage / Villas / Other	12	39
Maximum Resort Accomodation Unit Count:		**225**

Site Area:	**sq.m.**	**sq.ft.**	**ha.**
Non- ALR 1025	13,801	148,554	1.38
Resort Parcel	201,197	2,165,685	20.12
Total CD-5 Zone	***214,998***	***2,314,238***	***21.50***

Parcel Coverage:		**sq.m.**	**sq.ft.**
	11%	**23,650**	**254,566**
Maximum Floor Area Ratio:		**sq.m.**	**sq.ft.**
	0.17	**36,550**	**393,421**

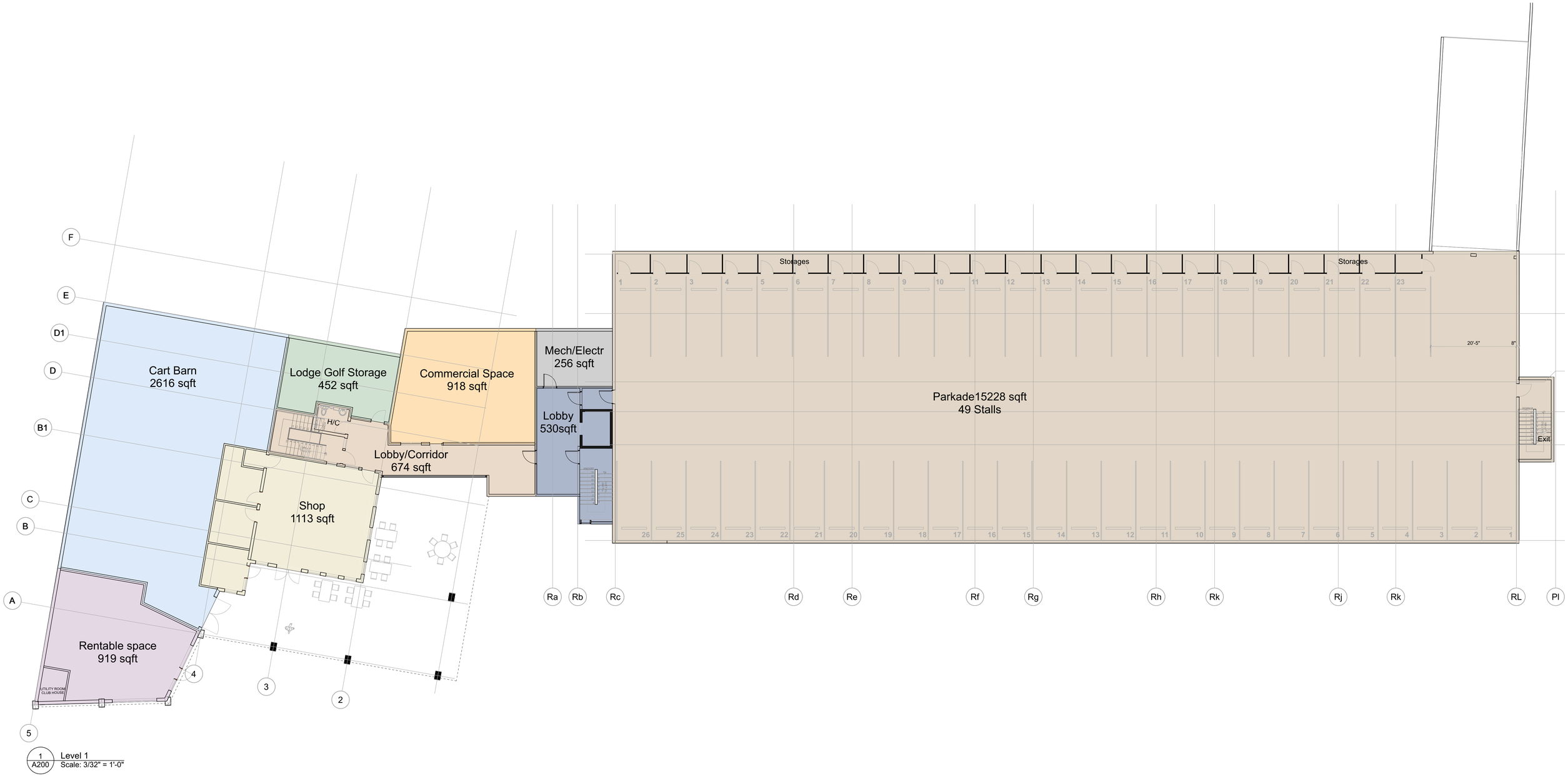
CLUBHOUSE AND LODGE PRECINCT

Clubhouse (Commercial)		**Gross Floor Area (sq.m.)**	**Gross Floor Area (sq.ft.)**	**Parking**	**Use**
1st Floor (Ground)		*382*	*4,112*		*Brew Pub / Restaurant*
Lower Lever (Walk Out)		*622*	*6,695*		*Pro Shop, Cart Storage, Office*
Totals:		**1,004**	**10,807**	**150**	***Golf Course***

Log Cabin (Existing to Remain)		**Gross Floor Area (sq.m.)**	**Gross Floor Area (sq.ft.)**	**Parking**	**Use**
Single Level	*Coverage*	*129*	*1,389*		*Future Expanded Events Space*
	Floor Area	**129**	**1,389**		*Future Expanded Events Space*

Lodge (Tourist Commercial)	**Accomodation Unit Count**	**Gross Floor Area (sq.m.)**	**Gross Floor Area (sq.ft.)**	**Parking**	**Use**
3rd Floor	*4*	*901*	*9,698*		*Penthouses*
2nd Floor	*20*	*1,366*	*14,704*		*Accomodation Units*
1st Floor (Ground Level)	*18*	*1,410*	*15,177*		*Lobby, Personal Services, Accomodation Units*
Basement		*1,488*	*16,017*		*Parking, Other Uses To be Determined*
Totals:	**42**	**5,165**	**55,596**	**42**	***Hotel***

Combined Totals:	**Accomodation Unit Count**	**42**	**Floor Area (sq.m.):**	**6,298**	**Lot Coverage (sq.m.):**	**2,161**	**Parking:**	**192**
			FAR	0.03	**%**	1.01%		
Remainder CD-5 Zone:		***183***		***30,252***		***21,489***		



1 / A200 Level 1
Scale: 3/32" = 1'-0"

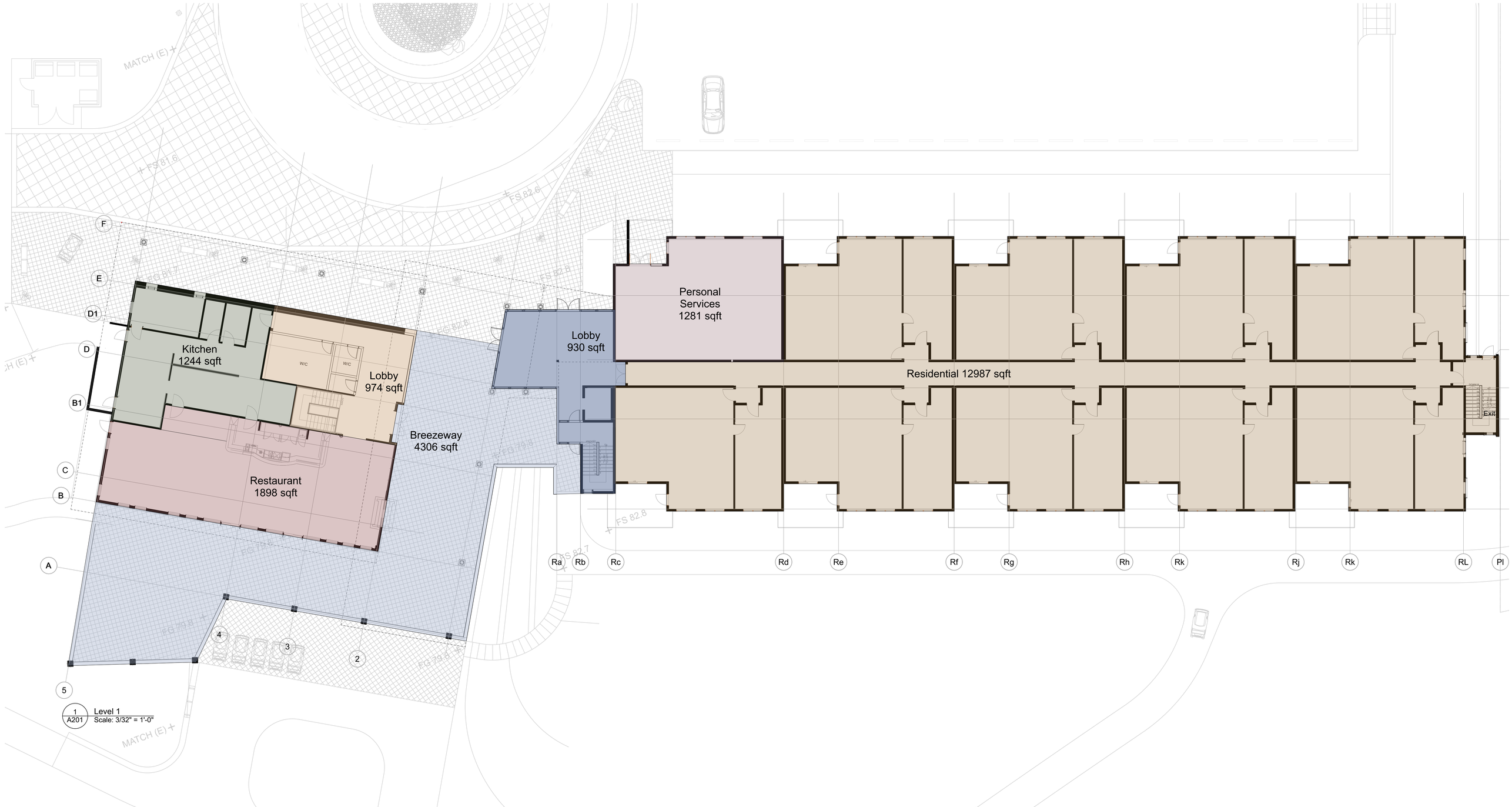
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3/32" = 1'0"

The Golf Clan Holdings Inc.
Qualicum Beach, BC
12 FEB 2024

Pheasent Glen Golf Resort

Level -1 A200

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1 / A201 Level 1
Scale: 3/32" = 1'-0"

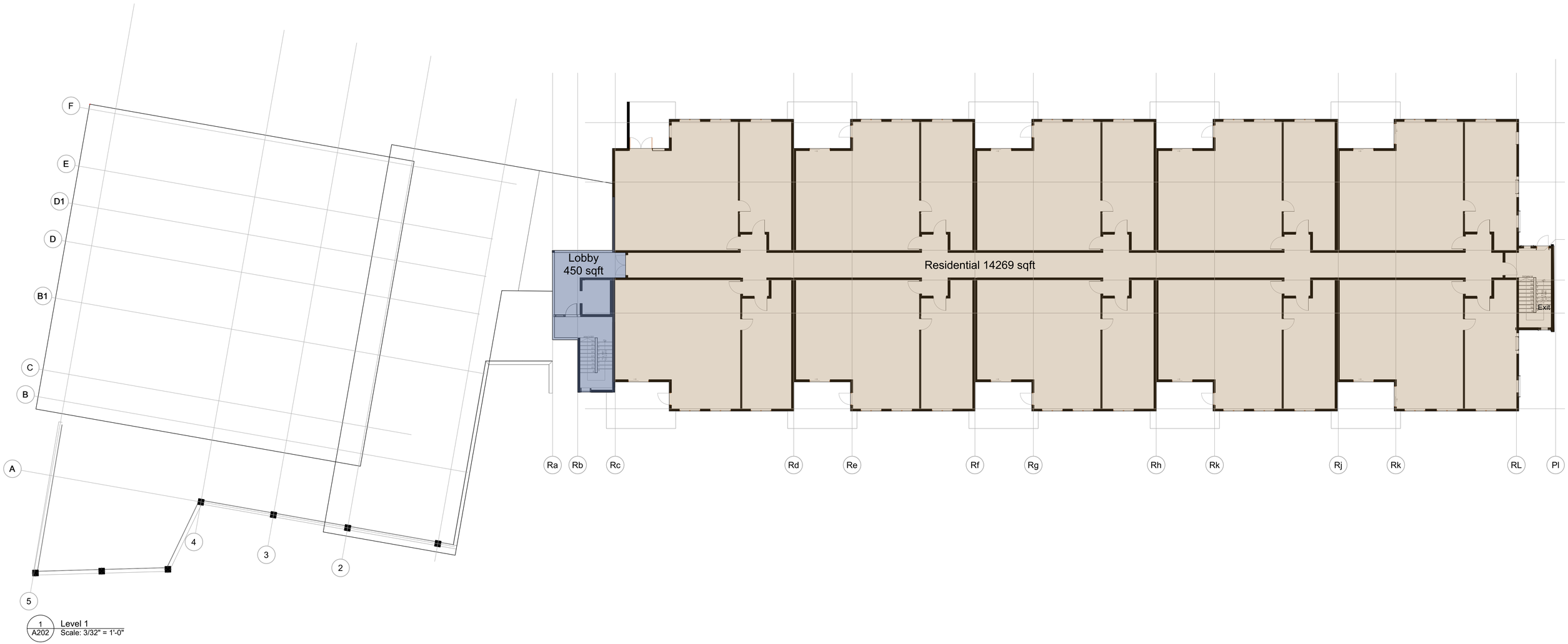
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3/32" = 1'0"

The Golf Clan Holdings Inc.
Qualicum Beach, BC
12 FEB 2024

Pheasent Glen Golf Resort

Level 1 A201

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1 / A202 Level 1
Scale: 3/32" = 1'-0"

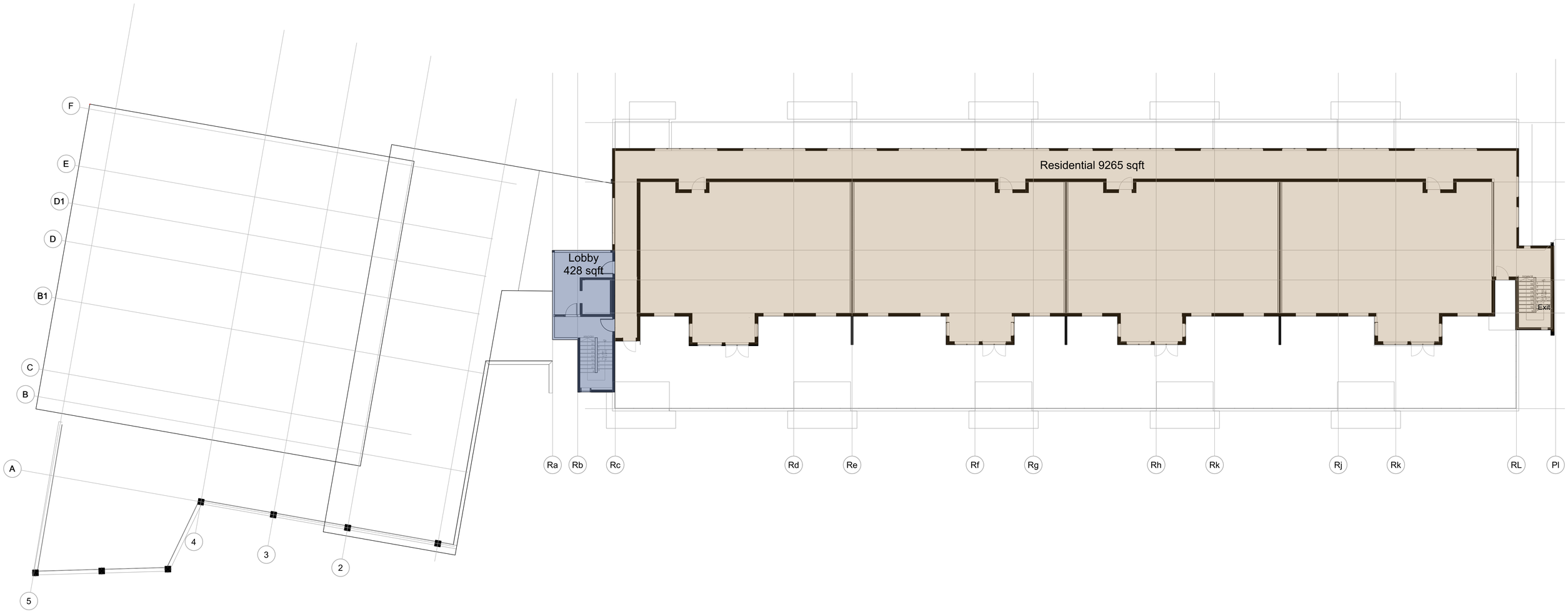
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3/32" = 1'0"

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Qualicum Beach, BC
12 FEB 2024

Pheasent Glen Golf Resort

Level 2 A202

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1 / A203 Level 1
Scale: 3/32" = 1'-0"

0 2'-0" 10'-0" 20'-0" 30'-0"
3/32" = 1'0"

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Qualicum Beach, BC
12 FEB 2024

Pheasant Glen Golf Resort

Level 3 A203

dHKarchitects



1 North Elevation
Scale: 3/32"=1'0"



2 A301 South Elevation
Scale: 3/32"=1'0"

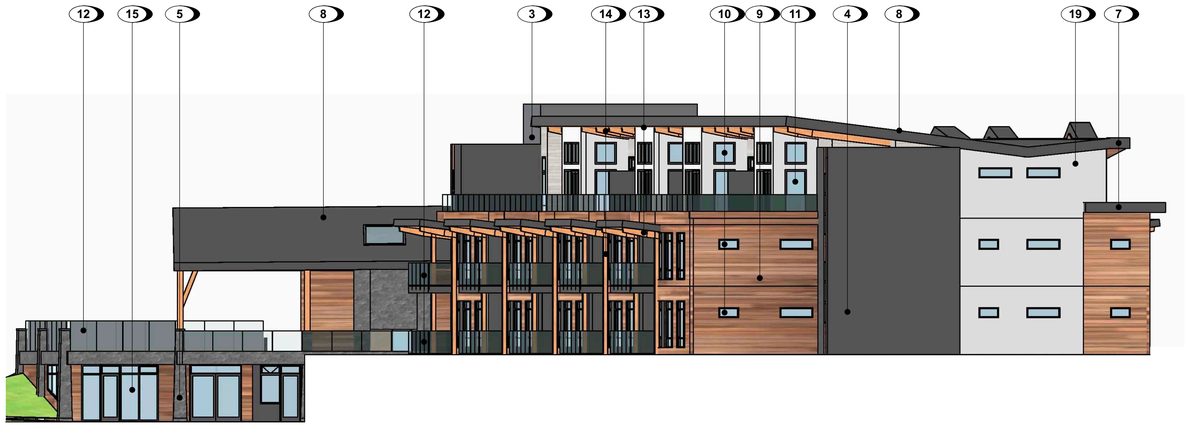
Colours and Materials;

01	Hardie plank, Light Grey	11	Vinyl Sliding Doors, Black
02	Hardie panel, Light Grey	12	Tempered Glass Guard Rail, Guard rails and Railings, Powder Coated Black
03	Hardie panel, Medium Grey	13	Wood Soffit, Butternut Stain
04	Hardie panel, Iron Grey	14	Heavy Timber, Butternut Stain
05	K2 Stone veneer	15	Store Front Aluminum Frames, Black
06	Concrete	16	NewTechWood Norwegian Siding
07	Fascia, Hardie Panel, Iron Grey	17	Utility Doors, Weathered Zinc in Black Metal Door Frame.
08	Metal Roof, Iron Grey	18	Stacco, Iron Grey
09	Metal siding, Wood look	19	Stacco, Light Grey
10	Vinyl Windows, Black	20	Garage Doors

0 2'-0" 10'-0" 20'-0" 30'-0"
3/32" = 1'0"



1 West Elevation
Scale: 3/32"=1'0"



8 / A302 East Elevation
Scale: 3/32"=1'0"

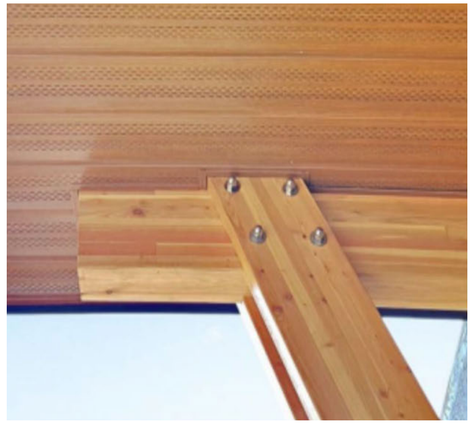
Colours and Materials;

01	Hardie plank, Light Grey	11	Vinyl Sliding Doors, Black
02	Hardie panel, Light Grey	12	Tempered Glass Guard Rail, Guard rails and Railings, Powder Coated Black
03	Hardie panel, Medium Grey	13	Wood Soffit, Butternut Stain
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0 2'-0" 10'-0" 20'-0" 30'-0"
3/32" = 1'0"



01



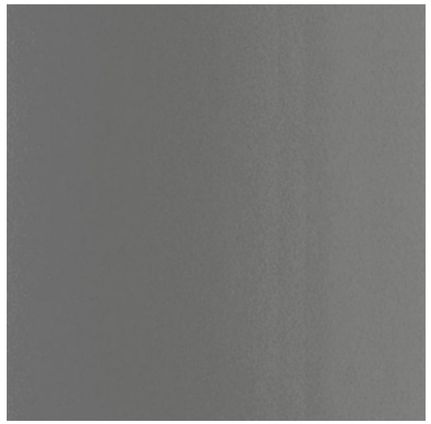
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15



03



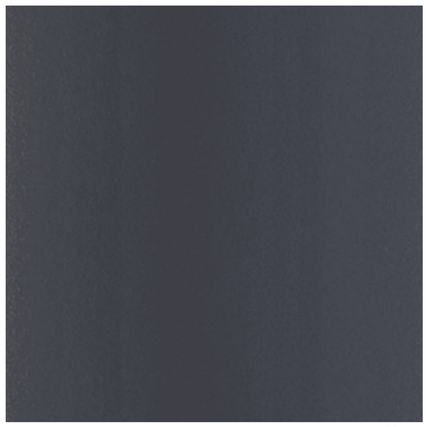
19



16



09



04



12



08

Colours and Materials;

01	Hardie plank, Light Grey	11	Vinyl Sliding Doors, Black
02	Hardie panel, Light Grey	12	Tempered Glass Guard Rail, Guard rails and Railings, Powder Coated Black
03	Hardie panel, Medium Grey	13	Wood Soffit, Butternut Stain
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The Golf Clan Holdings Inc.
Qualicum Beach, BC
05 FEB 2024

Pheasant Glen Golf Resort

3d view A304

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05 FEB 2024

Pheasent Glen Golf Resort

3d view

A305

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Qualicum Beach, BC
05 FEB 2024

Pheasent Glen Golf Resort

3d view

A306

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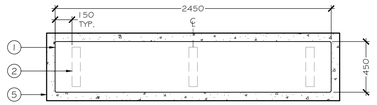
The Golf Clan Holdings Inc.
Qualicum Beach, BC
05 FEB 2024

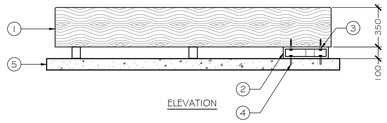
Pheasant Glen Golf Resort

3d view

A307

dHKarchitects





1. BENCH, (2) MONOLITHIC CEDAR SLAB OR APPROVED EQUAL
2. (3) - 6mm (1/4") WEATHERING STEEL (CORTEN) CUSTOM BENCH SUPPORTS PER BEAM AS SHOWN
3. (2) 13mm (1/2") X 150mm (6") GALVANIZED LAG BOLTS c/w (2) WASHERS PER BENCH SUPPORT AS SHOWN
4. (2) 13mm (1/2") GALVANIZED CONCRETE ANCHOR BOLTS PER BENCH SUPPORT AS SHOWN. INSTALL ANCHOR DURING PLACEMENT OF CONCRETE PAD
5. CONCRETE PAD, REFER TO DETAIL A/LX

NOTES:
1. CONTRACTOR SHALL FABRICATE BENCH PRIOR TO INSTALLATION TO ALLOW SUFFICIENT TIME FOR THE THE COR 10 STEEL TO WEATHER (RUST), STABILIZE AND NOT CONTINUE TO LEECH COLOUR. (RUST) ONCE FULLY OXIDIZED.
2. CONTRACTOR SHALL UTILIZE STOCKPILED CEDAR TIMBER ON SITE.
3. SAND EXPOSED SURFACES TO PROVIDE SMOOTH, SPLINTER-FREE SURFACE.

Timber Bench

Plan /Elevation/Section 1:25 metric

TREE PROTECTION NOTES

1. GENERAL:
   - A. TREE RISK ASSESSMENT, RETENTION, PROTECTION AND REMOVALS SHALL BE FIELD VERIFIED BY THE PROJECT ARBORIST, AMP TIMBER RIGGING LTD.
2. TREE PROTECTION FENCING:
   - A. TREE PROTECTION FENCING SHALL BE AT A MINIMUM CONSTRUCTED OF PLASTIC, 'INTERNATIONAL ORANGE' POLYETHYLENE WEB FENCING SECURELY MOUNTED ON A WOODEN FRAMEWORK CONSISTING OF POSTS A MINIMUM OF 4cm X 8cm (2" x 4") SET SECURELY IN THE GROUND AND EXTENDING AT LEAST 1m (3'-3") ABOVE THE GROUND AND WITH MINIMUM 4cm X 8cm (2" x 4") TOP AND BOTTOM RAIL. FENCE POSTS SHOULD BE INSTALLED NO FARTHER THAN 2.4m (8') APART;
   - B. INSTALL PROTECTIVE FENCING BEFORE CLEARING, GRUBBING, EXCAVATION OR GRADING, OR ANY OTHER WORK OCCURS ON THE SITE;
   - C. INSTALL SIGNS AT REGULAR INTERVALS ALONG PROTECTIVE FENCING INDICATING THE FUNCTION OF THE FENCING, IE: TREE/ PLANT PROTECTION AREA - DO NOT ENTER;
   - D. PROTECTIVE FENCING AND SIGNS SHALL BE WELL MAINTAINED THROUGHOUT CONSTRUCTION. DAMAGED FENCING OR SIGNS SHALL BE REPAIRED OR REPLACED IMMEDIATELY.
3. TREE PROTECTION ZONE:
   - A. ONCE THE PROTECTIVE FENCING IS ERECTED AROUND THE TREES NO FOOT TRAFFIC, STACKING OF CONSTRUCTION MATERIALS OR USE OF MACHINERY WITHIN THE FENCED AREA IS PERMITTED;
   - B. DO NOT DAMAGE TRUNK OR FOLIAGE OF PROTECTED TREES;
   - C. DO NOT DEPOSIT CONCRETE WASHOUT OR OTHER LIQUID OR CHEMICAL SUBSTANCES IN THE PROTECTION ZONE;
   - D. DO NOT ALTER GRADES WITHIN THE PROTECTION ZONE OF THE TREES. PROPOSED PROPERTY GRADING SHOULD MEET EXISTING GRADES (WITHIN 150mm) AT THE LIMIT OF THE PROTECTION AREA AS CLOSELY AS POSSIBLE;
   - E. UPON CLEARING UP TO THE PROTECTION FENCE, ALL EXPOSED ROOTS OUTSIDE OF THE PROTECTION FENCING ZONE SHALL BE CUT BY HAND WITH CLEAN, SHARP TOOLS TO AVOID TEARING OR BREAKAGE OF ROOTS;
   - F. CUT ROOTS SHOULD NOT BE LEFT EXPOSED FOR LONG PERIODS OF TIME.
4. CONSTRUCTION WITHIN OR NEAR TREE PROTECTION ZONE:
   - A. ANY TREE REMOVAL WORK SHOULD DISRUPT THE SURROUNDING TREES AND VEGETATION AS LITTLE AS POSSIBLE;
   - B. CONSTRUCTION IN CLOSE PROXIMITY TO THE TREE PROTECTION ZONE SHALL BE DONE WITH THE SMALLEST MACHINERY PRACTICAL. HAND TOOLS SHALL BE USED WHENEVER POSSIBLE;
   - C. PROTECT THE SURFACE OF THE TREE PROTECTION ZONE DURING THE COURSE OF THIS WORK WITH A LAYER OF PLYWOOD OR 150mm (6") OF BARK MULCH;
   - D. UPON COMPLETION OF ALL GRADING AND EXCAVATION ALL EXPOSED AND DAMAGED ROOTS SHALL BE CUT BY HAND WITH CLEAN, SHARP TOOLS;
   - E. CUT ROOTS SHOULD NOT BE LEFT EXPOSED FOR LONG PERIODS OF TIME;
   - F. TREE PROTECTION FENCING CAN BE REMOVED WHEN CONSTRUCTION OF ALL SERVICES, SIDEWALKS, PATHS AND BUILDINGS ARE COMPLETE AND LANDSCAPE INSTALLATION HAS COMMENCED.

PARKING SUMMARY:

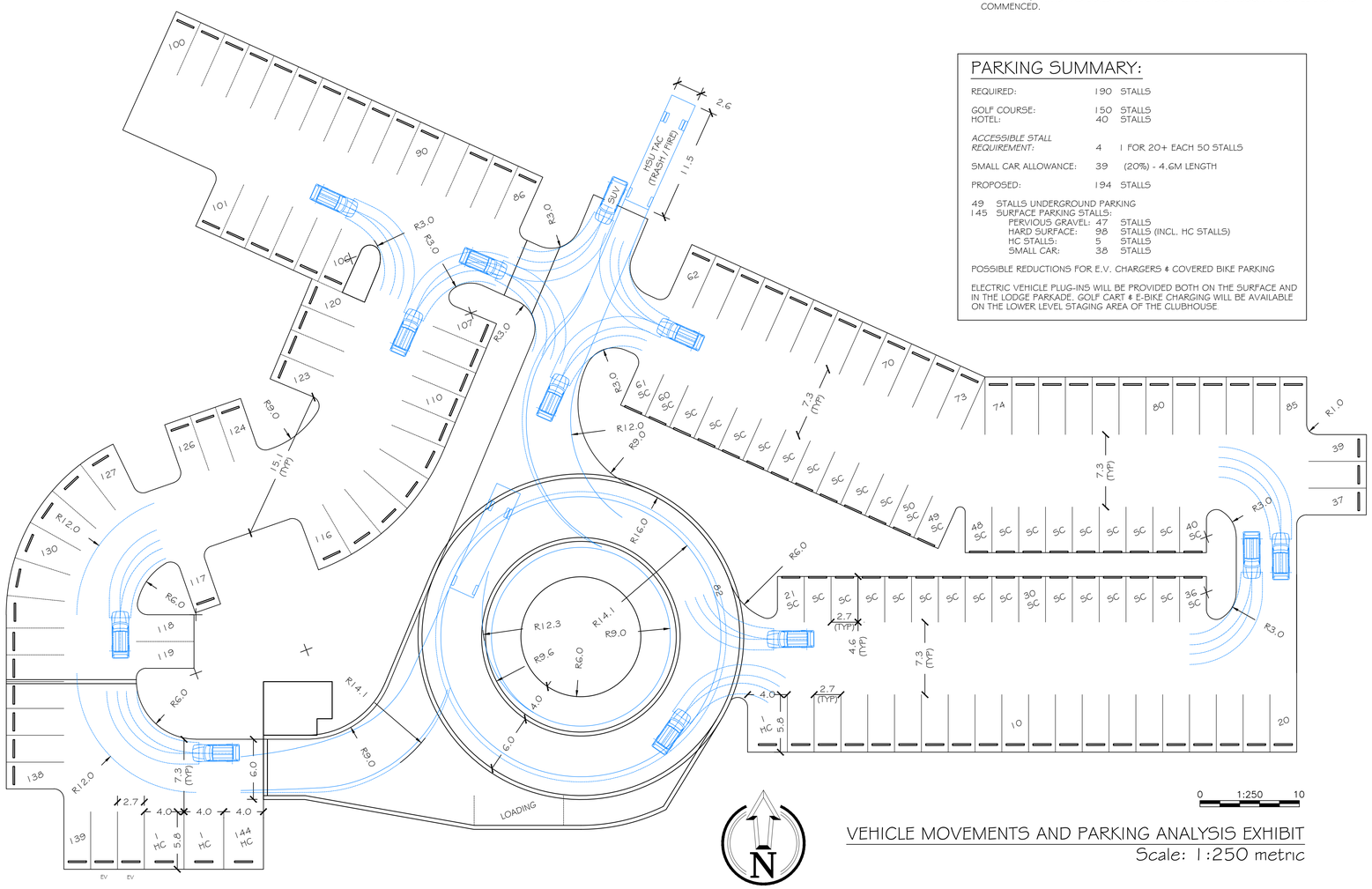
REQUIRED:	190	STALLS
GOLF COURSE:	150	STALLS
HOTEL:	40	STALLS
ACCESSIBLE STALL REQUIREMENT:	4	1 FOR 20+ EACH 50 STALLS
SMALL CAR ALLOWANCE:	39	(20%) - 4.6M LENGTH
PROPOSED:	194	STALLS

49 STALLS UNDERGROUND PARKING
145 SURFACE PARKING STALLS:

PERVIOUS GRAVEL:	47	STALLS
HARD SURFACE:	98	STALLS (INCL. HC STALLS)
HC STALLS:	5	STALLS
SMALL CAR:	38	STALLS

POSSIBLE REDUCTIONS FOR E.V. CHARGERS & COVERED BIKE PARKING

ELECTRIC VEHICLE PLUG-INS WILL BE PROVIDED BOTH ON THE SURFACE AND IN THE LODGE PARKADE. GOLF CART & E-BIKE CHARGING WILL BE AVAILABLE ON THE LOWER LEVEL STAGING AREA OF THE CLUBHOUSE.



VEHICLE MOVEMENTS AND PARKING ANALYSIS EXHIBIT

Scale: 1:250 metric

PLANT LEGEND

SYMBOL	BOTANICAL / COMMON NAME	SIZE	SPACING	QTY.	NOTES
TREES					
	CORNUS NUTTALLII PACIFIC DOGWOOD	4cm CAL.	SEE PLAN	6	NATIVE SPECIES
	PINUS CONTORTA VAR. CONTORTA SHORE PINE	1.5m	SEE PLAN	7	NATIVE SPECIES
SHRUBS					
	ACER CIRCINATUM VINE MAPLE	#5 POT	SEE PLAN	23	NATIVE SPECIES
	AMELANCHIER ALNIFOLIA SASKATOON	#5 POT	SEE PLAN	4	NATIVE SPECIES
	GAULTHERIA SHALLON SALAL	#1 POT	0.9m O.C.	84	NATIVE SPECIES
	MAHONIA NERVOSA OREGON GRAPE	#2 POT	1.2m O.C.	45	NATIVE SPECIES
	POLYSTICHUM MUNITUM SWORD FERN	#1 POT	1.0m O.C.	123	NATIVE SPECIES
	RIBES SANGUINEUM RED FLOWERING CURRANT	#2 POT	1.2m O.C.	53	NATIVE SPECIES
	VACCINIUM OVATUM EVERGREEN HUCKLEBERRY	#1 POT	1.0m O.C.	173	NATIVE SPECIES
GROUNDCOVER, PERENNIALS & VINES					
	ARTOSTAPHYLOS UVA-URSI KINNIKINNICK	#1 POT	0.9m O.C.	167	NATIVE SPECIES
	CAREX OBNUTA SLOUGH SEDGE &	#1 POT	0.6m O.C.	27	NATIVE SPECIES
	JUNCUS EFFUSUS COMMON RUSH	#1 POT	0.6m O.C.	27	NATIVE SPECIES
	CORNUS SERICEA 'KELSEYI' DWARF RED TWIG DOGWOOD	#1 POT	0.75m O.C.	49	ON GREEN SCREEN
	MISCANTHUS SINENSIS 'YAKU JIMA' DWARF MAIDEN GRASS	#1 POT	1.2m O.C.	39	NATIVE CULTIVAR
	LAWN: CANADA NO. 1	SEED		368sq.m.	DROUGHT TOLERANT

NOTE: LANDSCAPE ARCHITECT RESERVES THE RIGHT TO APPROVE PLANT SUBSTITUTIONS AND MODIFY PLANT QUANTITIES WHILE PRESERVING THE GENERAL FORM AND CHARACTER.

EXISTING TREES

SYMBOL	DESCRIPTION
	TREE TO REMAIN, REFER TO TREE RETENTION LIST & TREE PROTECTION NOTES. NO TREE REMOVAL IS PROPOSED.

PLANTING NOTES

1. ALL LANDSCAPE INSTALLATION AND MAINTENANCE SHALL MEET OR EXCEED THE MOST RECENT STANDARDS SET OUT BY THE CANADIAN LANDSCAPE NURSERY ASSOCIATION (CLNA) / CANADIAN SOCIETY OF LANDSCAPE ARCHITECTS (CSLA) CANADIAN LANDSCAPE STANDARD.
2. ALL PROPOSED PLANTING AREAS SHALL BE WATERED VIA AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM UTILIZING 'SMART' (Et) CONTROL EQUIPMENT.
3. ALL TREES SHALL BE PLANTED WITH 300mm OF TOPSOIL OR AMENDED ORGANIC SOILS AROUND AND BELOW ROOTBALL:

   SOIL DEPTHS: SHRUBS 450mm; TREES 300mm BELOW AND AROUND ROOTBALL; LAWN 100mm
4. MULCH SHALL BE COMPOST PER SECTION 10 MULCHING OF THE CANADIAN LANDSCAPE STANDARD. MULCH DEPTH SHALL BE 75mm MINIMUM OVER ALL TREE AND SHRUB PLANTING AREAS.
5. PLANT MATERIAL QUALITY, TRANSPORT AND HANDLING SHALL COMPLY WITH CLNA STANDARDS FOR NURSERY STOCK.
6. PLANT QUANTITIES ARE FOR INFORMATION ONLY. IN CASE OF ANY DISCREPANCY THE PLAN SHALL GOVERN.
7. ALL PLANT MATERIAL SHALL MATCH SPECIES AS INDICATED ON THE PLANTING LEGEND. CONTACT THE LANDSCAPE ARCHITECT FOR APPROVAL OF ANY SUBSTITUTIONS. NO SUBSTITUTIONS WILL BE ACCEPTED WITHOUT PRIOR WRITTEN APPROVAL OF THE OWNER.
8. CHECK FOR LOCATIONS OF WATER LINES AND OTHER UNDERGROUND SERVICES PRIOR TO DIGGING TREE PITS. EXCAVATED PLANT PITS SHALL HAVE POSITIVE DRAINAGE. PLANT PITS WHEN FULLY FLOODED WITH WATER SHALL DRAIN WITHIN ONE HOUR AFTER FILLING.
9. NO PLANTS REQUIRING PRUNING OF MAJOR BRANCHES DUE TO DISEASE, DAMAGE OR POOR FORM WILL BE ACCEPTED.

macdonald gray
814 Shorewood Drive, Parksville, BC V9P 1S1
TEL: (250) 248-3089 EMAIL: macdgray@telus.net
www.macdonald-gray.ca

THIS DRAWING IS NOT FINAL AND SHALL NOT BE USED FOR CONSTRUCTION WORK UNTIL IT HAS BEEN STAMPED AND SIGNED BY THE LANDSCAPE ARCHITECT

THE COPYRIGHTS TO ALL DESIGNS AND DRAWINGS ARE THE PROPERTY OF MACDONALD GRAY CONSULTANTS. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY MACDONALD GRAY CONSULTANTS IS FORBIDDEN

Clubhouse & Lodge
Pheasant Glen Golf Resort
Town of Qualicum Beach, BC

LEGENDS EXHIBITS & NOTES

Date: FEBRUARY 5, 2024
Drawn: STAFF
Checked: NG
Scale: 1:250 metric
Project Number: 21-0314

DRAWING NUMBER: L2 of 2

REVISION SCHEDULE

#	Date	NOTES
0	14FEB2023	DP SUBMISSION
1	23MAR2023	DP REVISED SUBMISSION
2	01FEB2024	DP REVISED SUBMISSION

TREE RETENTION

TREE	DIAMETER (cm)	SPECIES	RETAIN/ REMOVE
T1	89	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T2	47	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T3	76	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T4	72	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T5	96	*ABIES GRANDIS* (GRAND FIR)	RETAIN
T6	91	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T7	69	*ABIES GRANDIS* (GRAND FIR)	RETAIN
T8	93	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T9	96	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T10	72	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T11	56	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T12	32	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T13	43	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T14	33	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T15	64	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T16	65	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T17	61	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T18	61	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T19	67	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T20	96	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T21	65	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T22	53	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T23	70	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T24	92	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T25	84	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN
T26	53	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T27	57	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T28	46	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T29	51	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T30	54	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T31	54	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T32	84	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T33	96	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T34	74	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T35	67	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T36	71	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T37	51	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T38	48	*PSEUDOTSUGA MENZIESII* (DOUGLAS FIR)	RETAIN
T39	35	*THUJA PLICATA* (WESTERN RED CEDAR)	RETAIN

GENERAL NOTES

1. REFER TO ARCHITECTURE PLANS PREPARED BY dHK ARCHITECTS FOR BUILDING DESIGN AND OTHER ARCHITECTURAL INFORMATION.
2. REFER TO CIVIL PLANS AND REPORT PREPARED BY JE ANDERSON & ASSOCIATES FOR ALL SITE SERVICING, GRADING, DRAINAGE AND STORM WATER MANAGEMENT INFORMATION.
3. TREE RISK ASSESSMENT, RETENTION, PROTECTION AND REMOVALS SHALL BE FIELD VERIFIED BY THE PROJECT ARBORIST, AMP TIMBER RIGGING LTD.
4. ALL CONSTRUCTION SHALL CONFORM TO LOCAL, PROVINCIAL AND FEDERAL CODES AND ORDINANCES.

macdonald gray
814 Shorewood Drive, Parksville, BC V9P 1S1
TEL: (250) 248-3089
EMAIL: macdgray@telus.net
www.macdonald-gray.ca

THIS DRAWING IS NOT FINAL AND SHALL NOT BE USED FOR CONSTRUCTION WORK UNTIL IT HAS BEEN STAMPED AND SIGNED BY THE LANDSCAPE ARCHITECT

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Clubhouse & Lodge
Pheasant Glen Golf Resort
Town of Qualicum Beach, BC

LANDSCAPE ARCHITECTURE PLAN

Date: FEBRUARY 5, 2024
Drawn: STAFF
Checked: NG
Scale: 1:250 metric
Project Number: 21-0314

DRAWING NUMBER: L1 of 2

REVISION SCHEDULE

#	Date	NOTES
0	14FEB2023	DP SUBMISSION
1	23MAR2023	DP REVISED SUBMISSION
2	01FEB2024	DP REVISED SUBMISSION

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 28, 2024

FROM: Luke Sales, Director of Planning

SUBJECT: **Tree Permit Appeal for Reconsideration**

RECOMMENDATION

THAT the security deposit be reduced from $2,800 to $1,400 for the Tree Permit Request for Reconsideration for 537 Chester Road, as detailed in the February 28, 2024, Staff Report to Council.

PURPOSE

Staff are seeking a governance decision on a request for reconsideration in accordance with "Tree Protection Bylaw No. 725, 2023".

BACKGROUND

"Tree Protection Bylaw No. 725" authorizes staff to issue permits to remove Protected Trees in accordance with the conditions specified in the Bylaw and offers a right to appeal to Council for reconsideration.

DISCUSSION

Following is a summary of a request for reconsideration, along with a staff comment:

Tree Bylaw No. 725, 2023: Request for Reconsideration (537 Chester Road)	
Request	That Council approves the following: 1. Remove or reduce the $2,800 security deposit required for the four replacement trees; or 2. Pay interest for the duration the security deposit is held by the Town, if a security deposit is required; or 3. Require Town staff to maintain the four trees for the duration of the deposit or until the trees are established.
Rationale for Request	The applicant has identified they do not have the financial means to meet the security deposit amount.
Rationale for initial decision	The applicant has been approved to remove two trees, which requires four replacement trees to be planted and maintained as per "Tree Protection

	Bylaw No. 725, 2023". In addition, a security deposit of $700 per replacement tree is required and will be held by the Town for two years. A total security deposit of $2,800 is required for this application. Both trees require a tree permit due to their size.
Recommended response to appeal	Reduce the security deposit from $2,800 to $1,400.
Rationale for response to appeal	Based on the information provided, staff recommend reducing the security deposit by half, from $2,800 to $1,400. There will still be an incentive for the property owner to maintain the trees, while reducing the overall amount required.

The arborist report and appeal letter are attached to this report.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

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:

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

STRATEGIC PLAN ALIGNMENT

N/A

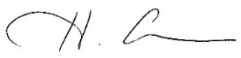
ALTERNATIVE OPTIONS

1. Alternative direction to staff.

APPROVALS
Report respectfully submitted by Luke Sales, Director of Planning.



Luke Sales
Director of Planning
Report Writer



For: Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1:	Appeal Letter: 537 Chester Road
Attachment 2:	Arborist Report: 537 Chester Road

Attachment To Tree Bylaw No. 725. Appeal by Heather Payne
537 Chester Road
Qualicum Beach, B.C. V9K 1C1

Attachment #1. *Date Decision Received*:
As per my email reply to Rebecca Augustyn on January 4, 2024, I am filing this appeal before January 30, 2024.

I first applied in August 2023. I did not receive correspondence back until November 2023. I read the Tree Bylaws and Council/Committee Meeting Minutes as far back as 2017 on this subject. The way in which the bylaw is written is confusing and the information and criteria for property owners of hazardous trees that are not "Protected Trees" is not easy to follow.

In December 2023 and early January 2024, the question still remained between staff and me whether I needed a permit at all, given the hazardous nature of the two trees, and what "imminent danger" meant in Bylaw Section 4.2.2.

Attachment #2. *Nature of the Decision*:
Permit was granted with conditions and I have appealed.

-The tree sizes, condition and location (proximity to structures) make them a risk to life and property for myself (my neighbors have expressed concern). I feel morally obligated to remove these trees.

Attachment #3. *Explanation*:
A. I am not appealing the permission granted to cut down the two trees. Thank you to the Director and Staff approving my need.

B. I am appealing the conditions on the ground of limited finances:
-the requirement for a security deposit
-holding the deposit for two years
-not paying the interest earned on $2,800.00

Attachment #4. *Decision Requested*:
A. Remove the requirement for the $2,800.00 security deposit, or reduce it as much as possible that is fair for my income.

B. Return any security deposit immediately after the planting the two replacement trees required (I have already planted two).

C. Pay me interest on my security deposit or the time it is held.

D. Have Town Staff provide care for the 4 replacement trees, for the duration of the deposit, or longer until the trees are well established. My water can be used.

Attachment To Tree Bylaw No. 725. Appeal by Heather September Payne Cont'd

Attachment #5. Explanation of Reasons A through D:

A. Remove the requirement for the $2,800.00 security deposit, or at least reduce it as much as possible.

-I am 67, retired person with medical disabilities (two immune disorders, one of them is Rheumatoid Arthritis).

-I live on a fixed income. No CPP, some OAS & GST, plus a pre-set amount of monthly earned interest amount from my investment. From my 2022 tax return, line 15000, my total income is $25, 927.50. Line 23600 net income, $14, 018.64.

-The tree deposit cost for me, is prohibitive:
- -The arborist contract-$3,018.75
- -Permit application fee-$100.00
- -Security deposit-$2,800.00
- -Cost of wood, branch and stump removal
- -Cost of 4 replacement trees-approximate $300 to buy and plant.

B. Return my deposit soon, and

C. Pay interest while the deposit is being held.

-Approximately $6,000.00 will have to come from the principal of my investment account. So, I lose future interest income on the arborist amount for ever, and on the security deposit, for as long as it is held.

D. Have Town Staff provide care for the replacement trees until they are well established:

-Town Staff have the knowledge, skill experience and equipment to give my four trees their best chance at life. Especially due to the recent climate changes in drought, heavy rains and strong winds we have had. Plus, there are the normal difficulties in keeping newly planted young trees alive and healthy.

-I want these trees to live, I intend to care for them as best I can even though I am physically and financially limited. I want to avoid replacement and other costs if they were to die. Thank you for your time in reviewing this appeal.

Sincerely and Respectfully,

Heather Payne

Heather Payne

Viking Tree Care Ltd.
223 Fourth Ave W
Qualicum Beach, BC V9K 1S3
Office: 250-954-9194
Email: brandan@vikingtreecare.com
www.vikingtreecare.com

Arborist Report & Level II Tree Risk Assessment

Brandan Soros | ISA Certified Arborist | PN-8405A

ISA Tree Risk Assessment Qualified

Date of on Site Assessment: July 19, 2023

Date of Report: August 2, 2023

Prepared for: Heather Payne - Property Owner/Tree Manager

Location: 537 Chester Rd. Qualicum Beach, BC V9K 1C1

Description: Viking Tree Care Ltd. was hired to perform an arborist report and risk assessment for two trees on this property

Assessment Completed by: Brandan Soros - ISA Certified Arborist and ISA Tree Risk Assessment Qualified

Tools Used for Assessment: Diameter tape, sounding mallet, camera.

Limitations of Report and Arborist Disclosure:

This assessment represents the condition of the trees and the site(s) at the time of inspection. This assessment aims to provide qualified estimations based on what is visible at each tree site. As trees possess many unobservable parts below, within and above ground, it is difficult to determine overall health with certainty. Viking Tree Care Ltd. and/or Brandan Soros - ISA Certified Arborist and Tree Risk Assessment Qualified PN8405A - is not liable for any unseen or

unobserved conditions that could lead to structural failure of a tree or trees.

The observations, data and mitigation options listed in this report, if applicable, are done so in a strictly unbiased and impartial manor with regards to collection and distribution of information. The formulas used and ratings given within this report, if applicable, have been established by the International Society of Arboriculture.

ISA Certified and Tree Risk Assessment Qualified Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground.Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbours, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided. Trees can be managed, but they cannot be controlled.

To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees[1].

R. T. Arborist Arboricultural Consulting - https://cdn.ymaws.com/asca-consultants.site-ym.com/resource/resmgr/docs/2017_academy/PracticeManagement/ASCA_Academy_PM_DisclosureSt.pdf

Tree Data:

Species	Tree #	DBH (Diamter at Breast Height measured at 1.14m)	Height	Crown Spread Diameter
Western hemlock (Tsuga heterophylla)	1 (not tagged)	51 cm	Approx. 80 ft. (24.4m)	Approx. 25 ft. (7.6m)
Douglas fir (Pseudotsuga menziesii)	2 (not tagged)	46 cm	Approx. 70 ft. (21.3m)	Approx. 25 ft. (7.6m)

Observations / Discussion / Recommendations:

The Western hemlock (tree 1) will be removed as per tree removal allowance under bylaw No. 725.

The Douglas fir (tree 2) in this report has only very heavy limbs on one side and is leaning severely towards the neighbouring home. Upon removal of the Western hemlock, there will be an increased exposure to the Douglas fir and therefore an increased risk of failure. If failure were to occur it would result in severe damage to the dwelling as well as possible injury or fatality to occupants.

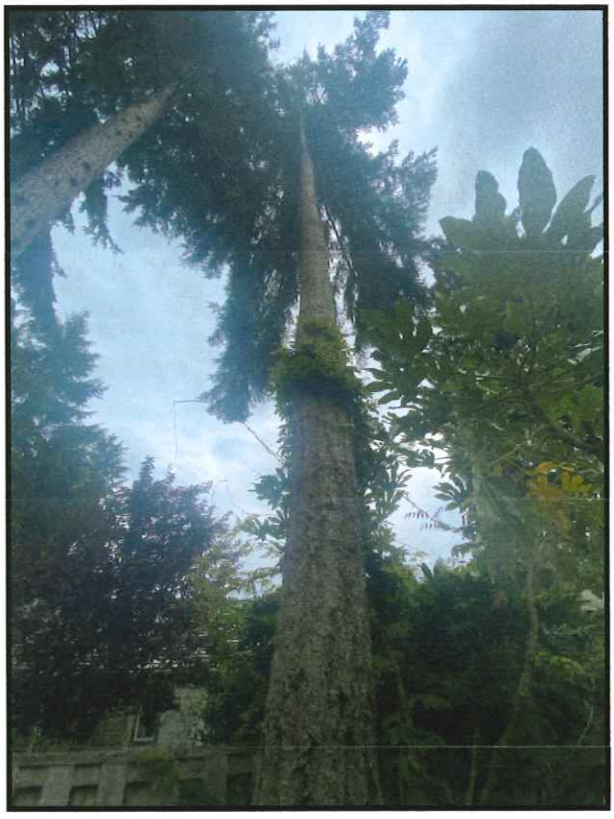
The root system of the Douglas fir is in close proximity to the foundation of the tree owner's home. Further to this, there is a lack of observable roots on the tension side of the tree - opposite to the lean.

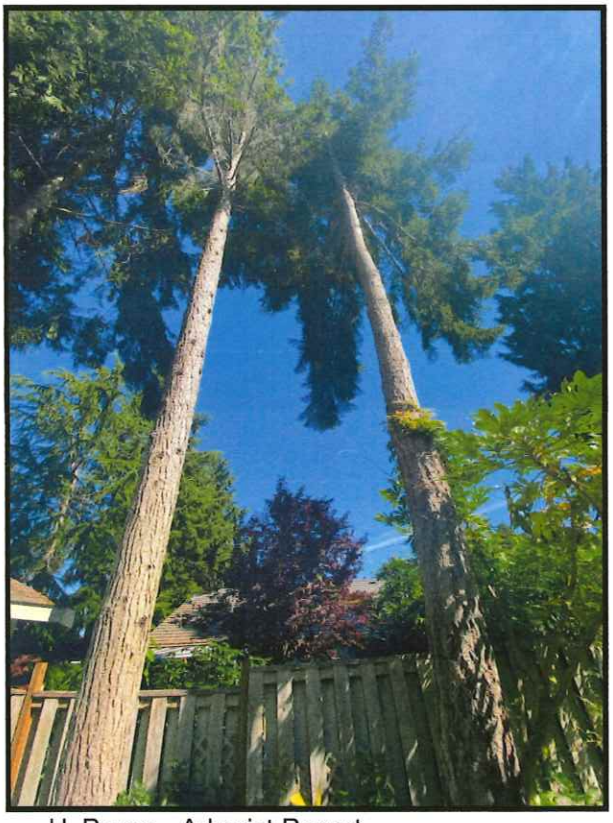
Removal of these two trees will not disturb the protected root zones of any other trees on this site. As such, no further tree management plans are suggested regarding these removals.

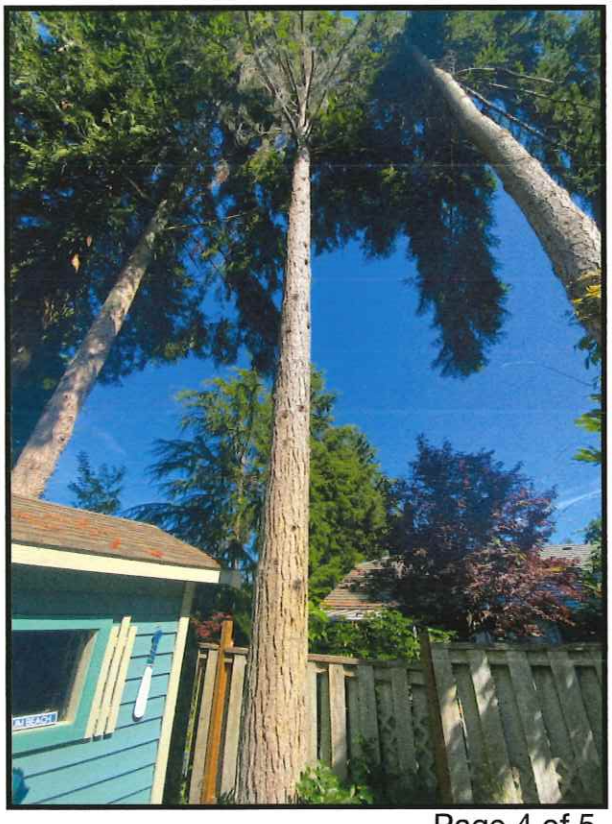
Overall, this tree has outgrown its space and location and should be removed and replanted with a more appropriate species for the space with specific focus on growth rate and mature size, species hardiness and proper nursery stock selection.

Site Photographs:









Signature & Credentials

Field work and report completed by Brandan Soros, ISA Certified Arborist and ISA Tree Risk Assessment Qualified



Brandan Soros
PN - 8405A
ISA Certified Arborist
ISA Tree Risk Assessment Qualified
President - Viking Tree Care Ltd.

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TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 28, 2024

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Runway 29-11 and Adjacent Taxiways Rehabilitation Design Project – RFP Award**

RECOMMENDATION

THAT Council awards the contract at the Qualicum Beach Municipal Airport for the Runway 29-11 and Adjacent Taxiways Rehabilitation design project to Tetra Tech.

PURPOSE

For Council's consideration of awarding the tender of the Airport's Runway 29-11 and Adjacent Taxiways Rehabilitation Design Project to Tetra Tech.

BACKGROUND

The pavement on the Town of Qualicum Beach Municipal Airport Runway and adjacent Taxiways is approximately 40 years old and is showing significant signs of wear. As a result, the pavement needs to be replaced. To apply for a Federal grant through the Airport Capital Assistance Program (ACAP), the submission criteria requires engineering services that include a pavement assessment, a geotechnical investigation, a topographic survey, a preliminary design, and a cost estimate. Using this information, the proponent, Tetra Tech would then assist the Town with the ACAP application to be submitted by June 15, 2024.

To ensure that the Town of Qualicum Beach meets the application deadline for ACAP applications, early budget approval for the project was received at the December 6, 2023 Council meeting:

Early 2024 Budget Approval for Capital Projects

THAT Council provide early approval for the following capital projects which will be included in the 2024 to 2028 Financial Plan:

Capital Project	2024 Budget Provision
Engineering for Airport Runway Paving	$50,000

DISCUSSION

The pavement condition on the Qualicum Beach Municipal Airport Runway and adjacent Taxiways is showing signs of wear. To ensure that the Runway and Taxiways provide a safe surface for commercial carriers, private planes and visiting aircraft, the pavement should be rehabilitated.

If approved, the Federal ACAP funding program would provide a grant covering 100% of the cost. Town staff intend to apply for grant funding in June 2024 and, if successful, will proceed with pavement rehabilitation that will restore the Runway, adjacent Taxiways, and the main apron in 2025.

During the December 6, 2023, Council Meeting, an early budget approval of $50,000.00 was approved to cover the cost of the engineering services required to apply for Federal ACAP grants. While the initial cost of the engineering services is to be borne by the Town, those costs will be reimbursed from the grant if the Town is successful in securing ACAP funding.

On January 4, 2024, the Town issued an RFP on *BC Bid* to procure preliminary engineering services with the objective to find a consulting firm that had previous experience completing ACAP funding applications and the qualifications to project manage a Runway Rehabilitation project. The RFP contained three phases:

Phase 1	Preliminary design, geotechnical assessment, topographical survey, pavement condition assessment, preliminary Class D cost estimate and ACAP grant application. This is the only phase required in the 2024 budget year.
Phase 2	If ACAP funding is approved, the consultant will complete a final design, a Class A construction estimate and provide an Issue for Tender package. This phase and will be submitted in the 2025 budget for Council approval.
Phase 3	After the Tender has closed and a successful contractor has been selected, the engineering consulting team will manage, supervise, and perform quality assurance inspections on the work completed. This phase will be included in the 2025 budget for Council approval.

The RFP closed on February 2, 2024. Three competitive tenders were received with Tetra Tech providing a proposal with the lowest overall cost, demonstrating they have assisted airport owners with ACAP applications in the past, and that they have the qualifications and experience required to manage the project. As a result, staff recommend proceeding with Tetra Tech's proposal.

FINANCIAL IMPLICATIONS

The amount authorized by Council during the December 6, 2023, Council meeting for this project is $50,000.00. Tetra Tech's proposal for Phase 1 is $51,775 plus GST. Staff can utilize budget from the capital project contingency for the remaining $1,775.00. It should also be noted that a Town staff member will also be required to escort the Tetra Tech staff for approximately 7 days to complete this first phase of the project. Once the Town is successful in receiving the Federal ACAP funding, all engineering costs will be recovered through the grant.

Staff recommend proceeding with Tetra Tech's proposal in 2024 and, if ACAP funding is approved, proceeding with the final design and construction in 2025.

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.

Public participation is not required for this scope of work.

STRATEGIC PLAN ALIGNMENT

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

- Progressive Infrastructure: *To ensure infrastructure for energy, water, wastewater and storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.*

SUMMARY

Staff received three proposals in response to the RFP for the Town of Qualicum Beach Municipal Airport's Runway 29-11 and Adjacent Taxiways rehabilitation project. Staff are now seeking Council's direction to award the project to Tetra Tech.

ALTERNATIVE OPTIONS

1. THAT Council provides alternative direction to staff.

APPROVALS

Report respectfully submitted by

Oliver Watson,
Manager of Capital Projects
Report Author

Heather Svensen,
Corporate Administrator
Concurrence

Kevin Goldfuss,
Airport Manager
Concurrence

Raj Hayre
Director of Finance
Concurrence