Agenda for the 10:00 am Wednesday, April 22, 2026, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Page No. *(This meeting may be recorded)*

1-7 **1. ADOPTION OF THE AGENDA**

THAT Council adopts the April 22, 2026, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(e) in the April 22, 2026, Consent Agenda be approved.

8-10 (a) **THAT** the March 18, 2026, Committee of the Whole meeting minutes be approved as presented.

11-22 (b) **THAT** the March 25, 2026, Regular meeting minutes be approved as presented.

23 (c) **THAT** the 10:00 am April 1, 2026, Special meeting minutes be approved as presented.

24 (d) **THAT** the 10:30 am April 1, 2026, Special meeting minutes be approved as presented.

25-27 (e) **THAT** the Correspondence Log, dated for reference April 14, 2026, be received.

3. RECOGNITION – Nil

4. BUSINESS ARISING FROM THE MINUTES – Nil

5. DELEGATIONS

(a) **Regional District of Nanaimo (RDN)**
Representatives of the Regional District of Nanaimo in attendance to make a presentation on the following topics:

1. Parks (regional acquisitions)
2. Transit
3. Pollution Control Centre (French Creek)

Staff Comment:
At the March 4, 2026 Regular Council meeting, Council authorized an exception to the Council Procedure Bylaw No. 733, Section 19(2) to permit the RDN delegation up to 30 minutes at the Regular Council meeting of April 22, 2026.

6. CORRESPONDENCE - Nil

7. BYLAWS

28-33 (a) **2026 Property Tax Rates Bylaw | First, Second & Third Reading**

Staff Recommendations:

1. **THAT** "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026" be read a third time.

8. COMMITTEE & LIAISON REPORTS

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

(i) Report from Mayor Westbroek

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

(i) Report from Councillor Harrison

34-35 (ii) **Councillor Harrison Notice of Motion | Eaglecrest Land Use**

WHEREAS multiple items of correspondence from the Eaglecrest Residents Association, especially the October 3rd submission for the public hearing process, clearly indicate a preference for the former 17th and 18th holes to be single family residential (R1),

WHEREAS the overwhelming majority of citizens who participated in the public hearing indicated a strong desire to see R1 zoning at both locations,

WHEREAS the OCP previously set out a target density for residential units being approved in previous recreational zoning at 30 units per ha,

WHEREAS the costs for the purchase of the park land and golf course, equipment, and infrastructure are currently set to be entirely funded by development in a small area which will disproportionately have negative impacts on a small number of citizens, while the entire community has access to the assets,

WHEREAS the approval of approximately 393 units of housing that are likely to result in about 300 units of housing and 600 parking spaces, including the institutional use, will result in 2 acres of green space being converted into parking spaces (2.5m*5.5m*600=8250m2 = 2.04 acres),

BE IT RESOLVED either that:

1. a) That staff prepare a bylaw change for the former 17th and 18th holes to R1 from their current zoning,
   b) That the density per ha of the subject properties is reduced from 60 to 50 units per ha,
   c) That staff prepare an alternative approval process for long-term borrowing of $5 million dollars immediately following the election to offset the reduction in land sale value.

or

2. a) That staff prepare a survey for the public to provide feedback on the proposed rezoning and public borrowing to be complete by May 31st, with a report and recommendation for the June 24th council meeting.

Staff Comment:
Council adopted the Official Community Plan Bylaw No. 800, 2018 Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 on October 22, 2025.

Since October 22, 2025, these Bylaws have been acted upon through undertaking public engagement for neighbourhood planning, implementation of mapping changes, and distribution of the entire OCP (as revised) being sent to the Province as per their requirements. As such, Amendment Bylaws would be required.

It should be noted that Council has reflected in the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026" that the Eaglecrest acquisition and redevelopment is to be "self-funded" from the sale of Town-owned land in the Eaglecrest neighbourhood, rather than borrowing which would have impact to taxation. Should Council choose to undertake borrowing, direction for a Financial Plan Amendment would be required.

Should Council wish to direct staff to develop Bylaw Amendments for the Official Community Plan and Zoning Bylaw to reflect the Notice of Motion, and direct amendment to the Financial Plan, staff will take its direction accordingly.

It should also be noted that Council direction would be required to prepare a survey and the proposed completion date of May 31st, with a report and recommendation for the June 24th Council meeting, is not achievable within current staff capacity; Council could consider retaining a third-party consultant for this initiative with a funding source to be identified. A timeline for deliverables would have to be negotiated with such a third-party.

Staff await Council direction on the Notice of Motion request in consideration of the above information.

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

36 (i) Report from Councillor Skipsey

37 (ii) **Councillor Skipsey Notice of Motion | Climate Action**

WHEREAS the Town's staffing position of Climate Action Coordination is currently vacant;

THEREFORE BE IT RESOLVED THAT Council directs the Environment & Sustainability Committee to provide a recommendation on their preferred use of the budgeted *Climate Action – Community Outreach and Support* line item in the amount of up to $12,500 in 2026, to work with a third-party group to implement an outreach activity that does not require the time of Town staff.

Staff Comment:
THAT staff support the Environmental and Sustainability committee to work with a third party group to implement an outreach activity that does not require the time of Town staff given current workload and position vacancy.

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

38 (i) Report from Councillor Vander Valk

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

39-40 (i) Report from Councillor Young

9. STAFF REPORTS

(1) Corporate Services

41 (a) **Regional District of Nanaimo (RDN) Bulk Water Supply | Sandpiper**

Staff Recommendations:
THAT Council instruct staff to notify the Regional District of Nanaimo ("RDN") that the bulk water rate increase for users in the French Creek Water Service Area be deferred until September 30, 2026, in order to provide the RDN with an opportunity to notify affected users of the pending rate increase.

Staff Comment:
Letter dated April 10, 2026 addressed to M. Walters, General Manager, Regional and Community Utilities, RDN attached for Council's reference.

42-71 (b) **2026 Special Event Sponsorship Applications**

Staff Recommendations:

1. **THAT** Council approves a one-time sponsorship of $2,500 for the Qualicum Beach Farmers Market Christmas Night Market event to be held December 4, 2026.
2. **THAT** Council approves a one-time sponsorship of $2,500 for the Anglican Parish of St. Mark - St. Mark's 100th Anniversary Family Festival Day event to be held June 13, 2026.
3. **THAT** Council approves a one-time sponsorship of $2,500 for the St. Andrews Lodge Historical and Cultural Society St. Andrews Lodge Grand Re-opening Celebration event to be held July 4, 2026.
4. **THAT** Council denies the request for sponsorship funding in the amount of $800 for the Qualicum Beach Lawn Bowling Club Victoria Day Tournament event to be held May 18, 2026, as the event is a private member event, not open to the public.
5. **THAT** Council denies the request for sponsorship funding in the amount of $2,500 for the Qualicum Beach Collective Society Community Movement Initiative event to be held on June 6, 2026, as the event is sponsored by ParticipACTION, a Canadian non-profit charitable organization that provides national infrastructure, tools, and direct grant funding.

(c) **Special Event Application (Canada Day - Legion)**

Staff Recommendations:
THAT Council authorizes the closure of Veterans Way on July 1, 2026, from 6:00 am to 11:59 pm to facilitate the Canada Day Celebration festivities, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, providing the Town with a Certificate of Liability Insurance naming the Town as an additional insurance and litter control;

AND FURTHER THAT the Town provides support in the form of provision of barricades, garbage cans, water and electrical access for the duration of the event.

72

(d) **2026 Subsidized Rental Applications**

Staff Recommendations:

1. **THAT** Council approves the **Duck's Unlimited** for a one-time subsidy for the use of the Civic Centre on November 7, 2026, for their annual event, by charging a reduced rate of $2,102.05 plus applicable taxes, as opposed to the regular rate of $2,626.05, plus applicable taxes, resulting in a $524.00 subsid by applying the non-prime time, non-profit rate where applicable based on Policy 4004-1a Buildings and Grounds – Community Hall and Civic Centre Rental Rates – Subsidized Rentals.
2. **THAT** Council approves the **Oceanside Bridge Club** for a one-time subsidy for the use of the Civic Centre on May 1, 2 and 3, 2026, for their annual Bridge Tournament, by charging a reduced rate of $2,443.15 plus applicable taxes, as opposed to the regular rate of $2,817.15 plus applicable taxes, resulting in a $374 subsidy by applying the non-prime time, non-profit rate where applicable based on Policy 4004-1a Buildings and Grounds – Community Hall and Civic Centre Rental Rates – Subsidized Rentals.

73-75

(e) **Select Committee on Beach Day Celebration | Terms of Reference Amendment**

Staff Recommendation:
THAT Council amends the Town of Qualicum Beach Select Committee on Beach Day Celebration Terms of Reference item 3. COMPOSITION OF THE COMMITTEE by striking the 3rd bullet; and item 6. MEETINGS – Regular Meeting item (a) by striking the word 'and' after October, and inserting after the word November, 'and December'.

76

(f) **2026 Council Meeting Schedule | Amendment**

Staff Recommendation:

THAT Council amends the 2026 Council Meeting Schedule by deleting the September 2, 2026 Committee of the Whole Town Hall from the schedule.

77

(g) **Announcement of Closed Council Meeting Motions**
For information.

(2) **Planning & Community Development**

78-80

(a) **Request for Contract Award | Operations Workplace Modernization Needs Assessment**

Staff Recommendation:
THAT Council awards the Operations Workplace Modernization Needs Assessment to Kasian Architecture Interior Design and Planning Ltd. in the amount of $61,280.

81-106

(b) **Zoning Amendment | 201, 207, 211 First Avenue West**

Staff Recommendations:

1. **THAT** "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.01, 2026" be introduced and read a first time.
2. **THAT** prior to Council considering second reading of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2025, Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.01, 2026", the following documents be submitted for 201, 207, 211 First Avenue West for further review:

    a) Complete set of plans, including colour renderings;
    b) Building elevations and streetscape plan showing neighbouring buildings;
    c) Landscape Plan;
    d) Rainwater Management Plan;
    e) Traffic Study; and
    f) Shadow Study.

107-119

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

MOTION ON THE FLOOR (Postponed from the March 25, 2026 regular Council meeting)

NO MOVER OR SECONDER REQUIRED
THAT Council directs staff to issue a Development Variance Permit for 846 Woodside Crescent, as described in the March 25, 2026 Planning Report to Council.

120-146

(d) **Development Variance Permit | 3022 Island Highway West**

Staff Recommendation:
THAT Council directs staff to issue a Development Variance Permit for 846 Woodside Crescent, as described in the April 22, 2026, Planning Report to Council.

147-151

(e) **Development Permit | 3022 Island Highway West**

Staff Recommendation:
THAT Council directs staff to issue a Development Permit for 3022 Island Highway West, as described in the April 22, 2026, Planning Report to Council titled, "Development Permit: 3022 Island Highway West".

152-158

(f) **Covenant Discharge | 365 First Avenue West**

Staff Recommendation:
THAT Council directs staff to discharge the Covenant registered on title of the property legally described as Lot 8, Block 3, District Lots 54 and 55, Newcastle District, Plan 2005, and with a civic address of 365 First Avenue West, as described in the April 22, 2026, Planning Report to Council.

(3) **Engineering and Operations**

159-162

(a) **Garden Road Pickleball Courts | Playco Class B Cost Estimate**

Staff Recommendations:

1. **THAT** Council receives this Report for information regarding the cost estimate findings for the proposed pickleball courts at the Garden Road [Dog Park area] location, noting that Playco provided a Class B estimate (more accurate than a Class D estimate);
2. **THAT** Council confirms the Town's intent to retain the Garden Road [Dog Park area] location for potential future pickleball courts, subject to detailed design, regulatory approvals, and funding availability;
3. **THAT** Council provides direction to staff on its preferred approach to the cost sharing formula between the Town and the QBPC, funding sources and the timing for commencement of the project.
4. **THAT** staff provides a report to Council at a future meeting, once confirmation is received from the QBPC that a viable funding plan is in place.

10. ADJOURNMENT

11. 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 (April 24, 2026). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.
To submit a comment please use one of the following options:

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

Email: communications@qualicumbeach.com

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ABSENT:		Councillor Scott Harrison
ALSO PRESENT:	Staff:	Lou Varela, Chief Administrative Officer Heather Svensen, Director of Corporate Services | Deputy CAO Luke Sales, Director of Planning Raj Hayre, Director of Finance Amro Kotb, Director of Infrastructure Services Twyla Slonski, Interim Deputy Director of Corporate Services Chelsea Currie, Corporate Services Coordinator

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

ADOPTION OF THE AGENDA
The Committee adopted, by unanimous consent, the March 18, 2026 Committee of the Whole Meeting agenda.
CARRIED UNANIMOUSLY

TOWN HALL

Public Input Opportunity
The Mayor called for public input and invited speakers to address Council in the order they appeared on the sign-up sheet.

- M. Noel provided comments on the following:
  - Questioned if the financial budget relied upon grant funding, land sales, or contingency plans. Requested information related to the 2025 year end actuals vs. planned budget.
  - Inquired if the Little Qualicum Riverbank erosion project and Highway 19A waterfront expansion project require grant funding to proceed.

- T. Prichard provided comments on the following:
  - Shared that the Community Transportation Plan, adopted in 2013, has been updated six times. As of last fall, 30 of 88 projects were complete and 58 remained active, giving an average completion rate of about 2.5 projects per year, which he believes is insufficient.
  - Inquired about which projects are currently reflected in the Financial Plan for 2026 that are categorized as community transportation projects and how many would be undertaken in 2026.
  - Expressed frustration that many projects are grant dependent and suggested the transportation plan may be underfunded.

- J. Staiman provided comments on the following:
    - Shared concerns that the Tree Bylaw approved in March 2023 has not been revised despite the commitment to review the bylaw content within one year. Further, that the Town's Tree Bylaw was passed without full public input. Shared concerns that the permitting process is labour and time intensive.
    - Noted the provincial funding cutbacks on long-term care facilities has affected the proposed project on College Road and suggested Council revisit the proposal for a long-term care facility to be developed on College Road as the area appears suitable for that use.
    - Shared preference for the previous Town Hall format that was on a monthly basis.

- J. Noel questioned when the business plan for the Qualicum Commons would be shared. Also questioned if the Community Amenity Contribution (CAC) funds were being used for Qualicum Commons contingency.

- T. Prichard provided comments on the following:
    - Requested clarity on the Town's involvement with the Primrose Clinic and if any funding was designated for this purpose in the 2026 Financial Plan, or any other commitments made by the Town such as property tax relief.
    - Shared concerns related to the current Town Hall format, and that the monthly Open House style was preferred.

- M. Reeves noted that the email system for the Town gives an auto response and shared he would like to receive more specific feedback and understand the process for receiving responses from the Town.

- P. Jacobson provided comments on the following:
    - Inquired about progress on a proposal for the railway project being developed collaboratively by the Rails to Trails group, the Town, the Regional District of Nanaimo, and local First Nations.
    - Shared her preference for the previous monthly Town Hall meeting format which felt more conversational.

- M. Noel provided comments on the following:
    - Expressed concern that designating parcels of land as Other Effective Area-Based Conservation Measures (OECMs), as suggested by the Mount Arrowsmith Biosphere Region Institute (MABRI), to protect the land may have future implications for land use.
    - Inquired when Development Cost Charges (DCCs) are applied, assessed and how they are paid.

- J. Noel expressed concern regarding the Primrose Clinic, asking whether the Town has reviewed the *Community Charter* for provisions to ensure compliance relating to assisting businesses.

The Mayor called the close of the Public Input portion of the Town Hall Committee of the Whole meeting.

ADJOURNMENT
Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the Committee of the Whole adjourns the March 18, 2026, Town Hall Committee of the Whole meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:48 am

Certified Correct:

Heather Svensen Director of Corporate Services/Deputy CAO	Teunis Westbroek Mayor

Draft | Minutes of the 10:00 am Wednesday, March 25, 2026, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, Chief Administrative Officer Heather Svensen, Director of Corporate Services/Deputy CAO Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance Twyla Slonski, Interim Deputy Director of Corporate Services Peter Cornell, Fire Chief Jason Froats, Information Systems Analyst

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

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the March 25, 2026, Regular Council meeting agenda as presented.
CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

ADOPTION OF THE CONSENT AGENDA
Council adopted, by unanimous consent, **THAT** the recommendations listed for items 2(a) to 2(d) in the March 25, 2026, Consent Agenda be adopted.

(a) **THAT** the March 4, 2026, Regular Council meeting minutes be approved as presented.
(b) **THAT** the March 11, 2026, Special meeting minutes be approved as presented.
(c) **THAT** the March 16, 2026, Special meeting minutes be approved as amended.
(d) **THAT** the Correspondence Log, dated for reference March 17, 2026, be received.

CARRIED UNANIMOUSLY | Resolution No. 26-071

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES - Nil

DELEGATIONS - Nil

CORRESPONDENCE

(a) **BC Council of Forest Industries | Request for Official Endorsement**
Councillor Young MOVED and Councillor Vander Valk SECONDED, **THAT** Council work with staff to prepare letter in response to Kim Haakstad, President, CEO BC Council of Forest Industries.
DEFEATED

DRAFT

(b) **Regional District of Nanaimo | Member Municipalities Voting Formula**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, **THAT** Council directs staff to send a letter of support to the Regional District of Nanaimo Board in response to the proposed changes to the Voting Formula for Member Municipalities as outlined in the letter from S. McLean, Chair, Regional District of Nanaimo dated March 13, 2026.
CARRIED UNANIMOUSLY | Resolution No. 26-072

BYLAWS

(a) **"Town of Qualicum Beach Indemnification of Municipal Officials Bylaw No. 906, 2026"**
Councillor Vander Valk MOVED and Councillor Harrison SECONDED, **THAT** the "Town of Qualicum Beach Indemnification of Municipal Officials Bylaw No. 906, 2026" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 26-073

(b) **2026-2030 Financial Plan Bylaw | Consideration of 3rd Reading**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026" be given third reading.
CARRIED UNANIMOUSLY | Resolution No. 26-074

COMMITTEE & LIAISON REPORTS

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

(i) Mayor Westbroek commented on his portfolio activities.

(ii) **Mayor Westbroek Notice of Motion | Eagle Park**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, **WHEREAS** the Town of Qualicum Beach previously sold the property located at 777 Jones Street, Qualicum Beach and legally described as Lot 1, PLAN VIP55424, District Lot 78, Newcastle Land District, PID 017-997-402 to Vancouver Island Health Authority ("Island Health") for the sum of $1.00, for the purpose of future development of health-care related facilities/services; and

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

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

THEREFORE BE IT RESOLVED THAT Council directs staff to prepare and send correspondence to the Province of British Columbia (including the Minister of Health), with copies to Island Health and other relevant partners as appropriate, expressing the Town's support for Island Health to explore and research options to increase care bed and complex care capacity on the lands previously conveyed by the Town of Qualicum Beach to Island Health (777 Jones Street), which may be the basis of a future Public Private Partnership between the Province of BC and a private development company.
CARRIED UNANIMOUSLY | Resolution No. 26-075

(iii) **Mayor Westbroek Notice of Motion | Town Crest**
Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, **WHEREAS** the Town of Qualicum Beach has an interest in ensuring its corporate identity and visual branding are respectful, inclusive, and reflective of the community; and

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

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

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

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

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

Councillor Skipsey MOVED and Councillor Harrison SECONDED, **THAT** the motion on the floor be postponed to future council meeting.
CARRIED UNANIMOUSLY | Resolution No. 26-076

(2) **Public Safety** (Councillor Scott Harrison)
(i) Councillor Harrison commented on his portfolio activities.

(3) **Parks & Recreation** (Councillor Anne Skipsey)
(i) Councillor Skipsey commented on her written report included in the agenda.

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

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

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

(ii) **Councillor Young Notice of Motion | Development Review Process**
Councillor Young MOVED and Mayor Westbroek SECONDED, **WHEREAS** Council has an interest in ensuring development review processes are transparent, consistent, and understandable to applicants and the public; and

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

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

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

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

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

Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** the motion on the floor be referred to 2027 Strategic Planning.
CARRIED | Resolution No. 26-077
In Favor: Mayor Westbroek, Councillor Harrison, Councillor Skipsey, Councillor Vander Valk
Opposed: Councillor Young

STAFF REPORTS

(1) Corporate Services

(a) Accessibility Advisory Team | Proposed Framework

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** Council rescinds the "Town of Qualicum Beach Accessibility Advisory Team Terms of Reference" approved on April 12, 2023.
CARRIED UNANIMOUSLY | Resolution No. 26-078

Councillor Harrison MOVED and Councillor Skipsey SECONDED**, THAT** Council endorses the "Town of Qualicum Beach Accessibility Advisory Team Framework" as the structure for the Town's ongoing accessibility work as outlined in Attachment 1 of the March 25, 2026, Staff Report to Council; **AND FURTHER THAT** Council confirms the continuation of the majority of the current Team membership under this Framework.
CARRIED UNANIMOUSLY | Resolution No. 26-079

(b) 2025 Council Resolution Summary

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, **THAT** Council receives the Summary of Council Resolutions as outlined in the March 25, 2026, Staff report to Council.
CARRIED UNANIMOUSLY | Resolution No. 26-080

Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** Council rescinds the resolutions listed in Schedule 'B' attached to the March 25, 2026, Staff report to Council.
CARRIED | Resolution No. 26-081
In Favour: Mayor Westbroek, Councillor Harrison, and Councillor Young
Opposed: Councillor Skipsey and Councillor Vander Valk

(c) **Announcement of Closed Council Meeting Motions**
Councillor Vander Valk MOVED and Councillor Young SECONDED, **THAT** Council receives the Announcement of Closed Council meeting Motions as included in the March 25, 2026 regular Council meeting agenda.
CARRIED UNANIMOUSLY | Resolution No. 26-082

(2) **Planning & Community Development**

(a) **Development Variance Permit | 532 Memorial Avenue**
Mayor Westbroek invited members of the public to provide comment on the proposed Development Variance Permit for the property located at 532 Memorial Avenue.

- D. Firouzli, Architect, provided comments on the following:
  - Referred to the aerial photos in the agenda package and stated that the average grade of the development is nearly 3.5 metres above the grade on Hoylake Road.
  - Pointed to the red outline in the Memorial Avenue photos as illustrating how the proposed roofline would appear in relation to neighboring properties.
- D. Richardson provided comments on the following:
  - Referred to a photo of her property on Hoylake Road, stating that the view would be lost if the development proceeds.
  - Questioned why a property owner can purchase in Qualicum Beach knowing the existing bylaws, then seek approval for a variance to build beyond those limits.
  - Stated that compliance with the bylaw should be expected.
- L. Vogler provided comments on the following:
  - Spoke on behalf of an owner on Memorial Avenue, who is directly affected by the project and variance application.
  - Expressed opposition to both the application and the separate Development Permit, stating that neither aligns with the letter or intent of the Official Community Plan.
  - Referred to letters submitted as part of the public record and urged careful consideration of the long-term implications, noting the broader project could irreversibly change the community's small-scale village character.
- K. Murphy provided comments on the following:
  - Stated that she participated in the community planning process at the Civic Centre last fall and is distressed that the Official Community Plan, adopted before Christmas, now appears to be disregarded.
  - Urged Council to give careful consideration to the OCP, noting her understanding that it is legally binding on Council's land use decisions.
  - Expressed opposition to a four-storey building and noted that, although the developer stated he had done everything requested, Council had asked at the June meeting to see a three-storey proposal, which has yet to happen.

- T. Henschel provided comments on the following:
  - Stated that she lives adjacent to the proposal, noted Council has received letters, correspondence, and a petition from residents in the area, and is one of many residents concerned about the project.
  - Urged Council to reconsider, stating that this type of development is not appropriate in a long-standing single-residential neighbourhood.

- K. Olson provided comments on the following:
  - Stated that she lives in the neighbourhood and that her son owns property across the road. Commented that height limits and restrictions are not targets to be exceeded.
  - Spoke to her long connection to Qualicum Beach, noting that she moved there as a child, raised her children in the community, and hopes her grandchildren can do the same.
  - Expressed concern that large buildings would reduce neighbourhood character by blocking views and increasing traffic on quiet residential streets.

- C. Long, Architect, provided comments on the following:
  - Speaking as one of the project architects on behalf of the applicant, advised that the proposal has undergone three revisions in response to feedback, including stepping down the building mass, adjusting the height, and further lowering the building on the site.
  - Noted that architectural considerations are not solely technical and that the steep slope of the site and average grade are important factors in assessing the proposal.
  - Explained that while the building height is 14.7 metres on paper, the middle portion of the building, as viewed from Hoylake Road, is approximately 11 metres, which aligns with the suggested height for this density.
  - Reminded Council that both the Advisory Planning Commission and staff have recommended proceeding with the variances and Development Permit.

- K. Schley, Applicant, provided comments on the following:
  - Stated that the proposal was developed with staff and that a variance was pursued instead of rezoning because the project complies with all other requirements, including density, unit count, parking, and land use.
  - Noted that Council's direction on the 11-metre height and the Advisory Planning Commission's 31 recommendations were addressed.
  - Shared that there is a need for this type of housing, with approximately 200 people on the waiting list, and stated that if the variance is not approved, the project would proceed through rezoning. It was also noted that the building appears taller mainly from the rear.

- J. Windley, Contractor, provided comments as follows on behalf of the Applicant:
  - Compared the proposal to other Town-approved developments with greater heights, including East Village, Berwick, and The Gardens.
  - Noted the project had already been reduced by one storey, affecting revenue, and that similar developments proceeded despite public opposition due to growing need.
  - Clarified the proposal would be under 15 metres on a flat site, and that the EGC 15-metre maximum applies only to institutional/residential areas.

- D. Golson provided comments on the following:
  - Stated that they live on Memorial Avenue, one block from the site, and expressed concern that the development would create a visual scar on the landscape when entering Town from the ocean side.
  - Compared the proposal to another development in Town, noting that it is three storeys with underground parking, and stated that this variance should not be approved.

- S. Pio provided comments on the following:
  - OCP for a reason, to protect against development. OCP guidelines, ask/suggest scale to complement existing scale and architecture. Height variance being requested, still asking a height of 14.78m in total, massive structure that lies parallel to Hoylake Road.

- J. Ponsford provided comments on the following:
  - Stated that they live on Hoylake Road West and are opposed to the Development Variance Permit, with their main concerns being the scale and height of the proposed building.
  - Commented that Qualicum Beach is known for its small-town character and charm, and that a development of this size feels out of place and risks changing what makes the community special.
  - Expressed concern about increased traffic and pedestrian safety, noting that additional traffic from Memorial Avenue onto Hoylake Road would be problematic given the existing bend and limited visibility. Added that they support development on the property, but not in the form proposed.

- M. Candler provided comments on the following:
  - The proposed building is massive, approximately 300 feet long, located at the top of a hill, and designed with high ceilings.
  - The proposal does not reflect Qualicum Beach's character or scale and therefore should not be granted a height variance.

- J. Bell-Irving provided comments on the following:
  - Expressed opposition to the project, stating that it is out of scale and out of proportion to the site.
  - It would irrevocably change the neighbourhood and that increased traffic would significantly affect the area. They added that they support development on the site, but not in the form proposed.

- R. Smyrski provided comments on the following:
  - They live on Hoylake Road East, almost directly across from the site, and will be impacted by the highest portion of the building, which is proposed on that side of the property.
  - Advised that they had submitted a letter earlier and said they support development, provided it stays within the established guidelines.
  - They might support a variance for an architectural feature such as a clock tower or roof peaks, but not for what they described as another flat-roofed building and expressed opposition to the proposed height overall.

- K. Schley, the Applicant, provided comments on the following:
  - The request is specifically for a height variance and that the proposal otherwise complies with zoning, including site coverage, resident capacity, and parking requirements and advised that the additional height is intended to accommodate eight more units.
  - The design reflects Qualicum Beach well, would contribute positively to a key entrance into Town, and was developed with awareness of community expectations.

- D. Firouzli, Applicant, provided the following comments on behalf of the Applicant:
  - The Official Community Plan and zoning are the Town's primary tools for managing growth. They noted that the site's medium-density designation permits apartment-style development, with lot coverage and height serving as the main form and scale controls.
  - The proposal remains within the 40% lot coverage limit and proposes 50 units, below the 52 units permitted.
  - that privacy, rather than views, is the main concern, and noted design measures such as solid or frosted railings and deck lighting controls to reduce impacts on neighbouring properties.

- K. Schley, the Applicant, stated that the 11-metre height reference on Hoylake Road reflects the flatter portion of the site, and that the land falls approximately 30 feet down the hill. The applicant noted that it is the site's topography that affects how the building height is perceived.

- T. Henschel provided comments on the following:
  - Acknowledged that they met with the developer and are not opposed to development on the site, but do not support the current proposal. Added that they would like to see a revised project developed in collaboration with the community and would support an alternative that creates a stronger gateway into Town.

- J. Ponsford provided comments on the following:
  - Expressed concern that the height and scale of the proposal would intensify traffic impacts at the corner of Hoylake Road and Memorial Avenue.
  - Noted that the bend in the road, combined with vehicles accelerating up and down Memorial Avenue, creates safety concerns at that intersection.

- C. Long, Architect, provided the following comments on behalf of the applicant:
  - Clarified that the building's perception from Memorial Avenue was specifically considered through a series of design revisions, including those recommended by the Advisory Planning Commission.
  - The height and massing have been adjusted so the building steps back in progression from the lower portion of Memorial Avenue, creating a more tapered effect.

- B. McNeil expressed confusion about how the height restriction is being presented in relation to the top of Hoylake Road and the slope down Memorial Avenue. Commented that, as shown, the building appears box-like and does not accurately convey its actual physical appearance.

- M. Reece expressed opposition to the height variance, noting that the building mass is approximately 300 feet long, comparable to the length of a football field and that they do not see how the proposal fits within the Official Community Plan.

- D. Golson shared concern about the building's appearance when entering the Town from the ocean side, stating that from the base of the underground parking to the top it would appear as a five-storey building, approximately 14 to 15 metres high.

- D. Richardson provided comments on the following:
  - Contrary to the architect's comment, they do have a view from their home and invited the architect to view it from their property to better understand the impact the development would have, including views from the proposed units. Also asked whether the trees shown in the renderings would be retained.
  - The notice was only provided to nearby residents, and questioned the suggestion that broader public support can be inferred when only a limited number of people received notification.

- K. Murphy provided comments on the following:
  - Expressed concern about the three buildings along Memorial Avenue, noting they are set less than 15 feet from the walkway and would rise to three storeys, taller than the adjacent lamp posts, which were not shown in the renderings.
  - This proposal would create an overwhelming streetscape and suggested reducing that portion of the development by one storey, if possible, to better humanize the scale.

- K. Schley, the Applicant, stated that the proposal followed Town staff direction and existing zoning, with height being the only requested variance. They added that clearer expectations earlier in the process may have helped and noted they have spoken with hundreds of people in the community, including many interested in downsizing within Qualicum Beach.

- S. Pio suggested the issue is possibly that the piece of land just isn't big enough for the proposed density and what the applicant wants to do without the height variance.

Mayor Westbroek called for any final speakers, hearing none, Mayor Westbroek called the close of the public input portion of the meeting for the proposed Development Variance Permit for the property located at 532 Memorial Avenue at 12:12 pm.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** the Development Variance Permit for 532 Memorial Avenue be refused, as it does not comply with the previous direction given by Council on June 18, 2025 for the height not to exceed 3 storyes and the portion of the building that is the subject of the variance does not assist in enhancing the village character and architectural interest of the building;

AND FURTHER THAT, in future, the maximum height of the building be consistent with the Zoning and the recent direction given for amending the Zoning Bylaw.

Councillor Harrison MOVED and Mayor Westbroek SECONDED, **THAT** the motion on the floor be deferred to a future meeting of Council.
CARRIED | Resolution No. 26-083
In Favour: Mayor Westbroek, Councillor Harrison, and Councillor Young
Opposed: Councillor Skipsey and Councillor Vander Valk

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** Council take a ten-minute recess.
CARRIED UNANIMOUSLY

MEETING RECESSED: 12:50 pm
MEETING RESUMED: 12:59 pm with Mayor Westbroek, Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, T. Slonski, Interim Deputy Director of Corporate Services, L. Sales, Director of Planning and A. Kotb, Director of Infrastructure Services.

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

R. Hayre, Director of Finance, arrived at the meeting at 1:05 pm

(b) **Development Variance Permit | 796 Canyon Crescent Road**
Mayor Westbroek invited members of the public to provide comment on the proposed Development Variance Permit for the property located at 796 Canyon Crescent Road.

- J. Larsen, the Applicant, provided comments on the following:
  - That the 1,800 m² parcel is significantly larger than surrounding lots and that a side-by-side subdivision would be more in keeping with the adjacent neighbourhood.
  - They advised the proposal is intended to support future multigenerational living, including a detached on-grade cottage for aging parents, and clarified there is no intent to create additional strata titles for individual sale beyond the two proposed lots.
  - The applicant added that they consulted with adjacent neighbours, submitted letters of support from both neighbouring properties, and see the proposal as a way to broaden housing choice in the community.

- K. Hooney, commented as follows:
  - Stated that they live at 799 Canyon Crescent and expressed concern that neither they nor their neighbour had been consulted on the proposal.

- They stated that the development does not fit the neighbourhood, noting that dividing a lot approximately 90 to 95 feet wide would create two very narrow lots.
- They added that allowing up to four families on a property intended for single-family use is out of character with the area and could set a precedent for similar lot divisions throughout the neighbourhood.

Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** Council directs staff to issue a Development Variance Permit for 796 Canyon Crescent Road, as described in the March 25, 2026 Planning Report to Council, subject to registration of a S. 219 Restrictive Covenant prohibiting further subdivision by way of a strata and to limit the number of dwelling units on each parcel to two.
CARRIED UNANIMOUSLY | Resolution No. 26-084

(c) **Development Variance Permit | 846 Woodside Crescent**
Mayor Westbroek invited members of the public to provide comment on the proposed Development Variance Permit for the property located at 846 Woodside Crescent.

- V. Whittle provided comments on the following:
  - They reside directly behind the subject property and are familiar with the proposed development site since the home was built in 1996.
  - They noted that while the application refers to rebuilding within the same footprint, the original house did not have a covered deck, subject of the variance, has already been constructed.
  - They expressed concern that the construction, which has already been completed, would be retroactively approved, that the addition is a large structure requiring a significant 2.0 metre rear yard variance that affects their property and may impact its marketability. They stated that the structure should be removed.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council postpone a decision on the following motion to the April 22, 2026 regular Council meeting:

THAT directs staff to issue a Development Variance Permit for 846 Woodside Crescent, as described in the March 25, 2026 Planning Report to Council.
CARRIED UNANIMOUSLY | Resolution No. 26-085

(d) **Development Variance Permit | 3022 Island Highway West**
Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 3022 Island Highway West to be considered by Council at a future meeting.
CARRIED UNANIMOUSLY | Resolution No. 26-086

MOTION TO CLOSE TO THE PUBLIC
Councillor Skipsey MOVED and Councillor Young SECONDED, **THAT** the Regular meeting of Council be closed to the public, pursuant to sections 90(1) (a), (e), and (k) of the *Community Charter,* for the purpose of considering:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MEETING CLOSED OT THE PUBLIC 1:32 pm
MEETING REOPENS TO THE PUBLIC 2:37 pm with Mayor Westbroek, Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, Chief Administrative Officer, H. Svensen, Director of Corporate Services/Deputy CAO, T. Slonski, Interim Deputy Director of Corporate Services, L. Sales, Director of Planning, R. Hayre, Director of Finance and A. Kotb, Director of Infrastructure Services.

REVIEW OF COMMENTS FROM THE PUBLIC – Nil

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

MEETING ADJOURNED: 2:37 pm

Certified Correct:

Heather Svensen	Teunis Westbroek
Director of Corporate Services/Deputy CAO	Mayor

DRAFT Minutes of the 10:00 am Wednesday, April 1, 2026, Town of Qualicum Beach Special Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ABSENT:		Councillor Scott Harrison
ALSO PRESENT:	Staff:	Lou Varela, CAO Luke Sales, Director of Planning Raj Hayre, Director of Finance Twyla Slonski, Interim Deputy Director of Corporate Services Chelsea Currie, Corporate Services Coordinator

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

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the April 1, 2026, special Council meeting agenda.
CARRIED UNANIMOUSLY

STAFF REPORTS

(a) **2026-2030 Financial Plan Bylaw | Adoption**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 26-087

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

MEETING ADJOURNED: 10:03 am

Certified Correct:

Twyla Slonski Interim Deputy Director of Corporate Services	Teunis Westbroek Mayor

DRAFT | Minutes of the 10:30 am Wednesday, April 1, 2026, Town of Qualicum Beach Special Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ABSENT:		Councillor Scott Harrison
ALSO PRESENT:	Staff:	Lou Varela, CAO Luke Sales, Director of Planning Raj Hayre, Director of Finance Twyla Slonski, Interim Deputy Director of Corporate Services Chelsea Currie, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber at 10:30 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 10:30 am April 1, 2026, special Council meeting agenda.
CARRIED UNANIMOUSLY

MOTION TO CLOSE
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** the special meeting of Council be closed to the public, pursuant to section 90(e) 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.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:30 am
MEETING REOPENED TO THE PUBLIC: 12:07 pm with Mayor Westbroek, and Councillors Skipsey, Vander Valk, and Young in attendance. Also in attendance: L. Varela, CAO; L. Sales, Director of Planning; R. Hayre, Director of Finance; T. Slonski, Interim Deputy Director of Corporate Services; and C. Currie, Corporate Services Coordinator.

ADJOURNMENT
Councillor Vander Valk MOVED and Councillor Young SECONDED, **THAT** Council adjourns the meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:07 pm

Certified Correct:

Twyla Slonski
Interim Deputy Director of Corporate Services

Teunis Westbroek
Mayor

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
April 22, 2026 (for April 14, 2026 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Mar 13	Development Application for 532 Memorial Ave | Pedestrian Activated Crosswalk	Rec'd for Information	1345
Mar 16	Development Application | 796 Canyon Crescent Road	Rec'd for Information	1344
Mar 18	Development Application | 532 Memorial Avenue	Rec'd for Information	1347
Mar 18	Correspondence from Chair McLean | RDN Voting Formula	Presented on the March 25, 2026 Council Agenda	1346
Mar 18	Comments on Height | 532 Memorial Avenue	Rec'd for Information	1348
Mar 19	Proposed Development Variance Permit | 532 Memorial Avenue	Rec'd for Information	1351
Mar 19	Comments | Application for Height Variance at 532 Memorial Avenue	Rec'd for Information	1349
Mar 19	Opposition to 532 Memorial Ave Variance	Rec'd for Information	1350
Mar 20	532 Memorial Ave | Public Notification	Rec'd for Information	1352
Mar 22	BC Council of Forest Industries	Rec'd for Information	1353
Mar 22	Comments | Development 532 Memorial Avenue	Rec'd for Information	1354
Mar 23	Development Variance Application | 532 Memorial Avenue	Rec'd for Information	1355
Mar 23	Correspondence from Chair McLean | Hamilton Marsh Event	Rec'd for Information	1356
Mar 23	Procedure Bylaw | Comments from the Public	Rec'd for Information	1357
Mar 23	Development Applications | 532 Memorial Avenue - March 25 Council Meeting	Rec'd for Information	1358
Mar 24	Eaglecrest Golf Course Parking Lot Concerns	Referred to Staff	1363
Mar 24	Development Variance Permit Application | 532 Memorial Avenue	Rec'd for Information	1362
Mar 24	Development Application | 532 Memorial Avenue	Rec'd for Information	1360

Mar 24	Development Variance Permit Application | 532 Memorial Avenue	Rec'd for Information	1361
Mar 26	Town Council - Town Hall Meetings	Rec'd for Information	1364
Mar 27	Invitation: Canada Day Drumming 2026 – Showcasing Canada's Cultural Diversity and Unity	Rec'd for Information	1365
Mar 29	Comments | Airport Working Group	Rec'd for Information	1366
Mar 29	Comments | Eaglecrest Revisioning - Costs	Rec'd for Information	1367
Mar 31	Comments | Rezoning Eaglecrest - 17th & 18th Fairways	Rec'd for Information	1369
Mar 31	Request | Christleton Park Basketball Hoop	Rec'd for Information	1370
Apr 01	Development of Parcel 2 – Fairway 18 West of Country Club Drive	Referred to Staff	1374
Apr 01	Comments | Rezoning Eaglecrest - 17th & 18th Fairways	Referred to Staff	1371
Apr 01	Development of Parcel 2 - Fairway 18 West of Country Club Drive	Referred to Staff	1372
Apr 04	Comments | West Side of Country Club Drive	Rec'd for Information	1378
Apr 04	Comments | Qualicum Commons	Rec'd for Information	1375
Apr 05	Dog Excrement on Civic Centre Trails and the Doo Crew	Referred to Staff	1379
Apr 05	Beach Creek along Garden Road East Blocked Stream	Referred to Staff	1376
Apr 09	Comments | Commons Closure – Daycare Programs	Rec'd for Information	1382
Apr 09	Comments | Parkland for Eaglecrest	Rec'd for Information	1384
Apr 09	Commons Closure in Qualicum Beach	Rec'd for Information	1381
Apr 09	Qualicum Commons support with 1,000 signatures in 24 hours	Rec'd for Information	1385
Apr 09	Comments | Qualicum Commons	Referred to Staff	1386
Apr 10	Comments | Remember the Old School House - Qualicum Commons	Referred to Staff	1390
Apr 10	Highway 19A Crossing at Bennett Road	Referred to Staff	1389
Apr 10	Qualicum Commons and Cardboard Bin	Referred to Staff	1388
Apr 10	Comments | Save Qualicum Commons	Rec'd for Information	1395
Apr 10	Comments | Regarding Qualicum Commons	Rec'd for Information	1394
Apr 11	Comments | Qualicum Commons	Referred to Staff	1393

Apr 11	Comments | The Qualicum Beach Commons	Rec'd for Information	1392
Apr 11	Comments | The Commons Property	Rec'd for Information	1391
Apr 12	Comments | Qualicum Commons Closure	Rec'd for Information	1397
Apr 13	Comments | Qualicum Commons	Referred to Staff	1396
Apr 13	Comments | Airport Working Group	Referred to Staff	1398

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3900-20-922

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 22, 2026

FROM: Raj Hayre, Director of Finance

SUBJECT: **2026 Property Tax Rates Bylaw**

GOVERNANCE DECISION
The Community Charter requires Council to adopt a property tax bylaw each year to levy municipal property taxes.

RECOMMENDATIONS:

1. **THAT** "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026" be read a third time.

PURPOSE
To introduce the 2026 Tax Rates Bylaw for the Town of Qualicum Beach and establish rates for the collection of levies on behalf of the Regional District of Nanaimo (RDN), the Nanaimo Regional Hospital District (NRHD), and the Vancouver Island Regional Library (VIRL).

BACKGROUND
Council sets property tax rates annually to determine the amount of tax collected from each property within the Town. These rates specify the amount payable per $1,000 of a property's net taxable assessed value and vary by property classification.

Typical property classes in the Town include:

- Residential
- Utilities
- Light Industry
- Business and Other
- Managed Forest Land
- Recreation & Non-Profit
- Farm

Class 1 – Residential properties represent approximately 96% of the Town's assessed value and contribute around 90% of the municipal property taxes. Business properties contribute about 9%, with all other classes contributing less than 1%.

It is common for business properties to face higher municipal tax rates, as businesses typically require more municipal services and may deduct property taxes as a business expense.

Notably:

- Light Industry (1 property: Fern & Cedar Brewing Company)
- Utilities are taxed at rates set provincially
- Other non-residential classes make up a minimal portion of the tax base

In addition to municipal taxes, the following authorities levy taxes collected through the same property tax bill:

- Provincial Government (School Tax)
- Regional District of Nanaimo (RDN)
- Nanaimo Regional Hospital District (NRHD)
- Vancouver Island Regional Library (VIRL)
- Municipal Finance Authority (MFA)
- BC Assessment (BCA)

Municipalities are responsible for collecting these levies but do not set the rates for them. For the RDN and NRHD, the Town calculates the rates required to collect the dollar amounts requisitioned by those authorities.

At its April 1, 2026, Special Meeting, Council resolved as follows:

THAT "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026" be adopted.

The proposed 2026 Tax Rates Bylaw reflects the tax increase approved in the Financial Plan.

DISCUSSION

The 2026 property tax rates are based on the "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026" which contemplates a 6.5% increase in municipal property tax revenue. The increase follows consideration of all other available non-taxation revenue, cost savings, operational efficiencies, and revenue from new construction.

The 6.5% increase in municipal taxation revenue is allocated as follows:

- Municipal Operations: 4.1%
- Police Services: 0.7%
- Asset Management: 1.7%

For an average residential property assessed at $959,000, the total impact of these increases is estimated at $160 annually.

Property taxation calculations for 2026 in the "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026" were based on the completed assessment roll provided by BC Assessment. Subsequent to adoption of the Financial Plan Bylaw, the revised roll was received. It was then identified that the completed roll contained a data error originating from BC

Assessment, which resulted in a significant reduction in the Non-Market Change (new construction) value in the revised roll.

Based on the completed roll, new construction revenue of approximately $230,000 was anticipated and incorporated into the Financial Plan. Based on the revised roll, new construction revenue is now estimated at approximately $147,000, resulting in an unfavourable variance in taxation revenue of approximately $83,000 for 2026.

Given the nature of the information provided and the level of detail available within the assessment roll, this discrepancy was not reasonably identifiable by Town staff through standard review procedures. Adjustments to reflect the reduction in Non-Market Change taxation revenue will be addressed through a future amendment to the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, anticipated in Fall 2026.

FINANCIAL IMPLICATIONS

Adoption of the 2026 Tax Rates Bylaw will enable the Town to collect the revenues identified in the adopted "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026".

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

Public Participation Framework developed by the International Association for Public Participation – IAP^2 International.

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

INFORM:

- The "Town of Qualicum Beach Tax Rates Bylaw No.922, 2026 will be available on the Town's website. An information insert on property taxes will also be mailed to residents along with the annual property tax notices in May 2026.

STRATEGIC PLAN ALIGNMENT

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

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Progressive Infrastructure: *To ensure infrastructure for energy, water, waste water and storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.*

SUMMARY

The annual Tax Rates Bylaw must be adopted by **May 15, 2026**. The proposed Bylaw aligns with the "Town of Qualicum Beach 2026–2030 Financial Plan Bylaw No. 921, 2026" and includes rates to collect required levies for the RDN, NRHD, and VIRL.

ALTERNATIVE OPTIONS

Defer consideration of the proposed Bylaw or request additional information regarding the proposed Bylaw in advance of considering readings to the Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance

Raj Hayre
Director of Financial Services
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Town of Qualicum Beach Tax Rates Bylaw 922, 2026

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\04 22 RCM\1. DRAFTS FOR CORPORATE ADMIN REVIEW\2026 Property Tax Rates Bylaw-Staff Report.docx

TOWN OF QUALICUM BEACH
BYLAW NO. 922

BEING A BYLAW FOR THE LEVYING OF RATES FOR GENERAL MUNICIPAL, REGIONAL DISTRICT, REGIONAL HOSPITAL AND LIBRARY PURPOSES FOR THE YEAR 2026

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

1. The following rates are hereby imposed and levied for the year 2026:
   (a) For all lawful general purposes of the Town of Qualicum Beach on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "A" of Schedule “A” attached hereto and forming a part hereof.
   (b) For purposes of the Vancouver Island Regional Library on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column “B” of Schedule “A” attached hereto and forming a part hereof.
   (c) For purposes of the Regional District of Nanaimo on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in Column "C" and “D” of Schedule “A” attached hereto and forming a part hereof.
   (d) For purposes of the Nanaimo Regional Hospital District on the assessed value of land and improvements taxable for Regional Hospital District purposes, rates appearing in Column "E" of Schedule “A” attached hereto and forming a part hereof.

2. The minimum amount of taxation upon a parcel of real property shall be One Hundred Dollars ($100.00).

3. This Bylaw may be cited as "Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026".

FIRST READING this ___th day of _____ , 2026.
READ A SECOND TIME this ___th day of _____ , 2026.
READ A THIRD TIME this ___th day of _____ , 2026.

ADOPTED this ____th day of _____ 2026.

_____
Teunis Westbroek
Mayor

_____
Heather Svensen
Director of Corporate Services/Deputy CAO

SCHEDULE "A"

Tax Rates (Dollars of tax per $1,000 of Value)

PROPERTY CLASS	A	B	C	D	E
	General Municipal	Library	Regional District General	Regional District Sewer	Regional Hospital
1. Residential	2.7401	0.1509	0.6707	0.6559	0.6422
2. Utilities	40.0442	2.2051	9.8023	9.5855	2.2478
3. Supportive Housing	2.7401	0.1509	0.6707	0.6559	0.6422
4. Major Industry	6.9777	0.3842	1.7080	1.6702	2.1836
5. Light Industry	6.9777	0.3842	1.7080	1.6702	2.1836
6. Business & Other	6.9777	0.3842	1.7080	1.6702	1.5734
7. Forests-managed	2.7401	0.1509	0.6707	0.6559	1.9267
8. Recreation/N.P.	6.9777	0.3842	1.7080	1.6702	0.6422
9. Farm Land	2.7401	0.1509	0.6707	0.6559	0.6422

Councillor Harrison Notice of Motion | Eaglecrest Land Use
Regular Council Meeting April 22, 2026

WHEREAS multiple items of correspondence from the Eaglecrest Residents Association, especially the October 3rd submission for the public hearing process, clearly indicate a preference for the former 17th and 18th holes to be single family residential (R1),
WHEREAS the overwhelming majority of citizens who participated in the public hearing indicated a strong desire to see R1 zoning at both locations,

WHEREAS the OCP previously set out a target density for residential units being approved in previous recreational zoning at 30 units per ha,

WHEREAS the costs for the purchase of the park land and golf course, equipment, and infrastructure are currently set to be entirely funded by development in a small area which will disproportionately have negative impacts on a small number of citizens, while the entire community has access to the assets,

WHEREAS the approval of approximately 393 units of housing that are likely to result in about 300 units of housing and 600 parking spaces, including the institutional use, will result in 2 acres of green space being converted into parking spaces (2.5m*5.5m*600=8250m2 = 2.04 acres),

BE IT RESOLVED either that:

1. a) That staff prepare a bylaw change for the former 17th and 18th holes to R1 from their current zoning,
   b) That the density per ha of the subject properties is reduced from 60 to 50 units per ha,
   c) That staff prepare an alternative approval process for long-term borrowing of $5 million dollars immediately following the election to offset the reduction in land sale value.

or

2. a) That staff prepare a survey for the public to provide feedback on the proposed rezoning and public borrowing to be complete by May 31st, with a report and recommendation for the June 24th council meeting.

Staff Comment:
Council adopted the Official Community Plan Bylaw No. 800, 2018 Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 on October 22, 2025.

Since October 22, 2025, these Bylaws have been acted upon through undertaking public engagement for neighbourhood planning, implementation of mapping changes, and distribution of the entire OCP (as revised) being sent to the Province as per their requirements. As such, Amendment Bylaws would be required.

It should be noted that Council has reflected in the “Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026” that the Eaglecrest acquisition and redevelopment is to be “self-funded” from the sale of Town-owned land in the Eaglecrest neighbourhood, rather than borrowing which would have impact to taxation. Should Council choose to undertake borrowing, direction for a Financial Plan Amendment would be required.

Should Council wish to direct staff to develop Bylaw Amendments for the Official Community Plan and Zoning Bylaw to reflect the Notice of Motion, and direct amendment to the Financial Plan, staff will take its direction accordingly.

It should also be noted that Council direction would be required to prepare a survey and the proposed completion date of May 31st, with a report and recommendation for the June 24th Council meeting, is not achievable within current staff capacity; Council could consider retaining a third-party consultant for this initiative with a funding source to be identified. A timeline for deliverables would have to be negotiated with such a third-party.

Staff await Council direction on the NoM request in consideration of the above information.

Committee & Liaison Report
Councillor Anne Skipsey
Regular Council Meeting, April 22, 2026

March 26, 2026 – Exploring MABR's Future

- I attended a session hosted by Local Futures on creating a more collaborative, sustainable and prosperous future by exploring the UN's Sustainable Development Goals (SDGs) and how they might help us see the complexity of community challenges and identify opportunities to create change.

Arrowsmith Naturalists

- The head of the Town of Comox Parks Department presented on being a "Bee City" and what this means to their community.

March 27, 2026 – Mount Arrowsmith Biosphere Region Roundtable

- As Council's liaison, I attended the roundtable where a good discussion and exchange of information took place. Local Futures were also in attendance to talk about how this entity engages with and uses the 17 SDGs.

March 30, 2026 – Beach Day

- As Council Liaison, I attended this planning meeting. Everything is on track for another successful event. There will be a few small changes to both the stage entertainment and exhibitors this year.

April 7, 2026 – Hamilton Marsh Regional Park and Conservation Area

- I attended this event, along with other invited guests, to celebrate the RDN's purchase of Hamilton Marsh. I remember visiting what was then referred to as "Hamilton Swamp" when I was about 10 years old when my class went there to look at the critters both on land and in the water. I have another fond memory of skating on the marsh during a particularly cold winter. I believe it was a very good and important decision to conserve this rich biodiverse area for now and for future generations.

April 9, 2026 – Beach Day - Shuttle

- I met with representatives from Berwick in Qualicum Beach to discuss changes to their shuttle service for Beach Day this year as the plan is currently to have overflow parking at the Qualicum Beach Memorial Golf Course and the shuttle will make stops there as needed.

Arrowview School Classroom Visit

- As the Councillor with the Parks & Recreation portfolio, I visited a class of wonderful Grade 1 & 2 students as part of their social studies unit on community design. The students were good listeners, asked thoughtful questions and provided some suggestions for some improvements to Chartwell Park, which I plan to bring forward during the May 27th Committee of the Whole for Parks and Recreation.

April 10, 2026 – Brant Festival – Lift Off Event

- Along with most other members of Council, I attended the Lift Off for this year's Brant Festival where we learned about the Parksville-Qualicum Beach Wildlife Management Area.

April 12 , 2026 – Brant Festival – Breakfast Fundraiser

- I was pleased to help out at this fundraising event in support of food services at KSS.

Councillor Skipsey Notice of Motion | Climate Action
Regular Council Meeting April 22, 2026

WHEREAS the Town's staffing position of Climate Action Coordination is currently vacant;

THEREFORE BE IT RESOLVED THAT Council directs the Environment & Sustainability Committee to provide a recommendation on their preferred use of the budgeted *Climate Action – Community Outreach and Support* line item in the amount of up to $12,500 in 2026, to work with a third-party group to implement an outreach activity that does not require the time of Town staff.

Committee & Liaison Report

Councillor Petronella Vander Valk

Regular Council Meeting, March 25, 2026

March 18 to April 13, 2026

March 17, 2026

- As Liaison, attended the Board meeting of the Chamber of Commerce.

March 24, 2026

- As Liaison, attended the Chartwell Residents' Association Board meeting. Discussed concerns and projects in the Chartwell neighbourhood.

March 26, 2026

- Attended a presentation and workshop by "Local Futures", hosted by MABR, looking at the United Nations Sustainable Development Goals (SDGs) and how our community could make those goals a reality.
- Attended the Mount Arrowsmith Naturalists meeting with a presentation about how Comox became a "Bee City".

March 26, 2026

- As Liaison, attended the AGM of the Parksville Qualicum Beach Tourism Association.

April 2, 2026

- As Liaison, attend a presentation by RCMP discussing concerns of local businesses.
- Attended the Public Meeting discussing the neighbourhood revisioning planning process for Eaglecrest. The presentation was well attended, and residents had the opportunity to put forward their ideas and comments.

April 7, 2026

- Attended the Official Opening of the newly acquired Hamilton Wetlands and Forest. There were many happy speeches and smiling faces. A great accomplishment after over 30 years of community collaboration and effort to secure this irreplaceable natural asset.

April 10, 2026

- Attended the "Lift Off" of the 35th Annual Brant Wildlife Festival. A presentation was made by Shawn Lukas of the BC Nature Trust on the Parksville Qualicum Beach Wildlife Management Area, followed by questions and discussion.

April 12, 2026

- Helped with the MABR Brant Wildlife Festival Community Breakfast. The funds raised go to the KSS Food Program.

- Continuing from last month's recognition of IWD 2026, in regard to Marlys Diamond, a true community champion who was nominated for the Women of Influence Nanaimo Awards. Sharing what has been written about her:

  To say Marlys Diamond's life is rich in purpose and passion would be an understatement. Since 1988, Marlys has dedicated herself to strengthening, beautifying, and advocating for the Qualicum Beach community - and her impact can be seen everywhere you look.

  - From helping preserve the Old School House (TOSH) as a thriving art gallery, to serving two terms on Town Council, to leading Communities in Bloom for seven years, Marlys has consistently brought people together to create lasting change. Under her leadership, Qualicum Beach earned national and international recognition, fostered cultural growth, and inspired communities beyond our region.
  - A tireless advocate for healthcare, seniors' services, and environmental stewardship, Marlys has played a key role in advancing local healthcare initiatives, supporting aging-in-place solutions for seniors, and encouraging greener, more connected neighborhoods. Even today, she remains actively involved - most recently helping launch Berwick Qualicum Beach's Pollinator Pathways, a multigenerational initiative supporting local pollinators.

March 19, 2026

- Oceanside Non-Market Housing Action Table topics: veterans homelessness program funding, veteran identification & outreach, non-market housing research & advocacy.

March 26, 2026

- MARB at Rotary House workshop exploring sustainable development goals for a more prosperous future.
- Caregivers Meeting organized by Carol & Fred Dowe. Mayor Westbroek spoke on Eagle Park land as a public private partnership. MLA Higginson updating that we are #58 on list for advancing healthcare needs! Carol recommends writing Stephanie Higginson & Josie Osborne about this, emphasizing our great needs in Oceanside. Mel from Medicine Shop in Parksville spoke on calling their shop when needed for an on-call doctor to return a consultation call the same day covered under MSP. Also, there was great conversation around converting an existing home to a small group nursing home.

March 27, 2026

- QB Museum monthly directors' reports and outreach for best solution for an affordable small storage shed.

April 2, 2026

- QB Chamber of Commerce members invited to meet with Sergeant DeCoene regarding an update on safety & crime prevention in town. Currently there's good forgery of 50's and 100's circulating. Future plans to have another outreach session with Oceanside on crime awareness.
- Women Talking Policy conversation on Housing. Digitally Accelerated Standardized Housing (DASH) works by using standardized designs, prefabricated parts, and a coordinated supply chain. This helps lower costs, saves time, and build more homes faster, without sacrificing quality or design.

April 7, 2026

- Celebration of the purchase of Hamilton Marsh as a Regional Park and Conservation Area ribbon cutting.
- ELCCO meeting, need to continue to advocate the need for $10/day program in childcare, as B.C. Budget paused the $10/day program with the intention of reassessing the process through a public consultation - yet to be announced. Participants recognized need for Oceanside community to collaborate to best support childcare needs instead of waiting for the B.C. government model as well as developing a centralized waitlist.

April 8, 2026

- 100 Women Who Care celebrated their 9th year anniversary reaching the million-dollar mark in total meetings contributions. Congratulations to SOS who was the successful charity this meeting.

April 10, 2026

- Family Day Committee meeting, thank you to committee volunteers working with chairperson, Rebecca Fenton!
- Lift-Off celebration of Brant Wildlife Festival. Organized by MARB, presentation by Shawn Lukas of The Nature Trust of BC exploring the Parksville Qualicum Beach Wildlife Management Area (habitat for migratory birds & coastal wildlife).

April 12, 2026

- Volunteered serving as well as enjoying breakfast at the KSS Community Breakfast, a fundraiser for the KSS Food Program, which provides meals for students at our local schools, while also offering food items for students to take home to their families.
- Movie night with the QB Cinema Society…"Salmon Secrets" presented by Clayoquot Action from Tofino and "Call of the Orcas" & "Shared Water, Shared Crisis" presentation thru QB Museum. 'Go wild, boycott farmed fish and recovering natural habitat are priorities.

April 10 - 13, 2026

- Much gratitude & kudos to Ray Woroniak and Graham Sakaki of Mount Arrowsmith Biosphere Region for again hosting the Brant Wildlife Festival.

TOWN OF QUALICUM BEACH

INCORPORATED 1942

201 – 660 Primrose St.
P.O. Box 130
Qualicum Beach, BC
V9K 1S7

Telephone: (250) 752-6921
Fax: (250) 752-1243
E-mail: qbtown@qualicumbeach.com
Website: www.qualicumbeach.com

April 10, 2026

Mr. Murray Walters
General Manager, Regional and Community Utilities
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Re: Request for delay in implementation of bulk water rate increase

Dear Mr. Walters,

In response to your correspondence dated March 24, 2026, concerning the Town's increase to water rates, we wish to apologize for the administrative oversight of not providing the RDN with an advance copy of the Town of Qualicum Beach Waterworks Rate Regulation Amendment Bylaw (753.01) and the Town of Qualicum Beach Parcel Tax Amendment Bylaw in advance of Council considering adoption of the amended Bylaws. This oversight precluded the RDN's advanced notification to users in the French Creek Water Service Area of the pending rate increase.

As the oversight was the Town's, I wish to advise you that Town staff will be recommending to Council at the April 22, 2026, regular Council meeting that the bulk water rate increase (to Sandpiper residents) be deferred to September 30th as per the RDN's written request. Council approval is required as this decision results in the Town forgoing approximately $22,000 in revenue, based on last year's water volume consumption.

We will be in touch to advise of Council's decision making on April 22, 2026.

Best regards,

Lou Varela, MCIP, RPP
CAO, Town of Qualicum Beach

File No: 0400-60-RDN
File Path: N:\0100-0699 ADMINISTRATION\0400 COOPERATION AND LIAISON\0400-60 OTHER LOCAL GOVERNMENTS\REGIONAL DISTRICT OF NANAIMO\2026\April 10 2026 Letter to Murry Walters, RDN.docx

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No.1850-30-2026 Intake

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 22, 2026

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

SUBJECT: **2026 Special Event Sponsorship Applications**

GOVERNANCE DECISION

The decision before Council is whether or not to allocate up to $10,000 in funding to community groups to support special events within the Town as per Policy 3000-24 Special Event Sponsorship.

RECOMMENDATIONS:

1. **THAT** Council approves a one-time sponsorship of $2,500 for the Qualicum Beach Farmers Market Christmas Night Market event to be held December 4, 2026.
2. **THAT** Council approves a one-time sponsorship of $2,500 for the Anglican Parish of St. Mark - St. Mark's 100th Anniversary Family Festival Day event to be held June 13, 2026.
3. **THAT** Council approves a one-time sponsorship of $2,500 for the St. Andrews Lodge Historical and Cultural Society St. Andrews Lodge Grand Re-opening Celebration event to be held July 4, 2026.
4. **THAT** Council denies the request for sponsorship funding in the amount of $800 for the Qualicum Beach Lawn Bowling Club Victoria Day Tournament event to be held May 18, 2026, as the event is a private member event, not open to the public.
5. **THAT** Council denies the request for sponsorship funding in the amount of $2,500 for the Qualicum Beach Collective Society Community Movement Initiative event to be held on June 6, 2026, as the event is sponsored by ParticipACTION, a Canadian non-profit charitable organization that provides national infrastructure, tools, and direct grant funding.

PURPOSE

The purpose of this request is for Council to consider providing funding for eligible organizations to support special events, open to the public, occurring in the Town of Qualicum Beach. Up to $10,000 is available for funding of eligible special events. Policy 3000-24 Special Event Sponsorship is included in this staff report as Attachment 2 for convenience.

BACKGROUND
Council approved the Special Event Sponsorship Policy 3000-24, May 14, 2025, and established an application deadline of March 31st annually, to receive applications.

Per Policy 3000-24, sponsorship funding is available to:

1. Registered non-profit societies or those that belong to a parent society under the laws of British Columbia, are based in the Town of Qualicum Beach, and stage events within the Town of Qualicum Beach.
2. A maximum of $2,500 per calendar year and funding must be used to offset direct costs associated with staging the event such as facility rentals, field rentals, staffing, equipment, retaining other service providers engaged in supporting the event such as entertainment, food and beverage services [mobile food trucks], security and/or traffic control.
3. Sponsorship funds are available on an annual, one-time basis only to the limit of the annual Town allotted funding.

Applications must include the following:

1. Authorized Primary contact(s)
2. An itemized budget listing all costs associated with organizing and executing the event.
3. Demonstrate the need for sponsorship funding, including supporting documents confirming that requested funds are required and specifying their intended use.
4. Any additional funding resources that will be used to support the event.

DISCUSSION
Three applications were received that meet the criteria outlined in the Policy and staff are seeking Council's direction on funding. Complete applications are attached to this report for Council's information and consideration.

Applications not advanced for Council approval:

Staff recommend that Council not advance two of the five sponsorship applications, as neither request aligns with the intent of the Sponsorship Funding Policy. The Qualicum Beach Lawn Bowling Club Victoria Day Tournament is a private member event that is not open to the public, which limits broader community benefit and public access. The Qualicum Beach Collective Society Community Movement Initiative, while community-oriented, is sponsored by ParticipACTION, a national charitable organization that provides infrastructure, tools, and access to direct grant funding; as such, alternative external funding support is available. In addition, at the time of writing this report, the Qualicum Beach Collective Society had not submitted the documentation required to process reimbursement under its 2025 application. Staff issued a follow-up letter on March 20, 2026, requesting the outstanding documentation.

In both cases, staff consider that municipal sponsorship funds are better reserved for initiatives that are broadly accessible to the public and demonstrate a clear need for local government financial support.

All applicants will be notified of Council's decision. Funds will be released to the organizations following their submission to the Town of original receipts and a final report on the event details after the event has taken place.

FINANCIAL IMPLICATIONS

The total of the three sponsorship requests recommended for approval totals $7,500. Council designated $10,000 from the Tourism & Small Business Promotion Strategic Initiative to the Special Event Sponsorships for 2026. The remaining funds of $2,500 will be returned to the Strategic Initiatives Reserve.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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^2 International.

INFORM:

- All applicants will be informed of the status of their application.

STRATEGIC PLAN ALIGNMENT

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

- Economic Prosperity: *To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.*

SUMMARY

Five applications were received by the March 31, 2026, deadline and staff are recommending to award sponsorship funding to three of the five applications received. This sponsorship program is outlined in Policy 3000-24 Special Event Sponsorship and is funded through the Tourism & Small Business Promotion Strategic Initiative.

ALTERNATIVE OPTIONS

1. THAT Council provide alternative direction to staff.

APPROVALS

Report respectfully submitted by Heather Svensen, Director of Corporate Services/Deputy CAO.

Heather Svensen, Director
of Corporate
Services/Deputy CAO
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Twyla Slonski
Interim Deputy Director of
Corporate Services
Concurrence

Raj Hayre
Director of Finance
Concurrence

REFERENCES

Attachment 1: Special Event Sponsorship Applications
Attachment 2: Policy 3000-24 Special Event Sponsorship

TOWN OF
QUALICUM BEACH

Address: #201 - 660 Primrose Street. PO BOX 130, Qualicum Beach, BC V9K 1S7
Phone: 250.752.6921
Email: gbtown@qualicumbeach.com

Attachment 1

RECEIVED
MAR 13 2026
TOWN OF QUALICUM BEACH

SPONSORSHIP FUNDING APPLICATION

DATE SUBMITTED:

APPLICANT INFORMATION	
Name of Authorized Primary Contact: LAUNIE ELVES	
Name of Organization: QUALICUM BEACH FARMERS MARKET	
BC Society Registration #: S0040867	
Mailing Address: PO BOX 486, QUALICUM BEACH, BC V9K 1T1	
Phone Number: Sec. 22	**Email:** Sec. 22

EVENT DETAILS
Event Name: CHRISTMAS NIGHT MARKET
Event Date: FRIDAY, DECEMBER 4th, 2026
Event Location: VETERANS WAY & COMMUNITY HALL, QUALICUM BEACH, BC
Event Description: *[Brief summary of the event, its purpose and target attendees]* SEE ATTACHED # 1
Has this event been approved by the Town of Qualicum Beach under the Special Event Policy? Yes ☑ No ☐
Estimated Number of Attendees: 5000

FUNDING REQUEST
Total Sponsorship Amount Requested *[max. amount $2,500]*: $ 2500
How will sponsorship funds be used? *[e.g., marketing, equipment, entertainment, other]* Marketing (posters and ads) Equipment Rentals (heaters, lights, generator, music) Safety/Traffic Control
Other sources of funding & sponsorship received or anticipated: Vendor Fees, donations, and sponsorship

TOWN OF
QUALICUM BEACH

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COMMUNITY BENEFIT

How does the event contribute to the community? *(Economic, cultural, social)*

SEE ATTACHED # 2

How will the Town of Qualicum Beach be recognized for its sponsorship? *(verbal acknowledgement, printed materials)*

Verbal acknowledgement, on printed material that is distributed throughout the community and at the market, social media

Required Documentation *[✓ confirming attached]*

- ☑ Event budget outlining how sponsorship funds will be used
- ☑ Supporting documentation demonstrating community benefits

APPLICANT DECLARATION

I, the undersigned, certify that the information provided in this application is accurate and complete.

I understand that if funding is approved, i am required to submit original receipts for payment and a post-event report to council as outlined in Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24.

Name: LAUNIE ELVES	Signature: Sec. 22	Date: MARCH 5th, 2026

APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:

IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.

EMAIL: qbtown@qualicumbeach.com

DEPARTMENT USE ONLY

☐ **APPROVED**	☐ **DENIED**
☐ **Applicant advised**	☐ **Applicant advised**

Notes

Personal information on this form is collected under the guidelines of the Freedom of Information and Protection of Privacy Act ("FIPPA") and will only be used for the purpose of administering the Request for Access to Records. Questions about this collection can be directed to the Director of Corporate Services, Box 130, Qualicum Beach, BC or at 250-752-6921.

#1

Qualicum Beach Farmers Market Christmas Night Market

The Qualicum Beach Farmers Market Christmas Night Market is a festive community event held during the holiday season, designed to celebrate local culture, agriculture, and craftsmanship. Its primary purpose is to provide a vibrant marketplace where residents and visitors can shop for unique gifts, local produce, and artisanal goods while enjoying a festive atmosphere.

Target attendees include families, residents, and tourists looking to experience the charm of the holiday season. The market features a variety of vendors, including farmers, artisans, and crafters, making it an ideal destination for those seeking locally-made products and seasonal treats. The event fosters community spirit and engagement, making it a cherished tradition in Qualicum Beach.

2

The Qualicum Beach Farmers Market Christmas Night Market **contributes significantly to the community** in several ways:

Economic Contributions

1. **Local Business Support:** The market provides a platform for local farmers and artisans to sell their goods, supporting small businesses and enhancing the local economy.
2. **Job Creation:** The event creates temporary job opportunities, from vendors to support staff, stimulating economic activity in the area.
3. **Tourism Attraction:** The Christmas Night Market can draw visitors from outside the area, boosting local tourism and benefiting surrounding businesses such as restaurants and shops.

Cultural Contributions

1. **Community Tradition:** The Night Market fosters a sense of tradition and celebration during the holiday season, bringing people together in a festive atmosphere.
2. **Showcasing Local Artisans:** It provides a venue for local artisans to showcase and sell their crafts, promoting cultural diversity and creativity within the community.
3. **Cultural Exchange:** Events and activities at the market often reflect the unique cultural heritage of the area, encouraging community pride and cultural exchange.

Social Contributions

1. **Community Engagement:** The event encourages social interaction among residents, fostering a sense of community and belonging.
2. **Family-Friendly Activities:** By providing entertainment options, such as live music and activities for children, the market creates a welcoming environment for families.
3. **Volunteer Opportunities:** The market often relies on community volunteers, enhancing social connections and involvement among residents.

Overall, the Qualicum Beach Farmers Market Christmas Night Market plays a vital role in enriching the community through its economic, cultural, and social contributions.

2025 Christmas Night Market Attendance and Economic Impact:

Using data from the University of Northern BC's 2023 economic impact study, we recorded 10,134 attendees between 3:30 PM and 8:30 PM, generating direct sales of $399,847.50. Local restaurants reported significant traffic:

- Fern and Cedar Brewing: 2-hour wait
- Village Eatery: 45-minute wait
- Giovanni's: Very busy
- Q Burger: Fitting customers between reservations
- Courtyard Café: Open late and busy
- Qualicum Beach Café: Extremely busy all night

This influx provided a substantial boost to local restaurants and businesses that remained open late.

Qualicum Beach Farmers Market

Christmas Night Market – Friday, December 4th, 2026

Event Budget

Revenue:

- **Vendor Fees:** $4,500
- **Sponsorship/Grants:** $3,000

Total Revenue: $7,500

Expenses:

- **Insurance:** $100
- **Hall Rental:** $150
- **Santa:** $450
- **Face Painting:** $450
- **Prizes:** $100
- **Heaters:** $1,000
- **Music:** $1,700
- **Advertising:** $500
- **First Aid:** $200
- **Traffic Control:** $400
- **Lights:** $250
- **Volunteers' Meals:** $700
- **Wages:** $850
- **Propane for Heaters:** $100
- **Marketwurks:** $125

Total Expenses: $7,275

Summary

- **Total Revenue:** $7,500
- **Total Expenses:** $7,275
- **Net Profit:** $225

TOWN OF
QUALICUM BEACH

Address: #201 - 660 Primrose Street. PO BOX 130, Qualicum Beach, BC V9K 1S7
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Email: gbtown@qualicumbeach.com

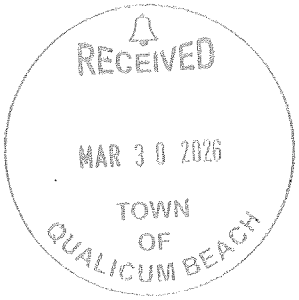
SPONSORSHIP FUNDING APPLICATION

DATE SUBMITTED:

APPLICANT INFORMATION	
Name of Authorized Primary Contact: Sandy Morter	
Name of Organization: Anglican Parish of St Mark	
BC Society Registration #: 118787142 RR0052	
Mailing Address: 138 Hoy Lake Road W, Qualicum Beach, BC V9K 1L7	
Phone Number: Sec. 22	**Email:** Sec. 22

EVENT DETAILS
Event Name: St Mark's 100th anniversary Family Festival Day (FFD)
Event Date: 13 June 2026 (all anniversary events will be held 11 -19 June 2026)
Event Location: Anglican Church of St Mark - 138 Hoy Lake Rd Qualicum Beach
Event Description: *[Brief summary of the event, its purpose and target attendees]* FFD is one event of a variety of celebrations marking St Mark's 100th anniversary. Families, friends and visitors to the community will be welcome to attend, eat a hot dog and ice cream, enjoy a beverage, play games, craft artistic items with a TOSH artist, and have fun with a magician. There will be no charge for food or entertainment.
Has this event been approved by the Town of Qualicum Beach under the Special Event Policy? Yes ☐ No ☑
Estimated Number of Attendees: 250

FUNDING REQUEST
Total Sponsorship Amount Requested *[max. amount $2,500]*: $ 2500
How will sponsorship funds be used? *[e.g., marketing, equipment, entertainment, other]* It will be used for promoting and advertising for all of the 100th anniversary celebration activities ($1200), and to cover the costs for Family Festival Day such as the food & soft drinks ($500), to compensate the TOSH artist ($500), and to rent chairs tables ($500), and yard games and crafts ($500). Total $2700
Other sources of funding & sponsorship received or anticipated: "Building Communities through Arts and Heritage - Community Anniversaries" for the cost of four stained-glass windows. Church fund-raising activities such as choral and musical concerts by splitting gate proceeds, Floral Arts by donation, and seeking donations from all parish members.



TOWN OF
QUALICUM BEACH

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COMMUNITY BENEFIT
How does the event contribute to the community? *(Economic, cultural, social)* Celebrating this anniversary event will provide a multifaceted boost to the community by supporting local tourism, reinforcing identity and fostering community pride. More tourists will spend more dollars in local businesses. We celebrate the building's historical contribution to our community, and enhance quality of life by bringing people together (see attached)
How will the Town of Qualicum Beach be recognized for its sponsorship? *(verbal acknowledgement, printed materials)* Sponsors will be recognized through event advertising and promotion as well as flyers. They will be highlighted in newspaper articles and photos and featured prominently on our website and in the event final report.
Required Documentation *[✓ confirming attached]* ☑ Event budget outlining how sponsorship funds will be used ☑ Supporting documentation demonstrating community benefits

APPLICANT DECLARATION
I, the undersigned, certify that the information provided in this application is accurate and complete. I understand that if funding is approved, i am required to submit original receipts for payment and a post-event report to council as outlined in Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24.
Name: Sandy Morph **Signature:** Sec. 22 **Date:** 26 Mar 2024

APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:
IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.
EMAIL: qbtown@qualicumbeach.com

DEPARTMENT USE ONLY	
☐ APPROVED ☐ Applicant advised	☐ DENIED ☐ Applicant advised
Notes	

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The Anglican Parish of St Mark centers around the historic church building whose centenary we are celebrating this year, 2026. This submission will show the social, financial and cultural benefits the community of Qualicum Beach has witnessed throughout the 100-year history of St Mark's as an entity (Part A) and then will show how all the celebratory events planned for June reflect the same benefits but on a smaller scale (Part B). Although the sponsorship dollars requested in this application will be used to fund all the advertising as well as one event, namely the Family Festival Day, the document will describe all the events we have planned.

Part A

The Anglican Parish of St Mark is deeply entwined with the establishment, growth, and history of Qualicum Beach. The church building of St Mark's is prominently positioned on the high ground overlooking Memorial Golf Course and the beautiful Salish Sea beyond. It was formally opened on June 11th, 1926, just sixteen weeks after the first tree was felled to clear the building site, pre-dating the incorporation of Qualicum Beach as a village by some sixteen years. It is currently one of only eleven heritage properties of Qualicum Beach that are listed in the National Historic Register.

St Mark's members helped establish the community and fought side by side with others from the town in two World Wars. As one of the few hundred-year-old buildings in Qualicum Beach, St Mark's is an important landmark in the town. For decades, the sight of its Tudor Revival architecture has informally introduced tourists and visitors to the Qualicum Beach town center. It has provided a beautiful site in which to mark significant life passages such as weddings and funerals, for the community of Qualicum Beach as a whole. The ceremonies that count most, however, are those of the people of Qualicum Beach. The congregations of a

hundred years have imbued St. Mark's with a history of many acts of faith and compassion, large and small and benefitting many residents of the town. St Mark's Community Fair, first held on Veterans' Way on July 24th, 1973, was established to enable the parish to give back to the community of Qualicum Beach by supporting many of the charitable organizations that serve this area. Over its tenure it has entertained the thousands of visitors who descended on Qualicum Beach every summer.

While the Fair served as a prominent fundraiser for St Mark's, many other activities are also carried out in the church's Outreach program, such as the spring Plant and Bake sales, Christmas Bazaars, Holy Roller Pie and Bake sales, clothing sales, and fundraising for Oceanside campaigns such as Coldest Night of the Year, the KSS Backpack Program, Oceanside Hospice Society and many other local youth, social justice and aging/health charities. The church congregation donates directly to Manna Ministries by funding, making and distributing monthly lunches and by gathering socks, toques, mitts, and underwear for those in need. As well, the church collects donations to Christmas food hampers and the Food Bank. These activities are conducted in concert with fundraising campaigns for those in need in central and northern Vancouver Island as well as internationally in Ukraine, Gaza and many countries in Africa.

Throughout each year, the historic church building of St Mark has served as a beautiful forum for the community by welcoming musicians, choirs, bands and performers alike. Additionally, St Mark's encourages and supports the activities of many local community social and self-help groups within its buildings. For the past year this accommodation has also included the Thinking Garden Nursery School. These buildings which are used by these local groups are maintained soley by the members of the

congregation. This also includes the maintenance and improvements of our beautiful heritage building.

Part B

The activities which are planned for the Centennial Celebration will be held from the 11th to the 19th of June. By celebrating St Mark's wonderful heritage building, it is hoped to increase local awareness of St Mark's community and its role in the history of Qualicum Beach. The food and games planned for Family Festival Day have been arranged to reflect a Fair from yester-year. The church will be open to the public during the week of the Centenary with a Floral Arts display featuring the talents of local artists. There will also be guided tours of that historic building. A concert series is also scheduled to be held in the church. It will present something for everyone by showcasing strings, jazz and symphonic music. A pictorial history book of St Mark's church is being assembled and will be for sale during the festivities. A set of stained-glass windows will be commissioned with a local Indigenous artist and we are very pleased that Jesse Recalma has agreed to design these windows. Lastly, there will be a Service of Thanksgiving and Rededication planned for mid-week over which Bishop Anna, Bishop of the Diocese of the Islands and Inlets, will preside. An afternoon tea will follow.

All in all, events such as these enhance a feeling of enjoyment by bringing residents together to renew old friendships and make new ones, and by instilling a sense of pride in and commitment to a unique and cherished community. Tourists and visitors will likely see and appreciate this comradery and come away thinking Qualicum Beach is definitely worth more than one visit.

This table shows the budget for St Mark's Centennial Celebration events. The sponsorship we are requesting will be used for **advertising** for the entire celebration plus those costs associated with the **Family Festival Day**.

Family Festival Day	Floral Arts	Concert of Island Choirs & Musicians	Service of Thanksgiving & Rededication	Pictorial History Book	Stained Glass Windows	Advertising Promotion
13 Jun	12-13 Jun		16 Jun			
Food – BBQ hotdogs, buns, and condiments, pop $500 Ice Cream truck TOSH artist $500 Magician FREE chairs, tables $200 Games & Crafts $300	Mid-Is Floral Arts Setup 11th Open 12th & 13th; 12-4pm Tours of church; entry by donation	Organ Recital 14 Jun 2:30; Symphonic String Trio Date TBD Trumpet/jazz 19th 7pm $20 Tickets; proceeds split 50/50	Bishop Anna BAS Service Tea following service Food $500 Rent dishes $500 Decorations $250	200 copies; $10 ea	Design by Jesse Recalma $?? Construction - Cheeky Monkey or Fogerty Design Studio	Ads, Flyers
TOTAL $1500	$500		TOTAL $1250	TOTAL $2000	TOTAL $12-16000	**TOTAL $1200**

Total cost for Family Festival Day - $1300 + Total Cost for advertising - $1200 = $2700

TOWN OF
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RECEIVED
MAR 26 2026
TOWN OF QUALICUM BEACH

SPONSORSHIP FUNDING APPLICATION

DATE SUBMITTED: 3/25/26

APPLICANT INFORMATION	
Name of Authorized Primary Contact: Shirley Culpin	
Name of Organization: St. Andrews Lodge Historical and Cultural Society (SALHACS)	
BC Society Registration #: S0074262	
Mailing Address: 3319 Island Highway West, Qualicum Beach	
Phone Number: Sec. 22	**Email:** Sec. 22

EVENT DETAILS
Event Name: St. Andrews Lodge Grand Re-opening Celebration
Event Date: Saturday, July 4, 2026
Event Location: St. Andrews Lodge/Saahtlam Park
Event Description: *[Brief summary of the event, its purpose and target attendees]* SALHACS and the Town will celebrate the grand re-opening of historic St. Andrews Lodge following five years of restoration. The celebration will include a wide variety of activities geared to all ages - live music, games and contests, beach walks, food trucks, etc.
Has this event been approved by the Town of Qualicum Beach under the Special Event Policy? Yes ☑ No ☐
Estimated Number of Attendees: 600-700, including some families who enjoyed staying at the Lodge over the years

FUNDING REQUEST
Total Sponsorship Amount Requested *[max. amount $2,500]*: $2,500
How will sponsorship funds be used? *[e.g., marketing, equipment, entertainment, other]* Marketing, musical entertainment, supplies for games and contests, St. John Ambulance donation, food for volunteers
Other sources of funding & sponsorship received or anticipated: We have partial sponsorship for the evening concert featuring the Arrowsmith Big Band, and the sound system for the entire event is being supplied free of charge.

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COMMUNITY BENEFIT

How does the event contribute to the community? *(Economic, cultural, social)*

The day is designed to appeal to all ages with a wide variety of old-fashioned fun activities embracing heritage and the natural world. There will be contests, Lodge tours, food trucks, face painting and a beach walk exploring and explaining t the flora and fauna on the beach beloved by so many generation of St. Andrews guests

How will the Town of Qualicum Beach be recognized for its sponsorship? *(verbal acknowledgement, printed materials)*

SALHACS always acknowledges sponsorship in all of its print media (posters, newspaper ads, press releases), on the SALHACS website, and in all social media posts and advertising. The Town will also be acknowledged during the opening ceremonies. There will also be acknowldegement in the SALHACS newsletter

Required Documentation *[✓confirming attached]*

- [x] Event budget outlining how sponsorship funds will be used
- [ ] Supporting documentation demonstrating community benefits

APPLICANT DECLARATION

I, the undersigned, certify that the information provided in this application is accurate and complete.

I understand that if funding is approved, i am required to submit original receipts for payment and a post-event report to council as outlined in Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24.

Name: Shirley Culpin	**Signature** Sec. 22	**Date:** March 26, 2026

APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:

IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.

EMAIL: qbtown@qualicumbeach.com

DEPARTMENT USE ONLY

☐ **APPROVED**	☐ **DENIED**
☐ **Applicant advised**	☐ **Applicant advised**

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July 4, 2026 Budget

Sound system	No Charge
Daytime Musicians	$300
Arrowsmith Big Band	$1,500
Advertising/promotion/marketing	$1,500
St. John Ambulance donation	$200
Food/beverages for volunteers	$300
TOTAL	$3,800

TOWN OF
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E-MAILED Mar. 26/24 Corp. Serv.

SPONSORSHIP FUNDING APPLICATION

DATE SUBMITTED:

RECEIVED MAR 2 8 2024 TOWN OF QUALICUM BEACH

APPLICANT INFORMATION	
Name of Authorized Primary Contact: Lynn Chwartacki	
Name of Organization: Qualicu Beach Lawn Bowling Club	
BC Society Registration #: S-0014688	
Mailing Address: 665 Jones St. Qualicum Beach BC V9K 1H2	
Phone Number: Sec. 22	**Email:** Sec. 22

EVENT DETAILS
Event Name: Victoria Day Tournament
Event Date: May 18, 2026
Event Location: Qualicum Beach Lawn Bowling Club
Event Description: *[Brief summary of the event, its purpose and target attendees]* Celebration of Victoria Day. Tournament, BBQ, prizes, and activities. The event will be for the entire membership. First big event of the year to welcome the spring/summer season on the outdoor green.
Has this event been approved by the Town of Qualicum Beach under the Special Event Policy? Yes ☐ No ☑
Estimated Number of Attendees: 100

FUNDING REQUEST
Total Sponsorship Amount Requested *[max. amount $2,500]*: ~~$1000.00~~ $800.00
How will sponsorship funds be used? *[e.g., marketing, equipment, entertainment, other]* BBQ, prizes for draws, tournament prizes, classic Victoria Day Punch(non-alcoholic), tablecloths. Victoria Day decor.
Other sources of funding & sponsorship received or anticipated: None at this time.

TOWN OF
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Email: gbtown@qualicumbeach.com

COMMUNITY BENEFIT

How does the event contribute to the community? *(Economic, cultural, social)*

After a long winter we can once again gather outdoors.

Provides a chance to outdoor bowls,socialize,be physically and mentally active.

Provides seniors with a safe and welcoming environment to meet and celebrate.

How will the Town of Qualicum Beach be recognized for its sponsorship? *(verbal acknowledgement, printed materials)*

Verbal acknowledgment as invitation for council members to attend.

Required Documentation *[✓ confirming attached]*

- ☑ Event budget outlining how sponsorship funds will be used
- ☑ Supporting documentation demonstrating community benefits

APPLICANT DECLARATION

I, the undersigned, certify that the information provided in this application is accurate and complete.

I understand that if funding is approved, i am required to submit original receipts for payment and a post-event report to council as outlined in Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24.

Name: Lynn Chwartacki	**Signatur** Sec. 22	**Date:** March 26/2026

APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:

IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.

EMAIL: gbtown@qualicumbeach.com

DEPARTMENT USE ONLY

☐ **APPROVED**	☐ **DENIED**
☐ **Applicant advised**	☐ **Applicant advised**

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Budget Victoria Day 2026

BBQ- $400.00 inclusive of all food and beverage

Draw prizes- $150.00

Tournament winner prizes - $150.00

Decorations- $100.00

Total- $800.00

Community Benefits

The sport of bowls provides a means of low impact exercise.

The event will our club members a means of reconnecting after a long winter.

Qualicum Beach Lawn Bowling Club is sport facility,

but it provides much more than physicality.

Our club combats social isolation, a placed where all are welcome.

QBLBC is an inclusive environment whereby individuals can improve their confidence, welcome all ages and promote social and camaraderie.

The event will bring our Club back together to celebrate Victoria Day and rekindle and welcome new members.

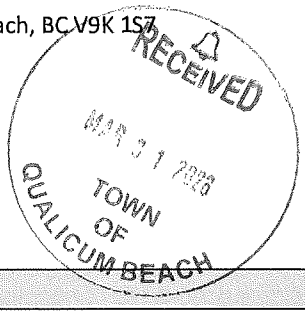
QBLBC provides a venue for exercise and social interaction not just for the Town proper but those who come from surrounding rural areas.

QBLBC is a place where we all can meet through a sport we all love.

Victoria Day Celebration will highlight the beginning of the summer season.

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SPONSORSHIP FUNDING APPLICATION

DATE SUBMITTED: March 31, 2026

APPLICANT INFORMATION	
Name of Authorized Primary Contact: Matias Globb	
Name of Organization: Qualicum Beach Collecctive Society	
BC Society Registration #: S0074906	
Mailing Address: 106 W 2nd Ave, Qualicum Beach, V9K1T1	
Phone Number: Sec. 22	**Email:** Sec. 22

EVENT DETAILS
Event Name: Qualicum Beach Moves Community Movement Initiative
Event Date: June 1 - 30, 2026
Event Location: Various locations throughout Qualicum Beach (community-wide)
Event Description: *[Brief summary of the event, its purpose and target attendees]* This initiative invites the community of Qualicum Beach to participate in the national ParticipACTION Community Challenge. The initiative will be supported by a community-wide promotional campaign and anchored by a National Health and Fitness Day event (June 6) featuring accessible, family-friendly movement activities, demonstrations, and engage
Has this event been approved by the Town of Qualicum Beach under the Special Event Policy? Yes ☐ No ☑
Estimated Number of Attendees: 500-1,500+ participants

FUNDING REQUEST
Total Sponsorship Amount Requested *[max. amount $2,500]*: $2500.00
How will sponsorship funds be used? *[e.g., marketing, equipment, entertainment, other]* Printing of posters and promotional materials. Marketing and advertising (print, digital, social media). community activation activities for National Health and Fitness day. Promotion at local markets and community spaces. Community awareness materials for ParticipACTION. Development of an activity calendar.
Other sources of funding & sponsorship received or anticipated: In-kind support from local busineses and organizations. Volunteet support from community members. ParticipACTION national resources and materials.

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COMMUNITY BENEFIT
How does the event contribute to the community? *(Economic, cultural, social)* Economic: Increases visibility and foot transffic for local businesses. Social :Encourages connection and participation across all ages and abilities Health & Wellness: Promotes daily physical activity. Community Pride: Positions QB as a leader in active living.
How will the Town of Qualicum Beach be recognized for its sponsorship? *(verbal acknowledgement, printed materials)* Logo on printed materials and posters. Recognition in marketing and communications. Social media acknowledgements. Inclusion in press and community announcements. Recognition in post-event reporting. Verbal recognition will be provided during the June 6 community event
Required Documentation *[✓ confirming attached]* ☑ Event budget outlining how sponsorship funds will be used ☑ Supporting documentation demonstrating community benefits

APPLICANT DECLARATION		
I, the undersigned, certify that the information provided in this application is accurate and complete. I understand that if funding is approved, i am required to submit original receipts for payment and a post-event report to council as outlined in Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24.		
Name: Matias Golob	**Signature:** Sec. 22	**Date:** March 30, 2026

APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS:
IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.
EMAIL: qbtown@qualicumbeach.com

DEPARTMENT USE ONLY	
☐ **APPROVED** ☐ **Applicant advised**	☐ **DENIED** ☐ **Applicant advised**
Notes	

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Qualicum Beach Community Movement Initiative

Community Benefit

The Qualicum Beach Community Movement Initiative delivers strong economic, social, cultural, and health benefits, aligning closely with the Town's objectives for community enrichment and engagement.

Health & Wellness Impact

This initiative directly promotes daily physical activity across the community through an accessible and inclusive model.

- Encourages residents to adopt healthier lifestyles
- Supports long-term physical and mental well-being
- Engages participants of all ages and abilities

By participating in a national program, the initiative amplifies its impact while reducing barriers to participation.

Social Impact & Community Connection

The initiative brings together:

- Residents
- Local organizations
- Schools, clubs, and recreation groups

Through shared participation, it fosters:

- Stronger community connections
- Intergenerational engagement
- Inclusive participation opportunities

The June 6 community event further strengthens this by creating a visible, shared celebration of movement.

Economic Impact

The initiative supports the local economy by:

- Increasing visibility for local fitness providers, recreation programs, and wellness services

- Driving engagement with local organizations and facilities
- Encouraging residents to explore and utilize community offerings

Local businesses and organizations benefit from increased awareness and participation.

Community Identity & Pride

Participating in the ParticipACTION Challenge positions Qualicum Beach as:

- A leader in healthy, active living
- A community that values wellness and connection

This strengthens civic pride and reinforces a shared identity centered on well-being

Accessibility & Inclusion

The initiative is:

- Free to participate
- Flexible and self-paced
- Accessible across different fitness levels and abilities

This ensures broad participation, including:

- Families
- Seniors
- Youth
- Newcomers

Sustainable & Scalable Model

Because ParticipACTION provides national infrastructure and tools:

- Administrative burden is minimal
- Costs are low relative to impact
- The model is easily repeatable year over year

This makes the initiative highly sustainable and scalable.

Event Budget: How Sponsorship Funds Will Be Used

Expense Category	Description	Estimated Cost
Marketing & Print Materials	Posters, flyers, rack cards, signage for businesses and community spaces	$500
Advertising & Promotion	Local newspaper ads, social media promotion, community outreach	$500
Event Activation (June 6)	Equipment, signage, tables, minor logistics for community event	$800
Market & Community Outreach	materials for May market activations	$300
Volunteer Support	Light refreshments and snacks for volunteers	$400
Total Sponsorship Funding Requested		**$2,500**

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – General – Special Events Sponsorship
	Policy Number: 3000-24

Purpose

The purpose of this policy is to establish clear guidelines for the allocation of sponsorship funding to non-profit community organizations for special events. Sponsorship funds are provided to groups who can demonstrate, through the event, cultural enrichment, social engagement and/or community pride to Qualicum Beach.

Policy

Council, on an annual basis, will consider the allocation of sponsorship funding to support a community special event. Funding is distributed based on eligibility criteria outlined in this policy.

Sponsorship Funding is available to:

1. Registered non-profit societies or those that belong to a parent Society under the laws of British Columbia, are based in the Town of Qualicum Beach, and stage events within the Town of Qualicum Beach.
2. A maximum of $2,500.00 per calendar year and funding must be used to offset direct costs associated with staging the event such as facility rentals, field rentals, staffing, equipment, retaining other service providers engaged in supporting the event such as entertainment, food and beverage services [mobile food trucks], security and/or traffic control.
3. Sponsorship funds are available on an annual, one-time basis only to the limit of the annual Town allotted funding.
4. The application deadline for special event sponsorship funding is March 31st of each year for that year.

Procedure

Community organizations seeking sponsorship funding must complete the Town of Qualicum Beach Sponsorship Funding Application form, which is available on the Town website. The application must include:

1. Authorized Primary contact(s)
2. An itemized budget listing all costs associated with organizing and executing the event.
3. Demonstrate the need for sponsorship funding, including supporting documents confirming that requested funds are required and specifying their intended use.
4. Any additional funding resources that will be used to support the event.

After the event, the organization is required to:

5. Provide original receipts to the Town. Upon review, the Town will reimburse the organization up to the approved sponsorship amount as determined by Council.
6. Submit a brief written report to Council summarizing event outcomes, how the sponsorship funds were spent, approximate

attendance, impact assessment and any community feedback received.

Responsibility

The sponsorship funding process is administered by the Corporate Services Department and sponsorship funds are approved based on a complete application and meeting all the policy criteria.

Corporate Administration will short-list the applications and present them to Council for final approval.

Written confirmation of sponsorship approval or those applications that have been denied will be provided to the applicant.

Funding will be awarded based on merit, financial need, and alignment with community benefits.

Approved funds will be disbursed once original receipts have been submitted to the Town.

Council: reviews applications
Corporate Administration: receives applications
Financial Administration: provides sponsorship funding

References

Town of Qualicum Beach Special Events Policy 3000-18; Province of British Columbia Guidelines for Funding; City of Abbotsford Policy C002-05 Grants for Significant Events and Festivals Policy.

Distribution

Council
Corporate Administration
Financial Administration
Management

Attachment

Town of Qualicum Beach Sponsorship Funding Application Form

2026 Subsidized Rental Applications
Regular Council Meeting April 22, 2025

Staff Recommendations:

1. **THAT** Council approves the **Duck's Unlimited** for a one-time subsidy for the use of the Civic Centre on November 7, 2026, for their annual event, by charging a reduced rate of $2,102.05 plus applicable taxes, as opposed to the regular rate of $2,626.05, plus applicable taxes, resulting in a $524.00 subsid by applying the non-prime time, non-profit rate where applicable based on Policy 4004-1a Buildings and Grounds – Community Hall and Civic Centre Rental Rates – Subsidized Rentals.

2. **THAT** Council approves the **Oceanside Bridge Club** for a one-time subsidy for the use of the Civic Centre on May 1, 2 and 3, 2026, for their annual Bridge Tournament, by charging a reduced rate of $2,443.15 plus applicable taxes, as opposed to the regular rate of $2,817.15 plus applicable taxes, resulting in a $374 subsidy by applying the non-prime time, non-profit rate where applicable based on Policy 4004-1a Buildings and Grounds – Community Hall and Civic Centre Rental Rates – Subsidized Rentals.

TOWN OF QUALICUM BEACH
TERMS OF REFERENCE
SELECT COMMITTEE ON BEACH DAY CELEBRATION
(Updated February 2025)

1. PURPOSE OF COMMITTEE

The "Town of Qualicum Beach Select Committee on Beach Day Celebration" shall provide input, advice and service to Council and staff in the creation, development and delivery of a community-wide one-day celebration for residents and visitors, known as Beach Day, held annually in July. The mandate of the Select Committee will be to:

(a) Initiate, advise and deliver Beach Day, within the parameters approved by Council and/or staff;

(b) Create awareness of, and promote, the Beach Day Celebration;

(c) Facilitate the involvement of community groups, organizations and the business community;

(d) Advocate and promote partnerships, including members undertaking fundraising for the Town-sponsored event; and

(e) Identify viable plans and activities to take place on Beach Day, for consideration by Council and/or staff.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE COMMITTEE

The Committee has no delegated authority from Council and is not empowered to manage any property, aspect or role of the Town's responsibilities. While the Committee will plan and coordinate the activities of Beach Day, assigned Town staff will oversee the design and implementation of the event, the Council-approved event budget and the release of public information. The Select Committee is not meant to replace, limit, or fetter in any way public input into this special event.

3. COMPOSITION OF THE COMMITTEE

The Committee of ten shall be appointed by Council and composed of:

- Councillor appointed with the primary interest of Community Events as a non voting member;
- Eight (8) members of the public who will serve as a member at-large; and
- ~~One member selected from nominations received by the Town from SOURCES Community Resources Centre.~~

4. ADVISORY PERSONS TO THE COMMITTEE

The following persons may participate in meetings of the Committee in an advisory capacity, but shall not vote:

(a) Chief Administrative Officer or designate;

(b) Corporate Administrator or designate, as Secretary to the Committee and clerical assistance for recording minutes, preparing agendas and organizing resource material; and

(c) Persons representing other interested groups, agencies or businesses who may be invited by the Chair to attend meetings.

5. APPOINTMENT AND MEMBERSHIP

Chair

(a) The Committee shall, at the first meeting held each year, elect from its Members, a Chair who shall preside at all meetings for the balance of the year.

Nominations

Member at large:

(b) The public members at large will be invited to participate, and if unavailable, applications will be invited from the community, when there is a vacancy. From applications received, Council will appoint the public members at large and may, in any case, decline to appoint an applicant and invite new applications.

Community Group or Agency representatives:

(c) Each group referred to in Section 3 may submit two nominations (one for member and one for alternate), and Council may, in any case, decline to appoint a nominee and request the community group or agency, as the case may be, to submit a further nomination.

(d) Nominations from the organization listed in section 3 will be invited by the Town and forwarded to Council.

Term and Termination

(e) Members of the Committee shall serve at the pleasure of Council and with a term ending in October in the year in which a general local election is held.

(f) Council may terminate the appointment of any member of the Committee at any time.

Resignation and Absenteeism

(g) A member may resign from the Committee on presentation of written notice at a regular meeting of the Committee. Any member, other than a member of Council, who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee.

Vacancies

(h) Any vacancy on the Committee, other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh applications from the public, as the case may be.

Composition of Committee

(i) At all times, Council shall ensure that at least one member of the Committee is a Council non-voting member, as required by the *Community Charter.*

Remuneration

(j) All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Financial Administrator of the Town with the approval of the Chief Administrative Officer or designate.

6. MEETINGS

Regular Meeting

(a) Regular meetings of the Committee will be held in the Committee Room of Town Hall on the last Monday of each month, except September, October, ~~and~~ November, and December, commencing at 10:00 am, as required.

(Council Resolution # 25-038, February 12, 2025)

Special Meeting

(b) The Chair of a committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

Notice

(c) Meeting notice shall be in accordance with the Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019.

Quorum

(d) The quorum for a Committee is a majority of all of its voting members.

(e) If there is no quorum of the Committee present within 15 minutes of the scheduled time for a scheduled meeting, the Corporate Officer must:

(i) record the names of the members present, and those absent; and

(ii) adjourn the meeting until the next scheduled meeting.

2026 Meeting Schedule

Regular, Special, and Committee of the Whole Meeting Schedules

All meetings are held in the Council Chamber, Town Hall, located at 660 Primrose Street, Qualicum Beach, BC, commencing at 10 am (unless otherwise indicated). Special meetings are held as required.

	Regular Council	Special Council *(If Required)*	Committee of the Whole
January	January 21	January 7	January 14 & January 28
February	February 11	February 25	February 18
March	March 4 & March 25	March 11	March 18 – Town Hall
April	April 22	April 1& April 15	April 29
May	May 13	May 6	May 27 – Parks & Recreation
June	June 24	June 3	June 17 – Town Hall
July	July 15	July 22	July 8 – Airport (4pm)
August	***SUMMER BREAK***		
September	September 9		~~Sept 2 – Town Hall~~
October	***2026 GENERAL LOCAL ELECTION***		
November	November 2 (Inaugural) November 18	November 25	November 25 – Transportation & Public Safety (4 pm)
December	December 9	December 16	December 2 – Town Hall (10 am) December 2 – Airport (4 pm)

Committee & Commission Meeting Schedules

Committee and Commission meetings of the Town of Qualicum Beach Council are held at Town Hall located at 660 Primrose Street, Qualicum Beach, BC (unless otherwise indicated).

Meeting Type	Date	Time	Location
Advisory Planning Commission, if application	1st & 3rd Wednesdays each month	2:00 PM	Council Chamber
Beach Day Committee	Last Monday of each month, except Sept, Oct, Nov	10:00 AM	Committee Room
Board of Variance, if application	1st Thursday each month	3:00 PM	Council Chamber
Environment & Sustainability Committee	1st Wednesday of Jan, May, Sept	2:00 PM	Committee Room
Family Day Committee	3rd Tuesday of Nov, second Tues of Jan, Feb, Mar and 2nd and 4th Tues of April, May and June	2:00 PM	Committee Room
Heritage Forest Commission	1st Thursday of Feb, May, Sept, Nov	9:00 AM	Committee Room

Updated April 2026

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\Calendars\2026 Council Meeting Schedule updated April 9, 2026.docx

Announcement of Closed Council Meeting Motions
Regular Meeting of Council | April 22, 2026
Item 9(1)(g)

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

March 25, 2026, Regular Council Meeting

- THAT Council appoints Alden McMath to the Family Day Committee for an approximate two-year term ending December 31, 2027; AND FURTHER THAT the Terms of Reference for the Select Committee on Family Day Celebration be amended by deleting “3pm” under item 6.(a) Regular Meeting and inserting “2pm”.

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 1220-20-2026 01

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: April 22, 2026

FROM: Kate Usher, Planning Technician

SUBJECT: **Request for Contract Award | Operations Workplace Modernization Needs Assessment**

GOVERNANCE DECISION
Council is requested to authorize the award of the Operations Workplace Modernization Needs Assessment to Kasian Architecture Interior Design and Planning Ltd. in the amount of $61,280.

RECOMMENDATION
THAT Council awards the Operations Workplace Modernization Needs Assessment to Kasian Architecture Interior Design and Planning Ltd. in the amount of $61,280.

PURPOSE
The purpose of this Report is to seek Council authorization to award the Operations Workplace Modernization Needs Assessment contract, following completion of the Request for Proposals (RFP) process authorized by Council on December 10, 2025.

BACKGROUND
On December 10, 2025, Council authorized staff to issue a Request for Proposals (RFP) to engage a qualified consultant to undertake a Needs Assessment in support of the Operations Workplace Modernization Strategic Initiative. The Needs Assessment represents the first phase of this initiative and is intended to define the Town's operational, spatial, functional, workflow, and regulatory requirements for its Operations facilities.

Scope of the Needs Assessment
Consistent with the scope approved by Council as part of the RFP issuance, the Needs Assessment will include:

- A comprehensive evaluation of current Public Works and Parks workflows, spatial needs, and facility conditions;
- Analysis of Occupational Health and Safety (OH&S) requirements against current standards;

- Identification of required functional spaces, including shops, storage, fleet and equipment areas, and staff facilities;
- Interviews with Council and staff, with reporting as required;
- Infrastructure planning considerations related to fleet electrification, equipment access, and servicing;
- Evaluation of consolidated versus distributed Operations facility models;
- Development of scalable approaches aligned with operational growth projections; and
- Preparation of a Needs Assessment Report, including recommendations, high-level cost estimates, and a phased implementation roadmap.

The Needs Assessment will evaluate functional, spatial, health and safety, workflow, and modernization requirements only. It will not identify or recommend specific sites or locations for future Operations facilities. Any future site(s) selection process will require further Council direction.

DISCUSSION

The RFP was issued on December 17, 2025, seeking a multidisciplinary consulting team with expertise in municipal operations planning, architecture, engineering, Occupational Health and Safety, and facility modernization. Five proposals were received, ranging in cost from $52,500 to $129,960 and were evaluated by an interdepartmental staff review team based on published criteria, including project approach, relevant experience, understanding of municipal operational requirements, team qualifications, and cost. Following evaluation, Kasian Architecture Interior Design and Planning Ltd. achieved the highest overall score among the proponents, offering value, experience and alignment with the Town's project goals. Although Kasian was not the lowest price, they had the highest quality proposal when multiple factors were considered.

Subject to Council approval, the Needs Assessment is anticipated to be completed in Q4 2026 or Q1 2027. Site selection, project timeline and associated budget for the overall Operations Workplace Modernization project will be determined by Council in a future decision-making opportunity.

FINANCIAL IMPLICATIONS

Funding for the Operations Workplace Modernization Needs Assessment was included in the 2025–2029 Financial Plan with an approved budget of $100,000. Unspent funds from the 2025 budget have been carried forward into the 2026 capital budget. The recommended contract award of $61,280 is within the approved budget allocation approved in the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026".

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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^2 International.

INFORM:

- The consultant will obtain feedback from Council and staff to inform the analysis and recommendations to Council, and to ensure the Needs Assessment reflects local context and operational constraints.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

Council previously authorized issuance of a RFP to engage a consultant to undertake a Needs Assessment for the Operations Workplace Modernization Strategic Initiative. Following completion of the RFP process and evaluation of five submissions, staff recommend awarding the contract to Kasian Architecture Interior Design and Planning Ltd. in the amount of $61,280.

ALTERNATIVE OPTIONS

THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Kate Usher, Planning Technician

Kate Usher
Planning Technician
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Luke Sales, MCIP, RPP
Director of Planning
Concurrence

For Amro Kotb, P. Eng.
Director of Infrastructure
Concurrence

1000-1299 EQUIPMENT AND SUPPLIES\1220 PROCUREMENT - TENDERS AND QUOTATIONS\1220-20 TENDERS AND QUOTATIONS\2026\01. Operations Workplace Modernization Needs Assessment

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3900-20-900.01

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: April 22, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Zoning Amendment | 201, 207, 211 First Avenue West**

GOVERNANCE DECISION

Council is asked to decide whether to advance, refuse or make changes to the proposed Zoning Amendment Bylaw for 201, 207, 211 First Avenue West that would increase the maximum density from 34 to 40 units and the maximum height from 12.75m to 14.33m. If advanced, the accompanying Development Permit would be considered at a future meeting.

RECOMMENDATIONS:

1. **THAT** "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.01, 2026" be introduced and read a first time.
2. **THAT** prior to Council considering second reading of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2025, Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.01, 2026", the following documents be submitted for 201, 207, 211 First Avenue West for further review:
    a) Complete set of plans, including colour renderings;
    b) Building elevations and streetscape plan showing neighbouring buildings;
    c) Landscape Plan;
    d) Rainwater Management Plan;
    e) Traffic Study; and
    f) Shadow Study.

PURPOSE

To consider a Zoning Amendment for 201, 207, 211 First Avenue West that would facilitate a multi-residential building with 40 residential units and ground floor commercial.

BACKGROUND

The owner of 201, 207, 211 First Avenue West has submitted a Zoning Amendment and a Development Permit application for the subject properties. The subject properties are currently zoned Residential 20 (R20), are identified as Transitional Commercial Residential in the Official Community Plan, and fall within Development Permit Area C1 – Downtown Commercial. In addition to the Zoning Amendment, a Development Permit is also required for the proposed

development. The Development Permit will be brought before Council at a later date if the Zoning Amendment proceeds.

The proposed Zoning Amendment would change the zoning for the subject properties from Residential 20 (R20) to Comprehensive Development Zone 22 (CD22). The CD22 zone is a new, site-specific zone created in response to this application. Given the design and unique mixed-use nature of the proposal, no existing zones suit the proposal.

The applicant initially submitted a Zoning Amendment application for a 55 multi-residential building with ground floor commercial. On June 18, 2025, the following Resolution was adopted by Council:

- *THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: for the applicant to consider reducing the massing of the building to three stories with some flexibility to maintain the small-town character of Qualicum Beach. [Res. No. 25-140].*

On July 16, 2025, the application went back before Council, and Council adopted the following Resolution:

- *THAT Council postpone a decision on the Zoning Amendment & Development Permit: 201, 207, 211 First Avenue West to the Special Council Meeting on July 23, 2025. [Res. No. 25-172].*

On July 23, 2025, the application was again before Council, and Council adopted the following Resolution:

1. *THAT Council deems the residential Zoning Amendment application to permit a mixed-use development for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan. [Res. No. 25-182].*
2. *THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission for comment on the following:*
    a) *Whether the proposal fits the "Village Character as noted in the policy for the "Transitional Commercial Residential Area": "The Town shall support the redevelopment of the "Village Neighbourhood" in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character."*
    b) *Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: "Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible."*
    c) *Building height, particularly in the northeast corner of the proposal.*
    d) *Noting that Council's preference is to reduce the height of the building in lieu of a contribution for the commercial space.*
    e) *Consideration of a tree and vegetation conservation plan for significant trees (Arbutus) along First Avenue. [Res. No. 25-182].*

The application went before the Advisory Planning Commission (APC) on October 8, 2025, and the APC passed the following motions:

- THAT the Advisory Planning Commission provides these comments to Council on the proposal's fit with the following policy in **Section 2.2.1 Village Neighbourhood,**

General Policies, Policy #1: "*The Town shall support the redevelopment of the "Village Neighbourhood" in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character";* THAT the project appears to contribute to village character by developing the streetscapes to Town standards, by developing exterior and interior amenities, and by developing the corner of the site as a viable community destination but there are issues with the scale and functional viability of the residential units, and the building should address *Step 4 Building Code*.

- THAT the Advisory Planning Commission provides the following comment to Council on the proposal's compatibility with **C1 – Uptown Commercial, Policy #1**: "*Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible*"; THAT the project generally avoids massive building components in favour of small custom design and it provides breaks in the street frontage but there needs to be more unification between design elements of the residential and commercial sections as well as the roof line.

- THAT the Advisory Planning Commission provides the following comments to Council on building height; THAT generally the height of the building would benefit from being lower with a more unified cascading effect.

Subsequent to the October 8, 2025 APC meeting, the applicant submitted a revised application. Changes include:

- Reducing the number of units from 55 dwelling units to 40 dwelling units.
- Reducing the number of storeys from four storeys to three storeys, as well as the height from 18.35m to 14.33m.
- A request to purchase the laneway, located to the north, from the Town.



Figure 1: Subject Property

It should be noted that, should this zoning application proceed, Council will consider the disposition of the laneway at a future meeting.

DISCUSSION
Following is a comparison of the existing and proposed zoning designation.

	Zoning Comparison	
Zoning Provision	**Existing Zoning**	**Proposed Zoning Amendment**
Zoning	Residential 20 (R20)	Comprehensive Development Zone 22 (CD22)
Density	34 dwelling units	40 dwelling units and ground floor commercial
Parcel Coverage	61%	35% (w/ inclusion of north lane)
Height	12.75m	14.33m
Front Setback	2.7m	0.0m
Interior Side Setback	3.0m	1.5m to current west laneway
Exterior Side Setback	3.5m	0.0m
Rear Setback	2.0m	6.0m
Parking (off-street)	1 space per dwelling unit	1 space per dwelling unit (total of 40 off-street parking spaces) and 8 stalls for the commercial space

2025 Official Community Plan (OCP):
The subject properties are located within the "Village Neighbourhood" land use designation and are designated Transitional Commercial Residential in the 2025 Official Community Plan (OCP); the area where development, redevelopment and densification are encouraged. The subject properties also fall within the Development Permit Area C1 – Downtown Commercial, and as such, require a Development Permit. The Development Permit would be considered at a future meeting if Council proceeds with the Zoning Amendment.

Previous memos, staff referenced the 2018 OCP; however, the 2025 OCP was adopted in December 2025 and staff are transitioning to the current OCP. Below are the policies specific to the "Transitional Commercial Residential" designation in the 2025 OCP:

3.7.1 The Town shall consider rezonings for medium-density residential and/or commercial uses within the area designated 'Village Transitional Commercial/Residential', as shown on map 'Schedule 2.2'.
Staff Comment: The proposed development is medium-density with residential units above ground floor commercial.

3.7.2 The Town shall develop a suitable mixed-use zoning for the 'Village Transitional Commercial/Residential' area that will encourage small-scale developments compatible with 'Development Permit Area C1' design guidelines.
Staff Comment: A mixed-use zone has not been developed for the Transitional Commercial/Residential designation. The proposed zone for the subject property is a site-specific zone that is not anticipated to be used on other properties.

3.7.3 The maximum density for residential dwellings in the transitional area shall be up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".
Staff Comment: The proposed density of 40 residential units for the subject property, with the laneway included, is equivalent to 131 dwellings/ha. Although the density is higher than 80 dwellings/ha, staff consider the proposed density of 131 dwellings/ha reasonable for Council to consider given the proposal is eligible for density bonuses for underground parking and green building.

3.7.4 The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for medium-density residential developments.
Staff Comment: A tree and vegetation management plan, as well as a landscape plan, will be required if this application proceeds.

3.7.5 Sidewalks, curb-and-gutter, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of medium-density developments.
Staff Comment: Improvements to the street frontage, including grass boulevards and sidewalks, will be included as part of the development.

3.7.6 Building designs and site development for medium-density residential developments shall be compatible with the 'Development Permit Area C1' guidelines.
Staff Comment: An analysis of the Development Permit Area C1 – Uptown Commercial Guidelines is included below.

Development Permit Area C1 – Uptown Commercial: The subject property is located in the "*Development Permit Area C1 – Uptown Commercial*". DPA C1, as shown on Official Community Plan map 'Schedule No. 2.3'. Developments within this area must conform to the Design Guidelines. Following is a review of the C1 Development Permit Area Guidelines, provided for reference only as the Development Permit is not currently under consideration.

1. Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.
Staff Comment: The proposed development is one large building, however there are breaks and building articulations in the frontage along First Avenue West and Beach Road.

2. Courtyards and "boutique"-like clustering of commercial premises with associated street furniture scaled toward Pedestrian traffic are desirable. Public spaces for community gathering should be integrated into designs wherever possible. Lighting should be adequate but should avoid the use of high-intensity fixtures in favour of more ornamental lighting at lower levels of illumination.
Staff Comment: The proposed development includes a private courtyard that is not accessible to the public; however, the terrace on the south-east corner of the building is public. No furniture or lighting details are provided at this time but will be part of the future submission package.

3. Parking facilities shall be integrated with on-site landscaping. Smaller, clustered facilities are preferable to large, blacktopped areas.
   Staff Comment: The proposed parking is located underground, and as such, meets this policy.

4. Residential uses may be considered on the ground floor subject to the following conditions:
   a) Ground-floor dwelling units must not have direct street frontage.
   b) Ground-floor dwelling units must be adaptable to future commercial uses.
   Staff Comment: These policies are relevant to the C1 zone, not the current or proposed zone for the subject property.

FINANCIAL IMPLICATIONS
There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)
Public Participation Framework developed by the International Association for Public Participation – IAP² International.

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

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

STRATEGIC PLAN ALIGNMENT
Council's Strategic Plan Focus Area(s) supported by this initiative:
- Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*
- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values*

SUMMARY
A Zoning Amendment application has been received for 201, 207 and 211 First Avenue West. If approved, the Zoning Amendment would change the zoning from R20 to CD22 to permit a mixed-use development with ground floor commercial and 40 residential units. The proposed development meets the policies outlined in the Transitional Commercial Residential OCP designation. Staff recommend that Council proceed with first reading, subject to receipt of a complete set of plans, building elevations, streetscape, landscape and rainwater management plans, a Traffic Study, and Shadow Study prior to Council's further consideration of any additional readings to the proposed Bylaw.

ALTERNATIVE OPTIONS

1. THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: *[insert changes].*

2. THAT Council denies the zoning amendment application for 201, 207, 211 First Avenue West.

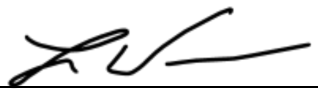
3. THAT Council provides alternative direction to staff.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, MCIP, RPP, Senior Planner



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Concurrence

REFERENCES

Attachment 1:	Submitted Revised Plans for 201, 207, 211 First Avenue West
Attachment 2:	Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.001, 2026
Attachment 3:	Development Permit Area Guidelines: C1 – Uptown Commercial

SITE / PROJECT DATA

AREAS

Lower Floor (w parking)	**2,000.0 m2**	**21,529 sf**
(Commercial/ Area Included)	(143 sq m)	(1,539 sf)
Main Floor	**1,845.0 m2**	**10,860 sf**
(Commercial/ Area Included)	(281 sq m)	(3,025 sf)
2nd Floor	**1,762.0 m2**	**18,966 sf**
3rd Floor	**1,703.0 m2**	**18,332 sf**
No 4th Floor		
No 5th Foor		
Residential Floor Area Total	**5,310 m2**	**57,158 sf**
Commercial Floor Area Total	**0424 m2**	**4,564 sf**
Total Flr w Commercial	**5,734.0 m2**	**61,722 sf**
Total Gr Area w Parking	**7,734.0 m2**	**83,251 sf**
Site Area w/o W Lane	**2,750.0 m2**	**29,602.0 sf**
Floor Area Ratio:	**5,785.0/2,750.0 =**	**2.10 : 1**
Site Area w W lane	**3,047.0 m2**	**32,798.5 sf**
Floor Area Ratio:	**5,785.0/3,047.0 =**	**1.90 : 1**
Site Area w/o W Lane	**2,750.0 m2**	**29,602.0 sf**
Open Space / %	**1,777.0 = 973 sq m =**	**35%**
Lane Area:	**260.21 m2**	**2,801 sf**
Site Area w W Lane:	**3,047.0 m2**	**32,798.5 sf**
Open Space / %	**-1,777.0 =1,270 sq m =**	**41%**

Building Heights: Level of Average Grade: **60.74m**
Finished Average Grade to Top of Roof: **14.33m**
Finished Average Grade to Top of Upper Floor: **10.46m**

Property Setbacks: South Commercial Frontage **0.0m**
West Sideyard: 1.5 m to Lane; Lane 6m = **7.5m**
East Commercial Frontage = 0.0m; North Yard = **6.0m**

RESIDENTIAL DATA

RESIDENTIAL UNITS

Lower Floor	**Parking / Commercial, Elevs w Vestibules**	
Main Floor	**12 Units**	**2 Bedroom**
2nd Floor	**14 Units**	**2 Bedroom**
3rd Floor	**14 Units**	**2 Bedroom**
Total	**40 Units**	

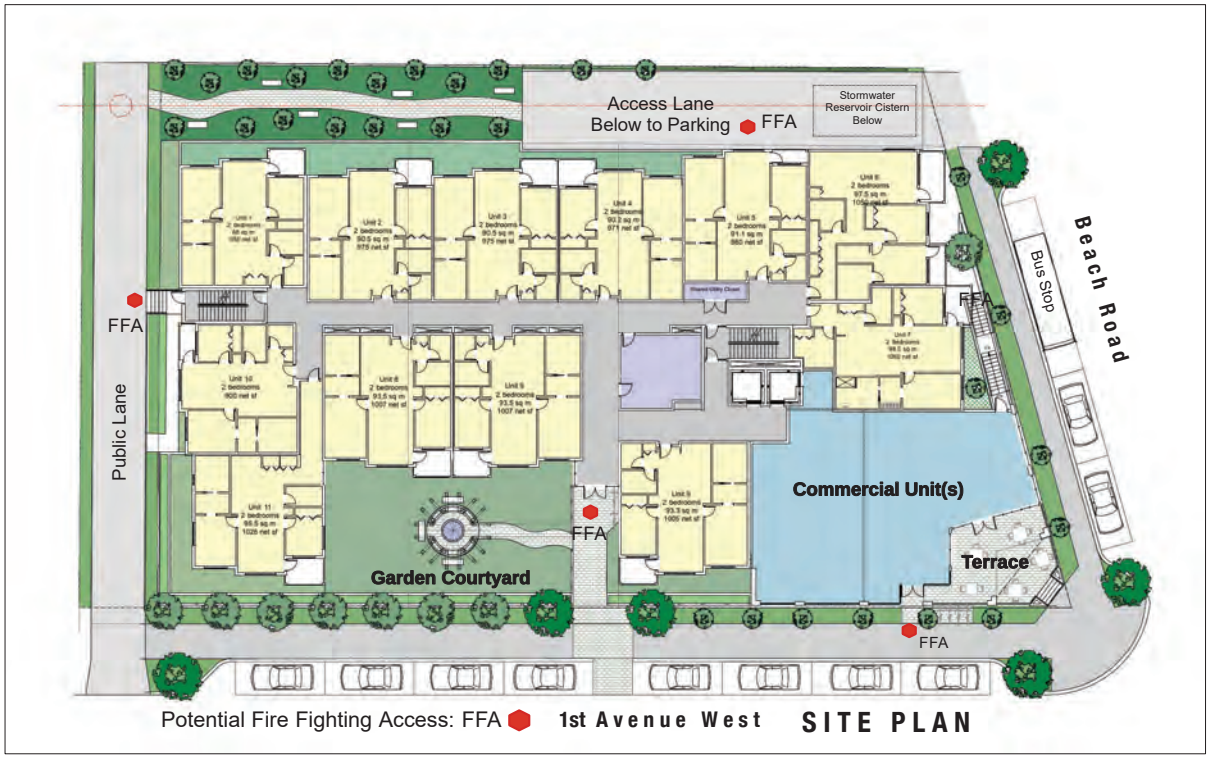
PARKING	**Total Parking on site = 48 stalls**	
Residential	**40 =**	**40 stalls**
(Accessable)	(2 stalls)	
Commercial & Visitor		**8 stalls**
(Accessable)	(1 stall)	
Charging Stations:	(5 stalls - locations to be determined)	

Bikes: Secure Room: +/-38 bikes (or alternate scooters)
Outdoor Bike Parkg at Entries +/-: 6 @ Lwr Flr, 6 @ Mn Flr = 12 Total

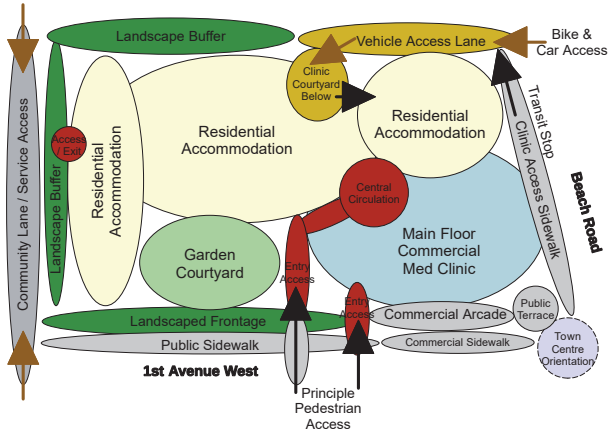
Preliminary Building Code Review

Occupancies (potential) -	
Primary : Residential	**Group C**
Secondary : Commercial, Personal Services	**Group D**
Secondary : Commercial, Personal Services, Office	**Group D**

Building up to Six Stories / Sprinklered 3.2.2.50.
Group C up to six storeys: 18m lwr to upr floor limit
Three Storeys: Building Area limit x,x00 m2
Main Floor : 1,845 m2 - firewall separation unneeded







ENVISIONS

QUALICUM PLACE 201 1st Avenue West, Qualicum Beach
Rezoning & Development Permit - Preliminary Design
for Bruce McLay / BMD Parkland Builders

CONTEXT & LOCATION PLANS / DATA STATISTICS

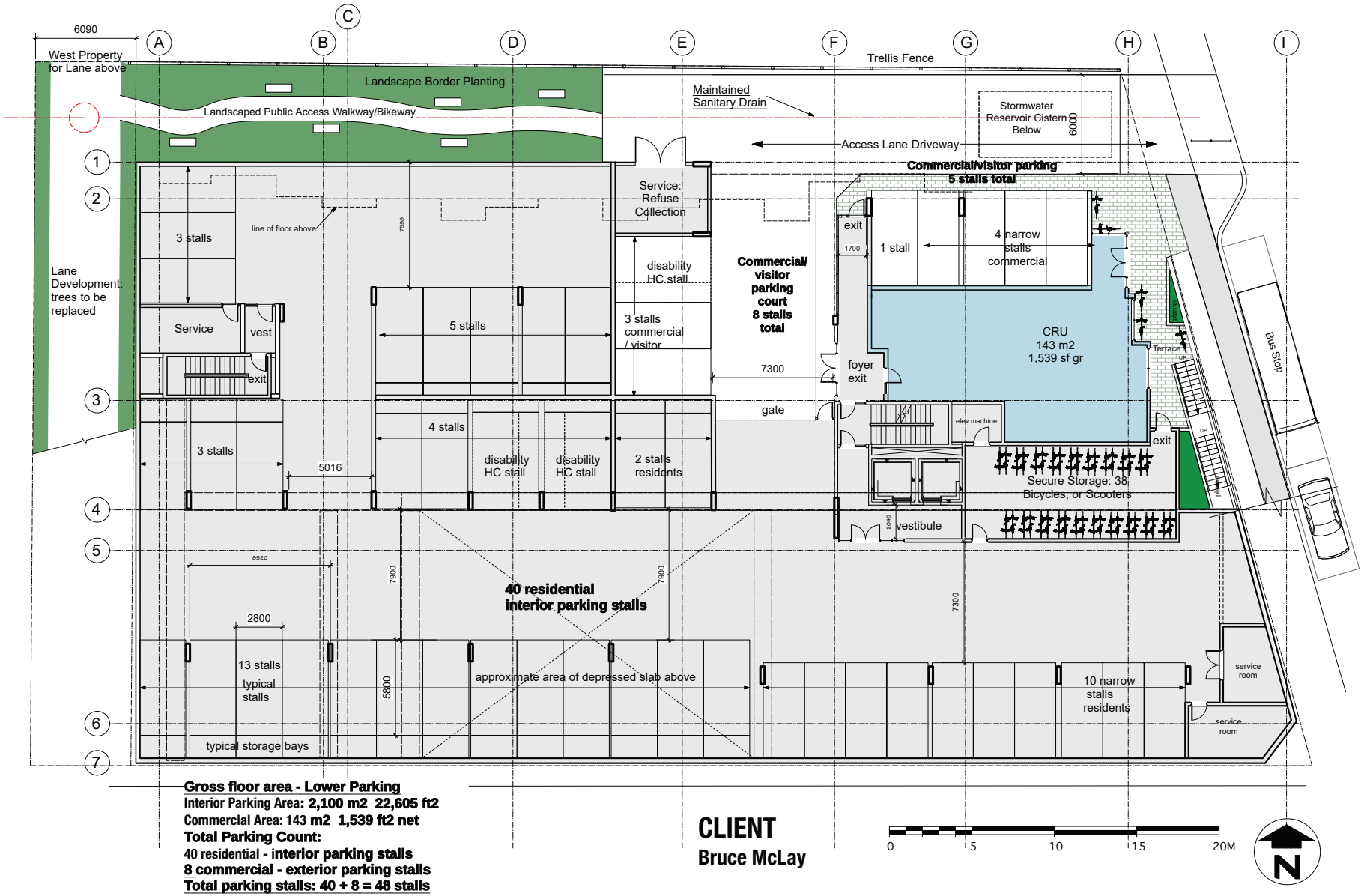
A-01

Scale as noted
Date March 03 2026

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V8V-4J1 250 389 9833 envis@shaw.ca

Chris Gower ARCHITECT
Urban Design Planner MABC FRAIC LEED$_{AP}$ MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V6 778 922-9979 chrisgower@shaw.ca



Gross floor area - Lower Parking
Interior Parking Area: 2,100 m2 22,605 ft2
Commercial Area: 143 m2 1,539 ft2 net
Total Parking Count:
40 residential - interior parking stalls
8 commercial - exterior parking stalls
Total parking stalls: 40 + 8 = 48 stalls

CLIENT
Bruce McLay

0 5 10 15 20M

N

GROSS FLOOR AREA: enclosed parking, services, & commercial / clinic access 2,100 m2 22,605 ft2

ENVISIONS

LOWER FLOOR PLAN

A-04

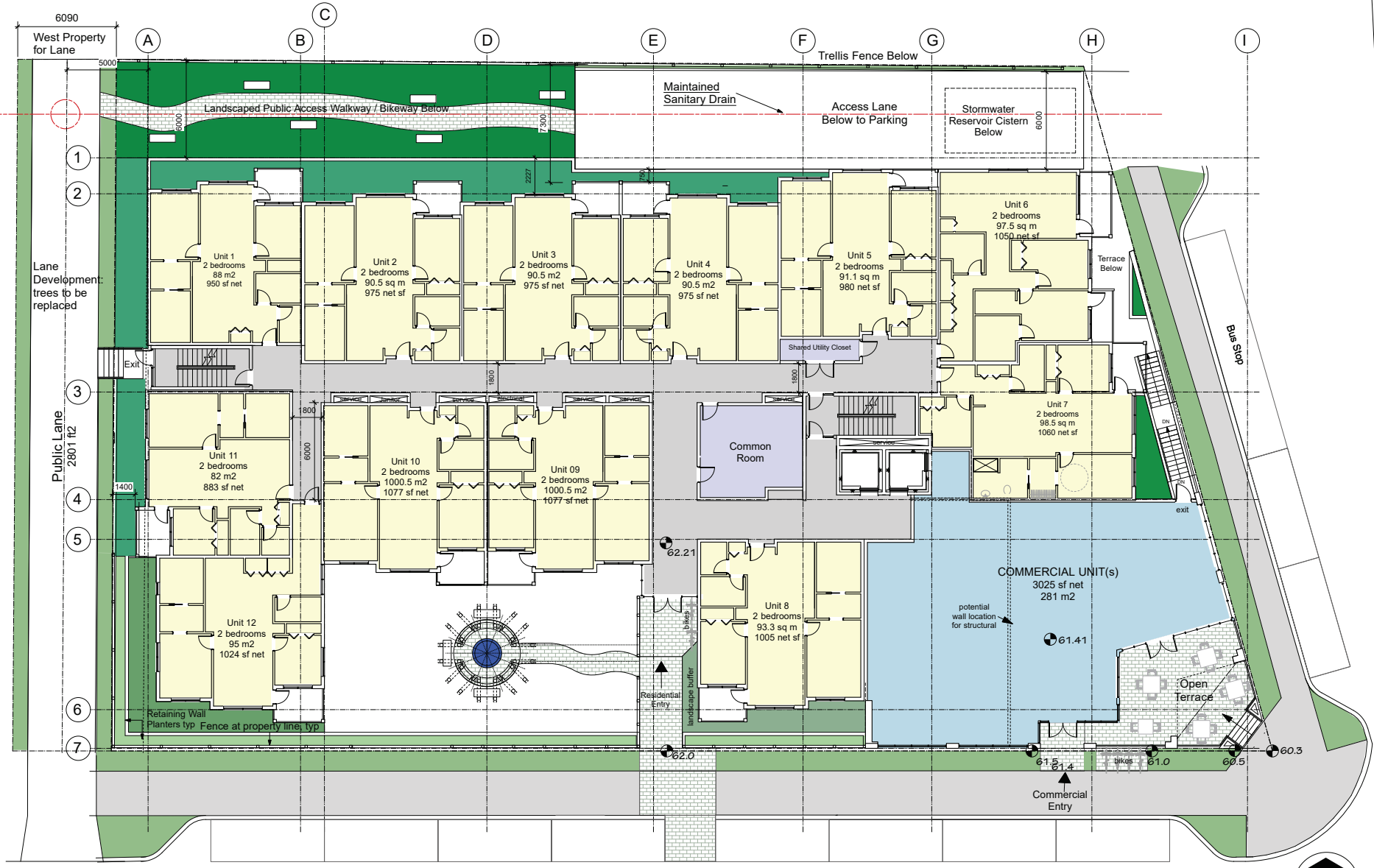
Scale 1:100m
Date March 03 2026

QUALICUM PLACE 201 1st Avenue West., Qualicum Beach
Proposed Zonung Amendment/Development Permit
for Bruce McLay - BMC Parklane Builders Ltd.

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538 Harbinger Ave., Victoria B.C.
V8V-4J1 250 388 9833 envis@shaw.ca

Chris Gower ARCHITECT
Urban Design Planner MAIBC FRAIC LEED® AP MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V6 778 922-9979
christopherggower@gmail.com



GROSS FLOOR AREA: 1,845 sq m / 19,860 sf
Site Area with the North Lane:
Open Space Area: 922.65 sq m / 10,050 ft2
Lane Area: 260.21 sq m / 2,801 ft2

0 5 10 15 20M

Main Floor Schematic - 12 Units

PRELIMINARY- FOR REVIEW ONLY

N

ENVISIONS

QUALICUM PLACE 201 1st Avenue West., Qualicum Beach
Proposed Zonung Amendment/Development Permit
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MAIN FLOOR PLAN

A 05

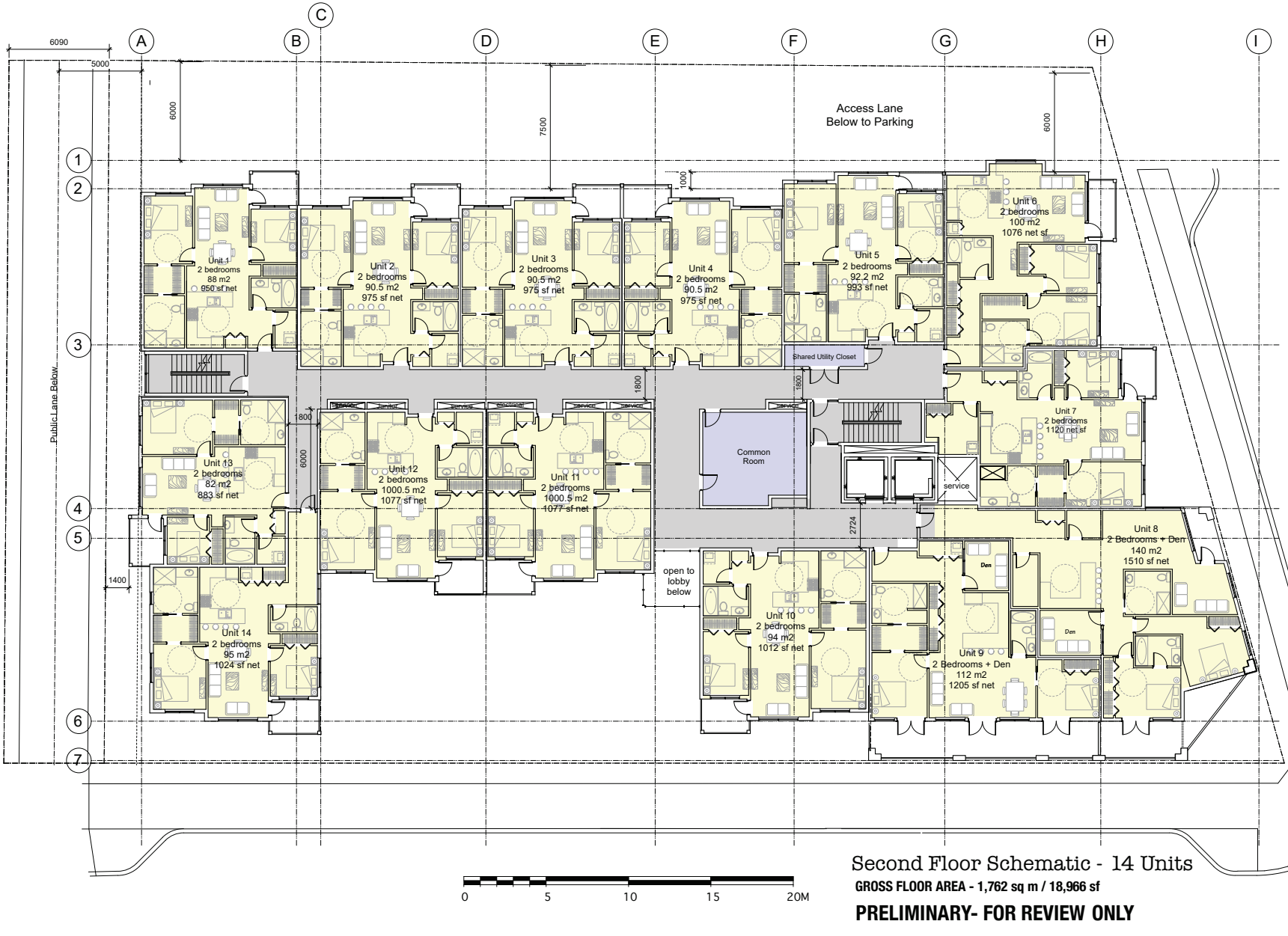
Scale 1:100m

Date March 03 / 2026

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V8V-4J1 250 388 9833 envis@shaw.ca

Chris Gower ARCHITECT
Urban Design Planner MABC IRAIC LEED(bc) MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca



Second Floor Schematic - 14 Units

GROSS FLOOR AREA - 1,762 sq m / 18,966 sf

PRELIMINARY- FOR REVIEW ONLY

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Proposed Zonung Amendment/Development Permit
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A 06 SECOND FLOOR PLAN

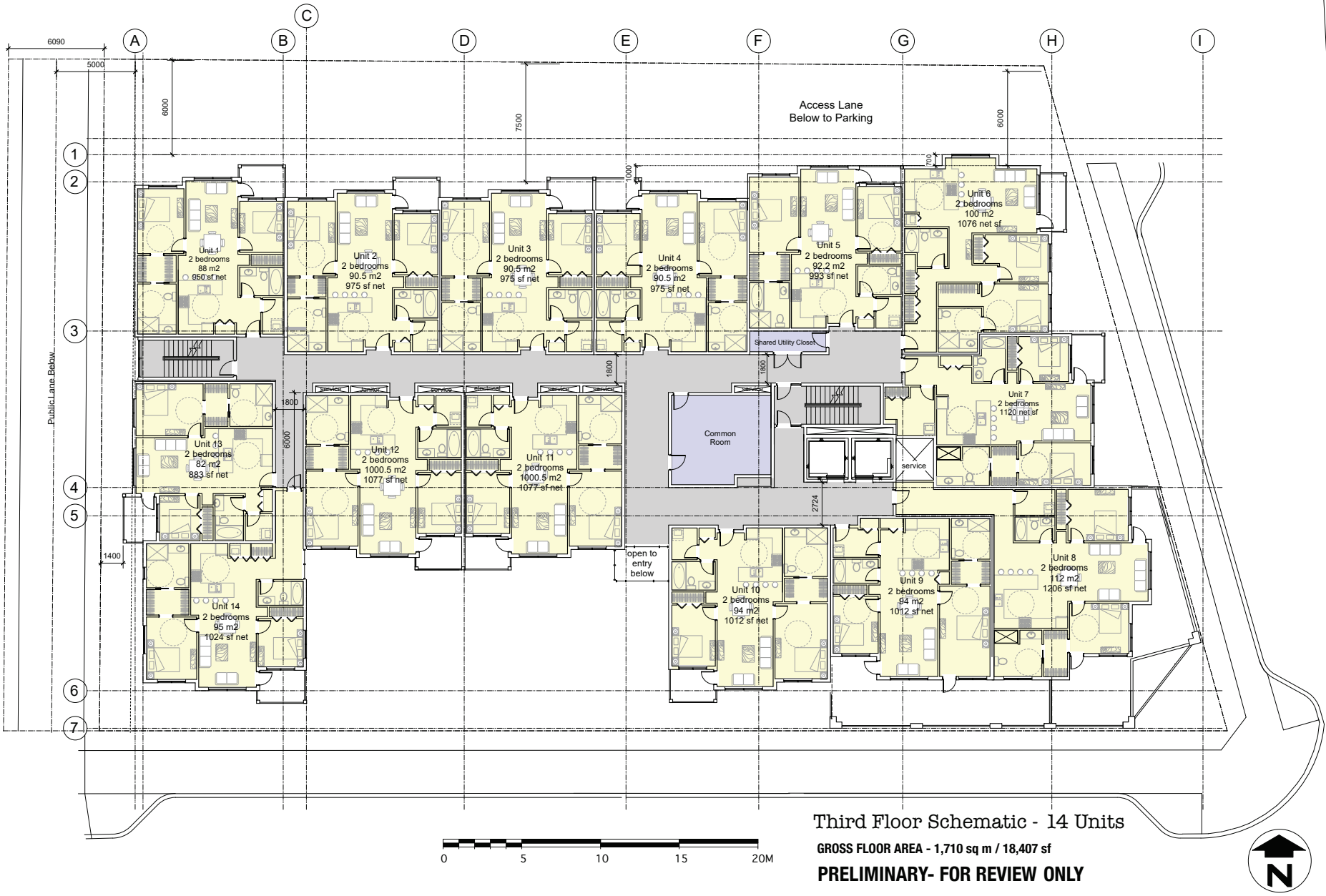
Scale 1:100m

Date March 03 / 2026

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V8V-4J1 250 388 9833 envis@shaw.ca

Chris Gower ARCHITECT
Urban Design Planner MABC RAIC LEEDap MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca



Third Floor Schematic - 14 Units

GROSS FLOOR AREA - 1,710 sq m / 18,407 sf

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V8V-4J1 250 388 9833 envis@shaw.ca

Chris Gower ARCHITECT
Urban Design Planner MABC IRAIC LEEDap MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca

THIRD FLOOR PLAN

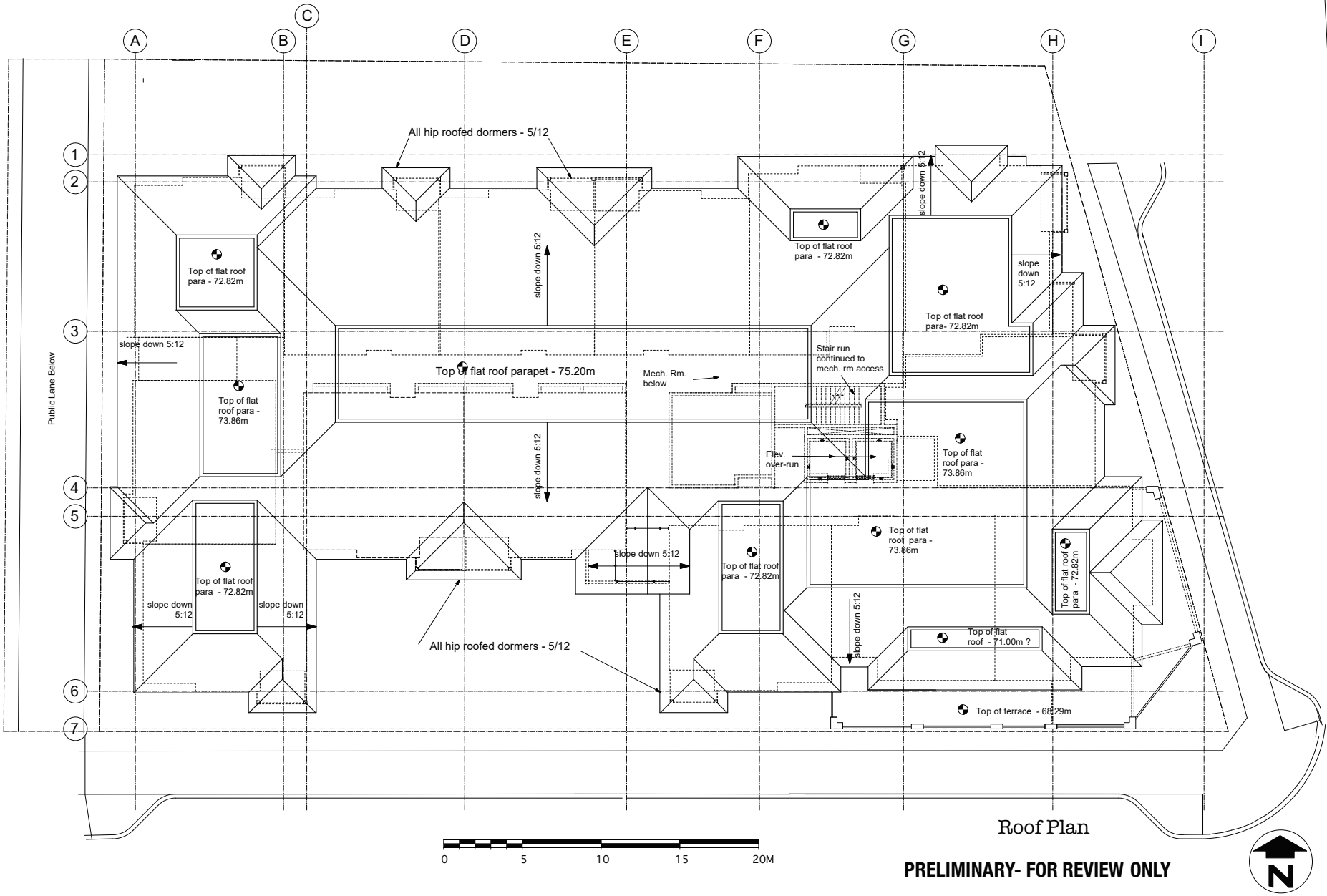
A 07

Scale 1:100m

Date March 03 / 2026

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Roof Plan

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Chris Gower ARCHITECT
Urban Design Planner MABC IRAIC LEED$_{AP}$ MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca

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538 Harbinger Ave., Victoria B.C.
V8V-4J1 250 388 9833 envis@shaw.ca

QUALICUM PLACE 201 1st Avenue West, Qualicum Beach
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A-08 ROOF PLAN

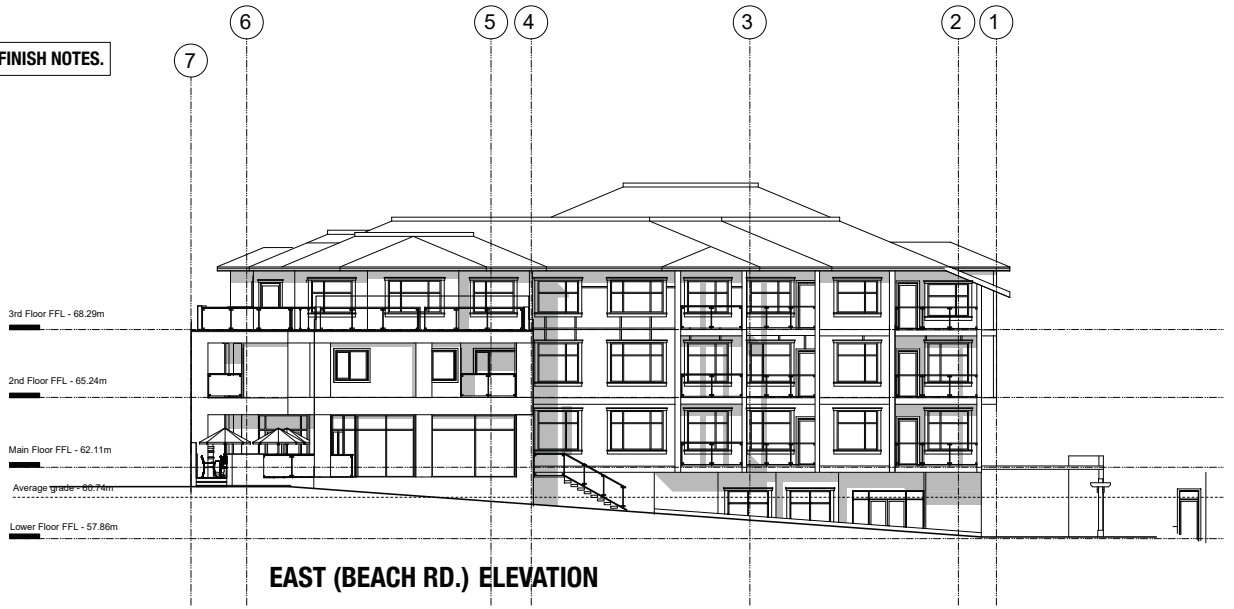
Scale 1:100m
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SOUTH (1st WEST AVE.) ELEVATION

REFER TO DRAWINGS A13 & A14 FOR COLOUR ELEVATIONS AND FINISH NOTES.



EAST (BEACH RD.) ELEVATION

AVERAGE GRADE CALCULATION	
SE corner	60.25m
SW corner	63.50m
NW corner	60.75m
NE corner	58.75m
	242.95/4
/4 =	60.74m

0 5 10 15 20M

PRELIMINARY- FOR REVIEW ONLY

ENVISIONS

QUALICUM PLACE 201 1st Avenue West., Qualicum Beach
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BUILDING SECTIONS

A-09

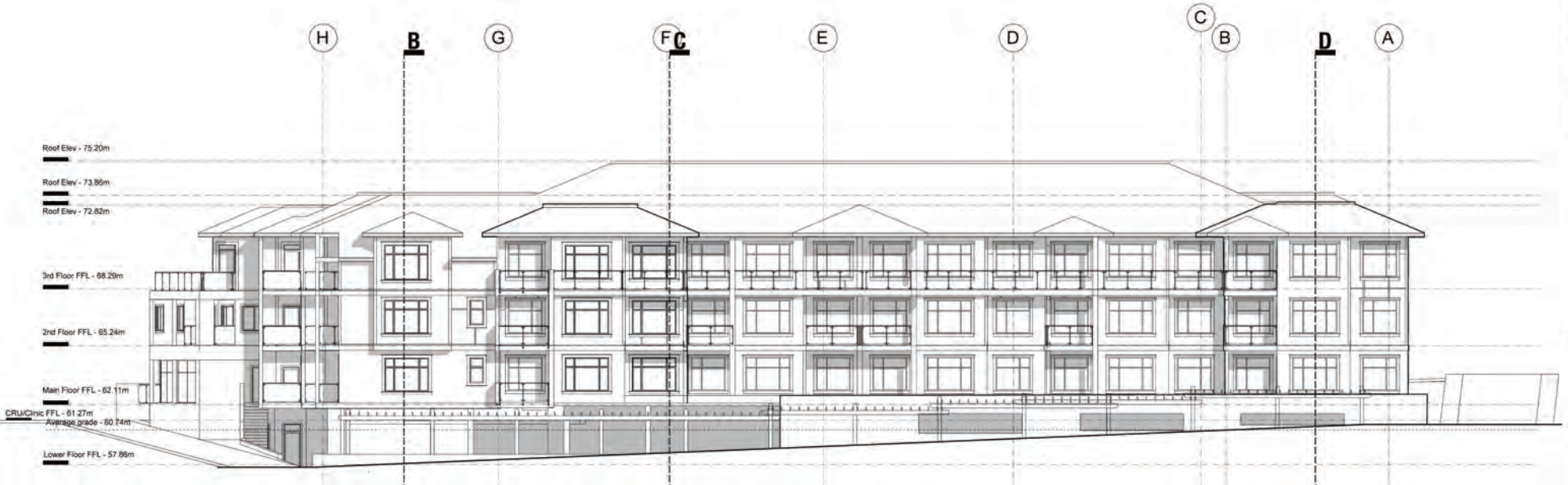
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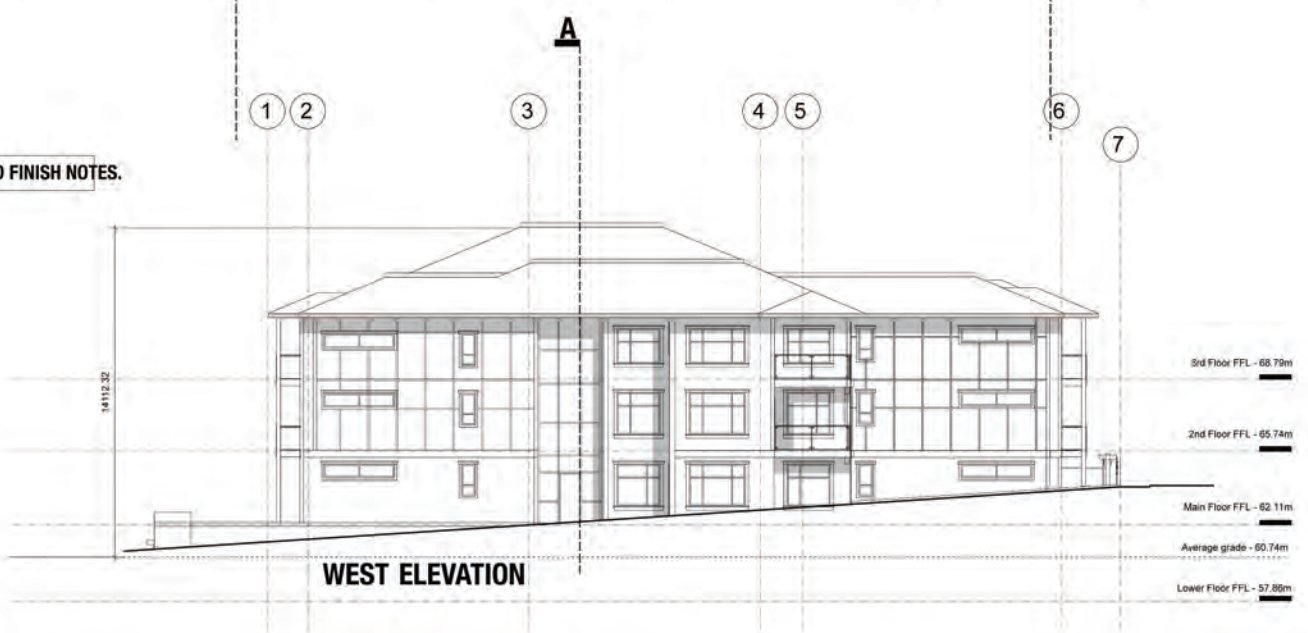
538 Harbinger Ave., Victoria B.C.
V8V-4J1 250 388 9833 envis@shaw.ca

Chris Gower ARCHITECT
Urban Design Planner MAIBC FRAIC LEED$_{ap}$ MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca



NORTH ELEVATION

REFER TO DRAWINGS A-09b & A-10b FOR COLOUR ELEVATIONS AND FINISH NOTES.



WEST ELEVATION

AVERAGE GRADE CALCULATION

SE corner	60.25m
SW corner	63.50m
NW corner	60.75m
NE corner	58.75m
	242.95/4
/4 =	60.74m

0 5 10 15 20M

PRELIMINARY- FOR REVIEW ONLY

ENVISIONS

BUILDING SECTIONS

A-10

Scale 1:100m

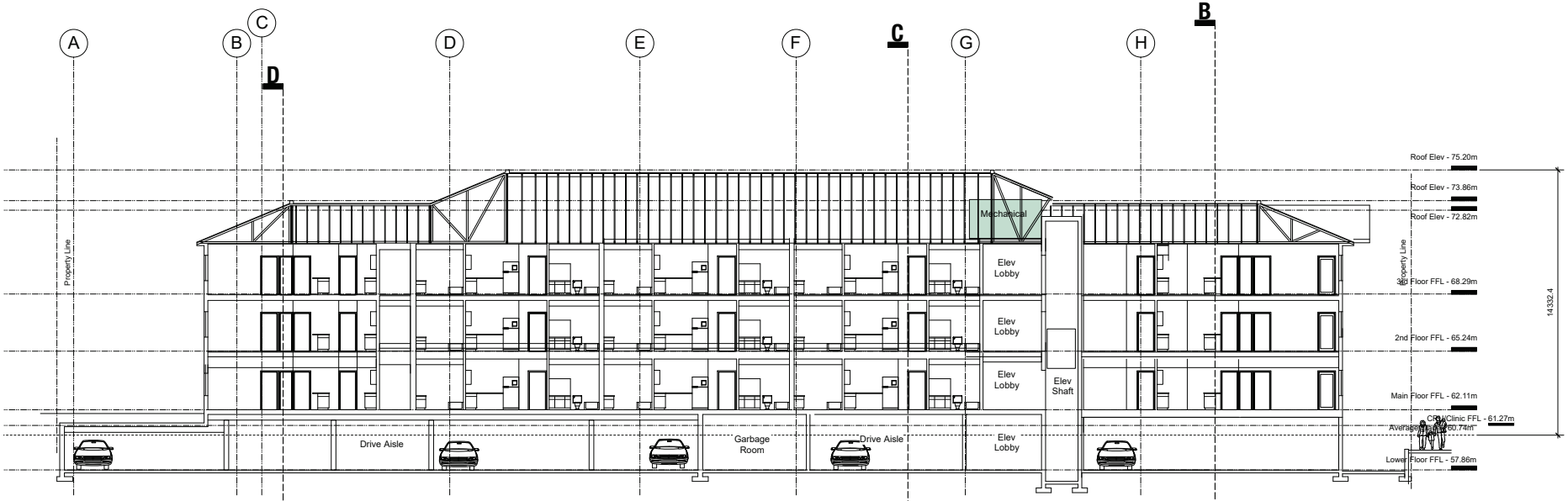
Date March 03 / 2026

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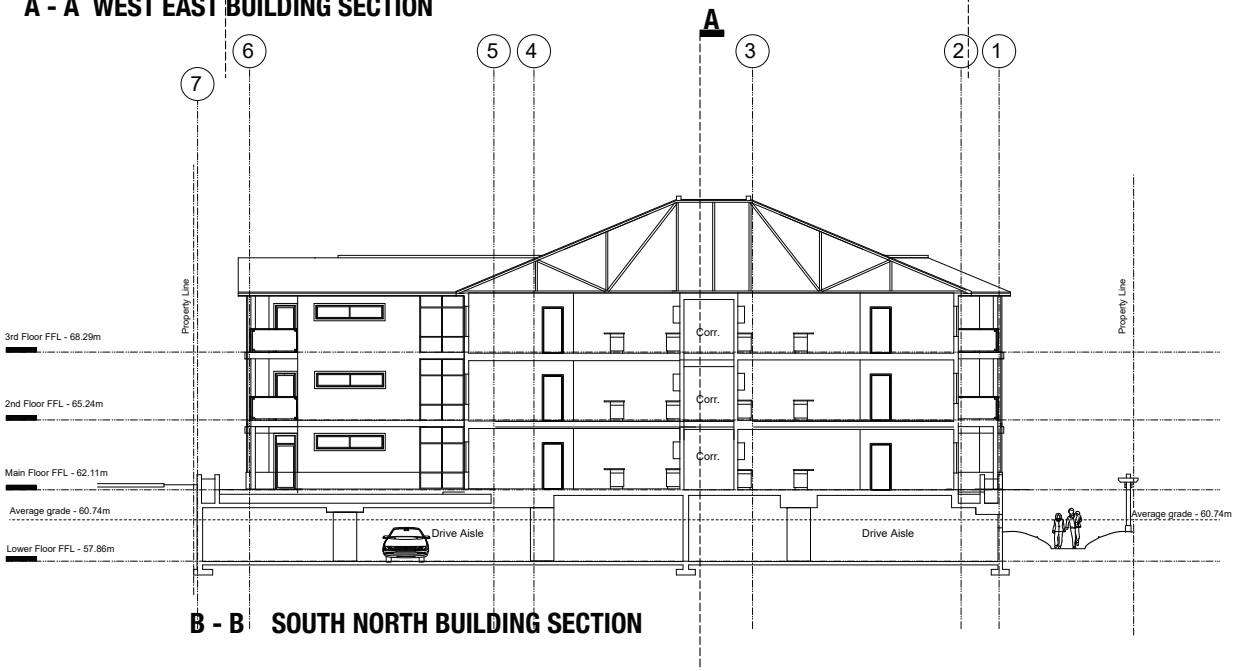
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Chris Gower ARCHITECT
Urban Design Planner MAIBC FRAIC LEED® AP MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4Y5 778 922-9979 chrisgower@shaw.ca

538 Harbinger Ave., Victoria B.C.
V8V-4J1 250 388 9833 envis@shaw.ca



A - A WEST EAST BUILDING SECTION



B - B SOUTH NORTH BUILDING SECTION

AVERAGE GRADE CALCULATION	
SE corner	60.25m
SW corner	63.50m
NW corner	60.75m
NE corner	58.75m
	242.95/4
/4 =	60.74m

0 5 10 15 20M

PRELIMINARY- FOR REVIEW ONLY

ENVISIONS

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BUILDING SECTIONS

A-11

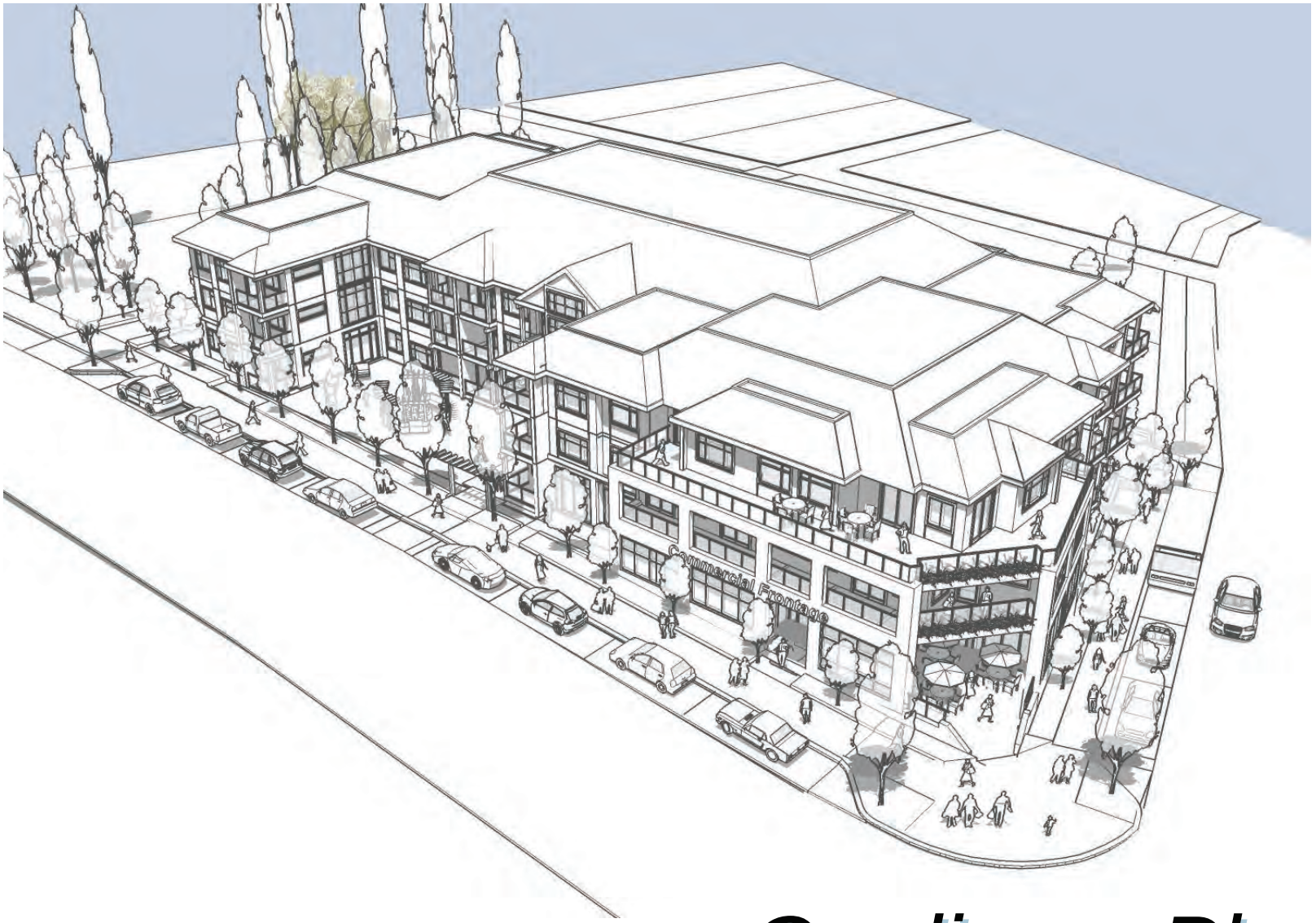
Scale 1:100m

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Urban Design Planner MAIBC FRAIC LEED$_{ap}$ MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca



South East Overview - First Avenue West

Qualicum Place

Chris Gower ARCHITECT
Urban Design Planner MAIBC RAIC LEED$_{AP}$ MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca

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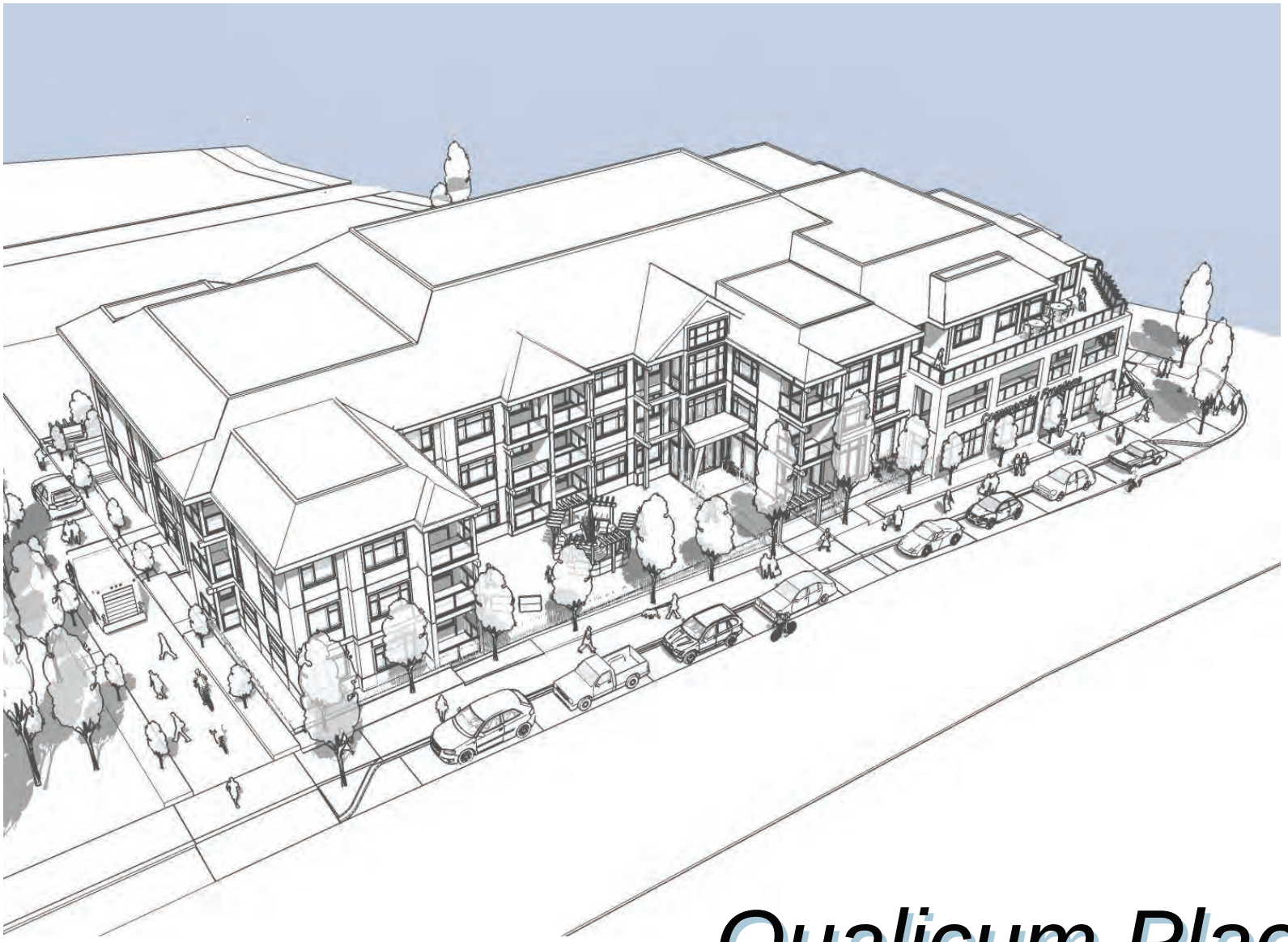
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A-13 | **South East Over View First Aveue West**

Scale NTS
Date March 03 / 2026

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South West Overvew - First Avenue West

Qualicum Place

Chris Gower ARCHITECT
Urban Design Planner MABC IRAIC LEEDap MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca

QUALICUM PLACE 201 1st Avenue West, Qualicum Beach
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A-14

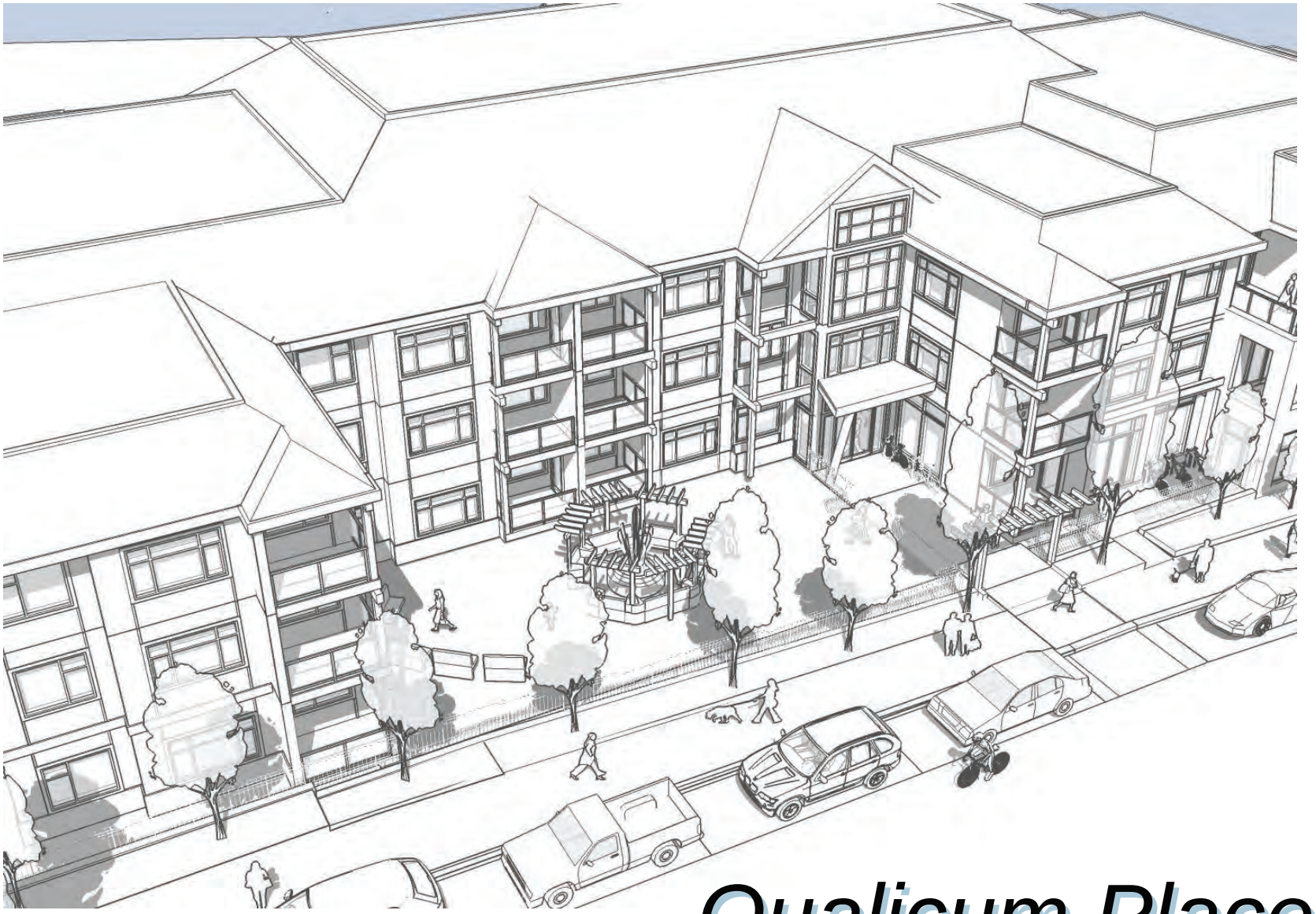
South West Overview
First Aveue West

Scale NTS

Date March 03 / 2026

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South West Courtyard View - First Avenue West

Qualicum Place

Chris Gower ARCHITECT
Urban Design Planner MABC IRAIC LEED$_{AP}$ MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca

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A-15	South West Courtyard View First Aveue West	
	Scale NTS	
	Date March 03 / 2026	

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South East Courtyard View - First Avenue West

Qualicum Place

Chris Gower ARCHITECT
Urban Design Planner MABC IRAIC LEED$_{AP}$ MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C.
V8S-4V5 778 922-9979 chrisgower@shaw.ca

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A-16	South East Courtyard View First Aveue West
Scale	NTS
Date	March 03 / 2026

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Qualicum Place Project April 01 2026 – DRAFT Review of Drawing Set Details, as prepared

Submission Changes Comparison: Oct 24 2024 / May 12 2025 / Aug 22 2025 / March 03 2026

Town of Qualicum Beach - Director of Planning Luke Sales; Project Planner Rebecca Augustyn
cc Mayor and Town Councillors,

Project Submission	October 16 2024	May 12 2025	Aug 22 2025	March 03 2026
Site Area w North Lane	2,750 m2 / 29,602 ft2	2,750 m2 / 29,602 ft2	2,750 m2 / 29,602 ft2	2,750 m2 / 29,602 ft2
Storeys Above Parking	Five Storeys	Five Storeys (cut backs)	Four Storeys	Three Storeys
Floor Space Ratio	3.28 : 1 FSR	2.43 : 1 FSR	2.43 : 1 FSR	2.10 : 1 FSR
Open Space Ratio (w Lane)	34%	35%	35%	35%
Total Floor Area	8,253 m2 / 88,838 ft2	7,385 m2 / 79,495 ft2	6,141 m2 / 66,104 ft2	5,734 m2 / 61,722 ft2
Height to Top Floor Clg	17.170 m	17.003 m	14.72 m	10.46 m
Height to Top Roof	20.785 m	20.649 m	18.35 m	14.33 m
Residential Unit Count	57 units/ 55 Two Bed	55 units/ 53 Two Bed	46 units/ 45 Two Bed	40 units/ All Two Bed
Commercial Floor Use	Medical Clinic	Comm / Public Clinic	Comm / Public Clinic	Commercial Areas
Residential Floor Area	7,743 m2 / 82,270 ft2	6,920 m2 / 74,495 ft2	5,769 m2 / 62,104 ft2	5,310 m2 / 57,158 ft2
Commercial Floor Area	610 m2 / 6,568 ft2	465 m2 / 5,000 ft2	372 m2 / 4,000 ft2	424 m2 / 4,564 ft2
Parking Stalls Enclosed	42 Residential Stalls	55 Residential Stalls	47 Residential Stalls	40 Residential Stalls
Parking Stalls Courtyard	7 Commercial Stalls	7 Commercial Stalls	7 Commercial Stalls	8 Commercial Stalls
Bicycle Stalls Enclosed	+/- 28 Bikes	+/- 32 Bikes	+/- 45 Bikes	+/- 38 Bikes

cc Bruce McLay, Owner 201, 207, 211 First Avenue West Chris Gower Architect

TOWN OF QUALICUM BEACH
BYLAW NO. 900.01

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 900, 2024

WHEREAS the Council may, under Section 479 of the *Local Government Act*, divide the municipality into zones, regulate within a zone the use of land, buildings and structures, the density of use of land, buildings and structures, and the siting, size and dimensions of buildings and structures and may, under Section 482 of the *Local Government Act,* establish different density regulations for a zone depending on whether conditions relating to the provision of amenities or affordable or special needs housing are met, and may designate an area within a zone for particular types of housing, and

AND WHEREAS the owner of the land described in this Bylaw has consented to the designations set out in the Bylaw;

The Council of the Town of Qualicum Beach, in open meeting lawfully assembled, hereby enacts as follows:
"Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024" is hereby amended as follows:

1. "Part 6 – Land Use Regulations" is hereby amended by adding as a new section 3.4.58 the 'Comprehensive Development Zone 22 (CD22)', which is attached as Schedule 'A' to this Bylaw.

2. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lots A, B and C, Plan VIP86758, District Lot 57 Newcastle District, which lots are shown outlined in a heavy black line on Schedule 'B' to this Bylaw and have been assigned civic addresses of 211, 207 and 201 First Avenue West, from Residential 20 (R20) to Comprehensive Development Zone 22 (CD22).

3. This Bylaw may be cited as ""Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (211, 207, 201 First Avenue West) Bylaw No. 900.01, 2025"

INTRODUCED FOR FIRST READING this ____day of _____, 2025.

READ A SECOND TIME this ____day of _____, 2025.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2025, and the day of, 2025.

READ A THIRD TIME this ____day of _____, 2025.

ADOPTED this ____day of _____, 2025.

_____	_____
Teunis Westbroek	Heather Svensen
Mayor	Director of Corporate Services/Deputy CAO

Schedule 'A' – Bylaw No. 900.01

Section 3.4.58 **(900.01)**

Comprehensive Development Zone 22 CD22

Permitted Uses and Minimum Site Area

Permitted Use	Required Site Area
a) Residential	124m^2
b) Office	n/a
c) Personal Service Use	n/a
g) Retail Store	n/a

Maximum Number and Size of Buildings and Structures

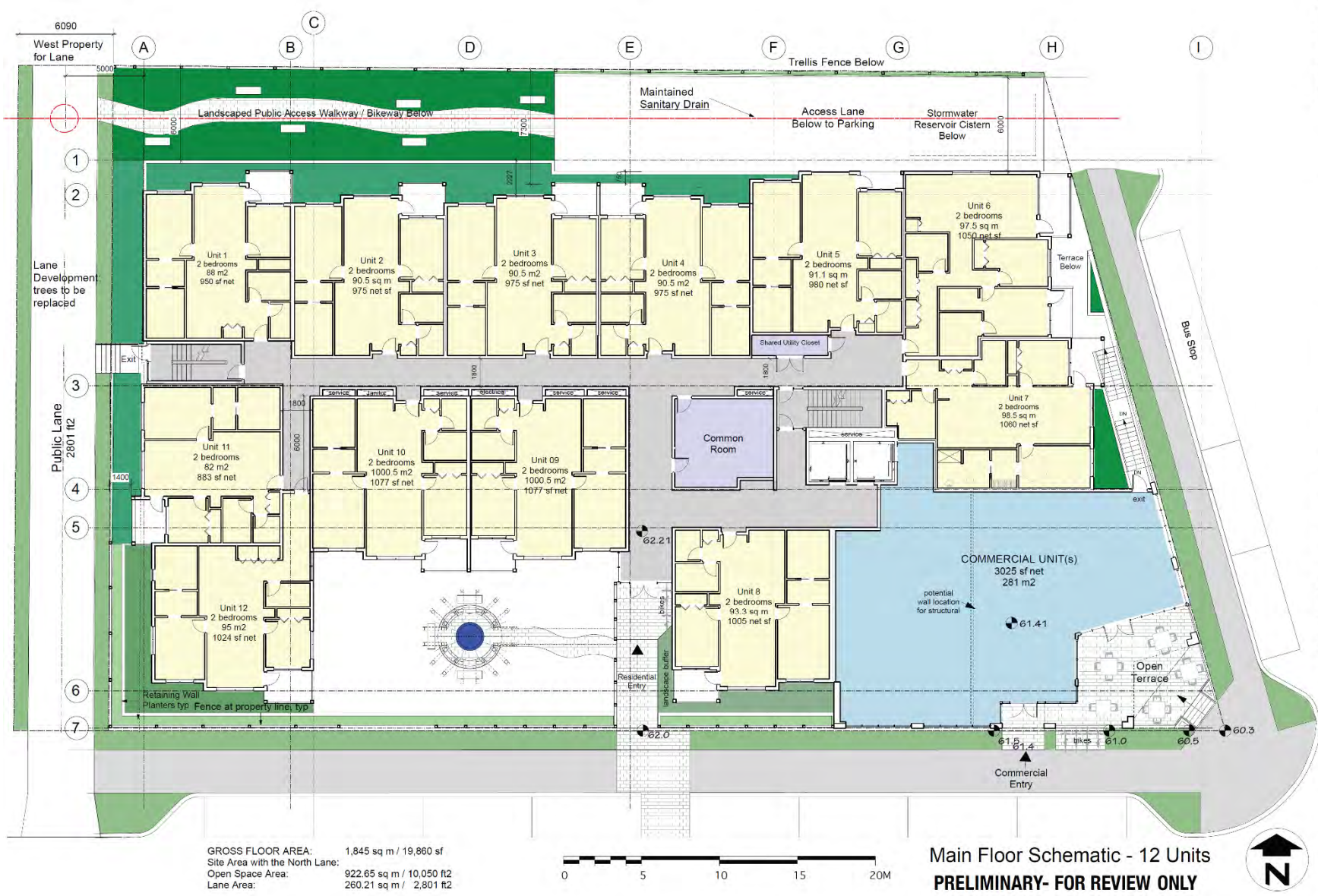
Height	20.6m
Maximum Number of Dwelling Units	34
Maximum Number of Dwelling Units if Condition is met *	55
Parcel coverage	66%

Minimum Setback Requirements

Front lot line	0 m
Interior side lot lines	7.5 m
Exterior side lot line	0.0 m
Rear lot line	6.0 m

Except:
Where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3 of this Part shall apply.

Main Floor Schematic



GROSS FLOOR AREA: 1,845 sq m / 19,860 sf
Site Area with the North Lane:
Open Space Area: 922.65 sq m / 10,050 ft2
Lane Area: 260.21 sq m / 2,801 ft2

0 5 10 15 20M

Main Floor Schematic - 12 Units
PRELIMINARY- FOR REVIEW ONLY

ENVISIONS
538 Harbinger Ave., Victoria B.C. V8V 4J1 250 388 9833 envis@shaw.ca

Chris Gower ARCHITECT
Urban Design Planner MAIBC FRAIC LEED$_{Dev}$ MCIP RPP
1210 Monterey Ave., Oak Bay, Victoria B.C. V8S 4V5 778 922 9979 chrisgower@shaw.ca

A 05 | MAIN FLOOR PLAN
Scale 1:100m
Date March 03 / 2026

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Proposed Zoning Amendment/Development Permit
for Bruce McLay - BMC Parklane Builders Ltd.

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Schedule ‘B’ – Bylaw No. 900.01





Commercial and Industrial Form & Character

Development Permit Area Guidelines

Development Permit Area C1 – Uptown Commercial

Justification	The Downtown Revitalization Strategy was adopted by Council in 1992. The Downtown Revitalization Concept Plan followed in 1994. It is the intent of the Plan to implement the objectives of the revitalization studies through a balance of improvements initiated by the Town and through development permits as redevelopment proceeds. Detailed "Village Design Guidelines" were completed and incorporated into the Plan in February 1997 and have since been re-titled "Uptown Commercial Design Guidelines as the area is now referred to as "uptown".
Guidelines	Development Permits in this area shall substantially conform to the following general guidelines and the detailed "Uptown Commercial Design Guidelines" which is attached as "Appendix A" and forms part of this Bylaw: ✓ Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible. ✓ Courtyards and "boutique"-like clustering of commercial premises with associated street furniture scaled toward Pedestrian traffic are desirable. Public spaces for community gathering should be integrated into designs wherever possible. Lighting should be adequate, but should avoid the use of high-intensity fixtures in favour of more ornamental lighting at lower levels of illumination. ✓ Parking facilities shall be integrated with on-site landscaping. Smaller, clustered facilities are preferable to large blacktopped areas. ✓ Residential uses may be considered on the ground floor subject to the following conditions: • Ground-floor dwelling units must not have direct street frontage. • Ground-floor dwelling units must be adaptable to future commercial uses.

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3090-20-846WoodsideCres

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: April 22, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Variance Permit | 846 Woodside Crescent**

GOVERNANCE DECISION
Council is asked to approve, require changes, or refuse a Development Variance Permit for 846 Woodside Crescent.

RECOMMENDATIONS:
MOTION ON THE FLOOR (Postponed from the March 25, 2026 regular Council meeting)

NO MOVER OR SECONDER REQUIRED

THAT Council directs staff to issue a Development Variance Permit for 846 Woodside Crescent, as described in the March 25, 2026 Planning Report to Council.

PURPOSE
For Council to consider issuance of a Development Variance Permit for 846 Woodside Crescent.

BACKGROUND
A Development Variance Permit has been requested for 846 Woodside Crescent. The subject property is currently zoned Residential 1 (R1). The subject property is located in the Chartwell neighbourhood. The approximate size of the subject property is 700m². The applicant is proposing to rebuild the previous house in the same footprint; however, the previous footprint included a covered deck, which does not meet the rear setback. The applicant is also proposing to cover a larger portion of the deck than previously existed. The applicant is applying to vary the minimum rear lot line setback from 6.0m to 4.0m.

Application History
March 2026
The application went before Council on March 4, 2026, and the following Resolution was adopted:

- **THAT** Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 846 Woodside Crescent to be considered by Council at a future regular meeting.

The application went back before Council on March 25, 2026, and the following Resolution was adopted:

- **THAT** Council directs staff to issue a Development Variance Permit for 846 Woodside Crescent, as described in the March 25, 2026, Planning Report to Council.
- **THAT** the motion on the floor be postponed to the April 22, 2026, regular Council meeting.
  [Res. No. 26-083]

At the March 25, 2026, Council Meeting, questions were raised about whether a deck existed as part of the previous detached dwelling. Staff have since completed a detailed review of the site's previous condition and the current proposal. Photos are attached to this Planning Report and the analysis is provided in the discussion section.



Figure 1: Subject Property

DISCUSSION

The owner of 846 Woodside Crescent has applied for a Development Variance Permit to vary the minimum rear lot line setback. The owner is proposing to rebuild a detached dwelling unit in the same footprint as the previous detached dwelling unit on the parcel; however, the rear covered patio is within the 6.0m rear lot line setback. A Notice was sent to properties within a minimum 100m radius of the subject property on Friday, March 13, 2026. Both the Notice, and the notification map, are attached to this Planning Report. Staff received one written comment prior to the March 25, 2026 Council meeting and Council has been provided this comment through email.

During the public input opportunity at the March 25, 2026, Council Meeting, questions were raised regarding the proposed variance to the rear setback, specifically whether the covered deck previously existed. Staff compared the pre-demolition structure with the structure currently under construction. The previous detached dwelling included a covered deck; however, the current proposal increases the covered deck area and changes the roof form from a hip roof to gable roof. At the time the previous detached dwelling unit was constructed, the subject property was within the Regional District of Nanaimo, where the required rear setback was 2.0m.

Although a covered deck previously existed, the covered area was smaller, and the roof design was different. Photos of the previous and current covered deck, along with a survey showing the location of the previous covered deck and the additional area of the new covered deck, are attached to this Planning Report.

Requested Height Variance

	Permitted	Proposed	Required Variance
Rear lot line setback	6.0m	4.0m	**2.0m**

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- Consideration of a Development Variance Permit requires that property owners within a minimum 100m radius be notified and afforded an opportunity to share their opinions for the Development Variance Permit with Council in advance of Council issuing a Development Variance Permit.
- The property owner will be notified once Council makes a decision.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

The Development Variance Permit application for 846 Woodside Crescent proposes a variance to the rear lot line setback. The rear lot line setback is proposed to be varied by 2.0m, from 6.0m to 4.0m. The previous detached dwelling included a covered deck; however, the current proposal increases the covered deck area and changes the roof form from a hip roof to gable roof. Public notification was sent out on March 13, 2026, prior to the March 25, 2026 Council meeting. The Notice was not reissued for this Council meeting as it was stated at the March 25, 2026 Council meeting that the matter would be further considered at the April 22, 2026 Council meeting. Staff recommend Council authorize the issuance of the Development Variance Permit for 846 Woodside Crescent following Council's review and consideration of any written submissions received.

ALTERNATIVE OPTIONS

1. THAT the Development Variance Permit Application for 846 Woodside Crescent be refused.

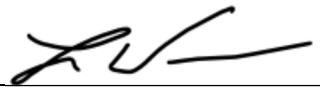
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, MCIP, RPP, Senior Planner



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Concurrence

REFERENCES

Attachment 1:	Submitted Plans for 846 Woodside Crescent
Attachment 2:	Copy of Public Notice for March 25, 2026, Council Meeting
Attachment 3:	Copy of Notification Map for March 25, 2026, Council Meeting
Attachment 4:	Photos of the previous and current covered dec; and, Survey showing previous and current covered deck.

File Path: \\QB-SVR25-FILE\data\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\04 22 RCM

PLAN OF LOT 13, DISTRICT LOT 88, NANOOSE DISTRICT, PLAN VIP57488.

SHOWING BUILDING UNDER CONSTRUCTION THEREON (FOR VARIANCE APPLICATION).

SCALE 1:200

THE INTENDED PLOT SIZE IS 356mm IN WIDTH AND 216mm IN HEIGHT (LEGAL SIZE) WHEN PLOTTED AT A SCALE OF 1:200.

NOTE:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM PLAN VIP57488.

JURISDICTION: TOWN OF QUALICUM BEACH

PARCEL ZONING: RESIDENTIAL 1 (R1)

PID NO: 018-453-856

BUILDING SETBACKS SHOWN ARE FOR A SINGLE DETACHED DWELLING ONLY.

THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS: M76300 AND EG137059.

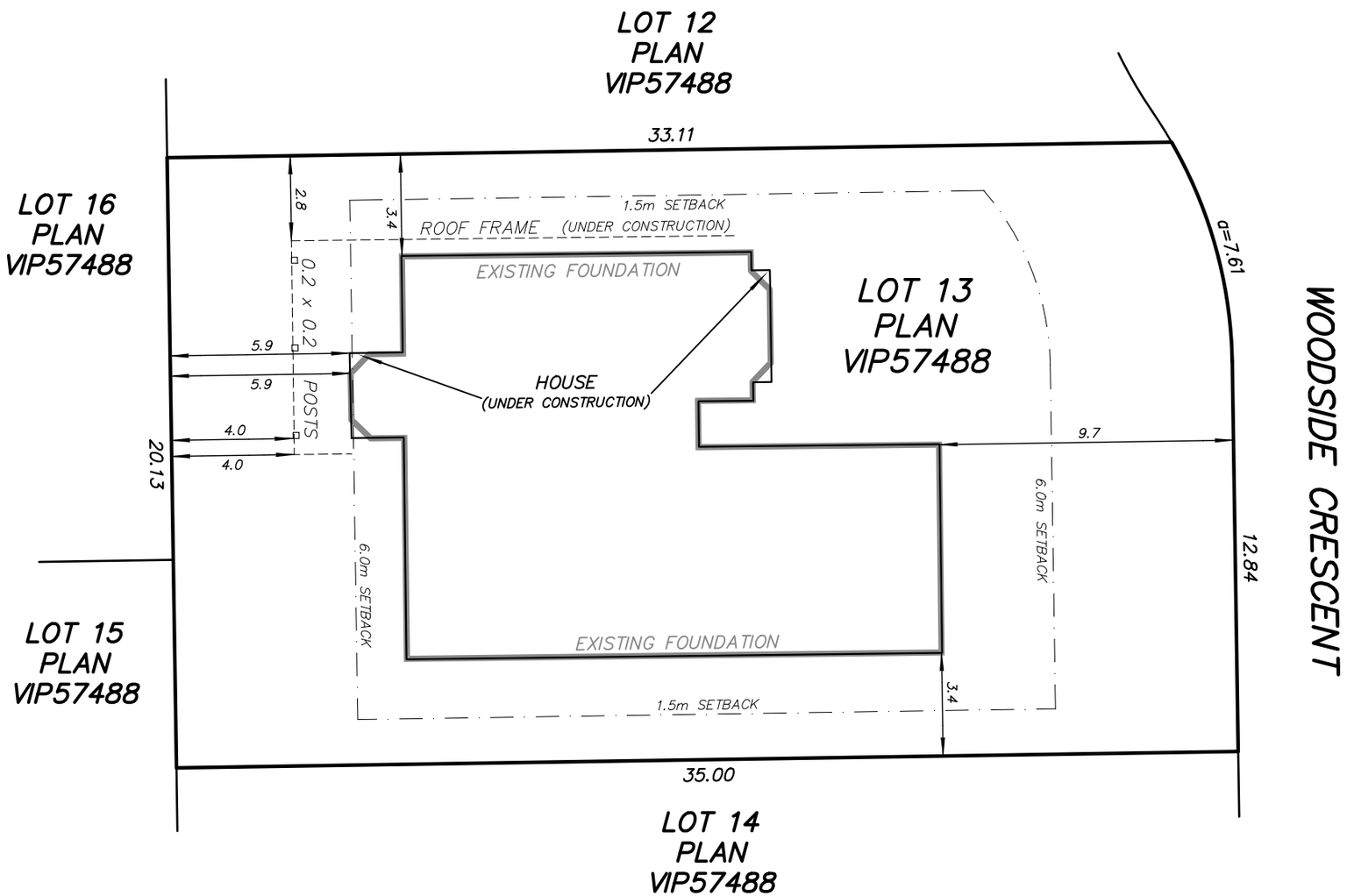
CIVIC ADDRESS: 846 WOODSIDE CRESCENT, QUALICUM BEACH, BC

SURVEY DATE: JANUARY 29, 2026

LEGEND

------- DENOTES FRAME OF ROOF OVERHANG

INSPECTED THIS 4TH DAY OF FEBRUARY, 2026.



PRISM
LAND SURVEYING LTD.

223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca
FILE NUMBER: 26-045-BL
DRAWING FILE: 26-045 BL1.dwg
DATE: 2026-02-04

DVP REQUIRED
For Carports Deck

NEW 8x8 POSTS ON CONC. PIER & PAD FOOTINGS AS PER STRUCT.

19'-6"

BEAM SEE STRUCT.

12'-0"

2x10's @ 16" O.C.

2x10's @ 16" O.C.

JOISTS ON TOP BOTH ENDS

NEW 2x6 PONY WALL ON EXISTING CONC. CURB

EXISTING FOUNDATION

CRAWL SPACE
(EXISTING SKIM COAT)

CRAWL SPACE construction, ventilation and access shall conform to the BC Building Code

GARAGE
(EXISTING SLAB)

EXISTING FOUNDATION

LINE OF FLOOR OVER

"Take notice that the Town of Qualicum Beach, in issuing this permit has relied upon the certification of compliance by the Professional Engineer or Architect, submitted with the plans of construction that the plans comply with the current British Columbia Building Code and other applicable enactments respecting safety of the building or structure".

EROSION AND SEDIMENT CONTROL
It is the owner's/builder's responsibility to ensure sediment discharge from construction sites and from lands downstream from construction sites are controlled as per the best management practices as stated in "Town of Qualicum Beach Erosion and Sediment Control Bylaw No. 617, 2008"

FOUNDATION PLAN

EXISTING FOUNDATION TO REMAIN

SEE ENGINEERED DRAWINGS

EXISTING LAYOUT AS PER PLANS PROVIDED. CONFIRM ON SITE PROIR TO CONSTRUCTION.

BC Building Code and Qualicum Beach Bylaws
Acceptance of the plans and specifications does not relieve the owner/contractor from the responsibility of compliance with the BC Building Code and Town of Qualicum Beach Bylaws

ALL ASPECTS OF CONSTRUCTION FOR THIS STRUCTURE ARE TO FOLLOW THE REQUIREMENTS SET OUT BY THE CURRENT BRITISH COLUMBIA BUILDING CODE
Any alterations, changes in use, layout, fixes, etc. from the submitted plans are be submitted to the Building Official PRIOR to construction for review and approval

43'-6"

8x8 POSTS

BEAMS SEE STRUCT

24'-0"

19'-6"

7'-4" | 16'-8" | 9'-0" | 10'-6"

4'-6" | 2'-10" | 10'-2" | 6'-6" | 4' 6" | 4' 6" | 3' 3" | 4'-11" | 2'-4"

12'-0"

6'-4"

5'-8"

2'-0"

3040

PANTRY
8'-0"x5'-4"

EQ | EQ

5040

2880

30" OPEN

KITCHEN
18'-6"x12'-5"

7656

3'-10"

2668

ENSUITE
5'-1"x11'-9"

CLOSET
4'-10"x8'-1"

ATTIC ACCESS

60"x36" SHOWER

5'-1"

5'-2"

SMOKE

MASTER BEDROOM
13'-3"x12'-5"

12'-11"

3'-11" | 9'-11" | 2'-1" | 16'-8" | 1'-6"

SMOKE

BEDROOM
10'-2"x10'-0"

10'-8"

3'-0"

5'-4"

10'-7"

5'-3"

4646

2668

3'-11"

BATH
12'-0"x5'-0"

5' TUB & SHOWER

12'-3"

5'-7"

DINING
16'-2"x8'-11"

8" CEILING

SMOKE

CO ALARM

4'-7" | 4'-1" | 2'-0" | 3'-11" | 6'-11" | 15'-6"

2-1668 | 2-1668

2'-0"

2668

2868

FOYER
6'-4"x9'-2"

MUDROOM
6'-6"x13'-2"

3'-0"

10'-0"

20'-0"

4926

SMOKE

BEDROOM
11'-6"x10'-2"

10'-3"

3'-11"

5'-5"

11'-0"

2-1468 | 2-1468

3'-8"

HWT

GREAT ROOM
15'-0"x17'-6"

GAS FIREPLACE 0-CLEARANCE

8'-0"

17"

3080 W/ S-LITE

4'-0"

6'-0"

10'-0"

18'-8"

57'-10"

5'-10"

7'-10"

12'-0" | 2'-7" | 4'-4" | 3'-7"

14'-2"

3068 W/ WEATHER STRIPPING

2868 W/ WEATHER STRIPPING & S-CLOSER

7656

3'-0"

2'-0"

22'-0"

18'-4"

18'-0"

Separation Between Dwelling and Storage Garage shall conform to the BC Building Code, in relation to Fire Separations and Air Barrier where it applies

GARAGE
21'-6"x21'-6"

Requirements for High Wind and Seismic Forces, bracing to resist lateral loads shall be designed and constructed in accordance with Articles 9.23.13.2. to 9.23.13.10. of the BC Building Code, Part 4 of the BC Building Code, or good engineering practice such as that provided in CWC "Engineering Guide for Wood Frame Construction".

Principal Ventilation System, is to be installed in every dwelling unit, using mechanical exhaust and supply air ducts running continuously, plus the inclusion of separate Kitchen and Bathroom exhaust fans, as per Section 9.32.3.

Exhaust fans as per article 9.32.3.6 of the *BC Building Code* is required in every bathroom and kitchen, and discharged to the outdoors. Insulated ducting is required where they pass through or next to an unconditioned space.

6"

16080 O.H. DOOR

6'-0" | 6'-0"

2'-0" | 11'-3" | 11'-3" | 5'-0" | 2'-0" | 12'-0" | 2'-0"

22'-6" | 21'-0"

43'-6"

SMOKE ALARMS CAN/ULC S531 shall be installed on each storey (incl. Basements), , within a hallway if provided, in every Sleeping room, and interconnected with a Temporal pattern.

MAIN FLOOR PLAN

1655 SQ.FT. MAIN FLOOR LIVING AREA

SEE ENGINEERED DRAWINGS

EXISTING LAYOUT AS PER PLANS PROVIDED. CONFIRM ON SITE PROIR TO CONSTRUCTION.

#See Structural Drwgs#

GENERAL NOTES:

BUILDING CONTRACTOR TO VERIFY ALL DIMENSIONS AND DETAILS PRIOR TO CONSTRUCTION AND REPORT ANY DISCREPANCIES. DESIGNER ASSUMES NO RESPONSIBILITY FOR ANY ERRORS OR OMISSIONS NOT ADVISED IN WRITING PRIOR TO START OF CONSTRUCTION.

DO NOT SCALE DRAWINGS

ALL CONSTRUCTION TO COMPLY WITH THE LATEST B.C. BUILDING CODE AND STANDARDS OF LOCAL AHJ.

ALL LINTELS TO BE 2-2x10's U.N.O. OR AS PER TRUSS MANUFAC.

⊙ 110V INTERCONNECTED SMOKE ALARM

⊕ CARBON MONOXIDE ALARM

FOUNDATION NOTES:

ALL FOOTINGS TO BE PLACED BELOW FROST DEPTH AS DETERMINED BY THE LOCAL AHJ, AND ON UNDISTURBED NATIVE SOILS, ROCK, OR BACKFILL AS PER GEOTECHNICAL ENGINEER

REINFORCING SHALL BE AS PER STRUCTURAL ENGINEER SPEC OR AS APPROVED BY LOCAL AHJ.

RADON DERESSURIZATION NOTES:

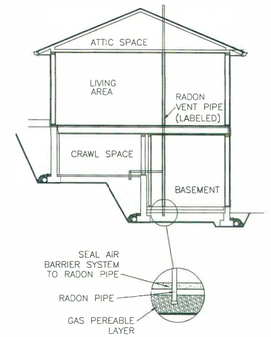
PROVIDE RADON SUBFLOOR DEPRESSURIZATION SYSTEM AS PER BCBC 9.13.4.3.

RADON VENT PIPE TO BE SEALED TO AIR BARRIER SYSTEM AND EXTEND FROM GAS PERMEABLE LAYER UNDER SLAB TO TOP OF ROOF (OR OTHER PERMITTED LOCATION)

PROVIDE CONNECTIVITY OF GAS PEREABLE LAYER BETWEEN FOOTING SPACES

PROVIDE ACCESS TO RADON VENT PIPE FOR FUTURE FAN INSTALLATION

CONTRACTOR TO CONFIRM VENT PIPE LOCATION



RADON VENT TYPICAL DETAIL: SEE BCBC 9.13.4.3.

CARBON MONOXIDE DETECTORS CAN/CSA 6.19 shall be installed in a dwelling which contains a **fuel burning appliance** and/or **storage garage** in each bedroom or within 5m (16.4ft) of each bedroom door. Have no disconnect switch between the over current device and the alarm and be equipped with an integral alarm which satisfies the audibility requirements of CAN/CSA6, and mechanically fixed at a height recommended by the manufacturer.

APPROVED
TOWN OF QUALICUM BEACH
BUILDING DEPT
January 27, 2026
BLDG INSP.
PERMIT #

STEPHANIE LINDBERG
DRAFTING & DESIGN
SLINDBERGDESIGN@GMAIL.COM
(250) 951-3635
PO BOX 931, PARKSVILLE BC, V9P 2G9

DATE	ISSUED FOR:	BY
11/07/25	CLIENT REVIEW #1	SL
11/17/25	PERMIT	SL

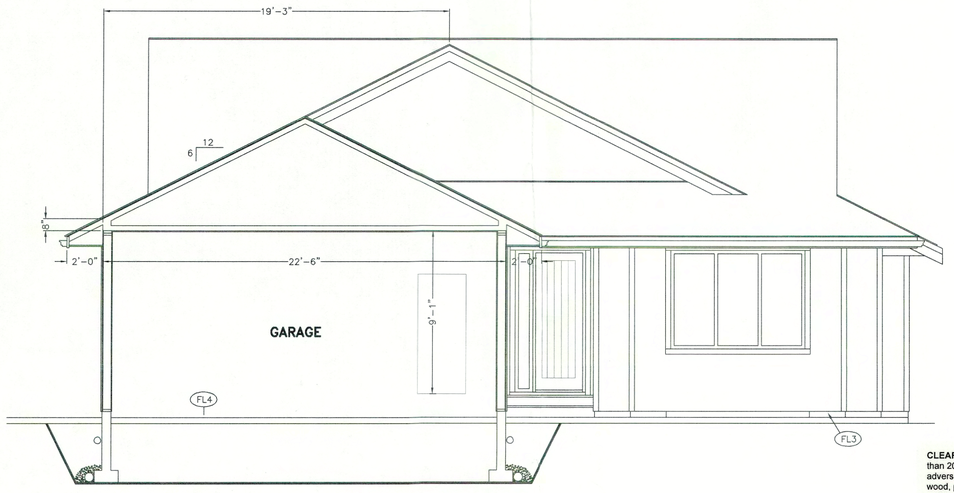
PROJECT:
846 WOODSIDE CRESCENT
PREPARED FOR:
VIP HOMES
SHEET TITLE:
FOUNDATION AND FLOOR PLANS
DATE: 11/07/25 | DRAWN BY: SL
SCALE: 1/4" = 1'-0" | PLAN NO: SL 25-043

SHEET 1 OF 3

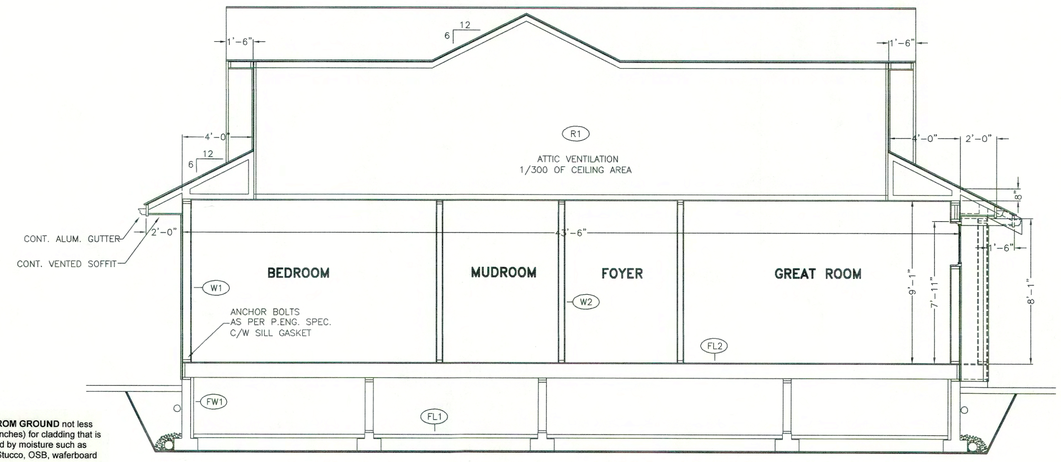
TRUSS CERTIFICATE(s) to be submitted to the Building Official "prior" to a framing inspection being Performed.

Ensure that the truss certificates are sealed and signed by a BC Registered Professional.

Please ensure that the truss manufacturer is aware of the Roof finish material "prior" to the fabrication of the Trusses.

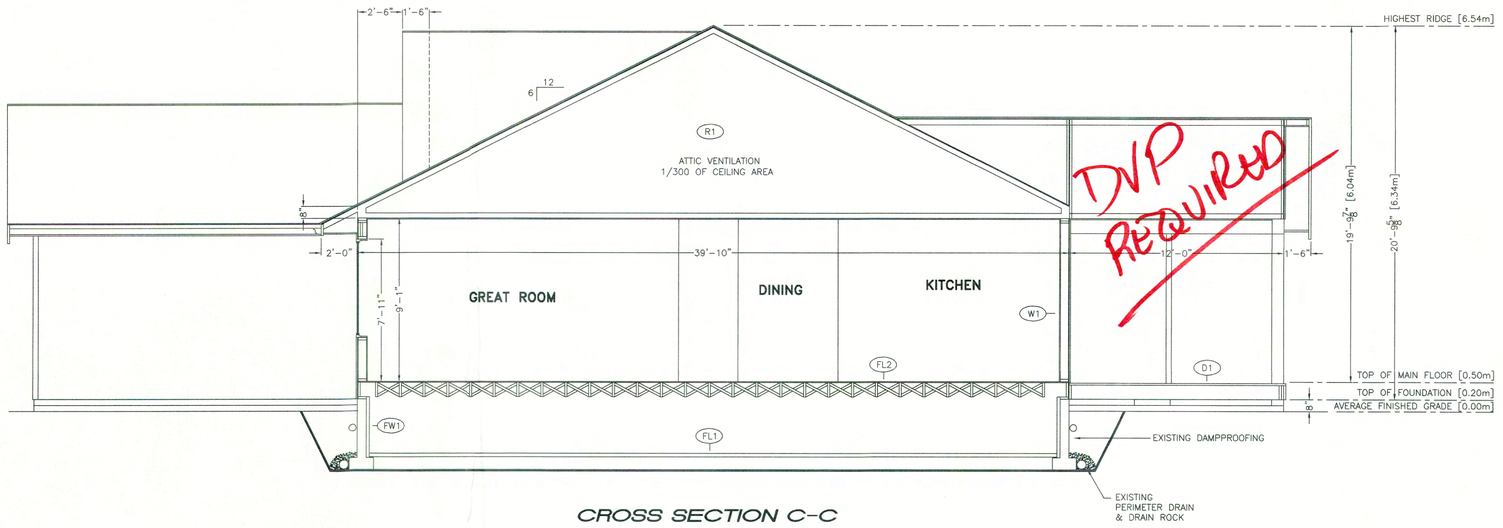


CROSS SECTION A-A



CROSS SECTION B-B

CLEARANCE FROM GROUND not less than 200 mm (8 inches) for cladding that is adversely affected by moisture such as wood, plywood, Stucco, OSB, waferboard and hardboard.



CROSS SECTION C-C

CONSTRUCTION ASSEMBLIES	
FLOORS	
FL1	CRAWL SPACE SKIM COAT – EXISTING
FL2	FLOOR ABOVE CRAWL: FINISHED FLOORING SHEATHING SEE STRUCT. 2x10 JOISTS @ 16" O.C. AS PER STRUCT.
FL3	CANTILEVERED FLOOR: FINISHED FLOORING SHEATHING SEE STRUCT. 2x10's @ 16" o.c AS PER STRUCT. MIN. R28 INSUALTION
FL4	GARAGE SLAB – EXISITING
BELOW GRADE WALLS	
FW1	CRAWL SPACE WALL: EXISITING FOUNDATION WALL 4" EPS RIGID INSULATION OR EQUIV. SPRAY FOAM
ABOVE GRADE WALLS	
W1	EXTERIOR WOOD FRAME WALL: HARDI BOARD SIDING RAIN SCREEN TYPAR BUILDING WRAP SHEATHING SEE STRUCT. 2x6 STUDS @ 16" O.C. R22 BATT INSULATION 6 MIL POLY ½" DRYWALL
W2	INTERIOR WALL: 2x4 STUDS @ 16" O.C. ½" DRYWALL BOTH SIDES
ROOF	
R1	VENTED ROOF: FIBREGLASS SHINGLES BUILDING PAPER SHEATHING SEE STRUCT. PRE-ENGINEERED ROOF TRUSSES R-50 BLOWN IN F/G INSULATION 6 MIL POLY ⅝" DRYWALL
DECK	
D1	FREE DRAINING EXTERIOR DECK: ¾ DECKING 2x10's @ 16" o.c.

GENERAL NOTES:

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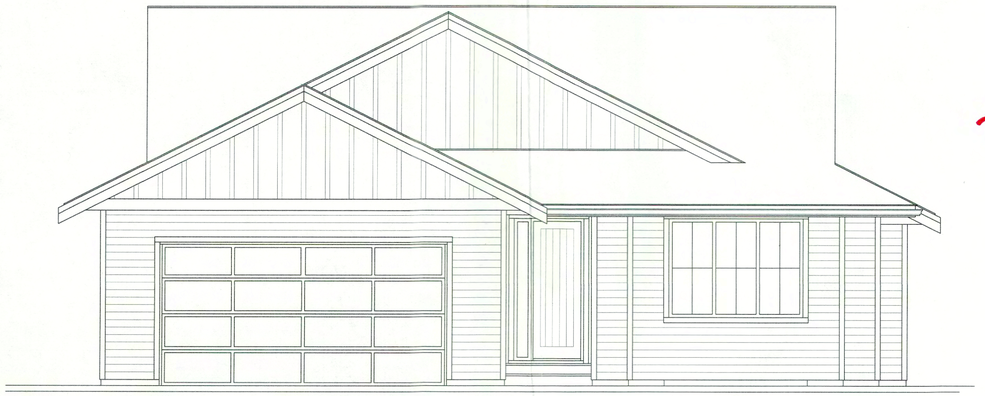
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11/17/25	PERMIT	SL

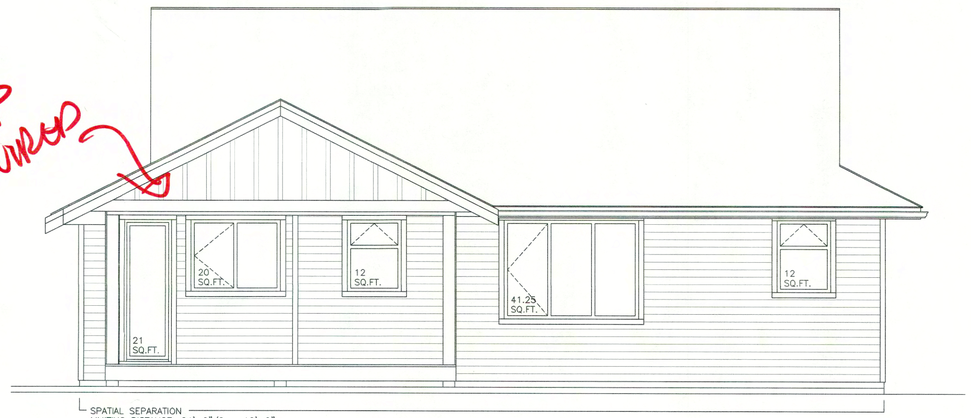
PROJECT:	
846 WOODSIDE CRESCENT	
PREPARED FOR:	
VIP HOMES	
SHEET TITLE:	
CROSS SECTIONS	
DATE: 11/07/25	DRAWN BY: SL
SCALE: 1/4" = 1'-0"	PLAN NO: SL 25-043

SHEET 2 OF 3



FRONT ELEVATION

DVP Reviewed



SPATIAL SEPARATION
LIMITING DISTANCE: 24'-0"/2 = 12'-0"
ABOVE GRADE WALL AREA: 482 SQ.FT.
ALLOWABLE WINDOW AREA: 26.76% (128 SQ.FT.)
ACTUAL WINDOW AREA: 21.83% (105.25 SQ.FT.)

DISTANCE TO PROPERTY AS PER SITE PLAN PROVIDED.
CONFIRM WITH BCLS PROIR TO CONSTRUCTION

REAR ELEVATION



SPATIAL SEPARATION
LIMITING DISTANCE: 8'-9"/2 = 4'-4 1/2"
ABOVE GRADE WALL AREA: 681 SQ.FT.
ALLOWABLE WINDOW AREA: 7.43% (50.6 SQ.FT.)
ACTUAL WINDOW AREA: 2.94% (20 SQ.FT.)

DISTANCE TO PROPERTY AS PER SITE PLAN PROVIDED.
CONFIRM WITH BCLS PROIR TO CONSTRUCTION

RIGHT ELEVATION



SPATIAL SEPARATION
LIMITING DISTANCE: 8'-9"/2 = 4'-4 1/2"
ABOVE GRADE WALL AREA: 681 SQ.FT.
ALLOWABLE WINDOW AREA: 7.43% (50.6 SQ.FT.)
ACTUAL WINDOW AREA: 5.95% (40.5 SQ.FT.)

DISTANCE TO PROPERTY AS PER SITE PLAN PROVIDED.
CONFIRM WITH BCLS PROIR TO CONSTRUCTION

LEFT ELEVATION

GENERAL NOTES:

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DRAFTING & DESIGN
SLINDBERGDESIGN@GMAIL.COM
(250) 951-3635
PO BOX 931, PARKSVILLE BC, V9P 2G9

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11/07/25	CLIENT REVIEW #1	SL
11/17/25	PERMIT	SL

PROJECT:
846 WOODSIDE CRESCENT

PREPARED FOR:
VIP HOMES

SHEET TITLE:
ELEVATIONS

DATE: 11/07/25 | DRAWN BY: SL

SCALE: 1/4" = 1'-0" | PLAN NO: SL 25-043

SHEET 3 OF 3

TOWN OF **QUALICUM BEACH**

March 13, 2026

NOTICE OF DEVELOPMENT VARIANCE PERMIT APPLICATION

Council of the Town of Qualicum Beach, at its Regular Meeting scheduled for Wednesday, March 25, 2026 at 10:00am in the Council Chambers of the Municipal Office, 660 Primrose St., Qualicum Beach, BC, will consider the issuance of a Development Variance Permit for the subject property at 846 Woodside Crescent to vary the minimum rear lot line setback from 6.0m to 4.0m under Section 3.4.111 of the "Town of Qualicum Beach Zoning Bylaw No. 900, 2024".

Explanation of Variance

The owner of the subject property (846 Woodside Crescent) has applied for a variance to rebuild a detached dwelling unit in the same footprint as the previous detached dwelling unit on the parcel. The Residential 1 (R1) zone requires a 6.0m rear lot line setback; however, the rear covered patio is 4.0m from the rear property line. As such, a 2.0m variance is required.

Location and Legal Description

Civic Address:	846 Woodside Crescent
PID:	018-453-856
Legal Description:	Lot 13, District Lot 88, Nanoose District, Plan VIP57488



Application Review

The proposed Development Variance Permit may be viewed online at qualicumbeach.com/planning-notices/ or at Town Hall at #201 - 660 Primrose Street, Qualicum Beach, BC, Monday to Friday (except statutory holidays), 9:00am to 4:00pm from Friday, March 13, 2026, to Wednesday, March 25, 2026 at 10:00am.

Public Input

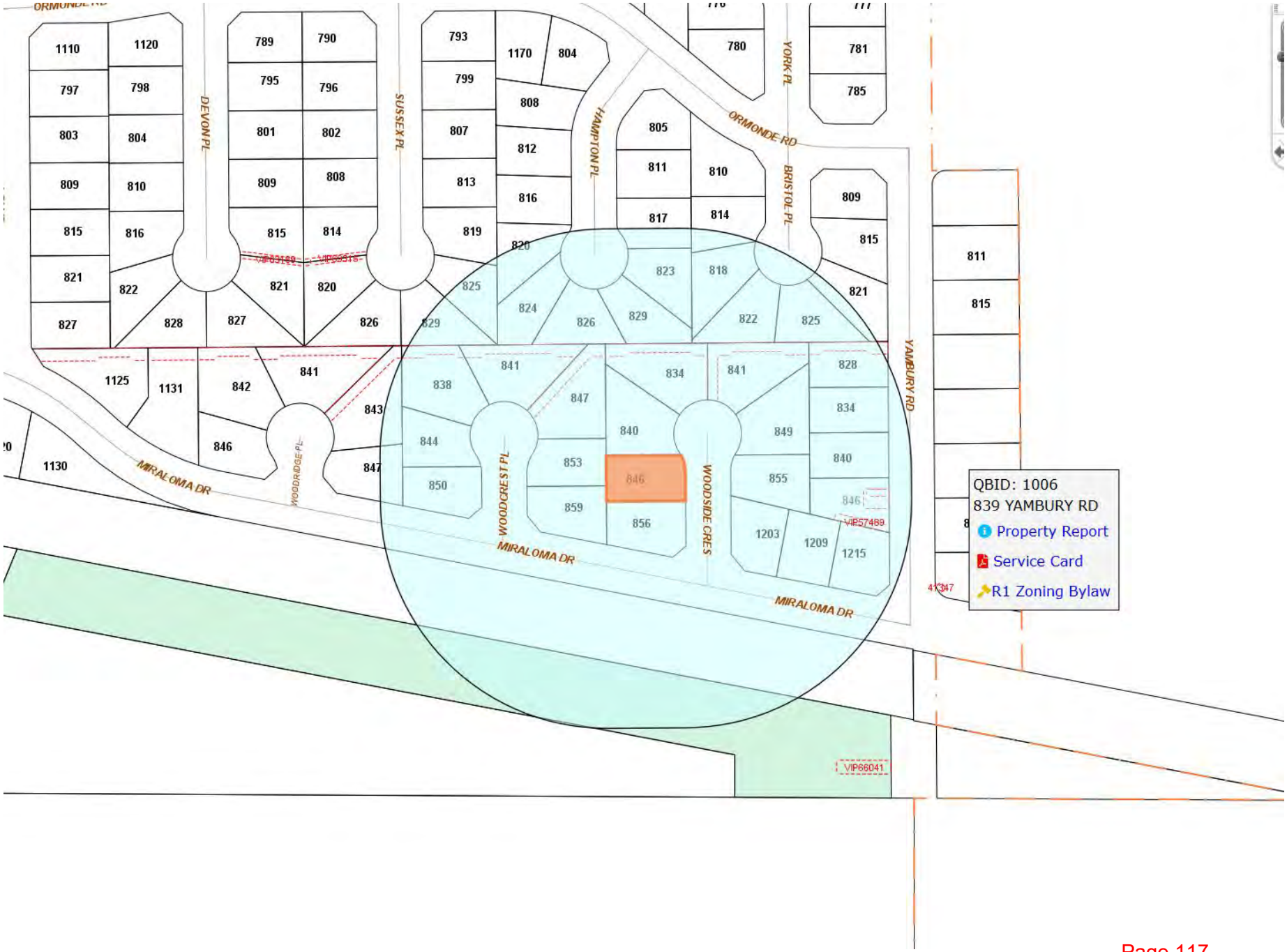
As your property is in proximity of the property subject, you are receiving this notification. If you believe your interests are affected by the proposed Development Variance Permit, you may provide written comments or speak in person during the Public Input Period at the Council Meeting on Wednesday, March 25, 2026 at 10:00am (maximum three minutes per person speaking time).

Written comments can be provided to the Town of Qualicum Beach by email: qbtown@qualicumbeach.com or by mail: Town of Qualicum Beach, #201 - 660 Primrose Street, Qualicum Beach, BC V9K 1S7. Written submissions will be accepted up to 9:30am on March 25, 2026. All written submissions, including names and addresses, will become part of the public record and will be shared with Council.

Questions

If you have any questions or require further details in regard to this matter, please contact the Planning Department at the Municipal Office, 250.752.6921 or by email, planning@qualicumbeach.com. This Notice is given in accordance with Section 499 of the *Local Government Act.*

File No.: 3090-20-WoodsideCres846
Mailed to neighbouring properties within 100m of the subject property: Friday, March 13, 2026
Town Website: Friday, March 13, 2026
Newspaper Publication Dates: N/A
N:\3000-3699 LAND ADMINISTRATION\3090 DEVELOPMENT VARIANCE PERMITS\3090-20 Civic Addresses\Woodside Cr\846


QBID: 1006
839 YAMBURY RD
Property Report
Service Card
R1 Zoning Bylaw
MIRALOMA DR
WOODCREST PL
WOODSIDE CRES
YAMBURY RD
ORMONDE RD
DEVON PL
SUSSEX PL
HAMPTON PL
YORK PL
BRISTOL PL
WOODRIDGE PL
VIP57489
VIP66041

PLAN OF LOT 13, DISTRICT LOT 88, NANOOSE DISTRICT, PLAN VIP57488.

SHOWING BUILDING UNDER CONSTRUCTION THEREON (FOR VARIANCE APPLICATION).

SCALE 1:200

THE INTENDED PLOT SIZE IS 356mm IN WIDTH AND 216mm IN HEIGHT (LEGAL SIZE) WHEN PLOTTED AT A SCALE OF 1:200.

NOTE:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM PLAN VIP57488.

JURISDICTION: TOWN OF QUALICUM BEACH

PARCEL ZONING: RESIDENTIAL 1 (R1)

PID NO: 018-453-856

BUILDING SETBACKS SHOWN ARE FOR A SINGLE DETACHED DWELLING ONLY.

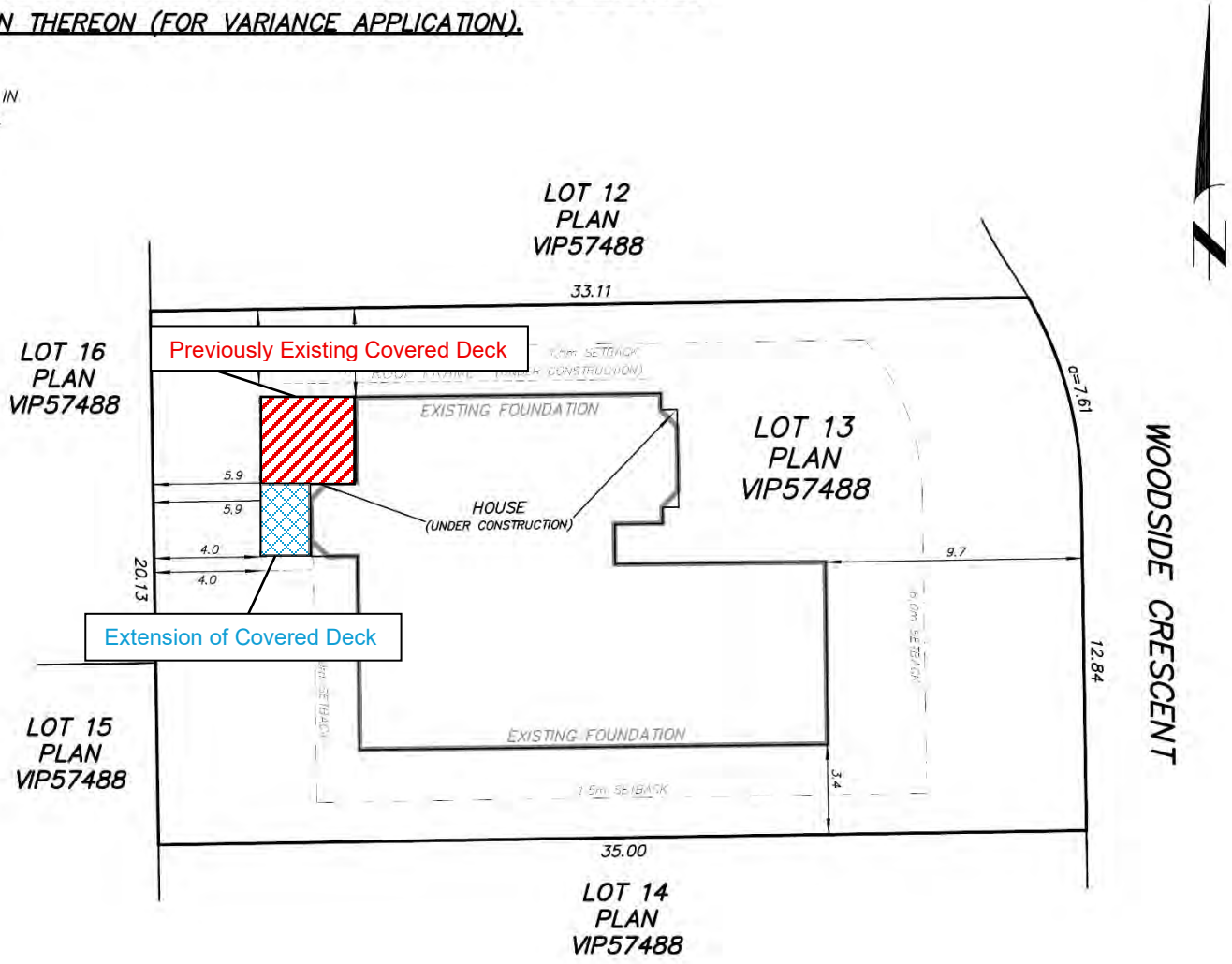
THIS LOT IS SUBJECT TO LTO CHARGE NUMBERS: M76300 AND EG137059.

CIVIC ADDRESS: 846 WOODSIDE CRESCENT, QUALICUM BEACH, BC

SURVEY DATE: JANUARY 29, 2026

LEGEND

DENOTES FRAME OF ROOF OVERHANG



INSPECTED THIS 4TH DAY OF FEBRUARY, 2026.

Neil Bauder
D3K5I3

Digitally signed by Neil Bauder D3K5I3
Date: 2026.02.04 13:44:53 -08'00'

PRISM
LAND SURVEYING LTD.

223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca

FILE NUMBER: 26-045-BL
DRAWING FILE: 26-045 BL1.dwg
DATE: 2026-02-04

Previous Covered Deck





New Covered Deck







TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No: 3090-20-3022IHW

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: April 22, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Variance Permit Application | 3022 Island Highway West**

GOVERNANCE DECISION
Council is asked to approve, request changes, or refuse a Development Variance Permit for 3022 Island Highway West.

RECOMMENDATION
THAT Council directs staff to issue a Development Variance Permit for 3022 Island Highway West, as described in the April 22, 2026, Planning Report to Council.

PURPOSE
For Council to consider issuance of a Development Variance Permit for 3022 Island Highway West.

BACKGROUND
The Town has received an application for a Development Variance Permit for the property located at 3022 Island Highway West to permit a 66-unit multi-residential development. The subject property is zoned Commercial 8 (C8) in the Zoning Bylaw. The C8 Zone permits both residential and tourist accommodation, and the application meets both the current use and density. However, the application proposes a height that exceeds the maximum height permitted in the C8 Zone. As such, the application requires a variance to allow for the proposed increase in height.

The Town has received previous applications for the subject property, with the latest being a Development Variance Permit application made in 2023 which was refused by Council.

On March 25, 2026, the current application went before Council, and the following Resolution was passed:

- **THAT** Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 3022 Island Highway West to be considered by Council at a future meeting.

A notice was sent to properties within a minimum of 100m of the subject property on Thursday April 9, 2026. Both the notice, and the notification map, are attached to this Report. At time of writing this memo, one written comment has been received and has been sent to Council via email.

DISCUSSION

The following is an overview of land use regulations relevant to the subject property.

LAND USE

Zoning: The parcel is zoned C8, which permits both residential and tourist accommodation. The proposal is for a multi-residential development, which is a permitted use under the zoning.

Density: The proposed development consists of 66 units. Under the C8 Zone, the required site area per apartment unit is 200m². Given the approximate site area of 13,224m², a maximum of 66 units would be permitted. The Official Community Plan (OCP) designates the parcel as *Commercial* under the Village Neighbourhood. There is no specified density under the commercial designation in the OCP. A density bonus for underground parking is available in the C8 Zone but is not required to meet the proposed density.

Height: The proposed building height is 11.44m, which is 3.94m more than the maximum permitted height of 7.5m. Given that the building is bordered by a bank to the south, the height of the building will have minimal visual impact on the properties to the south. It should be noted that the subject property will be included as part of the Zoning Bylaw housekeeping amendment to provide a consistent height of 11m for specific zones that include residential as a use in addition to commercial or industrial uses.

Setbacks: The proposed development has a front lot line setback of 4.5m, rear lot line setback of 20.9m, and interior lot line setback of 3.0m. The proposed development meets all the required setbacks.

Parcel Coverage: The proposed parcel coverage is 33%. The parcel coverage is within the maximum 40% parcel coverage permitted in the C8 Zone.

Parking: Multi-residential dwellings outside of the Village Neighbourhood require one off-street parking space per unit. The proposed development provides 131 off-street parking spaces which exceeds the number of off-street parking spaces currently required (66 stalls).

2025 Official Community Plan

The property is designated as Commercial in the Official Community Plan (OCP). As well, the subject property falls within the Development Permit Area C11 – Highway Bluff Commercial, and, as such, requires a Development Permit, which is dealt with in a separate Planning Report titled Development Permit: 3022 Island Highway West and dated April 22, 2026.

Requested Height Variance

	Permitted	Proposed	Required Variance
Maximum Height	7.5m	11.44	**3.94m**

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

Public Participation Framework developed by the International Association for Public

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

Participation – IAP^2 International.

INFORM:

- Consideration of a Development Variance Permit requires that property owners within a minimum 100m radius be notified and afforded an opportunity to share their opinions for the DVP with Council, in advance of Council issuing a Development Variance Permit (see attached notification map).
- The property owner will be notified once Council makes a decision.

STRATEGIC PLAN ALIGNMENT

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

- Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*

SUMMARY

A Development Variance Permit application for 3022 Island Highway West has been submitted proposing a variance to the maximum permitted building height. The proposed height is 11.44m, which is approximately 3.94m higher than the maximum permitted height of 7.5m. Staff find the variance to building height reasonable for Council to consider given that the subject property will be included as part of the Zoning Bylaw housekeeping amendment to provide a consistent height of 11m for specific zones that include residential use. Staff recommend Council issue the Development Variance Permit for 3022 Island Highway West subject to Council's review and consideration of any written submissions received.

ALTERNATIVE OPTIONS

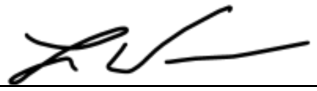
1. THAT the Development Variance Permit for 3022 Island Highway West be refused.

2. THAT Council provides alternate direction to staff.

APPROVALS
Report respectfully submitted by Rebecca Augustyn, Senior Planner.



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and Community Development
Concurrence

ATTACHMENTS

Attachment 1:	Plans for 3022 Island Highway West
Attachment 2:	Copy of Public Notice
Attachment 3:	Copy of Public Notice Notification Map

File Path:
\\QB-SVR25-FILE\data\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\04 22 RCM

KP Architecture Ltd.

Abbotsford Office
#400 – 34077 Gladys Ave.
Abbotsford, BC V2S 2E8
T (604) 853-8831

Edmonton Office
#1000 – 10117 Jasper Ave.
Edmonton, AB T5J 1W8
T (780) 758-2002

Vancouver Office
#110 – 2920 Virtual Way
Vancouver, BC V5M 0C4
T (604) 294-6662

Town of Qualicum Beach
Planning and Development Department
#201 - 660 Primrose St.
Qualicum Beach, BC V9K 1S7

Re: Development Permit Application: **Date: January 14, 2026**
3022 Island Highway W, Qualicum Beach, BC V9K 1S7

Dear Luke and Qualicum Beach,

We're pleased to resubmit our Development Permit application for the residential project at 3022 Island Highway W. This proposal reflects our effort to provide much-needed housing while respecting Qualicum Beach's character, natural beauty, and community priorities.

Our goal is to create a development that fits seamlessly into the landscape and contributes positively to the area. The proposal includes 66 apartment units spread across three buildings, each designed to blend into the landscape while maintaining a low-profile height of 11.44 meters (three storeys). This proposal follows the C11 Highway Bluff Commercial zoning designation, adhering to key metrics such as parcel coverage, setbacks, and parking requirements. The design includes ample parking, green spaces, and pedestrian-friendly features.

We have built on the feedback and lessons learned from our previous application, including the Advisory Planning Commission Meeting in 2021 and the Public Information Meeting in 2023. We've listened carefully to the concerns raised by the community and the Town, and we've incorporated that feedback into this design.

Our prioritization of slope stability to minimize excavation and incorporate soil nail stabilization remains and the stormwater management plan ensures that drainage is controlled, protecting both the site and neighboring properties. The building mass has been significantly reduced to integrate seamlessly into the aggressive site slope, with stepped terraces and a newly defined flat roof concept that help minimize visual impact. We've also modified the architectural materials to break up the façade, creating a design that feels natural and inviting and the previous Landscape features remain.

Beyond housing, we want this project to add value to the community. We've included communal gardens and seating areas, creating shared spaces for residents and visitors. Safe pedestrian access to the beach is also incorporated, aligning with the Waterfront Master Plan and making the area more accessible.

KP Architecture Ltd.

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#400 – 34077 Gladys Ave.
Abbotsford, BC V2S 2E8
T (604) 853-8831

Edmonton Office
#1000 – 10117 Jasper Ave.
Edmonton, AB T5J 1W8
T (780) 758-2002

Vancouver Office
#110 – 2920 Virtual Way
Vancouver, BC V5M 0C4
T (604) 294-6662

We believe this project represents a balanced approach to development that addresses the Town's needs while respecting the character of Qualicum Beach. We're committed to working collaboratively with the Town and the community to bring this vision to life. Thank you for considering our application and are happy to discuss any aspect of the proposal in more detail. Please don't hesitate to reach out if you have any further questions or comments.

Best regards,
Jumean Loungsay

Design Manager
KPA Architecture Ltd.
778-345-9665



- IMAGE FOR ILLUSTRATION PURPOSES ONLY -

LASQUETI VIEW PLACE: 66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

ISSUE DATE: 27 JULY , 2020

SHEET LIST

DP00	COVERSHEET
DP01	CONCEPTUAL RENDERINGS
DP02	PERSPECTIVES
DP03	NEIGHBOURING VIEWS
DP10	SITE PLAN & SITE ANALYSIS
DP10.1	TOPOGRAPHIC SURVEY
DP10.2	TOPOGRAPHIC SITE PLAN
DP20	UNDERGROUND PARKADE PLAN
DP21	FLOOR PLANS - B1
DP22	FLOOR PLANS - B1
DP23	FLOOR PLANS - B2
DP24	FLOOR PLANS - B2
DP25	FLOOR PLANS - B3
DP26	FLOOR PLANS - B3
DP41-1	BLDG 1- ELEVATIONS
DP41-2	BLDG 2 - ELEVATIONS
DP60	BUILDING SECTIONS

KRAHN PROJECT No. 180604

PROJECT TEAM

ARCHITECT of RECORD

KP ARCHITECTURE LTD.
400 - 34077 GLADYS AVENUE,
ABBOTSFORD, BC, V2S 2E8
EMAIL: LARRYP@KRAHN.COM
PRINCIPAL IN CHARGE: LARRY PODHORA
TECH LEAD: KESHAV GAUR (INTERN ARCHITECT AAA)

BUILDING DESIGN

KRAHN GROUP OF COMPANIES
400 - 34077 GLADYS AVENUE
ABBOTSFORD, B.C. V2S 2E8
PHONE: 604.853.8831
EMAIL: JUMEANL@KRAHN.COM
PROJECT MANAGER: JUMEAN LOUNGSAY

STRUCTURAL

KRAHN ENGINEERING LTD.
400 - 34077 GLADYS AVENUE
ABBOTSFORD, B.C., V2S 2E8
PHONE: 604.853.8831
EMAIL: MARK.N@KRAHN.COM
PROJECT MANAGER: MARK NIKKEL

MECHANICAL

NAME

ELECTRICAL

NAME

CIVIL

TIMBERLAKE-JONES ENGINEERING
177 WELD STREET
PARKSVILLE B.C. V9P 2G3
PHONE: 250.248.2001
EMAIL: MICHELLE@TJENG.CA
PRINCIPAL IN CHARGE: MICHELLE JONES

SURVEY

SIMS ASSOCIATES LAND SURVEYING LTD.
233 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250.752.9121
PRINCIPAL IN CHARGE: NEIL BAUDER

LANDSCAPE

KINSHIP DESIGN ART ECOLOGY
1070 NELSON STREET
NANAIMO, BC V9S 2K2
EMAIL: KATE.STEFIUK@KINSHIPDESIGN.CA
PRINCIPAL IN CHARGE: KATE STEFIUK

GEOTECHNICAL

1779 W 75th AVE.
VANCOUVER, B.C. V6P 3T1
PHONE: 604.439.0922
PRINCIPAL IN CHARGE: MATT KOKAN

KP Architecture Ltd.
EDMONTON OFFICE
#1001 – 10117 JASPER AVE EDMONTON, AB T5J 1W8
T 780.758.2002 F: 780.400.9325 WWW.KRAHN.COM

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ISSUES AND REVISIONS

NO.	DATE Y/M/D	DESCRIPTION
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
8	2022-03-08	ISSUED FOR CONSULTANT REVIEW
13	2023-04-11	RE-ISSUED FOR PIM
14	2025-08-15	ISSUED FOR RE-DP

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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PERMIT NUMBER: AC 17215
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SEAL

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PROJECT NO. 180604

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NORTH PERSPECTIVE - BUILDING 1



STREET VIEW OF BUILDING 2 & 3



STREET VIEW OF BUILDING 1



3RD STOREY BALCONY VIEW (OF BUILDING 1)

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T 780.758.2002 F: 780.400.9325 WWW.KRAHN.COM

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ISSUES AND REVISIONS

NO.	DATE Y/M/D	DESCRIPTION
5	2021-08-31	ISSUED FOR APC
13	2023-04-11	RE-ISSUED FOR PIM

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
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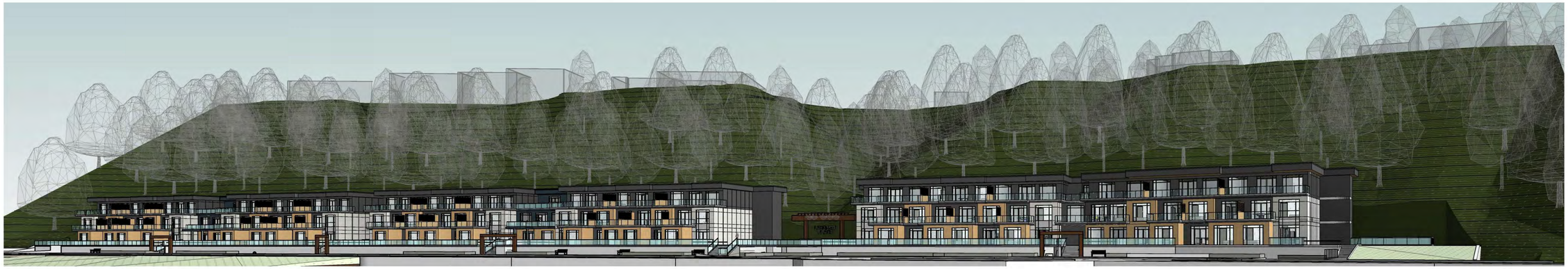
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CONCEPTUAL
RENDERINGS

PROJECT NO. **180604**

DRAWING NO. **DP01**

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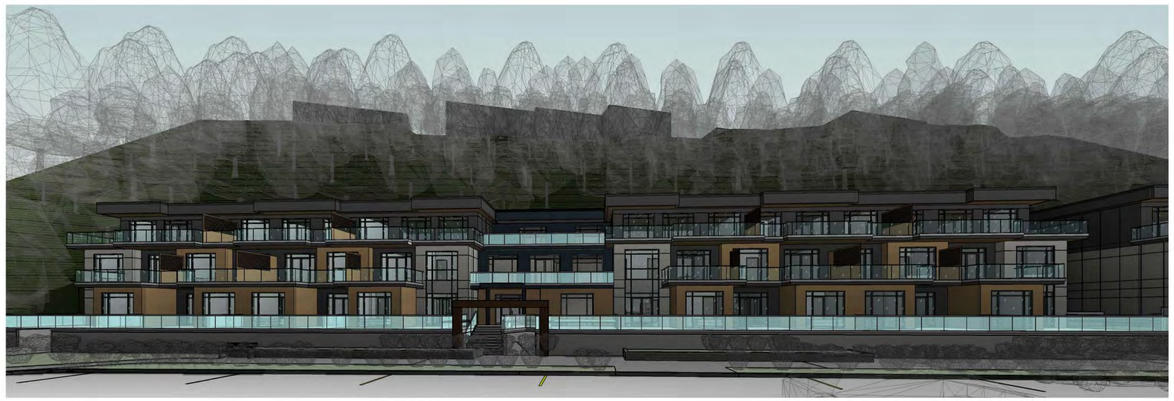
NORTH-WEST PERSPECTIVE



BLDG 3 - NORTH-EAST PERSPECTIVE



3.2 - BLDG 2 - NORTH PERSPECTIVE



3.1 - BLDG 3 - NORTH PERSPECTIVE



3.3 - BLDG 1 - NORTH PERSPECTIVE

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EDMONTON OFFICE
#1001 – 10117 JASPER AVE. EDMONTON, AB T5J 1W8
T 780.758.2002 F: 780.400.9325 WWW.KRAHN.COM

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ISSUES AND REVISIONS

NO.	DATE Y/M/D	DESCRIPTION
1	2020-05-27	ISSUED FOR DP
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
12	2023-03-08	ISSUED FOR DVP
13	2023-04-11	RE-ISSUED FOR PIM

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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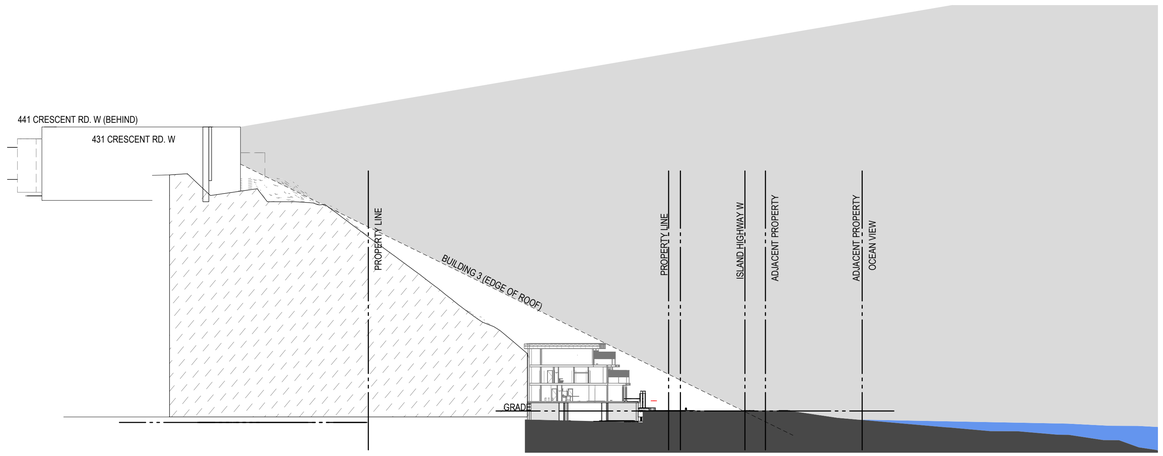
SEAL

DRAWING TITLE
PERSPECTIVES

PROJECT NO. 180604
DRAWING NO. DP02

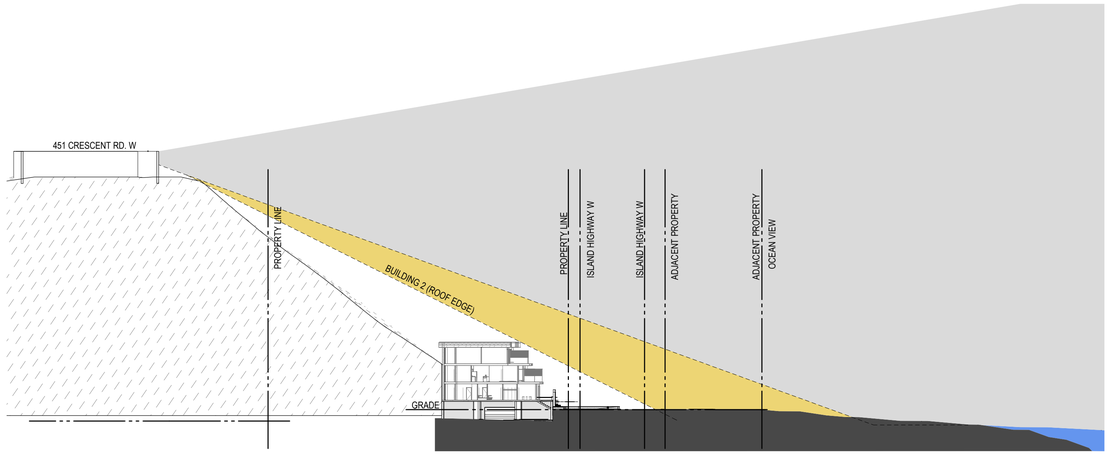
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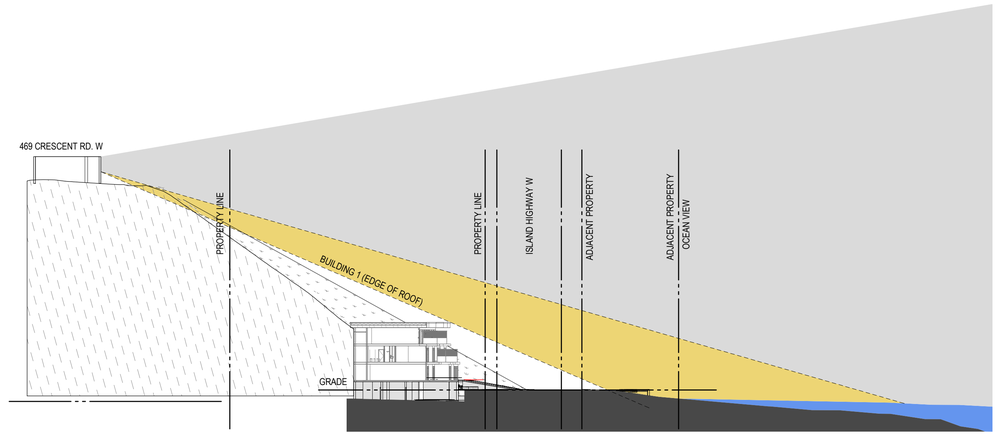
1 NEIGHBOURING VIEW - 431 & 441 CRESCENT RD. W

SCALE: 1" = 40'-0"



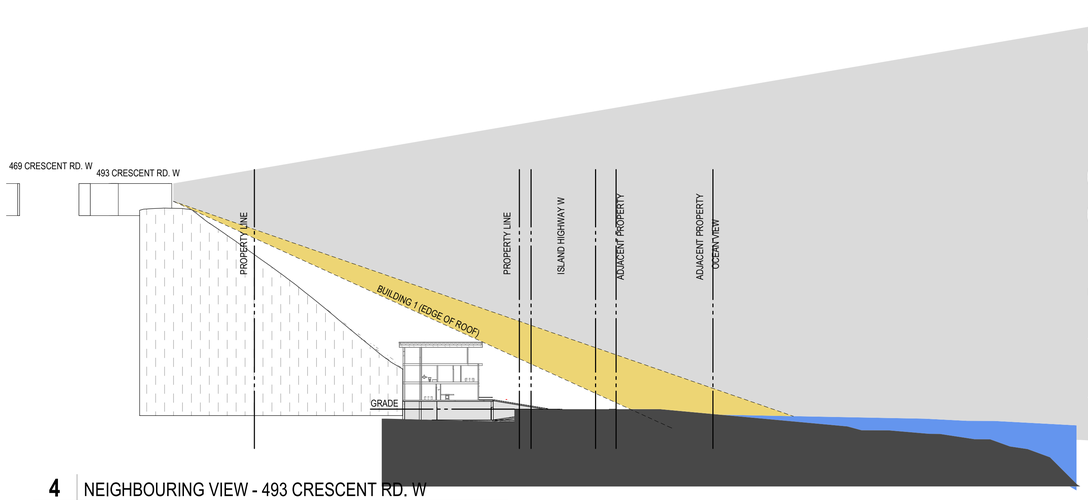
2 NEIGHBOURING VIEW - 451 CRESCENT RD. W

SCALE: 1" = 40'-0"



3 NEIGHBOURING VIEW - 469 CRESCENT RD. W

SCALE: 1" = 40'-0"



4 NEIGHBOURING VIEW - 493 CRESCENT RD. W

SCALE: 1" = 40'-0"

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KP Architecture Ltd.
EDMONTON OFFICE
#1001 – 10117 JASPER AVE. EDMONTON, AB T5J 1W8
T 780.758.2002 F: 780.400.9325 WWW.KRAHN.COM

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ISSUES AND REVISIONS

NO.	DATE Y/M/D	DESCRIPTION
13	2023-04-11	RE-ISSUED FOR PIM

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
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PROJECT NO. 180604

DRAWING NO. DP03

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ADDRESS:
CIVIC ADDRESS: 3022 ISLAND HIGHWAY W, QUALICUM BEACH, BC V9K 2H2

LEGAL ADDRESS: LOT 1, DISTRICT LOTS 52 AND 53, NEWCASTLE DISTRICT, PLAN 37040

ZONING BYLAW ANALYSIS

1. ZONING:
EXISTING: C8 (COMMERCIAL 8)

2. LOT AREA:
GROSS: 142,342 sq.ft. (13,224 sq.m.) 3.28 Ac (1.32 ha)

3. DENSITY (FLOOR SPACE RATIO):
ALLOWED: 13,224 s.m. / (*200 s.m./du) = 66.22 (66) du
PROPOSED: **12,299 s.m.** = 61.45 (61) du

4. USABLE AMENITY AREA :
OUTDOOR AMENITY SPACE:
PROVIDED: = 3,525 s.f. (327.5 s.m.)
INDOOR AMENITY SPACE:
PROVIDED: = 3,526 s.f. (327.5 s.m.)

5. SETBACKS (APARTMENT BUILDINGS):

REQUIRED:	FRONT (NORTH)	4.5m
	REAR (SOUTH)	4.5m
	SIDE (WEST)	3.0m
	SIDE (EAST)	3.0m
PROPOSED:	FRONT (NORTH)	4.5m (TYP. U.N.O.)
	REAR (SOUTH)	20.9m
	SIDE (WEST)	3.0m
	SIDE (EAST)	3.0m

4. BUILDING HEIGHT:
MAXIMUM HEIGHT PERMITTED: 11m
PROPOSED HEIGHT: 11.44m or UP TO 3 STOREYS (SEE NORTH ELEVATIONS)
BLDG. 1 - 3 = 11.44m

5. LOT COVERAGE:
PERMITTED: = 40%
PROPOSED: = 47,767 s.f. / 142,912.44 s.f. = 33.4%

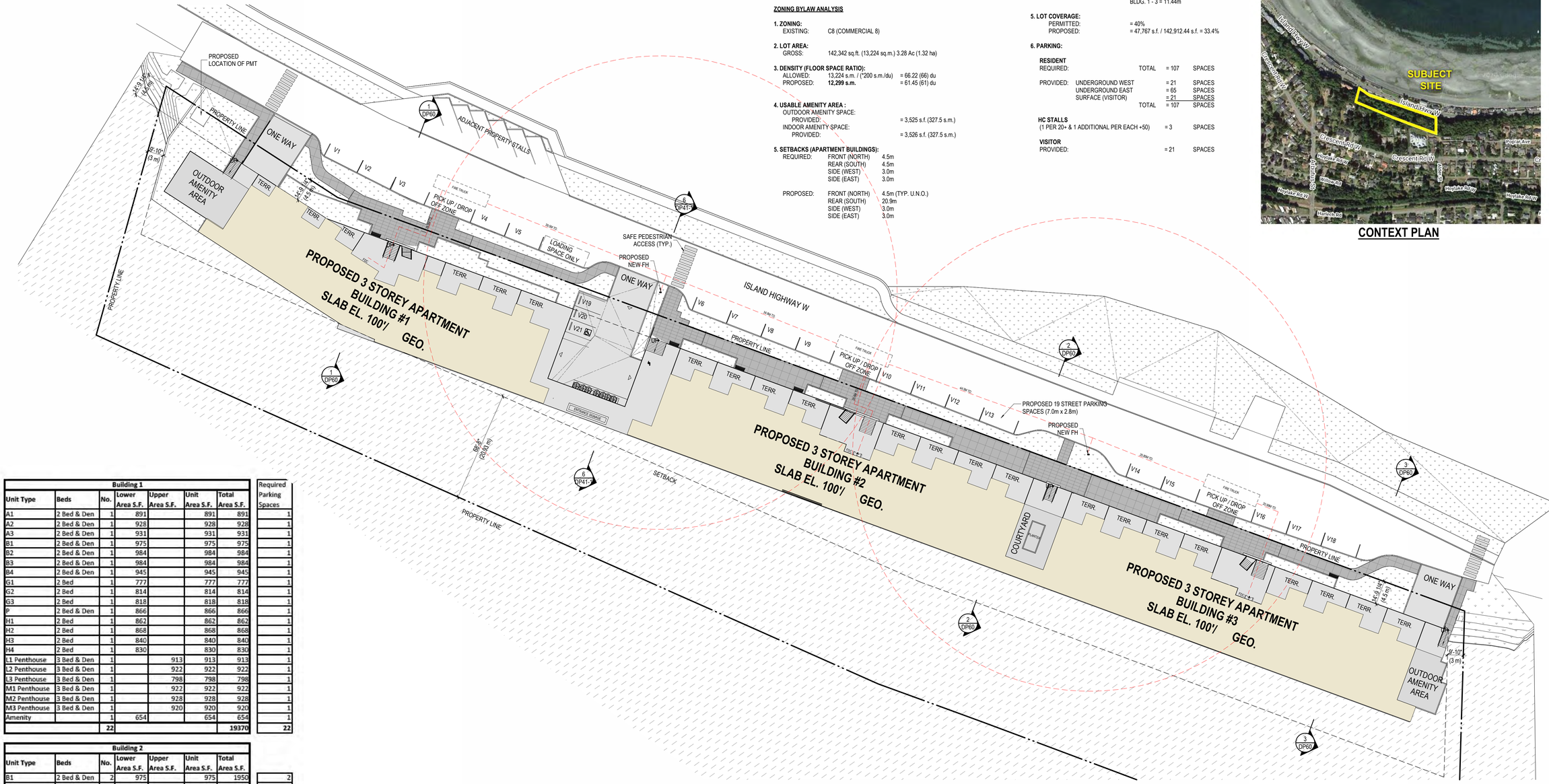
6. PARKING:

RESIDENT
REQUIRED: TOTAL = 107 SPACES

PROVIDED: UNDERGROUND WEST = 21 SPACES
UNDERGROUND EAST = 65 SPACES
SURFACE (VISITOR) = 21 SPACES
TOTAL = 107 SPACES

HC STALLS
(1 PER 20+ & 1 ADDITIONAL PER EACH +50) = 3 SPACES

VISITOR
PROVIDED: = 21 SPACES





CONTEXT PLAN

Building 1							Required Parking Spaces
Unit Type	Beds	No.	Lower Area S.F.	Upper Area S.F.	Unit Area S.F.	Total Area S.F.	
A1	2 Bed & Den	1	891		891	891	1
A2	2 Bed & Den	1	928		928	928	1
A3	2 Bed & Den	1	931		931	931	1
B1	2 Bed & Den	1	975		975	975	1
B2	2 Bed & Den	1	984		984	984	1
B3	2 Bed & Den	1	984		984	984	1
B4	2 Bed & Den	1	945		945	945	1
G1	2 Bed	1	777		777	777	1
G2	2 Bed	1	814		814	814	1
G3	2 Bed	1	818		818	818	1
P	2 Bed & Den	1	866		866	866	1
H1	2 Bed	1	862		862	862	1
H2	2 Bed	1	868		868	868	1
H3	2 Bed	1	840		840	840	1
H4	2 Bed	1	830		830	830	1
L1 Penthouse	3 Bed & Den	1		913	913	913	1
L2 Penthouse	3 Bed & Den	1		922	922	922	1
L3 Penthouse	3 Bed & Den	1		798	798	798	1
M1 Penthouse	3 Bed & Den	1		922	922	922	1
M2 Penthouse	3 Bed & Den	1		928	928	928	1
M3 Penthouse	3 Bed & Den	1		920	920	920	1
Amenity		1	654		654	654	1
		22				**19370**	**22**

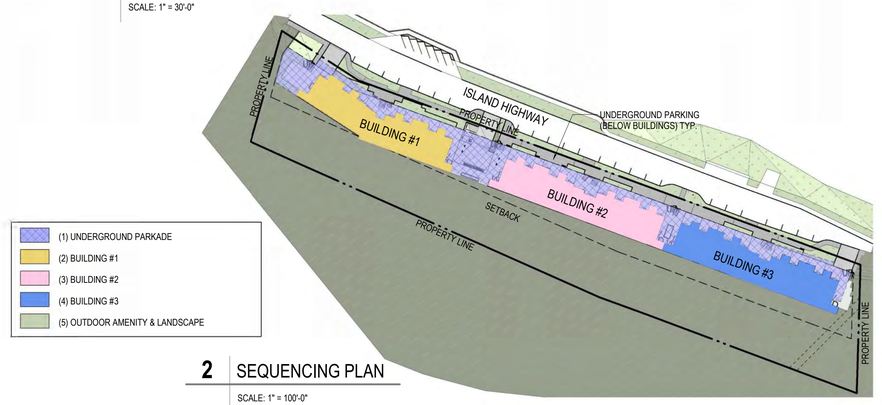
Building 2							
Unit Type	Beds	No.	Lower Area S.F.	Upper Area S.F.	Unit Area S.F.	Total Area S.F.	
B1	2 Bed & Den	2	975		975	1950	2
B2	2 Bed & Den	2	984		984	1968	2
B3	2 Bed & Den	2	984		984	1968	2
B4	2 Bed & Den	2	945		945	1890	2
C	2 Bed	1	748		748	748	2
H1	2 Bed	2	862		862	1724	2
H2	2 Bed	2	868		868	1736	2
H3	2 Bed	2	840		840	1680	2
H4	2 Bed	2	830		830	1660	2
M1 Penthouse	3 Bed & Den	2		922	922	1844	2
M2 Penthouse	3 Bed & Den	2		928	928	1856	2
M3 Penthouse	3 Bed & Den	2		920	920	1840	1
Amenity		1		573	573	573	**23**
		24				**21437**	

Building 3							
Unit Type	Beds	No.	Lower Area S.F.	Upper Area S.F.	Unit Area S.F.	Total Area S.F.	
B1	2 Bed & Den	2	975		975	1950	2
B2	2 Bed & Den	2	984		984	1968	2
B3	2 Bed & Den	2	984		984	1968	2
B4	2 Bed & Den	2	945		945	1890	2
H1	2 Bed	2	862		862	1724	2
H2	2 Bed	2	868		868	1736	2
H3	2 Bed	2	840		840	1680	2
H4	2 Bed	2	830		830	1660	2
M1 Penthouse	3 Bed & Den	2		922	922	1844	2
M2 Penthouse	3 Bed & Den	2		928	928	1856	2
M3 Penthouse	3 Bed & Den	2		920	920	1840	2
Amenity		2		1310	1310	2620	**24**
		24				**22736**	

47

Total (Including Amenity) 70

1 SITE PLAN
SCALE: 1" = 30'-0"



2 SEQUENCING PLAN
SCALE: 1" = 100'-0"

PROJECT NORTH

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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EDMONTON
VANCOUVER
EDMONTON OFFICE
#1001 – 10117 JASPER AVE. EDMONTON, AB T5J 1W8
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5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS
12	2023-03-08	ISSUED FOR DVP
13	2023-04-11	RE-ISSUED FOR PIM

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
ISSUED PURSUANT TO THE ARCHITECTS ACT OF ALBERTA

SEAL

DRAWING TITLE
SITE PLAN & SITE ANALYSIS

PROJECT NO. 180604
DRAWING NO. DP10

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TOPOGRAPHIC SITE PLAN OF LOT 1, DISTRICT LOTS 52 AND 53, NEWCASTLE DISTRICT, PLAN 37040.

SCALE 1:400

0 10 20 30 40

THE INTENDED PLOT SIZE IS 865mm IN WIDTH AND 560mm IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:400.

NOTES:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED.

CONTOUR INTERVAL IS 0.4 METRES.

ELEVATIONS ARE IN METRES AND ARE GEODETIC.

THE DIMENSIONS OF THE SUBJECT PARCEL ARE FROM PLAN 37040 AND LAND TITLE OFFICE RECORDS AND ARE SUBJECT TO CHANGE AT THE TIME OF FINAL SURVEY.

LEGEND:

SAN	○	DENOTES SANITARY MANHOLE
STM	○	DENOTES STORM MANHOLE
HP	○	DENOTES HYDRO POLE
WV	⊥	DENOTES WATER VALVE
WB	□	DENOTES WATER BOX
IB	□	DENOTES IRRIGATION BOX
CB	▣	DENOTES CATCH BASIN
FH	○	DENOTES FIRE HYDRANT
+4.6		DENOTES SPOT ELEVATION



CONTEXT PLAN

REM LOT 6 PLAN 6525
LOT C PLAN EPP8607
LOT 2 PLAN VIP75772
REM LOT 9 PLAN 6525
PARCEL A (DD401524I) OF LOT 9 PLAN 6525
PART LOT 10 PLAN 6525
LOT A PLAN 31389
LOT B PLAN 31389
LOT 1 PLAN 37040
STRATA PLAN VIS3311
EAST 85ft OF LOT 11 PLAN 6525
ISLAND HIGHWAY
ALDER STREET
SRW PLAN EPP25795
EASEMENT PLAN VIP57942
OLD ROAD BED
RETAINING WALLS
TOP OF BANK
BASE OF BANK
EDGE OF ASPHALT
DOUBLE YELLOW PAINT LINE
WHITE PAINT LINE
4.5m FRONT YARD SETBACK
4.5m REAR YARD SETBACK
3.5m SIDE YARD SETBACK
10.39
12.44
44.62
44.37
23.74
22.51
21.08
68.68
44.82
228.05
37.38

SIMS ASSOCIATES
LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 20-008-ST
DRAWING NUMBER: 20-008 T2.dwg
DATE: 2020/07/10

PROJECT NORTH

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13	2023-04-11	RE-ISSUED FOR PIM

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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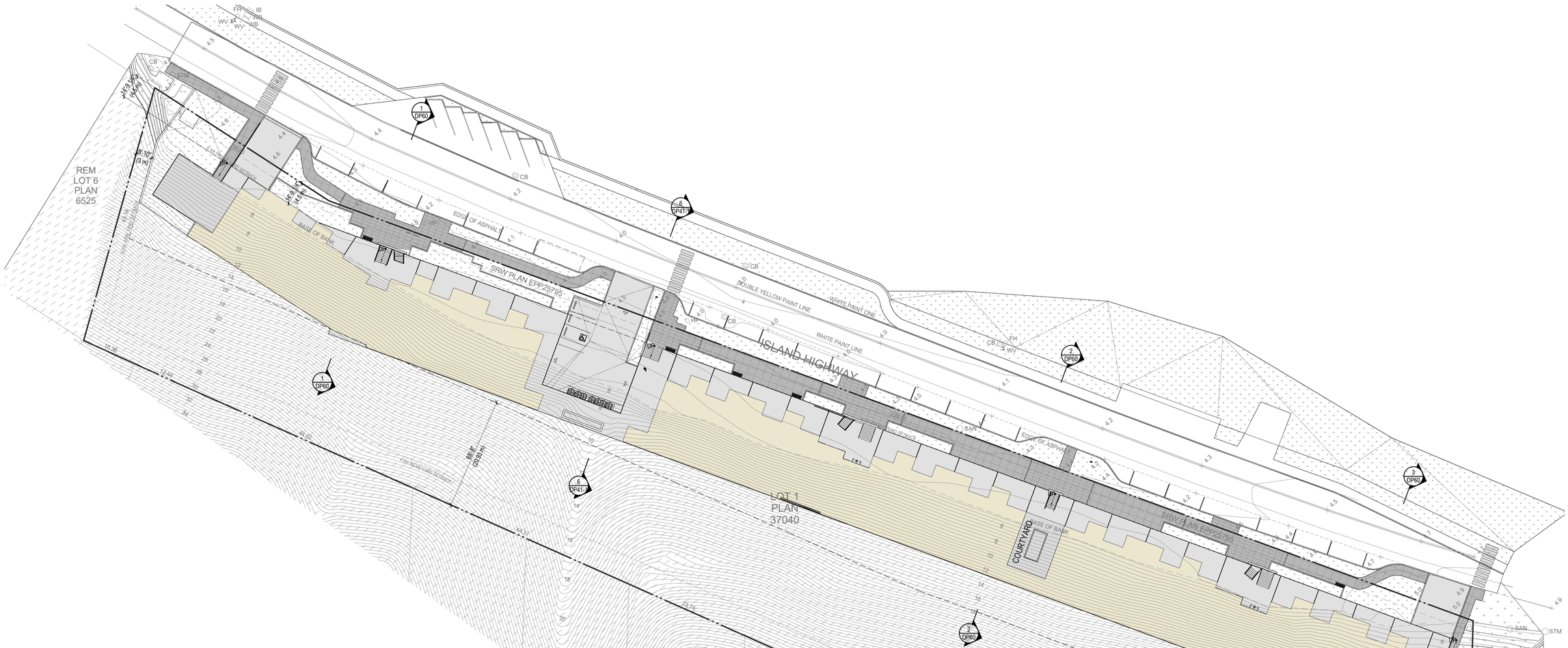
SEAL

DRAWING TITLE
TOPOGRAPHIC SURVEY

PROJECT NO. 180604
DRAWING NO. DP10.1

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1 TOPOGRAPHIC SITE PLAN

SCALE: 1" = 30'-0"

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LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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SEAL

PROJECT NORTH

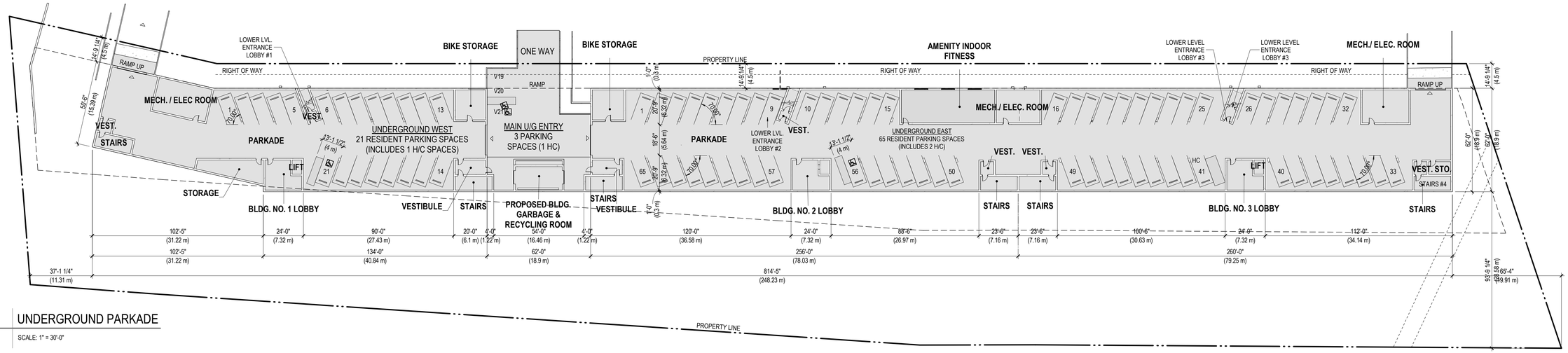
DRAWING TITLE
TOPOGRAPHIC SITE PLAN

PROJECT NO. 180604

DRAWING NO. DP10.2

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1 UNDERGROUND PARKADE

SCALE: 1" = 30'-0"

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LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
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PROJECT NORTH

DRAWING TITLE
UNDERGROUND PARKADE PLAN

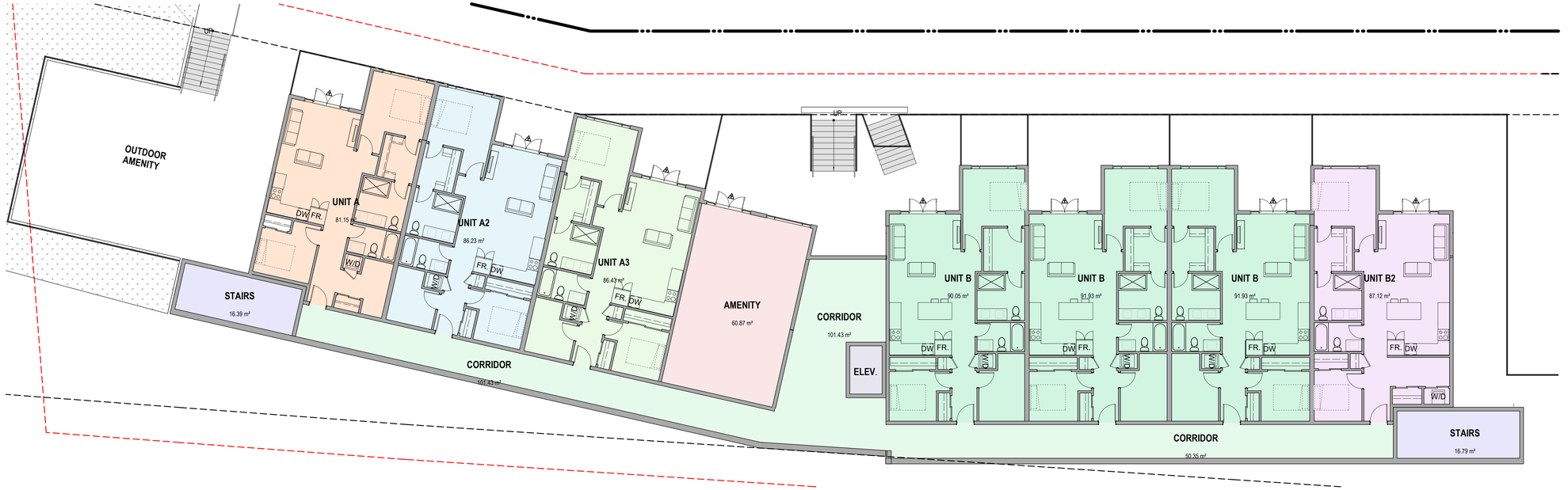
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DRAWING NO. DP20

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LEGEND

- AMENITY
- CORRIDOR
- STAIRS
- UNIT A
- UNIT A2
- UNIT A3
- UNIT B
- UNIT B2

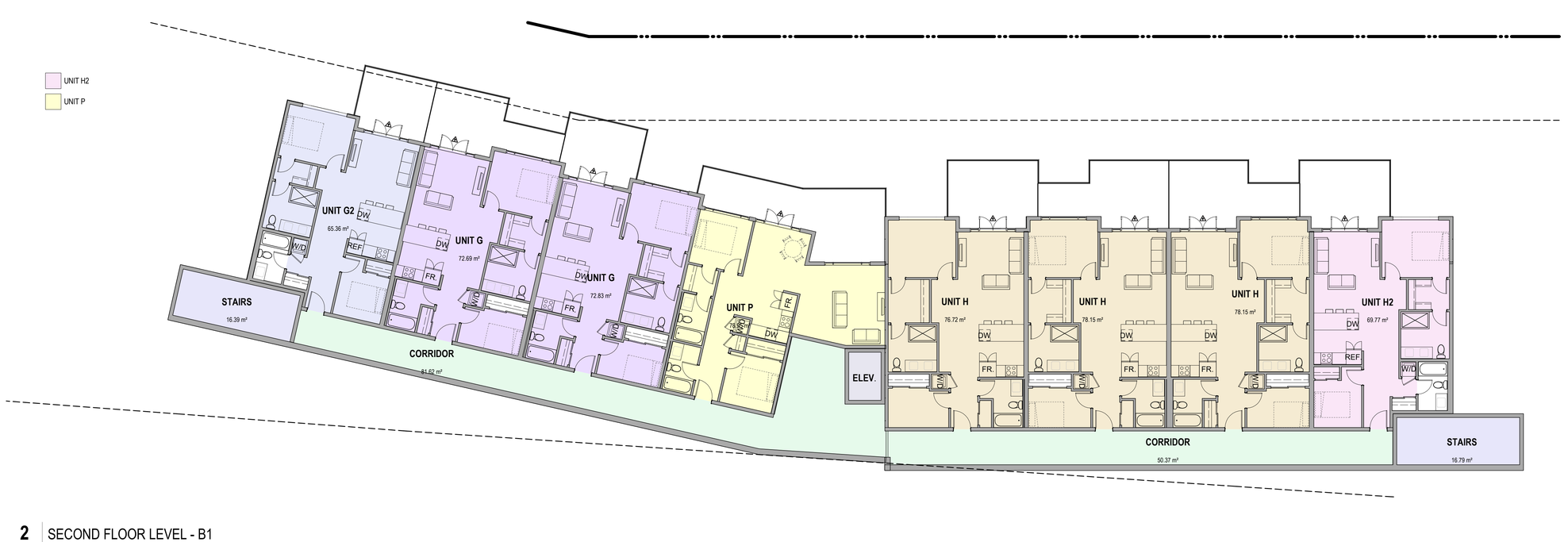


1 MAIN FLOOR LEVEL - B1

SCALE: 1" = 10'-0"

LEGEND

- CORRIDOR
- ROOM
- STAIRS
- UNIT G
- UNIT G2
- UNIT H
- UNIT H2
- UNIT P



2 SECOND FLOOR LEVEL - B1

SCALE: 1" = 10'-0"

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10	2022-06-02	RE-ISSUED PER APC COMMENTS

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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DRAWING TITLE
FLOOR PLANS - B1

PROJECT NO. 180604
DRAWING NO. DP21

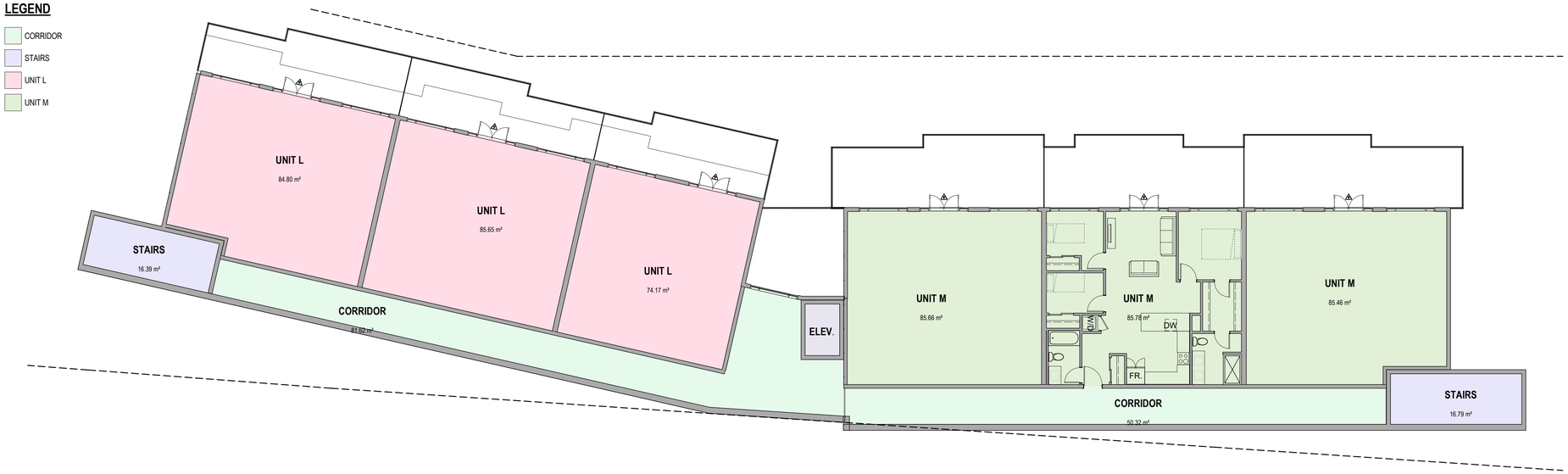
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LEGEND

- CORRIDOR
- STAIRS
- UNIT L
- UNIT M



1 THIRD FLOOR LEVEL - B1

SCALE: 1" = 10'-0"

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LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
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PROJECT NORTH

DRAWING TITLE
FLOOR PLANS - B1

PROJECT NO. 180604

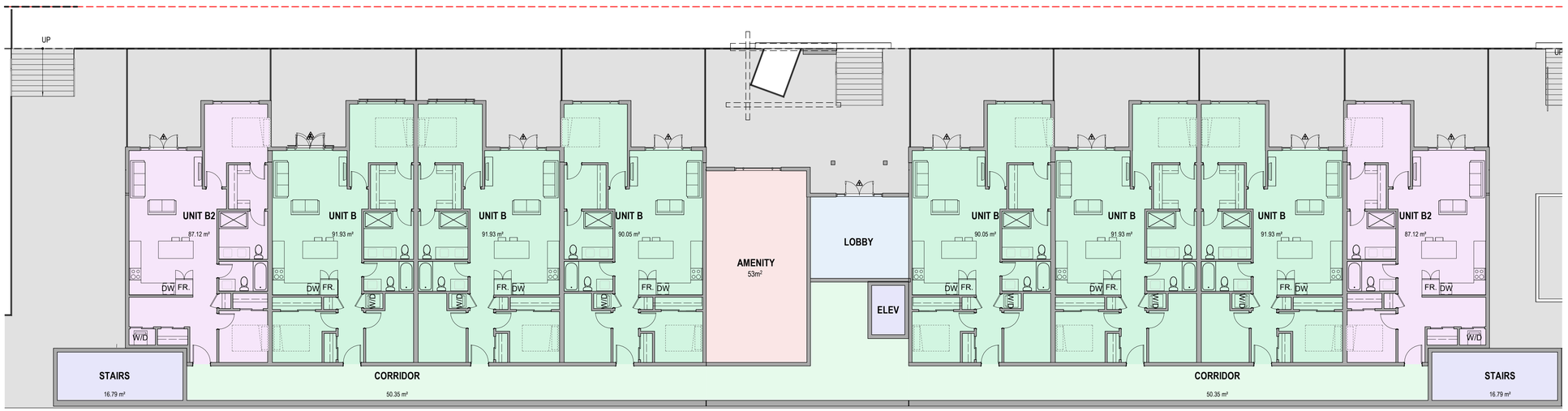
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LEGEND

- AMENITY
- CORRIDOR
- ELEV
- LOBBY
- STAIRS
- UNIT B
- UNIT B2

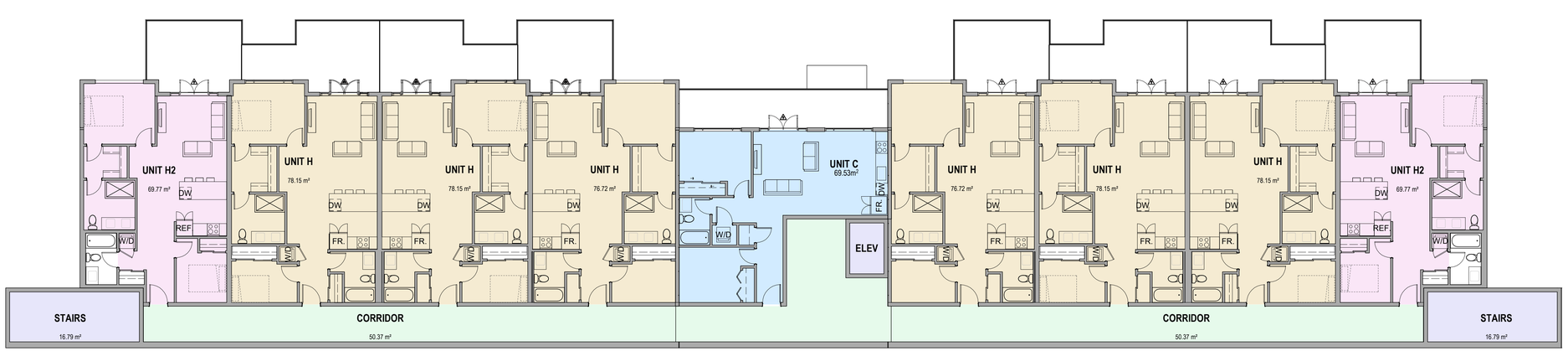


1 MAIN FLOOR LEVEL - B2

SCALE: 1" = 10'-0"

LEGEND

- CORRIDOR
- ELEV
- STAIRS
- UNIT C
- UNIT H
- UNIT H2



2 SECOND FLOOR LEVEL - B2

SCALE: 1" = 10'-0"

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LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT

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SEAL

DRAWING TITLE
FLOOR PLANS - B2

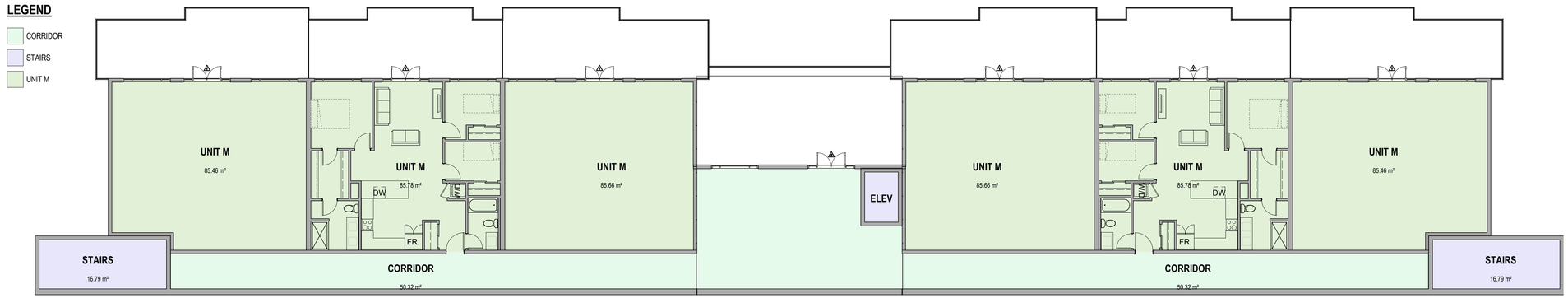
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DRAWING NO. DP23

PROJECT NORTH

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1 THIRD FLOOR LEVEL - B2

SCALE: 1" = 10'-0"

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LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT

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PROJECT NORTH

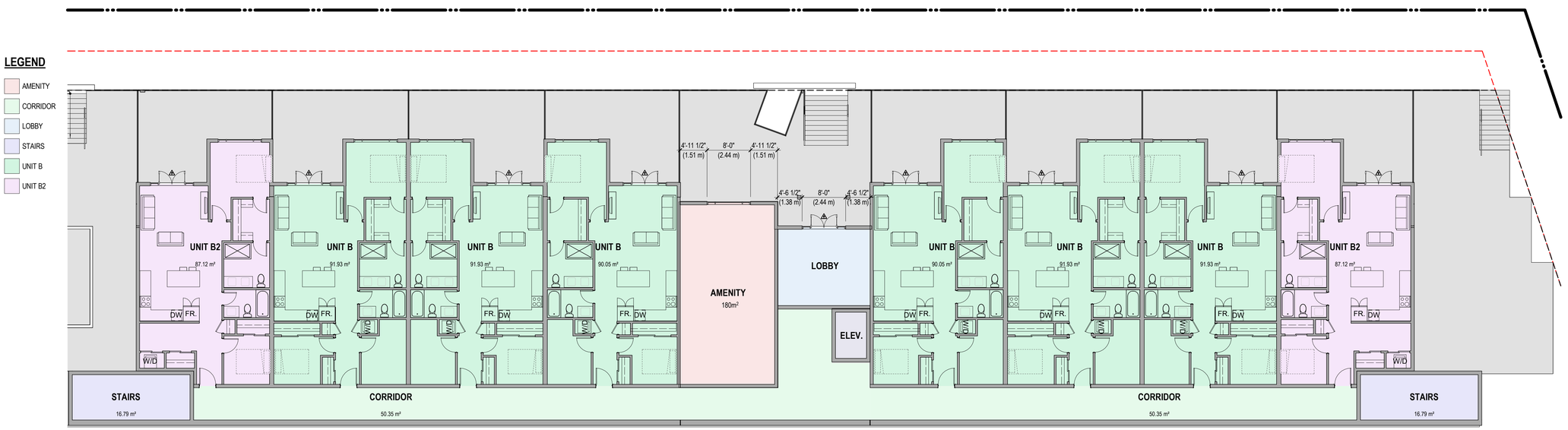
DRAWING TITLE
FLOOR PLANS - B2

PROJECT NO. 180604

DRAWING NO. DP24

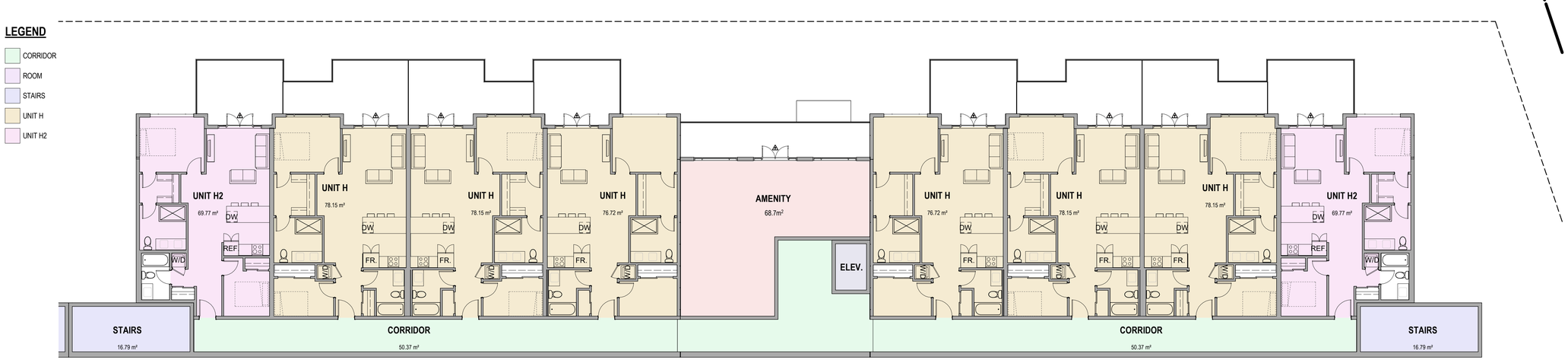
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3 MAIN FLOOR LEVEL - B3

SCALE: 1" = 10'-0"



2 SECOND FLOOR LEVEL - B3

SCALE: 1" = 10'-0"

PROJECT NORTH

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ISSUES AND REVISIONS

NO.	DATE Y/M/D	DESCRIPTION
1	2020-05-27	ISSUED FOR DP
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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DRAWING TITLE
FLOOR PLANS - B3

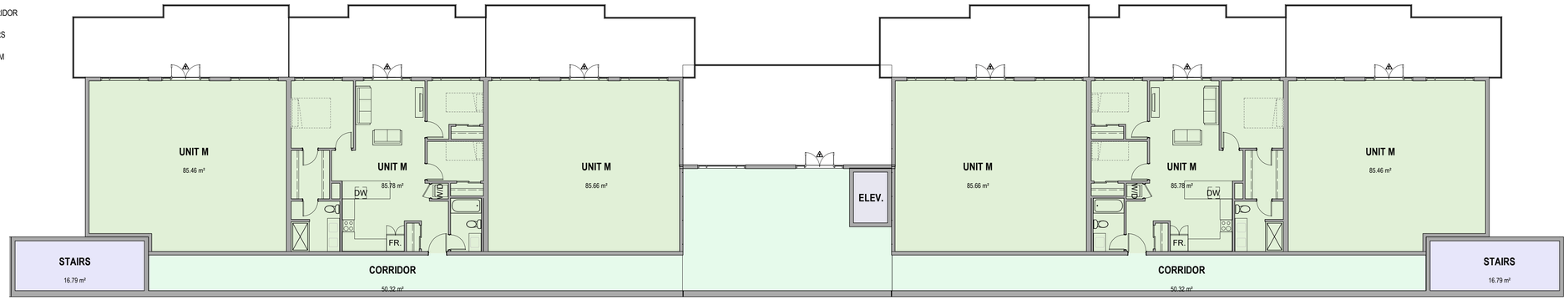
PROJECT NO. 180604
DRAWING NO. DP25

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LEGEND

- CORRIDOR
- STAIRS
- UNIT M



1 THIRD FLOOR LEVEL - B3

SCALE: 1" = 10'-0"

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10	2022-06-02	RE-ISSUED PER APC COMMENTS

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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PROJECT NORTH

DRAWING TITLE
FLOOR PLANS - B3

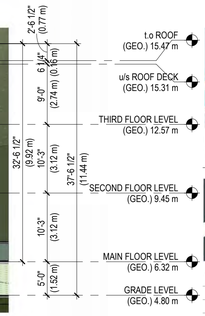
PROJECT NO. 180604

DRAWING NO. DP26

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1 NORTH ELEVATION - BUILDING 1

SCALE: 3/32" = 1'-0"



3 PARKING ENTRANCE FEATURE BETWEEN BUILDING 1 & 2

SCALE: 1/8" = 1'-0"



2 WEST ELEVATION - BUILDING 1

SCALE: 3/32" = 1'-0"



5 NORTH ELEVATION -BUILDING 2

SCALE: 3/32" = 1'-0"

COLOR LEGEND

A	ALLURA PANELS OR EQUIVALENT - GALE FORCE	
B	ALLURA PANELS OR EQUIVALENT - PURE WHITE	
C	ALLURA PANELS OR EQUIVALENT - FRESH TIMBER	

ELEVATION FINISH LEGEND

A	ALLURA PANELS OR EQUIVALENT - GALE FORCE
B	ALLURA PANELS OR EQUIVALENT - PURE WHITE
C	ALLURA PANELS OR EQUIVALENT - FRESH TIMBER
D	GLAZING CLEAR
E	SPANDREL METAL PANEL - ANCHOR GRAY



6 WEST ELEVATION -BUILDING 2

SCALE: 3/32" = 1'-0"

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NO.	DATE Y/M/D	DESCRIPTION
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS
12	2023-03-08	ISSUED FOR DVP

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT

3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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DRAWING TITLE
BLDG 1- ELEVATIONS

PROJECT NO. **180604**

DRAWING NO. **DP41-1**

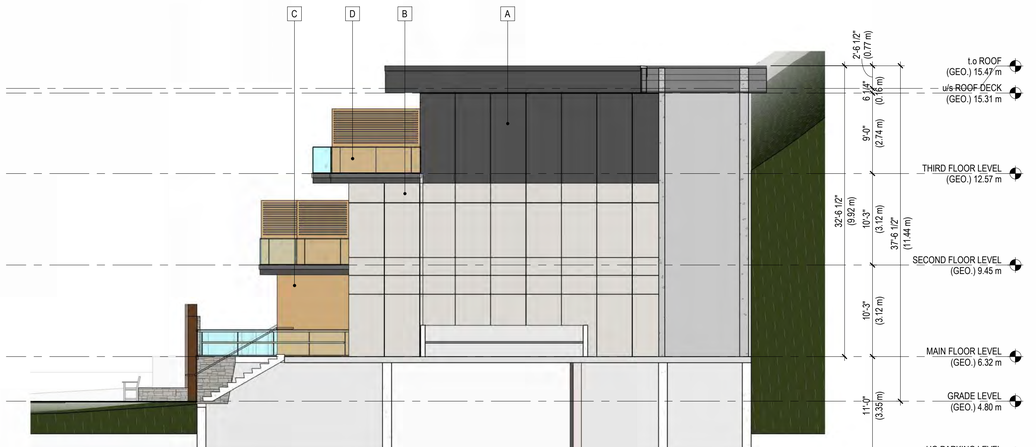
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1 NORTH ELEVATION-BUILDING 3

SCALE: 3/32" = 1'-0"



2 WEST ELEVATION - BUILDING 3

SCALE: 1/8" = 1'-0"

COLOR LEGEND

A	ALLURA PANELS OR EQUIVALENT - GALE FORCE	
B	ALLURA PANELS OR EQUIVALENT - PURE WHITE	
C	ALLURA PANELS OR EQUIVALENT - FRESH TIMBER	

ELEVATION FINISH LEGEND

A	ALLURA PANELS OR EQUIVALENT - GALE FORCE
B	ALLURA PANELS OR EQUIVALENT - PURE WHITE
C	ALLURA PANELS OR EQUIVALENT - FRESH TIMBER
D	GLAZING CLEAR
E	SPANDREL METAL PANEL - ANCHOR GRAY

BUILDING 2
PROJECT NORTH

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ISSUES AND REVISIONS

NO.	DATE Y/M/D	DESCRIPTION
2	2020-07-27	RE-ISSUED FOR DP
3	2021-02-08	RE-ISSUED FOR DP
4	2021-05-03	RE-ISSUED FOR DP
5	2021-08-31	ISSUED FOR APC
10	2022-06-02	RE-ISSUED PER APC COMMENTS
12	2023-03-08	ISSUED FOR DVP

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

KP ARCHITECTURE LTD.
PERMIT NUMBER: AC 17215
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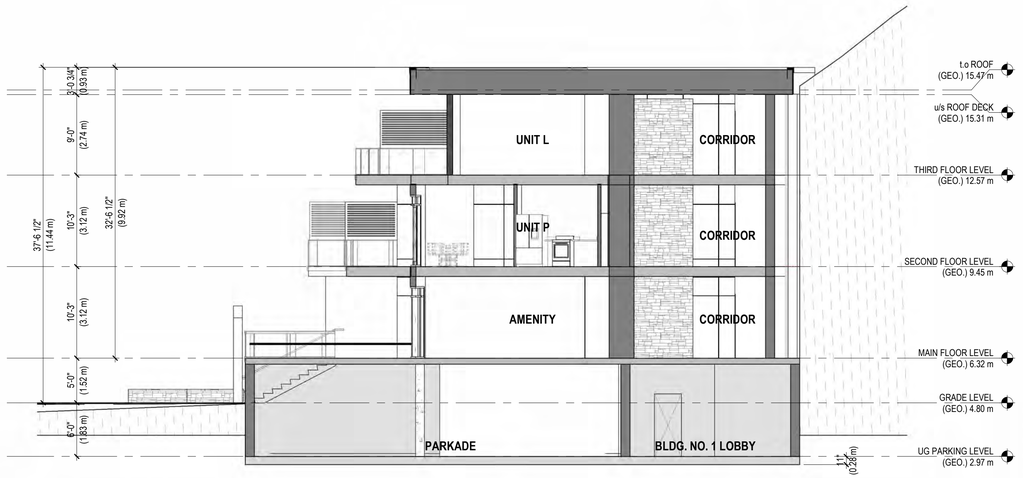
SEAL

DRAWING TITLE
BLDG 2 - ELEVATIONS

PROJECT NO. 180604
DRAWING NO. DP41-2

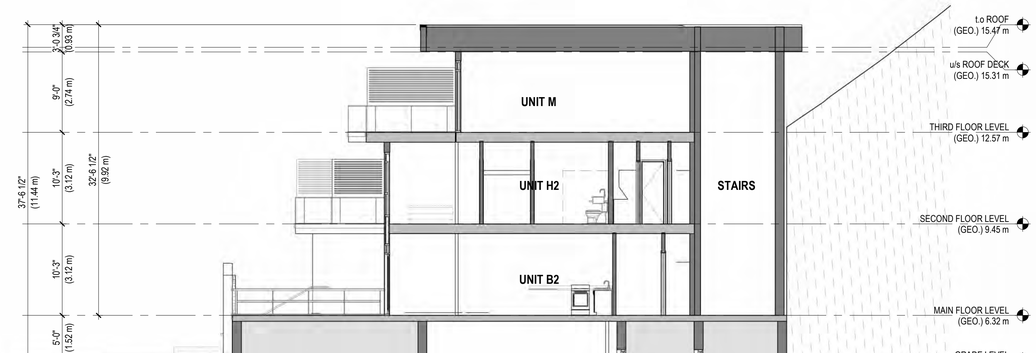
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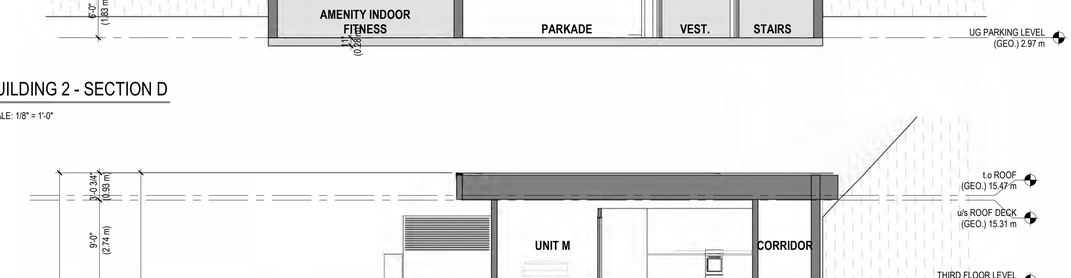
1 BUILDING 1 - SECTION B

SCALE: 1/8" = 1'-0"



2 BUILDING 2 - SECTION D

SCALE: 1/8" = 1'-0"



3 BUILDING 3 - SECTION D

SCALE: 1/8" = 1'-0"

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NO.	DATE Y/M/D	DESCRIPTION
10	2022-06-02	RE-ISSUED PER APC COMMENTS

LASQUETI VIEW PLACE:
66 UNIT DEVELOPMENT
3022 ISLAND HWY W, QUALICUM BEACH, BC V9K 2K2

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PERMIT NUMBER: AC 17215
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DRAWING TITLE
BUILDING SECTIONS

PROJECT NO. 180604
DRAWING NO. DP60

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TOWN OF QUALICUM BEACH

April 9, 2026

NOTICE OF DEVELOPMENT VARIANCE PERMIT APPLICATION

Council of the Town of Qualicum Beach, at its Regular Meeting scheduled for Wednesday, April 22, 2026 at 10:00am in the Council Chambers of the Municipal Office, 660 Primrose St., Qualicum Beach, BC, will consider the issuance of a Development Variance Permit for the subject property at 3022 Island Highway West to vary the building height from 7.5m to 11.44m under Section 3.4.28 of the "Town of Qualicum Beach Zoning Bylaw No. 900, 2024".

Explanation of Variance

The owner of the subject property (3022 Island Highway West) has applied for a variance to permit a 66-unit multi-residential development. The Commercial 8 (C8) zone has a maximum height of 7.5m; however, the proposed height is 11.44m. As such, a 3.94m variance is required.

Location and Legal Description

Civic Address:	3022 Island Highway West
PID:	001-053-914
Legal Description:	Lot 1, District Lot 52 & 53, Newcastle District, Plan 37040



Application Review

The proposed Development Variance Permit may be viewed online at qualicumbeach.com/planning-notices/ or at Town Hall at #201 - 660 Primrose Street, Qualicum Beach, BC, Monday to Friday (except statutory holidays), 9:00am to 4:00pm from Thursday, April 9, 2026, to Wednesday, April 22, 2026 at 10:00am.

Public Input

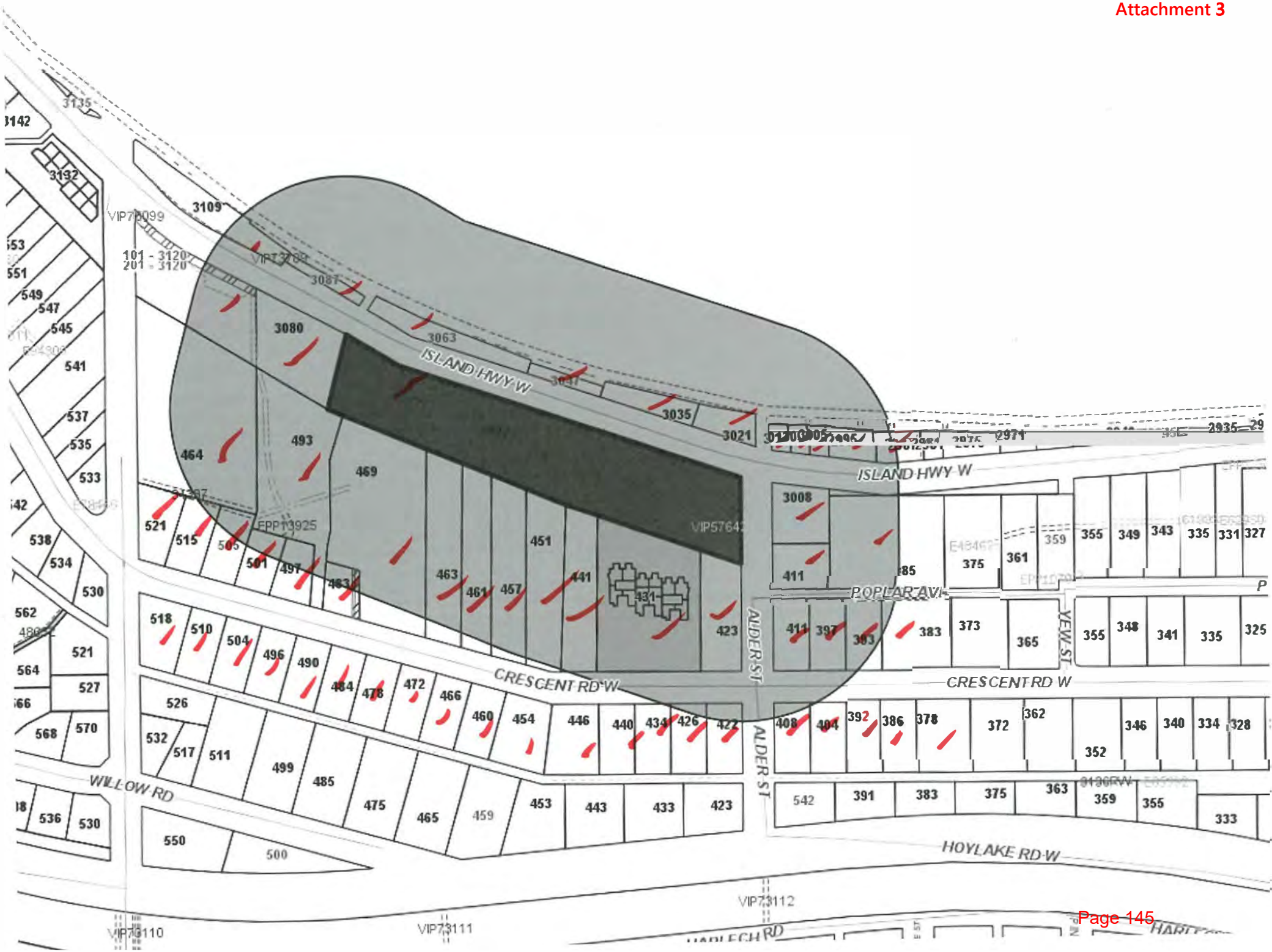
As your property is located in proximity of the subject property, you are receiving this notification. If you believe your interests are affected by the proposed Development Variance Permit, you may provide written comments or speak in person during the Public Input Period at the Council Meeting on Wednesday, April 22, 2026 at 10:00am (maximum three minutes per person speaking time).

Written comments can be provided to the Town of Qualicum Beach by email: qbtown@qualicumbeach.com or by mail: Town of Qualicum Beach, #201 - 660 Primrose Street, Qualicum Beach, BC V9K 1S7. Written submissions will be accepted up to 9:30am on April 22, 2026. All written submissions, including names and addresses, will become part of the public record and will be shared with Council.

Questions

If you have any questions or require further details in regard to this matter, please contact the Planning Department at the Municipal Office, 250.752.6921 or by email, planning@qualicumbeach.com. This Notice is given in accordance with Section 499 of the *Local Government Act.*

File No.: 3090-20-3022IslandHighwayWest
Mailed to neighbouring properties within a minimum 100m of the subject property: Thursday, April 9, 2026
Town Website: Thursday, April 9, 2026
Newspaper Publication Dates: N/A
N:\3000-3699 LAND ADMINISTRATION\3090 DEVELOPMENT VARIANCE PERMITS\3090-20 Civic Addresses\IslandHighway/3022


ISLAND HWY W
CRESCENT RD W
WILLOW RD
HOYLAKE RD W
ALDER ST
YEW ST
POPLAR AVE
VIP57642
EPP13925
VIP73112
VIP73111
VIP73110


ISLAND HWY W
CRESCENT RD W
POPLAR AVE
YEW ST
ALDER ST
WILLOW RD
HOYLAKE RD W
VIP57642
EPP13925
VIP73110
VIP73111
VIP73112

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3060-2024-1396IslandHighwayWest3022

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: April 22, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Permit | 3022 Island Highway West**

GOVERNANCE DECISION
Council is asked to approve, require changes, or refuse to issue a Development Permit for 3022 Island Highway West, subsequent to approval of the Development Variance Permit which is addressed under a separate Planning Report dated April 22, 2026.

RECOMMENDATION
THAT Council directs staff to issue a Development Permit for 3022 Island Highway West, as described in the April 22, 2026, Planning Report to Council titled, "Development Permit: 3022 Island Highway West".

PURPOSE
For Council to consider issuance of a Development Permit for 3022 Island Highway West.

BACKGROUND
The Town has received an application for a Development Permit (DP) for 3022 Island Highway West. The property is located within the C11 – Highway Bluff Commercial Form and Character Development Permit (DP) Area as outlined in the Official Community Plan. Consequently, any construction on this property requires a DP.

Under Section 488 of the *Local Government Act*, the Town can designate Development Permit Areas through their Official Community Plan. In the case of 3022 Island Highway West, the Development Permit Area establishes objectives for the form and character of commercial and intensive residential development along specific sections of Highway 19A that overlook the oceanfront and beach area of the Town. When considering a DP application, the discretion of Council to issue or refuse a DP is limited to the guidelines outlined as part of the Development Permit Area in the *Town of Qualicum Beach Zoning Bylaw No. 900, 2024*. In the case of the subject property, the guidelines that apply are within Development Permit Area C11 – Highway Bluff Commercial. As such, a local government may only exercise its discretion to grant or refuse a DP based upon the guidelines set out in its Official Community Plan, and in the case of refusal, identify the guidelines that the application does not meet.



Figure 1: Subject Property

2025 Official Community Plan (OCP):
The subject property is designated as *Commercial* in the OCP and is located within the *C11 – Highway Bluff Commercial Development Permit Area*. The following is a detailed analysis of the *Development Permit Area C11 – Highway Bluff Commercial Guidelines* for convenience and context:

1. Parking areas, garages or carports shall not be prominent in the design of buildings. Large comprehensive developments shall provide underground parking. Where adjoining properties are being developed as part of a comprehensive scheme, owners shall explore creative methods of providing a centralized access and parking facility shared with neighbouring properties, including underground parking where this opportunity is possible. Smaller individual developments shall take extreme care, primarily through the design of buildings, and secondly through landscaping, to ensure parking structures are not a prominent design feature.
   Staff Comment: The parking for the proposed development is located in an underground structure. The parking structure has been designed to minimize the visual impact of the parking structure, with access on the east and west sides of the building, and one access between Building #1 and Building #2. While the parking structure is noticeable from Island Highway West, it is not considered by staff to be a prominent design feature. The proposed underground parking meets the definition of "underground parking structure" in the Town's Land Use and Subdivision Bylaw.

2. Designs shall be stepped with the slope of the bluff and shall not visually create a vertical wall or tunnel effect along the Highway.
   Staff Comment: The proposed development utilizes different building materials, the stepping back of the buildings, and features such as decks, which breaks up the façade and avoids the creation of a vertical wall or tunnel effect.

3. Designs shall avoid massive building components and shall include varied rooflines and extensive landscaping.

Staff Comment: The proposed development steps back the building and roofline, which creates variation and avoids massive building components. The parcel is shallow in depth; however, landscaping is incorporated along the highway frontage.

4. Where development involves more than one building or multiple dwelling components, unit designs that appear repetitive or monotonous should be avoided in favour of a variety of different unit designs that exhibit harmonious architectural features.
   Staff Comment: The proposed development consists of three buildings. There are three types of units in each building. By stepping back parts of the building and using features such as decks, it tempers the three buildings having the same style.

5. Because of the topographic constraints of the properties in this area, the zoning regulations regarding maximum height and minimum setbacks may be relaxed as part of a development permit, in order to achieve an improved overall architectural design and safe use of the property.
   Staff Comment: The subject property has topographical constraints, and the proposal includes a requested height variance of 3.94m (under consideration through a separate Development Variance Permit application). Staff consider it reasonable for Council to consider the height variance given the shape of the site and the minimal impact on neighbours to the south.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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^2 International.

INFORM:

- The property owner will be notified once Council makes a decision.

STRATEGIC PLAN ALIGNMENT

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

- Housing: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*

SUMMARY

A Development Permit application has been made for 3022 Island Highway West. Subject to Council issuing the separate Development Variance Permit, staff recommend that Council issue the Development Permit for 3022 Island Highway West.

ALTERNATIVE OPTIONS

1. **THAT** Council refuses the Development Permit Application for 3022 Island Highway West as detailed in the April 22, 2026, Planning Report to Council due to conflict with the Development Permit Area Guidelines: *[insert references to C11 – Highway Bluff Commercial Development Permit Area Guidelines];*

2. **THAT** Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, MCIP, RPP, Senior Planner



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and Community Development
Concurrence

REFERENCES

Attachment 1: DPA Guidelines: C11 – Highway Bluff Commercial Development Permit Area Guidelines

File Path:
\\QB-SVR25-FILE\data\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\03 25 RCM

Development Permit Area C11 – Highway Bluff Commercial

Justification	These commercial properties are located on Island Highway 19A overlooking the oceanfront and beach area of the Town. Both the Highway as a scenic route for visitors, and the beach itself are prime resources of the Town. Enhancement of form and character is desirable in this area.
Guidelines	Development Permits issued for this site shall be consistent with the following guidelines: ✓ Parking areas, garages or carports shall not be prominent in the design of buildings. Large comprehensive developments shall provide underground parking. Where adjoining properties are being developed as part of a comprehensive scheme, owners shall explore creative methods of providing a centralized access and parking facility shared with neighbouring properties, including underground parking where this opportunity is possible. Smaller individual developments shall take extreme care, primarily through the design of buildings, and secondly through landscaping, to ensure parking structures are not a prominent design feature. ✓ Designs shall be stepped with the slope of the bluff and shall not visually create a vertical wall or tunnel effect along the Highway. ✓ Designs shall avoid massive building components and shall include varied rooflines and extensive landscaping. ✓ Where development involves more than one building or multiple dwelling components, unit designs that appear repetitive or monotonous should be avoided in favour of a variety of different unit designs that exhibit harmonious architectural features. ✓ Because of the topographic constraints of the properties in this area, the zoning regulations regarding maximum height and minimum setbacks may be relaxed as part of a development permit, in order to achieve an improved overall architectural design and safe use of the property.

TOWN OF **QUALICUM BEACH**

MEMORANDUM

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: April 22, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Covenant Discharge: 365 First Avenue West**

GOVERNANCE DECISION
Council is asked to consider discharging a Covenant registered on the subject property title located at 365 First Avenue West that currently limits the number of dwelling units on a portion of the parcel (Proposed Lot B), as identified in Figure 1: Subject Property in this Planning Report dated April 22, 2026.

RECOMMENDATIONS:
THAT Council directs staff to discharge the Covenant registered on title of the property legally described as Lot 8, Block 3, District Lots 54 and 55, Newcastle District, Plan 2005, and with a civic address of 365 First Avenue West, as described in the April 22, 2026, Planning Report to Council.

PURPOSE
For Council to consider discharging a Covenant registered on title of the subject property located at 365 First Avenue West.

BACKGROUND
A request from an applicant has been made to discharge a Covenant that impacts a portion of Lot 8, Block 3, District Lots 54 and 55, Newcastle District, Plan 2005, 365 First Avenue West. The portion of the parcel impacted by the Covenant is Proposed Lot B, as identified in Figure 1 of this Report.

In 2023, the zoning for the subject property was amended from Residential 14 (R14) to Residential 12 (R12) and the Subdivision District was changed from Subdivision District “D” to Subdivision District “J”. This change permitted the parcel to be subdivided and increased the development potential on a portion of the property (Proposed Lot B). As a condition of adopting the zoning amendment, Council required that a Covenant be registered to limit the number of dwelling units on Proposed Lot B to two (2), with the second dwelling unit being either a secondary suite, garden suite, or carriage house.

After the Town amended the zoning for 365 First Avenue West in 2023, the Province enacted Bill 44, *Housing Statutes (Residential Development) Amendment Act, 2023*. As a result of that legislation, the Town was required to amend its Zoning Bylaw to permit a minimum of four dwelling units per parcel. As part of the amendment to the Zoning Bylaw, the zoning for the subject property was changed from R12 to Residential 2 (R2) to accommodate the four dwelling units, although the Covenant remains in place.

There is now an inconsistency between the Covenant on Proposed Lot B and the Town-wide zoning changes required under Bill 44. As a result, the portion of the parcel that was rezoned in 2023 and proposed to be redeveloped, Proposed Lot B, now has less development potential than the portion of the property that was not proposed for redevelopment, Proposed Lot A.

	Covenant Comparison	
	Residential 2 (R2) Zone	**Residential 2 (R2) Zone with Covenant**
Density	Maximum of four dwelling units.	Maximum two dwelling units with one required to be a garden suite, secondary suite or carriage house.
Number of Strata Units	All four dwelling units are permitted to be strata titled.	No strata units are permitted.

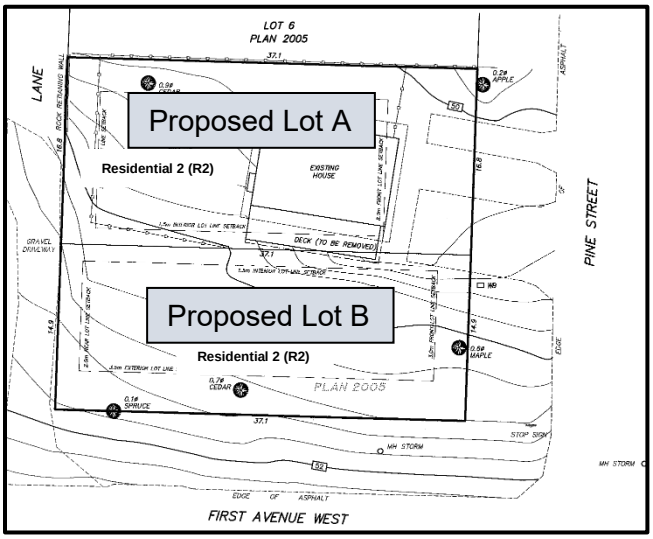


Figure 1: Subject Property & Potential Subdivision

DISCUSSION

The subject property is zoned Residential 2 (R2), which permits a maximum of four dwelling units per parcel and allows all four dwelling units to be strata titled. The parcel can be subdivided into two parcels, and a maximum of four dwelling units per parcel is permitted in the R2 zone. However, the Covenant currently permits a maximum of two dwelling units on Proposed Lot B, with one of the dwelling units required to be a secondary suite, garden suite, or carriage house. This has resulted in Proposed Lot B being permitted less density than the

surrounding residential properties and the remainder of the parcel, Proposed Lot A. As a result of Bill 44, *Housing Statutes (Residential Development) Amendment Act, 2023* legislation being enacted, a minimum of four dwelling units per parcel is now permitted on the remaining parcel and surrounding properties. Staff support the removal of the Covenant that impacts Proposed Lot B.

FINANCIAL IMPLICATIONS
There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)
Public Participation Framework developed by the International Association for Public

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

Participation – IAP^2 International.

<u>INFORM</u>:

- The property owner will be notified once Council makes a decision.

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

- <u>Housing</u>: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*

SUMMARY
A request to discharge the Covenant on the subject property located at 365 First Avenue West has been submitted by the applicant. The Covenant currently permits a maximum of two dwelling units, one of which is required to be a secondary suite, carriage house, or garden suite. If the Covenant is discharged, a maximum of four dwelling units would be permitted, as outlined in the R2 zone. At this time staff support discharging the Covenant.

ALTERNATIVE OPTIONS

1. THAT Council refuses the request to discharge the Covenant registered on title of the property legally described as Lot 8, Block 3, District Lots 54 and 55, Newcastle District, Plan 2005, and with a civic address of 365 First Avenue West, as described in the April 22, 2026, Planning Report to Council.

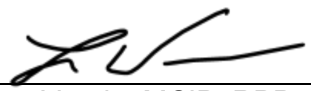
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, Senior Planner.



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning and Community Development
Concurrence

REFERENCES

Attachment 1: Application letter for 365 First Avenue West

File Path:
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PRISM
LAND SURVEYING LTD.

Our File: 22-074-S

2026-03-25

POSTED
PAID
MAR 26 2026
$3,000.00
Per
QUALICUM

Town of Qualicum Beach
201-660 Primrose Street
Qualicum Beach,
B.C. V9K 1S4

Attention: Luke Sales

Dear Luke:

RE: Proposed Subdivision and Covenant Release
Lot 8, Block 3, District Lots 54 and 55, Newcastle District, Plan 2005
365 First Avenue West, Qualicum Beach

On behalf of our client, Corehaus Developments Ltd., we are submitting a 2-lot Subdivision Application, along with a request to release Covenant CB676898. The Covenant currently restricts density on Proposed Lot B to one dwelling and one secondary suite and further prohibits subdivision of those units by way of a two-lot building strata plan or otherwise.

BACKGROUND

In July, 2023 a rezoning was approved for this property and Proposed Lot B was rezoned to Residential 12 (R12), Subdivision District 'J'. The Covenant was a condition of approval of the zoning amendment.

In November 2023, Bill 44 was passed, requiring municipalities to update their zoning bylaws by June 30, 2024, to align with new provincial housing legislation. A key objective of this legislation is to increase allowable residential density on lands previously limited to single-family use.

In June 2024, the subject property was rezoned to Residential 2 (R2) in compliance with Bill 44. The R2 zone applies to lands within the "Village Neighbourhood" and permits up to four dwelling units per parcel, with the ability to stratify these units under the *Strata Property Act*. Despite this updated zoning framework, the existing Covenant remains on title and continues to limit density to one dwelling and one secondary suite.

223 FERN ROAD WEST, QUALICUM BEACH, BC, V9K 1S4
Tel: (250) 752-9121
Email: rachel@prismlandsurveying.ca/kelly@prismlandsurveying.ca

COVENANT RELEASE

We kindly request a release of Covenant for the following reasons:

- The existing Covenant is no longer aligned with the current R2 zoning, which permits up to four dwelling units per parcel and reflects updated provincial housing legislation. Retaining the Covenant would unnecessarily restrict density that is now permitted.

- The proposal is consistent with the Town's Official Community Plan, which states that where existing residences are single-family homes, well-designed, small-scale multi-unit housing should be prioritized within the "Village Neighbourhood," as gentle densification contributes to neighbourhood character and supports local businesses in the commercial core.

- Surrounding properties are subject to the same R2 zoning permissions, allowing for similar levels of density. Releasing the Covenant would ensure consistency within the neighbourhood and avoid placing an undue constraint on a single parcel.

- Should additional density be pursued in the future, any multi-unit development would be subject to a Form and Character Development Permit, providing Council with an opportunity to review the design and ensure it aligns with neighbourhood character.

- The Covenant was appropriate at the time of the original rezoning; however, subsequent legislative and zoning changes have rendered it outdated and inconsistent with current policy direction.

- The size and configuration of the property, including the anticipated building envelope, are well-suited to a duplex or triplex form of development, representing a modest and compatible increase in density.

The Proposed Subdivision Plan complies with the Town of Qualicum Beach's Subdivision Regulations, and we kindly request Council to consider the release of Covenant.

ENCLOSURES

In support of this application, we enclose the following:

- Client's cheque for $3000.00 for the Subdivision Application fee
- Subdivision Feasibility Application
- Application Checklist
- Project Information Table
- Title search
- Company Search
- Covenant CB676898
- Letter of authorization
- 4 paper prints of Proposed Subdivision Plan (P1) prepared by Prism Land Surveying Ltd.

We look forward to working with you on this project. If you have any questions or comments, please feel free to contact me.

Best regards,

Rachel Hamling
Enclosures

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 7710-20-PB

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: April 22, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Garden Road Pickleball Courts – Update to Council: Playco Class B Cost Estimate**

GOVERNANCE DECISION

Council is requested to receive an updated cost estimate for the pickleball courts; confirm that Garden Road [Dog Park area] is the preferred location subject to design, approvals and third-party funding; and to direct staff to correspond with the Qualicum Beach Pickleball Club (QBPC) of Council's decision accordingly.

RECOMMENDATIONS:

1. **THAT** Council receives this Report for information regarding the cost estimate findings for the proposed pickleball courts at the Garden Road [Dog Park area] location, noting that Playco provided a Class B estimate (more accurate than a Class D estimate);
2. **THAT** Council confirms the Town's intent to retain the Garden Road [Dog Park area] location for potential future pickleball courts, subject to detailed design, regulatory approvals, and funding availability;
3. **THAT** Council provides direction to staff on its preferred approach to the cost sharing formula between the Town and the QBPC, funding sources and the timing for commencement of the project.
4. **THAT** staff provides a report to Council at a future meeting, once confirmation is received from the QBPC that a viable funding plan is in place.

PURPOSE

The purpose of this Report is to provide Council with the findings of the Playco cost estimate for the proposed pickleball courts and associated parking near the Garden Road [Dog Park area], and to seek Council direction on the preferred path forward in consideration of project funding and timing of associated works.

BACKGROUND

- 2026 Strategic Planning: Staff outlined a preliminary Veteran's Way tennis-court conversion concept, including a $20,000 design phase (proposed 50/50 cost share with the QBPC) and a preliminary, unverified construction estimate of $150,000. The Town's total contribution (design + construction) was capped at $85,000.

- Delegation to Council & Site Review meeting (January 21, 2026): Following the Arrowsmith Tennis Club's delegation to Council and further site discussions, a Council member, staff, and representatives of the QBPC met to review alternate locations.

- Regular meeting of Council (February 11, 2026): Council received a report from staff and directed staff to obtain an order-of-magnitude cost estimate for four courts and a gravel parking area near the Garden Road [Dog Park area] to assist Council in its decision making process relating to location and funding decisions associated with the construction of providing for outdoor pickleball courts in the Town.

DISCUSSION

The Town is in receipt of Playco's cost estimate for the proposed four pickleball courts and related works at the Garden Road [Dog Park area]**.** A Class B estimate is more accurate than a Class D estimate and provides Council with a stronger basis for future budgeting and funding decisions.

Based on Playco's findings, the estimated construction costs, including contingencies are:

• Fenced pickleball courts complete	$230,000
• Gravel parking adjacent to the courts	$80,000
• Engineered drawings	$20,000
• **Total cost:**	**$330,000 plus GST**

Given the updated costing, staff recommend that the Town retain the Garden Road location as the future site for pickleball courts, while requesting that the QBPC continue fundraising and pursue other funding opportunities to help close the gap between available funds identified by Council and the updated cost estimate. This approach keeps the project "alive" and avoids premature investment until a more clear and achievable funding plan is in place.

The Raymond James Canada Foundation is currently holding $61,000 that could be provided to the Town as part of QBPC's contribution to the project. Earlier this year, the Foundation advised staff that a firm plan and commitment from the Town by May 2026, with the project to be completed by the end of the 2026 calendar year, would be required; otherwise, the funds would be returned to the donor. At the time of writing this Report, staff have provided the Foundation with a status update on the project and are awaiting confirmation regarding the availability of the funds should construction be delayed to allow QBPC additional time to raise funds, subject to Council's decision-making.

FINANCIAL IMPLICATIONS

The estimated project cost for pickleball courts at the Garden Road Dog Park area including engineered drawings, construction, parking and contingency is $330,000 plus GST. With the Town's contribution currently capped at $85,000, and the $85,000 contribution from the QBPC as provided in the Approved 2026-2030 Financial Plan Bylaw No. 921, 2026, additional funding

of $160,000 is required. Alternatively, Council could cost share with QBPC on just the pickleball courts and the engineered drawings, excluding parking. This would require a $125,000 contribution from each party if cost sharing was to remain a 50/50 split for these components and exclude parking.

The Approved 2026-2030 Financial Plan includes a $170,000 capital expenditure provision for pickleball courts funded as described in the paragraph above. Any change in funding or capital expenditure amount will require an amendment to the "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026".

PUBLIC PARTICIPATION SPECTRUM (IAP^2)



Public Participation Framework developed by the International Association for Public Participation – IAP^2 International.

COLLABORATE: Staff have involved the Qualicum Beach Pickleball Club throughout the process.

STRATEGIC PLAN ALIGNMENT

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

- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

SUMMARY

Council is being provided with the results of Playco's cost estimate for the proposed four pickleball courts at the Garden Road [Dog Park area]. Playco provided a Class B estimate of $330,000,which includes parking and engineered drawings. This cost estimate is more reliable for budgeting than the previously anticipated Class D estimate.

Given that the Town's current funding framework anticipates a Town contribution of up to $85,000 toward the project, staff recommend retaining the Garden Road location for future courts and requesting that the QBPC continue fundraising (and pursue other funding opportunities) before the project advances to the next phase.

ALTERNATIVE OPTIONS

1) That Council directs staff to proceed with converting the third tennis court to four pickleball courts (Veterans Way / Berwick Road).

2) That Council directs staff to reconsider other pickleball locations (e.g., Community Park / Middle Ballfield), acknowledging constraints and impacts to existing user groups.

3) That Council directs staff to proceed with the design and construction of the pickleball courts along Garden Road near the Dog Park with an amended time line, budget and funding amounts from the QBPG and/or the Town.

4) That Council consider increasing the Town's contribution towards the construction of the pickleball courts along Garden Road to $165,000 with the balance of approximately $165,000 being funded by the QBPC.

5) That Council consider excluding parking from the cost sharing formula to address the $250,000 instead of the total Class D estimate for $330,0000, resulting in a contribution of $125,000 from each party.

6) That Council consider increasing the Town contribution to the Pickleball Courts project including parking and engineered drawings to $245,000 to be funded from the Canada Community Building Fund (CCBF) in fiscal 2026.

7) That Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Oliver Watson, Capital Projects Manager

Oliver Watson
Capital Projects Manager
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

For Amro Kotb
Director of Infrastructure
Concurrence

Raj Hayre
Director of Finance
Concurrence

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