

Agenda for the **1:00 pm Wednesday, May 29, 2024**, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Page No.

(This meeting may be recorded)

- 1. ADOPTION OF THE AGENDA**
1-6 THAT Council adopts the May 29, 2024, regular Council meeting agenda.

2. START OF CONSENT AGENDA

Staff Recommendation:

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

- 7-11 a) THAT the May 1, 2024 10:00 am regular Council meeting minutes be approved, as presented.
12-13 b) THAT the May 15, 2024 10:00 am special Council meeting minutes be approved, as presented.
14 c) THAT the Correspondence Log, dated for reference May 29, 2024, for information.

END OF CONSENT AGENDA

- 3. RECOGNITION - NIL**
4. BUSINESS ARISING FROM THE MINUTES - NIL
5. DELEGATIONS - NIL
6. CORRESPONDENCE
15-21 (1) **Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024 |** letter dated March 14, 2024

Staff Recommendation:

THAT the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of “Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024” by the Regional District of Nanaimo; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.

- 22-27 (2) **Regional District of Nanaimo Legislative Reform Initiative Request for Letter of Support**

Staff Recommendation:

THAT Council directs staff to provide a letter of support from the Town of Qualicum Beach to the Union of British Columbia Municipalities [UBCM] that a working group be established for the purpose of conducting a comprehensive review and reform of the *Local Government Act*.

7. PUBLIC AND STATUTORY HEARINGS - NIL

8. BYLAWS

- 28-249 (1) **Bill 44 Housing Statutes (Residential Development) Amendment Act, 2023 Implementation [Bylaw No. 900]**

Staff Recommendations:

WHEREAS the Town of Qualicum Beach is required to amend the Zoning Bylaw to permit additional residential density in accordance with Provincial legislation;

AND WHEREAS the 2023 Provincial Policy Manual & Site Standards have been considered in the preparation of "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" and the Interim Residential Design Guidelines contained therein;

AND WHEREAS Council is enabling the density requirements of Provincial legislation in a way that is suited to the lot sizes and types most common in Qualicum Beach, as described in the May 29, 2024 Planning staff report to Council;

AND WHEREAS Council wishes to undertake a review of the Official Community Plan and the Interim Residential Design Guidelines in 2025;

THEREFORE BE IT RESOLVED:

1. THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be read a first time.
2. THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be read a second time.
3. THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be read a third time.
4. THAT the Interim Residential Design Guidelines contained in "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be required for all residential development with two to four dwelling units per parcel.

Bylaw No. 901

5. THAT "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024" be read a first time.
6. THAT "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024" be read a second time.

7. THAT "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 902, 2024" be read a third time.

Bylaw No. 902

8. THAT "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be read a first time.
9. THAT "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be read a second time.
10. THAT "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be read a third time.

9. COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbroek)
- (2) **Public Safety** (Councillor Scott Harrison)
- (3) **Parks & Recreation** (Councillor Anne Skipsey)
- (4) **Community Development** (Councillor Petronella Vander Valk)
- (5) **Arts & Culture** (Councillor Jean Young)

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10. STAFF REPORTS

- (1) **Chief Administrative Officer**
 - (a) **Committee Review – Phase 1 Recommendations**

251-314

Staff Recommendations:

1. THAT Council directs staff to host an annual review of the Community Transportation Plan, with the next review tentatively scheduled for September 2025.
2. THAT Council directs staff to hold two Public Safety meetings, tentatively scheduled for July 10, 2024 at 4pm and December 4, 2024 at 4pm, as Committee of the Whole meetings in order to enhance broad community engagement on public safety.
3. THAT Council directs staff to hold two Airport Open Houses, scheduled for June 19, 2024, at 4pm and tentatively scheduled for December 4, 2024, at 4pm, as Committee of the Whole meetings.
4. THAT Council dissolves the Select Committee on Public Safety, Accessibility and Emergency Preparedness as a Committee of Council, based on the rationale provided on pages 18-19 of the Report entitled *Committee Review – Phase 1* dated May 2024 submitted by Leftside Partners Inc. and Neilson Strategies Inc., in the May 29, 2024 agenda.

5. THAT Council dissolves the Airport Users Committee as a Committee of Council and refocuses the committee membership to provide technical input to Town management on Airport operations, with Town management seeking Council's governance decision making as required.

(2) **Corporate Administration**

(a) **Special Events**

Staff Recommendation:

THAT the following special event applications be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met:

- Movie Night, Friday, June 14, 2024 (Qualicum Beach Collective), including road closure of Berwick Avenue and Second Avenue East.
- Uptown Street Market, Thursday evenings in July and August (Qualicum Beach Chamber of Commerce & Mount Arrowsmith Biosphere Region) including road closure of Second Avenue West from Memorial Avenue to Primrose Street to facilitate the market including entering into a Licence of Occupation with the Town.

(3) **Planning**

315-320

(a) **Policy No. 4002-12 | Beach Toy Library**

Staff Recommendations:

1. THAT Council approves Policy No. 4002-12 Beach Toy Library.
2. THAT prior to installation of the Beach Toy Library, the final location is to be selected by the Director of Infrastructure Services in consultation with Qualicum First Nation Chief Michael Recalma.

321-340 (4) **Engineering & Operations**
(a) **BC Hydro Leased Streetlight Public Complaints Received After Close of 2nd Complaint Intake**

Staff Recommendations:

1. THAT Council provides direction regarding the replacement of four (4) BC Hydro leased streetlights, identified by public complaint, and not included in the first two intakes, received between September 1, 2023, and May 1, 2024.
2. THAT Council provides direction on how to address complaints, outlined in Appendix 1 of the May 29, 2024 report for residents who remain unsatisfied with reduced wattage and color temperature of BC Hydro leased streetlights.
3. THAT Council provides direction on how to address the request to add additional BC Hydro leased streetlights in an area of the Town based on a resident's request.
4. THAT Council provides direction on response for future complaints that may be received for BC Hydro leased streetlights.

(b) **Beach Creek Estuary Landscaping – Invitation to Quote Award**

Staff Recommendation:

THAT Council awards the contract for the Beach Creek Estuary Landscaping project to Strain Landscapes Ltd., for the bid price of \$199,743 plus GST.

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 (**May 31, 2024**). 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

12. MOTION TO CLOSE - NIL

13. ADJOURNMENT

THAT Council adjourns the meeting.

NEXT SCHEDULED

REGULAR COUNCIL MEETING: Wednesday, June 26, 2024 at 10:00 am

Minutes of the 9:00 am Wednesday, May 1, 2024, 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 (@ 9:25 am)
Councillor Anne Skipsey
Councillor Petronella Vander Valk
Councillor Jean Young (@ 9:07 am)

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer (CAO)
Luke Sales, Director of Planning/Deputy Corporate Administrator
Raj Hayre, Director of Finance
Jason Froats, Information Systems Analyst (9:00 am-9:24 am)
Rebecca Augustyn, Senior Planner (@ 10:00 am)
Bernadette Ritter, Recording Secretary (@ 10:00 am)

The Mayor called the meeting to order in the Committee Room at 9:00 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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council adopts the May 1, 2024, regular Council meeting agenda.
CARRIED UNANIMOUSLY

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the meeting be closed to the public for the purposes of considering:

- a. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 9:04 am

MEETING REOPENED TO THE PUBLIC: 9:27 am in the Council Chamber, with all of Council in attendance. Also, L. Varela, Chief Administrative Officer and L. Sales, Director of Planning/Deputy Corporate Administrator.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council recesses the meeting to resume at 10:00 am.

CARRIED UNANIMOUSLY

MEETING RECESSED: 9:27 am

MEETING RESUMED: 10:00 am with all of Council in attendance. Also, L. Varela, Chief Administrative Officer, L. Sales, Director of Planning/Deputy Corporate Administrator, R. Hayre, Director of Finance, R. Augustyn, Senior Planner, and B. Ritter, Recording Secretary.

The Mayor noted the earlier acknowledgement 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 May 1st meeting agenda as presented and amended by adding Supplementary Item 11 (1) Corporate Administration recommendations 11 (1)(b), 11 (1)(c), and 11 (1)(d), to be considered before Financial Administration.

ADOPTION OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the Consent Agenda, approving:

- (1) **Correspondence Log** – For Information.

APPROVAL OF THE MINUTES

Council approved, by unanimous consent, the meeting minutes for:

- April 10, 2024, special Council meeting;
- April 10, 2024, regular Council meeting;
- April 17, 2024, Committee of the Whole meeting.

DELEGATIONS

- (1) **KPMG – 2023 Audited Financial Statements**

Micaela Roque, CPA, CA Partner, attended electronically and gave a PowerPoint presentation on the Town of Qualicum Beach 2023 Audited Financial Statements, noting a clean audit opinion.

CORRESPONDENCE

- (1) **Royal Canadian Legion Branch No. 76, July 1, 2024, Flyby – Letter of Support**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council approves the issuance of a Letter of Support for the Royal Canadian Legion Branch No. 76 July 1, 2024, Flyby as this event was previously approved in 2023.

CARRIED UNANIMOUSLY | Res. No. 24-146

BYLAWS

- (1) **Town of Qualicum Beach Tax Rates (2024) Bylaw No. 790, 2024**

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT “Town of Qualicum Beach Tax Rates (2024) Bylaw No. 790, 2024” be adopted.

CARRIED UNANIMOUSLY | Res. No. 24-147

- (2) **Town of Qualicum Beach East Village Local Area Service (2024) Parcel Tax Bylaw No. 791, 2024**

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT “Town of Qualicum Beach East Village Local Area Service (2024) Parcel Tax Bylaw No. 791, 2024” be adopted.

CARRIED UNANIMOUSLY | Res. No. 24-148

COMMITTEE & LIAISON REPORTS

(1) **General Government** (Mayor Teunis Westbrook)

Mayor Westbrook commented on his written report, and Notice of Motion included in the agenda.

Mayor Westbrook MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to inform Naked Naturals that the parkade entrance will be located near the extension of Fourth Avenue West, as shown on page 17 of the Draft Bus Garage Concept Design and Report, dated March 27, 2024.

CARRIED UNANIMOUSLY | Res. No. 24-149

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

Councillor Harrison commented on his portfolio activities.

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

Councillor Skipsey commented on her portfolio activities.

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

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

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

Councillor Young commented on her portfolio activities.

STAFF REPORTS

(1) **Corporate Administration**

(a) **St. Marks Community Fair**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to proceed with the temporary street closure of Veterans' Way, from Memorial Avenue to Berwick Road, from 6:00 am until 3:30 pm on Saturday, July 27, 2024 for the annual St. Mark's Fair; AND FURTHER authorizes Town provision of barricades, garbage cans, bags and collection services; Town staff to provide access to power and water; all subject to the applicant working with Town staff to finalize street closures, access to the cardboard bin after the event, special event sign/banner permits, and the Special Event Permit to ensure Town requirements are met, including emergency notifications; AND FURTHER THAT, provision of two portable toilets be provided by the Town.

CARRIED UNANIMOUSLY | Res. No. 24-150

(b) **Council Meeting Schedule Amendment**

Mayor Westbrook MOVED and Councillor Vander Valk SECONDED, THAT the Council meeting schedule be amended to change the start time of the May 29, 2024 regular Council meeting from 10:00 am to 1:00 pm.

CARRIED UNANIMOUSLY | Res. No. 24-151

- (c) **2024 Ocean Mile Swim Rescheduled**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the 2024 Ocean Mile Swim be rescheduled from August 25, 2024 to August 18, 2024.
CARRIED UNANIMOUSLY | Res. No. 24-152
- (d) **Committee of the Whole Meeting Schedule**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council confirms that the May 22, 2024 Committee of the Whole meeting will not be held.
CARRIED UNANIMOUSLY | Res. No. 24-153
- (2) **Financial Administration**
- (a) **Audited Financial Statements**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the December 31, 2023, audited financial statements for the Town of Qualicum Beach as presented by KPMG LLP be accepted.
CARRIED UNANIMOUSLY | Res. No. 24-154
- (3) **Planning**
- (a) **Zoning Bylaw No. 900, 2024**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT
WHEREAS the Council is required by s. 481.3 of the *Local Government Act* to exercise its zoning powers to permit small-scale multi-unit housing in residential zones; and
WHEREAS proposed "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" would amend the zoning bylaw to comply with s. 481.3; and
WHEREAS the Council is not permitted to hold a public hearing in respect of bylaw amendments that are required for the sole purpose of complying with s. 481.3; and
WHEREAS the proposed Zoning Amendment Bylaw contains consequential and related amendments that are not required for the sole purpose of complying with s. 481.3 of the *Local Government Act*; and
WHEREAS the *Local Government Act* permits the Council to proceed without a public hearing on a proposed zoning bylaw that is consistent with an official community plan that is in effect for the area that is the subject of the zoning bylaw; and
WHEREAS Zoning Bylaw No. 900, 2024 is consistent with Official Community Plan Bylaw No. 800, 2018;
BE IT RESOLVED, THAT Council, pursuant to s. 464(2) of the *Local Government Act*, proceed with consideration of Zoning Bylaw No. 900, 2024" without holding a public hearing, and that staff be directed to give public notice in accordance with s. 467 of the *Local Government Act*.
CARRIED UNANIMOUSLY | Res. No. 24-155

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 10:45 am

Certified Correct:

Luke Sales
Deputy Corporate Administrator

Teunis Westbroek
Mayor

REVIEW OF COMMENTS FROM THE PUBLIC

There were no comments about business at this regular Council meeting received in accordance with the Council Procedure Bylaw No. 733, 2019, section 16(3), by communications@qualicumbeach.com by 12:00 pm two business days following the meeting (May 3, 2024).

Minutes of the 10:00 am Wednesday, May 15, 2024, Town of Qualicum Beach Special Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ALSO PRESENT: Staff: Lou Varela, CAO
Luke Sales, Director of Planning
Rob Dickinson, Director of Infrastructure Services
Oliver Watson, Capital Projects Manager
Rebecca Augustyn, Senior Planner
Trudy Coates, Corporate Services Support
Twyla Slonski, Corporate Services Support

The Mayor called the meeting to order at 10:00 am acknowledging that the meeting is being held on the traditional lands of the Coast Salish people.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the May 15, 2024 special Council meeting agenda.

STAFF REPORTS

(1) Planning, Community Development & Emergency Planning

Fleet Greening / Modernization – RFP Award

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council awards the contract for the Fleet Greening / Modernization project to Innotech Fleet Strategies Ltd., in the amount of \$28,500 excluding GST.

CARRIED UNANIMOUSLY | Res. No. 24-156

(2) Infrastructure Services | Engineering & Operations

Rupert Road Watermain Extension to Airport – RFQ Award

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council approves the award for the Rupert Road Watermain Extension to Airport project to IWC Excavation for the bid price of \$1,293,676 excluding GST.

CARRIED UNANIMOUSLY | Res. No. 24-157

MOTION TO CLOSE

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

- (e) the acquisition, disposition or expropriation of land or improvements, if Council considers the disclosure could reasonably be expected to harm the interests of the municipality; and

- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:10 am

MEETING REOPENED TO THE PUBLIC: 11:49 am with all of Council in attendance. Also in attendance: L. Varela, Chief Administrative Officer, L. Sales, Director of Planning/Deputy Corporate Administrator, T. Coates & T. Slonski, Corporate Administration Support.

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:49 am

Certified Correct:

Luke Sales
Deputy Corporate Administrator

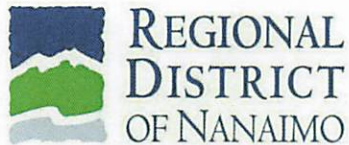
Teunis Westbroek
Mayor

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
May 29, 2024

DATE REC'D	TOPIC	ACTION
May 1	RDN Proposed Fuel Cell Bus Program	Referred to staff
May 2	Speed Concerns on Memorial Avenue	Referred to staff
May 6	Construction Damage Concerns	Referred to staff
May 6	Fireworks at Festival of Lights - Opposed	Distributed to Council
May 6	Short Term Vacation Rental Waterfront Exemption	Distributed to Council
May 6	St Andrews Lodge Restoration – Opposed	Distributed to Council
May 6	Sue Big Oil Correspondence	Distributed to Council
May 7	Friends of Qualicum Beach Forest - Event Follow Up	Referred to staff
May 7	Airport Noise Complaint	Referred to staff
May 7	District of Logan Lake - Letter to Premier	Distributed to Council
May 7	Helicopter Training Support	Distributed to Council
May 7	Short Term Vacation Rental Decision - Opposed	Distributed to Council
May 7	St Andrews Lodge Restoration - Opposed	Distributed to Council
May 8	Viewing Platform Delays	Referred to staff
May 12	Airport Noise Complaint	Referred to staff
May 13	Airport Complaint - Survey Form	Referred to staff
May 13	BC Wildfire Services Coastal Fire Centre Fire Restrictions	Distributed to Council
May 13	Climate Change Action	Distributed to Council
May 13	Graffiti Vandalism	Referred to staff
May 13	RDN Proposed Fuel Cell Bus Program	Distributed to Council
May 13	Sue Big Oil Article	Distributed to Council
May 15	2024 UBCM Convention – Meeting Requests	Distributed to Council
May 15	Airport Noise Abatement	Referred to staff
May 15	Weather Modifications – Concerns	Distributed to Council
May 16	Air Miles Points as Donations	Distributed to Council
May 17	Airport Noise Complaint	Referred to staff
May 17	Fire Concerns	Referred to staff
May 17	Flight Activity Concerns	Referred to staff
May 17	Speed bumps on Qualicum Rd	Referred to staff



March 14, 2024

Town of Qualicum Beach
201 – 660 Primrose Street
PO Box 130
Qualicum Beach, BC V9K 1S7
hsvensen@qualicumbeach.com

Attention: Heather Svensen, Corporate Administrator

Dear Ms. Svensen:

Re: “Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024”

The Board, at its regular meeting held March 12, 2024, introduced and read three times the above noted amendment bylaw (copy attached). This bylaw proposes to establish the service of requiring owners and occupiers of real property to have separate containers for different types of solid waste and recyclable material.

The staff report dated February 20, 2024, is attached for further information. As part of the approval process for the bylaw, the Regional District requires the consent of the local service participants. As the Town of Qualicum Beach is a participant in the local service, it would be appreciated if your Council would consider endorsing the following resolution at its next meeting:

That the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of “Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024” and further, that the Regional District of Nanaimo be notified accordingly.

If you have any questions, please do not hesitate to contact this office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sky Snelgrove".

Sky Snelgrove
Assistant Manager, Legislative Services / Deputy Corporate Officer
T: 250-390-6533 | Email: ssnelgrove@rdn.bc.ca

Encl.

Bylaw 1908
Staff report, dated February 20, 2024

REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 1908

COPY
CERTIFIED CORRECT AT
THIRD READING


Corporate Officer

**A BYLAW TO ESTABLISH THE SERVICE OF REQUIRING OWNERS AND OCCUPIERS TO PROVIDE
SEPARATE CONTAINERS FOR WASTE AND RECYCLABLE MATERIALS**

WHEREAS to advance the goals set out in the Solid Waste Management Plan, the Regional District wishes to maximize the diversion of organic and recyclable materials;

AND WHEREAS The Regional District of Nanaimo, municipalities within the regional district and the Province of British Columbia are jointly committed to the regulation and management of waste and recyclable material within the Regional District of Nanaimo and its member municipalities so as to encourage waste reduction in a manner consistent with the Regional District's Solid Waste Management Plan approved by the Minister of Environment and Climate Change Strategy;

AND WHEREAS pursuant to section 296 of the *Local Government Act* the Lieutenant Governor in Council amended the Nanaimo Regional District Regulation under the *Local Government Act* by adding a new section 10, which provides the Regional District of Nanaimo with the additional power to, by bylaw, require owners and occupiers of real property to have separate containers for different types of solid waste and recyclable material;

AND WHEREAS the Regional District of Nanaimo wishes to establish a regulatory service in order to impose such requirements;

NOW THEREFORE the Board of the Regional District of Nanaimo, in open meeting duly assembled, enacts as follows:

1. CITATION

This may be cited as "Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024".

2. SERVICE

The Regional District of Nanaimo hereby establishes the service of requiring owners and occupiers of real property to have separate containers for different types of solid waste and recyclable material.

3. BOUNDARIES

The boundaries of this service are the boundaries of the Regional District of Nanaimo.

4. PARTICIPATING AREAS

The participating areas for the service are Electoral Areas A, B, C, E, F, G and H, the District of Lantzville, the City of Nanaimo, the City of Parksville and the Town of Qualicum Beach

5. COST RECOVERY METHOD

In accordance with section 378 of the *Local Government Act*, the annual cost of providing the Service may be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- (b) parcel taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act*;
- (c) fees and charges imposed under section 397 of the *Local Government Act*;
- (d) revenues raised by other means authorized under the *Local Government Act* or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

Introduced and read three times this 12th day of March, 2024.

Received the approval of the Inspector of Municipalities this ____ day of _____, ____.

Adopted this ____ day of _____, ____.

CHAIR

CORPORATE OFFICER



STAFF REPORT TO SOLID WASTE SELECT COMMITTEE

February 20, 2024

MANDATORY WASTE SOURCE SEPARATION ESTABLISHING BYLAW

RECOMMENDATION

That the “Regional District of Nanaimo Separate Waste Container Requirement Service Establishment Bylaw No. 1908, 2024” be introduced, read three times, and forwarded to the Inspector of Municipalities, for approval.

BACKGROUND

The Regional District of Nanaimo’s (RDN) Solid Waste Management Plan (‘the Plan’) identifies two key initiatives to achieve the Plan’s waste diversion goal of 90%; the Waste Hauler Licencing (WHL) Bylaw No. 1813, and the Mandatory Waste Source Separation (MWSS) Bylaw No. 1812.

The intention of the Mandatory Waste Source Separation Bylaw (MWSS) is to require that all businesses, multi-family dwellings, and institutions have separate bins for garbage, food waste, and recycling, or a contract for post-collection sorting. This is essentially the same as the 3-stream collection approach currently used with the Regional District of Nanaimo (RDN’s) single-family curbside program which has very high levels of participation in waste source separation. When the Plan was approved the RDN did not have the authority to require source separation of waste and a regulation from the province was required to do so.

On May 8, 2023, the Provincial Cabinet approved the following:

“the Nanaimo Regional District is granted the additional power to, by bylaw, require owners or occupiers of real property to have separate containers for different types of solid waste and recyclable material.”

See Attachment 1 for the Order in Council and Attachment 2 for the letter from the Minister of Municipal Affairs.

As a result, the RDN may now move forward with the process to implement Mandatory Waste Source Separation. The RDN must first create a service establishing bylaw (Attachment 3), that once has been read three times will require approval from the Inspector of Municipalities, before being adopted by the board.

After that, a regulatory bylaw will be brought before the Board for approval and adoption, after which the implementation of Mandatory Waste Source Separation can begin.

FINANCIAL IMPLICATIONS

The Solid Waste Services tax requisition, found within the Solid Waste Services annual budget, the approved Solid Waste Financial and Asset Management Plan, and the 2024-2028 Financial Plan, is also identified in the approved

Solid Waste Management Plan. The tax requisition ensures the cost to develop, implement, and maintain the Waste Hauler Licensing and Mandatory Waste Source Separation programs are accurately and equitably provided for over the life of the plan.

The 2024-2028 Financial Plan identifies the Solid Waste Services Tax Requisition is as follows:

2024	2025	2026	2027	2028
\$1,744,591	\$2,093,540	\$2,407,571	\$2,889,085	\$3,466,902

The Solid Waste Services tax requisition is reviewed annually for accuracy.

STRATEGIC PLAN ALIGNMENT

Managing Impacts of Climate Change - Advance priority actions that are identified within RDN Board-approved plans and initiatives.

Mandatory Waste Source Separation is a key initiative identified in the Board approved Solid Waste Management Plan.

REVIEWED BY:

- J. Hill, Manager, Legislative Services
- B. Routledge, Manager, Solid Waste Services
- T. Moore, Chief Financial Officer
- M. Walters, Acting General Manager, Regional and Community Utilities
- D. Holmes, Chief Administrative Officer

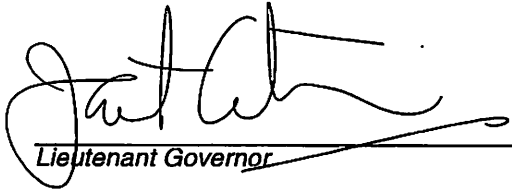
ATTACHMENT

1. Order In Council
2. Letter from the Minister of Municipal Affairs
3. Establishing Bylaw 1908

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 287

, Approved and Ordered May 8, 2023


Lieutenant Governor

Executive Council Chambers, Victoria

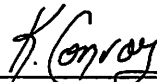
On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Nanaimo Regional District Regulation, B.C. Reg. 194/91, is amended by adding the following section:

Separate containers for waste

- 10** The Nanaimo Regional District is granted the additional power to, by bylaw, require owners or occupiers of real property to have separate containers for different types of solid waste and recyclable material.



Minister of Municipal Affairs



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Local Government Act*, R.S.B.C. 2015, c. 1, s. 296

Other: OIC 911/91

R10660537



June 15, 2023

Ref: 272597

Vanessa Craig, Chair
and Members of the Board
Regional District of Nanaimo
6300 Hammond Bay Rd
Nanaimo BC V9T 6N2

Dear Chair Craig and Board Members:

I am pleased to share that, following the request from the Regional District of Nanaimo (RDN) Board to be granted the additional power to (by bylaw) require owners or occupiers of real property to have separate containers for different types of solid waste and recyclable material, the RDN Regulation was amended to include the Board's desired additional authority.

I am pleased to continue supporting RDN's 90 percent waste reduction plan after several years of analysis and engagement with the public and provincial agencies. During this work, the Ministry of Municipal Affairs (MUNI) staff liaised with staff from the Ministry of Environment and Climate Change Strategy (MECCS) to ensure alignment with provincial objectives and policies.

It is my understanding that RDN's next step will be to submit a source separation bylaw to MECCS staff for review and approval prior to Board adoption. MUNI's involvement in this work is now complete. Congratulations on receiving your requested additional authority, I wish you well on your waste reduction efforts.

The Order-in-Council (OIC) amending the RDN Regulation was approved on May 8, 2023, by the B.C. Lieutenant Governor in Council. A copy of the OIC has been enclosed, and may also be found online at: https://www.bclaws.gov.bc.ca/civix/document/id/oic/oic_cur/0287_2023.

Sincerely,

Anne Kang
Minister

Enclosure

pc: Honourable George Heyman, Minister of Environment and Climate Change Strategy

Ministry of Municipal Affairs

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Parliament Buildings
Victoria BC V8V 1X4
<http://www.gov.bc.ca/muni>

January 19, 2024

Re: Legislative Reform Initiative Update

Dear Local Government Colleagues:

On September 21, 2023, the Regional District of Nanaimo (RDN), Alberni-Clayoquot Regional District, Fraser Valley Regional District (City of Chilliwack), and Don Lidstone, K.C., hosted an interactive, discussion-based panel session (Legislative Reform Initiative) focused on reform of the *Local Government Act* (LGA) at the UBCM Annual Convention in Vancouver. While the lack of powers for regional districts in the *Act* was a major spark for this initiative, the session was intended for both municipal and regional district officials because many aspects of municipal operations are contained in the *LGA* and municipal issues with the *Act* have been the subject of numerous UBCM resolutions over the years. Similar workshops have been held previously at the Association of Vancouver Island and Coastal Communities' Annual Conventions in 2022 and 2023. Approximately 80-85 people attended the September 2023 UBCM session, indicating a broad interest in this evolving topic.

Concerns about the dated *Local Government Act* have been widespread for some time among local governments. Although the Ministry of Municipal Affairs has made significant incremental changes in the legislation over time, without a comprehensive modernization of the *LGA* regional districts are left without sufficient tools or authority to meet expanding responsibilities or to legislate in key areas in comparison with municipalities. Moreover, the evolving social, political, and economic environments that both municipalities and regional districts operate within, such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance, should be reflected in updated and modernized legislation. A key component of our discussions is that any additional powers or tools granted to local government are opt-in so that local governments can choose to implement tools based on what is best for their area.

The goals of the September 2023 UBCM interactive panel session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

Prior to the session, the Ministry of Municipal Affairs provided some background information and several questions to consider during the group's discussion. This material was useful and very much appreciated.

The RDN committed to sending UBCM members a "What We Heard" document summarizing discussion at the session and next steps. We are attaching that document to this letter for your information, as well as the material provided by the Ministry of Municipal Affairs that was considered as part of the September 2023 panel discussion at UBCM. In addition, we are attaching the slide deck presented at the UBCM session.

We encourage other local governments to participate in this important initiative. As indicated in the "What We Heard" document, the RDN is currently following up with UBCM on the possibility of requesting that the UBCM Executive form a working group on this topic. Having letters of support from local governments across the province would be helpful in demonstrating interest. Should you wish to send a letter of support, have any questions, or wish to share examples of legislative challenges stemming from the *Local Government Act*, please contact RDN Chief Administrative Officer Douglas Holmes at dholmes@rdn.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Craig". The signature is fluid and cursive, with the first name "Vanessa" written in a larger, more prominent script than the last name "Craig".

Vanessa Craig
Chair, Regional District of Nanaimo

Encl.

LEGISLATIVE REFORM INITIATIVE: NEXT STEPS
UBCM ANNUAL CONVENTION, September 21, 2023
Summary of Session and What We Heard

SUMMARY OF SESSION

On September 21, 2023, the Regional District of Nanaimo, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., hosted an interactive, discussion-based session on legislative reform. The session was intended for both municipal officials as well as regional district officials because many aspects of municipal operations are contained in the *Local Government Act*.

The goals of the session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

The Ministry of Municipal Affairs provided background and several questions to consider during the group's discussion (Attachment 1).

Approximately 80-85 people attended the session, indicating a broad interest in this evolving topic.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Further, social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These realities should be reflected in a modernized legislative framework.

During the session, Slido polls were used to conduct two "straw polls" of the participants, on these questions: 1) whether or not to proceed with the Legislative Reform Initiative, and 2) whether a UBCM working group or a joint local government project is the best path forward to steer the process.

The majority of participants indicated support for the Legislative Reform Initiative, and indicated their preference would be for a UBCM working group to steer the initiative. These polls were conducted to gain a sense of the sentiments of the session participants only, and are not assumed to represent the views of the UBCM membership as a whole.

WHAT WE HEARD

WHY A COMPREHENSIVE MODERNIZATION EFFORT IS NEEDED

- The Ministry of Municipal Affairs has made important incremental changes in the legislation over time, but a more comprehensive modernization project is needed.
- Extensive downloading of responsibilities from the Province to local governments has exacerbated the problems local governments face; outdated legislation prevents local governments from addressing these issues effectively.
- Over 90% of the province is rural and is not under the *Community Charter*; these areas should not be governed by legislation that was drafted in 1966.
- Regional districts and municipalities have restricted powers where they have delegated authority only, are not constitutionally protected, and have few tools or resources to address local problems.
- Particular challenges with the *Local Government Act* (LGA) raised by participants at this session:
 - responding effectively to emergencies and natural disasters
 - taking measures to mitigate the effects of climate change
 - dealing with old infrastructure and the ability to fund these projects solely through property taxes
 - population growth and migration from cities during the pandemic is rapidly changing the character of rural areas; incoming residents have higher expectations for services
 - incorporation should not be the only other governance option for rural areas; there should be an intermediate step available
 - Electoral Areas lack power and resources
 - business licensing authority¹ and subdivision approval are difficult for regional districts
 - small municipalities and regional districts are unable to fund necessary projects costing millions, such as recycling, dikes, etc., to continue to provide the quality of life that residents cherish in these communities.

CONSIDERATIONS FOR PURSUING LEGISLATIVE REFORM RAISED AT THIS SESSION

- The background and questions provided by the Ministry of Municipal Affairs were very helpful in this discussion.
- Need to identify and list specific, concrete, local community issues and distill them from a 10,000-foot level to provide the Ministry of Municipal Affairs with evidence for the need to modernize the *Local Government Act*.
- Legislative reform should be viewed as supporting the Province, not in conflict with the Province.
- The Ministry of Municipal Affairs should be involved from day one.
- The Ministry should provide funding for this initiative's research and policy work, as they have done for the Northwest Benefits Alliance.

¹ The Province is addressing this as part of its efforts around short term rental housing. Amendments to the *Local Government Act* allow Regional Districts to regulate and licence short-term rentals and other businesses in similar ways to municipalities [see link](#)

- What is working well in the legislation should be left as is.
- If legislative reform is successful in providing new powers and tools for local governments, that does not mean all local governments must use them.
- Islands Trust has an even smaller toolbox than municipalities and regional districts.
- Metro Vancouver has excellent models and best practices, especially in the area of climate change; we can borrow good ideas.
- Local governments need a legislative framework that recognizes the importance of, and facilitates working together with, First Nations in a respectful, effective, and inclusive manner.
- When First Nations participate at the Board level, it changes the conversation and the votes. Local governments often are not well informed regarding Indigenous rights and title.
- The inclusive governance goals in UNDRIP legislation and provincial action plans can be reinforced and worked on concurrently with the Legislative Reform Initiative.
- Need to consider 7 generations into future when modernizing the LGA.
- Planning and land use issues should not be included in this initiative.
- Several participants stressed the need to draft a new charter rather than revise portions of the LGA in a continuation of the “band aid” approach.
- Area associations of UBCM should be included in the conversation.
- A retired CAO or Chair could be a primary resource person for this project, conducting research and policy work and keeping the project on track.

DECIDING WHETHER TO PROCEED WITH THE LEGISLATIVE REFORM INITIATIVE

- Slido poll #1: Is there an interest in proceeding with the Legislative Reform Initiative? (96% yes, 4% no)

OPTIONS FOR STEERING AND MANAGING THE LEGISLATIVE REFORM INITIATIVE

Option 1: UBCM Executive could form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Option 2: This could be structured as a joint local government project, with local governments contributing funding to form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Considerations for Option 1:

Pros:

- UBCM has an efficient network, broad reach, consistency, research capacity, and impact with the province.
- UBCM can be representative.
- UBCM has already been doing some work on legislative reform, and has experience.
- UBCM can allocate resources if legislative reform is identified as a priority.
- Reporting back will happen at UBCM.

Cons:

- Last UBCM working group report in 2010 did not meet expectations.
- Some uncertainty on the part of some participants as to how a UBCM working group functions.
- A UBCM working group may be more distant from local governments than is ideal.

Considerations for Option 2:

Pros:

- May insulate the project from getting sidetracked, if the Province does not assist with resources for UBCM.
- With a group of passionate people committed to working together on the project, the Legislative Reform Initiative may not need UBCM.

Cons:

- Challenges with resources and capacity: initiative will require significant buy-in and continued long-term commitment from local governments in terms of funding and staff time.
- Difficult to achieve forward momentum “off the side of the desk”.
- The complex coordination required for the project will be a challenge.

➤ Slido poll #2:

- Option 1: UBCM Executive forming a working group (85% in favour)
- Option 2: Joint local government project (15% in favour)

NEXT STEPS

- A “What We Heard” document summarizing the session will be distributed to UBCM members.
- It is noted that although there was significant enthusiasm for the initiative, including from areas outside the AVICC region, some representatives indicated they would like additional information on the initiative.

UPDATE: December 2023

Following the UBCM Annual Convention, Douglas Holmes, CAO of the Regional District of Nanaimo had the opportunity to discuss the Legislative Reform Initiative and the September 21, 2023, interactive panel session with Gary MacIsaac, Executive Director, UBCM. Mr. MacIsaac is in the process of seeking direction on this matter from the President’s Committee.

Attachment 1: Ministry of Municipal Affairs background and discussion questions



TOWN OF QUALICUM BEACH STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: May 29, 2024

FROM: Luke Sales, Director of Planning

SUBJECT: **Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023, Implementation**

RECOMMENDATIONS:

WHEREAS the Town of Qualicum Beach is required to amend the Zoning Bylaw to permit additional residential density in accordance with Provincial legislation;

AND WHEREAS the 2023 Provincial Policy Manual & Site Standards have been considered in the preparation of "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" and the Interim Residential Design Guidelines contained therein;

AND WHEREAS Council is enabling the density requirements of Provincial legislation in a way that is suited to the lot sizes and types most common in Qualicum Beach, as described in the May 29, 2024 Planning staff report to Council;

AND WHEREAS Council wishes to undertake a review of the Official Community Plan and the Interim Residential Design Guidelines in 2025;

THEREFORE BE IT RESOLVED:

1. THAT the bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be read a first time;
2. THAT the bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be read a second time;
3. THAT the bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be read a third time;

4. THAT the Interim Residential Design Guidelines contained in "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" be required for all residential development with two to four dwelling units per parcel;
5. THAT the bylaw entitled "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024" be read a first time;
6. THAT the bylaw entitled "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024" be read a second time;
7. THAT the bylaw entitled "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024" be read a third time;
8. THAT the bylaw entitled "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be read a first time;
9. THAT the bylaw entitled "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be read a second time;
10. THAT the bylaw entitled "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024" be read a third time.

PURPOSE

To provide Council with an updated Zoning Bylaw that addresses the requirements of *Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023*. Zoning Bylaw No. 900 also enacts Interim Residential Design Guidelines so that the increased residential development potential required by Bill 44 can be achieved without compromising environmental protection or quality of life for existing residents in Qualicum Beach.

Executive Summary

- Bill 44, enacted to increase housing supply in B.C., mandates local governments to amend zoning to allow four dwelling units on most residential parcels less than one acre in size. The Town must comply with this legislation by June 30, 2024.
- Zoning Bylaw No. 900 has been drafted to meet the requirements of Bill 44, including improvements for overall clarity and consistency. The Bylaw incorporates most of the guidelines from the Provincial Policy Manual, although there is some variation from the Provincial Policy Manual based on the unique size and dimensions of residential parcels in Qualicum Beach.
- Zoning Bylaw No. 900 is also modernized by moving some content into other bylaws for clarity and ease of future updates, such as regulations and procedures for the Board of Variance and Advisory Planning Commission.
- Interim Residential Design Guidelines have been incorporated into Zoning Bylaw No. 900 to address potential concerns about neighbourhood character and compatibility. These Guidelines will be reviewed in 2025 during the Official Community Plan (OCP) Review.
- Next steps include housekeeping amendments to Zoning Bylaw No. 900 and Official Community Plan, a Housing Needs Report by the end of 2024, and a Quality of Life Survey in late 2024 to guide the 2025 Official Community Plan Review. In addition, other

work may be required based on new and/or changing Provincial and Federal requirements.

BACKGROUND

Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 (Bill 44) received royal assent on November 29, 2023. The stated purpose of the legislation is to facilitate an increase in housing supply in communities throughout B.C. Among other requirements related to housing, Bill 44 specifies that local governments must amend residential zoning designations to permit four dwelling units per parcel for land within the Urban Containment Boundary (some exceptions apply) by June 30, 2024.

At the Regular Council Meeting on November 8, 2023, Council resolved as follows:

THAT Council directs staff to prepare a report on the process and timelines for amendment of the Town's Official Community Plan including, but not necessarily limited to, update of the Urban Containment Boundary (UCB) for alignment with the boundaries of the Village Neighbourhood.[Res. No. 23-384]

At the Regular Council Meeting on January 17, 2024, that motion was amended to read:

THAT Council directs staff to prepare a report on the process and timelines for amendment of the Town of Qualicum Beach Official Community Plan. [Res. No. 24-008]

The Implementation Workplan associated with Bill 44 was presented at the January 24, 2024 Committee of the Whole Meeting, including an overview of the process for updating the Zoning Bylaw ("Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999") prior to the June 30, 2024 deadline. The following motion was adopted:

THAT the Committee of the Whole receives the report entitled "Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 and Implementation Workplan.

The overall Implementation Workplan has remained unchanged since the January 24, 2024 meeting, though some of the dates have been adjusted (see below).

On December 7, 2023, the Province released a Policy Manual to accompany Bill 44. The "Policy Manual & Site Standards" (Policy Manual) includes guidelines and recommended land use controls for the implementation of "Small Scale Multi-Unit Housing" (SSMUH). According to Bill 44, local governments must consider the Policy Manual during the process of amending their zoning bylaws.

Following is an update to the Implementation Workplan that was presented on January 24, 2024.

	Task	Status
January 2024	Bill 44 Implementation Workplan developed.	Complete
February & March 2024	Working Group Charettes to develop details on Interim Residential Design Guidelines for the Zoning and Official Community Plan (OCP) Bylaws. Participants included residents experienced in architecture, planning, design, policy, and environmental stewardship.	Complete (Six Working Group Meetings Held)
April 2024	Prepare draft Zoning Bylaw and other required bylaws (Board of Variance and Advisory Planning Commission).	Complete
May 29, 2024 Council Meeting	Introduce amendment bylaws and provide first, second, and third readings.	Rescheduled from May 1 to May 29
Between May 29, 2024 and June 26, 2024	Referrals sent out where required for zoning amendment near municipal boundary (i.e. Ministry of Transportation).	
June 26, 2024 Council Meeting (or earlier Special Council meeting)	Final reading/adoption of "Town of Qualicum Beach Zoning Bylaw No. 900, 2024".	Rescheduled from May 29 to June 26

More information on the Province's housing initiatives can be found online:

<https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-initiatives>

Bylaw Development Process

"Town of Qualicum Beach Zoning Bylaw No. 900, 2024" will replace "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" to meet Provincial requirements as well as modern zoning bylaw practices. The bylaw development process was undertaken in a compressed timeline in response to the Province's requirements. Under typical circumstances, a major bylaw overhaul such as this would take approximately 18 months.

- 6-8 months would focus on public engagement;
- 4-6 months of bylaw drafting and internal reviews;
- 4-6 months of Council review, public referrals and revisions.

In contrast to the more typical process above, "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" was drafted in four months to meet Provincial deadlines. The result of the intensive four-

month work “sprint” to align with Bill 44 is a Zoning Bylaw that improves clarity, usability, and consistency. Staff have also improved the Bylaw’s internal consistency, particularly in refining the definitions. Moreover, certain elements previously found in the Zoning Bylaw, such as the Board of Variance Terms of Reference, which are not standard inclusions, have been moved into separate bylaws for clarity. It is important to note that staff anticipate the need for a post-adoption housekeeping amendment to Zoning Bylaw No. 900 to address further clarifications, errors, omissions and modifications that could not be completed within the tight schedule. Some further changes are also anticipated to Zoning Bylaw No. 900 prior to adoption, in which case “Town of Qualicum Beach Zoning Bylaw No. 900, 2024” will have to be read “as amended” in a future meeting.

On May 1, 2024 Council adopted the following resolution:

WHEREAS the Council is required by s. 481.3 of the *Local Government Act* to exercise its zoning powers to permit small-scale multi-unit housing in residential zones; and

WHEREAS proposed "Town of Qualicum Beach Zoning Bylaw No. 900, 2024" would amend the Zoning Bylaw to comply with s. 481.3; and

WHEREAS the Council is not permitted to hold a public hearing in respect of bylaw amendments that are required for the sole purpose of complying with s 481.3; and

WHEREAS the proposed Zoning Amendment Bylaw contains consequential and related amendments that are not required for the sole purpose of complying with s. 481.3 of the *Local Government Act*; and

WHEREAS the *Local Government Act* permits the Council to proceed without a public hearing on a proposed zoning bylaw that is consistent with an official community plan that is in effect for the area that is the subject of the Zoning Bylaw; and

WHEREAS Zoning Bylaw No. 900, 2024 is consistent with Official Community Plan Bylaw No. 800, 2018;

BE IT RESOLVED that Council, pursuant to s. 464(2) of the *Local Government Act*, proceed with consideration of Zoning Bylaw No. 900, 2024" without holding a public hearing, and that staff be directed to give public notice in accordance with s. 467 of the *Local Government Act*. [Res. No. 24-155]

Interim Residential Design Guideline Development Process

To ensure that a set of design controls are in place in conjunction with permitting the increased residential density required by Bill 44, public engagement was limited to a Working Group format. Staff hosted a series of six Working Group meetings (charrettes) with a group of six residents for the purpose of developing and testing a new set of Interim Residential Design Guidelines. The Working Group included representation from Town Planning Committees (Advisory Planning Commission and OCP Review Steering Committee), architecture, home design, real estate and environment stewardship.

The following is a high-level summary of the process of developing the Interim Residential Design Guidelines, undertaken by the Working Group.

- February 22nd: Developed a list of characteristics of ideal development (criteria) to guide the type of development that would be compatible in residential areas of Qualicum Beach.
- March 7th: Started analyzing typical lot configurations in Qualicum Beach to explore preferred options to add more dwelling units. This analysis formed the initial framework for the Interim Residential Design Guidelines.
- March 14th: Continued analyzing typical lot configurations in Qualicum Beach to explore preferred options to add more dwelling units.
- March 21st: Concluded review of lot configurations and reviewed draft Interim Residential Design Guidelines.
- March 28th: Reviewed design and zoning parameters, and discussed different scenarios.
- April 4th: Reviewed multiple examples of suitable and unsuitable development to test the efficacy of the Interim Residential Design Guidelines in different scenarios.

All of the lot typologies common in Qualicum Beach were analyzed in detail, both in the context of incremental density (adding dwelling units on a parcel that already has a house), as well as a scenario with an empty lot. Lot typologies included:

- 50' x 120'
- 50' x 120' with laneway
- 100' x 120'
- 100' x 120' with laneway
- 75' x 100'
- Corner lots and "through" lots

Qualicum Beach Bill 44 Amendments Report

Town staff have worked with Westplan Consulting Group throughout the process to review legislation and to provide a third-party perspective on the implications of Bill 44 for the Town of Qualicum Beach. Westplan has provided a summary report and recommendations on the changes the Town should consider as part of implementing Bill 44, as well as how these changes should be implemented. This third-party review was undertaken to ensure that the Town is compliant with all Provincial requirements while also exploring all opportunities to advance the Town's other priorities. Not all the changes recommended in the report have been included in Zoning Bylaw No. 900 as they require further discussion and direction from Council, either during the housekeeping zoning amendment later in 2024 or during a future zoning amendment process in 2025 or 2026.

DISCUSSION

Bill 44 and the subsequent Provincial Policy Manual leave key land use controls within the control of the Town that can be used to maintain the Town's commitments to other priorities as well as housing densification. As soon as the Provincial legislation was announced in late 2023, staff began exploring all possible strategies to ensure that Qualicum Beach aligned with the changes enacted by the Province while still preserving neighbourhood character.

There was initially a strong concern that the increased density would result in dramatic changes to the Town's residential areas. However, as staff explored the issues in more detail it became apparent that, if implemented carefully, increased density could represent a benefit to the Town

and its residents (described below). The required density is compatible with the housing typologies that will be needed in the future.

- Qualicum Beach residents stated a preference for alternative forms of small-scale residential infill in the 2018 Quality of Life Survey, most of which are currently not permitted on most residential properties.
- The density prescribed by the Province (four units per parcel) is compatible with many of the housing typologies preferred by Town residents (e.g. patio home, duplex, triplex, townhouse, etc.) as indicated in the 2018 Quality of Life Survey.

To mitigate potential downsides associated with dispersed small-scale multi-residential development, staff crafted a set of Interim Residential Design Guidelines in consultation with the Working Group. These Interim Residential Design Guidelines aim to facilitate infill development while preserving the character of neighbourhoods. Additionally, the Town has scheduled an Official Community Plan Review for 2025, which will provide an opportunity to reevaluate these Interim Residential Design Guidelines developed in response to Bill 44.

Following are some of the specific responses included in "Town of Qualicum Beach Zoning Bylaw No. 900, 2024", and the Interim Residential Design Guidelines that were developed to ensure that the increased residential density is compatible with the character of the Town's existing residential neighbourhoods.

Potential Downsides	Provincial Policy Recommendation	Town Response	Comments
Neighbourhood Compatibility	n/a	Interim Residential Design Guidelines focused on neighbourhood compatibility	Specific requirements for building setbacks, height and character with the intention of neighbourhood compatibility
Increased Density	Four units per parcel	Four units per parcel (currently 1-2 units permitted in most zones)	There is no flexibility in this part of the Provincial mandate
Decreased Onsite Parking	One off-street parking space unit per dwelling unit	One off-street parking space per parcel, slight relaxation in Village Neighbourhood	Interim Residential Design Guidelines ensure that parking is screened. Consistent standards for boulevard treatments
Taller Buildings	11m maximum height	11m maximum height	Lower maximum height near front and rear property lines
Setbacks	2m front setback	2m front setback, but only for a portion of the building. Front-facing garages must be set back	Encourages pedestrian-scale street interface

It should be noted that every one of the “Town Responses” has been tested in the context of the Town’s typical parcel and building typologies to ensure that Zoning Bylaw No. 900 and Interim Residential Design Guidelines do not unreasonably hinder development to the density required by the Province. Based on the information available at the time of writing, the Town’s enactment of Interim Residential Design Guidelines and zoning regulations is believed to be fully compliant with the Province’s legislation. However, the legislation does empower the Minister of Housing to order changes to municipal zoning by ministerial order, should the Province not be satisfied with the Town’s approach.

Summary of Changes in “Town of Qualicum Beach Zoning Bylaw No. 900, 2024”

Below is a summary of changes between “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999” and “Town of Qualicum Beach Zoning Bylaw No. 900, 2024”.

- Updating the Residential 1 (R1) zone to be the default residential zone outside of the Village Neighbourhood as identified in the OCP.
- Updating the Residential 2 (R2) to be the default residential zone inside the Village Neighbourhood.
- Deleting unused residential zones.
- Updating “Definitions” section.
- Moving regulations into the “Regulations” section of the Bylaw.
- Deleting antiquated definitions and updating other definitions to align with modern zoning practice.

Next Steps Prior to “Town of Qualicum Beach Zoning Bylaw No. 900, 2024” Adoption (June 30 deadline)

- Minor corrections and/or clarifications to Zoning Bylaw No. 900.

Next Steps Following “Town of Qualicum Beach Zoning Bylaw No. 900, 2024” Adoption

- Send the complete Zoning Bylaw No. 900 for legal review. Feedback from the legal review will likely be incorporated in the anticipated housekeeping amendment later this year, not prior to adoption.
- Housekeeping amendments:
 1. Corrections, clarifications, or further updates as needed to Zoning Bylaw No. 900.
 2. OCP Housekeeping Amendment Bylaw to reference new Development Permit Area guidelines.
- 2024 Housing Needs Report:
Provincial Legislation requires that the Town produce an Interim Housing Needs Report prior to January 1, 2025 with updates in future years. Details on the report requirements have not yet been released by the Province.
- 2024 Quality of Life Survey:
As a precursor to the 2025 OCP Review, the Town will undertake the Quality of Life Survey in late 2024 or early 2025.
- 2025 OCP Review (see below).

It should be noted that there are more Provincial and Federal initiatives that may also need to be addressed following adoption of “Town of Qualicum Beach Zoning Bylaw No. 900, 2024”, such as the recently announced Bill 16 that introduces additional development finance tools, as

well as the pending Federal Government work on preapproved housing designs.

2025 Official Community Plan (OCP) Review

The current Implementation Workplan, which was received at the Committee of the Whole meeting on March 27, 2024 includes an OCP Review in 2025 with a focus on Housing. The Quality of Life Survey will be conducted in late 2024 or early 2025 to ensure that it can provide meaningful input to the OCP Review. The scope of the 2025 OCP Review will need to be more focused than previously contemplated prior to the passing of Bill 44, but it is anticipated that as long as there are no further legislative announcements from the Province, there will be opportunities for robust public engagement and consideration of other Town priorities. Amendment of the OCP in 2025 is a legislative requirement of Bill 44, and there is a hard deadline associated with adoption of the amendment (December 31, 2025). As an additional item to review in 2025, staff recommend that the Interim Residential Design Guidelines developed as part of the Bill 44 regulations be further reviewed.

FINANCIAL IMPLICATIONS

To date, the expenses incurred from implementing Bill 44 have remained within the budget allocated by the Council. Nevertheless, with the ongoing introduction of new housing legislation and policies, it is becoming increasingly challenging to forecast the workplan and budget accurately. Therefore, a review of the budget and prioritization of Strategic Initiatives will likely be necessary this fall as more information becomes available, and as the workload continues to impact staff time, consulting and legal expenses.

PUBLIC ENGAGEMENT

The OCP Review phase of the current Bill 44 Implementation Workplan (2025) will involve more public engagement, including an opportunity to review the Interim Residential Design Guidelines.

For reference, the ability of the Town to engage the public during an OCP review is not impacted by Bill 44. For example, there will continue to be Public Hearings for future OCP amendments that are not specific to Bill 44, and the Town will hold meetings and solicit public input through a robust engagement plan as in previous years. The primary impact of Bill 44 on the anticipated 2025 OCP review is that this OCP Amendment must be completed prior to December 31, 2025.

SUMMARY

Bill 44, Housing Statutes (Residential Development) Amendment Act, 2023 received royal assent on November 29, 2023. The stated purpose of the legislation is to facilitate an increase in housing supply in communities throughout B.C. This report presents an updated Implementation Workplan for the Town to comply with Provincial legislation regarding housing while maintaining the Town's commitment to environmental protection, village character, and quality of life for current and future residents.

"Town of Qualicum Beach Zoning Bylaw No. 900, 2024" is a new Zoning Bylaw intended to improve clarity, usability, and consistency. Interim Residential Design Guidelines are also included in Zoning Bylaw No. 900. However, it must be noted that Zoning Bylaw No. 900 is still a work in progress and a housekeeping amendment will be required later this year. The housekeeping amendment will complete additional clarifications and changes that were not

possible in the compressed timeline described in this memo, as well as correcting any errors and omissions that may have been made in the first round of drafting.

ALTERNATIVE OPTIONS

Alternative options are limited due to the implementation timeline required by the Provincial legislation. However, Council may consider alternative direction to staff that is achievable within the prescribed Provincial deadline.

APPROVALS

Report respectfully submitted by Luke Sales, MCIP, RPP, Director of Planning and Community Development.



Luke Sales, MCIP, RPP
Director of Planning
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: "Town of Qualicum Beach Zoning Bylaw No. 900, 2024"

Attachment 2: "Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024"

Attachment 3: "Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024"

Attachment 4: Qualicum Beach Bill 44 Amendment Report (Westplan Consultants)

File Nos: 3900.20.900; 3900.20.901; 3900.20.902

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TOWN OF QUALICUM BEACH

ZONING BYLAW BYLAW NO. 900, 2024

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**TOWN OF QUALICUM BEACH
ZONING BYLAW NO. 900**

**A BYLAW TO REGULATE THE SITING, SIZE AND USE OF BUILDINGS AND
STRUCTURES AND THE USE AND SUBDIVISION OF LAND, IN THE TOWN OF
QUALICUM BEACH**

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

TITLE

1. This Bylaw may be cited as the “Town of Qualicum Beach Zoning Bylaw No. 900, 2024”.

APPLICATION

2. This Bylaw applies to all land (including the surface of water), buildings and structures within the Town of Qualicum Beach.

APPENDIX ‘A’

3. Zoning Bylaw No. 900, Appendix ‘A’ – Zoning Bylaw is attached to and forms an integral part of this Bylaw.

ZONING MAP

4. The area within the Town of Qualicum Beach is divided into zones in accordance with Schedule ‘3A’ – Zoning Map to Appendix ‘A’.

SUBDIVISION DISTRICT MAP

5. The area within the Town of Qualicum Beach is divided into subdivision districts in accordance with Schedule ‘4A’ – Subdivision District Map to Appendix ‘A’.

REPEAL

6. “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999” and amendments thereto, is repealed and replaced with this Bylaw.

READ A FIRST TIME this day of, 2024.

READ A SECOND TIME this day of, 2024.

READ A THIRD TIME this day of, 2024.

Received approval pursuant to the *Transportation Act* this day of, 2024.

ADOPTED this day of, 2024.

Teunis Westbroek, MAYOR

Luke Sales,
DEPUTY CORPORATE ADMINISTRATOR

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TOWN OF QUALICUM BEACH

ZONING BYLAW NO. 900

APPENDIX 'A'

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BYLAW NO. 900 – PART 1 – ADMINISTRATION**1.1 Other Legislation**

1. Nothing contained in this Bylaw shall relieve any person from the responsibility to seek out and comply with other legislation applicable to their undertaking.
2. Where land is within the Agricultural Land Reserve or the Forest Land Reserve created pursuant to the *Agricultural Land Commission Act* or *Private Managed Forest Land Act* and amendments thereto; and if any portion of this Bylaw is in any way less restrictive to, in conflict with, or repugnant to those Acts, without statutory entitlement the Acts shall prevail.

1.2 General Prohibition

No person shall:

- (a) cause, suffer or permit any building or structure to be used, located, constructed, altered, moved or extended;
 - (b) use any building or structure constructed, moved or altered;
 - (c) cause, suffer or permit land to be used;
 - (d) use land;
 - (e) subdivide land;
 - (f) use land without providing off-street parking and loading spaces;
- in contravention of this Bylaw or otherwise fail to comply with the requirements of this Bylaw.

1.3 Inspection

Officers, employees and agents of the Town of Qualicum Beach may enter at all reasonable times on property that is subject to this Bylaw, to ascertain whether the requirements of this Bylaw are being met or the regulations of this Bylaw are being observed.

1.4 Violation

Any person who violates any of the provisions of this Bylaw or who suffers or permits any act or thing to be done in contravention of this Bylaw or who neglects to do or refrains from doing any act or thing which is required to be done by any of the provisions of this Bylaw, commits an offence against this Bylaw.

1.5 Penalty

- a) Any person who causes, permits or allows anything to be done in contravention or violation of this Bylaw, or who neglects or fails to do anything required to be done pursuant to this Bylaw, commits an offence and is liable upon summary conviction to pay a fine of not more than \$50,000, plus the costs of prosecution, and any other penalty or remedy available under the *Community Charter and Offence Act*.
- b) Each day that such violation is caused to continue or allowed to continue, constitutes a separate offence.

1.6 Severability

If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court, such section, subsection, sentence, clause or phrase may be severed from the remaining portion of this Bylaw.

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TOWN OF QUALICUM BEACH

BYLAW NO. 900

PART 2:
INTERPRETATION

BYLAW NO. 900 – PART 2 – INTERPRETATION

2.1 Definitions

In this Bylaw:

accessory building means a building or structure located on a parcel, the use of which is accessory to the principal permitted use of the land, buildings or structures located on the same parcel, but specifically excludes buildings used for residential use.

accessory dwelling unit means a dwelling unit which is located in the same building as a commercial or industrial use, provided that the total floor area occupied by all accessory dwelling units on any one level shall not exceed the floor area of the ground floor by more than 10%; and, other than access, is not located on the ground floor of the building.

accessory hotel means an establishment that:

- (a) is located in the same building as a retail store, restaurant, office, or personal service use;
- (b) provides overnight accommodation in sleeping units which may include washroom facilities but not cooking facilities of any nature to paying guests for a total of no more than 42 days in any 90-day period;
- (c) includes a lobby and reception area, with a minimum floor area of 60m²;
- (d) shall include a manager's residence;
- (e) contains a total floor area occupied by all guest sleeping units of no more than 50% of the total floor area of the building;
- (f) except for the lobby, reception area, and manager's residence, is not located on the ground floor of the building; and,
- (g) provides separate sleeping units with separate entrances to a common interior hallway.

accessory short-term rental unit means a unit that:

- (a) provides overnight accommodation in sleeping units which may include washroom facilities and cooking facilities to paying guests for a total of no more than 42 days in any 90-day period;
- (b) contains a total floor area occupied by all guest sleeping units of no more than 50% of the total floor area of the building;
- (c) is not located on the ground floor of the building; and,
- (d) provides separate sleeping units with separate entrances to a common interior hallway.

accessory to means combined with but customarily incidental and ancillary to.

accessory use means a use combined with but clearly incidental and ancillary to the principal permitted uses of land, buildings or structures located on the same parcel.

agriculture means a use providing for the growing, rearing, producing and harvesting of agricultural products, including:

- (a) fruit and berry production;
- (b) growing trees and shrubs;
- (c) housing livestock, poultry, bees;

- (d) animal feeding and holding areas;
 - (e) storage of crops;
 - (f) processing of the primary agricultural products harvested or produced on that farm;
 - (g) storage, repair and use of machinery and equipment used in conjunction with the agricultural activity carried out thereon;
 - (h) farm retail sales; and,
 - (i) farm education;
- but excludes livestock processing, feed lot, fur farm, and intensive swine operation.

ancillary dwelling unit means one self-contained unit with a separate entrance that is accessory to a principal building and is intended for year-round occupancy and the principal use of such dwelling unit is residential with living facilities for one or more persons, including provisions for living, sleeping, cooking and sanitation; and having only one room equipped with a cooking facility; but excludes a mobile home, recreational vehicle or tent.

animal care means a building or structure used for a veterinary clinic, animal hospital, or facilities for boarding or breeding household animals or pets.

apartment means a dwelling unit which shares a common entrance from the exterior with a minimum of 2 other dwelling units located within the same building.

backyard poultry means the keeping of chickens and ducks.

bed and breakfast means the use of part of a single detached dwelling containing additional sleeping rooms for the accommodation of paying transient guests where breakfast is the only meal that may be served to the guests.

boat building and repair means the use of land, buildings, structures or equipment for the manufacturing, servicing or repair of boats.

boat ramp means a structure located on a shoreline to accommodate vehicles or trailers for the purpose of launching and hauling boats out of water.

building means any structure and portion thereof, including mechanical devices, that are used or intended to be used for the purpose of supporting or sheltering any use or occupancy.

building inspector means the Building Inspector, Plan Checkers and Plumbing Inspectors designated by the Town of Qualicum Beach;

campground means a parcel providing for the seasonal and temporary accommodation of travelers using tents or recreational vehicles; but specifically excludes a mobile home park or hotel.

camping space means an area within a campground used for one recreational vehicle or tent.

church means a building used for religious worship and includes a Mosque, Synagogue, Temple, Chapel or religious meeting room.

commercial vehicle means:

- a) a motor vehicle having three or more axles; or
 - b) a motor vehicle having or has had a licensed gross vehicle weight greater than 4,500 kilograms (i.e., required to be inspected and to carry a decal under the Commercial Vehicle Inspection Program); or
 - c) a truck tractor;
- but does not include a recreational vehicle, recreational vehicle trailer or tow car.

community sewer system means a system of sewerage works or sewage disposal which is owned, operated and maintained by the Town or the Regional District of Nanaimo; and does not include a system established, regulated or operated by pump and haul.

community water system means a system of waterworks which is owned, operated and maintained by the Town or the Regional District of Nanaimo.

convenience store means a retail store contained under one roof, having a floor area not exceeding 200 m², and providing for the sale of items regularly used by households, including food, beverages, books, magazines or household accessories, but specifically excludes a liquor store.

cooking facility means the main means of cooking a meal or any arrangement of cooking facilities within a dwelling unit and includes gas, propane, or electric ranges or stoves, microwave ovens, counter-top cooking units, hot plates, wall ovens, toaster ovens, electric frying pans, pressure cookers, crock pots or any other such cooking facility or any combination of such cooking facilities, and includes the arrangement of service lines which provide the energy source being used or intended to be used to service such facilities.

corner lot means a lot at the intersecting centre lines or junction of two or more different highways, which may have the same name, where the angle of the centre lines of the intersecting highways opposite the lot does not exceed 140 degrees.

Council means the Council of the Town.

cul de sac means a highway with only one point of intersection with another highway and which terminates in a vehicle turning area.

derelict vehicle means a vehicle that has not been licensed for a period exceeding one year and is not stored in a building.

duplex means a building containing two dwelling units.

dwelling unit means one self-contained unit with a separate entrance intended for year-round occupancy and the principal use of such dwelling unit is residential with complete living facilities for one or more persons, including provisions for living, sleeping, cooking

and sanitation; and having only one room equipped with a cooking facility; but excludes a room in a hotel or motel, mobile home, recreational vehicle or tent.

ecological conservation and education means the use of land, buildings and structures for the purpose of teaching, learning, display and research related to the art and science of horticulture and the management of the forest for the benefit of existing and future generations and may include accessory uses that exclusively support the operation of the principal use including: gift shop; retreats which may include overnight accommodation for no more than eight people; special cultural events; and fund raising events such as plant sales.

equestrian facilities mean land, buildings or structures used to house or board equine animals and may include facilities for exercising, training or showing equine animals that are normally housed or boarded on the same property.

extreme weather warming/cooling centre means a residential/congregation use that is Accessory to a Principal Use for the temporary accommodation free of charge to persons to meet the persons' immediate basic needs for shelter for a period during which an extreme weather alert has been activated under the temperature thresholds of the Assistance to Shelter Regulation or the heat alert thresholds of the BC Provincial Heat Alert and Response System (BC HARS).

fairground means the use of land, buildings and structures for entertainment and recreational activity generally undertaken in an outdoor setting, where the users constitute a significant element in the activity, and includes go-cart track, waterside, mini-golf course, amusement park.

farm education means education and research respecting agricultural use, as long as the area occupied by any buildings or structures necessary for the education or research does not exceed 100m² for each parcel and the number of students at any one time does not exceed 10 persons, and excludes schools under the *School Act*.

farm retail sales mean the retail sale of agricultural products that are produced from a farm use, and the retail sale of the following products which may not be produced on a farm:

- (a) packaged: soil, compost, mulch and soil conditioner;
- (b) bulk topsoil and compost derived only from organic matter with a maximum of 14 cubic meters to be in the product storage areas;
- (c) non-chemical: fertilizers, insecticides, fungicides and herbicides but excluding pesticides prohibited by any governmental enactment;
- (d) gardening hand tools;
plant containers;
- (e) seeds, garden ornaments and live garden pond fish; and,

for certainty does not include the sale of any other products that are not produced on a farm notwithstanding that the sale of such products may be permitted by the *Agricultural Land Commission Act* or Regulations under that Act.

fast food outlet means an eating establishment providing for the sale of prepared food and beverages which are served over a counter or through a take-out window or by means of a drive through service to customers who may consume the food and beverages on or off

the premises, but specifically excludes grocery stores, delicatessens and the sale of bakery goods, ice cream and soft drinks.

feeder swine means a pig, between the age of 8 weeks and 6 months, weighing less than 102 kilograms.

feed lot means the use of land, buildings or structures for the purposes of keeping more than 6 cattle per hectare on land upon which the feed lot is situated.

fence means a structure used to wholly or partially screen from view, enclose or divide a yard or other land.

final approval means the Approving Officer affixing their signature to a subdivision plan pursuant to the *Land Title Act* or the Bare Land Strata Regulations and amendments thereto.

flat roof means a roof on a building that has a roof surface with a pitch of less than 4 in 12.

floor area means the sum total of the gross horizontal area of each floor of a building as measured from the innermost perimeter of the building walls.

floor area ratio means the figure obtained when the floor area of all buildings on a parcel is divided by the area of the parcel.

food concession means a retail outlet providing for the sale of prepared food and beverages which are served over a counter or through a take-out window that:

- (a) has a maximum total floor area of 80m²;
- (b) does not provide access from a public street.
- (c) is closed to the public except at the following times:
 - i. Saturdays, Sundays, and statutory holidays
 - ii. During sports tournaments in the Community Park
 - iii. During special events approved by the Town.

frontage means the length of a parcel boundary which abuts a highway.

funeral parlour means an establishment with facilities for the preparation of the deceased for burial or cremation, for viewing of bodies, and for funerals.

fur farm means the use of land, buildings or structures for the purposes of keeping fur-bearing animals, but specifically excludes household animals, pets and rabbits.

garage sale means an offering for sale to the public of personal property held inside or outside of a building located in any residential zone, and includes, but is not limited to all sales entitled "attic", "backyard", "boot", "driveway", "estate", "flea market", "garage", "lawn", "moving", "patio", "porch", "room", "rummage", "white elephant" or "yard" sales.

gasoline service station means the use of land and structures for gasoline pumping stations and premises under one roof for:

- (a) a retail store, having a gross floor area not exceeding 100m², providing for the retail sales of items regularly used by households including food, beverage, books, magazines, and household accessories, but specifically excludes a liquor store;
 - (b) the retail sales of motor vehicle accessories; or,
 - (c) the servicing and cleaning of motor vehicles;
- but specifically excludes vehicle sales, body work, painting and third party repairs;

golf course means an outdoor golf course and additional accessory buildings, structures and uses customarily incidental to a golf course and includes: driving range, pro shop, dining and meeting facilities.

heavy equipment display means the use of land, buildings or structures for the display, sales or rental of mobile homes, industrial vehicles and machinery, and includes outdoor sales, but specifically excludes the servicing of such equipment.

heavy industry means processing, manufacturing, fabricating or assembling semi-finished or finished goods, products or equipment from raw materials, or storing, cleaning, servicing, repairing or testing materials, goods and equipment normally associated with industrial or business use and typically has area, intensity and land use impacts with greater magnitude and significance than light industry.

height, buildings and structures means the vertical distance from the average natural grade to:

- (a) the highest point of any structure; or
- (b) the deck line of a mansard-roofed or flat-roofed building; or
- (c) the average height level between the eaves and a ridge of a gable, hip or gambrel roofed building;

but specifically excludes chimneys, mast aerial, church spire, flag pole, water tank; observation and transmission tower, mechanical devices necessary for the operation of a building, and agricultural buildings or structures where permitted in the applicable zone.

height, fence means the greatest vertical distance between any point along the top of the fence and the natural grade vertically below that same point.

highway means a street, road, bridge, viaduct and any other way open to the use of the public, but specifically excludes lanes and private rights of way on private property.

historic site means land, buildings or structures of historic or heritage significance.

home occupation means a professional practice, occupation or craft conducted in a dwelling unit.

hotel means a building or group of buildings providing three or more separate sleeping units with separate entrances to a common interior hallway. A hotel is intended to be occupied primarily by the travelling public, and includes resort or lodge.

hotel condominium means a building or group of buildings providing three or more separate sleeping units with separate entrances to a common interior hallway, and which may be subdivided pursuant to the *Strata Property Act* and amendments thereto, and provides accommodation to the travelling public for a total of no more than 46 days per guest in any 90-day period.

household animal means a domesticated animal kept by a household, which is used or the product of which is used primarily and directly by the household and not for sale or profit, and includes fowl and poultry, but specifically excludes livestock.

houseplex means a building having no less than three self-contained dwelling units, with at least half of the total dwelling units having direct access to the outside for ingress and egress.

include means as an example, but not limited to.

intensive swine operation means the use of land, building or structures for the purposes of keeping greater than 3 brood sows and 4 feeder swine per hectare.

internal access road means an internal access allowance within a campground, mobile home park or multiple dwelling unit development which is suitable for vehicular use.

lake means a body of water other than the sea having a surface area of at least 2.0ha for at least six months of the year.

lane means a right-of-way open to the public not more than 7.5m wide, which provides secondary access to any abutting parcel.

land includes the surface of water.

landscape means to arrange an outdoor automatically irrigated garden or grounds with any combination of trees, flowers, plants, bushes, shrubs, lawns etc. and may include decorative brick pavers, tiles, concrete pavers, cobblestones, or other similar materials, trellises, arbours and other similar features which are otherwise open to the sides and sky, but shall specifically exclude asphalt paving, any part of a lot used for the parking or maneuvering of motor vehicles, and uncleared undergrowth or weed growth.

light industry means the wholesale, warehousing, testing, service, repair or maintenance of an article, substance, material, fabric or compound; and includes artisan and manufacturing shop, having a gross floor area not exceeding 200m², computer, electronic and data processing establishments and retail sales accessory to the principal use provided that the retail portion does not exceed 20% of the total gross floor area.

liquor store means a retail store licensed under the *Liquor Control and Licensing Act* for the sale of beer, wine or other alcoholic beverages.

livestock means animals used for agricultural purposes, which are used or the products of which are sold, and includes any horse, donkey, mule, cow, goat, sheep or pig.

loading space means a space for the loading or unloading of a vehicle either outside or inside a building or structure.

lock-off unit means a smaller dwelling unit or bedroom within a larger principal dwelling unit, which must have separate external access and shared internal access, and which can be locked off from the larger dwelling unit.

lot means the same as parcel.

lot line means the legally defined line or lines bounding any parcel provided that within a bare land strata development, the internal access routes shall be deemed to be highways for the purposes of this definition:

- (a) **exterior side lot line** means a lot line or lines not being a front or rear lot line and common to the parcel and a highway, natural boundary, unregistered or Crown Land.
- (b) **front lot line** means a lot line or lines common to the parcel and an abutting highway and is parallel or approximately parallel to the centre line of that highway, or radial or approximately radial to the centre point of the highway in the case of a cul-de-sac, and;
 - i. in the case of a corner lot, either lot line which abuts one highway may be considered the front lot line, and lot line or lines abutting the other highway shall be considered an exterior side lot line, however, the rear lot line must be opposite the front lot line,
 - ii. in the case of a corner lot a line which truncates the intersection of the two lot lines running parallel or approximately parallel to the two different highways, or a radius that connects two such lot lines, shall be considered an exterior side lot line,
 - iii. in the case of a through lot, the lines abutting the highway shall be considered the front lot lines,
 - iv. in the case of a lot with continuous frontage on three different highways the lot lines abutting the two highways opposite or most opposite to each other shall be considered front lot lines and the lot line abutting the third highway shall be considered an exterior lot line,
 - v. for a panhandle lot, the line separating the body of the lot from the panhandle shall be considered the front lot line; and,
 - vi. any line which does not conform to any other definition of a lot line shall be deemed to be a front lot line.
- (c) **interior side lot line** means a lot line not being a rear lot line and common to more than one parcel, or a lane.
- (d) **rear lot line** means the lot line opposite to and most distant from the front lot line or, where a rear portion of the parcel is bounded by intersecting side lot lines, it shall be the point of such intersection.

major road means a highway designated a major road pursuant to the Town of Qualicum Beach Official Community Plan`.

marina means moorage and launching facilities, including the rental and maintenance of boats and seaplanes, and which is equipped with public toilets and refuse disposal facilities located on land above the natural boundary.

marshalling yard means the use of land, buildings or structures to store and maintain industrial equipment and vehicles.

minimum parcel size means the smallest area into which a parcel may be subdivided.

mobile home means a housing unit designed to be moved from time to time, which arrives at the site where it is to be occupied complete and ready for occupancy except for placing on foundation supports, connection of utilities, and some incidental assembly, and meets or exceeds Canadian Standards Association Z-240 Standards, but specifically excludes recreational vehicles.

mobile home area means that part of a mobile home park used for siting mobile homes.

mobile home pad means an area within a mobile home space designated, designed and prepared for the support of a mobile home, surfaced with materials and provided with anchorage in accordance with the building regulations adopted pursuant to the *Local Government Act* and amendment thereto.

mobile home park means an un-subdivided parcel of land which are situated three or more mobile homes for the purposes of providing residential accommodation.

mobile home space means an area of land within a mobile home area for installation of one mobile home.

motel means an establishment that provides lodging to the travelling public and parking with guest room units that are accessible to a parking area.

motor vehicle has the same meaning as the *Commercial Transport Act*.

multiple dwelling unit development means the establishment of two or more dwelling units on a parcel or within a Bare Land Strata Plan.

natural boundary means the visible high water mark on any watercourse where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the bed of the watercourse a character distinct from that of the banks thereof, in respect to vegetation as well as in respect to the nature of the soil itself.

natural grade means the best estimate by the building inspector or a British Columbia land surveyor of the elevation of the ground surface of land at the time of final approval of the most recent subdivision of the land which was approved;

- (a) prior to the adoption of this Bylaw, by an Approving Officer; or the Registrar or the Deputy Registrar where there is no final approval by an Approving Officer shown on a plan of subdivision; or
- (b) after the adoption of this Bylaw by an Approving Officer.

natural site means land of scenic or environmental significance that is preserved, protected and enhanced for the benefit of the natural environment, its ecosystems and biological diversity, and may include walking trails, boardwalks, stairs, an interpretive centre and

other buildings that provide the public with an opportunity to observe and appreciate nature.

neighbourhood pub means an establishment operated under a 'D' type licence issued pursuant to the *Liquor Control and Licensing Act* and amendments thereto.

non-farm commercial vehicle means a commercial vehicle that is not primarily used for agricultural purposes on the parcel which it is located.

nursery means the use of land principally involved in agriculture or horticulture and accessory product sales and garden supply sales, but specifically excludes the sale of agriculture or horticultural machinery.

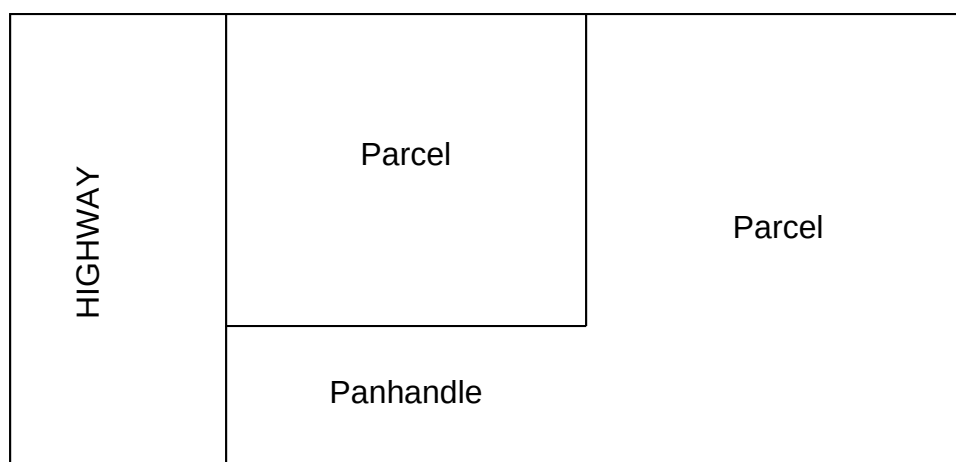
office means occupancy or use of a building for the purpose of carrying out business or professional activities, but specifically excludes retail activities and personal service use.

outdoor private assembly means the use of land to accommodate private functions such as exhibits, weddings, anniversaries, special events or meetings and may include the use of tents erected for the occasion, and, with the exception of sanitation facilities required by the authority having jurisdiction, does not include the use of permanent structures such as buildings, bleachers or grandstands.

outdoor recreation means a recreational activity undertaken where the outdoor setting and landscape is a significant element in the activity, and the density of recreational users is not a significant element and includes golf course, park or open space, playing field, botanical garden, arboretum, zoo, game farm, and outdoor exhibit.

outdoor sales means the use of land, buildings or structures for the retail sales of lumber and building products and the display, sale or rental of recreational vehicles, automobiles and boats, but specifically excludes the servicing of such equipment.

panhandle means a strip of land which provides access and highway frontage to a parcel, and which forms part of that parcel, as illustrated below:



Panhandle (not to scale)

parcel means any lot, block or other area in which land is held or into which it is subdivided, provided that a parcel which has been subdivided under the *Strata Property Act* or *Condominium Act* (other than by bare land strata subdivision) shall be considered to remain a single parcel for the purposes of this Bylaw.

parcel area means the total horizontal area within the lot lines of a parcel.

parcel coverage means the sum total horizontal area within the vertical projection of the outermost walls or supports of the building and structures on the parcel expressed as a percentage of the total parcel area, and includes covered structures attached to, and projecting from, the outermost wall, but specifically excluding underground parking structures.

parcel depth means the distance between the front lot line and the most distant part of the rear lot line of a parcel.

park means deeded public land used or intended for outdoor recreation purposes, and includes an archaeological, historical or natural site.

parking space means the space for the parking of one vehicle, either outside or inside a building or structure, but excludes maneuvering aisles and other areas providing access to this space.

personal care facility means a community care facility developed in accordance with the *Community Care and Assisted Living Act*, or a hospital developed in accordance with the *Hospital Act*.

personal care unit means a dwelling designed in conjunction with special support facilities, such as food, housekeeping and medical services, and used by persons requiring such services on a regular basis but does not include drug treatment facilities or correctional facilities where residents are appointed or placed by a court or an administrative body for criminal justice.

personal service use means a use whereby professional or personal services are provided to an individual and includes the sale of goods, wares, merchandise, articles or things accessory to the provision of such services. Typical uses include but are not limited to barber shops, beauty salons, dry-cleaning shop, massage services, and laundromats.

pet means a tame or domesticated animal, kept by a household for companionship and not primarily for sale or profit, and commonly housed within a dwelling unit.

potable water means water which meets the drinking standards in accordance with regulations of the relevant enactments.

primary processing means the use of land, buildings or structures for the crushing, washing, screening, processing or storage of soil.

principal use means the main use of land, buildings and structures as listed under the permitted uses of the applicable zone.

principal building means the primary and chief use of a building, or structure.

public assembly means the use of land, buildings or structures to accommodate exhibits, special events or meetings and includes auditorium, church, library, museum, community hall, curling rink, fraternal lodge, youth centre, and theatre.

public parking lot means the use of land for parking motor vehicles.

public school means a body of students, teachers, other staff and facilities organized as a unit for educational purposes under the supervision of an administrative officer and administered by a district board of education.

public utility use means the use of land, buildings or structures for the provision of community water or sewer services, park, public access, underground pipelines, underground electric and underground telephone lines over head wires servicing individual parcels, fire hall or cemetery.

recreation facility means a facility used and equipped for the conduct of sports and leisure activities and includes, bowling alley, games court, curling and roller rink, health club, spa, swimming pool, but specifically excludes a fairground.

recreational vehicle means any vehicle, trailer, coach, house-car, structure or conveyance designed to travel or be transported on a highway and constructed and equipped to be used as temporary living or sleeping quarters by travelers.

remainder means that portion of a parcel being subdivided which is shown on the same Certificate of Indefeasible Title before and after the subdivision.

residential rental tenure means the granting of a right to occupy a dwelling unit as living accommodation where the minimum occupancy period is thirty consecutive days, and where the Dwelling Unit is not owned by a dwelling unit occupant, but where regular payments are made to the owner for the use of the dwelling unit.

residential use means the accommodation and home life of a person or persons in common occupancy, and shall only be conducted within a dwelling unit.

resort condominium means a development subdivided pursuant to the *Strata Property Act* and amendments thereto and providing accommodation for persons on a temporary basis for a total of no more than 46 days whether consecutive or not, during the period between April 15 and October 15 in each year.

restaurant means an eating establishment providing only for the sale of unpackaged prepared foods and beverages which are consumed on the premises and which provide table service to customers seated in the premises, but specifically excludes neighbourhood pubs and fast food outlets.

retaining wall means a structure erected to hold back or support a bank of earth.

retail store means a sales outlet, contained under one roof, having a gross floor area not exceeding 1000m², except that grocery stores and pharmacies may not exceed 3500m², and providing for the retail sale and display of goods, and includes a bank, but specifically excludes light industrial uses, gasoline service station, fast food outlets, liquor stores and cannabis-related businesses.

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

- (a) either the dwelling unit or building site is available for rent;
- (b) is not subdivided from any other rural rental cottages on the parcel under the *Strata Property Act*;
- (c) has a floor area of less than 100m²; and,
- (d) does not have private outdoor space of more than 100m².

school means privately funded, parochial and public schools.

seafood processing means the storage, drying, cooking, packing, preparation and manufacture of any aquatic organism.

seasonal means a use or activity that fluctuates according to one or more seasons (spring, summer, fall and winter) (but not all seasons) or available or taking place during one or more seasons (but not all seasons) or at a specific time of the year.

seasonal outdoor market means a seasonal outdoor retail market selling farm produce and other items.

seasonal outdoor theatre means a tent or land used to stage public performances or video shows.

setback means the required minimum horizontal distance measured from the respective lot line or natural boundary to any building or structure or part thereof.

shipping yard means the use of buildings, structures or land providing for the trans-shipment of goods.

short-term vacation rental means the temporary rental (less than 30 consecutive days) of a portion of or the entire dwelling unit, secondary suite or room, but does not include Bed and Breakfast Accommodation, Hotel or Motel.

silviculture means all activities related to the development and care of forests, including the removal of harvestable timber stocks, but specifically excludes the processing of wood or wood products.

site area means an amount of contiguous surface area within a parcel that is required by this Bylaw for the development of a permitted use on that parcel to a defined density.

slope means the figure obtained when the maximum difference in elevation within an area of land is divided by the horizontal distance, expressed as a percentage.

sloped roof means a gable, hip or gambrel roof on a building that has a roof surface with a pitch of 4/12 or greater.

soil means sand, gravel, and rock or other substance of which land is composed.

structure means anything that is constructed or erected, and includes swimming pool, mobile home space, camping space and major improvements accessory to the principal use of land, but specifically excludes landscaping; uncovered decks, steps, landings, ramps and patios not more than 0.5m above adjacent finished grade; paving improvements; underground parking structures; retaining walls under 1.2m in height and which retains soil that is not more than 1.2m above the base of the wall; signs under 2.0m in height; and fences under 1.0m in height within 5m of the front lot line, and under 2.0m in height elsewhere.

subdivision means the division of a parcel of land into two or more parcels.

swimming pool means any structure or constructed depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water with a surface area exceeding 15m² to a depth exceeding 1.0m, but does not include irrigation, natural ponds or man-made ponds used for decorative or landscape purposes only.

theatre means a building or structure designed to stage public performances, or showings of films.

through lot means a lot abutting two or more highways not being a corner lot.

tourist accommodation unit means one accommodation unit comprising a single tenancy with its own water closet and wash basin and with a separate entrance from a public space, corridor, hallway, lobby, vestibule or common property intended for temporary accommodation and may contain a maximum of one area intended for use for food preparation, but specifically excludes the use of a mobile home as a tourist accommodation unit.

tourist information booth means a building or structure that is used solely for the purpose of providing information to the travelling public.

tow car has the same meaning as in the *Commercial Transport Act*.

Town means the Town of Qualicum Beach.

townhouse means a dwelling unit which has a separate entrance from the exterior not shared by any other use, which shares some of its exterior walls in common with another dwelling unit and is located within a building containing 2 or more dwelling units.

transportation terminal means the use of land, buildings or structures for taxi, bus, railway stations, airport, and the storage and maintenance of transportation equipment.

truck tractor has the same meaning as in the *Commercial Transport Act*.

underground parking structure means a covered structure for parking vehicles which contains a roof or the finished floor next above the parking area not more than 1.0m

above the average natural grade measured at the four outermost corners of the parking structure and except for necessary points of access is no more than 1.0m above the adjacent finished grade.

urban beekeeping means the keeping of not more than two beehives and two nucleus colonies for domestic purposes or educational purposes in the yard.

vehicle means a vehicle licenced pursuant to the *Motor Vehicle Act* and amendments thereto.

waste disposal site means the use of land or buildings for the treatment and disposal of solid wastes, operated by the Regional District of Nanaimo or the Town.

watercourse means any natural or man-made depression with well defined banks and a bed of 0.6m or more below the surrounding land serving to give direction to or containing a current of water at least six months of the year and includes the sea or any lake, river, stream, creek, spring, ravine, swamp, gulch, surface source of water supply or source of groundwater supply whether enclosed or in a conduit.

TOWN OF QUALICUM BEACH

BYLAW NO. 900

PART 3
LAND USE REGULATIONS

BYLAW NO. 900 – PART 3 – LAND USE REGULATIONS**3.1 Zones**

1. For the purpose of this Bylaw, the Town is divided into zones designated and described by the following classifications and their short title equivalents:

ZONE CLASSIFICATION NAME	SHORT TITLE
Rural 1 Zone	A1
Rural 2 Zone	A2
Rural 3 Zone	A3
Rural 4 Zone	A4
Commercial 1 Zone	C1
Commercial 2 Zone	C2
Commercial 3 Zone	C3
Commercial 4 Zone	C4
Commercial 5 Zone	C5
Commercial 6 Zone	C6
Commercial 7 Zone	C7
Commercial 8 Zone	C8
Commercial 9 Zone	C9
Commercial 10 Zone	C10
Commercial Tourist 4 Zone	CT4
Comprehensive Development 1 Zone	CD1
Comprehensive Development 2 Zone	CD2
Comprehensive Development 3 Zone	CD3
Comprehensive Development 4 Zone	CD4
Comprehensive Development 5 Zone	CD5
Comprehensive Development 6 Zone	CD6
Comprehensive Development 7 Zone	CD7
Comprehensive Development 8 Zone	CD8
Comprehensive Development 9 Zone	CD9
Comprehensive Development 10 Zone	CD10
Comprehensive Development 11 Zone	CD11
Comprehensive Development 12 Zone	CD12
Comprehensive Development 13 Zone	CD13
Comprehensive Development 15 Zone	CD15
Comprehensive Development 16 Zone	CD16
Comprehensive Development 18 Zone	CD18
Comprehensive Development 19 Zone	CD19
Comprehensive Development 21 Zone	CD21
Commercial Residential 1 Zone	CR1
Conservation 1 Zone	E1

Conservation 2 Zone	E2
Conservation 3 Zone	E3
Recreation 1 Zone	F1
Recreation 2 Zone	F2
Recreation 3 Zone	F3
Recreation 4 Zone	F4
Industrial 1 Zone	I1
Industrial 2 Zone	I2
Institutional 1 Zone	P1
Institutional 2 Zone	P2
Institutional 3 Zone	P3
Institutional 4 Zone	P4
Institutional 5 Zone	P5
Institutional 6 Zone	P6
Institutional 7 Zone	P7
Institutional 8 Zone	P8
Institutional 9 Zone	P9
Rural Residential 1 Zone	RR1
Residential 1 Zone	R1
Residential 2 Zone	R2
Residential 3 Zone	R3
Residential 4 Zone	R4
Residential 6 Zone	R6
Residential 13 Zone	R13
Residential 15 Zone	R15
Residential 16 Zone	R16
Residential 17 Zone	R17
Residential 18 Zone	R18
Residential 19 Zone	R19
Residential 20 Zone	R20
Small Lot Residential 1 Zone	SLR1
Utility 1 Zone	U1
Water 1 Zone	W1
Water 2 Zone	W2

2. The extent of each zone is shown on Schedule '3A' – Zoning Map.
3. Where a zone boundary is designated as following a highway or a watercourse, the centre line of the highway or the centre line of the watercourse shall be the zone boundary.

4. Where a zone boundary does not follow a legally defined line, and where distances are not specifically indicated, the location of the boundary shall be determined by scaling from Schedule '3A' – Zoning Map.
5. Where a parcel is divided by a zone boundary, the areas created by such division shall be deemed to be separate site areas for the purpose of determining the requirements of this Bylaw.
6. Where a parcel exists prior to the effective date of this Bylaw and the site area of the parcel does not conform to the provisions of this Bylaw, such parcel having an area less than the specified site area in the applicable zone may be used for only one permitted use in the applicable zone, provided that all other requirements of this Bylaw are satisfied.
7. Site area requirements do not apply to Public Utility Use or Park.

3.2 General Operative Clauses

1. Permitted Uses

No land, building or structure in any zone shall be used for any purpose other than that specified for the zone in which it is located in the schedules contained in this Part.

2. Uses Permitted in any Zone

Except where specifically excluded, Public Utility Use and Parks are permitted in any zone.

3. Prohibited Uses

- (a) Any use not expressly permitted in this Bylaw is prohibited in all zones and where a particular use is expressly permitted in one zone, such use is prohibited in all zones where it is not also expressly permitted.
- (b) The bottling of water for commercial purposes is prohibited in all zones, except where the source of the water is the municipal water supply and the bottling is for the purpose of retail sales onsite.

4. Siting, Size and Shape

No building or structure shall be constructed, moved or altered so that its:

- (a) site area is less than what is permitted in the zoning;
- (b) siting provides less setback requirements than what is permitted in the zoning;
- (c) parcel coverage is greater than what is permitted in the zoning;
- (d) height is greater than what is permitted in the zoning;
- (e) floor area ratio is greater than what is permitted in the zoning; or
- (f) total number of units, buildings or structures is greater than that specified for the zone in which it is located in the schedules contained in this Part.

5. Off-Street Parking and Loading Spaces

Off-street parking and loading spaces shall be provided in accordance with the regulations of this Part.

3.3 General Regulations

1. Accessory Buildings and Structures

Buildings and structures accessory to the permitted use of a parcel are permitted in each zone, unless otherwise specified, provided that:

- (a) the principal use is being performed on the parcel; or
- (b) a building of the purpose of the principal use has been constructed on the parcel; or
- (c) a building for the purpose of the principal use is in the process of being constructed on the parcel.

2. Common Accessory Uses

In a Multiple Dwelling Unit Development:

- (a) a common accessory building or structure shall be limited to a building or structure generally intended for the common use of tenants and includes facilities for storage, parking, laundry, service and recreation;
- (b) accessory buildings for individual use shall only be permitted where a dwelling unit has a setback from an interior side lot line.

3. Storage of Derelict Vehicles or Refuse

Unless specifically permitted, no parcel shall be used for the wrecking or storage of derelict vehicles or refuse.

4. Commercial Vehicles

- (a) No commercial vehicle shall be stored outdoors on a parcel in a residential or commercial zone;
- (b) No commercial trailer weighing over 1,400 kilograms shall be stored outdoors on a parcel in a residential or commercial zone;
- (c) A non-farm commercial vehicle shall not be parked or stored outdoors on a parcel in the A1 or A2 zone, unless that non-farm commercial vehicle is parked or stored at least 20.0m from any residential dwelling located on another parcel and at least 20.0m from every highway.
- (d) No more than two non-farm commercial vehicles may be parked or stored on a parcel in the A1 or A2 zones. For the purpose of this section, where a semi-trailer or trailer is attached to a motor vehicle or truck tractor that combination of commercial vehicles is deemed to be a single commercial vehicle.
- (e) Sections a) through c) do not apply to the temporary parking of a commercial vehicle on a parcel for the purpose of delivering goods or materials to the parcel or collecting goods or materials from the parcel.

5. Keeping of Animals

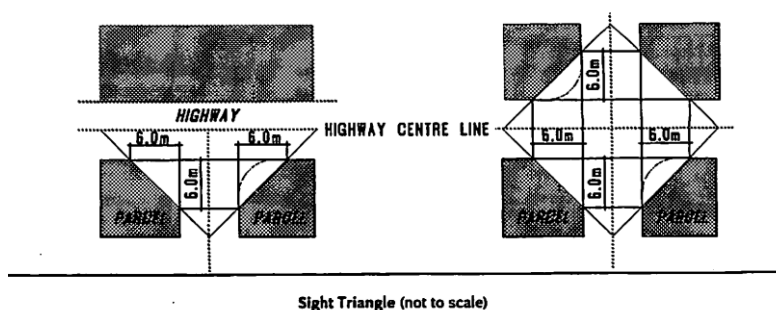
In all zones where agriculture, animal care or agricultural products processing is not a permitted use, the keeping of animals is restricted to the following:

- (a) pets
- (b) urban beekeeping

5.1 Notwithstanding the limitations of Subsection 5: “Keeping of Animals”, the following zones are designated as areas where “backyard poultry” may be permitted through a Temporary Use Permit in accordance with Section 492 of the *Local Government Act*: R1, R2, R3, R4, R6, R11, R12, R13, R15, R16 and R17, provided that the parcel size is a minimum of 1,000m².

6. Setbacks – Sight Triangle

On a corner parcel in any zone there shall be no obstruction to the line of vision between the heights of 1.0m and 3.0m above the established grade of a highway within the sight triangle, being a triangular area formed by extending a 6.0m boundary along the parcel lines from the point of the exterior corner intersection of the parcel lines and a line connecting these two points as illustrated below:



7. Setbacks – Watercourses, excluding the sea

- (a) On parcels containing a watercourse, or adjacent to another parcel containing a watercourse, with an average slope of bank of 5% or less, no building or structure shall be constructed, altered, moved or extended, within the following setbacks:
 - i) within 15.0m horizontal distance from the natural boundary or within 18.0m horizontal distance from a stream centre line, whichever is greater, as illustrated in Table 1 and Table 2 of Schedule ‘3D’ - Setbacks from Watercourses;
 - ii) within 30.0m horizontal distance from the natural boundary of the Little Qualicum River.
- (b) On parcels containing a watercourse, or adjacent to another parcel containing a watercourse, with an average slope of bank greater than 5%, no building or structure shall be constructed, altered, moved or extended, within the following setbacks:
 - i) within 15.0m horizontal distance from the top of the slope or the first significant and regular break in the slope, whichever is greater, as illustrated in Table 3 of Schedule ‘3D’ – Setbacks from Watercourses; or
 - ii) within 30.0m horizontal distance from the natural boundary of the Little Qualicum River.

8. Setbacks – Sea

On parcels adjacent to or containing a coastal watercourse, no building or structure shall be constructed, altered, moved or extended within 15.0m horizontal distance:

- (a) from the natural boundary; or
- (b) inland from the top of a slope of 30% or greater.

9. Setbacks - Agricultural Buildings

All buildings and structures for housing animals, other than pets, and for the storage of manure shall be a minimum of 30.0m from a watercourse or any property line adjoining a residential zone.

10. Setbacks to Major Roads

Notwithstanding the regulations for setbacks within all zones of the Bylaw or any other regulation within this Bylaw, buildings or structures shall not be closer than:

20.0m from the centre line of the proposed right-of-way alignment of arterial and collector roads where no right of way currently exists as shown on the Town of Qualicum Beach Official Community Plan, Bylaw No. 800, 2018, Schedule 2.3, Major Road Network.

11. Setbacks to Underground Structures

The whole or any part of a structure below finished ground elevation may be sited on any portion of a lot in any zone except the R1, R2, R4 and R6 zones.

12. Setbacks to Swimming Pools

Notwithstanding the regulations for setbacks within all zones of the Bylaw, swimming pools may be sited not less than 1.2m from any lot line except for a front lot line, where the required minimum setback for the Zone in which the swimming pool is located shall apply.

13. Setbacks – Through Lot

- (a) Notwithstanding the regulations for setbacks within all zones of this Bylaw, in the case of a through lot, the setback to one front lot line may be reduced to:
 - i) 1.2m for a swimming pool; and
 - ii) 2.5m for an accessory building that is greater than 10m² or 3.0m in height.

provided that there is no vehicle access to the parcel from the highway abutting that front lot line.
- (b) Notwithstanding the regulations for setbacks within all zones of this Bylaw, in the case of a through lot where the average distance between the two highways running parallel or approximately parallel is less than 26.0m, the minimum setback requirement to both front lot lines may be reduced by 30%.
- (c) Notwithstanding the regulations for setbacks within all zones of this Bylaw, in the case of a through lot where one of the frontages contains a road right-of-way width less than 13.0m, the front lot line setback for the road right-of-way that has a width less than 13.0m is reduced from 8.0m to 3.0m.

14. Setbacks – Features Allowed Within Setback Areas

Gutters may project up to 0.2m into a required setback area.

15. Height of Fence

Notwithstanding the restrictions for the maximum height of a fence under the definition of structure within this Bylaw, a fence located within a required setback area that is:

- (a) part of a public school property may be constructed to a maximum height of 2.4m where it is adjacent to another lot or a railway right of way;
 - (b) adjacent to Highway 19A (Island Highway West), Memorial Avenue, Rupert Road, Laburnum Road, Village Way (between Memorial Avenue and Highway 19A), and Jones Street may be constructed to a maximum height of 1.8m provided that the fence is screened from the road with a continuous hedge and or trees; or
- adjacent to a property line which separates a residential zoned lot from a commercial, industrial or institutional zoned lot may be constructed to a height of 2.0m.

16. Temporary Buildings Erected in Conjunction with Building Construction

- (a) The following uses, buildings or structures are permitted in conjunction with a building permit issued on the same parcel:
 - i) temporary buildings or structures erected for the purpose of shelter for construction or maintenance crews provided that they are not used for living accommodation and are removed upon occupancy of the principal building, or one year from the date of issuance of the building permit, whichever occurs first;
 - ii) temporary buildings, structures or recreational vehicles for the purpose of housing a security guard or watchman provided they are removed as soon as the principal building is secured from outside access, i.e. “lock up stage”, or five months from the date of issuance of the building permit whichever occurs first.
- (b) Notwithstanding the setback requirements of this Bylaw, temporary buildings, structure or recreational vehicles described in subsection a) shall be setback a minimum of 0.6m from any property line.

17. Density Bonuses

For permitted uses in zones that specifically reference this section under the heading “Density Bonus for Amenity”, the required site area may be reduced by the amounts in Table 17A – Density Bonuses to a maximum of 50%, provided that the required conditions are met.

3.3 Table 17A: Density Bonuses		
Amenity	Required Conditions and Reduction in Minimum Site Area	Maximum Reduction
Underground Parking	The required site area for residential uses may be reduced by an amount equal to 25% of the required site area multiplied by the percentage of on-site parking which is provided in an underground parking structure.	25%
Energy Efficiency	The Building must exceed the minimum Energy Step Code requirements in the BC Building Code, or as required by a Town Bylaw, whichever is greater. If no higher Energy Step Code can be achieved from what is required, no reduction will be given. A \$10,000 bond must be provided to the Town prior to issuance of a building permit, and will be returned after confirmation of the rating required for the necessary density bonus.	20%
Electric Vehicle Infrastructure	The required site area may be reduced by 10% if: • at least one (1) parking space is equipped with an electric vehicle charging station (minimum 240 volt 20 amp); • 1-inch conduit is installed between the electrical room and 50% of the parking stalls; and • the electrical room includes sufficient space for the future installation of electrical equipment necessary to provide a receptacle to accommodate use by electric charging equipment for 50% of the onsite parking stalls.	10%

18. Garage Sales

In any residential zone, a maximum of four (4) garage sales per calendar year may be held from one location and for no longer than three (3) consecutive days.

19. Backyard Poultry

The following regulations apply to Backyard Poultry:

- (a) up to a maximum of six;
- (b) there are no roosters, cockerels or peacocks;
- (c) structures to house chickens and ducks must comply with required setbacks and be kept clean;
- (d) poultry is not kept within a dwelling unit;
- (e) diseased poultry that are destroyed must have the carcass properly disposed of;
- (f) manure and waste is properly composted or disposed of;
- (g) poultry are contained on the property and do not trespass on public; property, private property, or unfenced land; and,
- (h) applicable standards from the “Canadian Agri-Food Research Council Code of Practice for the Care and Handling of Pullets, Layers and Spent Fowl” are followed.

20. Bed and Breakfast

The following regulations apply to a Bed and Breakfast:

- (a) must be conducted in conjunction with a single detached dwelling;
- (b) the guest sleeping rooms are contained within the dwelling unit;
- (c) the owner of the Bed and Breakfast business must reside in the dwelling while the bed and breakfast use is being carried out;
- (d) a maximum of one non-resident may be employed in the Bed and Breakfast business;
- (e) breakfast is served before noon; and,
- (f) the maximum number of guest sleeping rooms, and the maximum number of guests in addition to children under the age of sixteen under the care and supervision of such guests within the dwelling unit is as follows:

Lot Size	Max. Number of Guests	Max. Number Sleeping Rooms of guests
Less than 1400m ²	2	4
1400m ² to 1800m ²	3	6
More than 1800m ²	4	8

21. Home Occupation

The following regulations apply to Home Occupation:

- (a) the use of a dwelling unit for Home Occupation use is accessory to its residential use;
- (b) the Home Occupation use is conducted by a resident of the dwelling unit in which the Home Occupation is carried out;
- (c) a maximum of one non-resident may be employed in the home occupation use;
- (d) the Home Occupation use is confined to the interior of the dwelling unit and does not involve storage exterior of the unit of any materials or equipment used directly or indirectly in the processing of any product;
- (e) the maximum floor area of the dwelling unit used for Home Occupation use is 20%; or 50.0m² whichever is lesser;

- (f) the maximum number of clients or patrons on the property at any one time shall not exceed four people provided that only one customer receives service at any one time;
- (g) there is no sale on the parcel of a commodity not produced on the parcel;
- (h) parking is provided in accordance with Schedule '3B' – Off-Street Parking & Loading Spaces, Required Number of Off Street Parking Spaces, Table 2 and Table 3 of this Bylaw;
- (i) the Home Occupation use does not create a nuisance to the surrounding area by reason of unsightliness, odour, liquid effluent, dust, noise, fumes, smoke, radiation, broadcast interference, vibration, heat, hazard or glare, and does not involve material or products that produce inflammable or explosive vapours or gas under ordinary temperatures;
- (j) the Home Occupation does not involve the use of the dwelling unit for car repair, boat repair, engine repair, restaurant, retail food sales or kennels; and
- (k) the Home Occupation does not involve the presence of clients, patrons or customers within an apartment or townhouse complex that is not normally accessible to the general public;
- (l) no more than one non-illuminated business identification sign is erected in accordance with the "Town of Qualicum Beach Sign Bylaw No. 553, 1995"; and
- (m) there is a maximum of two Home Occupation uses per dwelling unit provided that only one home occupational use per parcel will involve deliveries, or the presence of customers, clients, patrons or a non-resident employee.

22. Urban Beekeeping

The following regulations apply to Urban Beekeeping:

- (a) set back a minimum of 7.5m from any property line; or
- (b) situated a minimum of 2.5m above the ground; or
- (c) abutting a solid fence or hedge which has a height of 1.8m and extends a minimum of 6.0m along the property line on which the beehive structure is situated.

23. Screening

- (a) Any parking area which is located within 5.0m of a front lot line, exterior lot line or lane shall be screened from the lot line with a wall, fence or hedge at least 1.0m high.
- (b) All exterior storage of bulk materials, including solid waste, compost and recycling containers, shall be completely screened from view.

24. Farm Retail Sales

- (a) In the Agricultural Land Reserve, if agricultural products are being sold that are not produced on the farm on which the retail sales are taking place, not more than 50% of the total area of indoor and outdoor areas used for farm retail sales may be used for the sale of such products, and the total combined indoor and outdoor areas used for farm retail sales of all products inclusive of display and product storage areas, may not exceed 300m².

- (b) Outside the Agricultural Land Reserve, farm retail sales are restricted to agricultural products produced on the farm on which the retail sales are taking place, and the total combined indoor and outdoor areas used for farm retail sales inclusive of display and product storage areas may not exceed 30.0m².

3.4 Regulations for Each Zone

- a) (*For detailed regulations respecting each zone see Sections 3.4.11 to 3.4.132 in the following pages.*)
- b) The following zones are designated as areas where “cannabis-related businesses” may be permitted as a Temporary Use in accordance with Section 492 of the *Local Government Act*: Commercial 1 (C1), Commercial 9 (C9) and Institutional 1 (P1).
- c) **Development Permit Area: Residential Multi-Unit Housing: RMUH 1**
Development Permit Area No. S1, includes the following zones: Residential 1 and Residential 2. Development Permits in this area shall substantially conform to the detailed “Interim Residential Design Guidelines” which is included in Part 5, and forms part of this Bylaw.

Section 3.4.11

RURAL 1**A1****Permitted Uses****Permitted Use****Required Site Area**

- | | |
|-------------------------------|-----|
| a) Agriculture | n/a |
| b) Silviculture | n/a |
| c) Home Occupation Use | |
| e) Equestrian Facilities * | |
| f) Bed and Breakfast | |
| g) Outdoor Private Assembly * | |

* Land within the Agricultural Land Reserve is subject to the *Agricultural Land Commission Act*; some uses may require special permission or may not be permitted.

Maximum Number and Size of Buildings and Structures

Accessory Buildings	Combined floor area 200m ²
Dwelling units/parcel	
- Single Detached Dwelling Unit	1
- Ancillary Dwelling Unit	1
Height	
- Interior heated space	7.3m
- Ridge of gable, hip or gambrel sloped roof	9.5m
- Mansard roof	
- deck line	8.0m
- top of roof	9.0m
- Flat roof	8.0m
Parcel Coverage	20%

Minimum Setback Requirements

- | | |
|--|-------|
| 1. Buildings and structures for housing livestock or for storing manure: | |
| All lot lines | 30.0m |
| 2. All other buildings and structures: | |
| Front lot line | 15.0m |
| Other lot line | 7.5m |

Section 3.4.12

RURAL 2**A2****Permitted Uses****Permitted Use****Required Site Area**

- | | |
|-----------------------|-----|
| a) Agriculture | n/a |
| b) Silviculture | n/a |
| c) Home Occupation | |
| d) Outdoor Recreation | |
| e) Residential Use | |
| f) Bed and Breakfast | |

Maximum Number and Size of Buildings and Structures

Accessory buildings	Combined floor area 200m ²
Dwelling units/parcel	1
Height	
- Interior heated space	7.3m
- Ridge of gable, hip or gambrel sloped roof	9.5m
- Mansard roof	
- deck line	8.0m
- top of roof	9.0m
- Flat roof	8.0m
Parcel coverage	20%

Minimum Setback Requirements

- | | |
|--|-------|
| 1. Buildings and structures for housing livestock or for storing manure: | |
| All lot lines | 30.0m |
| 2. All other buildings and structures: | |
| Front lot line | 15.0m |
| Other lot line | 7.5m |

Section 3.4.13

RURAL 3**A3****Permitted Use**

Permitted Use	Required Site Area
a) Agriculture	n/a
b) Silviculture	n/a
c) Home Occupation Use	
d) Residential Use	
- Single Detached Dwelling Unit	
- Ancillary Dwelling Unit	
e) Equestrian Facilities*	
f) Bed and Breakfast	
g) Outdoor Private Assembly*	

* Land within the Agricultural Land Reserve is subject to the *Agricultural Land Commission Act*; some uses may require special permission or may not be permitted.

Maximum Number and Size of Buildings and Structures

Accessory Buildings	Combined floor area 200 m ²
Dwelling units/parcel	
- single detached dwelling units	
a) on a parcel having an area less than 2.0 ha	1
b) on a parcel having an area of 2.0 ha or more	2
c) on a parcel having an area of less than 2.0 ha but the parcel was created under the provisions of Part 4, Section 4.4.6 of this Bylaw	2
d) ancillary dwelling unit	1 per single detached dwelling
Combined total of all dwelling units per parcel	4
Height	
- Interior heated space	7.3m
- Ridge of gable, hip or gambrel sloped roof	9.5m
- Mansard roof	
- deck line	8.0m
- top of roof	9.0m
- Flat roof	8.0m
Parcel coverage	20%

Minimum Setback Requirements

- Buildings and structures for housing livestock or for storing manure:

All lot lines	30.0m
---------------	-------
- All other buildings and structures:

Front lot lines	15.0m
Other lot lines	7.5m

Section 3.4.14

RURAL 4**A4****Permitted Uses****Permitted Use****Required Site Area**

a) Agriculture	n/a
b) Silviculture	n/a
c) Home Occupation Use	
d) Residential Use	
- Single Detached Dwelling Unit	
- Ancillary Dwelling Unit	
- Rural Rental Cottage	3,374m ²
e) Equestrian Facilities	
f) Bed and Breakfast	
g) Outdoor Private Assembly	

Maximum Number and Size of Buildings and Structures

Accessory Buildings	Combined floor area 200 m ²
Dwelling units/parcel	
a) Single Detached Dwelling Unit	2
- Ancillary dwelling unit	2
- Rural rental cottage	6
Height	
- Interior heated space	7.3m
- Ridge of gable, hip or gambrel sloped roof	9.5m
- Mansard roof	
- deck line	8.0m
- top of roof	9.0m
- Flat roof	8.0m
Parcel coverage	20%

Minimum Setback Requirements

1. Buildings and structures for housing livestock or for storing manure:	
All lot lines	30.0m
2. All other buildings and structures:	
Front lot lines	15.0m
Other lot lines	7.5m

Section 3.4.21

COMMERCIAL 1**C1****Permitted Uses and Minimum Site Area**

Permitted Use	Required Site Area
a) Office	n/a
b) Personal Service Use	n/a
c) Public Assembly Use	n/a
d) Recreation Facility	n/a
e) Restaurant	n/a
f) Retail Store	n/a
g) Accessory Dwelling Units *	185m ²
h) Public Parking Lot	n/a
* Notwithstanding the Required Site Area, a minimum of four accessory dwelling units are permitted on each parcel regardless of parcel size.	

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures

Height	11.5m
Parcel coverage	75%

Landscape Requirements

20% of the lot must be landscaped.

Minimum Setback Requirements

Front lot line	1.0m
Interior side lot lines	1.5m
Interior side lot line adjacent to a lane	1.5m
Exterior side lot line	1.0m
Rear lot line	2.0m

Except:

- where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero.
- where any part of a parcel contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.22

COMMERCIAL 2**C2****Permitted Uses and Minimum Site Area**

Permitted Use	Required Site Area
a) Convenience Store	n/a
b) Hotel	
-each Unit	100m ²
c) Neighbourhood Pub	n/a
d) Recreation Facility	n/a
e) Residential Use	100m ²
f) Resort Condominium	
- per townhouse unit	325m ²
- per apartment unit	200m ²
g) Restaurant	n/a
h) Tourist Information Booth	n/a
i) Motel	n/a
- each unit	100m ²
j) Public parking lot	n/a

Maximum Number and Size of Buildings and Structures

Dwelling units/ parcels (Residential Use)	1
Height	7.5m
Parcel coverage	40%

Required Site Area

The Required Site Area may be reduced by an amount equal to 25% of the Required Site Area multiplied by the percentage of on-site parking which is provided in an underground parking structure.

Minimum Setback Requirements

Front lot line	4.5m
Interior side lot lines	3.0m
Exterior side lot line	3.0m
Rear lot line	4.5m

Except:

- where any part of a parcel is adjacent to or contains a watercourse then the regulations in Sections 6.3 of General Regulations shall apply.
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.23

COMMERCIAL 3**C3****Permitted Uses****Permitted Use**

- a) Gasoline Service Station

Maximum Number and Size of Buildings and Structures

Height	8.0m
Parcel coverage	75%

Minimum Setback Requirements

Front lot line	12.0m
Interior side lot lines	5.0m
Exterior side lot line	12.0m
Rear lot line	5.0m

Except that the setback for pump islands from a front lot line or exterior side lot line may be reduced to 5.0m.

Section 3.4.24

COMMERCIAL 4**C4****Permitted Uses****Permitted Use****Required Site Area**

a) Office	n/a
b) Personal Service Use	n/a
c) Public Assembly Use	n/a
d) Recreation Facility	n/a
e) Restaurant	n/a
f) Retail Store	n/a
g) Accessory dwelling units – each unit*	100m ²
h) Accessory Hotel – each unit	100m ²

* Notwithstanding the Required Site Area, a minimum of four accessory dwelling units are permitted on each parcel regardless of parcel size.

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures

Height	11.5m
Parcel coverage	75%

Except that the maximum parcel coverage may be increased by an amount equal to the percentage of landscape provided at ground level in excess of 25% of the lot area, to a maximum parcel coverage of 80%.

Floor Area Ratio	2.01
------------------	------

Landscape Requirements

20% of the lot must be landscaped.

Minimum Setback Requirements

Front lot line	1.0m
Interior side lot lines	1.5m
Interior side lot line adjacent to a lane	1.5m
Exterior side lot line	1.0m
Rear lot line	2.0m

Except:

- where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.25

COMMERCIAL 5**C5****Permitted Uses and Minimum Site Area**

Permitted Use	Required Site Area
a) Office	n/a
b) Hotel	
- Each Unit	100m ²
c) Neighbourhood Pub	n/a
d) Recreation Facility	n/a
e) Residential Use	100m ²
f) Restaurant	n/a
g) Tourist Information Booth	
h) Motel	
- Each Unit	100m ²
i) Hotel Condominium	
- First Unit	500m ²
- Each Additional Unit	100m ²

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel (Residential Use)	1
Height	7.5m
Parcel coverage	40%

Required Site Area

Where parking spaces are provided in an underground parking structure, the required site area for each additional unit in a Hotel, Hotel Condominium, or Motel may be reduced by an amount equal to 18m² multiplied by the percentage of the total on-site parking spaces which are provided in the underground parking structure.

Minimum Setback Requirements

Front lot line	4.5m
Interior side lot lines	3.0m
Exterior side lot line	3.0m
Rear lot line	4.5m

Except:

- where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.26

COMMERCIAL 6**C6****Permitted Uses and Minimum Site Area**

Permitted Use	Required Site Area
a) Convenience Store	n/a
b) Hotel	
- each unit	100m ²
c) Neighbourhood Pub	n/a
d) Recreation Facility	n/a
e) Residential Use	100m ²
f) Resort Condominium	
- per townhouse unit	325m ²
per apartment unit	200m ²
g) Restaurant	n/a
h) Tourist Information Booth	n/a
i) Motel	
each unit	100m ²
j) Public parking lot	n/a
k) Liquor Store	n/a

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel (Residential Use)	1
Height	7.5m
Parcel Coverage	40%

Required Site Area

The Required Site Area may be reduced by an amount equal to 25% of the Required Site Area multiplied by the percentage of on-site parking which is provided in an underground parking structure.

Minimum Setback Requirements

Front lot line	4.5m
Interior side lot lines	3.0m
Exterior side lot line	3.0m
Rear lot line	4.5m

Except:

- where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.27

COMMERCIAL 7**C7****Permitted Uses and Minimum Site Area****Permitted Use****Required Site**

a) Office	n/a
b) Personal Service Use	n/a
c) Public Assembly Use	n/a
d) Recreation Facility	n/a
e) Restaurant	n/a
f) Retail Store	n/a
g) Accessory dwelling units – each unit*	185m ²
h) Public Parking Lot	n/a
i) Liquor Store	n/a

* Notwithstanding the Required Site Area, a minimum of four accessory dwelling units are permitted on each parcel regardless of parcel size

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures

Height	10.0m
Parcel Coverage	75%

Landscape Requirements

25% of the lot area shall be landscaped.

Minimum Setback Requirements

Front lot line	1.0m
Interior side lot lines	1.5m
Interior side lot line adjacent to a lane	1.5m
Exterior side lot line	1.0m
Rear lot line	2.0m

Except:

- where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;
- where any part of a parcel contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.28

COMMERCIAL 8**C8****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|---|-------------------|
| a) Hotel | |
| - Each Unit | 100m ² |
| b) Neighbourhood Pub | n/a |
| c) Recreation Facility | n/a |
| d) Residential Use* | |
| - per townhouse unit | 325m ² |
| - per apartment unit | 200m ² |
| e) Resort Condominium | |
| - per townhouse unit | 325m ² |
| - per apartment unit | 200m ² |
| f) Restaurant | n/a |
| g) Motel | |
| - each unit | 100m ² |
| * Notwithstanding the Required Site Area, a minimum of four accessory dwelling units are permitted on each parcel regardless of parcel size | |

Maximum Number and Size of Buildings and Structures

Height	7.5m
Parcel Coverage	40%

Required Site Area

The required site area may be reduced by an amount equal to 25% of the Required Site Area multiplied by the percentage of on-site parking which is provided in an underground parking structure.

Minimum Setback Requirements

Front lot line	4.5m
Interior side lot lines	3.0m
Exterior side lot line	3.0m
Rear lot line	4.5m

Except:

- where any part of a parcel contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.29

COMMERCIAL 9**C9****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|---|-------------------|
| a) Hotel | |
| - Each Unit | 100m ² |
| b) Neighbourhood Pub | n/a |
| c) Recreation Facility | n/a |
| d) Residential Use subject to any covenant registered on the Land under Section 219 of the <i>Land Title Act</i> * | |
| - per townhouse unit | 325m ² |
| - per apartment unit | 200m ² |
| e) Resort Condominium | |
| - per townhouse unit | 325m ² |
| - per apartment unit | 200m ² |
| f) Restaurant | n/a |
| g) Motel | |
| - each unit | 100m ² |
| h) Liquor Store | |
| * Notwithstanding the Required Site Area, a minimum of four accessory dwelling units are permitted on each parcel regardless of parcel size | |

Maximum Number and Size of Buildings and Structures

Height	7.5m
Parcel Coverage	40%

Required Site Area

The required site area may be reduced by an amount equal to 25% of the Required Site Area multiplied by the percentage of on-site parking which is provided in an underground parking structure.

Minimum Setback Requirements

Front lot line	4.5m
Interior side lot lines	3.0m
Exterior side lot line	3.0m
Rear lot line	4.5m

Except:

- where any part of a parcel contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Parking

Despite the parking requirement under 'Schedule 3B' of this Bylaw, required parking spaces for 'Residential Use' in this zone shall be the same as for 'resort condominium' use.

Section 3.4.30

COMMERCIAL 10**C10****Permitted Uses**

Permitted Use	Required Site Area
a) Office	n/a
b) Personal Service Use	n/a
c) Public Assembly Use	n/a
d) Recreation Facility	n/a
e) Restaurant	n/a
f) Retail Store	n/a
g) Accessory dwelling units - each unit*	75m ²
h) Accessory Hotel - each unit	75m ²
* Notwithstanding the Required Site Area, a minimum of four units accessory dwelling units are permitted on each parcel regardless of parcel size	

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures

Height	10.0m
Parcel coverage	75%

Except that the maximum parcel coverage may be increased by an amount equal to the percentage of landscape provided at ground level in excess of 25% of the lot area, to a maximum parcel coverage of 80%.

Floor Area Ratio	2.00
------------------	------

Landscape Requirements

20% of the lot must be landscaped.

Minimum Setback Requirements

Front lot line	1.0m
Interior side lot lines	1.5m
Interior side lot line adjacent to a lane	1.5m
Exterior side lot line	1.0m
Rear lot line	2.0m

Except:

- where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.31

COMMERCIAL TOURIST 4**CT4****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

a) Office	n/a
b) Personal Service Use	n/a
c) Public Assembly Use	n/a
d) Recreation Facility	n/a
e) Restaurant	n/a
f) Retail Store	n/a
g) Accessory Dwelling Units – each unit	100m ²
h) Accessory Hotel – each unit	100m ²
i) Short-term Rental	100m ²

Density Bonus For Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures

Height	11.5m
Parcel coverage	75%

Landscape Requirements

20% of the lot must be landscaped.

Minimum Setback Requirements

Front lot line	1.0m
Interior side lot lines	1.5m
Interior side lot line adjacent to a lane	1.5m
Exterior side lot line	1.0m
Rear lot line	2.0m

Except:

- where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;
- where any part of a parcel contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.40

COMPREHENSIVE DEVELOPMENT ZONE 1**CD1****General**

The CD1 Zone shall be developed in substantial compliance with the plans attached as Schedule 'A1', 'A2' and 'A3'

Permitted Uses

Despite the definition of 'resort condominium' in this Bylaw, 'resort condominiums' in the CD1 zone may be used for 'residential use' subject to any covenant registered on the land under Section 219 of the *Land Title Act*.

For building shown on Schedule 'A1' as follows:

Building A & B: Hotel, Resort Condominium, Restaurant, Accessory uses customarily ancillary to a hotel or resort use including spa, recreation facilities, licenced lounge, swimming pool and parking.

Building C,D,E,F,G & H: Resort Condominiums

Maximum Number and Size of Buildings and Structures

The maximum combined total of resort condominiums and hotel units for Building A and B shown on Schedule 'A1' shall be as follows:

Building A & B	24
----------------	----

The maximum number of resort condominium units for other buildings shown on Schedule 'A1' shall be as

Building C	16
Building D	4
Building E	4
Building F	4
Building G	4
Building H	4

Height (for buildings shown on Schedule 'A1' as follows):

Building A	as shown on Schedule 'A3'
Buildings B & C	12.0m
All other buildings	9.0m

Despite any other provision of this Bylaw the maximum parcel coverage and floor area ratio shall apply to the CD1 Zone in its entirety and not to individual parcels that may be created by subdivision within the zone and shall be as follows:

Parcel coverage (combined total of all parcels within the CD1 Zone)	16%
Floor Area Ratio (combined total of all parcels within the CD1 Zone)	0.32

Siting of Buildings

Buildings shall not be sited in closer proximity to the boundaries of the CD1 Zone than shown on Schedule 'A1'.

Landscaping & Screening

Landscaping and screening shall be in accordance with the site plan attached as Schedule 'A1'.

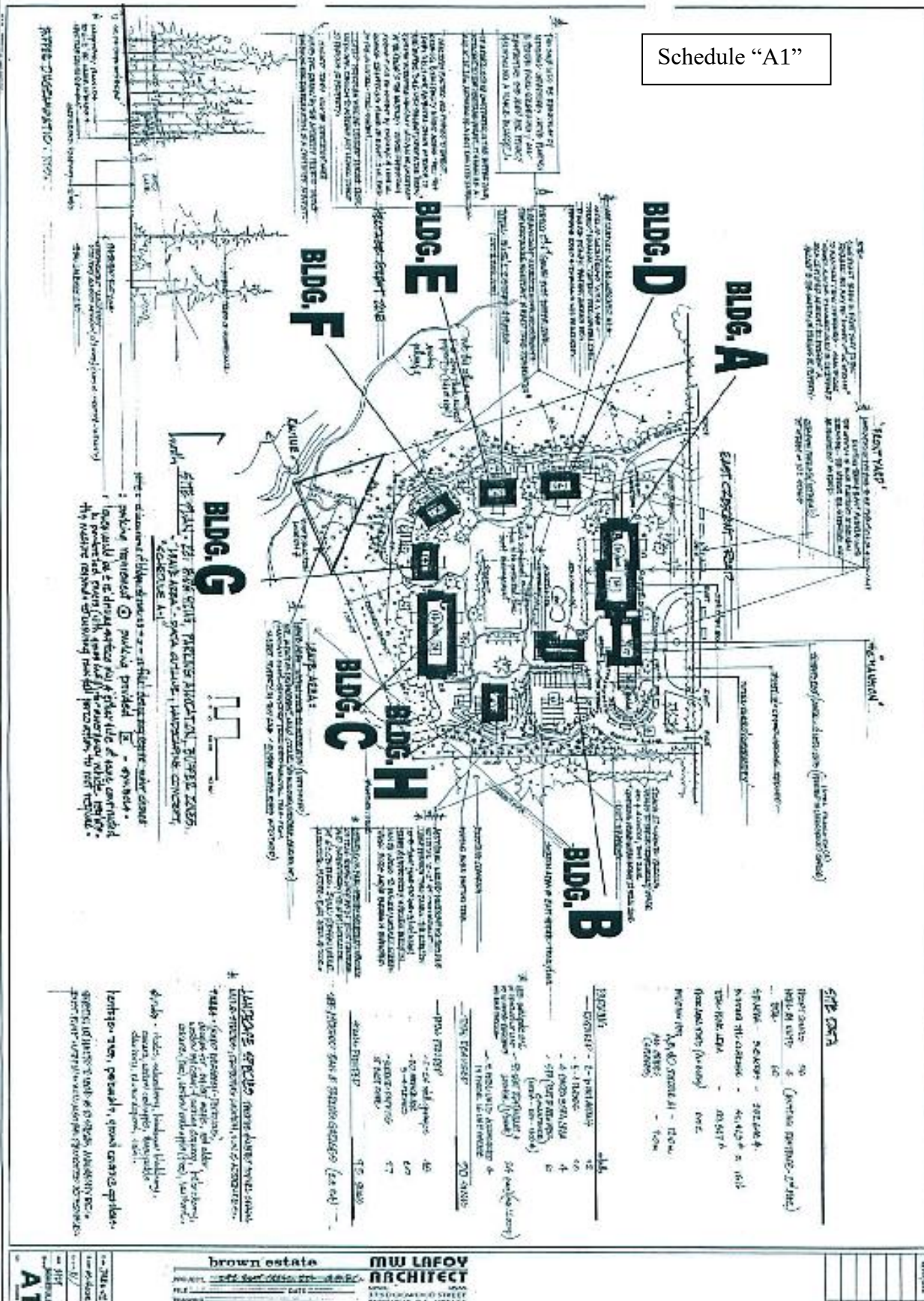
Parking

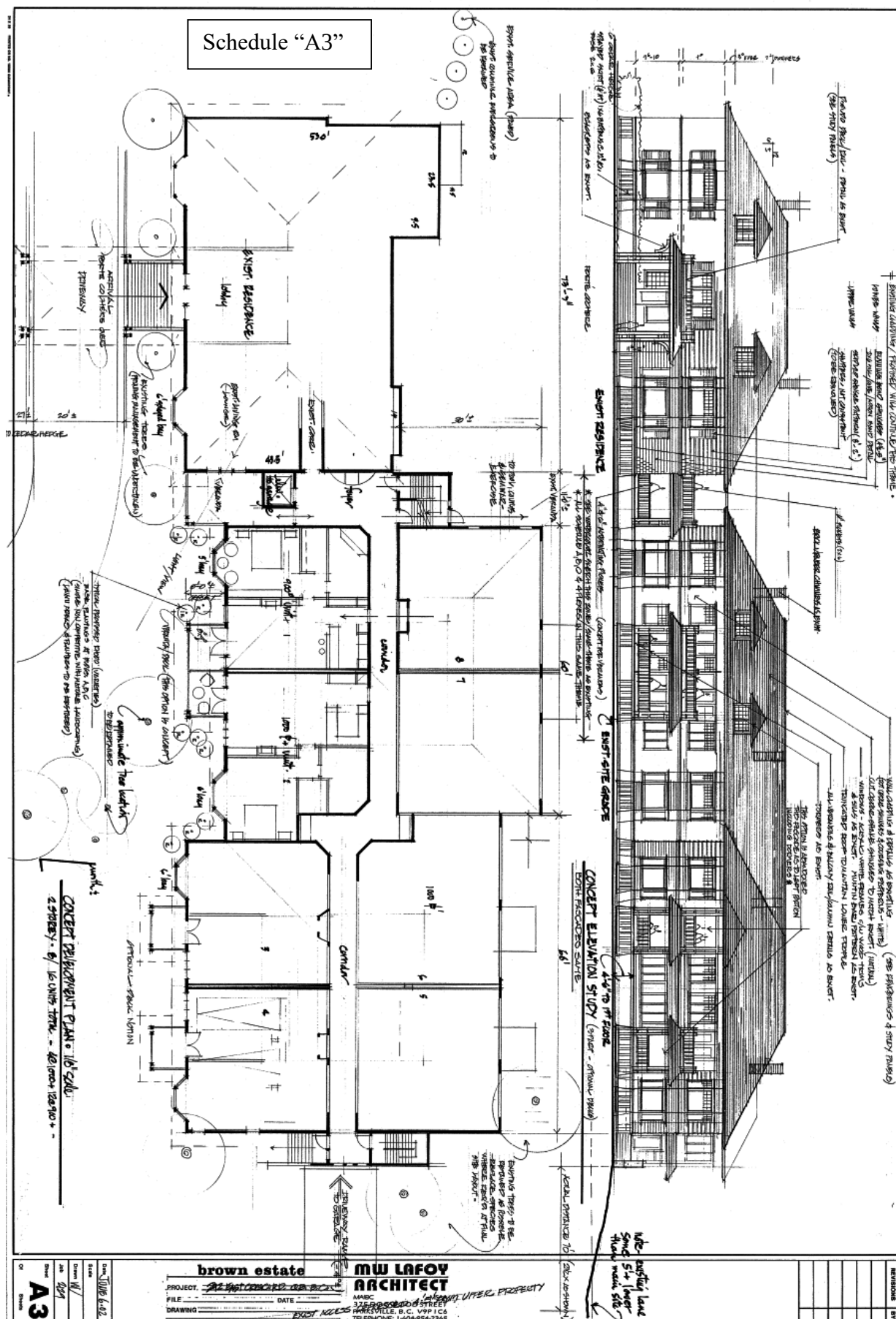
Off-street parking shall be provided in accordance with the plan attached as Schedule 'A1' and 'A2'.

Subdivision

Subdivision of the CD1 Zone is permitted either under the *Land Title Act* or *Strata Property Act* provided the subdivision does not prevent development of the parent parcel in accordance with Schedule 'A1'. Parcels within the CD1 Zone are exempt from the minimum frontage requirement under Section 944 of the *Local Government Act*.

Schedule "A1"





Section 3.4.41

COMPREHENSIVE DEVELOPMENT ZONE 2**CD2****General**

The CD2 Zone shall be developed in substantial compliance with the plans attached as Schedule 'A1 & A2'.

Permitted Uses

- a) Townhouse
- b) Home occupation
- c) Bed & Breakfast

Maximum Number and Size of Buildings and Structures

The maximum number and size of buildings and structures shall be in accordance with Schedule 'A1' and 'A2'.

Townhouses	3
Height	9.1m
Parcel coverage	42%
Floor Area Ratio	0.84

Minimum Setback Requirements

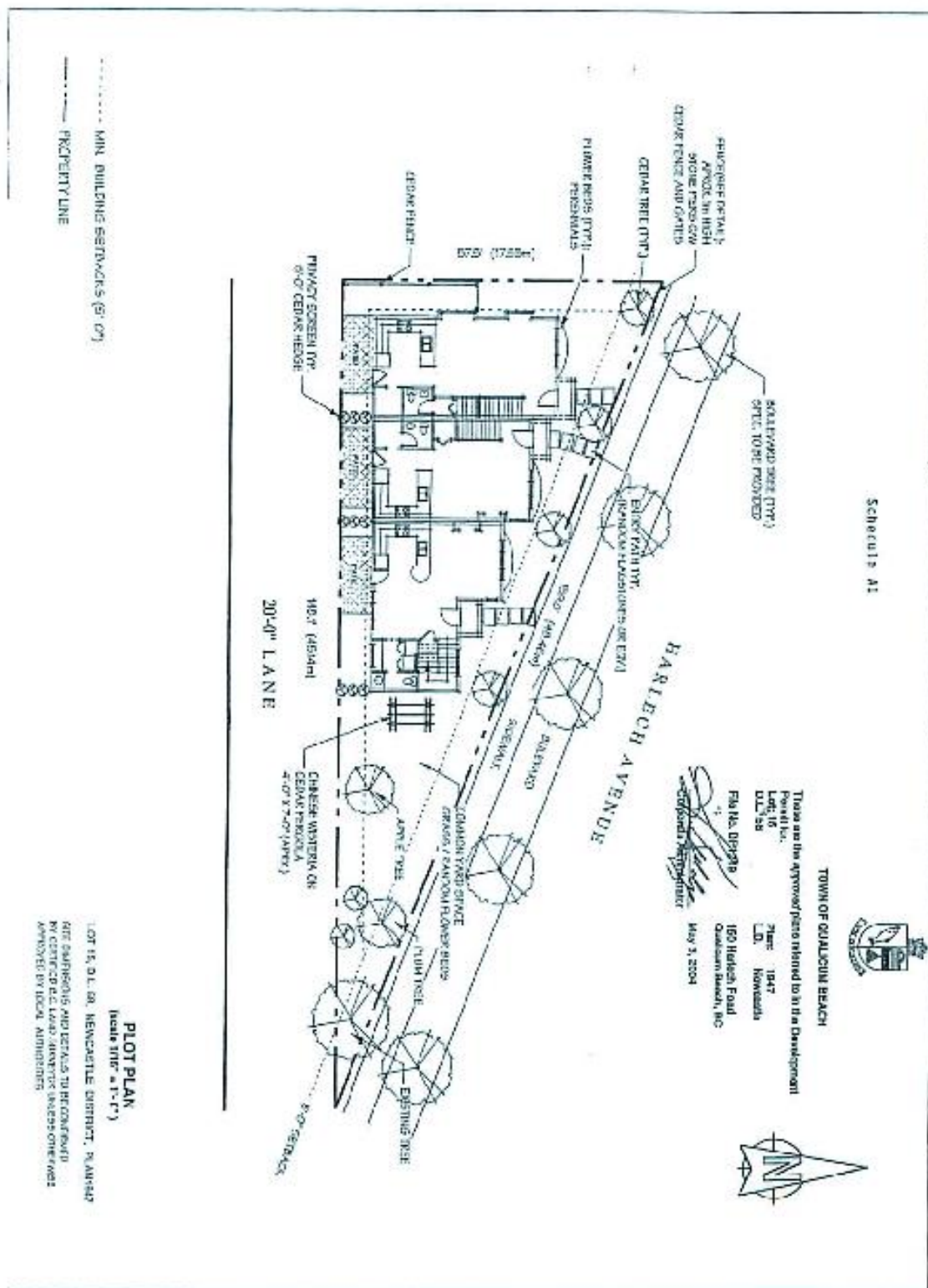
Minimum setbacks to all property lines shall be in accordance with the site plan attached as Schedule 'A1'.

Landscaping & Screening

Landscaping and screening shall be in accordance with the site plan attached as Schedule 'A1'.

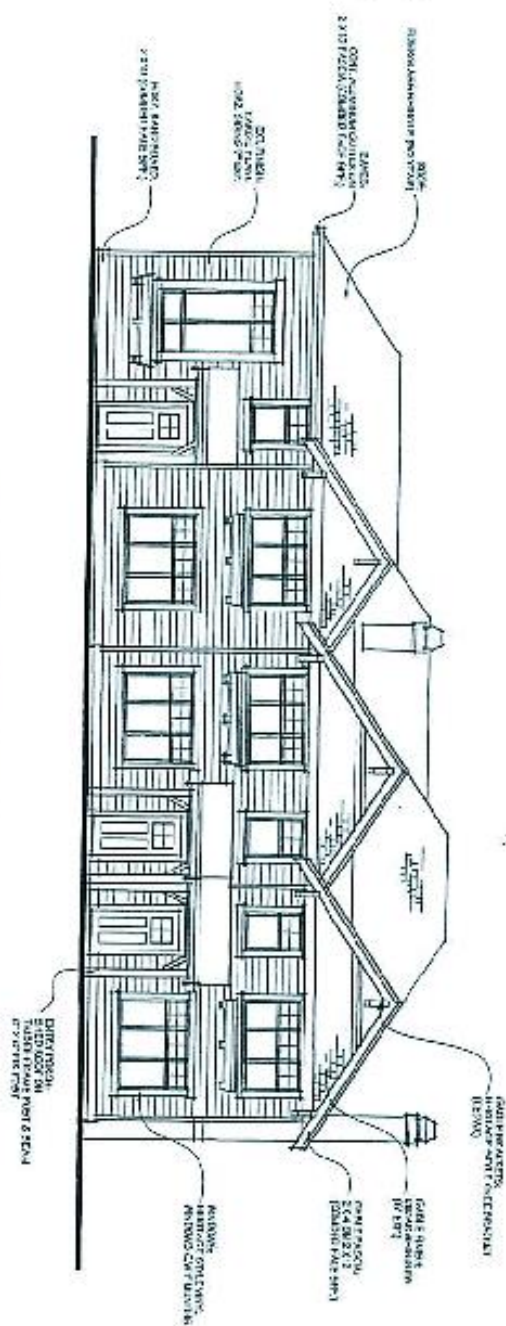
Parking

Parking shall be provided in accordance with the plan attached as Schedule 'A1'.



Richard Golding CONSULTING ENGINEER, INC.	LOT 15 HARLECH CONSULTING ENGINEER, INC.	LANDSCAPE PLAN (conceptual)	DESIGN CONSULTING ENGINEER, INC.
--	---	--	---

Schedule A2 (1 of 2)



North Elevation (front)
Traditional craftsman style architecture



DESIGN
ARCHITECTURE
INTERIOR DESIGN
LANDSCAPE ARCHITECTURE
PLANNING
CONSULTING
CONSTRUCTION MANAGEMENT

1015 HANLEY
ST. LOUIS, MO 63104
TEL: 314.433.1111
FAX: 314.433.1112
WWW.DESIGNARCHITECT.COM

LOUISIANA
ARCHITECTURE

Richard Goldrey
ARCHITECT

CONCEPTUAL

DATE: 10/1/11
BY: R. GOLDREY
CHECKED BY: R. GOLDREY
APPROVED BY: R. GOLDREY

Section 3.4.42

COMPREHENSIVE DEVELOPMENT ZONE 3**CD3****General**

The CD3 Zone shall be developed in substantial compliance with the plans and drawings attached as Schedule 'A1', 'A2', 'A3', 'A4', 'A5', 'A6' and 'A7'.

Permitted Uses

- a) Personal Care Facility
- b) Personal Care Utility
- c) Residential Use

Maximum Number and Size of Buildings and Structures

Personal Care Facility (max. no. of units)	90
Personal Care Unit (max. no. of units)	91
Residential Use (max. no. of units)	44
Parcel coverage (excluding underground parking & basement area)	35%
Floor Area Ratio (excluding underground parking & basement area)	1.00

Height

The maximum height of building and structures shall be in accordance with the elevation drawing attached as Schedules 'A3', 'A4' and 'A5'.

Minimum Setback Requirements

Minimum setbacks to all property lines shall be in accordance with the site plan attached as Schedule 'A1'.

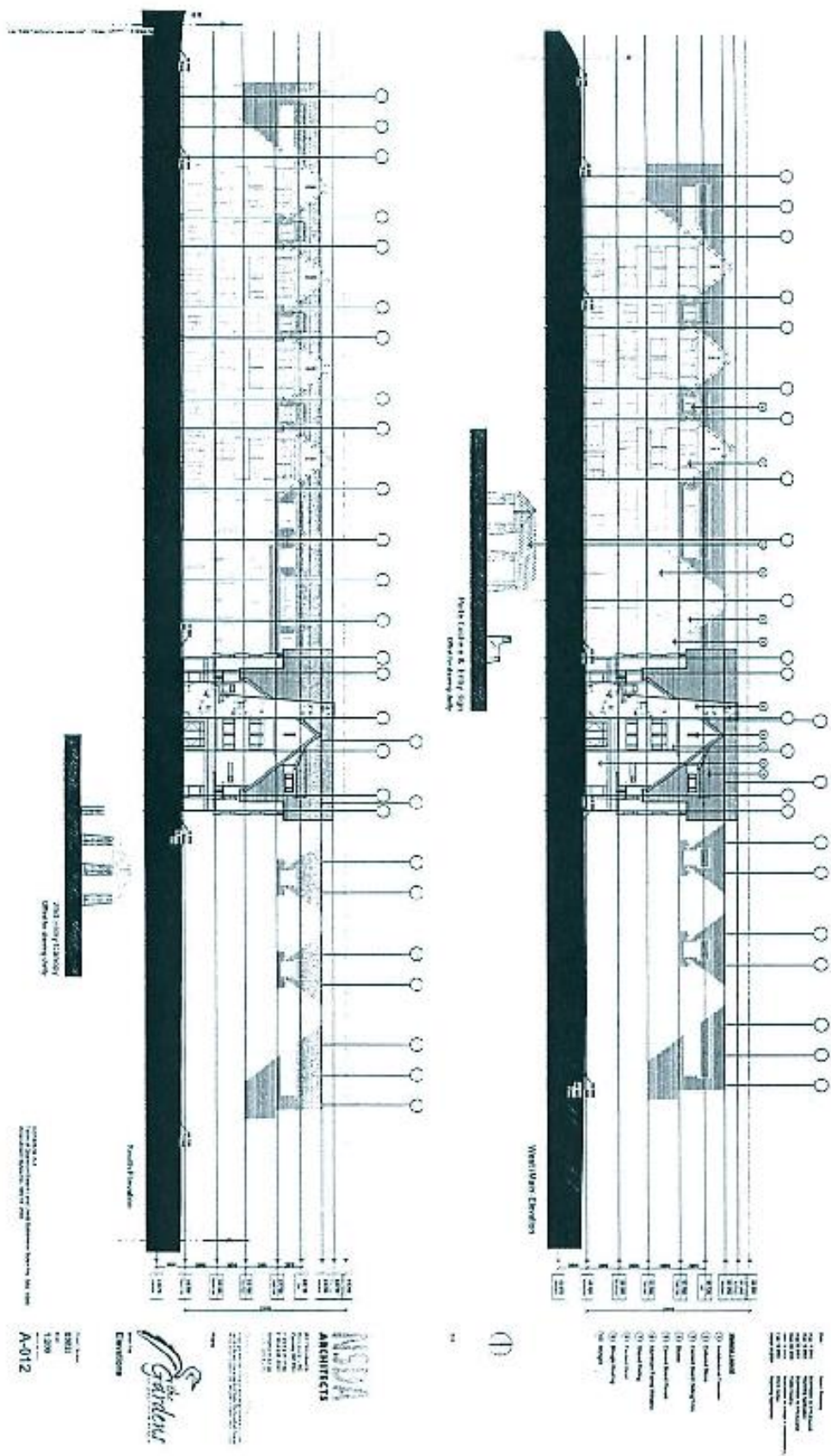
Landscaping and Screening

Landscaping and screening shall be in accordance with the site plan attached as Schedule 'A6' and 'A7'.

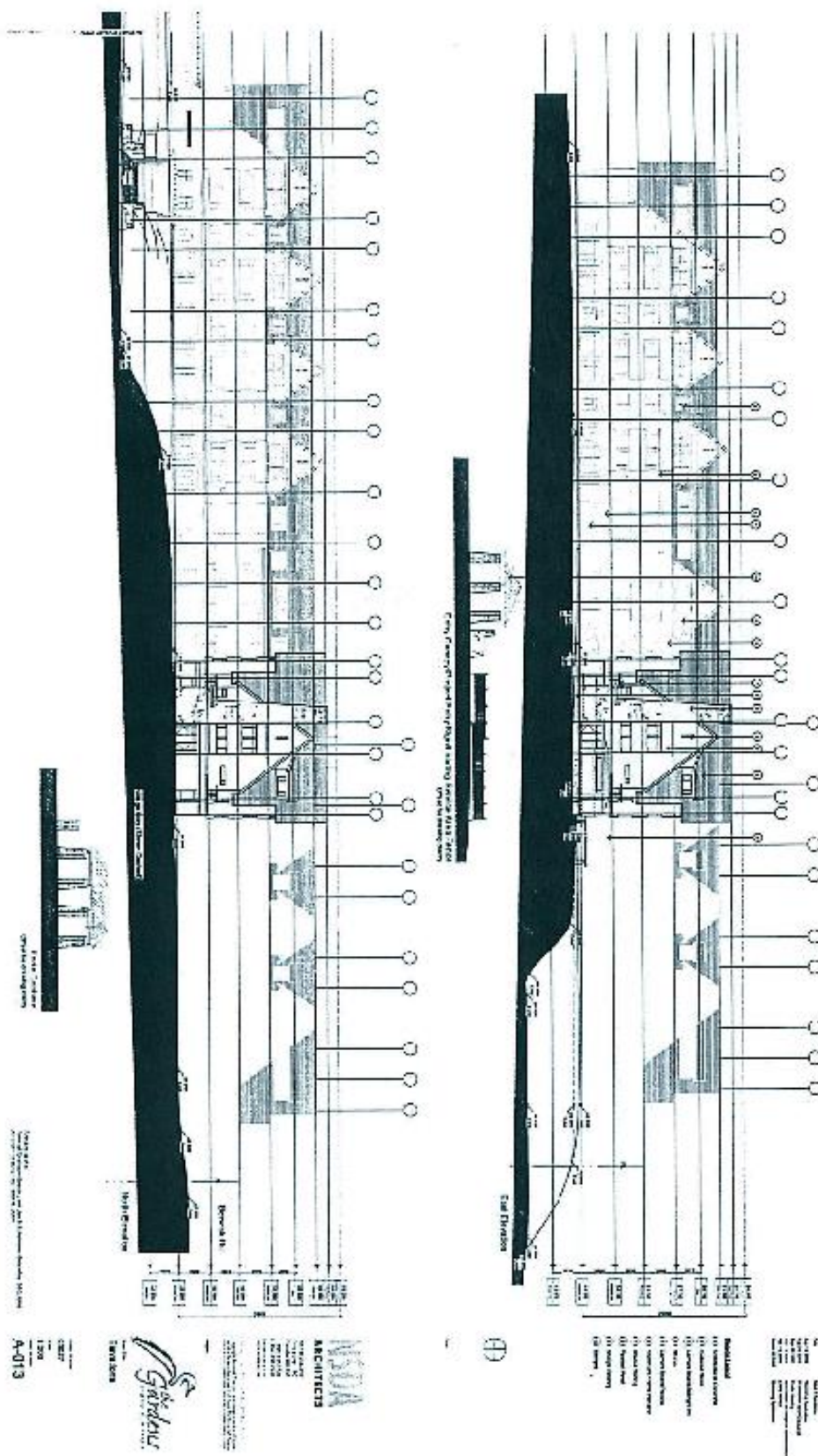
Parking

Off-street parking shall be provided in accordance with the plans attached as Schedule 'A1' and 'A2'.

SCHEDULE A3



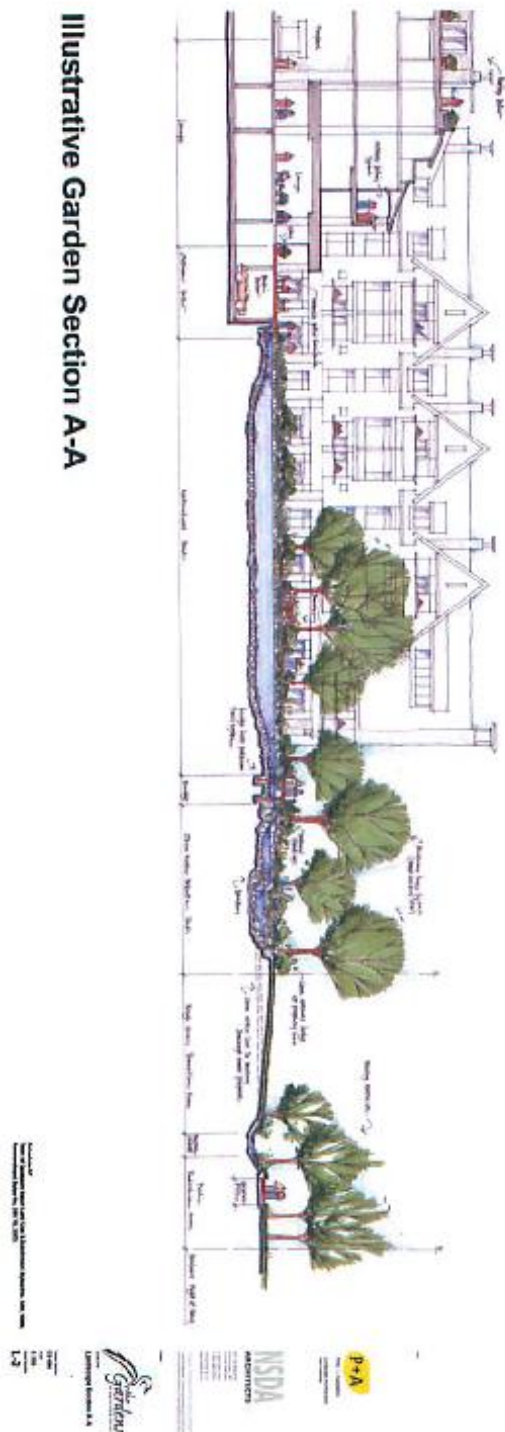
SCHEDULE A4





Schedule A-6
CD-3 Zone

Illustrative Garden Section A-A



Schedule A-7
CD-3 Zone

Section 3.4.43

COMPREHENSIVE DEVELOPMENT ZONE 4**CD4****General**

The CD4 zone shall be developed in substantial compliance with the plans attached as “Schedules ‘A2’, ‘A7’, ‘A9’, ‘A10’, ‘A12’, ‘A13’ and ‘A19’ of this zone.

Permitted Uses and Minimum Site Area**Permitted Use****Required Site Area**

a) Residential Use	n/a
b) Office	n/a
c) Public Assembly	n/a
d) Recreation Facility	n/a
e) Restaurant	n/a

Maximum Number and Size of Buildings and Structures

Maximum Number of dwelling units per parcel	39
Maximum Number of dwelling units if the following conditions are met: <i>[amenity contributions yet to be determined]</i>	94
Height	19.0m
Parcel coverage	56%

Minimum Setback Requirements

Minimum setbacks to all property lines shall be in accordance with the site plan attached as Schedule ‘A2’

Landscape Requirements

Landscaping and screening shall be in accordance with the site plan attached as Schedule ‘A19’

Parking

Notwithstanding the parking requirements specified in Schedule ‘3B’ Required Number of Off Street Parking Spaces, parking shall be in accordance with the site plan attached as Schedule ‘A2’

[illegible]



LOW HAMMOND ROWE ARCHITECTS

BERWICK QUALICUM BEACH

REZONING & DEVELOPMENT PERMIT

LEVEL 5 FLOOR PLAN
3/32" = 1'-0"



A7



BERWICK
RETIREMENT
COMMUNITIES



LOW HAMMOND ROWE ARCHITECTS

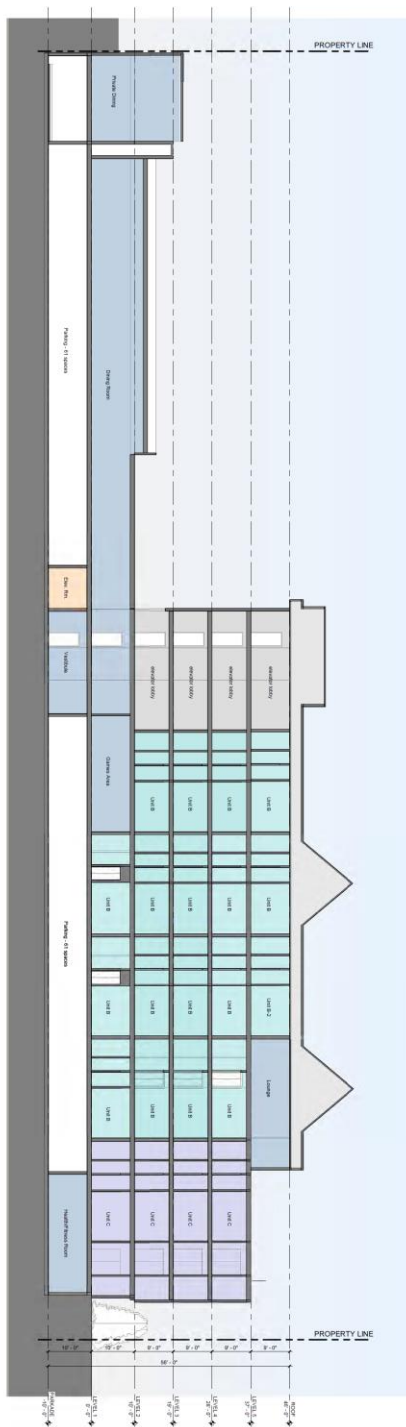
BERWICK QUALICUM BEACH

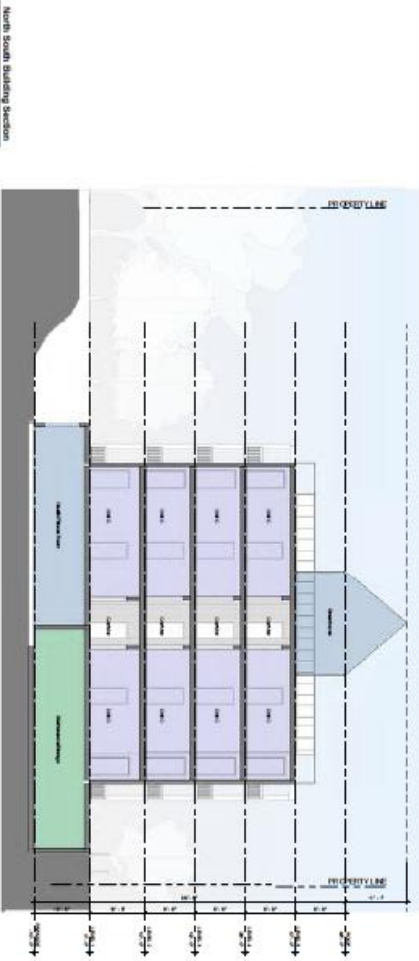
REZONING & DEVELOPMENT PERMIT

$$3/32" = 1'-0"$$

SECTIONS

A9





LOW HAMMOND ROWE ARCHITECTS

BERWICK QUALICUM BEACH

REZONING & DEVELOPMENT PERMIT

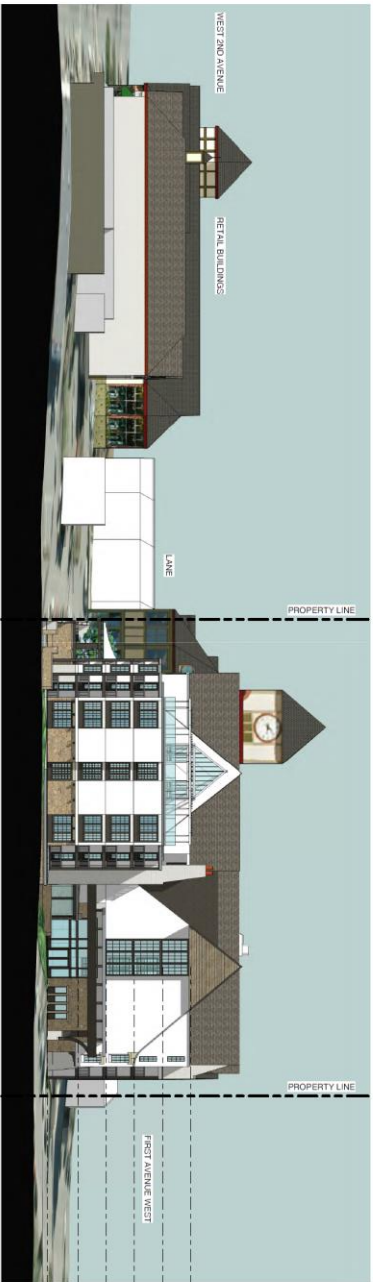
1/8" = 1'-0"

SECTIONS

A10



WEST ELEVATION



EAST ELEVATION



LOW HAMMOND ROWE ARCHITECTS

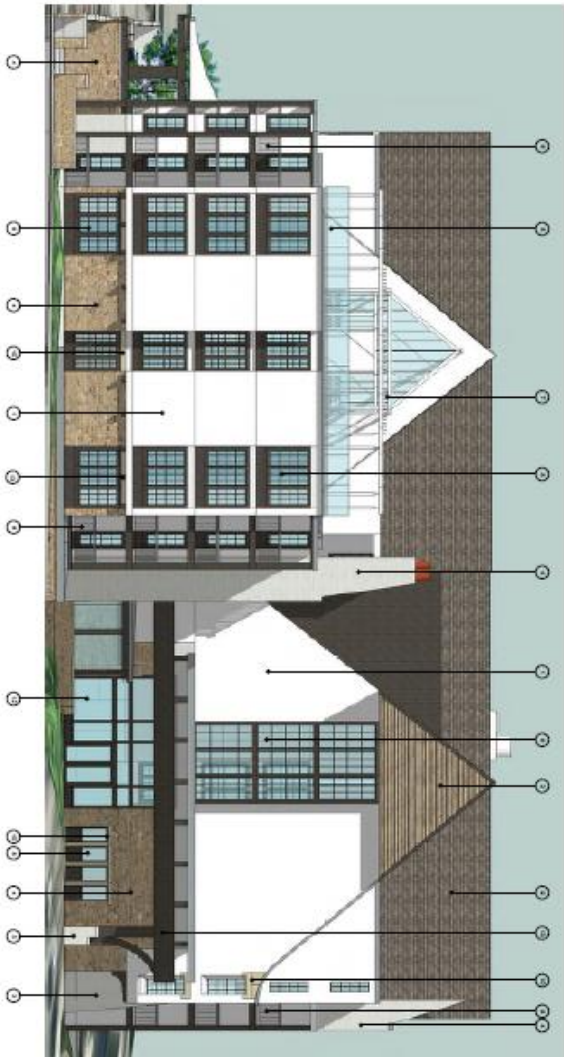
BERWICK QUALICUM BEACH

REZONING & DEVELOPMENT PERMIT

SITE ELEVATIONS

A12

- ELEVATION MATERIAL LEGEND**
- | | |
|------------------------|-------------------|
| 1. STUCCO - WHITE GRAY | 10. BRICK - RED |
| 2. BRICK - WHITE | 11. BRICK - WHITE |
| 3. BRICK - WHITE | 12. BRICK - WHITE |
| 4. BRICK - WHITE | 13. BRICK - WHITE |
| 5. BRICK - WHITE | 14. BRICK - WHITE |
| 6. BRICK - WHITE | 15. BRICK - WHITE |
| 7. BRICK - WHITE | 16. BRICK - WHITE |
| 8. BRICK - WHITE | 17. BRICK - WHITE |
| 9. BRICK - WHITE | 18. BRICK - WHITE |



LOW HAMMOND ROWE ARCHITECTS

BERWICK QUALICUM BEACH

REZONING & DEVELOPMENT PERMIT

EXTERIOR FINISHES

A13



Section 3.4.44

COMPREHENSIVE DEVELOPMENT ZONE 5**CD5****Permitted Uses, Maximum No. Units and Maximum Floor Area**

Permitted Use	Maximum No. of Units	Maximum Floor Area of Unit
a) Golf Clubhouse	n/a	n/a
b) Golf Shop	1	200m ²
c) Resort Accommodation	225	
i) Hotel/Stacked Condominium/Lodge	n/a	139m ²
ii) *Cottages	100	110m ²
iii) *Villas	100	232m ²
* The combined number of Cottage and Villa units shall not exceed one (1) unit until the following is completed:		
• A blanket easement must be registered on title to secure public access through the property; and, • An affordable housing contribution with a minimum value of \$2,000 per unit (\$450,000) will be made to the Town of Qualicum Beach or the property owner will construct (2) two 110sq.m. (1,100sq.ft.) resort cabins for the use of employees of the resort or other qualified residents of the Town.		
* The combined number of Cottage and Villa units shall not exceed 100 units.		
* The following must be constructed within the CD5 Zoning Boundary within the first phase of development, prior to any further development:		
• A Clubhouse; • A Brew Pub or Taphouse; • A Lodge/Hotel/Stacked Condominium building, or multiple buildings, with a minimum of 40 rooms; • 60 units of Villas and/or Cottages;		
d) Restaurant	2	n/a
e) Neighbourhood Pub	1	n/a
f) Golf Teaching Centre	n/a	n/a
g) Camping Spaces	10	n/a
h) Outdoor Recreation	n/a	n/a
i) Outdoor Private Assembly	n/a	n/a
j) Personal Care Facility	n/a	n/a
k) Public Assembly	n/a	n/a
l) Recreation Facility	n/a	n/a
m) Seasonal Outdoor Theatre	n/a	n/a
n) Seasonal Outdoor Market	n/a	n/a
o) Accessory uses customarily ancillary to a Resort use including:		
i) Gift Shop		
ii) Convenience Store		
iii) Recreation Rentals		
iv) Laundry Facility		
v) Turf Maintenance		
vi) Swimming Pool		
vii) Employee Daycare Facility		
viii) Bed & Breakfast		
ix) Lock off Suite Accommodation		

Size of Buildings and Structures

Height

Clubhouse and Conference Building	18.0m
Spa/Fitness Centre	18.0m
Hotel/Stacked Condominium/Lodge	18.0m
All other Buildings	12.0m
Parcel Coverage	11%
Floor area ratio	0.17

Minimum Setback Requirements

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

Subdivision

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

Definitions

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

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

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

hotel/stacked condominium means a resort accommodation building or group of buildings providing three or more separate dwelling units, and which may be subdivided pursuant to the *Strata Property Act* and amendments thereto, providing accommodation on a permanent or temporary basis, and includes resort or lodge;

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

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

resort amenity building means a building providing space for resort amenities and services including but not limited to wellness facilities, concierge service, housekeeping, entertainment, restaurant,

licensed lounge, conference centre, spa and fitness centre, auditorium, theatre, recreation facility, gift shop, convenience store, recreation rentals, laundry facility, swimming pool.

Parking

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

Section 3.4.45

COMPREHENSIVE DEVELOPMENT ZONE 6**CD6****Maximum Number and Size of Buildings and Structures**

Maximum Number of Dwelling Units	1
Maximum Number of Dwelling Units if the following conditions are met:	10

Density Bonus For Conditions

- Make a contribution to the Town's Affordable Housing Reserve Account equal to 20% of the 2007 BC Assessment Authority land value of the subject property
- Make a contribution to the Town's Parks and Trails Maintenance and Improvements Reserve Account equal to 20% of the 2007 BC Assessment Authority Land value of the subject property
- Make a contribution of \$10,000 related to road safety improvement at or near the intersection of Railway Street and Memorial Avenue
- Provide "under building" parking as shown on Schedule 'P1'

Density Bonus For Amenity

Up to 1 additional 'accessory residential rental unit' is permitted for every 3 other dwelling units on the parcel, provided that a contribution of \$2,500 for each 'accessory residential rental unit' is made to the Town's Affordable Housing Reserve Account; and a covenant is entered into with the Town under Section 219 of the *Land Title Act* that prohibits subdivision of the 'accessory residential unit' from the other attached unit.

Height	as shown on Schedule A2
Parcel Coverage	55%
Floor Area Ratio	1.05

Minimum Setback Requirements

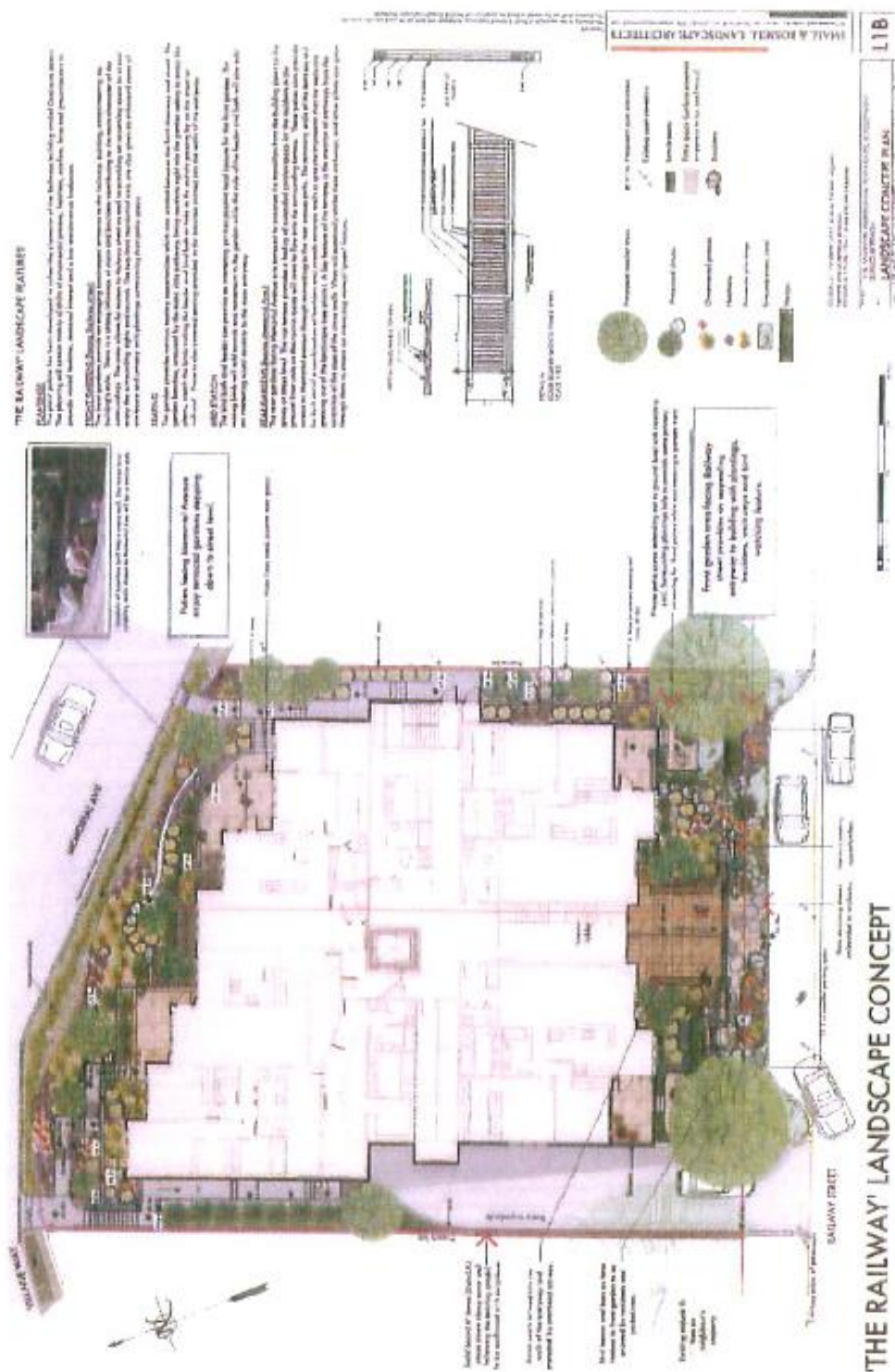
Minimum setbacks to all property lined shall be in accordance with the site plan attached as Schedule 'A1'.

Landscape Requirements

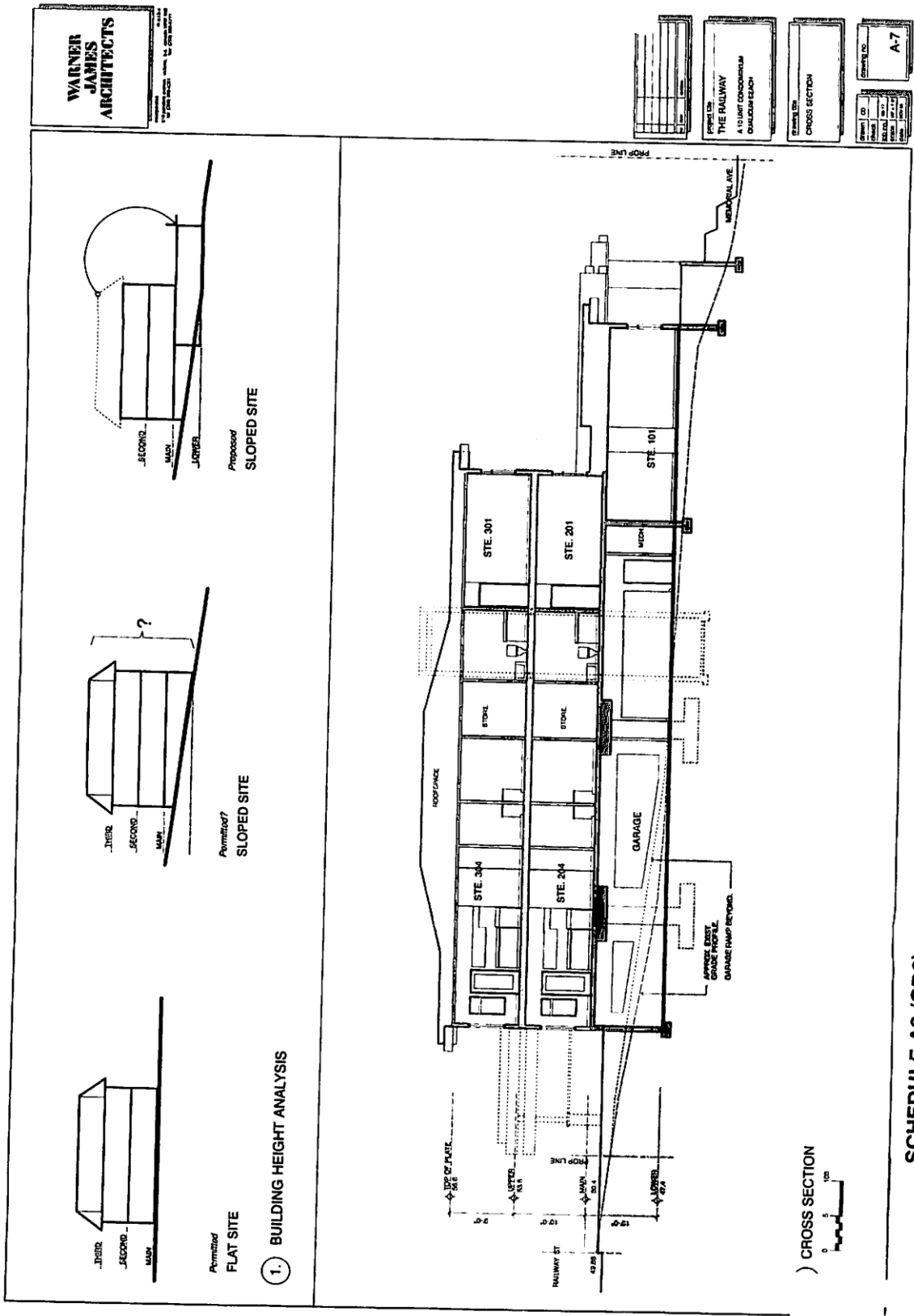
Landscaping and screening shall be in accordance with the Site Plan attached as Schedule 'A1'.

Parking

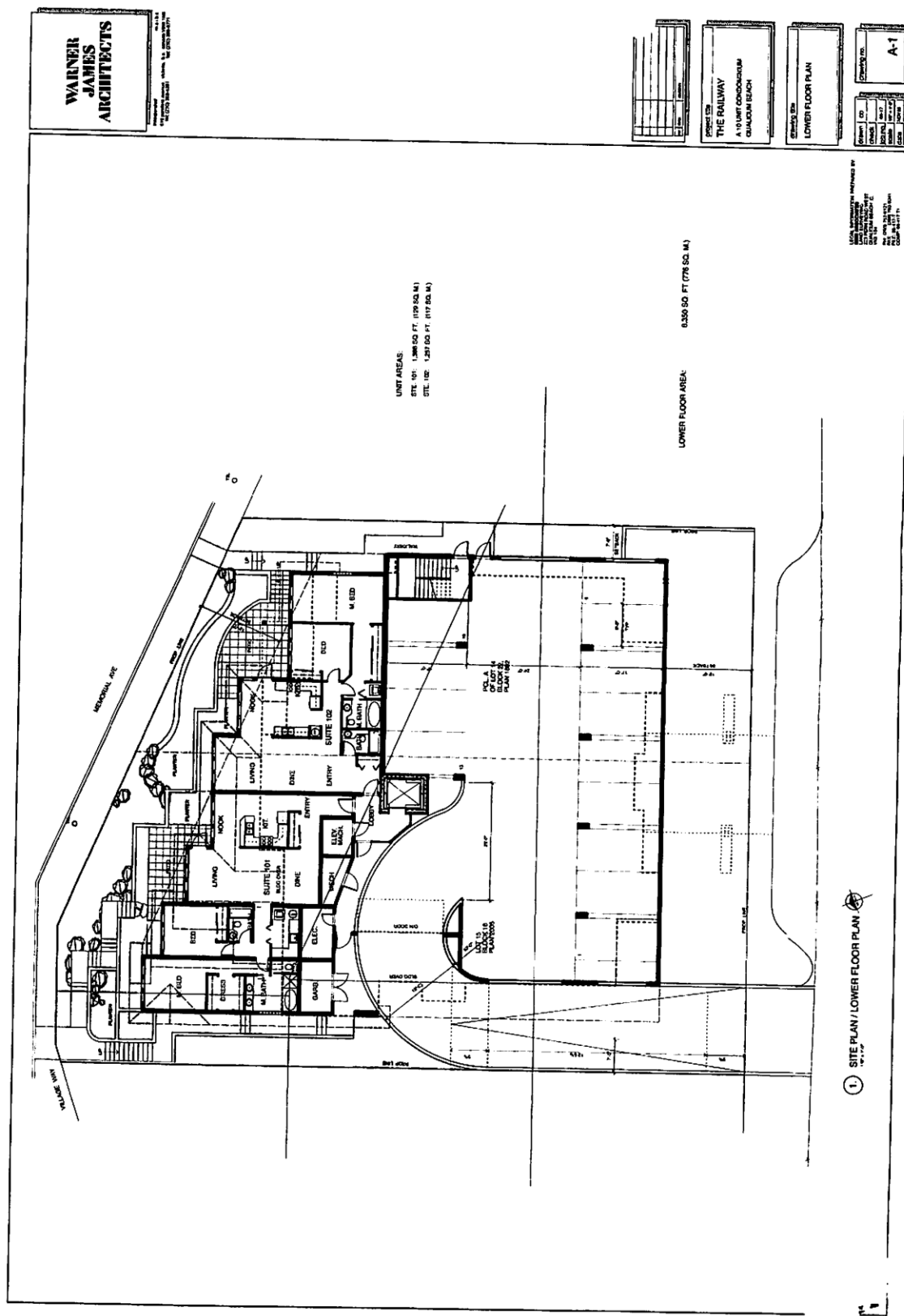
Parking shall be in accordance with the plan attached as Schedule 'P1'.



SCHEDULE 'A1' (CD6)



SCHEDULE A2 (CD6)



Section 3.4.46

COMPREHENSIVE DEVELOPMENT ZONE**CD7****General**

The CD7 zone shall be developed in substantial compliance with the plans attached as Schedule 'A1', 'A2', 'A3', 'A4', 'A5', 'P1', 'P2' and 'L1' of this Zone provided the Density Bonus Conditions of this section are met.

Permitted Uses

- a) Office
- b) Personal Service
- c) Public Assembly
- d) Recreation Facility
- e) Restaurant
- f) Retail Store
- g) Unrestricted Residential
- h) Home Occupation

The location of permitted uses on the site shall be in substantial compliance with the plans attached as Schedules 'A1', 'A2', and 'A3'.

In these regulations, "Unrestricted residential" means residential dwellings the occupancy of which is not restricted by strata corporation bylaws limiting the number or percentage of dwellings units in the Strata Plan in which the dwellings are located that may be rented to fewer than 25% of the dwelling units in the Strata Plan, or restricting the age of persons who may reside in a dwelling unit.

Maximum Number and Size of Buildings and Structures

Maximum Number of Dwelling Units	1
----------------------------------	---

Maximum Number of Dwelling Units if the following conditions are met:	42
---	----

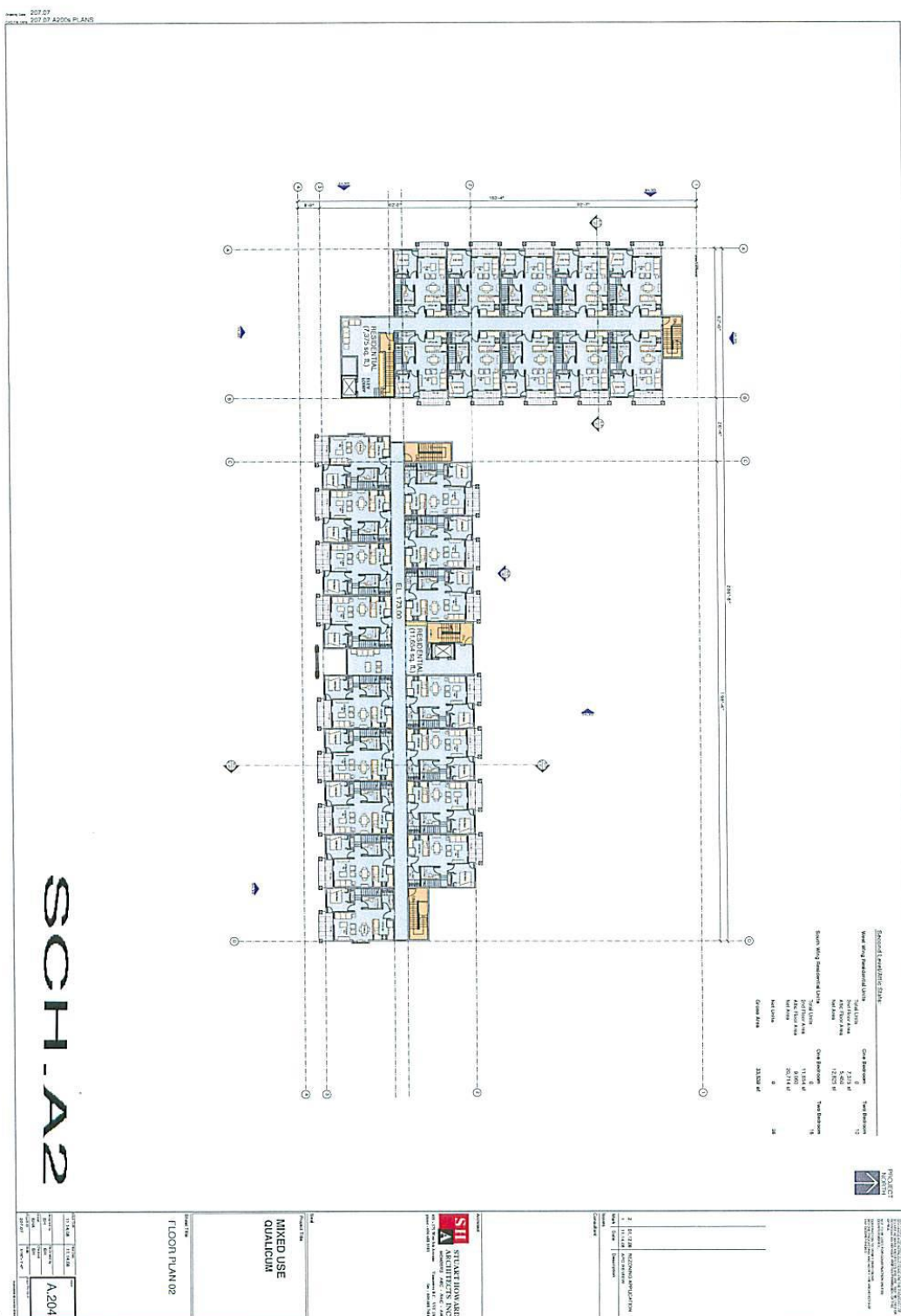
- a) Make a contribution to the Town's Affordable Housing Reserve Account equal to 15% of the appraised value of the land determined by a registered professional appraiser at the time of application for a building permit.
- b) That a registered professional architect and member of Architectural Institute of British Columbia certifies that:
 - i) the design and construction of the buildings in the Comprehensive Development 7 Zone, including all dwelling units, meets or exceeds the North Vancouver Adaptable Design Guidelines Level 1; and that a minimum of 50% of the dwelling units meet or exceed the Level 2 of the same guidelines.
 - ii) the design and construction of all buildings in the Comprehensive Development 7 Zone meets or exceeds an equivalency to the "Certified" LEED (Leadership in Energy and Environmental Design) standard.
- c) Make an infrastructure improvement contribution of \$50,000.00 to the traffic signalization at the intersection of Memorial Avenue, Fir Street and First Avenue.

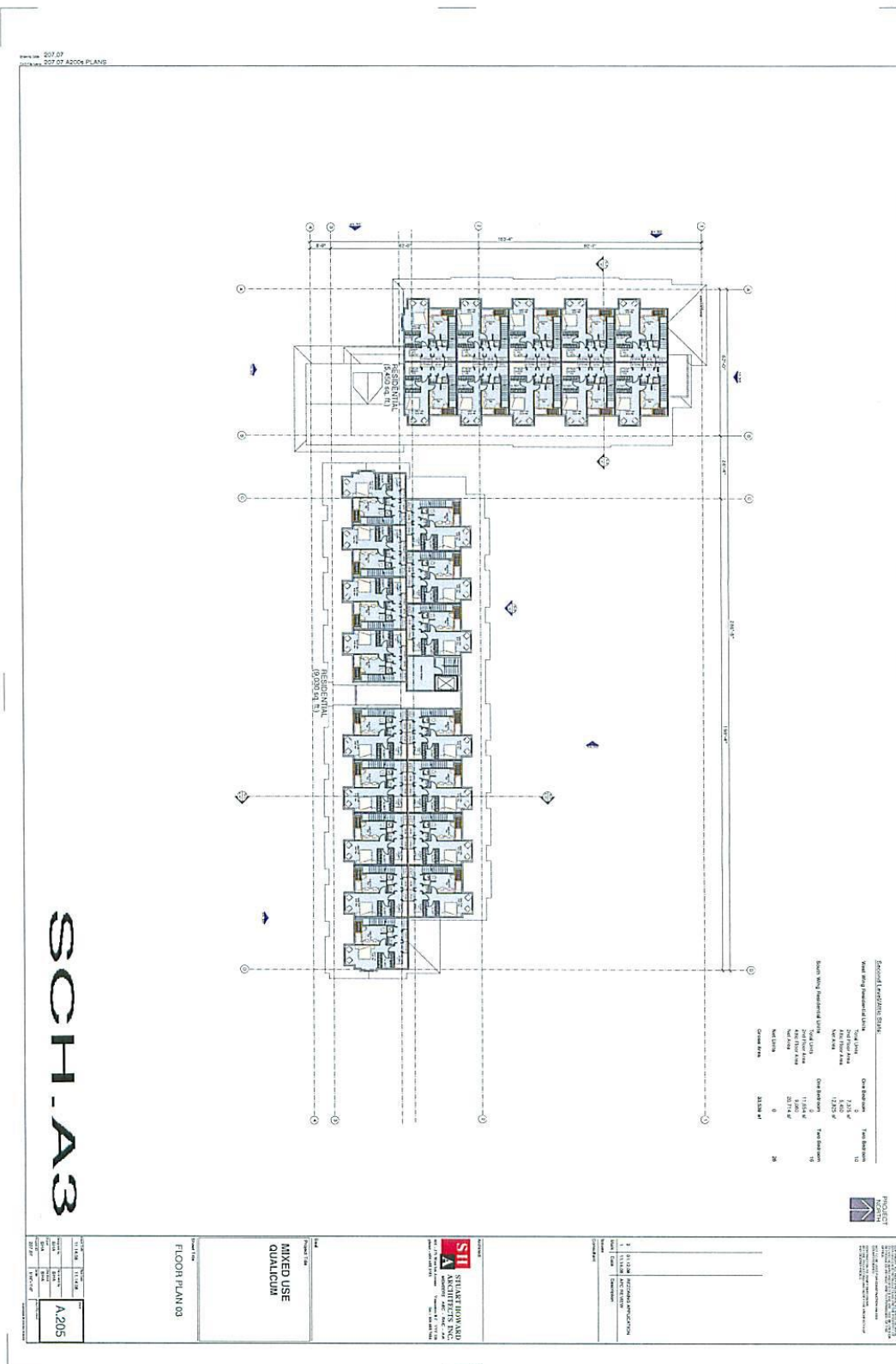
Density Bonus For Amenity

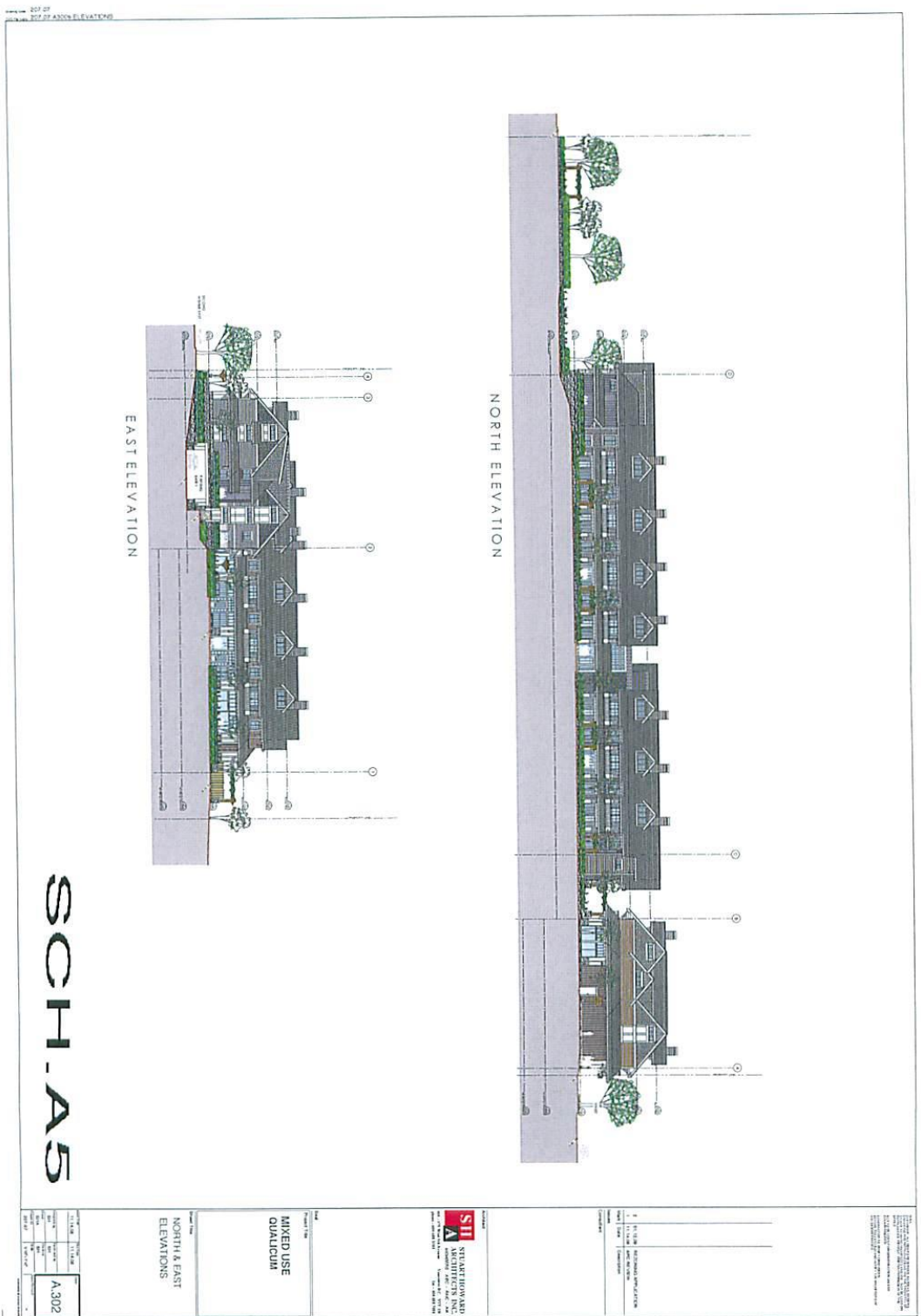
Up to 1 additional 'accessory residential rental unit' is permitted for every 3 other dwelling units on the parcel, provided that a contribution of \$2,500 for each 'accessory residential rental unit' is made to the Town's Affordable Housing Reserve Account; and a covenant is entered into with the Town under Section 219 of the *Land Title Act* that prohibits subdivision of the 'accessory residential unit' from the other attached unit.

Height	as shown on Schedule 'A4' and 'A5'
Parcel Coverage	as shown on Schedule 'A1'
Floor Area Ratio	as shown on Schedule 'A1', 'A2', and 'A3'
Minimum Setback Requirements	
Minimum setbacks to all property lines shall be in accordance with the site plan attached as Schedule 'A1'.	
Landscape Requirements	
Landscaping and screening shall be in accordance with the Site Plan attached as Schedule 'L1'	
Parking	
Parking and storage for motor vehicles, bicycles and scooters shall be in accordance with Schedule 'P1' and 'P2'.	

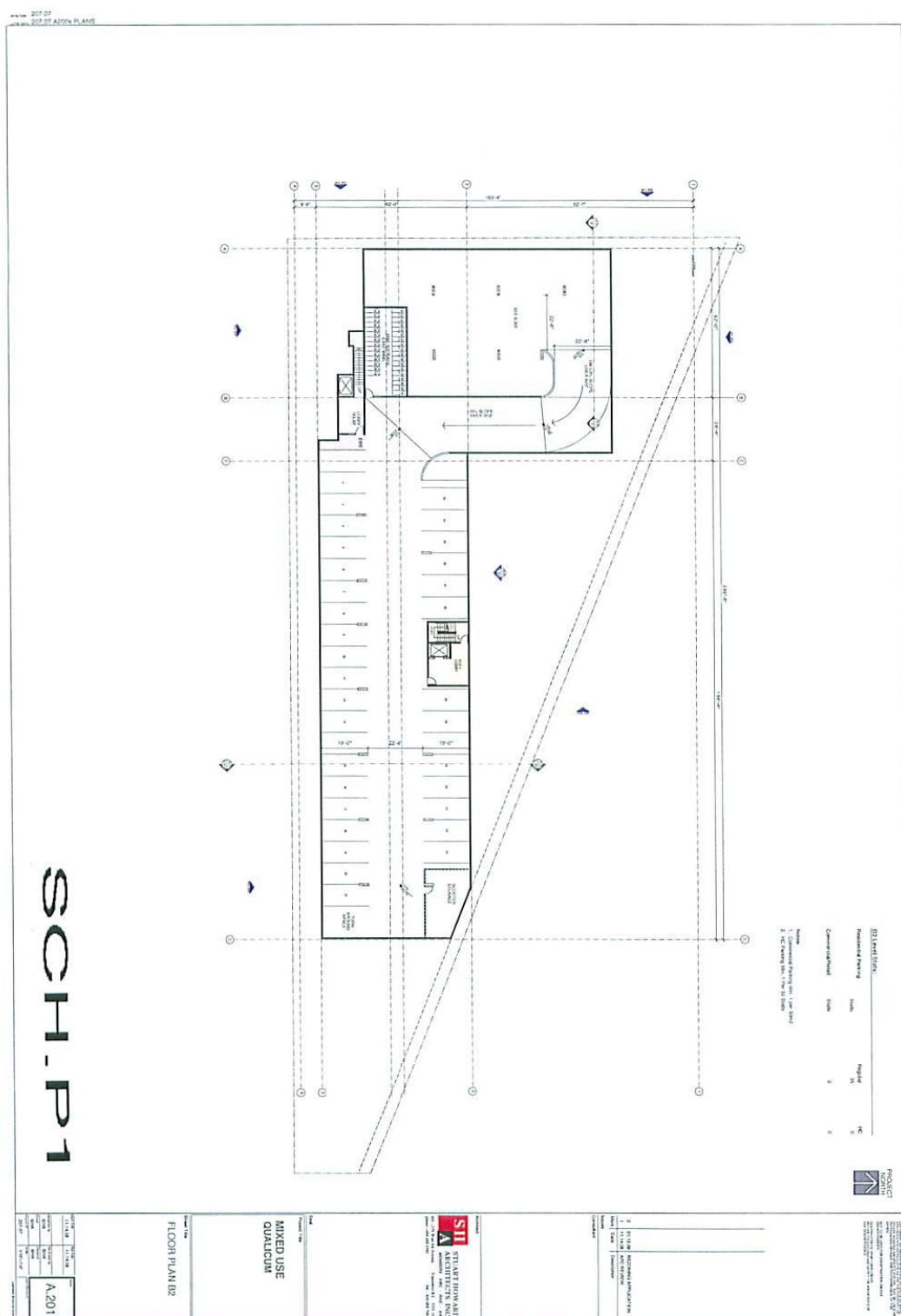


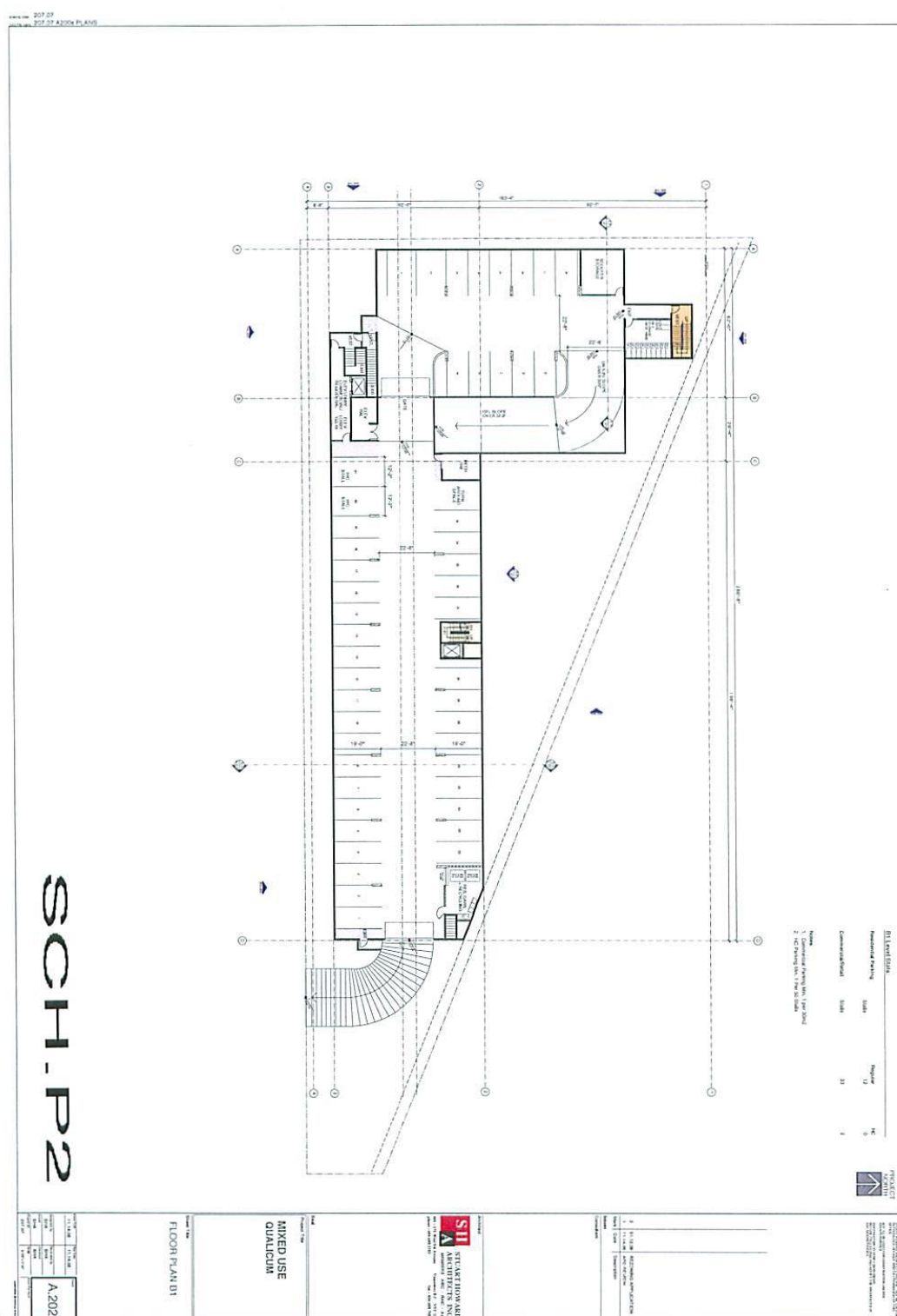












Section 3.4.47

COMPREHENSIVE DEVELOPMENT ZONE 8**CD8****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|--------------------------------|-----|
| a) Home Occupation | n/a |
| b) Residential Use | |
| - one single detached dwelling | n/a |
| - ancillary dwelling unit | n/a |
| c) Bed and Breakfast | n/a |

Maximum Number and Size of Buildings and Structures

Maximum size of building subject to any covenant registered on the Land under Section 219 of the *Land Title Act*

Accessory buildings - combined floor area of 75m²

Height

- | | |
|--|------|
| - Principal building | |
| - Interior heated space | 7.3m |
| - Ridge of gable, hip or gambrel sloped roof | 9.0m |
| - Mansard roof | |
| - deck line | 8.0m |
| - top of roof | 9.0m |
| - Flat roof | 8.0m |
| - Accessory building | 4.5m |

Floor Area Ratio 0.65

Parcel coverage 45%

Minimum Setback Requirements

Front Lot line - refer to CD8, Schedule A

Rear Lot line

- | | |
|----------------------|----------------------------|
| -Principal building | - refer to CD8, Schedule A |
| -Accessory buildings | |

Floor area more than 10m² and over 3m in height - 1.5m

Floor area no more than 10m² and no more than 3m in height - 0m

Exterior Side Lot line - refer to CD8, Schedule A

Interior Side Lot line

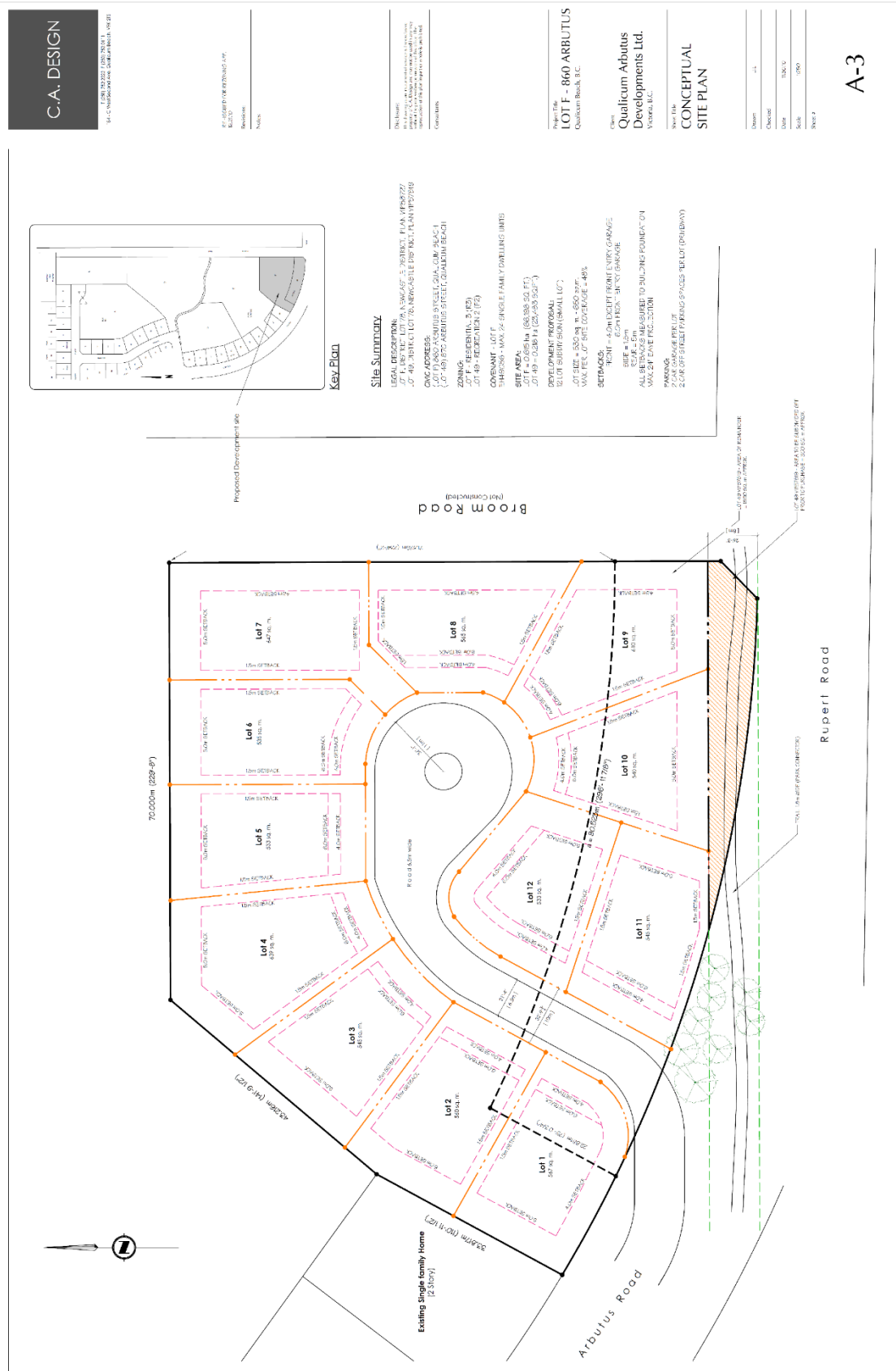
- | | |
|----------------------|----------------------------|
| -Principal building | - refer to CD8, Schedule A |
| -Accessory buildings | |

Floor area more than 10m² and over 3m in height - refer to CD8, Schedule A

Floor area no more than 10m² and no more than 3m in height - 0m

Minimum Parcel Size

Notwithstanding the minimum parcel size and parcel shape requirements of Sections 4.4 and 4.6 of this Bylaw, the minimum parcel size and parcel shape in the CD8 zone shall be as shown on Schedule 'A' attached to the CD8 zone.



Section 3.4.48

COMPREHENSIVE DEVELOPMENT ZONE 9**CD9****General**

The CD9 zone shall be developed in substantial compliance with the plans attached as "Schedule 'A1' (Site Plan and Parking), 'and 'L1' (Landscaping) of this zone.

Permitted Uses and Minimum Site Area

Permitted Use	Required Site Area
a) Residential Use	n/a
b) Public Assembly	n/a
c) Food Concessions	n/a

Maximum Number and Size of Buildings and Structures

Combined total of all dwelling units per parcel	37
Height	
- Service building	9.0m
- All other buildings	7.5m
Parcel coverage	35%

Minimum Setback Requirements

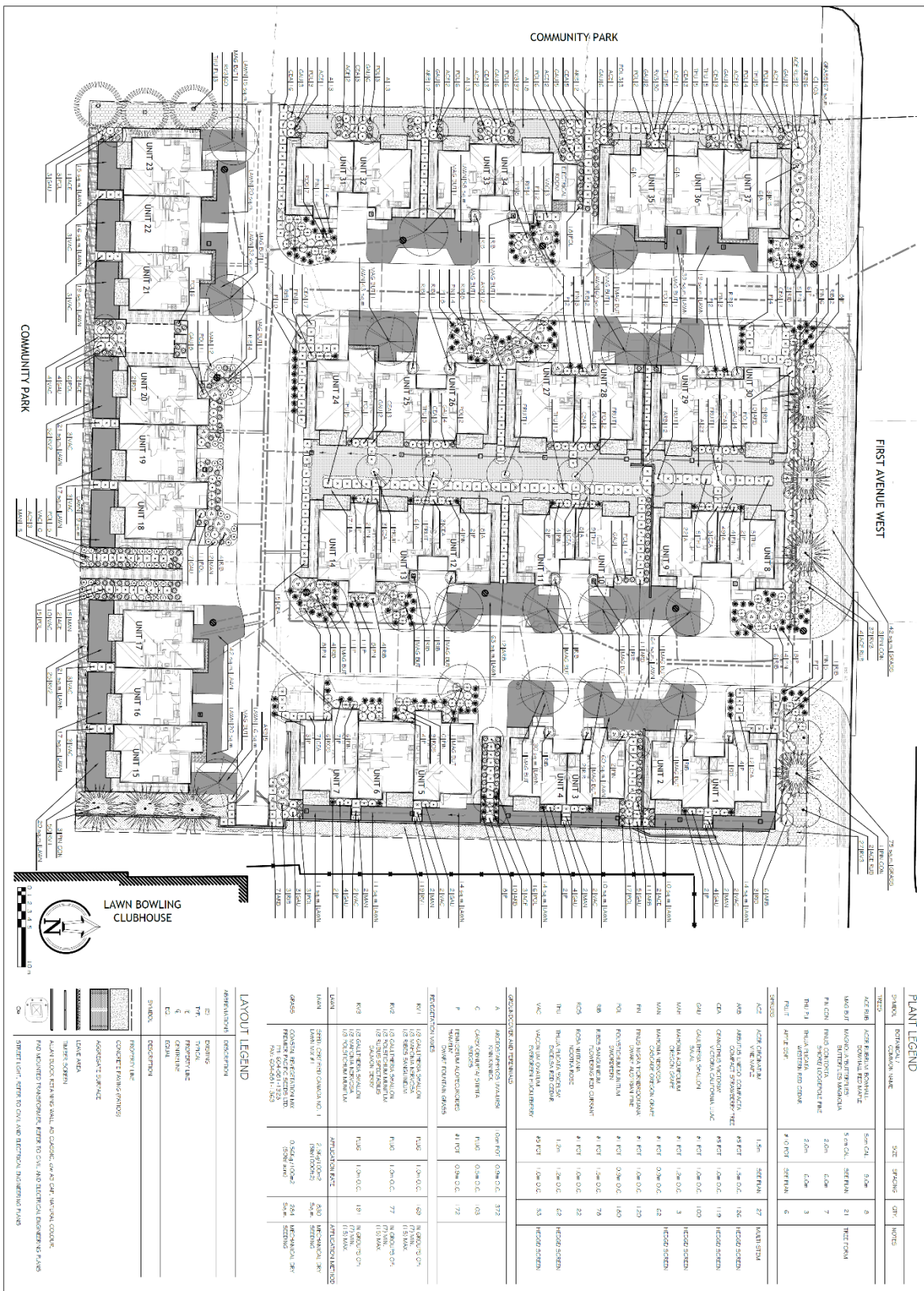
Minimum setbacks to all property lines shall be in accordance with the site plan attached as Schedule 'A1'

Landscape Requirements

Landscaping and screening shall be in accordance with the site plan attached as Schedule 'L1'

Parking

Notwithstanding the parking requirements specified in Schedule '3B' Required Number of Off Street Parking Spaces, parking shall be in accordance with the site plan attached as Schedule 'A1'



#	Date	NOTES
1	13MAR2013	Receiving Application
2	24APR2013	Receiving Application
3	24APR2013	Receiving Application
4	24APR2013	Receiving Application
5	24APR2013	Receiving Application
6	24APR2013	Receiving Application

PLANTING PLAN

Date: February 24, 2015

Drawn: CM / HG

Checked: CM / HG

Scale: 1:200 metric

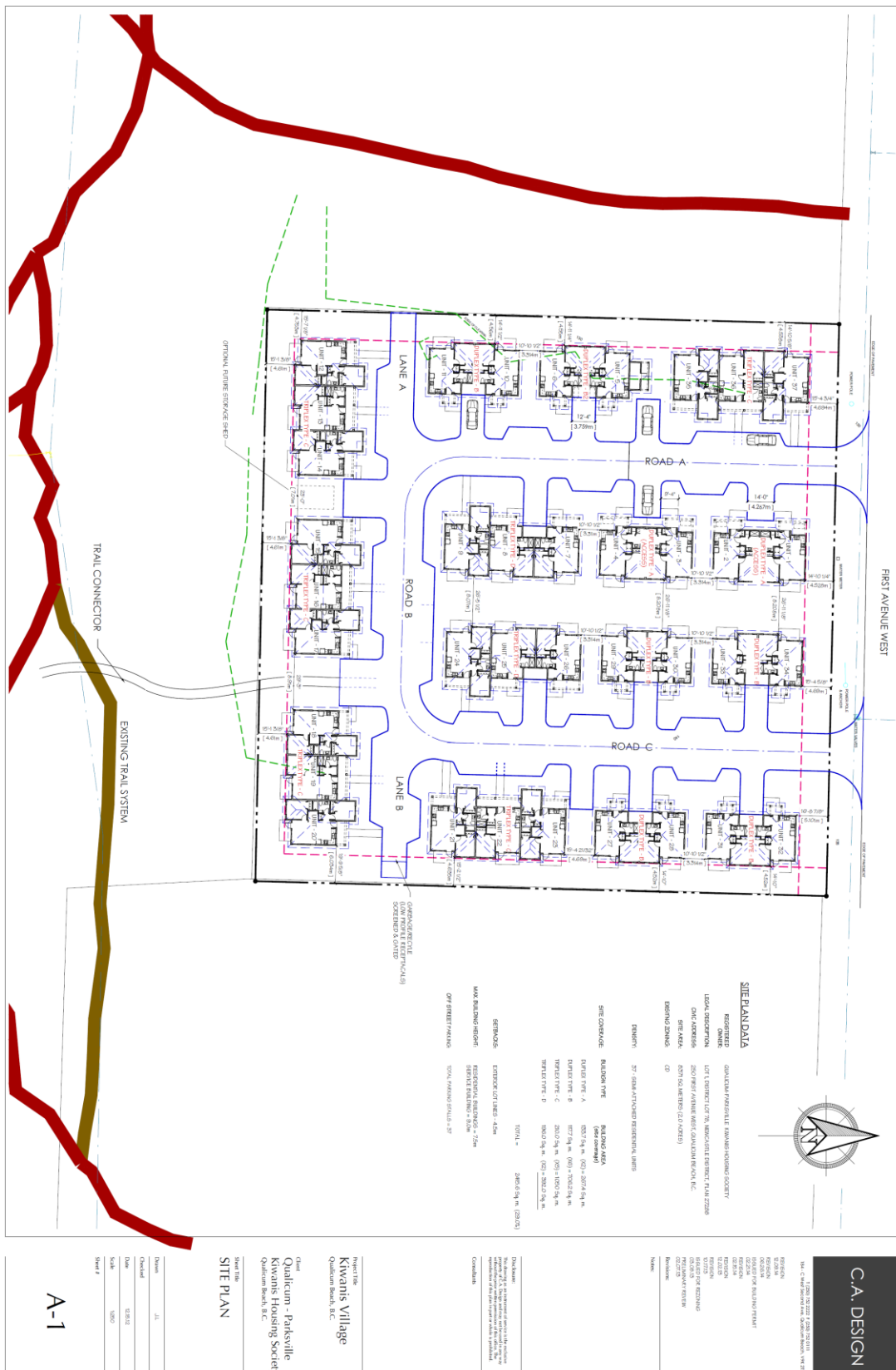
Project Number: 12-0074

DRAWING NUMBER: L1 of 1



Kiwanis Village
 Qualicum-Parksville
 Kiwanis Housing Society
 Qualicum Beach, BC

844 Shorewood Drive, Port Moody, BC V3H 1S1
 TEL: 250.248.3089 FAX: 250.248.3089
 www.macdonaldgray.ca



Section 3.4.49

COMPREHENSIVE DEVELOPMENT ZONE 10**CD10****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | | |
|----|---------------------------------|------|
| a) | Home Occupation Use | n/a |
| b) | Residential Use | |
| | - single detached dwelling unit | n/a |
| | - per duplex | 500m |

Maximum Number and Size of Buildings and Structures

Accessory buildings	- n/a
---------------------	-------

Dwelling Units	Dwelling units shall be in accordance with the site plan attached as Schedule 'A4'
----------------	--

Height

- | | |
|--|------|
| - Principal building | |
| - Interior heated space | 7.3m |
| - Ridge of gable, hip or gambrel sloped roof | 9.0m |
| - Deck line | 8.0m |
| - Top of roof | 9.0m |
| - Flat roof | 8.0m |
| - Accessory building | 4.5m |

Floor Area Ratio	0.75
------------------	------

Parcel coverage	65%
-----------------	-----

Minimum Setback Requirements

As show in the site plan attached as Schedule 'A4'

Except:

- a. where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 General Regulations shall apply.
- b. That any roof overhang, eave, cornice or gutter may project to a maximum of 0.6m into any required setback area.

Parking

Notwithstanding the parking requirements specified in Schedule '3B' Required Number of Off Street Parking Spaces, parking be in accordance with the site plan attached as Schedule 'A4'

Section 3.4.50

COMPREHENSIVE DEVELOPMENT ZONE 11**CD11****General**

The CD11 zone shall be developed in substantial compliance with the plans attached as “Schedules ‘A101, ‘A201’, ‘A401, and ‘L1’ of this zone.

Permitted Uses and Minimum Site Area

Permitted Use	Required Site Area
a) Cafe	n/a
b) Hotel	n/a
c) Neighbourhood Pub	n/a
d) Recreation Facility	n/a
e) Restaurant	n/a

Maximum Number and Size of Buildings and Structures

Maximum Number of hotel rooms per parcel	25
--	----

Maximum Number of hotel rooms if the following conditions are met:	40
--	----

- 1. Provision of a public right of way and construction of a pathway along the length of the waterfront side of the subject property, as shown on Schedule ‘L1’*

- 2. Construction of a 3.0m wide continuous pedestrian walkway to the south of the property, as shown on Schedule ‘L1’*

Height	As shown on Schedule ‘A-301’
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Parcel coverage	51%
-----------------	-----

Minimum Setback Requirements

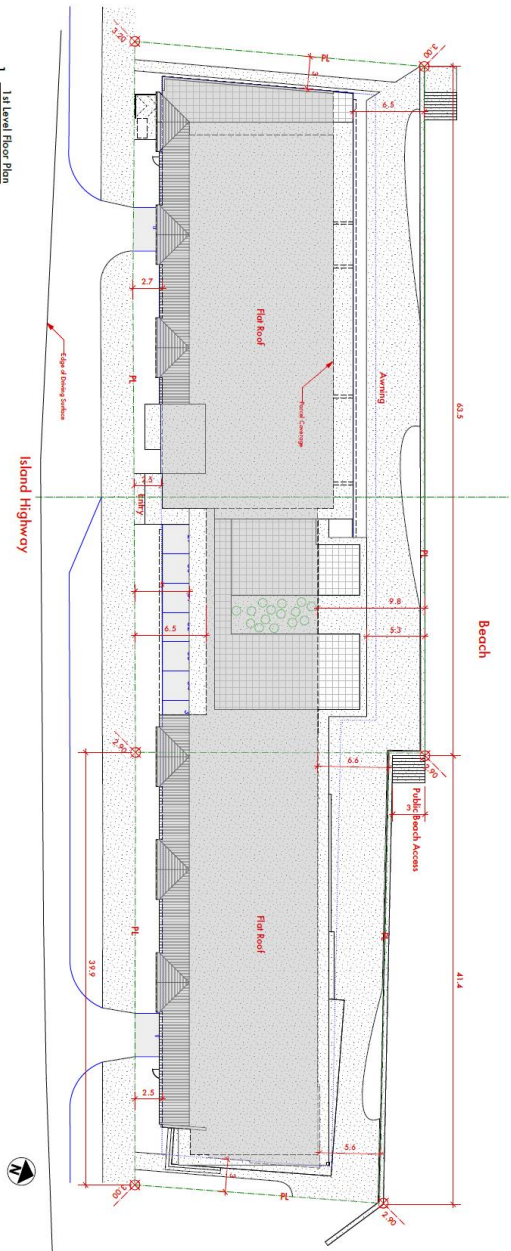
Minimum setbacks to all property lines shall be in accordance with the site plan attached as Schedule ‘A-101’

Landscape Requirements

Landscaping and screening shall be in accordance with the site plan attached as Schedule ‘L1’



Project Summary			
2757 - 2791 Island Highway		Commercial 2	
Current Zoning District		Hotel	
Use	Allowed	Proposed	
Lot Area	100 sq m	2865 sq m	
Site Area Per Unit	200 sq m	66.38 sq m	
No. of units	20 Units	40 Units	
Building Height	Max. 7.5 m	7.65 m	
Building Area	Max. 40 %	1441 sq m	
Parcel Coverage	Max. 40 %	53.145 %	
Setbacks			
Front	Min. 4.5 m	2.5 m	
Interior Side Lot	Min. 3 m	3 m	
Exterior Side Lot	Min. 3 m	3 m	
Rear Lot	Min. 4.5 m	6.5 m	
Parking Hotel	Per Unit 1 Stall		
Restaurant	Per Unit 1 Stall		
Total parking	10 stalls	49 Stalls	
Gross Floor Area			
1st Level		212 sq m	
2nd Level		2428 sq m	
3rd Level		1279 sq m	
4th Level		547 sq m	
Total Gross Floor Area		3470 sq m	



1st Level Floor Plan
Scale 1:200

studio
seibel
architects
+ design

2757/2751
Island Hwy W
Qualicum, BC

notes

Studio Seibel, and inc.
1100-1101
Vancouver, B.C. V5X 4V9
604-595-9909
sst@studioseibel.com

issue

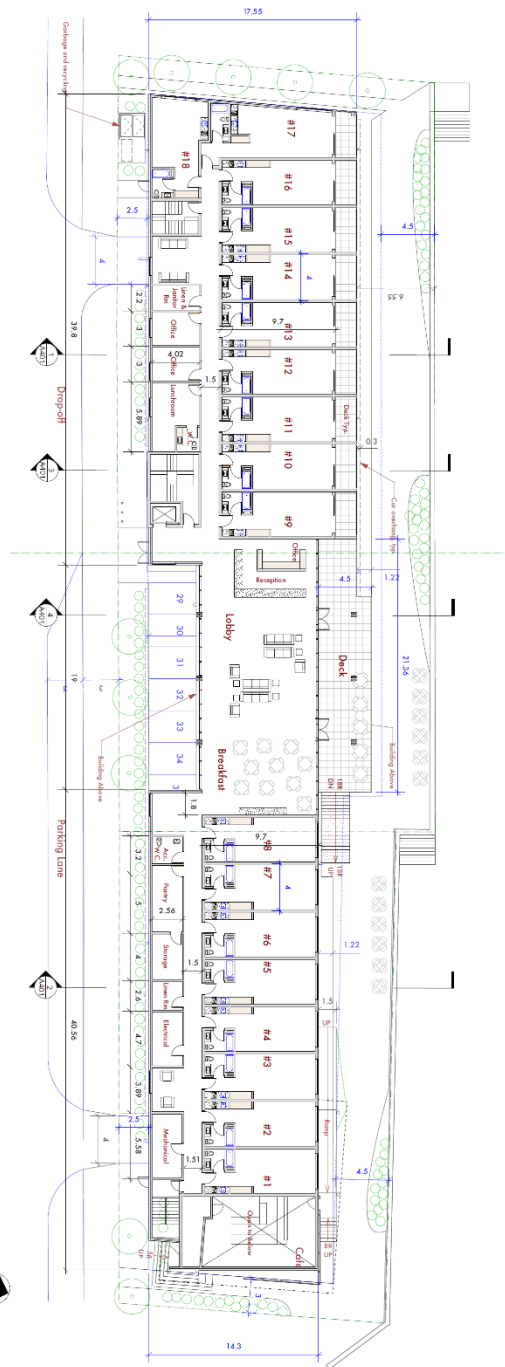
1 1/2017 Revising Map
3 2/2017 Revising S.I.

drawing

SITE PLAN
& PROJECT
DATA

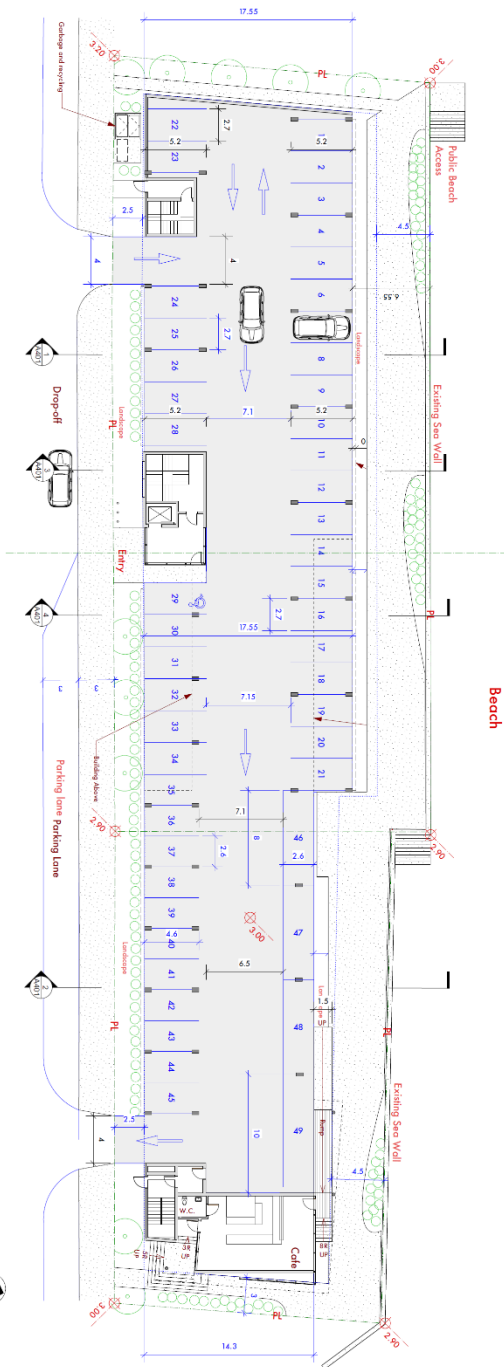
page no.

A-101

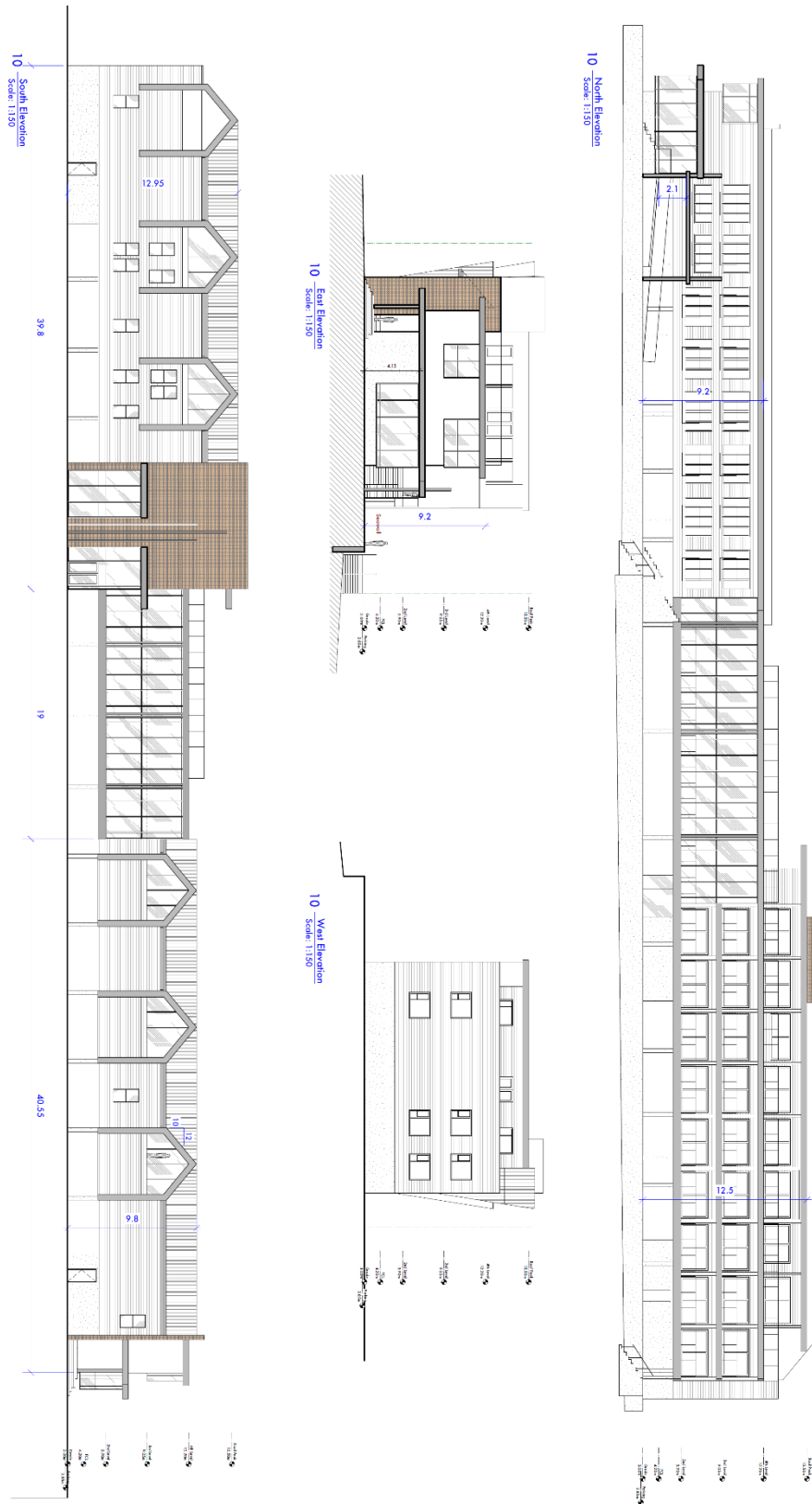


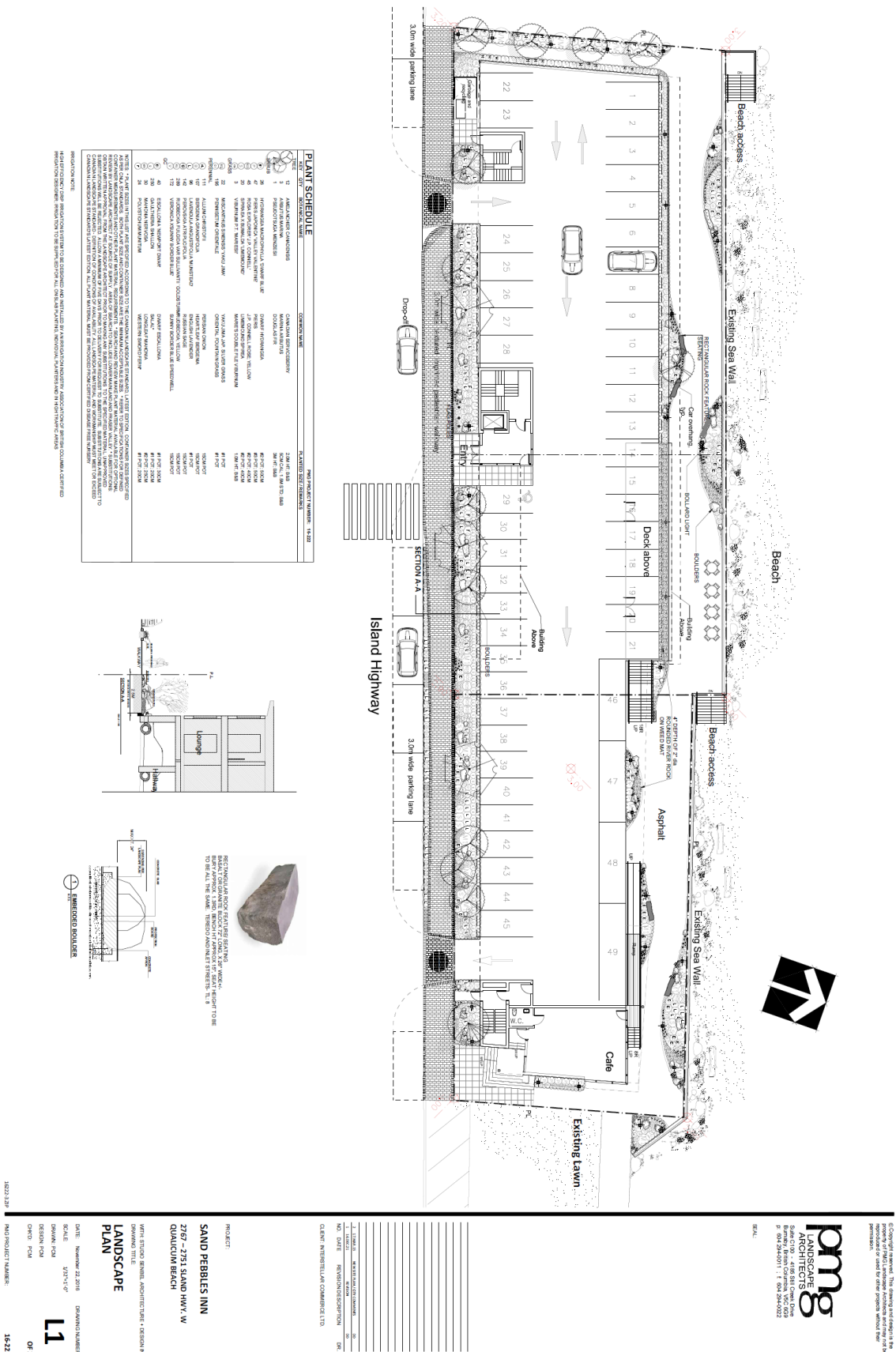
2 2nd Level Floor Plan

Scale: 1:200



1st Level Floor Plan
Scale: 1:200





Section 3.4.51	
COMPREHENSIVE DEVELOPMENT ZONE 12	CD12
Permitted Uses and Minimum Site Area	
Permitted Use	
a) Condominium	
b) Apartment	
Maximum Number and Size of Buildings and Structures	
The maximum number and size of buildings and structures shall be in accordance with the plans attached as Schedule 'C-1 (Site Plan)'	
Dwelling Units	34
Parcel coverage	40%
Minimum Setback Requirements	
As shown on Site Plan C-1	
Landscaping & Screening	
Landscaping shall be in accordance with the site plan attached as Landscape Concept Layout	
Parking	
Notwithstanding the parking requirements specified in Schedule '3B' Required Number of Off Street Parking Spaces, parking to be in accordance with the submitted detailed parking assignment plan.	

Section 3.4.52

COMPREHENSIVE DEVELOPMENT ZONE 13**CD13****Permitted Uses and Minimum Site Area****Permitted Use**

- a) Home Occupation Use
- b) Residential Use
 - single detached dwelling unit
 - per duplex
- c) Ancillary Dwelling Unit

Maximum Number and Size of Buildings and Structures

Accessory buildings	- n/a
Dwelling Units	Dwelling units shall be in accordance with the site plan attached as Schedule 'A-4'
Height	
- Principal building	
- Interior heated space	7.3m
- Ridge of gable, hip or gambrel sloped roof	9.0m
- Deck line	8.0m
- Top of roof	9.0m
- Flat roof	8.0m
- Accessory building	4.5m
Parcel Coverage	
Single Detached Residential	45%
Duplex	55%

Minimum Setback Requirements

As shown in the site plan attached as Schedule 'Single Family Res – Concept' and 'Duplex – Plan Concept'

Except:

- a. where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 General Regulations shall apply.

Parking

Notwithstanding the parking requirements specified in Schedule '3B' Required Number of Off-Street Parking Spaces, parking to be in accordance with the site plan attached as Schedule 'A-4'.



DRAFT

1 SITE PLAN (PROPOSED)
A-4 SCALE 1:1000



C.A. DESIGN
11000 104 Street, Unit 101, Richmond, BC V6X 1A1
Tel: 604.273.8888 Fax: 604.273.8889
www.ca-design.com

DESIGNED BY: C.A. DESIGN
DRAWN BY: C.A. DESIGN
CHECKED BY: C.A. DESIGN
DATE: 10/10/2011
PROJECT: 11000 104 STREET, UNIT 101, RICHMOND, BC
SHEET: A-4

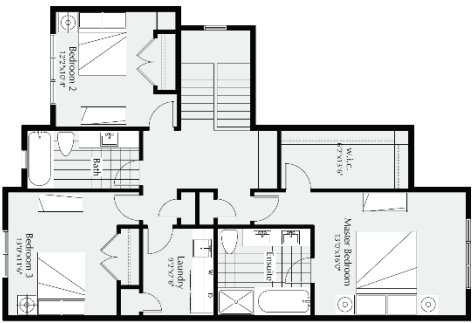
Disclaimer: This site plan is a conceptual design and is not intended to be used for construction purposes. It is the responsibility of the client to ensure that the design is suitable for the intended use and that all necessary permits and approvals are obtained before construction begins.

Project Title: CLAYMORE LANDING
Client: Pacific Beach Investments Ltd.
Address: 11000 104 STREET, UNIT 101, RICHMOND, BC

Sheet Title: CONCEPTUAL SITE PLAN - D

Drawn	J.L.
Checked	J.L.
Date	10/10/2011
Scale	AS SHOWN
Sheet #	A-4

A-4



Duplex - Plan Concept
02.14.17

Section 3.4.53

COMPREHENSIVE DEVELOPMENT 15**CD15****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|---------------------------------|--------------------|
| a) Home Occupation Use | n/a |
| b) Residential Use | |
| - one single detached dwelling | n/a |
| - two single detached dwellings | 2500m ² |
| - ancillary dwelling unit | n/a |
| c) Bed and Breakfast | n/a |

Maximum Number and Size of Buildings and Structures

Accessory buildings - combined floor area of 75 m²

Combined total of all dwelling units per parcel 3

Height

- | | |
|--|------|
| - Principal building | |
| - Interior heated space | 7.3m |
| - Ridge of gable, hip or gambrel sloped roof | 9.0m |
| - Mansard roof | |
| - deck line | 8.0m |
| - top of roof | 9.0m |
| - Flat roof | 8.0m |
| - Accessory building | 4.5m |

Parcel coverage 35%

Minimum Setback Requirements

Front lot line 8.0m

Rear lot line

- | | |
|-------------------------------------|------|
| -Principal building | 3.0m |
| - Part not more than 4.5m in height | 6.0m |
| - Part more than 4.5m in height | |

-Accessory building

Floor area more than 10 m² or over 3 m in height and

- | | |
|-------------------------------|------|
| - Rear lot line abuts lane | 2.5m |
| - Rear lot does not abut lane | 1.5m |

Floor area no more than 10 m² and under 3 m in height 0m

Exterior side lot line 4.5m

Interior side lot line

- | | |
|---------------------|------|
| -Principal building | 1.5m |
|---------------------|------|

-Accessory buildings

Floor area more than 10 m² or over 3 m in height 1.5m

Floor area no more than 10 m² and no more than 3m in height 0m

Interior side lot line adjacent to a lane 3.0m

Provided

that the aggregate total of the minimum distances from each interior side lot line to the principal building shall not be less than 4.5m.

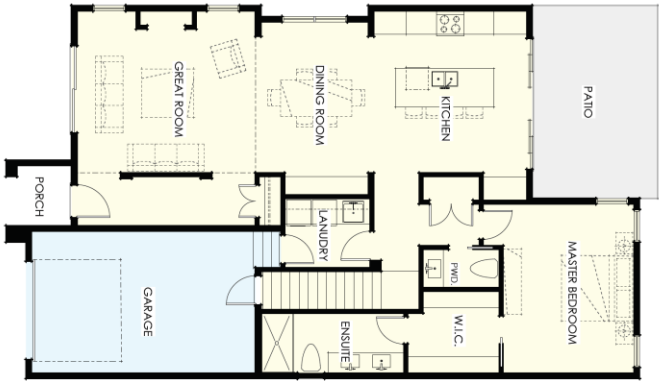
Except:

where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.

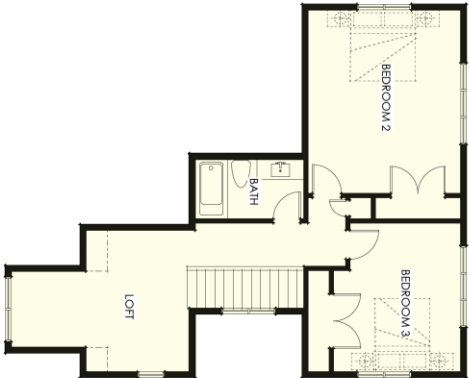
Section 3.4.54	
COMPREHENSIVE DEVELOPMENT ZONE 16	CD16
Permitted Uses and Minimum Site Area	
Permitted Use	
a) Duplex	
Maximum Number and Size of Buildings and Structures	
The maximum number and size of buildings and structures shall be in accordance with the plans attached as Schedule 'Site Plan'	
Dwelling Units	2
Parcel coverage	45%
Minimum Setback Requirements	
As shown on 'Site Plan'	
Except:	
a. Where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply. b. That any roof overhang, eave, cornice or gutter may project to a maximum of 0.6m into any required setback area.	

Section 3.4.55	
COMPREHENSIVE DEVELOPMENT ZONE 18	CD18
Permitted Uses and Minimum Site Area	
Permitted Use	Required Site Area
a) Home Occupation Use	n/a
b) Bed and Breakfast	n/a
b) Residential Use - single detached dwelling unit	n/a
Maximum Number and Size of Buildings and Structures	
Accessory buildings	- n/a
Dwelling Units	Dwelling units shall be in accordance with the site plan attached as Schedule 'Site Plan'
Height	
- Principal building	
- Interior heated space	7.3m
- Ridge of gable, hip or gambrel sloped roof	9.0m
- Mansard roof	
- Deck line	8.0m
- Top of roof	9.0m
- Flat roof	8.0m
Floor Area Ratio	
Parcel coverage	0.85 55%
Minimum Setback Requirements	
As show in the site plan attached as Schedule 'Site Plan'	
Except:	
a. where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.	
b. That any roof overhang, eave, cornice or gutter may project to a maximum of 0.6m into any required setback area.	
Parking	
Notwithstanding the parking requirements specified in Schedule '3B' Required Number of Off Street Parking Spaces, parking be in accordance with the site plan attached as Schedule 'Site Plan'	





○ Main Floor Plan
Floor Area = 1358 sq. ft.
(Not Including Garage)



○ Upper Floor Plan
Floor Area = 824 sq. ft.



○ East Elevation (Front)
Scale = 3/16" = 1'-0"

Section 3.4.56

COMPREHENSIVE DEVELOPMENT ZONE 19**CD19****Permitted Uses and Minimum Site Area**

Permitted Use	Required Site Area
a) Residential	64m ²
b) Office	n/a
c) Personal Service Use	n/a
d) Public Assembly Use	n/a
e) Recreation Facility	n/a
f) Restaurant	n/a
g) Retail Store	n/a

Maximum Number and Size of Buildings and Structures

Height	
- Building A	23.57m
- Building B	19.76m
Dwelling Units	72
Parcel coverage	90%

Minimum Setback Requirements

Front lot line	0m
Interior side lot lines	2.85m
Exterior side lot line	1.2m
Rear lot line to parking garage	0m

Except:

- a) where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;

Except:

Where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations apply.

Section 3.4.57

COMPREHENSIVE DEVELOPMENT ZONE 21**CD21****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

a) Residential Rental Tenure

n/a

b) Home Occupation

n/a

Maximum Number and Size of Buildings and Structures

Accessory buildings - n/a

Dwelling Units Dwelling units shall be in accordance with the site plan attached as 'Site Plan'

Height

- Principal building

- Interior heated space

7.3m

- Ridge of gable, hip or gambrel sloped roof

9.5m

- Mansard roof

- Deck line

8.0m

- Top of roof

9.0m

- Flat roof

8.0m

Parcel Coverage

35%

Minimum Setback Requirements

As shown in the site plan attached as 'Site Plan'

Except:

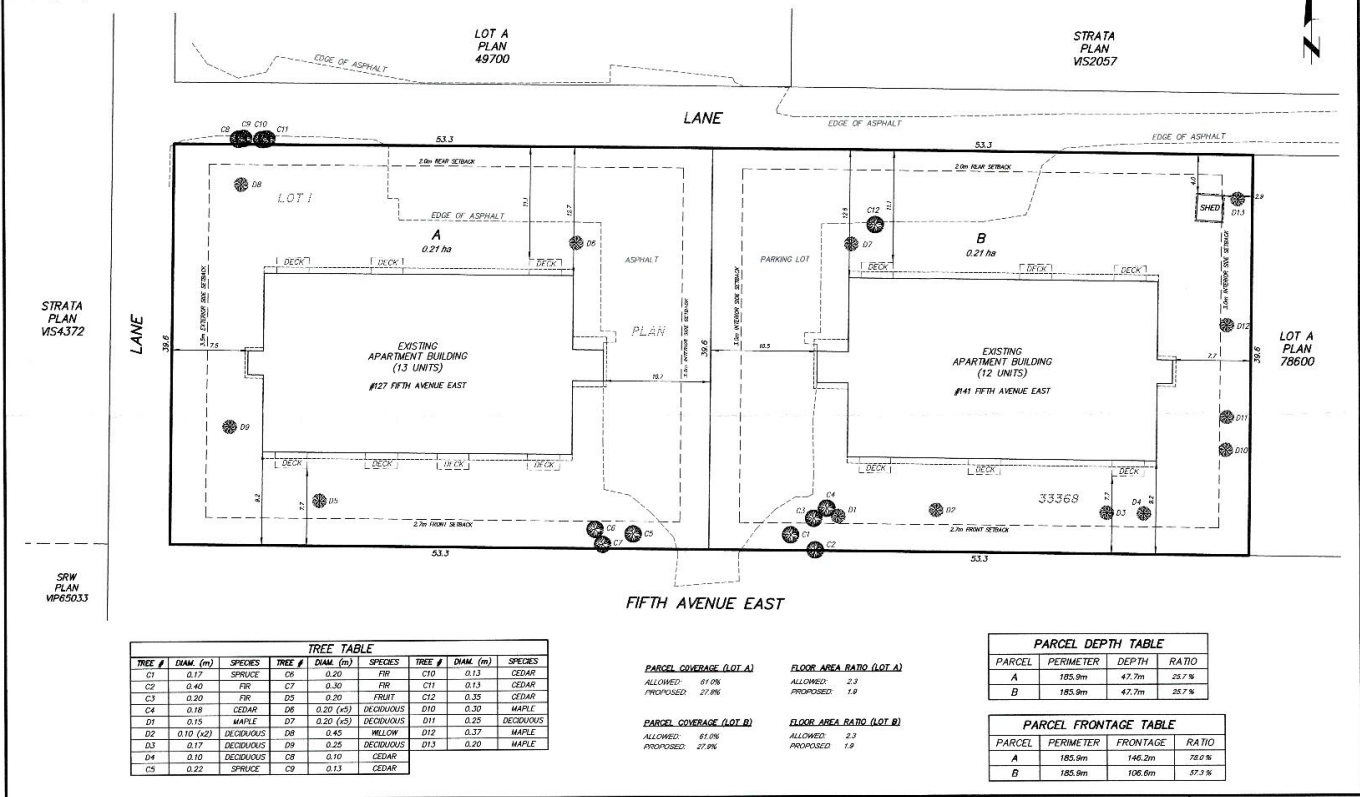
- a. where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations apply.
- b. That any roof overhang, eave, cornice or gutter may project to a maximum of 0.6m into any required setback area.

Subdivision DistrictNotwithstanding the minimum Parcel size specified in Schedule '4B', the minimum parcel size for property within the 'Comprehensive Development Zone 21' shall be 2,000m².

PROPOSED SUBDIVISION PLAN OF LOT 1, DISTRICT LOT 78, NEWCASTLE DISTRICT, PLAN 33368.

SCALE 1:250

THE INTENDED PLOT SIZE IS 560mm IN WIDTH AND 430mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:250.



Section 3.4.65

COMMERCIAL RESIDENTIAL 1**(CR1)****Permitted Uses and Minimum Site Area**

Permitted Use	Required Site Area
a) Office use	n/a
b) Personal Service Use	n/a
c) Public Assembly Use	n/a
d) Recreation Facility	n/a
e) Restaurant	n/a
f) Retail Store	n/a
g) Dwelling Units – each unit	185m ²
h) Public Parking Lot	n/a

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures

Height	10.0m
Parcel coverage	75%

Landscape Requirements

20% of the lot must be landscaped.

Minimum Setback Requirements

Front lot line	1.0m
Interior side lot lines	1.5m
Exterior side lot line	1.0m
Rear lot line	2.0m

Except:

- where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;
- where any part of a parcel contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.70

CONSERVATION 1**E1****Permitted Uses****Permitted Use**

- a) Historic site
- b) Natural site

Maximum Number and Size of Buildings and Structures

Height	8.0m
Parcel coverage	5%

Minimum Setback Requirements

Front lot line	8.0m
Other lot lines	5.0m

Section 3.4.71

CONSERVATION 2**E2****Permitted Uses**

- a) Ecological Conservation and Education
- b) Natural Site
- c) Residential Use

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Height	8.0m
Parcel coverage	

Minimum Setback Requirements

Lot line abutting Highway No. 19A	75.0m
Other lot lines	8.0m

Except where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply

Section 3.4.72

CONSERVATION 3**E3****Permitted Uses**

- a) Natural Site
- b) Residential Use

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Height	8.0m
Parcel coverage	1%

Minimum Setback Requirements

All lot lines	15.0m
---------------	-------

Except where any part of a parcel is adjacent to or contains a watercourse then the Regulations in Section 3.3 of General Regulations shall apply.

Section 3.4.80

RECREATION 1**F1****Permitted Uses****Permitted Use**

- a) Outdoor Recreation
- b) Residential Use
- c) Public Assembly Use
- d) Recreation Facility

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Height	9.0m
Parcel coverage	20%

Minimum Setback Requirements

Front lot line	8.0m
Other lot lines	5.0m

Section 3.4.81

RECREATION 2**F2****Permitted Uses****Permitted Use**

- a) Outdoor Recreation
- b) Residential Use

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Height	8.0m
Parcel Coverage	10%

Minimum Setback Requirements

Front lot line	8.0m
Other lot lines	5.0m

Section 3.4.82

RECREATION 3**F3****Permitted Uses****Permitted Use**

- a) Golf Course

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Height	8.0m
Parcel Coverage	10%

Minimum Setback Requirements

All lot lines 8.0m

Except where any part of a parcel is adjacent to or contains a watercourse, then the regulation in Section 3.3 of General Regulations shall apply.

Section 3.4.83

RECREATION 4**F4****Permitted Uses**

Golf Course

Clubhouse

Accessory Buildings

Maximum Number and Size of Buildings and Structures

Height

10.0m

Parcel Coverage

10%

Minimum Setback Requirements

All lot lines

8.0m

Except where any part of a parcel is adjacent to or contains a watercourse, then the regulation in Section 3.3 of General Regulations shall apply.

Section 3.4.90

INDUSTRIAL 1**I1****Permitted Uses****Permitted Use**

- a) Heavy Equipment Display
- b) Light Industry
- c) Marshalling Yard
- d) Outdoor Sales
- e) Shipping Yard
- f) Transportation Terminal
- g) Recreation Facility
- h) Public Utility Use
- i) Public Parking Lot
- j) Accessory Dwelling Unit
- k) Animal Care

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures

Accessory Dwelling units/parcel	1
Height	8.0m
Parcel Coverage	75%

Minimum Setback Requirements

Front lot line	6.0m
Exterior side lot line	6.0m
Other lot lines	3.0m

Except:

- a) where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;
- b) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- c) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.91

INDUSTRIAL 2**I2****Permitted Uses****Permitted Use**

- a) Marshalling Yard
- b) Shipping Yard
- c) Transportation Terminal
- d) Silviculture

Maximum Number and Size of Buildings and Structures

Height	8.0m
Parcel coverage	90%

Minimum Setback Requirements

Lot Line abutting a parcel zoned other than 'Industrial'	3.0m
All other lot lines	0.0m

Except where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.

Section 3.4.100

INSTITUTIONAL 1**P1****Permitted Uses****Permitted Use**

- a) Church
- b) Public Assembly Use
- c) School
- d) Public Parking Lot
- e) Residential Use as an Accessory Use to a Church or School

Maximum Number and Size of Buildings and Structures

Dwelling units per parcel (Residential Use)	1
---	---

Height

- Interior heated space	8.5m
- Ridge of gable, hip or gambrel sloped roof	10.0m
Mansard roof	
- deck line	9.0m
- top of roof	10.0m
Flat roof	9.0m

Parcel coverage	40%
-----------------	-----

Except that the maximum height of a school gymnasium shall not exceed 12.0m

Minimum Setback Requirements

Front lot line	8.0m
Other lot lines	5.0m

Except that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.101

INSTITUTIONAL 2**P2****Permitted Uses****Permitted Use**

- a) Charitable
- b) Educational
- c) Philanthropic
- d) Social
- e) Artistic
- f) Recreational
- g) Historical
- h) Residential Use
- i) Hospice

Maximum Number and Size of Buildings and Structures

Dwelling units per parcel	1
Height	9m
- Interior heated space	8.5m
- Ridge of gable, hip or gambrel sloped	10.0m
Mansard roof	
- deck line	9.0m
- top of roof	10.0m
Flat roof	9.0m
Parcel Coverage	40%
Except that the maximum height of a school gymnasium shall not exceed 12.0m	

Minimum Setback Requirements

Front lot line	8.0m
Other lot lines	5.0m

Section 3.4.102

INSTITUTIONAL 3**P3****Permitted Uses and Minimum Site Area**

Permitted Use	Required Site Area
a) Personal Care Facility	
b) Personal Care Unit	
c) Public Assembly Use	
d) Public Parking Lot	n/a
e) Residential Use	100m ²

Required Site Area

The Required Site Area may be reduced by an amount equal to 25% of the Required Site Area multiplied by the percentage of on-site parking which is provided in an underground parking structure.

Maximum Number and Size of Buildings and Structures

Dwelling units (Residential Use)	1
Height	9.0m
Parcel Coverage	40%

Minimum Setback Requirements

Front lot line	8.0m
Other lot lines	5.0m

Except that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.103

INSTITUTIONAL 4**P4****Permitted Uses****Permitted Use**

- a) Public Parking Lot

Landscaping and Screening

Landscaping and Screening must be provided as follows:

Location

- Setback requirement area
- Setback requirement area adjoining

Minimum Height

1.0m

Minimum Setback Requirements

All lot lines

1.0m

Section 3.4.104

INSTITUTIONAL 5**P5****Permitted Uses**

Permitted Use

- a) Railway
- b) Train Station
- c) Public Utility Use

Maximum Number and Size of Buildings and Structures

Height	10.0m
Parcel coverage	5%

Minimum Setback Requirements

All lot lines	1.5m
---------------	------

Except that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.105

INSTITUTIONAL 6**P6****Permitted Uses & Maximum Site Area****Permitted Use****Required Site Area**

- | | |
|---|-------------------|
| a) Personal Care Facility | n/a |
| b) Personal Care Unit | |
| i) each unit | 200m ² |
| ii) each unit where a housing agreement is entered into with the Town regarding the use of the property as a Personal Care Unit | 100m ² |
| c) Residential Unit | 100m ² |

Required Site Area

The Required Site Area may be reduced by an amount equal to 25% of the Required Site Area multiplied by the percentage of on-site parking which is provided in an underground parking structure.

Maximum Number and Size of Buildings and Structures

Dwelling Units/parcel (Residential Use)	1
Height	
- Interior heated space	9.0m
- Roof	13.0m
Parcel coverage	35%
Floor Area Ratio	1.04

Minimum Setback Requirements

Front lot line	8.0m
Other lot lines	5.0m

Except that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.106

INSTITUTIONAL 7**P7****Permitted Uses****Permitted Use**

- a) Church
- b) Public Assembly Use
- c) School
- d) Public Parking Lot
- e) Residential Use

Maximum Number and Size of Buildings and Structures

Dwelling units per parcel (Residential Use)	1
---	---

Height

- Interior heated space	8.5m
- Ridge of gable, hip or gambrel sloped roof	10.0m
Mansard roof	
- deck line	9.0m
- top of roof	10.0m
Flat roof	9.0m

Parcel coverage	50%
-----------------	-----

Except that the maximum height of a school gymnasium shall not exceed 12.0m

Minimum Setback Requirements

Front lot line	0m
Interior side lot lines	1.5m
Interior side lot line adjacent to a lane	1.5m
Exterior side lot line	0m
Rear lot line	0m

Except:

- a) where the adjoining parcel is zoned commercial or industrial then the setback from the common interior side lot line may be reduced to zero;
- b) where any part of a parcel contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply
- c) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.107

INSTITUTIONAL 8**P8****Permitted Uses****Permitted Use**

- a) Public School

Maximum Number and Size of Buildings and Structures**Height**

- Interior heated space	8.5m
- Ridge of gable, hip or gambrel sloped	10.0m
Mansard roof	
- deck line	9.0m
- top of roof	10.0m
Flat roof	9.0m

Parcel coverage	40%
-----------------	-----

Minimum Setback Requirements

Front lot line	8.0m
Other lot lines	5.0m

Except:

- a) where any part of a parcel contains a watercourse then the regulations in Section 3.3 of General Regulations apply
- b) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.108

INSTITUTIONAL 9**P9****Permitted Uses & Maximum Site Area**

Permitted Use	Required Site Area
a) Personal Care Facility	n/a
b) Personal Care Unit	
i) each unit	200m ²
ii) each unit where a housing agreement is entered into	
c) Residential Unit	100m ²

Required Site Area

The Required Site Area may be reduced by an amount equal to 25% of the Required Site Area multiplied by the percentage of on-site parking which is provided in an underground parking structure.

Maximum Number and Size of Buildings and Structures

Dwelling Units/parcel (Residential Use)	1
Height	
- Interior heated space	9.0m
- Roof	13.0m
Parcel coverage	46%
Floor Area Ratio	1.33

Minimum Setback Requirements

Front lot line	8.0m
Rear lot line	5.0m
Side lot line	3.0m

Except that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.110

RURAL RESIDENTIAL 1**RR1****Permitted Uses & Minimum Site Area**

Permitted Use	Required Site Area
a) Home Occupation Use	n/a
b) Residential Use	
- ancillary dwelling unit	n/a
- one single detached dwelling	n/a
- two single detached dwellings	2500m ²
c) Bed and Breakfast	n/a
d) Agriculture	n/a

Maximum Number and Size of Buildings and Structures

Accessory buildings - combined floor area of	75m ² per dwelling unit
Combined total of all dwelling units per parcel	2
Height	
-Principal building	
- Interior heated space	7.3m
- Ridge of a gable, hip or gambrel sloped roof	9.0m
- Mansard roof	
- deck line	8.0m
- top of roof	9.0m
- Flat roof	8.0m
- Accessory building	4.5m
Parcel coverage	35%

Minimum Setback Requirements

Front lot line	8.0m
Rear lot line	
- Principal Building	
- Accessory building	
-Floor area more than 10 m ² or over 3 m in height, and	
-rear lot line abuts lane	2.5m
-rear lot does not abut lane	1.5m
-Floor area no more than 10 m ² , and no more than 3 m in height	0m
Exterior side lot line	4.5m
Interior side lot line	
- Principal building	1.5m
- Accessory buildings	
Floor area more than 10 m ² or over 3 m in height	1.5m
Floor area no more than 10 m ² and no more than 3 m in height	0.0m
Interior side lot line adjacent to a lane	3.0m

Provided

that the aggregate width of all interior side lot line setbacks to a principal building shall not be less than 4.5m; and,

Except

where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.

Section 3.4.111

RESIDENTIAL 1**R1**

Purpose: To provide a low density zone that will accommodate a diversity of housing types intended to fit into a predominantly suburban context, which includes single-detached dwelling, duplex, houseplex and ancillary dwelling units.

Permitted Uses

- a) Single Detached Dwelling
- b) Duplex
- c) Houseplex

Accessory Uses

- d) Ancillary Dwelling Unit
- e) Home Occupation
- f) Bed and Breakfast

Maximum Number and Size of Buildings and Structures

Accessory buildings - combined floor area of 75m²

Maximum number of dwelling units per parcel 4

* A maximum of two dwelling units can be subdivided under the *Strata Property Act*

Height

- Single Detached Dwelling or Duplex 9.0m
- Flat roof 8.0m
- Houseplex 11.0m
- Flat roof 10.0m
- Ancillary Dwelling Unit 6.5m
- Accessory Building 4.5m

Parcel coverage 55%

Minimum Setback Requirements**Front lot line**

- Ancillary Dwelling Unit
 - Less than 8.0m in width and under 6.5m in height 2.0m
 - More than 8.0m in width or 6.5m in height 6.0m
- Houseplex
 - Less than 8.0m in width and under 6.5m in height 2.0m
 - More than 8.0m in width and 6.5m in height 4.0m
- Front facing garage 6.0m
- Duplex or Single Detached Dwelling 6.0m

Rear lot line

- Portion of an Ancillary Dwelling Unit not more than 8.0m in width and 6.5m in height 2.0m
- Portion of a Houseplex not more than 8.0m in width and 6.5m in height 2.0m
- Houseplex 6.0m
- Rear-facing garage 2.0m
- Duplex or Single Detached Dwelling 6.0m
- Accessory Building (floor area no more than 10m² and no more than 3m in height) 0m

Exterior side lot line (6.0m sight triangle to be maintained)

- | | |
|--------------------------------------|------|
| - Single Detached Dwelling or Duplex | 4.5m |
| - Ancillary Dwelling Unit | 2.0m |
| - Accessory Building | 4.0m |

Interior side lot line	1.5m
------------------------	------

- | | |
|---|------|
| - Accessory buildings (Floor area no more than 10m ² and no more than 3 m in height) | 0.0m |
|---|------|

Provided that the aggregate total of the minimum distances from each interior side lot line to the principal building shall not be less than 4.5m.

Except:

where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply

Section 3.4.112

RESIDENTIAL 2**R2**

Purpose: To provide a low density zone that will accommodate a diversity of housing types intended to fit into the residential zones of the uptown area, which includes single-detached dwelling, duplex, houseplex and ancillary dwelling units.

Permitted Uses

- a) Single Detached Dwelling
- b) Duplex
- c) Houseplex

Accessory Uses

- d) Ancillary Dwelling Unit
- e) Home Occupation
- f) Bed and Breakfast

Maximum Number and Size of Buildings and Structures

Accessory buildings	- combined floor area of 75m ²
Maximum number of dwelling units per parcel	4
Height	
- Single Detached Dwelling or Duplex	9.0m
- Flat roof	8.0m
- Houseplex	11.0m
- Flat roof	10.0m
- Ancillary Dwelling Unit	6.5m
- Accessory Building	4.5m
Parcel coverage	55%

Minimum Setback Requirements

Front lot line

- Ancillary Dwelling Unit
 - Less than 8.0m in width and under 6.5m in height 2.0m
 - More than 8.0m in width or 6.5m in height 4.0m
- Houseplex
 - Less than 8.0m in width and under 6.5m in height 2.0m
 - More than 8.0m in width and 6.5m in height 4.0m
- Front facing garage 6.0m
- Duplex or Single Detached Dwelling 6.0m

Rear lot line

- Portion of an Ancillary Dwelling Unit not more than 8.0m in width and 6.5m in height 2.0m
- Portion of a Houseplex not more than 8.0m in width and 6.5m in height 2.0m
- Houseplex 6.0m
 - Rear-facing garage 2.0m
- Duplex or Single Detached Dwelling 6.0m
- Accessory Building (floor area no more than 10m² and no more than 3m in height) 0m

Exterior side lot line (6.0m sight triangle to be maintained)

- Houseplex	4.0m
- Single Detached Dwelling or Duplex	4.5m
- Ancillary Dwelling Unit	2.0m
- Accessory Building	4.0m
Interior side lot line	1.5m
- Accessory buildings (Floor area no more than 10 m ² and no more than 3	0.0m

Provided that the aggregate total of the minimum distances from each interior side lot line to the principal building shall not be less than 4.5m.

Except:

where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply

Section 3.4.113

RESIDENTIAL 3**R3****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|--|-------------------|
| a) Home Occupation Use | n/a |
| b) Residential Use | |
| - single detached dwellings | 700m ² |
| - per townhouse unit | 325m ² |
| - per apartment unit | 200m ² |
| c) Personal Care Unit | |
| (i) each unit | 200m ² |
| (ii) each unit where a housing agreement is entered into with the Town regarding the use of the property as a Personal Care Unit | 100m ² |

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures

Height

- | | |
|--|------|
| - Interior heated space | 7.3m |
| - Ridge of gable, hip or gambrel sloped roof | 9.0m |
| - Mansard roof | |
| - deck line | 8.0m |
| - top of roof | 9.0m |
| - Flat roof | 8.0m |

Parcel coverage

35%

Minimum Setback Requirements

All lot lines

8.0m

except:

- a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 6.3 of this Part shall apply.
that any roof overhang, eave, cornice or gutter may project to a maximum of 1.0m into any
- b) required setback area.

Section 3.4.114

RESIDENTIAL 4**R4****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|-----------------------------|-------------------|
| a) Mobile Home Park | 1.2ha |
| - per mobile home | 500m ² |
| b) Single detached dwelling | 500m ² |

Maximum Number and Size of Buildings and Structures

- | | | |
|-----------------------|----------------------------|--|
| Dwelling units/parcel | - mobile homes | Subject to Schedule '3C' of this Bylaw |
| | - single detached dwelling | 1 |
| Height | | 8.0m |
| Parcel coverage | | 40% |

Minimum Setback Requirements

All lot lines	8.0m
---------------	------

except where:

- a) any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.

Section 3.4.115

RESIDENTIAL 6**R6****Permitted Uses and Minimum Site Area****Permitted Use****Required Site****Area**

a) Residential Use-per dwelling unit

400m²**Maximum Number and Size of Buildings and Structures**

Accessory Buildings

Not permitted

Dwelling Units/parcel

1

Height

6.0m

Parcel Coverage

45%

Minimum Setback Requirements

Front lot line

5.0m

One interior side lot line

2.0m

One interior side lot line

0.0m

Rear lot line

4.0m

Other lot line

5.0m

Provided that a separation distance of 2.0m between units is maintained and except where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.

Section 3.4.116

RESIDENTIAL 13**R13****Permitted Use and Minimum Site Area**

Permitted Use	Required Site Area
a) Home Occupation Use	n/a
b) Residential Use - Per dwelling Unit	200m ²
c) Personal Care Unit (i) each unit	200m ²
(ii) each unit where a housing agreement is into with the Town regarding the use of the property for personal care units	100m ²

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Number and Size of Buildings and Structures**Height**

- Interior heated space	7.3m
- Ridge of gable, hip or gambrel sloped roof	9.5m
- Mansard roof	
- deck line	8.0m
- top of roof	9.0m
-Flat roof	8.0m

Minimum Setback Requirements

All lot lines 8.0m

- where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.117

RESIDENTIAL 15**R15****Permitted Uses****Permitted Use****Required Site Area**

- | | |
|---|-------------------|
| a) Residential Use
- per unit | 250m ² |
| b) Public Assembly – only on the ground floor (approximately level with College Road) of the 'Qualicum College' heritage building | |

Required Site Area

The Required Site Area may be reduced by an amount equal to 25% of the Required Site Area multiplied by the percentage of on-site parking which is provided in an underground parking structure.

Maximum Number and Size of Buildings and Structures

Dwelling units/parcels (Residential Use)

Maximum Number of Dwelling Units

53

Height

- | | |
|---|-------|
| - 'Qualicum College' heritage building | 15.0m |
| - All other buildings subject to any covenant registered on the land under section 219 of the <i>Land Title Act</i> | 11.2m |

Parcel coverage	42%
-----------------	-----

Minimum Setback Requirements

Subject to any covenant registered on the land under Section 219 of the *Land Title Act*

- | | |
|-------------------------|-------|
| Front lot line | 16.0m |
| Interior side lot lines | 4.7m |
| Exterior side lot line | 6.0m |
| Rear lot line | 11.0m |

Except:

- a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Sections 3.3 of General Regulations shall apply.
- b) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.118

RESIDENTIAL 16**R16****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|---------------------------------|-------------------|
| a) Home Occupation Use | |
| b) Residential Use | |
| - single detached dwelling unit | 700m ² |
| - per townhouse unit | 325m ² |
| - per apartment unit | 200m ² |

Maximum Number and Size of Buildings and StructuresAccessory buildings - combined floor area of 75m²

Height

- | | |
|--|------|
| - Principal building | |
| - Interior heated space | 7.3m |
| - Ridge of gable, hip or gambrel sloped roof | 9.0m |
| - Mansard roof | |
| - deck line | 8.0m |
| - top of roof | 9.0m |
| - Flat roof | 8.0m |
| - Accessory building | 4.5m |

Parcel coverage 40%

Minimum Setback Requirements

Front lot line

- | | |
|--|------|
| - Principal Building | |
| - Vehicle access from abutting front highway | 8.0m |
| - No vehicle access from abutting front | 5.5m |
| - Garage and Carport | 8.0m |

Rear lot line

- | | |
|---|------|
| - Principal building | |
| -Part not more than 4.5m in height | 3.0m |
| -Part more than 4.5m in height | 6.0m |
| - Accessory building | |
| -Floor area more than 10 m ² or over 3 m in height and | |
| - Rear lot line abuts lane | 2.5m |
| - Rear lot does not abut lane | 1.5m |
| -Floor area no more than 10 m ² and over 3 m in height | 0m |

Exterior side lot line 4.5m

Interior side lot line

- | | |
|--|------|
| -Principal building | 1.5m |
| -Accessory buildings | |
| -Floor area more than 10 m ² or over 3 m in height | 1.5m |
| -Floor area no more than 10 m ² and no more than 3m in height | 0m |
| -Interior side lot line adjacent to a lane | 3.0m |

Section 3.4.118

RESIDENTIAL 16

R16

Provided

that the aggregate total of the minimum distances from each interior side lot line to the principal building shall not be less than 4.5m.

Except:

where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.

Section 3.4.119

RESIDENTIAL 17**R17****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|------------------------|-------------------|
| a) Home Occupation Use | n/a |
| b) Residential Use | |
| - per dwelling unit | 160m ² |

Maximum Number and Size of Buildings and Structures

- | | |
|--|---|
| Accessory buildings | - combined floor area of 75.0m ² |
| Height | |
| - Principal building | |
| - Interior heated space | 7.3m |
| - Ridge of gable, hip or gambrel sloped roof | 9.0m |
| - Mansard roof | |
| - deck line | 8.0m |
| - top of roof | 9.0m |
| - Flat roof | 8.0m |
| - Accessory building | 4.5m |
| Parcel coverage | 60% |

Minimum Setback Requirements

- | | |
|--|------|
| Front lot line | |
| - Principal Building | 3.0m |
| Rear lot line | |
| - Principal building | 2.5m |
| - Accessory building | |
| -Floor area more than 10 m ² or over 3 m in height and | |
| - Rear lot line abuts lane | 2.5m |
| - Rear lot does not abut lane | 1.5m |
| -Floor area no more than 10 m ² and over 3 m in height | 0m |
| Exterior side lot line | 3.0m |
| Interior side lot line | |
| -Principal building | 1.5m |
| -Accessory buildings | |
| -Floor area more than 10 m ² or over 3 m in height | 1.5m |
| -Floor area no more than 10 m ² and no more than 3m in height | 0m |
| -Interior side lot line adjacent to a lane | 3.0m |

Provided

that the aggregate total of the minimum distances from each interior side lot line to the principal building shall not be less than 4.5m.

Except:

where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations apply.

Section 3.4.120

RESIDENTIAL 18**R18****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

a) Home Occupation Use	n/a
b) Residential Use	
- per dwelling unit	185m ²

Density Bonus for Amenity

For density bonuses, please refer to Section 6.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures**Height**

- Interior heated	7.3m
- Ridge of gable, hip or gambrel sloped roof	9.5m
- Mansard roof	
- deck line	8.0m
- top of roof	9.0m
- Flat roof	8.0m

Except for buildings and structures within 7.5m of the rear property line then the maximum height shall be as follows:

- Ridge of a gable or hip sloped roof	
- 10:12 pitch or steeper (which may include secondary roofs of dormers)	7.5m
- Less than 10:12 pitch	5.3m
- Mansard roof	
- Deck line	4.0m
- Top of roof	4.5m
- Gambrel roof	4.5m
- Flat roof	4.0m

Parcel Coverage	40%
Floor Area Ratio	0.68

Minimum Setback Requirements

Front lot line	2.0m
Rear lot line	2.0m
Exterior side lot line	2.0m
Interior side lot line	2.0m
Interior side lot line adjacent to a lane	2.0m

Except:

- where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.121

RESIDENTIAL 19**R19****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|------------------------|-------------------|
| a) Home Occupation Use | n/a |
| b) Residential Use | |
| - per dwelling unit | 250m ² |

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and StructuresAccessory buildings - combined floor area of 10m² per dwelling unit**Height**

- | | |
|--|------|
| - Interior heated space | 7.3m |
| - Ridge of gable, hip or gambrel sloped roof | 9.0m |
| - Mansard roof | |
| - deck line | 8.0m |
| - top of roof | 9.0m |
| - Flat roof | 8.0m |

Parcel Coverage 50%

Minimum Setback Requirements

Front lot line 3.0m

Rear lot line 2.0m

Exterior side lot line 3.5m

Interior side lot line 1.5m

Interior side lot line adjacent to a lane 2.0m

Except:

- a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.
- c) that any roof overhang, eave, cornice or gutter may project up to a maximum of 0.6m into any required setback area.

Section 3.4.122

RESIDENTIAL 20**R20****Permitted Uses and Minimum Site Area**

Permitted Use	Required Site Area
a) Home Occupation Use	n/a
b) Residential Use - per dwelling unit	124m ²

Density Bonus for Amenity

For density bonuses, please refer to Section 3.3 (Table 17A): Density Bonuses.

Maximum Number and Size of Buildings and Structures

Accessory buildings	- combined floor area of 10m ² per dwelling unit
Height	12.75m
Parcel Coverage	61%
Floor Area Ratio	2.3

Minimum Setback Requirements

Front lot line	2.7m
Rear lot line	2.0m
Exterior side lot line	3.5m
Interior side lot line	3.0m

Except:

- a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.

Section 3.4.130

UTILITY 1**U1****Permitted Uses**

- a) Radio communication Antenna Structure
- b) Radio communication Facilities

Maximum Number and Size of Buildings and Structures

Radio communication Antenna Structures

Maximum number 1

Maximum height
(notwithstanding the definition of "Height Buildings & Structures") 48.0m (plus antenna array)

All other Buildings and Structures

Maximum height 6.0m

Parcel Coverage 60%

Minimum Setback Requirements

Front lot lines 8.0m

Other lot lines 2.0m

Except that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Section 3.4.131

WATER 1**W1****Permitted Uses****Permitted Use**

- a) Boat Ramp
- b) Natural Site
- c) Residential Use
- d) Public Parking Lot
- e) Park

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel	1
Height	5.0m above natural boundary

Minimum Setback Requirements

Front lot line	8.0m
Other lot lines	3.0m

Section 3.4.132

WATER 2**W2****Permitted Uses**

Permitted Use

- a) Natural Site
- b) Park

Maximum Number and Size of Buildings and Structures

Dwelling units/parcel

n/a

Height

0.9m

Minimum Setback Requirements

Lot lines

n/a

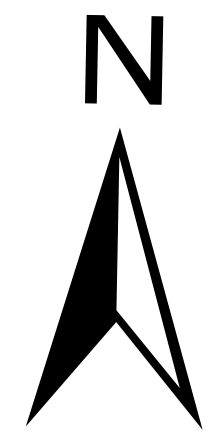
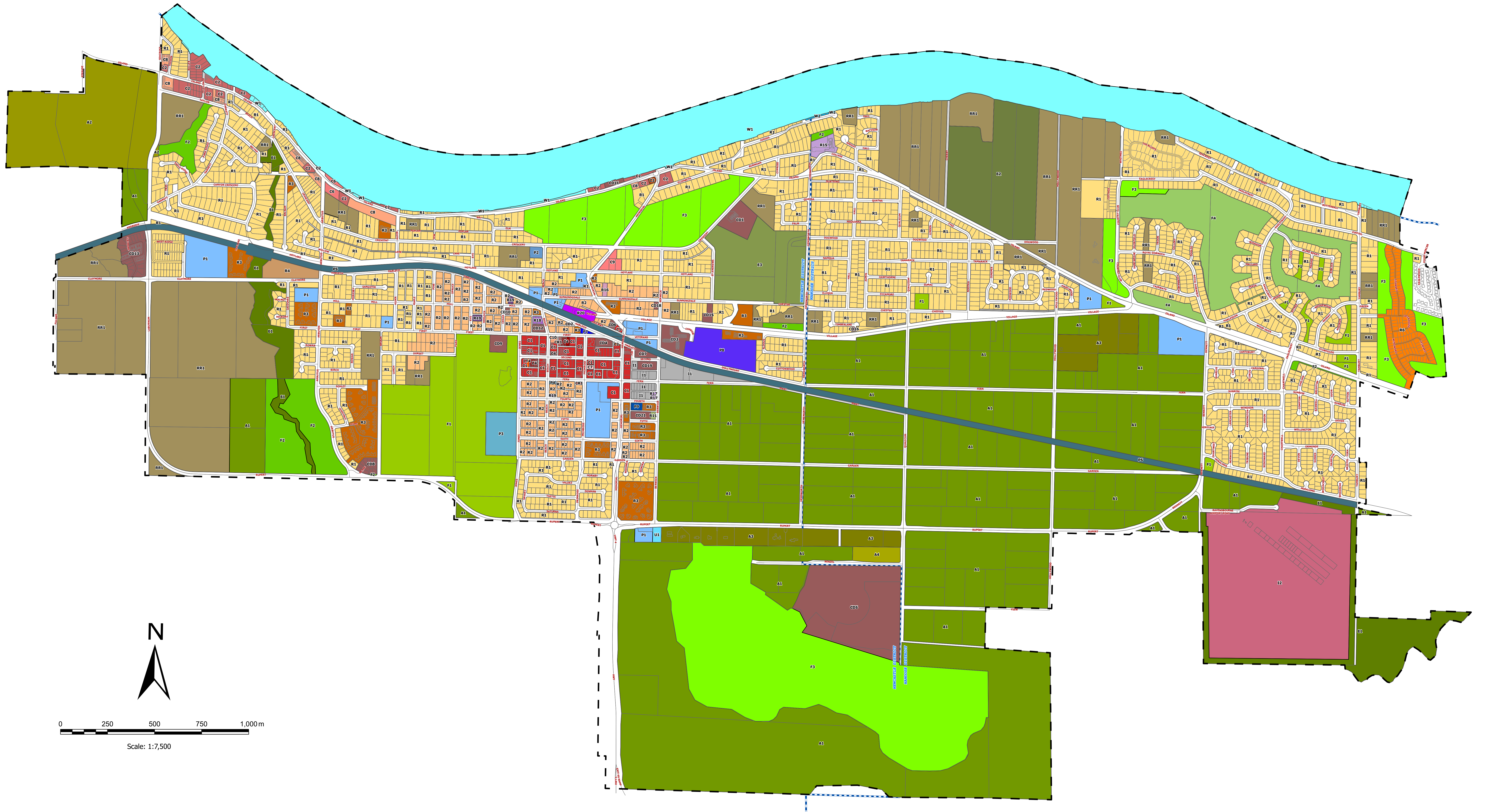
TOWN OF QUALICUM BEACH

BYLAW NO. 900

SCHEDULE '3A':

ZONING MAP

ZONING MAP AS AMENDED BELOW IS AVAILABLE AT TOWN HALL



0 250 500 750 1,000m
Scale: 1:7,500

Mayor

Corporate Administrator

TOWN OF QUALICUM BEACH ZONING BYLAW No. 900 SCHEDULE 3A - ZONING MAP

MAY 29, 2024



201 - 660 PRIMROSE ST
PO BOX 130
QUALICUM BEACH BC
V9K 1S7

P: (250) 752-6921
F: (250) 752-1243
www.qualicumbeach.com

TOWN OF QUALICUM BEACH

A1 Rural 1	CR1 Commercial Residential 1	CD15 Comprehensive Development 15	P1 Institutional 1	R11 Residential 11
A2 Rural 2	CD1 Comprehensive Development 1	CD16 Comprehensive Development 16	P2 Institutional 2	R15 Residential 15
A3 Rural 3	CD2 Comprehensive Development 2	CD18 Comprehensive Development 18	P3 Institutional 3	R16 Residential 16
A4 Rural 4	CD3 Comprehensive Development 3	CD19 Comprehensive Development 19	P4 Institutional 4	R17 Residential 17
C1 Commercial 1	CD4 Comprehensive Development 4	CD21 Comprehensive Development 21	P5 Institutional 5	R18 Residential 18
C2 Commercial 2	CD5 Comprehensive Development 5	E1 Conservation 1	P7 Institutional 7	R19 Residential 19
C3 Commercial 3	CD6 Comprehensive Development 6	E2 Conservation 2	P8 Institutional 8	R20 Residential 20
C4 Commercial 4	CD7 Comprehensive Development 7	E3 Conservation 3	P9 Institutional 9	U1 Utility 1
C6 Commercial 6	CD8 Comprehensive Development 8	F1 Recreation 1	RR1 Rural Residential	W1 Water 1
C7 Commercial 7	CD9 Comprehensive Development 9	F2 Recreation 2	R1 Residential 1	W2 Water 2
C8 Commercial 8	CD10 Comprehensive Development 10	F3 Recreation 3	R2 Residential 2	
C9 Commercial 9	CD11 Comprehensive Development 11	F4 Recreation 4	R3 Residential 3	
C10 Commercial 10	CD12 Comprehensive Development 12	I1 Industrial 1	R4 Residential 4	
CT4 Commercial Tourist 4	CD13 Comprehensive Development 13	I2 Industrial 2	R6 Residential 6	

TOWN OF QUALICUM BEACH
BYLAW NO. 900
SCHEDULE '3B'
OFF-STREET PARKING & LOADING SPACES

1. General Requirements

1.1 Location

All off-street parking and loading areas shall be located:

- a) on the same parcel as the development, building or use they are intended to serve;
- b) subject to the setback requirements of the zone that applies to that parcel, except for parking required for bed & breakfast and home occupation use.

1.2 Disability Spaces

1. When any development, building or use requires or provides more than 20 off-street parking spaces, one parking space shall be provided for the use of persons with a physical disability, together with one additional disability space for each additional 50 off-street parking spaces required or provided.
2. Each disability space shall be:
 - a) a minimum of 4.0m in width;
 - b) marked with the International Symbol of Access as specified in Table 3 of this Schedule; and
 - c) located within convenient access of the development, building or use that it is intended to serve, and with minimum changes in level.

1.3 Surface

When any development, building or use requires or provides more than 4 off-street parking spaces, all parking spaces and loading spaces shall be provided and maintained with a hard durable surface that does not produce dust.

1.4 Gradient

All parking and loading spaces shall have a maximum gradient and cross-slope of 6%.

2. Off-Street Parking Spaces

2.1 Stall and Aisle Dimensions

All off-street parking spaces shall be in accordance with Table 2 of this Schedule.

2.2 Reduction in Stall Length for Small Cars

Up to 20% of the total stalls provided on-site may be reduced to 4.6m in length provided those stalls are marked with the words "SMALL CAR" on the pavement or wall facing.

2.3 Access

Adequate provision shall be made for access by vehicles to all off-street parking spaces located in a parking area by means of unobstructed maneuvering aisles, the dimensions of which shall be in conformity with Table 2 of this Schedule.

2.4 Vertical Clearance

The minimum vertical clearance of parking stalls and aisles shall be 2.25m.

2.5 Calculation

1. The minimum number of off-street spaces shall be provided in accordance with Table 1 of this Schedule.
2. If a use is not listed in Table 1, the number of spaces shall be calculated based on a similar use that is listed.
3. If more than one use is located on a parcel or parking collectively serves more than one building or use, the total number of spaces shall be calculated on the sum of the various classes of uses, including the sum of all fractional parking spaces.
4. Where the calculation of total required spaces results in a fractional number, the nearest whole number shall be taken. A fractional number of .5 shall be rounded up to the next whole number.
Notwithstanding the above, for the purpose of calculating any cash-in-lieu of providing parking, payment will be based on the actual number of parking stalls required, including any fraction thereof.
5. The required number of off-street parking spaces need not be provided where an addition or alteration to a building or a change in its uses would result in an increase of less than 10% of the number of spaces required up to a maximum of 5 spaces; where an addition, alteration or change in use requires more than 5 spaces the number of spaces determined by Table 1 shall be provided.

2.6 Parking Exemptions

Seasonal outdoor theatres, seasonal outdoor markets, seasonal outdoor seating for restaurants and coffee shops; and uses that operate only between the hours of 6pm and 6am or only on Sundays are not required to provide parking.

3. Loading Spaces

3.1 Dimensions

All off-street loading spaces shall be a minimum of 9.0m in length and 3.0m in width, and have a vertical clearance of 4.0m.

3.2 Access

Adequate provision shall be made for access by vehicles to all off-street loading spaces by means of 6.0m maneuvering aisle and shall be located so that each separate use within a development has access to a space.

3.3 Demarcation

All off-street loading spaces shall be clearly marked with the words "LOADING SPACE ONLY" on the pavement or wall facing.

3.4 Calculation

For commercial, industrial or public uses 1 off-street loading space shall be provided for every 2,000m² of floor area or portion thereof of all buildings located on a parcel, except where a use requires less than 4 parking spaces then no loading space shall be required.

TOWN OF QUALICUM BEACH
BYLAW NO. 900
SCHEDULE '3B'

TABLE 1
REQUIRED NUMBER OF OFF STREET PARKING SPACES

1. ALL ZONES OUTSIDE THE 'VILLAGE NEIGHBOURHOOD'

In all zones except those located within the 'Village Neighbourhood', as shown in *Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018*, on Schedule 2.2 Land Use, the minimum number of off-street parking spaces shall be provided in accordance with the following table.

Use	
Residential	Required Parking Spaces
Bed and Breakfast	1 per guest sleeping room which may be located behind another parking space.
Home Occupation	No parking is required except as follows: 1 per non-resident employee 2 for sales of commodities 2 for a customer, client or patron service
Mobile Home Parks	(see Section '3C' of this Bylaw)
Residential Use	1 per dwelling unit
Lock-off Unit	1 (one)
Commercial	Required Parking Spaces
Animal Care	1 per 20.0m ² of floor area
Bowling alley	3 per lane
Fairground	1 per 2 employees plus 1 per 100m ² of site area
Fast Food Outlet	1 per 10.0m ² of floor area
Financial Institution	1 per 20.0m ² of floor area
Funeral Parlour	1 per 4 seats in Chapel
Gasoline Service Station	4 per service bay plus 1 per 15.0m ² of floor area
Golf Course (9 holes)	75 spaces per 9 holes
Golf Driving Range	2 per tee
Health Club, Spa, Game Court, Gymnasium	1 per 10.0m ² of fitness or gymnasium floor area
Heavy Equipment Display	1 per 70.0m ² of floor area
Hotel, Motel or Resort Condominium	1 per unit, plus 1 per 3 seats in restaurant of licensed premises
Laundromat	1 per 3 washing machines
Laundry and Dry Cleaning Establishment	1 per 2 employees counted as a total of 2 shifts
Marina	1 per 2 mooring berths plus 1 per 2 employees
Neighbourhood Pub	1 per 3 seats
Nursery	1 per 15.0m ² of sales building
Office	

- medical - single tenant - multi tenant	1 per 15.0m ² of floor area 1 per 32.0m ² of floor area 1 per 30.0m ² of floor area
Ornamental Gardens	10 per hectare of ornamental gardens open to the public
Personal Service	1 per 50.0m ² of floor area
Product Market or Stand	1 per 50.0m ² of floor area plus 1 per 2 employees
Restaurant	1 per 10.0m ² of floor area
Retail, Tourist or Convenience Store	1 per 15.0m ² of floor area
Theatre, drive-in	1 per 2 employees
Industrial	Required Parking Spaces
Medium Industry	1 per 50.0m ² of floor area
Taxi Stand	1 per taxi plus 1 per office employee
Transportation Terminal excluding Taxi Stand	1 per 10.0m ² of waiting room
All other Industrial Uses	1 per 175.0m ² used for storage 1 per 95.0m ² of floor area used for display 1 per 15.0m ² of floor area used for sales
Public and Institutional Uses	Required Parking Spaces
Church	1 per 4 seats
Church Hall, Lodge Hall, Private Clubs, Community Hall	1 per 20.0m ² of floor area
College	10 per classroom
Day Care Facility	2 per facility plus 1 per employee
Hospital	1 per 2 employees plus 1 per 5 beds
Personal Care	1 per 3 beds
Police Office, Fire Station, Prison	1 per 2 employees counted as a total of 2 shifts
Recreational or Cultural Facility	1 per 50.0m ² of floor area or 1 per 3 spectator seats or 1 per 5.0m ² of floor area used for dancing or assembly or 1 per 4 persons capacity, whichever is the greater
Swimming Pool	1 per 5.0m ² of pool water surface
Public Utility	1 per employee plus 3
School	- Elementary 2 per classroom - Secondary 5 per employee
Tourist Information Booth	8 per employee

2. VILLAGE NEIGHBOURHOOD ZONES

- 2.1** For permitted uses in the 'Village neighbourhood' the minimum number of off-street parking spaces shall be provided in accordance with the following table. Non-residential parking spaces shall be publicly accessible and not reserved for an individual or business.

Use	Required Parking Spaces
Non-residential ground floor uses	1 per 40m ² of floor area
Non-residential uses above ground floor	1 per 60m ² of floor area
Residential Use	1 per dwelling unit
Accessory Hotel	1 per sleeping unit plus one space for a manager's residence
Lock-off Unit	1 per unit

2.1.1 Parking Adjustments

For permitted uses in the 'Village Neighbourhood' C1, C4 and C7 zones, the minimum number of off-street parking spaces may be reduced as follows:

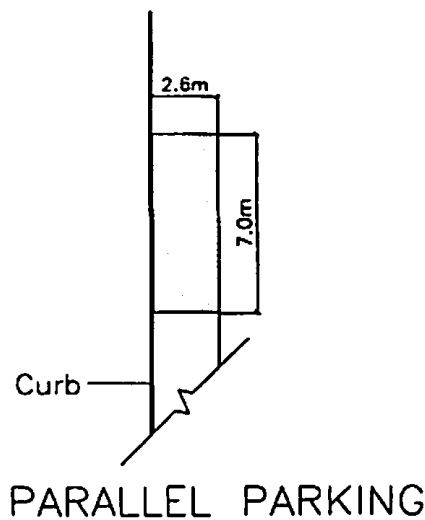
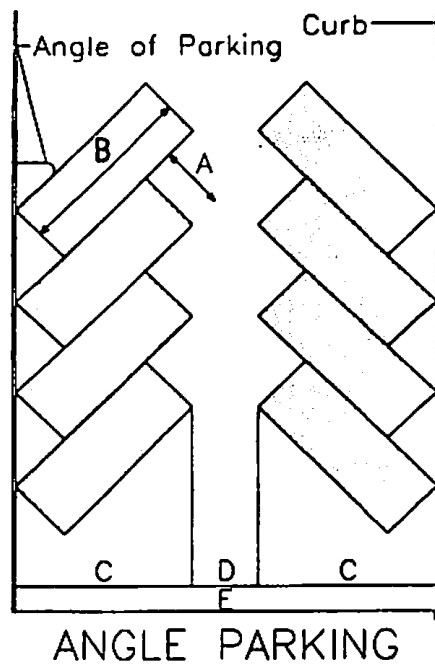
Topic	Reduction	Maximum Reduction
Electric Vehicle Charging Stations	One (1) per parking stall equipped with an electric vehicle charging station (minimum 240 volt 20 amp), provided that there is at least one stall per residential unit onsite	2 spaces
Covered bicycle and scooter parking	One (1), provided that there is at least one stall per residential unit onsite and if a publicly accessible, covered area is provided with: - a bike rack that accommodates a minimum of 10 bicycles; or - a bike rack that accommodates 6 bicycles and also space for two mobility scooters.	1 space
Houseplex	Where four units are permitted, a maximum of three off-street parking spaces are required within the Village Neighbourhood.	1 space

- 2.2** For all other uses within the 'Village Neighbourhood' see parking requirement for the same use located outside the 'Village Neighbourhood'.

TOWN OF QUALICUM BEACH
BYLAW NO. 900
SCHEDULE '3B'
TABLE 2

PARKING STALL AND AISLE DIMENSIONS

The minimum parking stall and aisle dimensions shall be in accordance with the following:



Angle	Stall Width (A)	Stall Length To Curb (B)	Stall Depth (C)	Aisle Width (D)	Module (E)
10 degrees	2.5 m	5.2 m	2.5 m	3.7 m	8.7 m
	2.6	5.2	2.6	3.7	8.9
	2.7	5.2	2.7	3.7	9.1
	2.8	5.2	2.8	3.7	9.3
	2.9	5.2	2.9	3.7	9.5
	3.0	5.2	3.0	3.7	9.7
20 degrees	2.5 m	5.2 m	4.3 m	3.4 m	12.1 m
	2.6	5.2	4.4	3.3	12.3
	2.7	5.2	4.5	3.4	12.4
	2.8	5.2	4.6	3.4	12.6
	2.9	5.2	4.7	3.4	12.8
	3.0	5.2	4.8	3.4	13.0
30 degrees	2.5 m	5.2 m	5.1 m	3.4 m	13.5 m
	2.6	5.2	5.2	3.4	13.7
	2.7	5.2	5.2	3.4	13.9
	2.8	5.2	5.3	3.4	14.0
	2.9	5.2	5.4	3.4	14.2
	3.0	5.2	5.5	3.4	14.4
40 degrees	2.5 m	5.2 m	5.6 m	3.9 m	15.2 m
	2.6	5.2	5.7	3.7	15.1
	2.7	5.2	5.8	3.7	15.3
	2.8	5.2	5.9	3.7	15.4
	2.9	5.2	5.9	3.7	15.6
	3.0	5.2	6.0	3.7	15.8
45 degrees	2.5 m	5.2 m	5.9 m	4.3 m	16.0 m
	2.6	5.2	5.9	4.1	16.0
	2.7	5.2	6.0	3.9	15.9
	2.8	5.2	6.1	3.9	16.1
	2.9	5.2	6.2	3.9	16.2
	3.0	5.2	6.2	3.9	16.3
50 degrees	2.5 m	5.2 m	6.1 m	4.3 m	16.4 m
	2.6	5.2	6.1	3.8	16.0
	2.7	5.2	6.2	3.7	16.1
	2.8	5.2	6.2	3.7	16.2
	2.9	5.2	6.3	3.7	16.3
	3.0	5.2	6.4	3.7	16.4
60 degrees	2.5 m	5.2 m	6.3 m	5.8 m	18.3 m
	2.6	5.2	6.3	5.6	18.2
	2.7	5.2	6.4	5.5	18.2
	2.8	5.2	6.4	5.5	18.3
	2.9	5.2	6.5	5.5	18.4
	3.0	5.2	6.5	5.5	18.5
70 degrees	2.5 m	5.2 m	6.3 m	5.8 m	18.3 m
	2.6	5.2	6.3	5.6	18.2
	2.7	5.2	6.4	5.5	18.2
	2.8	5.2	6.4	5.5	18.3
	2.9	5.2	6.4	5.5	18.4
	3.0	5.2	6.5	5.5	18.5
80 degrees	2.5 m	5.2 m	6.1 m	7.6 m	19.9 m
	2.6	5.2	6.2	7.3	19.6
	2.7	5.2	6.2	7.3	19.7
	2.8	5.2	6.2	7.3	19.7
	2.9	5.2	6.2	7.3	19.7
	3.0	5.2	6.2	7.3	19.8
90 degrees	2.5 m	5.2 m	5.8 m	7.9 m	19.5 m
	2.6	5.2	5.8	7.6	19.2
	2.7	5.2	5.8	7.3	18.9
	2.8	5.2	5.8	7.3	18.9
	2.9	5.2	5.8	7.3	18.9
	3.0	5.2	5.8	7.3	18.9

TOWN OF QUALICUM BEACH

BYLAW NO. 900

SCHEDULE '3B'

TABLE 3

DISABILITY SPACE DESIGNATION

Minimum Size	
Wall facing or sign	- 0.3m min width and 0.3m min height
Pavement marking	- 1.0m min width



TOWN OF QUALICUM BEACH

BYLAW NO. 900

SCHEDULE '3C'**RESIDENTIAL MOBILE HOME PARK REGULATIONS AND STANDARDS**

Mobile home parks shall be established or extended in accordance with the following regulations and standards:

1. General Requirements

1. No person shall establish, construct, alter or subdivide a mobile home park until written approval of detailed plans or specifications is received and a Mobile Home Park Permit is issued by the Town.
2. Nothing contained in this Schedule shall relieve any person from obtaining the necessary building permits and approvals for buildings and structures constructed, located or relocated in a mobile home park.
3. A copy of the Mobile Home Park Permit, a copy of this Schedule, and Part 6.4.114 of this Bylaw shall be permanently posted in the mobile home park office for the reference of mobile home park occupiers.

2. Mobile Home Park Application, Fee, Approval and Permit**2.1 Application**

All applications for approval of plans and specifications shall be made in writing to the Town and shall include 2 full sets of working drawings to scale showing:

- a) the name and address of the applicant;
- b) the legal description of the land on which the proposed mobile home park is to be established, constructed, altered or extended;
- c) north arrow and notations of scales used;
- d) the parcel dimensions;
- e) the location and dimensions of the setback area;
- f) the number, location, dimensions and designation of all mobile home spaces;
- g) the location, dimensions and grade of all internal access roads and their relationship to existing highways;
- h) the location and dimensions of all recreation or common areas;
- i) the location and dimensions of the owner's or manager's dwelling unit and all other accessory buildings;

- j) the location and details of the source of potable water supply, treatment plants, distribution lines and outlets;
- k) the location and details of all connections to the sewer, sewer lines, septic tank and subsurface disposal fields;
- l) the location and details of all on-site refuse disposal areas;
- m) a landscaping plan for the mobile home park;
- n) all watercourses or water frontage within or adjacent to the mobile home park;
- o) all slopes greater than 10% within or adjacent to the land concerned; and
- p) any other information the Town may deem necessary.

2.2 Permit Application Fee

Each application for a Mobile Home Park Permit shall be accompanied by an application fee of \$25.00 for the first mobile home space and \$10.00 for each additional mobile home space shown on the mobile home park plan.

2.3 Approval of Application and Permit

1. No person shall establish, construct or alter a mobile home park without a Mobile Home Park Permit issued by the Town.
2. A Mobile Home Park Permit shall permit the establishment of a mobile home park on the land concerned only in compliance with the mobile home park plan as approved and for which a permit has been issued.
3. A Mobile Home Park Permit shall not be issued until the necessary permits and approvals have been granted by the other authorities also having jurisdiction.
4. Subsequent to examination of an application the Town shall notify the applicant in writing within 60 days that either a Mobile Home Park Permit is issued or that it is refused and the reasons therefore.
5. In the event that after the issuance of a Mobile Home Park Permit, the construction authorized thereunder is not commenced within 180 days from the date of issuance, then such permit shall be void, and the work shall not be commenced until a new permit has been issued and the fee paid.

3. Standards

3.1 Mobile Home Spaces

1. Every mobile home space shall:
 - a) have a minimum area of 370m²;
 - b) have a maximum of 6% longitudinal and 15% cross or crown gradient;
 - c) have 1 conveniently located parking space in the mobile home space area, and such parking space shall have a minimum width of 3.0m and a minimum length of 6.0m;
 - d) be properly drained;
 - e) be clearly numbered; and
 - f) have a clearly discernible mobile home pad.

2. No mobile home shall be located elsewhere in a mobile home park than on a mobile home space, and not more than 1 mobile home shall be located on a mobile home space.

3.2 Mobile Home Standards

1. Every mobile home located on a mobile home space shall be supported by a double blocking system of blocking in which blocks of alternate courses are placed at 90 degrees.
2. In a mobile home:
 - a) the installation all wood stoves and chimneys;
 - b) the installation and maintenance of all oil burners and oil-burning equipment and appliances using inflammable liquids as fuel;
 - c) the storage and disposal of inflammable liquids and oils;
 - d) the installation, maintenance, carriage and use of compressed gas systems;
 - e) the plumbing and electrical installation; and
 - f) the connections to services;
 shall be in accordance with the regulations of the authority having jurisdiction.
3. Skirtings shall be installed within 60 days of installation of a mobile home on a mobile home pad.

3.3 Accessory Buildings and Structures

1. One storage shed or utility building may be constructed on each mobile home space provided that the building has:
 - a) a maximum height of 2.5m;
 - b) a maximum floor area of 9.0m²
2. Common accessory buildings and structures shall be limited to buildings and structures generally intended for the common use of mobile home park occupiers and includes facilities for storage, laundry, service and recreation.

3.4 Owner's or Manager's Dwelling Unit

The space allotted for the owner's or manager's dwelling unit shall be developed in the same manner as a mobile home space where applicable, except where the residence is not a mobile home, then the minimum space allotted shall be 500m².

3.5 Siting

No part of any mobile home or any addition shall be located within:

- a) 6.0m of another mobile home or addition thereto;
- b) 2.0m of an internal access road or common parking area;
- c) 1.5m of rear and side mobile home space lines;
- d) 6.5m of any common accessory building.

3.6 Access

1. No mobile home park shall be established or extended unless the highway access to the mobile home park is approved by the authority having jurisdiction.

2. A second access from a highway separated by at least 60.0m from the first access shall be provided to each mobile home park containing 50 or more mobile home spaces.
3. Access to all parts of a mobile home park shall by way of the internal access roads and no part of a mobile home park shall have direct access from a highway.

3.7 Layout

The minimum frontage of each mobile home space on the internal access road shall be 12.0m, except in the case of a mobile home space abutting a cul-de-sac the minimum frontage shall be 6.0m.

3.8 Internal Access Roads

1. All internal access roads within a mobile home park shall be:
 - a) of a hard durable surface so as not to produce dust;
 - b) well drained;
 - c) maintained;
 - d) adapted to the topography.
2. The maximum grade of all internal access roads shall be 7%.
3. The minimum internal access road width requirements shall be as follows:
 - a) access roads from a mobile home park to a highway shall have a minimum surfaced width of 6.5 m and a right of way width of 15.0m, and no parking shall be allowed on such internal access roads.
 - b) all other internal access roads:
 - i. with parking on both sides shall have a minimum surfaced width of 11.0m and a right of way of 14.0m;
 - ii. with parking on one side shall have a minimum surfaced width of 8.5m and a right of way of 12.0m;
 - iii. with no parking shall have a minimum surfaced width of 5.0m and a right of way of 12.0m.
4. Cul-de-sacs shall not exceed 100m in length.
5. Dead end internal access roads and cul-de-sacs shall have a turning circle right of way at the dead end with a radius of at least 12.0m.

3.9 Parking

For every 2 mobile home spaces, 1 additional parking space shall be provided, and shall:

- a) be located in the internal access road or in grouped parking areas of no larger than 20 parking spaces;
- b) have a minimum width of 3.0m and a minimum length of 6.0m;
- c) be provided and maintained with a hard durable surface that does not produce dust;
- d) be properly drained.

3.10 Buffer Area

1. To provide a buffer area, no mobile home space shall be located within the setback areas provided in Part 3.4 of this Bylaw.
2. Within a setback required pursuant to Part 3.4 of this Bylaw the following shall not be located:
 - a) recreational or service areas, except for waterfront recreation or amenity areas;
 - b) mobile home spaces or the owner's or manager's residence;
 - c) any building or structure, except a fence, a wall, or mobile home park identification sign not exceeding 1.5m² in area;
 - d) a sewage disposal system;
 - e) vehicle parking;
 - f) internal access roads, except those that directly connect the road system of the mobile home park to a highway.

3.11 Recreation Area

1. Not less than 5% of the gross site area of the mobile home park shall be devoted to tenant's recreational uses, and shall be provided in a convenient and accessible location; and for the purpose of calculating recreational space requirements, any indoor recreational space provided shall be counted as double its actual floor area.
2. The recreational areas shall not include setback areas, parking areas, common accessory buildings, internal access roads and mobile home spaces.
3. In mobile home parks where more than 1,000m² of recreation space is required, 2 or more recreational areas may be provided.
4. Recreation areas in the mobile home park, except indoor recreation facilities, shall be of grass or asphaltic surface and shall be properly landscaped.

3.12 Refuse Disposal

1. No person residing in a mobile home park shall dispose of refuse or any sort of waste except in accordance with arrangements made by the owner or manager of the mobile home park, and approved by the authority having jurisdiction.
2. The owner or manager of a mobile home park may establish 1 or more containers within the park for the collection of refuse. Such containers shall be durable, insect-tight, water-tight and rodent-proof.

3.13 Water System

1. Pursuant to Part 3.4 of this Bylaw every mobile home park shall have a water supply system built to the standards of the Town, as specified in Part 4 of this Bylaw.
2. The water supply system shall furnish a constant supply of potable water that is under a minimum working pressure of 200 kPa and not over a maximum working pressure of 350 kPa at all outlets.
3. The water supply system shall distribute water to each:
 - a) accessory building, if required;
 - b) mobile home space by a distribution branch line with a minimum diameter of 18mm;
 - c) hydrant;
 - d) hose bib.

3.14 Sewage Disposal

1. Pursuant to Part 3.4 of this Bylaw every mobile home park shall have a sanitary sewer system built to the standards of the Town, as specified in Part 4 of this Bylaw.
2. All Mobile Home Parks shall be connected to the Town's sanitary sewers.

3.15 Fire Hydrants

Fire hydrants shall be installed and connected to the internal water supply of a mobile home park so that no mobile home space is beyond 120m from a fire hydrant, as measured along the internal access road.

3.16 Street Lighting

Street lighting shall be installed and maintained to adequately illuminate the traveled portion of the internal access roads at the following locations:

- a) the intersection of internal access roads and a highway;
- b) all internal intersections;
- c) the turning circle of cul-de-sacs;
- d) any point at which an internal access road changes direction 30 degrees or more.

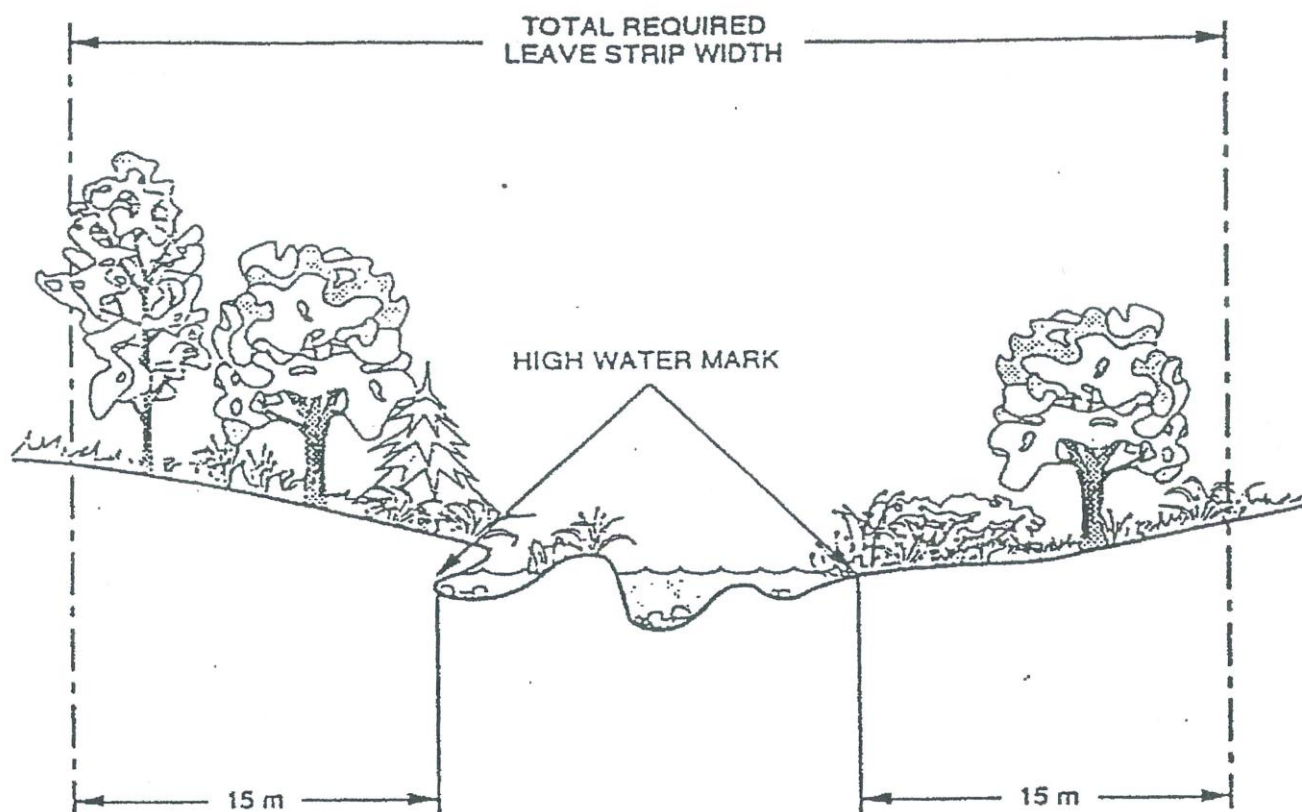
TOWN OF QUALICUM BEACH

BYLAW NO. 900

SCHEDULE '3D'

TABLE 1

SETBACKS FROM WATERCOURSES



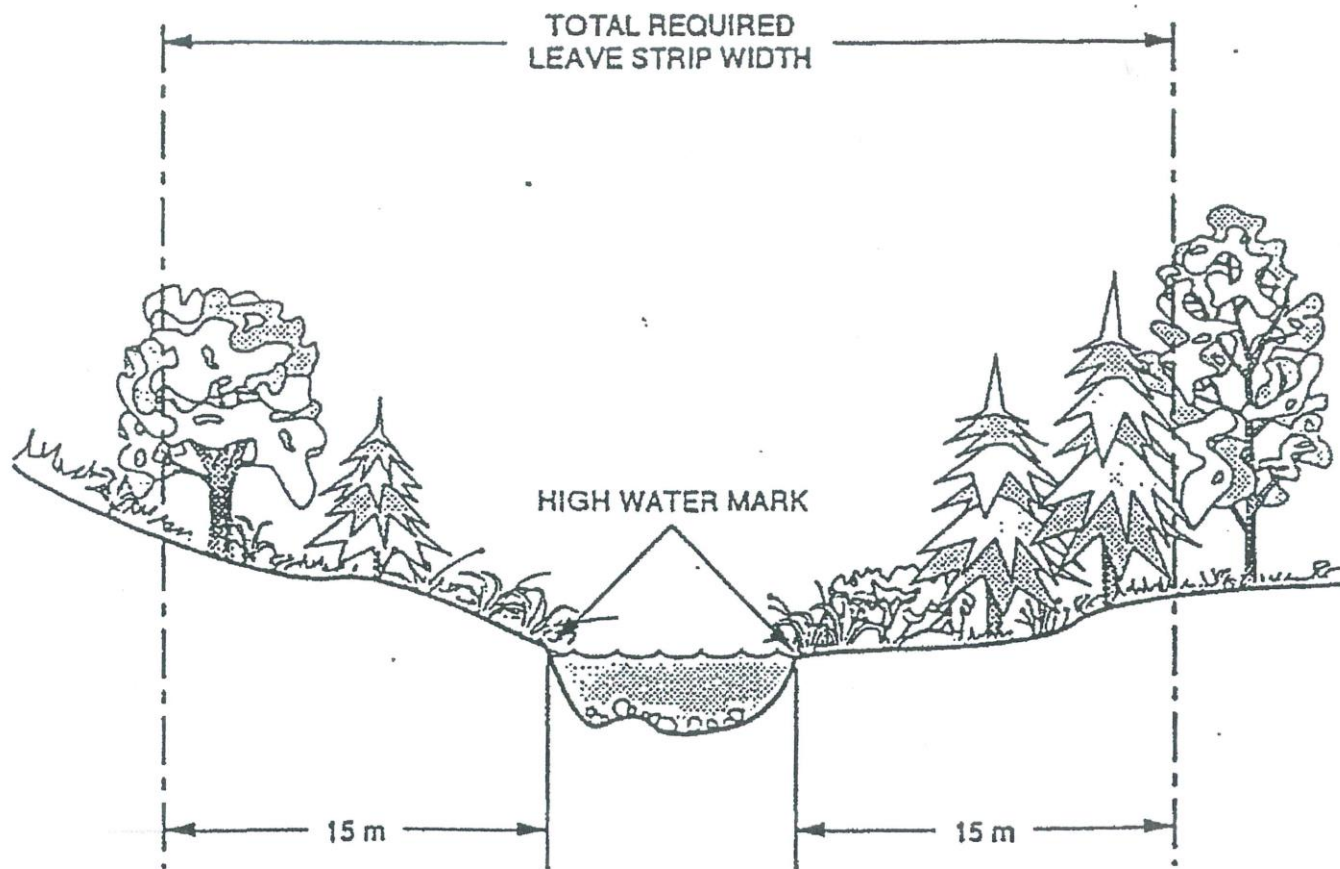
TOWN OF QUALICUM BEACH

BYLAW NO. 900

SCHEDULE '3D'

TABLE 2

SETBACKS FROM WATERCOURSES



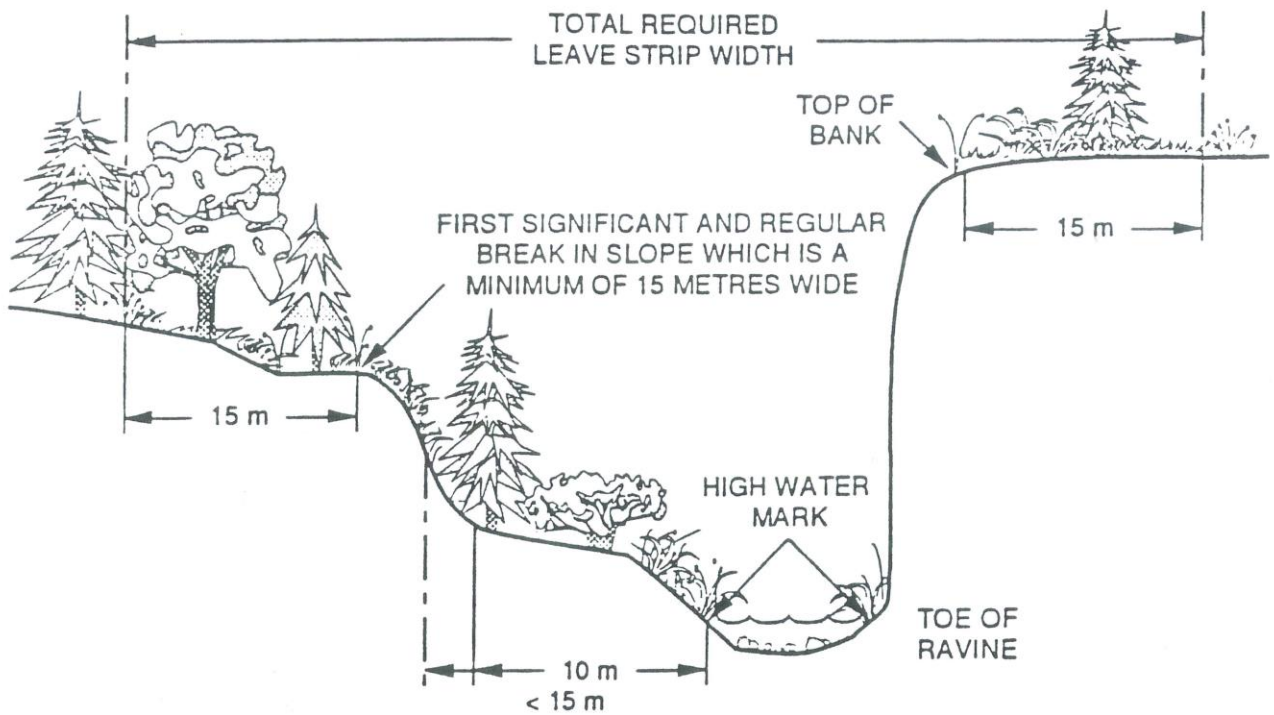
TOWN OF QUALICUM BEACH

BYLAW NO. 900

SCHEDULE '3D'

TABLE 3

SETBACKS FROM WATERCOURSES



TOWN OF QUALICUM BEACH

BYLAW NO. 900

PART 4

SUBDIVISION REGULATIONS

BYLAW NO. 900 – PART 4 – SUBDIVISION REGULATIONS

4.1 Subdivision Districts

1. For the purpose of this Bylaw, the Town is divided into subdivision districts as shown on Schedule '4A'.
2. Where a subdivision district boundary does not follow a legally defined line, and where the distances are not specifically indicated, the location of the boundary shall be determined by scaling from Schedule '4A'.
3. Where a subdivision district boundary is designated as following a highway or watercourse, the centre line of the highway or the centre line of the watercourse shall be the subdivision district boundary.
4. Any land not included in any subdivision district by Schedule '4A' shall be deemed to be in Subdivision District A.

4.2 Prohibition

Land shall not be subdivided contrary to this Bylaw.

General Provisions

4.3 Application for Subdivision and Application Fee

Each application for subdivision shall include sufficient information for the Town to assess the proposed plan of subdivision, in accordance with the provisions of Schedule '4C', and be accompanied by an application fee in the amount set out in Schedule '4C'.

Subdivision Standards

4.4 Parcel Size

1. Minimum parcel size requirements for each subdivision district shall be in accordance with Schedule '4B'.
2. Any parcel created under a Bare Land Strata Plan pursuant to the *Strata Property Act* shall comply with the minimum parcel size requirements in Schedule '4B'.
3. A panhandle shall not be considered part of a parcel for the purpose of calculating parcel size in any subdivision district described in this Bylaw.
4. Panhandle lots are permitted only in the Residential 1 Zone; and
 - a) where the land to be subdivided is 2500m² or more;
 - b) the land to be subdivided is divided into a maximum of two lots; and
 - c) the owner enters into a covenant with the Town under Section 219 of the *Land Title Act* which prohibits any further subdivision of the land that creates a parcel having a highway frontage of less than 23m.
5. Panhandle lots are exempt from the statutory minimum highway frontage requirement provided for under Section 944(1)(a) of the *Local Government Act*.
6. a) Where land is located in Subdivision District 'A' and is not located within the Agricultural Land Reserve; and where upon the subdivision of such land, land within the subdivision is
 - i. dedicated as Park land;
 - ii. subject to a covenant, that is registered under Section 219 of the *Land Title Act* that limits further use or subdivision of the land in order to protect an environmentally sensitive area or reduce a threat to public health; or
 - iii. transferred to the Town for amenities

The minimum parcel size of 2.0 hectares may be reduced to a minimum parcel size of 1.0 hectares provided that the size of the parent parcel divided by the number of parcels in the subdivision, that are not included in the land described in the land described in i), ii), and iii), is a minimum of 2.0 hectares.

- b) Land subdivided under the provisions of subsection a) shall have a restrictive covenant in favour of the Town registered against all parcels in the subdivision prohibiting further subdivision of the land unless the largest parcel created within the subdivision is less than 4.0 hectares.
- c) Land described in subsection a) i), ii), iii) requires approval of the Town prior to approval of the subdivision.

4.5 Parcels Exempt from Minimum Parcel Size Requirements

1. Where the requirements of the authority having jurisdiction are met with respect to the provisions of water and method of sewage disposal, minimum parcel size regulations shall not apply to a subdivision:
 - a) combining 2 or more parcels into a single parcel;
 - b) where the effect of subdivision would not be to increase the number of parcels, but to adjust the boundary between existing parcels, provided that the boundary change does not result in the reduction of either parcel by 20% or more of its original size unless the parcel being reduced by more than 20% still meets the minimum parcel size requirement after subdivision;
 - c) adding an accretion to a parcel.
2. Parcels which consist of 2 or more parts physically separated by:
 - a) a highway which was dedicated prior to the adoption of this Bylaw;
 - b) the Little Qualicum River;
 - c) a railway under jurisdiction of the applicable *Railway Act* and amendments thereto;
 may be subdivided along the dividing highway, the natural boundaries of the noted river or the railway even when the newly created parcels fail to meet the minimum parcel size requirements of this Bylaw, provided the requirements of the authorities having jurisdiction are met with respect to the provision of water, method of sewage disposal and access.

Design and Servicing Standards

4.6 Parcel Shape

1. The parcel depth of land in a subdivision shall not exceed 40% of the length of the perimeter of the parcel, excluding any panhandle, unless the proposed subdivision will create parcels substantially closer to compliance with this provision than the existing parcel.
2. Notwithstanding Section 4.8.1 of this part, no parcel shall be created in a residential zone where the width of the parcel is less than 23.0m at a distance equivalent to the setback requirement from the front lot line, except where the parcels created by the subdivision are closer to compliance with this provision than the existing parcels.
3. Notwithstanding Section 4.6.2 of this part, the minimum width of parcels in Subdivision District 'J' is 12.0 m and Subdivision District 'K' is 10.0m.
4. Panhandles shall not be less than 8m in width.

5. Unless the pattern of existing subdivision precludes it, side lot lines shall, wherever practicable, be created perpendicular or radial to the adjoining highway.
6. No parcel shall be created which is divided into 2 or more non-contiguous portions by land not included within the parcel or remainder, except a remainder which is divided into non-contiguous portions by the width of a highway allowance, provided that:
 - a. such a highway was in existence prior to the subdivision; and it is impracticable to establish the non-contiguous portions as separate parcels.
7. Land located within the Institutional 5 Zone (P5) cannot be consolidated with a parcel of land located in any other zone.

4.7 Highway Requirements

1. No proposed highway to be dedicated by a plan of subdivision shall be shown on a plan, dedicated, laid out or constructed unless the design, dimensions, locations, alignment and gradient meet the requirements for highways, drainage and storm sewers as required under the "Town of Qualicum Beach Engineering Standards and Specifications, Bylaw No. 545, 1993" and amendments thereto.
2. Additional dedicated rights of way of up to 6.0 m may be required by the approving officer for bus stop areas near key intersections.
3. Additional dedicated rights of way of up to 3.0 m may be required by the approving officer for the provision of additional water or sanitary sewer mains necessitated by the proposed development.

4.8 Sewage Disposal

1. Any parcel to be created shall be served by a community sewer system where required by the approving officer.
2. Any community sewer system, or part thereof, provided within the subdivision, to service the subdivision or to connect the sewage collection system within the subdivision to a trunk sewage main of the Town shall, if constructed after the enactment of this Bylaw, be constructed and installed at the expense of the owner of the land being subdivided and shall be carried out in accordance with the "*Town of Qualicum Beach Engineering Standards and Specifications, Bylaw No. 545, 1993*".

4.9 Water Supply

1. Any parcel to be created shall be served by a community water system, where required by the approving officer.
2. Any community water system, or part thereof, provided within the subdivision, to service the subdivision or to connect the water distribution system within the subdivision to a Town trunk water main shall, if constructed after the enactment of this Bylaw, be constructed and installed at the expense of the owner of the land being subdivided and shall be carried out in accordance with the "*Town of Qualicum Beach Engineering Standards and Specifications, Bylaw No. 545, 1993*".

4.10 Flood Construction Level

1. No parcel shall be created that does not have viable building sites on natural ground that is above the Year 2100 Flood Construction Level.

4.11 Exception

Subdivision regulations to not apply to;

- a) parcels to be used solely for unattended public utility use;
- b) park.

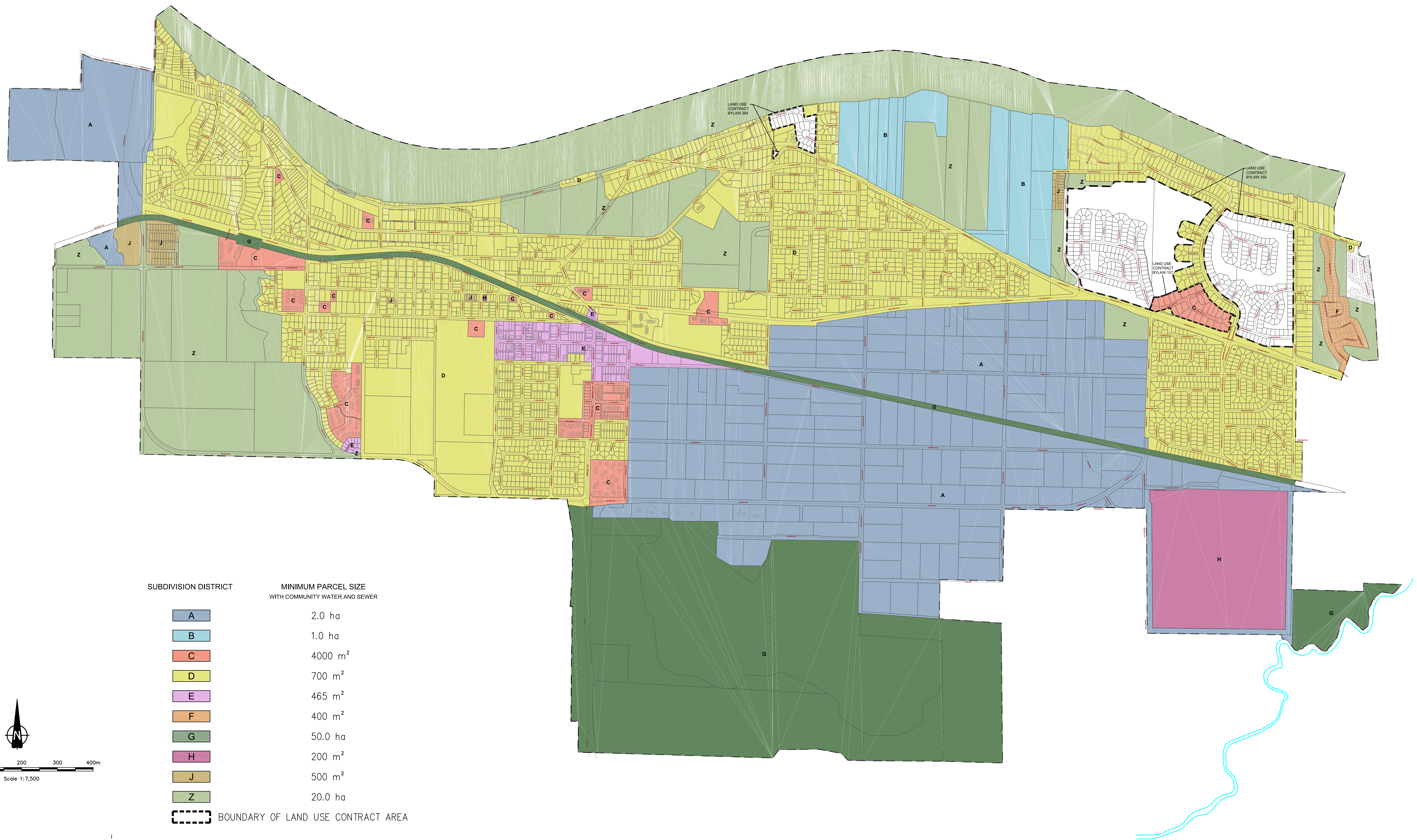
provided a covenant restricting the parcel to that use is registered in favour of the Town.

TOWN OF QUALICUM BEACH

BYLAW NO. 900

SCHEDULE '4A'

SUBDIVISION DISTRICT MAP



Mayer _____ Corporate Administrator _____

TOWN OF QUALICUM BEACH
ZONING BYLAW No. 900
SCHEDULE 4A - SUBDIVISION DISTRICT MAP

201 - 660 PRIMROSE ST
PO BOX 130
QUALICUM BEACH BC
V9K 1S7



P: (250) 752-6921
F: (250) 752-1243
www.qualicumbeach.com

TOWN OF QUALICUM BEACH

TOWN OF QUALICUM BEACH

BYLAW NO. 900

SCHEDULE '4B'

SUBDIVISION DISTRICTS

1.1 Minimum Parcel Size

Subdivision District	Level of Community Services Required		
	Community Water & Sewer System	Community Water System	No Community Services
A	2.0ha	2.0ha	2.0ha
B	1.0ha	8.0ha	8.0ha
C	4000m ²	2.0ha	2.0ha
D	700m ²	8.0ha	8.0ha
E	465m ²	2.0ha	2.0ha
F	400m ²	2.0ha	2.0ha
G	50.0ha	50.0ha	50.0ha
H	200m ²	200m ²	200m ²
J	465m ²	20.0ha	20.0ha
K	400m ²	20.0ha	20.0ha
Z	20.0ha	20.0ha	20.0ha

- 1.2 Where a subdivision district boundary does not follow a legally defined line, and where the distances are not specifically indicated, the location of the boundary shall be determined by scaling from Schedule '4A'.
- 1.3 Where a subdivision district boundary is designated as following a highway or watercourse, the centre-line of the highway or the natural boundary of the watercourse or centre-line of a creek shall be the subdivision district boundary.
- 1.4 Any land not included in any subdivision district by Schedule '4A' shall be deemed to be in Subdivision District 'A'.

TOWN OF QUALICUM BEACH

BYLAW NO. 900

SCHEDULE '4C'**APPLICATION FOR SUBDIVISION AND APPLICATION FEE****1. Application for Subdivision**

Application for subdivision shall be accompanied by the following information:

- a) the scale of each plan and the direction of north thereon;
- b) the arrangement and dimensions of all parcels, highways, easements and rights of way to be created;
- c) all watercourses contained in or adjacent to the subject parcel;
- d) all existing buildings, structures, easements and rights of way on or adjacent to the subject parcel;
- e) contour information as deemed necessary by the authorities having jurisdiction;
- f) the intended use of the land being subdivided.

2. Subdivision Application Fee

Fees to accompany subdivision application:

1. Every application for final approval of a proposed plan of subdivision shall be accompanied by an application fee as specified in the "Town of Qualicum Beach Engineering Standards and Specifications Bylaw No. 545, 1993" and amendments thereto.
2. In no event shall the Town refund subdivision application fees.

TOWN OF QUALICUM BEACH

BYLAW NO. 900

PART 5

INTERIM RESIDENTIAL DESIGN GUIDELINES



TOWN OF QUALICUM BEACH

Interim Design Guidelines

Small-Scale Multi-Unit
Housing



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Introduction

Owners, designers, and developers are encouraged to use creative design freedom within the limits of retaining the Town's Character.

In December 2023, the Province of British Columbia introduced a series of housing initiatives that require local governments to allow higher density on properties to increase the number of units available for people to live in (*Homes for People*, Province of BC, 2023).

This document provides guidelines for low to medium density housing in a variety of types, with an emphasis on compatibility with existing neighbourhood character, and providing opportunities for onsite landscaping and outdoor living.

Most neighborhoods in Qualicum Beach outside of the Village Neighbourhood have a predominantly suburban character, with residents depending on private vehicles for their daily commutes. Therefore, both the design guidelines and the related zoning regulations include measures to guarantee the continuity of vehicle access. However, guidelines aim to prioritize pedestrian-friendly environments, ensuring that residential areas are pleasant, interesting and conducive to active transportation. As such, the guidelines emphasize walkability, quality of life and human comfort.



Purpose of the Guidelines

This document provides guidelines for low to medium density housing in a variety of types.

- **Prioritizes** pedestrian-friendly environments.
- **Emphasizes** walkability, quality of life, and human comfort.
- **Considers** compatibility of with existing neighbourhood character.
- **Creates** opportunities for onsite landscaping and outdoor living.
- **Guarantees** continuity of vehicle access.

Who Should Use the Guidelines?

- Property Owners & Merchants
- Designers & Developers
- Town of Qualicum Beach

Design Guidelines

Neighbourhood Context

Site Integration and Architectural Harmony

Restoration should respect the integrity and intent of the original design.

- Development should use landscaping, porches, windows that are oriented toward the street. These elements will contribute to creating a sense that the development is acting as a “good neighbour” by honouring the existing character of the neighbourhood in the design.
- Ensure developments do not overshadow or overlook adjacent properties, implementing strategies like increased setbacks and staggered windows.
- Utilize landscaping, porches, and street-facing windows, to contribute to the neighbourhood's character and convey a sense of community.
- A higher degree of discontinuity with neighbouring buildings may be acceptable in the Village Neighbourhood, anticipating a transition to more intensive land use.
- Avoid designs that create isolation, such as imposing fences, gates, or large unbroken facades.
- Units located in the interior of lots should be designed with adequate separation from other buildings to ensure access to open space.



Preservation of Natural Features

- For properties that include significant natural features (e.g. significant trees, topography, rocky outcrops), buildings and landscape should be sited and designed to respond to natural topography and protect significant natural features wherever possible.
- Strategies to achieve this include, but are not limited to, alternative siting or clustering of buildings to avoid disturbance of natural features, and clustering of parking to reduce pavement on the site.

Site & Landscaping

Parking

Parking Locations and Access

- Parking should be screened from the street where possible to maintain aesthetic appeal.
- Consider incorporating glazing in garage doors.
- If the lot is adjacent to a lane, all parking shall be on and/or accessed from the lane.
- Minimize extent of driveways and eliminate need for driveway access to individual units.
- Locate and consolidate off-street parking areas, primarily to the rear of the primary structure.
- Screen recreational vehicle parking to preserve the visual and physical space of the residential area.

Innovative Parking Solutions

Encourage diverse parking strategies to maximize efficiency and aesthetics, including:

- Boulevard parking to integrate parking within the streetscape.
- Laneway parking to leverage rear access points.
- Layby parking for temporary stops close to destinations.
- Nose-in parking from a laneway to maximize space utilization.

Environmental and Community Considerations

- Use permeable materials or other strategies for driveways and parking areas that assist with stormwater management, reducing runoff and promoting groundwater recharge.
- The design and placement of buildings and landscape should establish a sensitive transition to adjacent parks, trails, open spaces, and natural areas, considering a landscaped edge.
- Respect the root zones of adjacent trees; and minimize impacts on ecologically sensitive areas and natural features.



Site Access

Ensuring proper site access is essential to create housing developments that seamlessly integrate with their surroundings.

Frontage Allocation and Pavement Minimization

- Driveways and access points should not exceed 7.0 meters in width at any point (approximately 23 feet).
- Limit the extent of paved areas in front yards to encourage green spaces.

Driveway Design and Placement

Encourage diverse parking strategies to maximize efficiency and aesthetics, including:

- Favor the design of flared driveways that are narrower at the street entrance and wider near the garage/main access.
- Position driveways on corner lots as far from the intersection as feasible, with a minimum distance of 8 meters.
- Access from the laneway only for properties adjacent to a laneway right-of-way.



Shared Spaces and Traffic Flow

- Encourage the sharing of driveway access between adjacent units.
- Carefully plan the site layout to ensure efficient traffic flow and minimize potential conflicts.



Pedestrian Accessibility

- Implement direct and clearly defined pedestrian pathways from parking areas to buildings.
- Design a primary pedestrian entrance from the street, incorporating landscaping features and layby parking options.

Landscape

Green space and landscaping are important features that can enhance neighbourhood character, beauty, livability, and environmental sustainability.

Design and Aesthetic Guidelines

- Incorporate a distinct landscaping element at the front property line, such as a gate, pillars, stonework, or similar features, to aesthetically mark the transition from public to private space.
- Ensure that landscaping complements the predominant landscape character of the neighborhood.
- Design front yards (and side yards on corner lots) and visible elevations from the street to create a cohesive streetscape.

Environmental and Community Considerations

- Encourage the preservation of existing, on-site trees where possible and practical.
- Incorporate native and water-smart plants that provide shade and support local ecology and habitat.
- Encourage garden areas as part of outdoor amenity spaces to foster a sense of community.
- Incorporate fire-resistant landscaping near structures, using materials like rocks, gravel, and fire-resistant plants to create a defensible space that reduces fire risk.



Functional and Practical Elements

- Provide sheltered walkways and walkway lighting to enhance safety and accessibility.
- Each residential unit must include an allocated outdoor space tailored to the unit's size and capacity, ensuring private access to outdoor areas for residents.
- Outdoor storage should be practical, visually harmonious, and match the home's character. Position storage in less visible areas, such as the side or back of the property, screened by landscaping or fencing.
- Designate specific areas for the storage of garbage, recycling, and compost bins that are easily accessible for residents and waste collection services, yet inconspicuous from public view and neighboring properties.

Machinery, Equipment and Systems

Installation of machinery should be considered in relation to the residents' (on property and within the neighbourhood) well-being and environmental stewardship.



Promote Sustainable Energy Solutions

- **Electric Car Charging:** Include a location for at least one electric car charge outlet onsite.
- **Heat Pumps and Ground-Source Pumps:** Encourage the use of heat pumps and ground-field loops for ground-source heat pumps.
- **Solar Collectors:** The implementation of solar thermal collectors is recommended to harness solar energy for heating water. Solar photovoltaics are encouraged to generate electricity.

Sound Management for Heating/Cooling Units

- The installation of outdoor heating and cooling units should prioritize sound management to minimize noise pollution, which can be a nuisance to neighbours.
- **Location:** Place units as far away from property lines as possible to reduce noise impact. Where possible, locate these units in the front or rear yard rather than the side yard to further distance them from neighboring properties.
- **Avoid Windows and Openings:** Position units away from neighboring windows or openings where possible.
- **Utilize Barriers:** Whenever possible, keep the unit behind any existing barriers such as fences, hedges, and garden sheds. Consider installing anti-noise boxes around heat pumps.

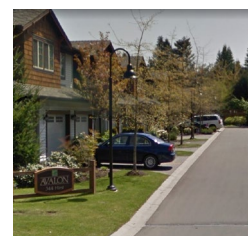
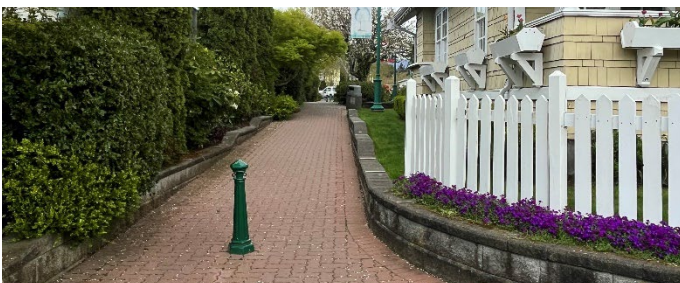


Streetscape

A well-designed streetscape ensures that new developments blend seamlessly with the existing neighbourhood. Harmonious architecture, landscaping, and street elements create a sense of continuity and community. They will enhance the visual appeal and identity of a neighbourhood, provide safety to residents, and promote livability and accessibility for residents.

Guidelines

- Boulevards should include at least one street tree for every 10 metres of frontage.
- Within 2.5 metres of the traveled road surface, landscaping may include:
 - Gravel or permeable pavers for parking
- At each intersection, a landscaped node may extend within .5 metres of the travelled road surface.
- More than 2.5 metres from the travelled road surface, landscaping may include:
 - lawn, flowers, ground covers, low shrubs: less than 0.6 metres in mature height
 - access steps that are part of a sidewalk
 - a low berm: less than 0.6 metres from adjacent ground
- More than 3.5 metres from the travelled road surface:
 - mailbox and address pillars up to 1.5 metres in height and 0.6 metres in width
 - a hedge or shrub: measured to the trunk of the hedge or shrub, as long as foliage doesn't grow closer than 2 metres
 - rocks or similar landscape features under 0.6 metres
- Street trees should be located .5 metres outside the front property line.
- Ensure the design of the building will fit into the existing characteristics of the neighbourhood.
- Ensure that the site design accommodates people of all abilities.
- Incorporate accessible pathways, ramps, and elevators.
- Provide visible signage identifying building addresses at all entrances.



Building Form & Elements

Height

When located adjacent to single detached homes, small scale, multi-family dwellings should take care to be a good neighbour to existing single-family homes. New multi-family dwellings may have a higher allowable height than previously built single-family dwellings but should respect the existing context.

Guidelines

- Care should be taken to ensure that massing, shadowing and privacy of adjacent homes are taken into account during the design process.
- When constructing new multi-residential dwellings, the maximum allowable height is three storeys, ideally with the 3rd storey integrated into the roofline of the house or set back from façade of the second storey.
- Increase building massing toward the center of the site to optimize light, privacy, and to facilitate community integration.
- Optimize building massing to reflect the BC Energy Step Code and Zero Carbon Step Code.

Doors

- Entrances should be located and designed to create building identity, to distinguish between individual units, and generally create visual interest for pedestrians. Well-considered use of architectural detail and, where appropriate, landscape treatment, should be used to emphasize primary entrances, and to provide “punctuation” in the overall street-scape treatment
- Independent entrances to create a sense of individuality for each unit.
- At least one prominent front entrance should face the street.



Scale and Massing

Architectural massing is the volumetric design of a building and the three-dimensional space a building occupies. Massing and articulation can increase the visual interest of a development and should tie into the overall neighbourhood form and character.

Design and Proportionality

- Complement the massing and building proportion of established housing in new developments to promote continuity and harmony with the existing urban fabric.
- When similar massing to neighbouring structures is not achievable, break the building facade into smaller elements to create an illusion of a smaller scale, maintaining neighborhood character.
- Step down building heights as a strategy for sensitive transitions in scale to adjacent buildings, enhancing the integration of new developments.

Façade

- Encourage the integration of a one-story roofline on the front façade to transition to the pedestrian scale.
- Utilize articulation in horizontal and vertical planes on street frontage facades to add depth and interest.
- Incorporate architectural features and design details into building facades that are rich and varied in detail to create visual interest when approached by pedestrians. Examples of architectural features include: building height, massing, articulation and modulation, bay windows and balconies, fenestration pattern (proportions and placement of windows and entry ways).
- Incorporate recessed, articulated, and differentiated entrances where possible, adding to the visual and functional quality of the building.

Roof Design

- Utilize roof slopes to minimize the apparent mass of the development and reduce differences in heights between adjacent buildings.
- Create usable space through the addition of dormers and gables, contributing to the functionality and aesthetic of rooftops.
- Integrate weather protection canopies at building entrances to enhance the pedestrian experience.

Environmental & Human Scale

- Facilitate visual access to natural features such as the sky, daylight, vegetation, and views, enriching the living environment for residents.
- Ensuring that building components relate to human scale, including the dimensions of doors, windows, and stairs.

Massing

- Employ transitional elements and terraced units to reduce perceived bulk and introduce variety in building massing.
- Ensure larger, more prominent features are balanced with smaller, less significant ones to create a sense of order and scale.
- Align massing strategically at a neighbourhood scale, placing big walls next to big walls, to maintain a coherent and harmonious architectural rhythm.

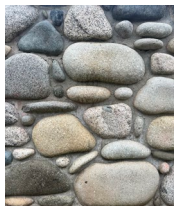


Colours & Materials

Colours play a crucial role in establishing a building's visual identity. Thoughtful colour and material choices contribute not only to aesthetics but also to functionality, sustainability, and community integration. Lack of architectural detail or variety in material and colour can create a building with an awkward and dense appearance. Consideration should be given to the existing neighbourhood.

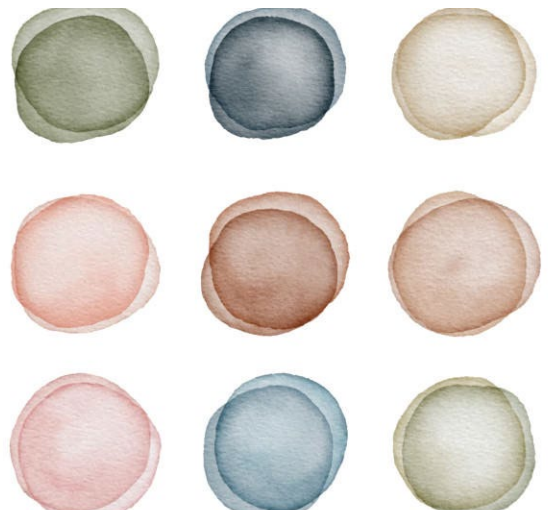
Guidelines

- Colour schemes can be used to differentiate residential units.
- Employ two or more types of cladding materials to avoid large expanses of uniformity.
- Incorporate secondary material into vertical design features or use accent colours (to break up mass of building).
- Use different textures (brick patterns, wood, stone) to add visual richness.
- Durable Materials: Prioritize substantial, durable and natural materials into their facade to avoid a 'thin veneer' look and encourage graceful weathering of materials over time.
- Wood Accents: Wood siding or accents can add warmth and texture. Use responsibly sourced materials.
- Employ fire-resistant materials for exterior cladding, such as non-combustible siding materials (e.g., fibre cement, stone, stucco, or metal siding). These materials help prevent the spread of fire to and from neighboring properties.



Color Palette:

- Neutral Base: Start with a neutral base color for the building's facade. Whites, grays, or earth tones work well.
- Accent Colors: Introduce accent colors for doors, window frames, and trim. These can add visual interest without overwhelming the design.
- Avoid Clashing: Ensure that colors complement each other and do not clash.
- Choose colours with energy efficiency in mind: dark colours absorb more heat, light reflects sunlight.





Roofs

Roofs should be compatible with the existing neighbourhood character and should create visual interest. Integrating pitched roofs into the overall design provides “single-family residential character”.

Guidelines

- Pitched roofs in excess of 6:12 are encouraged to evoke a residential feel and blend with neighbouring houses.
- Utilize flat roofs for rooftop gardens, solar panels, or communal spaces.
- Green “vegetated” roof options are preferred where a flat roof is proposed.
- Cascade of sheltering roofs.
- Asphalt shingles, metal, slate, or clay tiles are recommended to offer the highest level of fire resistance.

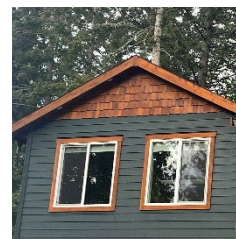
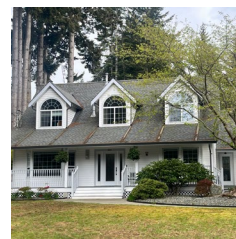
Windows

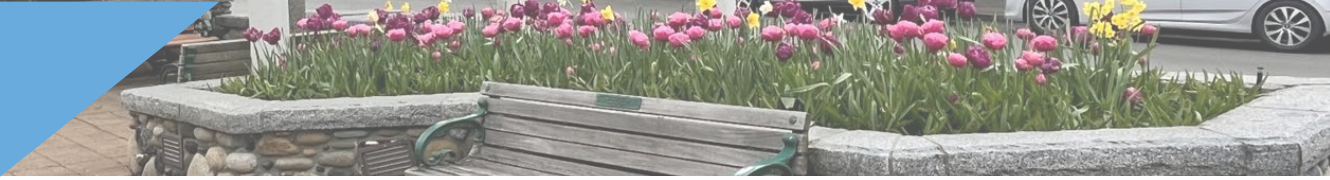
Windows can shape living spaces, impact energy use, and contribute to the overall character of a neighbourhood.

Guidelines

- Contrast: Window frames and trim can contrast with the facade color. Dark frames against light walls create visual impact.
- Material Consistency: Use the same material for window trim as other architectural elements (e.g., wood, metal, or fiber-cement).

- Windows should be placed on at least two sides of each residential unit.
- Windows should open.
- Views to the street should be provided where possible.
- The views from upper stories of new buildings should minimize overlook into adjacent private yards, especially in less intensive areas. Strategies to achieve this include but are not limited to the following:
 - Increased setback.
 - Stagger windows to not align with adjacent windows.
 - Primary windows into habitable spaces, and also decks and balconies, should not face or be oriented to interior side-yards.
 - Locate and screen upper level windows, decks, and balconies to minimize overlook.
 - Use of skylights, translucent windows and clerestory windows are encouraged to minimize overlook of side yards.
 - Landscape screening.





Proportions

Proportion in building design is crucial to support a feeling of aesthetic harmony, functionality and efficiency, structural integrity, and relationship to the human experience.

Guidelines

- Buildings should consider the human experience; massing of the building should relate well to the surrounding context and should not overpower neighbouring structures.
- Balance of vertical and horizontal elements. Avoid excessively tall or squat buildings that disrupt the visual harmony of the area.

Green Building Considerations

Green building practices encourage sustainability in both material and design to support climate action initiatives. Green buildings are structures that reduce impact on the environment by being resource efficient and environmentally responsible. These buildings play a role in preventing the adverse effects of climate change by using design strategies that reduce greenhouse gas emissions and show adaptation to current and projected environmental impacts.

Guidelines

- At least 50% of exterior space should be permeable.
- Drainage from non-permeable areas, such as driveways, should be directed to raingardens, swales or other landscaping to facilitate groundwater recharge.
- Permeable materials (structural turf, gravel, and granite crush) are encouraged for driveways and landscaping.

- Landscaped areas shall not include more than 40% turfgrass.
- Glazing and orientation for solar energy gain.
- Use drought-resistant and/or native landscaping where possible.
- Colours that support climate and energy efficiency (light colours).
- Encourage the use of innovative materials (recycled glass, reclaimed wood, low-impact concrete).
- Install low-carbon heating and cooling mechanisms.
- Consider building massing and orientation to support heating and cooling efforts naturally.
- Designs for new buildings should comply with the Energy Step Code requirements.
- Consider using on-site collection of water with the intent to gradually release it (control of surface water from site).
- Provide shaded outdoor living:
 - Consider ways of retaining trees to create shaded outdoor living areas.
 - Placement of architectural elements (i.e. roof overhang) to create shaded outdoor living areas.





**TOWN OF QUALICUM BEACH
BYLAW NO. 901**

A BYLAW TO ESTABLISH AN ADVISORY PLANNING COMMISSION

WHEREAS the *Local Government Act* provides that Council may, by bylaw, establish an Advisory Planning Commission to advise council on all matters respecting land use, community planning or proposed bylaws and permits under Divisions 4 to 14 of Part 14 of the *Local Government Act* that are referred to the Commission by the council;

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

CITATION

1. This bylaw may be cited as “Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024”.

DEFINITIONS

2. In this bylaw:

“**Chair**” means the Chair of the Advisory Planning Commission.

“**Commission**” means the Advisory Planning Commission established by this Bylaw for the Town of Qualicum Beach.

“**Corporate Administrator**” means the person appointed as such.

“**Council**” means the Municipal Council of the Town of Qualicum Beach.

“**Director of Planning**” means the person appointed as such.

“**Member**” means a person who is eligible, pursuant to the *Local Government Act*, to be a member of the Commission and is appointed by Council to the Commission.

“**Records**” means a record, regardless of form, recorded or stored graphically, mechanically, electronically, digitally, or otherwise.

“**Secretary**” means the secretary to the Advisory Planning Commission.

“**Town**” means the municipality of the Town of Qualicum Beach.

COMMISSION ESTABLISHED AND CONTINUED

3. The **Commission**, established by previous advisory planning commission bylaws of the **Town**, most recently pursuant to the provisions of the *Local Government Act*, and consisting of five **Members**, is continued.

[The following is inserted for reference only and is not a part of this bylaw. Section 461 of the Local Government Act (LGA), establishes regulations for the Advisory Planning Commission in addition to this Bylaw, including:

- (a) *the bylaw establishing the advisory planning commission must provide for the composition of and manner of appointing members to the commission, the procedures governing the conduct of the commission, and the referral of matters to the commission;*
- (b) *at least 2/3 of the members of an advisory planning commission must be residents of the municipality;*
- (c) *a person who is a council member, an employee or officer of the local government, or an approving officer is not eligible to be a member of an advisory planning commission, but may attend a meeting of the commission in a resource capacity;*
- (d) *members of an advisory planning commission must serve without remuneration, but may be paid reasonable and necessary expenses that arise directly out of the performance of their duties;*
- (e) *if an advisory planning commission is established, minutes of all of its meetings must be kept and, on request, made available to the public.*
- (f) *If an advisory planning commission is considering an amendment to an official community plan or a bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend meetings of the commission and be heard.]*

FUNCTION/REFERRAL OF MATTERS TO THE COMMISSION

- 4. The function of the **Commission** shall be to advise **Council** on matters coming within the scope of Section 461 of the *Local Government Act* and amendments thereto, as may from time to time be referred to the **Commission** by **Council** or the **Director of Planning**.

MEMBERSHIP AND TERMS OF APPOINTMENT

- 5. The **Commission** shall be comprised of five members, each appointed by the **Council** for a term commencing on the adoption of the **Council** resolution making the appointment and continuing for a term of approximately two years, ending December 31st of the second year of their term, or:
 - (1) earlier, due to member resignation, death or **Council** rescinding the appointment; or
 - (2) later, if no successor has been appointed at the end of the two-year term, until the time that a successor is appointed.
- 6. **Council** may rescind an appointment to the **Commission** at any time.
- 7. **Council** shall, when appointing the five members of the **Commission**, give consideration to:
 - (1) the *Local Government Act* requirement that at least three members must be residents of the **Town**;
 - (2) the preference that at least one of the members of the Advisory Planning Commission be a registered professional architect; and,
 - (3) each members' qualifications, interests, and background to cover one or more of the following areas:

- (a) architecture and urban planning;
 - (b) environmental matters;
 - (c) the land development industry;
 - (d) the local business community;
 - (e) representative of the youth in the community;
 - (f) representative of the community's aging population;
 - (g) the local tourism industry; and,
 - (h) community interest in design and development.
8. **Commission** members may be reappointed at the end of their two-year term. At the end of two consecutive terms, a member shall not be eligible for reappointment for a period of one year.
9. The member of **Council**, appointed by **Council** as liaison to the **Commission**, may attend the meetings of the **Commission** but is not a member and shall not vote.
10. The **Director of Planning** shall attend the **Commission** meetings in a resource capacity, is not a member, shall not vote and is responsible for reporting the **Commission's** recommendations to **Council**.

PROCEDURES

Chair and Secretary

11. The appointed members of the **Commission** shall, at the first meeting held each year, elect one of their number as **Chair** who shall preside at all meetings for the balance of the year.
12. The **Corporate Administrator** is appointed as **Secretary** to the **Commission**.
13. The responsibilities of the **Secretary** shall be to:
- (1) receive the material for the meeting agenda from the **Director of Planning**;
 - (2) ensure that proper notification is given and the agenda is distributed in compliance with Town bylaws and Provincial laws;
 - (3) ensure that staff assigned to record the proceedings are in attendance for each meeting;

- (4) ensure that accurate minutes of the meetings of the **Commission** are prepared and made available to the public in the municipal office during normal business hours; and
- (5) maintain and keep safe the **Records** of the business of the **Commission**.

Meetings

14. Meeting procedures shall be in accordance with the **Council** Procedure Bylaw.
15. Meetings of the **Commission** shall be held on the first and third Wednesdays each month when required, as determined by the **Director of Planning** when matters coming within the scope of Section 461 of the *Local Government Act* are referred to the **Commission** by **Council**, or by the **Director of Planning**.
16. The **Chair**, in consultation with the **Secretary**, may call a special meeting of the Commission.
17. The **Chair**, or in the event that the **Chair** is not in attendance after the time appointed for a meeting, the member appointed by the **Commission** as acting **Chair** for the duration of the meeting, shall call the meeting to order on the date and at the time and place set out in the meeting agenda as soon as a quorum is in attendance.
18. Three appointed members of the **Commission** is a quorum.
19. In the event that a quorum is not present within 15 minutes after the time appointed for a meeting, the names of those present will be recorded and the meeting shall stand adjourned.

Public Representation

20. The **Commission** meetings are open to the public, but the general public shall not comment or take part in any discussion. All persons in attendance shall maintain order and quiet and not applaud or otherwise interrupt any speech or action during the meeting.
21. At **Commission** meetings, the **Commission** shall hear representations from applicants and applicants' agents on matters referred to under Sections 4 and 5.
22. All applicants and applicants' representatives wishing to speak at a meeting of the **Commission** must wait until they have been recognized by the **Chair** to speak.

Order of Business

23. The following shall be the regular order of business at a meeting of the **Commission**:
 - (1) Call to Order
 - (2) Agenda Adoption

- (3) Minutes Approval
- (4) For each item on the agenda referred to the **Commission**, the following process shall be followed:
 - (a) Opening remarks by the **Director of Planning** or designated staff regarding the content and conduct of the meeting;
 - (b) Staff presentation, applicant presentation, and **Commission** discussion of various applications;
 - (c) **Commission** Recommendations.
- (5) Adjournment

Recommendations

24. When reviewing Development Permit applications, the **Commission** shall take the following into consideration when making recommendations to **Council**:
 - (1) design guidelines as detailed in Development Permit Area guidelines in the Official Community Plan, and
 - (2) merits of the overall design.
25. When reviewing applications that require rezoning, the **Commission** may also take into consideration:
 - (1) Town of Qualicum Beach Official Community Plan;
 - (2) the form and character of the proposed development in relation to its surroundings;
 - (3) effect on neighbourhood amenities;
 - (4) effect on the availability of suitable housing options;
 - (5) site development strategy, including landscaping and preservation of natural amenities;
 - (6) building design in reference to human needs including convenience of access, protection of views, provision of light, maintenance of privacy and mitigation of noise;
 - (7) outdoor lighting and signs;
 - (8) the promotion of health, safety, security, convenience, and the public interest;
 - (9) environmental impact and green building;
 - (10) transportation and mobility issues, including active transportation alternatives;

- (11) other land use matters; and
 - (12) other issues as referred by **Council**.
26. Recommendations of the **Commission** shall be made by resolution and by a majority vote of all members present. All **Members** of the **Commission**, including the **Chair**, must vote on every question unless they have declared a conflict and left the meeting. Each **Member** of the **Commission** present who does not signify their vote, shall be counted in the affirmative. In the event that the number of votes cast by the **Members** is equally divided for and against a question, the motion is defeated.
27. If the developer is agreeable, the developer may re-submit plans to address the recommendations made by the **Commission** at a previous meeting.
28. If minutes have not been adopted by the **Commission** prior to consideration of an application, draft minutes may be presented to **Council**.

SEVERABILITY

29. If any section, subsection, paragraph, clause, phrase or word within this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

Teunis Westbroek, Mayor

Luke Sales, Deputy Corporate Administrator

**TOWN OF QUALICUM BEACH
BYLAW NO. 902**

A BYLAW TO ESTABLISH A BOARD OF VARIANCE AND ITS PROCEDURES

WHEREAS the *Local Government Act* requires a local government that has adopted a zoning bylaw to establish, by bylaw, a Board of Variance;

AND WHEREAS the Town of Qualicum Beach has adopted a zoning bylaw;

AND WHEREAS the population of the Town of Qualicum Beach is less than 25,000;

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

CITATION

1. This bylaw may be cited as “Town of Qualicum Beach Board of Variance Bylaw No. 902, 2024”.

DEFINITIONS

2. In this bylaw:

“**Board**” means the Board of Variance for the Town of Qualicum Beach.

“**Chair**” means the Chair of the Board.

“**Corporate Administrator**” means the person appointed as such.

“**Council**” means the Municipal Council of the Town of Qualicum Beach.

“**Director of Planning**” means the person appointed as such.

“**Member**” means a person who is eligible, pursuant to the *Local Government Act*, to be a member of the Board and is appointed by Council to the Board.

“**Records**” means a record, regardless of form, recorded or stored graphically, mechanically, electronically, digitally, or otherwise.

“**Secretary**” means the secretary to the Board of Variance.

“**Town**” means the municipality of the Town of Qualicum Beach.

BOARD ESTABLISHED AND CONTINUED

3. The **Board**, established by previous board of variance bylaws of the **Town**, most recently pursuant to the provisions of the *Local Government Act*, and consisting of three **Members**, is continued.

[The following is inserted for reference only and is not a part of this bylaw. Part 14, Division 15 of the Local Government Act (LGA), sections 536-544, establishes regulations for the Board of Variance in addition to this Bylaw, including:

- (a) a person who is a member of the Advisory Planning Commission or of Council, or an officer or employee of the Town, is not eligible to be appointed to the Board;*
- (b) the Board shall consist of 3 persons appointed by Council;*

- (c) *an appointment to the Board is for a 3-year period, and if no successor has been appointed at the end of the 3-year period, continues until the time that a successor is appointed;*
- (d) *Council may rescind an appointment to the Board at any time;*
- (e) *members of a board of variance must not receive compensation for their services as members, but must be paid reasonable and necessary expenses that arise directly out of the performance of their duties; and necessary funds to pay the costs must be provided in the annual budget;*
- (f) *members of the Board must elect one of their number as Chair, and the Chair may appoint a member of the Board of Variance as acting Chair to preside in the absence of the Chair;*
- (g) *the bylaw establishing the Board must set out the procedures of the Board, including how appeals are to be brought and notices given (compliant with the notice of application for variance requirements in the LGA);*
- (h) *listing the type of application for variance or exemption if compliance would cause the person a hardship;*
- (i) *describing the powers of the Board to order a minor variance or to exempt the applicant, under specified conditions and limitations; and*
- (j) *describing the powers of the Board to set aside the determination of a building inspector and make a determination in its place on the extent of damage to non-conforming use property.]*

JURISDICTION

- 4. The **Board** shall hear and determine appeals on the grounds and to the extent set out in the *Local Government Act*.

CHAIR & SECRETARY

- 5. The appointed **Members** of the **Board** shall, at the first meeting held each year, elect one of their number as **Chair** who shall preside at all meetings for the balance of the year.
- 6. The **Corporate Administrator** is appointed as **Secretary** to the **Board**.
- 7. The responsibilities of the **Secretary** shall be to:
 - (1) establish and make available to the public, the form of the notice of appeal - the "Board of Variance Application";
 - (2) receive notices of appeal;
 - (3) ensure that proper notification is given and the agenda is distributed in compliance with **Town** bylaws and Provincial laws;
 - (4) ensure that staff assigned to record the proceedings are in attendance for each meeting;
 - (5) ensure that accurate minutes of the meetings of the **Board** are prepared and made available to the public in the municipal office during normal business hours;

- (6) give written notice of each decision of the Board to the appellant, the Building Inspector, and the Director of Planning; and,
- (7) maintain and keep safe the **Records** of the business of the **Board**.

MEETINGS

8. A meeting of the **Board** shall be held on the first Thursday of each month, to consider applications of appeal received.
9. In the event that no application of appeal is deposited with the **Secretary** to the **Board** at least 20 calendar days prior to the date of the next meeting, then no meeting shall be held.
10. The **Chair**, in consultation with the **Secretary**, may call a special meeting of the **Board**.
11. A meeting of the **Board** shall be held no later than a maximum of 45 days after the date of receipt of an application of appeal, unless an extension is allowed by written consent of the appellant.
12. The **Chair**, or the **Member** appointed by the **Chair** as Acting **Chair**, shall convene the hearing on the date and at the time and place set out in the notice of hearing and agenda.
13. Two appointed **Members** of the **Board** is a quorum.
14. In the event that a quorum is not present within 15 minutes after the scheduled time of the meeting, the names of those present shall be recorded and the meeting shall stand adjourned.
15. Persons whose property is affected by an appeal to the **Board** have a right to be heard and to give evidence at the hearing or may be represented by some other person authorized to represent them. Evidence at a hearing may be given orally or in writing, or submitted to the **Secretary** in writing in advance of the hearing. The **Board Members** shall not receive representations or evidence except at a properly constituted hearing.
16. All decisions of the **Board** shall be made by resolution and by a majority vote of all **Members** present. All **Members** of the **Board**, including the **Chair**, must vote on every question unless they have declared a conflict and left the meeting. Each **Member** of the **Board** present who does not signify their vote, shall be counted in the affirmative. In the event that the number of votes cast by the **Members** is equally divided for and against a question, the motion is defeated.

17. The **Board** may adjourn the hearing of an application from time to time and reconvene without further notification provided that the time, date and place of reconvening is announced to those present at the time of adjournment.

NOTICE OF APPEAL/APPLICATION

18. A person exercising the right of appeal shall deliver to the **Secretary** to the **Board** a completed appeal application form, in the form prescribed from time to time by the **Secretary** for that purpose, together with the application fee and such plans and particulars as the appellant or **Secretary** deems necessary to support the appeal.

NOTICE OF APPEAL FEE

19. The Notice of Appeal/application fee is payable to the **Town** in the amount as established in the Development Application Procedures and Fees Bylaw No. 605, 2007 and as amended from time to time.

NOTIFICATION OF HEARING AND DECISION

20. Upon receipt of an application of appeal by the **Secretary** and determination of the hearing date, the **Secretary** shall, not less than 10 calendar days prior to the date of the hearing, give notice of the hearing by way of mail or otherwise, to the **Members** of the **Board** and all owners and occupiers of land that is the subject of the appeal or adjacent to the land that is subject of the appeal.
21. The notice of the hearing shall state the subject matter of the application and the date, time and place where the appeal will be heard.
22. The **Secretary** shall, within 7 days of the hearing, deliver to the appellant, the Building Inspector, and the **Director of Planning** confirmation of the decision of the **Board**, by printed or electronic means.

SEVERABILITY

23. If any section, subsection, paragraph, clause, phrase or word within this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this Bylaw.

READ A FIRST TIME this day of , 2024.

READ A SECOND TIME this day of , 2024.

READ A THIRD TIME this day of , 2024.

ADOPTED this day of , 2024.

Teunis Westbroek, Mayor

Luke Sales, Deputy Corporate Administrator

REPORT TO COUNCIL: APRIL 22 TO MAY 20, 2024

COUNCILLOR VANDER VALK

1. **24th of April**: attended the Board meeting for the Parksville Qualicum Beach Tourism Association (PQBTA). Some discussions around Short Term Vacation Rentals (STVR) policies.
2. **2nd of May**: attended the Youth Appreciation Lunch
3. **2nd of May**: attended the Mindfulness in May Gala
4. **10th of May**: hosted a tour of Town Hall for a group of young Arrowview School students with Mayor Westbroek
5. **13th of May**: attended the Public Open house with Councillor Harrison. Discussions included topics of problems with communication lines and trees, emergency evacuation procedures, wildfire mitigation, parking on Harlech, parking and pedestrians crossing at Railway Street and Memorial, the correspondence log, Bill 44, possible projects for Communities in Bloom.
6. **14th of May**: attended the Board meeting for the Chartwell Residents Association.
7. **14th of May**: attended the Qualicum Beach Chamber of Commerce AGM
8. **17th of May**: attended the meeting for the Qualicum Beach Chamber of Commerce Board. Many ideas for possible projects for the new Board.
9. **20th of May**: attended the Board meeting for the Saint Andrew's Lodge Historical and Cultural Society. Progress is being made with the building restoration project. Fundraising continues. The Arts and Music Festival and Twilight Concerts in Saahtlam Park are coming again this Summer.



TOWN OF QUALICUM BEACH MEMORANDUM

TO: Mayor and Council
FOR: Regular Council Meeting
DATE: May 29, 2024
FROM: Lou Varela, Chief Administrative Officer
SUBJECT: Committee Review – Phase 1 Recommendations

RECOMMENDATIONS:

1. THAT Council directs staff to host an annual review of the Community Transportation Plan, with the next review tentatively scheduled for September 2025.
2. THAT Council directs staff to hold two Public Safety meetings, tentatively scheduled for July 10, 2024 at 4pm and December 4, 2024, at 4pm, as Committee of the Whole meetings in order to enhance broader community engagement on public safety.
3. THAT Council directs staff to hold two Airport Open Houses, scheduled for June 19, 2024, at 4pm and tentatively scheduled for December 4, 2024, at 4pm, as Committee of the Whole meetings.
4. THAT Council dissolves the Select Committee on Public Safety, Accessibility and Emergency Preparedness as a Committee of Council, based on the rationale provided on pages 18-19 of the attached Report entitled *Committee Review – Phase 1* dated May 2024 submitted by Leftside Partners Inc. and Neilson Strategies Inc.
5. THAT Council dissolves the Airport Users Committee as a Committee of Council and refocuses the committee membership to provide technical input to Town management on Airport operations, with Town management seeking Council's governance decision making as required.

PURPOSE

Council requested a summary report from Leftside Partners and Neilson Strategies Inc., at the Committee of the Whole held on December 13, 2023, to summarize the presentation and associated recommendations the consultants made for the Public Safety Committee and Airport Users Committee (See Attachment 1 to this memorandum).

The report titled "*Committee Review – Phase 1*" dated May 2024, submitted by Leftside Partners Inc. and Neilson Strategies Inc., (Attachment 2 to this memorandum) fulfills this request.

Accordingly, staff are seeking Council direction to implement a number of the recommendations contained in the Report, prior to the end of 2024.

Additional "Council and Committee Recommendations" contained in the Report will be accommodated as capacity permits in 2024 or will be directed to the 2025 Strategic Planning. These additional recommendations include the following:

- Procedure Bylaw Update
- Guide to Public Input
- Review of Committee Structure
- Council Training
- Create a Committee Policy
- Orientation Package and Training

For additional information on the "Council and Committee Recommendations," please see page 20 of the Report entitled *Committee Review – Phase 1*, attached to this Memorandum.

BACKGROUND

During the 2023 Strategic Planning Process, Council directed staff to advance the first phase of the Committee and Commission Review. This Review included two Committees: the Select Committee on Public Safety, Accessibility and Emergency Preparedness, and the Airport Users Committee.

The Committee Review is part of a broader strategy to ensure that the Town's Committees are:

- ✓ consistent with Council's needs, strategic directions and focus areas;
- ✓ reflect best practices; and,
- ✓ are functioning effectively.

Committees exist to serve Council and are part of Council's governance framework. Effective Committees can provide:

- Additional input to augment Council's decision making
- Opportunities for community engagement
- Focused discussion and advice on specific topics
- A broader representation of the community on matters of interest as defined by Council
- Opportunities to draw upon local knowledge and experience of community volunteers

It is further recognized that Committees are not always the optimum forum for Council to receive input on certain matters of interest that the larger community has keen interest in, including public safety and the Airport. For such matters, Open Houses offer a broader representation of community members the opportunity to address Council directly with concerns and questions to affect broader community engagement.

DISCUSSION

In addition to the five (5) recommendations provided above for Council's consideration, it should be noted that Council has already provided direction at the February 7, 2024, for one of the 11 recommendations contained in the Report:

THAT Council directs staff to schedule a bi-annual Open House meetings as a Committee of the Whole meeting, for the public to have a regularly scheduled opportunity to provide feedback to Council on Airport-related matters.

The intention of this approach is to ensure the public has regularly scheduled opportunities to provide input to Council on Airport-related matters. The next Airport Open House is scheduled for June 19, 2024, at 4pm and the second Open House is tentatively planned for December 4, 2024, at 4pm. Both of the Open Houses will be scheduled as Committee of the Whole meetings.

Airport Committee

The strength of this Committee is seen to be in resolving operational and often technical issues. The combination of the dedicated staff position and new complaints process, coupled with the bi-annual Open Houses, is intended to provide more accessible opportunities for residents to raise concerns that are heard directly by Council. In addition, Open Houses provide opportunities for residents that are curious about the Airport to learn more about what the Airport does, how it operates, what it costs, what the benefits are, and future plans.

A key recommendation resulting from the Review is for Council to dissolve the Airport Users Committee as a Committee of Council and refocus the committee membership to provide technical input to Town management on Airport operations. In addition, quarterly reporting on the Airport will be provided for the benefit of Council and the public.

Public Safety, Accessibility and Emergency Preparedness Committee

Since the time that the Public Safety, Accessibility and Emergency Preparedness Committee was formed, much has changed in the context of Qualicum Beach that relates to the Committee's portfolio, including:

- the creation of a new Accessibility Advisory Team (required by provincial legislation),
- the hiring of a Climate Action/Emergency Program Coordinator staff position,
- the emphasis on broader regional collaboration on emergency planning as encouraged by the new *Emergency and Disaster Management Act*.
- the increased frequency of review and updates to the Community Transportation Plan.

In consideration of the above and recognizing there is broad community interest in matters of public safety, a key recommendation resulting from the Review is for Council to replace the Committee on Public Safety, Accessibility and Emergency Preparedness with a number of initiatives to solicit broader, more diverse, and more frequent community input and engagement on specific issues:

- Annual Review of the Community Transportation Plan
- Hosting Semi-Annual Public Safety Forums
- Creating a more direct opportunity to report/alert staff to immediate public safety concerns.

The proposed changes are primarily intended to increase the number and diversity of opportunities for public input on safety issues through additional engagement forums that are open to a broader audience. Having community meetings focused on public safety issues should help to illuminate the range and strength of issues and concerns in the broader community for Council, and perhaps influence future Council priorities.

Staff are proposing Semi-Annual Public Safety meetings on July 10, 2024, at 4pm and December 4, 2024, at 4pm, to be scheduled as Committee of the Whole meetings.

Additionally, the annual Community Transportation Plan review meeting was held on January 31, 2024, as Committee of the Whole. Next year, the Community Transportation Plan will be scheduled for September 2025 to better tie into Strategic Planning and Budget.

FINANCIAL IMPLICATIONS

N/A

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.*
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

ALTERNATIVE OPTIONS

Alternatively, Council may choose to decline the recommendations of “Committee Review - Phase 1” and seek further information.

APPROVALS

Report respectfully submitted by Lou Varela, CAO



Lou Varela, MCIP, RPP
Chief Administrative Officer
Report Author



Luke Sales
Acting Deputy CAO
Concurrence



Rob Dickinson
Director of Infrastructure
Services
Concurrence

REFERENCES

- Attachment 1: Committee Review – Presentation to Council - December 13 (power point)
Attachment 2: Committee Review – *Phase 1* dated May 2024, submitted by Leftside Partners Inc. and Neilson Strategies Inc.

TOWN OF QUALICUM BEACH

Phase 1 - Committee Review Recommendations

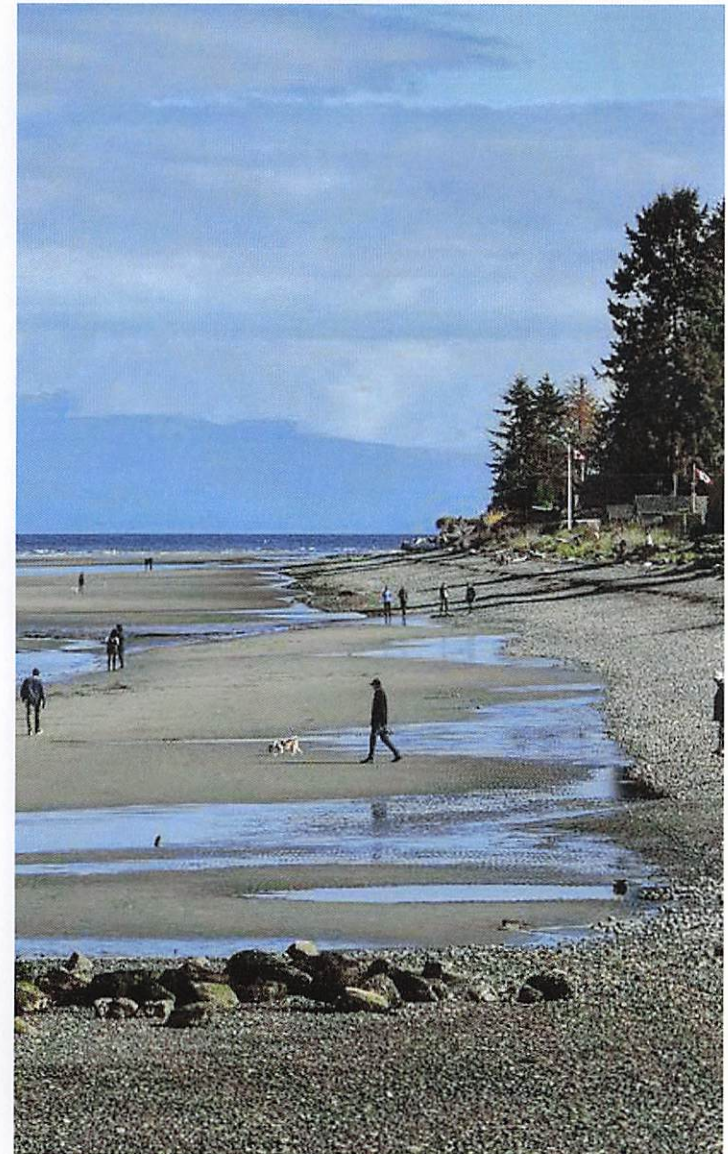
December 13, 2023

- Public Safety, Accessibility and Emergency Preparedness Committee
 - Airport Users Committee



PRESENTATION

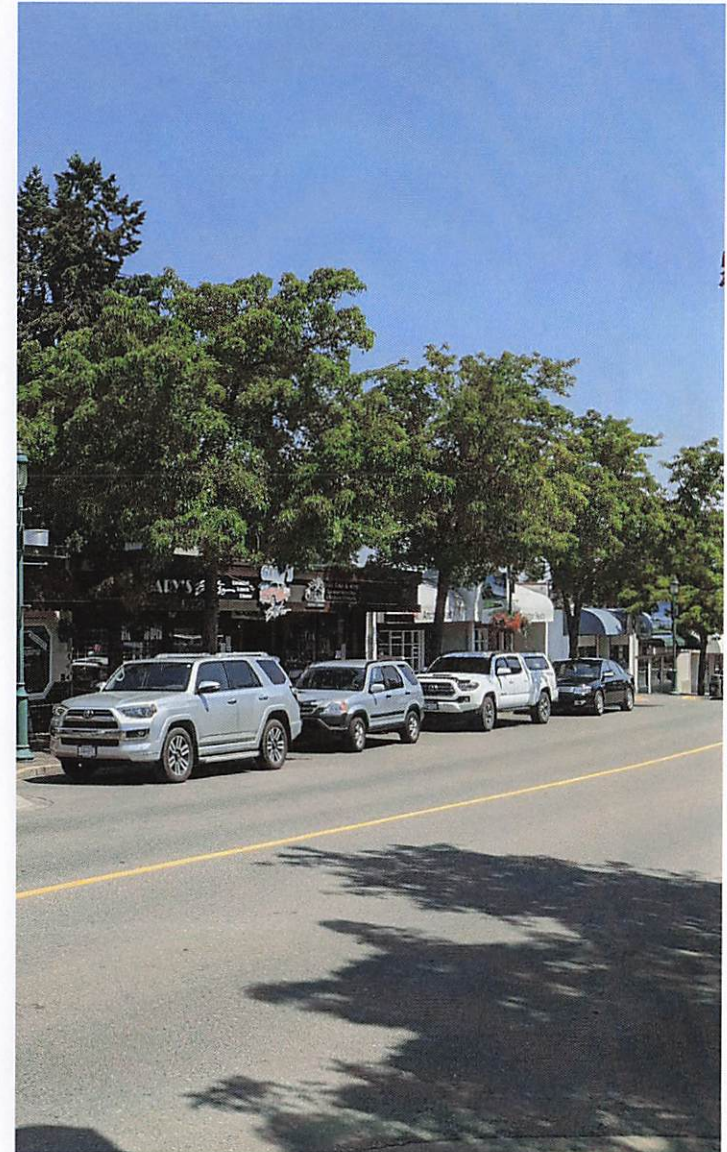
- ▶ Purpose & Process
- ▶ Context
- ▶ Best Practices – Council
- ▶ Best Practices – Committee
- ▶ Recommendations





PURPOSE & PROCESS

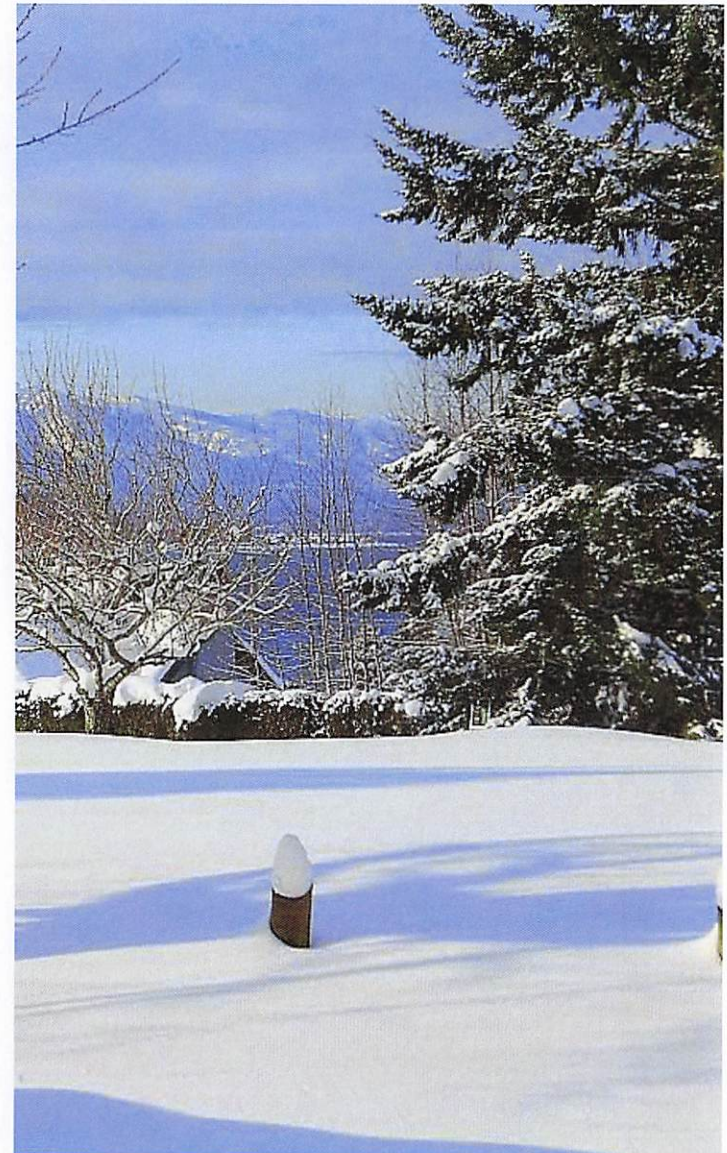
- ▶ Are Advisory Committees today an effective component of Town's governance structure?
 - ✓ meeting needs of Council and community
 - ✓ structured for success
 - ✓ managed effectively
 - ✓ following range of best practices





PURPOSE & PROCESS

- ▶ Starting with two Committees (Phase 1)
 - ✓ Select Committee on Public Safety, Accessibility & Emergency Preparedness
 - ✓ Qualicum Beach Airport Users Committee





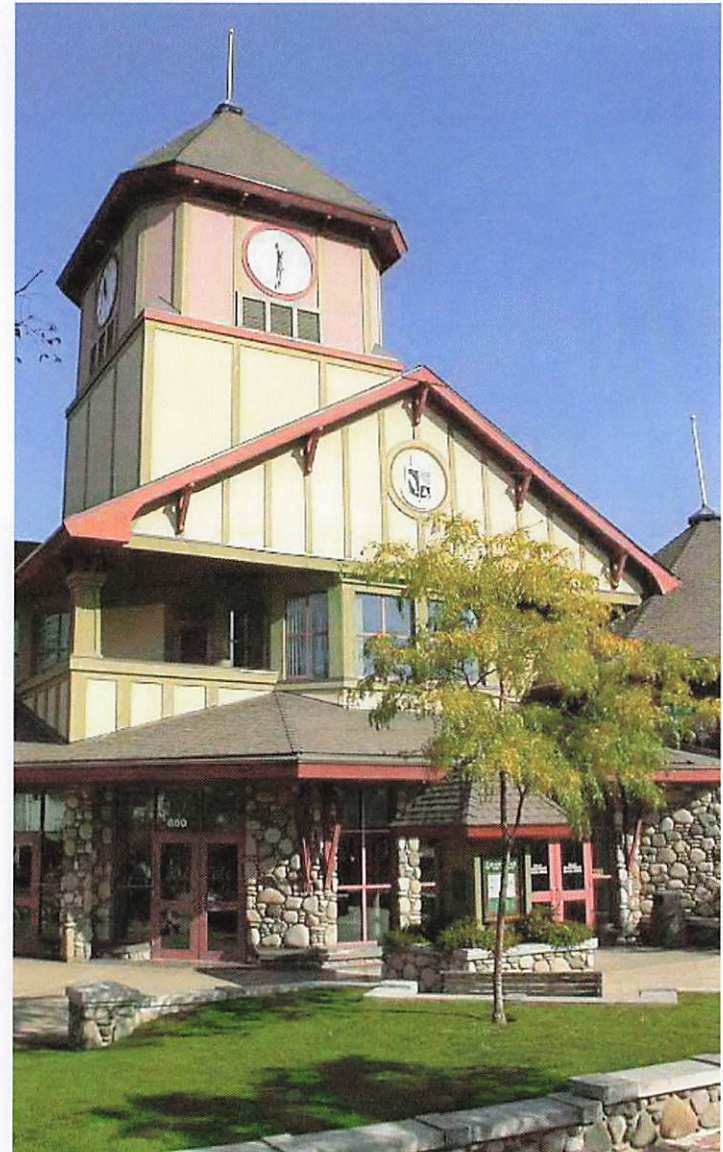
PURPOSE & PROCESS





CONTEXT

- ▶ Council's six Strategic Focus Areas
 - ✓ Housing
 - ✓ Good Governance
 - ✓ Economic Prosperity
 - ✓ Community Health & Wellbeing
 - ✓ Climate Action
 - ✓ Progressive Infrastructure





CONTEXT

► Council's six Strategic Focus Areas

- ✓ Housing
- ✓ Good Governance
- ✓ Economic Prosperity
- ✓ Community Health & Wellbeing
- ✓ Climate Action
- ✓ Progressive Infrastructure

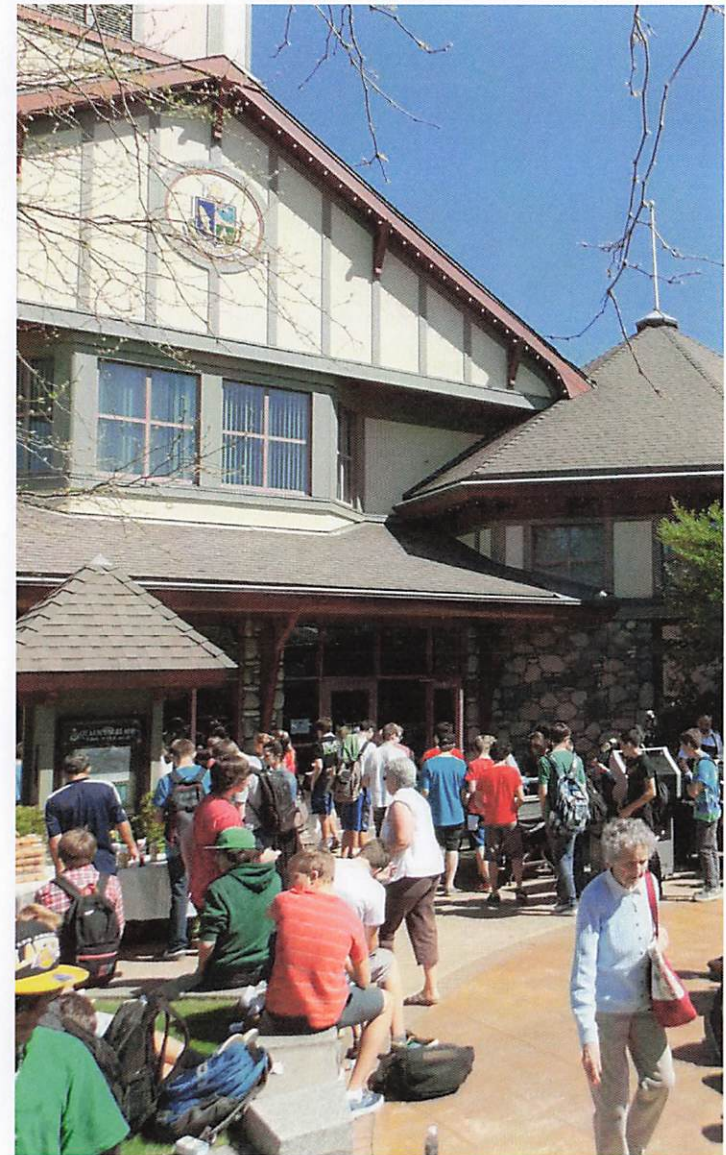
“
To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.
”



CONTEXT

► Guiding Principles (Code of Conduct)

- ✓ Integrity
- ✓ Accountability
- ✓ Respect
- ✓ Leadership & Collaboration

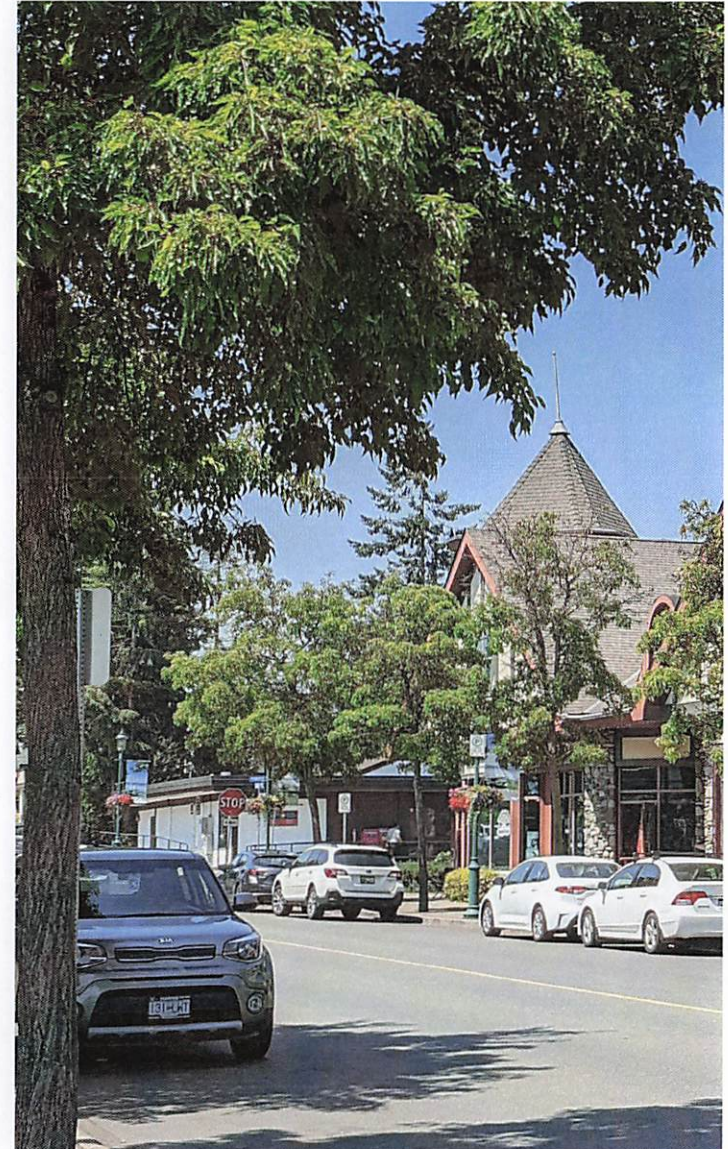




CONTEXT

► Committees of Council

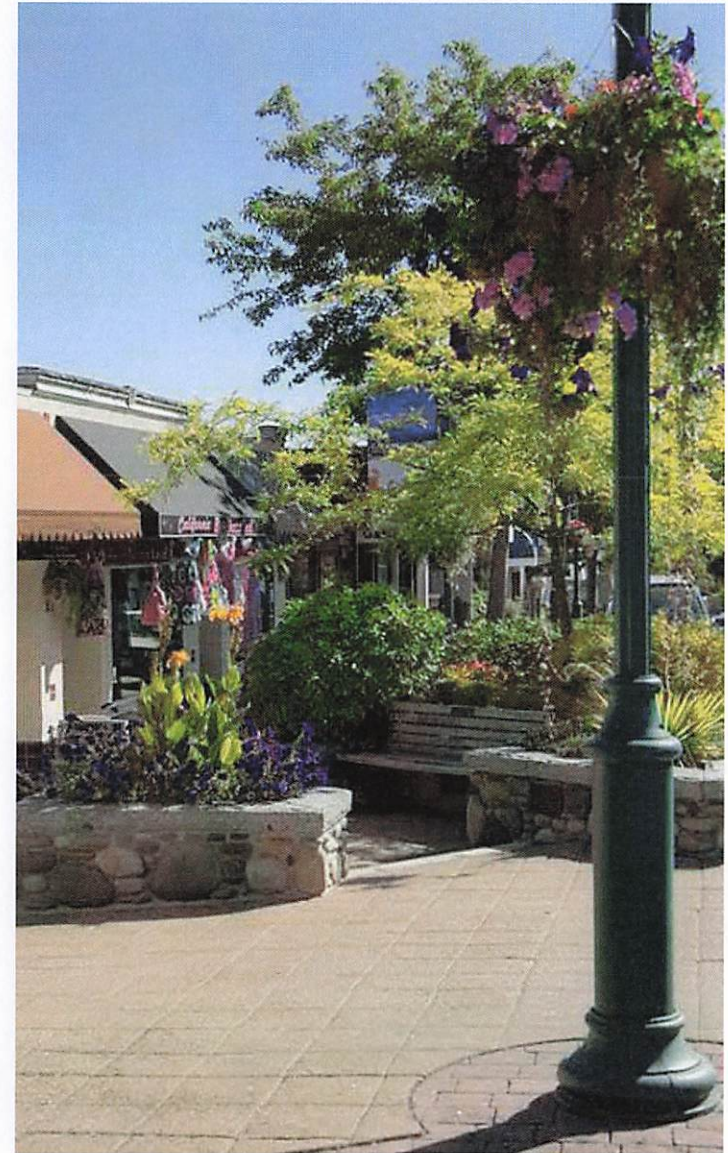
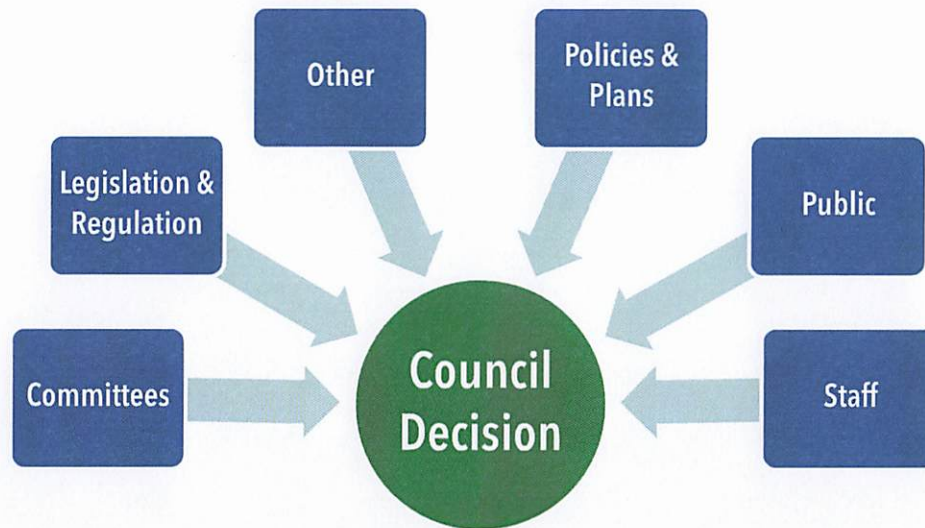
- ✓ Advisory Committees and Commissions established by Town Council
- ✓ In place to seek community input to help inform Council decision-making
- ✓ One opportunity for residents to participate in the public decision-making process
- ✓ Several Committees in Qualicum Beach





CONTEXT

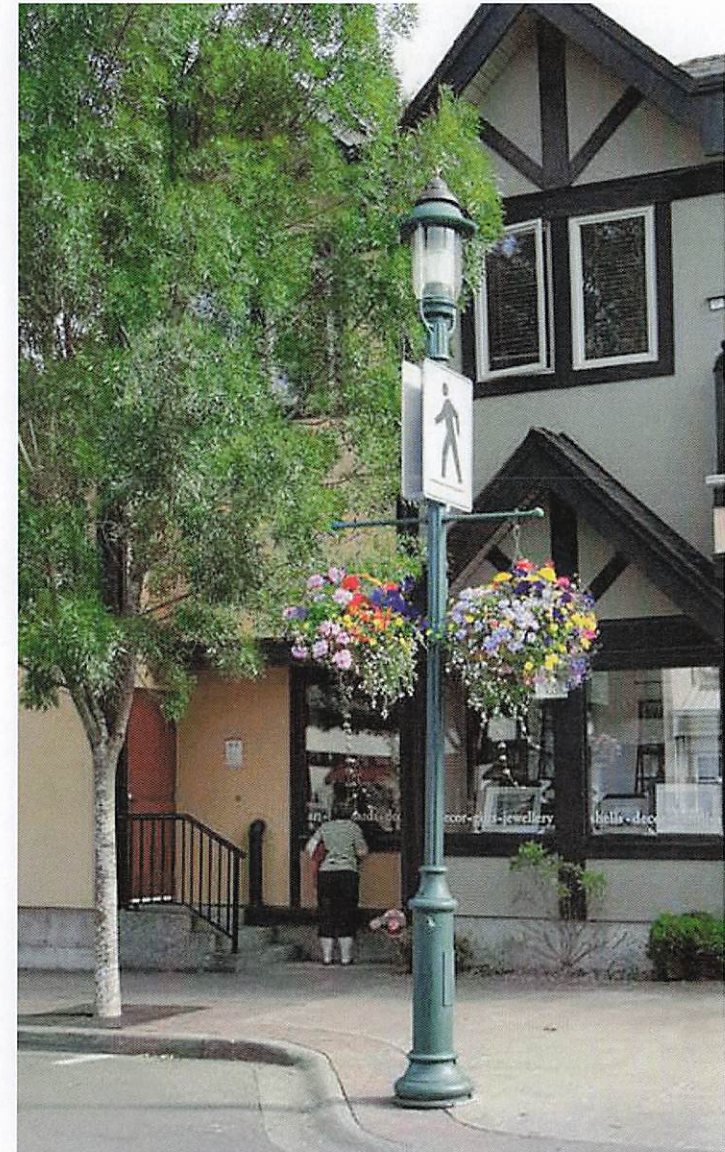
► Committees of Council





COMMITTEES OF COUNCIL

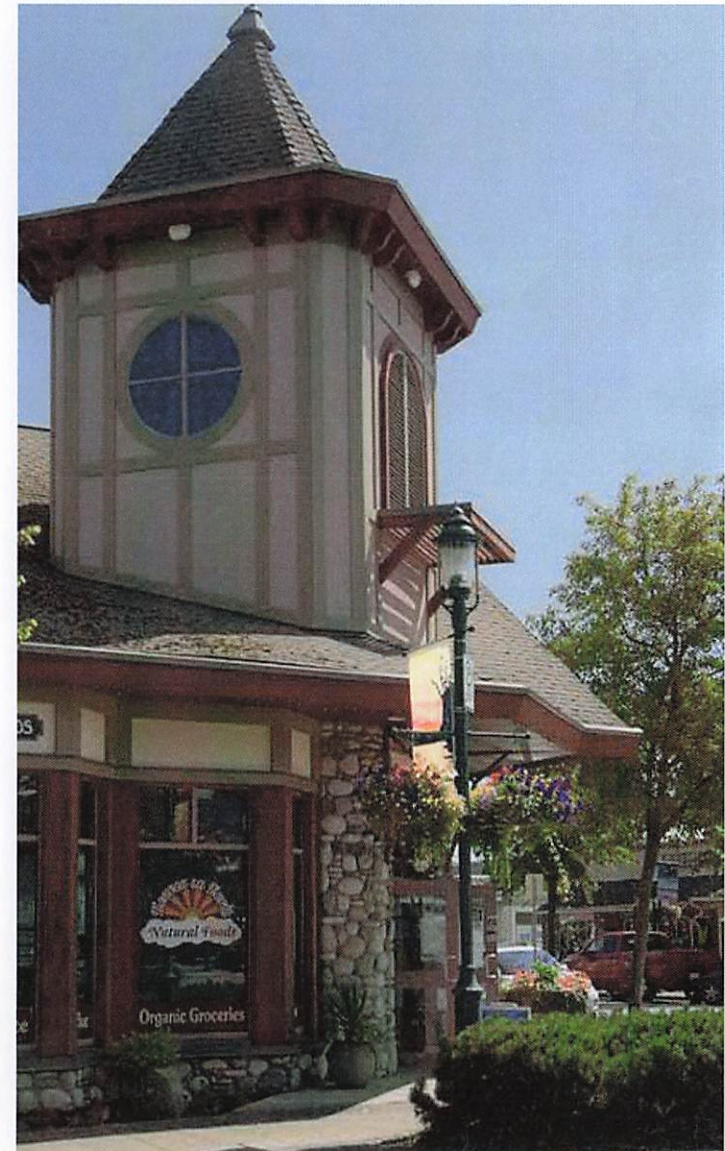
- ✓ Accessibility Advisory Team
- ✓ Advisory Planning Commission
- ✓ Board of Variance
- ✓ Beach Day Committee
- ✓ Family Day Committee
- ✓ Heritage Forest Commission
- ✓ Official Community Plan (OCP) Steering Committee
- ✓ Qualicum Beach Users Committee
- ✓ Select Committee on Public Safety, Accessibility & Emergency Preparedness
- ✓ Select Committee on Parks and Recreation
- ✓ Select Committee on Environment and Sustainability





CONTEXT

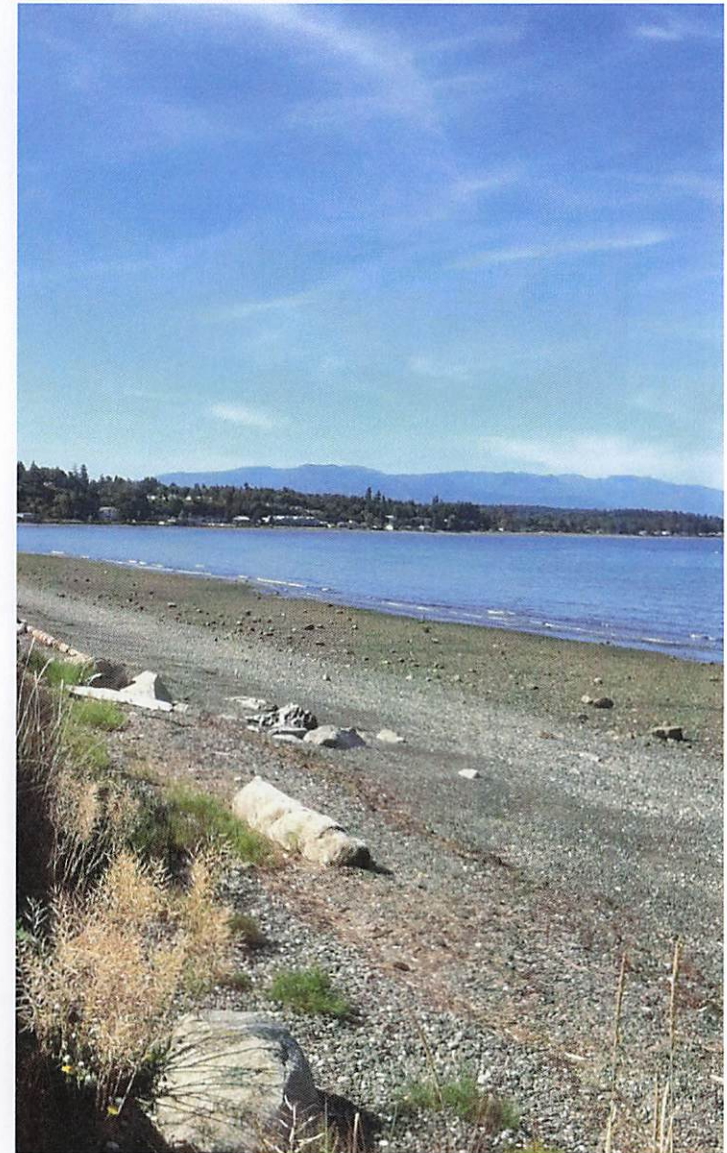
- ▶ Community engagement is strong
 - ✓ Tradition of interest in, involvement through, and input through Advisory Committees
 - ✓ Residents seek ways to engage with and be heard by Town Council
 - ✓ Passionate community members, eager to contribute
 - ✓ Council respect for and appreciation of community volunteers is clear





COUNCIL BEST PRACTICES

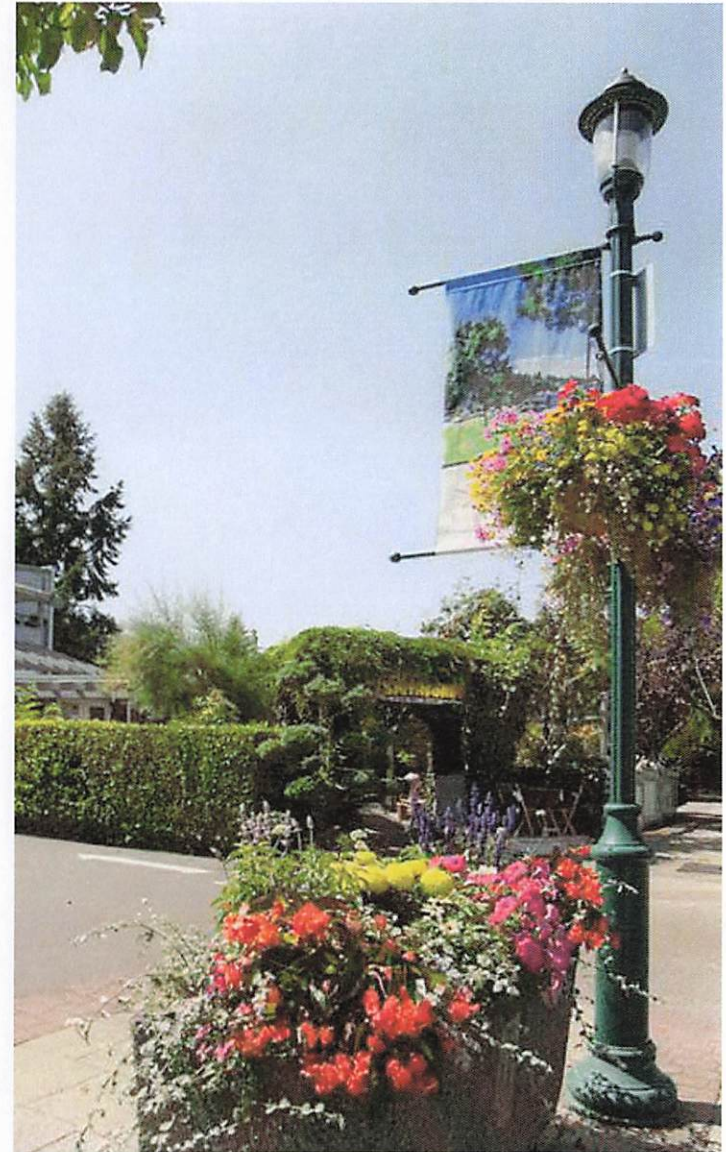
- ▶ Set the stage for engagement and participation
 - ✓ Council *Procedures Bylaw* – guidance on Town-public interaction at meetings
 - ✓ Clarity and transparency on process for bringing issues and concerns to Council
 - > letters to Council
 - > delegations to Council
 - > speaking to agenda items
 - > Committee of the Whole





COUNCIL BEST PRACTICES

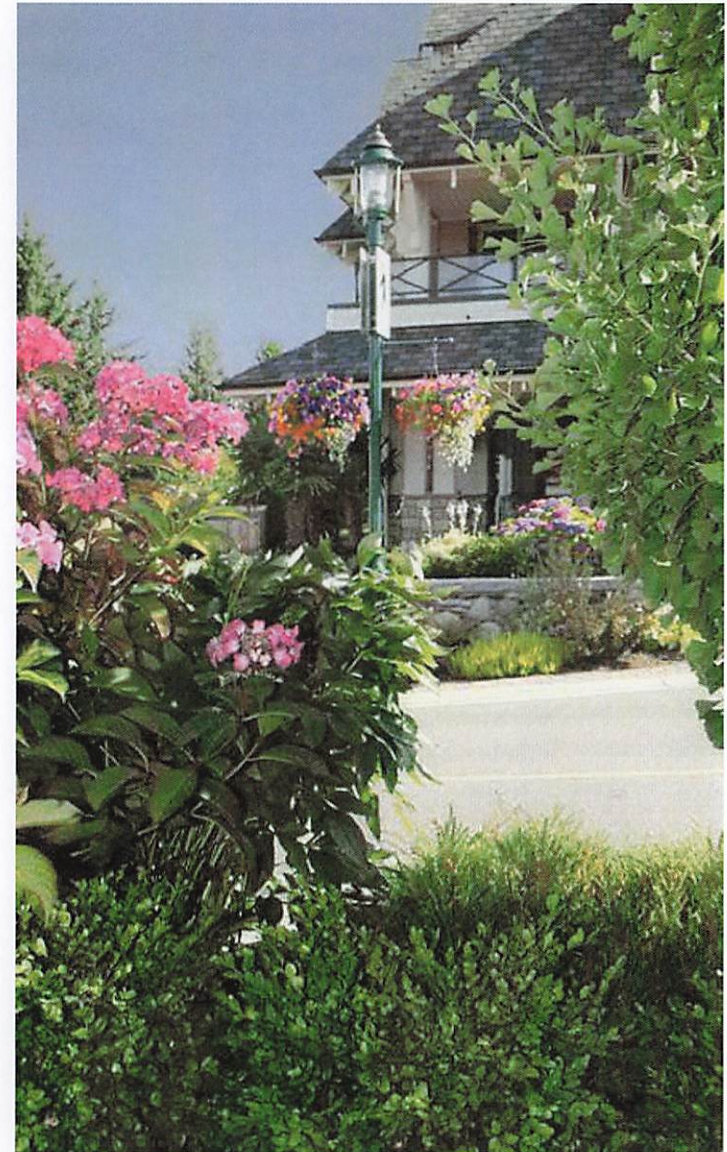
- ▶ Set the stage for engagement and participation
 - ✓ Provide different ways for public to submit information
 - > in person delegation
 - > email or letter
 - > phone
 - > online platforms and submission forms
 - > video





COUNCIL BEST PRACTICES

- ▶ Set the stage for engagement and participation
 - ✓ Council training on leadership & collaboration, good governance
 - ✓ Review of Committee structure each Council term





COUNCIL BEST PRACTICES

- ▶ Review of Committee structure – role of Committees to support in decision-making
 - ✓ On what topics does Council want advice, and from whom?
 - ✓ How do Committees relate to Council's Focus Areas?
 - ✓ How do Committees enable community engagement?
 - ✓ How do Committees relate to projects underway?





COUNCIL BEST PRACTICES

- ▶ Review of Committee structure – role of Committees in decision-making
 - ✓ How do Committees provide recommendations to Council (and how do they hear back)?
 - ✓ Are there more inclusive or effective ways of seeking community input?
 - ✓ Update Committees and their Terms of Reference to incorporate results of the review





COMMITTEE BEST PRACTICES

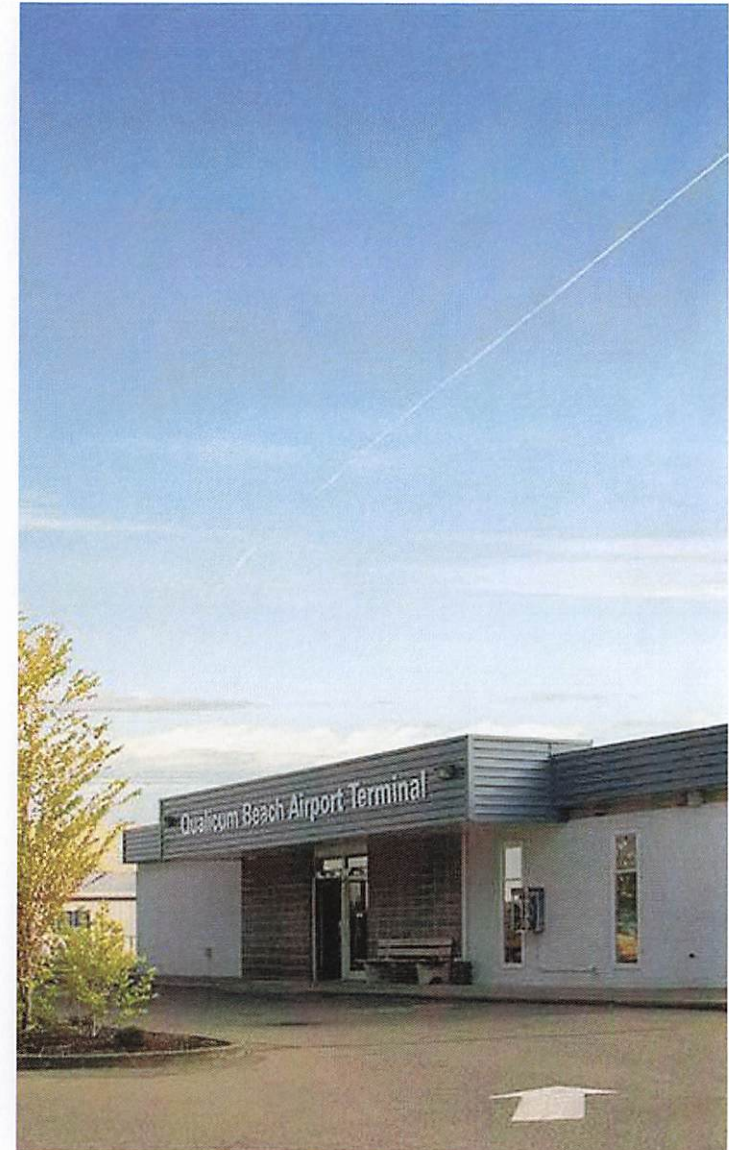
- ▶ Membership – skill sets, constituencies
- ▶ Roles – Committee members, Council liaison, staff
- ▶ Committee scope – set expectations
- ▶ Orientation and training
- ▶ Procedures – open meetings, *Procedure Bylaw*
- ▶ Terms – staggered, defined





AIRPORT USERS COMMITTEE

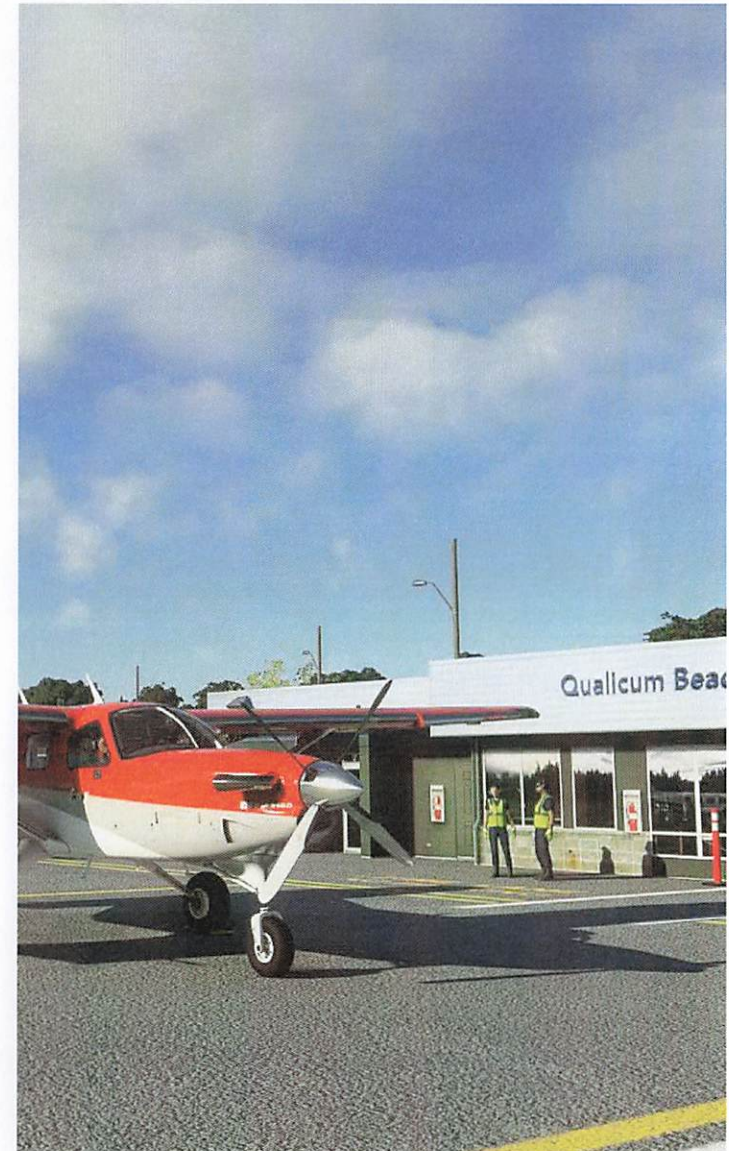
- Purpose
- Committee membership
- Supported by staff – dedicated Airport Manager





AIRPORT USERS COMMITTEE

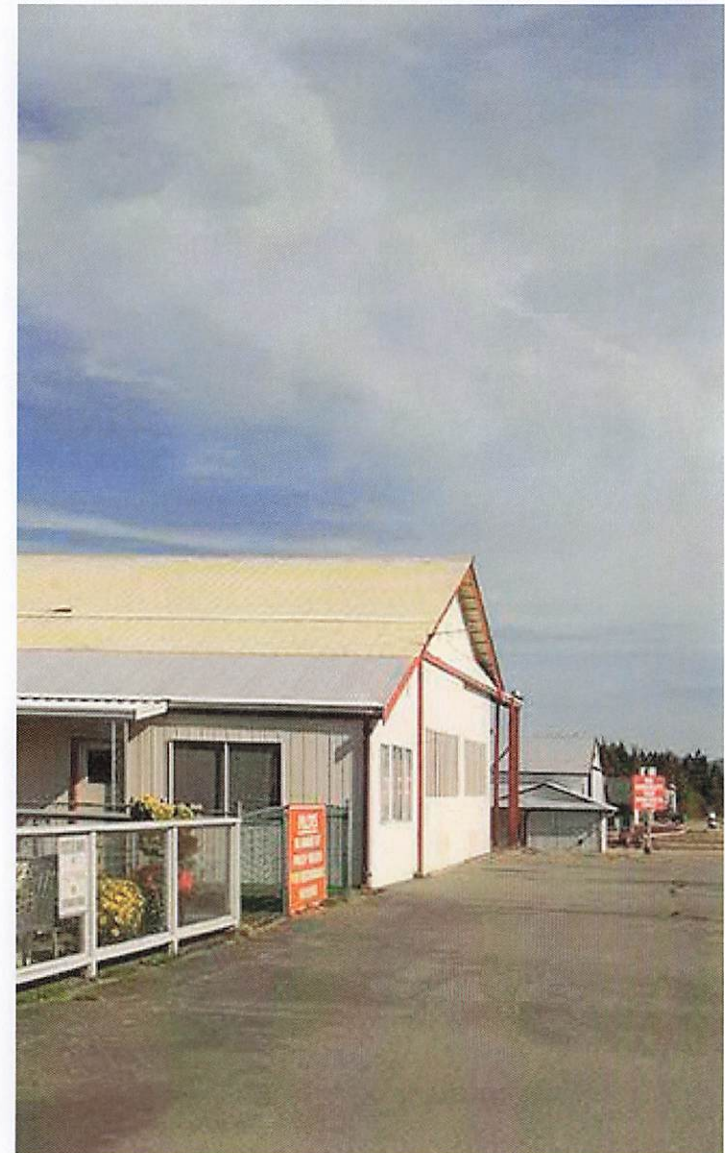
- Majority of discussions between Town and tenants on operations and technical issues
- Discussions on federal regulations
- ❖ Noise complaints from adjacent neighbourhoods
- ❖ Airport consultation process and public engagement (survey, open houses, stakeholder meetings)





AIRPORT USERS COMMITTEE

- Tenants appreciate opportunity to communicate with Town and other tenants, share concerns, resolve operational issues
- Provides expertise and guidance to Town and Council on operation of Airport
- Introduction of dedicated Manager enables engagement with Committee





AIRPORT USERS COMMITTEE

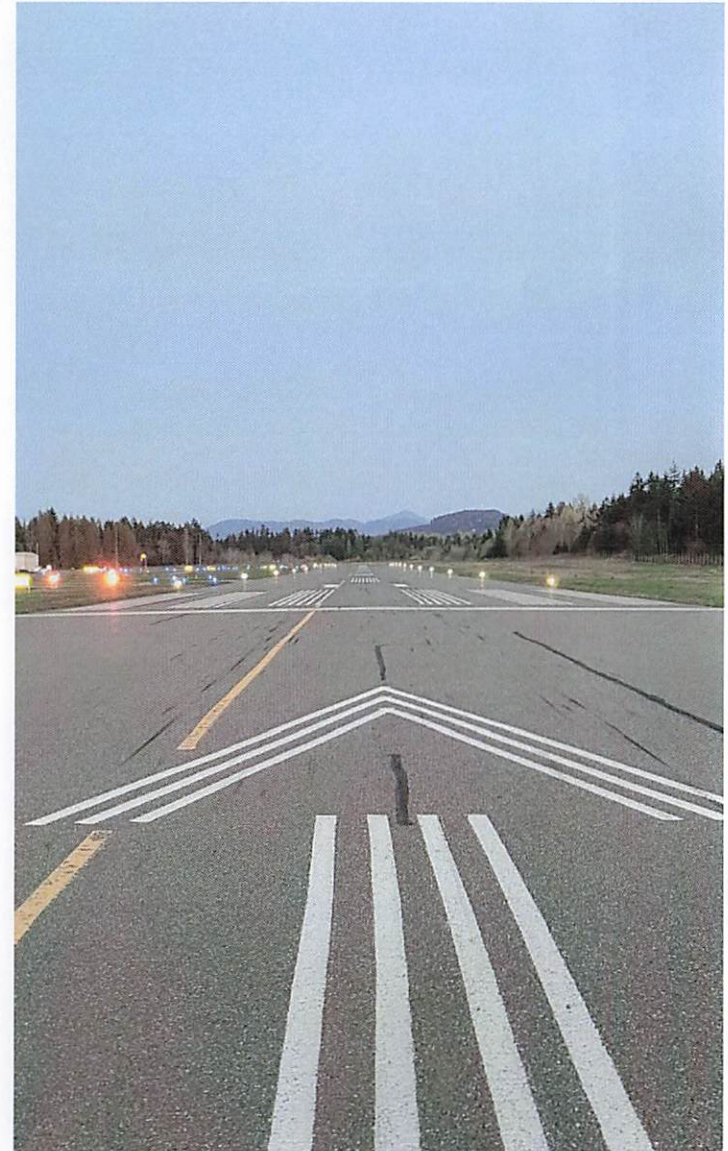
- ▶ Some concerns to consider
 - ✓ Clarity on membership eligibility
 - ✓ Public expectations regarding ability (or lack thereof) to bring forward residents' concerns
 - ✓ Some frustrations with perceived lack of uptake on ideas put forward by Committee
 - ✓ Perceived disconnect between Council and Committee





AIRPORT USERS COMMITTEE

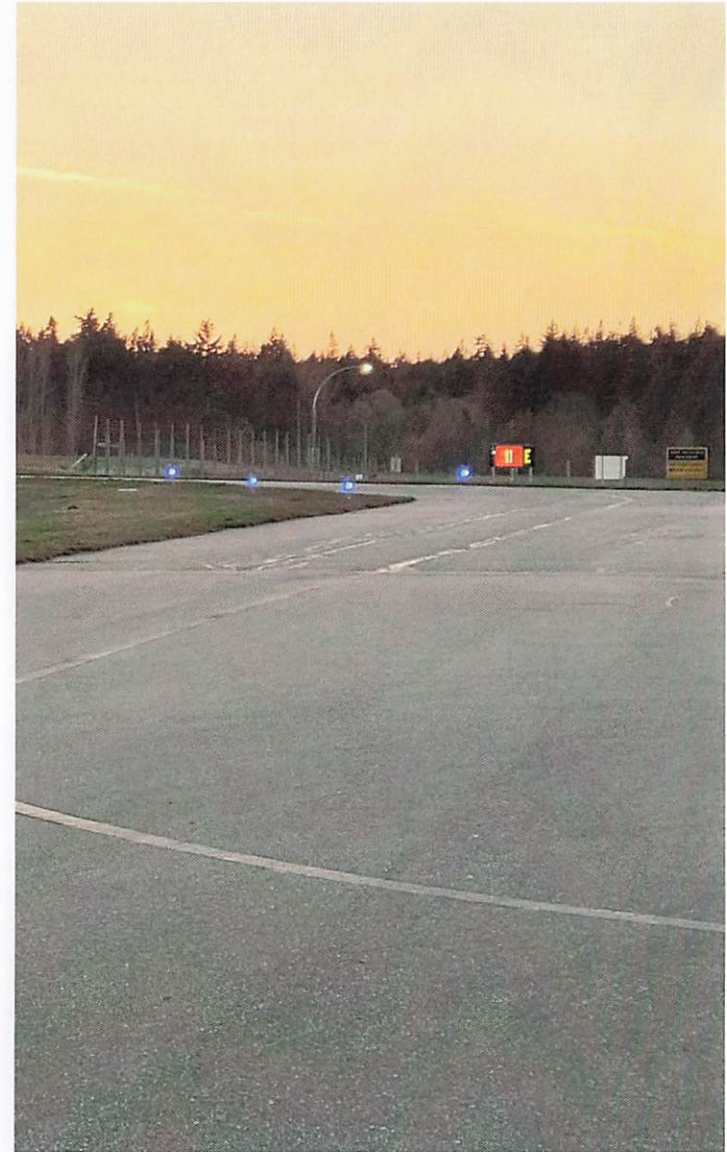
- ▶ Need for scheduled opportunities for residents to provide input and raise issues
 - ✓ Consultation plan highlights community interest in Airport
 - ✓ Some measures introduced – dashboard, complaint form (and tracking)
 - ✓ Role for residents – not only for those who feel impacted, but also for taxpayers and users





AIRPORT USERS COMMITTEE

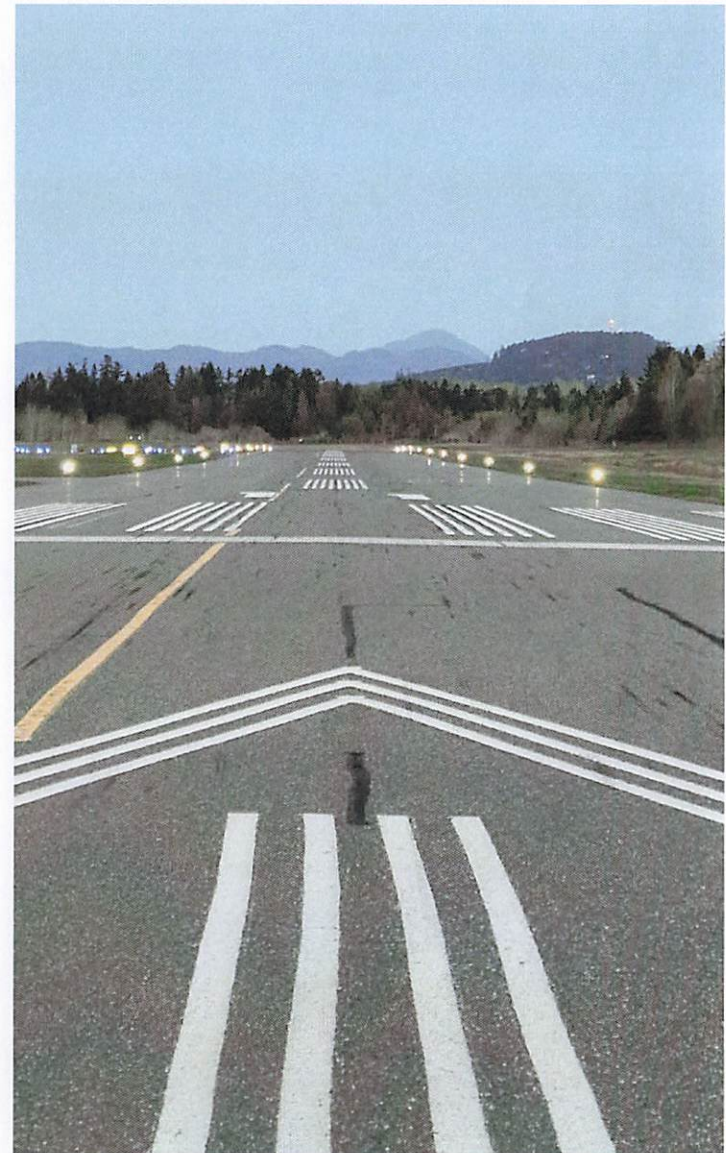
- ▶ Recommend annual open house
 - ✓ Noise and other issues
 - ✓ Separate from engagement on projects





AIRPORT USERS COMMITTEE

- ▶ Recommend Committee be reconstituted as advisory to management
 - ✓ Not a Committee of Council
 - ✓ Continued representation from tenants and Town
 - ✓ Focus on operational issues, ideas exchange, solutions development
 - ✓ Airport Manager to bring forward issues to Council as needed





PUBLIC SAFETY, ACCESSIBILITY & EMERGENCY PREPAREDNESS

- Purpose
- Current membership
- Staff support
- Accessibility with separate Committee (per provincial mandate)
- New *Emergency and Disaster Management Act* supports broader regional collaboration





PUBLIC SAFETY, ACCESSIBILITY & EMERGENCY PREPAREDNESS

- Primarily used as venue for traffic concerns
- Roundtable to bring forward issues to staff and Council
- Rarely referred topics from Council
- Members unclear on what is communicated to Council
- Staff reports out to Members





PUBLIC SAFETY, ACCESSIBILITY & EMERGENCY PREPAREDNESS

- ▶ Range of issues concerning Committee
 - ✓ Lack of clarity on roles and responsibilities (Liaison)
 - ✓ Heightened expectations – roundtable expects issue to be addressed
 - ✓ Few issues referred by Council
 - ✓ Perceived lack of two-way communication (not being heard)
 - ✓ Scope unclear – Members' sense of what constitutes "safety issue" different from that of Town





PUBLIC SAFETY, ACCESSIBILITY & EMERGENCY PREPAREDNESS

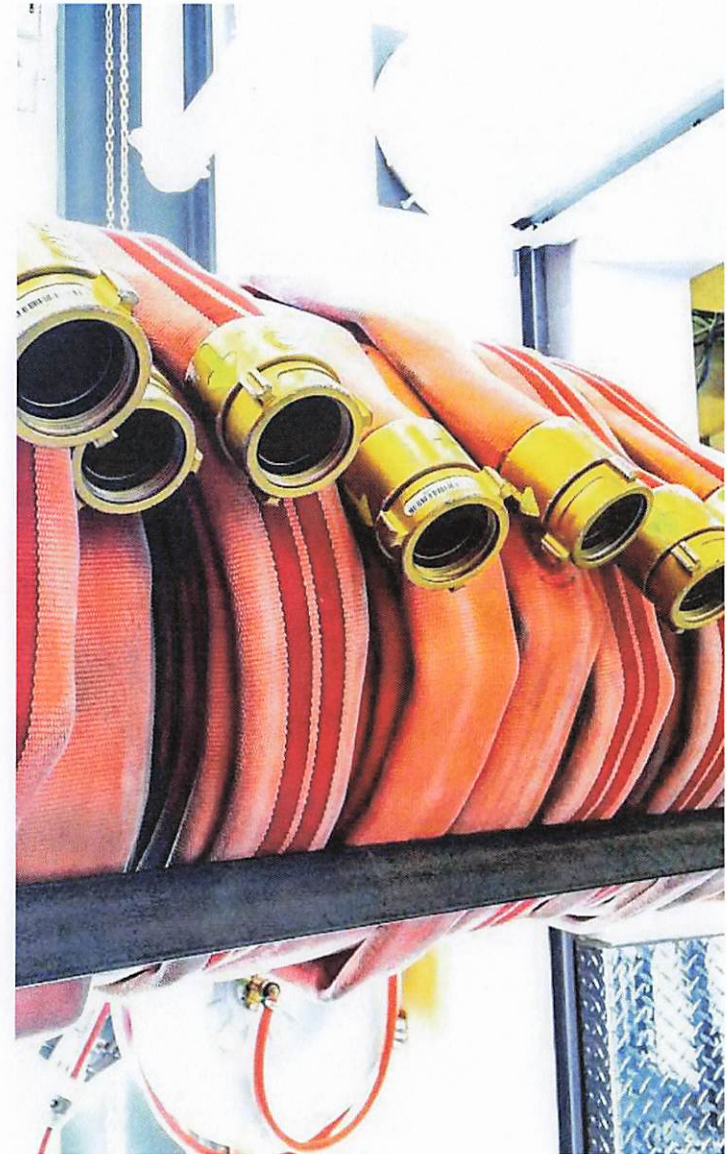
- ▶ Range of issues concerning Committee
 - ✓ Issues raised that are outside of Town's authority
 - ✓ Some organizations re-evaluating whether they need to be represented given changing focus
 - ✓ Other (more effective) ways to gather community input on public safety concerns (where no immediate threat to life safety)





PUBLIC SAFETY, ACCESSIBILITY & EMERGENCY PREPAREDNESS

- ▶ Committee has evolved over time
 - ✓ Accessibility now has its own Committee – provincially mandated
 - ✓ Emergency preparedness – Town has new Climate Action and Emergency Program Coordinator, and is collaborating on regional approaches
 - ✓ Good time to evaluate what input is needed, and how to best engage the community





PUBLIC SAFETY, ACCESSIBILITY & EMERGENCY PREPAREDNESS

- ▶ Recommend using annual workshop for review of Age Friendly Transportation Plan
 - ✓ Direct transportation and traffic safety matters to annual review (CoTW)
 - ✓ Update website to clarify where different types of safety concerns are to be directed
 - ✓ Include information on when residents should direct speeding concerns to RCMP





PUBLIC SAFETY, ACCESSIBILITY & EMERGENCY PREPAREDNESS

- ▶ Recommend tools for staff to receive and process more urgent safety concerns
 - ✓ Public Inquiry Form - Public Safety Option (Q1 2024)
 - ✓ Share with public works to consider in context of budgetary constraints and priorities
 - ✓ Items not considered urgent directed by Town to Age Friendly Transportation Plan update
 - ✓ All forms receive response





PUBLIC SAFETY, ACCESSIBILITY & EMERGENCY PREPAREDNESS

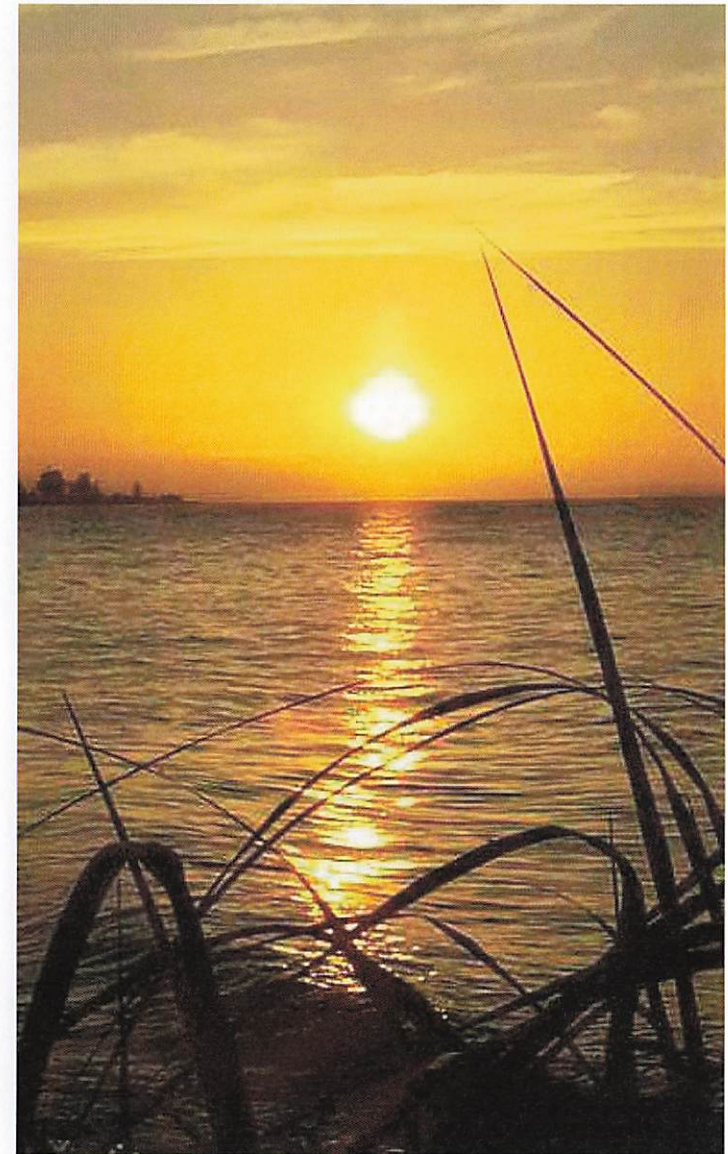
- ▶ Recommend semi-annual Public Safety Forum
 - ✓ Two scheduled public safety forums per year (CoTW) to invite input not covered by other tools
 - ✓ Key speakers invited to present to community
 - ✓ Agenda flexible to accommodate concerns
 - ✓ All of Council invited to attend to listen (not reliant on one Liaison); staff on hand to address points
 - ✓ Record, keep minutes, report out





RECOMMENDATIONS

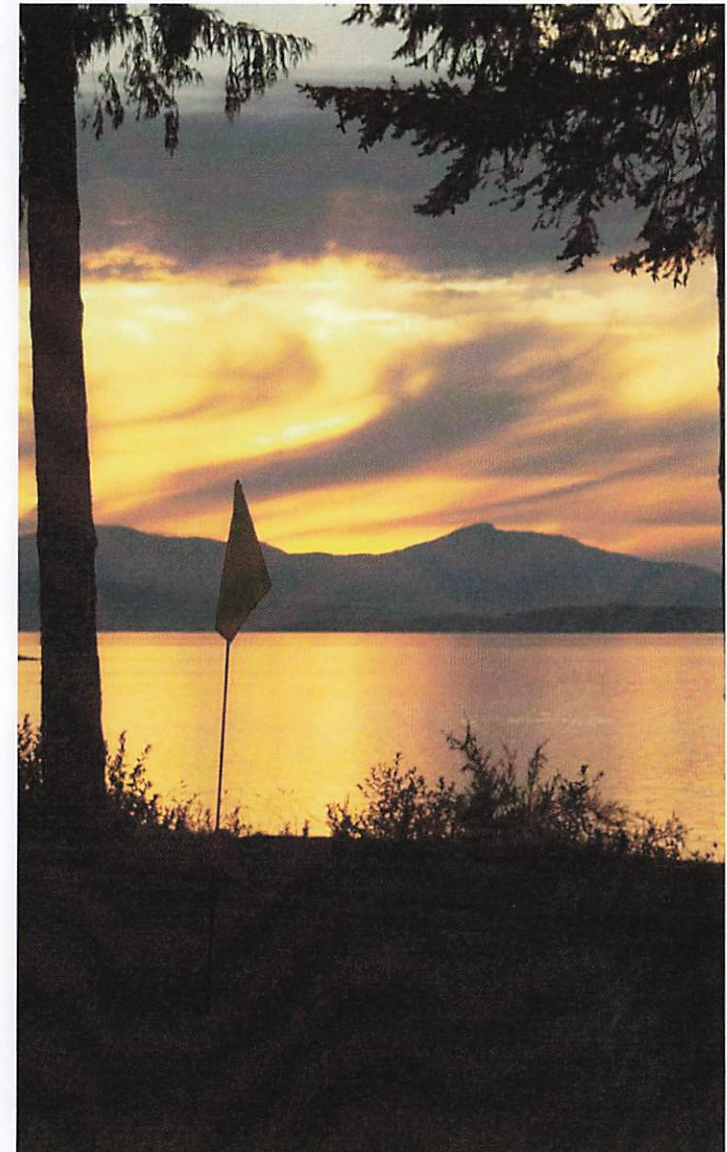
- ▶ Summary of Recommendations – Council
 - ✓ Update *Procedures Bylaw*
 - ✓ Clear information on options to communicate with Council
 - ✓ Council training – chairing meetings, respectful workplace, inclusivity, conflict management
 - ✓ Review Committees once per Council term, in context with strategic priorities





RECOMMENDATIONS

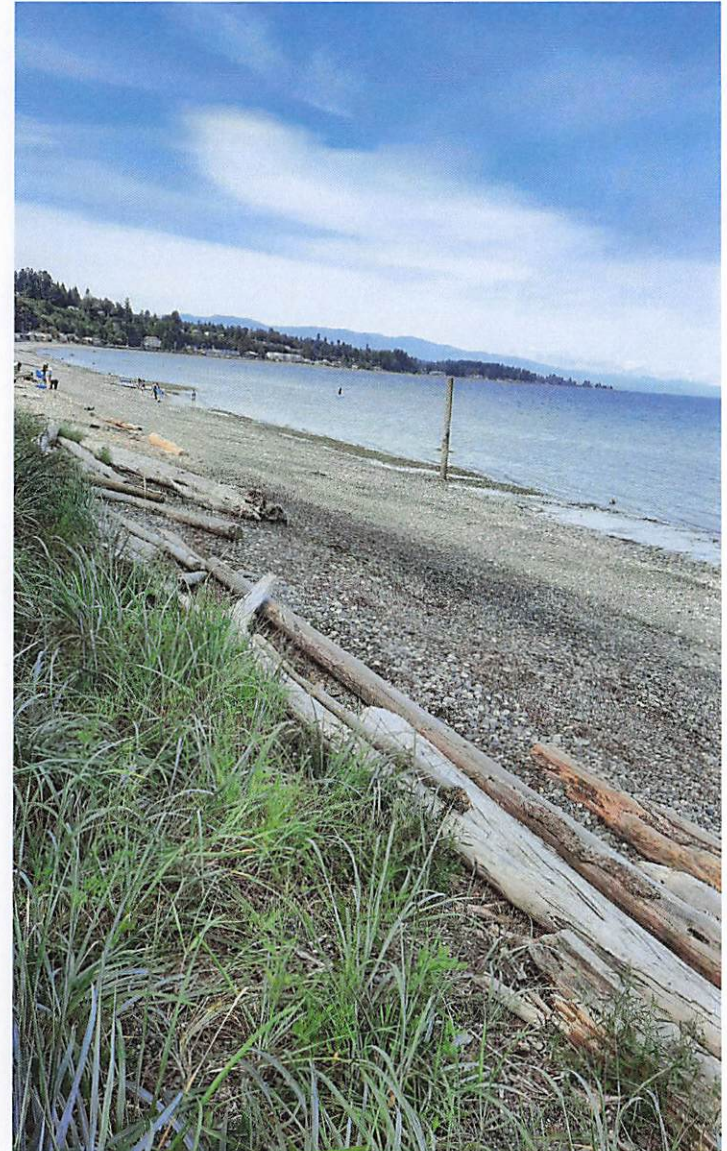
- ▶ Where Council chooses to create a Committee
 - ✓ Policy – open meetings, *Procedure Bylaw*
 - ✓ Define roles – Council liaison, members, staff
 - ✓ Orientation package
 - ✓ Committee member training (once per term), including respectful workplace, collaboration
 - ✓ Terms of Reference – expectations, scope
 - ✓ Staggered and defined member terms





RECOMMENDATIONS

- ▶ Airport Users Committee – reconstitute as Advisory Committee to management
- ▶ Create annual Airport open house (CoTW) to hear noise and other issues from community (also to share information)
- ▶ Public Safety, Accessibility and Emergency Preparedness – replace with:
 - ✓ Annual Age Friendly Transportation Plan review (CoTW)
 - ✓ Public Inquiry Form - Public Safety Option (Q1 2024)
 - ✓ Semi-annual Public Safety Forums (CoTW)





TOWN OF QUALICUM BEACH

Phase 1 - Committee Review Recommendations

December 13, 2023

- Public Safety, Accessibility and Emergency Preparedness Committee
 - Airport Users Committee

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Town of Qualicum Beach

Committee Review – Phase 1

*Select Committee on Public Safety, Accessibility and Emergency Preparedness
& Airport Users Committee*

May 2024

Submitted by:

Leftside Partners Inc. and
Neilson Strategies Inc.

leftside partners inc.

NEILSON
STRATEGIES

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INTRODUCTION

Project Overview

In October 2023 Town of Qualicum Beach commissioned the team of Neilson Strategies and Leftside Partners to undertake Phase One of the Town's *Committee Review*, and, in particular, to review two Committees — the Select Committee on Public Safety, Accessibility and Emergency Preparedness, and the Airport Users Committee. The review was part of a broader strategy to ensure that the Town's Committees are consistent with Council's needs, strategic directions and focus areas, reflect best practices, and are functioning effectively.

Methodology

To conduct the review within the requested time frame, a four-step process was proposed.

Stage 1: Review of background materials

The consultants reviewed the Committee Terms of Reference, meeting minutes, Town policies and bylaws, Council's Strategic Plan, related Town projects (Age-Friendly Transportation Plan, Airport Consultation Plan), and relevant staff reports, information, updates and correspondence regarding the Committees.

Stage 2: Interviews

All members of Council and all Committee members, as well as staff members who support the Committees, were invited to participate in individual interviews with the consultants. The interviews explored:

- Committee Terms of Reference
- Committee mandate and purpose
- Matters, issues and Items discussed and dealt with by the Committee
- Perspectives on the effectiveness of the Committee
- Council perspectives on the type of advice sought from the Committees and issues referred
- Staff roles and time spent supporting

the Committees

- Communication and collaboration
- Committee orientation and training and any perceived gaps
- Concerns or issues with the Committee structure, procedures or functioning
- Suggestions for improvement

Stage 3: Options Analysis

The consultants compiled the results of the interviews, and combined that information with a scan of Committee and community engagement best practices to help evaluate options and alternatives for the Town's Committee structure.

The consultants also reviewed practices in other local governments and best practices elsewhere, including:

- Review of other airport committees
- Review of other public safety committees
- Model Code of Conduct (Working Group on Responsible Government, UBCM, LGMA and Ministry of Municipal Affairs)
- Open Meetings: Best Practice Guide for Local Governments (Ombudsperson's Special Report No. 34 to the Legislative Assembly)
- Procedure Bylaw Guide for BC's Local Government (2022) (LGMA and Ministry of Municipal Affairs)

Stage 4: Presentation and Report

At the conclusion of the interviews and research into other communities and best practices, the consultants briefed the Town's CAO regarding the findings, and presented to Committee of the Whole (COTW) for feedback and consideration. Subsequent to the December COTW presentation, this report was prepared and submitted to the Town as a written summary of the findings and recommendations.

BACKGROUND

The establishment, function, mandate and procedures of the Council Committees and Commissions should be guided by the following documents:

- Council Procedure Bylaw
- Strategic Plan
- Official Community Plan
- Five-year Financial Plan
- Council and Committee Policies

Some municipalities have additional guiding policies or documents such as Respectful Workplace Policy, Code of Ethics, Committee Structure Policy, Communication Policy or other documents that support Committee practices.

Council Procedure Bylaw

The *Community Charter* requires the general procedures for the Town's Council and its respective Committees to be established by bylaw. Procedure Bylaw No. 733 governs the proceedings of the Town of Qualicum Beach Council and its Committees. Section 8 of the Bylaw outlines the specific procedures relating to Committees, including the duties, schedule, notice of meetings, agendas, attendance, minutes, conduct and voting on select committees.

Strategic Plan 2024 - 2028

In November 2023 Council adopted its 2024-2028 Strategic Plan. The Strategic Plan is recognized as a core responsibility of Council that is fundamental to good governance. One of the key objectives of the Strategic Planning Process is to better connect the OCP, Council's Strategic Plan, the Budget and the Town's multiple Master Plans. The Strategic Plan identifies six key focus areas:

- Housing
- Economic Prosperity

- Climate Action
- Good Governance
- Community Health & Wellbeing
- Progressive Infrastructure

The purpose of the Strategic Plan is to guide decision making for Council, staff and the various Council Committees.



Official Community Plan

The *Local Government Act* requires municipalities to prepare an Official Community Plan (OCP), which is a statement of objectives and policies to guide decisions on planning and land use management. The legislation includes several requirements of an OCP, including the need to include the location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years. The current OCP was approved in 2018, but a review process to update the OCP and renew the vision for the Town's future is currently underway.

Five-year Financial Plan

The *Community Charter* requires the Town of Qualicum Beach to adopt a Five-Year Financial Plan Bylaw before May 15 each year. The Financial Plan references the Town's vision and priorities (OCP, Strategic Plan), a framework to allocate resources to achieve that vision (services, infrastructure investment, taxes, reserves), performance measures and details of the long-term Financial Plan. In 2023 the Town began a process to improve public engagement in its budget process. The budget discussions are now supported by a Financial Plan document prepared in accordance with best practices.

Council and Committee Policies

The Town of Qualicum Beach has a number of Council policies that have been approved over the years that apply to Council and Committee conduct. In 2022, Council approved a Standards of Conduct policy that sets out expectations for members of Council and Committees in carrying out their duties and functions. The Standards of Conduct applies to all interactions of Council and Committee members in relation to Town matters whether in duly constituted meetings, interactions with staff or the public, and during their use of social media.

AUTHORITY

Council has the authority under Division 4 of the *Community Charter* to establish standing and select committees, commissions, task forces and other bodies to support Council with input, advice and recommendations that assist in Council's decision-making process. This section of the report provides a brief overview of Council's legislated authority to create Committees, and the regulations regarding each Committee type.

Standing Committee

The *Community Charter* provides the Mayor with the authority to establish standing committees for matters the Mayor considers would be best dealt with by committee, and also confers the ability to appoint members to those committees. A standing committee considers issues within its mandate as determined by the terms of reference and reports back to Council with or without a recommendation. At least 50% of the standing committee members must be Council members.

Select Committees

Council also has the authority to establish select committees. Select committees are typically created to consider a specific issue and report their findings and recommendations to Council. Appointments are made by the Council; at least one Council member must be appointed to the select committee. The Committee on Public Safety, Accessibility and Emergency Preparedness was established as a select committee.

Advisory Committees and Task Forces

Municipal legislation references some specific types of advisory committees, such as Advisory Planning Commissions¹, but general advisory committees and task forces are not explicitly referenced in the *Community Charter* or *Local Government Act*. Advisory committees are typically

set up as select committees of Council established to provide advice and recommendations to Council on matters that are determined by Council and defined in the terms of reference.

These bodies are generally made up of a smaller group of Council members and may include members of the community and/or subject matter experts in a particular area. These bodies are assigned to deal with a particular matter(s). Because the mandate of a committee or commission is not as broad as that of Council, more time is available for in depth discussion and deliberation regarding a particular matter. The Airport Users Committee is an advisory committee.

Voting

Section 123 of the *Community Charter* references general voting rules for Council. It notes that each Council member has one vote on any question, and that each council member present at the time of a vote must vote on the matter. Section 123 (7) notes that "the voting rules established by this section also apply to council committees." In accordance with the legislation, Council members who are appointed as members of the select or standing committee are entitled to vote on matters before the Committee. (*Note this is not consistent with the terms of reference of either Committee*)

¹ Referenced in the *Local Government Act*

COMMITTEE REVIEW

The following section provides an overview of the two Committees, and the outcomes of the interview process. Figure 1 summarizes the details of the two Committees.

Committee	Mandate	Membership	Staff Support	Meetings
Select Committee on Public Safety, Accessibility and Emergency Preparedness	Hearing members perspectives about personal and public safety, accessibility, and emergency preparedness and their ideas to create a safer community; Act as a resource/provide advice on general safety, accessibility and emergency preparedness issues referred by Council; Report findings to Council, (COTW), for Council's consideration, with staff or consultant information on technical implications of the committee's recommendation; Refer day-to-day operational safety and technical issues requiring consultation with outside agencies, to staff.	Members selected based on nominations received from: - Oceanside Community Safety Volunteers - Chamber of Commerce - Kwalikum Sec. School - QB Seniors' Centre - QB Residents' Assoc, - Chartwell Residents' Assoc. - Eaglecrest Residents' Assoc. - Oceanside Emergency Communications Team - Qualicum Woods Residents' Assoc. - a member of Access Oceanside Association or a member at large - Arrowsmith SAR Plus 1 Council member.	The ToR refers to the following advisors (may attend but not vote): - CAO or Deputy - Corp. Administrator or designate (act as secretary and assist with minutes, agendas and resource material - Bylaw Enforcement Officers - Fire Chief/Emergency Program Coordinator - Staff Sgt. or alternate from Oceanside RCMP <i>* note that the Committee is often supported by Town's Director of Engineering</i>	Regular meetings held 3 times per year (second Wednesday of January, May, September at 2 pm). Special meetings can be scheduled in accordance with the Procedure Bylaw.
Airport Users Committee	To discuss and consult on airport related matters that may include: - airport plans, operations, activities, facilities and services - the airport's short, medium and long term plans to develop and improve the airport, - Airport related matters as referred to by the Council	13 members: - 1 Council member - 2 Town staff - 2 mbrs at large - Flying club - airport restaurant - Sealand Flight - Sunwest Helicopters - T-Hangar - Private hangar - Iskwew Air - Skydive V. Island	2 Town staff are members of the Committee (Manager of Airport Operations, Deputy Airport Manager). Staff also provide administrative support to the Committee.	Minimum every 6 months (Two times per year). Meetings scheduled on first Wednesday of October and May. Special meetings scheduled as required

SELECT COMMITTEE ON PUBLIC SAFETY, ACCESSIBILITY AND EMERGENCY PREPAREDNESS

Establishment and Mandate

The Select Committee on Public Safety, Accessibility and Emergency Preparedness was created to provide advice to Council on issues, perspectives and concerns regarding public safety, accessibility, and emergency preparedness, and to contribute ideas to create a safer community. The Committee provides advice and recommendations to Council.

Membership and Term of Appointment

The Committee shall be appointed by Council and composed of:

- Councillor appointed with the primary interest of Protective Services, appointed as a non-voting chair
- Members selected from nominations received by the Town from the following community groups and agencies:
 - Oceanside Community Safety Volunteers
 - Chamber of Commerce
 - Kwalikum Secondary School
 - Qualicum Beach Seniors' Centre
 - Qualicum Beach Residents' Association
 - Chartwell Residents' Association
 - Eaglecrest Residents' Association
 - Oceanside Emergency Communications Team
 - Qualicum Woods Residents' Association
 - A member of Access Oceanside Association or a member at large
 - Arrowsmith Search and Rescue

The Terms of Reference for the Committee state that the terms shall be "a term of approximately two years, ending December 31 of the second year of their term. Committee members may be

reappointed for an additional term or terms." Council may terminate the appointment of any member of the Committee at any time. There is no maximum length of term stipulated.

Meetings and Procedure

The Committee meets in January, May and September on the second Wednesday at 2:00 p.m. All meetings are open to the public.

The Terms of Reference state in Section 3 that the Council member is appointed as a "non-voting chair", however Section 6 of the Terms notes that "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."

Staff Support

The Committee receives administrative support from the Town to prepare the agendas, provide meeting notice and record the minutes. Additional Town staff and an RCMP representative attend the meetings in an advisory capacity as a resource to the Committee as required, and do not vote, including:

- Chief Administrative Officer, or Deputy
- Director of Engineering, Utilities and Airport
- Bylaw Enforcement Officers
- Fire Chief/Emergency Program Coordinator
- Staff Sgt. or an alternate member of the Oceanside RCMP detachment

What We Heard

The following provides an overview of some of the issues raised as well as the positive feedback shared during interview process.

Issues	Working Well
Meetings focus primarily on traffic concerns in the various neighbourhoods (speeding, traffic calming, pedestrian safety, sightlines)	Good opportunity for residents' associations to learn about concerns in other neighbourhoods
Discussions being dominated by individual members, topics raised repeatedly, when Committee had previously dealt with the topic	Works well as a venue to raise issues brought to the attention of residents' association representatives
Uncertainty regarding the role and authority of Chair	Appreciation for staff & RCMP info and responses to issues raised from the community responses (speeding, engineering information, RCMP criteria)
Concern that members expect to direct staff to address concerns raised	Was at one time a good forum to add capacity and help disseminate emergency preparedness information to residents' associations
Concern that Committee was overstepping role – both in directing staff, but also considering issues beyond municipal authority	
A few members questioned the need to be on the Committee, given the changed (narrowed) focus	
Role of Council Liaison unclear – whether were supposed to share Committee discussions with Council, or to report back to Committee on any directions or discussions held by Council. Committee minutes not on Council agenda (despite Council policy).	
Few issues referred by Council, resulting in a focus on resident roundtable concerns rather than advice to Council	
Desire to hear more about what happened to the issues raised by members (did Council agree or disagree? Direct staff to make changes?)	

Observations

The observations below take into account not only the content of the interviews, but also the consultants' review of minutes, correspondence, staff reports, and best practices.

Mandate

- Most members interviewed indicated they had a good understanding of the mandate of the Committee, although noted the scope of the work had narrowed over the past while due to the creation of a separate Accessibility

Committee and a reduced focus on emergency preparedness

- Representatives of accessibility, business and emergency organizations questioned whether their presence/membership was necessary
- No common understanding of the scope of "safety" issues that are the purview of the Committee (e.g. limited to issues within municipal jurisdiction/authority? Health issues included?) While most issues raised centered on traffic concerns (speeding, pedestrian safety, mobility challenges), other issues were raised that

some members were unclear whether the topics were within their mandate, and best addressed by the Safety Committee, or a different forum

- In some instances, residents wanted an opportunity to share concerns on a topic but not clear whether it should be directed at Committee or Council
- No obvious connection made between Council priorities/focus areas and Committee mandate
- No specific workplan for the Committee or reporting requirements

Member Role

- Members felt they have a clear understanding of their role
- Most members indicated they did not receive orientation at the beginning of their terms. Some received a copy of the orientation binder
- The role was articulated by most of the residents' associations as bringing forward safety concerns raised by their community or neighbourhood. Some representatives noted that they canvas their community to identify issues, and some noted that they only raise more major concerns shared through neighbourhood discussions
- Members were not clear what happened to issues raised during roundtable – whether concerns were being presented or relayed to Council, or if staff was subsequently directed to investigate issues or propose resolutions and/or address specific concerns. Several wanted additional feedback on what Council did with the Committee feedback.
- Not clear whether role of Council liaison was to report on discussions from Committee meetings to Council or

provide additional context beyond the minutes. Several members noted a desire for feedback or communication from Council (both acknowledging the recommendation and what was done with that information)

- Rare that issues were referred by Council for the Committee to discuss or provide feedback. As a result, the roundtable discussions often dominated the meetings

Function

- Meeting frequency was an issue for some – primarily in reference to the lack of meetings in 2023 (one no quorum, others rescheduled)
- Some concerns shared about the conduct of some members
- Time of day noted as a deterrent for participation by some
- Virtual attendance for Committee members was noted as an advantage
- Rare that the Committee made recommendations
- Minutes available for Council review, but not placed on Council agendas²

Staff Support

- Several members were appreciative of the staff comments/expertise provided during the meetings
- Some noted the expectation that staff were in attendance to address the concerns raised by members
- Was noted that this Committee consumes a fair amount of staff time both at meetings as well as preparing for meetings or meeting follow-up
- RCMP expressed willingness support the Committee and Town as a resource, but noted that no action items had arisen for the RCMP from the Committee

² The Town of Qualicum Beach has a longstanding policy (3004-A) that indicates that “all minutes of all committee, commission or board meetings shall be circulated to all Council members through the Council

package” and that “the Councillor appointed to that committee shall speak to the pertinent items contained in the minutes.”

Comparisons

A scan of more than 20 Island municipalities³ plus a range of other BC comparable communities was conducted to review the terms and details of other advisory safety committees. Some of the committees are summarized in Appendix A. Several of the public safety committees created in other communities had a narrower focus on specific downtown security issues, including issues such as crime prevention, graffiti and vandalism. Common elements of these committees included the preparation of Committee work plans (often approved annually), which the committee would report back to Council on, as well as alignment with Council strategic priorities.

Some communities that did not have safety committees did have other advisory bodies focused on topics within the Qualicum Beach's Public Safety, Accessibility and Emergency Preparedness Committee's purview, including traffic advisory, active transportation or emergency planning committees.

It was also noted that Qualicum Beach is supported by the Oceanside Community Safety Volunteers (Oceanside CSV). While not a committee, this registered not-for-profit performs some of the tasks tackled in other communities through safety committees, including crime prevention. Oceanside CSV works in partnership with ICBC, the City of Parksville, Town of Qualicum Beach, Oceanside RCMP, and the Regional District of Nanaimo to provide public safety (speed watch, distracted driving watch, intersection watch), citizen vehicle patrols, bike registrations and crime prevention programs to residents of the Oceanside area.

³ including a review of all Island municipalities with

populations between 5,000 and 20,000 persons

AIRPORT USERS COMMITTEE

Establishment and Mandate

The Airport Users Committee was created to provide a voice for businesses that utilize the airport, and to resolve issues concerning airport related matters, including airport plans, operations, activities, facilities and services. The Committee is intended to ensure the facility is well-maintained and provides safe and efficient service to residents.

The duties of the members, as described in the Terms of Reference are to:

- Identify and discuss situations that may benefit from improved communication and/or coordination;
- Make recommendations to the Airport businesses/users (including the Town) that contribute toward the improvement of collaboration, coordination and both safe and consistent delivery of service standards;
- Make recommendations on joint activities, cross-promotion opportunities and educational programs;
- Identify and discuss opportunities that may increase the understanding of regulations and/or policies;
- When necessary forward requests or make recommendations to the Town via appropriate employees.

Membership and Term of Appointment

The Committee shall consist of the following members:

- 1 Council member appointed as non-voting liaison
- 2 Town Representatives (typically Airport Manager and Deputy Airport Manager)

- 2 Members at Large
- 1 from Qualicum Beach Flying Club 1
- 1 from Sealand Flight Ltd
- 1 from the Final Approach (Airport Restaurant)
- 1 from Sunwest Helicopters 1
- 1 from T-Hangar
- 1 Private hangar representative
- 1 from Skydive Vancouver Island 1
- 1 from Iskwew Air

There is no specified term for members.

Meetings and Procedure

The Committee currently meets on the first Wednesday in October and May. Meetings are open to the public. Members of the public may observe at the meetings but are not provided an opportunity to share input.

The Terms of Reference state that the co-chairs for the Committee will be comprised of the Council member assigned as the liaison, and one of the assigned Town Representatives

Staff Support

The Committee receives administrative support from the Town to prepare the agendas, provide meeting notice and record the minutes. Two representatives from Town staff are part of the Committee, and the Town is typically represented by the Manager of Airport Operations and the Deputy Airport Manager, in addition to administrative staff who prepare the minutes.

What We Heard

The following provides an overview of some of the issues raised as well as the positive feedback shared during interview process.

Issues	Working Well
Frustrations from lack of perceived action on certain items	Venue/opportunity for tenants to communicate with each other and with Town regarding operational issues, concerns
Previously the airport did better job of engaging with QB residents (held events, airshow, etc) and showcasing the airport as an asset	Having a dedicated manager of airport operations a positive step
Residents not able to share concerns with the Committee (noise, pollution)	
Frequency of meeting – some think not enough to make progress on outstanding issues	
Frustrations from residents not able to meet with airport committee to voice concerns with jet fuel, noise – openness of meetings to public (or for public comment)	
Selection process for members at large not clear	

Observations

Mandate

- Primarily used to deal with tenant and airport operational issues (flight path, lighting, paving, lease agreements)
- Unclear mandate regarding noise mitigation complaints
- No policy regarding expectations on public delegations or input, or where airport complaints or concerns should be directed (leading to frustration from residents)

Member Role

- Frustrations from the Committee where feel not being listened to
- Unclear Council liaison role on Committee – how Council is updated regarding tenant/airport concerns
- Role of member at large – more transparent regarding what expertise is considered an asset

Function

- Desire by some for more frequent meetings to make progress

- Clear and more transparent information regarding qualifications for volunteer positions
- Reporting out not clear

Staff Resources and Support

- Positive feedback now that a dedicated Manager of Airport Operations is in place

Comparisons

Review of more than 20 communities with smaller Aerodrome/Airports, particularly where they are municipally owned and operated, were reviewed to consider governance and opportunities for user and resident input. Some other larger airports were also included. Appendix B provides some examples of airport committees, including composition and mandates.

EVALUATION AND BEST PRACTICES

Advisory committees are one tool to provide input to Council and aid in decision-making, and can provide opportunities for engagement and sharing of a broader community perspective. They exist to serve Council, and are part of Council's governance framework. Effective Committees can provide:

- Additional input to augment Council's decision making
- Opportunities for community engagement
- Focused discussion and advice on specific topics
- A broader representation of the community on matters of interest as defined by Council
- Opportunities to draw upon local knowledge and experience of community volunteers

To be effective, Committees must foster and maintain a respectful environment, sustain a tight focus on their role, have constructive and transparent discussions on the topics referred to them, and generate thoughtful and purposeful input for Council to consider, in alignment with Council's strategic priorities.

The following references some of the criteria considered when evaluating the two Committees, as well as some best practices identified through provincial guiding documents, municipal practices, and independent third-party reviews conducted in other communities. The practices relate not only to the specific creation of committees, but to the broader objective of good governance, Council oversight and decision-making, training, workplace safety and communication practices. The guidance and best practices were used to identify recommendations for the Town of Qualicum Beach's Committees as well as suggestions for ongoing practices to continue supporting good governance.

Committee Establishment – Best Practice

- Committees exist to serve Council, and are part of Council's governance framework
- Regularly scheduled review of the established committees by Council to ensure alignment with strategic priorities, and that they add value to Council's decision-making process. Once per term is a minimum; several municipalities undertake an annual review within the context of strategic planning.
- Linking committee mandates and terms of reference to Council's strategic priorities demonstrates Council's commitment to its priorities, confirms committees are relevant and ensures Council will be interested in hearing the advice of its committees (thereby valuing Committee member and volunteer time).
- Council review of its objectives with respect to committees, and consider whether a committee is the best tool to support Council decision-making and any other objectives such as community engagement
- Orientation manual/package prepared for Committee members

Composition and Recruitment – Best Practices

- Ensure committee membership represents diversity of the community
- Ensure there is at least one Council member (as per legislation for Select Committees)
- Provide clarity in member eligibility and selection process, terms, roles (chair, council liaison, staff)
- Stagger terms for continuity of membership
- Create a consistent recruitment process – advertise for all of Council's committees at consistent times (e.g. January) in consistent places (same spot on website) so it is predictable for residents wanting to volunteer

- Identify any desired/preferred expertise or qualities
- Use of consistent application process

Function and Mandate – Best Practices

- Terms of Reference approved by Council
- Regular review of mandate in conjunction with Council strategic priorities
- The roles and responsibilities of members, Council and staff should be reviewed annually (with Council and the Committee). Clarity on role of Council liaison with respect to reporting to Council and to the committee
- Reviews act as reminders of the purpose of the committees, get buy-in from members, and remind Council of the committees' purpose and how Council can support each committee – what it should be referring to the committee and how it can best utilize the expertise of the committee(s)
- Committees should develop a workplan to be approved by Council; preferably annually. The workplan should reflect Council's strategic objectives; any new initiatives require the approval of Council
- Terms of Reference should provide clarity in scope, roles, and set expectations about how the committee will operate
- Clarity in how the committee interacts with the public (i.e. public comments/questions, delegations) and with Council, including recommendations, sharing of minutes, referrals, etc.
- Clarify the voting rights and expectations of Council member(s) on the committees
- Expectations for reporting back to Council – sharing of minutes, Council updates, any annual workplan or committee summary required to assist in committee evaluation

Accountability – Best Practice

- Committees exist to serve and support Council

- Provide advice and recommendations to Council
- Recommendations must align with mandate
- Meetings open to public
- Clarity on sharing of minutes and other records of committee meetings
- Clarity on how information is reported back to both Council and committee to promote transparency and build trust. Part of valuing committee input is ensuring the input is recorded and shared. "Reporting back" helps to ensure the committee feels heard, and that they understand what happens to the input

Committee Conduct – Best Practice

- Committee and Council members must abide by the Town's Standards of Conduct policy as well as the Worksafe BC Respectful Workplace policies
- Training should be offered to the committee (and Council) at least once per term, including training on:
 - Town Standards of Conduct policy and Respectful workplace policies
 - Effective committee participation (conflict management)
 - Chairing meetings

Role of the Chair – Best Practice

- Works with staff to set the agenda for each meeting, ensure topics are relevant to mandate
- Responsible for the conduct of the meeting and ensuring procedures are followed
- Responsible for the conduct of members and meeting attendees to ensure they are acting with decorum with each other and staff

Members – Best Practice

- Must attend meetings on a regular basis

- Must come prepared to meetings
- Treat other Committee members and staff with respect

Council Liaison

- Represents Council at the meetings and presents Council's perspective as required
- Relays the Committee perspectives on matters back to Council using established process (i.e. Council update, meeting minutes, etc.)

Staff

- Staff works with the Chair to set the agenda for each meeting
- Staff consults the Chair prior to cancelling a meeting or scheduling a special meeting
- Assists the Chair as needed in ensuring proper meeting procedure is followed
- Presents information and addresses questions in a professional and respectful manner
- Takes direction from Council through the CAO
- In some communities staff track and report time spent to reflect the commitments involved in supporting each Committee relative to Council's priorities and objectives

Public Engagement

Public engagement opportunities enable municipal councils to better understand citizen's views. They can also provide opportunities for Council to engage with specific constituencies or interests (non-profit sector, affected neighbourhoods, business community, etc.). As noted previously, citizen involvement through Committees is one way to involve residents, but should be evaluated in the context of the type of input Council is seeking. For example, on issues where Council is seeking broader perspectives or needs to gain an

understanding of the strength and diversity of opinions, committees might not be the best approach (given the limited perspectives represented by committee members), and other engagement methods may be warranted. Conversely, if Council is seeking more thorough discussions and discourse on key issues by representatives of specific constituencies, committees may be the most effective tool. Depending on Council's objectives, the most appropriate engagement tools can be determined, and communicated with the public. Best practices include:

- Provide clarity on public opportunities for engagement/communication with Council and Committees (Procedures Bylaw). Public should be clear on how they can bring an issue or concern to the attention of Council and/or committees, including the different methods to share information, and the appropriate venues for input
- Open committee meetings – it should be clear that the public can attend committee meetings, and whether there are any opportunities to engage with the committee to set expectations
- Clear procedures and expectations for correspondence (letters and emails), petitions, delegations, public questions/comments during Council and committee meetings (agenda topics)
- Provide variety of ways to participate or share comments with Council (written, verbal, recordings, presentations)
- Some municipalities have a policy regarding communication with the public

Some objectives to be considered when evaluating engagement opportunities or strategies include:

- Consider how best to engage citizens that may have barriers to participation
- Consider different methods of collecting community opinions
- In some cases, engaging residents with

- specific experiences or expertise/knowledge may be appropriate
- Importance of having scheduled opportunities rather than just ad-hoc meetings. Residents can then trust that there are opportunities to share, and know when they will happen. Predictable schedules and consistency builds trust
 - Ensure public input is captured, reported and evaluated. It is ok to change approaches when one isn't working
 - Ensure participation is meaningful. Having an ineffective committee that is not contributing to Council priorities, or being listened to builds frustration

RECOMMENDATIONS

Recommendations refer to the two specific Committees, but also some broader practices that apply to Town Council and committees more generally.

Select Committee on Public Safety, Accessibility and Emergency Preparedness

1. Dissolve the Committee.
2. Replace the Committee with some initiatives to solicit broader, more diverse and more frequent community input and engagement on specific issues:
 - *Age-Friendly Transportation Plan* – the Town already intended on building on the success of this project by scheduling an annual update to this Plan, which solicits input from the community and compiles public concerns to help establish priorities for roadways, intersections, sidewalks, crossings, cycling paths and traffic speeds, infrastructure upgrades, and identify other solutions to respond to traffic, cycling and pedestrian safety, accessibility and mobility challenges identified by the community. The public engagement for this update provides a much broader opportunity for participation from a range of participants, and issues raised throughout the year can be forwarded as inputs to the Plan. Residents have actively participated in this forum in the past, and a positive pattern established by translating concerns into capital projects.
 - *Semi-Annual Public Safety Forum* – Dedicate at least two Committee of the Whole meetings each year to public safety issues (not including transportation related concerns). Have the meetings scheduled at regular intervals (e.g. May and November each year), include presentations/updates from safety-related

bodies (RCMP, fire, bylaw enforcement). While the meetings are open to the general public, community partners and interested groups could be specifically invited to encourage participation from representatives of Kwalikum Secondary School, residents associations, Qualicum Beach Seniors' Activity Centre, Chamber of Commerce and Oceanside Community Safety. A clear process would be communicated to submit agenda items, delegation requests and correspondence in advance, with guidance or criteria on what will not be accepted (or not accepted). Guidance on how public comments will be handled at the meeting should be provided. Staff would be on hand to hear concerns and answer questions. An important component of any public engagement opportunity is ensuring input and feedback is recorded and effectively summarized for Council to assist in Council's decision-making. A key component of this approach would therefore be that all members of Council would have the opportunity to hear the community concerns, rather than having the information filtered through or interpreted by a single Council representative. Another key aspect of the forum is that it provides a more inclusive opportunity for all community members to participate and propose topics for discussion.

- Complement the above two engagement activities with a more direct opportunity to report/alert staff to immediate public safety concerns (i.e. fallen tree, pothole, damaged sign, etc.) via email or phone that is directed to an engineering and operations mailbox (i.e. using the "public safety" option through the public inquiry form). An initiative to provide a simplified public inquiry form that directs inquiries to the appropriate departments at the Town is already underway.

- Update website and written materials to ensure residents understand when/how to contact RCMP regarding traffic (speeding) and/or safety/security concerns.
- Ensure information is clear so residents understand how to be heard by Council and what type of submissions are welcome (and any associated criteria, as well as what happens to correspondence that does not meet the criteria). *See the Council and Committee recommendations section below.*

Rationale for Change

The Committee was in need of a refocus or restructure due in part to:

- the creation of a new Accessibility Advisory Team (required by provincial legislation),
- the reduced focus on emergency preparedness capacity (given the hiring of a Climate Action/Emergency Program Coordinator staff position)
- the emphasis on broader regional collaboration on emergency planning as encouraged by the new *Emergency and Disaster Management Act*

While the above changes may have been the impetus for the review, the proposed changes are primarily intended to increase the number and breadth of opportunities for, and diversity of, public input on safety issues through additional engagement forums that are open to a broader audience.

It is worth noting that the recommended changes should not be construed as a reflection of the value of the Committee members, nor the quality of the advice they offered. Instead the changes are part of a wider objective of selecting tools to solicit diverse community input for Council to consider.

Likewise, the recommendations are not an indication of the importance of public safety as an

issue for the Qualicum Beach community. Having meetings focused on public safety issues should help to illuminate the range and strength of issues and concerns in the broader community for Council, and perhaps influence future Council priorities. Council's priorities will dictate whether a more narrowly focused task force or committee that has a clear work plan and is supported in its mandate, would be an effective tool to assist in Council's decision-making in the future.

Airport Users Committee

3. Maintain the Airport Users Committee but refocus the Committee as a management Committee of the Town. No Council representative would be required on the Committee; the Manager of Airport Operations, through the CAO, would be responsible for updating Council on an as-needed basis on items that require Council approval or input. The composition of the Committee would continue to include current tenant representatives, and could include community members with aviation or airport operations expertise as needed by the Town to provide advice on airport operations. The primary focus of the Committee would continue to be identifying concerns, resolving operational issues, updating tenants and advising the Town on issues affecting the airport, including long-term plans and airport development.
4. Create and schedule an annual open house public engagement process for receiving community input and sharing information about the Airport with Qualicum Beach residents. The meeting would ideally be scheduled in September of each year, so that projects or concerns identified could be incorporated into the following year's budget (as required). In addition to being a forum to hear from residents, the annual meeting would provide opportunities to share information regarding airport usage, revenues

generated, as well as any projects planned for the year ahead. The annual meeting would be in addition to any focused engagement on specific projects underway at the airport (i.e. consultation plan, master plan, land use plan, etc.). Council members would be invited to attend the annual open house to hear the community concerns directly, but would also receive a summary of the input at a subsequent Council meeting as part of the airport's update to Council.

5. The open house input opportunity will augment the new noise complaint process that has a dedicated email, and enhanced monitoring of complaints to enable tracking and reporting to Council. It is recommended that the Town supplement the new complaints process with additional information (FAQ) on the Town website about what happens to noise complaints when they are made, and regular reporting on the nature of complaints.

Rationale for Change

Many of the Committee members and airport tenants expressed optimism with having a dedicated Manager of airport operations, and several positives were mentioned regarding the use of the Committee to stay in touch and voice concerns. The strength of this Committee was in resolving operational and often technical issues. The removal of the Council member is intended to maintain the focus on operational issues, and the cooperative spirit in resolving issues at the airport.

The combination of the dedicated staff position and new complaints process, coupled with the annual open house, are intended to provide more accessible opportunities for residents to raise concerns that are heard directly by the Town and by Council members, but also provide opportunities for residents that are curious about the airport to learn more about what the airport does, how it operates, what it costs, what the

benefits are and its plans for the future. As a Town asset, taxpayers should have regular opportunities to learn about and engage with staff regarding the airport.

Council and Committee Recommendations

The following recommendations are focused more broadly on the process and practices for Council when it is establishing committees, and how to best support those committees so they can be an effective tool that supports Council's decision-making process.

6. **Procedure Bylaw Update** – Update to the Town's Procedures Bylaw, which should be the guiding document for how Council members, staff and the public interact with each other at meetings. It should apply to both council and committee meetings (or make it clear where it does not). The goal would be to enhance clarity about how residents/public communicate with Council and with committees (how to, when, criteria, what happens, what to expect). In particular, clarity is encouraged regarding:
 - Council liaison voting on committees (legally Council members are required to vote)
 - engagement with Council and committees
 - practices for placing committee minutes on Council agendas
 - Council updates on committees
7. **Guide to Public Input** – publicize clear information on how residents can communicate with Council. This information should be clarified not only in the Procedures Bylaw, but shared in plain language with residents who want to understand and participate in the process (perhaps FAQ on website⁴, maybe a one-pager hard copy at the

⁴ The Town's website currently has a "Council Meetings and public input" heading that requires clarification and

could be used to post a comprehensive list of opportunities to participate in meetings

counter, etc.) In particular, reference to:

- Letters to Council (what happens, whether they go on the agenda, any opportunity to speak to them, what gets accepted/rejected and reasons)
- Delegations to Council (process to request, when they will be approved, reasons why they might not, information required in advance and timing, length of time can speak, number of delegations per meeting)
- Opportunities to speak to items on the Council agenda (question period/public participation/Committee of the Whole (COTW))
- Other input opportunities, or if there are alternate ways to share information (electronic participation, video address, etc. if someone is unable to attend in person)
- Expectations around respectful conduct and how disrespectful conduct will be managed
- The information should include updated information regarding topics addressed in this report, such as specific COTW meetings on topics, annual Age-Friendly Transportation Plan review, etc. Focus is on transparency on the process for addressing inquiries, complaints, and submissions to Council

This recommendation, while not focused on the Committees themselves, is in response to the frustrations from residents and Committee members in trying to bring forward concerns or issues to Councils' attention, whether generally or through the Committees, as well as best practices regarding addressing Council.⁵ It is noted that the Town currently

has information on "Council Meetings and Public Input" that could be used to post information or a "How to" guide.

8. **Review of Committee Structure** – Best practices suggest that Council should be reviewing, at a minimum of once per term, the Committee structure intended to support Council's decision-making in the context of Council's Strategic Plan. Review should consider the need for Committees themselves and whether they are most effective tool to solicit the advice or input needed to supporting Council's priorities, particularly in light of any projects underway. The Terms of Reference must be reviewed to confirm scope and roles of each Committee, and confirm what type of recommendations, information or reporting Council expects from the Committee. Best practices require Council to ensure that the Terms of Reference reflect the strategic priorities and tasks from Council's guiding documents. Where Committees do not align with Council priorities, Council is less likely to actively use and refer issues and tasks to a Committee, which results in frustrations and ineffective use of a committee's time. The best way to demonstrate Council's appreciation for volunteers is by setting them up for success by providing clear, specific direction, and using their time effectively.
9. **Council training** – undertake regular Council training to ensure that Council members have the tools to support the committees upon which they sit and/or chair. Council members cannot be expected to inherently know how to chair meetings, resolve conflicts and should be reminded of the Town's Standards of Conduct. Training should arm Council members with the tools to effectively run meetings, but also

⁵ The provincial Procedure Bylaw Guide published in 2022 notes that "a clear process for the public to speak before council or the board supports the principles of respect, accountability, and collaboration. Established rules provide consistency and assist with meeting

management." The Guide lists establishing "the section of a meeting when the public will be permitted to address council or the board" as a best practice. The Guide also references a list of matters on which delegations should be restricted.

remind Council on how to make the best use of its committees.

materials that are specific to that committee, the broader orientation process and training should be consistent for all committees.

10. **Create a Committee Policy** – One option, rather than including all details of committee procedures in the Procedures Bylaw, would be to create a separate committee policy that addresses the general policies that apply to all Council committees. The policy would establish consistent practices across all committees and create a central document to reference during committee orientation. The policy could address:

- establishing a committee
- roles and responsibilities (members, Council liaison, staff support)
- voting
- appointments/process for filling vacant positions
- terms, including any term limits, staggering of terms
- meeting procedures – open meetings, agendas, minutes, delegations
- how recommendations and minutes are shared with Council
- communication – social media, website
- Town Standards of Conduct policy

11. **Orientation package and training** – prepare a consistent process for orienting new committees and new committee members. Committee orientation should include not only an orientation manual (Committee policy, Standards of Conduct policy/WorkSafe BC respectful workplace policy, Procedures Bylaw, Council strategic priorities, Terms of Reference, past minutes), but also include training on respectful and inclusive workplace, how meetings are conducted, resolving conflict, and chairing meetings. Orientation provides idea of what to expect, what staff is there to do for the Committee (and what they are not there to do) and can help prepare volunteers to best support Council. While each committee's package will include some



TOWN OF QUALICUM BEACH STAFF REPORT

TO: Lou Varela, Chief Administrative Officer
FOR: Regular Council Meeting
DATE: May 29, 2024
FROM: Luke Sales, Director of Planning
SUBJECT: Town of Qualicum Beach Policy No. 4002-12 | Beach Toy Library

RECOMMENDATIONS:

1. THAT Council approve Policy No. 4002-12 Beach Toy Library;
 2. THAT prior to installation of the Beach Toy Library the final location is to be selected by the Director of Infrastructure Services in consultation with Qualicum First Nation Chief Michael Recalma.
-

PURPOSE

To request that Council approve Policy No. 4002-12 Beach Toy Library.

BACKGROUND

Following a request from a member of the community that the Town consider installation of a Beach Toy Library along the waterfront walkway, Council, at its regular meeting held March 22, 2023 resolved as follows:

*"THAT Council authorizes the installation of a donated Beach Toy Library at the location identified on the map attached to the March 22, 2023 memo to Council."
Resolution No. 23-094*

DISCUSSION

As outlined in the memorandum to Council at its regular meeting held March 22nd [attached for reference] and based on recommendations from MIABC [Municipal Insurance Associated of BC], the attached policy has been developed to establish an inspection and maintenance schedule for the Beach Toy Library. Creating this policy complies with Council direction, establishes a policy defense and ensures that the toys and the Toy Library continue to be in safe working condition and that any issues that may need to be addressed are done in compliance with Town policy.

For clarity, while the initial request from the community member indicated that the Beach Toy Library would be built and donated to the Town for installation, it should be noted that the Town's public works staff constructed the library box. Further, in discussions with Qualicum First

Nation Chief Michael Recalma the pre-determined location of the Beach Library Box requires relocating.

FINANCIAL IMPLICATIONS

As outlined in the staff memo, initial construction and installation costs associated with this project are captured within the existing budget and there are no other financial implications anticipated from this report. The annual maintenance requirements of the Toy Library will be monitored and subsequently discussed during the next budget discussion to ensure that the Town is adequately resourced to continue with this service in future years.

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:

- Construction of the Beach Toy Library box is complete, and staff will be able to install it in time for summer 2024. This project will be promoted through the Town's social media and communication channels following installation.

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

The Town was encouraged to consider the development and installation of a Beach Toy Library along the Town's waterfront for the purpose of providing toy donations for public use. Council supported this project by authorizing the installation of the Beach Toy Library. Acting on Council's recommendation along with the Town's insurance provider, Policy 4002-12 Beach Toy Library was developed for the purpose of establishing an inspection and maintenance schedule. This policy also provides for a mechanism whereby residents can report any concerns relating to the use of the Beach Toy Library. While the initial location of the Beach Toy Library was approved by Council, in consultation with Qualicum First Nation Chief Michael Recalma an alternate location is being considered.

ALTERNATIVE OPTIONS

Council may elect to not adopt the attached policy which may then delay the installation of the Beach Toy Library.

APPROVALS

Report respectfully submitted by,



Luke Sales,
Director of Planning/Deputy
Corporate Officer
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Rob Dickinson
Director of Infrastructure
Services
Concurrence

for

REFERENCES

Attachment 1: Policy No. 4002-12 Beach Toy Library
Previous Report(s): Beach Toy Library, March 22, 2023

	Town of Qualicum Beach	Policy Manual
	Subject: Beach Toy Library	
	Policy Number: 4002-12	

Purpose	To provide a community resource for families, children, and caregivers. This policy outlines the guidelines and procedures for the Town's approach to managing the Beach Toy Library box.
Objectives	To provide a box ("Toy Library") for donated beach toys so that residents and visitors have access to beach toys without bringing their own.
Policy	The Town of Qualicum Beach will provide a box adjacent to the Qualicum Beach waterfront that can hold donated beach toys. The Town will invite community groups to drop off and manage the donated beach toys.
Procedure	1. Town staff will install the Toy Library prior to the beginning of summer. 2. Town staff will post a sign on the Toy Library that the contents are not inspected regularly, with a phone number for Town Hall to report issues with the Toy Library. 3. The staff will respond to maintenance questions or concerns on a complaint basis. Residents and visitors that observe issues with the Toy Library can call the Town Hall during working hours or contact the Town at any time via the Town website. 4. Town staff will remove and store the Toy Library at the end of the summer. 5. Town staff will inspect and repair the Toy Library as required prior to installation the following year.
Responsibility	The Manager of Operations or their designate(s) shall be responsible for the installation and annual reinstallation of the Toy Library as well as responding to reported issues.
References	Luke Sales, Director of Planning Deputy Corporate Officer May 2024
Distribution	Council Management Parks Department

Approved:
Approved By: Council

Amended:

**Town of Qualicum Beach
M E M O R A N D U M**

FOR: Regular Council Meeting **DATE:** March 22, 2023
TO: Mayor and Council **FROM:** CAO Lou Varela
SUBJECT: Beach Toy Library

RECOMMENDATION:

THAT Council authorize the installation of a donated Beach Toy Library at the location identified on the map attached to the March 22, 2023 memo to Council.

BACKGROUND

Staff has received a request to consider a possible location for a Beach Toy Library, proposed to be built by a member of the community and donated to the Town, for installation on the waterfront walkway.

Staff have identified the west side of the beach bathrooms (as per the attached photo) as a possible location for the Beach Toy Library to be installed. Availability of staff time for installation maintenance and inspection has also been confirmed. As such, the matter is before Council for direction.

Upon Council approval, staff will

- work with the donor to coordinate the installation
- confirm structural integrity of the Beach Toy Library prior to installation
- implement a maintenance and inspection schedule within current inspection procedure

DISCUSSION

Staff sought guidance from the Municipal Insurance Association of BC (MIABC) and received the following recommendations:

Space delineation Designate the area that toys are to be borrowed, used and returned to.

Signage Communicate the rules and guidelines expected for safe play. The signage should also include information that would be found in general park or beach areas such as the name of the beach, the civic address to provide to first responders, an emergency contact number, and a contact number for the Town to report an incident or maintenance issue. Signage could also advise that the "hours of operation" are from dawn until dusk.

Inspection and Maintenance Policy If the Town is offering and managing this amenity it is recommended that this be included in an existing inspections and maintenance policy or that an inspection and maintenance policy is created for the Beach Toy Library and the toys being loaned out. This will ensure that the toys and the library continue to be in safe working condition and that any issues that need to be addressed are done so in a timely manner.

FINANCIAL IMPLICATIONS:

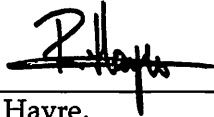
Staff time for installation, maintenance and inspection can be accommodated within existing budget and staff capacity. Materials required for the installation can be provided from existing inventory. Toys will be provided through donation.

STRATEGIC ALIGNMENT

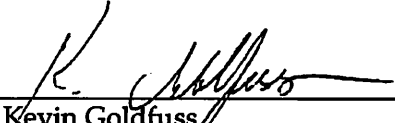
Community Health and Wellbeing



Lou Varela, CAO
Report Writer



Raj Hayre,
Director of Finance
Concurrence

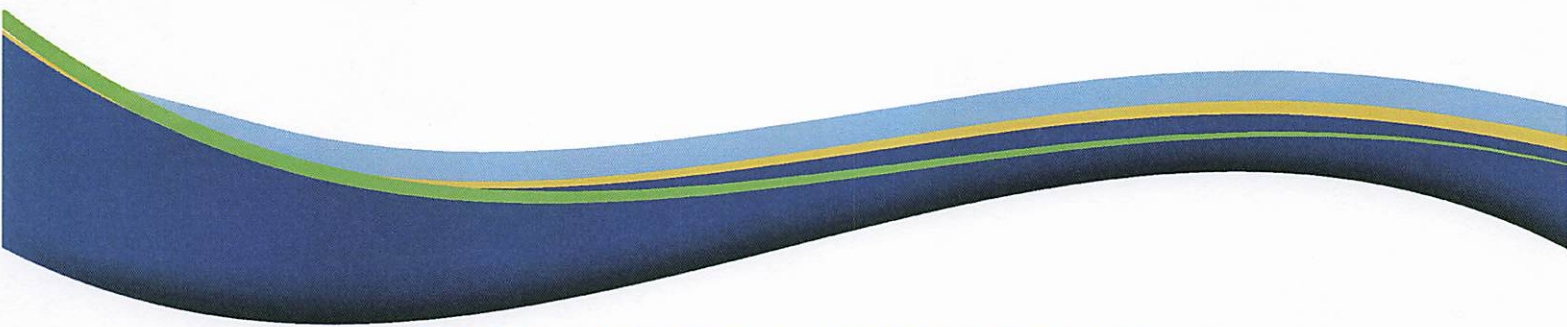


Kevin Goldfuss
Interim Director of Operations
Concurrence

Attch: (2)

Picture of sample toy library

Picture of possible location



TOWN OF QUALICUM BEACH STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: May 29, 2024

FROM: Oliver Watson, Manager of Capital Projects

SUBJECT: BC Hydro Leased Streetlight Public Complaints Received After Close of 2nd Complaint Intake

RECOMMENDATIONS:

1. THAT Council provide direction regarding the replacement of four (4) BC Hydro leased streetlights, identified by public complaint, and not included in the first two intakes, received between September 1, 2023, and May 1, 2024.
 2. THAT Council provides direction on how to address complaints, outlined in Appendix 1, for residents who remain unsatisfied with reduced wattage and color temperature of BC Hydro leased streetlights.
 3. THAT Council provide direction on how to address the request to add additional BC Hydro leased streetlights in an area of the Town based on a resident's request.
 4. THAT Council provide direction on response for future complaints that may be received for BC Hydro leased streetlights.
-

PURPOSE

To seek Council's direction on how staff are to respond to additional and continuing public complaints regarding BC Hydro leased streetlights, received by the Town between September 1, 2023 and May 1, 2024, and going forward.

As discussed previously in open meeting, Council's next step is to consider whether or not to retain a 3rd party illumination expert to consider further adjustments to select lights for submission to BC Hydro's SLIM system for BC Hydro's consideration. The cost for this service is currently undetermined and staff would undertake research upon Council direction.

This matter is before Council as next steps are a governance decision to be made in consideration of all relevant information and staff reports on the matter provided to date. Council manages risk and budget for the municipality. As such, staff are seeking Council's direction on how to proceed.

BACKGROUND

NOTE: Multiple staff reports have been provided on the matter of BC Hydro leased streetlights. Additional information can be reviewed in staff reports located on the Town's website [LED Street Light Replacement \(qualicumbeach.com\)](https://qualicumbeach.com/LED-Street-Light-Replacement)

As directed by Council, staff arranged to have BC Hydro replace a total of 124 leased streetlights with luminaires that have a lower wattage and color temperature. This number represents 22% of all BC Hydro leased streetlights within the Municipality.

At the October 11, 2023, regular meeting of Council, an update was provided by staff which included an overview of frequently asked questions related to BC Hydro leased streetlights. This update titled "Hydro Streetlight Clarification Information" is Appendix 2 to this Report.

Following that update Council determined that, going forward, individuals who were still experiencing challenges with their BC Hydro leased streetlights could submit a service request to the Town. Those requests would then be brought forward at a future meeting and Council would consider whether to hire a third-party illumination expert to try and resolve the issues.

This Report summarizes BC Hydro leased streetlight complaints received since the close of the second complaint intake for the period of September 1, 2023, to May 1, 2024.

DISCUSSION

Between September 1, 2023, and May 1, 2024, 35 pieces of correspondence regarding BC Hydro leased streetlights have been received by the Town, and staff are seeking direction on how to proceed. The summary of correspondence received during this period includes:

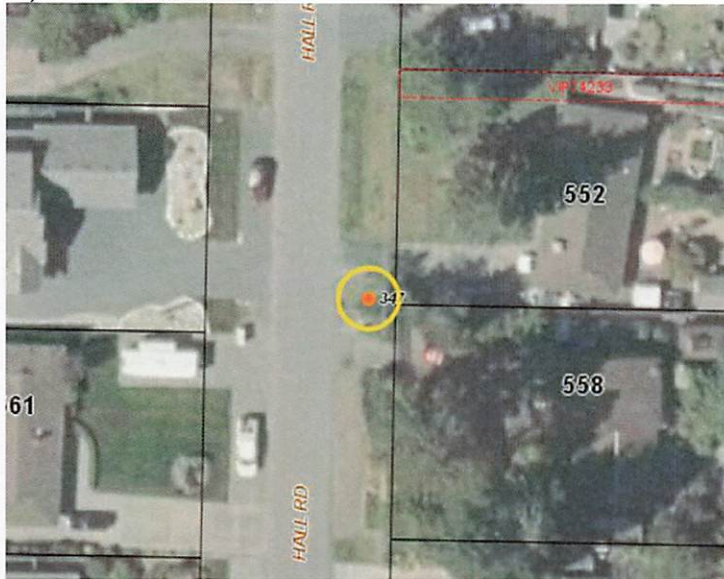
TABLE 1

5	"Thank you" emails for lowering the wattage and color temperature.
25	Resubmission of complaints after wattage and color temperatures of fixtures have already been reduced.
3	New light trespass complaints received regarding 4 lights between September 1, 2023, and May 1, 2024.
1	Request to remove streetlight completely – Municipal Insurance Association of BC has recommended against removal of Streetlights.
1	Request to have streetlights added.

**A map identifying the locations is included as Appendix 1.*

The 3 new complaints received regarding 4 BC Hydro leased lights include:

1) 552 Hall Road



Light # 347
Light trespass complaint

2) Dogwood Road at Tyee Crescent



Light # 1068,
Light trespass complaint

3) 787 Fern Road East



Lights # 230 & 232,
Light trespass complaint

Regarding the light trespass complaint on Fern Road East (Lights # 230 & 232), staff recognize this is part of the east to west connector trail that is heavily used by cyclists and pedestrians. Additionally, the current streetlight spacing has roadway dark spots in between lights. Staff consider the further reduction of wattage and colour temperature along this section of road to negatively impact pedestrian and cyclist safety. Furthermore, the intersection of Fern Road East at Hollywood is a point of traffic conflict so staff recommend that the higher wattage and color temperature fixture should remain at this location.

Request for leased light removal.

Between September 1, 2023, and May 1, 2024, the Town received 1 request to remove a BC Hydro leased streetlight. No action will be taken by staff to remove this light in consideration of the risk to the organization and previous Council discussion. The location includes:

211 Valdez Ave



Light # 512,
Request for light removal

Beach Road between First Avenue West & Harlech Road



Resubmission of complaints after reduction of wattage and color temperatures were implemented

FINANCIAL IMPLICATIONS

If Council directs staff to reduce the wattage and colour temperature of streetlights for the new complaints, BC Hydro's fee would be \$1,750 per streetlight plus GST. NOTE: \$1,750 is BC

Hydro’s standard fee for performing this service and the previous changeout was undertaken at a reduced rate.

When BC Hydro receives a request to adjust an existing streetlight through its SLIM system, their lighting support design department reviews the request to ascertain if there are any viable options. If options exist, the Town would be responsible for paying for the adjustment. If approved, the fee for the relocation or adjustment is an additional \$1,465 per light plus GST.

There is no cost when adding a new streetlight to a pole. Once installed the monthly fee per 39W LED fixture is \$15.53.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

International.

INFORM:

- The public will be notified of Council’s decision.

STRATEGIC PLAN ALIGNMENT

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

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

In 2023, staff liaised with BC Hydro to reduce the wattage and colour temperature of 124 BC Hydro leased streetlights. The changed-out streetlights were identified by residents through two separate intake periods: one ending February 28, 2023, and the second ending August 31, 2023. Between September 1, 2023, and May 1, 2024, 30 additional requests have been received by Town staff (see Table 1 on page 2 and Appendix 1 for details on specific locations). Staff are seeking Council direction on how to proceed with the requests received during this period.

APPROVALS

Report respectfully submitted by:



Oliver Watson
Capital Projects Manager
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Bob Weir, P. Eng
Director of Engineering
Concurrence



FOR

Raj Hayre
Director of Finance
Concurrence

REFERENCES

Appendix 1: BC Hydro Lease Lights, Map of Complaints from September 1, 2023, to May 1, 2024

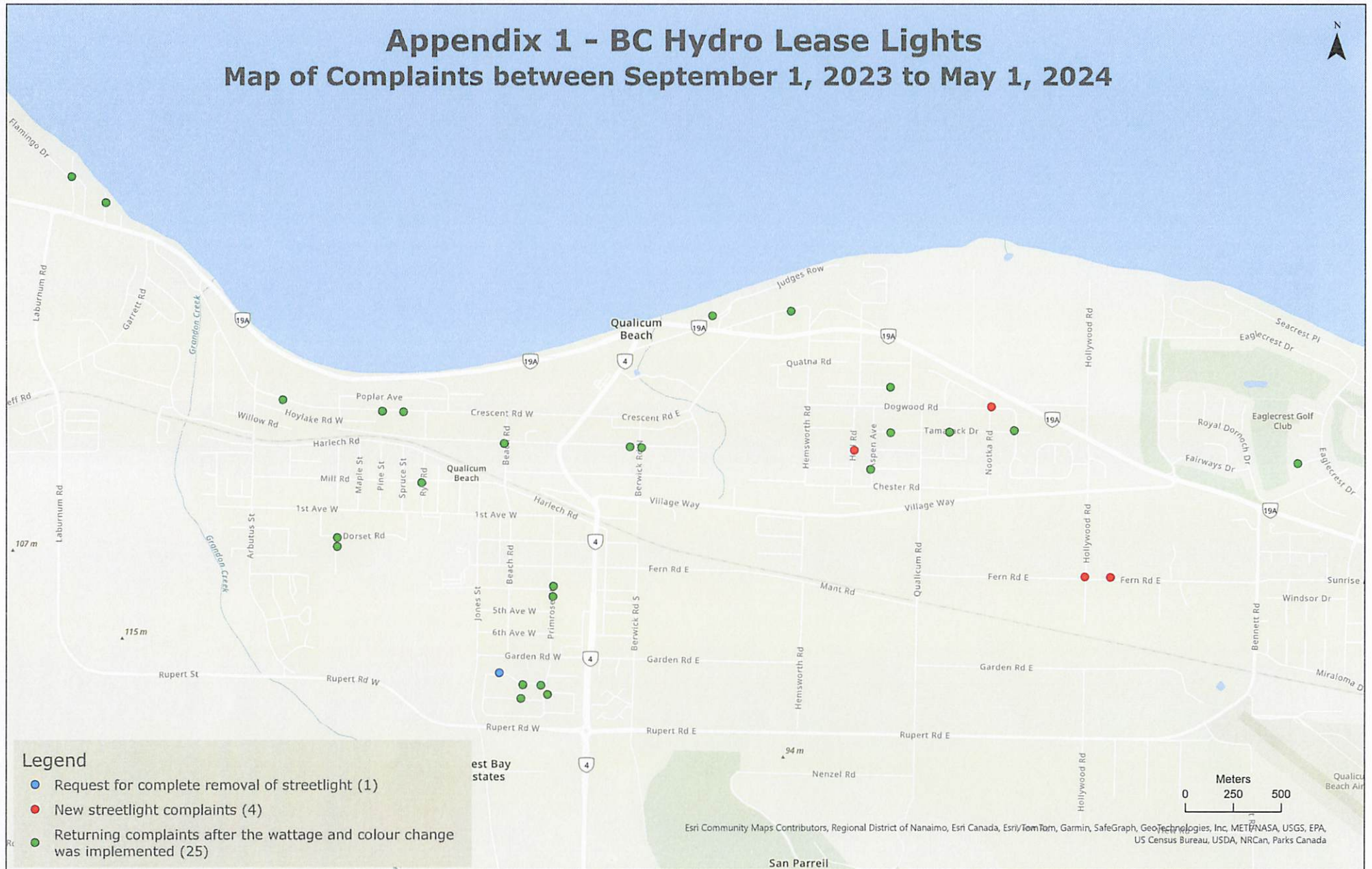
Appendix 2: Hydro Streetlight Clarification Information

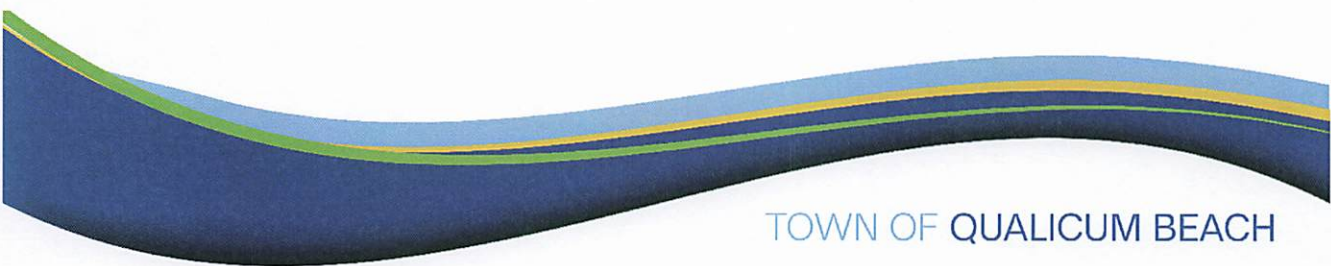
Previous Report(s):

- BC Hydro Lease Lights, January 18, 2023
- BC Hydro Streetlight Conversion, April 19, 2023
- e2 Electrical Engineering, BC Hydro Pole Mounted Street Lighting Analysis for Town of Qualicum Beach, October 18, 2021

Appendix 1 - BC Hydro Lease Lights

Map of Complaints between September 1, 2023 to May 1, 2024





TOWN OF QUALICUM BEACH

Appendix No. 2

BC Hydro Streetlight Information Clarification

October 11, 2023

Question from the Town of Qualicum Beach	BC Hydro's Response
1. Is 39w the lowest wattage available for BC Hydro LED Streetlights?	Yes, 39W is the lowest available wattage of streetlight that is offered by BC Hydro. BC Hydro selected the 4 wattages of streetlights that it is offering based on an extensive procurement process. As part of this process, BC Hydro provided roadway scenarios and requirements and vendors completed analyses to determine the type of lights (e.g. wattage) that would meet those requirements. There is no option from BC Hydro to install any other wattages, including a lower wattage than 39W.
2. Is 3000k the lowest color temperature available for BC Hydro LED Streetlights?	Yes, 3000K is the lowest (warmest) streetlight that is offered by BC Hydro. The old high pressure sodium streetlights were approximately 2700K. Based on BC Hydro's engagement with streetlight vendors, other utilities, municipalities and its research it concluded that 4000K and 3000K were the best colour temperatures to offer its customers. These two colour temperatures enable BC Hydro's customers to select the appropriate colour temperature for their community based on their lighting desires and objectives. There is no option from BC Hydro to install a lower colour temperature (2700K, etc)

Question from the Town of Qualicum Beach	BC Hydro's Response
3. The information submitted by BC Hydro on which BC Utilities Commission based its approval for the roll out of the LED streetlights, stated that shields could be made available (see page 2 of attachment). If shielding is available, it could be a much more cost-effective solution. Are shields available for the new BC Hydro LED Streetlights?	To clarify, the manufacturer of the streetlights offered by BC Hydro only has shields for one of the models of streetlights offered by BC Hydro (this model includes the 39W & 75W streetlights). These shields are plastic accessories that attach to the optics on the bottom of the streetlights that block some of the light that is projected backwards – towards the pole (or 'house side'). The shields does not block light that is projected forward or sideways from the streetlight. Shields were considered but ultimately not offered as BC Hydro determined the other options (e.g. lowering wattage, lowering the colour temperature, re-aiming the luminaries or moving the streetlight to another pole) were effective in resolving most complaints. Furthermore, additional costs (e.g. those associated with procuring, storing, managing, and deploying) could be avoided by not offering a product that wouldn't be of use in most applications. Note the streetlights rates are based on costs and therefore higher costs would translate to higher rates. To clarify, there are two models of streetlights available, Lite-M (114W and 162W) and Lite-S (39W and 75W), and all streetlights are Type II Max Throw distribution.  Lite S Model  Lite M Model The shields offered by the manufacturer are only available for the 39W and 75W 'Lite-S' model. The 114W and 162W 'Lite-M' model do not have a shielding option. Also note as mentioned above that the shields only limit some backlight.

Question from the Town of Qualicum Beach	BC Hydro's Response
4. Is there more than one light distribution type offered throughout the province? If yes, can an alternative light distribution type be considered for Qualicum Beach replacement lights?	BC Hydro is only offering one type of streetlight distribution pattern – Type II max throw. As you are aware, BC Hydro's LED street light replacement program offered 4 LED wattages (39W, 75W, 114W, and 162W) and two-colour temperatures (3000K and 4000K). All four options were 'Type II Max Throw' distribution pattern luminaires. While there are 5 different distribution types available (Type I to Type V), BC Hydro selected one distribution type for all 90,000 LED street lights throughout the province. This was done to maximize utilization and minimizing costs and inventory complexities. Hydro selected Type II as this distribution pattern works the best in most applications throughout the province; it offers the widest throw with the least amount of backlight forward or behind the luminaire.

Question from the Town of Qualicum Beach	BC Hydro's Response
5. Do additional requests for solutions to light trespass (beyond reduced wattage and colour temperature) have to follow a process of: resident submits complaint to the Town who then submits request to BC Hydro's design team (SLIM system)?	Yes. Since the Town of Qualicum Beach is BC Hydro's streetlight customer all requests and decisions to add, remove or modify streetlights must come from the customer - a resident cannot approve a light alteration. The correct process is for the Town to submit a request through the SLIM system. BC Hydro's streetlight customers are responsible for the lighting design – ensuring adequate lighting levels – in their communities. Note: Should Council wish to consider individual light 'solutions', beyond changing the wattage and colour temperature, the Town will have to retain a third party expert (technical lighting engineer or other), to assess the light(s) and make recommendations to BC Hydro through the SLIM system. The cost of the third party expert will be borne by the Town.
6. Are BC Hydro crews able to make discretionary adjustments to lights when installing the new luminaires in order to mitigate light trespass onto private property? E.g., orientation, davit arm length, other?	No. That is out of scope for the crews. BC Hydro is not responsible for lighting design. BC Hydro's streetlight customers are responsible for the lighting design – ensuring adequate lighting levels – in their communities. Any modifications to the streetlight – e.g. changing or orienting the arm must be processed through BC Hydro's distribution design team so that they can review the configuration of the assets on the pole. Note: See comment from question 5

Question from the Town of Qualicum Beach	BC Hydro's Response
7. Would members of BC Hydro's design team be able to come to Qualicum Beach to inspect the lights generating complaints during the hours when the streetlights are on?	BC Hydro does not employ any street lighting design teams as lighting design is the responsibility of the municipality. The BC Hydro owned lights are served under Rate Schedule 1701. Item 6 on page 132 of the Electric Tariff Responsibility for Fixture Selection, Design and Installation states that "[t]he Customer is responsible for the lighting design and the selection of the overhead street lighting fixture offered by BC Hydro. BC Hydro is responsible for its installation". While BC Hydro does not have a lighting design team, it committed to having a representative travel to Qualicum Beach to look at a number of streetlights (at night). NOTE: The attending BC Hydro employee is not a technical lighting engineer.
8. Are there other "means" available (not mentioned above) that could be implemented to mitigate light trespass onto private property?	Aside from the Town requesting to remove BC Hydro lights (at a cost) and proceed with their own municipal streetlighting solution, resolving complaints with the methods indicated previously (wattage, temperature, angle) are the only available options. Note: Third party would be required to submit to SLIM The Town may wish to submit arm relocation requests through SLIM however the feasibility of the requested adjustments would need to be reviewed by BC Hydro's design team. There are limitations relating to the direction of the arm, the current pole configuration and consideration of overhead wires. While in some cases it may resolve a complaint, any direction change to the arm may reduce the effective lighting on a roadway and/or transfer more light to a nearby resident thus creating a new complaint.

Question from the Town of Qualicum Beach	BC Hydro's Response
9. Why is there a lag time of 4 months to get the luminaires in stock, to be ready for installation? Will this lag time exist for the second intake that closes at the end of August or will BC Hydro ensure they have available stock for additional change out?	At the time of publication light change complaints (wattage & colour temperature) have been completed. With the LED deployment being substantially complete, BC Hydro currently has adequate stock on hand to support repairs of streetlights and growth. However, the request for 102 39W 3000K LEDs is a significant volume. Due to supply chain challenges, there are still long lead times to obtain product from our streetlight supplier. Hence the 4-month timeline.
10. Can the cost for additional solutions to light trespass (beyond wattage and colour temperature) be borne by BC Hydro?	As part of the Streetlight Replacement Program, BC Hydro is supporting its customers with resolving complaints from both customers and residents. For example, by BC Hydro enabling the Town to have a large number, 102, lights replaced at a lower cost (compared to the sustainment costs). 124 lights have been replaced as a result of light complaint intakes (phases 1 & 2) at a lower cost than the BC Hydro standardized rate. Costs will be borne by the Town.
11. Can the savings from reduced consumption of power for BC Hydro Lights (changeout from HPS to 75/39w LED lights) be applied to additional modifications for light trespass in Qualicum Beach?	The change to a lower wattage streetlight will result in lower costs for the Town of Qualicum. The rates that the Town pays for streetlights is based on the wattage of the light. Changing the streetlights from 75W to 39W will decrease the Town's streetlighting bill. The Town may use this savings at their discretion.

Question from the Town of Qualicum Beach	BC Hydro's Response
12. Rationale for limited solutions. I.e., BC Hydro has expressed concern that remedying problems for Qualicum Beach might lead to other municipalities requesting the same actions. Why is this BC Hydro concern an obstacle for the Town of Qualicum Beach having their streetlighting problems remedied? I.e., is it a business case based on volume of lights that have been changed out throughout the Province or...? Some additional explanation for this would be useful Question rephrased for PowerPoint <i>"BC Hydro has expressed concern that remedying problems for Qualicum Beach might lead to other municipalities requesting the same actions. Why is this an obstacle for the Town having their streetlighting problems remedied?"</i>	BC Hydro has successfully installed over 87,000 LED streetlights across the province – with very few issues or complaints. There are only a few hundred HPS streetlights remaining – that will be removed or converted to LEDs. BC Hydro has implemented province wide policies and processes for resolving issues and concerns with the LED streetlights. It is important to BC Hydro that it treats all its customers fairly, this includes offering the same solution(s) to resolve issues to all customers. Furthermore, offering additional solutions (e.g. shields) were not included within the rate design that was submitted as part of the Streetlight Rate Application; that was filed with and approved by the BC Utilities Commission.

TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: May 29, 2024

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: Beach Creek Estuary Landscaping – Invitation to Quote Award

RECOMMENDATION

THAT Council awards the contract for the Beach Creek Estuary Landscaping project to Strain Landscapes Ltd. for the bid price of \$199,743 plus GST.

PURPOSE

For Council's consideration of awarding the construction project, Beach Creek Estuary Landscaping, to Strain Landscapes Ltd.

BACKGROUND

The final placement and adjustment of rocks around the coastal spit and the planting of the vegetation in and around the estuary will fulfill the original 2019 Wildlife Permit requirements for the environmental compensation works required to construct the coastal spit. The permit requires the Town to restore a minimum area of compensation estuarine habitat and vegetation. Furthermore, engineers monitored wave actions around the coastal spit for a three-year period resulting in recommendations to adjust and add rocks to the spit. The Beach Creek Estuary Enhancement and Coastal Spit Completion project satisfies the environmental permits that were submitted in 2019 in advance of the construction of the coastal spit, the roundabout, and viewing platform.

In September 2023, the Town received notification from the Government of British Columbia that we were receiving a \$519,833 grant from the *Destination Development Fund* to complete the Beach Creek Estuary Enhancement and Coastal Spit project. The grant covers 100% of all allowable costs. Included in the grant and separate from the rock work and vegetation, the Town committed to installing wayfinding signage, a bicycle repair stand, a water bottle filling station, and benches. This project was included in the 2024 Financial Plan with a value of \$520,000.

Upon approval of the 2024 Financial Plan, the Beach Creek Estuary Enhancement and Coastal Spit project was put out to tender and posted on *BC Bid*, closing April 4, 2024. No bids were received so a new strategy for completing the project was implemented as discussed below.

DISCUSSION

The Beach Creek Estuary Enhancement and Coastal Spit project is time sensitive, both in terms of completion within the environmental window and the deadline for the grant. The project is comprised of two major components including rock work around the Coastal Spit and vegetation within the Estuary. The revised strategy to complete the Beach Creek Estuary Enhancement and Coastal Spit project was to source separate contractors to complete each of these two major components. Because the rock work had initially been included in the tender for the Viewing Platform and then subsequently removed due to the lack of available funding at the time, the rock work was re-negotiated back into the Knappett Industries Viewing Platform contract as a change order. The cost to complete the rock work portion of the project was negotiated at force account rates up to an upset price of \$222,392 plus GST with a mandatory completion date between June 1 and August 2, 2024. The remainder of the project, the vegetation, was placed out to "Invitation to Quote" to four (4) local qualified landscape contractors.

The "Invitation to Quote" for the Estuary vegetation portion of the project closed on May 8, 2024. Two (2) bids were received with Strain Landscapes Ltd. providing the lowest price of \$199,743 plus GST. The prices ranged from 199,743 to \$210,006. Staff are now recommending that Council award the Estuary re-vegetation contract to Strain Landscape Ltd. The Estuary work must be completed between August 5 and September 30, 2024.

FINANCIAL IMPLICATIONS

In September 2023, the Town received notification that it was successful in receiving a grant valued at \$519,833 towards the cost of the project covering 100% of all applicable costs. The budget approved in the 2024 Financial Plan for this project was \$520,000. To date, \$4,900 has been spent on engineering and design. The change order for the Coastal Spit rock work that was issued to Knappett Industries will cost up to \$222,392 plus GST. The bid price for the Estuary vegetation work provided by Strain Landscapes Ltd. is \$199,743.

In addition to the Coastal Spit rock work and Estuary vegetation, soft costs for project management and environmental fees are estimated to cost \$62,000 excluding GST. Furthermore, the following costs for site furnishing need to be considered and include:

- Type 1 benches (2) - \$2,100
- Wayfinding sign – \$400
- Wall mount outdoor bottle filling station - \$6,700
- Bicycle repair stand - \$7,500

The overall cost of the project is expected to be \$505,735, which leaves a contingency of \$14,265 in the \$520,000 budget.

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:

- That the Town was successful in receiving a grant for this project through the British Columbia Destination Development Fund.
- That this project must be completed within a limited fish window.
- Parking restrictions will be shared with the public prior to the start of construction.

STRATEGIC PLAN ALIGNMENT

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

- 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

To comply with the wildlife permits submitted for the construction of the Beach Creek Estuary Enhancement and Coastal Spit, the roundabout, and the viewing platform, the Town must restore the Estuary complete with vegetation. Furthermore, after monitoring the wave action against the Coastal Spit, engineers are recommending some final placement and adjustment of some of the rock work. After receiving no bids to complete the combined project, staff separated the two major components and sourced two separate contractors using acceptable procedures within our procurement policies. A change order to the Knappett Industries contract has been issued for the rock work and Strain Landscapes Ltd. has provided the lowest price for the re-vegetation component. Staff are now seeking Council's approval to award the re-vegetation component to Strain Landscapes Ltd.

ALTERNATIVE OPTIONS

1. THAT the tender for the Beach Creek Estuary Enhancement and Coastal Spit Completion project be awarded to another company.
2. THAT Council provides alternative direction to staff.

APPROVALS

Report respectfully submitted by



Oliver Watson,
Manager of Capital Projects
Report Author



Lou Varela,
CAO
Concurrence



Rob Dickinson,
Director of Infrastructure
Services
Concurrence



FOR
Raj Hayre
Director of Finance
Concurrence