2021 ANNUAL REPORT

Town of Qualicum Beach

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A MESSAGE FROM MAYOR & COUNCIL

On behalf of the Council of The Town of Qualicum Beach...

Throughout 2021, the Town of Qualicum Beach has continued to set a high standard for municipal projects and approaches that increase the quality of life for residents, business owners, and visitors alike. Through this valuable work we have committed to preserving those unique qualities that makes Qualicum Beach so special, while incentivizing new workers, families, and businesses to join our community. As Mayor, on behalf of Town Council, I'd like to say what an honour it is to serve the beautiful community of Qualicum Beach.

As I reflect on 2021, recognizing both the successes and challenges, it is also my privilege to thank the Town's staff for their remarkable dedication. From the ongoing pandemic to extreme weather events, our staff have risen to face the unexpected while prioritizing the community's best interests. 2021 was also the year when we said good-bye to our CAO, Daniel Sailland, who moved on to new opportunities in the Alberni-Clayoquot Regional District. On a personal note, I'd like to wish Daniel the very best in his new position and to say thank-you for his outstanding service to the Town. Now, in 2022, we have welcomed our new CAO, Lou Varela, who comes to us from Oak Bay.

Through the changes and challenges of 2021, Council, staff and our citizenry have found ways to rally and support each other. This approach gained traction with developing partnerships across the region. Through cooperation, both inside and outside of our Town's boundaries, we can make a real difference to our residents' quality of life. Innovations that support our citizenry have included working with the Divisions of Family Practice to create more opportunities for medical practitioners to choose Qualicum Beach as their home base; partnering with BC Housing and the Qualicum Parksville Kiwanis Housing Society to secure grant funds for development of affordable housing; and, the future opening of our new daycare centre that will further support young families.

Innovation is also reflected in a number of exciting projects being developed, and planned for, on the ground. One such example is the East Village Revitalization Project. The Fern + Cedar Brew Pub, which is open and thriving, is the first step in the development of the south side of Second Avenue East. This once neglected corner of Town is garnering fresh attention with a revitalization plan driven by the application of strong planning principles.

On a larger scale, after more than twenty years in the making, Pheasant Glen Golf Resort has the opportunity to become a reality. The resort has plans for 225 long-term rental units, including 40 tourist accommodation units. These accommodations will encourage both visitors and new community members to our area, supporting local businesses as they come to discover all that Qualicum Beach has to offer.

Even our road network has been changing and improving. The traffic circle, located at the junction of Memorial Avenue and the Old Island Highway, is almost complete and is effectively calming traffic speeds and addressing circulation issues at our waterfront.

With such a dedicated Council, staff and community, I'm confident that Qualicum Beach will continue to thrive, building on the knowledge of the past while creating a future of our dreams.

Mayor Brian Wiese

A MESSAGE FROM THE CAO

On behalf of the Employees of the Town of Qualicum Beach...

On behalf of the employees of the Town of Qualicum Beach, I am proud to present the 2021 Annual Report.

The lasting impacts of the COVID-19 pandemic made 2021 a year unlike any other. Town staff and Council were repeatedly asked to pivot and reshape their plans, projects, and teams to best support our community. Each time, the Town's employees responded efficiently, ensuring the residents of Qualicum Beach received continued support.

As the world rebuilt and recovered, Town staff committed to decisions that made Qualicum Beach an even better place to live. Council protocols and procedures were reviewed and revised to increase transparency and improve decision-making policies. The Town's asset management systems were optimized, making it easier and more cost-effective to initiate projects that strengthen and support our town.

While these core initiatives may be overlooked amongst the other significant work that Qualicum Beach has accomplished in the past year, I couldn't be more excited to share them with you. This work laid the foundation for better decision-making, collaboration, and community growth, all of which contribute to making Qualicum Beach an even better place to live.

Amongst the many changes that occurred in 2021 globally, nationally, and provincially, one change was much closer to home. The Town's previous CAO, Daniel Sailland, departed to pursue other ventures. In his absence, it has been my honour to have served Council, staff, and the community in the role of Acting CAO for the remainder of 2021 and into 2022. We thank Daniel for his leadership over the past seven years and wish him the best in his new position.

My pride in the work our community accomplished in 2021 is rivalled only by appreciation for the Town staff and Council who made it possible. I hope Qualicum Beach will join me in reading this Annual Report with the same gratitude to our Town staff, and enthusiasm for what is yet to come.

Kindly,
Heather Svensen, Acting CAO

STRATEGIC PRIORITIES

2019 - 2022

OUR VISION

As the Town moves towards the long-term vision of the Official Community Plan, we strive to encourage:

- **Collaborative Governance**
- **Effective Land Management**
- **Diversity of Housing**
- **Community Amenities**
- **Economic Development**
- **Mobility and Alternative Transportation**
- **Efficient Provision of Services**

TEAMWORK

Empowerment:
We value creativity, innovation, and participatory management.

Healthy Cooperative Workplace:
We encourage a safe, fair, and healthy workplace, emphasizing collaboration, cooperation, trust, confidence and mentoring.

OUR MISSION

The purpose of Council and Administration of the Town of Qualicum Beach is to exemplify collaborative governance and sound management through the provision of high quality facilities and services, that provide opportunities for continuous improvement to the quality of life for people of all ages that we serve.

RESPECT

Respect and Ethics:
We value respect in all our interactions and work with integrity, honesty and transparency.

Acknowledgement:
We strive to recognize and appreciate effort and achievement.

PROFESSIONALISM

Professional Development:
We value education, training and development of knowledge, skills, and best practices.

Community Pride:
We take pride in our community and work, and celebrate our successes.

OUR STRATEGIC INITIATIVES

Council recognizes that the possible objectives for the community exceed the limited financial and human resources available to the Town. This strategic plan lists numerous priorities, however, the Town will aim to first accomplish those key priorities that will best serve the community, while respecting the resources available. Additional priorities may be reprioritised when, and if, opportunities (through grants, partnerships, new information, etc.) arise.

The work of local governments can be divided into two categories: core and supplemental activities. Core activities are routine, ongoing activities such as day-to-day administration, preparation of Council meeting agendas, road maintenance, sewer and water system operations, permitting, bylaw enforcement and building inspection. These activities often go unnoticed, though they comprise the vast majority of work (80% - 90%) undertaken by a municipality.

Supplemental activities are those activities that are not routine or ongoing, but rather one of a kind, or periodic activity, such as construction of significant capital works, updating of an Official Community Plan, or development of a new significant policy initiative, such as a secondary suite policy. Strategic planning ensures that resources are available for both the day-to-day operations, as well as larger-scale projects. Smaller supplemental activities are often fit into Town work plans as time and resources permit.

WHAT ARE OUR STRATEGIC INTIATIVES?

Strategic Initiative #1: Improved Governance Practices

Strategic Initiative #2: Engage land for strategic local and regional initiatives

Strategic Initiative #3: Address Encroachments on Town-owned land

Strategic Initiative #4: Increase the Diversity of Housing

Strategic Initiative #5: Mobility and Alternative Transportation

Strategic Initiative #6: Efficient Provision of Services

Strategic Initiative #7: Strategic Support and Partnerships

Short Term

Substantially Completed in 2021 (as presented in November 2021)

Action	Update
Communication Strategy – Staff will seek to work with a consultant to help create a more proactive communication and educational presence for the community to include, but not be limited to: online informational pieces for the public, surveys and short videos.	**In Progress**. Additional support is in place and a Request for Proposals is being issued for a longer-term solution.
Fire Service Review	**COMPLETE**
Eaglecrest Roundabout/Community Park Turf Field Grant	**On Hold**. These two projects were not selected by the Province during the last round of grant funding under the *Investing in Canada Infrastructure Program*.
Qualicum Beach Memorial Golf Course - Review capital expenditures, with a lens on Asset management, and bring forward a revised lease for consideration	**COMPLETE**. The Town will be drafting an agreement with the Qualicum Beach Memorial Golf Course, which will include funding for a new workshop.
Town Public Works Yard Relocation - Complete site preparation for an expanded parks yard that can accommodate parks and public works employees	**In Progress**. A Frequently Asked Questions document has been posted to the Town's website.
Protocols and Procedures for Council Meetings – Bring forward a revised procedure bylaw for Council consideration	**COMPLETE**
Public Discussion and Enforcement of Encroachments	**In Progress**. Public input on the Town's encroachment policy will be part of the November 24, 2021 Committee of the Whole meeting
2021 Budget Deliberations	**COMPLETE**

Medium Term

Projects substantially completed by end of Council term (as presented in November 2021)

Action	Update
Daycare Construction	**In Progress**
New Airport Carrier(s) Attract new carriers to the Airport	**COMPLETE** - Two new carriers are currently operating at the Qualicum Beach Airport
Increase Diversity of Housing	**COMPLETE** - Housing needs assessment **Delayed** - Housing task force. A request for a working group with the Oceanside Services Committee to address the regional need for affordable housing was declined. **In Progress** - Plan and construct affordable housing project. (Railway Street and Village Way affordable housing project with Kiwanis)
East Village	**In Progress** - Complete the Local Area Service (LAS) for Council consideration and possible implementation. **COMPLETE** - Proceed with drafting a request for proposals (RFP) for Council consideration that seeks to make use of Town lands related to East Village. **In Progress** - Complete the construction of streetscapes that are relevant to the Island Coastal Economic Trust (ICET) grant.
Bus Garage Property	**COMPLETE** - This property is an important location for Council and as such, staff will proceed with drafting a RFP for Council consideration that seeks to achieve best value for the engagement of this key property.

Action	Update
St Andrews Park Removal or repurpose of main lodge, replanting of key vegetation, and exploration of a children's playground	**In Progress** (Pending further budget discussions)
College Heights Project	**COMPLETE**
Signage, Branding and Wayfinding	**In Progress**
Provision of Water Partnership work for provision of water with RDN and EPCOR in the medium term, the focus is sewer and water looping along Rupert Road	**COMPLETE** - agreement in place and the Town's water has been connected to the Sandpiper neighbourhood. **In Progress** - sewer and water looping along Rupert Road
Fire Service Review Implementation	**COMPLETE**
LED Street Lighting Staff will work with BC Hydro to create a case for converting existing street lighting to LED	**COMPLETE** Note: Staff are reviewing potential modifications.
Rodway Trail Staff will advance with the completion of safety improvements and the realignment of Rodway Trail	**In progress**
Perfect Storm Group / Oceanside Division of Family Practice The Town will work with the Perfect Storm Group, the Oceanside Division of Family Practice, and the Ministry to advance a vision and, if appropriate, identify land to help increase levels of primary care and decrease the number of unattached patients in Qualicum Beach	**COMPLETE**
Memorial Avenue Upgrades	**In Progress**

Action	Update
Review Speed Limits/Traffic Calming	**In Progress** - Staff have implemented changes to East and West Crescent; crossings by the Shady Rest and at Hemsworth Road are 90% designed, with construction anticipated for the first quarter of 2022.
Waterfront Master Plan Implementation, including foreshore protection	**In Progress** - Staff have completed a grant application for implementing parking expansion and traffic calming along the waterfront and Hwy 19A.
Levels of Service Document existing Service Levels and creating Levels of Service	**In Progress** - The Town received grant funding to conduct a full facilities inventory.
Parking Reviewing parking demands and addressing needs	**In Progress** - Parking study was conducted in fall, 2021 and a report will be presented in early 2022.
Recreation Masterplan Advancing key priorities within the Recreation Masterplan, particularly Ravensong Pool expansion and the construction of a turf field	**In Progress** - Staff and elected officials are working collaboratively with the RDN and Parksville to review pool options. The Town has made a contribution to the Ballenas Track project.
Economic Development Collaborative initiative involving Chambers of Commerce, business assistance and other levels of government	**In Progress**
Municipal Landfill Engage land at the closed Municipal Landfill for strategic local and regional initiatives	**In Progress** - A Request for Proposals has been issued for the Rural Innovation Hub, and proposals will be reviewed at an upcoming Committee of the Whole meeting.
Grant Opportunities Leverage Town funding and support economic development through grant opportunities	**In Progress** - 13 grants currently active. 8 grants applied for in 2021, 5 approved, 2 denied, and 1 pending.
Tree and Vegetation Management Plan	**In Progress** - To be discussed at the November 24, 2021 Committee of the Whole meeting.

Long Term

Beyond November 2022 – Next Council Term (as presented in November 2021)

Action	Update
Public Works Yard Relocation	Completion of Phase Two.
Airport Land Use Plan	Review and finalize the Airport Land Use Plan.
Seaside Nature Park	Consideration of future phases.

BOARDS, COMMITTEES & VOLUNTEERS

Each year, the Town benefits from countless hours of dedicated service from volunteers, with a wealth of knowledge and community spirit.

COVID-19 made a huge difference to volunteerism. Many of the Town events were cancelled, and our committees went online. But because the business of the Town continued, so did our trusty volunteers!

OUR VOLUNTEERS ARE INVOLVED...

- In partnership to develop and operate facilities and services
- In protecting our environment and keeping our roads & neighbourhoods safe
- In youth, seniors', heritage, and arts and culture programs
- Providing advice to Council

150+ VOLUNTEERS

THANK YOU

65 COMMITTEE MEMBERS

...CONTRIBUTING TO THE YEAR-ROUND VITALITY AND CLOSENESS OF THE COMMUNITY

COMMITTEES & COMMISSIONS IN 2021 INCLUDED...

- Advisory Planning Commission
- Board of Variance
- Heritage Forest Commission
- Qualicum Beach Airport Users Committee
- Select Committee on Public Safety Accessibility & Emergency Preparedness
- Select Committee on Parks & Recreation
- Select Committee on Environment & Sustainability
- Select Committee on Beach Day
- Select Committee on Family Day

2021 NON EVENTS CALENDAR

COVID continues

MAY

- Qualicum Beach Youth Appreciation Day
- Quality Foods Festival of Lights Fireworks
- Qualicum Beach Family Day

JUNE

- QB Museum Summer Season Opening (Distanced)
- KSS Grad Parade (Distanced)
- Timberfest

JULY

- Street Dance
- Father's Day Show 'n Shine
- Qualicum Beach Triathlon
- Qualicum Beach Canada Day Parade
- Beach Day
- Airport Appreciation Day
- St. Mark's Fair

AUG

- TOSH Grand Prix d'Art & Art in Action Fair (Distanced)
- Ocean Mile Swim

SEPT

- Volunteer Appreciation

OCT

- Halloween Pumpkin Walk and Fireworks
- Cyclocross

NOV

- Moonlight Madness

Virtual

- Remembrance Day Parade & Procession

PROJECT/PLANNING HIGHLIGHTS

A LOOK BACK AT SOME OF THE STANDOUT PROJECTS FOR 2021

PROJECTS

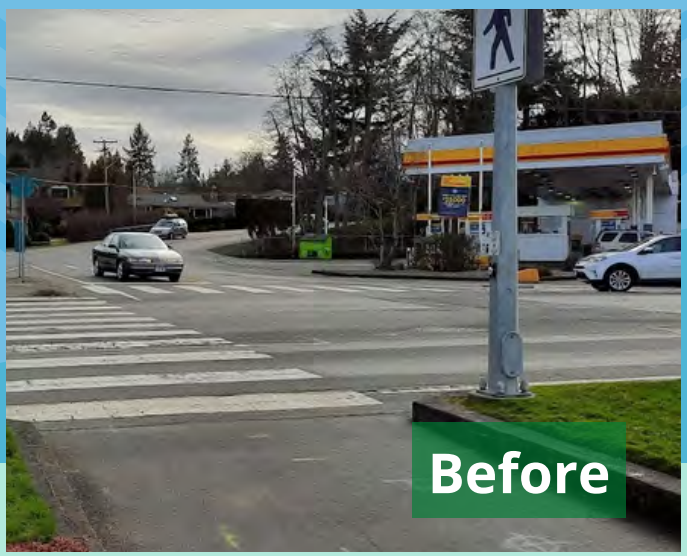
MEMORIAL ROUNDABOUT

After 10 months of dedicated work by the contractor Copcan, and the cooperation of residents and First Nations, the Memorial Avenue roundabout opened on time and on budget.

This intersection is the primary point of access to the waterfront from the uptown. It had historically experienced a high crash/conflict rate, and a low level of service for motorists. It is also the most grade-favourable access for pedestrians to the waterfront, and with the expected increase in foot traffic resulting from pathway upgrades, will enhance the safety and experience of all users.

qualicumbeach.com/roundabout

- increased safety for all users
- decreased GHG
- increased pedestrian links
- advance the Waterfront Master Plan



"Roundabouts have been shown to reduce the number, and especially the severity, of collisions between motor vehicles, pedestrians and cyclists. The recently completed Memorial Avenue Multi-Use Pathway and Waterfront Walkway will bring more pedestrians and cyclists to this intersection, which means the safety benefits the roundabout offers are even more consequential."
– Bob Weir, P. Eng, Director of Engineering & Capital Projects

PROJECTS

EAST VILLAGE REVITALIZATION - PHASE 1

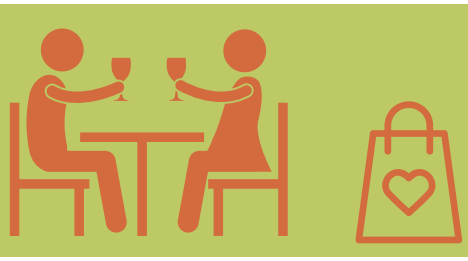
The East Village Revitalization project seeks to transform a neglected, uninviting area in Qualicum Beach's uptown into a unique and thriving neighbourhood for both businesses and residents.

The Town gratefully received $694,525 in funding to complete the first phase of the East Village Revitalization project. This phase focused on streetscape redesign to spur the development of new mixed-use residential and commercial spaces. The grant specifically helped facilitate community social spaces to allow for mobile vendors, event hosting, and recurring community staples such as farmers' markets.

Focusing on Berwick Road, grant funding saw the completion of utility upgrades & undergrounding of services, as well as beautifying the area through paving, curbs, gutters, lighting and tree plantings.

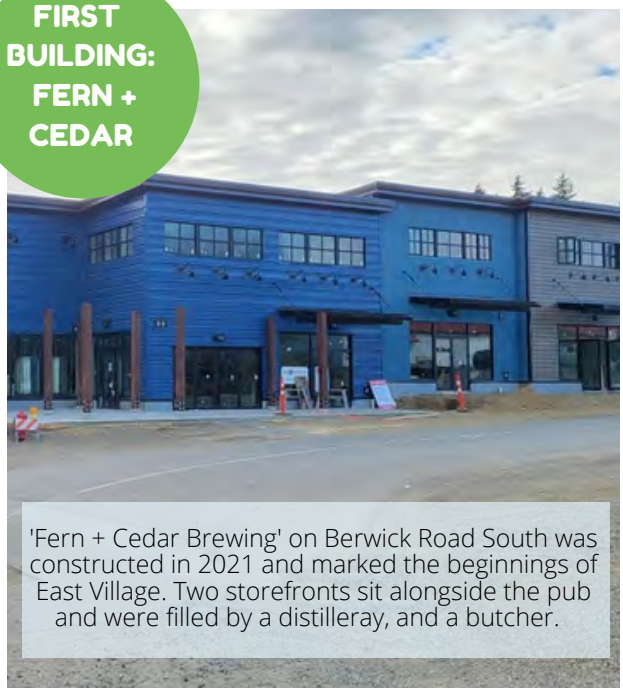
The next phase of the project will focus on similar beautification along Second Avenue East, from Berwick Road to Fir Street (Clock Tower Square).

Undergrounding of utilities, water and wastewater set the groundwork for the upcoming transformation.



"Create a distinct neighbourhood with a thriving public realm and inviting urban space"

qualicumbeach.com/_eastvillage



'Fern + Cedar Brewing' on Berwick Road South was constructed in 2021 and marked the beginnings of East Village. Two storefronts sit alongside the pub and were filled by a distilleray, and a butcher.

Front Before Demo
Gallery

Front After Demo

Rear Before Demo

Rear After Demo

PERFORMANCE STAGE
TERRACE SEATING
BREW PUB TASTING ROOM
INNOVATION HUB
Brew Brew
Cafe
GROUND FLOOR COMM.
LOOSE SEATING
SECOND AVENUE MULTI USE PEDESTRIAN STREET
STREET LEVEL PLOX
-RESIDENTIAL
-LIVE/WORK
PRIVATE PATIO
RAIN GARDEN

PROJECTS

INTO THE WOODS EARLY CHILDCARE

$2M
Provincial Funding

2022
Set to have completed construction

The Town secured funding to construct "Into the Woods Childcare Studio", a 3,269 square ft centre with outdoor play area, set within the Town-owned Community Park.

The centre will be operated by a non-profit society, and address a critical need within our community, with a focus on infant and toddler care and extended hours of operation.

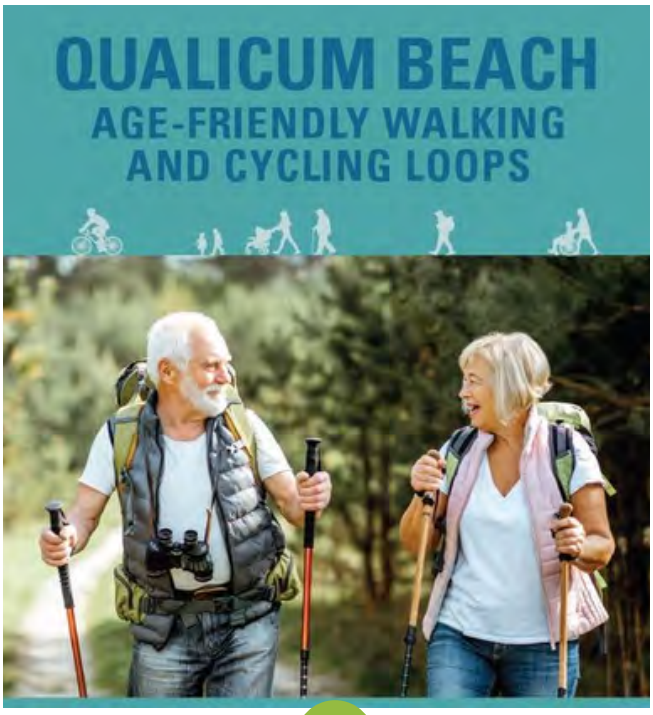
37
Spaces including 12 infant/ toddler spaces

3,269 sq ft
centre plus outdoor play area

qualicumbeach.com/childcare

SIDE ELEVATION (WEST)

PROJECTS



qualicumbeach.com/wayfind

AGE-FRIENDLY WAYFINDING

The Union of British Columbia Municipalities (UBCM) awarded $15,000 to the Town to create age-friendly wayfinding for the Town's trail networks.

New signage was posted at key trails, with details on trail accessibility, such as the level of difficulty (trail length, elevation, grade), access to washrooms, and linkages to other trails. These details allow users to determine suitability of a trail to match their ability and needs, and give them the confidence to undertake more trails.

This project also implemented a series of guided walks to safely build physical strength through walking, and teaching on how to use the trail wayfinding to its greatest potential to encourage future use.

The trailhead signs are located at the entrance to the Community Park on Jones Street, behind the Tourist Information Centre on the seawall, in the parking lot of the Train Station, Town Hall in Glassford Square, and Dollymount Trail at the Berwick Road crossing. Brochures are available at Town Hall, Tourist Information Centre, and on the Town's website.

PLANNING AFFORDABLE HOUSING

Affordability has been a growing concern in recent years as house prices have increased by up to 80%.

The May 2009 Affordable Housing Needs assessment first highlighted an unmet demand for affordable rental market housing for fixed income seniors and families. The need has only grown since that time.

Increasing the diversity of housing is a priority in the 2019-2022 Council Strategic Plan. The Town encourages a spectrum of housing choices and prices, from multi-family to single-family and secondary suites, from rural houses to village lofts, live/work accommodation, and affordable to luxury houses.

2009 Affordable Housing Needs Assessment

2015 Kiwanis builds 34 new affordable housing units on First Avenue

2019 Housing Needs Assessment Survey

2020 Land at Railway & Village Way rezoned for affordable housing, and development permit issued in 2021

2021 Kiwanis Housing in partnership with the Town received funding to construct a 56 unit multi-residential development

$887,300 Average Housing Prices in 2021

$369,445 Average Housing Prices in 2009

The Town's housing is made up of:

75% single family dwellings

15% other

10% multifamily dwellings

"In Canada, housing is considered affordable if shelter costs account for less than 30 per cent of before-tax household income." - CMHC

"The Town shall explore ways to work with community groups and senior levels of government to provide for the development of affordable housing, special needs housing, and rental housing. " *Official Community Plan (OCP) S. 2.2.2 Residential - Policy 3*

Kiwanis Housing

The Town owned land on Railway Street & Village Way will host 56 new affordable homes for seniors, families and people with disabilities. The units will be composed of studios, one-bedroom, two-bedroom and three-bedroom units to cater to different family sizes.

The Town entered into a 60-year lease agreement with Qualicum Parksville Kiwanis Housing Society to oversee the construction and operation of the building. Consruction will commence in 2022.

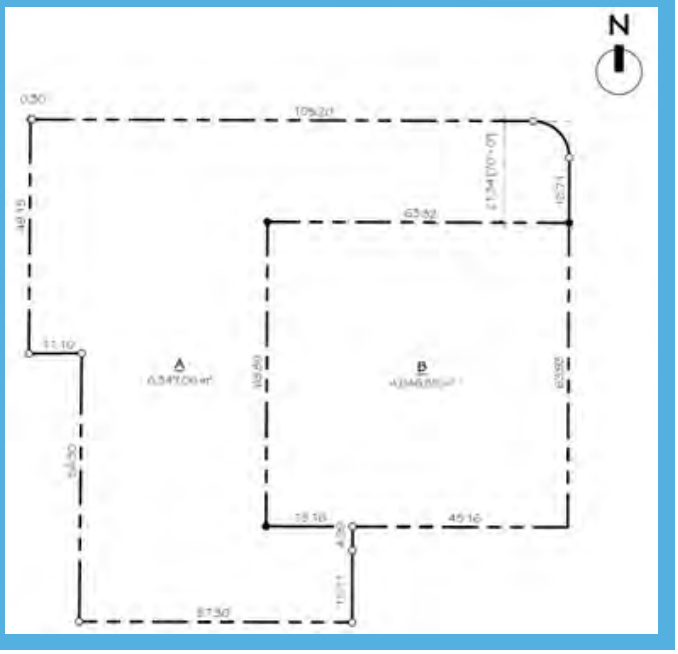
PLANNING

BUS GARAGE & QUALICUM COMMONS

In early 2021, the Town signed an agreement with Naked Naturals Whole Foods Ltd to sell one acre of land for the purpose of a new grocery store, residential units and onsite parking on the former “Bus Garage” property. The Town retained over one acre of land for the development of public amenities, and reserved up to $1,000,000 from the land sale for development of public amenities in the area.

Over the following months, a Working Group was formed to look at potential configurations for the placement of the Naked Naturals Whole Food store on the site, and also to determine the portion of land to be sold to Naked Naturals. Following this, the Town worked with Naked Naturals, local stakeholders, and community representatives on the overall development configuration and exploration of community amenities on Town land. Potential uses identified include parking and new community amenities such as a public square, pavilion, theatre or amphitheater. Discussions on this exciting public ammenity will continue.

Naked Naturals' plans subsequently underwent planning requirements, including a development application and zoning amendment.



BUS GARAGE DESIGN PRINCIPLES

PLANNING

COMMUNITY CLIMATE ADAPTATION PLAN

The Community Climate Adaptation Plan (CCAP) builds upon the existing Town policies and actions to address climate change, and will allow the Town to proactively identify opportunities for action that advance the community further towards the climate resilience of its social, economic, built, and natural systems. This aligns with the Town's strategic goal of "Effective Provision of Services", as preparing for potential hazards and adapting to changing conditions is key to the continuous provision of municipal services.

The intent of this plan is to help the Town and organizations, institutions, businesses, and individuals adapt to current and future climate-related risks and opportunities.

Next Steps

The next steps will be for the Town of Qualicum Beach to implement actions of the CCCAP according to the implementation schedule.

Priority will be given to actions that can be mainstreamed into current planning schedules and existing operations. Planning for the mid-to-longer term actions will also begin.

The following nine objectives were identified as key overarching themes:.

1. Proactively mitigate wildland urban interface fire risk at the community scale.
2. Continue long-term planning for sea level rise in alignment with Waterfront Master Plan
3. Promote and expand the use of Low Impact Development (LID) and Nature-based Solutions (NBS) for building.
4. Effectively manage and support a healthy urban forest.
5. Improve coordinated watershed management and planning.
6. Increase water conservation practices and policies.
7. Continue to manage invasive species throughout the community.
8. Improve public health, safety and preparedness to climate-related events.
9. Integrate climate change thinking into future planning.

qualicumbeach.com/ccap

DEPARTMENTS

A VIEW OF THE HARD WORK CARRIED OUT BY TOWN DEPARTMENTS THIS PAST YEAR

PUBLIC WORKS & AIRPORT

The Public Works and Airport Operations Team operates, constructs, and maintains our infrastructure.

Major areas of responsibility include, but are not limited to, water services, sanitary and storm services, roadway maintenance, sidewalks, street lights, maintenance of Town vehicles, and airport operations.

1.6M m3
of drinking water

76 km
of sanitary sewer mains

28
medevac landings

3714
street signs

1240
sanitary sewer manholes

579
street lights

108 km
water mains

108
water samples taken annually

1602
storm catch basins

OTHER HIGHLIGHTS

- Raised 12 hydrants for easier access.
- Removed 70+ trip hazards from 9km of raised sidewalks.
- Cleared brush from 1.2 km of airport perimeter fence line.
- Installed a Mobility Mat on the waterfront to increase accessibility.
- Completed a Green Laneway project - 75 meters of storm line that retains storm runnoff, and reduces flow downstream during heavy rains.
- Repaved 850 meters of Eaglecrest Drive between Highway 19A and Pintail Drive
- Performed snow removal over the course of 2 weeks, often working 24/7.
- Upgraded pedestrian crosswalk lights on Village Way at Hemsworth Road.
- Repainted over 40km of centerline and edge lines, 46 handicap symbols and 14 pedestrian crosswalks.
- Retired our 1968 Caterpillar 966 loader and replaced with a 2021 Caterpillar 926M.

Qualicum Beach Airport

PARKS & BUILDINGS

The Parks Department maintains our trees, boulevards, parks, trails, fields, baskets, flower beds and cemetery. The Maintenance Team looks after municipal buildings, including the Civic Centre, the Community Hall, the Town Hall, Airport, Digital Media Studio, Public Works and Parks buildings, and public washrooms.

MAINTAINED

- 280 ha (691 acres) of parks and green space (approx. 2/3 the size of Stanley Park)
- 36 Town-owned buildings
- 76,843 m2 of grass and turf (size of 9 football fields)
- 550 street trees
- 235 park benches
- 14 km of trails
- 26 bike racks (2 new)
- 3 dog parks
- One rain garden, with over 17 species of native plants
- 111 seasonal banners
- 6 ha (15 acres) of ball fields
- Municipal cemetery
- Heritage Forest

OTHER WORK COMPLETED

- Hosted 981 COVID-safe bookings at the Civic Centre and 343 at the Community Hall.
- Installed 7,700 seasonal lights on 308 strings.
- Planted 45 deciduous trees including 10 Pacific Crab Apple, 10 Black Hawthorn, 10 Big Leaf Maple, 10 Douglas Maple, and 5 White Dogwood.
- Installed new playground equipment at Christleton Park on impact surfacing material.
- Trail resurfacing in Heritage Forest.
- Street tree pruning of over 90 trees done in the fall of 2021.
- New Bandit chipper purchased to assist the chipping program, sightline clean up, storm clean up, and downed tree clean up.
- Staff training - Managing Safe Play Spaces, Chainsaw Operators, First Aid, Arborist.

PLANTING MAINTENANCE

34 FLOWER BEDS

197 SHRUB BEDS

21 MIXED BEDS

100 HANGING BASKETS

19 STREET PLANTERS

6 ROSE BEDS

Friendship
Gardens

QUALICUM BEACH
"THE VILLAGE"

CORPORATE ADMINISTRATION

The Corporate Administrative Team is the legislative backbone of the Town, providing administrative services to Council, Town departments, and the public.

Corporate Administration provides administrative services to Council, all Town departments, and the public.

Our responsibilities range from corporate records, bylaws, privacy matters, leases and agreements, cemetery services, correspondence and communications, grant applications, website management, special event organization, insurance claims, Civic Centre and Community Hall bookings, everything election-related, and more!

The friendly faces that greet you at Town Hall and answer your calls are our team members, and our focus is always on improving customer service.

HIGHLIGHTS FOR 2021

Processed 71 Freedom of Information requests, with 8,202 pages released, ranging up to 3,320 pages per request

Applied for 9 grants, and received $2,946,856 in grant funding

Ran a by-election in the midst of a pandemic with mail ballot voting available for all electors.
- 896 mail ballot votes cast
- 3,336 total ballots cast
- 40.70% voter turnout

Issued 185 emails to 1689 subscribers with notifications and news.

2021 AT A GLANCE

8,202 PAGES OF FREEDOM OF INFORMATION DOCUMENTS RELEASED

382 MOTIONS MADE IN REGULAR COUNCIL MEETINGS

86 MEDIA PUBLICATIONS PREPARED

1,738 ITEMS OF CORRESPONDENCE RECEIVED

981 CIVIC CENTRE BOOKINGS PROCESSED

343 COMMUNITY HALL BOOKINGS PROCESSED

30+ LEASES MAINTAINED

400+ AGREEMENTS MAINTAINED

32 SPECIAL COUNCIL MEETINGS

14 COMMITTEE & COMMISSION MEETINGS OF COUNCIL

14 REGULAR COUNCIL MEETINGS

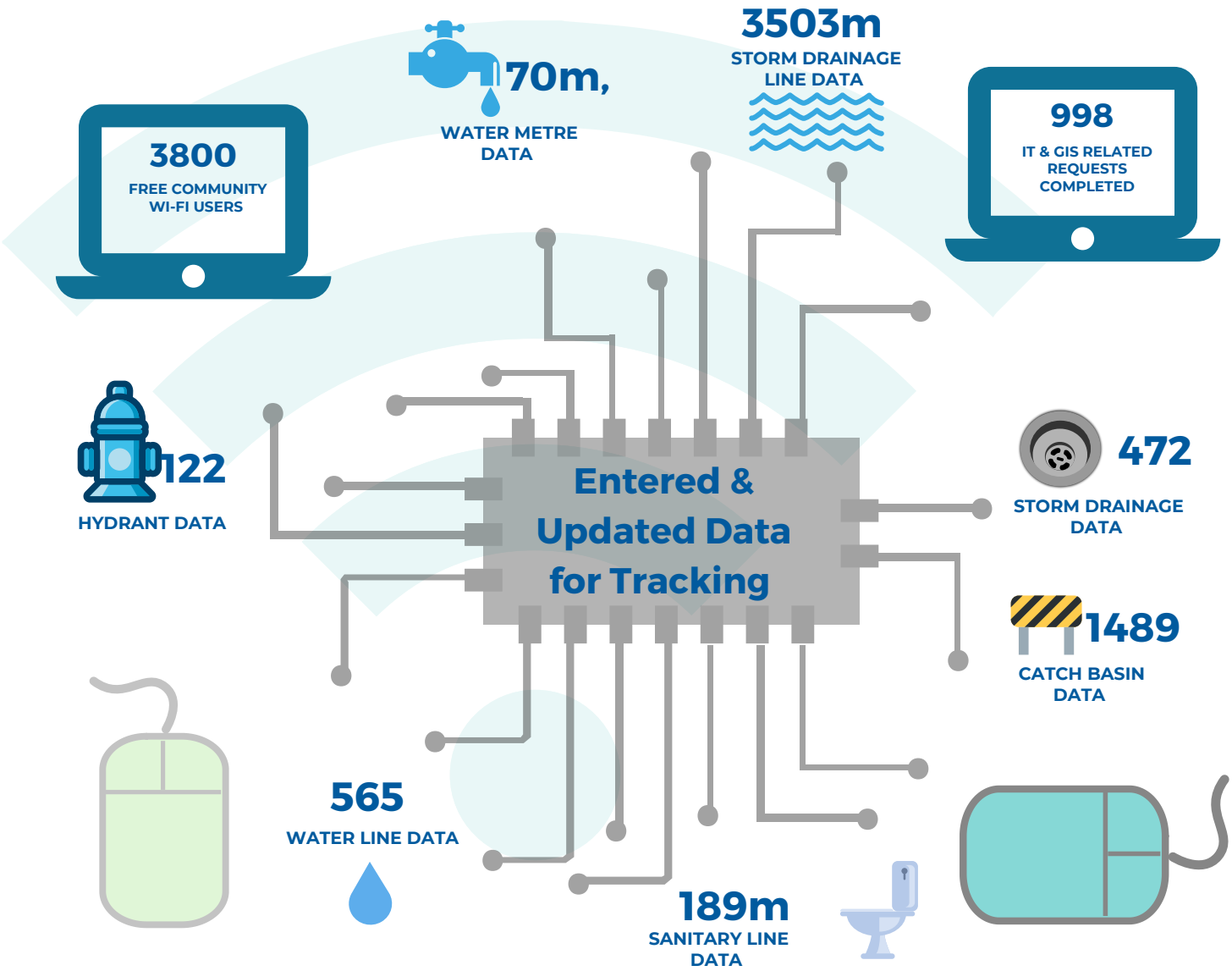
29 IN CAMERA COUNCIL MEETINGS

7 COMMITTEE OF THE WHOLE MEETINGS

578 RESOLUTIONS OF COUNCIL

9 PUBLIC HEARINGS

INFORMATION TECHNOLOGY & GIS

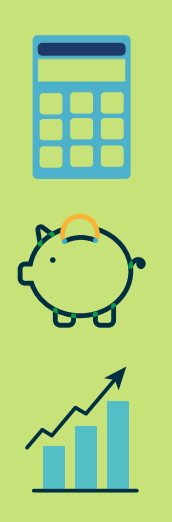


Highlights for 2021

- Regularly monitored and maintained Town IT infrastructures
- Implemented organizational cybersecurity awareness training
- Implemented Office 365 throughout organization
- Implemented cyber security to a better and cost-effective solution
- Built Town's new enterprise GIS infrastructure for future Asset Management workflows, analyses, data collection, and form-centric applications
- Improved Town's survey technology to a more light weight and user-friendly solution

FINANCIAL ADMINISTRATION

The Financial Administration Team is responsible for the overall financial management of the municipality, including the collection of all Town revenues and payments. They provide accounting and budgeting services for all Town functions, as well as advice to support Council initiatives and to answer public inquiries. Information and reports are prepared for provincial and federal governments including government grants.



EXPENDITURE PAYMENTS

- general government;
- protective services;
- public works;
- utilities;
- community development; and
- parks.

REVENUE BILLINGS & COLLECTIONS

These services include payment of property taxes, utilities (water, sewer and solid waste), business licences, dog licences, leases, permits and other fees and charges.

2021 AT A GLANCE

reformatted
WATER BILLS AND PROPERTY TAXES IN ANTICIPATION OF FUTURE ELECTRONIC DELIVERY OPTIONS

processed
4160 ACCOUNTS PAYABLE INVOICES

moved
HOME OWNER GRANTS TO PROVINCIAL ADMINISTRATION

established
FACILITIES ASSET INVENTORY THROUGH AN FCM GRANT

adapted
TO COVID-19 BY PROVIDING DISTANCED CUSTOMER SERVICE OPTIONS

completed
ANNUAL BUDGET AND AUDITED FINANCIAL STATEMENTS

improved
SYSTEMS IN PLACE FOR ASSET MANAGEMENT THROUGH INTEGRATION OF DIGITAL OPTIMISATION SOFTWARE

sold
668 DOG TAGS
&
667 BUSINESS LICENCES

PLANNING, BUILDING, BYLAW, EMERGENCY MANAGEMENT

The Planning, Building, Bylaw Compliance and Emergency Services teams maintain the Official Community Plan, land development, subdivisions, zoning, servicing, new construction, redevelopment, building inspection, signage, and community issues, and sets the direction for a sustainable future. This team is also responsible for the implementation, administration and compliance of municipal bylaws to ensure the health and safety and reasonable employment of people living in our Town.

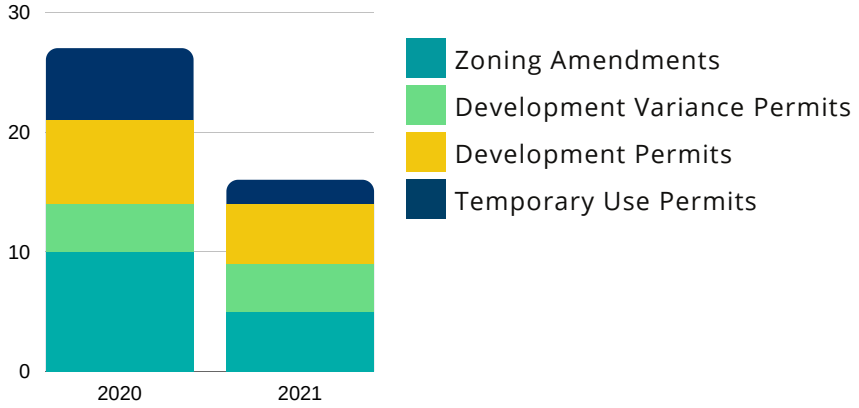
POLICY & LONG RANGE PLANNING

- Drafted Backyard Poultry Bylaw
- Bus Garage & Qualicum Commons Plan
- Former St. Andrews Waterfront Park
- East Village Local Area Service Bylaw.
- Into the Woods Childcare Project Oversight

CURRENT PLANNING

- Zoning Amendments: 8
- Development Variance Permits: 3
- Development Permits: 7
- Temporary Use Permits: 1
- Memos to Council: 72
- Memos to Committee of the Whole: 6

2021 AT A GLANCE



2021 BUILDING INSPECTION & BYLAW COMPLIANCE

754
calls/complaints that required follow up

Includes town core, beach, trails, animal control, unsightly premises, etc...

129
Total Building Permits

- **27** Single-Family Units
- **14** Secondary Suites
- 2 Multi-Family Permits (34 units)
- **86** Renovations/Additions

$32,406,000
in Construction Value

EMERGENCY SERVICES

The Town of Qualicum Beach and City of Parksville work in unison to provide large-scale emergency support and disaster services to Oceanside residents.

EMO works alongside Oceanside Emergency Support Services (OESS) and Oceanside Emergency Communications Team (OECT).

The Emergency Management Oceanside (EMO) partnership provides a cooperative approach to managing emergencies in our region, offering 24/7 emergency support, and carrying out preparedness, mitigation, response and recovery planning.

35
ESS activations

12 emergency events

70+
volunteers within the EMO program

$700k
grant funding secured

26 days
of deployed wildfire support from EMO

$63,504
of volunteer services

2021 AT A GLANCE

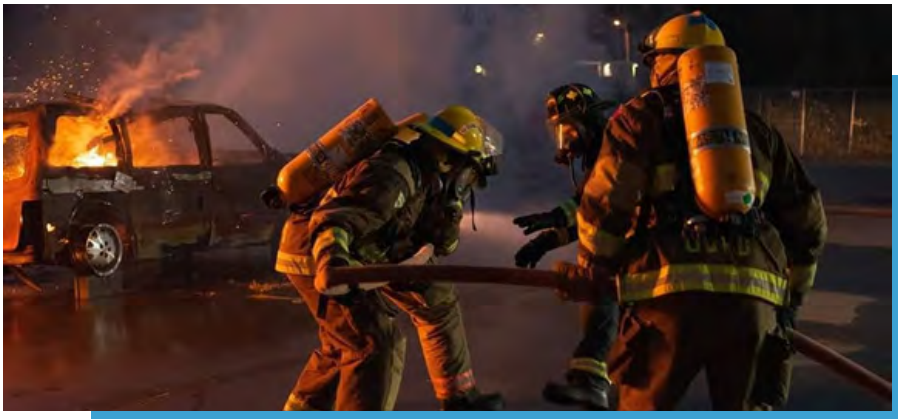
- The COVID-19 pandemic created many challenges for every aspect of the emergency program. Many public outreach projects normally undertaken by EMO were cancelled or postponed for safety and to allow staff to conduct emergency operations in support of Provincial Health Officer orders.
- EMO Hosted neighbourhood meetings over Zoom and issued regular E-News updates
- In response to provincial orders, EMO updated the Pandemic Response and Business Continuity Plans for both local governments.
- Engaged consultants for Business Continuity Planning and Contingency Planning for hazards
- Worked with University of BC on the CHERP Research project to build a tool to help communities help their residents to learn about, prepare for, and respond to local environmental and climate hazards.

WHAT'S NEXT

- Purchasing technology for EMO, ESS, and ECT programs to align with EMBC modernization of the provincial emergency program.
- Upcoming project to provide technology to the regional and local EMO EOC's.
- Continue to monitor the progress of COVID-19 and work with CAO and Human Resources Department on implementation of provincial orders.

EMERGENCY SERVICES

FIRE DEPARTMENT



The Qualicum Beach Fire Department services the Town and surrounding contract areas of the Regional District of Nanaimo.

The fire protection area is approximately 34.5 square kilometres, with an estimated population of 10,500.

Fire Rescue services include structural and urban interface, firefighting, auto rescue, operations level hazmat, operations level confined space and low-angle rope rescue, emergency medical first responder backup to BC Emergency Health Services, and other services.

TRAINING

840 INSTRUCTOR HOURS

237 SUBJECTS

8446 TOTAL TRAINING HOURS

107 EVENTS (OHS & MAINTENANCE)

301 TRAINING SESSIONS

144 SPECIAL TRAINING SESSIONS

FACILITIES & EQUIPMENT

8 TRUCKS, LADDERS, ETC.

1 FIRE STATION

1 FIRE TRAINING BUILDING

FIRE PREVENTION

262 FIRE & LIFE SAFETY INSPECTIONS

INCIDENT OPERATIONS

9.47 RESPONDERS AVERAGE PER CALL

1399 TOTAL STAFF HOURS FOR INCIDENTS

300 CALLS FOR SERVICE

RECRUITING AND RETENTION

MEMBERSHIP AT THE END OF 2021

22 volunteer on-call members totalling 126 years of service

3 career staff

0.4 FTE administative staff

Membership Changes in 2021

8 volunteer members retired/left the department with over 50 years of experience

2 volunteer members were recruited

HIGHLIGHTS

Behr Integrated Solutions completed the Fire Service Review of both the Town of Qualicum Beach and City of Parksville Fire Rescue Departments.

Superior Tender Shuttle Accreditation was completed with other area Fire Departments. This certification provides eligible property owners with property insurance rates similar to hydrant protected properties.

The Aerial Apparatus (L58) replacement project made significant progress, completed a joint tender document with the City of Port Alberni, and then the Town independently awarded a build contract.

TOWN APPOINTS NEW FIRE CHIEF

The Town appointed Deputy Fire Chief Peter Cornell as Fire Chief with the Town of Qualicum Beach, effective Monday, May 17, 2021. He has been an active member of the Qualicum Beach Fire Department for 24 years.

Chief Cornell took over the role from Marc Norris, the Town's interim Chief, who returned to the Parksville position after serving in a dual capacity for two years.

JOINT FIRE TRAINING BUILDING

Since the construction of the joint regional training building in 2020, the Qualicum Beach, Dashwood and Coombs-Hillers fire departments have had many skill and scenario training exercises in this space.

The Town, in partnership with the Dashwood Fire Department & Coombs-Hillers Fire Departments, received a $75,000 Provincial grant to fund the 1200 sq ft building. The building is designed with rooms, doors, windows, and a stairwell to simulate a one and two-storey house, and allows a life-like experience for firefighters.

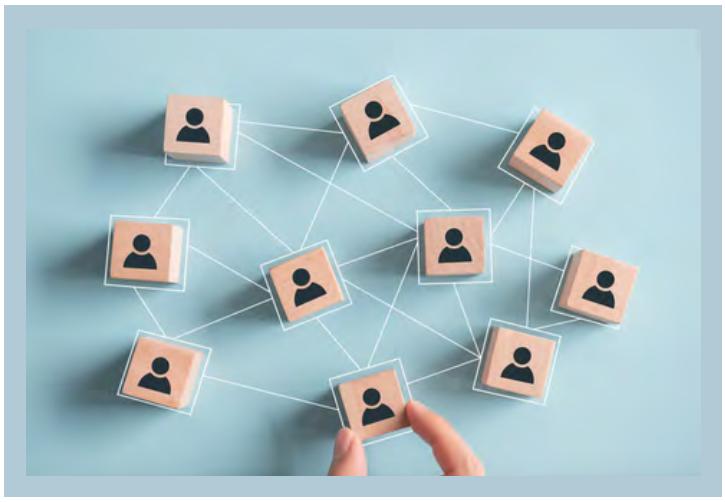
FIRE PREVENTION WEEK

Fire Prevention Week, October 3-9, had the theme "Learn the Sounds of Fire Safety"

Crews had the opportunity to visit schools, including Arrowview and Qualicum Beach Elementary.

It was great to be back in the community to share fire safety education with youth, after a break in 2020 due to pandemic restrictions.

HUMAN RESOURCES



The Department of Human Resources (HR), in conjunction with the Town's Corporate and Mission Statement, contributes to the success of the Town, its administrators and employees through leadership, service and excellence in human resources management.

HR provides various services which are available to all employees as well as advice and guidance on a multitude of staff employment situations.

MAIN FUNCTIONS OF HUMAN RESOURCES

WORKFORCE PLANNING

Attracting and hiring the best talent is important. The HR department shares the responsibility for the selection, recruitment and hiring of staff. They provide advice and guidance throughout the hiring process while maintaining a level of oversight on quality and key processes. This year, we successfully filled 19 positions. Due to COVID-19 we were not able to hire summer students.

GENERAL HR ADMINISTRATION

HR has a primary responsibility for managing, assisting and dealing with all employee-related matters. This includes such functions as organizational design, policy administration, recruitment process, employment and labour law, employee development, succession planning, employee and labour relations, collective bargaining, and WorkSafeBC compliance.

LABOUR RELATIONS

The Human Resources Department is committed to resolving workplace grievances and meets with union representatives to review and/or resolve these in a timely manner. The Town continues to build and improve harmonious relations with the union.

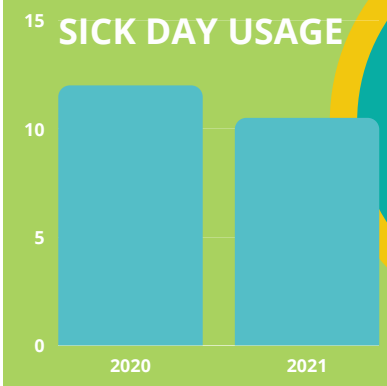
COMPENSATION

The Town's compensation planning considers both employee groups: the Canadian Union of Public Employees Local 401 (CUPE) and exempt management employees. Compensation plans for CUPE are articulated through the collective agreement. The Town offers a strong mix of direct compensation and benefits within a supportive environment. This includes leave options, an Employee Assistance Program (EAP) and a defined pension plan.

EMPLOYEE RELATIONS

HR frequently assists employees with questions on policies, processes, and leave.

SICK DAY USAGE



Town employees who experience illness can avail themselves of sick leave. Average usage was 9.26 days in 2021 up from 8.86 in 2020.

HEALTH & SAFETY

It is important to reflect on the outcomes of our health and safety efforts to prevent injuries and to comply with WorkSafeBC Regulation. Also, to reflect on the activities that occur and the materials used, to increase awareness, identify hazards, and prepare us for safe work including the following:

- JOHS Committees (2 committees)
- Crew (Tailgate) Talks
- Accident Investigations
- Safe Work Procedures
- Workplace Inspections
- Safety Training
- Personal Protective Equipment
- Pre-use Inspections
- Hazard ID and Risk Assessment
- Confined Space Entry
- Lock-out Procedures
- First Aid
- Workplace Hazardous Materials Information System (WHMIS)
- Fall Protection
- New or Young Worker Orientation
- Biohazardous Materials
- Traffic Control
- Working Alone

WORKFORCE PLANNING

Successfully filled 19 positions
507 applications received

LABOUR RELATIONS

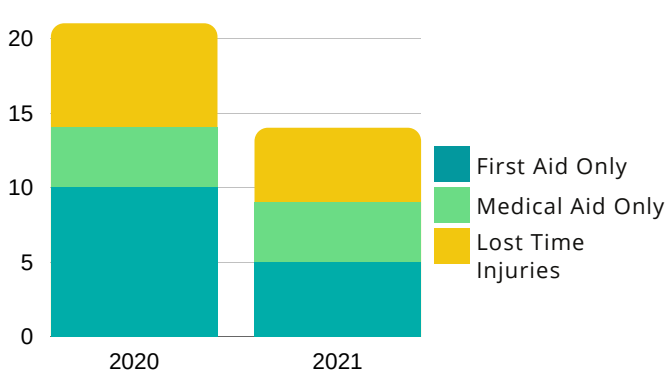
4 grievances

SERVICE CELEBRATIONS

1 individual recognized for 20 years of service, and 1 for 30 years

The Christmas staff party continued with a COVID-19 flavour

WORKPLACE INJURIES 2020 VERSUS 2021



2021 FEATURES

A FEW OF THE OUTSTANDING FEATURES IN OUR COMMUNITY DURING 2021

AWARD WINNING

BEACH CREEK
ESTUARY & MARINE SPIT

The Town was pleased to announce that the work completed on the Beach Creek Estuary is now an award-winning design.

The engineering company SNC-Lavalin, was recognized for their work by the Association of Consulting Engineering Companies BC, winning the prestigious Award for Engineering Excellence (Natural Resource and Habitat category) that celebrates excellence and innovation in consulting engineering.

Likewise, the Town was proud to be nominated for the 2021 Climate and Energy Action Awards for the "Beach Creek Enhancements and Waterfront Improvements" project under the Climate Adaptation category.

This project re-established an artificial estuary for Beach Creek, which restored a more natural habitat for spawning salmon that have returned to Beach Creek.

Further Town green initiatives:

- Public engagement for draft Urban Forest Management Plan and Community Climate Change Adaptation Plan
- Supported environmental not-for-profits such as Broombusters and Streamkeepers
- Maintained over 100 hectares of parks and green space
- Collected climatic data and aquifer data for sustainable water management
- Participated in the Green Shores Program for natural shoreline protection
- Continued contract with Invasive Species Council to monitor and eradicate Knotweed
- Expanded and improved the Town's walking and cycling network

LAND SALES REPLENISH RESERVE FUNDS

In 2018, when Council initiated the purchase of the Former St. Andrew's Waterfront Park, the Town utilized financial reserves to fund the purchase. At that time, the Town identified a number of Town-owned lands of lesser community significance to finance this major investment and replenish reserves.

504 Juniper Drive and 655 Dogwood Road were both identified for a land sale in 2018. In 2021, Council decided that the land on 655 Dogwood Road, located adjacent to 504 Juniper Drive within Qualicum Woods, will be retained by the Town for use as a tree buffer and natural area.

> "In 2018, Town Council made a commitment that the purchase of the Former St. Andrews Waterfront Park would be paid for by selling underutilized Town lands, to minimize impact on the Town's taxpayers. We are making tremendous progress toward that goal. "
> – Mayor Wiese

The Town has generally sold land in order to further purchase more land, not to fund operations. Since land value goes up over time, the Town often sells land after an acquisition is under contract or purchased, rather than building up funds in advance. Town policy 3008-13 states that "Where land is being sold for the purpose of financing another land purchase, the Town will endeavor to minimize the amount of time between buying and selling land so that there are comparable market conditions."

The Town has purchased $8,480,000 in land since 2009. Upon completion of the land sales currently under contract (Bus Garage, Second Avenue East Road Closure, two lots in the West Ridge neighbourhood) the Town will have sold land in the value of $8,400,000.

FIRE TENDER SHUTTLE

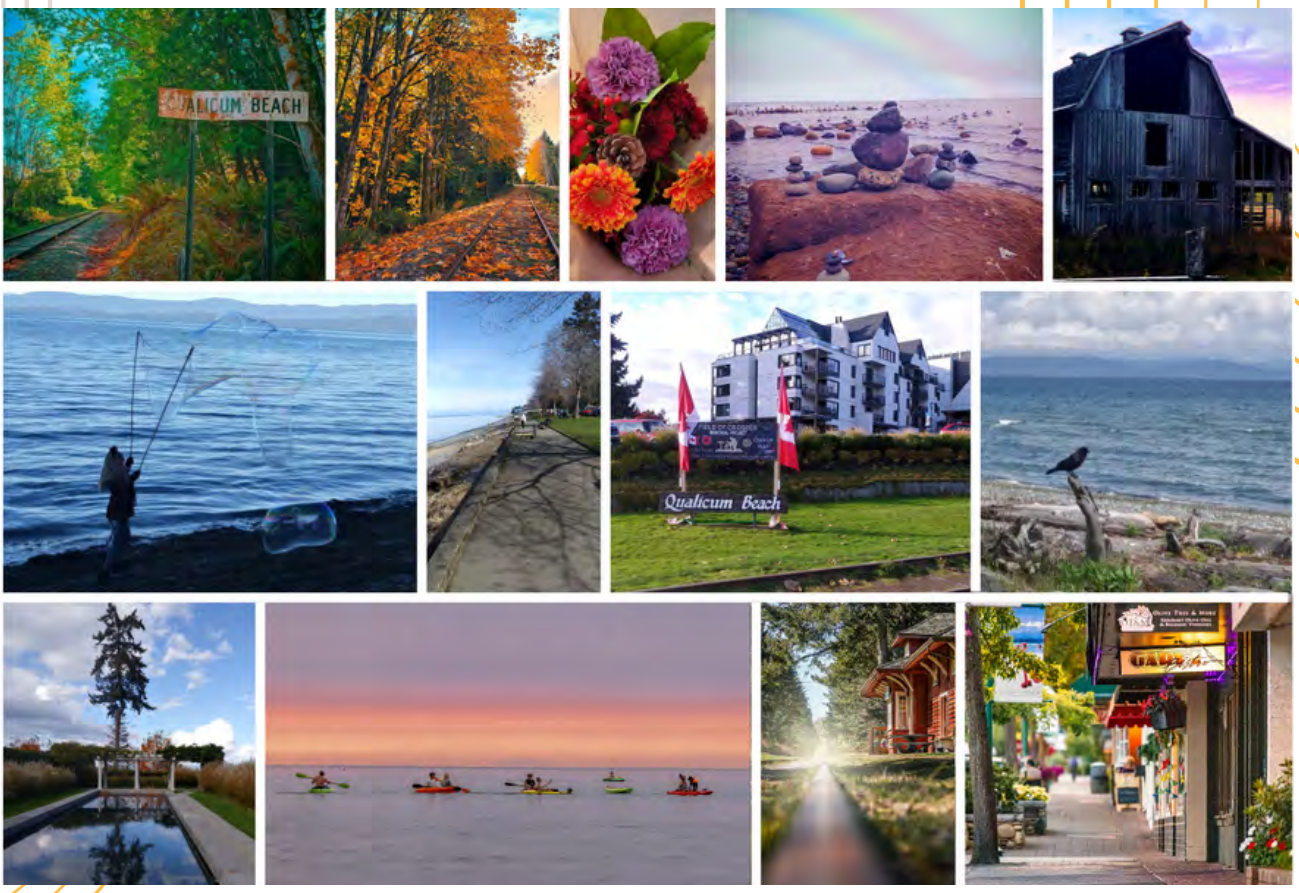
Seven fire departments within District 69 have successfully completed the Superior Tanker Shuttle testing. The City of Parksville and the Town of Qualicum Beach fire departments along with Errington, Coombs-Hilliers, Bow Horn Bay, Dashwood and Nanoose volunteer fire departments participated in the testing. As a result of this success, they have received Superior Tanker Shuttle accreditation for the fire protection boundaries within their respective areas.

The superior tanker shuttle service is a process of shuttling water using mobile water supply apparatus such as fire department tankers from fire hydrants and alternative water supply points to the fire site.

To achieve the accreditation, the fire departments had to demonstrate that they could transport water from static water supplies or fire hydrant and maintain a flow of 1,000 litres per minute for up two hours. Over the course of the two-days of testing, each fire department used pumper trucks and water tender trucks to haul water from designated water supply sites to mock fire locations to demonstrate capabilities to qualify for the accreditation.

The accreditation provides a reasonable equivalency to a municipal hydrant system. Once insurance providers are updated, anticipated by the first quarter of 2022, accreditation can result in fire-related insurance benefits to rural property owners within these recognition areas.

"OUR TOWN" PHOTO CONTEST



The Town invited photographers of all ages and abilities to enter the “Our Town” photo contest. Contestants could submit shots throughout the year with prizes coming from local businesses.

The contest hopes to showcase the best of Qualicum Beach, with an opportunity to put a spotlight on the people, activities, and places that make it uniquely “Our Town”.

The five categories to enter were My Community, Hidden Gems, Going Green, Youth, and Seasons.

The top photo in each category won a gift card to a local business of their choosing, a framed copy of their image, and their work exhibited at The Old School House (TOSH) Arts Centre in January 2022. The winners were announced in December 2021

qualicumbeach.com/photocomp

2021 BY-ELECTION

Town of Qualicum Beach
2021 Local By-Election
FINAL ELECTION RESULTS

COUNCILLOR CANDIDATES	Advance Voting	Mail Voting	General Voting Total	TOTAL VOTES
DENBIGH, Brian	14	8	14	36
DUNCAN, Sarah	439	248	330	1,017
KENT, Peter	125	100	117	342
SKIPSEY, Anne	714	429	396	1,539
YOUNG, Jean	197	111	123	431

This determination of official election results was made by the Chief Election Officer on 10:00 am Wednesday May 19, 2021 and is based on ballot accounts as amended or prepared by the Chief Election Officer

Chief Election Officer

Deputy Chief Election Officer

Registered Electors	8,121	VOTER TURNOUT:	
Plus New Registrations	149	Total number of ballots cast (including blank)	3,366
Total Eligible Electors	8,270	/ Total Eligible Voters	8,270
		Voter Turnout	40.70%

With the appointment of Councillor Adam Walker as MLA for Parksville Qualicum Beach in 2020, a by-election was required to fill the vacancy, held on May 15, 2021.

A total of 3,365 ballots were cast, which included 1,489 votes at the two Advance Voting opportunities, 896 votes by Mail Ballot, and 980 votes on General Election Day. Voter turnout was approximately 41%. Voter turnout in the 2018 municipal election was 57.46%

To facilitate COVID-19 distancing requirements the Town received a Ministerial Order from the Ministry of Municipal Affairs to assist with altering protocols to increase safety.

"We are pleased with the level of citizen engagement during this by-election, especially with increased restrictions and hurdles caused by the COVID-19 pandemic. Our Election Officials have worked extremely hard and we would like to thank them in helping with the success of the 2021 by-election" - Heather Svensen, Chief Elections Officer.

SANDPIPER WATER SUPPLY

Cooperation between the Regional District of Nanaimo (RDN) and the Town of Qualicum Beach (the Town) led to an agreement to bring a new supply of water to the 242 households in the Sandpiper subdivision.

TESTING DATA SHOWED WATER DIDN'T COMPLY WITH CANADIAN DRINKING WATER GUIDELINES FOR ELEVATED IRON AND MANGANESE

$970,000

RDN funded:

- Allocated from the RDN Electoral Area G Community Works Fund.
- Services 242 RDN households.
- Capital costs will also fund future emergency water supply improvements for the Chartwell and Eaglecrest communities.

$80,000

The Town will recieve approximately $80,000 per year in bulk water sales to Sandpiper residents.

A bulk water supply was provided by the Town to the Sandpiper reservoir. The RDN allocated $970,000 from the Electoral Area G Community Works Funds towards the project. The funds were to cover the capital costs to bring water to the reservoir, as well as infrastructure improvements to the Town's system and reinforcing the emergency water supply for the Chartwell and Eaglecrest communities.

The Town of Qualicum Beach's water system is more than capable of supplying water to the Sandpiper subdivision, while supporting the Town's growing population for years to come. In fact, data shows that water consumption continues to decrease, likely because of energy efficient appliances and water conservation measures. The Town also holds two wells that have yet to be commissioned as a contingency water supply.

Construction on the project started immediately in June 2021, with water supply being provided by early fall.

qualicumbeach.com/sandpiper

GRANT FUNDING

$296,558	DEVELOPMENT REVIEW TOOLKIT	Develop a unique and practical "Development Review Toolkit" to improve development review processes.
	OUTREACH PROGRAM FOR HOMELESS	Provide support services for Oceanside's homeless, helping to alleviate urgent needs during COVID-19.
$189,660		
TBA	KIWANIS AFFORDABLE HOUSING	The Town supported Qualicum Parksville Kiwanis Housing Society in applying for contruction of 56 affordable homes. The Town will provide land and long term lease.
	WATERFRONT TOURISM EXPANSION	Create new parking stalls, servicing kiosks for mobile vendors, and other amenities on the waterfront.
$700,000		
$1,395,360	AIRFIELD LIGHTING REHABILITATION	Replace runway and taxiway lights, precision approach path systems, Field Electrical Centre (FEC) equipment. New FEC building, airfield guidance signs, and apron floodlighting.
	AGE FRIENDLY WAYFINDING	Create age-friendly wayfinding brochure and signage to increase usage by those with mobility needs.
$15,000		
$50,000	ASSET MANAGEMENT PLANNING & FACILITIES ASSESSMENT	Develop a Corporate Asset Management Plan incorporating training, software, and modelling.
	MEMORIAL ROUNDABOUT	Removal of two hydro poles and undergrounding utilities to facilitate construction of Memorial Roundabout.
$109,637		
$444,525	EAST VILLAGE REVITALIZATION	Streetscaping, stormwater management, LED street lighting, utilities for service kiosks.

ACCESSIBILITY FOR ALL

MOBI MAT

During the summer months, the mat was located next to the Shore Restaurant and allows those with mobility issues to access the water with greater ease.

REMEMBERING INDIGENOUS WOMEN

RED DRESS

The Town was honoured once again to participate in the Red Dress Project. This is a national project intended to be a visual reminder of the more than 1,000 missing and murdered indigenous women in Canada.

TAKING ITS PLACE

MEMORIAL BENCH

The Town proudly placed the Memorial Bench in its resting place on Memorial Avenue.

The bench was carved by Marina Cole for the Legion in honour of all those that have served so bravely in times of war. Lest We Forget.

REGULAR CHARTERED AIRLINE

ISKWEW AIR

Iskwew Air began scheduled service between Qualicum Beach Airport and Vancouver International Airport (YVR), in August, 2021.

The airline engaged residents through surveys to hear how the airline could serve the community. There was an overwhelming interest, with people highly anticipating the flight service.

A SHOWCASE TOWN

CHESAPEAKE SHORES

Filming of the Hallmark series resumed on with strict health and safety protocols.

The series is one of the most-watched original series on the Hallmark Channel and has contributed significantly to the area's economy by hiring a large percentage of their crew locally.

NEW PLAYGROUND

CHRISTLETON PARK

This neighbourhood park received new playground equipment to replace the exiting worn out one.

The kids and parents in the family-friendly neighbourhood love their new gathering place.

2021 FINANCIAL INFORMATION

A FINANCIAL OVERVIEW FOR 2021

Town of Qualicum Beach
Statement of 2021 Property Tax Exemptions – Bylaw 735 &737

			Value of Permissive Exemption	
Legal Description	**Civic Address**	**Organization**	**Total Taxes**	**Municipal Portion**
Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District	2945/49 Island Highway West	Rotary Club of Qualicum Beach – Welch Park	16,366	8,598
Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District	211 Fern Road West	Rotary Club of Qualicum Beach – Sunrise	5,692	2,991
Lot 1, Plan 27288, District Lot 78, Newcastle Land District	250 First Avenue West	Kiwanis Housing	37,601	17,968
Lot A, Plan 8548, District Lot 78, Newcastle Land District	110 Second Avenue West	Village Theatre	4,917	2,229
Portion of District Lot 101 & 101A, Newcastle Land District, SW PT NE of PL3868; SW PT NE of PL3868; REM SW PT; PT SW of RD; NE PT SW of RD	2711 Island Highway West	Tourist Bureau	1,466	665
Portion of Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287	644 Memorial Avenue	Curling Rink	3,083	1,397
Portion of Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676	665 Jones Street	Lawn Bowling Club	9,752	4,511
Portion of Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330	Lease A3 – 1000 Ravensbourne Lane	Beaufort Squadron @ Airport	2,924	1,537
Lot A, Plan 16180, District Lot 57, Newcastle Land District, Except PART IN PLAN 3022 RW	587 Beach Road	Museum	4,960	2,205
Lot 3&4, Plan 2008, Block 17, District Lot 58, Land District 35	181 Sunningdale Road West	Blue Sphere	4,604	2,220
Lot A, Plan 9145, District Lot 63 and remainder of Plan 1026, DL 57-62, Newcastle Land District	469 Memorial Avenue	Qualicum Beach Memorial Golf Club	46,332	22,460
Lot 1, Plan 13424, District Lot 57, Newcastle Land District	210 Crescent Road West	Valhalla - Hospice	17,664	8,007
Lot 2, Plan 43567, District Lot 78, Newcastle Land District	122 Fern Road West	TOSH Arts Centre	20,514	9,299
Strata Lot 1, Plan VIS5454, District Lot 78, Newcastle Land District	703 Memorial Avenue	Qualicum Beach Seniors' Activity Centre	5,823	2,640
Lot 21, Block 8, Plan 1894, District Lot 78, Newcastle Land District	124 Second Avenue West	Chamber of Commerce	6,543	2,966
Block 5, Plan 1894, DL 78, Newcastle Land District	180 Veterans' Way	Royal Canadian Legion Branch #76	11,948	5,897
Lot A, Plan VIP66629, District Lot 78 & 88, Nanoose Land District , Nanoose and Newcastle Districts Mile 99.13 to 100.114 – portion of VIP 66629; PID 024-135-232	E&N Railway	Island Corridor Foundation	14,171	7,598
Lot A, Plan VIP 66629, District Lot 78 & 88, Nanoose Land District , & Newcastle Land District except	E&N Railway	Island Corridor Foundation	23,590	12,648

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.				
Lot A, Plan VIP 68672, District Lot 52-78, Newcastle Land District EXCEPT PLAN VIP74072-E & N R/W located in the Town- Mile 101.59 TO 103.297, VIP70059,70060, 70115, 70118, 70119, 70125,70332,70488, 73107-73116 – No Adj.	E&N Railway	Island Corridor Foundation	27,158	14,561
District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N R/W, DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach	174 Railway Street Train Station	Island Corridor Foundation	3,858	1,749
Lot A, Plan 19140, District Lot 78, Newcastle Land District	591 Arbutus Street	Church of Jesus Christ of Latter-Day Saints	1,647	866
Lot 12, Block 5, Plan 1835, District Lot 53, Newcastle Land District	423 First Avenue West	Jehovah's Witnesses	8,621	4,531
Lot A, Plan 50661, District Lot 58/59, Newcastle Land District	138 Hoylake Road West	St. Mark's Anglican Church	4,887	2,568
Lot A, VIP58293, District Lot 60, Newcastle Land District	150 Village Way	St. Stephen's United Church	2,630	1,382
Lot 1, Plan 13066, District Lot 122, Nanoose Land District	825 Village Way	Christian Fellowship Centre	14,238	7,483
Plan VIP59287, District Lot 57 & 58, Newcastle Land District, those parts shown as "Road to be Closed"	600 Beach Road	Qualicum Community Baptist Church	5,838	3,068

TOWN OF QUALiCUM BEACH

CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2021

TOWN OF QUALICUM BEACH

CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2021

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TOWN OF QUALICUM BEACH
MANAGEMENT'S RESPONSIBILITY REPORT
2021 FINANCIAL STATEMENTS

The preparation of these financial statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards, and the integrity and objectivity of these statements are management's responsibility.

Management is also responsible for implementing and maintaining a system of internal control to provide reasonable assurance that reliable financial information is produced.

Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility.

The external auditors, McGorman MacLean, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination includes a review and evaluation of the Town's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to Council.

On behalf of the Town of Qualicum Beach

John Marsh, CPA, CMA
Director of Finance

Brian Wiese
Mayor

McGORMAN MacLEAN
Chartered Professional Accountants

Campbell B. MacLean, Ltd.
Stana Pazicka, Inc.
Leanne M. Souchuck, Ltd.
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INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the
Town of Qualicum Beach

Opinion

We have audited the accompanying consolidated financial statements of the Town of Qualicum Beach (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2021 and the consolidated statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2021, and the results of its operations, changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

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We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

McGarman MacLean
CHARTERED PROFESSIONAL ACCOUNTANTS

Parksville, Canada
April 27, 2022

180 McCarter Street, 3rd Floor, PO Box 760, Parksville, BC V9P 2G8

TOWN OF QUALICUM BEACH

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

S3
STATEMENT 1

	2021	2020
FINANCIAL ASSETS		
Cash and cash equivalents (note 2)	$ 17,897,448	$ 16,964,928
Accounts receivable (note 3)	1,644,683	2,099,414
Capital lease receivable (note 4)	69,592	79,877
Municipal Finance Authority debt reserve fund deposit	52,767	51,885
Assets held for sale	1,380,736	1,118,350
	21,045,226	20,314,454
FINANCIAL LIABILITIES		
Accounts payable (note 5)	2,845,035	2,551,165
Accrued employee benefits	809,647	853,082
Deferred revenue	3,430,317	2,910,422
Performance bonds and deposits	1,001,191	966,099
Deferred revenue - capital (note 6)	2,806,515	2,676,105
Long term debt (note 7)	1,851,746	2,314,682
	12,744,451	12,271,555
NET FINANCIAL ASSETS	8,300,775	8,042,899
NON-FINANCIAL ASSETS		
Inventories	104,926	110,782
Prepaid expenses	56,228	28,462
Tangible capital assets (note 8)	125,053,226	121,542,960
	125,214,380	121,682,204
ACCUMULATED SURPLUS (notes 9 and 10)	$ 133,515,155	$ 129,725,103

Contingent liabilities and commitments (note 11)

Approved:

Director of Finance

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF QUALICUM BEACH

CONSOLIDATED STATEMENT OF OPERATIONS

AS AT DECEMBER 31, 2021

S4
STATEMENT 2

	2021 Budget (unaudited)	2021 Actual	2020 Actual
REVENUE			
Net taxation	$ 11,238,000	$ 11,337,716	$ 10,756,690
Water and sewer rates	1,967,000	2,287,578	1,846,078
Sale of services	831,000	791,734	612,081
Other revenue from own sources	1,264,000	2,113,339	1,408,819
Government transfers	4,348,000	2,913,968	4,689,086
Gain on disposal of tangible capital assets	2,517,000	315,977	461,240
Gain on disposal of assets held for sale	-	395,708	230,900
Capital contributions	-	64,940	140,745
	22,165,000	20,220,960	20,145,639
EXPENSES			
General government services	2,783,000	2,651,512	2,316,883
Protective services	3,323,000	2,883,343	2,992,544
Transportation services	5,157,000	4,945,625	4,792,856
Environmental services	952,000	880,544	809,125
Water services	1,510,000	1,458,402	1,360,775
Sewer services	434,000	412,406	379,459
Planning and development services	1,367,000	1,169,779	887,062
Parks and recreation services	2,132,000	2,029,297	2,007,656
	17,658,000	16,430,908	15,546,360
ANNUAL SURPLUS	4,507,000	3,790,052	4,599,279
ACCUMULATED SURPLUS AT BEGINNING OF YEAR	129,725,103	129,725,103	125,125,824
ACCUMULATED SURPLUS AT END OF YEAR	$ 134,232,103	$ 133,515,155	$ 129,725,103

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF QUALICUM BEACH

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS

AS AT DECEMBER 31, 2021

S5

STATEMENT 3

	2021 Budget (unaudited)	2021 Actual	2020 Actual
ANNUAL SURPLUS	$ 4,507,000	$ 3,790,052	$ 4,599,279
Acquisition of tangible capital assets	(12,523,000)	(7,347,011)	(5,325,562)
Amortization of tangible capital assets	3,350,000	3,465,791	3,441,220
Proceeds on disposal of tangible capital assets	(2,517,000)	395,250	461,240
Gain on disposal of tangible capital assets	-	(315,977)	(461,240)
Tangible capital assets transferred to held for sale	-	291,681	960,958
	(11,690,000)	(3,510,266)	(923,384)
Use (purchase) of supplies inventories	-	5,856	(15,096)
Increase in prepaid expenses	-	(27,766)	(4)
	-	(21,910)	(15,100)
CHANGE IN NET FINANCIAL ASSETS	(7,183,000)	257,876	3,660,795
NET FINANCIAL ASSETS AT BEGINNING OF YEAR	8,042,899	8,042,899	4,382,104
NET FINANCIAL ASSETS AT END OF YEAR	$ 859,899	$ 8,300,775	$ 8,042,899

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF QUALICUM BEACH

CONSOLIDATED STATEMENT OF CASH FLOWS

AS AT DECEMBER 31, 2021

S6
STATEMENT 4

	2021	2020
CASH PROVIDED BY OPERATIONS		
Annual surplus	$ 3,790,052	$ 4,599,279
Items not involving cash:		
Amortization of tangible capital assets	3,465,791	3,441,220
Gain on disposal of tangible capital assets	(315,977)	(461,240)
Tangible capital assets transferred to held for sale	291,681	960,958
Change in non-cash operating assets and liabilities:		
Decrease (increase)		
Accounts receivable	454,731	1,157,219
Capital lease receivable	10,285	10,286
Municipal Finance Authority debt reserve fund deposit	(882)	(1,046)
Assets held for sale	(262,386)	(565,741)
Inventories	5,856	(15,096)
Prepaid expenses	(27,766)	(4)
Increase (decrease)		
Accounts payable	293,870	552,966
Accrued employee benefits	(43,435)	101,249
Deferred revenue	519,895	1,513,767
Performance bonds and deposits	35,092	(102,390)
Deferred revenue - capital	130,410	141,069
	8,347,217	11,332,496
FINANCING ACTIVITIES		
Decrease in long term debt	(462,936)	(462,936)
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(7,347,011)	(5,325,562)
Proceeds on disposal of tangible capital assets	395,250	461,240
	(6,951,761)	(4,864,322)
INCREASE IN CASH AND CASH EQUIVALENTS	932,520	6,005,238
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	16,964,928	10,959,690
CASH AND CASH EQUIVALENTS AT END OF YEAR	$ 17,897,448	$ 16,964,928
SUPPLEMENTARY CASH FLOW INFORMATION:		
Cash paid for interest	$ 61,088	$ 78,725

The accompanying notes are an integral part of these consolidated financial statements

TOWN OF QUALICUM BEACH

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2021

The Town of Qualicum Beach (the "Town") was incorporated on May 5, 1942 under the provisions of the Local Government Act of British Columbia. The Town's principal activities include the provision of services to residents of Qualicum Beach. These include general government services, protective services, transportation services, environmental services, planning and development services and parks and recreation services.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of presentation

Consolidated financial statements have been prepared in accordance with Canadian Public Sector Accounting Board (PSAB) standards. The consolidated statement of financial position includes all assets and liabilities of the Town.

(b) Principles of consolidation

These financial statements include accounts of all funds of the Town and its proportionate interest in Arrowsmith Water Service Joint Venture. Inter-fund transactions and balances have been eliminated.

(c) Basis of accounting

Except as noted below, the basis of accounting followed in the financial statement presentation is the accrual basis and includes revenue in the period in which the transactions or events occurred that gave rise to the revenue, and expenses in the period the goods and services are acquired and a liability is incurred or transfers are due.

(d) Cash and cash equivalents

Cash and cash equivalents are comprised of cash on hand, demand deposits and short-term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

(e) Assets held for sale

Assets held for sale are those expected to be sold within one year. They are valued at the lower of cost or expected net realizable value. When a decline in net realizable value is determined to be other than temporary, the impairment is recognized in the consolidated statement of operations and accumulated surplus.

(f) Employee future benefits

The Town and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(f) Employee future benefits (continued)

In addition to the Municipal Pension Plan, sick leave and other retirement benefits are also available to the Town's employees. The costs of these benefits are determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits earned as the employees render services necessary to earn the future benefits.

(g) Deferred revenue

Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the Town discharges the obligations that led to the collection of funds.

(h) Non financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

Inventories

Inventories are recorded at the lower of cost and net realizable value.

Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the assets. Tangible capital assets transferred to the Town from developers are recorded at their fair market value at the date of transfer and are also recorded as revenue under capital contributions. The cost, less the residual value, of the tangible capital assets, excluding land, are amortized on a straight line basis over their estimated useful lives as follows:

	Years
Buildings and structures	5 - 50
Infrastructure - utilities	50 - 80
Infrastructure - land improvements	25 - 75
Infrastructure - transportation	20 - 75
Equipment	3 - 20

A full year of amortization is charged in the year of acquisition and none in the year of disposal. Assets under construction are initially recorded as work-in-progress and are not amortized until the asset is available for productive use.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(h) Non financial assets (continued)

Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

(i) Taxation and related revenues

Property tax revenues in the form of local government requisitions are recognized in the year they are levied. Grants in lieu of taxes are recorded on an accrual basis when it is possible to reasonably estimate the amounts receivable. Parcel taxes are recognized in the year they are levied.

(j) Government transfers

Government transfers are recognized in the consolidated financial statements as revenue in the period the transfers are authorized and any eligibility criteria have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. Transfers received which meet the definition of a liability are included in deferred revenue. Government transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

(k) Contaminated sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all of the following criteria are met:

- An environmental standard exists;
- Contamination exceeds the environmental standard;
- The Town is:
  - Directly responsible; or
  - Accepts responsibility;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

There are no liabilities to be recorded as at December 31, 2021.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(l) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the amounts of assets and liabilities, disclosure of contingent assets and liabilities and the reported amounts of revenue and expenses. As such, actual results could differ from these estimates. Significant estimates include assumptions used in estimating provisions for accounts receivable, accrued employee benefits, performing calculations of employee future benefits, estimating fair value of contributed tangible capital assets, estimating the useful lives of tangible capital assets and allocation of expenses. Developer contributions of tangible capital assets are recorded at the Town's best estimate of fair value on the date of contribution. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

2. RESTRICTED CASH AND CASH EQUIVALENTS

Included in financial assets are cash and cash equivalents of $258,484 (2020: $241,484) that are invested on behalf of the cemetery trust fund. These funds may only be used for the upkeep and care of the cemetery and burial plots.

3. ACCOUNTS RECEIVABLE

	2021	2020
Property taxes	$ 225,835	$ 245,117
Water rates	295,727	244,679
Sewer rates	182,400	166,033
Solid waste	199,921	181,373
Receivable from federal government	230,130	111,999
Receivable from provincial government	-	958,631
Trades receivable	510,670	191,582
	$ 1,644,683	$ 2,099,414

4. CAPITAL LEASE RECEIVABLE

On April 1, 2016, the Town entered into a long term lease agreement for a building owned by the Town. The lease requires annual payments of $10,757, expiring March 31, 2028. Provided the tenant satisfies all the conditions of the lease, including payment in full of the rent due over the lease term, the tenant will have an exclusive option to purchase the building from the Town for a nominal amount.

Payments due over the next five years on the capital lease receivable are as follows:

2022	$ 10,757
2023	10,757
2024	10,757
2025	10,757
2026	10,757

5. ACCOUNTS PAYABLE

	2021	2020
Trades payable	$ 1,690,257	$ 722,499
Payable to federal government	697,809	540,547
Payable to provincial government	66,889	1,261,116
Holdbacks payable	390,080	27,003
	$ 2,845,035	$ 2,551,165

6. DEFERRED REVENUE - CAPITAL

	Off Street Parking	Development Cost Charges	Total
Balance at beginning of year	$ 198,148	$ 2,477,957	$ 2,676,105
Additions	-	133,116	133,116
Refunds		(30,030)	(30,030)
Interest	1,981	25,343	27,324
	$ 200,129	$ 2,606,386	$ 2,806,515

Deferred revenue - capital includes statutory reserves that are required to be set-up under section 188(2) of the Community Charter.

7. LONG TERM DEBT

	2021	2020
2.25% Municipal Finance Authority Loan, principal payments of $231,468 semi-annually plus interest, due November 30, 2025	$ 1,851,746	$ 2,314,682

Principal due over the next four years on long term debt is as follows:

2022	$ 462,936
2023	462,936
2024	462,936
2025	462,938

8. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value
2021			
Land	$ 38,432,523	$ -	$ 38,432,523
Buildings and structures	31,796,545	11,800,568	19,995,977
Infrastructure	127,144,712	62,913,868	64,230,844
Equipment	6,747,908	4,354,026	2,393,882
	$ 204,121,688	$ 79,068,462	$ 125,053,226

	Cost	Accumulated Amortization	Net Book Value
2020			
Land	$ 38,782,434	$ -	$ 38,782,434
Buildings and structures	31,759,226	11,098,304	20,660,922
Infrastructure	120,401,611	60,495,589	59,906,022
Equipment	6,330,190	4,136,608	2,193,582
	$ 197,273,461	$ 75,730,501	$ 121,542,960

The Town manages and controls various works of art located at Town sites and public display areas including paintings and a sculpture. These assets are not recorded as tangible capital assets and are not amortized.

TOWN OF QUALICUM BEACH

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2021

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9. ACCUMULATED SURPLUS

	2021	2020
Reserves and Surpluses		
Equipment reserve fund	$ 56,057	$ 55,502
Property reserve fund	219,839	217,663
Park land reserve fund	96,607	95,650
Emissions reduction reserve fund	23,716	23,481
Park improvements reserve fund	93,181	92,259
Cemetery reserve fund	261,609	250,069
Municipal Finance Authority debt reserve fund	52,767	51,885
Arrowsmith water reserve	65,008	60,898
Buildings reserve	56,000	56,000
Affordable housing reserve	450,000	
Developer contribution reserve	109,202	78,432
COVID-19 Safe Restart Grant reserve	526,097	1,468,502
Assets held for sale	1,280,739	1,118,350
Unallocated surplus		
General	4,038,544	4,352,825
Water	2,383,013	1,974,013
Sewer	601,296	601,296
	10,313,675	10,496,825
Investment in tangible capital assets (note 10)	123,201,480	119,228,278
Total accumulated surplus	$ 133,515,155	$ 129,725,103

10. INVESTMENT IN TANGIBLE CAPITAL ASSETS

	2021	2020
Investment in tangible capital assets at beginning of year	$ 119,228,278	$ 117,841,958
Add: Acquisition of tangible capital assets	7,347,011	5,325,562
Reduction in long term debt	462,936	462,936
Less: Amortization	(3,465,791)	(3,441,220)
Net book value of tangible capital asset disposals	(79,273)	-
Tangible capital assets transferred to held for sale	(291,681)	(960,958)
Investment in tangible capital assets at end of year	$ 123,201,480	$ 119,228,278

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11. CONTINGENT LIABILITIES AND COMMITMENTS

(a) Regional District - The Town is responsible, as a member of the Regional District of Nanaimo and of the Nanaimo Regional Hospital District, for its proportion of any operating deficits or capital debt related to functions in which it participates.

(b) Municipal Pension Plan - The Town and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation as at December 31, 2018 indicated a $2,866 million funding surplus for basic pension benefits on a going concern basis.

The Town of Qualicum Beach paid $453,363 for employer contributions to the plan in the fiscal year ended December 31, 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expenses as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan. Contributions to the plan were as follows:

	2021	2020
Employer portion	$ 435,363	$ 405,974
Employee portion	379,112	354,555
	$ 814,475	$ 760,529

11. CONTINGENT LIABILITIES AND COMMITMENTS (continued)

(c) Municipal Finance Authority contingent demand notes - Under borrowing arrangements with the Municipal Finance Authority (MFA), the Town is required to lodge security by means of a demand note and an interest-bearing cash deposit based on the amount of the borrowing. As a condition of the borrowing, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. This deposit is included in the Town's financial assets and is held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposit is refunded to the Town. At December 31, 2021, there was a contingent demand note of $212,517 (2020 - $212,517) which was not included in the financial statements of the Town.

(d) Municipal Insurance Association of British Columbia - The Town is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with other participants, would be required to contribute towards the deficit.

(e) Other contingent liabilities consisting of routine claims will be accounted for as an expense in the period in which the costs are incurred. It is not possible to determine the Town's liability, if any, with respect to these other matters.

12. SEGMENT DISCLOSURE BY SERVICE

The Town of Qualicum Beach is a diversified municipal government that provides a wide range of services to its residents. The following is a description of the types of services included in each of the main segments of the Town's financial statements:

General Government Services

Services related to general corporate and legislative governance and administration as well as human resources, information technology and financial management.

Protective Services

Services related to providing fire protection, bylaw enforcement and building inspection to the Town, as well as the Town's share of expenses related to providing policing.

Transportation Services

Services related to the delivery of municipal public works services including the development and maintenance of roadway systems, street lighting, airport operations and other public works and engineering related services.

12. SEGMENT DISCLOSURE BY SERVICE (continued)

Environmental Services

Services related to the collection of garbage and chipping as well as environmental testing and monitoring. It also includes services related to the delivery of water, sanitary sewer removal and the planning and development and maintenance of the Town's water and sewer infrastructure.

Planning and Development Services

Services related to planning for development and for improving quality of life and sustainability initiatives.

Parks and Recreation Services

Services related to the development and maintenance of parks and trails, municipal landscaping, and providing and maintaining recreation and cultural buildings.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1. For additional information, see the Consolidated Schedule of Segment Disclosure by Service (Schedule D).

TOWN OF QUALICUM BEACH

SCHEDULE OF REVENUES

YEAR ENDED DECEMBER 31, 2021

S8
SCHEDULE A

	2021 Budget (unaudited)	2021 Actual	2020 Actual
NET TAXATION			
Taxes collected for municipal purposes			
General	$ 9,794,000	$ 9,796,630	$ 9,376,607
Parcel tax - water	826,000	838,260	742,880
Parcel tax - sewer	187,000	189,560	165,375
1% utility tax	151,000	146,207	145,854
	10,958,000	10,970,657	10,430,716
Taxes collected for other government services			
Education	5,296,000	5,298,479	4,813,381
Regional District of Nanaimo	4,284,000	4,289,321	4,062,378
Nanaimo Regional Hospital District	721,000	721,447	522,843
Vancouver Island Regional Library	539,000	539,392	557,792
B.C. Assessment Authority	144,500	144,638	141,207
Municipal Finance Authority	500	682	647
	10,985,000	10,993,959	10,098,248
Less taxes paid to other governments	(10,985,000)	(10,966,773)	(10,094,009)
	-	27,186	4,239
Grants-in-lieu of taxes			
Federal government	16,000	16,460	12,783
Taxes paid to other governments	(8,000)	(8,482)	(4,937)
Fortis BC	50,000	58,139	51,181
B.C. Hydro	66,000	117,756	112,708
Permissive tax exemptions	156,000	156,000	150,000
	280,000	339,873	321,735
	$ 11,238,000	$ 11,337,716	$ 10,756,690
WATER AND SEWER RATES			
Water user rates	$ 1,299,000	$ 1,572,101	$ 1,209,704
Water connection fees	10,000	36,742	19,955
Sewer user rates	648,000	658,485	604,419
Sewer connection fees	10,000	20,250	12,000
	$ 1,967,000	$ 2,287,578	$ 1,846,078
SALE OF SERVICES			
Public Works	$ 34,000	$ 19,436	$ 17,959
Solid waste pickup	750,000	707,538	544,227
Cemetery	47,000	64,760	49,895
	$ 831,000	$ 791,734	$ 612,081

TOWN OF QUALICUM BEACH

SCHEDULE OF REVENUES (continued)

YEAR ENDED DECEMBER 31, 2021

S8
SCHEDULE A

	2021 Budget (unaudited)	2021 Actual	2020 Actual
OTHER REVENUE FROM OWN SOURCES			
Licences and permits	$ 190,000	$ 340,050	$ 205,330
Leases and rentals	500,000	597,524	571,372
Interest on investments	58,000	91,946	98,013
Interest on property taxes	48,000	44,981	38,083
Miscellaneous - operating	90,000	140,856	96,485
Contributions and other	212,000	678,396	248,820
Airport services	80,000	111,392	80,122
Community Hall	10,000	16,394	17,408
Civic Centre	76,000	91,800	53,186
	$ 1,264,000	$ 2,113,339	$ 1,408,819
GOVERNMENT TRANSFERS			
Operating			
Revenue sharing grants	$ 467,000	$ 450,974	$ 469,016
Fire protection	133,000	167,791	132,592
Community parks and other	153,000	172,107	153,357
Other grants	14,000	106,662	2,423,752
	767,000	897,534	3,178,717
Capital			
Infrastructure	3,130,000	1,133,222	1,078,637
Federal gas tax revenue	451,000	883,212	431,732
	3,581,000	2,016,434	1,510,369
	$ 4,348,000	$ 2,913,968	$ 4,689,086
OTHER CAPITAL REVENUE			
Gain on disposal of tangible capital assets	$ 2,517,000	$ 315,977	$ 461,240
Gain on disposal of assets held for sale	-	395,708	230,900
Capital contributions	-	64,940	83,700
Other contributions	-	-	57,045
	$ 2,517,000	$ 776,625	$ 832,885
TOTAL REVENUE	$ 22,165,000	$ 20,220,960	$ 20,145,639
SUMMARY OF REVENUE			
Operating revenue	$ 16,067,000	$ 17,427,901	$ 17,802,385
Capital and other revenue	6,098,000	2,793,059	2,343,254
	$ 22,165,000	$ 20,220,960	$ 20,145,639

TOWN OF QUALICUM BEACH

SCHEDULE OF EXPENSES

YEAR ENDED DECEMBER 31, 2021

S9
SCHEDULE B

	2021 Budget (unaudited)	2021 Actual	2020 Actual
GENERAL GOVERNMENT SERVICES			
Legislative	$ 258,000	$ 207,035	$ 218,625
Grants-in-aid	252,000	213,588	207,600
Office and ground maintenance	170,000	129,544	171,773
Administrative	1,556,000	1,518,812	1,143,989
Other	451,000	489,237	474,380
	2,687,000	2,558,216	2,216,367
Fiscal services	26,000	11,612	18,833
Amortization of tangible capital assets	70,000	81,684	81,683
	$ 2,783,000	$ 2,651,512	$ 2,316,883
PROTECTIVE SERVICES			
RCMP	$ 1,474,000	$ 1,258,781	$ 1,347,496
Fire department	1,161,000	1,035,813	999,453
Other	498,000	404,449	450,879
	3,133,000	2,699,043	2,797,828
Fiscal services	60,000	49,476	59,892
Amortization of tangible capital assets	130,000	134,824	134,824
	$ 3,323,000	$ 2,883,343	$ 2,992,544
TRANSPORTATION SERVICES			
Public Works administration and yard	$ 781,000	$ 747,961	$ 718,852
Roads and drainage	896,000	803,746	697,152
Airport	555,000	658,676	484,021
Less fuel sales	(345,000)	(481,847)	(335,949)
Street lighting	198,000	220,890	192,400
Equipment operating costs	610,000	473,517	493,445
	2,695,000	2,422,943	2,249,921
Fiscal services	-	-	44,824
Amortization of tangible capital assets	2,462,000	2,522,682	2,498,111
	$ 5,157,000	$ 4,945,625	$ 4,792,856
ENVIRONMENTAL SERVICES			
Waste removal	$ 847,000	$ 791,331	$ 691,056
Solid waste landfill	20,000	11,581	19,167
Other solid waste	85,000	77,632	98,902
	$ 952,000	$ 880,544	$ 809,125

TOWN OF QUALICUM BEACH

SCHEDULE OF EXPENSES (continued)

YEAR ENDED DECEMBER 31, 2021

S9
SCHEDULE B

	2021 Budget (unaudited)	2021 Actual	2020 Actual
WATER SERVICES			
Water maintenance	$ 1,152,000	$ 1,098,516	$ 1,000,889
Amortization of tangible capital assets	358,000	359,886	359,886
	$ 1,510,000	$ 1,458,402	$ 1,360,775
SEWER SERVICES			
Sewer maintenance	$ 284,000	$ 257,660	$ 224,713
Amortization of tangible capital assets	150,000	154,746	154,746
	$ 434,000	$ 412,406	$ 379,459
PLANNING AND DEVELOPMENT SERVICES			
Planning and zoning	$ 424,000	$ 388,248	$ 327,822
Community development	943,000	781,531	559,240
	$ 1,367,000	$ 1,169,779	$ 887,062
PARKS AND RECREATION SERVICES			
Parks administration and yard	$ 382,000	$ 392,547	$ 442,008
Civic Centre and Community Hall	402,000	297,486	326,004
Buildings and other	176,000	194,309	247,723
Trails	103,000	70,100	82,169
Community Park	173,000	168,948	132,409
Beach maintenance	154,000	177,710	106,580
Garden and park areas	506,000	466,328	414,888
Cemetery	56,000	49,900	43,905
	1,952,000	1,817,328	1,795,686
Amortization of tangible capital assets	180,000	211,969	211,970
	$ 2,132,000	$ 2,029,297	$ 2,007,656
TOTAL EXPENSES	$ 17,658,000	$ 16,430,908	$ 15,546,360
SUMMARY OF EXPENSES			
Operating costs	$ 14,222,000	$ 12,904,029	$ 11,981,591
Fiscal services	86,000	61,088	123,549
Amortization of tangible capital assets	3,350,000	3,465,791	3,441,220
	$ 17,658,000	$ 16,430,908	$ 15,546,360

TOWN OF QUALICUM BEACH

SCHEDULE OF RECEIPTS AND DISBURSEMENTS OF GAS TAX AGREEMENT

YEAR ENDED DECEMBER 31, 2021

S10
SCHEDULE C

	2021	2020
Gas Tax Agreement Funds		
Opening balance	$ -	$ 823,942
Add: Amount received during the year	883,212	431,733
Add: Interest earned	-	4,120
Less: Amount spent on projects	(883,212)	(1,259,795)
	$ -	$ -

Federal gas tax funding is provided by the Government of Canada. Use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Gas tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
DECEMBER 31, 2021

S11
SCHEDULE D

2021	Consolidated	General Government Services	Protective Services	Transportation Services	Environmental Services	Planning and Development Services	Parks and Recreation Services
Revenue							
Net taxation	$ 11,337,716	$ 10,309,896	$ -	$ -	$ 1,027,820	$ -	$ -
Sale of services	3,079,312	-	-	17,523	3,059,877	-	1,912
Other operating revenue	2,113,339	962,359	344,228	184,207	12,680	489,014	120,851
Government transfers	2,913,968	419,517	211,765	795,293	923,108	79,145	485,140
Gain on disposal of assets	711,685	711,685	-	-	-	-	-
Other capital revenue	64,940	-	-	64,940	-	-	-
	20,220,960	12,403,457	555,993	1,061,963	5,023,485	568,159	607,903
Expenses							
Wages and salaries	6,430,275	1,184,651	1,107,864	1,333,044	1,065,211	414,756	1,324,749
Goods and services	6,473,754	1,373,565	1,591,179	1,089,899	1,171,509	755,023	492,579
Amortization	3,465,791	81,684	134,824	2,522,682	514,632	-	211,969
Fiscal services	61,088	11,612	49,476	-	-	-	-
	16,430,908	2,651,512	2,883,343	4,945,625	2,751,352	1,169,779	2,029,297
Annual surplus (deficit)	$ 3,790,052	$ 9,751,945	$ (2,327,350)	$ (3,883,662)	$ 2,272,133	$ (601,620)	$ (1,421,394)

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE BY SERVICE
DECEMBER 31, 2021

S11
SCHEDULE D

2020	Consolidated	General Government Services	Protective Services	Transportation Services	Environmental Services	Planning and Development Services	Parks and Recreation Services
Revenue							
Net taxation	$ 10,756,690	$ 9,848,435	$ -	$ -	$ 908,255	$ -	$ -
Sale of services	2,458,159	-	-	16,341	2,440,200	-	1,618
Other operating revenue	1,408,819	752,793	209,061	103,372	70,117	170,483	102,993
Government transfers	4,689,086	2,773,152	299,293	418,754	443,825	-	754,062
Gain on disposal of assets	692,140	692,140	-	-	-	-	-
Other capital revenue	140,745	-	-	23,800	83,700	33,245	-
	20,145,639	14,066,520	508,354	562,267	3,946,097	203,728	858,673
Expenses							
Wages and salaries	6,171,064	1,191,071	1,058,414	1,313,622	952,929	327,173	1,327,855
Goods and services	5,810,527	1,025,296	1,739,414	936,299	1,081,798	559,889	467,831
Amortization	3,441,220	81,683	134,824	2,498,111	514,632	-	211,970
Fiscal services	123,549	18,833	59,892	44,824	-	-	-
	15,546,360	2,316,883	2,992,544	4,792,856	2,549,359	887,062	2,007,656
Annual surplus (deficit)	$ 4,599,279	$ 11,749,637	$ (2,484,190)	$ (4,230,589)	$ 1,396,738	$ (683,334)	$ (1,148,983)

TOWN OF QUALICUM BEACH
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
DECEMBER 31, 2021

S12
SCHEDULE E

	Land	Buildings	Equipment	Water	Sewer	Drainage	Roads	Other	WIP	Parks	Total
COST											
Opening Balance (Jan 1, 2020)	$ 39,276,088	$ 30,179,205	$ 5,868,517	$ 16,107,337	$ 9,855,735	$ 20,543,144	$ 44,088,553	$ 20,341,535	$ 5,153,526	$ 1,672,014	$ 193,085,654
2020 Additions	467,304	1,580,021	566,423	83,700	245,108	456,029	783,413	5,091,146	(3,947,582)	-	5,325,562
2020 Disposals	-	-	(104,750)	-	-	-	(72,047)	-	-	-	(176,797)
2020 Transfers	-	-	-	-	-	-	-	-	-	-	-
2020 Assets held for sale	(960,958)	-	-	-	-	-	-	-	-	-	(960,958)
Closing Balance (Dec 31, 2020)	38,782,434	31,759,226	6,330,190	16,191,037	10,100,843	20,999,173	44,799,919	25,432,681	1,205,944	1,672,014	197,273,461
2021 Additions	-	37,319	566,591	-	141,472	134,503	358,013	-	6,031,136	77,977	7,347,011
2021 Disposals	(58,230)	-	(148,873)	-	-	-	-	-	-	-	(207,103)
2021 Transfers	-	-	-	-	-	-	-	-	-	-	-
2021 Assets held for sale	(291,681)	-	-	-	-	-	-	-	-	-	(291,681)
Closing Balance (Dec 31, 2021)	38,432,523	31,796,545	6,747,908	16,191,037	10,242,315	21,133,676	45,157,932	25,432,681	7,237,080	1,749,991	204,121,688
ACCUMULATED AMORTIZATION											
Opening Balance (Jan 1, 2020)	-	10,384,319	3,917,039	6,069,866	5,519,490	7,683,664	27,966,411	9,850,499	-	1,074,790	72,466,078
2020 Amortization	-	713,985	324,319	231,187	168,347	362,843	1,102,263	496,390	-	41,886	3,441,220
2020 Disposals	-	-	(104,750)	-	-	-	(72,047)	-	-	-	(176,797)
2020 Transfers	-	-	-	-	-	-	-	-	-	-	-
Closing Balance (Dec 31, 2020)		11,098,304	4,136,608	6,301,053	5,687,837	8,046,507	28,996,627	10,346,889	-	1,116,676	75,730,501
2021 Amortization	-	702,264	345,248	231,187	170,705	365,085	1,110,600	496,324	-	44,378	3,465,791
2021 Disposals	-	-	(127,830)	-	-	-	-	-	-	-	(127,830)
2021 Transfers	-	-	-	-	-	-	-	-	-	-	-
Closing Balance (Dec 31, 2021)		11,800,568	4,354,026	6,532,240	5,858,542	8,411,592	30,107,227	10,843,213	-	1,161,054	79,068,462
Net Book Value (Dec 31, 2020)	$ 38,782,434	$ 20,660,922	$ 2,193,582	$ 9,889,984	$ 4,413,006	$ 12,952,666	$ 15,803,292	$ 15,085,792	$ 1,205,944	$ 555,338	$ 121,542,960
Net Book Value (Dec 31, 2021)	$ 38,432,523	$ 19,995,977	$ 2,393,882	$ 9,658,797	$ 4,383,773	$ 12,722,084	$ 15,050,705	$ 14,589,468	$ 7,237,080	$ 588,937	$ 125,053,226

TOWN OF QUALICUM BEACH

SCHEDULE OF COVID-19 SAFE RESTART GRANT

YEAR ENDED DECEMBER 31, 2021

S13
SCHEDULE F

		2021
Balance January 1, 2021	$	1,468,502
Eligible costs incurred		
Revenue shortfalls		(160,000)
Technology costs to improve remote work		(446,500)
Community Grants		(121,712)
General administration		(98,708)
Public Works		(2,132)
Protective Services		(33,677)
Parks and Buildings		(79,676)
Total eligible costs incurred		(942,405)
Balance December 31, 2021	$	526,097

The above schedule is a requirement under the COVID-19 Safe Restart Grant for Local Governments which is funded jointly by the Government of Canada and the Government of British Columbia under the Safe Restart Agreement.

Welcome to
Qualicum Beach

TOWN OF
QUALICUM BEACH

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