Agenda for the 1:00 p.m. Wednesday, December 17, 2025, Town of Qualicum Beach Special 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 - 10 1. ADOPTION OF THE AGENDA

THAT Council adopts the December 17, 2025, special Council meeting agenda.

## 2. STAFF REPORTS

## 11 - 23 (a) Summary of Recommendations Resulting from Strategic Planning RECOMMENDATIONS:

## **General Direction Requested**

1. **THAT** the Draft Strategic Plan 2026-2030, dated October 24, 2025, be adopted.

## **New Initiatives Proposed for 2026**

- 2. Three Stream Recycling Municipal Properties 26-CA-01 **THAT** the Strategic Initiative titled "Three Stream Recycling at Town Facilities" be advanced for consideration in 2027 Strategic Planning.
- 3. Mount Arrowsmith Biosphere Society (MABS) Funding Request 26-CA-02
  - a) THAT the Strategic Initiative titled "Mount Arrowsmith Biosphere Society (MABS) Funding Request" be advanced to the 2026-2030 Financial Plan with a budget provision of \$24,000 per year in fiscals 2026 and 2027, to be funded from eligible grant funding sources and/or the Strategic Initiatives Reserve.
  - b) THAT staff be instructed to negotiate a two-year Fee-for-Service Agreement with MABS outlining clear deliverables for fiscal 2026 and 2027 linked to Reconciliation and the Town's climate and/or hazardmitigation goals.
- 4. TOSH One-Time Funding Request 26-HW-01

**THAT** staff be directed to provide one-time funding up to \$50,000 to The Old School House for the purposes of enabling a one-time funding request for an increase in service provisions (programs offered) in fiscal 2026 funded from the Strategic Initiatives Reserve.

## **Staff Comment:**

TOSH had advised that this funding request has been proposed to provide operational stabilization funding, not program expansion. Their goal is to sustain core services by ensuring reliable staffing, visitor services, and administrative continuity. The Board has committed to working collaboratively with staff to establish appropriate deliverables/metrics that reflect the operational nature of this support. Once these have been negotiated with TOSH, Council will be asked to endorse these deliverables/metrics in January 2026 prior to the funds being provided to Tosh. As such, staff recommend that Council not ratify the recommendation from the COTW as detailed above and instead consider the following recommendation for adoption.

## **Staff Recommendation:**

**THAT** staff be instructed to negotiate terms of a one-time funding allocation in the amount of \$50,000 for TOSH, including clear deliverables linked to this one-time operational stabilization funding in fiscal 2026, with early budget approval once Council has endorsed the deliverables/metrics associated with this funding request.

5. TOSH Fee-for-Service Request 26-HW-02

**THAT** the Committee of the Whole recommends to Council THAT the Strategic Initiative titled "The Old School House (TOSH) Fee-for-Service Request" be referred to 2027 Strategic Planning for consideration.

6. Collaboration with Qualicum First Nation 26-GG-02

**THAT** Council direct staff to advance the Initiative titled "Collaboration with Qualicum First Nation" to the 2026-2030 Financial Plan with a \$15,000 budget provision in each of fiscals 2026 and 2027.

7. Tourism & Small Business Promotion 26-EP-01

**THAT** Council direct staff to advance the Initiative titled "Tourism and Small Business Promotion" with a budget provision of \$10,000 to the 2026-2030 Financial Plan in fiscal 2026.

8. Community Volunteerism 26-HW-04

**THAT** Council direct staff to advance the Initiative titled "Community Volunteerism" with a budget provision of \$5,000 to the 2026 - 2030 Financial Plan.

## **Staff Comment:**

Staff suggest wording be added to this recommendation from CoTW to clarify fiscal years for the Financial Plan.

### Staff Recommendation:

**THAT** Council direct staff to advance the Initiative titled "Community Volunteerism" with a budget provision of \$5,000 to the 2026 - 2030 Financial Plan in fiscals 2026 and 2027.

## Strategic Initiatives from Previous Years with Timeline Adjustments

9. Airport Master/Business Plan 24-GG-10

**WHEREAS** the Strategic Initiative titled Airport Master/Business Plan is 100% grant dependent and staff has limited capacity to advance this Initiative in 2026 as per the 2025-2029 Financial Plan;

**THAT** Council direct staff to defer the Strategic Initiative titled Airport Master/Business Plan from fiscal 2026 to fiscal 2027 in the 2026-2030 Financial Plan.

10. Tree Protection Bylaw Update (Deferral) 24-CA-06

**WHEREAS** Council directed staff to defer the Tree Protection Bylaw Update from fiscal year 2025 to 2026 on July 23, 2025;

**WHEREAS** the Planning Department is at maximum staff capacity for 2026 given consideration of the requirements for advancing the development of the Eaglecrest Golf Course Lands;

**THAT** the Tree Protection Bylaw Update Initiative with a budget provision of \$40,000 be deferred from fiscal 2026 to 2027 in the 2026-2030 Financial Plan.

11. Qualicum Commons 25-PI-04

**WHEREAS** the Town incurred an expenditure of \$10,000 for a building assessment prior to Council's decision to move forward with a one-year lease with School District 69 for the Qualicum Commons;

**THAT** the Initiative titled Qualicum Commons be funded with a budget provision of \$10,000 from the Strategic Initiatives Reserve in fiscal 2025.

12. Wayfinding Signage Phase 1 25-EP-01

**WHEREAS** the Strategic Initiative titled "Wayfinding Signage Phase 1" is included in the 2025-2029 Financial Plan in fiscal 2025 with a budget of \$3,100;

**WHEREAS** staff noted in the Q3 Reporting to Council that the "Wayfinding Signage Phase 1" Initiative will not progress in 2025;

**THAT** the Initiative titled "Wayfinding Signage Phase 1" not be re-budgeted in the 2026–2030 Financial Plan, and that this Initiative's timing and scope be reconsidered during the 2027 Strategic Planning process.

## General Direction Requested (not linked to a Scoping Sheet)

13. **WHEREAS** Council directed staff to reduce the contribution to the Strategic Initiatives Reserve in fiscal 2025 to \$125,000, from the originally planned contribution of \$250,000;

**THAT** staff be directed to reinstate the contribution to the Strategic Initiatives Reserve in the amount of \$250,000 in fiscals 2026 to 2030 in the 2026-2030 Financial Plan.

14. **THAT** "Housing Policy Options for Priority Housing Groups" be advanced to the 2027 Strategic Planning Process.

## New Strategic Initiatives Proposed for 2026 cont'd

15. Town Website Improved Searchability 26-GG-03

**THAT** staff be directed to advance the Initiative titled "Town Website – Improved Searchability" with a budget provision of \$20,000 to be funded from the Strategic Initiatives Reserve for inclusion in the 2026-2030 Financial Plan.

## Staff Comment:

Staff are requesting clarification that this Initiative is to be undertaken in 2026.

## Staff Recommendation:

**THAT** staff be directed to advance the Initiative titled "Town Website – Improved Searchability" with a budget provision of \$20,000 to be funded from the Strategic Initiatives Reserve for inclusion in the 2026-2030 Financial Plan in fiscal 2026.

- 16. Fee-for-Service Agreement Brown Property Preservation Society (BPPS) 26-GG-04
  - a) THAT staff be authorized to initiate negotiations with the Brown Property Preservation Society (BPPS) to itemize its annual workplan for volunteer works into a Service Provider Agreement, that would extend the Town's Municipal Insurance Association coverage to the BPPS as an Associate Member, with the Town responsible for the approximate Associate Member annual premium.
  - b) **THAT** the negotiated Service Provider Agreement between the Town of Qualicum Beach and Brown Property Preservation Society be presented to Council for approval at a subsequent meeting.
  - c) **THAT** staff be directed to request the Brown Property Preservation Society to provide its 2026 work plan and Parks Department staff support requests by December 19, 2025.

- 17. Volunteer Organization Requests (Increased Service) 26-GG-05 THAT staff be directed to include an additional budget expenditure provision of \$9,000 annually for 0.1 FTE for the Parks Department, to be funded from property taxation to address increased volunteer activities on Town-owned Lands.
- 18. St. Stephen's United Church Fee-for-Service Request 26-HW-03
  - a) **THAT** the Initiative titled St. Stephen's United Church Fee for Service request be forwarded to the 2026 2030 Financial Plan.
  - b) **THAT** the Licence Agreement with the St. Stephen's United Church dated September 27, 2021, be reviewed by staff and be brought forward for reconsideration by Council in 2026.

## **Staff Comment:**

Staff are recommending that Council does not ratify 18 a) above as this has been replaced with a one-time financial contribution for volunteerism that Council approved on December 10, 2025 which was adopted as follows: THAT Council direct staff to provide a one-time financial contribution to St. Stephen's United Church in the amount of \$10,000, to be funded in 2025 from Council's Strategic Initiative Reserve – Community Volunteerism, in order to support their valuable community programs.

Importantly, this one-time financial contribution is separate and apart from the Fee-for-Service request for community use of the Church's parking lot. This matter will be brought back for Council's future consideration in 2026 within the context of the numerous private properties that are used informally by members of the community for parking.

## **Staff Recommendation:**

**THAT** the Scoping Sheet titled "St. Stephen's United Church Fee-for-Service Request 26-HW-03" be closed for record keeping purposes;

**AND FURTHER THAT** staff be directed to revisit the matter of private parking lots used informally for community parking for Council's future consideration in 2026.

- 19. Multi-Purpose Court (tennis and basketball) at Kwalikum Secondary School (KSS) 26-HW-04
  - a) **THAT** Council authorize staff to collaborate with Qualicum School District in 2026 on projects requiring support at Kwalikum Secondary School.
  - b) **THAT** Council refer a Kwalikum Secondary School Initiative to a future Strategic Planning Session when more details are available on project scope, estimated costs and requested support.

## **Staff Comment:**

Since November 12, 2025, staff have consulted at a high level with the Principal of KSS, the Director of Operations for Qualicum School District 69, and the President of the Arrowsmith Tennis Club. Subject to the advancement of a multi-purpose court (tennis and basketball) at KSS, these three parties recognize the community benefit in converting the third tennis court, located at 644 Memorial Avenue adjacent to Berwick Road North, into four pickleball courts.

Given this, staff will bring final decision making on the pickleball location to Council for their direction in January 2026. As such, staff recommend that Council not ratify the CoTW recommendations above (19 a and b), and that Council consider the following recommendation instead.

### Staff Recommendation:

**THAT** staff be directed to develop an agreement with Kwalikum Secondary School (KSS) to provide financial support in the amount of \$50,000 in fiscal 2027 to support development of a multi-purpose court (tennis and basketball) on the KSS property.

## **General Direction Requested**

20. Asset Replacement Financial Strategy

**WHEREAS** the Committee of the Whole recommends maintaining the current Health Score of Town assets:

**THAT** staff be directed to include a 1.3% property tax rate increase in fiscal 2026 within the 2026-2030 Financial Plan to support closing the General Fund Asset Replacement funding gap over the next 14 years.

## 21. Investment in New Assets

**WHEREAS** the Asset Investment Reserve projected January 1, 2026 balance is approximately \$117,000;

**AND WHEREAS** the annual contribution to the Asset Investment Reserve is approximately \$300,000 and not sufficient to address required Town contributions for Investment in new assets;

**THAT** Council direct staff to include an increase of \$50,000 in 2026 and in each subsequent year of the 2026-2030 Financial Plan to Increase the annual contribution to the Asset Investment Reserve.

## Capital Initiatives From Previous Years' Strategic Planning That Require Council Direction

22. Bike Racks on the Waterfront 25-CAP-PI-01

**THAT** a \$15,000 capital expenditure budget provision for Bike Racks on the Waterfront be advanced to the 2026-2030 Financial Plan in fiscal 2026. (Note: For more information see previous resolution from 2025 Strategic Planning Capital - R24-334)

23. Community Gardens SI-19-24

**THAT** a \$30,000 capital expenditure budget provision for Community Gardens be advanced to the 2026-2030 Financial Plan in fiscal 2028. (Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-414)

24. New Community Park Facility to Support Park Users SI-18-24 THAT a grant dependent capital expenditure budget provision of \$620,000 for a New Facility to Support Park Users in the Community Park be advanced to the 2026-2030 Financial Plan in fiscal 2028. (Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-411)

25. Accessibility Improvements SI-36-24

**THAT** an annual \$50,000 capital expenditure budget provision for Accessibility Improvements be advanced to the 2026-2030 Financial Plan. (Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-413)

26. Highway 19 Entrance Signs – Grant Dependent SI-14-24

**THAT** a grant dependent capital expenditure budget provision of \$250,000 for Highway 19 Entrance Signs be advanced to the 2026-2030 Financial Plan in fiscal 2027.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-416)

27. Multiple Entrance Signage Design & Replacement – Grant Dependent SI-29-24

**THAT** a grant dependent capital expenditure budget provision of \$250,000 for Multiple Entrance Signage Design & Replacement be advanced to the 2026-2030 Financial Plan in fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-417)

28. Saahtlam Park Playground & Amenities SI-53-03

**THAT** a \$350,000 capital expenditure budget provision for Saahtlam Park Playground & Amenities be advanced to the 2026-2030 Financial Plan in Fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-410)

29. New Visitor Information Centre Public Washroom – Grant Dependent SI-25-24

**THAT** a grant dependent capital expenditure budget provision of \$500,000 for the New Visitor Information Centre Public Washroom be advanced to the 2026-2030 Financial Plan in fiscal 2030.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-419)

30. Bus Garage Site Planning/Public Engagement & Construction SI-52-03 **THAT** a \$1,000,000, \$200,000 and \$600,000 capital expenditure budget provision for the Bus Garage Site Planning/Public Engagement & Construction Project be advanced to the 2026-2030 Financial Plan in fiscals 2026, 2027 and 2028 respectively.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-415)

## **New Capital Projects Proposed for 2026**

- 31. Cenotaph at Memorial Avenue and Railway Street 26-CAP-PI-01 **THAT** the 2026-2030 Financial Plan include a \$40,000 budget provision in fiscal 2026 for the construction of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street.
- 32. Paved Shoulder on Berwick Road South 26-CAP-PI-05 **THAT** the proposed paved shoulder project on Berwick Road South, between 4th Avenue East and 5th Avenue East, be referred for consideration as part of the 2026 update to the Community Transportation Plan.

- 33. Town-Owned Facility Capital Replacement Maintenance & Repairs 26-CAP-PI-06
  - a) THAT Staff be directed to prepare a Report to Council in 2026 outlining options to address the long-term funding shortfall for Town-owned facility capital maintenance and replacement including but not limited to:
    - Establishing a policy framework assigning capital maintenance and replacement responsibilities for leased facilities.
    - Reviewing opportunities for asset rationalization or divestment.
    - Evaluating sustainable annual funding levels and reserve contribution strategies beyond the Asset Replacement Funding Strategy.
    - Identifying potential grant or partnership funding opportunities.
  - c) **THAT** Council instructs staff to undertake a review of lease agreements for Town-owned facilities in fiscal 2026-2027 for consistency of lessee responsibilities for building maintenance and repairs including capital.
- 34. Roof Replacement & Solar Panels for the Lawn Bowling Club Building 26-CAP-PI-07

**THAT** staff be directed to carry out an assessment of the condition of the Lawn Bowling Club Roof and report back to Council in 2026 with findings and recommendations:

**AND FURTHER THAT** potential grant funding opportunities for the proposed solar panel installation be explored by the Qualicum Beach Lawn Bowling Club.

- 35. Fleet Modernization, Rightsizing or Electrification of the Town Fleet 26-CAP-PI-08
  - **THAT** staff continue to address the replacement and electrification of fleet within the context of available funding in the Asset Replacement Reserve and consider electrification of fleet whenever practical.
- 36. Royal Canadian Legion Parking Resurfacing 26-CAP-PI-09 THAT the Town include a \$75,000 capital expenditure provision in the 2026-2030 Financial Plan in fiscal year 2027 for replacement of pavement between the east side of the Legion building and the concrete barrier; AND FURTHER THAT the project expenditure of \$75,000 which includes paving of property owned by the Legion is conditional on a \$50,000 contribution from the Royal Canadian Legion and \$25,000 funding from the Asset Replacement Reserve.
- 37. Qualicum Beach Memorial Golf Club (QBMGC) Irrigation System Replacement 26-CAP-PI-11

**THAT** the Initiative titled– Qualicum Beach Memorial Golf Club Irrigation System Replacement not be forwarded to the 2026 – 2030 Financial Plan.

## Staff Recommendation:

**THAT** staff be directed to close the Scoping Sheet titled "Qualicum Beach Memorial Golf Club (QBMGC) Irrigation System Replacement 26-CAP-PI-11" for record keeping purposes.

38. Harlech Road Parking Options – Memorial Avenue to Beach Road 26-CAP-PI-12

**THAT** staff be directed to initiate discussions with the Island Corridor Foundation on alignment, permissions, scope and order-of-magnitude costs/timing for a trail connection between Memorial Avenue and Beach Road parallel to Harlech Road as part of the Harlech Road Parking Options consideration:

**AND FURTHER THAT** staff report back to Council with a comparative business case (trail link along ICF corridor vs Option 1), including lifecycle costs, risks, and funding options in 2026; **AND FURTHER THAT** consideration of a Capital Project to make changes to Harlech Road Parking be deferred to the 2027 Strategic Planning session, with a subsequent staff report to support Council's decision making.

## **Staff Comment:**

The Town has a current budget of \$150,000 from the Asset Investment Reserve in fiscal 2026 for the purposes of trail construction in the rail corridor. Consideration for early budget approval is being requested in the Report titled "Early 2026 Budget Approval for Capital Projects and One Strategic Initiative" dated December 17, 2025.

## 24 - 27 (b) <u>Early 2026 Budget Approval for Capital Projects and Strategic Initiatives</u>

## Staff Recommendation:

**THAT** Council provide early approval for the capital project titled "Replacement of Corrugated Steel Pipes – Waterfront" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$365,000.

**THAT** Council provide early approval for the capital project titled "Seacrest Place AC Watermain Replacement (from bottom of hill to end of road)" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$900,000.

**THAT** Council provide early approval for the capital project titled "Street Banner Replacement" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$40,000.

**THAT** Council provide early approval for the capital project titled "Cenotaph" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$40,000.

**THAT** Council provide early approval for the capital project titled "Pickleball Courts" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$170,000, with the Town having a maximum contribution of \$85,000.

**Staff Comment:** Staff require further direction from Council at a separate meeting in January 2026 on the finalized site selection for this project.

**THAT** Council provide early approval for the capital project titled "CCTV Camera Runway 11 – Airport" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$16,000.

**THAT** Council provide early approval for the capital project titled "Island Corridor Trail Network" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$150,000.

**THAT** Council provide early approval for the Strategic Initiative titled "The Old School House (TOSH)— One-Time Funding Request" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$50,000, subject to terms being negotiated with TOSH, and accepted by Council, for deliverables/metrics linked to this one-time operational stabilization funding.

## 28 - 85 (c) <u>Little Qualicum Riverbank Stabilization – Council Support Letter for Construction Grant Application</u>

## Staff Recommendation:

- 1. **THAT** Council endorse the Little Qualicum Riverbank Stabilization Project as designed, and approve the proposed 2026 construction window, subject to required permits being in place and confirmation of grant award.
- 2. **THAT** Council provide a letter of support for the grant application for the Little Qualicum Riverbank Stabilization Project confirming the Town's commitment to fund any variance between grant funding and actual costs, if required, as a condition of the grant application from the Water Infrastructure Reserve Fund.
- 3.**THAT** subject to grant award and permits, staff are authorized to issue a public tender for the Little Qualicum Riverbank Stabilization Project.

## (d) Councillor Skipsey Notice of Motion: Heritage Forest Woodchip Trails THAT Council support the continued use of wood chips for the trail surface in the Heritage Forest as per the Heritage Forest Conservation Covenant and Management Plan, until such time as there is an incident of concern that would warrant a review.

### Staff Comment:

The Municipal Insurance Agency (MIA) was contacted, at the request of Council, and indicated that they were not aware of any insurance implications to using woodchips on trails compared to other trail surfacing materials. Further, there are currently no restrictions or implications to using wood chips on trails in the Town's insurance agreements.

The Fire Department's recommendation as noted in a previous meeting is to switch to crushed gravel trail surface. Staff respect Council's decision-making authority in this matter and will take direction accordingly.

## 86 - 88 (e) Request for Tree Planting | Grandon Creek

**THAT** Council approve Tom Whitfield to undertake an Earth Day, student tree planting on April 22, 2026 on municipal lands adjacent to Grandon Creek between West Crescent Rd and Hoylake Rd, subject to confirmation of insurance and adequate student supervision.

## **Staff Comment:**

Town staff can be on-site from 9:00 am – 12:00 pm to assist with the "tailgate" orientation and can provide shovels and buckets, similar to the previous tree-planting events. Earth Day is an annual event, and Parks staff are always supportive and willing to assist the student volunteers.

## (f) Eaglecrest | Course Layout - Report to be circulated

## (g) Town Hall Winter Holiday Closure Reminder

Town Hall office will be closed during the 2025 holiday season for:

- December 22 through December 26, 2025
- January 1, 2026 (Stat Holiday)

## 3. MOTION TO CLOSE TO THE PUBLIC

THAT the special meeting of Council be closed to the public, pursuant to sections 90(1)(e) of the *Community Charter*, for the purpose of considering:

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

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;

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

## **MEETING REOPENS TO THE PUBLIC**

- 4. RISE AND REPORT
- 5. ADJOURNMENT

THAT Council adjourns the meeting.

**NEXT SCHEDULED** 

**REGULAR COUNCIL MEETING:** Wednesday, January 21, 2026, at 10:00 am

Heather Svensen

Director of Corporate Services/Deputy CAO

## TOWN OF QUALICUM BEACH

## **MEMORANDUM**

**TO:** Heather Svensen, Corporate Administrator

FOR: Special Council Meeting

**DATE:** December 17, 2025

**FROM:** Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: Summary of Recommendations Resulting from 2026 Strategic Planning

**GOVERNANCE DECISION:** For Council to consider endorsement of the Strategic Planning Resolutions from the October 24, 2025, and November 12, 2025, Committee of the Whole – Strategic Planning sessions.

NOTE: the draft 2026-2030 Strategic Plan is Attachment 1 to this Report.

## Committee of the Whole - Strategic Planning October 24, 2025

## **RECOMMENDATIONS:**

## **General Direction Requested**

1. **THAT** the Draft Strategic Plan 2026-2030, dated October 24, 2025, be adopted.

## **New Initiatives Proposed for 2026**

- Three Stream Recycling Municipal Properties 26-CA-01
   THAT the Strategic Initiative titled "Three Stream Recycling at Town Facilities" be advanced for consideration in 2027 Strategic Planning.
- 3. Mount Arrowsmith Biosphere Society (MABS) Funding Request 26-CA-02
  - a) **THAT** the Strategic Initiative titled "Mount Arrowsmith Biosphere Society (MABS) Funding Request" be advanced to the 2026-2030 Financial Plan with a budget provision of \$24,000 per year in fiscals 2026 and 2027, to be funded from eligible grant funding sources and/or the Strategic Initiatives Reserve.
  - b) **THAT** staff be instructed to negotiate a two-year Fee-for-Service Agreement with MABS outlining clear deliverables for fiscal 2026 and 2027 linked to Reconciliation and the Town's climate and/or hazard-mitigation goals.

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**THAT** staff be directed to provide one-time funding up to \$50,000 to The Old School House for the purposes of enabling a one-time funding request for an increase in service provisions (programs offered) in fiscal 2026 funded from the Strategic Initiatives Reserve.

## **Staff Comment:**

TOSH had advised that this funding request has been proposed to provide operational stabilization funding, not program expansion. Their goal is to sustain core services by ensuring reliable staffing, visitor services, and administrative continuity. The Board has committed to working collaboratively with staff to establish appropriate deliverables/metrics that reflect the operational nature of this support. Once these have been negotiated with TOSH, Council will be asked to endorse these deliverables/metrics in January 2026 prior to the funds being provided to Tosh. As such, staff recommend that Council not ratify the recommendation from the COTW as detailed above and instead consider the following recommendation for adoption.

## Staff Recommendation:

**THAT** staff be instructed to negotiate terms of a one-time funding allocation in the amount of \$50,000 for TOSH, including clear deliverables linked to this one-time operational stabilization funding in fiscal 2026, with early budget approval once Council has endorsed the deliverables/metrics associated with this funding request.

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  - **THAT** the Committee of the Whole recommends to Council THAT the Strategic Initiative titled "The Old School House (TOSH) Fee-for-Service Request" be referred to 2027 Strategic Planning for consideration.
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**THAT** Council direct staff to advance the Initiative titled "Collaboration with Qualicum First Nation" to the 2026-2030 Financial Plan with a \$15,000 budget provision in each of fiscals 2026 and 2027.

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**THAT** Council direct staff to advance the Initiative titled "Tourism and Small Business Promotion" with a budget provision of \$10,000 to the 2026-2030 Financial Plan in fiscal 2026.

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December 17, 2025 Regular Council Meeting – Summary of Recommendations Resulting from Strategic Planning Page 3 of 9

## 8. Community Volunteerism 26-HW-04

**THAT** Council direct staff to advance the Initiative titled "Community Volunteerism" with a budget provision of \$5,000 to the 2026 - 2030 Financial Plan.

## **Staff Comment:**

Staff suggest wording be added to this recommendation from CoTW to clarify fiscal years for the Financial Plan.

### Staff Recommendation:

**THAT** Council direct staff to advance the Initiative titled "Community Volunteerism" with a budget provision of \$5,000 to the 2026 - 2030 Financial Plan in fiscals 2026 and 2027.

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**WHEREAS** the Planning Department is at maximum staff capacity for 2026 given consideration of the requirements for advancing the development of the Eaglecrest Golf Course Lands:

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**WHEREAS** staff noted in the Q3 Reporting to Council that the "Wayfinding Signage Phase 1" Initiative will not progress in 2025;

**THAT** the Initiative titled "Wayfinding Signage Phase 1" not be re-budgeted in the 2026–2030 Financial Plan, and that this Initiative's timing and scope be reconsidered during the 2027 Strategic Planning process.

## **General Direction Requested (not linked to a Scoping Sheet)**

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- 14. **THAT** "Housing Policy Options for Priority Housing Groups" be advanced to the 2027 Strategic Planning Process.

## Committee of the Whole - Strategic Planning November 12, 2025

## New Strategic Initiatives Proposed for 2026 cont'd

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Staff Comment: Staff are requesting clarification that this Initiative is to be undertaken in 2026.

**Staff Recommendation**: **THAT** staff be directed to advance the Initiative titled "Town Website – Improved Searchability" with a budget provision of \$20,000 to be funded from the Strategic Initiatives Reserve for inclusion in the 2026-2030 Financial Plan in fiscal 2026.

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- 18. St. Stephen's United Church Fee-for-Service Reguest 26-HW-03
  - a) **THAT** the Initiative titled St. Stephen's United Church Fee for Service request be forwarded to the 2026 2030 Financial Plan.
  - b) **THAT** the Licence Agreement with the St. Stephen's United Church dated September 27, 2021, be reviewed by staff and be brought forward for reconsideration by Council in 2026.

## **Staff Comment:**

Staff are recommending that Council does not ratify 18 a) above as this has been replaced with a one-time financial contribution for volunteerism that Council approved on December 10, 2025 which was adopted as follows: **THAT** Council direct staff to provide a one-time financial contribution to St. Stephen's United Church in the amount of \$10,000, to be funded in 2025 from Council's Strategic Initiative Reserve – Community Volunteerism, in order to support their valuable community programs.

Importantly, this one-time financial contribution is separate and apart from the Fee-for-Service request for community use of the Church's parking lot. This matter will be brought back for Council's future consideration in 2026 within the context of the numerous private properties that are used informally by members of the community for parking.

## Staff Recommendation:

**THAT** the Scoping Sheet titled "St. Stephen's United Church Fee-for-Service Request 26-HW-03" be closed for record keeping purposes;

**AND FURTHER THAT** staff be directed to revisit the matter of private parking lots used informally for community parking for Council's future consideration in 2026.

- 19. Multi-Purpose Court (tennis and basketball) at Kwalikum Secondary School (KSS) 26-HW-04
  - a) **THAT** Council authorize staff to collaborate with Qualicum School District in 2026 on projects requiring support at Kwalikum Secondary School.
  - b) THAT Council refer a Kwalikum Secondary School Initiative to a future Strategic Planning Session when more details are available on project scope, estimated costs and requested support.

## Staff Comment:

Since November 12, 2025, staff have consulted at a high level with the Principal of KSS, the Director of Operations for Qualicum School District 69, and the President of the Arrowsmith Tennis Club. Subject to the advancement of a multi-purpose court (tennis and basketball) at KSS, these three parties recognize the community benefit in converting the third tennis court, located at 644 Memorial Avenue adjacent to Berwick Road North, into four pickleball courts.

Given this, staff will bring final decision making on the pickleball location to Council for their direction in January 2026. As such, staff recommend that Council not ratify the CoTW recommendations above (19 a and b), and that Council consider the following recommendation instead.

## Staff Recommendation:

THAT staff be directed to develop an agreement with Kwalikum Secondary School (KSS) to provide financial support in the amount of \$50,000 in fiscal 2027 to support development of a multi-purpose court (tennis and basketball) on the KSS property.

December 17, 2025 Regular Council Meeting – Summary of Recommendations Resulting from Strategic Planning Page 6 of 9

## **General Direction Requested**

20. Asset Replacement Financial Strategy

**WHEREAS** the Committee of the Whole recommends maintaining the current Health Score of Town assets:

**THAT** staff be directed to include a 1.3% property tax rate increase in fiscal 2026 within the 2026-2030 Financial Plan to support closing the General Fund Asset Replacement funding gap over the next 14 years.

## 21. Investment in New Assets

**WHEREAS** the Asset Investment Reserve projected January 1, 2026 balance is approximately \$117,000;

**AND WHEREAS** the annual contribution to the Asset Investment Reserve is approximately \$300,000 and not sufficient to address required Town contributions for Investment in new assets:

**THAT** Council direct staff to include an increase of \$50,000 in 2026 and in each subsequent year of the 2026-2030 Financial Plan to Increase the annual contribution to the Asset Investment Reserve.

## Capital Initiatives From Previous Years' Strategic Planning That Require Council Direction

22. Bike Racks on the Waterfront 25-CAP-PI-01

**THAT** a \$15,000 capital expenditure budget provision for Bike Racks on the Waterfront be advanced to the 2026-2030 Financial Plan in fiscal 2026.

(Note: For more information see previous resolution from 2025 Strategic Planning Capital - R24-334)

23. Community Gardens SI-19-24

**THAT** a \$30,000 capital expenditure budget provision for Community Gardens be advanced to the 2026-2030 Financial Plan in fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-414)

24. New Community Park Facility to Support Park Users SI-18-24

**THAT** a grant dependent capital expenditure budget provision of \$620,000 for a New Facility to Support Park Users in the Community Park be advanced to the 2026-2030 Financial Plan in fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-411)

25. Accessibility Improvements SI-36-24

**THAT** an annual \$50,000 capital expenditure budget provision for Accessibility Improvements be advanced to the 2026-2030 Financial Plan.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-413)

December 17, 2025 Regular Council Meeting – Summary of Recommendations Resulting from Strategic Planning Page 7 of 9

26. Highway 19 Entrance Signs – Grant Dependent SI-14-24

**THAT** a grant dependent capital expenditure budget provision of \$250,000 for Highway 19 Entrance Signs be advanced to the 2026-2030 Financial Plan in fiscal 2027.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-416)

27. Multiple Entrance Signage Design & Replacement – Grant Dependent SI-29-24 **THAT** a grant dependent capital expenditure budget provision of \$250,000 for Multiple Entrance Signage Design & Replacement be advanced to the 2026-2030 Financial Plan in fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-417)

28. Saahtlam Park Playground & Amenities SI-53-03

**THAT** a \$350,000 capital expenditure budget provision for Saahtlam Park Playground & Amenities be advanced to the 2026-2030 Financial Plan in Fiscal 2028.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-410)

29. New Visitor Information Centre Public Washroom – Grant Dependent SI-25-24 **THAT** a grant dependent capital expenditure budget provision of \$500,000 for the New Visitor Information Centre Public Washroom be advanced to the 2026-2030 Financial Plan in fiscal 2030.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-419)

30. Bus Garage Site Planning/Public Engagement & Construction SI-52-03

**THAT** a \$1,000,000, \$200,000 and \$600,000 capital expenditure budget provision for the Bus Garage Site Planning/Public Engagement & Construction Project be advanced to the 2026-2030 Financial Plan in fiscals 2026, 2027 and 2028 respectively.

(Note: For more information see previous resolution from 2024 Strategic Planning Capital - R23-415)

## **New Capital Projects Proposed for 2026**

- 31. Cenotaph at Memorial Avenue and Railway Street 26-CAP-PI-01 **THAT** the 2026-2030 Financial Plan include a \$40,000 budget provision in fiscal 2026 for the construction of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street.
- 32. Paved Shoulder on Berwick Road South 26-CAP-PI-05 **THAT** the proposed paved shoulder project on Berwick Road South, between 4th Avenue East and 5th Avenue East, be referred for consideration as part of the 2026 update to the Community Transportation Plan.

- 33. Town-Owned Facility Capital Replacement Maintenance & Repairs 26-CAP-PI-06
  - a) THAT Staff be directed to prepare a Report to Council in 2026 outlining options to address the long-term funding shortfall for Town-owned facility capital maintenance and replacement including but not limited to:
    - Establishing a policy framework assigning capital maintenance and replacement responsibilities for leased facilities.
    - Reviewing opportunities for asset rationalization or divestment.
    - Evaluating sustainable annual funding levels and reserve contribution strategies beyond the Asset Replacement Funding Strategy.
    - Identifying potential grant or partnership funding opportunities.
  - b) **THAT** Council instructs staff to undertake a review of lease agreements for Town-owned facilities in fiscal 2026-2027 for consistency of lessee responsibilities for building maintenance and repairs including capital.
- 34. Roof Replacement & Solar Panels for the Lawn Bowling Club Building 26-CAP-PI-07

  THAT staff be directed to carry out an assessment of the condition of the Lawn Bowling

  Club Roof and report back to Council in 2026 with findings and recommendations;

  AND FURTHER THAT potential grant funding opportunities for the proposed solar panel installation be explored by the Qualicum Beach Lawn Bowling Club.
- 35. Fleet Modernization, Rightsizing or Electrification of the Town Fleet 26-CAP-PI-08 **THAT** staff continue to address the replacement and electrification of fleet within the context of available funding in the Asset Replacement Reserve and consider electrification of fleet whenever practical.
- 36. Royal Canadian Legion Parking Resurfacing 26-CAP-PI-09 **THAT** the Town include a \$75,000 capital expenditure provision in the 2026-2030 Financial Plan in fiscal year 2027 for replacement of pavement between the east side of the Legion building and the concrete barrier;
  - **AND FURTHER THAT** the project expenditure of \$75,000 which includes paving of property owned by the Legion is conditional on a \$50,000 contribution from the Royal Canadian Legion and \$25,000 funding from the Asset Replacement Reserve.
- 37. Qualicum Beach Memorial Golf Club (QBMGC) Irrigation System Replacement 26-CAP-PI-11

**THAT** the Initiative titled– Qualicum Beach Memorial Golf Club Irrigation System Replacement not be forwarded to the 2026 – 2030 Financial Plan.

## Staff Recommendation:

**THAT** staff be directed to close the Scoping Sheet titled "Qualicum Beach Memorial Golf Club (QBMGC) Irrigation System Replacement 26-CAP-PI-11" for record keeping purposes.

This Space Left Intentionally Empty

38. Harlech Road Parking Options – Memorial Avenue to Beach Road 26-CAP-PI-12 **THAT** staff be directed to initiate discussions with the Island Corridor Foundation on alignment, permissions, scope and order-of-magnitude costs/timing for a trail connection between Memorial Avenue and Beach Road parallel to Harlech Road as part of the Harlech Road Parking Options consideration;

**AND FURTHER THAT** staff report back to Council with a comparative business case (trail link along ICF corridor vs Option 1), including lifecycle costs, risks, and funding options in 2026;

**AND FURTHER THAT** consideration of a Capital Project to make changes to Harlech Road Parking be deferred to the 2027 Strategic Planning session, with a subsequent staff report to support Council's decision making.

**Staff Comment:** The Town has a current budget of \$150,000 from the Asset Investment Reserve in fiscal 2026 for the purposes of trail construction in the rail corridor. Consideration for early budget approval is being requested in the Report titled "Early 2026 Budget Approval for Capital Projects and One Strategic Initiative" dated December 17, 2025.

## **APPROVALS**

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

Danielle Leurebourg, MBA

INDILAME

Deputy Director of Corporate Services Report Author

Lou Varela, MCIP, RPP Chief Administrative Officer Concurrence

Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence

Raj Hayre Director of Finance Concurrence

Luke Sales Director of Planning Concurrence

**ATTACHMENTS:** 

Attachment 1: Draft Strategic Plan 2026-2030

## STRATEGIC PLAN 2026-2030

## MESSAGE FROM THE MAYOR

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

This next phase of Strategic Planning 2026 sets out a clear roadmap for how Council will prioritize community priorities, direct resources, and shape the Town's future. While advancing new initiatives, Council will also ensure that:

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



## **GOVERNANCE**

## STRATEGIC DIRECTION

Where are you going?

## **MANAGING RISK**

Are you managing & reducing risk to your community?

## **ALLOCATING RESOURCES**

What are you spending tax money and staff time on?

## OVERSIGHT & REPORTING

How is your local government doing?

## VISION (From Official Community Plan 2018)

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

## MISSION STATEMENT (Amended from Community Charter)







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

## GUIDING PRINCIPLES FROM COUNCIL'S CODE OF CONDUCT

## **INTEGRITY**

Being honest and demonstrating strong ethical principles.

## **ACCOUNTABILITY**

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

## RESPECT

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

## LEADERSHIP AND COLLABORATION

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

## STRATEGIC PLANNING

One of the key objectives of the Strategic Planning Process is to better connect the OCP, Council's Strategic Plan, the Budget and Multiple Master Plans including but not necessarily limited to::

- Waterfront Master Plan
- Age-Friendly Transportation Plan
- Community Climate Change Adaptation Plan
- Urban Forest Master Plan
- Community Wildfire Resiliency Plan

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

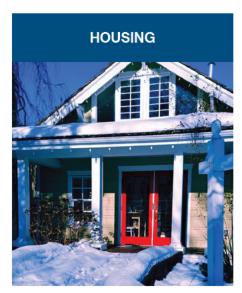
Making these connections is a work in progress that will take multiple years and appropriate resourcing to achieve!

How will this alignment support Council to govern more effectively?

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



## THE TOWN HAS IDENTIFIED THESE FOCUS AREAS FOR THE NEXT FOUR YEARS:

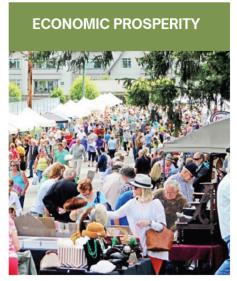


To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.

OCP Sustainability Plan p. 139

# GOOD GOVERNANCE

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



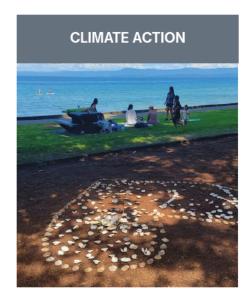
To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.

OCP p. 5



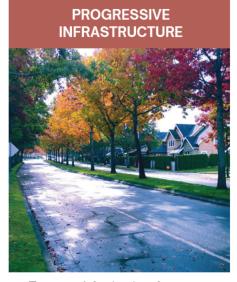
To improve the health and wellbeing of people who live, work, and play in the Town.

OCP p. 7



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



To ensure infrastructure for energy, water, waste water & storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.

OCP Sustainability Plan p. 146

## TOWN OF QUALICUM BEACH

## STAFF REPORT

**TO:** Lou Varela, Chief Administrative Officer

FOR: Special Council Meeting

**DATE:** December 17, 2025

FROM: Raj Hayre, Director of Finance

SUBJECT: Early 2026 Budget Approval for Capital Projects and One Strategic Initiative

## **GOVERNANCE DECISION**

Council is requested to provide early budget approval for a number of capital projects and one Strategic Initiative (with conditions), to be incorporated into the 2026 - 2030 Financial Plan. Early budget approval is requested to avoid project delays, cost escalation and scheduling conflicts for priority capital works. In addition, early approval for the one-time funding allocation for The Old School House (TOSH) in the amount of \$50,000 is requested for the purpose of supporting TOSH's budgeting process, subject to Council approving deliverables/metrics.

## RECOMMENDATION

**THAT** Council provide early approval for the capital project titled "Replacement of Corrugated Steel Pipes – Waterfront" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$365,000.

**THAT** Council provide early approval for the capital project titled "Seacrest Place AC Watermain Replacement (from bottom of hill to end of road)" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$900,000.

**THAT** Council provide early approval for the capital project titled "Street Banner Replacement" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$40,000.

**THAT** Council provide early approval for the capital project titled "Cenotaph" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$40,000.

**THAT** Council provide early approval for the capital project titled "Pickleball Courts" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$170,000, with the Town having a maximum contribution of \$85,000.

**Staff Comment:** Staff require further direction from Council at a separate meeting in January 2026 on the finalized site selection for this project.

Town of Qualicum Beach

December 17, 2025 – Early 2026 Budget Approval for Capital Projects and One Strategic Initiative Page 2 of 4

**THAT** Council provide early approval for the capital project titled "CCTV Camera Runway 11 – Airport" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$16,000.

**THAT** Council provide early approval for the capital project titled "Island Corridor Trail Network" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$150,000.

**THAT** Council provide early approval for the Strategic Initiative titled "The Old School House (TOSH)— One-Time Funding Request" to be incorporated into the 2026 - 2030 Financial Plan in fiscal 2026 with a budget amount of \$50,000, subject to terms being negotiated with TOSH, and accepted by Council, for deliverables/metrics linked to this one-time operational stabilization funding.

## **PURPOSE**

The 2026-2030 Financial Plan is anticipated to be approved in April 2026. This Report seeks early approval from Council for selected capital projects and a Strategic Initiative to mitigate risks associated with asset failure, cost escalation, supply chain delays, scheduling constraints, and timing of budget processes.

## **DISCUSSION**

## Replacement of Corrugated Steel Pipes – Waterfront

Four deteriorated drainage pipes must be replaced prior to commencing the Highway 19A Waterfront Complete Street Project (grant dependent). Early approval enables an accelerated RFP process, improves pricing competitiveness, and ensures construction can occur during the Fisheries Window.

## **Seacrest Place AC Watermain Replacement**

This project replaces approximately 480 meters of aging Asbestos Cement (AC) watermain at high risk of failure due to age and poor soil conditions. Early approval reduces failure risk, enables favourable pricing through an earlier tender, and allows for efficient coordination of works.

## **Street Banner Replacement**

Existing street banners and pole-mounted displays are faded and deteriorated. Early approval ensures banners are procured and delivered in advance of the Fall 2026 installation period.

## Cenotaph

A new Cenotaph is proposed at Memorial Avenue and Railway Street. A 2025 RFP yielded no submissions; however, a qualified contractor has since expressed interest, proposing construction in February/March 2026 (subject to Council design approval). Early approval is required to retain the contractor and proceed within their available window.

December 17, 2025 – Early 2026 Budget Approval for Capital Projects and One Strategic Initiative Page 3 of 4

## Pickleball Courts

The 2026-2030 Financial Plan includes \$170,000 budget provision (Town maximum contribution \$85,000; balance funded by the Pickleball Association). The Association has raised its contribution, held in trust pending a firm Town commitment by May 2026. Early approval enables design work to begin so that the Town can meet the commitment deadline.

## **CCTV Camera Runway 11 (Airport)**

Installing a CCTV camera at Runway 11 will improve monitoring of aircraft movements, assessment of noise abatement compliance, and address operational issues. Early approval will avoid anticipated price increases in 2026 and allow for earlier data collection.

## Island Corridor Trail Network

The Island Corridor Foundation has expressed an interest in constructing the Beach Road to Memorial Avenue trail connection in Q1 of 2026. Early budget approval is required to meet this timeline.

## The Old School House (TOSH) One-Time Funding Request

Committee of the Whole recommended one-time funding up to \$50,000 for TOSH to support program delivery in 2026. Early approval supports program planning and TOSH's budget process ahead of the anticipated April Financial Plan adoption. This funding is subject to Council's approval of deliverables/metrics that are to be negotiated with TOSH.

## PUBLIC PARTICIPATION SPECTRUM (IAP2)

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

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

International.

## INFORM:

 The "Inform" level of public participation ensures the community is provided with clear, timely, and factual information about early budget approval so residents understand the rationale, scope, and expected benefits of advancing these projects.

### SUMMARY

The 2026–2030 Financial Plan is expected to be adopted in April 2026. Without early approval, the Town cannot begin work on these projects until that time. Early approval mitigates risks related to asset failure, cost escalation, supply chain delays, and scheduling/budgeting timelines while ensuring that critical work can proceed on schedule in 2026.

Town of Qualicum Beach
December 17, 2025 – Early 2026 Budget Approval for Capital Projects and One Strategic Initiative
Page 4 of 4

## **APPROVALS**

Report respectfully submitted by Raj Hayre, Director of Finance.

Raj Hayre

Director of Finance

Report Writer

Lou Varela, MCIP, RPP

CAO

Concurrence

Oliver Watson

Capital Projects Manager

Concurrence

## TOWN OF QUALICUM BEACH

## STAFF REPORT

**TO:** Lou Varela, Chief Administrative Officer

FOR: Special Council Meeting

**DATE:** December 17, 2025

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Little Qualicum Riverbank Stabilization – Council Letter of Support for

**Construction Grant Application** 

## **GOVERNANCE DECISON**

Council is asked to consider two resolutions for the purposes of a grant application for the Little Qualicum Riverbank Stabilization Project and, subject to grant award and having required permits in place, to direct staff to issue a public tender.

## **RECOMMENDATIONS:**

- 1. THAT Council endorse the Little Qualicum Riverbank Stabilization Project as designed, and approve the proposed 2026 construction window, subject to required permits being in place and confirmation of grant award.
- 2. THAT Council provide a letter of support for the grant application for the Little Qualicum Riverbank Stabilization Project confirming the Town's commitment to fund any variance between grant funding and actual costs, if required, as a condition of the grant application from the Water Infrastructure Reserve Fund.
- 3. THAT subject to grant award and permits, staff are authorized to issue a public tender for the Little Qualicum Riverbank Stabilization Project.

## **PURPOSE**

To request that Council provide a letter of support with resolutions, enabling the Town's grant application to fund construction of the Little Qualicum Riverbank Stabilization Project. The letter must confirm that any variance between grant funding and actual costs, if required, will be funded from the Water Infrastructure Reserve Fund.

## **BACKGROUND**

On March 19, 2024, Council authorized staff to apply to the Community Emergency Preparedness Fund (CEPF) under the Disaster Risk Reduction – Climate Adaptation stream to complete the foundational design work for riverbank stabilization along the Little Qualicum River adjacent to the Town's River Well field and buried watermain. The Town received \$125,000 in funding from

Town of Qualicum Beach
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Page 2 of 4

the program in 2024, and Northwest Hydraulic Consultants (NHC) was retained to complete the design.

The grant program that funded the design portion of the Project is no longer available for construction funding, however, the Province is offering funding up to 100% of project costs through the Disaster Resilience and Innovation Funding Program for projects that meet program criteria. This grant program is set up to receive project applications in two phases, an "Expression of Interest phase", and if the project is considered worthy of further consideration, it is advanced to a "Formal Proposal" stage.

In June of 2025, the Town submitted an Expression of Interest to the Program for the Project, estimated at \$800,000, based on preliminary design data available at the time. In November of 2025, NHC delivered the detailed design and tender/permit package for the Project. The design recommends four instream rock spurs, with naturalized soil-wrap bank treatments and optional large woody debris to redirect flow away from the eroding bank and protect critical infrastructure (See Attachment 1). Drawings and technical specifications have been issued for permitting and tendering and include quantities and a construction cost estimate. The Consultant also provided the Town with an updated project budget range of \$730,000 to \$1,230,000.

In late November 2025, the Town also received notification from the Province that its Project had been selected to proceed to a full "Formal Proposal" stage. The deadline for proposal submission is December 30, 2025.

With design work complete, staff now seek Council's support to proceed with constructing the recommended works and to leverage external funding opportunities identified through the Disaster Resilience and Innovation Funding program.

## **DISCUSSION**

- Cost and scope: The Class B construction estimate for the recommended works is \$737,374 - \$1,228,957. The design package includes a detailed design as well as quantities and specifications sufficient for permitting and competitive tendering. Given ongoing channel migration toward the municipal watermain and well field, deferring construction increases risk to critical water infrastructure and may raise costs if additional works become necessary.
- Schedule and seasonal window: If grant award is confirmed early in 2026, staff propose delivery in summer 2026 to align with the instream work window and low-flow conditions. This timeline is contingent on timely receipt of permits and approvals, contractor availability, and procurement lead times for rock and bioengineering materials.
- **Permits and coordination:** During design, multiple options were evaluated with input from a local Qualified Professional Biologist and Fisheries and Oceans Canada (DFO) onsite. Rock spur structures were confirmed as the preferred approach, which reduces the risk of delays in securing environmental approvals. Staff will coordinate all required authorizations and documentation, including Water Sustainability Act Section 11 (notification/approval), federal *Fisheries Act* considerations, the Environmental Management Plan, archaeological chance find procedures, and engagement with

Qualicum First Nation. Early Council direction will allow staff to submit, and sequence permits to achieve the summer work window.

- Funding and grant requirement: The grant program requires a Council letter of support
  expressly confirming the Town's commitment to deliver the Project and to fund any
  variance between grant funding and actual costs. This commitment strengthens the
  application and demonstrates the Town's readiness to proceed. Staff propose using funds
  from the Water Infrastructure Reserve Fund to address variance between grant funding
  and actual costs, if required.
- Procurement approach: Subject to funding confirmation, budget approval and permits, staff will issue a public tender, evaluate on price and qualifications, and return to Council with a recommendation to award.

## Risks and mitigations:

- 1. *Market pricing/overruns*: Mitigated by competitive tendering, value engineering within the approved design, and contingency carried in the estimate.
- 2. Schedule slippage: Mitigated by submitting permit applications immediately and preparing tender documents in parallel.
- Environmental constraints: Mitigated through qualified environmental monitoring, and adherence to timing windows.

Providing the required letter of Council's support now will keep the Project eligible and "shovel ready," positioning the Town to construct in summer 2026 if the grant is awarded.

## FINANCIAL IMPLICATIONS

- Project budget: The Class B 'higher' estimate for construction is \$1,228,957 and is
  proposed to be included in the 2026-2030 Financial Plan for completion in 2026. The
  project is expected to be 100% grant funded for eligible costs, however, should the project
  exceed the 'higher' estimated costs, funding would need to be allocated from the Water
  Infrastructure Reserve Fund at that time.
- Town commitment (cost overruns): As a condition of the application, the Town must confirm it will fund any cost variance between grant funding and actual costs. Staff recommend Council authorize the use of the Water Infrastructure Reserve Fund to cover any variance between grant funding and actual costs, if required.

## PUBLIC PARTICIPATION SPECTRUM (IAP2)

## • Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions

## CONSULT

 Obtain feedback on analysis, alternatives, and/or decisions

## INVOLVE

 Work directly with stakeholders to ensure concerns and aspirations are understood and considered

## **COLLABORATE**

 Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions

## **EMPOWER**

 Final decision making in the hands of the stakeholders Town of Qualicum Beach
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Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup>

## CONSULT:

 The Qualicum First Nations (QFN) were initially consulted in March 2024 during which the QFN supported the Town moving forward with a design. Since the completion of the final design, staff have consulted with the QFN again on-site and the QFN remains supportive of the project.

## STRATEGIC PLAN ALIGNMENT

Council's Strategic Plan Focus Area(s) supported by this initiative:

• <u>Progressive Infrastructure</u>: 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 request Council approval to issue a support letter for the Town's construction grant application for the Little Qualicum Riverbank Stabilization Project. The detailed design is complete, the Class B estimate is \$1,228,957, and, if funding is awarded early, work would be targeted for summer 2026 within the fisheries window. As required by the grant, the letter will confirm the Town's commitment to cover any variance between grant funding and actual costs from the Water Infrastructure Reserve Fund. This direction will keep the project shovel-ready, protect critical water infrastructure, and position the Town to proceed promptly upon grant approval.

## **ALTERNATIVE OPTIONS**

Fund the project using Water Utility Capital Reserve funds.

## **APPROVALS**

Report respectfully submitted by Oliver Watson, Capital Projects Manager

Oliver Watson

Capital Projects Manager

Report Author

Lou Varela, MCIP, RPP

Chief Administrative Officer

Concurrence

Raj Hayre Interpreted Interpre

Concurrence

Amro Kotb

Director of Infrastructure

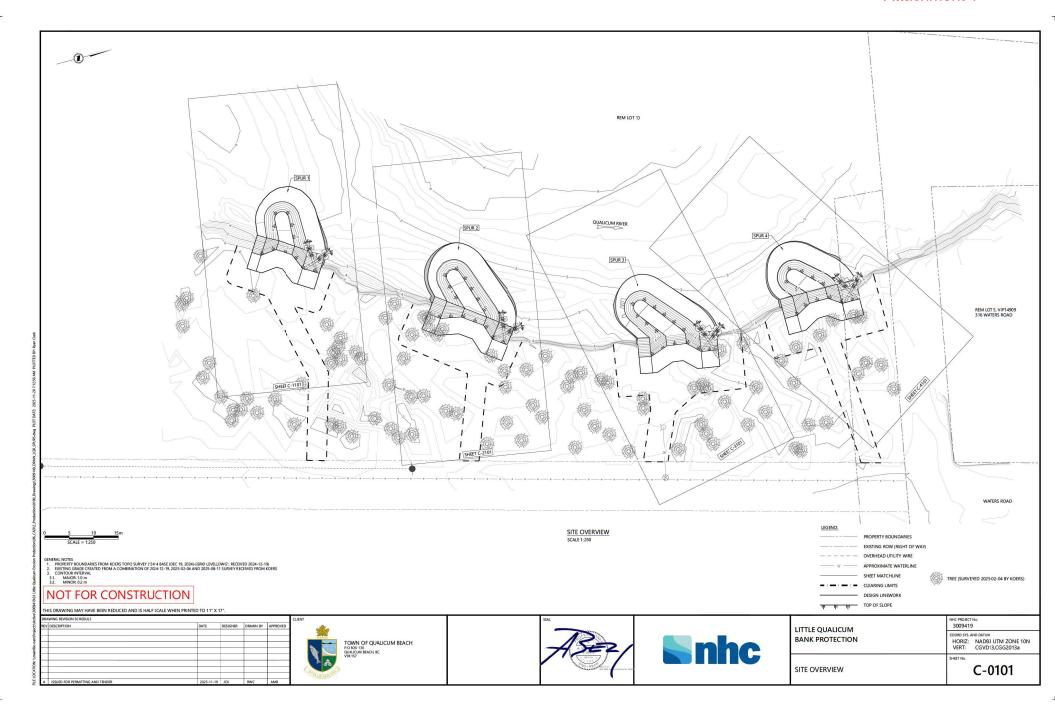
Services Concurrence

REFERENCES

Attachment 1: Little Qualicum River Erosion Protection Design Layout

Attachment 2: Northwest Hydraulics LQR Bank Stabilization Design Final Report

## Attachment 1



## **Northwest Hydraulic Consultants Ltd.**

495 Dunsmuir Street, #405 Nanaimo, BC V9R 6B9 Tel: 250.754.6425



NHC Reference No. 3009419 November 19, 2025

## **Town of Qualicum Beach**

PO Box 130 201 – 660 Primrose Street Qualicum Beach, BC V9K 1S7

Attention: Oliver Watson, Capital Projects Manager

Via email: <a href="mailto:owatson@qualicumbeach.com">owatson@qualicumbeach.com</a>

Re: Little Qualicum Riverbank Stabilization

**Detailed Design Brief Final, Rev. 0** 

The Town of Qualicum Beach (Town) retained Northwest Hydraulic Consultants Ltd. (NHC) to develop a detailed design for riverbank stabilization along the right bank of the Little Qualicum River (LQR), south of Waters Road. This section of riverbank is experiencing active erosion progressing toward a buried municipal watermain, placing critical infrastructure at risk.

This report presents the detailed design to stabilize the bank, including:

- Basis of design.
- Issued for Permitting and Tendering (IFPT) Drawings.
- Material and methodology specifications.
- Quantity take-offs and a construction cost estimate.

## 1 INTRODUCTION

In 2025, NHC completed a site characterization, conceptual design, and evaluation to assess various erosion mitigation strategies. This assessment was informed by discussions between DR Clough, the project biologist, and the Department of Fisheries and Oceans (DFO). Based on the outcomes of that process, the Town selected instream spurs as the preferred option to advance to detailed design, considered the most likely to receive regulatory support and authorization.

## 1.1 Objective

The primary objective of this project is to design instream spurs that will stabilize the riverbank and protect the Town's buried watermain.



## 1.2 Methodology

The technical approach used to develop, model, and evaluate the spur design involved the following steps:

- Hydraulic Modelling:
  - HEC-RAS 2D numerical modelling was used to simulate baseline hydraulic conditions across a range of flows. Key outputs (i.e. velocities, water surface elevations) formed the foundation for design evaluation.
- Design Development:
  - A high-resolution DEM was generated using topographic data from a Koers 2025 survey of the project reach.
  - o Initial spur geometries were developed in AutoCAD Civil 3D® and exported to HEC-RAS for analysis. Designs were refined iteratively to meet target performance criteria.
- Design Evaluation:
  - Model outputs were analyzed to assess spur stability and performance with adjustments made to improve hydraulic performance effectiveness.
- Documentation:
  - The design documentation includes:
    - Applicable guidelines and regulatory considerations.
    - Design parameters and criteria.
    - Design geometry, alignments, and selection of stable materials.
    - Hydraulic modelling results.
    - Discussion of potential geomorphic impacts, limitations associated with implementation, and future considerations.
    - Construction cost estimate.
    - Next steps.

## 2 DESIGN

This section summarizes the technical basis and key design features for the proposed spur structures.

## 2.1 Design Guidelines and References

The design adheres to established engineering guidelines and literature relevant to hydraulic structures and bank stabilization.



Design followed applicable guidelines and best practices, including:

- EGBC (2023). Guide to the Standard for Documented Checks of Engineering and Geoscience Work.
- USDA NRCS (2007a). Technical Supplement 14H: Flow Changing Techniques.
- USDA NRCS (2007b). Technical Supplement 14B: Scour Calculations.
- USBR (2015). Bank Stabilization Design Guidelines.
- D'Aoust and Millar (1999). Large Woody Debris Fish Habitat Performance and Ballasting.

## 2.2 Criteria

Key design constraints and performance targets were established to ensure long-term functionality and resilience of the structures. These include:

- Spur geometry is based on bankfull flows (~2-year return period) and shall maintain an effective spur length less than or equal to one quarter of the channel width.
- Design must withstand 200-year flood flows, including 20% increase for climate change.
- Spurs shall have sufficient volume of rock to launch under design scour conditions and maintain adequate coverage over the scoured bed.
- Changes to the water surface elevations shall be minimized.

## 2.3 Key Design Considerations

Design factors account for hydraulic forces, constructability, environmental protection, and potential geomorphic changes due to spur installation. These include:

- Avoid removing mature trees identified in Koers (2025) survey.
- Spur-induced turbulence and shear can cause bed winnowing and settlement of rock (Sumer et al., 2001).
- Incorporation of LWD may enhance fish habitat and hydraulic complexity.
- Equipment access and constructability were considered.
- Potential geomorphic effects include:
  - Local scour and downstream sediment deposition,
  - Changes to the bed instream of the spurs.
  - Possible bank instability between spurs due to tree root disturbance,
  - o Reduction in sediment supply due to bank stabilization.



## 2.4 Design Parameters

Following methodology outlined in USDA (2007a), the spur geometry is developed based on bankfull conditions, and stability is evaluated under the selected design event. For the LQR, this corresponds to the current 2-year flow for bankfull conditions, based on initial modelling, with the 200-year flow (including climate change projections) selected as the stability design event. Hydraulic parameters and river characteristics used in the analysis are summarized in Table 2.1.

Table 2.1 Summary of input parameters for analysis.

Parameter	2-year Flow (geometry)	200-year Flow (stability)
Radius of outer bank	140 m	
Bed grain size estimate	34 mm	
Discharge <sup>1</sup>	112 m³/s	342 m³/s
Water surface width	51 m	Overbank flow
Water Surface Elevation (CGVD 2013)	El. 5.1 m	El. 6.3 m
Flow Area	66 m <sup>2</sup>	Overbank flow
Hydraulic Gradient	0.003	0.005
Velocity <sup>2</sup>	3.0 m/s	3.1 m/s
Flow depth <sup>3</sup>	2.6 m	3.8 m

### Notes:

- 1. Hydrological discharge estimates developed in NHC (2025).
- 2. Peak local velocity modelled at spurs.
- 3. Flow depth at thalweg.
- 4. Hydraulic results were obtained approximately in line with the hydrant (approx. Sta. 0+120).

## 2.5 Design Configuration

The following subsections detail the spur layout, rock sizing, scour protection, and habitat components. Four spurs are proposed over a 105 m reach on the outer (right) bank of the river. Appendix A provides detailed drawings for the proposed design.

## 2.5.1 Geometry

Spur location, orientation, and dimensions were selected based on hydraulic performance and site constraints. Table 2.2 summarizes key geometric characteristics of the spurs.



Table 2.2 Geometric Spur Configuration Summary

Parameter	Spur 1	Spur 2	Spur 3	Spur 4
Station	0+060	0+090	0+135	0+165
Angle to Bank Tangent	60°	45°	45°	45°
Length	7 m	12 m	12 m	12 m
Spur Crest El. (at tip)	El. 4.20 m	El. 4.10 m	El. 3.90 m	El. 3.85 m

#### 2.5.2 Stable Rock Size

Spur rock sizing was derived using established hydraulic design guidance and site-specific stability requirements. These are summarized in Table 2.3.

Table 2.3 Summary of Spur Rock Size

Parameter	Value
Mean Riverbank Riprap Diameter (Aguire-Pe, 1999) <sup>1</sup>	575 mm
Minimum Spur Rock Diameter	430 mm
Mean Spur Rock Diameter	1,150 mm
Maximum Spur Rock Spur	2,300 mm

#### Notes:

1. Based on 1.5H:1V side slope

#### 2.5.3 Scour

Scour estimates guided the depth of spur embedment and the configuration of the scour protection apron to prevent structural undermining during extreme flow events. Local scour depths were estimated using several established methodologies, summarized in Table 2.4:

Table 2.4 Summary of local scour depth estimates.

Method	Local scour depth (m)
Blench (1969), Bendway Weirs	1.5
USDA NRCS Technical Supplement 14B (USDA, 2007a)	2.0
Spur Height-based (USDA, 2007a)	2.3
Spur Rock Size-based (USDA, 2007a)	2.3

In addition to local scour, natural bed degradation is anticipated to lower the channel bed to approximately El. 3.0 m, based on prior assessments conducted by NHC (2025). With the current



bed elevation estimated at El. 3.2 m, the combined total scour depth may reach up to 2.5 m below the existing bed elevation.

To mitigate the potential for scour-related undermining, a hybrid scour protection strategy was adopted, consisting of vertical key-ins and a launchable rock apron. This approach was selected to reduce excavation requirements within the wetted channel while maintaining effective scour resistance and constructability. Key design features include:

- Vertical Key-ins: Spur structures are embedded 0.6 to 0.8 m vertically into the riverbed.
- Launchable Rock Apron: A graded rock apron is installed around the base of each spur providing adaptive scour protection:
  - o 3.4 m wide apron along the downstream side.
  - o 1.7 m wide apron along the upstream side.

This combined key-in and launching apron method provides a balance between long-term performance and construction feasibility, in alignment with established best practices in river engineering.

#### 2.5.4 Bank Treatment

Spur rock will be keyed 3.4 m laterally into the bank to prevent outflanking.

Soil wraps have been incorporated into the design to provide naturalized bank protection and enhance stability in conjunction with the rock spurs. The soil wraps extend upstream and downstream of the spur key-ins, and tie into the natural bank line to create a continuous, reinforced treatment along the riverbank. Wraps are constructed at a 1.5H:1V slope, promoting stability and supporting vegetation establishment.

Backfilling wraps with material generated from site excavations minimizes the need for imported fill and promotes sustainable construction practices. To further enhance long-term performance, the soil wraps will be staked with native vegetation. As the vegetation becomes established, root systems will reinforce the soil structure, increase resistance to erosion, and contribute to riparian habitat enhancement and ecological function.

#### 2.5.5 Large Woody Debris

To enhance fish habitat and promote habitat complexity near the instream structures, the design includes the optional installation of ballasted large woody debris (LWD). These elements, consisting of logs with intact rootwads, are placed on the downstream side of each spur to provide fish cover and introduce localized flow variability.



Each LWD structure is secured using steel cable and rock ballast to ensure stability during high-flow events. The anchoring system is designed to withstand flow velocities of up to 3.1 m/s under the 200-year flood event, including a 20% allowance for climate change.

## 2.6 Hydraulic Model

Hydraulic simulations were conducted to evaluate the performance of the proposed spur layout under varying flow conditions. Modelling using 2D HEC-RAS shows:

- Velocity reductions (-0.8 m/s) along the bank line..
- Increased mid-channel velocities (+0.6 m/s) instream of the spurs.
- Changes to the water surface elevation along the project reach are negligible. Upstream the WSE increase 0.1 m (2-year flood) but changes are negligible during a design flood event.

#### Model outputs include:

- Figures showing velocity fields at 2-year and 200-year flow.
- Differential maps comparing conditions with and without spurs.
- WSE profiles.

#### 2.6.1 Model Assumptions and Limitations

The following limitations and assumptions should be considered when interpreting the modelling results.

- LWD's are not included in hydraulic model.
- Based on terrain from RDN DEM (KWL, 2022) with Koers (2025) survey grafted into the model along the project reach.
- Fixed-bed model; does not simulate dynamic sediment transport, erosion, or avulsion.
- Model excludes obstructions (e.g., debris jams).
- Model assumes initial dry floodplain; does not include surface runoff or antecedent ponding.
- Calibration limited due to available measurement data at the site.



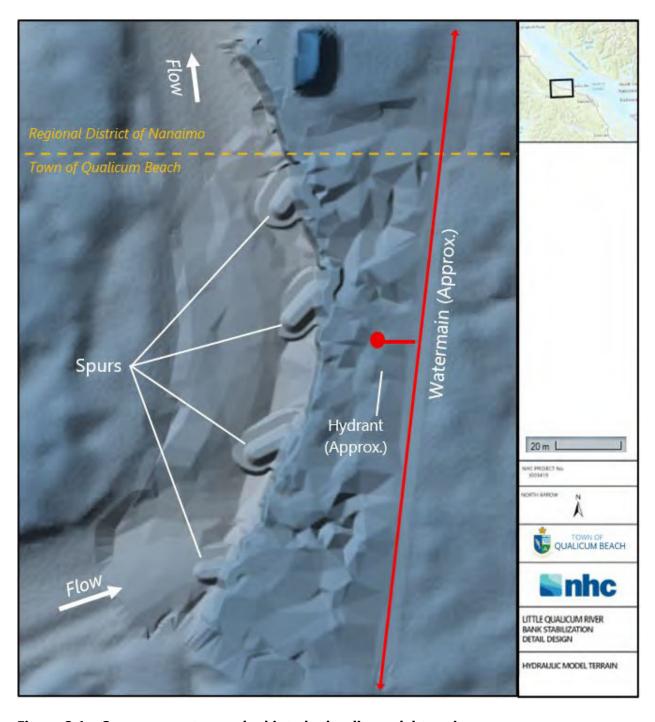


Figure 2.1 Spurs geometry meshed into hydraulic model terrain.



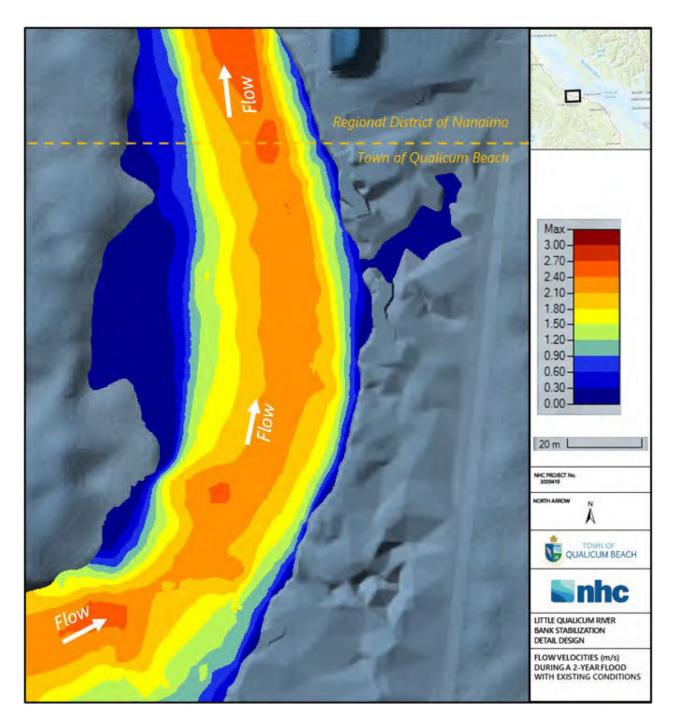


Figure 2.2 Flow velocities (m/s) in the watermain reach during a 2-year event under existing conditions.



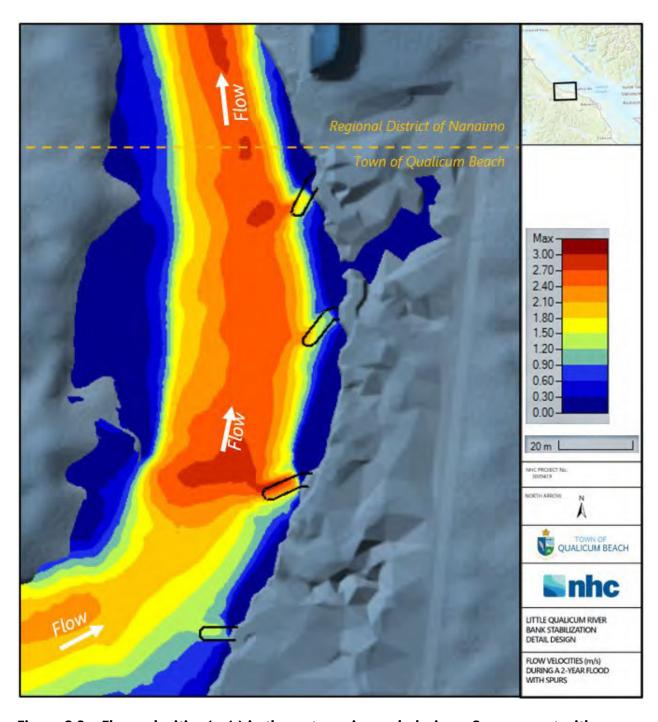


Figure 2.3 Flow velocities (m/s) in the watermain reach during a 2-year event with spurs.



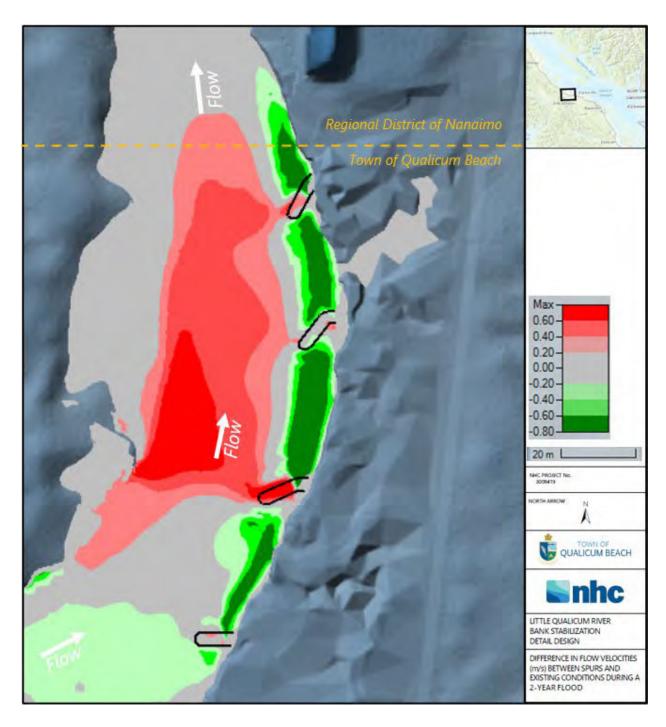


Figure 2.4 Difference in 2-year event velocities (m/s) between existing conditions and with spurs.



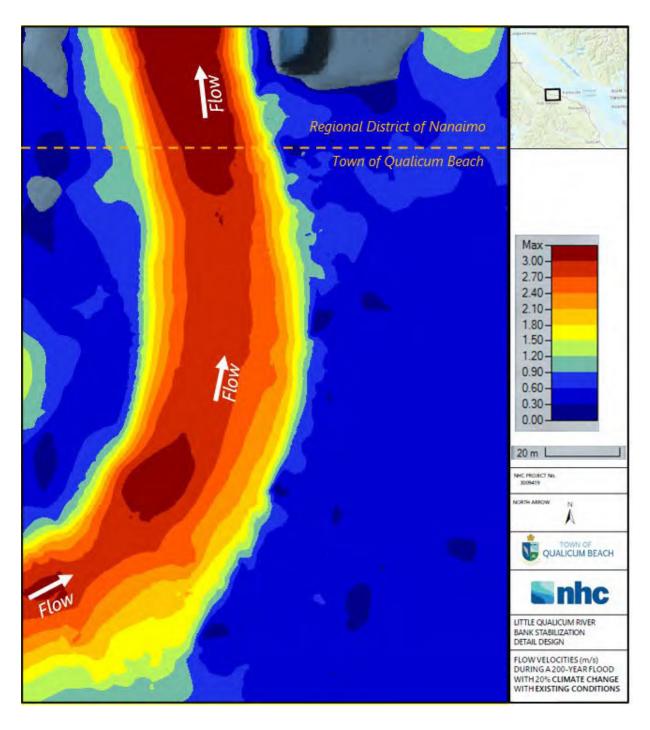


Figure 2.5 Flow velocities (m/s) in the watermain reach during a 200-year event (with climate change projections) under existing conditions.



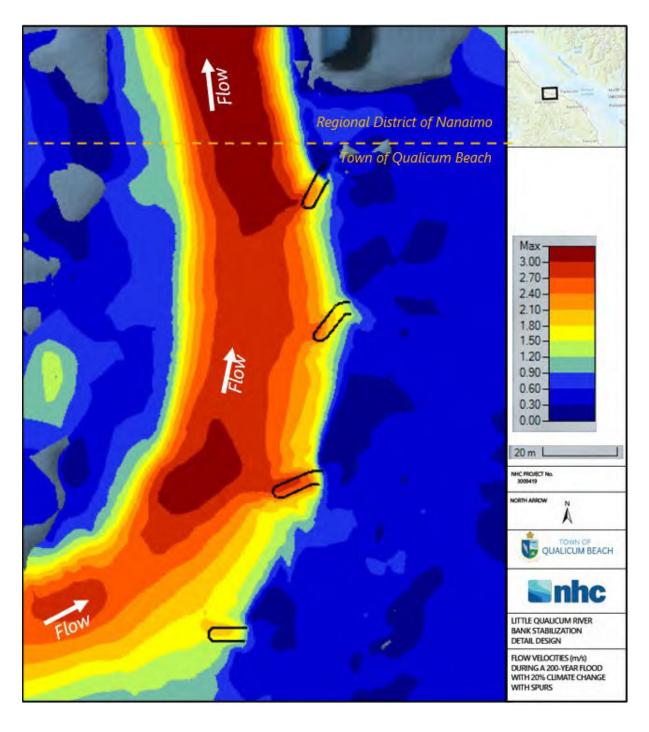


Figure 2.6 Flow velocities (m/s) in the watermain reach during a 200-year event (with climate change projections) with spurs.



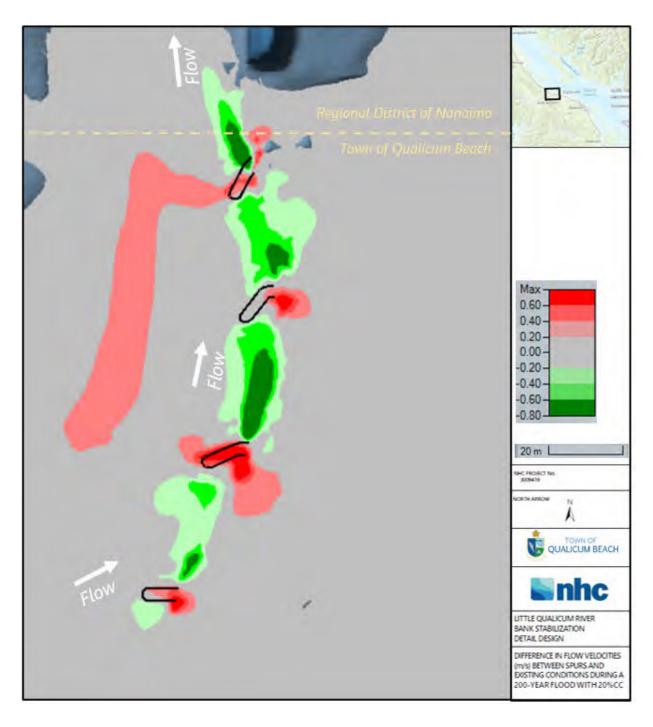


Figure 2.7 Difference in 200-year event (with climate change projections) flow velocities (m/s) between existing conditions and with spurs.



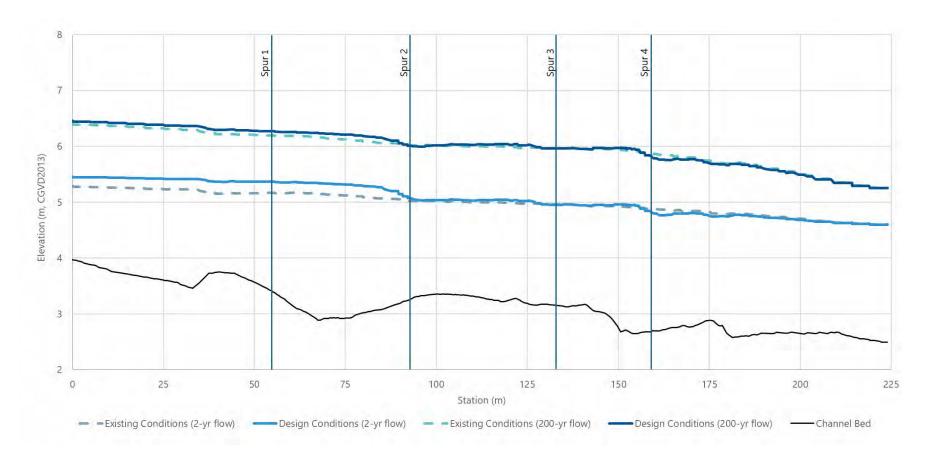


Figure 2.8 Water surface profiles along the channel thalweg.



#### 2.7 Discussion

The rock spurs are designed to project into the flow and redirect higher velocities away from the eroding bank, thereby reducing near-bank shear stress. By deflecting the primary flow path toward the center of the channel, spurs help protect critical infrastructure and improve bank stability. In doing so, the structures also influence sediment transport patterns within the reach. Specifically, localized zones of reduced velocity may encourage deposition in the lee of the spurs, while areas of concentrated flow at the structure tips may experience scour and bypass sediments. These effects have been considered in the design, including spur spacing and alignment, to strike a balance between erosion control and maintaining channel conveyance and mobility.

While the spurs proposed in this design have been developed to account for site-specific conditions, including channel geometry and flow regime, it is important to acknowledge the inherent limitations and potential risks associated with their implementation. NHC (2025) outlines geomorphic sensitivities associated with bank protection. The following considerations are provided to offer context regarding the long-term performance of these structures in a dynamic fluvial environment.

Stream spurs are intended to reduce near-bank shear stress; however, erosion may still occur, particularly:

- Along the gravel bars opposite the spurs.
- Around the spur tips or between structures.
- Banks upstream and downstream of terminal spurs.
- Along tie-ins, if channel migration patterns shift.
- High-flow events exceeding the design threshold.

While spacing, orientation, and sizing have been optimized to minimize these effects, total prevention of all erosional processes is neither feasible nor expected in the natural stream setting.

The design anticipates some level of debris interaction. However, accumulation of woody debris or sediment on or around the spurs may still:

- Alter local hydraulics.
- Contribute to backwatering or redirection of flow.
- Increase localized scour or bank erosion.

Given the low-gradient floodplain setting of this reach, there remains a possibility that, under certain high-flow conditions, overbank flow or channel avulsion could occur. While the current



design seeks to maintain channel alignment and promote in-channel conveyance, complete control of overbank hydrodynamics is not achievable through in-channel structures alone.

These structures are designed to address lateral bank erosion, not vertical channel instability. If the reach were to experience future avulsion, bed incision, head-cutting, or aggradation, the effectiveness of the structures could be reduced, potentially requiring supplemental measures. An adaptive management approach is anticipated, and future modifications may be needed to remain consistent with evolving ecological or regulatory objectives.

Regular inspection, both within the project reach and in the upstream and downstream adjacent reaches, is recommended to monitor these conditions. Additional erosion control measures should be implemented as needed in response to any emerging issues, along with routine maintenance (e.g., replacing displaced rock) to mitigate risks over the lifespan of the structures.

This design reflects current best practices and professional judgment based on site conditions, available data, and accepted guidelines. However, natural stream systems are complex and inherently unpredictable. No in-stream structure can eliminate all risks associated with channel dynamics, extreme weather events, or long-term morphological change.

#### 3 CONSTRUCTION

Technical Specifications and a Schedule of Quantities and Prices are included in Appendix B and Appendix C, respectively. These provide:

- General requirements.
- Material types and gradations.
- Construction methods.
- Quality control and quality assurance.
- A schedule of quantities and prices breakdown proposed for construction tendering purposes.

#### 4 COST ESTIMATE

A Class B cost estimate (CEBC and APEGBC, 2009) has been developed to support budgeting and funding applications for project implementation.

The following assumptions were made in developing the estimate:



- Costs are in 2025 CAD and apply factors for escalation (2%) and contingency<sup>1</sup> (10%).
- Rates from BC Road Builders & Heavy Construction Association (2025) and Island Equipment Owners Association (2025).
- The estimate includes costs for:
  - Full-time on-site engineering presence over a 4-week construction duration, corresponding with the provincial instream work window (typically between August 15 to September 15).
  - Environmental permitting and monitoring.
  - Contract administration.
- The estimate does not include costs for:
  - Archaeological assessments or monitoring.
  - Grant preparation.
  - Community engagement and authorization correspondence.
  - Government administration fees.
  - Post-construction monitoring.

A detailed cost estimate breakdown considered to be accurate within  $\pm 25\%$  is included in Appendix D.

#### 5 NEXT STEPS

The designs provide a suitable level of detail for the Town to proceed with permit applications to relevant agencies, stakeholder engagement, First Nation consultation and to obtain contractor pricing to construct the works.

Applicable permits for work in and around a stream typically include:

- Fisheries Act Authorization
   Agency: Fisheries and Oceans Canada (DFO)
   Required if the work has the potential to cause harmful alteration, disruption, or destruction (HADD) of fish habitat.
- Water Sustainability Act (WSA) Section 11 Notification or Approval Agency: Ministry of Water, Land, and Resource Stewardship (MWLRS) Required for changes in and about a stream, including crossings, channel modifications, or instream works.

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<sup>&</sup>lt;sup>1</sup> MOTI (2013) guidance and engineering judgement was used to determine the applied contingency.



- Federal Species at Risk Act (SARA) Compliance
   Agency: Environment and Climate Change Canada
   Required if the project area includes habitat for federally listed species at risk.
- BC Wildlife Act Section 34
   Agency: Ministry of Environment and Climate Change Strategy
   Protects bird nests and certain wildlife habitat; applicable if vegetation clearing occurs during nesting periods.
- Archaeological Site Alteration Permit (if applicable)
   Agency: Archaeology Branch, Ministry of Forests
   Required if work is within an area with archaeological potential or a known site.
- Municipal or Regional Development Permits
   Agency: Local government (e.g., the Town)
   Development permits may be required under Official Community Plans (OCPs) for work within designated riparian or environmentally sensitive areas.
- Navigation Protection Program (if applicable)
   Agency: Transport Canada
   If the work affects navigable waters, a review under the Canadian Navigable Waters Act may be required.

Other permits may be applicable; consulting a Qualified Environmental Professional is recommended.



#### 6 CLOSURE

We trust this report meets your needs. Should you have any questions or require further information, please do not hesitate to contact the undersigned at 250-754-6425 or via email. Following the Town's review, NHC would be pleased to discuss the next steps for implementation, including tendering and construction support.

Sincerely,

Northwest Hydraulic Consultants Ltd.

Report prepared by

Report reviewed by

Jacob Kooy, EIT Hydrotechnical Engineer Aaron Blezy, PEng Associate, Hydrotechnical Engineer

#### 7 REFERENCES

BC Road Builders and Heavy Construction Association (2025). *Blue Book 2025-2026 Equipment Rental Rate Guide*.

Blench, T. (1969). *Mobile-Bed Fluviology, A Regime Theory Treatment of Canals and Rivers for Engineers and Hydrologists*. University of Alberta Press, Edmonton, AB, Canada.

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#### **DISCLAIMER**

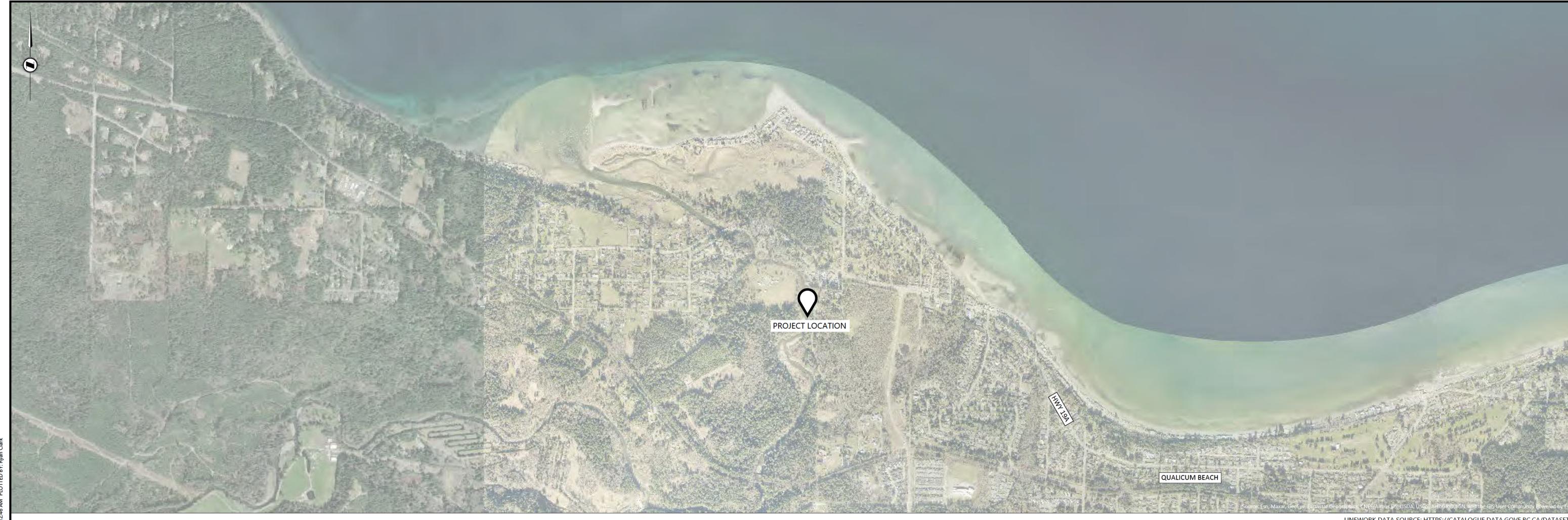
This report has been prepared by Northwest Hydraulic Consultants Ltd. for the benefit of Town of Qualicum Beach for specific application to the Little Qualicum Riverbank Stabilization and Little Qualicum River. The information and data contained herein represent Northwest Hydraulic Consultants Ltd.'s professional judgment in light of the knowledge and information available to Northwest Hydraulic Consultants Ltd. at the time of preparation and were prepared in accordance with generally accepted engineering and geoscience practices.

Except as required by law, this report and the information and data contained herein are to be treated as confidential and may be used and relied upon only by Town of Qualicum Beach, its officers, and employees. Northwest Hydraulic Consultants Ltd. denies any liability whatsoever to other parties who may obtain access to this report for any injury, loss, or damage suffered by such parties arising from their use of or reliance upon this report or any of its contents.



# APPENDIX A

# **ISSUED FOR TENDER AND PERMITTING DRAWINGS**



# TOWN OF QUALICUM BEACH

# LITTLE QUALICUM BANK PROTECTION

ISSUED FOR TENDER AND PERMITTING, 2025-11-19

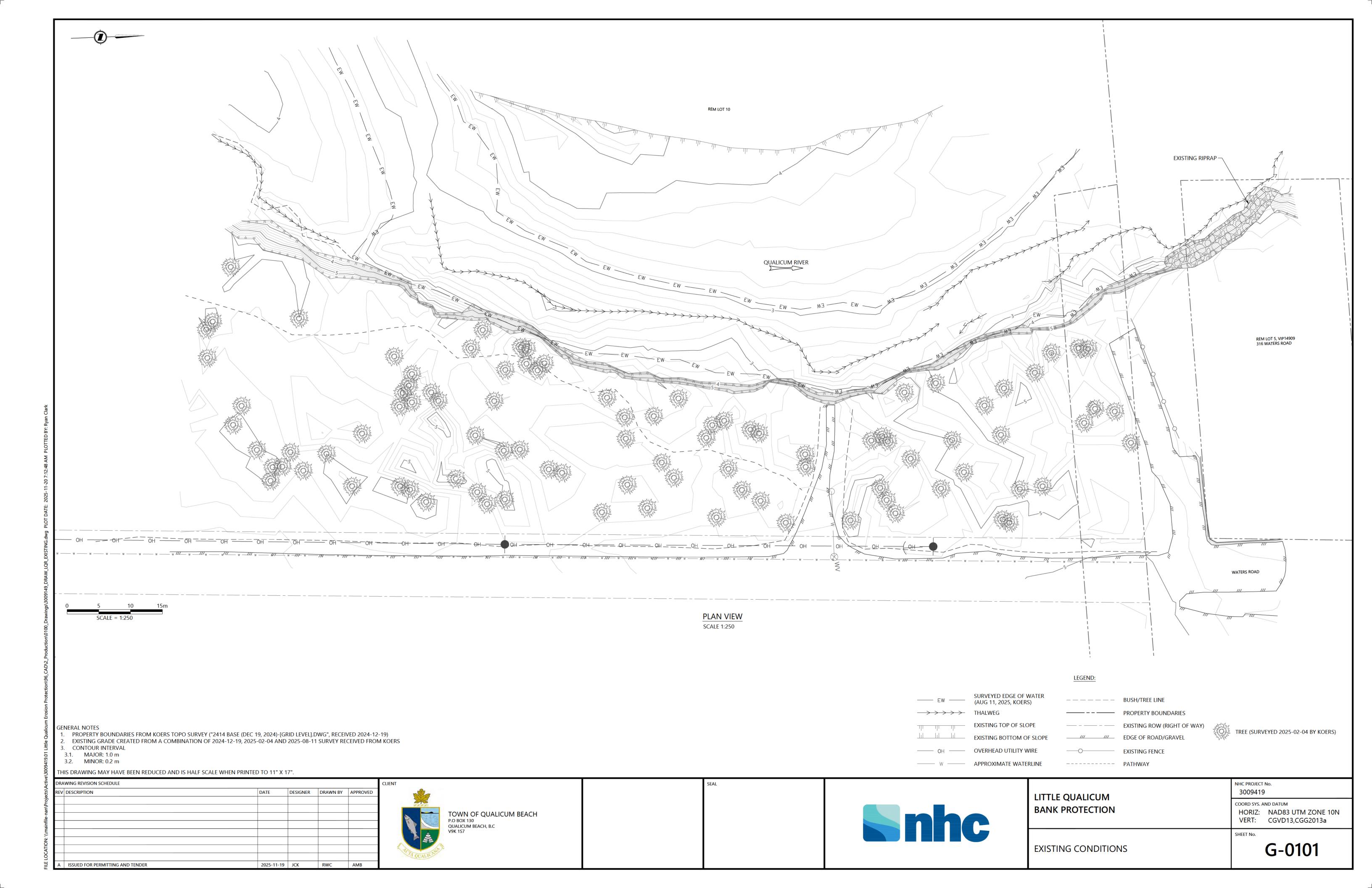
DRAWING INDEX			
Sheet Number	Sheet Title		
G-0001	COVER SHEET		
G-0101	EXISTING CONDITIONS		
C-0101	SITE OVERVIEW		
C-1101	PLAN VIEW		
C-2101	PLAN VIEW		
C-3101	PLAN VIEW		
C-4101	PLAN VIEW		
C-0350	TYPICALS AND DETAILS		

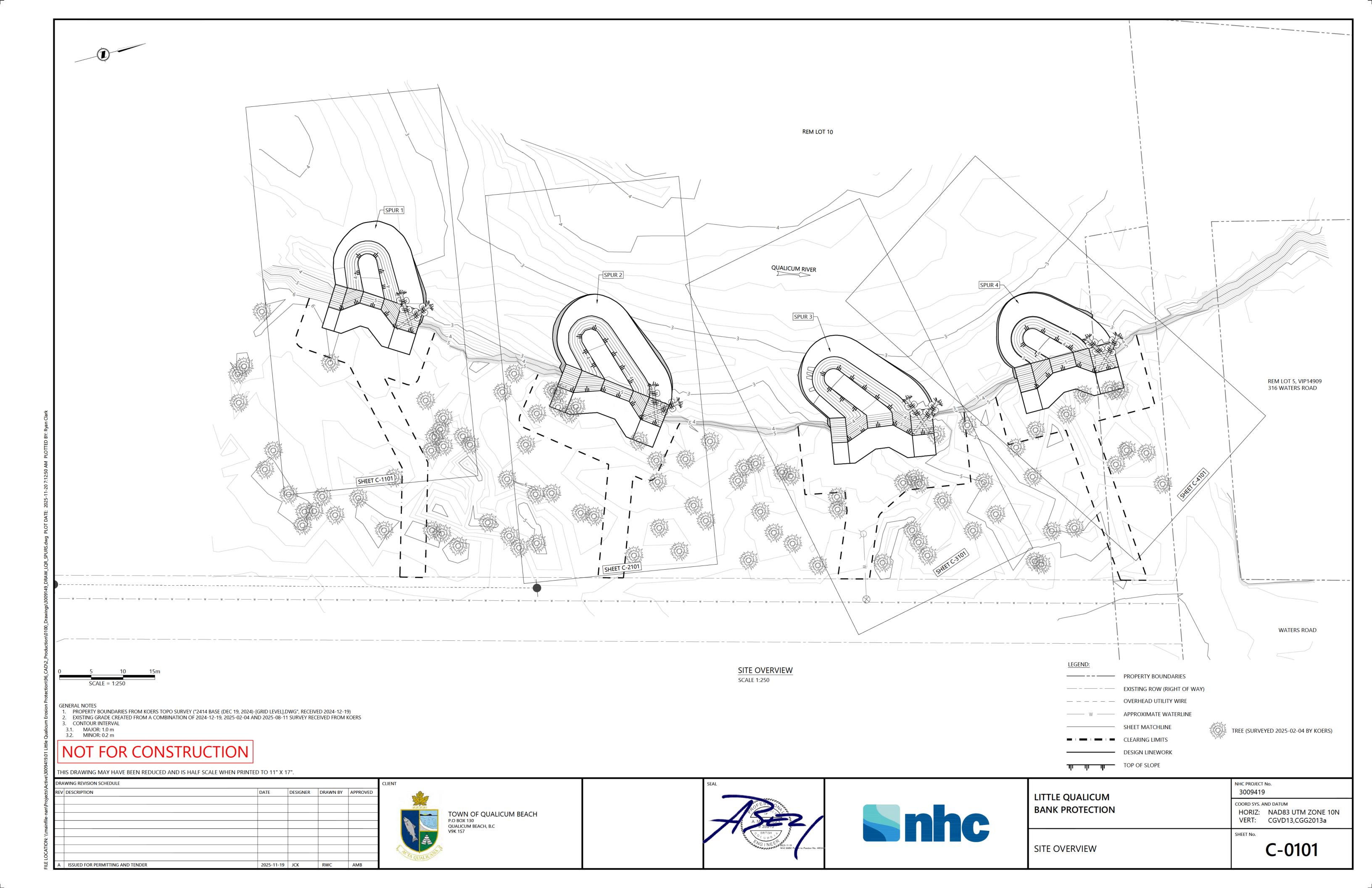


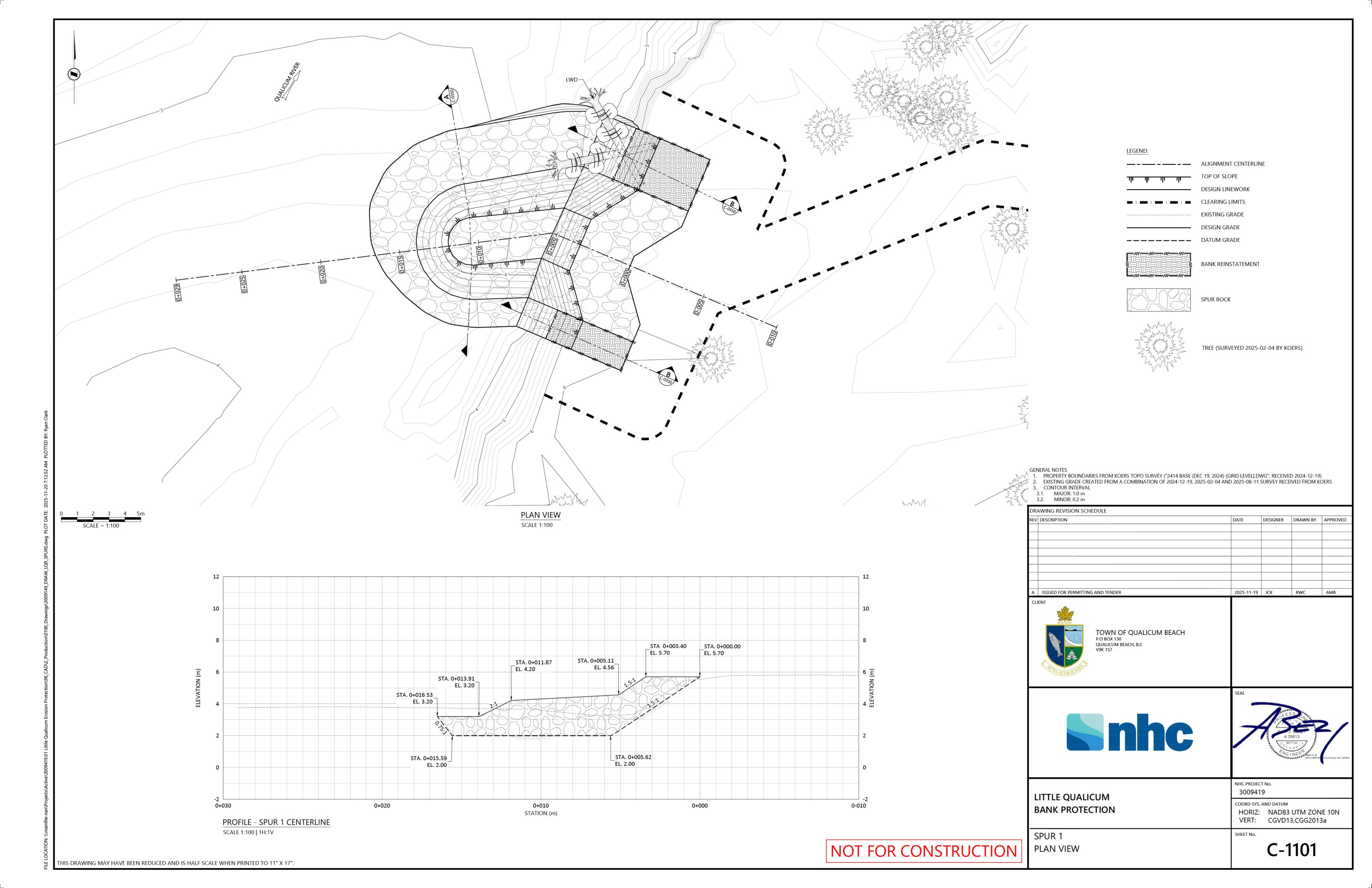


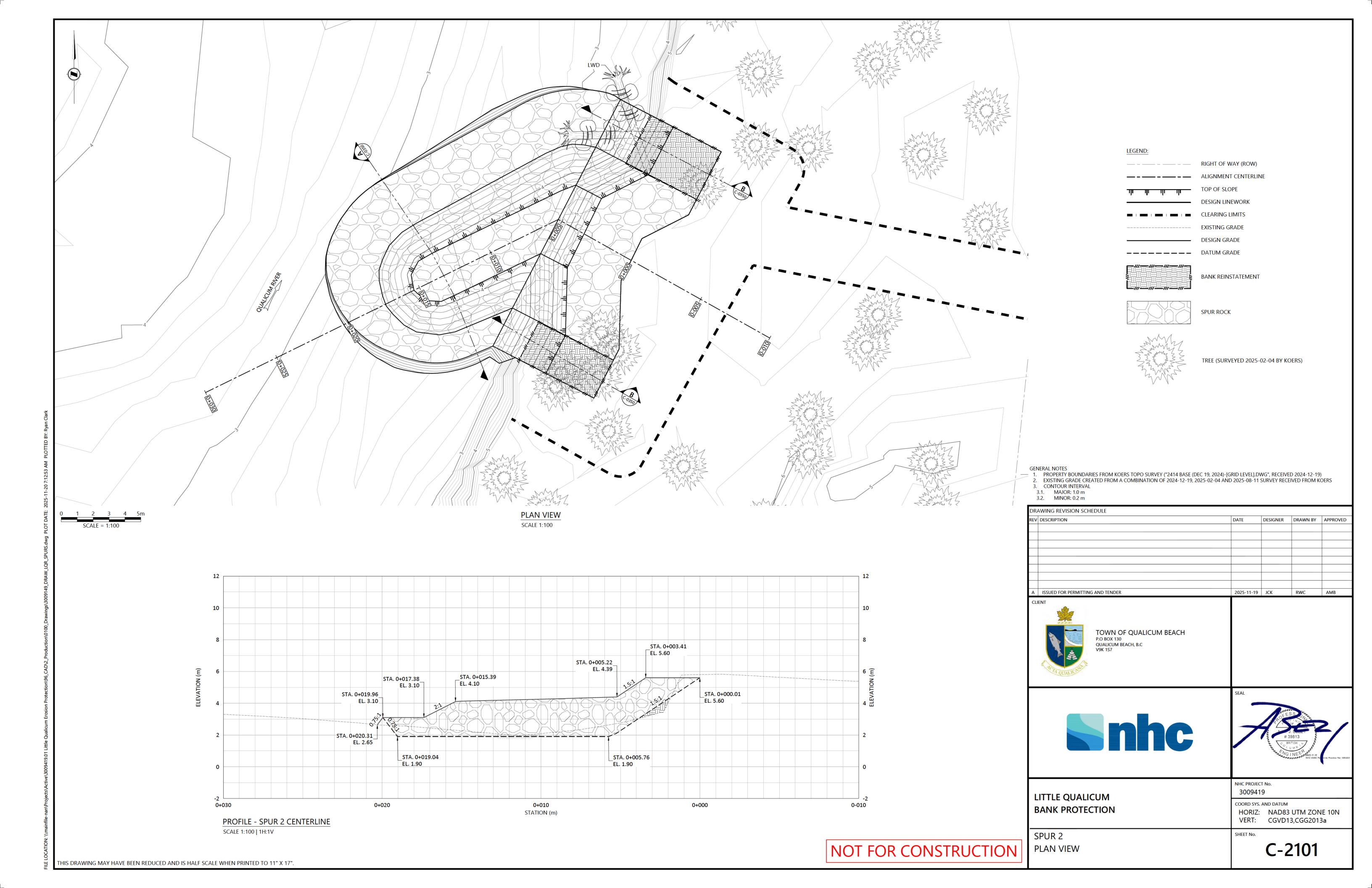


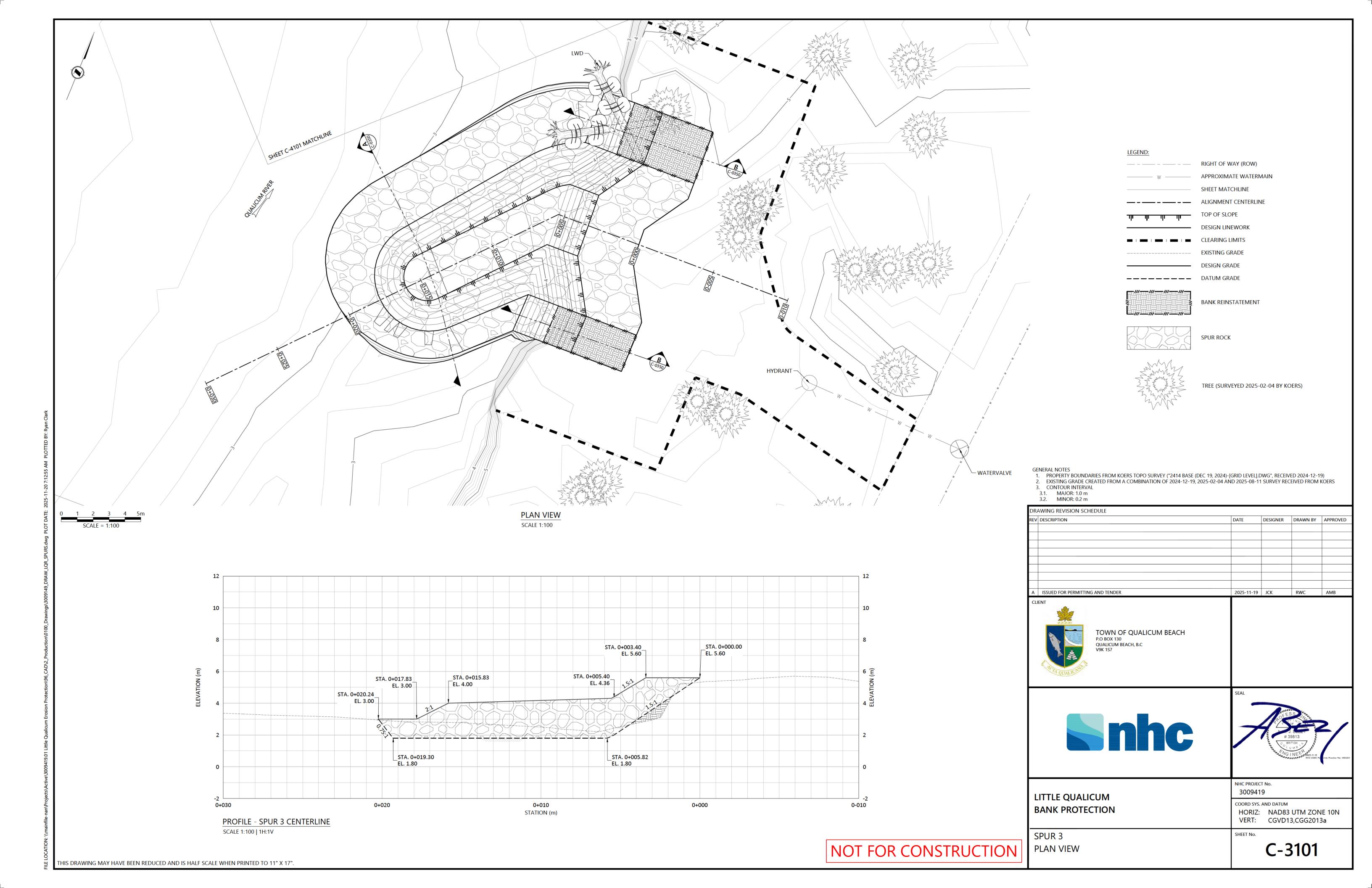
NHC PROJECT No. 3009419 SHEET No. G-0001

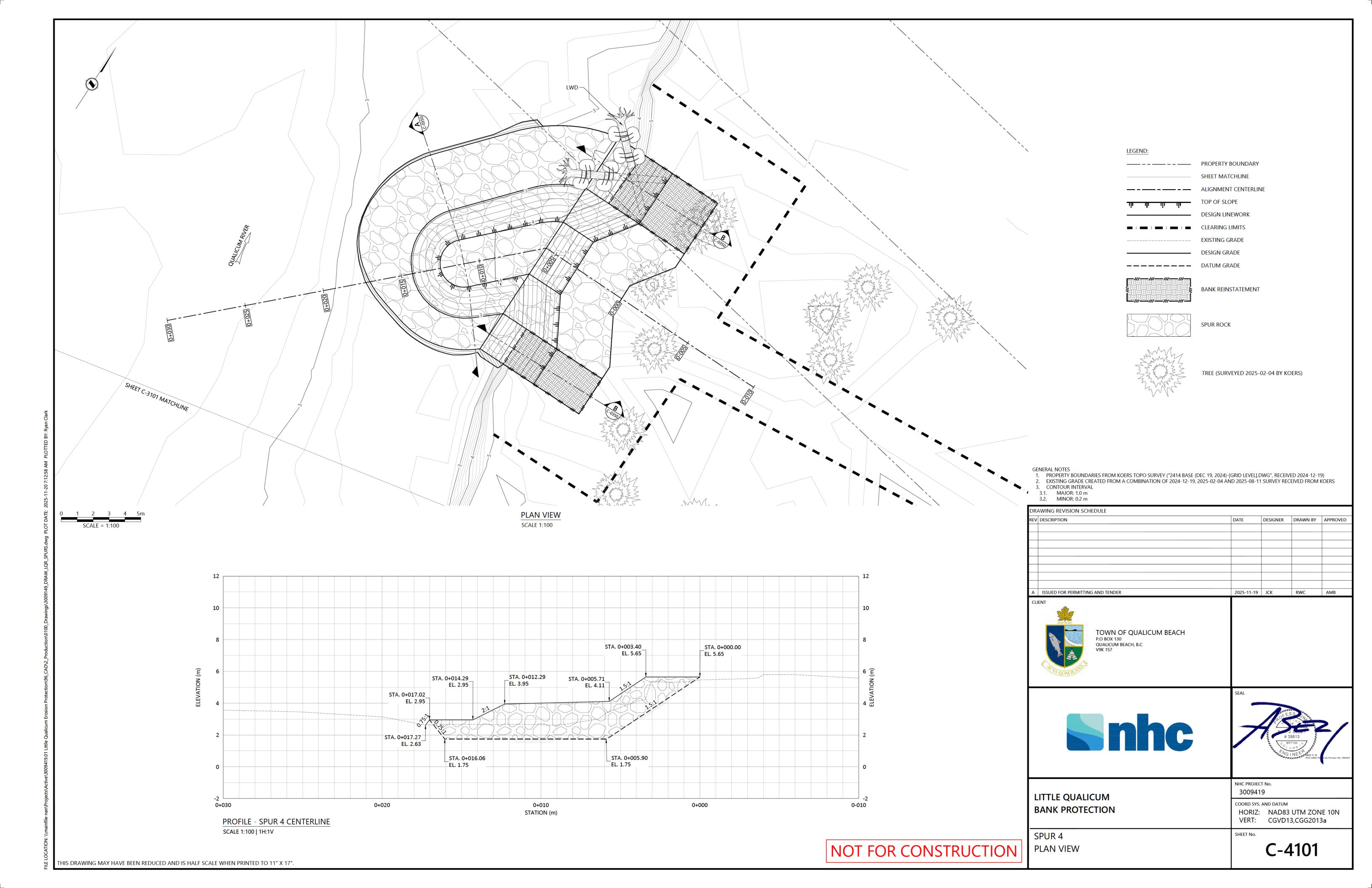




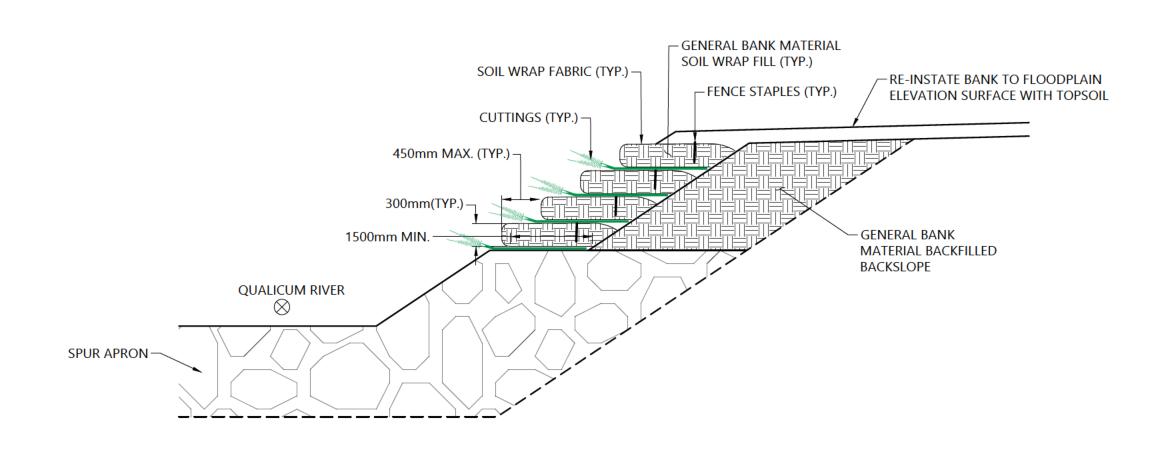




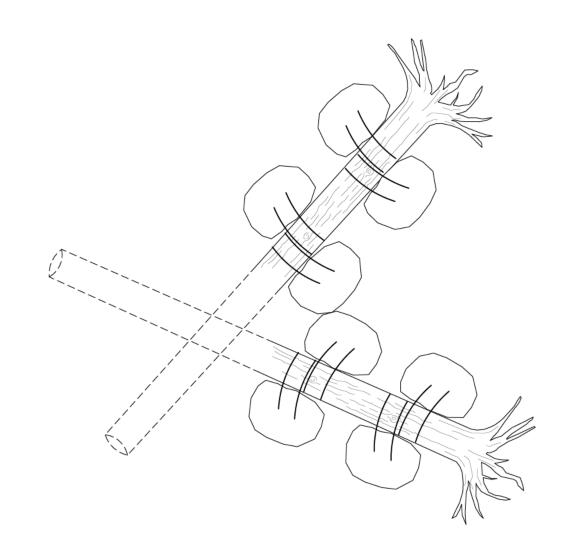




(C-1101) (A) (C-2101) (C-3101) (C-4101) TYPICAL SECTION | INSTREAM SPUR NOT TO SCALE

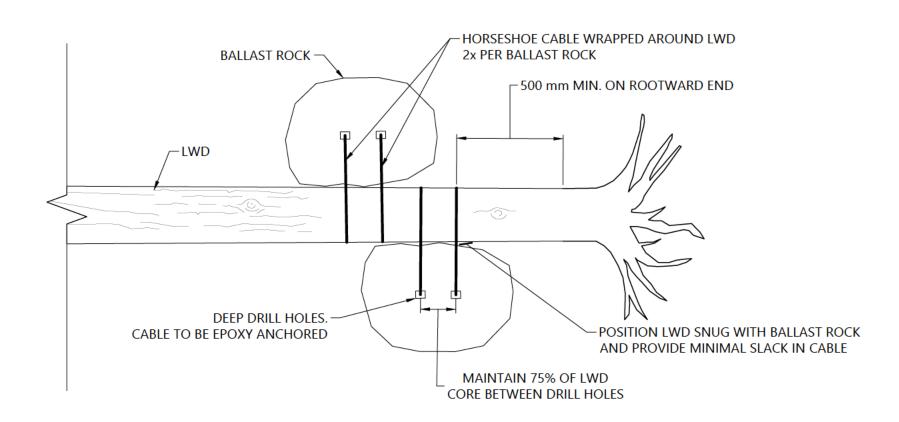


B B C-2101 C-3101 BANK REINSTATEMENT NOT TO SCALE

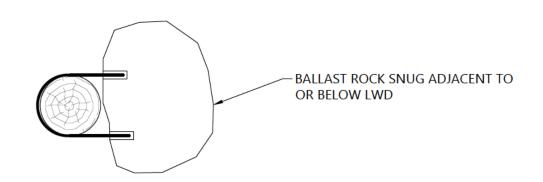


# LWD TYPICAL - PLAN VIEW

NOT TO SCALE



## LWD DETAIL - TOP VIEW NOT TO SCALE



## LWD DETAIL - FRONT VIEW NOT TO SCALE

LEGEND: **EXISTING GRADE DESIGN GRADE DATUM GRADE** 

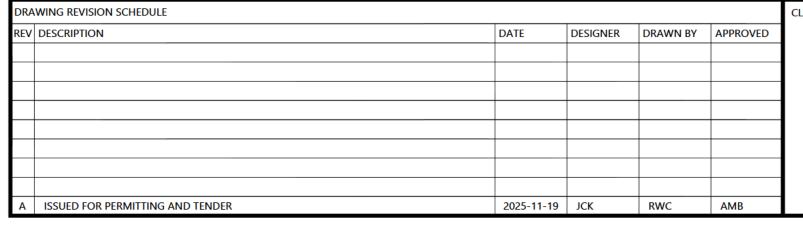
BANK REINSTATEMENT

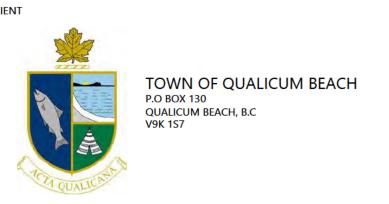
SPUR ROCK

NHC PROJECT No.

# NOT FOR CONSTRUCTION

THIS DRAWING MAY HAVE BEEN REDUCED AND IS HALF SCALE WHEN PRINTED TO 11" X 17".









LITTLE QUALICUM
LITTLE QUALICUM BANK PROTECTION

3009419 COORD SYS. AND DATUM HORIZ: NAD83 UTM ZONE 10N VERT: CGVD13,CGG2013a

TYPICAL SECTIONS AND DETAILS

C-0350



# APPENDIX B TECHNICAL SPECIFICATIONS

#### **Town of Qualicum River**

### **Little Qualicum Riverbank Stabilization**

# TECHNICAL SPECIFICATIONS Issued for Permitting and Tendering (Final, R0, November 19, 2025)

#### **TECHNICAL SPECIFICATIONS**

Town of Qualicum Beach
Little Qualicum Riverbank Protection

**Part 1 – General Requirements** 

Part 2 - Materials

Part 3 - Execution

#### **Technical Specifications Submittal**

#### NORTHWEST HYDRAULIC CONSULTANTS LTD.

Prepared by:

Signature will be applied at Issued for Construction stage

Jacob Kooy, EIT

Professional Seal will be applied at Issued for Construction stage

Aaron Blezy, PEng Associate

#### **DISCLAIMER**

These specifications have been prepared by Northwest Hydraulic Consultants Ltd. for the benefit of the Town of Qualicum Beach for specific application to the Little Qualicum Riverbank Protection. The information and data contained herein represent Northwest Hydraulic Consultants Ltd.'s professional judgment in light of the knowledge and information available to Northwest Hydraulic Consultants Ltd. at the time of preparation and were prepared in accordance with generally accepted engineering and geoscience practices.

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## **Technical Specifications**

Town of Qualicum Beach Little Qualicum Riverbank Stabilization

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#### 1.0 GENERAL REQUIREMENTS

#### 1.1 Summary

- .1 The Work includes supply and installation of materials to construct four spurs along the Little Qualicum River, in the Town of Qualicum Beach, BC.
- .2 The Work includes clearing, stripping, instream isolation, excavation, rock placement, backfill, large woody debris (LWD) anchoring, erosion and sediment control, bank reinstatement and disturbed riparian area restoration.
- .3 The Contractor is advised that isolation of the river to install structures will be required.
- .4 All work must be conducted in accordance with applicable permits.

#### 1.2 Documents at the Site

- .1 The Contractor shall keep copies of all regulatory permits at the site throughout construction.
- .2 The Contractor shall maintain one up-to-date copy of the drawings, specifications, approved Submittals, reports, and records of meetings at the work site. These documents shall be kept in good order and made readily available when requested.

#### 1.3 Site Control

- .1 The Contractor shall have full control of the site and shall be responsible for site access, security, and public safety at all times.
- .2 Access Requirements:

Waters Road is the only access route to residential dwellings and the Town's water supply wells. Continuous access must be always maintained. Temporary closures (maximum 15 minutes) are permitted but must be minimized and communicated in advance.

.3 Public Safety Measures:

Delineate active work zones and implement effective public safety controls, such as:

- (a) Warning signage
- (b) Temporary fencing
- (c) Light beacons
- (d) On-site safety personnel
- .4 Restricted Access:

Access to adjacent roads and walking trails may be restricted by the Contractor, where necessary, for public and worker safety.

#### 1.2 Temporary Work

- .1 The Contractor shall be solely responsible for the design, erection, operation, maintenance, and removal of all Temporary Work.
- .2 The Contractor shall engage and pay for registered professional engineering personnel where required by law or where the Temporary Work requires professional engineering skill to achieve safe and satisfactory results.

#### 1.3 Protection of Work and Property

- .1 Before starting Work, the Contractor shall identify and locate all underground and overhead utilities and structures, including those identified by BC 1 Call and those reasonably apparent through site inspection.
- .2 If the Contractor damages any Work, the Owner's property, or adjacent property, the Contractor shall make good such damage at their own expense and to the satisfaction of the Owner.

#### 1.4 Submittals

- .1 The Contractor shall provide all submittals and when requested by the Consultant. Submittals shall be provided in the specified timeline, so as not to delay the Work.
- .2 The Consultant will review submittals and respond within two (2) business days.

  Consultant review is for design conformity and general arrangement only and does not relieve the Contractor of responsibility for errors or omissions, or for meeting Contract requirements.
- .3 Revisions requested by the Consultant must be resubmitted within two (2) business days.

**Table 1. Schedule of Submittals** 

Description	Timeframe		
Construction Work Plan	Minimum 5 business days before mobilization		
Water Management Plan	Minimum 5 business days before mobilization		
Site Traffic Management Plan	Minimum 5 business days before mobilization		
Rock Source Quality Analysis	Minimum 5 business days before delivery to site		
Rock Gradation Analysis	Minimum 5 business days before delivery to site		
Standard Proctor Analysis (General bank material backfill only)	Minimum 5 business days before delivery to site		
Large Woody Debris Quality	Minimum 5 business days before delivery to site		
Final Survey Drawings	Within 15 days following construction		

- .4 Submit a Construction Work Plan detailing:
  - (a) Proposed schedule and sequencing
  - (b) Construction phases and key milestones
  - (c) Site layout (access, staging, refueling, storage, laydown, sanitary facilities)

- (d) Methods for working around and supporting existing utilities
- .5 Submit a Water Management Plan including:
  - (a) Plan view of proposed isolation system
  - (b) Method statement for installation and removal of isolation measures
  - (c) Dewatering methods, if applicable (screening, conveyance, discharge control)
  - (d) Measures for erosion and sediment control
  - (e) Silt fence installation and maintenance details
  - (f) Provisions for flood flow isolation and turbidity control during removal
- .6 Submit a Site Traffic Management Plan including:
  - (a) Methods for managing site traffic and vehicle access
  - (b) Public safety measures for road users and pedestrians during construction
- .7 Submit Spur Rock Source Quality Test Results. Test results must be:
  - (a) Current (≤ 12 months old)
  - (b) Conform to specifications in Table 2.

**Table 2. Material Test Specifications** 

Test	Requirement	
Absorption (ASTM D6473)	Not more than 2.0 percent.	
Abrasion, 500 revolutions (ASTM D6928)	Not more than 20.0 percent loss.	
Magnesium sulphate soundness, 5 cycles (ASTM D5240)	Not more than 10.0 percent loss.	
Specific gravity (ASTM D6473)	Not less than 2.5	
Metal Leaching / Acid Rock Drainage (BC MOTI Technical Circular T-04/13)	No ARD or metal leaching.  ML/ARD Test results shall have been passed within one (1) year from date of Contract award.	

- .8 Submit Gradation Analysis of proposed Spur Rock using the Wolman Count Method at the following intervals:
  - (a) Initial sample, prior to delivery.
  - (b) every 250 m<sup>3</sup> of Spur Rock delivered to site.
- .9 Submit a Standard Proctor Analysis for General Bank Material backfill.
- .10 Submit a Large Woody Debris (LWD) Quality Submittal, including:
  - (a) Source and harvest date of each log
  - (b) Photos showing condition of wood (bark, branches, moisture)
  - (c) Statement confirming logs are:
    - Recently harvested (≤ 6 months old).
    - Sourced from sound, non-decomposed standing or windthrown trees.

- Free of rot, significant checking, insect infestation, or fungal decay.

#### 1.4 "Hold" and "Witness" Points

- .1 Upon receipt of the Construction Work Plan, the Consultant will specify Hold and Witness Points.
  - Hold Points: Mandatory approval points—no further work without Consultant sign-off.
  - Witness Points: Optional observation points—work may proceed.
- .2 Provide at least two (2) business days' notice before Hold or Witness Points.
- .3 Contractor's surveyor/grade person must attend and perform measurements if requested.

#### 1.5 Survey

- .1 The Contractor is responsible for layout using available control points and drawings.
- .2 Geo-spatial survey data must be collected for all subgrade and material placements, excluding LWD.
- .3 Minimum data density: 1 point per 2 m<sup>2</sup>, plus additional at grade changes.
- .4 Survey must be tied to UTM NAD83 CGVD2013 (CGG2013).
- .5 Deliverables: processed .DWG and .XML files (or approved equivalent).
- .6 Machine-Controlled Grading is permitted if:
  - (a) Equipment meets design tolerances
  - (b) Contractor accepts all liability for use of Owner's digital files
  - (c) Placement is documented and within specified tolerances

#### 1.6 Tolerances

- .1 Placement of materials shall be in accordance with the following horizontal and vertical tolerances:
  - (a) +/-0.25 m horizontally
  - (b) +/- 0.10 m vertically, with no area greater than 25 m<sup>2</sup> uniformly high or low.
- .2 The Contractor shall be solely responsible for quality control for all Work.
- .3 The Consultant may reject Work that does not conform to the drawings or specifications. The Consultant may also require inspection or testing of the Work, whether completed or in progress.
- .4 The Consultant will conduct periodic field reviews to confirm general conformance with design intent. These reviews do not relieve the Contractor of responsibility to meet Contract requirements

#### **END OF SECTION**

Town of Qualicum Beach Little Qualicum Riverbank Stabilization

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#### 2.0 MATERIALS

#### 2.1 Spur Rock

- .1 Rock shall be angular, hard, durable and abrasive-resistant. Rock shall be free from seams, cracks, cleavage planes, and laminations.
- .2 Rock shall be inert, free of dirt, silt, clay, organics deleterious substances such as hydrocarbons and other contaminants, and of a quality that will not disintegrate or leach on exposure to water
- .3 Spur rock material shall conform to the gradation in Table 2.

<b>Table</b>	3	Spur	Rock	Grad	lation
Iabie	J.	Jpui	NOCK	Jiac	aatioii

Percent Passing	Material Size (B-Axis)
100	2300 mm
85	1500 mm
50	1130 mm
15	580 mm

.4 The Consultant and Contractor will visit the spur rock material source site of before any material is imported to confirm suitability and confirm measurement techniques.

#### 2.2 Backfill

.1 Backfill shall be reused materials generated during excavation.

#### 2.3 Large Woody Debris

- .1 Large woody debris (LWD) species to be coniferous red cedar (Thuja plicata), yellow cedar (Cupressus nootkatensis), douglas fir (Pseudotsuga menziesii), sitka spruce (Picea sitchensis) or western hemlock (Tsuga heterophylla).
- .2 The LWD shall be harvested no more than 6 months prior to installation and stored in a manner that maintains its integrity and prevents drying or decay.
- .3 Logs shall be sourced from standing live or recently windthrown trees, and must show no signs of rot, fungal decay, insect damage, or excessive checking.
- .4 The Consultant and/or Qualified Environmental Professional reserves the right to reject any LWD deemed structurally unsound, excessively weathered, or inconsistent with the specified species or dimensions.
- .5 Recommended LWD dimension with rootwad:
  - (a) Minimum rootwad diameter to be 2.5 m.
  - (b) Stem diameter to range from 0.4 m to 0.6 m.
  - (c) Length to be 6 m to 8 m.
- .6 The root ball of the LWD must remain attached to the stem.

#### 2.4 Cable and Accessories

- .1 Cable shall be 1/2" (13 mm) diameter solid core stainless steel with 26,900 lb min. breaking strength or approved equivalent.
- .2 Fasteners shall be G-450 Crosby clips or approved equivalent.

## 2.5 Soil Wrap

.1 Soil wrap to be Nedia KoirWrap 1000 or approved equivalent.

# 2.6 Fence Staples

.1 Fence Staples shall be 12" long 11-gauge steel or approved equivalent.

#### 2.7 Plants

- .1 Live stakes shall use dormant living cuttings of willow (Salix scouleriana, S. lucida or S. sitchensis), red-osier dogwood (Cornus stolonifera), and Balsam Poplar (Populus balsamifera).
- .2 Live stakes shall be a minimum of 1.5 m long and 2.0 cm in diameter at the tip (distal) end.
- .3 Maintain live stake viability by proper storage and soaking (up to 10 days recommended).
- .4 Coniferous species for planting shall be red cedar (Thuja plicata), yellow cedar (Cupressus nootkatensis), douglas fir (Pseudotsuga menziesii), sitka spruce (Picea sitchensis) or western hemlock (Tsuga heterophylla) with 2-year container age.

#### **END OF SECTION**

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# **PART 3 EXECUTION**

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## 3.0 EXECUTION

## 3.1 Clearing, Stripping, and Stockpiling

- .1 Clearing includes the complete removal and disposal of fallen trees, stumps, wood debris, vegetative growth, and rubbish.
- .2 The Contractor shall take care to avoid damage to mature trees, except those explicitly approved for removal by the Qualified Environmental Professional (QEP).
- .3 Clear only within designated clearing limits shown on the drawings and any approved temporary areas (e.g., for staging, stockpiling, or access).
- .4 Retain cleared materials for redistribution during Bank and Disturbed Riparian Area Reinstatement.
- .5 Prior to clearing, the Contractor shall:
  - (a) Verify clearing limits with the QEP.
  - (b) Conduct a danger tree assessment. Identify any hazard trees or limbs outside clearing limits.
  - (c) remove any trees or limbs outside the clearing limits with written approval from the QEP.
  - (d) Follow all directions from the QEP regarding vegetation to be preserved or protected.
- .6 Clearly delineate clearing limits using stakes and flagging.
- .7 Stockpile any wood debris designated for reuse; dispose of all other debris off-site at an Owner-approved facility.
- .8 Strip topsoil and small organic material from cut/fill areas and stockpile in designated locations or as directed by the Consultant.

#### 3.2 Site Isolation and Erosion and Sediment Control

- .1 The Contractor shall design, implement, maintain, and remove a system to isolate the active work areas from flowing and standing water.
- .2 Flow to the downstream channel must be maintained at all times. Isolation measures must not obstruct more than one-half of the river channel at any given time.
- .3 The Contractor shall take all necessary precautions to prevent sediment, pollutants, and other deleterious substances from entering the watercourse.
- .4 The site isolation system must meet the following performance requirements:
  - (a) All in-stream work shall occur in complete isolation from flowing and standing water.
  - (b) The system must include provisions for diverting flow around the work site in the event of a flood.

- (c) Removal of isolation measures must be gradual and controlled to minimize turbidity and safely reintroduce flow to the stream.
- .5 If pumps are used for water management, water containing suspended materials must not be discharged directly into the watercourse, storm sewer, or drainage systems.
- .6 Disposal or runoff of water containing suspended or harmful substances must be controlled in compliance with Federal, Provincial, and Municipal regulations.
- .7 All in-stream works shall follow the latest version of the Land Development Guidelines (Provincial Ministry of Environment).
- .8 Use of riverbed material for constructing isolation measures is prohibited unless specifically approved by the relevant regulatory authorities.
- .9 Silt barrier fencing must be installed and maintained in accordance with the following:
  - (a) Fence shall intercept runoff at, or near, right angles to the flow direction.
  - (b) Material must be a woven, slit-film geotextile with a smooth or shiny texture, designed to reduce runoff velocity and promote particle settlement. Material must be approved by the QEP.
  - (c) Posts must be installed to ensure the fence remains taut, driven a minimum of 500 mm into the ground, and placed on the downstream side.
  - (d) The bottom of the fabric shall be buried at least 150 mm in a trench upstream of the fence to prevent underflow.
  - (e) Fence efficiency must be greater than 75%. If necessary, install multiple, parallel fences to achieve the required level of control.
  - (f) Silt fences shall remain in place and functional until removal is approved by the QEP.
  - (g) Inspect all silt fences:
    - Immediately after any rainfall
    - At least daily during extended wet weather

Correct all deficiencies immediately.

- (h) Reassess fence placement daily in areas where site grading has changed the natural drainage. Install additional fencing where needed.
- (i) Repair or replace any damaged or ineffective fences without delay while erosion control remains necessary.

#### 3.3 Excavation

- .1 Perform all excavations and temporary slopes in compliance with WorkSafeBC regulations.
- .2 Excavate to required depths and grades to achieve design subgrades and accommodate material placement.
- .3 Segregate and stockpile excavated material in dry conditions and above the high-water mark to prevent re-suspension or contamination. Separate into:

- (a) Topsoil and organics
- (b) General bank material
- (c) River substrate
- .4 Surplus excavated material not reused in the Works shall be removed and disposed of at an Owner-approved facility.

## 3.4 Spur Rock Placement

- .1 Place spur rock using an excavator to match specified elevations and extents.
  - (a) Rock must form a well-graded, interlocking matrix consistent with specified gradations.
  - (b) Avoid clustering similar-sized stones.
  - (c) Ensure even distribution and tight interlock with minimal voids.
- .2 Place general bank material in voids above the waterline only in rock located outside the active channel at the time of placement.
- .3 Place River substrate in spur rock voids below the waterline at the time of placement.
- .4 Surface spur rock in the apron located in the bed with 200 mm thick layer of river substrate.

#### 3.5 Backfill

- .1 Place backfill around spur rock as shown on the drawings or as directed by the Consultant. Accommodate space for soil wraps upstream and downstream of the spurs installed during bank reinstatement.
- .2 Reconstruct layers in the same stratigraphic order as stripped and excavated.
  - (a) General bank material used for backfilling outside the extents of the soil wraps shall be placed in maximum 300 mm loose lifts and compacted to 98% Standard Proctor Density.
  - (b) Proctor testing shall be completed by the Contractor.

#### 3.6 Bank Reinstatement

- .1 Install soil wraps upstream and downstream of spurs to reinstate the bankline up to the floodplain.
  - (a) Install soil wraps as per manufacturer's recommended method using a batter board to shape the front of the wrap.
  - (b) Cut fabric to suit the site conditions and install neatly.
- .2 Construct in layers as follows:
  - (c) Install horizontally in 300 mm thick layers
  - (d) extend each layer a minimum of 1.5 m horizontally into the bank.
- .3 Use general bank material to backfill. Place loosely and bucket pack.

- .4 Wrap fabric overtop of placed fill to fully enclose the soil layer before placing the wrap.
- .5 Secure wraps using fence staples at 1 m intervals.
- .6 At the completion of each wrap layer:
  - (a) place a 0.02 m to 0.05 m thick layer of general bank backfill
  - (b) install live cuttings at a minimum spacing of 2 stakes every 1 linear meter orientated perpendicular to the bank and extending cuttings into the bank to the backslope.
- .7 Offset each successive layer of cuttings 0.5 m from the layer below to create a staggered arrangement.
- .8 Once the bank is reinstated, soak for a minimum of 24 hours or longer as directed by the QEP.

# 3.7 Large Woody Debris (LWD) Complexing

- .1 Placement and arrangement of the LWD shall be in accordance with the locations as presented in the drawings. Locations may vary from drawings with approval or direction from the Consultant.
- .2 Each LWD shall be secured to four rocks with diameter equivalent to maximize size (85% passing) in supplied Spur Rock gradation.
- .3 Methods for securing cable to anchor rocks and LWD:
  - (a) Drill holes all the way through boulder, a minimum of 250 mm from the boulder edge. 1 hole per anchor rock; 1 cable per end (2 total per LWD).
  - (b) Flush holes with water a minimum of 3 times or until water runs clear and free of dust.
  - (c) Drill holes through LWD. Maintain 75% core width.
  - (d) Run cable through drill holes in boulder and LWD.
  - (e) Ensure cable is appropriate length so rock and LWD sit snug with one another, and slack is minimal.
  - (f) Secure cable with Crosby clamp.

## 3.8 Disturbed Riparian Area Restoration

- .1 Redistribute topsoil and organics to areas impacted by construction in the riparian area.

  The finished surface shall be left rough and loose, not machine graded.
- .2 The exposed surface layer shall be seeded as directed by the Qualified Environmental Professional and overlaid with erosion matting and anchored in place with fence staples.
- .3 Re-distribute wood debris generated from clearing activities to the surface of disturbed riparian areas at a density of 0.25 m<sup>3</sup> / 1 m<sup>2</sup>. Dispose of excess wood at an owner approved facility.
- .4 Plant disturbed riparian areas on the floodplain with coniferous species at a spacing of 1 plant per 2 m<sup>2</sup>.

.5 Planting shall only occur during the dormant season (October 15 – March 15).

# **END OF SECTION**



# APPENDIX C SCHEDULE OF QUANTITIES AND PRICES

# 1.0 SCHEDULE OF QUANTITIES AND PRICES

#### 1.1 Notes

- .1 A schedule of quantities is provided in Table 1 and provisional schedule of quantities provided in Table 2.
- .2 The Contractor is responsible for the supply, transport, and installation of materials.
- .3 The Contractor is responsible for calculating all volumes for the work. The quantities provided herein are offered as a general guideline only.
- .3 Tabulated estimates of material volumes are clean line estimates generated from Civil 3D software (Autodesk). Allowances for settlement and/or loss are not included.
- .4 Volumes for payment items shall be calculated based on surveyed material placed, using clean-line renderings that exclude void spaces, settlement, or unfilled areas.
- .5 For material placed directly on existing surfaces, this shall be as determined by pre- and post-construction survey measurements.
- .6 In the event of natural bed irregularities (e.g. scour holes, erosion, depressions), the Contractor remains responsible for placement of materials to meet design lines, grades, elevations, and slopes, and such additional quantities will be included in volume calculations only where verified by approved survey data.
- .7 It is the Contractor's responsibility to ensure that accurate and timely survey data is collected to support any claim for payment based on actual volumes placed. No additional payment will be made for materials not verified by survey.

**Table 1. Schedule of Quantities.** 

Material	Quantity	Unit	Unit Price	Amount
Contractor Management	1	LS		
Contractor Mobilization/Demob	1	LS		
Equipment Preparation	1	LS		
Site Safety	1	LS		
Site and Equipment Servicing	1	LS		
Testing (ARD, SPT, Compaction)	1	LS		
Survey (Layout, Progress, Final)	1	LS		
Site Security	1	LS		
Access Improvements	1	LS		
Isolation	1	LS		

## **Schedule of Quantities and Prices**

Town of Qualicum Beach Little Qualicum Riverbank Protection

Excavation	1,200	m <sup>3</sup>	
Spur Rock (Supply/Transport/Place)	1,500	m <sup>3</sup>	
Bank Reinstatement	4	spurs	
Riparian Restoration	1	LS	

.8 The contractor shall provide provisional pricing for disposal of excess excavated materials (i.e. soils), wood waste generated as part of access improvements, and LWD complexing (LWD, ballast rock, and securing accessories). Provisional quantities are provided; actual quantities will be dependent on directions by the consultant during construction.

**Table 2. Provisional Schedule of Quantities.** 

Material	Quantity	Unit	Unit Price	Amount
Excavation disposal	400	m <sup>3</sup>		
Wood Waste	100	m <sup>3</sup>		
LWD Complexing	8	units		

## **END OF SECTION**



# APPENDIX D DETAILED COST ESTIMATE



#### 3009419 LITTLE QUALICUM RIVER BANK STABILIZATION

		lt	tem	Description of Item   No. of Units per item	Qty	Units	Unit Rate		Total
1		G	ENERAL					\$	99,484
T -	1		Construction Management					\$	5,640
	1	1	Construction Manager	Scheduling, Progress Draws, Workplans, Submittals, RFI's, Mtg's.	40	hr	\$ 141	\$	5,640
- 2	2		Mobilization/Demobilization	·				\$	15,560
	1	1	Foreman	1	8	hr	\$ 141	\$	1,128
	2	2	Labourers	2	16	hr			2,592
	3	3	20 T Excavator	2	16	hr	\$ 224	\$	7,168
	4	4	Class 10 Front End Loader	1	8	hr			1,692
	5	5	Storage Trailer	1	4	hr		\$	100
	6	6	Low Boy	2	8	hr			2,880
H:	3	+	Equipment Prep.	1	-		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	\$	12,324
Ħ	1	1	Environmental Oil Swap	2	2	LS	\$ 3,000	-	12,000
	2	2	Pressure wash equipment	1	4	hr			324
Н,	4	+	Safety		-		Ψ 01	\$	18,500
H	1	1	Orientation	1	13	LS	\$ 500	-	6,500
+	+	2	First Aid Station and Attendant	1	13	wk			2,000
H	2	2	First Aid Attendant	1	20	d			6,000
$\vdash$	Δ	4	Beacons, Barriers, and Signage	1	20	d			4,000
Н,	5	+	Site and Equipment Servicing	'	20	u	\$ 200	\$	2,500
-	) 1	1	Storage Trailer	1	1	mo.	\$ 500	7	500
$\vdash$	+	1		1	1				
$\vdash$	2	4	Refeuling		- 1	mo.			1,500
Н,	3	3	Lavatory (w/ Servicing)		I I	mo.	\$ 500		500
-	6	_	Testing		-		<b>*</b> 7.500	\$	18,500
	1	1	ARD/ML		1	LS			7,500
	2		SPT		1	LS			5,000
	3	3	Compaction		1	LS	\$ 6,000		6,000
	7	_	Layout Surveys					\$	6,205
	1	1	Personnel	2 x Tech 3	16	hr			4,960
	2	2	Equipment	4x4 Truck, RTK Base + Rover, Total Station	1	LS	\$ 1,245		1,245
8	8		Progress Surveys					\$	12,090
	1	1	Personnel	2 x Tech 3	16	hr			6,400
	2	2	Equipment	4x4 Truck, RTK Base + Rover, Total Station	2	LS			2,490
	3	3	Data processing	Tech 3	16	hr	\$ 200	\$	3,200
9	9		Final Surveys					\$	3,165
	1	1	Personnel	2 x Tech 3	8	hr			1,280
Ш	2	2	Equipment	4x4 Truck, RTK Base + Rover, Total Station	1	LS			1,245
	3	3	Data processing	Tech 3	8	hr	\$ 80	\$	640
1	10	I	Site Security					\$	5,000
	1	1	Fencing	Traffic Controller	1	LS		\$	5,000
	2	2	Lighting		1	LS	\$ 2,500	\$	2,500
	3	3	Traffic Control	Temp.	1	LS	\$ 5,000	\$	5,000
2		N	MATERIALS AND CONSTRUCTION					\$	671,806
	1		Access Improvements				_	\$	22,899
	1	1	Tree Assessment		1	LS	\$ 6,000	\$	6,000
	2	2	Demarcation	temp. fencing	1	LS	\$ 1,500	\$	1,500
	3	3	Clearing, Widening and Laydown		16	hr	\$ 962	\$	15,399
	2	T	Isolation					\$	16,549
	1	1	Site Isolation Materials	Bulk Bags, flood barriers, silt and erosion control	1	LS	\$ 5,000	\$	5,000
	2	2	Site Isolation Install and uninstall	2 excavators, 1 frontend loader, 1 foreman, 2 labourer	12	hr			11,549
	3		Excavation					\$	57,747
$\vdash$	1	1	Excavation and temp. stockpiling	2 excavators, 1 frontend loader, 1 foreman, 2 labourer @ 20 cubic metres per hr	1,200	cu.m	\$ 48	\$	57,747



		Item	Description of Item   No. of Units per item	Qty	Units	Unit Rate	Total
	1	Spur Rock Placement					\$ 340,494
	1	Supply/Transport	a) apron; b) instream spur, c) full ht. of spur bank key-in, b) banks: top of arpon el. to top of spur el.; D50 = 1,130 mm	1,500	cu.m	\$ 150	\$ 225,000
	3	Place	2 excavators, 1 frontend loader, 1 foreman, 2 labourers. 30 hr per spur	120	hr	\$ 962	\$ 115,494
	5	Backfill	Placement costs captured in Item 2.6.4				\$ 7,331
	1	Soilwraps	Re-used excavated material	110	cu.m	\$ -	\$ -
	2	Voids Spaces	Use General Fill and River Substrate Volume = 25% spur rock supply	375	cu.m	\$ -	\$ -
	3	Spur Rock River Substrate Surfacing	200 mm thick layer of river substrate ontop of exposed spur rock and apron @ 180 m² per spur	144	cu.m	\$ -	\$ -
	4	Excess Off-site Disposal (Load/Haul)	Volume Est. = Item 2.4.1 x 85% losses - (Item 2.5.1 + Item 2.5.2 + Item 2.5.3)	391	cu.m	\$ 19	\$ 7,331
6	5	Bank Reinstatement					\$ 168,492
	1	Soilwrap Fabric	El. 4 m to El. 6 m @ 0.3 ht = 7 wraps x 8 lineal metres lateral to spur rock x 4 spurs = 224 m (Rolls = 4 m x 50 m) + 2 extra rolls	6	rolls	\$ 1,500	\$ 9,000
	2	Misc. Materials (staples, batter board, etc.)		1	LS	\$ 500	\$ 500
	3	Live Stakes (harvest and tend)		1	LS	\$ 5,000	\$ 5,000
	4	Soilwrap Installation (includes backfill + staking)	2 excavators, 1 frontend loader, 1 foreman, 2 labourer. 40 hr per spur	160	hr	\$ 962	\$ 153,992
7	7	LWD Complexing					\$ 37,894
	1	Supply	1 m dia. Cedar	8	units	\$ 700	\$ 5,600
	2	Cable	1/2" (13 mm) diameter solid core stainless steel	32	m	\$ 21	\$ 675
	3	Cable appurtenances	G-450 Crosby clips	16	ea	\$ 4	\$ 64
	4	Freight		1	LS	\$ 756	\$ 756
	5	Place and Cable	2 excavators, 1 frontend loader, 1 foreman, 2 labourers	32	hr	\$ 962	\$ 30,798
8	3	Disturbed Riparian Area Restoration				·	\$ 20,399
	1	Topsoil Redistribution	2 excavators, 1 frontend loader, 1 foreman, 2 labourers	8	hr	\$ 962	\$ 7,700
	2	Wood Debris Distribution	2 excavators, 1 frontend loader, 1 foreman, 2 labourers	8	-	\$ 962	\$ 7,700
	3	Conifer planting		1	LS	\$ 5,000	\$ 5,000
3	Ť	ENVIRONMENTAL				,	\$ 28,537
1	1	Environmental Management Plan		1	LS	\$ 1,500	\$ 1,500
2	,	Environmental Permitting		1	LS	\$ 1,200	\$ 1,200
	_	Pre-clearing nest sweeps		1	LS	\$ 1,800	\$ 1,800
H-2		Fish removal/site isolation		1	LS		\$ 2,000
-		Environmental monitoring		1	LS	\$ 20,200	\$ 20,200
1	_	Expenses		1	LS	\$ 1,837	\$ 1,837
4	_	ENGINEERING			23	4 1,051	\$ 46,800
1	1	Construction Support					\$ 40,440
-	1	Professional 5		16	hr	\$ 260	\$ 4,160
	2	Professional 2		160		\$ 170	\$ 27,200
	3	Technologist 3		24		\$ 170	\$ 4,080
	1	Equipment	4x4 truck, RTK GPS Base and Rover	20		\$ 250	\$ 5,000
	, -	Record Documentation	TATE BUILTY THE GLOS DUDGE BITCH TO FEE	20	uays	¥ 230	\$ 6,360
<del>    '</del>	1	Professional 5		4	hr	\$ 260	\$ 1,040
H	2	Professional 2		24			\$ 4,080
$\vdash$	3	Technologist 3		8	hr	\$ 175	\$ 1,240
5		CONTRACT ADMINISTRATION		0	111	ψ 133	\$ 31,200
,	1	Contract Tendering (Tender/Bid Process)					\$ 10,400
	1	Professional 5		40	hr	\$ 260	\$ 10,400 \$ 10,400
-	, '	Contract Administration		40	""	ψ 200	\$ 20,800
	1	Professional 5		80	hr	\$ 260	\$ 20,800
^	+	UNFACTORED TOTALS		80	nr	φ ∠0U	\$ 20,800 \$ 877,826
A .	+	Unfactored Hard Costs	Items 1 - 2				\$ 877,826 \$ 771,289
+	<u>'</u>				<del>                                     </del>		\$ 771,289 \$ 106,537
B	-	Unfactored Soft Costs FACTORED TOTALS	Items 3 - 5				\$ 106,537 \$ 105,339
В			Unfactored Tetals 'A' v Contingency Factor		100/		
H	<u> </u>	Contingency	Unfactored Totals 'A' x Contingency Factor	1	10%		\$ 87,783
	_	Escalation	Unfactored Totals 'A' x Escalation Factor	1	2%		\$ 17,557
C		FACTORED ESTIMATE	A + B				\$ 983,166

Class B (+25%) Class B (-25%)

1,228,957 737,374



# [Draft] RE: Public Inquiry #55124215# Created - Council Business - Request to Appear as A Delegation | Town of Qualicum Beach

From DLeurebourg@qualicumbeach.com

To Inquiry <Inquiry@qualicumbeach.com>

From: Inquiry < <a href="mailto:lnquiry@qualicumbeach.com">lnquiry@qualicumbeach.com</a>>

Sent: November-14-25 2:33 PM

To: **Sec. 22** 

Subject: Public Inquiry #55124215# Created - Council Business - Request to Appear as A Delegation | Town of Qualicum

Beach

Always reply to Inquiry@qualicumbeach.com. Feel free to include additional recipients, keeping the subject line unchanged.

Thank you for contacting the Town of Qualicum Beach by using the Public Inquiry Form. This is an automated response to confirm your inquiry has been received and assigned to a staff member for review.

Please note that our response time may vary depending on the nature and complexity of your inquiry. Rest assured we are working diligently to address your inquiry as promptly as possible.

Stay up-to-date on Town information, events, and happenings. Sign up for Town of Qualicum Beach news!

## Public Inquiry Details #55124215#

Status Assigned

Assigned Camana

To Corporate Services

Created Friday, November 14, 2025 2:32 PM

Closed

Due Date Tuesday, November 25, 2025 02:32 PM

Inquiry
Type
Council Business

Inquiry
Subtype
Request to Appear as A Delegation

Date and

Time of the Friday, November 14, 2025 2:28 PM

Inquiry

Additional

**Location** 441 BALSAM ST, QUALICUM BEACH

Details

Requestor Email

Sec. 22

Requestor Full Name

Sec. 22

Requestor Mailing Address

Sec. 22

Requestor Phone

Sec. 22

Inquiry Details Please pass on to Corporate Services.

[Auto- EARTH DAY APRIL 22, 2026 Formatted]

Tree Planting – Grandon Creek

In celebration of Earth Day 2026, 25-30 high school students from both Kwalikum and Ballenas Secondary Schools will plant tree seedlings along the Grandon Creek walking trail in Qualicum Beach. The grade 10-12 students from KSS are part of the Global ROAMS (Rivers Oceans and Mountains School) international student program of environmental sciences studies. The grade 10-11 students from Ballenas belong to the Eco Club. The Earth Day initiative is organized by Tom Whitfield, a retired forester. Planting is on lands adjacent to Grandon Creek with Park Dept. staff person on hand (9am – 12pm) to help supervise and provide planting tools (buckets and shovels). Bus transportation is provided by the D69 School District as is student insurance coverage.

This event has taken place in 2023, 2024 and 2025. Funding in 2025 was generously provided by the Parksville/Qualicum Foundation Small Neighborhood Grant (SNG) initiative. An application has been submitted by Tom Whitfield to SNG for a \$500 grant for 2026. Funding in 2023 and 2024 was provided by Adam Walker, former MLA.

Photos and story will be provided to the PQB Newspaper for publication.

The Grandon Creek forest in the ravine is primarily mature Red alder and now reaching the end of its' short 50-year life cycle. Shade tolerant young conifers (Grand fir, Hemlock and Cedar) being planted on this moist, rich site will quickly sequester and store carbon for hundreds of years. These long-lived conifers will provide soil stability, shade the waters of Grandon Creek and support a healthy population of juvenile Coho salmon and Cutthroat trout for years to come.

**Educational opportunity:** Retired forester gives an explanation about the Grandon Creek ecology and benefits of this understory tree planting in this over mature Red alder forest that is relevant to their studies. Students get 'hands-on' involvement in tree planting, working together in groups of two. Planting quality is explained and emphasized.

**Ecological rationale:** This Grandon Creek forest in the ravine is primarily mature Red alder now reaching the end of its' short 50-year life cycle. Planting shade tolerant young conifers (Redcedar, Grand fir and Hemlock) on this moist, rich site will quickly sequester and store carbon for hundreds of years. Long-lived conifers will provide soil stability, shade the waters of Grandon Creek and support a healthy population of juvenile Coho salmon and Cutthroat trout for years to come.

If approved, a Motion to Council will be made for approval.

THAT Council approve an Earth Day, student tree planting on April 22, 2026 on municipal lands adjacent to Grandon Creek between West Crescent Rd and Hoylake Rd, subject to confirmation of insurance and adequate student supervision.

Thank you, Tom

Please pass on to Corporate Services. EARTH DAY APRIL 22, 2026 Tree Planting – Grandon Creek In celebration of Earth Day 2026, 25-30 high school students from both Kwalikum and Ballenas Secondary Schools will plant tree seedlings along the Grandon Creek walking trail in Qualicum Beach. The grade 10-12 students from KSS are part of the Global ROAMS (Rivers Oceans and Mountains School) international student program of environmental sciences studies. The grade 10-11 students from Ballenas belong to the Eco Club. The Earth Day initiative is organized by Tom Whitfield, a retired forester. Planting is on lands adjacent to Grandon Creek with Park Dept. staff person on hand (9am – 12pm) to help supervise and provide planting tools (buckets and shovels). Bus transportation is provided by the D69 School District as is student insurance coverage. This event has taken place in 2023, 2024 and 2025. Funding in 2025 was generously provided by the Parksville/Qualicum Foundation Small Neighborhood Grant (SNG) initiative. An application has been submitted by Tom Whitfield to SNG for a \$500 grant for 2026. Funding in 2023 and 2024 was provided by Adam Walker, former MLA. Photos and story will be provided to the PQB Newspaper for publication. The Grandon Creek forest in the ravine is primarily mature Red alder and now reaching the end of its' short 50-year life cycle. Shade tolerant young conifers (Grand fir, Hemlock and Cedar) being planted on this moist, rich site will quickly sequester and store carbon for hundreds of years. These long-lived conifers will provide soil stability, shade the waters of Grandon Creek and support a healthy population of juvenile Coho salmon and Cutthroat trout for years to come. Educational opportunity: Retired forester gives an explanation about the Grandon Creek ecology and benefits of this understory tree planting in this over mature Red alder forest that is relevant to their studies. Students get 'hands-on' involvement in tree planting, working together in groups of two. Planting quality is explained and emphasized. Ecological rationale: This Grandon Creek forest in the ravine is primarily mature Red alder now reaching the end of its' short 50-year life cycle. Planting shade tolerant young conifers (Redcedar, Grand fir and Hemlock) on this moist, rich site will quickly sequester and store carbon for hundreds of years. Long-lived conifers will provide soil stability, shade the waters of Grandon Creek and support a healthy population of juvenile Coho salmon and Cutthroat trout for years to come. If approved, a Motion to Council will be made for approval. THAT Council approve an Earth Day, student tree planting on April 22, 2026 on municipal lands adjacent to Grandon Creek between West Crescent Rd and Hoylake Rd, subject to confirmation of insurance and adequate student supervision. Thank you, Tom

Inquiry Details [Original]