

Agenda for the 10:00 am Wednesday, September 9, 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. ADOPTION OF THE AGENDA

1-13 **THAT** Council adopts the September 9, 2026, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(i) in the September 9, 2026, Consent Agenda be approved.

- 14-21 (a) **THAT** the July 15, 2026, regular meeting minutes be approved as presented.
- 22-23 (b) **THAT** the July 29, 2026, special meeting minutes be approved as presented.
- 24-25 (c) **THAT** the July 31, 2026, special meeting minutes be approved as presented.
- 26 (d) **THAT** the 2026 Special Event Grant Final Report from the St. Andrew's Lodge Historical and Cultural Society for the St. Andrew's Lodge Re-Opening Event be received.
- 27 (e) **THAT** the 2026 Special Event Grant Final Report from the Anglican Parish of St. Mark for the St. Mark's 100th Anniversary Family Festival Day be received.
- 28-30 (f) **THAT** the Q1/Q2 report for Fire Rescue Services be received as presented.
- 31-32 (g) **THAT** the Q1/Q2 report for Bylaw Services be received as presented.
- 33-35 (h) **THAT** the Q1/Q2 report for Construction and Building Permits be received as presented.
- 36-38 (i) **THAT** the Correspondence Log, dated for reference August 28, 2026, be received.

3. RECOGNITION – Nil

4. BUSINESS ARISING FROM THE MINUTES

- 39-41 (a) **School District Request to Waive Fees for Construction of a Childcare Centre**

Staff Recommendations:

THAT Council respectfully decline the Qualicum School District's request to waive applicable development and building permit fees for the construction of the Childcare Centre located on the Qualicum Beach Elementary School site.

OR

THAT Council provides one-time financial support for construction of the Childcare Centre located on the Qualicum Beach Elementary School site, for the purposes of contributing towards the playground and equipment funding shortfall, in the amount of \$XXXXXX, to be funded from 2026 accumulated surplus.

5. DELEGATIONS

- 42-48 (a) **Qualicum Beach Chamber of Commerce**
- D. Novak, CAO of the Qualicum Beach Chamber of Commerce, in attendance to provide a presentation on their annual year-end report.
- (b) **State of the Heritage Forest**
- T. Whitfield, President of the Brown Property Preservation Society, and member of the Heritage Forest Commission, in attendance to provide a presentation on the state of the Heritage Forest.

6. CORRESPONDENCE - Nil

7. BYLAWS

- 49-75 (a) **Zoning Amendment | 1025 Qualicum Road (Pheasant Glen)**
- Staff Recommendations:**
1. **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" be read a third time as amended.
 2. **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" be adopted.
- 76-80 (b) **"Town of Qualicum Beach 2027 Taxation Exemption Bylaw No. 923, 2026"**
- Staff Recommendation:**
- THAT** "Town of Qualicum Beach 2027 Taxation Exemption Bylaw No. 923, 2026" be adopted.
- 81-82 (c) **"Town of Qualicum Beach 2027 Taxation Exemption (Places of Worship) Bylaw No. 924, 2026"**
- Staff Recommendation:**
- THAT** "Town of Qualicum Beach 2027 Taxation Exemption (Places of Worship) Bylaw No. 924, 2026" be adopted.
- 83-87 (d) **"Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.02, 2026"**
- Staff Recommendation:**
- THAT** "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.02, 2026" be adopted.

8. COMMITTEE & LIAISON REPORTS

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

(i) Report from Mayor Westbroek

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(ii) **Mayor Westbroek Notice of Motions**

(a) **BC Energy Step Code**

WHEREAS the Town has received correspondence requesting deferral of the Town's mandatory implementation of Step 5 of the BC Energy Step Code for Part 9 buildings, including residential dwellings, to 2032;

AND WHEREAS the Province's proposed implementation timeline would require Part 9 buildings to meet Step 5 of the BC Energy Step Code in 2032 and Part 3 buildings to meet Step 4 of the BC Energy Step Code in 2032;

AND WHEREAS Council wishes to align the Town's implementation timeline for advancement of the Step Code with the Province's proposed implementation timeline;

THEREFORE, BE IT RESOLVED THAT Council directs staff to prepare the necessary bylaw and policy updates to require applicable Part 3 and Part 9 building types and occupancies to meet BC Energy Step Code requirements in accordance with the Province's proposed implementation timelines.

Staff Comment:

Staff supports this approach as per the staff recommendation contained in the February 28, 2024, staff report titled "Introduction of "Zero Carbon Step Code".

(b) **Eaglecrest Golf Course Renaming**

THAT the Eaglecrest Golf Course be officially renamed the "Qualicum Beach Eaglecrest Golf Course".

Staff Comment:

Staff support this recommendation.

(c) **Qualicum Beach Eaglecrest Golf Course Flag Poles**

THAT staff be directed to install two (2) additional flag poles at Qualicum Beach Eaglecrest Golf Course to fly the Town of Qualicum Beach municipal flag and the Club Flag subsequent to Council approving the visual identity program for the Qualicum Beach Eaglecrest Golf Course.

Staff Comment:

Staff can achieve installation of two (2) additional flag poles at Qualicum Beach Eaglecrest Golf Course by Q1 2027 within the existing 2026 operational budget.

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

(i) Report from Councillor Harrison

89-91

(ii) **Councillor Harrison Notice of Motions**

(a) **Railway Crossings**

WHEREAS the UBCM Resolution Committee's response to the Town's 2025 resolution on railway crossings was as follows:

The Committee understands that there is no mechanism to designate a grade crossing as "inactive" under the *Canada Transportation Act*, *Railway Safety Act*, and Grade Crossings Regulation. Rather, the Grade Crossings Regulation provides that its own regulatory requirements do not apply to a public grade crossings with less than three average daily railway movements.

The sponsor indicates that the section of railway track north of Nanaimo that is owned by the Southern Railway of BC sees less than three average daily railway movements. If this is the case, then the Committee would ask why the sponsor does not seem to be approaching the Southern Railway of BC and Transport Canada to change the average annual daily movements on record for that section of track, to less than three. This could address the issue of stop signs for vehicular traffic at certain railway grade crossings, without having to seek federal legislative and regulatory amendments.

THEREFORE BE IT RESOLVED that the Town contacts Transport Canada and Southern Railway of BC to confirm the number of annual daily movements and the resulting signalization requirements.

Staff Comment:

As per Council direction, staff provided correspondence to the Minister of Transportation and Transit, and the Southern Railway of BC on October 20, 2025, regarding improvements to traffic control at inactive railroad crossings in Qualicum Beach. Resulting correspondence advised the Town that the municipality should consult with the Island Corridor Foundation (ICF) regarding this matter. Informal conversations have been held with ICF relating to reorientation or removal of stop signs at the inactive railroad crossings. At the time of this agenda publication, staff have requested a meeting with ICF and will subsequently report back to Council on next steps after that meeting.

(b) Buying Local Policies

WHEREAS the Town benefits from having successful small businesses in the community;

AND WHEREAS more than one business has noted a significant decline in town purchasing in the past several years;

THEREFORE BE IT RESOLVED that staff present Council with a policy intended to give staff latitude to buy local where it is reasonable to do so, with a maximum percentage variance and total budget (i.e. 5% and \$10 000 total) at a future council meeting.

Staff Comment:

The Town's current procurement practices support purchasing from local suppliers where permitted, provided they offer the required goods or services and can meet the Town's operational, quality, delivery and pricing requirements.

Any local purchasing provisions must be structured to comply with applicable trade agreements and section 25 of the *Community Charter*, particularly in relation to higher-value procurements.

Staff support this recommendation and will consider including local purchasing preferences in the forthcoming draft Purchasing Policy, scheduled to be presented to Council in Q1 of 2027.

(c) **Coordination with Higher Levels of Government**

WHEREAS several funding opportunities for federal and provincial funds have not had any applications from the Town or the City of Parksville;

AND WHEREAS the portion of federal and provincial funding for large infrastructure projects appears to have declined in recent years, i.e. \$19.7 million of the total \$147 million for the French Creek Pollution Control Centre in 2025, vs. roughly half of the \$126 million for the Comox Valley Water Treatment Project in 2019 (\$62.8 million, of which \$34.3 million was federal and \$28.5 million was provincial);

THEREFORE BE IT RESOLVED that the Town schedules either an in camera or Committee of the Whole meeting with either our provincial MLA or a member of their staff, and our MP or a member of their staff, after a reasonable amount of time has passed from their respective budgets having been passed to ensure the best possible grant applications from the Town.

Staff Comment:

The Town seeks grant opportunities for projects identified by Council, including the Capital Budget. A meeting with the MLA and MP could be scheduled subsequent to Council establishing its 2027 Capital Works program. It should be noted that most funding streams require projects to be 'shovel' ready with design already completed. A 2026 grant application update is as follows:

<u>Date</u>	<u>Project / Funding Purpose</u>	<u>Funding Amount</u>
Awarded:		
• Sept 2024	Little Qualicum River — PH 1 Riverbank Erosion Protection Design	\$125,000
• March 2025	ICBC funding for rectangular rapid-flashing beacons (RRFBs) on Jones Street at Fern Road	\$3,500
• Sept 2025	Accessible Crosswalk at Harlech Road and Memorial Avenue	\$24,462
• March 2026	Little Qualicum River — PH 2 Riverbank Erosion Protection	\$843,700
• July 2026	Highway 19A Waterfront Complete Streets Project	\$4,067,700

Submitted:

• Resubmitted ~ June 2026	Runway 29-11 and Adjacent Taxiway Rehabilitation	\$4,341,165
• Resubmitted ~ June 2026	Airport Loader / Snow Blower	\$989,000
• Feb 2025	Village Way Improvements at KSS	\$197,000
• July 2026	Eaglecrest Drive Infrastructure Enhancement and Mitigation	\$1,082,000

Scheduled for Submission:

• Sept 2026	Seawall Pathway Revitalization	~ \$250,000
• Sept 2026	Master/Business Plan for the Qualicum Beach Airport	Not yet identified

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

(i) Report from Councillor Skipsey

(ii) **Recommendation from the May 14, 2026 Heritage Forest Commission Meeting**

WHEREAS the Brown Property Preservation Society will contribute \$1,000 towards the replacement of the entrance sign and kiosk roof located at the Heritage Forest entrance on Crescent Road East in memory of Jack Wilson and Anne and Leo Klees;

THEREFORE BE IT RESOLVED THAT Council directs staff to obtain costing for the future replacement of the Heritage Forest entrance sign and kiosk roof located at the Heritage Forest entrance at Crescent Road East for consideration of inclusion in the 2027 Financial Plan.

Staff Comment:

Staff support the recommendation as presented.

(iii) **Recommendation from the September 3, 2026 Heritage Forest Commission Meeting**

THAT Council authorizes the Brown Property Preservation Society to transplant native flowering shrubs from the Hoylake Road Pollinator Garden to the Beach Creek site in the Heritage Forest.

Staff Comment:

Staff are able to assist the BPPS with site preparation, relocation and transplanting the plants within the existing 2026 operational budget.

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

(i) Report from Councillor Vander Valk

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(ii) **Councillor Vander Valk Notice of Motion | Tree Protection**

WHEREAS the Town of Qualicum Beach has stated that it will integrate climate change considerations into all planning and decision-making;

AND WHEREAS trees play a crucial role in climate change mitigation by providing oxygen and reducing carbon dioxide levels;

AND WHEREAS the Town of Qualicum Beach has stated it will effectively manage and support a healthy urban forest;

AND WHEREAS the Town of Qualicum Beach has a Tree Protection Bylaw, which is not scheduled for review until 2028;

AND WHEREAS the Town has not yet planted replacement trees under the payment-in-lieu format;

AND WHEREAS the Town of Qualicum Beach has stated, in the Sustainable Development Policies section of the Community Climate Change Adaptation Plan, that it will promote and expand the use of Low Impact Development and nature-based solutions for building;

THEREFORE BE IT RESOLVED that Council directs staff to ensure that replacement trees are planted and cared for, whether by property owners or by the Town through the payment-in-lieu format, within the 18-month timeframe set out in the Tree Protection Bylaw;

AND BE IT FURTHER RESOLVED that permits to remove trees be posted on the subject property;

AND BE IT FURTHER RESOLVED that Council directs staff to establish criteria for allowing the removal of trees for the purpose of constructing a structure, including criteria to determine whether tree removal is necessary to allow for construction or whether an alternative is available;

AND BE IT FURTHER RESOLVED that Council directs staff to collaborate with residents and property owners on how best to accomplish this through a workshop, which may include consideration of whether a Mayor's task force would be an appropriate path forward.

Staff Recommendation:

THAT Council refer consideration of potential amendments and procedures relating to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023 to the 2027 Strategic Planning process recognizing current staff workload, competing priorities, the need for a comprehensive review of the subject Bylaw that is currently scheduled for 2027, and Council Policy 3000-22 regarding requests for new or increased service.

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

93-94

(i) Report from Councillor Young

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(ii) **Councillor Young Notice of Motions**

a) **School Creek Rehabilitation**

THAT staff be directed to develop a Scoping Sheet for options on the rehabilitation of School Creek as a naturally occurring watercourse for consideration during the 2027 Strategic Planning process.

Staff Comment:

Staff support the recommendation as presented.

b) **Qualicum Beach Seniors' Centre | Rental Space**

THAT staff be directed to invite representatives of the Seniors' Centre to appear as a delegation before Council prior to the 2027 Budget process, should they wish to request rental space at municipally owned facilities at a subsidized rate.

Staff Comment:

Staff support the recommendation as presented.

9. STAFF REPORTS

(1) **Corporate Services**

(a) **2027 Special Event Applications**

Staff Recommendation:

THAT Council approves the following special event dates in principle, subject to event organizers working with Town staff to ensure Town requirements are met:

- Oceanside Mother's Day Run, May 9, 2027
- QF Qualicum Beach Triathlon, June 26-27, 2027
- Oceanside Football Club Mini World Cup, April 3-4, 2027

(b) **Qualicum Beach Seedy Saturday**

Staff Recommendation:

THAT Council approves a one-time subsidy for the use of the Qualicum Beach Civic Center on February 6, 2027, for the Qualicum Beach Seedy Saturday Association, by charging a reduced rate of \$1,903 plus applicable taxes, as opposed to the Policy rate of \$2,248 plus applicable taxes, resulting in a \$345 subsidy.

96-114

(c) **Heritage Forest Management Plan**

Staff Recommendation:

THAT Council approves the Heritage Forest Management Plan dated for reference June 2026, in the form attached to this staff report dated September 9, 2026.

115-122

(d) **Park Benches Policies**

THAT Council rescinds Policy Number 4002-1 Buildings and Grounds – Dedication of Park Benches – Type I and Policy Number 4002-2 Buildings and Grounds – Dedication of Park Benches – Type II.

Staff Comment:

Council, at its regular meeting held April 16, 2025, approved Policy Number 4002-11 Dedication of Amenities following an in-depth internal review. Given approval of the policy, existing Town policies 4002-1 and 4002-2 became redundant. Staff are requesting Council to formally rescind these policies.

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(e) **Announcement of Closed Council Meeting Motions**

For information.

(2)

Finance

124-145

(a) **First and Second Quarter Update 2026 | Council Strategic Initiatives, Capital Program and Operating Results**

Staff Recommendations:

1. **THAT** the report titled "First and Second Quarter Update 2026: Council Strategic Initiatives, Capital Program and Operating Results," dated September 9, 2026 be received for information.
2. **THAT** the budget provision of \$60,000 for the Records Management Strategic Initiative included in fiscal 2026, be carried forward to 2027 as part of the 2027 budget process.
3. **THAT** the remaining budget provision of \$37,000 for the Comprehensive Policy Review Initiative included in fiscal 2026, be carried forward to 2027 as part of the 2027 budget process.
4. **THAT** Council defer consideration of the matter of private parking lots used informally for community parking as directed by Council Resolution No. 25-143 dated December 17, 2025, from 2026 to 2027.
5. **THAT** Council Resolution 26-186 dated July 15, 2026, directing staff to provide up to \$40,000 to the Royal Canadian Legion Branch 76 to support construction of a Cenotaph on Legion property, be rescinded.

6. **THAT** a funding contribution to the Royal Canadian Legion Branch 76 to support construction of a Cenotaph on Legion property be considered in the 2027 Strategic Planning process.
7. **THAT** Council direct staff to reallocate \$63,000 of the budget provision within the Facilities Capital Budget projects in fiscal 2026 to accommodate a budget short-fall in the Parks Storage and Drying Facility project.
8. **THAT** Council direct staff to reallocate \$13,000 of budget provision from the approved 2026 Capital Water Fund project budget contingency to address the AC Watermain Replacement design at Berwick Road and Crescent Road, in order to advance the project to a tender-ready stage for planned construction in 2027.

(3) **Planning & Community Development**

146-151 (a) **OCP Consistency Decision for Zoning Amendment | 545 Nenzel Road**

Staff Recommendation:

THAT Council considers the proposed Zoning Amendment application for 545 Nenzel Road to be consistent with Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025.

152-158 (b) **Request to Replace Development Covenant | 634 Rye Road**

Staff Recommendation:

THAT Council authorizes staff to discharge the existing S.219 Restrictive Covenant on 634 Rye Road and replace it with a covenant that permits the land to be subdivided, but still requires Council approval prior to any development, with terms as described in the September 9, 2026 report to Council.

(4) **Engineering and Operations**

159-161 (a) **Eaglecrest Subdivision Servicing | Tender Award**

Staff Recommendation:

THAT Council awards the Eaglecrest Development Subdivision Servicing project to In The Dirt Contracting Ltd. in the amount of \$573,917 excluding GST.

162-164 (b) **Painting Town Hall | RFQ Award**

Staff Recommendation:

THAT Council awards the Painting Town Hall RFQ No. 2026-19 project to Top Quality Coatings Ltd in the amount of \$110,000 excluding GST.

- 165-168 (c) **Country Club Drive Landscaping | RFP Award**
Staff Recommendation:
THAT Council awards the Country Club Drive Landscaping RFP No. 2026.04 to ADT Property Solutions Ltd in the amount of \$129,900 excluding GST.
- 169-171 (d) **Foundation and Assembly of Parks Yard Storage Shed | RFQ Award**
Staff Recommendation:
THAT Council awards the Foundation and Assembly of Parks Yard Storage Shed RFQ 2026.15 to Magnum Project Management in the amount of \$136,289 excluding GST.
- 172-176 (e) **Memorial Avenue at Fir Street Crosswalk Installation | RFQ Award**
Staff Recommendation:
THAT Council awards the Memorial Avenue at Fir Street Crosswalk Installation RFQ No. 2026-23 to Coastline Civil Inc. in the amount of \$122,727 excluding GST.
- (f) **Seawall Pathway Revitalization | Grant Application to the *Build Communities Stronger Fund***
Staff Recommendations:
THAT Council directs staff to submit a grant application to the *Build Communities Strong Fund* under the Local Impact Stream for the "Seawall Pathway Revitalization" project, to replace approximately 820 metres of paved walkway along the Highway 19A waterfront;
AND FURTHER THAT Council supports the project and commits to funding the Town's 50% share of the estimated \$493,000 total project cost, should the grant application be successful, to improve publicly accessible community infrastructure and provide economic, social, and environmental benefits to the broader community;
AND FURTHER THAT, if grant funding is awarded, the Town's contribution be funded from the Infrastructure Replacement Reserve and the Canada Community-Building Fund, and may require reprioritization of projects being considered through the 2027–2031 Financial Plan process.

10. MOTION TO CLOSE TO THE PUBLIC – Nil

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 (September 11, 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, July 15, 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 Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer
Heather Svensen, Director of Corporate Services/Deputy CAO
Raj Hayre, Director of Finance
Luke Sales, Director of Planning and Community Development
Amro Kotb, Director of Infrastructure Services
Oliver Watson, Capital Projects Manager
Twyla Slonski, Interim Deputy Director of Corporate Services
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 July 15, 2026, regular Council meeting agenda as amended by adding items 7(b), "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026, and item 9(3)(e), Town of Qualicum Beach Water System Update.

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

ADOPTION OF THE CONSENT AGENDA

Council adopted, by unanimous consent, **THAT** recommendations listed for items 2(a) to 2(f) in the July 15, 2026, Consent Agenda be approved.

- (a) **THAT** the April 29, 2026, Committee of the Whole meeting minutes be received.
- (b) **THAT** the June 17, 2026, special meeting minutes be approved as presented.
- (c) **THAT** the June 24, 2026, regular meeting minutes be approved as presented.
- (d) **THAT** the June 29, 2026, special meeting minutes be approved as presented.
- (e) **THAT** the 2026 Special Event Grant Final Report from the Seaside Cruizers for the Show and Shine event be received.
- (f) **THAT** the Correspondence Log, dated for reference July 7, 2026, be received.

CARRIED UNANIMOUSLY | Resolution No. 26-164

RECOGNITION – Nil

BUSINESS ARISING FROM THE MINUTES – Nil

DELEGATIONS - Nil

CORRESPONDENCE – Nil

BYLAWS

- (a) **Town of Qualicum Beach 2027 Taxation Exemption Bylaw No. 923, 2026” and “Town of Qualicum Beach 2027 Taxation Exemption (Places of Worship) Bylaw No. 924, 2026”**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** “Town of Qualicum Beach 2027 Taxation Exemption Bylaw No. 923, 2026” be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 26-165

Councillor Vander Valk MOVED and Councillor Young SECONDED, **THAT** “Town of Qualicum Beach 2027 Taxation Exemption Bylaw No. 923, 2026” be read a second time.
CARRIED UNANIMOUSLY | Resolution No. 26-166

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** “Town of Qualicum Beach 2027 Taxation Exemption Bylaw No. 923, 2026” be read a third time.
CARRIED UNANIMOUSLY | Resolution No. 26-167

Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** “Town of Qualicum Beach 2027 Taxation Exemption (Places of Worship) Bylaw No. 924, 2026” be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 26-168

Councillor Vander Valk MOVED and Councillor Young SECONDED, **THAT** “Town of Qualicum Beach 2027 Taxation Exemption (Places of Worship) Bylaw No. 924, 2026” be read a second time.
CARRIED UNANIMOUSLY | Resolution No. 26-169

Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** “Town of Qualicum Beach 2027 Taxation Exemption (Places of Worship) Bylaw No. 924, 2026” be read a third time.
CARRIED UNANIMOUSLY | Resolution No. 26-170

COMMITTEE & LIAISON REPORTS

- (a) **General Government** (Mayor Teunis Westbroek)
(i) **Mayor Westbroek Notice of Motion | Day Homes Request for a Six-Month Oceanside Winter Shelter Pilot**

Mayor Westbroek MOVED and Councillor Harrison SECONDED, **WHEREAS** section 2.3.3.3 of the Qualicum Beach Official Community Plan states “The Town may collaborate on regional initiatives with partners such as the Regional District of Nanaimo and the City of Parksville to support the provision of shelter for individuals experiencing homelessness and/or housing for individuals at risk of homelessness.”;

THEREFORE BE IT RESOLVED THAT staff be directed to prepare a letter addressed to BC Housing, expressing support in principle for a seasonal 6-month pilot project to implement a cold weather dry shelter with up to 10 beds, and located in the Oceanside Area of the Regional District of Nanaimo [Electoral Areas F & G], with final site selection being subject to host approval, zoning review, insurance confirmation, fire and life safety

review, staffing readiness, and any other associated permitting requirements required to support a seasonal cold weather dry shelter.

CARRIED UNANIMOUSLY | Resolution No. 26-172

BYLAWS CONT'D

(b) **"Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026"**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.01, 2026" be adopted.

CARRIED | Resolution No. 26-171

In Favour: Mayor Westbroek, Councillors Skipsey, Vander Valk and Young

Opposed: Councillor Harrison

COMMITTEE & LIAISON REPORTS CONT'D

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

(i) Councillor Harrison commented on his portfolio activities.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** a letter in support of BC Ferry fares being equal across Canada be sent to MP Gord Johns.

CARRIED UNANIMOUSLY | Resolution No. 26-173

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

(i) Councillor Skipsey commented on her written report included in the agenda.

(ii) **Councillor Skipsey Notice of Motion | Request for Support for Nature Diary**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **WHEREAS** the Arrowsmith Naturalists are leading the development of a Nature Guide (perpetual diary) of the UNESCO-designated Mount Arrowsmith Biosphere Region (MABR) titled: *Discover Nature – Mount Arrowsmith Biosphere Region* and will encompass the rich biodiversity, ecosystems, amazing and natural places, nature-based events, indigenous culture, and more; and

WHEREAS the Arrowsmith Naturalists will have the book published by the end of the summer and will include places located within Qualicum Beach; and

WHEREAS the guide is intended to encourage people to connect with nature and explore or visit the MABR more often throughout the months and years to continue to explore the incredible diversity of our region and nature-based events that are hosted; and

WHEREAS copies will be made available to Visitor Centres, hotels, tourism-oriented businesses, and libraries as well as some of the proceeds from the sale of the guides will be used to develop a program incorporating the book into programming at schools within the Qualicum School District;

THEREFORE BE IT RESOLVED THAT staff be instructed to provide a one-time funding allocation in the amount of \$2,500 from the 2026 Strategic Planning fund for Community Volunteerism to the Arrowsmith Naturalists for their Nature Diary Project in fiscal 2026.

CARRIED UNANIMOUSLY | Resolution No. 26-174

(iii) **Councillor Skipsey Notice of Motion | Density Without Demolition**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **WHEREAS** adding density without demolition through internal conversion of existing homes could be an important component of the Town's Ways to Attain Affordable Market Housing (WAAMH) initiative by providing the opportunity to deliver needed housing with greater affordability and a lower impact on the environment, infrastructure and neighbourhoods; and **WHEREAS** specific demographic data shows that single and two-person households account for 84.2% of households in Qualicum Beach (one-person households make up 29.3% of all homes, 54.9% are shared by two people, three-person households represent 8%, and homes with four or more people account for 7.8% of the total 4,435 households); and **WHEREAS** the Town's Environment & Sustainability Committee has already made recommendations to Council [in Table 2 of the Climate Mitigation Action] to "Adopt policies for low embodied emissions" by incentivizing renovation, deconstruction and salvage over demolition and to "Promote compact and efficient land use" by increasing density through auxiliary dwellings, secondary suites, garage conversions, and splitting of existing houses into two units, etc. and incentivize these density changes through property tax incentives, reduced setback, increased floor space ration, expedited approvals, etc.; **THEREFORE BE IT RESOLVED THAT** Council endorses the principle of preserving existing housing, reducing construction waste, lowering greenhouse gas emissions, and encouraging cost-effective redevelopment and adaptive reuse of existing buildings; **AND FURTHER THAT** Council advocate for and support a balanced, common-sense approach to existing buildings that recognizes the significant cost differences between renovation and new construction and permits flexibility where equivalent safety outcomes can be achieved; **AND FURTHER THAT** Council request the Province of British Columbia review the *BC Building Code, Local Government Act*, and related regulations to identify opportunities that encourage renovation, adaptive reuse, and building renewal while maintaining appropriate health and safety standards; **AND FURTHER THAT** a copy of this resolution be forwarded to the Minister of Housing and Municipal Affairs, the Union of BC Municipalities, and AVICC for their information.

CARRIED | Resolution No. 26-175

In favour: Mayor Westbroek and Councillors Skipsey, Vander Valk and Young

Opposed: Councillor Harrison

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

(i) Councillor Vander Valk commented on her written report included in the agenda.

(ii) Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** a letter of appreciation be sent to the members of the Beach Day Committee expressing the Town's appreciation for their work in providing for the 2026 event.

CARRIED UNANIMOUSLY | Resolution No. 26-176

- (e) **Arts & Culture** (Councillor Jean Young)
 - (i) Councillor Young commented on her written report included in the agenda.

STAFF REPORTS

- (1) **Corporate Services**
 - (a) **2027 Draft Council and Committee Meeting Schedule**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** Council approves the 2027 meeting schedule as attached to the July 15, 2026, agenda.
CARRIED UNANIMOUSLY | Resolution No. 26-177
- (2) **Planning & Community Development**
 - (a) **Ways to Achieve Attainable Market Housing Plan**
Mark Holland, RPP, MCIP, Westplan Consulting Group Inc, in attendance to present the "Ways to Achieve Attainable Market Housing Plan".

Council questioned a number of aspects relating to the plan. Planning staff will review, summarize and provide clarity accordingly.

- 1. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** the "Ways to Achieve Attainable Market Housing Plan" be received, as attached to the July 15, 2026 Report to Council.
CARRIED UNANIMOUSLY | Resolution No. 26-178
- 2. Councillor Skipsey MOVED and Councillor Young SECONDED, **THAT** staff are directed to prepare a Report outlining the effort required to implement each of the recommendations described in the "Ways to Achieve Attainable Market Housing Plan", as attached to the July 15, 2026 Report to Council, with subsequent potential actions to be referred to the 2027 Strategic Planning Process.
CARRIED UNANIMOUSLY | Resolution No. 26-179

Council, by unanimous consent, called for a ten-minute recess.

MEETING RECESSED: 11:52 am

MEETING RESUMED: 12:02 pm in the Council Chamber with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, Chief Administrative Officer, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning, R. Hayre, Director of Finance, A. Kotb, Director of Infrastructure Services, O. Watson, Capital Projects Manager, T. Slonski, Interim Deputy Director of Corporate Services and J. Froats, Information Systems Analyst

- (b) **Zoning Amendment | 1025 Qualicum Road**
1. Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 26-180
 2. Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" be read a second time.
CARRIED UNANIMOUSLY | Resolution No. 26-181
- (c) **Zoning Amendment | 673 Fir Street**
1. Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (673 Fir Street) Bylaw No. 900.10, 2026" be introduced and read a first time.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council requests the following changes to the proposed development at 673 Fir Street prior to second reading:

1. **THAT** the building be limited to four storeys to better align with East Village Policy 3.8.3 which indicates a density for residential dwellings in the East Village of 80 dwellings/ha rather than the proposed 166 dwellings/ha; and
2. **THAT** the traffic study be completed and a suitable plan agreed upon and that improvements be funded by the proponent; and
3. **THAT** the appropriate number of on-site parking spaces be provided for public use of the commercial components of the development; and
4. **THAT** suitable spaces for the parking and storage of bicycles and scooters be provided on-site; and
5. **THAT** a number of the units be made available at a rental reduction to address the financial challenges faced by households within the Priority Housing Groups as per 2.3.2 of the OCP; and
6. **THAT** a Covenant be placed on title to ensure restrictions aren't placed on the age of persons who may reside in a dwelling unit.

DEFEATED

In Favour: Councillors Skipsey and Vander Valk

Opposed: Mayor Westbroek, Councillors Harrison and Young

THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (673 Fir Street) Bylaw No. 900.10, 2026" be introduced and read a first time.

CARRIED | Resolution No. 26-182

In Favour: Mayor Westbroek, Councillors Harrison and Young

Opposed: Councillors Skipsey and Vander Valk

(3) **Engineering and Operations**

(a) **Memorial Avenue to the Qualicum Beach Train Station Shared-use Trail**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** Council authorizes staff to make a contribution of up to \$116,000 to the Island Corridor Foundation (ICF) for construction of the Memorial Avenue to the Qualicum Beach Train Station Shared-use Trail within the capital budget provision of \$150,000 in fiscal 2026, as per the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026".

AND FURTHER THAT staff be instructed to work with ICF to amend the Licence of Occupation to reflect construction and ongoing maintenance of the trail.

CARRIED UNANIMOUSLY | Resolution No. 26-183

(b) **Request for Contract Award | Crescent Road Outfall to Grandon Creek**

Councillor Vander Valk MOVED and Councillor Young SECONDED, **THAT** Council awards the contract for the Crescent Road Outfall to Grandon Creek project to Knappett Industries in the amount of \$110,236.00, excluding GST.

CARRIED UNANIMOUSLY | Resolution No. 26-184

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

CARRIED UNANIMOUSLY

(c) **Commemorative Crosswalk**

Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** Council approves the proposed commemorative crosswalk design for installation on Memorial Avenue at Fir Street, as part of the intersection project titled "RRFBs Memorial at Fir Street (the 2026 Community Transportation Plan project)," as shown as Attachment 1 to the Staff Report titled "Commemorative Crosswalk" dated July 15, 2026.

CARRIED UNANIMOUSLY | Resolution No. 26-185

(d) **Cenotaph Replacement**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, **THAT** Council directs staff to provide up to \$40,000 to the Royal Canadian Legion, Branch 76, to support construction of a replacement cenotaph on the Legion property, substantially as shown in the illustration titled "Conceptual Cenotaph Site Layout – Qualicum Beach Legion Property" included in the July 15, 2026.

AND FURTHER THAT staff provides the Royal Canadian Legion with a Letter of Understanding acknowledging that ongoing and future maintenance of the replacement cenotaph is the responsibility of the Royal Canadian Legion, Branch No. 76.

CARRIED UNANIMOUSLY | Resolution No. 26-186

(e) **Town of Qualicum Beach Water System Update**

Director of Infrastructure Services A. Kotb provided Council with a presentation addressing the Town of Qualicum Beach Water System highlighting provincial drought protocol, stages of drought, our local regional context (RDN and the City of Parksville), Qualicum Beach's water sources, the Town's current water restrictions (Level 1), and next steps, including consideration of future water restrictions going forward.

Mr. Kotb continued by stating the Town's water supply is primarily supported by Little Qualicum Well Field, which provides a stable, high-quality source of drinking water, with the Berwick Well Field providing supplementary capacity during peak summer demand. Ongoing monitoring indicates that both sources remain stable or are improving. While a short period of supply stress occurred in May 2026, the Town's wellfields recovered due to precipitation.

The Town continues its due diligence through its own well monitoring, including taking the step to commission a hydrogeological study to help ensure Qualicum Beach's water supply remains stable, reliable, and of high quality (Anticipated Q1 2027).

REVIEW OF COMMENTS FROM THE PUBLIC

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (July 17, 2026). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- S. Lloyd, comments re: Zoning Amendment | 673 Fir Street

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:21 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT | Minutes of the 10:00 am Wednesday, July 29, 2026, Town of Qualicum Beach Special Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Director of Corporate Services | Deputy CAO
Luke Sales, Director of Planning and Community Development
Raj Hayre, Director of Finance
Amro Kotb, Director of Infrastructure Services
Twyla Slonski, Interim Deputy Director of Corporate 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 July 29, 2026, special Council meeting agenda.

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)(b), (c), (e), (j) and (2)(b), (i) of the *Community Charter*, for the purpose of considering:

- (1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (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;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (2)(b)(i) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government, or both, or between a provincial government or the federal government, or both, and a third party.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:00 am

MEETING REOPENED TO THE PUBLIC: 2:04 pm with Mayor Westbroek, and Councillors Harrison, Skipsey Vander Valk and Young in attendance. Also in attendance, L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning and Community Development, R. Hayre, Director of Finance, A. Kotb, Director of Infrastructure Services, and T. Slonski, Interim Deputy Director of Corporate Services.

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council adjourns the meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:04 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT | Minutes of the 10:00 am, Friday, July 31, 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 Scott Harrison
Councillor Petronella Vander Valk
Councillor Jean Young

ABSENT: Councillor Anne Skipsey

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer
Heather Svensen, Director of Corporate Services/Deputy CAO
Raj Hayre, Director of Finance
Luke Sales, Director of Planning and Community Development
Twyla Slonski, Interim Deputy Director of Corporate Services
Chelsea Currie, Corporate Services Coordinator

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 July 31, 2026, special Council meeting agenda as presented.
CARRIED UNANIMOUSLY

CORRESPONDENCE

(a) **Dr. P. Jory, Superintendent of Schools/CEO, Qualicum School District | Request to Waive Fees**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, **THAT** the request to waive fees received from the Qualicum School District be postponed to the September 9, 2026, regular Council meeting.

CARRIED UNANIMOUSLY | Resolution No. 26-187

(b) **Broombusters | Letter of Support**

Councillor Vander Valk MOVED and Councillor Young SECONDED, **THAT** Council directs staff to prepare and provide a letter of support to Broombusters in recognition of Broombuster's 20th Anniversary with the Town of Qualicum Beach and their ongoing contributions to invasive broom removal, environmental stewardship, and community beautification.

CARRIED UNANIMOUSLY | Resolution No. 26-188

(c) **Qualicum Beach Memorial Golf Course | Rock the Range Event**

Councillor Vander Valk MOVED and Councillor Young SECONDED, **THAT** Council authorizes staff to send the attached letter dated July 31, 2026, regarding the Rock the Range event being held September 12, 2026, to the Qualicum Beach Golf Club substantially in the form attached to the July 31, 2026, agenda.

CARRIED UNANIMOUSLY | Resolution No. 26-189

BYLAW

- (a) **"Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.02, 2026"**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED,

1. **THAT** "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.02, 2026" be introduced and given first reading.
2. **THAT** "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.02, 2026" be given second reading.
3. **THAT** "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.02, 2026" be given third reading.

CARRIED UNANIMOUSLY | Resolution No. 26-190

STAFF REPORT

- (a) **2024 & 2025 Annual Development Cost Charges Report**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** the Town of Qualicum Beach 2024 and 2025 Annual Development Cost Charges Report for fiscal years 2024 and 2025 be approved.

CARRIED UNANIMOUSLY | Resolution No. 26-191

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:14 am

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

Enclosed please find receipts and a final accounting of the Town sponsorship funds used for the re-opening celebration of St. Andrews Lodge on July 4, 2026.

The event was a great success with more than 600 attendees (we lost track after that) for the daytime events, which included tours of the newly restored Lodge, musical entertainment and old-fashioned family-oriented games and competitions throughout the afternoon. The three on-site food trucks were integral to helping supply food and beverages for our many volunteers as well as to the visitors enjoying the various activities. We were grateful for the attendance of the entire Town Council along with MP Gord Johns and MLA Stephanie Higginson and were thankful that, despite the presence of a fully-equipped St. John Ambulance truck and volunteer medics there were no calls for medical assistance.

The evening concert featuring the Arrowsmith Big Band was the first in the 2026 Twilight Concert Series, and drew a crowd of 262.

SALHACS has received much positive feedback on the day's events from a wide range of community members.

Many thanks to the Town for the financial assistance in staging this very special day.

Sincerely,

The Board of Directors,

St. Andrews Lodge Historical and Cultural Society

www.salhacs.ca

File No. _____
☐ Acknowledgement ☐ Response

Date Received **JUL 17 2026**

Copies to _____

Action Required By _____

Final Report of St Mark's Family Festival Day

St Mark's Family Festival Day took place on Sat July 13 2026 and ran from 10am to 2 pm. The weather was perfect – big blue sky, no wind, perfect temperatures. With long strings of colourful pennants suspended between trees, hedges and the church building, the grounds had a festive look that passersby couldn't help but notice.

We estimate we had approximately 80 visitors who were hosted by 12 volunteers working 2 hour shifts.

The festival was set up using two of our three parking lots. In the lower parking lot there were several games for the kids: skipping, miniature golf, hop scotch, "corn hole toss", tic tac toe, and blowing bubbles, to mention just some. We also had a box of coloured chalk which was put to very good use. In fact, in the end there was so much chalk on the pavement we had trouble seeing the parking lines.

In the upper parking lot a BBQ was set up for hot dogs, and a popcorn machine was put to good use as well, with a steady flow of families and kids for both. There were also two face painting stations staffed by two artists from TOSH resulting in kids as well as many adults sporting some impressive designs.

In the hall we had the ice cream sundae station where the kids could decorate their own sundaes as they wanted. They pounced on all the different sprinkles and had a great time. There was a bit of a mess at the end! As well, we had a craft table which was also located in the hall, ably supervised by a retired primary school teacher and two volunteers from St Mark's congregation - perfect!

And just to top the day off our BBQ was stolen that evening.

However, all in all this was a great day for visitors and volunteers alike. We sincerely do thank Qualicum Beach for their generous sponsorship without which the day would not have been as successful and fun.



**Town of Qualicum Beach
FIRE RESCUE DEPARTMENT**

M E M O R A N D U M

TO: Lou Varela, CAO

FOR: Regular Council Meeting, September 9, 2026

FROM: Peter Cornell, Fire Chief

SUBJECT: Fire Rescue Department Report for Quarter 1 & 2 2026

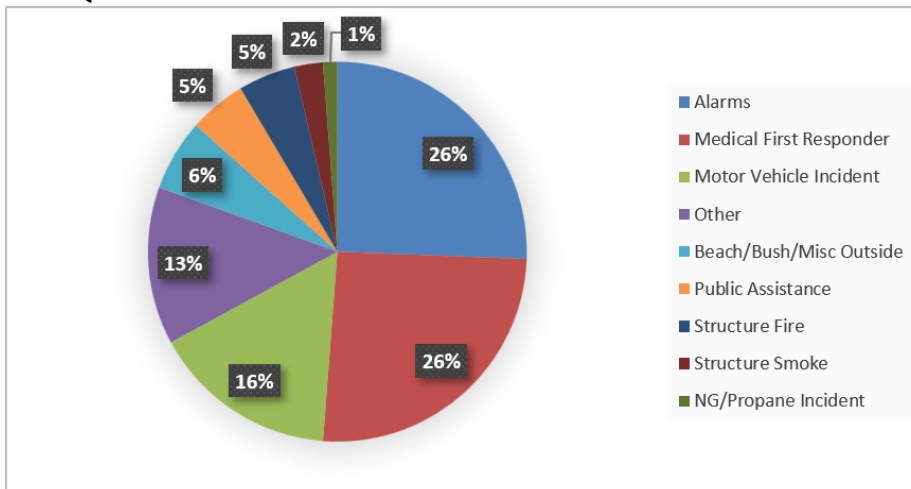
PURPOSE

To provide Council with an update regarding Fire Rescue Department activities within Quarter 1 & 2.

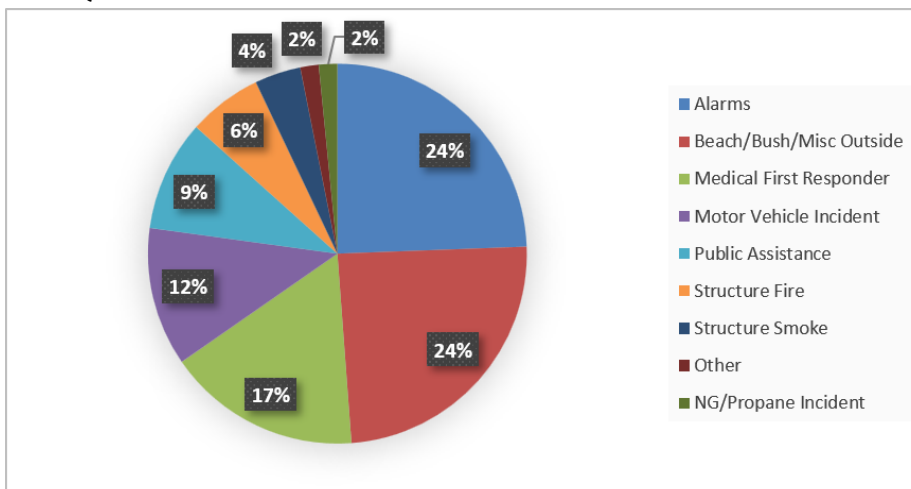
CALLS FOR SERVICE AND INCIDENT STATISTICS

- Incident Hours: 137 hours, 44 minutes
- Average Number of Personnel Responding: 10.57 (Full Time: 2.07 | On-Call: 8.49)
- Incident Staff Hours: 1287 hours, 7 minutes

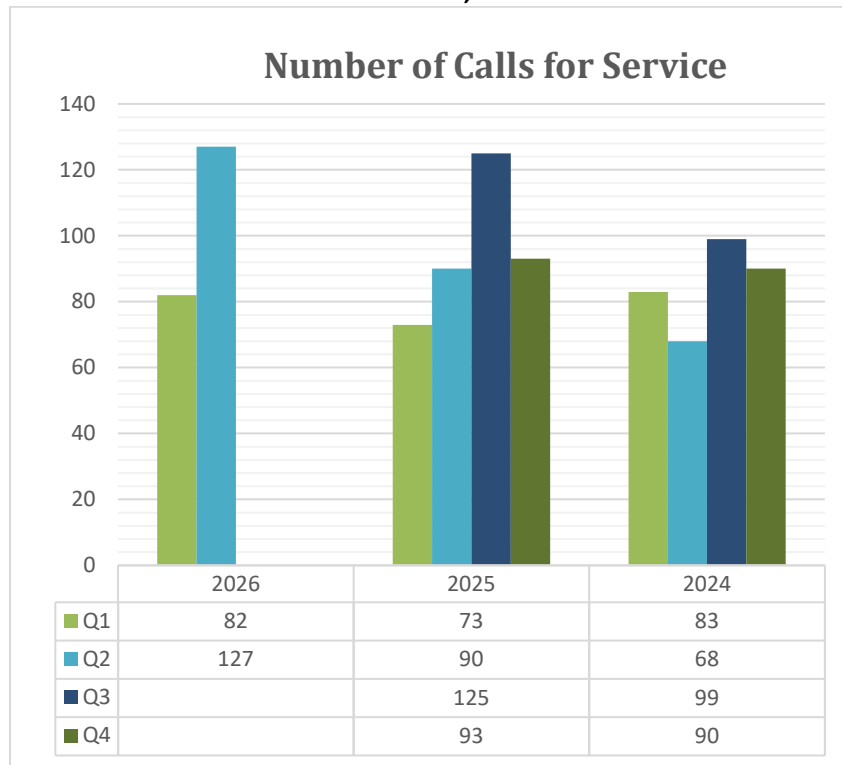
**INCIDENTS BY TYPE
2026 Q1**



2026 Q2



CALLS FOR SERVICE - TOTAL NUMBER, YEAR OVER YEAR



OPERATIONS/ADMINISTRATION

- Members completed their biennial mental health check-ins with a Registered Clinical Counsellor.
- Annual medicals were completed. All members are required to have an annual medical exam. To meet this requirement, a company specializing in fire service medicals visits the fire station over two weekends.

NUMBER OF PERSONNEL

Career Staff Members:	4
Paid On-call Members: (excludes non-operational and Career staff)	29
Change from previous quarter:	-3

PERSONNEL BY TYPE

REGULAR DUTY		NON-OPERATIONAL	
Officer:	8	Special Duty (Assistant FFs):	2
Full-Service:	13		
Interior:	7		
Exterior:	0		
Recruits:	5		

TRAINING

	SESSIONS	SUBJECTS	SESSION HOURS	INSTRUCTOR HOURS	STAFF HOURS
Q1 Total:	68	82	182	194.5	1,246.5
Q2 Total:	53	53	195	79.5	1,144.5
Q3 Total:					
Q4 Total:					
Annual Total:	121	135	377	274	2391

TRAINING HIGHLIGHTS

- Five members completed over 50 hours of training to be licensed as a Medical First Responder.
- Fire Department members participated in the Airport Exercise.
- Four members completed a chain saw operators certification class.
- The Fire Department hosted 60 firefighters from 15 different fire departments for Nozzle Forward, a 24-hour nozzle and hose handling training program.

FIRE PREVENTION

189 Inspections; 189 YTD | 24 Public Outreach & Events | 20 FireSmart Inquiries & Assessments | 34 Pre-Incident Plans | 3 Construction Site inspections | 12 Garden Refuse Fire Permits

PREVENTION HIGHLIGHTS

- FireSmart outreach started with attendance at the weekly Saturday Farmers' Market and Family Day events.
- Demand for FireSmart assessments has increased since 2025 and is expected to continue growing through the third and fourth quarters of 2026.
- Completed fire drills and fire safety education with multi family buildings



Peter Cornell, ECFO
Fire Chief
Report Writer



Lou Varela, RPP, MCIP
CAO
Concurrence

EXECUTIVE SUMMARY of BYLAW ACTIVITIES Q1 2026

JANUARY - MARCH



AREAS PROACTIVELY PATROLLED	NUMBER OF PATROLS				VIOLATIONS NOTED			
	Foot	Drive	Bike		Animal	Traffic	Signs	Other
Eaglecrest GC Park	10	57			13	5		
Community Park	11	74			18			1
Other Parks		26			7			
Community Park Trails	8	24						
Dollymount Trail		24						
Heritage Forest Trails		47						
Museum Area Trails		37						
Other Trails		6						
Homeless Patrols	11	56						10
Town Centre Patrols	58	114				32	15	3
Residential Areas	8	117			2	27	45	
Main Beach Patrols	24	101			25	14		
Other Beach Patrols	15	70			7			1
TOTAL	145	753	0		72	78	60	15

COMPLAINTS, CALLS, INQUIRIES RECEIVED and ACTIONS					
BYLAWS	Complaints Calls Received	Voluntary Compliance	Orders/ MTI's Removed/ Othe	Crtsy Warnings Tickets Issued	Letters/ Emails Info sent
Animal Control	16	12	9	6	43
Burning Outdoor	2	1	1	2	2
Business Licence	9	3	1	3	8
Homeless Issues	16	12	6	8	16
Illegal Dumping					
Noise	7			7	7
Parks / Trails / Beaches	4	4	4	42	22
Sign	14	2	40	3	9
Traffic	35	30	29	45	300
Tree Removal	12			9	19
Unsightly Premises	7			6	13
Vandalism	2			2	2
Zoning / Building	20	1		15	16
Other	22			11	19
TOTAL	166	65	90	159	476

EXECUTIVE SUMMARY of BYLAW ACTIVITIES Q2 2026

APRIL - JUNE



AREAS PROACTIVELY PATROLLED	NUMBER OF PATROLS							
	Foot	Drive	Bike		Animal	Traffic	Signs	Other
Eaglecrest GC Park	4	51			3			
Community Park	8	52	15		11	1		
Other Parks		15						
Community Park Trails	15	19	6		5			
Dollymount Trail		11	9					
Heritage Forest Trails	2	41						
Museum Area Trails		36	4					
Other Trails								
Homeless Patrols	9	50	5					5
Town Centre Patrols	44	89	15			17	8	
Residential Areas		97	16			3	10	1
Main Beach Patrols	9	79			9	9	2	1
Other Beach Patrols		43			2			
TOTAL	91	583	70		30	30	20	7

COMPLAINTS, CALLS, INQUIRIES RECEIVED and ACTIONS						
	Complaints Calls Received	Voluntary Compliance	Orders/ MTI's Removed/Other	Crtsy Warnings Tickets Issued	Letters/ Emails follow up	Personal visits/ Follow up/patrols
Animal Control	39	7			38	46
Burning Outdoor	2				2	2
Business Licence	9	1			8	9
Homeless Issues	21	5	3		16	29
Illegal Dumping	8				14	8
Noise	13				13	13
Parks / Trails / Beaches	5	2	2		4	5
Sign	12	2	12		12	16
Traffic	47	28	25	17	40	76
Tree Removal	16	3			15	12
Unsightly Premises	36	2			24	44
Vandalism	1				1	1
Zoning / Building	9	1			9	9
Other	45	2			41	45
TOTAL	263	53	42	17	237	315



TOWN OF QUALICUM BEACH 2026 Construction and Building Permits Report

R E S I D E N T I A L																	
No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
1	6230	78.000	3336	Island Hwy W	Renovation	Modco Contracting				\$15,000							
2	6234	10039.408	1077	Eaglecrest Dr	Addition	Pickard Construction				\$300,000							
3	6239	9627.005	1235	Pintail Dr	Accessory	Kiwi Built Homes				\$10,000							
4	6240	11502.069	549	Hole-In-One Dr	Single Family Dwelling	Bayshore Construction	1				\$650,000						
5	6242	998.500	750	Fern Rd E	Demolition	Vectis Custom Homes											
6	6243	9980.213	846	Woodside Cres	Single Family Dwelling	VIP Homes	1				\$650,000						
Year to Date as at January 31, 2026							2	0	0	\$325,000	\$1,300,000	\$0	\$0	\$0	\$0	\$0	\$1,625,000
February																	
7	6238	120.022	3109	Island Hwy W	Renovation	Saywell Developments				\$10,000							
8	6241	438.000	365	First Ave W	Secondary Suite	(self)		1		\$10,000							
9	6244	11915.000	750	Bennett Rd	Garden Suite	Don May Construction		1		\$400,000							
10	6245	793.072	2-180	Second Ave W	Tenant Improvement	(self)							\$10,000				
11	6246	11502.120	545	Nenzel Rd	Addition	(self)				\$25,000							
12	6249	902.506	199	Saturna Dr	Renovation	Home & Kitchen Envy				\$100,000							
13	6250	11502.077	958	Flagstick Rd	Single Family Dwelling	(self)	1				\$600,000						
14	6251	11502.064	519	Hole-In-One Dr	Single Family Dwelling	Bayshore Construction	1				\$600,000						
15	6252	965.040	552	Nootka Rd	Addition	McLaren Coastal Const.				\$10,000							
16	6253	965.040	552	Nootka Rd	Garden Suite	McLaren Coastal Const.		1		\$225,000							
							2	3	0	\$780,000	\$1,200,000	\$0	\$10,000	\$0	\$0	\$0	\$1,990,000
Year to Date as at February 28, 2026							4	3	0	\$1,105,000	\$2,500,000	\$0	\$10,000	\$0	\$0	\$0	\$3,615,000



TOWN OF QUALICUM BEACH 2026 Construction and Building Permits Report

R E S I D E N T I A L																	
No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
March																	
17	6236	706.001	103-660	Beach Rd	Tenant Improvement	Posh Construction							\$100,000				
18	6248	934.030	281	Rupert Rd E	Single Family Dwelling	We Be Buildin'	1				\$51,000						
19	6254	1069.000	493	Bayview Terr	SFD & Suite	S Meredith Construction	1	1			\$550,000						
20	6255	1118.000	480	Quatna Rd	Secondary Suite	Bayshore Construction		1		\$50,000							
21	6256	11502.065	525	Hole-In-One Dr	Single Family Dwelling	Bayshore Construction	1				\$600,000						
22	6257	11502.079	970	Flagstick Rd	Single Family Dwelling	Bayshore Construction	1				\$600,000						
23	6259	9625.306	1277	Pintail Dr	Addition	(self)				\$21,000							
							4	2	0	\$71,000	\$1,801,000	\$0	\$100,000	\$0	\$0	\$0	\$1,972,000
Year to Date as at March 31, 2026							8	5	0	\$1,176,000	\$4,301,000	\$0	\$110,000	\$0	\$0	\$0	\$5,587,000
April																	
24	6261	11502.078	964	Flagstick Rd	Single Family Dwelling	Bayshore Construction	1				\$680,000						
25	6262	10039.430	1009	Eaglecrest Dr	Renovation	Todsen Design & Const				\$450,000							
26	6263	968.120	628	Redwood Dr	Addition	Boehm Construction				\$35,000							
27	6265	1148.524	462	Camassia Ct	SFD & Sec. Suite	Pacific Ridge Homes	1	1		\$825,000							
28	6266	290.000	338	Judges Row	Swimming Pool	MCG Construction				\$180,000							
29	6267	530.000	135	Sunningdale Rd W	Demolition	Dombrowski Homes											
							2	1	0	\$1,490,000	\$680,000	\$0	\$0	\$0	\$0	\$0	\$2,170,000
Year to Date as at April 30, 2026							10	6	0	\$2,666,000	\$4,981,000	\$0	\$110,000	\$0	\$0	\$0	\$7,757,000



TOWN OF QUALICUM BEACH 2026 Construction and Building Permits Report

R E S I D E N T I A L																	
No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	# of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
MAY																	
30	6163	998.500	750	Fern Rd E	Single Family Dwelling	Vectis Custom Homes	1				\$910,000						
31	6260	928.000	319	Garden Rd E	Garden Suite	Ropa Construction		1		\$250,000							
32	6264	694.000	661	Primrose St	Tenant Improvement	RW Wall Ltd							\$725,000				
33	6268	440.000	569	Pine St	Garden Suite	(self)		1		\$58,000							
34	6270	10039.250	1131	Pintail Dr	Demolition	Postle Construction											
35	6272	464.020	321	Mill Rd	Renovation	Oceanside Home Repairs				\$250,000							
36	6273	791.025	692	Beach Rd	Plumbing	Aristocraft Plumbing				\$5,000							
Year to Date as at May 31, 2026							1	2	0	\$563,000	\$910,000	\$0	\$725,000	\$0	\$0	\$0	\$2,198,000
							11	8	0	\$3,229,000	\$5,891,000	\$0	\$835,000	\$0	\$0	\$0	\$9,955,000
JUNE																	
37	6220	896.030	131	Garden Rd E	Multi-Family	Bate Construction			4			\$700,000					
38	6269	530.000	135	Sunningdale Rd W	Single Family Dwelling	Dombrowski Homes	1				\$980,000						
39	6274	461.055	321	First Ave W	Accessory	Gionet Construction				\$60,000							
40	6275	759.025	103&104 - 138	Second Ave E	Tenant Improvement	Windley Construction							\$175,000				
41	6276	11502.066	531	Hole-In-One Dr	Single Family Dwelling	Bayshore Construction	1				\$650,000						
42	6277	805.020	101-230	Second Ave W	Tenant Improvement	(self)							\$66,000				
43	6278	146.000	459	Hoylake Rd W	Single Family Dwelling	Doyle Construction	1				\$990,000						
Year to Date as at June 30, 2026							3	0	4	\$60,000	\$2,620,000	\$700,000	\$241,000	\$0	\$0	\$0	\$3,621,000
							14	8	4	\$3,289,000	\$8,511,000	\$700,000	\$1,076,000	\$0	\$0	\$0	\$13,576,000

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG

August 28, 2026 (for September 9, 2026 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Jul 07	Comments Advisory Planning Commission (APC) Meeting on July 8, 2026 - 532 Memorial	Referred to Staff	1832
Jul 07	Comments Qualicum Beach Airport	Rec'd for Information	1833
Jul 07	Comments Airport Committee of the Whole Meeting on July 8, 2026	Rec'd for Information	1834
Jul 07	Request Memorial Bench for Eva Holborn	Referred to Staff	1835
Jul 07	Comments Airport Committee of the Whole Meeting on July 8, 2026	Rec'd for Information	1837
Jul 08	Request Live Stream of the July 8, 2026 Council Meeting	Referred to Staff	1839
Jul 08	Request Letter of Significance for Rock the Range	Referred to Staff	1840
Jul 08	Comments Zoning Amendment for 673 Fir Street	Rec'd for Information	1841
Jul 08	Comments Qualicum Beach Airport	Rec'd for Information	1842
Jul 09	Comments Hoylake and Memorial Ave Development	Rec'd for Information	1843
Jul 09	Comparison Saanich Development – 532 Memorial	Rec'd for Information	1845
Jul 09	Letter City of Merritt Bylaw re: Releasing of Pigeons	Rec'd for Information	1846
Jul 10	Request Crosswalk at Primrose and First Avenue	Referred to Staff	1848
Jul 10	Comments Airport Committee of the Whole Meeting on July 8, 2026	Rec'd for Information	1850
Jul 11	Comments Airport Committee of the Whole Meeting on July 8, 2026	Rec'd for Information	1852
Jul 11	Comments Zoning Amendment for 673 Fir Street	Rec'd for Information	1853
Jul 13	Comments Qualicum Beach Airport	Rec'd for Information	1855
Jul 14	Comments Zoning Amendment for 673 Fir Street	Rec'd for Information	1858
Jul 16	Letter Coordination, Public Records, and Municipal Legal Defense	Rec'd for Information	1865

Jul 16	Letter International Overdose Awareness Day	Rec'd for Information	1866
Jul 17	Comments Water Master Plan	Rec'd for Information	1867
Jul 17	Letter Oceanside Caregivers	Rec'd for Information	1868
Jul 18	Comments Inquiry System and Council Correspondence	Referred to Staff	1869
Jul 19	Comments MABR Youth Climate Ambassador Update	Rec'd for Information	1870
Jul 19	Comments Flight Training Rules and Process for Implementation	Referred to Staff	1871
Jul 20	Comments Airport Committee of the Whole Meeting on July 8, 2026	Rec'd for Information	1872
Jul 20	Comments Eaglecrest Development	Rec'd for Information	1873
Jul 20	Comments Noise Mitigation at Qualicum Beach Airport	Referred to Staff	1875
Jul 20	Comments Airplane Noise	Referred to Staff	1876
Jul 21	Comments Airplane Noise	Referred to Staff	1877
Jul 22	Request U15 Girls Softball Team at Western Canadian Championships	Referred to Staff	1878
Jul 22	Request Councillor Meeting re: Accessibility in Town	Referred to Staff	1879
Jul 22	Comments Airplane Noise	Referred to Staff	1881
Jul 23	Comments New Forest Act	Rec'd for Information	1882
Jul 24	Comments Eaglecrest neighborhood	Rec'd for Information	1884
Jul 26	Comments Airport Committee of the Whole Meeting on July 8, 2026	Rec'd for Information	1885
Jul 30	Comments 673 Fir Street Development	Rec'd for Information	1887
Jul 31	Comment Property Damage from Vehicle	Referred to Staff	1889 / 1890
Aug 06	Letter QB Streamkeepers re: School Creek Rehabilitation	Rec'd for Information	1893
Aug 08	Invitation UBCM Trade Booth Re: Anti Human Trafficking Initiative	Rec'd for Information	1894
Aug 10	Letter Airport Noise	Referred to Staff	1896
Aug 10	Letter Airport Noise	Referred to Staff	1897
Aug 11	Updates B.C. Environmental Data Quality Assurance Regulation (EDQAR)	Referred to Staff	1898
Aug 12	Comments Fire Prevention	Referred to Staff	1901
Aug 14	Request Ivy Removal at Town Hall	Referred to Staff	1902
Aug 14	Complaint Airplane Noise	Referred to Staff	1903
Aug 16	Comment Watering of Pollinator Gardens	Referred to Staff	1904
Aug 17	Comments Eaglecrest Golf Course Timeline	Referred to Staff	1906
Aug 18	Letter Response from Prime Minister re: BC Ferries Motion M-35	Rec'd for Information	1908
Aug 19	Comment Storybook Village	Rec'd for Information	1909

Aug 20	Comment Airplane Noise	Referred to Staff	1910
Aug 21	Comments Cemetery Maintenance Appreciation	Rec'd for Information	1911
Aug 21	Letter City of Prince George Requesting Support for the Northern and Rural Homeowners Grant	Rec'd for Information	1912
Aug 22	Complaint Airplane Noise	Referred to Staff	1914
Aug 22	Complaint Airplane Noise	Referred to Staff	1915
Aug 22	Complaint Airplane Noise	Referred to Staff	1916
Aug 24	Complaint Airplane Noise	Referred to Staff	1917
Aug 24	Comment Dog Feces in Community Park	Referred to Staff	1918
Aug 25	Letter Canadians for Safe Technology	Rec'd for Information	1919
Aug 25	Request Prioritizing Canadian Procurement	Referred to Staff	1921
Aug 25	Comment Hard Copy Bus Brochures	Referred to Staff	1922
Aug 26	Letter City of New Westminster re: Advocating for Provincial Housing Targets to be tied to Infrastructure Funding	Rec'd for Information	1923
Aug 27	Letter Municipal Framework for Supporting People Living with Severe Mental Illness	Rec'd for Information	1924
Aug 28	Comments Qualicum Beach Airport	Rec'd for Information	1925



MEMORANDUM

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Luke Sales, Director of Planning

SUBJECT: **Qualicum School District Request to Waive Fees for Construction of a Childcare Centre**

RECOMMENDATIONS:

THAT Council respectfully decline the Qualicum School District's request to waive applicable development and building permit fees for the construction of the Childcare Centre located on the Qualicum Beach Elementary School site.

OR

THAT Council provides one-time financial support for construction of the Childcare Centre located on the Qualicum Beach Elementary School site, for the purposes of contributing towards the playground and equipment funding shortfall, in the amount of \$XXXXXX, to be funded from 2026 accumulated surplus.

BACKGROUND

On July 31, 2026, staff advanced a request from Dr. P. Jory, Superintendent of Schools/CEO, Qualicum School District | Request to Waive applicable development and building permit fees associated with construction of a Childcare Centre located on the Qualicum Beach Elementary School site. Staff recommended that the request for Grant in Aid support for the construction of a Childcare Centre located on the Qualicum Beach Elementary School site be respectfully declined based on the following rationale, as stated in the July 31, 2026, agenda:

WHEREAS section 563 of the Local Government Act limits the circumstances in which a local government may waive or reduce Development Cost Charges by defining “eligible development,” and the proposed Childcare Centre at the Qualicum Beach Elementary School site does not fall within those provisions;

AND WHEREAS the Town does not have budget capacity to pay Development Cost Charges payable to the Regional District of Nanaimo on behalf of the Qualicum School District;

AND WHEREAS the Town does not provide Grants in Aid in accordance with Town of Qualicum Beach Policy No. 3000-6;

THEREFORE BE IT RESOLVED THAT the request from the Qualicum School District for a Grant in Aid in support of the construction of a Childcare Centre at the Qualicum Beach Elementary School site be respectfully declined.

On July 31, 2026, Council postponed the matter to the September 9, 2026, Council meeting to allow staff the opportunity to explain how the Town has authority to collect DCCs for institutional development, given the lack of “Institutional” as a category listed in Bylaw No. 550.06; “A Bylaw to Impose Development Cost Charges for Water, Drainage, Highway Facilities and Park Land.”

For clarification the Bylaw states: “Commercial Use” means all uses except residential use and industrial use. As such, the Town has the authority to collect DCCs on institutional development, at the commercial use rate, and these fees have already been collected from the Qualicum School District.

Staff also reached out to Qualicum School District staff to understand the project budget in the context of the application that they made to the Ministry of Education and Childcare’s (MOECCs) ChildCareBC New Spaces Fund. The following information was provided by Qualicum School District staff.

- The Qualicum School District included a line item of \$110,000.00 in their Budget Summary for Survey, Building Permit, Quantity Surveyor, Project Management, Testing, Inspections, Misc. Note – this was considered an eligible cost for grant purposes.
- The Qualicum School District has paid a total of \$144,554.15 in Building Permit Fees to the Town of Qualicum Beach including Development Cost Charges (DCCs). The Town’s portion of DCCs is \$43,588.17 and the Regional District of Nanaimo’s portion of DCCs is \$38,239.12. As stated above, these fees have already been paid by the Qualicum School District.

Qualicum School District to Waive Fees for Construction of a Childcare Centre

- Total project costs were determined to be \$4,937,100.00 at the onset of the project, which has increased in value since that time to \$5,069,840.00.
- The maximum funding available from Ministry of Education and Childcare (MOECC) is \$5,018,927.29.
- Currently the Qualicum School District staff have identified a project shortfall of \$50,912.71 which leaves playground and equipment spending underfunded.

While Council does not provide Grants in Aid as per policy, Council could consider:

- ✓ providing a one-time financial contribution, partially/or in full, to fund the School District's Childcare Centre funding shortfall for playground and equipment spending to a maximum of \$50,912.71.
- ✓ decline the request for financial support from the Qualicum School District.

APPROVALS

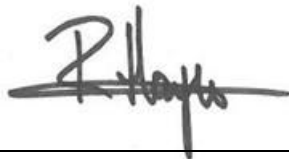
Report respectfully submitted by Luke Sales, Director of Community Planning & Development.



For: Luke Sales
Director of Community
Planning & Development
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Raj Hayre
Director of Finance
Concurrence

QUALICUM BEACH CHAMBER OF COMMERCE
COMPILED FINANCIAL INFORMATION
Year Ended December 31, 2025

**QUALICUM BEACH CHAMBER OF COMMERCE
INDEX TO COMPILED FINANCIAL INFORMATION
Year Ended December 31, 2025**

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COMPILED FINANCIAL INFORMATION	
Statement of Revenues and Expenditures	2
Statement of Changes in Net Assets	3
Statement of Financial Position	4
Notes to Compiled Financial Information	5



SABO, JANG & CO. LTD.

(A Professional Corporation)

Chartered Professional Accountants

GREG K. SABO, CPA, CGA

MICHAEL JANG, CPA, CGA, CAFM

COMPILATION ENGAGEMENT REPORT

To the Members of Qualicum Beach Chamber of Commerce

On the basis of information provided by management, we have compiled the statement of financial position of Qualicum Beach Chamber of Commerce as at December 31, 2025, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

A partner in our firm is the treasurer, along with a director for Qualicum Beach Chamber of Commerce.

Sabo, Jang & Co. Ltd.

Chartered Professional Accountants

Parksville, British Columbia
August 21, 2026

QUALICUM BEACH CHAMBER OF COMMERCE
STATEMENT OF REVENUES AND EXPENDITURES
Year Ended December 31, 2025

	2025	2024
REVENUES		
Grants, bursaries and subsidies	\$ 46,454	\$ 50,776
Contract Revenue	59,000	60,462
Member Revenue	55,077	66,558
Visitor Info Centre Revenue	12,766	19,499
Event Revenue	3,089	6,667
	176,386	203,962
EXPENSES		
Advertising and promotion	3,520	9,786
Amortization	5,952	7,097
Bad debts	12	436
Equipment rentals	-	183
Events	150	6,947
Grants and bursaries	-	2,000
Insurance	3,380	3,811
Interest and bank charges	3,223	3,961
Meetings and conventions	674	2,205
Memberships	2,287	4,315
Office	16,981	19,401
Professional development	500	23
Professional fees	1,200	3,000
Repairs and maintenance	26	1,871
Salaries and wages	60,098	161,971
Sub-contracts	35,000	-
Supplies	271	4,162
Travel	-	2,569
Utilities	5,463	5,851
	138,737	239,589
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 37,649	\$ (35,627)

QUALICUM BEACH CHAMBER OF COMMERCE
STATEMENT OF CHANGES IN NET ASSETS
Year Ended December 31, 2025

	Unrestricted	Invested in capital assets	Internally Restricted	2025	2024
NET ASSETS - BEGINNING OF YEAR	\$ 41,258	\$ 32,879	\$ 10,000	\$ 84,137	\$ 119,764
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	43,601	(5,952)	-	37,649	(35,627)
NET ASSETS - END OF YEAR	\$ 84,859	\$ 26,927	\$ 10,000	\$ 121,786	\$ 84,137

QUALICUM BEACH CHAMBER OF COMMERCE
STATEMENT OF FINANCIAL POSITION
December 31, 2025

	2025	2024
ASSETS		
CURRENT		
Cash	\$ 141,910	\$ 25,643
Accounts receivable	28,600	1,573
Goods and services tax recoverable	-	184
Provincial sales tax recoverable	307	219
Prepaid expenses	1,522	1,459
	172,339	29,078
PROPERTY, PLANT AND EQUIPMENT <i>(Note 2)</i>	56,740	62,692
TOTAL ASSETS	\$ 229,079	\$ 91,770
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 11,206	\$ 298
Goods and services tax payable	3,987	-
Employee deductions payable	8,936	7,335
Deferred income <i>(Note 3)</i>	83,164	-
LIABILITIES	107,293	7,633
NET ASSETS		
Unrestricted	84,859	41,258
Invested in capital assets	26,927	32,879
Internally restricted	10,000	10,000
	121,786	84,137
	\$ 229,079	\$ 91,770

APPROVED BY THE DIRECTORS

Sec. 22

Director

Sec. 22

Director

See accompanying notes to financial information

QUALICUM BEACH CHAMBER OF COMMERCE
NOTES TO COMPILED FINANCIAL INFORMATION
Year Ended December 31, 2025

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Qualicum Beach Chamber of Commerce as at December 31, 2025, and the statements of revenues and expenditures and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- Accounts receivable less an allowance for doubtful accounts;
- Inventory valued at at cost;
- Property, plant and equipment is amortized over their useful lives;
- Prepaid expenses recorded as assets;
- Accounts payable and accrued liabilities;
- Deferred revenues are recorded as cash received prior to the funds spent.

2. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2025 Net book value	2024 Net book value
Buildings	\$ 96,894	\$ 57,377	\$ 39,517	\$ 41,164
Computer equipment	3,423	3,423	-	-
Equipment	29,811	29,355	456	570
Furniture and fixtures	52,421	35,654	16,767	20,958
	\$ 182,549	\$ 125,809	\$ 56,740	\$ 62,692

3. DEFERRED INCOME

	2025	2024
Deferred income	\$ 83,164	\$ -

Amounts are related to A REDIP grant that was received but not spent in the year.

STAFF REPORT

File No. 3900.20.900.11

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Zoning Amendment | 1025 Qualicum Road (Pheasant Glen)**

GOVERNANCE DECISION

Council is asked to decide whether to advance, refuse, or make changes to the proposed "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026".

RECOMMENDATIONS:

1. **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" be read a third time as amended.
2. **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" be adopted.

PURPOSE

To consider a Zoning Amendment application for 1025 Qualicum Road to increase the floor area ratio and parcel coverage of the existing Comprehensive Development Zone 5 (CD5) to permit a new pool and fitness amenity building, as well as to replace the existing machinery facility, cart barn, and maintenance building.

BACKGROUND

The owner of 1025 Qualicum Road has submitted a Zoning Amendment application to amend the Comprehensive Development Zone 5 (CD5). The subject property is currently zoned CD5 and is located within Development Permit Area C12: Rural Destination Resort. In 2022, the subject property underwent Zoning and Official Community Plan (OCP) Amendments. At that time, a total of 225 units were approved, 185 of which were to be used as either residential dwellings or tourist accommodations. Forty of the dwellings were to be held by the

developer/operator and used as daily, weekly, or monthly rentals. Other non-residential or tourist uses were included as part of that Zoning Amendment, such as a clubhouse, brew pub, golf shop, recreation facility, outdoor recreation, and swimming pool. Prior to the Zoning Amendment being approved, a Section 219 Covenant was registered on title to ensure the development would proceed as proposed. In 2023, two Development Permit (DP) applications were made for the subject property, one application for the Clubhouse, Brew Pub and a 40-unit Lodge, and another application for 79 villa strata lots. Both Development Permits were subsequently approved in 2023 and 2024.

The current Zoning Amendment application is proposing to increase the floor area ratio from 0.17 to 0.19 and the parcel coverage from 11% to 13%. Increasing the floor area ratio and parcel coverage has been requested to permit construction of a new pool and fitness amenity building, as well as to allow the replacement of the machinery facility, cart barn, and maintenance building. All the proposed uses are permitted in the current zoning and none of the permitted uses are proposed to change as part of this Zoning Amendment. The owner has not currently applied for a Development Permit in addition to the Zoning Amendment; however, a Development Permit will be required when new buildings and/or subdivisions are proposed in the future. No changes are proposed to the number of residential dwellings or tourist accommodation units permitted on the property.

On June 24, 2026, the application went before Council and the following resolution was adopted:

- THAT Council considers the proposed Zoning Amendment application for 1025 Qualicum Road to be compliant with the “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025”.

On July 15, 2026, the application went before Council and the following resolutions were adopted:

- THAT “Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026” be introduced and read a first time.
- THAT “Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026” be read a second time.

Since Council determined that this Zoning Amendment application is compliant with the Official Community Plan (OCP), no Public Hearing is permitted as per Bill 44 legislation, *Housing Statutes (Residential Development) Amendment Act*. Staff have met the legislative requirements for notification, including publishing a notice in the local newspaper and delivering notices to properties within 100m of the subject property indicating a Public Hearing is not permitted.

Prior to adoption of the bylaw, staff had recommended amending the existing Section 219 Covenant between the Town and the property owner to secure construction of the proposed

pool and fitness amenity building. However, at the request of the applicant, “Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026” has been amended to provide greater clarity and consistency that the pool and fitness amenity building will be constructed in the first phase. As such, an amendment to the Section 219 Covenant is no longer required.

DISCUSSION

Following is a comparison of the existing CD5 Zone and the proposed changes to the CD5 Zone.

Zoning Provision	Zoning Comparison	
	Existing Zoning (CD5)	Proposed Changes to CD5
Permitted Uses	a) Golf Clubhouse b) Golf Shop c) Resort Accommodation i) Hotel/Stacked Condominium/Lodge ii) *Cottages iii) *Villas d) Restaurant e) Neighbourhood Pub f) Golf Teaching Centre g) Camping Spaces h) Outdoor Recreation i) Outdoor Private Assembly j) Personal Care Facility k) Public Assembly l) Recreation Facility m) Seasonal Outdoor Theatre n) Seasonal Outdoor Market o) Accessory uses customarily ancillary to a Resort use including: i) Gift Shop ii) Convenience Store iii) Recreation Rentals iv) Laundry Facility v) Turf Maintenance vi) Swimming Pool vii) Employee Daycare Facility viii) Bed & Breakfast ix) Lock off Suite Accommodation	No Change
Height	Height Clubhouse and Conference Building 18.0m	No Change

	Spa/Fitness Centre	18.0m	
	Hotel/Stacked Condominium/Lodge	18.0m	
	All other Buildings	12.0m	
Floor Area Ratio	0.17		0.19
Parcel Coverage	11%		13%
Front lot line Setback	20.0m		No Change
Exterior lot line Setback	20.0m		No Change
Interior lot line Setback	20.0m		No Change
Rear lot line Setback	6.0m		No Change
Parking	See Zoning Schedule '3B', Table 1		No Change

2025 Official Community Plan (OCP):

The subject property is designated as Commercial with an additional "Destination Resort" designation. The following policy in Section 4.6: Rural, references the subject property:

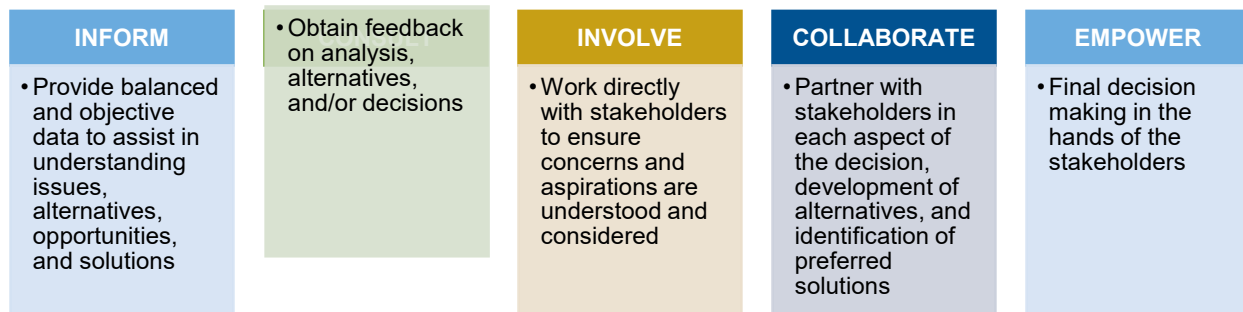
Policy: 4.6.5: "The Town supports the location of a destination resort ('Pheasant Glen Golf Resort') located near the south boundary of the Town, as indicated on map 'Schedule 2.1'."

Staff Comment: The increase to the floor area ratio and parcel coverage would allow a pool and fitness amenity building to be built, as well as the replacement of the existing machinery facility, cart barn, and maintenance buildings. From a land use planning perspective, these buildings are appropriate to include on site and will support the golf course and destination resort.

The property also falls within the Development Permit Area C12 – Rural Destination Resort, which means that a Development Permit will be required when new buildings and/or subdivisions are proposed in the future.

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 Participation – IAP² International.

INFORM:

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

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

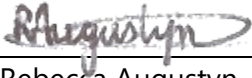
A Zoning Amendment application has been received for 1025 Qualicum Road to increase the floor area ratio and parcel coverage in the CD5 Zone. If approved, the floor area ratio would increase from 0.17 to 0.19 and the parcel coverage from 11% to 13% in the CD5 Zone. Since Council determined that the "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" was compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025", no Public Hearing is permitted and Council can proceed. Staff have amended the Bylaw to require the pool and fitness amenity building to be constructed in the first phase. As such, staff are recommending "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" be read a third time as amended and adopted.

ALTERNATIVE OPTIONS

1. **THAT** Council requests the following changes to the proposed development at 1025 Qualicum Road: *[insert changes]*.
2. **THAT** Council denies the zoning amendment application for 1025 Qualicum Road.
3. **THAT** Council provides alternative 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: Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026
- Attachment 2: Submitted Plans for 1025 Qualicum Road
- Attachment 3: Public Notice for Zoning Amendment Bylaw
- Attachment 4: Public Notice Notification Map

**TOWN OF QUALICUM BEACH
BYLAW NO. 900.11**

**A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
ZONING BYLAW NO. 900, 2024**

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

- (1) This Bylaw may be cited for all purposes as "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026".
- (2) "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" is amended as follows:
 - (a) Part 6 – Land Use Regulations, Section 3.4.44 – Comprehensive Development Zone 5 (CD5) is hereby deleted in its entirety and replaced with Part 6 – Land Use Regulations, Section 3.4.44 – Comprehensive Development Zone 5 (CD5), as shown on Schedule 'A', which is attached to and forms part of this Bylaw.

READ A FIRST TIME this 15th day of July, 2026.

READ A SECOND TIME this 15th day of July, 2026.

Notice published pursuant to Section 467 of the *Local Government Act* on the 1st day of July, 2026, and the 8th day of July, 2026.

READ A THIRD TIME this day of , 2026.

ADOPTED this day of , 2026.

Teunis Westbroek,
Mayor

Heather Svensen,
Director of Corporate Services/Deputy CAO

Schedule 'A' – Bylaw No. 900.11

Section 3.4.44

COMPREHENSIVE DEVELOPMENT ZONE 5

CD5

Permitted Uses, Maximum No. Units and Maximum Floor Area

Permitted Use	Maximum No. of Units	Maximum Floor Area of Unit
a) Golf Clubhouse	n/a	n/a
b) Golf Shop	1	200m ²
c) Resort Accommodation	225	
i) Hotel/Stacked Condominium/Lodge	n/a	139m ²
ii) *Cottages	100	110m ²
iii) *Villas	100	232m ²

* The combined number of Cottage and Villa units shall not exceed one (1) unit until the following is completed:

- A blanket easement must be registered on title to secure public access through the property; and,
- An affordable housing contribution with a minimum value of \$2,000 per unit (\$450,000) will be made to the Town of Qualicum Beach or the property owner will construct (2) two 110sq.m. (1,100sq.ft.) resort cabins for the use of employees of the resort or other qualified residents of the Town.

* The combined number of Cottage and Villa units shall not exceed 100 units.

* No more than sixty (60) Cottages or Villas may be constructed within the CD5 Zoning Boundary until the following has been constructed within the CD5 Zoning Boundary:

- A pool and fitness amenity building with a minimum gross floor area of 520m² (5,597.23 sq. ft.), including a swimming pool, fitness facilities, change rooms and related accessory amenity space.
- A Clubhouse;
- A Brew Pub or Taphouse;
- A Lodge/Hotel/Stacked Condominium building, or multiple buildings, with a minimum of 40 rooms;

d) Restaurant	2	n/a
e) Neighbourhood Pub	1	n/a
f) Golf Teaching Centre	n/a	n/a
g) Camping Spaces	10	n/a
h) Outdoor Recreation	n/a	n/a
i) Outdoor Private Assembly	n/a	n/a
j) Personal Care Facility	n/a	n/a
k) Public Assembly	n/a	n/a
l) Recreation Facility	n/a	n/a
m) Seasonal Outdoor Theatre	n/a	n/a
n) Seasonal Outdoor Market	n/a	n/a
o) Accessory uses customarily ancillary to a Resort use including:		
i) Gift Shop		
ii) Convenience Store		
iii) Recreation Rentals		

- iv) Laundry Facility
- v) Turf Maintenance
- vi) Swimming Pool
- vii) Employee Daycare Facility
- viii) Bed & Breakfast
- ix) Lock off Suite Accommodation

Size of Buildings and Structures

Height

Clubhouse and Conference Building	18.0m
Spa/Fitness Centre	18.0m
Hotel/Stacked Condominium/Lodge	18.0m
All other Buildings	12.0m

Parcel Coverage	13%
Floor area ratio	0.19

Minimum Setback Requirements

Front lot line (Nenzel Road)	20.0m
Exterior side lot line (Qualicum Road)	20.0m
Interior side lot line	20.0m
Rear lot line (Golf Course Lands)	6.0m
Where an interior lot line is formed between parcels zoned Comprehensive Development CD5, the interior lot line setback is 0.0m.	

Subdivision

Notwithstanding the regulations for minimum parcel size within this Bylaw, minimum parcel size in the CD5 zone is 0.2 hectares, except that the minimum parcel size for bare land strata lots is 150m².

Definitions

For the purpose of the CD5 zone, the following definitions are applicable:

maximum floor area means the sum total of the gross horizontal area of each floor of a building as measured from the outermost perimeter of the building walls, and does not include covered patios or outdoor living space attached to a villa unit to a maximum combined building footprint of 278sq.m. (3,000sq.ft.)

resort accommodation means the use of land, buildings, or structures for the purpose of providing both tourist oriented accommodation and/or year round residential occupancy, and which may include sleeping, cooking, laundry and recreational facilities, and includes stacked condominium, hotel and villa and cabin;

hotel/stacked condominium means a resort accommodation building or group of buildings providing three or more separate dwelling units, and which may be subdivided pursuant to the *Strata Property Act*

and amendments thereto, providing accommodation on a permanent or temporary basis, and includes resort or lodge;

cottage means one self-contained resort accommodation unit with a separate entrance intended for providing accommodation on a permanent or temporary basis with complete living facilities for one or more persons, including provisions for living, sleeping, cooking and sanitation; but excludes a mobile home; recreational vehicle or tent;

villa means a self-contained resort accommodation unit with a separate entrance intended for providing accommodation on a permanent or temporary basis that may share some of its exterior walls in common with another dwelling unit, with complete living facilities for one or more persons, including provisions for living, sleeping, cooking and sanitation;

resort amenity building means a building providing space for resort amenities and services including but not limited to wellness facilities, concierge service, housekeeping, entertainment, restaurant, licensed lounge, conference centre, spa and fitness centre, auditorium, theatre, recreation facility, gift shop, convenience store, recreation rentals, laundry facility, swimming pool.

Parking

Parking requirements for resort accommodation units will meet the requirements under Schedule '3B', Table 1: All Zones outside the 'Village Neighbourhood', Residential: multi-family dwelling unit excluding duplexes.



Attention Luke Sales Director of Planning

Town of Qualicum Beach

Dear Mr. Sales,

Further to our recent discussions, please find below a covering letter and an application.

Zoning Amendment Application – CD-5 Zoning District Updates / Housekeeping Changes

This Zoning Amendment Application is intended to update the existing CD-5 Zoning District to:

1. Mitigate land use restrictions imposed on the Town of Qualicum Beach / PGGR by the Province of BC through recent legislation;

Our Request

We are seeking an incremental increase in Floor Area Ratio to .19 and Lot Coverage to .13 for two reasons:

1. To allow the construction of a new Pool and Fitness Amenity building
Pool of 5,550 square feet and,
2. To allow the replacement of existing golf course buildings which are at the end of their economic life on the CD5 site:

Existing Machinery Facility	5,600 square feet
Existing Cart Barn	2,750 square feet
Existing Maintenance Building	2,000 square feet

The Reasons for Our Application

Provincial Downzoning – Mitigating Imposed Land Use Restrictions

Through recent legislation, the province has essentially forced Pheasant Glen Golf Resort (PGGR) into a primarily residential housing product with a hotel component of 40 rooms.

This provincial short Term Rental Act has resulted in a standard long term residential subdivision housing form for the Villas. The housing form desired for long term residential homes requires maximizing habitable floor space and providing additional garage & storage area. All the Villas units to date have been built to their maximum size of 232sq.m. / 2,497sq.ft., clearly revealing the market demand and preferred unit size despite the option to choose from many other plans of a smaller size.

A single family home has a lesser value and a significantly lower return on investment timeline for potential buyers than the optional short term rental or dedicated tourism unit potential that PGGR had intended, rezoned for, provided financial amenities for, and was approved by the Town. This application seeks to mitigate the financial deficit created by provincial legislation and recoup financial amenity contribution burdens born from the prior rezoning based on a now irrelevant uplift calculation.

To allow the existing golf course cart barn, maintenance building and machine storage on CD5 land.

Qualicum Beach Golf Destination Potential

The Town has recently purchased a second Golf Course within the Municipal Boundary – Eaglecrest Golf Club. PGGR will be the only privately owned and operated golf course in Qualicum Beach and the development plan, the proposed amenities and the existing 18 hole Championship layout will compliment the two nine-hole Town owned courses. Qualicum Beach is positioned to become “the” golf destination of Oceanside and one of the best on Vancouver Island.

We are requesting a small incremental increase in density overall site coverage from 11% to 13 %, to accommodate the rebuilding of existing golf course maintenance and operations buildings which have reached the end of their economic life and build a new 5,500 square foot pool and fitness building.

This building will be a membership-based facility open to Lodge guests, Pheasant Glen residents and Qualicum Beach residents. Notwithstanding the proposed increase, PGGR’s density will still be significantly lower than Eaglecrest’s density.

The main difference between the zoning of the two projects, Eaglecrest and PGGR, is that there are numerous restrictions on housing development at PGGR, including restricted floor area and lot

coverage for the Villas (Single Family Homes). The Town's Eaglecrest Single Family Residential has been granted full R1 – Residential 1 Zoning.

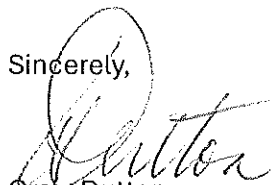
Closing

This proposal will allow Pheasant Glen to relocate existing buildings within the property very much like Eaglecrest is doing on its site right now. Just as importantly, it will allow for the construction of an important community amenities to compliment and increase the existing pool and fitness capacity in the community. Together they help ensure the full spectrum of resort amenities the Town of Qualicum Beach planned prior to provincial use restrictions.

This amendment also includes an option for the town planning department to create a CD-Zoning District with distinct sub-zones (specified FAR / Coverage) based on current/proposed fee simple parcels.

Finally, another important advantage of the additional Lot Coverage will be a reduction the massing of the Condominium structures. This would reduce building heights from 6 stories to 4 stories, which has long been a preferred format in Qualicum Beach planning.

Sincerely,



Craig Dutton

The Golf Clan Holdings Inc.

Pheasant Glen Golf Resort

SKETCH SHOWING POTENTIAL SUBDIVISION OVER REM LOT A, PLAN EPP101642.

BCGS 92F.039

1
PLAN
VIP 41413

2
PLAN
VIP 41413

2
BLOCK
14
PLAN
1694

3
BLOCK
14
PLAN
1694

4
BLOCK
14
PLAN
1694

1
BLOCK
20
PLAN
1694

PT 144
PLAN 309R

ALL DIMENSIONS ARE IN METRES AND DECIMALS THEREOF
THE INTENDED LOT SIZE OF THIS PLAN IS 432mm IN WIDTH BY 560mm
IN HEIGHT (3 SIDS) WHEN PRINTED AT A SCALE OF 1:1500



J.E. ANDERSON & ASSOCIATES
BC # 503 - 177 Mel St. PO Box 247
Pittsview, BC V8P 2C4
250-248-5755 perkel@janderson.com
File : 61654-10-1

REM 1
PLAN 11091

CD-5 Zone Totals:

Allowable Floor Area:
39,569sq.m. / 425,918sq.ft.

Allowable Lot Coverage:
26,034sq.m. / 280,226sq.ft.

A
PLAN
VIP83306

3
PLAN 42931

Allowable Floor Area:
10,832sq.m. / 116,595sq.ft.
Allowable Lot Coverage:
2,767sq.m. / 29,783sq.ft.

Allowable Floor Area:
10,410sq.m. / 112,060sq.ft.
Allowable Lot Coverage:
4,941sq.m. / 53,179sq.ft.

REM A
PLAN EPP101642

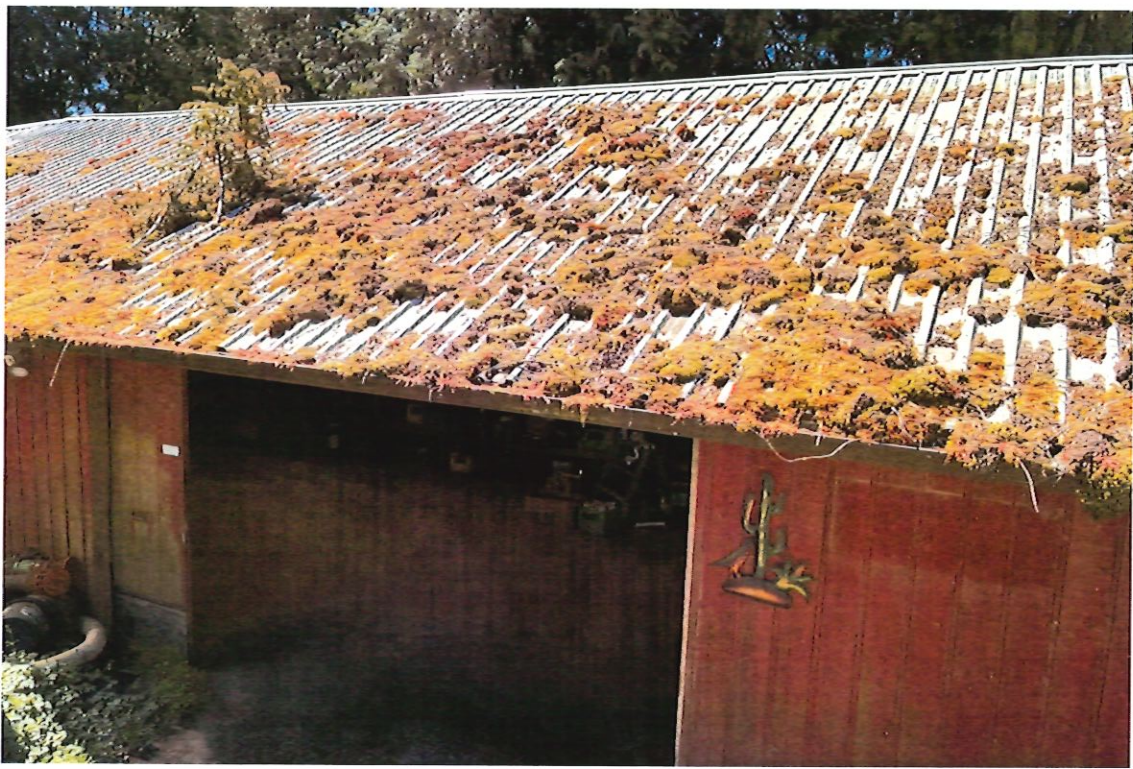
1
PLAN EPP123992
79 LOT BARE
LAND STRATA
(PROPOSED)

Allowable Floor Area:
18,328sq.m. / 197,281sq.ft.
Allowable Lot Coverage:
18,328sq.m. / 197,281sq.ft.

QUALICUM ROAD

VIEW ROAD

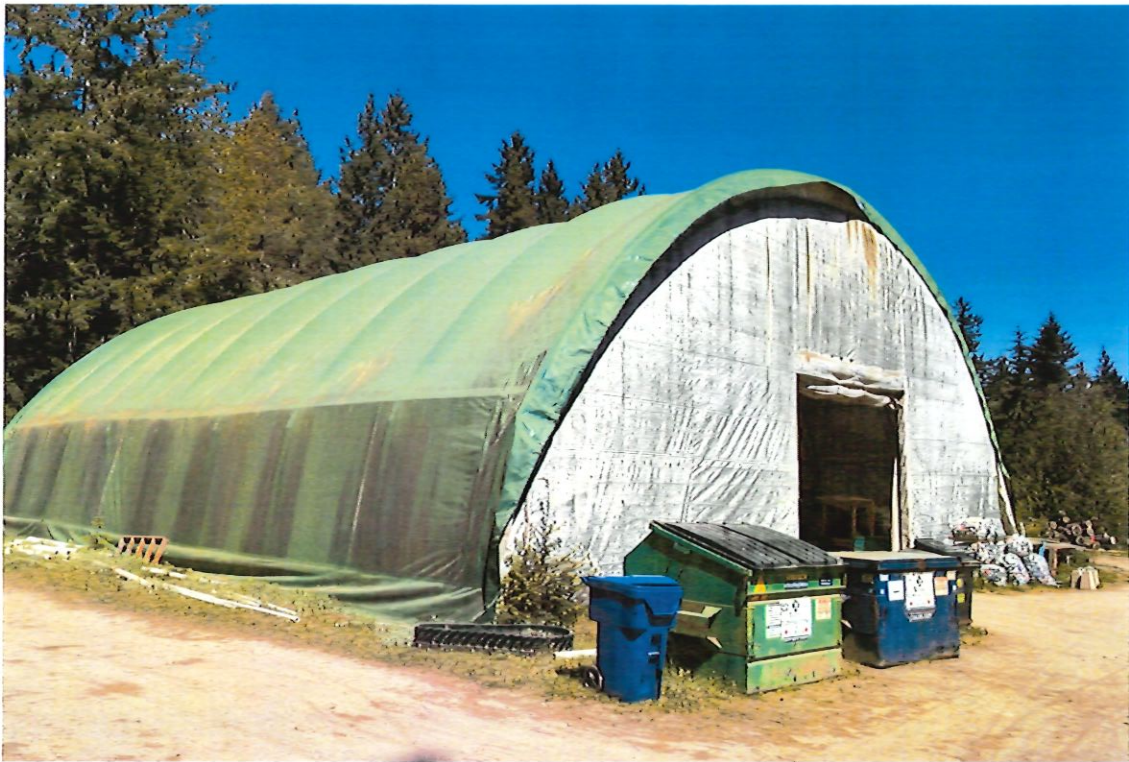
ROAD



Maintenance Building



MAINTENANCE BUILDING



MACHINERY TENT 5600 sq. ft.



Machinery Tent



Machinery Tent

June 12, 2000

Reply to the attention of Gordon Bednard

Glengarry Golf Links
1025 Qualicum Road,
Qualicum Beach, B.C. V9K 1M5

Attention: Mr. Barry McWha, Executive Professional

Dear Mr. McWha:

**Re: Proposed Greenhouse and Tent Cover for Turf Equipment
Our File #S-23549**

This will acknowledge receipt of your June 10, 2000 letter as well as confirm your brief meeting with our Mr. Colin Fry on June 12, 2000.

Be advised that the Land Reserve Commission (the "Commission") has no objection to you placing a 5,000 ft² tent cover on the property to store turf equipment out of the weather.

Furthermore, the Commission has no objections to the development of a greenhouse operation to grow bedding plants for use on the golf course or for the wholesale and retail markets. However, if you wish to expand sales to include products grown offsite, you must either comply with the Commission's General Order #726/95 (*Farm Retail Sales in the Agricultural Land Reserve*) or make an application pursuant to section 22 of the *Agricultural Land Reserve Act*. A copy of the General Order is attached.

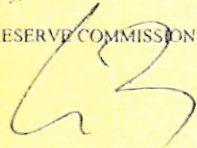
The Commission acknowledges the proposed location of the tent cover and greenhouse as shown on the map attached to your letter.

The Commission trusts this clarifies its position.

Yours truly,

LAND RESERVE COMMISSION

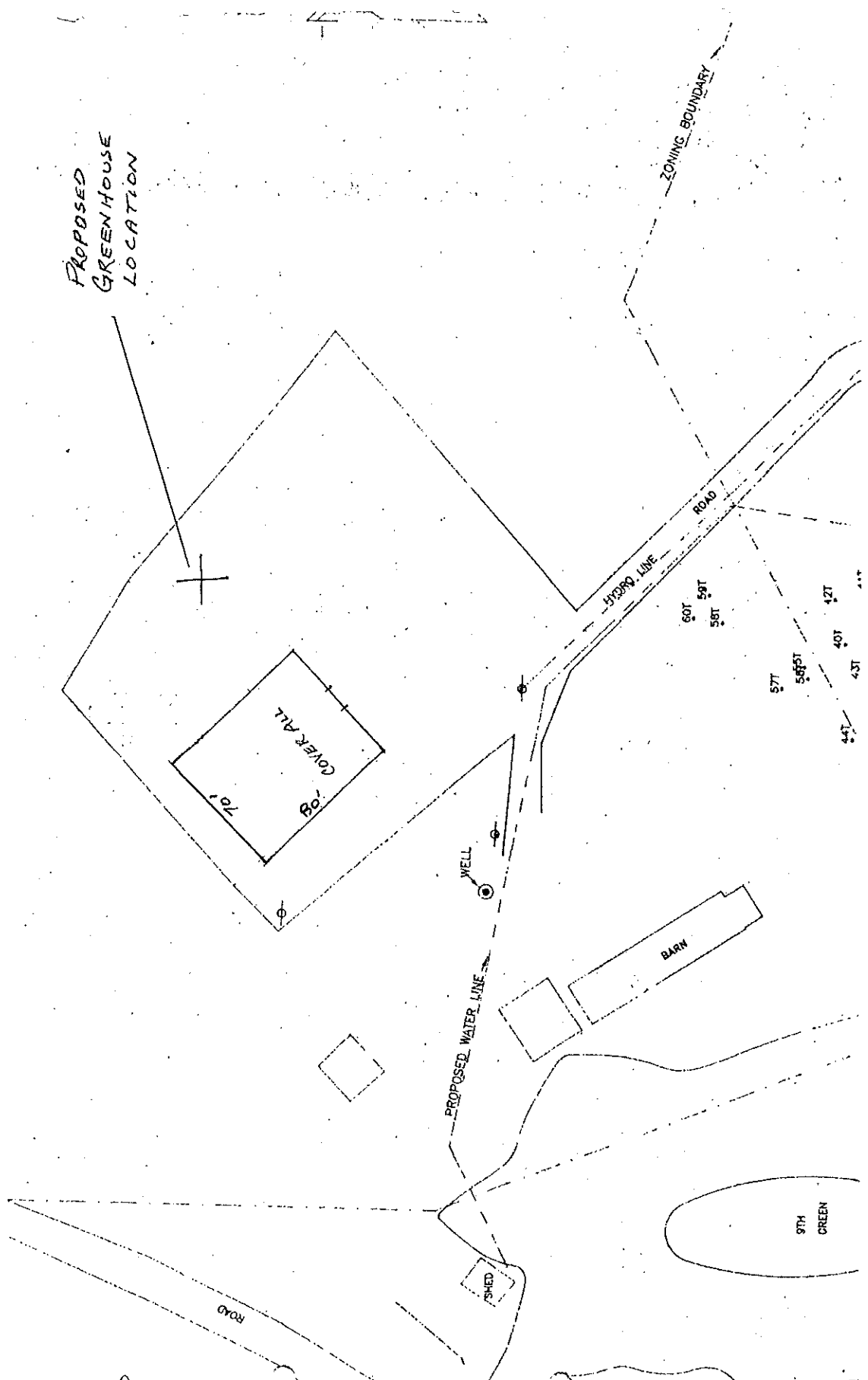
Per:



K.B. Miller, Chief Executive Officer

cc: Regional District of Nanaimo
B.C. Assessment Authority - Nanaimo

CF/iv/Encl.
I:23549m1.doc



ALR ORIGINAL APPROVAL LAYOUT



"CART BARN" TENTS



"CART BARN"

PUBLIC NOTICE|ZONING AMENDMENT BYLAW

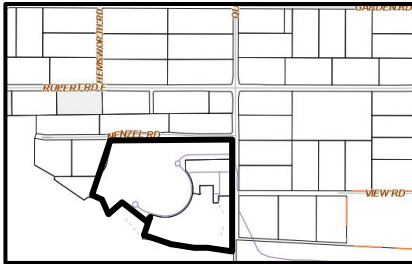
"Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026"

Pursuant to s. 94 of the *Community Charter* and s.467 of the *Local Government Act*, Notice is hereby given that Council, at its regular meeting to be held on Wednesday, July 15, 2026 at 10:00 am in the Council Chamber – Municipal Office, 660 Primrose Street, Qualicum Beach, BC, will be asked to consider First Reading to "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026".

Address: 1025 Qualicum Road

Zone: Comprehensive Development Zone 5 (CD5)

Purpose: To increase the parcel coverage and floor area ratio in the CD5 zone to permit a pool and fitness amenity building, as well as replace the existing machinery facility, cart barn, and maintenance building.



**Rezoning Site Sketch,
"Town of Qualicum Beach Zoning Bylaw No.
900, 2024, Amendment (1025 Qualicum Road)
Bylaw No. 900.11, 2026"**

How do I Get More Information?

The report related to the proposed Zoning Amendment Bylaw is available for inspection in Qualicum Beach Municipal Office during regular business hours or on the Town's website: qualicumbeach.com/planning-notices. If you have questions relating to the proposed Zoning Amendment Bylaw, please contact the Planning Department at 250.752.6921 or planning@qualicumbeach.com.

How to Participate

If you wish to provide written comments to staff for consideration on this proposed Zoning Amendment Bylaw prior to the meeting, please cite "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" and email corporateservices@qualicumbeach.com.

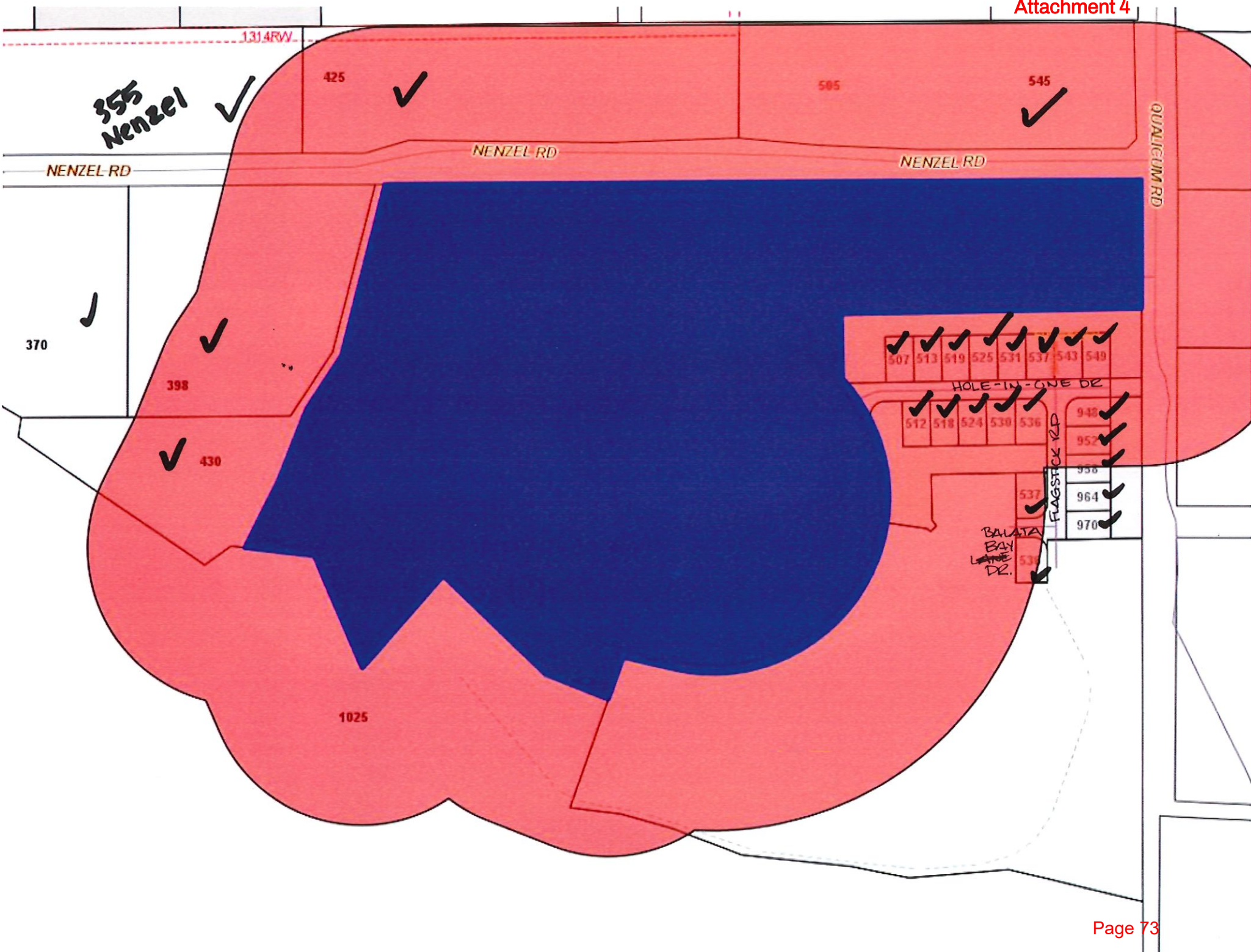
Written letters will also be accepted and can be mailed, or hand delivered to: Corporate Administration, 660 Primrose Street, Qualicum Beach, BC, V9K 1S7.

Written submissions received by 10:00 am on July 6, 2026 will be included in the publicly available Council Correspondence Log of the July 15, 2026 regular Council meeting. Written submissions received after 10:00 am on July 6, 2026, will be circulated to Council but will not be part of the July 15, 2026 Correspondence Log.

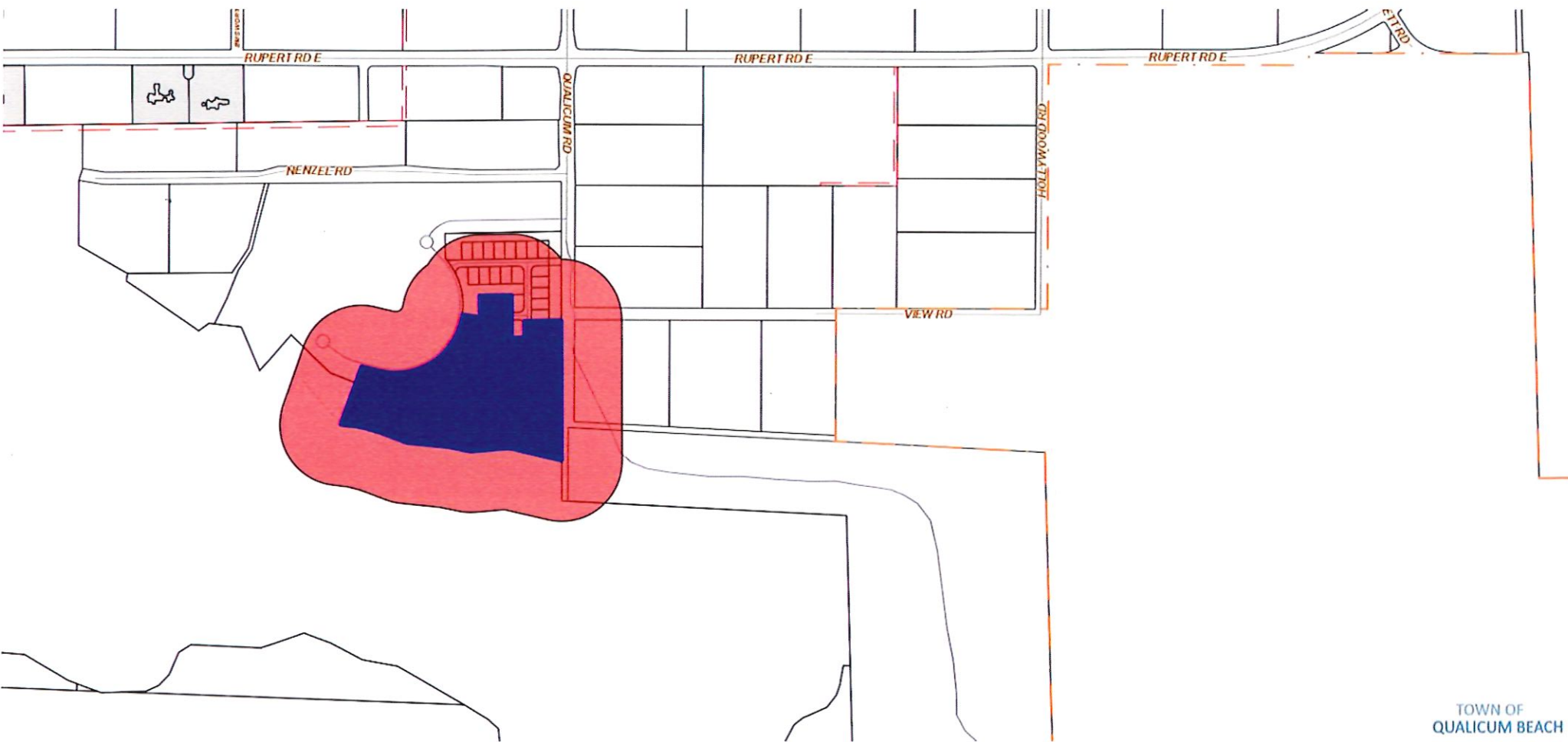
All written submissions must include the author's name and address and will form part of the permanent public record in accordance with the *Freedom of Information and Protection of Privacy Act*.

ADDITIONAL INFORMATION: As a Public Hearing is not being held for this proposed Zoning Amendment Bylaw (in accordance with the *Local Government Act*), requests to appear as a delegation before Council in respect to the proposed Zoning Amendment Bylaw will not be accepted. Further, correspondence received in response to this Public Notice will appear only in the Council Correspondence Log and/or directed to designated department staff to ensure receipt and acknowledgement. **Page 2** An active public engagement opportunity period is underway.

Heather Svensen, Corporate Administrator







TOWN OF
QUALICUM BEACH

**TOWN OF QUALICUM BEACH
BYLAW NO. 923**

A BYLAW TO EXEMPT PROPERTY FROM TAXATION

WHEREAS, Section 224(2)(a)(i) of the *Community Charter* provides that Council may exempt from taxation land or improvements that are owned or held by a charitable, philanthropic or other not-for-profit corporation;

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

1. That the land and improvements on the following described land be exempt from taxation for the taxation year 2027:
 - (a) Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District
Roll Numbers: 1024.000 and 1025.000
2945 and 2949 Island Highway West
Rotary Club of Qualicum Beach - Welch Park
 - (b) Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District
Roll Number: 799.000
211 Fern Road West
Rotary Club of Qualicum Beach - Rotary Club
 - (c) Lot 1, Plan 27288, District Lot 78, Newcastle Land District
Roll Number: 664.100
250 First Avenue West - Kiwanis Housing
 - (d) That part of District Lots 58 and 59 Newcastle District shown on Plan EPP106404
Roll Number: 385.015, PID 031-631-550
136 Village Way West - Kiwanis Housing
 - (e) Lot A, Plan 8548, District Lot 78, Newcastle Land District
Roll Number: 762.000
110 Second Avenue West - Village Theatre
 - (f) Lease of portion of parent property (Roll Number 1022.000) being 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
Roll Number: 1022.001
2711 Island Highway West - Tourist Bureau

- (g) Lease of portion of parent property (Roll Number 409.000) being Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287
Roll Number: 409.002
644 Memorial Avenue – Curling Rink
- (h) Lease of portion of parent property (Roll Number 664.000) being Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676
Roll Number: 664.001
665 Jones Street – Lawn Bowling Club
- (i) Lease of portion of parent property (Roll Number 11920.025) being Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330
Roll Number: 11920.036
Lease A3, 1000 Ravensbourne Lane – Beaufort Squadron @ Airport
- (j) Lease of portion of parent property (Roll Number 11920.025) being Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330
Roll Number: 11920.058
Lease D1, 1000 Ravensbourne Lane – Arrowsmith Search and Rescue @ Airport
- (k) Lot A, Plan 16180, District Lot 57, Newcastle Land District Except PART IN PLAN 3022 RW
Roll Number: 521.000
587 Beach Road – Museum
- (l) Lot 3 & 4, Plan 2005, District Lot 58, Land District 35, Newcastle Land District
Roll Number: 523.000
181 Sunningdale Road West – Sea Legacy Society

- (m) Lot 57, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 6631, 9742 and 14723 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-097)
Lot 58, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except part in Plan 1802 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-127)
Lot 59, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except part in Plan 1802 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-151)
Lot 60, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 3399, 6530, 443R and 11244 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-160)
Lot 61, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 3399 and 6530, Newcastle District (008-097-178)
Lot 62, Plan 1026, Except parts in Plans 1802, 3399 and 6530, Newcastle District (008-097-194)
Lot A, District Lot 63, Plan 9145, Newcastle District (005-554-268)
Roll Number: 581.000
469 Memorial Avenue – Qualicum Beach Memorial Golf Club
- (n) Lot 1, Plan 13424, District Lot 57, Newcastle Land District
Roll Number: 221.000
210 Crescent Road West – Valhalla (Hospice)
- (o) Lot A, Plan EPP115395, District Lot 78, Newcastle Land District
Roll Number: 864.310
122 Fern Road West – The Old School House Arts Centre (TOSH)
- (p) Strata Lot 1, Plan VIS5454, DL 78, Newcastle Land District
Roll Number: 770.105
703 Memorial Avenue – Qualicum Beach Seniors’ Activity Centre
- (q) Lot 21, Plan 1894, District Lot 78, Newcastle Land District
Roll Number: 777.000
124 Second Ave W – Mt. Arrowsmith Biosphere Society (Leigh House)
- (r) Lot A, Plan EPP12448, District Lot 78, Newcastle Land District
Roll Number: 864.200
744 Primrose Street – SD #69 (Qualicum Commons)

- (s) Lot B, Plan EPP115395; District Lot 78, Newcastle Land District
Roll Number: 864.320
733 Memorial Ave - Naked Naturals (Public Parking Lot)
- (t) Block 5, Plan 1894, District Lot 78, Newcastle Land District
Roll Number: 739.100
180 Veterans' Way - Royal Canadian Legion Branch #76
- (u) 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
Roll Number: 19458.020
Island Corridor Foundation [E&N R/W]
- (v) 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.
Roll Number: 19458.025
Island Corridor Foundation [E&N R/W]
- (w) 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.;
PID 024-503-436
Roll Number: 1151.000
Island Corridor Foundation [E&N R/W]
- (x) District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N/W,
DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach
Roll Number: 1163.001 & 1163.200
174 Railway Street - Train Station
- (y) Lease of portion of parent property (Roll Number 16.000) being
Lot 1-4, Lot 9-11, Block 2, Plan VIP3938, District Lot 17, Newcastle Land
District. PID 006-131-531, 006-131-557, 006-131-565, 006-131-573, 006-131-603,
006-131-620, 006-131-646, 031-343-619, 031-343-627, 031-343-643, 031-343-635
Roll Number: 16.000
3319 Island Hwy W-St. Andrews Lodge Historical & Cultural Society
- (z) Lot 1, Plan 2080, District Lot 78, Newcastle Land District. PID 006-661-122
Roll Number: 669.100
330 Dorset Rd - Into the Woods Early Learning Childcare Society

2. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2027 Taxation Exemption Bylaw No. 923, 2026".

READ A FIRST TIME this 15th day of July, 2026.

READ A SECOND TIME this 15th day of July, 2026.

READ A THIRD TIME this 15th day of July, 2026.

Notice published pursuant to Section 227 of the *Community Charter* on the 22nd day of July, and the 29th day of July, 2026.

ADOPTED this day of , 2026.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services

**TOWN OF QUALICUM BEACH
BYLAW NO. 924**

A BYLAW TO EXEMPT PROPERTIES FROM TAXATION

WHEREAS, Section 220(1)(h) of the *Community Charter* provides that a building set apart for public worship, and the land on which the building stands, is exempt from taxation to the extent indicated;

AND WHEREAS, Section 224(2) (f) & (g) of the *Community Charter* provides that Council may exempt from taxation land or improvements in relation to property that is exempt under Section 220(1) or land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that Council considers is necessary to land or improvements so used or occupied;

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

1. That the Class 8 (Rec/Non-Profit) land and improvements on the following be exempt from taxation, for the year 2027, pursuant to the *Community Charter*:
 - (a) Lot A, Plan 19140, District Lot 78, Newcastle Land District
Roll Number: 663.400 - 591 Arbutus Street
Church of Jesus Christ of Latter-Day Saints
 - (b) Lot 12, Block 5, Plan 1835, District Lot 53, Newcastle Land District
Roll Number: 176.000 - 423 First Avenue West
Jehovah's Witnesses
 - (c) Lot A, Plan 50661, District Lot 58/59, Newcastle Land District
Roll Number: 319.000 - 138 Hoylake Road West
St. Mark's Anglican Church
 - (d) Lot A, Plan VIP58293, District Lot 60, Newcastle Land District
Roll Number: 406.000 - 150 Village Way
St. Stephen's United Church
 - (e) Lot 1, Plan 13066, District Lot 122, Nanoose Land District
Roll Number: 1149.000 - 825 Village Way
Christian Fellowship Centre
 - (f) Plan VIP59287, District Lot 57 & 58, Newcastle Land District, THOSE PARTS SHOWN AS "ROAD TO BE CLOSED"
Roll Number: 409.011 - 600 Beach Road
Qualicum Community Baptist Church

2. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2027 Taxation Exemption (Places of Worship) Bylaw No. 924, 2026".

READ A FIRST TIME this 15th day of July, 2026.

READ A SECOND TIME this 15th day of July, 2026.

READ A THIRD TIME this 15th day of July, 2026.

Notice published pursuant to Section 227 of the *Community Charter* on the 22nd day of July, and the 29th day of July, 2026.

ADOPTED this ____ day of _____, 2026.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Administration

TOWN OF QUALICUM BEACH
AMENDMENT BYLAW NO. 921.02

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 Financial Plan 2026–2030 Amendment Bylaw No. 921.02, 2026”.

READ A FIRST TIME on the 31st day of July, 2026.

READ A SECOND TIME on the 31st day of July, 2026.

READ A THIRD TIME on the 31st day of July, 2026.

ADOPTED on the _____th day of July, 2026.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

REVISED SCHEDULE "A"
QUALICUM BEACH FINANCIAL PLAN AMENDMENT BYLAW NO.921.02, 2026
FOR THE FIVE YEAR PERIOD 2026 TO 2030

	2026	2027	2028	2029	2030
Revenues					
Municipal Taxation	14,206,200	15,060,900	15,666,700	16,672,700	17,907,000
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	5,160,900	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	12,097,500	5,168,100	2,670,600	5,229,200	2,195,900
Other Revenue	694,500	694,800	701,900	709,100	716,300
Total Revenue	36,755,600	30,416,500	29,079,100	32,463,300	32,808,300
Use of Reserve Funds	9,249,400	7,021,900	8,281,900	6,321,000	5,623,500
Proceeds from Sale of Assets	6,824,800	5,483,400	5,533,400	-	-
Proceeds of Debt	-	6,000,000	6,800,000	-	-
Total Revenue, Use of Reserves and Proceeds of Debt	52,829,800	48,921,800	49,694,400	38,784,300	38,431,800
Expenditures					
Operating Expenditures					
General Government	3,252,800	3,114,600	3,229,100	3,363,200	3,504,200
Protective Services	3,781,500	3,809,600	3,972,900	4,150,100	4,432,500
Public Works	5,394,200	5,266,200	5,438,500	5,625,200	5,819,100
Parks and Recreation and Culture	3,444,800	3,137,000	3,239,600	3,348,900	3,462,000
Solid Waste and Recycling	1,034,700	1,004,500	1,036,100	1,068,800	1,102,600
Utilities	2,720,700	2,809,300	2,898,100	2,992,300	3,089,100
Planning, Development and Strategic Initiatives	1,598,000	1,443,600	1,140,100	1,528,900	1,014,200
Total Operating Expenditures	21,226,700	20,584,800	20,954,400	22,077,400	22,423,700
Capital Expenditures	25,371,400	18,865,000	18,952,000	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	155,300	360,200
Contributions to Reserves	5,532,100	8,656,900	9,120,500	6,958,900	7,453,700
Total Expenditures and Reserve Contributions	52,829,800	48,921,800	49,694,400	38,784,300	38,431,800

SCHEDULE "B"

STATEMENT OF OBJECTIVES AND POLICIES FOR AMENDMENT BYLAW NO. 921.02 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	30.8%	\$16,275,900
User fees and charges	9.4%	4,940,200
Other sources	3.7%	1,969,400
Grants and Contributions	22.9%	12,097,500
Library Levy	1.5%	778,100
Other Revenue	1.3%	694,500
Other net transfers/revenue	<u>30.4%</u>	<u>16,074,200</u>
Total	100%	\$52,829,800

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 6.0% (2027), 4.0% (2028), 6.4% (2029) and 7.4% (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.

Mayor Westbroek Notice of Motion
September 9, 2026 | Regular Council Meeting

a) **BC Energy Step Code**

WHEREAS the Town has received correspondence requesting deferral of the Town's mandatory implementation of Step 5 of the BC Energy Step Code for Part 9 buildings, including residential dwellings, to 2032;

AND WHEREAS the Province's proposed implementation timeline would require Part 9 buildings to meet Step 5 of the BC Energy Step Code in 2032 and Part 3 buildings to meet Step 4 of the BC Energy Step Code in 2032;

AND WHEREAS Council wishes to align the Town's implementation timeline for advancement of the Step Code with the Province's proposed implementation timeline;

THEREFORE, BE IT RESOLVED THAT Council direct staff to prepare the necessary bylaw and policy updates to require applicable Part 3 and Part 9 building types and occupancies to meet BC Energy Step Code requirements in accordance with the Province's proposed implementation timelines.

Staff Comment:

Staff supports this approach as per the staff recommendation contained in the February 28, 2024, staff report titled "Introduction of "Zero Carbon Step Code"."

b) **Eaglecrest Golf Course Renaming**

THAT the Eaglecrest Golf Course be officially renamed the "Qualicum Beach Eaglecrest Golf Course".

Staff Comment:

Staff support this recommendation.

c) **Qualicum Beach Eaglecrest Golf Course Flag Poles**

THAT staff be directed to install two (2) additional flag poles at Qualicum Beach Eaglecrest Golf Course to fly the Town of Qualicum Beach municipal flag and the Club Flag subsequent to Council approving the visual identity program for the Qualicum Beach Eaglecrest Golf Course.

Staff Comment:

Staff can achieve installation of two (2) additional flag poles at Qualicum Beach Eaglecrest Golf Course by Q1 2027 within the existing 2026 operational budget.

Councillor Harrison Notice of Motions
September 9, 2026 | Regular Council Meeting

a) **Railway Crossings**

WHEREAS the UBCM Resolution Committee's response to the Town's 2025 resolution on railway crossings was as follows:

The Committee understands that there is no mechanism to designate a grade crossing as "inactive" under the Canada Transportation Act, Railway Safety Act, and Grade Crossings Regulation. Rather, the Grade Crossings Regulation provides that its own regulatory requirements do not apply to a public grade crossings with less than three average daily railway movements.

The sponsor indicates that the section of railway track north of Nanaimo that is owned by the Southern Railway of BC sees less than three average daily railway movements. If this is the case, then the Committee would ask why the sponsor does not seem to be approaching the Southern Railway of BC and Transport Canada to change the average annual daily movements on record for that section of track, to less than three. This could address the issue of stop signs for vehicular traffic at certain railway grade crossings, without having to seek federal legislative and regulatory amendments.

THEREFORE BE IT RESOLVED that the Town contacts Transport Canada and Southern Railway of BC to confirm the number of annual daily movements and the resulting signalization requirements.

Staff Comment:

As per Council direction, staff provided correspondence to the Minister of Transportation and Transit, and the Southern Railway of BC on October 20, 2025, regarding improvements to traffic control at inactive railroad crossings in Qualicum Beach. Resulting correspondence advised the Town that the municipality should consult with the Island Corridor Foundation (ICF) regarding this matter. Informal conversations have been held with ICF relating to reorientation or removal of stop signs at the inactive railroad crossings. At the time of this agenda publication, staff have requested a meeting with ICF and will subsequently report back to Council on next steps after that meeting.

b) **Buying Local Policies**

WHEREAS the Town benefits from having successful small businesses in the community;

AND WHEREAS more than one business has noted a significant decline in town purchasing in the past several years;

THEREFORE BE IT RESOLVED that staff present Council with a policy intended to give staff latitude to buy local where it is reasonable to do so, with a maximum percentage variance and total budget (i.e. 5% and \$10 000 total) at a future council meeting.

Staff Comment:

The Town's current procurement practices support purchasing from local suppliers where permitted, provided they offer the required goods or services and can meet the Town's operational, quality, delivery and pricing requirements.

Any local purchasing provisions must be structured to comply with applicable trade agreements and section 25 of the *Community Charter*, particularly in relation to higher-value procurements.

Staff support this recommendation and will consider including local purchasing preferences in the forthcoming draft Purchasing Policy, scheduled to be presented to Council in Q1 of 2027.

c) **Coordination with Higher Levels of Government**

WHEREAS several funding opportunities for federal and provincial funds have not had any applications from the Town or the City of Parksville;

AND WHEREAS the portion of federal and provincial funding for large infrastructure projects appears to have declined in recent years, i.e. \$19.7 million of the total \$147 million for the French Creek Pollution Control Centre in 2025, vs. roughly half of the \$126 million for the Comox Valley Water Treatment Project in 2019 (\$62.8 million, of which \$34.3 million was federal and \$28.5 million was provincial);

THEREFORE BE IT RESOLVED that the Town schedules either an in camera or Committee of the Whole meeting with either our provincial MLA or a member of their staff, and our MP or a member of their staff, after a reasonable amount of time has passed from their respective budgets having been passed to ensure the best possible grant applications from the Town.

Staff Comment:

The Town seeks grant opportunities for projects identified by Council, including the Capital Budget. A meeting with the MLA and MP could be scheduled subsequent to Council establishing its 2027 Capital Works program. It should be noted that most funding streams require projects to be 'shovel' ready with design already completed. A 2026 grant application update is as follows:

<u>Date</u>	<u>Project / Funding Purpose</u>	<u>Funding Amount</u>
Awarded:		
• Sept 2024	Little Qualicum River — PH 1 Riverbank Erosion Protection Design	\$125,000
• March 2025	ICBC funding for rectangular rapid-flashing beacons (RRFBs) on Jones Street at Fern Road	\$3,500
• Sept 2025	Accessible Crosswalk at Harlech Road and Memorial Avenue	\$24,462
• March 2026	Little Qualicum River — PH 2 Riverbank Erosion Protection	\$843,700
• July 2026	Highway 19A Waterfront Complete Streets Project	\$4,067,700
Submitted:		
• Resubmitted ~ June 2026	Runway 29-11 and Adjacent Taxiway Rehabilitation	\$4,341,165
• Resubmitted ~ June 2026	Airport Loader / Snow Blower	\$989,000
• Feb 2025	Village Way Improvements at KSS	\$197,000
• July 2026	Eaglecrest Drive Infrastructure Enhancement and Mitigation	\$1,082,000
Scheduled for Submission:		
• Sept 2026	Seawall Pathway Revitalization	~ \$250,000
• Sept 2026	Master/Business Plan for the Qualicum Beach Airport	Not yet identified

Councillor Vander Valk Notice of Motion - Tree Protection Bylaw
September 9, 2026 | Regular Council Meeting

WHEREAS the Town of Qualicum Beach has stated that it will integrate climate change considerations into all planning and decision-making;

AND WHEREAS trees play a crucial role in climate change mitigation by providing oxygen and reducing carbon dioxide levels;

AND WHEREAS the Town of Qualicum Beach has stated it will effectively manage and support a healthy urban forest;

AND WHEREAS the Town of Qualicum Beach has a Tree Protection Bylaw, which is not scheduled for review until 2028;

AND WHEREAS the Town has not yet planted replacement trees under the payment-in-lieu format;

AND WHEREAS the Town of Qualicum Beach has stated, in the Sustainable Development Policies section of the Community Climate Change Adaptation Plan, that it will promote and expand the use of Low Impact Development and nature-based solutions for building;

THEREFORE BE IT RESOLVED that Council directs staff to ensure that replacement trees are planted and cared for, whether by property owners or by the Town through the payment-in-lieu format, within the 18-month timeframe set out in the Tree Protection Bylaw;

AND BE IT FURTHER RESOLVED that permits to remove trees be posted on the subject property;

AND BE IT FURTHER RESOLVED that Council directs staff to establish criteria for allowing the removal of trees for the purpose of constructing a structure, including criteria to determine whether tree removal is necessary to allow for construction or whether an alternative is available;

AND BE IT FURTHER RESOLVED that Council directs staff to collaborate with residents and property owners on how best to accomplish this through a workshop, which may include consideration of whether a Mayor's task force would be an appropriate path forward.

Staff Recommendation:

THAT Council refer consideration of potential amendments and procedures relating to "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" to the 2027 Strategic Planning process recognizing current staff workload, competing priorities, the need for a comprehensive review of the subject Bylaw that is currently scheduled for 2027, and Council Policy 3000-22 regarding requests for new or increased service.

Committee & Liaison Report
Councillor Jean Young
Regular Council Meeting, September 9, 2026

July 7

- MABR... always important to be mindful of our natural environment and hearing about the possibilities of “rewilding Second Ave” with Ray of MABR and Kevin Monahan.

July 8

- 100 Women Who Cares meeting to vote for one of the three nonprofit organizations drawn.

July 12

- The Town’s 12th Beach Day Celebration at QB’s beautiful central waterfront. A free, family event with numerous activities, displays, and stage performances.

July 16

- Oceanside Nonmarket Housing Action Table planning for “Oceanside Affordable/Nonmarket Housing Forum Sunday, September 20, at 2pm at Knox United Church” save the date! Free to attend this informative forum!

July 16

- QB Museum membership summer luncheon.

July 28

- Parksville Sandcastles was volunteer gate ambassador with others from Flowerstone Society. The monies received from the festival attendees are then shared to the many community nonprofits that volunteered at this event.

July 29

- Election package available to people considering running for local municipal council, (I picked up a package for reelection! 😊)

July 30

- Oceanside Nonmarket Housing Forum Planning still ongoing.

July 31

- MARB climate change feedback met with Ray of MARB and Doug Hopwood conversation about the devastating fires this summer and other global events caused by climate change. We agreed going forward in our Town’s strategic planning, high priority should be given to addressing the six pages of proposed climate mitigation actions as laid out April 19, 2024!!!

August 7

- Housing Forum Working Group continued planning for Sunday, September 20, at 2pm at Knox United Church, panelists include: Stephanie Higginson - MLA, Peter Jory - School District 69, Araby Wheatley - Bradley Centre, Blain Sepos - Parksville Qualicum Beach Tourism Association, Bonnie Brown - Society of Organized Services, Dr. Omar Karim - Parksville & District Chamber of Commerce, Elizabeth FitzZaland - CitySpaces, Mike Garland - Lions Housing Society.

August 9

- Oceanside Mile Swim is going into its 60th year, 15 award category trophies handed out.

August 13 & 20

- Nonmarket Housing Task Force ongoing planning for the forum scheduled for September 20th!

August 20

- TOSH board meeting. Did you know TOSH has a monthly donor program, and with donations received and with Illana's many applications for grants many new programs are facilitated. Currently call out for artists to submit their finest works by September 30 for TOSH KELLETT ART PRIZE.

August 21

- MIHA — \$38,700 cheque from 100 Women Who Cares presented to Mid Island Health Alliance at new Primrose Primary Care Clinic soon to be opened this fall.

August 22

- Annual Children's Museum Day had busiest year ever of 492 visitors including 257 children checking out museum themed booths, as well as music and demonstrations from community groups.

Councillor Young Notice of Motions
September 9, 2026 | Regular Council Meeting

a) **School Creek Rehabilitation**

THAT staff be directed to develop a Scoping Sheet for options on the rehabilitation of School Creek as a naturally occurring watercourse for consideration during the 2027 Strategic Planning process.

Staff Comment:

Staff support the recommendation as presented.

b) **Qualicum Beach Seniors' Centre | Rental Space**

THAT staff be directed to invite representatives of the Seniors' Centre to appear as a delegation before Council prior to the 2027 Budget process, should they wish to request rental space at municipally owned facilities at a subsidized rate.

Staff Comment:

Staff support the recommendation as presented.

MEMORANDUM

TO: Heather Svensen, Director of Corporate Services/Deputy CAO

FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Twyla Slonski, Deputy Director of Corporate Services (Interim)

SUBJECT: **Heritage Forest Management Plan**

RECOMMENDATION:

THAT Council approves the Heritage Forest Management Plan dated for reference June 2026, in the form attached to this staff report dated September 9, 2026.

PURPOSE

For Council to approve the amended Heritage Forest Management Plan dated June 2026.

BACKGROUND

Council, at its regular meeting held on January 21, 2026, resolved as follows:

***"THAT** Council authorizes staff to seek concurrence from the Heritage Forest Covenant Grantees (The Land Conservancy of British Columbia [TLC] and the Brown Property Preservation Society [BPPS]) for a Draft Heritage Forest Management Plan prior to Council consideration of approval of the Draft Heritage Forest Management Plan and subsequent legal review for any required amendments to the Heritage Forest Conservation Covenant, 2008. [Attachment #6 – Proposed Heritage Forest Management Plan in the January 21, 2026 staff report]."*

CARRIED UNANIMOUSLY | Resolution No. 26-012

DISCUSSION

In accordance with the Heritage Forest Conservation Covenant, the Town may from time-to-time create, review and revise a Management Plan for the Heritage Forest and submit the proposed Plan to the TLC and the BPPS for review.

Staff have provided both the TLC and the BPPS with a copy of the proposed Heritage Forest Management Plan dated June 2026 for their review and approval. Both TLC and the BPPS have provided their written agreement (see Attachment 2) to this staff report. Furthermore, the requirement that the Plan be prepared in consultation with the public is an obligation owed by the Town to TLC and the BPPS under the terms of the covenant. Given TLC and the BPPS have provided their written agreement, public consultation is achieved by way of placing this item for Council's consideration on an open meeting agenda. Staff will provide any resulting public correspondence received on the matter to Council, TLC and the BPPS.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the approval of this Plan.

STRATEGIC PLAN ALIGNMENT

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

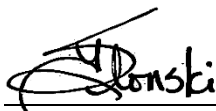
- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*

ALTERNATIVE OPTIONS

1. THAT Council provides staff with alternate direction.

APPROVALS

Memorandum respectfully submitted by Twyla Slonski, Interim Deputy Director of Corporate Services.



Twyla Slonski
Interim Deputy Director of
Corporate Services



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence

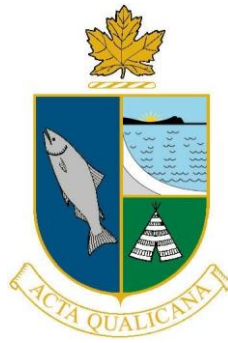
REFERENCES

Attachment 1: Town of Qualicum Beach Heritage Forest Management Plan | June 2026

Attachment 2: Signed Agreement/Acknowledgement | TLC & BPPS

File No: 2450-20-HFMP

File Path: N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\09 09 RCM\1. DRAFTS FOR CORPORATE ADMIN REVIEW\HFMP_Approval_2026_08_27.docx



Town of Qualicum Beach

HERITAGE FOREST MANAGEMENT PLAN (per Heritage Forest Restrictive Covenant s.5) June 2026

Historical Amendments

Version	Date of Council Motion
<i>Original</i>	<i>March 9, 2009</i>
<i>Revision 1</i>	<i>June 12, 2012</i>
<i>Revision 2</i>	<i>October 6, 2014</i>
<i>Revision 3</i>	<i>February 16, 2015</i>
<i>Revision 4</i>	<i>June 8, 2015</i>
<i>Revision 5</i>	<i>November 2015</i>
<i>Revision 6</i>	<i>December 8, 2021</i>
<i>Revision 7</i>	<i>PENDING APPROVALS 2026</i>

Heritage Forest Management Plan

This Heritage Forest Management Plan was created:

- **in accordance with section 5 of the Covenant between the Town of Qualicum Beach (Grantor) and the Brown Property Preservation Society and TLC The Land Conservancy of British Columbia (Grantees), registered on title of the Heritage Forest of Qualicum Beach Lands on September 2, 2008;**
- **in consultation with the Brown Property Preservation Society and the TLC (The Land Conservancy of British Columbia.)**

History of Forest Acquisition and Protection of the Forest

In 1995, the Brown family considered developing part of their property consisting of 20 hectares (50 acres) of forested lands (the Lands). The Brown Property Preservation Society (BPPS) was formed to raise funds through public donations for the purchase of the Lands to protect the Lands from development. From 1996 to 2004, hundreds of BPPS volunteers worked on events to raise funds and to stimulate donations for the purchase of the forested Lands. With the BPPS funds and the addition of funds from the Town of Qualicum Beach (park reserves and land sale), the Town purchased the Lands in three stages.

After the Lands were purchased, the 'Brown Property' became known as the 'Heritage Forest' (HF) and the Heritage Forest Commission (HFC) was formed in 2000. In 2026, HFC membership was updated to 6, comprised of: 1 Town Council member (the non-voting Chair), 2 members nominated by the BPPS, 1 member nominated by The Land Conservancy of BC (TLC), and 2 public members-at-large, all appointed by Council. The role of the HFC was initially to formulate a registered Conservation Covenant to protect and manage the Heritage Forest in perpetuity, and the role evolved to an advisory body to Council.

In July 2008, the Town (the HF property owner and Grantor) agreed to grant the Grantees (BPPS and TLC) a s. 219 *Land Title Act* Conservation Covenant registered on title of the HF, to restrict the use of the Lands, recognizing the Lands contained significant amenities (flora, fauna and other natural features) of great importance to the Grantor, the Grantees and the public. The Covenant details requirements for the HF and responsibilities of the Town and the Grantees, including when communication was required between the Town and the Grantees for input or approvals. The Covenant formed a legal partnership between the Town of Qualicum Beach, the BPPS and TLC.

The overall mandate of the Covenant is to protect the HF from development, and for the HF to be used as a natural state forest for the appreciation and enjoyment of nature by the public in perpetuity.

With Council support, the Mount Arrowsmith Biosphere Region Research Institute (MABRII) applied to the Government of Canada for Protected Area (PA) status for the HF as part of the provincial and federal initiative to protect 30% of biodiversity by 2030. The Canadian Protected and Conserved Areas Database (CPCAD) is the authoritative source of data on protected and conserved areas in Canada. CPCAD is compiled and managed by Environment and Climate Change Canada (ECCC). In 2025, the Heritage Forest PA designation was achieved and was added to the ECCC mapping. Visit the [Canadian Protected and Conserved Areas Database](#) that will direct you to the mapping tool that shows the HF.

Forest Background

The Heritage Forest (HF) provides significant green space within the residential and golf development surroundings of Qualicum Beach. Most of the forest was logged using horses in the 1910s. Since then, the second growth Douglas-fir, western red cedar and hemlock trees have grown back. Yet there are also impressive pockets of remnant old-growth Douglas-fir trees. These very large trees are over 500 years old and remind us of what the east coast of Vancouver Island was like prior to colonization and early development. At the time of signing the Covenant, the HF represented 20% of all the Coastal Douglas-fir forest protected in British Columbia.

B.C. forest ecosystems are described based on distribution, climate, and vegetation types. HF ecology lies within the moist, maritime Coastal Douglas-fir biogeoclimatic zone (CDFmm). The HF is situated in the rain shadow of nearby Mount Arrowsmith and experiences warm, dry summers and mild, wet winters. Growing seasons are very long in this region, the mildest climate in Canada. The strongest winter storm winds come from the SW with prevailing winds from the SE.

** Capitalized words are as defined in the Conservation Covenant.*

The Heritage Forest is dominated by Douglas-fir, as well as grand fir, western red cedar, and hemlock, with minor amounts of bigleaf maple, lodgepole pine, dogwood, Sitka spruce, Garry oak, and arbutus. The understorey is dominated by salal, Oregon grape and ocean-spray. Less prominent species include baldhip rose, snowberry, western trumpet honeysuckle, vanilla-leaf, sword fern, bracken fern, and three-leafed foamflower. Moist sites support salmonberry, elderberry, lady fern, skunk cabbage and false-lily-of-the-valley.

The most notable wildlife includes native aquatic species such as coho salmon, cutthroat trout, barred owls, pileated woodpeckers, ravens, bald eagles, black-tailed deer, raccoons, red squirrels plus many species of songbirds. Beach Creek deeply incises the Lands as it meanders its way to the nearby mouth and Pacific Ocean. Overall, the HF supports a diverse array of flora, fauna, natural features, and ecological processes (the Amenities).

Goal

To allow the Heritage Forest to evolve in a natural state and to manage the Lands in accordance with the following management objectives.

Objectives

- (a) To protect, preserve, conserve, maintain, enhance, and restore the Lands and the Amenities in a natural state for ecological and environmental reasons.
- (b) To protect, preserve and maintain the capacity of the Lands as birthing, rearing, and refuge habitat for wildlife.
- (c) To protect, preserve and maintain native vegetation.
- (d) To protect, preserve and maintain the quality and quantity of water that flows from the Lands into Beach Creek.
- (e) To permit low impact, passive recreational uses, such as walking, jogging and plant and wildlife viewing.
- (f) To permit natural processes to occur which may disturb the Lands and Amenities including windthrow, flooding, channel changes, and slope failure.

- (g) To prevent any occupation or use of the Lands that will diminish or interfere with the natural state of the Lands or Amenities therein.
- (h) To encourage public education and appreciation of the Lands and Amenities.

Management Activities

In accordance with the provisions of Schedule "C" of the Conservation Covenant (copy attached as Appendix D to this Plan dated June 2026), the following management activities are provided for greater detail:

- (a) Public use and access for pedestrians will be maintained using the current access entry points and trails. Tenant access is not considered as there has not been a tenant in the HF since 2014.
- (b) A bridge over Beach Creek is not being proposed at this time.
- (c) Signage will be established along trails to point out significant natural and man-made attributes of the Lands, orientation, and regulations. Existing fencing will remain.
- (d) Trails will be maintained periodically as required with wood chips. Debris and windthrow will be removed in order to provide safe and easy public access.
- (e) The current road (the emergency access route off Chester Road) will be maintained to provide an emergency access route in the event of fire.
- (f) If planting is required, only native vegetation from within the boundaries of the Heritage Forest (HF) will be used.
- (g) Non-native vegetation and noxious weeds, as identified in the *BC Weed Control Act* and amendments thereto, will be periodically eradicated.
- (h) Invasive non-native wildlife species will be eliminated from using the Lands (e.g., bullfrogs, black and grey squirrels, etc.).
- (i) Beach Creek and adjacent wetlands will be left as is to follow natural processes. Cleanup of man-made materials will be undertaken periodically.
- (j) Procedures regarding Danger Trees are as follows:
 - i) Danger Tree procedures are in accordance with Schedule B, Section I.I(f) of the Conservation Covenant (copy attached as Appendix C to this Plan dated June 2026) of the Covenant with regard to Danger Trees that pose an imminent risk to public safety, the Certified Tree Risk Assessor has the authority to take immediate action to mitigate the danger.
 - ii) Level 1 Tree Assessments are conducted by the Town's arborist monthly and after significant wind events, on trees adjacent to all HF trails.
 - iii) If the Town plans to conduct any tree work, the Town will first contact the BPPS representative to arrange a site visit.
 - iv) Appendix 'B' of this Plan dated June 2026 shall be used as a guide when dealing with Danger Trees and windthrown trees.

- (k) The Town will maintain existing public utility and sanitary services on the Lands in accordance with good practice.
- (l) The Town has no plans to convert the former stable and/or paddock area to an interpretive centre at this time. The paddock and pasture area will be encouraged over time to support native species of vegetation. For reference purposes only, the stable building was removed in April 2014.
- (m) Measures will be taken to prevent use of unauthorized vehicles in the HF.
- (n) Town staff may approve the removal of tree limbs adjacent to private property when the following conditions are met: i) the tree limb hangs over a neighbouring property; and ii) in the opinion of a certified arborist, removal of the entire limb is better for the health of the tree than pruning the limb at the property line; and iii) Town staff are satisfied with the arborist's proposal to remove the limb.
- (o) Town staff may approve removal of standing, downed dead trees or fallen branches from the Lands as specified in Appendix 'A' of this Plan dated June 2026.

Appendix ‘A’

Heritage Forest Prescription for Removal of Potential ‘Fire Ladders’ Along Urban/Forest Interfaces

Objectives:

1. To mitigate imminent fire hazard as determined by the Fire Chief or designate.
2. To take reasonable proactive steps for mitigation, in consideration of fire hazards as determined by the Fire Chief or designate, FireSmart BC guidelines, and the budgetary and environmental factors limiting proactive steps to reduce the potential for forest fire spread given the total urban/forest interfaces within all lands of the Town of Qualicum Beach.
3. To enable better control of any future forest fire.
4. To reduce the potential for fire to spread upward by way of dead sapling foliage acting as ‘fire ladders’ which may facilitate fire spread into the overstorey forest canopy, in consideration of ‘fire ladder’ hazards as determined by the Fire Chief or designate, FireSmart BC guidelines, and the budgetary and environmental factor limiting potential steps, given the total urban/forest interfaces within all lands of the Town of Qualicum Beach.

Rationale:

The Town must balance competing needs within available resources particularly given the large area of Town lands to be maintained in urban/forest interfaces. The HF prescription for removal of potential ‘fire ladders’ along urban/forest interfaces will be considered when developing the Town’s annual work plan, including consideration of potential fire hazards as determined by the Fire Chief or designate, Fire Smart BC guidelines, Town operational departments’ annual work plan limitations on responding given the extensive urban/forest interfaces, budgetary and environmental factors, and the Council-approved Financial Plan.

Methods:

1. Initial onsite discussion should take place between the Brown Property Preservation Society (BPPS) and the Town as to the nature of proposed work.
2. Town to supervise work conducted by an independent contractor.
3. Those performing approved work:
 - a. May cut small, dead tree saplings. These small understorey trees (cedar and hemlock) die when wet, heavy, winter snow loads cause them to lean, topple and main roots to snap. These dead saplings dry out in summer and become a potential source of kindling as ‘fire ladders.’ If not cut, a potentially controllable ground fire may spread upwards into adjacent tree crowns and become much harder to control.
 - b. May cut woody debris within the HF, including tree limbs ensuring these are not left elevated to dry out but remain on the ground for decomposition, and may prune lower live tree limbs up to a height of about 2m where required, as determined by the Fire Chief or designate.
 - c. Must take care to not cut live regenerating saplings while undertaking work.

- d. May use a small mobile chipper to shred heavy accumulations of tree branches and randomly scatter chips back into the forest for decay. BPPS and the Town will assess need for chipping on an annual basis.
- 4. Tree cutting and chipping are loud disturbances and should not take place during the primary bird courting and nesting season of both resident and migratory birds extending from January 1st to August 31st (*Migratory Bird Convention Act, B.C. Wildlife Act, B.C. Develop with Care Guidelines, B.C. Guidelines for Raptor Conservation.*)

Appendix ‘B’
**Heritage Forest Prescription for Danger Trees, Windthrown Trees
and Branches Near Trails**

Objectives:

1. To only cut trees deemed by the Town as imminently hazardous or blocking access.
2. To retain trees as Wildlife habitat: as a sanctuary for Wildlife and natural processes; to protect, preserve and maintain the capacity of the Lands and Amenities, in a Natural State; to protect, preserve and maintain the capacity of the Lands as birthing, rearing, and refuge habitat for Wildlife; and, to restrict work that causes or allows the unreasonable disturbance or harassment of Wildlife.
3. To enable better control of any future forest fire as determined by the Fire Chief or designate through mitigation efforts.

Rationale:

The Town must balance competing needs within available resources particularly given the large area of Town lands to be maintained and with urban/forest interfaces. The annual HF prescription for Danger Trees, windthrown trees and branches near trails will be considered when developing the Town’s annual work plan, including consideration of potential fire hazards as determined by the Fire Chief or designate, Fire Smart BC guidelines, operational departments’ annual work plan limitations of responding given the extensive urban/forest interfaces, budgetary and environmental factors, and the Council-approved Financial Plan.

Methods:

1. Initial onsite discussion should take place between the BPPS and the Town as to the nature of the proposed work.
2. Town to supervise work conducted by an independent contractor.
3. Those performing approved work:
 - a. Must take care to not fell and/or disturb adjacent trees and most especially not Wildlife trees showing obvious signs of Wildlife use (e.g., such as cavities for nesting and excavating foraging sites).
 - b. May, where appropriate, cut the tree stems off as high as possible (where it is safe for fallers to do so) in order to provide some potential for use as a future Wildlife Tree.
 - c. May cut felled tree stems into long sections for decomposition, providing ecological function to insects, fungi, and birds, and chip and remove branches where practicable.
 - d. Shall cut tree top branches off and place them on the ground which will cause them to decay. Recognize that if left elevated and uncut, these tree top branches can act as dry kindling and can act as ‘fire ladders’ enabling a ground fire to spread upwards into tree crowns making such fires more difficult to control.

- e. May use a small mobile chipper to shred heavy accumulations of tree branches and may choose to randomly scatter chips back into the forest for decay or remove. BPPS and the Town will assess need for chipping on an annual basis.
 - f. May cut tall grass within a 5m edge along fire access road / walking trail near kiosk twice per growing season, and trim salmonberry and branches to maintain a 3.6m wide fire truck access route from Chester Road.
4. Tree cutting and chipping are loud disturbances and should not take place during the primary bird courting and nesting season of both resident and migratory birds extending from January 1st to August 31st (*Migratory Bird Convention Act, B.C. Wildlife Act, B.C. Develop with Care Guidelines, B.C. Guidelines for Raptor Conservation*).

Appendix 'C'

Excerpt Section I.I (f) from SCHEDULE B, Conservation Covenant FB207456

Attached to and forming part of the Covenant Instrument between the TOWN OF QUALICUM BEACH, Grantor, and the BROWN PROPERTY PRESERVATION SOCIETY and TLC THE LAND CONSERVANCY OF BRITISH COLUMBIA, Grantees, dated as of the 15th day of July, 2008.

1.0 RESTRICTIONS

1.1 Without restricting the generality of section 4.1, the Grantor must not, except as expressly permitted in this Instrument or with the prior written approval of both of the Grantees, in the sole discretions of each of them, perform or allow the performance of any of the following activities or uses of the Lands:

(a)

(f) remove standing or downed dead trees or fallen branches from the Lands except off of or immediately adjacent to any trail, or in other areas where they pose an imminent risk to public safety or a potential fire hazard;

Appendix 'D'
SCHEDULE "C" of Conservation Covenant FB207456

Page 24 of 26

SCHEDULE C

Attached to and forming part of the Covenant Instrument between the TOWN OF QUALICUM BEACH, Grantor, and the BROWN PROPERTY PRESERVATION SOCIETY and TLC THE LAND CONSERVANCY OF BRITISH COLUMBIA, Grantees, dated as of the 15 day of July, 2008.

1.0 RESERVED RIGHTS

1.1 Without limiting the generality of section 8.1, and subject to section 4, the following rights are expressly reserved to the Grantor, provided that any such activities are carried out in accordance with a Management Plan prepared in compliance with section 5 of this Instrument:

- (a) to maintain or restore existing trails, or replace or decommission trails provided that:
 - i) width does not exceed 1.5 metres;
 - ii) surfacing material shall be wood chips or similar material and no impervious surfacing material may be used;
 - iii) no live standing trees having a diameter in excess of 8 centimetres at 1.2 meters above grade shall be cut down, removed or damaged by such work;
 - iv) deadfalls, felled Danger Trees and fallen branches may not be removed but may be repositioned off of and out of plain sight to keep trails clear; and
 - v) trails, drainages from trails, boardwalks, or bridges do not interfere with the drainage and watercourses on the Lands;
- (b) to maintain, restore or resurface one existing road, the location and description of which road is indicated in the Report;
- (c) the road shall be used only for pedestrian and service/emergency vehicle or tenant vehicle access; and
 - i) the width of the road shall not exceed 3 metres;
 - ii) no impervious surfacing material may be used; and
 - iii) drainage from the road shall not interfere with any watercourses on the Lands;
- (d) to construct a small bridge or walkways along the trails where required to cross Beach Creek or protect the natural drainage, provided that a bridge is constructed of wood;
- (e) to cut down and remove trees that are not indigenous to a coastal Douglas Fir forest, as part of a forest regeneration plan of cleared areas of the forest;
- (f) to remove invasive non-native vegetation;
- (g) to plant Native Vegetation on the Lands;
- (h) to remove invasive non-native wildlife species including but not limited to bull frogs;
- (i) to install signs on the Lands to identify significant vegetation, to provide orientation and direction, to outline rules and regulations, and/or to provide warning of possible hazards;
- (j) to install any protection or warning device, such as fencing, to maintain the safety of the public, provided that fencing is constructed of natural material and is not painted;

Appendix 'D' Continued
SCHEDULE "C" of Conservation Covenant FB207456

Page 25 of 26

- (k) to cut down trees or limbs that in the opinion of a certified arborist are dangerous to the public on trails, or required to protect electric overhead lines in or adjacent to the Lands;
- (l) to undertake a small scale historical / interpretive development at the stable and paddock area, provided that:
 - i) the development area does not exceed a maximum of 2023 square metres (one half acre);
 - ii) the development does not negatively impact enjoyment of the Lands for their natural values, or negatively impact the Natural State of the Lands, wildlife or watercourses; and
 - iii) before any development occurs, the Grantor shall prepare a Management Plan for the proposed development under section 5 of this Instrument.
- (m) to permit the continued use of the Lands by persons holding easements or other encumbrances registered against the Lands on the terms authorized in those encumbrances;
- (n) allow the Society to erect a structure to recognize those who have made significant donations to the Society for acquisition of the Lands; and
- (o) place signs at the entrances or within the forest providing information and required conduct while in the forest.

File: 2450.20.Hemsworth (RC- HF Conservation Covenant 2008); 6130.20.HF-01.HFMP

N:\2200-2499 LEGAL MATTERS\2450 RESTRICTIVE COVENANTS\2450-20 RESTRICTIVE COVENANTS\Heritage Forest\HF Management Plan\2008 HF Cons Covenant Proposed Heritage Forest Management Plan - Proposed June 2026.doc



July 31, 2026

TLC The Land Conservancy of BC
5150 Cordova Bay Road
Victoria, BC V8Y 2K6
By email: kiwachow@conservancy.bc.ca

Attn: Frankie Iwachow, Environmental Technician & Land Manager

Dear Frankie Iwachow

Re: Draft Proposed Heritage Forest Management Plan | June 2026

We are pleased to enclose, for your review and approval, further edits to the Heritage Forest Management Plan ["HFMP"], dated for reference June 22, 2026. For ease of reference, below is a summary of the main amendments to the Plan since your initial approval of the HFMP on April 17, 2026:

- Text added to the cover page describing the process;
- References were added to clarify that the Appendices are to the June 2026 HFMP, along with wording and formatting in the Appendices to add rationale, and attribute actions to positions; and
- the referenced excerpt from Schedule B of the Conservation Covenant was added as Appendix 'C', and Schedule C of the Conservation Covenant was added as Appendix 'D'.

While summarized above, edits to the Draft Proposed HFMP are reflected in blue text for ease of reference.

As you are aware, the HFMP was created in accordance with section 5 of the Covenant between the Town of Qualicum Beach (Grantor) and the Brown Property Preservation Society and TLC The Land Conservancy of British Columbia (Grantees), registered on title of the Heritage Forest of Qualicum Beach Lands, and in consultation with the Brown Property Preservation Society and the TLC The Land Conservancy of British Columbia.

As per the Covenant, we respectfully request that TLC, as Grantee, provide its agreement with the draft proposed HFMP in writing confirming the following:

1. TLC The Land Conservancy of British Columbia approval of the processes set out in Appendices A and B with respect to fire ladders and danger trees and the removal of tree limbs adjacent to private property under subsection (o);

2. The Town need not seek further approval from the Grantee to take the actions contemplated in the Management Plan in accordance with the provisions of the Management Plan; and
3. The Management Plan was created in accordance with section 5 of the Covenant.

Following your review, we would ask that you please sign and return a copy of this letter confirming your agreement with items numbered 1 thru 3 above.

If you have any questions regarding this letter or the additional amendments made to the Plan itself, please contact the undersigned.

Sincerely,


H. Svensen,

Director of Corporate Services/Deputy CAO

Acknowledgement by TLC The Land Conservancy of British Columbia

The undersigned, on behalf of TLC The Land Conservancy of British Columbia, provides written agreement confirming the following:

1. TLC The Land Conservancy of British Columbia approval of the processes set out in Appendices A and B with respect to fire ladders and danger trees and the removal of tree limbs adjacent to private property under subsection (o);
2. The Town need not seek further approval from the Grantee to take the actions contemplated in the Management Plan in accordance with the provisions of the Management Plan; and
3. The Management Plan was created in accordance with section 5 of the Covenant.

TLC The Land Conservancy of British Columbia

Per: **Sec. 22**

Name: Dianna Stenberg

Title: Executive Director

Date: August 6, 2026

Attachment: HFMP

File: 2450-20-HF Management Plan

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July 31, 2026

Brown Property Preservation Society
707 Primrose Street
Qualicum Beach, BC V9K 2K1
By email: tom.whitfield@shaw.ca

Attn: Tom Whitfield, President

Dear Tom Whitfield

Re: Draft Proposed Heritage Forest Management Plan | June 2026

We are pleased to enclose, for your review and approval, further edits to the Heritage Forest Management Plan ["HFMP"], dated for reference June 22, 2026. For ease of reference, below is a summary of the main amendments to the Plan since your initial approval of the HFMP on February 27, 2026:

- Text added to the cover page describing the process;
- References were added to clarify that the Appendices are to the June 2026 HFMP, along with wording and formatting in the Appendices to add rationale, and attribute actions to positions; and
- the referenced excerpt from Schedule B of the Conservation Covenant was added as Appendix 'C', and Schedule C of the Conservation Covenant was added as Appendix 'D'.

While summarized above, edits to the Draft Proposed HFMP are reflected in blue text for ease of reference.

As you are aware, the HFMP was created in accordance with section 5 of the Covenant between the Town of Qualicum Beach (Grantor) and the Brown Property Preservation Society (BPPS) and TLC The Land Conservancy of British Columbia (Grantees), registered on title of the Heritage Forest of Qualicum Beach Lands, and in consultation with the Brown Property Preservation Society and the TLC The Land Conservancy of British Columbia.

As per the Covenant, we respectfully request that the BPPS, as Grantee, provide its agreement with the draft proposed HFMP in writing confirming the following:

1. The Brown Property Preservation Society of British Columbia approval of the processes set out in Appendices A and B with respect to fire ladders and danger trees and the removal of tree limbs adjacent to private property under subsection (o);

Town of Qualicum Beach 201-660 Primrose St, Qualicum Beach, BC V9K 1S7
(250) 752-6921 | qbtown@qualicumbeach.com

2. The Town need not seek further approval from the Grantee to take the actions contemplated in the Management Plan in accordance with the provisions of the Management Plan; and
3. The Management Plan was created in accordance with section 5 of the Covenant.

Following your review, we would ask that you please sign and return a copy of this letter confirming your agreement with items numbered 1 thru 3 above.

If you have any questions regarding this letter or the additional amendments made to the Plan itself, please contact the undersigned.

Sincerely,


H. Svensen,

Director of Corporate Services/Deputy CAO

Acknowledgement by Brown Property Preservation Society

The undersigned, on behalf of the Brown Property Preservation Society, provides written agreement confirming the following:

1. The Brown Property Preservation Society's approval of the processes set out in Appendices A and B with respect to fire ladders and danger trees and the removal of tree limbs adjacent to private property under subsection (o);
2. The Town need not seek further approval from the Grantee to take the actions contemplated in the Management Plan in accordance with the provisions of the Management Plan; and
3. The Management Plan was created in accordance with section 5 of the Covenant.

Brown Property Preservation Society

Per:

Sec. 22

Name:

TOM WHITFIELD

Title:

PRESIDENT

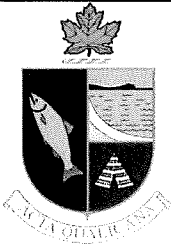
Date:

AUGUST 11, 2026

Attachment: HFMP

File: 2450-20-HF Management Plan

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	Town of Qualicum Beach	Policy Manual
	Subject: Buildings and Grounds – Dedication of Park Benches – Type I	
	Policy Number: 4002-1	

Purpose	To establish a process for the right to dedicate, or renew the right to dedicate, park benches within the Town of Qualicum Beach.
Policy	Individuals may dedicate Town of Qualicum Beach park benches – Type 1.
Procedure	Benches dedicated by sponsors for a cost of \$1,800 including one plaque: Option (a) 3" x 5" in size; or Option (b) one 3" x 5" plaque and up to a maximum of eight 2" x 3" plaques installed at the time of construction for subsequent engraving during the term, will be maintained or replaced if necessary, by the Town of Qualicum Beach for a period of eight years. Upon completion of the eight-year term, the Town will endeavour to contact the original applicant using the contact information on file. The original applicants will have first option to renew the bench for a further eight-year term at the cost of the policy, at the time of renewal. At the time of renewal, the bench will either be replaced or refurbished to as new condition at the discretion of the Town. The wording on all plaques is subject to the approval of the Town and availability of space. The cost of the plaque is included in the original application fee. The location of the bench will be subject to availability and at the discretion of the Town. If, within three months after the eight-year term has expired, the original applicant cannot be contacted, the bench location will be offered to the general public.
Responsibility	Superintendent of Public Works, Parks and Buildings Employees
References	
Distribution	Council All Departments

Approved: 11 Sept 1995
Approved By: Council

Amended: 1 Dec 2003, 21 Apr 2008 & 3 Dec 2012

**TOWN OF QUALICUM BEACH
PARK BENCH – TYPE I
DEDICATION APPLICATION FORM**

Name and Address of Applicant: _____ **Date of Application:** _____

Check one: Individual _____ OR Corporate _____

Check one (a) or (b):

Option (a) one 3"x5" _____ OR Option (b) one 3"x5" and up to a maximum of eight 2"x3" _____

Note: 2"x3" size to be installed at time of bench construction for
subsequent engraving during the eight-year term

Email Address: _____ **Tel. No.:** _____

Desired Area of Placement for Bench:

Wording on Plaque (s):

(a) 3"x5":

(b) 2" x 3" (Maximum eight)

#1 _____

#2 _____

#3 _____

#4 _____

#5 _____

#6 _____

#7 _____

#8 _____

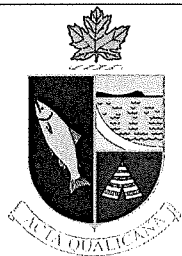
Benches will be maintained for a period of 8 years.

Dedication Fee: \$1,800 (including taxes) for an 8-year period

Applicant's Signature

Town's Approval/Supt. Public Works, Parks & Bldgs.

(All parties agree to the stipulations as per Policy No. 4002-1- see reverse)



Town of Qualicum Beach

Policy Manual

**Subject: Buildings and Grounds –
Dedication of Park Benches – Type II**

Policy Number: 4002-2

Purpose

To establish a process for the right to dedicate, or renew the right to dedicate, park benches within the Town of Qualicum Beach.

Policy

Individuals may dedicate Town of Qualicum Beach park benches - Type II.

Procedure

Benches dedicated by individuals for a cost of \$2,500 including a cast plaque and inscription, will be maintained, or replaced if necessary, by the Town of Qualicum Beach for a period of twelve years. Upon completion of the twelve year term, the Town will endeavour to contact the original applicant using the contact information on file. The original applicants will have first option to renew the bench for a further twelve year term at the cost of the policy at the time of renewal. At the time of renewal, the bench will either be replaced or refurbished to as new condition at the discretion of the Town.

The wording on all plaques is subject to the approval of the Town and availability of space. The cost of the plaque is included in the original application fee.

The location of the bench will be subject to availability and at the discretion of the Town.

If, within three months, after the twelve year term has expired, the original applicant cannot be contacted, the bench location will be offered to the general public.

Responsibility

Superintendent of Public Works, Parks and Buildings
Employees

References

Distribution

Council
All Departments

TOWN OF QUALICUM BEACH
PARK BENCH – TYPE II
DEDICATION APPLICATION FORM

Name and Address of Applicant: _____ Date of Application: _____

Individual _____/Corporate _____
(please check one)

Phone Number: _____
day _____ evening _____

Desired Area of Placement for Bench:

Wording on Plaque:

Benches will be maintained for a period of 12 years.

Dedication Price: \$2,500 for a 12-year period
(Includes GST)

Signature

Applicant

Signature

Superintendent of Public Works/Parks & Bldgs.

(All parties agree to the stipulations as per Policy No. 4002-2- see reverse)

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Town of Qualicum Beach

Policy Manual

Subject: Buildings and Grounds – Dedication of Amenities

Policy Number: 4002-11

Purpose To establish a process to sponsor or renew sponsorship of amenities within the Town of Qualicum Beach.

Policy Individuals may provide a memorial or dedication on Town amenities by paying a fee to sponsor the amenity for a set period of time.

Glossary **Amenity** - Something that helps to provide comfort, convenience, or enjoyment. Could include, but is not limited to: a bench, a trail, a tree, a statue, or public art, etc.

Bench - A long seat for several people, usually made of wood/composite material, metal, and/or stone. Typically, "a park bench"

Picnic Table - A combination of a table and seating, usually connected, designed for outdoor dining. It is typically made of metal or concrete and wood or synthetic boards.

Procedure The Town of Qualicum Beach will maintain benches and other amenities on Town property as outlined in *Level of Service 1002 – Benches and Picnic Tables*

Amenities may be sponsored by residents, corporations, or groups for a one-time fee that covers a set duration of time. The fee structure for the sponsorship is as outlined in TABLE A. Priority of amenity selection by sponsors, will be for existing amenities, i.e. to sponsor existing benches or picnic tables already on pads.

TABLE A: FEE STRUCTURE AND DURATION

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
<i>Once the donation to sponsor an amenity is processed, the Town Finance department will issue a thank you letter and tax receipt (excluding additional plaque fees).</i>		

Approved: 27-April-2022
Amended: 16-April-2025
Approved by: Council

The sponsorship will include one plaque with a size suitable for installation on the type of amenity:

- (a) 1 full size plaque

Plaques will be installed at the time of amenity installation for subsequent engraving during the term. The cost of the plaque is included in the original application fee. Plaques will be maintained or replaced, if necessary, by the Town of Qualicum Beach. The wording on all plaques is subject to the approval of the Town and availability of space

Dedication by Council

In addition to benches installed through sponsorship, some benches are installed as a result of 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.

Terms and Conditions

1. The Program permits a sponsorship and installation of a plaque on an amenity (bench, picnic table, etc.) to be located within the boundaries of the Town of Qualicum Beach. 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.
2. The location of the amenity will be subject to availability, and at the discretion of the Town, and the Town shall have final approval of the amenity type and location.
3. The Town reserves the right to relocate or remove the sponsored amenity whenever necessary. All reasonable effort will be made to notify the sponsor if their amenity is affected, and a suitable alternative found if the amenity is still under sponsorship.
4. Installations are subject to staff availability and may be deferred to accommodate priority works. Installations will be on a first come, first served basis within the context of operational requirements outlined in *Level of Service 1002 – Benches and Picnic Tables*.
5. 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. Placement of memorial wreaths, flowers or other items or any modification to the amenity or the site will not be permitted. Further, the sponsor acknowledges and agrees that the Town is not responsible for

- any loss, costs, or other claims arising out of this agreement in the event the amenity or the plaque is damaged and cannot be replaced, other than finding a suitable alternative or return or repair of the plaque.
6. The sponsored amenity is, and remains the property of the Town of Qualicum Beach and may be disposed of according to Policy 6000-4 – Disposal of Municipal Assets.
 7. The identity of sponsor becomes public record. Names may be published to acknowledge a sponsor.
 8. Personal information in this agreement is collected for the purposes of fulfilling the requirements of this agreement under the authority of s.26(c) of the *Freedom of Information and Protection of Privacy Act*. By agreeing to sponsor an amenity you are providing the Town with your consent to collect your personal information that will be used by Town to manage the program. Information will be kept on file for the duration of the sponsorship and any renewals plus two years for legal retention purposes. For questions regarding the collection and use of your personal information, please contact the Corporate Administrator of the Town of Qualicum Beach at 250.752.6921.
 9. The sponsor has sole responsibility to ensure the Town has the sponsor's current and complete contact information
 10. No less than six months and no greater than one year prior to the expiration of the Term, the sponsor has sole responsibility to inform the Town in writing of their desire to renew the agreement, failing which the agreement will conclude and the Town will attempt to return the plaque to the sponsor, without further notice to the sponsor.
 11. The cost of renewal will be determined by the fees being charged at that time.

The Town of Qualicum Beach agrees that:

1. It is responsible for the acquisition and installation of the plaque and amenity
2. It is responsible for the maintenance of the amenity in accordance with the Town's normal maintenance standards, as outlined in *Level of Service 1002 – Benches and Picnic Tables*, and as determined by the Town in its discretion from time to time
3. If an amenity is damaged, destroyed, or defaced to an extent that in the opinion of the Town repair or replacement is required, it will be done at no additional cost to the sponsor
4. It is responsible for the maintenance of the site as part of its standard maintenance practices and in respect of the natural site characteristics and any existing applicable bylaws, agreements and/or regulations

Responsibility Manager of Operations
 Parks Foreperson(s)
 Employees

Approved: 27-April 2022
Amended: 16-April-2025
Approved by: Council

References	Town of Qualicum Beach Policy 6000-4-Disposal of Municipal Assets Town of Qualicum Beach–Level of Service 1002–Benches and Picnic Tables City of Parksville Policy 3.42 – Dedicated Memorial Bench and Tree Plantings Saanich Parks & Recreation – Park Amenity Donation Program RDN – Park Amenity Donation Terms and Conditions Resort Municipality of Whistler – Tribute Plaque Agreement
Distribution	Council All Departments

Announcement of Closed Council Meeting Motions
Regular Meeting of Council | September 9, 2026
Item 9(1)e

The following motions previously passed by Council during the Closed Portion of a meeting, were released to the public, pursuant to Section 117 of the *Community Charter*:

March 11, 2026 Special Council Meeting

- THAT Council re-appoints Maureen Dyson and Richard Nuesch; and appoints Michael Karassowitsch, Susan James and Pam Vickars as Members at Large to the Advisory Planning Commission for an approximate two-year term ending December 31, 2027.

June 17, 2026 Special Council Meeting

- THAT Council authorizes staff to renew the Licence to Occupy between the Town of Qualicum Beach and Black Press for an additional five-year term for the purpose of providing community newspaper boxes, subject to the following amendments:
 - the community newspaper boxes may be placed at various locations within the Town boundaries beside mailboxes
 - the community newspaper boxes shall be installed and maintained in a professional manner; and
 - Black Press shall pay an annual fee of \$2,500 plus GST, to the Town of Qualicum Beach or alternatively provide \$2,500 plus GST credit to be applied toward the Town's advertising costs.

STAFF REPORT

File No. 1880-20-2026-Q1&2

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Raj Hayre, Director of Finance

SUBJECT: **First and Second Quarter Update 2026: Council Strategic Initiatives, Capital Program and Operating Results**

GOVERNANCE DECISION

Council is provided the First and Second Quarter Update for 2026, including progress on Council Strategic Initiatives, the Capital Program, and operating results for the General, Water and Sewer Funds. The update supports Council oversight, transparency and accountability.

RECOMMENDATIONS:

1. THAT the report titled "First and Second Quarter Update 2026: Council Strategic Initiatives, Capital Program and Operating Results," dated September 9, 2026 be received for information.
2. THAT the budget provision of \$60,000 for the Records Management Strategic Initiative included in fiscal 2026, be carried forward to 2027 as part of the 2027 budget process.
3. THAT the remaining budget provision of \$37,000 for the Comprehensive Policy Review Initiative included in fiscal 2026, be carried forward to 2027 as part of the 2027 budget process.
4. THAT Council defer consideration of the matter of private parking lots used informally for community parking as directed by Council Resolution No. 25-143 dated December 17, 2025, from 2026 to 2027.
5. THAT Council Resolution 26-186 dated July 15, 2026, directing staff to provide up to \$40,000 to the Royal Canadian Legion Branch 76 to support construction of a Cenotaph on Legion property, be rescinded.
6. THAT a funding contribution to the Royal Canadian Legion Branch 76 to support construction of a Cenotaph on Legion property be considered in the 2027 Strategic Planning process.

7. THAT Council direct staff to reallocate \$63,000 of the budget provision within the Facilities Capital Budget projects in fiscal 2026 to accommodate a budget short-fall in the Parks Storage and Drying Facility project.
8. THAT Council direct staff to reallocate \$13,000 of budget provision from the approved 2026 Capital Water Fund project budget contingency to address the AC Watermain Replacement design at Berwick Road and Crescent Road, in order to advance the project to a tender-ready stage for planned construction in 2027.

PURPOSE

The purpose of this report is to provide Council with a mid-year update on progress for Council's Strategic Initiatives and delivery of the 2026 Capital Program, together with operating results for the General, Water and Sewer Funds. The report also identifies timing matters, deferred work and other items expected to influence the remainder of the year.

BACKGROUND

Council established its strategic direction through the 2026–2030 Strategic Plan. The 2026–2030 Financial Plan provides the operating and capital resources required to advance Council's priorities and maintain municipal services. Quarterly reporting provides Council and the community with a point-in-time assessment of progress and financial performance, and supports timely consideration of emerging issues.

DISCUSSION

This report serves as a key instrument in fostering accountability and ensuring that the community remains informed about the status of Council's Strategic Initiatives and financial allocations. The First and Second Quarter Update reflects the Town's financial performance to June 30, 2026, and expenditures and revenues detailed in Attachments 1 through 4 are reflective of progress at this "point in time".

COUNCIL STRATEGIC INITIATIVES PROGRESS

The Strategic Initiatives identified by Council support Council's six Focus Areas:

- ✓ 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 & Wellbeing: To improve the health and wellbeing of people who live, work, and play in the Town.
- ✓ Housing: To ensure residents have access to housing alternatives that meet a diversity of needs lifestyles and income levels.
- ✓ Climate Action: To reduce GHG emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts.

- ✓ **Progressive Infrastructure:** To ensure infrastructure for energy, water, wastewater, storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.
- ✓ **Economic Prosperity:** To pursue economic opportunities based on sustainable growth, development and investment that meets the needs of the community.

Attachment 1 provides the detailed status of 17 Strategic Initiatives spanning Council's six Focus Areas. Meaningful progress has been achieved during the first half of 2026. Completed or substantially completed work includes, but is not necessarily limited to, the Ways to Achieve Attainable Market Housing Plan, the Housing-focused Official Community Plan review, and the Tosh One-time Mid-Year Request. Other Initiatives underway include the Town website searchability project, climate action outreach, the building facilities greenhouse gas audit, housing-related bylaw work, and ongoing implementation of the Asset Management Strategy. Please see attachment 1 for more detailed information.

Several Initiatives have been deferred or are expected to continue into 2027 due to sequencing and staff capacity, including Records Management, the Comprehensive Policy review, the Community Climate Change Adaptation Plan update, and the direction by Council for staff to revisit the matter of private parking lots used informally for community parking for Council's future consideration in 2026. Staff will continue to advance the remaining Initiatives through the balance of 2026 and will bring forward required budget carry-forwards or new funding requests through the 2027–2031 Strategic and Financial Planning processes.

CAPITAL BUDGET PROGRESS

The 2026 Capital Program supports the replacement of aging assets, continuity of municipal services, risk reduction and investment in new or improved community infrastructure.

Attachment 2 provides an update on 54 capital projects across Transportation, Drainage, Facilities, Parks and Trails, Airport, Equipment and Vehicles, Water, and Sewer. The Capital Program totals approximately \$23 million, with \$3.7 million in expenditures recorded as of the reporting date. The expenditure level reflects the timing of construction and procurement activities, the multi-year nature of certain projects, available contingencies, and approximately \$4.8 million in Airport projects that remain contingent on grant approval. As the 2026 budget was adopted in April, work on most capital projects did not begin until May. Accordingly, expenditures at the end of the second quarter are below budget; however, spending is expected to increase and approach budgeted levels as capital work progresses.

Significant progress includes completion of the Eaglecrest Clubhouse rehabilitation; near-completion of the Eaglecrest Golf Course rehabilitation; irrigation and reconfiguration work; continued acquisition of Eaglecrest Golf Course operating equipment; completion of several prior-year facility projects; installation of waterfront bike racks; and receipt of the replacement garbage truck. Active work also includes drainage projects; the Little Qualicum River Riverbank Stabilization Project; water infrastructure design and replacement; accessibility improvements; and advancing procurement for construction projects planned for the Third and Fourth quarters. Projects not completed by year-end will be reviewed through the year-end and 2027–2031 Financial Plan processes to determine whether remaining budgets should be carried forward or re-budgeted for new priorities identified in the 2027-2031 planning horizon.

GENERAL FUND OPERATING BUDGET PERORMANCE

General Fund operating results are summarized in Attachment 3. At June 30, approximately \$19.3 million, or 61.6%, of the \$31.2 million annual revenue budget had been recognized. This percentage is influenced by the annual property tax levy being recognized during the first half of the year, while grant revenues are recognized when eligible work is completed or funding is received. Government grant and contribution revenue is below the annual budget at mid-year primarily because of timing and because some budgeted grant applications remain unconfirmed or were not approved.

General Fund operating expenditures were approximately \$8.6 million, or 46.9%, of the \$18.4 million annual operating budget. Most service areas are tracking at or favourable to budget and are anticipated to finish the year within budget. Parks expenditures are higher at mid-year due to seasonality, while Police and Emergency Planning are expected to be favourable due to staffing levels or vacancies. Staff will continue to monitor results and report material variances through subsequent quarterly and year-end reporting.

WATER AND SEWER OPERATING BUDGET PERFORMANCE

Water and Sewer Utility operating results are summarized in Attachment 4. Water Fund revenue was approximately \$1.78 million compared with an annual budget of \$3.44 million, and operating expenditures and reserve transfers totaled approximately \$1.61 million. Sewer Fund revenue was approximately \$588,000 compared with an annual budget of \$1.06 million, and operating expenditures and reserve transfers totaled approximately \$525,000. Utility user-fee revenues reflect the billing cycle, while parcel taxes were recognized through the annual property tax process. Both utilities are tracking close to budget and are anticipated to be on budget at year-end.

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 Participation – IAP² International.

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

INFORM:

- Annual & Quarterly Reporting to Council informs the public about progress on Council's priorities and the use of resources approved in the Financial Plan.

STRATEGIC PLAN ALIGNMENT

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

- Good Governance: The contents of this report support the Good Governance Focus Area by providing transparent and accessible information and satisfies the quarterly reporting commitment in the adopted 2026-2030 Strategic Plan.

SUMMARY

The First and Second Quarter Update demonstrates continued progress on Council priorities and the 2026 Capital Program. It should be noted that as the 2026 Budget was adopted in April, work on most projects did not begin until May. Accordingly, project expenditures at the end of the second quarter are below budget, however spending is expected to increase and approach budgeted levels as capital work progresses. Operating results for the General, Water and Sewer Funds are generally tracking to budget, with significant variances largely attributable to normal billing, grant, procurement and construction timing. Staff will continue to monitor financial performance, advance active projects, and bring forward updated information for Council and the public through subsequent quarterly reporting and the 2027–2031 Financial Plan process.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance.



Raj Hayre
Director of Finance
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1	Strategic Initiatives 2026 First and Second Quarter Update
Attachment 2	Capital Projects 2026 First and Second Quarter Update
Attachment 3	General Fund Operating Program 2026 First and Second Quarter Update
Attachment 4	Water & Sewer Utility Funds 2026 First and Second Quarter Update

Strategic Initiatives 2026 First & Second Quarter Update

ATTACHMENT 1

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and 2026 NEXT STEPS
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GOOD GOVERNANCE							
Planner Position – Reverts to Taxation Funding mid 2026)	A three year term planner position to address capacity to advance Council's Strategic Initiatives for the 2023 to 2027 planning period.		2023	100%	50,000	50,000	This Initiative is reported as complete as a candidate was hired July 2023. Subsequently, Council approved converting the position from a 3 year- term to permanent status in 2023. As noted in previous Council updates, this position was funded from the Strategic Initiatives Reserve until mid 2026 and subsequently funded from property taxation.
Collaboration Qualicum First Nation and Saa'men (Council Discretionary Decision Making)	Placeholder for discretionary Council decision making regarding opportunities for collaboration with Qualicum First Nation and Saa'men.		-	-	15,000	3,000	Funds spend to date are for acquisition of Indigenous Artwork created by a member of Qualicum First Nation which is on display at Qualicum Memorial Golf Club.
Town Website Improved Searchability	Design, development, implementation and ongoing support of an AI-powered semantic search solution for the Town's public website and document library to enhance residents ability to easily find web pages and documents they are searching for.		2026 Q4		20,000	-	A request for proposals has been issued with a closing date of August 21, 2026. The project is anticipated to be fully implemented, tested and placed into production by the end of Q4, 2026.
Records Management	To update and ensure the existing paper-based and network drive records management system aligns with the Local Management Association (LGMA) standards.		2027 Q4	-	60,000	-	This project has been delayed to 2027 due to shortage of staff capacity in 2026. This Initiative is anticipated to commence in 2027. Staff recommend this budget be carried forward to fiscal 2027 as part of the 2027 budget process. It is anticipated that this will be a multi year project.
Comprehensive Policy Review	Review of Town Policies to identify which ones need updating; rescind unnecessary policies, and prepare a schedule and process for policy updates		2027 Q4	20%	37,000	-	Staff have received Council direction on Policy separation (Administrative versus Council). Policy draft revisions are underway and will be brought forward to Council as completed. This is a multi-year Initiative. Due to a shortage of staffing capacity in 2026, this Initiative is anticipated to commence in 2027. Staff recommend this budget



Not Started



In Progress



Complete

Council Resolution Requested



September 12, 2026

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Strategic Initiatives 2026 First & Second Quarter Update

ATTACHMENT 1

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and 2026 NEXT STEPS
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							be carried forward to fiscal 2027 as part of the 2027 budget process.
COMMUNITY HEALTH & WELLBEING							
TOSH One-time Mid Year Request	One-time Interim funding support provided to The Old School House Arts Centre (TOSH) for the purpose of enabling an increase in services provisions (programs offered) in fiscal 2026.		2026 Q1		50,000	50,000	Reporting on hiring achievements and outcomes to be provided to Council in late 2026 or early 2027, in accordance with the Town's reporting and planning processes.
Community Volunteerism	Discretionary Council decision making as related to community volunteer initiatives.		2026 Q4	-	5,000	-	No spending authorized to date for 2026.
CLIMATE ACTION							
Community Climate Change Adaptation Plan Update and Implementation	Major update to the Community Climate Change Adaptation Plan(CCCAP) including development of a terms of reference for the project, consultant identification and development of background information and options. Following an update to the CCCAP, staff could scope the implementation of items in the updated Plan. (Implementation would be Phase 2).		TBD	-	50,000	-	This Initiative was shifted to 2027 in the July 2026 Financial Plan Amendment.
Mount Arrowsmith Biosphere Society - Fee for Service Request	Funding to support public education and outreach initiatives that advance Town priorities relating to Reconciliation, climate action, hazard mitigation, or any combination of these priorities in Qualicum Beach.		2026 Q4		24,000	-	An annual written report from MABS, summarizing services and activities delivered in 2026 is anticipated to be provided to Council in Q1 of 2027.
Climate Action Community Outreach & Support	To raise awareness around Climate Action by organizing community events and conducting consultations around climate action issues.		2026 Q4	50%	15,000	2,500	For fiscal 2026, \$12,500 of these funds have been dedicated to Mount Arrowsmith Biosphere Region to hire a youth ambassador to: take part in community events and gauge understanding or what it would take for the public to support local climate initiatives; provide education during public interactions; gather and share success stories with the public; and build a foundation to help the Town



Not Started



In Progress



Complete

Council Resolution Requested



September 13, 2026

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Strategic Initiatives 2026 First & Second Quarter Update

ATTACHMENT 1

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and 2026 NEXT STEPS
							drive the future direction of climate action. [CR 26-121]; remaining funds expended on the BC Cool It Program which is cost shared with the RDN.
Building Facilities Green House Gas (GHG Audit)	The Audit will provide an in depth GHG analysis of three Town – owned buildings (Community Hall, Civic Centre, and Town Hall) and identify opportunities for GHG reductions. This Initiative is fully funded through an FCM Greenhouse Gas reduction grant and the Local Government Climate Action Program.		2026 Q4	85%	114,000	13,800	The RFP for this Initiative was awarded in Q2 of 2025. The consultant was in Qualicum Beach for an initial onsite visit in July 2025. Work has progressed through 2026 and an update and report to Council is anticipated for Q1, 2027.
HOUSING							
Ways to Achieve Affordable Market Housing	To develop a strategic approach to financially accessible market housing that meets defined affordability criteria on available Town-owned land.		2026 Q3	100%	41,000	39,500	The “Ways to Achieve Attainable Market Housing” Plan was developed by consultant MODUS Planning Design and Engagement and presented to Council at the July 15, 2026 Council meeting. Council directed staff to prepare a Report outlining the effort required to implement the recommendations with subsequent potential actions to be referred to the 2027 Strategic Planning Process.
Housing Announcement Implementation- Zoning Bylaw Update & Legal Fees	On November 1, 2023 the Province introduced new housing legislation to deliver more small-scale, multi-unit housing, including townhomes, triplexes and laneway homes, and to fix zoning rules to support building. This provision is for legal and other costs required to address required Zoning Bylaw Updates.		2026 Q4	80%	20,000	-	The first phase of the Zoning Bylaw update was completed in 2024. Housekeeping Bylaw amendments are underway.
Housing Focused Official Community Plan (OCP) Review	The Town is required by Provincial legislation to update the OCP to incorporate the housing needs that are identified in the 2024 Housing Needs Report. As such, Housing was the major review topic for the 2025 OCP Review.		2026 Q1	80%	60,000	-	Staff completed an intensive community engagement between March 31 st and June 5 th . 2025. The OCP was adopted in December 2025.
ECONOMIC PROSPERITY							



Not Started



In Progress



Complete

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September 13, 2026

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FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and 2026 NEXT STEPS
Tourism and Small Business Promotion	Council Placeholder for discretionary Council decision making as related to Tourism and Small Business Promotion.		Q2	100%	10,000	-	Special Events Sponsorship Policy No. 3000-24 was approved by Council in May 2025. The purpose of the Policy is to provide a structured, transparent and equitable framework to provide financial support to non-profit community organizations when staging special events within the Town. - One-time Sponsorships were approved by Council on May 13, 2026 for: the Qualicum Beach Farmers Christmas Night Market event (\$2,000); the Qualicum Beach Collective Society Community Movement Initiative (\$1,000); and the Seaside Cruizers Society Father's Day Show and Shine event (\$2,000). Additional requests to be considered at the September 9, 2026 Council Meeting.
Pathways to Sustainable Economic Development in Qualicum Beach	Development of an Economic Development Strategy that will outline a strategic pathway to transition from the existing economic situation to the sustainable future envisioned in the Town's Sustainability Plan.		2026 Q2	100%	56,000	28,100	This project was primarily funded by the Province of BC through a grant from the Rural Economic Diversification and Infrastructure Program (REDIP). Council authorized the award of the RFP to a Consultant on March 12, 2025. The report is complete and recommendations will be considered by Council in Strategic Planning 2027.
PROGRESSIVE INFRASTRUCTURE							
Implement and Operationalize Asset Management Strategy & Plan	Implementation and Operationalization of Asset Management practices so that they become an annual practice.		2026 Q4	15%	27,000	-	UBCM approved a \$12.5k grant towards funding this Initiative in Q4-2024. This work is anticipated to completed in Q4 of 2026 and implementation will be incorporated into the 2027 budget process.



Not Started



In Progress



Complete

Council Resolution Requested



September 13, 2026

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Capital Projects 2026 First & Second Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
TRANSPORTATION						
ACCESSIBILITY IMPROVEMENTS	2026 Q3		5%	50,000	-	Annual Funding Allocation from the Asset Investment Reserve for enhancing accessibility improvements such as improvements to sidewalks, crosswalks, implementation of accessible signage etc. The 2026 allocation will fund door operators on three Townhall doors on the main floor as well as one at the Leigh House for wheelchair access. In addition, Public Works will be repairing root damaged sections of the Dollymount Trail to prevent trip hazards.
HIGHWAY 19A WATERFRONT COMPLETE STREET PROJECT	2027 Q2		5%	4,637,700	-	Safety Improvements along Highway 19A between the Shady Rest driveway and Jubilee Park as well as between Bay Street and the Memorial Avenue roundabout. This project is ranked as a high safety priority in the Community Transportation Plan. Final design is underway and work is anticipated to commence in 2027. Grant funding from the Strategic Priorities Fund for up to \$4,067,672 was approved on June 30, 2026.
PAVING – PRIMROSE ST (FERN TO SECOND)	TBD		-	200,000	-	Mill and fill on Primrose Street between Fern and 2 nd . Scope of work included pulverization, repaving, drainage improvements and road marking. Project postponed to consider additional components such as ungrounding a section of utilities.
KSS TRAFFIC CALMING (GRANT DEPENDENT)	TBD		-	345,000	-	Construction of median islands at each end of the property on Village Way, a new crosswalk crossing Village Way at Kondor Way, raised sidewalk refuge areas at each end of Village Way crosswalks, and RRFB's pedestrian lights. Active Transportation Grant Funding application submitted in 2025. Project commencement dependent on grant approval.
MEMORIAL AVE AT FERN RD – INTERSECTION IMPROVEMENTS	2027 Q3		5%	165,000	9,400	Safety Improvements at intersection of Memorial Avenue and Fern Street. Design underway with construction anticipated in 2027. The construction cost of this project is expected to be higher than originally anticipated. Additional funds will be requested through the 2027-2031 budget process.
TRAFFIC IMPACT STUDY & TRAFFIC SOLUTION EAGLECREST	TBD		-	120,000	-	Traffic Impact Study along the Hwy 19A Eaglecrest Corridor. The project has been placed on hold until funds become available from land sales in Eaglecrest.



Not Started



In Progress



Complete



Council Resolution Requested

September 9, 2026 133

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
RRFB'S MEMORIAL AT FIR ST.	2026 Q4		10%	115,000	10,700	Installation of RRFB's on Memorial Avenue at Harlech, and Memorial Avenue at Veterans Way. The project was advanced through the 2025 Strategic Planning process and is included in the 2026 Community Transportation Plan. Design is complete and Council will be requested to award tender for construction to the successful bidder on September 9, 2026.
CONTINGENCY	N/A			100,000	-	Contingency for unforeseen circumstances in the Transportation Capital Program.
DRAINAGE						
REPLACEMENT OF CORRUGATED STEEL PIPES ALONG WATERFRONT	2026 Q4		30%	365,000	39,600	Replace end of life drainage pipes along Highway 19A. This work is underway and anticipated to be complete by Q4, 2026.
CRESCENT RD OUTFALL TO GRANDON CREEK	2026 Q4		10%	161,000	7,600	Replacement of Corrugated Steel Pipe (CSP) with a manhole and solid High Density Polyethylene (HDPE). This will reduce the risk of the CSP disconnecting and eroding the shoulder. Design complete and work anticipated to commence in September 2026.
BULLER RD OUTFALL DESIGN (CONSTRUCTION 2027)	2026 Q4		50%	100,000	11,000	Design a dissipating storm outfall at the end of Buller Road that will minimize the risk of beach sand plugging a box culvert located on Buller Rd. Design is in progress and construction anticipated to commence in 2027 or 2028 depending on available capacity.
EAGLECREST STORM MAIN REPLACEMENT ENGINEERING (2025)	2026 Q4		90%	82,000	-	Remaining budget from 2025 carried forward to 2026 for completion of design and engineering. This project will improve drainage along Eaglecrest Drive above Seacrest Place with the intention of construction commencing in 2028 in conjunction with the AC watermain replacement.



Not Started



In Progress



Complete



Council Resolution Requested

September 9, 2026 134

Capital Projects 2026 First & Second Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
SCHOOLHOUSE TRIBUTARY CREEK RESTORATION DESIGN (2025)	2026 Q4		75%	58,000	25,400	Remaining budget from 2025 carried forward to 2026 for completion of design and engineering by Q4, 2026. This project is intended to stop further erosion that is taking place at the culvert outlets crossing Village Way and reducing the volume of sediment entering the fish bearing Beach Creek and the golf course irrigation ponds downstream. Construction is grant dependent and budgeted in a future year.
MASTER DRAINAGE PLAN (2025)	2026 Q4		90%	9,000	26,600	Major components include: • a review of known concerns such as Bill 44 development impacts and problem drainage systems • identifying system deficiencies • running modelling scenarios. This project is in progress with anticipated completion in late 2026, for presentation to Council in 2027.
DRAINAGE CONTINGENCY (FOR EMERGENCY)	n/a	n/a	-	100,000	-	Contingency for capital expenditure that may arise due to unforeseen circumstances. Any unused contingency will be returned to the funding source.
FACILITIES						
BUS GARAGE SITE PLANNING, PUBLIC ENGAGEMENT & CONSTRUCTION	Multiyear		20%	1,000,000	-	Bus Garage Conceptual Plan received by Council in July, 2024. Next steps are detailed design and costing. Awaiting development of adjacent property, prior to the Town advancing its portion of the project.
QUALICUM BEACH EAGLECREST GOLF COURSE – REHABILITATION, IRRIGATION & RECONFIGURATION	2026 Q4		80%	2,600,000	1,769,100	Major reconfiguration works including grading, drainage, irrigation, and pump replacements are near completion. Several deficiencies identified during construction which were not in the original project scope have also been addressed including: expansion of the 8 th fairway and green (conversion from par 3 to par 4); excavation of a large new pond to increase water storage capacity and optimize course layout; upsizing of the irrigation main, feeding Holes 7 and 8 from 2 inches to 3 inches; and removal of accumulated organic material and fine silt from the existing pond. The anticipated completion has been extended to October 31, 2026.



Not Started



In Progress



Complete



Council Resolution Requested

September 9, 2024 135

Capital Projects 2026 First & Second Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
QUALICUM BEACH EAGLECREST GOLF COURSE – CLUBHOUSE REHABILITATION	2026 Q3		100%	600,000	517,600	The Clubhouse Rehabilitation is complete. Work included replacement and rehabilitation of exterior and interior building components including, walls, doors, and windows, drainage, patio, interior flooring, fixtures, equipment, and furnishings, as well as electrical and plumbing repairs and upgrades. Outstanding expenditures beyond June 30, 2026 to be posted, hence the 2026 expenditure amount subject to change.
QUALICUM BEACH EAGLECREST GOLF COURSE - EQUIPMENT	2026 Q3		70%	900,000	631,000	Replacement and repairs to Golf Course equipment including mowers, sprayer, golf carts and various small equipment. Delivery of three new maintenance units is currently in progress.
QUALICUM BEACH EAGLECREST GOLF COURSE - CONTINGENCY	n/a	n/a	-	1,004,000	-	Contingency for unforeseen expenditures related to the Eaglecrest Golf Course Project. Spending of contingency subject to future Council approval.
QUALICUM BEACH EAGLECREST - LAND SERVICING COSTS FOR LAND SALES	2027 Q2		10%	625,000	53,600	Installation of utilities to properties being developed in Eaglecrest (Fairways Drive, Blind Bogey and Royal Dornoch). Engineering and design in progress and servicing works anticipated to commence in Q3, 2026.
CENOTAPH	TBD	 	-	40,000	-	The capital budget provision for the Cenotaph Project included in the 2026-2030 Financial Plan was based on this expenditure being for a Town owned asset. In July 2026 Council directed staff to provide up to \$40,000 to the Royal Canadian Legion, Branch 76, to support the construction of the cenotaph on private property (owned by the Legion) with the understanding that the Legion would be responsible for future maintenance and replacement. Subsequent to the Council decision, the Legion has decided to postpone the project to 2027. As such, this project will be deferred to the 2027 Strategic Planning process for further Council decision making.
FACILITIES MAINTENANCE - TOWN OWNED FACILITIES	2027 Q2		-	347,000	-	Major Projects include: - Public Works roof & siding repair (minimum work necessary to preserve building envelope - Community Hall Dual Furnace Replacement & Floor Replacement - Civic Centre HVAC Replacement & Gym Floor Resurfacing - Townhall Repainting – Exterior Works anticipated to commence in Q3, 2026.



Not Started



In Progress



Complete



Council Resolution Requested

September 9, 2026 136

Capital Projects 2026 First & Second Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
CURLING RINK ROOF	2026 Q4		-	200,000	-	Replacement of roof over the Curling Rink. Work anticipated to commence in Q3, 2026. Roof replacement is anticipated to be favourable to budget and remaining funds are available for reallocation within the Facilities program to address projects anticipated to come in higher than budget.
FACILITIES MAINTENANCE – TOWN OWNED FACILITIES (2025)	2026 Q2		100%	55,000	48,200	Replacement of Heat Pumps in Server Room and Library Corridor, and completion of Fire Hall siding.
PARKS STORAGE AND DRYING FACILITIES (2025)	2027 Q2	 	25%	144,000	66,800	Acquisition and assembly of a 25' x 50' steel storage shed including construction of a concrete foundation and slab. Project cost is anticipated to exceed budget by \$63k. Staff recommend reallocation of available budget provision within the approved 2026 fiscal Facilities Program Capital Budget to address the shortfall.
OPERATIONS WORKPLACE MODERNIZATION – NEEDS ASSESSMENT (2025)	2027 Q1			100,000	-	Project in progress. Report to Council anticipated in Q1 of 2027.
SAAHTLAM PARK WASHROOMS & OTHER AMENITIES	2026 Q4		95%	88,000	48,000	Remaining budget from previous year for construction of two accessible washrooms; Washroom construction completed in Q2, 2026. Outstanding works include a new Park Entrance sign, anticipated to be installed in Q4 of 2026.
PARKS & TRAILS						
TRAIL & SIDEWALK CONSTRUCTION	2026 Q3		50%	120,000	-	Fourteen concrete pads of the Memorial Avenue sidewalk have been removed on the west side between 4 th and 5 th Avenue. Asphalt anticipated to be complete in Q3, 2026. Grandon Creek Trail Improvements will commence after the Grandon Creek Outfall Project is completed.
SEASIDE NATURE PARK EROSION PROTECTION DESIGN	2026 Q3		80%	78,000	26,700	Design in Progress. Construction anticipated in 2027 (\$330k high level estimate to be updated in the 2027-2031 budget process).



Not Started



In Progress



Complete



Council Resolution Requested

September 9, 2026 137

Capital Projects 2026 First & Second Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
STREET BANNER REPLACEMENT	2026 Q4		40%	40,000	17,500	Replacement of faded and moldy end of life banners and pole mount displays. Project in progress.
CHRISTMAS SNOWFLAKES	2026 Q4		5%	20,000	-	Town Christmas decorations (snowflakes) end of life replacement. Procurement in process and anticipated to be complete by Q4, 2026
WIRE HANGING BASKETS REPLACEMENT	2026 Q4		10%	16,000	-	Replacement of end of life wire hanging baskets. Procurement anticipated to be complete by Q4, 2026.
ISLAND CORRIDOR TRAIL NETWORK	2026 Q4		5%	150,000	-	In July 2026 Council authorized staff to make a contribution of up to \$116k to the Island Corridor Foundation (ICF) for construction of the Memorial Avenue to the Qualicum Beach Train Station Shared-use Trail (CR26-183). Construction anticipated to commence in Q4
LANDSCAPING COUNTRY CLUB DRIVE ALONG THE COTTAGES	2026 Q4		-	132,500	-	Construction anticipated to commence in Q3,2026 following Council award of tender.
PICKLEBALL COURTS	TBD		-	170,000	-	In April 2026, Council received a report for information regarding the cost estimate findings for the proposed pickleball courts at the Garden Road [Dog Park area] location, noting that Playco provided a Class B estimate (more accurate than a Class D estimate); and Confirmed the Town's intent to retain the Garden Road [Dog Park area] location for potential future pickleball courts, subject to detailed design, regulatory approvals, and funding availability. [CR 26-112] Excluded parking from the cost sharing formula to address the \$250,000 cost resulting in a contribution of \$125,000 from each party; [CR26-113] And directed staff to provide a report to Council at a future meeting, once confirmation is received from the Qualicum Beach Pickleball Club (QBPC) that a viable funding plan is in place. [CR26-114]. Staff are awaiting a response from the Pickleball Club.



Not Started



In Progress



Complete



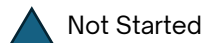
Council Resolution Requested

September 9, 2026 138

Capital Projects 2026 First & Second Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
SKATEPARK FOUNTAIN & TOILET FACILITY	2026 Q3		5%	60,000	-	In June 2024, Council approved the installation of a precast concrete public washroom with an in-ground holding tank, and a stand-alone drinking water fountain that includes a bottle filling station, and a dog fountain at the Skatepark [CR 26-145]. The washroom and fountain will be installed in Q4, 2026.
BIKE RACKS ALONG WATERFRONT	2026 Q2			15,000	7,400	Five bike racks installed along the waterfront.
AIRPORT						
RUNWAY, TAXIWAY, APPRON PAVING (ACAP – GRANT DEPENDENT)	n/a		n/a	3,845,400	-	This project involves repaving of the deteriorating Airport runway, main taxiway and a large portion of the main apron and is grant dependent. A grant application was submitted to the Airport Capital Assistance Program (ACAP) for the 2026 fiscal year. The grant application was not approved for 2026 and staff have re-applied for 2027.
LOADER/SNOW BLOWER (ACAP – GRANT DEPENDENT)	n/a		n/a	989,000	-	Purchase large loader, snow blower and large plow. This project is grant dependent. An application to the Airports' Capital Assistance Program (ACAP) for 100% of the cost was submitted for the 2026 fiscal year. Funding requested was not approved for 2026 and staff have re-applied for 2027.
CCTV CAMERA – RUNWAY 11	2026 Q4		50%	16,000	6,400	Installation of camera and solar panel to improve staff's ability to track aircraft movement. Project is in progress and anticipated to complete in Q4, 2026.
EQUIPMENT & VEHICLES						
FLEET REPLACEMENT PROGRAM	2026 Q4		20%	650,000	-	The 2026 Fleet Replacement Program will replace a 2010 Freightliner and a 2015 dump truck, both at the end of their service lives, with a tandem truck and a hook-lift truck. Replacement is underway and is expected to be completed by the end of Q4 2026.



Not Started

 In Progress



Complete



Council Resolution Requested

September 9, 2026 139

Capital Projects 2026 First & Second Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
COUNCIL CHAMBER CONFERENCE SYSTEM REPLACEMENT	TBD		-	100,000	-	This project budget was reallocated to address the cost of the Town Server Replacement. The Council Chamber Conference System Replacement will be reconsidered in the 2027-2031 Financial Plan [CR 26-125].
TOWN SERVER REPLACEMENT	2026 Q4		50%	85,000	-	The Town Server Replacement project budget provision was increased from \$85k to \$185k by reallocating the Council Chamber Conference Replacement project budget provision. The anticipated cost of replacing the end of life server replacement was much higher than anticipated resulting from cost escalations due to chain supply issues. This project is underway and anticipated to be complete in Q4, 2026.
TABLET COMPUTERS – FIRE TRUCKS GRANT FUNDED	2026 Q_		90%	45,000	43,000	Seven tablet computers with apparatus mounts to be installed in Emergency Response vehicles to allow real time updates with the Dispatch Centre. Acquisition complete and installation to be completed in Q3, 2026.
FIRE SUPPRESSION HELMETS	2026 Q_		20%	25,000	-	Replacement of end of life personal protective equipment. Delivery anticipated in Q3, 2026.
GARBAGE TRUCK (2025)	2026 Q1		100%	261,000	254,400	The replacement garbage truck was received in January 2026 and is now in active service.
WATER CAPITAL						
SEACREST PLACE AC WATERMAIN REPLACEMENT	2026 Q4		10%	900,000	11,300	Replacement of 310 meters of AC watermain along Seacrest Place. Construction anticipated to commence in Q3, 2026.

 Not Started

 In Progress

 Complete

 Council Resolution Requested

September 9, 2026 140

Capital Projects 2026 First & Second Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
RIVERWELL PUMP SOFT START MODULE REPLACEMENTS	2026 Q4		5%	75,000	-	End of Life Replacement of Electronic Modules - In progress.
WATER PRESSURE PUMPS – BERWICK PUMP STATION	2026 Q4		5%	25,000		Replacement and upgrading of two pressure pumps to maintain consistent water pressure in higher elevation properties near Pheasant Glen Golf Course. Project in progress.
AC WATERMAIN REPLACEMENT BERWICK RD. AND CRESCENT RD. EAST (DESIGN)	2026 Q4		-	13,000	-	THAT Council authorize the reallocation of \$13,000 from approved 2026 Capital Water project budget contingency to complete the design for the AC Watermain Replacement – Berwick Road and Crescent Road East project in 2026, in order to advance the project to a tender-ready stage for planned construction in 2027.
LITTLE QUALICUM RIVER RIVERBANK STABILIZATION – GRANT FUNDED	2026 Q4		25%	1,230,000	30,400	Construction of rock spurs into the river is progress and in stream works must be complete by September 15 (fish window).
STORZ FITTINGS INSTALLATION ON HYDRANTS	2026 Q2		90%	41,000	37,800	Storz Fitting upgrades in progress.
EAGLECREST WATERMAIN ENGINEERING (2025)	2026 Q4		90%	36,000	9,700	Engineering and Design for 500 meters of Eaglecrest AC Watermain Replacement, west of Seacrest Place. Construction anticipated in 2028.
WATER MASTER PLAN - INLCUDING ASBESTOS CEMENT ASSESSMENT (2025)	2026 Q4		90%	20,000	26,200	Evaluate OCP buildout modelling, analysis of system water pressures and fire flows, reservoir storage review, Bill 44 impacts, and asbestos cement replacement requirements. A Water Master Plan is anticipated to be available for Council review in Q1, 2027.
BERWICK 2 & 3 WELL PUMPS (2025)	2026 Q2		100%	36,000	-	Replacement of pumps complete and waiting for accompanying meter.



Not Started



In Progress



Complete



Council Resolution Requested

September 9, 2026 141

Capital Projects 2026 First & Second Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2026 Budget	2026 Spent	Q1 & Q2 ACTIVITY and STATUS DETAILS
WATER CONTINGENCY	n/a	n/a	n/a	100,000	-	Contingency for capital expenditures that may arise due to unforeseen circumstances. Any unused contingency will be returned to the funding source.
SEWER CAPITAL						
SEWER TRUNK INSPECTION & SMOKE TESTING PROGRAM	Multi-year	▲	0%	200,000	-	RFP for project anticipated to be posted to the Town's website in Q3, 2026.

▲ Not Started

■ In Progress

● Complete

★ Council Resolution Requested

September 9, 2026 142

**GENERAL FUND OPERATING PROGRAM
2026 FIRST AND SECOND QUARTER UPDATE**

ATTACHMENT 3

GENERAL FUND REVENUE AND EXPENSE	2026 Budget	2026 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Property Taxes	\$14,206,200	\$14,141,100	(\$65,100)	0%	Property taxes are slightly lower than budget due to supplementary adjustments made by BC Assessment to property values after the property taxes were levied
1% In Lieu of Property Taxes	413,600	347,000	(66,600)	-16%	The receipt of 1% in lieu is from utilities such as hydro, gas and fibre located on municipal property. Anticipated to be on budget at year end.
Library Levy	778,100	778,100	-	0%	The Library Levy is collected on behalf of and remitted to Vancouver Island Regional Library.
Parcel Taxes - Local Area Service	35,700	35,700	-	0%	Parcel tax for East Village Local Area Service - the annual parcel tax is collected for debt servicing costs incurred for the East Village Ph2 project.
Penalties and Interest	694,500	317,300	(377,200)	-54%	Interest revenue represents interest earned on Reserves and Accumulated Surplus and is tracking on budget.
Sale of Service and Other Revenue	1,401,900	1,211,900	(190,000)	-14%	Building Permits, Business Licenses, Cemetery Services and recognition of deferred revenue (DCC's); tracking on budget.
Rental and Lease Revenue	1,969,400	1,266,800	(702,600)	-36%	Combination of annual and monthly lease payments. Anticipated to be on budget at year end.
Solid Waste Revenue	824,000	411,800	(412,200)	-50%	Revenue tracking on budget and anticipated to be on budget at year end.
Government Grants and Contributions	10,917,500	741,800	(10,175,700)	-93%	The variance from budget is due to the timing of receipt of grant funds and grant opportunities that were budgeted and applied for but for which confirmation has not yet been received or budgeted grant has not been awarded.
Total Revenue	\$31,240,900	\$19,251,500	(\$11,989,400)		
Expenses					
Council and Office of the CAO	\$749,900	\$355,600	\$394,300	53%	Trending slightly favourable to budget - anticipated to be on budget at year end.
Corporate Services	1,367,600	720,600	647,000	47%	Trending slightly favourable to budget - anticipated to be on budget at year end.
Community Development	1,177,100	614,500	562,600	48%	Combination of annual payments to the Qualicum Beach Museum and Chamber of Commerce and events costs; anticipated to be on budget at year end.
Human Resources	631,800	277,500	354,300	56%	Trending slightly favourable to budget - anticipated to be on budget at year end.
Fiscal Services	(651,400)	(438,200)	(213,200)	33%	Includes debt servicing costs offset by recovery of costs from Water & Sewer utilities. Utilities recovery trending on budget. Debt servicing costs trending favourable to budget due to timing, and anticipated to be on budget at year end.
Finance	742,800	349,200	393,600	53%	Anticipated to be on budget at year end.
Information Technology	1,093,700	600,900	492,800	45%	Anticipated to be on budget at year end.
Police	1,806,400	755,600	1,050,800	58%	RCMP contract costs - anticipated to be slightly favourable to budget at year-end due to actual staffing complement being lower than approved.
Fire Rescue	1,707,400	747,300	960,100	56%	Currently trending slightly favourable to budget. Anticipated to be on budget at year end.
Emergency Planning Program	267,700	47,700	220,000	82%	Due to a staff vacancy, anticipate budget to be favourable at year end
Planning & Development	877,000	442,300	434,700	50%	Trending on budget. Anticipated budget to be favourable at year end.

**GENERAL FUND OPERATING PROGRAM
2026 FIRST AND SECOND QUARTER UPDATE**

ATTACHMENT 3

GENERAL FUND REVENUE AND EXPENSE	2026 Budget	2026 Actual	Remaining Budget	% Remaining	Comments
Operations					
Transportation Services	3,156,200	1,221,400	1,934,800	61%	Trending favourable to budget at this time. Anticipated to be on budget at year end.
Airport	1,126,300	534,100	592,200	53%	Anticipated to be on budget at year end.
Buildings	1,111,700	548,900	562,800	51%	Anticipated to be on budget at year end.
Solid Waste and Recycling	1,034,700	547,400	487,300	47%	Regional waste costs paid to Regional District of Nanaimo and Solid Waste - anticipated to be on budget at year-end.
Parks	1,867,700	1,138,400	729,300	39%	Parks maintenance and materials costs trending higher than budget at this time due to seasonality. Anticipated to be on budget at year-end.
Council Strategic Initiatives	376,000	186,900	189,100	50%	Council Strategic Initiatives - Under separate report.
Total Operating Expenses	\$18,442,600	\$8,650,100	\$9,792,500		

**WATER AND SEWER FUND OPERATING PROGRAM
2026 FIRST AND SECOND QUARTER UPDATE**

ATTACHMENT 4

WATER REVENUE AND EXPENSE	2026 Budget	2026 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Water User Fees	\$1,962,600	\$442,211	\$ (1,520,389)	-77%	Water user fee revenue April 30, 2026. Next billing is in September 2026. Anticipated to be on budget at year-end.
Water Parcel Tax	1,309,500	1,335,300	25,800	2%	Water parcel tax collected during property tax collection.
Transfers In	170,000	-	(170,000)	-100%	Transfer from Water Surplus and General Fund - to be posted at year end.
Total Revenue	\$3,442,100	\$1,777,511	\$ (1,664,589)		
Expenses					
Water Operating	\$2,090,400	\$934,600	\$1,155,800	55%	Water system maintenance plan is on budget.
Transfer to Water Infrastructure Reserve	1,351,700	675,850	675,850	50%	Transfer to Water Infrastructure Reserve on Budget
Total Operating Expenses	\$3,442,100	\$1,610,450	\$1,831,650		

SEWER REVENUE AND EXPENSE	2026 Budget	2026 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Sewer User Fees	751,700	272,900	\$ (478,800)	-64%	Sewer user fee revenue to April 30. Next billing is to September 30 2026. Revenue anticipated to be on budget at year end.
Sewer Parcel Tax	310,900	315,400	\$4,500	1%	Sewer parcel tax collected during property tax collection.
Total Revenue	\$1,062,600	\$588,300	\$ (474,300)		
Expenses					
Sewer Operating	715,300	351,200	364,100	51%	Sewer system maintenance plan is trending close to budget and anticipated to be on budget at year end.
Transfer to Sewer Infrastructure Reserve	347,300	173,650	173,650	50%	Transfer to Sewer Infrastructure Reserve.
Total Operating Expenses	\$1,062,600	\$524,850	\$537,750		

STAFF REPORT

File No. 3900.20.900.12

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **OCP Consistency Decision for Zoning Amendment | 545 Nenzel Road**

GOVERNANCE DECISION

Council is asked to decide whether the Zoning Amendment application for 545 Nenzel Road is consistent with the 2025 Official Community Plan.

RECOMMENDATION:

THAT Council considers the proposed Zoning Amendment application for 545 Nenzel Road to be consistent with Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025.

PURPOSE

In advance of Council considering a Zoning Amendment application for 545 Nenzel Road that would change the Subdivision District from Subdivision District 'A' to Subdivision District 'B', Council is being asked to decide whether the Zoning Amendment is consistent with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".

BACKGROUND

A Zoning Amendment application has been made for 545 Nenzel Road to amend the Subdivision District. The subject property is currently within Subdivision District 'A', which requires a minimum parcel size of 2.0ha. The applicant is proposing to subdivide the subject property in half, which would require changing the Subdivision District to Subdivision District 'B'. Subdivision District 'B' requires a minimum parcel size of 1.0ha.

The subject property underwent a Zoning Amendment in 2021, which changed the zoning to Rural 4 (A4). The A4 zone permits a maximum of two single detached dwelling units, two ancillary dwelling units and six rural rental cottages, for a total of ten dwelling units.

The proposed amendment does not increase the total number of dwelling units permitted on the property. Rather, it allocates the existing development potential between two parcels created through subdivision. The proposal is to have a detached dwelling unit with an ancillary dwelling unit on the parcel to the east, and the remaining eight dwelling units on the parcel to the west. As a result, staff recommend that a Section 219 covenant be registered to ensure this density allocation in the future. Without a density allocation mechanism, subdivision could create uncertainty regarding the distribution of dwelling units between the resulting parcels.

DISCUSSION

The following table compares Subdivision District 'A' and Subdivision District 'B'.

Zoning Comparison	
Subdivision District 'A'	Subdivision District 'B'
2.0 ha	1.0 ha

2025 Official Community Plan (OCP):

The land use designation for the subject property is Rural in the 2025 OCP. The following Rural policies are applicable to the subject property:

Policy 4.6.6 Development proposals located adjacent to the Agricultural Land Reserve (ALR) shall provide an adequate buffer, screening and setbacks. Applications for subdivisions and rezonings of lands adjacent to the ALR will be required to register a pre-development covenant that protects the rights of owners of ALR land to operate in accordance with normal farm practices.

Staff Comment: The lands located to the west of the subject property and to the east, across Qualicum Road, are within the ALR. As an existing condition on the property, a buffer will be required on the west side and the proposed cottages on the western property will be clustered. A Section 219 Covenant was previously registered on the property as part of the 2021 Zoning Amendment process.

Policy 4.6.7 The Town shall continue to encourage forestry and other rural economic activities on land designated as 'Rural' not being used for agricultural purposes.

Staff Comment: The proposal is for residential use, not forestry or other rural economic activities.

Policy 4.6.11 In order to promote and encourage the retention of large rural holdings, the Town shall not support the reduction of minimum parcel sizes for “Rural” designated lands unless:

- The property is to the south of Rupert Road between Memorial Avenue and Qualicum Road, and;
- Is not located within the Agricultural Land Reserve, and;
- The rural form and character of the lands are secured, and;
- The proposal significantly advances at least one of the OCP Goals.

Staff Comment: Staff are satisfied that the proposal meets the criteria of Policy 4.6.11. The property is located south of Rupert Road, between Memorial Avenue and Qualicum Road, and is not within the Agricultural Land Reserve. Rural form and character will be maintained through the existing A4 zoning regulations and by a Section 219 Restrictive Covenant that allocates development density between the resulting parcels. Further, the proposal supports OCP Goal #10 (Housing Diversity) by facilitating a clustered rural housing form that includes rural rental cottages, a housing type specifically intended to broaden housing choice within the community.

Policy 4.6.12 “Clustering” of development potential will be considered within the “Rural” designated lands in order to preserve the associated surrounding green space in perpetuity.

Staff Comment: The proposed development pattern utilizes a clustering approach contemplated through the existing A4 zoning by concentrating the majority of development on the western parcel while preserving lower density use on the remainder of the site.

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 Participation – IAP² International.

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

INFORM:

- The public is informed of this proposal through the presentation of this Planning Report.
- 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.

SUMMARY

A Zoning Amendment application has been received for 545 Nenzel Road to change the Subdivision District from Subdivision District 'A' to Subdivision District 'B', to facilitate subdivision of the parcel. At this time, staff are asking for a governance decision as to whether or not the Zoning Amendment application for 545 Nenzel Road is consistent with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025". Once staff have direction from Council regarding OCP consistency, the amendment bylaws will be brought to a future meeting. In the opinion of staff, the application is aligned with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".

ALTERNATIVE OPTIONS

1. **THAT** Council requests the following changes to the proposed development at 545 Nenzel Road: *[insert changes]*.
2. **THAT** Council deems the proposed Zoning Amendment Bylaw for 545 Nenzel Road to be inconsistent with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".
3. **THAT** Council provides alternative 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 545 Nenzel Road

Development Rationale Report

Subject Property - 545 Nenzel Road, Qualicum Beach

Current Zoning – A4

Size – 2.025 ha

Owners – Dean and Mary Anne Dreger

Proposal – This is an application to amend the subdivision district within Zoning Bylaw No. 900 to allow the approved “Rural Rental Cottage” development in the A4 zone to be constructed on its own separate parcel. If approved, 545 Nenzel Road would be subdivided into two equally sized areas: one predominantly low-density residential and the other for the rural rental cottage cluster development previously approved by Council. Subdivision of the property would facilitate project financing and enable the development to proceed. The amendment is generally consistent with the Official Community Plan, which supports the provision and diversification of housing.

It should be stressed that the land use options and setbacks currently allowed on this 2.025-hectare parcel under its A4 Zoning (Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580,1999, Amendment (Nenzel Road) Bylaw No. 580.119, 2020) would be maintained. This subdivision request is solely for project financing purposes which has now hit a road block due to our Residential Mortgage refinancing constraints.

Note: Our A4 zoning allows for the two single family dwelling units, two secondary suites and six rural rental cottages.

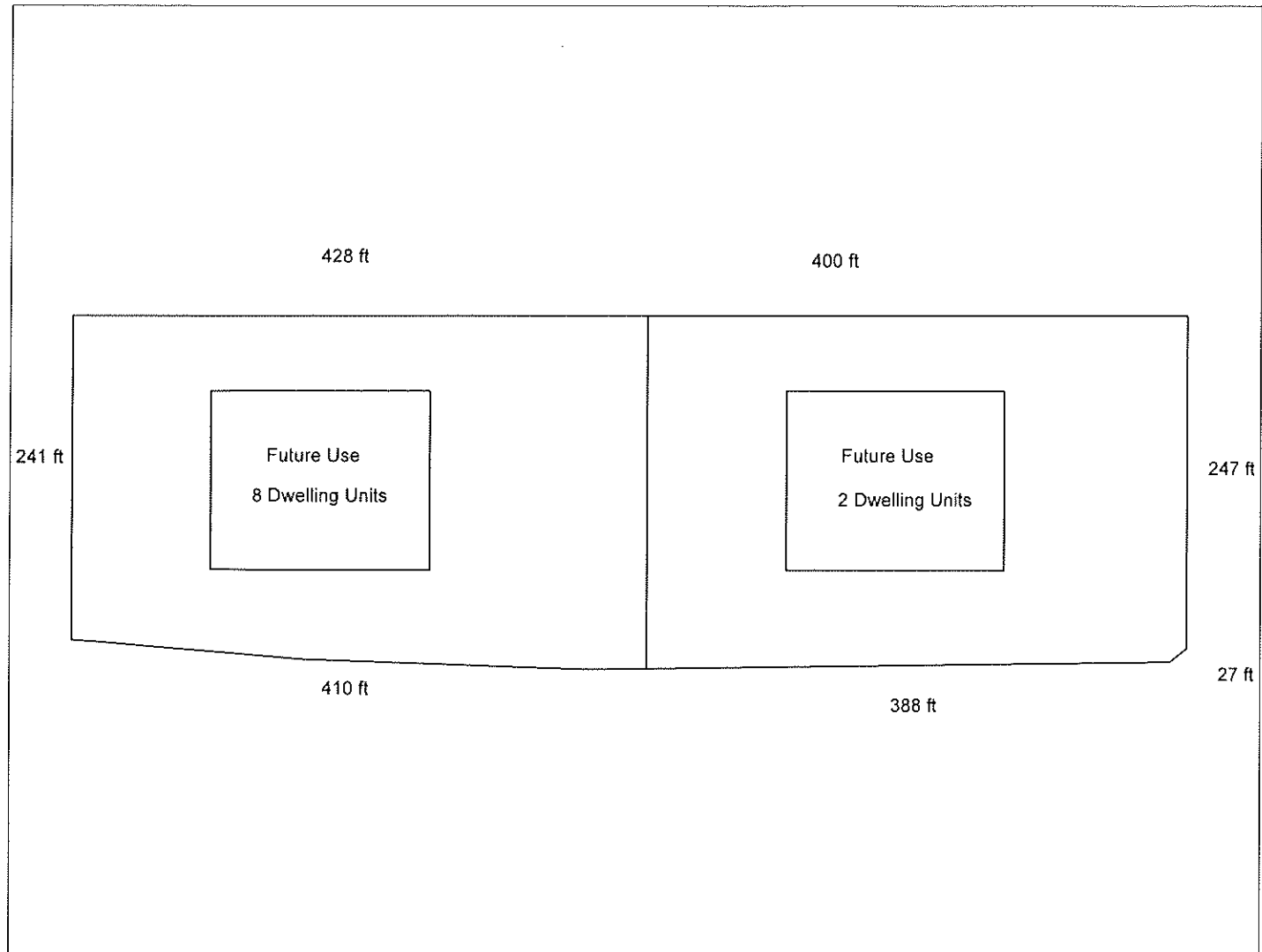
Rural rental cottage means a dwelling unit that meets the following:

- *Either the dwelling unit or the building site is available for rent;
- *Is not subdivided from any other rural rental cottages on the parcel under the Strata Property Act;
- *Has a floor area of less than 100 sq meters;
- *Does not have a private outdoor space of more than 100 sq meters.

Our request is to subdivide the property basically in half. The first parcel at the East end of Nenzel Road would consist of our principal residence and secondary suite and would be consistent in size and density to our nearest neighbour’s property to the north. The second parcel at the west end of Nenzel Road would be the site of the six rural rental cottages and the allowable second principal residence and secondary suite and it would be much smaller in scale and density than our adjacent neighbour to the south: the recently approved Pheasant Glenn luxury home residential development.

Sincerely

Dean and Mary Anne Dreger



STAFF REPORT

File No. 3320-20-1331RyeRoad634

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Request to Replace Development Covenant | 634 Rye Road**

GOVERNANCE DECISION

Council guidance is requested on whether to discharge an existing Section 219 Restrictive Covenant on 634 Rye Road and replace it with a new Section 219 Covenant that maintains Town oversight of future development on the property but permits phased development via subdivision.

RECOMMENDATION:

THAT Council authorizes staff to discharge the existing Section 219 Restrictive Covenant on 634 Rye Road and replace it with a covenant that permits the land to be subdivided, but still requires Council approval prior to any development, with terms as described in the September 9, 2026, report to Council.

PURPOSE

The purpose of this report is to seek Council direction regarding the discharge and replacement of the Section 219 Restrictive Covenant registered on title for 634 Rye Road to enable subdivision of the property while maintaining Council oversight of future development.

BACKGROUND

The property at 634 Rye Road was rezoned in 2020 from Residential 14 (R14) to Residential 19 (R19) to facilitate a site-specific development consisting of five dwelling units arranged in a cottage-cluster format around shared open space, with parking consolidated around the perimeter of the site. As part of the rezoning approval, a Section 219 Restrictive Covenant was

registered on title to ensure that future development generally conformed with the plans considered by Council during the rezoning process.

The approved development was never constructed. Staff are not aware of the reasons the project did not proceed. However, the result is that the property remains subject to a covenant drafted specifically to regulate a development concept approved more than five years ago.

Since that time, the Province of BC introduced Bill 44 legislation, *Housing Statutes (Residential Development) Amendment Act* that significantly changed local government authority over residential density.

The owner has now applied to subdivide the property. While the proposed subdivision generally complies with applicable zoning and subdivision requirements, the existing covenant effectively ties future development of the site to the specific development concept approved by Council in 2020. Consequently, the covenant must be discharged and replaced before the Approving Officer can consider the subdivision application.

DISCUSSION

The subdivision requires additional review, but complies with minimum parcel size and road frontage requirements. The more significant issue is that the existing covenant was drafted around a single development concept and effectively restricts the site to that specific development. In practical terms, the covenant prevents the lands from being subdivided and developed in any form other than the cottage-cluster development approved by Council in 2020. The effect of the 2020 zoning amendment and covenant is that the subject property has potential to develop five dwelling units, whereas a neighbouring property of this size in the R1 zone would be able to subdivide and develop up to eight dwelling units.

The current zoning of the property is Residential 19 (R19), which has a very similar density to the R1 zone. Staff do not recommend simply discharging the existing covenant. Instead, staff recommend allowing the existing covenant to be discharged and replaced with the attached Section 219 Covenant. The replacement covenant would continue to require Town approval of architectural, site and landscape plans before the development may proceed.

Replacement of the covenant would allow the property to be divided into two parcels so that a portion of the land could be developed independently. The subdivision does not increase the zoning or reduce Council's oversight of future development. Rather, it allows future development to occur on two parcels instead of one while maintaining Council's authority over the form and character of development through the replacement covenant.

Covenant Terms

The replacement Section 219 Covenant will state that the Land must not be altered or developed in any manner, including, without limitation, the construction or placement of any

dwelling, accessory building or structure on the Land until complete architectural, site and landscape plans have been submitted to the Town and the Town has approved such plans in writing.

It should be noted that, should the future proposed development be comprised of single detached dwellings with or without suites (maximum two dwellings per parcel), the development could be reviewed and potentially authorized by staff. However, if the future development is proposed to be three units or more on a single parcel, it would require a Development Permit and therefore be subject to Council review.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with authorizing the discharge and replacement of the covenant. Any legal, registration or subdivision costs will be borne by the owner.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

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

STRATEGIC PLAN ALIGNMENT

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

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*

SUMMARY

The property is currently subject to a Section 219 Covenant that was established to implement a specific development proposal approved by Council in 2020. That development was never constructed, and the owner now wishes to subdivide the property. The existing covenant

effectively prevents the subdivision from proceeding and restricts future development to the original concept approved by Council.

The proposed replacement covenant would maintain Council oversight of future development while providing the flexibility necessary for the subdivision application to proceed. Staff therefore recommend that Council authorize the discharge of the existing covenant and registration of the replacement covenant.

ALTERNATIVE OPTIONS

1. **THAT** Council provides alternative 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: 634 Rye Road Rationale from Proponent
Attachment 2: 634 Rye Road Site Photo from Proponent

The logo for C.A. DESIGN is a dark gray square with the text "C.A. DESIGN" in white, sans-serif, uppercase letters centered within it.

July 29, 2026

Town of Qualicum Beach
660 Primrose Street
Qualicum Beach, BC
V9K 1S7

Att: Mayor & Council

Re: Subdivision Application 634 Rye Road

Dear Mayor and Council,

On behalf of the property owner and the prospective purchaser (the Larson family), I would like to provide some background on the proposed subdivision application and explain the rationale for replacing the existing Section 219 Form and Character Covenant.

The subject property is currently encumbered by a Section 219 Covenant that was registered in conjunction with a development proposal approved by Council in 2021. Since that time, circumstances have changed significantly. Unfortunately, the current owner is no longer able to proceed with the approved development, and as a result, the property has remained undeveloped. In its current state, the existing covenant effectively prevents the property from moving forward with a viable alternative.

The existing covenant was specifically drafted to regulate the form and character of the development proposal approved in 2021. As that project is no longer viable and will not proceed, the covenant has effectively become outdated. Rather than facilitating redevelopment, it now limits the property's ability to move forward with a new proposal that better reflects today's circumstances. Replacing the covenant does not remove the Town's oversight; instead, it updates the legal framework so that any future development is reviewed under current planning policies and Council's expectations, rather than a proposal that is no longer contemplated.

The proposed subdivision would create two separate parcels (see attached plan). This would allow the property owner to retain the existing single-family home on the west portion of the property, where his daughter currently resides. At the same time, it would create a separate parcel on the east side that can be sold to a new owner who is prepared to invest in the property and bring forward a new development proposal. Without the subdivision, this transaction cannot occur, and the property is likely to remain stalled indefinitely.

We understand that Council's principal concern is ensuring that the Town retains appropriate oversight over any future development of the property. We share that objective. For that reason, in consultation with Town staff we have proposed replacing the existing covenant with a new Section 219 Covenant that reflects the current circumstances while preserving the Town's authority to review and approve future development. The replacement covenant would require any future development on the subdivided parcel to receive the Town's approval for its form and character before construction could proceed. This ensures that any future proposal will be evaluated against the Town's current planning policies, design objectives, and community expectations rather than being tied to a development concept approved more than five years ago.

It is important to emphasize that this application is **not** a request for Council to approve a new development. Rather, it is a request to replace an outdated covenant with one that allows the subdivision to proceed while maintaining the Town's ability to review and approve whatever development is ultimately proposed.

The proposed subdivision itself complies with all the applicable subdivision requirements and is consistent with the existing block pattern. The only matter requiring Council's consideration is the discharge and replacement of the existing Section 219 Covenant so that the Approving Officer may proceed with the subdivision review.

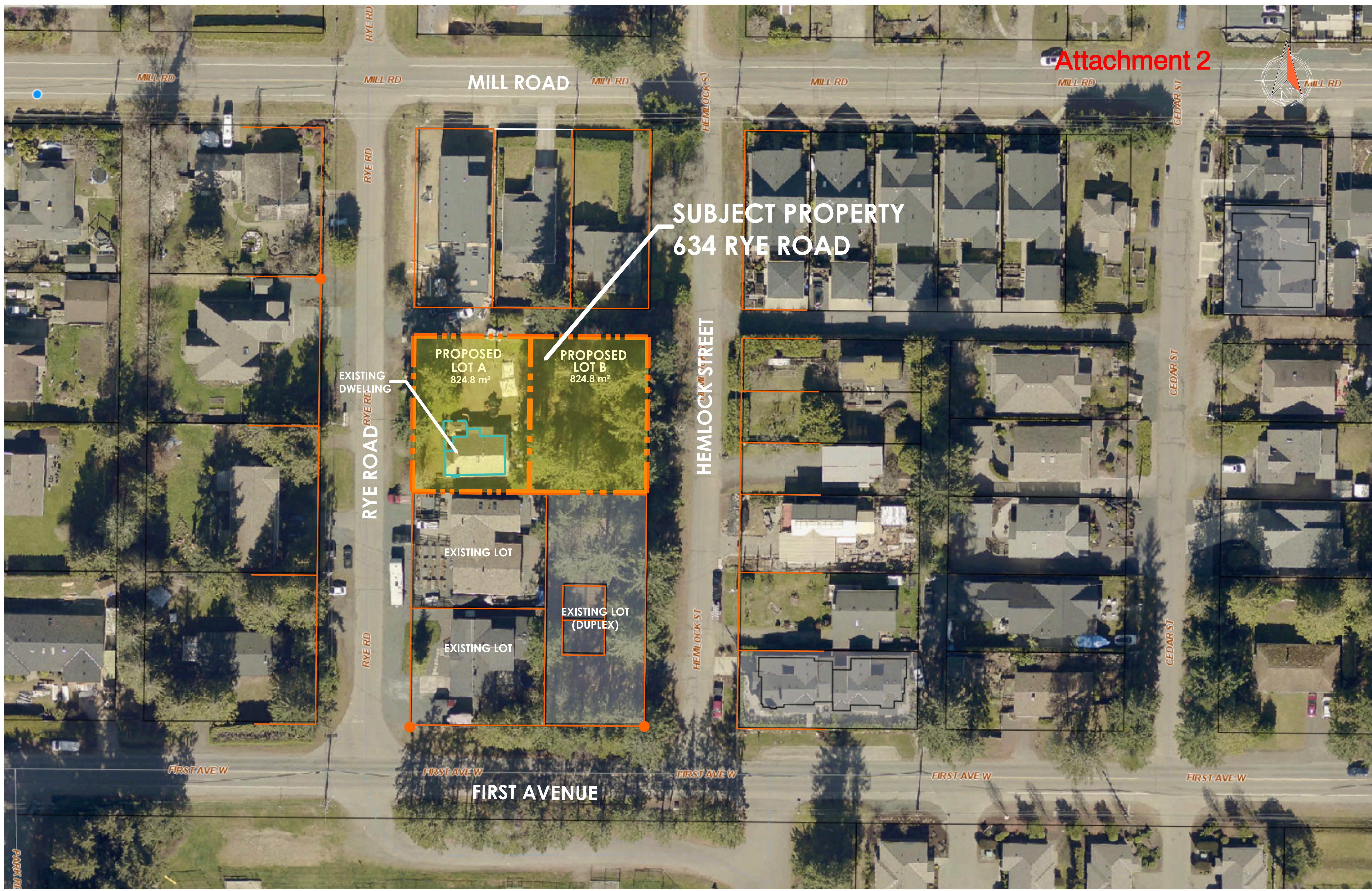
Approving the covenant replacement will unlock a property that has remained dormant due to circumstances beyond the original approval process. It provides an opportunity for new investment while ensuring that the Town retains meaningful oversight of future development through an updated covenant that reflects today's planning objectives.

We appreciate Council's consideration of this request and respectfully ask for your support in authorizing the discharge of the existing covenant and registration of the proposed replacement covenant.

Respectfully submitted,



John Larson, ASTTBC.CTech, CRD
C.A. Design



MILL ROAD

SUBJECT PROPERTY
634 RYE ROAD

PROPOSED
LOT A
824.8 m²

PROPOSED
LOT B
824.8 m²

EXISTING
DWELLING

EXISTING LOT

EXISTING LOT
(DUPLEX)

EXISTING LOT

FIRST AVENUE

PROCUREMENT REPORT

File No. 6240-20

TO: Lou Varela, Chief Administrative Officer

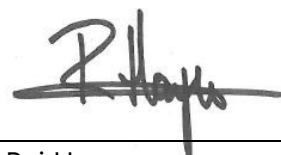
FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Tender Award | Eaglecrest Subdivision Servicing

Recommendation	THAT Council awards the Eaglecrest Development Subdivision Servicing project to In The Dirt Contracting Ltd. in the amount of \$573,917 excluding GST.		
Project goal	To proceed with servicing land that has been designated for residential development.		
Council Authorizations	Council identified eight parcels in three locations currently proposed for servicing (see Attachment 1) as part of the 2025 Eaglecrest zoning amendment process. The parcels are located on Fairways Drive, Royal Dornoch and on Eaglecrest Drive at Blind Bogey.		
History	When the Town purchased the Eaglecrest Golf Course lands, it was intended that the purchase price and associated upgrades be entirely self-funded through land sales. Servicing the subject parcels is an essential part of the land sales process.		
Procurement Process	✓	Tender	
		Request for Proposals (RFP)	
		Request for Qualifications	
		Other	
Summary of Competitive Process	- The Invitation to Tender (ITT) was posted on BC Bid and closed on August 19, 2026 - Six bids were received - In The Dirt Contracting Ltd provided the lowest price		

Financial Implications	• Total Project budget: \$625,000 • Total Cost of Recommended Contract Award: \$573,917 excluding GST • Remaining budget: \$51,083 • Source of Funding: Proceeds from Eaglecrest Land Sales. Funded from working capital in the interim, and temporary funding source to be identified at year end.
 Oliver Watson Capital Projects Manager <i>Report Author</i>  Lou Varela, MCIP, RPP Chief Administrative Officer <i>Concurrence</i>  Amro Kotb Director of Infrastructure Services <i>Concurrence</i>  Raj Hayre Director of Finance <i>Concurrence</i>	

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Attachment 1: Locations of Parcels to be Serviced



PROCUREMENT REPORT

File No. 1220.20 – RFQ 26.19

TO: Lou Varela, Chief Administrative Officer

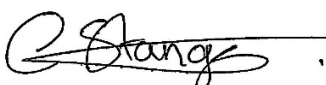
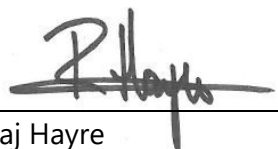
FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Chris Stanger, Manager of Operations

SUBJECT: Request for Quote Award | Painting Town Hall

Recommendation	THAT Council awards the Painting Town Hall RFQ No. 2026-19 project to Top Quality Coatings Ltd in the amount of \$110,000 excluding GST.
Project goal	The goal of this project is to renew and protect the exterior finish of the Town Hall municipal building (photos shown in Attachment 1 below) by repainting faded and worn surfaces that are due for maintenance. The work will improve the building's appearance, extend the life of exterior materials, and support a clean, well-maintained civic presence in the downtown area. The colour scheme will be changed to align with the neighbouring building located at 670 Primrose Street, creating a more consistent and inviting appearance between the two buildings while maintaining an appropriate municipal character. The painting work will include the entire exterior of the Town Hall building, along with the bulletin board and the gazebo to the east of the flag poles. The work will exclude the main floor windows and door trim, the main floor handrails, and the security cage on the west side of the parkade entrance, as these were completed last year. The work will also exclude gutters and flashing, as well as soffits.
Council Authorizations	This project is included in the 2026–2030 Financial Plan for completion in 2026. Council authorization is requested to award the Painting Town Hall contract and proceed with the work as planned.

History	Records indicate that the exterior of the Town Hall building was last painted in 2015. After approximately 11 years of exposure to weather and regular wear, the paint has faded and deteriorated, creating the need for restoration and repainting.		
Procurement Process	✓	Request for Quote (RFQ)	
		Request for Proposals (RFP)	
		Request for Qualifications	
		Other	
Summary of Competitive Process	• RFQ was posted on BC Bid closing Friday August 14, 2026 • A mandatory site meeting was held on July 10, 2026 • 6 quotes were received • Top Quality Coatings Ltd provided the lowest compliant bid in the amount of \$110,000 excluding GST.		
Comments	Staff recommend awarding the contract to Top Quality Coatings Ltd., who submitted the lowest compliant bid. Two lower-priced submissions were received; however, both were deemed non-compliant as they did not meet the Submission Requirements outlined in Section 3.0 of the Request for Quotes posting. Staff consider the recommended bid to be compliant, competitive, and capable of meeting the project requirements.		
Financial Implications	• Total Project budget: Included in the \$347,000 Facilities Asset Management Renewal budget for 2026. • Total Cost of Recommended Contract Award: \$110,000 • Remaining budget: \$237,000 • Source of Funding: Asset Replacement Reserves		
 Chris Stanger Manager of Operations Report Author  Lou Varela, MCIP, RPP Chief Administrative Officer Concurrence  Amro Kotb Director of Infrastructure Services Concurrence  Raj Hayre Director of Finance Concurrence			

Attachment 1: Photos of Town Hall and 670 Primrose Street

Town Hall current colour pattern



670 Primrose Street with the Town Hall clock in the background





PROCUREMENT REPORT

File No. 6240-20

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Request for Contract Award | Country Club Drive Landscaping

Recommendation	THAT Council awards the Country Club Drive Landscaping RFP No. 2026.04 to ADT Property Solutions Ltd in the amount of \$129,900 excluding GST.
Project goal	To deliver boulevard landscaping improvements on Country Club Drive that provides an attractive, durable, and low-maintenance frontage for the Cottages subdivision, while improving pedestrian access through a 2.0-metre-wide pathway and managing surface runoff through grading and swale improvements. The recommended work aligns with the RFP objective to complete the installation within the Town's approved budget and reflects the selected proposal scope, including the paved pathway, grass, drainage, irrigation, and ornamental tree planting components.
Council Authorizations	Funding for the Country Club Drive boulevard landscaping improvements was included in the Town's approved budget, with the RFP identifying a maximum project budget of \$130,000 excluding GST. Contract award remains subject to Council approval.
History	During the development of the Cottages subdivision, the Town collected \$132,500 from the developer for the purpose of completing boulevard landscaping improvements along Country Club Drive adjacent to the subdivision.

	To support this work, Town staff consulted with a landscape architect and developed a base concept plan for the boulevard. The concept included a pathway, ornamental trees, grassed boulevard areas, and a small drainage swale to help direct surface runoff. The proposed improvements are intended to complete the boulevard frontage in a practical and visually attractive manner, while improving pedestrian access, supporting drainage, and providing landscaping that can be reasonably maintained over the long term.		
Procurement Process		Tender	
	✓	Request for Proposals (RFP)	
		Request for Qualifications	
		Other	DESCRIPTION OF ALTERNATIVE PROCESS
Summary of Competitive Process	- The Town posted the Country Club Drive Landscaping RFP on BC Bid May 20, 2026, and it closed on June 19, 2026. - Four proposals were received and reviewed in accordance with the RFP requirements and evaluation criteria. - Staff held brief negotiations with two preferred proponents to confirm scope, pricing, and project delivery details. - ADT Property Solutions was identified as the preferred proponent, providing the best overall value and meeting the key project objectives. Attachment 1 illustrates the proposed design.		
Financial Implications	- The project is funded through the \$132,500 contribution previously collected from the Cottages subdivision developer for Country Club Drive boulevard landscaping improvements. - The RFP identified a maximum project budget of \$130,000, excluding GST, and required pricing to include all labour, materials, equipment, supervision, traffic control, overhead, profit, and other costs necessary to complete the work. - The recommended award to ADT Property Solutions is intended to complete the work within the available project funding. - The balance remaining will be used to cover the cost of the water meter and Town staff to install it for irrigation purposes.		



Oliver Watson
Capital Projects Manager
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



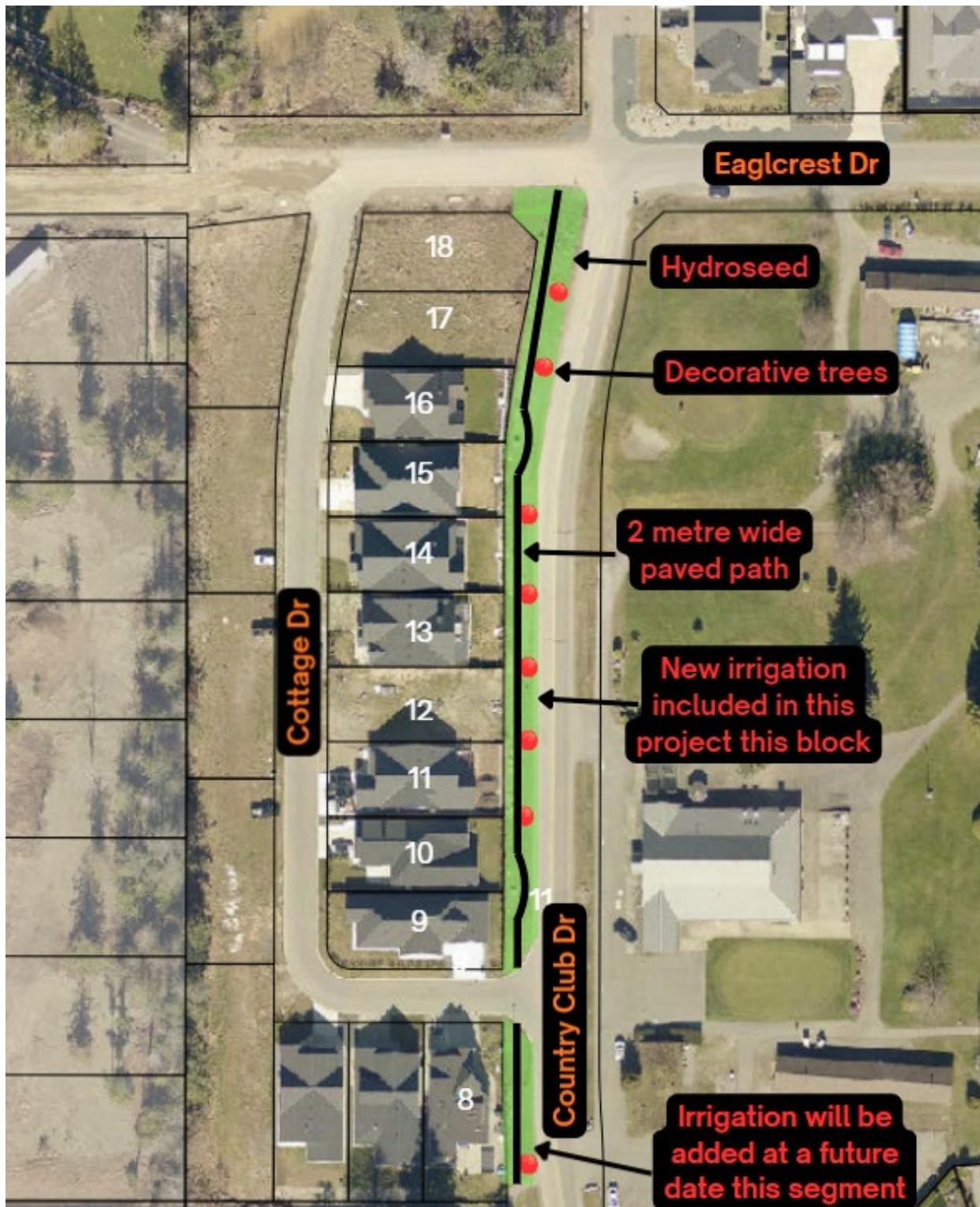
Amro Kotb
Director of Infrastructure
Concurrence



Raj Hayre
Director of Finance
Concurrence

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Attachment 1: Proposed Design



PROCUREMENT REPORT

File No. 1220-20-PARKSHED

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Chris Stanger, Manager of Operations

SUBJECT: **Request for Quote Award | Foundation and Assembly of Parks Yard Storage Shed**

Recommendation	THAT Council awards the Foundation and Assembly of Parks Yard Storage Shed RFQ 2026.15 to Magnum Project Management in the amount of \$136,289 excluding GST.	
Project goal	To construct the concrete foundation and assemble a new pre-purchased steel storage shed at the Parks Yard to improve secure storage capacity for Parks operations equipment and materials.	
Council Authorizations	This project is included in the 2026 to 2030 Financial Plan within the Facilities Asset Management and Repairs Capital Budget.	
History	Indoor office and workspace is at a premium in the Parks Yard, and there is a need to free up existing indoor areas to better support day-to-day Parks operations. To help address this need, the Town purchased a 25' x 50' steel storage building in 2025 (See Attachment 1). This RFQ includes the construction of a new concrete pad and foundation, as well as assembly of the pre-purchased steel storage building in the Parks Yard. (See illustration below) While the approach for the "Operations Workplace Modernization" project is undetermined at this time, the storage building will remain a useful Town asset. Depending on future operational needs, it could either be relocated to another Town site or kept in place to provide necessary storage for ballfield, cemetery, or other Parks materials.	
Procurement Process	✓	Request for Quotes (RFQ)
		Request for Proposals (RFP)

	Request for Qualifications
	Other
Summary of Competitive Process	- RFQ was posted on BC Bid and closed on August 14, 2026 12 quotes were received
Financial Implications	- Budget: \$144,000 (budget also includes a separate greenhouse) - Construction Quote: \$136,290 excluding GST - Additional soft costs for building inspections: \$3,000 - Costs spent to date \$66,750 - Total estimated cost: \$206,040 - The approximately \$62,000 budget variance will be managed within the overall capital program through savings from other approved projects. - Source of Funding: Asset Replacement Reserve
 Chris Stanger Manager of Operations Report Author  Lou Varela, MCIP, RPP Chief Administrative Officer Concurrence  Amro Kotb Director of Infrastructure Services Concurrence  Raj Hayre Director of Finance Concurrence	

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Attachment 1: Illustration of Pre-purchased Storage Shed



PROCUREMENT REPORT

File No. 1220.20 – RFQ 26.23

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 9, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Request for Quote Award | Memorial Avenue at Fir Street Crosswalk Installation

Recommendation	THAT Council awards the Memorial Avenue at Fir Street Crosswalk Installation RFQ No. 2026-23 to Coastline Civil Inc. in the amount of \$122,727 excluding GST.
Project goal	The objective of the Memorial Avenue at Fir Street Crosswalk Installation project is to improve pedestrian safety, accessibility, and traffic calming at the Memorial Avenue and Fir Street/Harlech Street intersection. The project will provide a safer and more visible crossing for pedestrians accessing the weekly Farmers' Market and surrounding community destinations, while supporting the Town's 2026 Community Transportation Plan priorities. The work includes a commemorative crosswalk (see Attachment 1) across Memorial Avenue, solar-powered rectangular rapid flashing beacons (RRFBs), a new hardwired LED streetlight, minor sidewalk and sidewalk letdown improvements, and curb realignment on the northwest corner (see Attachment 2). Contract award and construction will proceed only once the required Memorandum of Understanding with the Island Corridor Foundation (ICF) is in place, due to the crosswalk's proximity to the railway tracks.

Council Authorizations	The Memorial Avenue at Fir Street Crosswalk Installation project reflects previous Council direction and approvals related to pedestrian safety and Veterans’ commemoration. The project is identified in the 2026–2030 Financial Plan as “RRFBs Memorial at Fir Street,” and Council previously approved an increase to the project budget to \$124,500 during the 2025 Strategic Planning process. Council also approved the proposed commemorative crosswalk design at the July 15, 2026, Regular Council Meeting, allowing the design to be incorporated into the project documents for procurement. Prior to construction, a Memorandum of Understanding (MOU) with the Island Corridor Foundation is required because the proposed crosswalk is located within a restricted area approaching the railway tracks, where stopped vehicles could be exposed to risk if rail service resumes in the future. No construction will proceed until the Memorandum of Understanding is fully executed and the Town has issued written authorization to proceed. While the project goal is to complete the commemorative crosswalk prior to November 11, 2026, the schedule may extend beyond that date if the Memorandum of Understanding is not finalized in a timely manner. The MOU is expected to confirm the conditions under which the Town may construct the crosswalk near the railway corridor, including the requirement to remove the crosswalk if rail service resumes in the future.
History	In 2024, Council requested that a new crosswalk be installed across Memorial Avenue between Railway Street and Veterans Way to accommodate pedestrians crossing Memorial Avenue to access the Farmers’ Market and other community events. At that time, Council directed that the project be included in the 2026 Financial Plan as the Community Transportation Plan project. Over the summer of 2025, staff began the initial design review for the requested crosswalk location and identified that inadequate sight distance, caused by the curve in Memorial Avenue, would create an unsafe condition for pedestrians. After consulting with the Town’s traffic engineering consultant, staff recommended that Council consider positioning the crosswalk to the north side of the Harlech Street/Fir Street intersection instead.

	Following Council approval of the revised location, design drawings were prepared in 2026. Through detailed design, the project scope was refined to include related sidewalk improvements and a new hardwired LED streetlight to support the safe operation of the crossing.		
Procurement Process	✓	Request for Quote (RFQ)	
		Request for Proposals (RFP)	
		Request for Qualifications	
		Other	
Summary of Competitive Process	- RFQ was posted on BC Bid and closed on August 19, 2026 6 quotes were received		
Comments	Lowest Price was submitted by Coastline Civil Inc.		
Financial Implications	- Total Project budget: \$124,500 - Total Cost of Recommended Contract Award: \$122,727 excluding GST - Costs spent to date to pre-purchase the RRFB's, the commemorative crosswalk stencil, MOU preparations and design: \$17,500 - Total estimated project cost: \$140,227 - Source of Funding: Asset Investment Reserve - The approximately \$15,000 budget variance will be managed within the overall capital program through savings from other approved projects, such as the annual paving program.		



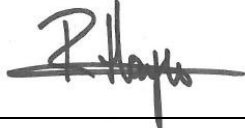
Oliver Watson
Capital Projects Manager
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Amro Kotb
Director of Infrastructure Services
Concurrence



Raj Hayre
Director of Finance
Concurrence

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Attachment 1: Commemorative Crosswalk



Attachment 2: Items Included in the Project

