

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

1-3 THAT Council adopts the March 19, 2025, special Council meeting agenda.

2. BYLAWS

4-8 (a) **Adoption of “Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908, 2025”**

Staff Recommendations:

1. THAT the “Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025” be adopted.

3. STAFF REPORTS

(a) **Corporate Administration**

9 (i) **Special Events Applications**

Staff Recommendation:

THAT Council grants permission for the following special events, subject to Town requirements, including road closures and in-kind support:

- Grad Parade, Saturday, June 7, 2025 (KSS Grad Parade 2025), with temporary road closures of Harlech Road (to Beach Road), Beach Road (from Harlech Road to 2nd Avenue W.), 2nd Avenue W. (from Beach Road to Primrose Street), Primrose Street (from 2nd Avenue W. to 6th Avenue W.) from 2:30 pm to 5:00 pm.
- Mindfulness in May, May 1-11, 2025 (youth arts exhibition) providing access and use of the Town’s portion of the main floor foyer at Town Hall, 660 Primrose Street, Qualicum Beach, BC, for the gala opening celebration on May 1, 2025 at 6:00 pm, and by providing printed certificates for participants.

(ii) **UBCM Award of Excellence**

Staff Recommendation:

THAT Council directs staff to apply for the Union of British Columbia Municipalities (UBCM) Award of Excellence for the Town of Qualicum Beach Public Inquiry System.

(b) **Planning & Community Development**

10 (i) **Seaside Nature Park Signage**

Staff Recommendation:

THAT Council authorizes staff to work with Mount Arrowsmith Biosphere Region on a new sign near the pavilion at Seaside Nature Park, subject to approval from both Town staff and Qualicum First Nation on the sign wording and location.

(c) **Operations**

11-13 (i) **2025 Garbage Truck Replacement**

Staff Recommendation:

THAT Council receives for information, the “2025 Garbage Truck Replacement Memo”, dated for reference March 19, 2025.

14-17 (ii) **Railings Along the South Slope of Crescent Road East - Beach Creek Culvert Project**

Staff Recommendation:

THAT a railing at the top of the south slope of the Beach Creek Culvert Project not be advanced at this time.

(d) **Airport**

(i) **BCAAP Grant Application | Airport Master Plan/Business Plan**

WHEREAS the 2025-2029 Financial Plan includes a budget provision of \$75,000 for the creation of an Airport Master/Business plan in Fiscal 2026,

WHEREAS the British Columbia Airport Access Program (BCAAP) which is a provincial funding program designed to improve and develop aviation infrastructure in British Columbia is accepting grant applications from regional and municipal airports for safety, infrastructure and modernization projects,

THEREFORE BE IT RESOLVED, THAT Council approves an application to the BCAAP program for an Airport Master Plan at Qualicum Beach Airport.

AND FURTHER, THAT Council approves a letter be sent to BCAAP supporting this project.

4. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

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

Heather Svensen
Director of Corporate Services/Deputy CAO

TOWN OF QUALICUM BEACH
BYLAW NO. 908

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

1. Schedule "A" attached hereto, and forming part of this Bylaw, is hereby adopted and is the Financial Plan of the Town of Qualicum Beach for the five-year period from January 1, 2025 to December 31, 2029.
2. Schedule "B" attached hereto, and forming part of this Bylaw, is hereby adopted and is the Statement of Objectives and Policies of the Town of Qualicum Beach for the five-year period from January 1, 2025 to December 31, 2029.
3. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Financial Plan 2025–2029 Bylaw No. 908, 2025".

READ A FIRST TIME on the 22nd day of January, 2025.

READ A SECOND TIME on the 22nd day of January, 2025.

READ A THIRD TIME on the 12th day of March, 2025.

ADOPTED on the _____th day of March, 2025.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

SCHEDULE "A"
QUALICUM BEACH FINANCIAL PLAN BYLAW NO.908, 2025
FOR THE FIVE YEAR PERIOD 2025 TO 2029

	2025	2026	2027	2028	2029
Revenues					
Municipal Taxation	13,109,800	14,208,000	15,195,700	16,104,000	16,922,300
Grants in Lieu of Taxes	426,000	430,300	434,600	438,900	443,300
Parcel Taxes	1,538,700	1,659,000	1,745,200	1,836,000	1,931,700
Vancouver Island Regional Library Levy	747,800	755,300	762,900	770,500	778,200
Fees and Charges	4,202,700	4,619,900	4,607,700	4,747,900	4,559,000
Own Sources	1,660,100	1,676,500	1,693,000	1,709,600	1,726,400
Grants and Contributions	7,582,500	4,745,400	7,983,900	4,448,400	4,910,500
Other Revenue	694,500	695,600	696,700	697,800	698,900
Total Revenue	29,962,100	28,790,000	33,119,700	30,753,100	31,970,300
Use of Reserve Funds	11,990,800	5,871,900	6,434,900	6,433,600	5,826,600
Proceeds of Debt	-	1,700,000	6,500,000	6,150,000	387,500
Total Revenue, Use of Reserves and Proceeds of Debt	41,952,900	36,361,900	46,054,600	43,336,700	38,184,400
Expenditures					
Operating Expenditures					
General Government	3,079,400	3,065,000	3,154,900	3,306,700	3,466,000
Protective Services	3,625,000	3,632,100	3,765,800	3,934,300	4,204,100
Public Works	5,014,500	5,032,100	5,159,300	5,336,200	5,519,300
Parks and Recreation and Culture	2,854,400	2,939,600	3,012,900	3,114,100	3,218,500
Solid Waste and Recycling	1,061,500	1,093,200	1,124,100	1,158,800	1,194,600
Utilities	2,587,000	2,660,700	2,731,100	2,822,400	2,916,300
Planning, Development and Strategic Initiatives	1,765,700	1,395,000	1,209,200	1,565,400	1,058,000
Total Operating Expenditures	19,987,500	19,817,700	20,157,300	21,237,900	21,576,800
Capital Expenditures	16,415,800	10,626,000	19,305,000	14,682,000	8,945,000
Debt Servicing					
Debt Interest	142,700	102,900	268,400	551,900	688,400
Debt Principal	1,035,500	596,600	778,000	892,500	653,600
Contributions to Reserves	4,371,400	5,218,700	5,545,900	5,972,400	6,320,600
Total Expenditures and Reserve Contributions	41,952,900	36,361,900	46,054,600	43,336,700	38,184,400

SCHEDULE "B"
STATEMENT OF OBJECTIVES AND POLICIES FOR BYLAW NO. 908
FOR THE FIVE-YEAR PERIOD 2025 TO 2029

In accordance with Section 165(3.1) of the *Community Charter*, the Town of Qualicum Beach is required to include in the Five-Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes; and
3. The use of permissive tax exemptions.

FUNDING SOURCES

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2025. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages; for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and public works.

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

Objective

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

Policies

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

Table 1 Funding Sources

Funding Source	% of Total Revenue	Dollar Value
Property taxes	35.9%	\$15,074,500
User fees and charges	10.0%	\$4,202,700
Other sources	4.0%	\$1,660,100
Grants and Contributions	18.1%	\$7,582,500
Library Levy	1.8%	\$747,800
Other Revenue	1.6%	\$694,500
Other net transfers/revenue	<u>28.6%</u>	<u>\$11,990,800</u>
Total	100%	\$41,952,900

DISTRIBUTION OF PROPERTY TAXES

Table 2 outlines the distribution of property taxes among the property classes for the Town’s portion of the property taxes. The residential property class provides the largest proportion of property tax revenue. This is appropriate, as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

The 2025 property taxes are based on a 6.6% increase over the 2024 property taxes plus 1.1% in new construction revenue. The Town’s portion of the property taxes represents approximately 48% of the total tax bill sent to property owners. The other tax levies are not included in the figures below. These other taxes include the Regional District, School, Hospital, Library, BC Assessment, and Municipal Finance Authority. The 2024 Town property tax distribution is shown in table two below as final 2025 property assessment information has not been received from the BC Assessment Authority. Once assessments are received, tax rates are calculated and this could change the distribution shown in the table below.

Table 2 Property Tax Distribution

Class of Property	2024 Town Property Taxes		2024 Town Tax Rate
Residential	\$10,913,600	90.05%	2.4099
Utility	\$56,136	0.46%	40.000
Light Industry	\$1,418	0.01%	2.4099
Commercial/Other	\$1,112,417	9.18%	6.1368
Managed Forest	\$692	0.01%	2.4099
Recreation/Non-Profit	\$35,504	0.29%	6.1368
Farm	\$306	less than 0.01%	2.4099
Total	\$12,120,073		

Objectives

- Over the next five years, the tax burden between the residential and commercial tax classes should continue to be reviewed to ensure fairness.
- Maintain the property tax rate for Commercial/Other (Class 6) at a rate competitive with surrounding communities.
- Tax increases should be stable and, where possible, targeted to specific areas.

Policies

- Supplement, where possible, revenues from user fees and charges to help offset the burden on the entire property tax base.
- Continue to maintain and encourage community and appropriate economic development initiatives designed to enhance the community.
- Align the distribution of tax rates among the property classes with the social and community development initiatives established by Council.
- Regularly review and compare the Town's taxes with comparable surrounding communities.

Property Tax Projections

Over the next 5 years, property taxes are projected to increase as shown below. These projections are reviewed annually and are subject to change, based on a number of factors. These factors could include inflation, infrastructure conditions, economic climate, environmental considerations, public input and Council priorities.

- 2025 - 6.6% tax increase comprised of 3.8% for municipal operations, 1.3% for the Asset Replacement Program and 1.5% for police services.
- 2026 to 2029 - The Five Year Financial plan anticipates a 7% (2026), 6% (2027), 5% (2028) and 4% (2029) property tax increase in years 2026 to 2029. The rates for inflation service changes and sustainable asset investment levels should also be reviewed annually to ensure that they continue to remain appropriate.

PERMISSIVE TAX EXEMPTIONS

The Town of Qualicum Beach annually exempts from property taxes those properties that are non-profit in nature and provide a community benefit, as determined by Council. Places of public worship are also exempted. These properties are annually advertised and then exempted by bylaw.

From: [Heather Svensen](#)
To: [Danielle Leurebourg](#); [Nathan Cernusca](#)
Cc: [Tanya Otero](#)
Subject: FW: BC Youth Week and National Mental Health Week Mindfulness in May
Date: Wednesday, March 12, 2025 11:12:53 AM
Attachments: [Mindfulness in May Have Your Say 2025 OPEN CALL 8.5x11_pages-to-jpg-0001.jpg](#)
[20250305_080156.jpg](#)

From: Diane Moran [REDACTED]
Sent: March 10, 2025 11:44 AM
To: Heather Svensen <HSvensen@qualicumbeach.com>
Cc: Jean Young <JYoung@qualicumbeach.com>
Subject: BC Youth Week and National Mental Health Week Mindfulness in May

Hello Heather Svensen.

It's that time of year again. The open call has gone out to youth in District 69 for the Youth Arts Exhibition. That will take place May 1st-11th 2025.

I am excited to say this will be the 3rd annual Exhibition here in Qualicum Beach. I am reaching out to the Town of Qualicum Beach to seek support with the participation certificates. Perhaps the town could also print them for us.

Mayor Teunis Westbroek to sign the participation certificates that will be designed by the VIRL.

Attend the official opening (if available)

May 1st, 6pm 2025. Vancouver Island Regional Library. Opening event will take place in the branch.

I would also like to include the Exhibition dates on the town's sign at Rupert Road.
Paperwork to follow.

I met with the New MLA Stephanie Higgins back in January and will sponsor the People's Choice award. Please look forward to your response.

Warm regards.
Diane Moran

Sorry for the delay. I thought I had sent this back in January however was in my drafts file.

SEASIDE NATURE PARK

Welcome
ay kwen i tl'eqnumut elep

You are standing on land within the UNESCO designated Mount Arrowsmith Biosphere Region in the Coastal Douglas-fir biogeoclimatic zone. With warm dry summers and wet mild winters, this region encompasses some of the highest levels of biodiversity in Canada.

We're working to achieve BC's Goal to protect 30% of our land and water by 2030!



Photo by John Grodzki

We recognize we stand on the unceded traditional territory of the Qualicum First Nation, who are the traditional caretakers of this land.

TOWN OF QUALICUM BEACH

Review the proof and get back to us with any changes or questions you may have. Please submit change requests by email. Once we have your signed approval we will begin production.

All projects require a 50% deposit to begin production and payment on completion unless otherwise agreed upon.

APPROVED

NEW PROOF REQUIRED

Signature:



TOWN OF QUALICUM BEACH

MEMO

TO: Lou Varela, Chief Administrative Officer

FOR: Special Council Meeting

DATE: March 19, 2025

FROM: Chris Stanger, Manager of Operations

SUBJECT: 2025 Garbage Truck Replacement

RECOMMENDATION:

THAT Council receive for information, the “2025 Garbage Truck Replacement Memo”, dated for reference March 19, 2025.

PURPOSE

To provide information on the planned 2025 Garbage Truck Replacement, including staff recommendation to pursue internal combustion options at this time.

BACKGROUND

Garbage truck Unit #8A (2012) and Unit #73 (2014) have reached the end of their service lives and are slated for replacement in the 2025 Capital Fleet Budget. Both trucks are in very poor condition and replacement of at least one truck cannot be postponed. Only one new garbage truck will be acquired, thereby reducing the fleet by one. Staff have examined both electric and internal combustion engine (gas or diesel) options and currently recommend opting for a new internal combustion vehicle.

DISCUSSION

Electric Option Considerations

While the price is comparable for electric and gas-powered options, the mid-size electric garbage truck is not yet a proven product in North America. The only available cab and chassis options are from Isuzu and Rison, which present several challenges:

1. Safety Concerns: No right-hand-side (RHS) or dual-steer options are available, creating a safety risk for staff exiting the vehicle into oncoming traffic.
2. Ergonomic Issues: The cab height is significantly higher than conventional models, leading to concerns about accessibility and ergonomics.
3. Product Maturity: Mid-size electric garbage trucks are still in early stages of development and have not been widely tested in our climate or operational environment.

Alignment with Fleet Greening & Modernization Strategy:

Opting for an internal combustion engine aligns with the recommendations of our “*Fleet Greening Modernization Report by Innotech Fleet Strategies Ltd.*”, ensuring a practical and strategic transition towards fleet sustainability while maintaining operational efficiency.

Given the safety, ergonomic, and operational concerns associated with the electric option, staff recommend proceeding with a gas/diesel-powered garbage truck replacement in 2025. This approach balances our fleet modernization goals, operational reliability, while continuing to right-size our fleet by replacing two trucks with one.

FINANCIAL IMPLICATIONS

The 2025-2029 Financial plan which has received 3 readings, and is anticipated to be adopted by Council on March 19, 2025, includes a capital expenditure provision of \$250,000 to address this replacement.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- The public will be informed when the new garbage truck is in service.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

Staff assessed electric and internal combustion options for a replacement garbage truck and are recommending the internal combustion engine option due to the safety, ergonomic, and operational concerns associated with the electric option.

ALTERNATIVE OPTIONS

1. Council directs staff to pursue the purchase of an electric option for the 2025 replacement of the garbage truck.

APPROVALS

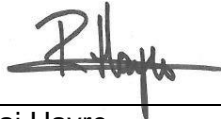
Report respectfully submitted by Chris Stanger, Manager of Operations.



For: Chris Stanger
Manager of Operations
Report Author



For: Lou Varela,
MCIP, RPP
Chief Administrative Officer
Concurrence



Raj Hayre
Director of Finance
Concurrence

REFERENCES

- *Qualicum Beach Fleet Greening and Modernization Report.*



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Special Council Meeting

DATE: March 19, 2025

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Railings Along the South Slope of Crescent Road East - Beach Creek Culvert Project

RECOMMENDATIONS:

THAT a railing at the top of the south slope of the Beach Creek Culvert Project not be advanced at this time.

PURPOSE

To present Council with staff's recommendation against the installation of a new railing at the top of the South slope over the Beach Creek Culvert Project.

BACKGROUND

In October 2024, the Town completed the Crescent Road East Beach Creek Culvert Project. The replacement process adhered to specifications set forth by the Engineers and Geoscientists BC (EGBC) and complied with the BC Ministry of Transportation and Infrastructure's (MOTI) Transportation Association of Canada (TAC) supplementary guidelines in relation to the entire design and the requirements for hand railings.

Prior to the culvert replacement, the north slope (golf course side) of Crescent Road East Beach Creek ravine featured a grade of 1.5:1. At that time, no bridge existed over the ravine, requiring golfers to traverse the north shoulder of Crescent Road East to access between the 5th tee and the 5th green. The TAC guidelines recommend fencing, such as railings, in locations where slopes adjacent to roadways exceed 1.5:1 grade. Presumably, due to the combination of increased pedestrian traffic and the grade of the slope being close to 1.5:1, a railing was installed along the north shoulder of the road across the ravine.

Similarly, the south slope (Heritage Forest side) adjacent to Crescent Road East featured a 1.5:1 incline pre-replacement, accommodating a 1.2-meter-wide paved shoulder along with a 0.5 meter wide gravel shoulder, but lacked a railing. The slope was mildly vegetated with shrubbery and trees which obscured the steepness.

For culvert replacement execution, comprehensive excavation was conducted, affecting most of the south side road infrastructure and approximately two-thirds on the north side. Restoration involved incorporating Mechanically Stabilized Earth (MSE) retaining walls at the new culvert's entry and exit points where excavation had occurred. Construction of the MSE walls modified the slope gradients from 1.5:1 to 2:1. However, approximately one-third of the north slope retained its original 1.5:1 grade, so the railing was reinstated. Conversely, on the south slope, the entire slope was softened to 2:1 grade, the paved shoulder was widened to 1.5m and the gravel shoulder was widened to 0.6m, rendering the installation of railings unnecessary.

DISCUSSION

Since the completion of the project, the Town has received inquiries from the public about why a railing was not installed on the south side of Crescent Road East over the Beach Creek culvert project. The Town's response has been consistent in that engineering standards do not require a railing.

Crescent Road East Beach Creek Culvert south slope:



Considering there were no prior requests for railings before construction when the slope was 1.5:1, and given that the road has now been restored with a wider paved shoulder, a wider gravel shoulder, and a gentler 2:1 slope, the vegetation along the slope may have previously provided pedestrians with a heightened sense of security.

By the end of October 2024, the slope received hydroseeding, but the grass only managed to grow a few inches over the winter. It is anticipated that with the arrival of spring, the grass will experience significant growth, thereby enhancing the sense of safety for those walking along the shoulder adjacent to the 2:1 slope. Additionally, by the end of March 2025, the Brown Property Preservation Society plans to place coarse woody logs across the top of the south slope for erosion control, and plant over 350 shrubs in the hydroseeded area. Once these measures are established, the slope is expected to provide a level of safety comparable to pre-construction conditions.

Lastly, if Council directs staff to install railings along the south shoulder, it should be noted that there is a gas main beneath the edge of pavement that may complicate the installation process.

FINANCIAL IMPLICATIONS

The 2025-2029 Financial Plan does not include a budget allocation for constructing railings along the south slope of Crescent Road East above Beach Creek. Based on the expenses incurred for the construction of railings on the north side, it is estimated that installing matching railings on the south side would cost approximately \$27,000 and would be executed by a subcontractor.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- The public will be informed of Council’s decision.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

Town staff adhered to established engineering design standards for the Crescent Road East Beach Creek Culvert Project, thereby determining that hand railings were not necessary along the south slope of the road shoulder. As per the standards, railings are recommended where slopes exceed a 1.5:1 ratio. The south shoulder was modified to a 2:1 slope, eliminating the need for railings. Conversely, on the north side, one-third of the slope retained its 1.5:1 configuration, and thus the existing pre-construction railing was reinstated. While staff have received inquiries about the necessity of railings, staff believe that public concern will diminish once vegetation is fully established.

ALTERNATIVE OPTIONS

THAT Council directs staff to install a permanent railing on Crescent Road East at the top of the South slope of the Beach Creek Culvert Project at the cost of approximately \$27,000; AND FURTHER THAT staff be directed to prepare an amendment to the 2025-2029 Financial Plan.

APPROVALS

Report respectfully submitted by Oliver Watson, Capital Projects Manager



Oliver Watson
Capital Projects Manager
Report Author



For: Lou Varela,
MCIP, RPP
Chief Administrative Officer
Concurrence



Raj Hayre
Director of Finance
Concurrence



Luke Sales
Director of Planning and
Community Development
Concurrence