#### Page No.

#### (This meeting may be recorded)

#### 1. ADOPTION OF THE AGENDA

<sup>1-6</sup> THAT Council adopts the January 22, 2025, regular Council meeting agenda.

#### 2. ADOPTION OF THE CONSENT AGENDA

#### **Staff Recommendation:**

THAT the recommendations listed for items 2(a) to 2(c) in the January 22, 2025 Consent Agenda be adopted.

- (a) THAT the December 11, 2024, regular Council meeting minutes be approved as presented.
- 24-25 (b) THAT the December 18, 2024, special Council meeting minutes be approved as presented.
- 26-31 (c) THAT the January 8, 2025, special Council meeting minutes be approved as presented.
- 32-33 (d) THAT the Correspondence Log, dated for reference January 16, 2025, be approved as presented.

#### 3. RECOGNITION - Nil

#### 4. BUSINESS ARISING FROM THE MINUTES

#### (a) Notice of Motion – Councillor Skipsey

THAT the presentation regarding the Tree Protection Bylaw by the Friends of the Qualicum Beach Forest at the December 11, 2024 Regular Council Meeting be REFERRED to staff for consideration during the upcoming Tree Protection Bylaw review process.

#### **Staff Comment:**

Staff concur with this recommendation.

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### (b) AVICC Resolution Arising from December 11, 2024 regular Council meeting – Reconfiguration of Railway Crossing Traffic Controls

WHEREAS there are many railways that are inactive (where the average daily railway movement is zero), except for railway maintenance traffic, across British Columbia, and there are no active trains on the Southern Railway of BC railway North of Nanaimo;

AND WHEREAS the *Federal Canada Transportation Act*, the *Railway Safety Act*, and the *Grade Crossings Regulation* require vehicular traffic to stop at railway crossings, except in limited circumstances, even when the railway is inactive;

THEREFORE BE IT RESOLVED, THAT AVICC and UBCM lobby Transport Canada for the amendment of the legislation, including the *Grade Crossings Regulation* to permit the reconfiguration of railway crossing traffic controls to stop railway maintenance traffic on the rail at roadway intersections of inactive railway crossings and to remove stop signs for vehicular traffic at these locations.

#### 5. DELEGATIONS

#### (a) Eaglecrest Residents Association - AGM Update

B. Scott, President, Eaglecrest Residents Association, in attendance to present a report on the Association's annual general meeting.

#### (b) Qualicum Beach Chamber of Commerce

D. Novak, President, Qualicum Beach Chamber of Commerce in attendance to present an annual year-end report from the Chamber of Commerce.

#### (c) Broom Busters

J. Sales in attendance to present an update on Broom Busters initiatives in Qualicum Beach.

#### (d) RCMP Update

Staff Seargent T. De Coene in attendance to present an update on the RCMP.

#### CORRESPONDENCE 6.

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C. Thorsell, Request to Make the Pathway from Qualicum Beach Museum (a) to Grandon Creek Bicycle free.

#### Notice of Motion:

THAT the letter from C. Thorsell requesting that the Pathway from Qualicum Beach Museum to Grandon Creek be Bicycle free, be included on the agenda for the next meeting of the Parks and Recreation Select Committee.

#### Staff Comment:

Staff recommend consideration of courtesy signage rather than a bylaw prohibiting bicycle use on trails, as enforcement of such a bylaw would be challenging and could raise false expectations.

E. Brown, Fire Hazard 35-37 (b)

#### **Staff Comment:**

2024. There is a request for 900 additional Park staff hours in 2025 to assist with chipping in association with FireSmart initiatives.

FireSmart initiatives will not stop a fire from starting but will assist in keeping the fire on the ground where crews can quickly extinguish it before spreading into the tree canopies or neighbouring properties. A Community Wildfire Reduction Plan was completed for Qualicum Beach in 2024 and identified two areas as priorities for Fuel Management Prescriptions. The first area was the Community Park forest, and the second was the forested area identified as the Berwick Well Field. FireSmart initiatives for these priority areas will be brought before Council in future budget years.

#### Staff Recommendation:

THAT Council directs staff to operationalize future inquiries related to concerns with potential fuel loading in public forested areas by providing on the ground assessment by the Qualicum Beach Fire Department to determine if further action is required.

Staff toured the corridor between Beach Rd. and Arbutus St. and observed areas of smaller woody debris like other forested trail areas in Town. This corridor has the benefit of reduced ladder fuels, raised tree canopies and deciduous trees, which, if a fire were to start, would keep it on the ground where it can be easily managed with a reduced rate of spread. Fuel loading in this corridor would be comparable to the area next to Eaglepark, which had FireSmart fuel reduction initiatives completed in

#### 7. BYLAWS

#### <sup>38-195</sup> (a) Financial Plan 2025–2029 Bylaw No. 908, 2025

#### **Staff Recommendation:**

- 1. THAT staff be directed to reduce the 2025 contribution to the Strategic Initiatives Reserve from \$250k to \$125k, with the contribution being reinstated back to \$250k in 2026.
- 2. THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be introduced and read a first time.
- 3. THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be read a second time.

#### 8. COMMITTEE & LIAISON REPORTS

- (a) General Government (Mayor Teunis Westbroek)
- (b) **Public Safety** (Councillor Scott Harrison)
- (c) **Parks & Recreation** (Councillor Anne Skipsey)
  - (a) Report from Councillor Skipsey
- (d) **Community Development** (Councillor Petronella Vander Valk)
  - (a) Report from Councillor Vander Valk
- (e) Arts & Culture (Councillor Jean Young)
- 9. STAFF REPORTS
  - (1) Corporate Services
- 198-200

#### (a) Winter Holiday Town Hall Closure

#### **Staff Recommendation:**

THAT Council approve the closure of the Town Hall office during the 2025 holiday season for three business days (December 22; 23; and 24) during the period of December 22 through December 26, 2025.

- (2) Planning & Community Development
- 201-217
- (a) Interim Housing Needs Report Consultant Presentation.

#### **Staff Recommendation:**

THAT Council receive the Interim Housing Needs Report titled "Interim Housing Needs Report – Town of Qualicum Beach" dated for reference November 2024.

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Parksville M) rgency n of of \$45,900, nergency Beach e 2025 ncy Funding
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(b) Fleet Greening/Modernization Strategy – Report and Consultant

Presentation

218-327

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#### 10. Review of Comments from the Public

Comments for this regular Council meeting must be received no later than 12:00 pm two days following the meeting (January 24, 2025). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

- Mail: Box 130, Qualicum Beach, BC V9K 1S7
- Phone: 250-752-6921
- Email: <a href="mailto:communications@qualicumbeach.com">communications@qualicumbeach.com</a>

#### **11. ADJOURNMENT**

THAT Council adjourns the meeting.

#### NEXT SCHEDULED REGULAR COUNCIL MEETING: February 12, 2025

**DRAFT** | Minutes of the 10:00 am Wednesday, December 11, 2024, Town of Qualicum Beach Regular Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek
		Councillor Anne Skipsey
		Councillor Scott Harrison
		Councillor Petronella Vander Valk
		Councillor Jean Young
ALSO PRESEN	JT: Staff:	Lou Varela, Chief Administrative Officer (CAO)
ALSO I KESEI	NI. Stall.	
		Heather Svensen, Director of Corporate Services   Deputy CAO
		Luke Sales, Director of Planning & Community Development
		Raj Hayre, Director of Finance
		Rob Dickinson, Director of Infrastructure Services
		Peter Cornell, Fire Chief
		Oliver Watson, Capital Projects Manager
		Kevin Goldfuss, Airport Manager
		Jason Froats, Information Systems Analyst
		Danielle Leurebourg, Deputy Director of Corporate Services

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

#### ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the December 11, 2024, regular Council meeting agenda as presented and amended to add item 10(4)(c) Director of Planning's Report on Interim Housing Needs Report.

#### START OF CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2a) to 2i) in the December 11, 2024, Consent Agenda, including corrections to typographical errors in minutes.

- a) THAT the July 10, 2024 Committee of the Whole meeting minutes be approved as presented.
- b) THAT the November 1, 2024 Committee of the Whole meeting minutes be approved as presented.
- c) THAT the November 13, 2024 special Council meeting minutes be approved as presented.
- d) THAT the November 13, 2024 Committee of the Whole meeting minutes be approved as presented.
- e) THAT the November 20, 2024 regular Council meeting minutes be approved as presented.
- f) THAT the November 20, 2024 Committee of the Whole meeting minutes be approved as presented.

- g) THAT the November 27, 2024 special Council meeting minutes be approved as presented.
- h) THAT the November 27, 2024 Committee of the Whole meeting minutes be approved as presented.
- i) THAT the Correspondence Log, dated for reference December 3, 2024, be approved as presented.

#### CARRIED UNANIMOUSLY | Resolution No. 24-297

 j) Council adopted, by unanimous consent, the recommendations from the October 21, 2024 Committee of the Whole meeting as presented as 2j(i-xxix) in the December 11, 2024 Consent Agenda.

CARRIED UNANIMOUSLY | Resolution No. 24-298

 i. 24-CA-01: Asset Management - Natural Asset Reconsolidation THAT the timeline for the Initiative titled Asset Management - Natural Asset Consolidation be shifted from 2025/2026 to 2027; AND FURTHER THAT the cost estimate for the Initiative titled Asset Management - Natural Asset Consolidation be increased by \$10k to \$30k in 2027; AND FURTHER THAT the funding for the Initiative titled Asset Management - Natural Asset Consolidation be adjusted from 100% grant dependent to 2/3 grant dependent.

## ii. 24-EP-02: Pathways to Sustainable Economic Development in Qualicum Beach

THAT the 2024 budget for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach be carried forward to 2025; AND FURTHER THAT a budget provision of \$112,500 be included in fiscal 2025 of the 2025-2029 Financial Plan for the Initiative titled Pathways to Sustainable Economic Development in Qualicum Beach, with \$100,000 of the expenditure being grant funded.

#### iii. 24-GG-05: Employer of Choice

THAT a \$10k budget provision funded from the Strategic Initiatives Reserve be included for the Initiative titled Employer of Choice in each of the years 2025 and 2026 in the 2025-2029 Financial Plan; AND FURTHER THAT commencing in the 2025 quarterly reporting cycle, the Initiative titled Employer of Choice will be reported on in the Human Resources Departmental Operations Area.

#### iv. 24-GG-06: Records Management

THAT the budget provision for the Initiative titled Records Management be increased by \$20k to \$60k and the budget provision be included in fiscal 2025 of the 2025-2029 Financial Plan.

v. 24-GG-08: Amendment of the Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012 THAT the scope of the 2024 Strategic Initiative titled Development Cost Reductions/CACs be adjusted to focus on amendment of the "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012", with the IAP2 Level of Engagement (Inform); AND FURTHER THAT the Initiative, amendment of the "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012", be adjusted from 2028 and rescheduled to the 2025 Financial Year in the 2025-2029 Financial Plan; AND FURTHER THAT the budget provision for amendment of the 'Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012", be reduced from \$45k to \$2k.

#### vi. 24-GG-10: Airport Master Plan

THAT the 2025-2029 Financial Plan include a \$75k budget provision for the Initiative titled Airport Master Plan in fiscal 2026, with expenditure subject to approval of 100% grant funding.

#### vii. 24-GG-11: Comprehensive Policy Review

THAT the timeline for the Initiative titled Comprehensive Policy Review be advanced entirely to 2025; AND FURTHER THAT the \$30k budget provision included in 2026 in the 2024-2028 Financial Plan for the Initiative titled Comprehensive Policy Review be moved to 2025 in the 2025-2029 Financial Plan, for a total project budget of \$60k in 2025.

#### viii. 24-GG-12: Visual Identity Refresh

THAT the budget provision for the Initiative titled "Visual Identity Refresh" included in the 2024-2028 Financial Plan in years 2024 to 2027, be adjusted and included in the 2025-2029 Financial Plan in years 2025 to 2028.

## ix. 24-HS-01: Housing Announcement Implementation – Zoning Update and Legal Fees

THAT scoping sheet 24-HS-01, previously named Housing Announcement Implementation – November 1, 2023, be renamed Housing Announcement Implementation - Zoning Update and Legal Fees in 2025 Strategic Planning; AND FURTHER THAT the budget provision of \$55k per year included in the 2024-2028 Financial Plan for years 2025, 2026, and 2027 for the Initiative now titled Housing Announcement Implementation - Zoning Update and Legal Fees be replaced with a budget provision of \$10k in 2025 and \$20k in 2026 in the 2025-2029 Financial Plan.

#### x. 24-HS-04: Strategy for Ways to Achieve Affordable Market Housing

THAT the Initiative titled Strategy for Ways to Achieve "Affordable" Market Housing be undertaken in conjunction with "OCP [Option #2] - Housingfocused OCP Review"; AND FURTHER THAT the timeline and budget for the Initiative titled Strategy for Ways to Achieve "Affordable" Market Housing be advanced from 2027, in the 2024-2028 Financial Plan, to 2025 in the 2025-2029 Financial Plan.

#### xi. 24-HW-03: Community Park (Facilities) Site Review

THAT the 2026 funding source for the Community Park (Facilities) Site Review be changed from the Strategic Initiative Reserve to the Capacity Funding Allocation in fiscal 2026.

#### xii. 24-HW-04: OCP (Part 1, 2, 3, and 4)

THAT the OCP Part 1,2,3,4 Strategic Initiative included in the 2024-2028 Financial Plan in year 2028 not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-04 be closed by Council Resolution for record keeping purposes.

#### xiii. 24-HW-10: Pollinator Pathways Policy Development

THAT the Strategic Initiative Pollinator Pathways Policy Development, included in the 2024-2028 Financial Plan in year 2025, not be included in the 2025-2029 Financial Plan; AND FURTHER THAT scoping sheet 24-HW-10 be closed by Council Resolution for record keeping purposes.

#### xiv. 24-PI-01: Asset Management Plan Airport

THAT the Initiative titled Asset Management Plan – QB Airport be included in the 2025-2029 Financial Plan, in year 2029 with a budget provision of \$10k, grant dependent.

#### xv. 24-PI-03: Other Effective (area based) Conservation Measures (OECM) Management Plans

THAT the Mount Arrowsmith Biosphere Region Reserve Initiative (MABRRI) be authorized to undertake study in 2025 into the feasibility and process of identifying Qualicum Beach Community Park and Grandon Creek Corridor, with support for Milner Gardens, as an OECM, subject to Town requirements (insurance, etc.) being met as determined by staff; AND FURTHER THAT \$10,000 be allocated in 2026 for due diligence into the requirements of OECM recognition of additional Town-owned lands; AND FURTHER THAT \$10,000 be allocated in 2027 to support the possible submission of additional Town lands for recognition as OECMs.

#### xvi. 24-HS-05: Multi-Generational Housing Best Practices

THAT the Initiative titled Multi-Generational Housing Best Practices, 24-H5-05 with a budget of \$5,000 in fiscal year 2026 be defined and considered for inclusion within the scope of the Housing Focused OCP scheduled for 2025; AND FURTHER THAT the \$5,000 budget of the Initiative titled Multi-Generational Housing Best Practices, be added to the Housing Focused OCP budget, increasing the budget from \$55,000 to \$60,000 in fiscal year 2025.

#### xvii. **25-CA-01: Encourage Residents to Transition From Use of Fossil Fueled Outdoor Equipment**

THAT the Initiative titled "Encourage Residents and Businesses to Fossil Free Power Equipment" be advanced to the 2025-2029 Financial Plan allocating \$10,000 in 2027 to launch a public education campaign that informs residents about the environmental and health benefits of switching to electric equipment and include a workshop and demonstration as part of the Public Works Open House.

#### xviii. **25-CA-03: Implementation of Climate Mitigation Actions Matrix**

THAT a budget provision of \$25,000 be included in fiscal 2027 in the 2025 – 2029 Financial Plan for the Initiative titled Implementation of Climate Mitigation Actions Matrix, with further clarification to be provided in the 2026 Strategic Planning session.

#### xix. 25-GG-03: Investigation of Viability and Process of Expanding the Qualicum Beach Airport Authority Noise Sensitive Map

THAT staff begin the investigation and consultation process with Transport Canada, and Nav Canada in 2025 to determine if the Qualicum Beach Airport Authority Noise Sensitive Area Map can be expanded in consideration of the designated flight path and the Noise Abatement Procedure.

#### xx. 25-GG-06: Qualicum Beach Airport Bylaw Review

THAT an Airport Bylaw Review be undertaken by staff in 2025; AND FURTHER THAT complaints regarding Airport activities, other than turns to the North which fall under the Noise Abatement Procedure, will not require staff investigation by Closed Circuit TV (CCTV) footage effective upon Council's endorsement of the Initiative titled Airport Bylaw Review.

#### 24-GG-10: Airport Master Plan/Business Plan

THAT the Initiative titled Airport Master Plan (24-GG-10) be retitled "Airport Master/Business Plan which would include consideration of the 2016 Draft Airport Business Plan; AND FURTHER THAT it be referred to 2026 Strategic Planning for Council's consideration.

 xxi. 25-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs THAT the Initiative titled Reduce Tax Funded Portion of Qualicum Beach Airport Costs not be included in the 2025-2029 Financial Plan and the Scoping Sheet closed for record keeping purposes.

#### xxii. 25-HS-01: Option 1 of 2: Multi-topic OCP Review

THAT Option 1 of 2, the Initiative titled "Multi-topic Official Community Plan (OCP) Review" not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a Housing-focused OCP Review (Option 2 of 2: 25-HS-02)

with a budget provision of \$55k be advanced to the 2025-2029 Financial Plan for implementation in 2025.

## xxiii. 25-HW-01: Community Pianos Project THAT the Qualicum Beach Collective be requested to work with individual businesses for placement of community pianos.

#### xxiv. 25-HW-02: Seniors' Activity Centre Expansion – Needs Assessment

THAT a Needs Assessment report be undertaken by a qualified third-party consultant regarding the Initiative titled Seniors Activity Centre Expansion Needs Assessment with a budget allocation of \$30k in fiscal 2027, in the 2025-2029 Financial Plan; AND FURTHER THAT subsequent to completion of the Needs Assessment in 2027, Council further consider the financial and resourcing implications of undertaking an Initiative titled Seniors Activity Centre Expansion in a future year's Strategic Planning process.

#### xxv. 25-HW-04: Traffic Bylaw Review – 40km/h municipality wide and/or sitespecific locations

THAT the Initiative titled Traffic Bylaw Review 25-HW-04 not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT this matter and the "neighbourhood pilot project" be referred to the Community Transportation Plan Review in September 2025 for Council's consideration and comment by the Transportation Engineer and Public.

#### xxvi. 25-EP-01: Wayfinding Signage Phases 1 and 2

THAT the Initiative titled Wayfinding Signage Phases 1 and 2 be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT a budget provision of \$3,100 be included in fiscal 2025 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 1; AND FURTHER THAT a budget provision of \$50k be included in fiscal 2028 of the 2025-2029 Financial Plan for Wayfinding Signage Phase 2.

#### xxvii. **25-HW-06: Develop an Accessibility Action Plan**

THAT the Strategic Initiative titled Develop an Accessibility Action Plan be included in fiscal 2028 of the 2025-2029 Financial Plan; AND FURTHER THAT commencing in 2029 additional resources equivalent to a 0.5 FTE, funded from property taxation, be included in the 2025-2029 Financial Plan for the ongoing purpose of staff capacity to advance accessibility projects.

#### 25-PI-01: Implement and Operationalize Asset Management Strategy & Plan THAT a \$27,000 budget provision to Implement and Operationalize the Asset Management Strategy presented to Council on October 2, 2024, be included in fiscal 2025 of the 2025 – 2029 Financial Plan.

 xxix. 25-PI-03: Reconfiguration of Rail Crossing Traffic Controls – Advance Motion to AVICC & UBCM
 THAT a motion be advanced to AVICC and UBCM to lobby for reconfiguration of rail crossing traffic controls to stop rail maintenance traffic on the rail at roadway intersections and remove stop signs for vehicular traffic at these locations.

Councillor Harrison requested that items (i) Tree Protection Bylaw Update and (iv) Improved Soccer Facilities in Consent Agenda item 2k) be discussed separately.

k) Council adopted by unanimous consent, the November 1, 2024 Committee of the Whole recommendations as presented in item 2k)(i-x) in the December 11, 2024 Consent Agenda.
 CARRIED UNANIMOUSI X | Resolution No. 24-299

CARRIED UNANIMOUSLY | Resolution No. 24-299

#### i. 24-CA-06: Tree Protection Bylaw Update

THAT a 3<sup>rd</sup> party consultant be retained to undertake public engagement, research and update of the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" with a budget allocation of \$40k in fiscal 2025 of the 2025-2029 Financial Plan.

#### ii. 25-HW-05: Chamber of Commerce Additional Fee for Service - Healthcare Worker Recruitment

THAT the Initiative titled Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment, not be advanced to the 2025-2029 Financial Plan; AND FURTHER THAT an initial meeting with Island Health and representatives from the Flowerstone Society and Division of Family Practice be held to better understand recruitment needs prior to selecting a service provider.

#### iii. 25-EP-01: Wayfinding Signage Phases 1 & 2

THAT Phase 2 of the Wayfinding Signage Initiative be referred to the fall 2025 Strategic Planning process for consideration of advancement from 2028 to 2026.

#### iv. 25-CAP-HW-01: Improved Soccer Facilities

THAT staff be authorized to work with the Oceanside Football Club to permit the installation of a shipping container at the Qualicum Beach Community Park, subject to Council's final review of location and configuration; AND FURTHER THAT a comprehensive Needs Assessment be carried out in fiscal 2026 of the 2025-2029 Financial Plan, with a budget of \$50k funded from the Strategic Initiatives Reserve.

#### v. 25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown

THAT the Initiative titled Path Through Clock Square to Link Downtown to the East Village not be included in the 2025-2029 Financial Plan.

#### vi. 25-CAP-HW-05-Pump Track at Christleton Park

THAT staff extend an invitation to the proponents from the "Residents of Qualicum Woods Neighbourhood" to submit a more detailed proposal for a pump track at Christleton Park for Council's consideration after confirmation that the proponents have established themselves as a registered Society for this purpose; AND FURTHER THAT the CoTW recommends to Council that the Initiative titled Pump Track at Christleton Park 25-CAP-HW-05 not be advanced to the 2025-2029 Financial Plan and that Scoping Sheet 25-CAP-HW-05 be closed by Council resolution.

#### vii. 25-CAP-PI-01: Installation of Permanent Bicycle Racks Along Waterfronts

THAT the Initiative titled "Installation of Permanent Bicycle Racks Along
Waterfront" be referred to the Select Committee on Parks and Recreation for recommendation on potential locations for bike racks, for Council's consideration; AND FURTHER THAT Chief Recalma's gift of knowledge and insight be requested for recommendation on potential locations for installation of bike racks; AND FURTHER THAT a budget provision of \$15k, funded from the Asset Investment Reserve, be included in the 2025 -2029 Financial Plan in fiscal 2026 for purchase of bicycle racks to be installed along the waterfront.

#### viii. 25-CAP-PI-02: Miscellaneous Parking Improvements

THAT the Harlech Road Parking Design (\$8,000) be budgeted in 2025, to be funded from deferred revenue for off-street parking.

#### ix. **25-CAP-PI-03: Construct Elevated Concrete Walkway at Saahtlam Park** THAT 25-CAP-PI-03 Construct Elevated Concrete Walkway at Saahtlam Park not be advanced and the associated scoping sheet closed.

#### x. 25-CAP-PI-04 Cenotaph – Memorial Avenue at Railway Street THAT the 2025-2029 Financial Plan include a \$40k budget provision in fiscal 2025 for the installation of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street, to be completed through a design-build contract with a maximum upset price of \$40,000, excluding GST.

#### November 13, 2024, Committee of the Whole Meeting Recommendations 3<sup>rd</sup> Quarter Update 2024: Council's Strategic Initiatives, Capital Program & Operating Budget

 Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the report titled "Third Quarter Update 2024 - Council's Strategic Initiatives, Capital Program and Operations Update" dated November 13, 2024, be received for information.
 CARRIED UNANIMOUSLY ii. Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT a capital expenditure budget provision of \$40k be transferred from the Bay Street Slope Stabilization Project to the Seacrest Road Replacement Engineering and Design Project within the Approved 2024-2028 Financial Plan.
 CARRIED UNANIMOUSLY | Resolution No. 24-300

#### END OF CONSENT AGENDA

#### **BUSINESS ARISING FROM THE MINUTES**

- (1) October 21, 2024 Committee of the Whole Meeting
  - (a) 24-HS-06: Ravensbourne Affordable Housing Phase 1 and 2 Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the timeline and budget for the Initiative titled Ravensbourne Affordable Housing Phases 1 & 2 be shifted from 2025 to 2027 in the 2025-2029 Financial Plan, after consideration of land use designations during the 2025 Official Community Plan review.

Opposed: Councillors Harrison and Young CARRIED | Resolution No. 24-301

(b) 25-HW-03: Requests for Increased Service from the Parks Department Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council postpones discussion on the Initiative titled Requests for Increased Service from the Parks Department to later in the meeting following the presentation of item 10(3)(a). CARRIED UNANIMOUSLY

#### (2) November 1, 2024 Committee of the Whole Meeting

(a) 25-CAP-HW-04: Memorial Avenue Interim Intersection Improvements Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Scoping Sheet 25-CAP-HW-04 be amended to increase the budget for the pedestrian crossing at Village Way/Veteran's Way and Memorial Avenue from \$85k in fiscal 2026 to \$94,500 in fiscal 2026, in order to install a decorative crosswalk to commemorate veterans; AND FURTHER THAT, Council amend the November 1, 2024 Committee of the Whole recommendation for Scoping Sheet 25-CAP-HW-04 to read THAT the installation of Rectangular Rapid Flashing Beacons at Harlech Road and Memorial Avenue and the implementation of a pedestrian crossing at Village Way/Veterans Way and Memorial Avenue be prioritized projects within the fiscal 2026 Community Transportation Projects budget provision in 2025-2029 and 2026-2030 Financial Plans at an estimated cost of \$124,500.

CARRIED UNANIMOUSLY | Resolution No. 24-302

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to send a letter to the Legion requesting input on the appropriate location and design of the crosswalk to commemorate veterans. CARRIED UNANIMOUSLY | Resolution No. 24-303

- (3) November 27, 2024 Committee of the Whole Meeting
  - (a) 24-PI-02: Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Strategic Initiative Scoping Sheets 25-PI-02: Paid Permitted Parking Plan for Uptown Businesses and 24-GG-13: Develop a "Cash-in-lieu of Parking" Bylaw be closed by Council resolution; AND FURTHER THAT Scoping Sheet 24-PI-02 be renamed "Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses"; AND FURTHER THAT a total budget provision of \$42,000 be included in fiscal 2026 of the 2025-2029 Financial Plan for the Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses; AND FURTHER THAT \$12,000 be funded from Capacity Funding and \$30,000 be funded from the Strategic Initiatives Reserve for the Strategic Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses; AND FURTHER THAT \$12,000 be funded from Capacity Funding and \$30,000 be funded from the Strategic Initiatives Reserve for the Strategic Initiative titled Parking Management Strategy Including Review of Off-Street Parking and Reserve Fund Bylaw No. 500.02 & Paid Permitted Parking Plan for Uptown Businesses.

CARRIED UNANIMOUSLY | Resolution No. 24-304

#### Summary of Strategic Planning Outcomes Report

#### (a) 25-HW-09: Establishment of an Arts & Culture Committee

Councillor Young MOVED and Councillor Skipsey SECONDED, WHEREAS in accordance with Section 141 and 142 of the *Community Charter*, Council may establish Committees for specific purposes, which require Town staff support and financial resources; AND WHEREAS the intent of the request for the establishment of an Arts & Culture Committee was not to require any staff support, or dedication of financial resources from the 2025-2029 Financial Plan; AND WHEREAS the formation of a Society does not require Council endorsement, Town staff support or financial resources, and does not fulfill a role as a select or standing committee of Council; THEREFORE BE IT RESOLVED, THAT the request for establishment of an Arts & Culture Committee not be advanced to the 2025-2029 Financial Plan; AND FURTHER, THAT the Scoping Sheet titled 25-HW-09: Establishment of an Arts & Culture Committee be closed by Council resolution for record keeping purposes. **CARRIED UNANIMOUSLY | Resolution No. 24-305** 

#### (b) 25-CA-02: Urban Forest Master Plan – Update

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Staff be directed to bring forward a report in Q1 2025 addressing projects accomplished to date that fit within the scope of the Urban Forest Master Plan. CARRIED UNANIMOUSLY | Resolution No. 24-306

#### (c) 25-HS-01: Option 1 of 2: Multi-topic OCP Review

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Scoping Sheet titled 25-HS-01: Multi-Topic OCP Review (Option 1 of 2) be closed by Council resolution for record keeping purposes. CARRIED UNANIMOUSLY | Resolution No. 24-307

#### (d) 25-HW-01: Community Pianos Project

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Scoping Sheet titled 25-HW-01: Community Pianos Project be closed by Council resolution for record keeping purposes.

CARRIED UNANIMOUSLY | Resolution No. 24-308

- (e) 25-HW-04: Traffic Bylaw Review 40km/h municipality wide and/or sitespecific locations
   Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Scoping Sheet titled 25-HW-04: Traffic Bylaw Review be closed by Council resolution for record keeping purposes.
   CARRIED UNANIMOUSLY | Resolution No. 24-309
- (f) 25-HW-05: Chamber of Commerce Additional Fee for Service Healthcare Worker Recruitment Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT

the Scoping Sheet titled 25-HW-04: Chamber of Commerce Additional Fee for Service – Healthcare Worker Recruitment be closed by Council resolution for record keeping purposes.

CARRIED UNANIMOUSLY | Resolution No. 24-310

- (g) 24-GG-05: Employer of Choice
   Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Scoping Sheet titled 24-GG-05: Employer of Choice be closed by Council resolution for record keeping purposes.
   CARRIED UNANIMOUSLY | Resolution No. 24-311
- (h) 24-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Scoping Sheet 25-GG-07: Reduce Tax Funded Portion of Qualicum Beach Airport Costs be closed for record keeping purposes. CARRIED UNANIMOUSLY | Resolution No. 24-312

- (i) 25-CAP-HW-02: Path Through Clock Square to Link Downtown to the East Village Uptown
   Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Scoping Sheet 25-CAP-HW-02: Path Through Clock Square to Link
   Downtown to the East Village Uptown be closed for record keeping purposes.
   CARRIED UNANIMOUSLY | Resolution No. 24-313
- (j) 24-CA-04: Building Facilities Green House Gas (GHG) Audit Community Hall, Civic Centre and Town Hall Councillor Skipsey MOVED and Councillor Harrison SECONDED, WHEREAS the Federation of Canadian Municipalities has awarded a \$148K grant for the Building Facilities Green House Gas Audit - Community Hall, Civic Centre and Town Hall; BE IT RESOLVED, THAT the expenditure budget for Strategic Initiative 24-CA-04: Building Facilities Green House Gas Audit - Community Hall, Civic Centre and Town Hall be reduced from \$245K to \$195k to reflect awarded grant funding. CARRIED UNANIMOUSLY | Resolution No. 24-314

(4) Mayor's Recommendation Arising from the November 20, 2024 Delegation Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council endorses sending the draft letter dated December 2024, in the December 11, 2024 Council meeting agenda, to the Minister of Health seeking support from the Ministry of Health regarding immigrant physicians and physician shortage in the Town of Qualicum Beach.

CARRIED UNANIMOUSLY | Resolution No. 24-315

(5) Mayor's Recommendation re: Milner Gardens Achieving Communities in Bloom Five-Bloom Rating

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council endorses sending the draft letter dated December 2024, in the December 11, 2024 Council meeting agenda, to Geoff Ball, Executive Director Milner Gardens & Woodland, Vancouver Island University extending congratulations on achieving Communities in Bloom five-bloom rating at the 2024 National Symposium and Awards Ceremonies.

CARRIED UNANIMOUSLY | Resolution No. 24-316

#### DELEGATIONS

#### (1) Zoning Amendment Application Fees – J. Toews

Jeff Toews presented on Bill 44, Bylaw 900, and housing hurdles, and proposed changes to enable 4-unit stratification Town wide, permit the same number of titles, and revisit Zoning Amendment Application fees, for Council's consideration.

#### (2) Tree Bylaw Recommendations – K. Monahan and P. Jacobson

Kevin Monahan presented on behalf of the Friends of the Qualicum Beach Forest highlighting fairness issues in the Tree Bylaw, and proposed changes to the Tree Protection Bylaw and policies.

#### **BYLAWS**

#### (1) Bylaw No. 903

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Building Bylaw No. 903, 2024" be read a second and third time.

Opposed: Councillor Harrison CARRIED | Resolution No. 24-317

#### (2) Bylaw No. 626.07

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024" be read a second and third time.

#### CARRIED UNANIMOUSLY | Resolution No. 24-318

(3) Bylaw No. 638.03

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024" be read a second and third time.

#### CARRIED UNANIMOUSLY | Resolution No. 24-319

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council recesses the meeting to reconvene at 12:30 pm.

CARRIED UNANIMOUSLY

MEETING RECESSED: 11:40 am

**MEETING RECONVENED:** 12:30 pm with all of Council in attendance.

#### **COMMITTEE & LIAISON REPORTS**

(1) General Government (Mayor Teunis Westbroek) Mayor Westbroek commented on his portfolio of activities.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, WHEREAS the Town of Qualicum Beach is committed to maintaining an efficient, transparent and accountable governance structure supported by effective public engagement; AND WHEREAS structured and recorded meetings offer greater opportunities for systematic oversight, collaborative public engagement and dissemination of factual information; AND WHEREAS Committee of the Whole meetings create the opportunity to streamline operations, enhance governance and provide a forum for Committee members [Council] to consider multiple community concerns and consolidate issues in a single, organized setting supported by staff; THEREFORE BE IT RESOLVED, THAT commencing in February 2025 and every quarter thereafter, the Town of Qualicum Beach will replace Public Open Houses with quarterly Committee of the Whole [CoTW] meetings [Town Hall style] on a trial basis for 2025 for the purpose of fostering open communication between the public and Committee members to ensure effective information dissemination and to manage staff time and Town resources efficiently; AND FURTHER THAT Council directs staff to amend the 2025 Council Meeting Schedule by striking Public Open Houses throughout the 2025 calendar year with the exception of the month of January; AND FURTHER THAT the 2025 Council Meeting Schedule be further amended by inserting the words 'Town Hall' after 'CoTW' February 26, May 21, and July 23 and scheduling a CoTW Town Hall on October 6, 2025. **CARRIED UNANIMOUSLY | Resolution No. 320** 

- (2) Public Safety (Councillor Scott Harrison) Councillor Harrison commented on his portfolio of activities.
- (3) Parks & Recreation (Councillor Anne Skipsey) Councillor Skipsey commented on her written report included on the agenda.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approves an Earth Day tree planting with KSS and Ballenas students on April 22, 2025, on municipal land adjacent to Grandon Creek with Parks Department staff onsite from 9:00 am – 12 noon. CARRIED UNANIMOUSLY | Resolution No. 24-321

- (4) **Community Development** (Councillor Petronella Vander Valk) Councillor Vander Valk commented on her written report included on the agenda.
- (5) Arts & Culture (Councillor Jean Young)

Councillor Young commented on her written report included on the agenda. Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the request for a plastics recycling bin to be located next to the cardboard recycling bin off Berwick Road South for accessible plastics recycling to benefit the community and to respect the environment be advanced to fall 2025 Strategic Planning sessions for discussion for 2026.

CARRIED UNANIMOUSLY | Resolution No. 24-322

#### **STAFF REPORTS**

- (1) Chief Administrative Officer
  - (a) Occupational Health and Safety Policy No. 5001-5

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council adopts Policy No. 5001-5 "Occupational Health and Safety". CARRIED UNANIMOUSLY | Resolution No. 24-323

#### (2) Corporate Services

- (a) Rescheduling January 2025 Committee of the Whole Meeting Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Wednesday, January 29, 2025 Committee of the Whole meeting at 10:00 am be rescheduled to Wednesday, January 8, 2025 at 10:00 am.
   CARRIED UNANIMOUSLY | Resolution No. 24-324
- (b) 2024-2025 Communications Strategy The Director of Corporate Services gave a presentation on the Town's 2024-2025 Communications Strategy.
- (c) Bench Review Dedication of Amenities Policy No. 4002-11 & Level of Service 1002 – Benches and Picnic Tables

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council postpones discussion on recommendations 1, 2, 4 and 5 as outlined in the staff report titled Bench Review - Dedication of Amenities Policy No. 4002-11 & Level of Service 1002 - Benches and Picnic Tables to a future Committee of the Whole Meeting.

#### CARRIED UNANIMOUSLY | Resolution No. 24-325

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council refers to the Operations Department the request by Berwick Qualicum Beach to sponsor the installation of a pad with a new bench near the Hydro boxes across from 579 Memorial Avenue, for staff to provide a recommendation to Council.

CARRIED UNANIMOUSLY | Resolution No. 24-326

MEETING RECESSED: 1:45 pm

**MEETING RECONVENED: 1:51 pm** with all of Council in attendance.

#### (3) Financial Administration

#### (a) 2025-2029 Draft Financial Plan – Council Direction

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT staff be directed to prepare the 2025-2029 Financial Plan Bylaw, incorporating a targeted maximum increase of 6.6% in additional taxation revenue compared to the prior year.

CARRIED UNANIMOUSLY | Resolution No. 24-327

#### (b) East Village Local Service Area – Security Issuing Resolution

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council approves borrowing from the Municipal Finance Authority of British Columbia, as part of the 2025 Spring Borrowing Session, \$540,000, as authorized through the "Town of Qualicum Beach Loan Authorization Bylaw (East Village Loan Authorization) No. 769, 2022"; AND FURTHER THAT the Regional District of Nanaimo (RDN) be requested to consent to the Town of Qualicum Beach borrowing over a 30-year period and include the borrowing in the RDN Security Issuing Bylaw.

CARRIED UNANIMOUSLY | Resolution No. 24-328

#### (4) Planning, Community Development & Emergency Planning

(a) Operations Workplace Modernization – Needs Assessment RFP Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT pursuant to Council Procedure Bylaw No. 733, 2019, the meeting be extended beyond the 3-hour time limit. CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to issue a Request for Proposals for the project entitled "Town of Qualicum Beach Operations Workplace Modernization – Needs Assessment", as detailed in the December 11, 2024, Planning memo to Council. CARRIED UNANIMOUSLY | Resolution No. 24-329

 (b) Requests for Reconsideration – Tree Permit Appeal Policy Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council defers consideration of Policy 3008-14 "Planning – Appeals to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023" until after, or in conjunction with, a review of Tree Protection Bylaw No. 725, 2023.
 Opposed: Councillor Harrison CARRIED | Resolution No. 24-330

## (5) Postponed item 4(1)(b): 25-HW-03: Requests for Increased Service from the Parks Department

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council postpones decision on the Initiative titled "Requests for Increased Service from the Parks Department" to a future Council meeting:

"THAT the Initiative titled Requests for Increased Service from the Parks Department be implemented with the addition of 0.8 FTE in the Parks Department beginning in fiscal 2025, to facilitate provision of additional service requests; AND FURTHER THAT a budget provision of \$100k be included annually starting in fiscal 2025 in the 2025-2029 Financial Plan to incorporate the additional parks services into the regular work plan as detailed on page 11 of the report titled "Town of Qualicum Beach Service Level Review 2024 – Parks Department, dated November 20, 2024."

#### CARRIED UNANIMOUSLY | Resolution No. 24-331

#### (4) Planning, Community Development & Emergency Planning Contd.

(c) Interim Housing Needs Report – Director of Planning, Community Development & Emergency Planning advised Council that the Town has received the Interim Housing Needs Report from the consultant (Deloitte) hired by the Regional District of Nanaimo (RDN) to complete the report required per Bill 44, for the Town of Qualicum Beach, City of Parksville, District of Lantzville and RDN, noting the report will be posted on the Town's website.

#### MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90 (1)(e) of the *Community Charter*, for the purpose of considering the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC @ 2:24 pm

MEETING REOPENED TO THE PUBLIC @ 3:08 pm with all of Council in attendance.

#### ADJOURNMENT

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council adjourns the December 11, 2024, regular Council meeting. CARRIED UNANIMOUSLY

#### MEETING ADJOURNED: 3:08 pm

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this day of , 2025.

Teunis Westbroek, Mayor

#### **REVIEW OF COMMENTS FROM THE PUBLIC**

A comment about business at this regular Council meeting was received in accordance with the Council Procedure Bylaw No. 733, 2019, section 16(3), by 12:00 pm, two business days following the meeting (December 13, 2024). The submission was distributed to Council members, and a brief summary of the comment follows:

• P. McDonald, regarding Strategic Initiative 25-PI-03 Reconfiguration of Rail Crossing Traffic Controls – Advance Motion to AVICC & UBCM and pedestrian safety.

**DRAFT** | Minutes of the 2:30 pm Wednesday, December 18, 2024, Town of Qualicum Beach Special Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

	· ~	,
PRESENT:	Council:	Mayor Teunis Westbroek
		Councillor Anne Skipsey
		Councillor Petronella Vander Valk
		Councillor Jean Young
ABSENT:		Councillor Scott Harrison
ALSO PRESE	NT: Staff:	Lou Varela, Chief Administrative Officer (CAO)
		Heather Svensen, Director of Corporate Services   Deputy CAO
		Raj Hayre, Director of Finance
		Luke Sales, Director of Planning & Community Development
		Danielle Leurebourg, Deputy Director of Corporate Services

Mayor Westbroek called the meeting to order at 2:30 pm acknowledging that the meeting was being held on the traditional lands of the Coast Salish people and, in particular, the Qualicum First Nation.

#### ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the December 18, 2024, special Council meeting agenda as presented.

#### BYLAWS

(1) Bylaw No. 903

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the bylaw entitled Town of Qualicum Beach Building Bylaw No.903, 2024" be adopted. CARRIED UNANIMOUSLY | Resolution No. 24-332

(2) Bylaw No. 626.07

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the bylaw entitled Town of Qualicum Beach Municipal Ticket Information Utilization Bylaw No. 626, 2008, Amendment (Building & Zoning) Bylaw No. 626.07, 2024" be adopted. CARRIED UNANIMOUSLY | Resolution No. 24-333

#### (3) Bylaw No. 638.03

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Building Fees) Bylaw No. 638.03, 2024" be adopted. CARRIED UNANIMOUSLY | Resolution No. 24-334

#### STAFF REPORTS

#### (1) Corporate Administration

(a) 2025 Special Event Approvals

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council approves the special event requests, as described in the December 18, 2024, memo to Council, for the Coldest Night of the Year event on February 25, 2025, and for the Oceanside Mother's Day Race event on May 11, 2025. CARRIED UNANIMOUSLY | Resolution No. 24-335

#### MOTION TO CLOSE

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

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

#### CARRIED UNANIMOUSLY

#### MEETING CLOSED TO THE PUBLIC: 2:33 pm

**MEETING REOPENED TO THE PUBLIC: 3:23 pm** with Mayor Westbroek and Councillors Skipsey, Vander Valk and Young in attendance. Also in attendance: L. Varela, Chief Administrative Officer, H. Svensen, Director of Corporate Services | Deputy CAO, R. Hayre, Director of Finance, L. Sales, Director of Planning & Community Development, and D. Leurebourg, Deputy Director of Corporate Services.

#### ANNOUNCEMENTS

#### December 18, 2024, Special Council Meeting

• THAT the Town present Len and Marie Mustard with a second seat in the "Take a Seat" Echo Players Program in recognition of their service as Town Crier.

#### ADJOURNMENT

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

#### CARRIED UNANIMOUSLY

#### MEETING ADJOURNED: 3:23 pm

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this day of , 2025.

Teunis Westbroek, Mayor

**DRAFT** - Minutes of the 10:00 am Wednesday, January 8, 2025, Town of Qualicum Beach Special Council Meeting held in the Qualicum Beach Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

	-	
PRESENT:	Council:	Mayor Teunis Westbroek
		Councillor Anne Skipsey
		Councillor Petronella Vander Valk
		Councillor Jean Young
		Councillor Scott Harrison
ALSO PRESEN	IT: Staff:	Lou Varela, Chief Administrative Officer (CAO)
		Heather Svensen, Director of Corporate Services   Deputy CAO
		Raj Hayre, Director of Finance
		Luke Sales, Director of Planning & Community Development
		Oliver Watson, Manager of Capital Projects

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

#### ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the January 8, 2025, special Council meeting agenda as presented.

#### **STAFF REPORTS**

#### (1) Planning & Community Development

#### (a) Quality of Life Survey

Luke Sales, Director of Planning introduced the staff report contained in the January 8, 2025, meeting agenda.

Councillor Young MOVED THAT Council directs staff to amend the draft Quality of Life Survey to include an asterisk beside each organization listed who receives a Fee for Service from the Town of Qualicum Beach; AND FURTHER THAT all organizations in receipt of a Fee for Service be included in the Quality of Life Survey.

Due to the lack of a Seconder, the motion did not proceed.

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council directs staff to amend the draft Quality of Life Survey question #10 by inserting: "Articulate your point of view".

CARRIED UNANIMOUSLY | Resolution No. 25-001

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to amend the draft Quality of Life Survey by deleting question #24.

CARRIED UNANIMOUSLY | Resolution No. 25-002

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT staff be directed to amend the draft Quality of Life Survey by adding additional clarity to question #28 outlining the Province having jurisdiction over housing in Qualicum Beach.

#### CARRIED | Resolution No. 25-003

Opposed: Councillor Harrison; Councillor Young In Favour: Mayor Westbroek; Councillor Skipsey; Councillor Vander Valk

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT staff be directed to amend the draft Quality of Life Survey by inserting a further bullet to question #27: "health care practitioners" (medical providers).

#### MOTION FAILED

Opposed: Mayor Westbroek; Councillor Harrison; Councillor Skipsey; Councillor Vander Valk

In Favour: Councillor Young

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT staff be directed to amend the draft Quality of Life Survey by deleting question #27. CARRIED UNANIMOUSLY | Resolution No. 25-004

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT staff be directed to amend the draft Quality of Life Survey by revising question #27 to be an open-ended question.

#### CARRIED UNANIMOUSLY | Resolution No. 25-005

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council instructs staff to amend the draft Quality of Life Survey instructs staff to clarify question #31 by articulating "uptown".

CARRIED UNANIMOUSLY | Resolution No. 25-006

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to amend the draft Quality of Life Survey by adding an additional question: "Are there any areas of Town that you or your family have issues accessing?".

#### CARRIED UNANIMOUSLY | Resolution No. 25-007

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council instructs staff to amend the draft Quality of Life Survey question #18 by prioritizing/ranking the responses contained in the question. **MOTION FAILED** 

Opposed: Mayor Westbroek; Councillor Harrison; Councillor Skipsey; Councillor Vander Valk

In Favour: Councillor Young

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council instructs staff to amend the draft Quality of Life Survey question #29 by inserting an additional option: "I'm not planning on moving, if I am able to receive in-home support".

#### CARRIED UNANIMOUSLY | Resolution No. 25-008

Councillor Young MOVED THAT Council instructs staff to amend the draft Quality of Life Survey question #11 by including a detailed list under each heading to provide clarity on individualized subtopics. Due to the lack of Seconder, the motion did not proceed.

Councillor Young MOVED THAT Council instructs staff to amend the draft Quality of Life Survey under question #11 by adding: "forest management" under the heading "Healthy Ecosystems".

Due to the lack of Seconder, the motion did not proceed.

Councillor Young MOVED THAT Council instructs staff to amend the draft Quality of Life Survey under question #15 by deleting: "monthly public open houses".

Due to the lack of Seconder, the motion did not proceed.

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to amend the draft Quality of Life Survey question #15 by deleting "monthly" from the bullet referenced "Monthly Public Open Houses". **CARRIED UNANIMOUSLY | Resolution No. 25-009** 

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approves the proposed survey questions for the 2025 Quality of Life Survey, scheduled to be conducted by consultant, Deloitte LLP, commencing in January 2025, substantially as attached to the January 8, 2025, Planning memo to Council as amended.

CARRIED UNANIMOUSLY | Resolution No. 25-010

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council take a five-minute recess. CARRIED UNANIMOUSLY

MEETING RECESSED:11:05 amMEETING RECONVENED:11:10 am with all of Council in attendance.

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council instructs staff to amend the draft Quality of Life Survey by adding an additional question: "Do you have a family doctor or nurse practitioner?". CARRIED UNANIMOUSLY | Resolution No. 25-011

#### **RESOLVE INTO COMMITTEE OF THE WHOLE**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council resolve into Committee of the Whole. CARRIED UNANIMOUSLY

#### DELEGATIONS

(1) Qualicum Beach Historical and Museum Society – 2024 Year-End Report Lorraine Bell presented the Qualicum Beach Historical and Museum Society Year-End Report.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council receive the 2024 Year-End Report from the Qualicum Beach Historical and Museum Society.

CARRIED UNANIMOUSLY | Resolution No. 25-012

#### FINANCIAL ADMINISTRATION

#### (1) Asset Management Financing Strategy

Paul Murray presented the Asset Management Presentation highlighting the following:

- Total Town Assets with a 2024 replacement value of \$360 Million, where \$5.8 Million is needed for annual replacement spending and \$2.5 Million is currently funded annually.
- Proposal to gradually increase General Asset Replacement funding over the next 15 years to reach targets, with a 1.3% annual property tax increase.
- Asset Replacement funding is not used to finance new assets, expansion or upgrading to improve service.
- Deferring projects does not impact the need to provide asset replacement finding to replace existing assets.
- The Asset Management Financing Strategy will be reviewed and considered by Council annually as part of the Budget process.

#### PLANNING & COMMUNITY DEVELOPMENT

(1) 532 Memorial Avenue Zoning Amendment and Development Permit Daryoush Firouzli, Architect (agent) and project team introduced and presented the proposed development.

Luke Sales, Director of Planning outlined the Provincial legislation in relation to the effects of Bill 44 and local governments holding public hearings and the purpose of the delegation before Council:

- Purpose of delegation is to allow Council to hear directly from the applicant's agent.
- Province has prohibited municipalities from holding a public hearing for zoning applications that are in compliance with the OCP.

• Council determines whether an application is compliant with the OCP and will have an opportunity in the future to make this determination when a formal staff report is provided.

Council discussed the following points:

- Design of the development
- Area consists of single-family homes. Consideration of lower buildings spread across the site might be an option, stepping down the property.
- Request for a traffic study.
- Council should be mindful of the housing targets set, noting many residents wish to downsize from their single-family homes.
- Questioned if there as plans for affordable units in the allotment.
- Questioned if the large arbutus tree on Hoylake Road would be retained if the development proceeds.

The applicant raised the following points to Council in response:

- The existing zone allows for 42 apartment buildings. The buildings could be more spread out, but a 'block' design is necessary to optimize land use. Duplexes would cap at 20 units. The triangular shape and slope of the land are challenging, but the best placement maximizes views and minimizes shading on the existing single-family homes. The number of units is key to affordability, given today's market dynamics and costs.
- It is standard practice for the Town to request a traffic study.
- Retention of the Arbutus tree on Hoylake Road would be considered.
- The vision for the proposal is for condominiums to be built that could also serve as motel/hotel units short-term.
- The Town has lost many tourist accommodations. There is a desire to maximize height, especially at higher elevations, but more consideration is needed to embrace site topography.
- The development is geared to provide much-needed housing given the current demand for this product. Current residents want manageable, secure homes, often smaller two-bedroom units.

#### **RISE FROM COMMITTEE OF THE WHOLE**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Committee of the Whole Rise and Report. CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to establish 1.3% for asset replacement within the 6.6% budget increase. CARRIED UNANIMOUSLY | Resolution No. 25-013

#### ADJOURNMENT

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

MEETING ADJOURNED: 12:55 pm

Certified Correct:

Heather Svensen, Director of Corporate Services

Confirmed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Teunis Westbroek, Mayor

# THE TOWN OF QUALICUM BEACH ectangular Snip

#### COUNCIL CORRESPONDENCE LOG January 16, 2025 (for January 22, 2025 Council Agenda) \*Note: All correspondence on the log is compiled and distributed to Council

DATE	TOPIC	ACTION	
REC'D		ACTION	ITEM #
21-Nov	Traffic Safety Concerns - Memorial Ave near Hwy 19A	Rec'd for Information	585
4-Dec	Excessive Aircraft Engine Noise	Referred to Staff	584
5-Dec	BC Anti-Human Trafficking Advocate	Rec'd for Information	586
5-Dec	COW Airport Meeting (Dec 4) Comments	Referred to Staff	587
6-Dec	Leaded Aircraft Fuel - Negative Impacts on Humans	Referred to Staff	588
7-Dec	Airport Lands - Trail Accessibility	Referred to Staff	589
8-Dec	Tree Permit Policy Enforcement	Rec'd for Information	590
8-Dec	Tree Permit Policy Comments	Rec'd for Information	591
9-Dec	COW Airport Meeting (Dec 4) Comments	Referred to Staff	594
9-Dec	Excessive Aircraft Engine Noise	Referred to Staff	592
9-Dec	Airport Good Neighbour Program	Referred to Staff	593
9-Dec	Christleton Park Advisory Sign & Speed Limit	Rec'd for Information	595
10-Dec	Tree Permit Policy Suggestions and Comments	Rec'd for Information	596
11-Dec	Helicopter Training Noise Pollution	Referred to Staff	598
12-Dec	Kiwanis Housing Project (Railway St) Neighbouring Driveway	Referred to Staff	631
12-Dec	December 11th Council Meeting-Airport Issues	Rec'd for Information	599
12-Dec	COW (Airport) Dec 4 Mtg Comments	Referred to Staff	600
13-Dec	Excessive Aircraft Engine Noise in Qualicum Beach	Referred to Staff	601
15-Dec	Questions Regarding Future of Airport	Rec'd for Information	602
18-Dec	Early Morning Airplane Noise	Referred to Staff	603
20-Dec	QB Legion New Year's Invitation To Mayor & Council	Rec'd for Information	604
22-Dec	Promotion for Airport Good Neighbour Program	Referred to Staff	605
23-Dec	Public Safety and Airport Meetings - Opportunities for Public Involvement	Rec'd for Information	606
30-Dec	Accessibility Plan	Rec'd for Information	607
31-Dec	Airport Meetings & Communication	Referred to Staff	625
31-Dec	Airport Meetings - Public Input & Communication	Page 32 Rec'd for Information	608

31-Dec	Council Meetings & Public Communication	Rec'd for Information	609
31-Dec	Excessive Aircraft Engine Noise	Referred to Staff	610
2-Jan	Airport Committee	Referred to Staff	612
5-Jan	French Creek Nature Preserve Heron Colony - Development Concerns	Rec'd for Information	624
5-Jan	Municipal-Run Medical Clinic - News Article	Rec'd for Information	623
6-Jan	Thank you to Town Management and Staff	Rec'd for Information	613
6-Jan	Backyard Chickens and Avian Flu	Rec'd for Information	614
7-Jan	Development Application (532 Memorial Ave) – Comments	Rec'd for Information	621
7-Jan	Construction Procurement	Rec'd for Information	615
7-Jan	Draft Qualilty of Life Survey - Comments	Rec'd for Information	616
7-Jan	Draft Quality of Life Survey - Comments	Rec'd for Information	617
8-Jan	Development Application (532 Memorial Ave) - Comments	Rec'd for Information	622
8-Jan	Draft Quality of Life Survey - Comments	Rec'd for Information	618
8-Jan	Development Application (532 Memorial Ave) - Comments	Rec'd for Information	619
8-Jan	Development Application (532 Memorial Ave ) - Comments	Rec'd for Information	627
9-Jan	QB Historical Museum - Thank You To Council & Staff	Rec'd for Information	626
9-Jan	Council Mtg (Jan 8) Request For Copy Of Slide Presentation	Rec'd for Information	620
12-Jan	Development Application (532 Memorial Ave) - Analysis	Rec'd for Information	628
15-Jan	Animal Control Bylaw	Rec'd for Information	629
16-Jan	Request for Proclamation	Rec'd for Information	632

From: Sent: Friday, January 3, 2025 11:17 AM To: <u>qbcouncil@qualicumbeach.com</u> Cc: Subject: path

To whom it may concern,

I was wondering if it would be possible to make the pathway from the Qualicum Beach Museum to Grandon Creek bicycle free.

It is a lovely path to ride a bike but, it is full of ups and downs and curves as well as areas with no safe place to step aside for walkers and dog walkers making it unsafe for the walker and especially the dog walker that must get their leashed dog out of the way of the bicycle. Hoylake road (one way traffic mostly) and Harlach (designated bike path) are a much easier and safer alternative for the bikes. Most cyclists seem to feel they have the right of way on the trail and it makes for a scary interaction at times.

I hope that you take this under consideration as someone is going to get hurt one day.

Thank you,



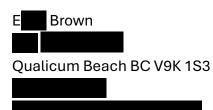
From:

Sent: Monday, January 13, 2025 4:07 PM

To: <u>TWestbroek@qualicumbeach.com;qbcouncil@qualicumbeach.com</u> Cc:

Subject: Fire hazard ...

Attached are a few photos showing the dead debris consisting of branches and fallen trees, etc beside the trail going from Beach/Mill Roads over to Arbutus and further. With our drier summers and higher winds it appears to me to be an invitation for a fire to quickly get out of hand. There are houses nearby that would be affected. Are there any plans to clean up this mess in the near future? I'd appreciate hearing your thoughts. Many thanks.







# TOWN OF QUALICUM BEACH MEMORANDUM

- TO: Lou Varela, Chief Administrative Officer
- FOR: Regular Council Meeting
- **DATE:** January 22, 2025
- **FROM:** Raj Hayre, Director of Finance

SUBJECT: First and Second Readings of "Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908, 2025"

#### **RECOMMENDATIONS:**

- 1. THAT staff be directed to reduce the 2025 contribution to the Strategic Initiatives Reserve from \$250k to \$125k, with the contribution being reinstated back to \$250k in 2026.
- 2. THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be introduced and read a first time.
- 3. THAT the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" be read a second time.

#### PURPOSE

The purpose of this report is to introduce the "Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908, 2025" (Attachment 1) and to request Council to consider first and second readings of the Bylaw. This Bylaw reflects the *Draft 2025-2029 Financial Plan* (Budget Book) (Attachment 2).

#### BACKGROUND

Section 165 of the *Community Charter* requires that each municipality has a Five-Year Financial Plan authorized by bylaw. The Five-Year Financial Plan Bylaw must be approved by Council before the Annual Property Tax Bylaw is adopted.

The Annual Property Tax Bylaw must be approved by May 15 of each year. Based on the Town's scheduled Council Meetings, the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" is anticipated to be finalized as follows:

Wednesday January 22, 2025
Wednesday February 26, 2025
Wednesday March 12, 2025

First and Second Reading Third Reading Adoption

The "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" includes both the operating and capital budgets for the General Fund, Water Fund and Sewer Fund. The Bylaw shows the source of funds aligned with the use of funds. The *Draft 2025-2029 Financial Plan* (Budget Book) provides details on the resources required to continue providing sustainable services to residents, in addition to implementing Council's Strategic Initiatives. It is developed based upon:

- 1. Council's Focus Areas, Strategic Initiatives, Asset Management (Five-Year Capital) Plan and the responsibility of delivering municipal services efficiently.
- 2. The *Draft 2025 2029 Financial Plan* (Budget Book). The resource requirements that are included in the Budget Book were included in the December 11, 2024 staff report titled "2025-2029 Draft Financial Plan Council Direction" and reviewed with Council at the December 11, 2024 Council meeting.
- 3. Council's direction on December 11, 2024, for staff to prepare the 2025-2029 Financial Plan Bylaw incorporating a targeted maximum increase of 6.6% in additional taxation revenue compared to the prior year.
- 4. Council's direction on January 8, 2025, for staff to allocate an increase equivalent to 1.3% of the previous year's taxation revenue to the Asset Replacement Reserve Fund.

Capital projects included in the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025" are funded from a variety of sources including: asset reserves, community amenity contributions, development cost charges, anticipated government grants, external borrowing and other contributions.

The Town uses specific funds (General Fund, Water Fund, Sewer Fund) to account for its revenues and expenditures. Property taxes are determined in the General Fund. The objective for the 2025 budget, and the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025", has been to keep the tax rate at the lowest possible level, by incorporating efficiencies in revenues and expenditures, while sustaining or increasing existing service levels as per Council direction.

#### DISCUSSION

The following key priorities have guided the Town's financial planning and resource allocation for 2025, and are reflected in the proposed 2025-2029 Draft Financial Plan:

#### 1. Workforce Planning – Additional Staff Resourcing

- <u>Existing Services Parks Department:</u> Additional resources to address a shortfall of 2,000 hours (1.2 FTE) to meet current Parks Service Plan requirements. This equates to an annual cost of \$120,000 (just under 1% of the previous year's tax levy).
- <u>New Services:</u> Additional capacity to address new service level requests and Strategic Initiatives, requiring 0.8 FTE (costing \$80,000 annually).
- <u>Fire Smart & Wildfire Resiliency:</u> A new 1.0 FTE position, partially funded by grants, will provide fire smart and wildfire resiliency services. The remaining 0.6 FTE will support the Chief and Deputy Chief to be able to work sustainable hours in a work week, and will require an increase in property tax revenue of \$97k (0.8% of the previous years tax levy).
- <u>HR Advisor:</u> A two-year term HR Advisor position, funded by the Accumulated Surplus, which does not affect 2025 property taxes.
- <u>Bylaws Compliance:</u> A two-year term position for bylaw services, funded by the Accumulated Surplus, which does not affect 2025 property taxes, will enhance service delivery and succession planning.
- <u>GIS Student:</u> A GIS practicum student will support asset data management at a minimal property tax impact of \$22k (0.2% of the previous years tax levy).

**Financial Impact:** Workforce-related additions detailed above result in an increase of \$317,800 in property tax revenue (approximately 2.6% of the previous year's levy).

#### 2. Existing Work-force Planning Costs – Wages & Benefits

The proposed budget includes adjustments for anticipated wage and benefit cost increases, including new paid-on-call firefighter benefits. This requires a \$423,000 increase to the required property tax revenue (3.5% of the previous year's levy).

#### 3. Cost Increases Materials, Supplies & Services

Provisions have been made for cost increases in areas such as personal protective equipment, road paint, insurance, IT support, and contracted services. These increases require an additional \$169,000 (1.4% of the previous year's levy) in property tax revenue.

#### 4. Sustainable Asset Replacement:

Annual contributions allocated to Asset Reserves from property taxation are part of the operating budget. The Town currently contributes approximately \$1.3 million annually to the General Fund Asset Replacement Reserve, while an estimated \$4.0 million is required annually to maintain existing service and risk levels. The proposed contribution

to the Asset Replacement Reserve Fund increases by \$159,000 (1.3% of the previous year's tax levy) to narrow the funding gap. This approach balances affordability with a plan to close the gap over 15–20 years.

#### 5. RCMP Policing Contract

The municipal share of RCMP costs will increase by \$130,000 in 2025 (just over 1% of the previous year's tax levy).

#### 6. Contribution to Strategic Initiatives Reserve

The 2025 contribution to the Strategic Initiatives Reserve is reduced from \$250k to \$125k reducing the required 2025 property tax increase by 1%. The contribution is proposed to be reinstated back to \$250k in 2026.

#### PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)

Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

#### CONSULT:

Public engagement is vital to ensure transparent dialogue and community involvement in strategic planning and budgetary processes. In our effort to involve the public in the 2025 budget process, we employed a comprehensive notification strategy for advertising public engagement opportunities reaching various touchpoints.

Budget Public Engagement opportunities were advertised as follows:

- Mail outs directly to residents including, the Town's Noteworthy included with Utility notices and a separate mailout advertising the dates for Strategic Planning and Budget Public Engagement sessions.
- Digital and print advertising including Town Tidings, PQB News, Facebook posts and the Town's website under Features/Highlights/Events and utilizing platforms like Constant Contact.
- In-person engagement was also encouraged via informative posters placed in the lobby, elevator, and kiosks, as well as printed handouts were available in the lobby during utility times.

Ensuring that the Public had ample notice for the Public Engagement opportunities further assured that public insights and queries were well-informed and addressed timely, fostering a collaborative approach to encourage participation in public governance discussions and planning.

#### STRATEGIC PLAN ALIGNMENT

The "Town of Qualicum Beach Five Year Financial Plan (2025-2029) Bylaw No. 908, 2025" reflects Council's approved *Strategic Plan 2025-2029* and supports Council's six Focus Areas.

#### SUMMARY

The "Town of Qualicum Beach Five Year Financial Plan (2025-2029) Bylaw No. 908, 2025" will result in a property tax increase of 6.6% or \$152 to a typical home assessed at \$981,000. This increase is comparable with other local governments; it sustains the Town's ability to provide the same level of service and manage risk; reflects contractual obligations for wages and benefits costs; includes increased capacity in Operations, Fire Emergency Services, and Administration; and provides a modest increase in asset replacement funding. In addition, Water, Sewer, and Solid Waste approved rate increases account for an additional \$30 increase over 2024. The combined property tax and utilities increase results in an overall combined increase of \$182 or 5.7% over 2024 for the typical home assessed at \$981,000.

#### **ALTERNATIVE OPTIONS**

1. Provide alternative direction to staff.

#### **APPROVALS**

Report respectfully submitted by Raj Hayre, Director of Financial Services.

Raj Hayre Director of Financial Services *Report Author* 

Lou Varela, MCIP, RPP Chief Administrative Officer *Concurrence* 

#### REFERENCES

<u>Attachments</u>

- 1. "Town of Qualicum Beach Financial Plan 2025–2029 Bylaw No. 908, 2025"
- 2. "Town of Qualicum Beach 2025–2029 Draft Financial Plan (Budget Book)

# TOWN OF QUALICUM BEACH BYLAW NO. 908

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

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

READ A FIRST TIME on the \_\_th day of January, 2025.

READ A SECOND TIME on the \_\_\_\_th day of January, 2025.

READ A THIRD TIME on the \_\_\_\_\_th day of February, 2025.

ADOPTED on the \_\_\_\_\_th day of March, 2025.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

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

	2025	2026	2027	2028	2029
Revenues					
Municipal Taxation	13,109,800	14,208,000	15,195,700	16,104,000	16,922,300
Grants in Lieu of Taxes	426,000	430,300	434,600	438,900	443,300
Parcel Taxes	1,538,700	1,659,000	1,745,200	1,836,000	1,931,700
Vancouver Island Regional Library Levy	747,800	755,300	762,900	770,500	778,200
Fees and Charges	3,971,700	4,921,900	4,607,700	4,747,900	4,559,000
Own Sources	1,660,100	1,676,500	1,693,000	1,709,600	1,726,400
Grants and Contributions	9,573,700	4,496,400	7,843,900	4,448,400	4,910,500
Other Revenue	694,500	695,600	696,700	697,800	698,900
Total Revenue	31,722,300	28,843,000	32,979,700	30,753,100	31,970,300
Use of Reserve Funds	10,175,700	5,755,900	6,924,900	6,433,600	5,826,600
Development Cost Charges		-	-	-	-
Proceeds of Debt	-	3,100,000	6,500,000	6,150,000	387,500
Total Revenue, Use of Reserves and Proceeds of Debt	41,898,000	37,698,900	46,404,600	43,336,700	38,184,400
Operating Expenditures					
General Government	3,079,400	3,065,000	3,154,900	3,306,700	3,466,000
Protective Services	3,545,000	3,632,100	3,765,800	3,934,300	4,204,100
Public Works	5,014,500	5,032,100	5,159,300	5,336,200	5,519,300
Parks and Recreation and Culture	2,854,400	2,939,600	3,012,900	3,114,100	3,218,500
Solid Waste and Recyling	1,061,500	1,093,200	1,124,100	1,158,800	1,194,600
Utilities	2,587,000	2,660,700	2,731,100	2,822,400	2,916,300
Planning, Development and Strategic Initiatives	1,705,900	1,395,000	1,209,200	1,565,400	1,058,000
Total Operating Expenditures	19,847,700	19,817,700	20,157,300	21,237,900	21,576,800
Capital Expenditures	16,500,700	11,963,000	19,655,000	14,682,000	8,945,000
Debt Servicing					
Debt Interest	142,700	102,900	268,400	551,900	688,400
Debt Principal	1,035,500	596,600	778,000	892,500	653,600
Contributions to Reserves	4,371,400	5,218,700	5,545,900	5,972,400	6,320,600
Total Operating, Capital, Reserve Contributions and Debt Servicing	41,898,000	37,698,900	46,404,600	43,336,700	38,184,400

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

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

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

# FUNDING SOURCES

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

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

# Objective

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

# Policies

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

# Table 1 Funding Sources

Funding Source	% of Total Revenue	Dollar Value
Property taxes	36.0%	\$15,074,500
User fees and charges	9.5%	\$3,971,700
Other sources	4.0%	\$1,660,100
Grants and Contributions	22.8%	\$9,573,700
Library Levy	1.8%	\$747,800
Other Revenue	1.6%	\$694,500
Other net transfers/revenue	24.3%	<u>\$10,175,700</u>
Total	100%	\$41,898,000

# DISTRIBUTION OF PROPERTY TAXES

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

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

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

Table 2 Property Tax Distribution

Town of Qualicum Beach Financial Plan 2025-2029 Bylaw No. 908, 2025 Page 5 of 5

# Objectives

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

# Policies

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

# Property Tax Projections

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

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

# PERMISSIVE TAX EXEMPTIONS

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

# Financial Plandraft

TOWN OF QUALICUM BEACH

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# CHIEF ADMINISTRATIVE OFFICER MESSAGE

On behalf of the Town of Qualicum Beach, thank you for dedicating your valuable time to reviewing the 2025–2029 Financial Plan.

This marks the third year the Town has produced a Financial Plan of this caliber, showcasing continued progress. Notably, in 2024, the Town earned the Government Finance Officers Association's Distinguished Budget Presentation Award, recognizing the Financial Plan's excellence as a policy document, financial roadmap, operational guide, and communication tool. This achievement reflects the Town's unwavering commitment to financial transparency and responsible governance, principles at the heart of this Plan.

> In 2024 the Town achieved the Government Finance Officers Associations Distinguished Budget Presentation Award.

- 66 \_\_\_\_

The 2025–2029 Financial Plan aligns the Town's Official Community Plan (OCP), Council's strategic initiatives, operational service levels, and capital projects with the budget. It serves as a roadmap for allocating resources to address the community's needs and aspirations over the next five years, with annual reviews ensuring alignment with Council's vision and evolving budgetary realities.

During 2025 strategic planning, Council reaffirmed its Focus Areas, which include:

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

Within these areas, Council confirmed existing initiatives and introduced new ones, all aimed at enhancing residents' quality of life while ensuring the responsible use of taxpayer dollars. The Financial Plan also considers key factors influencing the budget, including:

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

Specific financial pressures addressed in the 2025 Budget include:

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

Additionally, the Town faces capacity pressures due to legislative changes, which may impact the ability to balance regular operations and strategic initiatives. As external circumstances evolve, the Financial Plan will adapt accordingly, with updates provided during Quarterly Reports or the annual Strategic Planning Process.

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

For 2025, the budget projects a 5.7% increase in combined property taxes and utility fees for a typical home assessed at \$981,000. This equates to approximately **\$3,559** annually, broken down as follows:

- \$1,804 for operations
- \$324 for policing
- \$342 for asset reserves
- \$200 for solid waste
- \$224 for sanitary sewer
- \$665 for water services.

As we move forward, Council and staff remain steadfast in their commitment to fiscal responsibility, transparent communication, and excellence in public service. We are excited about the opportunities ahead and remain dedicated to serving the Qualicum Beach community with integrity and innovation.

In closing, I extend heartfelt gratitude to the Mayor and Council for their thoughtful governance, to staff for their exceptional service, and to the volunteers who selflessly contribute their time to enrich our community.

It is a privilege to serve Council, staff, and our remarkable community as the Chief Administrative Officer for the Town of Qualicum Beach.

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Lou Varela Chief Administrative Officer

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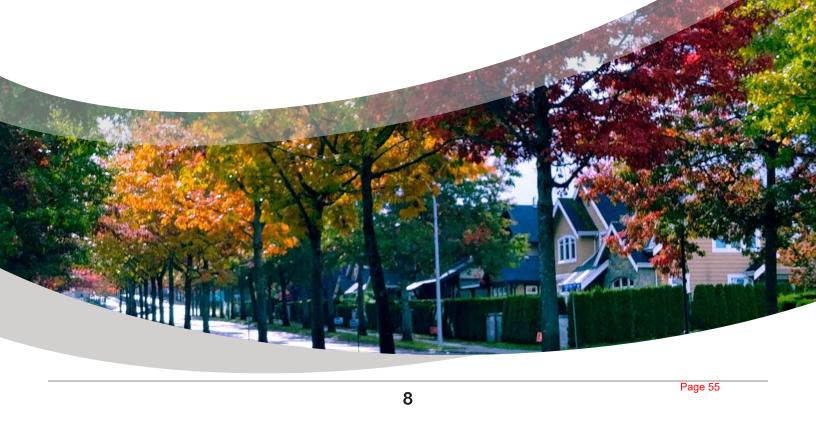
# **BUDGET** OVERVIEW

In 2025, Qualicum Beach continues to navigate persistent challenges. The most significant one, is the Town's limited revenue sources. Property taxation is the largest source of revenue for the Town. The majority of taxes are borne by residents, as 96% of the assessed property values are made up by the residential class, and the remaining 4% by the business class. Additionally, the Town faces difficulties in funding significant capital projects due to insufficient cash reserves. This financial constraint hinders timely maintenance renewal and replacement of assets, necessitating external borrowing for crucial infrastructure projects, such as modernizing the public works and parks operations.

Like many other municipalities and organizations, Qualicum Beach is also dealing with economic strains, including inflationary pressures on wages and operational costs, and challenges in recruiting qualified candidates. Climate change poses another set of challenges, as the Town is confronted by contributions to weather-related incidents while the Town strives to preserve its environment and natural resources.

In response to pressures on operational costs, Town Staff are focused on enhancing efficiency and innovating service delivery. The 2025-2029 Financial Plan aims to uphold essential services for both residents and businesses, influenced by community priorities and budgetary constraints.

The 2025 budget proposes a 6.6% property tax increase - 3.8% for operations, 1.5% for Police Services, and 1.3% for Asset Management. This increase means the average home, valued at \$981,000, will see a \$152 rise in taxes from the previous year, totalling approximately \$2,470 in municipal property taxes. Considering both property taxes and utility costs, the typical household will experience an overall increase of 5.7%, or \$182 more in 2025 for municipal services.



# QUALICUM BEACH COMMUNITY

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

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

#### **INDUSTRY**

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

#### **EMPLOYMENT**

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

#### POPULATION

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



# TRADITIONAL ACKNOWLEDGMENT

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





# Organizational Profile

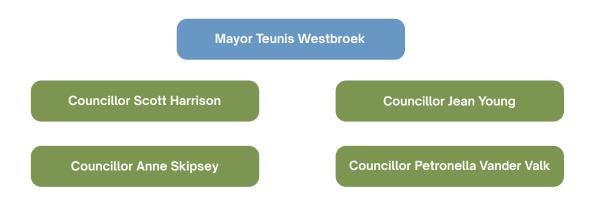
# **ORGANIZATIONAL PROFILE**



# **MUNICIPAL** COUNCIL

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

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



# **ORGANIZATIONAL** PROFILE

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

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



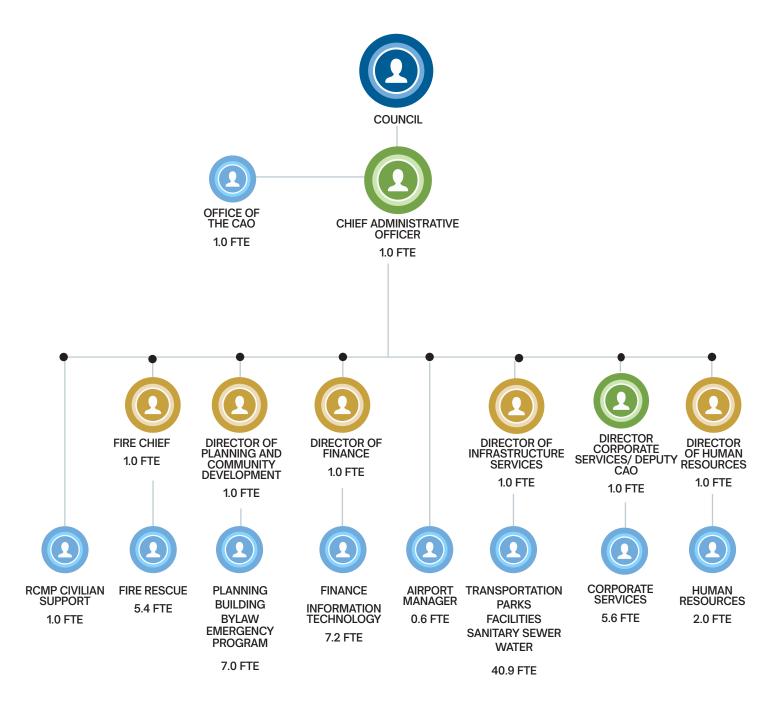
# **ORGANIZATIONAL** PROFILE

# **EMPLOYEE** TEAM

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

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

The staff complement is gradually increasing in line with changes in the operating environment and added responsibilities in services and public expectations. Detailed descriptions of new positions can be found on page 32 in the workforce planning table.



Strategic Plan

Page 62

# **STRATEGIC PLAN** 2025

# STRATEGIC PLAN 2025-2029

# MESSAGE FROM THE MAYOR

Council is pleased to continue on an ambitious and transparent Strategic Planning Process, with the 2025-2029 Strategic Plan.

Strategic Planning 2025 offers a new roadmap for how Council prioritizes projects and allocates resources to meet our meet our Community's needs and aspirations.

In addition to advancing Strategic Initiatives, Council must ensure:

- Regulatory obligations are met;
- Core services are delivered; and
- Systems, processes and citizen services are maintained.

**66** Strategic planning is a core responsibility of Council – it's fundamental to good governance.

# GOVERNANCE

# STRATEGIC DIRECTION

Where are you going?

### **MANAGING RISK**

Are you managing & reducing risk to your community?

# **ALLOCATING RESOURCES**

What are you spending tax money and staff time on?

# **OVERSIGHT & REPORTING**

How is your local government doing?



STRATEGIC PLAN

# VISION (From Official Community Plan 2018)

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

# **MISSION STATEMENT** (Amended from Community Charter)





- Providing for good government of the community
- Providing for service, laws and other matters for community benefit
- Providing for sound management of the public assets of the community
- Fostering the economic, social and environmental wellbeing of the community

# GUIDING PRINCIPLES FROM COUNCIL'S CODE OF CONDUCT

### INTEGRITY

Being honest and demonstrating strong ethical principles.

# ACCOUNTABILITY

An obligation and willingness to accept responsibility or to account for one's actions.

### RESPECT

Having due regard for others' perspectives, wishes and rights; displaying deference to the offices of local government, and the role of local government in community decision-making.

### LEADERSHIP AND COLLABORATION

An ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.

# STRATEGIC PLAN

# STRATEGIC PLANNING

One of the key objectives of the Strategic Planning Process is to better connect the OCP, Council's Strategic Plan, the Budget and Multiple Master Plans including but not necessarily limited to:

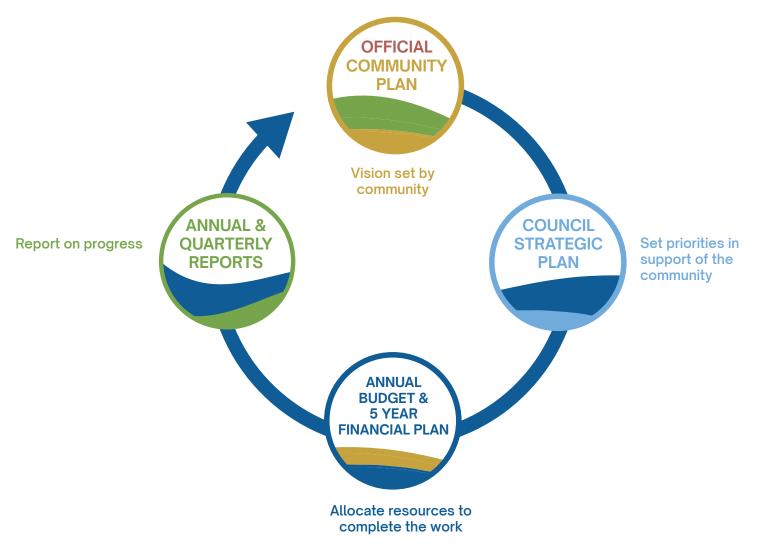
- Waterfront Master Plan
- Age-Friendly Transportation Plan
- Community Climate Change Adaptation Plan
- Urban Forest Master Plan
- Community Wildfire Resiliency Plan

- Asset Replacement Financing Strategy
- Annual Budgets
- Long-range Financial Planning
- Youth and Young Families Retention and Attraction Strategy

Making these connections is a work in progress that will take multiple years and appropriate resourcing to achieve!

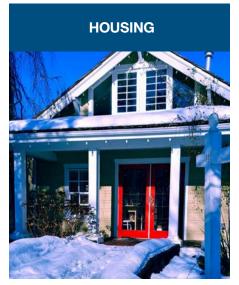
How will this alignment support Council to govern more effectively?

- Allows focus of resources (human and financial)
- Creates efficiencies
- Provides information for informed decision-making
- Puts planning work into action



# STRATEGIC PLAN

#### THE TOWN HAS IDENTIFIED THESE FOCUS AREAS FOR THE NEXT FOUR YEARS:



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

#### **GOOD GOVERNANCE**



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

#### **ECONOMIC PROSPERITY**



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

#### COMMUNITY HEALTH & WELLBEING



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

#### CLIMATE ACTION



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

#### PROGRESSIVE INFRASTRUCTURE



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

# STRATEGIC INITIATIVES SUMMARY

Council reviews and adopts its Strategic Plan annually, as outlined on pages 16–19 of this Financial Plan. Through this process, Council confirms its Focus Areas (currently six, detailed on page 19) and develops an ambitious program of Strategic Initiatives. These initiatives represent projects that go "above and beyond" the Town's regular operations, driving progress in Council's chosen Focus Areas. A detailed list of the Strategic Initiatives for 2025–2029 can be found on pages 21 and 22 of this Plan, covering the next five years.

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

The 2025–2029 Strategic Initiatives were developed under the assumption that \$250,000 of property taxation funding would be contributed annually to a reserve fund for these Initiatives. In addition to this reserve, the program of Strategic Initiatives is supported by grants, other reserve funds, and development cost charges.

However, in 2025, Council decided to reduce the annual contribution to the Strategic Initiative Reserve from \$250,000 to \$125,000. The Financial Plan assumes that this contribution will be restored to \$250,000 in 2026 and subsequent years. If the contribution is not reinstated, Council will need to scale back the scope of the Strategic Initiatives during the 2026 Strategic Planning session. These decisions are a vital part of Council's governance responsibilities.

Projects and Initiatives					
Revenue	2025	2026	2027	2028	2029
Reserve for Strategic Initiatives Grants Off Street Parking Reserve	\$ 464,400 392,000 8,000	\$ 332,000 200,000 -	\$ 240,000 35,000 -	\$ 580,000 15,000 -	\$ 40,000 10,000 -
Total Revenue	\$ 864,400	\$ 532,000	\$ 275,000	\$ 595,000	\$ 50,000
Expenses	2025	2026	2027	2028	2029
Good Governance Community Health & Wellbeing Climate Action Housing Economic Prosperity Progressive Infrastructure	\$ 282,000 10,000 255,000 120,000 125,600 71,800	\$ 145,000 160,000 65,000 100,000 10,000 52,000	\$ 80,000 75,000 80,000 30,000 - 10,000	\$ 85,000 310,000 90,000 10,000 50,000 50,000	\$ - 40,000 - - 10,000
Total Expenses	\$ 864,400	\$ 532,000	\$ 275,000	\$ 595,000	\$ 50,000

# **STRATEGIC** PLAN

	2025	2026	20	27	2028	2029
Good Governance						
Planner Position - (Council Resolution - Reverts to Taxation Funding mid 2026)	\$ 100,000	\$ 50,000		-	-	\$ -
Records Management	60,000	-		-	-	-
Comprehensive Policy Review	60,000	-		-	-	-
Visual Identity Refresh	30,000	20,000	:	50,000	50,000	-
Committee/Commission Review (Terms of Reference)	15,000	-		-	-	-
Collaboration - Qualicum First Nation and Saa'men - (Council Discretionary Decision Making)	15,000	-		-	-	-
Amend Development Cost Charge Reduction Bylaw	2,000	-		-	-	-
Airport Bylaw Review (2025) - Staff Time Only	-	-		-	-	-
Determine if Noise Sensitive Area Can be Expanded In Consideration of Designated Flight Path (2025) - (Staff time only)	-	-		-	-	-
Airport Master/Business Plan - Grant Dependent	-	75,000		-	-	-
Encroachment Policy Review	-	-	:	30,000	-	-
Commercial Centre Delivery Hours	-	-		-	20,000	-
Update Noxious Weeds and Unsightly Premises Bylaws	-	-		-	15,000	-
	\$ 282,000	\$ 145,000	\$ 8	30,000	\$ 85,000	\$ -

Community Health & Wellbeing					
Community Volunteerism (Council Discretionary Decision Making)	\$ 10,000	-	-	 -	-
Fire Department Strategic Plan	-	50,000	-	-	-
Community Park Needs Assessment		50,000			-
Food Action Plan	-	30,000	-	-	-
Identify Land for a Multi-purpose Performing Arts / Cinema	-	30,000	-	-	-
Adopt a Bylaw to Prohibit Smoking in Parks and Trails	-	-	45,000	-	-
Seniors Activity Centre Expansion - Needs Assessment			30,000		-
Park Inventory Priortization Plan	-	-	-	100,000	-
Uptown Mobility Study - Phase 2	-	-	-	50,000	-
Robust Accessibility Plan "Whistler Village Style"	-	-	-	50,000	-
Develop an Accessibility Action Plan				50,000	-
Controlling Outdoor Cats	-	-	-	30,000	-
Improve Accessibility to the Foreshore - Planning and Research	-	-	-	15,000	-
Retired Engine 2 - Control Operation Usage	-	-	-	10,000	-
Dementia Friendly Community	-	-	-	5,000	-
	\$ 10,000	\$ 160,000	\$ 75,000	\$ 310,000	\$ -

Climate Action					
Building Facilities Green House Gas (GHG Audit)	\$ 195,000	-	-	-	-
Tree Protection Bylaw Update	40,000	-	-	-	-
Climate Action - Community Outreach and Support	15,000	15,000	15,000	15,000	-
Fleet Right Sizing & Electrification Policy - (Final Year of Mult-Year Budget)	5,000	-	-	-	-
Community Climate Change Adaptation Plan Update and Implementation	-	50,000	-	-	-
Asset Management - Natural Asset Consolidation (2/3 Grant Dependent)	-	-	30,000	-	-
Encourage Residents to Fossil Free Power Equipment			10,000	-	-
Implementation of Climate Mitigation Actions Matrix	-	-	25,000	-	-
Review Form and Character Guidelines to Advance Climate Change Adaptation and Mitigation	-	-	-	75,000	-
Urban Forest Master Plan – Update					40,000
	\$ 255,000	\$ 65,000	\$ 80,000	\$ 90,000	\$ 40,000

# STRATEGIC PLAN

# STRATEGIC INITIATIVES DETAILS

	2025	2026	2027	2028	2029
Housing					
Housing Announcement Implementation - Zoning Bylaw Upate & Legal	\$ 10,000	\$ 20,000	-	-	-
Nays to Achieve "Affordable" Market Housing	50,000	-	-	-	-
Housing-focused Official Community Plan (OCP) Review Community Park Site Review (Facilities & more)	60,000 -	- 50,000	-	-	-
Accessory Dwelling Unit Design Template	-	30,000	-	-	-
Short Term Rentals Regulatory Framework Ravensboure Affordable Housing - Phases 1 & 2	-	-	20,000 10,000	- 10.000	-
	\$ 120,000	\$ 100,000	\$ 30,000	\$ 10,000	\$ -
Economic Prosperity					
Pathways to Sustainable Economic Development in Qualicum Beach - Grant Funded	\$ 112,500	-	-	-	-
Tourism and Small Business Promotion - (Council Discretionary Decision Making)	10,000	10,000	-	-	-
Nayfinding Signage Phase 1	3,100	-	-	-	-
Jpdate Youth & Family Retention and Attraction Strategy	\$ - 125,600	\$ - 10,000	\$ -	\$ 50,000 50,000	\$
Progressive Infrastructure					
mplement and Operationalize Asset Management Strategy & Plan Reconfiguration of Rail Crossing Traffic Controls	\$ 27,000 5.000	-	-	-	-
Harlech Road Parking Design	8,000	-	-	-	-
BC Hydro Leased Light Replacement (unused budget carried forward to 2025)	31,800				
Parking Management Strategy Including Review of Off-street Parking & Reserve Fund Bylaw & Paid Permitted Parking for Uptown Businesses	-	42,000	-	-	-
Other Effective (area based) Conservation Measures (OECM) Management Plan(s)	-	10,000	10,000	-	-
Regulate Light Trespass	-	-	-	50,000	-
Asset Management Plan - Airport - (Grant Dependent)	\$ - 71.800	\$ - 52,000	\$ - 10,000	\$ - 50.000	\$ 10,000 10,000

# Financial Management

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# FINANCIAL Planning Legislation

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

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

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

Example of a Balanced Budget	
Operating Revenues	\$ 27,000,000
Transfers from Reserves	5,000,000
Total Revenues	\$ 32,000,000
Operating Expenses	\$ 18,000,000
Capital Expenditures	10,000,000
Debt Servicing	1,000,000
Transfers to Reserves	3,000,000
Total Expenditures	\$ 32,000,000

# **FINANCIAL** MANAGEMENT

# FINANCIAL PLANNING Framework

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

#### **Our Vision: Community Vision and Priorities**

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

#### How we get there: Strategies for Financial Strength and Stability

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

#### How we measure what we do: Financial Policies and Performance

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

#### How we plan ahead: Financial Planning

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

# BASIS OF ACCOUNTING and Budgeting

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

# FUNDING Structure

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

Each fund belongs to one of three categories:

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

All funds are used for specific purposes as follows:

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

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

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

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

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

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

Department		Oper	ating		Capital			Reserves	
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
	aonorai	mater		Capital	Capital	Capital	Reserves	Reserves	Reserves
General Government	$\checkmark$			$\checkmark$			$\checkmark$		
Police	$\checkmark$			$\checkmark$			$\checkmark$		
Fire	$\checkmark$			$\checkmark$			$\checkmark$		
Municipal Operations	$\checkmark$			$\checkmark$			$\checkmark$		
Water		$\checkmark$			$\checkmark$			$\checkmark$	
Sewer			$\checkmark$			$\checkmark$			$\checkmark$
Fiscal Services	$\checkmark$						$\checkmark$		

# **BUDGET** Principles

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

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

# **BUDGET** Factors

Preparation of the 2025-2029 Financial Plan has considered the following factors:

- 1. Inflation: The inflationary pressures faced by local government are much different than the Consumer Price Index that reviews a "basket of goods" for a household. For materials, supplies, contracted services, insurance and legal services, adjustments have been specifically tailored to accommodate expected cost increases in 2025, rather than applying a blanket inflationary factor.
- 2. Wage and Benefit Costs: The Town has a current collective agreement in place with CUPE which will impact operating costs. RCMP policing costs are also impacted by a collective agreement, and this will have an impact on local policing costs.
- 3. Staffing Capacity and Service: In a small organization, workforce planning (organizational capacity review) ensures the organization is using its human resource capacity to effectively provide services expected by the community.
- 4. User Fees and Utility Charges: User fees and charges form a significant portion of planned revenue. Many specific municipal services such as solid waste, water, sewer and development services (building permits and development applications) can be measured and charged for on a user-pay basis. This approach attempts to fairly apportion the value of municipal service to those who make use of it. User fees account for 9.5% of revenues in the 2025 municipal budget. A regular fee review each year is used to help keep fees current and inform the budget process cycle.
- 5. Sustainable Asset Improvement Investment: The Town is confronted with an escalating need for infrastructure renewal and a significant challenge in facility repair and maintenance. The creation of an Asset Financing Strategy offers a progressive solution to this issue, aiming for sustainable funding levels for infrastructure replacement. This strategy presents an opportunity to exercise fiscal discipline and incrementally boost capital reinvestment over a feasible time frame to achieve sustainability.
- 6. Debt Servicing: Current debt servicing levels are modest. Interest rates remain reasonable and the strategic use of moderate levels of debt can assist in maintaining generational equity and move larger projects forward that otherwise could not be afforded on a cash basis.
- 7. Projects and Strategic Initiatives Funding by Reserves: Annual projects and Strategic Initiatives are developed through service reviews, studies, and Strategic Planning. These Initiatives are funded through current revenues, grants and operating reserves.

# **FINANCIAL** Policies

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

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

# **BUDGET** Process & Timelines

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

### SUMMER - FALL 2025

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

### General Fund—Operating Budget

Revenue and Expenditures: Reviews extend to all revenue sources and labour costs, with a town-wide labour model projecting expenses based on staffing levels and collective bargaining agreements. Non-labour expenditures focus on essential increases only, ensuring a lean budget that addresses uncontrollable costs.

### General Fund—Capital Budget

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

### • Utility Funds

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

**Strategic Planning Update:** Council reaffirms their Focus Areas for the coming year and approves existing and new strategic initiatives for the next five years through a Public Strategic Planning process.

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

**Divisional Meetings:** Departments review operating and capital budgets, prioritizing requests, including staffing and service level changes, based on their alignment with Council's priorities and detailed work program justifications.

### LATE FALL 2024 - EARLY 2025

**Budget Refinement:** The draft budget undergoes several rounds of review, resulting in the compilation of a consolidated five-year Financial Plan.

**Public Engagement**: Preliminary budget updates and a high-level budget framework are shared, launching a public engagement phase through in-person and online platforms. Public feedback is sought on the proposed budget and Financial Plans.

### JANUARY - MARCH 2025

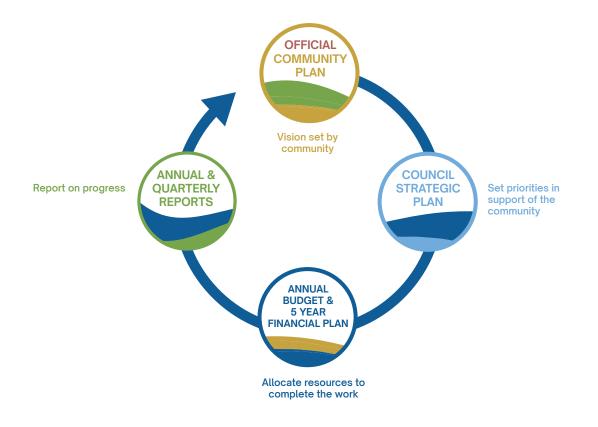
**Finalization and Adoption:** The five-year Financial Plan Bylaw is presented to Council for readings and adoption.

# LINKING Budget to Strategy

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

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

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



# WORKPLACE Planning

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

This is a continuous internal process used to ensure that both appropriate levels of work-life balance are maintained by the workforce, and that high levels of productivity are achieved. In the near term, records management, human resources, and engineering administration are areas of capacity focus.

The Town employs a workforce of 71.1 employees and will increase to 77.7 as follows:

- 1.0 increase in Human Resources 2 year term position
- 0.2 support in IT/GIS (student)
- 1.0 support in Bylaw 2 year term position
- 1.0 Protective Services Fire Wildfire Resiliency and Operations
- 1.0 RCMP clerical support (budget transferred from contract for RCMP services to Town)
- 2.0 increase in Parks (1.2 to maintain service levels and 0.08 for service level increase)
- 0.7 increase in Water (seasonal)

Workforce Summary						
	2021	2022	2023	2024	2025	Change
Administration						
CAO	1.0	1.0	2.0	2.0	2.0	_
Corporate Administration	5.6	5.6	6.6	6.6	6.6	_
Human Resources	1.0	1.0	2.0	2.0	3.0	1.0
Financial Services	1.0 5.0	5.0	2.0 5.0	2.0 5.0	5.0	1.0
Information Technology	3.0	3.0	3.0	3.0	3.2	- 0.2
Planning and Community Development	5.0	5.0	5.0	5.0	5.2	0.2
Planning	2.0	2.0	3.5	4.0	4.0	
Building	2.0 1.0	2.0 1.0	1.0	4.0 1.0	4.0	-
Bylaw Compliance	1.0	1.0	1.0	1.0	2.0	- 1.0
Protective Services	1.0	1.0	1.0	1.0	2.0	1.0
Fire	3.5	3.9	4.4	5.4	6.4	1.0
Emergency Program	3.3 1.0	3.9 1.0	4.4 1.0	1.0	1.0	1.0
RCMP	1.0	1.0	-	1.0	1.0	- 1.0
Municipal Operations	-	-	-	-	1.0	1.0
	14.5	14.5	14.8	16.4	16.1	(0.2)
Transportation Parks	14.5	14.5	14.8	10.4	14.9	(0.3) 2.0
Facilities	4.0	4.0	4.0	5.0	5.0	2.0
Utilities	4.0	4.0	4.0	5.0	5.0	-
	1 5	1 5	1 5	1.5	1.5	
Sanitary Sewer Water	1.5	1.5	1.5			-
waler	4.0	4.0	4.3	4.3	5.0	0.7
	59.9	60.3	66.3	71.1	77.7	6.6

# **2025 CONSOLIDATED** Financial Plan Summary

The proposed Town of Qualicum Beach Consolidated Financial Plan for 2025 balances \$42 million in revenues with \$42 million in expenses. The Plan includes provisions to reflect the evolving needs of the Town, while ensuring long-term sustainability and resilience.

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

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

To provide clarity and transparency, the amount of property taxation charged for Policing and Infrastructure Replacement have been separately identified in the 2025 budget.

Funding is provided for an ambitious five-year program of key projects and Initiatives to move strategic priorities of Council forward, such as the continuation of reviewing and amending development processes and bylaws to align with the Provincial Government's new housing legislation requirements (*Bill 44*), Visual Identity Refresh and Town Website Redesign, Tree Protection Bylaw update, Official Community Plan Review (housing focused), Building Facilities Greenhouse Gas Study, Pathways to Sustainable Economic Development in Qualicum Beach, and more.

A \$16.5 million capital program for 2025 includes replacement of existing and investment in new assets in transportation, drainage, facilities, airport, vehicles and equipment, parks and trails, sewer and water infrastructure.

Debt Servicing costs for 2025 are comprised of interest and principal payments for the Fire Hall, equipment financing for a ladder truck and a fire rescue truck, and for the East Village Phase 2 Local Area Service borrowing.

The impact of the proposed 2025 Budget on a typical single family household is projected to be \$152 or a 6.6% increase in municipal property taxes annually. The combined impact of municipal property tax and utilities charges will result in an overall increase of \$182 or 5.7% over the previous year.

# **GENERAL FUND (**Property Taxation)

The 2025 budget, encompassing Municipal Operations, Police Services, Asset Replacement and Utilities will lead to an overall increase of \$182 compared to the previous year for the typical single-family home in Qualicum Beach.

Budget Impact to Average Household in 2025 - Assessed at \$981,000										
		2024 (Note 1)		2025	Change Annual		hange onthly	Change %		
Property Taxation										
Municipal Operations		1,716		1,804	88		7	3.8%		
Police Service		290		324	34		3	1.5%		
Asset Replacement Levy		312		342	30		3	1.3%		
Municipal Property Tax	\$	2,318	\$	2,470	\$ 152	\$	13	6.6%		
Utilities										
Solid Waste Utility Charge		195		200	5			0.5%		
Sewer Utility Charge		219		224	5			0.5%		
Water Utility Charge		645		665	20			1.9%		
Total Utilities		1,059		1,089	30			2.9%		

Total Annual Cost	\$ 3,377 \$	3,559 \$	182	5.7%

Note 1: 2024 averages adjusted to take into consideration impact of New Construction as this additional revenue reduces the impact on existing taxpayers.

The 2025 budget, encompassing Municipal Operations, Police Services, Asset Replacement and Utilities will lead to an overall increase of \$182 compared to the previous year for the typical single-family home in Qualicum Beach.

The typical family home for 2025 has an assessed value of \$981,000. The home's property tax increase may be higher or lower than the average of \$152 if the home's property assessment varied from the average home assessment, which increased by approximately 2.5% from the previous year.

Municipal Operations have been limited to a \$88 or 3.8% increase to the typical home. This has been achieved through cost management.

Modest increases in costs for Police Services are expected from impacts of the RCMP collective agreement which translate to a \$34 or 1.5% increase in property taxes to the typical home in Qualicum Beach.

Note - Subject to change based on Council's decision making through the 2025 budget process.

# **CONSOLIDATED** Summary

Revenue	2022 2023		2024	2024 2025		2025	
Revenue	Actuals		Actuals	Projected	Budget		Budget
Property Taxes	\$ 10,430,330	\$	11,112,967	\$ 12,118,516	\$ 12,169,900	\$	13,109,800
Grants In Lieu	352,617		430,528	429,587	390,000		426,00
Library Levy	561,929		619,686	715,090	715,300		747,80
Parcel Taxes	1,146,615		1,265,540	1,426,471	1,471,400		1,538,70
Penalties and Interest	495,359		1,302,422	1,395,485	666,000		694,50
Sales of Service and Other Revenues	668,954		603,185	1,786,022	530,400		662,40
Rental and Leases	1,679,602		1,684,226	1,581,679	1,680,200		1,660,10
Solid Waste Revenue	726,811		760,060	797,903	776,700		800,00
Sanitary Sewer Revenue	727,445		770,616	766,163	751,700		751,70
Water Revenue	1,665,640		2,042,885	1,819,649	1,754,100		1,757,60
Government Grants and Contributions	5,077,882		7,383,214	2,514,300	6,088,600		9,573,70
Total Revenue	23,533,183		27,975,328	25,350,865	26,994,300		31,722,30
Other Funding Sources							
Transfers from Reserves	2,059,503		2,781,393	5,658,000	9,886,700		10,050,70
Proceeds from Debt	920,000		2,000,000	-	-		-
Transfers from Other Funds	473,406		85,000	805,000	805,000		210,00
Total Revenue & Other Funding Sources	\$ 31,171,639	\$	32,871,537	\$ 31,813,865	\$ 37,686,000	\$	41,983,00
Expenses							
Operating Expenses							
Council and Office of the CAO	\$ 592,647	\$	638,654	\$ 641,251	\$ 723,600	\$	717,30
Corporate Services	1,005,664		1,119,507	1,267,395	1,258,200		1,286,40
Human Resources	-		311,081	350,205	419,200		627,60
Fiscal Services	(804,224)		(1,654,934)	(1,665,975)	(1,678,000)		(1,267,60
Finance	565,567		599,056	636,207	664,000		684,20
Information Technology	741,688		803,260	867,473	938,100		1,031,50
Police	1,243,122		1,310,691	1,290,489	1,574,000		1,704,00
Fire Rescue	1,052,889		1,164,211	1,222,177	1,333,000		1,631,70
Emergency Planning	147,865		78,284	176,156	252,900		209,30
Planning and Development	511,740		610,051	658,964	854,700		774,50
Community Development	887,493		943,403	1,049,426	1,076,400		1,119,60
Operations	2,426,407		2,376,106	2,646,547	2,857,400		2,926,50
Airport	978,465		1,066,985	1,105,977	1,125,200		1,241,30
Parks	1,184,696		1,324,219	1,287,265	1,601,600		1,734,80
Buildings	625,887		733,369	839,129	784,500		846,70
Solid Waste and Recycling	918,158		995,136	1,078,201	970,700		1,061,50
Strategic Initiatives	554,725		634,523	478,726	637,700		931,40
Water	1,957,036		1,837,422	1,918,364	1,935,200		1,874,80
Sanitary Sewer	461,702		789,734	818,936	819,200		712,20
Fotal Operating Expenses	15,051,530		15,680,757	16,666,913	18,147,600		19,847,70
ransfers, Capital and Debt Servicing							
Capital	7,047,917		8,284,612	8,451,454	13,831,000		16,500,70
Debt Servicing	501,997		681,544	1,056,804	1,235,200		1,178,20
Transfer to Reserves	6,904,430		7,642,163	4,672,200	4,472,200		4,456,40
Γotal Expenses & Transfers	\$ 31,171,639	\$	32,871,537	\$ 31,813,865	\$ 37,686,000	\$	41,983,00
Total Budget For the Year	\$ -	\$	-	\$	\$ -	\$	

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

### Five Year Financial Plan

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

<b>Devenue</b>	2025	2022	2027	2028 2020		
Revenue	Budget	2026	2027	2028	2029	
Property Taxes	\$ 13,109,800	\$ 14,208,000	\$ 15,195,700 \$	16,104,000 \$	16,922,300	
Grants In Lieu	426,000	430,300	434,600	438,900	443,30	
Library Levy	747,800	755,300	762,900	770,500	778,20	
Parcel Taxes	1,538,700	1,659,000	1,745,200	1,836,000	1,931,70	
Penalties and Interest	694,500	695,600	696,700	697,800	698,90	
Sales of Service and Other Revenues	662,400	1,461,200	989,900	965,600	601,40	
Rental and Leases	1,660,100	1,676,500	1,693,000	1,709,600	1,726,40	
Solid Waste Revenue	800,000	824,000	848,700	874,200	900,40	
Sanitary Sewer Revenue	751,700	790,700	830,200	871,700	915,30	
Water Revenue	1,757,600	1,846,000	1,938,900	2,036,400	2,141,90	
Government Grants and Contributions	9,573,700	4,496,400	7,843,900	4,448,400	4,910,50	
Total Revenue	31,722,300	28,843,000	32,979,700	30,753,100	31,970,30	
Other Funding Sources	40.050 700		0.004.000	0.400.000	F 000 00	
Transfers from Reserves	10,050,700	5,755,900	6,924,900 6,500,000	6,433,600	5,826,60	
Proceeds from Debt	-	3,100,000	, ,	6,150,000	387,50	
Transfers from Other Funds	210,000	85,000	85,000	85,000	85,00	
Fotal Revenue & Other Funding Sources	\$ 41,983,000	\$ 37,783,900	\$ 46,489,600 \$	43,421,700 \$	38,269,40	
Expenses						
Dperating Expenses Council and Office of the CAO	¢ 717.000	¢ 705.000	¢ 742.000 ¢	772,300 \$	801,90	
Corporate Services	\$		\$ 743,900 \$ 1,370,800	772,300 \$ 1,436,700	,	
Human Resources	627,600	1,331,700 580,900	594,600	615,300	1,506,60 636,80	
Fiscal Services	(1,267,600)	(1,296,200)	(1,320,200)	(1,345,000)	(1,370,50	
Finance	684,200	707,600	725,400	753,600	782,80	
Information Technology	1,031,500	1,015,100	1,040,400	1,073,800	1,108,40	
Police	1,704,000	1,787,700	1,874,600	1,967,300	2,157,60	
Fire Rescue	1,631,700	1,685,600	1,728,800	1,799,300	1,873,20	
Emergency Planning	209,300	158,800	162,400	167,700	173,30	
Planning and Development	774,500	850,800	921,800	957,800	995,10	
Community Development	1,119,600	1,149,900	1,180,600	1,213,400	1,247,10	
Operations	2,926,500	3,015,900	3,090,600	3,200,300	3,314,10	
Airport	1,241,300	1,144,600	1,176,200	1,213,700	1,252,60	
Parks	1,734,800	1,789,700	1,832,300	1,900,700	1,971,40	
Buildings	846,700	871,600	892,500	922,200	952,60	
Solid Waste and Recycling	1,061,500	1,093,200	1,124,100	1,158,800	1,194,60	
Strategic Initiatives	931,400	544,200	287,400	607,600	62,90	
Water	1,874,800	1,926,400	1,976,800	2,043,000	2,111,00	
Sanitary Sewer	712,200	734,300	754,300	779,400	805,30	
otal Operating Expenses	19,847,700	19,817,700	20,157,300	21,237,900	21,576,80	
ransfers, Capital and Debt Servicing						
Capital	16,500,700	11,963,000	19,655,000	14,682,000	8,945,00	
Debt Servicing	1,178,200	699,500	1,046,400	1,444,400	1,342,00	
Transfer to Reserves	4,456,400	5,303,700	5,630,900	6,057,400	6,405,60	

# REVENUE

## **Revenue Sources**

In accordance with Section 165(3.1) of the *Community Charter*, the Town of Qualicum Beach is required to include in the Five-Year Financial Plan, objectives and policies regarding the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.

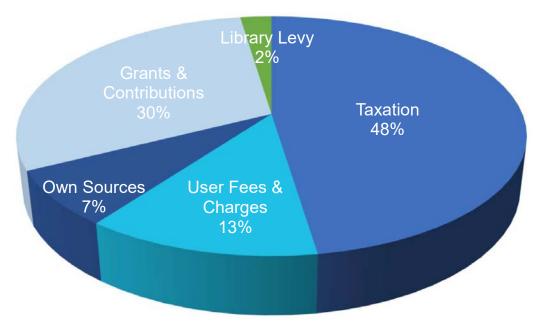
The illustrations below show the proportion of total revenue proposed to be raised from each funding source over the next five years. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages; for example, it is simple to administer,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

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

### Table1 - Revenue by Funding Source

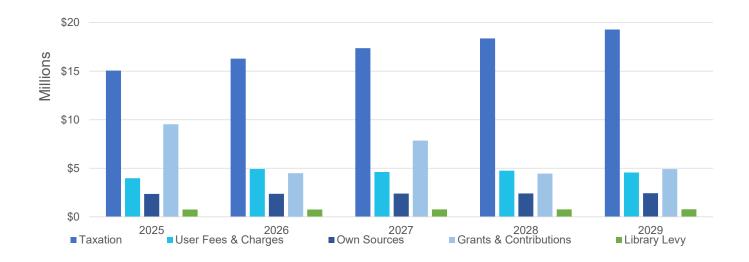
	2025	2026	2027	2028	2029
Taxation	15,074,500	16,297,300	17,375,500	18,378,900	19,297,300
User Fees & Charges	3,971,700	4,921,900	4,607,700	4,747,900	4,559,000
Own Sources	2,354,600	2,372,100	2,389,700	2,407,400	2,425,300
Grants & Contributions	9,513,700	4,496,400	7,843,900	4,448,400	4,910,500
Library Levy	747,800	755,300	762,900	770,500	778,200

# **2025 BUDGET REVENUE**



# FIVE-YEAR REVENUE FORECAST 2025-2029

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



# **REVENUE** FUNDING SOURCES

# Objective

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

# Policies

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

# **CHANGE IN FUND** BALANCES

### **GENERAL FUND**

	2025	2025	2025	2025	2025
	Opening	Budgeted	Budgeted	Closing	%
	Balance	Contributions	Expenditures	Balance	Change
General Fund					
Unappropriated Surplus / (Deficit)	1,462,500	36,596,600	(36,814,100)	1,245,000	
Operating Reserve Funds	990,600	135,000	(594,400)	531,200	
Capital Reserve Funds	13,857,500	2,518,100	(7,703,600)	8,672,000	
General Fund Total	16,310,600	39,249,700	(45,112,100)	10,448,200	-36%

Decrease in fund balance due to significant replacement of existing assets such as Bay Street Slope Stabilization, skate park replacement, facilities maintenance, replacement of vehicles and heavy duty equipment, and spending on investments in new assets such as Bus Garage Site Development and Saahtlam Park washrooms.

### WATER FUND

	2025	2025	2025	2025	2025
	Opening	Budgeted	Budgeted	Closing	%
	Balance	Contributions	Expenditures	Balance	Change
Water Fund					
Unappropriated Surplus / (Deficit)	1,067,700	3,481,700	(3,481,700)	1,067,700	
Water Infrastructure Reserve	2,491,000	1,307,800	(1,423,000)	2,375,800	
Water Fund Total	3,558,700	4,789,500	(4,904,700)	3,443,500	-3%
Unappropriated Surplus / (Deficit) Water Infrastructure Reserve	2,491,000	1,307,800	(1,423,000)	2,375,800	

Decrease in fund balance due to infrastructure investments in the replacement of asbestos cement watermains, Seacrest watermain replacement, and expansion of the Town's Fibre Optic network.

### SEWER FUND

	2025	2025	2025	2025	2025
	Opening	Budgeted	Budgeted	Closing	%
	Balance	Contributions	Expenditures	Balance	Change
Sewer Fund					
Unappropriated Surplus / (Deficit)	214,600	1,038,700	(1,038,700)	214,600	
Sewer Infrastructure Reserve	791,500	347,100	(100,000)	1,038,600	
Sewer Fund Total	1,006,100	1,385,800	(1,138,700)	1,253,200	25%
Sewer Fund Total	,	,		, ,	25%

The increase in the fund balance occurs because planned contributions to the reserve exceed the capital funding requirements for the current year.

# **RESERVE FUNDS &** ACCUMULATED SURPLUS

During the five-year horizon of this Financial Plan, Capital Reserves are projected to decline from \$14.5 million to \$12.8 million. The General Fund Asset Replacement Reserve remains consistent at \$2.4 million.

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

A Council Strategic Initiatives Reserve is supported through property taxation, with contributions of \$125,000 in 2025 and \$250,000 annually thereafter. The Reserve balance is projected to decrease in 2028 due to a planned major strategic initiatives program for that year.

2025 to 2029 Reserves Scorecard									
	Balance 2025	Balance 2026	Balance 2027	Balance 2028	Balance 2029				
WORKING CAPITAL									
Accumulated Surplus General Fund	1,245,000	1,345,000	1,445,000	1,545,000	1,645,000				
Accumulated Surplus Water	1,067,700	1,067,700	1,067,700	1,067,700	1,067,700				
Accumulated Surplus Sewer	214,600	214,600	214,600	214,600	214,600				
OPERATIONS									
Council Strategic Initiatives	322,400	302,400	312,400	(17,600)	192,400				
Cemetery Care Reserve	292,900	297,900	302,900	307,900	312,900				
Tree Replacement Reserve	35,200	40,200	45,200	50,200	55,200				
Emission Reduction Reserve	25,500	25,500	25,500	24,300	24,300				
CAPITAL									
Asset Replacement	2,415,800	2,204,900	2,083,700	2,143,200	2,449,900				
Asset Investment	100,782	145,482	299,082	377,282	188,282				
Growing Communities Reserve Fund	2,621,700	2,041,600	1,273,300	724,200	753,200				
Property Reserve Fund	1,240,400	1,290,000	1,341,600	1,395,300	1,451,100				
Parkland Reserve Fund	112,400	116,900	121,600	126,500	131,600				
Park Development Reserve Fund	108,500	112,800	117,300	122,000	126,900				
Curling Club Reserve	127,900	140,700	154,000	167,800	182,200				
Community Works(Gas Tax) Fund	846,900	1,310,800	453,300	281,500	752,800				
Community Amenity Contributions	1,245,700	1,295,500	1,347,300	1,401,200	1,457,200				
Water Reserve Fund	1,622,000	1,326,100	1,278,800	1,446,900	1,260,800				
Sewer Reserve Fund	649,500	629,200	648,900	708,300	811,900				
Development Cost Charges	3,379,000	2,897,300	2,878,400	2,893,800	3,279,900				
OVERALL RESERVES	\$ 17,673,882	\$ 16,804,582	\$ 15,410,582	\$ 14,980,082	\$ 16,357,882				



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

Operations Reserves are used to assist with operating costs from time to time and buffer the impact on property taxes. A Council Strategic Initiatives Reserve is maintained with \$250,000 annual funding from property taxation. Notably, the Council Strategic Initiative Reserve contribution was reduced to \$125,000 for 2025 and the Cemetery Reserve is held in trust for future cemetery costs. No specific reserve balance policies have been established for these reserves.

Capital Reserves are accumulated to help fund the cost of replacing infrastructure as it reaches the end-of-service life. The Town operates on a rolling five-year, payas-you-go basis for asset replacement and maintains very lean levels of reserves as a result. Development of an Asset Replacement Financing Strategy will provide a long-term approach to reach those levels over time. Once this work has been completed, capital reserve targets can be established.

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

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

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

# **RESERVE BALANCES -** FIVE YEAR FORECAST

	2025	2026	2027	2028	2029
Asset Replacement Reserve Balance Opening	4,713,500	2,415,800	2,204,900	2,083,700	2,143,200
Contribution	1,317,100	1,937,600	2,088,700	2,457,700	2,608,800
Interest Earned Capital Project Funding	139,800 (3,754,600)	135,400 (2,283,900)	130,000 (2,339,900)	132,500 (2,530,700)	137,900 (2,440,000)
Balance Closing	2,415,800	2,204,900	2,083,700	2,143,200	2,449,900
Asset Investment Reserve					
Balance Opening	1,361,182	100,782	145,482	299,082	377,282
Contribution	294,900	294,900	294,900	294,900	294,900
Interest Earned Capital Project Funding	28,700 (1,584,000)	4,800 (255,000)	8,700 (150,000)	13,300 (230,000)	11,100 (495,000)
Balance Closing	100,782	145,482	299,082	377,282	188,282
Crewing Communities Deceme Fund					
Growing Communities Reserve Fund Balance Opening Contribution	3,550,700 -	2,621,700 -	2,041,600 -	1,273,300	724,200
Interest Earned	121,000	104,900	81,700	50,900	29,000
Capital Project Funding	(1,050,000)	(685,000)	(850,000)	(600,000)	-
Balance Closing	2,621,700	2,041,600	1,273,300	724,200	753,200
Property Reserve Fund					
Balance Opening	1,192,700	1,240,400	1,290,000	1,341,600	1,395,300
Contribution Interest Earned	- 47,700	- 49,600	- 51,600	- 53,700	- 55,800
Capital Project Funding	-		-	-	-
Balance Closing	1,240,400	1,290,000	1,341,600	1,395,300	1,451,100
Parkland Reserve Fund					
Balance Opening	108,100	112,400	116,900	121,600	126,500
Contribution Interest Earned	-	- 4,500	- 4,700	- 4,900	- 5 100
Capital Project Funding	4,300 -	4,500	4,700	4,900	5,100 -
Balance Closing	112,400	116,900	121,600	126,500	131,600
-		110,000	121,000	120,000	101,000
Park Development Reserve Fund Balance Opening	104,300	108,500	112,800	117,300	122,000
Contribution	-	-	-	-	-
Interest Earned	4,200	4,300	4,500	4,700	4,900
Capital Project Funding		-	-	-	-
Balance Closing	108,500	112,800	117,300	122,000	126,900
Curling Club Reserve					
Balance Opening	115,600	127,900	140,700	154,000	167,800
Contribution	7,500	7,500	7,500	7,500	7,500
Interest Earned Capital Project Funding	4,800	5,300	5,800	6,300	6,900
		-	-	-	
Balance Closing	127,900	140,700	154,000	167,800	182,200
Community Works (Gas Tax) Fund					
Balance Opening	1,171,300	846,900	1,310,800	453,300	281,500
Contribution Interest Earned	451,000 39,600	451,000 42,900	451,000 61,500	451,000 27,200	451,000 20,300
Capital Project Funding	(815,000)	(30,000)	(1,370,000)	(650,000)	-
Balance Closing	846,900	1,310,800	453,300	281,500	752,800
5	-,,	, ,,	- ,	,	,

	2025	2026	2027	2028	2029
Community Amenity Contributions			I	I	
Balance Opening	973,200	1,231,400	1,280,700	1,331,900	1,385,200
Contribution	715,000	-	-	-	-
Interest Earned	43,200	49,300	51,200	53,300	55,400
Capital Project Funding	(500,000)	-	-	-	-
Balance Closing	1,231,400	1,280,700	1,331,900	1,385,200	1,440,600
General Fund Operating Reserves					
Balance Opening	1,014,400	586,400	545,100	592,100	301,000
Contribution	135,000	260,000	260,000	260,000	260,000
Interest Earned	31,400	28,700	27,000	28,900	17,200
Project Funding	(594,400)	(330,000)	(240,000)	(580,000)	(40,000)
Balance Closing	586,400	545,100	592,100	301,000	538,200
Water Infrastructure Reserve					
Balance Opening	1,737,200	1,622,000	1,326,100	1,278,800	1,446,900
Contribution	1,241,900	1,317,900	1,426,100	1,526,400	1,636,300
Interest Earned	65,900	91,200	81,600	81,700	90,600
Capital Project Funding	(1,423,000)	(1,705,000)	(1,555,000)	(1,440,000)	(1,913,000)
Balance Closing	1,622,000	1,326,100	1,278,800	1,446,900	1,260,800
Sewer Infrastructure Reserve					
Balance Opening	402,400	649,500	629,200	648,900	708,300
Contribution	326,500	366,400	406,400	444,600	485,600
Interest Earned	20,600	33,300	33,300	34,800	38,000
Capital Project Funding	(100,000)	(420,000)	(420,000)	(420,000)	(420,000)
Balance Closing	649,500	629,200	648,900	708,300	811,900
DCC's (Roads, Drainage, Water, Oper	Spaces)				
Balance Opening	3,100,000	3,379,000	2,897,300	2,878,400	2,893,800
Contribution	252,000	255,000	260,000	265,000	265,000
Interest Earned	127,000	140,300	121,100	120,400	121,100
Capital Project Funding	(100,000)	(877,000)	(400,000)	(370,000)	-
Balance Closing	3,379,000	2,897,300	2,878,400	2,893,800	3,279,900



# **DEBT MANAGEMENT -** FIVE YEAR FORECAST

Debt is a financing tool that is available to the Town to supplement funding from Reserve Funds for the replacement or investment in Capital Assets. Overall debt levels will increase over the five-year term of this Plan. New debt includes approved borrowing to support the East Village (Phase 2) and this will be funded through a new Local Service Area Charge. Short-term lease (borrowing) funds are used for the Fire Rescue truck in 2022, and the Fire Rescue Ladder 58 in 2023, and regular debt principal and interest payments related to construction of the Fire Hall will continue through 2025. Debt Servicing for the Fire Rescue Ladder 58, is funded from the Asset Replacement Reserve in years 2024 and 2025.

In 2026 and in the years beyond, the funding provision from retired debt for the Fire Hall will be redirected to service the debt for the Fire Rescue Ladder 58. This strategy allows the Town to continue leveraging the use of debt without requiring an increase in property taxes. The Operations Facilities Modernization project is proposed to be funded substantially through long-term borrowing in 2027 and 2028.

	2025	2026	2027	2028	2029
DEBT PRINCIPAL BALANCES					
General Fund					
Issued and Outstanding:					
Fire Hall - 2015	-	-	-	-	-
Fire Truck - Rescue Truck	413,700	226,200	-	-	-
Fire Ladder Truck Planned Debt	1,290,992	893,549	476,023	-	-
East Village Phase II - Local Service Area	529,880	519,760	509,640	499,520	489,400
Public Works and Parks Yard Modernization		-	2,500,000	8,500,000	10,793,800
Fire Department Tender Apparatus	-	-	-	1,700,000	1,382,300
Total	2,234,572	1,639,509	3,485,663	10,699,520	12,665,500
DEBT SERVICING REQUIREMENTS					
General Fund					
Outstanding Debt Issues					
Fire Hall - 2015	478,600	-	-	-	-
Fire Truck - Rescue Truck	205,900	205,900	233,900	-	-
Fire Ladder Truck	459,900	459,900	459,900	458,700	
Planned Debt Issues					
East Village Phase II - Local Service Area	33,800	33,800	33,800	33,800	33,800
Operations Modernization	-	-	114,300	365,600	708,900
Village Way at KSS - Community Transportation					
Plan Improvement	-	-	85,000	85,000	85,000
Fire Department Apparatus Replacement (T53)	-	-	-	381,700	381,700
Roundabout on Hwy 19A at Village Way	-	-	119,600	119,600	119,600
East Village Phase 3	-	-	-	-	13,000
Total	1,178,200	699,600	1,046,500	1,444,400	1,342,000

### DEBT BORROWING CAPACITY

Borrowing capacity is defined in legislation as a function of liability servicing costs, which are determined with reference to prescribed annual revenues. In general terms, the ceiling on debt servicing costs equals 25% of the prior year's prescribed revenues. In turn, 20% of that amount may be incurred without the assent of electors. The limits on future principal borrowings are then calculated with reference to projected future interest rates and anticipated amortization periods.

Based on projected 2024 and 2025 revenues, the Town's assent free borrowing capacity has deminished temporarily in 2024 and 2025 due to short term equipment financing.

	20	24	202	25
	Assent	Total	Assent	Total
	Free	Capacity	Free	Capacity
Liability Servicing Limit	1,066,285	5,331,425	1,093,540	5,467,700
Actual Debt Servicing Costs	1,056,800	1,056,800	1,144,400	1,144,400
Liability Servicing Capacity Available	9,485	4,274,625	-	4,323,300
Estimated Borrowing Capacity, in Millions	\$ -	\$ 60	\$ -	\$ 61

# Service Areas Financial Schedules

# COUNCIL & OFFICE OF THE CAO SERVICE AREAS



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

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

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

### 2024 COUNCIL HIGHLIGHTS AND ACCOMPLISHMENTS

In 2024 Council decision-making resulted in numerous successes for the community including, but not limited to the following Strategic Initiatives:

- Implemented Bill 44 and Bill 35 Provincial Housing legislation with updates to zoning bylaw and design guidelines.
- Commenced the Quality of Life Survey in readiness for the Official Community Plan.
- Completed an essential Community Wildfire Resiliency Plan.
- Embarked on annual public information sessions for the Airport, Community Transportation Plan, and public safety.
- Completed a Development Tracker Toolkit Project.
- Approved the Asset Management Financing Strategy.
- Implemented the Public Inquiries Tracking System.

Additionally, the following Council Strategic Initiatives saw the majority of required work completed in 2024:

- Fleet right sizing and electrification
- Town website re-design

### **COUNCIL PLANS FOR 2025**

Annually, through the Strategic Planning process, Council allocates resources for Council's Strategic Initiatives. A key objective of Council's Strategic Planning Process is to better connect the Official Community Plan, Council's Strategic Plan, the Budget and multiple master plans. Significant progress was made on these connections in 2024 and continues in 2025.

For a complete list of Council's Strategic Initiatives and plans for 2025, please see section titled "Council Initiatives Summary" on pages 20-23.

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

### **COUNCIL LIAISONS**

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



# COUNCIL & OFFICE OF THE CAO SERVICE AREAS



### Mayor Teunis Westbroek



### **Councillor Scott Harrison**



**Councillor Anne Skipsey** 



### Councillor Petronella Vander Valk



**Councillor Jean Young** 

All general governance issues Council spokesperson

### Voting Membership:

- Oceanside Services Committee
- Regional District of Nanaimo

### Liaison:

- Island Coastal Economic Trust
- Mount Arrowsmith Biosphere
- Reserve Research Institute

### Voting Membership:

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

### Liaison:

- Eaglecrest Resident's Association
- Voting Membership:
- Regional District of Nanaimo (alternate)

### Liaison:

- Milner Gardens and Woodland
   Society
- QB Memorial Golf Club
- Qualicum Woods Residents
   Association

### Voting Membership:

Oceanside Initiatives

### Liaison:

- Chartwell Residents' AssocCoastal Communities Social
- Procurement Initiative (BCSPI)
- Naut'sa mawt Oceanside
- Wellness (NOW) Oceanside Development and
- Construction Association
- Construction Associatio

### Voting Membership:

 Vancouver Island Regional Library

### Liaison:

- Early Learning & Childcare Council in Oceanside (ELCCO)
- Qualicum Beach Residents'
   Association
- St. Mark's Fair
- Oceanside Hospice Society

- QB Seniors' Activity Centre Association
- Qualicum First Nation

- Access Oceanside Association
- Oceanside Task Force on Homelessness
- Kiwanis Housing Society
- Universal Access Qualicum Beach

Mt Arrowsmith Biosphere Region

### Committees:

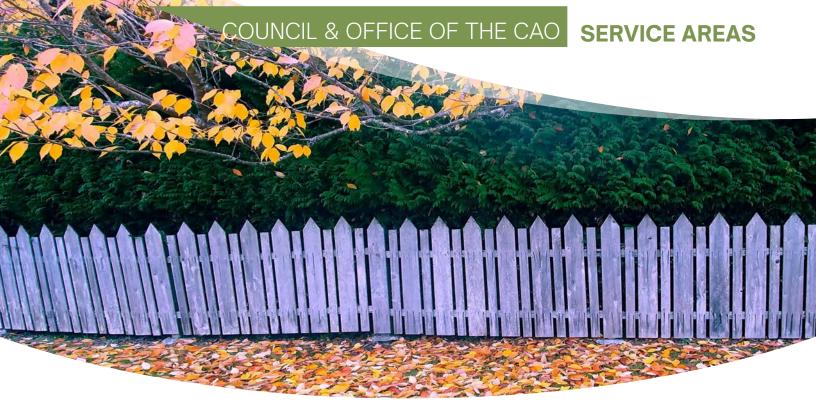
- Environment and Sustainability
- Beach Day Celebration
- Heritage Forest Commission
- Parks & Recreation
- Qualicum Community Education & Wellness
   Society (QCEWS)
- PQB Tourism Association
- QB Chamber of Commerce
- QB Collective Society
- St Andrews Lodge Historical and Cultural Society

### Committees:

- Parks & Recreation (alternate)
- The Old School House Arts Centre Society
- QB Historical & Museum Society
- Into the Woods Society
- QB Multi-Use Cinema Society

### Committees:

- Family Day Celebration
- Environment and Sustainability (alternate)



# OFFICE OF THE CAO

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

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

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

### **KEY POLICIES AND PLANS**

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

# 2024 OFFICE OF THE CAO HIGHLIGHTS AND ACCOMPLISHMENTS

- Continued to establish service level definitions.
- Supported Council with robust Strategic Planning and Budget processes that better aligned service levels with resources.
- Reviewed Parks and Green Spaces service levels.
- Supported implementation of the ongoing Communications Strategy.
- Coordinated emergency management training for elected officials.
- Finalized the Town's Public Inquiry/complaint process.
- Established a project charter template and practice.
- Continued improving the Airport complaint
   process and enhanced communication related to
   Airport concerns.
- Attended the Union of BC Municipalities Conference with all members of Council.
- Attended the Planning Institute of BC (PIBC) conference for required educational credits to maintain Registered Professional Planner (RPP) accreditation.
- Staff report templates were modernized.

# COUNCIL & OFFICE OF THE CAO SERVICE AREAS

### 2024 OFFICE OF THE CAO HIGHLIGHTS AND ACCOMPLISHMENTS (Continued)

- Served as co-mentor at the Municipal Administration Training Institute (MATI) Successful CAO Program offered by Capilano University in cooperation with the Local Government Management Association (LGMA).
- Attended the LGMA CAO Forum for professional development.
- Supported Council liaisons in meetings with Residents' Associations to enhance communication.

### CHALLENGES

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

### OFFICE OF THE CAO - PLANS FOR 2025

- Support Policy review.
- Support records management optimization.
- Support Official Community Plan Review.
- Undertake Committee/Commission Review Phase 2.
- Continue to support Council in establishing municipal places of business as safe and respectful forums to promote public engagement, effective governance, and staff performance.
- Continue to expand uses of project charters as an internal operational document to ensure cross-department cooperation on projects of significance.
- Continue foundational organization development and team building capacity for change management to support ongoing modernization of the organization.

### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

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

### **KEY INDICATORS: EXAMPLES**

- Linkages are strengthened between the Official Community Plan, the Five-Year Financial Plan, the Annual Report and the Strategic Plan.
- Service levels are better defined and linked to the budget process .
- Community Engagement is further integrated into planning for projects of significance.

# COUNCIL & OFFICE OF THE CAO SERVICE AREAS

### **KEY INDICATORS: EXAMPLES (CONTINUED)**

- Robust reporting is provided for Council and the community at the end of the 2nd and 3rd quarters annually.
- Talent is recruited, supported, and retained.
- Policy direction is consistently implemented.
- Achievement of the GFOA Distinguished Budget Presentation Award is ongoing.

### **BUDGET SUMMARY**

The Council and Office of the CAO budget is forecast to increase from the previous year by \$10,700 or 2% resulting from increases to remuneration and benefits, as per contractual obligations.

Council And Office of the CAO - 0	Oper	ating Bud	get							
		2022		2023		2024	2024	2025	Change	Change
		Actuals		Actuals	F	Projected	Budget	Budget	\$	%
Transfer from Reserves		-		-		-	32,000	15,000	(17,000)	-53%
Total Revenue	\$	-			\$	-	\$ 32,000	\$ 15,000	\$ (17,000)	-53%
Operating Expenses										
Mayor and Council		240,665		278,415		303,474	319,000	325,300	6,300	2%
CAO Office		351,982		360,239		327,008	372,600	377,000	4,400	1%
One Time Operating Projects		-		-		10,769	32,000	15,000	(17,000)	-53%
Total Operating Expenses	\$	592,647	\$	638,654	\$	641,251	\$ 723,600	\$ 717,300	\$ (6,300)	-1%
Net Property Taxes Required	\$	592,647	\$	638,654	\$	641,251	\$ 691,600	\$ 702,300	\$ 10,700	2%

- 1. Contractual remuneration and benefit increases (Council and staff)
- 2. Carry over of unspent organizational service review budget

### STRATEGIC INITIATIVES

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

	2025	2026	2	027	2	2028	2029
Council And Office of the CAO							
Community Volunteerism (Council Discretionary Decision Making)	\$ 10,000	\$ -	\$	-	\$	-	\$ -
Committee/Commission Review (Terms of Reference)	15,000	-		-		-	-
Collaboration - Qualicum First Nation and Saa'men - (Council Discretionary Decision Making)	15,000	-		-		-	-



# **CORPORATE** SERVICES

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

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

### COMMUNICATIONS AND PUBLIC ENGAGEMENT

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

Engagement includes outreach to community partners, the Qualicum First Nation, and with the provincial and federal government, in order to address intergovernmental, regional, and inter-municipal priorities and issues.

### **PROPERTY MANAGEMENT**

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

### SPECIAL EVENTS

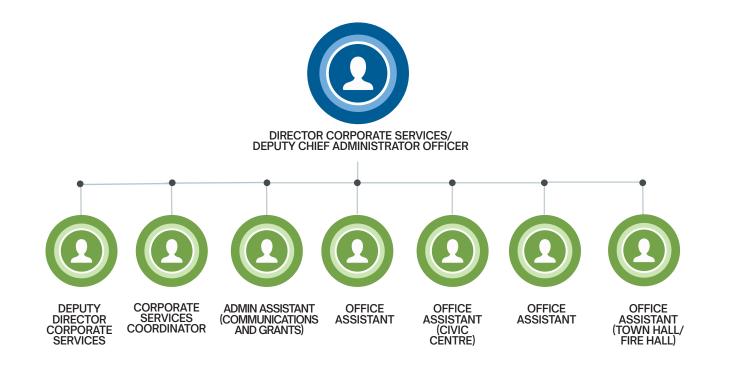
Special event programming helps create a sense of community identity, belonging, pride, and spirit. It showcases Qualicum Beach to residents and visitors as a great place to visit, live, work, and play. Some of the annual special events in Qualicum Beach include Beach Day Celebration, Family Day Celebration,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

### **KEY LEGISLATION, POLICIES AND PLANS**

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

### DEPARTMENT STAFF AND STRUCTURE

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



# CORPORATE SERVICES SERVICE AREAS

### **KEY INDICATORS**

### **Corporate Administration**

Key Activity Levels	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Forecast
Council Meetings (Regular and Special)	16	14	12	23	35	18
Council Meetings (Closed)	36	35	17	25	23	12
Committee of the Whole	7	9	4	12	14	14
Committee/Advisory Body Meetings	25	23	47	56	44	45
Public Hearings Conducted	10	8	6	5	0	0
Media Releases	50	48	35	48	45	50
Noteworthy Bulletins	2	3	4	3	3	3
Monthly Newsletters - Print	12	12	11	12	12	12
Monthly Newsletters - Digital	12	12	11	12	12	12
Freedom of Information Requests	90	73	87	83	115	120
Website Users	-	-	-	-	94,000	98,000
Website Homepage views	79,019	89,793	68,457	70,000	80,000	95,000
Facebook Posts	107	51	199	700	600	600
Facebook Followers	New	New	5,215	5,734	6,745	7,750
Facebook Reach	26,608	44,470	203,711	269,846	502,000	505,000
Council Correspondence log items	424	1,866	1,738	1,500	655	800
Constant Contact Notices	114	167	145	165	170	175
Online Surveys Posted	2	3	2	8	10	15

### **Corporate Administration**

Service Plan		2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Forecast
Staff Complement		7	7	7	7	7	8
Standing/Select Committees	Committees supported	9	9	9	9	10	6
Legislative	Agenda Posted on Time	100%	100%	100%	100%	100%	100%
Council Correspondence	Within one week	90%	90%	90%	90%	95%	95%
Council Meeting Minutes	Completed by next agenda	95%	95%	95%	95%	100%	100%
CoW Meeting Minutes	Completed by next agenda	95%	95%	95%	95%	95%	95%
Committee Minutes	Completed by next agenda	95%	95%	95%	95%	95%	95%
Late Council Items		13	11	7	5	5	5
Insurance Incidents	Processed	New	New	New	1%	4%	3%
FOI Request on time	Processed or extended on request within 30 days	99%	93%	98%	98%	98%	98%

### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Led a website redesign project that included extensive content review and performance optimization.
- Developed a robust AI automation-driven Public Inquiry System to enhance efficiency, processing time, and transparency of public inquiries.
- Continued work with the Accessibility Advisory Team and finalized a draft Accessibility Plan to meet provincial requirements.
- Continued to increase social media presence and general communication strategies.
- Provided administrative and legislative support for over 100 hours of Council and Committee of the Whole meetings.
- On-boarded new Deputy Director of Corporate Services.

### **CHALLENGES**

- Increased service level expectations/high volume of public requests.
- Maintaining service levels, given a significant increase in the number of Council meetings.
- Department vacancies.
- Unforeseen extended periods of leave for key members of the department.

# CORPORATE SERVICES SERVICE AREAS

### PLANS FOR 2025

- Undertake a visual refresh to strengthen municipal identify and foster community pride.
- Launch, monitor and maintain the new website.
- Officially launch the Public Inquiry System, followed by a dedicated period for public feedback and engagement.
- Continued Communications Strategy implementation (Council Strategic Initiative).
- Maintain service level standards department-wide, including meetings and communications.
- Review of Committee and Commission Terms of Reference and best practice to enhance governance and operational efficiency.
- Procedure Bylaw review.
- On-boarding new staff (vacant position).
- Comprehensive review of Town policies.
- Organization-wide privacy training.

### LOOKING AHEAD: 2025-2028 KEY PROJECTS AND INITIATIVES

- Foundational records management work (2025).
- Implementation of an Electronic Records Management System (2028 or beyond).

### **BUDGET SUMMARY**

The Corporate Services Department budget is forecast to increase by \$28,200 or 2% which results from increases to remuneration and benefits, and insurance.

Corporate Services - Operati	ng B	udget							
Payanua		2022	2023	2024	2024	2025	(	Change	Change
		Actuals	Actual	Projected	Budget	Budget		\$	%
Operating Expenses									
Corporate Services	\$	619,502	\$ 688,689	\$ 816,989	\$ 803,200	\$ 816,400	\$	13,200	2%
Communications		50,156	55,847	51,933	75,000	75,000		-	0%
Legal		103,029	162,147	166,436	150,000	150,000		-	0%
Risk Management		173,265	212,825	231,539	220,000	235,000		15,000	7%
Elections		29,115	-	-	10,000	10,000		-	0%
Total Operating Expenses	\$	975,067	\$ 1,119,507	\$ 1,266,898	\$ 1,258,200	\$ 1,286,400	\$	28,200	2%
Net Property Taxes Required	\$	975,067	\$ 1,119,507	\$ 1,266,898	\$ 1,258,200	\$ 1,286,400	\$	28,200	2%

1. Increase due to annual wage and benefit increases

2. Increase in insurance premiums

# CORPORATE SERVICES SERVICE AREAS

### STRATEGIC INITIATIVES

Strategic Initiatives identified during the Council Strategic Planning sessions for 2025 include a comprehensive policy review, records management, and start of the visual identity refresh.

	2025	2026	2027	2028	2029
Corporate Services					
Records Management	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Comprehensive Policy Review	60,000	-	-	-	-
Visual Identity Refresh	30,000	20,000	50,000	50,000	-



-May

# COMMUNITY PARTNERSHIPS & EVENTS

# **SERVICE AREAS**

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

### **COMMUNITY EVENTS**

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

The Town, along with many community partners and event organizers work together to hold special events. The following is a list of events the Town is involved in for 2025:

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

### COMMUNITY PARTNERSHIPS AND EVENTS OPERATING BUDGET SUMMARY

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

Community Partnerships and Events Op	pera	ting Budge	t								
Revenue		2021 Actuals		2022 Actual	2023 Actual	2024 Budget	2025 Budget		Change \$	Change %	
Grants and Requisitions Other	\$	539,392 82,825	\$	561,928 81,980	\$ 619,686 79,395	\$ 715,300 81,000	\$ 747,800 81,000	\$ \$	32,500 -	5% 0%	1
Total Revenue	\$	622,217	\$	643,908	\$ 699,081	\$ 796,300	\$ 828,800	\$	32,500	4%	
Operating Expenses											
Community Events Chamber of Commerce & PQ Tourism Assoc. Museum Library	\$	46,593 65,500 103,073 539,298	\$	129,976 85,500 109,495 562,522	\$ 122,299 73,058 128,329 619,717	\$ 162,800 83,000 115,300 715,300	\$ 163,200 83,000 115,300 747,800	\$	400 - - 32,500	0% 0% 0% 5%	1
Total Operating Expenses	\$	754,464	\$	887,493	\$ 943,403	\$ 1,076,400	\$ 1,109,300	\$	32,900	3%	
Net Property Taxes Required	\$	132,247	\$	243,585	\$ 244,323	\$ 280,100	\$ 280,500	\$	400	0%	

1. Vancouver Island Regional Library 2025 levy increases by 5%



# HUMAN RESOURCES SERVICE AREAS



# **HUMAN** RESOURCES

The Human Resources Department (HR) provides leadership and expertise to ensure the Town remains a competitive employer. A key priority is to foster a culture which attracts and retains excellent staff ensuring taxpayers, business owners and visitors continue to receive high quality municipal services.

Our employees are the Town's most valuable resource and are at the core of everything we do. Human Resources is steadfast in its dedication to establishing a setting where every member of the Town of Qualicum Beach team experiences a sense of worth, support, and respect. The Human Resources team delivers services that are consistent, transparent and demonstrate exemplary customer service.

HR is a service department to all other Town departments providing internal support in the following areas:

- Careers recruitment, selection, and retention
- Employee relations
- Labour relations
- Occupational Health and Safety
- Employee Training, Development and Wellness
- Organizational Planning
- Employee recognition and engagement

### **KEY POLICIES AND PLANS**

- Labour Code
- CUPE Collective Agreement
- Employment Standards Act
- Workers Compensation Act
- Training and Development Annual Plan
- Occupational Health and Safety (OHS) Regulation
- Respectful Workplace Policy
- CUPE Collective Bargaining negotiations

HUMAN RESOURCES

**SERVICE AREAS** 

### DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Human Resources, and supported by an HR and Safety Coordinator.



### **KEY INDICATORS**

In 2024, the Human Resources Department continued to improve its service levels, with a strong emphasis on compliance with WorkSafeBC regulations, recruitment, employee and labour relations, as well as training and development initiatives.

Key Activity Levels		2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Forecast
Recruitment & Selection		19	15	25	27	TBD
Training & Development	Courses scheduled (external)	NEW	NEW	4	11	8
	Courses scheduled (internal) Registrations	NEW NEW	NEW NEW	1 152	2 265	TBD TBD
WorkSafeBC files	TimeLoss/ Healthcare/ Report Only	7	5	16	10	TBD
Investigations		8	4	12	7	TBD
RTW Disability	WSBC compensable injuries	NEW	NEW	NEW	2	TBD
Management	Non-compensable injuries	NEW	NEW	NEW	2	TBD

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

### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Continued efforts to enhance HR service levels, resulting in positive impacts on labour and employee relations.
- Continued the review and updates of the Health and Safety Program.
- Initiated development of the Return-to-Work Program.
- Successfully completed recruitment for all current year hires.
- Launched the Exempt Staff Compensation Review project.
- Provided Insights Training for staff.

### CHALLENGES

- Retirement of long-serving employees, with delays in replacement and transition.
- Potential for significant turnover over the next five years, as 38% of the workforce will be eligible for retirement by 2028 (based on a staff total of 70).
- Insufficient staffing resources to meet increasing service level demands.
- Challenges in attracting top talent and retaining skilled employees.
- Rising workplace injuries and associated costs, leading to higher WorkSafeBC premium rates.
- Lack of formal succession planning and leadership development programs.
- CUPE Collective Bargaining negotiations will create capacity pressures, making it difficult to balance organizational needs.

# HUMAN RESOURCES

**SERVICE AREAS** 

### PLANS FOR 2025

- Engage in CUPE Collective Bargaining negotiations.
- Continue developing a framework of programs, policies, and procedures to foster an innovative and agile workforce.
- Initiate the establishment of a succession planning program.
- Develop workforce and leadership training initiatives.
- Continue launching recruitment and retention strategies to ensure consistent, high-standard delivery of municipal services.
- Strengthen the safety culture with a focus on injury prevention and the further development of the Return-to-Work Program.
- Introduce initiatives to enhance employee morale, foster a sense of belonging and loyalty, and improve retention and productivity.

### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

- Clear, long-term HR vision with success factors identified.
- Implementation of the Return-to-Work framework.
- Employer of Choice initiatives towards "Employer of Choice" designation.
- Succession planning initiatives and focused training and development programs.

### **BUDGET SUMMARY**

The Human Resources department budget is forecast to increase by \$136,200 or 43% as a result of the conversion of Health and Safety Coordinator position from temporary to permanent status and increase in contracted services.

Expenses for CUPE Contracting provision and temporary positions are funded from surplus and revenue/expenditure variances should offset. Variance is due to Health and Safety Coordinator position being converted to permanent status and funded from taxation.

Human Resources - Operating Budg	jet							
		2022	2023	2024	2024	2025	Change	Change
		Actuals	Actual	Projected	Budget	Budget	\$	%
Transfer from Accumulated Surplus	\$	-	\$ -	\$ 105,400	\$ 105,400	\$ 157,600	52,200	50%
Transfer from Reserves		-	-	-	-	20,000	20,000	0%
Total Revenue	\$	-	\$ -	\$ 105,400	\$ 105,400	\$ 177,600	\$ 72,200	69%
Operating Expenses								
Human Resources	\$	153,825	\$ 311,081	\$ 350,205	\$ 419,200	\$ 607,600	\$ 188,400	45%
One Time Projects		-	-	-	-	20,000	20,000	0%
Total Operating Expenses	\$	153,825	\$ 311,081	\$ 350,205	\$ 419,200	\$ 627,600	\$ 208,400	50%
Net Property Taxes Required	\$	153,825	\$ 311,081	\$ 244,805	\$ 313,800	\$ 450,000	\$ 136,200	43%

1. Budget provision for HR Specialist position and one time CUPE contract negotiation costs funded from accumulated surplus

2. HR Specialist position and contract services

3. Employer of Choice reclassified from Strategic Initiatives to Operating Budget



### FINANCIAL SERVICES

The Finance team is responsible for the overall management of the financial affairs of the municipality and provides accounting and audit services for over \$42 million in annual expenses and revenues including the following:

- Coordinating the annual financial planning (budget) and long-term financial planning processes.
- Supporting departments with financial analysis and strategic advice
- Processing accounts payable for over 4,000 invoices annually.
- Processing bi-weekly payroll for 60-70 staff members and 25-30 Paid-on-Call Firefighters.
- Maintaining benefits records for over 55 staff.
- Purchasing and procurement.
- Administrating Permissive Tax Exemptions.
- Investment management.
- Developing financial policy.
- Preparing financial statements which are audited by an independent auditing firm.
- Adherence to new and existing standards for financial reporting.
- Processing revenue including property taxes, utility billing, dog tags and business licences.
- Producing 5,100 tax notices annually.
- Producing over 9,500 utility bills twice annually, mailed out to residents in May and October.
- Managing pre-authorized property tax installments.
- Invoicing miscellaneous accounts receivable.

#### **KEY POLICIES AND PLANS**

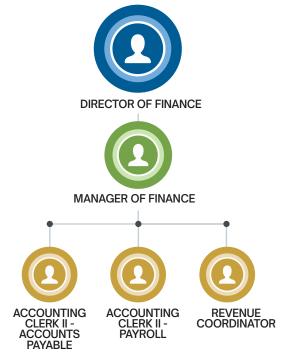
- Purchasing Policy
- Social Procurement
- Tangible Capital Asset Policy and Municipal Asset Management Policy
- Asset Management Strategy
- Disposal of Municipal Assets

### FINANCIAL SERVICES

**SERVICE AREAS** 

#### DEPARTMENT STAFF AND STRUCTURE

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



#### **KEY INDICATORS**

In 2024, finance activity levels were increasing due to higher volume of invoices and increases in staffing levels.

Key Activity Levels		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Forecast
Property Taxation	Collections (Million)	21.9	22.6	23.7	24.6	TBD
	Tax Notices Issued	4,940	4,947	4,955	4,986	4,990
	Property Tax Deferments	621	680	685	681	685
Payroll	Paystubs Issued	1,899	1,915	1,930	1,994	2,120
Utility Billing	Bills Issued	9,551	9,613	9,650	9,679	9,685
Accounts Payable/Receivable	Invoices Processed	4,160	4,400	4,500	5,052	5,100

Service Plan		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Forecast
Payroll	Processed on time	Achieved	Achieved	Achieved	100%	100%
Tax Notices	Mailed on time	Achieved	Achieved	Achieved	100%	100%
Utility Bills	Processed on Time	Achieved	Achieved	Achieved	100%	100%
Five Year Financial Plan	Prepared on Time	Achieved	Achieved	Achieved	On Time	On Time
	GFOA Standard achieved	n/a	New	In progress	Achieved	TBD
Financial Statements	Prepared on time	Achieved	Achieved	Achieved	On Time	On Time
	Unqualified Audit Report	Achieved	Achieved	Achieved	Achieved	Achieved

### FINANCIAL SERVICES

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Earned the Government of Financial Officers Association Distinguished Budget presentation award for the 2024-2028 Financial Plan.
- Improved financial reporting through robust quarterly reporting.
- Continued improvements in transparency by creating clear linkages to the Financial Plan and Strategic Plan.
- Advanced Asset Management with introduction of an Asset Replacement Financing Strategy.
- Enhanced financial monitoring tools for managers and directors to track, and compared budgeted and actual results.
- Supported key roles in 2025 Strategic Planning process.
- Further improvements to new budget presentation and process using GFOA Distinguished Budget Presentation Award approach.
- Prepared the Consolidated Financial Statements in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board and the Chartered Professional Accountants of Canada.
- Maintained a system of internal controls to safeguard Town assets.

#### CHALLENGES

• Current staffing capacity is not aligned with enhanced levels of service provided by the Finance Department beginning in 2023. This challenge resulted in reduced time available to execute workplan projects in 2024. Additional resources will need to be considered by Council in a future year to maintain these enhanced levels of service going forward.

#### PLANS FOR 2025

- Update Procurement Policy and purchasing approach.
- Review Town Staff Benefits Program in partnership with the Human Resources Department.
- Review and update the Finance Department policies where required.
- Automation of Accounts Payable processes to accommodate Electronic Funds Transfer as a payment option.
- Review user rates and parcel taxes for water and sewer.
- Improve GIS asset dataset information.

#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

- Connect the annual budget process to service levels with greater transparency.
- Implement the Asset Management Strategy by developing a long-term Financial Plan for asset replacement.
- Continue to improve purchasing and procurement approaches.
- Prepare a long-term Capital Plan.
- Process improvements that include: online payments; electronic billing; self-serve capability; and automation of processes.

1 2

#### **BUDGET SUMMARY**

The Finance department budget is forecast to increase by \$20,200 or 3% as a result of increased wage and benefits, and provision for audit services.

Finance Operating Budget													
Funding		2022 Actuals		2023 Actual	F	2024 Projected		2024 Budget		2025 Budget	(	Change \$	Change %
Operating Expenses													
Finance	\$	539,067	\$	563,026	\$	595,547	\$	629,000	\$	646,200	\$	17,200	3%
Audit		26,500		36,030		40,660		35,000		38,000		3,000	9%
Total Operating Expenses	\$	565,567	\$	599,056	\$	636,207	\$	664,000	\$	684,200	\$	20,200	3%
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Net Property Taxes Required	\$	565,567	\$	599,056	\$	636,207	\$	664,000	\$	684,200	\$	20,200	3%

1. Wage and benefits increases

2. Contract for Audit Services

#### STRATEGIC INITIATIVES

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

	2025	2026	2	027	2	2028	2	029
Finance								
Implement and Operationalize Asset Management Strategy & Plan	\$ 27,000	\$ -	\$	-	\$	-	\$	-

### FISCAL SERVICES

### FISCAL SERVICES

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

#### REVENUES

#### **INVESTMENT INCOME**

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

#### **RECOVERY OF COSTS**

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

#### RESERVES

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

#### GRANTS

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

#### **GROWING COMMUNITIES RESERVE**

Funding provided by the Provincial Government in 2023. Funding is anticipated to be allocated to eligible projects and exhausted in 2028.



**SERVICE AREAS** 

**SERVICE AREAS** 

#### EXPENSES

#### INTEREST TRANSFERRED TO RESERVES

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

#### **OPERATING RESERVES**

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

#### **CAPITAL RESERVES**

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

#### **BUDGET SUMMARY**

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

Fiscal Services Operating Budget								
Funding	2022 Actuals	2023 Actuals	2024 Projected	2024 Budget	2025 Budget	Change \$	Change %	
Investment Income	\$ 439,258	\$ 1,205,785	\$ 1,301,407	\$ 606,000	\$ 624,500	18,500	5%	1
Penalties and Interest	56,100	\$ 96,637	\$ 94,078	\$ 60,000	\$ 70,000	10,000	20%	2
Grant Funding	451,479	\$ 471,343	\$ 487,000	\$ 451,000	\$ 451,000	-	0%	
Other Revenue	33,201	\$ 44,885	\$ 16,203	\$ 30,000	\$ 34,000	4,000	13%	
Proceeds on Disposition of Assets	4,185,547	\$ 29,816	\$ 127,700	\$ -	\$ -	-	0%	
Labour Recovery from Utilities	473,406	548,000	548,000	548,000	548,000	-	0%	
Equipment & Administration Recovery from Utillities	1,140,000	1,156,000	1,156,000	1,156,000	926,500	(229,500)	-20%	3
Total Funding	\$ 7,918,992	\$ 3,552,465	\$ 3,730,388	\$ 2,851,000	\$ 2,654,000	\$ (197,000)	-3%	
Operating Expenses								
Other Expenses	\$ 15,776	\$ 49,066	\$ 38,025	\$ 26,000	\$ 26,000	\$ -	0%	
Debt Servicing	501,997	\$ 681,544	\$ 1,056,804	\$ 1,235,200	\$ 1,178,200	\$ (57,000)	-8%	4
Transfer to Operating Reserves	847,250	\$ 279,000	\$ 275,000	\$ 275,000	\$ 140,000	\$ (135,000)	-54%	5
Transfer to Water Fund	302,580	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ -	0%	6
Transfer to Capital Reserves	5,595,242	\$ 6,178,763	\$ 3,092,800	\$ 2,892,800	\$ 2,663,000	\$ (229,800)	-4%	7
Total Operating Expenses	\$ 7,262,845	\$ 7,273,373	\$ 4,547,629	\$ 4,514,000	\$ 4,092,200	\$ (421,800)	0%	

1 Increase in budget provision reflective of market conditions of higher interest rates impacting investment earnings. Investment earnings are credited to Reserve Funds.

2 Budget increase reflects anticpated interest on late property tax payments due to increased interest rates.

3 Recovery from water/sewer utilities for equipment and administration.

4 Acquistion Fire Ladder Truck in 2023 funded through short term debt to be repaid within 5 years. Debt Servicing costs are funded from Asset Replacement Reserve in 2025. In years 2026 - 2028 the Equipment Loan debt servicing costs are funded using savings from the retired Fire Hall debt.

5 Contribution to Strategic Initiatives Reserve and to Reserve for Tree Replacement

6 Repayment of borrowing from Water Utility

7 Reserves Contribution (Community Works, Asset Replacement and Asset Investement Reserves). 2023 included one time contribution to Community Growth Reserve Fund.

# INFORMATION TECHNOLOGY

### **SERVICE AREAS**



# **INFORMATION** TECHNOLOGY

The Information Technology (IT) team serves as the technological backbone of the Town, ensuring that networks, IT infrastructure, and information systems remain secure and effective. The team manages information and database systems, develops and implements innovative technological solutions, and enhances data analytics by creating accurate dashboards. It supports office and field applications for asset management, facilitates integrations, and drives automation to improve operational efficiency. Additionally, the team maintains a comprehensive Geographic Information System (GIS) and supports GIS-powered web and mobile applications

#### SERVICES ARE PROVIDED IN SIX AREAS:

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

#### **KEY POLICIES AND PLANS**

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

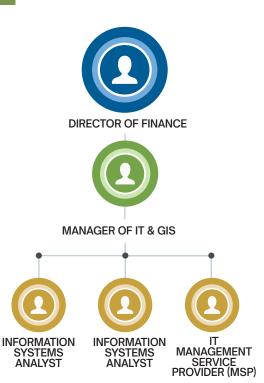
#### DEPARTMENT STAFF AND STRUCTURE

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

#### **KEY INDICATORS**

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

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



**SERVICE AREAS** 

Key Activity Levels		2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Forecast
Staff Complement	IT Department FTE	3	3	3	3	3.2
-	Helpdesk requests Total	1299	1440	1921	1749	1850
Helpdesk	Supported by Town IT	882	669	1020	908	960
	Supported by RBS MSP	417	771	901	841	890
Software Supported	Business Applications/	20	71	115	178	220
Software Supported	Platforms/Dashboards	20	7.1	115	170	220
	Servers	14	15	16	16	16
	Virtual Desktops	2	4	6	6	6
	Computers/Laptops/Tablets	179	157	140	150	160
Hardware Supported	Printers	29	31	32	32	33
Inaldware Supported	Mobile Data Plan Enabled	67	78	77	85	90
	Devices				00	
	Landline Phones	70	70	70	85	85
	CCTV Cameras	28	28	28	33	35
	Firewalls	2	2	2	2	4
	Switches	30	31	31	31	31
Network Equipment Supported	Routers	22	14	15	17	19
	Wireless Access Points	22	23	24	24	26
	Fibre Optics Cable	7.1km	7.1km	7.1km	7.1km	7.1 km
Server Data Storage Capacity	x Terabytes	38.5	38.5	38.5	51.46	51.46
Email	Mailboxes Supported	113	139	158	175	190
GIS	Datasets Supported	150	150	270	330	350
Network Connected	99.9% Uptime	Achieved	Achieved	100%	100%	100%
Internet Connected	99.9% Uptime	Achieved	Achieved	100%	100%	100%
Data Backups Completed	Weekly	Achieved	52	52	52	52
Core applications up to date	Updates completed on time	95%	95%	95%	95%	95%

### INFORMATION TECHNOLOGY SERVICE AREAS

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Honoured with the "Spirit of Innovation Award" at the Municipal Information Systems Association BC Fall Conference 2024 "Transforming Public Inquiry Workflow: Leveraging AI & Microsoft Power Platform," showcasing creative technological solutions to enhance public services.
- Developed and launched a new AI and automation-driven Public Inquiry System and form, enhancing the efficiency, processing time, and transparency of public inquiries.
- Implemented the Development Tracker for both public and internal use, including a public-facing development application web form to improve access to development-related information.
- Completed server expansion and relocation to ensure the security and performance of the Town's critical information systems and databases.
- Supported the Planning Department in the 2022 tree canopy analysis and tested a deep learning model to extract high-accuracy tree canopy data from LiDAR point clouds.
- Collaborated and assisted on the Town Website Redesign project, automating public document management processes to streamline the new website's operations.
- Coordinated the replacement of CCTV systems at the Airport and Town Hall, improving security and surveillance quality at both locations.
- Partially rolled out password management software to employees and devices to enhance cybersecurity.
- Replaced all end-of-support network equipment to ensure critical network infrastructure is up-to-date and fully supported.
- Researched and implemented new phone systems for the Emergency Operations Center (EOC) and Emergency Social Services (ESS).
- Enhanced online conferencing capabilities in multiple meeting rooms.
- Continued to improve Microsoft 365 compliance and security of digital records.
- Collected and published 2024 aerial imagery for public access and obtained oblique imagery, building footprints, and 3D mesh models.
- Drafted the Next Generation 911 (NG911) Request for Proposal (RFP) and are awaiting the Regional District of Nanaimo's NG911 agreement with TELUS and the Town.
- Developed additional GIS and asset management solutions across departments.
- Optimized existing dashboards and created new ones for effective business management, including:
  - Internal Finance Dashboard
  - Internal Public Inquiry Dashboard
  - Internal Work Requests Dashboard.

### INFORMATION TECHNOLOGY SERVICE AREAS

#### **CHALLENGES**

- Increasing demand for automated and cost-effective IT and GIS solutions across departments.
- Staff turnover.

#### PLANS FOR 2025

#### INFORMATION TECHNOLOGY (IT)

- Continue improving Microsoft 365 compliance and digital records security.
- Optimize existing dashboards and develop new ones to support effective business management and data-driven decision-making.
- Gradually introduce AI and automation-driven solutions to enhance operational performance.
- Replace end-of-support network equipment and IT devices to ensure they are current, licensed, and supported.
- Support departments with their technology needs and provide training to improve tech-literacy.
- Enhance the Town's network and server redundancy, pending budget approval.
- Fully transition to a cloud-based CCTV system using Canadian server infrastructure, pending budget approval.

#### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

- Completed in-house paper dispatch map books and map data collection workflows with Regional District of Nanaimo for Town's Emergency Services.
- Complete the migration from legacy web GIS to a new Enterprise GIS solution, subject to budget approval or IT staff availability.
- Complete the transition to NG911 (with UBCM grant) by aligning address and road data with NG911 standards.
- Develop additional GIS dashboards for asset management to support data-driven decision-making for asset management.
- Continue optimizing the processes for asset data entry and maintenance, particularly for converting record drawings and GPS survey data into the Town's GIS database.
- Enhance the GIS-powered applications or solutions based on staff and public feedback.

#### LOOKING AHEAD: 2026-2029 KEY PROJECT AND INITIATIVES

#### INFORMATION TECHNOLOGY (IT)

- Regular replacement and enhancement program for servers, network equipment, hardware, and software.
- Improve communication technology for better redundancy, support . administrative, operational and public inquiry processes.
- Enhance network security and redundancy to all facilities for robust network communications.
- Expand the use of automation and AI to optimize municipal operations and daily processes.
- Progressively support record management initiatives, including automation, administration, analytics, security, and compliance.

#### **GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

- Develop GIS-powered dashboards, automations, maps, and applications to enhance local government transparency, data-driven decision making, public engagement, and asset management, etc.
- Collaborate with the Infrastructure Services Department to complete storm drainage system data collection.
- Automate BC ONE CALL processes and digitize property service cards.
- Implement an Open Data portal.
- Conduct bi-annual ortho and oblique imagery projects in partnership with the City of Parksville.

#### **OPERATING BUDGET SUMMARY**

The Information Technology budget is forecast to increase by \$74,400 or 8%, largely due to increases in software licensing costs and managed IT support.

Information Technology Opera	ting E	Budget								
Operating Revenues		2022	2023	_	2024	2024	2025	Change	Change	
		Actuals	Actuals	P	rojected	Budget	Budget	\$	%	
Transfer from Reserves Grant Revenue	\$	-	\$ -	\$	26,000 -	\$ 26,000 -	\$ - 45,000	(26,000) 45,000	-100% 0%	
Total Operating Revenues	\$	-		\$	26,000	\$ 26,000	\$ 45,000	\$ 19,000	73%	
Operating Expenses										
Administration	\$	329,041	\$ 386,995	\$	387,449	\$ 433,000	\$ 435,000	\$ 2,000	0%	
Software Support		207,412	148,191		228,599	233,500	270,500	37,000	16%	
Hardware Support		118,785	87,740		78,529	83,000	99,000	16,000	19%	
Helpdesk		86,451	180,333		145,933	162,600	182,000	19,400	12%	
One Time Operating Projects		-	-		26,963	26,000	45,000	19,000	73%	
Total Operating Expenses	\$	741,688	\$ 803,260	\$	867,473	\$ 938,100	\$ 1,031,500	\$ 93,400	10%	
Net Property Taxes Required	\$	741,688	\$ 803,260	\$	841,473	\$ 912,100	\$ 986,500	\$ 74,400	8%	

- 1. Software licensing costs increased due to shift to subscription based licensing models tied to employee levels with annual renewals replacing one time purchase agreements
- 2. The increase in hardware support costs is attributed to the need for refreshing laptops and devices to maintain functionality and accommodate a rise in staffing levels
- 3. Increase in contract for managed IT support services
- 4. Transition to NG911



### POLICE SERVICES

### **SERVICE AREAS**



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

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

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

#### DEPARTMENT STAFF AND STRUCTURE

The Detachment has 39 regular members supported by 6 public service employees, 5 municipal employees. It has two victim services case workers, one Restorative Justice Coordinator and six guards/matrons. The Detachment Commander is a Staff Sergeant.

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

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

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#### **FRONTLINE POLICING**

Frontline Policing is divided into four watches, each with a Corporal in charge, who responds to the majority of the approximately 13,000 annual calls for service, traffic enforcement, bylaw and proactive policing initiatives. Most complex or sensitive investigations are handled by a four-member General Investigation Unit (GIU).

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

#### COMMUNITY POLICING

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

#### 2024 OCEANSIDE RCMP SUCCESSES

- Continued presence at many of special events held in the Oceanside area through the busy summer months.
- Replacement of end-of-service police vehicles within current funding allocations.
- Continued engagement and collaborations with community partners.
- Increased accountability with a new monthly check-in report to all Oceanside communities.
- Increased training for members with Arrowsmith Search and Rescue.
- Addition of one Municipal Employees and 1 Regular Member FTE to the team.
- Continued transition from Public Service Employees to Municipal Employees.

#### 2024 OCEANSIDE RCMP CHALLENGES

- Addressing increased demands from Provincial Crown Counsel dealing with new disclosure processes, new computer systems, and naming conventions.
- Implementing a disclosure policy for body-worn-cameras, and addressing increased demands on municipal staff to supply and redact disclosure requests.
- Updating necessary equipment and computer systems to replace outdated and retiring systems such as Tazer 7 and body-worn-cameras.
- Addressing the shortage of space in the current building and the parking lot which currently does not support the staffing levels with the addition of British Columbia Highway Patrol (BCHP).
- Substantial increase in mental health calls and the associated risks to the public and officers.

### POLICE SERVICES

### **SERVICE AREAS**

#### LOOKING AHEAD: 2025-2029 KEY PROJECTS AND INITIATIVES

- RCMP building repairs and upgrades, with security clearance processes and escort arrangement costs to be factored into overall project scope.
  Escorts and security clearances are the responsibility of the RCMP
  Detachment but are expected to be provided by our maintenance partners.
- Updated training plans and program outlines to support new RCMP enhanced systems. These include electronic disclosure changes to Provincial Crown Counsel, enhanced search and rescue training and a transition to ledger based disclosure.
- Installation of new audio/video equipment in the cell block to accommodate remand hearings from cells.
- RCMP vehicle updates including the use of a grant process to obtain a second Automated Licence Plate Reader (ALPR).
- Expanded parking lot to accommodate the addition of BC Highway Patrol (BCHP) to the building, requiring a Temporary Use Permit. Work to be completed in 2025.
- Requests to the Province and the Regional District of Nanaimo to increase the current full time members by a minimum of four over the next three years to meet the growing needs of our community, and to maintain current service levels.
- Continued transition from Public Service Employees to Municipal Employees through attrition.

### **OPERATING BUDGET SUMMARY**

The Police services budget is forecast to increase by \$130,000 or 9% which is primarily due to an increase in the contracted RCMP cost.

Police Services - Operating Budget									
Revenues	2022 Actuals		2023 Actuals		2024 Projected	2024 Budget	2025 Budget	Change \$	Change %
Sale of Services and Cost Recoveries Grants	\$ 3,385 48,711	\$ \$	3,200 41,000	\$	2,945 42,000	\$ 3,000 50,000	\$ 3,000 50,000	-	0% 0%
Total Revenues	\$ 52,096	\$	44,200	\$	44,945	\$ 53,000	\$ 53,000	\$ -	0%
Operating Expenses									
RCMP Contract Civilian Support	\$ 1,114,423 128,699	\$	1,180,135 130,556	\$	1,145,268 145,221	\$ 1,402,000 172,000	\$ 1,606,700 97,300	\$ 204,700 (74,700)	15% -43%
Total Operating Expenses	\$ 1,243,122	\$	1,310,691	\$	1,290,489	\$ 1,574,000	\$ 1,704,000	\$ 130,000	8%
Net Property Taxes Required	\$ 1,191,026	\$	1,266,491	\$	1,245,544	\$ 1,521,000	\$ 1,651,000	\$ 130,000	9%

- 1. RCMP contract for eight full time officers and contracted public service employees
- 2. Public service employee, employed by the Town of Qualicum Beach



### FIRE RESCUE

Qualicum Beach Fire Rescue provides prevention, suppression, medical, and rescue services to the Town of Qualicum Beach and over 1,600 residents of Electoral Area G. The 33.5 km<sup>2</sup> area that the Department protects includes a freeway with interchange, care facilities, schools, multi-family buildings, wildland interface, and single-family homes. The four services that the department provides are as follows.

#### **FIRE PREVENTION**

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

#### FIRE SUPPRESSION

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

Each year there are large or complex incidents that require more resources than an individual fire department can

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

#### **MEDICAL CARE**

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

#### **RESCUE SERVICES**

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

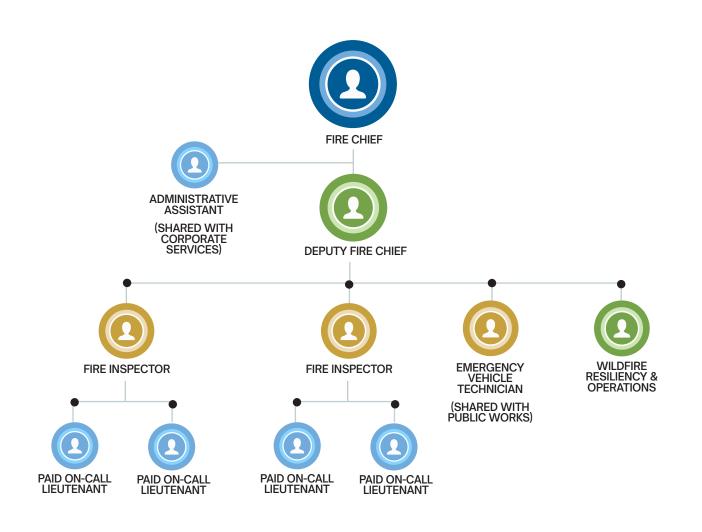
**SERVICE AREAS** 

#### **KEY POLICIES AND PLANS**

- WorkSafe BC Regulation Part 31
- British Columbia Structure Firefighter Minimum Training Standards
- Fire Services Act
- British Columbia Fire Code

#### DEPARTMENT STAFF AND STRUCTURE

The department consists of a Fire Chief, Deputy Fire Chief, Wildfire Resiliency and Operations, two Paid-on-Call Captains/Fire Inspectors, an Emergency Vehicle Technician, a part-time Administrative Assistant, and between 25 and 30 Paid-on-Call Firefighters.



#### **KEY INDICATORS**

In 2024, Qualicum Beach Fire Rescue responded to 340 incidents, and call volumes for 2025 are forecast to be similar to 2024. The number of public education sessions and public events is expected to increase in 2025 with a focus on community outreach and FireSmart activities. In 2025 Paid-on-Call Firefighter recruitment is expected to bring in six new members which is an increase from 2024.

Key Activity Levels	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Forecast
Staff Complement including admin support	3.5	4.5	4.5	5.5	6.5
Paid on Call Firefighters	22	29	31	31	31
Fire Prevention Inspections	262	436	388	400	400
Public Education Sessions	6	5	9	10	15
Public Events	7	47	31	40	50
Department Personnel Training Hours	5,539	4,927	6,097	6, 100	6100
Mutual / Automatic Aid Responses	38	24	14	20	25
FireSmart Assessments	-	-	-	6	30

	2021	2022	2023	2024	2025
Emergency Response Indicator Levels	Actual	Actual	Actual	Projected	Forecast
Aircraft Related Emergencies	0	1	0	1	0
Alarms	63	72	77	90	90
Beach/Bush/Misc Outside	49	32	46	41	50
Hazardous Material	0	2	2	1	2
Medical First Responder	47	53	70	60	60
Motor Vehicle Incident	58	51	58	50	50
Natural Gas/Propane Incident	6	7	2	2	5
Other	30	36	13	44	40
Public Assistance	18	19	23	29	30
Rescue	6	5	3	2	3
Structure Fire	19	16	11	10	10
Structure Smoke	4	5	5	10	5
Total	300	299	310	340	345

FIRE RESCUE

### **SERVICE AREAS**

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Trained 2024 recruit class to "exterior operations level".
- Graduated 2023 recruit class to "interior operations level" and National Fire Protection Association (NFPA) 1001 Professional Fire Fighter certification.
- Increased community outreach and recruitment with regular attendance at weekly markets and public events.
- Built a succession and professional development plan for staff and Paid-on-Call firefighters.
- Developed a Community Wildfire Resiliency Plan with fuel management plans for key areas.
- Created an online Member page for resources and member engagement.

#### **CHALLENGES**

- Maintaining and increasing the number of Paid-on-Call Firefighters.
- Balancing fire service duties and work-life responsibilities for Paid-on-Call Firefighters.
- Retention of current skills and demand for new skills for Paid-on-Call Firefighters.

#### PLANS FOR 2025

- Continue with the review and revision of Operations and Training Operational Guidelines and Policies.
- Review new Province of *British Columbia Fire Safety Act* to ensure compliance.
- Increase FireSmart outreach at public events and through FireSmart Assessments.
- Review Community Wildfire Resiliency Plan and implement recommendations.
- Complete research for New Tender Apparatus to maintain Superior Tender Shuttle Rating.

#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

- Develop a Fire Department Strategic Plan.
- Review staffing to ensure it supports the Paid-on-Call fire service model and community, along with the type and number of emergency incidents.
- Certify members to the National Fire Protection Association (NFPA) 1006 Rope and Confined Space Rescue Technician level.
- Certify members to NFPA 1002 Emergency Vehicle Operator level.
- Assess current recruitment initiatives to ensure retention is maintained and increased.

**SERVICE AREAS** 

#### **OPERATING BUDGET SUMMARY**

The Fire Rescue Budget is forecast to increase by \$220,000 or 20%. This increase results from the FireSmart/Wildfire Resilience position, benefits for Paid-on-Call firefighters, and overall wage and benefit increases.

Fire Rescue Operating Budget								
Revenue	2022 Actuals	2023 Actuals	2024 Projected	2024 Budget	2025 Budget	Change \$	Change %	
Grants and Other Fire Services	\$ 214,100 5,302	\$ 217,604 23,640	\$ 224,720 24,451	\$ 215,000 15,000	\$ 290,700 18,000	\$ 75,700 3,000	35% 20%	1
Total Revenue	\$ 219,402	\$ 241,244	\$ 249,171	\$ 230,000	\$ 308,700	\$ 78,700	34%	
Operating Expenses								
Fire Administration	\$ 574,004	\$ 613,769	\$ 624,792	\$ 647,400	\$ 918,000	\$ 270,600	42%	2
Fire Operations	415,892	452,470	511,415	580,600	579,200	(1,400)	0%	
Training	64,690	97,973	85,969	105,000	110,500	5,500	5%	
One Time Operating Projects	-	-	-	-	24,000	24,000	0%	3
Total Operating Expenses	\$ 1,054,587	\$ 1,164,211	\$ 1,222,177	\$ 1,333,000	\$ 1,631,700	\$ 298,700	26%	
Net Property Taxes Required	\$ 835,185	\$ 922,967	\$ 973,006	\$ 1,103,000	\$ 1,323,000	\$ 220,000	20%	

1. RDN contract for recovery of shared fire protection services and FireSmart grant

- 2. New FireSmart/Wildfire Resilience position, and Paid-on-Call Firefighter benefits
- 3. FireSmart grant additional projects

#### STRATEGIC INITIATIVES

	2025	2026	20	27	2028	2029
Fire Rescue						
Fire Department Strategic Plan	\$ -	\$ 50,000	\$	-	\$ -	\$ -
Retired Engine 2 - Control Operation Usage	-	-		-	10,000	-



### **SERVICE AREAS**



# **PLANNING,** COMMUNITY DEVELOPMENT, AND EMERGENCY SERVICES

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

Advancing sustainability initiatives and preserving a high quality of life for the Town's residents are core goals of the Planning and Community Development team. The team is tasked with planning for the future, preparing for the unknown, and working with Town bylaws to protect community health, safety and the environment. Planning advises Council on the future of the community and how to develop plans, bylaws and policies that change to advance long-term sustainability goals.

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

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

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

# **SERVICE AREAS**

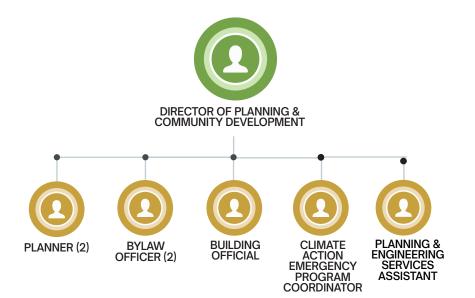
#### **KEY POLICIES AND PLANS**

- Official Community Plan / Sustainability Plan
- Waterfront Master Plan
- Community Climate Change Adaptation Plan
- Urban Forest Master Plan
- Zoning Bylaw, Sign Bylaw, Building Bylaw
- Pesticide Use, Noxious Weeds and Grasses Bylaws
- Traffic Bylaw
- Development Cost Charges Bylaw
- Animal Control Bylaw

- Business Licensing and Regulation, Mobile
   Vending, Sidewalk Café and Regulation Bylaws,
   Municipal Ticketing Information, Noise Control,
   Unsightly Premises, Public Nuisances and
   Disturbances on a Highway or Public Place
- Emergency Program Bylaw
- Smoking Regulation Bylaw
- Youth and Young Families Retention and Attraction Strategy
- Tree Protection Bylaw

#### DEPARTMENT STAFF AND STRUCTURE

The Department is comprised of a Director of Planning and Community Development with support from two Planners, a Bylaw Officer, a Building Official, a Climate Action/Emergency Program Coordinator, and a Planning and Engineering Services Assistant.



#### PLANNING SERVICES

Key Activity Levels	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Forecast
Employees	2	2	3	4	4
OCP Amendment Process Completed	1	1	0	1	1
Zoning Amendment Process Completed	7	4	2	1	4
Development Permit	5	3	4	2	4
Development Variance Permit	5	4	8	5	5
Subdivision Approvals	4	5	3	3	2
Temporary Use Permits	1	2	1	0	2
Board of Variance Decision	4	4	2	1	2
Council Memos (Open)	72	60	59	70	70
Council Open Motions Completed	81	80	89	80	90

#### **BUILDING SERVICES**

Key Activity Levels		2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Forecast
Employees		1	1	1	1	1
Residential Permits	New SFD Units	27	23	17	20	20
	Suite or Garden Suites	14	11	15	12	14
	Multi Residential Units	34	0	68	20	20
	Net New Units	75	34	100	52	60
	Renovation/Addition \$\$	4,198,000	4,904,000	7,288,360	7,246,667	5,000,000
	SFD Value	17,552,000	15,488,000	14,685,000	8,433,333	7,000,000
	Multi Residential \$\$	7,534,000	18,000,000	20,714,572	22,000,000	5,000,000
Commercial	Dollars	2,997,000	1,832,000	3,409,000	1,326,667	1,500,000
Institutional	Dollars	75,000	3,500,000	0	349,333	500,000
Industrial	Dollars	25,000	475,000	0	0	0
Recreational	Dollars	25,000	0	0	41,333	1
Total Construction	Dollars	32,406,000	44,199,000	46,096,932	39,397,438	19,000,000
Total Permit Revenue	Dollars	242,215	178,346	338,115	253,500	190,000

#### **BYLAW COMPLIANCE**

Spring and summer were especially busy for bylaw compliance in 2024, conducting beach patrols to educate the public on-leash regulations as well as monitoring and cleanup of sites used by individuals experiencing homelessness.

Individuals living in vehicles remains heighten as previously indicated in 2022 and 2023, which resulted in more complaints and need for monitoring. Parking infractions have also been a major challenge in 2024.

Key Activity Levels	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Forecast
Requests for Service (Complaints)	754	599	768	700	750
Courtesy Notices Issues	65	57	136	150	120
MTI Infraction Tickets	154	81	37	40	100
Patrols	2,986	1,936	2,664	2,500	2,500

### **SERVICE AREAS**

#### **CLIMATE ACTION**

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

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

Key Activity Levels	2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Forecast
Climate Action Outreach (Persons engaged)	new	new	new	100	450
Municipal GHG Reduction in tCO2e (from 2023 baseline)	new	new	new	1.91	14.65

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Adoption of Zoning Bylaw No. 900, with a complete overhaul of the Town's zoning bylaw, and a major milestone in the multi-year implementation of the Provincial Housing legislation.
- Emergency Preparedness Expo hosted in Qualicum Beach.
- Official Community Plan Review Steering Committee re-commenced.
- Development Approvals Process Review grant project completed.
- Saahtlam Park Plan adopted.
- Exploration of policy options for short term vacation rentals.
- Accessibility Plan endorsed by Council.
- Emergency Management's Business Continuity Planning project completed.
- Skate Park Concept Design and Feasibility Study completed.
- Request for proposals issued for Skate Park Design/Build project.
- Bus Garage Conceptual Design and Mobility Study received by Council.
- Refinement of Tree Protection Bylaw appeal process.
- Pathways to Sustainable Development grant project advanced.
- Collaboration with Qualicum School District 69 to find long-term solutions for the Qualicum Commons.
- Helped secure several major grants.
- Soft-launched the Town's new Development Tracker online information system.

### **SERVICE AREAS**

#### **CHALLENGES**

- The Housing Statutes (Residential Development) Amendment Act 2023 and other associated legislation required a major portion of the Town's Planning Department resources in 2024.
- The Tree Protection Bylaw in 2023 continued to generate a high volume of inquiries and information requests.
- Bylaw Enforcement service levels are strained, especially during weekends or when the sole staff member is on vacation. Staff are unable to fully respond to the increasing requests due to limited capacity.
- Staff recruitment processes reduced Planning capacity, compounded by staff supporting other short-staffed departments.
- New provincial requirements for extreme weather response required multiple activations this year.

#### PLANS FOR 2025

- In response to provincial legislation, amend the Official Community Plan (OCP) to accommodate 20 years of projected housing growth.
- Complete the Quality of Life Survey in preparation for the OCP.
- Continued exploration of options and implementation of the Bus Garage
   Conceptual Plan.
- Skate Park construction is scheduled for 2025, pending future Council decision-making.
- Commence implementation of the Saahtlam Park Detailed Park Plan.
- Continued implementation of the Pathways to Sustainable Development grant project.

# FORMER ST. AND

#### Design Your Parl

vided to select your favourite park features and stick th y belong. Already a sticker there? Add another so we kr

#### POTENTIAL PARK FEATURES

- ADVENTURE PLAYGROUND: Play area for all ages
   NATURE PLAY AREAS: Play areas made of natural materials
   such as plants, long, water, sand, mud, and boulders
- EXERCISE EQUIPMENT: Stations for outdoor exercise
- BEACH VOLLEYBALL
- HORSESP
- BOCCE

- BRQ STATIONS: Charcoal gnils for summer cookouts
- SMALL AMPHITHEATER: For performances, wedd
- PUBLIC ART: Sculptures, rotating local artist displa
- NEW WASHROOM / CHANGEROOM FACILITIES:
- Accessible, sale, well lit
- meetings and events
  - PARK CONCESSION: Seasonal concession
    - AVAL TERSPORTS RENTAL: Stand-up pad

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### **SERVICE AREAS**



#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

- Identify land for a multipurpose performing arts/cinema
- Undertake a Seniors Activity Centre Expansion Needs Assessment
- Undertake a Park Inventory Prioritization Plan
- Undertake an Uptown Mobility Study Phase 2
- Undertake a robust Accessibility Plan "Whistler Village Style"
- Undertake an Accessibility Action Plan
- Improve accessibility to the foreshore
- Community Climate Change Adaptation Plan update and implementation
- Encourage residents to use fossil fuel-free power equipment
- Implementation of a Climate Mitigation Actions Matrix
- Review Form and Character Guidelines to advance climate change adaptation and mitigation
- Update the Urban Forest Master Plan
- Complete a Community Park Site Review (facilities & more)
- Complete an Accessory Dwelling Unit Design Template
- Review a Short Term Rentals Regulatory Framework
- Undertake Ravensbourne Affordable Housing Initiative Phases 1 & 2
- Complete a Wayfinding Signage Project Phase 1
- Update a Youth & Family Retention and Attraction Strategy
- Develop a Parking Management Strategy
- Other Effective (area based) Conservation Measures (OECM) Management Plan(s)
- Ongoing changes resulting from *Bill 44: Housing Statutes* (*Residential Development*) *Amendment Act 2023* including:
  - Official Community Plan review
  - 2026 Zoning Bylaw update
  - 2029 Housing Needs Assessment
  - Review of Servicing bylaws
  - Review of Development Cost Charges
  - Review of Community Amenity Contribution Policy

#### **OPERATING BUDGET SUMMARY**

The Planning Service net budget is forecast to decrease by \$15,700 as a result of the increase in the planning budget being offset by an increase in annual permit fee revenue.

#### Planning Services Operating Budget

r lanning bervices operating budg	jei								
Revenue		2022 Actuals	2023 Actuals	2024 Projected	2024 Budget	2025 Budget	Change \$	Change %	
Permit Fees Grants and Other Transfer from Accumulated Surplus	\$	182,933 375 -	\$ 226,839 975 -	\$ 281,070 192,625 -	\$ 183,000 192,900 -	\$ 207,000 1,000 103,400	\$ 24,000 (191,900) 103,400	13% -99% 0%	2
Total Revenue	\$	366,240	\$ 454,653	\$ 754,765	\$ 558,900	\$ 518,400	\$ (64,500)	-12%	
Operating Expenses									
Planning Building Inspection Bylaw Enforcement One Time Operating Projects	\$	286,733 114,177 110,831 -	\$ 364,380 126,197 119,475 -	\$ 420,277 113,242 125,445 -	\$ 415,100 123,000 124,700 191,900	\$ 425,000 121,400 228,100 -	\$ 9,900 (1,600) 103,400 (191,900)	2% -1% 83% -100%	
Total Operating Expenses	\$	511,740	\$ 610,051	\$ 658,964	\$ 854,700	\$ 774,500	\$ (80,200)	-9%	
Net Property Taxes Required	\$	145,500	\$ 155,398	\$ (95,801)	\$ 295,800	\$ 256,100	\$ (15,700)	-5%	

- 1. Increased development activity
- 2. 2024 represented a one-time grant from the Ministry of Housing Capacity Funding
- Increased resources for Bylaw Compliance services funded from Accumulated Surplus



#### **STRATEGIC INITIATIVES**

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

	2025	2026	2027	2028	2029
Planning					
Housing Announcement Implementation - Zoning Bylaw Upate &	\$ 10,000	\$ 20,000	\$ -	\$ -	\$ -
Legal Fees		\$ 20,000	φ -	φ -	φ -
Building Facilities Green House Gas (GHG Audit)	195,000	-	-	-	-
Pathways to Sustainable Economic Development in Qualicum	112,500	-	-	-	-
Beach - Grant Funded	,				
Planner Position - (Council Resolution - Reverts to Taxation	100,000	50,000	-	-	-
Funding mid 2026)	,	,			
Housing-focused Official Community Plan (OCP) Review -	60,000	-	-	-	-
Recommended Ways to Achieve "Affordable" Market Housing	50,000				
•	40,000	-	-	-	-
Tree Protection Bylaw Update Climate Action - Community Outreach and Support	40,000	- 15,000	- 15,000	- 15,000	-
Tourism and Small Business Promotion - (Council Discretionary			15,000	15,000	-
Decision Making)	10,000	10,000	-	-	-
Fleet Right Sizing & Electrification Policy - (Final Year of Mult-Year					
Budget)	5,000	-	-	-	-
Wayfinding Signage Phase 1	3,100	-	-	-	-
Amend Development Cost Charge Reduction Bylaw	2,000	-	-	-	-
Community Park Site Review (Facilities & more)	_,	50,000	-	-	-
Community Climate Change Adaptation Plan Update and					
Implementation	-	50,000	-	-	-
Parking Management Strategy Including Review of Off-street					
Parking and Reserve Fund Bylaw No.500.02, 2005 & Paid	-	42,000	-	-	-
Permitted Parking Plan for Uptown Businesses					
Accessory Dwelling Unit Design Template	-	30,000	-	-	-
Food Action Plan	-	30,000	-	-	-
Identify Land for a Multi-purpose Performing Arts / Cinema	-	30,000	-	-	-
Other Effective (area based) Conservation Measures (OECM)	-	10,000	10,000	-	-
Management Plan(s)		,			
Adopt a Bylaw to Prohibit Smoking in Parks and Trails	-	-	45,000	-	-
Encroachment Policy Review	-	-	30,000	-	-
Implementation of Climate Mitigation Actions Matrix	-	-	25,000	-	-
Encourage Residents to Fossil Free Power Equipment	-	-	10,000	-	-
Seniors Activity Centre Expansion - Needs Assessment	-	-	30,000 20,000	-	-
Short Term Rentals Regulatory Framework Ravensboure Affordable Housing - Phases 1 & 2	-	-	20,000	- 10,000	-
Park Inventory Priortization Plan	-	-	10,000	100,000	-
Review Form and Character Guidelines to Advance Climate	-	-	-		-
Change Adaptation and Mitigation	-	-	-	75,000	-
Uptown Mobility Study - Phase 2	-	-	-	50,000	-
Regulate Light Trespass	-	-	-	50,000	-
Robust Accessibility Plan "Whistler Village Style"					
, , ,	-	-	-	50,000	-
Update Youth & Family Retention and Attraction Strategy	-	-	-	50,000	-
Controlling Outdoor Cats	-	-	-	30,000	-
Commercial Centre Delivery Hours	-	-	-	20,000	-
Improve Accessibility to the Foreshore - Planning and Research	-	-	-	15,000	-
Update Noxious Weeds and Unsightly Premises Bylaws			_	15,000	
Dementia Friendly Community	-	-	-	5,000	-
Develop an Accessibility Action Plan	-	-	-	50,000	-
Urban Forest Master Plan – Update	-	-	-	-	40,000
e.e					.0,000

### **EMERGENCY** PROGRAM

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

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

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

Key Activity Levels		2021 Actual	2022 Actual	2023 Actual	2024 Projected	2025 Forecast
Staff		1	1	1	1	1
Volunteers (ESS & ECT)		New	53	45	50	42
Emergency Info Packages distributed	Upon request	New	504	160	160	160
Educational Sessions (NEP)	Upon request	New	-	7	7	7
Public information at special events		New	-	15	15	15
Training Hours (volunteer & staff)		New	75 (staff )	3,251	3,251	3,000
EOC Exercises		New	New	1	2	2
Warming center responses		New	New	New	1	2
Cooling center responses		New	New	New	4	4
Fire Smart Assessments	Upon request	New	-	5	6	6

#### **OPERATING BUDGET SUMMARY**

Emergency Program								
Funding	2022 Actual	2023 Actual	2024 Projected	2024 Budget	2025 Budget	Change \$	Change %	
Grants and Other	\$ -	\$ -	\$ \$ 28,942	\$ 100,000	\$ 55,000	\$ (45,000)	-45%	
Total Funding	\$ -		\$ 28,942	\$ 100,000	\$ 55,000	\$ (45,000)	-45%	
Operating Expenses								
Emergency Program	147,865	\$ 78,284	\$ \$ 147,215	\$ 152,900	\$ 154,300	1,400	1%	
One Time Operating Projects	-	-	28,942	100,000	55,000	(45,000)	-45%	
Total Operating Expenses	\$ 147,865	\$ 78,284	\$ 6 176,156	\$ 252,900	\$ 209,300	\$ (43,600)	-17%	I
Net Property Taxes Required	\$ 147,865	\$ 78,284	\$ 5 147,214	\$ 152,900	\$ 154,300	\$ 1,400	1%	

1. ESS Emergency Management Oceanside \$15,000; EMR Procurement Indigenous Engagement Program \$40,000 (fully grant funded).

# **SERVICE AREAS**

# MUNICIPAL OPERATIONS

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















# TRANSPORTATION

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

# DRAINAGE

The drainage system includes: 49.1 km of storm mains; 9.5 km of culverts; 1,600 catch basins; 915 maintenance-holes; 6.9 km of catch basin and service laterals; and 40 km of open ditches.

# PARKS

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

# **BUILDINGS AND FACILITIES**

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

# AIRPORT

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

# SEWER

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

# WATER

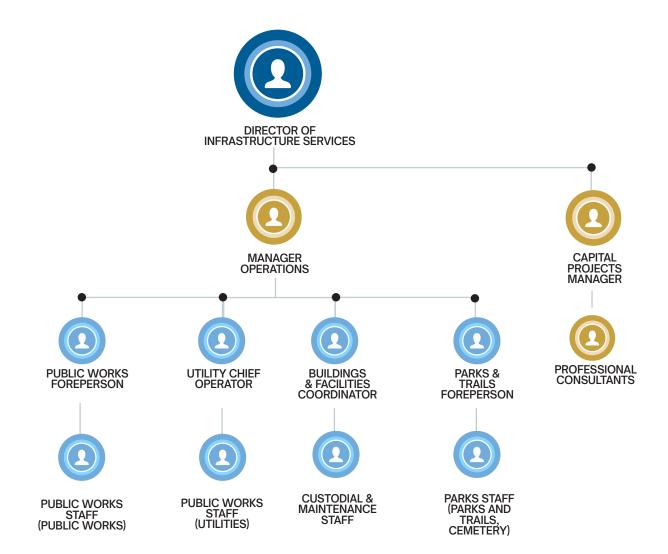
Water system infrastructure includes: nine groundwater wells; five reservoirs (Berwick (2), Village Way (1), Parks Yard (2); 108 km of water mains; and five booster stations (Berwick Road, Garrett Road, College Road, Hemsworth Road and Jones Street). More than 4,600 properties are metered and there are 451 fire hydrants.

### MUNICIPAL OPERATIONS

### **SERVICE AREAS**

#### **OPERATIONS DEPARTMENT STAFF AND STRUCTURE**

The department is led by the Director of Infrastructure Services, with support from a team of dedicated employees. There is a department total of 42.5 full-time employees which is supported by various third party professionals such as engineering consultants, archaeologists, planners and landscape architects.



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# **SERVICE AREAS**

#### **KEY POLICIES AND PLANS**

- Road Right-of-Way Opening
- Road Shoulders
- Snow and Ice Control
- Towing Contract
- Engine Idling
- Wood Chipping Program
- Sidewalk and Parking Lot Inspection and Maintenance
- Hydrant Maintenance
- Tangible Capital Assets

- Municipal Asset Management
- Special Events
- Offsite and Adjacent Works and Services
- Development Cost Charges Application
- Engineering Standards and Specifications
- Master Municipal Construction Documents
- Erosion and Sediment Control
- Sewer Connection and Regulation Bylaw
- Traffic Bylaw
- Tree Protection Bylaw
- Waterworks Rate and Regulation



# TRANSPORTATION AND DRAINAGE

#### **KEY INDICATORS**

Key Activity Levels		2021	2022	2023	2024	2025
Rey Activity Levels		Actual	Actual	Actual	Actual	Forecast
Employees		12	11	12	12	12
Sweeping	Sweep all raised curb, gutter, parking lots, roadside edges and traffic islands within one month after last freeze event	100%	100%	80%	80%	100%
Sweeping	Summer-Fall Sweep locations at least once per 30 days	100%	100%	60%	70%	100%
Sweeping	Sweeping Hours	287	350	210	245	350
Road Marking	Repaint road lines and markings by Sept 30 where more than 20% worn	100%	75%	80%	80%	80%
Road Marking	Line Painting Hours	864	350	900	400	400
Potholes and Patching	Hours	New	New	New	110	120
Mowing	Complete minimum of 2 passes at all locations and 3 at high profile locations beginning when grass reaches 300mm	100%	60%	100%	100%	100%
Shouldering	Shoulder defects of >75mm within 6 months, Highways within 60 days, with ponding within 30 days	100%	100%	80%	100%	100%
Mowing and Shouldering	Hours	1130	1100	800	1000	1000
Grading	Grade gravel areas requiring maintenance within 14 days - as per request	100%	100%	30%	50%	50%
Dust Control	Complete prior to May15 and then within 14 days of notification	100%	100%	100%	90%	90%
Winter Maintenance	Snow Plan standard cleared	100%	100%	100%	100%	100%
Winter Maintenance	Hours determined by conditions	1,533	850	1,200	1,000	1,000
Signs	Maintenance Hours	445	475	475	475	475
Signs (Reg & Warning)	Repaired with 24 hrs	100%	100%	100%	100%	100%
Streetlights	Arrange repairs by next business day	100%	100%	100%	100%	100%
Sidewalks	Maintenance Hours	777	-	650	800	800
Catch Basins	Cleaned every year - salt route	100%	100%	100%	100%	100%
Catch Basins	Maintenance Hours	426	300	300	300	600
Inspection Mainholes	Inspected	100%	100%	100%	100%	100%
Inspection Mainholes	Hours	New	New	80	80	80
Streetscape Garbage Receptacles	Serviced daily garbage route	100%	100%	100%	100%	100%
Streetscape Garbage Receptacles	Hours	1,906	1,850	1,850	1,850	1,850



### TRANSPORTATION

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

The transportation system includes 113 km of paved roads, 1 km of gravel roads, 9 km of sidewalks, over 3,700 signs, 581 municipal street lights, 554 BC Hydro lease lights, 2 roundabouts, and 2 traffic signal controlled intersections. There are 102 pedestrian crosswalks within the municipality, 14 of which include flashing beacons that are solar powered, and 6 that are hard wired.

The department is led by a Director of Infrastructure Services with management of the department by the Operations Manager and day to day coordination by the Foreperson of the transportation staff.

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

#### Safety

- Installed new Rectangular Rapid Flashing Beacon (RRFB) lights on the crosswalk for Jones St at Fern Rd West, and added overhead solar-powered streetlights.
- Installed new RRFB lights and a new crosswalk on Bennett Road at Sunrise Drive, and added overhead solar-powered streetlights.
- Added solar powered streetlights over the pedestrian crosswalk on Bennett Road at Cardinal Way.
- Installed a new raised crosswalk with RRFB lights on First Avenue West at Rye Road.
- Delineated a separated multi-use path on Harlech Road between Memorial Avenue and Fir Street.
- Upgraded the RRFB lights on Laburnum Road at Claymore Road.
- Installed bollards along two sections, totalling 298 metres, of the Highway 19A waterfront to prevent vehicles from parking and to protect pedestrians and cyclists.

#### Core Services/preventative maintenance

- Hosted a successful Public Works Open House.
- Retired the aged vac-truck and put a new higher capacity unit into service.
- Purchased the Town's first electric fleet pickup truck.
- In-house fabrication of an appliance skid for the new wildfire rescue unit.
- In-house fabrication of new large debris grates for Grandon Creek culvert inlet and Beach Creek culvert inlet.
- Identified and repaired 58 sidewalk defects through our annual inspection program.
- Crack sealed 15,000 meters of roadway cracks in the Chartwell subdivision.
- Milled and repaved Beach Road between Second Avenue and First Avenue.

#### **Capital Projects**

- Substantially completed the Bay Street Slope Stabilization project, with paving to be completed in 2025.
- Seacrest slope stabilization design in preparation for 2025 tendering and construction.
- Awarded the contract for the Highway 19A Phase II Waterfront Expansion project to expand parking and bicycle shoulders along the waterfront in 2025.

### MUNICIPAL OPERATIONS

**SERVICE AREAS** 

#### **CHALLENGES**

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

#### PLANS FOR 2025

- Continued implementation of Community Transportation Plan priorities.
- Implement accessibility improvements identified by the Town's Accessibility Advisory Team.
- Continued focus on core services and preventative maintenance.

#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

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



### DRAINAGE

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

The drainage system includes: 49.1 km of storm mains; 9.5 km of culverts; 1,600 catch basins; 915 maintenance-holes; 6.9 km of catch basin and service laterals; and 40 km of open ditches.

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

While fairly good knowledge is available on the condition and locations of the storm catch basins and maintenance-holes, more assessment is required to learn about the condition and locations of the storm pipe network system. Good information is currently known about approximately 70% of the drainage system.

#### DEPARTMENT STAFF AND STRUCTURE

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

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Repaired Harlech Road storm system.
- Removed excess accumulations of silt from caissons and box culvert. upstream of the Qualicum Beach Memorial Golf Club irrigation pond on Beach Creek.
- Performed ditch improvements and repairs on Judges Row as well as 800m throughout the town.
- Inspected 505 mainholes (50%) via annual two-year program and made minor repairs as necessary.
- Completed the Beach Creek Culvert Replacement project.
- Designed Grandon Creek confluence to improve hydraulics and replace aging infrastructure in preparation of grant applications and construction in the Five-Year Financial Plan.

# MUNICIPAL OPERATIONS

# **SERVICE AREAS**

#### **CHALLENGES**

- Absence of a Master Drainage Plan to identify key opportunities and challenges with the system, and opportunities to pass growth-related costs on to developers.
- Lack of contiguous drainage systems.
- Lack of existing storm systems data to inform asset management and growth decisions.
- Inadequate stormwater management prior to release in to fish bearing waterways.
- Illegal infilling of ditches resulting in larger and more costly drainage improvements to mitigate flooding.

#### PLANS FOR 2025

- Create a Master Drainage Plan to provide direction on growth, *Bill 44* and existing constraints and opportunities.
- Commence preliminary designs for larger capital projects, enabling timely applications for select grants.

#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

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

CAUTIO

NOITUAD

NOITUAD

ROAD

#### TRANSPORTATION AND DRAINAGE OPERATING BUDGET SUMMARY

The transportation and drainage budget is forecast to increase by \$175,800 or 6% in 2025. This is primarily as a result of wage and benefit increases and increased costs of contracted services for road painting and increases in costs of materials and supplies.

Transporation and Drainage Opera	ating							
Revenue		2022 Actuals	2023 Actuals	2024 Projected	2024 Budget	2025 Budget	Change \$	Change %
Fees	\$	5,020	\$ 270	\$ -	\$ 	\$ 	\$ -	0%
Cost Recoveries		85,125	78,237	35,206	52,000	45,000	\$ (7,000)	-13%
Total Revenue	\$	90,145	\$ 78,507	\$ 35,206	\$ 52,000	\$ 45,000	\$ (7,000)	-13%
Operating Expenses								
Transportation Administration		754,574	751,081	744,981	886,800	893,000	6,200	1%
Public Works Yard and Grounds		156,050	201,749	209,295	173,500	189,700	16,200	9%
Road Surfaces		102,058	139,593	155,468	183,800	183,900	100	0%
Road Painting		133,556	97,456	153,737	136,200	156,600	20,400	15%
Road Cleaning and Flushing		40,528	49,599	61,551	52,900	55,100	2,200	4%
Shouldering		98,389	50,555	144,629	119,600	117,500	(2,100)	-2%
Sidewalks		80,052	49,593	67,445	54,500	54,900	400	1%
Ditches		114,963	33,449	72,577	62,200	59,600	(2,600)	-4%
Storm Sewers		75,302	67,263	173,626	167,600	166,500	(1,100)	-1%
Snow and Ice		130,628	124,382	82,042	129,700	126,500	(3,200)	-2%
Signs		38,352	35,596	72,306	46,600	50,900	4,300	9%
Street Lighting Lease Fees		205,250	213,446	148,047	216,500	223,600	7,100	3%
Equipment		471,563	546,414	522,510	605,500	626,700	21,200	4%
Other		25,144	13,922	37,200	22,000	22,000	-	0%
Total Operating Expenses	\$	2,426,407	\$ 2,374,097	\$ 2,645,414	\$ 2,857,400	\$ 2,926,500	\$ 168,800	6%
Net Property Taxes Required	\$	2,336,262	\$ 2,295,590	\$ 2,610,208	\$ 2,805,400	\$ 2,881,500	\$ 175,800	6%

1. Wage and benefit increases

- 2. Supply chain materials and contract cost increases
- 3. Increase in costs related to fuel, parts, and labour

#### STRATEGIC INITIATIVES

	2025	2026	2	2027	2	028	2	2029
Transportation and Drainage								
Reconfiguration of Rail Crossing Traffic Controls	\$ 5,000	\$ -	\$	-	\$	-	\$	-
Asset Management - Natural Asset Consolidation (2/3 Grant Dependent)	-	-		30,000		-		-

# PARKS

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

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

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

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

- Christleton Park
- General Money Park
- Community Parks that contain six ball diamonds / soccer pitches / cricket pitch
- Glassford Square
- Grandon Creek Trail
- Heritage Forest
- Jubilee Park
- Miraloma Park
- Seacrest Park
- Saahtlam Park

#### **KEY POLICIES AND PLANS**

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

- Yambury Park
- Valhalla grounds
- Playgrounds at Community Park and Christleton Park
- BMX park
- Skate Park
- Tennis Courts
- Off-leash dog parks
- Rain Garden
- Seaside Nature Park
- Waterwise Garden

#### DEPARTMENT STAFF AND STRUCTURE

The Department is led by the Director of Infrastructure Services, with management of the department by the Manager of Operations, and day to day coordination by the Parks Foreperson, with support from employees.

#### **KEY INDICATORS**

Service Plan		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Forecast
Employees		11.8	11.8	12.2	12.9	14.9
Public inquiry/complaint (non urgent)	1 day response	New	100%	70%	85%	100%
Turf - Class 1 (Lawn) sports fields, high profile	Maintain at Service Level 1 (Well	100%	100%	100%	100%	100%
building sites in downtown core	groomed) or 2 (Groomed)	100 %	10070	100 %	100 /0	100 %
Turf - Class 2 (Grass) Large suburban sites, public areas, large facilities with park like conditions, industrial sites that are irrigated.	Maintain at Service Level 3 (Moderate) or 4 (Open Space/Play)	100%	100%	100%	100%	100%
Turf - Class 3 (Rough Grass) Rural sites, verges or runway, farms, highway rights-of-way, temporary grass. Not irrigated.	Maintin at Service Level 5 (Background and Natural) or 6 (Service and Industrial)	100%	100%	70%	85%	100%
Sports Fields (30,000 m2)	Mow once per week	100%	100%	70%	85%	100%
Garden Beds - Town Hall, Spirit Square, Friendship Garden annual bed, downtown planters and hanging baskets	Service Level 1 Well Groomed	100%	100%	70%	100%	100%
Garden Beds - Airport, Cemetery, Civic Centre, GM Park, Waterfront Park, Memorial Avenue Bike Path, Clock Tower Square and all other downtown core planting beds and traffic nodes	Service Level 2 Groomed	100%	100%	70%	100%	100%
Garden Beds - Firehall, Faye Smith Pavilion, Memorial and West Crescent Raingarden, Memorial South Roundabout, Village Way & Hwy 19A, Neighbourhood Cul de sacs	Service Level 3 Moderate	100%	100%	50%	80%	100%
Garden Beds - Established neighbourhood Cul de sacs and pumphouse locations	Service Level 4 Open Space/Play	100%	100%	20%	80%	100%
Garden Beds - Bio Retention planting bed, Miraloma Park west, Eagle Ridge Entrance north, Hemsworth Road along Heritage Forest	Service Level 5 Background and Natural Areas	100%	100%	50%	70%	100%
Garden Beds - Fern Road Public Works hedge	Service Level 6 Service and Industrial	100%	100%	75%	100%	100%
Trees - Downtown Core	Tree Service Level 1	New	100%	75%	100%	100%
Trees - Public Parks and Buildings	Tree Service Level 1	New	100%	75%	100%	100%
Trees - Memorial Avenue South	Tree Service Level 2	New	100%	75%	100%	100%
Trees - Neighbourhoods	Tree Service Level 3	New	100%	35%	100%	100%
Trees - Native and natural landscapes	Tree Service Level 4	New	100%	35%	100%	100%
Trails - Beachfront Walkway	Inspections Weeekly	New	60%	100%	100%	100%
Trails - Beachfront Walkway	Trail Service Level 1	New	75%	100%	100%	100%
Trails - Urban Hard Surfaces	Inspections Monthly	New	80%	75%	100%	100%
Trails - Urban Hard Surfaces	Trail Service Level 2	New	80%	80%	100%	100%
Trails - Urban Soft Surfaces	Inspections Every 2nd Month	New	75%	75%	100%	100%
Trails - Urban Soft Surfaces	Trail Service Level 3	New	80%	80%	100%	100%
Trails - Nature	Inspections twice per year	New	100%	100%	100%	100%
Trails - Nature	Trail Service Level 4	New	90%	90%	100%	100%
Wood Chipping	Spring and Fall Program Per Year	New	100%	100%	100%	100%
Playgrounds	Inspected each month	New	100%	100%	100%	100%
Graffiti	Removal or cover within 7 days	New	100%	100%	100%	100%
Waterfront Garbage Receptacles	Serviced Daily	New	100%	100%	100%	100%
Parks Garbage Receptacles	Serviced weekly	New	100%	100%	100%	100%
	Benches (Max 210)	200	200	227	227	227
	Picnic Tables (Max 35)	35	35	35	35	35
	Drinking Fountains	10	10	10	11	11
Irrigation Systems	Start up/winterize once per year	50	50	50	50	50

## MUNICIPAL OPERATIONS

# **SERVICE AREAS**

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Completed planting of Beach Creek Estuary on the foreshore.
- Completed Waterfront Viewing Platform & Walkway.
- Replaced Chartwell electrical kiosk.
- Removed Saahtlam Park bocce court under archaeological supervision.
- Completed department service review.
- Completed the pilot project using 'goatscaping' to clear laneways.
- Installed First Nations art piece in waterfront roundabout centre.
- Installed a bottle filling station at the beach bathrooms.
- Installed a bike repair stand outside the Chamber of Commerce building.

#### **CHALLENGES**

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

#### PLANS FOR 2025

- Resurface tennis courts.
- Replace rotting wooden staircase on Judges Row with new aluminum staircase.

#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

- Further implement Pollinator Pathways.
- Implement accessibility initiatives identified in the Accessibility Plan.
- Adopt a bylaw to prohibit smoking in parks and trails.

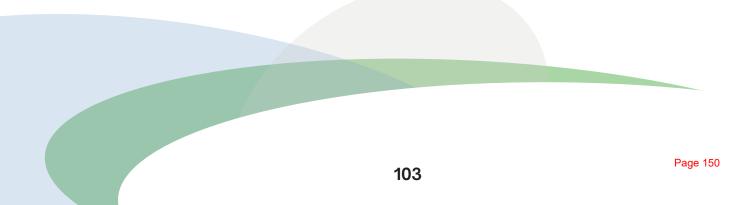
#### **OPERATING BUDGET SUMMARY**

The Parks Operating Budget is forecast to increase by \$133,200 or 10% over 2024. Budgets have increased due to the proposed addition of the equivalent of 1.2 FTE to address the short fall in resources available to provide existing service levels, and 0.8 FTE for new services requested for 2025, along with other wage and benefit increases.

Parks Operating Budget							
Revenue	2022 Actuals	2023 Actuals	2024 Projected	2024 Budget	2025 Budget	Change \$	Change %
Fees	\$ 55,485	\$ 66,580	\$ 54,015	\$ 57,900	\$ 57,900	\$ -	0%
Cost Recoveries	168,739	134,088	165,905	160,000	160,000	-	0%
Grants and Other	13,553	31,564	20,389	12,500	12,500	-	0%
Total Revenue	\$ 237,777	\$ 232,232	\$ 240,309	\$ 230,400	\$ 230,400	\$ -	0%
Operating Expenses							
Parks Administration	239,573	284,793	167,075	206,300	344,200	137,900	67%
Parks Yard and Shop	72,174	66,113	82,704	61,500	73,700	12,200	20%
Public Washrooms	66,159	67,207	60,210	54,200	73,900	19,700	36%
Beach Washrooms	47,593	52,590	49,018	60,800	60,900	100	0%
Community Parks	113,457	168,752	154,801	198,400	206,000	7,600	4%
Beach Parks	62,472	64,773	92,041	138,600	126,500	(12,100)	-9%
Garden and Park Areas	371,369	385,611	515,791	561,400	543,500	(17,900)	-3%
Trails	63,804	55,077	41,336	107,900	105,600	(2,300)	-2%
Benches	67,811	72,987	46,871	108,600	99,000	(9,600)	-9%
Cemetery and Other	80,283	106,314	77,418	103,900	101,500	(2,400)	-2%
Total Operating Expenses	\$ 1,184,696	\$ 1,324,219	\$ 1,287,265	\$ 1,601,600	\$ 1,734,800	\$ 133,200	8%
Net Property Taxes Required	\$ 946,919	\$ 1,091,987	\$ 1,046,956	\$ 1,371,200	\$ 1,504,400	\$ 133,200	10%

1. Increase represents the additional 2.0 FTE. Additional FTE provision to be allocated to service areas upon approval of budget

2. The change in service area budgets reflects the reallocation of wage budgets to align more accorately with areas where effors and resources are being utilized.



**SERVICE AREAS** 

# **BUILDINGS AND FACILITIES**

The Town's buildings and facilities support the critical functions of local government, public works services, community recreation and public safety. Over 60 different facilities and structures are maintained including:

- Civic Centre
- Curling Rink and Community Hall
- Airport Terminal Building
- Municipal Hall
- Fire Hall
- Public Works Buildings and Yard
- Lawn Bowling Clubhouse
- Museum Buildings
- TOSH Arts Centre
- Leigh House
- The Shore Restaurant
- Valhalla Hospice
- Office building on Sunningdale Road and two rental homes
- Old Fire Hall
- Baptist Church
- Parks Buildings and Yard
- Senior Centre (interior only)
- Seaside Nature Park gazebo
- Work sheds, storage sheds and public washrooms
- 6 Water Reservoirs, 5 Booster Stations, and 11 Pump Houses

#### **KEY POLICIES AND PLANS**

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

#### DEPARTMENT STAFF AND STRUCTURE

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

#### **KEY INDICATORS**

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

Key Activity Levels		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Plan
Facility Maintenance Requests	Received	New	24	TBD	120	120
High Priority Requests	Urgent Action	48/100%	8/33%	TBD	10	10
Occupied Building Inspections	Monthly	New	300	300	300	300
Unoccupied Structure Inspections	Annual	New	35	35	35	35
HVAC Inspections	Annual	New	New	TBD	24	24

# MUNICIPAL OPERATIONS

# **SERVICE AREAS**

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Community Hall/Curling Club
  - Repaired roof leak.
  - Improved plumbing in Veterans Way washroom.
  - Overhauled plumbing in basement to correct low pressure.
  - Installed new oven with safety gas cut off.
  - Upgraded accessibility access door.
  - Implemented Firesmart landscaping management principles.
- Airport
  - Replaced electronics in sliding glass doors for a more reliable system.
  - Implemented an HVAC service plan for continuous reliable function.
- Civic Centre pressure washed building exterior.
- Janitorial supplies upgraded all custodial products with environmentally friendly options.
- Public Works utility building re-sided a portion of deteriorated Public Works utility building envelope.
- Parks yard replaced aging and failing HVAC system.

#### **CHALLENGES**

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

#### PLANS FOR 2025

- Continue to address maintenance backlog.
- Install Saahtlam Park washrooms.

#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

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

1 2

#### **BUDGET SUMMARY**

The department's net budget is forecast to increase by \$59,100 which is a result of a re-allocation of building administration wages and benefits which more accurately reflect costs for this service area.

Buildings Operating Budget													
Funding		2022		2023		2024		2024 Budget		2025 Budget		Change ¢	Change
Fees	\$	Actuals 153,292	\$	Actuals 138,451	۲ \$	Projected 130,717	\$	Budget 130,000	\$	Budget 130,000	\$	\$	% 0%
Leases	Ψ	612,592	Ψ	648,749	Ψ	600,840	Ψ	650,700	Ψ	653,800	Ψ	3,100	0%
													-
Total Funding	\$	765,884	\$	787,201	\$	731,557	\$	780,700	\$	783,800	\$	3,100	0%
Operating Expenses													
Buildings Admin		-		-		94,496		-		80,000		80,000	0%
Civic Centre		200,326		336,980		281,256		351,900		316,900		(35,000)	-10%
Community Hall		22,385		27,126		37,887		43,300		43,500		200	0%
Town Hall		218,206		220,003		226,198		234,700		240,200		5,500	2%
Fire Hall		125,732		96,690		100,675		117,000		118,200		1,200	1%
Other Buildings		59,239		52,569		98,618		37,600		47,900		10,300	27%
Total Operating Expenses	\$	625,887	\$	733,369	\$	744,634	\$	784,500	\$	846,700	\$	62,200	8%
Net Property Taxes Required	\$	(139,997)	\$	(53,832)	\$	13,077	\$	3,800	\$	62,900	\$	59,100	

1. Building administration wages re-allocated from other expenditure areas to more accurately reflect Buildings/Facilities costs

2. Wages re-allocated to Buildings administration

#### **PROJECTS AND INITIATIVES**

and the second

		2025	2026	2027	2028	2020
Facilities		2025	2026	2027	2028	2029
Needs Assessment - Improved Sports Facilities			\$ 50,000			
Needs Assessment - Improved Sports Facilities			φ 50,000			
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# MUNICIPAL OPERATIONS

# **SERVICE AREAS**



The Solid Waste budget is forecast to increase by \$17,500 or 9%. The increase is due to the increased cost of the cardboard bin.

#### **BUDGET SUMMARY**

Solid Waste Operating Budget								
	2022	2023		2024	2024	2025	Change	Change
	Actuals	Actuals	I	Projected	Budget	Budget	\$	%
User Fees	\$ 726,811	\$ 760,060	\$	797,903	\$ 776,700	\$ 800,000	23,300	3%
Transfer from Accumulated Surplus	-	-		-	-	50,000	50,000	0%
Total Funding	\$ 726,811	\$ 760,060	\$	797,903	\$ 776,700	\$ 850,000	\$ 73,300	9%
Operating Expenses								
Regional Collection	\$ 725,870	\$ 687,455	\$	732,751	\$ 771,700	\$ 725,000	(46,700)	-6%
Solid Waste removal	103,199	105,144		128,321	91,000	108,800	17,800	20%
Other	90,912	202,537		217,128	108,000	177,700	69,700	65%
One Time Operating Project	-	-		-	-	50,000	50,000	0%
Total Operating Expenses	\$ 919,981	\$ 995,136	\$	1,078,201	\$ 970,700	\$ 1,061,500	\$ 90,800	9%
Net Property Taxes Required	\$ 193.170	\$ 235.075	\$	280.298	\$ 194.000	\$ 211.500	\$ 17.500	9%

 Contract costs for Regional Collection - 2024 and earlier years included fees for bins used for cardboard recycling - moved to the Other category below in 2025

- 2. Increase in labour costs related to garbage collection from Town facilities and public waste cans
- 3. Other solid waste costs includes chipping, cardboard bin, and landfill costs.
- 4. Landfill study funded from surplus

**SERVICE AREAS** 

# AIRPORT

Beginning in 1954, the Qualicum Beach Airport (CAT4) was built by volunteers of the Qualicum Beach Rotary Club. In 1957, the Province transferred 160 acres of Crown land to the Town of Qualicum Beach for airport purposes. The Airport has a paved runway that is 3,564 feet long and 75 feet wide, with displacements at each end of the runway, six taxiways (one private), and two aprons.

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

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

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

#### **KEY POLICIES AND PROCEDURES**

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

#### DEPARTMENT STAFF AND STRUCTURE

The CAO is the Airport Accountable Executive and is supported by the Airport Manager and Deputy Airport Manager (contract). Public Works staff ground-crews look after the daily maintenance of the Airport.



#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Established the Good Neighbour Program which provides educates and encourages pilots to support and conform to a set of best operational flight procedures to help minimize noise disturbances within the surrounding communities.
- Established bi-annual public input meetings (via Committee of the Whole) to provide dialogue between the airport stakeholders and the public.
- Engineering for a runway, taxiways, apron pavement overlay Airports Capital Assistance Program funded grant application.
- Continue staff training as per Transport Canada regulations.
- Construct a new above-ground 30,000 litre Avgas system.

#### CHALLENGES

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

# MUNICIPAL OPERATIONS

**SERVICE AREAS** 

#### PLANS FOR 2025

- Regular Transport Canada Audit.
- Purchase new Airport machinery (loader, snow blower) pending Airport Capital Assistance Program funding.
- Runway, taxi ways, apron, pavement overlay, pending Airport Capital Assistance Program 100% funding.
- Installation of a new standby generator.
- Review of Airport Establishment and Operations Bylaw.
- Investigate viability and process of expanding the Qualicum Beach Airport Authority Noise Sensitive Map.
- Continue promoting and educating pilots on the Good Neighbour Program.
- Obstacle Survey Implementation.

#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

- Drainage improvements to aircraft tie down areas 1 and 2.
- Develop an Airport Business/Master Plan, subject to 100% grant funding.



# MUNICIPAL OPERATIONS

The Airport net budget is forecast to increase by \$9,300 over 2024 which results from increases to wages and benefits.

Airport Operating Budget								
Revenue	2022 Actuals	2023 Actuals	2024 Projected	2024 Budget	2025 Budget	Change \$	Change %	
Leases	\$ 100,768	\$ 103,485	\$ 98,322	\$ 98,500	\$ 102,300	\$ 3,800	4%	
Landing Fees and Taxes	16,994	34,649	29,128	18,000	18,000	-	0%	
Aviation Fuel Sales	787,906	738,509	717,890	780,000	750,000	(30,000)	-4%	
Other	8,049	20,382	4,782	3,000	6,000	3,000	100%	
Transfer from Reserves	-	-	-	-	130,000	130,000	0%	
Total Revenue	\$ 913,717	\$ 897,025	\$ 850,122	\$ 899,500	\$ 1,006,300	\$ 106,800	12%	
Operating Expenses								
Airside	\$ 129,952	\$ 267,096	\$ 325,696	\$ 260,300	\$ 295,900	35,600	14%	
Terminal and Grounds	73,250	84,558	78,306	92,300	92,500	200	0%	
Fuel	775,263	715,331	701,976	772,600	722,900	(49,700)	-6%	
One Time Operating Projects	-	-	-	-	130,000	130,000	0%	
Total Operating Expenses	\$ 978,465	\$ 1,066,985	\$ 1,105,977	\$ 1,125,200	\$ 1,241,300	\$ 116,100	10%	
Net Property Taxes Required	 \$64,748	\$169,960	\$255,855	\$225,700	\$235,000	\$9,300	4%	

1. Adjust Airport fuel revenue and expense to expected levels for 2025

2. Airport runway 29 survey and tree management, funded from Strategic Initiatives Reserve

3. Wages re-allocated from fuel to airside to more accurately reflect the area efforts are being utilized.

#### **PROJECTS AND INITIATIVES**

	2	025	2026	2027	2028	2029
Airport						
Airport Bylaw Review (2025) - Staff Time Only	\$	-	\$ -	\$ -	\$ -	\$ -
Determine if Noise Sensitive Area Can be Expanded In Consideration of Designated Flight Path (2025) -(Staff time only)		-	-	-	-	-
Airport Master/Business Plan - Grant Dependant		-	75,000	-	-	
Asset Management Plan - Airport - (Grant Dependent)		-	-	-	-	10,000



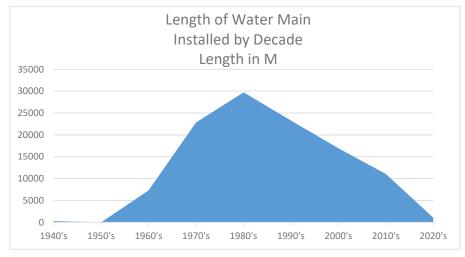
# WATER UTILITY

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

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

System infrastructure includes nine groundwater wells, five reservoirs (Berwick (2), Village Way, Jones (2)), 108 km of water mains and five booster stations (Berwick Road, Garrett Road, College Road, Jones Street, and Hemsworth Road).

More than 4,600 properties are metered and there are 451 fire hydrants. The 2019 estimated cost of system replacement is \$48.9 million.



#### **KEY POLICIES AND PLANS**

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

WATER UTILITY OPERATING & CAPITAL SUMMARIES

#### DEPARTMENT STAFF AND STRUCTURE

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

#### **KEY INDICATORS\***

In 2024, the Water Utility delivered an estimated 1,500,000 m<sup>3</sup> of potable water to the community. All wells were inspected and maintained, and continue to operate within Public Health Standards. Over 150 dead-ends in the system are flushed annually. There have been no non-compliance water quality tests since 2004.

In 2024, the valve maintenance and exercising program continued as usual and meter reading was completed on time. The wells continue to produce high quality drinking water and Berwick Wells are shut down for winter to recharge. Maintenance projections for 2025 are consistent with previous years. No significant changes are expected.

Key Activity Levels		2021	2022	2023	2024	2025
Rey Activity Levels		Actual	Actual	Actual	Actual	Forecast
Reservoir Capacity	m3	9,100	9,100	9,100	9,100	9,100
Annual water production	m3	1,568,562	1,431,082	1,500,000	1,500,000	1,500,000
Water consumption	m3	1,364,000	1,216,000	1,277,000	1,200,000	1,200,000
Water Quality tests	Number	333	333	333	333	333
Chlorine Residual tests	Number	312	312	320	312	312
Water meters	Number	3,896	3,915	3,932	3,940	3,948
Meter	Repairs	47	40	40	38	40
Meter	Replace	46	32	30	36	30
Meter readings	Reads	7,792	7,830	7,864	7,880	7,896
Hydrants	Number	449	439	439	444	449
Hydrant inspections	Inspections	449	439	439	444	439
Watermains	km	108	108	109	110	112
Service line repairs	Number	13	14	20	20	20
Water valves exercised	Number	469	500	600	600	600

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

#### **OPERATING BUDGET SUMMARY**

The Water Utility Operating Budget balances \$3.48 million in revenues with \$3.48 million in water costs, and is based on a Council-approved tiered water rate per cubic meter, and a fixed parcel charge annually.

Water Operating Budget												
Revenue	2022 Actuals		2023 Actuals		2024 Projected		2024 Budget		2025 Budget		Change \$	Change %
Water User Fees Connection Fees Grant Funding Water Parcel Tax Transfers In Total Revenue	\$ 1,631,220 34,420 180,000 933,000 - 2,778,640	\$	2,022,995 19,890 - 1,027,840 (51,711) 3,019,014	\$	1,810,469 9,180 720,000 1,127,760 85,000 3,752,409	\$	1,744,100 10,000 720,000 1,121,000 85,000 3,680,100	\$	1,747,600 10,000 125,000 1,216,000 383,100 3,481,700	\$	3,500 - (595,000) 95,000 298,100 (198,400)	0% 0% -83% 8% 351% -5%
Operating Expenses	 _,,	Ŷ	0,010,011	Ť	0,102,100	<b>•</b>	0,000,100	Ŷ	0,101,100	Ŷ	(100,100)	
Water Administration Equipment Monitoring and Sampling Customer Service Mains Hydrants Wells Booster Stations Reservoirs Net Transfers Out Total Operating Expenses	\$ 1,224,279 220,000 148,567 30,026 57,648 79,387 130,607 61,474 5,048 821,604 2,778,640	\$	1,163,486 221,000 127,032 24,457 52,774 43,184 136,747 62,219 6,524 1,181,592 3,019,014	\$	$\begin{array}{c} 1,203,808\\ 221,000\\ 143,201\\ 33,145\\ 53,164\\ 54,896\\ 145,423\\ 60,414\\ 3,313\\ 1,834,044\\ 3,752,409 \end{array}$	\$	$\begin{array}{c} 1,201,700\\ 221,000\\ 119,800\\ 21,100\\ 80,300\\ 37,300\\ 153,400\\ 78,800\\ 21,800\\ 1,744,900\\ 3,680,100 \end{array}$	\$	1,175,000 185,000 21,300 80,900 37,500 153,800 78,800 21,900 1,606,900 3,481,700	\$	(26,700) (36,000) 800 200 600 200 400 - 100 (138,000) (198,400)	-2% -16% 1% 1% 1% 0% 0% 0% -8% -5%
Net	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	0%

1. Approved Parcel Tax revenue per Bylaw increases by \$20 per parcel, for a total charge per parcel of \$260 in 2025

2. Includes a transfer from water surplus to fund a seasonal water position

3. Transfers to water infrastructure reserve and general fund for water related components of capital projects budgeted in the water fund.

4. 2025 represents a reduction in grant revenue funding for capital projects.

#### WATER ASSET MANAGEMENT

Water system infrastructure includes nine ground-water wells, five reservoirs (Berwick (2), Village Way, Jones (2)), 108 km of water mains and five booster stations (Berwick Road, Garrett Road, College Road, Hemsworth Road and Jones Street). Approximately 4,000 properties are metered and there are 451 fire hydrants. Total system replacement cost in 2019 dollars is an estimated \$48.9 million.

The Asset Management Plan is a work in progress. A crucial next step planned for 2024/2025 is the implementation of a long-term Asset Replacement Financial Strategy, which is required to reach sustainable levels of water system asset replacement.

While that is being developed, a five-year capital program provides for the renewal and replacement of wells, mains and equipment components, and the addition of new water infrastructure such as the Rupert Road Looping.

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

The next five years of infrastructure replacement will continue to be focused on watermains coordinated with the replacement of other road, sewer and drain projects. Key projects include Asbestos Cement (AC) watermain replacement on Illiqua Road and Hemlock Street, Eaglecrest Water Main, and Fibre Optic System Improvements to the Supervisory Control and Data Acquisition (SCADA) alarm monitoring systems. Cast iron main and AC replacements will continue through the foreseeable future.

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Initiated design of the Little Qualicum River streambank stabilization to stop further erosion along the Town's riverwells, and prepare for construction grant applications in 2025.
- Replaced 60 m of failing AC watermain on Quatna Road.
- Decommissioned 500 m of AC watermain on Highway 19A by re-servicing properties to newer PVC.
- Significant fire hydrant maintenance with 6 new installations, 4 upgrades, and 15 raised to enable access, 90 quick connect fittings installed.
- Improved sports field irrigation system and metered flow to reduce water use.
- Completed Rupert Road Watermain Extension project in partnership with the Regional District of Nanaimo to install 1.4 km of watermain to Chartwell, Eaglecrest and Sandpiper, improving fire protection and resiliency.
- Flushed 116 dead end locations to ensure water quality.
- Updated water system model to confirm fire flows and support a water master plan update.
- Completed SCADA hardware upgrades in all water wells and pump stations to ensure uninterrupted water supply.
- Replaced leaking and failing AC watermain under First Avenue at Rye Road.
- Initiated replacement of aging Berwick 2 and 3 well pumps over the 2024/2025 winter period while demand is low.

# WATER UTILITY OPERATING & CAPITAL SUMMARIES

#### **CHALLENGES**

- Peak summer demands that are more than four to five times the regional and provincial averages. This increases maintenance requirements, increases electrical demands for pumping, puts demands on the system that hampers summer maintenance, and requires larger storage volumes.
- Aging water infrastructure and 27 km of AC pipes, some showing a remaining life expectancy of less than 15 years.
- Protect drinking water sources to ensure future water supply.

#### PLANS FOR 2025

- Update the Water Master Plan enabling proper asset management and preparation for growth, including *Bill 44*, and supporting preventative maintenance.
- Inspect and clean reservoirs.
- Replace over \$1M of AC watermains (per year for next 10 years).
- Install emergency backup generator for Riverwell field to ensure disaster mitigation and uninterrupted water/fire service.

#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

- Continue program to replace over \$1M of AC watermain every year over the course of 10 years.
- Commence Little Qualicum Riverbank Stabilization project.

# WATER UTILITY OPERATING & CAPITAL SUMMARIES

#### CAPITAL BUDGET SUMMARY

	2025	2026	2027	2028	2029
Infrastructure Renewal					
Projects					
Illiqua Rd from Hemsworth Rd to Hall Rd Asbestos Cement Watermain Replacement	\$ 330,000	\$ -	\$ -	\$ -	\$ -
Hemlock St (1st Ave to Mill Rd) 160m Asbestos Cement Watermain Replacement	260,000	-	-	-	-
Little Qualicum River Riverbank Stabilization Design - Grant Funded	125,000	-	-	-	-
Water Master Plan (Including AC Pipe Assessment)	80,000	-	-	-	-
Eaglecrest Watermain	50,000	450,000	500,000	-	-
Watermain Replacement Berwick Rd and Crescent Road East	-	710,000	585,000	485,000	-
Replace AC Watermain Village Way fronting KSS	-	445,000	-	-	-
Belyea Rd AC Watermain Replacement	-	-	-	-	580,000
Buller Road AC Watermain Replacement	-	-	-	-	350,000
Hall Rd North of 19A 150mm AC Watermain Replacement	-	-	-	855,000	160,000
Seacrest Place AC Watermain Replacement	-	-	-	-	800,000
Water Contingency	100,000	100,000	100,000	100,000	100,000
	\$ 945,000	\$ 1,705,000	\$ 1,185,000	\$ 1,440,000	\$ 1,990,000
Funding Source					
Water Infrastructure Reserve	\$ 820,000	\$ 1,705,000	\$ 1,185,000	\$ 1,440,000	\$ 1,913,000
Grants and Partnerships	125,000	-	-	-	-
Water DCCs	-	-	-	-	77,000
	\$ 945,000	\$ 1,705,000	\$ 1,185,000	\$ 1,440,000	\$ 1,990,000
Upgrading and Expansion					
Projects					
Remote SCADA Sites Internet Redundancy Implementation	\$ 36,000				
Fiber Optic Conduit Hemsworth Rd to Village Way Reservoir and SCADA Audit	150,000	-	-	-	-
Emergency Backup Generator for River Well Field	-	-	370,000	-	-
	\$ 186,000	\$ -	\$ 370,000	\$ -	\$ -
Funding Source					
Water Infrastructure Reserve	\$ 186,000	\$ -	\$ 370,000	\$ -	\$ -
	\$ 186,000	\$ -	\$ 370,000	\$ -	\$ -

**Total Water Projects** 

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1,440,000 \$

1,990,000

\$ 1,131,000 \$ 1,705,000 \$

1,555,000 \$

# SANITARY SEWER UTILITY

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

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

System infrastructure serves over 4,560 customers and includes 83 km of sanitary mains, 0.4 km of sanitary force main, one lift station, and 1284 maintenance-holes.

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

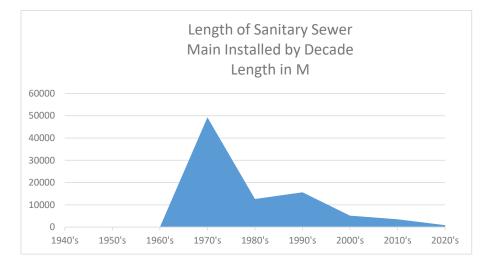
The RDN owned sewer interceptor that runs along the waterfront is constructed with reinforced concrete, and was installed in 1977.

With the exception of the Higson Lift Station 150 mm force-main, all of the Town's sewer system is gravity-fed with pipes ranging in size from 100 mm to 350 mm. The 2019 system replacement cost was estimated to be \$30 million.



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# SEWER UTILITY OPERATING & CAPITAL SUMMARIES



#### **KEY POLICIES AND PLANS**

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

#### DEPARTMENT STAFF AND STRUCTURE

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

#### **KEY INDICATORS**

In 2024, the Qualicum Beach Sanitary Sewer Utility operated continuously during the year, within public health standards, and with no odour complaints that were attributed to the Town sewer system. The Higson Lift Station is regularly inspected and cleaned, and every sanitary maintenance-hole is inspected on a two-year rotation. There were no significant non-compliance events during the year.

Maintenance projections for 2025 are consistent with previous years. No significant changes are expected.

Key Activity Levels		2021 Actual	2022 Actual	2023 Actual	2024 Actual	2025 Forecast
Employees		5	4	3	4	4
Sanitary Mainholes	Inspected	481	666	400	500	650
Lift Station	Inspected	12	12	12	14	12
Flushing Hall Rd dissipator	Cleanings	9	9	9	9	9
Known sagging service lines	Number of lines	2	1	1	2	2

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

#### **OPERATING BUDGET SUMMARY**

The Sewer Utility Operating Budget balances \$1.04 million in revenues with \$1.04 million in sewer costs, and is based on a Council approved sewer rate per cubic meter of water consumption, and a fixed parcel charge annually.

Sewer Operating Budget									
Revenue	A	2022 Actuals	2023 Actuals	2024 Projected	2024 Budget	2025 Budget	Change \$	Change %	
Sewer User Fees Sewer Parcel Tax Connection Fees Transfers In	\$	713,945 213,615 13,500 -	\$ 761,616 237,700 9,000 -	\$ 757,163 262,993 9,000 585,000	\$ 741,700 262,000 10,000 545,000	\$ 741,700 287,000 10,000 -	\$  25,000  (545,000)	0% 10% 0% -100%	1
Total Revenue	\$	941,060	\$ 1,008,316	\$ 1,614,156	\$ 1,558,700	\$ 1,038,700	\$ (520,000)	0%	
Operating Expenses									
Sewer Administration Equipment Collection Mains Manholes		532,483 160,000 61,446 9,207 12,978	544,500 164,000 39,345 10,432 21,374	551,285 164,000 66,232 9,556 7,786	571,100 164,000 47,600 10,300 21,000	471,200 156,500 47,800 10,300 21,200	(99,900) (7,500) 200 - 200	-17% -5% 0% 1%	2
Lift Stations Transfers Out Total Operating Expenses	\$	5,588 159,358 941,060	\$ 10,083 (19,118) 770,616	\$ 20,077 795,220 1,614,156	\$ 5,200 739,500 1,558,700	\$ 5,200 326,500 1,038,700	\$ - (413,000) (520,000)	0% -56% 0%	3
Net	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -		

- 1. Approved Parcel Tax Bylaw, increases by \$5 per parcel for a per parcel charge of \$60 for 2025
- 2. Reduction in 2025 expenditures due to reduction in cost recovery from the sewer utility which is offset by a reduction in recovery in the general fund.
- 3. Transfer to sewer infrastructure reserve. 2024 budget provision included a provision for transfer to general fund for projects in the general fund that included a sewer component. Transfer to general fund not required in 2025



NUM

CAUTION

ROAD

CAUTION

NOITUAD

### SEWER ASSET MANAGEMENT PROGRAM

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

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

A preliminary Asset Management Plan was completed for the Sanitary System in 2018. This Plan envisions that near-term infrastructure replacement will continue to be focused on sanitary sewer mains coordinated with the replacement of other road, drain and water projects.

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

#### 2024 HIGHLIGHTS AND ACCOMPLISHMENTS

- Replaced Higson Pump Station check valves to significantly reduce pump runtime, increase pump life by 50%, and use 75% less electricity.
- Installed first trunk main meter to measure flows prior to release into RDN system, enabling tracking of stormwater intrusion.
- Inspected Seacrest AC sewer trunk main to confirm asset lifespan.
- Inspected 50% of sewer mainholes on annual 2 year program and made repairs as necessary.

#### **CHALLENGES**

• Increased costs associated with treating unnecessary inflow and infiltration of stormwater into the Town's sanitary sewer system that unnecessarily cost the Town up to \$500,000 per year.

#### PLANS FOR 2025

• Commence a sewer trunk main metering program to measure flows and identify stormwater intrusion to support a reduction program.

#### LOOKING AHEAD: 2026-2029 KEY PROJECTS AND INITIATIVES

• Identify opportunities to reduce unnecessary inflow and infiltration of stormwater into the Town's sanitary sewer system.

# SEWER UTILITY OPERATING & CAPITAL SUMMARIES

#### FIVE-YEAR CAPITAL BUDGET

Sewer Capital Budget					
	2025	2026	2027	2028	2029
Infrastructure Renewal					
Sewer Trunk Main Replacement	\$ -	\$ 320,000	\$ 320,000	\$ 320,000	\$ 320,000
Upgrading and Expansion					
Sewer Trunk Main Metering Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Total Investment	\$ 100,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000
Funding Source					

Sewer Infrastructure Reserve	\$ 100,000 \$	420,000	\$ 420,000 \$	\$ 420,000	) \$	420,000
	\$ 100,000 \$	420,000	\$ 420,000 \$	§ 420,000	) \$	420,000



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# General Fund Asset Management Program

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# **ASSET MANAGEMENT** PLANNING PROCESS

#### ASSET MANAGEMENT OVERVIEW

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

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





#### CHALLENGES AND CONTEXT

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

Significant asset data was collected through Tangible Capital Asset (TCA) disclosure requirements and several long-term plans, including the Facility Condition Assessment, Fire Equipment Replacement Plan, Water Master Plan, Sewer Master Plan, and Paving Study. Like most municipalities, the Town records public infrastructure at historical cost, meaning these assets are now depreciated.

To address this, the Town adopted an Asset Management Policy and Strategy in 2020, following the leading practices established by Asset Management BC.

#### ASSET REPLACEMENT PLANNING

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

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

#### UNDERSTANDING THE ASSET HEALTHSCORE FRAMEWORK

The framework evaluates asset performance through three key measures:

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

The Town owns over \$300 million in infrastructure, with assets approximately 52% into their lifespan. About 4% of these assets are past their estimated service life, resulting in an impressive health score of 88%. The annual cost for replacement of existing assets to homeowners is \$366 per year. Thanks to diligent maintenance, the Town is well-positioned to plan for long-term capital replacements, ensuring consistent service delivery and stable tax rates.

# 2025-2029 FINANCIAL PLANNING

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

The annual contribution to the reserve for replacement of existing assets is \$1.3 million, which translates to approximately \$342 per homeowner. An annual contribution of \$4 million is required to address sustainable replacement and maintain the Town's HealthScore of 88%.

During the 2025–2029 Financial Plan process, Council evaluated how various budget scenarios would impact risk, service levels, and the funding gap. To maintain the current asset health levels during this period Council approved an increase in contributions to the Asset Replacement Reserve equivalent to 1.3% of the previous year's tax levy. This will result in an increase to the average home of \$39 each year.

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



# Fund Capital Projects 2025-2029 Genera

# **GENERAL FUND** CAPITAL

Over the next five years, the Town plans to invest \$61 million in asset replacements and improvements with funding from reserves, Development Cost Charges, grants and contributions, and external borrowing while maintaining modest reserve balances at consistent levels. Capital provisions are highly reliant on potential grant funding opportunities and external borrowing in the later years due to inadequate asset reserves, which are insufficient to sustain necessary investments in assets needed to maintain current risk and service levels

		2025		2026		2027		2028		2029		Total
General Fund Capital Budget												
Infrastructure Renewal												
Transportation	\$	420.000	\$	1,924,000	\$	3.950.000	\$	2.600.000	\$	830.000	\$	9,724,000
Drainage		3,316,000		1,280,000		600,000		900,000		100,000		6,196,000
Facilities		792,000		695,000		6,300,000		6,550,000		560,000		14,897,000
Parks and Trails		1,617,000		30,000		150,000		120,000		-		1,917,000
Airport		4,600,000		-		-		-		80,000		4,680,000
Vehicles and Equipment		1,167,000		2,549,000		980,000		802,000		470,000		5,968,000
Work in Progress		838,700		-		-		-		-		838,700
	\$	12,750,700	\$	6,478,000	\$	11,980,000	\$	10,972,000	\$	2,040,000	\$	44,220,700
Funding Source												
Asset Investment Reserve	\$	5,000	\$	-	\$	-	\$	-	\$		\$	5.000
Asset Replacement Reserve	φ	3,294,700	φ	1,724,000	φ	1,880,000	φ	1,672,000	φ	2,040,000	φ	10,610,700
•		, ,				, ,		1,072,000		2,040,000		, ,
Communty Growth Fund		800,000		150,000		750,000		-		-		1,700,000
Grant - Community Works (Gas Tax)		655,000		30,000		1,370,000		650,000		-		2,705,000
Community Amenity Contributions		500,000		-		-		-		-		500,000
Grants and Partnerships		7,096,000		2,122,000		2,580,000		2,500,000		-		14,298,000
Water Infrastructure Reserve		240,000		-		-		-		-		240,000
Grant - Capacity Funding Local Goverr		60,000		-		-		-		-		60,000
DCC's Highways		100,000		602,000		250,000		-		-		952,000
DCC's Drainage		-		150,000		150,000		150,000		-		450,000
External Borrowing		-		1,700,000		5,000,000		6,000,000		-		12,700,000
	\$	12,750,700	\$	6,478,000	\$	11,980,000	\$	10,972,000	\$	2,040,000	\$	44,220,700
Infrastructure Upgrading and Expans	ion											
Transportation	\$	200,000	\$	2.150.000	\$	5.600.000	\$	600.000	\$	2,200,000	\$	10.750.000
Drainage	φ	200,000	φ	2,150,000	φ	5,600,000	φ	000,000	φ	2,200,000	φ	2.295.000
Facilities		- 1.285.000		- 950.000		100,000		600.000		2,295,000		2,935,000
Parks and Trails		40.000		200,000		100,000		650,000		-		890.000
Airport		40,000		200,000		-		050,000		-		160,000
Vehicles and Equipment		32.000		75,000		-		-		-		107,000
Work in Progress		827,000		75,000		-		-		-		107,000
Work in Frogress	\$	2,544,000	\$	3,375,000	\$	5.700.000	\$	1,850,000	\$	4.495.000	\$	17,137,000
		,. ,		.,,.		-,,		,,.		, ,		, . ,
Funding Source												
Asset Investment Reserve	\$	1,579,000	\$	255,000	\$	150,000	\$	230,000	\$	495,000	\$	2,709,000
Asset Replacement Reserve		-		100,000		-		-		-		100,000
Communty Growth Fund		250,000		535,000		100,000		600,000		-		1,485,000
Grant - Community Works (Gas Tax)		160,000		-		-		-		-		160,000
Grants and Partnerships		530,000		960,000		3,950,000		650,000		3,612,500		9,702,500
DCC's Parkland		-		125,000				220,000		-,		345,000
External Borrowing		-		1,400,000		1,500,000		150,000		387,500		3,437,500
General Fund Accumulated Surplus		25,000		-		-		-		-		25,000
	\$	2,544,000	\$	3,375,000	\$	5,700,000	\$	1,850,000	\$	4,495,000	\$	17,964,000
Total Investment	\$	15,294,700	\$	9,853,000	\$	17,680,000	\$	12,822,000	\$	6,535,000	\$	61,357,700

# TRANSPORTATION

The road system is valued at a replacement cost of \$85 million and infrastructure replacement is guided primarily by the Pavement Management System, the Community Transportation Plan and Council decision making during the budget process.

Transportation Capital Budget										
		2025		2026		2027		2028		2029
Infrastructure Renewal										
Projects										
Paving Management Plan Hwy 19A - Memorial to Crescent Road West Repaving and Traffic Calming - Grant Dependent (67%)	\$	100,000	\$	1,824,000	\$	3,850,000	\$	-	\$	
Paving Management Plan		220,000		-		-		-		630,000
Primrose St (Fern to 2nd) Downtown Revitalization - Full Road Reconstruction <i>Grant Dependent</i>								2,500,000		-
Butterball Slope Stabilization		-		-		-		-		100,000
Capital Projects Contingency	\$	100,000 420,000	\$	100,000	\$	100,000 3,950,000	\$	100,000 2,600,000	¢	100,000
		420,000	φ	1,924,000	φ	3,950,000	φ	2,000,000	\$	030,000
Funding Source										
Asset Replacement Reserve	\$	320,000	\$	100,000	\$	100,000	\$	100,000	\$	830,000
DCC's Highways		100,000		602,000		250,000		-		-
Grant - Community Works (Gas Tax)		-		-		1,020,000		-		-
Grants and Partnerships		-		1,222,000		2,580,000		2,500,000		-
Total Funding	\$	420,000	\$	1,924,000	\$	3,950,000	\$	2,600,000	\$	830,000
Upgrading and Expansion										
Projects										
Accessibility Improvements	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000
Community Transportation Plan Smaller Initiatives Implementation		100,000		100,000		100,000		150,000		150,000
Accessibility Improvement Fern Rd at Primrose c/f 2024 Budget		50,000		-		-		-		-
Roundabout on 19A at Village Way - <i>Grant &amp; Debt</i> Dependent Village Way at KSS Community Transportation Plan				100,000		5,200,000				
improvements - Grant & Debt Dependent		-		1,900,000		-		-		-
Highway 19 Entrance Sign - Grant Dependent		-		-		250,000		-		-
Multiple Entrance Signage Design and Replacement - Grant Dependent		-		-		-		250,000		-
East Village Phase 3 - Grant & Debt Dependent		-		-		-		150,000		2,000,000
	\$	200,000	\$	2,150,000	\$	5,600,000	\$	600,000	\$	2,200,000
Funding Source										
Asset Investment Reserve	\$	200,000	\$	150,000	\$	150,000	\$	200,000	\$	200,000
Asset Replacement Reserve		-		100,000		-		-		-
External Borrowing		-		1,400,000		1,500,000		150,000		387,500
Grants and Partnerships		-		500,000		3,950,000		250,000		1,612,500
Total Funding	\$	200,000	\$	2,150,000	\$	5,600,000	\$	600,000	\$	2,200,000
	_									
Total Transportation Projects	\$	620,000	\$	4,074,000	\$	9,550,000	\$	3,200,000	\$	3,030,000

# DRAINAGE

The drainage system includes 49.1 km of storm mains, 9.5 km of culverts, 1600 catch basins, 915 maintenance-holes, 6.9 km of catch basin and service laterals, and 40 km of open ditches. The drainage system has an approximate replacement cost of \$40 million.

Drainage Capital Budget										
		2025		2026		2027		2028		2029
Infrastructure Renewal										
Projects										
Seacrest Rd Replacement - Slope Stabilization - Grant Project	\$	2,581,000	\$	-	\$	-	\$	-	\$	-
Eaglecrest Drive Storm Main Replacement - <i>Grant</i> Dependent		100,000		450,000		-		-		-
Re-Line Hoylake Rd West Culvert Near Entrance to Grandon Creek Strata		35,000		-		-		-		-
Upsize Pipe and Abandon Old CSP Ravine Infill - Village Way at Schoolhouse Ck		250,000		-		-		-		-
Schoolhouse Creek Tributary Creek Restoration - (Design Funded from Reserve, Works Grant Dependent)		130,000		450,000		-		-		-
Master Drainage Plan		120,000		-		-		-		-
Trio Lane Outlet		-		100,000		-		-		-
Balsam Storm System		-		30,000		350,000		-		-
Drainage Replacement & Improvements Plan Downstream Improvements for Density Bill 44		-		150,000		150,000		150,000		-
Grandon Creek Confluence		-		-		-		650,000		-
Drainage contingency		100,000		100,000		100,000		100,000		100,000
	\$	3,316,000	\$	1,280,000	\$	600,000	\$	900,000	\$	100,000
Funding Source										
Asset Replacement Reserve	\$	365,000	\$	200,000	\$	100,000	\$	100,000	\$	100,000
DCC's Drainage		-		150,000		150,000		150,000		-
Grant - Capacity Funding Local Government Housing Initiatives		60,000		-		-		-		-
Grant - Community Works (Gas Tax)		310,000		30,000		350,000		650,000		-
Grants and Partnerships		2,341,000		900,000		-		-		-
Water Infrastructure Reserve		240,000		-		-		-		-
Total Funding	\$	3,316,000	\$	1,280,000	\$	600,000	\$	900,000	\$	100,000
Upgrading and Expansion										
Projects Foreshore Storm Drain Outfall Protection Program	\$		\$		\$	-	\$	_	\$	295,000
Hoylake Rd Detention Pond (Heritage Forest) - <i>Grant</i> Dependent	φ	-	φ	-	φ	-	φ	-		2,000,000
	\$	-	\$	-	\$	-	\$	-	\$	2,295,000
Funding Source										
Asset Investment Reserve	\$		\$		\$		\$		\$	295,000
Grants and Partnerships	φ	-	φ	-	φ	-	φ	-	•	295,000
Total Funding	\$	-	\$		\$		\$	-		2,295,000
Totar Folding	Ψ		ψ		ψ		ψ	-	φ	2,233,000
Total Drainage Projects	\$	3,316,000	\$	1,280,000	\$	600,000	\$	900,000	\$	2,395,000

# **FACILITIES**

The Town's facilities are comprised of 60 structures that support the critical functions of local government, municipal operations services and public safety. These facilities have a replacement cost of \$65 million and include the Town Hall, Fire Hall, Civic Centre, Airport Terminal Building, Train Station, Public Works Buildings and Yard, The Old School House (TOSH) Arts Centre and Parks Buildings and Yard.

A program of facility repairs investments for 2025 to 2029 is planned and based on a Facilities Condition Assessment completed in 2022. This data has also been incorporated into the Asset Replacement Financing Plan.

Over the next five years, renewal investments of \$15 million will be focused on a mixture of small building repairs and renovations, and modernization of the Operations Facilities.

Facilities Capital Budget					
	2025	2026	2027	2028	2029
Infrastructure Renewal					
Projects					
Storage Building Parks Yard & Drying Room Parks Yard Extension	\$ 225,000	\$ -	\$ -	\$ -	\$ -
General Facilities Maintenance -Town Owned Facilities	467,000	545,000	550,000	550,000	560,000
Operations Workplace Modernization - Grant & Debt Dependent	100,000	150,000	5,750,000	6,000,000	-
	\$ 792,000	\$ 695,000	\$ 6,300,000	\$ 6,550,000	\$ 560,000
Funding Source					
Asset Replacement Reserve	\$ 692,000	\$ 545,000	\$ 550,000	\$ 550,000	\$ 560,000
Communty Growth Fund	100,000	150,000	750,000	-	-
External Borrowing	-	-	5,000,000	6,000,000	-
Total Funding	\$ 792,000	\$ 695,000	\$ 6,300,000	\$ 6,550,000	\$ 560,000
Upgrading and Expansion					
Projects					
Bus Garage Site Planning/Public Engagement and Subsequent Construction	\$ 1,000,000	\$ 100,000	\$ 100,000	\$ 600,000	\$ -
Saahtlam Park Washrooms, Playground and Food Truck Services - <i>Community Growth Fund</i>	250,000	350,000	-	-	-
Public Works Automatic Security Gate	35,000	-	-	-	-
New Visitor Information Centre Public Washroom - <i>Grant</i> Dependent	-	500,000	-	-	-
	\$ 1,285,000	\$ 950,000	\$ 100,000	\$ 600,000	\$ -
Funding Source					
Asset Investment Reserve	\$ 1,035,000	\$ -	\$ -	\$ -	\$ -
Communty Growth Fund	250,000	450,000	100,000	600,000	-
DCC's Parkland	-	125,000	-	-	-
Grants and Partnerships	-	375,000	-	-	-
Total Funding	\$ 1,285,000	\$ 950,000	\$ 100,000	\$ 600,000	\$ -

# **PARKS** AND TRAILS

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

Parks and Trails Capital Budget	 	 					 
	2025	2026		2027		2028	2029
Infrastructure Renewal		 	_		_		 
Projects							
Judges Row "Staircase Replacement"	\$ 27,000	\$ -	\$	-	\$	-	\$
New Fence Around "Off Leash Dog Park" Garden Rd.	30,000	-		-		-	-
Skate Park	1,500,000	-		-		-	-
Tennis Courts Resurfacing - Veterans Way	60,000	-		-		-	-
Street Banner Replacement	-	30,000		30,000		-	-
Trail Reconstruction	-	-		120,000		120,000	-
	\$ 1,617,000	\$ 30,000	\$	150,000	\$	120,000	\$
Funding Source							
Asset Replacement Reserve	\$ 117,000	\$ 30,000	\$	150,000	\$	120,000	\$
Community Amenity Contributions	500,000	-		-		-	-
Communty Growth Fund	700,000	-		-		-	-
Grants and Partnerships	300,000	-		-		-	-
Total Funding	\$ 1,617,000	\$ 30,000	\$	150,000	\$	120,000	\$ -
Upgrading and Expansion							
Projects							
Cenotaph at Memorial Ave and Railway St	\$ 40,000	\$ -	\$	-	\$	-	\$
Pickle Ball Courts - Pickleball Assoc. Contribution Dependent	-	170,000		-		-	-
Bike Racks on Waterfront	-	15,000		-		-	-

Community Gardens	-	-	-	30,000	-
New Facility to Support Community Park Users - <i>Grant Dependent</i>	-	-	-	620,000	-
	\$ 40,000	\$ 185,000	\$ -	\$ 650,000	\$ -

Funding Source					
Asset Investment Reserve	\$ 40,000	\$ 15,000	\$ -	\$ 30,000	\$ -
Communty Growth Fund	-	85,000	-	-	-
DCC's Parkland	-	-	-	220,000	-
Grants and Partnerships	-	85,000	-	400,000	-
Total Funding	\$ 40,000	\$ 185,000	\$ -	\$ 650,000	\$ -
Total Parks and Trails Projects	\$ 1,657,000	\$ 215,000	\$ 150,000	\$ 770,000	\$ -

# 2025-2029 GENERAL FUND CAPITAL PLAN

### **VEHICLES** AND EQUIPMENT

A fleet of over 85 vehicles and equipment that are used by Administration, Operations, Utilities and Public Safety has an estimated replacement value of \$10 million. Average annual reserve fund investment of approximately \$1 million is required to renew on a lifecycle basis (based on like for like replacement).

	2025	2026	2027		2028	2029
Infrastructure Renewal						
Projects						
Equipment and Vehicle Replacement Program	\$ 752,000	\$ 746,000	\$ 745,000	\$	702,000	\$ 470,000
Public Works Fuel System	340,000	-	-		-	
CCTV Replacement and New Addition	33,000	-	-		-	-
Town Hall 2F North East Large Printer Replacement	20,000	-	-		-	-
Metal Lathe and Press/Shear/Break for Public Works Shop	12,000	-	-		-	-
Castors for Front Plows	10,000	-	10,000		-	-
Fire Department Tender Apparatus Replacement (T53)	-	1,700,000	-		-	-
Town Server Replacement/Upgrade	-	68,000	-		-	-
Phone Systems with Microsoft Teams Phone System Migration (Operator Connect)	-	35,000	-		-	-
SCBA Cylinder and Mask Replacement	-	-	160,000		-	-
Fire Rescue Lifting Bags	-	-	65,000		-	-
Fire Department Command Truck Replacement (C59)	 -	-	-		100,000	-
	\$ 1,167,000	\$ 2,549,000	\$ 980,000	\$	802,000	\$ 470,000
Funding Source						
Asset Investment Reserve	\$ 5,000	\$ -	\$ -	\$	-	\$
Asset Replacement Reserve	822,000	849,000	980,000		802,000	470,000
External Borrowing	-	1,700,000	-		-	-
Grant - Community Works (Gas Tax)	340,000	-	-		-	-
Total Funding	\$ 1,167,000	\$ 2,549,000	\$ 980,000	\$	802,000	\$ 470,000
Upgrading and Expansion	 		 	_		
Projects						
Town Network Redundancy Enhancement for Emergency	\$ 32,000	\$ -	\$ -	\$	-	\$

	\$ 68,000 \$	75,000 \$	- \$	- \$	-
Emergency Traffic Control Trailer	 -	15,000	-	-	-
Raymo Remote Mower	-	60,000	-	-	-
Remote SCADA Sites Internet Redundancy Implementation	36,000	-	-	-	-
Town Network Redundancy Enhancement for Emergency	\$ 32,000 \$	- \$	- \$	- \$	-

Funding Source					
Asset Investment Reserve	\$ 32,000	\$ 75,000	\$ -	\$ -	\$ -
Water Infrastructure Reserve	36,000	-	-	-	-
Total Funding	\$ 68,000	\$ 75,000	\$ -	\$ -	\$ -
Total Vehicles and Equipment	\$ 1,235,000	\$ 2,624,000	\$ 980,000	\$ 802,000	\$ 470,000

# 2025-2029 GENERAL FUND CAPITAL PLAN

# AIRPORT

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

Airport Capital Budget	 	 	 			
	2025	2026	2027	20	28	2029
Infrastructure Renewal						
Projects						
Airport Operations Hanger Washroom and Office Improvements	\$ 15,000	\$ -	\$ -	\$	-	\$
Runway, Taxi way, Apron Asphalt Overlay - <i>Grant Dependent</i>	3,687,000	-	-		-	-
Loader/Snow Blower (Airport) - Grant Dependent	898,000	-	-		-	-
Airport Paving	-	-	-		-	80,000
	\$ 4,600,000	\$ -	\$ -	\$	-	\$ 80,000
Funding Source						
Asset Replacement Reserve	\$ 145,000	\$ -	\$ -	\$	-	\$ 80,000
Grants and Partnerships	 4,455,000	-	-		-	-
Total Funding	\$ 4,600,000	\$ -	\$ -	\$	-	\$ 80,000
Upgrading and Expansion						
Projects						
Airport Generator	\$ 160,000	\$ -	\$ -	\$	-	\$ -
	\$ 160,000	\$ -	\$ -	\$	-	\$ -
Funding Source						
Grant - Community Works (Gas Tax)	\$ 160,000	\$ -	\$ -	\$	-	\$ -
Total Funding	\$ 160,000	\$ -	\$ -	\$	-	\$ -
Total Airport Projects	\$ 4,760,000	\$ -	\$ -	\$	-	\$ 80,000

# **WORK IN PROGRESS**

Work in Progress Capital includes projects approved and started in 2024 that will be completed in 2025.

Work in Progress Capital Budget										
	2025	2026		2027			2028		20	29
Infrastructure Renewal										
Transportation										
Beach Creek/E. Crescent Culvert Replacement (2024)	\$ 5,000	\$	-	\$	-	\$		-	\$	
Grandon Creek Confluence - Engineering (2024)	25,000		-		-			-		-
Bay Street Slope Stabilization (2024)	512,000		-		-			-		
Paving Management Program (2024)	5,000		-		-			-		-
Seacrest Rd Replacement - Engineering (2024)	30,000		-		-			-		-
Unit 17 Ford F450 replacement, Hook Truck (2024)	220,000		-		-			-		•
Facilities										
General facilities maintenance for all Town owned facilities (2024)	41,700		-		-			-		
	\$ 838,700	\$	-	\$	-	\$		-	\$	
Funding Source										
Asset Replacement Reserve	\$ 833,700	\$	-	\$	-	\$		-	\$	
Community Works (Gas Tax)	 5,000		-		-			-		
Total Funding	\$ 838,700	\$	-	\$	-	\$		-	\$	-
Upgrading and Expansion										
Transportation										
Waterfront Hwy 19A Ditch Infill / Bike Lane / Parking Management (2024)	\$ 737,000	\$	-	\$	-	\$		-	\$	
Parks & Recreation										
Beach Creek Viewing Platform and Walkway Estuary (2024)	30,000		-		-			-		-
Vehicles & Equipment										
Server Room (File Room) Fire Suppression & Cooling Systems Installation (2024)	35,000		-		-			-		-
	\$ 802,000	\$	-	\$	-	\$		-	\$	
Funding Source										
Asset Investment Reserve	\$ 272,000	\$	-	\$	-	\$		-	\$	
Grants and Partnerships	530,000		-		-	-		-		
Total Funding	\$ 802,000	\$	-	\$	_	\$		_	\$	



# Statistics

# **GENERAL** STATISTICS

	2024	2023	2022	2021	2020
Population	9,303	9,303	9,303	9,303	8,943
Area in hectares:					
Land	1798	1798	1798	1798	1798
Building Permits					
Number	77	101	109	129	97
Value	\$ 18,652,000	\$ 46,678,000	\$ 47,667,000	\$ 32,406,000	\$ 16,063,000
Comparative debt statistics:					
Debenture and other debt	2,723,476	3,697,489	2,308,809	1,851,746	2,314,682
Debt per capita	293	397	248	199	259
Tax rates for municipal purposes (stated in dollars per \$1,000 of ass			ver Island Regio	onal Library levie	s:
Residential	2.4099	2.3080	2.3670	3.0660	3.0990
Utility	40.0000	38.9463	39.9418	39.8812	39.8222
Light industry	6.1368	5.8778	6.0282	6.6469	-
Business & other	6.1368	5.8778	6.0282	6.6469	6.8867
Managed Forest	2.4099	2.3080	2.3670	1.5330	1.5495
Recreational/nonprofit	6.1368	5.8778	6.0282	6.6469	6.8867
Farm	2.4099	2.3080	2.3670	1.5330	1.5495
Tax rates for school purposes: (stated in dollars per \$1,000 of ass	essed taxable valu	Je)			
Residential	1.1950	1.1396	1,1770	1.4900	1.5370
Utility	12.1100	12.5700	12,7200	12.8600	13.0300
Light industry	3.3900	3.3300	3.5200	3.8600	-
Business & other	3.3900	3.3300	3.5200	3.8600	1.1070
Managed Forest	1.8700	1.9500	1.9000	1.9000	0.0001
Recreational/nonprofit	2.1100	1.9900	2.0300	2.3300	0.7844
Farm	7.1500	7.2900	6.9800	6.9100	7.0500

# **STATISTICS**

# **TAXATION** AND ASSESSMENTS

	2024	2023	2022	2021	2020
Comparative taxation statistics:					
Residential	\$ 24,080,527	\$ 22,409,365	\$ 20,774,420	\$ 18,449,871	\$ 17,586,874
Utility	342,584	333,754	311,459	290,690	296,045
Light industry	3,310	2,839	2,874	1,396	-
Business & other	2,512,829	2,196,992	2,098,941	1,888,344	1,442,866
Managed Forest	1,897	1,638	1,405	1,195	689
Recreational/nonprofit	64,310	57,210	58,320	51,830	44,922
Farm	654	625	666	489	492
Water parcel tax	1,127,760	1,027,840	933,000	838,260	742,880
Sanitary sewer parcel tax	263,010	237,700	213,615	189,560	165,375
Local area service parcel tax	35,718				
RDN parks parcel tax			-	98,180	98,020
Total current taxes including school					
and other government levies	\$ 28,432,599	\$ 26,267,963	\$ 24,394,700	\$ 21,809,815	\$ 20,378,163
Water user fees	1,810,469	2,022,995	1,631,220	1,572,101	1,209,705
Sanitary sewer user fees	757,163	761,616	713,945	658,485	604,419
Total Taxes and fees	\$ 31,000,231	\$ 29,052,574	\$ 26,739,865	\$ 24,040,401	\$ 22,192,287
Taxes and fees per capita	\$ 3,332	\$ 3,123	\$ 2,874	\$ 2,584	\$ 2,482

#### Assessment for general purposes (taxable value):

Land Improvements	\$ 2,760,844,697 2,242,926,401	\$ 2,812,125,738 \$ 2,263,442,201	2,610,515,635 \$ 2,042,877,101	2,028,299,771 \$ 1,398,077,601	1,936,861,171 1,312,101,401
Deduct	 5,003,771,098	5,075,567,939	4,653,392,736	3,426,377,372	3,248,962,572
Deduct Exempt land	(177,895,986)	(193,946,400)	(179,247,374)	(134,498,410)	(130,344,809)
Exempt improvements	(108,118,628)	(102,639,249)	(97,617,847)	(89,880,100)	(80,751,957)
	\$ 4,717,756,484	\$ 4,778,982,290 \$	4,376,527,515 \$	3,201,998,862 \$	3,037,865,806
Assessment per capita	\$ 507,122.06	\$ 513,703.35 \$	470,442.60 \$	344,189.92 \$	339,692.03
Assessment for school purposes	\$ 4,702,621,131	\$ 4,767,060,680 \$	4,354,368,142 \$	3,188,588,722 \$	3,025,107,216



# **PERMISSIVE** TAX EXEMPTIONS

			Value of Permissive Exemption			
Legal Description	Civic Address	Organization	Total	Municipal		
			Taxes	Portion		
Lots 2 and 3, Plan 3414, District Lot 101A,	2945/2949 Island	Rotary Club of Qualicum	22,709	11,705		
Newcastle Land District;	Highway West	Beach – Welch Park				
Lot 6, Block 10, Plan 1894, District Lot 78,	211 Fern Road West	Rotary Club of Qualicum	7,618	3,928		
Newcastle Land District;		Beach – Sunrise				
Lot 1, Plan 27288, District Lot 78,	250 First Avenue West	Kiwanis Housing	54,022	24,398		
Newcastle Land District;						
That part of District Lots 58 and 59	136 Village Way West	Kiwanis Housing	6,064	2,738		
Newcastle District shown on Plan						
EPP106404						
Lot A, Plan 8548, District Lot 78,	110 Second Avenue	Village Theatre	6,852	3,025		
Newcastle Land District;	West					
Portion of District Lot 101 & 101A,	2711 Island Highway	Tourist Bureau	2,523	1,114		
Newcastle Land District, SW PT NE of	West					
PL3868; SW PT NE of PL3868; REM SW PT;						
PT SW of RD; NE PT SW of RD;						
Portion of Lot B, Plan VIP58293, District	644 Memorial Avenue	Curling Rink	4,238	1,871		
Lot 59 & 60, Newcastle Land District,						
Except Plan VIP59287;						
Portion of Lot 9, Plan 2047, District Lot 78,	665 Jones Street	Lawn Bowling Club	4,284	2,001		
Newcastle Land District Except Plan						
27288, 42165, VIP55424, VIP60676;						
Portion of Lot A, District Lot 124, Nanoose	Lease A3 – 1000	Beaufort Squadron @	4,083	2,105		
District, Plan 42657 Except That Part in	Ravensbourne Lane	Airport				
Plan 44330,						
Portion of Lot A, District Lot 124, Nanoose	Lease D1 – 1000	Arrowsmith Search and	9,979	4,406		
District, Plan 42657 Except That Part in	Ravensbourne Lane	Rescue @ Airport				
Plan 44330,						
Lot A, Plan 16180, District Lot 57,	587 Beach Road	Museum	5,837	2,947		
Newcastle Land District, Except PART IN						
PLAN 3022 RW;						
Lot 3&4, Plan 2005, Block 17, District Lot	181 Sunningdale Road	Blue Sphere Foundation	6,353	2,869		
58, Land District 35,	West					
Lot A, Plan 9145, District Lot 63 and	469 Memorial Avenue	Qualicum Beach Memorial	55,998	27,501		
remainder of Plan 1026, DL 57-62,		Golf Club				
Newcastle Land District;						
Lot 1, Plan 13424, District Lot 57,	210 Crescent Road	Valhalla - Hospice	24,120	10,649		
Newcastle Land District;	West					
Lot A, Plan EPP115395, District Lot 78,	122 Fern Road West	TOSH Arts Centre	40,771	18,001		
Newcastle Land District;						

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

# **STATISTICS**

Strata Lot 1, Plan VIS5454, District Lot 78,	703 Memorial Avenue	Qualicum Beach Seniors'	7,189	3,174
Newcastle Land District	400.14	Activity Centre	10.550	6 5 6 9
Block 5, Plan 1894, DL 78, Newcastle Land District;	180 Veterans' Way	Royal Canadian Legion Branch #76	13,556	6,569
Lot A, Plan VIP66629, District Lot 78 & 88,	E&N Railway	Island Corridor Foundation	24,539	13,126
Nanoose Land District, Nanoose and				
Newcastle Districts Mile 99.13 to 100.114				
– portion of VIP 66629; PID 024-135-232				
Lot A, Plan VIP 66629, District Lot 78 & 88,	E&N Railway	Island Corridor Foundation	39,445	21,100
Nanoose Land District, & Newcastle Land	,		,	,
District except there out 0.21 acre lease –				
see Folio 565-01163.100; Mile 100.14 to				
101.59 – portion of VIP66629 inside				
Qualicum Beach – located between				
Hollywood & First Avenue, VIP 70053-				
70058 73117-73120 – No Adj. E&N RW –				
Island Corridor Foundation				
Lot A, Plan VIP 68672, District Lot 52-78,	E&N Railway	Island Corridor Foundation	45,409	24,290
Newcastle Land District EXCEPT PLAN	Lan nanway		43,403	24,230
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. District Lot 52-60, Nanoose Land District,	174 Railway Street	Island Corridor Foundation	5,240	2,315
VIA Rail Lease situated on E&N R/W, DL 52	Train Station		3,240	2,515
to 60 Incl. & Part of DL 78 within the Town				
of Qualicum Beach				
Portion of Lot 1-4, Lot 9-11, Block 2, Plan	3319 Island Hwy West	St. Andrews Lodge	4,275	1,930
VIP3938, District Lot 17, Newcastle Land		Historical & Cultural		
District. PID 006-131-531, 006-131-557, 006-131-565, 006-131-573, 006-131-603,		Society		
006-131-620, 006-131-646, 000-238-449,				
000-238-457, 000-238-473, 000-238-481.				
Lot 1, Plan 2080, District Lot 78, Newcastle	330 Dorset Rd	Into the Woods Early	27,359	14,107
Land District;		Learning Childcare Society		
Lot A, Plan 19140, District Lot 78,	591 Arbutus Street	Church of Jesus Christ of	1,805	931
Newcastle Land District;		Latter-Day Saints		
Lot 12, Block 5, Plan 1835, District Lot 53,	423 First Avenue West	Jehovah's Witnesses	11,164	5,757
Newcastle Land District;				
Lot A, Plan 50661, District Lot 58/59,	138 Hoylake Road	St. Mark's Anglican Church	7,379	3,805
Newcastle Land District;	West			
Lot A, VIP58293, District Lot 60, Newcastle	150 Village Way	St. Stephen's United	3,440	1,774
Land District;		Church		
Lot 1, Plan 13066, District Lot 122,	825 Village Way	Christian Fellowship Centre	18,898	9,744
Nanoose Land District;				-
Plan VIP59287, District Lot 57 & 58,	600 Beach Road	Qualicum Community	7,858	4,052
Newcastle Land District, those parts		Baptist Church	,	,
shown as "Road to be Closed";				



# **GLOSSARY**

## **GLOSSARY**

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

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

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

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

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

**Asset Improvement Plan:** This term is used interchangeably with "Capital Program" or "Capital Plan".

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

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

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



Capital project: Creation or improvement of infrastructure assets.

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

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

**Community Charter:** The provincial legislation governing local governments. This legislation replaced the *Local Government Act* in 2003.

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

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

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

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

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

Financial Plan: This term is used interchangeably with "budget".

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

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

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

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

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

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

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

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

# GLOSSARY

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

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

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

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

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

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

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

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

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

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

# Financial Bylaw Appendix A

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8 .

Appendix A to be added following adoption of the bylaw

# TOWN OF QUALICUM BEACH

201-660 Primrose St Qualicum Beach Ph: 250 752 6921

qbtown@qualicumbeach.com qualicumbeach.com facebook.com/QualicumBeachTown December 18, 2024 - QB Memorial Golf Course Meeting Board Meeting

- There have been a number of changes happening at the golf course including: the opening of the new **Off the Hook** restaurant; David Green, longtime bookkeeper retired and a new bookkeeper has been hired; and Course Professional, Neil Bidewell, has moved on to a new endeavor.
- There are a number of trees that have been identified as Hazard Trees and the golf course is looking to work with the town to ensure they are addressed. Town staff have been notified and are following up.

#### January 6, 2025 - Council Open House

- Heard the following questions and concerns:
  - The development process and when in the process is public input permitted and how is the public notified;
  - Openness and transparency with the correspondence and public comment processes; clarification was sought regarding the reporting out on "Comments from the Gallery";
  - The development proposal at Memorial and Hoylake being presented at the January 8, 2025 Committee of the Whole;
  - The format for the Council Open Houses Open Houses vs. Town Halls and monologue vs. dialogue;
  - The future of the Qualicum Commons;
  - How the town is addressing the potential for Avian Flu with backyard chickens; and
  - Additional information about the \$5.8M for the re-paving of 19A project.

#### January 13, 2025 – MABRRI OECM Meeting

• Will report out on this later as it will not take place in time for the deadline for this meeting.

I would like to thank all of the Qualicum community who supported the KSS Grads in their Tree Chipping and Bottle Drive event on January 4, 2025. Apparently, the company who takes the bottles and cans has never had an event as successful as this one. A special thank you and shout out to Island Self Storage on Alberni Hwy, Lighthouse Feed & Garden in Bowser and Foster Tree Care for their amazing support.

Also, congratulations to ECHO Players! At the January 8<sup>th</sup> 100+ Women Who Care meeting they were successful in splitting the \$35,000 worth of donations with Catspan, so they will be receiving \$17,500 towards their upgrade project.

December 9, 2024

- Attended the Public Open House with Councillor Young. Topics of discussion included: the Notice of Motion to change to a quarterly public open house, the "Save the Commons" group and its ideas, budget questions, the status of a cold weather shelter, community gardens and Community in Bloom, pollinator pathways, are consultant reports made public, bringing industry opportunities into the community, the tree by-law, Eaglecrest golf course, restorative justice, the Qualicum Beach dance school and the donut economy.
- OCP Review Steering Committee.

#### December 16, 2024

- Attended the meeting of the OCP Review Steering Committee.
- Attended the meeting of SALHAC Board. Renovation work on the Lodge started on the 6th of January. This is a testament to the hard work and dedication of the Society to create a space for the community while preserving a piece of the history of Qualicum Beach.

#### December 20, 2024

• Attended the meeting of the Qualicum Beach Chamber of Commerce.

#### TOWN OF QUALICUM BEACH STAFF REPORT

TO: Lou Varela, CAO

FOR: **Regular Council Meeting** 

DATE: January 22, 2025

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

SUBJECT: Winter Holiday Town Hall Closure

#### RECOMMENDATION

THAT Council approve the closure of the Town Hall office during the 2025 holiday season for three business days (December 22; 23; and 24) during the period of December 22 through December 26, 2025.

#### PURPOSE

To request approval to close the Town Hall office for the 2025 winter holiday season.

#### BACKGROUND

Town staff receive December 25 (Christmas Day), December 26 (Boxing Day), and January 1 (New Years Day) as statutory holidays. For 2025, staff propose to close the Town Hall office for three additional business days, Monday, December 22, Tuesday, December 23 and Wednesday, December 24, 2025.

#### DISCUSSION

Recognizing our commitment to providing exceptional customer service, staff reviewed the demand for administrative services during the 2023 winter holiday season. Consequently, Council passed a resolution approving the closure of the Town Hall office for three business days during the 2024 holiday season, from December 23 to December 27. During this period, no negative feedback was received regarding the closure.

Based on this positive outcome, staff are proposing a similar closure for the Town Hall office for three additional business days during the 2025 winter season: Monday, December 22; Tuesday, December 23; and Wednesday, December 24, 2025.Staff would be required to use their vacation and/or available banked time balances, unpaid time off, or make arrangements with their supervisor to work, to cover the three (3) days proposed for closure not included in statutory holidays.

For urgent Town-related matters, calls would still be forwarded through to the Town's answering service to be handled by on-call staff assigned for this period. The on-call staff person would be contacted through the Town's answering service for any urgent matters during the proposed office closure

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
	December 2025										
21	22	23	24	25	26	27					
Closed	PROPOSED CLOSURE	PROPOSED CLOSURE	PROPOSED CLOSURE	Statutory Holiday	Statutory Holiday	Closed					
28	29	30	31								
	Regular	Regular	Regular								
Closed	Office	Office	Office								
	Hours 9	Hours 9	Hours 9 am								
	am – 4 pm	am – 4 pm	– 4 pm								
			January 2026								
				1	2	3					
				Statutory Holiday	Regular Office Hours 9 am – 4 pm	Closed					

2025 Proposed Winter Holiday Closure Dates:

#### FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

#### PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions	Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	• Final decision making in the hands of the stakeholders

Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.

INFORM:

- If approved, the closure would be advertised in advance to the public, including information on alternative ways to access services and contact numbers.
- Notices will be posted at Town facilities in advance of the closure.

Town of Qualicum Beach January 22, 2025, Regular Council Meeting – **Winter Holiday Town Hall Closure** Page **3** of **3** 

#### STRATEGIC PLAN ALIGNMENT

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

- <u>Community Health & Wellbeing</u>: To improve the health and wellbeing of people who live, work, and play in the Town.
  - Strategic Initiative: Employer of Choice

#### **APPROVALS**

Report respectfully submitted by Heather Svensen, Director of Corporate Services/Deputy CAO

CH.C

Heather Svensen Director of Corporate Services/Deputy CAO *Report Author* 

Lou Varela, MCIP, RPP Chief Administrative Officer *Concurrence* 

Agnieszka Warzybok

Agnieszka Warzybok Director of Human Resources *Concurrence* 







# Interim Housing Needs Report

Town of Qualicum Beach

November 2024

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# **Executive Summary**

This report presents an updated summary of interim housing needs in the Town of Qualicum Beach as mandated by the Province of British Columbia in June 2024. The study was funded by the Regional District of Nanaimo and conducted by Deloitte, following the guidelines specified in the *Housing Needs Report Regulation*. Specifically, the Housing Needs Report framework is used to calculate local housing needs within a 5- and 20-year time frame.

The report includes calculations of interim housing need in six categories, as required by the Province. These categories include housing units needed for households in extreme core housing need, individuals experiencing homelessness, suppressed households, anticipated household growth, raising the rental vacancy rate to 3%, and accounting for additional local housing demand. Deloitte also conducted supplementary analysis to provide characteristics of the projected units of need. The summary of the results for each of these sections are presented in Table 1.

The final section of this report outlines key municipal policies and recent initiatives aimed at supporting housing development near transportation infrastructure and reducing overall housing need. The results of this report will be used by local governments to update their Official Community Plan and zoning bylaws by the end of 2025.

Table 1: Summary of local housing need in Qualicum Beach					
	5-year need	20-year need			
0/1 Bedroom	107	320			
2 Bedroom	214	745			
3 Bedroom	302	1,026			
4+ Bedroom	102	345			
Total housing need	726	2,435			

# Introduction

This report provides an updated summary of interim housing needs in the Town of Qualicum Beach, as mandated by the Province of British Columbia (BC) in June 2024.

The study was funded by the Regional District of Nanaimo (RDN) and was prepared by Deloitte concurrent with the preparation of similar reports for the District of Lantzville and the RDN rural areas.

The report includes:

- Calculations of interim housing need in six categories, based on specific calculation requirements released by the Province.
- A summary of municipal policy and recent initiatives aimed at reducing housing need and supporting housing development near transportation infrastructure (as required by the Provincial regulations).
- Additional analysis to segment housing needs by type, size and tenure. The mandated housing need calculations produce an estimate of **total units** of need, which has been supplemented by this additional custom analysis to provide useful characteristics of the required units.
- Summaries of the methodology for all calculations along with summary and detailed tables of housing need results.

The intended use of the results is for each local government to update their Official Community Plan (OCP) and zoning bylaws by the end of 2025 to ensure the required number of units can be accommodated. A fully updated Housing Needs Report (including this analysis plus community consultation and other elements) is required by the end of 2028 to align with the results of the 2026 Census, and subsequent updates are required every five years as new Census results become available.

# Methodology

As part of understanding local housing need, municipal and regional district governments in British Columbia are required to follow the guidelines specified in the *Housing Needs Report Regulation*, which includes the Housing Needs Report (HNR) framework for calculating local housing need.

Specifically, the HNR method is used to calculate the local needs for housing within a 5- and 20-year time frame, and consists of the following six criteria:

- A. The quantity of housing units needed for households in extreme core housing need,<sup>1</sup> which is defined as households with shelter costs for housing that are more than 50% of their total before-tax household income.
- B. The quantity of housing units required for individuals experiencing homelessness.
- C. The quantity of housing units necessary for suppressed households,<sup>2</sup> which are those households that were unable to form due to a shortage of affordable housing options. Examples include young adults who might be living with parents or roommates but in a previous generation would have been expected to lead their own household.
- D. The quantity of housing units needed for anticipated household growth, based on BC Stats growth projections.
- E. The quantity of housing units necessary to raise the rental vacancy rate to 3%, which represents a more balanced supply of available rental stock.
- F. The number of housing units that accounts for additional local housing demand (the "demand buffer"). This is intended to reflect the additional housing required to accommodate "healthy" market demand for different types, locations, and characteristics of units and could also be interpreted (although not stated by the Province) as a means to reduce inflationary pressure on housing prices. The demand buffer is an additional factor provided by the Province based on a combination of local housing prices and housing density, although the exact formula and rationale is not provided. This final category of need is applied only to municipalities and not to Electoral Areas.

A more detailed breakdown for the calculations of each component can be found in the Appendix section of this report.

<sup>&</sup>lt;sup>1</sup> <u>Housing Needs Report Regulation</u>

<sup>&</sup>lt;sup>2</sup> <u>Household Formation and the Housing Stock</u>

#### Data Sources

The data sets used in the analysis include those specified by the HNR method, in addition to several related sources used by Deloitte as input into the custom analysis of unit characteristics. The data requirements for this analysis can be broken down into two parts:

- 1. HNR Method Data Sources:
  - The four most recent Census reports (2006, 2011, 2016, and 2021)
    - Various housing counts, measures of housing suitability, rates of household formation
  - The Province of British Columbia
    - BC Stats household projections
    - Regional homeless counts
    - Custom calculation of the "demand buffer"
  - Canada Housing Mortgage Corporation (CMCH)
    - Housing Market Information Portal (for rental market information)
- 2. Additional data sources used by Deloitte as inputs into the custom analysis of unit characteristics:
  - 2021 Census tables that show the relationship between household maintainer rates by age and structure type, tenure, and bedroom counts
  - BC Stats population projections by age

# Summary of Interim Housing Needs Results

#### **Interim HNR Calculations**

Ta	Table 2: Total local housing need for Qualicum Beach						
Co	omponent	5-year need	20-year need				
Α	Extreme Core Housing Need	34	136				
В	Persons Experiencing Homelessness <sup>3</sup>	26	51				
С	Suppressed Household Formation	94	375				
D	Household Projections	406	1,206				
Ε	Rental Vacancy Rate Adjustment	3	11				
F	Additional Housing Demand	164	656				
Тс	otal housing need	726	2,435				

Table 2 presents the total local housing need for the Town of Qualicum Beach, indicating a projected need for 726 units over a 5-year period and 2,435 units over a 20-year period. This includes all six components referenced earlier: extreme core housing need, homelessness, suppressed household formation, household projections, rental vacancy rate adjustment, and additional housing demand.

#### Additional Unit Characteristics

The Provincial guidelines provide a simple estimate of total units of housing need. No additional characteristics of those housing units, such as type or size of the required units, are available through the Provincial calculation formulas.

A supplementary analysis was prepared by Deloitte to provide additional useful detail to the Town. This custom analysis uses the Provincial guidelines as a starting point, while incorporating additional demographic projections from BC Stats, the latest population and housing projections completed for the RDN in 2023, and Census data describing existing patterns of housing structure type, tenure, and bedroom count in relation to population age.

The analysis produces estimates of how many units of need are required as single family versus multi-family homes (where multi-family includes apartments, townhouses, and other higher-density structures). Estimates are also provided of how many owned versus rental homes are required, and how large they should be (as measured by number of bedrooms).

<sup>&</sup>lt;sup>3</sup> The Persons Experiencing Homelessness (PEH) calculation uses region-wide homeless counts and assigns Qualicum Beach a proportional share. As this component does not use local data, the results may not be reflective of the actual number of persons experiencing homelessness in Qualicum Beach.

The calculation of unit characteristics is different for each of the six components of housing need:

- Component A Extreme Core Housing Need. The Provincial estimates show both owned and rented homes in this category. Due to extreme core housing need potentially affecting all types of homes, detailed estimates are based on the current distribution of structure type (single family versus multi-family), tenure and bedroom counts across all existing homes.
- **Component B Persons Experiencing Homelessness.** The provision of homes for the currently homeless is assumed to be equivalent to one rental apartment for each unit of need.
- **Component C Suppressed Household Formation.** The Provincial guidelines produce an estimate of the number of suppressed households for each age range. Using typical housing patterns for that age range, the number of units of each type, tenure and size can be estimated.
- **Component D Anticipated Growth.** Using demographic projections from BC Stats that show the projected change in the local population at each age range, the typical housing patterns by age can be used to project increased demand for each type, tenure and size of unit.
- **Component E Rental Vacancy Rate Adjustment.** This component is entirely focused on rental units, so the typical distribution of rental units by type and size is used to estimate future need.
- Component F Additional Housing Demand. This is the "demand buffer" that amplifies the housing need calculated under Components A, B, C and E to better approximate a "healthy" housing market. The distribution of units by type, tenure and size is similarly calculated as a multiple of the calculations under those components.

The estimated characteristics of housing need are shown in Table 3 below, although several limitations of the analysis must be highlighted. First, the distribution by structure type is based on current development patterns, which are heavily weighted toward single-family homes. In most communities, the future development pipeline includes a higher share of multi-family units than in the past, suggesting that the estimates shown below may somewhat overstate the need for single-family dwellings.

Similarly, the estimated need by tenure (owned versus rented) is also based on existing patterns. It is possible that due to high housing prices and other constraints, additional needed units are more likely to be rental to act as a bridge for households currently lacking their own unit to secure a home, with potential later transition to home ownership. If that is the case, these estimates may somewhat overstate the need for owned units.

Table 3: Additional unit characteristics in Qualicum Beach					
	5-year need	20-year need			
Owned - Total	527	1,747			
Owned 0/1 Bedroom	10	35			
Owned 2 Bedroom	158	523			
Owned 3 Bedroom	265	879			
Owned 4+ Bedroom	94	310			
Rented - Total	199	688			
Rented 0/1 Bedroom	97	285			
Rented 2 Bedroom	56	222			
Rented 3 Bedroom	37	147			
Rented 4+ Bedroom	9	34			
	79.6	2 425			
Total (Owned & Rented)	726	2,435			
Total 0/1 Bedroom	107	320			
Total 2 Bedroom	214	745			
Total 3 Bedroom	302	1,026			
Total 4+ Bedroom	102	345			
	79.6	2 425			
Total Units	726	2,435			
Single Family Dwelling	409	1,342			
Multi-Family Dwelling	317	1,093			

Table 3 reports additional local housing need in Qualicum Beach, spanning both 5and 20-year time periods. About three-fifths of the need is for larger units (three or more bedrooms). In the short-term, demand is slightly more concentrated for single family homes, representing 56% of the 5-year need. Over 20 years, the concentration remains similar for single-family homes at 55%. And as stated previously, evolving development patterns in many communities will increasingly satisfy the need for larger units through multi-family development.

The projected need for rental units is 27% of the total (199 units out of 726 in the next five years).

#### Supportive Policy Statements/Actions

As required by the Housing Needs Reports Regulations, the following statements are meant to inform the local housing needs of all local governments within the province: (1) A statement about the need for housing in close proximity to transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation and (2) A description of the actions taken by the local government, since receiving the most recent housing needs report, to reduce housing needs. For RDN communities, the most recent housing needs report was completed in 2020.

#### 1) Housing development in proximity to transportation infrastructure

The Town of Qualicum Beach strongly supports active transportation and maintains policies for residential redevelopment to support that goal. The following are specific references to relevant Official Community Plan (OCP) policies.

To support active transportation:

- Encourage alternatives to private automobile use towards achieving greenhouse gas reduction, such as walking and cycling (p. 64).
- Develop a pedestrian and cycling network ensuring complete access throughout the Town, connecting all areas (p. 65).
- Establish roadways that are pedestrian-friendly, especially in the "Village Neighbourhood" (p. 66).

To support residential redevelopment and infill:

- Focus residential development in the "Village Neighbourhood" to maximize service efficiency and minimize reliance on automobiles (p. 25).
- Foster mixed-use developments within commercial areas to enhance walkability and local business support (p. 19).
- Promote housing types within the "Village Neighbourhood" to reduce sprawl and support sustainable development (p. 33).

These policies aim to create a sustainable and efficient urban framework that enhances walkability and reduces environmental impact. Exploring partnerships for transport and housing can enhance community connectivity and sustainability.

#### 2) Recent actions by local government to reduce housing needs

The local government in Qualicum Beach has taken recent actions to address housing needs in the Town. Notable actions include:

- A **56-unit affordable housing development** is expected to be completed in 2025.
- A **72-unit multi-residential project** in the commercial core has been approved, and several other developments have received approval.

These policies, projects, and developments demonstrate the Town of Qualicum Beach's commitment to reducing housing needs and promoting housing development in proximity to transportation infrastructure across the municipality.

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# Appendix: Detailed HNR Tables

#### Component A: Housing units and extreme core housing need

Identifying Extreme Core Housing Need (ECHN) is crucial to accurately assess local housing need and address the demand for housing affordability and accessibility. To calculate the number of new units to address ECHN, data from the four most recent census reports is required to calculate average ECHN rates for owners with a mortgage and renters, which are then used to calculate total units needed.

The calculations involve the following steps:

- Step 1: Gather data from the four most recent census reports, including the number of owner households, renter households, and owner households with a mortgage in ECHN.
- Step 2: Calculate average ECHN rates for owners with a mortgage and renters by dividing the number of households in ECHN by the total number of households for each census year.
- Step 3: Calculate current households in ECHN by multiplying the average ECHN rates by the total number of households from the most recent census report.
- Step 4: Calculate the total number of new units needed by adding the number of owner households in ECHN and renter households in ECHN (Table 2). This figure represents the total new units needed to address ECHN over 20 years (Table 4).
- Step 5: Given the housing units for this component are distributed over 20 years, to obtain the number of 5-year units, simply divide the 20-year result by 4.

Table 4: Extreme core housing need calculations for Qualicum Beach							
Total Households	2021 Households	Average ECHN Rate	Households in ECHN				
Owners with a mortgage	3,775	1.3%	50				
Renters	560	15.4%	86				
Total New Units - 20 years 136							
Total New Units - 5 years 34							

#### Component B: Housing units and homelessness

Measuring the number of housing units required for people experiencing homelessness (PEH) provides a quantifiable measure of the housing supply needed to address the specific needs of this vulnerable population. To estimate the number of permanent housing units required for PEH, the Integrated Data Project (IDP) is used to gather robust data on PEH at any point during the year. The IDP counts individuals who have received income assistance and had no fixed address for three

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consecutive months or stayed in a BC Housing-affiliated shelter for at least one night. This data is publicly available at the regional scale.

The calculations involve the following steps:

- Step 1: Calculate the applicable municipality's or EA's population as a share (%) of the regional population by dividing the local population from the most recent census report by the regional population.
- Step 2: Gather PEH data from the IDP report published on the date closest to the most recent census, using the number of PEH for the associated regional district (Census Division).
- Step 3: Multiply the applicable municipality's or EA's population share (%) from Step 1 by the number of PEH as determined in Step 2 to estimate the proportional local number of PEH.<sup>4</sup> This figure represents the total new units needed to address PEH over 20 years (Table 5).
- Step 4: As the number of units for this component is distributed over 10 years, to calculate the 5-year number, simply divide the 20-year need by 2.

Table 5: People experiencing homelessness calculations for Qualicum Beach						
Regional			Regional PEH	Proportional		
Population			opulation # % of Reg		-	Local PEH
170,367	8,775	5.2%	996	51		
Total New Units - 20 years						
<b>Total New Units</b>	26					

#### Component C: Housing units and suppressed household formation

Suppressed Household Formation (SHF) refers to households that were unable to form between 2006 and the present due to a constrained housing environment. To estimate SHF, 2006 census data is used to determine headship rates by tenure and age cohort, which are then applied to the population data from the most recent census report to estimate the additional households that might have formed under more favorable housing conditions.

The calculations involve the following steps:

- Step 1: Gather Primary Household Maintainer data by age and tenure from the 2006 and most recent census reports. Adjust age categories to align with the census reports.
- Step 2: Gather population data by age from the 2006 and most recent census reports. Sum population age categories to align with Primary Household Maintainer age categories.

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<sup>&</sup>lt;sup>4</sup> This assumes one unit per person, so the proportional local number of PEH is equal to the number of units required.

- Step 3: Calculate the 2006 Headship Rates (%) by age category and tenure. Divide the 2006 number of households by the 2006 population for each Primary Household Maintainer age category and tenure.
- Step 4: Calculate 2021 Potential Households. Multiply the 2006 Headship Rates calculated in Step 3 by the population from the most recent census report for each age category and tenure.
- Step 5: Calculate the number of Suppressed Households. Subtract the number of households from the most recent census report from the estimated Potential Households for each age category and tenure.
- Step 6: Sum Suppressed Household results for each age category to arrive at age category totals. For any categories where the total is less than 0, enter 0 as the total. Sum the totals from each age category to determine the Total New Units needed to address SHF over 20 years (Table 6).
- Step 7: Given the housing units for this component are distributed over 20 years, to obtain the number of 5-year units, simply divide the 20-year result by 4.

Table 6: Suppressed household formation calculations for Qualicum Beach							
5 5						Suppres ousehold	
Maintainers	Owner	Renter	Owner	Renter	Owner	Renter	Total
15 to 24 years	15	35	0	10	15	25	40
25 to 34 years	45	60	45	75	0	-15	0
35 to 44 years	180	145	165	90	15	55	70
45 to 54 years	490	90	270	60	220	30	250
55 to 64 years	730	70	680	105	50	-35	15
65 to 74 years	895	105	1,320	140	-425	-35	0
75 years and over	1,020	115	1,365	105	-345	10	0
Total New Units - 20 years						375	
Total New Units - 5 years						94	

#### Component D: Housing units and anticipated household growth

Anticipated Household Growth (AHG) quantifies the additional households required to accommodate an increasing population over twenty years. Data from BC Stats' Household Estimates & Projections tool, along with household data at the regional district level from the most recent census report as used to estimate AHG. Two 20year growth scenarios are developed: the Local Household Growth scenario and the Regionally Based Household Growth scenario. The average of these two scenarios is taken to represent the total units needed to address AHG in the local municipality.

The calculations involve the following steps:

• Step 1: Gather the number of households for the associated regional district from the most recent census report and the BC Stats household projection data for the associated regional district for the year 20 years after the most recent census. Calculate the percent increase in households at 20 years

(Regional Growth Rate) by dividing the difference in households by the number of households from the year of the most recent census report.

- Step 2: Gather the number of households for the applicable municipality from the most recent census report and the BC Stats household projection data for the applicable municipality for the year 20 years after the most recent census. Use the difference between the two figures as the New Units for the Local Household Growth scenario.
- Step 3: Calculate the Regionally Based Household Growth scenario. Multiply the Regional Growth Rate calculated in Step 1 by the number of households for the applicable municipality or EA from the most recent census report. Use the result as the New Units for the Regionally Based Household Growth scenario.
- Step 4: For municipalities, take the average of the New Units calculated for each scenario. Use the average as the Total New Units to address AHG over 20 years. For EAs, use the results of the Regionally Based Household Growth scenario as the Total New Units to address AHG over 20 years (Table 7).
- Step 5: To calculate 5-year need, the steps above remain the same, except replace the BC Stats household projection data from Step 1 with 5 years after the most recent census report (i.e. 2026) (Table 8).

Table 7: Anticipated household growth calculations for Qualicum Beach							
Growth Scenarios	Scenarios Regional Households						
	Growth Rate	2021	2041	Units			
Local Household Growth	n/a	4,435	5,220	785			
Regionally Based Household Growth	36.7%	4,435	n/a	1,627			
Scenario Average				1,206			
Total New Units - 20 years				1,206			

Table 8: Anticipated household growth calculations for Qualicum Beach							
Growth Scenarios	Regional	Households		New			
	Growth Rate	2021	2026	Units			
Local Household Growth	n/a	4,435	4,744	309			
Regionally Based Household Growth	11.3%	4,435	n/a	503			
Scenario Average				406			
Total New Units - 5 years				406			

#### Component E: Housing units and rental vacancy rate

Rental Vacancy Rate Adjustment (RVRA) adds surplus rental units to restore local vacancy rates to levels representing a healthy and well-functioning rental housing market. To estimate RVRA, rental market data from Canadian Mortgage Housing Corporation's Housing Market Information Portal, as well as the number of renter households from the most recent census report are used. The calculations use Primary Rental Market Vacancy Rate data from CMHC for each applicable

municipality or EA. For Qualicum Beach, the relevant vacancy rate is for the Parksville Census Agglomeration (which includes Parksville and Area G).

The calculations involve the following steps:

- Step 1: Gather the local Primary Rental Market Vacancy Rate from CMHC. Use the rate for British Columbia if local data is not available. If the applicable Vacancy Rate is 3% or greater, the RVRA housing need over 20 years is assumed to be zero.
- Step 2: Calculate the local Occupied Rate by subtracting the local Vacancy Rate from 100%. For the target Vacancy Rate of 3%, the Occupied Rate is 97%.
- Step 3: Calculate the Estimated Number of Units for the target and local Vacancy Rates by dividing the number of Renter Households by the target and local Occupied Rates. The Estimated Number of Units represents the expected total number of rental units (occupied and vacant).
- Step 4: Subtract the local Estimated Number of Units from the target Estimated Number of Units to determine the Total New Units needed to address RVRA over 20 years (Table 9).
- Step 5: Given the housing units for this component are distributed over 20 years, to obtain the number of 5-year units, simply divide the 20-year result by 4.

Table 9: Rental vacancy rate adjustment calculations for Qualicum Beach						
	Vacancy Rate	Occupied Rate	Renter Households	Estimated Number of Units		
Target Vacancy Rate	3.0%	97.0%	580	598		
Local Vacancy Rate	1.2%	98.8%	580	587		
Total New Units - 20 years 11						
<b>Total New Uni</b>	ts - 5 years			3		

#### Component F: Housing units and demand (the "demand buffer")

The demand buffer is the calculated number of housing units that reflects additional demand for housing within a given community, beyond the minimum units required to adequately house current and anticipated residents. It helps account for the number of units needed to meet "healthy" market demand and reduces pressure in the housing system by addressing the needs of households seeking specific characteristics in housing.

The calculations involve the following steps:

• Step 1: Take the sum of the results calculated for components A, B, C, and E (housing units to address extreme core housing need, homelessness, suppressed household formation, and increase rental vacancy rate,

respectively). Exclude component D (anticipated household growth) from this calculation.

- Step 2: Multiply the sum from Step 1 by the demand factor (multiplier) calculated for the applicable municipality. The demand factor is based on a ratio of housing price to housing density, and represents the Total New Units needed over 20 years (Table 10).
- Step 3: Given the housing units for this component are distributed over 20 years, to obtain the number of 5-year units, simply divide the 20-year result by 4.

# Table 10: Additional local housing demand calculations for QualicumBeach

Beach		
Component	Result	
A Extreme Core Housing Need	136	
B Persons Experiencing Homelessness	51	
C Suppressed Household Formation	375	
E Rental Vacancy Rate Adjustment	11	
Total	573	
Demand Factor	1.14	
Total New Units - 20 years 656		
Total New Units - 5 years	164	

#### Summary of Interim Housing Needs Calculation

Below are the summary tables from the Summary of Interim Housing Needs Results section.

Та	Table 11: Total local housing need for Qualicum Beach						
Co	mponent	5-year need	20-year need				
А	Extreme Core Housing Need	34	136				
В	Persons Experiencing Homelessness	26	51				
С	Suppressed Household Formation	94	375				
D	Household Projections	406	1,206				
Е	Rental Vacancy Rate Adjustment	3	11				
F	Additional Housing Demand	164	656				
То	tal housing need	726	2,435				

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#### TOWN OF **QUALICUM BEACH** STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

**DATE:** January 22, 2025

**FROM:** Shinjini Mehta, Climate Action / Emergency Program Coordinator

SUBJECT: Fleet Greening/ Modernization Strategy

#### RECOMMENDATIONS

- 1. THAT Council receives the Fleet Greening/ Modernization Strategy for the Town of Qualicum Beach dated December 26, 2024, prepared by Innotech Fleet Strategies in consultation with Town staff.
- 2. THAT Council refers the "Optimized Scenario" for fleet rightsizing and EV transitioning presented in the Fleet Greening/ Modernization Strategy, as attached to the January 22, 2025, Staff Report, to the 2026 Financial Planning Process.

#### PURPOSE

To present Council with a Fleet Greening and Modernization Plan, with recommendations aimed at optimizing the fleet, and reducing corporate emissions.

#### BACKGROUND

In the spring of 2024, the Town of Qualicum Beach issued a Request for Proposals (RFP) to develop a Fleet Greening and Modernization Strategy for the Town. This initiative aims to improve the management of the Town's 74-vehicle fleet, reduce emissions, and establish a roadmap for electrical infrastructure to support fleet electrification as well as meeting carbon reduction targets.

In May 2024, the Town authorized Innotech Fleet Strategies to undertake the Fleet greening/ modernization project and prepare a draft Fleet Rightsizing and Electrification Policy for the Town. The consultant worked with the Planning Department, Infrastructure Services Department and the Fire Department to finalize the strategy, which recommended actions to optimize the fleet to improve operational efficiencies and reduce the Town's corporate emissions. If implemented, the recommendations would reduce the Town's direct corporate emissions (not including emissions for contracted services) by an estimated 50.8% by 2050 compared to the 2023 baseline. Key actions for Council's consideration are presented in the Discussion section below.

#### DISCUSSION

A comprehensive fleet assessment was conducted by Innotech Fleet Strategies, identifying areas of strength, and opportunities for improvement. While the fleet's composition and useful life targets were rated as "good," the Strategy recommends optimizing the fleet size, setting

consistent replacement intervals based on vehicle age and mileage that are in line with industry standards, and enhancing data tracking. The Town's Fleet Assessment Scorecard prepared by the consultant is provided below.

Category	Rating
Normalized Fleet Size	Fair
Fleet Composition	Good
Average Age	Fair
Average Annual Mileage	Fair
Useful Life Targets	Good
Fleet Data Tracking	Poor

The Scorecard shows that the average age of the fleet is slightly older than comparable municipalities due to under-investment in fleet replacement leading to vehicles being in service past their useful life (except for Fire Department vehicles whose replacements are governed by the Fire Underwriters Survey).<sup>1</sup>

The Strategy recommends actions such as:

- a. Investing in replacements for older vehicles. The purchase of EVs for heavy and mediumduty vehicles (such as the garbage truck) for which commercial models have not yet been sufficiently market-tested, will be analyzed by Staff on a case-by-case basis, and recommendations provided to Council for deliberation.
- b. Replacing vehicles that serve a single purpose with vehicles that serve a range of purposes, where possible. Multi-purpose vehicles could be trucks with a hook lift system, or equipment designed for numerous attachments, such as those produced by Multihog, Trackless, Wille or similar. It is also recommended that the Town carry out demos or a short-term lease prior to purchase to review operational viability.
- c. Considering leasing vehicles for short-term use (less than four months).
- d. Identifying vehicles with low utilization, which are not critical for services or emergency events that could be retired, or their lifespans could be extended.

**Optimized Scenario for EV transition.** Detailed modelling for fleet transition (electrification) was undertaken. The modelling compared a Baseline Scenario (one-for-one fleet replacement with internal combustion engine models) vs. an Optimized Scenario (gradually transitioning to EVs in the fleet, coupled with fleet rightsizing). The Government of Canada has set targets for zeroemission vehicle adoption. These targets include all new light-duty vehicles to be electric by 2035, and 35% of medium and heavy vehicles to be electric by 2030. The Optimized Scenario includes consideration for the Town to meet these targets.

<sup>&</sup>lt;sup>1</sup> The normalized fleet size of 46 excludes the Fire Department vehicles (which are largely governed by the FUS), and equipment such as backhoes and tractors, which exhibit high variability among peers.

Under the Town's proposed "Optimized Scenario", fleet electrification rises from under 10% in 2025 to gradually increase to 84% by 2050 based on the projected availability of EVs for different vehicle classes. The Optimized Scenario estimates a 76% reduction in fleet emissions by 2050 from the 2024 baseline (fleet emissions reducing from 200,000 kg in 2024 to 48,700 kg in 2050). This represents a 50.8% reduction in overall direct corporate emissions (not including emissions for contracted services) from the 2023 baseline.

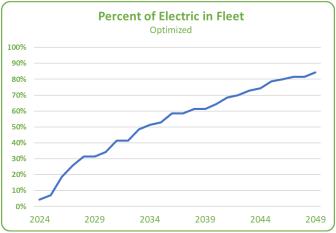


Figure 1: Percent of Fleet Electrified

#### FINANCIAL IMPLICATIONS

Implementing the "Optimized Fleet Scenario" for upgrading the Town's fleet will require a significant investment beginning in 2026 and continuing in subsequent years. An estimated \$8.9 million is recommended over the next 10 years to support fleet replacement and electrification under this scenario.

Currently, the Town's Asset Replacement Financial Strategy focuses solely on like-for-like replacements. Transitioning to electrification would constitute an enhancement to the Town's asset portfolio. While Town resources for enhancements to existing assets or investments in new assets are limited, several grants and incentives are anticipated to help offset costs and support the implementation of this Pan.

The financial impacts of transitioning to an electric fleet will be reviewed during the 2026 Financial Planning cycle. Options, including funding strategies and grant opportunities, will be presented to Council for consideration and decision-making at that time.

#### STRATEGIC PLAN ALIGNMENT

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

- <u>Climate Action:</u> To reduce GHG emissions and energy consumption, promote adaptive mitigative measures to prepare for climate change impacts.
- <u>Good Governance</u> To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.

#### SUMMARY

Staff recommend that Council receives the Fleet Greening and Modernization report prepared by Innotech and refer the "Optimized Scenario" for fleet replacement and electrification to the 2026 Financial Planning process. Options will be presented to Council for deliberation at that time.

#### ALTERNATIVES

1. THAT Council provides alternate direction to staff.

#### **APPROVALS**

Report respectfully submitted by Shinjini Mehta, Climate Action and Emergency Program Coordinator.

S. petta

Shinjini Mehta Climate Action/Emergency Program Coordinator *Report Writer* 

Rob Dickinson, P. Eng Director of Infrastructure *Concurrence* 

Raj Hayre, Director of Finance *Concurrence* 

Zh hu

Luke Sales Director of Planning *Concurrence* 

Lou Varela, MCIP, RPP CAO *Concurrence* 

Attachment: "Fleet Greening / Modernization Strategy"

# Fleet Greening / Modernization

# **Town of Qualicum Beach**

**By: Innotech Fleet Strategies Ltd.** 

**December 26, 2024** 



# **Prepared For:**

The Town of Qualicum Beach 201-660 Primrose Street, Qualicum Beach, BC V9K 1W8 https://www.qualicumbeach.com/

# Prepared by:

Innotech Fleet Strategies Ltd. Victoria, BC <u>https://www.innotechfleet.com/</u>

In partnership with: PBX Engineering https://pbxeng.com/

#### Disclaimer

This report was prepared by Innotech Fleet Strategies Ltd. for the Town of Qualicum Beach. The material in it reflects professional judgment and is based on information available at the time of preparation. Without express written permission, any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties.

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# **EXECUTIVE SUMMARY**

In Spring 2024, the Town of Qualicum Beach issued a Request for Proposals (RFP) to develop a Fleet Greening and Modernization Strategy. This initiative aims to improve the management of the Town's 74vehicle fleet, reduce emissions, and establish a roadmap for electrical infrastructure to support fleet electrification. The Town has set ambitious emissions reduction targets: a 50% reduction from 2007 levels by 2030 and an 80% reduction by 2050.

A comprehensive fleet assessment was conducted, identifying areas of strength and opportunities for improvement. While the fleet's composition and useful life targets were rated as "good," recommendations include optimizing fleet size, reducing the average vehicle age and mileage, and enhancing data tracking. Notably, some vehicles with low utilization, which are not critical for services or emergency events, could be retired. Improved data tracking is also essential for informed decision-making regarding vehicle repairs, replacements, and overall asset management.

To develop an emissions reduction and EV transition strategy, extensive research and analysis was conducted. This included the formulation of EV transition plans, the development of an infrastructure roadmap, reviews of alternative fuels, lease-versus-own financial analysis, and policy creation. Financial considerations, such as leveraging carbon credits and incentives, were also explored.

The resulting strategy balances technology readiness, financial impacts, operational risks, and emissions reductions. It focuses on three core components:

- 1. Optimized Transition Scenario
- 2. Renewable Diesel
- 3. Carbon Credits and Incentives

This approach positions the Town to meet or exceed its emissions reduction targets of a 50% reduction by 2030 and 80% by 2050. A financial analysis for the 2025–2035 period revealed the potential for significant cost savings. The net present value of fleet replacements is projected at \$23.8 million under current practices and technologies but drops to \$17.0 million with the optimized scenario—yielding potential savings of \$6.8 million.

To support implementation, a detailed list of 17 recommended actions has been developed, providing a clear roadmap for the Town to realize its fleet modernization and sustainability goals.



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#### **APPENDICES**

- Appendix A: Fleet Listing and Data
- Appendix B: Vehicles to be Considered for Reducing Fleet Size
- Appendix C: Electrical Capacity Assessment and Detailed Charging Plan
- Appendix D: Fleet Electrification & Rightsizing Policy



# DEFINITIONS AND ACRONYMS

- BEV battery electric vehicles
- CFR Clean Fuel Regulation (Canada)
- DCFC DC Fast Charger
- EV Electric Vehicles
- EVSE Electric Vehicle Supply Equipment (Chargers)
- FCEV Fuel cell electric vehicles
- FCM Federation of Canadian Municipalities
- FIMS Fleet information management system
- FUS Fire Underwriters Survey
- GVWR Gross Vehicle Weight Rating
- HEV Hybrid electric vehicles
- ICE Internal combustion engine
- kWh Kilowatt hours
- LCFS Low Carbon Fuel Standard
- MCS Megawatt Charging Standard
- NPV Net present value
- PHEV Plug-in hybrid electric vehicles
- RFP Request for Proposal
- SOC State of charge
- TCO Total Cost of Ownership
- Town The Town of Qualicum Beach
- ZEV Zero Emission Vehicle



ZEVR – Zero Emission Vehicle Regulations



# 1. INTRODUCTION

In Spring 2024, the Town issued an RFP for Fleet Greening and Modernization Strategy. The primary aim of this RFP was to invite proposals from reputable consulting firms capable of offering guidance and recommendations to aid the Town in enhancing its fleet management practices. Additionally, the consulting firms were expected to develop a plan for reducing emissions and creating a roadmap for electrical infrastructure to facilitate the integration of EVs. Through the evaluation process, Innotech Fleet Strategies Ltd. was chosen to develop this strategy and provide the Town with guidance to meet emission reduction targets. The methodology and approach are intended to effectively balance risks and pave the way for a successful strategy and a list of detailed recommendations.

# 2. BACKGROUND

The Town of Qualicum Beach is located in the Regional District of Nanaimo, British Columbia and consists of a population of approximately 9,000. It is a coastal community spread over a small region of 18 square kilometers. The Town's current fleet consists of a mix of 74 heavy-duty, medium-duty, and light-duty vehicles with a number of the fleet vehicles nearing the end of life. The Town plans to phase out its old ICE vehicles and reduce its corporate emissions through investment in fleet optimization and greening initiatives. These initiatives are in alignment with the Town's 2024-2028 Strategic Plan, Climate Action Focus Area. To achieve this objective, the Town is considering a range of possible interventions like fleet electrification, use of renewable fuels and fleet performance management optimization.

This project will play a key role in creating a strategy to meet fleet emission reduction targets. The targets are defined as 50% below 2007 levels by 2030 and 80% below by 2050. There are four core items in scope for this project which include:

- 1. Baseline needs assessment;
- 2. Fleet rightsizing and electrification policy;
- 3. Fleet modernization plan, including a power infrastructure roadmap;
- 4. Implementation guidance.



# 2.1 ALIGNMENT WITH FEDERAL AND PROVINCIAL GOVERNMENTS

Aligning with market sentiment and government policies, many fleets are setting aggressive carbonreduction targets. The Government of Canada has set a mandatory target for all new light-duty cars and passenger trucks sold to be ZEV by 2035, with interim targets of 20% by 2026 and 60% by 2030. In addition, the Canadian government has set a target of 35% for all new medium and heavy-duty vehicles to be ZEV by 2030<sup>1</sup> and will develop ZEV regulations for 100% by 2040. However, some vehicles and operations, such as emergency services, are expected to be exempt.

The Province of British Columbia has developed a similar target, with some key differences, to advance ZEV adoption in the interim. Notably, a ZEV first policy will be developed for public sector fleets, setting the target that 100% of light-duty vehicles purchased will be ZEV by 2027<sup>2</sup>. While this target does not include municipalities, it is notable as it



includes some peer organizations. In addition, the Province of British Columbia has Zero Emission Vehicle Regulations (ZEVR) governing the implementation of light-duty ZEVs. They are currently working on developing similar regulations for medium and heavy-duty commercial vehicles<sup>3</sup>. These targets have resulted in increased funding for numerous carbon-reduction initiatives across Canada.

<sup>&</sup>lt;sup>1</sup> "2030 Emissions Reduction Plan – Transportation," Government of Canada, accessed at <u>https://www.canada.ca/content/dam/eccc/documents/pdf/climate-change/erp/factsheet-06-transportation.pdf</u>

<sup>&</sup>lt;sup>2</sup> "Clean BC Roadmap to 2030," Province of British Columbia, accessed at <u>https://www2.gov.bc.ca/assets/gov/environment/climate-change/action/cleanbc/cleanbc roadmap 2030.pdf</u>

<sup>&</sup>lt;sup>3</sup> "Zero Emissions Vehicle Act," Province of British Columbia, accessed at <u>https://www2.gov.bc.ca/gov/content/industry/electricity-alternative-energy/transportation-energies/clean-transportation-policies-programs/zero-emission-vehicles-</u> act#:~:text=The%20ZEV%20Regulation%20is%20now,B.C.%20to%20meet%20consumer%20demand



# 2.2 PROJECT APPROACH

The project was divided into three distinct phases which align with the scope outlined in the RFP. The phases and their deliverables are shown in Table 1 on the next page.

Table 1: Project phases

	Phase 1 Baselining and Needs Identification:	elining and Needs Fleet Greening and Emissions	
Key Activities	<ul> <li>Stakeholder meetings 1-4</li> <li>Collection of Town Fleet data</li> <li>Collection of Town electrical as-built information</li> <li>Analyze fleet profile and performance</li> <li>Recommend fleet management software</li> </ul>	<ul> <li>Stakeholder meetings 5-6</li> <li>Facilitate demo of fleet management software</li> <li>Complete electrical infrastructure assessment including site assessment</li> <li>Develop an EV transition plan</li> <li>Complete purchase vs lease analysis</li> <li>Identify opportunities for alternative fuel use to lower emissions.</li> <li>Develop infrastructure and power delivery roadmap</li> </ul>	<ul> <li>Revision of reports and plans based on Town feedback on deliverables in Phase 2.</li> <li>Provide input and guidance on the implementation of a planned EV pilot.</li> <li>Stakeholder meeting 7</li> </ul>
Deliverables	<ul> <li>Baseline and fleet rightsizing report</li> </ul>	<ul> <li>Draft Fleet Rightsizing and Electrification Draft Policy</li> <li>Draft Fleet Modernization Plan</li> </ul>	• Final Report. This report will include all sub-reports (baseline, rightsizing, and fleet modernization)

This work program was carefully developed to meet the Town's requirements and follows a multidisciplinary approach consisting of three phases. Throughout the process, there is ample opportunity for input and review from Town staff which ensures a strategy that is developed with consideration for any unique Town needs. This approach is designed to improve alignment and communication and to ensure that the recommendations are realistic and reasonable.

# 3. OPERATIONAL ASSESSMENT

Numerous workshops were held with Town staff to gain insights into the town's fleet and operations. Representatives from various departments, including Public Works, Fire, Finance, Fleet, Building Inspections, Airport, Facilities, and Sustainability, participated in these workshops. During the sessions, Town staff provided an overview of the current fleet, the usage of vehicles, maintenance practices, budgeting processes, fleet replacement practices, EV transition readiness, and current challenges.

In addition to the workshops, various documents and datasets were provided, and site visits were conducted. The fleet-specific documents and data included a list of vehicles with basic descriptions, high-level specifications and configurations, and annual utilization. Other documents included information on facilities and electrical infrastructure, such as BC Hydro consumption data. Site visits were conducted at multiple locations, including Public Works, Parks, Fire Hall, and the Airport, to review electrical infrastructure and the layout of the public works facility, fleet maintenance facility, and fueling infrastructure.

Throughout the workshops, there were several key themes and challenges that surfaced. These themes will be used to help focus detailed analysis and information within this project. They will also help to guide recommendations as they are interpreted as re-occurring challenges for the Town. The themes are highlighted below with additional detail and insight provided throughout this report.

- 1. Lack of available funding for fleet replacement;
- 2. The possibility that the fleet size can be reduced, and vehicles better utilized;
- 3. Desire for an EV implementation plan that limits the risk to critical operations;
- 4. A concern about the capacity of the electrical grid to support EVs.

# 3.1 CURRENT FLEET AND OPERATIONS

The in-scope fleet consists of 74 vehicles largely used for Public Works, Parks, and Fire. The vehicles include cars, pickup trucks, medium-duty work trucks, dump trucks, refuse trucks, aerial trucks, fire trucks, tractors, mowers and other similar vehicles. A full fleet list can be found in Appendix A: Fleet Listing.

These vehicles are used to support the following Town services:

**Solid Waste** – The town provides public waste collection for parks and street receptacles. Residential collection is not provided by the Town. The vehicles and equipment used for these



services are largely specialty and cannot be used in other services. There are currently two refuse trucks with the desire to reduce this to a single one based on a previous service level change and operational review of how often public receptacles need to be emptied.

Underground Utilities – these services consist of maintenance for water distribution and sewers. Vehicles used for these services include a hydro excavator, backhoes, loader, service trucks, dump trucks and other similar vehicles. Some of these vehicles respond to emergency events, including water main breaks.

**Roads** – the services provided by this group include maintenance of



roadways and snow clearing. Snow clearing is a critical service that uses plow trucks with salter and spreaders.

**Parks** – the parks department is responsible for maintaining Town parks and the cemetery. Vehicles and equipment primarily include pickup trucks, tractors and mowers. There is an opportunity to potentially pilot an EV pickup truck for this service and consolidate single use tractors and mowers with multi-function equipment.

**Building Inspections** – While a relatively small component of the fleet, this service is the only one that currently uses an EV. The car is a Nissan Leaf and the operator already has some lessons learned to share with other staff, such as how to maximize range through driving habits.

*Fleet* – *fleet is responsible for purchasing and maintaining vehicles and equipment. There are three mechanics for this department.* 

**Town hall** – the services provided out of Town Hall that require vehicles include building inspections, IT, Capital Projects and Bylaw. The vehicle requirements are minimal, with only passenger cars used by staff.

*Fire* – the Town provides fire services and has several large fire apparatuses, pickup trucks and trailers as part of the vehicles they use. Vehicle quantities and useful life are largely governed by the Fire Underwriters Survey.



**Other** – there are several other services provided by the Town and supported with vehicles and equipment. The vehicles used for these services are not a significant part of the fleet with limited impact on this project and, therefore, not specifically noted here.

The services listed above are relatively common services provided by most municipalities. Embedded within these services are a mix of capital projects and maintenance services. The Town focuses on maintenance services which would include tasks such as sewer flushing, road patching, mowing, snow clearing, etc. Most capital projects are contracted out, which is common for municipalities, and the Town is in alignment with its peers with this approach.

# 3.2 COMPARISON TO INDUSTRY PEERS

The Town's fleet size and general fleet management practices were compared with several other municipalities in BC and across Canada. This comparison considered the Town's geographical size, population, unique topography, and weather-related requirements. Where required, it was normalized to ensure a consistent comparison. The scorecard for this comparison is shown in Table 2 with each category further detailed below.

Category	Rating	Qualicum Beach	Industry Peers
Normalized Fleet Size	Fair	46	43.5
Fleet Composition	Good		
Average Age	Fair	11	9
Average Annual Mileage	Fair	6,700 km	7,800 km
Useful Life Targets	Good	10-15	8-15
Fleet Data Tracking	Poor		

#### Table 2: Fleet Assessment Scorecard

**Normalized fleet size** – This is a comparison to other municipalities with populations ranging from 9,000 to 15,000 residents. The Town's normalized fleet size is 46 vs 74 for the number of vehicles in scope for this project. The lower normalized fleet size is attributed to the fact that it only considers the subset of vehicles used for comparable services to industry peers, excluding vehicles



*like Fire vehicles, which are largely governed by the FUS, and equipment such as backhoes and tractors, which exhibit high variability among peers.* 

**Fleet composition** – The composition considers the make, model, year, and type of vehicles. A fleet should strive to have as many similar vehicles as possible, while still balancing this with operational needs. For example, and not specific to the Town, a fleet with a 2019 Ford F150, 2020 GMC 1500, and 2021 Dodge 1500 does not score well on fleet composition. These vehicles have distinct requirements for parts, repair methods, warranty service, and operator familiarity. The Town has effectively managed to maintain a balance between similar vehicle makes and models, while also incorporating new technology and ensuring that the vehicles meet operational needs.

**Average age** – The average age of the fleet is slightly older than comparable municipalities. An older fleet generally results in decreased reliability, increased maintenance costs, higher emissions and outdated productivity and safety features.

**Average annual mileage** – The average annual mileage is slightly less than comparable municipalities. Lower mileage can be a result of a fleet that is larger than needed, small geographical service area or requirements for specialized vehicles. Specialized vehicles could be those required for maintaining critical infrastructure in the event of a storms or vehicles required for specific services.

**Vehicle useful life targets** – The Town's Fleet Maintenance and Levels of Service document defines the target age at which vehicles should be replaced. This target is in alignment with industry standards. However, the age at which vehicles are actually replaced differs from the useful life target. As a result, the useful life target has a rating of "Good" whereas the average age has a rating of "Fair".

The Fire fleet has a completely different benchmark to follow for useful life targets. The Fire Underwriters Survey (FUS) defines the life for apparatuses throughout Canada and the US and is linked to insurance rates, which provides a strong case for Fire departments to follow the recommended life<sup>4</sup>. The Town's useful life for Fire apparatuses is aligned with what is required under the FUS.

**Fleet data tracking** – The fleet data category encompasses the centralization and thoroughness of information relating to the Town's vehicles. Basic data typically includes vehicle specifications, mileage, age, capital and upfitting costs, maintenance expenses, fuel consumption, planned replacement dates, and other pertinent details specific to the fleet. This data is crucial for making well-informed decisions regarding vehicle replacement, comparing costs for transitioning to

<sup>&</sup>lt;sup>4</sup> "Insurance Grading Recognition of Used or Rebuilt Fire Apparatus," Fire Underwriter's Survey, accessed at <u>https://fireunderwriters.ca/assets/img/FUS-TechnicalBulletin-InsuranceGradingRecognitionofUsedorRebuilt.pdf</u>



electric vehicles, and identifying underperforming assets. Currently, the Town lacks a dedicated fleet management information system and relies on various methods to track some data. Geotab is fitted on certain vehicles providing mileage, fuel use, and other telematics data, while Mais serves as the financial management system but lacks reporting or integration capabilities. An in house fuel tracking app has also been recently implemented, but has not been in place long enough to provide viable data for this project. Furthermore, there are no systems in place for work orders or electronic maintenance tracking.

The findings from this scorecard and the underlying data analysis provide valuable insights. It's important to note that one of the challenges of conducting a fleet assessment is the limited knowledge of how the vehicles are used operationally and their specific specifications/configurations. Additionally, there were instances where crucial data regarding vehicle utilization was not available. As a result of these constraints, offering specific recommendations for each vehicle is not feasible at this point. It's essential for the Town to conduct further thorough research to ensure that any recommendations made will not negatively impact operations or the services provided.

Based on the ratings of "Fair" for normalized fleet size, average age, and average annual mileage, it's evident that reducing the fleet size would be beneficial. There are several vehicles with low annual mileage/hours that aren't used for emergency events, are only utilized for a few weeks each year, and don't seem to be configured in a highly specialized manner. Decreasing the fleet size would positively impact fleet capital and maintenance costs. However, it may not result in a reduction in emissions, fuel costs, or other operational expenses. It's estimated that the fleet size could potentially be decreased by around 4-6 vehicles, and possibly more with a more thorough operational review. The following recommendations are provided for effectively reducing fleet size and minimizing risk to operations.

- Consider replacing multiple vehicles with a single multi-purpose one. Multi-purpose vehicles could be trucks with a hook lift system or equipment designed for numerous attachments, such as those produced by Multihog, Trackless, Wille or similar. When considering these multipurpose vehicles, it's critical to thoroughly review operational needs and carry out demos or a short-term lease prior to purchase.
- Review whether trailers are suitable for some operational needs. A trailer can be outfitted with heat, pulled by numerous vehicles and requires far less maintenance than a vehicle with powertrain. However, trailers can be cumbersome, difficult to maneuver and may not work for all operational uses.
- 3. Consider leasing or renting for cases where vehicles are only required for a short period each year, and their use can be planned. Typically, a short period is anything less than four months.

A list of vehicles that may be suitable to consider for reducing fleet size is shown in Appendix B: Vehicles to be Considered for Reducing Fleet Size. These are vehicles that exhibit low utilization and would likely



fall under one of the three recommendations above. This list does not include Fire vehicles as they show good utilization and are governed under the FUS.

In addition to reducing the fleet size, it's important to enhance data tracking as an overall fleet management strategy. The Town is beginning to address this by completing the initial market scans for a fleet information management system as part of this project and the recent implementation of a fuel tracking app. Data plays a crucial role in making informed decisions on vehicle repairs, replacement, and effective asset management and improved data collection and management would be beneficial to the Town's fleet management.

# 4. **RESEARCH AND ANALYSIS**

This section delves into the shift toward EVs, providing an overview of the vehicles themselves, the formulation of transition plans, and a roadmap for infrastructure development. Beyond just electrification, other strategies for reducing emissions, including alternative fuels are also outlined. Finally, financial considerations, such as carbon credits and incentives, are also discussed. All this information is then synthesized to craft a comprehensive strategy in **Section 5: Strategy and Recommendations**.

# 4.1 OVERVIEW OF ELECTRIFICATION

As organizations shift towards broader adoption of EVs, the demand is driving more available options in both the plug-in hybrid and full electric market. In Canada, governments at all levels are providing significant incentives and programs to assist individuals and businesses in replacing their fossil fuel-powered vehicles with EVs. While the vehicle technology is not yet advanced enough for all duty cycles and market segments, return-to-base fleets, such as those operated by municipalities, provide the optimal operation and duty cycles for EVs. Light-duty vehicles, such as cars, SUVs and small pickup trucks, are the most advanced with numerous models available from all manufacturers. These vehicles have been demonstrating lower maintenance costs, good performance in mild climates, and longer battery life than expected. Light-duty vehicles have been successfully used in operational business for many years.

Heavy-duty vehicles represent vehicle classes 6-8 and typically consist of dump trucks, garbage trucks, sewer combination trucks, hydro excavators and other large vehicles. These vehicles are lagging behind light-duty vehicles in terms of technological readiness and number of years in the market. Many heavy-duty vehicle manufacturers offer limited vehicle options with limited real-world operating performance and reliability data. Most manufacturers only began commercial production of their heavy electric



vehicles in 2021 or 2022. These vehicles are generally well-suited to predictable operational use, such as delivery services. Unpredictable uses, such as municipal operations where vehicles are used 24/7 for snow clearing and emergency infrastructure repairs, and the requirement for complex truck bodies present some real challenges and risks. While this technology is progressing rapidly, organizations need to consider the risks to their service levels before introducing these vehicles into their fleet. However, these risks should not prevent organizations from assessing the suitability of this technology and beginning to develop a plan for implementation and budgets to begin procurement.

Medium-duty vehicles include Classes 3-5 and typically consist of service trucks and construction vehicles, such as Ford F350-550, Isuzu cabovers, etc. This market segment is lagging behind both light and heavy-duty vehicles in terms of electric options. Limited options are available from manufacturers, however, this is a growing segment with a number of options expected to be available within the next year. Similar to heavy-duty vehicles, this market segment is expected to progress quickly, and businesses should begin assessing the technology and begin planning for implementation.

Charging infrastructure is readily available with numerous level 2 and DCFC (formerly known as level 3) options from many manufacturers on the market. Megawatt Charging System (MCS) is also an emerging charging technology with several demonstration projects in the United States. MCS is faster than DCFC and generally requires liquid cooling for charging cables. Utility providers are investing heavily in planning and implementing infrastructure upgrades to support charging networks and the transition of businesses to EVs. BC Hydro is offering incentives and encouraging businesses to develop EV fleet strategies so it can better understand future power needs and plan for infrastructure to support anticipated power requirements<sup>5</sup>.



<sup>&</sup>lt;sup>5</sup> "Electric Fleets", BC Hydro, accessed at: <u>https://www.bchydro.com/powersmart/electric-vehicles/industry/fleets.html</u>



The carbon reduction potential for electrification is high, especially in British Columbia, where most electricity generated is clean hydroelectric. Many other provinces and states still use coal and natural gas for electricity generation, which means higher carbon emissions when used as a power source for EVs. Another environmental consideration for battery electric vehicles is battery recycling. Recycling has seen significant technological advancement over the past few years. Companies such as Li-Cycle have developed safe battery recycling technology that can recover up to 95% of the raw materials<sup>6</sup>. The Province of British Columbia has also added EV batteries to its recycling regulations, which is expected to help increase investment in recycling technology and facilities within British Columbia.

# 4.2 EV TRANSITION MODELLING

Clean Ops Fleet Analyser is a modelling tool that has been used as the method to analyze EV transition scenarios. This easy-to-understand fleet analysis tool is focused on providing small fleets with key information for improved vehicle replacement planning, decision making and insights into emission reductions. This analysis accounts for capital costs, maintenance costs, fuel costs, carbon costs, salvage value, technological maturity and operational risk. Two scenarios are analyzed for the Town:

#### 1. Baseline Scenario

This scenario models all fleet replacements using the same vehicle and fuel technology options as the incumbent fleet. This means if there is currently a gasoline vehicle, it will be replaced at the end of its life with another gasoline vehicle, regardless of technology progression or regulatory requirements. This is not a scenario that a fleet would actually follow, however, it provides important metrics when comparing it against the optimized scenario.

#### 2. Optimized Scenario

This scenario uses a combination of incumbent fuel technologies, zero-emission vehicle technologies and a smoothed replacement planning to optimize an organization's capital replacement plan. The vehicle fuel technology that is modelled is based on a total cost of ownership (TCO) analysis and switches to an EV when the TCO is projected to be beneficial for the EV. For each vehicle, it also accounts for the maturity of EV technology and the risk to critical services provided by that vehicle. For example, any vehicles that are identified as used for emergency purposes, such as Fire trucks, snow plows, etc, would be transitioned at a later date than a similar vehicle not used for emergency purposes. This allows for additional technological maturity and reduced risk for critical services. Finally, the optimized scenario also employs a smoothed replacement plan which minimizes annual variances in capital expenditures and the workload associated with developing specifications and purchasing new vehicles.

<sup>&</sup>lt;sup>6</sup> "Services", Li-Cycle, accessed at: <u>https://li-cycle.com/services/</u>



As more and more fleets focus on emissions reductions, Clean Ops Fleet Analyser includes an emissions analysis for all scenarios. The analysis is based on the latest Province of British Columbia Best Practices Methodology for Quantifying Greenhouse Gas Emissions as well as actual fuel use (or peer fleet averages) to determine specific emissions per vehicle. The emissions reductions in this section are just for fleet electrification and alone may not be enough to reach some Town targets. Additional emission reduction strategies are also shown for the final strategy in Section 5: Strategy and Recommendations.

Actual data from the incumbent fleet was obtained and used for as accurate of an analysis as possible. Where data is incomplete or appears inaccurate, averages from similar peer fleets is used to create a realistic transition model. A summary of the transition results is provided below, with a more detailed and legible Excel document also provided to the Town. Figure 1 below shows the number of vehicles electrified by year. This provides a high-level summary of how many vehicles will be electrified by 2050. Based on the optimized scenario, 84% of the fleet can be electrified by this time. In addition to Figure 1 below, the detailed Excel document provided to the Town lists the specific year when each vehicle is electrified.

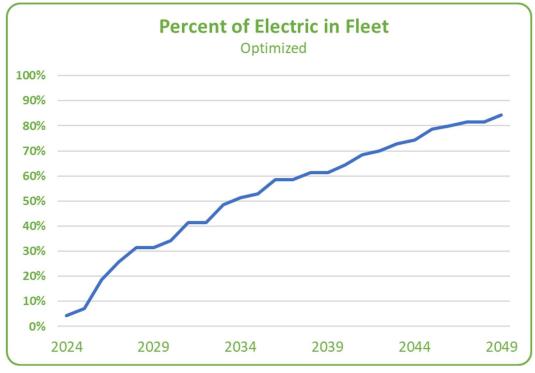


Figure 1: Percent of Fleet Electrified

Emissions reductions from fleet electrification for the optimized scenario result in a 76% reduction in emissions by 2050. Emissions are reduced from 200,000 kg in 2024 to 48,700 kg in 2050. This alone is

not enough to meet the target for an 80% reduction by 2050, so other options have to be combined as presented in **Section 5: Strategy and Recommendations**.

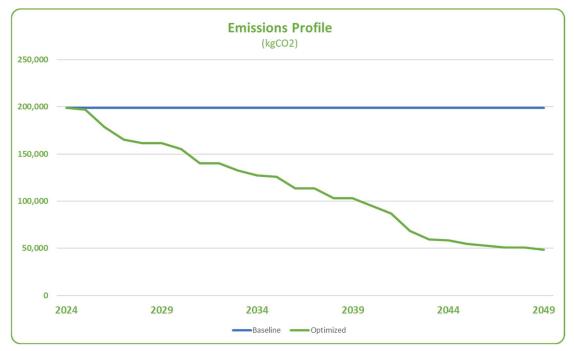


Figure 2: Emissions Profile from Fleet Electrification

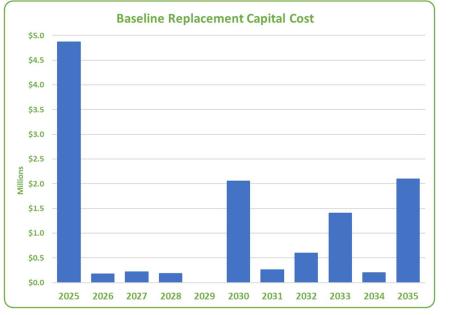
A comparison of capital costs over a 10-year period is presented for both the baseline and optimized scenarios. The anticipated lifespan of each vehicle is determined according to industry standards for municipalities, as referenced in **Section 3.2: Comparison to Industry Peers**. The baseline scenario indicates a substantial capital expenditure in 2025, as a considerable portion of the fleet will have surpassed its useful life. It is acknowledged that this level of expense is unlikely to be feasible within the Town's budget, particularly given the significant workload associated with vehicle replacements. As a result, the optimized scenario aims to alleviate this burden from both operational and financial perspectives.

Replacements are then modelled with the optimized scenario reducing the initial expenditure and smoothing replacements. Two notable capital expenditure peaks still occur in 2025 and 2030, primarily due to the necessity of replacing Fire Apparatus, which are high-cost vehicles. The replacement schedule for these vehicles is regulated by the Fire Underwriters Survey (FUS), meaning that adjustments to the replacement year could adversely affect the Town's insurance rating.

Under the baseline scenario, a capital expenditure of \$4.8 million is required in 2025; however, the optimized scenario reflects a reduction to \$1.6 million. It is essential to highlight that this capital

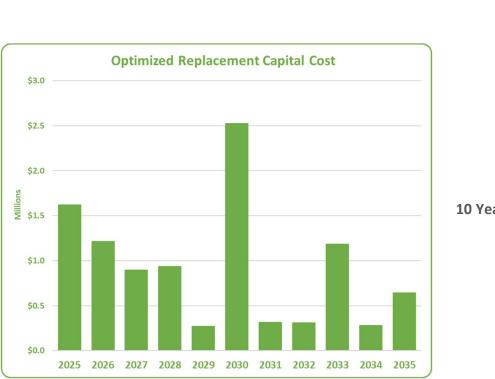


comparison pertains exclusively to vehicle replacements and excludes the costs associated with electrical and charging infrastructure, which will be discussed in the subsequent section. Additionally, the net present value (NPV) over the 10-year period has been calculated for each scenario, with the optimized scenario demonstrating a significantly lower NPV of \$17.0 million compared to the baseline's NPV of \$23.8 million. This NPV calculation encompasses both capital and operating costs, while still omitting considerations for chargers and electrical infrastructure.



10 Year NPV: \$23.8M

Figure 3: 10 Year Capital Replacement Costs and NPV – Baseline Scenario



10 Year NPV: \$17.0M

Figure 4: 10 Year Capital Replacement Costs and NPV – Optimized Scenario

innotech

The 10 year capital cost replacement figures above provide key information to help inform the strategy. The detailed analysis that was used for the capital costs and NPV includes a full TCO review, risk analysis and projected industry technology advancement. This additional information has been provided to the Town separately so that it can be used for more detailed budgeting processes and for detailed evaluation at the time of vehicle replacements.

#### 4.3 ELECTRICAL INFRASTRUCTURE ASSESSMENT

There are three locations that were considered for fleet electrification as part of this strategy. A fourth location, the airport, was added through a change order for an infrastructure assessment only, but is not considered a key location for this strategy. The specific locations that were assessed include:

- 1. Public Works Yard 233 Fern Rd E
- 2. Parks Yard 987 Jones St
- 3. Fire Hall 130 Rupert Rd E
- 4. Airport 1000 Ravensbourne Ln



The existing peak demand load and projected EV demand at 2050 for the optimized scenario are presented in the table below. Prior to performing any required upgrades, a Demand Load Study performed by a licensed electrician is recommended to confirm results at each of the locations.

	Public Works	Parks	Fire Hall	Airport
Electrical Service Capacity <sup>1</sup>	115 kVA	166 kVA	173 kVA	115 kVA
Maximum Electrical Demand <sup>1</sup>	86 kVA	108 kVA	53 kVA	53 kVA
Remaining Capacity <sup>1</sup>	29 kVA	58 kVA	120 kVA	29 kVA
2050 - Projected EV Load; optimized scenario <sup>2</sup>	28 kW	24 kW	31 kW	
Upgrades Required <sup>2</sup>	No	No	No	Yes – airplane requires 3-phase

#### Table 3: Summary of Electrical Capacity Assessment

1. Data retrieved from BC Hydro provided 1-year historical load information. Data should be confirmed via demand load study. See **Appendix C: Electrical Capacity Assessment and Detailed Charging Plan** for additional details.

2. Assumes charging infrastructure is networked and load sharing enabled.

As part of this assessment, facility redevelopment and current electrical infrastructure upgrade projects were considered. The Town has indicated that redevelopment of the Public Works yard is under consideration, but no firm schedules or designs are in place. In order to provide a cost-effective and fiscally responsible strategy, the recommended solutions require careful load sharing and networking of chargers and does not include electrical infrastructure upgrades at Public Works. Operationally, it would be ideal to have a DCFC at the Public Works location; however, considering the uncertainty around the future of this location, DCFC installs are instead recommended at the Fire Hall. This would mean that any Town vehicles requiring a fast charge would need to use the DCFC at the fire hall, or a public charger. Fast charger use is not anticipated to be a regular need in the near future so any operational impacts at the Fire Hall for the use of a DCFC are expected to be minimal.

Further details for the preliminary electrical infrastructure assessment and facility location layouts are in **Appendix C: Electrical Capacity Assessment and Detailed Charging Plan**.



# 4.4 CHARGING PLAN

A charging plan was developed and calls for a 1:1 ratio of charging plug to vehicle. This allows for ease of operations as vehicles are not required to be swapped or have scheduled days when they can use a plug, which can result in vehicles not being charged when needed. All facilities were modelled with overnight charging times as provided by the Town, which range from 10 to 16 hours per day with an appropriate safety factor of 50% built in to accommodate any variations in average charging windows. The installation of chargers and new circuits is aligned with the optimized EV transition scenario. This results in the installation of circuits, chargers and civil construction in the year that EVs are expected to be purchased and delivered, therefore optimizing capital spending. Initial civil infrastructure occurs in 2026 for Public Works, 2025 for Parks and 2030 for the Fire Hall.

The charging plan considers level 2 chargers and DCFC. These are expected to provide sufficient output for vehicle needs, allow for data tracking, networking and power sharing. As the electrical infrastructure at each location has limited capacity, it's critical that a strict charge management practice be followed. This includes charging all vehicles overnight, ensuring chargers are networked and that power sharing is enabled to manage the total Electrical Vehicle Supply Equipment (EVSE) loads.

The tables below summarize the charging infrastructure installation by year and for each location. Additional details can be found in **Appendix C: Electrical Capacity Assessment and Detailed Charging Plan**.

Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors
2026	1	3	2040		1
2027		3	2041		2
2028	1	1	2047		1
2031		1	2049		1
2035		1	2050	1	1
2036		3	2051		2
2038	1	1	2054		2

#### Table 4: Public Works - Proposed EVSE at Each Year



#### Table 5: Parks - Proposed EVSE at Each Year

Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors
2025	1	1	2040		1
2026		4	2041		1
2027	1	2	2043		1
2028		3	2044		1
2031	1	4	2045	1	2
2033		3	2046		1
2034		1	2050		1
2036	1	1	2053		1

#### Table 6: Fire Hall - Proposed EVSE at Each Year

Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	# of DCFC	Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	# of DCFC
2030	1	1	1	2043	1	1	
2034		1	1	2045		1	
2038		1		2049		1	
2042	1	1		2050		1	

This charging plan is considered a baseline for today's charging technology and the Town should monitor the evolution of charging technology. MCS, automated charging, inductive charging or battery swapping are some of the technologies that are emerging and may prove better suited to the Town's operations as they mature.



# 4.5 OTHER EMISSIONS REDUCTION STRATEGIES

In addition to fleet electrification alone, there are other proven strategies for reducing emissions. Two recommended, low-risk strategies include the use of renewable diesel as well as the adoption of the Fleet Electrification and Rightsizing Policy.

 Renewable diesel – also known as Renewable Hydrogenated Diesel (RHD) or R100 in its pure form meets diesel fuel quality standards and is suitable as a direct drop-in replacement for both engines and existing fueling infrastructure. This fuel has been in commercial production since 2007 with the number of refining facilities across the world slowly increasing, and a number refining facilities now located in North America, including one in the lower mainland of British Columbia. Because it's a drop in replacement, it can be supplied regularly as a diluted percentage, such as R20 (20 percent RHD), or at its full strength. Discussions with the Town's existing fuel suppliers are recommended to help inform a suitable blend and supply frequency.

R100 provides approximately an 85% emission reduction compared with standard diesel. This emissions reduction is calculated based on the BC Best Practices Methodology for Quantifying Greenhouse Gas Emissions. As each supplier has a different feedstock and refining process there are some variances for exact emissions reduction for their specific product so the exact reduction will be dependent on the fuel supplier. It's also important to note that despite the emissions reduction, this fuel still undergoes a combustion process in an engine and tailpipe emissions are still a byproduct. These tailpipe emissions are similar to those of non-renewable diesel and still contribute to local pollution and air quality concerns. For this reason, renewable diesel is recommended as a way to supplement or accelerate carbon emission reduction, but it is not an optimal long-term solution on its own.

 Fleet Electrification & Rightsizing – as part of this project, development of a fleet electrification and rightsizing policy has been developed. This policy outlines key criteria and considerations for purchasing electric vehicles where practicable and optimizing both the number of vehicles in the Town's fleet as well as matching the vehicle size to it's operational need. This policy is included in Appendix D: Fleet Electrification & Rightsizing Policy.

# 4.6 FINANCIAL CONSIDERATIONS AND INCENTIVES

The incentives and considerations outlined in this section will be important factors the Town should include in annual work plans and budgeting. All of these financial considerations and incentives change periodically and cannot be easily predicted as part of the final strategy. Therefore, they are not included



in any financial analysis but are detailed below so the Town has the information required to appropriately review and apply as applicable.

# 4.6.1 AVAILABLE INCENTIVES

The transition to EVs generally involves a significant initial investment in infrastructure upgrades and vehicle purchases. Although the expected lower operating costs can eventually balance out these expenses over a vehicle's lifespan, the heightened need for capital still poses a financial challenge for numerous organizations. Various incentives, grants, and loans are available to assist organizations in every stage of their transition. Below is a list of known financial support options along with brief descriptions. Many of these can be combined and have differing maximums and conditions. These support programs are based on the information available at the time of writing and typically necessitate thorough planning, including the submission and approval of an application, before receiving funding. It is crucial to note that these incentive programs can change with little notice, so organizations should verify their availability and suitability at the time of application.

#### Table 7: Financial Support and Incentives

ler	<ul> <li>Clean BC Go Electric - this program provides up to \$3,000 per EV.</li></ul>
s	https://goelectricbc.gov.bc.ca/rebates-and-programs/for-businesses-and-organizations/passenger-
Passenger Vehicles	<ul> <li>vehicle-rebates-for-fleets/</li> <li>Transport Canada iZEV - this program provides up to \$5,000 per EV. https://tc.canada.ca/en/road-transportation/innovative-technologies/zero-emission-vehicles/incentives-zero-emission-vehicles-izev</li> </ul>
On-Road Medium &	<ul> <li>Clean BC Go Electric - this program provides up to \$100,000 per EV for vehicles typically used by a Municipality. The amount of the rebate is typically based on the size of the vehicles with smaller vehicles only eligible for up to \$10,000 while larger vehicles are eligible for up to \$100,000.</li></ul>
Heavy Duty Vehicles	https://www.goelectricotherrebates.ca/rebate <li>Transport Canada iMHZEV - this program provides up to \$100,000 per EV for typical vehicles used for Municipal services. Similar to the Clean BC program, the level amount of the incentive is linked to the size of the vehicle. https://tc.canada.ca/en/road-transportation/innovative-technologies/zero-emission-vehicles/incentives-medium-heavy-duty-zero-emission-vehicles</li>

#### **Applicable Financial Support**



#### **Applicable Financial Support**

EV Transition Planning & Feasibility Studies	<ul> <li>BC Hydro EV Fleet Ready Plan - this program covers 50% of the cost up to a maximum of \$15,000. https://www.bchydro.com/powersmart/electric-vehicles/industry/fleets/incentives.html#professional-planning</li> <li>FCM Green Municipal Fleet Electrification - this program covers up to 80% of eligible expenses to a maximum of \$200,000. The scope includes feasibility studies for transition to ZEVs including a municipal fleet and/or transit fleet. https://greenmunicipalfund.ca/municipal-fleet-electrification</li> </ul>
Electrical Infrastructure Upgrades	<ul> <li>BC Hydro - this program provides up to 50% of the electrical infrastructure upgrade costs for any infrastructure upgrades identified as part of the EV Fleet Ready Plan. https://www.bchydro.com/powersmart/electric-vehicles/industry/fleets/incentives.html#electrical- infrastructure</li> </ul>
Fleet Chargers	<ul> <li>Clean BC Go Electric Fleet Charging Program - this program provides up to \$100,000 per EV charger. The incentive amount is based on the size of the charger, with smaller level 2 chargers eligible for up to \$2,000, while faster chargers are eligible for up to \$100,000. https://www2.gov.bc.ca/gov/content/industry/electricity-alternative-energy/transportation-energies/clean-transportation-policies-programs/clean-energy-vehicle-program/go-electric-fleet-support-program</li> <li>Natural Resources Canada ZEVIP (Zero Emission Vehicle Infrastructure Program) - this program provides up to 50% of the funding for project costs. It has specific application intake timing and requirements, and for small projects, funding may be administered through approved charging station suppliers. https://natural-resources.canada.ca/energy-efficiency/transportation-alternative-fuels/zero-emission-vehicle-infrastructure-program/21876</li> </ul>
Capital Cost & Loan Support	<ul> <li>FCM Green Municipal Fleet Electrification - in addition to the feasibility studies, this program also provides support for the capital costs for ZEVs, chargers and facility upgrades. This program includes a grant and loan portion covering up to 80% of project cots. The loan maximum is \$10M, with a grant covering up to 20% of the loan amount. https://greenmunicipalfund.ca/municipal-fleet- electrification</li> </ul>

# 4.6.2 LEASE VS OWN ANALYSIS

The ownership model for most municipalities in British Columbia is to own the majority of their vehicles, with leasing commonly used for short-term or seasonal programs. The Town's current ownership model is in alignment with industry peers. There are a few considerations to a lease vs own analysis, including vehicle specifications, the ability to modify vehicles, budgetary impacts, and duration of ownership as described below.



Many municipal vehicles are highly specialized and have been developed, modified or adapted for specific operations. These specialized vehicles typically need to be ordered directly from the manufacturer so they can be built to the required specifications and modified in-house as or when required to meet changing operational needs. A lease model typically has constraints for the specifications and modifications that might be allowed, which may make it challenging to get a vehicle that meets the operational need. However, where leasing becomes more feasible is for vehicles that are not specialized and do not need to be modified, such as a car, SUV or pickup truck.

Budgetary considerations also need to be explored. Under most budget models, the initial expense associated with purchasing a vehicle is a capital expense, whereas a lease payment is an operating expense. This typically has impacts on funding and taxation models, and the Town should further explore any impact on its budget models and potential impacts to taxpayers.

In the table below, a financial comparison has been completed for two common vehicle types. This has been completed as a Net Present Value (NPV) over the life of the vehicles. In the lease-only scenario, the lease is renewed at the midpoint of the expected life, whereas for the lease buyout, the lease is bought out at the midpoint, and the vehicle is owned by the town for the remaining life. In both cases, the ownership model is projected to be a lower cost. It should be noted that this analysis is meant to be a high-level comparison and uses somewhat generic assumptions for vehicle specifications and allowable annual mileage. A more detailed approach for specific vehicles may yield different results. Regardless, the analysis below shows that ownership is generally a financially responsible approach for any vehicles that are used year-round.

	Ford F550 with Dump Body	Ford F150
Basic Specs	Diesel XL trim Crew Cab 4x4	Gasoline XLT trim Crew Cab 6.5 ft Box 4x4
Expected Life	12 years	10 years
NPV Capital Cost - Owned	\$121,000	\$46,000
NPV Capital Cost - Lease	\$275,000	\$92,000
NPV Capital Cost – Lease with buyout	\$159,000	\$53,000

#### Table 8: Lease vs Own



# 4.6.3 CARBON CREDITS

Carbon credits are a commodity that can be monetized for organizations that convert their fleet to EVs. There are two programs applicable to organizations in British Columbia, the provincial Low Carbon Fuel Standard and the federal Clean Fuel Regulation<sup>7</sup>. Organizations that own and operate EVSE can collect credits under both of these programs. The credits can be saved, sold on the carbon trading market, or used to offset emissions. As these credits are commodities, the price fluctuates with market values. Average 2023 prices were approximately \$475/tonne for credits under the LCFS and \$127/tonne for the CFR. There are currently no restrictions on how the proceeds from credits can be used. Ideally, they would be used to offset EVSE costs, purchase additional electric vehicles, or for a similar carbon reduction initiative, but at this time, it is unregulated. Using carbon credits for EV energy at today's carbon credit pricing results in net revenue on the electricity consumed by the EV.

These credits are earned based on the differential emissions between an EV and a comparable ICE vehicle; calculated using the integrated grid carbon intensity of 9.2 tCO2e/GWh (2021)<sup>8</sup> vs the carbon intensity for a comparable ICE vehicle. These values change on an annual basis, and for 2024, diesel fuel is 79.28 gCO2e/MJ (2024)<sup>9</sup>. Vehicle efficiencies and fuel or electricity use are then required to calculate the difference. One tonne of carbon saved by an EV is considered one credit. Typically, an aggregator or energy specialist is used to track the required data and calculate credits. An aggregator can also be used to manage the carbon trading, but an organization can also choose to do this in-house.

The carbon credit industry in British Columbia is still relatively new and expected to evolve over the coming years. For the purposes of this project, carbon credits are not factored into the financial analysis or emissions reductions but are provided for insight and further exploration by the Town.

<sup>&</sup>lt;sup>7</sup> Province of British Columbia, https://www2.gov.bc.ca/gov/content/industry/electricity-alternativeenergy/transportation-energies/renewable-low-carbon-fuels

<sup>&</sup>lt;sup>8</sup> "Electricity emission intensity factors for grid-connected entities", Province of British Columbia, accessed at: <u>https://www2.gov.bc.ca/gov/content/environment/climate-change/industry/reporting/quantify/electricity</u>

<sup>&</sup>lt;sup>9</sup> "LCFS Requirements", Province of British Columbia, accessed at:

https://www2.gov.bc.ca/gov/content/industry/electricity-alternative-energy/transportation-energies/renewablelow-carbon-fuels/requirements



# 5. STRATEGY AND RECOMMENDATIONS

Using the research and analysis from the previous section, a strategy can now be developed. This section combines all options that have been reviewed to develop a roadmap with a key focus on the strategy, emissions, and recommendations. The core components of the strategy and roadmap are outlined first, followed by additional detail on emissions reduction targets, financial impacts and a detailed list of recommendations.

# 5.1 CORE STRATEGY AND ROADMAP

**Section 4: Research and Analysis** outlines a range of best practices for emissions reduction and fleet management. Together, these practices form the foundation of the recommended strategy, which balances technology readiness, financial impacts, operational risks, and emissions reductions.

The strategy focuses on three core components:

#### 1. Optimized Transition Scenario

This scenario uses a TCO analysis to determine when switching to EVs becomes beneficial. It also accounts for the market readiness of EV technology and assesses the potential risks to service during the transition. This scenario includes detailed plans for implementing EVs, electrical infrastructure, and charging station deployment.

#### 2. Renewable Diesel

This is a drop-in replacement fuel that offers up to an 85% reduction in emissions and provides an effective interim solution during the EV transition.

#### 3. Carbon Credits and Incentives

Leveraging carbon credits and incentives will be a key part of financing the transition to EVs and associated emission reduction.

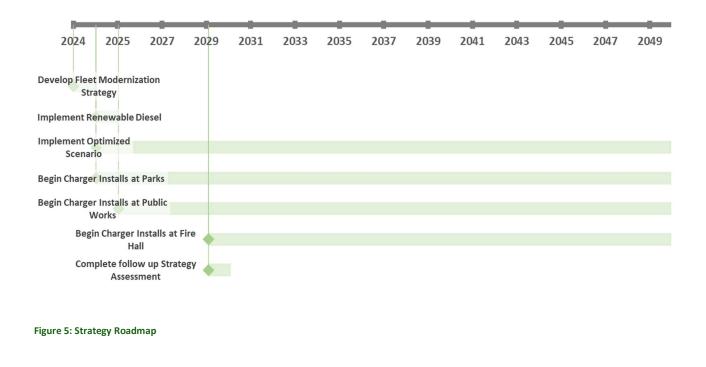
The Town delivers essential services during both routine operations and emergencies, making it essential to ensure vehicles meet operational requirements. The strategy prioritizes technology readiness, with the optimized scenario transitioning vehicles as technology matures and manufacturer development costs stabilize. Financial considerations are also a key factor. Although the analysis excludes incentives due to their dynamic nature, the strategy emphasizes the importance of regularly researching and reviewing available incentives, as these could accelerate electrification or offset costs, such as those associated with renewable diesel.



The redevelopment of the Town's public works facility is a key factor in the strategy, as it serves as the primary location for much of the fleet, including heavy-duty vehicles that contribute significantly to emissions. To minimize investment in the existing facility, the strategy promotes efficient vehicle charging management and suggests using the fire hall or parks facility as a fast-charging hub. This approach reduces investments at the Public Works location while ensuring fleet needs are met.

The strategy is designed to guide future decisions while allowing for flexibility to adapt to unforeseen changes, such as new operational demands, industry trends, grant opportunities, financial constraints, or technological advancements. By maintaining a balanced approach, the Town can continue to work toward its emissions reduction targets while staying responsive to evolving circumstances. To sustain progress, the Town should continue its best practices of conducting annual vehicle and operational reviews throughout the strategy's implementation. The fleet industry is undergoing rapid technological change, and by adopting this proactive strategy, the Town has positioned itself for success in reducing harmful emissions.

Figure 5 outlines the major tasks and components of the strategy in a chronological format. A comprehensive list of detailed recommendations can be found in **Section 5.4: Recommended Actions**.



# **Fleet Modernization Roadmap**



# 5.2 CARBON REDUCTION TARGETS

As part of this strategy, the Town's ambitious emissions reduction targets are considered: a 50% reduction in overall emissions by 2030 and 80% by 2050. Achieving these goals through fleet electrification alone is not projected to be economically feasible, particularly for the 2030 target. Electrification is estimated to reduce corporate fleet emissions by 22% by 2030 and 76% by 2050.

The Province of British Columbia's Low Carbon Fuel Standard (LCFS) incrementally reduces the carbon intensity of diesel and gasoline until 2030. This standard is expected to provide an additional 17% reduction in carbon intensity by 2030. When combined with electrification, these measures are forecasted to result in a 35% emissions reduction by 2030 and 80% by 2050. However, this still falls short of the Town's 2030 target.

To meet the 2030 target, renewable diesel must be introduced. Full-strength renewable diesel has the potential to reduce emissions by up to 85% today. However, this reduction potential is expected to decrease to approximately 70% by 2030 due to the impact of the LCFS.

The pathway to achieving the 2030 and 2050 emissions reduction targets involves a combination of the following:

- Electrification Recommended through the Optimized Scenario as the primary approach for reducing emissions.
- LCFS this is a provincial requirement that reduces emissions in all fuel supplied throughout British Columbia. Fuel suppliers must reduce the emissions in the fuel supplied to the Town. Typically this is accomplished by blending low amounts of renewable diesel into standard diesel.
- Renewable Diesel implementation of this is necessary to supplement electrification and the LCFS to meet the 2030 emissions reduction target. While a small amount of renewable diesel may be blended into regular diesel through the LCFS, much higher amounts, such as R50 or R100, would be required to meet targets.



#### Table 9: Carbon Emission Reduction Potential

	Total Reduction Potential <sup>1</sup>	Optimized Scenario	LCFS	Renewable Diesel
2024	-	-	-	Up to 85%
2030	Greater than 50%	22%	17%	Up to 70%
2050	Greater than 80%	76%	17%	Up to 70%

1. As of 2024, annual carbon emissions from the fleet are estimated at 200,000 kg

By integrating these measures, the Town aims to optimize its emissions reduction strategy while working towards its 2030 and 2050 goals.

### 5.3 FINANCIAL IMPACTS

The financial impacts of this strategy focus exclusively on electrification, encompassing vehicle purchases, operating costs, electrical infrastructure upgrades, and charging equipment. The analysis compares the baseline scenario with the optimized scenario, highlighting key differences.

In the optimized scenario, vehicles transition to electric only when the TCO is expected to be favorable. This selective approach naturally results in a lower NPV for the vehicles. Interestingly, the 10-year capital costs for vehicles in the optimized scenario are projected to be lower than in the baseline scenario. While unexpected, this outcome is explained by fleet size reductions and replacement year smoothing, which delay some vehicle replacements beyond the 10-year timeframe.

	Incremental CAPEX Vehicles Chargers		Total	No of Vehicles	NPV –	Carbon Credit Potential <sup>1</sup>	
Baseline	0	0	<b>CAPEX</b> \$12M	Replaced 111	Vehicles only	-	
	0	0	<b>ΥΙΖΙΛΙ</b>	111	\$23.8M	0	
Recommended Strategy -Optimized Scenario -Renewable Diesel -Carbon Credits	\$-1.9M	\$1.1M	\$11.3M	79	\$17M	\$300k	

#### Table 10: Estimated Cumulative Costs to 2035

1. Based on a carbon credit value of \$600/tonne



Other elements of the strategy, such as the use of renewable diesel, are assumed to have a cost-neutral or negligible financial impact and are therefore excluded from the table. Additionally, incentives have not been factored into the analysis, as they are not guaranteed. By excluding incentives, the analysis reflects a worst-case cash flow scenario, with any incentives received by the Town expected to further reduce capital costs.

Detailed financial information for each vehicle, including replacement costs, maintenance, and fuel costs, has been provided separately to the Town. This ensures the Town has the necessary data for additional analysis or budgeting if required.

# 5.4 RECOMMENDED ACTIONS

Table 11 below is a more granular list of all recommendations that form this strategy.

	Description	Rationale
1.	Reduce the number of assets in the fleet.	There are a number of assets that are underutilized and could be eliminated, replaced with multi-purpose units, or their use better managed for increased utilization. <b>Appendix B: Vehicles to be</b> <b>Considered for Reducing Fleet Size</b> outlines several vehicles that could be considered to reduce fleet size.
2.	Consider multi-purpose equipment such as that provided by Willie, Multi- Hog, Trackless, etc.	Multi-purpose equipment is well suited to small municipalities as it allows for the equipment to be used year-round with various attachments. The Town should consider these in their fleet and demo a few prior to any purchase.
3.	Improve fleet data collection	Fleet data collection allows for improved decision-making on vehicle maintenance needs and vehicle replacement and can reduce downtime and associated impact on other operational groups.
4.	Increase the fleet replacement reserve amount	The estimated fleet replacement reserve amount for a sustainable replacement funding model is \$1M to \$1.5M.

#### Table 11: List of Recommendations



	Description	Rationale		
5.	Develop fleet policies – telematics, vehicle use, safe driving, replacement reserve contribution, anti-idle, etc.	These policies will create a framework for the operational use and management of vehicles and equipment. They are considered a best practice in industry and aid in training and care of fleet equipment.		
6.	Implement the Fleet Rightsizing and Electrification Policy	A draft of this policy was developed under this project and will help to formalize Town practices and align them with industry standards and peer organizations.		
7.	Adopt the Optimized Scenario for EV transition	This scenario was developed in conjunction with Town staff and is expected to be achievable and realistic while balancing risk to Town operations and critical services.		
8.	Begin charger installs at Public Works in 2026.This aligns with EVs being introduced at this site as per the optimized scenario. Beyond this initial install, additional c should be installed according to the charging plan.			
9.	Begin charger installs at Parks in 2025.	This aligns with EVs being introduced at this site as per the optimized scenario. Beyond this initial install, additional chargers should be installed according to the charging plan.		
10.	Begin charger installs at the Fire Hall in 2030.	This aligns with EVs being introduced at this site as per the optimized scenario. Beyond this initial install, additional chargers should be installed according to the charging plan.		
11.	Continue annual review of vehicle replacement plans.	This fleet strategy report does not replace the need to continue with annual updates to fleet replacement plans and the review of suitable replacement vehicles for operational use. Operational use, actual costs, and organizations needs change on a regular basis and still need to be considered when replacing vehicles.		
12.	Review the operational feasibility of leasing identified vehicles.	There are a number of vehicles identified in Appendix B that are only used for short periods each year. Leasing them for this should period is expected to be financially beneficial. Review the operational feasibility of this and the budget and taxation implications of lease payments vs capital expenditures.		
13.	Review fuel suppliers and implement the use of Renewable Deisel	This fuel is now widely available on Vancouver Island with many other organizations utilizing it with positive results. R50 is generally cost-neutral to regular diesel, with some suppliers potentially providing R100 as cost-neutral. R100 provides up to an 85% reduction in carbon emissions.		



	Description	Rationale
14.	Research and apply for incentives.	While incentives are listed as part of this project, they are constantly changing, and eligibility may be organization-specific. The Town should review each of them in further detail and engage with the incentive provider.
15.	Regularly update and renew this strategy.	As the Town moves forward on its electrification plans, regular review of this strategy should be completed approximately every 5 years to ensure new and emerging technologies are accurately reflected. Future fleet strategy assessments could be significantly smaller in scope than this initial project.
16.	Monitor the development of emerging technology for zero-emission vehicles.	ZEV technologies are advancing, hence it is important to monitor and update plans accordingly to best support operational requirements.
17.	Review the detailed requirements for the collection of carbon credits.	Eligibility for carbon credits requires specific data tracking and validation. Requirements should be reviewed in detail to determine the best approach and method for managing them.

The development of this strategy has been completed in a manner that factors in the Town's infrastructure, training, and current adoption of EVs. In order for this to be a successful strategy, the Town will require implementation of the recommendations in this report. Every effort was made to anticipate industry trends, available vehicles, technology progression, and estimated costs. However, there is still a need for the Town to complete an annual review of vehicle replacements, follow industry progression, review changing operational needs, and assess the suitability of any EVs for their fleet.

# 5.5 LIMITATIONS

As with any review or assessment, certain limitations may impact the ability to provide precise and accurate information or recommendations. These limitations may stem from data availability, environmental conditions, human error, and other factors. While every effort was made to minimize these limitations, the Town should carefully review all recommendations and conduct a more thorough internal assessment before proceeding with implementation. A detailed description of the identified limitations is outlined below:



#### 1. Available Data

The Town's fleet data is limited, which is consistent with many similar-sized municipalities. However, data gaps or inaccuracies may affect the precision of replacement plans or recommendations.

#### 2. Operational Information

Efforts were made to gain a detailed understanding of the Town's operations, vehicle usage, and challenges through several stakeholder meetings. However, achieving a comprehensive understanding of the Town's specific operations often requires years of observation and broader stakeholder engagement. As such, the insights gathered are at a high level, meant to identify key themes and challenges.

#### 3. Vehicle Specifications and Replacement Costs

Replacement costs for vehicles and equipment can vary significantly based on required features. The same make and model may have optional upgrades that add tens or even hundreds of thousands of dollars to the capital cost. Generic specifications for work and municipal vehicles were used to develop budget estimates, which may not fully reflect the Town's specific needs for every vehicle.

#### 4. Changing Regulations and Industry Evolution

The fleet electrification industry is evolving rapidly. Information can become outdated shortly after release, with new EVs regularly entering the market. Financial incentives may change unexpectedly, commodity markets (e.g., carbon credits) can fluctuate, and other factors may shift over time. The information in this report is accurate as of the time of writing and cited where appropriate, but future developments may affect its validity.

#### 5. Financial Constraints

Budget limitations may restrict the Town's ability to implement some recommendations. It will be essential to prioritize actions and adopt a phased approach to progress toward these goals over time.



# APPENDIX A: FLEET LISTING AND DATA

				Basic Vehicle Info		_		Utilization		Fuel Info			Scheduled Use				ment Planning		Maintenance	
Organization	Vehicle Ye Unit #	ar Make	Model	Vehicle Identification Number (VIN)	n Description / Body Type	Assigned Department		Annual Curren Page (km) Hours	t Annual Fuel ty Hours		Average Days/ Used for Emergencies, Week Vehicle is Storm Events, 24/7, etc Used (ie. Mon - Fri) (indicate yes or no)		Overnight Parkin Hours (time available for charging)	g Other Scheduling Notes	Usefu Life (years	Replacement	Purchase Price	Replacement Budget	Annual Maintenance Costs (include preventative and reactive)	Other Notes
wn of Qualicum Beach	17 200	8 FORD	F450	1FDXF46R78ED98294	F450 with a chip box	Parks	58,036	3,627	Diesel	1222	yes	Parks	16	used 15 weeks per year	10	2024		95000		
own of Qualicum Beach		4 Ford	Versatile 9030	D200794	Tractor/Mower	Public Works			Diesel	290	no	Public Works	16	used 6 weeks per year	10					
own of Qualicum Beach		9 Ford	755 2910	D100150	Loader/Salt Tractor small tractor, no cab	Public Works			Diesel	290	no	Public Works Parks	16 16	used 2 weeks per year backhoe only used for loading salt used 2 weeks per year	10					
wn of Qualicum Beach		0 1000	F150	0,00041	Pick Up Super Cab Truck	Parks	139,460	7,340	Gas	633	5 no	Parks	16	useu z weeks pei yeai	10	2025		/0000		
own of Qualicum Beach		6 Atlas		A1P260241	trailer air Compressor	Parks			None	100	no	Parks	16	used 6 weeks per year	15					
own of Qualicum Beach		9 New Holland 0 FREIGHTLINER		N9M403754	Digger/Loader Skid Steer Dump/Plow Truck - single axle dump truck w/underbody	Parks Public Works	3,313 83,499	221 5.964	Diesel	807 2895	yes	Parks Public Works	16	used 6 weeks per year	10 15	2025 2026		31000 70000		
own of Qualicum Beach			F250	1FTNF20508EE04524		Public Works Parks	122.936	7.684	Gas	1807	5 yes 5 no	Public works Parks	16		10	2026		70000		
wn of Qualicum Beach	54 200	8 FORD	F250	IFTNF205X8EE11299		Public Works	109,392	6,837	Gas	2265	5 no	Public Works	16		10	2026		/0000		
own of Qualicum Beach			F250	IFTNF20528EE11300		Parks	55,835	3,490	Gas	654	5 no	Parks	16		10	2026		5000		
own of Qualicum Beach		0 FORD	E350 F350	1FDWE35F8YHB06070 1FTWE3B556F694626	Cube Van Pick Up 4x4 Truck - Plow	Public Works Airport	16,327 110.574	680 7.898	Diesel Gas	211 1090	5 yes 7 yes	Public Works Airport	16		10 10	2024	:	5000		
wn of Qualicum Beach		4 FORD	RANGER	1FTYR44U34PB10695		Town Hall	109,059	5,453	Gas	254	5 no	Town Hall	16		10	2025		5000		
wn of Qualicum Beach			RANGER	1FTYR44U14PB10694		Parks	135,923	6,796	Gas	200	5 no	Parks	16		10					
own of Qualicum Beach		5 FORD	RANGER	1FTYR44U65PA67388	Disk the ded Tausky Data ask	Public Works	156,070 78.853	8,214	Gas	438 995	5 no	Public Works Parks	16 16		10 10	2029		5000		
own of Qualicum Beach		1 FORD 4 FORD	F250 F550	1FTBF2B67BEA82352 1FDUF5GT8EEB55527	Pick Up 4x4 Truck - Reg cab Garbage Truck	Parks Public Works	140.978	6,066 14.098	Gas Diesel	2820	5 no 7 no	Parks Public Works	16		10	2029		20000		
own of Qualicum Beach			F550	1FDUF5HY6FEA90947		Public Works	58,236	6,471	Gas	949	5 yes	Public Works	16		10			.65000		
own of Qualicum Beach		2 Cat	420E	CAT0420EEDAN01833		Parks		3,96		541	5 yes	Parks	16		10	2030		60000		
own of Qualicum Beach		6 Dodge 5 Dodge	PROMASTER 1500 PROMASTER 1500	3C6TRVCG9GE122406 ZFBERFDT7F6957219		Public Works	44,509 71,593	5,564 7.955	Gas	740 947	5 yes	Public Works Town Hall	16 8	eustedialune	10 10	2027 2027		8000 5000		
own of Qualicum Beach						Town Hall Parks	/1,593		Gas 3 20 Gas	947 500	7 no no	Town Hall Parks	16	custodial van Used 6 weeks per year	10	2027		5000		
own of Qualicum Beach	79 200	9 New Holland	TV6070	RVS057967	Rear mower/blower/plow for airport	Public Works		55	5 37 Diesel	87	yes	Public Works	16	Used 10 weeks per year	10	2030		75000		
own of Qualicum Beach		7 JOHN DEERE	9009A	ITC9009AVGV010307		Parks	9,158	1,308 2,16		726	5 no	Parks	16		10	2027		.04000		
own of Qualicum Beach		4 FORD	F150 RAM 2500	1FTEX1EM3EFC11412 3C6TD5DT7CG163951		Parks Public Works	126,925 126,925	12,693 10.577	Gas	2475 1655	5 no	Parks Public Works	16		10	2029 2026		0000 5000		
own of Qualicum Beach		6 FORD	E450	1FDXE4FS7GDC53802		Public Works	78.601	9.825	Gas	2124	5 no 5 ves	Public Works	16		10	2026		0000		
own of Qualicum Beach			F550		Dump/Plow/Sander Truck	Public Works	26,701	4,450	Diesel	942	5 yes	Public Works	16		10	2029		.75000		
own of Qualicum Beach		8 FORD	E450	1FDXE4FS5JDC26041		Public Works	68,762	11,460	Gas	2549	5 yes	Public Works	16		10	2031		.05000		
own of Qualicum Beach			GM3500D JDX754	409337784 90162	Mower/Trimmer Mower - 48" Deck	Parks Parks			Diesel	470 470	5 no	Parks Parks	16 16	summer only	10 10	2031 2031		6000 7000	1	Unlicensed
own of Qualicum Beach			12XPC	4FMUS1615MR517479		Parks			None	470	5 no	Parks	16	Used 14 weeks per year	10	2031		.7000	l	niicensed
own of Qualicum Beach	111 202	1 Dodge	Ram 1500	3C6JR6DT6MG704570		Parks	9,716	3,239	Gas	1198	5 no	Parks	16		10	2031		5000		
own of Qualicum Beach			Ram 1500	3C6JR6DT8MG704571		Public Works	32,498	10,833	Gas	3784	5 no	Public Works	16		10			5000		
own of Qualicum Beach			Ram 1500 RAM 5500	3C6JR6DTXMG704572	Durane Tarrah (Flated eal)	Parks	12,037	4,012 2,273	Gas	782 52	5 no 5 no	Parks	16		10	2031 2032		5000 50000		
own of Qualicum Beach			Carryall Utility	MF2245344886	Dump Truck/Flatdeck	Parks Parks	4,546	2,273	Gas Electric	52	5 no	Parks Parks	16 16		10 10	2032	28000	50000		
own of Qualicum Beach	116 202	3 GMC	Savana 2500	1GTW7AFP6P1102780	Cargo Van (Glenn)	Town Hall	8,404	8,404	Gas	1287	7 no	Town Hall	8	custodial van	10					
own of Qualicum Beach			JDX495	M0X495F040846	Ride On Mower	Parks			Diesel	470	5 no	Parks	16	summer only	10	2025		2000		Unlicensed
own of Qualicum Beach			JDX740 RTV500-H	M0X740A050772	ride on mower Utility Vehicle Truckster	Parks Public Works	8.079	1.347 74	Diesel 125 Gas	470	5 no	Parks Public Works	16 16	summer only Used 5 weeks per year	10 10	2025		1000	ι	Unlicensed
wn of Qualicum Beach			RTV500-H		Utility Veh/Plow Truckster	Parks	6,991		123 Gas	57	no	Parks	16	Used 5 weeks per year		2028		1000		
own of Qualicum Beach	1002 201	8 JOHN DEERE	X758		Ride On Mower/Plow	Parks			Diesel	470	5 no	Parks	16		10	2028		3000		
own of Qualicum Beach			Ram 1500	1C6RR7FG9HS766844		Parks	55,278	7,897	Gas	618	5 no	Parks	16			2029		5000		
own of Qualicum Beach			926M RANGER		4in1 bucket, forks, 16'plow 4x2 XL Supercab Truck	Public Works Public Works	3,903 80,099	1,301 66: 6.161	L 220 Diesel Gas	950 9	yes 5 no	Public Works Public Works	16	Used regularly for short times	10 10	2027	305000	5000		
own of Qualicum Beach			F450	1FDXF46Y88EB76886		Parks	109.625	6.852	Gas	1135	5 no	Parks	16		10	2027		205000		
own of Qualicum Beach			E350	1FDWE35L47DA26812		Public Works	61,561	3,621	Gas	1440	5 yes	Public Works	16		10	2026	1	0000		
wn of Qualicum Beach			RANGER	1FTKR4ED9BPA03815	4x2 XL Supercab Truck	Town Hall	96,639	7,434	Gas	1450	5 yes	Town Hall	16		10	2027		5000		
own of Qualicum Beach			TV6070 F350		Roadside Mower - Versatile farm tractor Plow - Pick Up Reg Cab 4x4 Truck	Public Works Public Works	75,642	4,60 5,819	5 384 Diesel Gas	902 21	no 5 yes	Public Works Public Works	16 16	used all summer plus 2 weeks	10 10	2030 2025		25000		
own of Qualicum Beach			. 550		Dump/Plow Truck - single axle dump truck w/underbody	Public Works	63,029	5,252	Diesel	2202	5 yes 5 yes	Public Works	16		10			85000		
wn of Qualicum Beach	31A 201	3 FORD	F150	1FTVX1CF9DKD49885	Pick Up 4x2 Truck	Parks	63,334	5,758	Gas	813	5 no	Parks	16		10	2027		0000		
wn of Qualicum Beach				1FVAG5BS1DHFA7589		Public Works	31,709	2,883	Diesel	1978	5 yes	Public Works	16		15			00000		
wn of Qualicum Beach wn of Qualicum Beach			Leaf Volt		Hatchback Electric Car HB Electric /Gas Car	Town Hall Town Hall	35,692 55.457	2,746 4.621	Electric Gas	180	5 no no	Town Hall Town Hall	16 16	low use vehicle	10 10	2027		2000 5000		
wn of Qualicum Beach		3 Ford	F150		Pick Up 4x2 Reg Cab Truck	Town Hall	47,150	4,286	Gas	223	5 no	Town Hall	16		10	2028		0000		
wn of Qualicum Beach			F150	1FTEW1C89AFC87252	Crew cab	Parks	86,025	6,145	Gas	886	5 no	Parks	16		10			0000		
wn of Qualicum Beach			F250		Pick Up 4x2 Truck Reg Cab	Parks	97,862	7,528	Gas	977	5 no	Parks	16		10	2028		0000		
wn of Qualicum Beach wn of Qualicum Beach		1 Cat 2 FORD	430E F250	MXB00424 1FT7X2B63CFA00220	Backhoe Loader Pick Up 4x4 Supercab Truck	Public Works Public Works	114.998	9.583	5 541 Diesel Gas	893 1964	5 yes	Public Works Public Works	16 16		10 10	2025 2026		160000 14000		
wn of Qualicum Beach			F350		pickup with water tank	Public Works Parks	51,166	3,936	Gas	818	5 no	Public works Parks	16		10	2028		5000		
wn of Qualicum Beach	8A 201	2 FORD	F550	1FDUF5GT3CEB11576	2 ton garbage truck	Public Works	194,335	16,195	Diesel	3239	7 no	Public Works	16		10					
wn of Qualicum Beach			F150		Pick Up 4x4 Reg Cab Truck	Public Works	82,292	7,481	Gas	538	5 yes	Public Works	16		10	2028		5000		
wn of Qualicum Beach wn of Qualicum Beach			RAM 2500 SILVERADO 1500	3D7TT2CT4BG538985 3GCUDCED3RG391785	Pick Up 4x4 Crew Cab	Fire	25		Gas 2 Gas	1950	7 yes 7 yes	Fire Fire	16		10				S	Sold
wn of Qualicum Beach			Ram 1500	1C6SRFMT9LN422966		Fire	41,574	1,21		2027	7 yes 7 yes	Fire	10		10					
wn of Qualicum Beach			RAM 2500	3C6TR5DT2JG224105	Crew Cab 4x4 Truck	Fire	71,054	1,99		2309	7 yes	Fire	10		10					
wn of Qualicum Beach			Pumper	4S7AT2J96AC072405		Fire	49,205	2,55		2082	7 yes	Fire	12		20					
wn of Qualicum Beach wn of Qualicum Beach			Ladder Ladder	44KFT6485TWZ18259 4594FEXB5P5559287	105' aerial ladder Gladiator Ladder Fire Truck	Fire	5.324	26	Diesel Diesel	2928 2928	7 yes 7 yes	Fire	12		20				S	010
own of Qualicum Beach			Metro Star	459AEFXB5P5559287 459CU2D94NC560623		Fire	13,176	41		7247	7 yes 7 yes	Fire	12		20					
own of Qualicum Beach	R55 198	4 GMC		IGDJC34W7EV504000	pickup with service body - 2wd	Public Works			Gas	500	5 yes	Public Works	16		10					
wn of Qualicum Beach			F350	1FTSF31L01EC13262		Fire	57,875		Gas	780	7 yes	Fire	12		10					
wn of Qualicum Beach	T53 200	5 FREIGHTLINER	Tanker	1FVHC5CVX5HN91319	Fire truck	Fire	20,741	1,38	2 Diesel	634	7 yes	Fire	12		20					



# APPENDIX B: VEHICLES TO BE CONSIDERED FOR REDUCING FLEET SIZE

Vehicle Unit #	Year	Make	Model	Description / Body Type	Assigned Department	Current Mileage	Annual Mileage	Current Hours	Annual Hours	Used for Emergencies, Storm Events, 24/7,	Other Scheduling Notes	Notes
						(km)	(km)			etc. (indicate yes or no)		
17	2008	FORD	F450	F450 with a chip box	Parks	58,036	3,627			yes	used 15 weeks per year	
25	1994	Ford	Versatile 9030	Tractor/Mower	Public Works					no	used 6 weeks per year	
34	1986	FORD	2910	small tractor, no cab	Parks					no	used 2 weeks per year	
38	2009	New Holland		Digger/Loader Skid Steer	Parks	3,313	221			yes	used 6 weeks per year	Consider replacement of several of these with a single multi-
107	2021	Toro	GM3500D	Mower/Trimmer	Parks					no		purpose vehicle
1000	2018	KUBOTA	RTV500-H	Utility Vehicle Truckster	Public Works	8,079	1,347	744	125	no	Used 5 weeks per year	
1001	2018	KUBOTA	RTV500-H	Utility Veh/Plow Truckster	Parks	6,991	1,165	680	113	no	Used 5 weeks per year	
14A	2007	FORD	E350	Cube Van (Water)	Public Works	61,561	3,621			yes		
52A	2011	NISSAN	Leaf	Hatchback Electric Car	Town Hall	35,692	2,746			no		
53A	2012	Chevrolet	Volt	HB Electric /Gas Car	Town Hall	55,457	4,621			no	low use vehicle	Consider shared use and a scheduling method for Town Hall
											utilization expected to increase as the	vehicles
5A	2013	Ford	F150	Pick Up 4x2 Reg Cab Truck	Town Hall	47,150	4,286			no	use was recently changed.	
73	2014	FORD	F550	Garbage Truck	Public Works	140,978	14,098			no		Review operational use - based on recent service level changes,
8A	2012	FORD	F550	2 ton garbage truck	Public Works	194,335	16,195			no		may be able to eliminate one garbage truck
55	2008	FORD	F250	Pick Up 2WD Truck	Parks	55,835	3,490			no		
56	2000	FORD	E350	Cube Van	Public Works	16,327	680			yes		
111	2021	Dodge	Ram 1500		Parks	9,716	3,239			no		Review operational use - consider sharing with other
113	2021	Dodge	Ram 1500		Parks	12,037	4,012			no		departments, rental/lease or replacement with trailer.
114	2022	Dodge	RAM 5500	Dump Truck/Flatdeck	Parks	4,546	2,273			no		
7A	2011	FORD	F350	pickup with water tank	Parks	51,166	3,936			no		



# APPENDIX C: ELECTRICAL CAPACITY ASSESSMENT AND DETAILED CHARGING PLAN



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www.pbxeng.com

# Technical Memorandum No. 01 v1.0 - FINAL

PROJECT NAME:	QUALICUM BEACH FLEET MODERNIZATION					
Owner:	Town of Qualicum Beach					
PRIME CONSULTANT:	Innotech Fleet Strategies	DATE:	November 28, 2024			
CONTRACTOR:	N/A	Мемо No.:	01 v1.0			
ATTENTION:	Steven Wiebe P.Eng, PMP					
SUBJECT:	Preliminary Assessment					

#### 1 Introduction

The Town of Qualicum Beach is interested in increasing efficiency and reducing greenhouse gas (GHG) emissions of their fleet operations. The Town of Qualicum Beach retained Innotech Fleet Strategies to provide recommendations that allow the Town to understand the industry, set realistic emission reduction targets, balance risk, and provide a roadmap for a cost-effective and successful implementation. Innotech Fleet Strategies retained PBX Engineering Ltd to assist with the following scope of work:

- Consult BC Hydro regarding additional demand for charging infrastructure.
- Identify the needs for infrastructure updates at existing Electric Vehicle (EV) charging sites.
- Identify additional electrical infrastructure required for expanding the Town's EV fleet. Four (4) sites were assessed:
  - Evaluate the Town's current EV charging infrastructure:
  - Conduct a gap analysis based on the targets in the Fleet Modernization Plan.
  - Recommend the development of additional charging infrastructure as required based on factors like
    - ideal ratio of chargers to vehicles,
    - smart charging options for specific fleet vehicles, and
    - overall cost-benefit to the Town.
  - Break down the grid impacts of the phased Fleet Modernization Plan and tie into the Power and Infrastructure delivery roadmap.
- Power and infrastructure delivery roadmap.
- Assist in the preparation of the EVSE Charging Plan.
- Provide cost estimates for EVSE, subscriptions, and electrical infrastructure.

The Town of Qualicum Beach is considering electrifying their fleet at the following four (4) locations:

- Public Works Yard
- Parks Yard



- Fire Hall
- Airport

The purpose of this Technical Memorandum is to:

- Review proposed equipment and determine requirements,
- Summarize the findings from the electrical record information,
- Summarize the findings from the electrical capacity assessments, and
- Determine options for providing power to the EVSE infrastructure.

# 2 Codes and Standards

This Technical Memorandum has been prepared in accordance with all authoritative / legislated codes and standards adopted at the time of design by the Authorities Having Jurisdiction (AHJ), including the following:

- British Columbia Building Code, 2024
- BC Hydro EV Ready Plan Guidelines
- Canadian Electrical Code Part 1 Safety Standard for Electrical Installations: CSA C22.1 2021
- Canadian Electric Vehicle Infrastructure Deployment Guidelines 2014

# **3** Record Information / Information Provided By Others

The following information has been used as reference information in the preparation of this technical memorandum:

- Qualicum Beach Firehall, Building Permit Drawings, May 15, 2014, Roy Campbell Ltd. Consulting Electrical Engineers
- Qualicum Beach Airport Terminal Addition, Building Permit Drawings, May 02, 2019, Carsten Jensen Architect
- Qualicum Beach Air Terminal Building, Building Permit Drawings, Oct 18, 1991, Pat Colton Architectural Design
- Firehall, 1-Year Historical Load Consumption Data, 1-Day Resolution, July 2023-2024, BC Hydro
- Public Works Yard, 1-Year Historical Load Consumption Data, 1-Day Resolution, July 2023-2024, BC Hydro

# 4 Definitions

In this section, industry accepted electric vehicle standards, configurations, and types are defined and explained in detail.

#### 4.1 Abbreviations

А	Amp
AC	Alternating Current
BMS	Battery Management System
BCH	British Columbia Hydro and Power Authority
DC	Direct Current
DCFC	Direct Current Fast Charging
EV	Electric Vehicle
EVSE	Electric Vehicle Supply Equipment



GHGGreenhouse GaskWKilowattPMTPadmount TransformerPHPhaseVVolts

#### 4.2 EVSE System Configurations

There are varying configurations for EVSE as developed by electric vehicle manufacturers. As a result, they offer a range of charging options. In general, they conform to the standard system configuration shown below.

The EV battery is located on-board the vehicle. Power is delivered to the vehicle battery through an inlet, which is considered a part of the vehicle. A connector with a cord connects the vehicle and makes an electrical connection for the purposes of charging and exchanging information. The connector makes an electrical connection between the vehicle and the utility (or the power source). The utility is known as the Energy Portal. The connector, cord, and associated components that make the connection are collectively known as the Electric Vehicle Supply Equipment (EVSE). The interface between the EVSE and Energy Portal can be as simple as a plug and receptacle interface. The charging configurations vary based on type of connector and charging levels.

#### 4.3 Charging Levels

Four (4) levels of charging comprise charging stations for commercial applications or for public use on private or public property. They are as follows:

- AC Level 1 Charging
- AC Level 2 Charging
- DC Fast Charging (DCFC) (formerly Level 3)
- Megawatt Charging System (MCS)

The amount of time needed to charge an EV battery is a function of charge level, battery size, battery age, the EV Battery Management System (BMS), and the on-board charger specifications. The BMS will communicate with the EVSE to identify the circuit rating and adjust the charge to the battery accordingly. On-board battery chargers are only used with AC Level 1 and 2 charging. With DCFC and above, the EVSE connection is direct to the battery.

The battery to be considered for charging times is a 65kWh battery, typical of most consumer electric cars currently on the road (e.g. Chevy Bolt). The on-board charger specifications will determine the amount of charge a battery can receive. For example, the Chevy Bolt can accept up to 7.7kW of charging on an AC Level 2 Charging station. For a level 2 station of greater power output, the Chevy Bolt will still only accept up to 7.7kW. Furthermore, charging speed slows via the BMS as the battery gets closer to full to prevent damage to the battery. It can take about as long to charge the last 10 percent of the battery as the first 90 percent.



#### 4.3.1 AC Level 1 Charging

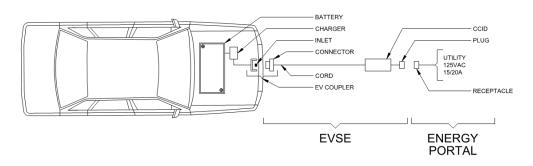
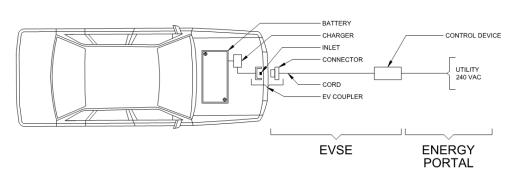


Figure 1 - Standard AC Level 1 Charging Station Configuration

AC Level 1 Charging provides the slowest charging times. Typical charging for this system is up to 1.9 kW, which translates to a current of 16 Amps (20 Amp rated circuit) at common Voltage levels (120VAC). Power is delivered to the on-board vehicle battery through an EVSE connected to facility power via plug-in from a standard 3-prong AC Cord Set (120VAC, 20 Amp). AC Level 1 Charging is more common in residential applications and typically provides charge times of 40 to 50 hours to completely charge a typical EV battery when fully depleted.

#### 4.3.2 AC Level 2 Charging



#### Figure 2 – Standard AC Level 2 Charging Station Configuration

AC Level 2 Charging provides faster charging times than Level 1. Typical charging for this system is between 6.7 kW and up to 19.2 kW, which translates to currents between 32 Amps (40 Amp rated circuit) and up to 80 Amps (100 Amp rated circuit). Charging currents are delivered at higher Voltages (208VAC or 240VAC, Single-Phase). Power is delivered to the on-board vehicle battery through an EVSE that is hard-wired to the facility electrical distribution system. AC Level 2 Charging is more common in commercial applications and typically provide charge times of 4 to 10 hours to completely charge an EV battery when fully depleted.

The order of magnitude total cost for a single-head AC Level 2 Charging Station is \$30,000.00. The cost includes civil infrastructure, conduit and wiring, supporting electrical equipment, and the EVSE. Cost savings can be achieved by using multiple-head charging stations and power sharing technology for multiple charging stalls.



#### 4.3.3 DC Fast Charging

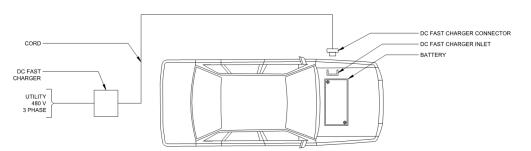


Figure 3 – Standard DC Fast Charging Station Configuration

DC Fast Charging provides the fastest charging times, and the installation required is typically the most expensive of the charging options. Typical charging for this system is between 50 kW and up to 350 kW, which translates to currents between 60 Amps (80 Amp rated circuit) and up to 420 Amps (600 Amp rated circuit) at higher Voltages (480VAC, Three-Phase) than Level 2. The on-board vehicle BMS will communicate with the EVSE to deliver DC power directly to the vehicle battery. The EVSE is hard-wired to the facility electrical distribution system. DC Fast Charging can provide a charge time as quick as 15 minutes for passenger vehicles with high power DC chargers to several hours for heavy-duty trucks with very large battery capacities.

The order of magnitude total cost for a single-head DC Fast Charging Station is \$250,000.00. The cost includes civil infrastructure, conduit and wiring, supporting electrical equipment, and the EVSE. Cost savings can be achieved by using multiple charging stations and power sharing technology.

#### 4.3.4 Megawatt Charging System

The Megawatt Charging System is the newest technology in development and is positioning itself to go beyond the current DCFC standard. Charging for this system is up 3,750 kW (3.75 Megawatt) or more. The intent of the design is to deliver the fastest charge times to the very large battery capacities that are found in heavy-duty trucks and buses. The technology is in the early adoption stage and is not expected to be feasible in the near term for the Town of Qualicum Beach.

### 4.4 Intelligent Charging Stations

EVSE manufacturers provide intelligent charging solutions. Current technologies allow individual charger connectors to communicate with one another to share a common electrical load. This approach is known as Load or Power Sharing. Consider a single Level 2 charging circuit 10 kW (48 Amps @ 208VAC) that can be shared with up to 4 connectors. In this scenario, each connector can deliver up to the capacity of the circuit at 10 kW. When multiple connectors are used, the power is shared among all connectors up to a total of 10 kW. For example, with 4 connectors connected to EVs, each connector would deliver 2.5 kW (12 Amps @ 208VAC). With 2 connectors connected to EVs, each connector would deliver 5.0 kW (24 Amps @ 208VAC). With 4 EVs connected, the charging stations are intelligent in that they shift charge to connected EVs that require charge as other connected EVs become fully charged.

#### 4.5 Networked Charging Stations

Networked EV Charging Stations are connected to the internet via cellular communications. EVSE providers charge an annual fee to manage the network. EVSE connected to the network allow facility owners to collect data such as time and location of charging events, energy provided, GHGs avoided, and any applicable billing and revenue. Facility owners can also track charge time, connection time, average and peak power, and total power per event. Networking provides the ability for EVSE to integrate with building management systems to move EV charging to off-peak times or to throttle down the charging output during times of peak



power demand and energy costs. Strategies like these can be employed to increase EVSE installation beyond base electrical capacity and to save facilities from cost-prohibitive utility upgrades.

Networked chargers are typically required for Carbon Credit tracking and reporting as they provide a reliable method for collecting data on energy use per vehicle and, consequently, the associated emission reductions.

#### 4.6 EVSE Product Options

The following section summarizes the EVSE product options. The EVSE manufacturer that is currently deployed by the Town of Qualicum Beach and the only to be considered in this report is ChargePoint. For the purposes of Fleet charging, only AC Level 2 and DC Fast Charging will be considered.

#### 4.6.1 AC Level 2 Charging

ChargePoint provides networked Level 2 charging solutions for property owners, businesses, and municipalities. The charging stations come in standard and power select models. Each model allows for power sharing models.

Specification	ChargePoint CPF50	ChargePoint CP6000
Voltage	208/240VAC, Single-Phase	208/240VAC, Single-Phase
Current	Standard: 50A	Standard: 80A
	Power Select: 16-48A	Power Select: 40-64A
Power	Standard: 10.4/12kW (208/240V)	Standard: 16.6/19.2kW (208/240V)
	Power Select: 3.3/3.8-10.0/11.5kW (208/240V)	Power Select: 8.3/9.6-13.3/15.4kW (208/240V)
Wiring	3-wire	3-wire
Enclosure Rating	Type 3R	Type 3R
Connector	SAE J1772, NACS	SAE J1772
Number of Ports	Single, dual	Single, dual
Cable Length	5.4m (optional 7.0m)	7.0m
Networking	Cellular 4G LTE	Cellular 4G LTE
Certification	UL, cUL, and CSA	UL and cUL
Operating Temp.	-40°C to 50°C	-40°C to 50°C
Installation	Pedestal on concrete or wall mounting	Pedestal on concrete or wall mounting

Technical specifications for the charging stations are summarized in the table below.

#### Table 1 - AC Level 2 Charging Station Specifications

Power Sharing strategies for the ChargePoint CPF50 are summarized in the following table:



Ports In Use	Amps Output Per Port	kWh Output Per Port (208V)
1	48 Amp	9.98 kWh
2	24 Amp	4.99 kWh
3	16 Amp	3.33 kWh
4	12 Amp	2.50 kWh
5	9.6 Amp	2.00 kWh
6	8 Amp	1.66 kWh

Table	2 -	ChargePoir	nt CPF50	Power	Sharina
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Refer to Appendix A for ChargePoint CPF50 and CP6000 Level 2 Fleet Charging Stations Specifications for more details.

#### 4.6.2 DC Fast Charging

ChargePoint provides robust, reliable, and networked DC Fast Charging Stations. Technical specifications for the charging stations are summarized in the table below.

Specification	ChargePoint Express 250		
Voltage	480/277VAC, Three-Phase		
Current	80A		
Power	66.5kVA / 62.5kW		
Wiring	4-wire		
Enclosure Rating	Type 3R, IP54		
Supported Connectors	CHAdeMO, CCS1 (SAE J1772™ Combo), CCS2 (IEC 61851-23), NACS. Up to two (2) per station.		
Cable Length	4.27m		
Networking	Cellular 4G LTE		
Certification	CSA		
Operating Temperature	-40°C to 50°C		
Installation	Pad-mount Pedestal		

Table 3 -DC Fast Charging Station Specifications



Refer to Appendix A for ChargePoint Express 250 DCFC Stations Specifications for more details.

### 5 Requirements

The following section summarizes the requirements of the proposed EVSE, industry standards, and the electrical code requirements.

#### 5.1 Canadian Electrical Code Requirements

According to the Canadian Electrical Code (CEC) the following requirements must be met:

- Permanent warning sign installed at the connection of the EVSE to the branch circuit warning against operation of the equipment without sufficient ventilation.
- Separate branch circuit protected by appropriately sized breaker, disconnect, and conductors. Located on the supply side of the point of connection for the EVSE, within sight of and accessible to the EVSE, and capable of being locked in the open position.
- Outdoor charging sites shall be permitted to include curbsides, open parking structures, parking lots and similar locations.
- Requires certification from an accredited test agency such as CSA group (or accepted equivalent).

#### 5.2 Canadian EV Infrastructure Deployment Guidelines

The Canadian EV Infrastructure Deployment Guidelines provide essential information and resources to implement EV charging infrastructure. This information includes location selection and lighting recommendations.

The location selected should be such to avoid tripping hazards and allow vehicles to park forwards or backwards in parking space. If EVSE is mounted in front of vehicle, wheel-stops or bollards may be recommended. See the following Figure 4 for a typical EVSE middle placement pedestal mounting in row parking.

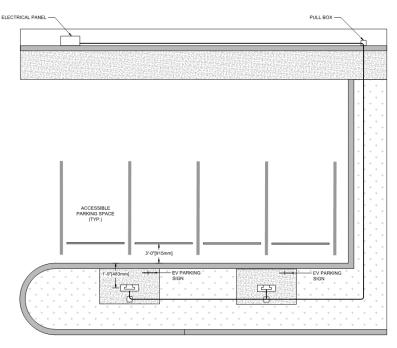


Figure 4 - Typical EVSE Middle Placement Pedestal Mounting in Row Parking



Lighting should be sufficient to read associated signs, instructions, or controls on EVSE and provide visibility around the vehicle for all possible EV inlet locations.

# 6 Assessment and Findings

The four (4) locations to be considered are the Public Works Yard, Parks Yard, Fire Hall, and Airport. The following is a summary of the review of the electrical record information and an electrical capacity assessment of the existing services at the sites.

Refer to Appendix B: Load Analysis Summary

#### 6.1 Methodology

#### 6.1.1 Existing Electrical Capacity Analysis

The existing peak demand load was ascertained using 1-Year BC Hydro provided load consumption history (when made available). The existing peak demand was determined by taking the maximum value of all the demand load data that was provided. Load consumption history provided by BC Hydro was provided as metering data and captured in 1-day intervals. This is a risk that the peak demand may have occurred within either the 1-day interval and was not captured. A Demand Load Study performed by a licensed electrician is recommended to confirm results at each of the locations prior to performing any work.

Refer to Appendix C: BC Hydro 1-Year Historical Consumption Summary

#### 6.1.2 Minimum Required Demand Load

With the total energy requirement information provided by the Innotech analysis, the minimum required demand load was calculated as follows:

$$Min. Required Demand Load [kW] = \frac{Annual Total Energy Requirement \left[\frac{kWh}{annum}\right]}{Annual EV Charging Time \left[\frac{h}{annum}\right]}$$

The annual EV charging time was determined in consultations with Innotech about individual facility daily operations. It was calculated as follows:

Annual EV Charging Time 
$$\left[\frac{h}{annum}\right] = \left(\text{Daily EV Charging Time }\left[\frac{h}{day}\right]\right) * \left(\# \text{ of Days Charging per Week }\left[\frac{day}{week}\right]\right) * \left(\# \text{ of Weeks per Annum}\left[\frac{week}{annum}\right]\right)$$

The daily EV charging time and number of days charging per week for each facility is tabulate below:

Location	Daily EV Charging Time [h/day]	# of Days Charging per Week [day/week]
Public Works Yard	16 h/day	7 day/week
Parks Yard	16 h/day	7 day/week
Fire Hall	10 h/day	7 day/week
Airport	16 h/day	7 day/week

Table 4 - Summary of typical EV charging times per location.



Refer to Appendix B: Load Analysis Summary.

#### 6.1.3 Proposed Equipment

The Innotech analysis provided to PBX the number of vehicles to be transitioned to electric per facility. Based on the estimated daily energy use and daily charge time of the EVs, the recommended EVSE type was determined.

Refer to Appendix B: Load Analysis Summary.

#### 6.2 Public Works Yard

#### 6.2.1 Location

The Town of Qualicum Beach Public Works Yard is located at 233 Fern Rd E, Qualicum Beach, BC, V9K 1R1 and comprises several buildings on site, including a vehicle service shop, material storage sheds, and an administration building. The Public Works department operates, constructs, and maintains the engineering infrastructure in Qualicum Beach. There are preliminary discussions to replace the yard with an operations facility. The facility would combine the Public Works and Parks departments.

The vehicle service shop has an existing Level 2 EVSE serving one (1) charging stall. Refer to the Location Plan in Figure 5.

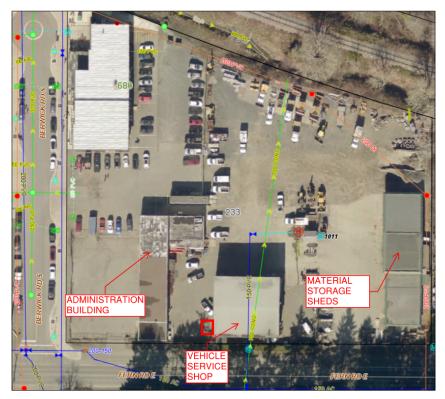


Figure 5 – Public Works Yard Location Plan

#### 6.2.2 Existing Electrical Infrastructure

There are two (2) existing incoming electrical utility services to the Public Works Yard. The service to the material storage sheds is an 100A (80% Rated), 120/240V, 1-phase, and is supplied overhead from a BC Hydro pole-mounted transformer on Fern Rd E. The service feeds a 100A, 120/240V, 1-phase, 3-wire, electrical panel. The service to the vehicle service shop is a 400A (80% Rated), 120/208V, 3-phase, and is supplied overhead from a BC Hydro pole-mounted transformer bank on Fern Rd E. The service feeds a 400A,



120/208V, 3-phase, 4-wire, main switch and splitter. Connected to the splitter are two disconnect switches and two panels: one (1) 200A disconnect to Panel 'A' and one (1) 100A disconnect to Panel 'E'.

The existing Level 2 EVSE is served from a 2-pole 40A breaker in Panel 'A'.

#### 6.2.3 Electrical Capacity Assessment & Load Analysis

BC Hydro information was provided for the 100A, 120/240V, 1-phase, overhead service. Based on the information provided, there is no capacity for additional loads on this service. Furthermore, the electrical equipment is at the end of its service life and needs replacement.

The existing 400A, 120/208V, 3-phase service base electrical capacity was calculated at 115kVA. No BC Hydro record load consumption information was provided for the service. The following assumptions have been made:

- The maximum electrical demand load has been estimated as the full rated current of existing disconnect switches connected to the main switch splitter in the main electrical room (Panel 'A' @ 200A + Panel 'E' @ 100A = 300A).
- The remaining capacity for new loads is estimated at 29kVA (existing electrical service is loaded at 75%).
- All assumptions shall be confirmed via Demand Load Study by a qualified Electrical Contractor.

Refer to Appendix B: Load Analysis Summary.

#### 6.2.4 Proposed Equipment

Based on the fleet assessment performed by Innotech, the facility will require a total number of EVSE at each year as tabulated below:

Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors
2026	1	3	2040		1
2027		3	2041		2
2028	1	1	2047		1
2031		1	2049		1
2035		1	2050	1	1
2036		3	2051		2
2038	1	1	2054		2

#### Table 5 – Public Works Yard proposed EVSE at each year.

The existing service capacity is sufficient to support the potential EV loads. Charge management strategies will need to be employed to maintain a total EV load below the existing service capacity. The recommended strategy is circuit sharing with six (6) EV connectors per Level 2 circuit. Some vehicles may require charge above that which is available on a Level 2 circuit with all six (6) EV connected. Operations will need to be adjusted accordingly.



The proposed plan is to provide a 100A, 120/208V, 3-phase, 4-wire panel dedicated to the Level 2 EVSE circuits. The panel would be connected via disconnect on the main service splitter in the electrical room. EVSE circuits will require breakers, conductors, and surface-mount raceways. EVSE will require mechanical protection.

#### 6.2.5 Opinion of Construction Cost

The total estimated order of magnitude opinion of electrical construction cost for 2026 is **<u>\$71,760.71</u>**. The breakdown of costs is as follows:

Description	Cost
Conduit & Wiring	\$ 1,614.53
Electrical Equipment	\$ 9,991.93
Project Wide	\$ 8,693.43
Contingency (25% Const.)	\$ 5,074.97
Construction Subtotal	\$ 25,374.87
EVSE Cost	\$ 26,682.81
Engineering	\$ 12,000.00
Demand Load Study	\$ 5,000.00
Total	\$ 69,057.68

The estimated order of magnitude opinion of electrical construction cost for subsequent Level 2 connectors is **<u>\$9,239.00</u>**.

The estimated order of magnitude opinion of electrical construction cost for subsequent Level 2 circuits is **<u>\$1,336.71</u>**.

The estimated costs are based on general assumptions and typical conditions. Actual costs may vary significantly due to factors including, but not limited to: site conditions, locations of charge stalls, distance to power supply, permitting, code compliance, and scope of work. This estimate is provided as an order-of-magnitude assessment and is subject to refinement based on detailed design, site assessments, and market conditions at the time of installation. Costs for Engineering and Demand Load Study are given per site and cost savings can be actualized by grouping multiple sites into a single project.

#### 6.3 Parks Yard

#### 6.3.1 Location

The Town of Qualicum Beach Parks Yard is located at 987 Jones St, Qualicum Beach, BC, V9K 1R5. It comprises reservoir tanks, an administration building, and a workshop. The Parks Department are responsible for caring for the maintenance and beautification of Qualicum Beach. There are preliminary discussions to replace the yard with an operations facility. The facility would combine the Public Works and Parks departments.

There are no existing EVSE on site. Refer to the Location Plan in Figure 6.



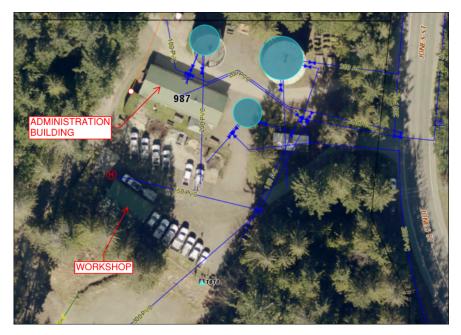


Figure 6 – Parks Yard Location Plan

#### 6.3.2 Existing Electrical Infrastructure

The existing incoming electrical utility service to the Parks Yard is a 200A, 347/600V, 3-phase, underground service and is supplied from a BC Hydro pole-mounted transformer bank on the property. The service feeds a 200A, 347/600V, 3-phase, 4-wire, main switch, manual transfer switch, and splitter located in the administration building pump room. Connected to the splitter are disconnect switches to pumps and a panel: one (1) 30A disconnect to Panel 'A' and one (1) 100A feed to Pumps '1' & '2'. The 30A feed to Panel 'A' is via a 25kVA, 600-120/240V, 1-phase transformer.

#### 6.3.3 Electrical Capacity Assessment & Load Analysis

The existing 200A, 600/347V, 3-phase service base electrical capacity was calculated at 166kVA. No BC Hydro record load consumption information was provided for the service. The following assumptions have been made:

- The maximum electrical demand load has been estimated as the full rated current of existing disconnect switches connected to the main switch splitter in the main electrical room (Panel 'A' @ 30A + Pumps @ 100A = 130A).
- The remaining capacity for new loads is estimated at 58kVA (existing electrical service is loaded at 65%).
- All assumptions shall be confirmed via Demand Load Study by a qualified Electrical Contractor.

Refer to Appendix B: Load Analysis Summary.

#### 6.3.4 Proposed Equipment

Based on the fleet assessment performed by Innotech, the facility will require a total number of EVSE at each year as tabulated below:



Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors
2025	1	1	2040		1
2026		4	2041		1
2027	1	2	2043		1
2028		3	2044		1
2031	1	4	2045	1	2
2033		3	2046		1
2034		1	2050		1
2036	1	1	2053		1

#### Table 6 – Parks Yard proposed EVSE at each year.

The existing service capacity is sufficient to support the potential EV loads. Charge management strategies should be employed to maintain the total EV load. The recommended strategy is circuit sharing with six (6) EV connectors per Level 2 circuit. Some vehicles may require charge above that which is available on a Level 2 circuit with all six (6) EV connected. Operations will need to be adjusted accordingly.

#### Refer to Appendix B: Load Analysis Summary.

The proposed plan is to provide a 200A, 120/208V, 3-phase, 4-wire panel and 600-120/208V transformer dedicated to the Level 2 EVSE circuits. The panel would be connected via disconnect on the main service splitter in the electrical room. EVSE circuits will require breakers, conductors, and surface-mount raceways. EVSE will require mechanical protection. Civil infrastructure will include concrete bases, underground conduits, and in-ground pull boxes. An existing underground conduit may be re-purposed for EVSE.

It is also recommended that a new dedicated service to an electrical kiosk be installed to serve the electrical requirements of the DCFC EVSE. The separate service will allow for the fleet EVSE expansion to proceed without being impacted by any proposed building upgrades or replacement. In discussions with the Town of Qualicum Beach, the preference is for this type of equipment to be installed at this location (as opposed to other locations).

The service entrance, meter base, and EVSE distribution would be contained in a customer-owned electrical kiosk. The kiosk allows flexibility as it is possible to relocate the structure as needed by future needs.

#### 6.3.5 Opinion of Construction Cost

The total estimated order of magnitude opinion of electrical construction cost for 2025 is **\$72,582.66**. The breakdown of costs is as follows:

Description		Cost
Civil Infrastructure	\$	2,367.90
Conduit & Wiring	\$	6,701.05
Electrical Equipment	\$	19,588.33
Project Wide	\$	8,693.43



Description	Cost
Contingency (25% Const.)	\$ 9,337.68
Construction Subtotal	\$ 46,688.39
EVSE Cost	\$ 8,894.27
Engineering	\$ 12,000.00
Demand Load Study	\$ 5,000.00
Total	\$ 72,582.66

The estimated order of magnitude opinion of electrical construction cost for subsequent Level 2 connectors is **<u>\$12,284.18</u>**.

The estimated order of magnitude opinion of electrical construction cost for subsequent Level 2 circuits is **<u>\$1,396.83</u>**.

The estimated order of magnitude opinion of electrical construction cost for an electrical kiosk and singleconnector DCFC is **<u>\$250,000.00</u>**.

The estimated costs are based on general assumptions and typical conditions. Actual costs may vary significantly due to factors including, but not limited to: site conditions, locations of charge stalls, distance to power supply, permitting, code compliance, and scope of work. This estimate is provided as an order-of-magnitude assessment and is subject to refinement based on detailed design, site assessments, and market conditions at the time of installation. Costs for Engineering and Demand Load Study are given per site and cost savings can be actualized by grouping multiple sites into a single project.

#### 6.4 Fire Hall

#### 6.4.1 Location

The Town of Qualicum Beach Fire Hall is located at 130 Rupert Rd E, Qualicum Beach, BC, V9K 1S7. It comprises offices, meeting rooms, and an apparatus bay. The electrical service entrance is located in the electrical room on the Southeast corner of the apparatus bay.

There are no existing EVSE on site. Refer to the Location Plan in Figure 7.

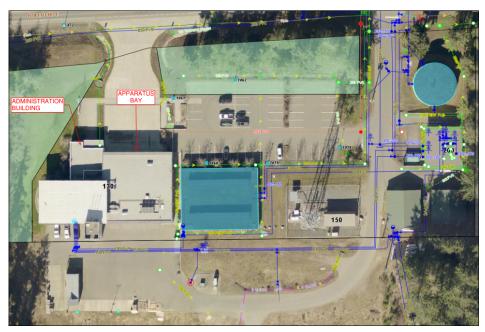


Figure 7 – Fire Hall Location Plan.



#### 6.4.2 Existing Electrical Infrastructure

The existing incoming electrical utility service to the facility is 600A (80% Rated), 120/208V, 3-phase, and is supplied from a BC Hydro PMT on the property. The service feeds a 600A service entrance rated main breaker in the 1000A, 120/208V, 3-phase, 4-wire, main distribution centre MDC. Refer to the Partial Single Line Diagram in Figure 8.

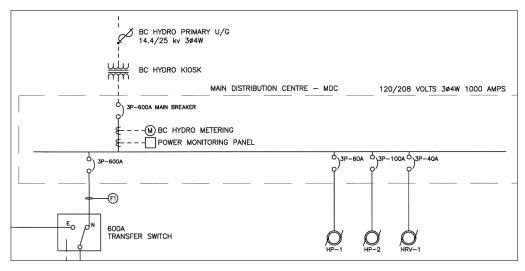


Figure 8 – Fire Hall Service Entrance Partial Single Line Diagram

#### 6.4.3 Electrical Capacity Assessment & Load Analysis

The existing 600A, 120/208V, 3-phase service base electrical capacity was calculated at 173kVA. The maximum electrical demand load was estimated to be 53kVA. The existing service is loaded at 31% of the base service size and there is a remaining capacity of 120kVA for new loads.

Refer to Appendix B: Load Analysis Summary.

#### 6.4.4 Proposed Equipment

Based on the fleet assessment performed by Innotech, the facility will require a total number of EVSE at each year as tabulated below:

Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	# of DCFC	Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	# of DCFC
2030	1	1	1	2043	1	1	
2034		1	1	2045		1	
2038		1		2049		1	
2042	1	1		2050		1	

#### Table 7 – Fire Hall proposed EVSE.

The existing service capacity is sufficient to support the potential EV loads. Charge management strategies should be employed to maintain the total EV load. The recommended strategy is circuit sharing with four (4) EV connectors per Level 2 circuit. Furthermore, DC Fast Charging connectors will need to be added to meet emergency operation needs.



The proposed plan is to use existing electrical Panel 'C' to serve the Level 2 EVSE circuits. The panel is of modern vintage and has physical capacity for additional breakers. EVSE circuits will require breakers, conductors, and surface-mount raceways. EVSE will require mechanical protection. Civil infrastructure will include concrete bases, underground conduits, and in-ground pull boxes.

It is also recommended that a new dedicated service to an electrical kiosk be installed to serve the electrical requirements of the DCFC EVSE. The separate service will allow for the fleet EVSE expansion to proceed without being impacted by any proposed building upgrades.

#### 6.4.5 **Opinion of Construction Cost**

The total estimated order of magnitude opinion of electrical construction cost for 2030 is **\$38,239.59**. The breakdown of costs is as follows:

Description	Cost
Civil Infrastructure	\$ 2,311.22
Conduit & Wiring	\$ 1,860.69
Electrical Equipment	\$ 210.91
Project Wide	\$ 8,693.43
Contingency (25% Const.)	\$ 3,269.06
<b>Construction Subtotal</b>	\$ 16,345.32
EVSE Cost	\$ 8,894.27
Engineering	\$ 8,000.00
Demand Load Study	\$ 5,000.00
Total	\$ 38,239.59

The estimated order of magnitude opinion of electrical construction cost for subsequent Level 2 connectors is **<u>\$11,870.24</u>**.

The estimated order of magnitude opinion of electrical construction cost for subsequent Level 2 circuits is **<u>\$1,936.59</u>**.

The estimated order of magnitude opinion of electrical construction cost for an electrical kiosk and singleconnector DCFC is **<u>\$250,000.00</u>**.

The estimated costs are based on general assumptions and typical conditions. Actual costs may vary significantly due to factors including, but not limited to: site conditions, locations of charge stalls, distance to power supply, permitting, code compliance, and scope of work. This estimate is provided as an order-of-magnitude assessment and is subject to refinement based on detailed design, site assessments, and market conditions at the time of installation. Costs for Engineering and Demand Load Study are given per site and cost savings can be actualized by grouping multiple sites into a single project.

#### 6.5 Airport

#### 6.5.1 Location

The Qualicum Beach Airport is located at 1000 Ravensbourne Ln, Qualicum Beach, BC V9K 1P9. It comprises offices, an air terminal building, and a hangar. The electrical service entrance is located in the electrical room on the Northwest corner of the air terminal building.

The air terminal building parking lot has an existing public dual Level 2 EVSE. Refer to Location Plan in Figure 9.





Figure 9 - Airport Location Plan

#### 6.5.2 Existing Electrical Infrastructure

The existing incoming electrical utility service to the facility is 600A (80% Rated), 120/240V, 1-phase, underground service and is supplied from a BC Hydro pole-mounted transformer on Ravensbourne Ln. The service feeds a 600A, 120/240V, 1-phase, 3-wire, main switch and splitter located in the air terminal building electrical room. Connected to the splitter is a meter stack with four (4) meters and 200A breakers.

#### 6.5.3 Electrical Capacity Assessment & Load Analysis

The existing 600A, 120/240V, 1-phase service base electrical capacity was calculated at 115kVA. No BC Hydro record load consumption information was provided for the service. The following assumptions have been made:

- The maximum electrical capacity has been estimated as the full rated current of existing breakers that were disconnect on Panel "Runway Lighting" as part of the Field Electrical Centre upgrade project (60A + 60A + 30A = 150A).
- The remaining capacity for new loads is estimated at 29kVA.
- All assumptions shall be confirmed via Demand Load Study by a qualified Electrical Contractor.

Refer to Appendix B: Load Analysis Summary.

#### 6.5.4 Proposed Equipment

Based on the fleet assessment performed by Innotech, the facility will require a total number of EVSE at each year as tabulated below. Proposed EVSE include Level 2 for fleet EV transition and a specialized DCFC for potential small electric airplanes:

Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	# of DCFC (22kW)
2053	1	1	



Year	# of Level 2 (48A) Circuits	# of Level 2 Connectors	# of DCFC (22kW)
Year TBD			1

#### Table 8 – Airport proposed EVSE.

The existing electrical capacity is sufficient to support the potential EV loads. However, DC Fast Charging connectors will need to be added to meet the requirements of the small electric airplanes. A service upgrade to 3-phase power will be required to support the DC Fast Charging requirements.

The proposed plan is to use existing electrical Panel "Runway Lighting" to serve the Level 2 EVSE circuit. The panel has physical capacity for additional breakers; however, it is recommended it be replaced. The EVSE circuit will require a breaker, conductors, and surface-mount raceways. EVSE will require mechanical protection. Civil infrastructure will include concrete bases, underground conduits, and in-ground pull boxes.

It is also recommended that a new dedicated service to an electrical kiosk be installed to serve the electrical requirements of the DCFC EVSE. The separate service will allow for the EVSE expansion to proceed without impacting building operations.

#### 6.5.5 Opinion of Construction Cost

The total estimated order of magnitude opinion of electrical construction cost for 2030 is **<u>\$38,239.59</u>**. The breakdown of costs is as follows:

Description	Cost
Conduit & Wiring	\$ 2,729.00
Electrical Equipment	\$ 210.91
Project Wide	\$ 8,693.43
Contingency (25% Const.)	\$ 2,908.34
Construction Subtotal	\$ 14,541.68
EVSE Cost	\$ 8,894.27
Engineering	\$ 8,000.00
Demand Load Study	\$ 5,000.00
Total	\$ 36,435.95

The estimated order of magnitude opinion of electrical construction cost for an electrical kiosk and singleconnector DCFC is **<u>\$250,000.00</u>**.

The estimated costs are based on general assumptions and typical conditions. Actual costs may vary significantly due to factors including, but not limited to: site conditions, locations of charge stalls, distance to power supply, permitting, code compliance, and scope of work. This estimate is provided as an order-of-magnitude assessment and is subject to refinement based on detailed design, site assessments, and market conditions at the time of installation. Costs for Engineering and Demand Load Study are given per site and cost savings can be actualized by grouping multiple sites into a single project.

# 7 Conclusion and Recommendation

We request this document and attachments be reviewed in their entirety.

It is recommended the EVSE infrastructure be provided as noted herein.

It is recommended that the Town of Qualicum Beach review their fleet EV and EVSE infrastructure deployment in 5-years time as the approach noted herein may need to be adjusted as technologies mature.



# 8 Closure

This document has been prepared based upon the information referenced herein. It has been prepared in a manner consistent with good engineering judgement. Should new information come to light, PBX Engineering Ltd. requests the opportunity to review this information and our conclusions contained in this report. This document has been prepared for the exclusive use of the Town of Qualicum Beach, and there are no representations made by PBX Engineering Ltd. to any other party. Any use that a third party makes of this document, or any reliance on or decisions made based on it, are the responsibility of such third parties.

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PBX ENGINEERING LTD.

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Permit to Practice Number: 1000208

#### Attachments:

- Appendix A: EVSE Technical Specifications
- Appendix B: Load Analysis Summary



# Appendix A: EVSE Technical Specifications

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# **ChargePoint® CPF50 Level 2 Charging Stations** for Fleet

**Specifications and Ordering Information** 



# **Ordering Information**

The order codes below represent specific product configurations. Other product options are available. Please contact ChargePoint Sales for information and order codes

# Hardware

Description		Order Code
USA Models	Single Port, J1772, Wall, 5.4 m (18 ft) Cable	CPF50-L18-GW-USA
	Single Port, J1772, Pedestal, 5.4 m (18 ft) Cable	CPF50-L18-PEDMNT-GW-USA
	Single Port, J1772, Pedestal 5.4 m (18 ft) Cable with 6' Cable Management Kit	CPF50-L18-PEDMNT-CMK6-GW- USA
	Dual Port, J1772, Pedestal, 5.4 m (18 ft) Cable	CPF50-L18-PEDMNT-DUAL-GW- USA
	Dual Port, J1772, Pedestal, 5.4 m (18 ft) Cable with 6' Cable Management Kit	CPF50-L18-PEDMNT-CMK6-DUAL- GW-USA
	Single Port, J1772, Wall, 5.4 m (18 ft) Cable with 6' Cable Management Kit	CPF50-L18-WALLMNT-CMK6-GW- USA
	Single Port, J1772, Wall, 7.0 m (23 ft) Cable	CPF50-L23-GW-USA
	Single Port, J1772, Pedestal, 7.0 m (23 ft) Cable	CPF50-L23-PEDMNT-GW-USA
	Single Port, J1772, Pedestal, 7.0 m (23 ft) Cable with 8' Cable Management Kit	CPF50-L23-PEDMNT-CMK8-GW- USA
	Dual Port, J1772, Pedestal, 7.0 m (23 ft) Cable	CPF50-L23-PEDMNT-DUAL-GW- USA
	Dual Port, J1772, Pedestal, 7.0 m (23 ft) Cable with 8' Cable Management Kit	CPF50-L23-PEDMNT-CMK8-DUAL- GW-USA
	Single Port, J1772, Wall, 7.0 m (23 ft) Cable with 8' Cable Management Kit	CPF50-L23-WALLMNT-CMK8-GW- USA
	Single Port, NACS, Wall, 7.0 m (23 ft) Cable	CPF50-L23-GW-NACS-USA
	Single Port, NACS, Pedestal, 7.0 m (23 ft) Cable	CPF50-L23-PEDMNT-GW-NACS- USA
	Dual Port, J1772, Pedestal, 7.0 m (23 ft) Cable	CPF50-L23-PEDMNT-Dual-GW- NACS-USA
	Dual Port, J1772, Pedestal, 7.0 m (23 ft) Cable with 8' Cable Management Kit	CPF50-L23-PEDMNT-CMK8-Dual- GW-NACS-USA

ChargePoint, Inc. reserves the right to alter product offerings and specifications at any time without notice, and is not responsible for typographical or graphical errors that may appear in this document.

Canada Models	Single Port, Pedestal 5.4 m (18 ft) Cable	CPF50-L18-PEDMNT-GW-CAN
	Single Port, Pedestal 5.4 m (18 ft) Cable with 6' Cable Management Kit	CPF50-L18-PEDMNT-CMK6-GW- CAN
	Dual Port, Pedestal, 5.4 m (18 ft) Cable	CPF50-L18-PEDMNT-DUAL-GW- CAN
	Dual Port, Pedestal, 5.4 m (18 ft) Cable with 6' Cable Management Kit	CPF50-L18-PEDMNT-CMK6-DUAL- GW-CAN
	Single Port, Wall, 5.4 m (18 ft) Cable with 6' Cable Management Kit	CPF50-L18-WALLMNT-CMK6-GW- CAN
	Single Port, Pedestal, 7.0 m (23 ft) Cable	CPF50-L23-PEDMNT-GW-CAN
	Single Port, Pedestal, 7.0 m (23 ft) Cable with 8' Cable Management Kit	CPF50-L23-PEDMNT-CMK8-GW- CAN
	Dual Port, Pedestal, 7.0 m (23 ft) Cable	CPF50-L23-PEDMNT-DUAL-GW- CAN
	Dual Port, Pedestal, 7.0 m (23 ft) Cable with 8' Cable Management Kit	CPF50-L23-PEDMNT-CMK8-DUAL- GW-CAN
	Single Port, Wall, 7.0 m (23 ft) Cable with 8' Cable Management Kit	CPF50-L23-WALLMNT-CMK8-GW- CAN
	Single Port, NACS, Wall, 7.0 m (23 ft) Cable	CPF50-L23-GW-NACS-CAN
	Single Port, NACS, Pedestal, 7.0 m (23 ft) Cable	CPF50-L23-PEDMNT-GW-NACS- CAN
	Dual Port, J1772, Pedestal, 7.0 m (23 ft) Cable	CPF50-L23-PEDMNT-Dual-GW- NACS-CAN
	Dual Port, J1772, Pedestal, 7.0 m (23 ft) Cable with 8' Cable Management Kit	CPF50-L23-PEDMNT-CMK8-Dual- GW-NACS-CAN
Replacement Cable	5.4 m (18 ft), 50 A, J1772, Charging Cable	CPFCABLE-T1-50A-L18-F
	5.4 m (18 ft). 50 A, J1772, Charging Cable, CMK version	CPFCABLE-T1-50A-L18-CMK-F

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	7.0 m (23 ft), 50 A, J1772, Charging Cable	CPxCABLE-T1-50A-L23-F
	7.0 m (23 ft), 50 A, J1772, Charging Cable, CMK version	CPFCABLE-T1-50A-L23-CMK-F
NACS Conversion Kits	NACS Conversion Kit for CPF50. 7.0 m (23 ft), 50 A, CMK version. Includes holster insert for NACS	CPFCABL <sup>Type 3R</sup> CPFCABL <sup>Type 3R</sup> KIT
NIL3	NACS Conversion Kit for CPF50. 5.5 m (18 ft), 50 A, CMK version. Includes holster insert for NACS	CPFCABLE-50A-L18-CMK-NACS- KIT

## **Required Companion Products**

Description	Order Code
ChargePoint Cloud Plan	Please contact ChargePoint sales

## **Recommended Companion Products for Fleet Applications**

Description	Order Code
Station Initial Activation	CPSUPPORT-ACTIVE
ChargePoint Assure	CPF-ASSURE-n <sup>*</sup>

Substitute *n* for desired years of service (1, 2, 3, 4 or 5)

## **General Specifications**

## **Electrical Input**

CPF50 supports flexible current settings up to 50 A to fit your needs.

Power Select allows CPF50 stations to be installed and software-configured for current input/output lower than the maximum 50 A rating depending on your electrical and charging requirements. CPF50 Power Select current input/output options include 16 A, 24 A, 32 A, 40 A, and 48 A.

Power Share allows two stations to share power from a single circuit dynamically across the stations, adjusting each station's power output depending on whether one or both are actively charging. Standard wiring uses an independent circuit for each station. Power Share can be used in combination with Power Select.

	One Station (AC Voltage 208 / 240V AC)			Two Stations (AC Voltage 208 / 240V AC)		
Electrical Input	Input Current	Input Power Connection	Required Service Panel Breaker	Input Current	Input Power Connection	Required Service Panel Breaker
Maximum 50 A (Standard)	50 A	One 70 A branch circuit	70 A dual pole (non- GFCI)	50 A x 2	Two independent 70 A branch circuits	70 A dual pole (non GFCI) x 2
Maximum 50 A (Power Share)	N/A	N/A	N/A	50 A	One 70 A branch circuit split to two	70 A dual pole (non GFCI)
Power Select 16 A – 48 A (Standard)	16 A - 48 A	One branch circuit rated 125% of input current (20 A – 60 A)	Dual pole (non-GFCI) rated 125% of input current (20 A-60 A)	16 A - 48 A x 2	Two independent branch circuits rated 125% of input current (20 A - 60 A)	Dual pole (non- GFCI) rated 125% of input current x 2
Power Select 16A - 48A (Power Share)	N/A	N/A	N/A	16 A - 48 A	One branch circuit rated 125% of input current (20 A to 60 A) split to two	Dual pole (non- GFCI) rated 125% of input current (20 A- 60 A)

Service Panel/Breaker GFCI	Do not provide external GFCI as it may conflict with internal GFCI (CCID)		
Wiring – Standard	3-wire (L1, L2, Earth) No neutral	3-wire (L1, L2, Earth) x 2 No neutral	
Wiring – Power Share	N/A	3-wire (L1, L2, Earth) split to 3-wire (L1, L2, Earth) x 2	
Station Power	2.5 W typical (standby), 4 W maximum (operation)	5 W typical (standby), 8 W maximum (operation)	
Line to Ground Voltage	120V +/- 10%		

## **Electrical Output**

Electrical Output	Single Port (AC Voltage 208 / 240V AC)	Dual Port (AC Voltage 208 / 240 V AC)
Maximum 50A (Standard)	12 kW (240V AC @ 50 A)	12 kW (240 V AC @ 50 A)
Maximum 50 A (Power Share)	N/A	12 kW (240 V AC @ 50A) x 1 or 6 kW (240 V AC @ 25 A) x 2
Power Select 16 A – 48 A (Standard)	3.8 kW - 11.5 kW (240 V AC @ 16 A - 48 A)	3.8 kW - 11.5 kW (240V AC @ 16 A - 48 A) x 2
Power Select 16 A – 48 A (Power Share)	N/A	3.8 kW - 11.5 kW (240 V AC @ 16A - 48 A) x 1 or 1.9 kW - 5.8 kW (240 V AC @ 8A - 24 A) x 2

## **Functional Interfaces**

Connector Types	SAE J1772™, NACS
Cable Length	5.4 m (18 ft), 7.0 m (23 ft)
Overhead Cable Management System	Optional
Pedestal Mount	Optional

RFID	ISO 15693 and ISO 14443
	Digital RFID card in Apple or Google Wallet
ISO 15118 Protocol	Supported by the hardware
Network Communication Protocol	OCPP 1.6

## Indicators

WiFi LED	Yes
Fault Indicator per UL	Yes
Status LED	Yes

## Safety and Connectivity Features

Ground Fault Detection	20 mA CCID with auto retry
Open Safety Ground Detection	Continuously monitors presence of safety (green wire) ground connection
Plug-Out Detection	Power terminated per SAE J1772™ specifications
Power Measurement Accuracy	+/- 2% from 2% to full scale (50A)
Power Report/Store Interval	15 minutes, aligned to hour
Local Area Network	2.4/5 GHz Wi-Fi (802.11 a/b/g/n)
Wide Area Network	4G LTE or provided by the ChargePoint Gateway CPGWx if installed

## Safety and Operational Ratings

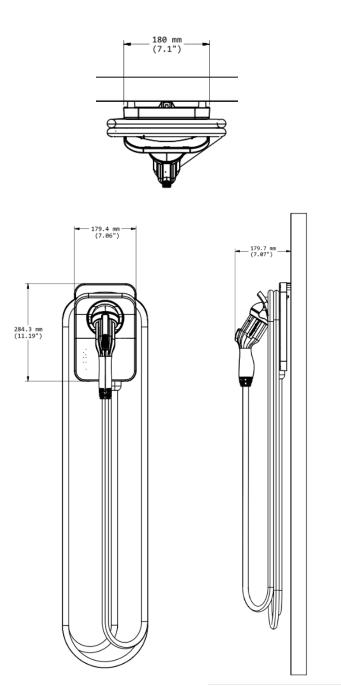
Type 3R per UL 50E
UL and C-UL listed; complies with UL2594, UL2231-1, UL 2231- 2. NEC Article 625 compliant. For Canada CSA C22.2, No. 280, 281.1, 281.2, CED UL and C-UL listed per UL916 Energy Management Equipment Energy Star NTEP
6 kV @ 3000A. In geographic areas subject to frequent
thunder storms, supplemental surge protection at the service panel is recommended
5 kA
FCC Part 15 Class B
-40 °C to +60 °C (-40 °F to 140 °F)
-40 °C to +50 °C (-40 °F to 122 °F)
Up to 95% @+50 °C (122 °F) non-condensing
Up to 95% @+50°C (122°F) non-condensing

## **Architectural Drawings**

Note: Images are not to scale. Measurements appear in metric units (mm), followed by imperial equivalents (inches).

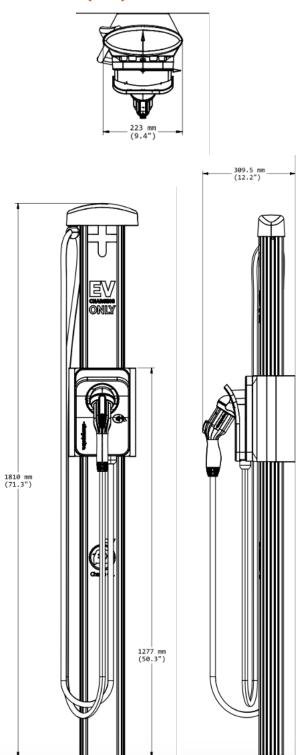
## **Single Wall Mount**

## CPF50-L23-GW, CPF50-L18-GW 1}



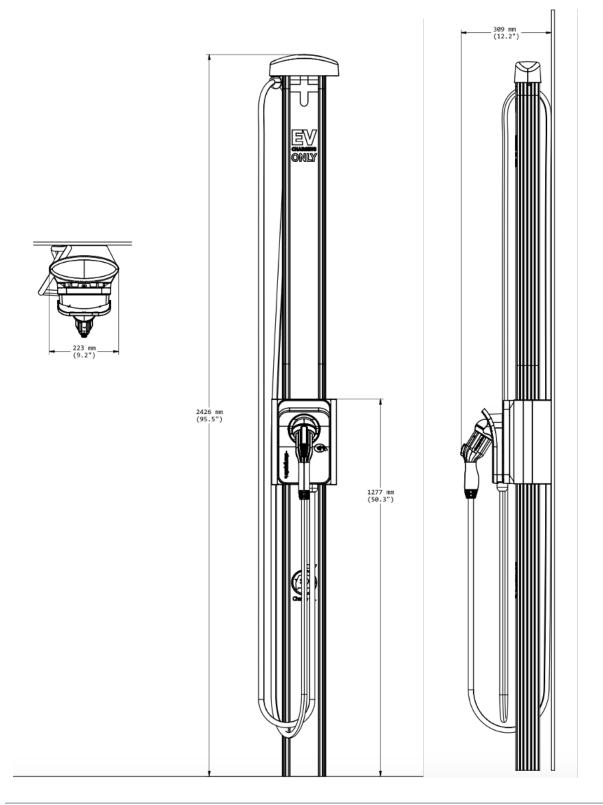
## Single Wall Mount with Cable Management Kit

## CPF50-L18-WALLMNT-CMK6-GW (6 ft)



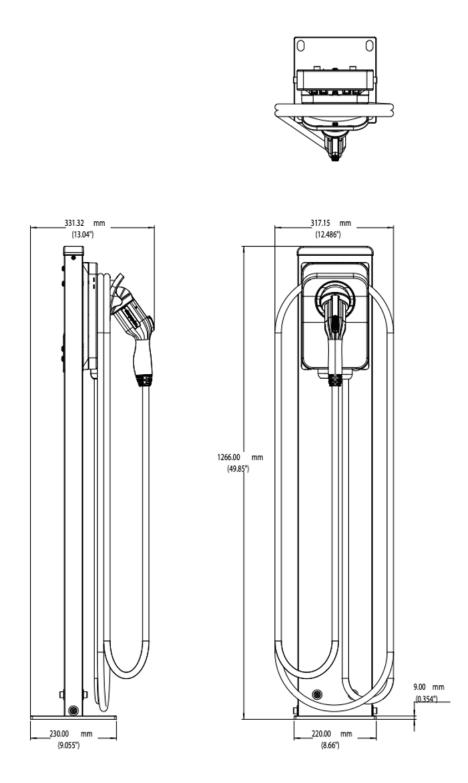
## Single Wall Mount with Cable Management Kit

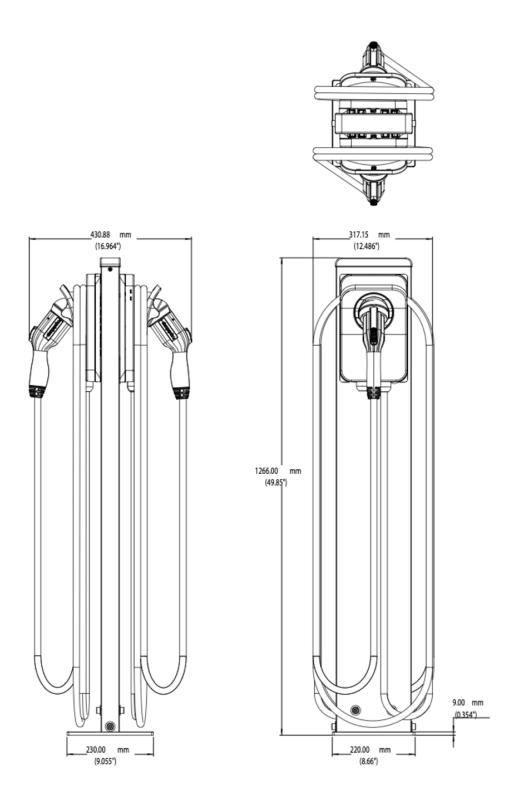
## CPF50-L23-WALLMNT-CMK8-GW (8 ft)



## Single Sided or Dual Back-to-back Pedestal Mount

## CPF50-L23-PEDMNT-GW, CPF50-L18-PEDMNT-GW

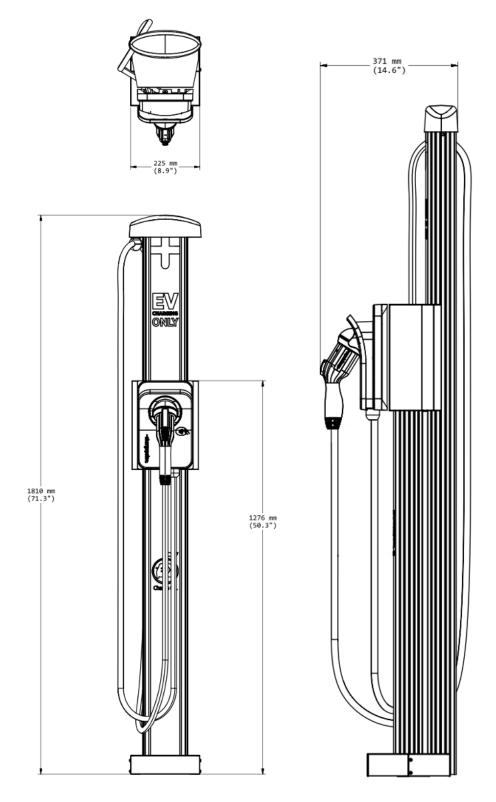




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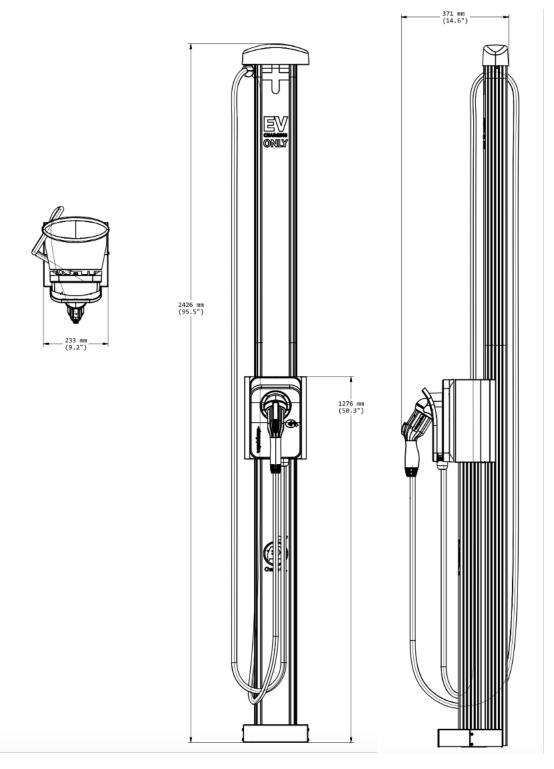
## **Single Pedestal Mount with Cable Management Kit**

## CPF50-L18-PEDMNT-CMK6-GW (6 ft)



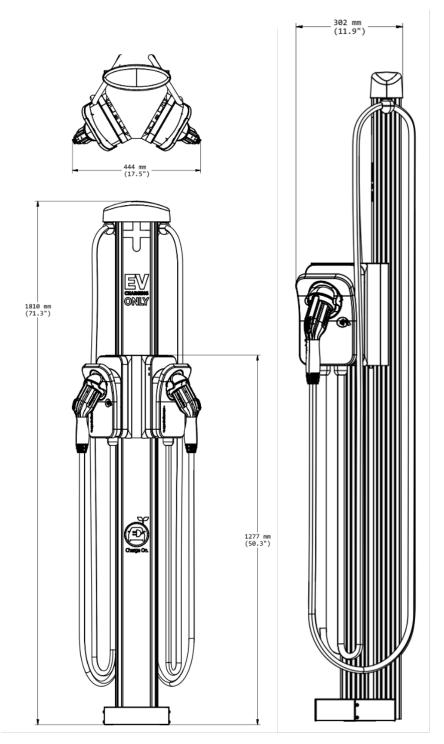
## **Single Pedestal Mount with Cable Management Kit**

## CPF50-L23-PEDMNT-CMK8-GW (8 ft)



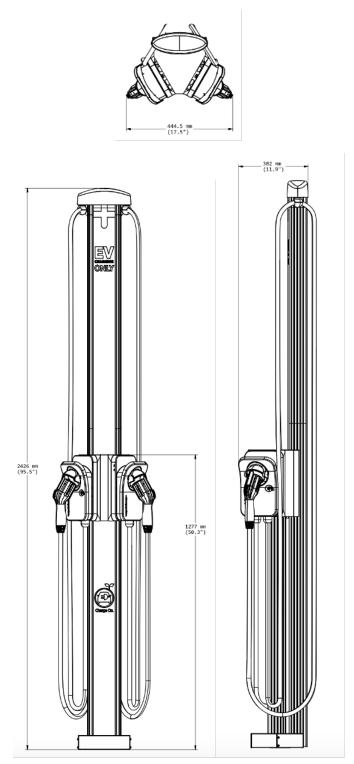
## **Dual Pedestal Mount with Cable Management Kit**

## CPF50-L18-PEDMNT-CMK6-Dual-GW (6 ft)



## **Dual Pedestal Mount with Cable Management Kit**

## CPF50-L23-PEDMNT-CMK8-Dual-GW (8 ft)



#### **Contact Us**

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# Express 250

## **Specifications and Ordering Information**



High Power in a Small Footprint

## Ordering Information

The order codes below represent specific product configurations. Other product options are available. Please contact ChargePoint Sales for information and order codes.

### Hardware

Description		Order Code
Model	Express 250 Station includes 2x Power Modules, 1x CCS1 cable, 1x CHAdeMO cable (NA)	CPE250C-625-CCS1- CHD
	Express 250 Station includes 2x Power Modules, 1x CCS2 cable, 1x CHAdeMO cable (EU)	CPE250C-625-CCS2- CHD
Connector Options	Cable connectors available include CCS1, NACS, CCS2, and/or CHAdeMO. Cables can be ordered with a single connector or a combination.	Please contact ChargePoint Sales
Buy America	The Express 250 is compliant with the Federal Transportation Authority (FTA) and Federal Highway Administration (FHWA) Buy America Options.	Please contact ChargePoint Sales

## Software & Services

Description	Order Code
ChargePoint Enterprise Cloud Plan Note: Station activation is included in this plan.	CPCLD- ENTERPRISE-DC- n*
ChargePoint Assure <sup>®</sup> — Prepaid Assure Plan for one Express 250 station. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.	CPE250-ASSURE- n*
ChargePoint Assure <sup>®</sup> — Assure Plan for one Express 250 and invoiced annually. Includes Parts and Labor Warranty, Remote Technical Support, On-Site Repairs when needed, Unlimited Configuration Changes, and Reporting.	CPE250-ASSURE- n-COMMIT*

Commissioning Service: includes on-site validation and inspection of electrical, mechanical, installation, wiring and civil parameters for the Express 250 station.	CPE250- COMMISSIONING
Commissioning Service: includes both the installation and commissioning of the Express 250 station.	CPE250-INSTALL- COMMISSIONING

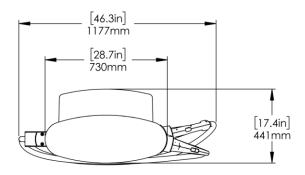
Note: All Express 250 stations require a cloud plan.

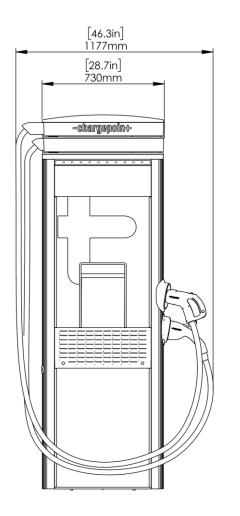
\*Substitute *n* for desired years of service (1, 2, 3, 4 or 5 years).

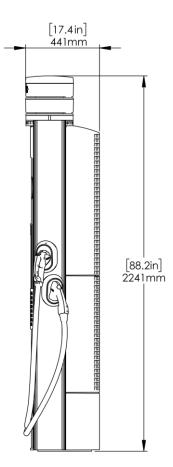
## Order Code Information

If ordering this	the order code is
Express 250 Station includes 2x Power Modules, 1x CCS1 cable, 1x CHAdeMO cable (NA)	CPE250C-625-CCS1- CHD

## Architectural Drawings (Dimensions)







## **General Specifications**

## Station Electrical Input

Input Rating	400V AC, 3-phase, 96A, 50 Hz
	480Y/277V AC, 3-phase, 80A, 60 Hz
Wiring	L1, L2, L3, Neutral & Earth
Short Circuit Current Rating	65 kA

## Station Electrical Output

Max Output Power	62.5 kW
Output Voltage, Charging	200–1,000V DC
Max Output Current	156A
Max Modules per Station	2

## Paired Station Electrical Output

Paired Max Output Power	125 kW
Paired Max Output Current	CCS1: 200A North American Charging Standard (NACS): 200 A
	CCS2: 200A
	CHAdeMO; US: 140A, EU: 125A

## **Power Module**

Max Output Power	31.25 kW
Max Output Current	78 A
Power Conversion Efficiency	> 95%
Power Factor	0.99 at full load
Harmonics	iTHD < 5% (Complies with IEEE 519 Requirements)
Power Module Cooling	Liquid Cooling Technology

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## **Functional Interfaces**

Max Connector Types per Station	Up to two different connector types per station
Supported Connector Types	CHAdeMO, CCS1 (SAE J1772™ Combo), CCS2 (IEC 61851-23), NACS
Cable Length with Swing Arm*	Full Horizontal Reach: 4.27m (14')
LCD Display	Full-color 254 mm (10 in) display for driver interaction
Top Display	Full-color 508 mm (20 in) LED display for notifications
Authentication	RFID: ISO 15693, ISO 14443, NEMA EVSE 1.2-2015 (UR) Tap to Charge (NFC on Apple & Android): 15118-2 (EIM) Remote: Mobile and in vehicle (if supported by vehicle)

\*Horizontal reach to typical vehicle charging port: 3.76 (12'4")

## **Connectivity Features**

Vehicle Safety Communication	CHAdeMO – JEVS G104 over CAN, CCS1 – SAE J1772 over PLC and CCS2 — IEC 61851-23
Plug-Out Detection	Power terminated per JEVS G104 (CHAdeMO), SAE J2931 (CCS1) and IEC 61851-23 (CCS2)
Local Area Network	2.4 GHz and 5 GHz WiFi (802.11 b/g/n)
Wide Area Network	4G LTE (fall back to 3G GSM)
Supported Communication Protocols	OCPP 1.6
Service and Maintenance	Remote system monitoring, diagnostic, and proactive maintenance

## Safety and Operational Ratings

Station Enclosure Rating	Type 3R, IP54
Station Impact Rating	IK10
Safety and Compliance	UL and cUL listed: complies with UL 2202, UL 2231-1, UL 2231-2, CSA 107.1 CE marking: complies with IEC 62196, IEC 61851
	CE marking. complies with IEC 02190, IEC 01031

Station Surge Protection	Tested to IEC 6100-4-5, Level 5 (6 kV @ 3,000A). In geographic areas subject to frequent thunder storms, supplemental surge protection at the service panel is recommended.
EMC Compliance	U.S.: FCC part 15 Class A; EU: EN55011, EN55022 and IEC61000-4
Storage Temperature	-40°C to 50°C (-40°F to 122°F)
Operating Temperature	-40°C to 50°C (-40°F to 122°F)
Operational Altitude	<3,000 m (<9,800 ft)
Operating Humidity	Up to 95% @ 50°C (122°F) non-condensing

## **Generic Specifications**

Station Enclosure Dimensions	2,241 mm H x 730 mm W x 441 mm D (7'4" x 2'5" x 1'5")
Power Module Dimensions	760 mm H x 430 mm W x 130 mm D (2'6" x 1'5" x 5")
Station Weight (without Power Modules)	250 kg (551 lb)
Power Module Weight	45 kg (98.5 lb)
Standard Warranty	Limited 2-Year Parts Warranty

## Energy Management Features

Dynamic Power Management	Allows a fixed maximum power output per station or lets the system dynamically manage the power distribution per station
Remote Energy Management	Manage output power via the ChargePoint Admin Portal, API, and Open ADR 2.0b VEN

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Email <u>sales@chargepoint.com</u>

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\* Listed by Underwriters Laboratories Inc.

# **Green Motion Air Technical datasheet**





#### **Discover Green Motion Air**

Eaton Green Motion Air is a compact and easy-to-use charging solution designed for charging electric aircraft compliant with the SAE AS6968 standard specifications.





#### Easy to use

Green Motion Air offers a seamless user experience with easy accessibility, a built-in 10" color touch screen, and secure user authentication.



#### Safe and secure

Green Motion Air features cutting-edge cybersecurity and the highest levels of operational safety with integrated protection mechanisms while providing high power conversion efficiency of up to 96%.



#### Future-proof

Green Motion Air is an EASA-approved, non-OEM electric aircraft charger with an integrated aerospace protocol (AS6968). The product is fully supported by Eaton's sustainable energy ecosystem and solutions.



#### Compact and versatile

Green Motion Air is the most compact electric aircraft charger on the market. Flexible indoor and outdoor mounting options allow easy adaptation to any type of airport or runway infrastructure with cable management extensions.



## Appendix B: Load Analysis Summary

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ELECTRICAL LOAD ANALYSIS SUMMARY			
Equipment Schec	lule		
Description	Connected Load [VA]	Demand Factor [%]	Demand Load [kVA]
DCFC EVSE - ChargePoint Express CPE250 65kW (80A, 480V, 3Ø)	66,511	100%	66.51
Level 2 EVSE - ChargePoint CPF50 (48A, 208V, 1Ø)	9,984	100%	9.98
EV Load Summa	ary		
Description	Total Annual Energy [kWh]	Min. Req. Charging Load <sup>1</sup> [kW]	+50% Charging Load Safety Factor [kW]
Total proposed EV load through 2049	76,666	18.38	27.57
Additional proposed EV load through 2054 <sup>4</sup>	36,193	7.83	11.74
Public Works Yard - Existing Electrical Service Capacity AnalysisElectrical service (208V, 3Ø)400 AElectrical service 80% rated (208V, 3Ø)320 A			
	Electrica	service capacity	115 kVA
	Maximum electric	cal demand load <sup>2</sup>	86 kVA
	Electrical service	load percentage	75%
	Remaining Capao	city for new loads	29 kVA
	Total p	roposed EV load	28 kW
Therefore, the electrical service has ca	pacity for the tot	al proposed EV	load through 2049. <sup>4</sup>
		ed Level 2 EVSE	
	Total proposed Le		
Total # of	required Level 2 E	EVSE connectors	18
Notes:			
1. The minimum required demand load is determined based on the total 16-hrs per 7-days per week.			
<ol> <li>BC Hydro 1-year historical load consumption information has not beer estimated as the full rated current of existing disconnect switches connect room (Panel 'A' @ 200A + Panel 'E' @ 100A = 300A).</li> </ol>			
<ol><li>The total proposed Level 2 EVSE load is larger than the remaining cap must be employed to cap the total available load.</li></ol>	-	<b>,</b>	
<ol> <li>The electrical service does have capacity for the additional proposed I upgrade will be require for the additional proposed load after 2049.</li> </ol>	oad through 2054	(after 2049). An	electrical service





ELECTRICAL LOAD ANALYSIS SUMMARY			
Equipment Sche	dule		
Description	Connected Load [VA]	Demand Factor [%]	Demand Load [kVA]
DCFC EVSE - ChargePoint Express CPE250 65kW (80A, 480V, 3Ø)	66,511	100%	66.51
Level 2 EVSE - ChargePoint CPF50 (48A, 208V, 1Ø)	9,984	100%	9.98
EV Load Summ	ary		
Description	Total Annual Energy [kWh]	Min. Req. Charging Load <sup>1</sup> [kW]	+50% Charging Load Safety Factor [kW]
Total proposed EV load	67,536	16.19	24.29
Park	s Yard - Existing	Electrical Servic	e Capacity Analysis
		ervice (600V, 3Ø)	200 A
Elec	ctrical service 80%	,	160 A
		service capacity	
	Maximum electric		108 kVA
	Electrical service		65%
	Remaining Capao	•	58 kVA
Total proposed EV load		24 kW	
Therefore, the electrical service has capacity for the total proposed EV load.			
		ed Level 2 EVSE	5
	Total proposed Le		50 kVA
Total # o	f required Level 2 E	VSE connectors	26
Notes:			
<ol> <li>The minimum required demand load is determined based on the tota</li> <li>16-hrs per 7-days per week.</li> </ol>			
2. BC Hydro 1-year historical load consumption information has not bee estimated as the full rated current of existing disconnect switches conner room (Panel 'A' @ 200A + Panel 'E' @ 100A = 300A).	•		





ELECTRICAL LOAD ANALYSIS SUMMARY			
Equipment Sche	dule		
Description	Connected Load [VA]	Demand Factor [%]	Demand Load [kVA]
DCFC EVSE - ChargePoint Express CPE250 65kW (80A, 480V, 3Ø)	66,511	100%	66.51
Level 2 EVSE - ChargePoint CPF50 (48A, 208V, 1Ø)	9,984	100%	9.98
EV Load Summ	ary		
Description	Total Annual Energy [kWh]	Min. Req. Charging Load <sup>1</sup> [kW]	+50% Charging Load Safety Factor [kW]
Total proposed EV load	76,330	20.91	31.37
E	ire Hall - Existing	Electrical Servic	e Capacity Analysis
	Electrical se	ervice (208V, 3Ø)	600 A
Elec	ctrical service 80%	rated (208V, 3Ø)	480 A
		service capacity	
	Maximum electric	cal demand load <sup>2</sup>	53 kVA
	Electrical service	load percentage	31%
	Remaining Capa	•	
		roposed EV load	
Therefore, the electrica	Il service has capa	acity for the total	I proposed EV load.
	# of requir	ed Level 2 EVSE	3
	Total proposed Le		30 kVA
Total # o	f required Level 2 E		
		red DCFC EVSE	
	Total proposed D	CFC EVSE load <sup>3</sup>	133 kVA
Notes:			
1. The minimum required demand load is determined based on the tota 10-hrs per 7-days per week.	l annual energy rec	uirement and a d	aily charge time of
<ol> <li>Data retrieved from BC Hydro provided 1-year historical load informa risk that the maximum demand load was not captured (within 1-day). A</li> </ol>	•	• •	

data shall be confirmed via demand load study.

3. The total proposed DCFC EVSE load is larger than the remaining capacity for new loads. Charge management strategies must be employed to cap the total available load.





ELECTRICAL LOAD ANALYSIS SUMMARY			
Equipment Schedule			
Description	Connected Load [VA]	Demand Factor [%]	Demand Load [kVA]
DCFC EVSE - EATON Skycharge (32A, 400V, 3Ø) <sup>4</sup>	22,170	100%	22.17
Level 2 EVSE - ChargePoint CPF50 (48A, 208V, 1Ø)	9,984	100%	9.98
EV Load S	Summary		
Description	Total Annual Energy [kWh]	Min. Req. Charging Load <sup>1</sup> [kW]	+50% Charging Load Safety Factor [kW]
Total proposed EV load	3,012	0.52	0.77
Electr C Electr	Electrical service 80% Electrical Maximum electrical Disconnected brea ical service 80% Remaining Capaci Total p	ervice (240V, 1Ø) rated (240V, 1Ø) I service capacity cal demand load <sup>2</sup> akers (240V, 1Ø) rated (240V, 1Ø) ity for new loads <sup>3</sup> roposed EV load	53 kVA 150 A 120 A 29 kVA 1 kW
Total # of r	# of requin Fotal proposed Le equired Level 2 E # of requi	ed Level 2 EVSE evel 2 EVSE load EVSE connectors ired DCFC EVSE CFC EVSE load <sup>4</sup>	1 10 kVA 1 1 22 kVA
Notes: 1. The minimum required demand load is determined bas charge time of 16-hrs per 7-days per week. 2. BC Hydro 1-year historical load consumption information 3. Electrical capacity has been estimated as the full rated the "Runway Lighting" Panel in the main electrical room.	on has not been p I current of existir	provided. ng disconnect bre	akers connected to

were disconnected as part of the Field Electrical Centre upgrade project (60A + 60A + 30A = 150A).

4. The proposed DCFC EVSE requires 3-phase power at the facility. A service upgrade will be required to support the requirements.



## APPENDIX D: FLEET ELECTRIFICATION & RIGHTSIZING POLICY



Town of Qualicum Beach

Subject: Fleet Electrification and Rightsizing Policy - Draft

Policy Number: XXXX

## Purpose

This Fleet Electrification and Rightsizing Policy establishes the strategic approach for emissions reductions related to Fleet Asset acquisitions, including replacements or expansions. Fleet Asset acquisitions will seek to optimize the fleet size through rightsizing, support climate action initiatives by transitioning to EVs where feasible and provide the best overall value in a fair, transparent manner. These goals are balanced with the need to meet operational requirements and minimize risk to service levels.

## Policy

## 1. Policy Statements

The Fleet Electrification and Rightsizing policy is a strategic approach intended to help the Town of Qualicum Beach meet its carbon emission targets, align with Provincial and Federal Government emission reduction targets and support the sustainable management of its Fleet Assets. The Policy requires the support of many disciplines and involves the entire organization to be successful. To guide the Town, the organization shall:

- a. Manage and maintain Fleet Assets and associated charging infrastructure at defined levels and timeframes to ensure they are available to support service levels public safety, community wellbeing, and community goals.
- b. Monitor fleet management and Fleet Asset replacement plans, including Fleet Electrification and Rightsizing, to ensure that they meet/support Council, community and organizational goals and objectives.
- c. Establish a review process prior to purchasing a Fleet Asset to ensure its need is justified through a Business Case, ensure the Fleet Asset is Rightsized and determine if it's feasible to purchase an EV.

- d. Establish and monitor Fleet Asset and charging infrastructure replacement plans through the use of full life cycle costing principles.
- e. Develop and maintain infrastructure strategies to support Fleet Electrification, including electrical infrastructure upgrades and charging stations.
- f. Plan for and provide stable long-term funding to replace and/or renew and/or decommission Fleet Assets. Increased capital funding should be allocated where Fleet Assets are expected to be replaced with EVs and associated maintenance and fuel costs reduced, respectively.
- g. Report to citizens regularly on the status of carbon emission reductions from Fleet Assets via the Annual Report.

## 2. Background and Purpose

The Town of Qualicum Beach has a mandate to provide a wide range of services which are supported by Fleet Assets. In order to guide staff with the effective implementation of those services, Council typically adopts policies for important issues that can be used by staff to support Council's vision, goals, and objectives.

### **Council Vision and Goals for Fleet**

One of Council's Focus Areas is "Climate Action", which states: "To reduce GHG emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts." This Focus Area is in alignment with the Regional Growth Strategy Goal, the Town's Official Community Plan and Provincial and Federal Government targets and regulations.

This policy articulates Council's commitment to reducing emissions from the Town's Fleet Assets by ensuring that EVs are introduced into the Fleet and that rightsizing concepts are applied. The principles and guidelines in this policy outline key considerations to ensure Fleet Electrification and Rightsizing are integrated within the organization in such a way that it is coordinated, cost-effective, and organizationally sustainable. This policy also demonstrates to the community that Council is

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exercising good stewardship, and is delivering affordable services while considering its legacy to future residents.

Staff will implement the policy using fleet management best practices. Since the performance of Fleet Assets is organization specific, reflective of knowledge, technologies and available tools, and will evolve over time, the responsibility for guidelines and practices is delegated to staff.

## 3. Policy Principles and Guidelines

In alignment with the Town's Official Community Plan and the Council's Strategic Plan, the Town has committed to fleet modernization and emissions reductions by managing its Fleet Assets in an environmentally responsible manner. The environmental footprint of the Town's Fleet Assets shall be reduced through best practices when feasible, including the following principles:

- reducing fleet size by identifying and eliminating or redeploying low-utilization Fleet Assets;
- replacing existing Fleet Assets with smaller and more environmentally responsible ones;
- promoting shared use of Fleet Assets;
- considering low or zero emission Fleet Assets, where supported by Business Cases, current technology, and/or Provincial and Federal Regulations; and
- reviewing requests for additional Fleet Assets to determine if the need can be fulfilled within the current fleet by better utilizing Fleet Assets, increased shared use of Fleet Assets or other means.

The above principles shall be implemented considering Fleet Electrification, Rightsizing, Fleet Asset Useful Life and Regulatory Requirements. These four key concepts and guidelines are further outlined below:

#### **Fleet Electrification**

Where Fleet Assets are due for replacement, electrification shall be a primary consideration. This consideration should include a review of suitable EV options available in the market, service and support for these EVs, available electrical capacity and charging infrastructure, total cost of ownership, emissions reduction

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potential and risk to operational service levels. In addition to these considerations, any recent electrical infrastructure capacity assessments or Fleet Electrification studies shall be consulted to help guide decisions. Capital plans shall be updated annually to show which Fleet Assets are expected to be replaced with EVs and funds allocated when feasible. When the above are deemed satisfactory, EVs shall be purchased.

## Rightsizing

Fleet Assets should be appropriately sized and equipped to match their primary uses. Specifications and dimensions should align with the main operational needs whenever feasible. If a larger size or higher specifications are necessary but don't align with most operational needs, a Business Case must be submitted and justify the need.

## Fleet Asset Useful Life

Individual Fleet Asset Useful Life is defined by category in Appendix A. To ensure Fleet Assets meet this useful life the principles below should be followed:

- detailed initial specification and outfitting of new Fleet Assets;
- timely maintenance and repair practices;
- responsible operating practices;
- close monitoring of Fleet Asset age, condition, and daily use;
- alignment with the Fire Underwriter Survey for Fire Apparatus Useful Life;
- disposal of the Fleet Asset once replaced, and;
- capital plans that align with the replacement cycles as defined by Useful Life.

On a fleet-wide basis, the goal is to achieve average life cycles that are at least as long as those in Appendix A Useful Life. However, vehicles deteriorate differently depending on factors such as utilization, operating conditions, or environmental factors. The defined Useful Life is intended to be a guide, and where feasible, Useful Life may be extended or shortened based on condition assessments. Useful Life should not be extended substantially, and replacement of the Fleet Asset should occur before repair costs begin to escalate substantially.

### **Regulatory Requirements**

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All Fleet Assets purchased by the Town will meet current regulatory requirements including, but not limited to Transport Canada, WorkSafe BC, Canadian Standards Act, Commercial Vehicle Act, and any other applicable legislation in force at the time. Any Fire Apparatuses will follow the requirements of the Fire Underwriter Survey.

## 4. Key Roles for Managing the Asset Management Policy

Town policies are approved by Council. While staff, public, and other agencies may provide input on the nature and text of the policy, Council retains the authority to approve, update, amend, or rescind policies.

Role	Responsibility
Identification of issues, and	Council, Chief Administrative
development of policy	Officer (CAO), and Staff
updates	
Establish levels of service	Council and CAO
Adopt policy and budgets	Council
Implementation of policy	CAO and Staff
Development of guidelines	CAO and Staff
and practices	
Ongoing review of policies	Council, CAO, and Staff

# Implementation, review and reporting of Fleet Electrification and Rightsizing

The implementation, review, and reporting back regarding this policy shall be integrated within the organization. The organization's fleet carbon emissions shall be reported annually to the community and implementation of this policy reviewed by Council.

Actions	Responsibility
Adopt Fleet Electrification	Council
and Rightsizing Policy	
Assess and review service	Council and CAO
levels at established	
intervals. Fleet Assets are	

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used to support these service	
levels.	
Establish a review process	CAO and Staff
prior to purchasing a Fleet	
Asset to ensure its need is	
justified through a Business	
Case, ensure the Fleet Asset	
is Rightsized and determine	
if it's feasible to purchase an	
EV.	
Develop and maintain	CAO and Staff
infrastructure strategies to	
support Fleet Electrification,	
including electrical	
infrastructure upgrades and	
charging stations	
Establish and monitor Fleet	CAO and Staff
Asset and charging	
infrastructure replacement	
plans through the use of full	
life cycle costing principles	
Develop and maintain	CAO and Staff
financial plans for the	
appropriate level of capital	
expenditures, maintenance,	
fuel and other operational	
costs, and decommissioning	
of Fleet Assets	
Report annually on the	CAO and Staff
status of carbon emission	
reductions from Fleet Assets.	

# 5. Definitions

Business Case	means the justification for proposed Fleet		
	Asset replacement decisions, considering a		
	full range of factors, including Life-Cycle		
	Costs, operational and safety issues,		
	community considerations, and emissions		
	and environmental impacts.		
EV	means an electric vehicle. This could be		
	battery electric or plug-in hybrid; both		

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	are considered zero-emission when		
	operating solely on battery power.		
Fleet Asset	means all mobile equipment assets and		
	attached Bodies owned and maintained by		
	the City, including but not limited to pickup		
	trucks, dump trucks, excavators, loaders,		
	mowers, trailers, tractors, skid steers, stump		
	grinders, etc.		
Like-for-Like	means replacing an existing Fleet Asset		
Replacement	with a unit of the same asset category, size		
	and basic configuration.		
Useful Life	means the assumed life cycle of a particular		
	Fleet Asset. The Useful Life is used for		
	corporate financial modelling purposes, and		
	in determining the required contribution to		
	the Fleet Replacement Reserve to replace		
	the unit at the end of its Useful Life.		
Total Cost of	means the sum of the initial purchase and		
Ownership (or	ongoing operational costs of a Fleet Asset		
Life-Cycle	over its Useful Life, net of any salvage value		
Costs)	upon disposal.		

## 6. Review

This policy will be monitored continuously to ensure its relevance in terms of community needs and expectations, the Town's goals, and statutory requirements. It is the responsibility of the Chief Administrative Officer and the management group to regularly review compliance with this policy and report to Council on an annual basis.

Chassis <sup>1</sup>	Vehicle or Equipment	Life Expectancy [years]	Life Expectancy [mileage]	Life Expectancy [hours]
Van	Vehicle	10	150,000	
Pickup	Vehicle	10	150,000	
Class 3 - Generic	Vehicle	12	200,000	
Class 4 - Generic	Vehicle	12	200,000	
Class 5 - Generic	Vehicle	12	250,000	
Class 5 - Refuse	Vehicle	7	250,000	
Class 6 - Generic	Vehicle	12	250,000	
Class 7 - Generic	Vehicle	12	250,000	
Class 7 - Hydrovac	Vehicle	10	250,000	
Class 7 - Fire	Vehicle	20	250,000	
Utility Vehicle	Vehicle	12		5,000
Backhoe	Equipment	12		7,500
Loader HD	Equipment	15		8,000
Tractor MD	Equipment	10		7,000
Trailer MD	Equipment	20		
Mower – Ride On	Equipment	6		3,000

# Appendix A – Fleet Asset Useful Life Guidelines

For amortization and lifecycle planning

1. Vehicle classes are an industry standard classification system by vehicle Gross Vehicle Weight Rating. Typical equivalents include class 3 – Ford F350, class 4 – Ford F450 or Isuzu NPR, class 5 – Ford F550 or Isuzu NRR, class 6 and 7 are larger such as dual axle dump trucks or fire trucks.

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Approved By: Council	

# TOWN OF QUALICUM BEACH STAFF REPORT

File No. 3060-20-1394

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

**DATE:** January 22, 2025

**FROM:** Rebecca Augustyn, Senior Planner

#### SUBJECT: Development Permit | 1000 Ravensbourne Lane

#### **RECOMMENDATION:**

THAT Council authorizes staff to issue a Form and Character Development Permit for 1000 Ravensbourne Lane, as detailed in the January 22, 2025 Planning staff report to Council, subject to Council consideration and authorization of a lease agreement with the applicant.

#### PURPOSE

For Council to consider a Development Permit application for the property located at 1000 Ravensbourne Lane.

#### BACKGROUND

A Development Permit application has been received for 1000 Ravensbourne Lane. The applicant is proposing to construct a hangar that is approximately 702m<sup>2</sup> and 6.0m in height. The building is located at the Qualicum Beach airport, on Town land.

THIS SPACE LEFT INTENTIONALLY BLANK



Figure 1: Subject Property

#### DISCUSSION

A Development Permit application has been submitted to permit construction of a new airport hangar. The property is zoned Industrial 2 (I2) and the proposed use meets the zoning requirements for land use, height and setbacks. However, a Development Permit is required because the property is located within a "Form and Character" Development Permit Area (C10 - Qualicum Beach Airport) in the Official Community Plan.

#### Development Permit Area C10 – Qualicum Beach Airport Guidelines

 "The siting, shape and massing of new buildings and structures, and any redevelopment of existing buildings and structures, should be compatible with the theme of a small community airport facility."
 Staff Comment: The proposed building is compatible with the theme of a small

Staff Comment: The proposed building is compatible with the theme of a small community airport facility.

- "Any hazardous materials, or contaminated liquids, resulting from permitted land uses, shall be disposed of off-site, in accordance with provincial standards, in order to protect groundwater resources and areas of influence of existing well fields." *Staff Comment: The proposed building will not result in any hazardous materials or contaminated liquids.*
- "Any use generating noise, gases, pollutants and/or noxious substances shall be contained within buildings to eliminate potential nuisance." Staff Comment: Any potential nuisance, including noise or pollutants, associated with the building will be contained within the building.
- 4. "Any undesirable noise generating from aircraft repair operations shall be enclosed within buildings, which have sufficient soundproofing." *Staff Comment: The building will not house aircraft repair operations.*

- 5. "Outdoor storage areas or marshalling yards, which have noise-generating industrial activities, shall be landscaped to provide effective sound barriers and visual screening." *Staff Comment: The proposed building will not have any additional outdoor storage areas.*
- 6. "The development shall provide adequate public open space, viewing areas and pedestrian walkways, where practical, within buffer areas." *Staff Comment: There are no public open spaces, viewing areas or pedestrian walkways proposed as part of the proposed hangar.*
- 7. "A buffer area (approximately 30m wide) shall be maintained and enhanced adjacent to the E&N railway, in order to provide visual screening and noise abatement for the Chartwell residential area to the north. A buffer (approximately 30m wide) shall also be maintained and enhanced adjacent to rural and residential zoned lands." *Staff Comment: The proposed location does not affect the treed buffer.*

#### FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

#### PUBLIC PARTICIPATION SPECTRUM (IAP<sup>2</sup>)

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul> <li>Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	• Obtain feedback on analysis, alternatives, and/or decisions	• Work directly with stakeholders to ensure concerns and aspirations are understood and considered	Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions	<ul> <li>Final decision making in the hands of the stakeholders</li> </ul>

Public Participation Framework developed by the International Association for Public Participation – IAP<sup>2</sup> International.

#### INFORM:

• The property owner will be notified of Council's decision.

#### STRATEGIC PLAN ALIGNMENT

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

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

#### SUMMARY

The Development Permit application for 1000 Ravensbourne Lane would allow an airport hangar to be built on the subject property. The proposal meets the majority of Qualicum Beach Airport Development Permit Area Guidelines; however, it does not meet Guideline #6, which specifies adequate open space, viewing areas, pedestrian walkways. Given the proposal and location of the hangar, staff are satisfied that no public open spaces or pedestrian walkways are

Town of Qualicum Beach January 22, 2025, Regular Council Meeting – **DP: 1000 Ravensbourne Lane** Page **4** of **4** 

appropriate to the site. Staff recommend that Council authorize staff to issue a Development Permit for this proposal, subject to consideration and authorization of a lease agreement with the applicant.

#### **ALTERNATIVE OPTIONS**

- 1. THAT Council does not support the Development Permit Application for 1000 Ravensbourne Lane, as outlined in the January 22, 2025, Planning report to Council.
- 2. THAT Council provides alternate direction to staff.

#### APPROVALS

Report respectfully submitted by Rebecca Augustyn, MCIP, RPP Senior Planner.

Rebecca Augustyn, MCIP, RPP Senior Planner *Report Writer* 

Luke Sales Director of Planning *Concurrence* 

**REFERENCES** Attachment 1:

Kevin Goldfuss Manager of Airport Operations *Concurrence* 

Lou Varela, MCIP, RPP CAO *Concurrence* 

Submitted Plans for 1000 Ravensbourne Lane DP Application

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2025\01 22 RC\1. DRAFTS FOR CORP ADMIN REVIEW\report.PLAN.DP.1000RavensbourneLane.docx

	QUALICUM BEACH _AW NO. 580
SCI	HEDULE '4A'
DEVELOPMEN	T PERMIT APPLICATION
Property Owner's Name: I/We	Authorized Agent of the Owner:
NTC Aviation Services Inc	Kevin Lacroix, P.Eng. / Notchl Management Ltd.
Address of Owner: C/o Steven Heimburger	Address of Agent:
246 Elizabeth Ave.	Box 70 Stn Main
City/Town/Village:	City/Town/Village:
Qualicum Beach	Qualicum Beach
Postal Code: Phone: V9K1G8 6048052754	Postal Code: Phone: V9K 1S7 778-201-8589
Registered Owner of Real Property described as (full         Oualicum Beach Airport         Part of Lot A DL 124 Plan 42657 (See         And presently zoned as hereby make of Qualicum Beach for a Development Permit to:         Subdivide the land;         Construct a building or structure or addition the land;         Alter the land, a building or structure on the land;         Alter the land, a building or structure on land         For the purpose of:	e attached drawing) application under section 976 of the <i>Municipal Act</i> to the Town hereto; and, being a Provincial Heritage Site; within a Development Permit Area;
I enclose an application fee as required in accorda	Signature Agent
29 July 2024 Date	July 29, 2024



Notch1 Management Ltd. Box 70 Stn Main Qualicum Beach BC V9K 2N5 1-833-814-8589

July 29, 2024

Luke Sales, MCIP, RP Director of Planning and Community Development Town of Qualicum Beach 201-660 Primrose Street PO Box 130 Qualicum Beach, BC V9K 1S7

## Re: Development Permit for NTC Aviation Services Inc. Hangar

This letter is to apply for a development permit to construct a hangar at Qualicum Beach Airport on the proposed land lease located in Row B, starting 133.046m from the SE lot line (see enclosed drawings). Enclosed is the application fee of \$1054.06 (7560 ft<sup>2</sup> or 702.7m<sup>2</sup> at \$1.50/m<sup>2</sup>).

### **Building Description**

The proposed building will be framed with a steel superstructure, 26 or 24 gauge steel wall cladding, and a 26 or 24 gauge steel through-fastened roof system. The door will be eight (8) sliding panels running the entire length by 14 ft clear height. The building will be unheated and uninsulated without any washroom facilities. While there will be hydro for power and lights, there will not be water or sanitary connections (although that may be added). The entire building will be open without any partitions, and will have three interior columns. The structure will be designed to accommodate the future construction of up to three interior partitions to provide privacy between owners (see drawings). The floor will be gravel, with the intention to add asphalt or concrete floors later (perhaps on a 'unit-by-unit' basis between the partitions).

The exterior of the building will include a paved apron leading to the existing taxiway. At this time, it is assumed that parking will be provided along the existing road on the south side, and we would be permitted to modify the existing fence to allow access to the building from the road without entering the "hot" side.

#### **Building Use**

NTC Aviation Services Inc. is a company created to facilitate the construction and ownership of this hangar for rent or sale of hangar space for aircraft storage. QB airport is currently underserved for aircraft storage.

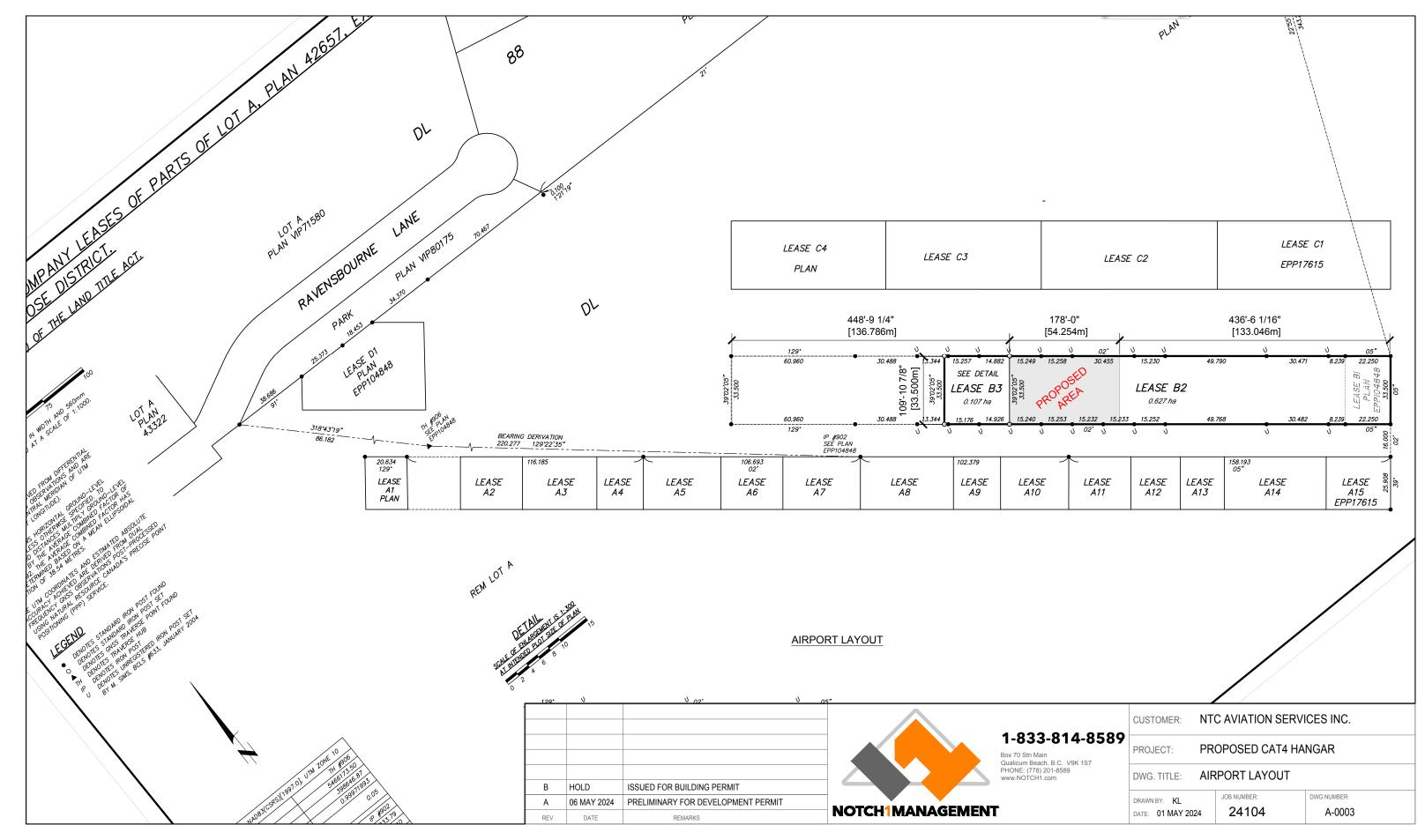
• Steve Heimburger, Director of NTC Aviation Services Inc. is a Qualicum Beach Flying Club member new resident of Qualicum Beach. He is a career pilot and is interested in development at the airport to facilitate growth and increased use of this facility.

The building will be used for the storage and light maintenance of resident aircraft. It is envisioned that this large hangar will be partitioned to allow eventual individual ownership of each of the four units by buyers from the local aviation community.

Please let me know if this development proposal is accepted so that NTC Aviation Services Inc. may apply for a building permit and enter into a lease agreement with the Town of Qualicum Beach.

Yours Truly,

Kevin Lacroix, P.Eng. President

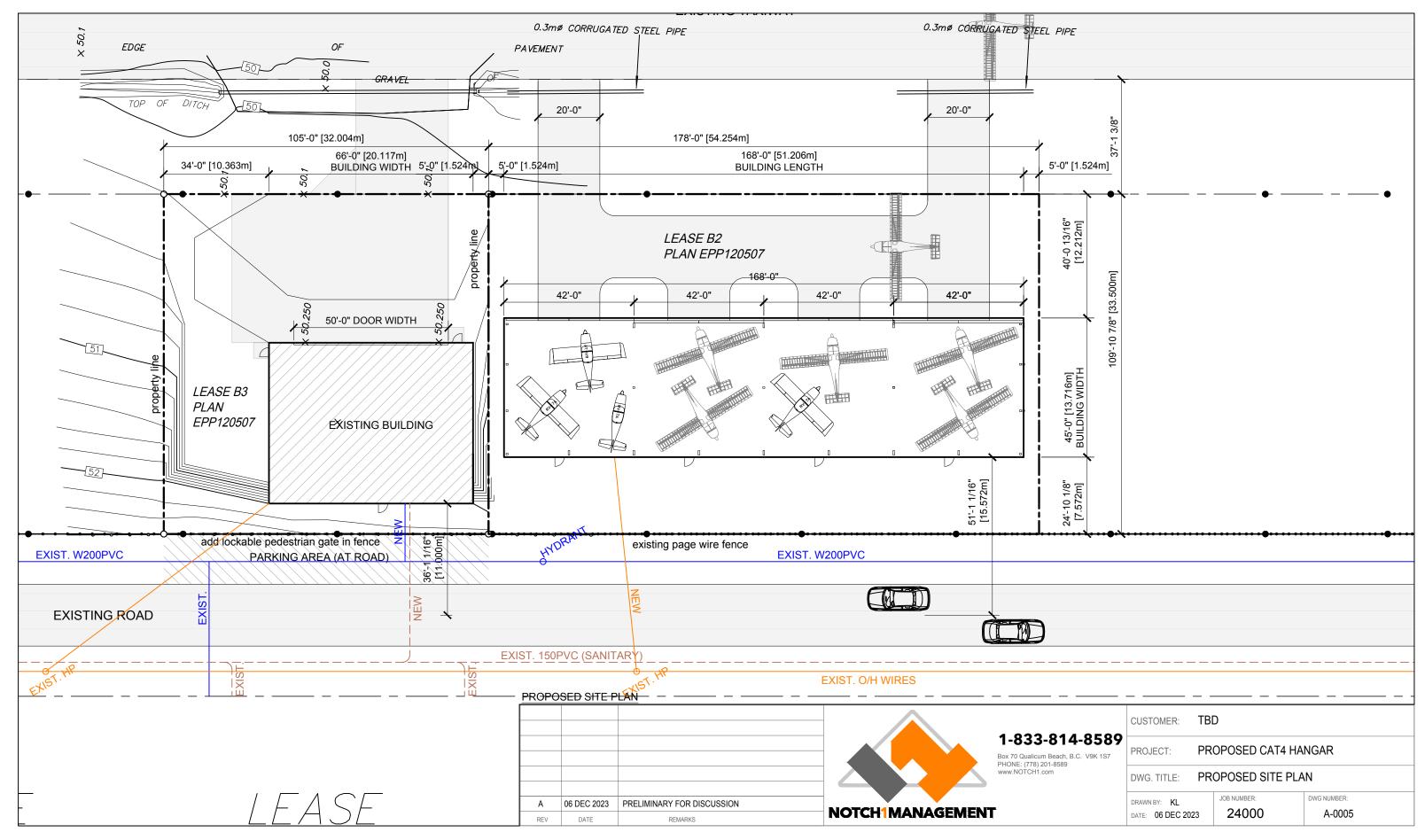


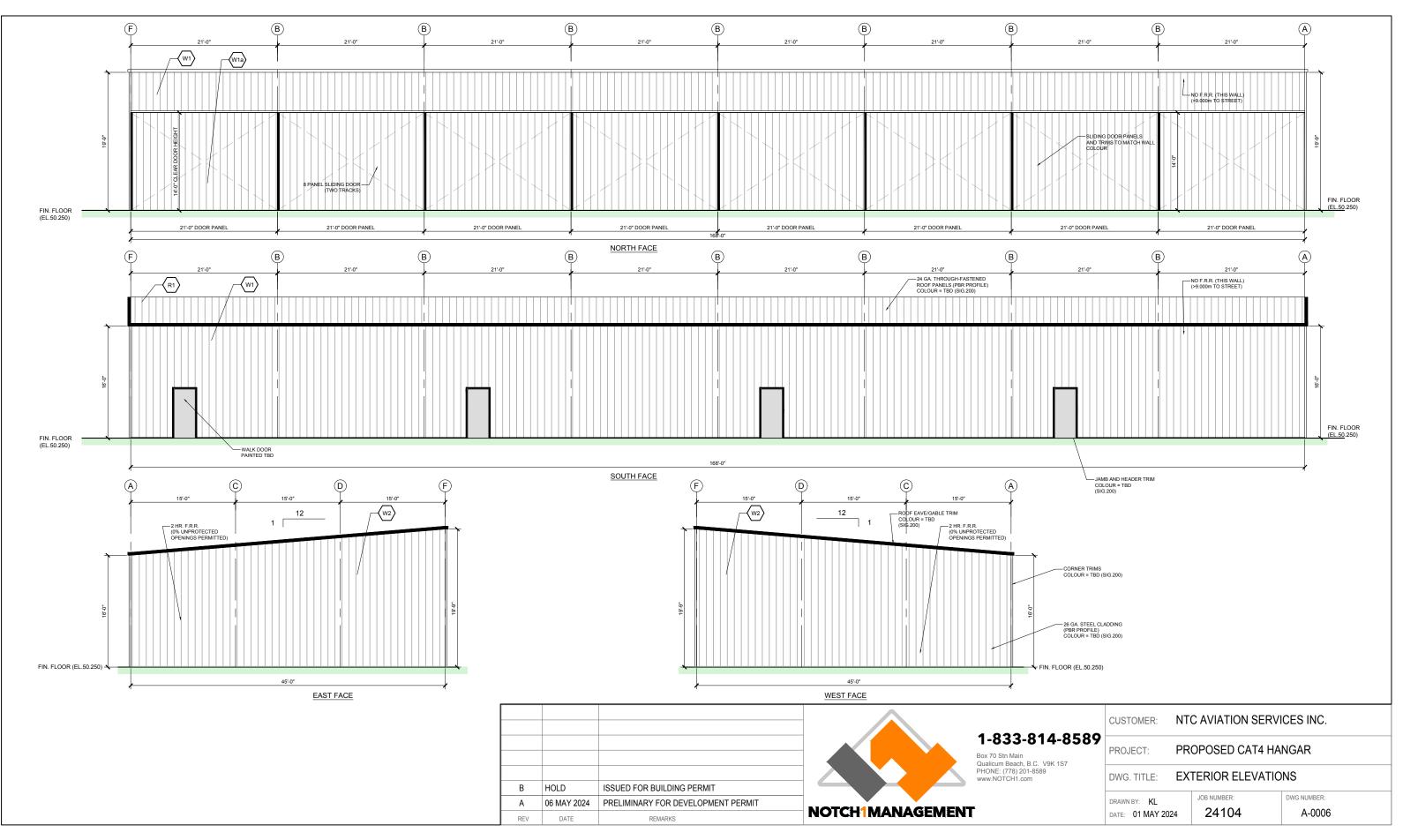


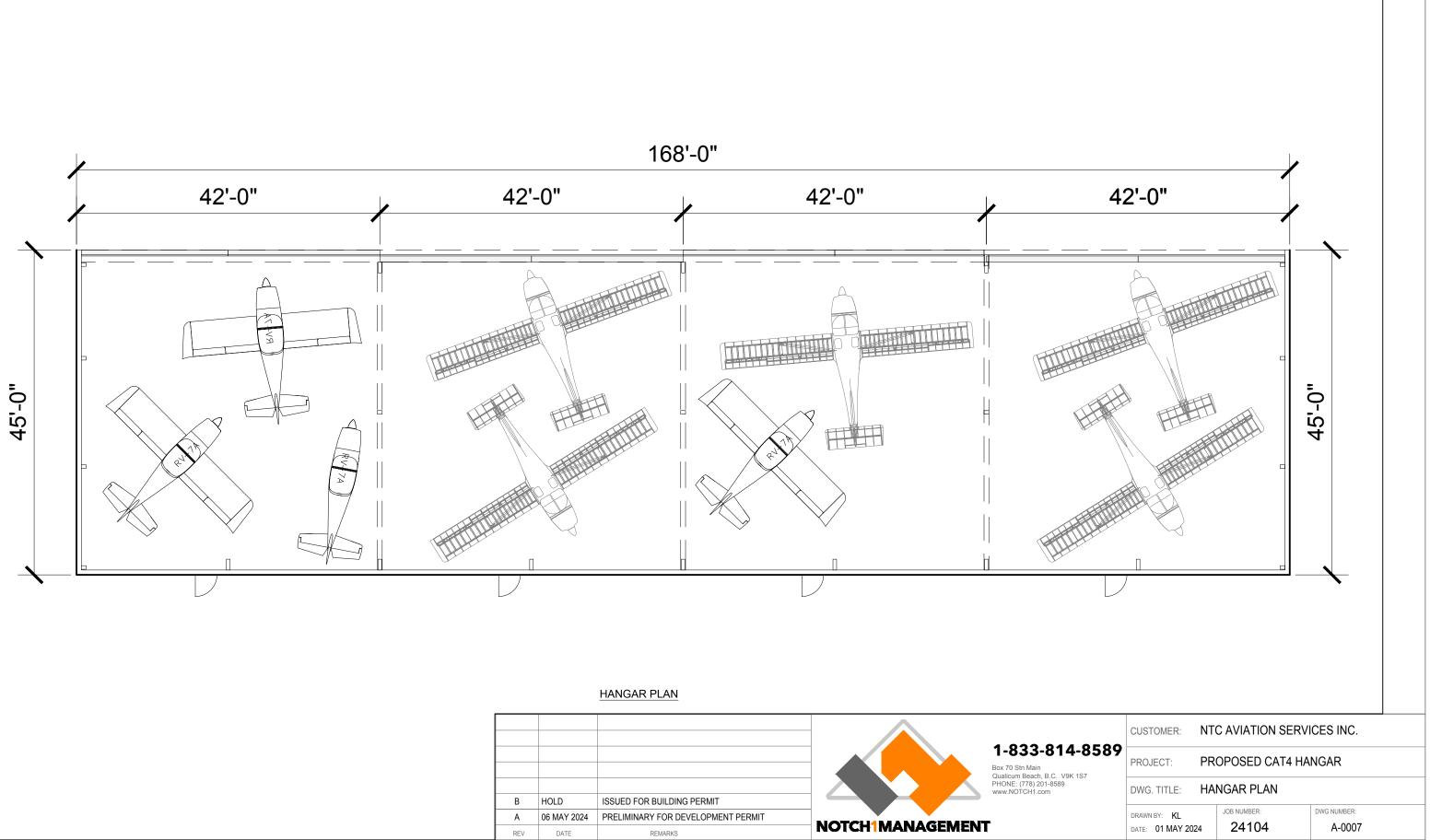
#### EXISTING SITE PLAN

			1-833-81 Box 70 Stn Main Qualicum Beach, B.C. V PHONE: (778) 201-86.
В	HOLD	ISSUED FOR BUILDING PERMIT	
A	06 MAY 2024	PRELIMINARY FOR DEVELOPMENT PERMIT	
REV	DATE	REMARKS	NOTCH1MANAGEMENT

<b>1-833-814-8589</b> Box 70 Stn Main Qualicum Beach, B.C. V9K 1S7 PHONE: (778) 201-8589 www.NOTCH1.com	CUSTOMER:	NTC AVIATION SERVICES INC.	
	PROJECT:	PROPOSED CAT4 HANGAR	
	DWG. TITLE:	EXISTING SITE PLAN	
т	DRAWN BY: KL DATE: 01 MAY 2024	JOB NUMBER:         DWG NUMBER:           4         24104         A-0004	







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В	HOLD	ISSUED FOR BUILDING PERMIT	
A	06 MAY 2024	PRELIMINARY FOR DEVELOPMENT PERMIT	]
REV	DATE	REMARKS	1

