TOWN OF **QUALICUM BEACH**

MEMORANDUM

File No. 6480-OCP2025

TO: Luke Sales, Director of Planning and Community Development

FOR: Special Council Meeting

DATE: December 3, 2025

FROM: Bailey Walsh, Planner

SUBJECT: **Official Community Plan (OCP) Review Draft Update – Public Hearing**

GOVERNANCE DECISION:
To provide a baseline of knowledge in advance of Council receiving comments from the public on the proposed Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 and Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025.

RECOMMENDATION:
That Council receive for information the Memorandum dated December 3, 2025 from Bailey Walsh, Planner.

PURPOSE
To provide background regarding the recommended advancement of the 2025 Draft OCP Bylaw and amendments to Zoning Bylaw No. 900, 2018 to include the Development Permit Area Guidelines in accordance with the legislated adoption deadline of December 31st, 2025.

BACKGROUND
The 2025 OCP Review has a legislated completion deadline of December 31, 2025, as prescribed in the *Local Government Act,* following Provincial Bill 44 requirements adopted in November 2023. In addition, Council provided direction on December 11, 2024, for staff to undertake a Housing-Focused OCP Review. As such, the 2025 OCP Review has focused on policies directly and indirectly related to housing, as well as restructuring and reformatting the document to make it more understandable, relatable, and easy to use.

DISCUSSION
The 2025 Draft OCP Bylaw received first reading from Council on November 5, 2025, at which time Council provided staff with verbal feedback on recommended improvements. Staff updated

the 2025 Draft OCP Bylaw to reflect Council feedback, with the Bylaw receiving second reading on November 20th, 2025. At this time Council provided staff with additional feedback on recommended improvements. Staff also received feedback in writing from the public, and logged this feedback into three categories:

1. **Feedback to be integrated into the 2025 Draft OCP**
   - Changes to content that was included in community consultation, such as housing-related matters
   - Changes to the formatting or structure, to improve useability, clarity, or readability
   - Changes to content that is outdated or incorrect

2. **Feedback to be integrated into a future OCP update**
   - Changes to content that was not a part of community consultation, such as non-housing related matters
   - Changes to content that is outdated, but cannot be updated without additional information such as consultation with environmental professionals, etc.

   This feedback has been compiled for staff and/or Council use during the next OCP Review based on future Council decision-making.

3. **Feedback Noting a Need for Review in a Future Year's Strategic Planning**
   - Comments that point to a need for funding, resources, or specific planning to ensure the implementation of a policy or objective

   This feedback has been compiled for staff to provide to Council at a future year's Strategic Planning session.

Change Log
Broadly, changes to the 2025 Draft OCP since the document received Second Reading on November 20, 2025, include, but are not necessarily limited to:

- Explicit reference to the Community Amenity Contribution Policy added to Policy 1.2.4
- The addition of Policy 2.1.2.8, providing explicit language regarding accessibility in the commercial areas of the Village Neighbourhood
- References to the *Urban Forest Master Plan* and the *Community Climate Change Adaptation Plan* added to "Section 2.2 Sustainability & Greenhouse Gas Emissions"
- Language added "Section 2.5 Natural Resources" to explain the requirements of the *Local Government Act* for the OCP to include information regarding sand and gravel deposits
- Language added to the introduction of "Section 2.7 Development Permit Areas" to better outline where to find Development Permit Area information within the OCP and Zoning Bylaw
- Language added to "Section 3.4 Village Institutional" to provide historical information regarding property previously donated by the Town to Island Health for the purpose of providing healthcare services
- Language added to "Section 2.7 Waterfront" to support the enhancement of accessibility on public lands on the waterfront
- Corrections to Map Schedules 2.1, 2.3, and 2.7

- Corrections to Development Permit Area Guidelines for Development Permit Area C12
- Minor housekeeping/grammatical updates to the *Development Permit Area Guidelines*
- The addition of "Pickleball courts" to the list of outdoor recreational infrastructure support needs listed in "Section 3.3.7 Healthy Landscapes" of the *Interim Sustainability Plan*

Changes made to the Draft 2025 OCP are shown in detail in Attachment 4 to this Report.

Regional Context Statement
As per Section 446(1) of the *Local Government Act,* given that a Regional Growth Strategy has been adopted by the Regional District of Nanaimo (RDN) that applies to the same area as the OCP, the OCP must include a Regional Context Statement that is accepted by the RDN Board. As such, staff provided the Regional Context Statement (Schedule 3.0 of the 2025 Draft OCP) to the RDN following Council's First Reading, which received acceptance by the RDN Board at its regular meeting held November 18, 2025. The approval letter provided by the RDN is shown as Attachment 5 to this Report.

Opportunities for public feedback
The OCP is still in draft form, and the Town welcomes feedback from the community to ensure that the policy recommendations have been integrated in the best way possible, with public feedback to be received prior to close of Public Hearing on December 3rd, 2025.

- *Written Feedback:* Written feedback may be submitted to the Town until December 3rd, 2025, either by email (planning@qualicumbeach.com) or by dropping off written comments at the Town Hall. Written comments may also be provided directly to Council, at qbtown@qualicumbeach.com
- *Public Hearing (December 3, 2025):* This is a formal meeting where Council hears verbal representations from the public about the Official Community Plan.
- *Phone calls or personal appointments:* Town staff are available to receive feedback or answer any questions about the draft OCP or the OCP review process.

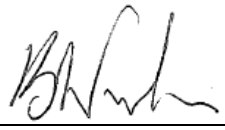
Following the close of the Public Hearing on December 3rd, Council may not hear from or receive new correspondence from interested parties relating to the 2025 Draft OCP or Zoning Bylaw Amendment. Any correspondence from interested parties following the close of the Public Hearing related to these matters should be directed to Town staff and will not be available to Council prior to Third Reading.

SUMMARY

The 2025 Official Community Plan Review is now in the final phase (Phase 4 – OCP Adoption) and the draft document is under review by Council. The Town welcomes feedback from the community as described previously in this Report, prior to close of Public Hearing on December 3, 2025. Agendas, Minutes, and notes from OCP meetings are posted to the Town's website: www.qualicumbeach.com/ocp-review.

It is acknowledged that this Draft may include minor errors including, but not limited to, formatting, punctuation, etc., given the condensed production timeline. These can be corrected up until Bylaw adoption.

APPROVALS
Memorandum respectfully submitted by Bailey Walsh, Planner.



Bailey Walsh
Planner
Report Author

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

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES
Attachment 1: Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025
Attachment 2: Zoning Bylaw No. 900, 2025, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08
Attachment 3: Interim Sustainability Plan
Attachment 4: OCP Changes Tracker – 2nd Reading to Public Hearing
Attachment 5: RDN Letter of Acceptance – Regional Context Statement

Note:
Public Correspondence regarding the OCP and Zoning amendment Bylaws is available for review at the Town Hall or at the Public Hearing.