

LATE ITEM – Regular Council Meeting Agenda – February 11, 2026

Item 9.(5)(e) | That Council consider the following resolution to supplement the Town's funding application for the Little Qualicum Riverbank Stabilization Project

SUBJECT: Little Qualicum Riverbank Stabilization Project Resolution

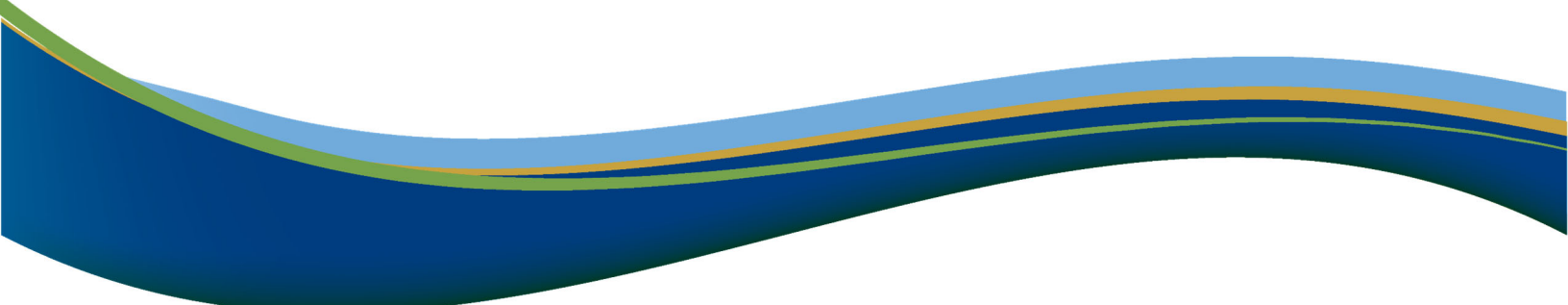
WHEREAS Council, at its Special meeting held December 17, 2025, unanimously endorsed the Town's Little Qualicum Riverbank Stabilization Project [LQRSP] as designed, including the proposed 2026 construction schedule and confirmed the Town's commitment to fund any variances between grant funds received and actual construction costs of the LQRSP if required;

WHEREAS Council's commitments are subject to the Town receiving the required permits associated with the construction of the LQRSP and award of grant funding through the Province's Disaster Resilience and Innovation Funding Program;

WHEREAS in order to be eligible for funding, the Province has indicated that the Town's funding application requires Council of the Town of Qualicum Beach to acknowledge ownership of the LQRSP and that the Town accepts responsibility for ongoing operations and maintenance following project completion;

THEREFORE BE IT RESOLVED THAT Council of the Town of Qualicum Beach, subject to confirmation of grant funding, acknowledges ownership of the LQRSP and accepts responsibility for ongoing operations and maintenance following project completion.

[Little Qualicum Riverbank Stabilization Project](#)



TOWN OF QUALICUM BEACH

STAFF REPORT

File No.: 1220-20 Eaglecrest

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: February 11, 2026

FROM: Amro Kotb, Director of Infrastructure

SUBJECT: Request for Contract Award | Eaglecrest Golf Course Reconfiguration

GOVERNANCE DECISIONS:

Council is requested to authorize staff to award the contract for the Eaglecrest Golf Course Reconfiguration Project to *Grassroots Enterprises* within a budget amount of \$1,181,000, excluding GST.

Staff are also requesting that Council delegate authority to staff to finalize and refine the scope of work for the Eaglecrest Golf Course Reconfiguration Project within a Council approved budget of \$1,650,000, including the \$1,181,000, to allow for an expanded scope of work if required. This delegation of authority is requested to streamline the reconfiguration process without having to return to Council, as this project is time sensitive given a planned construction completion by the end of Spring 2026 (conditions permitting).

RECOMMENDATIONS:

1. THAT Council awards the RFQ to Grassroots Enterprises for the Eaglecrest Golf Course Reconfiguration in the amount of \$1,181,800, exclusive of GST, and authorizes staff to finalize and execute the contract.
2. THAT staff be delegated authority to approve future adjustments to the scope of work arising through change orders resulting from detailed site review, technical requirements, or operational needs, including, but not limited to: additional landscaping and tree planting, irrigation system improvements, pond modifications and drainage works, turf rehabilitation, erosion control, and related capital upgrades provided that the total project cost does not exceed \$1,650,000, exclusive of GST.
3. THAT Council provides temporary authorization for the CAO to sign purchase orders, related to reconfiguration of the Eaglecrest Golf Course, in an amount not to exceed Council's authorized budget cap of \$1,650,000 excluding GST, in relation to Policy 6000-2; Purchasing and Disposition of Assets – General – Purchasing.

4. THAT Council appoints the Mayor as Council Liaison to the staff working group for reconfiguration of the Eaglecrest Golf Course to serve as an information conduit for Council and to provide advice on the project's budget within the \$1,650,000 allocation approved by Council;
 5. THAT Council directs staff to provide Council with a reporting, at the close of the Reconfiguration Project, on material scope or budget changes exceeding \$1,181,000 up to \$1,650,000, excluding GST.
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BACKGROUND

On December 17, 2025, Council adopted the following resolution:

THAT Council authorizes staff to issue a Request for Proposals (RFP) for the reconfiguration of the Eaglecrest Golf Course, generally in accordance with the Course Modification Overview and Construction Scope Overview provided as a Late Item added to the December 17, 2025, Special Council Meeting, with Council consideration of the RFP award tentatively scheduled for Q1 of 2026.

Resulting from this direction, the RFP was posted as a "Request for Quotes" on December 19, 2025. The closing date was originally January 16, 2026, and was extended to February 2, 2026, at the request of bidders. Three qualified contractors submitted quotes prior to the closing date. Grassroots Enterprises is the lowest bidder by a margin of over 100%.

DISCUSSION

Three submissions were received in response to the RFQ and were evaluated against the RFQ requirements; all three submissions met the mandatory requirements. Following evaluation, Grassroots Enterprises presented the strongest overall submission and was therefore selected for an interview/clarification session. Administration conducted a clarification meeting with Grassroots Enterprises on February 5, 2026, and was satisfied with the additional information and assurances provided.

Following that clarification, staff will continue to work with the recommended contractor and specialized consultants in golf course design and construction to complete detailed site reviews to confirm final construction requirements and sequencing. This collaborative process will support refinements necessary to address site conditions, enhance golfer and public safety, improve course playability and drainage performance, protect adjacent properties and natural features, and ensure long-term durability and maintainability of course infrastructure. Adjustments in project scope may be required to respond to accessibility requirements, environmental considerations, irrigation efficiency, and operational best practices.

To ensure timely project delivery while maintaining appropriate fiscal controls, staff are recommending delegation of authority to allow staff to respond to site conditions, technical requirements and change orders while ensuring that the overall project objectives are maintained and that costs remain within the Council approved budget envelope. This approach will allow staff to issue change orders and implement reasonable scope adjustments arising from detailed site investigation, consultant recommendations, or emergent technical needs while

ensuring transparency and reporting to Council for material changes. Staff are recommending that the Mayor act as Council liaison to the staff working group for the project and to provide advice regarding the CAOs sign-off of purchase/change orders within Council's proposed project budget of \$1,650,00.

While the RFQ process established a scope framework and baseline pricing, design and technical details are still being finalized and will be negotiated with the successful proponent. To support this process, staff will engage advisors as necessary, including but not limited to experts in golf course design, construction and operation in order to support refinement of the project scope and to provide commentary on change orders.

Given the complexities and the nature of scope framework, the proposed contingency allocation provides flexibility to address required scope adjustments without delaying construction start and schedule or having staff repeatedly returning to Council. For greater clarity, the base construction contract is \$1,181,000, excluding GST. Council approval is sought for a total project budget of up to \$1,650,000, excluding GST, which includes contingency for potential scope refinements and/or expansions, and professional services. This includes a potential budget of up to \$469,000 for:

- potential scope allowances and construction contingency (~30%)
- consulting and inspection services (~10%).

It should be noted that while a bridge was identified as a potential requirement in the RFQ, the document also indicated that the Town was open to alternative technical and operational approaches. The recommended contractor's proposal does not currently include a bridge component. However, further site analysis and consultation with specialized consultants are required before staff can confirm if a bridge is necessary to support safe golf operations, public access, and maintenance activities.

Should subsequent technical review determine that a bridge is required, staff will report back to Council with recommendations for approach and associated cost implications prior to proceeding.

FINANCIAL IMPLICATIONS

The draft 2026-2030 Financial Plan includes a \$2.5 million budget provision for capital expenditures related to the reconfiguration of Eaglecrest Golf Course and other capital investments required to bring the course, facilities, and equipment to a suitable operational standard. The recommended authorization of up to \$1.65 million can be accommodated within this proposed allocation that Council will be asked to approve in the 2026-2030 Financial Plan.

Staff anticipate that the remaining approximately \$0.85 million of the \$2.5 million total project budget, may be required to address additional capital priorities including facility upgrades, equipment renewal, and related infrastructure improvements outside of the Golf Course reconfiguration. Any future use of such funds will be subject to separate Council approval and authorization.

The 2026 capital allocation is intended to be funded through anticipated land sale revenues within the Eaglecrest neighbourhood. In order to maintain project timelines, the Town will temporarily advance funds from available cash balances or reserves. Upon receipt of the sale

proceeds, the applicable cash or reserve balance will be reimbursed. This approach represents an internal financing mechanism and does not change the ultimate funding source of the project.

It should be noted that if Council reduces the scope of land sales, defers their timing, or otherwise alters the approved revenue assumptions, the ultimate funding source may need to be adjusted. In such circumstances, staff would report back to Council with updated financial impacts and recommended adjustments to the Eaglecrest project phasing, scope, or funding strategies.

SUMMARY

This Report seeks Council authorization to award the Eaglecrest Golf Course Reconfiguration contract to Grassroots Enterprises in the amount of \$1,181,000, excluding GST.

Staff are also requesting delegation of authority for staff to be able to finalize and refine the scope of work within a Council approved budget of \$1,650,000, excluding GST.

The proposed approach reflects the evolving nature of site-based rehabilitation projects and will allow staff to address technical requirements, public safety, course playability, and long-term operational sustainability while maintaining fiscal control and accountability as defined by Council. The recommended funding can be accommodated within the Draft 2026–2030 Financial Plan and is supported by anticipated land sale revenues, with any material scope or budget changes beyond \$1,650,000, excluding GST, to be reported back to Council for further direction. Importantly, this approach will allow the project to proceed without staff having to return to Council given the limitations of Council's meeting schedule, and the time sensitivity of the project.

ALTERNATIVE OPTION

1. THAT Council provides alternative direction to staff.

APPROVALS

Report respectfully submitted by Amro Kotb, P. Eng, Director of Infrastructure.



Amro Kotb, P. Eng
Director of Infrastructure
Report Writer



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Raj Hayre
Director of Finance
Concurrence



Lou Varela, MCIP, RPP
CAO
Concurrence

Eaglecrest Golf Course

Course Modification Overview

**As approved by
Council on
December 17, 2025
and included in the
RFQ (Request for
Quotes)**

This plan is subject to
refinement after
award of contract, as
noted in the February
11, 2026 Council
Memo.



Construction Scope Overview

Hole 3

- Re-establish Hole 3 as a par 3.
- Re-establish left and right bunkers.
- Fill in the front-left bunker and convert to turf.

Hole 4

- Install an aluminum bridge over the pond to provide access to the Hole 5 tee boxes. Specific location and design subject to proposal. Wood or cosmetic finishes a bonus.

Hole 5

- Construct a new par 3 hole playing to an existing green.
- Install three new tee boxes, with approximate yardages ranging from 130 to 180 yards.

Hole 7

- Modify an existing hole to create a dog-leg left par 4.
- Install three new tee boxes playing to the existing green.
- Clear blackberries and brush within the fairway corridor.
- Remove one fir tree approximately 100 yards in front of the tee, if required for playability.
- Target hole length: approximately 280 yards uphill.
- Enlarge the existing sand trap short-left of the green and shift it closer toward the fairway.

Hole 8

- Intended long-term vision: par 4. May initially operate as a par 3 until tree growth improves safety (estimated 5–10 years). Final determination TBD.
- Remove blackberries, brush, and trees extending back to near the south property line.
- Construct three tee boxes approximately 20 yards in from the adjacent residential property line.
- Plant trees as shown in Course Modification Overview.

Hole 8 (cont.)

- Install hedging:
 - Around tee boxes.
 - Along the left side of the fairway for approximately 50 yards.
- Install a fairway bunker on the left side.
- Construct bunkers left, right, and behind the green.
- If initially operated as a par 3:
 - Install three temporary tee boxes ranging from 130 to 170 yards.
 - Install fencing along the left side of tee boxes to protect adjacent houses.
 - Install hedging on the right side to protect players near the 7th green.

Hole 9

- Construct a new par 4 hole playing to an existing green.
- Create a landing area approximately 200 yards from the tee, located near the existing par 3 tee area; grade and level as required.
- Tree management:
 - Retain approximately four tall trees near the green.
 - Remove approximately seven trees along the fairway.
 - Plant Trees as Shown
- Install fencing & hedging along the left side of the tee box to prevent errant shots toward adjacent residences.
- Install hedging on the right side of the tee box.
- Establish fescue on the left side of the hole to encourage right-side play.

LATE ITEM – Regular Council Meeting Agenda – February 11, 2026

Item 8.(e)(ii) | That Council consider approving the attendance of Councillor Young at the Local Government Leadership Academy (LGLA) Leadership Forum from March 11 to 13, 2026

SUBJECT: Local Government Leadership Academy (LGLA) Leadership Forum

WHEREAS attendance at conferences beyond those listed in Council Policy No. 3004-11 requires a Council resolution to authorize attendance;

BE IT RESOLVED THAT Council authorizes Councillor Young to attend the Local Government Leadership Academy (LGLA) Leadership Forum March 11-13, 2026 at the Radisson Hotel Vancouver Airport in Richmond, BC with associated travel expenses.