

Agenda for the 10:00 am Wednesday, March 25, 2026, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Page No.

(This meeting may be recorded)

1-6 1. ADOPTION OF THE AGENDA

THAT Council adopts the March 25, 2026, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(d) in the March 25, 2026, Consent Agenda be approved.

7-11 (a) **THAT** the March 4, 2026, Regular Council meeting minutes be approved as presented.

12-13 (b) **THAT** the March 11, 2026, Special meeting minutes be approved as presented.

14-15 (c) **THAT** the March 16, 2026, Special meeting minutes be approved as presented.

16 (d) **THAT** the Correspondence Log, dated for reference March 17, 2026, be received.

3. RECOGNITION – Nil

4. BUSINESS ARISING FROM THE MINUTES – Nil

5. DELEGATIONS – Nil

6. CORRESPONDENCE

17-22 (a) **BC Council of Forest Industries | Request for Official Endorsement**
Staff Recommendation:

THAT Council endorses the “Forestry is a Solution” initiative as outlined in the letter from K. Haakstad, President & CEO, BC Council of Forest Industries and on behalf of Coalition partners, dated February 26, 2026.

23-24 (b) **Regional District of Nanaimo | Member Municipalities Voting Formula**
Staff Recommendation:

THAT Council directs staff to send a letter to the Regional District of Nanaimo Board in response to the proposed changes to the Voting Formula for Member Municipalities as outlined in the letter from S. McLean, Chair, Regional District of Nanaimo dated March 13, 2026.

7. BYLAWS

25-26 (a) **Town of Qualicum Beach "Indemnification of Municipal Officials Bylaw No. 906, 2026"**

Staff Recommendation:

THAT the Town of Qualicum Beach "Indemnification of Municipal Officials Bylaw No. 906, 2026" be adopted.

27-194 (b) **2026-2030 Financial Plan Bylaw | Consideration of 3rd Reading**

Staff Recommendation:

THAT the “Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026” be given third reading.

8. COMMITTEE & LIAISON REPORTS

(a) **General Government** (Mayor Teunis Westbrook)

(i) Report from Mayor Westbrook

195 (ii) **Mayor Westbrook Notice of Motion | Eagle Park**

WHEREAS the Town of Qualicum Beach previously sold the property located at 777 Jones Street, Qualicum Beach and legally described as Lot 1, PLAN VIP55424, District Lot 78, Newcastle Land District, PID 017-997-402 to Vancouver Island Health Authority (“Island Health”) for the sum of \$1.00, for the purpose of future development of health-care related facilities/services; and

WHEREAS the Town has received correspondence from Oceanside Caregivers identifying and affirming a shortage of long-term care beds and related care capacity in the Oceanside area; and

WHEREAS the Town intends to request a meeting with Island Health to discuss health-care needs and opportunities within the Oceanside area, including the potential use of the above-noted lands;

THEREFORE BE IT RESOLVED THAT Council directs staff to prepare and send correspondence to the Province of British Columbia (including the Minister of Health), with copies to Island Health and other relevant partners as appropriate, expressing the Town’s support for Island Health to explore and research options to increase care bed and complex care capacity on the lands previously conveyed by the Town of Qualicum Beach to Island Health (777 Jones Street), which may be the basis of a future Public Private Partnership between the Province of BC and a private development company.

196 (iii) **Mayor Westbrook Notice of Motion | Town Crest**

WHEREAS the Town of Qualicum Beach has an interest in ensuring its corporate identity and visual branding are respectful, inclusive, and reflective of the community; and

WHEREAS the Town’s current crest includes a teepee image, and Council may wish to review and replace this imagery to better align with reconciliation-minded practices and local context; and

WHEREAS the Mayor wishes to pursue a crest update in collaboration with the local Qualicum First Nation, which explores a design element inspired by the Qualicum Beach totem pole located at the Qualicum Beach Museum as suggested by Chief Recalma; and

WHEREAS 2027 Strategic Planning provides an appropriate forum and timeline for Council to consider the scope, process, and resourcing for a crest update;

THEREFORE BE IT RESOLVED THAT Council directs staff to prepare and bring forward, during the Town's 2027 Strategic Planning process, a report with options and a recommended work plan to update the Town of Qualicum Beach crest to represent the history and cultural traditions of Qualicum First Nation.

1. Engage with Qualicum First Nation, to co-develop appropriate protocols, roles, and decision-making processes;
2. In consideration of cultural and intellectual property rights, including permissions and appropriate guidance regarding any use of design elements inspired by the Qualicum Beach totem pole at the Qualicum Beach Museum;
3. Design and procurement options, including whether work would be completed in-house or through contracted professional services;
4. Budget and resourcing implications, including engagement costs, design costs, and implementation costs;
5. Implementation inventory and sequencing, identifying a policy for crest usage and recommending a phased approach to manage costs; and
6. Proposed timeline and milestones, including when Council approval of a final crest would be sought.

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

- (i) Report from Councillor Harrison

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

- 197 (i) Report from Councillor Skipsey

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

- 198 (i) Report from Councillor Vander Valk

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

- 199 (i) Report from Councillor Young

200 (ii) **Councillor Young Notice of Motion | Development Review Process**

WHEREAS Council has an interest in ensuring development review processes are transparent, consistent, and understandable to applicants and the public; and

WHEREAS applicants benefit from early, clear communication about Council's expectations for alignment with the OCP and about any Council concerns or requested changes, so that proposals can be revised efficiently and appropriately; and

WHEREAS Council also wishes to ensure that expectations regarding Development Cost Charges (DCCs) and Community Amenity Contributions (CACs), where applicable, are understood early in the review process;

BE IT RESOLVED THAT Council directs staff to prepare a draft Council Policy that outlines an approach for providing development applicants with early clarity regarding Council's expectations, including:

- clear communication at the outset regarding alignment with the Official Community Plan (OCP);
- identifying and communicating Council's concerns, requested changes, and areas of non-alignment as early as possible in the review process;
- reducing repeated or prolonged Council and Advisory Planning Commission meetings by presenting a comprehensive list of issues to applicants at the beginning of the process;
- improving predictability, timeliness, and transparency in Council decision-making on development proposals; and
- reviewing the application of Development Cost Charges (DCCs) and Community Amenity Contributions (CACs) for new development projects.

AND FURTHER THAT the draft policy be provided to Council for consideration at a future regular meeting.

Staff Comment:

The Town has undertaken work with Vancouver Island University and planning consultants to support the development of approaches that strengthen and clarify municipal development review processes. As such, staff support the development of this policy however, not in the 2026 workplan given competing Council priorities.

9. STAFF REPORTS

(1) **Corporate Services**

201-210

(a) **Accessibility Advisory Team | Proposed Framework**

Staff Recommendations:

1. **THAT** Council rescinds the "Town of Qualicum Beach Accessibility Advisory Team Terms of Reference" approved on April 12, 2023.
2. **THAT** Council endorses the "Town of Qualicum Beach Accessibility Advisory Team Framework" as the structure for the Town's ongoing accessibility work as outlined in Attachment 1 of the March 25, 2026, Staff Report to Council;

AND FURTHER THAT Council confirms the continuation of the majority of the current Team membership under this Framework.

- 211-254 (b) **2025 Council Resolution Summary**
Staff Recommendations:
1. **THAT** Council receives the Summary of Council Resolutions as outlined in the March 25, 2026, Staff report to Council.
2. **THAT** Council rescinds the resolutions listed in Schedule 'B' attached to the March 25, 2026, Staff report to Council.
- 255 (c) **Announcement of Closed Council Meeting Motions**
For information.
- (2) **Planning & Community Development**
- 256-377 (a) **Development Variance Permit | 532 Memorial Avenue**
Staff Recommendation:
THAT Council directs staff to issue a Development Variance Permit for 532 Memorial Avenue, as described in the March 25, 2026 Planning Report to Council.
- 378-382 (b) **Development Permit | 532 Memorial Avenue**
Staff Recommendation:
THAT Council directs staff to issue a Development Permit for 532 Memorial Avenue, as described in the March 25, 2026 Planning Report to Council.
(For staff report Attachment 1 see pages 264-374)
- 383-399 (c) **Development Variance Permit | 796 Canyon Crescent Road**
Staff Recommendation:
THAT Council directs staff to issue a Development Variance Permit for 796 Canyon Crescent Road, as described in the March 25, 2026 Planning Report to Council, subject to registration of a S. 219 Restrictive Covenant prohibiting further subdivision by way of a strata and to limit the number of dwelling units on each parcel to two.
- 400-409 (d) **Development Variance Permit | 846 Woodside Crescent**
Staff Recommendation:
THAT Council directs staff to issue a Development Variance Permit for 846 Woodside Crescent, as described in the March 25, 2026 Planning Report to Council.
- 410-433 (e) **Development Variance Permit | 3022 Island Highway West**
Staff Recommendation:
THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 3022 Island Highway West to be considered by Council at a future meeting.

10. MOTION TO CLOSE TO THE PUBLIC

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

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

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

MEETING REOPENS TO THE PUBLIC

11. ADJOURNMENT

12. Review of Comments from the Public

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (March 27, 2026). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

To submit a comment please use one of the following options:

- Mail: Box 130, Qualicum Beach, BC V9K 1S7
- Phone: 250-752-6921

Email: communications@qualicumbeach.com

Draft - Minutes of the 10:00 am Wednesday, March 4, 2026, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ABSENT: Councillor Anne Skipsey

ALSO PRESENT: Staff: Heather Svensen, Director of Corporate Services/Deputy CAO
Twyla Slonski, Interim Deputy Director of Corporate Services
Luke Sales, Director of Planning and Community Development
Raj Hayre, Director of Finance
Amro Kotb, Director of Infrastructure Services
Peter Cornell, Fire Chief
Jason Froats, Information Systems Analyst

Mayor Westbroek called the meeting to order in the Council Chamber at 10:00 am acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the March 4, 2026, Regular Council meeting agenda with the following amendment:

- Late Item 8(d)(i) Committee and Liaison Report | Petronella Vander Valk

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

ADOPTION OF THE CONSENT AGENDA

Council adopted, by unanimous consent, **THAT** the recommendations listed for items 2(a) to 2(e) in the March 4, 2026, Consent Agenda be adopted.

- (a) **THAT** the February 11, 2026, Regular Council meeting minutes be approved as presented.
- (b) **THAT** the February 18, 2026, Committee of the Whole meeting minutes be received.
- (c) **THAT** the February 25, 2026, Special Council meeting minutes be approved as presented.
- (d) **THAT** the 2025 Special Event Grant Final Report from:
 - (i) the Qualicum Community Education & Wellness Society for The Conversation Nook event; and
 - (ii) the Qualicum Beach Curling Club for the Scotland to Canada Women's Friendship Curling Tour be received.
- (e) **THAT** the Correspondence Log, dated for reference March 4, 2026, be received.

CARRIED UNANIMOUSLY | Resolution No. 26-055

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES

(a) **Committee of the Whole Recommendations | February 18, 2026**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, **THAT** Council directs staff to include the development proposal application for 3022 Island Highway West at the earliest opportunity.

CARRIED UNANIMOUSLY | Resolution No. 26-056

DELEGATIONS

(a) **Mount Arrowsmith Biosphere Region Research Institute (MABRI)**

J. Ng-Cornish gave a presentation on the results of the case studies completed for Qualicum Beach Community Park (forest portion), the Grandon Creek Corridor, and the Milner Gardens and Woodlands.

(b) **Broombusters**

J. Sales gave a presentation on the 20th Anniversary of Broombusters as well as an update on Scotch Broom management and wildfire risk. Thanks were extended to Qualicum Beach for the 20 years of support; the Town has set an example.

CORRESPONDENCE

(a) **Receipt of Petition | “Multi-Family Residential West Eaglecrest”**

Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** Council receives the petition titled “Multi-Family Residential West Eaglecrest” submitted on February 10, 2026.

CARRIED UNANIMOUSLY | Resolution No. 26-057

(b) **Regional District of Nanaimo Bylaw Consent | Bylaw No. 1736.02, 2026**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of “Regional District of Nanaimo Northern Community Search and Rescue Contribution Service Amendment Bylaw No. 1736.02, 2026”.

CARRIED UNANIMOUSLY | Resolution No. 26-058

(c) **Farmer’s Market Nutrition Coupon Program | Letter Dated February 2, 2026**

Councillor Young MOVED and Councillor Vander Valk SECONDED, **THAT** Council directs staff to provide a letter of support to the Honourable Josie Osborne, Minister of Health, encouraging the continuation of the BC Farmers’ Market Nutrition Coupon Program as outlined in their letter dated February 2, 2026.

CARRIED UNANIMOUSLY | Resolution No. 26-059

BYLAWS

(a) **“Town of Qualicum Beach Indemnification of Municipal Officials Bylaw No. 906, 2026”**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** “Town of Qualicum Beach Indemnification of Municipal Officials Bylaw No. 906, 2026” be introduced and read a first time.

THAT “Town of Qualicum Beach Indemnification of Municipal Officials Bylaw No. 906, 2026” be read a second time.

THAT “Town of Qualicum Beach Indemnification of Municipal Officials Bylaw No. 906, 2026” be read a third time.

CARRIED UNANIMOUSLY | Resolution No. 26-060

COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbroek)
 - (i) Mayor Westbroek commented on his portfolio activities.
 - (ii) **Mayor Westbroek Notice of Motion | Zoning Bylaw Amendment**
Mayor Westbroek MOVED and Councillor Harrison SECONDED, **WHEREAS** the 2023 Provincial Policy Manual & Site Standards (follow up to Bill 44) specified an 11-metre residential height standard; and

WHEREAS the "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" sets maximum buildings heights across residential and multi-residential zones, some of which are lower than 11-metres; and

WHEREAS to improve consistency and address inequities in the "Town of Qualicum Beach Zoning Bylaw No. 900, 2024";

BE IT RESOLVED THAT Council directs staff to bring forward a draft bylaw for Council consideration amending the "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" maximum building heights for residential and multi-residential zones with the 11-metre residential height standard established through the Province's Bill 44 (2023).
CARRIED UNANIMOUSLY | Resolution No. 26-061
 - (iii) **Mayor Westbroek Notice of Motion: Development Variance Permit Application | 796 Canyon Crescent Road**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 796 Canyon Crescent Road, as detailed in the September 17, 2025, Planning Report to Council (attached for reference).

AND FURTHER THAT a staff report will be provided for Council consideration at a future meeting.
CARRIED UNANIMOUSLY | Resolution No. 26-062
- (2) **Public Safety** (Councillor Scott Harrison)
 - (i) Councillor Harrison commented on his portfolio activities.
- (3) **Community Development** (Councillor Petronella Vander Valk)
 - (i) Councillor Vander Valk commented on her portfolio activities.
 - (ii) Council unanimously approved a letter of condolence to be sent to the family of Lance Nater.
- (4) **Arts & Culture** (Councillor Jean Young)
 - (i) Councillor Young commented on her written report included in the agenda.
- (5) **Parks & Recreation** (Councillor Anne Skipsey)
 - (i) **Select Committee on Beach Day Recommendation | 2026 Beach Day Celebration**
Councillor Vander Valk MOVED and Councillor Harrison SECONDED, **THAT** the 2026 Beach Day Celebration be scheduled for Sunday, July 12, 2026, from 11am to 3:30pm.
CARRIED UNANIMOUSLY | Resolution No. 26-063

STAFF REPORTS

(1) Chief Administrative Officer

(a) Communications Overview

- Presentation by H. Svensen, Director of Corporate Services

Councillor Harrison MOVED and Councilor Vander Valk SECONDED, **THAT** Council receive the 2025-2026 Communications Strategy presentation for information.

CARRIED UNANIMOUSLY | Resolution No. 26-064

(b) 2026 Special Event Date Approvals

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, **THAT** the following special event dates be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met:

- Cross on the Commons, Sunday, September 13, 2026
- Ocean Mile Swim, Sunday, August 9, 2026

CARRIED UNANIMOUSLY | Resolution No. 26-065

(c) Communities in Bloom | 2026 BC Communities in Bloom Participation in Friends Category

Councillor Vander Valk MOVED and Councillor Young SECONDED, **THAT** Council endorses the Town of Qualicum Beach's participation in the 'Friends' category of the B.C. Provincial Communities in Bloom program for 2026.

CARRIED UNANIMOUSLY | Resolution No. 26-066

(d) Regional District of Nanaimo Delegation | April 22, 2026

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, **THAT** Council authorizes an exception to the Council Procedure Bylaw No. 733, Section 19(2) to permit the Regional District of Nanaimo delegation for up to 30 minutes at the Regular Council Meeting of April 22, 2026 to present on the following topics:

1. Parks (regional acquisitions)
2. Transit
3. Pollution Control Centre (French Creek)
4. Hospital District priorities and their status

CARRIED UNANIMOUSLY | Resolution No. 26-067

(2) Financial Services

(a) Proposed 2026-2030 Financial Plan Amendment | February 25, 2026, Special Council Meeting Motion

[NO MOVER OR SECONDER REQUIRED]

THAT the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026" be amended to reflect a 50/50 cost share thereby striking the amount of "60,000" in 2026 General Fund Capital Plan – Skatepark Fountain & Toilet Facility [pg. 143 of the Budget Book] and replacing it with "\$30,000"; AND FURTHER THAT \$30,000 to be raised through fund raising efforts.

DEFEATED

(3) **Planning & Community Development**

(a) **Development Variance Permit | 372 Judges Row**

Councillor Harrison MOVED and Mayor Westbrook SECONDED, **THAT** Council directs staff to issue a Development Variance Permit for 372 Judges Row, as described in the March 4, 2026, Planning Report to Council.

CARRIED UNANIMOUSLY | Resolution No. 26-068

(b) **Development Variance Permit | 846 Woodside Crescent**

Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 846 Woodside Crescent to be considered by Council at a future regular meeting.

CARRIED UNANIMOUSLY | Resolution No. 26-069

REVIEW OF COMMENTS FROM THE PUBLIC – Nil

ADJOURNMENT

Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** Council adjourns the meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:41 am

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbrook
Mayor

Draft - Minutes of the 10:00 am Wednesday, March 11, 2026, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

Absent: Councillor Scott Harrison

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Director of Corporate Services/Deputy CAO
Twyla Slonski, Interim Deputy Director of Corporate Services
Raj Hayre, Director of Finance
Luke Sales, Director of Planning
Amro Kotb, Director of Infrastructure Services

Mayor Westbroek called the meeting to order in the Council Chamber at 10:00 am acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the March 11, 2026, special Council meeting agenda as printed and circulated.

CARRIED UNANIMOUSLY

MOTION TO CLOSE

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

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

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:01 am

MEETING REOPENED TO THE PUBLIC: 12:34 pm with Mayor Westbroek, Councillors Skipsey, Vander Valk and Young in attendance. Also in attendance: L. Varela, CAO and H. Svensen, Director of Corporate Services/Deputy CAO, T. Slonski, Interim Deputy Director of Corporate Services, R. Hayre, Director of Finance, L. Sales, Director of Planning and A. Kotb, Director of Infrastructure Services.

ADJOURNMENT

Councillor Young MOVED and Mayor Westbroek SECONDED, THAT Council adjourns the meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:35 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

Draft - Minutes of the 3:30 pm Wednesday, March 16, 2026, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

Absent: Councillor Scott Harrison

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Director of Corporate Services/Deputy CAO
Raj Hayre, Director of Finance
Luke Sales, Director of Planning
Amro Kotb, Director of Infrastructure Services
Chelsea Currie, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber at 3:30 pm acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the March 16, 2026, special Council meeting agenda with the following amendment:

- Addition of Late Item 1.1 Eaglecrest Golf Course Maintenance Equipment

CARRIED UNANIMOUSLY

STAFF REPORT

(1.1) Eaglecrest Golf Course Maintenance Equipment

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **WHEREAS** there is a risk that delaying procurement of required Golf Course maintenance equipment may result in the equipment being unavailable for the 2026 season; and

WHEREAS the \$2.5 million Capital Budget Provision included in the Draft 2026-2030 Financial Plan, which received second reading from Council on February 25, 2026, anticipates the purchase of Golf Course maintenance equipment in the approximate amount of \$750,000 excluding taxes;

THEREFORE BE IT RESOLVED THAT Council authorizes early budget approval for staff to purchase Golf Course maintenance equipment, procured through Sourcewell/Canoe in compliance with the Town's Purchasing Policy, in the amount of \$755,428 plus applicable taxes.

CARRIED UNANIMOUSLY | Resolution No. 26-070

MOTION TO CLOSE

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90(1) (e), (i), and (k) 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;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 3:34 pm

MEETING REOPENED TO THE PUBLIC: 4:35 pm with Mayor Westbroek, Councillors Skipsey, Vander Valk and Young in attendance. Also in attendance: L. Varela, CAO and H. Svensen, Director of Corporate Services/Deputy CAO, R. Hayre, Director of Finance, L. Sales, Director of Planning and A. Kotb, Director of Infrastructure Services.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 4:37 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG

March 17, 2026 (for March 25, 2026 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Feb 10	Oceanside Caregivers Petition - Part 1	Rec'd for Information	1331
Feb 10	Oceanside Caregivers Petition - Part 2	Rec'd for Information	1332
Feb 15	Comments Long Terms Care Beds	Rec'd for Information	1334
Feb 24	Concerns College Road Development Application	Referred to Staff	1328
Feb 24	Concerns Eaglecrest Tree Removal	Referred to Staff	1329
Feb 25	Eaglecrest - Concerns Regarding Development Process	Referred to Staff	1330
Mar 1	Reconfiguring Eaglecrest Golf Course - Dogleg Close	Referred to Staff	1333
Mar 3	Community Concerns - NAV Canada Flight Activity Over Qualicum Beach (Feb 24)	Referred to Staff	1335
Mar 3	Helicopter Training - Impact on Residential Homes	Referred to Staff	1336
Mar 8	Comments Large Trees at 532 Memorial Avenue	Referred to Staff	1338
Mar 9	Evidence Before Blame: Structural Questions Following the Tumbler Ridge Tragedy	Rec'd for Information	1339
Mar 11	Comments Yambury Road and Island Highway West	Referred to Staff	1340
Mar 13	Comments Parking Meter Inquiry	Referred to Staff	1341
Mar 14	Concerns Eaglecrest Greenspace	Referred to Staff	1342
Mar 15	Comments 532 Memorial Avenue	Referred to Staff	1343
Mar 16	Comments Support for Canyon Crescent Strata / Suite discussion	Rec'd for Information	1344

February 26, 2026



Re: Request for Official Endorsement of “Forestry is a Solution”

Dear Mayor Westbrook,

On behalf of a coalition of forest sector organizations, I am requesting that the Town of Qualicum Beach endorse the **Forestry is a Solution** initiative by way of council motion, demonstrating community support for forestry across British Columbia.

Launched on January 20, 2026, at the BC Natural Resources Forum in Prince George, this province-wide initiative is led by a broad coalition of community leaders, workers, and industry advocates. Our goal is to demonstrate the deep public support for British Columbia’s forest sector and ensure it remains a strategic asset for the future of our province.

Why This Matters to Our Community

For many communities across British Columbia, forestry is more than an industry—it is a cornerstone of your economic resilience. However, the sector currently faces significant headwinds from global competition, challenging operating conditions, and damaging U.S. trade actions. We believe that by working together, we can show the provincial government that forestry provides the solutions for BC’s most urgent challenges, including:

- **Building affordable housing** by providing renewable, low-carbon materials.
- **Reducing wildfire risks** through active, professional forest management in our backyards.
- **Supporting family-sustaining jobs** for skilled workers in the bush, at the mills, and in the office.
- **Contributing revenues and services** that fund our local schools, hospitals, and public services.
- **Storing carbon** in every beam and board, helping cut building emissions.



Request for Action

The **Forestry is a Solution** initiative outlines four key priorities for immediate government action to strengthen the sector:

1. **Speed up access to economic wood** by expediting permits and approvals for greater predictability.
2. **Improve competitiveness and cost certainty** by reducing administrative and regulatory burdens.
3. **Fix BC Timber Sales** to ensure a reliable and competitive supply of logs for mills and secondary manufacturing.
4. **Support First Nations partnerships** with the capacity and tools to expedite referrals and increase revenue sharing.

Request to Council

We respectfully request that Council consider a motion to:

1. **Officially endorse** the “Forestry is a Solution” campaign.
2. **Encourage community members** to visit **forestryisasolution.com** to sign the petition and send a letter to their MLA, the Minister of Forests, the Premier, and the Official Opposition Forests Critic.
3. **Support staff** to share information about Forestry is a Solution through your community’s official communication channels.

Our collective goal is to reach **5,000** signatures to demonstrate support for the government to take these practical steps. When our forests and forest sector thrive, our communities remain strong.

Thank you for your leadership and for your continued support of the workers and families who depend on BC forestry. We would be pleased to provide a brief presentation to Council on this initiative at your earliest convenience.

Sincerely,



Kim Haakstad

President & CEO, BC Council of Forest Industries

On behalf of coalition partners:

- BC Council of Forest Industries (COFI)
- Truck Loggers Association (TLA)
- Alliance of Resource Communities (ARC)
- ResourceWorks
- Interior Logging Association (ILA)
- Interior Forest Labour Relations Association (IFLRA)
- BC Pulp and Paper Coalition
- Private Forest Landowners Association (PFLA)
- Woodlots BC
- Council on Northern Interior Forest Employment Relations (Conifer)
- North West Loggers Association
- Independent Lumber Manufacturer's Association (ILMA)

Enclosed

- Forestry is a Solution Platform





Forestry is a solution for BC, for Canada.

- + Supports people.
- + Strengthens communities.
- + Builds economic resilience.

British Columbia's forest sector can help protect jobs, strengthen communities, and build a stronger BC and Canada. At a time of global uncertainty and damaging U.S. duties and tariffs **we need a made-in-BC solution.**

BC has the forests, the workers, and the expertise. Let's work together for BC.

Take Action

Learn More



Take Action: Support a made-in-BC economic solution

Do you support BC forestry? Take one or all of these steps:

Step 1: Sign the petition

Sign [this petition](#) and stand with neighbours and friends to support BC forestry.

Sign Petition

Powered by spark*activation

Step 2: Send the letter

Politicians need to hear from you. Send [this letter](#) to your MLA and the BC Government.

Send Letter

Travis Joern (joern@cofi.org) is signed in

Powered by spark*activation

Step 3: Share the campaign

Let's bring BC together on this issue. Share with your networks!

Share on:

Share on:

Share on:

Share on:

The Problems

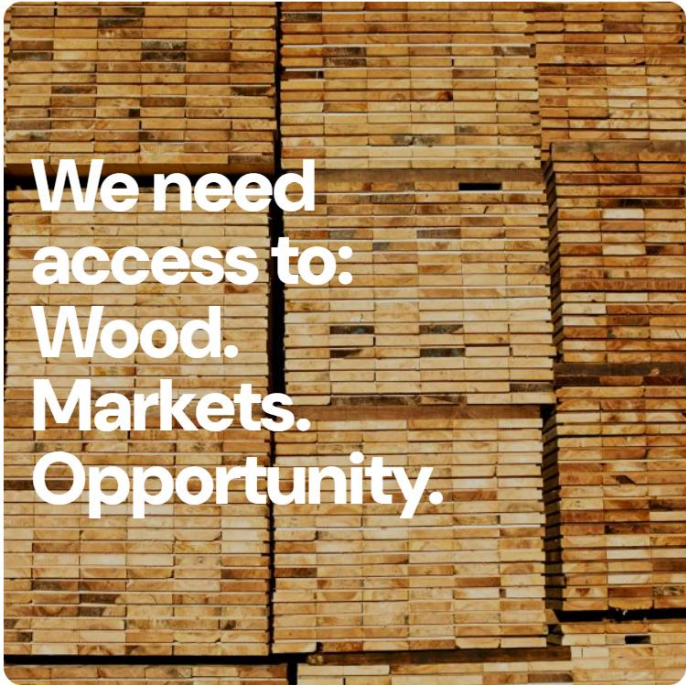
British Columbia's forest sector is operating in a difficult global environment:

- Global competition is increasing
- Conditions in BC limit the full potential
- U.S. trade actions hurt Canadian wood producers

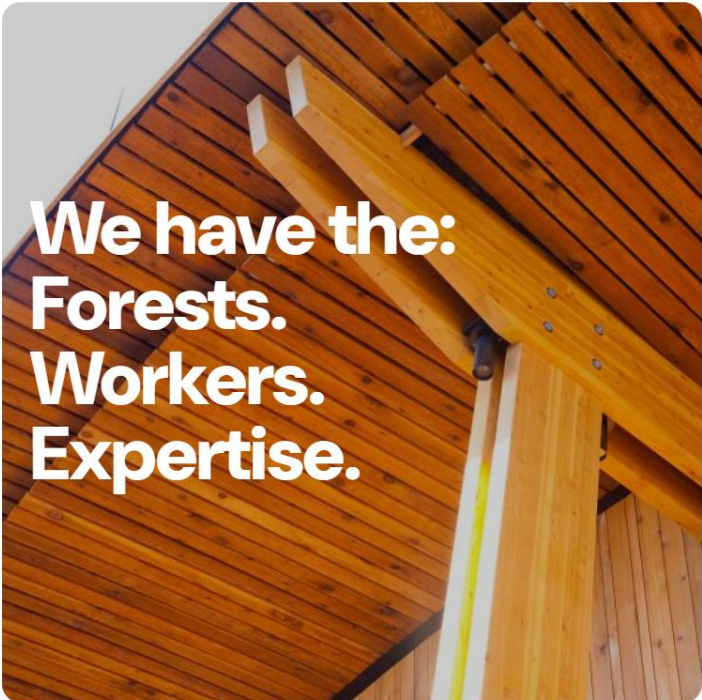
Yet despite these headwinds, forestry remains one of BC's greatest economic opportunities.

This is a moment to focus on homegrown solutions that create value here in British Columbia.

Take Action

We need
access to:
Wood.
Markets.
Opportunity.



We have the:
Forests.
Workers.
Expertise.

The Opportunity

British Columbia has the timber to support a healthy and sustainable forest sector. Ready to harvest and fire-damaged timber is available — and demand for Canadian wood remains strong. The opportunity is clear:

Get wood moving efficiently through the value chain from the forest to the mill to your home

This will:

- Keep people working
- Offset economic damage from U.S. trade actions
- Create more value and increase secondary manufacturing jobs
- Strengthen economic security

This is about using harvest ready timber better and faster.

Take Action



Let's work together for BC

What needs to happen:

1. Speed up access to economic wood

Expedite permits and approvals so timber reaches mills in a predictable and timely way.

2. Improve competitiveness and cost certainty

Address administrative and regulatory burdens affecting harvesting and manufacturing.

3. Make BC Timber Sales work as intended

Deliver a reliable, competitive supply of logs to support mills and workers.

4. Support First Nations partnerships

Support First Nations with the capacity and tools to expedite referrals and increase revenue sharing.

Take Action



Why Forestry matters right now

Forestry is a solution. When it can reach its full potential, forestry is a strategic asset for British Columbians. BC's forest sector:

- ✓ Supports tens of thousands of good, family-sustaining jobs
- ✓ Keeps rural, First Nations, and urban communities economically strong
- ✓ Supplies Canadian wood for housing and infrastructure
- ✓ Stores carbon in every beam and board, helping cut building emissions
- ✓ Generates public revenue for essential services
- ✓ Reduces wildfire risk through active forest management

A Broad Coalition of Support:

This is about working together to ensure forestry continues to contribute to BC's future. Support for forestry solutions spans British Columbia, including:

- Forestry workers and their families
- First Nations governments and entrepreneurs
- Local businesses and contractors
- Industry organizations
- Residents who care about economic stability and community resilience



BC Pulp & Paper Coalition



Take Action



March 13, 2026

His Worship Teunis Westbroek
Mayor of Town of Qualicum Beach
660 Primrose Street
Qualicum Beach BC V9K 1S7

Via email: mayor@qualicumbeach.com

Dear Mayor Westbroek:

On behalf of the Regional District of Nanaimo (RDN) Board, I am writing to let you know that the Regional District of Nanaimo (RDN) is considering updates to the population-based voting formula set out in its letters patent and encourage your participation as the Board reviews the matter. As the region continues to grow, the Board has identified the need to review and revise the formula to ensure it remains effective, representative, and aligned with current and future population distribution. The voting formula is a key component of how the RDN Board makes decisions on behalf of the region, and any change to it has implications for all member municipalities and electoral areas.

Public engagement will take place from March 11, 2026, until April 17, 2026. The goal is to complete a proposal for submission to the Ministry of Housing and Municipal Affairs in May 2026. This engagement process is intended to share information about why changes are being considered and to gather feedback on the options under review from interested and affected residents, organizations, and local governments.

The 2026 Census is expected to show that the City of Nanaimo (City) would need to appoint ten Directors under the current system, but the City has only nine elected officials, making this requirement impossible to meet. The RDN Board is considering a change where the City would receive more votes to reflect its growing population but would only need to appoint seven Directors. The City of Parksville is also expected to gain one vote due to population growth but keep the same number of Directors. The District of Lantzville, Town of Qualicum Beach and the seven electoral areas would keep the same number of Directors and votes.

The proposed changes include:

- 1) Increasing the voting unit from 2,500 people to 2,600 (this number determines how many votes each area gets); and,

- 2) Changing the voting divisor from 5 to 6.7 (this determines how many Directors each community needs to appoint to the RDN Board based on how many votes it receives).

A proposal must be submitted to the Ministry of Housing and Municipal Affairs for approval.

More information about the RDN Board's current voting structure and the proposed consideration of changes can be found in the agenda materials for the [March 3, 2026, RDN Committee of the Whole meeting](#), the [March 10, 2026 RDN Board meeting](#), as well as on the [Get Involved RDN Board Voting project page](#).

The RDN welcomes any questions, comments, or insights you and your Council may wish to share as we undertake this review. We would also be pleased to meet with your municipality to discuss this matter further. Please feel free to contact me or Jacquie Hill, Corporate Officer and Manager of Legislative Services. Jacquie can be reached at jhill@rdn.bc.ca or 250-390-6750.

Sincerely,

A handwritten signature in black ink, reading "Stuart McLean". The signature is fluid and cursive, with the first name "Stuart" and last name "McLean" clearly distinguishable.

Stuart McLean, Chair
Regional District of Nanaimo
T: 250-240-2263 | Email: stuart.mclean@rdn.bc.ca

**TOWN OF QUALICUM BEACH
BYLAW NO. 906, 2026**

INDEMNIFICATION OF MUNICIPAL OFFICIALS BYLAW

WHEREAS, pursuant to the provisions of Section 738 and 740(2)(a) of the *Local Government Act*, Council may by bylaw, provide that the municipality will indemnify its municipal officials against any claim for damage for anything said or done or omitted to be said or done by that person in the performance or intended performance of the person's duty or the exercise of the person's power, for any alleged neglect or default in the performance or intended performance of that person's duty or the exercise of that person's power.

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

CITATION

This Bylaw may be cited as "Indemnification of Municipal Officials Bylaw No. 906, 2026".

DEFINITIONS

1. "Municipality" shall mean the Town of Qualicum Beach;
2. "Municipal Official" shall mean the following:
 - (a) A current or former member of Council;
 - (b) A current or former Officer or employee of the Municipality;
 - (c) A person who is, or was, a person referred to in section 738(1) of the *Local Government Act*, but only in relation to the exercise of powers or the performance of duties or functions for, or on behalf of, the Municipality.
3. "Indemnification" or "indemnify" means the payment by the Municipality of amounts required or incurred:
 - (a) To defend an action or prosecution brought against a person in connection with the exercise of intended exercise of the person's powers or the performance or intended performance of the person's duties or functions;
 - (b) To satisfy a judgment, award or penalty imposed in an action or prosecution referred to in paragraph (a); or
 - (c) In relation to an inquiry under the *Public Inquiry Act*, or to another proceeding, that involves the administration of the municipality or the conduct of municipal business.

INDEMNIFICATION

4. The Municipality will indemnify a Municipal Official where an action or prosecution is brought against them in connection with the performance or intended performance of their duties; or, where an inquiry under the *Inquiry Act* or other proceeding involves the administration of a department of the municipality or the conduct of a part of the municipal business.
5. Where the Municipality pays for legal costs, the Municipality will have the right to retain the services of legal counsel and to provide the instructions regarding the defence of such claim.

6. The Municipality will not indemnify a Municipal Official pursuant to this Bylaw in respect to a fine imposed as a result of a Municipal Official being convicted of an offence that is not a strict or absolute liability offence.
7. The Municipality will not seek indemnity against a Municipal Official in respect of any conduct of the Municipal Official that results in a claim for damages against the Municipality, unless the court makes a finding in the action that the Municipal Official has been guilty of dishonesty, gross negligence or malicious or wilful misconduct.

SEVERABILITY AND REFERENCE TO OTHER ACTS

8. If any section, sub-section, clause or sub-clause of this Bylaw is, for any reason, held to be invalid by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.
9. Any reference to another enactment in this Bylaw is a reference to the other enactment as amended or replaced, whether amended or replaced before or after the adoption of this bylaw.

REPEAL

10. "Officers, Employees and Members of Council Indemnification Bylaw No. 544, 1994" is hereby repealed.

INTRODUCED AND READ A FIRST TIME this 4th day of March, 2026.

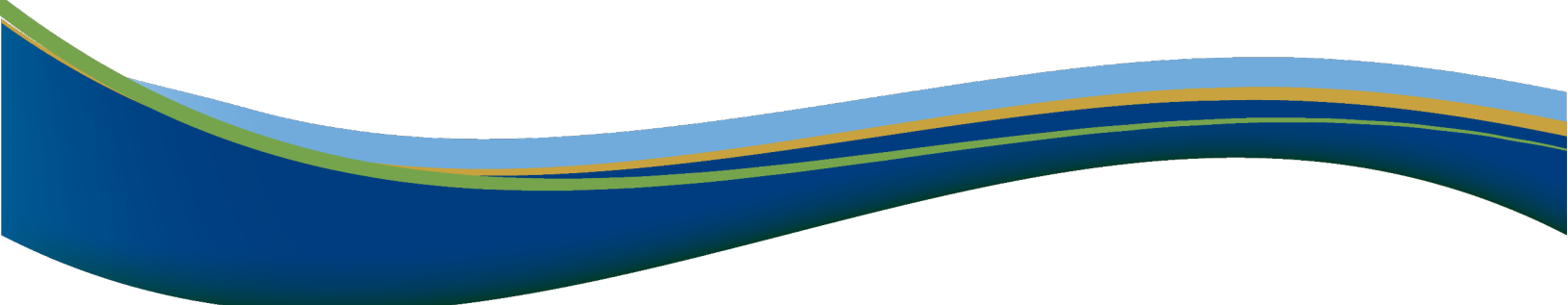
READ A SECOND TIME this 4th day of March, 2026.

READ A THIRD TIME this 4th day of March, 2026.

ADOPTED this ____ day of _____, 2026.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO



TOWN OF QUALICUM BEACH

MEMORANDUM

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: March 25, 2026

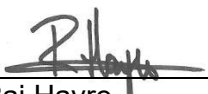
FROM: Raj Hayre, Director of Finance

SUBJECT: Third Reading of “Town of Qualicum Beach Financial Plan 2026-2030 Bylaw No. 921, 2026”

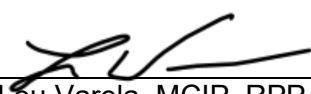
RECOMMENDATION:

THAT the “Town of Qualicum Beach Financial Plan (2026-2030) Bylaw No. 921, 2026” be read a third time.

First and second readings of the “Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026” were provided by Council on February 25, 2026. The attached “Town of Qualicum Beach 2026–2030 Draft Financial Plan (Budget Book)” reflects the proposed financial plan as presented and discussed. No significant changes have been made since second reading. It is therefore recommended that Council proceed with third reading of the “Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026”



Raj Hayre
Director of Finance
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachments

1. Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026
2. Town of Qualicum Beach 2026–2030 Draft Financial Plan (Budget Book)

TOWN OF QUALICUM BEACH
BYLAW NO. 921

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, 2026 to December 31, 2030.
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, 2026 to December 31, 2030.
3. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026".

READ A FIRST TIME on the 25th day of February, 2026.

READ A SECOND TIME on the 25th day of February, 2026.

READ A THIRD TIME on the _____ day of _____, 2026.

ADOPTED on the _____ day of _____, 2026.

Teunis Westbroek, Mayor

Heather Svensen,
Director of Corporate Services/Deputy CAO

SCHEDULE "A"
QUALICUM BEACH FINANCIAL PLAN BYLAW NO.921, 2026
FOR THE FIVE YEAR PERIOD 2026 TO 2030

	2026	2027	2028	2029	2030
Revenues					
Municipal Taxation	14,206,200	15,524,700	16,443,100	17,274,200	18,532,700
Grants in Lieu of Taxes	413,600	417,800	422,000	426,200	430,500
Parcel Taxes	1,656,100	1,795,500	1,914,400	2,031,800	2,149,200
Vancouver Island Regional Library Levy	778,100	801,400	825,400	850,200	875,700
Fees and Charges	4,940,200	4,776,100	4,810,900	4,811,400	6,785,500
Own Sources	1,969,400	1,701,900	1,717,200	1,732,700	1,748,200
Grants and Contributions	12,147,500	5,118,100	2,070,600	5,229,200	2,195,900
Other Revenue	694,500	694,800	701,900	709,100	716,300
Total Revenue	36,805,600	30,830,300	28,905,500	33,064,800	33,434,000
Use of Reserve Funds	8,454,400	7,021,900	7,283,900	6,321,000	5,623,500
Proceeds from Sale of Assets	3,245,000	5,483,400	8,396,400	-	-
Proceeds of Debt	-	6,000,000	6,800,000	-	-
Total Revenue, Use of Reserves and Proceeds of Debt	48,505,000	49,335,600	51,385,800	39,385,800	39,057,500
Expenditures					
Operating Expenditures					
General Government	3,252,800	3,332,600	3,480,100	3,623,500	3,774,100
Protective Services	3,781,500	3,832,200	4,012,300	4,191,100	4,475,100
Public Works	5,394,200	5,305,100	5,506,600	5,696,100	5,893,200
Parks and Recreation and Culture	3,044,800	3,161,000	3,281,300	3,392,600	3,508,000
Solid Waste and Recycling	1,034,700	1,007,100	1,040,700	1,073,700	1,107,700
Utilities	2,720,700	2,826,000	2,927,500	3,022,900	3,121,500
Planning, Development and Strategic Initiatives	1,253,000	1,561,200	1,323,600	1,719,700	1,212,600
Total Operating Expenditures	20,481,700	21,025,200	21,572,100	22,719,600	23,092,200
Capital Expenditures	21,791,600	18,865,000	20,065,000	9,151,000	7,700,000
Debt Servicing					
Debt Interest	134,900	156,700	212,300	441,700	494,200
Debt Principal	564,700	658,400	455,200	155,321	360,200
Contributions to Reserves	5,532,100	8,630,300	9,081,200	6,918,200	7,410,900
Total Expenditures and Reserve Contributions	48,505,000	49,335,600	51,385,800	39,385,800	39,057,500

SCHEDULE “B”

STATEMENT OF OBJECTIVES AND POLICIES FOR BYLAW NO. 921 FOR THE FIVE-YEAR PERIOD 2026 TO 2030

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 2026. 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	33.6%	\$16,275,900
User fees and charges	10.2%	4,940,200
Other sources	4.1%	1,969,400
Grants and Contributions	25.0%	12,147,500
Library Levy	1.6%	778,100
Other Revenue	1.4%	694,500
Other net transfers/revenue	<u>24.1%</u>	<u>11,699,400</u>
Total	100%	\$45,225,400

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 for 2025. 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 2026 property taxes are based on a 6.5% increase over 2025 property taxes plus 1.7% in new construction taxes. The Town's portion of the property taxes represents approximately 49% 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 2025 Town property tax distribution is shown in table two below as final 2026 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	2025 Town Property Taxes		2025 Town Tax Rate
Residential	\$11,791,100	89.9%	2.5225
Utility	59,600	0.5%	39.9988
Light Industry	300	*	6.4235
Commercial/Other	\$1,218,700	9.3%	6.4235
Managed Forest	\$700	*	2.5225
Recreation/Non-Profit	\$37,900	.3%	6.4235
Farm	\$300	*	2.5225
Total	\$12,120,073	100%	

* Less than 0.1%

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.

- 2026 – 6.5% tax increase comprised of 4.1% for municipal operations, 1.3% for the Asset Replacement Program, 0.4% for Investment in New Assets and 0.7% for police services.
- 2026 to 2029 – The Five-Year Financial plan anticipates a 9.5% (2027), 5.9% (2028), 5.1% (2029) and 7.3% (2030) property tax increase in years 2027 to 2030. The rates for inflation service changes and sustainable asset investment levels should also be reviewed annually to ensure that they continue to remain appropriate.

PERMISSIVE TAX EXEMPTIONS

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

TOWN OF QUALICUM BEACH

DRAFT 2026-2030

FINANCIAL PLAN

ABOUT THIS DOCUMENT

The Town's Financial Plan details how we will generate and allocate funds over the next five years. It serves as a road map, aligning the Town's Strategic Initiatives with the essential services provided to residents daily.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**Town of Qualicum Beach
British Columbia**

For the Fiscal Year Beginning

January 01, 2025

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Qualicum Beach, British Columbia, for its Annual Budget for the fiscal year beginning January 1, 2024

In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications tool.

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INTRODUCTION

CHIEF ADMINISTRATIVE OFFICER MESSAGE

On behalf of the Town of Qualicum Beach, thank you for dedicating your valuable time to reviewing the 2026–2030 Financial Plan.

This is the fourth consecutive year the Town has produced a Financial Plan of this high standard, reflecting ongoing progress and commitment to excellence. Once again, the Town received the Government Finance Officers Association’s Distinguished Budget Presentation Award, recognizing the Plan’s strength as a policy document, financial blueprint, operational guide, and communication tool. This accomplishment underscores the Town’s steadfast dedication to financial transparency and responsible governance - core principles that shape this Plan.



*We seek to remain in step with
Council’s vision and the Town’s
evolving financial condition.*

The 2026–2030 Financial Plan aligns the Town’s Official Community Plan (OCP), Council’s Strategic Initiatives, operational service levels, and capital projects with the overall budget. It provides a clear roadmap for allocating resources to meet the community’s priorities over the next five years, with annual reviews to ensure it remains in step with Council’s vision and the Town’s evolving financial conditions.

During 2026 Strategic Planning, Council chose to focus on the acquisition and development of the Eaglecrest Golf Course Lands; an Initiative that touches on each of Council’s six Focus Areas:

- Housing
- Good Governance
- Economic Prosperity
- Community Health and Wellbeing
- Climate Action
- Progressive Infrastructure.

The decision to acquire these Eaglecrest Golf Course Lands reflects Council’s recognition of its recreational, cultural, and historical value to the community; the long-term value of the recreational asset; the potential to increase housing units; employment growth and local tourism development; the potential for reforestation or naturalization, including carbon sequestration; and improvements to community transportation.



Beyond Council's Strategic Initiatives, the Financial Plan also considers key factors influencing the budget, including:

- Effective asset management
- Risk mitigation
- Maintaining service levels
- Adapting to emerging legislation

Specific financial pressures addressed in the 2026 Budget include:

- Staff resourcing to maintain service levels and create efficiency
- Wage and benefit increases per contractual obligations, based on Council direction
- Inflation affecting costs such as protective equipment, supplies, insurance, IT support, and contracted services
- RCMP policing costs
- Sustainable asset replacement
- Demands for new infrastructure

To develop a balanced budget amidst complex legislative, political, economic, and environmental factors, the Town relies on property taxes, non-tax revenue (e.g. new construction and leases), service user fees, and utility charges.

For 2026, the budget projects a 6.5% increase in property taxes. The combined property taxes and utility fees for a typical home assessed at \$959,000 equate to approximately \$3,777, broken down as follows:

- \$1,862 for operations
- \$334 for policing
- \$427 for asset reserves
- \$206 for solid waste
- \$229 for sanitary sewer
- \$719 for water services

As we look to the future, Council and staff remain deeply committed to fiscal responsibility, open communication, and delivering exceptional public service. We are energized by the opportunities that lie ahead and dedicated to serving the Qualicum Beach community with integrity, innovation, and care.

In closing, I offer my sincere appreciation to the Mayor and Council for their thoughtful leadership, to our staff for their outstanding dedication, and to the many volunteers who generously give their time to enhance our community.

It is an honour to serve the Council, our dedicated staff, and the remarkable residents of Qualicum Beach as Chief Administrative Officer.



Lou Varela
Chief Administrative Officer

BUDGET OVERVIEW

In 2026, Qualicum Beach continues to navigate persistent challenges. The most significant one, is the Town's limited revenue sources. Property taxation is the largest source of revenue for the Town. The majority of taxes are borne by residents, as 96% of the assessed property values are made up by the residential class, and the remaining 4% by the business class. Additionally, the Town faces difficulties in funding significant capital projects due to insufficient cash reserves. This financial constraint hinders timely maintenance renewal and replacement of assets, requiring reliance on grant funding, borrowing, or sale of existing assets necessitating external borrowing for crucial infrastructure projects, such as modernizing the public works and parks operations.

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

set of challenges, as the Town is confronted by weather-related incidents, while striving to preserve its environment and natural resources.

In response to pressures on operational costs, Town staff are focused on enhancing efficiency and innovating service delivery. The 2026-2030 Financial Plan aims to uphold essential services for both residents and businesses, influenced by community priorities and budgetary constraints.

The 2026 Budget proposes a 6.5% property tax increase, made up of 4.1% for operations, 0.7% for Police Services, 1.3% for asset management, and 0.4% for asset investment. This increase means the average home, valued at \$959,000, will see a \$160 rise in taxes from the previous year, totalling approximately \$2,623 in municipal property taxes. Considering both property taxes and utility costs, the typical household will experience an overall increase of approximately \$225 more in 2026 for municipal services.



QUALICUM BEACH COMMUNITY

The Town of Qualicum Beach is a charming coastal community of 9,303 people and one of the most beautiful communities in the country. The Town is surrounded by rivers, forests and farmland located in the shadow of Mount Arrowsmith. Small-town character, walkability and year-round access to recreational opportunities support a high quality of life for residents, and provides an attractive destination for visitors.

This beautiful oceanside community has abundant recreational opportunities, including three golf courses within the Municipality and three others in close proximity. Opportunities for fishing, hiking and biking are also plentiful. The community features over seven kilometres of curving, postcard perfect beaches. The Town centre is vibrant, and an exciting revitalization of the adjacent East Village area is underway. Qualicum Beach is known for its connection to nature, as well as its celebration of arts and culture.

INDUSTRY

Qualicum Beach has a mix of tourism, manufacturing and service industries. The service sector (which includes retail, wholesale, finance, insurance, real estate, business services, accommodations, and other services) remains the largest employer in the region, accounting for 67% of overall employment. The trade sector, which includes both retail and wholesale trade, accounted for 20.5% of overall employment and reflects a growing trend in retail.

EMPLOYMENT

Employment is forecast to increase, with the service sector expected to show the strongest growth. Employment in the agricultural and primary sector, however, is anticipated to decline slightly. Construction will see positive employment growth along with business services. Given the aging population of Qualicum Beach, health and social services, along with other services, will likely see significant increases in employment opportunities. It is expected that employment in these two sub-sectors will almost double over the next 25 years.

POPULATION

The largest population of Qualicum Beach is the age group between 65 and 69 years old, and the least populated age group is between 25 and 29 years old. The working age group between 15 to 64 years old represents 41.7% of the population, while 14.88% makes up the younger population which will be a part of the labour force in less than two decades.



TRADITIONAL ACKNOWLEDGMENT

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





ORGANIZATIONAL PROFILE



MUNICIPAL COUNCIL

Under the *Community Charter* and *Local Government Act*, municipalities and regional districts have broad authority to provide services that their respective municipal councils or regional district boards consider necessary or desirable. Services may be varied both in size and type, examples of which include water and wastewater management, garbage disposal, recreational facilities and economic development.

Governance in the Town of Qualicum Beach is provided by a Mayor and Council. Currently, a Mayor and four Councillors are elected for four-year terms. New Council members elected in 2022 were sworn in on November 7, 2022.

Mayor Teunis Westbroek

Councillor Scott Harrison

Councillor Anne Skipsey

Councillor Jean Young

Councillor Petronella Vander Valk

The main functions of a municipal council are to look after the current and future economic, social and environmental wellbeing of its community. Council's primary duties are to create administrative policy, adopt bylaws on matters delegated to local government through the *Local Government Act* and other provincial statutes to protect the public, and to collect taxes for those purposes. Council also acquires, manages, and disposes of the Town's assets. Council's vision sets a course of action, and charts goals that are accomplished by municipal staff under the direction of the Chief Administrative Officer (CAO).

Council is committed to collaborative governance and sound management through the provision of high-quality facilities and services that provide opportunities for continuous improvement to the quality of life for people of all ages in the community. In pursuing the Town's goals, Council is guided by the principles of understanding and respecting different perspectives, acting with respect and integrity, defining plans and evaluating successes, making informed decisions, and supporting decision-making through processes and partnerships.

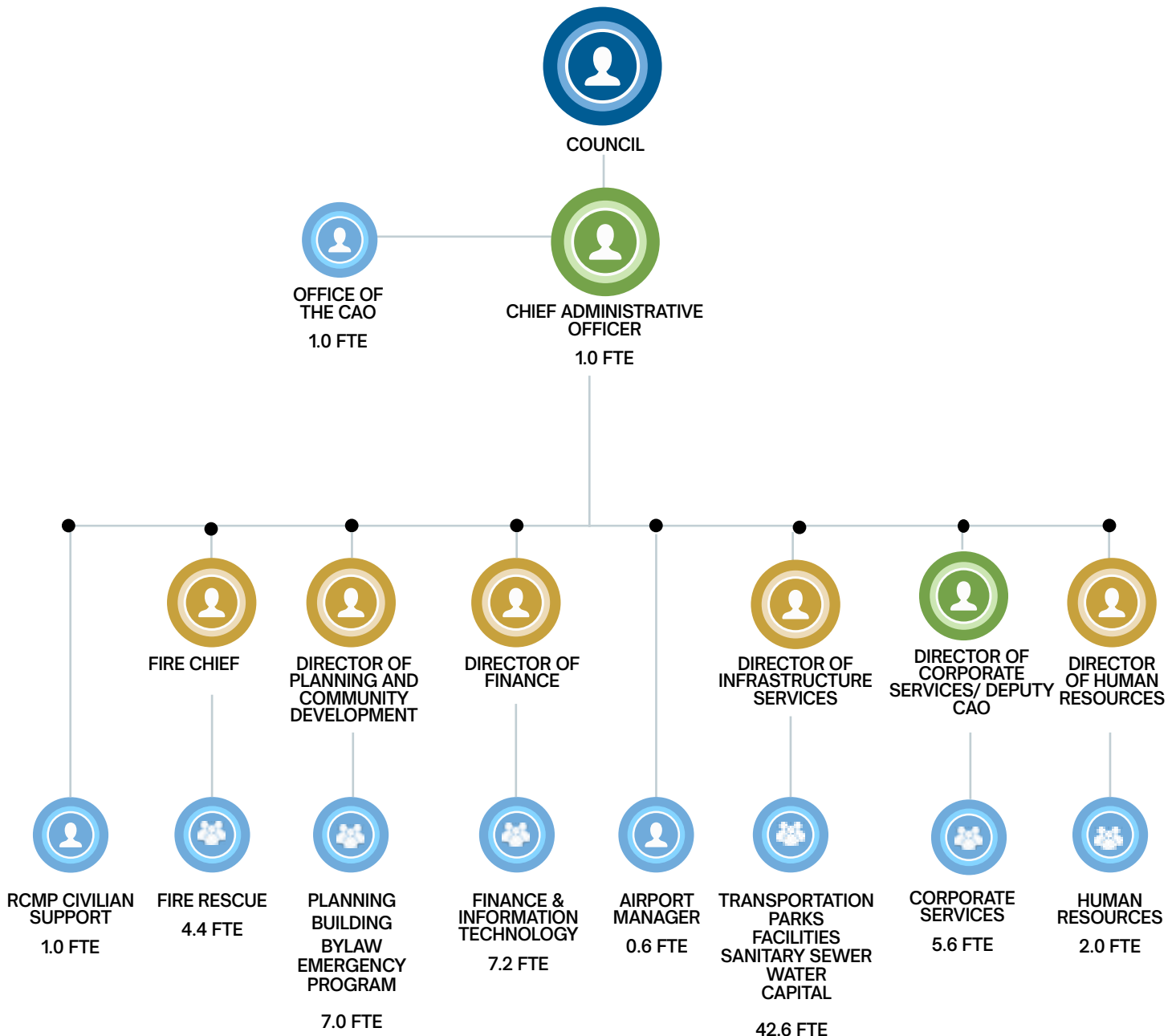


EMPLOYEE TEAM

The CAO leads a small team of dedicated employees responsible for providing recommendations and policy advice to Council and coordinating the day-to-day operations of the Municipality.

The workforce is composed of exempt management, CUPE employees, Paid-on-Call Firefighters, and a variety of program contractors. Policing is provided through a provincial police contract for RCMP Services.

The staff complement has gradually increased in line with changes in the operating environment and added responsibilities in services and public expectations. Detailed descriptions of new positions can be found on page 34 in the workforce planning table.





COUNCIL'S STRATEGIC PLAN

STRATEGIC PLAN 2026

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 Plan provides 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.

“ Strategic Planning provides the building blocks for a sustainable, resilient, and thriving community **”**

GOVERNANCE

STRATEGIC DIRECTION

Where are you going?

ALLOCATING RESOURCES

What are you spending tax money and staff time on?

MANAGING RISK

Are you managing & reducing risk to your community?

OVERSIGHT & REPORTING

How is your local government doing?

VISION *(From Official Community Plan 2018)*

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

MISSION STATEMENT *(Amended from Community Charter)*



- Providing for good government of the community
- Providing for service, laws and other matters for community benefit
- Providing for sound management of the public assets of the community
- Fostering the economic, social and environmental wellbeing 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
- Community Transportation Plan
- Community Climate Change Adaptation Plan
- Urban Forest Master Plan
- Community Wildfire Resiliency Plan
- Asset Replacement Financing Strategy
- Annual Budgets
- Long-range Financial Plan
- 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:

HOUSING



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

GOOD GOVERNANCE



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

ECONOMIC PROSPERITY



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

COMMUNITY HEALTH AND WELLBEING



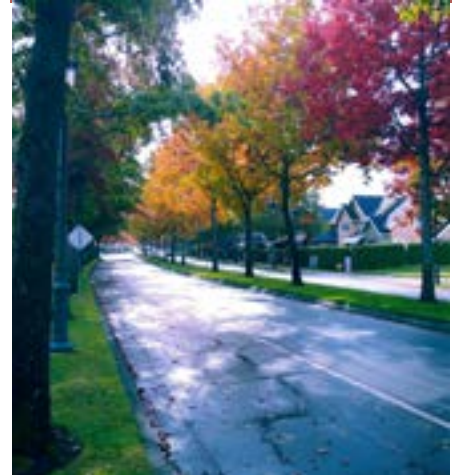
To improve the health and wellbeing of people who live, work, and play in the Town. *OCP p. 7*

CLIMATE ACTION



To reduce greenhouse gas (GHG) emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts.
Regional Growth Strategy Goal and OCP p. 6

PROGRESSIVE INFRASTRUCTURE



To ensure infrastructure for energy, water, wastewater and stormwater, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.
OCP Sustainability Plan p. 146

STRATEGIC INITIATIVES SUMMARY

Council reviews and adopts its Strategic Plan annually, as outlined on pages 16–19 of this Financial Plan. Through this process, Council confirms its Focus Areas (currently six, detailed on page 19) and develops an ambitious program of Strategic Initiatives. These Initiatives represent projects that go “above and beyond” the Town’s regular operations, driving progress in Council’s chosen Focus Areas. A detailed list of the Strategic Initiatives for 2026–2030 can be found on pages 21 and 22 of this Plan, covering the next five-years.

Both Strategic Planning and the Budget process are fixed points in time within a dynamic political environment. As circumstances outside the Town’s control evolve, the Plan must also adapt. Updates will be communicated through the quarterly reporting process or the next Strategic Planning cycle, depending on which is most appropriate. Additionally, Council may revise these Initiatives during the annual Strategic Planning process if shifting priorities or budgetary constraints necessitate adjustments.

The 2026–2030 Strategic Initiatives were developed under the assumption that \$250,000 of property taxation funding would be contributed annually to a reserve fund for these Initiatives. In addition to this reserve, the program of Strategic Initiatives is supported by grants, other reserve funds, and development cost charges.

In July 2025, Council postponed the timeline for its program of Strategic Initiatives to create staff capacity to support the purchase and subsequent works related to the Eaglecrest Golf Course. As part of the funding required to enable the purchase of the Eaglecrest property, Council also internally borrowed \$542,000 from the Strategic Initiatives Reserve. The borrowed funds are anticipated to be replenished through proceeds from the subsequent sale of Eaglecrest Lands. Repayment is anticipated in 2027 and 2028. Council’s ability to proceed with 2027 and subsequent year’s Initiatives is dependent on the repayment of the Strategic Initiatives Reserve. As such, Council will decide how to prioritize Initiatives within the available Reserve balance as part of 2027 Strategic Planning.

Projects and Initiatives

Revenue	2026	2027	2028	2029	2030
Reserve for Strategic Initiatives	\$ 272,000	\$ 375,000	\$ 220,000	\$ 580,000	\$ 40,000
Grants	317,000	172,000	15,000	10,000	-
Property Taxation	24,000	24,000	-	-	-
Total Revenue	\$ 613,000	\$ 571,000	\$ 235,000	\$ 590,000	\$ 40,000

Expenses	2026	2027	2028	2029	2030
Good Governance	\$ 182,000	\$ 110,000	\$ 80,000	\$ 85,000	\$ -
Community Health & Wellbeing	55,000	260,000	75,000	310,000	-
Climate Action	203,000	99,000	60,000	75,000	40,000
Housing	80,000	50,000	10,000	10,000	-
Economic Prosperity	66,000	-	-	50,000	-
Progressive Infrastructure	27,000	52,000	10,000	60,000	-
Total Expenses	\$ 613,000	\$ 571,000	\$ 235,000	\$ 590,000	\$ 40,000

STRATEGIC INITIATIVES DETAILS

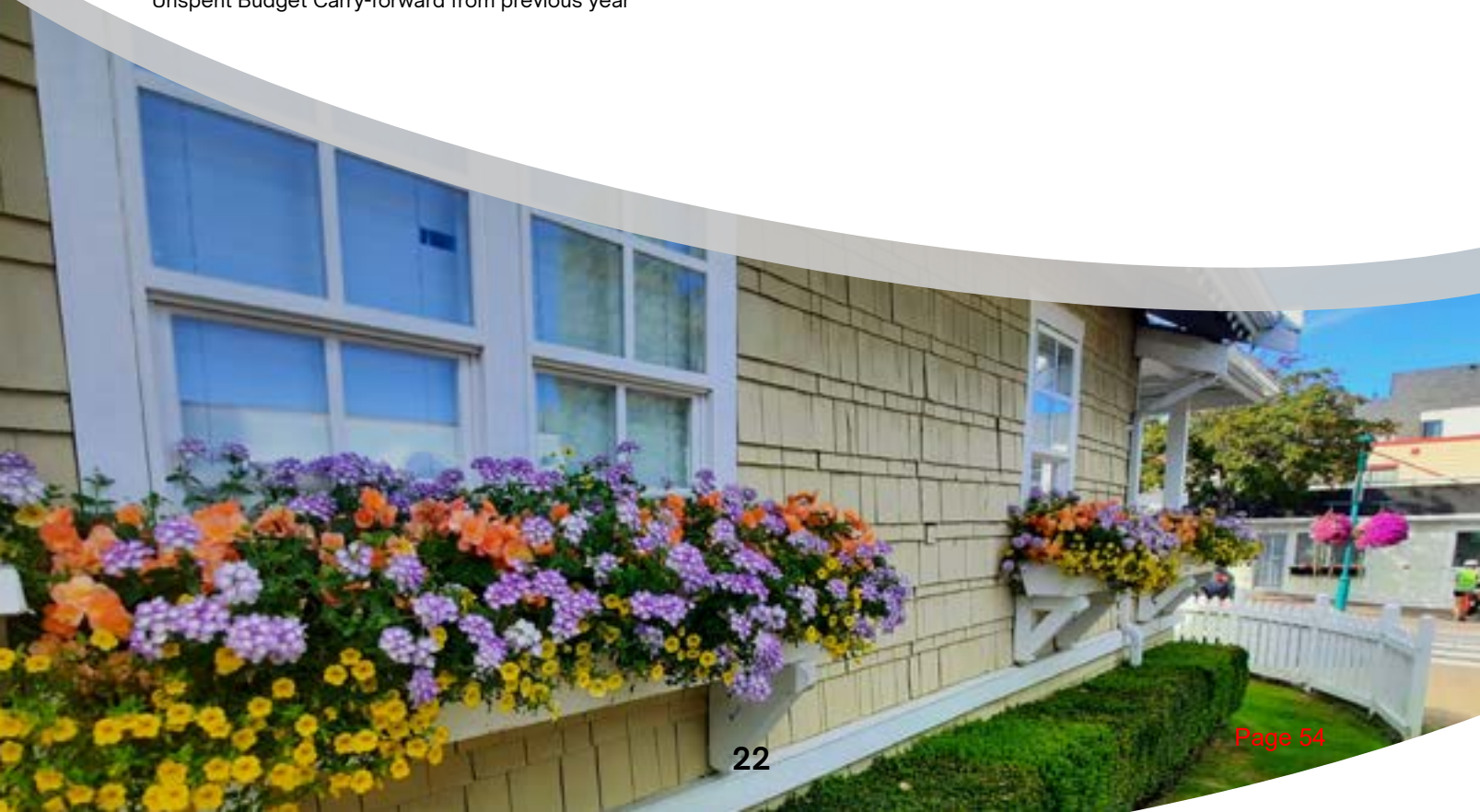
	2026	2027	2028	2029	2030
Good Governance					
Planner Position - (Council Resolution - Reverts to Taxation Funding mid 2026)	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Collaboration Qualicum First Nations and Saa'men (Discretionary Council Decision Making)	15,000	15,000	-	-	-
Town Website Improved Searchability	20,000	-	-	-	-
Records Management*	60,000	-	-	-	-
Comprehensive Policy Review*	37,000	-	-	-	-
Visual Identity Refresh	-	20,000	50,000	50,000	-
Airport Master/Business Plan - Grant Dependant	-	75,000	-	-	-
Encroachment Policy Review	-	-	30,000	-	-
Commercial Centre Delivery Hours	-	-	-	20,000	-
Update Noxious Weeds and Unsightly Premises Bylaws	-	-	-	15,000	-
	\$ 182,000	\$ 110,000	\$ 80,000	\$ 85,000	\$ -
Community Health & Wellbeing					
TOSH One-time Mid Year Request	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Community Volunteerism (Council Discretionary Decision Making)	5,000	-	-	-	-
Community Park - Community Facilities Site Plan Update	-	50,000	-	-	-
Community Park - Space Needs Assessment (Separation and Storage of Equipment)	-	50,000	-	-	-
Fire Department Strategic Plan	-	50,000	-	-	-
Food Action Plan	-	30,000	-	-	-
Identify Land for a Multi-purpose Performing Arts / Cinema	-	30,000	-	-	-
Financial Support Multi-Purpose Court (tennis & basketball)	-	50,000	-	-	-
Kwalicum Secondary School	-	-	-	-	-
Adopt a Bylaw to Prohibit Smoking in Parks and Trails	-	-	45,000	-	-
Seniors Activity Centre Expansion - Needs Assessment	-	-	30,000	-	-
Parks Inventory Prioritization Plan	-	-	-	100,000	-
Uptown Mobility Study - Phase 2	-	-	-	50,000	-
Develop an Accessibility Action Plan	-	-	-	50,000	-
Robust Accessibility Plan "Whistler Village Style"	-	-	-	50,000	-
Controlling Outdoor Cats	-	-	-	30,000	-
Improve Accessibility to the Foreshore - Planning and Research	-	-	-	15,000	-
Retired Engine 2 - Control Operation Usage	-	-	-	10,000	-
Dementia Friendly Community	-	-	-	5,000	-
	\$ 55,000	\$ 260,000	\$ 75,000	\$ 310,000	\$ -
Climate Action					
Community Climate Change Adaptation Plan Update and Implementation	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Mount Arrowsmith Biosphere Society - Fee for Service Request	24,000	24,000	-	-	-
Climate Action - Community Outreach and Support	15,000	15,000	15,000	-	-
Building Facilities Green House Gas (GHG Audit)*	114,000	-	-	-	-
Asset Management - Natural Asset Consolidation (2/3 Grant Dependent)	-	20,000	10,000	-	-
Tree Protection Bylaw Update	-	40,000	-	-	-
Implementation of Climate Mitigation Actions Matrix	-	-	25,000	-	-
Encourage Residents to Fossil Free Power Equipment	-	-	10,000	-	-
Review Form and Character Guidelines to Advance Climate Change Adaptation and Mitigation	-	-	-	75,000	-
Urban Forest Master Plan – Update	-	-	-	-	40,000

* Unspent budget carry-forward from previous year

STRATEGIC INITIATIVES DETAILS

	2026	2027	2028	2029	2030
Housing					
Housing Announcement Implementation - Zoning Bylaw Update & Legal Fees	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Housing-focused Official Community Plan (OCP) Review - Recommended*	60,000	-	-	-	-
Accessory Dwelling Unit Design Template	-	30,000	-	-	-
Short Term Rentals Regulatory Framework	-	20,000	-	-	-
Ravensbourne Affordable Housing - Phases 1 & 2	-	-	10,000	10,000	-
	\$ 80,000	\$ 50,000	\$ 10,000	\$ 10,000	\$ -
Economic Prosperity					
Tourism and Small Business Promotion - (Council Discretionary Decision Making)	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Pathways to Sustainable Economic Development in Qualicum Beach - Grant Funded*	56,000	-	-	-	-
Update Youth & Family Retention and Attraction Strategy	-	-	-	50,000	-
	\$ 66,000	\$ -	\$ -	\$ 50,000	\$ -
Progressive Infrastructure					
Implement and Operationalize Asset Management Strategy & Plan*	\$ 27,000	\$ -	\$ -	\$ -	\$ -
Other Effective (area based) Conservation Measures (OECM) Management Plan(s)	-	10,000	10,000	-	-
Parking Management Strategy Including Review of Off-street Parking and Reserve Fund Bylaw No.500.02, 2005 & Paid Permitted Parking Plan for Uptown Businesses	-	42,000	-	-	-
Regulate Light Trespass	-	-	-	50,000	-
Asset Management Plan - Airport - (Grant Dependent)	-	-	-	10,000	-
	\$ 27,000	\$ 52,000	\$ 10,000	\$ 60,000	\$ -

* Unspent Budget Carry-forward from previous year





FINANCIAL MANAGEMENT



FINANCIAL PLANNING LEGISLATION

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

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

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

Example of a Balanced Budget

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

FINANCIAL PLANNING FRAMEWORK

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

Our Vision: Community Vision and Priorities

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

How we get there: Strategies for Financial Strength and Stability

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

How we measure what we do: Financial Policies and Performance

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

How we plan ahead: Financial Planning

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

BASIS OF ACCOUNTING and Budgeting

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

FUNDING STRUCTURE

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

Each fund belongs to one of three categories:

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

All funds are used for specific purposes as follows:

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

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

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

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

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

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

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

BUDGET PRINCIPLES

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

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

BUDGET FACTORS

Preparation of the 2026-2030 Financial Plan has considered the following factors:

- 1. Inflation:** The inflationary pressures faced by local government are much different than the Consumer Price Index that reviews a “basket of goods” for a household. For materials, supplies, contracted services, insurance and legal services, adjustments have been specifically tailored to accommodate expected cost increases in 2026, rather than applying a blanket inflationary factor.
- 2. Wage and Benefit Costs:** The collective agreement between CUPE and the Town expired in July 2025, and collective bargaining is in process. The outcome is unknown at this time and will impact operating costs. Adjustments to reflect the outcome will be required in the subsequent budget cycle. RCMP policing costs are also impacted by a collective agreement, and this will have an impact on local policing costs.
- 3. Staffing Capacity and Service:** In a small organization, workforce planning (organizational capacity review) ensures the organization is using its human resource capacity to effectively provide services expected by the community.
- 4. User Fees and Utility Charges:** User fees and charges form a significant portion of planned revenue. Many specific municipal services such as solid waste, water, sewer and development services (building permits and development applications) can be measured and charged for on a user-pay basis. This approach attempts to fairly apportion the value of municipal service to those who make use of it. User fees account for 14% of revenues in the 2026 Municipal Budget. A regular fee review each year is used to help keep fees current and inform the Budget process cycle.
- 5. Sustainable Asset Improvement Investment:** The Town is confronted with an escalating need for infrastructure renewal and a significant challenge in facility repair and maintenance. The creation of an Asset Financing Strategy offers a progressive solution to this issue, aiming for sustainable funding levels for infrastructure replacement. This strategy presents an opportunity to exercise fiscal discipline and incrementally boost capital reinvestment over a feasible time frame to achieve sustainability.
- 6. Debt Servicing:** Current debt servicing levels are modest. Interest rates remain reasonable and the strategic use of moderate levels of debt can assist in maintaining generational equity and move larger projects forward that otherwise could not be afforded on a cash basis.
- 7. Projects and Strategic Initiatives Funding by Reserves:** Annual projects and Strategic Initiatives are developed through service reviews, studies, and Strategic Planning. These Initiatives are funded through current revenues, grants and Operating Reserves.

FINANCIAL POLICIES

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

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

7. **Revenue Management and Reporting:** The Town conducts annual reviews of all revenue sources, including taxes, fees, and service charges, to ensure the financial sustainability of its utilities and services. This process considers the full cost of service delivery, participation and usage goals, and market competitiveness to maintain fairness and equity for residents and businesses.

To diversify revenue streams and reduce reliance on any single source, the Town actively seeks opportunities to expand non-tax revenues, such as grants, partnerships, and investment income, while ensuring that user fees and charges are appropriately structured. Fees and charges are periodically adjusted to reflect changes in service costs, inflation, and community needs, ensuring that those who directly benefit from services contribute a fair share.

Recognizing the potential impact of unpredictable revenues—such as fluctuating grant funding, economic shifts, or natural disasters—the Town incorporates conservative forecasting, maintains contingency reserves, and employs flexible budgeting strategies to mitigate risks.

Continuous financial reporting ensures transparency and accountability, with regular updates provided to Council and the community. Departmental budget management further supports fiscal responsibility, ensuring that revenue targets align with service delivery and strategic goals.

BUDGET PROCESS AND TIMELINES

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

SUMMER - FALL

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

- **General Fund—Operating Budget**

Revenues and Expenditure: Reviews extend to all revenue sources and labour costs, supported by a Town-wide labour model that projects expenses based on staffing levels and collective bargaining agreements. Non-labour expenditures are limited to essential increases only, ensuring a lean budget that addresses cost pressures largely beyond the Town's control.

- **General Fund—Capital Budget**

Asset and Capital Planning: Continuous asset management supports Capital Budget planning, beginning with an asset review to identify needs and prioritize requests. This collaborative effort shapes the infrastructure investment and replacement Budgets within the Five-Year Capital Plan, taking project timing and Town capacity into account to prioritize urgent needs and manage workload effectively.

- **Utility Funds**

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

- **Strategic Planning Update**

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

- **Quarterly Reviews**

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

- **Divisional Meetings**

Departments review Operating and Capital Budgets, prioritizing requests, including staffing and service level changes, based on their alignment with Council's priorities and detailed work program justifications.

LATE FALL - WINTER

- **Budget Refinement:** The Draft Budget undergoes several rounds of review, resulting in the compilation of a consolidated Five-Year Financial Plan.
- **Public Engagement:** Preliminary budget updates and a high-level budget framework are shared, launching a public engagement phase through in-person and online platforms. Public feedback is sought on the proposed Budget and financial plans.
- **Finalization and Adoption:** The Five-Year Financial Plan Bylaw is presented to Council for readings and adoption.

TOWN OF QUALICUM BEACH – BUDGET CALENDAR

Please note: All dates are estimated and subject to change based on Council direction, regulatory requirements, or other factors affecting the budget process.

July 2026

- July 13: Launch of Staff Strategic Planning Process
- July 20: Launch of Staff Capital Planning Process

August 2026

- August 4: Launch of Staff Operating Budget Process

September 2026

- September 9: Financial Plan Bylaw Amendment (if required)
- September 30: Completion of Staff Capital Planning Process

October 2026

- September 30: Completion of Staff Strategic Planning Process

December 2026

- December 2: Third Quarter Update and Preliminary Budget Discussion – Committee of the Whole Meeting
- December 2: Strategic Planning - Committee of the Whole Meeting

January 2027

- January 13: Strategic Planning - Committee of the Whole Meeting
- January 27: Budget Public Consultation - Committee of the Whole Meeting

February 2027

- February 10: Budget Public Consultation – Committee of the Whole Meeting
- February 24: First and Second Reading of Financial Plan Bylaw

March 2027

- March 24: Third Reading of Financial Plan Bylaw

April 2027

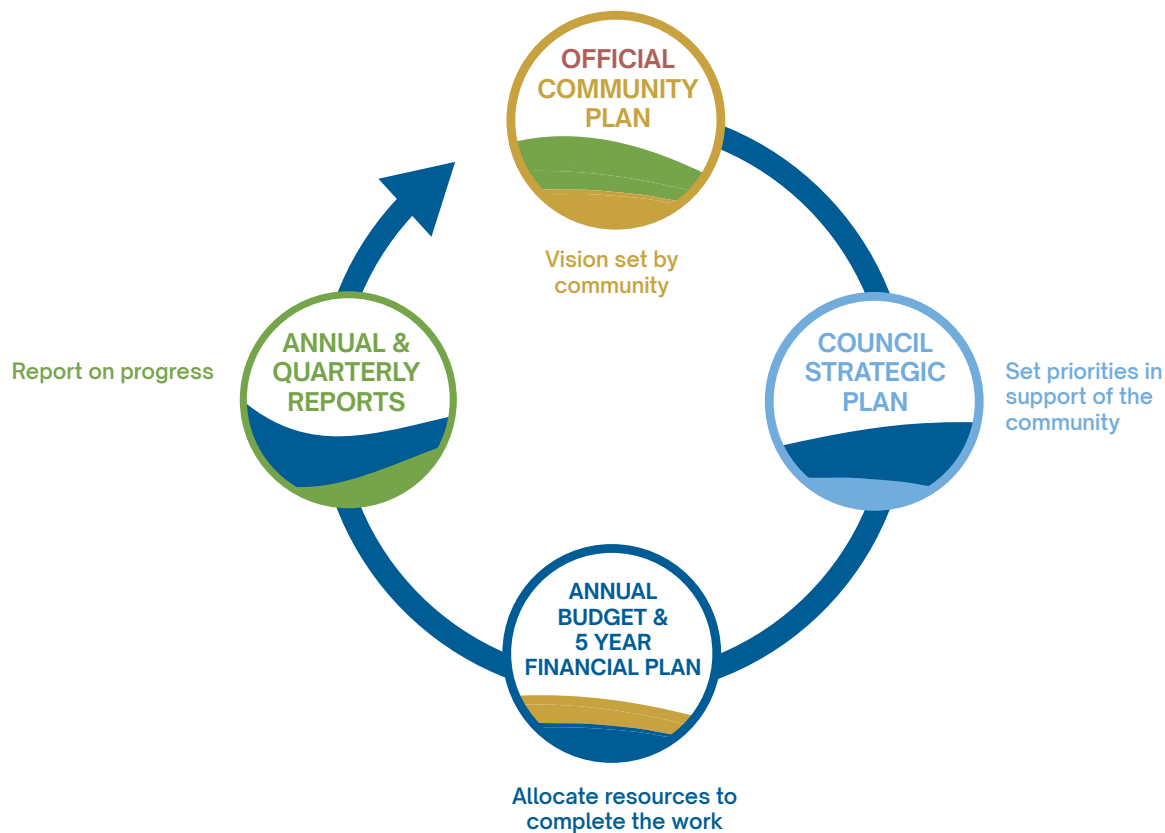
- April 7: Adoption of Financial Plan Bylaw

LINKING BUDGET TO STRATEGY

The Town plays an essential role in ensuring the right level of programs and services are provided at the right cost for the community. Achieving important goals within an affordable budget requires that each dollar is carefully managed and wisely invested.

The proposed Budget advances key priorities from the Strategic Plan while maintaining service levels and keeping the Town resilient.

The allocation of financial resources is aligned with community priorities and is designed to drive results as measured through the key indicators listed in each of the department plans.



WORKPLACE PLANNING

In a small organization, workforce planning (organizational capacity review) is especially important to ensure that the organization is using its human resource capacity to effectively provide the services expected by the community.

This is a continuous internal process used to ensure that both appropriate levels of work-life balance are maintained by the workforce, and that high levels of productivity are achieved.

The Town employs a workforce of 77.7 employees with a one-time increase of additional season labour (0.6 FTE) support in 2026. This one-time increase has no impact on property taxes. An additional 0.1 FTE is also included in Parks to support volunteer activities.

Workforce Summary						
	2022	2023	2024	2025	2026	Change
Administration						
CAO	1.0	2.0	2.0	2.0	2.0	-
Corporate Administration	5.6	6.6	6.6	6.6	6.6	-
Human Resources	1.0	2.0	2.0	3.0	3.0	-
Financial Services	5.0	5.0	5.0	5.0	5.0	-
Information Technology	3.0	3.0	3.0	3.2	3.2	-
Planning and Community Development						
Planning	2.0	3.5	4.0	4.0	4.0	-
Building	1.0	1.0	1.0	1.0	1.0	-
Bylaw Compliance	1.0	1.0	1.0	2.0	2.0	-
Protective Services						
Fire	3.9	4.4	4.4	5.4	5.4	-
Emergency Program	1.0	1.0	1.0	1.0	1.0	-
RCMP	-	-	-	1.0	1.0	-
Municipal Operations						
Transportation	14.5	14.8	17.4	17.1	17.1	-
Parks	11.8	12.2	12.9	14.9	15.6	0.7
Facilities	4.0	4.0	5.0	5.0	5.0	-
Utilities						
Sanitary Sewer	1.5	1.5	1.5	1.5	1.5	-
Water	4.0	4.3	4.3	5.0	5.0	-
	60.3	66.3	71.1	77.7	78.4	0.7

2026 CONSOLIDATED FINANCIAL PLAN SUMMARY

The proposed Town of Qualicum Beach Consolidated Financial Plan for 2026 balances \$48 million in revenues with \$48 million in expenses. The Plan includes provisions to reflect the evolving needs of the Town, while ensuring long-term sustainability and resilience.

The Town has identified four key priorities to guide the Town's financial planning and resource allocation for the upcoming year. These include: keeping the Town resilient, mitigating risk, maintaining or enhancing service levels, and complying with emerging changes in legislation.

This approach requires striking a balance between the need to increase infrastructure replacement funding, complying with the emerging provincial housing legislation changes, and keeping operating costs in check during a period of inflationary pressures. Sound fiscal choices must be made that reflect community priorities and the ability to pay during an uncertain economic climate.

To provide clarity and transparency, the amount of property taxation charged for Policing and Infrastructure Replacement have been separately identified in the 2026 Budget.

Funding is provided for an ambitious five-year program of key projects and Initiatives to move Strategic Initiatives of Council forward, such as: the continuation of reviewing and amending development processes and bylaws to align with the Provincial Government's new housing legislation requirements (*Bill 44*); one-time mid-year funding to The Old School House; Visual Identity Refresh; Town website Improved Searchability; Tree Protection Bylaw update; Building Facilities Greenhouse Gas Study; Pathways to Sustainable Economic Development in Qualicum Beach, and more.

A \$21.8 million capital program for 2026 includes replacement of existing and investment in new assets in transportation, drainage, facilities, Airport, vehicles and equipment, parks and trails, sewer and water infrastructure.

Debt Servicing costs for 2026 are comprised of equipment financing for a ladder truck and a fire rescue truck, and East Village Phase 2 Local Area Service borrowing.

The impact of the proposed 2026 Budget on a typical single family home is projected to be \$160 or a 6.5% increase in municipal property taxes annually. The combined impact of municipal property tax and utilities charges will result in an overall increase of \$225 to the typical single-family household over the previous year.

GENERAL FUND PROPERTY TAXATION

The 2026 Budget, encompassing Municipal Operations, Police Services, Asset Management Levies, and Utilities, will lead to an overall increase of \$225 compared to the previous year for the typical single-family home in Qualicum Beach.

Budget Impact to Average Household in 2026 - Assessed at \$959,000

	2025 (Note 1)	2026	Change Annual	Change Monthly	Change	%
Property Taxation						
Municipal Operations	1,762	1,862	100	8		4.1%
Police Service	315	334	19	2		0.7%
Asset Replacement Levy	332	363	31	3		1.3%
Asset Investment Levy	54	64	10	1		0.4%
Municipal Property Tax	\$ 2,463	\$ 2,623	\$ 160	\$ 14		6.5%
Utilities						
Solid Waste Utility Charge	200	206	6			
Sewer Utility Charge	224	229	5			
Water Utility Charge	665	719	54			
Total Utilities	1,089	1,154	65			
Total Annual Cost	\$ 3,552	\$ 3,777	\$ 225			

Note 1: 2025 averages adjusted to take into consideration impact of New Construction as this additional revenue reduces the impact on existing taxpayers and to break-out New Asset Investment Levy from Municipal Operations

Municipal Property Tax: For 2026, the typical family home has an assessed value of \$959,000. The municipal property tax increase for an individual home may be higher or lower than the estimated \$160 increase (excluding utilities) for the average household, depending on how its property assessment compares to the average home's assessment, which declined by approximately 2% from the previous year.

Municipal operations have been limited to a \$100 or 4.1% increase to the typical single-family home. This has been achieved through cost management.

Modest increases in costs for Police Services are expected from impacts of the RCMP collective agreement which translate to a \$19 or 0.7% increase in property taxes to the typical single-family home in Qualicum Beach.

CONSOLIDATED SUMMARY

Town of Qualicum Beach - Consolidated Budget Summary

Revenue	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget
Property Taxes	11,112,967	12,118,516	13,116,446	13,109,800	14,206,200
Grants In Lieu	430,528	429,227	428,986	426,000	413,600
Library Levy	619,686	715,090	748,241	747,800	778,100
Parcel Taxes	1,265,540	1,391,048	1,557,498	1,538,700	1,656,100
Penalties and Interest	1,302,422	1,446,723	1,085,991	694,500	694,500
Sales of Service and Other Revenues	603,185	2,590,874	3,844,006	893,400	1,401,900
Rental and Leases	1,684,226	1,608,978	1,783,859	1,660,100	1,969,400
Solid Waste Revenue	760,060	793,427	912,539	800,000	824,000
Sanitary Sewer Revenue	770,616	770,912	788,798	751,700	751,700
Water Revenue	2,042,885	1,829,004	1,964,902	1,757,600	1,962,600
Government Grants and Contributions	7,383,214	4,683,585	2,222,169	7,582,500	12,147,500
Total Revenue	27,975,328	28,377,383	28,453,436	29,962,100	36,805,600
Other Funding Sources					
Transfers from Reserves	2,781,393	6,239,072	13,862,265	11,865,800	8,369,400
Proceeds from Debt	2,000,000	-	534,600	-	-
Transfers from Other Funds	85,000	422,382	-	210,000	85,000
Proceeds from Sale of Assets	29,816	32,379	70,283	-	3,245,000
Total Revenue & Other Funding Sources	32,871,537	35,071,216	42,920,584	42,037,900	48,505,000
Expenses					
Operating Expenses					
Council and Office of the CAO	638,654	638,055	701,673	717,300	749,900
Corporate Services	1,119,507	1,311,754	1,284,724	1,286,400	1,367,600
Human Resources	311,081	369,060	488,427	627,600	631,800
Community Development	943,403	1,047,326	1,095,036	1,119,600	1,177,100
Fiscal Services	(1,654,934)	(1,595,775)	(1,451,526)	(1,267,600)	(1,333,000)
Finance	599,056	636,611	678,318	684,200	742,800
Information Technology	803,260	912,536	1,034,691	1,031,500	1,093,700
Police	1,310,691	1,375,789	1,515,246	1,704,000	1,806,400
Fire Rescue	1,164,211	1,235,223	1,351,157	1,631,700	1,707,400
Emergency Planning	78,284	222,970	184,346	289,300	267,700
Planning and Development	610,051	668,246	730,400	774,500	877,000
Operations	2,376,106	2,786,768	2,579,901	2,926,500	3,156,200
Airport	1,066,985	1,075,480	1,128,161	1,241,300	1,126,300
Parks	1,324,219	1,400,850	1,640,122	1,734,800	1,867,700
Buildings	733,369	947,900	869,218	846,700	1,111,700
Solid Waste and Recycling	995,136	987,291	1,094,373	1,061,500	1,034,700
Strategic Initiatives	634,523	553,975	503,632	991,200	376,000
Water	1,837,422	2,017,364	1,938,182	1,874,800	2,005,400
Sanitary Sewer	789,734	828,793	657,916	712,200	715,300
Total Operating Expenses	15,680,757	17,420,217	18,023,998	19,987,500	20,481,700
Transfers, Capital and Debt Servicing					
Capital	8,284,612	8,591,229	16,581,526	16,415,800	21,791,600
Debt Servicing	681,544	1,167,761	1,081,009	1,178,200	699,600
Transfer to Reserves	8,224,623	7,892,010	7,234,050	4,456,400	5,532,100
Total Expenses & Transfers	32,871,537	35,071,216	42,920,584	42,037,900	48,505,000

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

FIVE-YEAR FINANCIAL PLAN

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

Town of Qualicum Beach - Consolidated Budget Summary					
Revenue	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Property Taxes	14,206,200	15,524,700	16,443,100	17,274,200	18,532,700
Grants In Lieu	413,600	417,800	422,000	426,200	430,500
Library Levy	778,100	801,400	825,400	850,200	875,700
Parcel Taxes	1,656,100	1,795,500	1,914,400	2,031,800	2,149,200
Penalties and Interest	694,500	694,800	701,900	709,100	716,300
Sales of Service and Other Revenues	1,401,900	1,006,700	834,000	621,300	2,366,400
Rental and Leases	1,969,400	1,701,900	1,717,200	1,732,700	1,748,200
Solid Waste Revenue	824,000	848,700	874,200	900,400	927,400
Sanitary Sewer Revenue	751,700	751,700	751,700	751,700	751,700
Water Revenue	1,962,600	2,169,000	2,351,000	2,538,000	2,740,000
Government Grants and Contributions	12,147,500	5,118,100	2,070,600	5,229,200	2,195,900
Total Revenue	36,805,600	30,830,300	28,905,500	33,064,800	33,434,000
Other Funding Sources					
Transfers from Reserves	8,369,400	6,936,900	7,198,900	6,236,000	5,538,500
Proceeds from Debt	-	6,000,000	6,800,000	-	-
Transfers from Other Funds	85,000	85,000	85,000	85,000	85,000
Proceeds from Sale of Assets	3,245,000	5,483,400	8,396,400	-	-
Total Revenue & Other Funding Sources	48,505,000	49,335,600	51,385,800	39,385,800	39,057,500
Expenses					
Operating Expenses					
Council and Office of the CAO	749,900	770,300	806,400	837,100	869,000
Corporate Services	1,367,600	1,427,500	1,490,000	1,561,200	1,636,800
Human Resources	631,800	637,100	663,500	686,300	710,000
Community Development	1,177,100	1,211,100	1,246,000	1,281,500	1,317,900
Fiscal Services	(1,333,000)	(1,386,000)	(1,441,000)	(1,491,100)	(1,542,800)
Finance	742,800	778,400	815,700	847,400	880,300
Information Technology	1,093,700	1,105,300	1,145,500	1,182,600	1,220,800
Police	1,806,400	1,896,700	1,991,600	2,089,700	2,289,300
Fire Rescue	1,707,400	1,768,500	1,847,200	1,922,100	2,000,500
Emergency Planning	267,700	167,000	173,500	179,300	185,300
Planning and Development	877,000	919,400	963,900	1,001,500	1,040,600
Operations	3,156,200	3,280,800	3,410,800	3,531,800	3,658,000
Airport	1,126,300	1,164,400	1,203,800	1,242,500	1,282,500
Parks	1,867,700	1,949,900	2,035,300	2,111,100	2,190,100
Buildings	1,111,700	859,900	892,000	921,800	952,700
Solid Waste and Recycling	1,034,700	1,007,100	1,040,700	1,073,700	1,107,700
Strategic Initiatives	376,000	641,800	359,700	718,200	172,000
Water	2,005,400	2,078,300	2,152,100	2,221,500	2,293,100
Sanitary Sewer	715,300	747,700	775,400	801,400	828,400
Total Operating Expenses	20,481,700	21,025,200	21,572,100	22,719,600	23,092,200
Transfers, Capital and Debt Servicing					
Capital	21,791,600	18,865,000	20,065,000	9,151,000	7,700,000
Debt Servicing	699,600	815,100	667,500	597,000	854,400
Transfer to Reserves	5,532,100	8,630,300	9,081,200	6,918,200	7,410,900
Total Expenses & Transfers	48,505,000	49,335,600	51,385,800	39,385,800	39,057,500

REVENUE SOURCES

In accordance with Section 165(3.1) of the *Community Charter*, the Town of Qualicum Beach is required to include in its Five-Year Financial Plan the objectives and policies regarding the proportion of total revenue derived from each of the funding sources outlined in Section 165(7) of the *Community Charter*. To ensure accuracy and transparency, the Town employs a methodical approach to revenue estimation, incorporating historical trends, economic indicators, inflation forecasts, and growth projections. This approach allows for the identification of stable and volatile revenue streams, ensuring that estimates are both realistic and adaptable to changing economic conditions. Regular reviews and adjustments are made to reflect market fluctuations, legislative changes, and local economic developments, supporting the Town's commitment to sound financial planning and fiscal sustainability.

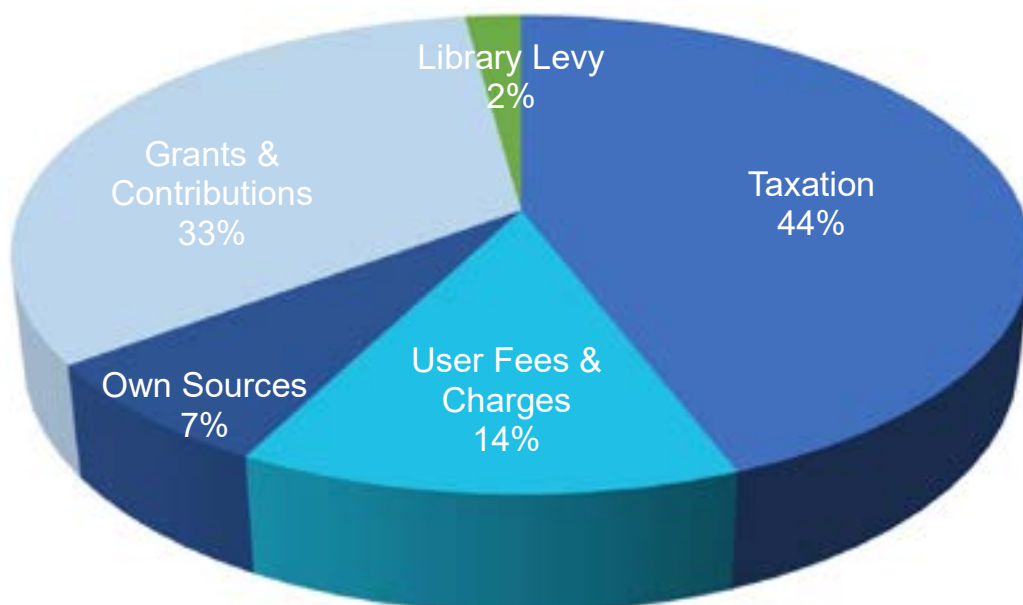
The illustrations below show the proportion of total revenue proposed to be raised from each funding source over the next five years. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages; for example, it is simple to administer and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

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

Table 1 - Revenue by Funding Source

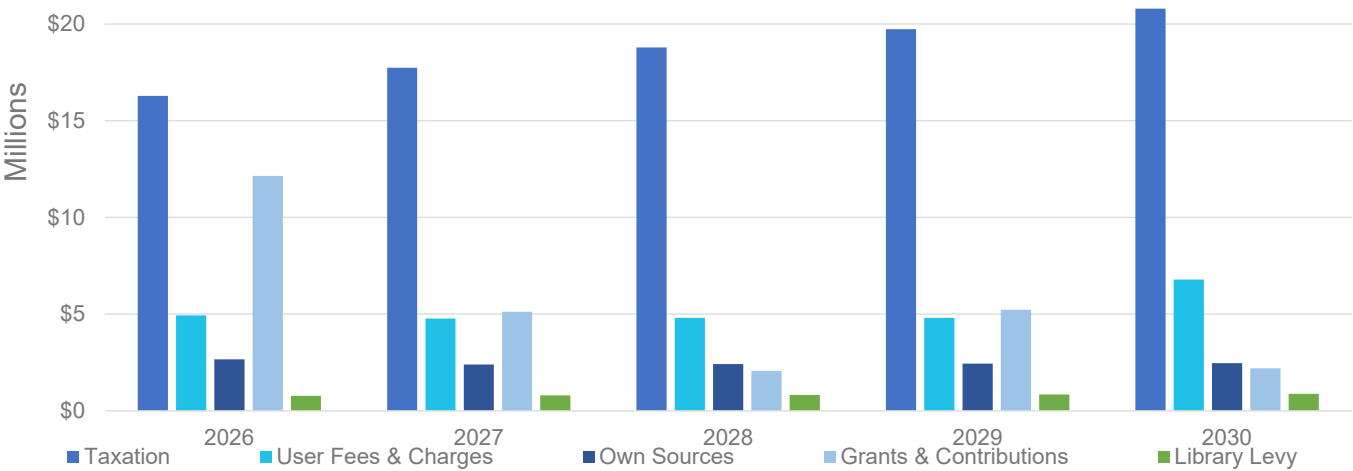
	2026	2027	2028	2029	2030
Taxation	16,275,900	17,738,000	18,779,500	19,732,200	21,112,400
User Fees & Charges	4,940,200	4,776,100	4,810,900	4,811,400	6,785,500
Own Sources	2,663,900	2,396,700	2,419,100	2,441,800	2,464,500
Grants & Contributions	12,147,500	5,118,100	2,070,600	5,229,200	2,195,900
Library Levy	778,100	801,400	825,400	850,200	875,700

2026 BUDGET REVENUE



FIVE-YEAR REVENUE FORECAST 2026-2030

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



REVENUE FUNDING SOURCES

OBJECTIVE

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

POLICIES

- The Town will review all user fees and parcel taxes to ensure they are adequately meeting the costs of the service. This will include cemetery, Airport, licences and permits, and all other fees and charges.
- Where possible, the Town will endeavour 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 defined in bylaws.

CHANGE IN FUND BALANCES

GENERAL FUND

General Fund

Unappropriated Surplus / (Deficit)
Operating Reserve Funds
Capital Reserve Funds

General Fund Total

2026	2026	2026	2026	2026
Opening Balance	Budgeted Contributions	Budgeted Expenditures	Closing Balance	% Change
865,400	41,278,700	(41,577,300)	566,800	
575,950	274,200	(302,000)	548,150	
7,302,550	3,093,100	(6,274,400)	4,121,250	
8,743,900	44,646,000	(48,153,700)	5,236,200	-40%

Decrease in fund balance largely due to Infrastructure Replacements Funded from Capital Reserves.

WATER FUND

Water Fund

Unappropriated Surplus / (Deficit)
Water Infrastructure Reserve

Water Fund Total

2026	2026	2026	2026	2026
Opening Balance	Budgeted Contributions	Budgeted Expenditures	Closing Balance	% Change
1,061,600	3,442,100	(3,442,100)	1,061,600	
2,750,300	1,488,700	(1,583,000)	2,656,000	
3,811,900	4,930,800	(5,025,100)	3,717,600	-2%

Decrease in fund balance attributable to infrastructure replacement costs exceed contributions to Water Infrastructure Reserve.

SEWER FUND

Sewer Fund

Unappropriated Surplus / (Deficit)
Sewer Infrastructure Reserve

Sewer Fund Total

2026	2026	2026	2026	2026
Opening Balance	Budgeted Contributions	Budgeted Expenditures	Closing Balance	% Change
226,800	1,062,600	(1,062,600)	226,800	
944,300	392,000	(200,000)	1,136,300	
1,171,100	1,454,600	(1,262,600)	1,363,100	16%

Increase in balance due to planned contribution to infrastructure reserve exceeding anticipated infrastructure investments in 2026.

RESERVE FUNDS AND ACCUMULATED SURPLUS

During the five-year horizon of this Financial Plan, reserves and surplus are projected to grow from \$13 million to \$18 million. The General Fund Asset Replacement Reserve maintains an average balance of \$2 million over the planning horizon.

The annual contribution to the Asset Replacement Reserve Fund increases by 1.3% of the previous year's property tax levy.

A Council Strategic Initiatives Reserve is supported through property taxation, with contributions of \$250,000 in 2026 and subsequent years, subject to change based on Council's decision making.

2026 to 2030 Reserves Scorecard					
	Balance 2026	Balance 2027	Balance 2028	Balance 2029	Balance 2030
WORKING CAPITAL					
Accumulated Surplus General Fund	566,800	1,204,300	1,841,800	1,941,800	2,041,800
Accumulated Surplus Water	1,061,600	1,061,600	1,061,600	1,061,600	1,061,600
Accumulated Surplus Sewer	226,800	226,800	226,800	226,800	226,800
STATUTORY RESERVES					
Asset Replacement	2,963,600	2,480,700	2,852,900	3,500,800	4,503,200
Asset Investment	2,600	1,132,300	807,800	936,900	930,900
Water Reserve Fund	3,098,000	2,365,000	3,028,300	3,424,400	4,136,000
Sewer Reserve Fund	1,136,300	1,056,300	1,020,300	980,700	936,300
Property Reserve Fund	76,900	680,000	1,307,200	1,359,500	1,413,900
Parkland Reserve Fund	131,550	274,350	422,850	439,750	457,350
Park Development Reserve Fund	113,800	118,400	123,100	128,000	133,100
Emission Reduction Reserve	27,900	29,000	30,200	31,400	32,700
Cemetery Care Reserve	328,500	341,600	355,300	369,500	384,300
Curling Club Reserve	107,100	119,000	131,400	144,300	157,700
Development Cost Charges	2,723,200	2,588,200	2,618,200	2,868,200	3,118,200
NON STATUTORY RESERVES					
Council Strategic Initiatives	24,250	226,150	541,050	237,650	462,150
Community Works(Gas Tax) Fund	586,300	906,500	789,500	639,800	662,100
Local Government Capacity Funding	131,900	131,900	131,900	131,900	131,900
Tree Replacement Reserve	33,000	33,000	33,000	33,000	33,000
Election Reserve	-	10,000	20,000	30,000	40,000
Wildfire Equipment Replacement Reserve	29,000	29,000	29,000	29,000	29,000
Community Amenity Contributions:					
Affordable Housing	-	225,000	450,000	450,000	450,000
General	-	-	-	-	-
Developer Contributions	110,400	110,400	110,400	110,400	110,400
OVERALL RESERVES	\$ 13,479,500	\$ 15,349,500	\$ 17,932,600	\$ 19,075,400	\$ 21,452,400



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

Operations Reserves are used to assist with operating projects from time-to-time and buffer the impact on property taxes. A Council Strategic Initiatives Reserve is maintained with an annual contribution of \$250,000* from property taxation. The Cemetery Reserve is held in trust for future cemetery costs. No specific reserve balance policies have been established for these reserves.

Capital Reserves are accumulated to help fund the cost of replacing infrastructure as it reaches the end-of-service life. The Town has operated on a rolling five-year, pay-as-you-go basis for asset replacement and has maintained very lean levels of reserves as a result. The Asset Replacement Financing Strategy provides a long-term approach to reach a sustainable funding level over time.

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

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

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

*Subject to change based on Council’s decision making.

RESERVE BALANCES FIVE-YEAR FORECAST

	2026	2027	2028	2029	2030
Statutory Reserves					
Asset Replacement Reserve					
Balance Opening	4,254,800	2,963,600	2,480,700	2,852,900	3,500,800
Contribution	1,966,200	2,150,400	2,351,900	2,613,500	2,835,700
Interest Earned	209,500	161,600	146,300	166,400	196,700
Capital Project Funding	(3,466,900)	(2,794,900)	(2,126,000)	(2,132,000)	(2,030,000)
Balance Closing	2,963,600	2,480,700	2,852,900	3,500,800	4,503,200
Asset Investment Reserve					
Balance Opening	1,216,800	2,600	1,132,300	807,800	936,900
Contribution	344,900	394,900	444,900	444,900	494,900
Repayment of Eaglecrest		1,400,000	1,400,000		
Interest Earned	23,900	(5,200)	10,600	34,200	36,600
Capital Project Funding	(1,583,000)	(660,000)	(2,180,000)	(350,000)	(537,500)
Balance Closing	2,600	1,132,300	807,800	936,900	930,900
Water Infrastructure Reserve					
Balance Opening	2,750,300	3,098,000	2,365,000	3,028,300	3,424,400
Contribution	1,351,700	1,563,800	1,788,900	2,000,000	2,230,000
Interest Earned	137,000	155,200	130,400	161,100	181,600
Capital Project Funding	(1,141,000)	(2,452,000)	(1,256,000)	(1,765,000)	(1,700,000)
Balance Closing	3,098,000	2,365,000	3,028,300	3,424,400	4,136,000
Sewer Infrastructure Reserve					
Balance Opening	944,300	1,136,300	1,056,300	1,020,300	980,700
Contribution	347,300	288,800	335,000	332,900	329,800
Interest Earned	44,700	51,200	49,000	47,500	45,800
Capital Project Funding	(200,000)	(420,000)	(420,000)	(420,000)	(420,000)
Balance Closing	1,136,300	1,056,300	1,020,300	980,700	936,300
Property Reserve Fund					
Balance Opening	73,900	76,900	680,000	1,307,200	1,359,500
Contribution	-	-	-	-	-
Repayment of Eaglecrest	-	600,000	600,000	-	-
Interest Earned	3,000	3,100	27,200	52,300	54,400
Capital Project Funding	-	-	-	-	-
Balance Closing	76,900	680,000	1,307,200	1,359,500	1,413,900
Parkland Reserve Fund					
Balance Opening	126,450	131,550	274,350	422,850	439,750
Contribution	-	-	-	-	-
Repayment of Eaglecrest	-	137,500	137,500	-	-
Interest Earned	5,100	5,300	11,000	16,900	17,600
Capital Project Funding	-	-	-	-	-
Balance Closing	131,550	274,350	422,850	439,750	457,350
Park Development Reserve Fund					
Balance Opening	109,400	113,800	118,400	123,100	128,000
Contribution	-	-	-	-	-
Interest Earned	4,400	4,600	4,700	4,900	5,100
Capital Project Funding	-	-	-	-	-
Balance Closing	113,800	118,400	123,100	128,000	133,100

	2026	2027	2028	2029	2030
Statutory Reserves - Continued					
Emissions Reduction Reserve Fund					
Balance Opening	26,800	27,900	29,000	30,200	31,400
Contribution	-	-	-	-	-
Interest Earned	1,100	1,100	1,200	1,200	1,300
Capital Project Funding	-	-	-	-	-
Balance Closing	27,900	29,000	30,200	31,400	32,700
Cemetery Reserve Fund					
Balance Opening	315,900	328,500	341,600	355,300	369,500
Contribution	-	-	-	-	-
Interest Earned	12,600	13,100	13,700	14,200	14,800
Capital Project Funding	-	-	-	-	-
Balance Closing	328,500	341,600	355,300	369,500	384,300
Curling Club Reserve					
Balance Opening	95,600	107,100	119,000	131,400	144,300
Contribution	7,500	7,500	7,500	7,500	7,500
Interest Earned	4,000	4,400	4,900	5,400	5,900
Capital Project Funding	-	-	-	-	-
Balance Closing	107,100	119,000	131,400	144,300	157,700
DCC's (Roads, Drainage, Water, Open Spaces)					
Balance Opening	3,128,200	2,723,200	2,588,200	2,618,200	2,868,200
Contribution	265,000	265,000	250,000	250,000	250,000
Interest Earned	-	-	-	-	-
Capital Project Funding	(670,000)	(400,000)	(220,000)	-	-
Balance Closing	2,723,200	2,588,200	2,618,200	2,868,200	3,118,200



	2026	2027	2028	2029	2030
Non Statutory Reserves					
Strategic Initiatives Reserve Fund					
Balance Opening	39,650	24,250	226,150	541,050	237,650
Contribution	250,000	250,000	250,000	250,000	250,000
Repayment of Eaglecrest	-	270,900	270,900	-	-
Interest Earned	6,600	6,000	14,000	26,600	14,500
Strategic Initiative Funding	(272,000)	(325,000)	(220,000)	(580,000)	(40,000)
Balance Closing	24,250	226,150	541,050	237,650	462,150
Community Works (Gas Tax) Fund					
Balance Opening	696,200	586,300	906,500	789,500	639,800
Contribution	487,000	487,000	487,000	487,000	487,000
Interest Earned	37,600	33,200	46,000	41,300	35,300
Capital Project Funding	(634,500)	(200,000)	(650,000)	(678,000)	(500,000)
Balance Closing	586,300	906,500	789,500	639,800	662,100
Local Government Capacity Funding Reserve					
Balance Opening	131,900	131,900	131,900	131,900	131,900
Contribution	-	-	-	-	-
Interest Earned	-	-	-	-	-
Capital Project Funding	-	-	-	-	-
Balance Closing	131,900	131,900	131,900	131,900	131,900
Tree Replacement Reserve					
Balance Opening	33,000	33,000	33,000	33,000	33,000
Contribution	-	-	-	-	-
Interest Earned	-	-	-	-	-
Capital Project Funding	-	-	-	-	-
Balance Closing	33,000	33,000	33,000	33,000	33,000
Election Reserve Fund					
Balance Opening	30,000	-	10,000	20,000	30,000
Contribution	-	10,000	10,000	10,000	10,000
Interest Earned	-	-	-	-	-
Capital Project Funding	(30,000)	-	-	-	-
Balance Closing	-	10,000	20,000	30,000	40,000
Wildfire Equipment Replacement Reserve					
Balance Opening	29,000	29,000	29,000	29,000	29,000
Contribution	-	-	-	-	-
Interest Earned	-	-	-	-	-
Capital Project Funding	-	-	-	-	-
Balance Closing	29,000	29,000	29,000	29,000	29,000

	2026	2027	2028	2029	2030
Non Statutory Reserves - Continued					

Community Amenity Contribution Reserves:**Community Amenity Contribution Reserve**

Balance Opening	590,000	-	-	-	-
Contribution	-	-	-	-	-
Repayment of Eaglecrest	-	-	-	-	-
Interest Earned	-	-	-	-	-
Capital Project Funding	(590,000)	-	-	-	-
Balance Closing	-	-	-	-	-

Affordable Housing Reserve

Balance Opening	-	-	225,000	450,000	450,000
Contribution	-	-	-	-	-
Repayment of Eaglecrest	-	225,000	225,000	-	-
Interest Earned	-	-	-	-	-
Project Funding	-	-	-	-	-
Balance Closing	-	225,000	450,000	450,000	450,000

Developer Contribution Reserve

Balance Opening	110,400	110,400	110,400	110,400	110,400
Contribution	-	-	-	-	-
Interest Earned	-	-	-	-	-
Project Funding	-	-	-	-	-
Balance Closing	110,400	110,400	110,400	110,400	110,400

DEBT MANAGEMENT FIVE-YEAR FORECAST

Debt is a financing tool that is available to the Town to supplement funding from reserve funds for the replacement or investment in capital assets. Overall debt levels are anticipated to increase over the five-year term of this Plan. Outstanding debt includes borrowing to support the East Village (Phase 2) which is serviced through a Local Service Area Service Charge. Short-term equipment borrowing was used to fund the Fire Rescue truck in 2022, and the Fire Ladder Truck in 2023.

The Operations Facilities Modernization project is proposed to be funded substantially through long-term borrowing in 2027 and 2028, subject to Council decision making. Prior to this, a needs assessment is planned for 2026.

	2026	2027	2028	2029	2030
DEBT PRINCIPAL BALANCES					
General Fund					
Issued and Outstanding:					
Fire Truck - Rescue Truck	226,200	-	-	-	
Fire Ladder Truck	893,500	476,000	-	-	
East Village Phase II - Local Service Area	519,800	509,700	499,600	489,500	479,400
Planned Debt					
Public Works and Parks Yard Modernization	-	2,500,000	7,500,000	11,100,000	10,885,000
Fire Department Tender Apparatus	-	-	1,700,000	1,382,300	1,339,800
Total	1,639,500	3,485,700	9,699,600	12,971,800	12,704,200

DEBT SERVICING REQUIREMENTS

General Fund					
Outstanding Debt Issues					
Fire Truck - Rescue Truck	205,900	233,900	-	-	
Fire Ladder Truck	459,900	459,900	458,700	-	
East Village Phase II - Local Service Area	33,800	33,800	33,800	33,800	33,800
Planned Debt Issues					
Operations Modernization	-	87,500	175,000	350,000	617,500
Fire Department Tender Apparatus	-	-	-	213,200	213,200
Total	699,600	815,100	667,500	597,000	864,500

DEBT BORROWING CAPACITY

Under the Community Charter and the Municipal Liabilities Regulation, the Town's borrowing capacity is determined based on its Liability Servicing Limit (LSL), which measures annual principal and interest payments as a percentage of prescribed revenues.

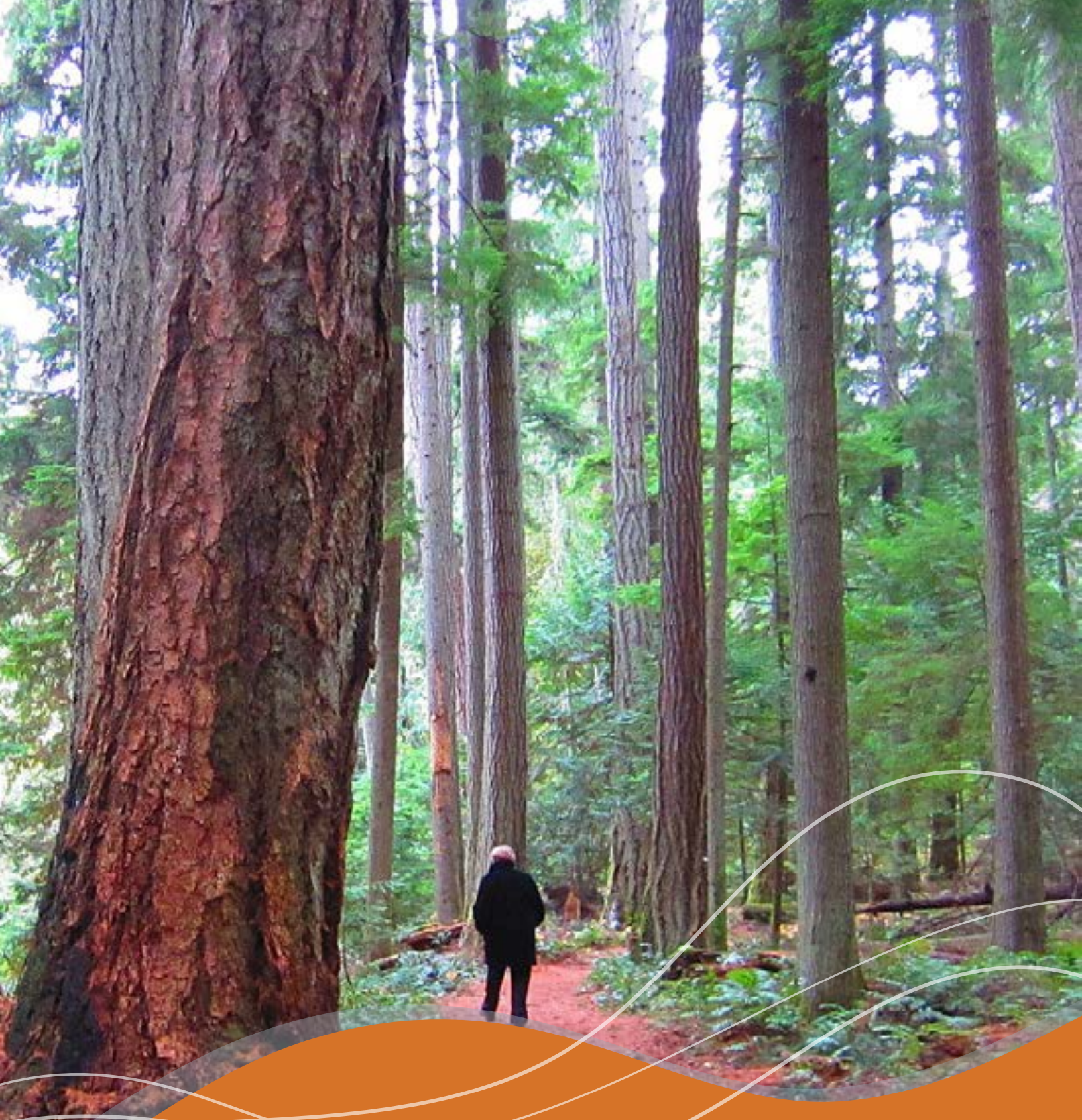
Provincial legislation establishes that:

The Town's maximum annual liability servicing costs cannot exceed 25% of the prior year's prescribed revenues.

Of that amount, up to 10% of prescribed revenues may be incurred without elector approval.

Liability servicing above the 10% threshold and up to the 25% limit generally requires elector assent (referendum or alternative approval process). Based on projected 2025 and 2026 revenues, the Town's assent free borrowing capacity and total borrowing capacity are illustrated below:

	2025		2026	
	Assent Free	Total Capacity	Assent Free	Total Capacity
Liability Servicing Limit	1,093,500	5,467,700	2,431,500	6,078,900
Actual Debt Servicing Costs	1,144,400	1,144,400	699,600	699,600
Liability Servicing Capacity Available	-	4,323,300	1,731,900	5,379,300
Estimated Borrowing Capacity, in Millions	-	\$61	\$25	\$78



SERVICE AREAS FINANCIAL SCHEDULES



The main functions of a Municipal Council are to foster the economic, social and environmental wellbeing of its community, both current and future, through governance decision-making.

Council's primary duties are to create policy; adopt bylaws on matters delegated to local government through the *Local Government Act* and other provincial statutes to protect the community; and to collect taxes and fees for those purposes.

Council also oversees, acquires, and disposes of the Town's assets and infrastructure. Council's shared vision sets a course of action through the Strategic Planning and Budget processes, and charts goals that are accomplished by municipal staff under the direction of the Chief Administrative Officer.

2025 COUNCIL HIGHLIGHTS AND ACCOMPLISHMENTS

In 2025 Council decision-making resulted in numerous successes for the community including, but not limited to the following Strategic Initiatives:

- Updated the Official Community Plan (OCP) with a housing focus, to comply with Bill 44 and Bill 35
- Conducted the Quality-of-Life Survey
- Acquired the Eaglecrest Golf Course Lands
- Approved numerous policy and bylaw amendments
- Entered into a one-year lease with School District 69 for the Qualicum Commons, to allow for due diligence in consideration of a long-term lease
- Supported public discussion about the Airport, the Community Transportation Plan, public safety, and provided opportunity for the public to address Council on any matter of interest in four Open House style Committee of the Whole meetings
- Supported the Skatepark Reconstruction and grand opening
- Directed the new website migration project
- Directed completion of numerous significant capital projects including but not limited to: the Beach Creek Culvert Replacement, Bay Street Stabilization, Seacrest Place Slope Stabilization, Public Works Fuel System, Saahtlam Park Washrooms, Hemlock and Illiqua Watermain Replacement, and the Waterfront Expansion Project

2025 COUNCIL HIGHLIGHTS AND ACCOMPLISHMENTS *continued*

- Presented resolutions to AVICC and UBCM on reconfiguration of railway crossings and the opioid crisis.
- Celebrated numerous awards including the MISA BC 2024 Spirit of Innovation award for the Public Inquiry System; the GeoConnect 2025 Award of Excellence for the Public Inquiry System, the Development Tracker and the Tree Removal Application; the GFOA Budget Award; and the “Best of the Best” BC & Yukon Tap Water Taste Test.

COUNCIL PLANS FOR 2026

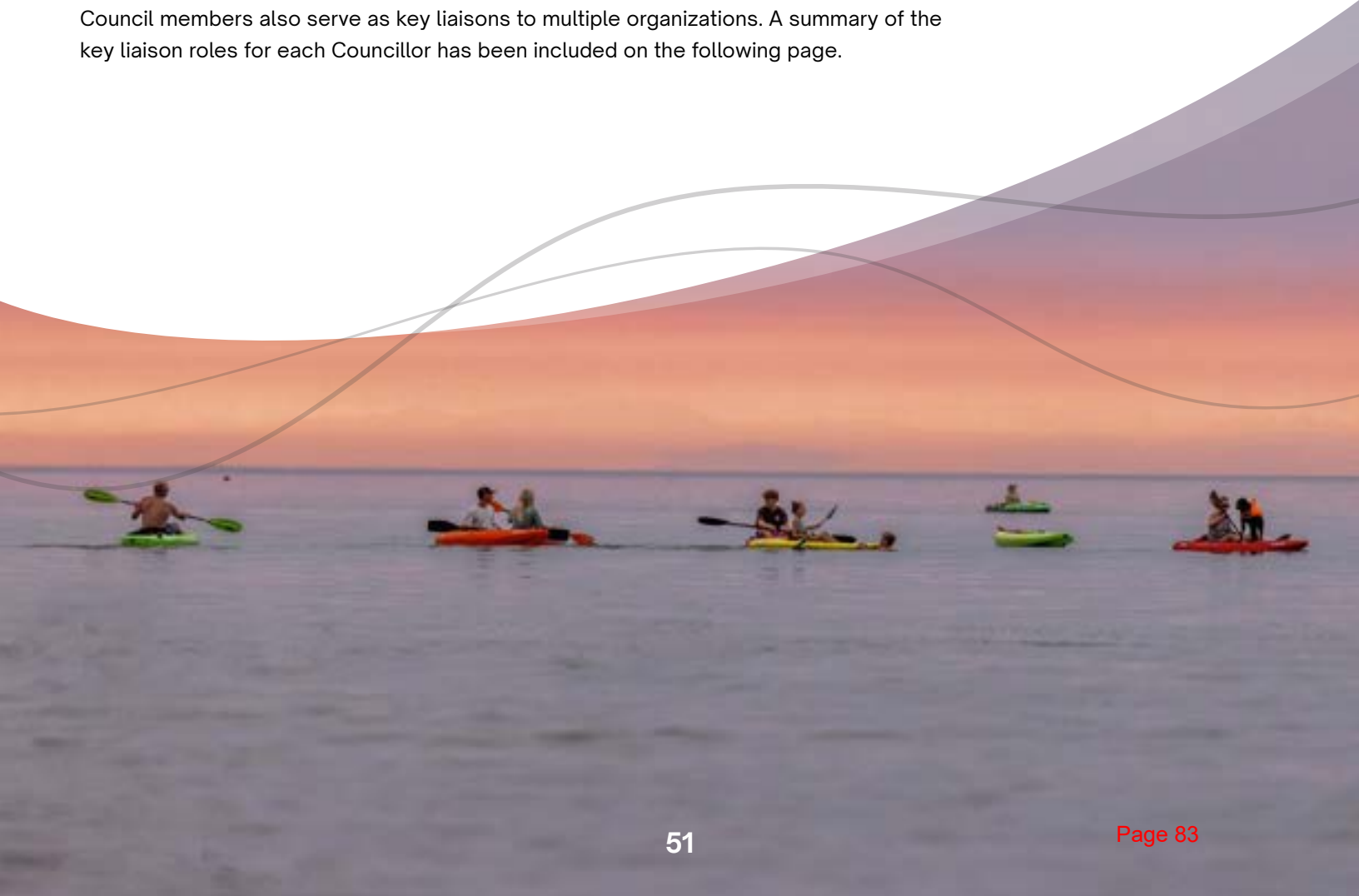
Annually, through the Strategic Planning process, Council allocates resources for Council’s Strategic Initiatives. A key objective of Council’s Strategic Planning Process is to better connect the Official Community Plan, Council’s Strategic Plan, the Budget, and multiple master plans. Significant progress was made on these connections in 2025 and continues in 2026.

For a complete list of Council’s Strategic Initiatives and plans for 2026, please see section titled “Strategic Initiatives Details” on pages 21-22.

In addition to Council’s Strategic Planning, Council allocates resources for capital, infrastructure and asset management priorities through its annual budget.

COUNCIL LIAISONS

In addition to governance decision making for regular business and Strategic Initiatives, Council members also serve as key liaisons to multiple organizations. A summary of the key liaison roles for each Councillor has been included on the following page.





Mayor Teunis Westbrook

All general governance issues
Council spokesperson

Voting Membership:

- Oceanside Services Committee
- Regional District of Nanaimo

Liaison:

- Island Coastal Economic Trust
- QB Seniors' Activity Centre Association
- Qualicum First Nation



Councillor Scott Harrison

Voting Membership:

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

Liaison:

- Eaglecrest Residents' Association
- Access Oceanside Association
- Oceanside Task Force on Homelessness
- Kiwanis Housing Society



Councillor Anne Skipsey

Voting Membership:

- Regional District of Nanaimo (alternate)

Liaison:

- QB Memorial Golf Club
- Qualicum Woods Residents' Association
- Mt Arrowsmith Biosphere Region Roundtable

Committees:

- Environment and Sustainability
- Beach Day Celebration
- Heritage Forest Commission



Councillor Petronella Vander Valk

Liaison:

- Chartwell Residents' Association
- Naut'sa mawt Oceanside Wellness (NOW)
- Qualicum Beach Farmer's Market
- Qualicum Community Education and Wellness Society (QCEWS)
- PQB Tourism Association

- QB Chamber of Commerce
- QB Collective Society
- St. Andrew's Lodge Historical and Cultural Society



Councillor Jean Young

Voting Membership:

- Vancouver Island Regional Library

Liaison:

- Early Learning and Childcare Council in Oceanside (ELCCO)
- Qualicum Beach Residents' Association
- Oceanside Hospice Society

Liaison continued

- The Old School House Arts Centre Society
- QB Historical and Museum Society
- Into the Woods Society
- QB Multi-Use Cinema Society
- Flowerstone Society

Committees:

- Family Day Celebration
- Environment and Sustainability (alternate)



OFFICE OF THE CAO

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

The CAO is responsible for providing advice on governance decisions as well as on the Municipality's authority and responsibility under the *Community Charter*, *Local Government Act*, *Freedom of Information and Protection of Privacy Act (FOIPPA)*, and *Municipal Finance Authority Act*.

The Department consists of the CAO and an Executive Office Coordinator shared with the Mayor's Office and Council. Additional support is provided by the Director of Corporate Services, who also serves as the Deputy CAO.

KEY POLICIES AND PLANS

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

2025 OFFICE OF THE CAO HIGHLIGHTS AND ACCOMPLISHMENTS

- Supported ongoing policy review.
- Supported Official Community Plan Review.
- Undertook Committee/Commission Review – Phase 2.
- Supported acquisition of the Eaglecrest Golf Course Lands.
- Supported due diligence for the one-year lease of the Qualicum Commons.
- Continued to support Council in establishing municipal places of business as safe and respectful forums to promote public engagement, effective governance, and staff performance.
- Continued to support Council liaisons in meetings with Residents' Associations to enhance communication.
- Attended the Union of BC Municipalities Conference with all members of Council where we met with provincial staff regarding out-of-hospital care, and *Short-Term Rental Accommodations Act*.
- Attended the Local Government Management Association (LGMA) conference and the CAO Forum for professional development.

CHALLENGES

- Capacity for change management to support continued modernization of the organization.
- Limited resources in consideration of department workplans.
- Ongoing development of metric and targets available to establish service levels (work in progress).

OFFICE OF THE CAO - PLANS FOR 2026

- Continue to support development and sale of residential lots on Eaglecrest Golf Course Lands.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

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

* Subject to change based on future Council decision making.

KEY INDICATORS: EXAMPLES

- Community engagement is further integrated into planning for projects of significance.
- Robust reporting is provided for Council and the community at the end of the second and third quarters annually.
- Talent is recruited, supported, and retained, within an increasingly competitive job market.
- Policy direction is consistently implemented.
- Achievement of the GFOA Distinguished Budget Presentation Award for the third year straight.
- Advancements are made on Council's Strategic Initiatives.

BUDGET SUMMARY

The Council and Office of the CAO budget is forecast to increase from the previous year by \$33,700 or 5% resulting from increases to remuneration and benefits, as per contractual obligations.

Council And Office of the CAO - Operating Budget

	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %	
Transfer from Reserves	-	10,834	1,121	15,000	13,900	(1,100)	-7%	2
Total Revenue	\$ -	\$ 10,834	\$ 1,121	\$ 15,000	\$ 13,900	\$ (1,100)	-7%	

Operating Expenses

Mayor and Council	278,415	305,186	310,003	325,300	338,900	13,600	4%	1
CAO Office - 2.0 FTE	360,239	322,035	390,550	377,000	397,100	20,100	5%	1
One Time Operating Projects	-	10,834	1,121	15,000	13,900	(1,100)	-7%	2
Total Operating Expenses	\$ 638,654	\$ 638,055	\$ 701,673	\$ 717,300	\$ 749,900	\$ 32,600	5%	

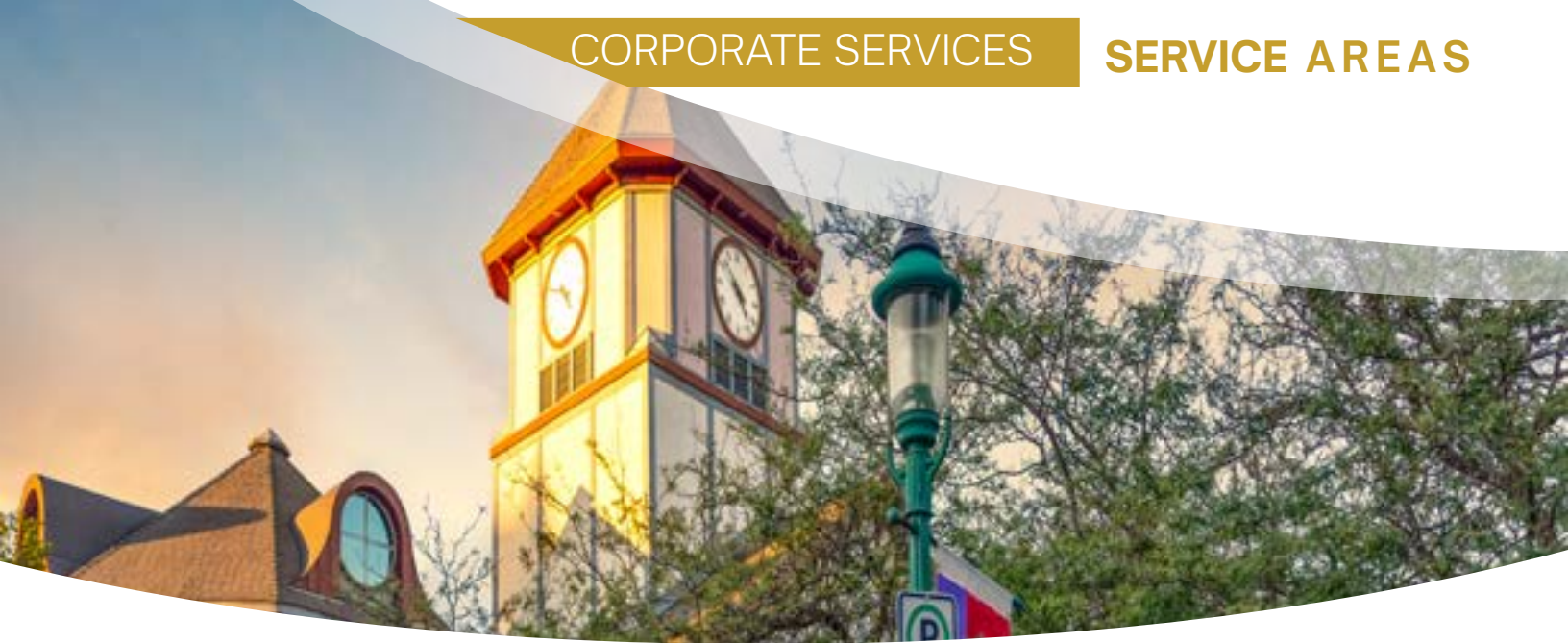
Funding from General Revenues	\$ 638,654	\$ 627,221	\$ 700,552	\$ 702,300	\$ 736,000	\$ 33,700	5%	
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1. Contractual remuneration and benefit increases (Council and staff)
2. Carryover of unspent organizational service review budget from 2025

STRATEGIC INITIATIVES

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

	2026	2027	2028	2029	2030
Council And Office of the CAO					
Community Volunteerism (Council Discretionary Decision Making)	5,000	-	-	-	-
Collaboration Qualicum First Nations and Saa'men	15,000	15,000	-	-	-



CORPORATE SERVICES

The Corporate Services team provides administrative services to Council, the organization, and to the public. They are responsible for legislative duties, communications, government relations, and municipal government administration, including:

- Providing support and recommendations to Council and Committees on policies, procedures, and various legislation
- Processing official correspondence to and from Council
- Managing corporate records and maintaining legislative records (including bylaws, agendas, and minutes)
- Researching and developing corporate bylaws and policies
- Managing *Freedom of Information and Protection of Privacy Act* requests for access to records
- Overseeing risk management claims, property negotiations, land registrations, and municipal insurance
- Applying for and administering federal and provincial grant applications
- Managing the Town's communications, website and resources
- Coordinating cemetery services
- Managing and overseeing municipal special events
- Conducting municipal elections and other voting opportunities
- Providing shared administrative support to all departments

COMMUNICATIONS AND PUBLIC ENGAGEMENT

The Corporate Services team utilizes communication and community engagement expertise from internal staff including contracted resources who work closely with departments on government relations, media relations, social media, website, emergency communications, branding, graphic design, communications, and Strategic Planning.

Their engagement activities prioritize building strong connections with Qualicum First Nation, community partners and the people who live, work and play in Qualicum Beach. They also work to collaborate with provincial and federal governments to effectively address regional and inter-municipal priorities and issues.

PROPERTY MANAGEMENT

Town property resources include: Civic Centre and Community Hall management and bookings; overseeing operations of the Qualicum Commons; management of claims; risk assessments; land purchase and sale; land registrations; long and short-term leases and licencing.

SPECIAL EVENTS

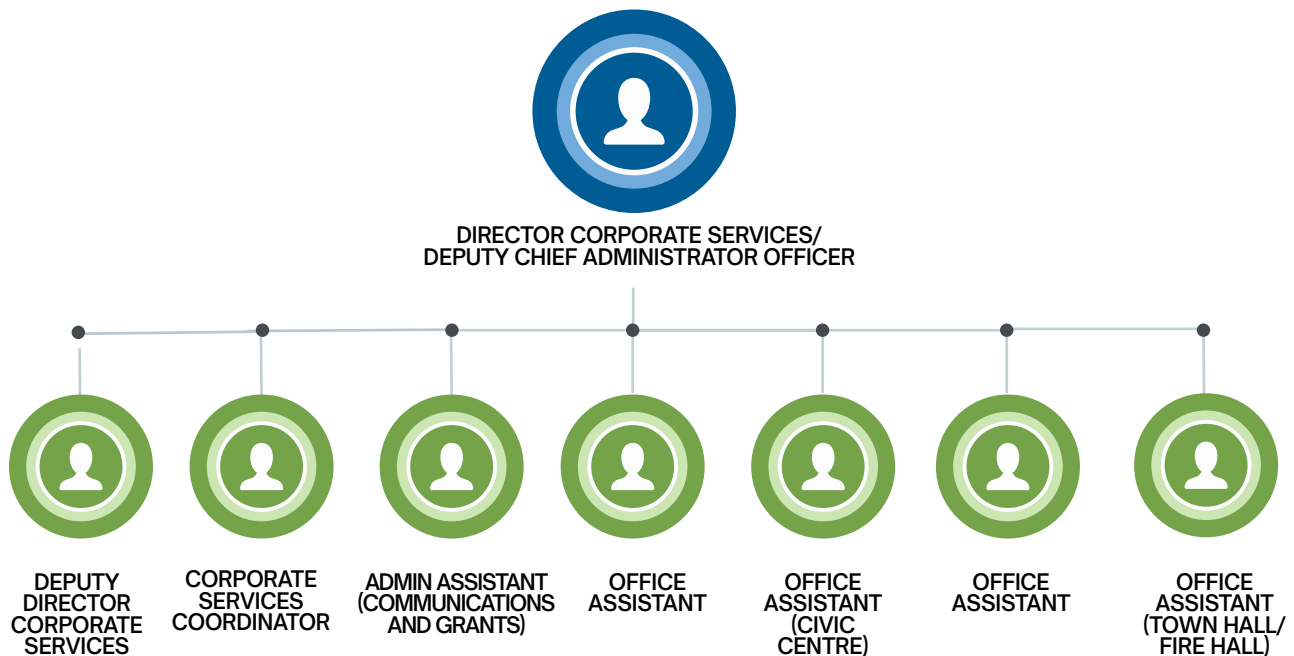
Special event programming helps create a sense of community identity, belonging, pride, and spirit. It showcases Qualicum Beach to residents and visitors as a great place to visit, live, work, and play. Some of the annual special events in Qualicum Beach include Beach Day Celebration, Family Day Celebration, Youth Appreciation, Ocean Mile Swim, Moonlight Madness, Volunteer Appreciation, and Remembrance Day. Many community partners and event organizers are also supported by the Town when holding special events.

KEY LEGISLATION, POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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



The chart shows all resources available to the Department, including both employees and contracted staff. Some of these resources may be shared across multiple departments. Therefore, the positions listed in this chart may differ from the Employee Team Organization Chart on page 14, which lists only Town employees assigned to their specific Department.

KEY INDICATORS

Corporate Administration

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Council Meetings (Regular and Special)	12	23	35	38	21
Council Meetings (Closed)	17	25	23	31	10
Committee of the Whole	4	12	14	14	11
Committee/Advisory Body Meetings	47	56	44	37	30
Public Hearings Conducted	6	5	0	2	2
Media Releases	35	48	45	48	50
Noteworthy Bulletins	4	3	3	3	4
Monthly Newsletters - Print	11	12	12	12	12
Monthly Newsletters - Digital	11	12	12	12	12
Freedom of Information Requests	87	83	115	96	100
Bylaws approved by Council	18	12	18	18	15
Policies approved by Council	3	4	3	8	5
Special Events supported	-	-	14	17	18
Website Users	-	-	108,000	125,000	135,000
Website Total views	-	186,906	281,000	246,000	300,000
Facebook Posts	199	700	600	650	700
Facebook Followers	5,215	5,734	6,792	8,067	8,300
Facebook Reach	203,711	269,846	763,093	*	*
Facebook Visits	-	-	-	2.5 M	3.1M
Council Correspondence log items	1,738	1,500	655	450	475
Public Inquiry System items	-	-	395	885	920
Constant Contact Notices	145	165	170	175	180
Online Surveys Posted	2	8	10	15	

* "Reach" discontinued, and replaced with "Views"

Corporate Administration

Service Plan	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Staff Complement	7	7	7	8	8
Standing/Select Committees	9	9	10	6	5
Legislative	100%	100%	100%	100%	100%
Council Correspondence	90%	90%	95%	90%	95%
Council Meeting Minutes	95%	95%	100%	90%	95%
CoW Meeting Minutes	95%	95%	95%	95%	95%
Committee Minutes	95%	95%	95%	95%	95%
Late Council Items	7	5	5	5	5
Insurance Incidents	New	1%	4%	3%	3%
FOI Request on time	98%	98%	98%	98%	98%

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Launched redesigned website, with optimized search functionality.
- Processed 96 Freedom of Information requests with 98% responded to within the legislated time lines without extension.
- Transitioned existing tenants from the Qualicum Commons and signed 10 new leases.
- Processed 885 inquiries through the Public Inquiry System for Corporate Services and Council.
- Continued to increase social media presence and general communication strategies.
- Provided administrative and legislative support for 85 Council and Committee of the Whole meetings.
- Initiated a Comprehensive Policy Review, including a re-organization of policies distinguishing Administrative Policies from Council Policies, and reviewing and approving 8 policies and rescinding 15 policies.
- Supported departments and Council with advancing 18 bylaws for approval, including 11 amending bylaws.

CHALLENGES

- Increased service level expectations/high volume of public requests.
- Maintaining service levels, given a significant increase in the number of Council meetings.
- Department vacancies.

PLANS FOR 2026

- 2026 Local Government Election
- Elections bylaw and process review.
- Monitor and enhance website functionality.
- Council compensation review (complete).
- On-boarding new Corporate Service Coordinator, and Deputy Director of Corporate Services (term).
- Continuation of comprehensive review of Town Policies.
- Organization-wide privacy training.
- Continued Communications Strategy implementation (Council Strategic Initiative).
- Maintain service level standards Department-wide, including meetings and communications.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Implementation of an Electronic Records Management System (2028 or beyond).
- Refresh of Town's visual brand.

* Subject to change based on future Council decision making.

BUDGET SUMMARY

The Corporate Services Department budget is forecast to increase by \$51,200 or 4% which results from increases to materials, supplies, wages, benefits, and insurance.

Corporate Services - Operating Budget

	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %	
Transfer from Reserves	-	-	-	-	30,000	30,000	0%	3
Total Revenue	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	0%	

Operating Expenses

Corporate Services	688,689	834,309	813,422	816,400	857,600	41,200	5%	1
Communications	55,847	65,463	75,427	75,000	75,000	-	0%	
Legal	162,147	180,443	146,067	150,000	150,000	-	0%	
Risk Management	212,825	231,539	249,808	235,000	245,000	10,000	4%	2
Elections	-	-	-	10,000	40,000	30,000	300%	3
Total Operating Expenses	\$ 1,119,507	\$ 1,311,754	\$ 1,284,724	\$ 1,286,400	\$ 1,367,600	\$ 81,200	6%	

Funding from General Revenues	\$ 1,119,507	\$ 1,311,754	\$ 1,284,724	\$ 1,286,400	\$ 1,337,600	\$ 51,200	4%	
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1. The increase is primarily due to rising wage and benefit pressures along with higher costs for materials and supplies
2. Increase in insurance premiums
3. Municipal election in 2026. \$30,000 transferred in from Election Reserve for total budget of \$40,000

STRATEGIC INITIATIVES

Strategic Initiatives identified during the Council Strategic Planning sessions for 2026 include a comprehensive policy review, and records management.

	2026	2027	2028	2029	2030
Corporate Services					
Records Management*	60,000	-	-	-	-
Comprehensive Policy Review*	37,000	-	-	-	-
Visual Identity Refresh	-	20,000	50,000	50,000	-
TOSH One-time Mid Year Request	50,000	-	-	-	-
Mount Arrowsmith Biosphere Society - Fee for Service Request	24,000	24,000	-	-	-
Town Website Improved Searchability	20,000	-	-	-	-
Tourism and Small Business Promotion - (Council Discretionary Decision Making)	10,000	-	-	-	-

* Carried Forward from previous year

COMMUNITY PARTNERSHIPS AND EVENTS

The Town of Qualicum Beach collaborates with local organizations to foster a community enriched with arts and culture, and to bolster its economy while preserving its charming small-town character. The Town works together with the Qualicum Beach Chamber of Commerce, the Parksville Qualicum Beach Tourism Association, the Qualicum Beach Historical and Museum Society, and numerous other organizations and volunteers to provide services, events and other amenities for the Town.

COMMUNITY EVENTS

Special event programming helps create a sense of community identity, belonging, pride, and spirit. It showcases Qualicum Beach to residents and visitors as a great place to visit, live, work, and play.

The Town, along with many community partners and event organizers work together to hold special events. The following is a list of events the Town is involved in for 2026:

- Coldest Night of the Year – February
- Youth Appreciation Lunch – May
- ORCA Mother's Day Race – May
- Public Works Day - May
- Family Day - May
- Mindfulness in May - May
- Seaside Cruizers Street Dance - June
- Show n' Shine - June
- Grad Parade - June
- Triathlon - June
- QB Legion Canada Day Parade - July
- Uptown Market - July to August
- Twilight Concert Series - June, July, August
- Beach Day - July
- Arts and Music Festival - July
- Ocean Mile Swim - August
- Cyclocross - October
- Halloween - October
- Remembrance Day - November
- Moonlight Madness - November



COMMUNITY PARTNERSHIPS AND EVENTS OPERATING BUDGET SUMMARY

The Community Partnership and Events budget is forecast to increase marginally as a result of cost increases associated with Town events.

Community Partnerships and Events Operating Budget

	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %	
Grants and Requisitions	\$ 619,686	\$ 715,090	\$ 748,241	\$ 747,800	\$ 778,100	30,300	4%	1
Other - Business Licenses	79,395	93,461	96,316	81,000	89,000	8,000	10%	
Total Revenue	\$ 699,081	\$ 808,551	\$ 844,557	\$ 828,800	\$ 867,100	\$ 38,300	5%	

Operating Expenses

Community Events	122,299	132,066	146,935	169,200	196,400	27,200	16%	2
Chamber of Commerce	73,058	74,700	59,000	69,000	69,000	-	0%	
PQ Tourism Association	-	-	14,000	14,000	14,000	-	0%	
Museum	128,329	125,317	127,350	119,600	119,600	-	0%	
Library	619,717	715,243	747,751	747,800	778,100	30,300	4%	1
Total Operating Expenses	\$ 943,403	\$ 1,047,326	\$ 1,095,036	\$ 1,119,600	\$ 1,177,100	\$ 57,500	5%	
Funding from General Revenues	\$ 244,323	\$ 238,776	\$ 250,479	\$ 290,800	\$ 310,000	\$ 19,200	7%	

1. Vancouver Island Regional Library 2026 levy increases by 4%
2. Reallocation of labour costs to align budget with actual time spent on event activities - offset by reduction in operations





HUMAN RESOURCES

The Human Resources Department provides leadership and expertise to support a resilient, future-ready workforce and to help ensure the Town remains a competitive employer. Their focus is on fostering a culture where employees can thrive, supporting recruitment, growth, and retention while contributing to the delivery of high-quality municipal services to taxpayers, businesses, and visitors.

Employees are the Town's most valuable resource. Human Resources is committed to building a workplace where members of the Town of Qualicum Beach team feel valued, supported, and respected. They work to create an environment that encourages collaboration, professional growth, and well-being, and they deliver HR services that are consistent, transparent, and demonstrate service excellence.

As a service department, Human Resources Department supports all other Town departments by providing leadership and guidance in the following areas:

- Recruitment, selection and retention
- Employee relations
- Labour relations
- Occupational Health and Safety
- Employee training, development and wellness
- Organizational planning
- Employee recognition and engagement
- Compensation and Benefits

KEY POLICIES AND PLANS

- Labour Code
- CUPE Collective Agreement
- *Employment Standards Act*
- *Workers Compensation Act*
- Occupational Health and Safety (OHS) Regulation

DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Human Resources, with support from an HR and Safety Coordinator and a term position of Junior HR Specialist.



KEY INDICATORS

In 2025, Human Resources strengthened service delivery across the organization, with a focus on compliance, safety culture, workforce sustainability, employee and labour relations, and training and development.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Recruitment & Selection	Job postings	15	25	27	26	26
Training & Development	Sessions scheduled	NEW	5	13	18	12
	Registrations	NEW	152	265	301	239
WorkSafeBC files	TimeLoss/ Healthcare/ Report Only	5	16	10	17	14
Investigations		4	12	7	7	8
RTW Disability Management	WSBC compensable injuries	NEW	NEW	2	2	2
	Non-compensable injuries	NEW	NEW	2	0	2

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Strengthened HR service delivery to enhance employee and labour relations.
- Advanced Health and Safety Program improvements to promote compliance and continuous improvement.
- Participated in the BC Municipal Association's Safety Initiative to further build the Town's safety culture.
- Assisted departments with recruitment activities to address staffing needs.
- Led strategic preparation for upcoming CUPE Collective Bargaining.
- Implemented an updated Respectful Workplace Policy and delivered training to all staff.

CHALLENGES

- Maintaining service continuity as long-serving employees transition out of the organization.
- A maturing workforce, with 49% of employees eligible for retirement by 2028 (based on a staff complement of 70).
- Responding to growing service demands within existing staffing capacity.
- Attracting and retaining skilled employees in a competitive labour market.
- Workplace injuries continuing to influence WorkSafeBC costs and premium rates.
- CUPE Collective Bargaining preparation requiring focused departmental attention, limiting capacity to advance other priorities.

PLANS FOR 2026

- Lead CUPE Collective Bargaining negotiations.
- Support recruitment and retention to maintain a stable workforce and reliable service delivery.
- Continue building the Town's safety culture, with attention to injury prevention and return-to-work practices.
- Advance succession planning and leadership development.
- Promote employee engagement and well-being to strengthen retention and performance.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continue strengthening the Town's safety culture, including ongoing improvement of return-to-work practices.
- Enhance the Town's ability to attract and retain employees through a positive, engaged workplace culture.
- Advance succession planning and targeted learning initiatives to support current capacity and future workforce needs.

* Subject to change based on future Council decision making.

BUDGET SUMMARY

The Human Resources Department budget is forecast to increase by \$24,200 or 5% due to training, contracted services, wages and benefit adjustments.

Human Resources - Operating Budget								
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %	
Transfer from Accumulated Surplus	\$ -	\$ 105,400	\$ 65,000	\$ 157,600	\$ 137,600	(20,000)	-13%	1
Transfer from Reserves			55,140	20,000	20,000	-	0%	
Total Revenue	\$ -	\$ 105,400	\$ 120,140	\$ 177,600	\$ 157,600	\$ (20,000)	-11%	
Operating Expenses								
Human Resources	311,081	369,060	433,287	450,000	474,200	24,200	5%	2
One Time Projects	-	-	55,140	177,600	157,600	(20,000)	-11%	3
Total Operating Expenses	\$ 311,081	\$ 369,060	\$ 488,427	\$ 627,600	\$ 631,800	\$ 4,200	1%	
Funding from General Revenues	\$ 311,081	\$ 263,660	\$ 368,287	\$ 450,000	\$ 474,200	\$ 24,200	5%	

1. Budget provision for CUPE contract position and Collective Agreement negotiation costs are funded from accumulated surplus
2. Rising costs for wages and benefits, and contracted services
3. The budget provision for one-time projects is for:
 - Temporary term CUPE contract position
 - Collective Bargaining negotiation costs
 - Employer of Choice initiative



FINANCIAL SERVICES

The Finance team is responsible for the overall management of the financial affairs of the Municipality and provides accounting and audit services for over \$49 million in annual expenses and revenues including the following:

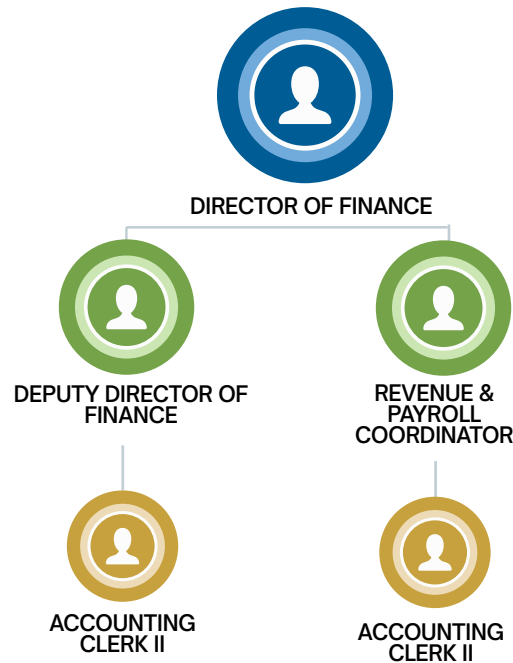
- Coordinating the annual financial planning (Budget) and long-term financial planning processes
- Supporting departments with financial analysis and strategic advice
- Processing accounts payable and receivable for over 4,500 invoices annually
- Processing bi-weekly payroll for over 77 full time equivalent staff members and 25-30 Paid-on-Call Firefighters
- Maintaining benefits records for staff
- Purchasing and procurement
- Administering Permissive Tax Exemptions
- Investment management
- Developing financial policy
- Preparing financial statements which are audited by an independent auditing firm
- Adherence to new and existing standards for financial reporting
- Processing revenue including property taxes, utility billing, dog tags and business licences
- Producing 5,100 tax notices annually
- Producing over 9,500 utility bills twice annually, mailed out to residents in May and October
- Managing pre-authorized property tax installments
- Invoicing miscellaneous accounts receivable

KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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



The chart shows all resources available to the Department, including both employees and contracted staff. Some of these resources may be shared across multiple departments. Therefore, the positions listed in this chart may differ from the Employee Team Organization Chart on page 14, which lists only Town employees assigned to their specific Department.

KEY INDICATORS

In 2025, finance activity levels remained consistent with previous years.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Property Taxation	Collections (Million)	22.6	23.7	24.6	26.9	28.2
	Tax Notices Issued	4,947	4,955	4,986	5,204	5,220
	Property Tax Deferments	680	685	681	687	690
Payroll	Paystubs Issued	1,915	1,930	1,994	2,160	2,175
Utility Billing	Bills Issued	9,613	9,650	9,679	9,726	9,740
Accounts Payable/Receivable	Invoices Processed	4,400	4,500	4,800	4,500	4,700

Service Plan		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Payroll	Processed on time	Achieved	Achieved	100%	100%	100%
Tax Notices	Mailed on time	Achieved	Achieved	100%	100%	100%
Utility Bills	Processed on Time	Achieved	Achieved	100%	100%	100%
Five Year Financial Plan	Prepared on Time	Achieved	Achieved	On Time	On Time	On Time
Financial Statements	GFOA Standard achieved	New	In progress	Achieved	Achieved	Achieved
	Prepared on time	Achieved	Achieved	On Time	On Time	On Time
	Unqualified Audit Report	Achieved	Achieved	Achieved	Achieved	Achieved

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Earned the Government of Financial Officers Association Distinguished Budget presentation award for the 2025-2029 Financial Plan.
- Continued improvements in financial reporting through robust quarterly reporting.
- Supported funding and financial analysis and communication with private donor for Eaglecrest Golf Course acquisition.
- Implementation and advancement of the Asset Replacement Financing Strategy with in-house improvements in asset data.
- Implementation of direct deposit for Accounts Payable – approximately 50% of suppliers are now being paid by direct deposit in comparison to manual cheques.
- Co-ordinated and supported key deliverables for the 2026 Strategic Planning process.
- Prepared reporting for grant claims and assisted in grant application submissions.
- Prepared the Consolidated Financial Statements in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board and the Chartered Professional Accountants of Canada.
- Roll out of 'MyTown' online account for utilities – enabled delivery of utility notices to all property owners during unexpected strike job action at Canada Post.
- Facilitated the set-up of financial systems and supported financial analysis and billing processes for the Qualicum Commons property lease.
- Monitored US tariffs and US purchasing procurement for potential impact on operations.
- Drafted an updated Procurement Policy and reviewed with Senior Management Team. To be presented for Council consideration in 2026.
- Updated Water & Sewer Utility Rates and Parcel Tax Bylaws.

CHALLENGES

- Limited human resource capacity to support the enhanced levels of service introduced by the Finance Department beginning in 2023 continues into 2026. In 2025, this resulted in staff working beyond reasonably expected hours to deliver approved workplan projects. The Finance team has undergone restructuring and realignment of responsibilities to address these pressures within existing resources; however, additional staffing resources may need to be considered by Council in a future year to sustain these enhanced service levels over the longer term.

PLANS FOR 2026

- Update the Procurement Policy and purchasing approach.
- Review Town Staff Benefits Program in partnership with the Human Resources Department.
- Review and update the Finance Department policies where required.
- Automate the online bank payment upload process for payments made at financial institutions.
- Implementation of the Asset Management Financing Strategy and improvement to the Geographic Information System (GIS) asset dataset information.
- Succession planning for the Finance Department.
- Transition property tax notice and payment information to the 'MyTown' online portal.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Improvements to connect the annual Budget process to service levels with enhanced transparency.
- Implement the Asset Management Strategy by developing a long-term Financial Plan for asset replacement.
- Continue to improve purchasing and procurement approaches.
- Prepare a long-term Capital Plan.
- Process improvements that include: online payments, electronic billing, self-serve capability, and automation of processes.
- Conduct a comprehensive review of the Town's Enterprise Resource Planning system to assess whether it continues to meet the operational, reporting and strategic needs of the Town.

* Subject to change based on future Council decision making.

BUDGET SUMMARY

The Finance Department's budget is forecast to increase by \$58,600 or 9% as a result of increased wage and benefits, costs, and increase in provision for audit services.

Finance Operating Budget								
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %	
Operating Expenses								
Finance	563,026	595,951	633,998	646,200	696,800	50,600	8%	1
Audit	36,030	40,660	44,320	38,000	46,000	8,000	21%	2
Total Operating Expenses	\$ 599,056	\$ 636,611	\$ 678,318	\$ 684,200	\$ 742,800	\$ 58,600	9%	
Funding from General Revenues	\$ 599,056	\$ 636,611	\$ 678,318	\$ 684,200	\$ 742,800	\$ 58,600	9%	

1. Rising wage and benefits pressure and adjustment to reflect departmental restructure
2. Contract for Audit Services

STRATEGIC INITIATIVES

Implementation and operationalization of the Asset Management Strategy and Plan is partially funded by an asset management grant of \$12,500.

	2026	2027	2028	2029	2030
Finance					
Implement and Operationalize Asset Management Strategy & Plan	\$ 27,000	\$ -	\$ -	\$ -	\$ -

FISCAL SERVICES

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

REVENUES

INVESTMENT INCOME

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

RECOVERY OF COSTS

An internal cost transfer is used to allocate labour, equipment and administration costs from General Funds to Utility Funds for corporate support from Corporate Administration, Finance, Human Resources and Information Technology.

RESERVES

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

GRANTS

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

GROWING COMMUNITIES RESERVE

Funding provided by the Provincial Government in 2023. Funding reallocated in 2025 to fund the purchase of Eaglecrest Golf Course.



EXPENSES

INTEREST TRANSFERRED TO RESERVES

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

OPERATING RESERVES

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

CAPITAL RESERVES

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

BUDGET SUMMARY

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

Fiscal Services								
	2023	2024	2025	2025	2026	Change	Change	
	Actuals	Actuals	Projected	Budget	Budget	\$	%	
Investment Income	\$ 1,205,785	\$ 1,346,417	\$ 947,311	\$ 624,500	\$ 624,500	-	0%	
Penalties and Interest	96,637	100,305	138,680	70,000	70,000	-	0%	
Grant Funding	6,759,224	3,081,690	1,591,642	6,380,000	10,143,100	3,763,100	59%	
Other Revenue	44,885	126,676	2,287,856	34,000	19,000	(15,000)	-44%	
Proceeds on Disposition of Assets	29,816	32,379	70,283	-	-	-	0%	
Labour Recovery from Utilities	548,000	548,000	548,000	548,000	548,000	-	0%	
Equipment & Administration Recovery from Utilities	1,156,000	1,156,000	926,500	926,500	926,500	-	0%	
Transfers from Reserves	394,188	4,030,818	3,592,432	9,948,700	9,661,200	(287,500)	-3%	
Total Revenue & Transfers	\$ 10,234,534	\$ 10,422,286	\$ 10,102,704	\$ 18,531,700	\$ 21,992,300	\$ 3,460,600	42%	
Operating Expenses								
Other Expenses	\$ 49,066	\$ 108,225	\$ 22,975	\$ 26,000	\$ 26,000	-	0%	
Debt Servicing	681,544	1,167,761	1,081,009	1,178,200	699,600	(478,600)	-41%	
Transfer to Water Fund	85,000	422,382	-	85,000	85,000	-	0%	
Transfer to Reserves	6,457,763	4,675,899	3,109,113	2,983,900	3,778,600	794,700	27%	
Total Operating Expenses	\$ 7,273,373	\$ 6,374,267	\$ 4,213,096	\$ 4,273,100	\$ 4,589,200	\$ 316,100	11%	
Net Contribution / (Use of Resources)	\$ (2,961,161)	\$ (4,048,020)	\$ (5,889,608)	\$ (14,258,600)	\$ (17,403,100)	\$ (3,144,500)	22%	



INFORMATION TECHNOLOGY

The Information Technology (IT) team functions as the technological backbone of the Town, dedicated to maintaining secure and efficient networks, IT infrastructure, and information systems. The team is responsible for overseeing information and database management systems, as well as developing and implementing innovative and cost-effective technology solutions. It enhances data analytics through the creation of accurate dashboards and supports both office and field solutions such as asset management, work order and public inquiry systems. The IT team also facilitates system integration, migration and advances automation to optimize operational efficiency. In addition, the team administers a comprehensive Geographic Information System (GIS), manages enterprise geo-databases, and maintains asset management records and all municipal maps, while designing and deploying GIS-powered web and mobile applications.

SERVICES ARE PROVIDED IN SIX AREAS:

1. **Cybersecurity** – Key infrastructure architecture is protected and continuously monitored 24/7 by multi-layer hardware, software and a security operations centre. Staff are regularly trained to identify and mitigate threats through cybersecurity awareness and cyber-attack simulations.
2. **IT Infrastructure** – Modern infrastructure architecture and network services are deployed to ensure high performance resiliency and reliability.
3. **Enterprise Information Systems** – Configuration and integration support is provided for enterprise information systems such as MAIS, Microsoft 365 and ArcGIS Enterprise.
4. **Data Maintenance** – Business needs are regularly assessed, and new structures are designed to ensure data accuracy and consistency of municipal asset management, cadastral and other datasets.
5. **Business Development** – Web and mobile applications are developed and supported. Processes are optimized and automated and data is regularly analyzed and developed into dashboards, maps, and reports.
6. **Digital Engagement/Communication** – Technology provides online engagement and communication, such as the Public Inquiry Form, and Development Tracker.

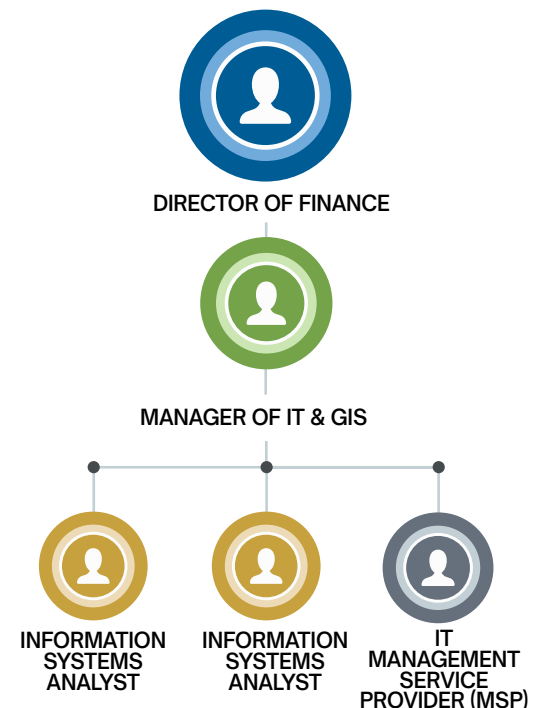
KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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

The chart shows all resources available to the Department, including both employees and contracted staff. Some of these resources may be shared across multiple departments. Therefore, the positions listed in this chart may differ from the Employee Team Organization Chart on page 14, which lists only Town employees assigned to their specific Department.



KEY INDICATORS

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

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

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Staff Complement	IT Department FTE	3	3	3	3.5	3.5
	Helpdesk requests Total	1440	1921	1749	1526	1610
	Supported by Town IT	669	1020	908	757	800
Helpdesk	Supported by RBS MSP	771	901	841	769	810
	Software Supported	71	115	178	210	250
Hardware Supported	Business Applications/ Platforms/Dashboards	71	115	178	210	250
	Servers	15	16	16	16	15
	Virtual Desktops	4	6	6	6	6
	Computers/Laptops/Tablets	157	140	150	160	165
	Printers	31	32	32	34	38
	Mobile Data Plan Enabled Devices	78	77	85	90	95
	Landline Phones	70	70	85	85	85
Network Equipment Supported	CCTV Cameras	28	28	33	41	50
	Firewalls	2	2	2	4	4
	Switches	31	31	31	33	33
	Routers	14	15	17	21	23
	Wireless Access Points	23	24	24	25	26
	Fibre Optics Cable	7.1km	7.1km	7.1km	7.1 km	7.1 km

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Server Data Storage Capacity	x Terabytes	38.5	38.5	51.46	51.46	100
Email	Mailboxes Supported	139	158	175	215	230
GIS	Datasets Supported	150	270	330	350	375
Network Connected	99.9% Uptime	Achieved	100%	100%	100%	100%
Internet Connected	99.9% Uptime	Achieved	100%	100%	100%	100%
Data Backups Completed	Weekly	52	52	52	52	52
Core applications up to date	Updates completed on time	95%	95%	95%	95%	95%

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Received back-to-back MISA BC Spirit of Innovation Awards (2024 & 2025), recognizing the AI-powered Semantic Search proof-of-concept (developed to build buy-in for website-wide page and document search) and the Legacy Service Card Data Extraction and Automation, which saved substantial manual data entry time.
- Honoured with the Award of Excellence at the GeoConnect 2025 Conference, recognizing the success of the Public Inquiry System, Development Tracker, and Tree Removal Permit Application.
- The NG9-1-1 Transition Project RFP was awarded and the project commenced in August 2025 to ensure address and road data compliance with NG9-1-1 standards. Completion is targeted for Q2 2026.
- The Public Inquiry Form was enhanced with additional AI-driven automation, reducing clicks and redundant data entry, particularly for application-related submissions.
- CCTV systems at Town Hall, remote water sites, and the Public Works Yard were replaced and expanded, improving surveillance coverage, quality, and automation.
- Prototypes leveraging generative AI were developed, including a semantic (natural language) search tool for the Town's public document library and an automated solution for extracting service card information to achieve full digitalization in near future (award winning).
- A new Information Systems Analyst (GIS) and a GIS Practicum were successfully on-boarded, accelerating backlog and advancing GIS initiatives.
- Robust redundancy was implemented for Town and water system networks, including cellular and alternative internet backups, to enhance network resilience.
- Multi-Factor Authentication (MFA) and Two-Factor Authentication (2FA) were rolled out for all Microsoft 365 users to strengthen account security.
- ArcGIS Enterprise was upgraded to version 11.5, improving performance, licensing, security, and workflow integration.
- A Commercial Vehicle Inspection Program was designed and developed using GIS and automation tools to streamline reporting.
- A Road Sightline Inspection solution was developed to support intersection safety assessments.
- The Fire Dispatch Map Book was completed to support emergency response and training.
- Town data was integrated with Esri Canada's Community Maps, enabling faster, cost-free GIS tiling services for all Town GIS applications.
- Surveyed storm drainage assets were entered into the enterprise geo-database with support from Town's excellent GIS staff and a practicum student.

CHALLENGES

- Increasing demand for innovative, automated IT and GIS solutions across departments highlights opportunities for improved efficiency and value. At the same time, limited resources constrain the Town's ability to respond in a timely manner.

PLANS FOR 2026

INFORMATION TECHNOLOGY (IT)

- Upgrade primary and backup servers, which are approaching end-of-support, to ensure continued performance, security, and reliability.
- Microsoft 365 compliance and digital records security will be further strengthened, with a focus on mobile device management and data protection.
- Existing dashboards will be optimized, and new ones developed to support data-driven decision-making and improve business management.
- AI and automation-driven solutions will be gradually introduced to enhance operational efficiency and streamline workflows.
- End-of-support network equipment and IT devices will be replaced to maintain current, licensed, and supported technology across the organization.
- Continue delivering training and support across departments to strengthen technology adoption and improve digital literacy.
- Network and server redundancy will be further enhanced to ensure business continuity and resilience.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

- New public mapping and GIS applications will be developed using enterprise GIS solutions, retiring legacy open-source platforms.
- Additional GIS dashboards, automations, and field applications will be created to strengthen asset management and data-driven decision-making.
- Processes for asset data entry and maintenance will be optimized, focusing on how to more effectively convert record drawings and GPS survey data into the Town's GIS database.
- Existing GIS-powered applications will be enhanced based on staff and public feedback to improve usability and functionality.
- Complete the transition to NG9-1-1 (with UBCM grant) by aligning address and road data with NG9-1-1 standards.



LOOKING AHEAD: 2027-2030 KEY PROJECT AND INITIATIVES*

INFORMATION TECHNOLOGY (IT)*

- Maintain a rolling replacement and enhancement program for servers, network equipment, hardware, and software to sustain reliability, performance, and supportability across operations.
- Improve communication technologies to strengthen redundancy and better support administrative, operational, and public inquiry processes.
- Enhance network security and redundancy across all facilities to ensure robust, resilient connectivity.
- Expand the use of automation and AI to optimize municipal operations and streamline daily processes.
- Progress records management initiatives through automation, governance, analytics, security, and compliance.

* Subject to change based on future Council decision making.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)*

- Develop additional GIS powered dashboards, automations, maps, and applications to strengthen transparency, data driven decision making, public engagement, and asset management.
- Collaborate with the Infrastructure Services Department to complete storm drainage system data collection.
- Automate BC ONE CALL workflows and digitize missing underground utilities, and property service connections and service lines to accelerate turnaround and accuracy.
- Implement an Open Data portal to broaden public access to authoritative municipal datasets.

* Subject to change based on future Council decision making.

OPERATING BUDGET SUMMARY

The Information Technology budget is forecast to increase by \$80,200 or 8%, largely due to increases in software licensing costs and managed IT support.

Information Technology Operating Budget

	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %	
Transfer from Reserve Grant Revenue	\$ -	\$ 26,000	\$ -	\$ -	\$ -	-	0%	1
	-	-	18,000	45,000	27,000	(18,000)	-40%	
Total Revenue	\$ -	\$ 26,000	\$ 18,000	\$ 45,000	\$ 27,000	\$ (18,000)	0%	

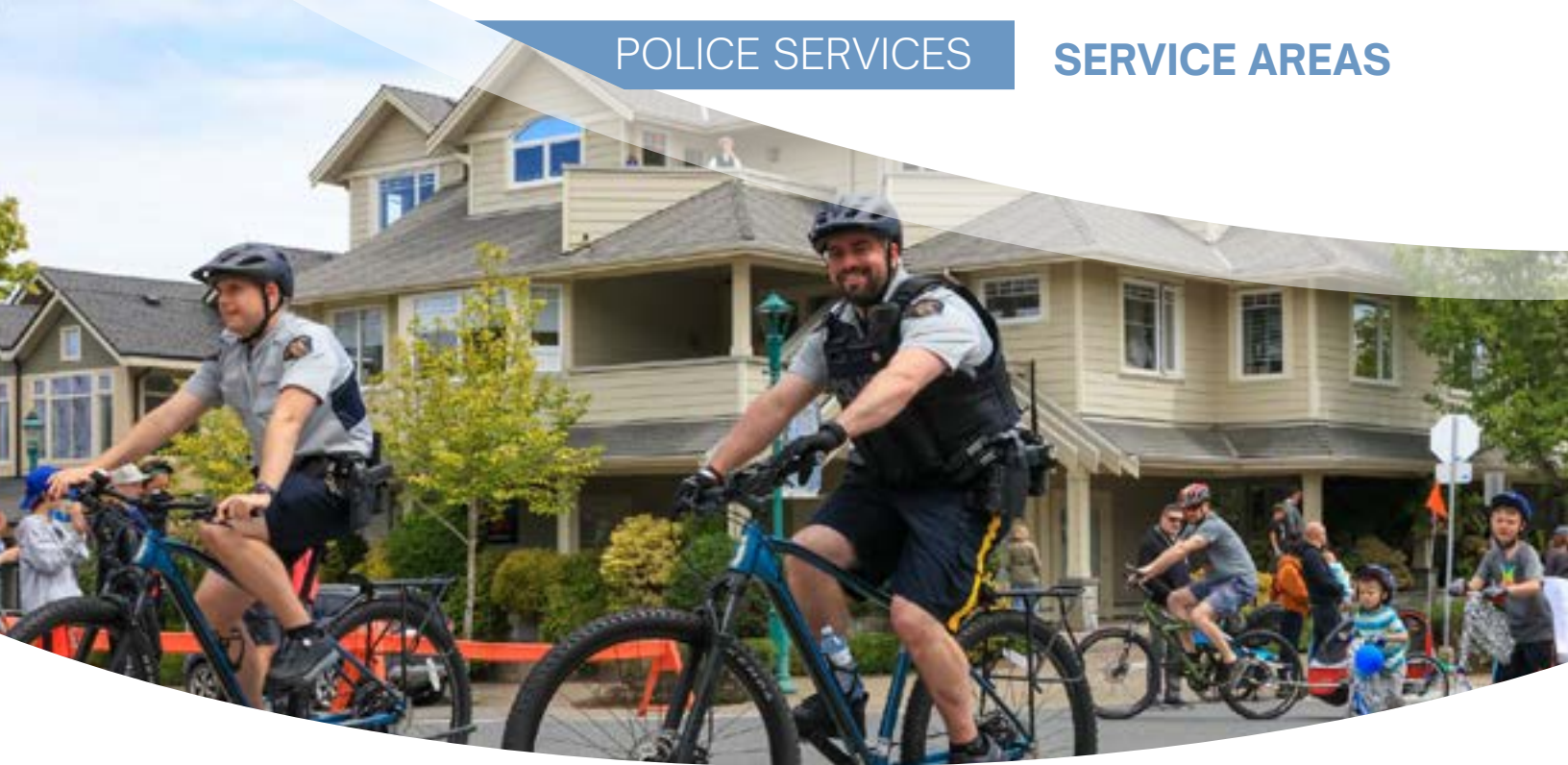
Operating Expenses

Administration	386,995	393,879	432,468	435,000	468,500	33,500	8%	2
Software Support	148,191	230,196	316,503	270,500	317,200	46,700	17%	3
Hardware Support	87,740	82,809	111,873	99,000	99,000	-	0%	
Helpdesk	180,333	150,688	156,172	182,000	182,000	-	0%	
One Time Operating Projects	-	54,963	17,675	45,000	27,000	(18,000)	-40%	1
Total Operating Expenses	\$ 803,260	\$ 912,536	\$ 1,034,691	\$ 1,031,500	\$ 1,093,700	\$ 62,200	0%	

Funding from General Revenues	\$ 803,260	\$ 886,536	\$ 1,016,691	\$ 986,500	\$ 1,066,700	\$ 80,200	8%	
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1. Carry forward remaining unspent NG911 Grant funds from 2025 to 2026
2. Increase in telecommunication costs for emergency response and rising costs for wages and benefits
3. Software licensing costs increased due to continued shift from purchase of software to subscription based licensing models





POLICE SERVICES

Police services are provided by the Oceanside detachment of the Royal Canadian Mounted Police (RCMP), offering service within the City of Parksville, the Town of Qualicum Beach and the surrounding provincial region.

The detachment is a fully equipped modern police station with front counter staff available Monday to Friday, from 8:30 am to 4:30 pm.

Emergency 911 calls and dispatching services are provided off-site by the North Island Operational Communications Centre.

DEPARTMENT STAFF AND STRUCTURE

The Detachment has 39 regular members supported by six public service employees, and five municipal employees. It has two victim services case workers, one Restorative Justice Coordinator and six guards/matrons. The Detachment Commander is a Staff Sergeant.

In addition to providing 24-hour frontline policing to approximate 50,000 residents in the area, the Detachment has a General Investigation Unit, Municipal Traffic Unit, Domestic Violence Officer and a School Liaison.

The Detachment has partnerships with several local organizations including Oceanside Community Safety, Arrowsmith Community Justice Society (Restorative Justice), Emergency Management Oceanside, and Arrowsmith Search and Rescue.

FRONTLINE POLICING

Frontline Policing is divided into four watches, each with a Corporal in charge, who responds to the majority of the approximately 14,000 annual calls for service, traffic enforcement, bylaw and proactive policing initiatives. Most complex or sensitive investigations are handled by a four-member General Investigation Unit (GIU).

The GIU, along with a Domestic Violence Coordinator, School Liaison Officer, and Municipal Traffic Officer are tasked with community-based projects which provide a broad mandate of services. Services provided include project-based investigations; school liaison; traffic enforcement; community engagement; and a variety of youth-based initiatives, such as anti-bullying and social media awareness. They investigate matters that are the subject of repeated calls for service, prolific offenders, ongoing offences, or issues that can be addressed through education and crime prevention techniques. They are also responsible for implementing initiatives to reduce drug trafficking and property crimes.

COMMUNITY POLICING

Community Policing initiatives are volunteer-based and provide several crime prevention programs (Speed Watch, Block Watch, Fraud Awareness, Keeping in Touch Program and Lock-out Auto Crime) led by the Oceanside Community Safety Volunteers (OCSV). The OCSV has had up to 120 community policing volunteers who help to support and promote these initiatives.

2025 OCEANSIDE RCMP SUCCESSES

- Continued participation at many of the special events held in the Oceanside area through the busy summer months.
- Replacement of end-of-service police vehicles continue within funding allocations.
- Continued engagement and collaborations with community and provincial partners.
- Continued transparency and accountability with a new monthly check-in report to all Oceanside communities.
- Increased training for members with Arrowsmith Search and Rescue.
- Completed the transitions from Public Sector Employees to Municipal Employees for some key positions, only one position remains.
- Completed transformation of the administrative positions to better suit the needs of both the front-line members and the public.

CHALLENGES

- Addressing increased demands from Provincial Crown Counsel dealing with new disclosure processes, new computer systems, and naming conventions.
- Implementing a disclosure policy for body-worn-cameras, and addressing increased demands on municipal staff to supply and redact disclosure requests.
- Updating necessary equipment and computer systems to replace outdated and retiring systems such as Tazer 7 which are now in service with body-worn-cameras by the end of 2026.
- Addressing the shortage of space in the current building and the parking lot which currently does not support the staffing levels with the addition of British Columbia Highway Patrol (BCHP).
- Substantial increase in mental health calls and the associated risks to the public and officers.
- RCMP vehicle updates including the use of a grant that has allowed us to obtain a second Automated Licence Plate Reader (ALPR), now in service.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- RCMP building repairs and upgrades, with security clearance processes and escort arrangement costs to be factored into overall project scope. Escorts and security clearances are the responsibility of the RCMP Detachment but are expected to be provided by maintenance partners.
- Updated training plans and program outlines to support new RCMP enhanced systems. These include electronic disclosure changes to Provincial Crown Counsel, enhanced search and rescue training and a transition to ledger-based disclosure.
- Expanded parking lot to accommodate the addition of BC Highway Patrol (BCHP) to the building, requiring a Temporary Use Permit. Work to be completed in 2026.
- Continued correspondence with both the Province and the Regional District of Nanaimo regarding an increase in Provincial resources over the next three years to meet the needs of our growing rural population. These efforts, if successful will ensure there is no reduction in our current service delivery to any of our municipalities.
- Continued transition from Public Service Employees to Municipal Employees through attrition, now down to a single position remaining.

* Subject to change based on future Council decision making.

OPERATING BUDGET SUMMARY

The Police services budget is forecast to increase by \$102,400 or 6% which is primarily due to an increase in the contracted RCMP cost.

Police Services - Operating Budget							
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %
Sale of Services & Cost Recoveries	\$ 3,200	\$ 3,105	\$ 2,520	\$ 3,000	\$ 3,000	-	0%
Grants	41,000	42,000	40,000	50,000	50,000	-	0%
Total Revenue	\$ 44,200	\$ 45,105	\$ 42,520	\$ 53,000	\$ 53,000	\$ -	0%
Operating Expenses							
RCMP Contract	1,180,135	1,234,289	1,440,850	1,606,700	1,670,200	63,500	4%
Civilian Support	130,556	141,500	74,396	97,300	136,200	38,900	40%
Total Operating Expenses	\$ 1,310,691	\$ 1,375,789	\$ 1,515,246	\$ 1,704,000	\$ 1,806,400	\$ 102,400	6%
Funding from General Revenues	\$ 1,266,491	\$ 1,330,684	\$ 1,472,726	\$ 1,651,000	\$ 1,753,400	\$ 102,400	6%

1. RCMP contract for eight full-time officers and contracted public service employees
2. The increase reflects a correction to baseline budgeting assumptions, to more accurately align the Civilian Support allocation with actual service requirements and cost structure



FIRE RESCUE

Qualicum Beach Fire Rescue provides prevention, suppression, medical, and rescue services to the Town of Qualicum Beach and over 1,600 residents of Electoral Area G. The 33.5 km² area that the Department protects includes a freeway with interchange, care facilities, schools, multi-family buildings, wildland interface, and single-family homes.

FIRE PREVENTION

Fire Prevention includes public education, fire inspection, development permit and building plan review, public events, community outreach, fire investigation, pre-fire planning, and FireSmart initiatives.

FIRE SUPPRESSION

The Department responds to a wide range of fire suppression incidents which include structure, vehicle, brush, and wildland fires.

Each year there are large or complex incidents that require more resources than an individual fire department can provide. Qualicum Beach is a member of an automatic and

mutual-aid agreement which provides additional apparatus and firefighters to any incident in District 69 if needed. The automatic aid agreement made acquiring a District 69 Superior Tender Shuttle rating possible, which includes significant insurance savings for many property owners.

MEDICAL CARE

The “First Responder” program is part of the pre-hospital medical care system in the Province of British Columbia. The Department responds to those calls of a serious nature in which critical lifesaving intervention is required or if requested from a BC Emergency Health Services (BCEHS) Ambulance crew on scene.

RESCUE SERVICES

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

KEY POLICIES AND PLANS

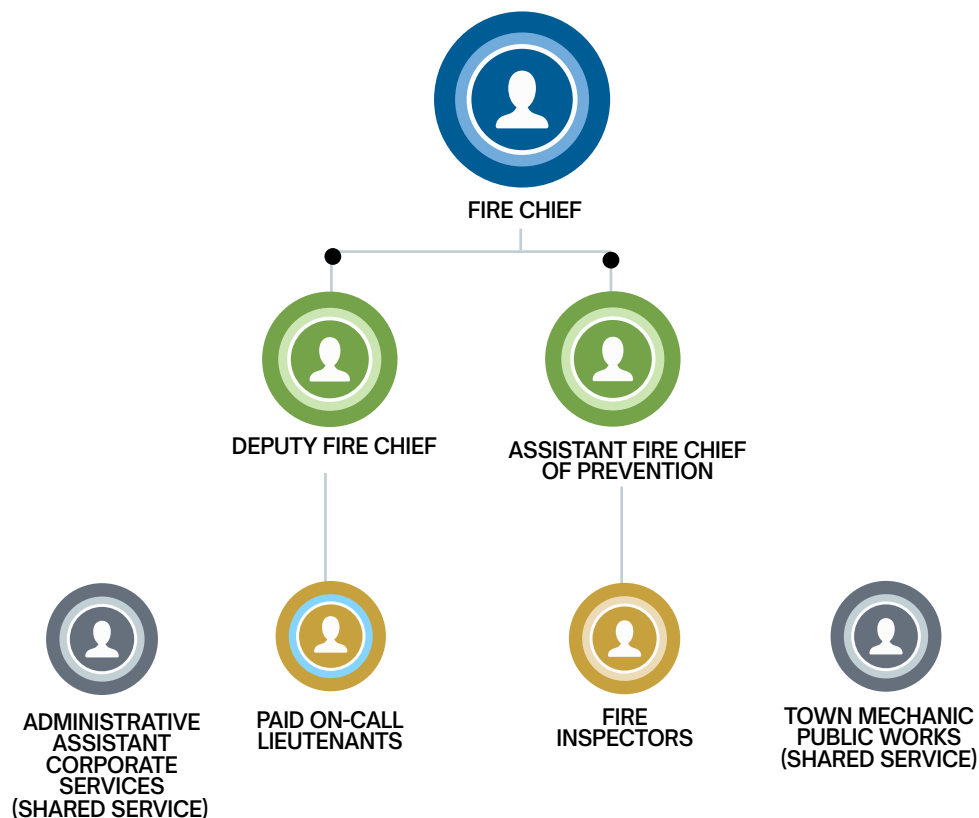
- WorkSafeBC Regulation Part 31
- British Columbia Structure Firefighter Minimum Training Standards
- *Fire Services Act*
- British Columbia Fire Code

DEPARTMENT STAFF AND STRUCTURE

The Department is comprised of a Fire Chief, Deputy Fire Chief, and an Assistant Fire Chief of Prevention. The team also includes Fire Inspectors, a part-time Administrative Assistant shared with Corporate Services, and a roster of 30 Paid-on-Call Firefighters who provide essential emergency response services.

In addition, a Town mechanic, certified as an Emergency Vehicle Technician (EVT) who reports to the Operations Department, supports the Department and is responsible for the inspection, maintenance and repair of all emergency vehicles, ensuring their readiness and compliance with safety standards.

The Assistant Fire Chief of Prevention is also the FireSmart and Wildfire Resiliency Coordinator, focusing on community education, wildfire risk reduction, and prevention initiatives. This role will also provide support to Fire Operations, enhancing the Department's overall capacity for emergency response and preparedness.



The chart includes all Department resources, both employees and contracted staff. Some are shared across departments, so positions may differ from the Employee Team Organization Chart on page 14, which lists only Town-assigned employees.

KEY INDICATORS

In 2025, Qualicum Beach Fire Rescue responded to 381 incidents, and call volumes for 2026 are forecast to increase by 8% over 2025. The number of public education sessions and public events is expected to be consistent in 2026, with a focus on community outreach and FireSmart activities. In 2026 Paid-on-Call Firefighter recruitment is expected to bring in six new members, which is consistent with 2025.

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Staff Complement Including Admin Support	3.9	4.4	4.4	5.4	5.4
Paid on Call Firefighters	29	31	32	32	32
Fire Prevention Inspections	436	388	397	401	400
Public Education Sessions	5	9	10	10	10
Public Events	47	31	40	58	60
Department Personnel Training Hours	4927	6097	6, 121	5086	6000
Mutual / Automatic Aid Responses	24	14	17	31	30
FireSmart Assessments	-	-	6	26	30

Emergency Response Indicator Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Aircraft Related Emergencies	1	0	1	2	1
Alarms	72	77	93	85	90
Beach/Bush/Misc Outside	32	46	42	61	65
Hazardous Material	2	2	1	1	2
Medical First Responder	53	70	59	66	75
Motor Vehicle Incident	51	58	52	61	65
Natural Gas/Propane Incident	7	2	2	5	5
Other	36	13	39	29	35
Public Assistance	19	23	31	36	45
Rescue	5	3	2	2	2
Structure Fire	16	11	10	24	20
Structure Smoke	5	5	8	9	5
Total	299	310	340	381	410

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Trained 2025 recruit class to “exterior operations level”.
- Graduated 2024 recruit class to “interior operations level” and National Fire Protection Association (NFPA) 1001 Professional Fire Fighter certification.
- Reviewed new Province of British Columbia *Fire Safety Act* to ensure compliance.
- Increased FireSmart outreach at public events and through FireSmart Assessments.
- Worked with the Operations Department to complete wildfire mitigation work along community trails.
- Increased community outreach and recruitment with regular attendance at weekly markets and public events.
- Built a succession and professional development plan for staff and Paid-on-Call Firefighters.
- Delivered a Youth Fire Camp to 16 high school students, which provided fire and life safety education and highlighted emergency services career and volunteer opportunities.
- Created an online FireSmart page for resources and public engagement.
- Completed the review and revision of the Safety and Operations section of the Department’s Operational Guidelines and Policies.

CHALLENGES

- Recruiting and retaining Paid-on-Call Firefighters.
- Balancing fire service duties and work-life responsibilities for Paid-on-Call Firefighters.
- Retention of current skills and demand for new skills for Paid-on-Call Firefighters.

PLANS FOR 2026

- Complete the review and revision of the Operations and Training section of the Department’s Operational Guidelines and Policies.
- Complete procurement for a New Tender Apparatus to maintain Superior Tender Shuttle Rating.
- Certify members to NFPA 1002 Emergency Vehicle Operator level.
- Certify members to the National Fire Protection Association (NFPA) 1006 Confined Space Rescue Technician level.
- Research options for Self-Contained Breathing Apparatus replacement scheduled for 2027.
- Continue with FireSmart outreach at public events and through FireSmart Assessments.
- Continue outreach and recruitment with regular attendance at weekly markets and public events.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Replace Self Contained Breathing Apparatus that has reached the end of its serviceable life.
- Review staffing to ensure it supports the Paid-on-Call fire service model and community, along with the type and number of emergency incidents.
- Certify members to the National Fire Protection Association (NFPA) 1006 Rope and Confined Space Rescue Technician level.
- Certify members to NFPA 1002 Emergency Vehicle Operator level.
- Assess current recruitment initiatives to ensure retention is maintained and increased.

* Subject to change based on future Council decision making.

OPERATING BUDGET SUMMARY

The Fire Rescue Budget is forecast to increase by \$64,700 or 5%. This increase results from the adjustment of the budget provision for Paid-on-Call Firefighter compensation to reflect call volumes which are up from previous years' rising wage and benefit costs, and increased cost for training courses.

Fire Rescue Operating Budget							
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %
Grants and Requisitions	\$ 217,604	\$ 224,720	\$ 223,222	\$ 290,700	\$ 299,700	9,000	3%
Fire Service	23,640	24,451	50,311	18,000	20,000	2,000	11%
Total Revenue	\$ 241,244	\$ 249,171	\$ 273,533	\$ 308,700	\$ 319,700	\$ 11,000	4%
Operating Expenses							
Fire Administration	613,769	628,062	675,032	918,000	943,300	25,300	3%
Fire Operations	452,470	517,998	585,032	579,200	635,600	56,400	10%
Training	97,973	89,162	84,626	110,500	114,500	4,000	4%
One Time Operating Projects	-	-	6,467	24,000	14,000	(10,000)	-42%
Total Operating Expenses	\$ 1,164,211	\$ 1,235,223	\$ 1,351,157	\$ 1,631,700	\$ 1,707,400	\$ 75,700	5%
Funding from General Revenues	\$ 922,967	\$ 986,052	\$ 1,077,624	\$ 1,323,000	\$ 1,387,700	\$ 64,700	5%

1. Revenue from deployment of equipment to other jurisdictions and from hosted training courses
2. Rising costs for materials, supplies, wages and benefits
3. Adjustments for Paid-on-Call Firefighter compensation provision to reflect call volumes which are up from previous years and increase in fire apparatus and maintenance costs

STRATEGIC INITIATIVES

Fire Rescue	2026	2027	2028	2029	2030
Fire Department Strategic Plan	-	50,000	-	-	-
Retired Engine 2 - Control Operation Usage	-	-	-	10,000	-





PLANNING, COMMUNITY DEVELOPMENT, AND EMERGENCY SERVICES

The Planning and Community Development team provides a wide array of services in the areas of community planning, development application reviews, economic development, subdivisions, zoning, building permits, building inspections, and emergency planning. In addition to managing building permits and development approvals, the Planning team advises Council on sustainability initiatives, growth management, economic development and bylaw development. The Planning team also administers business licencing, sign permits, municipal addressing, and other complementary services.

Advancing sustainability initiatives and preserving a high quality of life for the Town's residents are core goals of the Planning and Community Development team. The team is tasked with planning for the future, preparing for the unknown, and working with Town bylaws to protect community health, safety and the environment.

Planning advises Council on the future of the community and how to develop plans, bylaws and policies that change to advance long-term sustainability goals.

The Building Inspection Department works with builders to ensure that buildings are constructed in accordance with the BC Building Code and best practices.

Bylaw Compliance works with the community to achieve compliance with municipal bylaws, prioritizing health, safety and environmental protection. The goal is to obtain voluntary compliance with municipal bylaws and policies to support a safe and livable environment for all Town residents.

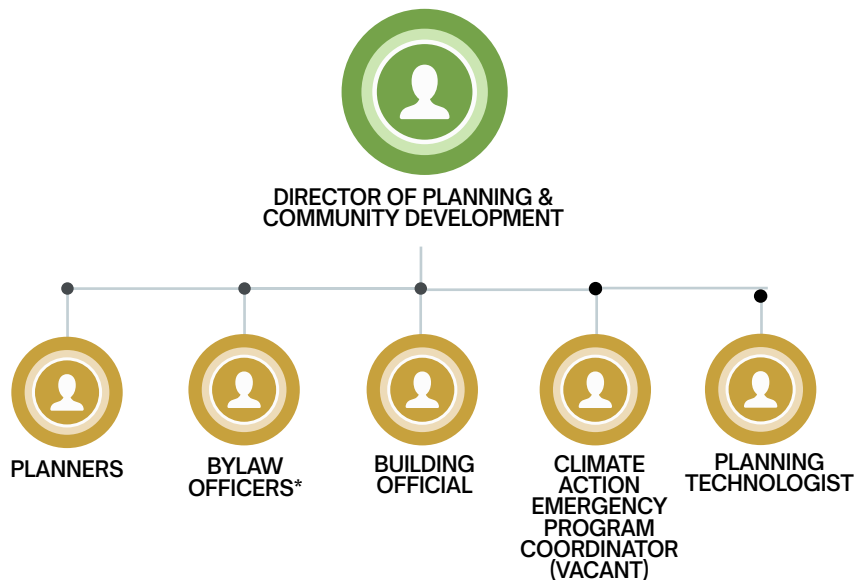
Emergency Planning helps the Town, residents and businesses plan and prepare for known and unknown hazards through its partnership with Emergency Management Oceanside.

KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

The Department is comprised of a Director of Planning and Community Development with support from two Planners, two Bylaw Officers, a Building Official, a Climate Action/Emergency Program Coordinator, and a Planning Technologist. The Climate Action/Emergency Program Coordinator position is currently vacant.



The chart includes all Department resources, both employees and contracted staff. Some are shared across departments, so positions may differ from the Employee Team Organization Chart on page 14, which lists only Town-assigned employees.

* 1 permanent full-time position, and 1 two-year term position.

PLANNING SERVICES

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Employees	2	3	4	4	4
OCP Amendment Process Completed	1	0	1	1	0
Zoning Amendment Process Completed	4	2	1	4	2
Development Permit	3	4	2	4	4
Development Variance Permit	4	8	5	5	3
Subdivision Approvals	5	3	3	2	5
Temporary Use Permits	2	1	0	2	0
Board of Variance Decision	4	2	1	2	2
Council Memos (Open)	60	59	70	52	52
Council Open Motions Completed	80	89	80	114	80

BUILDING SERVICES

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Employees		1	1	1	1	1
Residential Permits	New SFD Units	23	17	11	19	20
	Suite or Garden Suites	11	15	13	12	10
	Multi Residential Units	0	68	5	4	8
	Net New Units	34	100	29	35	31
	Renovation/Addition \$\$	4,904,000	7,288,360	6,862,000	7,954,000	6,000,000
	SFD Value	15,488,000	14,685,000	8,124,000	17,867,000	16,000,000
	Multi Residential \$\$	18,000,000	20,714,572	1,650,000	913,000	1,000,000
Commercial	Dollars	1,832,000	3,409,000	1,723,000	9,234,000	3,000,000
Institutional	Dollars	3,500,000	0	262,000	5,895,000	6,000,000
Industrial	Dollars	475,000	0	0	3,300,000	500,000
Recreational	Dollars	0	0	31,000	0	50,000
Total Construction	Dollars	44,199,000	46,096,932	18,652,000	45,194,000	32,500,000
Total Permit Revenue	Dollars	178,346	338,115	132,939	269,283	180,000

BYLAW COMPLIANCE

Spring and summer continues to be busy for bylaw compliance in 2025, conducting beach patrols to educate the public regarding on-leash regulations as well as monitoring and cleanup of sites used by individuals experiencing homelessness.

Individuals living in vehicles remains heightened as indicated in previous years, which resulted in more complaints and need for monitoring. Parking infractions have also been a major challenge in 2025.

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Requests for Service (Complaints)	599	768	1004	935	960
Courtesy Notices Issues	57	136	150	118	130
Municipal Ticket Information Infraction Tickets	81	37	17	16	14
Patrols	1,936	2,664	2,855	2,918	2,865

CLIMATE ACTION

The Community Climate Change Adaptation Plan outlines objectives for community action that come under the guidance of the Climate Action/Emergency Program Coordinator. These objectives are outlined below.

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

Key Activity Levels	2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Climate Action Outreach (Persons engaged)	new	new	100	200	200
Municipal GHG Reduction in tCO ₂ e (from 2023 baseline)	new	new	1.91	14.65	unavailable

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

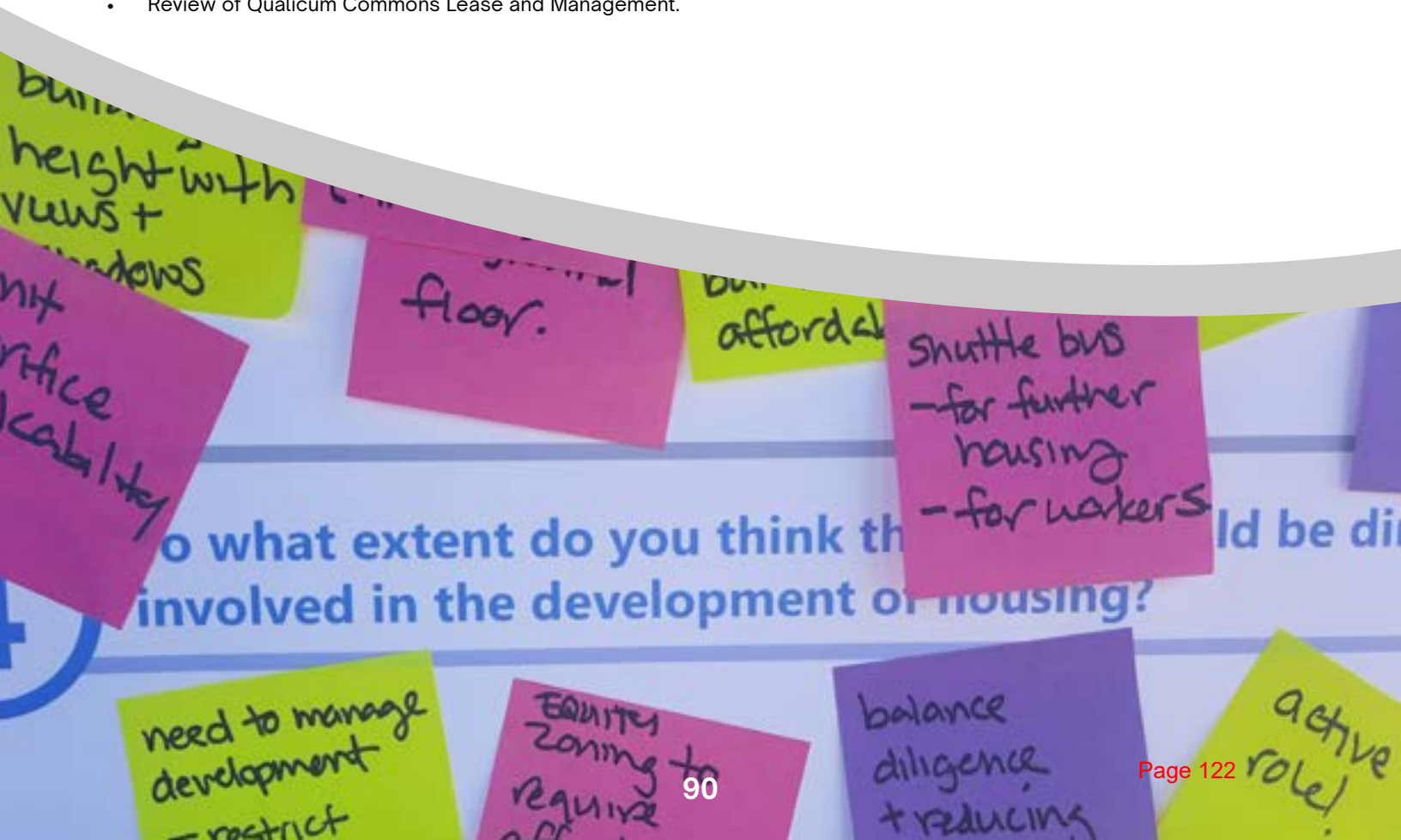
- Official Community Plan Review Steering Committee fully engaged in Official Community Plan (OCP) review.
- Completion of the Quality of Life Survey with 1,315 responses.
- 31 in-person public events between April and June with 1,036 “participation instances”.
- Selection of Consultant for the Ways to Achieve Attainable Market Housing project, anticipated completion Q2 2026.
- Intensive community consultation to inform the Eaglecrest Acquisition and Re-visioning:
 - Small group discussions with nine community groups, including Eaglecrest residents
 - An online survey, receiving nearly 900 responses
 - Two Community Open Houses held on Sept. 29, 2025, with over 500 residents attending.
- Adoption of update to Official Community Plan Bylaw No. 900 in 2026 with a focus on housing policy, as a major milestone in the multi-year implementation of the provincial housing legislation.
- Skatepark construction completed.
- Execution of lease of Qualicum Commons from Qualicum School District 69 to stabilize existing tenants.
- Comprehensive energy audit of three primary Town-owned buildings completed to prepare for future capital funding requests (completion 2026).
- Continued refining the Town’s Development Tracker online information system.
- Hired a second bylaw enforcement officer (term contract) to provide coverage on Saturdays and to increase capacity during the week.
- Completion of Eaglecrest Purchase and associated OCP and Zoning Amendments.

CHALLENGES

- Eaglecrest Purchase process and associated OCP and Zoning Amendments were the most comprehensive Planning projects in 2025 and not anticipated in the initial 2025 work-plan.
- Although permit applications are relatively low, the Tree Protection Bylaw continued to generate a high volume of inquiries and information requests.
- Staff vacancies and recruitment processes reduced Planning capacity, compounded by staff supporting other short-staffed departments.
- Provincial requirements for extreme weather response required multiple activations.

PLANS FOR 2026

- Continued implementation of Eaglecrest Acquisition and Re-visioning Project:
 - Neighbourhood planning
 - Land development and disposition
 - Golf Course reconfiguration
 - Parkland planning.
- Zoning – minor housekeeping amendment(s) as follow up to 2025 OCP Review.
- Completion of the Pathways to Sustainable Development grant project.
- Completion of the Ways to Achieve Attainable Market Housing Report.
- Continued implementation of the Saahtlam Park Detailed Park Plan.
- Review of Qualicum Commons Lease and Management.





LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continued implementation of the Saahtlam Park Detailed Park Plan.
- Continued exploration of options and implementation of the Bus Garage Conceptual Plan.
- Undertake a Seniors Activity Centre Expansion Needs Assessment.
- Undertake a Park Inventory Prioritization Plan.
- Undertake an Uptown Mobility Study - Phase 2.
- Undertake a robust Accessibility Plan “Whistler Village Style”.
- Undertake an Accessibility Action Plan.
- Improve accessibility to the foreshore.
- Community Climate Change Adaptation Plan update and implementation.
- Encourage residents to use fossil fuel-free power equipment.
- Implementation of a Climate Mitigation Actions Matrix.
- Review Form and Character Guidelines to advance climate change adaptation and mitigation.
- Update the Urban Forest Master Plan.
- Complete a Community Park Site Review (facilities and more).
- Complete an Accessory Dwelling Unit Design Template.
- Review a Short Term Rentals Regulatory Framework.
- Undertake Ravensbourne Affordable Housing Initiative - Phases 1 and 2.
- Complete a Wayfinding Signage Project - Phase 1.
- Update a Youth and Family Retention and Attraction Strategy.
- Develop a Parking Management Strategy.
- Other Effective (area based) Conservation Measures (OECM) Management Plan(s).
- Ongoing changes resulting from Bill 44: Housing Statutes (Residential Development) Amendment Act 2023 including:
 - Review of Servicing bylaws
 - Review of Development Cost Charges
 - Review of Community Amenity Contribution Policy
 - 2029 Housing Needs Assessment
 - 2030 OCP and Zoning Bylaw updates.

* Subject to change based on future Council decision making.

OPERATING BUDGET SUMMARY

The Planning Services net budget is forecast to increase by \$52,500 as a result of the Planner position previously funded from the Strategic Initiatives Reserve, and now transitioning to taxation funding, and rising wages and benefits costs, offset by an increase in permit fees revenue.

Planning Services Operating Budget								
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %	
Permit Fees	\$ 226,839	\$ 273,322	\$ 285,464	\$ 207,000	\$ 257,000	50,000	24%	1
Grants and Other	975	725	650	1,000	1,000	-	0%	
Transfer from Accumulated Surplus	-	-	-	103,400	103,400	-	0%	
Total Revenue	\$ 227,814	\$ 274,047	\$ 286,114	\$ 311,400	\$ 361,400	\$ 50,000	16%	
Operating Expenses								
Planning	364,380	429,615	439,827	425,000	515,900	90,900	21%	2
Building Inspection	126,197	112,875	117,855	121,400	128,700	7,300	6%	
Bylaw Enforcement	119,475	125,756	172,718	228,100	232,400	4,300	2%	
Total Operating Expenses	\$ 610,051	\$ 668,246	\$ 730,400	\$ 774,500	\$ 877,000	\$ 102,500	13%	
Funding from General Revenues	\$ 382,237	\$ 394,199	\$ 444,286	\$ 463,100	\$ 515,600	\$ 52,500	11%	

1. Permit fees revenue adjusted to reflect anticipated ongoing development activity
2. Increase due to 50% of Planner position previously funded from Strategic Initiatives Reserve, transitioning to property taxation funding, and rising wages and benefit costs



STRATEGIC INITIATIVES

A significant program of Council Strategic Initiatives are planned for the next five years.

Planning	2026	2027	2028	2029	2030
Building Facilities Green House Gas (GHG Audit)*	\$ 114,000	\$ -	\$ -	\$ -	\$ -
Housing-focused Official Community Plan (OCP) Review*	60,000	-	-	-	-
Pathways to Sustainable Economic Development in Qualicum Beach - Grant Funded*	56,000	-	-	-	-
Planner Position - (Council Resolution - Reverts to Taxation Funding mid 2026)	50,000	-	-	-	-
Community Climate Change Adaptation Plan Update and Implementation	50,000	-	-	-	-
Housing Announcement Implementation - Zoning Bylaw Upate & Legal Fees	20,000	-	-	-	-
Climate Action - Community Outreach and Support	15,000	15,000	15,000	-	-
Parking Management Strategy Including Review of Off-street Parking and Reserve Fund Bylaw No.500.02, 2005 & Paid Permitted Parking Plan for Uptown Businesses	-	42,000	-	-	-
Tree Protection Bylaw Update	-	40,000	-	-	-
Food Action Plan	-	30,000	-	-	-
Identify Land for a Multi-purpose Performing Arts / Cinema	-	30,000	-	-	-
Accessory Dwelling Unit Design Template	-	30,000	-	-	-
Short Term Rentals Regulatory Framework	-	20,000	-	-	-
Other Effective (area based) Conservation Measures (OECM) Management Plan(s)	-	10,000	10,000	-	-
Community Park - Facilities Site Plan Update	-	50,000	-	-	-
Community Park - Space Needs Assessment (Separation and Storage of Equipment)	-	50,000	-	-	-
Financial Support Multi-Purpose Court (tennis & basketball) Kwalicum Secondary School	-	50,000	-	-	-
Adopt a Bylaw to Prohibit Smoking in Parks and Trails	-	-	45,000	-	-
Encroachment Policy Review	-	-	30,000	-	-
Seniors Activity Centre Expansion - Needs Assessment	-	-	30,000	-	-
Implementation of Climate Mitigation Actions Matrix	-	-	25,000	-	-
Ravensboure Affordable Housing - Phases 1 & 2	-	-	10,000	10,000	-
Encourage Residents to Fossil Free Power Equipment	-	-	10,000	-	-
Review Form and Character Guidelines to Advance Climate Change Adaptation and Mitigation	-	-	-	75,000	-
Uptown Mobility Study - Phase 2	-	-	-	50,000	-
Develop an Accessibility Action Plan	-	-	-	50,000	-
Robust Accessibility Plan "Whistler Village Style"	-	-	-	50,000	-
Update Youth & Family Retention and Attraction Strategy	-	-	-	50,000	-
Regulate Light Trespass	-	-	-	50,000	-
Controlling Outdoor Cats	-	-	-	30,000	-
Commercial Centre Delivery Hours	-	-	-	20,000	-
Update Noxious Weeds and Unsightly Premises Bylaws	-	-	-	15,000	-
Improve Accessibility to the Foreshore - Planning and Research	-	-	-	15,000	-
Dementia Friendly Community	-	-	-	5,000	-
Urban Forest Master Plan – Update	-	-	-	-	40,000
Park Inventory Prioritization Plan	-	-	-	100,000	-

Note: subject to change based on future Council decision making.

* Carried forward from previous year

EMERGENCY PROGRAM

The Town of Qualicum Beach, in partnership with the City of Parksville through Emergency Management Oceanside (EMO), provides comprehensive emergency management services. Working with the Regional District of Nanaimo, the Emergency Program supports large-scale emergency and disaster response for Oceanside residents. This partnership ensures an efficient, cooperative approach to emergency preparedness, mitigation, response, and recovery, with 24/7 professional support. EMO staff also collaborate closely with the Ministry of Emergency Management and Climate Readiness to strengthen regional preparedness and response.

EMO manages two volunteer programs: Oceanside Emergency Support Services (OESS) and the Oceanside Emergency Communications Team (OECT). OESS volunteers assist displaced residents by providing food, clothing, housing, and emotional support for up to 72 hours and operate reception centres and group lodging during large-scale events, with seven reception centres across Oceanside. OECT volunteers provide critical communications during emergencies, supporting the Emergency Operations Centre and partner organizations.

EMO hosts outreach seminars to enhance community and organizational resilience, and conducts annual Emergency Operations Centre training to improve response capacity.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Projected	2026 Forecast
Staff		1	1	1	1 *	1**
Volunteers (ESS & ECT)		53	45	50	42	42
Emergency Info Packages distributed	Upon request	504	160	160	160	160
Educational Sessions (NEP)	Upon request	-	7	7	7	7
Public information at special events		-	15	15	15	15
Training Hours (volunteer & staff)		75 (staff)	3,251	3,251	3,000	3,000
EOC Exercises		New	1	2	2	2
Warming center responses		New	New	1	2	2
Cooling center responses		New	New	4	-	2
Fire Smart Assessments	Upon request	-	5	6	6	6

*Vacant 50% of 2025 **Currently Vacant

OPERATING BUDGET SUMMARY

Emergency Program Operating Budget

	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %
Grants and Other	-	28,942	87,835	135,000	107,000	(28,000)	-21%
Total Revenue	\$ -	\$ 28,942	\$ 87,835	\$ 135,000	\$ 107,000	\$ (28,000)	-21%

Operating Expenses

Emergency Program	78,284	194,028	96,511	154,300	160,700	6,400	4%
One Time Operating Projects	-	28,942	87,835	135,000	107,000	(28,000)	-21%
Total Operating Expenses	\$ 78,284	\$ 222,970	\$ 184,346	\$ 289,300	\$ 267,700	\$ (21,600)	-7%

Funding from General Revenues	\$ 78,284	\$ 194,028	\$ 96,511	\$ 154,300	\$ 160,700	\$ 6,400	4%
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1. EMR Procurement Indigenous Engagement Program \$40,000 (fully grant funded); Emergency Operations Centres equipment and training grant carry forward of unspent 2025 funds \$67,000 (fully grant funded)

MUNICIPAL OPERATIONS

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



TRANSPORTATION

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



DRAINAGE

The drainage system includes: 49.1 km of storm mains; 12.5 km of culverts; 1,600 catch basins; 915 maintenance-holes; 9.5 km of catch basin and service laterals; and 40 km of open ditches.



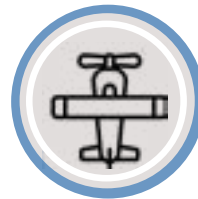
PARKS

The Parks system includes a significant inventory of over 280 hectares of green space and recreational forest areas including: the Seaside Nature Park; Community Parks (that contain six ball diamonds/soccer pitches/cricket pitches); Saahtlam Park, playgrounds at Community Park and Christleton Park; BMX Park; Skatepark; tennis courts; off-leash dog parks, and more.



BUILDINGS AND FACILITIES

The Town's facilities are comprised of 60 structures that support the critical functions of local government, municipal operations services and public safety. These facilities include: the Town Hall; Fire Hall; Civic Centre; Airport Terminal Building; Public Works Buildings and Yard; The Old School House (TOSH) Arts Centre; Parks Buildings and Yard; and more.



AIRPORT

Airport infrastructure includes: a runway that is 1,087 metres long and 23 metres wide, with six taxiways (1 private) and two aprons; 24-hour parking; an Airport terminal; a full-service restaurant; Oceanside Search and Rescue headquarters; hangar leases and the sale of Avgas and Jet A fuel.



SEWER

System infrastructure serves over 4,560 customers and includes: 83 km of sanitary mains; 0.4 km of sanitary force main; one lift station; and 1,284 maintenance-holes.

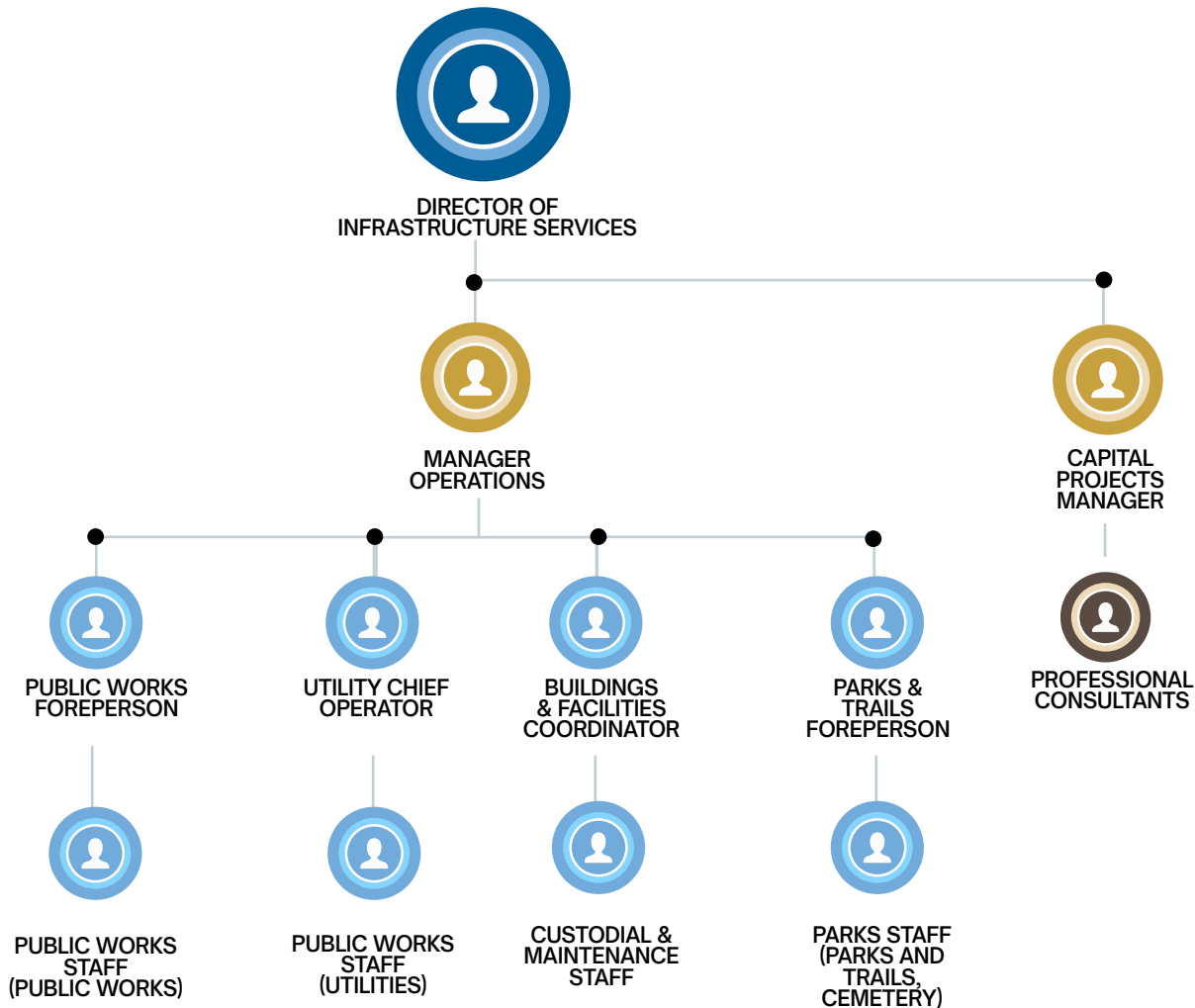


WATER

Water system infrastructure includes: nine groundwater wells; five reservoirs (Berwick (2), Village Way (1), Parks Yard (2); 113 km of watermains; and five booster stations (Berwick Road, Garrett Road, College Road, Hemsworth Road and Jones Street). More than 4,600 properties are metered and there are 456 fire hydrants.

OPERATIONS DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Infrastructure Services, with support from a team of dedicated employees. There is a Department total of 43.2 full-time employees which is supported by various third party professionals such as engineering consultants, archaeologists, planners and landscape architects.



The chart includes all Department resources, both employees and contracted staff. Some are shared across departments, so positions may differ from the Employee Team Organization Chart on page 14, which lists only Town-assigned employees.

KEY POLICIES AND PLANS

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



TRANSPORTATION AND DRAINAGE

KEY INDICATORS

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Projected	2026 Forecast
Employees		11	12	12	12	12
Sweeping	Sweep all raised curb, gutter, parking lots, roadside edges and traffic islands within one month after last freeze event	100%	80%	80%	80%	100%
Sweeping	Summer-Fall Sweep locations at least once per 30 days	100%	60%	70%	85%	100%
Sweeping	Sweeping Hours	350	210	245	300	350
Road Marking	Repaint road lines and markings by Sept 30 where more than 20% worn	75%	80%	80%	80%	100%
Road Marking	Line Painting Hours	350	900	400	400	500
Potholes and Patching	Hours	New	New	110	120	120
Mowing	Complete minimum of 2 passes at all locations and 3 at high profile locations beginning when grass reaches 300mm	60%	100%	100%	95%	100%
Shouldering	Shoulder defects of >75mm within 6 months, Highways within 60 days, with ponding within 30 days	100%	80%	100%	90%	100%
Mowing and Shouldering	Hours	1100	800	1000	1000	1000
Grading	Grade gravel areas requiring maintenance within 14 days - as per request	100%	30%	50%	70%	100%
Dust Control	Complete prior to May15 and then within 14 days of notification	100%	100%	90%	100%	100%
Winter Maintenance	Snow Plan standard cleared	100%	100%	100%	100%	100%
Winter Maintenance	Hours determined by conditions	850	1,200	1,000	800	1,000
Signs	Maintenance Hours	475	475	475	500	500
Signs (Reg & Warning)	Repaired with 24 hrs	100%	100%	100%	100%	100%
Streetlights	Arrange repairs by next business day	100%	100%	100%	100%	100%
Sidewalks	Maintenance Hours	-	650	800	700	700
Catch Basins	Cleaned every year - salt route	100%	100%	100%	100%	100%
Catch Basins	Maintenance Hours	300	300	300	600	600
Inspection Mainholes	Inspected	100%	100%	100%	100%	100%
Inspection Mainholes	Hours	New	80	80	80	80
Streetscape Garbage Receptacles	Serviced daily garbage route	100%	100%	100%	100%	100%
Streetscape Garbage Receptacles	Hours	1,850	1,850	1,850	1,850	1,850

Note: As time coding and service metrics become more refined, so does the assessment of service level achievement year over year.



TRANSPORTATION

The Transportation team manages, directs and coordinates the construction and maintenance of roads, sidewalks, multi-use paths, bike lanes, traffic control devices (signs, lines, road markings and signals), and road right-of-ways.

The transportation system includes 113 km of paved roads, 1 km of gravel roads, 9 km of sidewalks, over 3,700 signs, 581 municipal streetlights, 554 BC Hydro lease lights, two roundabouts, and two traffic signal-controlled intersections. There are 105 pedestrian crosswalks within the Municipality, 18 of which include flashing beacons that are solar powered, and seven that are hard wired.

The Department is led by a Director of Infrastructure Services with management of the staff undertaken by the Operations Manager, and day-to-day coordination of work crews undertaken by the Forepersons of staff.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

Safety

- Installed new Rectangular Rapid Flashing Beacon (RRFB) lights on the crosswalk crossing Memorial Avenue at Harlech Road.
- Installed new RRFB lights and a new crosswalk crossing Highway 19A at Hall Road.
- Installed a new speed reader board on Highway 19A across from Higson Crescent.

Core Services/Preventative Maintenance

- Hosted a successful Public Works Open House.
- Replaced the skid steer with a multi-tool tractor.
- Identified and repaired 59 sidewalk defects through the Town's annual inspection program.
- Crack sealed 15,000 meters of roadway cracks in the Chartwell and Eaglecrest subdivisions.

Capital Projects

- Completed the Bay Street Slope Stabilization Project.
- Completed the Seacrest Slope Stabilization Project.
- Completed the Highway 19A Phase II Waterfront Expansion Project to expand parking and bicycle shoulders along the waterfront.
- Replaced and upgraded the Public Works fuel system.
- Pulverize and paved Beach Road between Fern Road and Second Avenue.
- Undertook accessibility improvements on Fern Road at Primrose Street.

CHALLENGES

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

PLANS FOR 2026

- Continued implementation of Community Transportation Plan priorities.
- Implement accessibility improvements identified by the Town's Accessibility Advisory Team within Council's approved budget of \$50,000.
- Continued focus on core services and preventative maintenance.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Complete preliminary designs of larger capital projects to enable the Town to be grant ready.

* Subject to change based on future Council decision making.



DRAINAGE

Stormwater runoff is collected on public property through a series of catch basins, storm pipes, open ditches, creeks, rain gardens, detention ponds, and a large containment pond. Unless the water infiltrates into the ground, it flows to the ocean either directly and through pipes, or via Grandon Creek or Beach Creek.

The drainage system includes: 49.1 km of storm mains; 12.5 km of culverts; 1,600 catch basins; 915 maintenance-holes; 9.5 km of catch basin and service laterals; and 40 km of open ditches.

There are a wide variety of materials used, primarily corrugated steel pipe (CSP), concrete pipe and Polyvinyl Chloride (PVC) pipe. The largest storm pipe is a 2,400 mm concrete box culvert. Since 2018, nearly all installations and replacements have been with high density polyethylene pipe or PVC which have a very long lifespan compared to corrugated steel pipe (CSP). A large portion of the existing CSP pipes are rusted and deteriorated to the point where effectiveness is compromised.

While the condition and locations of the storm catch basins and maintenance-holes are fairly well known, more assessment is required to learn about the condition, connectivity and locations of the storm pipe network. It is estimated that the Town records contain only about 70% of the drainage system.

DEPARTMENT STAFF AND STRUCTURE

Maintenance of drainage infrastructure is led by the Director of Infrastructure Services, with staff management undertaken by the Operations Manager, and day-to-day coordination of the utility workers undertaken by the Utility Chief Operator.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Initiated the Master Drainage Plan.
- Removed excess accumulations of silt from caissons and the box culvert immediately upstream of the Qualicum Beach Memorial Golf Club irrigation pond on Beach Creek.
- Inspected 600 maintenance-holes (50%) following the two-year cycle inspection program and made minor repairs as necessary.
- Initiated the design of the Grandon Creek confluence to improve hydraulics and replace aging infrastructure in preparation of grant applications and construction in the Five-Year Financial Plan.
- Initiated the design of the Crescent Road West outfall to Grandon Creek storm system upgrade.
- Initiated the design of the Schoolhouse Creek tributary creek restoration.

CHALLENGES

- Absence of a Master Drainage Plan to identify key opportunities and challenges within the system, and opportunities to pass growth-related costs on to developers.
- Lack of contiguous drainage systems.
- Lack of existing storm system data to inform asset management and growth decisions.
- Inadequate stormwater management prior to release into fish bearing waterways.
- Illegal infilling of ditches resulting in larger and more costly drainage improvements to mitigate flooding as well as pre-mature deterioration of the adjacent roads.
- Climate change is causing more intense rainfalls which can overwhelm the storm system.

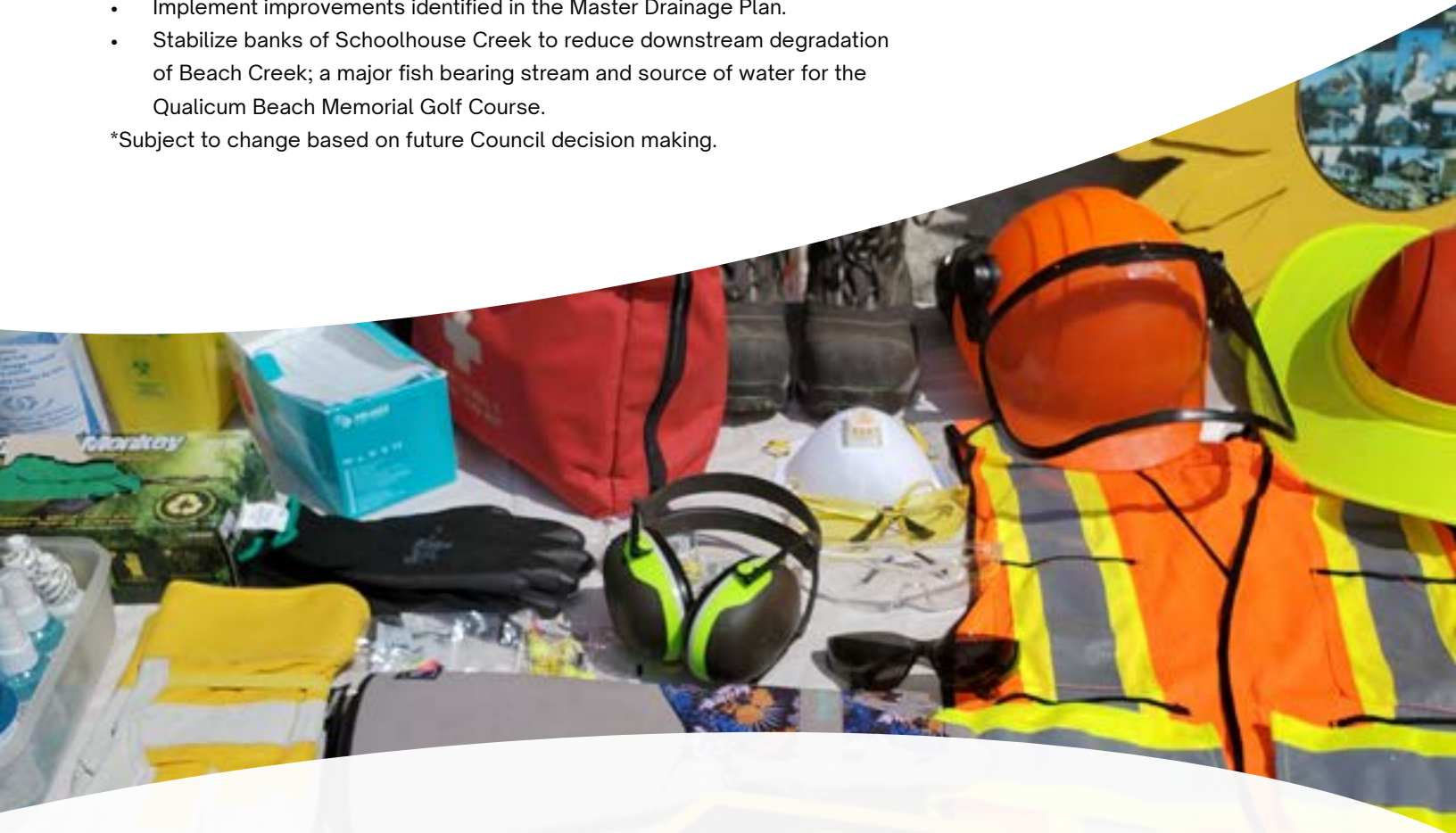
PLANS FOR 2026

- Completing the Master Drainage Plan which will provide direction on growth, Bill 44 and existing constraints and opportunities.
- Commence preliminary designs for larger capital projects, enabling timely applications for select grants.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Increase closed-circuit television (CCTV) inspections of underground infrastructure to assess condition and identify potential failures.
- Commence a foreshore storm outfall replacement program.
- Implement improvements identified in the Master Drainage Plan.
- Stabilize banks of Schoolhouse Creek to reduce downstream degradation of Beach Creek; a major fish bearing stream and source of water for the Qualicum Beach Memorial Golf Course.

*Subject to change based on future Council decision making.



TRANSPORTATION AND DRAINAGE OPERATING BUDGET SUMMARY

The Transportation and Drainage budget is forecast to increase by \$229,700 or 7% in 2026. This is primarily as a result of wage and benefit increases, and increased costs of materials, supplies and contracted services for street cleaning and flushing.

Transportation and Drainage Operating Budget

	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %
Fees	\$ 270	\$ -	\$ 6,212	\$ 20,000	\$ 20,000	-	0%
Cost Recoveries	78,237	35,356	58,525	45,000	45,000	-	0%
Total Revenue	\$ 78,507	\$ 35,356	\$ 64,737	\$ 65,000	\$ 65,000	\$ -	0%

Operating Expenses

Transportation Administration	753,090	742,104	616,769	893,000	1,018,100	125,100	14%	1
Public Works Yard and Grounds	201,749	219,291	193,717	189,700	234,400	44,700	24%	2
Road Surfaces	139,593	175,277	150,594	183,900	184,800	900	0%	
Road Painting	97,456	155,412	104,974	156,600	159,000	2,400	2%	
Road Clearing and Flushing	49,599	76,582	61,732	55,100	69,100	14,000	25%	3
Road Shouldering	50,555	148,898	113,688	117,500	123,500	6,000	5%	
Sidewalks	49,593	65,872	62,739	54,900	57,600	2,700	5%	
Ditches	33,449	78,171	22,745	59,600	62,000	2,400	4%	
Storm Sewers	67,263	186,701	158,468	166,500	172,500	6,000	4%	
Snow and Ice	124,382	81,733	101,814	126,500	131,600	5,100	4%	
Signs	35,596	73,259	78,476	50,900	58,700	7,800	15%	4
Street Lighting Lease Fees	213,446	200,346	195,707	223,600	224,100	500	0%	
Equipment	546,414	526,932	686,095	626,700	638,800	12,100	2%	
Other	13,922	56,192	32,385	22,000	22,000	-	0%	
Total Operating Expenses	\$ 2,376,106	\$ 2,786,768	\$ 2,579,901	\$ 2,926,500	\$ 3,156,200	\$ 229,700	8%	
Funding from General Revenues	\$ 2,297,599	\$ 2,751,413	\$ 2,515,164	\$ 2,861,500	\$ 3,091,200	\$ 229,700	8%	

1. Increase in materials, supplies, wage and benefit costs, and restructuring to replace the Engineering Technician position with a Superintendent position
2. Materials and contract cost increases
3. Increase in contract costs - new contractor from out-of-town (only option)
4. Increase in materials costs to cover solar panel flashing lights on signs

STRATEGIC INITIATIVES

Transportation and Drainage	2026	2027	2028	2029	2030
Asset Management - Natural Asset Consolidation (2/3 Grant Dependent)	-	20,000	10,000	-	-

PARKS

The Parks Department maintains the public realm's trees, boulevards, parks, trails, fields, baskets, flower beds and cemetery. It plays a key role in enhancing the community's outdoor spaces, ensuring they are accessible, safe, and well-maintained. The Department oversees park planning, landscaping, and facility upkeep, while also supporting recreational opportunities and community events.

The Parks system includes a significant inventory of green space and recreational forest areas.

Asset	Quantity
Turf C1	9,200 m2
Turf C2	28,200 m2
Turf C3	42,700 m2
Annual beds	200 m2
Mixed Planting Beds and Street Nodes	3,800 m2
Shrub Beds	11,000 m2
Hedges	1,750 m2
Hanging Baskets	122
Concrete Street Planters	20
Trails	24 km
Street and Park Trees	630
Playgrounds	2
Skate Park	1
Cemetery	1
Benches and Picnic Tables	235
Heritage Forest Area	19 ha
Civic Centre Forest Area	38 ha

Over 280 hectares of parks and green spaces are available for the community including:

- Christleton Park
- General Money Park
- Community Parks that contain six ball diamonds / soccer pitches / cricket pitch
- Glassford Square
- Grandon Creek Trail
- Heritage Forest
- Jubilee Park
- Miraloma Park
- Seacrest Park
- Saahtlam Park
- Yambury Park
- Valhalla grounds
- Playgrounds at Community Park and Christleton Park
- BMX park
- Skatepark
- Tennis Courts
- Off-leash dog parks
- Rain Garden
- Seaside Nature Park
- Waterwise Garden

KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Infrastructure Services, with management of staff undertaken by the Manager of Operations, and day-to-day coordination of work crews undertaken by the Parks Foreperson.

KEY INDICATORS

Service Plan		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Employees		11.8	12.2	12.9	14.9	15.6
Public inquiry/complaint (non urgent)	1 day response	100%	70%	85%	100%	100%
Turf - Class 1 (Lawn) sports fields, high profile building sites in downtown core	Maintain at Service Level 1 (Well groomed) or 2 (Groomed)	100%	100%	100%	100%	100%
Turf - Class 2 (Grass) Large suburban sites, public areas, large facilities with park like conditions, industrial sites that are irrigated.	Maintain at Service Level 3 (Moderate) or 4 (Open Space/Play)	100%	100%	100%	100%	100%
Turf - Class 3 (Rough Grass) Rural sites, verges or runway, farms, highway rights-of-way, temporary grass. Not irrigated.	Maintain at Service Level 5 (Background and Natural) or 6 (Service and Industrial)	100%	70%	85%	100%	100%
Sports Fields (30,000 m2)	Mow once per week	100%	70%	85%	95%	100%
Garden Beds - Town Hall, Spirit Square, Friendship Garden annual bed, downtown planters and hanging baskets	Service Level 1 Well Groomed	100%	70%	100%	100%	100%
Garden Beds - Airport, Cemetery, Civic Centre, GM Park, Waterfront Park, Memorial Avenue Bike Path, Clock Tower Square and all other downtown core planting beds and traffic nodes	Service Level 2 Groomed	100%	70%	100%	100%	100%
Garden Beds - Firehall, Faye Smith Pavilion, Memorial and West Crescent Raingarden, Memorial South Roundabout, Village Way & Hwy 19A, Neighbourhood Cul de sacs	Service Level 3 Moderate	100%	50%	80%	100%	100%
Garden Beds - Established neighbourhood Cul de sacs and pumphouse locations	Service Level 4 Open Space/Play	100%	20%	80%	100%	100%
Garden Beds - Bio Retention planting bed, Miraloma Park west, Eagle Ridge Entrance north, Hemsworth Road along Heritage Forest	Service Level 5 Background and Natural Areas	100%	50%	70%	100%	100%
Garden Beds - Fern Road Public Works hedge	Service Level 6 Service and Industrial	100%	75%	100%	100%	100%
Trees - Downtown Core	Tree Service Level 1	100%	75%	100%	100%	100%
Trees - Public Parks and Buildings	Tree Service Level 1	100%	75%	100%	100%	100%
Trees - Memorial Avenue South	Tree Service Level 2	100%	75%	100%	100%	100%
Trees - Neighbourhoods	Tree Service Level 3	100%	35%	100%	100%	100%
Trees - Native and natural landscapes	Tree Service Level 4	100%	35%	100%	100%	100%
Trails - Beachfront Walkway	Inspections Weeekly	60%	100%	100%	100%	100%
Trails - Beachfront Walkway	Trail Service Level 1	75%	100%	100%	100%	100%
Trails - Urban Hard Surfaces	Inspections Monthly	80%	75%	100%	100%	100%
Trails - Urban Hard Surfaces	Trail Service Level 2	80%	80%	100%	100%	100%
Trails - Urban Soft Surfaces	Inspections Every 2nd Month	75%	75%	100%	100%	100%
Trails - Urban Soft Surfaces	Trail Service Level 3	80%	80%	100%	100%	100%
Trails - Nature	Inspections twice per year	100%	100%	100%	100%	100%
Trails - Nature	Trail Service Level 4	90%	90%	100%	100%	100%
Wood Chipping	Spring and Fall Program Per Year	100%	100%	100%	100%	100%
Playgrounds	Inspected each month	100%	100%	100%	100%	100%
Graffiti	Removal or cover within 7 days	100%	100%	100%	100%	100%
Waterfront Garbage Receptacles	Serviced Daily	100%	100%	100%	100%	100%
Parks Garbage Receptacles	Serviced weekly	100%	100%	100%	100%	100%
	Benches (Max 210)	200	227	227	195	195
	Picnic Tables (Max 35)	35	35	35	35	35
	Drinking Fountains	10	10	11	11	11
Irrigation Systems	Start up/winterize once per year	50	50	50	50	51

Note: As time coding and service metrics become more refined, so does the assessment of service level achievement year over year.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Resurfaced the tennis courts.
- Replaced the wooden staircase on Judges Row with a new aluminum staircase.
- Completed the construction and landscaping of the new skatepark.
- Replaced the fence around the Garden Road Dog Park.

CHALLENGES

- Retiring staff and repetitive long-term injuries have resulted in work backlog.
- Increases in service levels have not been reflected in increased staffing levels.

PLANS FOR 2026

- Replacement of the wire hanging baskets.
- Install Skatepark Fountain & Toilet Facility.
- Trail & Sidewalk Reconstruction (Grandon Creek & Memorial) & Island Trail Corridor Trail Network.
- Landscaping Country Club Drive along the Cottages.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Further implement Pollinator Pathways.
- Implement accessibility initiatives identified in the Accessibility Plan.
- Adopt a bylaw to prohibit smoking in parks and trails (subject to future Council decision-making).

* Subject to change based on future Council decision making.



OPERATING BUDGET SUMMARY

The Parks Operating expenditure budget increases by \$132,900 or 8% over 2025. Increases include 0.1 FTE to support volunteer activities, reclassification of a CUPE position, and rising costs for materials, supplies, wages, and benefits.

Parks Operating Budget							
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %
Fees	\$ 66,580	\$ 56,390	\$ 62,040	\$ 57,900	\$ 57,900	-	0%
Cost Recoveries	134,088	165,905	133,545	160,000	160,000	-	0%
Grants and Other	31,564	20,634	33,272	12,500	12,500	-	0%
Total Revenue	\$ 232,232	\$ 242,929	\$ 228,857	\$ 230,400	\$ 230,400	\$ -	0%

Operating Expenses							
Parks Administration	284,793	191,406	186,383	344,200	209,500	(134,700)	-39%
Parks Yard and Shop	66,113	92,056	115,918	73,700	98,300	24,600	33%
Public Washrooms	67,207	64,851	84,078	73,900	81,100	7,200	10%
Beach Washrooms	52,590	54,353	44,845	60,900	66,800	5,900	10%
Community Parks	168,752	167,870	250,267	206,000	266,300	60,300	29%
Beach Parks	64,773	93,337	104,917	126,500	142,500	16,000	13%
Garden and Park Areas	385,611	561,915	736,297	543,500	807,000	263,500	48%
Trails	55,077	51,983	5,095	105,600	-	(105,600)	-100%
Benches	72,987	45,221	28,488	99,000	93,800	(5,200)	-5%
Cemetery and Other	106,314	77,857	83,834	101,500	102,400	900	1%
Total Operating Expenses	\$ 1,324,219	\$ 1,400,850	\$ 1,640,122	\$ 1,734,800	\$ 1,867,700	\$ 132,900	8%

Funding from General Revenues	\$ 1,091,987	\$ 1,157,921	\$ 1,411,265	\$ 1,504,400	\$ 1,637,300	\$ 132,900	9%
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- The change in service area budgets reflects a combination of wages and benefits adjustments, and the reallocation of wage budgets to align more accurately with areas where efforts and resources are being utilized. These reallocations do not have any property tax impact.

BUILDINGS AND FACILITIES

The Town's buildings and facilities support the critical functions of local government, public works services, community recreation and public safety. Over 60 different facilities and structures are maintained including, but not limited to:

- Civic Centre
- Curling Rink and Community Hall
- Airport Terminal Building
- Municipal Hall
- Fire Hall
- Public Works Buildings and Yard
- Lawn Bowling Clubhouse
- Museum Buildings
- TOSH Arts Centre
- Leigh House
- The Shore Restaurant
- Valhalla Hospice
- Office building on Sunningdale Road and two rental homes
- Old Fire Hall
- Baptist Church
- Parks Buildings and Yard
- Senior Centre (interior only)
- Seaside Nature Park gazebo
- Work sheds, storage sheds and public washrooms
- Five Water Reservoirs, five Booster Stations, and 11 Pump Houses

KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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

KEY INDICATORS

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

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Facility Maintenance Requests	Received	24	TBD	120	120	120
High Priority Requests	Urgent Action	8/33%	TBD	10	10	10
Occupied Building Inspections	Monthly	300	300	300	300	300
Unoccupied Structure Inspections	Annual	35	35	35	35	35
HVAC Inspections	Annual	New	TBD	24	24	24

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Replaced two end-of-life HVAC units at Town Hall, supporting Council Chambers and common entrance space.
- Replaced two failed HVAC units supporting the staff area at Town Hall.
- Rebuilt washroom and crew office area in the Airport Hanger.
- Installed new kitchen floor at the Civic Centre and replaced lower roof torch-on layer.
- Created a drying room at the Parks shop, within the existing building.
- Upgraded The Old School House washrooms to be accessible.

CHALLENGES

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

PLANS FOR 2026

- Continue to address maintenance backlog.
- Completion of the Saahtlam Park washrooms.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continue to address building facility assessment recommendations, suggested repairs and upgrades from the current Altus Facility Condition Assessment and Capital Plan.
- Advance Operations Facilities Modernization Needs Assessment.

* Subject to change based on future Council decision making.

BUDGET SUMMARY

The Department's net budget is forecast to decrease by \$34,300 which is a result of a re-allocation of building administration wages and benefits to other service areas to more accurately reflect costs anticipated for each service area.

Buildings Operating Budget							
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %
Fees	\$ 138,451	\$ 140,675	\$ 137,851	\$ 130,000	\$ 130,000	-	0%
Leases	648,749	608,335	769,769	653,800	953,100	299,300	46%
Total Revenue	\$ 787,201	\$ 749,010	\$ 907,619	\$ 783,800	\$ 1,083,100	\$ 299,300	38%
Operating Expenses							
Buildings Administration	-	93,676	86,993	80,000	84,300	4,300	5%
Civic Centre	336,980	342,260	309,351	316,900	295,500	(21,400)	-7%
Community Hall	27,126	39,208	35,350	43,500	44,900	1,400	3%
Town Hall	220,003	255,889	232,220	240,200	220,100	(20,100)	-8%
Fire Hall	96,690	119,749	93,731	118,200	121,000	2,800	2%
Qualicum Commons	-	-	58,598	-	282,800	282,800	n/a
Other Buildings	52,569	97,118	52,975	47,900	63,100	15,200	32%
Total Operating Expenses	\$ 733,369	\$ 947,900	\$ 869,218	\$ 846,700	\$ 1,111,700	\$ 265,000	31%
Funding from General Revenues	\$ (53,832)	\$ 198,890	\$ (38,401)	\$ 62,900	\$ 28,600	\$ (34,300)	-55%

1. The increase in lease revenues is largely due to rents from Qualicum Commons during the due diligence period of leasing the Qualicum Commons property. This revenue is offset by operating and maintenance expenditures
2. Wages re-allocated to other service areas to reflect time spent on activities



SOLID WASTE

The Solid Waste budget is anticipated to decrease by \$50,800 or 24%. The decrease in budget comes from the elimination of the cardboard recycling bin.

BUDGET SUMMARY

Solid Waste Operating Budget							
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %
User Fees	\$ 760,060	\$ 793,427	\$ 912,539	\$ 800,000	\$ 824,000	24,000	3%
Transfer from Accumulated Surplus	-	-	-	50,000	50,000	-	0%
Total Revenue	\$ 760,060	\$ 793,427	\$ 912,539	\$ 850,000	\$ 874,000	\$ 24,000	3%
Operating Expenses							
Regional Collection	687,455	676,831	794,882	725,000	749,000	24,000	3%
Solid Waste Removal	105,144	127,296	129,660	108,800	114,300	5,500	5%
Other	202,537	183,164	169,831	177,700	121,400	(56,300)	-32%
One Time Operating Project	-	-	-	50,000	50,000	-	0%
Total Operating Expenses	\$ 995,136	\$ 987,291	\$ 1,094,373	\$ 1,061,500	\$ 1,034,700	\$ (26,800)	-3%
Funding from General Revenues	\$ 235,075	\$ 193,864	\$ 181,834	\$ 211,500	\$ 160,700	\$ (50,800)	-24%

1. Increase in costs related to garbage collection from Town facilities and public waste cans
2. Other solid waste costs includes chipping and landfill costs (removal of cardboard bin service resulted in reduction to budget)
3. Landfill study funded from surplus (carry forward from 2025)

AIRPORT

Beginning in 1954, the Qualicum Beach Airport (CAT4) was built by volunteers of the Qualicum Beach Rotary Club. In 1957, the Province transferred 160 acres of Crown land to the Town of Qualicum Beach for airport purposes. The Airport has a paved runway that is 1,087 metres long and 23 metres wide, with displacements at each end of the runway, six taxiways (one private), and two aprons.

The Airport provides service to Qualicum Beach, Parksville, and the surrounding area. Acting as a transportation gateway, it offers scheduled flights to YVR south terminal and provides, accessible, convenient 24-hour parking.

There is full fuel service (JET A, Avgas 100LL) and tie down area for visiting aircraft. The terminal building is equipped with a lounge area for arrivals and departures and has a restaurant that is open five days per week.

Iskwew Air and Sealand Flight School both operate from the Airport. Helicopter training is also made possible to private companies, the Ministry of Forests, firefighters, the military, and BC Ambulance. BC Air Ambulance provides essential medical service to the region from the facility.

KEY POLICIES AND PROCEDURES

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



DEPARTMENT STAFF AND STRUCTURE

The CAO is the Airport Accountable Executive and is supported by the Airport Manager and Deputy Airport Manager (contract). Public Works staff have responsibility for the daily maintenance of the Airport.



The chart includes all Department resources, both employees and contracted staff. Some are shared across departments, so positions may differ from the Employee Team Organization Chart on page 14, which lists only Town-assigned employees.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Promoted the Good Neighbour Program which provided education and encouraged pilots to support and conform to a set of best operational flight procedures to help minimize noise disturbances within the surrounding communities.
- Held bi-annual public input meetings (via Committee of the Whole) to provide the public with opportunity to address Council on Airport related matters.
- Continued staff training as per Transport Canada regulations.
- Completed annual emergency exercise training.
- Work with NAV Canada to include Preferred Runway 11 Departure to be published in the Canadian Flight Supplement entry.
- Work with NAV Canada to include Preferred Runway 29 Arrival to be published in the Canadian Flight Supplement entry.

CHALLENGES

- Operating an airport facility with limited local revenues and without regional government participation.
- Maintaining suitably trained staffing levels.
- Significant Transport Canada regulations.

PLANS FOR 2026

- Conduct regular Transport Canada audit.
- Purchase new Airport machinery (loader, snow blower) pending Airport Capital Assistance Program 100% funding.
- Runway, taxi ways, apron, pavement overlay, pending Airport Capital Assistance Program 100% funding.
- Continue promoting and educating pilots on the Good Neighbour Program.
- Complete Obstacle Survey implementation.
- Work with NAV Canada to create additional Noise Sensitive Areas (NSAs) North side of RWY 11 – 29, Rupert Road, Aldous Road, Hemsworth Road and Cotton Wood Drive to be published in the Canadian Flight Supplement entry, (CFS).
- Work with NAV Canada to create a Visual Terminal Procedures Chart (VTPC) for circuits to be published in the Canadian Flight Supplement entry (CFS).
- Complete review of Airport Establishment and Operations Bylaw and bring forward to Council for decision making.
- Enter a 12-month lease with ALFA Aero Solutions to collect data on ADS-B equipped aircraft that arrive and depart from the Airport.
- Install additional camera (CCTV) on runway 11.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Drainage improvements to aircraft tie down areas 1 and 2.
- Develop an Airport Business/Master Plan, subject to 100% grant funding (dependant on future Council decision-making).
- Provide 3-phase power to the Airport for the purpose of charging electric aircraft; grant dependent.
- Install diesel-powered generator to provide power to the Airport (runway lighting, fuel pumps, terminal building, electric aircraft charging), subject to grant funding.
- Continue promoting and educating pilots on the Good Neighbour Program.

* Subject to change based on future Council decision making.



The Airport net budget is forecast to increase by \$5,000 over 2025 which results from contractual increases to wages and benefits.

Airport Operating Budget							
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %
Leases	\$ 103,485	\$ 101,209	\$ 109,523	\$ 102,300	\$ 102,300	-	0%
Fees	34,649	49,171	31,069	18,000	26,000	8,000	44%
Aviation Fuel Sales	738,509	690,017	728,993	750,000	750,000	-	0%
Other	20,382	19,570	6,655	6,000	8,000	2,000	33%
Transfer from Reserves	-	-	130,000	130,000	-	(130,000)	-100%
Total Revenue	\$ 897,025	\$ 859,967	\$ 1,006,240	\$ 1,006,300	\$ 886,300	\$ (120,000)	-12%
Operating Expenses							
Airside	267,096	322,746	285,456	295,900	312,900	17,000	6%
Terminal and Grounds	84,558	79,703	53,482	92,500	89,900	(2,600)	-3%
Fuel	715,331	662,983	676,774	722,900	723,500	600	0%
One Time Operating Project	-	-	130,000	130,000	-	(130,000)	-100%
Total Operating Expenses	\$ 1,066,985	\$ 1,065,433	\$ 1,145,712	\$ 1,241,300	\$ 1,126,300	\$ (115,000)	-9%
Funding from General Revenues	\$ 169,960	\$ 205,465	\$ 139,472	\$ 235,000	\$ 240,000	\$ 5,000	2%

1. Budgeted revenue for Airport Improvement Fees adjusted to align with historical revenue
2. Rising costs for materials, supplies, wages and benefits

PROJECTS AND INITIATIVES

Airport	2026	2027	2028	2029	2030
Airport Master/Business Plan - Grant Dependant	-	75,000	-	-	-
Asset Management Plan - Airport - (Grant Dependent)	-	-	-	10,000	-



UTILITIES OPERATING AND CAPITAL

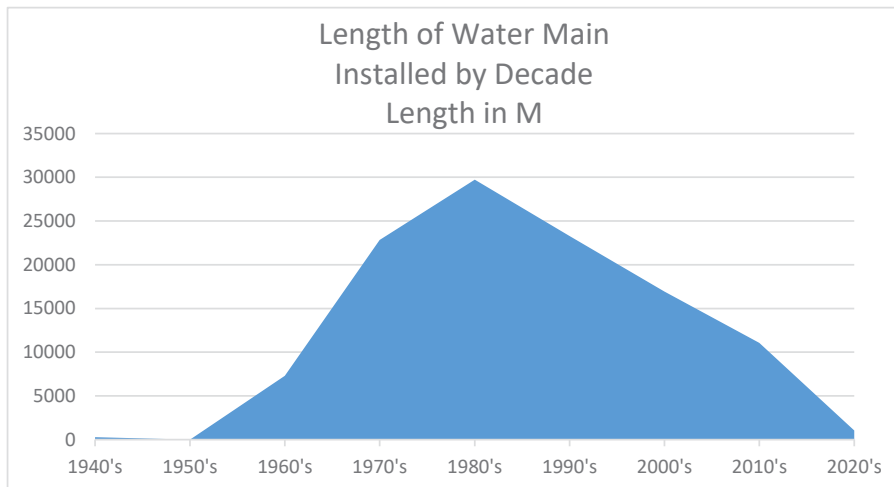
WATER UTILITY

The Qualicum Beach Water Utility System has been owned and operated by the Town since the early 1940s. Drinking water is obtained from two well-fields (River Wells and Berwick Wells) and distributed from multiple groundwater wells on land owned by the Town of Qualicum Beach.

The Utility provides safe drinking water to residents in Qualicum Beach, and bulk water is sold to the Regional District of Nanaimo for the Sandpiper region, with approximately 240 households. Residential, commercial and emergency use meets applicable firefighting standards, health standards and the *Drinking Water Protection Act*.

System infrastructure includes nine groundwater wells, five reservoirs (two on Berwick Road, two on Jones Street, one on Village Way), 108 km of watermains and five booster stations (Berwick Road, Garrett Road, College Road, Jones Street, and Hemsworth Road).

More than 4,600 properties are metered and there are 478 fire hydrants.



KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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

KEY INDICATORS*

In 2025, the Water Utility produced an estimated 1,700,000 m3 of potable water to the community. All wells were inspected and maintained, and continue to operate within Public Health Standards. Over 150 dead-ends in the system are flushed annually. There have been no non-compliance water quality tests since 2004.

In 2025, the valve maintenance and exercising program continued as usual and meter reading was completed on time. The wells continue to produce high quality drinking water and Berwick Wells are shut down for winter to recharge. Maintenance projections for 2026 are consistent with previous years. No significant changes are expected.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Actual	2026 Forecast
Reservoir Capacity	m3	9,100	9,100	9,100	9,100	9,100
Annual water production	m3	1,431,082	1,500,000	1,500,000	1,700,000	1,500,000
Water consumption	m3	1,216,000	1,277,000	1,200,000	1,370,000	1,400,000
Water Quality tests	Number	333	333	333	333	333
Chlorine Residual tests	Number	312	320	312	312	312
Water meters	Number	3,915	3,932	3,940	4,002	4,022
Meter	Repairs	40	40	38	40	40
Meter	Replace	32	30	36	30	30
Meter readings	Reads	7,830	7,864	7,880	7,896	7,896
Hydrants	Number	439	439	444	449	449
Hydrant inspections	Inspections	439	439	444	439	439
Watermains	km	108	109	110	113	113
Service line repairs	Number	14	20	20	20	20
Water valves exercised	Number	500	600	600	600	600

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

OPERATING BUDGET SUMMARY

The Water Utility Operating Budget balances \$3.4 million in revenues with \$3.4 million in water costs, and is based on a Council-approved tiered water rate per cubic meter, and a fixed parcel charge annually.

Water Operating Budget								
	2023 Actuals	2024 Actuals	2025 Projected	2025 Budget	2026 Budget	Change \$	Change %	
Water User Fees	\$ 2,022,995	\$ 1,819,824	\$ 1,932,102	\$ 1,747,600	\$ 1,952,600	205,000	12%	1
Connection Fees	19,890	9,180	32,800	10,000	10,000	-	0%	
Water Parcel Tax	1,027,840	1,128,000	1,232,400	1,216,000	1,309,500	93,500	8%	2
Grants	-	741,532	105,027	125,000	-	(125,000)	-100%	
Transfers In	198,289	1,893,597	240,000	383,100	170,000	(213,100)	-56%	3
Total Revenue	3,269,014	\$ 5,592,134	\$ 3,542,329	\$ 3,481,700	\$ 3,442,100	\$ (39,600)	-1%	
Operating Expenses								
Water Administration	829,986	936,654	775,749	841,500	851,300	9,800	1%	
Equipment	221,000	221,000	185,000	185,000	185,000	-	0%	
Monitoring and Sampling	127,032	144,655	134,499	120,600	125,700	5,100	4%	
Customer Service	24,457	31,246	57,630	21,300	22,500	1,200	6%	
Mains	52,774	59,054	86,976	80,900	84,500	3,600	4%	
Hydrants	43,184	53,591	40,568	37,500	38,900	1,400	4%	
Wells	136,747	165,453	252,542	153,800	241,500	87,700	57%	4
Booster Stations	62,219	69,127	68,339	78,800	79,700	900	1%	
Reservoirs	6,524	3,084	3,379	21,900	42,800	20,900	95%	5
Net Transfers Out	1,765,092	3,908,269	1,937,648	1,940,400	1,770,200	(170,200)	-9%	
Total Operating Expenses	3,269,014	\$ 5,592,134	\$ 3,542,329	\$ 3,481,700	\$ 3,442,100	\$ (39,600)	-1%	

1. Water User Fees adjusted to reflect a change in bylaw rates Bylaw 753.01 (November 2025)
2. Approved Parcel Tax revenue per Bylaw increases by \$20 per parcel, for a total charge per parcel of \$280 in 2026
3. Transfers in for 2026 is comprised of an \$85,000 transfer from surplus to fund a hydro-geological assessment for the river wellfield and an \$85,000 transfer from the General Fund as repayment for borrowing from the Water Utility
4. The increase in budget largely represents a one-time increase for the hydro-geological assessment for the river wellfield
5. Increase in budget for contracted service for reservoir inspections

WATER ASSET MANAGEMENT

Water system infrastructure includes nine ground-water wells, five reservoirs (two on Berwick Road, two on Jones Street, and one on Village Way), 108 km of watermains and five booster stations (Berwick Road, Garrett Road, College Road, Hemsworth Road and Jones Street). Approximately 4,000 properties are metered and there are 456 fire hydrants. Total system replacement cost in 2019 dollars is an estimated \$109 million.

A crucial next step in the Asset Management Plan planned for 2026/2027 is the implementation and operationalization of the Asset Management Strategy and Plan.

While the strategy is being implemented, a five-year capital program provides for the renewal and replacement of wells, mains and equipment components, and the addition of new water infrastructure.

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

The next five years of infrastructure replacement will continue to be focused on watermains coordinated with the replacement of other road, sewer and drain projects. Key projects include Asbestos Cement (AC) watermain replacement on Seacrest Place, Berwick Road North and Eaglecrest Drive. Cast iron main, concrete main and AC replacements will continue through the foreseeable future.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Completed the design of the Little Qualicum Riverbank Stabilization Project intended to stop further erosion along the Town's river wellfield, and applied for a construction grant in 2025.
- Replaced AC watermain on Illiqua Road and Hemlock Street.
- Replaced AC watermain on the Seacrest Place hill.
- Undertook significant fire hydrant maintenance with two new installations, one upgrade, and 90 quick connect fittings installed.
- Improved sports field irrigation system and metered flow to reduce water use and improve coverage.
- Flushed 117 dead-end locations to ensure water quality.
- Updated water system model to confirm fire flows and support a water master plan update.
- Completed SCADA audit of all SCADA related components.
- Replaced the aging Berwick 2 well pump.
- Awarded the prestigious "Best of the Best" B.C. & Yukon Tap Water Taste Test award.

CHALLENGES

- Extended dry periods caused by climate change increases water consumption and maintenance requirements.
- Aging water infrastructure and 27 km of AC pipes, with some showing a remaining life expectancy of less than 15 years.
- Protection of drinking water sources to ensure future water supply.

PLANS FOR 2026

- Update the Water Master Plan enabling proper asset management and preparation for growth, including Bill 44, and supporting preventative maintenance.
- Inspect and clean reservoirs.
- Replace AC watermain on Seacrest Place.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

- Continue program to replace over \$1 million of AC watermain every year over the course of 10 years.
- Commence Little Qualicum Riverbank Stabilization Project.
- Install emergency backup generator for the River wellfield to ensure disaster mitigation and uninterrupted water/fire service.

* Subject to change based on future Council decision making.



CAPITAL BUDGET SUMMARY

Water Capital Budget	2026	2027	2028	2029	2030
Water Infrastructure Renewal					
Projects					
Seacrest Place AC Watermain Replacement	\$ 900,000	\$ -	\$ -	\$ -	\$ -
Riverwell Pump Soft Start Module Replacements	75,000	-	-	-	-
Water Pressure Pumps for Berwick Pump Station	25,000	-	-	-	-
AC Watermain Replacement Berwick Rd and Crescent Rd East	-	1,900,000	1,113,000	-	-
AC Watermain Replacement Eaglecrest	-	-	1,113,000	-	-
AC Watermain Replacement Hall Rd north of 19A	-	-	-	800,000	-
AC Watermain Replacement Belyea and Canyon Cresc from Hoylake to Garrett Road	-	-	-	-	1,600,000
AC Watermain Replacement - Canyon Crescent	-	-	-	865,000	-
Water contingency	100,000	100,000	100,000	100,000	100,000
	<u>\$ 1,100,000</u>	<u>\$ 2,000,000</u>	<u>\$ 2,326,000</u>	<u>\$ 1,765,000</u>	<u>\$ 1,700,000</u>
Funding Source					
Water Infrastructure Reserve	\$ 1,100,000	\$ 2,000,000	\$ 1,213,000	\$ 1,765,000	\$ 1,700,000
Eaglecrest Land Sales	-	-	1,113,000	-	-
	<u>\$ 1,100,000</u>	<u>\$ 2,000,000</u>	<u>\$ 2,326,000</u>	<u>\$ 1,765,000</u>	<u>\$ 1,700,000</u>
Upgrading and Expansion					
Projects					
Little Qualicum Riverbank Erosion Protection (Grant Dependent)	\$ 1,230,000	\$ -	\$ -	\$ -	\$ -
Storz fittings installation on hydrants	41,000	42,000	43,000	-	-
Emergency Backup Generator for River Well Field	-	410,000	-	-	-
	<u>\$ 1,271,000</u>	<u>\$ 452,000</u>	<u>\$ 43,000</u>	<u>\$ -</u>	<u>\$ -</u>
Funding Source					
Water Infrastructure Reserve	\$ 41,000	\$ 452,000	\$ 43,000	\$ -	\$ -
Grants and Partnerships	1,230,000	-	-	-	-
	<u>\$ 1,271,000</u>	<u>\$ 452,000</u>	<u>\$ 43,000</u>	<u>\$ -</u>	<u>\$ -</u>
Total Water Projects	<u>\$ 2,371,000</u>	<u>\$ 2,452,000</u>	<u>\$ 2,369,000</u>	<u>\$ 1,765,000</u>	<u>\$ 1,700,000</u>

Water Work in Progress Capital Budget	2026	2027	2028	2029	2030
Infrastructure Renewal					
Projects					
Eaglecrest Watermain Engineering (2025)	\$ 36,000	\$ -	\$ -	\$ -	\$ -
Water Master Plan (Including AC Pipe Assessment) (2025)	20,000	-	-	-	-
	\$ 56,000	\$ -	\$ -	\$ -	\$ -
Funding Source					
Water Infrastructure Reserve	\$ 56,000	\$ -	\$ -	\$ -	\$ -
	\$ 56,000	\$ -	\$ -	\$ -	\$ -
Upgrading and Expansion					
Projects					
Berwick 2&3 Well Pumps (2025)	\$ 36,000	\$ -	\$ -	\$ -	\$ -
	\$ 36,000	\$ -	\$ -	\$ -	\$ -
Funding Source					
Water Infrastructure Reserve	\$ 36,000	\$ -	\$ -	\$ -	\$ -
	\$ 36,000	\$ -	\$ -	\$ -	\$ -
Total Water WIP Projects	\$ 92,000	\$ -	\$ -	\$ -	\$ -

SANITARY SEWER UTILITY

The Qualicum Beach Sanitary Sewer Utility System collects wastewater from businesses and residents of Qualicum Beach and delivers it to the Regional District of Nanaimo (RDN) French Creek Pollution Control Centre via the foreshore interceptor along the beach.

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

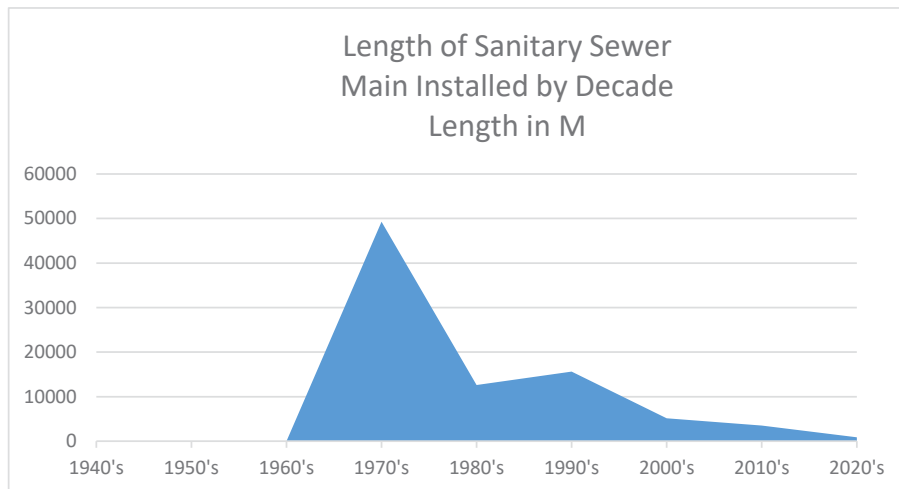
System infrastructure serves over 4,560 customers and includes 83 km of sanitary mains, 0.4 km of sanitary force main, one lift station, and 1,284 maintenance-holes.

The majority of the sanitary sewer mains were installed in the mid-to-late 1970s.

The RDN owned sewer interceptor that runs along the waterfront is constructed with reinforced concrete and was installed in 1977.

With the exception of the Higson Lift Station 150 mm force-main, all of the Town's sewer system is gravity-fed with pipes ranging in size from 100 mm to 350 mm. The system replacement cost is estimated to be \$67 million.





KEY POLICIES AND PLANS

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

DEPARTMENT STAFF AND STRUCTURE

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

KEY INDICATORS

In 2025, the Qualicum Beach Sanitary Sewer Utility operated continuously during the year, within public health standards, and with no odour complaints that were attributed to the Town sewer system. The Higson Lift Station is regularly inspected and cleaned, and every sanitary maintenance-hole is inspected on a two-year rotation. There were no significant non-compliance events during the year.

Maintenance projections for 2026 are consistent with previous years. No significant changes are expected.

Key Activity Levels		2022 Actual	2023 Actual	2024 Actual	2025 Projected	2026 Forecast
Employees		4	3	4	4	4
Sanitary Mainholes	Inspected	666	400	500	650	500
Lift Station	Inspected	12	12	14	12	12
Flushing Hall Rd dissipator	Cleanings	9	9	9	9	9
Known sagging service lines	Number of lines	1	1	2	2	2

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

OPERATING BUDGET SUMMARY

The Sewer Utility Operating Budget balances \$1.06 million in revenues with \$1.06 million in sewer costs, and is based on a Council approved sewer rate per cubic meter of water consumption, and a fixed parcel charge annually.

Sewer Operating Budget

	2023	2024	2025	2025	2026	Change	Change	
	Actuals	Actuals	Projected	Budget	Budget	\$	%	
Sewer User Fees	\$ 761,616	\$ 761,912	\$ 771,548	\$ 741,700	\$ 741,700	-	0%	
Connection Fees	9,000	9,000	17,250	10,000	10,000	-	0%	
Sewer Parcel Tax	237,700	263,048	289,380	287,000	310,900	23,900	8%	1
Transfers In	-	-	-	-	-	-	0%	
Total Revenue	\$ 1,008,316	\$ 1,033,960	\$ 1,078,178	\$ 1,038,700	\$ 1,062,600	\$ 23,900	2%	

Operating Expenses

Sewer Administration	544,500	551,205	444,740	471,200	471,800	600	0%	
Equipment	164,000	164,000	156,500	156,500	156,500	-	0%	
Collection	39,345	75,312	22,898	47,800	48,800	1,000	2%	
Mains	10,432	9,360	8,377	10,300	10,600	300	3%	
Manholes	21,374	9,416	20,028	21,200	22,200	1,000	5%	
Lift Stations	10,083	19,500	5,373	5,200	5,400	200	4%	
Net Transfers Out	218,582	205,167	420,262	326,500	347,300	20,800	6%	2
Total Operating Expenses	\$ 1,008,316	\$ 1,033,960	\$ 1,078,178	\$ 1,038,700	\$ 1,062,600	\$ 23,900	2%	

1. Approved Parcel Tax Bylaw, increases by \$5 per parcel for a per parcel charge of \$65 for 2026
2. Increased contribution to Sewer Infrastructure Reserve



SANITARY SEWER ASSET MANAGEMENT PROGRAM

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

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

A five-year capital program provides for the renewal and replacement of components, and includes provision for the assessment of the network for system optimization, and prioritization of improvements.

2025 HIGHLIGHTS AND ACCOMPLISHMENTS

- Inspected 50% of sewer mainholes on annual two year program and made repairs as necessary.

CHALLENGES

- Increased costs associated with treating unnecessary inflow and infiltration of stormwater into the Town's sanitary sewer system that unnecessarily cost the Town a significant charge per year. The 2026-2030 Financial Plan includes a budget provision to implement a sewer trunk main inspection program to help identify sources of infiltration with the goal of eliminating storm water infiltration to reduce the flow to the sewer treatment plant.

PLANS FOR 2026

- Commence a sewer truck main video inspection and smoke testing program to check the condition of sewer infrastructure, as well as identifying locations of storm water intrusion, in an effort to reduce the volume of affluent requiring treatment.

LOOKING AHEAD: 2027-2030 KEY PROJECTS AND INITIATIVES*

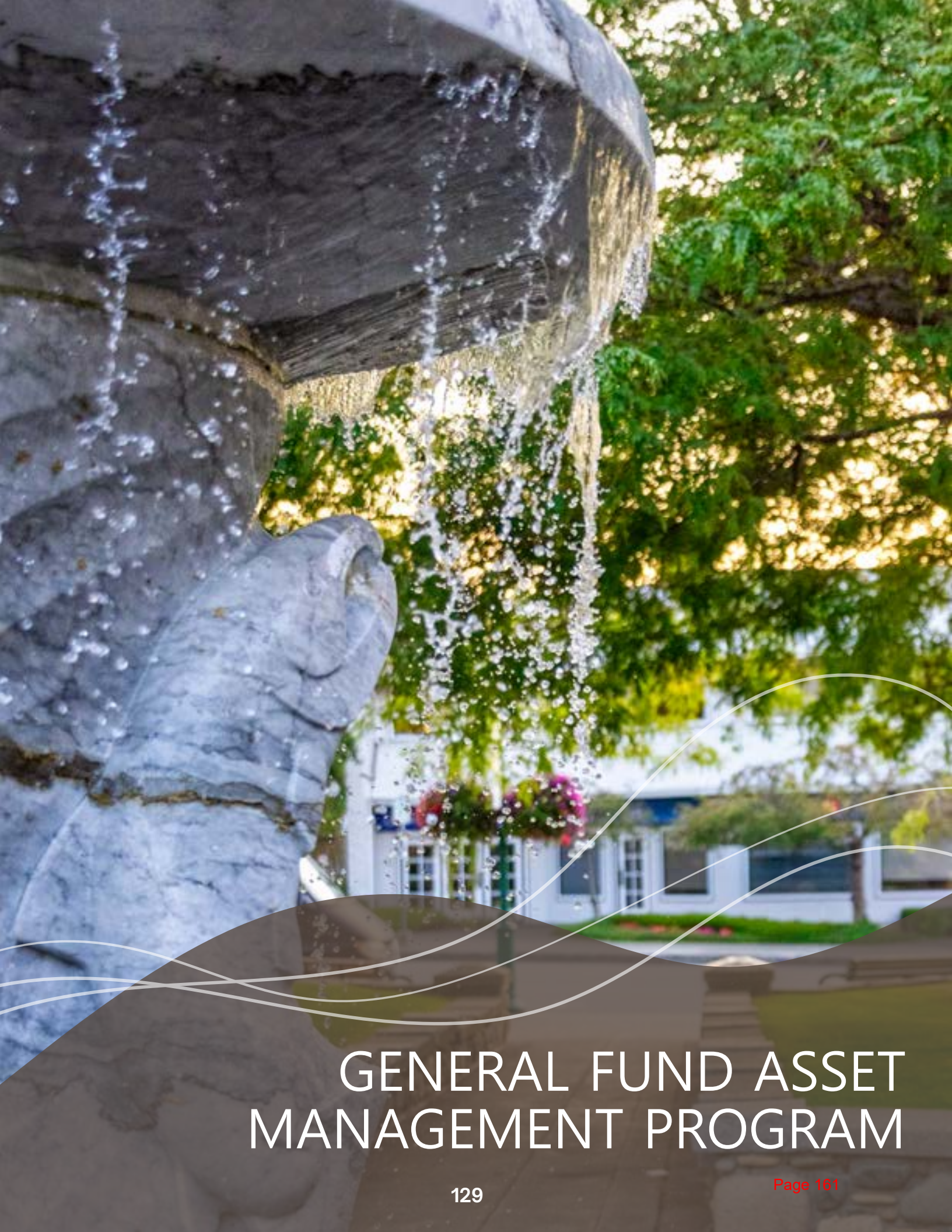
- Continue with video inspection and the smoke testing program as well as identifying sources of unnecessary inflow and infiltration.

* Subject to change based on future Council decision making.

FIVE-YEAR CAPITAL BUDGET

Sewer Capital Budget	2026	2027	2028	2029	2030
Sewer Infrastructure Renewal					
Sewer Trunk Inspection & Smoke Testing Program	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Sewer Replacement Program	-	320,000	320,000	320,000	320,000
	\$ 200,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
Funding Source					
Sewer Infrastructure Reserve	\$ 200,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
	\$ 200,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000





GENERAL FUND ASSET MANAGEMENT PROGRAM

ASSET MANAGEMENT PLANNING PROCESS

ASSET MANAGEMENT OVERVIEW

Asset management integrates people, skills, and actions with information about a community's physical assets and financial resources to ensure long-term sustainable service delivery. It is a dynamic and ongoing process that involves various components - financials, people, assets, and information - working together to sustainably deliver services.

The graphic below illustrates the BC Asset Management Framework, a guide that assists local governments on their asset management journey. It is essential to understand that asset management is a continual improvement process. There is no definitive starting or ending point; progression depends on the current state and unique objectives of the community. While developing effective asset management practices takes time, investment, and dedication, these efforts position the Town for long-term success.



CHALLENGES AND CONTEXT

The Town faces challenges common to municipalities across British Columbia. Growing built capital and long-term infrastructure replacement obligations require Strategic Planning. Historically, some assets received minimal reinvestment, while others were initially funded by developers or senior government contributions. These assets are now approaching the end of their useful lives, requiring increased reinvestment to maintain services and protect future generations.

Significant asset data was collected through Tangible Capital Asset (TCA) disclosure requirements and several long-term plans, including the Facility Condition Assessment, Fire Equipment Replacement Plan, Water Master Plan, Sewer Master Plan, and Paving Study. Like most municipalities, the Town records public infrastructure at historical cost, meaning these assets are now depreciated. To address this, the Town adopted an Asset Management Policy and Strategy in 2020, following the leading practices established by Asset Management BC.

ASSET REPLACEMENT PLANNING

In 2023 and 2024, the Town developed a comprehensive Asset Replacement Plan and Asset Replacement Financing Strategy to support the sustainable delivery of municipal services. These initiatives emphasize social, environmental, and economic responsibility.

The Asset Replacement Plan identifies the average annual budget required to meet future risk and service performance targets, directly informing the Five-Year Financial Plan, Five-Year Capital Plan, and long-term financial strategy. The framework employs an Asset HealthScore Framework, a proven methodology that integrates and visualizes trade-offs between risk, service levels, and funding. This allows the Town to confidently set replacement budgets while bridging its asset funding gap more efficiently.

UNDERSTANDING THE ASSET HEALTHSCORE FRAMEWORK

The framework evaluates asset performance through three key measures:

1. **Past Life Assets:** The percentage of assets whose values exceed their estimated service life.
2. **Consumption Ratio:** A measure of how far into an asset's estimated life span the Town is. For example, an asset with a 10-year lifespan that is halfway through, would have a consumption ratio of 50%.
3. **Asset HealthScore:** An overall assessment of asset health based on past life assets and the consumption ratio.

The Town owns more than \$300 million in infrastructure assets, which are on average approximately 52% through their expected service life. Approximately 4% of assets are beyond their estimated service life, resulting in an overall Asset Health Score of 88%. To maintain this health score at current levels, the estimated annual investment required for replacement and renewal equates to approximately \$825 per average household. In 2026, the Asset Replacement Levy charged to the average homeowner is \$363.

The Asset Replacement Financing Strategy is designed to gradually narrow this funding gap over a 14-year period by increasing annual contributions to the Asset Replacement Reserve by 1.3% of the prior year's tax levy. This measured approach balances affordability with the need for long-term capital sustainability, supporting reliable service delivery and greater tax stability over time.

The financial implications of significant assets recently acquired or assumed by the Town have not yet been incorporated into the current Asset Replacement Financing Strategy. Based on available age and condition data, the lifecycle requirements of these assets are expected to place additional pressure on long-term funding requirements. A comprehensive assessment of these impacts will be incorporated and reported to Council as part of the 2027 Financial Planning process.



2026-2030 FINANCIAL PLANNING

The Town currently transfers a portion of property taxes collected each year to the Asset Replacement and Asset Investment Reserves. These funds are then used to either replace, build or expand assets.

The annual contribution to the Reserve for replacement of existing assets is \$1.9 million, which translates to approximately \$303 per homeowner. An annual contribution of \$4 million is required to address sustainable replacement and maintain the Town's HealthScore of 88%.

During the 2026–2030 Financial Plan process, Council evaluated how various budget scenarios would impact risk, service levels, and the funding gap. To maintain the current asset health levels during this period Council approved an increase in contributions to the Asset Replacement Reserve equivalent to 1.3% of the previous year's tax levy. This will result in an increase to the average home of \$31 each year.

This proactive approach ensures that the Town can continue delivering high-quality services while responsibly managing its financial and physical assets for the benefit of current and future residents.





2026-2030 GENERAL FUND CAPITAL PLAN

GENERAL FUND CAPITAL

Over the next five years, the Town plans to invest \$65 million in asset replacements and improvements. This investment will be funded through a combination of reserves, Development Cost Charges, grants and contributions, and external borrowing while maintaining modest reserve balances at stable levels. However, the Capital Plan is highly dependent on securing grant funding opportunities and potential long-term borrowing in later years. This reliance stems from inadequate asset reserves, which are currently insufficient to support the level of investment required to sustain existing service levels and manage infrastructure risks effectively.

Additionally, the operating budget reflects the impacts of increased service demands resulting from infrastructure upgrades and expansion projects. As new or enhanced assets come online, additional resources will be required to support their ongoing maintenance and operational needs, ensuring the Town continues to provide reliable and high-quality services to the community.

General Fund Capital Budget	2026	2027	2028	2029	2030	Total
Infrastructure Renewal						
Transportation	\$ 5,102,700	\$ 860,000	\$ 650,000	\$ 1,100,000	\$ 1,190,000	\$ 8,902,700
Drainage	726,000	500,000	2,500,000	378,000	500,000	4,604,000
Facilities	547,000	6,525,000	6,548,000	592,000	590,000	14,802,000
Parks and Trails	274,000	360,000	30,000	-	-	664,000
Airport	4,834,400	-	-	90,000	-	4,924,400
Vehicles and Equipment	905,000	1,070,000	2,498,000	650,000	650,000	5,773,000
Work in Progress	709,000	-	-	-	-	709,000
	\$ 13,098,100	\$ 9,315,000	\$ 12,226,000	\$ 2,810,000	\$ 2,930,000	\$ 40,379,100

Funding Source						
Asset Replacement Reserve	\$ 3,007,000	\$ 2,335,000	\$ 2,126,000	\$ 2,132,000	\$ 2,030,000	\$ 11,630,000
Asset Investment Reserve	100,000	-	900,000	-	-	1,000,000
Grant - Community Works Fund	369,500	200,000	650,000	678,000	500,000	2,397,500
DCC's Drainage	100,000	400,000	-	-	-	500,000
DCC's Highways	570,000	-	-	-	-	570,000
Grants and Partnerships	8,951,600	380,000	-	-	400,000	9,731,600
External Borrowing	-	6,000,000	6,800,000	-	-	12,800,000
Eaglecrest Land Sales	-	-	1,750,000	-	-	1,750,000
	\$ 13,098,100	\$ 9,315,000	\$ 12,226,000	\$ 2,810,000	\$ 2,930,000	\$ 40,379,100

Infrastructure Upgrading and Expansion						
Transportation	\$ 630,000	\$ 6,110,000	\$ 400,000	\$ 350,000	\$ 2,150,000	\$ 9,640,000
Drainage	-	-	1,150,000	2,000,000	-	3,150,000
Facilities	4,130,000	200,000	600,000	-	500,000	5,430,000
Parks and Trails	1,152,500	200,000	2,900,000	-	-	4,252,500
Airport	16,000	168,000	-	1,806,000	-	1,990,000
Work in Progress	102,000	-	-	-	-	102,000
	\$ 6,030,500	\$ 6,678,000	\$ 5,050,000	\$ 4,156,000	\$ 2,650,000	\$ 24,564,500

Funding Source						
Asset Investment Reserve	\$ 1,483,000	\$ 660,000	\$ 1,280,000	\$ 350,000	\$ 537,500	\$ 4,310,500
Community Works (Gas Tax)	265,000	-	-	-	-	265,000
Community Amenity Contributions	590,000	-	-	-	-	590,000
DCC's Parkland	-	-	220,000	-	125,000	345,000
Developer Contributions	132,500	-	-	-	1,612,500	1,745,000
Grants and Partnerships	315,000	3,168,000	650,000	3,806,000	375,000	8,314,000
Eaglecrest Land Sales	3,245,000	2,850,000	2,900,000	-	-	8,995,000
	\$ 6,030,500	\$ 6,678,000	\$ 5,050,000	\$ 4,156,000	\$ 2,650,000	\$ 24,564,500

Total Investment	\$ 19,128,600	\$ 15,993,000	\$ 17,276,000	\$ 6,966,000	\$ 5,580,000	\$ 64,943,600
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TRANSPORTATION

The road system is valued at a replacement cost of \$85 million and infrastructure replacement is guided primarily by the Pavement Management System, the Community Transportation Plan and Council decision making during the Budget process. These tools ensure that the transportation investments are aligned with long-term sustainability, safety, and community growth objectives.

The 2026-2030 Financial Plan outlines an ambitious capital program featuring several key transportation projects, including;

- Highway 19A Waterfront Complete Street Project
- Rectangular Rapid Flashing Beacons on Memorial Avenue at First Street
- Safety improvements on Village Way near Kwalikum Secondary School
- Traffic Impact Study for traffic solution on Highway 19A - Eaglecrest area

Given the significant investment required for these projects, the Town will actively pursue grant opportunities and external funding before moving forward. With limited internal funding resources, project timelines and priorities may need to be reassessed based on the availability of external support. This flexible approach ensures that critical transportation improvements proceed in a fiscally responsible manner, balancing community needs with financial sustainability.

Transportation Capital Budget	2026	2027	2028	2029	2030
Infrastructure Renewal					
Projects					
Highway 19A Waterfront Complete Street Project - Grant Dependent	\$ 4,637,700	\$ -	\$ -	\$ -	\$ -
Paving - Primrose Street, Fern to 2nd	200,000	-	-	-	-
Memorial Ave at Fern Rd intersection safety improvements	165,000	-	-	-	-
2027 to 2030 Capital Paving	-	685,000	550,000	800,000	90,000
Paving - Legion Parking Lot & Adjacent Pavement	-	75,000	-	-	-
Butterball slope stabilization	-	-	-	200,000	1,000,000
Capital Projects Contingency	100,000	100,000	100,000	100,000	100,000
	\$ 5,102,700	\$ 860,000	\$ 650,000	\$ 1,100,000	\$ 1,190,000
Funding Source					
Asset Replacement Reserve	\$ 465,000	\$ 610,000	\$ 650,000	\$ 700,000	\$ 690,000
DCC's Highways	570,000	-	-	-	-
Grant - Community Works (Gas Tax)	-	200,000	-	400,000	500,000
Grants and Partnerships	4,067,700	50,000	-	-	-
Total Funding	\$ 5,102,700	\$ 860,000	\$ 650,000	\$ 1,100,000	\$ 1,190,000

2026-2030 GENERAL FUND CAPITAL PLAN

Transportation Capital Budget	2026	2027	2028	2029	2030
Upgrading and Expansion					
Projects					
KSS traffic calming (Grant Dependent)	\$ 345,000	\$ -	\$ -	\$ -	\$ -
RRFB's Memorial at Fir Street (the 2026 Community Transportation Plan project)	115,000	-	-	-	-
Community Transportation Plan Smaller Initiatives Implementation	-	100,000	100,000	150,000	150,000
Accessibility Improvements	50,000	50,000	50,000	50,000	-
Traffic Impact Study & Traffic Solution Eaglecrest Land Sales & Grant Dependent	120,000	5,500,000	-	-	-
Harlech Rd Parking Expansion	-	210,000	-	-	-
Highway 19 Entrance Sign - Grant Dependent	-	250,000	-	-	-
Multiple Entrance Signage Design and Replacement - Grant Dependent	-	-	250,000	-	-
East Village Phase 3 - Grant & Borrowing Dependent	-	-	-	150,000	2,000,000
	\$ 630,000	\$ 6,110,000	\$ 400,000	\$ 350,000	\$ 2,150,000
Funding Source					
Asset Investment Reserve	\$ 165,000	\$ 360,000	\$ 150,000	\$ 350,000	\$ 537,500
Community Works (Gas Tax)	115,000	-	-	-	-
Developer Contribution	-	-	-	-	1,612,500
Grants and Partnerships	230,000	3,000,000	250,000	-	-
Eaglecrest Land Sales	120,000	2,750,000	-	-	-
Total Funding	\$ 630,000	\$ 6,110,000	\$ 400,000	\$ 350,000	\$ 2,150,000
Total Transportation Projects	\$ 5,732,700	\$ 6,970,000	\$ 1,050,000	\$ 1,450,000	\$ 3,340,000

DRAINAGE

The drainage system includes 49.1 km of storm mains, 12.5 km of culverts, 1600 catch basins, 915 maintenance holes, 9.5 km of catch basins and service laterals, and 40 km of open ditches. The drainage system has an approximate replacement cost of \$40 million, underscoring the importance of ongoing maintenance and strategic investments to ensure long-term resilience and functionality.

A key focus in 2026 will be on the replacement of corrugated steel pipes along the waterfront, replacement of a failing storm system pipe at Crescent Road, and design for the storm outfall and the end of Buller Road.

Placeholder for addressing replacement of the Eaglecrest Drive Storm Main and potential drainage deficiencies of the Eaglecrest Golf Course have been included in the 2028 budget. The Eaglecrest Drive Storm Main Replacement represents a significant capital investment to address infrastructure issues that were not anticipated at the time Eaglecrest was amalgamated into the Town's boundaries. The Eaglecrest Storm Main Replacement is funded from the Asset Replacement Reserve, and the placeholder for potential drainage deficiencies is anticipated to be funded from Eaglecrest land sales.

Drainage Capital Budget	2026	2027	2028	2029	2030
Infrastructure Renewal					
Projects					
Replacement of Corrugated Steel Pipes along Waterfront	\$ 365,000	\$ -	\$ -	\$ -	\$ -
Crescent Rd Outfall to Grandon Creek	161,000	-	-	-	-
Buller Rd Outfall Design & Construction	100,000	400,000	-	-	-
Eaglecrest Drive Storm Main Replacement	-	-	1,750,000	-	-
Grandon Creek Culvert	-	-	650,000	-	-
Balsam Storm System	-	-	-	278,000	-
School Creek at Village Way Storm Improvements (Grant Dependent)	-	-	-	-	400,000
Drainage contingency	100,000	100,000	100,000	100,000	100,000
	\$ 726,000	\$ 500,000	\$ 2,500,000	\$ 378,000	\$ 500,000
Funding Source					
Asset Replacement Reserve	\$ 261,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Community Works (Gas Tax)	365,000	-	650,000	278,000	-
DCC's Drainage	100,000	400,000	-	-	-
Grants and Partnerships	-	-	-	-	400,000
Eaglecrest Land Sales	-	-	1,750,000	-	-
Total Funding	\$ 726,000	\$ 500,000	\$ 2,500,000	\$ 378,000	\$ 500,000

2026-2030 GENERAL FUND CAPITAL PLAN

Drainage Capital Budget	2026	2027	2028	2029	2030
Upgrading and Expansion					
Projects					
Placeholder for Drainage Deficiencies (Eaglecrest)	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -
Hoylake Rd detention pond (Arbutus south of Willow) - Grant Dependent	-	-	150,000	2,000,000	-
	\$ -	\$ -	\$ 1,150,000	\$ 2,000,000	\$ -
Funding Source					
Asset Investment Reserve	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Grants and Partnerships	-	-	-	2,000,000	-
Eaglecrest Land Sales	-	-	1,000,000	-	-
Total Funding	\$ -	\$ -	\$ 1,150,000	\$ 2,000,000	\$ -
Total Drainage Projects	\$ 726,000	\$ 500,000	\$ 3,650,000	\$ 2,378,000	\$ 500,000



FACILITIES

The Town of Qualicum Beach manages 60 facilities that support the essential functions of local government, municipal operations, and public safety. These facilities, with an estimated replacement cost of \$46 million, include key structures such as:

- Town Hall
- Fire Hall
- Civic Centre
- Airport Terminal Building
- Train Station
- Public Works Buildings and Yard
- The Old School House (TOSH) Arts Centre
- Parks Buildings and Yard

A comprehensive Facilities Condition Assessment completed in 2022 serves as the foundation for a structured repair and investment program spanning 2026 to 2030. Project prioritization is guided by the condition assessment data and influenced by available funding constraints. This data is also integrated into the Town's broader Asset Replacement Financing Plan and Strategy, ensuring a coordinated and sustainable approach to capital investments.

Over the next five years, approximately \$2.8 million in renewal investments will be directed toward a combination of building repairs, renovations, and replacements.

A \$12 million placeholder in years 2027 and 2028 is also included for the Operations Workplace Modernization (replacement of the Parks and Public Works facilities). These upgrades will enhance the efficiency, safety, and longevity of the Town's infrastructure.

A significant focus for the 2026–2030 period is the upgrade and reconfiguration of the Eaglecrest Golf Course and facility. Planned investments will include a reconfiguration of golf course and repair/renovation of buildings as required.

In 2026, facilities replacement renewal works will focus on upgrades and reconfiguration of the Eaglecrest Golf Course facilities. It will also focus on roof replacement at the Qualicum Beach Curling Club, and HVAC and lifecycle replacements at the Community Hall, Civic Centre, Public Works building, and Town Hall.

2026-2030 GENERAL FUND CAPITAL PLAN

Facilities Capital Budget	2026	2027	2028	2029	2030
Infrastructure Renewal					
Projects					
TOSH Roof Replacement & Waterproofing	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
Facilities Asset Management Renewal	347,000	275,000	358,000	130,000	340,000
Curling Rink Roof	200,000	-	-	-	-
Civic Centre Roof Replacement - Phase 2	-	-	190,000	-	-
Operations Workplace Modernization	-	6,000,000	6,000,000	-	-
Leigh House Roof & Siding Replacement	-	-	-	162,000	-
Airport Hanger Roof	-	-	-	140,000	-
Airport Terminal Roof Replacement	-	-	-	160,000	-
	\$ 547,000	\$ 6,525,000	\$ 6,548,000	\$ 592,000	\$ 590,000
Funding Source					
Asset Replacement Reserve	\$ 547,000	\$ 525,000	\$ 548,000	\$ 592,000	\$ 590,000
Community Growth Fund	-	-	900,000	-	-
External Borrowing	-	6,000,000	5,100,000	-	-
Total Funding	\$ 547,000	\$ 6,525,000	\$ 6,548,000	\$ 592,000	\$ 590,000
Upgrading and Expansion					
Projects					
Eaglecrest Course/Facility Upgrades	2,500,000	-	-	-	-
Bus Garage Site Planning/Public Engagement and Subsequent Construction	1,000,000	200,000	600,000	-	-
Qualicum Commons - Contingency for potential maintenance requirements	590,000	-	-	-	-
Cenotaph	40,000	-	-	-	-
New Visitor Information Centre Public Washroom - Grant Dependent	-	-	-	-	500,000
	\$ 4,130,000	\$ 200,000	\$ 600,000	\$ -	\$ 500,000
Funding Source					
Asset Investment Reserve	\$ 1,040,000	\$ 200,000	\$ 600,000	\$ -	\$ -
Community Amenity Contributions	590,000	-	-	-	-
DCC's Parkland	-	-	-	-	125,000
Grants and Partnerships	-	-	-	-	375,000
Eaglecrest Land Sales	2,500,000	-	-	-	-
Total Funding	\$ 4,130,000	\$ 200,000	\$ 600,000	\$ -	\$ 500,000
Total Facilities Projects	\$ 4,677,000	\$ 6,725,000	\$ 7,148,000	\$ 592,000	\$ 1,090,000

PARKS AND TRAILS

The Town's parks system encompasses a diverse inventory of over 280 hectares of green space and recreational forest areas, providing vital amenities for residents and visitors alike. Key features of the parks system include:

- Seaside Nature Park
- Community Parks with ball diamonds, soccer pitches, and cricket pitches
- Playgrounds at Community Park and Christleton Park
- BMX Park and Skate Park
- Tennis courts
- Off-leash dog parks

These spaces contribute to the community's health, well-being, and environmental sustainability, and offer a range of recreational and social opportunities.

The 2026 budget prioritizes the trail reconstruction at Grandon Creek, and the construction of a new trail linking Memorial Avenue to Beach Road along the railway tracks in cooperation with the Island Corridor Foundation. Landscaping along Country Club Drive, and construction of pickleball courts at a location to be determined are also planned in 2026.

These enhancements are designed to create a more inclusive, safe, and engaging space for all park visitors, supporting the Town's long-term vision for accessible and sustainable recreational infrastructure.



2026-2030 GENERAL FUND CAPITAL PLAN

Parks and Trails Capital Budget	2026	2027	2028	2029	2030
Infrastructure Renewal					
Projects					
Trail & Sidewalk Reconstruction	\$ 120,000	\$ 30,000	\$ 30,000	\$ -	\$ -
Seaside Nature Park Erosion Protection	78,000	330,000	-	-	-
Street Banner Replacement	40,000	-	-	-	-
Christmas Snowflakes	20,000	-	-	-	-
Replacement of Wire Hanging Baskets	16,000	-	-	-	-
	\$ 274,000	\$ 360,000	\$ 30,000	\$ -	\$ -
Funding Source					
Asset Replacement Reserve	\$ 274,000	\$ 30,000	\$ 30,000	\$ -	\$ -
Grants and Partnerships	-	330,000	-	-	-
Total Funding	\$ 274,000	\$ 360,000	\$ 30,000	\$ -	\$ -
Upgrading and Expansion					
Projects					
Island Corridor Trail Network	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Landscaping Country Club Drive along the Cottages	132,500	-	-	-	-
Pickleball Courts	170,000	-	-	-	-
Skatepark Fountain & Toilet Facility	60,000	-	-	-	-
Bike Racks Along Waterfront	15,000	-	-	-	-
Placeholder for Property Acquisition Negotiation for ROW.	-	100,000	-	-	-
Eaglecrest Neighbourhood Improvements	-	100,000	900,000	-	-
Eaglecrest Pedestrian Safety Improvements	-	-	1,000,000	-	-
New Facility to Support Community Park Users - Grant Dependent	-	-	620,000	-	-
Saahtlam Park Playground	-	-	350,000	-	-
Community Gardens	-	-	30,000	-	-
Servicing Costs - Phase 1 Eaglecrest Land Sales	625,000	-	-	-	-
	\$ 1,152,500	\$ 200,000	\$ 2,900,000	\$ -	\$ -
Funding Source					
Asset Investment Reserve	\$ 160,000	\$ 100,000	\$ 380,000	\$ -	\$ -
Developer Contribution	132,500	-	-	-	-
Community Works (Gas Tax)	150,000	-	-	-	-
DCC's Parkland	-	-	220,000	-	-
Grants and Partnerships	85,000	-	400,000	-	-
Eaglecrest Land Sales	625,000	100,000	1,900,000	-	-
Total Funding	\$ 1,152,500	\$ 200,000	\$ 2,900,000	\$ -	\$ -
Total Parks and Trails Projects	\$ 1,426,500	\$ 560,000	\$ 2,930,000	\$ -	\$ -

VEHICLES AND EQUIPMENT

A fleet of over 85 vehicles and equipment used by Administration, Operations, Utilities and Public Safety has an estimated replacement value of \$9 million. Average annual reserve fund investment of approximately \$1 million is required to renew on a life-cycle basis (based on “like for like” replacement). Based on available funding, \$650,000 per year is allocated for replacement.

Vehicles and Equipment Capital Budget	2026	2027	2028	2029	2030
Infrastructure Renewal					
Projects					
Fleet Replacement	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000	\$ 650,000
Council Chamber Conference System Replacement	100,000	-	-	-	-
Town Server Replacement	85,000	-	-	-	-
Tablet Computers - Fire Trucks (Grant NG911)	45,000	-	-	-	-
Fire Suppression Helmets	25,000	-	-	-	-
SCBA, Cylinder and Mask Replacement	-	325,000	-	-	-
Fire Rescue Lifting Bags	-	70,000	-	-	-
Public Mapping & GIS Migration from Opensource Map Guide to ArcGIS Platform	-	25,000	-	-	-
Fire Department Tender Apparatus Replacement	-	-	1,700,000	-	-
Fire Department Command Truck Replacement	-	-	110,000	-	-
Phone Systems Upgrade with Emergency Ready Microsoft Teams Phone System	-	-	38,000	-	-
	\$ 905,000	\$ 1,070,000	\$ 2,498,000	\$ 650,000	\$ 650,000
Funding Source					
Asset Replacement Reserve	\$ 860,000	\$ 1,070,000	\$ 798,000	\$ 650,000	\$ 650,000
Grants and Partnerships	45,000	-	-	-	-
External Borrowing	-	-	1,700,000	-	-
Total Funding	\$ 905,000	\$ 1,070,000	\$ 2,498,000	\$ 650,000	\$ 650,000

AIRPORT

Airport infrastructure includes a 1,087 metres long, 23 metres wide runway with six taxiways (one private) and two aprons, 24-hour parking, an Airport terminal, a full-service restaurant and the sale of Avgas and Jet A fuel.

Airport Capital Budget	2026	2027	2028	2029	2030
Infrastructure Renewal					
Projects					
Runway , Taxi way , Apron Asphalt Overlay - Grant Dependent	\$ 3,845,400	\$ -	\$ -	\$ -	\$ -
Loader/Snow Blower (Airport) - Grant Dependent	989,000	-	-	-	-
Airport service road resurfacing	-	-	-	90,000	-
	\$ 4,834,400	\$ -	\$ -	\$ 90,000	\$ -
Funding Source					
Asset Replacement Reserve	\$ -	\$ -	\$ -	\$ 90,000	\$ -
Grants and Partnerships	4,834,400	-	-	-	-
Total Funding	\$ 4,834,400	\$ -	\$ -	\$ 90,000	\$ -
Upgrading and Expansion					
Projects					
CCTV Camera - Runway 11 - Airport	\$ 16,000	\$ -	\$ -	\$ -	\$ -
Airport Generator - Grant Dependent	-	168,000	-	-	-
Three Phase Power - Grant Dependent	-	-	-	1,806,000	-
	\$ 16,000	\$ 168,000	\$ -	\$ 1,806,000	\$ -
Funding Source					
Asset Investment Reserve	\$ 16,000	\$ -	\$ -	\$ -	\$ -
Grants and Partnerships	-	168,000	-	1,806,000	-
Total Funding	\$ 16,000	\$ 168,000	\$ -	\$ 1,806,000	\$ -
Total Airport Projects	\$ 4,850,400	\$ 168,000	\$ -	\$ 1,896,000	\$ -

WORK IN PROGRESS

Work in Progress Capital includes projects approved and started in 2025 that will be completed in 2026.

Work in Progress Capital Budget	2026	2027	2028	2029	2030
Infrastructure Renewal					
Transportation					
Eaglecrest Storm Main Replacement - Engineering (2025)	\$ 82,000	\$ -	\$ -	\$ -	\$ -
Master Drainage Plan (2025)	9,000	-	-	-	-
Schoolhouse Creek tributary creek restoration - Design (2025)	58,000	-	-	-	-
Vehicles and Equipment					
Garbage Truck (2025)	261,000	-	-	-	-
Facilities					
General Facilities Maintenance (2025)	\$ 55,000	\$ -	\$ -	\$ -	\$ -
New Storage Building Parks Yard & Drying Room Parks Yard Extension	144,000	-	-	-	-
Operations Modernization (2025)	100,000	-	-	-	-
	\$ 709,000	\$ -	\$ -	\$ -	\$ -
Funding Source					
Asset Replacement Reserve	\$ 600,000	\$ -	\$ -	\$ -	\$ -
Community Growth Fund	100,000	-	-	-	-
Grant - Community Works (Gas Tax)	4,500	-	-	-	-
Grant - Capacity Funding Local Government Housing Initiatives	4,500	-	-	-	-
Total Funding	\$ 709,000	\$ -	\$ -	\$ -	\$ -
Upgrading and Expansion					
Facilities					
Saahtlam Park Washrooms & Other Amenities (2025)	\$ 14,000	\$ -	\$ -	\$ -	\$ -
Vehicles and Equipment					
Town Network Redundancy Enhancement for Emergency (2025)	88,000	-	-	-	-
	\$ 102,000	\$ -	\$ -	\$ -	\$ -
Funding Source					
Asset Investment Reserve	\$ 88,000	\$ -	\$ -	\$ -	\$ -
Community Growth Fund	14,000	-	-	-	-
Total Funding	\$ 102,000	\$ -	\$ -	\$ -	\$ -



STATISTICS

GENERAL STATISTICS

	2025	2024	2023	2022	2021
Population	9,303	9,303	9,303	9,303	9,303
Area in hectares:					
Land	1798	1798	1798	1798	1798
Building Permits					
Number	109	77	101	109	129
Value	\$ 45,194,000	\$ 18,652,000	\$ 46,678,000	\$ 47,667,000	\$ 32,406,000
Comparative debt statistics:					
Debenture and other debt	2,234,572	2,723,476	3,697,489	2,308,809	1,851,746
Debt per capita	240	293	397	248	199
Tax rates for municipal purposes, including General and Vancouver Island Regional Library levies:					
<i>(stated in dollars per \$1,000 of assessed taxable value)</i>					
Residential	2.5225	2.4099	2.3080	2.3670	3.0660
Utility	39.9988	40.0000	38.9463	39.9418	39.8812
Light industry	6.4235	6.1368	5.8778	6.0282	6.6469
Business & other	6.4235	6.1368	5.8778	6.0282	6.6469
Managed Forest	2.5225	2.4099	2.3080	2.3670	1.5330
Recreational/nonprofit	6.4235	6.1368	5.8778	6.0282	6.6469
Farm	2.5225	2.4099	2.3080	2.3670	1.5330
Tax rates for school purposes:					
<i>(stated in dollars per \$1,000 of assessed taxable value)</i>					
Residential	1.2192	1.1950	1.1396	1.1770	1.4900
Utility	11.7400	12.1100	12.5700	12.7200	12.8600
Light industry	3.5600	3.3900	3.3300	3.5200	3.8600
Business & other	3.5600	3.3900	3.3300	3.5200	3.8600
Managed Forest	2.0400	1.8700	1.9500	1.9000	1.9000
Recreational/nonprofit	2.1300	2.1100	1.9900	2.0300	2.3300
Farm	7.0500	7.1500	7.2900	6.9800	6.9100

TAXATION AND ASSESSMENTS

	2025	2024	2023	2022	2021
Comparative taxation statistics:					
Residential	\$ 26,439,513	\$ 24,080,527	\$ 22,409,365	\$ 20,774,420	\$ 18,449,871
Utility	350,476	342,584	333,754	311,459	290,690
Light industry	3,541	3,310	2,839	2,874	1,396
Business & other	2,767,582	2,512,829	2,196,992	2,098,941	1,888,344
Managed Forest	1,994	1,897	1,638	1,405	1,195
Recreational/nonprofit	69,186	64,310	57,210	58,320	51,830
Farm	675	654	625	666	489
Water parcel tax	1,232,140	1,127,760	1,027,840	933,000	838,260
Sanitary sewer parcel tax	289,320	263,010	237,700	213,615	189,560
Local area service parcel tax	35,718	35,718			
RDN parks parcel tax				-	98,180
Total current taxes including school and other government	\$ 31,190,146	\$ 28,432,599	\$ 26,267,963	\$ 24,394,700	\$ 21,809,815
Water user fees	1,662,102	1,810,469	2,022,995	1,631,220	1,572,101
Sanitary sewer user fees	591,548	757,163	761,616	713,945	658,485
Total Taxes and fees	\$ 33,443,796	\$ 31,000,231	\$ 29,052,574	\$ 26,739,865	\$ 24,040,401
Taxes and fees per capita	\$ 3,595	\$ 3,332	\$ 3,123	\$ 2,874	\$ 2,584
Assessment for general purposes (taxable value):					
Land	\$ 2,952,910,902	\$ 2,760,844,697	\$ 2,812,125,738	\$ 2,610,515,635	\$ 2,028,299,771
Improvements	2,224,332,701	2,242,926,401	2,263,442,201	2,042,877,101	1,398,077,601
	5,177,243,603	5,003,771,098	5,075,567,939	4,653,392,736	3,426,377,372
Deduct					
Exempt land	(188,198,442)	(177,895,986)	(193,946,400)	(179,247,374)	(134,498,410)
Exempt improvements	(117,008,273)	(108,118,628)	(102,639,249)	(97,617,847)	(89,880,100)
	\$ 4,872,036,888	\$ 4,717,756,484	\$ 4,778,982,290	\$ 4,376,527,515	\$ 3,201,998,862
Assessment per capita	\$ 523,706.00	\$ 507,122.06	\$ 513,703.35	\$ 470,442.60	\$ 344,189.92
Assessment for school purposes	\$ 4,855,256,945	\$ 4,702,621,131	\$ 4,767,060,680	\$ 4,354,368,142	\$ 3,188,588,722

PERMISSIVE TAX EXEMPTIONS

Town of Qualicum Beach Statement of Property Tax Exemptions - Bylaw 904 & 905

Legal Description	Civic Address	Organization	Value of Permissive Exemption	
			Total Taxes	Municipal Portion
Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District;	2945/2949 Island Highway West	Rotary Club of Qualicum Beach – Welch Park	26,574	13,597
Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District;	211 Fern Road West	Rotary Club of Qualicum Beach – Sunrise	8,247	4,221
Lot 1, Plan 27288, District Lot 78, Newcastle Land District;	250 First Avenue West	Kiwanis Housing	56,050	24,977
That part of District Lots 58 and 59 Newcastle District shown on Plan EPP106404	136 Village Way West	Kiwanis Housing	35,348	15,751
Lot A, Plan 8548, District Lot 78, Newcastle Land District;	110 Second Avenue West	Village Theatre	7,227	3,131
Portion of District Lot 101 & 101A, Newcastle Land District, SW PT NE of PL3868; SW PT NE of PL3868; REM SW PT; PT SW of RD; NE PT SW of RD;	2711 Island Highway West	Tourist Bureau	4,920	2,131
Portion of Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287;	644 Memorial Avenue	Curling Rink	4,268	1,849
Portion of Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676;	665 Jones Street	Lawn Bowling Club	4,395	2,030
Portion of Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330,	Lease A3 – 1000 Ravensbourne Lane	Beaufort Squadron @ Airport	5,034	2,576
Portion of Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330,	Lease D1 – 1000 Ravensbourne Lane	Arrowsmith Search and Rescue @ Airport	13,250	5,740
Lot A, Plan 16180, District Lot 57, Newcastle Land District, Except PART IN PLAN 3022 RW;	587 Beach Road	Museum	6,069	3,038
Lot 3&4, Plan 2005, Block 17, District Lot 58, Land District 35,	181 Sunningdale Road West	Sea Legacy	6,580	2,932
Lot A, Plan 9145, District Lot 63 and remainder of Plan 1026, DL 57-62, Newcastle Land District;	469 Memorial Avenue	Qualicum Beach Memorial Golf Club	58,798	28,625
Lot 1, Plan 13424, District Lot 57, Newcastle Land District;	210 Crescent Road West	Valhalla - Hospice	25,410	11,007
Lot A, Plan EPP115395, District Lot 78, Newcastle Land District;	122 Fern Road West	TOSH Arts Centre	43,548	18,865
Strata Lot 1, Plan VIS5454, District Lot 78, Newcastle Land District	703 Memorial Avenue	Qualicum Beach Seniors' Activity Centre	8,937	3,871

Lot A, Plan EPP12448	744 Primrose St	Qualicum Commons	102,231	44,286
Lot B, Plan EPP115395	733 Memorial Ave	Naked Naturals – Parking Lot	28,695	12,430
Block 5, Plan 1894, DL 78, Newcastle Land District;	180 Veterans' Way	Royal Canadian Legion Branch #76	14,202	6,799
Lot A, Plan VIP66629, District Lot 78 & 88, Nanoose Land District, Nanoose and Newcastle Districts Mile 99.13 to 100.114 – portion of VIP 66629; PID 024-135-232	E&N Railway	Island Corridor Foundation	19,306	10,248
Lot A, Plan VIP 66629, District Lot 78 & 88, Nanoose Land District, & Newcastle Land District except there out 0.21 acre lease – see Folio 565-01163.100; Mile 100.14 to 101.59 – portion of VIP66629 inside Qualicum Beach – located between Hollywood & First Avenue, VIP 70053-70058 73117-73120 – No Adj. E&N RW – Island Corridor Foundation	E&N Railway	Island Corridor Foundation	31,554	16,749
Lot A, Plan VIP 68672, District Lot 52-78, Newcastle Land District EXCEPT PLAN VIP74072-E & N R/W located in the Town-Mile 101.59 TO 103.297, VIP70059,70060, 70115, 70118, 70119, 70125,70332,70488, 73107-73116 – No Adj.	E&N Railway	Island Corridor Foundation	36,286	19,261
District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N R/W, DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach	174 Railway Street Train Station	Island Corridor Foundation	5,515	2,389
Portion of Lot 1-4, Lot 9-11, Block 2, Plan VIP3938, District Lot 17, Newcastle Land District. PID 006-131-531, 006-131-557, 006-131-565, 006-131-573, 006-131-603, 006-131-620, 006-131-646, 000-238-449, 000-238-457, 000-238-473, 000-238-481.	3319 Island Hwy West	St. Andrews Lodge Historical & Cultural Society	4,428	1,973
Lot 1, Plan 2080, District Lot 78, Newcastle Land District;	330 Dorset Rd	Into the Woods Early Learning Childcare Society	39,235	20,082
Lot A, Plan 19140, District Lot 78, Newcastle Land District;	591 Arbutus Street	Church of Jesus Christ of Latter-Day Saints	1,825	934
Lot 12, Block 5, Plan 1835, District Lot 53, Newcastle Land District;	423 First Avenue West	Jehovah's Witnesses	11,689	5,983
Lot A, Plan 50661, District Lot 58/59, Newcastle Land District;	138 Hoylake Road West	St. Mark's Anglican Church	7,521	3,850
Lot A, VIP58293, District Lot 60, Newcastle Land District;	150 Village Way	St. Stephen's United Church	3,597	1,841
Lot 1, Plan 13066, District Lot 122, Nanoose Land District;	825 Village Way	Christian Fellowship Centre	19,834	10,151
Plan VIP59287, District Lot 57 & 58, Newcastle Land District, those parts shown as "Road to be Closed";	600 Beach Road	Qualicum Community Baptist Church	8,178	4,186



GLOSSARY

GLOSSARY

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

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

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

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

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

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

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

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

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



Capital project: Creation or improvement of infrastructure assets.

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

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

Community Charter: The provincial legislation governing local governments.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



APPENDIX A: FINANCIAL BYLAW

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TOWN OF QUALICUM BEACH

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**Mayor Westbroek Notice of Motion | Eagle Park
Regular Council Meeting March 25, 2026**

WHEREAS the Town of Qualicum Beach previously sold the property located at 777 Jones Street, Qualicum Beach and legally described as Lot 1, PLAN VIP55424, District Lot 78, Newcastle Land District, PID 017-997-402 to Vancouver Island Health Authority ("Island Health") for the sum of \$1.00, for the purpose of future development of health-care related facilities/services; and

WHEREAS the Town has received correspondence from Oceanside Caregivers identifying and affirming a shortage of long-term care beds and related care capacity in the Oceanside area; and

WHEREAS the Town intends to request a meeting with Island Health to discuss health-care needs and opportunities within the Oceanside area, including the potential use of the above-noted lands;

THEREFORE BE IT RESOLVED THAT Council directs staff to prepare and send correspondence to the Province of British Columbia (including the Minister of Health), with copies to Island Health and other relevant partners as appropriate, expressing the Town's support for Island Health to explore and research options to increase care bed and complex care capacity on the lands previously conveyed by the Town of Qualicum Beach to Island Health (777 Jones Street), which may be the basis of a future Public Private Partnership between the Province of BC and a private development company.

**Mayor Westbroek Notice of Motion | Town Crest
Regular Council Meeting March 25, 2026**

WHEREAS the Town of Qualicum Beach has an interest in ensuring its corporate identity and visual branding are respectful, inclusive, and reflective of the community; and

WHEREAS the Town's current crest includes a teepee image, and Council may wish to review and replace this imagery to better align with reconciliation-minded practices and local context; and

WHEREAS the Mayor wishes to pursue a crest update in collaboration with the local Qualicum First Nation, which explores a design element inspired by the Qualicum Beach totem pole located at the Qualicum Beach Museum as suggested by Chief Recalma; and

WHEREAS 2027 Strategic Planning provides an appropriate forum and timeline for Council to consider the scope, process, and resourcing for a crest update;

THEREFORE BE IT RESOLVED THAT Council directs staff to prepare and bring forward, during the Town's 2027 Strategic Planning process, a report with options and a recommended work plan to update the Town of Qualicum Beach crest to represent the history and cultural traditions of Qualicum First Nation.

1. Engage with Qualicum First Nation, to co-develop appropriate protocols, roles, and decision-making processes;
2. In consideration of cultural and intellectual property rights, including permissions and appropriate guidance regarding any use of design elements inspired by the Qualicum Beach totem pole at the Qualicum Beach Museum;
3. Design and procurement options, including whether work would be completed in-house or through contracted professional services;
4. Budget and resourcing implications, including engagement costs, design costs, and implementation costs;
5. Implementation inventory and sequencing, identifying a policy for crest usage and recommending a phased approach to manage costs; and
6. Proposed timeline and milestones, including when Council approval of a final crest would be sought.

Committee & Liaison Report
Councillor Anne Skipsey
Regular Council Meeting, March 25, 2026

March 1-4, 2026 – Resilient Urban Futures Workshops – University of Waterloo

- I attended a workshop which brought together five municipalities from across the country (Halifax, Kingston, Kitchener, Yorkton [SK] and Qualicum Beach [BC]) to learn from leading experts and explore practical foresight tools that can help cities envision and plan for more resilient futures. Representatives included elected officials, local government staff and academics. We discussed how we might proactively create the future we would like for our communities and work backwards to develop the steps that would need to be taken to get there. Challenges such as day-to-day demands and short four or five-year cycles for planning, budgeting and elections were identified as barriers. Climate change requires us to think differently and more long term about our collective future.

Early in May, a policy brief will be published by the Waterloo Climate Institute summarizing the key takeaways from the workshop.

March 5, 2026 – Brant Children's Festival, QBES

- Along with Councillor Vander Valk, I attended this event. There I picked up "Carbon Storage Rulers" for both conifer and deciduous trees. This provides excellent visuals as to how much carbon is stored based on the size of the tree. For example, a conifer tree measuring 25 cm equates to the energy used by your laptop for 3 hours a day, every day for a year whereas a tree measuring 145 cm can store the emissions from driving an average vehicle across the Trans-Canada Highway.

March 6, 2026 – Heritage Forest Commission Annual Check-in

- Signatories to the Conservation Covenant for the Heritage Forest came together in the forest to discuss what has happened in 2025 and to look ahead for 2026.

March 8, 2026 – International Women's Day Event hosted by Parksville-Qualicum CFUW

- Dr. Briony Penn presented on "Artivism: Bringing Art, Writing and Activism Together for the Salish Sea."

March 18, 2026 – Qualicum Beach Memorial Golf Course Monthly Board Meeting

- As Council Liaison, I attended the first portion of the meeting prior to Council's 10 am Committee of the Whole. It was noted that the course will be closed on March 31st for work to take place on the course (members will be notified).

Committee & Liaison Report
Councillor Petronella Vander Valk
Regular Council Meeting, March 25, 2026

February 23 to March 18, 2026

March 4, 2026

- As Town liaison, attended the AGM of QCEWS, Qualicum CommUnity Education and Wellness Society. Discussion included year end Board reports, elections for 2026, the cancellation of the BC \$10 a day childcare funding and future QCEWS projects.

March 5, 2026

- Attended the Children's Brant Festival. Enjoyed the displays and conversations.

March 8, 2026

- Attended the Women's Day 2026 presentation, hosted by the CFUW, the Canadian Federation of University Women, by Dr. Briony Penn discussing "Bringing Art, Writing and Activism Together for the Salish Sea". It was a very interesting presentation.

March 10, 2026

- As Acting Mayor, I attended a presentation by the students of the Arrowsmith Independent School. Four groups of students from varying grades gave presentations of their concepts of the ideal community centre for Qualicum Beach. The students gave their projects a lot of thought and showed what is important to them for such a space.

March 10, 2026

- As Town liaison, attended the meeting of the Naut'sa mawt Oceanside Wellness Network (NOW). A presentation was made by Cathy Holmes, of the BC Community Response Network (BCCRN) discussing elder abuse. Discussion of the work of other groups in NOW included Child and Youth Wellness, food security, the Gabriola Health and Wellness Collaborative, and re-establishing a group discussing senior's issues such as aging in place, social isolation, homelessness, elder abuse and prevention, food security, access to healthcare/long term care and fall prevention.

March 16, 2026

- As Town liaison, attended the Board meeting of SALHACS (Saint Andrew's Lodge Historical and Cultural Society). SALHACS is planning to have the restoration of the Lodge completed by the end of March – mid-April. The Society has done an incredible job with this restoration, raising the necessary monies to bring the Lodge, now with seismic upgrades, back to its original beauty and charm. This is a remarkable accomplishment and will benefit the community of Qualicum Beach for many years to come. Well done! Thank you.

Committee & Liaison Report
Councillor Jean Young
Regular Council Meeting, March 25, 2026

February 26, 2026

- Caregiver Meeting at the Gardens organized by Fred and Carol Dowe. Speakers and listeners included Ms. Helia, Manager of Oceanside Health and Mayor Westbrook. Next Caregiver meeting is Thursday, March 26 at 1pm.
- I attended the meeting of the Board on February 26th. TOSH has had a strong start to the 2026 year with active programming across exhibitions, education and community engagement. Highlights include hosting four high school classes, three Queer arts community events, seven community lectures, and a free Grants Workshop co-hosted with the Parksville Qualicum Beach Foundation that drew over 30 participants. TOSH's Queerpreneur program has served over 740 participants since its inception, with a final program report currently in development. The print studio and classroom served more than 40 students across 15 sessions, and four grant applications were submitted to support continued operations. TOSH currently has three painting exhibitions on view, and their next opening is on April 17, 2026.

February 27, 2026

- Housing Corporations and Rural Solutions-strategies to improve access to affordable housing in BC, examples from Capital Region Housing Corporation and Comox Valley Housing Authority.

February 28, 2026

- Hearts for the Homeless. Layne Collinson, for multiple years has been organizing a sale of her stained-glass hearts during Valentine season, this year raising over \$2500. for Manna Homeless Society. These hearts had been available in some local QB stores.

March 9, 2026

- Into the Woods board meeting: I was not able to attend but did receive answers from Carol that their application for \$10/day status paused due to recent Provincial budget cutbacks. Current waitlist 57 children, about 70% under 3 years old.

March 12 & 13, 2026

- Local Government Leadership Academy's annual forum-opportunity to reflect, renew and refocus with senior staff and elected officials from other local government and First Nations to explore innovative ways to collaborate, engage with our residents (eg. 'Add Your Voice' - Whistler) and drive positive transformation, shaping a legacy that endures. There were highlights shared from other communities (Courtney & Saanich) on prioritizing sustainable financial and asset planning for long-term stewardship.

March 16, 2026

- Family Day Meeting success! Thank you to nine community members for volunteering to organize this year's May 31st Family Day, an event that is enjoyed by thousands.

March 17, 2026

- Flowerstone Health Society board meeting. Patient attachment is increasing steadily, working with 8 NPs. Board is negotiating lease renewal and exciting consideration on expanding to 10 NPs as well as looking forward to expanding into a second location.

March 19, 2026

- Nonmarket Housing Task Force, with QB Legion president Brian Wiese, service officer Joe MacDougal and Parksville Legion service officer Charmaine Ross, that for veterans that need additional services and support contact your local Legion. There is \$434,000/year for the RDN/Oceanside area – Reaching Home Funding Veterans Homelessness (VHP).

**Councillor Young Notice of Motion | Development Review Process
Regular Council Meeting March 25, 2026**

WHEREAS Council has an interest in ensuring development review processes are transparent, consistent, and understandable to applicants and the public; and

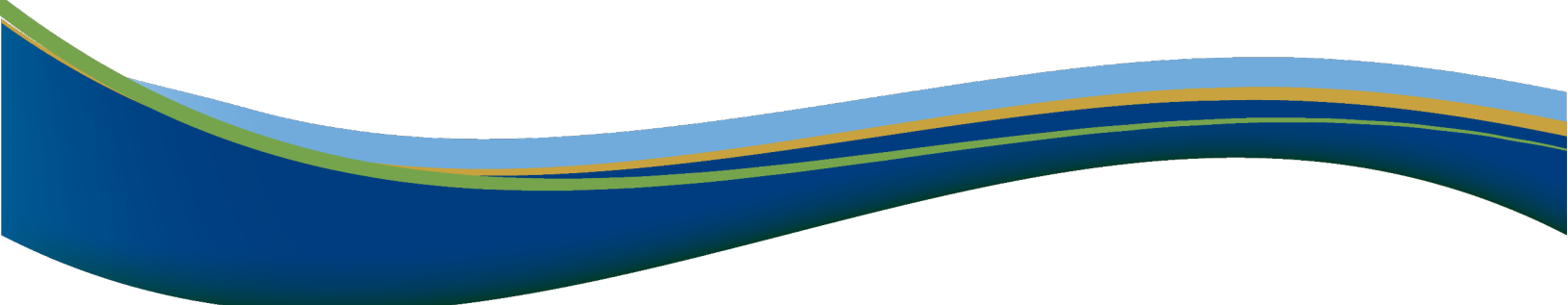
WHEREAS applicants benefit from early, clear communication about Council's expectations for alignment with the OCP and about any Council concerns or requested changes, so that proposals can be revised efficiently and appropriately; and

WHEREAS Council also wishes to ensure that expectations regarding Development Cost Charges (DCCs) and Community Amenity Contributions (CACs), where applicable, are understood early in the review process;

BE IT RESOLVED THAT Council directs staff to prepare a draft Council Policy that outlines an approach for providing development applicants with early clarity regarding Council's expectations, including:

- clear communication at the outset regarding alignment with the Official Community Plan (OCP);
- identifying and communicating Council's concerns, requested changes, and areas of non-alignment as early as possible in the review process;
- reducing repeated or prolonged Council and Advisory Planning Commission meetings by presenting a comprehensive list of issues to applicants at the beginning of the process;
- improving predictability, timeliness, and transparency in Council decision-making on development proposals; and
- reviewing the application of Development Cost Charges (DCCs) and Community Amenity Contributions (CACs) for new development projects.

AND FURTHER THAT the draft policy be provided to Council for consideration at a future regular meeting.



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 0550-01

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: March 25, 2026

FROM: Heather Svensen, Director of Corporate Services/Deputy CAO

SUBJECT: **Accessibility Advisory Team Framework**

GOVERNANCE DECISION:

Council is being asked to consider an updated framework for a more flexible advisory model for ongoing accessibility work. This document was previously referred to as a “Terms of Reference”, which is better aligned with a more formal Council Committee structure. The legislation permits this group to operate not as a formal Committee, and staff recommend continuing with this body as a more flexible advisory model.

RECOMMENDATIONS:

1. **THAT** Council rescinds the “Town of Qualicum Beach Accessibility Advisory Team Terms of Reference” approved on April 12, 2023.
2. **THAT** Council endorses the “Town of Qualicum Beach Accessibility Advisory Team Framework” as the structure for the Town’s ongoing accessibility work as outlined in Attachment 1 of the March 25, 2026, Staff Report to Council;

AND FURTHER THAT Council confirms the continuation of the majority of the current Team membership under this Framework.

PURPOSE

To seek Council’s endorsement of the proposed Accessibility Advisory Team Framework as the Town’s ongoing structure for accessibility consultation, replacing the previously approved “Accessibility Advisory Team Terms of Reference” approved in April 2023.

BACKGROUND

In accordance with the *Accessible BC Act*, and the Accessible BC Regulation, the Town established an Accessibility Advisory Team and completed its first Accessibility Plan. This work

fulfilled the Town's initial legislative requirements which included the creation of an advisory body committee, development of a plan, and establishment of a public feedback mechanism.

NOTE: it is the responsibility of the provincial Accessibility Directorate to publish Accessible BC Act annual reports [due September 30th of each year for the previous year]; not the Town.

As the Town's accessibility work transitions from plan development to ongoing implementation, prioritization and funding allocation, staff reviewed the current "Accessibility Advisory Team Terms of Reference" and identified an opportunity to modernize the current structure to better align with the Town's operational needs.

Communications between Town Staff and the Accessibility Directorate within the Ministry of Social Development and Poverty Reduction confirmed that the Act does not require accessibility committees to be formally established by Council under the *Community Charter*. Local governments may use alternative structures provided they continue to meet the Act's requirements for consultation, and plan reviews and updates.

DISCUSSION

The draft Accessibility Advisory Team Framework builds on the strengths of the initial advisory team while continuing with a flexible structure for ongoing accessibility work.

The existing Terms of Reference were developed to guide the initial establishment of the Accessibility Advisory Team and the creation of an Accessibility Plan in compliance with the Act. The current Terms of Reference are more procedural in nature and prescriptive in areas that are now better addressed through broader governance policies that align with the Town's operational needs.

The proposed Accessibility Advisory Team Framework shifts the focus to:

- Strategic advice tied to Council's priorities;
- Annual recommendations through Council's Strategic Planning and budget processes;
- Advice on Council approved accessibility funding; and
- Input to Council and Staff when requested.

This approach supports a more flexible, outcomes-based advisory model while maintaining Council oversight.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with replacing the "Accessibility Advisory Team Terms of Reference" with the proposed "Accessibility Advisory Team Framework".

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM: providing clear, accessible information to the public on the Accessibility Advisory Team Framework, and Council’s consideration of the governance change.

CONSULT: Obtain feedback on accessibility priorities and barriers through established public feedback mechanisms and the Accessibility Advisory Team.

INVOLVE: Engage people of disability through the Accessibility Advisory Team to inform Town planning, budgeting, and implementation activities.

STRATEGIC PLAN ALIGNMENT

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

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Community Health and Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

SUMMARY

The proposed Accessibility Advisory Team Framework shifts the focus to better align with Council’s priorities, creates the opportunity for timely recommendations through Council’s Strategic Planning and budget processes, allows for Team advice to Council on Council-approved accessibility funding, invites input to Council and Staff when requested, and aligns with the Town’s operational needs.

Replacing the “2023 Terms of Reference” with the proposed “Framework” will better position the Accessibility Advisory Team to provide timely, strategic advice that supports Council priorities and the Town’s ongoing accessibility commitments to inclusive, accessible public services and spaces.

ALTERNATIVE OPTIONS

1. THAT Council refers the draft “Accessibility Advisory Team Framework” to staff for further amendments.
2. THAT Council maintains the existing Accessibility Advisory Team Terms of Reference
3. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Heather Svensen, Director of Corporate Services/ Deputy CAO



Heather Svensen
Director of Corporate
Services/Deputy CAO
Report Author



Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1 | Town of Qualicum Beach Draft Accessibility Advisory Team Framework

Attachment 2 | Town of Qualicum Beach Terms of Reference Accessibility Advisory Team

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TOWN OF QUALICUM BEACH ACCESSIBILITY ADVISORY TEAM FRAMEWORK

1. PURPOSE OF TEAM

The purpose of the Accessibility Advisory Team ("Team") is to:

- (a) provide recommendations to Council through the Town's annual Strategic Planning and Budget processes on initiatives intended to address barriers to individuals in, or interacting with, the Town of Qualicum Beach in accordance with the *Accessible BC Act*;
- (b) provide input to Town staff on how to best allocate Council approved funding, provided through the annual budget process, to address accessibility barriers;
- (c) provide input on matters, such as public space planning, when referred to the Team by Council or Town staff;
- (d) provide input to staff on accessibility planning documents, including the Accessibility Plan when referred to the Team by Council or Town staff.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE TEAM

The Team has no delegated authority from Council and is not empowered to manage any property, aspect, or role of the Town's responsibilities.

3. COMPOSITION OF THE TEAM

The Accessibility Advisory Team ("Team") will consist of a minimum of five, and a maximum of seven members, who, by resolution of Council, will be a member of the Team, and based on their experience and credentials, and to the extent possible, include representation as follows:

- (a) persons with disabilities or individuals who support, or are from organizations that support, persons with disabilities;
- (b) racialized populations; and
- (c) at least one member of Council to serve as Council Liaison who will be a non-voting member.

4. ADVISORY PERSONS TO THE TEAM

Town staff will participate in meetings of the Team in an advisory capacity but shall not vote.

5. SELECTION AND MEMBERSHIP

(a) Selection

Advisory Team members will be invited from the community when a vacancy occurs or a Team member term completes. From responses received, Council will select Advisory Team members and may, in any case, decline selection of an applicant.

(b) Chairperson

Staff will serve as Chair of the Team in a non-voting capacity.

(c) **Term and Termination**

(i) Members of the Team shall serve at the pleasure of the Council with a term of approximately two years, ending December 31st of the second year of their term. Team members may be reappointed for an additional term or terms.

(ii) Council may terminate the appointment of any member of the Team at any time.

(d) **Resignation and Absenteeism**

A member may resign from the Team by written notice to the Chairperson. Any member, other than the Mayor or a member of Council, who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Team.

(e) **Vacancies**

Any vacancy on the Team, other than a vacancy caused by the resignation of a Council member, shall remain vacant for the remainder of the term, or Council may invite an individual from the community to join the Advisory Team for the remainder of that term.

(f) **Remuneration**

All members of the public selected to the Team shall serve without remuneration.

6. MEETINGS

(a) The Team will meet a minimum of three times per year as follows:

- once to review the Framework and proposed meeting schedule;
- once to provide recommendations for Strategic Planning purposes and the Budget process; and
- once to provide recommendations to Town staff in the 1st Quarter of each year on how best to allocate Council approved funding, provided through the annual budget process, to address accessibility barriers.
- additional meetings will be held at the call of Council or staff.

(b) **Recommendations**

- (i) Decisions of the Team shall be made in the form of recommendations to Council.
- (ii) Each member of the Team has one vote on any recommendation.
- (iii) A recommendation before the Team is decided by a simple majority of the Team members present.
- (iv) If the vote of the Team members present at the time of voting are equal for and against the recommendation, the recommendation is defeated.

7. Deliverables

- (a) The Team will provide recommendations to Council through the annual Strategic Planning and Budget processes on initiatives to address barriers to individuals in, or interacting with, the Town of Qualicum Beach in accordance with the *Accessible BC Act* and the Accessibility Plan.
- (b) The Team will provide recommendations to Town staff in the 1st Quarter of each year on how to best allocate Council approved funding, provided through the annual budget process, to address accessibility barriers.
- (c) At the call of Town staff, the Team will provide input on ways to consider principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design in the planning of public spaces.
- (d) The Team will support staff by providing input on accessibility planning when directed by Council or staff.

**TOWN OF QUALICUM BEACH
TERMS OF REFERENCE
ACCESSIBILITY ADVISORY TEAM**

1. PURPOSE OF TEAM

The purpose of the Accessibility Advisory Team ("Team") is to:

- (a) assist with identifying barriers to individuals in or interacting with the Town of Qualicum Beach in accordance with the *Accessible BC Act*;
- (b) provide advice on how to remove and prevent any identified barriers;
- (c) provide input on the development of an Accessibility Plan;
- (d) provide advice on mechanisms to receive public feedback on accessibility;
- (e) provide advice on any matters referred to the Team by Council or Town staff.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE TEAM

The Team has no delegated authority from Council and is not empowered to manage any property, aspect, or role of the Town's responsibilities.

3. COMPOSITION OF THE TEAM

The Accessibility Advisory Team ("Team") will consist of a minimum of five, and a maximum of seven members, who will be appointed by Council based on their experience and credentials, and to the extent possible, include representation as follows:

- (a) at least half of members to be persons with disabilities, or individuals who support, or are from organizations that support, persons with disabilities;
- (b) members that reflect the diversity of persons with disabilities in British Columbia;
- (c) at least one Indigenous Person;
- (d) members that reflect the diversity of persons in British Columbia; and
- (e) at least one member of Council.

4. ADVISORY PERSONS TO THE TEAM

Town staff may participate in meetings of the Team in an advisory capacity but shall not vote.

5. APPOINTMENT AND MEMBERSHIP

(a) Nominations

Advisory Team members will be invited from the community. From applications received, Council will appoint the members and may, in any case, decline to appoint an applicant and invite new applications.

(b) Term and Termination

- (i) Members of the Team shall serve at the pleasure of the Council with a term of approximately two years, ending December 31st of the second year of their term. Team members may be reappointed for an additional term or terms.
- (ii) Council may terminate the appointment of any member of the Team at any time.

(c) Resignation and Absenteeism

A member may resign from the Team on presentation of written notice at a regular meeting of the Team. Any member other than the Mayor or a member of Council who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Team.

(d) Vacancies

Any vacancy on the Team other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh nominations from the group or agency that nominated the member who has vacated the position.

(e) Remuneration

All members of the public appointed to the Team shall serve without remuneration. All expenses reasonably incurred in the carrying out of Team business may be reimbursed by the Director of Finance of the Town with the approval of the Chief Administrative Officer or designate.

6. MEETINGS**(a) Regular Meeting**

A Team meeting will be convened upon the appointment of members. The purpose of the inaugural meeting will be to review the Terms of Reference, establish a meeting schedule, and establish preliminary requirements.

(b) Special Meeting

The Chairperson, or any two members may call a special meeting of the Team.

(c) Quorum

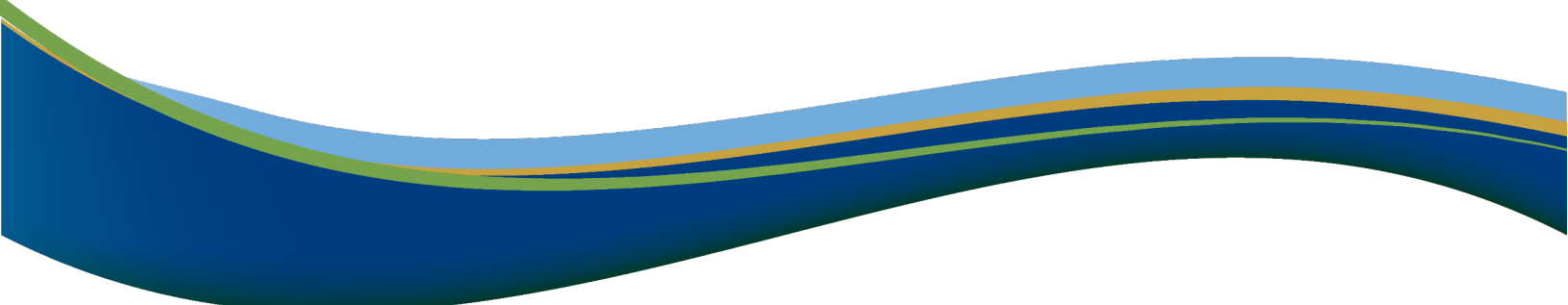
- i) The quorum for a Team is a majority of all its voting members.
- ii) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the

names of the members present at the expiration of such fifteen minutes and the meeting shall stand adjourned until the next scheduled meeting.

- iii) The Council member assigned to the Team shall be appointed as the Chair and shall preside at all meetings.

7. Deliverables

- (a) The Team will provide advice to Council on the development of an Accessibility Plan to identify, remove and prevent barriers to individuals in, or interacting with the Town of Qualicum Beach. The Plan must be adopted by September 1, 2023.
- (b) The principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design must be considered in conjunction with the development and review of the Accessibility Plan.



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 0550-01

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: March 25, 2026

FROM: Heather Svensen, Director of Corporate Services | Deputy CAO

SUBJECT: Summary of 2025 Council Resolutions

GOVERNANCE DECISION:

For Council to confirm its receipt and annual review of 2025 Council resolutions and to acknowledge the completeness, accuracy and accountability of the tracking of Council directives.

RECOMMENDATION:

1. **THAT** Council receives the Summary of Council Resolutions as outlined in the March 25, 2026, Staff report to Council.
 2. **THAT** Council rescinds the resolutions listed in Schedule 'B' attached to the March 25, 2026, Staff report to Council.
-

PURPOSE

To provide Council with a summary of Council resolutions made during the 2025 calendar year and for Council to consider rescinding resolutions that are no longer applicable.

BACKGROUND

The Corporate Services Department has tracked the resolutions of Council for years. The Council Resolution Tracking Tool captures decisions of Council that require action, the actions taken, what actions remain outstanding and if the task has been completed. Tracking Council resolutions creates the opportunity for Council and staff to stay informed of the progress made, assist with decision-making of items that may require reprioritizing, and monitor items that remain outstanding.

DISCUSSION

Primarily, Council provides direction to staff by way of resolutions [motions] made at regular and special meetings of Council. Throughout Council's term, Council has made a total of 1,446* resolutions that require the action of staff (375* in 2025), and staff are pleased to report that

most of the resolutions have been completed as directed by Council. While some resolutions are still being actioned, certain resolutions are no longer relevant due to Council direction, change in legislation, bylaw adoption and/or projects that have been reprioritized [refer to Schedule 'B' | Motions to Rescind].

*[NOTE: *resolutions of Council made in-camera are not included in this total]*

Attached as Schedule 'A' is a copy of the 2025 Council Resolution Tracking Tool in a condensed format for Council's reference. The Tool has been structured to succinctly capture Council's resolutions on an annual basis.

Further, for additional clarity when reviewing the 2025 Council Resolution Tracking Tool, items that are 'in progress' are captured in yellow; items 'reprioritized' are captured in green; and items that are recommended to be rescinded are captured in blue.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- Application of this Tool is a method to summarize Council resolutions made during Council's term and to ensure Council is kept current on the status of Council direction given to staff.

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

The Resolution Tracking Tool creates a mechanism where both Council and staff can identify progress made, assist with decision-making of items that may require reprioritizing, and in monitoring items that remain outstanding.

While the Council Resolution Tracking Tool is regularly reviewed by staff, Council's formal receipt and review of the Council Resolution Tracking Tool is on an annual basis, ensuring that Council remains informed on the status of Council resolutions made throughout its term.

From November 7, 2022 to December 31, 2025, Council has made 1,446* actionable resolutions with most of the resolutions fully complete. Due to a variety of reasons, some of the resolutions made by Council are no longer applicable. These resolutions are listed in Schedule 'B' attached to this Report and are for Council's consideration to rescind. For additional clarity when reviewing the 2025 Council Resolution Tracking Tool, items that are 'in progress' are captured in yellow, items 'reprioritized' are captured in green; and items that are recommended to be rescinded are captured in blue.

ALTERNATIVE OPTIONS

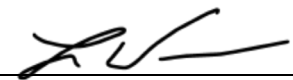
1. THAT Council directs staff to remove [insert Resolution No[s].] from Schedule 'B' attached to the March 25, 2026, staff report to Council.
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Heather Svensen, Director of Corporate Services/ Deputy CAO



Heather Svensen
Director of Corporate
Services/Deputy CAO
Report Author



Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Schedule A | 2025 Council Resolution Tracking Tool – dated for reference March 2026
Schedule B | List of Resolutions to Rescind

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2025 Summary of Council Resolutions

Key: Yellow | In Progress Green | Reprioritized Blue | Recind

Resolution	Meeting Date	Description	Complete
R24-046	February 7, 2024	WHEREAS it has been determined that a number of fossil fuel companies knew as far back as the 1960s that their products would contribute to climate change and global warming; and WHEREAS fossil fuel producers continue to make a lot of money selling their products, yet taxpayers carry the entire burden of devastating climate costs; and WHEREAS asking companies to bear some of these costs is about acknowledging a shared responsibility for costs which are and will be incurred by local governments related to climate change, including adaptation and mitigation; THEREFORE, BE IT RESOLVED THAT the Town of Qualicum Beach commits to working with other BC local governments to bring a proposed class action suit against selected fossil fuel companies, and to commit up to \$1 per resident for that purpose, contingent upon: (a) Council obtaining a copy of the legal opinion on such a lawsuit prepared by the law firm of Arvay Finlay to satisfy itself that there is a solid legal basis for the claim; and (b) other BC municipalities joining and pledging a combined minimum of \$500,000.	
R24-047	February 7, 2024	THAT Council consider participating in the proposed class action lawsuit against selected fossil fuel companies after Council receipt and review of the legal opinion prepared by the law firm Arvay Finlay.	
25-001	January 8, 2025	THAT Council directs staff to amend the draft Quality of Life Survey question #10 by inserting: "Articulate your point of view".	Yes
25-002	January 8, 2025	THAT Council instructs staff to amend the draft Quality of Life Survey by deleting question #24.	Yes
25-003	January 8, 2025	THAT staff be directed to amend the draft Quality of Life Survey by adding additional clarity to question #28 outlining the Province having jurisdiction over housing in Qualicum Beach.	Yes
25-004	January 8, 2025	THAT staff be directed to amend the draft Quality of Life Survey by deleting question #27.	Yes
25-005	January 8, 2025	THAT staff be directed to amend the draft Quality of Life Survey by revising question #27 to be an open-ended question.	Yes
25-006	January 8, 2025	THAT Council instructs staff to amend the draft Quality of Life Survey instructs staff to clarify question #31 by articulating "uptown".	Yes
25-007	January 8, 2025	THAT Council instructs staff to amend the draft Quality of Life Survey by adding an additional question: "Are there any areas of Town that you or your family have issues accessing?".	Yes
25-008	January 8, 2025	THAT Council instructs staff to amend the draft Quality of Life Survey question #29 by inserting an additional option: "I'm not planning on moving, if I am able to receive in-home support".	Yes
25-009	January 8, 2025	THAT Council instructs staff to amend the draft Quality of Life Survey question #15 by deleting "monthly" from the bullet referenced "Monthly Public Open Houses".	Yes
25-010	January 8, 2025	THAT Council approves the proposed survey questions for the 2025 Quality of Life Survey, scheduled to be conducted by consultant, Deloitte LLP, commencing in January 2025, substantially as attached to the January 8, 2025, Planning memo to Council as amended.	Yes
25-011	January 8, 2025	THAT Council instructs staff to amend the draft Quality of Life Survey by adding an additional question: "Do you have a family doctor or nurse practitioner?".	Yes
25-012	January 8, 2025	THAT Council receive the 2024 Year-End Report from the Qualicum Beach Historical and Museum Society.	Yes
25-013	January 8, 2025	THAT Council instructs staff to establish 1.3% for asset replacement within the 6.6% budget increase.	Yes

Resolution	Meeting Date	Description	Complete
25-014	January 22, 2025	a) THAT the December 11, 2024, regular Council meeting minutes be approved as presented. b) THAT the December 18, 2024, special Council meeting minutes be approved as presented. c) THAT the January 8, 2025, special Council meeting minutes be approved as presented. d) THAT the Correspondence Log, dated for reference January 16, 2025, be approved as presented.	Yes
25-015	January 22, 2025	THAT the presentation regarding the Tree Protection Bylaw by the Friends of the Qualicum Beach Forest at the December 11, 2024, Regular Council Meeting by REFERRED to staff for consideration during the upcoming Tree Protection Bylaw review process.	
25-016	January 22, 2025	WHEREAS there are many railways that are inactive (where the average daily railway movement is zero), except for railway maintenance traffic, across British Columbia, and there are no active trains on the Southern Railway of BC railway North of Nanaimo; AND WHEREAS the Federal Canada Transportation Act, the Railway Safety Act, and the Grade Crossings Regulation require vehicular traffic to stop at railway crossings, except in limited circumstances, even when the railway is inactive; THEREFORE BE IT RESOLVED, THAT AVICC and UBCM lobby Transport Canada for the amendment of the legislation, including the Grade Crossings Regulation to permit the reconfiguration of railway crossing traffic controls to have railway maintenance traffic come to a stop on the rail at roadway intersections of inactive railway crossings and to remove stop signs for vehicular traffic at these locations.	Yes
25-017	January 22, 2025	THAT the letter from C. Thorsell requesting that the Pathway from Qualicum Beach Museum to Grandon Creek be Bicycle free, be included on the agenda for the next meeting of the Parks and Recreation Select Committee.	Yes
25-018	January 22, 2025	THAT Council directs staff to operationalize future inquiries related to concerns with potential fuel loading in public forested areas by providing on the ground assessment by the Qualicum Beach Fire Department to determine if further action is required.	Yes
25-019	January 22, 2025	THAT Council authorizes early budget approval of the Seacrest Place Slope Stabilization project in the amount of \$2,581,000; AND FURTHER THAT, Council instructs staff to reprioritize capital projects included in the 2025-2029 Capital Program such that the Seacrest Place Slope Stabilization Project is fully funded in 2025 from available funding sources; AND FURTHER THAT, Council instructs staff to amend the 2025-2029 Draft Financial Plan and Financial Plan 2025-2029 Bylaw No. 908, 2025, by reprioritizing capital projects in the 5-year Capital Plan, prior to third reading.	Yes
25-020	January 22, 2025	THAT staff be directed to reduce the 2025 contribution to the Strategic Initiatives Reserve from \$250k to \$125k, with the contribution being reinstated back to \$250k in 2026.	Yes
25-021	January 22, 2025	THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be introduced and read a first time.	Yes
25-022	January 22, 2025	THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be read a second time.	Yes
25-023	January 22, 2025	THAT Council approve the closure of the Town Hall office during the 2025 holiday season for three business days (December 22; 23; and 24) during the period of December 22 through December 26, 2025.	Yes
25-024	January 22, 2025	THAT Council receive the Interim Housing Needs Report titled "Interim Housing Needs Report – Town of Qualicum Beach" dated for reference November 2024.	Yes
25-025	January 22, 2025	THAT Council receives the Fleet Greening/Modernization Strategy for the Town of Qualicum Beach prepared by Innotech Fleet Strategies in consultation with Town staff.	Yes
25-026	January 22, 2025	THAT Council refers the "Optimized Scenario" for fleet rightsizing and EV transitioning presented in the Fleet Greening/Modernization Strategy to the 2026 Financial Planning Process.	Yes
25-027	January 22, 2025	THAT Council refers the Fleet Greening/Modernization Strategy prepared by Innotech Fleet Strategies in consultation with Town staff to the Select Committee on Environment and Sustainability for consideration and comment.	Yes

Resolution	Meeting Date	Description	Complete
25-028	January 22, 2025	THAT the Town of Qualicum Beach supports the City of Parksville in applying for the '2025 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) – Emergency Support Services Grant Application' on behalf of the Town of Qualicum Beach and the City of Parksville for the amount of \$45,900, for the purpose of enhancing the capacity of Oceanside Emergency Support Services. AND FURTHER THAT, if funded, the Town of Qualicum Beach authorizes the City of Parksville to receive and manage the 2025 Union of BC Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) – Emergency Support Services Funding on the Town's behalf.	Yes
25-029	January 22, 2025	THAT Council authorizes staff to issue a Form and Character Development Permit for 1000 Ravensbourne Lane, as detailed in the January 22, 2025 Planning staff report to Council, subject to Council consideration and authorization of a lease agreement with the applicant.	Yes
25-030	February 12, 2025	a) THAT the January 22, 2025, regular Council meeting minutes be approved as presented. b) THAT the January 29, 2025, special Council meeting minutes be approved as presented. c) THAT the Correspondence Log, dated for reference February 3, 2025, be approved as presented.	Yes
25-031	February 12, 2025	THAT resolution R23-082, being "THAT resolution R23-082, being "THAT a 'right tree right place' concept be referred to the upcoming Development Permit regulation review under the next Official Community Plan review.", be rescinded.	Yes
25-032	February 12, 2025	THAT the concept of right tree right place be deferred to the Tree Bylaw Review process and to Strategic Planning in 2025.	
25-033	February 12, 2025	THAT resolution R23-136, being "THAT Council refers consideration of all encroaching fences adjacent to the Town-owned Waterwise Garden to a meeting after the Town has undertaken a comprehensive review of encroachment issues, including the associated financial, social and environmental issues.", be rescinded.	Yes
25-034	February 12, 2025	THAT resolution R23-343, being "THAT staff present a report on how to align the Town's development policies in order to become eligible for funding under the \$1.3 billion Housing Accelerator Fund from the federal government, subject to further clarification.", be rescinded.	Yes
25-035	February 12, 2025	THAT resolution R24-011, being "THAT representatives from the Regional District of Nanaimo be invited to attend a future meeting of Council to present information on the Parksville Pool Feasibility Study.", be rescinded.	Yes
25-036	February 12, 2025	THAT resolution R24-049, being "THAT the motion on the floor directing a letter be sent to the Vancouver Island Health Authority (VIHA), the Ministry of Health, and the Premier regarding land given by the Town to VIHA, be referred to the next regular Council meeting after Councillor Harrison provides a draft of the letter for Council's consideration.", be rescinded.	Yes
25-037	February 12, 2025	THAT resolution R24-095, being "THAT Council instructs staff to request the Regional District of Nanaimo to provide a detailed analysis of increased costs for construction, and final selling price, should the Town pursue the Zero-Carbon Performance Level (EL-4) of the "Zero Carbon Step Code" and other Step Code related improvements until after the June 30, 2024, deadline for the provincial housing legislation; AND FURTHER THAT Mayor Westbroek, acting as a Director of the Regional District of Nanaimo (RDN) Board, will deliver an oral briefing to the RDN Board, incorporating any written documents submitted by Councillor Harrison on the topic of Zero Carbon Step Code.", be rescinded.	Yes
25-038	February 12, 2025	THAT Council authorizes staff to amend the Terms of Reference for the Select Committee on Beach Day Celebration to change regular meeting dates to the last Monday of each month.	Yes

Resolution	Meeting Date	Description	Complete
25-039	February 12, 2025	THAT Council authorizes staff to amend the Terms of Reference for the Select Committee on Environment & Sustainability to strike: In 5. APPOINTMENT AND MEMBERSHIP; Youth Member at large: (a) Applications will be invited from students at Kwalikum Secondary School, Ballenas Secondary School, and Vancouver Island University, when there is a vacancy. Council will appoint the youth member at large from the applications received, and may, in any case, decline to appoint an applicant and invite new members to apply. Term and Termination: (c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms. and insert: Youth Member at large: (a) Applications will be invited from individuals between the ages of fifteen (15) and twenty-nine (29) when there is a vacancy. Council will appoint the Youth Member at Large from the applications received, and may, in any case, decline to appoint an applicant and invite new members to apply. Term and Termination: (c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms, with the exception of a Youth Member at Large who would become thirty (30) at the time of re-appointment. A Youth Member at Large who turns thirty (30) within the approximate two-year term, will be able to serve as a Member until the end of the term, and until an eligible replacement is appointed by Council following the term end, or unless terminated in accordance with Section 5(d)."	Yes
25-040	February 12, 2025	THAT Council approves, in principle, the proposed 2025 OCP Review Project Plan outlining the process for reviewing Official Community Plan (OCP) Bylaw No. 800, 2018, by the December 31, 2025 deadline as required by the <i>Local Government Act</i> , recognizing that the Project Plan is a "living" document that may require adjustments to schedule and methodology as the engagement process proceeds.	Yes
25-041	February 12, 2025	THAT Council authorizes the submission of a grant application in the amount of \$80,000 to the 2025 Community Emergency Preparedness Fund (CEPF) for the "Emergency Operations Centres Equipment and Training" project, to provide Emergency Operation Centre (EOC) supplies and training for staff; AND FURTHER THAT the Town of Qualicum Beach agrees to apply for, receive, and manage the grant funding on behalf of Emergency Management Oceanside (EMO), a collaborative partnership between the City of Parksville and the Town of Qualicum Beach's emergency programs.	Yes
25-042	February 12, 2025	THAT Council refuses the Development Variance Permit application for 2955 Island Highway West.	Yes
25-043	February 12, 2025	THAT Staff investigate the legality of requiring green shore foreshore development in conjunction with variance or other rezonings, as time permits within Staff's current work plan.	
25-044	February 12, 2025	THAT Council authorizes staff to issue a Development Permit for 389 Burnham Road and 391 Burnham Road to permit the re-topping of four Western Red Cedar trees, with limb removal, to re-open a view corridor, as detailed in the February 12, 2025, Planning staff report to Council.	Yes
25-045	February 12, 2025	THAT Council authorizes staff to issue a Form and Character Development Permit for 1000 Ravensbourne Lane, as detailed in the February 12, 2025, Planning staff report to Council, subject to Council consideration and authorization of a lease agreement with the applicant, with the specific lease location to be determined by Council and in accordance with Policy #3002-4, Qualicum Beach Airport Water Supply and Sewer Service.	Yes

As of December 31, 2025

Reviewed/Updated: March 2026

File: 0530-01

Resolution	Meeting Date	Description	Complete
25-046	February 12, 2025	THAT Council authorizes the submission of a grant application in the amount of \$197,000 to the Ministry of Transportation and Infrastructure's <i>Active Transportation Fund</i> for the purpose of implementing road safety improvements along Village Way fronting Kwalikum Secondary School.	Yes
25-047	March 5, 2025	WHEREAS The Land Conservancy WHEREAS The Land Conservancy of British Columbia holds Passport to Nature (P2N) Programs (free events with financial support from the Province of British Columbia) throughout the year around BC to engage the community in nature appreciation; WHEREAS these events are typically 1 to 3 hours in duration for groups up to 20 people to provide educational opportunities on different nature topics with TLC conducting advance and on-site registration and liability; AND WHEREAS the deadline to be a P2N location in 2025 is March 10, 2025; BE IT RESOLVED, THAT Council supports in principle The Land Conservancy of British Columbia (TLC)'s request to hold a TLC Passport to Nature program event in the Heritage Forest in 2025; AND FURTHER THAT staff be authorized to finalize arrangements subject to seeking concurrence in writing for the project from the Grantees named in the Conservation Covenant, Brown Property Preservation Society and the TLC as per the Covenant.	Yes
25-048	March 12, 2025	(a) THAT the February 12, 2025, regular Council meeting minutes be approved as presented. (b) THAT the February 26, 2025, special Council meeting minutes be approved as presented. (c) THAT the Correspondence Log, dated for reference March 5, 2025, be approved as presented. (d) THAT the Year-End Update for Fire Rescue Services be received for information. (e) THAT the Year-End Report for Corporate Services be received for information. (f) THAT the Update for Construction and Building Permits for September, 2024 to December, 2024 be received for information. (g) THAT the Year-End Update and Q1 2025 Report for Tree Permits be received for information.	Yes
25-049	March 12, 2025	THAT the following Notice of Motion from Councillor Harrison be deferred to a future meeting of Council when more information from the Federation of Canadian Municipalities becomes available: WHEREAS the expenditure of public funds for infrastructure, public works, and consulting contracts represents millions of dollars worth of expenses every year; AND WHEREAS the Town of Qualicum Beach has for several years had a policy of social procurement which benefits contractors who add value to the community; THEREFORE BE IT RESOLVED, THAT applicants for future requests for proposals are requested, but not required, to disclose the national jurisdiction of their beneficial ownership AND FURTHER THAT should responses to requests for proposals, requests for expressions of interest or any other contract from the Town either be from another country or the nation of origin for the beneficial ownership is undisclosed, that the most competitive bid from a Canadian respondent be included for Council consideration at a subsequent Council meeting.	

Resolution	Meeting Date	Description	Complete
25-050	March 12, 2025	THAT the following Notice of Motion from Councillor Harrison be referred to the Official Community Plan Review: WHEREAS the construction of new large, single family dwellings in the Village Neighbourhood area either as new development or as redevelopment undermines the OCPs vision of gentle density; THEREFORE BE IT RESOLVED, THAT staff begin a process at an undetermined future date to look at having a minimum density requirement of two (2) units for redevelopment within the Village Neighbourhood, satisfied either by an garden suite, carriage house, duplex, or another arrangement with two separate units on the property.	Yes
25-051	March 12, 2025	THAT Council refer the initiative for partnering with KSS and the School District for support for basketball courts to Strategic Planning fall 2025, where Council could consider providing a flat financial contribution of an amount of Council's choosing funded from surplus or the Strategic Initiatives Reserve.	Yes
25-052	March 12, 2025	THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be amended by replacing Schedule "A" to the Bylaw with the Revised Schedule "A"	Yes
25-053	March 12, 2025	THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be amended by replacing Schedule "B" to the Bylaw with Revised Schedule "B"	Yes
25-054	March 12, 2025	THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be read a third time, as amended	Yes
25-055	March 12, 2025	THAT Council send a letter to the Minister of Transportation and Transit in support of the request made by the RDN for a license of occupation agreement for Lot 6 given concern around potential deleterious effects of gravel extraction at this location and the value we place on the conservation of Coastal Douglas fir biogeoclimatic ecosystems; and THAT copies of the letter be sent to the RDN and MLA Stephanie Higginson	Yes
25-056	March 12, 2025	THAT Council supports the initiative for Heritage Forest Commission member Tom Whitfield to conduct tours of the Heritage Forest on April 4 & 5, 2025 as part of the Brant Wildlife Festival	Yes
25-057	March 12, 2025	THAT Council rescind Policy Number 3000-2 Policy Development and replace it with Policy No. 3000-23 Council and Administrative Policy Development	Yes
25-058	March 12, 2025	THAT Council approve a change in scope to Phase 2 of the Committee and Commission Review to focus on the Heritage Forest Commission, with attention to the Select Committee on Parks and Recreation if time permits	Yes
25-059	March 12, 2025	(i) THAT Council endorse the date selected for: (a) Beach Day Celebration, July 27, 2025 (b) Youth Appreciation Lunch, May 8, 2025 (Town-facilitated event) (ii) THAT Council approves in principle, the special event applications and the special event requests, as described in the March 12, 2025, report titled "2025 Special Events Approvals" for: (a) Street Dance, Saturday, June 14, 2025, (Seaside Cruizers Car Club) including road closures of Second Avenue W between Primrose Street and Memorial Avenue and Primrose Street between First Avenue W and Fern Road W. (b) Father's Day Show 'n Shine, Sunday, June 15, 2025, (Seaside Cruizers Car Club) including road closures of Beach Road (Fern Road W to Harlech Road); First Avenue W (Jones Street to Harlech Road); Primrose Street (Fern Road W to First Avenue W); Second Avenue W (Memorial Avenue to Jones Street); Jones Street (Fourth Avenue W to First Avenue W); (c) Qualicum Beach Thursday Night Market, Thursday evenings in July and August (Mount Arrowsmith Biosphere Society) including road closure between 5 pm and 9:30 pm of Second Avenue West from Memorial Avenue to Primrose Street to facilitate the market including entering into a Licence of Occupation with the Town. (d) Battle of the Atlantic Commemoration (Royal Canadian Legion), May 4, 2025.	Yes
25-060	March 12, 2025	THAT Council receives for information, the "Qualicum Beach Airport Committee of the Whole Meeting Follow-Up Report", dated for reference March 12, 2025.	Yes

Resolution	Meeting Date	Description	Complete
25-061	March 12, 2025	THAT Council authorizes staff to award the contract for the Initiative titled "Pathways to Sustainable Development in Qualicum Beach – Economic Development Strategy" project to Nordicity in the amount of \$112,470, as detailed in the March 12, 2025 Planning report to Council.	Yes
25-062	March 12, 2025	THAT Council instructs staff to request that the applicant undertake an assessment by a qualified third party professional to ascertain the value of the timber located in the proposed road right of way and utility corridor for the subdivision at 2150 Island Highway West; AND FURTHER THAT the cash in lieu requirement for the subject tree permit be reduced to an amount equivalent to the value of the timber being removed from the proposed road right of way and utility corridor, and such proceeds be allocated to the Tree Replacement Reserve Account.	Yes
25-063	March 12, 2025	THAT Council appoints the Fire Chief, Deputy Fire Chief(s), Assistant Fire Chief(s) and Fire Prevention Officer(s) as Fire Inspectors and Investigators for the Town of Qualicum Beach	Yes
25-064	March 12, 2025	THAT the Town of Qualicum Beach enters into a Mutual Aid Agreement with the City of Port Alberni Fire Department, as described in the Mutual Aid Agreement 2025-2030	Yes
25-065	March 19, 2025	THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be adopted	Yes
25-066	March 19, 2025	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.	Yes
25-067	March 19, 2025	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.	Yes
25-068	March 19, 2025	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.	Yes
25-069	March 19, 2025	THAT Council receives for information, the "2025 Garbage Truck Replacement Memo", dated for reference March 19, 2025.	Yes
25-070	March 19, 2025	THAT staff investigate temporary fencing options for the south Slope of the Beach Creek Culvert project.	Yes
25-071	March 19, 2025	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.	

Resolution	Meeting Date	Description	Complete																		
25-072	April 16, 2025	THAT the February 26, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented. THAT the March 5, 2025, special Council meeting minutes be approved as presented. THAT the March 12, 2025, regular Council meeting minutes be approved as presented. THAT the March 19, 2025, Committee of the Whole meeting minutes be approved as presented. THAT the March 19, 2025, special Council meeting minutes be approved as presented. THAT the Quarter 1 2025 Report for Fire Rescue Services be received for information. THAT the Update for Construction and Building Permits for January, 2025 to March, 2025 be received for information. THAT the Correspondence Log, dated for reference April 7, 2025, be approved as presented. THAT the recommendations from the March 19, 2025, Committee of the Whole meeting be adopted as presented.	Yes																		
		THAT Council instructs staff to bring forward a draft Miscellaneous Rates Bylaw No. 638, 2009 amendment for Council consideration that adds Policy 4002-11 Amenities Sponsorship Fees.	Yes																		
		THAT Council authorizes staff to decommission six vacant bench pads located as follows: •Two of three at the Friendship Garden, corner of Memorial and Garden Rd W, Pad 470 & 471 located behind the berm/garden, for safety, as the pads are not in a well-used location and inconsistent with CPTED (Crime Prevention Through Environmental Design) Principles, leaving one existing pad (#362) available for sponsorship of a future bench at this location; •One at the foot of Beach Terrace Right of Way at Hwy 19A beach access, Pad 474, for safety, as the pad is located immediately adjacent to a driveway and is not suitable as a location for any future bench; •One at the waterfront Brant Viewing area, Pad 382, for safety, as the grassy foreshore at this location is deteriorating, the foreshore failed previously and the concrete pad was moved back, and the location is not suitable for any future bench; •One at Railway St and Memorial Ave, Pad 44, Flower Bed, as the pad is on Island Corridor Foundation property and the proposed adjacent Cenotaph will have benches; •One at Townhall Courtyard, Pad 426, as the bench was removed to accommodate baby carriages and wagons.	Yes																		
		THAT Council authorizes the following amendments to the Dedication of Amenities Policy 4002-11: •Under Procedure: oto add in the second paragraph: “Priority of amenity selection by sponsors, will be for existing amenities, i.e. to sponsor existing benches or picnic tables already on pads.” oIn Table A: FEE STRUCTURE AND DURATION: By striking Table A and inserting as the new Table A: <table><tr><th>Amenity</th><th>Sponsorship Rate</th><th>Duration of Term in Years</th></tr><tr><td>Standard Bench with one Plaque (Type I)</td><td>\$2,800</td><td>10</td></tr><tr><td>Decorative Bench with one Plaque (Type II)</td><td>\$3,000</td><td>10</td></tr><tr><td>Standard Picnic Table with one Plaque</td><td>\$3,100</td><td>10</td></tr><tr><td>At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque</td><td>\$150</td><td>During Amenity Term</td></tr><tr><td>Plaque removal and installation of replacement plaque at request of sponsor during term</td><td>\$400</td><td>During Amenity Term</td></tr></table> <i>Once the donation to sponsor an amenity is processed, the Town Finance Department will issue a thank you letter and a tax receipt (excluding additional plaque fees).</i>	Amenity	Sponsorship Rate	Duration of Term in Years	Standard Bench with one Plaque (Type I)	\$2,800	10	Decorative Bench with one Plaque (Type II)	\$3,000	10	Standard Picnic Table with one Plaque	\$3,100	10	At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque	\$150	During Amenity Term	Plaque removal and installation of replacement plaque at request of sponsor during term	\$400	During Amenity Term	Yes
Amenity	Sponsorship Rate	Duration of Term in Years																			
Standard Bench with one Plaque (Type I)	\$2,800	10																			
Decorative Bench with one Plaque (Type II)	\$3,000	10																			
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At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque	\$150	During Amenity Term																			
Plaque removal and installation of replacement plaque at request of sponsor during term	\$400	During Amenity Term																			

Resolution	Meeting Date	Description	Complete
		•by deleting in the paragraph after Table A “(b) 1 full size plaque and up to a maximum of 8 smaller plaques” •by adding following the last paragraph: “Dedication by Council In addition to benches installed through sponsorship, some benches are installed as a result of Council dedication by motion. Currently these benches are Council dedications classed as Town-owned, are not available for sponsorship, and are maintained by the Town. Council, by adoption of this Policy No. 4002-11, authorizes staff to install a Council dedication bench classed as Town-owned (not available for sponsorship) to be maintained by the Town, with a plaque recognizing their service to the community for each member of Council or Town employee who passes away during the term they are serving on Council or during their employment as staff for the Town of Qualicum Beach.” •Under Terms and Conditions in: oltem 1, by adding “The wording on the plaque must be approved by the Town of Qualicum Beach. The use of dates that indicate lifetime may not be used. Wording will be non-denominational and kept in the present tense to keep the theme of the inscriptions uplifting and inspirational while still honouring the person who is the subject of the donation.” oltem 5, by adding immediately after “The sponsor does not have ownership rights in and to the amenity or the site and may not make alterations of any kind to the amenity or the site.” the words “Placement of memorial wreaths, flowers or other items or any modification to the amenity or the site will not be permitted.”	Yes
		THAT Council authorizes the following amendments to Level of Service 1002-Benches and Picnic Tables: •In 4th bullet under Operations by striking “35” and inserting “40”, and adding a new sentence “Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.” To read: “The number of picnic tables will be capped at 40 within the community. Picnic tables at Town facilities intended for exclusive staff use are not included in this cap.”	Yes
25-073	April 16, 2025	THAT this item be deferred to 2026 Strategic Planning sessions in Fall 2025: WHEREAS Council’s remuneration has significantly increased because of the past several years’ worth of inflation; THEREFORE BE IT RESOLVED, THAT staff amend Council’s remuneration such that per diems are no longer able to be claimed by members of Council.	Yes

Resolution	Meeting Date	Description	Complete
25-074	April 16, 2025	WHEREAS Council received significant funds in a community amenity contribution which is required to be spent on health care, AND WHEREAS the work of the Perfect Storm Group roughly aligns with the proposed medical clinic on Beach and 1st Avenue, AND WHEREAS the political agreement between the BC Greens and BC NDP is contingent upon support for community health centres, AND WHEREAS public funds for a community health centre could reasonably be offered in conjunction with somewhat reduced density on the site; THEREFORE BE IT RESOLVED, THAT Council discusses entering into a public private partnership with the proponent so as to secure a community health centre as well as adjustments to the density of the residential component of the building. THAT potential public-private partnerships should be referred to an upcoming In-Camera meeting as per Section 90(k) of the Community Charter. Land use and development proposals must be considered in an Open meeting, so the two matters should be considered independently.	
25-075	April 16, 2025	THAT this item be referred to 2026 Strategic Planning sessions in Fall 2025. 2025 Sponsorship Package from the Mount Arrowsmith Biosphere Region.	Yes
25-076	April 16, 2025	THAT the Mount Arrowsmith Biosphere Region be invited to a future Council meeting to present a grant request.	Yes
25-077	April 16, 2025	THAT the "Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025" be introduced and read a first time.	Yes
25-078	April 16, 2025	THAT the "Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025" be read a second time.	Yes
25-079	April 16, 2025	THAT the "Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025" be read a third time.	Yes
25-080	April 16, 2025	THAT the "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025" be introduced and read a first time.	Yes
25-081	April 16, 2025	THAT the "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025" be read a second time.	Yes
25-082	April 16, 2025	THAT the "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025" be read a third time	Yes
25-083	April 16, 2025	THAT further to the November 20, 2024 Council resolution instructing staff to include a \$15K capital budget provision in the 2025-2029 Financial Plan for a project to construct approximately 220 feet of split cedar rail fencing adjacent to the Beach Creek Ravine in the Heritage Forest, that there be consideration for constructing the split cedar rail fence in the fall of 2025 and be funded from Accumulated Surplus, and that the Accumulated Surplus be repaid from the Heritage Forest Reserve Fund once the reserve balance is sufficient.	Yes
25-084	April 16, 2025	THAT Council authorizes the Mount Arrowsmith Biosphere Region Research Institute (MABRRI) to conduct research for an Insect BioBlitz at the Town of Qualicum Beach Community Park and Grandon Creek Ravine on May 21 and May 22, 2025.	Yes
25-085	April 16, 2025	THAT Council rescinds the policies listed in Schedule 'A' attached to the April 16, 2025, staff report to Council.	Yes

Resolution	Meeting Date	Description	Complete
25-086	April 16, 2025	THAT Council approves the School District 69 (Qualicum) KSS Fine Arts for a one-time subsidy for use of the Civic Centre on April 23, 2025, including use of the grand piano, portable staging and sound system, for their annual Premier Performance by charging a reduced rate of \$901 plus applicable taxes, as opposed to the regular rate of \$1,360 plus applicable taxes, resulting in an \$459 subsidy. THAT Council approves the School District 69 (Qualicum) KSS Mid Island Youth Climate Action Symposium for a one-time subsidy for use of the Civic Centre on April 25, 2025, for their annual Youth Climate Action Symposium by charging a reduced rate of \$398 plus applicable taxes, as opposed to the regular rate of \$710 plus applicable taxes, resulting in a \$312 subsidy. THAT Council approves the Oceanside Bridge Club for a one-time subsidy for use of the Civic Centre on May 2, 3, and 4, 2025, to host the 2025 Qualicum/Parksville Sectional by charging a reduced rate of \$1,761 plus applicable taxes, as opposed to the regular rate of \$2,229 plus applicable taxes, resulting in a \$468 subsidy.	Yes
25-087	April 16, 2025	THAT Council approves, in principle, the request from the Qualicum Beach Farmers Market to host Summer Solstice Night Market, on June 26, 2025; AND FURTHER THAT the Town provide support in the form of provision of barricades, access to the Community Hall outdoor washroom, water and electrical access and supply for the duration of the event; AND FURTHER THAT Council authorizes the closure of Veterans Way on June 26, 2025 from 1:00 pm to 11:00 pm to facilitate the Summer Solstice Night Market, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insured and litter control.	Yes
25-088	April 16, 2025	THAT Council authorizes The Rotary Club for the Earth Day Rotary Clean Up on Friday, April 25, 2025 with the Town of Qualicum Beach support for resources.	Yes
25-089	April 16, 2025	THAT Council authorizes a capital expenditure of \$40,000 in fiscal 2025 for the replacement of the Ice Plant Dehumidifier System at the Qualicum & District Curling Club to be funded from the Qualicum Beach Curling Building Reserve Fund. THAT Council directs staff to include the Ice Plant Dehumidifier Replacement Project in the first 2025-2029 Financial Plan Amendment.	Yes
25-090	April 16, 2025	THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Strategic Initiative titled "Ways to Achieve Attainable Market Housing Plan", previously titled "Strategy for Ways to Achieve "Affordable" Market Housing", as attached to the April 16, 2025, Planning report to Council.	Yes
25-091	April 16, 2025	THAT Council authorizes a bike rack to be installed by Town staff at the SW corner of Veterans Way and Berwick Road, with material costs to be shared between the Town and Royal Canadian Legion Branch 76, with the Town's share to be funded from the 2025 operating budget.	Yes
25-092	April 16, 2025	THAT Council deems the residential Zoning Amendment application to permit four strata-titled dwelling units at 324 Chester Road to be compliant with the Official Community Plan.	Yes
25-093	April 16, 2025	THAT the Zoning Amendment application to permit four strata-titled units at 324 Chester Road be referred to the Advisory Planning Commission for comment on parking and neighbourhood compatibility, subject to additional information on parking and vehicular circulation, building colours and materials being provided by the applicant.	Yes
25-094	April 16, 2025	THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 119 Fern Road East at a future meeting of Council.	Yes
25-095	April 16, 2025	THAT Council awards the Seacrest Place Slope Stabilization Project to David Stalker Excavating in the amount of \$1,899,940 excluding GST.	Yes

Resolution	Meeting Date	Description	Complete
25-096	April 16, 2025	THAT Council directs staff to submit requests to the BC Hydro Streetlight Information Management System (SLIM) for the Utility's consideration, to proceed with the recommendation provided by E2 Electrical Engineering for modification to street lights located adjacent to 566 Beach Road and 575 Aspen Avenue, if such recommendations meet BC Hydro's specifications; AND FURTHER THAT the Town be prepared to incur costs for BC Hydro's modification to two streetlights located adjacent to 566 Beach Road and 575 Aspen Avenue, if approved for modification by BC Hydro.	Yes
25-097	April 16, 2025	THAT BC Hydro be sent a copy of the "E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints" to analyze the increased light trespass and offer suggestions to decrease light trespass and THAT item 3 be deferred until a response is received from BC Hydro AND FURTHER THAT Council directs staff to take no further action to address resubmitted streetlight complaints from the following locations: •490 Crescent Road West •168 Valdez Ave •615 Tyee Road •667 Tamarack Drive •547 Juniper Drive •592 Tamarack Drive •525 Tamarack Drive •1046 Pekin Place •334 & 352 Crescent Road West •519 Maquinna Place •309 Mill Road •268 Buller Road •381 Burnham Road •188 Hoylake Road •209 Higson Crescent •400 Dorset Road •744 Primrose Street •2617 Island Highway West	Yes
25-098	April 16, 2025	THAT Council approves implementation of public electric vehicle (EV) charger fees as specified in the report titled "Implementation of Fees at Electric Vehicle Chargers" and dated for reference April 16, 2025. AND FURTHER THAT Council direct staff to amend the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" to add EV charger fees in the amount of \$0.025 (2.5 cents) cents per minute for the first 2 hours and \$0.07 cents per minute thereafter.	Yes
25-099	April 16, 2025	THAT staff be directed to close the Dollymount Trail between Berwick and Hemsworth for a minimum of a two to three week period within the latter part of April and the end of May 2025, to undertake FireSmart Mitigation Work with public advertising of the closure as appropriate.	Yes
25-100	May 7, 2025	THAT the "Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025" be adopted.	Yes

Resolution	Meeting Date	Description	Complete
25-101	May 7, 2025	THAT Council authorizes the Town of Qualicum Beach to hold the annual Family Day celebration on Sunday, May 25, 2025, including street closures required for the parade that will marshal along Harlech Road, proceed along Harlech Road and First Avenue West, up Primrose Street to Second Avenue, along Second Avenue West to Jones Street, ending at the Main entrance of the Civic Centre, and subject to emergency service notification, traffic control, insurance, washrooms and litter control; AND FURTHER THAT Council authorizes Town staff expenditure and payment of related invoices (materials, activities, performers) not to exceed a total of \$10,000.	Yes
25-102	May 7, 2025	THAT Council grants permission to Quality Foods (QF) to hold a special Festival of Lights Fireworks show from a barge on the water in front of the Qualicum Beach Visitor Centre on Saturday, May 24, 2025, starting at dusk; AND FURTHER THAT the applicant arrange, and be responsible for, traffic control through contracted services; AND FURTHER THAT the Town provide barricades, extra garbage cans, and in-kind services of staff on site, subject to the applicant working with staff to ensure Town requirements are met, including emergency services notification, insurance, and special event notifications, and to finalize: • Special Event Sign permit(s); • Noise Control permit; and • Special Permit for Exploding Fireworks. AND FURTHER THAT Quality Foods be notified in writing that this will be the final approval from Council for this event with exploding fireworks; AND FURTHER THAT future consideration of Council supporting the event will be contingent on an alternative participation.	Yes
25-103	May 7, 2025	THAT Council authorize staff to add a bench to the Town's bench inventory, with Policy amendment as required, for installation at the corner of Memorial Avenue and Sunningdale Road East for sponsorship by the public; AND FURTHER THAT the new bench location be offered for sponsorship to Berwick Qualicum Beach, under Town of Qualicum Beach Dedication of Amenities Policy Number 4002-11.	Yes
25-104	May 14, 2025	(a)THAT the April 16, 2025, regular Council meeting minutes be approved as presented. (b)THAT the Correspondence Log, dated for reference May 5, 2025, be approved as presented.	Yes
25-105	May 14, 2025	THAT Council requests that the Advisory Planning Commission (APC) provide comment on the following items in relation to the zoning amendment application for 324 Chester Road: 1.The pickle ball court, picnic area and play area included in the proposed development application in consideration of proximity of the ravine and noise concerns. 2.The size of the roof and associated height. 3.The proposed buildings in relationship to the neighbouring house, both in elevation and in plan. 4.A heat pump, if included, in the rear of the development in relation to potential noise impacts for the neighbors.	Yes
25-106	May 14, 2025	THAT the 2024 audited financial statements for the Town of Qualicum Beach from KPMG LLP be approved.	Yes
25-107	May 14, 2025	THAT Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025"; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.	Yes
25-108	May 14, 2025	THAT the "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025" be adopted.	Yes

Resolution	Meeting Date	Description	Complete
25-109	May 14, 2025	1.THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be introduced and read a first time. 2.THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a second time. 3.THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a third time.	Yes
25-110	May 14, 2025	THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be introduced and read a first time.	Yes
25-111	May 14, 2025	THAT a letter of congratulations be sent to MP Gord Johns for his re-election and to invite him to a future Council meeting.	Yes
25-112	May 14, 2025	THAT a Registered Professional Biologist be retained to assess two locations on Memorial Golf Course, the soil slump and the grass clipping pile both located along the 4th fairway, for potential impacts to the fish bearing Beach Creek downstream of the Heritage Forest, in consultation with the Memorial Golf Course General Manager and Town staff; AND FURTHER, THAT the expense of a Registered Professional Biologist to assess these two locations at Memorial Golf Course be accommodated within the Town's 2025 Strategic Initiatives Reserve.	Yes
25-113	May 14, 2025	THAT prior to Council making a recommendation on trail surface materials in the Heritage Forest, that moisture monitoring take place by the Brown Property Preservation Society on the wood chip trails in the Heritage Forest during the summer months in 2025; AND FURTHER THAT Council request the BPPS provide the result of the moisture monitoring to Council and staff for consideration.	Yes
25-114	May 14, 2025	THAT chipping with Brown Property Preservation Society volunteers be scheduled for Friday, November 28, 2025 from 9am-12pm.	Yes
25-115	May 14, 2025	THAT the Select Committee on Environment and Sustainability recommends to Council THAT the following items be considered for allocation in the 2026 Strategic Planning and 2026 Budget, in order to implement the optimized scenario for fleet rightsizing and electrification, as recommended in the Fleet Greening/Modernization Strategy: •Fleet Rightsizing. Conduct service level review to promote operational synergies that can reduce GHG emissions to align with the goals and targets in the Sustainability Plan. •Capital Expenditures for Fleet Modernization- Allocate budget for fleet modernization including capital investments to replace end of life and replace pick-up trucks and vans with EVs to reduce emissions, lower maintenance costs, and avoid unnecessary replacements. •Phase in Fleet Electrification. Consider more ambitious EV purchase timeline for medium and heavy-duty vehicles to respond to the urgency of climate change. •Adopt Multi-Purpose Vehicles. Invest in versatile equipment (eg, Trackless, Multihog) to reduce fleet size while maintaining service levels. •Invest in EV and Solar Infrastructure. Implement phased EV and solar power charging infrastructure for fleet at Town facilities in accordance with the recommendations of the Plan. •Implement Fleet Data Management. Invest in improved fleet data tracking for emissions reporting, and operational efficiency; AND FURTHER THAT a monetary cost of CO2 be included in business case analysis for future fleet purchases.	
		THAT the recommendations from the Select Committee on Environment and Sustainability be considered during the 2026 Strategic Planning process.	

Resolution	Meeting Date	Description	Complete
25-116	May 14, 2025	THAT as part of the Tree Protection Bylaw review, the Town of Qualicum Beach Urban Forest Canopy Report by Diamond Head dated November 2024 and the Urban Tree Canopy Assessment Report by Geomate dated June 2024 be referred to the Environment and Sustainability Committee for recommendations on how these canopy assessments should be used by the Town in future Policy reviews. THAT the Notice of Motion be deferred to a future Council meeting	
25-117	May 14, 2025	THAT a letter of congratulations be sent to Mark Watson for his 35 years of commitment and service to the Qualicum Beach Volunteer Fire Department.	Yes
25-118	May 14, 2025	THAT Council approves the Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24, as amended; -That Council strike "first come, first serve" from policy 3 -That the responsibilities section reflect a similar process as the subsidized rental process, where applications are prepared by Corporate Services and approved by Council; and -that "registered non-profit society" be added to Policy 1. AND FURTHER THAT Council approve a temporary extension of the Special Events Sponsorship application for the 2025 intake with a deadline to July 31, 2025.	Yes
25-119	May 14, 2025	THAT Council awards the Green House Gas (GHG) Emissions Reduction Pathways Study to McCuaig & Associates Engineering Ltd. in the amount of \$111,202.	Yes
25-120	May 14, 2025	THAT Council authorizes staff to issue a Development Permit for 796 Canyon Crescent Road, as detailed in the May 14, 2025, Planning memo to Council.	Yes
25-121	May 14, 2025	THAT Council directs staff to refer the Development Permit application for 127 & 131 Fern Road East to the Advisory Planning Commission for comment on: •C2: Light Industrial Development Permit Area Guidelines, specifically Policy #4	Yes
25-122	May 14, 2025	THAT Council directs staff to issue a Development Variance Permit for 119 Fern Road East, as described in the May 14, 2025 Planning report to Council.	Yes
25-123	May 14, 2025	THAT Council awards the Public Works Fuel System Replacement Project to Evolve Energy Construction in the amount of \$205,436 excluding GST.	Yes
25-124	June 6, 2025	1.THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025 be introduced and read a first time. 2.THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025 be read a second time. 3.THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025 be read a third time, as amended.	Yes
25-125	June 6, 2025	THAT Council instructs staff to contract the use of one additional porta potty, for a total of two, for placement at Saahtlam Park for Saturday June 28 and Saturday, July 12 (if required) for use during the outdoor concert events, prior to completion of the permanent washroom at the Park; AND FURTHER THAT the expense of an additional porta potty for both Saturday, June 28 and Saturday, July 12 in the amount of \$370 be funded from the special events operational budget.	Yes
25-126	June 18, 2025	(a)THAT the May 7, 2025, special Council meeting minutes be approved as presented. (b)THAT the May 14, 2025, regular Council meeting minutes be approved as presented. (c)THAT the May 21, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented. (d)THAT the May 21, 2025, Committee of the Whole meeting minutes be approved as presented. (e)THAT the June 6, 2025, special Council meeting minutes be approved as presented. (f)THAT the Correspondence Log, dated for reference June 9, 2025, be approved as presented.	Yes

Resolution	Meeting Date	Description	Complete
25-127	June 18, 2025	WHEREAS engaging in a workforce reintegration program for Orca Place Residents would require a significant investment of time, personnel, and funding. AND WHEREAS current Human Resource capacity is fully committed to existing projects and services. AND WHEREAS successful implementation of a workforce reintegration program would require the development of dedicated training, supervision, and support systems tailored to this specific Program that do not currently exist and would require additional investment, planning, and expertise. AND WHEREAS there are WorkSafeBC and occupational health and safety considerations, including the need for appropriate workplace accommodations, risk assessments, and compliance with applicable legislation, and proceeding without these safeguards in place could present operational and liability risks for the Town. AND WHEREAS, the initiative depends on formal partnerships with external stakeholders, which have not yet been established. BE IT RESOLVED, THAT the Town not proceed with the proposed Orca Place workforce reintegration program.	
		THAT Council defer discussion on the ORCA Place residents workforce reintegration program to a future regular meeting of Council.	
25-128	June 18, 2025	THAT Council refer the request for mid-year funding for The Old School House to the Fall 2025 Strategic Planning process.	Yes
		TOSH Board work with staff to prepare a Fee-For-Service agreement for presentation during the July 9, 2025, special Council in-camera meeting.	
25-129	June 18, 2025	THAT Council refer the request for mid-year funding for Qualicum Beach Lawn Bowling Club to the Fall 2025 Strategic Planning process.	Yes
25-130	June 18, 2025	THAT Councillor Skipsey prepare a letter to the resident advising of the Regional approach to recreation.	
25-131	June 18, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.01, 2025" be adopted.	Yes
25-132	June 18, 2025	THAT third reading of "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025" be rescinded;	Yes
25-133	June 18, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025" be read a third time, as amended, by revising the Bylaw number.	Yes
25-134	June 18, 2025	THAT the Town send a letter of condolences to the family of former Councillor Mike Wansink.	Yes
25-135	June 18, 2025	THAT Council authorizes the closure of Veterans Way on July 1, 2025, from 6:00 am to 11:59 pm to facilitate the Canada Day Celebration festivities, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insurance and litter control; AND FURTHER THAT the Town provide support in the form of provision of barricades, garbage cans, water and electrical access for the duration of the event.	Yes
25-136	June 18, 2025	THAT Council supports transitioning the Policies listed in Schedule 'I' attached to the June 18, 2025, staff report from Council to Administration.	Yes
		THAT Council defer discussion on the Comprehensive Policy Review Policies to Transition [Council to Administration] to a future meeting of Council; AND FURTHER THAT any policies deemed administrative in nature be brought to Council for endorsement when changes are made.	
25-137	June 18, 2025	THAT Council rescinds the Policies listed in Schedule 'I' attached to the June 18, 2025, staff report to Council.	Yes

As of December 31, 2025

Reviewed/Updated: March 2026

File: 0530-01

Resolution	Meeting Date	Description	Complete
25-138	June 18, 2025	THAT Council authorizes staff to award the contract for the initiative titled "Ways to Achieve Attainable Market Housing Plan" to MODUS Planning Design & Engagement Inc. in the amount of \$54,663, as detailed in the June 18, 2025, Planning report to Council.	Yes
25-139	June 18, 2025	THAT Council denies the zoning amendment application for 324 Chester Road.	Yes
25-140	June 18, 2025	THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: for the applicant to consider reducing the massing of the building to three stories with some flexibility to maintain the small-town character of Qualicum Beach.	Yes
25-141	June 18, 2025	WHEREAS The height of the building on Hoylake Road East: 4 storeys plus a roof top amenity space on the 5th floor imposes on the streetscape and on the neighbours; WHEREAS The proximity to Hoylake Road East: the relatively narrow setback, again, has the building imposing onto the street; WHEREAS The big beautiful Arbutus tree, an endangered species, on Hoylake Road East is a significant tree and should be preserved; WHEREAS the intersection at Memorial Avenue and Hoylake Road East is already a very dangerous intersection. It will become even more so with increased traffic volumes, primarily from residents and hotel guests of the property; WHEREAS the location of the parking access onto the site is very close to the neighbour to the east of the site, whose home is situated considerably lower than the ramp and the proposed building. It is also quite steep; WHEREAS the parking structure wall on the north side is very high. The wall is also quite prominent along Memorial Avenue; AND WHEREAS 117 stalls of parking is more than ample. The space could be better used. THAT the application for 532 Memorial Avenue be referred to the Advisory Planning Commission subject to the applicant reviewing: 1.The height not to exceed 3 stories PLUS the elevator and the small roof deck rooftop amenity space on the floor above; and 2.A traffic study be conducted to evaluate the impacts at the safety of the intersection at Hoylake Rd East and Memorial Avenue and to explore alternative access on to the site from mid-block on Memorial Avenue	Yes
25-142	June 18, 2025	THAT Council awards the Hemlock Street and Illiqua Road Watermain Replacement Project to In The Dirt Contracting in the amount of \$495,520 excluding GST.	Yes
25-143	June 18, 2025	THAT Council awards the project titled Fern Road at Primrose Street Intersection Improvements to Echelon Creative Inc.in the amount of \$79,980 excluding GST.	Yes
25-144	June 25, 2025	THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025 be adopted.	Yes
25-145	June 25, 2025	THAT Council defer the Strategic Initiative titled "Visual Identity Refresh" to the next Regular Council meeting on July 16, 2025.	Yes
25-146	June 25, 2025	THAT the Town of Qualicum Beach 2024 Statement of Financial Information be approved.	Yes
25-147	June 25, 2025	THAT the Town of Qualicum Beach 2024 Annual Report be approved.	Yes

Resolution	Meeting Date	Description	Complete
25-148	July 16, 2025	(a)THAT the December 4, 2024, Committee of the Whole meeting minutes be approved as presented. (b)THAT the June 18, 2025, regular Council meeting minutes be approved as amended. (c)THAT the June 25, 2025, special Council meeting minutes be approved as presented. (d)THAT the June 25, 2025, Committee of the Whole Airport meeting minutes be approved as amended. (e)THAT the June 25, 2025, Committee of the Whole OCP meeting minutes be approved as amended. (f)THAT the Correspondence Log, dated for reference July 7, 2025, be approved as presented. (g)THAT the Q1 & Q2 Bylaw Reports be received for information. (h)THAT the Q2 2025 Report for Tree Permits be received for information. (i)THAT the Q2 2025 Report for Fire Rescue Services be received for information. (j)THAT the Q2 2025 Report for Construction and Building Permits be received for information.	Yes
25-149	July 16, 2025	Decision Point # 13 - Two Dwelling Minimum THAT a new OCP Policy be implemented to require that all new residential lots in the Village Neighbourhood created through a zoning amendment accommodate a minimum of two dwelling units, such as a principal residence, plus a secondary suite or carriage house.	Yes
25-150	July 16, 2025	Decision Point # 19 - Restructuring of OCP THAT the preamble of the OCP identify that it is a guidance document and will not include specific restrictions.	Yes
25-151	July 16, 2025	Decision Point # 3 - South Qualicum Beach Residential Zone THAT Council postpones the following recommendation: THAT the Committee of the Whole recommends to Council THAT a decision regarding the land use designation of Lot 144 (Forestry land east of Pheasant Glen) be deferred until further information has been provided by the landowner regarding the potential for a significant, secured community benefit (e.g., PHG-targeted attainable housing, permanent greenbelt dedication and/or other significant community benefit).	Yes
25-152	July 16, 2025	Decision Point # 1 – Primary Housing Groups THAT young people and families, workers, older seniors and people with a disability be designated as “Priority Housing Groups”.	Yes
		Decision Point # 2 – Airport Mixed-Use Area THAT the four properties north of the Qualicum Beach Airport be designated as a new “Airport Mixed-Use Area” that supports residential use, live-work housing and light industry, subject to conditions related to noise buffering from the Chartwell neighbourhood, aircraft-noise attenuation and unit design and/or tenure model that supports the provision of attainable housing.	Yes
		Decision Point # 4 – Estate Properties THAT the Town maintain the designation and policies for the “Estate Residential” area in the 2025 Draft Official Community Plan.	Yes
		Decision Point # 5 – Town Boundary Expansion 1.THAT the draft 2025 Official Community Plan state that boundary extensions will be entertained only when a significant environmental and community benefit can be secured; 2.AND FURTHER THAT the draft 2025 Official Community Plan include a policy encouraging the Regional District of Nanaimo to retain rural/resource land-use designations and to discourage new residential subdivisions or development on lands bordering the Town.	Yes

Resolution	Meeting Date	Description	Complete
		Decision Point # 6 – Public Works Yard THAT the motion on the floor be deferred until a suitable replacement site is identified for the public works yard. Staff Recommendation: <i>THAT the existing public works yard be included into the East Village area for the purpose of exploring additional opportunities for mixed-use residential development that is integrated with the recently completed East Village development and other future developments in the area, subject to the identification of a suitable replacement site for the public works yard.</i>	
		Decision Point # 7 – Agricultural Land Reserve THAT the Town maintain existing policies that discourage Agricultural Land Reserve (ALR) exclusion proposals for residential development at this time.	Yes
		Decision Point # 8 – Institutional Lands THAT the “Institutional” land use designation in the OCP be amended to recognize potential for residential development where the primary institutional use (e.g. municipal land, churches, service clubs, etc) would not be negatively impacted.	Yes
		Decision Point # 9 - Manufactured Home Designation for 1085 Ravensbourne Lane THAT the residential use proposed in the OCP Amendment Application for 1085 Ravensbourne Lane be incorporated into the 2025 Official Community Plan (OCP) Review as part of an Airport Mixed Use Area that supports residential use, live-work housing and light industry.	Yes
		Decision Point # 10 - Exclusion of West Qualicum Beach from Urban Containment Boundary THAT the Urban Containment Boundary be contracted to exclude the “West Qualicum Beach Open Space Development Area”.	Yes
		Decision Point # 11 - Rupert Road Urban Containment Boundary THAT the non-ALR parcels of south side of Rupert Road between Memorial Avenue and Qualicum Road be included into the Urban Containment Boundary.	Yes
		Decision Point # 14 - Preferences for Town Involvement in Housing THAT the OCP should encourage Town involvement in housing development for projects that would be beneficial to designated “Priority Housing Groups” or the greater community through: 1. land contributions, particularly where the Town retains ownership of lands; 2. leveraging rezoning processes for community benefit; 3. partnering with non-profits and societies; and/or 4. assisting with strategic funding and resource assistance.”	Yes
		Decision Point # 15 - Criteria for “OCP Compliance” THAT staff work with the OCP Review Steering Committee to develop criteria and process for assessing proposed housing developments’ compliance with the OCP for the purpose of determining eligibility for a public hearing.	Yes
		Decision Point # 17 - 2024 Residential Design Guideline Confirmation THAT the “Interim” Residential Design Guidelines (2024) be made permanent in the 2025 Official Community Plan.	Yes
		Decision Point # 18 - DPA Guidelines to be moved from OCP to Zoning Bylaw THAT staff work with the OCP Review Steering Committee to streamline the OCP structure to provide a tighter focus on land use and development policies with some existing OCP content being relocated to other plans such as the Community Transportation Plan or Zoning Bylaw	Yes

Resolution	Meeting Date	Description	Complete
25-153	July 16, 2025	THAT Council receive the report titled "Qualicum Beach Airport Quarterly Report," dated June 25, 2025, for information.	Yes
25-154	July 16, 2025	THAT Council authorizes issuing the draft letter of support (substantially in the form in the July 16, 2025, Council agenda) to Mount Arrowsmith Biosphere Region Research Institute for the grant application to TD Friends of the Environment Foundation for the Marine Debris Education Initiative by the Mount Arrowsmith Biosphere Region Research Institute.	Yes
25-155	July 16, 2025	THAT the request for court usage for the pickleball demo day be accommodated on different dates outside of the scheduled court resurfacing.	Yes
25-156	July 16, 2025	THAT subsection 3(a)(iii) is struck from Bylaw No. 682, 2012.	
25-157	July 16, 2025	THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be read a second time as amended.	Yes
25-158	July 16, 2025	1. THAT Council deems the Town's website and the email subscription service as reliable, suitable and accessible as described in the Public Notice Regulation. 2. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be introduced and read a first time. 3. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a second time. 4. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a third time.	Yes
25-159	July 16, 2025	THAT staff send a letter to Teagan Walsh congratulating her on receiving the Governor Generals Award.	Yes
25-160	July 16, 2025	THAT Council send a letter of appreciation to Murray Chantler in recognition of his contribution of two Trailriders, specialized pieces of equipment for those with accessibility needs, for use in the Oceanside community.	Yes
25-161	July 16, 2025	THAT Council approve the use of the Town's logo on the poster for Culture Days.	Yes
25-162	July 16, 2025	THAT Council supports transitioning the policies listed in Schedule 'I' attached to the June 18, 2025, staff report from Council to Administration and once transitioned staff will make any required changes and bring them back for Council's endorsement.	Yes
25-163	July 16, 2025	THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in undertaking the Strategic Initiative titled "Visual Identity Refresh" as outlined in the 2024-2025 Town of Qualicum Beach Communications Strategy; AND FURTHER, THAT Council provide endorsement to establish a Visual Identity Refresh Working Group to provide input into the visual identity process and to help shape the "community story" behind the visual identity.	
		THAT Council postpone the Visual Identity Refresh to Strategic Planning in the Fall of 2025 for consideration.	
25-164	July 16, 2025	THAT the item Policy 3000-25 Media Policy & Policy 3000-26 Official Town Social Media & Third Party Content Policy is postponed to a future meeting to ensure the principles of the Code of Conduct are also considered in these policies.	
25-165	July 16, 2025	THAT the Report titled "First and Second Quarter Update 2025: Council Strategic Initiatives, Capital Program and Operations Update," dated July 16, 2025, be received for information.	Yes
25-166	July 16, 2025	THAT Council directs staff to postpone the timeline for the capital project to "Upsize Pipe and Abandon Old Corrugated Steel Pipe" at Village Way to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.	Yes
25-167	July 16, 2025	THAT Council directs staff to postpone the timeline for the capital project titled "Public Works Automatic Security Gate" to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.	Yes

Resolution	Meeting Date	Description	Complete
25-168	July 16, 2025	THAT Council directs staff to postpone the timeline for the Airport Projects titled “Runway, Taxiway, Apron Paving” and “Loader/Snow Blower” to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.	Yes
25-169	July 16, 2025	THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East, as detailed in the July 16, 2025, Planning memo to Council, subject to the following revisions so that the proposal aligns with Policy #4 of the Development Permit Area (C2 – Light Industrial) Guidelines: a)Removal of the Fern Road East exit, as labelled as #1 in Figure 2: Proposed Site Revisions; b)Removal of the off-street parking spaces along Fern Road East, as labelled #2 in Figure 2: Proposed Site Revisions; c)Construction of a sidewalk along the property frontage on Fern Road East as per Town standards; d)Additional landscaping where the exit and off-street parking spaces have been removed.	Yes
25-170	July 16, 2025	THAT Council deems the residential Zoning Amendment application to permit a nine parcel development at 510 Chester Road to be compliant with the Official Community Plan.	Yes
25-171	July 16, 2025	THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council’s consideration.	Yes
25-172	July 16, 2025	THAT Council postpone a decision on the Zoning Amendment & Development Permit: 201, 207, 211 First Avenue West to the Special Council Meeting on July 23, 2025.	Yes
25-173	July 16, 2025	THAT Council directs staff to issue a Development Permit for 1025 Qualicum Road, as outlined in the July 16, 2025, Planning report to Council.	Yes
25-174	July 16, 2025	THAT Council directs staff to take no further action on the streetlights located adjacent to 575 Aspen Avenue and 566 Beach Road.	Yes
25-175	July 16, 2025	THAT Council directs staff to request the Island Corridor Foundation and/or the E&N Railway, to permit the Town to install a crosswalk crossing at Memorial Avenue and First Street, complete with Rectangular Rapid Flashing Beacons.	Yes
25-176	July 16, 2025	THAT Council awards the project titled 2025 RFQ – Civic Centre Roof Replacement to G&G Roofing Ltd in the amount of \$219,000 excluding GST, subject to staff confirming compatibility with consultants for the installation of solar panels.	Yes
25-177	July 23, 2025	THAT public art, including BC Hydro boxes, be considered during the Strategic Planning process in 2027.	
25-178	July 23, 2025	THAT Council notify the Regional District of Nanaimo and City of Parksville that the Town is not interested in a boundary adjustment to encompass the French Creek portion of Electoral Area G.	Yes
25-179	July 23, 2025	THAT Council replace Policy 5001-4 Anti-Bullying and Harassment with Policy 5001-4 Respectful Workplace.	Yes
25-180	July 23, 2025	1.THAT Council direct staff to amend the 2025-2029 Financial Plan to reallocate \$2,000,000 for the acquisition of the Eaglecrest Golf Course from the Community Growth Reserve Fund, currently allocated to: •Bus Garage Site Planning / Public Engagement / Construction (2026 – 2028) •Saahtlam Park Amenity Improvements (2026) •Pickleball Courts (2026) •Workplace Modernization - Post Needs Assessment (2026-2027)	
		2.THAT Council direct staff to amend the 2025-2029 Financial Plan to allocate \$6,500,000 from the following funding sources for acquisition of the Eaglecrest Golf Course: •\$650,000 from Community Amenity Contributions •\$1,275,000 from General Fund Accumulated Surplus •\$1,200,000 from the Qualicum Beach Land Reserve Fund •\$275,000 from the Park Land Reserve Fund •\$700,000 from Development Cost Charges – Open Spaces •\$400,000 from the Strategic Initiatives Reserve (2026-2029 allocations) •\$2,000,000 from projected proceeds of the future sale of Town-owned lands	
		3.THAT Council direct staff to defer the Tree Protection Bylaw Update from fiscal year 2025 to fiscal year 2026.	

As of December 31, 2025

Reviewed/Updated: March 2026

File: 0530-01

Resolution	Meeting Date	Description	Complete
		4.THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2026 to fiscal year 2027 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix A.	Yes
		5.THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2027 to fiscal year 2028 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix B.	Yes
		6.THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2028 to fiscal year 2029 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix C.	Yes
		7.THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2029 to fiscal year 2030 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached as to this report dated July 23, 2025 as Appendix D.	Yes
		8.THAT the Blue Sky Strategic Initiatives submitted for consideration for the 2026 Strategic Planning Session be deferred for consideration in 2026 and be referred to the 2027 Strategic Planning Session, as attached to this report dated July 23, 2025 as Appendix E.	
		9.THAT Council direct staff to bring forward the Blue Sky Strategic Initiatives and the Blue Sky Capital Projects for consideration at the 2026 Strategic Planning Session, as attached in Appendix F.	Yes
25-181	July 23, 2025	THAT Council authorize a gift to the Qualicum First Nation to support their medical facility with the purchase of waiting room chairs to be funded through the Strategic Initiative "Collaboration – Qualicum First Nation and Saa'men", up to a maximum of \$2,500.	Yes
25-182	July 23, 2025	WHEREAS Council authorized the provision of porta potties at Saahtlam Park for the Twilight Concert Series June 28 and July 12; AND WHEREAS the construction of the washrooms at St. Andrews Lodge are not yet complete; THAT Council approve the provision of porta potties at Saahtlam Park for use during the 2025 Twilight Concert Series, prior to completion of the permanent washroom at St. Andrews Lodge; AND FURTHER THAT the expense of a porta potty in the amount of \$250 (monthly charge) be funded from the special events operational budget.	Yes

Resolution	Meeting Date	Description	Complete
25-182	July 23, 2025	1.THAT Council deems the residential Zoning Amendment application to permit a mixed-use development for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan. 2.THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission for comment on the following: a)Whether the proposal fits the “Village Character as noted in the policy for the “Transitional Commercial Residential Area”: “The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.”. b)Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: “Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.” c)Building height, particularly in the northeast corner of the proposal. d)Noting that Council's preference is to reduce the height of the building in lieu of a contribution for the commercial space. e) Consideration of a tree and vegetation conservation plan for significant trees (Arbutus) along First Avenue.	Yes
25-183	July 23, 2025	THAT Council rescinds the motion from the July 16, 2025 Council meeting regarding issuance of a Development Permit for 127 & 131 Fern Road East. AND FURTHER THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East, as detailed in the July 23, 2025, Planning memo to Council, subject to the following revisions so that the proposal aligns with Policy #4 of the Development Permit Area (C2 – Light Industrial) Guidelines: a)Removal of the off-street parking spaces along Fern Road East, as labelled #2 in Figure 2: Proposed Site Revisions; b)Construction of a sidewalk along the property frontage on Fern Road East as per Town standards; c)Additional landscaping where the exit and off-street parking spaces have been removed; d)The exit onto Fern Road East be “right turn only”.	Yes
25-184	September 17, 2025	(a)THAT the July 16, 2025, regular Council meeting minutes be approved as presented. (b)THAT the July 23, 2025, special Council meeting minutes be approved as presented. (c)THAT the July 23, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented. (d)THAT the July 23, 2025, Committee of the Whole meeting minutes be approved as presented. (e)THAT the Correspondence Log, dated for reference September 8, 2025, be approved as presented.	Yes
25-185	September 17, 2025	THAT Council allow the Qualicum Beach Pickleball Club to reserve the 3rd court on Monday, Wednesday, and Friday from 1:00 pm to 4:30 pm from now until they move indoors at the Civic Centre in mid October.	Yes

Resolution	Meeting Date	Description	Complete
25-186	September 17, 2025	1. THAT Council deems the Town's website and the email subscription service as reliable, suitable and accessible as described in the Public Notice Regulation. 2. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be introduced and read a first time.	Yes
25-187	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre/Community Hall) Bylaw No. 638.05, 2025" be introduced and read a first time.	Yes
25-188	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre/Community Hall) Bylaw No. 638.05, 2025" be read a second time.	Yes
25-189	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre/Community Hall) Bylaw No. 638.05, 2025" be read a third time.	Yes
25-190	September 17, 2025	THAT Council approve revised Policy 4004-1 Civic Centre and Community Hall Rentals.	Yes
25-191	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be introduced and read a first time.	Yes
25-192	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be read a second time.	Yes
25-193	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be read a third time.	Yes
25-194	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be introduced and read a first time.	Yes
25-195	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be read a second time.	Yes
25-196	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be read a third time.	Yes
25-197	September 17, 2025	THAT the Bylaw the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be read a third time as amended.	Yes
25-198	September 17, 2025	THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be introduced and read a first time, as amended to exclude the following items: -THAT Council not entertain six-story developments as identified in Schedule B of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025. -THAT Council not include the areas that currently make up Yambury Park as identified in Schedule I & Schedule L of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025, in potential rezoning and OCP amendments. -THAT Council exclude consideration of the parcel at the North-West corner of Country Club Drive and Highway 19A as identified in Schedule C of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025.	Yes
25-199	September 17, 2025	THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be introduced and read a first time, as amended to exclude the following items: -THAT Council not entertain six-story developments as identified in Schedule B of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025. -THAT Council not include the areas that currently make up Yambury Park as identified in Schedule I & Schedule L of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025, in potential rezoning and OCP amendments. -THAT Council exclude consideration of the parcel at the North-West corner of Country Club Drive and Highway 19A as identified in Schedule C of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025.	Yes

Resolution	Meeting Date	Description	Complete
25-200	September 17, 2025	THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be introduced and read a first time, as amended to exclude the following items: -THAT Council not entertain six-story developments as identified in Schedule D of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025. -THAT Council not include the areas that currently make up Yambury Park as identified in Schedule K & Schedule L of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025, in potential rezoning and OCP amendments. -THAT Council exclude consideration of the parcel the North-West corner of Country Club Drive and Highway 19A as identified in Schedule E of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.	Yes
25-201	September 17, 2025	THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be read a second time.	Yes
25-202	September 17, 2025	THAT Council, in accordance with the Local Government Act, has considered referrals to the following agencies and organizations including School District No. 69 (Qualicum), Regional District of Nanaimo, Island Health, Ministry of Transportation and Infrastructure, and the Agricultural Land Commission, and hereby directs staff to formally notify Qualicum First Nation and Nanoose First Nation of the proposed amendments.	Yes
25-203	September 17, 2025	THAT Council directs staff to schedule a Public Hearing for a Special Council meeting on October 6th at 2pm at the Civic Centre, 747 Jonest Street, to receive comments from the public with regard to Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.	Yes
25-204	September 17, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be introduced and read a first time.	Yes
25-205	September 17, 2025	THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (510 Chester Road) Bylaw No. 900.04, 2025", a S. 219 Form and Character Covenant be registered on title to ensure that future buildings are constructed as proposed.	
25-206	September 17, 2025	THAT Council refers the application for 510 Chester Road to the Advisory Planning Commission with specific instruction for consideration of: -Neighbourhood compatibility; -Setbacks; -Density; -Lot Coverage; -Height; -Orienting the Lot 9 home onto Chester Rd -review roof massing; and -Drainage information to be provided to Council at a future meeting.	Yes
25-207	September 17, 2025	THAT Council direct staff to investigate the advisability and feasibility of converting the current 3rd tennis court and adjacent space into 4 pickleball courts with the findings to be considered by Council during Strategic Planning.	Yes
25-208	September 17, 2025	THAT petition requesting Council to "restrict aircraft circuit training over residential areas, prohibit helicopter training over residential areas, and charge landing fees like other BC municipal airports" presented to Council at the June 25, 2025 Committee of the Whole Meeting and formally presented to the Corporate Officer June 30, 2025, be received.	Yes

Resolution	Meeting Date	Description	Complete
25-209	September 17, 2025	THAT Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended circuit procedures; AND FURTHER THAT Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) as shown on Appendix 1 of this Staff Report dated September 17, 2025.	Yes
25-210	September 17, 2025	1.THAT Council approve a one-time sponsorship of \$668 for the Qualicum Community Education and Wellness Society Pop Up Conversation Nook events held Saturday Mornings on Fir Street every two weeks September through December, 2025, subject to the submission of original receipts to the Town for review and approval as eligible expenses. 2.THAT Council approve a one-time sponsorship of \$800 for the Qualicum Beach Collective Society Moonlight Madness I-Spy event held November 20 to December 4, 2025, subject to the submission of original receipts to the Town for review and approval as eligible expenses. 3.THAT Council approve a one-time sponsorship up to a maximum of \$2,500 for the Qualicum Beach Farmers Market Christmas Night Market event held December 5, 2025, subject to the submission of original receipts to the Town for review and approval as eligible expenses. 4.THAT Council approve a one-time sponsorship of \$1,516 for the Qualicum Beach Curling Club Scotland to Canada Women's Friendship Curling Tour event held Tuesday November 18, 2025, subject to the submission of original receipts to the Town for review and approval as eligible expenses. 5.THAT Council approve a one-time sponsorship up to a maximum of \$2,500 for the Qualicum Beach Merchant Society Moonlight Madness event held November 27, 2025, pending the provision of additional details and the submission of original receipts to the Town for review and approval as eligible expenses.	
25-211	September 17, 2025	1.THAT Council approves a one-time subsidy for the use of the Qualicum Beach Community Hall on January 24, 2026 for the 2026 BC Police Curling Championship Banquet, by waiving the full rental rate of \$234 plus applicable taxes, resulting in a \$234 subsidy. 2.THAT Council approves a one-time subsidy for use of the Qualicum Beach Civic Centre on February 6 & 7, 2026 for the Qualicum Beach Seedy Saturday Association, by charging a reduced rate of \$1,117 plus applicable taxes, as opposed to the Policy rate of \$1,483 plus applicable taxes, resulting in a \$366 subsidy. 3.THAT Council approves a one-time subsidy for use of the Qualicum Beach Civic Centre on November 8, 2025 for the Ducks Unlimited Gala, by charging a reduced rate of \$1,253 plus applicable taxes, as opposed to the Policy rate of \$1,689 plus applicable taxes, resulting in a \$436 subsidy.	Yes

Resolution	Meeting Date	Description	Complete
25-212	September 17, 2025	THAT Council approves, in principle, the request from the Qualicum Beach Farmers Market to host the Christmas Night Market, on Thursday, December 5, 2025, including live music, vendors and food trucks; AND FURTHER THAT the Town provide support in the form of access to the garbage bin behind the Community Hall, access to the Community Hall outdoor washroom, water and electrical access and supply for the duration of the event; AND FURTHER THAT Council authorizes the closure of Veterans Way (from Memorial Avenue to Berwick Road) on December 5, 2025 from 11:00 am to 11:00 pm to facilitate the Christmas Night Market, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insured and litter control.	Yes
25-213	September 17, 2025	THAT the Town of Qualicum Beach grants permission to the Rotary Club of Qualicum Beach and the Royal Canadian Legion Branch 76 to create a 'field of crosses' to honour Veterans from WWI and WWII, as requested in the correspondence received September 7, 2025; AND FURTHER THAT, the Rotary Club and the Legion be permitted to erect the display on the grassy area kitty-corner from the Qualicum Beach Curling Club on Railway Street, between the railway tracks and the road, from November 4, 2025 to November 12, 2025.	Yes
25-214	September 17, 2025	THAT authorizes the following amendment to the Levels of Service 1002 – Benches and Picnic Tables to allow for two additional picnic tables at the newly created Community Skateboard Park: □ In the 4th bullet under Operations, striking "40" and inserting "42".	Yes
25-215	September 17, 2025	1.THAT Council approves Policy 3000-25 Media Policy 2.THAT Council approves Policy 3000-26 Official Town Social Media & Third Party Content Policy	Yes
25-216	September 17, 2025	THAT Council authorize Councillor Harrison and Councillor Young to attend the Vancouver Island Economic Alliance Conference in Nanaimo, October 28-30, 2025 funded through the designated Council Conference attendance budget.	Yes
25-217	September 17, 2025	THAT staff work with the OCP Review Steering Committee to streamline the OCP structure to provide a tighter focus on land use and development policies with some existing OCP content being relocated to other plans such as the Community Transportation Plan or Zoning Bylaw.	Yes
25-218	September 17, 2025	THAT Council rescinds the July 16, 2025, portion of resolution 25-152, "THAT the non-ALR parcels of south side of Rupert Road between Memorial Avenue and Qualicum Road be included into the Urban Containment Boundary." AND FURTHER THAT the non-ALR parcels south of Rupert Road remain outside the Urban Containment Boundary and that policies be incorporated into the Rural land use designation to support potential subdivision of these properties into large estate residential lots and to clarify potential commercial uses for the former Garden Centre property.	Yes
25-219	September 17, 2025	THAT Council receives the proposed timeline for consideration of the OCP Amendment Bylaw, attached as Appendix 1 to the September 17, 2025, staff report, noting that the Province has indicated that the updated OCP must be adopted by December 31st, 2025.	Yes
25-220	September 17, 2025	THAT Council receives confirmation from staff that Zoning Bylaw No. 900 already permits enough dwelling units to meet the housing needs identified in the 2024 Interim Housing Needs Report and therefore does not require an amendment at this time, as detailed in Attachment 2 to the September 17, 2025, Planning report to Council.	Yes
25-221	September 17, 2025	THAT Council authorizes staff to issue a Development Permit for 131 Garden Road East, as detailed in the September 17, 2025, Staff Report to Council, subject to the addition of landscaping between driveway accesses on Garden Road East, as shown on Figure 2: Proposed Site Revisions of this report, bringing the proposal in closer alignment with the Town's Interim Residential Design Guidelines.	Yes

Resolution	Meeting Date	Description	Complete
25-222	September 17, 2025	1.THAT Council direct staff to submit the Highway 19A Complete Street Project to the Strategic Priorities Grant 2025 Intake under the Capital Asset category, in the amount of \$4,067,672. 2.THAT Council agree that any cost overruns to the project will be funded from reserve funds designated for investments in capital infrastructure. 3.THAT the 2026-2030 financial plan include a capital expenditure budget provision in budget year 2026 in the amount of \$4,067,672. 4.THAT \$570,000 be allocated in the 2027 financial year to complete companion works associated with this project, namely the resurfacing of adjacent parking lots and associated minor landscaping/works.	Yes
25-223	September 17, 2025	THAT Council direct Town staff to install the salvaged flagpole, cenotaph boulder, and plaque for placement upon the grassy area at the southwest corner of Memorial Avenue and Railway Street, as an interim solution prior to design and replacement of the cenotaph proposed for 2026; AND FURTHER THAT staff be directed to resubmit the scoping sheet to Strategic Planning for design and construction of a replacement cenotaph in 2026.	Yes
25-224	September 17, 2025	THAT staff be directed to issue a RFP for the potential operation of the Eaglecrest Golf Course including but not necessarily limited to the club house, restaurant, pro-shop, and the Golf Course lands; AND FURTHER THAT responses to the RFP be reviewed at a future closed meeting of Council.	Yes
25-225	October 8, 2025	THAT Council adopt the recommendation listed for item 2(a) in the October 8, 2025, Consent Agenda. (a)THAT the Correspondence Log, dated for reference September 29, 2025, be approved as presented.	Yes
25-226	October 8, 2025	THAT Council authorizes issuing the draft letter of support (substantially in the form in the October 8, 2025, Council agenda) to Oceanside Integrated Fitness Society for the Gaming Grant Application.	Yes
25-227	October 8, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a second time, as amended with the addition of clause 4(2): The Town will endeavour to post notices in the newspaper as well as the required advertising methods identified in Section 3(1) of this Bylaw, when publication deadlines permit and until such a time as the newspaper is no longer an available option.	Yes
25-228	October 8, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a third time.	Yes
25-229	October 8, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre/Community Hall) Bylaw No. 638.05, 2025" be adopted.	Yes
25-230	October 8, 2025	THAT third reading of "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No.913, 2025" be rescinded.	Yes
25-231	October 8, 2025	THAT the "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No.913, 2025" be given third reading as amended.	Yes
25-232	October 8, 2025	THAT Council approves, in principle, the special event request from the Qualicum Beach Chamber of Commerce to host the Halloween Candy Walk, on Friday, October 31, 2025, subject to event organizers working with Town staff to ensure Town requirements met, including emergency services notification, traffic control, insurance naming the Town as an additional insured and litter control, and notification to businesses affected by the closure; AND FURTHER THAT the Town provides support in the form of access to the Community Hall outdoor washroom and Leigh House public washrooms.	Yes
		THAT Council approves in principle, the special event request from the Qualicum Beach Chamber of Commerce to host the Moonlight Madness event on November 20, 2025, subject to event organizers working with Town staff to ensure Town requirements met, including emergency services notification, traffic control, insurance naming the Town as an additional insured and litter control, and notification to businesses affected by the closure; AND FURTHER THAT Council authorizes the closure of Primrose Street, between First Avenue West and Second Avenue West, on Thursday, November 20, 2025 from 4:00 pm to 10:00 pm, to facilitate the 2025 Moonlight Madness shopping event; AND FURTHER THAT the Town provides support in the form of access to the Leigh House public washrooms for the duration of the event.	Yes

Resolution	Meeting Date	Description	Complete
25-233	October 8, 2025	THAT Council reschedule the Town Hall Committee of the Whole Meeting from Monday, October 6, 2025 at 10:00 am to Monday, November 17, 2025 at 10:00 am.	Yes
25-234	October 10, 2025	THAT Council authorize the Mayor and Corporate Officer to execute the District 69 Sports Field Services Agreement between the Regional District of Nanaimo, the City of Parksville, and the Town of Qualicum Beach, substantially in the form attached to the October 10, 2025 staff report as the Draft Proposed Agreement.	Yes
25-235	October 22, 2025	THAT Council adopt the recommendation listed for item 2(a) to 2(l) in the October 22, 2025, Consent Agenda as amended.	Yes
25-236	October 22, 2025	THAT Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Municipal Consent for Regional Parks and Trails Service Regional Parkland Acquisition Loan Authorization Bylaw No. 1961, 2025"; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.	Yes
25-237	October 22, 2025	Council received by unanimous consent the petition titled "Neighbourhood Petition Opposing Large Care Facility at 431 College Road" dated for reference October 15, 2025.	Yes
25-238	October 22, 2025	1. THAT Council authorize Staff to amend the 2025-2029 Financial Plan Bylaw to include an increase to the capital expenditure budget provision for split cedar rail fencing adjacent to the Beach Creek Ravine in the Heritage Forest from \$15,000 to \$25,000 in fiscal year 2025, funded from Accumulated Surplus which is to be repaid from the Heritage Reserve Fund when sufficient funds become available. 2. THAT Council authorize Staff to amend the 2025-2029 Financial Plan Bylaw in fiscal 2025, to include a \$125,000 capital expenditure budget provision for the Eaglecrest Golf Course (to be funded from the future sale of land), to cover consultant costs for public open houses and due diligence, legal fees and engineering studies. 3. THAT Council authorize staff to amend the 2025–2029 Financial Plan Bylaw in fiscal year 2025 to include a \$200,000 capital expenditure budget provision for servicing costs associated with the Land Sales Strategy (to be funded from the future sale of land), for the potential purchase of the Eaglecrest Golf Course. 4. THAT the Bylaw entitled Town of Qualicum Beach Financial Plan Amendment Bylaw No. 908, 2025 be amended by replacing "Schedule A" and "Schedule B" with "Schedule A – Revised" and "Schedule B – Revised", as reflected in "Town of Qualicum Beach Financial Plan Amendment Bylaw No.908.01". 5. THAT the Bylaw entitled Town of Qualicum Beach Financial Plan Amendment Bylaw No.908.01, 2025 be introduced and read a first, second, and third time.	Yes

Resolution	Meeting Date	Description	Complete
25-239	October 22, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025" be introduced and read a first time; AND FURTHER THAT the Bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025" be read a second time. THAT the Bylaw entitled "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025" be introduced and read a first time. THAT the Bylaw entitled "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025" be read a second time. THAT Council directs staff to review options for a Water Infrastructure Charge and provide a report to Council in 2026.	
25-240	October 22, 2025	THAT the Bylaw "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025" be introduced and read a first time. AND FURTHER THAT the Bylaw entitled "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025" be read a second time.	Yes
25-241	October 22, 2025	THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be adopted.	Yes
25-242	October 22, 2025	THAT Council defer discussion on Item 1.2(a) "Further Expansion of Noise Sensitive Areas" from the October 22, 2025 Regular Council Meeting until after the December 3, Committee of the Whole meeting.	Yes
25-243	October 22, 2025	THAT Council retain it's "Town" classification, with no change in current Council composition, being four Councillors and one Mayor; AND FURTHER THAT Council direct staff to amend Policy 3004-5 Local Government Status and Council Size to reflect the current four-year election cycle and establish the review time period within the Policy as "two-years in advance of a General Local Election."	Yes
25-243	October 22, 2025	Motion to defer Item 1.2(a) from the October 22, 2025 Regular Council Meeting until after the December 3, Committee of the Whole meeting.	Yes
25-244	October 22, 2025	THAT Council approve the 2026 meeting schedule.	Yes
25-245	October 22, 2025	THAT Council reschedule the November 19, 2025 Regular Council meeting to November 20, 2025 at 9:00 am in Council Chambers.	Yes
25-246	October 22, 2025	THAT Council denies the Zoning Amendment, OCP Amendment and Development Permit for 431 College Road.	Yes
25-247	October 22, 2025	THAT Council receives the updated timeline for consideration and adoption of the 2025 OCP Amendment Bylaw.	Yes
25-248	October 22, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be adopted.	Yes
25-249	October 22, 2025	THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be adopted.	Yes
25-250	October 22, 2025	THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be adopted.	Yes
25-251	October 22, 2025	THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by setting the maximum height in the R21 zone (Schedule 'B') to 11m.	Yes
25-252	October 22, 2025	THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by setting the maximum height in the institutional/residential zone to 15m.	Yes

Resolution	Meeting Date	Description	Complete
25-253	October 22, 2025	THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by setting the maximum height in the institutional/residential zone to 15m.	Yes
25-254	October 22, 2025	THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be read a third time as amended.	Yes
25-255	October 22, 2025	THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be adopted.	Yes
25-256	October 22, 2025	THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be read a third time as amended.	Yes
25-257	October 22, 2025	THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be adopted.	Yes
25-258	October 22, 2025	THAT Council directs staff to prepare bylaws to permanently dedicate Yambury Park and a portion of the parcel legally described as Lot 126, District Lot 122, Nanoose Land District, Plan VIP57772, (PID: 018-018-527-850), (871 Fairways Drive), as shown as the hatched area in Figure 1: Royal Dornoch Proposed Parkland, under Area 9, on Page 6 of this Report dated October 22, 2025.	
25-259	October 22, 2025	THAT Council directs staff to incorporate the following priorities into the second stage of public engagement on the Eaglecrest Revisioning and Acquisition project: a)The Eaglecrest Residents' Association and the general public be invited to participate in a collaborative refinement of development potential on Areas 1, 2, 3 and 7 as shown on Appendix A, attached to this Report dated October 22, 2025, prior to any of these lands being sold; b)THAT staff be directed to engage with neighboring properties adjacent to Area 8 (Royal Dornoch North) to inquire if they are interested in purchasing all, or a portion of, the subject Town-owned residentially zoned property prior to the panhandle portion of the land being listed publicly for sale; c)THAT future development planning on the west side of the Eaglecrest Lands include public green space for gathering, green buffers to mitigate impacts of development on adjacent homes, and walking loops; d)THAT future development planning should seek to minimize overlook from new buildings into existing residential homes and yards; e)THAT future development planning should seek to maintain a view corridor from existing homes on Cottage Drive onto the Eaglecrest Golf Course Lands; and, f)AND FURTHER THAT, prior to any disposition, staff register a Section 219 Restrictive Covenant on Lot 126, District Lot 126, Nanoose Land District, Plan VIP57772 (PID: 018-527-850), to restrict any potential future Institutional Use to Seniors Housing and Seniors Care, including but not limited to: i)Independent Living ii)Assisted Living iii)Long-Term Residential Care iv)Supportive Housing v)Wellness Campuses vi)Ancillary services and facilities that support seniors' health, safety, and quality of life.	
25-260	October 22, 2025	THAT Council permit Councillor Harrison and Councillor Young to attend the Housing Central Conference November 17-19, 2025.	Yes
25-261	October 22, 2025	THAT in accordance with the Town of Qualicum Beach Heritage Forest Reserve Fund Establishment, Bylaw No. 699, 2015, Council approve funding for new split cedar rail fencing to be installed in 5 locations within the Heritage Forest of approximately 350 ft of fencing in total, including a lengthy portion along East Crescent Road at Beach Creek; AND FURTHER THAT there be consideration for the split cedar rail fence to be constructed in the fall of 2025 and be funded from Accumulated Surplus, and that the Accumulated Surplus be repaid from the Heritage Forest Reserve Fund once the reserve balance is sufficient.	Yes
25-262	October 27, 2025	THAT the Bylaw entitled "Town of Qualicum Financial Plan Bylaw No. 908.01, 2025" be adopted.	Yes

As of December 31, 2025

Reviewed/Updated: March 2026

File: 0530-01

Resolution	Meeting Date	Description	Complete
25-263	November 5, 2025	THAT Council host a table on behalf of Town Council at the 1st Annual Biodiversity Awareness Day "Community Connections" event December 4, 2025; AND FURTHER THAT the table be attended by Councillor Harrison, Councillor Skipsey, and Councillor Vander Valk.	Yes
25-264	November 5, 2025	THAT 1.2.5 be amended to "a quality of life survey sent to every household".	Yes
25-265	November 5, 2025	THAT Chartwell and Eaglecrest be removed and the following be added: "additional neighbourhood plans be developed at the discretion of Council". (page 26)	Yes
25-266	November 5, 2025	THAT 2.1.3.13 be amended by changing the wording from "should" to "may".	Yes
25-267	November 5, 2025	THAT 2.3.3.3 be amended by changing the wording from "shall" to "may".	Yes
25-268	November 5, 2025	THAT the meeting extend beyond 3 hours.	Yes
25-269	November 5, 2025	THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be introduced and read a first time.	Yes
25-270	November 5, 2025	THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be introduced and read a first time.	Yes
25-271	November 5, 2025	THAT the Interim Sustainability Plan be deferred to the November 20, 2025 Council Meeting.	Yes
25-272	November 5, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025" be read a third time.	Yes
25-273	November 5, 2025	1.THAT the Bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025" be read a third time. 2.THAT the Bylaw entitled "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025" be read a third time.	Yes
25-274	November 12, 2025	THAT Council reschedule the Town Hall Committee of the Whole Meeting from Monday, November 17, 2025 at 10:00 am to Wednesday, December 17, 2025 at 10:00 am.	Yes
25-275	November 20, 2025	THAT Councillor Young be appointed as Trustee and Councillor Harrison be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2026.	Yes
25-276	November 20, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025" be adopted.	Yes
25-277	November 20, 2025	1.THAT the Bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025" be read adopted. 2.THAT the Bylaw entitled "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025" be adopted.	Yes
25-278	November 20, 2025	1.THAT "Town of Qualicum Beach Cemetery Bylaw No.915, 2025" be introduced and read a first time. 2.THAT "Town of Qualicum Beach Cemetery Bylaw No.915, 2025" be read a second time. 3.THAT "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025" be introduced and read a first time. 4.THAT "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025" be read a second time.	Yes
25-279	November 20, 2025	THAT Council approves Draft Council Liaison Policy No. 3004-12 substantially in the form attached as Appendix 1 to the November 20, 2025, staff report.	Yes
25-280	November 20, 2025	THAT Council dissolves the Select Committee on Parks and Recreation as a Committee of Council, based on the rationale provided in the staff report dated November 20, 2025; AND FURTHER THAT Council directs staff to send letters of appreciation to the Members of the Select Committee on Parks and Recreation for their service, noting the opportunities for former Committee Members and the public to provide input on parks and recreation through an annual Committee of the Whole meeting.	Yes

As of December 31, 2025

Reviewed/Updated: March 2026

File: 0530-01

Resolution	Meeting Date	Description	Complete
25-280.1	November 20, 2025	THAT Staff prepare an amendment to the procedures bylaw to allow electronic participation on committee meetings.	Yes
25-281	November 20, 2025	THAT Council directs staff to host an annual public input opportunity at a Committee of the Whole meeting focusing on parks and recreation, with a date to be determined in 2026.	Yes
25-282	November 20, 2025	THAT Council reschedule the Wednesday, November 26, 2025 Committee of the Whole Meeting to a Special Council Meeting.	Yes
25-283	November 20, 2025	THAT Council defer the following notice of motion to a future meeting of Council to be considered with budget: Whereas the Town of Qualicum Beach has already made a contribution toward the purchase of Hamilton Marsh through the funding allocation of \$22.5 million through the RDN, Whereas the subject property is very close to the town boundary, and potentially represents the largest increase in protected land in the 21st century in the Parksville Qualicum Beach region, Whereas a six-month timeline to raise \$7.5 million creates a real possibility of a funding shortfall, Be it resolved that the Town provide ongoing funding for a period of five years to match donations up to a maximum amount of \$500 000, at the rate of \$100 000 per annum.	Yes
25-284	November 20, 2025	THAT Council directs the Corporate Administrator to register a notice in the Land Title Office, under Section 57 of the Community Charter stating that a resolution relating to 3336 Island Hwy West – Lot B, Block 10, DL 17, LD 35, Plan 3938, PID 006-167-331, has been made;	Yes
25-285	November 20, 2025	THAT the matter be referred to a solicitor for further action to correct the unapproved dwelling units.	Yes
25-286	November 20, 2025	THAT the Bylaw entitled “Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025” be read a second time as amended.	Yes
25-287	November 20, 2025	THAT Council rescinds the following motion: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council’s consideration.	Yes
25-288	November 20, 2025	THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council’s consideration, excluding Lot 1 (existing home), as identified on the Site Plan in the attached plans to the November 20, 2025 staff memo.	Yes
25-289	November 20, 2025	THAT the following information be referred to the applicant for possible amendment to the site plan prior to third reading: i)an 8 metre setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5 metre; ii)consideration of the number of properties; iii)clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both); iv)that the applicants look at the impact of the roadway on properties across the street facing the development; v)if the applicant would be agreeable to eliminating the option for home businesses; and vi)that a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.	Yes
25-290	November 20, 2025	THAT “If the applicant would be agreeable to eliminating the option for home businesses” be removed.	
25-291	November 20, 2025	THAT the following information be referred to the applicant for possible amendment to the site plan prior to 3rd Reading: i)an 8 metre setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5 metre; ii)consideration of the number of properties; iii)clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both); iv)that the applicants look at the impact of the roadway on properties across the street facing the development; and v)that a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.	

As of December 31, 2025

Reviewed/Updated: March 2026

File: 0530-01

Resolution	Meeting Date	Description	Complete
25-292	November 20, 2025	THAT the Town of Qualicum Beach supports the City of Parksville in applying for, receiving and managing grant funding of \$43,000 from the 'UBCM Community Emergency Program Fund' on behalf of Emergency Management Oceanside (EMO), a joint emergency program of the two municipalities.	
25-293	November 20, 2025	THAT where possible accessibility will be enhanced to allow access to public land to allow access to citizens of all abilities.	Yes
25-294	November 20, 2025	THAT Council instructs staff to amend the draft Official Community Plan to add to Section 2.1.2.8 the following: the Town shall strive to enhance accessibility in the Commercial areas of the Village Neighbourhood and improve accessibility for public amenities where possible for public amenities in the Village Neighbourhood.	Yes
25-295	November 20, 2025	THAT 2.2 there be a reference to urban forest master plan and the Community climate adaptation plan.	Yes
25-296	November 20, 2025	THAT a reference to the section of the LGA that requires a section on Natural Resources be added in the OCP (page 146).	Yes
25-297	November 20, 2025	THAT Council instructs staff to amend the OCP (Page 136) to include some of the background/history for the 9.47 acres on Jones Street donated by the Town for additional healthcare services in Qualicum Beach.	Yes
25-298	November 20, 2025	THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be read a second time as amended. 2.Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be read a second time as amended. 3.Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council directs staff to schedule a Public Hearing for a Special Council meeting on December 3, 2025, at 10am at Town Hall to receive comments from the public with regard to Official Community Plan Bylaw No. 918, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025. 4.Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council receive the "Interim Sustainability Plan".	Yes
25-299	November 26, 2025	THAT Council receives the petition titled "Protect Our Qualicum Beach Airport From Noise Complaints" dated for reference November 1, 2025.	Yes
25-300	November 26, 2025	THAT "Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998 Amendment (Fees Amendment) Bylaw No. 457.13, 2025" be introduced and read a first time.	Yes
25-301	November 26, 2025	THAT the consideration of a one-year agreement with Alfa Aero Solutions for the ALFA Aircraft Movement Tracker (AAMT) be deferred to a future meeting.	Yes
25-302	December 10, 2025	THAT the recommendations listed for items 2(a) to 2(j) in the December 10, 2025, Consent Agenda be adopted.	Yes
25-303	December 10, 2025	THAT "Town of Qualicum Beach Cemetery Bylaw No.915, 2025" be read a third time.	Yes
25-304	December 10, 2025	THAT "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025" be read a third time.	Yes
25-305	December 10, 2025	THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a third time. 2.THAT Council rescinds the following resolution 25-288: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified in the attached plans to the November 20, 2025, staff memo. 3.THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home) and Lot 2, as identified on the Site Plan in the attached plans to the December 10, 2025, staff memo. 4.THAT a separate Section 219 Form and Character Covenant be registered on title for proposed Lot 2, as identified in the attached plans to the December 10, 2025, staff memo, prior to adoption of the Zoning Amendment Bylaw, which includes the following: a) Driveway access from Chester Road, on the east side of the property; and b) All services accessed from Chester Road	

Resolution	Meeting Date	Description	Complete
25-306	December 10, 2025	THAT Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 be amended by inserting on pg. 4 bullet point 5: "The 2025 OCP Review process reflects public consultation on Housing as per Provincial legislation. The majority of the OCP Policies were not amended during this OCP Review."	Yes
25-307	December 10, 2025	THAT Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 be amended by replacing all instances of the words "OCP Consistency Worksheet" with "Sample OCP Consistency Worksheet".	Yes
25-308	December 10, 2025	THAT the following sentence be amended on page 109 by striking "At least one of the".	Yes
25-309	December 10, 2025	THAT Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 be amended by inserting 4.6.9 insert "between Memorial Avenue and Qualicum Road."	Yes
25-310	December 10, 2025	THAT Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 be amended by inserting the following sentence in Section 2.3.2, immediately before "These 'Priority Housing Groups (PHG's)' are:": "Affordability is a key consideration in housing policies and initiatives. Particular attention should be given to the financial challenges faced by households within the Priority Housing Groups."	Yes
25-311	December 10, 2025	THAT Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 be amended by deleting all instances of "high quality" in reference to housing and simply state "housing".	Yes
25-312	December 10, 2025	THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be read a third time as amended.	Yes
25-313	December 10, 2025	THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be adopted.	Yes
25-314	December 10, 2025	THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be read a third time.	Yes
25-315	December 10, 2025	THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be adopted.	Yes
25-316	December 10, 2025	Whereas staff, Mayor Westbroek and Councillor Skipsey met with Island Corridor Foundation (ICF) on November 17, 2025, to discuss the future of the railway with a focus on the development of trails next to the rails; Be it resolved THAT staff be directed to amend bullet 7 on page 9 of the Sustainability Plan to read "Railway – that the Town work with Island Corridor Foundation to develop trail corridors adjacent to the rail line throughout the community."	
25-317	December 10, 2025	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.	Yes
25-318	December 10, 2025	WHEREAS the Province of British Columbia, through the Select Standing Committee on Private Bills and Private Members' Bills, is currently seeking public and local government input on Bill M216, Professional Reliance Act; and WHEREAS the Committee has provided an online submission process, open until 3:00 p.m. (Pacific) on January 6, for stakeholders to review background materials and respond to a series of questions regarding the Bill; THAT the Town of Qualicum Beach submit formal feedback through the Province's online consultation portal, requesting that Bill M216 be tabled until the Province has fully engaged with local governments to ensure that local autonomy is recognised and respected in advancing measures meant to improve permitting efficiency.'	Yes
25-319	December 10, 2025	THAT Council approve in principle the Special Event application for the "Twilight Concert Series" on Saturdays, July 4, July 25, August 8, and August 22, 2026 hosted by St. Andrews Lodge Historical & Cultural Society, subject to event organizers working with Town staff to ensure Town requirements are met.	Yes
25-320	December 10, 2025	THAT Council instructs staff to work with Kwalikum Secondary School (KSS) to organize and promote the 2026 Youth Appreciation Lunch for Qualicum Beach youth to be held on Thursday, May 7, 2026 in Glassford Square during the school lunch break.	Yes

Resolution	Meeting Date	Description	Complete
25-321	December 10, 2025	THAT Council approve the closure of the Town Hall office during the 2026 holiday season for three business days (December 21; 22; 23) during the period of December 21 through December 25, 2026.	Yes
25-322	December 10, 2025	THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to undertake an Operations Facilit(ies) Needs Assessment, as attached to the December 10, 2025, Planning report to Council.	Yes
25-323	December 10, 2025	THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 532 Memorial Avenue at a future meeting of Council.	Yes
25-324	December 10, 2025	THAT Council directs staff to refer the application back to the APC in the interest of producing the best possible design and that their consideration include: a gateway perspective, height, length and massing of the Hoylake Road East building; AND FURTHER THAT as per the June 18th, 2025 Council resolution, the arbutus tree be considered for preservation and explore alternative access onto the site from midblock on Memorial Avenue.	Yes
25-325	December 10, 2025	THAT Council deems the Bylaw entitled, "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (Housekeeping) Bylaw No. 900.09" to be compliant with the Town of Qualicum Beach 2018 Official Community Plan.	Yes
25-326	December 17, 2025	THAT the Draft Strategic Plan 2026-2030, dated October 24, 2025, be adopted.	Yes
25-327	December 17, 2025	THAT the Strategic Initiative titled "Three Stream Recycling at Town Facilities" be advanced for consideration in 2027 Strategic Planning.	Yes
25-328	December 17, 2025	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.	Yes
25-329	December 17, 2025	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.	Yes
25-330	December 17, 2025	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.	
25-331	December 17, 2025	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.	Yes
25-332	December 17, 2025	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.	Yes
25-333	December 17, 2025	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.	Yes
25-334	December 17, 2025	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.	Yes
25-335	December 17, 2025	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.	Yes

Resolution	Meeting Date	Description	Complete
25-336	December 17, 2025	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.	Yes
25-337	December 17, 2025	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.	
25-338	December 17, 2025	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.	Yes
25-339	December 17, 2025	THAT "Housing Policy Options for Priority Housing Groups" be advanced to the 2027 Strategic Planning Process.	
25-340	December 17, 2025	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.	Yes
25-341	December 17, 2025	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.	
25-342	December 17, 2025	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.	Yes
25-343	December 17, 2025	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.	
25-344	December 17, 2025	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.	
25-345	December 17, 2025	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.	Yes
25-346	December 17, 2025	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.	Yes
25-347	December 17, 2025	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.	Yes

As of December 31, 2025

Reviewed/Updated: March 2026

File: 0530-01

Resolution	Meeting Date	Description	Complete
25-348	December 17, 2025	THAT a \$30,000 capital expenditure budget provision for Community Gardens be advanced to the 2026-2030 Financial Plan in fiscal 2028.	Yes
25-349	December 17, 2025	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.	Yes
25-350	December 17, 2025	THAT an annual \$50,000 capital expenditure budget provision for Accessibility Improvements be advanced to the 2026-2030 Financial Plan.	Yes
25-351	December 17, 2025	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.	Yes
25-352	December 17, 2025	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.	Yes
25-353	December 17, 2025	THAT a \$350,000 capital expenditure budget provision for Saahtlam Park Playground & Amenities be advanced to the 2026-2030 Financial Plan in Fiscal 2028.	Yes
25-354	December 17, 2025	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.	Yes
25-355	December 17, 2025	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.	Yes
25-356	December 17, 2025	THAT Council add a grant dependent capital project to extend three-phase power to the airport in either 2027 or 2028.	Yes
25-357	December 17, 2025	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.	Yes
25-358	December 17, 2025	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.	Yes
25-359	December 17, 2025	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. AND FURTHER 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.	
25-360	December 17, 2025	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.	
25-361	December 17, 2025	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.	Yes
25-362	December 17, 2025	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.	Yes
25-363	December 17, 2025	THAT the Initiative titled– Qualicum Beach Memorial Golf Club Irrigation System Replacement not be forwarded to the 2026 – 2030 Financial Plan.	Yes

As of December 31, 2025

Reviewed/Updated: March 2026

File: 0530-01

Resolution	Meeting Date	Description	Complete
25-364	December 17, 2025	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.	No
25-365	December 17, 2025	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.	Yes
25-366	December 17, 2025	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.	Yes
25-367	December 17, 2025	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.	Yes
25-368	December 17, 2025	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.	Yes
25-369	December 17, 2025	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.	Yes
25-370	December 17, 2025	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.	Yes
25-371	December 17, 2025	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.	Yes
25-372	December 17, 2025	THAT Council provide early budget 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.	Yes
25-373	December 17, 2025	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.	Yes
25-374	December 17, 2025	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.	Yes
25-375	December 17, 2025	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.	Yes
25-376	December 17, 2025	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.	Yes

Schedule 'B' | Motions to Rescind

Res. No.	Resolution	Staff Comment
R24-046	<i>February 7, 2024 regular Council meeting</i> WHEREAS it has been determined that a number of fossil fuel companies knew as far back as the 1960s that their products would contribute to climate change and global warming; and WHEREAS fossil fuel producers continue to make a lot of money selling their products, yet taxpayers carry the entire burden of devastating climate costs; and WHEREAS asking companies to bear some of these costs is about acknowledging a shared responsibility for costs which are and will be incurred by local governments related to climate change, including adaptation and mitigation; THEREFORE, BE IT RESOLVED THAT the Town of Qualicum Beach commits to working with other BC local governments to bring a proposed class action suit against selected fossil fuel companies, and to commit up to \$1 per resident for that purpose, contingent upon: (a) Council obtaining a copy of the legal opinion on such a lawsuit prepared by the law firm of Arvay Finlay to satisfy itself that there is a solid legal basis for the claim; and (b) other BC municipalities joining and pledging a combined minimum of \$500,000.	<i>After careful consideration, Council has decided not to participate in the Sue Big Oil campaign at this time.</i> <i>While Council recognizes the importance of addressing climate change and supporting responsible environmental action, it has determined that participation in this initiative is not aligned with the Town's current priorities and resources. The Town will continue to focus on local initiatives that strengthen climate resilience, support sustainability, and serve the needs of our community.</i>
R24-047	<i>February 7, 2024 regular Council meeting</i> THAT Council consider participating in the proposed class action lawsuit against selected fossil fuel companies after Council receipt and review of the legal opinion prepared by the law firm Arvay Finlay.	<i>Refer to staff comment above.</i>

Cont'd on Next Page

Schedule 'B' | Motions to Rescind Cont'd

Res. No.	Resolution	Staff Comment
R25-074	<i>April 16, 2025 regular Council meeting</i> WHEREAS Council received significant funds in a community amenity contribution which is required to be spent on health care, AND WHEREAS the work of the Perfect Storm Group roughly aligns with the proposed medical clinic on Beach and 1st Avenue, AND WHEREAS the political agreement between the BC Greens and BC NDP is contingent upon support for community health centres, AND WHEREAS public funds for a community health centre could reasonably be offered in conjunction with somewhat reduced density on the site; THEREFORE BE IT RESOLVED, THAT Council discusses entering into a public private partnership with the proponent so as to secure a community health centre as well as adjustments to the density of the residential component of the building. THAT potential public-private partnerships should be referred to an upcoming In-Camera meeting as per Section 90(k) of the Community Charter. Land use and development proposals must be considered in an Open meeting, so the two matters should be considered independently.	Council has allocated \$590K (Community Amenity Contribution) as contingency for Qualicum Commons until such time as further Council direction is received.

Announcement of Closed Council Meeting Motions

The following motions previously passed by Council during a Closed meeting, were released to the public, pursuant to Section 117 of the *Community Charter*.

January 7, 2026 Special Council Meeting

- ☐ THAT Council directs staff to re-advertise for new applicants to fill vacancies on the **Select Committee on Family Day Celebration (5), Select Committee on Beach Day Celebration**.
- ☐ THAT Council re-appoints **Doug Hopewood**, and **Michael Karassowitsch** and appoints **Luigi Sposato** and **Dana Ramler**, as Members at Large to the **Select Committee on Environment and Sustainability** for a two-year term ending December 31, 2027.
- ☐ THAT Council re-appoints **William McQuitty**, and appoints **Pamela Shaw** as Members at Large to the **Board of Variance** for a two-year term ending December 31, 2027.
- ☐ THAT Council appoints **Sylvia Riessner** as a Brown Property Preservation Society representative to the **Heritage Forest Commission** for a two-year term ending December 31, 2027.

March 11, 2026, Special Council Meeting

- ☐ THAT Council re-appoints **Rebecca Fenton** and **Jaidan Holder**; and appoints **Katie McMath**, **Shirley Clements**, **Jasmine Tomczyk**, **Debra Macarthur**, **Adele Kristalovich**, **Ralph Libby** and **Bruce Fournier** to the Family Day Committee for an approximate two-year term ending December 31, 2027; AND FURTHER THAT, that the Terms of Reference for the Select Committee on Family Day Celebration be amended by deleting the number 'Eight', 2nd bullet under 3. COMPOSITION OF THE COMMITTEE and inserting 'Nine'.



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-Memorial532

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: March 25, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit | 532 Memorial Avenue

GOVERNANCE DECISION

Council is asked to approve, require changes, or refuse a Development Variance Permit for 532 Memorial Avenue.

RECOMMENDATION:

THAT Council directs staff to issue a Development Variance Permit for 532 Memorial Avenue, as described in the March 25, 2026 Planning Report to Council.

PURPOSE

For Council to consider issuance of a Development Variance Permit for 532 Memorial Avenue.

BACKGROUND

The Town has received an application for a Development Variance Permit (DVP) for 532 Memorial Avenue.

The subject property is currently zoned Commercial 9 (C9) in the Zoning Bylaw. The C9 Zone permits both residential and tourist accommodation, and the application meets both the current use and density. However, the application proposes a height that exceeds the maximum height in the C9 Zone. As such, the application requires a variance to allow for an increased height. If approved, the maximum height would be varied from 7.5m to 14.78m.

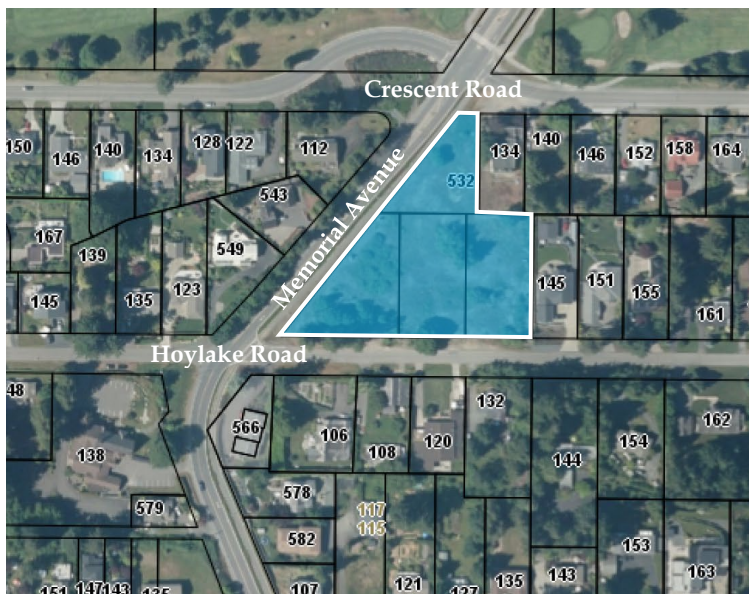


Figure 1: Subject Property

Application History

January 2025

The applicant initially applied for a Zoning Amendment and Development Permit, and both applications went before Committee of the Whole on January 8, 2025. While no recommendations were adopted at this meeting, concerns from members were raised over density and height.

In response to comments at the January 8, 2025, meeting, the applicant revised their plans:

- The density was reduced from 80 units to 52 units so that it no longer required a zoning amendment.
- The building height was stepped down to two stories on the east and west sides to better transition to street level.
- The fifth floor was eliminated, except for an elevator lobby and community room to access a rooftop deck.
- The building designs were updated with more details on form and character.

June 2025

Due to the reduction in the proposed density, the original application changed from a Zoning Amendment and Development Permit application to a Development Variance Permit (DVP) and a Development Permit (DP) application.

Council considered the revised application for a Development Variance Permit at its regular meeting on June 18, 2025, and the following resolutions were adopted:

WHEREAS the height of the building on Hoylake Road East: 4 storeys plus a rooftop amenity space on the 5th floor imposes on the streetscape and on the neighbours;

WHEREAS the proximity to Hoylake Road East: the relatively narrow setback, again, has the building imposing onto the street;

WHEREAS the big beautiful Arbutus tree, an endangered species, on Hoylake Road East is a significant tree and should be preserved;

WHEREAS the intersection at Memorial Avenue and Hoylake Road East is already a very dangerous intersection. It will become even more so with increased traffic volumes, primarily from residents and hotel guests of the property;

WHEREAS the location of the parking access onto the site is very close to the neighbour to the east of the site, whose home is situated considerably lower than the ramp and the proposed building. It is also quite steep;

WHEREAS the parking structure wall on the north side is very high. The wall is also quite prominent along Memorial Avenue;

AND WHEREAS 117 stalls of parking is more than ample, the space could be better used.

THEREFORE IT BE RESOLVED THAT Council refer the application for 532 Memorial Avenue back to the developer to address the following:

- 1. The height not to exceed 3 stories plus the elevator and the small rooftop amenity space on the floor above; and*
- 2. A traffic study be conducted to evaluate the impacts at the safety of the intersection at Hoylake Road East and Memorial Avenue and to explore alternative access on to the site from mid block on Memorial Avenue.*

AND FURTHER THAT the application for 532 Memorial Avenue be referred to the Advisory Planning Commission subject to the applicant reviewing points #1 and #2.”

September 2025

In response to Council's direction, the applicant submitted further revised plans, which went before the APC on September 24, 2025. At their September 24, 2025, meeting, the APC recommended the following to Council:

- *THAT the Advisory Planning Commission provides the following comment on the Development Variance Permit for 532 Memorial Avenue to Council:*
 - *THAT the height is generally acceptable, although articulations in roof height to reduce the perceived building mass would improve visual impact, including articulation of the uniformity of the elevation with height, with façade projections, different materials, which would produce the effect of a reduced mass.”*
 - *THAT the Advisory Planning Commission recommends that alternate locations for the amenity building be explored so that the current location of the amenity building can be utilized for something with more prominent massing.*
 - *THAT the Advisory Planning Commission provides the following comments to Council: that further exploration of the articulation of the building face be undertaken to, in essence, avoid large building massing and materials and colours.*

- *THAT the Advisory Planning Commission recommends to Council that the Advisory Planning Commission generally approves of the direction the application has taken, after the previous recommendations have been addressed, and that the application be brought back before the Advisory Planning Commission in the interest of producing the best design possible.*

Since the September 24, 2025 APC meeting, the applicant has made further revisions to the plans. The revised plans are attached to this Report, and a list of the changes are included below:

1. Half of the main building has moved 12 ft. further away from Hoylake Road to break up the façade.
2. Larger windows were added at the middle and back of the building.
3. Additional landscaping was added along Hoylake Road.
4. Gateway water feature was added at the corner of Memorial Avenue and Hoylake Road.

December 2025

The application went before Council on December 10, 2025, and the following resolutions were adopted:

- *THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 532 Memorial Avenue at a future meeting of Council.*
- *THAT Council directs staff to refer the application back to the APC in the interest of producing the best possible design and that their consideration include: a gateway perspective, height, length and massing of the Hoylake Road East building; AND FURTHER THAT as per the June 18th, 2025 Council resolution, the arbutus tree be considered for preservation and explore alternative access onto the site from midblock on Memorial Avenue.*

January 2026

The APC once again reviewed the application at their January 7, 2026, meeting, and the APC recommended the following:

- *THAT the Advisory Planning Commission provides the following comments to Council on the gateway perspective: the commission suggests further attention could be paid to the image of cascading building forms and recommends a complete urban design concept (creation of visual interest through the inclusion of vegetative, lighting, and aesthetic elements and increasing connections between the buildings and the street to provide a unified design concept including focal points and meaningful connections) be developed from Hoylake Road to Crescent Road along Memorial Avenue.*
- *THAT the Advisory Planning Commission provides the following comments to Council on building height: the commission agrees with the building height as presented.*
- *THAT the Advisory Planning Commission provides the following comments to Council on building length: the commission generally agrees with the building length as now presented given that it is broken down by the degree of articulation of the massing.*
- *THAT the Advisory Planning Commission provides the following comments to Council on building massing: the commission suggests that*

the massing of the main building is satisfactory as presented but further attention could be paid to the massing down Memorial Avenue to include more cascading building forms.

- *THAT the Advisory Planning Commission provides the following comments to Council on preserving the Arbutus tree: the commission does not consider the preservation of the arbutus tree significant enough to modify the design.*
- *THAT the Advisory Planning Commission provides the following comments to Council on alternative access to the site from midblock on Memorial Avenue: the commission does not consider access from midblock on Memorial Avenue to be a viable suggestion due to the fact that it would be unsafe and it would disrupt the site development concept for the whole project.*
- *THAT the Advisory Planning Commission recommends to Council that the Development Variance Permit and Development Permit application for 532 Memorial Avenue be approved.*

In response to the APC, the applicant has submitted a letter from their traffic engineer to assess and provide recommendations on site access, with consideration of an access from Memorial Avenue. The traffic engineer concluded that the Hoylake Road access is the preferred option for the site and found that both options have limited impact on the surrounding network. As the applicant has also submitted a revised landscape plan that includes the following changes:

1. Matching the landscape plan to the architectural drawings.
2. Incorporating two focal points, one at the intersection of Hoylake Road and Memorial Avenue and the second at the lower part of Memorial Avenue.
3. Additional landscape design to connect the two focal points.

As part of the Development Variance Permit process, notifications were sent to properties within 100m of the subject property. Concerns from the public were raised including, but not limited to: traffic impact, building height, massing and architectural style of the building. Other comments received include: protecting view corridors, concern around nature and the environment, as well as noise and overall impact of the development. Many of the comments received relate to development characteristics that are not directly related to the requested height variance. This process differs from a zoning amendment application, where a broader range of issues is typically considered as part of the decision-making process.

February 11, 2026

The application went before Council on February 11, 2026, and the following resolution was adopted:

- THAT Council defer the consideration to authorize issuance of a Development Variance Permit and Development Permit for 532 Memorial Avenue, as described in the February 11, 2026 Planning report to Council to the March 4, 2026 regular Council meeting.

As a result of Council's decision, Staff reissued public notification for the Development Variance Permit application for 532 Memorial Avenue. Due to the timing of the required statutory public notification process and the Town's internal administrative approvals, it was not possible to place the application on Council's March 4, 2026 Council meeting agenda. A notice was sent to properties in proximity of the subject property on Friday, March 13, 2026. Both the notice, and the notification map, are attached to this Report. At time of writing this Report, no additional

public input has been received; however, the Town received numerous comments from the public during the first notification period.

DISCUSSION

The following is an overview of land use regulations relevant to the subject property.

LAND USE

Zoning: The parcel is currently zoned C9, which permits both residential and tourist accommodation. The proposal is for multi-residential development.

Density: The proposed development consists of 50 units. Under the C9 Zone, the required site area per apartment unit is 200m². Given that the application includes underground parking, this required site area is eligible to be reduced by 25%, from 200m² to 150m². The parcel area is approximately 7,845m², which would permit 52 units. The Official Community Plan (OCP) designates the parcel as *Commercial* under the Village Neighbourhood. There is no specified density under the commercial designation in the OCP.

Height: The proposed building height is 14.78m and the maximum permitted height in the zoning is 7.5m. The proposed height is the trigger for the DVP application. It should be noted that the maximum height in the surrounding residential area is 11m. It is also important to note that the proposed building height is measured from the building site, which is lower than Hoylake Road. As such, the height above the street is significantly less than 14.78m.

Setbacks: The proposed development meets all minimum setbacks.

Parcel Coverage: The proposed parcel coverage is 39%. The parcel coverage is within the maximum 40% parcel coverage permitted in the C9 Zone.

Parking: Multi-residential dwellings outside of the Village Neighbourhood require one off-street parking space per unit. The proposed development provides 106 off-street parking spaces which exceeds the number of off-street parking spaces currently required (50 stalls).

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- Consideration of a Development Variance Permit requires that property owners within a 100m radius be notified and afforded an opportunity to share their opinions for the DVP with Council, in advance of Council issuing a Development Variance Permit. The public will be permitted to provide comment to Council at the March 25, 2026 Council meeting.
- The property owner will be notified once Council makes a decision.

STRATEGIC PLAN ALIGNMENT

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

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

DECISION-MAKING PROCESS

The development proposal for 532 Memorial Avenue includes a Development Variance Permit.

	Permitted	Proposed	Required Variance
Maximum Height	7.5m	14.78m	7.28m



Illustration 1: Height Reduction

A Development Variance Permit is required due to the proposed building height exceeding the maximum height outlined in the C9 Zone. Consideration of the requested variance to the maximum height is entirely a governance decision and there are no predetermined decision-making criteria. Below is the revised building with an outline of the previous proposed building as a comparison. The full set of plans is attached to this Report.

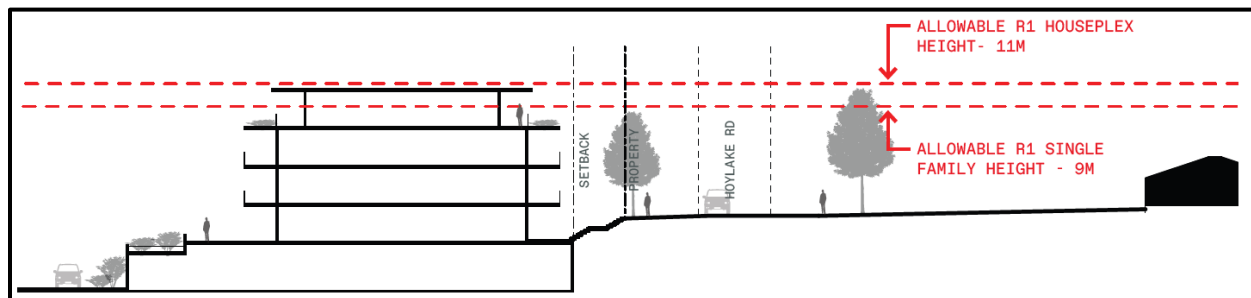


Illustration 2: Relative Height

It should be noted that the building height relative to Hoylake Road is less than the requested variance. The height is proportionate to the 11m maximum height in the adjacent R1 zone. The illustration below shows the height relative to adjacent zoning.

SUMMARY

A Development Variance Permit application has been made for 532 Memorial Avenue. Staff have met the statutory notification requirements for the Development Variance Permit application, and at this time Council can consider issuance of the Development Variance Permit. Staff find the building height to be reasonable for Council to consider, and therefore Staff recommend Council issue the Development Variance Permit for 532 Memorial Avenue subject to Council's review and consideration of any written submissions received.

ALTERNATIVE OPTIONS

1. THAT the Development Variance Permit for 532 Memorial Avenue be refused.
2. THAT Council provides alternate direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP,
RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Concurrence

REFERENCES

- | | |
|---------------|--|
| Attachment 1: | Submitted Plans for 532 Memorial Avenue – October 30, 2025 |
| Attachment 2: | Copy of Public Notification |
| Attachment 3: | Copy of Notification Map |

D-ARCHITECTURE



X

LITTLE GIANT

ARCHITECTURE + INTERIORS

Architecture + Interiors

TOWN OF QUALICUM

Updated Design for 532 Memorial

Residential Multi-Family APC Application

2025-10-29



CONTENTS

1. Site Particulars
2. Site Plan Changes
3. Contextual Site Section
4. Elevation Changes
5. Before and After Renderings
6. New Renderings
7. Architectural Package
8. Landscape Package

SITE PARTICULARS



532 MEMORIAL AVENUE
TOWN OF QUALICUM BEACH ,BC
ISSUED FOR DEVELOPMENT PERMIT
MAY 12, 2025

SITE PARTICULARS		
CIVIC ADDRESS: 532 MEMORIAL AVENUE		
LEGAL ADDRESS: Lots 1, Block 5, District Lot 59 & 60, Newcastle District, Plan1802 Lots 12 &13 &14, Block 5, District Lot 59 & 60, Newcastle District, Plan1802		
SITE AREA: 1.94 Acres 84,449 sq.ft. (7,845 m2)		
ZONING: C9		
PROJECT DATA		
DESCRIPTION	ALLOWED / REQUIRED	PROPOSED
USE	C9: Hotel, Residential Apartment, neighborhood pub, recreation facility, motel, and liquor store	Residential
LOT AREA	84,449 sq.ft. (7,845 m2)	84,449 sq.ft. (7,845 m2)
LOT COVERAGE	40%	39% = 33,055 sq.ft. (3,071 m2)
BUILDING GROSS FLOOR AREA		Condo #1 : Underground Parking 34,712 sq.ft. First Floor Plan: 19,706 sq.ft. Second Floor Plan: 19,888 sq.ft. Third Floor Plan: 17,018 sq.ft. Fourth Floor Plan: 10,806 sq.ft. Condo #2: First Floor Plan: 4,579 sq.ft. Second Floor Plan: 6,359 sq.ft. Third Floor Plan: 6,359 sq.ft. Total without underground parking : 66,985 sq.ft.
DENSITY	- Apartment 200 M2 X25% = 150 M2 7845 m2 / 150 m2= 52 units can build	- 50 Condo X 150 M2 = 7,500 m2 - Total Land Required = 7,800 m2
SETBACKS	FRONT: 14,76' (4,5 m) Min. REAR: 14,76' (4,5 m) Min. INTERIOR SIDE: 14,76' (4,5 m) Min. EXTERIOR SIDE: 14,76' (4,5 m) Min.	Proposed Setback at Main floor FRONT: 14,76' (4,5 m) Min. REAR: 14,76' (4,5 m) Min. INTERIOR SIDE: 14,76' (4,5 m) Min. EXTERIOR SIDE: 14,76' (4,5 m) Min.
HEIGHT OF BUILDINGS	24.60' (7.5 m) Max.	48.6' (14.78 m) Max.
AMENITY AREAS		2000 S.F.
OFF-STREET PARKING	- 1.00 Stall per Residential unit x 50 = 50 Total =50	underground parking Large stalls 53 Small stalls 38 Total: 91 Surface parking Large stalls 15

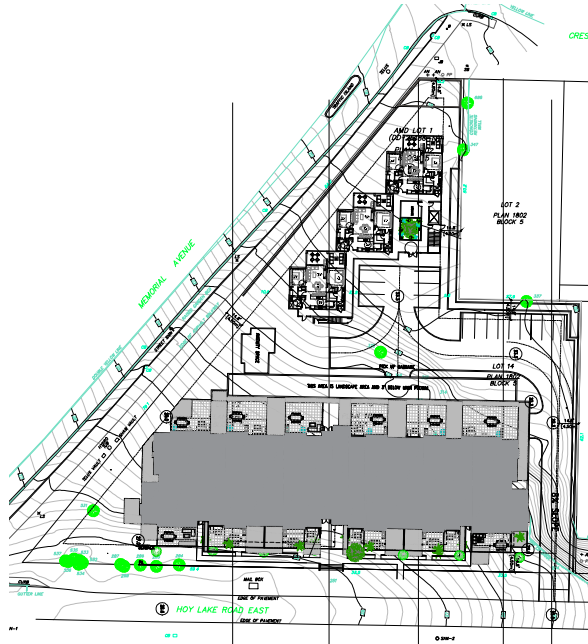
SITE PLAN CHANGES

ELEVATION REVISIONS

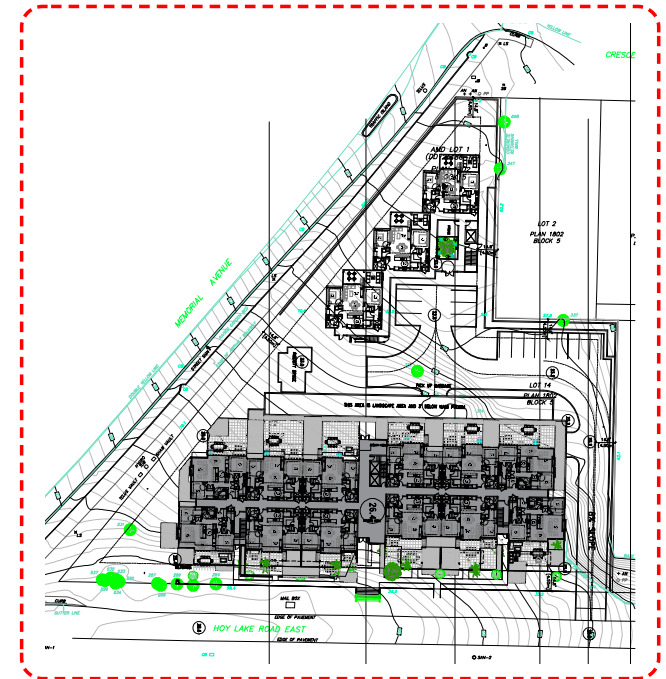
SUBMISSION #1

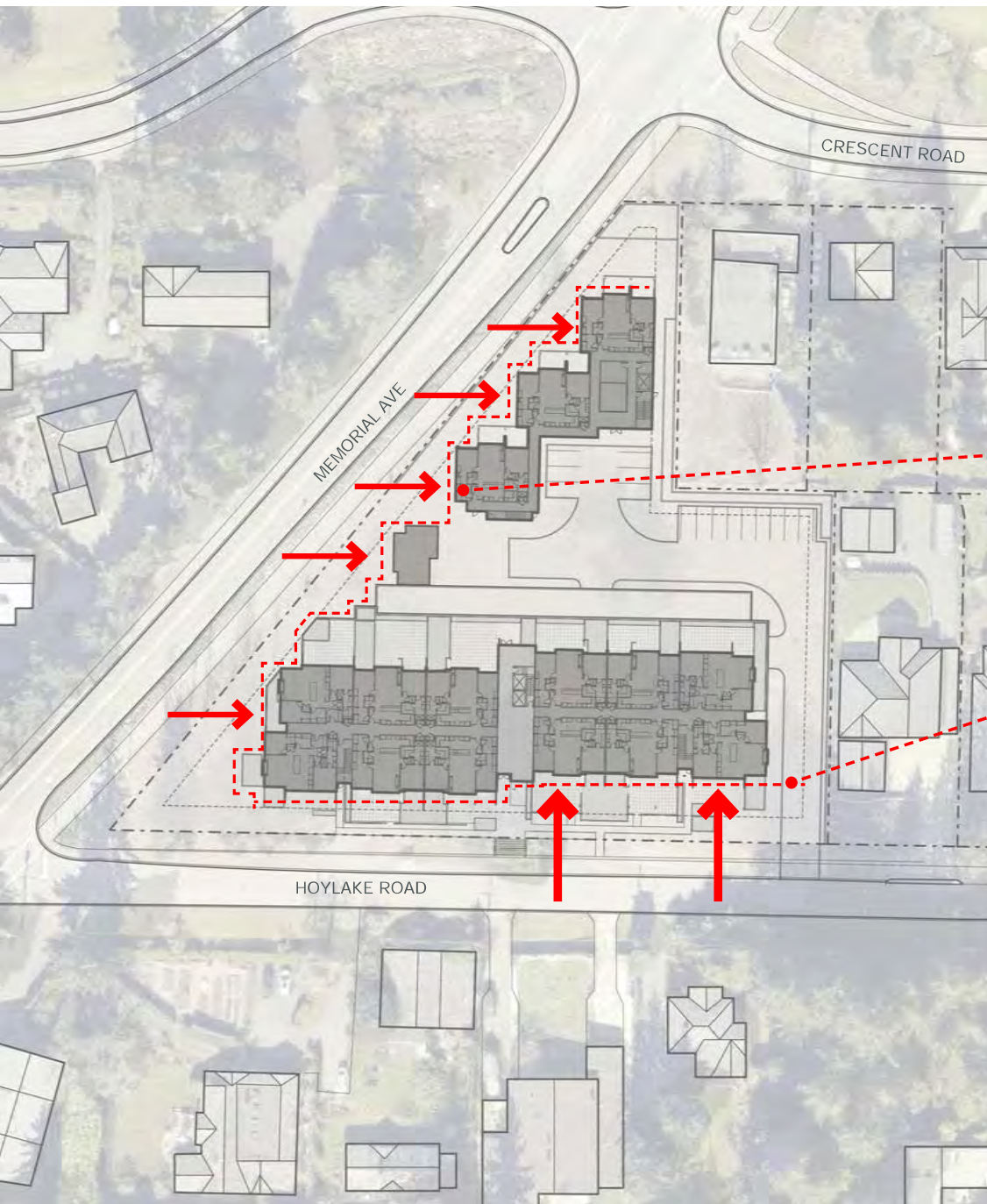


SUBMISSION #2



CURRENT SUBMISSION

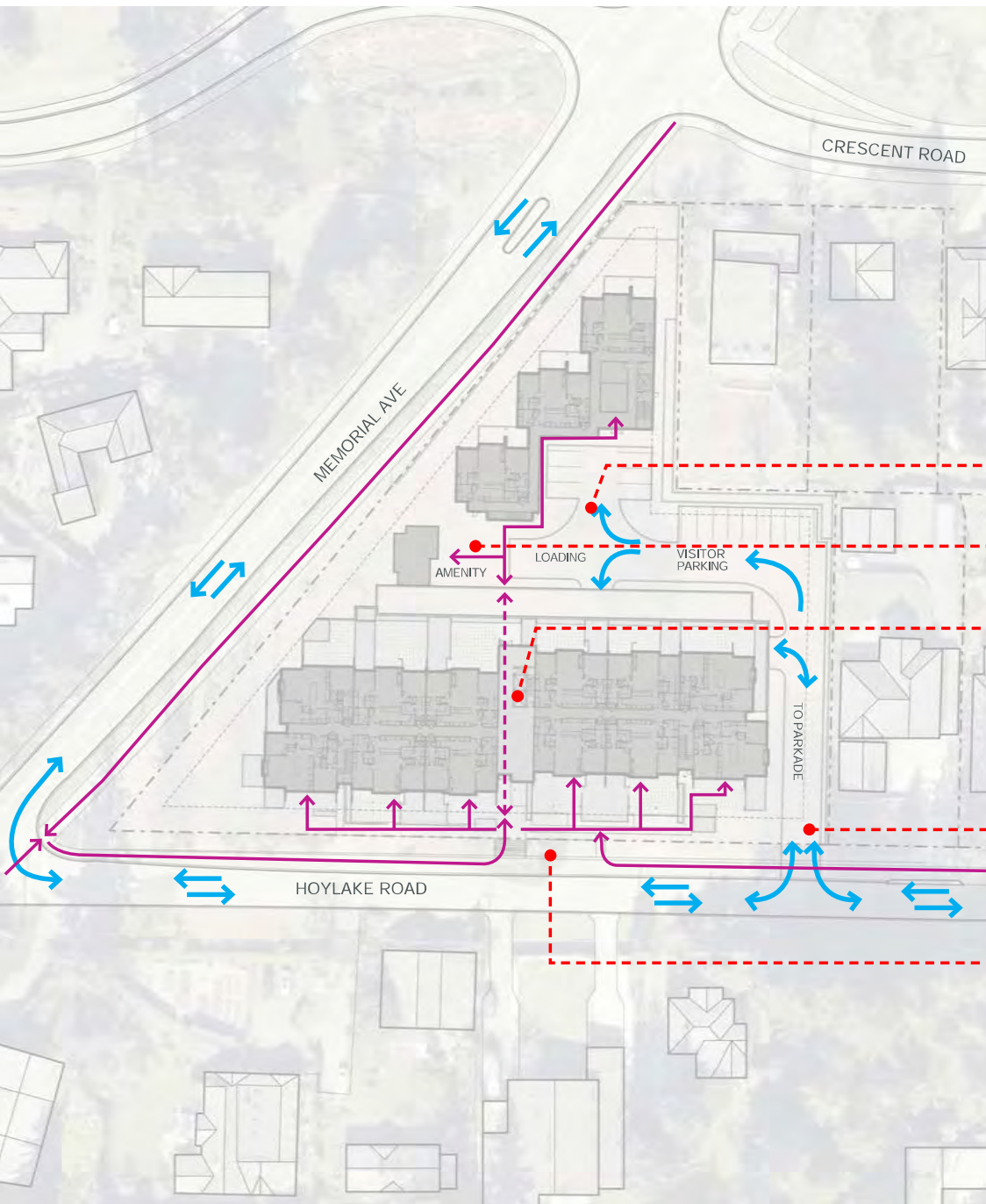




LEGEND

-  BUILDING FORM SHIFTS
-  VARIATION IN BUILDING FACE TO KEEP BUILDING AT HUMAN SCALE

BUILDING ELEVATION
PUSHED BACK TO CREATE
STEPPED MASSING AND
ALLEVIATE LONG FACADE



LEGEND

- PEDESTRIAN PATH
- PEDESTRIAN PATH THROUGH BUILDING
- VEHICULAR PATH

LOCATE VEHICLE PARKING INTERNALLY TO PROVIDE SCREENING FROM NEIGHBOURS

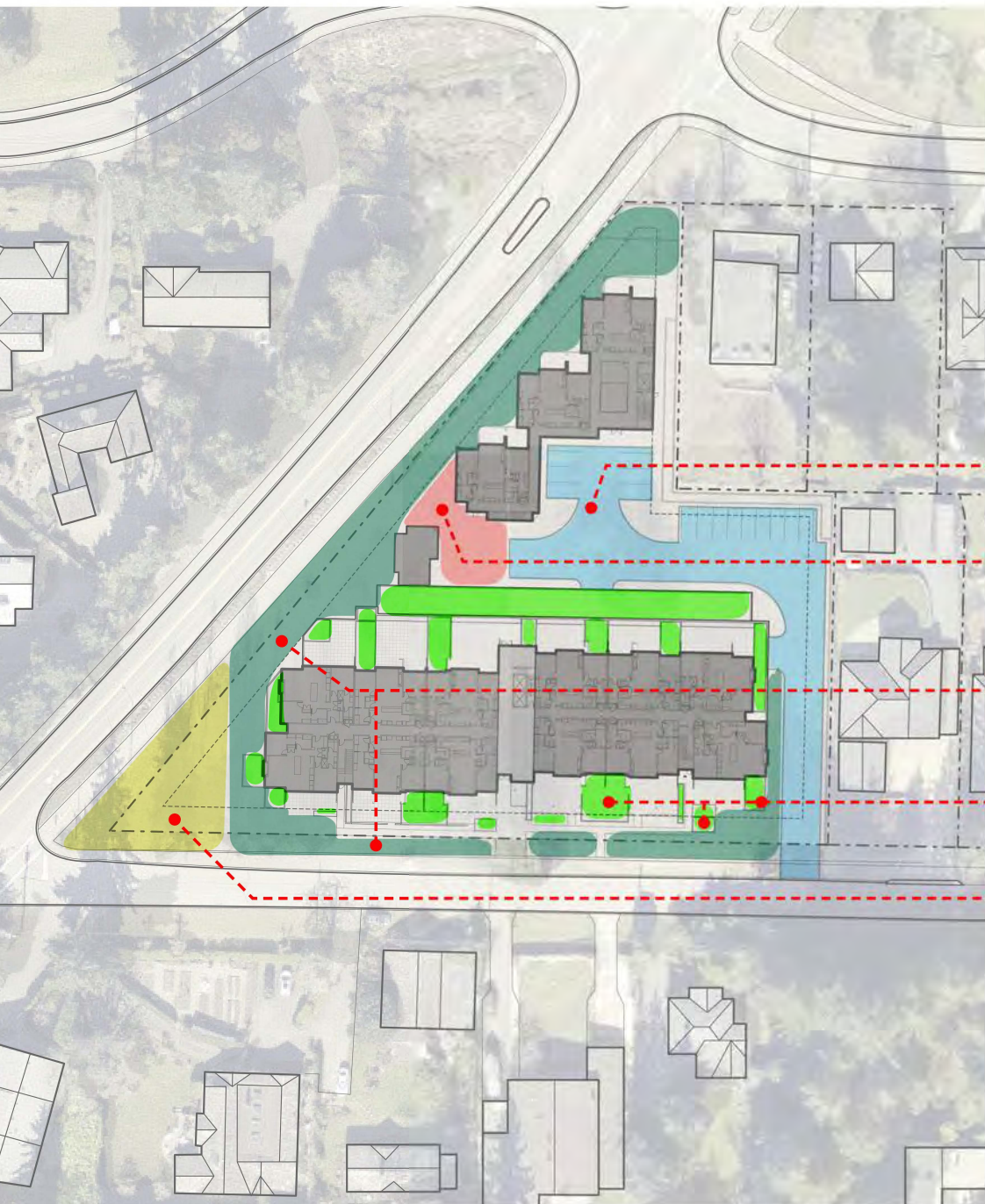
INTERNAL RESIDENT CONNECTION THROUGH SITE AND TO AMENITY BUILDING

CENTRAL LOBBY AND CIRCULATION

VEHICLE ACCESS IS LOCATED AWAY FROM MAIN INTERSECTIONS AND OTHER DRIVEWAYS TO REDUCE TRAFFIC BACK-UP

BUILDING LOWERED 2' TO MAKE STREET PRESENCE FEEL SMALLER





LEGEND

- SITE LANDSCAPING BUFFER
- BUILDING LANDSCAPING
- OUTDOOR TENANT AMENITY
- GATEWAY ENTRY FEATURE
- VEHICULAR PATH PAVING

LOCATE VEHICLE PARKING INTERNALLY TO PROVIDE SCREENING FROM NEIGHBOURS

SHARED TENANT AMENITY ADJACENT TO STREET TO ACTIVATE EDGE

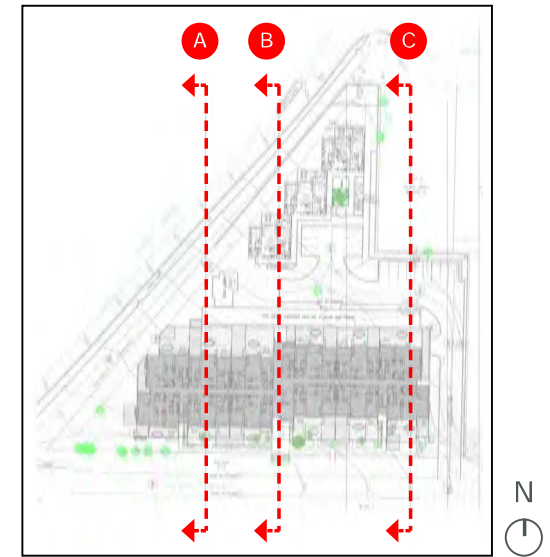
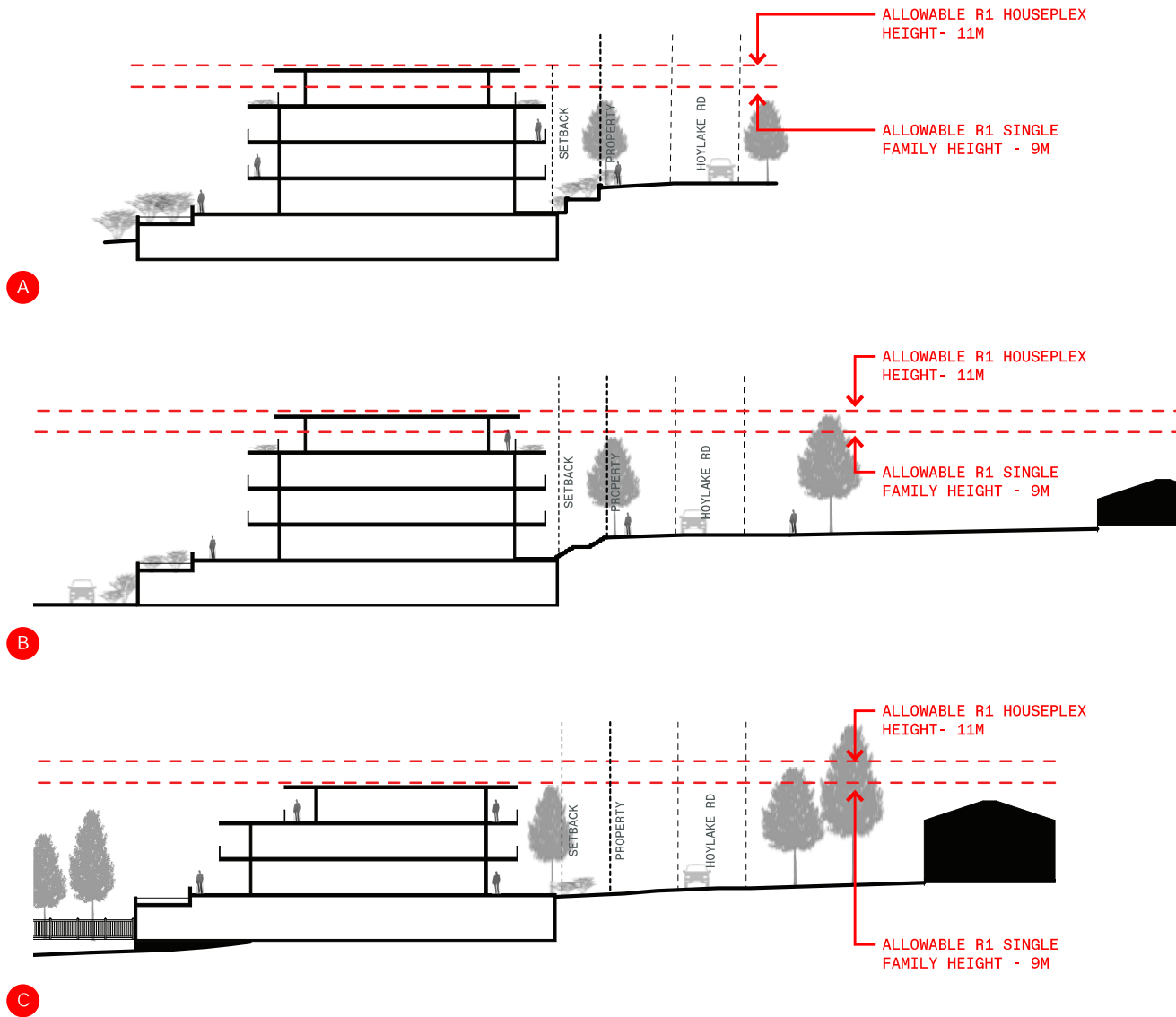
PROVIDE LANDSCAPE BUFFER BETWEEN MAIN ROADS AND SIDEWALKS

LAYERED BUILDING LANDSCAPED TO BREAK UP BUILDING FACE

PROPOSED LANDSCAPED GATEWAY WATER FEATURE AT PROMINENT INTERSECTION CORNER



CONTEXTUAL SITE SECTION



SECTION LOCATION

THE HEIGHT AND STEPPING OF THE BUILDING RESPONDS TO THE CORRESPONDING ALLOWABLE BUILDING HEIGHT IN THE R1 ZONING - REFER TO CHANGE FROM SECTIONS A, B AND C.

ELEVATION CHANGES

ELEVATION REVISIONS

SUBMISSION #1

SUBMISSION #2

CURRENT SUBMISSION



- 3.81M (12' - 6")
REDUCTION IN
HEIGHT FROM
SUBMISSION #2

- HEIGHT FROM
HOYLAKE ROAD
8.53M (28'-0")

ELEVATION REVISIONS

SUBMISSION #1



SUBMISSION #2



CURRENT SUBMISSION



- 3.81M (12' - 6")
REDUCTION IN
HEIGHT FROM
SUBMISSION #2
- HEIGHT FROM
HOYLAKE ROAD
8.53M (28'-0")

VIEW FROM HOYLAKES ROAD

DASHED LINE INDICATES
ORIGINAL SUBMISSION



VIEW FROM HOYLAKES ROAD

STEPPED BACK UPPER
FLOOR WITH WOOD
CLADDING TO MINIMIZE SIZE
AND PRESENCE



VIEW FROM HOYLAK ROAD



MAIN FLOOR
LOWERED BY 2'



PERCEIVED HEIGHT FROM
STREET IS 2 LEVELS AS A
RESULT OF THE STEPPED
BACK UPPER FLOOR

VIEW FROM HOYLAKE ROAD

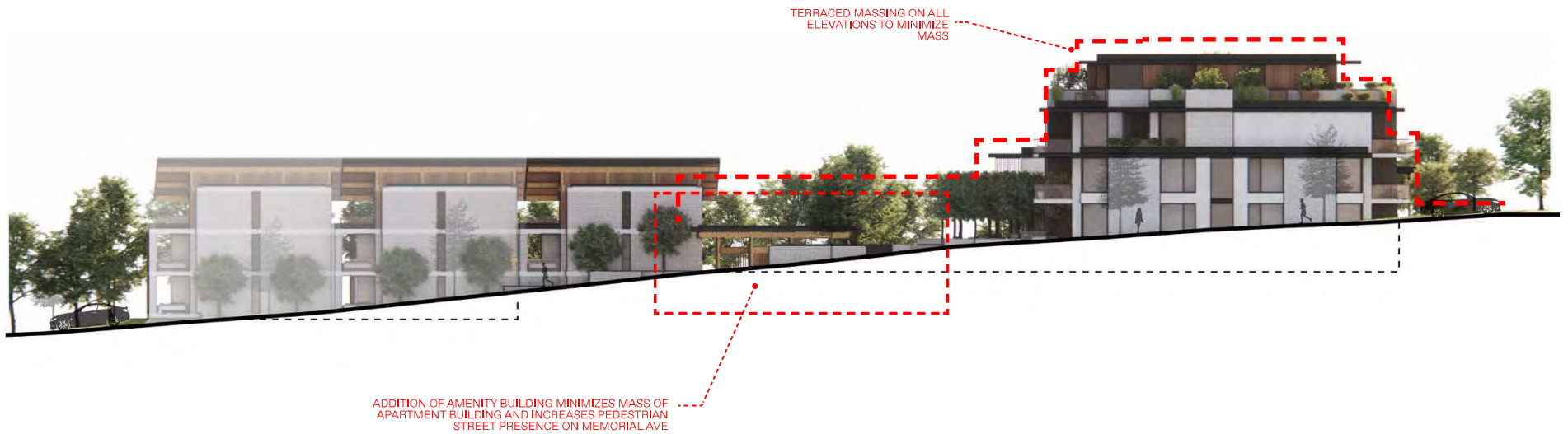


ELEVATION
CONTINUOUSLY
BROKEN UP
VERTICALLY PER
URBAN PLANNING
BEST PRACTICE TO
KEEP THE BUILDING
AT A HUMAN SCALE

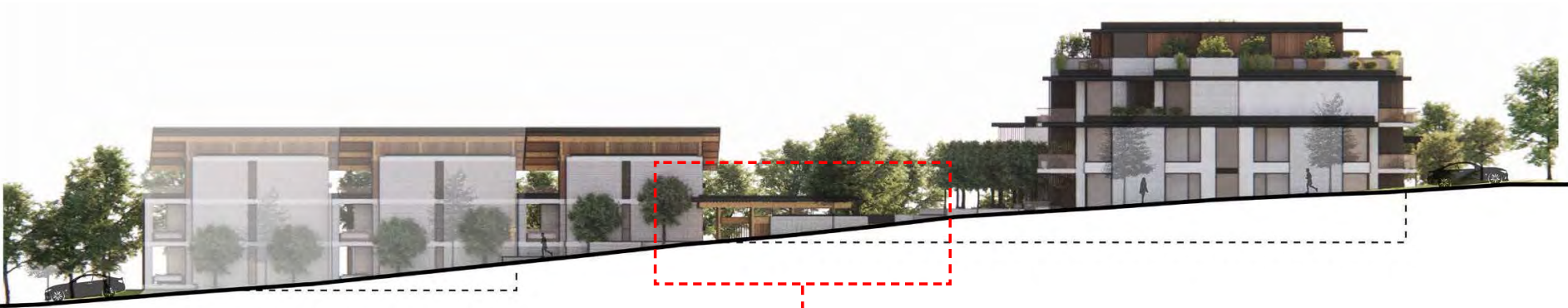
VIEW FROM MEMORIAL AVE



VIEW FROM MEMORIAL AVE



VIEW FROM MEMORIAL AVE



AMENITY PRECEDENTS



OUTDOOR AMENITY SPACE WILL ACTIVATE
MEMORIAL AVENUE WITH EVENTS AND ACTIVE
ENGAGEMENT BY RESIDENTS



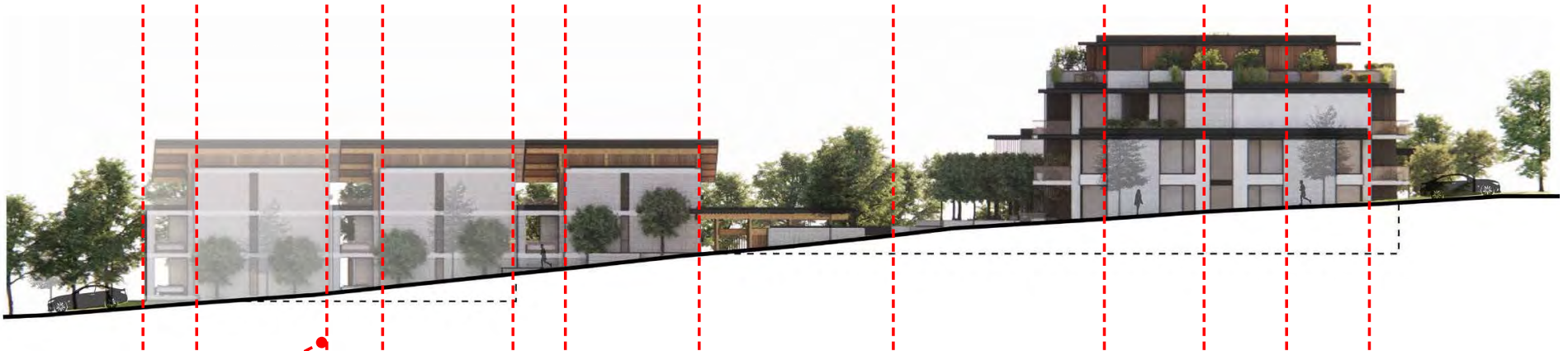
THE AMENITY BUILDING PROVIDES A HUMAN
SCALE ELEMENT AND TERRACED LANDSCAPING TO
ENHANCE THE EXPERIENCE OF MEMORIAL AVENUE

VIEW FROM MEMORIAL AVE



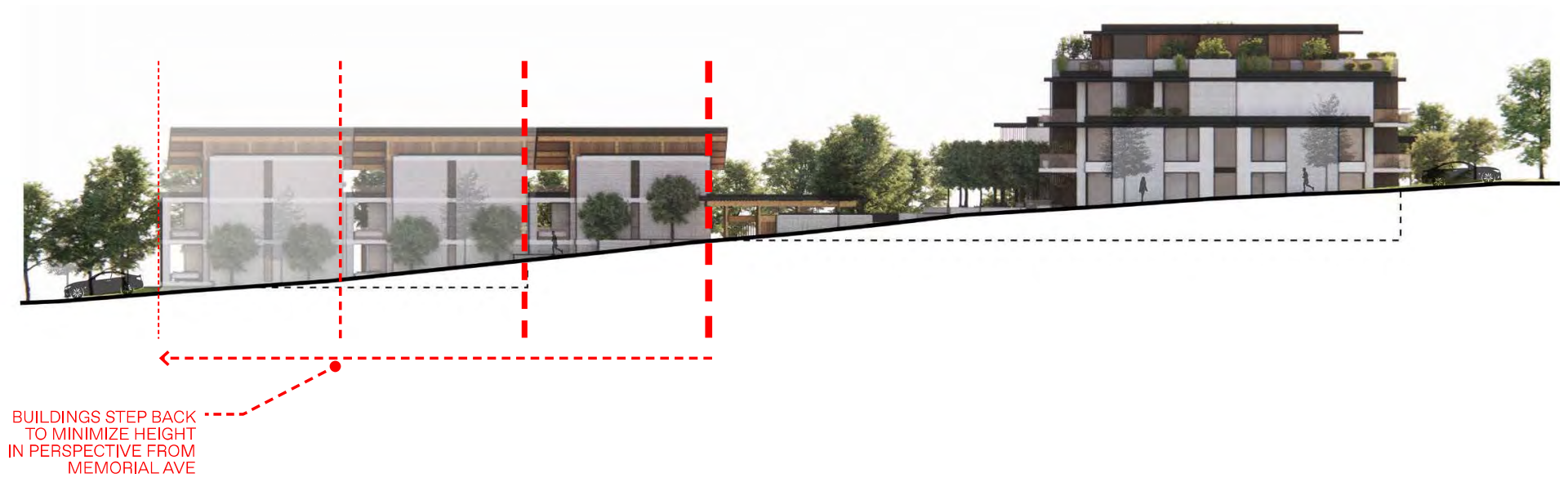
TIGHTENED GRADING TO TOP
OF LANDSCAPING WALLS AND
TERRACED LANDSCAPING TO
ELIMINATE LARGE RETAINING
WALL

VIEW FROM MEMORIAL AVE



ELEVATION CONTINUOUSLY
BROKEN UP VERTICALLY
PER URBAN PLANNING BEST
PRACTICE TO KEEP THE
BUILDING AT A HUMAN SCALE

VIEW FROM MEMORIAL AVE



RENDERED ELEVATIONS



WEST ELEVATION



EAST ELEVATION



NORTH ELEVATIONS



SOUTH ELEVATIONS

MATERIALITY

TEXTURED STUCCO



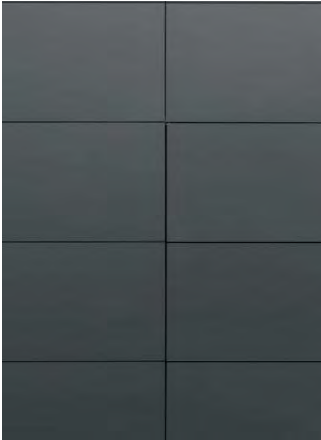
WESTERN RED CEDAR



WHITWASH BRICK



BLACK METAL PANEL



WESTERN RED CEDAR SCREENS



SOUTH ELEVATIONS

BEFORE AND AFTER
RENDERINGS

BEFORE COUNCIL
WEST ELEVATION



AFTER APC
WEST ELEVATION



BEFORE COUNCIL
NORTH ELEVATION



AFTER APC
NORTH ELEVATION



BEFORE APC
HOYLAKE/MEMORIAL INTERSECTION



AFTER APC
HOYLAKES/MEMORIAL INTERSECTION
GATEWAY LANDSCAPING



BEFORE APC
HOYLAKE ENTRY



AFTER APC
HOYLAK E NTRY



NEW RENDERINGS

HOYLAKE
MAIN ENTRY



HOYLAKE
MAIN ENTRY



MEMORIAL AVE
AMENITY BUILDING



MEMORIAL AVE
AMENITY BUILDING



HOYLAKES ROAD
VIEW OF STEPPED BUILDING



HOYLAKES ROAD
ELEVATION



HOYLAKES ROAD
VIEW OF STEPPED BUILDING



HOYLAKES ROAD
BUILDING ENTRY

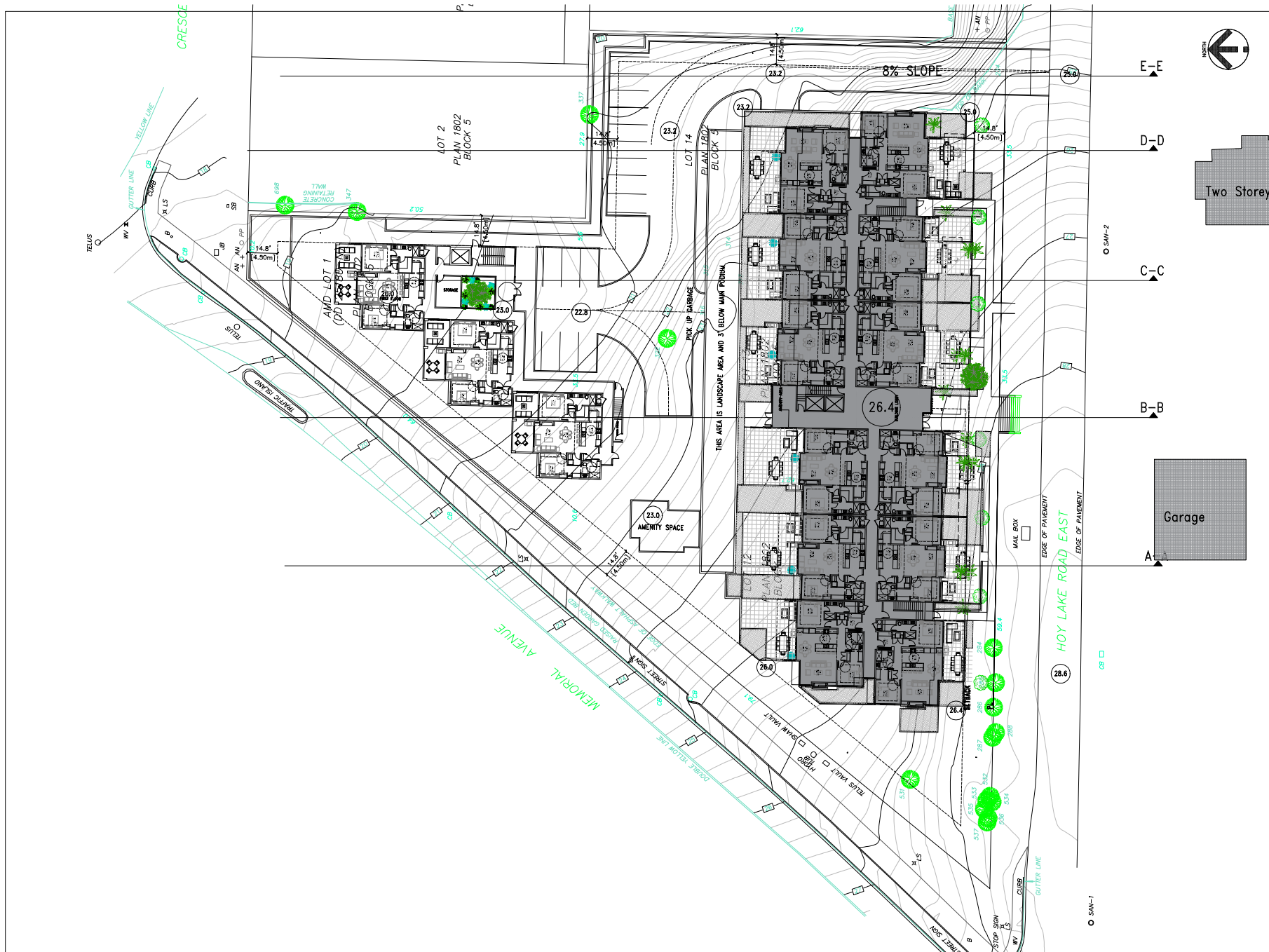


ARCHITECTURAL PACKAGE

532 MEMORIAL AVENUE
TOWN OF QUALICUM BEACH ,BC
RE-ISSUED FOR DEVELOPMENT PERMIT
OCT 29, 2025

SITE PARTICULARS		
CIVIC ADDRESS:	532 MEMORIAL AVENUE	
LEGAL ADDRESS:	Lots 1, Block 5, District Lot 59 & 60, Newcastle District, Plan1802 Lots 12 &13 &14, Block 5, District Lot 59 & 60, Newcastle District, Plan1802	
SITE AREA:	1.94 Acres 84,449 sq.ft. (7,845 m2)	
ZONING:	C9	
PROJECT DATA		
DESCRIPTION	ALLOWED / REQUIRED	PROPOSED
USE	C9: Hotel, Residential Apartment, neighbourhood pub, recreation facility, motel, and liquor store	Residential
LOT AREA	84,449 sq.ft. (7,845 m2)	84,449 sq.ft. (7,845 m2)
LOT COVERAGE	40%	40% = 33,805 sq.ft. (3,140 m2)
BUILDING GROSS FLOOR AREA		Condo #1 : Underground Parking 34,712 sq.ft. First Floor Plan: 19,706 sq.ft. Second Floor Plan: 19,888 sq.ft. Third Floor Plan: 17,018 sq.ft. Fourth Floor Plan: 10,896 sq.ft. Condo #2: First Floor Plan: 4,579 sq.ft. Second Floor Plan: 6,359 sq.ft. Third Floor Plan: 6,359 sq.ft. Total without underground parking : 66,585 sq.ft.
DENSITY	- Apartment 200 M2 X25% = 150 M2 7845 m2 / 150 m2= 52 units can build	- 50 Condo X 150 M2 = 7,500 m2 - Total Land Required = 7,800 m2
SETBACKS	FRONT: 14.76' (4.5 m) Min. REAR: 14.76' (4.5 m) Min. INTERIOR SIDE: 14.76' (4.5 m) Min. EXTERIOR SIDE: 14.76' (4.5 m) Min.	Proposed Setback at Main floor FRONT: 14.76' (4.5 m) Min. REAR: 14.76' (4.5 m) Min. INTERIOR SIDE: 14.76' (4.5 m) Min. EXTERIOR SIDE: 14.76' (4.5 m) Min.
HEIGHT OF BUILDINGS	24.80' (7.5 m) Max.	48.6' (14.78 m) Max.
AMENITY AREAS		2000 S.F.
OFF-STREET PARKING	- 1,00 Stall per Residential unit x 50 = 50 Total =50	underground parking Large stalls 53 Small stalls 38 Total: 91 Surface parking Large stalls 15

BUILDING CODE ANALYSIS									
B.C. BUILDING CODE 2024									
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NO.	DATE	REVISIONS

Two Storey Hous

One Storey Hous

Garage



D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1981, E: INFO@D-ARCHITECTURE.COM
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES
PROJECT NO. 2389

SHEET TITLE
SITE PLAN

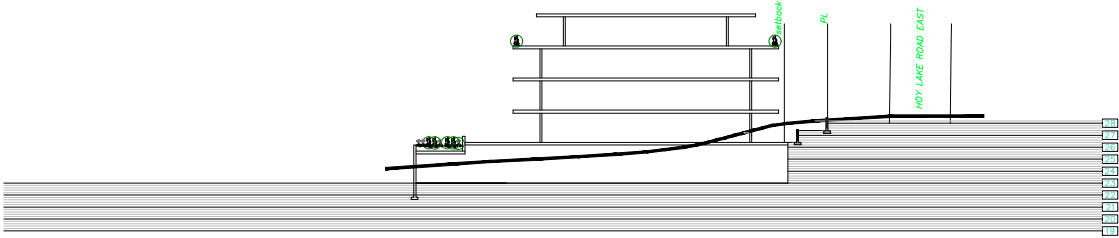
SCALE
DRAWN:
CHECKED: D.F.
DATE: OCT 29/25

SHEET NO.
A1.1
REVISION

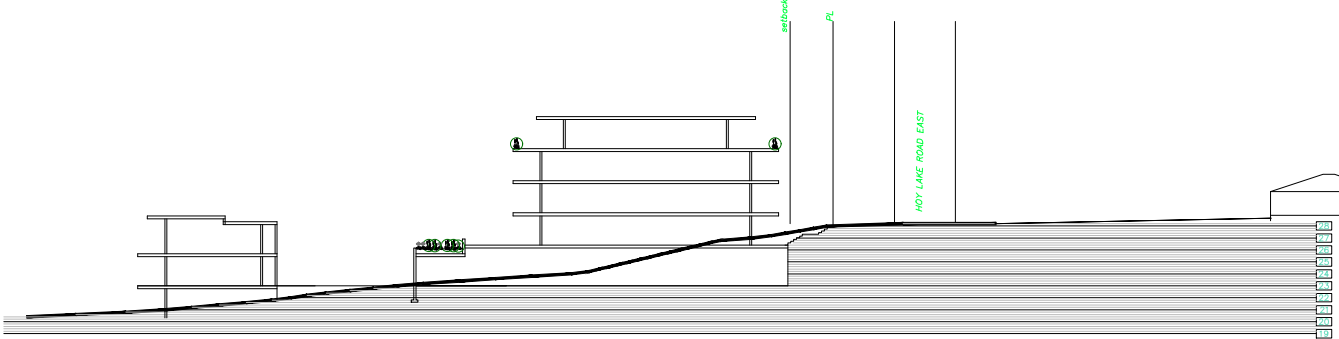
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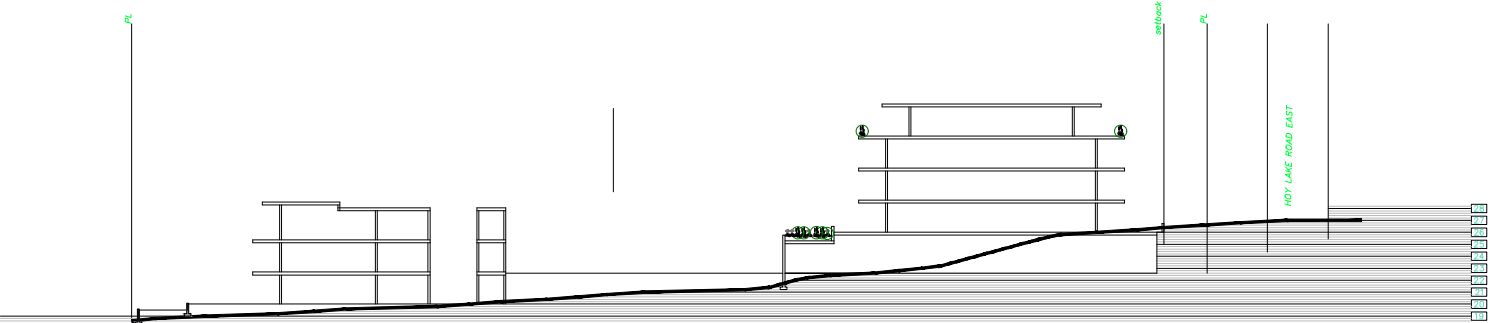
NO.	DATE	REVISIONS



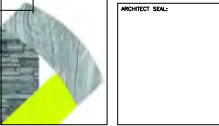
SECTION A-A



SECTION B-B



SECTION C-C



D-ARCHITECTURE
 6377 CARUS DRIVE, NANAIMO, BC V9V 1N4
 T: 250-233-1931, E: FIRDUZ@D-ARCH.CA
 DARYOUSH FIRDUZLI ARCHITECTURE INC.

PROJECT
SUNSET
 •
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES
PROJECT NO. 2389

SHEET TITLE
SITE PLAN SECTIONS

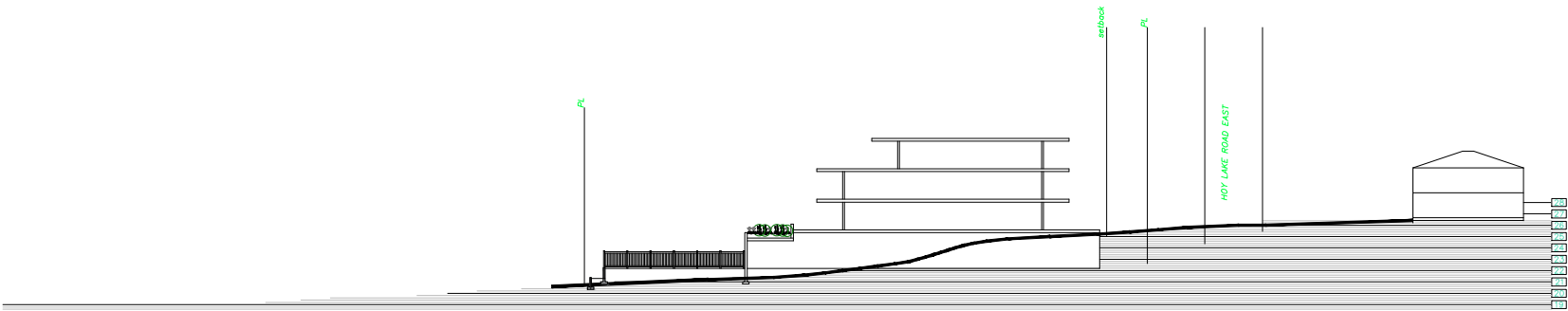
SCALE
DRAWN *
CHECKED D.F.
DATE OCT 29/25

SHEET NO.
A1.2
REVISION

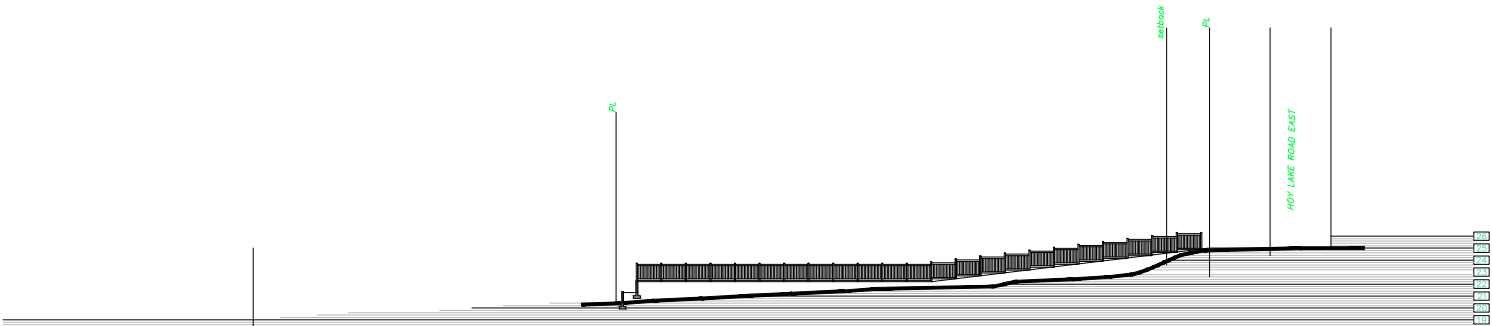
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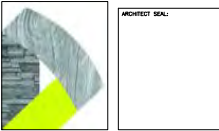
NO.	DATE	REVISIONS



SECTION D-D



SECTION E-E



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T: 250-232-1931, E: FIRDOLU@D-ARCH-CA
DARYOUSH FIRDOLU ARCHITECTURE INC.

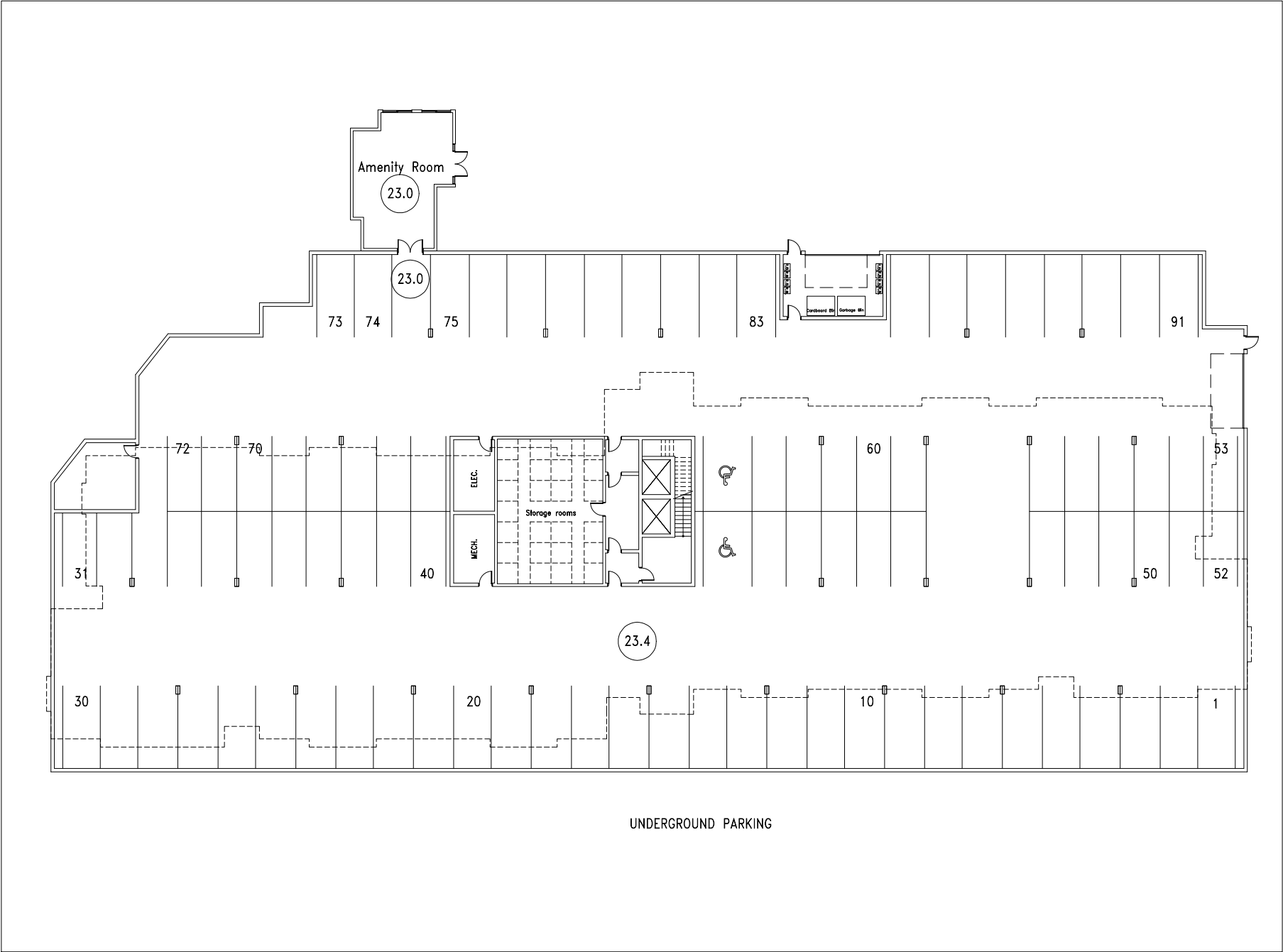
PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO. 2389

SHEET TITLE
SITE PLAN SECTIONS

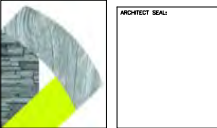
SCALE	SHEET NO.
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CHECKED D.F.	REVISION
DATE OCT 29/25	



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NO.	DATE	REVISIONS



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DARYOUSH FIROUZLI ARCHITECTURE INC.

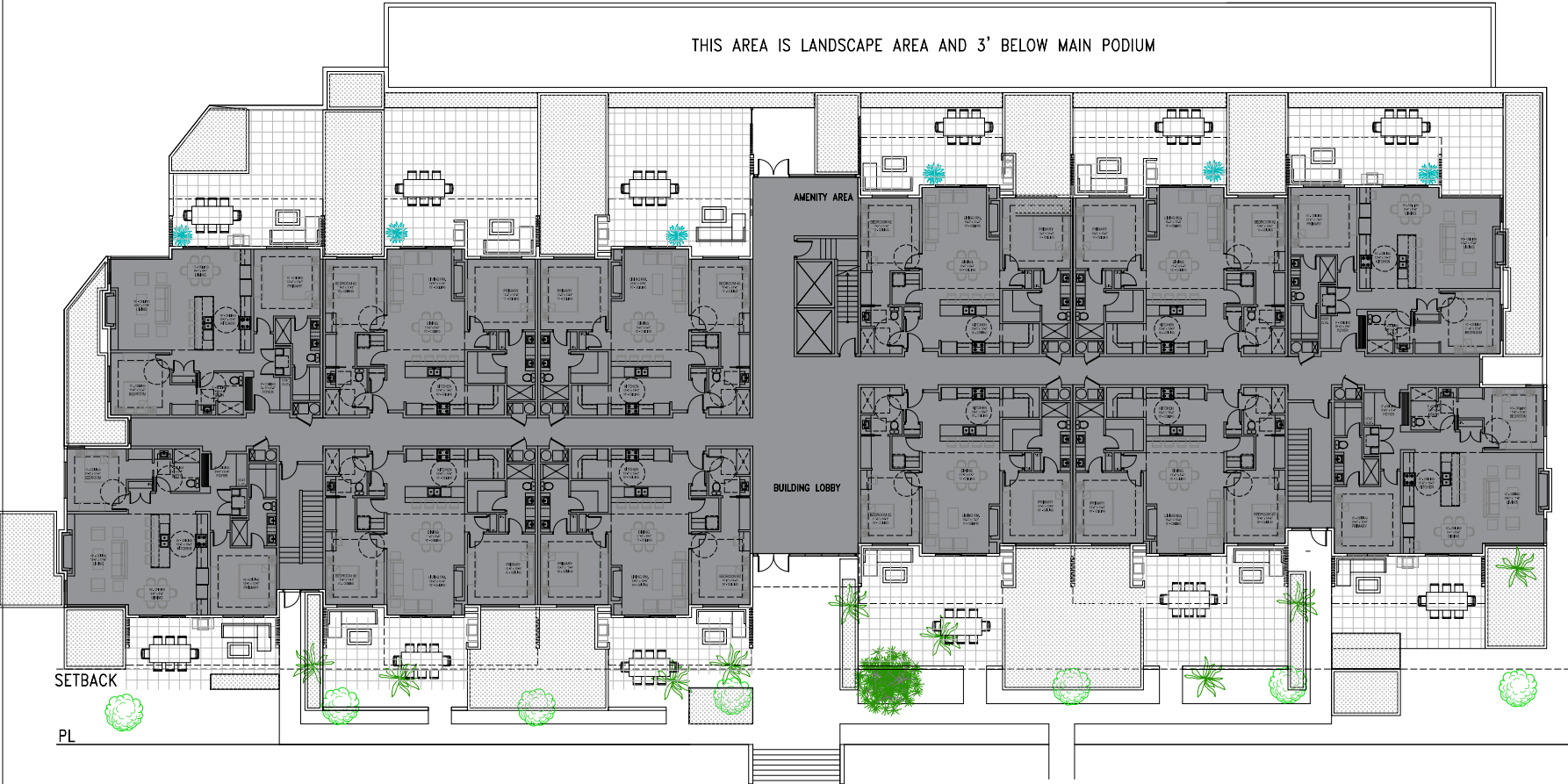
PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
UNDERGROUND PARKING

SCALE	SHEET NO.
DRAWN: 	A2.1
CHECKED: D.F.	REVISION
DATE: OCT 29/25	

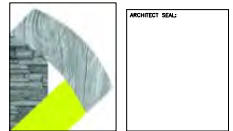


MAIN FLOOR PLAN

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 DARYOUSH FIRDOLU ARCHITECTURE INC.

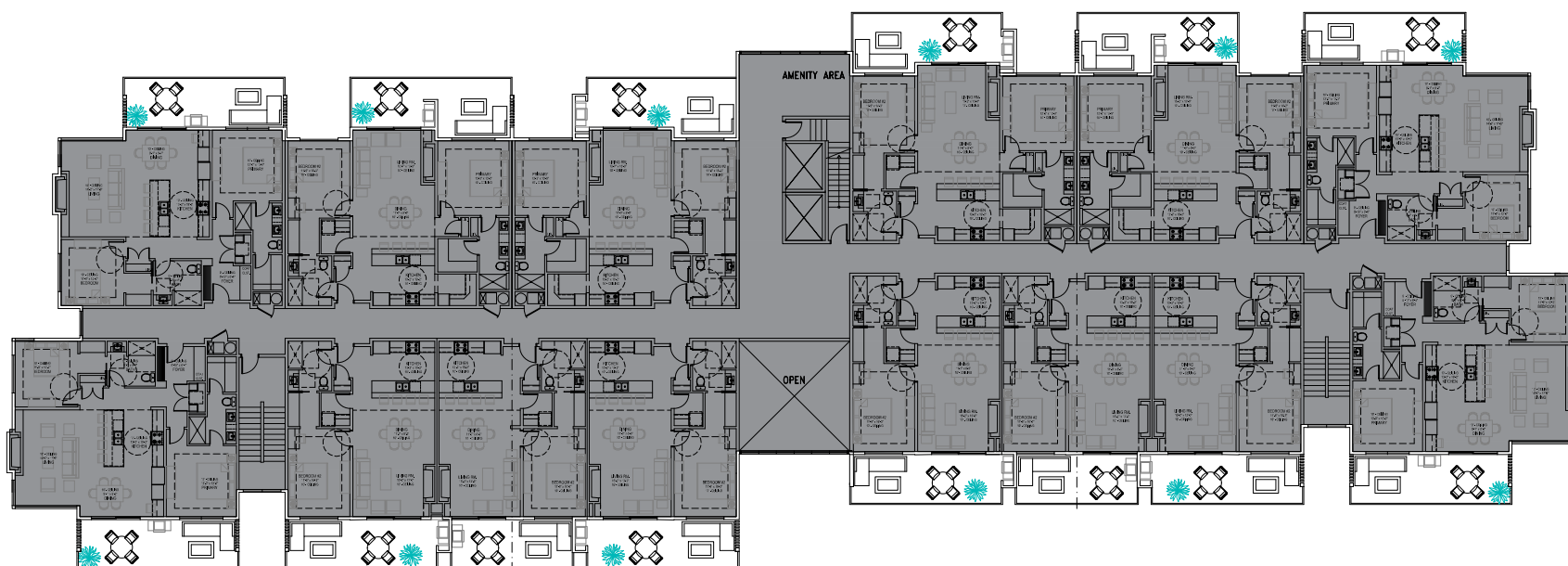
PROJECT: **SUNSET**

CLIENT: **KELLAND PROPERTIES**

PROJECT NO.: **2389**

SHEET TITLE: **MAIN FLOOR**

SCALE		A2.2
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DATE OCT 29/25		

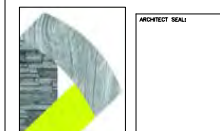


SECOND FLOOR

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DARYOUSH FIRDOLU ARCHITECTURE INC.

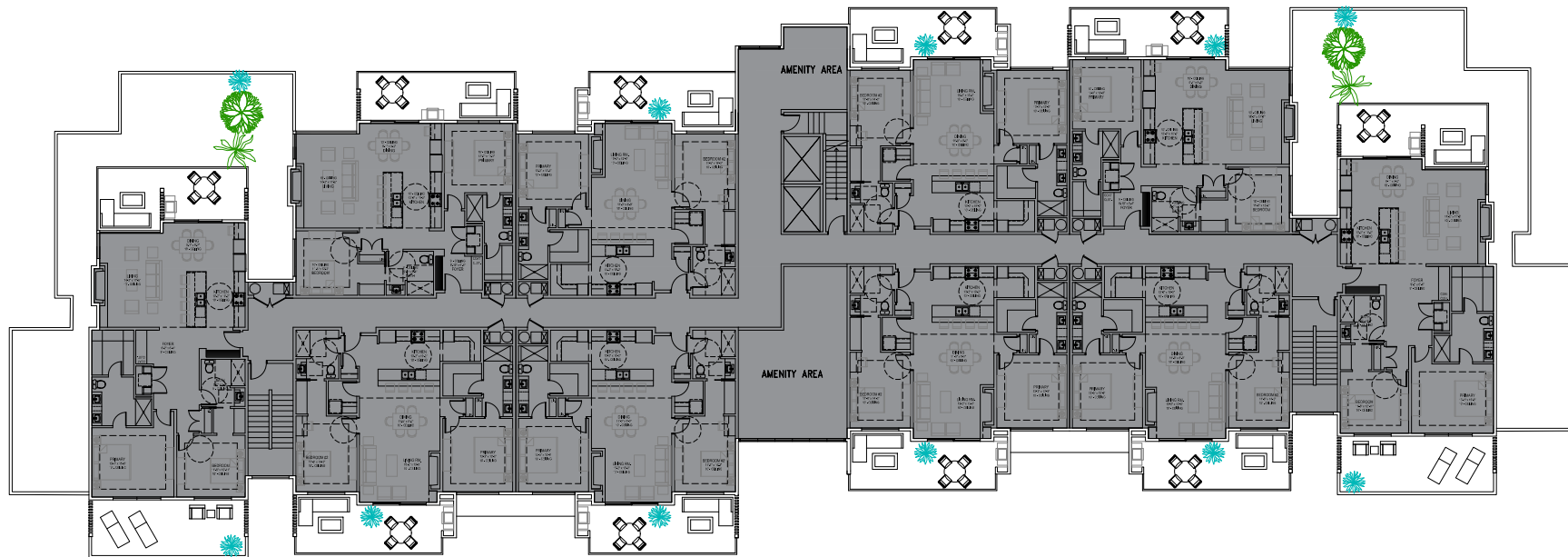
PROJECT
SUNSET
*
QUALICUM BEACH, BC

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KELLAND PROPERTIES
PROJECT NO. 2389

SHEET TITLE
SECOND FLOOR

SCALE
DRAWN: *
CHECKED: D.F.
DATE: OCT 29/25

SHEET NO.
A2.3
REVISION

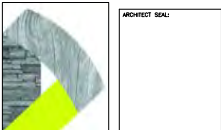


THIRD FLOOR

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NO.	DATE	REVISIONS



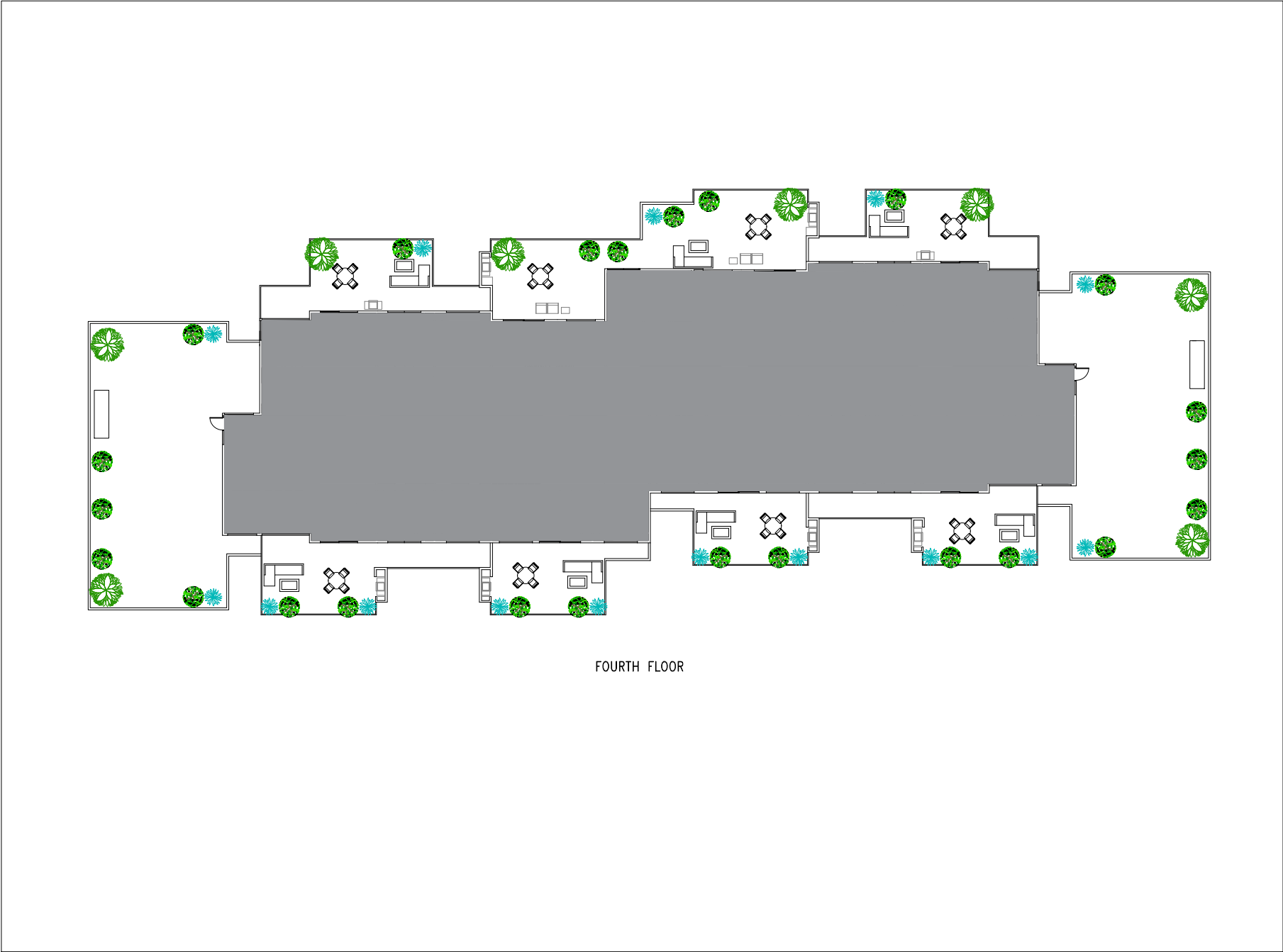
D-ARCHITECTURE
 6377 CARUS DRIVE, NANAIMO, BC V9Y 1N4
 T: 250-933-1991, E: FROOZLI@D-ARCHITECTURE.COM
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PROJECT
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PROJECT NO. 2389

SHEET TITLE
THIRD FLOOR

SCALE		SHEET NO. A2.4 REVISION
DRAWN		
CHECKED D.F.		
DATE OCT 29/25		

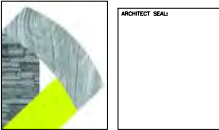


FOURTH FLOOR

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D-ARCHITECTURE
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 T: 250-733-1991, E: FIRDOLIZ@D-NAIM.CA
 DARYDUSH FIRDOLIZ ARCHITECTURE INC.

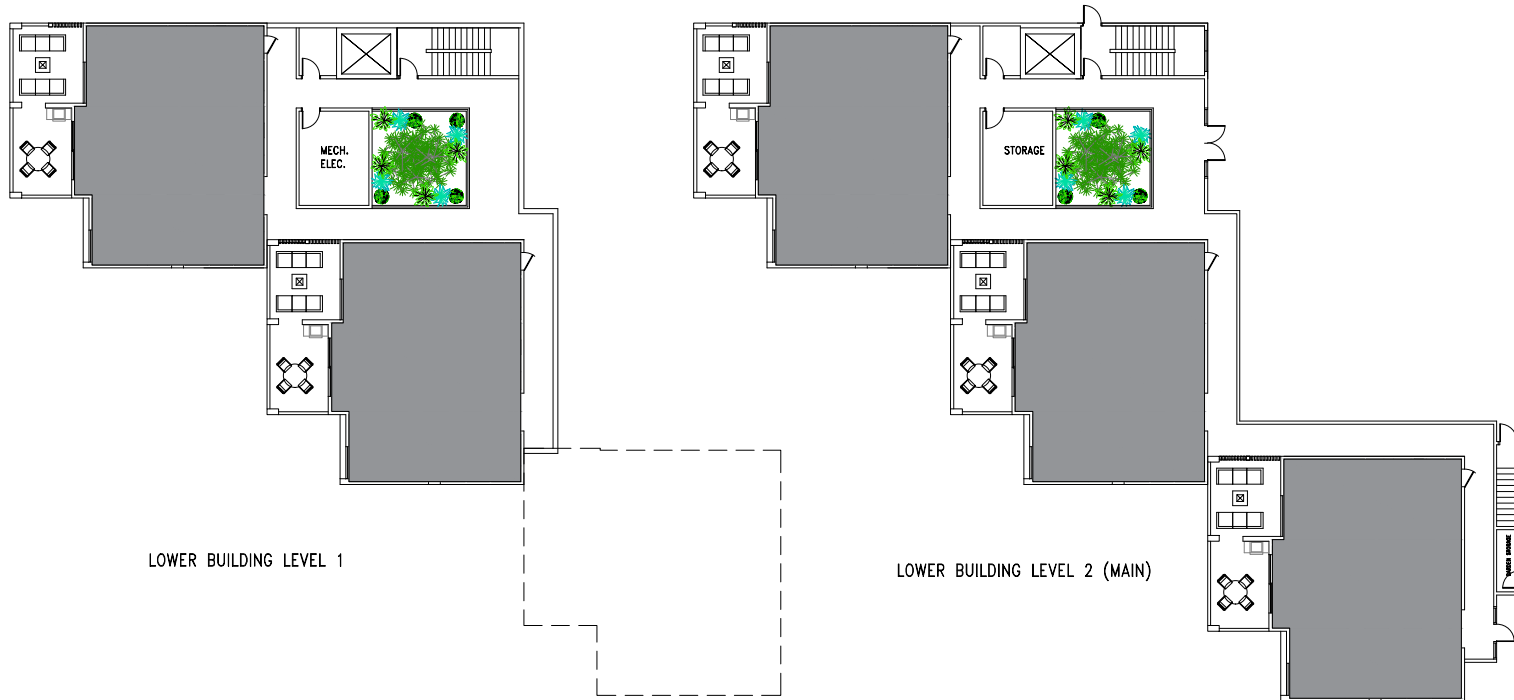
PROJECT
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PROJECT NO. 2389

SHEET TITLE
FOURTH FLOOR

SCALE	* A2.5
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DATE OCT 29/25	



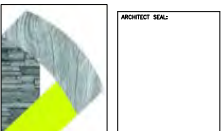
LOWER BUILDING LEVEL 1

LOWER BUILDING LEVEL 2 (MAIN)

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NO.	DATE	REVISIONS



D-ARCHITECTURE
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 T: 250-832-1991, E: FIROOZLI@D-NAW.CA
 DARYOUSH FIROOZLI ARCHITECTURE INC.

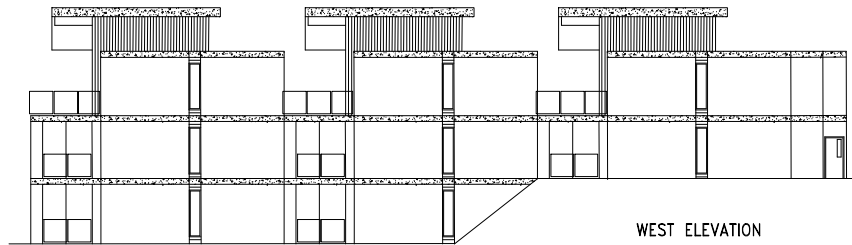
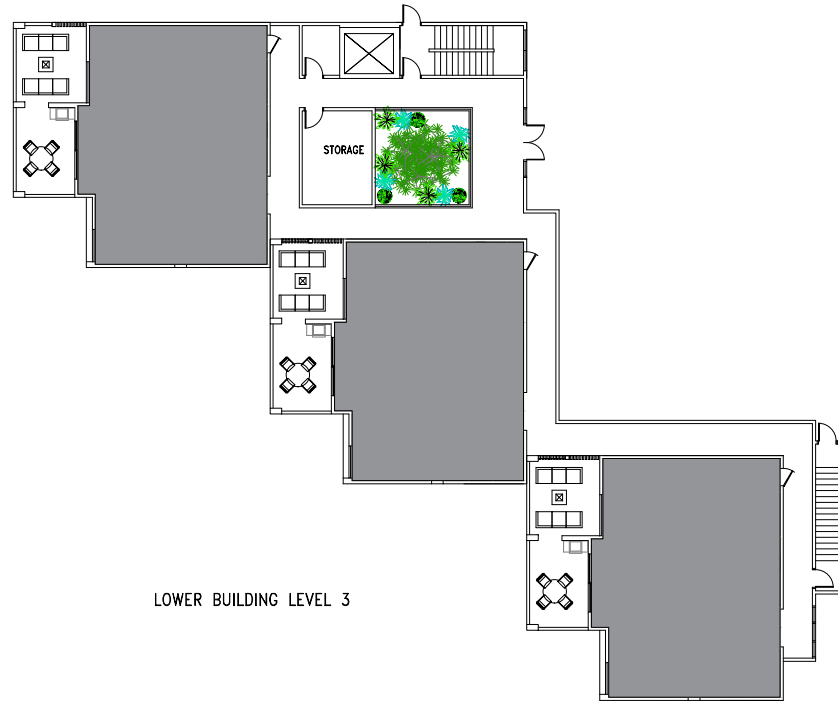
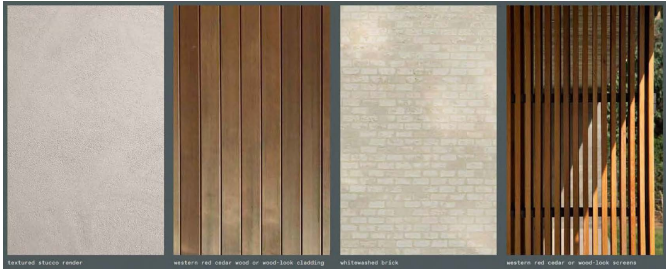
PROJECT
SUNSET
 •
QUALICUM BEACH, BC

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KELLAND PROPERTIES

PROJECT NO. 2389

SHEET TITLE
LOWER BUILDING LEVEL 1
LOWER BUILDING LEVEL 2

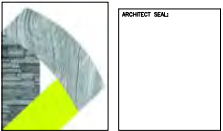
SCALE	A2.7
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NO.	DATE	REVISIONS



D-ARCHITECTURE
 6377 IDARUS DRIVE, NANAIMO, BC V9N 1N4
 T: 250-0033-1031, E: FIRDOLU@D-ARCH.COM
 DARYOUSH FIRDOLU ARCHITECTURE INC.

PROJECT
SUNSET
 *
 QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES
 PROJECT NO. 2389

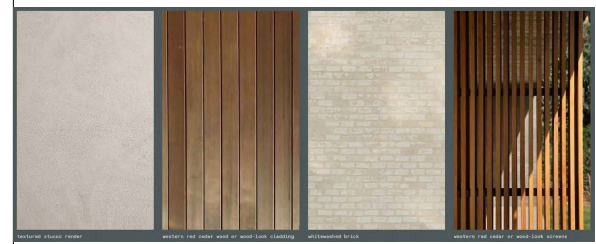
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SCALE
 DRAWN
 CHECKED D.F.
 DATE OCT 29/25

SHEET NO.
A2.8
 REVISION



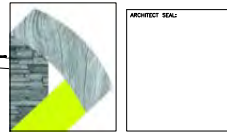
SOUTH ELEVATION



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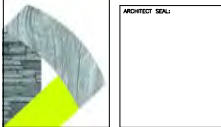
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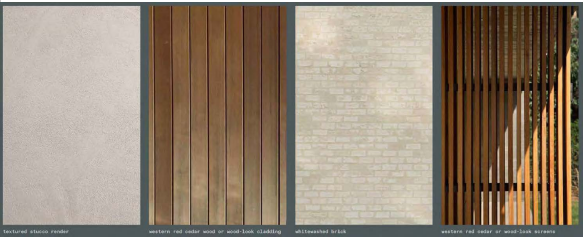
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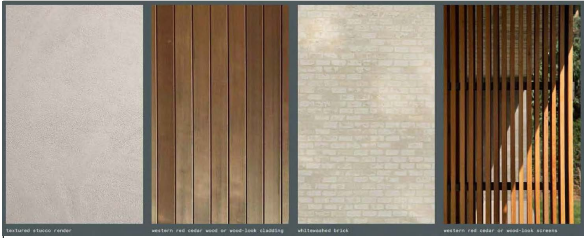
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WEST ELEVATION

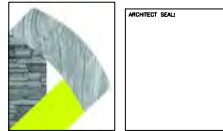


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LANDSCAPE PACKAGE

SUNSET MULTI-FAMILY

532 MEMORIAL AVENUE, QUALICUM BEACH, BC

LANDSCAPE ARCHITECTURAL DRAWINGS

REISSUED FOR DEVELOPMENT PERMIT - JANUARY 16, 2026



LANDSCAPE KEY PLAN

SCALE 1:400

1 GATEWAY MONUMENT

The intersection of Memorial Ave. and Hoy Lake Road is an important gateway to the waterfront. A sculptural feature surrounded by a small plaza for gathering announces this entry point, seizes an opportunity for placemaking and strengthens the Town's visual identity.



2 FORESTED CORNER

To reference the local environment, add privacy for residents and screening for the building, and to provide a strong backdrop to the Gateway Monument, a forested corner anchors the intersection of Memorial Ave. and Hoy Lake Road without compromising ocean views.



3 RAINGARDENS

Green infrastructure creates a strong identity for the site and references existing raingardens nearby. Water flows through a bioswale along the street and cascades across terraces through rainwater sculptors to celebrate seasonal flows.



4 TERRACED PLANTERS

Terraced planters step down to the street moderating the scale of development. Terraces create a pedestal for the townhouse units (Buildings B1-B3), as well as plantings and cascading raingardens that integrate human and natural systems on the site.



5 PLANTING

Lush layers of indigenous and complementary ornamental groundcovers, perennials, ferns and shrubs create year-round visual interest, provide habitat for local biodiversity, and offer screening for residents. Green roofs blur the boundary between landscape and architecture.



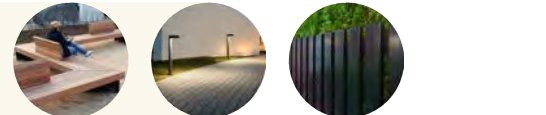
6 PAVING

Hardscape features respond to and simplify surrounding natural elements. Pavers and paving patterns define gathering spaces and circulation routes and bridge connections from residences to a central Amenity Room and Memorial Ave. Ox.



7 SITE FURNISHING

Clean, simple, contemporary site furnishings contrast the organic, ecological planting character. Timber benches shape gathering spaces, black fencing disappears in to the landscape and downward directed, high-efficiency bollard lighting offer safety and comfort.



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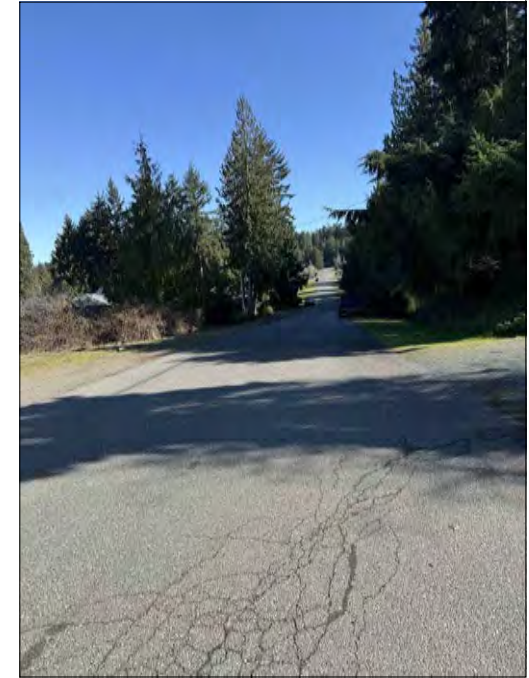


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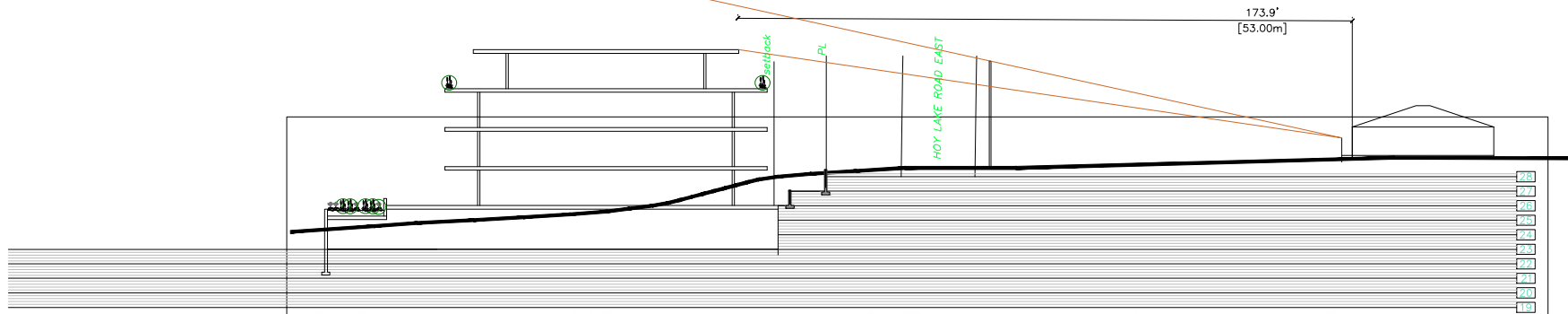
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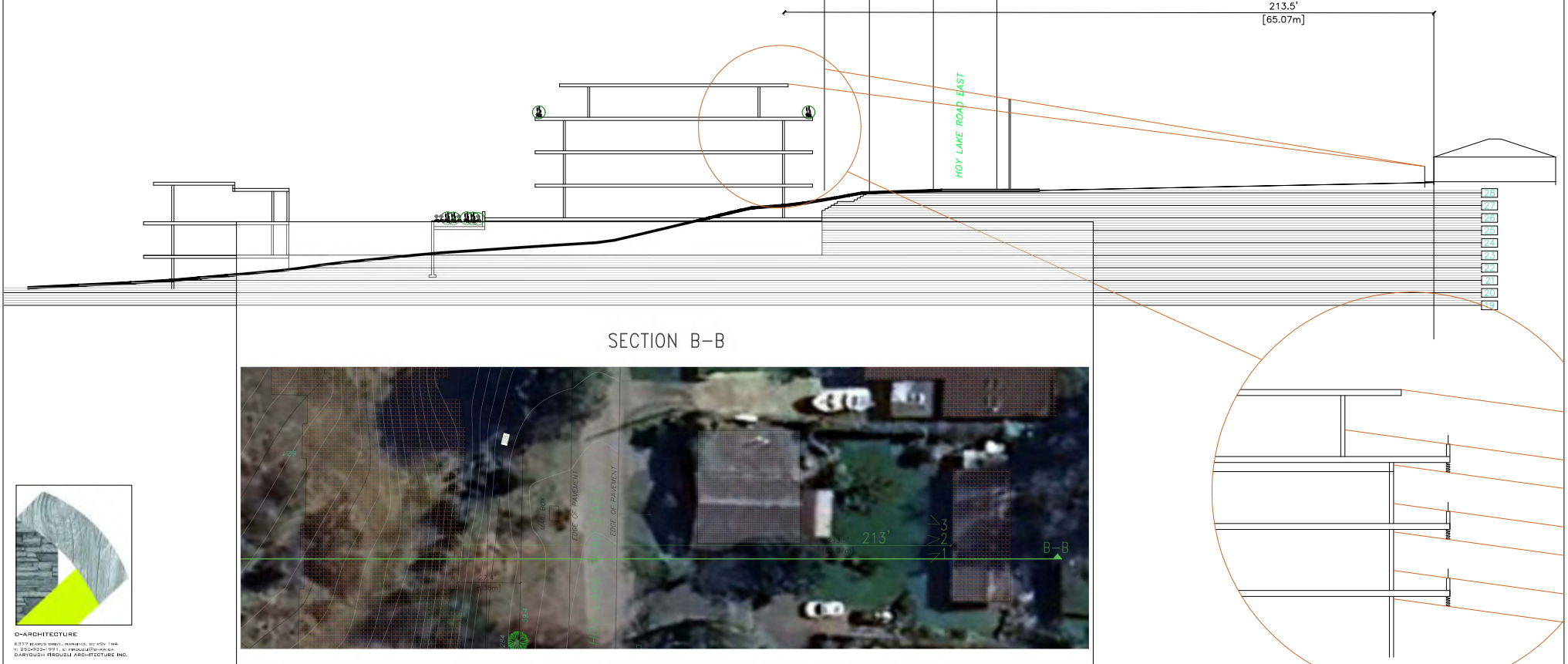
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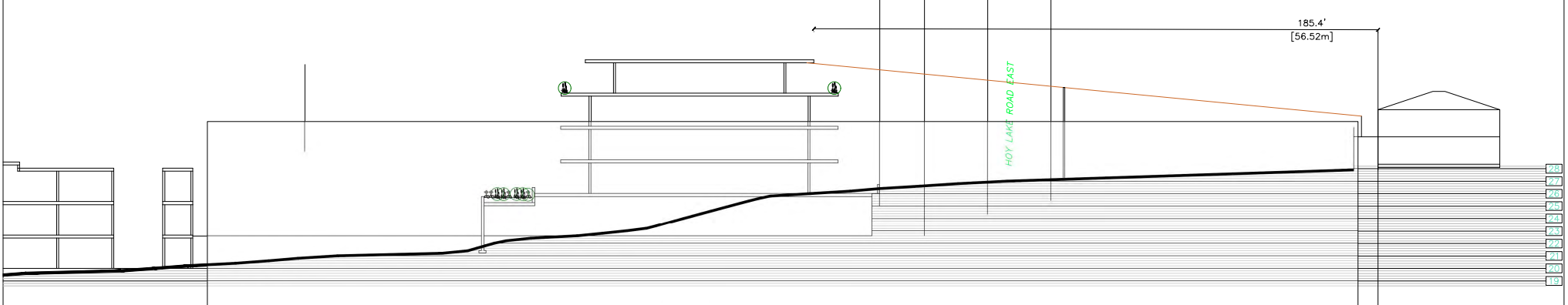
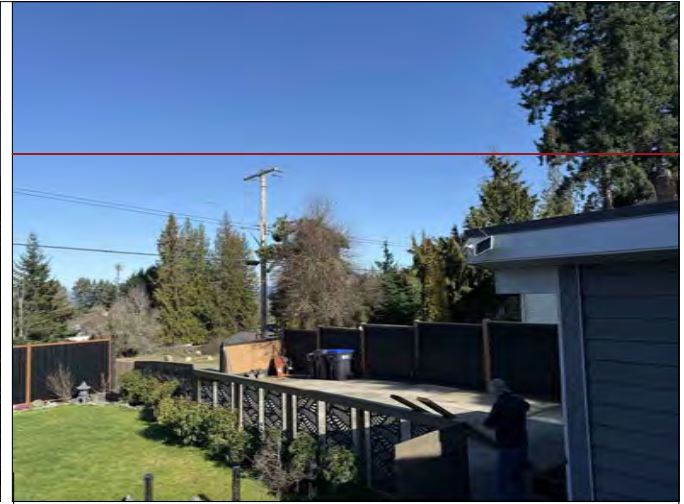


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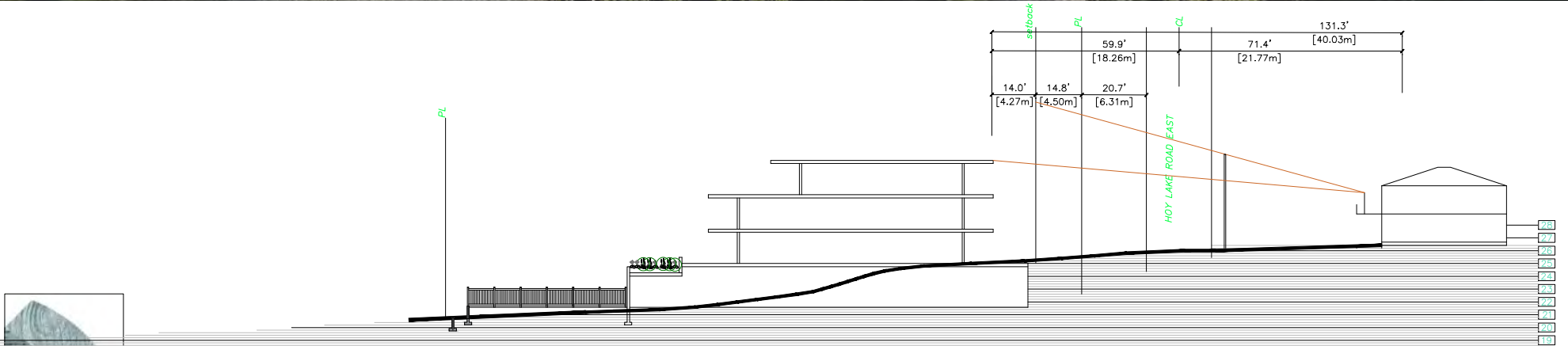




SECTION C-C



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 2017 PAVING, GRASS, AND FENCE. ALL VOLUME
 1. 2017 PAVING, GRASS, AND FENCE. ALL VOLUME
 2. 2017 PAVING, GRASS, AND FENCE. ALL VOLUME



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532 MEMORIAL AVENUE

Traffic Impact Assessment

MJ Oh – Transportation Technologist

Author

Nadine King, P.Eng., PTOE

VP, Transportation & Sr Transportation Engineer
Reviewer

Prepared For: Kelland Ventures
Date: October 29, 2025
Our File No: 4076.B01

WATT VICTORIA
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1.0 INTRODUCTION

WATT Consulting Group is retained by Kelland Ventures to prepare a Traffic Impact Assessment (TIA) for a proposed development (either a 52-unit multi-family building or an 80-room hotel/motel) at 532 Memorial Avenue in the Town of Qualicum Beach.

The study is to identify any impacts to the surrounding transportation network due to the proposed development plan and recommend on any mitigation strategies for both the short and long-term horizons. The study also reviews existing safety issues at Hoylake Road / Memorial Avenue and active transportation within the site vicinity.

1.1 Study Area

The study area for this project includes the following intersections:

- Crescent Road / Memorial Avenue
- Hoylake Road / Memorial Avenue
- Memorial Avenue Site Access

Figure 1 shows the study area and site location.

1.2 The Site Today

The site is currently vacant. The site is bound by Memorial Avenue to the west, Crescent Road East to the north, Hoylake Road to the south, and single-family homes to the east. The surrounding land use is mostly residential with single family lots, a church, and a golf course to the north. There is a B&B house across Hoylake Road to the south.



Figure 1 – Site Location and Study Intersections

1.3 This Report

This report is provided as part of the application being submitted to the Town of Qualicum Beach.

This report provides the following:

- An overview of the existing road network
- A projection of the site's trip generation, distribution, and assignment potential
- An assessment of existing traffic patterns and volumes in the study area
- An operational assessment of vehicular traffic operations in the study area under existing, background, and post-development conditions
- An assessment of existing sight distance issues at the intersection of Hoylake Road / Memorial Avenue



- Review of active transportation facilities in the area
- Recommendations for mitigation measures to address existing issues and due to the development traffic

2.0 TRANSPORTATION CONTEXT

2.1 Road Network

2.1.1 Existing Road Network

The existing road network, lane configuration, and intersection control within the study area is illustrated in **Figure 2**.

Memorial Avenue (Highway 4) provides a connection between Island Highway (Highway 19A) and Tofino and runs directly through the Town of Qualicum Beach; the segment within the study area runs north-south. It is an arterial road with a two-way, two-lane cross section with a multi-use pathway on the east side. This roadway is under the jurisdiction of the Town of Qualicum Beach within its municipal boundaries.

Crescent Road is a rural local road that runs east / west roughly parallel to Island Highway and is connected to Island Highway at both ends. The intersection of Crescent Road / Memorial Avenue has a left turn lane (10m storage) for the northbound approach and raised medians on Memorial Avenue. On the north leg of Memorial Avenue, there is a zebra marked crosswalk with pedestrian push buttons and signs. This crosswalk is located on a golf course route (Qualicum Beach Memorial Golf Club). At the crosswalk, crossing volumes were measured at 30/36 pedestrians (including golf cart riders) for the AM/PM peak hour (August 26, 2025).

Hoylake Road is also a rural local road that runs east / west from Alder Street to Saint Andrew Road. At the intersection of Hoylake Road / Memorial Ave, there exist safety concerns due to the vertical grade and horizontal curve. The sight distance assessment is described in **Section 4.0**. The speed limit is 50 km/h for all roads within the study area.

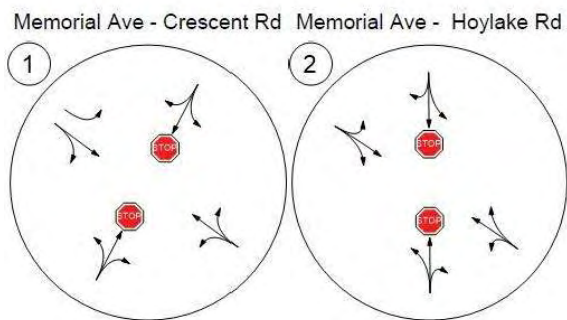


Figure 2 – Existing Road Network / Traffic Control



2.2 Traffic Counts

Turning movement counts were completed for study intersections on weekdays during the AM and PM peak periods as per **Table 1**.

Table 1 – Existing Turning Movement Counts

Intersection	Count Date	Time Period
Crescent Road / Memorial Avenue	Tuesday August 26, 2025	8:00 – 9:00 AM
	Tuesday August 26, 2025	4:00 – 5:00 PM
Hoylake Road / Memorial Avenue	Tuesday August 26, 2025	8:00 – 9:00 AM
	Tuesday August 26, 2025	4:00 – 5:00 PM

3.0 TRAFFIC OPERATIONS ANALYSIS

3.1 Traffic Analysis Scenarios and Time Periods

Traffic operations analysis has been undertaken during the weekday AM and PM peak periods under the following scenarios:

- Existing Conditions (Section 3.4)
- Opening Day (2027) Background Conditions (Section 3.5)
- Opening Day (2027) Post-Development Conditions (Section 3.6)
- 10 Year Post-Buildout (2037) Background Conditions (Section 3.5)
- 10 Year Post-Buildout (2037) Post-Development Conditions (Section 3.6)

The proposed development is expected to be completed in the year 2027, hereafter referred to as Opening Day. The horizon year is 10 years after the opening day, in this case the year 2037.

3.2 Methodology

Intersection capacity analysis for the existing and proposed conditions was completed using the Vistro software package, which uses the Highway Capacity Manual (HCM) 7 evaluation methodology.

Results are measured in volume-to-capacity ratio, delay (seconds), level of service (LOS), and 95th percentile queue lengths (metres).



The volume-to-capacity ratio (v/c) is an indicator of the capacity utilization for the key movements in the intersection. A v/c of 1.0 indicates that a specific traffic movement is operating at maximum capacity.

The LOS for unsignalized (stop-controlled and roundabout) intersections is determined by the calculated delay for each critical movement. The LOS for a signalized intersection includes additional factors such as geometry, traffic and pedestrian volumes, and signal phasing / timing. LOS is broken down into six letter grades, with LOS A being excellent operation, and LOS F being unstable / failing operations.

3.3 Input and Calibration Parameters

Heavy Vehicle Percentage

The percentage of heavy vehicles for each movement was based on the information provided as part of the turning movement counts.

Peak Hour Factor

The Peak Hour Factor (PHF) was based on the information provided as part of the turning movement counts. PHFs were calculated for each intersection using the overall intersection volumes. Where not available, a default PHF of 0.90 was used.

Thresholds

Maximum thresholds, if exceeded, may not allow efficient functioning of the intersection/movement and can be used to see if intersection upgrades are necessary. LOS E or F (i.e. 35 seconds or more of delay) is the delay threshold. The v/c ratio threshold is generally considered to be 0.80 in rural areas due to the lower tolerance for congestion in these areas.

The threshold for queues is when the 95th percentile queue lengths exceed the available storage.



3.4 Existing Conditions

3.4.1 Existing Traffic Volumes

The existing traffic volumes for the weekday AM and PM peak periods are illustrated in **Figure 3** and **Figure 4**, respectively.

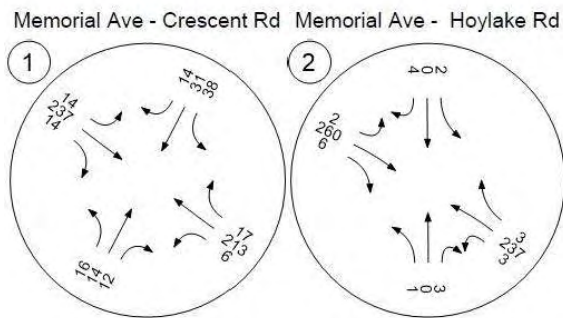




Figure 4

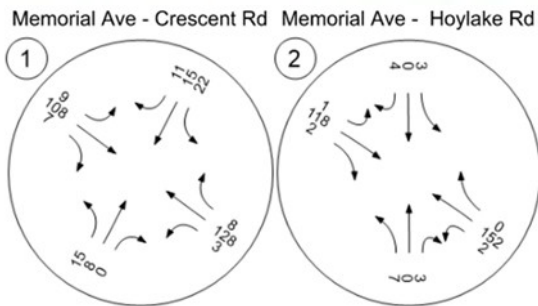


Figure 3 – Existing Traffic Volumes – AM Peak Hour

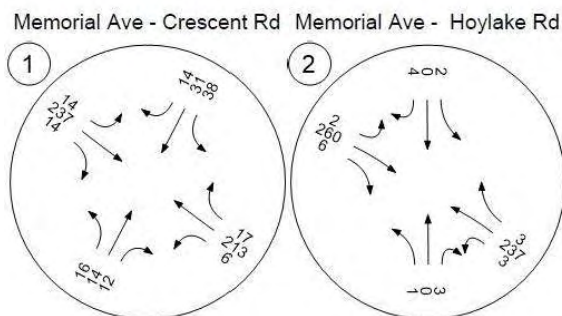


Figure 4 - Existing Traffic Volumes – PM Peak Hour

3.4.2 Existing Traffic Operations

Intersection analysis results for existing conditions are summarized in **Table 2**. The two study intersections are currently operating at acceptable levels of service. The intersection of Crescent Road / Memorial Avenue is operating at LOS C or better (delays from side streets: 18 seconds) for all movements in both the AM and PM peak hours. At Hoylake Road / Memorial Avenue, all movements are operating at LOS A/B (delays from side streets: 14 seconds). The v/c ratios for all movements are acceptable and there are no queuing issues at all existing turn lanes for both intersections.



Table 2 – Existing Conditions: AM / PM Peak Hour

Movement		v/c	LOS	Delay (s)	95 th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave						
NBL	AM	0.02	A	7.8	0.4	10
	PM	0.02	A	7.8	0.4	
NBTR	AM	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	AM	0.01	A	7.5	0.1	N/A
	PM	0.01	A	7.8	0.2	
EBLTR	AM	0.07	B	13	3.6	N/A
	PM	0.17	C	18	11	
WBLTR	AM	0.06	B	14	2.1	N/A
	PM	0.10	C	18	5	
(2) Hoylake Rd / Memorial Ave						
NBLTR	AM	0.00	A	7.6	0.1	N/A
	PM	0.00	A	7.8	0.1	
SBLTR	AM	0.00	A	7.5	0.1	N/A
	PM	0.01	A	7.8	0.1	
EBLTR	AM	0.01	B	11	0.5	N/A
	PM	0.01	B	14	0.5	
WBLTR	AM	0.02	B	12	0.7	N/A
	PM	0.01	B	14	0.5	

Notes: ## = Value exceeding threshold

3.5 Background Conditions

3.5.1 Corridor Growth

From MoTT Traffic Data Program, a growth rate of 1.4% per year was applied to existing traffic volumes to estimate future traffic volumes based on the UTVS historical growth factor (10 year) for the Highway 4 section south of Highway 19 (TM Site: 14-062EW).



3.5.2 Background Traffic Volumes

Background traffic volumes are the sum of existing traffic volumes and corridor growth. Background traffic volumes for the opening day (2027) and 10-year post-development (2037) horizon are illustrated in **Figure 5** through **Figure 8**.

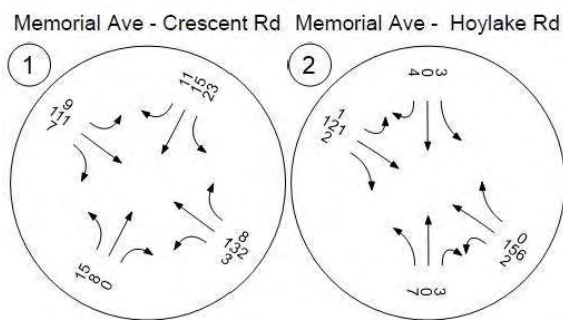


Figure 5 – 2027 Opening Day Background Volumes – AM Peak Hour



Memorial Ave - Crescent Rd Memorial Ave - Hoylake Rd

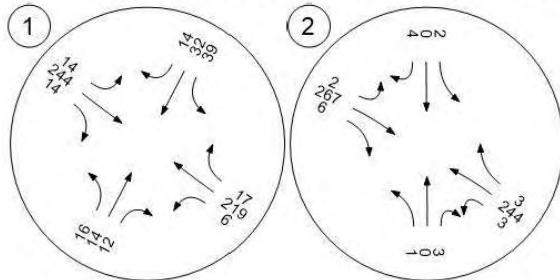


Figure 6 – 2027 Opening Day Background Volumes - PM Peak Hour



Memorial Ave - Crescent Rd Memorial Ave - Hoylake Rd

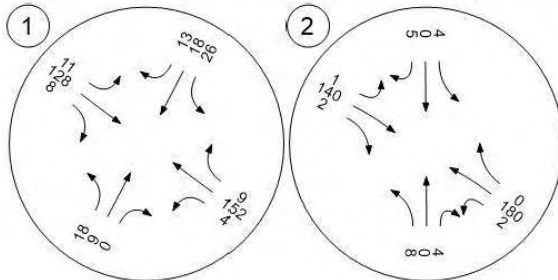


Figure 7 - 2037 Horizon Year Background Volumes – AM Peak Hour

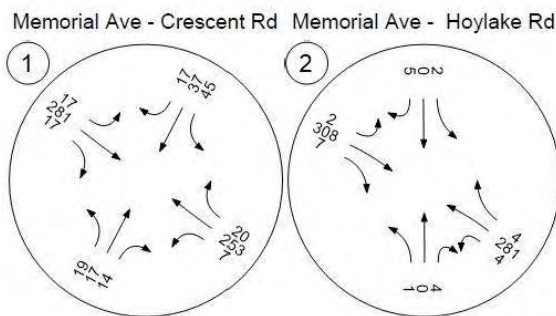


Figure 8 - 2037 Horizon Year Background Volumes – PM Peak Hour

3.5.3 Background Traffic Operations – 2027 Opening Day

Intersection analysis results for the 2027 background conditions are summarized in **Table 3**. The opening day background conditions for the two study intersections do not change from existing conditions with the LOS remaining at LOS C or better, and all delays are acceptable for all movements with low v/c ratios.

Table 3 – 2027 Opening Day Background Conditions: AM / PM Peak Hour

Movement	v/c	LOS	Delay (s)	95 th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave					



Movement		v/c	LOS	Delay (s)	95 th Percentile Queue (m)	Storage (m)
NBL	AM	0.02	A	7.8	0.4	10
	PM	0.02	A	7.8	0.4	
NBTR	AM	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	AM	0.01	A	7.6	0.1	N/A
	PM	0.01	A	7.8	0.2	
EBLTR	AM	0.07	B	13	3.8	N/A
	PM	0.18	C	19	11	
WBLTR	AM	0.06	B	14	2.1	N/A
	PM	0.11	C	19	5	
(2) Hoylake Rd / Memorial Ave						
NBLTR	AM	0.00	A	7.6	0.1	N/A
	PM	0.00	A	7.8	0.1	
SBLTR	AM	0.00	A	7.5	0.1	N/A
	PM	0.01	A	7.8	0.1	
EBLTR	AM	0.01	B	12	0.5	N/A
	PM	0.01	B	14	0.5	
WBLTR	AM	0.02	B	12	0.8	N/A
	PM	0.01	B	14	0.5	

Notes: ## = Value exceeding threshold



3.5.4 Background Traffic Operations – 2037 10-Year Horizon

Intersection analysis results for the 2037 background conditions are summarized in **Table 4**. The opening day background conditions for the two study intersections do not significantly change from existing conditions with the LOS remaining at LOS C or less, and all delays are acceptable for all movements with low v/c ratios. At the intersection of Crescent Road / Memorial Avenue, movements from the side streets will have 5 – 7 seconds of more delays than existing conditions in the PM peak hour.

Table 4 – 2037 Horizon Year Background Conditions: AM / PM Peak Hour

Movement		v/c	LOS	Delay (s)	95 th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave						
NBL	AM	0.02	A	7.8	0.5	10
	PM	0.02	A	7.9	0.5	
NBTR	AM	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	AM	0.01	A	7.6	0.2	N/A
	PM	0.01	A	7.9	0.2	
EBLTR	AM	0.09	B	14	5.1	N/A
	PM	0.24	C	25	18	
WBLTR	AM	0.08	C	15	2.8	N/A
	PM	0.11	C	23	7	
(2) Hoylake Rd / Memorial Ave						
NBLTR	AM	0.00	A	7.7	0.1	N/A
	PM	0.00	A	7.9	0.1	
SBLTR	AM	0.00	A	7.6	0.1	N/A
	PM	0.01	A	7.9	0.2	
EBLTR	AM	0.02	B	12	0.7	N/A
	PM	0.01	C	16	0.6	
WBLTR	AM	0.03	B	12	1.0	N/A
	PM	0.01	C	15	0.7	

Notes: ## = Value exceeding threshold



3.6 Post-Development Conditions

3.6.1 New Site Trip Generation

The proposed development is either a 52-unit multi-family building or an 80-room hotel/motel. Trip generation for two different land uses were reviewed and the higher peak hour traffic is used for the analysis which is the hotel.

Vehicular trip generation rates for the proposed multi-family residential or hotel development are based on the *ITE Trip Generation Manual (11th Edition)*. The trip generation forecast for the site is provided in **Table 5** and **Table 6**. The hotel land use generates more trips than multi-family. Based on the proposed hotel (80 rooms) land use, the proposed development is forecast to generate up to 37 vehicles in AM peak hour and 47 vehicles in the PM peak hour.

Table 5 – New Site Trip Generation Option 1 (Multi-family)

Use	AM Peak Hour			PM Peak Hour		
	In	Out	2-Way	In	Out	2-Way
ITE Trip Generation Manual 11th Edition Rates						
Residential – Multifamily (Mid-Rise) (ITE LU 221) ⁽¹⁾	0.09	0.28	0.37	0.24	0.15	0.39
Vehicular Trip Generation						
Residential – 52 units	5	14	19	12	8	20

Notes:

1. Trip rates are per dwelling unit



Table 6 – New Site Trip Generation Option 2 (Hotel)

Use	AM Peak Hour			PM Peak Hour		
	In	Out	2-Way	In	Out	2-Way
ITE Trip Generation Manual 11th Edition Rates						
Hotel ^[1]	0.26	0.20	0.46	0.30	0.29	0.59
Vehicular Trip Generation						
Hotel – 80 rooms	21	16	37	24	23	47

Notes:

1. Trip rates are per room

3.6.2 Trip Distribution and Assignment

The trip distribution pattern for new site traffic was established based on existing traffic patterns and key origin/destinations in the region. The distribution of inbound and outbound traffic adopted for the proposed development is outlined in **Table 7**.

Table 7 – Site Traffic Distribution

Street	Direction	AM		PM	
		In	Out	In	Out
Memorial Avenue Access					
Memorial Avenue	North	40%	35%	39%	44%
	South	60%	65%	55%	50%
Crescent Avenue	East	0%	0%	3%	3%
	West	0%	0%	3%	3%



The new site traffic volumes assigned to the area road network are illustrated in
 Memorial Ave - Crescent Rd Memorial Ave - Hoylake Rd Hoylake Road E / Site Acces

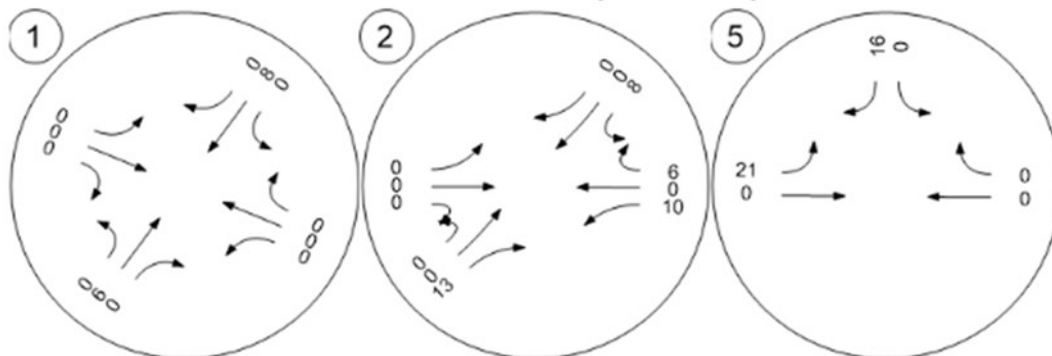


Figure 9 and **Figure 10**, respectively.



Memorial Ave - Crescent Rd Memorial Ave - Hoylake Rd Hoylake Road E / Site Acces

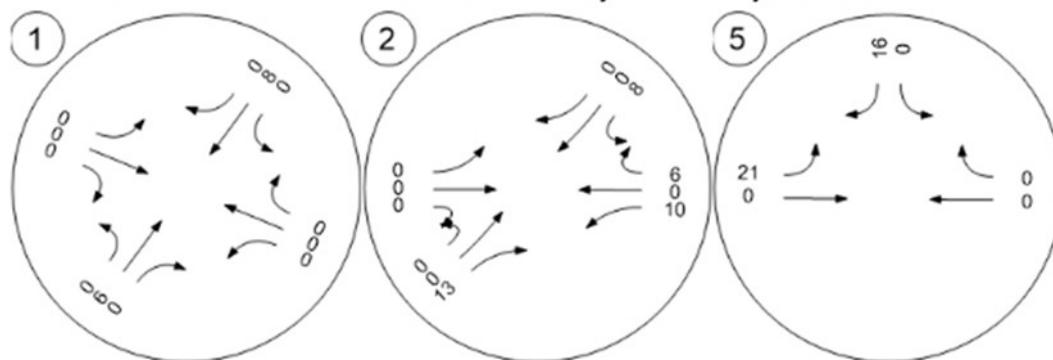


Figure 9 - New Site Trips – AM Peak Hour



Memorial Ave - Crescent Rd Memorial Ave - Hoylake Rd Hoylake Road E / Site Acces

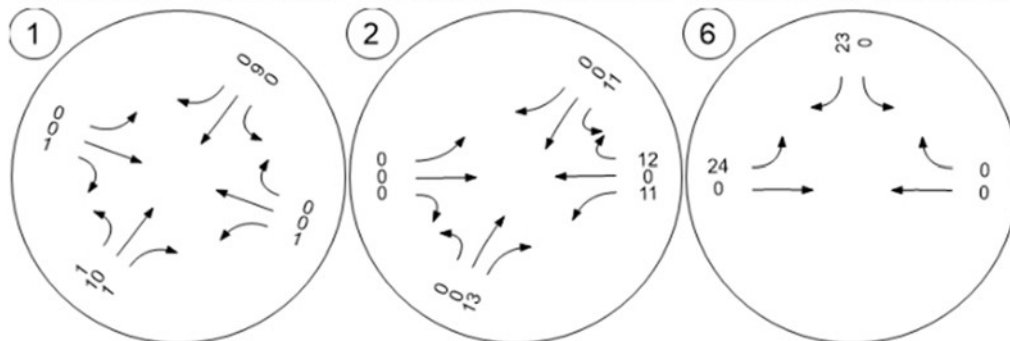


Figure 10 - New Site Trips – PM Peak Hour



3.6.3 Post-Development Traffic Volumes

Post-development traffic volumes are the sum of background traffic volumes and site traffic volumes. Post-development traffic volumes for the opening day (2027) and 10-year post-development (2037) horizon years are illustrated in **Figure 11** through **Figure 14**.

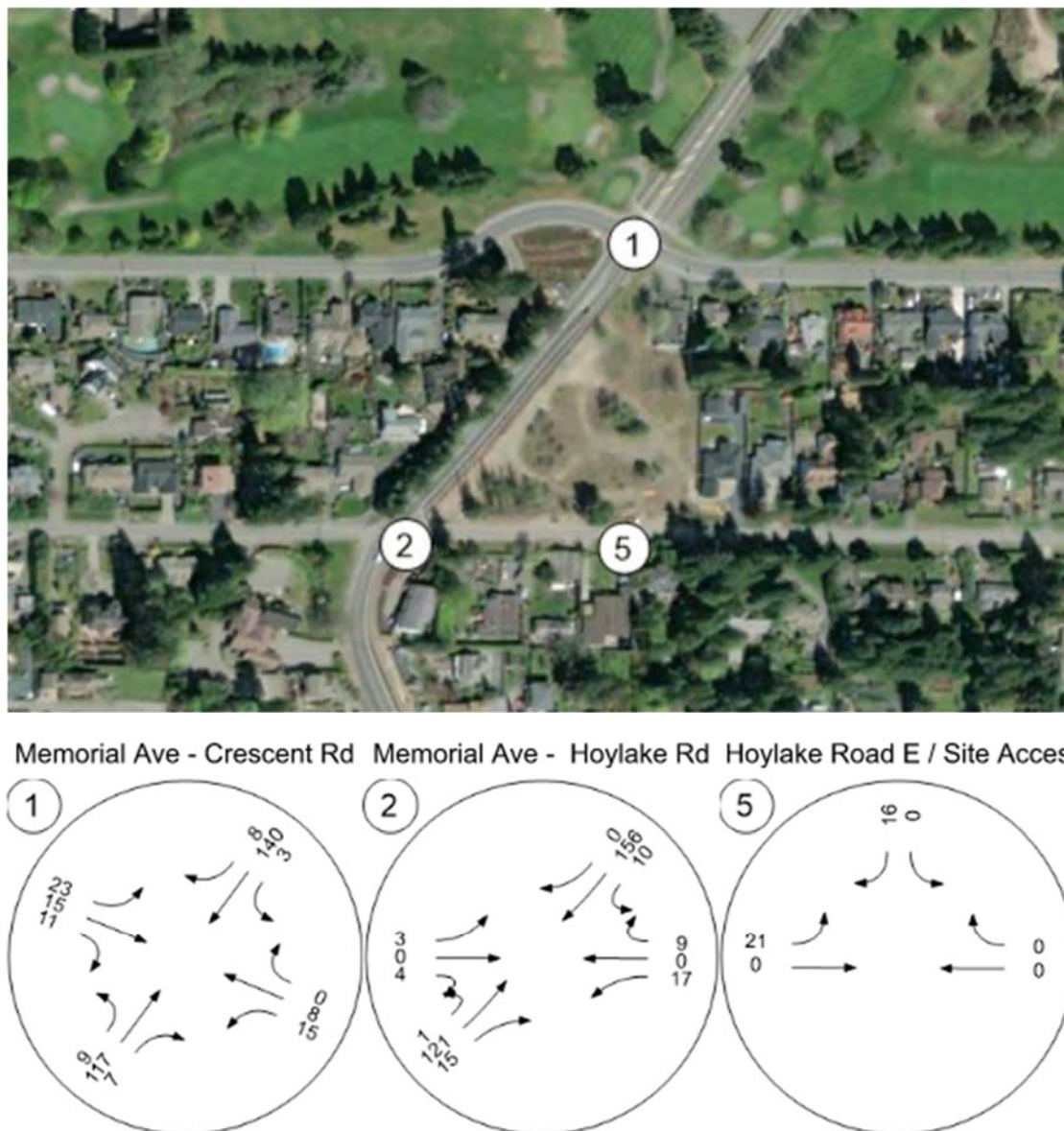


Figure 11 – 2027 Opening Day Post Development Volumes – AM Peak Hour



Memorial Ave - Crescent Rd Memorial Ave - Hoylake Rd Hoylake Road E / Site Acces

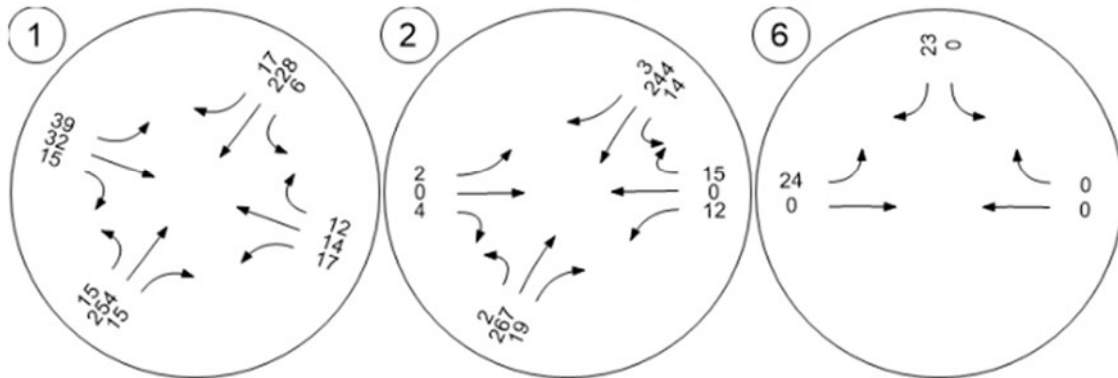


Figure 12 – 2027 Opening Day Post Development Volumes – PM Peak Hour



Memorial Ave - Crescent Rd Memorial Ave - Hoylake Rd Hoylake Road E / Site Acces

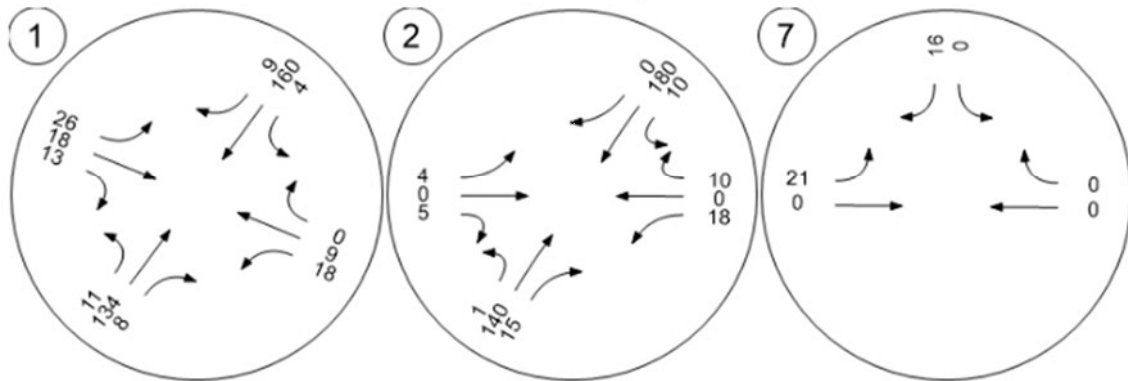


Figure 13 - 2037 Horizon Year Post Development Volumes – AM Peak Hour



Memorial Ave - Crescent Rd Memorial Ave - Hoylake Rd Hoylake Road E / Site Acces

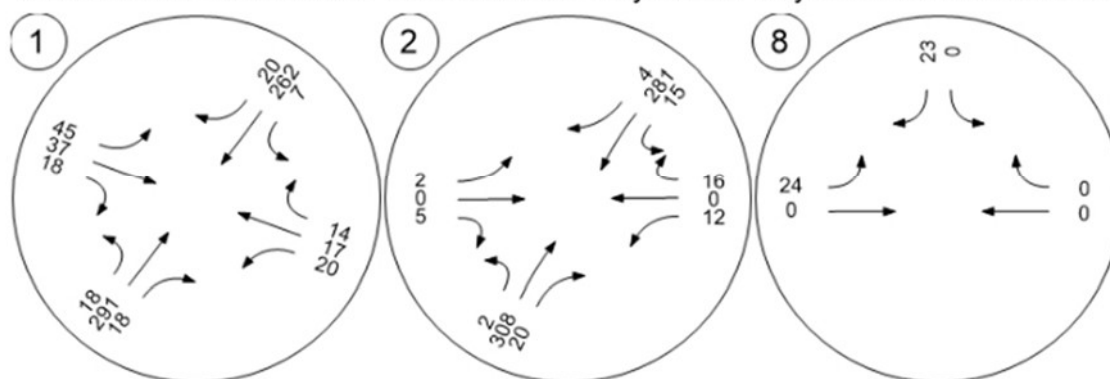


Figure 14 - 2037 Horizon Year Post-Development Volumes – PM Peak Hour

3.6.4 Post-Development Traffic Operations – 2027 Opening Day

Intersection analysis results for the 2027 post-development conditions are summarized in **Table 8**. The introduction of development traffic, on opening day, does not significantly change the operations of the intersections, with all measures of effectiveness remaining within acceptable thresholds.



At the two study intersections, all movements will continue to operate at the same levels of service (LOS C or better). Additional delays from the side street movements will be minor with one second or less due to the development.

Table 8 – 2027 Opening Day Post Development Conditions: AM / PM Peak Hour

Movement		v/c	LOS	Delay (s)	95 th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave						
NBL	AM	0.02	A	7.8	0.4	10
	PM	0.02	A	7.8	0.1	
NBTR	AM	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	AM	0.01	A	7.6	0.1	N/A
	PM	0.01	A	7.8	0.2	
EBLTR	AM	0.07	B	13	3.8	N/A
	PM	0.18	C	20	12	
WBLTR	AM	0.06	B	13	2.1	N/A
	PM	0.12	C	19	5	
(2) Hoylake Rd / Memorial Ave						
NBLTR	AM	0.00	A	7.6	0	N/A
	PM	0.00	A	7.8	0.1	
SBLTR	AM	0.01	A	7.6	0	N/A
	PM	0.03	A	7.9	0.1	
EBLTR	AM	0.01	B	12	0.1	N/A
	PM	0.01	C	16	0.	
WBLTR	AM	0.06	B	12	0.3	N/A
	PM	0.013	C	17	0.7	

3.6.5 Post-Development Traffic Operations - 2037

Intersection analysis results for the 2037 post-development conditions are summarized in **Table 9**. In the 2037 horizon year the two study intersections do not see significant changes with the addition of the development traffic, with all measures of effectiveness remaining within acceptable thresholds.



At the intersection of Crescent Road / Memorial Avenue, the eastbound movement will be operating at LOS D (delay: 26 seconds) with less than one second of additional delay compared with 2037 background conditions in the PM peak hour and all other movements continue to operate at the same levels of service. At Hoylake Road / Memorial Avenue, all movements will continue to operate at LOS C or better (delays from side streets: 15 - 16 seconds). The v/c ratios for all movements are acceptable and no queuing issues were found at all existing lanes for both intersections. Therefore, no mitigation measures would be required for the two study intersections in the long term with the development.

Table 9 – 2037 Horizon Year Post Development Conditions: AM / PM Peak Hour

Movement		v/c	LOS	Delay (s)	95 th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave						
NBL	AM	0.02	A	7.9	0.5	10
	PM	0.02	A	7.9	0.5	
NBTR	AM	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	AM	0.01	A	7.6	0.2	N/A
	PM	0.01	A	7.9	0.2	
EBLTR	AM	0.09	B	14	5.1	N/A
	PM	0.25	D	26	19	
WBLTR	AM	0.08	C	15	2.8	N/A
	PM	0.17	C	24	8	
(2) Hoylake Rd / Memorial Ave						
NBLTR	AM	0.00	A	7.7	0.1	N/A
	PM	0.00	A	7.9	0.1	
SBLTR	AM	0.00	A	0	0.1	N/A
	PM	0.01	A	8.0	0.5	
EBLTR	AM	0.02	B	13	0.7	N/A
	PM	0.01	C	18	0.7	
WBLTR	AM	0.07	B	13	2.5	N/A
	PM	0.15	C	19	6.5	



3.6.6 Site Access Traffic Operations – 2037 Post Development

Access to the proposed development site is a full movement access on Hoylake Road East. Intersection analysis results for the site access are summarized in **Table 10**. In the 2037 post development peak hours, the site access / Hoylake Road East intersection operates at LOS A, with delays of 8 seconds or less. No operational issues are anticipated at the site access in the long term.

Table 10 – Site Access / Hoylake Road: 2037 Post Development

Movement		v/c	LOS	Delay (s)	95 th Percentile Queue (m)	Storage (m)
Hoylake Road East / Site Access						
SBLR	AM	0.01	A	8.4	0.3	N/A
	PM	0.02	A	8.4	0.5	
EBLT	AM	0.01	A	7.3	0.3	N/A
	PM	0.01	A	7.3	0.3	
WBTR	AM	0.00	A	0	0	N/A
	PM	0.00	A	0	0	

4.0 SIGHT DISTANCE ASSESSMENT

There are safety concerns for the intersection of Hoylake Road / Memorial Avenue. Sightlines are a key safety factor when a side street intersects a horizontal and vertical curve. Around the Hoylake Road intersection, Memorial Avenue has a horizontal curve with significant vertical grades (5 – 8% downgrade) from the intersection to the south. Also, Hoylake Road (side street) is positioned with skewed angles to Memorial Avenue and two side streets are slightly offset (approximately half the width of the road). There is a multi-use path with a raised buffer (landscaped) along the east side of Memorial Avenue.

A sightline assessment was performed to measure the available sight distances through the site visit (infield sight distances measured on August 26, 2025) plus aerial maps (2024 image) downloaded from the Town website.



4.1 Sight Distances

The TAC Geometric Design Guide for Canadian Roads (2017) identifies the intersection sight distance when turning left from a major road, stopping sight distance, and intersection sight distance for turning from a stop from a minor road. For a vehicle turning left out of an access (from a stop) the turning sight distance for a design speed of 50 km/h is 105m, looking left and right. For a vehicle turning right, the required turning sight distance is 95m, looking left. Also, the required intersection sight distance for turning from a stop from a major road into a minor road is 80m for a design speed of 50 km/h. The required stopping sight distance is 72m for a design speed of 50 km/h with a 6% downgrade (1.1 adjustment factor applied; 65m for approach grades with less than 3%).

4.2 Sightline Assessment at Hoylake Road East Location

At Hoylake Road East / Memorial Avenue intersection, a sightline assessment was performed based on the measured sight distances. Intersection sight distance (ISD) was measured both from the stop bar and from 2.5m back from the edge of pavement on Memorial Avenue. The 2.5m setback location is approximately 4-5m closer to the Memorial Road than the stop bar, providing better sightlines for turning vehicles. Infield it was observed that most drivers turning onto Memorial Avenue from Hoylake Road East stopped at approximately 2.5m back from the edge of pavement, obstructing the trail crossing. **Table 12** provides TAC's required minimum ISD for the 50 km/h speed limit and measured sight distances at the location.

Table 11 – Intersection Sight Distances at Hoylake Road East Exit

Turn Type	Direction	Required ISD	Measured ISD
Left	Looking Left	105m	73 – 77m (ISD Not Met) *
	Looking Right	105m	120m+ (ISD Met)
Right	Looking Left	95m	73 – 77m (ISD Not Met) *
Through Traffic	Northbound	72m (Stopping SD)	75m (Stopping SD Met)
	Southbound	65m (Stopping SD)	120m+ (Stopping SD Met)

* Sight distances vary by observed locations.



Figure 15 – Sightlines at Hoylake Road East Location

The measured sight distance looking to the right (north) exceeds the requirement (95m/105m). However, there is a sag vertical curve on Memorial Avenue when looking towards the north (towards Crescent Road), which creates a potential short hidden section. The landscape along the multi-use path should be maintained with low profiles (maximum 0.6m height or less) to provide better sightlines (See **Figure 15** Right). The measured sight distance looking to the left (south) is limited with 73-77m looking through/over the metal fence (See **Figure 15** Left), which is much lower than the sight distance for a turning vehicle to not impact a vehicle on Memorial Avenue to have to reduce their speed by more than 70%. For the through traffic on Memorial Avenue, the measured sight distance for the northbound traffic is 75m which satisfies TAC's recommended minimum stopping sight distance (72m on 6% downhill) for 50 km/h. The sight distance travelling southbound is greater than 120m and exceeds the minimum stopping sight distance.

Due to the existing safety concerns with limited sight distance at Memorial Avenue and Hoylake Road E for both vehicular traffic and users of the multi-use pathway, restrictions are necessary to avoid conflicts. Fully closing the east leg of Hoylake Road E at Memorial Avenue would eliminate any safety concerns with respect to the limited sight distances. Traffic (existing and development) will have to use Berwick Road North (major collector) and either Crescent Avenue E (major collector) or Village Way E (arterial) to access the site. Existing volumes entering/exiting Hoylake Road E at Memorial Avenue are less than 14 vehicles per hour which indicates that vehicles maybe avoiding these movements due to the challenging sight lines. The re-routed traffic will not impact the overall traffic operations of the area.



An alternative option would be to restrict this leg to a left in / right in only. This would allow traffic to access Hoylake Road E from Memorial Avenue but traffic from Hoylake Road E would have to use Berwick Road and Crescent Avenue or Village Way. This option reduces the amount of traffic that is re-routed.

4.3 Sightline Assessment at Hoylake Road West Location

On Hoylake Road West at Memorial Avenue the measured sightlines exceed the intersection turning sight distance and the stopping sight distance on Memorial Avenue. **Table 13** provides TAC's required minimum ISD for the 50 km/h speed limit and measured sight distances at the location. See **Figure 16** for sightlines to Memorial Avenue at Hoylake Road West.

Table 12 – Intersection Sight Distances at Hoylake Road West Exit

Turn Type	Direction	Required ISD	Measured ISD
Left	Looking Left	105m	120m+ (ISD Met)
	Looking Right	105m	110m+ (ISD Met)
Right	Looking Left	95m	120m+ (ISD Met)
Through Traffic	Northbound	72m (Stopping SD)	105m+ (Stopping SD Met)
	Southbound	65m (Stopping SD)	120m+ (Stopping SD Met)

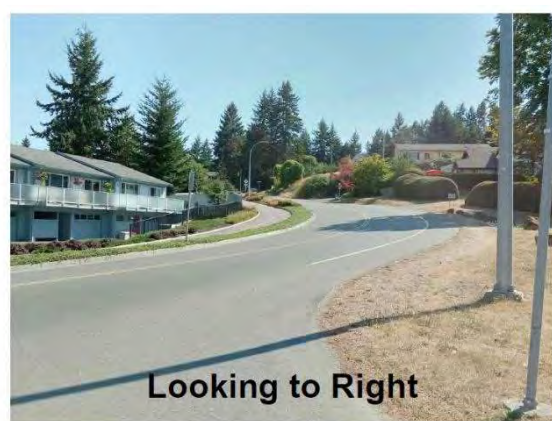


Figure 16 – Sightlines at Hoylake Road West Location



4.4 Sightline Assessment for Left Turn from Memorial Avenue

Sight distances for left turns from Memorial Avenue onto Hoylake Road were reviewed. The measured sight distances are 85m for the southbound left turn vehicles on Memorial Avenue and 120m+ for the northbound left turn vehicles. Therefore, available sight distances exceeds the requirement of 80m for 50km/h corridors.

5.0 ACTIVE TRANSPORTATION

5.1 Pedestrian Facility



According to the Recreational Greenways Plan (OCP Map Schedule 2.8 Map) of Town of Qualicum Beach, Memorial Avenue and Crescent Road are designated as Greenway Street with sidewalk and bikeway. There is a multi-use pathway along the east side of Memorial Avenue to the north until the Crescent Road intersection. A new sidewalk connection from the multi-use path to the site should be provided to facilitate access for pedestrians. There are no sidewalks along Crescent Road and Hoylake Road; however, sidewalks should be provided on all frontages where there are gaps.

5.2 Cycling Facility



There is a multi-use pathway along the development frontage of Memorial Avenue, which is used by pedestrians and cyclists. Crescent Road is designated as Greenway Street with sidewalk and bikeway. It is expected that pedestrians/bike facilities along Crescent Road would be implemented in the long term. No cycling facility is required along Hoylake Road.

5.3 Transit Facility



The proposed development is located approximately 400m from an existing bus stop on Memorial Avenue at Veterans Way. The existing bus stop has a shelter with a bench. Route 9 (Intercity Line) provides services two times per hour on weekdays from Ravensong Exchange (Town Centre) to Woodgrove Exchange (Nanaimo) via Parksville. Route 99 (Deep Bay) provides services two times a day from Town Centre to Deep Bay via Bowser.



6.0 CONCLUSIONS

The addition of post development traffic has minimal impact on the study intersections on Memorial Avenue in the peak hours. The two study intersections will continue to operate at good levels of service and have no capacity issues in the long term. The proposed access onto Hoylake Road E has no operational issues. A connection from the site to multi-use pathway should be provided.

There are existing safety concerns at the intersection of Hoylake Road / Memorial Avenue. The offset nature of the intersection with the vertical and horizontal curve on Memorial Avenue and the addition of the multi-use pathway is causing challenges which adding traffic from the development will increase. For vehicles turning out of the west side of Hoylake Road there are no sight distance issues; however, on the east side the sight distances are limited to less than recommended distances for vehicles turning out. The less than recommended distances makes drivers hesitate or make turns that cause vehicles on Memorial Avenue to have to slow substantially. Since this is an existing issue that will be further impacted by development traffic it is recommended that the east leg of Hoylake Road / Memorial Avenue be, at a minimum restricted to left in/right in only. This would re-route traffic to Berwick Road, Crescent Road and/or Village Way which are all major collector or arterial roads.

7.0 RECOMMENDATIONS

The developer is recommended to provide:

- Sidewalks along the site frontages where there are gaps.
- Work with the Town to restrict Hoylake Road E at Memorial to left in/right in only.



WATT VICTORIA
#302 - 740 Hillside Avenue
Victoria, BC V8T 1Z4
(250) 388-9877

Kelland Ventures
3711 Shenton Road
Nanaimo, BC V9T 2H1
Email: jeff@windleycontracting.com

January 12, 2026
File: 4076.B01

Attention: Jeff Windley

RE: ACCESS FOR 532 MEMORIAL AVENUE DEVELOPMENT

Watt Consulting Group (WATT) was retained by Kelland Ventures to prepare a Traffic Impact Assessment (TIA) for the development at 532 Memorial Avenue. The TIA was completed in October 2025 with the access off Hoylake Road. Since the completion of the TIA a request was made to understand the impacts of the access for the development being off Memorial Avenue. This letter reviews both access options and provides a recommendation on the preferred option.

Operationally both access options operate with good to excellent conditions and have minimal impact on the surrounding road network. For an access on Memorial Avenue to have sufficient sight distance for drivers to make left and right turns from the access it would need to be located at least 60m from Hoylake Road. However, the design of the site prevents the access from being located more than 60m from Hoylake Road. The Memorial Avenue access also requires vehicles to cross the multi-use (bi-directional) facility. The proposed access onto Hoylake Road E does not have any sight distance issues.

In either case, the intersection of Hoylake Road E/Memorial Avenue has an existing sight distance issue where vehicles turning out of Hoylake Road E do not have sufficient sight distance to turn without significantly slowing traffic on Memorial Avenue. This sight distance issue is due to the horizontal and vertical curvature of Memorial Avenue which limits the ability of Hoylake Road E drivers to see approaching vehicles. The multi-use facility on the east side of Memorial Avenue also adds to the complexity at the intersection. The Town of Qualicum Beach should review the safety of this intersection and consider measures to

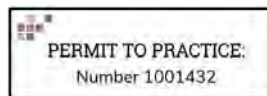
restrict turns. However, changes to Hoylake Road / Memorial Avenue are not required due to the development.

CONCLUSION

The access on Hoylake Road operates at better or similar conditions to the Memorial Avenue access option with both options having limited impact on the surrounding network. The Hoylake Road access is the preferred option for the site as the Memorial Avenue option proximity to vertical and horizontal curve on Memorial Avenue limits the sight distance and requires drivers to cross the multi-use pathway.

Sincerely,

Watt Consulting Group



Nadine King, P.Eng., PTOE

Sr Transportation Engineer / VP, Transportation

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E nking@wattconsultinggroup.com

#WEAREWATT

TOWN OF QUALICUM BEACH

March 13, 2026

NOTICE OF DEVELOPMENT VARIANCE PERMIT APPLICATION

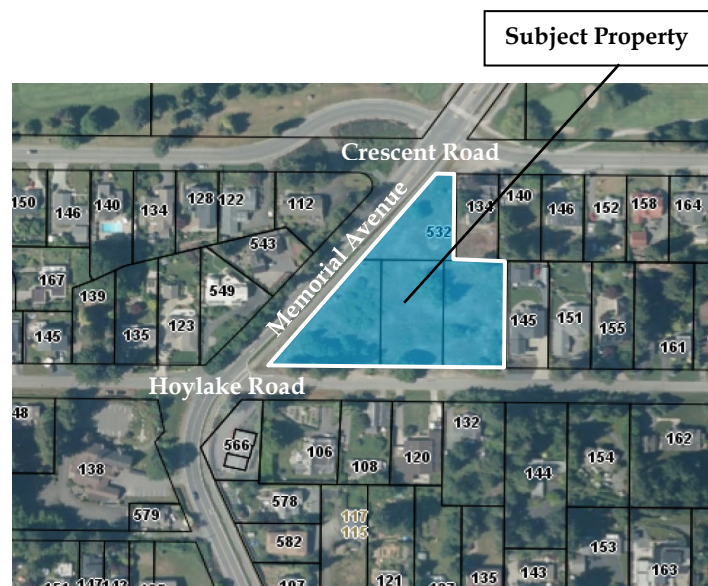
Council of the Town of Qualicum Beach, at its Regular Meeting scheduled for Wednesday, March 25, 2026 at 10:00am in the Council Chambers of the Municipal Office, 660 Primrose St., Qualicum Beach, BC, will consider the issuance of a Development Variance Permit for the subject property at 532 Memorial Avenue to vary the maximum height from 7.5m to 14.78m under Section 3.4.29 in the “Town of Qualicum Beach Zoning Bylaw No. 900, 2024”.

Explanation of Variance

The owner of the subject property (532 Memorial Avenue) has applied to build a multi-residential development with 50 units located within two buildings. Given the height of the proposed development, a variance to the maximum height under the Commercial 9 (C9) zone is required. The proposed building height is 14.78m, which requires a variance of 7.28m to the maximum permitted height of 7.5m.

Location and Legal Description

Civic Address:	532 Memorial Avenue
PID:	001-068-458
Legal Description:	Amended Lot 1 (DD 25180-N), Block 5, District lots 59 and 60, Newcastle District, Plan 1802



Application Review

The proposed Development Variance Permit may be viewed online at qualicumbeach.com/planning-notices/ or at Town Hall at #201 - 660 Primrose Street, Qualicum Beach, BC, Monday to Friday (except statutory holidays), 9:00am to 4:00pm from Friday, March 13, 2026, to Wednesday, March 25, 2026 at 10:00am.

Public Input

As your property is in proximity of the property subject, you are receiving this notification. If you believe your interests are affected by the proposed Development Variance Permit, you may provide written comments or speak in person during the Public Input Period at the Council Meeting on Wednesday, March 25, 2026 at 10:00am (maximum three minutes per person speaking time).

Written comments can be provided to the Town of Qualicum Beach by email: qbtown@qualicumbeach.com or by mail: Town of Qualicum Beach, #201 - 660 Primrose Street, Qualicum Beach, BC V9K 1S7. Written submissions will be accepted up to 9:30am on March 25, 2026. All written submissions, including names and addresses, will become part of the public record and will be shared with Council.

Questions

If you have any questions or require further details in regard to this matter, please contact the Planning Department at the Municipal Office, 250.752.6921 or by email, planning@qualicumbeach.com. This Notice is given in accordance with Section 499 of the *Local Government Act*.

File No.: 3090-20-MemorialAve532

Mailed to neighbouring properties within 100m of the subject property: Friday, March 13, 2026

Town Website: Friday, March 13, 2026

Newspaper Publication Dates: N/A

N:\3000-3699 LAND ADMINISTRATION\3090 DEVELOPMENT VARIANCE PERMITS\3090-20 Civic Addresses\Memorial Ave\532 Memorial Ave\2025



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3060-2024-1396Memorial532

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: March 25, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Permit | 532 Memorial Avenue

GOVERNANCE DECISION

Council is asked to approve, require changes, or refuse a Development Permit for 532 Memorial Avenue, subsequent to approval of the Development Variance Permit which is addressed under a separate staff report dated March 25, 2026.

RECOMMENDATION

THAT Council directs staff to issue a Development Permit for 532 Memorial Avenue, as described in the March 25, 2026 Planning Report to Council.

PURPOSE

For Council to consider issuance of a Development Permit for 532 Memorial Avenue.

BACKGROUND

The Town has received an application for a Development Permit (DP) for 532 Memorial Avenue. The property is located within the C6 – Memorial Avenue Form and Character Development Permit (DP) Area as outlined in the Official Community Plan. Consequently, any construction on this property requires a DP.

Under Section 488 of the *Local Government Act*, the Town has the ability to designate Development Permit Areas through their Official Community Plan. In the case of 532 Memorial Avenue, the Development Permit Area establishes objectives for the form and character of intensive residential development. When considering a DP application, the discretion of the Town to issue or refuse a DP is limited to the guidelines outlined as part of the Development Permit Area. As such, a local government may only exercise its discretion to grant or refuse a DP based upon the guidelines set out in its Official Community Plan, and in the case of refusal, identify the guidelines that the application does not meet.



Figure 1: Subject Property

2025 Official Community Plan (OCP):

The subject property is designated as *Commercial* in the OCP and is within the *C6 – Memorial Avenue Development Permit Area*. The following is a detailed analysis of the *Development Permit Area C6 – Memorial Avenue Guidelines* for convenience and context:

1. Designs shall recognize the importance of the site as a gateway to the uptown commercial area. In order to promote the charm of Qualicum Beach, buildings shall avoid massive building components in favour of smaller village-scale character and design.

Staff Comment: The buildings proposed along Memorial Avenue are representative of a smaller building. The building proposed along Hoylake Road East is a larger building which includes varied height, massing and architectural features that reduce the massing.

2. Designs may experience difficulty in meeting the maximum height regulations throughout the site because of the sloping topography; therefore, height variances will be entertained, particularly if the portion of a building that is the subject of the variance assists in enhancing the village character and architectural interest of the building.

Staff Comment: The proposed development requires a height variance, which is to be expected due to the challenges of the site's sloping topography, the mass in height calculation prescribed in the Town's Zoning Bylaw, as well as the commercial/multi-residential zoning. The height variance permits the applicant to accommodate the proposed number of units while maintaining the current configuration of the site, with low rise buildings along Memorial Avenue and the larger building along Hoylake Road East.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- The property owner will be notified once Council makes a decision.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

A Development Permit application has been made for 532 Memorial Avenue. Staff recommend Council authorize the issuance of a Development Permit for 532 Memorial Avenue at this time.

ALTERNATIVE OPTIONS

1. THAT the Development Permit Application for 532 Memorial Avenue be refused, as detailed in the March 25, 2026, Planning report to Council due to conflict with the following Development Permit Area Guidelines: *[insert references to C6 – Memorial Avenue Development Permit Area Guidelines]*;
2. THAT Council provides alternate direction to staff.

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APPROVALS

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



Rebecca Augustyn, MCIP,
RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Concurrence

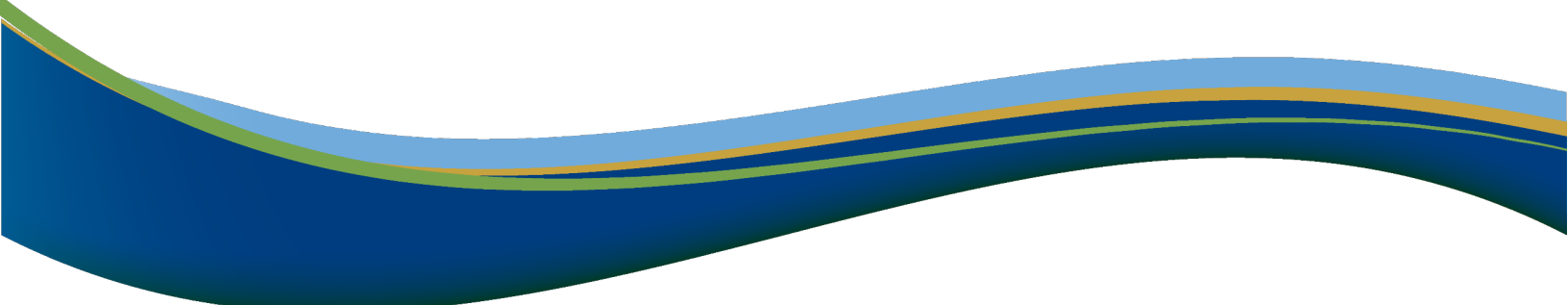
REFERENCES

Attachment 1: Submitted Plans for 532 Memorial Avenue – October 30, 2025
Attachment 2: Development Permit Area Guidelines: C6 – Memorial Avenue

Development Permit Area C6 – Memorial Avenue

Justification	This commercial/multi-family residential site is prominently located on Memorial Avenue, a major arterial road linking the waterfront and the uptown area.
Guidelines	Development Permits issued for this site shall be in accordance with the following guidelines: ✓ Designs shall recognize the importance of the site as a gateway to the uptown commercial area. In order to promote the charm of Qualicum Beach, buildings shall avoid massive building components in favour of smaller village-scale character and design. ✓ Designs may experience difficulty in meeting the maximum height regulations throughout the site because of the sloping topography; therefore, height variances will be entertained, particularly if the portion of a building that is the subject of the variance assists in enhancing the village character and architectural interest of the building.

32



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-CanyonCresRd796

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: March 25, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit | 796 Canyon Crescent Road

GOVERNANCE DECISION

Council is asked to approve, require changes, or refuse a Development Variance Permit for 796 Canyon Crescent Road.

RECOMMENDATIONS:

THAT Council directs staff to issue a Development Variance Permit for 796 Canyon Crescent Road, as described in the March 25, 2026 Planning Report to Council, subject to registration of a S. 219 Restrictive Covenant prohibiting further subdivision by way of a strata and to limit the number of dwelling units on each parcel to two.

PURPOSE

For Council to consider issuance of a Development Variance Permit for 796 Canyon Crescent Road that would vary the minimum parcel width to 14.5m, and in turn, authorize the subdivision of the parcel.

BACKGROUND

A Development Variance Permit has been requested for 796 Canyon Crescent Road. The subject property is currently zoned Residential 1 (R1) and is considered a “through lot”, with access from Canyon Crescent Road on the north side of the property and a right-of-way for Hoylake Road West on the south side of the property. To the east and west of the property are residential parcels. The parcel is approximately 1,765m² with an existing house on the site.

The applicant was approved for a Development Permit in May 2025 for up to four units (two detached dwelling units and two ancillary dwelling units). The applicant has now made a Development Variance Permit application to vary the minimum parcel width, from 23.0m to 14.5m, to facilitate fee simple subdivision of the parcel. If the proposed variance is approved, the subject property would be permitted to move through the fee simple subdivision process rather than through strata ownership. If the property is subdivided, under the current zoning, a maximum of four dwelling units per parcel would be permitted; however, the applicant has committed to registering a covenant on both parcels that would ensure a maximum of two

dwelling units per parcel (as per staff recommendation). In addition, both dwelling units on each parcel could be strata titled.

On March 4, 2026, Council adopted the following resolution:

- THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 796 Canyon Crescent Road, as detailed in the September 17, 2025 Planning Report to Council (attached for reference). AND FURTHER THAT a staff report will be provided for Council consideration at a future meeting.



Figure 1: Subject Property

DISCUSSION

The owner of 796 Canyon Crescent Road has applied for a Development Variance Permit to vary the minimum parcel width from 23.0m to 14.5m to facilitate subdivision of the parcel. The parcel is approximately 1,765m² and 28.96m wide. The proposed development meets the current permitted use, density requirements, and minimum setbacks. This variance would facilitate the fee-simple subdivision into two parcels rather than retaining the parcel as one and creating a two-unit strata.

If the parcel is subdivided, by default, each parcel could be further subdivided by way of a strata. For this reason, staff recommend registration of a S. 219 Restrictive Covenant to ensure that any ancillary dwelling units on the property are not strata titled. This helps retain rental housing potential.

A notice was sent to properties in proximity of the subject property on Friday, March 13, 2026. Both the notice, and the notification map, are attached to this report. At the time of writing this Report, no public input has been received.

Minor Variance to be Included with Development Permit			
	Permitted	Proposed	Required Variance
Minimum parcel width	23.0m	14.5m	8.5m

It should be noted that the parcel is already subdividable, as it is large enough to meet the minimum parcel size of 700m² and has a second road frontage. However, subdivision with both lots directly fronting on Canyon Crescent is considered a better alternative, since one of the road frontages (Hoylake Road West) is undeveloped and there is no plan to construct a road.

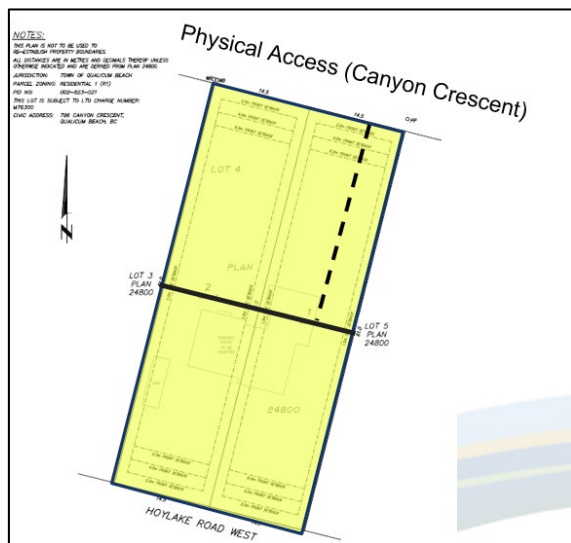


Figure 1: Possible Subdivision Plan without Variance

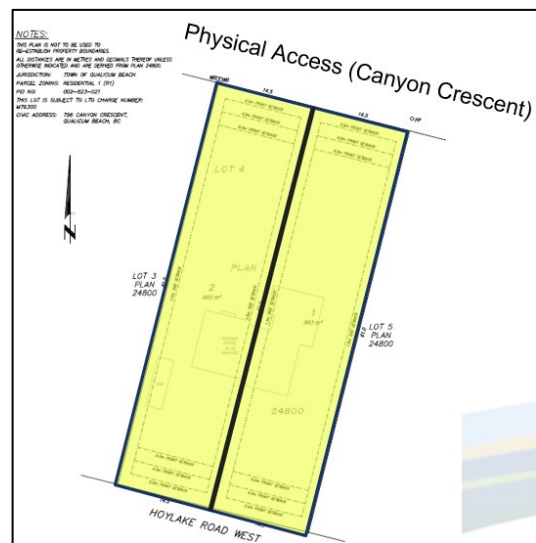


Figure 2: Possible Subdivision Plan with Variance (as proposed)

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

CONSULT:

- Consideration of a Development Variance Permit requires that property owners be notified and afforded an opportunity to share their opinions for the DVP with Council in advance of Council issuing a Development Variance Permit.

INFORM:

- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

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

- Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*
- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values*

SUMMARY

The Development Variance Permit application for 796 Canyon Crescent Road proposes a variance to the minimum parcel width, from 23.0m to 14.5m to facilitate a subdivision of the parcel with both lots fronting on Canyon Crescent Road. A Development Permit was previously approved for this parcel, and the proposed development is the same as what was approved under that Development Permit. This variance would facilitate the fee simple subdivision of the parcel instead of retaining the parcel as one and permitting the strata titling of two dwelling units on the parcel. Staff recommend Council authorize the issuance of the Development Variance Permit for 796 Canyon Crescent subject to Council's review and consideration of any written submissions received.

ALTERNATIVE OPTIONS

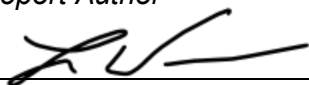
1. THAT the Development Variance Permit Application for 796 Canyon Crescent Road be refused.
2. THAT Council provides alternate direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP,
RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Concurrence

REFERENCES

- | | |
|---------------|--|
| Attachment 1: | Submitted Plans for 796 Canyon Crescent Road |
| Attachment 2: | Copy of Public Notice |
| Attachment 3: | Copy of Notification Map |

October 23, 2025

Town of Qualicum Beach
660 Primrose Street
Qualicum Beach, BC
V9K 1S7

Att: Luke Sales – Director of Planning

**Re: Reconsideration of Subdivision Application for 796 Canyon Crescent, Qualicum Beach
Lot 4, District Lot 78, Newcastle District, Plan 24800**

Dear Luke,

As per your request, I am writing to provide additional information regarding the challenges and legal constraints associated with stratifying our development at 796 Canyon Crescent, and to respectfully request that Council reconsider our application for subdivision.

After consultation with surveyors, legal counsel, and planning professionals, it is now clear that stratification would not allow our project to be constructed as originally approved by Council. Subdivision, by contrast, preserves the possibility of future secondary suites, whereas strata ownership does not. This critical distinction was not fully understood at the time of our initial application.

Flexibility for future suites is crucial for supporting multi-generational living and creating diverse, adaptable housing options. As housing costs continue to rise, families in our community depend on opportunities like these to stay together, share resources, and remain rooted here. Providing more “missing middle” housing—small-scale, diverse options between single-family homes and larger developments—is key to ensuring our neighbourhoods remain inclusive, vibrant, and resilient.

In British Columbia, fee simple lots and strata lots are governed by entirely different legal frameworks. This distinction has significant implications for housing flexibility, particularly for future secondary suites or ancillary dwellings.

A strata lot is governed by a strata corporation and its bylaws, under the *Strata Property Act*. Strata lots, under the *Strata Property Act*, cannot be modified to accommodate future suites or dwellings without a complex amendment process. **This process requires the creation of a fee simple lot within the strata, which is not permitted under current land use regulations, and would carry prohibitive legal, insurance, and financing implications to the home owner.** These include but are not limited to:

- Previously occupied building strata conversion – not possible
- Subdivision creating non compliant fee simple parcel – not possible
- Collecting mortgage lender signatures to allow a non compliant subdivision – not possible

Subdivision into two fee simple lots provides long-term housing flexibility, supports multi-generational living, and aligns with the community's goals for diverse and adaptable housing. **Stratification presents permanent legal barriers to the future addition of garden suites** or other housing forms.

The second item that requires some clarification is that **the property comfortably exceeds the minimum requirements for subdivision, including site area and frontage**. The property has two dedicated road frontages—Canyon Crescent to the north and Hoylake Road to the south. At 95 feet (28.96 m) wide and 200 feet (60.96 m) deep, for a total of 18,998 square feet (1,765 sq. m), the site is well over double the minimum required 700 sq. m. For context, at almost a half an acre the lot is more than three times the size of a typical parcel in West Ridge or Claymore Landing.

With this new information and additional context, I hope Council will view this application as an opportunity to strengthen housing choice, adaptability, and long-term liveability in our community.

Thank you for your time and consideration.

Sincerely,



John Larson, ASTTBC.CTech, CRD
C.A. Design

July 4, 2025

Town of Qualicum Beach
660 Primrose Street
Qualicum Beach, BC
V9K 1S7

Att: Luke Sales – Director of Planning

**Re: Development Variance Permit Application for 796 Canyon Crescent, Qualicum Beach
Lots 4, District Lot 78, Newcastle District, Plan 24800**

We are pleased to submit this rationale in support of our Development Variance Permit application for 796 Canyon Crescent.

The subject property was recently granted a Development Permit (DP), and we are excited to move forward with construction. As outlined in the approved DP, we will be building two single-family homes, each with the option of including a secondary suite. No zoning amendment was required, as the existing zoning permits up to four dwellings on this site.

Our architectural approach has been carefully developed to ensure a high-quality design that aligns with the character of the surrounding neighbourhood and meets the requirements of the current Residential 1 zoning.

The property is notably large—measuring 95 feet (28.96 m) in width and 200 feet (60.96 m) in depth—for a total site area of 18,998 square feet (1,765 sq. m). We are proposing to subdivide the lot into two separate parcels.

The property exceeds the minimum requirements for subdivision, including site area and frontage. It has two dedicated road frontages: Canyon Crescent to the north and Hoylake Road to the south. While Hoylake Road is a designated road, it is not currently open to vehicular traffic and has long functioned as a pedestrian-only trail connecting the nearby school and local residents to the town centre.

As a result, both proposed lots will front Canyon Crescent. This configuration necessitates a variance to the minimum required road frontage. **The request is to vary the frontage from 23.0m to 14.5m.**

As currently approved, the development will result in two detached homes, which will be strata-titled and sold as separate real estate entities. The proposed subdivision would result in exactly the same built form—two single-family homes consistent with the approved DP. However, it would enable each home to be held under separate fee simple title.

We are committed to registering a covenant on both lots to ensure that each may contain only one single-family home, with the option for a secondary suite, as already approved.

This subdivision proposal offers several advantages:

- **Eliminates** the ongoing administrative complexity and costs associated with strata ownership;
- **Aligns** with market preferences for fee simple home ownership; and
- **Delivers** new, context-sensitive housing in full alignment with the town's planning policies and zoning bylaw.

While a minor frontage relaxation is required due to the long-standing non-vehicular status of Hoylake Road, the subdivision otherwise meets all applicable requirements. We are confident that this proposal represents a thoughtful, high-quality, and neighbourhood-compatible form of residential development.

In Support of this request please find enclosed:

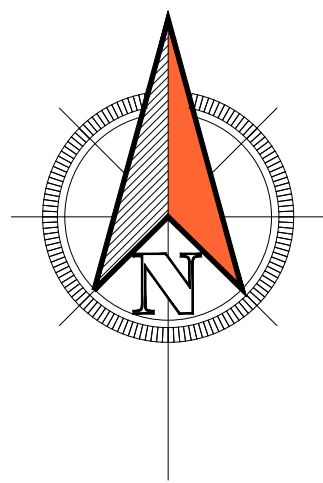
- Application Form
- Cheque for Application Fee
- Title search
- Development concept plans
- Proposed subdivision plan

Thank you for your time and consideration of this application. Please feel free to contact me if you have any questions or require any additional information.

Yours Truly,

A handwritten signature in black ink, appearing to be 'J. Larson', with a small dot at the end of the signature.

John Larson, ASTTBC.CTech, CRD
C.A. Design



CANYON CRESCENT

Site Data

PID: 002-823-021

LEGAL DESCRIPTION:
LOT 4, DISTRICT LOT 78, NEWCASTLE DISTRICT
PLAN 24800

CIVIC ADDRESS:
796 CANYON CRESCENT, QUALICUM BEACH, B.C.

ZONING:
TOWN OF QUALICUM BEACH - BL 900,
RESIDENTIAL 1 (R1).

SITE AREA: 1765 sq. m. (18,998 sq. ft.)

PARCEL COVERAGE PROPOSED:

STRATA LOT 1 GARAGE/COTTAGE = 95.9 sq. m. (1032 sq. ft.)
STRATA LOT 1 DWELLING = 213.5 sq. m. (2297 sq. ft.)

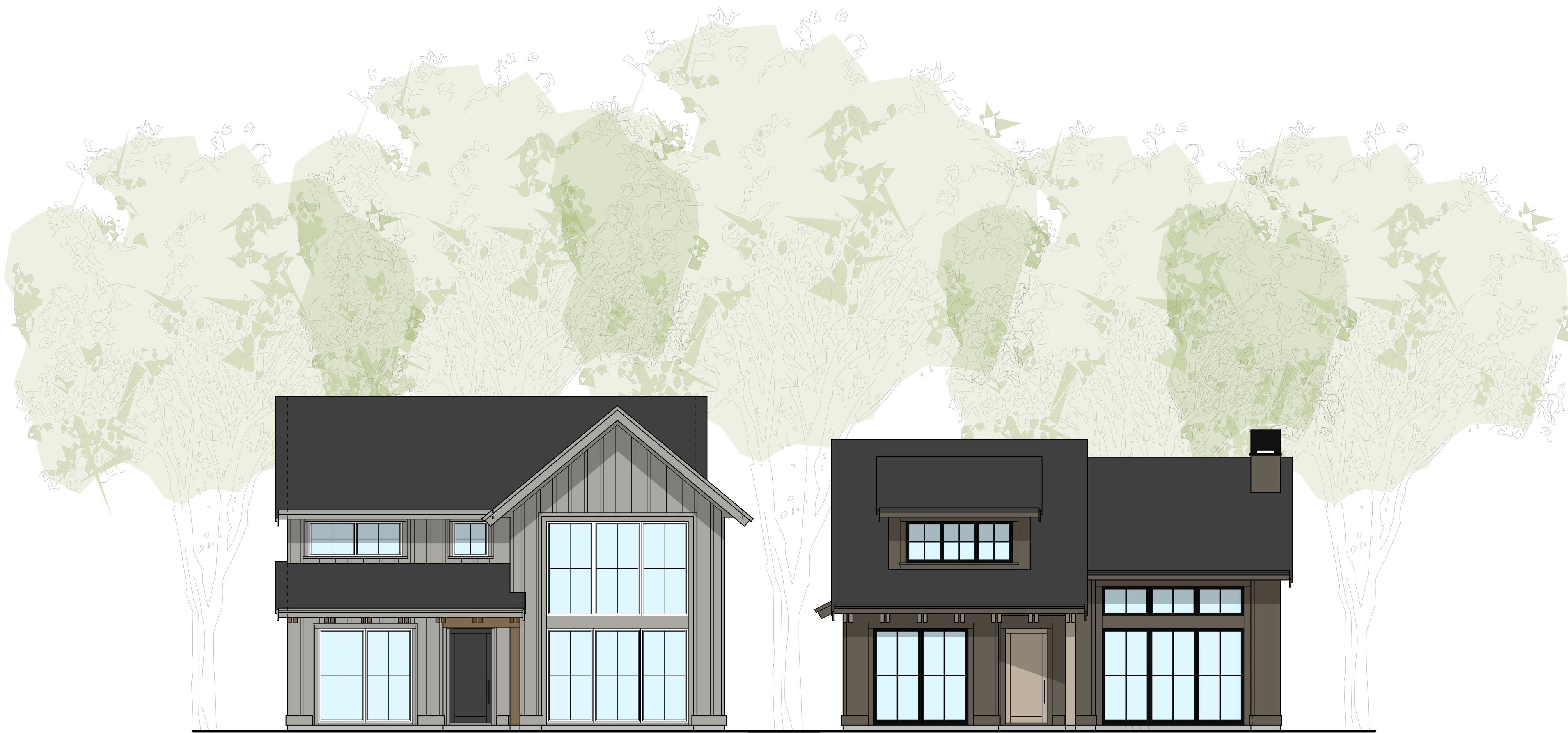
STRATA LOT 2 GARAGE/COTTAGE = 95.9 sq. m. (1032 sq. ft.)
STRATA LOT 2 DWELLING = 213.5 sq. m. (2297 sq. ft.)

TOTAL PARCEL COVERAGE = 618.8 sq. m. (6658 sq. ft.) -35%



Zoning Summary

Permitted Uses	
a) Single Detached Dwelling	
b) Duplex	
c) Houseplex	
Accessory Uses	
d) Ancillary Dwelling Unit	
e) Home Occupation	
f) Bed and Breakfast	
Maximum Number and Size of Buildings and Structures	
Accessory buildings	- combined floor area of 75m ²
Maximum number of dwelling units per parcel	4
Maximum number of strata lots	2
Height	
- Single Detached Dwelling or Duplex	9.0m
- Flat roof	8.0m
- Houseplex	11.0m
- Flat roof	10.0m
- Ancillary Dwelling Unit	6.5m
- Accessory Building	4.5m
Parcel coverage	55%
Minimum Setback Requirements	
Front lot line	
- Ancillary Dwelling Unit	
- Less than 8.0m in width and under 6.5m in height	2.0m
- More than 8.0m in width or 6.5m in height	6.0m
- Houseplex	
- Less than 8.0m in width and under 6.5m in height	2.0m
- More than 8.0m in width and 6.5m in height	4.0m
- Front facing garage	6.0m
- Duplex or Single Detached Dwelling	6.0m
Rear lot line	
- Portion of an Ancillary Dwelling Unit not more than 8.0m in width and 6.5m in height	2.0m
- Portion of a Houseplex not more than 8.0m in width and 6.5m in height	2.0m
- Houseplex	6.0m
- Rear-facing garage	2.0m
- Duplex or Single Detached Dwelling	6.0m
- Accessory Building (floor area no more than 10m ² and no more than 3m in height)	0m
Exterior side lot line (6.0m sight triangle to be maintained)	
- Single Detached Dwelling or Duplex	4.5m
- Ancillary Dwelling Unit	2.0m
- Accessory Building	4.0m
Interior side lot line	
- Accessory buildings (Floor area no more than 10m ² and no more than 3m in height)	1.5m
	0.0m
Provided that the aggregate total of the minimum distances from each interior side lot line to the principal building shall not be less than 4.5m.	
Except:	
a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply	
b) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.	



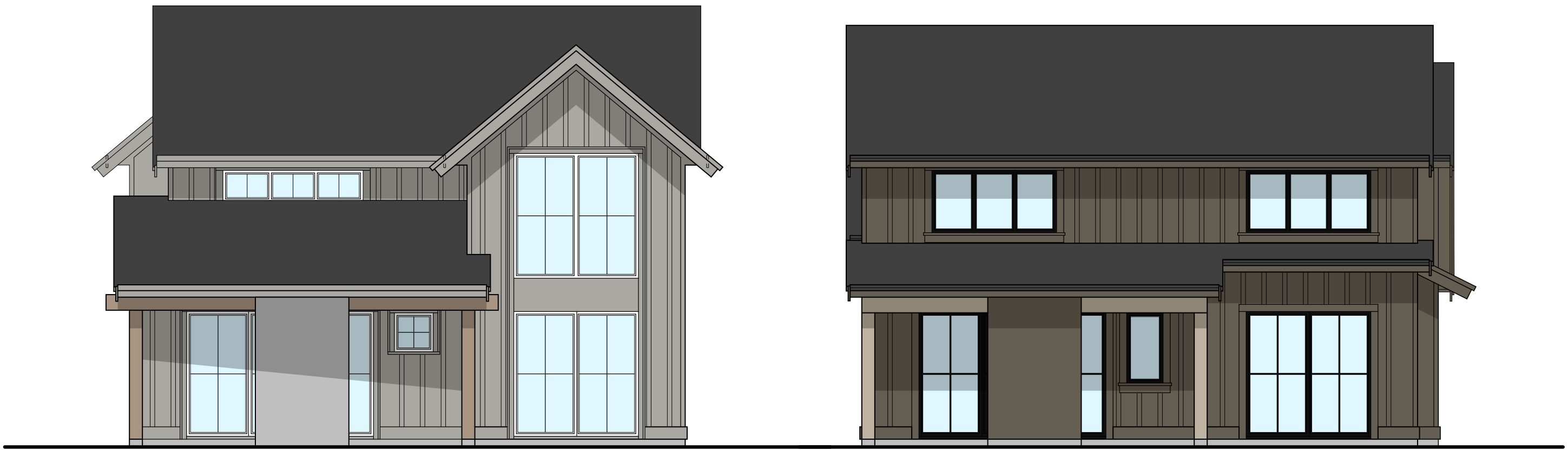
○ Strata Lot 1
North Elevation (not showing garage)

○ Strata Lot 2
North Elevation (not showing garage)



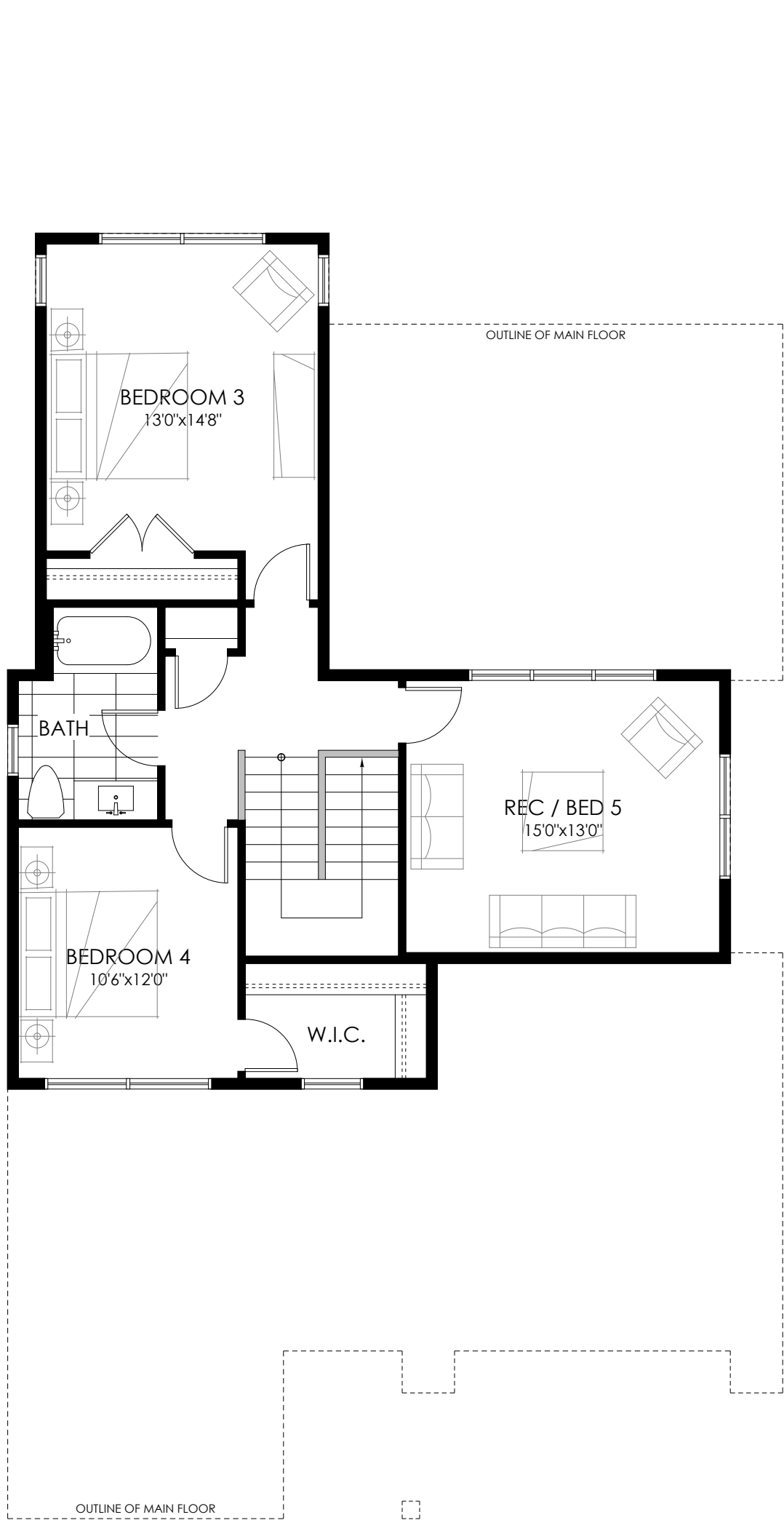
○ Strata Lot 1
North Elevation (street)

○ Strata Lot 2
North Elevation (street)

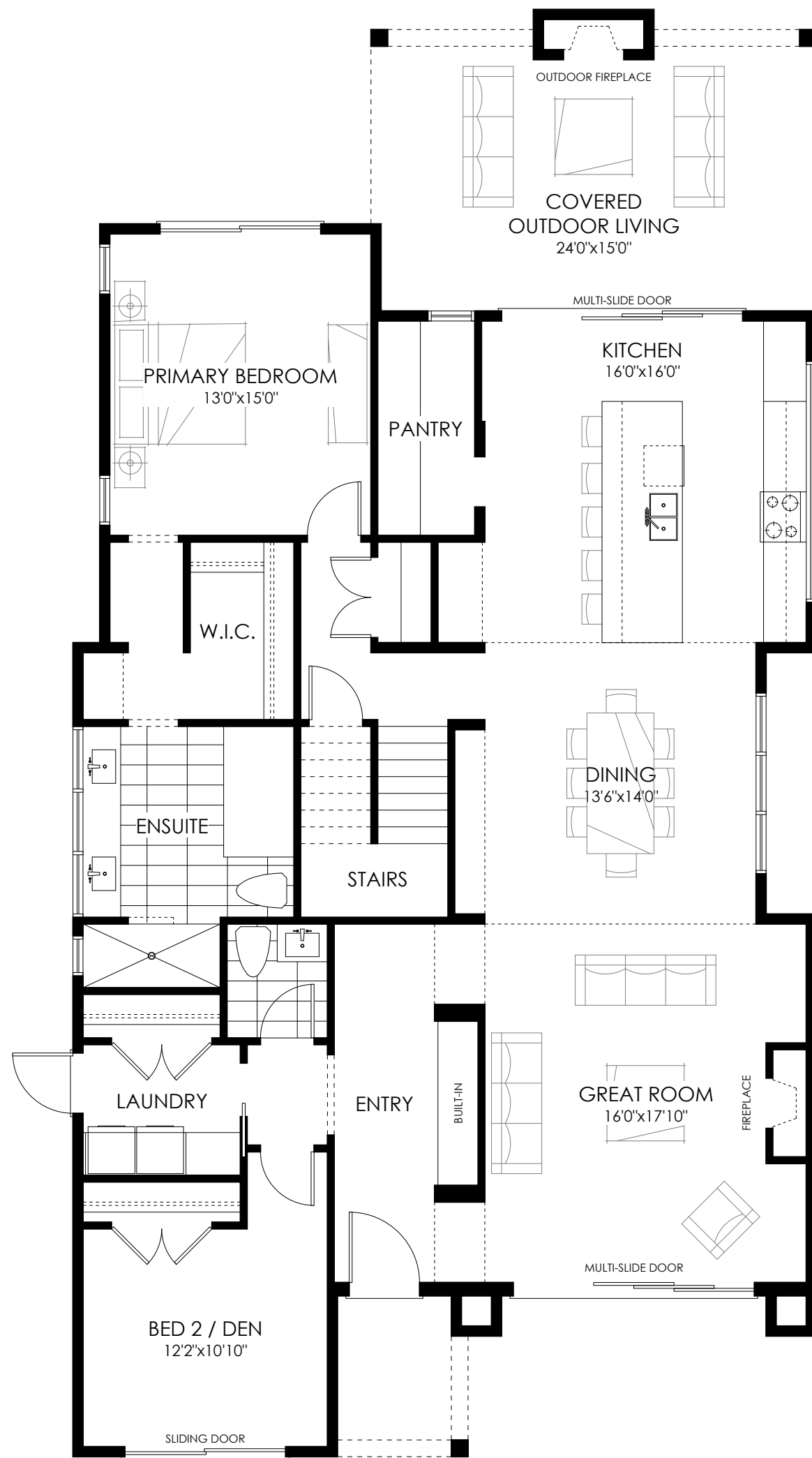


○ Strata Lot 1
South Elevation (rear)

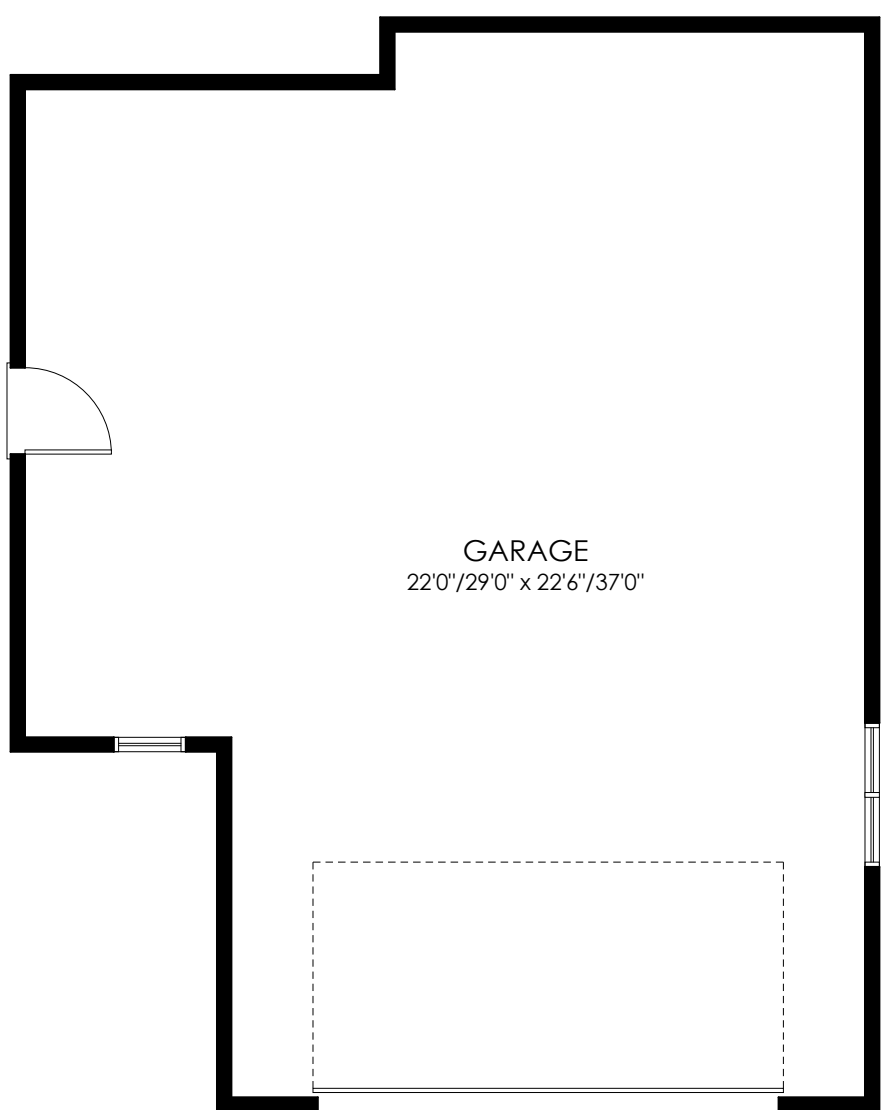
○ Strata Lot 2
South Elevation (rear)



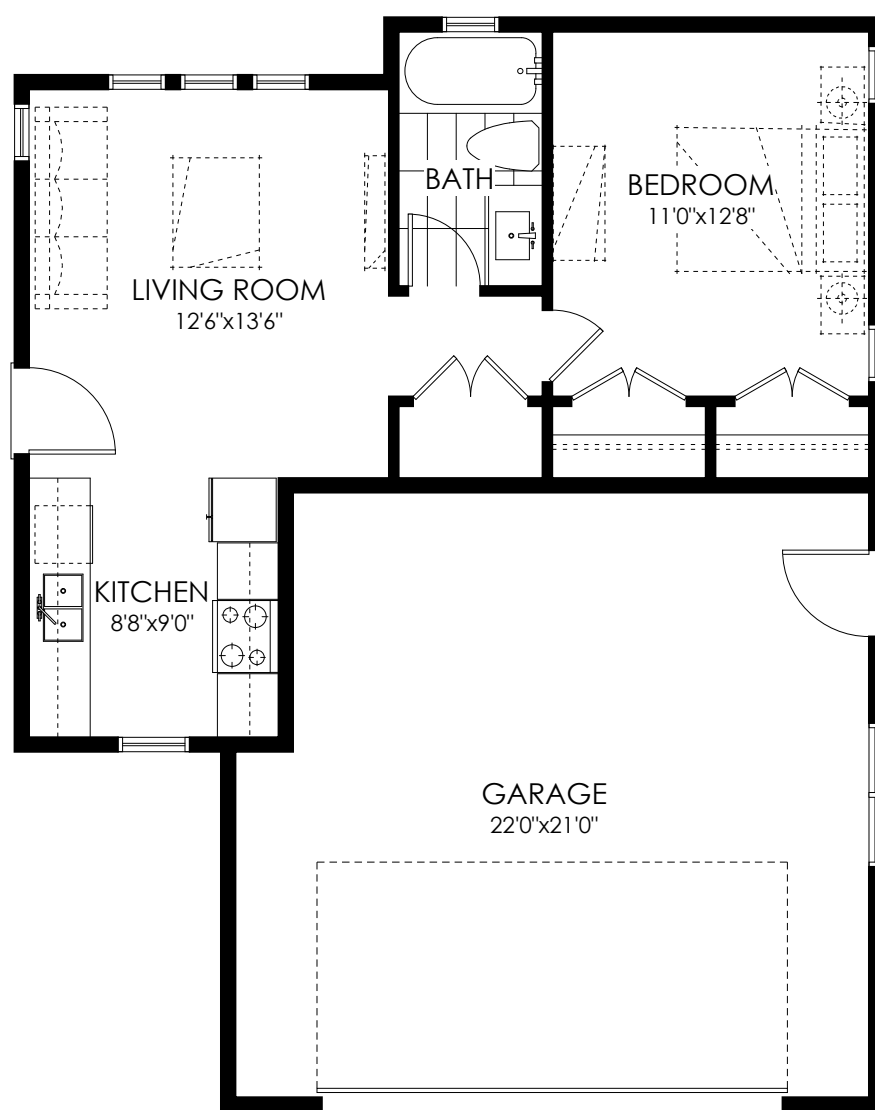
Upper Floor Plan
Floor Area = 830 sq. ft.



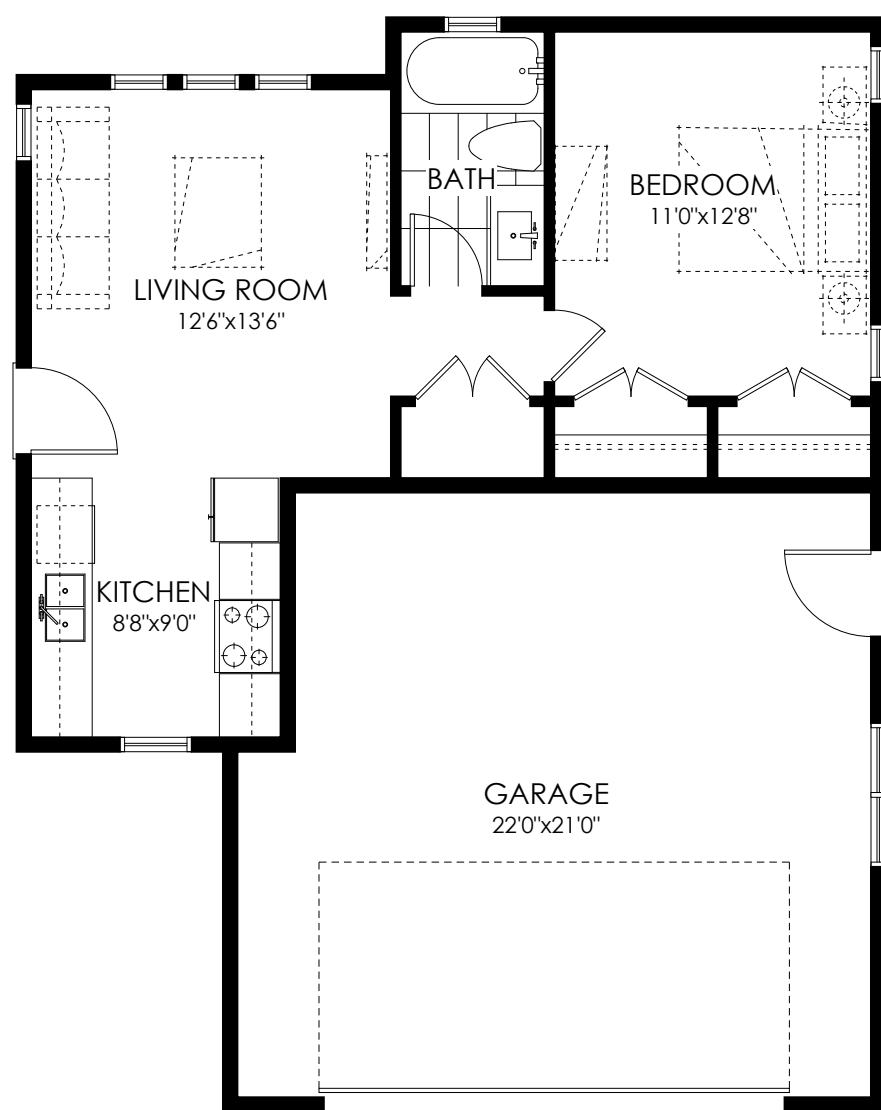
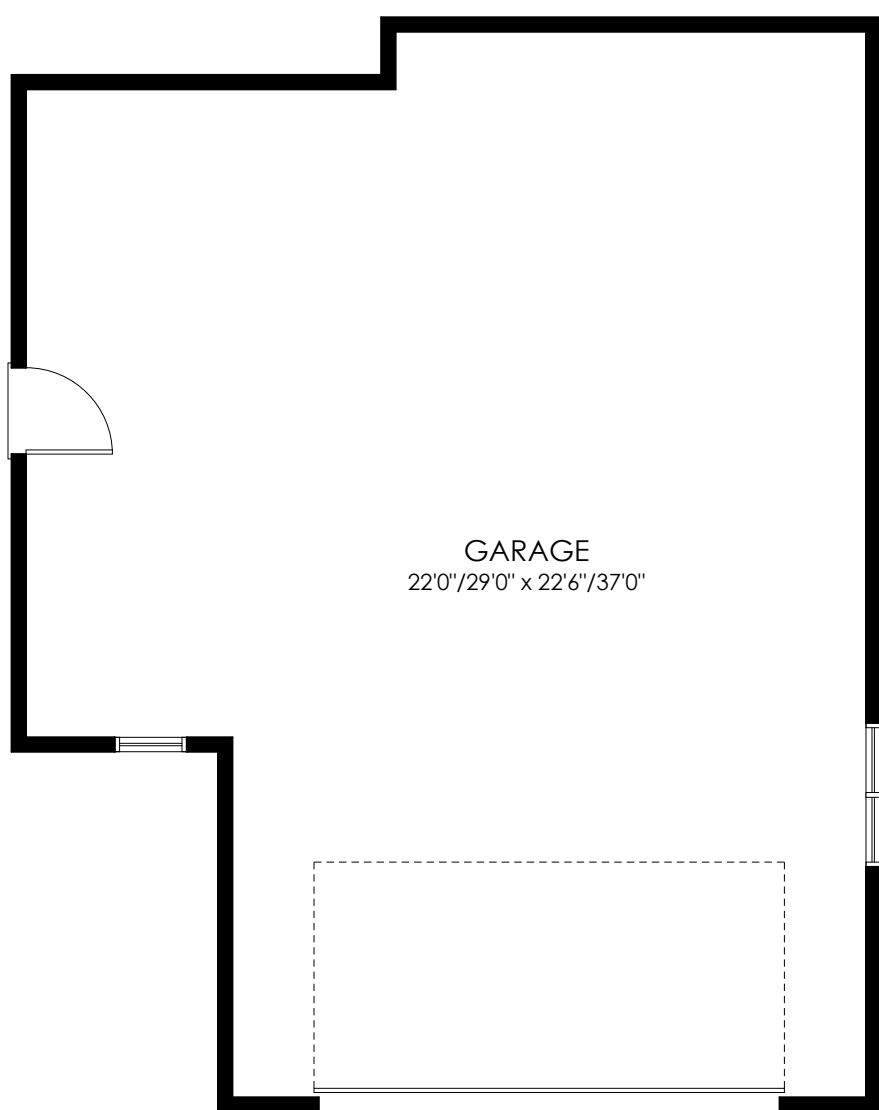
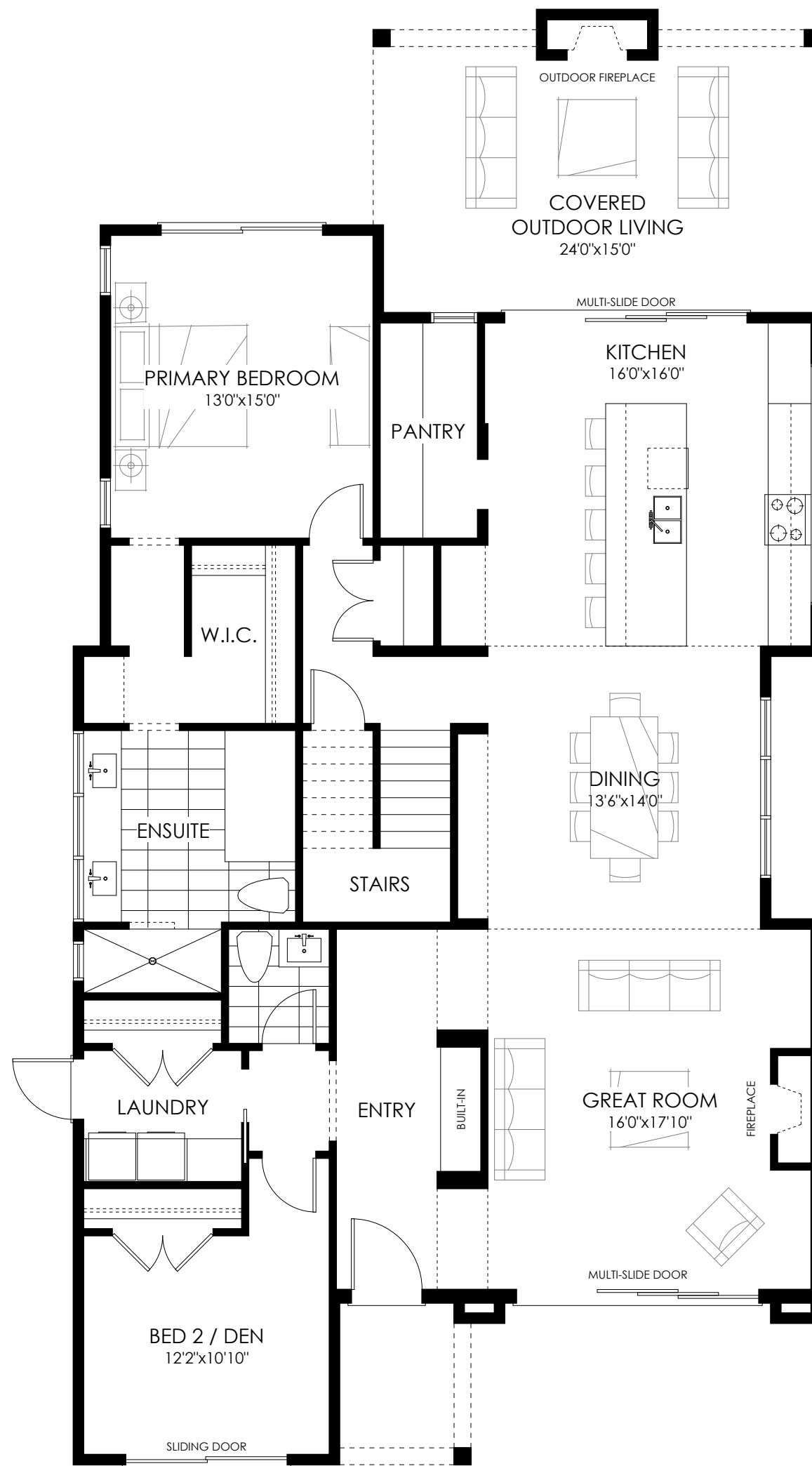
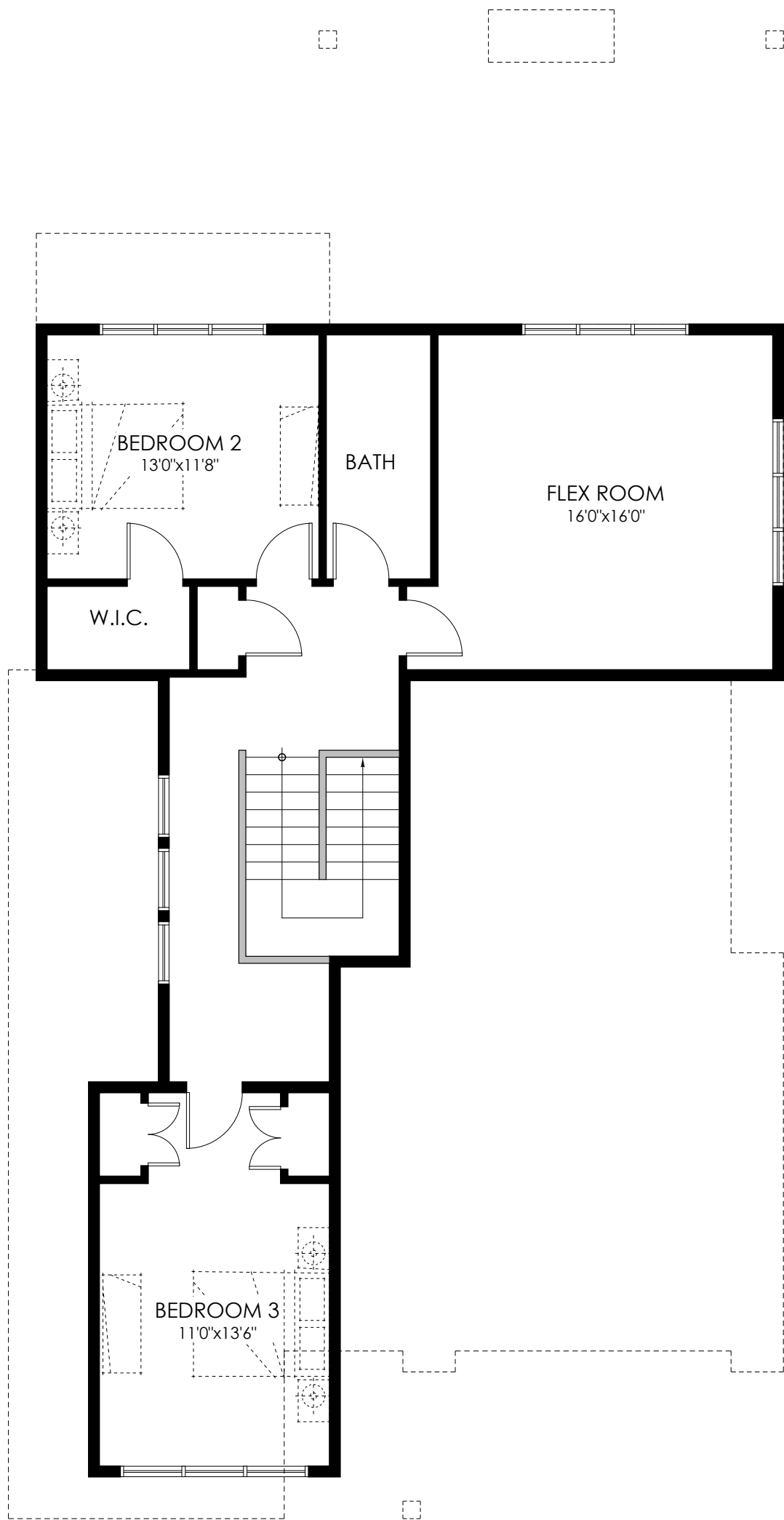
Main Floor Plan
Floor Area = 1,924 sq. ft.

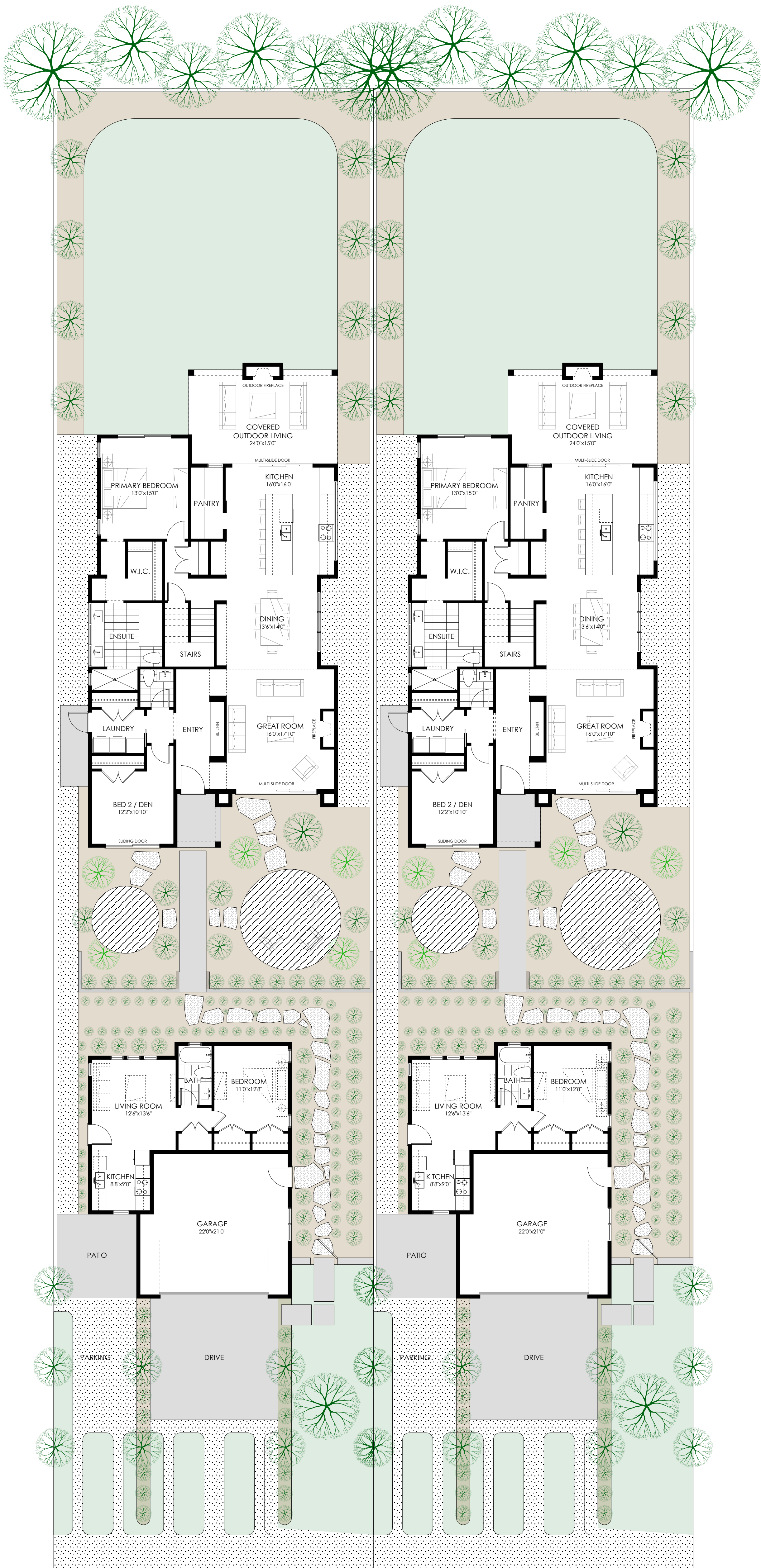
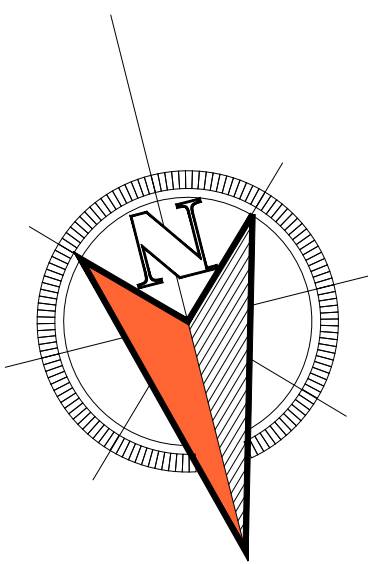


Garage
Floor Area = 1031 sq. ft.



Ancillary Dwelling - Opt.
Finished Floor Area = 559 sq. ft.
Garage Floor Area = 472 sq. ft.





PROPOSED SUBDIVISION PLAN OF LOT 4, DISTRICT LOT 78.
NEWCASTLE DISTRICT, PLAN 24800.

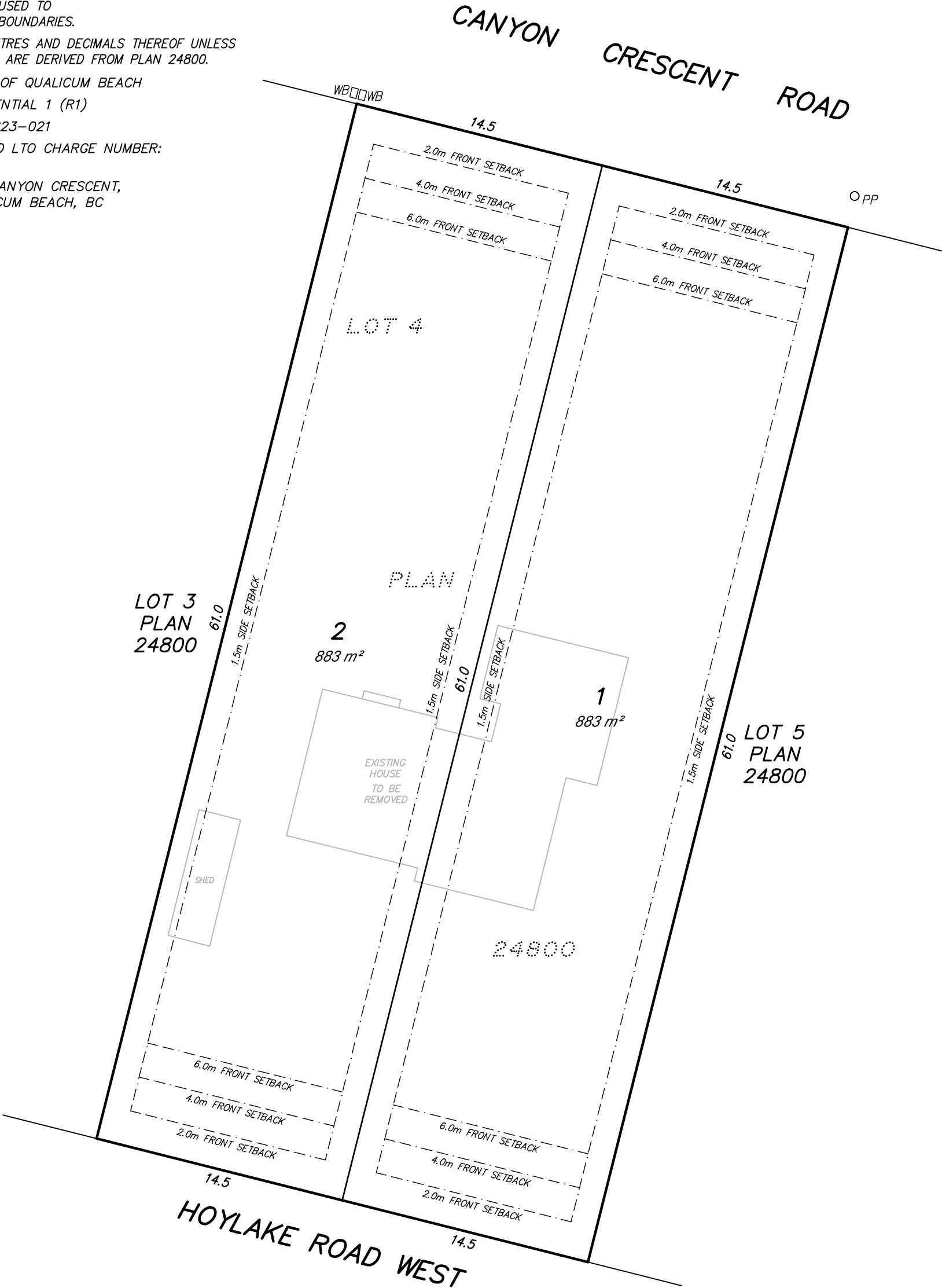
SCALE 1:250



THE INTENDED PLOT SIZE IS 280mm IN WIDTH AND 432mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:250.

NOTES:

THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY BOUNDARIES.
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED AND ARE DERIVED FROM PLAN 24800.
JURISDICTION: TOWN OF QUALICUM BEACH
PARCEL ZONING: RESIDENTIAL 1 (R1)
PID NO: 002-823-021
THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300
CIVIC ADDRESS: 796 CANYON CRESCENT, QUALICUM BEACH, BC



LEGEND

- PP DENOTES POWER POLE
- WB DENOTES WATER METER BOX
- DENOTES SETBACK LINE

No.	DATE	REVISION
1	2025/06/03	TWO LOT SUBDIVISION PROPOSAL



PRISM
LAND SURVEYING LTD.

223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca
FILE NUMBER: 24-174-S
DRAWING NUMBER: 24-174 P1.DWG
DATE: 2025/06/03

TOWN OF QUALICUM BEACH

March 13, 2026

NOTICE OF DEVELOPMENT VARIANCE PERMIT APPLICATION

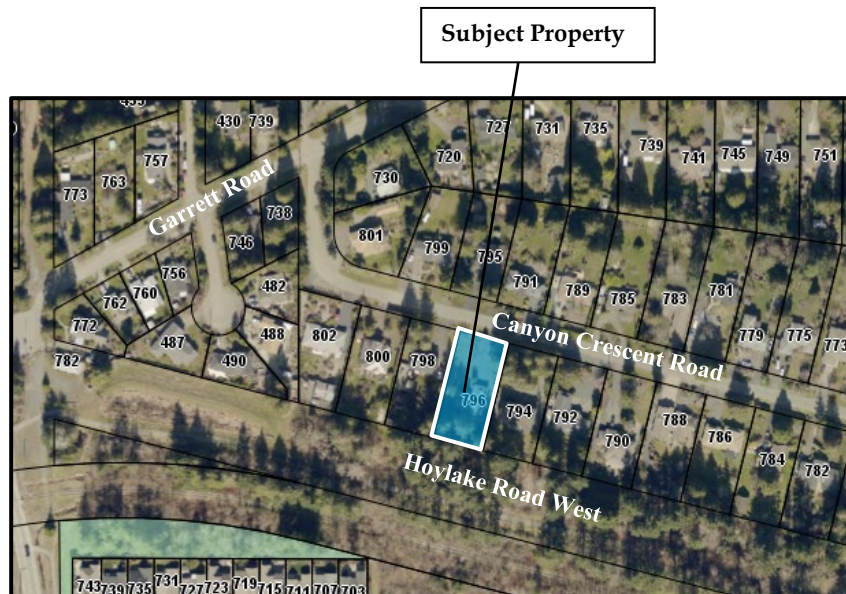
Council of the Town of Qualicum Beach, at its Regular Meeting scheduled for Wednesday, March 25, 2026 at 10:00am in the Council Chambers of the Municipal Office, 660 Primrose St., Qualicum Beach, BC, will consider the issuance of a Development Variance Permit for the subject property at 796 Canyon Crescent to vary the minimum parcel width from 23.0m to 14.5m under Section 4.6 (2) of the "Town of Qualicum Beach Zoning Bylaw No. 900, 2024".

Explanation of Variance

The owner of the subject property (796 Canyon Crescent) has applied to vary the minimum parcel width to facilitate subdivision of the parcel. The minimum parcel width in a residential zone, outlined in Section 4.6 (2), is 23.0m; however, the proposed parcel width is 14.5m. As such, an 8.5m variance is required.

Location and Legal Description

Civic Address:	796 Canyon Crescent
PID:	002-823-021
Legal Description:	Lot 4, District Lot 78, Newcastle District, Plan 24800



Application Review

The proposed Development Variance Permit may be viewed online at qualicumbeach.com/planning-notices/ or at Town Hall at #201 - 660 Primrose Street, Qualicum Beach, BC, Monday to Friday (except statutory holidays), 9:00am to 4:00pm from Friday, March 13, 2026, to Wednesday, March 25, 2026 at 10:00am.

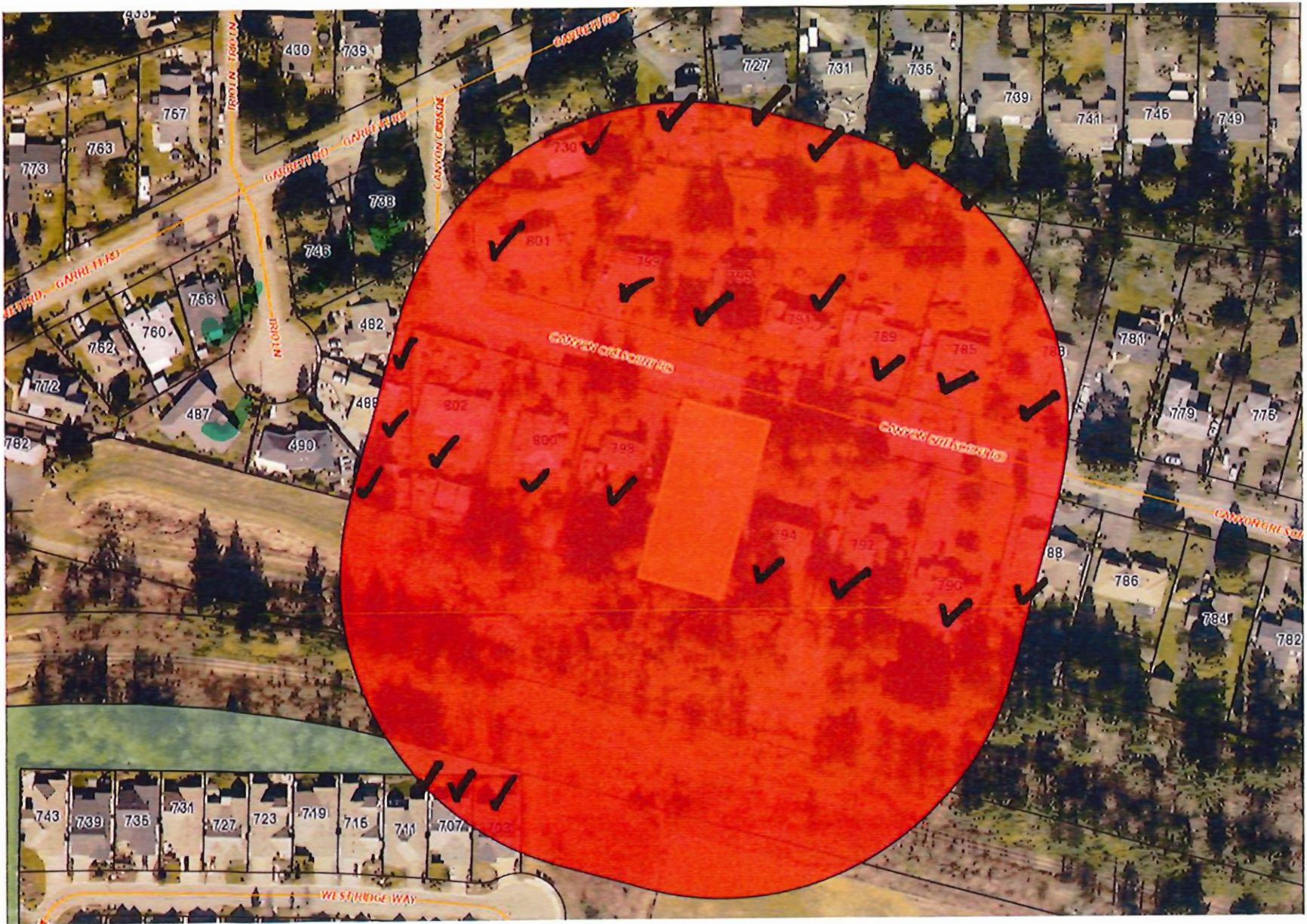
Public Input

As your property is in proximity of the property subject, you are receiving this notification. If you believe your interests are affected by the proposed Development Variance Permit, you may provide written comments or speak in person during the Public Input Period at the Council Meeting on Wednesday, March 25, 2026 at 10:00am (maximum three minutes per person speaking time).

Written comments can be provided to the Town of Qualicum Beach by email: gbtown@qualicumbeach.com or by mail: Town of Qualicum Beach, #201 - 660 Primrose Street, Qualicum Beach, BC V9K 1S7. Written submissions will be accepted up to 9:30am on March 25, 2026. All written submissions, including names and addresses, will become part of the public record and will be shared with Council.

Questions

If you have any questions or require further details in regard to this matter, please contact the Planning Department at the Municipal Office, 250.752.6921 or by email, planning@qualicumbeach.com. This Notice is given in accordance with Section 499 of the *Local Government Act*.



NOTIFICATION LABELS
 CREATED JULY 7/2025
 - REFRESHED ~~MARCH 4/2026~~
 March 13/26.



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-846WoodsideCres

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: March 25, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit | 846 Woodside Crescent

GOVERNANCE DECISION

Council is asked to approve, require changes, or refuse a Development Variance Permit for 846 Woodside Crescent.

RECOMMENDATIONS:

THAT Council directs staff to issue a Development Variance Permit for 846 Woodside Crescent, as described in the March 25, 2026 Planning Report to Council.

PURPOSE

For Council to consider issuance of a Development Variance Permit for 846 Woodside Crescent.

BACKGROUND

A Development Variance Permit has been requested for 846 Woodside Crescent. The subject property is currently zoned Residential 1 (R1). The subject property is located in the Chartwell neighbourhood. The approximate size of the subject property is 700m². The applicant is proposing to rebuild the previous existing house in the same footprint; however, the previous footprint included a covered deck, which does not meet the rear setback. The applicant is applying to vary the minimum rear lot line setback from 6.0m to 4.0m.

Application History

March 2026

The application went before Council on March 4, 2026, and the following resolution was adopted:

- **THAT** Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 846 Woodside Crescent to be considered by Council at a future regular meeting.



Figure 1: Subject Property

DISCUSSION

The owner of 846 Woodside Crescent has applied for a Development Variance Permit to vary the minimum rear lot line setback. The owner is proposing to rebuild a detached dwelling in the same footprint as the previous detached dwelling on the parcel; however, the rear covered patio is within the 6.0m rear lot line setback. A notice was sent to properties in proximity of the subject property on Friday, March 13, 2026. Both the notice, and the notification map, are attached to this Report. At the time of writing this Report, no public input has been received.

Minor Variance to be Included with Development Permit			
	Permitted	Proposed	Required Variance
Rear lot line setback	6.0m	4.0m	2.0m

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- Consideration of a Development Variance Permit requires that property owners within a 100m radius be notified and afforded an opportunity to share their opinions for the DVP with Council in advance of Council issuing a Development Variance Permit. The public will be permitted to provide comment to Council at the March 25, 2026 Council meeting.
- The property owner will be notified once Council makes a 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

The Development Variance Permit application for 846 Woodside Crescent proposes a variance to the rear lot line setback. The rear lot line setback is proposed to be varied by 2.0m, from 6.0m to 4.0m. Staff recommend Council authorize the issuance of the Development Variance Permit for 846 Woodside Crescent following Council's review and consideration of any written submissions received.

ALTERNATIVE OPTIONS

1. THAT the Development Variance Permit Application for 846 Woodside Crescent be refused.
2. THAT Council provides alternate direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Concurrence

REFERENCES

- | | |
|---------------|---|
| Attachment 1: | Submitted Plans for 846 Woodside Crescent |
| Attachment 2: | Copy of Public Notice |
| Attachment 3: | Copy of Notification Map |

File Path:

\\QB-SVR25-FILE\data\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20
MEETINGS\2026\03 25 RCM

PLAN OF LOT 13, DISTRICT LOT 88, NANOOSE DISTRICT, PLAN VIP57488.

SHOWING BUILDING UNDER CONSTRUCTION THEREON (FOR VARIANCE APPLICATION).

SCALE 1:200

THE INTENDED PLOT SIZE IS 356mm IN WIDTH AND 216mm IN HEIGHT (LEGAL SIZE) WHEN PLOTTED AT A SCALE OF 1:200.

NOTE:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM PLAN VIP57488.

JURISDICTION: TOWN OF QUALICUM BEACH

PARCEL ZONING: RESIDENTIAL 1 (R1)

PID NO: 018-453-856

BUILDING SETBACKS SHOWN ARE FOR A SINGLE DETACHED DWELLING ONLY.

THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS: M76300 AND EG137059.

CIVIC ADDRESS: 846 WOODSIDE CRESCENT, QUALICUM BEACH, BC

SURVEY DATE: JANUARY 29, 2026

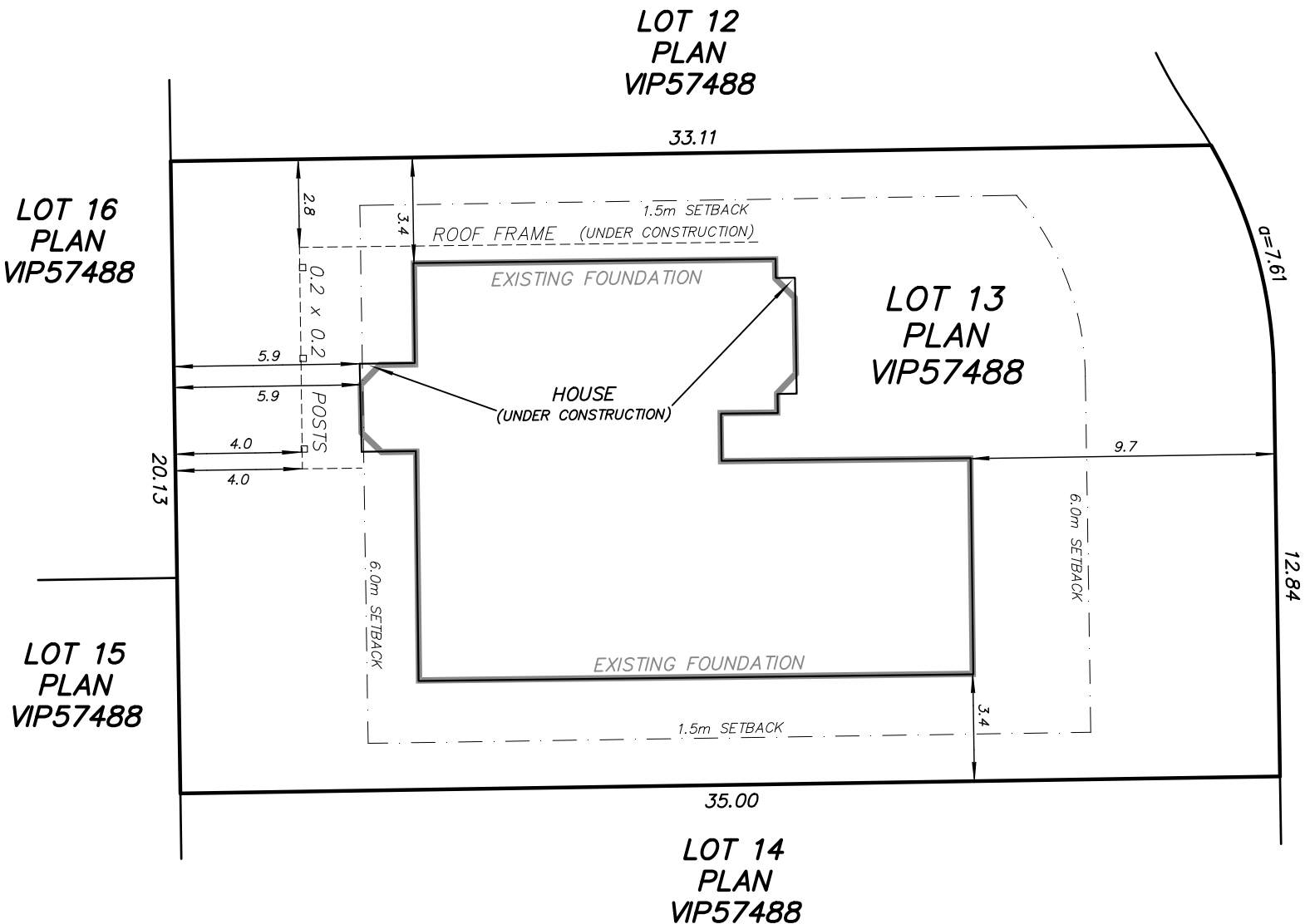
LEGEND

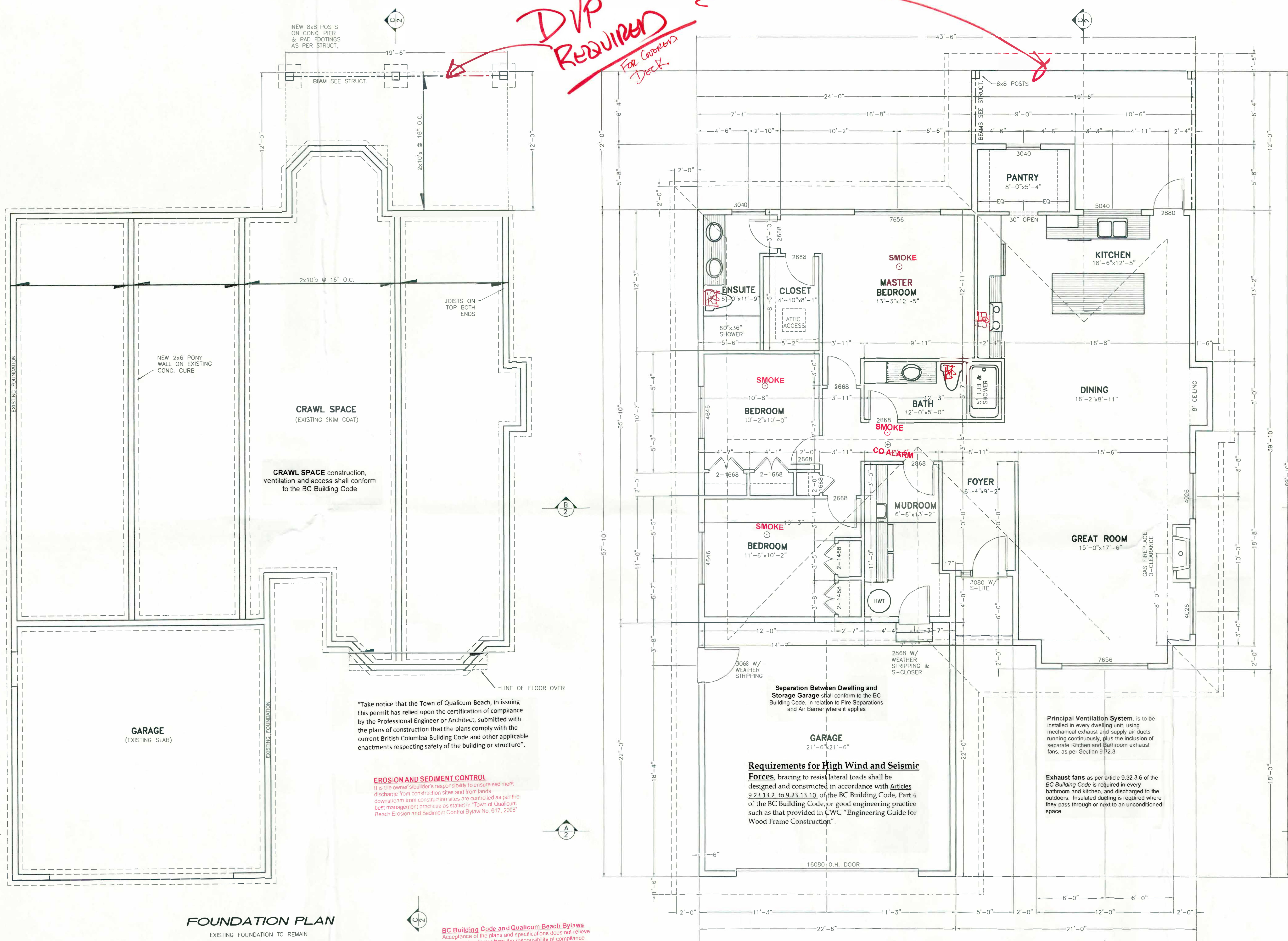
----- DENOTES FRAME OF ROOF OVERHANG

INSPECTED THIS 4TH DAY OF FEBRUARY, 2026.



223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca
FILE NUMBER: 26-045-BL
DRAWING FILE: 26-045 BL1.dwg
DATE: 2026-02-04





GENERAL NOTES:

BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS AND DETAILS PRIOR TO CONSTRUCTION AND REPORT ANY DISCREPANCIES. DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS NOT ADVISED IN WRITING PRIOR TO START OF CONSTRUCTION.

DO NOT SCALE DRAWINGS

ALL CONSTRUCTION TO COMPLY WITH THE LATEST B.C. BUILDING CODE AND STANDARDS OF LOCAL A.H.J.

ALL LINTELS TO BE 2-2x10's U.N.O. OR AS PER TRUSS MANUFAC.

110V INTERCONNECTED SMOKE ALARM
CARBON MONOXIDE ALARM

FOUNDATION NOTES:

ALL FOOTINGS TO BE PLACED BELOW FROST DEPTH AS DETERMINED BY THE LOCAL A.H.J. AND ON UNDISTURBED NATIVE SOILS, ROCK OR BACKFILL AS PER GEOTECHNICAL ENGINEER

REINFORCING SHALL BE AS PER STRUCTURAL ENGINEER SPEC OR AS APPROVED BY LOCAL A.H.J.

RADON DERESSURIZATION NOTES:

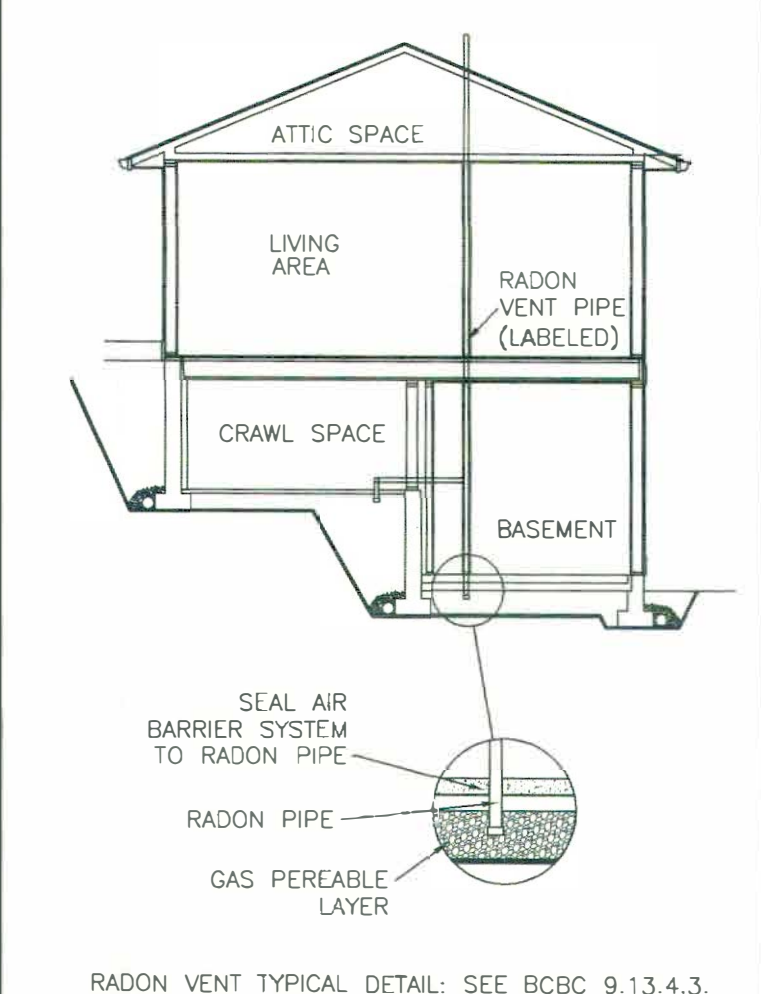
PROVIDE RADON SUBFLOOR DEPRESSURIZATION SYSTEM AS PER BCBC 9.13.4.3.

RADON VENT PIPE TO BE SEALED TO AIR BARRIER SYSTEM AND EXTEND FROM GAS PERMEABLE LAYER UNDER SLAB TO TOP OF ROOF (OR OTHER PERMITTED LOCATION)

PROVIDE CONNECTIVITY OF GAS PERMEABLE LAYER BETWEEN FOOTING SPACES

PROVIDE ACCESS TO RADON VENT PIPE FOR FUTURE FAN INSTALLATION

CONTRACTOR TO CONFIRM VENT PIPE LOCATION



CARBON MONOXIDE DETECTORS CAN/CSA 6.19 shall be installed in a dwelling which contains a fuel burning appliance and/or storage garage in each bedroom or within 5m (16.4ft) of each bedroom door. Have no disconnect switch between the over current device and the alarm and be equipped with an integral alarm which satisfies the audibility requirements of CAN/CSA6, and mechanically fixed at a height recommended by the manufacturer.

APPROVED
TOWN OF QUALICUM BEACH
BUILDING DEPT.
January 27, 2026
B.L.G.
BLDG INSP
PERMIT #

STEPHANIE LINDBERG
DRAFTING & DESIGN
SLINBERGDESIGN@GMAIL.COM
(250) 951-3635
PO BOX 931, PARKSVILLE BC, V9P 2G9

DATE	ISSUED FOR:	BY
11/07/25	CLIENT REVIEW #1	SL
11/17/25	PERMIT	SL

PROJECT:
846 WOODSIDE CRESCENT

PREPARED FOR:
VIP HOMES

SHEET TITLE:
FOUNDATION AND FLOOR PLANS

DATE:	11/07/25	DRAWN BY:	SL
SCALE:	1/4" = 1'-0"	PLAN NO.:	SL 25-043

SHEET 1 OF 3

FOUNDATION PLAN

EXISTING FOUNDATION TO REMAIN
SEE ENGINEERED DRAWINGS

EXISTING LAYOUT AS PER PLANS PROVIDED.
CONFIRM ON SITE PRIOR TO CONSTRUCTION.

BC Building Code and Qualicum Beach Bylaws
Acceptance of the plans and specifications does not relieve the owner/contractor from the responsibility of compliance with the BC Building Code and Town of Qualicum Beach Bylaws

ALL ASPECTS OF CONSTRUCTION FOR THIS STRUCTURE ARE TO FOLLOW THE REQUIREMENTS SET OUT BY THE CURRENT BRITISH COLUMBIA BUILDING CODE

Any alterations, changes in use, layout, sizes, etc. from the submitted plans are to be submitted to the Building Official PRIOR to construction for review and approval

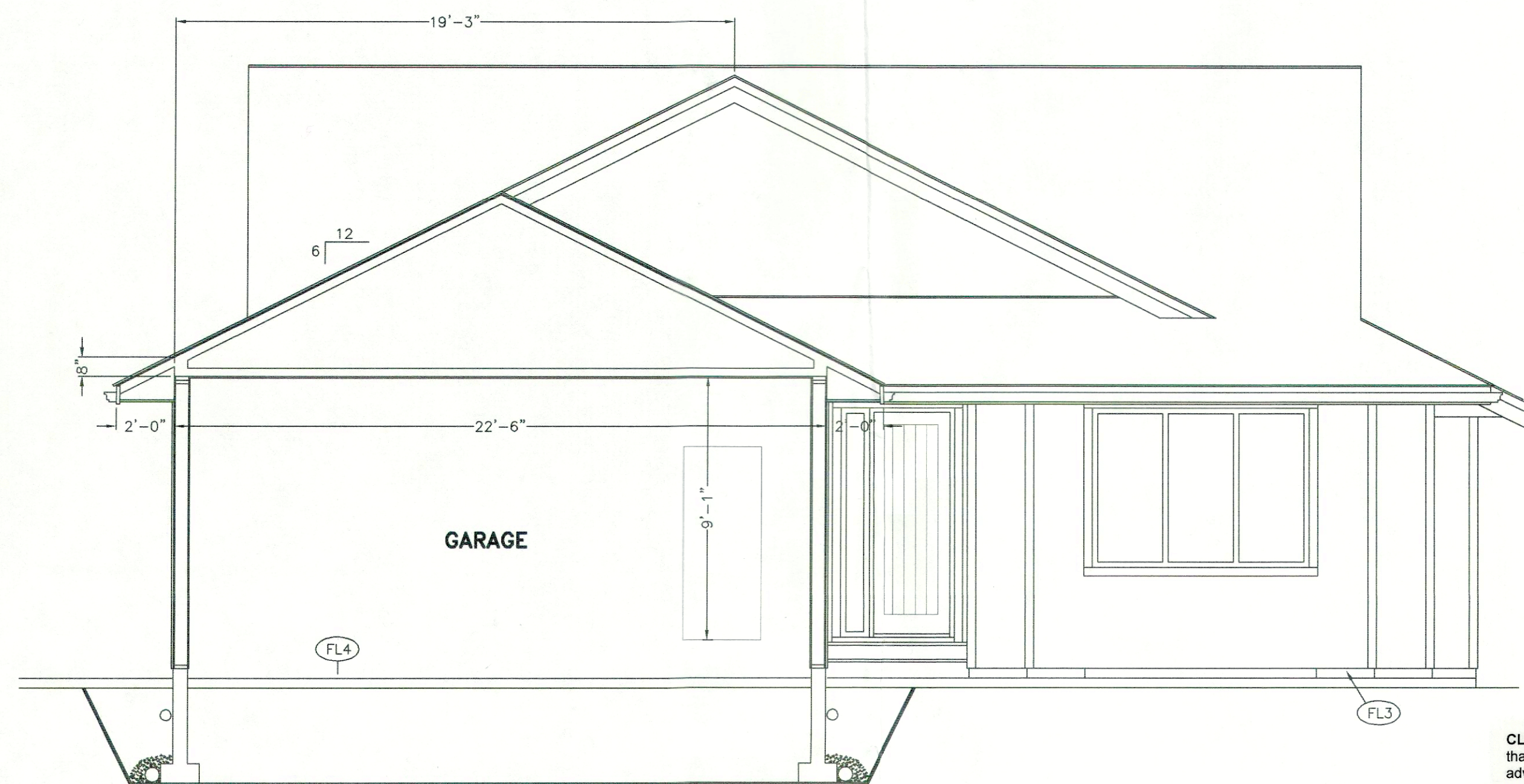
SMOKE ALARMS CAN/ULC S531 shall be installed on each storey (incl. Basements), within a hallway if provided, in every sleeping room, and interconnected with a Temporal pattern.

MAIN FLOOR PLAN

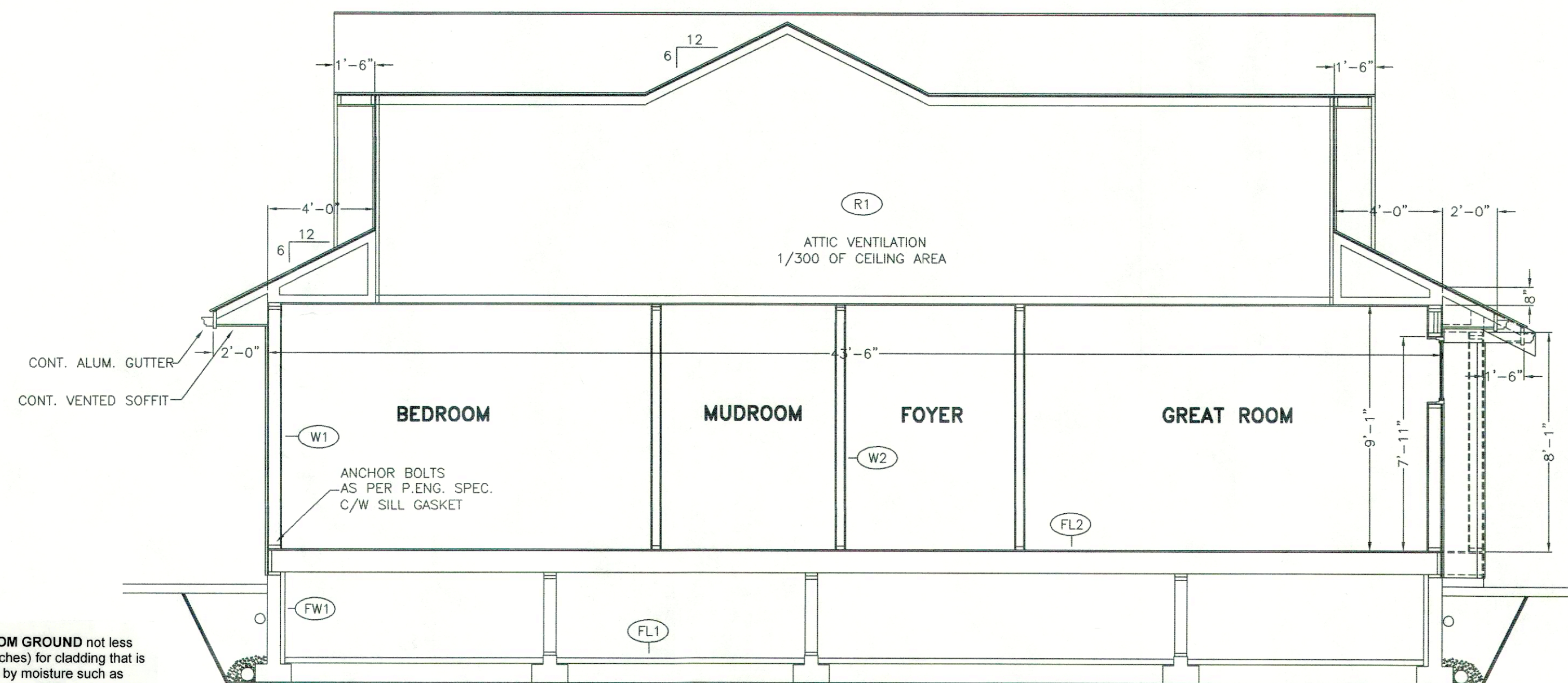
1655 SQ.FT. MAIN FLOOR LIVING AREA
SEE ENGINEERED DRAWINGS

EXISTING LAYOUT AS PER PLANS PROVIDED.
CONFIRM ON SITE PRIOR TO CONSTRUCTION.

See Structural Drawings

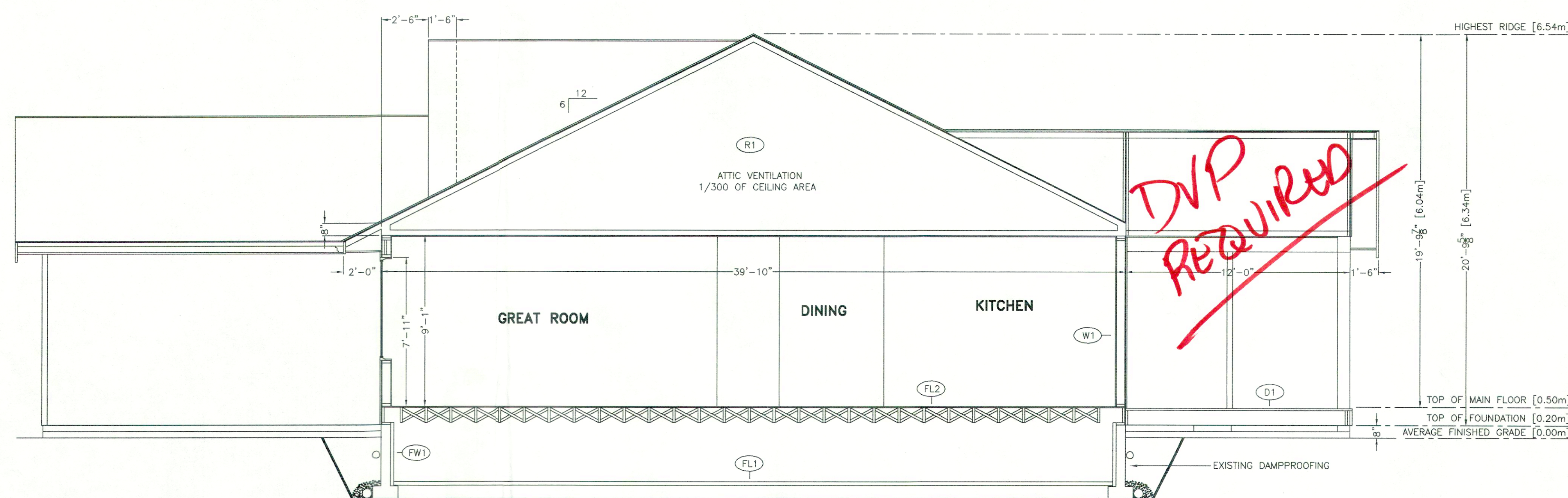


CROSS SECTION A-A



CROSS SECTION B-B

CLEARANCE FROM GROUND not less than 200 mm (8 inches) for cladding that is adversely affected by moisture such as wood, plywood, Stucco, OSB, waferboard and hardboard.



CROSS SECTION C-C

TRUSS CERTIFICATE(s) to be submitted to the Building Official "prior" to a framing inspection being Performed.

Ensure that the truss certificates are sealed and signed by a BC Registered Professional.

Please ensure that the truss manufacturer is aware of the Roof finish material "prior" to the fabrication of the Trusses.

CONSTRUCTION ASSEMBLIES	
FLOORS	
FL1	CRAWL SPACE SKIM COAT - EXISTING
FL2	FLOOR ABOVE CRAWL: FINISHED FLOORING SHEATHING SEE STRUCT. 2x10 JOISTS @ 16" O.C. AS PER STRUCT.
FL3	CANTILEVERED FLOOR: FINISHED FLOORING SHEATHING SEE STRUCT. 2x10's @ 16" o.c AS PER STRUCT. MIN. R28 INSULATION
FL4	GARAGE SLAB - EXISTING
BELOW GRADE WALLS	
FW1	CRAWL SPACE WALL: EXISTING FOUNDATION WALL 4" EPS RIGID INSULATION OR EQUIV. SPRAY FOAM
ABOVE GRADE WALLS	
W1	EXTERIOR WOOD FRAME WALL: HARDI BOARD SIDING RAIN SCREEN TYPAR BUILDING WRAP SHEATHING SEE STRUCT. 2x6 STUDS @ 16" O.C. R22 BATT INSULATION 6 MIL POLY 1/2" DRYWALL
W2	INTERIOR WALL: 2x4 STUDS @ 16" O.C. 1/2" DRYWALL BOTH SIDES
ROOF	
R1	VENTED ROOF: FIBREGLOSS SHINGLES BUILDING PAPER SHEATHING SEE STRUCT. PRE-ENGINEERED ROOF TRUSSES R-50 BLOWN IN F/G INSULATION 6 MIL POLY 3/4" DRYWALL
DECK	
D1	FREE DRAINING EXTERIOR DECK: 3/4" DECKING 2x10's @ 16" o.c.

GENERAL NOTES:

BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS AND DETAILS PRIOR TO CONSTRUCTION AND REPORT ANY DISCREPANCIES. DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS NOT ADVISED IN WRITING PRIOR TO START OF CONSTRUCTION.

DO NOT SCALE DRAWINGS

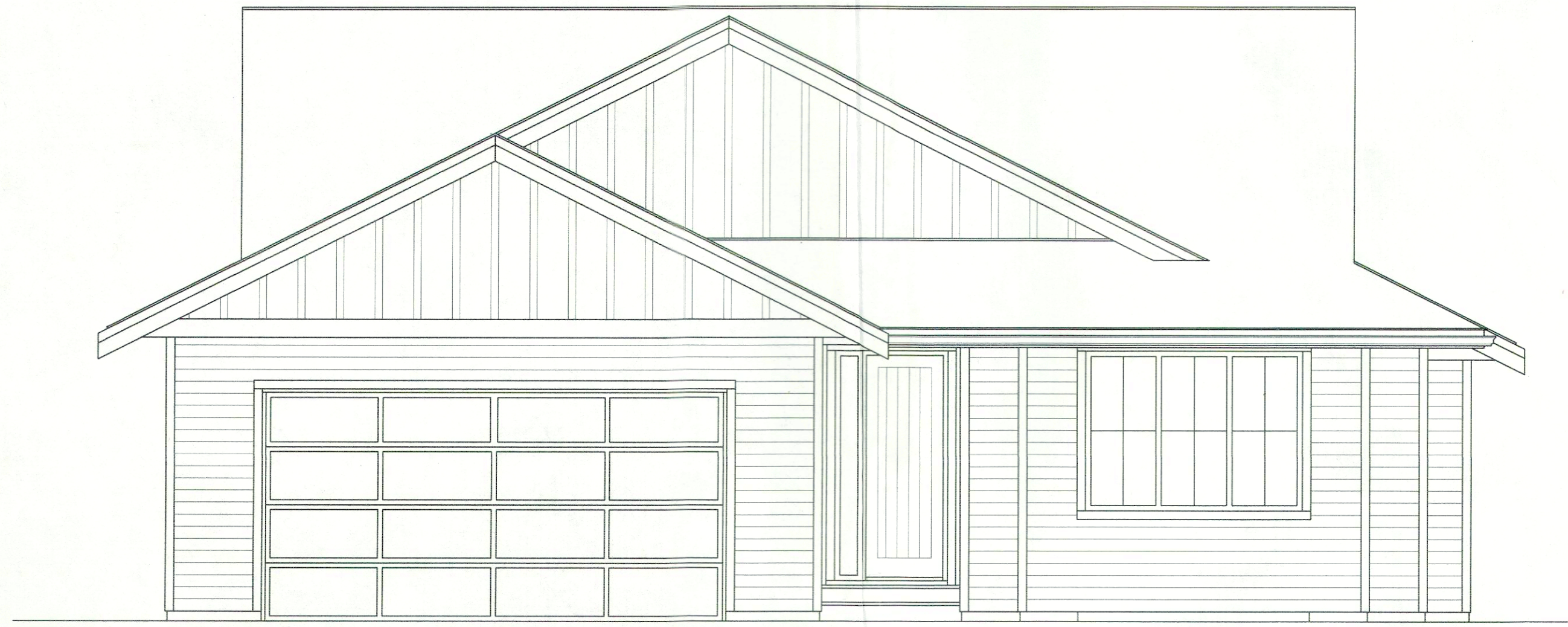
ALL CONSTRUCTION TO COMPLY WITH THE LATEST B.C. BUILDING CODE AND STANDARDS OF LOCAL AHJ.

ALL LINTELS TO BE 2-2x10's U.N.O. OR AS PER TRUSS MANUFAC.

STEPHANIE LINDBERG
DRAFTING & DESIGN
SLINDBERGDESIGN@GMAIL.COM
(250) 951-3635
PO BOX 931, PARKSVILLE BC, V9P 2G9

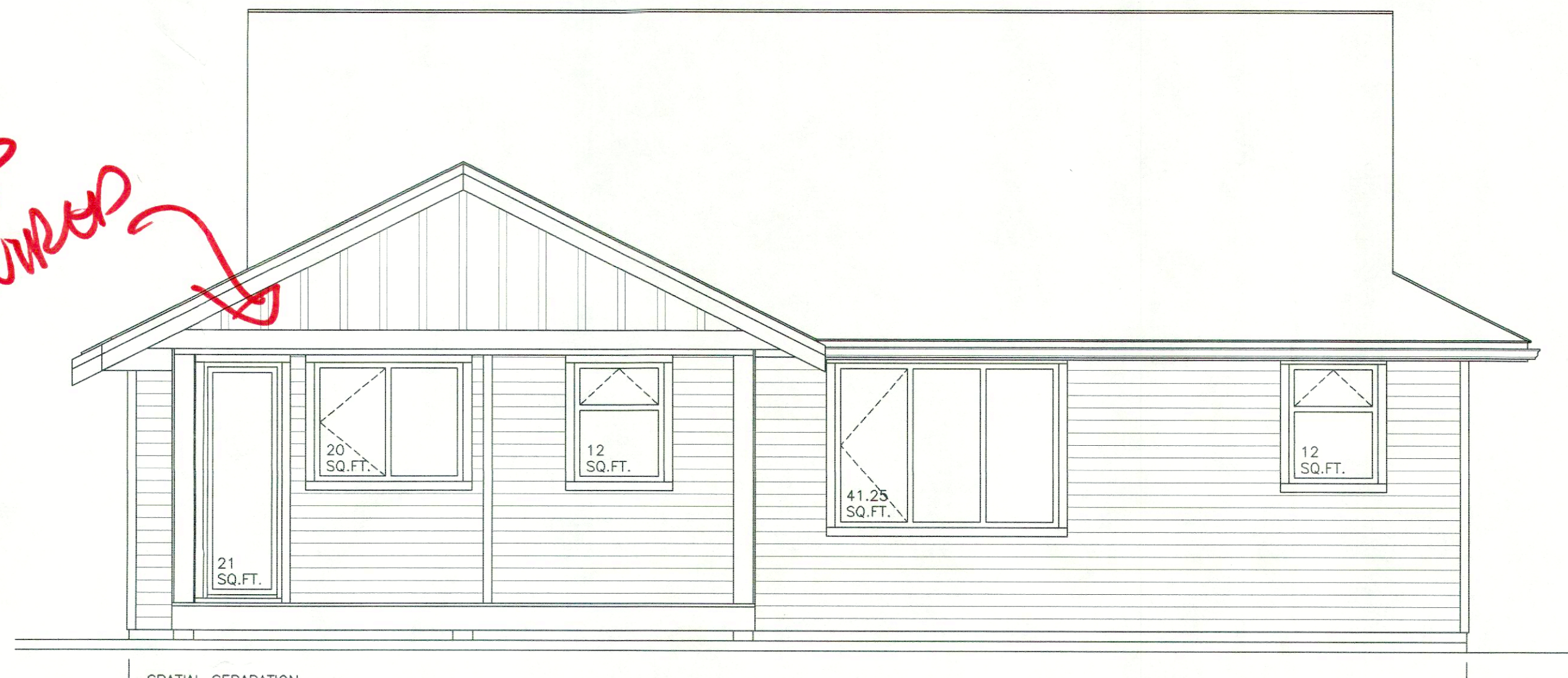
DATE	ISSUED FOR:	BY
11/07/25	CLIENT REVIEW #1	SL
11/17/25	PERMIT	SL

PROJECT: 846 WOODSIDE CRESCENT	
PREPARED FOR: VIP HOMES	
SHEET TITLE: CROSS SECTIONS	
DATE: 11/07/25	DRAWN BY: SL
SCALE: 1/4" = 1'-0"	PLAN NO: SL 25-043
SHEET 2 OF 3	



FRONT ELEVATION

DVP
REVIEWED



REAR ELEVATION

SPATIAL SEPARATION: 24'-0"/2 = 12'-0"
LIMITING DISTANCE: 24'-0"/2 = 12'-0"
ABOVE GRADE WALL AREA: 482 SQ.FT.
ALLOWABLE WINDOW AREA: 26.76% (128 SQ.FT.)
ACTUAL WINDOW AREA: 21.83% (105.25 SQ.FT.)
DISTANCE TO PROPERTY AS PER SITE PLAN PROVIDED.
CONFIRM WITH BCLS PRIOR TO CONSTRUCTION



RIGHT ELEVATION

SPATIAL SEPARATION: 8'-9"/2 = 4'-4 1/2"
LIMITING DISTANCE: 8'-9"/2 = 4'-4 1/2"
ABOVE GRADE WALL AREA: 681 SQ.FT.
ALLOWABLE WINDOW AREA: 7.43% (50.6 SQ.FT.)
ACTUAL WINDOW AREA: 2.94% (20 SQ.FT.)
DISTANCE TO PROPERTY AS PER SITE PLAN PROVIDED.
CONFIRM WITH BCLS PRIOR TO CONSTRUCTION



LEFT ELEVATION

SPATIAL SEPARATION: 8'-9"/2 = 4'-4 1/2"
LIMITING DISTANCE: 8'-9"/2 = 4'-4 1/2"
ABOVE GRADE WALL AREA: 681 SQ.FT.
ALLOWABLE WINDOW AREA: 7.43% (50.6 SQ.FT.)
ACTUAL WINDOW AREA: 5.95% (40.5 SQ.FT.)
DISTANCE TO PROPERTY AS PER SITE PLAN PROVIDED.
CONFIRM WITH BCLS PRIOR TO CONSTRUCTION

GENERAL NOTES:
BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS AND DETAILS PRIOR TO CONSTRUCTION AND REPORT ANY DISCREPANCIES. DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS NOT ADVISED IN WRITING PRIOR TO START OF CONSTRUCTION.
DO NOT SCALE DRAWINGS
ALL CONSTRUCTION TO COMPLY WITH THE LATEST B.C. BUILDING CODE AND STANDARDS OF LOCAL A.M.
ALL LINTELS TO BE 2-2x10's U.N.O. OR AS PER TRUSS MANUFAC.

STEPHANIE LINDBERG
DRAFTING & DESIGN
SLINDBERGDESIGN@GMAIL.COM
(250) 951-3635
PO BOX 931, PARKSVILLE BC, V9P 2G9

DATE	ISSUED FOR:	BY
11/07/25	CLIENT REVIEW #1	SL
11/17/25	PERMIT	SL

PROJECT: 846 WOODSIDE CRESCENT	
PREPARED FOR: VIP HOMES	
SHEET TITLE: ELEVATIONS	
DATE: 11/07/25	DRAWN BY: SL
SCALE: 1/4" = 1'-0"	PLAN NO: SL 25-043
SHEET 3 OF 3	

TOWN OF QUALICUM BEACH

March 13, 2026

NOTICE OF DEVELOPMENT VARIANCE PERMIT APPLICATION

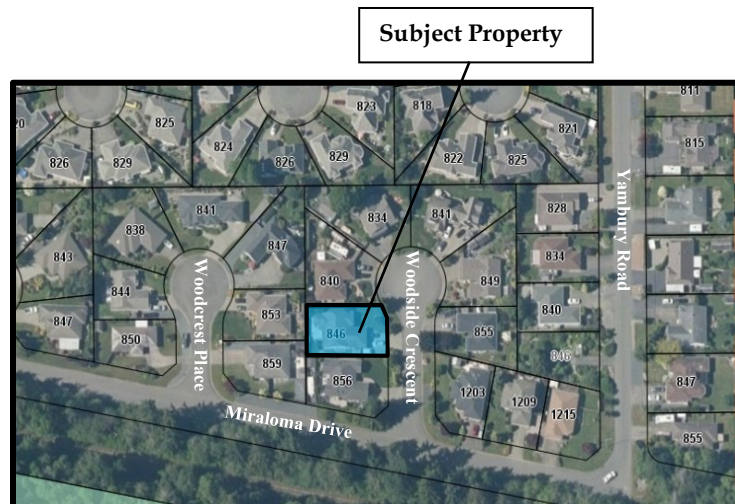
Council of the Town of Qualicum Beach, at its Regular Meeting scheduled for Wednesday, March 25, 2026 at 10:00am in the Council Chambers of the Municipal Office, 660 Primrose St., Qualicum Beach, BC, will consider the issuance of a Development Variance Permit for the subject property at 846 Woodside Crescent to vary the minimum rear lot line setback from 6.0m to 4.0m under Section 3.4.111 of the “Town of Qualicum Beach Zoning Bylaw No. 900, 2024”.

Explanation of Variance

The owner of the subject property (846 Woodside Crescent) has applied for a variance to rebuild a detached dwelling unit in the same footprint as the previous detached dwelling unit on the parcel. The Residential 1 (R1) zone requires a 6.0m rear lot line setback; however, the rear covered patio is 4.0m from the rear property line. As such, a 2.0m variance is required.

Location and Legal Description

Civic Address:	846 Woodside Crescent
PID:	018-453-856
Legal Description:	Lot 13, District Lot 88, Nanoose District, Plan VIP57488



Application Review

The proposed Development Variance Permit may be viewed online at qualicumbeach.com/planning-notices/ or at Town Hall at #201 - 660 Primrose Street, Qualicum Beach, BC, Monday to Friday (except statutory holidays), 9:00am to 4:00pm from Friday, March 13, 2026, to Wednesday, March 25, 2026 at 10:00am.

Public Input

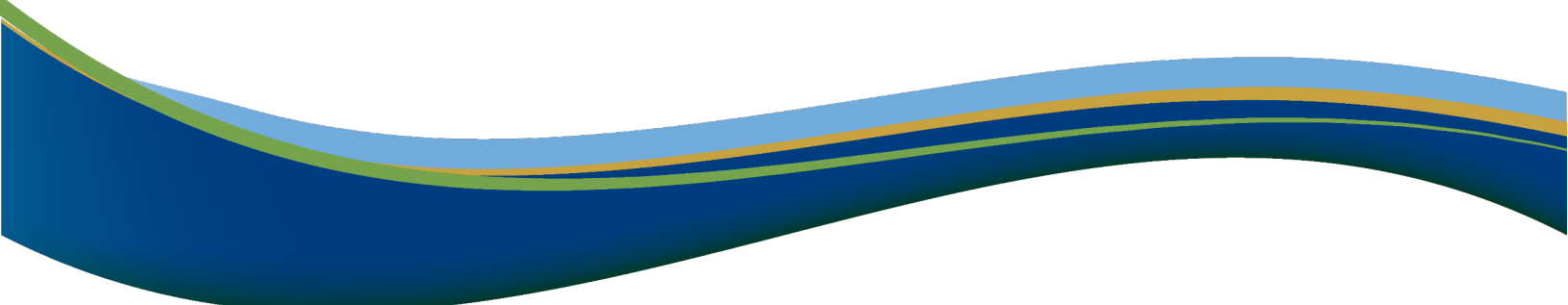
As your property is in proximity of the property subject, you are receiving this notification. If you believe your interests are affected by the proposed Development Variance Permit, you may provide written comments or speak in person during the Public Input Period at the Council Meeting on Wednesday, March 25, 2026 at 10:00am (maximum three minutes per person speaking time).

Written comments can be provided to the Town of Qualicum Beach by email: gbtown@qualicumbeach.com or by mail: Town of Qualicum Beach, #201 - 660 Primrose Street, Qualicum Beach, BC V9K 1S7. Written submissions will be accepted up to 9:30am on March 25, 2026. All written submissions, including names and addresses, will become part of the public record and will be shared with Council.

Questions

If you have any questions or require further details in regard to this matter, please contact the Planning Department at the Municipal Office, 250.752.6921 or by email, planning@qualicumbeach.com. This Notice is given in accordance with Section 499 of the *Local Government Act*.





TOWN OF QUALICUM BEACH

STAFF REPORT

File No: 3090-20-3022IHW

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: March 25, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit Application | 3022 Island Highway West

GOVERNANCE DECISION

Council is asked to consider authorizing staff to proceed with statutory notification requirements as it relates to the Development Variance Permit Application for 3022 Island Highway West, with issuance of the DVP to be considered by Council at a future regular meeting.

RECOMMENDATION

THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 3022 Island Highway West to be considered by Council at a future meeting.

PURPOSE

To request Council's direction to fulfill statutory notification requirements for a Development Variance Permit (DVP) application for 3022 Island Highway West to increase the building height from the maximum permitted height of 7.5m to 11.44m.

BACKGROUND

The Town has received an application for a Development Variance Permit for the property located at 3022 Island Highway West to permit a 66-unit multi-residential development. The subject property is zoned Commercial 8 (C8) in the Zoning Bylaw. The C8 Zone permits both residential and tourist accommodation, and the application meets both the current use and density. However, the application proposes a height that exceeds the maximum height permitted in the C8 Zone. As such, the application requires a variance to allow for the increased height.

The Town has received previous applications for the subject property, the latest being a Development Variance Permit application made in 2023 which was refused by Council.

DISCUSSION

The following is an overview of land use regulations relevant to the subject property.

LAND USE

Zoning: The parcel is zoned C8, which permits both residential and tourist accommodation. The proposal is for a multi-residential development, which is a permitted use under the zoning.

Density: The proposed development consists of 66 units. Under the C8 Zone, the required site area per apartment unit is 200m². Given the approximate site area of 13,224m², a maximum of 66 units would be permitted. The Official Community Plan (OCP) designates the parcel as *Commercial* under the Village Neighbourhood. There is no specified density under the commercial designation in the OCP. A density bonus for underground parking is available in the C8 Zone but is not required to meet the proposed density.

Height: The proposed building height is 11.44m, which is 3.94m more than the maximum permitted height of 7.5m. Given that the building is bordered by a bank to the south, the height of the building will have minimal visual impact on the properties to the south.

Setbacks: The proposed development has a front lot line setback of 4.5m, rear lot line setback of 20.9m, and interior lot line setback of 3.0m. The proposed development meets all the required setbacks.

Parcel Coverage: The proposed parcel coverage is 33%. The parcel coverage is within the maximum 40% parcel coverage permitted in the C8 Zone.

Parking: Multi-residential dwellings outside of the Village Neighbourhood require one off-street parking space per unit. The proposed development provides 131 off-street parking spaces which exceeds the number of off-street parking spaces currently required (66 stalls).

2025 Official Community Plan

The property is designated as Commercial in the Official Community Plan (OCP). As well, the subject property falls within the Development Permit Area C11 – Highway Bluff Commercial, and, as such, requires a Development Permit.

The application before Council is for a Development Variance Permit, which is required to go before Council two times, once for initial consideration and authorizing staff to proceed with public notification, and a second time for consideration to issue or refuse the Permit. As the subject property is located within DPA C-11, the Development Permit application will only be brought before Council should Council elect to move forward with consideration of the Development Variance Permit following public notification.

Requested Height Variance

	Permitted	Proposed	Required Variance
Maximum Height	7.5m	11.44	3.94m

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

Public Participation Framework developed by the International Association for Public

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

Participation – IAP² International.

INFORM:

- Consideration of a Development Variance Permit requires that property owners within a 100m radius be notified and afforded an opportunity to share their opinions for the DVP with Council, in advance of Council issuing a Development Variance Permit (see attached notification map).
- The property owner will be notified once Council makes a decision.

STRATEGIC PLAN ALIGNMENT

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

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

THIS SPACE LEFT INTENTIONALLY BLANK

SUMMARY

A Development Variance Permit application for 3022 Island Highway West has been submitted proposing a variance to the maximum permitted building height. The proposed height is 11.44m, which is approximately 3.94m higher than the maximum permitted height of 7.5m. Staff find the variance reasonable for Council to consider and recommend proceeding with notification for the Development Variance Permit so both this application, and the Development Permit, can be considered by Council at a future meeting.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, Senior Planner.



Rebecca Augustyn, MCIP,
RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Concurrence

ATTACHMENTS

Attachment 1: Plans for 3022 Island Highway West
Attachment 2: Copy of Notification Map

Town of Qualicum Beach
Planning and Development Department
#201 - 660 Primrose St.
Qualicum Beach, BC V9K 1S7

**Re: Development Permit Application:
3022 Island Highway W, Qualicum Beach, BC V9K 1S7**

Date: January 14, 2026

Dear Luke and Qualicum Beach,

We're pleased to resubmit our Development Permit application for the residential project at 3022 Island Highway W. This proposal reflects our effort to provide much-needed housing while respecting Qualicum Beach's character, natural beauty, and community priorities.

Our goal is to create a development that fits seamlessly into the landscape and contributes positively to the area. The proposal includes 66 apartment units spread across three buildings, each designed to blend into the landscape while maintaining a low-profile height of 11.44 meters (three storeys). This proposal follows the C11 Highway Bluff Commercial zoning designation, adhering to key metrics such as parcel coverage, setbacks, and parking requirements. The design includes ample parking, green spaces, and pedestrian-friendly features.

We have built on the feedback and lessons learned from our previous application, including the Advisory Planning Commission Meeting in 2021 and the Public Information Meeting in 2023. We've listened carefully to the concerns raised by the community and the Town, and we've incorporated that feedback into this design.

Our prioritization of slope stability to minimize excavation and incorporate soil nail stabilization remains and the stormwater management plan ensures that drainage is controlled, protecting both the site and neighboring properties. The building mass has been significantly reduced to integrate seamlessly into the aggressive site slope, with stepped terraces and a newly defined flat roof concept that help minimize visual impact. We've also modified the architectural materials to break up the façade, creating a design that feels natural and inviting and the previous Landscape features remain.

Beyond housing, we want this project to add value to the community. We've included communal gardens and seating areas, creating shared spaces for residents and visitors. Safe pedestrian access to the beach is also incorporated, aligning with the Waterfront Master Plan and making the area more accessible.

We believe this project represents a balanced approach to development that addresses the Town's needs while respecting the character of Qualicum Beach. We're committed to working collaboratively with the Town and the community to bring this vision to life. Thank you for considering our application and are happy to discuss any aspect of the proposal in more detail. Please don't hesitate to reach out if you have any further questions or comments.

Best regards,
Jumean Loungsay
Design Manager
KPA Architecture Ltd.
778-345-9665



- IMAGE FOR ILLUSTRATION PURPOSES ONLY -

LASQUETI VIEW PLACE: 66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

ISSUE DATE: 27 JULY , 2020

SHEET LIST

DP00	COVERSHEET
DP01	CONCEPTUAL RENDERINGS
DP02	PERSPECTIVES
DP03	NEIGHBOURING VIEWS
DP10	SITE PLAN & SITE ANALYSIS
DP10.1	TOPOGRAPHIC SURVEY
DP10.2	TOPOGRAPHIC SITE PLAN
DP20	UNDERGROUND PARKADE PLAN
DP21	FLOOR PLANS - B1
DP22	FLOOR PLANS - B1
DP23	FLOOR PLANS - B2
DP24	FLOOR PLANS - B2
DP25	FLOOR PLANS - B3
DP26	FLOOR PLANS - B3
DP41-1	BLDG 1 - ELEVATIONS
DP41-2	BLDG 2 - ELEVATIONS
DP60	BUILDING SECTIONS

KRAHN PROJECT No. 180604

PROJECT TEAM

ARCHITECT OF RECORD

KP ARCHITECTURE LTD.
400 - 34077 GLADYS AVENUE,
ABBOTSFORD, BC, V2S 2E8
EMAIL: LARRYP@KRAHN.COM
PRINCIPAL IN CHARGE: LARRY PODHORA
TECH LEAD: KESHAV GAUR (INTERN ARCHITECT AAA)

BUILDING DESIGN

KRAHN GROUP OF COMPANIES
400 - 34077 GLADYS AVENUE
ABBOTSFORD, B.C. V2S 2E8
PHONE: 604.853.8831
EMAIL: JUMEANL@KRAHN.COM
PROJECT MANAGER: JUMEAN LOUNGSAY

STRUCTURAL

KRAHN ENGINEERING LTD.
400 - 34077 GLADYS AVENUE
ABBOTSFORD, B.C. V2S 2E8
PHONE: 604.853.8831
EMAIL: MARK.N@KRAHN.COM
PROJECT MANAGER: MARK NIKKEL

MECHANICAL

NAME

ELECTRICAL

NAME

CIVIL

TIMBERLAKE-JONES ENGINEERING
177 WELD STREET
PARKSVILLE B.C. V9P 2G3
PHONE: 250.248.2001
EMAIL: MICHELLE@TJENG.CA
PRINCIPAL IN CHARGE: MICHELLE JONES

SURVEY

SIMS ASSOCIATES LAND SURVEYING LTD.
233 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250.752.9121
PRINCIPAL IN CHARGE: NEIL BAUDER

LANDSCAPE

KINSHIP DESIGN ART ECOLOGY
1070 NELSON STREET
NANAIMO, BC V9S 2K2
EMAIL: KATE.STEFIUK@KINSHIPDESIGN.CA
PRINCIPAL IN CHARGE: KATE STEFIUK

GEOTECHNICAL

1779 W 75th AVE.
VANCOUVER, B.C. V6P 3T1
PHONE: 604.439.0522
PRINCIPAL IN CHARGE: MATT KOKAN

ABBOTSFORD
EDMONTON
VANCOUVER



KP Architecture Ltd.

EDMONTON OFFICE
#1001 - 10117 JASPER AVE. EDMONTON, AB T5J 1W8
T 780.758.0002 F 780.450.0325 WWW.KRAHN.COM



ABBOTSFORD • EDMONTON • VANCOUVER • TORONTO

ISSUES AND REVISIONS		
NO.	DATE YMD	DESCRIPTION
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
8	2022-03-08	ISSUED FOR CONSULTANT REVIEW
13	2023-04-11	RE-ISSUED FOR PIM
14	2025-08-15	ISSUED FOR RE-DP

LASQUETI VIEW PLACE: 66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
ARCHITECTS ACT OF ALBERTA

SEAL

DRAWING TITLE
COVERSHEET

PROJECT NO.
180604

DRAWING NO.
DP00

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NORTH PERSPECTIVE - BUILDING 1



STREET VIEW OF BUILDING 2 & 3



STREET VIEW OF BUILDING 1



3RD STOREY BALCONY VIEW (OF BUILDING 1)



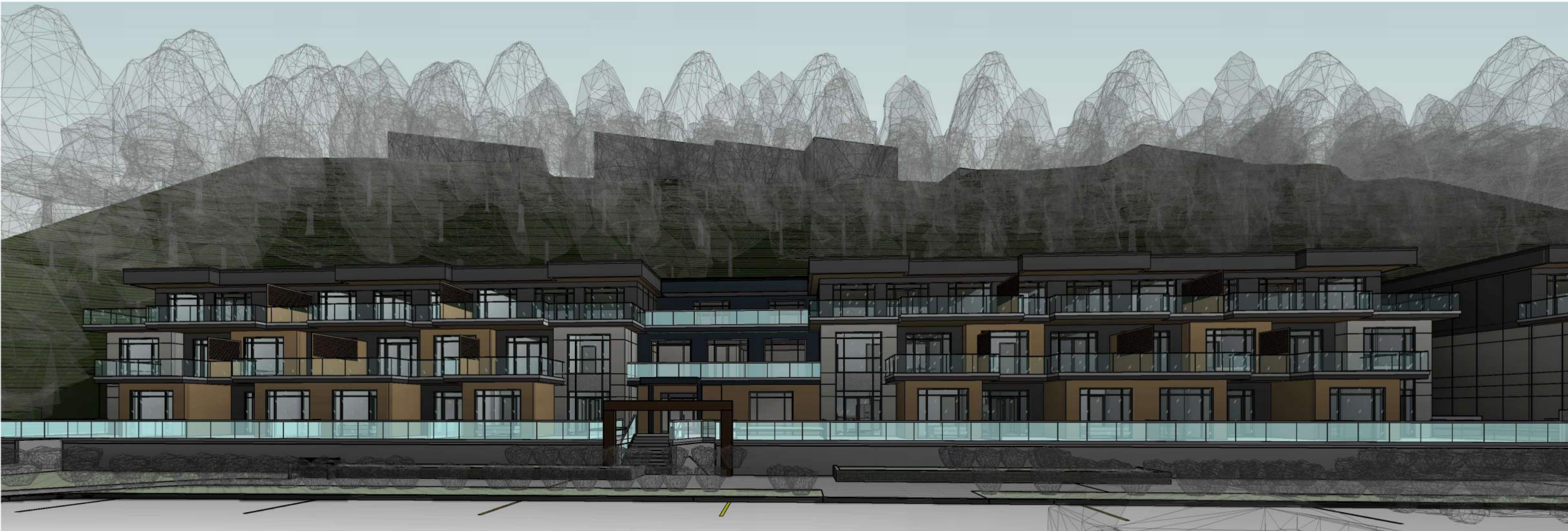
NORTH-WEST PERSPECTIVE



BLDG 3 - NORTH-EAST PERSPECTIVE



3.2 - BLDG 2 - NORTH PERSPECTIVE



3.1 - BLDG 3 - NORTH PERSPECTIVE



3.3 - BLDG 1 - NORTH PERSPECTIVE

ISSUES AND REVISIONS		
NO.	DATE Y/M/D	DESCRIPTION
1	2020-05-27	ISSUED FOR DP
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
12	2023-03-08	ISSUED FOR DVP
13	2023-04-11	RE-ISSUED FOR PIM

**LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT**
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
ARCHITECTS ACT OF ALBERTA

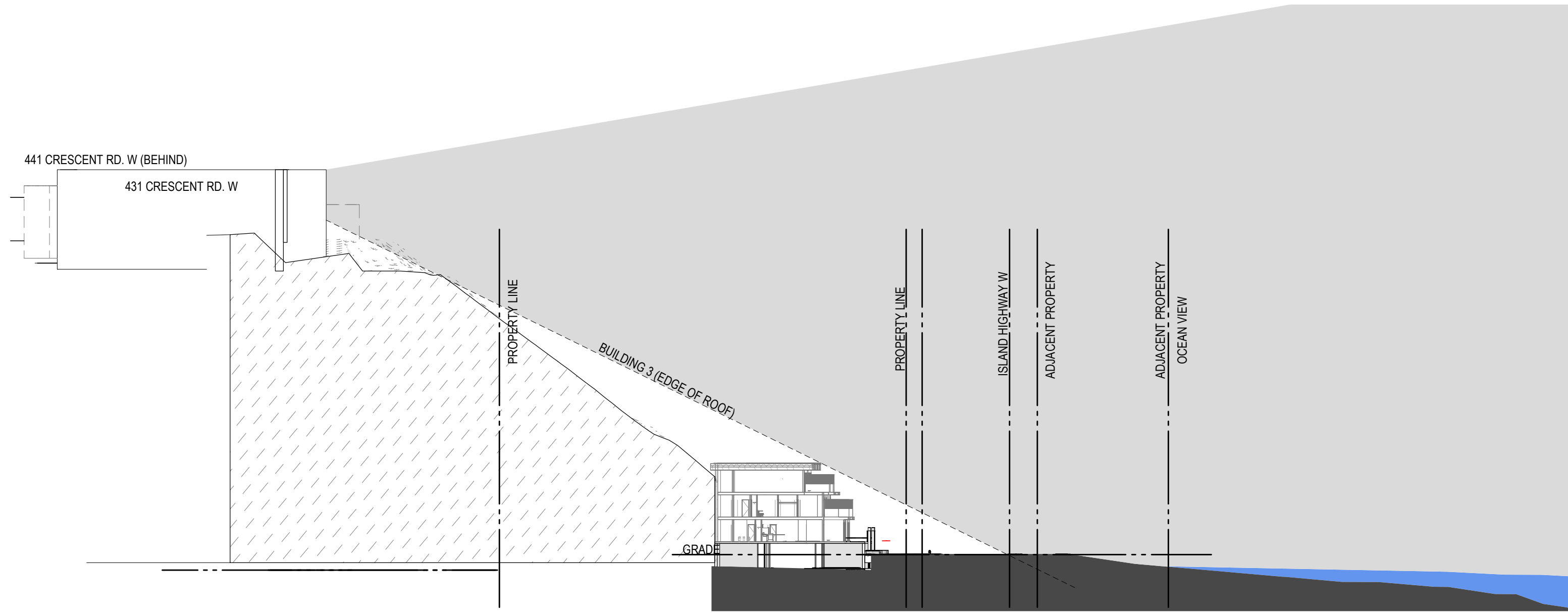
SEAL

DRAWING TITLE
PERSPECTIVES

PROJECT NO.
180604

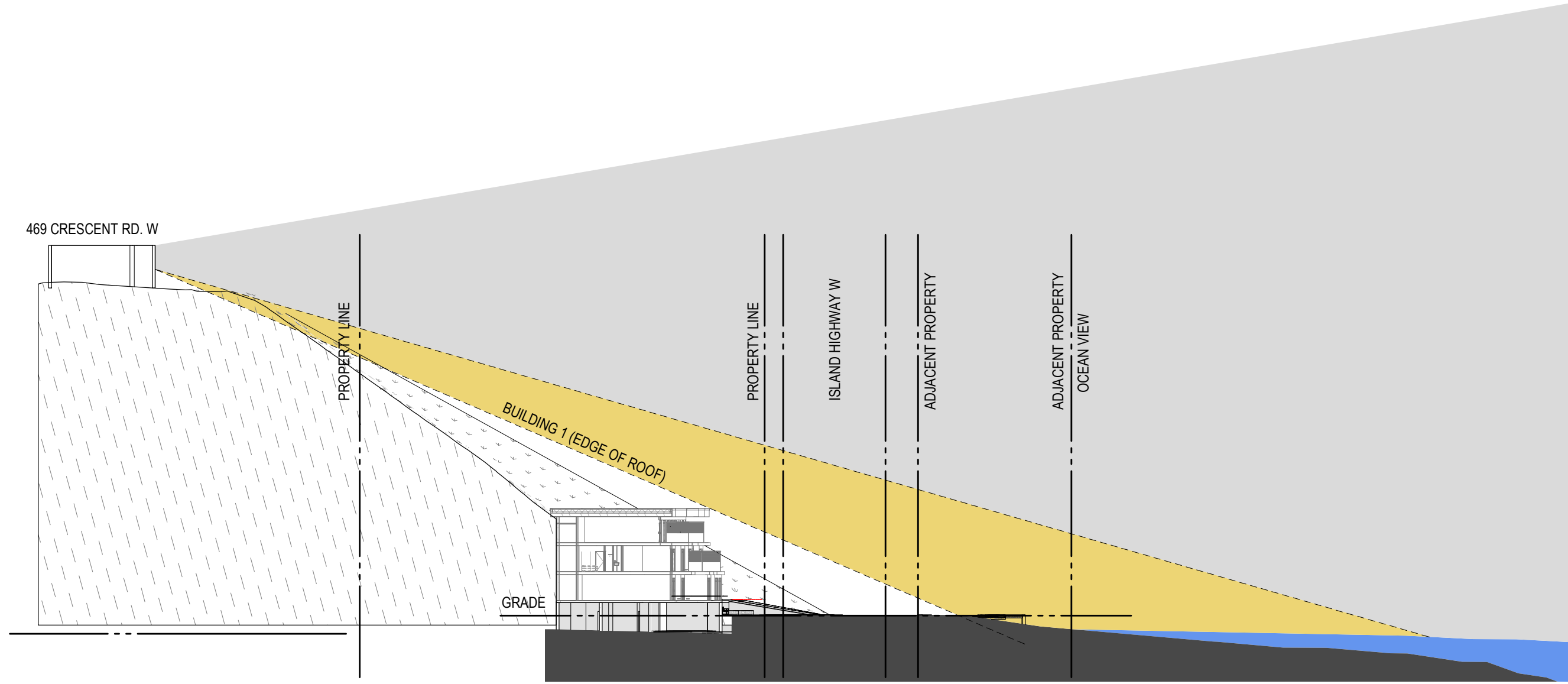
DRAWING NO.
DP02

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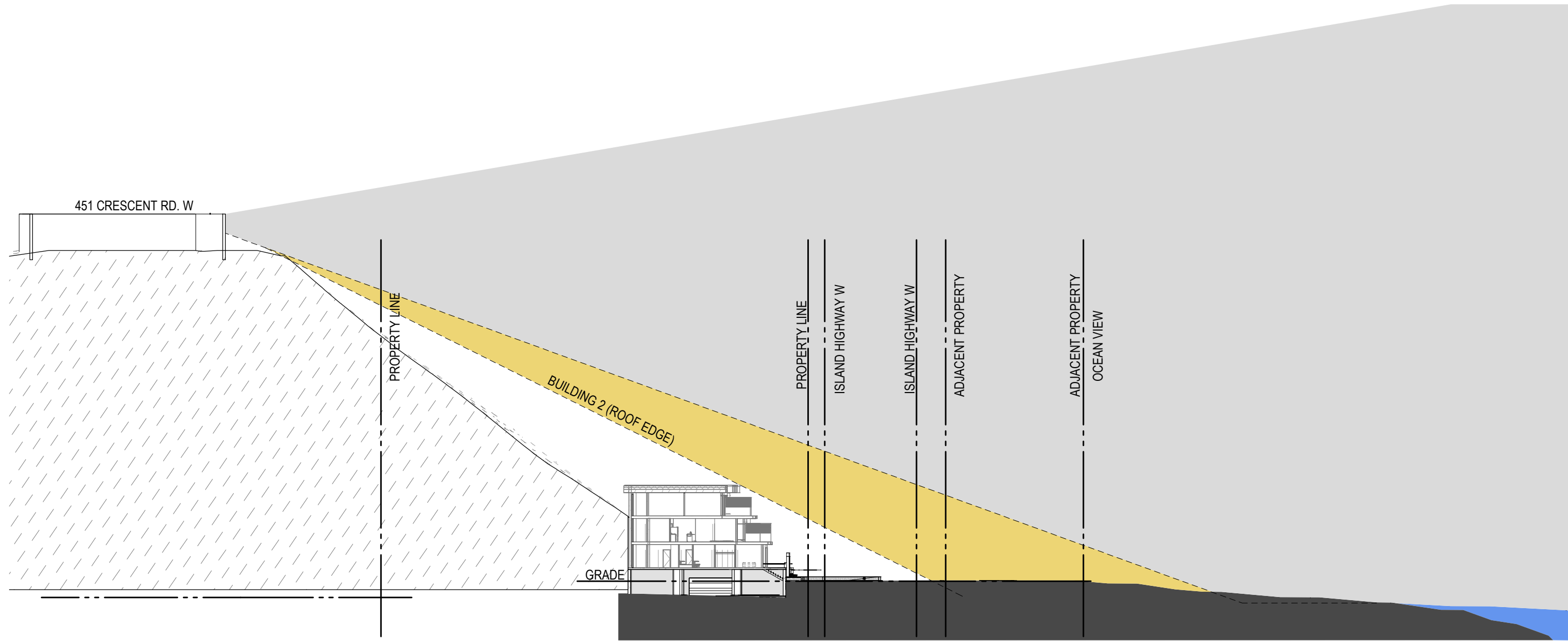
1 NEIGHBOURING VIEW - 431 & 441 CRESCENT RD. W

SCALE: 1" = 40'-0"



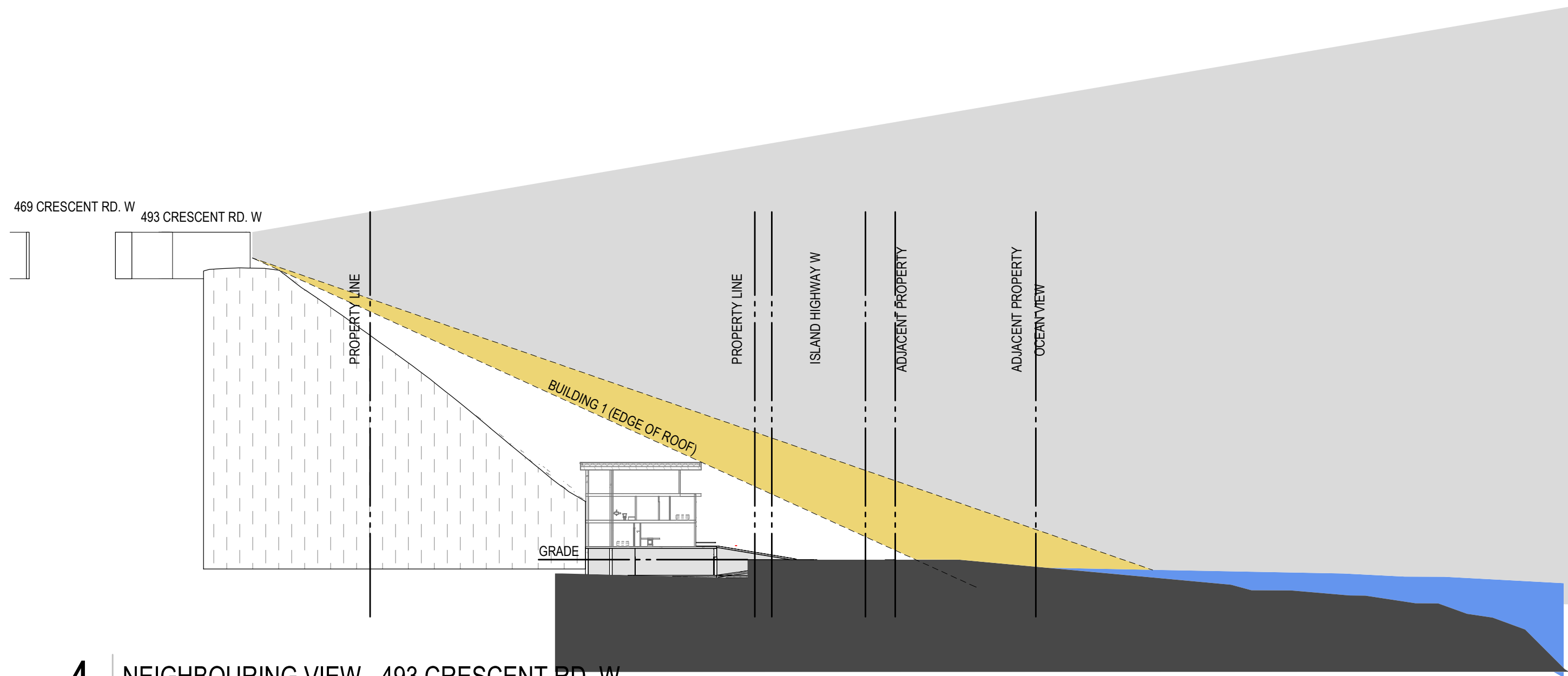
3 NEIGHBOURING VIEW - 469 CRESCENT RD. W

SCALE: 1" = 40'-0"



2 NEIGHBOURING VIEW - 451 CRESCENT RD. W

SCALE: 1" = 40'-0"



4 NEIGHBOURING VIEW - 493 CRESCENT RD. W

SCALE: 1" = 40'-0"

LASQUETI VIEW PLACE: 66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
ARCHITECTS ACT OF ALBERTA

SEAL

DRAWING TITLE
NEIGHBOURING VIEWS

PROJECT NO.
180604

DRAWING NO.
DP03

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CONTEXT PLAN

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
ARCHITECTS ACT OF ALBERTA

SEAL

ADDRESS:
CIVIC ADDRESS: 3022 ISLAND HIGHWAY W, QUALICUM BEACH, BC V9K 2H2
LEGAL ADDRESS: LOT 1, DISTRICT LOTS 52 AND 53, NEWCASTLE DISTRICT, PLAN 37040

ZONING BYLAW ANALYSIS

1. ZONING:
EXISTING: C8 (COMMERCIAL 8)
PROPOSED: C8 (COMMERCIAL 8)

2. LOT AREA:
GROSS: 142,342 sq.ft. (13,224 sq.m.) 3.28 Ac (1.32 ha)

3. DENSITY (FLOOR SPACE RATIO):
ALLOWED: 13,224 s.m. / (*200 s.m./du) = 66.22 (66) du
PROPOSED: 12,299 s.m. = 61.45 (61) du

4. USABLE AMENITY AREA:
OUTDOOR AMENITY SPACE: PROVIDED: = 3,525 s.f. (327.5 s.m.)
INDOOR AMENITY SPACE: PROVIDED: = 3,526 s.f. (327.5 s.m.)

5. SETBACKS (APARTMENT BUILDINGS):
REQUIRED: FRONT (NORTH) 4.5m
REAR (SOUTH) 4.5m
SIDE (WEST) 3.0m
SIDE (EAST) 3.0m
PROPOSED: FRONT (NORTH) 4.5m (TYP. U.N.O.)
REAR (SOUTH) 20.9m
SIDE (WEST) 3.0m
SIDE (EAST) 3.0m

4. BUILDING HEIGHT:
MAXIMUM HEIGHT PERMITTED: 11m
PROPOSED HEIGHT: 11.44m or UP TO 3 STOREYS (SEE NORTH ELEVATIONS)
BLDG. 1 - 3 = 11.44m

5. LOT COVERAGE:
PERMITTED: = 40%
PROPOSED: = 47.767 s.f. / 142,912.44 s.f. = 33.4%

6. PARKING:
RESIDENT REQUIRED: TOTAL = 107 SPACES
PROVIDED: UNDERGROUND WEST = 21 SPACES
UNDERGROUND EAST = 65 SPACES
SURFACE (VISITOR) = 21 SPACES
TOTAL = 107 SPACES
HC STALLS (1 PER 20+ & 1 ADDITIONAL PER EACH +50) = 3 SPACES
VISITOR PROVIDED: = 21 SPACES

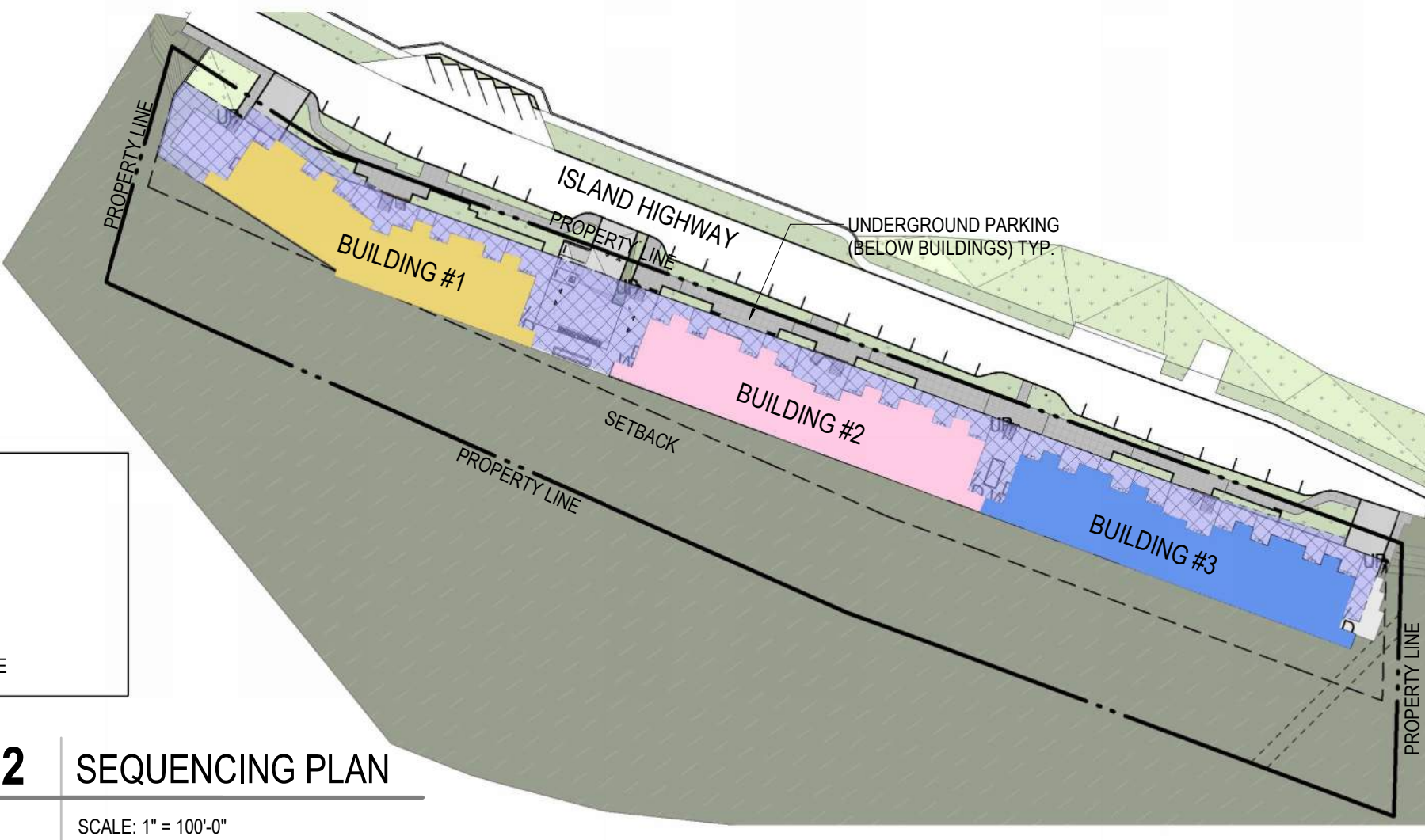
Building 1							Required Parking Spaces
Unit Type	Beds	No.	Lower Area S.F.	Upper Area S.F.	Unit Area S.F.	Total Area S.F.	
A1	2 Bed & Den	1	891		891	891	1
A2	2 Bed & Den	1	928		928	928	1
A3	2 Bed & Den	1	931		931	931	1
B1	2 Bed & Den	1	975		975	975	1
B2	2 Bed & Den	1	984		984	984	1
B3	2 Bed & Den	1	984		984	984	1
B4	2 Bed & Den	1	945		945	945	1
G1	2 Bed	1	777		777	777	1
G2	2 Bed	1	814		814	814	1
G3	2 Bed	1	818		818	818	1
P	2 Bed & Den	1	866		866	866	1
H1	2 Bed	1	862		862	862	1
H2	2 Bed	1	868		868	868	1
H3	2 Bed	1	840		840	840	1
H4	2 Bed	1	830		830	830	1
L1 Penthouse	3 Bed & Den	1		913	913	913	1
L2 Penthouse	3 Bed & Den	1		922	922	922	1
L3 Penthouse	3 Bed & Den	1		798	798	798	1
M1 Penthouse	3 Bed & Den	1		922	922	922	1
M2 Penthouse	3 Bed & Den	1		928	928	928	1
M3 Penthouse	3 Bed & Den	1		920	920	920	1
Amenity		1	654		654	654	1
		22				19370	22

Building 2							Required Parking Spaces
Unit Type	Beds	No.	Lower Area S.F.	Upper Area S.F.	Unit Area S.F.	Total Area S.F.	
B1	2 Bed & Den	2	975		975	1950	2
B2	2 Bed & Den	2	984		984	1968	2
B3	2 Bed & Den	2	984		984	1968	2
B4	2 Bed & Den	2	945		945	1890	2
C	2 Bed	1	748		748	748	2
H1	2 Bed	2	862		862	1724	2
H2	2 Bed	2	868		868	1736	2
H3	2 Bed	2	840		840	1680	2
H4	2 Bed	2	830		830	1660	2
M1 Penthouse	3 Bed & Den	2		922	922	1844	2
M2 Penthouse	3 Bed & Den	2		928	928	1856	2
M3 Penthouse	3 Bed & Den	2		920	920	1840	1
Amenity		2	573		573	573	23
		24				21437	

Building 3							Required Parking Spaces
Unit Type	Beds	No.	Lower Area S.F.	Upper Area S.F.	Unit Area S.F.	Total Area S.F.	
B1	2 Bed & Den	2	975		975	1950	2
B2	2 Bed & Den	2	984		984	1968	2
B3	2 Bed & Den	2	984		984	1968	2
B4	2 Bed & Den	2	945		945	1890	2
H1	2 Bed	2	862		862	1724	2
H2	2 Bed	2	868		868	1736	2
H3	2 Bed	2	840		840	1680	2
H4	2 Bed	2	830		830	1660	2
M1 Penthouse	3 Bed & Den	2		922	922	1844	2
M2 Penthouse	3 Bed & Den	2		928	928	1856	2
M3 Penthouse	3 Bed & Den	2		920	920	1840	2
Amenity		2	1310		1310	2620	24
		24				22736	

1 SITE PLAN

SCALE: 1" = 30'-0"



- (1) UNDERGROUND PARKADE
- (2) BUILDING #1
- (3) BUILDING #2
- (4) BUILDING #3
- (5) OUTDOOR AMENITY & LANDSCAPE

2 SEQUENCING PLAN

SCALE: 1" = 100'-0"

TOPOGRAPHIC SITE PLAN OF LOT 1, DISTRICT LOTS 52 AND 53, NEWCASTLE DISTRICT, PLAN 37040.

SCALE 1:400

THE INTENDED PLOT SIZE IS 865mm IN WIDTH AND 560mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:400.

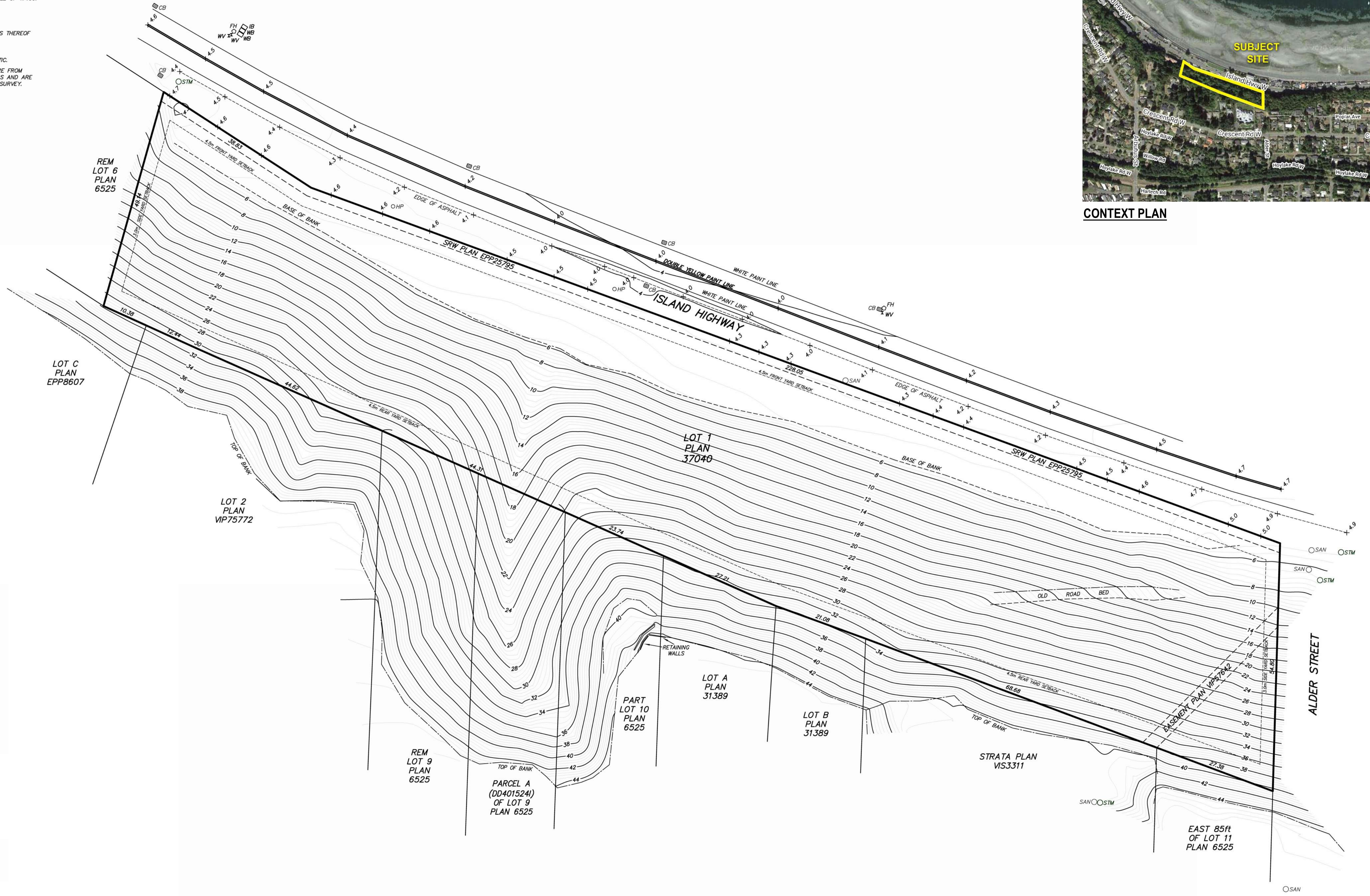
NOTES:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED.
CONTOUR INTERVAL IS 0.4 METRES.
ELEVATIONS ARE IN METRES AND ARE GEODETIC.

THE DIMENSIONS OF THE SUBJECT PARCEL ARE FROM PLAN 37040 AND LAND TITLE OFFICE RECORDS AND ARE SUBJECT TO CHANGE AT THE TIME OF FINAL SURVEY.

LEGEND:

SAN ○ DENOTES SANITARY MANHOLE
STM ○ DENOTES STORM MANHOLE
HP ○ DENOTES HYDRO POLE
WV ⊥ DENOTES WATER VALVE
WB □ DENOTES WATER BOX
IB □ DENOTES IRRIGATION BOX
CB □ DENOTES CATCH BASIN
FH ○ DENOTES FIRE HYDRANT
+ S DENOTES SPOT ELEVATION



CONTEXT PLAN

NO.	DATE Y/M/D	DESCRIPTION
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS
12	2023-03-08	ISSUED FOR DVP
13	2023-04-11	RE-ISSUED FOR PIM

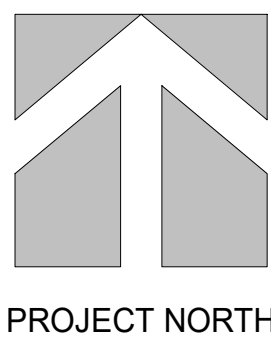
LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
ARCHITECTS ACT OF ALBERTA

SEAL

SIMS ASSOCIATES

LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 20-008-ST
DRAWING NUMBER: 20-008 T2.dwg
DATE: 2020/07/10



PROJECT NORTH

DRAWING TITLE
TOPOGRAPHIC SURVEY

PROJECT NO.
180604

DRAWING NO.
DP10.1

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ISSUES AND REVISIONS		
NO.	DATE Y/M/D	DESCRIPTION
3	2021-02-08	RE-ISSUED FOR DP
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10	2022-06-02	RE-ISSUED PER APC COMMENTS
12	2023-03-08	ISSUED FOR DVP
13	2023-04-11	RE-ISSUED FOR PIM

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
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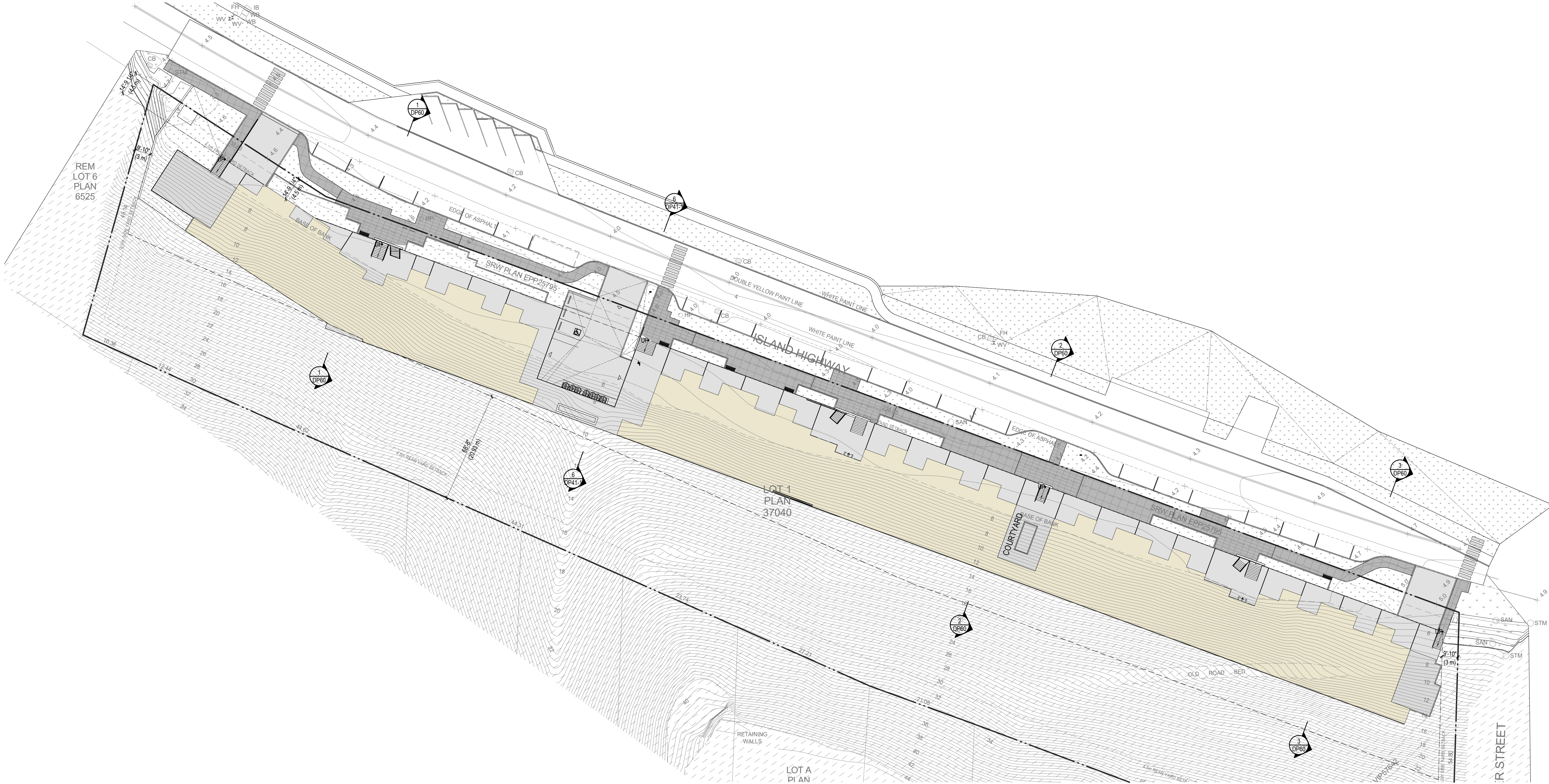
SEAL

DRAWING TITLE
TOPOGRAPHIC SITE PLAN

PROJECT NO.
180604

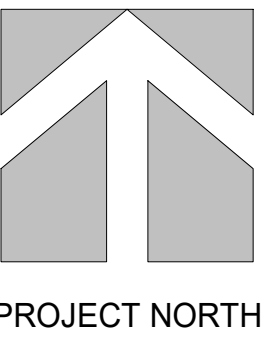
DRAWING NO.
DP10.2

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1 TOPOGRAPHIC SITE PLAN

SCALE: 1" = 30'-0"



ISSUES AND REVISIONS		
NO.	DATE Y/M/D	DESCRIPTION
1	2020-05-27	ISSUED FOR DP
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
ARCHITECTS ACT OF ALBERTA

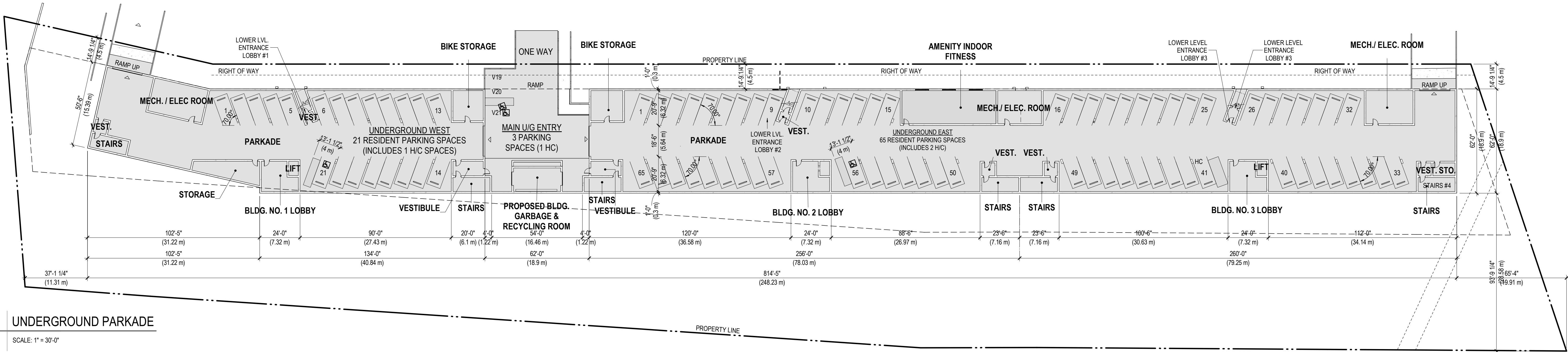
SEAL

DRAWING TITLE
UNDERGROUND PARKADE
PLAN

PROJECT NO.
180604

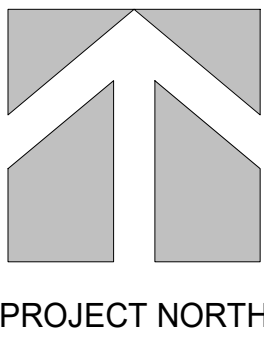
DRAWING NO.
DP20

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1 UNDERGROUND PARKADE

SCALE: 1" = 30'-0"



PROJECT NORTH

LEGEND

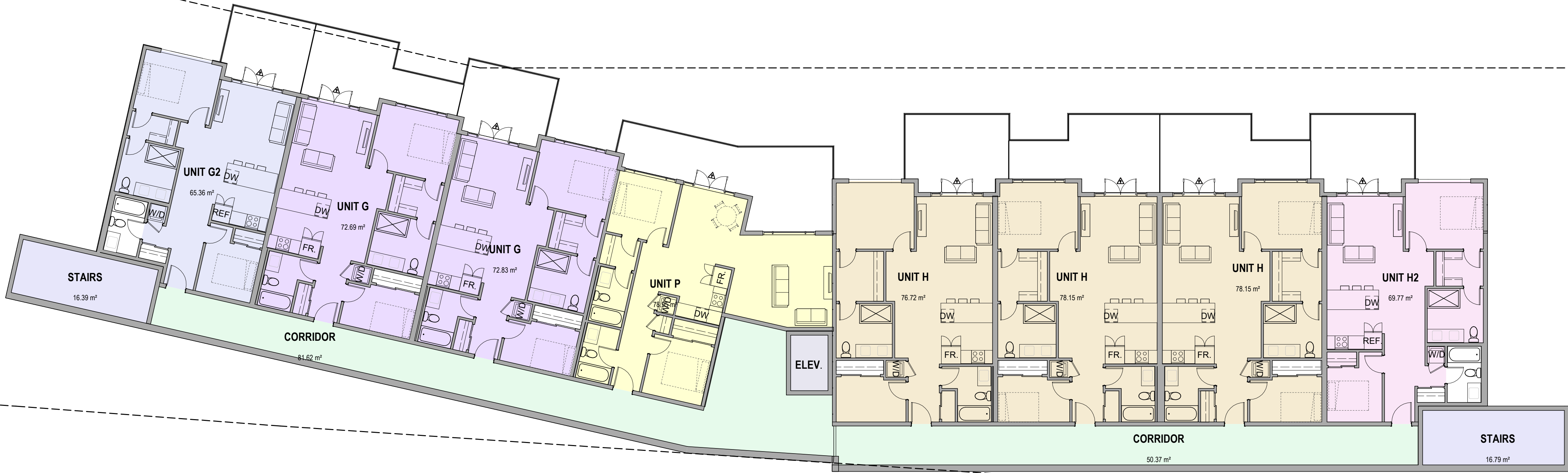
- AMENITY
- CORRIDOR
- STAIRS
- UNIT A
- UNIT A2
- UNIT A3
- UNIT B
- UNIT B2



1 MAIN FLOOR LEVEL - B1
SCALE: 1" = 10'-0"

LEGEND

- CORRIDOR
- ROOM
- STAIRS
- UNIT G
- UNIT G2
- UNIT H
- UNIT H2
- UNIT P



2 SECOND FLOOR LEVEL - B1
SCALE: 1" = 10'-0"

ISSUES AND REVISIONS		
NO.	DATE Y/M/D	DESCRIPTION
1	2020-05-27	ISSUED FOR DP
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS

**LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT**
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
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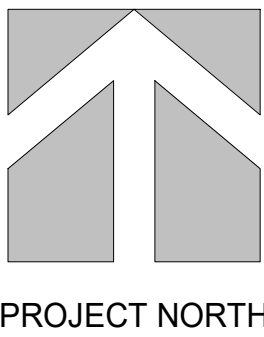
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DRAWING TITLE
FLOOR PLANS - B1

PROJECT NO.
180604

DRAWING NO.
DP21

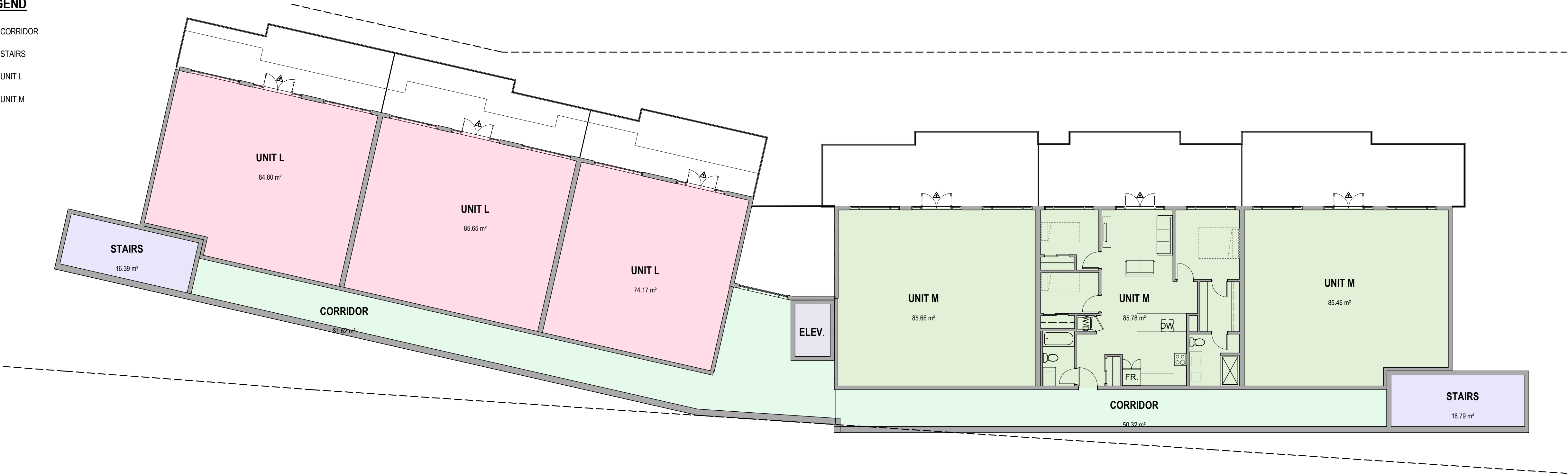
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PROJECT NORTH

LEGEND

- CORRIDOR
- STAIRS
- UNIT L
- UNIT M



1 | THIRD FLOOR LEVEL - B1
SCALE: 1" = 10'-0"

ISSUES AND REVISIONS		
NO.	DATE Y/M/D	DESCRIPTION
1	2020-05-27	ISSUED FOR DP
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
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LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
ARCHITECTS ACT OF ALBERTA

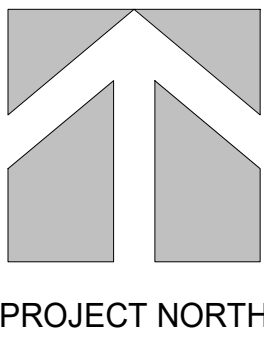
SEAL

DRAWING TITLE
FLOOR PLANS - B1

PROJECT NO.
180604

DRAWING NO.
DP22

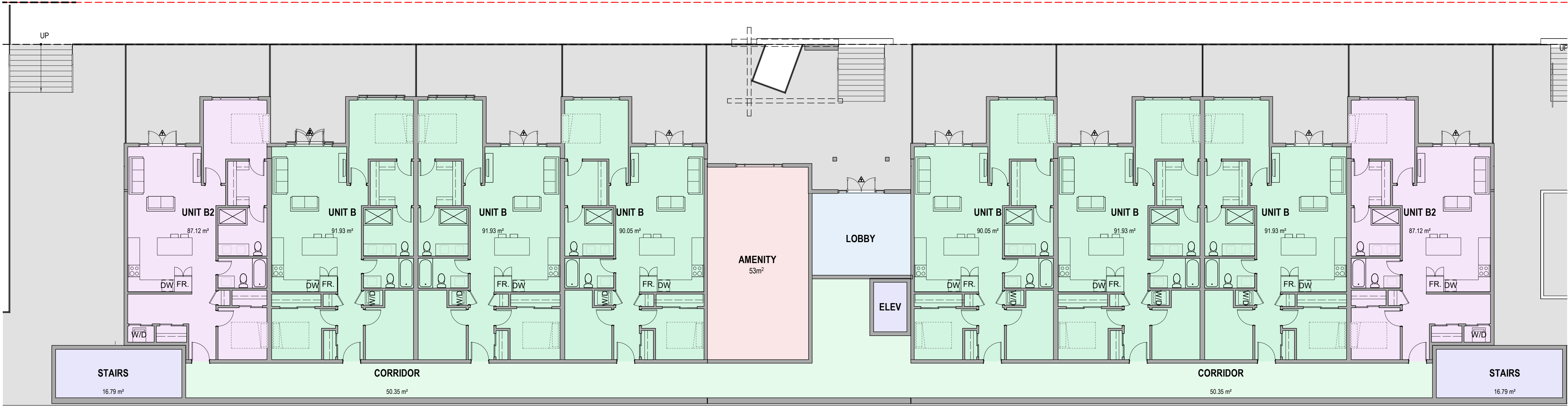
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PROJECT NORTH

LEGEND

- AMENITY
- CORRIDOR
- ELEV
- LOBBY
- STAIRS
- UNIT B
- UNIT B2

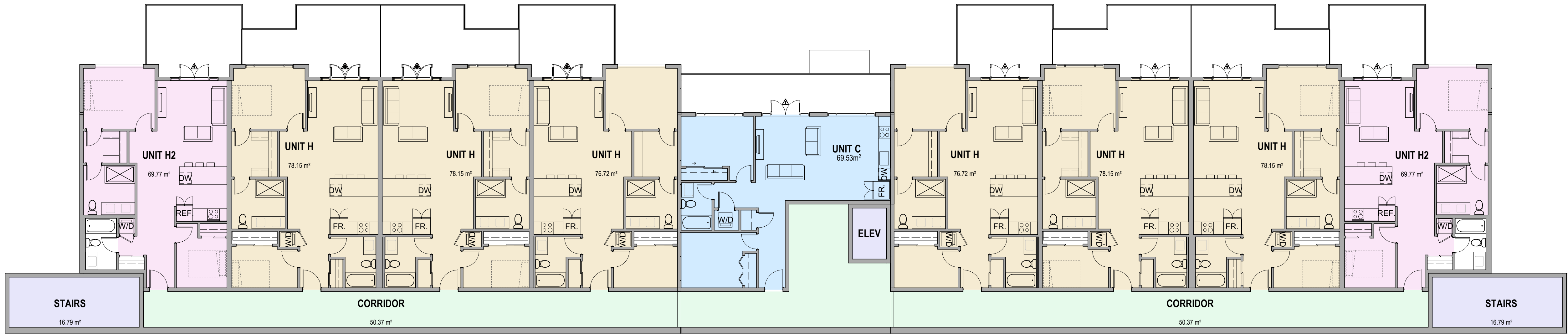


1 MAIN FLOOR LEVEL - B2

SCALE: 1" = 10'-0"

LEGEND

- CORRIDOR
- ELEV
- STAIRS
- UNIT C
- UNIT H
- UNIT H2

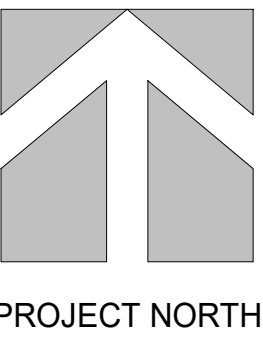


2 SECOND FLOOR LEVEL - B2

SCALE: 1" = 10'-0"

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

SEAL



PROJECT NORTH

ISSUES AND REVISIONS		
NO.	DATE Y/M/D	DESCRIPTION
1	2020-05-27	ISSUED FOR DP
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS

**LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT**
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
ARCHITECTS ACT OF ALBERTA

SEAL

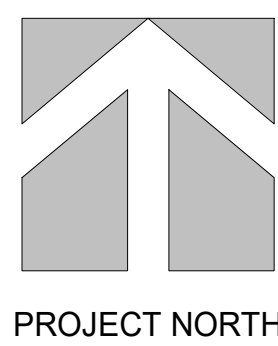
DRAWING TITLE
FLOOR PLANS - B2

PROJECT NO.
180604

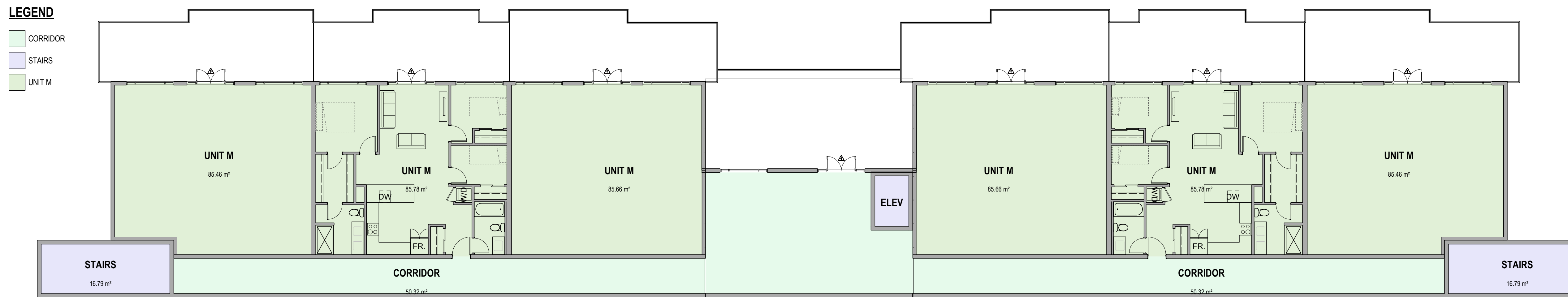
DRAWING NO.
DP24

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Page 427



PROJECT NORTH



1 | THIRD FLOOR LEVEL - B2

SCALE: 1" = 10'-0"

ISSUES AND REVISIONS		
NO.	DATE Y/M/D	DESCRIPTION
1	2020-05-27	ISSUED FOR DP
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE
ARCHITECTS ACT OF ALBERTA

SEAL

DRAWING TITLE
FLOOR PLANS - B3

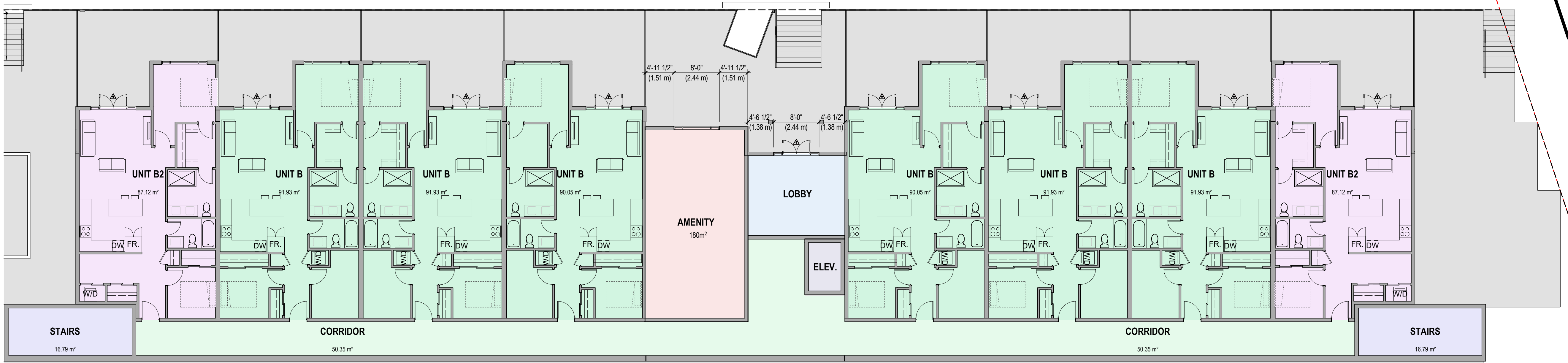
PROJECT NO.
180604

DRAWING NO.
DP25

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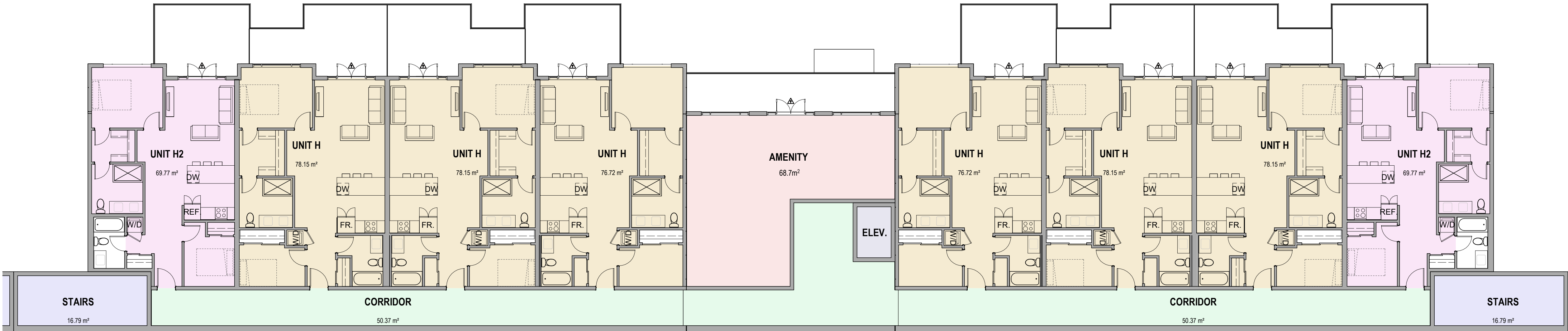
LEGEND

- AMENITY
- CORRIDOR
- LOBBY
- STAIRS
- UNIT B
- UNIT B2



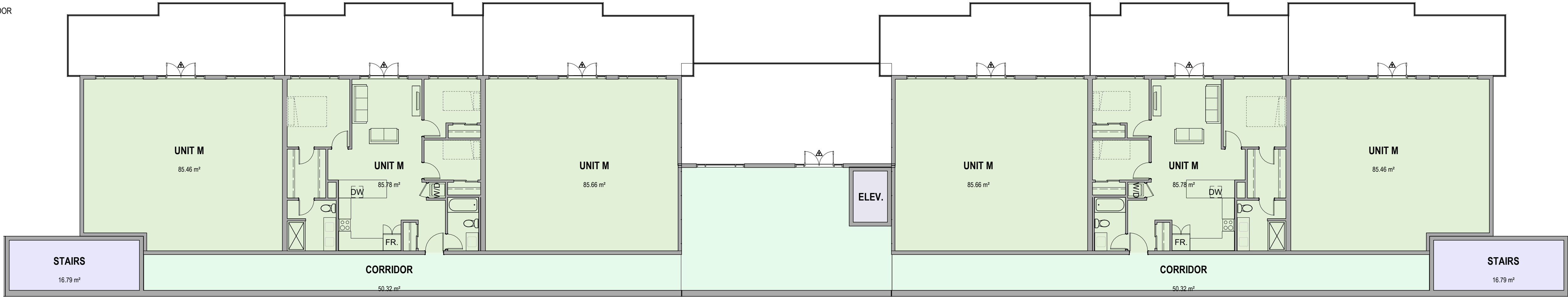
LEGEND

- CORRIDOR
- ROOM
- STAIRS
- UNIT H
- UNIT H2



LEGEND

- CORRIDOR
- STAIRS
- UNIT M



1 | THIRD FLOOR LEVEL - B3

SCALE: 1" = 10'-0"

ISSUES AND REVISIONS		
NO.	DATE Y/M/D	DESCRIPTION
1	2020-05-27	ISSUED FOR DP
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
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ARCHITECTS ACT OF ALBERTA

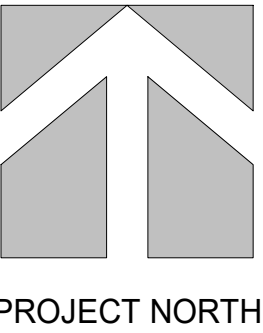
SEAL

DRAWING TITLE
FLOOR PLANS - B3

PROJECT NO.
180604

DRAWING NO.
DP26

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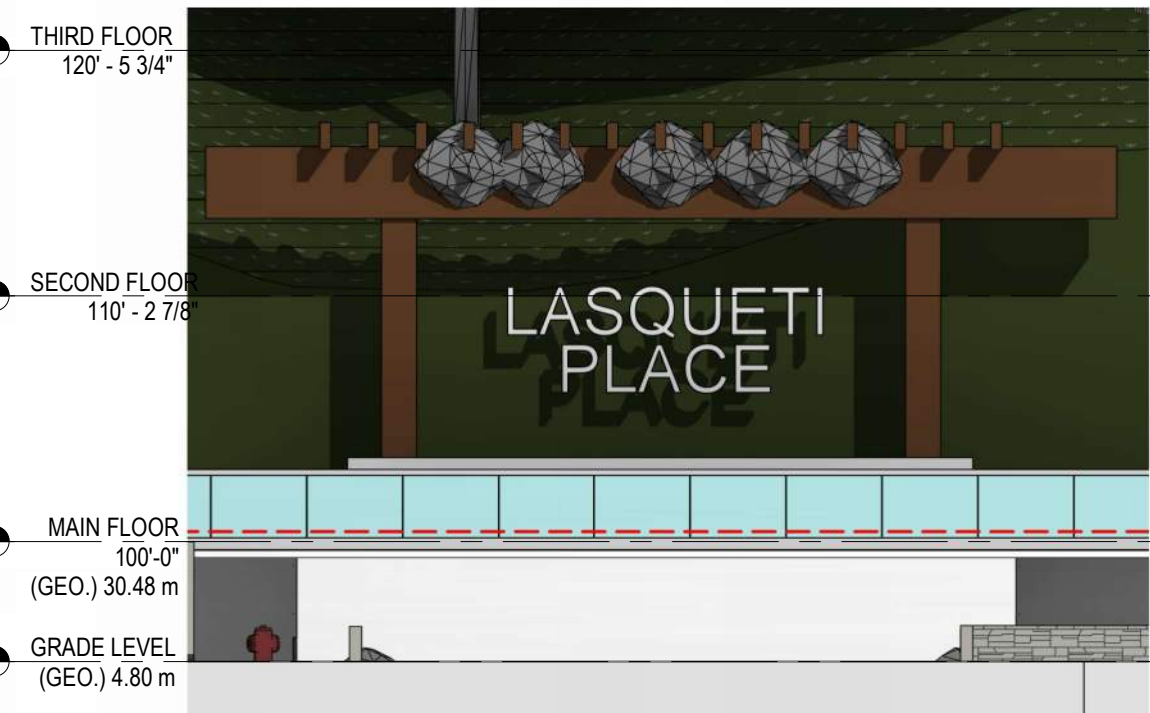


PROJECT NORTH



1 NORTH ELEVATION - BUILDING 1

SCALE: 3/32" = 1'-0"



3 PARKING ENTRANCE FEATURE BETWEEN BUILDING 1 & 2

SCALE: 1/8" = 1'-0"



5 NORTH ELEVATION - BUILDING 2

SCALE: 3/32" = 1'-0"

COLOR LEGEND

A

ALLURA PANELS OR EQUIVALENT
- GALE FORCE

B

ALLURA PANELS OR EQUIVALENT
- PURE WHITE

C

ALLURA PANELS OR EQUIVALENT
- FRESH TIMBER

ELEVATION FINISH LEGEND

A

ALLURA PANELS OR EQUIVALENT
- GALE FORCE

B

ALLURA PANELS OR EQUIVALENT
- PURE WHITE

C

ALLURA PANELS OR EQUIVALENT
- FRESH TIMBER

D

GLAZING CLEAR

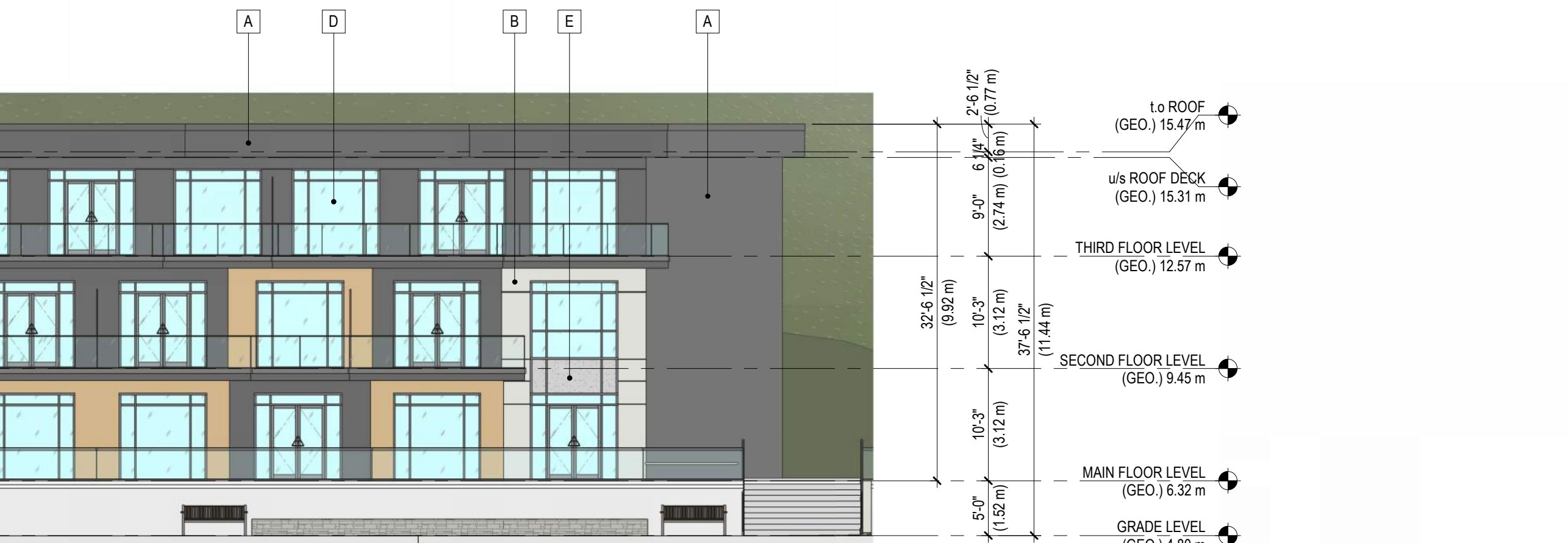
E

SPANDREL METAL PANEL - ANCHOR GRAY



2 WEST ELEVATION - BUILDING 1

SCALE: 3/32" = 1'-0"



6 WEST ELEVATION - BUILDING 2

SCALE: 3/32" = 1'-0"



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EDMONTON
VANCOUVER

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GROUP OF COMPANIES

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ISSUES AND REVISIONS

NO.	DATE	Y/M/D	DESCRIPTION
2	2020-07-27		RE-ISSUED FOR DP
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10	2022-06-02		RE-ISSUED PER APC COMMENTS
12	2023-03-08		ISSUED FOR DVP

LASQUETI VIEW PLACE: 66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
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SEAL

DRAWING TITLE
BLDG 1- ELEVATIONS

PROJECT NO.
180604

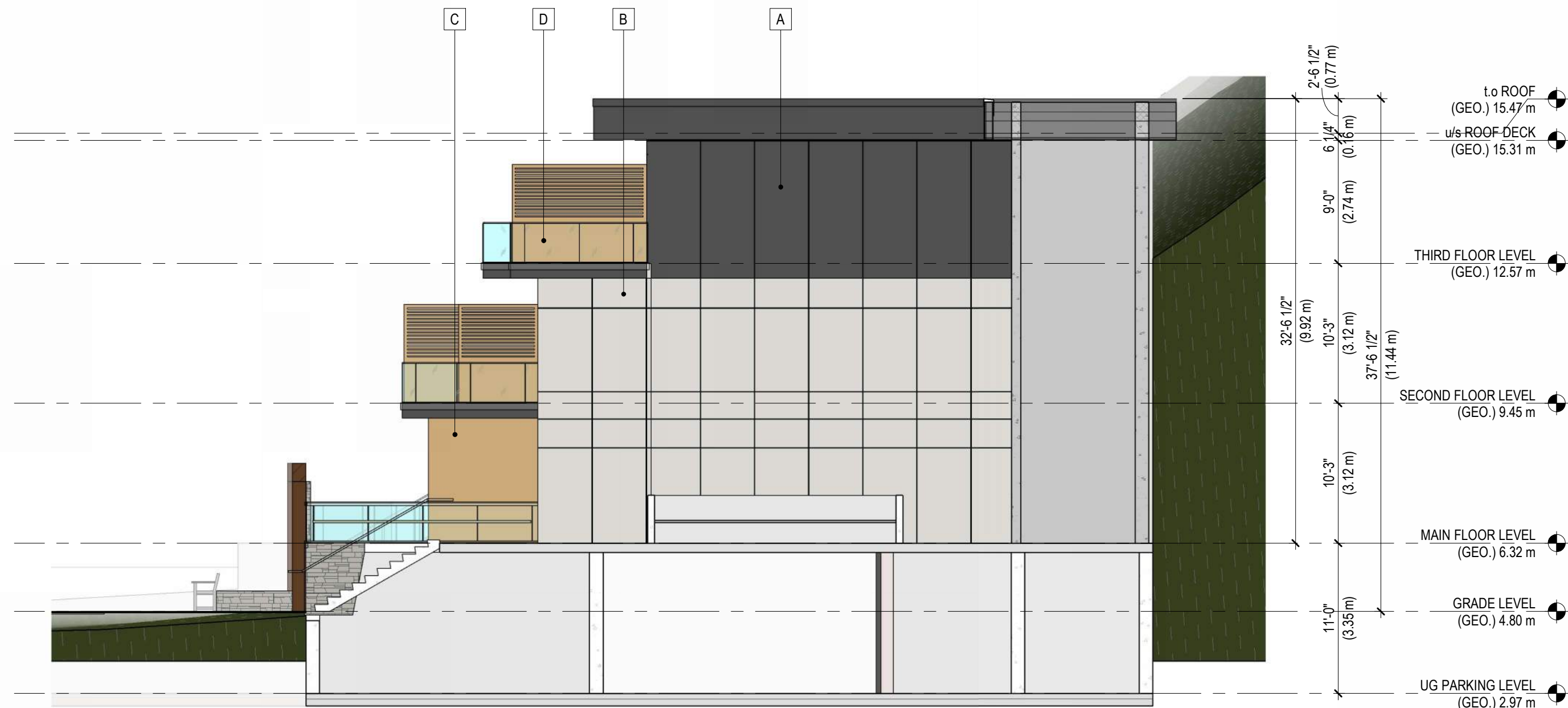
DRAWING NO.
DP41-1

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1 NORTH ELEVATION-BUILDING 3

SCALE: 3/32" = 1'-0"



2 WEST ELEVATION - BUILDING 3

SCALE: 1/8" = 1'-0"

COLOR LEGEND

- A ALLURA PANELS OR EQUIVALENT
- GALE FORCE
- B ALLURA PANELS OR EQUIVALENT
- PURE WHITE
- C ALLURA PANELS OR EQUIVALENT
- FRESH TIMBER

ELEVATION FINISH LEGEND

- A ALLURA PANELS OR EQUIVALENT
- GALE FORCE
- B ALLURA PANELS OR EQUIVALENT
- PURE WHITE
- C ALLURA PANELS OR EQUIVALENT
- FRESH TIMBER
- D GLAZING CLEAR
- E SPANDREL METAL PANEL - ANCHOR GRAY

ISSUES AND REVISIONS		
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LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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SEAL

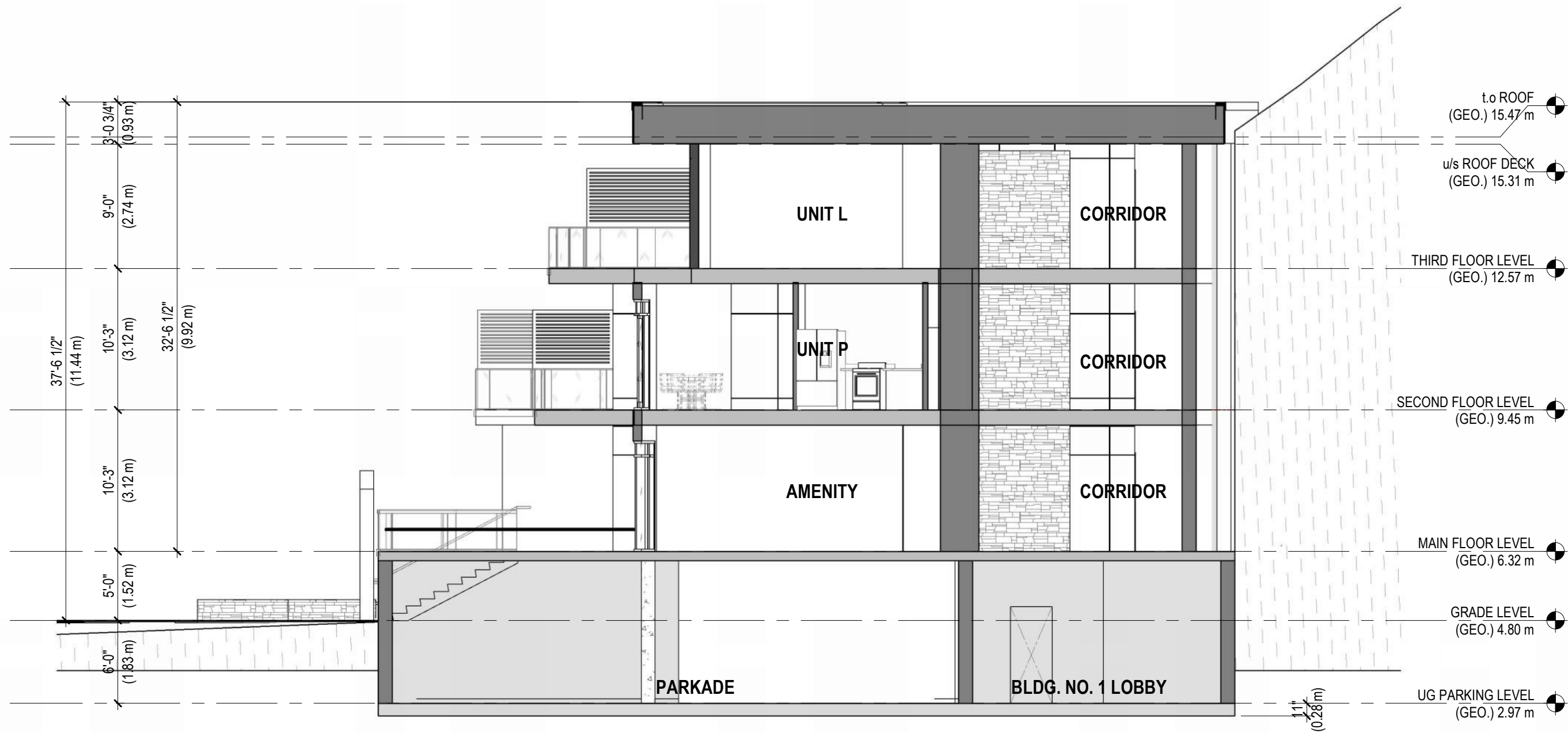
DRAWING TITLE
BLDG 2 - ELEVATIONS

PROJECT NO.
180604

DRAWING NO.
DP41-2

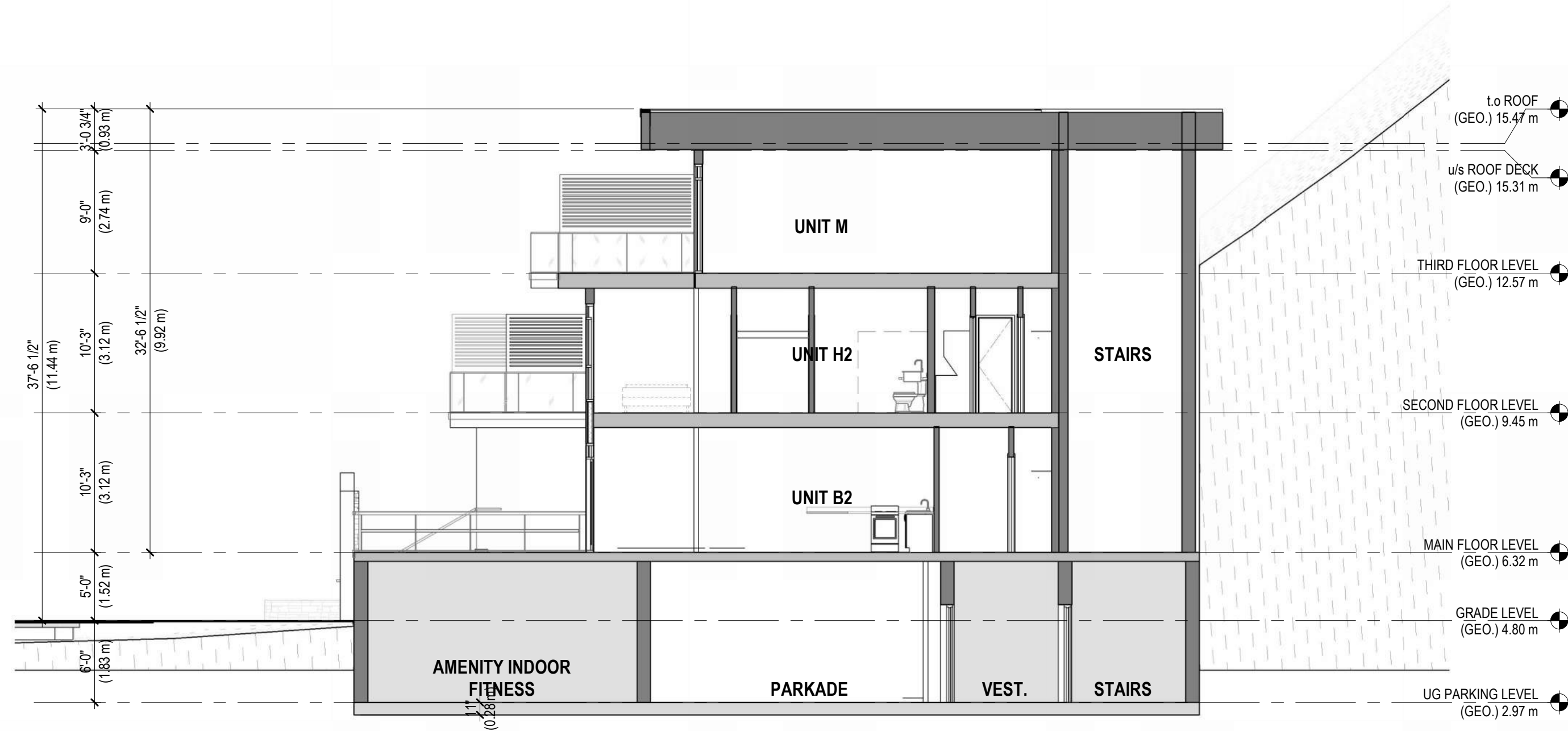
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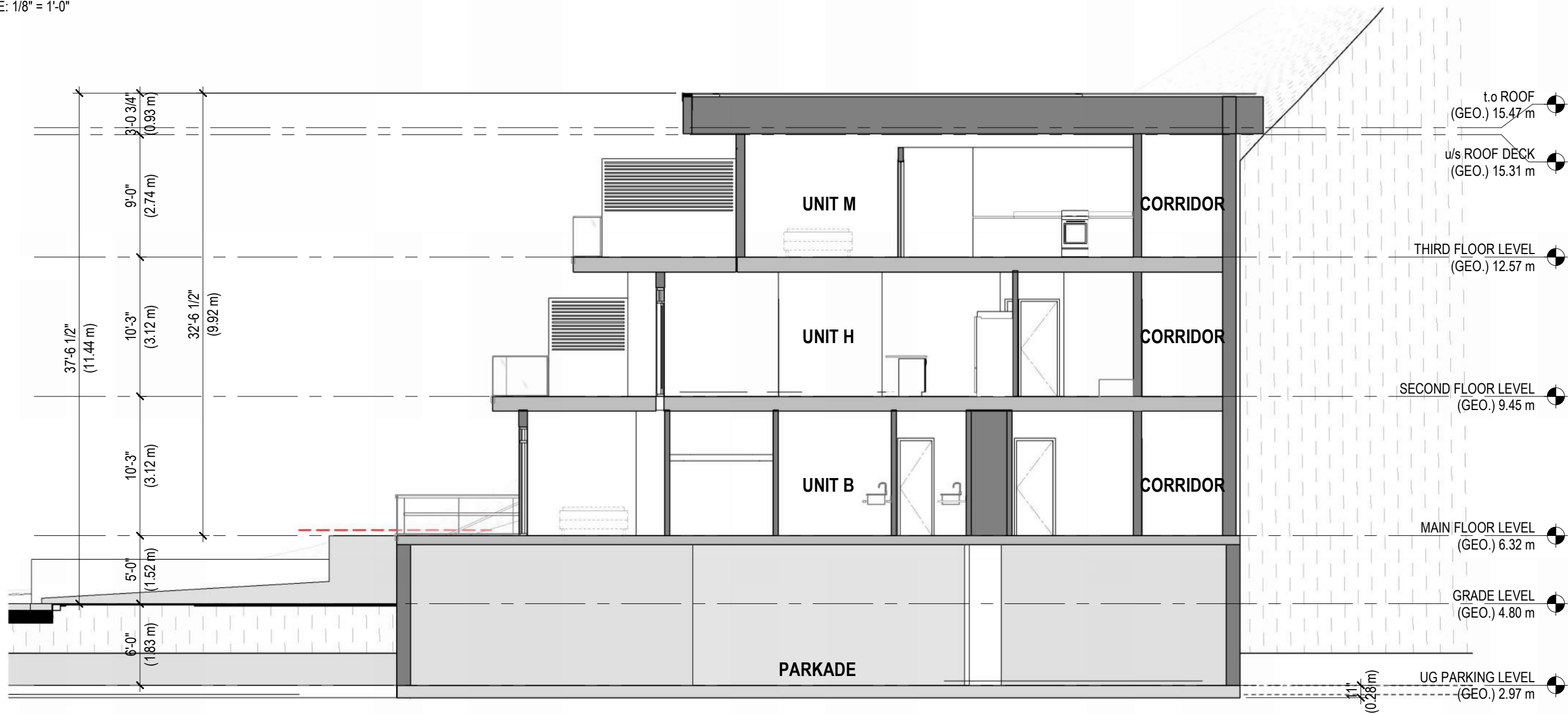
1 BUILDING 1 - SECTION B

SCALE: 1/8" = 1'-0"



2 BUILDING 2 - SECTION D

SCALE: 1/8" = 1'-0"



3 BUILDING 3 - SECTION D

SCALE: 1/8" = 1'-0"

LASQUETI VIEW PLACE: 66 UNIT DEVELOPMENT 3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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PERMIT NUMBER: AC 17215
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SEAL

DRAWING TITLE
BUILDING SECTIONS

PROJECT NO.
180604

DRAWING NO.
DP60

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