Agenda for the 10:00 am Wednesday, December 10, 2025, 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

THAT Council adopts the December 10, 2025, regular Council meeting agenda.

7-46 **2. ADOPTION OF THE CONSENT AGENDA**

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(j) in the December 10, 2025, Consent Agenda be adopted.

(a) THAT the October 21, 2025, special Council meeting minutes be approved as presented.

(b) THAT the October 22, 2025, regular Council meeting minutes be approved as presented.

(c) THAT the October 24, 2025, Committee of the Whole meeting minutes be approved as presented.

(d) THAT the October 27, 2025, special Council meeting minutes be approved as presented.

(e) THAT the November 5, 2025, special Council meeting minutes be approved as presented.

(f) THAT the November 12, 2025, special Council meeting minutes be approved as presented.

(g) THAT the November 12, 2025, Committee of the Whole meeting minutes be approved as presented.

(h) THAT the November 20, 2025, regular Council meeting minutes be approved as presented.

(i) THAT the November 24, 2025, special Council meeting minutes be approved as presented.

(j) THAT the Correspondence Log, dated for reference December 1, 2025, be approved as presented.

3. RECOGNITION – Nil

4. BUSINESS ARISING FROM THE MINUTES – Nil

5. DELEGATIONS

47-48 (a) **Friends of the Qualicum Beach Forest (FQBF)**
K. Monahan in attendance to make a presentation on significant trees of Qualicum Beach and tree protection.

49 (b) **Palm Drive Residents - Heritage Forest Trees**
J. Patterson in attendance to make a presentation on Heritage Forest Trees Bordering Palm Drive.

6. CORRESPONDENCE – Nil

7. BYLAWS

50-65 (a) **Town of Qualicum Beach Cemetery Bylaw No. 915, 2025**

Staff Recommendation:

1. THAT "Town of Qualicum Beach Cemetery Bylaw No.915, 2025" be read a third time.
2. THAT "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025" be read a third time.

66-91 (b) **Zoning Amendment Bylaw | 510 Chester Road**

Staff Recommendation:

1. THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a third time.
2. THAT Council rescinds the following resolution 25-288: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified in the attached plans to the November 20, 2025, staff memo.
3. THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home) and Lot 2, as identified on the Site Plan in the attached plans to the December 10, 2025, staff memo.
4. THAT a separate Section 219 Form and Character Covenant be registered on title for proposed Lot 2, as identified in the attached plans to the December 10, 2025, staff memo, prior to adoption of the Zoning Amendment Bylaw, which includes the following:
    a. Driveway access from Chester Road, on the east side of the property; and,
    b. All services accessed from Chester Road

92-348 (c) **Official Community Plan (OCP) Review**

Staff Recommendation:

1. THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be read a third time as amended.
2. THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be read adopted.
3. THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be read a third time.
4. THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be adopted.

8. COMMITTEE & LIAISON REPORTS

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

(i) Report from Mayor Westbroek

(ii) **Mayor Westbroek Notice of Motion: Future of the Railway**

Whereas staff, Mayor Westbroek and Councillor Skipsey met with Island Corridor Foundation (ICF) on November 17, 2025, to discuss the future of the railway with a focus on the development of trails next to the rails;

Be it resolved THAT staff be directed to amend bullet 7 on page 9 of the Sustainability Plan to read "Railway – that the Town work with Island Corridor Foundation to develop trail corridors adjacent to the rail line throughout the community."

Staff Comment:

The Official Community Plan already supports the railway as a multi-use corridor, and the Town has worked with the Island Corridor Foundation in the past on rails with trails projects (e.g. Dollymount Trail). If Council wants to provide additional clarity, then staff support the motion as presented.

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

(i) Report from Councillor Harrison

(ii) **Councillor Harrison Notice of Motion: St. Stephen's United Church**

THAT Council direct staff to provide a one-time Financial contribution to St. Stephen's United Church in the amount of $10,000, to be funded in 2025 from Council's Strategic Initiative Reserve – Community Volunteerism, in order to support their valuable community programs.

Staff Comment:

Staff support providing a one-time funding to St. Stephen's Church, for the valuable community programs they provide, in an amount of Council's choosing up to a maximum of $10,000, to be funded from the Community Volunteerism (Council Discretionary Decision Making) Strategic Initiative Reserve for the purposes of Volunteerism. This source has a budget of $10,000 for 2025. It should be noted that this budget for Volunteerism is anticipated to be reduced to $5,000 in 2026, based on Committee of the Whole's recommendation to Council, which has yet to be ratified by Council.

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

(i) Report from Councillor Skipsey

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

349 (i) Report from Councillor Vander Valk

(ii) **Councillor Vander Valk Notice of Motion: Bill M216**

WHEREAS the Province of British Columbia, through the Select Standing Committee on Private Bills and Private Members' Bills, is currently seeking public and local government input on Bill M216, *Professional Reliance Act*; and

WHEREAS the Committee has provided an online submission process, open until 3:00 p.m. (Pacific) on January 6, for stakeholders to review background materials and respond to a series of questions regarding the Bill;

THAT the Town of Qualicum Beach submit formal feedback through the Province's online consultation portal, requesting that Bill M216 be tabled until the Province has fully engaged with local governments to ensure that local autonomy is recognised and respected in advancing measures meant to improve permitting efficiency.

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

350 (i) Report from Councillor Young

9. STAFF REPORTS

(1) **Corporate Services**

351-358 (a) **Special Event Sponsorship Application 2026 – St. Andrews Lodge Historical & Cultural Society**

Staff Recommendation:

THAT Council approve in principle the Special Event application for the "Twilight Concert Series" on Saturdays, July 4, July 25, August 8, and August 22, 2026 hosted by St. Andrews Lodge Historical & Cultural Society, subject to event organizers working with Town staff to ensure Town requirements are met.

(b) **Youth Appreciation Lunch**

Staff Recommendation:

THAT Council instructs staff to work with Kwalikum Secondary School (KSS) to organize and promote the 2026 Youth Appreciation Lunch for Qualicum Beach youth to be held on Thursday, May 7, 2026 in Glassford Square during the school lunch break.

359-361 (c) **Winter Holiday Town Hall Closure**

Staff Recommendation:

THAT Council approve the closure of the Town Hall office during the 2026 holiday season for three business days (December 21; 21; 23) during the period of December 21 through December 25, 2026.

(2) **Fire**

(a) **2025 Fire Department Public Outreach**

- Verbal update and PowerPoint

(3) **Planning & Community Development**

362-372 (a) **Operations Facilit(ies) Needs Assessment – Request for Proposals for Consultant Selection**

Staff Recommendation:

THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to undertake an Operations Facilit(ies) Needs Assessment, as attached to the December 10, 2025, Planning report to Council.

373-480 (b) **Development Variance Permit & Development Permit | 532 Memorial Avenue**

Staff Recommendation:

THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 532 Memorial Avenue at a future meeting of Council.

(c) **WAAM (Ways of Achieving Affordable Market) Housing**

- Verbal update from L. Sales, Director of Planning and Community Development

481-484 (d) **172 Fern Road East (Town Initiated)**

Staff Recommendation:

THAT Council deems the Bylaw entitled, "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (Housekeeping) Bylaw No. 900.09" to be compliant with the Town of Qualicum Beach 2018 Official Community Plan.

10. MOTION TO CLOSE

THAT the special meeting of Council be closed to the public, pursuant to sections 90(1)(e) and (k) of the *Community Charter*, for the purpose of considering:

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

Following adoption of the above motion, the meeting will be closed to the public.

MEETING REOPENS TO THE PUBLIC

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 (December 12, 2025). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.
To submit a comment please use one of the following options:

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

Email: communications@qualicumbeach.com

Draft - Minutes of the 10:30 am Tuesday, October 21, 2025, Town of Qualicum Beach Special Meeting held in Council Chambers, 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
Heather Svensen, Director of Corporate Services/Deputy CAO
Danielle Leurebourg, Deputy Director of Corporate Services
Luke Sales, Director of Planning and Community Development
Raj Hayre, Director of Finance

Mayor Westbroek called the meeting to order in the Council Chamber at 10:30 am acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the October 21, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:30 am
MEETING REOPENED TO THE PUBLIC: 12:46 pm

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

MEETING ADJOURNED: 12:46 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

DRAFT - Minutes of the 10:00 am Wednesday, October 22, 2025, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Director of Corporate Services/Deputy CAO
Danielle Leurebourg, Deputy Director of Corporate Services
Luke Sales, Director of Planning and Community Development
Raj Hayre, Director of Finance
Oliver Watson, Capital Projects Manager
Agnieszka Warzybok, Director of Human Resources
Chris Sumando, Assistant Fire Chief - Prevention
Kevin Goldfuss, Airport Manager
Jason Froats, Information Systems Analyst

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

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the October 22, 2025, regular Council meeting agenda as amended by:

- Inserting late item 7(e) Permissive Tax Exemption Bylaw – Places of Worship final adoption
- Inserting late item 9(c) Rescheduling November 19, 2025, Regular Council Meeting
- Changing the order of the agenda, moving Section 9 (Staff Reports) to follow Section 6 (Correspondence)

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA Council adopted by consent, the recommendations listed for items2(a) to 2(l) in the October 22, 2025, Consent Agenda.
CARRIED UNANIMOUSLY | Resolution No. 25-235
END OF CONSENT AGENDA

RECOGNITION – Nil

BUSINESS ARISING FROM THE MINUTES – Nil

DELEGATIONS – Nil

CORRESPONDENCE
(a) **Regional District of Nanaimo Municipal Consent for Regional Parks and Trails Service Regional Parkland Acquisition Loan Authorization Bylaw No. 1961, 2025 | Bylaw Consent**
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo Municipal Consent for Regional Parks and Trails Service Regional Parkland Acquisition Loan Authorization Bylaw No. 1961, 2025"

AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.
CARRIED UNANIMOUSLY | Resolution No. 25-236

(b) **Receipt of Petition | "Neighbourhood Petition Opposing Large Care Facility at 431 College Road"**
Council received by unanimous consent the petition titled "Neighbourhood Petition Opposing Large Care Facility at 431 College Road" dated for reference October 15, 2025.
CARRIED UNANIMOUSLY | Resolution No. 25-237

STAFF REPORTS

(1) **Finance**

(a) **Third Quarter Update 2025, Council Strategic Initiatives, Capital Program and Operations Update**
Council received the Third Quarter Update 2025 by consent.

(b) **2025 – 2029 Financial Plan Amendment Bylaw 908.01, 2025**
Councillor Harrison MOVED and Councillor Young SECONDED,

1. THAT Council authorize Staff to amend the 2025-2029 Financial Plan Bylaw to include an increase to the capital expenditure budget provision for split cedar rail fencing adjacent to the Beach Creek Ravine in the Heritage Forest from $15,000 to $25,000 in fiscal year 2025, funded from Accumulated Surplus which is to be repaid from the Heritage Reserve Fund when sufficient funds become available.

2. THAT Council authorize Staff to amend the 2025-2029 Financial Plan Bylaw in fiscal 2025, to include a $125,000 capital expenditure budget provision for the Eaglecrest Golf Course (to be funded from the future sale of land), to cover consultant costs for public open houses and due diligence, legal fees and engineering studies.

3. THAT Council authorize staff to amend the 2025–2029 Financial Plan Bylaw in fiscal year 2025 to include a $200,000 capital expenditure budget provision for servicing costs associated with the Land Sales Strategy (to be funded from the future sale of land), for the potential purchase of the Eaglecrest Golf Course.

4. THAT the Bylaw entitled Town of Qualicum Beach Financial Plan Amendment Bylaw No. 908, 2025 be amended by replacing "Schedule A" and "Schedule B" with "Schedule A – Revised" and "Schedule B – Revised", as reflected in "Town of Qualicum Beach Financial Plan Amendment Bylaw No.908.01".

5. THAT the Bylaw entitled Town of Qualicum Beach Financial Plan Amendment Bylaw No.908.01, 2025 be introduced and read a first, second, and third time.

CARRIED | Resolution No. 25-238
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

Councillor Harrison MOVED, THAT Council omit recommendation 3.
Due to the lack of a Seconder, the Motion did not proceed.

(c) **2026 – 2028 Water Rates and Water Parcel Taxes**

DRAFT

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled “Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025” be introduced and read a first time;

AND FURTHER THAT the Bylaw entitled “Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025” be read a second time.

THAT the Bylaw entitled “Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025” be introduced and read a first time.

AND FURTHER THAT the Bylaw entitled “Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025” be read a second time.

THAT Council directs staff to review options for a Water Infrastructure Charge and provide a report to Council in 2026.
CARRIED UNANIMOUSLY | Resolution No. 25-239

(d) **2026 – 2028 Water Sewer Parcel Tax**
Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the Bylaw “Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025” be introduced and read a first time.

AND FURTHER THAT the Bylaw entitled “Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025” be read a second time.
CARRIED UNANIMOUSLY | Resolution No. 25-240

(e) **Adoption of Property Tax Exemption Bylaw (2026) – Places of Worship**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025” be adopted.
CARRIED UNANIMOUSLY | Resolution No. 25-241

(2) **Airport**

(a) **Further Expansion of Noise Sensitive Areas**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council defer discussion on Item 1.2(a) “Further Expansion of Noise Sensitive Areas” from the October 22, 2025 Regular Council Meeting until after the December 3, Committee of the Whole meeting.
CARRIED | Resolution No. 25-242
Opposed: Councillor Skipsey, Councillor Vander Valk
In Favour: Mayor Westbroek, Councillor Harrison, Councillor Young

Kevin Goldfuss, Airport Manager left the meeting at 11:11 am.

(3) **Operations**

DRAFT

a) **Interim Cenotaph Measures**

- Oliver Watson, Capital Projects Manager provided an update on the cenotaph project noting that a final proposal will be brought to Council once details are confirmed.

(4) **Corporate Services**

b) **Review of Council Size Prior to 2026 General Local Election**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council retain it's "Town" classification, with no change in current Council composition, being four Councillors and one Mayor; AND FURTHER THAT Council direct staff to amend Policy 3004-5 Local Government Status and Council Size to reflect the current four-year election cycle and establish the review time period within the Policy as "two-years in advance of a General Local Election."

CARRIED UNANIMOUSLY | Resolution No. 25-243

c) **2026 Council and Committee Meeting Calendar**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council approve the 2026 meeting schedule.

CARRIED UNANIMOUSLY | Resolution No. 25-244

d) **Rescheduling November 19, 2025, Regular Council Meeting**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council reschedule the November 19, 2025, Regular Council meeting to November 20, 2025, at 9:00 am in Council Chambers.

CARRIED UNANIMOUSLY | Resolution No. 25-245

(5) **Planning & Community Development**

a) **Zoning Amendment, Official Community Plan Amendment & Development Permit | 431 College Road**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council denies the Zoning Amendment, OCP Amendment and Development Permit for 431 College Road.

CARRIED | Resolution No. 25-246

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

b) **Official Community Plan (OCP) Review Timeline Update**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council receives the updated timeline for consideration and adoption of the 2025 OCP Amendment Bylaw.

CARRIED UNANIMOUSLY | Resolution No. 25-247

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council take a 10-minute recess.

CARRIED UNANIMOUSLY

MEETING RECESSES: 11:41 am
MEETING RECONVENED: 11:51 am with all of Council in attendance

BYLAWS

DRAFT

(a) **Adoption of Alternate Means of Public Notice Bylaw No. 911, 2025**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 25-248

(b) **Adoption of Property Tax Exemption Bylaw (2026)**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 25-249

(c) **Adoption of "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025"**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be adopted.
CARRIED | Resolution No. 25-250
Opposed: Councillor Harrison, Councillor Young
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk

(d) **Eaglecrest Official Community Plan (OCP) and Zoning Amendment Bylaws**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by setting the minimum lot sizes to 1000 m2.
DEFEATED
Opposed: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young
In Favour: Councillor Harrison

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council take a 45-minute recess.
CARRIED UNANIMOUSLY

MEETING RECESSES: 12:47 pm
MEETING RECONVENED: 1:30 pm with all of Council in attendance

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by setting the maximum height in the R21 zone (Schedule 'B') to 11m.
CARRIED | Resolution No. 25-251
Opposed: Mayor Westbroek
In Favour: Councillor Harrison, Councillor Skipsey, Councillor Vander Valk, Councillor Young

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by setting the maximum height in the institutional/residential zone to 12.75m.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the motion on the floor be amended to read: THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw

No. 900.06, 2025 be amended by setting the maximum height in the institutional/residential zone to 15m.
CARRIED | Resolution No. 25-252
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

MAIN MOTION AS AMENDED:
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED**,** THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by setting the maximum height in the institutional/residential zone to 15m.
CARRIED | Resolution No. 25-253
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by dedicating the Upper portion of the land on the north side of the subdivision as parkland.
DEFEATED
Opposed: Mayor Westbroek, Councillor Skipsey. Councillor Vander Valk
In Favour: Councillor Harrison, Councillor Young

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be read a third time as amended.
CARRIED | Resolution No. 25-254
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be adopted.
CARRIED | Resolution No. 255
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be read a third time as amended.
CARRIED | Resolution No. 25-256
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be adopted.
CARRIED | Resolution No. 25-257
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to prepare bylaws to permanently dedicate Yambury Park and a portion of the parcel legally described as Lot 126, District Lot 122, Nanoose Land District, Plan VIP57772, (PID: 018-527-

DRAFT

850), (871 Fairways Drive), as shown as the hatched area in Figure 1: Royal Dornoch Proposed Parkland, under Area 9, on Page 6 of this Report dated October 22, 2025.
CARRIED UNANIMOUSLY | Resolution No. 25-258

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to incorporate the following priorities into the second stage of public engagement on the Eaglecrest Revisioning and Acquisition project:

a) The Eaglecrest Residents' Association and the general public be invited to participate in a collaborative refinement of development potential on Areas 1, 2, 3 and 7 as shown on Appendix A, attached to this Report dated October 22, 2025, prior to any of these lands being sold;
b) THAT staff be directed to engage with neighboring properties adjacent to Area 8 (Royal Dornoch North) to inquire if they are interested in purchasing all, or a portion of, the subject Town-owned residentially zoned property prior to the panhandle portion of the land being listed publicly for sale;
c) THAT future development planning on the west side of the Eaglecrest Lands include public green space for gathering, green buffers to mitigate impacts of development on adjacent homes, and walking loops;
d) THAT future development planning should seek to minimize overlook from new buildings into existing residential homes and yards;
e) THAT future development planning should seek to maintain a view corridor from existing homes on Cottage Drive onto the Eaglecrest Golf Course Lands; and,
f) AND FURTHER THAT, prior to any disposition, staff register a Section 219 Restrictive Covenant on Lot 126, District Lot 126, Nanoose Land District, Plan VIP57772 (PID: 018-527-850), to restrict any potential future Institutional Use to Seniors Housing and Seniors Care, including but not limited to:
    i) Independent Living
    ii) Assisted Living
    iii) Long-Term Residential Care
    iv) Supportive Housing
    v) Wellness Campuses
    vi) Ancillary services and facilities that support seniors' health, safety, and quality of life.

CARRIED UNANIMOUSLY | Resolution No. 25-259

Councillor Harrison MOVED, THAT Council direct staff to permanently dedicate the area north of area 2, west of Country Club Drive as described in the October 22, 2025, staff report to Council as a park with a minimum width of 20 meters.
Due to the lack of a Seconder, the Motion did not proceed.

COMMITTEE & LIAISON REPORTS

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

(2) **Public Safety** (Councillor Scott Harrison)
Councillor Harrison commented on his portfolio activities.
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council permit Councillor Harrison and Councillor Young to attend the Housing Central Conference November 17-19, 2025.

DRAFT

CARRIED UNANIMOUSLY | Resolution No. 25-260

(3) **Parks & Recreation** (Councillor Anne Skipsey)
Councillor Skipsey commented on her portfolio activities.

- Repair Café October 25, 2025, from 10:00 am to 1:00 pm at the St. Stephen's United Church Hall.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT in accordance with the Town of Qualicum Beach Heritage Forest Reserve Fund Establishment, Bylaw No. 699, 2015, Council approve funding for new split cedar rail fencing to be installed in 5 locations within the Heritage Forest of approximately 350 ft of fencing in total, including a lengthy portion along East Crescent Road at Beach Creek;
AND FURTHER THAT there be consideration for the split cedar rail fence to be constructed in the fall of 2025 and be funded from Accumulated Surplus, and that the Accumulated Surplus be repaid from the Heritage Forest Reserve Fund once the reserve balance is sufficient.
CARRIED UNANIMOUSLY | Resolution No. 25-261

(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 written report included in the agenda.

- Fair Care Alliance
- Nanaimo Regional Hospital Upgrades

REVIEW OF COMMENTS FROM THE PUBLIC
Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (October 22, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- T. Provost & J. Provost, Comments Re: Resolution Number R25-243 – Further Expansion of Noise Sensitive Areas
- B. McNeil, Comments Re: Resolution Number R25-246 – Zoning Amendment, Official Community Plan Amendment & Development Permit | 431 College Road

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

DRAFT

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:16 pm

Certified Correct:

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

DRAFT

Draft - Minutes of the 10:30 am Tuesday, October 21, 2025, Town of Qualicum Beach Special Meeting held in Council Chambers, 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
Heather Svensen, Director of Corporate Services/Deputy CAO
Danielle Leurebourg, Deputy Director of Corporate Services
Luke Sales, Director of Planning and Community Development
Raj Hayre, Director of Finance

Mayor Westbroek called the meeting to order in the Council Chamber at 10:30 am acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the October 21, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:30 am
MEETING REOPENED TO THE PUBLIC: 12:46 pm

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

MEETING ADJOURNED: 12:46 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

DRAFT - Minutes of the 9:00 am Friday, October 24, 2025, Town of Qualicum Beach Committee of the Whole held in the Council Chambers, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison (at 9:33 am) Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services/Deputy CAO Danielle Leurebourg, Deputy Director of Corporate Services Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance Oliver Watson, Manager of Capital Projects Peter Cornell, Fire Chief Genelle Conn, Manager of Finance Chelsea Currie, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber 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
Committee of the Whole adopted, by unanimous consent, the October 24, 2025, Committee of the Whole meeting agenda.
CARRIED UNANIMOUSLY

STRATEGIC PLANNING SESSION - Day 1

Strategic Planning PowerPoint Presentation
Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Committee of the Whole recommends to Council THAT the Draft Strategic Plan 2026-2030, dated October 24, 2025, be adopted.
CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council take a 10-minute recess.
CARRIED UNANIMOUSLY

MEETING RECESSES: 9:52 am
MEETING RECONVENED: 10:04 am with all of Council in attendance

Three Stream Recycling – Municipal Properties 26-CA-01
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT the Strategic Initiative titled “Three Stream Recycling at Town Facilities” be advanced for consideration in 2027 Strategic Planning.
CARRIED UNANIMOUSLY

Mount Arrowsmith Biosphere Society (MABS) Funding Request 26-CA-02
Councillor Skipsey MOVED and Councillor Harrison SECONDED,
1. THAT the Committee of the Whole recommends to Council THAT the Strategic Initiative titled “Mount Arrowsmith Biosphere Society (MABS) Funding Request” be advanced to the 2026-2030 Financial

Plan with a budget provision of $24,000 per year in fiscals 2026 and 2027, to be funded from eligible grant funding sources and/or the Strategic Initiatives Reserve.

2. THAT the Committee of the Whole recommends to Council THAT staff be instructed to negotiate a two-year Fee-for-Service Agreement with MABS outlining clear deliverables for fiscal 2026 and 2027 linked to Reconciliation and the Town's climate and/or hazard-mitigation goals.

CARRIED UNANIMOUSLY

TOSH One-Time Funding Request 26-HW-01

Councillor Skipsey MOVED and Councillor Harrison SECONDED,

1. THAT the Committee of the Whole recommends to Council THAT staff be directed to provide one-time funding up to $50,000 to The Old School House for the purposes of enabling a one-time funding request for an increase in service provisions (programs offered) in fiscal 2026 funded from the Strategic Initiatives Reserve.

CARRIED

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

TOSH Fee-for-Service Request 26-HW-02

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council THAT the Strategic Initiative titled "The Old School House (TOSH) Fee-for-Service Request" be referred to 2027 Strategic Planning for consideration.

CARRIED

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

St. Stephen's United Church Fee-for-Service Request 26-HW-03

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Committee of the Whole defer consideration of the St. Stephen's United Church Fee-for-Service request to the November 12, 2025, Strategic Planning session:

1. THAT the Committee of the Whole recommends to Council THAT the Initiative titled "St. Stephen's United Church Fee-for-Service request" not be forwarded to the 2026-2030 Financial Plan.
2. THAT the Committee of the Whole recommends to Council THAT the Licence Agreement with the St. Stephen's United Church dated September 27, 2021, be reviewed by Staff and be brought forward for reconsideration by Council in 2026.

CARRIED UNANIMOUSLY

Collaboration with Qualicum First Nation 26-GG-02

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council THAT Council direct staff to advance the Initiative titled "Collaboration with Qualicum First Nation" to the 2026-2030 Financial Plan with a $15,000 budget provision in each of fiscals 2026 and 2027.

CARRIED UNANIMOUSLY

Tourism & Small Business Promotion 26-EP-01

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council THAT Council direct staff to advance the Initiative titled "Tourism and Small Business Promotion" with a budget provision of $10,000 to the 2026-2030 Financial Plan in fiscal 2026.

CARRIED

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

DRAFT

Community Volunteerism 26-HW-04
Councillor Young MOVED and Councillor Harrison SECONDED, THAT the Committee of the Whole recommends to Council THAT Council not advance the Initiative titled "Community Volunteerism" to the 2026 – 2030 Financial Plan.
DEFEATED
Opposed: Mayor Westbroek, Councillor Harrison, Councillor Skipsey, Councillor Young, Councillor Vander Valk

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council direct staff to advance the initiative titled "Community Volunteerism" with a budget provision of $5000 to the 2026 - 2030 Financial Plan.
CARRIED UNANIMOUSLY

Airport Master/Business Plan
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,

WHEREAS the Strategic Initiative titled Airport Master/Business Plan is 100% grant dependent and staff has limited capacity to advance this Initiative in 2026 as per the 2025-2029 Financial Plan;

THAT the Committee of the Whole recommends to Council THAT Council direct staff to defer the Strategic Initiative titled Airport Master/Business Plan from fiscal 2026 to fiscal 2027 in the 2026-2030 Financial Plan.

CARRIED UNANIMSOUSLY

Tree Protection Bylaw Update (Deferral)
Councillor Harrison MOVED and Councillor Vander Valk SECONDED,

WHEREAS Council directed staff to defer the Tree Protection Bylaw Update from fiscal year 2025 to 2026 on July 23, 2025; WHEREAS the Planning Department is at maximum staff capacity for 2026 given consideration of the requirements for advancing the development of the Eaglecrest Golf Course Lands;

THAT the Committee of the Whole recommends to Council THAT the Tree Protection Bylaw Update Initiative with a budget provision of $40,000 be deferred from fiscal 2026 to 2027 in the 2026-2030 Financial Plan.

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

Qualicum Commons
Councillor Skipsey MOVED and Councillor Harrison SECONDED,

WHEREAS the Town incurred an expenditure of $10,000 for a building assessment prior to Council's decision to move forward with a one-year lease with School District 69 for the Qualicum Commons;

THAT the Committee of the Whole recommends to Council THAT the Initiative titled Qualicum Commons be funded with a budget provision of $10,000 from the Strategic Initiatives Reserve in fiscal 2025.

CARRIED UNANIMOUSLY

DRAFT

Wayfinding Signage Phase 1
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,

WHEREAS the Strategic Initiative titled "Wayfinding Signage Phase 1" is included in the 2025-2029 Financial Plan in fiscal 2025 with a budget of $3,100; WHEREAS staff noted in the Q3 Reporting to Council that the "Wayfinding Signage Phase 1" Initiative will not progress in 2025;

THAT the Committee of the Whole recommend to Council THAT the Initiative titled "Wayfinding Signage Phase 1" not be re-budgeted in the 2026–2030 Financial Plan, and that this Initiative's timing and scope be reconsidered during the 2027 Strategic Planning process.

CARRIED UNANIMOUSLY

General Direction Requested
Councillor Skipsey MOVED and Councillor Young SECONDED,

WHEREAS Council directed staff to reduce the contribution to the Strategic Initiatives Reserve in fiscal 2025 to $125,000, from the originally planned contribution of $250,000;

THAT the Committee of the Whole recommends to Council that staff be directed to reinstate the contribution to the Strategic Initiatives Reserve in the amount of $250,000 in fiscals 2026 to 2030 in the 2026-2030 Financial Plan.

CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council take a 10-minute recess.
CARRIED UNANIMOUSLY

MEETING RECESSES: 11:04 am
MEETING RECONVENED: 11:17 am with all of Council in attendance

PUBLIC INPUT

J. Taggert, noted the Multi-use cinema was not included in the presentation, but is pleased to hear that the topic will be considered next year.

P. Wallace, congratulated Council on the Committee of the Whole public process and requested resource allocation to establish policy frameworks for priority housing groups to address accessibility of public-private care homes for lower income households to support ageing in place and aging in community.

Councillor Skipsey MOVED, and Councillor Harrison SECONDED, THAT the Committee of the Whole recommend to Council THAT "Housing Policy Options for Priority Housing Groups" be advanced to the 2027 Strategic Planning Process.
CARRIED UNANIMOUSLY

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

DRAFT

MEETING ADJOURNED: 11:36 am

Certified Correct:

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

DRAFT

DRAFT - Minutes of the 9:00 am Monday, October 27, 2025, Town of Qualicum Beach Special Meeting held in Council Chambers, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison (at 9:08 am) Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young (at 9:04 am)
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services/Deputy CAO Danielle Leurebourg, Deputy Director of Corporate Services Raj Hayre, Director of Finance Luke Sales, Director of Planning and Community Development

Mayor Westbroek called the meeting to order in the Council Chamber 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

Council adopted, by unanimous consent, the October 27, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

STAFF REPORTS

Finance

(a) **2025 – 2029 Financial Plan Amendment Bylaw 908.01, 2025**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Financial Plan Bylaw No. 908.01, 2025" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 25-262

MOTION TO CLOSE

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

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

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

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 9:04 am
MEETING REOPENED TO THE PUBLIC: 11:14 am

DRAFT

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

MEETING ADJOURNED: 11:14 am

Certified Correct:

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

Draft - Minutes of the 1:00 pm Wednesday, November 5, 2025, Town of Qualicum Beach Special Meeting held in Council Chambers, 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 Heather Svensen, Director of Corporate Services/Deputy CAO Danielle Leurebourg, Deputy Director of Corporate Services Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance Chelsea Currie, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber at 1:00 pm acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the November 5, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

CORRESPONDENCE

(a) **Kwalikum Secondary School (KSS) Biosphere Awareness Day Invitation**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council host a table on behalf of Town Council at the 1st Annual Biodiversity Awareness Day "Community Connections" event December 4, 2025; AND FURTHER THAT the table be attended by Councillor Harrison, Councillor Skipsey and Councillor Vander Valk.
CARRIED UNANIMOUSLY | Resolution No. 25-263

STAFF REPORTS

(1) **Planning**

(a) **Official Community Plan (OCP) Review**

First reading of Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 was considered with the following amendments:

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT 1.2.5 be amended to insert: “a quality of life survey sent to every household”.
CARRIED UNANIMOUSLY | Resolution No. 25-264

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Chartwell and Eaglecrest be removed and the following be added: “additional neighbourhood plans be developed at the discretion of Council”. (page 26)
CARRIED UNANIMOUSLY | Resolution No. 25-265

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Section 2.1.3.13 be amended by deleting “should” and inserting “may” in “The Town should support public art through continual investment”.
CARRIED UNANIMOUSLY | Resolution No. 25-266

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Section 2.3.3.3 be amended by deleting “shall” and inserting “may” in “The Town shall support the development of shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness”.
CARRIED UNANIMOUSLY | Resolution No. 25-267

MEETING RECESSED 3:25 pm
MEETING RECONVENED 3:33 pm

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the meeting extend beyond 3 hours.
CARRIED UNANIMOUSLY | Resolution No. 25-268

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 25-269

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 25-270

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Interim Sustainability Plan be deferred to the November 20, 2025, Regular Council Meeting.
CARRIED UNANIMOUSLY | Resolution No. 25-271

BYLAWS

(a) **2026 – 2028 Sewer Parcel Tax**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025" be read a third time.
CARRIED UNANIMOUSLY | Resolution No. 25-272

(b) **2026 – 2028 Water Rates and Water Parcel Taxes**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED:
1. THAT the Bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025" be read a third time.
2. THAT the Bylaw entitled "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025" be read a third time.

CARRIED UNANIMOUSLY | Resolution No. 25-273

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

MEETING ADJOURNED: 4:27 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

Draft - Minutes of the 9:00 am Wednesday, November 12, 2025, Town of Qualicum Beach Special Meeting held in Council Chambers, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Councillor Scott Harrison, Acting Mayor Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ABSENT:		Mayor Teunis Westbroek
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services/Deputy CAO Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance

Councillor Harrison, Acting Mayor, called the meeting to order in the Council Chamber 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
Council adopted, by unanimous consent, the November 12, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

STAFF REPORT
(1) Corporate Services
(a) **Town Hall Committee of the Whole Meeting Rescheduled**
Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council reschedule the Town Hall Committee of the Whole Meeting from Monday, November 17, 2025 at 10:00 am, to Wednesday, December 17, 2025 at 10:00 am.
CARRIED UNANIMOUSLY | Resolution No. 25-274

MOTION TO CLOSE
Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public, pursuant to sections 90(1)(k) of the *Community Charter*, for the purpose of considering:
(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 9:05 am
MEETING REOPENED TO THE PUBLIC: 9:36 am

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

MEETING ADJOURNED: 9:36 am

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

DRAFT - Minutes for the 10:00 am Wednesday, November 12, 2025, Town of Qualicum Beach Committee of the Whole Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Councillor Scott Harrison, Acting Mayor Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ABSENT:		Mayor Teunis Westbroek
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services/Deputy CAO Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance Oliver Watson, Manager of Capital Projects Chelsea Currie, Corporate Services Coordinator John Manson, Interim Director of Operations and Engineering Services Genelle Conn, Manager of Finance Peter Cornell, Fire Chief Chris Stanger, Manager of Operations

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

ADOPTION OF THE AGENDA
Committee of the Whole adopted, by unanimous consent, the November 12, 2025, Committee of the Whole meeting agenda.
CARRIED UNANIMOUSLY

STRATEGIC PLANNING SESSION - Day 2

Preliminary Budget Discussion Presentation
The Director of Financial Services presented the Preliminary Budget.

Strategic Planning PowerPoint Presentation
The Director of Financial Services and CAO presented the Strategic Planning PowerPoint.

Town Website Improved Searchability 26-GG-03
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT staff be directed to advance the Initiative titled “Town Website – Improved Searchability” with a budget provision of $20,000 to be funded from the Strategic Initiatives Reserve for inclusion in the 2026-2030 Financial Plan.
CARRIED UNANIMOUSLY

Public Input
- T. Whitfield provided comment on the lack of user friendly searchability of the Town’s website.

Fee-for-Service Agreement - Brown Property Preservation Society (BPPS) 26-GG-04
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT staff be authorized to initiate negotiations with Brown Property Preservation Society (BPPS) to itemize its annual workplan for volunteer works into a Service

Provider Agreement, that would extend the Town's Municipal Insurance Association coverage to the BPPS as an Associate Member, with the Town responsible for the approximate Associate Member annual premium;

AND FURTHER THAT the negotiated Service Provider Agreement between the Town of Qualicum Beach and Brown Property Preservation Society be presented to Council for approval at a subsequent meeting.

AND FURTER THAT staff be directed to request the Brown Property Preservation Society to provide its 2026 work plan and Parks Department staff support requests by December 19, 2025.
CARRIED UNANIMOUSLY

Public Input

- T. Whitfield shared the following:
  - He is the President of the Brown Property Preservation Society, a non-profit focused on volunteer activities in the Heritage Forest.
  - Volunteer activities are coordinated approximately six times per year with 10-20 volunteers for each event.
  - People are eager to volunteer and become involved in the community.
  - Insurance costs are high; quoted at approximately $3,500 per year.
  - Membership fees are affordable currently priced at $15 for a three-year membership.
  - That an insurance endorsement clause is more affordable with a cost in the range of $450 to $650 per year.

Volunteer Organization Requests (Increased Service) 26-GG-05
Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommend to Council, THAT that staff be directed to include an additional budget expenditure provision of $9,000 annually for 0.1 FTE for the Parks Department, to be funded from property taxation to address increased volunteer activities on Town Owned Lands.
CARRIED UNANIMOUSLY

Public Input

- P. Jacobson shared the following:
  - That the Friends of the Qualicum Beach Forest group formed in 2019.
  - The group is interested in coordinating invasive ivy removal activity in the urban forest.
  - Not a non-profit group and do not currently have intentions of becoming one or seeking insurance.

St. Stephen's United Church Fee-for-Service Request 26-HW-03
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,

1. THAT the Committee of the Whole recommends to Council, THAT the Initiative titled St. Stephen's United Church – Fee for Service request be forwarded to the 2026 – 2030 Financial Plan.
2. THAT the Committee of the Whole recommends to Council, THAT the Licence Agreement with the St. Stephen's United Church dated September 27, 2021, be reviewed by staff and be brought forward for reconsideration by Council in 2026

CARRIED UNANIMOUSLY

Public Input

- E. Gatis provided comment on the following:
    - The ongoing relationship with St. Stephen's United Church and the Town and future potential of the church parking lot.
    - Patrons of the Community Hall and Qualicum Beach Curling Centre frequent use of their free parking lot.
    - The increasing challenge to balance maintenance of the parking surface while still offering free parking.

Multi-Purpose Court at Kwalikum Secondary School 26-HW-04

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT Council authorize staff to collaborate with Qualicum School District in 2026 on projects requiring support at Kwalikum Secondary School.
CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Young SECONDED**,** THAT the Committee of the Whole recommends to Council, THAT Council refer a KSS Initiative to a future Strategic Planning Session when more details are available on project scope, estimated costs and requested support.
CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council take a 45-minute recess.
CARRIED UNANIMOUSLY

MEETING RECESSES: 12:00 pm
MEETING RECONVENED: 12:45 pm with all of Council in attendance

Asset Replacement Financial Strategy

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, WHEREAS the Committee of the Whole recommends maintaining the current Health Score of Town assets:

THAT the Committee of the Whole recommend to Council, THAT staff be directed to include a 1.3% property tax rate increase in fiscal 2026 within the 2026-2030 Financial Plan to support closing the General Fund Asset Replacement Funding Gap over the next 14 years.
CARRIED UNANIMOUSLY

Public Input

- J. Noel enquired on the availability of the PowerPoint materials following the meeting and the availability of the Altus Report.
- M. Noel commented on the data for which assets need to be renewed within the next 5 and 10 years.

Investment in New Assets

WHEREAS the asset Investment Reserve projected January 1, 2026, balance is approximately $117,000;

AND WHEREAS the annual contribution to the Asset Investment Reserve is approximately $300,000 and not sufficient to address required Town contributions for Investment in New Assets;

THAT the Committee of the Whole recommends to Council, THAT Council direct staff to include an increase of $50,000 in 2026 and in each subsequent year of the 2026-2030 Financial Plan to Increase the annual contribution to the Asset Investment Reserve.
CARRIED UNANIMOUSLY

Public Input

- T. Pritchard commented on the funding sources related to Eaglecrest Golf Course.

CAPTIAL INITIATIVES
Parks and Trails

Bike Racks on the Waterfront
(Bluesky Capital Resolution From 2024 Strategic Planning R24-337)
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT a $15,000 capital expenditure budget provision for Bike Racks on the Waterfront be advance to the 2026-2030 Financial Plan in fiscal 2026.
CARRIED UNANIMOUSLY

Community Gardens
(Bluesky Capital Resolution From 2024 Strategic Planning R23-414)
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council, THAT $30,000 capital expenditure budget provision for Community Gardens be advanced to the 2026-2030 Financial Plan in fiscal 2028.
CARRIED UNANIMOUSLY

New Facility Community Park to Support Park Users
(Bluesky Capital Resolution From 2024 Strategic Planning R23-411)
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED THAT the Committee of the Whole recommends to Council, THAT a grant dependent capital expenditure budget provision of $620,000 for a New Facility to Support Park Users be advanced to the 2026-2030 Financial Plan in fiscal 2028.
CARRIED UNANIMOUSLY

Transportation

Accessibility Improvements
(Bluesky Capital Resolution From 2024 Strategic Planning R23-410)
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT an annual $50,000 capital expenditure budget provision for Accessibility Improvements be advanced to the 2026-2030 Financial Plan.
CARRIED UNANIMOUSLY

Highway 19 Entrance Signs – Grant Dependent
(Bluesky Capital Resolution From 2024 Strategic Planning R23-416)
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT a grant dependent capital expenditure budget provision of $250,000 for Highway 19 Entrance Signs be advanced to the 2026-2030 Financial Plan in fiscal 2027.
CARRIED UNANIMOUSLY

Bluesky Capital Resolution From 2024 Strategic Planning R23-417
(Multiple Entrance Signage Design & Replacement – Grant Dependent)
Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council, THAT a grant dependent capital expenditure budget provision of $250,000 for Multiple Entrance Signage Design & Replacement be advanced to the 2026-2030 Financial Plan in fiscal 2028.
CARRIED UNANIMOUSLY

Public Input

- P. Jacobson expressed concern regarding the timing for commencement of the potential brand identity refresh and the installation of new signage.

Bluesky Capital Resolution From 2024 Strategic Planning R23-410
(Saahtlam Park)
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council, THAT a $350,000 capital expenditure budget provision for Saahtlam Park Playground & Amenities be advanced to the 2026-2030 Financial Plan in Fiscal 2028.
CARRIED UNANIMOUSLY

Bluesky Capital Resolution From 2024 Strategic Planning R23-415
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council, THAT a $1,000,000, $200,000 and $600,000 capital expenditure budget provision for the Bus Garage Site Planning/Public Engagement & Construction Project be advanced to the 2026-2030 Financial Plan in fiscals 2026, 2027 and 2028 respectively.
CARRIED UNANIMOUSLY

Facilities & Buildings

New Visitor Information Centre Public Washroom – Grant Dependent
(Bluesky Capital Resolution From 2024 Strategic Planning R23-419)
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole recommends to Council, THAT a grant dependent capital expenditure budget provision of $500,000 for the New Visitor Information Centre Public Washroom be advanced to the 2026-2030 Financial Plan in fiscal 2030.
CARRIED UNANIMOUSLY

Saahtlam Park Playground & Amenities
(Bluesky Capital Resolution From 2024 Strategic Planning R23-410)
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council, THAT a $350,000 capital expenditure budget provision for Saahtlam Park Playground & Amenities be advanced to the 2026-2030 Financial Plan in fiscal 2028.
CARRIED UNANIMOUSLY

Public Input

- J. Noel commented on the previous improvements to Saahtlam Park which incorporated natural elements and enquired as to what the future improvements will be.

Bus Garage Site Planning/Public Engagement & Construction
(Bluesky Capital Resolution From 2024 Strategic Planning R23-415)
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council, THAT a $1,000,000, $200,000 and $600,000 capital expenditure budget provision for the Bus Garage Site Planning/Public Engagement & Construction Project be advanced to the 2026-2030 Financial Plan in fiscals 2026, 2027 and 2028 respectively.
CARRIED UNANIMOUSLY

Recommendation from COTW to Council

Cenotaph at Memorial Avenue and Railway Street 26-CAP-PI-01
Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council, THAT the 2026-2030 Financial Plan include a $40,000 budget provision in fiscal 2026 for the construction of a Cenotaph at the south-west corner of the intersection of Memorial Avenue and Railway Street.
CARRIED UNANIMOUSLY

Paved Shoulder on Berwick Road South 26-CAP-PI-05
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT the proposed paved shoulder project on Berwick Road South, between 4th Avenue East and 5th Avenue East, be referred for consideration as part of the 2026 update to the Community Transportation Plan
CARRIED UNANIMOUSLY

Town-Owned Facility Capital Replacement Maintenance & Repairs 26-CAP-PI-06
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council, THAT staff be directed to prepare a Report to Council in 2026 outlining options to address the long-term funding shortfall for Town-owned facility capital maintenance and replacement including but not limited to:

- Establishing a policy framework assigning capital maintenance and replacement responsibilities for leased facilities.
- Reviewing opportunities for asset rationalization or divestment.
- Evaluating sustainable annual funding levels and reserve contribution strategies beyond the Asset Replacement Funding Strategy, and
- Identifying potential grant or partnership funding opportunities.

AND FURTHER THAT the Committee of the Whole recommends to Council, THAT Council instructs staff to undertake a review of lease agreement for Town owned facilities in fiscal 2026-2027 for consistency of lessee responsibilities for building maintenance and repairs including capital.
CARRIED UNANIMOUSLY

Public Input

- M. Noel provided comments on the following:
  - Expenses associated with maintenance of Heritage Buildings which are the lessee's responsibility.
  - 2021 Facilities Assessment Report and annual general maintenance.
- J. Noel provided comments on the following:
  - The Town's ownership of an airport hanger.

- The proposed establishment of a policy related to tenants of Town-owned facilities leased at below-market rent.

Roof Replacement & Solar Panels for the Lawn Bowling Club Building 26-CAP-PI-07
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT staff be directed to carry out an assessment of the condition of the Lawn Bowling Club Roof and report back to Council in 2026 with findings and recommendations; AND FURTHER THAT potential grant funding opportunities for the proposed solar panel installation be explored by the Qualicum Beach Lawn Bowling Club.
CARRIED UNANIMOUSLY

Fleet Modernization, Rightsizing or Electrification of the Town Fleet 26-CAP-PI-08
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council, THAT staff continue to address the replacement and electrification of fleet within the context of available funding in the Asset Replacement Reserve and consider electrification of fleet whenever practical.
CARRIED UNANIMOUSLY

Royal Canadian Legion Parking – Resurfacing 26-CAP-PI-09
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Committee of the Whole recommends to Council, THAT the Town include a $75,000 capital expenditure provision in the 2026-2030 Financial Plan in fiscal year 2027 for replacement of pavement between the east side of the Legion building and the concrete barrier; AND FURTHER THAT the project expenditure of $75,000 which includes paving of property owned by the Legion is conditional on a $50,000 contribution from the Royal Canadian Legion and $25,000 funding from the Asset Replacement Reserve.
CARRIED UNANIMOUSLY

Public Input
- P. Jacobson commented on environmentally friendly surface upgrades to consider instead of paving.

Convert Third Tennis Court to Four Pickleball Courts at Community Park 26-CAP-PI-10
Councillor Young MOVED, THAT Committee of the Whole recommends to Council, THAT Council instructs staff to investigate options for four pickleball courts at the Community Park
Due to the lack of a Seconder, the Motion did not proceed.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Committee of the Whole recommends to Council, THAT a capital budget expenditure provision of $170,000 be advanced to the 2026-2029 Financial Plan in fiscal 2026 with $85,000 being the maximum Town contribution.
CARRIED UNANIMOUSLY

Councillor Skipsey MOVED and Young Councillor SECONDED, THAT Council defer the following motions to a future date:

1THAT the Committee of the Whole recommends to Council, THAT Council provide early budget approval for the design and construction of converting the third tennis court into four pickleball courts;

2. THAT the Committee of the Whole recommends to Council, THAT Council rescinds Resolution # R24-024: THAT Council designates Potential Pickleball Site #1 (south of the Qualicum Beach Skatepark) as the future location of four pickleball courts and directs staff

to adjust the exact location for the courts as required to minimize tree removal, as detailed in the January 17, 2024, staff Report to Council.

CARRIED UNANIMOUSLY

Public Input

- P. Jacobson commented on the existing facility use by pickleball players and consistency of use.
- T. Pritchard commented on the longevity and timeline of the conversion of the tennis court into pickleball courts.

Qualicum Beach Memorial Golf Club (QBMGC) Irrigation System Replacement 26-CAP-PI-11

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT the Initiative titled– Qualicum Beach Memorial Golf Club Irrigation System Replacement not be forwarded to the 2026 – 2030 Financial Plan.

CARRIED UNANIMOUSLY

Public Input

- M. Noel commented on the terms of the lease of the Qualicum Beach Memorial Golf Course and the reserve fund.
- T. Pritchard commented on the budget for irrigation system replacement.
- P. Jacobson commented that water usage of the Qualicum Beach Memorial Golf Club should be reviewed.

Harlech Road Parking Options – Memorial Avenue to Beach Road 26-CAP-PI-12

Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole recommends to Council, THAT staff be directed to initiate discussions with the Island Corridor Foundation (ICF) on alignment, permissions, scope and order-of-magnitude costs/timing for a trail connection between Memorial Avenue and Beach Road parallel to Harlech Road as part of the Harlech Road Parking Options Consideration;

AND FURTHER THAT staff report back to Council with a comparative business case (trail link along ICF corridor vs Option 1), including lifecycle costs, risks, and funding options in 2026;

AND FURTHER THAT consideration of a Capital Project to make changes to Harlech Road Parking be deferred to the 2027 Strategic Planning session, with a subsequent staff report to support Council's decision making.

CARRIED UNANIMOUSLY

Public Input

- T. Pritchard expressed concern for keeping the option to revisit Fire Hall site configuration in the future.
- M. Noelle enquired if there will be a scoping sheet for Eaglecrest related to the repayment, and Qualicum Commons.

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

MEETING ADJOURNED: 3:45 pm

Certified Correct:

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

Draft - Minutes of the 9:00 am Thursday, November 20, 2025, 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 (at 9:18 am) Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services/Deputy CAO Danielle Leurebourg, Deputy Director of Corporate Services Luke Sales, Director of Planning and Community Development Peter Cornell, Fire Chief Oliver Watson, Capital Projects Manager Chelsea Currie, Corporate Services Coordinator Jason Froats, Information Systems Analyst

Mayor Westbroek called the meeting to order in the Council Chamber 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

Council adopted, by unanimous consent, the November 20, 2025, regular Council meeting agenda as amended by:

- Removing item 9(2)(b), UBCM Community Emergency Preparedness Fund – Personal Protective Equipment Decontamination Washing Machines Staff.

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2(a) to 2(e) in the November 20, 2025, Consent Agenda.

(a) THAT the October 22, 2025, regular Council meeting minutes be approved as presented.
(b) THAT the Correspondence Log, dated for reference November 6, 2025, be approved as presented.

CARRIED UNANIMOUSLY
END OF CONSENT AGENDA

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES – Nil

DELEGATIONS – Nil

CORRESPONDENCE

(a) **Vancouver Island Reginal Library (VIRL) Appointment**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Councillor Young be appointed as Trustee and Councillor Harrison be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2026.
CARRIED UNANIMOUSLY | Resolution No. 25-275

DRAFT

BYLAWS

(a) **2026 – 2028 Sewer Parcel Tax**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025" be adopted.

CARRIED UNANIMOUSLY | Resolution No. 25-276

(b) **2026 – 2028 Water Rates and Water Parcel Taxes**

Councillor Young MOVED and Councillor Skipsey SECONDED,

1. THAT the Bylaw entitled "Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025" be read adopted.
2. THAT the Bylaw entitled "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025" be adopted.

CARRIED UNANIMOUSLY | Resolution No. 25-277

(c) **Town of Qualicum Beach Cemetery Bylaw No. 915, 2025**

Councillor Young MOVED and Councillor Vander Valk SECONDED,

1. THAT "Town of Qualicum Beach Cemetery Bylaw No.915, 2025" be introduced and read a first time.
2. THAT "Town of Qualicum Beach Cemetery Bylaw No.915, 2025" be read a second time.
3. THAT "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025" be introduced and read a first time.
4. THAT "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025" be read a second time.

CARRIED UNANIMOUSLY | Resolution No. 25-278

COMMITTEE & LIAISON REPORTS

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

Mayor Westbroek commented on his portfolio activities.

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

Councillor Skipsey commented on her written report included in the agenda.

- Council unanimously agreed to send a letter of condolence to the family of Duane Round.

(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 Services**

(a) **Committee & Commission Review – Phase 2 Recommendations and First Update**

1. Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council approves Draft Council Liaison Policy No. 3004-12 substantially in the form attached as Appendix 1 to the November 20, 2025, staff report.

CARRIED UNANIMOUSLY | Resolution No. 25-279

2. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council dissolves the Select Committee on Parks and Recreation as a Committee of Council, based on the rationale provided in the staff report dated November 20, 2025; AND FURTHER THAT Council directs staff to send letters of appreciation to the Members of the Select Committee on Parks and Recreation for their service, noting the opportunities for former Committee Members and the public to provide input on parks and recreation through an annual Committee of the Whole meeting.

CARRIED UNANIMOUSLY | Resolution No. 25-280

3. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to host an annual public input opportunity at a Committee of the Whole meeting focusing on parks and recreation, with a date to be determined in 2026.

CARRIED UNANIMOUSLY | Resolution No. 25-281

(b) **Rescheduling of November 26, 2025, Committee of the Whole Meeting**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council reschedule the Wednesday, November 26, 2025, Committee of the Whole Meeting to a Special Council Meeting.
CARRIED UNANIMOUSLY | Resolution No. 25-282

(c) **Announcement of Closed Council Meeting Motions**
Received for information.

COMMITTEE & LIAISON REPORTS

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

Notice of Motion Deferred:
Councillor Harrison MOVED Mayor Westbroek SECONDED, THAT Council defer the following Notice of Motion to a future meeting of Council to be considered with budget:

WHEREAS the Town of Qualicum Beach has already made a contribution toward the purchase of Hamilton Marsh through the funding allocation of $22.5 million through the RDN,

WHEREAS the subject property is very close to the town boundary, and potentially represents the largest increase in protected land in the 21st century in the Parksville Qualicum Beach region,

WHEREAS a six-month timeline to raise $7.5 million creates a real possibility of a funding shortfall,

BE IT RESOLVED THAT the Town provide ongoing funding for a period of five years to match donations up to a maximum amount of $500,000, at the rate of $100,000 per annum.
CARRIED UNANIMOUSLY | Resolution No. 25-283

STAFF REPORTS

(2) **Fire**

(a) **Brown Property Preservation Society Moisture Monitoring Results**

- Council unanimously agreed to defer the motion to a future meeting to allow staff an opportunity to request information from the Town's insurer, Municipal Insurance Association of BC, on the use of woodchips for trail surfaces in the Heritage Forest.

(3) **Planning & Community Development**

(a) **Registry of Section 57 *Community Charter* Notice Against Land Title – 3336 Island Highway West]**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council directs the Corporate Administrator to register a notice in the Land Title Office, under Section 57 of the *Community Charter* stating that a resolution relating to 3336 Island Hwy West – Lot B, Block 10, DL 17, LD 35, Plan 3938, PID 006-167-331, has been made;
CARRIED UNANIMOUSLY | Resolution No. 25-284

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the matter be referred to a solicitor for further action to correct the unapproved dwelling units.
CARRIED UNANIMOUSLY | Resolution No. 25-285

(b) **Zoning Amendment Bylaw | 510 Chester Road**

1. Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a second time as amended.
CARRIED UNANIMOUSLY | Resolution No. 25-286

2. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council rescinds the following motion: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.
CARRIED UNANIMOUSLY | Resolution No. 25-287

3. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified on the Site Plan in the attached plans to the November 20, 2025 staff memo.
CARRIED UNANIMOUSLY | Resolution No. 25-288

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the following information be referred to the applicant for possible amendment to the site plan prior to third reading:

i) an 8-metre setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5 metre;
ii) consideration of the number of properties;
iii) clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both);
iv) that the applicants look at the impact of the roadway on properties across the street facing the development;
v) if the applicant would be agreeable to eliminating the option for home businesses; and
vi) that a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.

Amendment to the Motion

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council amends the motion by deleting: "If the applicant would be agreeable to eliminating the option for home businesses".
CARRIED | Resolution No. 25-290
In Favour: Mayor Westbroek, Councillor Harrison, Councillor Young

Opposed: Councillor Skipsey, Councillor Vander Valk

MAIN MOTION AS AMENDED:
THAT the following information be referred to the applicant for possible amendment to the site plan prior to 3rd Reading:

i) an 8 metre setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5 metre;
ii) consideration of the number of properties;
iii) clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both);
iv) that the applicants look at the impact of the roadway on properties across the street facing the development; and
v) that a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.

CARRIED UNANIMOUSLY | Resolution No. 25-291

(c) **November 2025 UBCM Community Emergency Preparedness Fund Emergency Support Services Grant Application**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Town of Qualicum Beach supports the City of Parkville in applying for, receiving and managing grant funding of $43,000 from the 'UBCM Community Emergency Program Fund' on behalf of Emergency Management Oceanside (EMO), a joint emergency program of the two municipalities.
CARRIED UNANIMOUSLY | Resolution No. 25-292

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT the meeting be recessed for 10 minutes.
CARRIED UNANIMOUSLY

MEETING RECESSES: 10:00 am
MEETING RECONVENED: 10:12 am

(d) **Official Community Plan (OCP) Review**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT where possible accessibility will be enhanced to allow access to public land to allow access to citizens of all abilities.
CARRIED UNANIMOUSLY | Resolution No. 25-293

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council instructs staff to amend the draft Official Community Plan to add to Section 2.1.2.8 the following: the Town shall strive to enhance accessibility in the Commercial areas of the Village Neighbourhood and improve accessibility for public amenities where possible for public amenities in the Village Neighbourhood.
CARRIED UNANIMOUSLY | Resolution No. 25-294

Councillor Skipsey MOVED and Councillor SECONDED, THAT Council instructs staff to amend the draft Official Community Plan Section 2.2 to include a reference to the Urban Forest Master Plan and the Community Climate Adaptation Plan.
CARRIED UNANIMOUSLY | Resolution No. 25-295

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT a reference to the

section of the *Local Government Act* that requires a section on Natural Resources be added in the Official Community Plan (page 146).
CARRIED UNANIMOUSLY | Resolution No. 25-296

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT Council instructs staff to amend the Official Community Plan (Page 136) to include some of the background/history for the 9.47 acres on Jones Street donated by the Town for additional healthcare services in Qualicum Beach.
CARRIED UNANIMOUSLY | Resolution No. 25-297

Official Community Plan (OCP) Review

1. Councillor Harrison MOVED and Councillor Young SECONDED, THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be read a second time as amended.
2. Councillor Skipsey MOVED and Councillor Harrison SECONDED,THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be read a second time as amended.
3. Councillor Vander Valk MOVED and Councillor Young SECONDED,THAT Council directs staff to schedule a Public Hearing for a Special Council meeting on December 3, 2025, at 10am at Town Hall to receive comments from the public with regard to Official Community Plan Bylaw No. 918, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025.
4. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,THAT Council receive the "Interim Sustainability Plan".
   CARRIED UNANIMOUSLY | Resolution No. 25-298

REVIEW OF COMMENTS FROM THE PUBLIC
Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (November 22, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- T. Pritchard comments regarding the revised draft of the 2025 Official Community Plan (OCP).

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

MEETING ADJOURNED: 11:15 am

Certified Correct:

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

Draft - Minutes of the 10:00 am Monday, November 24, 2025, Town of Qualicum Beach Special Meeting held in the Committee Room, 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 Heather Svensen, Director of Corporate Services/Deputy CAO Danielle Leurebourg, Deputy Director of Corporate Services Luke Sales, Director of Planning and Community Development

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

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the November 24, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:05 am
MEETING REOPENED TO THE PUBLIC: 3:55 pm
D. Leurebourg left the meeting at 11:15 am.

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

MEETING ADJOURNED: 3:55 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

THE TOWN OF
QUALICUM BEACH

COUNCIL CORRESPONDENCE LOG
December 1, 2025 (for December 10, 2025 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
26-Oct	Review of OCP - Comments	Advanced to Public Hearing	1194
1-Nov	Halloween Time – Comments (Review of OCP)	Advanced to Public Hearing	1193
1-Nov	Comments on OCP & Bylaw 900 amendments	Advanced to Public Hearing	1196
1-Nov	Comments on OCP	Advanced to Public Hearing	1197
4-Nov	OCP Questions/Comments	Advanced to Public Hearing	1192
5-Nov	OCP First Draft Comments - Section 2	Advanced to Public Hearing	1190
6-Nov	A Call for Municipal Solidarity and Transparency on PFAS and Microplastic Contamination in our Province	Rec'd for information	1161
7-Nov	Comment on November 5, 2025, Council Meeting - OCP review and First Reading	Advanced to Public Hearing	1157
7-Nov	November 12, 2025 Council Meeting - Comments	Rec'd for information	1158
12-Nov	Strategic Planning Session November 12, 2025 - Agenda Pages 7 thru 10	Referred to staff	1159
13-Nov	OCP Comment Section 2.5	Advanced to Public Hearing	1189
13-Nov	Eaglecrest Property - 9 Hole Golf Course	Rec'd for information	1174
14-Nov	OCP comments Residential Design Guidelines	Rec'd for information	1187
14-Nov	Public Comments on November 12, 2025 Committee of the Whole Meeting	Rec'd for information	1160
14-Nov	Concerns – Eaglecrest Golf Course	Referred to staff	1162
14-Nov	Working together, the Professional Reliance Act	Rec'd for information	1163
14-Nov	Request to Appear as A Delegation - Grandon Creek Tree Planting	Circulated to staff and added to the December 17, 2025 Agenda	1164

17-Nov	OCP Draft Feedback	Advanced to Public Hearing	1191
17-Nov	Proposed Medical Space (First Ave & Beach Rd) Flowerstone Health Society	Rec'd for information	1175
17-Nov	Concerns - Proposed Development at 510 Chester Road	Rec'd for information	1165
17-Nov	510 Chester Road – Comments	Rec'd for information	1166
18-Nov	510 Chester Road - Comments & Questions	Rec'd for information	1167
19-Nov	Official Community Plan Review - Official Community Plan and Zoning Bylaws	Advanced to Public Hearing	1188
19-Nov	OCP Comments second draft	Advanced to Public Hearing	1186
19-Nov	510 Chester Road - Bylaw No. 900.04, 2025	Rec'd for information	1171
19-Nov	510 Chester Road - Comments	Rec'd for information	1168
19-Nov	Airport COW – Comments	Rec'd for information and referred to Airport Manager	1170
19-Nov	Chester Road Development - Comments	Rec'd for information	1172
19-Nov	Zoning Amendment 510 Chester Road Comments and Questions	Rec'd for information	1173
21-Nov	Eaglecrest Residents' Association - Seacrest Place Slope Stabilization Project	Referred to staff	1176
21-Nov	Petition: Protect Our QB Airport from Noise Complaints	Forwarded to the December 10, 2025 Council meeting	1177
22-Nov	Public Comments on November 20, 2025 Council Meeting	Rec'd for information and noted on the November 20, 2025 Council Minutes	1178
23-Nov	Moonlight Madness Event - Complaint	Referred to staff	1183
23-Nov	Request for Delegation – Friends of the Qualicum Beach Forest	Circulated to staff and added to the December 10, 2025 Agenda	1179
24-Nov	Draft OCP Feedback	Advanced to Public Hearing	1180
24-Nov	EV Charging - Qualicum Beach	Rec'd for information	1181
25-Nov	Bylaw Zoning for December 3, 2025 Meeting	Rec'd for information	1182
25-Nov	St. Stephen's - Community Meals	Rec'd for information	1184
27-Nov	Comments on Council Meeting of November 26, 2025	Rec'd for information	1185

28-Nov	Comments to Council for the Airport Committee of the Whole meeting on December 3, 2025	Rec'd for information and referred to Airport Manager	1198
29-Nov	Official Community Plan Public Hearing	Advanced to Public Hearing	1202
30-Nov	Presentation to Airport Committee of the Whole - Dec 3 2025	Rec'd for information and referred to Airport Manager	1200
30-Nov	Submission to the OCP Public Hearing on December 3, 2025	Advanced to Public Hearing	1201

TOWN OF
QUALICUM BEACH

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

REQUEST TO APPEAR AS A DELEGATION

DATE SUBMITTED: 11/23/25

PREFERRED COUNCIL MEETING DATE **Please submit this application form seven working days prior to the preferred Council meeting date.**
Date December 10 2025

APPLICANT INFORMATION	
Name Kevin Monahan	
Mailing Address 586 Alder St, Qualicum Beach, BC, V9K 1J3	
Phone Number 250-594-4774	**Email** monahan@shipwrite.bc.ca

NAME OF PRESENTERS/ORGANIZATION	
1. Kevin Monahan **2.** Friends of the Qualicum Beach Forest **3.**	**Supporting Documentation (optional)** ☒ **Handouts at the meeting** *(please bring at least 10 copies, the Town does not provide reproduction services)* ☐ **Publication in agenda** *(due by 4:30pm seven working days prior to your requested meeting date)* **Do you require the projector?** ☒ **YES** ☐ **NO** **Electronic presentations must be provided on a memory stick or by email by 9:30am the day of the presentation.*

SUBJECT OF PRESENTATION	
Describe In 2000, the Town and the Qualicum Beach Museum completed a book titled "Significant Trees of Qualicum Beach" The FQBF has completed a review of the book and verified the trees that are still extant and those which are not. This delegation would update the Town on the	☒ **For information** ☐ **Requesting a letter of support** ☐ **Requesting action** ☐ **Other (provide details):**

TOWN OF
QUALICUM BEACH

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

COUNCIL DELEGATION INFORMATION

THE PROCEDURE BYLAW (no. 733, 2019)
• Council meeting dates can be found by visiting our website. (click here) • Any person wishing to speak to Council should notify the Corporate Administrator in writing seven working days prior to the requested meeting date. • Speakers will be limited to the subject matter and to a total of 5 minutes, regardless of the number of speakers. • Delegations concerning a bylaw where a public hearing has been held will not be permitted The maximum number of delegations per meeting is five (5). • The Corporate Officer may schedule delegations to another Council meeting or advisory body, as deemed appropriate, according to the subject matter of the delegation. • The Corporate Officer may refuse a delegation if the issue is not considered to fall within the jurisdiction of Council.
OTHER IMPORTANT REQUIREMENTS
• This application will be published in the agenda - available to the public and on the internet. • Please provide the Corporate Officer with any relevant notes, if not handed out or published in the agenda. • Council may not provide an immediate answer, especially if the subject matter requires further consideration
HELPFUL PRESENTATION SUGGESTIONS
• Please arrive early. Delegations are scheduled at the start of the meeting. • Presentations are directed to Council and communication is made through the Chair (Mayor). • Please use the microphone provided. • Be concise. It is highly recommended to leave room for questions within the 10 minutes. • Support your position with facts and be prepared to answer questions from Council. • A respectful approach is appreciated, and debates are generally not permitted during the presentation.
SUBMIT APPLICATION BY ONE OF THE FOLLOWING METHODS
APPLICATION CAN BE SUBMITTED BY ONE OF THE FOLLOWING METHODS: **IN PERSON:** #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday. **EMAIL:** qbtown@qualicumbeach.com

APPLICANT'S DECLARATION	
☒ **I understand and agree with these delegation procedures.**	
Signature K Monahan	**Date** 24 November 2025

DEPARTMENT USE ONLY	
☐ **APPROVED for Council meeting date on: _____** ☐ **DECLINED**	
Signature	**Date**

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

TOWN OF
QUALICUM BEACH

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

REQUEST TO APPEAR AS A DELEGATION

DATE SUBMITTED: 11/3/25

PREFERRED COUNCIL MEETING DATE *Please submit this application form seven working days prior to the preferred Council meeting date.*
Date November 20, 2025

APPLICANT INFORMATION	
Name Jeannie Patterson	
Mailing Address 360 Palm Drive, Qualicum Beach	
Phone Number 7788999125	Email jeannie.t.patterson@gmail.com

NAME OF PRESENTERS/ORGANIZATION	
1. Jeannie Patterson	Supporting Documentation (optional) ☒ Handouts at the meeting *(please bring at least 10 copies, the Town does not provide reproduction services)* ☒ Publication in agenda *(due by 4:30pm seven working days prior to your requested meeting date)* **Do you require the projector?** ☒ YES ☐ NO **Electronic presentations must be provided on a memory stick or by email by 9:30am the day of the presentation.*
2. Colin Lloyd	
3.	

SUBJECT OF PRESENTATION	
Describe We are requesting a delegation before Council to address hazardous trees along Heritage Forest bordering Palm Drive and to ensure the Town fulfills its obligations under the Occupiers Liability Act, Conservation Covenant, and Qualicum Beach Bylaw No. 725, 2023, Section 4.4 to maintain public lands in a safe condition	☐ For information ☐ Requesting a letter of support ☒ Requesting action ☐ Other (provide details):

TOWN OF QUALICUM BEACH
BYLAW NO. 915

A BYLAW RELATING TO THE OPERATION AND MAINTENANCE OF THE QUALICUM BEACH MUNICIPAL CEMETERY

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

1. In this Bylaw unless the context otherwise requires,

CAO	means the Chief Administrative Officer for the Town of Qualicum Beach.
Cemetery Care Fund	means the irrevocable trust fund established, held and administered in accordance with the *Cremation, Interment and Funeral Services Act, S.B.C. 2004, c.35* for the purpose of financing the future maintenance and care of a Cemetery once all lots are occupied or reserved.
Caretaker	means the person or person employed from time to time as Manager of Operations, or their designate(s) and responsible for the duties as Caretaker of the Municipal Cemetery in Qualicum Beach.
Cemetery	means any parcel or tract of land used, maintained or operated as a Cemetery, by the Town of Qualicum Beach.
CIFSA	means the *Cremation, Interment and Funeral Services Act, S.B.C. 2004, c.35.*
Columbarium	means an above ground structure that contains niches for the inurnment of Cremated Remains.
Council	means the Council of the Town of Qualicum Beach.
Cremated Remains	means the ashes resulting from cremation of a deceased human body.
Director of Corporate Services	means the Director of Corporate Services, or designate, for Town of Qualicum Beach responsible for the administration of the Qualicum Beach Cemetery.
Financial Administrator	means the person duly appointed as such from time to time by the Council.

Former Resident means a person:

(1) who had previously qualified as a Qualicum Beach Resident, but has left the Town under circumstances of old age or illness to receive care in another community, or
(2) having resided or owned property in the Town for a continuous period of at least three years within ten years of the date of application for licence, or for a continuous period of at least ten consecutive years during their lifetime.

Grave Space means an area of the Cemetery used or intended to be used for the interment of human remains or Cremated Remains under a Right of Interment and includes a burial plot, cremation plot or Columbarium niche.

Health Officer shall mean the person duly appointed from time to time to act as Health Officer for the Town of Qualicum Beach.

Municipality means the Town of Qualicum Beach.

Non-Resident means an individual that is not a Town of Qualicum Beach Resident or an SD69 Resident as defined by this bylaw.

Right of Interment means the licence that provides for the future right to inter human remains or Cremated Remains in a designated plot. Right of Interment fees shall include required Cemetery Care Fund contributions.

SD69 Resident shall mean a person who:

(1) resides within the School District 69 (SD69). This area includes the Regional District of Nanaimo Electoral Area E (Nanoose Bay), Area F (Coombs, Hilliers, Errington), Area G (French Creek, Dashwood, Englishman River), Area H (Shaw Hill, Qualicum Bay, Deep Bay, Bowser) and the City of Parksville;
(2) is not a registered owner of property in the Town of Qualicum Beach; and
(3) is not a Former Resident.

Qualicum Beach Resident means a person who is a registered owner of property and/or resides on premises, located within the boundaries of the Town of

Qualicum Beach at the time of purchase or is a Former Resident as defined in this Bylaw.

Scattering Board means the granite memorial pedestal book located at the Cemetery able to accommodate 3” x 4” metal memorial markers.

Scattering Garden means the area designated for the irrecoverable scattering of ashes as memorialized on the Scattering Board.

Town shall mean the Town of Qualicum Beach.

2. The following lands owned by the Town have been set aside and used for Cemetery purposes:

Qualicum Beach Municipal Cemetery - legally described as being: Lot A, Plan 42165, District Lot 78, Newcastle District, PID #001-345-648.

3. A copy of the plans of the Cemetery shall be filed with the Director as defined under the *Business Practices & Consumer Protection Act,* in accordance with the *CIFSA,* and copies shall also be kept available for public inspection in the Municipal Office and at such other places as may be deemed necessary.

4. RIGHT OF INTERMENT LICENCE TO USE CEMETERY

4(1) Due to the limited availability of space at the Qualicum Beach Municipal Cemetery, plots at the Cemetery are intended for the exclusive use of Qualicum Beach Residents and SD69 Residents, with the exception for Non-Residents provided in Section 4(3) of this Bylaw.

4(2) The Council may grant to any Qualicum Beach Resident or SD69 Resident paying the relevant fees required by the Town, and upon verification of eligible residency, a Right of Interment licence for the exclusive use by their executor(s) or administrator(s), of any one or more Grave Spaces, Columbarium niches or memorial spaces on the Scattering Board which may be vacant and unlicensed in the Cemetery and, upon payment of said fee, such person or persons shall be entitled to receive a Right of Interment licence in the form prescribed by the Town.

4(3) The Council may grant to a Non-Resident whose spouse, child, or parent is interred in the Qualicum Beach Cemetery, paying the fees required by the Town, a Right of Interment licence for the exclusive use by their executor(s) or administrator(s), of any one or more Grave Spaces, Columbarium niches or memorial spaces on the Scattering Board which may be vacant and unlicensed in the Cemetery, and upon payment of said fee, such person or persons shall be entitled to receive a licence in the form prescribed by the Town.

4(4) Right of Interment fees will include the required Cemetery Care Fund Contribution. A Right of Interment does not vest in the holder any title or interest in the land or lot but instead provides for the right to inter the person named on the Right of Interment licence.

4(5) The issuance of a Right of Interment does not entitle the holder to require the Town to inter the human remains or Cremated Remains of the designated person in the plot unless the holder complies in all respects with the provisions of the Bylaw, including, without limitation, the payment of all fees related to the interment and residency eligibility as defined in this Bylaw.

4(6) At the time of purchase, a Right of Interment licence holder shall either reserve the right to use that plot for themselves or authorize another family member who meets the residency requirements to be interred in the plot to which the Right of Interment refers, or designate which individuals have the authorization from the Right of Interment licence holder to make this selection. An interment licence holder may only designate one plot for their own use. Proof of residency and/or residency history for all named parties for interment in the Cemetery will be required prior to the issuance of a Right of Interment Licence.

4(7) The Chief Administrative Officer, or designate, may refuse to sell the use of more than two Grave Spaces to any one individual.

5. TRANSFER OF RIGHT OF INTERMENT LICENCE

5(1) If the holder of a Right of Interment licence to use and occupy Grave Space in the Cemetery desires to dispose of, or transfer to another person, their right to use and occupy Grave Space in the Cemetery shall provide the Director of Corporate Services full particulars of the name, address, or other description of the person to whom such disposal or transfer is desired to be made, and pay the fee required by the Town.

5(2) The person to whom the Right of Interment is to be transferred must be a Qualicum Beach Resident or Former Resident, except in the case of the transfer of a Columbarium niche or memorial space on the Scattering Board, to which a transfer may be made to a SD69 Resident.

5(3) Upon receipt of the transfer fees required by the Town as amended from time to time , and upon compliance with the requirements of this Bylaw by the licence holder and the person to whom the Right of Interment licence is to be transferred, the Director of Corporate Services shall effect the desired transfer by an endorsement upon the licence to that effect and shall record the same in the books or other records kept by them for that purpose.

5(4) If the holder of a Right of Interment licence to use and occupy Grave Space in the Cemetery wishes to return such Grave Space to the Town, the Town will reimburse to the holder of the licence an amount equal to the original purchase price less the original Cemetery Care Fund portion.

6. FEES AND CHARGES

6(1) The fees for interment, exhumation, use of Grave Space, and care of graves, and the charges for goods offered for sale by the Town for use in the Cemetery, and any other Cemetery fees shall be those set out in the Town's Miscellaneous Rates Bylaw, as amended from time to time.

6(2) The fees due shall be paid in advance to the Town at the time of application for a Right of Interment licence or in advance of services provided.

6(3) The fees for a person who meets the definition of Former Resident shall be charged at the Qualicum Beach Resident rate.

7. PERMISSION TO INTER, EXHUME AND CREMATE

7(1) No body other than a deceased human body shall be interred in the Cemetery and no interment of a body shall be made until a Permit to Inter the body has been obtained from the Town and the fee for interment has been paid to the Town.

7(2) All Permits for Interment of deceased persons in the Cemetery shall be in the form required by the Town and shall be submitted at least 48 hours before the interment is to take place.

7(3) All applications for a Permit to Inter in the Cemetery must be made to the Director of Corporate Services at the Town's offices between the hours of 9:00 a.m. and 4:00 p.m. on all days of the week except Saturday, Sunday and statutory holidays.

7(4) Any person who makes an application for a Permit for Interment, or who requires an interment to be made, shall furnish the Director of Corporate Services a statement of the name, age, date of birth, date of death of the deceased, date and time of funeral, whether or not death was caused by a communicable disease and such other information as may be reasonably required.

(a) Where the Health Officer directs that a body be buried in the Cemetery during any period when the Town's offices are closed, permission to inter in the Cemetery shall be obtained from the Chief Administrative Officer or designate.

(b) Where a burial in the Cemetery is performed under the conditions of subsection 7(4)(a), the person who permitted the burial and the person who performed the burial shall report the matter to the Director of Corporate Services, with full details

of the deceased as required by Section 7(3) together with such fees as may be required, if such fees have not already been paid.

(c) The information required to be given to the Director of Corporate Services under the terms of subsection 7(4)(b) of this section shall be provided to the Director of Corporate Services as soon after interment as the Town's offices are opened.

7(5) No deceased person, save and except Cremated Remains, interred in the Cemetery shall be exhumed without a written order being first obtained from the proper authority in accordance with the requirements of the *CIFSA* and the presentation of such order to the Director of Corporate Services. All permits for the exhumation of Cremated Remains shall be in the form prescribed by the Town.

7(6) It shall be unlawful for any person to cremate or bury a deceased person within the limits of the Town of Qualicum Beach, save and except as authorized under the terms and conditions of the *CIFSA* and the regulations made thereunder.

7(7) No body shall be interred in the Cemetery except in compliance with and subject to the provisions of this Bylaw.

(a) Where the body of a person who dies while suffering a communicable disease is to be buried in the Cemetery, any instruction given by the Health Officer respecting interment shall be fully and carefully followed by those who perform the interment.

(b) Where the body delivered to the Cemetery for interment is subject to direction of the Health Officer, the person delivering the body to the Cemetery shall inform the Caretaker.

7(8) The holder of a Right of Interment licence to use and occupy Grave Space in the Cemetery shall not allow or permit an interment to be made in the Grave Space to which the licence refers, nor shall they transfer or dispose of the said Grave Space to another person, group or organization, unless such interment, transfer or disposal be made pursuant to the provisions of this Bylaw.

7(9) Each full burial interment in the Cemetery shall be made in a grave dug to a depth sufficient to provide for not less than one meter of earth between the upper surface of the coffin or grave liner and the level of the ground surrounding the grave.

7(10) One full size Grave Space/burial plot may contain either of the following:

(a) one adult size, one child size, or one infant size full burial interment;

(b) up to, and including, six Cremated Remains;

(c) interment of up to and including, four Cremated Remains may be permitted with the interment of one adult size, child size or infant size full burial interment, subject to:

(i) the adult size, child size or infant size interment precedes the cremation interment(s), or
(ii) each Cremated Remains prior to a full burial is contained within a separate liner purchased through the Town.

7(11) Only one (1) Cremated Remains shall be permitted in any one (1) cremation size plot and only two (2) Cremated Remains shall be permitted in any one (1) Columbarium niche.

7(12) Nothwithstanding Sections 7(9),7(10) and 7(13), Cremated Remains of a deceased person may be interred in a Grave Space to provide not less than sixty centimeters of earth between the upper surface of the container and the level of the ground surrounding the grave, or may be interred at a depth permitting a concrete sheath or block containing the Cremated Remains to be used as a base for a small memorial marker placed flat and level with the surface of the ground surrounding the grave.

7(13) A precast concrete grave liner shall be used for each interment, except in the case of Cremated Remains, and except where a concrete or steel vault is used, and such liner shall be made of reinforced concrete not less than five centimeters thick and shall consist of two sides and end walls and a cover sufficient to bridge the coffin its entire length. In the case of Cremated Remains interred in a full size plot, potentially requiring future exhumation, a separate liner made of fiberglass or other material must be purchased through the Town.

7(14) No person shall inter any body in the Cemetery except between the hours of 9:00 a.m. and 2:00 p.m. Monday to Friday, excluding statutory holidays, except as provided in this bylaw.

7(15) No person shall inter any body in the Cemetery after 2:00 p.m. Monday to Friday, on Saturday, or Sunday or on any statutory holiday unless written permission of the Director of Corporate Services is first obtained, except in the emergency conditions as specified in section 14 hereof**,** and subject to the additional After Hours fees.

7(16) No grave shall be dug or opened by any person other than the Caretaker or other person duly authorized by them, or, by the Director of Corporate Services.

7(17) No vaults, or other methods of interment above ground level, shall be permitted in the Cemetery with the exception of Columbarium niches and the Scattering Garden as provided by the Town.

8. CEMETERY CARETAKER

8(1) Council may appoint a Cemetery Caretaker, and the duties of a Caretaker so appointed shall among other things be:

(a) To dig, prepare, or cause to be dug or prepared, all graves required to be dug whenever ordered to do so by the Director of Corporate Services, or the person acting for them.
(b) Install all memorial tablets, markers, vases, and monuments.
(c) Carry out, or cause to be carried out, the general work of the Cemetery to maintain it in a neat and tidy condition, including the maintenance of paths, gates, fences, and other Cemetery improvements.
(d) Maintain records as required and submit to the Director of Corporate Services whatever reports are required by them.
(e) Complete such other work as may be directed by the Director of Corporate Services.

9. ADMINISTRATION AND CEMETERY CARE FUND

9(1) The Director of Corporate Services shall maintain records as necessary to the administration and management of the Cemetery as required by the *CIFSA* and by regulations made thereunder.

9(2) The Director of Corporate Services is hereby authorized on behalf of the Municipality to grant a licence in the form required by the Town in respect of any Grave Space in the Cemetery, according to the scale of fees and charges required by the Town and subject to the provisions of this Bylaw.

9(3) The Director of Corporate Services shall issue Interment Permits required by this Bylaw except as otherwise provided.

9(4) Upon issuing any permits for interment in the Cemetery, or upon receiving an order for exhumation from the proper authority as required by Section 7(4)(a), the Director of Corporate Services shall notify the Caretaker before the time of the intended interment or exhumation giving the name of the deceased and the number and location of the Grave Space concerned.

9(5) Financial Administration:
(a) A fund shall be established to be known as "The Cemetery Care Fund" and such fund shall be administered in accordance with the requirements of the *CIFSA*, and associated regulations.
(b) A bank account shall be established to be known as "The Cemetery Care Fund Account" into which the Financial Administrator shall pay all funds received for Cemetery Care Fund purposes and all such funds shall be deposited in said account, and there held pending investment as hereinafter provided.
(c) On all licences for use of Grave Space, the Financial Administrator shall pay into "The Cemetery Care Fund Account" an amount as specified in the Miscellaneous Rates Bylaw, except in those cases where a different amount is approved by the Registrar.

(d) On all licences for the use of Grave Space, the amount required to be used for Cemetery Care Fund purposes shall be specified.
(e) Any owner of a memorial marker, tablet, or monument, desiring to have same installed in the Cemetery shall pay to the Director of Corporate Services, prior to the installation of such memorial, installation fees (including a contribution to the "Cemetery Care Fund") as required by the Town.
(f) Investment of funds received for Cemetery Care Fund purposes shall be made as required by the *CIFSA* and associated regulations.
(g) The income from the "Cemetery Care Fund" including any appreciation thereof, shall be used for the sole purpose of upkeep and maintenance of the property licenced and the Cemetery of which it forms part, and the principle sum of the "Cemetery Care Fund" shall not be reduced otherwise than in accordance with an order of the Director made pursuant to the *CIFSA*, and the regulations made thereunder.

9(6) A separate account of all monies received under the provisions of this Bylaw and of all monies expended hereunder shall be kept by the Financial Administrator and any surplus remaining or receipts over expenditures shall be paid at the end of each financial year into a fund to be known as "The Perpetual Cemetery Fund" and same shall be invested by the Town in accordance with the provisions in the *Community Charter* and the interest derived from such investment shall be expended on the upkeep and development of the Cemetery.

10. MEMORIALS

10(1) No person shall place on any Grave Space in the Cemetery a memorial marker or tablet until the required fee has been paid to the Director of Corporate Services for Cemetery Care Fund purposes in respect to each memorial or tablet which it is desired to install.

10(2) A tablet type memorial may be installed on a grave in the Cemetery for each occupant subject to the requirements of Section 10(1) hereof and subject to the following:
(a) Memorials for each full burial or cremation plot shall not exceed 30.48 centimeters by 50.8 centimeters (12" x 20").
(b) Each memorial tablet for full burial or cremation plot shall only be installed by the Caretaker or other authorized employee of the Town, in a position on the grave according to that established by the Town for memorials on graves in the Cemetery and shall have its top surface set level and flush with the surface of the surrounding ground.
(c) For full burial or cremation plot, each metal memorial tablet shall be attached to a concrete/stone base not less than ten centimeters (3") thick, with side surfaces true and perpendicular with its top surface.
(d) Memorial tablets shall only be permitted for interred buried or Cremated Remains.
(e) All memorials for full burial or cremation interments shall be of natural stone, concrete or metal.

(f) Columbarium niche memorials shall be engraved on a 4” x 8” metal marker and installed on the door of the niche; and are only to be installed by the Caretaker.

(g) Scattering Board memorials shall be engraved on a 3” x 4” metal marker and installed on the face of the Scattering Board; and are only to be installed by the Caretaker.

10(3) No grave, Grave Space or Columbarium niche shall be defined by a fence, railing coping, curbing, hedge, or by other marking save a memorial marker or tablet as set out in Section 10(1) hereof.

11. GENERAL

11(1) Cut flowers, wreaths and floral offerings may be placed using in-ground floral containers available for purchase and installed by the Town for burial plots. These will not be maintained by the Town and may be removed by the Caretaker or other authorized employee of the Town when their condition is considered by the Caretaker to be detrimental to the beauty of the Cemetery. Plastic flowers or plastic wreaths will be accepted October 1st of each year, but will be removed March 1st of the following year. No potted plants are permitted.

11(2) Floral containers are not permitted to be installed on the Columbarium niches. Floral displays may be placed on the rocks at the base of the Columbarium, but will not be maintained by the Town and may be removed by the Caretaker or other authorized employee of the Town when their condition is considered by the Caretaker to be detrimental to the beauty of the Cemetery. Plastic flowers or plastic wreaths will be accepted October 1st of each year, but will be removed March 1st of the following year. No potted plants are permitted.

11(3) No person shall plant, remove, cut down or destroy any trees, shrubs, plants, flowers, bulbs or rocks in the Cemetery other than an employee of the Town authorized to do so.

11(4) All persons are prohibited from damaging, or defacing any memorial, monument, fence, gate or structure in the Cemetery, or any improvements in the Cemetery.

11(5) No person shall enter the Cemetery in a vehicle after 3:00 p.m. without the permission of the Caretaker, or drive a vehicle in the Cemetery at any time at a speed of more than fifteen kilometers an hour. All vehicles and their drivers while in the Cemetery grounds shall be subject to the directions and orders of the Caretaker or other authorized employee of the Town.

11(6) No person shall solicit orders for markers, tablets, memorials, curbings, cappings, or like works within the limits of the Cemetery.

11(7) All persons and funeral processions in the Cemetery shall obey the reasonable instructions of the Caretaker; however, any person not behaving with proper decorum

within the Cemetery, or disturbing the quiet good of the Cemetery may be evicted therefrom by the Caretaker or other authorized employee of the Town.

11(8) The discharging of firearms, other than in regular volleys at burial services, is prohibited in the Cemetery.

11(9) Any person who willfully destroys, mutilates, defaces, injures or removes any tomb, monument, grave-stone, or other structure placed in the Cemetery, or any fence, railing or other work for the protection or ornament of the Cemetery, or tomb, monument, grave-stone, or other structure aforesaid or plot within the Cemetery, or willfully destroys, cuts, breaks or injures any shrub or plant, or plays at any game or sport, or discharges firearms (save at a military funeral), or who willfully or unlawfully disturbs persons assembled for the purpose of burying a body therein or who commits a nuisance, or at any time behaves in an indecent and unseemly manner, or deposits any rubbish or offensive matter or thing in the Cemetery, or in any way violates any grave, tomb, tombstone, vault, or other structure within the same, shall be guilty of an infraction of this Bylaw, and liable to the penalties hereof.

11(10) The gates of the Cemetery shall be opened to visitors daily at 8:00 a.m. and closed at 3:00 p.m. The gates of the Cemetery will be closed on statutory holidays, with the exception of Remembrance Day. Any person in the Cemetery between sundown and 8:00 a.m. the following morning, without the permission of the Caretaker, shall be guilty of an infraction of this Bylaw.

11(11) Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or violation of any of the provisions of this bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw is guilty of an offence against this bylaw and liable, upon summary conviction to a fine not exceeding Two Thousand Dollars ($2,000.00).

11(12) Notwithstanding anything herein contained, the administration of the Cemetery shall be carried out at all times in accordance with the *CIFSA*, and the regulations made thereunder.

12. This Bylaw may be cited as "Town of Qualicum Beach Cemetery Bylaw No. 915, 2025".

14. “Qualicum Beach Cemetery Bylaw No. 610, 2007” and all amendments thereto is hereby repealed.

INTRODUCED FOR FIRST READING this 20th day of November, 2025.

READ A SECOND TIME this 20th day of November, 2025.

READ A THIRD TIME this ____day of _____, 2025.

ADOPTED this ____day of _____, 2025.

_____	_____
Teunis Westbroek	Heather Svensen
Mayor	Corporate Administrator

TOWN OF QUALICUM BEACH
BYLAW NO. 638.06

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH MISCELLANEOUS RATES BYLAW NO. 638, 2009

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

1. This Bylaw may be cited for all purposes as "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025".

2. "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" is hereby amended by:
   (1) Inserting Schedule "G" – Cemetery Rates

   attached as Schedule "A" and forming part of this Bylaw.

3. These rates are to come into effect January 1, 2026.

INTRODUCED AND READ A FIRST TIME this 20th day of November, 2025.

READ A SECOND TIME this 20th day of November, 2025.

READ A THIRD TIME this ___ day of _____, 2025.

ADOPTED this ___ day of _____, 2025.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO

Schedule "A"
"Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025"

The fees established herein are subject to an annual increase of 3%.

	Qualicum Beach Resident	Care Fund Contribution	Subtotal	SD69 Resident	Care Fund Contribution	Subtotal
GRAVE SPACE						
Burial Plot	$1200.00	$300.00	$1500.00	$1800.00	$450	$2250.00
Cremation Plot	$450.00	$100.00	$550.00	$675.00	$169.00	$844.00
Columbarium Niche	$1300.00	$325.00	$1625.00	$1950.00	$488.00	$2438.00
Columbarium Niche (Bottom Row)	$1,040.00	$260.00		$1560.00	$390.00	$1950.00
Scattering Board (including memorial marker and installation and use of garden)	$325.00	$82.00		$488.00	$122.00	610.00
SERVICES						
Opening & Closing Grave for burial						
Adult Size	$1000.00			$1000.00		
Cremated Remains Size	$400.00			$400.00		
Columbarium Niche	$240.00			$240.00		
Grave Liner (Concrete)	$415.00			$415.00		
Cremated Remains Liner	$120.00			$120.00		
Opening & Closing Grave for		Burial plot exhumation to be conducted by contract and will not be done by Town of Qualicum Beach staff. Actual contract costs to be paid by person(s) requesting				

Exhumation		exhumation.				
Cremated Remains Exhumation	$400.00			$400.00		
Columbarium Niche Exhumation	$240.00			$240.00		
After Hours Charges						
Burials after 3:00 p.m. Monday to Friday and on Saturday, Sunday or a Statutory Holiday and Cremation Interments after 3:00 p.m. Monday to Friday and on Saturday, Sunday or a Statutory Holiday charged additional fee as stipulated.		$675 Monday-Friday after 3:00pm $1000.00 Saturday, Sunday or Statutory Holiday				
Other Charges						
Transfer of Licence	$50.00			$50.00		
Installation of Memorial Marker	$175.00	$44.00	$219.00	$175.00	$44.00	$219.00
Purchase and installation of Columbarium Niche memorial marker	$430.00	$108.00	$538.00	$430.00	$108.00	$538.00
Purchase and Installation of in-ground vase (burial plot)	$75.00			$75.00		

Late arrivals at cemetery – to be charged to company conducting funeral for each half hour, or part thereof, after the scheduled time		$50.00/half hour	

Fees listed exclude applicable taxes.

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3900-20-900.004

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: December 10, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Zoning Amendment: 510 Chester Road**

GOVERNANCE DECISION

A governance decision is requested for 510 Chester Road to determine whether or not to advance the Zoning Amendment application for the subject property to permit a bare land strata development for six of the subject parcels and fee simple subdivision for two of the subject parcels.

RECOMMENDATION

1. THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a third time.
2. THAT Council rescinds the following resolution 25-288: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified in the attached plans to the November 20, 2025 staff memo.
3. THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home) and Lot 2, as identified on the Site Plan in the attached plans to the December 10, 2025 staff memo.
4. THAT a separate Section 219 Form and Character Covenant be registered on title for proposed Lot 2, as identified in the attached plans to the December 10, 2025 staff memo, prior to adoption of the Zoning Amendment Bylaw, which includes the following:
    a. Driveway access from Chester Road, on the east side of the property; and,
    b. All services accessed from Chester Road

PURPOSE

To consider a revised development proposal for 510 Chester Road that would facilitate the subdivision of the parcel into eight parcels. This proposed development would consist of a bare land strata subdivision for six of the eight parcels and a fee simple subdivision for two of the parcels, specifically Lot 1 and Lot 2, along Chester Road.

BACKGROUND

The applicant of 510 Chester Road has submitted a revised development proposal for the subject property in response to Council motions on November 20, 2025. The following changes to the proposal have been made:

- Revised setbacks for Lot 2, which includes an 8m setback along Chester Road.
- Removal of Lot 2 from the bare land strata subdivision.
- Clarification of the interior lot line setback (1.5m).
- Reduced number of parcels from nine to eight, with two parcels being fee simple subdivision.
- Four on street parking spaces have been added to the interior strata roadway.

As well, the applicant has submitted a review by Timberlake-Jones Engineering regarding the potential traffic impacts of the proposed development on Chester Road and the property directly opposite the entrance road. The letter, as well as the following conclusions, were submitted by the applicant:

- Additional information on the traffic impacts of the development, which the applicant has summarized as:
    - The anticipated traffic volumes will have negligible impact on existing Chester Road traffic; and,
    - Due to the roadway location and existing screening, this access location will have minimal impact on the existing dwelling at 513 Chester Road.

The revised site plan, a letter from the applicant detailing the changes, and a letter from the engineer is attached to this Report as Attachment 4.

The revised development proposal for 510 Chester Road is to subdivide the property into eight parcels and permit one dwelling unit per parcel. The subject property currently has one existing house on the site. The property is currently zoned Rural Residential 1 (RR1) and falls within Subdivision District “D”. The RR1 zone is the zone applied to properties over one acre, and under the RR1 zone, a maximum of two dwelling units are permitted. Given the size of the parcel is over 4,050m², the requirements under Bill 44, *Housing Statues (Residential Development) Amendment Act,* do not apply. As well, Subdivision District “D” requires a minimum parcel size of 700m² and a minimum highway frontage of 23m. To facilitate the bare land strata subdivision and development of the property as proposed, a Zoning Amendment is required. If approved, the zoning would be amended from RR1 to Small Lot Residential 1 (SLR1), which is a new residential zone, and the Subdivision District would be amended from Subdivision District “D” to Subdivision District “K”. Subdivision District “K” requires a minimum parcel area of 400m² and a minimum parcel width of 10m.

In the 2018 Official Community Plan, the subject property is designated Single-family Residential. The property also falls within the Residential Multi-Unit Housing: RMUH 1 Development Permit Area. However, Form and Character Development Permits do not currently apply to single detached dwelling units. The subject property is located in a residential area, with Chester Road to the north, a portion of residential property and Village Way to the south, and residential properties to the east and west. The parcel is mostly cleared. However, any tree removal on the site will be limited to the trees required to be removed for the proposed subdivision. The Town of Qualicum Beach Bylaw No.725, 2023, Tree Protection Bylaw, applies to the property and any tree removals are subject to the requirements in the Bylaw. Revisions to the setbacks within the Amendment Bylaw have been made, and as such, the Bylaw is required to be read as amended.

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

- THAT Council deems the residential Zoning Amendment application to permit a nine parcel development at 510 Chester Road to be compliant with the Official Community Plan.

- THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.

On September 17, 2025, the application went back before Council and the following resolutions were adopted:

- THAT the Bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be introduced and read a first time.

- THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (510 Chester Road) Bylaw No. 900.04, 2025", a S. 219 Form and Character Covenant be registered on title to ensure that future buildings are constructed as proposed.

- THAT Council refers the application for 510 Chester Road to the Advisory Planning Commission with specific instruction for consideration of:
    - Neighbourhood compatibility;
    - Setbacks;
    - Density;
    - Lot Coverage;
    - Height;
    - Orienting the Lot 9 home onto Chester Rd
    - review roof massing; and
    - Drainage information to be provided to Council at a future meeting.

On October 29, 2025, the application went before the Advisory Planning Commission (APC), and the APC adopted the following recommendations to Council:

- THAT the Advisory Planning Commission recommends to Council that the proposal meets the neighbourhood compatibility while integrating an alternate form of housing.
- THAT the Advisory Planning Commission supports the project in terms of the setbacks because they exceed the requirements as set forth.
- THAT the Advisory Planning Commission supports the density as proposed.
- THAT the Advisory Planning Commission supports the lot coverage as proposed.
- THAT the Advisory Planning Commission supports the height as proposed.
- THAT the Advisory Planning Commission supports the orientation of lot 9 as presented on the drawings.
- THAT the Advisory Planning Commission supports the roof massing as presented.

The applicant held a Public Information Meeting (PIM) on November 17, 2025.

The application went before Council on November 20, 2025, and Council adopted the following resolutions:

- THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a second time as amended.

- THAT Council rescinds the following motion: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.

- THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified on the Site Plan in the attached plans to the November 20, 2025 staff memo.

- THAT the following information be referred to the applicant for possible amendment to the site plan prior to 3rd Reading:
  i) an 8 metre setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5 metre;
  ii) consideration of the number of properties;
  iii) clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both);
  iv) that the applicants look at the impact of the roadway on properties across the street facing the development; and
  v) that a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.

Figure 1: Subject Property

DISCUSSION

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

	Zoning Comparison	
Zoning Provision	**Existing Zoning**	**Proposed Zoning Amendment**
Zoning	Rural Residential 1 (RR1)	Small Lot Residential 1 (SLR1)
Density	2 dwelling units	4 dwelling units (to be restricted by a S. 219 Covenant to 1 dwelling unit per parcel).
Parcel Coverage	35%	55%
Height	9.0m	9.0m for single-detached dwelling
Front Setback	8.0m	Dwelling Unit: 3.0m Forward Facing Garage: 5.0m
Interior Side Setback	1.5m with a minimum aggregate total of 4.5m	1.5m
Exterior Side	4.5m	3.0m

Setback		
Rear Setback	3.0m	Dwelling Unit: 3.0m Portion of dwelling unit more than 6.5m in height: 5.0m Portion of dwelling unit not more than 6m in width and not more than 6.5m in height: 3.0m
Parking (off-street)	1 space per dwelling unit	1 space per dwelling unit

2018 Official Community Plan (OCP)

The property is designated Single-family Residential in the 2018 Official Community Plan (OCP). The Single-family Residential policies are as follows:

1. Land designated as "Single-family Residential" on map 'Schedule 2.1' of this Bylaw shall not exceed development densities of 25 dwellings/ha, exclusive of secondary suites and garden suites. This density shall only be supported where developments are compatible with the form and character of the existing neighbourhood, including height, setbacks, landscaping and architectural style. On a typical residential lot, 25 units per hectare equates to two dwelling units.
   Staff Comment: The proposed zoning complies with the OCP land use and density. It should be noted that the density of 25 units/ha is no longer the maximum as residential parcels now permit four dwelling units per parcel.

2. The use of land within the "Single-family Residential" area shall be in accordance with the environmental policies and development permit area requirements of the Plan.
   Staff Comment: The subject property falls within Development Permit Area: Residential Multi-Unit Housing: RMUH1. A Development Permit is not required for single detached dwelling units, which is the housing type proposed for this development.

3. The Town shall review its zoning regulations with the intent of limiting the height of buildings within the central waterfront "Single-family Residential" area, between the foot of Garrett Road and the foot of Memorial Avenue, to one storey.
   Staff comment: n/a

4. The Town shall review its regulations regarding construction elevations on the waterfront to adapt to rising sea levels.
   Staff comment: n/a

5. The Town will entertain rezonings for a limited amount of small-scale neighbourhood-oriented commercial centres with a maximum floor area of 300m^2 to provide for daily needs, goods and services in appropriate locations within, or close to, "Single-family Residential" areas. Preference will be given to commercial locations where expansion of the existing commercial use can provide such goods and service.
   Staff Comment: n/a

6. The Town shall explore opportunities to improve the energy efficiency of subdivision and building construction through various methods, including rezonings, regulatory bylaws, incentive programs and education.
   Staff Comment: The proposed development will conform to the BC Energy Step Code requirements established in Building Bylaw No. 903, 2024.

7. The Town, where possible and appropriate, shall provide opportunities for sensitively integrated and compatible home-based businesses within the Town's zoning regulations and shall explore ways to encourage more home-based businesses as part of a healthy local economy.
   Staff Comment: The proposed development does not include home-based businesses; however, this use will be permitted under the proposed zoning.

Bare Land Strata Subdivision Update
The number of lots was reduced to eight and Proposed Lot 2 was reoriented so that the driveway and services come from Chester Road. The applicant has now requested that the bare land strata subdivision not include Lot 1 and Lot 2, as identified on the revised Site Plan attached to this memo. Lot 2 will not utilize access or services from the Strata, so staff consider it to be a reasonable request.

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

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

<u>INFORM</u>:
- The public is informed of this proposal through the presentation of this staff report.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT
- <u>Housing</u>: *To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.*

SUMMARY
A revised Zoning Amendment application has been received to amend the zoning for 510 Chester Road. If approved, the Zoning Amendment will change from RR1 to SLR1, and the Subdivision District will change from Subdivision District "D" to Subdivision District "K" to facilitate the subdivision of the parcel into eight bare land strata parcels, with one detached dwelling unit proposed per parcel, and two fee simple parcels which will contain the existing house. At this time, staff recommend proceeding with the Zoning Amendment application.

ALTERNATIVE OPTIONS
1. THAT Council denies the Zoning Amendment application for 510 Chester Road.

2. THAT Council provides alternative direction to staff.

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

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

Lou Varela, MCIP, RPP Chief Administrative Officer *Concurrence*	Luke Sales, MCIP, RPP Director of Planning and Community Development *Concurrence*

REFERENCES

Attachment 1:	Revised Submitted Plans for 510 Chester Road (November 21, 2025)
Attachment 2:	Town of Qualicum Beach Zoning Bylaw. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025
Attachment 3:	Advisory Planning Commission October 29, 2025 Minutes
Attachment 4:	Letter from applicant and Timberlake-Jones Engineering

C.A. DESIGN
T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5

ASPEN ROAD

S

CHESTER ROAD

N

Revisions

Existing Site Data

LEGAL DESCRIPTION:
LOT A, DISTRICT LOT 78, NANOOSE & NEWCASTLE DISTRICTS
PLAN 25027

CIVIC ADDRESS:
510 CHESTER ROAD, QUALICUM BEACH, B.C.

TOTAL SITE AREA: 5402sq. m (58,147 sq. ft.)

MIN. REQUIRED BUILDING SETBACKS

PROPERTY LINE

Site Plan
Scale: 1:200

VILLAGE WAY

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
SITE PLAN OPT - B
PROPOSED

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	11.21.25
Scale	AS SHOWN

Sheet #

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5

510 CHESTER ROAD
QUALICUM BEACH

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

TITLE PAGE
CONCEPTUAL

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	04.18.25
Scale	AS SHOWN

Sheet #

1

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5

Subject Property
510 Chester Road

Location Map
Scale: nts

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
LOCATION MAP
CONCEPTUAL

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	04.18.25
Scale	AS SHOWN

Sheet #
2

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5

Zoning Summary

LEGAL DESCRIPTION: LOT A, DISTRICT LOT 78, NANOOSE & NEWCASTLE DISTRICTS, PLAN 25027
CIVIC ADDRESS: 510 CHESTER ROAD, QUALICUM BEACH, B.C.

STATISTICS	EXISTING	PROPOSED	NOTES
ZONING	RURAL RESIDENTIAL 1 (RR1)	SMALL LOT RESIDENTIAL	N/A
OCP LAND USE DESIGNATION	SINGLE FAMILY RESIDENTIAL	SINGLE FAMILY RESIDENTIAL	N/A
PERMITTED USES	Home Occupation, Residential, Bed & Breakfast Agriculture	Home Occupation, Residential, Bed & Breakfast	N/A
PARCEL AREA	5,404.5 SQ. M. (58,174 SF.)	LOTS 1-9. Parcel areas range from 400 sq.m - 695 sq. m.	Minimum parcel size - 400 sq. m.
PARCEL COVERAGE	35%	55%	
FLOOR AREA RATIO	N/A	N/A	
MAXIMUM HEIGHT	9.0m	9.0m	
SETBACKS			
FRONT	8.0m	3.0m Except 5.0m to forward faciing garage door	All proposed setbacks are measured to building face Maximum overhang projection 0.6m
REAR	3.0m - 6.0m	3.0m (See note)	Any portion of dwelling more than 6.5m in height must be setback 5.0m from the rear lot line A portion of the dwelling not more than 6m in width and not more than 6.5m in height may be setback 3.0m from the rear lot line
EXTERIOR SIDE	4.5m	3.0m - 5m	
INTERIOR SIDE	1.5m	1.5m (see notes)	
INTERIOR SIDE LOT LINE ADJACENT TO A LANE	3m	N/A	

Project Title

510 CHESTER ROAD
QUALICUM BEACH

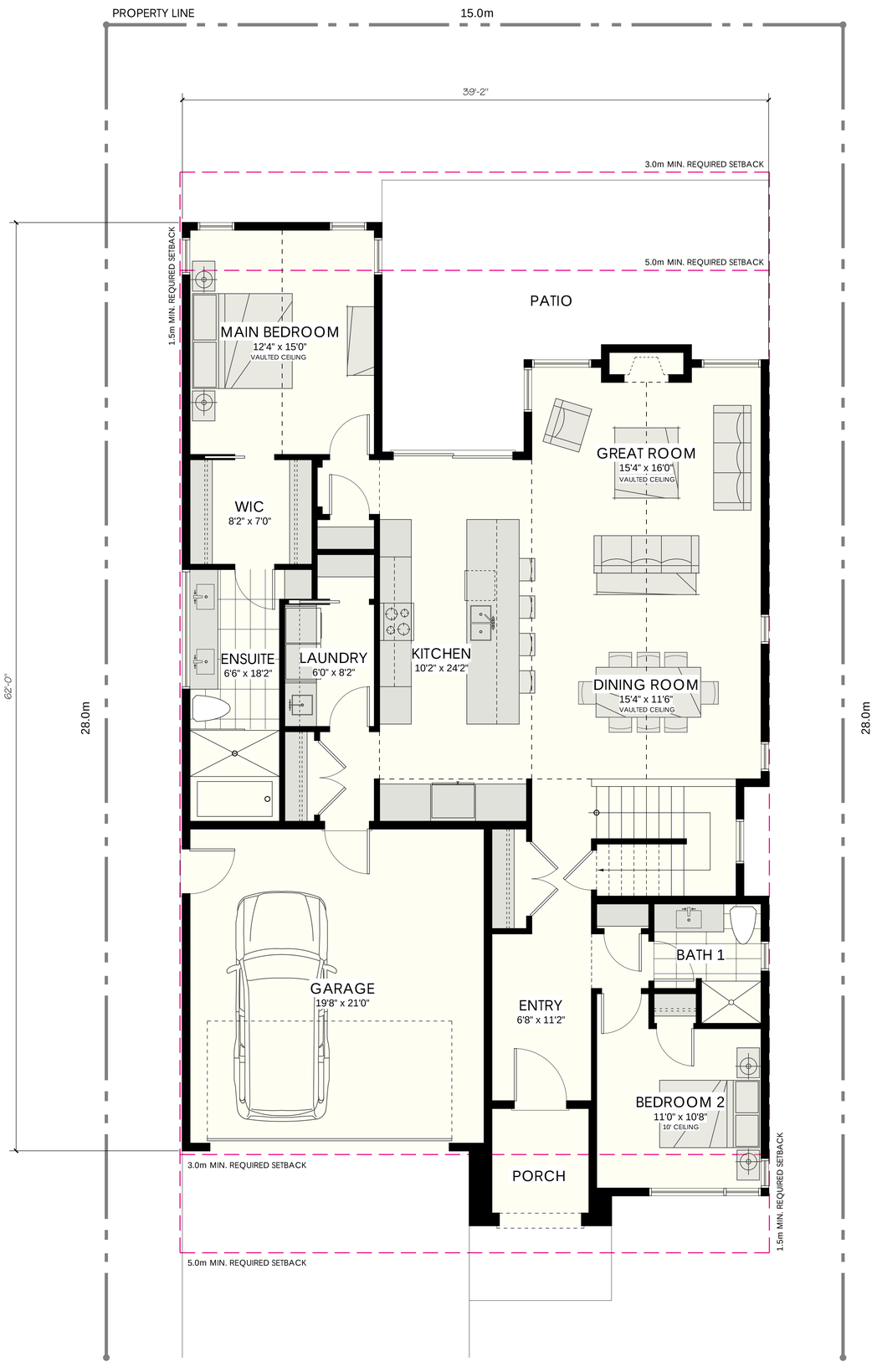
Sheet Title

ZONING SUMMARY
CONCEPTUAL

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	04.18.25
Scale	AS SHOWN

Sheet #

5



TYPICAL INTERIOR LOT:
15m (49'-3") X 28m (91'-10")

LOT AREA = 4520
LOT COVERAGE = 2205 sq. ft. (48.7%)

FLOOR AREA
MAIN FLOOR = 1703 sq. ft.
UPPER FLOOR = 465 sq. ft.
2168 sq. ft.

Main Floor Plan

Floor Area = 1,703 sq. ft.
(Not Including Garage)

C.A. DESIGN
T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5

Project Title
510 CHESTER ROAD
QUALICUM BEACH

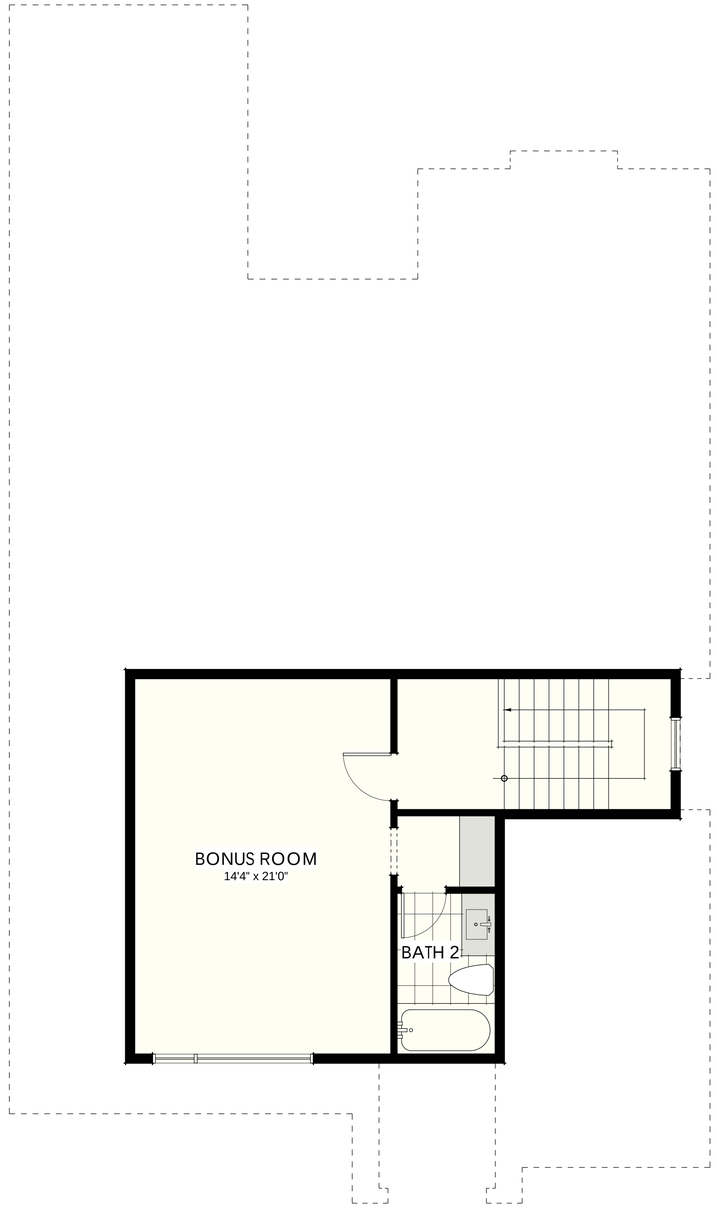
Sheet Title
HOME TYPE - A
PLAN CONCEPT

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	04.18.25
Scale	AS SHOWN

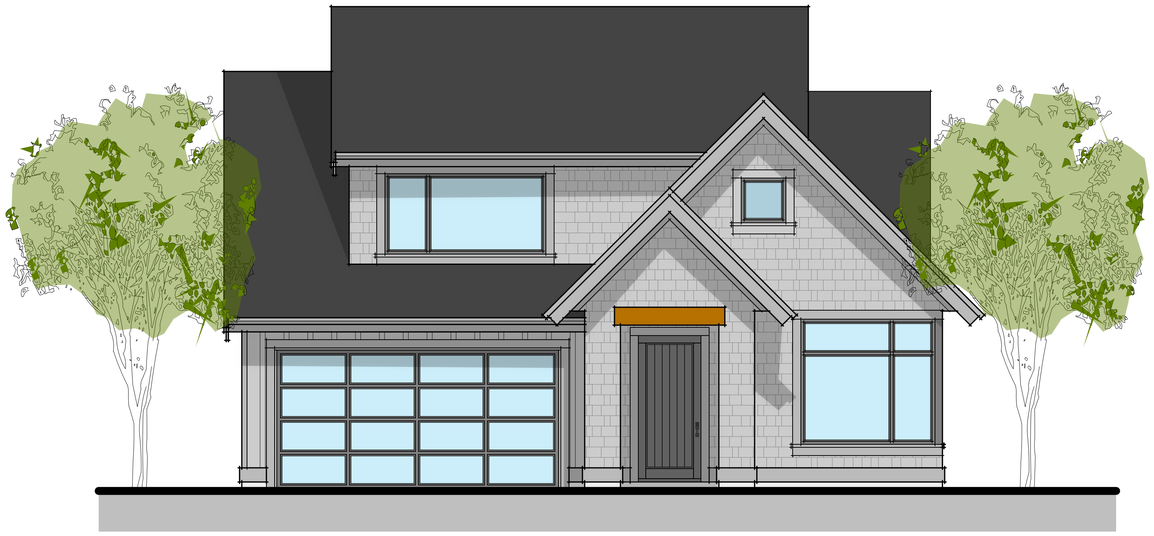
Sheet #
6

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5



Upper Floor Plan
Floor Area = 465 sq. ft.



West Elevation (Front)
Scale = 1/4" = 1'0"

Project Title

510 CHESTER ROAD
QUALICUM BEACH

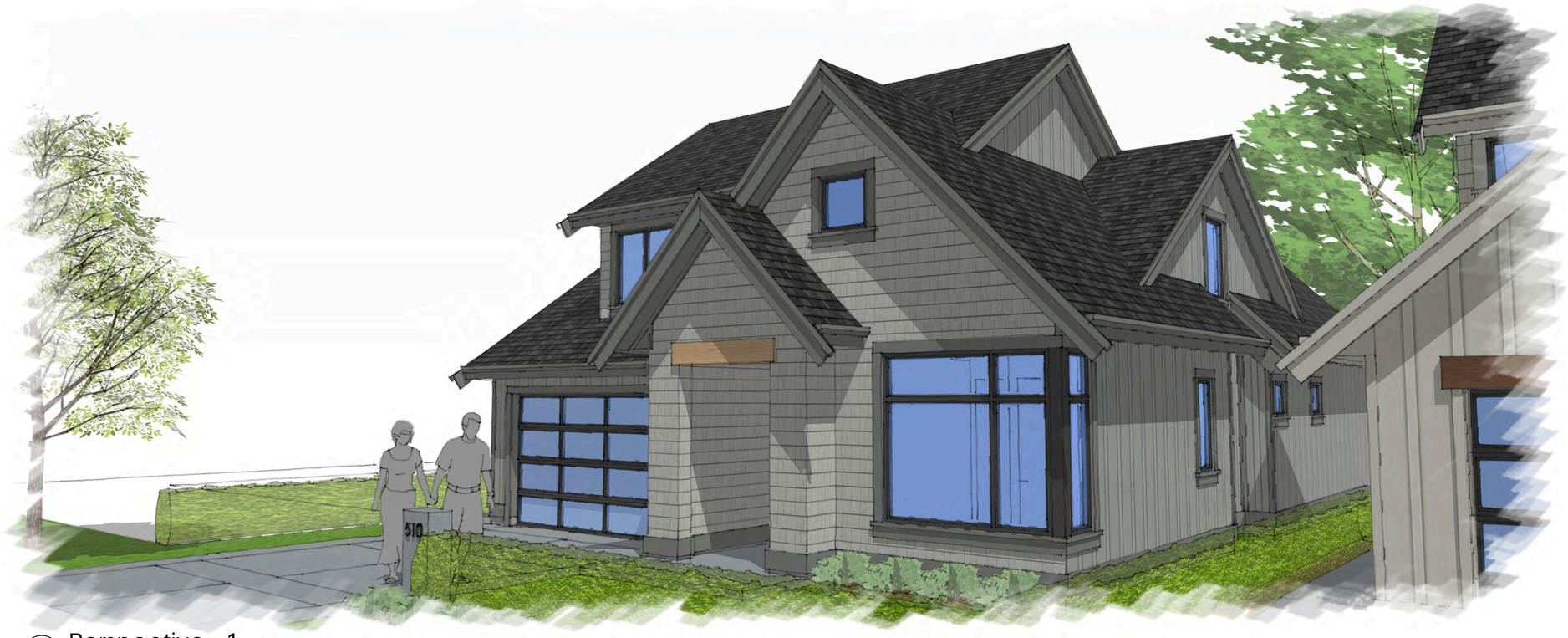
Sheet Title

HOME TYPE - A
PLAN CONCEPT

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	04.18.25
Scale	AS SHOWN

Sheet #

7



Perspective - 1
Home Type A

Perspective - 2
Home Type A

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5

Project Title

510 CHESTER ROAD
QUALICUM BEACH

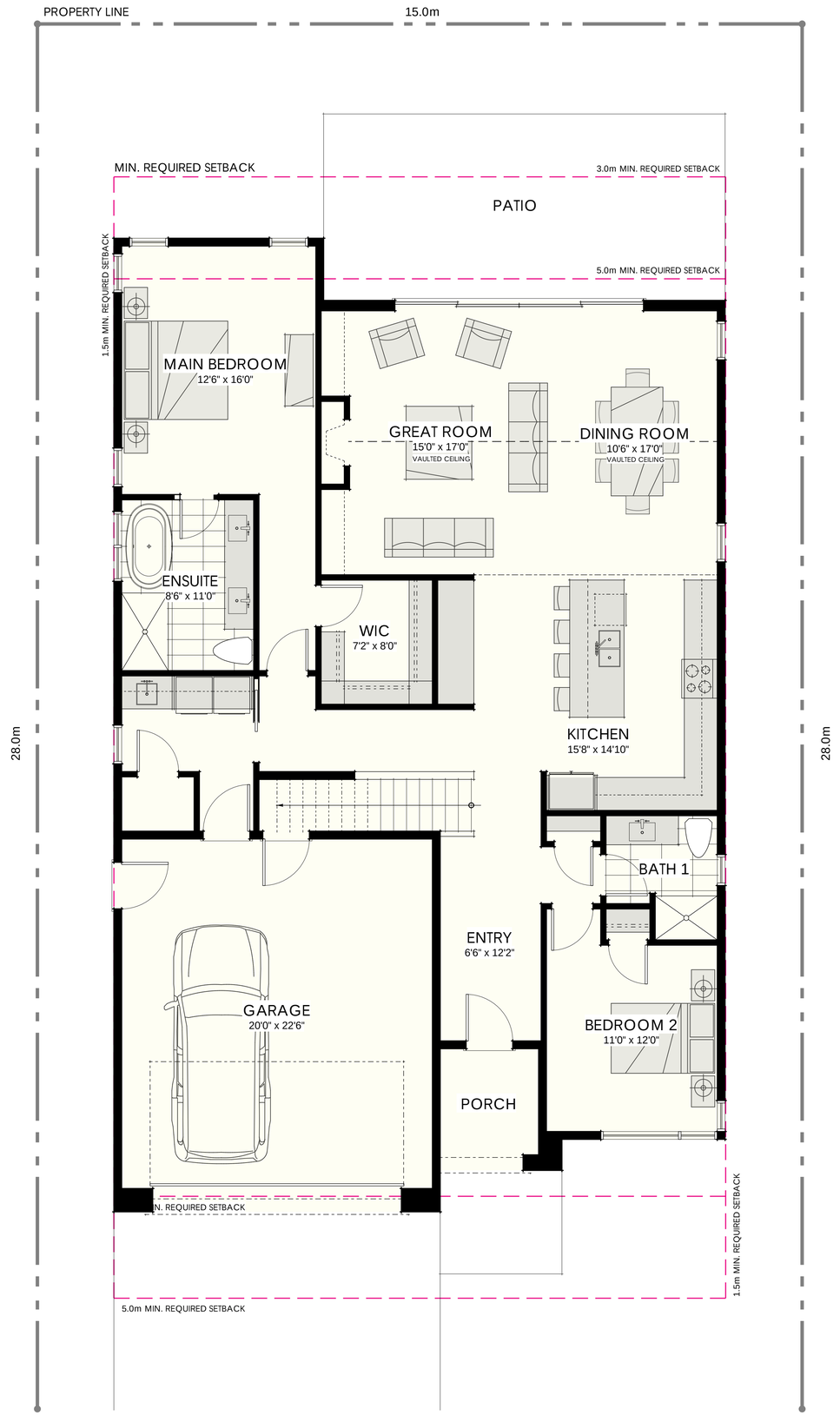
Sheet Title

HOME TYPE - A
FORM & CHARACTER
CONCEPT

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	04.18.25
Scale	AS SHOWN

Sheet #

8



TYPICAL INTERIOR LOT:
15m (49'-3") X 28m (91'-10")

LOT AREA = 4520
LOT COVERAGE = 2291 sq. ft. (50.1%)

FLOOR AREA
MAIN FLOOR = 1741 sq. ft.
UPPER FLOOR = 427 sq. ft.
2168 sq. ft.

Main Floor Plan

Floor Area = 1,741 sq. ft.
(Not Including Garage)

C.A. DESIGN
T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5

Project Title
510 CHESTER ROAD
QUALICUM BEACH

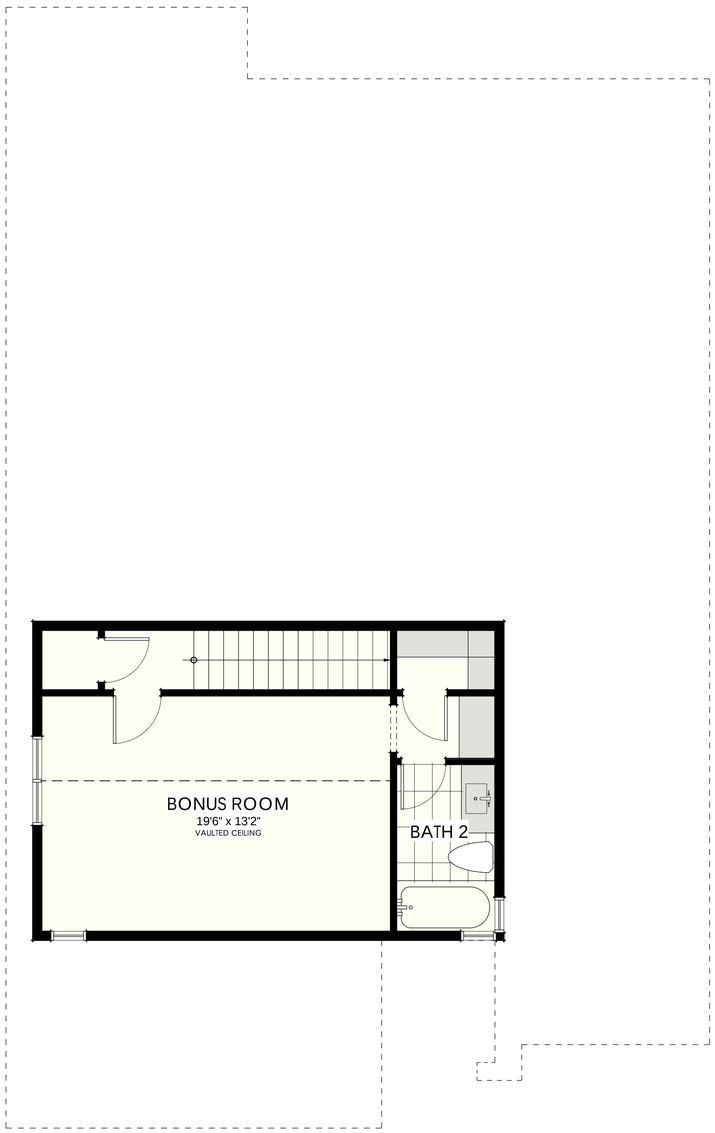
Sheet Title
HOME TYPE - B
PLAN CONCEPT

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	04.18.25
Scale	AS SHOWN

Sheet #
9

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5



Upper Floor Plan
Floor Area = 427 sq. ft.

West Elevation (Front)
Scale = 1/4" = 1'0"

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

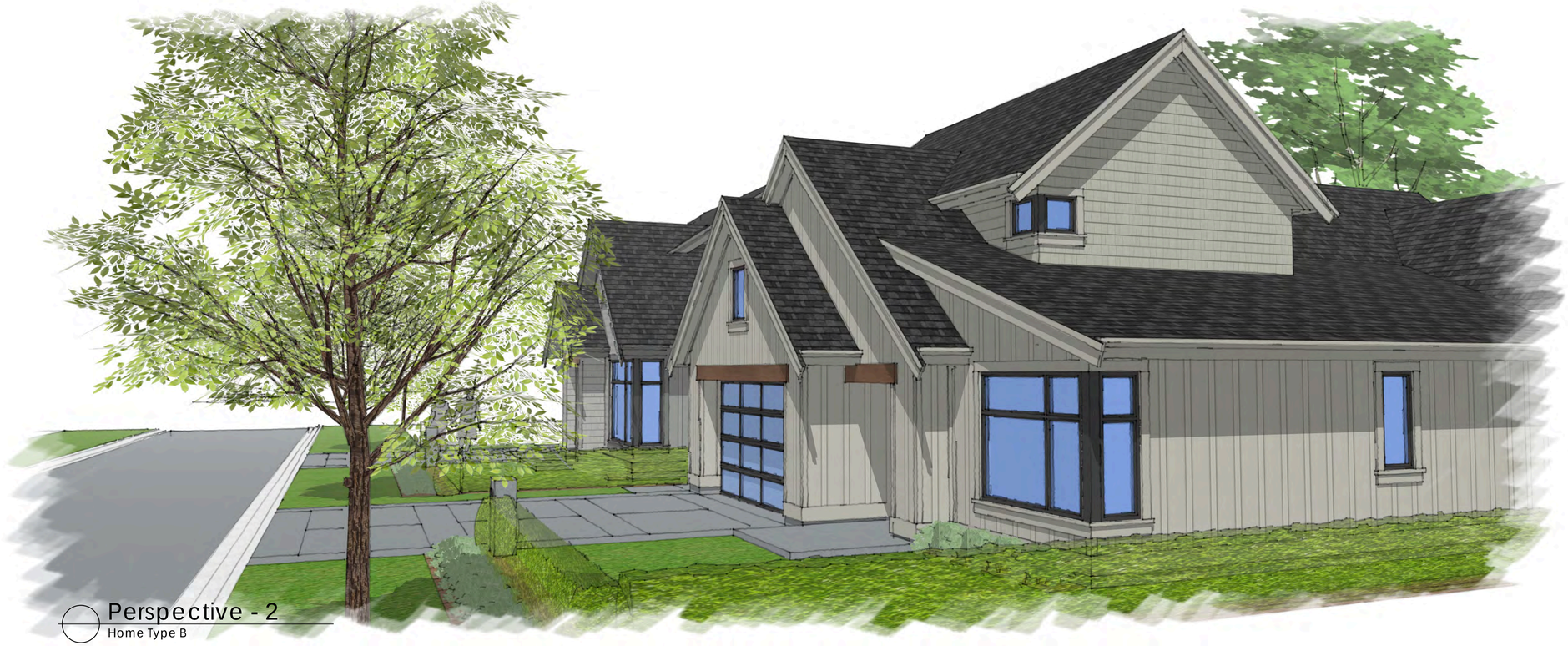
HOME TYPE - B
PLAN CONCEPT

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	04.18.25
Scale	AS SHOWN

Sheet #

10

Perspective - 1
Home Type B



Perspective - 2
Home Type B

C.A. DESIGN

T (250) 752 2222 F (250) 752 0111
156 Fern Road West. Qualicum Beach, V9K 2T5

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

HOME TYPE - B
FORM & CHARACTER
CONCEPT

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	04.18.25
Scale	AS SHOWN

Sheet #

11

TOWN OF QUALICUM BEACH
BYLAW NO. 900.04

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
ZONING BYLAW NO. 900, 2024

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

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

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

1. "Part 3 – Land Use Regulations" is hereby amended by adding 'Section 3.4.124 Small Lot Residential 1 (SLR1) as shown on Schedule 'A' which is attached to, and forms part of, this bylaw.
2. "Schedule 3A – Zoning Map" is hereby amended by changing the zoning designation of Lot A, District Lot 78, Nanoose and Newcastle District, Plan 25027 (510 Chester Road) from Rural Residential 1 (RR1) to Small Lot Residential 1 (SLR1) as shown outlined in heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
3. "Schedule 7A – Subdivision District Map" is hereby amended by changing the designation Lot A, District Lot 78, Nanoose and Newcastle District, Plan 25027 (510 Chester Road) from Subdivision District 'D' to Subdivision District 'K' as highlighted and outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.
4. This bylaw may be cited as "Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw, Bylaw No. 900.04, 2025."

INTRODUCED FOR FIRST READING this 17th day of September, 2025.

READ A SECOND TIME as amended this 20th day of November, 2025.

READ A THIRD TIME this day of December, 2025.

ADOPTED this day of December, 2025.

Teunis Westbroek, Mayor	**Heather Svensen, Director of Corporate Services**

Section 6.4.124

SMALL LOT RESIDENTIAL 1 (SLR1)

Permitted Uses

Permitted Uses

a) Single Detached Dwelling
b) Duplex
c) Houseplex

Accessory Uses

a) Ancillary Dwelling Unit
b) Home Occupation
c) Bed and Breakfast

Maximum Number and Size of Buildings and Structures

Accessory Buildings	Combined floor area 75m^2
Maximum number of dwelling units per parcel	4
Maximum number of strata lots	2
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	3.0m
Forward Facing Garage	5.0m
Rear lot line	3.0m
Any portion of the dwelling unit that is more than 6.5m in height	5.0m
Interior lot line	1.5m
Exterior 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
b) that any roof overhang, eave, cornice or gutter may project up to a maximum of 0.6m into any required setback area.

Schedule 'B' – Bylaw No. 900.004

***Draft* Minutes of the 2:00 pm Wednesday, October 29, 2025, Town of Qualicum Beach Advisory Planning Commission Meeting held in Council Chambers, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

PRESENT: Andrew Brown, *Chair*
Deborah Christie
Roy Collver
Maureen Dyson
Richard Nuesch

STAFF PRESENT: Luke Sales, Director of Planning and Community Development
Rebecca Augustyn, Senior Planner
Kate Usher, Planning Technician I

The Chair called the meeting to order at 2:00 pm.

ADOPTION OF THE AGENDA
Deb Christie MOVED, THAT the Commission adopts the October 29, 2025, Advisory Planning Commission meeting agenda.
CARRIED

APPROVAL OF THE MINUTES
Maureen Dyson MOVED, THAT the Commission approves the October 8, 2025, minutes of the Advisory Planning Commission.
CARRIED

NEW BUSINESS
1. Zoning Amendment: 510 Chester Road

John Larson, CA Design, provided a presentation of the proposal.

The Committee discussed:

- Street parking
- Roof massing
- Integration of alternate styles of housing
- Green building initiatives
- Electric vehicle chargers
- Creative use of site
- Acoustical shielding
- Character of *Qualicum Woods* neighbourhood
- Form and character of the proposed dwellings

Maureen Dyson moved, THAT the Advisory Planning Commission recommends to Council that the proposal meets the neighbourhood compatibility while integrating an alternate form of housing.
CARRIED

Andrew Brown moved, THAT the Advisory Planning Commission supports the project in terms of the setbacks because they exceed the requirements as set forth.
CARRIED

Andrew Brown moved, THAT the Advisory Planning Commission supports the density as proposed.
CARRIED

Andrew Brown moved, THAT the Advisory Planning Commission supports the lot coverage as proposed.
CARRIED

Andrew Brown moved, THAT the Advisory Planning Commission supports the height as proposed.
CARRIED

Andrew Brown moved, THAT the Advisory Planning Commission supports the orientation of lot 9 as presented on the drawings.
CARRIED

Andrew Brown moved, THAT the Advisory Planning Commission supports the roof massing as presented.
CARRIED

ADJOURNMENT
Maureen Dyson MOVED, THAT the Commission adjourn the October 29, 2025, Advisory Planning Commission meeting.
CARRIED

MEETING ADJOURNED: 2:55pm

Certified Correct:

_____
Heather Svensen, Director of Corporate Services and Deputy CAO

Confirmed this XX day of XXXX 2025.

_____
Andrew Brown, Chair

C.A. DESIGN

November 21, 2025

Town of Qualicum Beach
660 Primrose Street
Qualicum Beach, BC
V9K 1S7

Att: Rebecca Augustyn – Senior Planner , Luke Sales – Director of Planning

Re: Neighbourhood concerns addressed - Zoning Amendment Application for 510 Chester Road, Qualicum Beach

Thank you for providing the information related to the council motion from the November 20th council meeting. As requested, please find our responses to each item below.

Request 1: *An 8m setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5m.*

In response to this request, and based on feedback received during the Public Information Meeting (PIM), my client has elected to reduce the number of proposed lots. One lot has been removed, and both lots fronting Chester Road have been converted to fee-simple Residential 1 (R1) parcels.

The increased lot size (700 sq. m) and R1 zoning align with the established neighbourhood pattern. The two newly created lots on Chester Road will have the same required setbacks as all existing neighbours. Both homes will front Chester Road, ensuring a cohesive and consistent streetscape.

All minimum interior side yard setbacks are 1.5 m. We wish to clarify that we have never requested 1.0 m interior side setbacks. This error was identified and brought to the Planning Department's attention prior to second reading but was unfortunately not corrected.

Request 2*: Consideration of the number of properties*

As noted above, and in response to neighbourhood and PIM feedback, my client has elected to reduce the number of proposed lots. We have removed one lot allowing for a significant size increase to the Chester Road lot. Both lots fronting Chester Road will be 700 square meter, fee-simple, R1-zoned parcels. The increased lot size and Residential 1 zoning are consistent with the surrounding neighborhood.

Request 3*: Clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both)*

C.A. DESIGN

It is important to note that the proposed development significantly exceeds the required number of parking spaces. Each home includes a two-car garage along with two additional off-street parking spaces in each driveway, providing a total of 24 off-street parking spaces for the 6 dwelling units.

To further address neighbourhood concerns, we have added four designated lay-by parking spaces on the newly created road. The remaining boulevard areas will be landscape.

Request 4*: That the applicants look at the impact of the roadway on properties across the street facing the development*

Our engineer has reviewed the expected traffic impacts (see attached letter). Their conclusion is that:

- *"The anticipated traffic volumes will have negligible impact on existing Chester Road traffic,"* and
- Due to the roadway location and existing screening, *"This access location will have minimal impact on the existing dwelling at 513 Chester Road."*

Request 5*: That a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.*

We appreciate receiving this correspondence and have reviewed the concerns raised as part of our revisions and responses.

We trust that the proposed changes reflect our client's sincere commitment to addressing neighbourhood concerns and delivering a development that is respectful of the character, scale, and overall feel of the surrounding area.

Thank you for your time and continued assistance with this application. Please feel free to contact me if you have any questions or require additional information.

Sincerely,

John Larson, ASTTBC.CTech, CRD
C.A. Design

Timberlake-Jones engineering

Ph: 250.248.2001
Fax: 250.248.2553
Email: info@tjeng.ca

Weldon Professional Centre
#201-177 Weld Street
PO Box 89
Parksville, BC
V9P 2G3

November 21, 2025
File: 457

C. A. Design
156 Fern Road West
Qualicum Beach, BC
V9K 1S4

via email: john@ca-design.ca

Re: Zoning Bylaw Amendment for
Lot A, District Lot 78, Nanoose and Newcastle Districts, Plan 25027

510 Chester Road - Potential Traffic Impact

Further to your request we have reviewed the potential impacts of the proposed development on Chester Road and specifically the impacts to the property directly opposite the entrance road.

The proposed development as per the latest revision includes two (2) Single Family (R1) lots that will be accessed directly from Chester Road and six (6) Bare Land Strata Lots (SLR1) which will be accessed from a new Strata Road as shown on the Site Plan.

The Bare Land Strata Lots will be restricted to a single dwelling unit by Restrictive Covenant and therefore there will be a total of 6 dwelling units on the parcel.

The Average Daily and AM/PM Peak hour trip rates from the most current ITE Trip Generation Manual (11th Edition) were used to forecast trips for the proposed road.

Trip Generation for Single Family Land Use					
	Trip Rate	% In	% Out	Trips In	Trips Out
Average Daily Traffic	8.95	50%	50%	27	27
AM Peak Hour	0.75	25%	75%	1	4
PM Peak Hour	0.94	63%	37%	4	2

The anticipated traffic volumes will have negligible impact on existing Chester Road Traffic.

The location of the access road is partially opposite a driveway and garage located at 513 Chester Road. There is an existing fence along the remainder of the property frontage which will block headlights shining into the dwelling. (Photo 1) This access location will have minimal impact on the existing dwelling at 513 Chester Road.

We trust that this addresses the potential impacts for the proposed roadway on the neighbourhood.

Yours truly:
Timberlake-Jones Engineering

Michelle T. Jones, P.Eng.

TOWN OF **QUALICUM BEACH**

MEMORANDUM

File No. 6480-OCP2025

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: December 10, 2025

FROM: Bailey Walsh, Planner

SUBJECT: **2025 Official Community Plan (2025) Review**

GOVERNANCE DECISION:
Council is requested to:

- Give third reading as amended and adoption to Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 (Attachment 1 to this Report); and to
- Give third reading and adoption to Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025 (Attachment 2 to this Report).

RECOMMENDATION:

1. THAT Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 be read a third time as amended.

2. THAT Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025 be adopted.

3. THAT Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025 be read a third time.

4. THAT Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025 be adopted.

PURPOSE
To provide background regarding the 2025 Official Community Plan and amendments to Zoning Bylaw No. 900, 2018 in accordance with the legislated adoption deadline of December 31st, 2025.

BACKGROUND

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

The OCP Adoption process has proceeded as outlined below:

January – March, 2025	• Staff worked with consultant Deloitte, LLP to administer a Quality of Life Survey, receiving 1,315 responses from community members on topics related to Town service satisfaction and housing preferences. *Details from the Quality of Life Survey are available via the May 21, 2025, Committee of the Whole Meeting Agenda, located on the Town's website.*
March – June, 2025	• Staff facilitated thirty housing-oriented in-person public engagement sessions and four topic-specific community surveys. *The OCP Community Engagement Summary is available via the June 25, 2025, Committee of the Whole Meeting Agenda, located on the Town's website.*
July, 2025	• Staff reviewed the 2018 OCP against Community Engagement findings and Provincial legislation and developed a list of high-level policy change recommendations referred to as "OCP Council Decision Points".
June 25, 2025	• Committee of the Whole received the OCP Community Engagement Summary. • Committee of the Whole provided direction on each "OCP Council Decision Point" which provided staff with preferred high-level policy and document structure changes. *Details from this meeting are available via the June 25, 2025, Committee of the Whole Meeting Agenda, located on the Town's website.*
July 17, 2025	• Council clarified direction on the "OCP Council Decision Points". *Details from this meeting are available via the July 17, 2025, Regular Council Meeting Agenda, located on the Town's website.*
Sept. 17, 2025	• Council provided further clarification on direction for select "OCP Council Decision Points" as requested by staff. *Details from this meeting are available via the Sept. 17, 2025, Regular Council Meeting Agenda, located on the Town's website.*
Nov. 5, 2025	• Council received the Draft 2025 OCP and Zoning Bylaw Amendment. • Council gave the Draft 2025 OCP and Zoning Bylaw Amendment First Reading, with requested changes.

	Details from this meeting are available via the Nov. 5, 2025, Regular Council Meeting Agenda, located on the Town's website.
Nov. 18, 2025	• The Regional District of Nanaimo (RDN) board accepted the Draft 2025 OCP Regional Context Statement (Schedule 3.0 to the Draft 2025 OCP) as required by Section 446(1) of the *Local Government Act.*
Nov. 20, 2025	• Council gave the Draft 2025 OCP and Zoning Bylaw Amendment Second Reading with requested changes. • Council directed staff to schedule a Public Hearing for the Draft 2025 OCP and Zoning Bylaw Amendment for December 3, 2025. *Details from this meeting are available via the Nov. 20, 2025, Regular Council Meeting Agenda, located on the Town's website.*

In addition to receiving feedback from Council staff also received feedback in writing from the public throughout the OCP Adoption process and logged this feedback into three categories:

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

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

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

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

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

DISCUSSION
The 2025 OCP Review differs from many previous OCP updates in its narrowed scope. Due to the housing-focused nature of the Review, changes in content from the 2018 OCP have been limited to:

- Changes to content based on Council direction, either those directed by Council motion or resolution (such as the OCP Council Decision Points)

- Restructuring of the content to provide a tighter focus on land use and development and improve usability for different users
- Providing an established framework to support future OCP reviews, such as embedding OCP Goals within Policy sections
- Changes to content which was a part of the Community Engagement Period
- Updates to outdated or incorrect information not requiring in-depth investigation

Legislative Compliance
The Draft 2025 OCP has been drafted to comply with Provincial legislation for Official Community Plan content and process requirements stated in the *Local Government Act*, including those introduced following the enactment of Provincial Bill 44 (2023).

SUMMARY
The 2025 OCP Review is now in the final phase and ready for approval. All motions passed by Council in the November 5th and November 20th Council meetings have been integrated into the final Draft. Staff recommend adoption of the updated Town of Qualicum Beach Official Community Plan Bylaw and the Zoning Amendment Bylaw.

ALTERNATIVES
1. THAT Council provides an alternative direction to staff.

APPROVALS
Memorandum respectfully submitted by Bailey Walsh, Planner.

Bailey Walsh
Planner
Report Author

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

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES
Attachment 1: Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025
Attachment 2: Zoning Bylaw No. 900, 2025, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08

TOWN OF QUALICUM BEACH
BYLAW NO. 918

A BYLAW PROVIDING GOALS, OBJECTIVES AND POLICIES FOR THE ORDERLY DEVELOPMENT, PRESERVATION AND ENHANCEMENT OF THE COMMUNITY

WHEREAS the Council may, pursuant to Section 472 of the *Local Government Act*, adopt by Bylaw, an Official Community Plan;

AND WHEREAS the intent of an official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government;

AND WHEREAS Council must, as per Section 473.1 of the *Local Government Act,* adopt a new Official Community Plan for the Town of Qualicum Beach prior to December 31st, 2025;

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

1. This Bylaw may be cited for all purposes as the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".

2. The attached documents and plans form the total content of the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" and are hereby adopted as the Official Community Plan for the Town of Qualicum Beach.

3. "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018" and amendments thereto, are hereby repealed and replaced by this Bylaw.

READ A FIRST TIME this day of, 2025.

REFERRED TO THE AGRICULTURAL LAND COMMISSION pursuant to Section 477 of the *Local Government Act* on this 5th day of November, 2025.

READ A SECOND TIME this day 20th of November, 2025.

NOTICE PUBLISHED pursuant to Section 477 of the *Local Government Act* on the 19th day of November, 2025; and the 26th day of November, 2025.

PUBLIC HEARING held on this 3rd day of December, 2025.

READ A THIRD TIME this day of, 2025.

ADOPTED this day of, 2025.

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

TOWN OF QUALICUM BEACH

Official Community Plan

Bylaw No. 918

Schedule 1

Contents

1. Introduction 3

1.1 Community Vision 5

1.2 OCP Goals & General Policies 6

1.3 How to Use the OCP 10

1.4 Administration 17

2. Town-wide Policies 18

2.1 Manage Urban Growth 18

2.2 Sustainability & Greenhouse Gas Emissions Reduction 27

2.3 Housing 31

2.4 Regional Growth 33

2.5 Natural Resources 35

2.6 Municipal Services 37

2.7 Development Permit Areas 50

2.8 Land Acquisition 72

2.9 Implementation 73

3. Land Use Designations Within the Village Neighbourhood 74

3.1 Village Commercial Residential 80

3.2 Village Light Industrial 81

3.3 Village Commercial/Cultural/Residential 82

3.4 Village Institutional 83

3.5 Village Mixed Residential 1 84

3.6 Village Mixed Residential 2 85

3.7 Village Transitional Commercial/Residential 86

3.8 East Village 87

3.9 Village Parks and Squares 88

4. Land Use Designations Outside the Village Neighbourhood 89

4.1 Residential 90

4.2 Commercial 101

4.3 Light Industrial 103

4.4 Airport Area 104

4.5 Institutional 107

4.6 Rural 109

4.7 Waterfront 113

4.8 Recreational Greenways 123

4.9 Parks 125

5. Schedules 129

1. Introduction

The 2025 Official Community Plan (OCP) provides a housing-focused update to the Town's long-term vision. This Plan addresses new provincial housing legislation, current priorities, and offers increased clarity, accessibility, and alignment with other municipal policies.

The 2025 OCP builds proudly upon previous iterations of the Plan and other foundational Town planning documents. Qualicum Beach's planning framework has always been intentional, focused on supporting a strong sense of community and high quality of life while demonstrating deep respect for the Town's natural beauty and pristine environment. Qualicum Beach is located in the Mount Arrowsmith Biosphere Reserve and on the unceded territory of the Qualicum First Nation, grounding the Town's vision in both environmental responsibility and a deep respect for Indigenous history and rights.

The OCP also recognizes that change is inevitable and provides guidance for future decision-making. It is through a lasting commitment to the Town's collective vision that change can be thoughtfully managed by successive Councils. Building on the Sustainability Plan first introduced in 2010 (now titled "Interim Sustainability Plan"), the OCP affirms that planning must respect environmental limits and that growth and change are opportunities for community benefit.

Key strategies in the 2025 OCP include sustaining the natural environment, preserving the character and livability of the Town, promoting long-term housing security, enhancing public safety, and supporting compact, walkable neighbourhoods with connections for various modes of transportation.

Several key factors have shaped the 2025 OCP update:

- ***Provincial Housing Legislation:*** New requirements introduced in 2023 mandated that all local governments adopt a Housing Needs Report or Interim Housing Needs Report by December 2024 and review their OCPs by December 31, 2025. OCPs must ensure capacity for at least 20 years of projected housing demand. In response, Section 2.3 – Housing has been added to the OCP.

- ***Restructuring for Ease of Use:*** The 2025 OCP has been restructured to make it more user-friendly. Headings and sections have been reorganized, integration with the Interim Sustainability Plan has been clarified, non-land use content has been relocated to other municipal plans and policies, and the document now provides clear guidance on how proposals are to be evaluated for consistency with OCP goals.
- ***Development Permit Guidelines:*** To improve clarity and usability, the OCP now focuses primarily on vision and policy, and detailed Development Permit Area guidelines have been relocated to the Zoning Bylaw. The OCP continues to establish the purpose, justification, and boundaries for Development Permit Areas (see Section 2.7).
- ***Council Decision Points:*** Following extensive community engagement in 2025, Council provided direction on key OCP decision points to ensure that the plan continues to reflect current community priorities. These decisions shaped key policies related to housing priorities, land use along Rupert Road, the Urban Containment Boundary, institutional lands, and the recognition of Priority Housing Groups.

Together, these updates ensure that the 2025 Official Community Plan remains a current, forward-looking, practical vision that balances diverse community priorities and needs within the capacity of the local and global environment.

1.1 Community Vision

The Official Community Plan describes land use management issues, establishes objectives designed to resolve these issues, and sets policies to achieve those objectives.

The vision statement describes the future desired for Qualicum Beach. Based on community values, it sets the basic direction for planning policies and action. The vision statement for Qualicum Beach is:

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

1.2 OCP Goals & General Policies

The Official Community Plan is intended to advance the following community **goals** through land use policies and objectives. These goals have been created through exploration of the OCP Goals from the 2018 Official Community Plan Bylaw No. 800, along with the integration of the Visionary Principles in the Interim Sustainability Plan, and with the addition of housing as a core topic based on the prescient nature of the local, regional, and national housing crisis. It is important to note that these goals are not listed in priority order, and that references to the OCP Goals throughout this document will generally follow the order as shown below.

1

Complete, Compact Community Land Use

Encourage carefully managed growth through land use that enhances the natural ecology, local economy, and vibrancy of community life at a scale that is suited to the Qualicum Beach village character.

2

Low-impact Transportation

Continue building a safe, walkable community where residents and visitors have access to amenities through a comprehensive network of transportation routes that support alternatives to the automobile, including alternatives for people with mobility issues that may not be able to walk or cycle.

3

Community Health

Foster the health and well-being of people that live, work, play, and invest in the Town. Value residents and welcome all others in a spirit of inclusion, promoting and supporting demographic diversity, and continuing to promote parks and trails that support healthy lifestyles. Support residents' access to social, cultural, and healthcare services as well as access to participation in community life, arts, and culture.

4

Sustainable Food Systems

Support a prosperous local food system through high quality restaurants, year-round access to farm-fresh produce, economic prosperity, hands-on experience through community gardens and backyard gardening, and preservation of existing ALR and agricultural land.

5

Progressive Infrastructure

Provide efficient and innovative infrastructure for energy, water, waste water & stormwater, and solid waste that advances the Town's sustainability goals and minimizes the consumption of natural resources.

6

Economic Prosperity

Pursue economic opportunities based on sustainable growth and development that meet the needs of the community. Emphasize local businesses with sustainable tourism activities as a fundamental part of the local economy.

7

Healthy Landscapes

Preserve and protect our natural environment including ecosystems that support both people and wildlife, while maintaining a high quality of urban and rural life.

8

Green Buildings

Promote green building and energy conservation, including practices such as energy efficiency, solar orientation, renewable and zero/low emission energy systems, water efficiency, wastewater and stormwater reuse, healthy and non-toxic materials, and habitat-supportive and water-wise landscape design.

9

Sense of Place

Recognize local Indigenous Peoples heritage. Value education, arts, culture, and community service as a part of daily life. Nurture small-town village character and ambience from the compact village centre to the dynamic, natural beauty of the Qualicum Beach waterfront.

10

Diversity of Housing

Promote housing that meets the needs of the Town now and in the future across a variety of housing tenures, types, and sizes. Prioritize housing initiatives that support young adults and families, workers, older seniors, and/or persons with a disability.

General OCP Policies

1.2.1 The following community values that support the Official Community Plan (OCP) guidelines and policies will be considered during the decision-making process:

- Ensuring the quality and quantity of water;
- Encouraging opportunities for physical and mental health;
- Protecting/restoring the natural environment;
- Strengthening the local economy;
- Facilitating and encouraging affordable housing; and
- Removing barriers to allow demographic diversity.

1.2.2 The Town shall endeavor to manage the natural capital and ecological assets, such as green space, aquifers, foreshore areas and creeks, using infrastructure and financial management concepts that are typically applied to engineered assets.

1.2.3 Through various methods, including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivision and building construction.

1.2.4 The Town recognizes that the policies in this Plan provide opportunities for amendments to the zoning bylaw that significantly increase land value. The Town will pursue voluntary amenity contributions from developers as a means of sharing this land value increase with the community, as detailed in Community Amenity Contributions Policy 3008-11.

1.2.5 The 2025 OCP Review process shall be referenced by future decision-makers as to the scope of effort and community engagement undertaken as part of a housing-focused OCP review, which included:

- A Quality of Life Survey invitation sent to every household in Town and open to people from outside the Town, with approximately 1,000 responses during the first quarter of 2025. Future Quality of Life Survey invitations shall include the survey in paper form.
- One meeting with Kwalikum Secondary students
- One Introductory Open House
- Four meetings with clubs and resident's associations
- Five small-format meetings
- Four Guided Discussions
- Six meetings with various interest-holder groups
- Ten public Pop-Up Booths
- Four topic-specific community surveys, with approximately 411 responses
- One Summary Open House.

1.2.6 The Town shall assess and review its policies on an ongoing basis with regard to climate change impacts in conjunction with future OCP reviews.

1.2.7 Despite the shortened legislative deadline for the adoption of the 2025 OCP Review leading to a shorter community engagement process, OCP reviews should maintain a high standard for public engagement, such as specified by the International Association of Public Participation for the "Collaborate" level of public participation:

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

IAP2 Spectrum of Public Engagement. Future OCP Reviews should target the "Collaborate" level of public engagement.

1.3 How to Use the OCP

The OCP, at its core, is a land use planning document articulating a vision for the Town's future. However, it does not necessarily reflect what is currently permitted on specific parcels of land. Instead, the OCP serves as a guide for how land use can progress over time to realize the vision shared by the community during the lead-up to the OCP Review. The OCP does this through the provision of goals, objectives, and policies relevant to properties and areas within the Town. Details on permitted land use, height, setbacks, development permit design guidelines, etc. for specific properties are located in the Zoning Bylaw.

1.3.1 Plan Context and Purpose

This document constitutes the Official Community Plan (OCP) for the Town of Qualicum Beach, prepared in accordance with the provisions of the *Local Government Act* of British Columbia. As such, it establishes a framework of policies for land use and strategic policy development.

Plan Format

The Plan consists of the following parts:

1. **Introduction**

   The introduction to the Official Community Plan for the Town of Qualicum Beach outlines:

   - The community vision
   - The context and purpose of the OCP
   - How to determine a proposal's consistency with the OCP
   - The area of the OCP's application
   - Format and administration of the OCP

2. **Town-Wide Policies**

   Town-wide policies include those which are not specific to any one land area, but are relevant for the entire lands of the Town of Qualicum Beach. This includes:

   - Management of Urban Growth
   - Housing
   - Natural Resources
   - Development Permit Areas
   - Sustainability & Greenhouse Gas Emissions Reduction
   - Regional Growth
   - Municipal Services
   - Land Acquisition

3. **Land Use Designations Within the Village Neighbourhood**

   Land Use Designations provide area-specific policies and objectives designed to advance the intentions of specific types and sub-types of land use within the Village Neighbourhood. Types of Land Use Designations include:

   - Village Commercial Residential
   - Village Commercial/Cultural/Residential
   - Village Mixed Residential 1
   - Village Transitional Commercial/Residential
   - Village Parks and Squares
   - Village Light Industrial
   - Village Institutional
   - Village Mixed Residential 2
   - East Village

4. Land Use Designations Outside the Village Neighbourhood

Land Use Designations provide area-specific policies and objectives designed to advance the intentions of specific types and sub-types of land use outside the Village Neighbourhood. Types of Land Use Designations include:

- Residential
- Light Industrial
- Institutional
- Waterfront
- Parks
- Commercial
- Airport and Airport Adjacent
- Rural
- Recreational Greenways

5. Schedules

Schedules that further establish and clarify the provisions of this Official Community Plan are attached to and form part of this Bylaw. They include:

- ***Land Use Designations Maps*** showing the location of present and proposed residential, commercial, industrial, institutional, rural, recreational, open space, public utility and other land uses (Schedule 2.1 and 2.2)
- ***Development Permit Area Maps*** showing designated *Development Permit Areas* (Schedule 2.3, 2.4 and 2.5)
- ***Major Road Network Map*** showing the location of existing and proposed major arterial and major collector roads (Schedule 2.6)
- ***Park & Ecological Greenways Maps*** showing a vision for future parks, open space and greenways (Schedule 2.7)
- ***Active Transportation Map*** showing an existing and future network of walking, biking and other recreational greenways (Schedule 2.8)
- ***OCP Consistency Worksheet*** describing the system for assessing the consistency of an application or action with the OCP (Schedule 2.9)
- ***Regional Context Statement*** defining the relationship between the Official Community Plan and the Regional District of Nanaimo's Regional Growth Strategy adopted on April 15, 2024. The *Local Government Act* requires the Town to adopt a "Regional Context Statement" as part of its Official Community Plan within two years which describes the relationship between the two Plans and determines the method of achieving compatible Plans, if applicable, over time (Schedule 3.0)

1.3.2 Consistent Structure

Goals, intent statements, policies, and objectives are provided throughout the OCP which serve different purposes in guiding land use.

- **Goals:** The OCP in its entirety is designed to advance the OCP Goals described in Section 1.2.
- **Intent Statements:** Define the critical issues and overall purpose of a particular policy group or land use, defined in the OCP
- **Objectives:** Identify the sub-goals of a particular policy group or land use defined in the OCP
- **Policies:** Determine the specific actions required to achieve the objectives of a particular policy group or land use defined in the OCP

1.3.3 Determining Consistency with the OCP

The Official Community Plan covers a wide range of topics, with goals designed to advance a diverse set of objectives rooted in strong community planning and land use management principles. Due to the complex nature of land use planning, policies and objectives within the OCP can sometimes seem contradictory. The OCP is intended to be considered as a wholistic document and determining an action's consistency with the OCP requires a comprehensive understanding of the policies, objectives, and intentions stated within.

To guide decision-makers and staff in making these determinations, a framework has been created to help assess proposals or actions for consistency with the Official Community Plan. A worksheet is provided in Schedule 2.9.

1.3.4 Relationship to Other Bylaws & Policies

This index outlines the major plans and policies that guide decision-making in the Town of Qualicum Beach. These documents collectively shape land use, infrastructure investment, environmental stewardship, social equity, and economic development. Some plans are required by legislation, while others are strategic tools developed to reflect local priorities and emerging needs. Each entry includes a brief explanation of its purpose and role in supporting transparent, evidence-based decisions.

**Plans that are in development or proposed as of the time of OCP adoption are shown with an asterisk, with the description shown in italics to distinguish them from completed documents.*

Core Plans

Intent: Core Plans are the foundation of other Town plans, policies, strategies, and bylaws. These provide the core foundation for subsequent Town documents, which help to achieve the goals of the Core Plans.

Official Community Plan	Establishes long-term land use, housing, infrastructure, and environmental policies; forms the legal basis for all planning and development decisions.
Strategic Plan	Guides Council and staff priorities over the Council term; used to align initiatives with community values.
Financial Plan	Outlines five-year operational and capital expenditures; ensures projects are financially sustainable and prioritized.
Interim Sustainability Plan	Establishes goals and targets for reducing Greenhouse Gas Emissions and promoting sustainability in the Town. It is noted that this document may benefit from review, based on future Council decision-making.

Local & Neighbourhood Area Plans

Intent: Local & Neighbourhood Area Plans provide a more detailed examination and strategy for individual areas and neighbourhoods. The compact geographical location of these plans allow for more detailed plans, directed to the goals of the specific neighbourhood. Over time it may be determined that more local area plans or neighbourhood plans are warranted, based on future Council decision-making.

Bus Garage CONCEPT DESIGN & REPORT	Evaluates land use opportunities and community priorities for former institutional lands adjacent to The Old School House on Fern Road West.
Waterfront Master Plan	Guides redevelopment, environmental protection, and public realm improvements along the waterfront. Informs land use decisions, infrastructure upgrades, and capital planning.
Airport Area Plan*	*Outlines land use and servicing strategies to support employment and light industrial uses at the airport (To be developed for future Council decision-making).*
Eaglecrest Neighborhood Plan*	*Provides a long-term vision, policies, and guidelines for the development and redevelopment in the Eaglecrest Neighbourhood, addressing its unique character, needs, and opportunities (To be developed for future Council decision-making).*

Policies

1.3.4.1 To support the development of local area plans, neighbourhood plans, or other area-specific plans which provide vision and direction for the protection, development, or redevelopment of neighbourhoods in the Town, based on future Council decision-making.

Topic-Specific Policy Plans

Intent: Topic-Specific Policy Plans provide detailed strategies for specific topic areas that may span across various locations in the community, but require a cohesive strategy to achieve Town goals.

Sustainability Action Plan	Implements OCP's climate, energy, and resilience goals through targets and actions. It is noted that this document may benefit from review, based on future Council decision-making.
Community Climate Change Adaptation Plan	Addresses a wide range of climate impacts, from rising seas to increased drought, and heightened storm intensity.
Housing Needs Report	Assesses housing demand and gaps by type, tenure, and population segment; informs land use and funding priorities. The 2024 report is titled "2024 Interim Housing Needs Report".
Community Transportation Plan	Enhances walkability, transit access, and road safety for all ages; guides transportation infrastructure upgrades. This plan was formerly titled "Age-Friendly Transportation Plan".
Urban Forest Master Plan	Supports urban forest health and canopy retention; guides development permitting and public land management.
Community Wildfire Resiliency Plan	Identifies wildfire risk reduction strategies for interface areas; supports emergency planning and development permit areas.
Social Procurement Policy	Uses purchasing power to achieve community benefits such as inclusion and local employment.
Pathways to a Sustainable Economic Development Strategy*	*Supports sustainable economic growth, aiming to foster economic development in a way that protects the environment and quality of life in Qualicum Beach (Currently in progress, scheduled to be completed in early 2026).*

Sustainable Food Strategy*	*Promotes local food production, access, and resilience; informs land use and interagency collaboration (To be developed for future Council decision-making).*
Safety & Emergency Preparedness Policy*	*Identifies objectives, policies, and partners in ensuring personal property safety and security through safety hazard and emergency prevention and preparedness.*

Infrastructure & Servicing Plans

Intent: Infrastructure & Servicing Plans provide technical details about Town facilities for the purpose of asset management and growth over the long-term.

Storm Drainage Master Plan	Identifies system needs for stormwater management and flood prevention; guides capital planning.
Water Supply Master Planning	Ensures long-term potable water reliability and infrastructure adequacy; supports development approvals and conservation.
Sewer Collection Network Plan	Plans for sanitary sewer servicing expansion and renewal; supports growth management and subdivision approvals.
Development Cost Charges Bylaw	Allocates development contributions toward infrastructure upgrades; ensures fair cost recovery and transparency.
Community Park Site Facilities Plan	Identifies Community Park improvements and expansion priorities; designates land uses and supports funding decisions in this area.
Community Amenity Contributions Policy Policy 3008-11	Identifies guidelines for Community Amenity Contributions for new zoning amendment applications.
Amenity Cost Charges Bylaw*	*Determines the amount of amenity costs required for development (To be developed for future Council decision-making).*

Zoning Bylaw

Intent: The Zoning Bylaw provides specific provisions for land use in the Town and describes what is currently permitted on lands within the Town of Qualicum Beach. This includes details on provisions such as land use, height, setbacks, and development permit design guidelines, among many others.

Zoning Bylaw (Bylaw No. 900, 2025)	Regulates land use, density, building form, setbacks, and permitted uses by zone. It is the primary tool for implementing the OCP's land use designations.

1.4 Administration

Plan Area

The Plan applies to all lands within the boundaries of the Town of Qualicum Beach as shown on map 'Schedule 2.1' which is attached to and forms part of this Plan. The Town recognizes that this land is within the traditional territories of the Coast Salish peoples and particularly the Qualicum First Nation, whom the Town works with on a regular basis.

Adoption

This Official Community Plan has been adopted pursuant to the *Local Government Act.* The Plan is not a regulatory document and does not commit or authorize the Town of Qualicum Beach to any project specified herein. However, all bylaws enacted, permits issued and works undertaken by the Town of Qualicum Beach shall be aligned with the provisions of this Plan.

Review

The Official Community Plan may be subject to periodic review by the Council of the Town of Qualicum Beach at a minimum of every five years, or more frequently as deemed appropriate by Council in order to respond to changing conditions and current issues.

2. Town-wide Policies

2.1 Manage Urban Growth

Intent: Growth management determines the amount, location, type and pace of development and redevelopment to support a transition toward the community's long-term vision. Growth management is a balancing act between allowing growth to support local businesses, maintaining school enrollment and meeting housing demand while preserving the qualities that make Qualicum Beach a charming small Town.

Managing Urban Growth in Supporting Key OCP Goals

The objectives of Managing Urban Growth support the Key OCP Goals of **Complete, Compact Community Land Use**, **Low-impact Transportation**, **Community Health**, **Progressive Infrastructure, Economic Prosperity**, **Sense of Place**, and **Diversity of Housing**.

Complete, Compact Community Land Use: Advanced by primarily accommodating future growth within existing and redefined urban areas within the Urban Containment Boundary, clearly defining the boundary between urban and rural lands and encouraging lower-density growth outside of the Village Neighbourhood.

Low-impact Transportation: Advanced by enhancing walkability through strategic land use planning by providing commercial uses in locations conveniently accessed by residents without the use of an automobile and ensuring pedestrian-friendly development within the Village Neighbourhood.

Community Health: Advanced by ensuring access to parks, open spaces, and recreation facilities within the Village Neighbourhood and supporting safe, pedestrian-friendly neighbourhoods. Advanced by supporting placemaking in the public realm that enhances social connectedness and inclusive access to recreational and healthcare facilities.

Progressive Infrastructure: Advanced by limiting the construction of service infrastructure in areas outside the urban areas.

Economic Prosperity: Advanced by encouraging a mix of land and commercial uses that support both local commerce and the balance between jobs and housing. Advanced by supporting programs and facilities that attract youth and young families, which in turn supports school enrollment and the local economy, matching diverse economic and housing opportunities.

Sense of Place: Advanced by protecting the "village-like" character in Qualicum Beach, separating incompatible land uses, and controlling the spread of urban development into rural lands. Advanced by aligning the form and character of commercial and medium-density residential development within the Village Neighbourhood with the character of the Town. Advanced by enhancing the built environment and social programming to foster interconnectedness between community members and between individuals and the Town.

Diversity of Housing: Advanced by providing a variety of high-quality housing types in close proximity to services and jobs and seeking to attain a balance between jobs and housing.

General Objectives

2.1(a) *To clearly define the boundary between rural and urban lands.*

2.1(b) *To primarily accommodate future growth within existing urban areas.*

2.1(c) *To reduce servicing costs and limit development pressures on rural lands by restricting the construction of service infrastructure in areas outside the urban areas.*

2.1(d) *To control the spread of urban development into rural lands.*

2.1(e) *To sustain the sense of community and protect the "village-like" lifestyle in Qualicum Beach.*

2.1(f) *To separate incompatible land uses.*

2.1.1 Urban Containment Boundary

Intent: An Urban Containment Boundary (UCB) is intended to define the limits of urbanization. Urban growth will be restricted to areas inside the UCB where municipal sewer and water services may be provided. All land within the UCB is not intended for urban development; specified parks, natural-space land and environmentally-sensitive areas are protected. In order for the UCB to be effective, municipal services must be limited to areas of planned urban development. Under special circumstances, services may be provided outside the UCB to reduce threats to public health or the environment, provided it does not create additional development potential. Rural land should not be reduced in size or capacity by the expansion of urban development outside of the Urban Containment Boundary.

Objectives

2.1.1(a) *To provide clear separation between urban and rural lands.*

2.1.1(b) *To ensure that future growth does not result in urban sprawl.*

2.1.1(c) *To primarily locate future growth within existing urban areas.*

2.1.1(d) *To encourage infill of urban development potential within designated urban boundaries.*

Policies

2.1.1.1 The Town shall manage urbanization through its Urban Containment Boundary (UCB), as shown on map 'Schedule 2.1'. The Growth Containment Boundary in the Regional Growth Strategy is aligned with the municipal boundary. The Town also recognizes the value of a complete, compact community that enhances the natural ecology, local economy and the vibrancy of community life.

2.1.1.2 Proposed expansions to the Town's Urban Containment Boundary (UCB) should be supported by:

a) A land inventory demand and supply analysis that assesses the need for additional land to be included within the UCB;
b) A land use concept plan;
c) An environmental impact assessment that identifies environmentally sensitive areas;
d) A surface water or hydro-geological study that assesses the availability and quality of water to service the proposed development with a community water system, and the potential impacts of development on watershed function, including

recharge capacities and surface runoff, as well as, on long term water supply to existing development and undeveloped lands located within the UCB;

e) A study that identifies how wastewater disposal will be addressed and what the impacts will be on the capacities of existing treatment facilities;
f) A transportation study that identifies:
    a. Existing road traffic conditions;
    b. Downstream impacts of additional traffic resulting from the proposed development; and
    c. Demand for transit service.

2.1.1.3 The Town shall not provide sewer services to areas located outside of the designated Urban Containment Boundary (UCB) or the municipal boundary, except where existing developments threaten public health or the environment. No other additional development shall be permitted as a result of providing such service beyond that supported in the applicable Official Community Plan in place at the date of adoption of the Regional Growth Strategy, June 10, 2003, i.e. OCP Bylaw No. 575.

2.1.1.4 Additional urban development shall not be approved outside of the Urban Containment Boundary.

2.1.1.5 The Town shall encourage the Regional District of Nanaimo to retain rural/resource land use designations and discourage new residential subdivisions or development on lands bordering the Town.

2.1.2 Complete, Compact Community

> **Intent:** The Town of Qualicum Beach has long supported the concept of a complete, compact community where people can live, work, shop and find recreational pursuits all within a short distance and with limited dependence on the automobile. This structure encourages a sustainable community where walking, cycling and public transportation are supported as an alternative to driving from destination to destination. It also provides conveniently-located housing for people who do not have access to an automobile.

The following are general objectives and policies related to establishing a complete, compact community. Specific land uses and policies are described under the "Village Neighbourhood", Section 3 of this Plan.

Objectives

2.1.2(a) *To establish a "complete, compact community" as part of a framework to strategically accommodate future growth within the urban area.*

2.1.2(b) *To ensure that a variety of commercial uses are provided in the "Village Neighbourhood" to limit the need for citizens to leave the Town for goods and services, and further to attract commerce from the community's trading area to benefit the economic prosperity of the Town's businesses and professional services.*

2.1.2(c) *To provide a variety of high-quality housing types in close proximity to services and jobs, as part of a vibrant, safe, pedestrian-friendly neighbourhood.*

Policies

2.1.2.1 To ensure that residential areas outside of the "Village Neighbourhood" continue to be used for lower-density development and services.

2.1.2.2 To ensure that the "Village Neighbourhood" area is developed in a pedestrian-friendly manner.

2.1.2.3 The Town shall only entertain extensions to the municipal boundary where a significant environmental and community benefit are secured.

2.1.2.4 Residential and commercial development in the "Village Neighbourhood" will be designed to encourage a sustainable community where walking, cycling and public transportation are supported as an alternative to driving from destination to destination.

2.1.2.5 To encourage parks, open spaces and recreation facilities within the "Village Neighbourhood" area.

2.1.2.6 To encourage a mix of land uses within the boundaries of a complete, compact community as shown on map 'Schedule 2.2', "Village Neighbourhood".

2.1.2.7 Land-use designations and policies within the "Village Neighbourhood" will seek to attain a balance between jobs and housing.

2.1.2.8 The Town shall strive to enhance accessibility in the commercial areas of the Village Neighbourhood and improve accessibility where possible for public amenities in the Village Neighbourhood.

2.1.3 Community Health

Intent: Community health is much more than just the physical health of the population. It includes the physical, mental and social wellbeing of people who work, live, and play in a community. Health is dependent on many factors such as the quality of food, active living, health services, opportunities for social interaction, housing, education and availability of recreational amenities. The Town understands the importance of supporting all aspects of health and wellbeing of the community and individuals, as it directly impacts the quality of life and economic viability of the Town.

Community and individual well-being creates a healthy environment that strengthens social connections, creates a sense of belonging, and supports community gatherings. The design of the built environment, including housing, civic buildings outdoor public spaces, and recreational infrastructure, has a powerful impact on creating or hindering opportunities for community gathering.

The Town recognizes the importance of being demographically diverse, and the barriers that inhibit the Town in becoming a demographically-diverse community. Specifically, to make the Town friendlier to families, the lack of affordable, attainable housing is seen as the most significant barrier.

Objectives

2.1.3(a) *To improve the health and wellbeing of people that live, work and play in the Town.*

2.1.3(b) *To activate the built form and public realm in a way that reduces social isolation and supports a healthy community.*

2.1.3(c) *To encourage a level of healthcare that meets current, as well as future, community needs.*

2.1.3(d) *To promote recreational opportunities that improve individual and community health.*

2.1.3(e) *To utilize Town facilities to their full potential.*

Policies

2.1.3.1 The Town shall encourage Island Health to further utilize their land on Jones Street to improve health services in Qualicum Beach.

2.1.3.2 The Town supports the development of health research and learning centres in the Town of Qualicum Beach.

2.1.3.3 The Town shall, where possible, support community groups whose mandate is to attract more primary care providers to Qualicum Beach.

2.1.3.4 The Town supports opportunities that build social connectedness and community building across all demographics.

2.1.3.5 The Town should explore ways to leverage existing public infrastructure, such as parks and greenspace, to build social connectedness and community building.

2.1.3.6 The Town supports the programming of recreational facilities and public spaces to facilitate recreational activities and socialization.

2.1.3.7 The Town supports the creation of welcoming and inclusive facilities, parks and public spaces that allow community members to interact and build relationships.

2.1.3.8 The Town encourages the provision of indoor and outdoor neighbourhood gathering places that provide the opportunity for residents to form community connections, foster social connectedness, and facilitate community building.

2.1.3.9 The Town should encourage programming and facilities that reflect current trends in recreational activities.

2.1.3.10 The Town is committed to retaining and engaging youth and young families in Qualicum Beach for the purpose of supporting local schools, diversifying the community's demographics and creating economic prosperity. The Town supports the following guiding principles:

a. Ideals of a vibrant multi-generational community
b. Clearly-defined range of entry points on rental or purchase housing
c. Collaborative partnerships with other district organizations that will attract and retain youth and young families
d. Valuing youth and young families in their contribution to participation and leadership in the community
e. Identifying the Town of Qualicum Beach attributes that make it ideal for youth and young families.

2.1.3.11 The Town should explore ways to collaborate with community organizations, residents' associations, schools, and businesses to identify community needs and implement strategies to foster social connectedness and facilitate community building.

2.1.3.12 The Town of Qualicum Beach endorses a triple bottom line approach to procurement. In accordance with the Town's Social Procurement Policy, the Town will proactively leverage the supply chain to achieve positive community objectives.

2.1.3.13 The Town may support public art through continual investment, especially in new development projects.

2.2 Sustainability & Greenhouse Gas Emissions Reduction

2.2.1 What is Sustainability?

> The term 'sustainability' is an elusive concept that suggests responsible decision-making with an emphasis on the prosperity of future generations. Perhaps as evidence of the difficulty of defining the term, the most widely-used definition is from the original Bruntland report:
>
> ***"... development that meets the needs of the present without compromising the ability of future generations to meet their own needs"***
>
> *- World Commission on the Environment and Development, 1987 (Bruntland)*
>
> Although it is difficult to agree on a definition for sustainability in the abstract, the term becomes clearer when applied to our community. What is a sustainable Qualicum Beach? In a sustainable Qualicum Beach, how would people get around? What would the economy look like? What services would be available? Through its policies and objectives, the OCP aims to address the sustainability of the Town of Qualicum Beach within the capacity of the local natural environment, global natural environment, local economy, and local society and culture.

The details of the Town's plan for sustainability are provided in detail in the *Interim Sustainability Plan,* which outlines eight Visionary Principles that will enable and sustain the future of a vibrant Qualicum Beach. These principles are:

1. Complete, Compact Community Land Use
2. Low-impact Transportation
3. Community Health
4. Sustainable Food Systems
5. Progressive Infrastructure
6. Economic Prosperity
7. Healthy Landscapes
8. Green Buildings

As shown in section 1.2 of this Plan, these principles have been deeply integrated into the OCP through the forging of new OCP Goals which highlight the foundations of sustainability among other key community goals. By integrating the Visionary Principles of the *Interim Sustainability Plan* into the OCP Goals, sustainability becomes a necessary foundation of the policies and objectives flowing from them.

Other Town plans specifically directed towards environmental sustainability include, but are not limited to, the *Urban Forest Master Plan* and the *Community Climate Change Adaptation Plan*, both listed as relevant plans in Section 1.3.4 of this Plan.

Sustainability in Supporting Key OCP Goals

The objectives of Sustainability support the Key OCP Goals of **Complete, Compact Community Land Use**, **Low-impact Transportation**, **Healthy Landscapes**, and **Green Buildings**.

Complete, Compact Community Land Use: Advanced by building complete, compact, connected neighbourhoods.

Low-impact Transportation: Advanced by shifting transportation away from the private automobile to walking, cycling, transit and zero/low-emission vehicles.

Healthy Landscapes: Advanced by working to reduce solid waste and associated landfill emissions and emissions associated with civic facilities, operations and community infrastructure systems.

Green Buildings: Advanced by reducing emissions from buildings through increased energy and water efficiency, greater housing choice, and zero/low-carbon heating sources.

2.2.2 Climate Emissions Planning

The Town of Qualicum Beach is a signatory to the Provincial Climate Action Charter and as such, it has committed to:

- Making its civic operations carbon-neutral;
- Creating a complete, compact, and more energy-efficient community.

The Provincial Community Energy and Emissions Inventory (CEEI) initiative has established a baseline for Qualicum Beach's emissions.

Buildings (residential, commercial, industrial)	11,691 tonnes $C0_2$(e)
Transportation (cars, trucks, commercial, RVs)	32,389 tonnes $C0_2$(e)
Solid Waste	6,758 tonnes $C0_2$(e
Total	**50,837 tonnes $C0_2$(e)**

The scale of these emissions is small when compared to large emitters such as heavy industry and resource extraction. Regardless, it is appropriate for the Town of Qualicum Beach and its residents to take responsibility for their own impacts, just as large emitters should be expected to do the same.

Consistent with its legislative obligations, Qualicum Beach is establishing the following provisional emission reduction targets from its 2007 emissions baseline for the Official Community Plan (these are absolute reductions regardless of growth levels):

- 50% by 2030 ~ 25,418.5 tonnes $C0_2$(e)
- 65% by 2040 ~ 17,793 tonnes $C0_2$(e)
- 80% by 2050 ~ 10,167.4 tonnes $C0_2$(e)

These targets are consistent with balance of scientific evidence represented in the latest Intergovernmental Panel on Climate Change (IPCC) Assessment Report regarding the level of global emission reductions necessary to avoid dangerous, runaway climate change.

Policies

2.2.1 Build complete, compact, connected neighbourhoods with a vibrant, prosperous uptown core;

2.2.2 Shift transportation away from the private automobile to walking, cycling, transit and zero/low-emission vehicles;

2.2.3 Work to reduce solid waste and associated landfill emissions, in conjunction with the Regional District of Nanaimo;

2.2.4 Reduce emissions associated with civic facilities, operations and community infrastructure systems, in accordance with our commitments as signatories to the BC Climate Action Charter; and

2.2.5 Reduce emissions from buildings through increased energy and water efficiency, greater housing choice, as well as through creation of a zero/low-carbon heating source.

The Town will update its targets, policies and actions through future planning processes, such as future updates to the Official Community Plan or the Interim Sustainability Plan. Also, the Town will participate in regional planning work to create a regional strategy for Greenhouse Gas reduction.

2.3 Housing

Intent: In response to increasingly challenging housing conditions in British Columbia, the Province of British Columbia adopted new housing legislation in 2023 requiring municipalities to include mandatory housing-need calculations within Official Community Plans every five years. Additionally, the amount of housing needed to meet those needs must be permitted by the Official Community Plan and Zoning Bylaw. Policies to bring the OCP into compliance are distributed throughout the OCP, with most being located within each housing-relevant land use designation section.

2.3.1 Housing Needs Report

The Regional District of Nanaimo's *2024 Interim Housing Needs Report* provides an overview of housing need in Qualicum Beach as required by the Province. The Town understands the importance of this work, and notes the limitations of statistically-driven anticipated housing need. The standardized methodology for this report produces a 20-year housing need of 2,435 units, with an interim 5-year target of 726 units. This report will be updated every five years in line with the *Local Government Act*, with the next update to occur prior to December 31, 2028.

2.3.2 Priority Housing Groups

Discussions during community consultation for the development of the OCP led to the designation of "Priority Housing Groups", which community engagement determined to be those groups for whom housing should be most supported by the Town. These "Priority Housing Groups (PHG's)" are:

i. **Young Adults and Families:** People aged 20-35 and those with children under the age of 18 living at home
ii. **Workers:** People who work in the community
iii. **Older Seniors:** People who are over the age of 80
iv. **People with a Disability:** People who identify has having a disability

2.3.3 Housing Policies

The following policies pertain to all lands within the Town of Qualicum Beach. Specific provisions for housing in any given area of the Town can also be found in *Section 3: Land Use Designations Within the Village Neighbourhood* and *Section 4: Land Use Designations Outside the Village Neighbourhood.*

Objectives

2.3.3 (a) *To promote housing that meets the needs of the Town now and in the future across a variety of housing tenures, types, and sizes.*

Policies

2.3.3.1 The Town shall prioritize housing initiatives that support the "Priority Housing Groups" identified in section 2.3.2 of this Plan.

2.3.3.2 The Town shall explore ways to incentivize or facilitate housing solutions which leverage the unique and evolving environmental, economic, and demographic context of Qualicum Beach to serve present and future residents with a diversity of housing options.

2.3.3.3 The Town may collaborate on regional initiatives with partners such as the Regional District of Nanaimo and the City of Parksville to support the provision of shelter for individuals experiencing homelessness and/or housing for individuals at risk of homelessness.

2.4 Regional Growth

Regional Context Statement According to the Local Government Act Section 446(1), Regional District member municipalities must include a Regional Context Statement in their respective Official Community Plan to outline the relationship between their OCP and the Regional Growth Strategy (RGS). These Regional Context Statements must include consistencies and inconsistencies between the two documents, and outline goals that work towards making the OCP consistent with the RGS over time. The Regional Context Statement which compares the OCP to the Regional District of Nanaimo Regional Growth Strategy, "Shaping Our Future 2040", is provided in Schedule 3.0.

In addition, the following policy demonstrates the intent of the Town of Qualicum Beach to support the goals of the RGS:

Policies

2.4.1 The Town shall be in support of the Regional Growth Strategy Bylaw adopted by the Regional District of Nanaimo on May 14, 2024, pursuant to the *Local Government Act.* The eleven goals of the Regional Growth Strategy are:

1. Climate Adaptation and Mitigation - To increase energy efficiency, reduce greenhouse gas emissions, and mitigate the impacts of climate change in the region.
2. Protect the Environment - Protect and enhance the environment and avoid ecological damage related to human activity.
3. Coordinate Land Use and Mobility - To ensure land use patterns and mobility networks are mutually supportive and work together to foster complete communities.
4. Community Building - Establish distinctive activity centres and corridors within Growth Containment Boundaries to provide access to places to live, work, play, and learn.
5. Enhance Rural Integrity - Protect and strengthen the region's rural economy and lifestyle.
6. Diverse and Affordable Housing Choices - Support and facilitate appropriate, adequate, attainable, affordable, and adaptable housing.
7. Enhance Economic Resiliency - Support strategic economic development and link commercial and industrial strategies to the region's land use and rural and environmental protection priorities.

8. **Food System Resiliency** - Protect and enhance the capacity of the region to produce and process food.

9. **Pride of Place** - Celebrate the region's unique natural beauty, culture, history, and arts.

10. **Efficient Services** - Provide efficient, cost-effective services and infrastructure.

11. **Working Together** - Facilitate and foster cooperation among jurisdictions through an understanding of and commitment to growth management goals among all levels of government, the public, and key private and voluntary sector partners.

2.5 Natural Resources

Intent: As per section 473(1)(c) of the *Local Government Act,* an Official Community Plan must include statements and map designations for the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction. This section describes the Town's existing conditions for natural resources including gravel, soil, and forestry. The local natural resource industry is a very minor part of the Town's economy, and there are no plans to increase resource extraction or harvesting beyond current operations.

Gravel: The Town's natural resource base is limited. Except for the Town-owned sand pit next to the old landfill site, the Town has no gravel resources of commercial significance and there is no plan to permit extraction at other locations.

Soil: Removal of soil in an uncontrolled manner can lead to unstable soil conditions, runoff problems, degradation of fertile soil and visual disturbance. An effort should be made to control such soil removal.

Forestry: There are municipally-owned forestry resources in the Town including D.L. 10, in proximity to the old landfill site, and also at the Qualicum Beach Airport.

Natural Resources in Supporting Key OCP Goals

The policies and objectives of the commercial land use designation support the Key OCP Goal of **Healthy Landscapes**.

Healthy Landscapes: Advanced by the protection and control of natural resource lands in the community.

Objectives

2.5(a) *To manage the forestry resource in a prudent manner.*

2.5(b) *To help prevent the uncontrolled removal of soil, particularly within agricultural lands and where unstable ground conditions exist.*

Policies

2.5.1 The Town should continue to manage the forestry resources in a manner consistent with professionally accepted forestry practices and in accordance with the environmental protection policies contained in this Bylaw.

2.5.2 The Town should not encourage the expansion of commercial resource harvesting within the Town of Qualicum Beach beyond the scope of current operations.

2.6 Municipal Services

General Intent: Municipal services are a key component of a municipality's function in providing residents with the infrastructure needed to thrive. The way in which services are provided can contribute to social equity, public health, and are key in advancing the Town's sustainability goals. These services include infrastructure to manage transportation, liquid waste, stormwater and watershed management, water, and solid waste.

Municipal Services in Supporting Key OCP Goals

The policies and objectives related to municipal services support the Key OCP Goals of **Complete, Compact Community Land Use**, **Low-impact Transportation**, **Community Health**, **Progressive Infrastructure,** and **Healthy Landscapes**.

Complete, Compact Community Land Use: Advanced by limiting the expansion of the sewer system and provision of water to outside urban areas.

Low-impact Transportation: Advanced by encouraging walkability and active modes of transportation in the Town, reducing the need for automobile use for daily needs.

Community Health: Advanced by improving pedestrian safety and promoting active modes of transportation. Advanced by recognizing the importance of best practices for drinking water, stormwater, and waste management in community health.

Progressive Infrastructure: Advanced by seeking cost-effective means of providing municipal servicing including rainwater management to advance slope stability, protection of the watershed, assurance of future water supply, and landfill capacity.

Healthy Landscapes: Advanced by municipal servicing practices which promote the protection of the natural environment and reduce overall greenhouse gas emissions, including through policies which aim to reduce water usage, the use of single-use plastics, and the volume of waste.

2.6.1 Transportation

> **Intent:** Residents and visitors to Qualicum Beach have a range of transportation options to connect people, places, and goods. To achieve the community's long-term objectives for greenhouse gas reduction and sustainable communities, the Town will encourage alternatives to the private automobile. The Town wishes to improve safety and mobility for persons of all ages and abilities, particularly for those who choose active modes of transportation, such as walking and cycling.
>
> The Town has a well-developed network of roads and vehicular infrastructure that will continue to be maintained. This OCP section focuses on future priorities for transportation infrastructure that will complement the road network.

The 2007 Downtown Parking Study and Parking Management Strategy, and the 2016 monitoring report shows that the Town has sufficient parking to meet future needs, other than a few localized problems that may need to be addressed.

The Town supports a variety of transportation options and has developed a hierarchy of transportation routes to serve residents, from higher-volume regional connector roads down to informal pedestrian footpaths that provide shortcuts between neighbourhood streets. The railway is currently inactive, and although the Town does not support further investments in rail service, it is essential to retain the rail corridor as a continuous corridor that may accommodate multiple modes of transportation.

Vehicular Transportation

The vehicular transportation network is shown on Map Schedule 2.6 and includes the following road types:

- **Provincial Highway**: There are no Provincial highways within Town boundaries but are shown on the map for reference.
- **Arterials** are thru-roads that are expected to carry high volumes of traffic. There is no intention of expanding to four-lane arterials within the Town.
- **Major Collectors** collect traffic from local roads and minor collectors, and distribute it to arterials. Traffic on a major collector has a lower speed than arterials but may have relatively high volumes. Traffic is usually going to or coming from somewhere nearby, but these roads also provide connections between different segments of an arterial.
- **Minor Collectors** collect traffic from local roads, and distribute it to arterials. Traffic on a collector is usually going to or coming from somewhere nearby.
- **Local Roads** are neighbourhood-level connections that bring people to their final destinations. They are generally not intended to be thru-roads, though exceptions exist.

Active Transportation

The active transportation network provides a safe, convenient alternative to the vehicular transportation network and is intended for pedestrians, cyclists, skateboards, persons using mobility devices, and other human-powered and low-speed users. Further details on alternative transportation routes, signage and design details can be found in the Community Transportation Plan (formerly the Age-Friendly Transportation Plan). A high-level overview of the future network is shown on OCP Map Schedule 2.8 Active Transportation and includes the following designations:

- **Greenway Streets** are roads that provide safe, convenient routes for walking, cycling and active transportation. Actual roadway cross sections will vary, but key ingredients of Greenway Streets include buffers of natural vegetation in rural areas and, in urban areas, abundant street trees, planted islands, boulevards or medians, comfortable provision for cyclists and pedestrians, and plant materials chosen for habitat values. Accommodations for cyclists and pedestrians vary but generally include sidewalks or separated pathways. In the case of very low-volume roads, greenway streets could incorporate traffic-calming measures and enhanced bicycle facilities, as appropriate, to ensure that pedestrians, cyclists and motorists can safely share the street.
- **Multi-use Pathways** are separated from the roadway and accommodate pedestrians, cyclists, skateboards, persons using mobility devices, and other human-powered and low-speed users.
- **Walking Trails** are intended for walking and are generally not designed to accommodate other forms of active transportation.

Objectives

2.6.1(a) *To improve mobility by active transportation modes.*

2.6.1(b) *To improve safety for vulnerable road users of all ages and abilities.*

2.6.1(c) *To reduce the use of automobiles, particularly for daily needs, goods and services.*

2.6.1(d) *To make roadways pedestrian-friendly, particularly in the "Village Neighbourhood" and beach area.*

2.6.1(e) *To upgrade the beach section of the Island Highway 19A, in accordance with the principles outlined in Section 4.9 Parks and the Waterfront Master Plan.*

2.6.1(f) *To support the long-range road network as established in the Major Roads Network Plan, map 'Schedule 2.6' of this bylaw.*

2.6.1(g) *To avoid four-lane roads within or near the Town limits.*

2.6.1(h) *To support alternative transportation planning, as identified in the Recreational Greenways map, 'Schedule 2.8' of this Bylaw and the Community Transportation Plan.*

2.6.1(i) *To support infrastructure that supports a shift to low-carbon transportation options such as electric vehicles.*

2.6.1(j) *To support improvements to the transit service, evaluate and monitor demands for transit and adjust service accordingly.*

2.6.1(k) *To ensure adequate parking facilities in all areas of the Town.*

2.6.1(l) *To provide flexible alternatives to on-site parking requirements in the uptown.*

2.6.1(m) *To encourage a range of transportation initiatives.*

2.6.1(n) *To use the evaluative criteria in the Community Transportation Plan as a guide for investments in transportation infrastructure including:*

- *Safety*
- *Use*
- *Vulnerable users*
- *Network contribution*
- *Cost*

2.6.1(o) *To maintain 'Landscape Buffers' along main arterial and highway entrances to the Town.*

Policies

2.6.1.1 The Town shall monitor and review areas of possible vehicular hazard or points of conflict between motorists and other road users and explore methods for their improvement.

2.6.1.2 The Town shall make provision in its Zoning Bylaw for landscape buffers along main arterial and highway approaches into the Town.

2.6.1.3 The Town shall continue with its program of maintaining and upgrading the road network system, in accordance with the Development Cost Charges Bylaw and Capital Expenditure Program.

2.6.1.4 The Town shall review its bylaws to maintain and create greater flexibility regarding the provision of parking facilities in the uptown area.

2.6.1.5 The Town supports the undergrounding of overhead utility wires within the "Village Neighbourhood" and other prominent tourist areas of the Town.

2.6.1.6 The Town will consider the undergrounding of overhead utility wires in any area of Town through a local service area bylaw.

2.6.1.7 The Town will withhold investments in rail infrastructure until a viable and sustainable business plan for rail service has been presented to the Town.

2.6.1.8 The Town shall refer to the Community Transportation Plan to identify the types of traffic-calming measures and the types of roads and conditions under which those measures are appropriate.

2.6.1.9 The Town shall implement a "Green" Streets pilot project based on future Council decision making.

2.6.2 Liquid Waste

Intent: The Regional District of Nanaimo (RDN) provides wastewater treatment for Qualicum Beach. While interceptors along the beach are maintained by the RDN, the Town is responsible for its own collection system and associated facilities. The Town pays for sewer treatment based on flow volume. Therefore, maintaining system integrity and minimizing infiltration and inflow is in the Town's interest.

The Town has serviced residential lots that are still vacant, as well as undeveloped, residential acreage and some 'Medium-Density Residential' areas that are adjacent to existing sewers. Further expansion of its sewer system may not be in the best interest of the Town until some of these vacant properties have been absorbed.

To encourage infill of existing residential areas and to discourage urban sprawl, it is not in the interest of the Town to provide sewer services in its 'Rural' or 'Estate Residential' areas outside the Urban Containment Boundary, or outside of the municipal boundary other than to publicly-owned properties. However, as provided for in the Regional Growth Strategy, the Town may consider providing sewer services to areas for environmental or public health reasons, with the provision that the sewer service does not increase the number of lots that could be created through subdivision.

Objectives

2.6.2(a) *To discourage urban sprawl by limiting the expansion of the sewer system.*

2.6.2(b) *To focus on maintaining the existing sewer system in accordance with the Town's capital expenditure program.*

2.6.2(c) *Efficient use of the existing community sewer system.*

Policies

2.6.2.1 The Town shall develop sanitary sewer infrastructure in accordance with the policies of the Plan and in accordance with its Capital Expenditure Program.

2.6.2.2 The Town shall not provide sanitary sewer services to areas located outside of the designated "Urban Containment Boundary" (UCB) or the municipal boundary, except where existing developments threaten public health or the environment. No additional development shall be permitted as a result of providing such service beyond that supported in the applicable official community plans in place at the date of adoption of the Regional Growth Strategy, i.e. OCP Bylaw No. 575, 2004.

2.6.2.3 Unless further expansion of the sewer system is in the best interest of the Town, expansion shall not occur until the existing facilities are more fully utilized through infill and redevelopment.

2.6.3 Stormwater & Watershed Management

> **Intent:** The Town's Engineering Standards and Specifications set standards for the design of storm drainage systems to be adhered to within the Town. In addition, an updated Storm Drainage Master Plan is anticipated to be completed in 2025 or 2026. This plan will include the conceptual design of a storm drainage system for the municipality.

Part of the Town's storm drains lead into Grandon Creek and Beach Creek, two main natural drainage systems within the Town. Of these, Grandon Creek has shown signs of pollution which may stem in part from upland agricultural uses, but which are not helped by the risk of surface pollutants entering via the Town's storm drains. An opportunity exists to create a wetland in the upper reaches of Grandon Creek to provide for natural treatment of agricultural run-off and improve water quality in Grandon Creek discharging to the Strait of Georgia, based on future Council decision making.

Effective stormwater management addresses the following issues:

a) Alternating Flood and Drought

Changes to a property may seem minute, but the cumulative effect of land use change in developed watersheds can be dramatic. Impervious surfaces such as rooftops, roads and parking lots prevent rainfall from being absorbed by the soil, causing more frequent and severe flooding. The reduced supply of groundwater under impervious surfaces causes lower base flows in streams in summer. The combination of alternating floods and drought can ruin the productivity of a fish stream.

b) Water Quality Issues

In general, urban water is often filled with pollutants from runoff, including:

- Sediment, which can ruin spawning grounds, bury juvenile fish, and damage fish gills.
- Excess nutrients, such as nitrogen and phosphorus can create algae blooms and deplete oxygen needed for fish.
- Other pollutants, such as household cleaners, hot tub disinfectants, antifreeze, oil, concrete leachate and heavy metals.

Large volumes of surface runoff can play a major role in destabilizing the steep banks of the Grandon Creek Ravine and the bluff areas. Adequate management of storm water is necessary to reduce the risk of further geotechnical failures. Finally, on-site disposal of storm water should be considered where it is geotechnically appropriate to do so.

Objectives

2.6.3(a) *To continue to evolve the Town's drainage standards in response to climate change.*

2.6.3(b) *To ensure that municipal drainage minimizes impact on the water quality of Grandon Creek and Beach Creek.*

2.6.3(c) *To explore opportunities to develop wetlands in the upper reaches of the Creeks based on future Council decision making.*

2.6.3(d) *To reduce land slip and other soil failures that are caused by inadequate drainage.*

2.6.3(e) *To seek cost-effective means of providing storm water management.*

2.6.3(f) *To understand our own hydrological regime.*

2.6.3(g) *To integrate rainwater management systems that mimic and support the natural environment, such as permeable surfaces, bio-swales and rainwater catchment.*

Policies

2.6.3.1 Land to be subdivided shall meet the Town's engineering standards for rainwater management.

2.6.3.2 The Town shall continue with its program of implementing the recommendations of the storm drainage system plan, as budgeting and development allow.

2.6.3.3 The Town shall co-operate with Federal and Provincial agencies in monitoring the effects of municipal drainage on the water quality of Grandon Creek and Beach Creek.

2.6.3.4 The Town shall encourage the retention of existing wetlands and the construction of artificial wetland(s) in the upper reaches of the Creeks where it is feasible and practical.

2.6.3.5 The Town shall encourage the Regional District of Nanaimo to increase minimum parcel size for subdivision within the drainage areas of Grandon Creek or Beach Creek outside of the Town boundary.

2.6.3.6 The Town shall review methods by which landslip problems can be improved through rainwater management. This applies particularly to unstable areas referred to under section "2.7.1 Hazardous Lands Development Permit Areas" in this Plan.

2.6.3.7 The Town shall, from time to time, review its Development Cost Charge Bylaw regarding the management of storm drainage facilities.

2.6.3.8 The Town shall encourage on-site storm water solutions where it is geotechnically feasible to do so.

2.6.3.9 Permeable surfaces shall be considered first whenever hard surfaces are required.

2.6.3.10 The Town shall refer to "Beyond the Guidebook 2010: Implementing a New Culture for Urban Watershed Protection and Restoration" and updates thereto as a reference for rainwater management.

2.6.3.11 The Town shall work with the Regional District of Nanaimo and the Mount Arrowsmith Biosphere Region to develop a watershed stewardship and management framework based on future Council decision making.

2.6.3.12 In the interest of advancing slope stability, the Town should consider controls to manage underground water flows in the form of storm sewers or other means.

2.6.4 Water

Intent: The Town provides its own water sources and distribution system. The distribution system is in a good state of repair and designed to accommodate the scale of community development and eventual buildout of this Official Community Plan.

The Town is a partner in the Arrowsmith Water Service (AWS) joint venture with the Regional District of Nanaimo and the City of Parksville. The AWS provides a potential future water supply for the Town; however, the construction of the transmission main is a significant cost to transmit water from the Englishman River water intake to the Town. The Town will pursue additional diversity in its water sources to ensure that the Town will have a reliable source of water in the future. This includes the pursuit of water rights to an intake and monitoring station on the Little Qualicum River.

For the Urban Containment Boundary to be effective in controlling sprawl, services must be limited to areas where urban development is desired. Exceptions may include servicing of publicly-owned land or where existing developments threaten public health or the environment.

Objectives

2.6.4(a) *To continue to maintain and upgrade existing water sources and distribution facilities in accordance with the Town's capital expenditure program.*

2.6.4(b) *Unless further expansion of the water distribution system is in the best interest of the Town, expansion shall not occur until existing facilities are more fully utilized.*

2.6.4(c) *To maintain ground water supply adequate to meet winter demands.*

2.6.4(d) *To ensure the long-term security of the Town water supply.*

2.6.4(e) *To secure a diversity of water sources to guarantee the continued quantity and quality of water.*

2.6.4(f) *To discourage urban sprawl by limiting the provision of water to urban areas.*

Policies

2.6.4.1 The Town shall not provide water services to areas located outside of the designated "Urban Containment Boundary" (UCB) or the municipal boundary, except where existing developments threaten public health or the environment, including the servicing of industrial land outside the UCB where it would not compromise the Plan's principles and policies regarding urban containment. No additional development shall be permitted as a result of providing such service beyond that supported in the applicable official community plan in place at the date of adoption of the Regional Growth Strategy, i.e. OCP Bylaw No. 575, 2004.

2.6.4.2 The Town shall continue with its program of upgrading existing facilities for urban areas consistent with the land use policies of the Plan and in accordance with its capital expenditure program and development cost charges bylaw. Such work may include the provision of additional storage facilities.

2.6.4.3 The Town shall continue to reduce water usage and encourage conservation through education, regulations, incentives and pricing.

2.6.4.4 The Town shall continue to develop water rate structures to discourage excessive consumption and work towards recovering the true cost of water supply and distribution.

2.6.4.5 The Town shall explore additional aquifer and surface water sources.

2.6.4.6 The Town shall continue to work with the Regional District of Nanaimo, Provincial Ministries, local jurisdictions and water purveyors on a coordinated approach to water supply and management.

2.7.4.7 The Town shall pursue water rights to an intake and monitoring station on the Little Qualicum River.

2.6.4.8 The Town shall recognize and support rainwater and watershed management best practices to ensure the continued quality of drinking water and the health of the watershed, including protection from pollution and contamination.

2.6.5 Solid Waste

Intent: Solid waste disposal facilities have limited capacity and future locations will be difficult to find and extremely expensive.

The Regional District of Nanaimo provides region-wide solid waste disposal policies and facilities, with a long-term goal of zero waste. The Town supports the region's recycling, food waste composting, and other zero waste initiatives.

Objectives

2.6.5(a) *Continue to support regional policies for the management of solid waste.*

2.6.5(b) *Treat and dispose of solid waste in an environmentally sound manner.*

2.6.5(c) *Reduce the amount of waste.*

2.6.5(d) *Reduce single-use plastics.*

Policies

2.6.5.1 The Town shall continue monitoring the old sanitary landfill site in cooperation with the Provincial Government.

2.6.5.2 The Town shall continue to support the Regional District of Nanaimo in the operation of a Regional Waste Management Function.

2.6.5.3 The Town shall continue to encourage recycling, composting, and other programs aimed to reduce solid waste.

2.7 Development Permit Areas

This Section provides the areas in which Development Permits apply within the Town of Qualicum Beach, as well as the Development Permit Area category as per the *Local Government Act*, and justification for each Development Permit Area. References to the applicable Development Permit Area Guidelines are provided within each Development Permit Area description, with detailed Development Permit Area Guidelines located in Part 5 of *Zoning Bylaw No. 900.*

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area (DPA). Such concerns can cover:

(a) protection of the natural environment, its ecosystems and biological diversity;
(b) protection of development from hazardous conditions;
(c) protection of farming;
(d) revitalization of an area in which a commercial use is permitted;
(e) establishment of objectives for the form and character of intensive residential development;
(f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
(g) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
(h) establishment of objectives to promote energy conservation;
(i) establishment of objectives to promote water conservation;
(j) establishment of objectives to promote the reduction of greenhouse gas emissions.

The category in each of the following DPA descriptions sets out which of these concerns applies.

The Town of Qualicum Beach has designated development permit areas across seven categories. The following table shows the Development Permit Areas designated within the Town of Qualicum Beach, with some addressing aspects of importance across several categories.

Development Permit Area	(a) Natural Environment	(b) Hazardous Conditions	(d)Commercial Revitalization	(e)Intensive Residential	(f) Commercial Industrial/ Multi-family	(h)Energy Conservation	(i) Water Conservation
C1: Uptown Commercial			✓		✓		
C2: Light Industrial					✓		
C3: Beach Commercial	✓				✓		
C4: Beach Commercial					✓		
C5: College Road					✓		
C6: Memorial Avenue					✓		
C7: Memorial Avenue			✓				
C8: Crescent Road East	✓				✓		
C9: Berwick Road					✓		
C10: Qualicum Beach Airport	✓				✓		
C11: Highway Bluff Commercial					✓		
C12: Rural Destination Resort	✓				✓	✓	✓
E1: Beach Area	✓				✓		
G1-G12: Ecological Greenways	✓						
H1: Hazardous Lands		✓					
RFC1: Small-Scale Residential Form & Character				✓	✓		
RFC2: Medium-Density Residential Form & Character	✓	✓			✓		

The following section gives a detailed description of each Development Permit Area established by the Plan. Each description includes the following information:

Category	The type of concern that the Development Permit Area is designed to address as per the *Local Government Act* Section 488.
Purpose	Describes the purpose of the Development Permit Area.
Area:	Describes the location of the Development Permit Area.
Justification:	This sets out the reasons for declaring the DPA. Such reasons may point to other information which is not contained in this Plan.
Guidelines:	Describes the guidelines that applicants must meet in order to obtain a development permit.

2.7.1 Hazardous Lands Development Permit Areas

General Intent: Development constraints in Qualicum Beach are the result of unstable ground conditions, flooding hazards and areas of environmental sensitivity.

Hazard Lands Development Permit Areas in Supporting Key OCP Goals

The policies and objectives of the designation of Development Permit Areas support the Key OCP Goals of **Community Health** and **Progressive Infrastructure**.

Community Health: Advanced by preventing negative health consequences that may occur as a result of flooding or unstable ground conditions.

Progressive Infrastructure: Advanced by managing stormwater in a way that prevents slope failures and unstable ground conditions.

Development Permit Area H1 – Hazardous Lands

Category:	(a) **Protection of development from hazardous conditions**
Purpose:	*Protection of Development from Hazardous Conditions*
Area:	This Development Permit Area is shown on map 'Schedule 2.5' and is applicable to flood-prone lands, coastal properties that are susceptible to storm damage and steep slopes. This includes, but is not limited to, all those lands within the Plan area with a natural grade greater than 30%.
Justification:	Lands including or susceptible to natural hazards may experience erosion, degradation or mass movement and require great care and consideration if development and/or disturbance are to occur.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 2*

2.7.1.1 Unstable Areas

Intent: Steep, potentially unstable bluff areas exist along the south side of the Island Highway 19A, the northerly foreshore including the Estate Residential and Eaglecrest areas, Grandon Creek ravine, Beach Creek ravine, District Lot 17 and a portion of the French Creek valley near the Qualicum Beach Airport owned by the Town. While the ravine areas of Grandon Creek are mostly controlled by the Town, other areas are privately-owned and subject to development pressure. For this reason, these areas have been designated Development Permit Areas.

Particular reference is made to geotechnical reports prepared for the Town in 1981 by B.H. Levelton & Associates and in 1996 by EBA Engineering Consultants Ltd., that conclude most failures in the area south of, and adjacent to, the Island Highway 19A are triggered by surface and subsurface water conditions.

Objectives

2.7.1.1(a) *To protect both existing and new developments against hazards associated with unstable soils.*

2.7.1.1(b) *To maintain vegetation where it serves to absorb high water levels and control run-off that could otherwise trigger soil failures.*

2.7.1.1(c) *To prevent storm drainage from development increasing water levels in critical areas.*

2.7.1.1(d) *To ensure construction is undertaken using principles that are consistent with good geotechnical practice to prevent soil failures from occurring as a consequence of development.*

Policies

2.7.1.1.1 No vegetation shall be removed from the slopes of the French Creek ravine, Grandon Creek ravine, Beach Creek ravine, the bluff areas south of the Island Highway 19A or other areas that have been identified as being unstable, except in accordance with the development permit guidelines for that area.

2.7.1.1.2 Any development on areas that are subject to unstable ground conditions shall have storm and other drainage systems designed by a professional engineer, so as not to increase the risk of soil failure resulting from surface water conditions.

2.7.1.1.3 Where an owner of land is aware of unstable ground conditions on a property to be developed, the owner shall advise the municipality of such conditions at the time an application is made for a permit or an amendment to a bylaw affecting the property under consideration.

2.7.1.2 Flooding

Intent: Low-lying coastal areas have considerable exposure to storm events and are subject to flooding and wave action during high tides and heavy weather. Rising sea levels, as a result of climate change, will increase the vulnerability of the Town's flood-prone areas. Low-lying land near the Little Qualicum River is vulnerable to both river and ocean flooding. Map Schedule 2.5 "Hazardous Lands Development Permit Areas" identifies the areas that are historically vulnerable to flooding.

Objectives

2.7.1.2(a) *To define areas that may be subject to flooding.*

2.7.1.2(b) *To prevent damage to persons and property as a result of flooding.*

2.7.1.2(c) *To plan for the impact of sea level rise as projected and supported by scientific literature.*

Policies

2.7.1.2.1 With respect to development of the beach areas, the Town shall follow the development permit guidelines for that area.

2.7.1.2.2 The Town shall review the maps and data produced by Federal and Provincial government sources when considering land use within flood plain or flood-prone areas.

2.7.2 Ecological Development Permit Areas: Environmentally Sensitive Areas (ESAs)

Intent: The Little Qualicum River and French Creek are important fisheries resources that require consideration. Both Grandon Creek and Beach Creek are fish-bearing streams that require consideration. The beach of Qualicum Beach is not only a prime recreational resource, but also an important environmental area.

The Town-owned land on D.L. 10 is underlaid with aquifers, which are a main source of the Town's drinking water. The aquifers also extend into the privately-owned part of D.L. 10 on the north side of the highway located outside the municipal boundary. The Town-owned land south of the fire hall on Rupert Road is also a major water source. Both properties require careful management in order to protect the quality and quantity of this resource.

Environment Canada, Canadian Wildlife Service and the Provincial Ministry of Water Land and Air Protection (2002), in partnership with other organizations, produced a Sensitive Ecosystems Inventory for East Vancouver Island that includes the Qualicum Beach area. The document is a good reference for land-use planning. Fine-tuning of the information appears to be necessary and is ongoing.

Map 'Schedule 2.4' – "Ecological Development Permit Areas" identifies those environmentally-sensitive areas that are protected by a Development Permit Area designation. *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1* contains guidelines for actions within these areas.

Ecological Development Permit Areas in Supporting Key OCP Goals

The policies and objectives of the designation of ecological Development Permit Areas support the Key OCP Goal of **Healthy Landscapes**.

Healthy Landscapes: Advanced by protecting environmentally sensitive areas in the Town.

Objectives

2.7.2(a) *To protect areas of environmental importance, including Coastal Douglas fir Biogeoclimatic Zone ecosystems.*

2.7.2(b) *To determine the sources of existing pollutants entering Grandon Creek and Beach Creek, and initiate corrective measures.*

2.7.2(c) *To protect the quantity and quality of the Town's drinking water supply, including the aquifers underlying D.L. 10 and the Berwick Well Field.*

Policies

2.7.2.1 The Town shall encourage and co-operate with Provincial and Federal agencies and the Regional District of Nanaimo to identify, enhance and protect the Town's environmentally-sensitive areas.

2.7.2.2 The Plan contains policies and development permit guidelines in regard to environmentally-sensitive areas within the Qualicum Beach area.

2.7.2.3 The Town shall oppose any development of D.L. 10, or the Berwick Well Field or any other development that could have an adverse effect on the Town's underground water supply.

2.7.2.4 The Town shall consider the importance of Coastal Douglas-fir ecosystems and associated wildlife and vegetation when considering proposed changes in land use or designation.

2.7.2.5 The Town shall explore additional bylaws and policies to identify, protect and restore Coastal Douglas fir Biogeoclimatic Zone ecosystems.

Development Permit Area G1 – G12 – Ecological Greenway Areas

Category: (b) **Protection of the natural environment, its ecosystems and biological diversity**

Area: Development Permit Area No. G1– G12, as shown on map 'Schedule No. 2.4'.

a) Development Permit area boundaries for Areas G1, G2, G3 and G4 shall include the Riparian Assessment Area required by the Riparian Area Regulation (RAR) adjusted to include any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

b) Within the Development Permit Area boundaries, Aquatic Habitat Greenways shall be defined to include the Streamside Protection and Enhancement Areas (SPEAs), as defined under the RAR, plus the nest trees and associated buffers.

For these areas, Development Permit Area boundaries and Ecological Greenways shall be established as follows:

G1 – Grandon Creek

G2 – Lower Beach Creek

G3 – Upper Beach Creek

G4 – Beach Creek Tributaries

G5 – Little Qualicum/Laburnum

The Development Permit Area boundaries for Area G5 shall include sensitive land in one of four types:

a) The Riparian Assessment Areas required by the RAR. Within the Development Permit Area boundaries, Aquatic Habitat Greenways shall be defined to include the Streamside Protection and Enhancement Areas (SPEAs) as defined under the RAR.

b) Aquatic Habitat Greenways that encompass all wetlands, which means all areas of land that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, fens, vernal pools and estuaries, plus wetland buffers, as recommended by a Registered Professional Biologist.

c) **Upland Habitat Greenways that encompass sloping terrain** plus 3m from the top of sloping terrain and 3m from the toe of sloping terrain.

d) **Upland Habitat Greenways that encompass any nest tree** of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

G6 – Estate Slopes

Development Permit Area G6 shall include Upland Habitat Greenways that encompass sloping terrain plus 3m from the top and bottom of sloping terrain, adjusted to include any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

G7 – Shore Cliffs

Development Permit Area G7 shall include Upland Habitat Greenways that encompass sloping terrain plus 3m from the top of sloping terrain and 3m from the toe of the sloping terrain, adjusted to include any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist. In areas of new commercial, multi-unit or resort development, the width of the Upland Habitat Greenway shall be the area of undisturbed land remaining after regrading required by a geotechnical engineer to accommodate building development, but in no cases shall the Upland Habitat Greenway be less than 10m wide.

G8 – Marine Shoreline

The Development Permit Area G8 applies to all lands within an area that extends 15m inland from the natural boundary of the ocean and seaward to the Municipal boundary. These shoreline areas have high ecological values. Due to their physical and biological characteristics and situation, they need to be carefully managed to avoid potential negative impacts of development and construction. Residential development, and associated shoreline improvements or protection measures, can threaten the ecological and physical integrity of the foreshore and valuable upland.

G9 – Aspen Sedge Wetland (SEI 0411)

G10 – Claymore Forested Wetland (SEI 0409)

G11 – Bog Wetland (SEI 0421)

Development Permit Area G9, G10 and G11 shall encompass all wetlands including associated buffers. Within these Development Permit Areas, Aquatic Habitat Greenways shall be maintained on all watercourses, including all areas of wetlands, which means all areas of land outside watercourses that are

inundated or saturated by surface or groundwater at a frequency and duration sufficient to support vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, fens, vernal pools and estuaries, plus wetland buffers, as recommended by a Registered Professional Biologist. Development Permit Area boundaries shall be adjusted to include any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

G12 – French Creek Riparian and Steep Slopes

The Development Permit Area boundaries G12 shall include sensitive land of the following types:

a) **The Riparian Assessment Areas required by the RAR.** Within the Development Permit Area boundaries, Aquatic Habitat Greenways shall be defined to include Streamside Protection and Enhancement Areas (SPEAs) as required under the Riparian Areas Regulation (RAR).

b) **Upland Habitat Greenways encompass the sloping terrain** plus 3m from the top of sloping terrain and 3m from the toe of sloping terrain.

c) **Upland Habitat Greenways that encompass any nest tree** of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

Justification: Ecological Greenways are important habitats for fish, birds and wildlife, or are representative areas of native vegetation, ecosystems and biodiversity. As some of these areas contain bluffs rising from the Strait of Georgia, there is a need to ensure that development and other activities are carried out in accordance with best practices.

The Development Permit designation on the property that contains the Ecological Greenway is necessary to allow development or redevelopment of adjacent properties in a manner that will conserve and restore fish and wildlife habitat, and allow flexibility in the form of the development adjacent to the Greenway

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1*

Ecological Greenway Types

The Ecological Greenways map 'Schedule 2.7' identifies the general location of three types of greenways: **Aquatic Habitat Greenways**, **Upland Habitat Greenways**, and **Marine Shorelines.**

Aquatic Habitat Greenways: Ecological Development Permit Area

Category	(a) protection of the natural environment, its ecosystems and biological diversity;
Purpose	*Protect watercourses and the sensitive ecosystems around them*
Area:	Map 'Schedule 2.4' – "Ecological Development Permit Areas" identifies those environmentally-sensitive areas that are protected by a Development Permit Area designation.
Justification:	Protection of these areas is required under the federal *Fisheries Act*. The Aquatic Habitat Greenway designation brings local land use planning in line with this senior government law, and increases certainty about what areas require protection. The Provincial *Fish Protection Act* also applies to protection of Aquatic Habitat Greenway.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1*

Upland Habitat Greenways: Ecological Development Permit Area

Category	(a) protection of the natural environment, its ecosystems and biological diversity;
Purpose	*Include wooded areas, veteran trees and native thickets.*
Area:	Map 'Schedule 2.4' – "Ecological Development Permit Areas" identifies those environmentally-sensitive areas that are protected by a Development Permit Area designation.
Justification:	These areas provide important habitat for eagles, herons, and song birds, as well as many small mammals and other species. Many patches of upland habitat exist on public lands in the urban areas of Qualicum Beach. Thoughtful private landowners have maintained habitat on their properties.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1*

Marine Shorelines: Ecological Development Permit Area

Category	(a) protection of the natural environment, its ecosystems and biological diversity;
Purpose	*Protects ecological and physical integrity of the foreshore while permitting public access*
Area:	Map 'Schedule 2.4' – "Ecological Development Permit Areas" identifies those environmentally-sensitive areas that are protected by a Development Permit Area designation.
Justification:	These are referred to collectively as ecological greenways in the development permit guidelines. The Ecological Greenway Map shows the following: green or aqua-coloured areas - representing graphically the approximate extent of the proposed ecological greenways, which are to remain free of development other than as permitted in this bylaw. For the purpose of partial relaxation of related land use regulations only, i.e. front and rear yard setbacks, all parcels which contain an ecological greenway designation shall be included in the Development Permit Area.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1*

2.7.3 Form and Character Development Permit Areas

Intent: The small-town charm of Qualicum Beach is a key component of the community's sense of place. Guiding the form and character of intensive residential, commercial, and institutional development will help protect the small-town charm for generations to come.

Form and Character Development Permit Areas in Supporting Key OCP Goals

The policies and objectives of the designation of form and character Development Permit Areas support the Key OCP Goal of **Sense of Place**.

Sense of Place: Advanced by guiding new development to compliment the small-town village character and ambience of the Town.

As per Section 488 of the *Local Government Act,* a local government may only establish Form and Character Development Permit Areas for the following purposes:

- Revitalization of an area in which commercial use is permitted
- Establishment of objectives for the form and character of intensive residential development
- Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development
- In relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region

The following tables provide the category, area, justification, and location of guidelines for each Form and Character Development Permit Area in the Town.

Development Permit Area C1 – Uptown Commercial

Category:	(d) **Revitalization of an area in which a commercial use is permitted** (f) **Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development**
Area:	Development Permit Area No. C1, as shown on map 'Schedule No. 2.3', includes the uptown commercial core area of Qualicum Beach.
Justification:	The Downtown Revitalization Strategy was adopted by Council in 1992. The Downtown Revitalization Concept Plan followed in 1994. It is the intent of the Plan to implement the objectives of the revitalization studies through a balance of improvements initiated by the Town and through development permits as redevelopment proceeds. Detailed "Village Design Guidelines" were completed and incorporated into the Plan in February 1997. The area is now referred to as "uptown", with the guidelines being re-titled "Uptown Commercial Design Guidelines".
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C2 – Light Industrial

Category:	(f) **Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development**
Area:	Development Permit Area No. C2, as shown on map 'Schedule No. 2.3', includes the "Village Neighbourhood" areas designated for light industrial use.
Justification:	The light-industrial area is close to both the uptown commercial area and medium-density developments. Both these areas have been identified as Development Permit Areas in order to protect essential ingredients of the Town's character. The light-industrial area needs to be subject to similar regulation so that any new facilities further support the Town's efforts in adjacent areas. However, it is recognized that light-industrial needs vary from those in the commercial sector. For this reason the industrial area is identified as a separate Development Permit Area.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C3 – Beach Commercial

Category:	(a) **Protection of the natural environment, its ecosystems and biological diversity** (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	Development Permit Area No. C3, as shown on map 'Schedule No. 2.3', includes the commercial area located on the Island Highway 19A at Memorial Avenue. Map 'Schedule 2.4' shows an area of Aquatic Habitat Greenway on a part of this Development Permit Area.
Justification:	These commercial properties are at the intersection of the Island Highway 19A and Memorial Avenue. The location has been identified as an important visual focal point for the beach area. The area serves as a gateway to the Town and as one of two 'Anchor Points' to the beach area. Moreover, it is anticipated that the need for traffic control of the intersection will require careful management of both vehicular and pedestrian traffic.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1 and Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C4 – Beach Commercial

Category:	(f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	Development Permit Area No. C4, as shown on map 'Schedule No. 2.3' includes the commercial area located at the west end of the Town, adjacent to the Island Highway 19A.
Justification:	These commercial properties form the western gateway of the Town and some are part of a major view corridor important to the prime tourism resource of the Town. Enhancement of the village scale and character is desirable in this area.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C5 – College Road

Category:	(f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	Development Permit Area No. C5, as shown on map 'Schedule No. 2.3', includes the former commercial/heritage property located on College Road.
Justification:	The history on this property, originally built as a boys' school known as the Qualicum College, reflects the village character and heritage of Qualicum Beach which is important to tourism in the Town.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C6 – Memorial Avenue

Category:	(f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	Development Permit Area No. C6, as shown on map 'Schedule No. 2.3', includes a commercial/residential property with heritage history, located on the corner of Memorial Avenue and Crescent Road East.
Justification:	This commercial/multi-family residential site is prominently located on Memorial Avenue, a major arterial road linking the waterfront and the uptown area.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C7 – Memorial Avenue

Category:	(d) **Revitalization of an area in which a commercial use is permitted**
Area:	Development Permit Area No. C7, as shown on map 'Schedule No. 2.3', includes a property with Heritage Designation located on Memorial Avenue.
Justification:	The building on this property is St. Mark's Anglican Church. Built in 1926, both the quality and design of the building exemplify the village character which has long been an objective in the uptown area of Qualicum Beach to the south. The building is a predominant landmark and acts as a gateway to the uptown area.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C8 – Crescent Road East

Category:	(a) **Protection of the natural environment, its ecosystems and biological diversity** (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	Development Permit Area No. C8, as shown on map 'Schedule No. 2.3' includes a commercial area on Crescent Road East. The area faces the Qualicum Beach Memorial Golf Course to the northwest and is bounded by the Qualicum Beach Heritage Forest to the southwest and southeast.
Justification:	**Natural Environment** Development Permit Area C8 forms an environmentally integral part of the Qualicum Beach Heritage Forest. This is an environmentally-sensitive area containing many old-growth trees within the endangered Coastal Douglas fir region on the east coast of Vancouver Island. The trees and vegetation within Development Permit C8 play an influential role in the preservation and enhancement of Beach Creek as a habitat for salmon and other fish. **Commercial** The successful integration of additional commercial buildings must be attributed to the requirement that they match the scale and character of the existing historical buildings on the property.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1 and Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C9 – Berwick Road

Category:	(f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	Development Permit Area No. C9, as shown on map 'Schedule No. 2.3', includes institutional/multiple residential buildings at the corner of Berwick Road and Village Way.
Justification:	The successful integration of institutional or multi-family residential uses into the "Village Neighborhood" must be attributed to the requirement that they match the scale of adjoining areas, while providing some landscape buffering towards adjacent properties, without creating an enclave that separates the buildings from the surrounding community. Any additional development shall be at a scale and size to complement both the casual pedestrian scale of the commercial core areas and adjoining residential areas.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C10 – Qualicum Beach Airport

Category:	(a) **Protection of the natural environment, its ecosystems and biological diversity** (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	This Development Permit Area No. C10, as shown on map 'Schedule No. 2.3', includes Industrial land at the Qualicum Beach Airport.
Justification:	The Qualicum Beach Airport Development Permit Area provides guidelines for the form and character of light industrial activities which are not exempt from local regulation by Federal Aviation legislation. The Qualicum Beach Airport is a small community airport facing growing pressure for additional transportation-related commercial services and supportive light-industrial development. Local residents are concerned about the potential impact of industrial development, including noise, odour, night lighting and potential contamination of groundwater.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1 and Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C11 – Highway Bluff Commercial

Category:	(f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	Development Permit Area No. C11, as shown on map 'Schedule No. 2.3', includes commercial properties located south of Island Highway 19A.
Justification:	These commercial properties are located on Island Highway 19A overlooking the oceanfront and beach area of the Town. Both the Highway as a scenic route for visitors, and the beach itself are prime resources of the Town. Enhancement of form and character is desirable in this area.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C12 – Rural Destination Resort

Category:	(a) **Protection of the natural environment, its ecosystems and biological diversity** (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development** (h) **Establishment of objectives to promote energy conservation** (i) **Establishment of objectives to promote water conservation**
Area:	Development Permit Area No. C12, as shown on map 'Schedule No. 2.3', includes non-ALR lands within the existing Pheasant Glen golf course on Qualicum Road. DPA G3 - Ecological Greenway Development Permit Area is applicable to areas within close proximity to Upper Beach Creek. Refer to Schedule 2.4
Justification:	A comprehensive development plan for this area was adopted into the Municipal planning framework in 2005. Since that time the industry has evolved and regulatory changes were required to address the unique nature of modern mixed use resort lifestyle community development and post pandemic world. A mix of adaptive resort accommodation types are proposed which includes conventional hotel rooms, cottages, villas and stacked condominiums for a maximum of 225 units (not including lock off suites). In addition, a comprehensive system of publicly accessible trails and

open spaces will be provided. This green necklace will include linkage trails between neighbourhoods, a perimeter trail and trails connecting to the Town's extensive trail systems.

The new accommodation mix and supporting resort amenity package are intended to integrate into the natural landscape and socio-economic fabric of the Town. The thoughtful integration of these intrinsic features will play a major role in defining the form and character of the resort and a true 'sense of place'.

Natural cycles of day and night lighting are important for human health, the natural environment, astrophysical endeavors, and the conservation of energy. To minimize these impacts, outdoor lighting should be regulated to control both the quantity and quality of night lighting.

It is the objective of the Village to promote quality resort environments that maintain desirable relationships to their surrounding context.

It is also the objective of the Town to encourage new development that incorporates energy and water conservation principles as well as designs that work towards reducing greenhouse gas emissions.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1 and Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area E1 – Beach Area

Category:	(a) **Protection of the natural environment, its ecosystems and biological diversity** (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	Development Permit Area No. E1, as shown on map 'Schedule No. 2.3', includes commercial properties located between the Island Highway 19A and the beach. A portion of this Development Permit Area overlaps with the Upland Habitat Greenway, as showing on Map 'Schedule 2.4'.
Justification:	These commercial properties are adjacent to the beach, an important environmental and tourism area. Some lots also form an important part of the major view corridor of the Town. Enhancement of the "village" scale and character is desirable in this area. In addition, all sites are subject to flood damage during high tides when combined with heavy weather. Care must be taken to provide the necessary safety for developments without intruding on environmental requirements.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1 and Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area RFC1 – Small-Scale Residential Form & Character

Category:	(e) **Establishment of objectives for the form and character of intensive residential development**
Area:	Development Permit Area No. RFC1, as shown on map 'Schedule No. 2.3', includes all residential areas within the Town of Qualicum Beach that are not in other Form and Character Development Permit Areas.
Justification:	The successful integration of residential structures into the neighbourhoods of the Town requires that they complement the scale of adjoining residential areas and contribute to a physical sense of community. This means that the application of RFC1 Guidelines may look different for developments in different neighbourhoods, and that is the intended outcome of these guidelines – to protect the form and character of existing neighbourhoods from buildings that do not complement the neighbourhood and the small-town character of the community.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area RFC2 – Medium-Density Residential Form & Character

Category:	(a) **Protection of the natural environment, its ecosystems and biological diversity** (b) **Protection of development from hazardous conditions** (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**
Area:	Development Permit Area No. RFC2, as shown on map 'Schedule No. 2.3', includes all multi-family or intensive residential areas within the Eaglecrest Area.
Justification:	The successful integration of residential or mixed-use residential structures taller than three storeys and/or five or more units to the Eaglecrest neighbourhood requires that they match the scale and character of adjoining residential areas while being sensitive to existing uses including single-family residential and recreational uses. This means that the application of RFC2 Guidelines may look different for developments on different parcels within the neighbourhood, and that is the intended outcome of these guidelines – to protect the form and character of the Eaglecrest neighbourhood from larger buildings that are not sensitive to the existing character of the neighbourhood.
Guidelines:	See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

2.8 Land Acquisition

Intent: To meet the broad objectives of this Plan, some additional property acquisition will be required. Techniques available to the Town for parks and open space acquisition include:

a) Outright purchase. This can be financed, in part, by sale of existing surplus properties.

b) Land exchange. In some cases, a land swap of existing holdings in exchange for new strategic acquisitions would be equitable.

c) A 5% land dedication at time of subdivision. The *Local Government Act* will allow the Town to require a portion of subdivided land in a location acceptable to the Town to be set aside for park purposes.

d) Negotiation. The Town may be able to negotiate a public right of way, easement, or other legal tenure to achieve public objectives, such as trail access or linear open space.

e) Development Cost Charges bylaw. The *Community Charter* allows the Town to impose a charge for parks acquisition and improvement purposes.

f) Land grant. The Town of Qualicum Beach may be in a position to receive land grants from the Crown (Province), the E & N Railway, or from private donors and estates.

g) Public ways like walkways or bikeways fall under the definition of 'highway' in the *Land Title Act*. As such, these can be managed similar to highway dedications during subdivision.

h) Community Amenity Contributions. *Community Amenity Contributions Policy 3008-11* allows the Town to define required amenity contributions for zoning amendments which result in an increase in property value (land lift)

Objectives

2.8(a) *To obtain appropriate land for the purposes of public recreation, open space, ecological areas and other goals of this Plan.*

Policies

2.8.1 The Town shall pursue the following major acquisitions:

- selected residential properties along the central waterfront, including those which now have encroachments on public land, and, in the long term, those required for a waterfront walkway, traffic circulation and parking.
- sites of two neighbourhood parks. All, or a part, of the neighbourhood park sites required for the western edge of Qualicum Beach could be provided out of District Lot 10 and existing Crown lands.
- linear open space connections:
    - broadened, along the upper sections of Grandon Creek to the Community Park.
    - along Beach Creek to Village Way, with an east/west tie to Dogwood Road.

2.9 Implementation

Implementation of the OCP is achieved through a variety of means, including but not necessarily limited to:

- Council resolutions
- Land use bylaws and other bylaws and regulations
- Development Permits
- Heritage Conservation Areas
- Agreements
- Special Studies

In accordance with the *Local Government Act,* all bylaws enacted, permits issued, and works undertaken must be consistent with the policies contained in this OCP. Moreover, many policies contained within this OCP establish the need for further studies and actions, many of which Council will need to consider in order to implement this OCP.

Objectives

2.9(a) *To ensure implementation of this OCP by amending other bylaws to be consistent with, and supportive of, this OCP.*

2.9(b) *To ensure that other bylaws of the Town reflect the latest changes to the requirements set out by the Local Government Act.*

Policies

2.9.1 The Town will review and amend, as required, other related bylaws to ensure that they are consistent with the policies established by this OCP and the requirements of the *Local Government Act.*

3. Land Use Designations Within the Village Neighbourhood

Introduction

Intent: The "Village Neighbourhood" is characterized by pedestrian-friendly streets, a mix of housing types, parks, recreation facilities and natural areas all within walking distance of its vibrant, compact commercial core. The size of the "Village Neighbourhood" is based loosely on a 400m radius from the Commercial Core ("uptown"). However, because of topographic constraints, the E & N Railway to the north and the Agricultural Land Reserve lands to the east, the distance is reduced in some areas (see map 'Schedule 2.2').

Within the "Village Neighbourhood", developments should make efficient use of the land, where smaller private areas are compensated by proximity to services, amenities, green spaces, squares, and a livable, attractive neighbourhood. Neighbourhood design and infrastructure should provide for future options such as alternative transportation and fuels, green streets, district energy, water/waste management and local food production and distribution.

The quality of life in the "Village Neighbourhood" will be protected and enhanced by introducing multi-residential housing of high quality that integrates well with the surrounding single-family dwellings and is compatible with the existing village scale and character. Where existing residences are single-family homes, well-designed small-scale multi-unit housing opportunities should be prioritized in the "Village Neighbourhood", as gentle densification will contribute to the neighbourhood character and support local businesses located in the commercial core.

The existing light-industrial zoned lands immediately to the east of the uptown core contain many buildings that are of lower quality and utilitarian design. These buildings and yards contrast with the village character buildings and landscaped areas of the uptown area. The Town will encourage the revitalization of this area as a special planning area.

Land previously occupied by Qualicum Beach Elementary School on Primrose Street will continue as a community hub while retaining future potential as a school site.

Tourism makes a significant contribution to the Qualicum Beach economy, and there is a significant opportunity to increase tourism activity in the "Village Neighbourhood".

Village Neighbourhood Land Use in Supporting Key OCP Goals

The policies and objectives of the Village Neighbourhood land use designation support the Key OCP Goals of **Complete, Compact Community Land Use**, **Low-impact Transportation**, **Community Health, Economic Prosperity**, **Healthy Landscapes**, **Green Buildings**, **Sense of Place**, and **Diversity of Housing**.

Complete, Compact Community Land Use: Advanced by the enhancement of the uptown core to be vibrant, safe, pedestrian friendly and commercially viable and to encourage the efficient use of land.

Low-impact Transportation: Advanced by emphasizing pedestrian-friendly design within the Village Neighbourhood.

Community Health: Advanced by maintaining and enhancing the public realm and discouraging medium-density housing projects that seek to separate themselves from the surrounding community.

Economic Prosperity: Advanced by exploring ways to attract young families in the Town, and providing opportunities for tourist accommodation and revitalize light-industrial lands in the Village Neighbourhood.

Healthy Landscapes: Advanced by managing rainwater, trees, and vegetation for new development in the Village Neighbourhood.

Green Buildings: Advanced by exploring opportunities to improve the energy efficiency of subdivisions and building construction.

Sense of Place: Advanced by ensuring off-site improvements to street-frontage for developments, such as sidewalks, street trees, and street lighting, and controlling building height within the Village Neighbourhood.

Diversity of Housing: Advanced by encouraging a mix of housing types and encouraging accessory residential uses for commercial and cultural spaces within the Village Neighbourhood.

Objectives

3.0(a) *To support the visionary principles in the Interim Sustainability Plan.*

3.0(b) *To establish a complete community centred on the uptown core that is vibrant, safe, pedestrian-friendly and commercially viable.*

3.0(c) *To provide a number of alternative methods of providing parking within the uptown commercial core.*

3.0(d) *To maintain and enhance the public realm including parks, squares, greens, play spaces and natural areas, as well as shops and activity centres.*

3.0(e) *To facilitate the comprehensive redevelopment of the former School District 69 Bus Garage site and adjoining areas around 'The Old School House' and next to the former Qualicum Beach Elementary School.*

3.0(f) *To promote Qualicum Beach as a tourist destination by providing opportunities for tourist accommodation and amenities within the "Village Neighbourhood".*

3.0(g) *To encourage revitalization of the light-industrial zoned lands adjacent to the uptown core.*

3.0(h) *To encourage housing types that make efficient use of land within the Village Neighbourhood, subject to neighbourhood compatibility.*

3.0(i) *To encourage a mix of high quality housing types that enhance the village scale and character of the area.*

3.0(j) *To encourage accessory residential dwellings as part of commercial and cultural uses.*

General Policies

Related to OCP Goal 1: Complete, Compact Community Land Use

3.0.1 The Town shall encourage the efficient use of land within the Village Neighbourhood.

Related to OCP Goal 2: Low-impact Transportation

3.0.2 The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.

3.0.3 The Town supports the use of electric cars and shall encourage electric car charging stations as part of all new developments.

3.0.4 Existing and proposed community parking areas within the "Village Neighbourhood" are illustrated on map 'Schedule 2.2'.

3.0.5 Parking in the commercial core shall be accommodated through a combination of on-street, on-site and community parking areas.

3.0.6 Improvements to parking shall be considered during the redevelopment of the former School District 69 Bus Garage site and surrounding area.

3.0.7 The Town shall explore alternative methods to compensate for a shortage of on-site parking, e.g. "*Specified Area for Community Parking Bylaw*".

3.0.8 In order to establish a vibrant, pleasant and pedestrian-friendly commercial core, community parking areas will be located either around the periphery of the Commercial Residential area or in underground parking structures.

Related to OCP Goal 3: Community Health

3.0.9 The Town shall encourage rezoning applications for health care facilities within the "Village Neighbourhood". Larger facilities should be ideally constructed on land already intended for that purpose, such as the land on Jones Street that is owned by Island Health. Such uses may be combined with medium-density residential or other uses.

Related to OCP Goal 5: Progressive Infrastructure

3.0.10 The Town shall pursue the implementation of a district energy pilot project within the "Village Neighbourhood", with the Community Park and the curling rink area as potential locations. Potential technologies to be explored include geothermal and heat recovery from wastewater.

Related to OCP Goal 6: Economic Prosperity

3.0.11 In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.

3.0.12 Zoning and subdivision regulations shall provide opportunities for bed and breakfast tourist accommodation as an accessory use to the Residential, Commercial and Cultural uses permitted within the "Village Neighbourhood" area as shown on map 'Schedule 2.2'.

3.0.13 The Town shall consider rezoning applications for a major tourist facility combining residential use with a destination resort hotel within the "Village Neighbourhood" area.

3.0.14 Mixed commercial/residential uses will be encouraged in the uptown area. Residential uses will not be supported on ground-floor commercial street frontages in the commercial area.

3.0.15 Use of commercial land within Development Permit Areas, as indicated on map 'Schedule 2.2', shall be in accordance with the Development Permit provisions contained in Section 2.7.

Related to OCP Goal 7: Healthy Landscapes

3.0.16 The Town shall support the redevelopment of the "Village Neighbourhood" in a manner that demonstrates the vision of the Interim Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.

3.0.17 The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.

3.0.18 The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.

Related to OCP Goal 8: Green Buildings

3.0.19 Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall explore opportunities to improve the energy efficiency of subdivisions and building construction.

Related to OCP Goal 9: Sense of Place

3.0.20 The Town shall discourage housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.

3.0.21 As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.

3.0.22 On-site parking shall include landscaped areas in accordance with the "Uptown Commercial Design Guidelines" section of this Plan.

3.0.23 The Town supports the undergrounding of overhead utility wires within the "Village Neighbourhood" and shall explore financial and other strategies to work towards this objective over the long term.

3.0.24 Rezoning applications for medium-density residential uses will be considered within the "Mixed Residential 1 and Mixed Residential 2" areas of the "Village Neighbourhood" as illustrated on map 'Schedule 2.2', provided proposals are in accordance with the "Small-Scale Residential Form and Character Design Guidelines (see Development Permit Area Guidelines located in Zoning Bylaw No. 900).

Related to OCP Goal 10: Diversity of Housing

3.0.25 The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.

3.0.26 Within the "Village Neighbourhood", the Town shall encourage developments that include a diversity of housing options, including a range of unit sizes and building types for families of all ages.

3.0.27 Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.

3.0.28 The Town shall require that where a new residential lot is created in the "Village Neighbourhood", that approval of any new residential development be conditional upon a minimum of two dwelling units per lot.

3.0.29 Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views, community amenities, and contribution to housing stock which serves Priority Housing Groups, affordable housing, and/or purpose-built rental. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.

3.1 Village Commercial Residential

Intent: The Village Commercial Residential area is the heart of the uptown, including Second Avenue West and the other primary commercial streets as detailed in Map Schedule 2.2. The Town's commercial activity is focused into this compact area to create a convenient and pleasant pedestrian experience. Residential use is encouraged within this area to provide opportunities for car-free living, support local businesses, and increase safety through "eyes on the street". However, residences should be accessory to the commercial activity and not be allowed to dominate the street fronts. The density of up to 110 units per hectare means that the area can accommodate multiple floors of residential dwellings in an urban setting.

On a typical 600m^2 lot, 110 units per hectare equates to approximately seven dwelling units.

Policies

3.1.1 The Town shall protect and enhance the small-scale village character through application of the "Development Permit Area C1- Uptown Commercial Design Guidelines" which form part of the OCP.

3.1.2 The Town shall continue to provide opportunities for mixed-use commercial and accessory residential developments in the Town's Land Use and Subdivision Bylaw.

3.1.3 The maximum density for accessory residential dwellings in the village commercial/residential area shall be up to 110 units/ha. However, density bonuses may be offered where developments provide underground parking, additional open space, parks, affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, 'green' buildings, or other community amenities.

3.1.4 Existing trees shall be retained where possible, as part of the landscape requirements for new developments.

3.1.5 In support of a complete, vibrant, uptown core where there is a potential to provide all types of commercial sales and services, the Town shall discourage owners from restricting specific uses that are otherwise allowed under the zoning regulations (e.g. restaurants).

3.1.6 The Town shall encourage a variety of commercial uses to limit the need for citizens to leave the Town for goods and services and further to attract commerce from the community's trading area to benefit the economic prosperity of businesses and professional services in the Town.

3.2 Village Light Industrial

Intent: The Village Light Industrial area is located east of Memorial Avenue between Second Avenue East and Fourth Avenue East as detailed in Map Schedule 2.2. The area is home to a number of consumer-oriented businesses that would not be easily accommodated in a retail/residential environment, such as auto body shops, warehouses, glass repair, building supply and cabinet making.

On a typical 600m^2 lot, 20 units per hectare equates to one dwelling unit.

Policies

3.2.1 The Town shall consider rezonings for a combination of light industry and accessory residential uses.

3.2.2 The maximum density for residential dwellings in the village light-industrial area shall be up to 20 units/ha, provided that residential uses do not interfere with industrial or commercial uses. Density bonuses may be offered where developments provide underground parking, additional open space, parks, affordable housing, purpose-built rental housing, housing that serves Priority Housing Groups, or other community amenities.

3.2.3 The Town shall review off-site works and service standards, including sidewalk and boulevard improvements, for the Village Light Industrial Area.

3.3 Village Commercial/Cultural/Residential

Intent: The Village Commercial/Cultural/Residential area includes several Town-owned properties near the south-west corner of Memorial Avenue and Fern Road, including a portion of the former bus garage property, the adjacent parking lot and The Old School House Property. This area is detailed in Map Schedule 2.2

Policies

3.3.1 The Town and consultants shall further explore the feasibility of possible uses within the 'Village Commercial /Cultural/Residential' designation shown on map 'Schedule 2.2', including the following:

- Park / Public Square
- Neighbourhood Pub
- Commercial Space (retail/office)
- Artist Studios / Galleries
- Hotel
- Performing Arts Centre
- Seniors' Centre
- Residential Development Above Ground Floor
- Outdoor Performance Venue
- Parking
- Movie Theatre

3.3.2 The Town supports the "Final Bus Garage Concept & Design Report" recommendation that a public square be included as part of the development of the Village Commercial/Cultural/Residential area.

3.3.3 The Town will continue to support The Old School House as a cultural centre for the arts.

3.4 Village Institutional

Intent: The Village Institutional designation includes publicly owned land within the Village Neighbourhood and residential care facilities as detailed in Map Schedule 2.2. These institutional uses complement the private business and residential uses in the area and are part of a complete, compact community.

The property designated Village Institutional located on Jones Street as detailed in Map Schedule 2.2 was originally donated to Island Health for the purpose of providing healthcare services; however, it is currently only partially utilized and has remaining development potential.

Policies

3.4.1 The Town supports the existing location of Kwalikum Secondary School for the long term and supports the retention of a potential school site on Primrose Street.

3.4.2 The Town supports the development of a primary medical facility and/or a multi-practitioner facility on Jones Street on the land designated as "Village Institutional" on map 'Schedule 2.2'.

3.4.3 The Town shall support accessory residential uses on lands designated as "Village Institutional" where the primary institutional use would not be negatively impacted.

3.5 Village Mixed Residential 1

Intent: Village Mixed Residential 1 is the residential portion of the Village Neighbourhood that is slightly farther from the uptown, as detailed in Map Schedule 2.2. The development potential of this area is slightly less due to the distance. The maximum density of 60 units per hectare means that the area could accommodate townhouses, smaller condominiums, tiny house clusters or other compact residential developments with slightly larger setbacks than Village Mixed Residential 2, as well as more landscaping.

On a typical 600m^2 lot, 60 units per hectare equates to approximately four dwelling units.

Policies

3.5.1 The policies for 'Village Mixed Residential 2' shall apply to 'Village Mixed Residential 1', with the exception of Policy 3.6.3.

3.5.2 The maximum density for residential dwellings in the Village Mixed Residential 1 area shall be up to 60 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".

3.6 Village Mixed Residential 2

Intent: Village Mixed Residential 2 is the residential portion of the Village Neighbourhood that is closest and most accessible to the uptown as detailed in Map Schedule 2.2. The proximity and convenience of this area makes it well-suited for more residential density than the other parts of the Village Neighbourhood. The maximum density of up to 80 units per hectare means that the area could accommodate larger condominium or apartment buildings, intensive townhouse developments or other compact residential developments with reduced setbacks and landscaping.

On a typical 600m^2 lot, 80 units per hectare equates to approximately five dwelling units.

Policies

3.6.1 The Town recognizes existing single-family and two-family dwellings within the area designated as 'Village Mixed Residential', as shown on map 'Schedule 2.2'.

3.6.2 The Town will consider rezonings for medium-density residential uses within the area designated 'Village Mixed Residential', as shown on map 'Schedule 2.2'.

3.6.3 The maximum density for medium-density developments in the "Village Mixed Residential 2" area shall be of up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".

3.6.4 The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for medium-density residential developments.

3.6.5 Sidewalks, curbs and gutters, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of medium-density developments.

3.6.6 Building designs and site development for medium-density residential developments shall conform to the 'Small-Scale Residential Form and Character Design Guidelines'.

3.7 Village Transitional Commercial/Residential

Intent: Village Transitional Commercial/Residential is the area on the fringe of the uptown, where the land use could be commercial, residential or a combination of the two as detailed in Map Schedule 2.2. The flexibility in this area is intended to accommodate fluctuations in commercial demand, as well as provide a transition between the commercial uptown and the surrounding residential areas. The density of this area is equivalent to the adjacent "Village Mixed Residential 2" area.

On a typical 600m^2 lot, 80 units per hectare equates to approximately five dwelling units.

Policies

3.7.1 The Town shall consider rezonings for medium-density residential and/or commercial uses within the area designated 'Village Transitional Commercial/Residential', as shown on map 'Schedule 2.2'.

3.7.2 The Town shall develop a suitable mixed-use zoning for the 'Village Transitional Commercial/Residential' area that will encourage small-scale developments compatible with 'Development Permit Area C1' design guidelines.

3.7.3 The maximum density for residential dwellings in the transitional area shall be up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".

3.7.4 The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for medium-density residential developments.

3.7.5 Sidewalks, curb-and-gutter, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of medium-density developments.

3.7.6 Building designs and site development for medium-density residential developments shall be compatible with the 'Development Permit Area C1' guidelines.

3.8 East Village

Intent: The East Village is an area east of Memorial Avenue on land that was previously designated as Industrial. The parcels in this area are large and the ownership has been consolidated over the years, making it ideal for a comprehensive redevelopment. The density of this area is equivalent to the adjacent "Mixed Residential 2" area. The location of the East Village area is detailed in Map Schedule 2.2

On a typical 600m^2 lot, 80 units per hectare equates to approximately five dwelling units.

Policies

3.8.1 The Town will consider rezoning applications for multi-unit residential uses with accessory commercial uses within the area designated 'East Village', as shown on map 'Schedule 2.2'.

3.8.2 Commercial uses within this area shall be located and oriented so as to maintain the compactness and pedestrian continuity of the uptown commercial core.

3.8.3 The maximum density for residential dwellings in the East Village shall be up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".

3.8.4 The East Village should be developed as a unique mixed-use neighbourhood with a form and character that is distinct from the rest of the uptown commercial core.

3.9 Village Parks and Squares

Intent: The location of Village Parks and Squares within the Village Neighbourhood are detailed in Map Schedule 2.2

Policies

3.9.1 The Town shall maintain and enhance the existing parks and squares within the "Village Neighbourhood" illustrated on map 'Schedule 2.2'.

3.9.2 The Town shall support and encourage the development of new squares and community gathering locations within the "Village Neighbourhood", as shown on map 'Schedule 2.2'.

3.9.3 The Town shall facilitate the integration of small green areas, open space, linear parks and squares into the residential areas of the "Village Neighbourhood", including the integration of a transportation network for sustainable modes of transport in and around the "Village Neighbourhood".

3.9.4 Pedestrian connectors shown within the "Village Neighbourhood" area are based on the 1994 revitalization study. Pedestrian connectors shall be developed as opportunities present themselves, either through development proposal negotiations with property owners, Town-initiated 'green streets' projects, or through land acquisition by the Town.

3.9.5 Future use of the 'Community Park' indicated on map 'Schedule 2.2' shall be in accordance with the 2006 Community Facilities Site Potential Plan Update and updates thereto.

4. Land Use Designations Outside the Village Neighbourhood

Introduction

Over the years, Qualicum Beach has substantially adhered to its Official Community Plan and adopted policies that address the Town's unique opportunities and constraints:

- As a community and as individuals, the residents of the Town recognize that human settlement is dependent on natural systems and that a sustainable balance between human uses and the natural environment must be maintained.
- The lands that are located just beyond the existing boundaries of Qualicum Beach have a direct effect on the social and economic welfare of the community. In order to protect the Town's interests in these sensitive fringe areas, the Town will work with the Regional District of Nanaimo as part of the implementation of the Regional Growth Strategy and the Town's OCP.
- The central commercial area provides upscale, quality, village-character buildings and landscaping. The adjacent light-industrial area has not developed to the same standards in regard to building façades, landscaping, parking and pedestrian amenities. This area is generally in need of revitalization.
- The Island Highway No. 19A generates high traffic loads along the beach, the Town's prime recreational asset. The highway corridor is physically constrained by both the beach and upland bluff areas and by existing commercial establishments along the beach.
- Unstable soil conditions prevail in undeveloped commercial areas along the Island Highway No. 19A. Improper development of these sites could result in hazardous conditions.
- Land use policies must be explicitly consistent with the framework and policies provided by the Regional Growth Strategy.

In addition, the Plan proposes to protect those aspects of Qualicum Beach that give it its character and scale, both in developed areas and its natural environment:

- The scale and character of its commercial areas are pedestrian-oriented.
- Outdoor recreation areas and natural ecosystems are preserved and enhanced.
- The scale and character of Qualicum Beach is oriented towards a village atmosphere.
- Multi-family residential developments are small-scale and form an integral part of a residential area.
- The Town's heritage is conserved, including buildings, landmarks, significant trees and forests.

4.1 Residential

Intent: Residential development should take place primarily in the "Village Neighbourhood" where developments benefit from existing services and residents live within a short walk of the commercial area. Higher levels of residential density in the "Village Neighbourhood" benefit the community by reducing reliance on private automobiles, improving the viability of public transportation, supporting local businesses, taking advantage of the energy efficiencies inherent in medium-density development, providing a greater diversity of housing and improving streetscapes and urban design. It should be noted that the buildout of the "Village Neighbourhood" is a long-term objective.

Consideration will be given to residential proposals that introduce alternative forms of housing which serve Priority Housing Groups into existing residential neighbourhoods, subject to neighbourhood compatibility. Given the desire related to quality of life, small town atmosphere and protection of the Town's rural greenbelt area, the Plan makes no provision for development in the rural greenbelt area, the 'Estate Residential' area or the area west of Grandon Creek. It is expected that residential development will be accommodated primarily through small-scale subdivision, infill of existing vacant lots and medium-density residential developments in the "Village Neighbourhood".

Residential Land Use in Supporting Key OCP Goals

The policies and objectives of the Residential land use designation support the Key OCP Goals of **Complete, Compact Community Land Use, Low-impact Transportation**, **Sustainable Food Systems, Progressive Infrastructure**, **Economic Prosperity**, **Sense of Place**, and **Diversity of Housing.**

Complete, Compact Community Land Use: Advanced by encouraging higher densities of residential development in the Village Neighbourhood and lower densities outside the Village Neighbourhood.

Low-impact Transportation: Advanced by promoting traffic-calming measures on local streets in residential neighbourhoods.

Sustainable Food Systems: Advanced by encouraging small-scale market gardening on residential land.

Progressive Infrastructure: Advanced by ensuring that municipal servicing is designed to accommodate residential land uses for lands designated as residential.

Economic Prosperity: Advanced by providing opportunities for sensitively-integrated and compatible home-based businesses on lands designated as residential.

Sense of Place: Advanced by encouraging residential developments and public spaces that strengthen and enhance the village atmosphere of the Town.

Diversity of Housing: Advanced by consistently exploring ways to facilitate the development of housing across the spectrum of affordability, accessibility, and tenure. Further advanced by encouraging the development of a variety of housing types and unit sizes.

Objectives

4.1(a) *To promote traffic-calming measures on local streets in residential neighbourhoods.*

4.1(b) *To encourage efficient use of municipal services and to prevent unnecessary capital expenditures by favouring residential development on lands already fully serviced.*

4.1(c) *To stimulate the local economy through enhancement of home-based business opportunities.*

4.1(d) *To improve streets and public spaces in conjunction with development activity as another way to strengthen community connections and create vibrant public spaces.*

4.1(e) *To provide a mix of housing types and tenures while encouraging designs that strengthen and enhance the village atmosphere of the Town.*

4.1(f) *To encourage a sufficient supply of affordable housing, special-needs housing, and rental housing.*

4.1(g) *To prioritize housing that serves at least one Priority Housing Group.*

General Policies

4.1.1 Higher densities of residential development shall be encouraged in the "Village Neighbourhood", while lower densities of residential development will be considered outside the "Village Neighbourhood", except where otherwise stated in this Plan or mandated by Provincial legislation.

4.1.2 The Town shall encourage and facilitate small-scale market gardening on residential land.

4.1.3 The Town shall ensure that municipal servicing is designed to accommodate the land uses identified in this Plan.

4.1.4 The Town, where possible and appropriate, shall provide opportunities for sensitively-integrated and compatible home-based businesses within the Town's zoning regulations and shall explore ways to encourage more home-based businesses as part of a healthy local economy.

4.1.5 The Town shall encourage innovative approaches to the provision of housing.

4.1.6 The Town shall explore ways to work with community groups and senior levels of government to provide for the development of affordable housing, special needs housing, and rental housing.

4.1.7 The Town shall maintain a policy that will discourage the conversion of residential rental units to strata units during periods of low vacancy rates.

4.1.8 The Town supports the integration of small-scale housing including attached secondary suites, detached ancillary dwelling units, duplexes, and houseplexes and shall periodically assess the effectiveness of the Town's regulatory bylaws in achieving this.

4.1.9 The Town will consider the integration of alternative forms of housing into existing residential areas where those housing forms serve at least one Priority Housing Group.

4.1.10 The Town will rely on the definition of affordable housing from Canada Mortgage and Housing Corporation: "housing is considered affordable if shelter costs account for less than 30 per cent of before-tax household income".

4.1.11 The Town does not support further opportunities for residential development beyond that which exists under this Plan, unless a significant environmental and community benefit can be secured.

4.1.1 Estate Residential

Estate Residential is defined as residential use that is located on the large parcels of land indicated on map "Schedule 2.1", which may be heavily forested and includes some old-growth trees which form a part of the Town's greenbelt. The use accommodates no more than two units per parcel. The housing typologies within Estate Residential could include single-detached dwellings, single-detached dwellings with secondary suites, and detached ancillary dwelling units.

Intent & Land Use Patterns: Estate Residential properties provide a buffer between the sensitive land on the foreshore and the higher traffic on Highway 19A, forming a part of the Town's greenbelt. Milner Gardens is located within this area and is an important institutional and educational asset for the community.

The Plan proposes to protect the "Estate Residential" lands as a large-lot forested area, and a Tree Protection Bylaw has been adopted to facilitate this protection. The section of forest adjacent to the highway is of particular importance to the community. Not only does it act as a buffer for property owners, it also provides a scenic gateway to the Town and has established itself as part of the heritage of Qualicum Beach.

These properties are low density, far from uptown, and without a convenient or safe route for active transportation, making it difficult for residents to access the uptown without relying on their cars.

Due to these reasons, the Estate Residential lands are not within the Urban Containment Boundary.

Estate Residential Land Use in Supporting Key OCP Goals

The policies and objectives of the Estate Residential land use designation support the Key OCP Goals of **Complete, Compact Community Land Use**, **Healthy Landscapes**, and **Sense of Place**.

Complete, Compact Community Land Use: Advanced by retaining low rural residential densities in the Town's fringe areas.

Healthy Landscapes: Advanced by preserving the "Estate Residential" forest and retaining a greenbelt around the Town's central urban area.

Sense of Place: Advanced by promoting ecological education opportunities in the Town.

Objectives

4.1.1(a) *To retain low rural residential densities in the Town's fringe area, including the "Estate Residential" area.*

4.1.1(b) *To preserve the "Estate Residential" forest in order to retain a greenbelt around the Town's central urban area, preserve the heritage values of Qualicum Beach and maintain the scenic gateway to the beach area.*

4.2.1(c) *To recognize the importance of Milner Gardens as an ecological education centre.*

Policies

4.1.1.1 Land designated as "Estate Residential" on map 'Schedule 2.1' of this Plan shall not exceed development densities of 2 dwellings for any parcel.

4.1.1.2 The Town shall not extend municipal services into areas designated as "Estate Residential" except under special conditions identified under the Urban Containment policies in Section 2.1.1.

4.1.1.3 In addition to the tree protection bylaws, the Town shall explore further ways to preserve the "Estate Residential" forest, including Development Permit Area designations, possible changes to the Zoning Bylaw, and the increase of the current minimum parcel size.

4.1.1.4 The Town shall continue, through the Zoning Bylaw, to provide for ecological education opportunities on the land owned by Vancouver Island University.

4.1.2 Small-Scale Residential

Small-Scale Residential is defined as residential use that is four-units or less per parcel, at a neighbourhood scale and is set out in map "Schedule 2.1". This density measurement is slightly different than the traditional units-per-hectare (u/ha) model often used. Traditional u/ha densities will vary within this definition, generally between 40 u/ha and 80 u/ha depending on the size of the lot. The housing typologies within Small-Scale Residential could include, but are not limited to, any combination of single-detached dwellings, dwellings with secondary suites, ancillary dwelling units, duplexes, or houseplexes.

> **Intent & Land Use Patterns:** The potential for new subdivisions and the availability of existing vacant small-scale residential lots within the municipal boundary is limited. Therefore, housing growth is anticipated to occur primarily as gentle infill with an incremental increase of secondary suites, ancillary dwelling units, and duplex and houseplex models within the Urban Containment Boundary over time. This infill is not limited to new construction and may lend itself to renovations to existing buildings to include secondary suites or the conversion of living levels or storeys in an existing single-family building into separate dwelling units.
>
> Small-Scale Residential development has the potential to benefit and complement the community by creating the opportunity for aging in place, allowing families to stay together over time, providing affordable housing, and reducing pressure on new developments, while still contributing to a cohesive neighbourhood character.

Small-Scale Residential Land Use in Supporting Key OCP Goals

The policies and objectives of the Small-Scale Residential land use designation support the Key OCP Goals of **Complete, Compact Community Land Use**, **Progressive Infrastructure**, **Economic Prosperity**, **Healthy Landscapes**, **Green Buildings**, **Sense of Place**, and **Diversity of Housing**.

Complete, Compact Community Land Use: Advanced by maintaining relatively low residential density in small-scale residential areas.

Progressive Infrastructure: Advanced by encouraging infill in existing residential areas to efficiently utilize existing municipal services.

Economic Prosperity: Advanced by providing opportunities for small-scale neighbourhood-oriented commercial uses to provide daily needs within neighbourhoods, and for sensitively integrated and compatible home-based businesses to support a healthy local economy.

Healthy Landscapes: Advanced by protecting, preserving, and enhancing environmentally sensitive areas within small-scale residential areas and by implementing policies for adaptation in vulnerable areas, such as the waterfront in relation to rising sea levels.

Green Buildings: Advanced by exploring opportunities to improve the energy efficiency of subdivision and building construction.

Sense of Place: Advanced by encouraging a single-storey height for homes on the waterfront side of Island Hwy 19A on the central waterfront.

Diversity of Housing: Advanced by encouraging new diverse housing forms that provide opportunities for older residents and families and that are affordable.

Objectives

4.1.2(a) *To maintain lower housing densities in residential areas outside the Village Neighbourhood.*

4.1.2(b) *To encourage more efficient use of existing municipal services through infill in existing residential areas.*

4.1.2(c) *To protect, preserve and enhance environmentally-sensitive areas within the small-scale residential areas.*

4.1.2(d) *To prepare for climate change and rising sea levels by implementing policies for adaptation in vulnerable areas, such as the waterfront.*

4.1.2(e) *To encourage a single-storey height for homes on the waterfront side of Island Hwy 19A on the central waterfront.*

4.1.2(f) *To encourage ancillary housing forms, such as secondary suites, that will provide opportunities for aging in place, allow families to stay together over time, provide affordable housing and reduce pressure on new developments.*

Policies

4.1.2.1 Land designated as "Small-Scale Residential" on map 'Schedule 2.1' of this Bylaw shall generally not exceed development densities of 4 units per parcel.

4.1.2.2 The use of land within the "Small-Scale Residential" area shall be in accordance with the environmental policies and Development Permit Area requirements of the Plan.

4.1.2.3 The Town will entertain rezonings for a limited amount of small-scale neighbourhood-oriented commercial centres with a maximum floor area of 300m^2 to provide for daily needs, goods and services in appropriate locations within, or close to, "Small-Scale Residential" areas. Preference will be given to commercial locations where expansion of the existing commercial use can provide such goods and service.

4.1.2.4 The Town, where possible and appropriate, shall provide opportunities for sensitively integrated and compatible home-based businesses within the Town's zoning regulations and shall explore ways to encourage more home-based businesses as part of a healthy local economy.

4.1.2.5 The Town shall review its regulations regarding construction elevations on the waterfront to adapt to rising sea levels.

4.1.2.6 The Town shall explore opportunities to improve the energy efficiency of subdivision and building construction through various methods, including rezonings, regulatory bylaws, incentive programs and education.

4.1.2.7 The Town shall review its zoning regulations with the intent of limiting the height of buildings within the central waterfront "Small-Scale Residential" area, between the foot of Garrett Road and the foot of Memorial Avenue, to one storey.

4.1.3 Medium-Density Residential

Medium-Density Residential is defined as residential use that is five units or more per parcel and is set out in map "Schedule 2.1".. This density measurement is slightly different than the traditional units-per-hectare (u/ha) model often used. Traditional u/ha densities will vary with this definition, depending on the size of the lot. The housing typologies within Medium-Density Residential may include, but are not limited to, any combination of houseplexes, townhouses, apartments and condominiums. Some of these typologies may also include ancillary dwelling units.

Intent & Land Use Patterns: By supporting medium-density residential development in carefully curated locations within the Urban Containment Boundary, the Town can support a variety of community benefits and amenities not achievable through small-scale residential development alone. These benefits and amenities can include:

- More affordable housing options with lower per-unit construction costs
- Reduced building footprints per unit, preserving green and natural spaces and ecosystems
- A diversity of housing types and sizes which serve different types of households with different housing objectives
- Better support for businesses in mixed-use areas through higher residential foot traffic
- Community safety through increased passive surveillance and "eyes on the street"
- Better opportunity for shared amenities within the development such as park and outdoor amenity spaces, laundry facilities, elevators, and gathering spaces
- More efficient use of municipal infrastructure such as roads and sidewalks, and liquid waste and water servicing

The Town has successfully integrated medium-density developments near the uptown area by controlling the scale and character of such projects through the use of rezonings and development permits. The Plan proposes that the Town primarily continue to focus medium-density developments into the "Village Neighbourhood", unless other identified areas demonstrate a significant benefit to the community. This will allow the Town the desired control over the scale and character of new facilities under rezoning applications.

Medium-Density Residential Land Use in Supporting Key OCP Goals

The policies and objectives of the Medium-Density Residential land use designation support the Key OCP Goals of **Complete, Compact Community Land Use**, **Low-impact Transportation**, **Healthy Landscapes**, **Green Buildings**, **Sense of Place**, and **Diversity of Housing**.

Complete, Compact Community Land Use: Advanced by discouraging most lands outside the Village Neighbourhood from developing as medium-density residential.

Healthy Landscapes: Advanced by considering development that clusters existing densities outside the Village Neighbourhood to protect the natural environment, preserve rural resources, provide community amenities or support sustainability principles.

Green Buildings: Advanced by exploring opportunities to improve the energy efficiency of buildings.

Sense of Place: Advanced by ensuring the scale and character of medium-density residential development is compatible with existing neighbourhoods, enhances the village character of the town, and is of a high quality. Advanced by utilizing density bonusing to encourage the provision of amenities that benefit the community.

Diversity of Housing: Advanced by considering moderate multi-residential uses within Mixed Residential areas of the Village Neighbourhood to facilitate the development of missing-middle housing.

Objectives

4.1.3(a) *To ensure that the scale and character of medium-density residential development is compatible with existing small-scale residential uses and will enhance the village character of the Town.*

4.1.3(b) *To ensure medium-density housing is developed as a high quality, compatible part of the surrounding community.*

4.1.3(c) *To encourage medium-density development in the "Village Neighbourhood" in order to provide for a variety of housing options within the Town.*

Policies

4.1.3.1 Residential density and land use *within* the "Village Neighbourhood" shall be in accordance with "Section 3 Land Use Designations within the Village Neighbourhood".

4.1.3.2 Rezoning applications that cluster existing densities may be considered outside the "Village Neighbourhood" in order to protect the natural environment, preserve rural resources, provide community amenities or support sustainability principles.

4.1.3.3 The Town shall explore opportunities to improve the energy efficiency of buildings through various methods including rezonings, regulatory bylaws, incentive programs and education.

4.1.3.4 The Town shall discourage housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.

4.1.3.5 The Town shall implement the form and character design guidelines as shown in Section 2.7.3 of this Plan.

4.1.3.6 The Town shall utilize density bonusing to encourage amenities benefiting the community when parcels are rezoned to a higher value.

4.2 Commercial

Intent: The Town is characterized by a well-defined, compact commercial core with its distinct small-scale village-like character and its lack of dispersed, highway-oriented "ribbon" development. The preservation of these characteristics is important to both residents and visitors.

A compact commercial area is essential to the success of a complete, compact community described in Section 2.1.2. Increased opportunities for employment is key to achieving a healthy demographic mix in the Town that includes youth and young families.

Tourism is a vital part of the local economy. In the long term, more 'destination' type resorts may be necessary to enhance this economic base. With the exception of licensed bed and breakfasts, there is no plan to permit short-term vacation rentals in existing residential neighbourhoods.

Commercial Land Use in Supporting Key OCP Goals

The policies and objectives of the commercial land use designation support the Key OCP Goals of **Complete, Compact Community Land Use**, **Low-impact Transportation**, **Economic Prosperity**, and **Green Buildings**.

Complete, Compact Community Land Use: Advanced by supporting a compact commercial core, reducing highway oriented commercial development, and supporting mixed use commercial/residential development within the compact core where the street interface remains commercial.

Low-impact Transportation: Advanced by encouraging neighbourhood commercial uses which reduce the need for residents to travel into the commercial core for some daily needs.

Economic Prosperity: Advanced by targeting types of commercial uses to individual areas best suited to those uses and considering the impacts of commercial use on the existing neighbourhood.

Healthy Landscapes: Advanced by the provision of Development Permit Areas to protect the natural environment, revitalize commercial areas, and establish objectives for form and character.

Green Buildings: Advanced by prioritizing requirements and incentives for better efficiency in new and renovated structures .

Objectives

4.2(a) *To maintain a compact commercial core.*

4.2(b) *To prevent commercial "ribbon" development along major arterial routes by discouraging highway-oriented commercial uses.*

4.2(c) *To reduce the use of automobiles, particularly for daily needs, goods and services.*

4.2(d) *To enliven the commercial core areas by encouraging mixed commercial and residential uses.*

4.2(e) *To encourage uses on existing commercial properties along the waterfront that align with the long-term goals of the waterfront.*

4.2(f) *To identify land reserves that may serve as future sites for additional resort facilities.*

4.2(g) *To maintain the "village" quality and scale of the Town, encouraging commercial activities that focus on service to local residents and tourists.*

Policies

4.2.1 The Town shall discourage further rezoning applications for commercial uses except as provided for within the "Village Neighbourhood", as described under Section 3 and illustrated on map 'Schedule 2.2' of the Bylaw, and for a limited amount of neighbourhood-oriented commercial in accordance with the Interim Sustainability Plan.

4.2.2 The Town will consider the rezoning of properties that will establish Neighbourhood Commercial zoning to meet the daily needs of local residents within a 1.0 km radius. The development of a Neighbourhood Commercial property shall be regulated by a Development Permit Area. Neighbourhood Commercial areas shall be small-scale, approximately 300m2 maximum floor area, and should not compromise the vitality and economic health of the uptown commercial area.

4.2.3 The Town will consider the needs of local businesses and quality of life for residents in the review of tourism-related improvements.

4.2.4 The Town shall explore opportunities to improve the energy efficiency of buildings through various methods, including rezonings, regulatory bylaws, incentive programs and education.

4.3 Light Industrial

Intent: The Town's current "Light Industrial" area provides the community with services and special commercial opportunities within walking distance of the commercial core. Because of its close proximity to the commercial core, revitalization of the "Light Industrial" area would be an asset to the commercial and tourism economy of the Town, and could offer the potential of live/work developments.

To ensure protection of the character of the uptown area, any redevelopment of the Light Industrial lands must be controlled by way of a development permit.

The Town should explore the feasibility of providing a forestry management and/or an industrial area on Town-owned land.

Light Industrial Land Use in Supporting Key OCP Goals

The policies and objectives of the light industrial land use designation support the Key OCP Goals of **Complete, Compact Community Land Use**, **Economic Prosperity**, **Sense of Place**, and **Diversity of Housing.**

Complete, Compact Community Land Use: Advanced by locating light industrial land uses in locations most suitable for light industrial use where possible while also working towards the Town's sustainability goals.

Economic Prosperity: Advanced by exploring opportunities for light industrial uses on suitable lands, and encouraging revitalization of the Town's light industrial area.

Sense of Place: Advanced by protecting the form and character of the light industrial area and surrounding areas by controlling the visual impact of new developments in the light industrial area.

Diversity of Housing: Advanced by encouraging accessory residential uses in the light industrial area.

Objectives

4.3(a) *To encourage "Light Industrial" uses, such as those industries and activities identified in the Interim Sustainability Plan.*

4.3(b) *To encourage revitalization of the "Light Industrial" area.*

4.3(c) *To protect the adjacent uptown area by controlling the visual impact of any new developments in the light-industrial area.*

Policies

4.3.1 The Town shall explore ways to encourage revitalization of the "Light Industrial" area, including accessory residential density bonuses.

4.3.2 Residential density in the "Village Neighbourhood" "Light Industrial" area shall be considered up to a maximum density of 20 units/ha, provided that residential uses should not interfere with industrial or commercial uses. Bonus densities may be offered where developments provide underground parking, additional open space, affordable housing, purpose-built residential housing, housing which serves Priority Housing Groups, parks or other community amenities. On a typical 600m2 lot, 20 units per hectare equates to one dwelling unit.

4.3.3 "Light Industrial" areas in the "Village Neighbourhood" shall remain a Development Permit Area to protect the historic scale and character of the area.

4.3.4 The Town shall encourage clean, non-polluting industries.

4.4 Airport Area

Intent: The Qualicum Beach Airport provides important services to the community, including employment opportunities and access to other locations on Vancouver Island and the lower mainland for both residents and visitors.

The properties to the north of the Qualicum Beach Airport provide unique opportunities to support community needs while being context-sensitive to the noise impacts of the Qualicum Beach Airport to the south and the need for preservation of residential character for the Chartwell neighbourhood to the north. Opportunities for these lands may include the provision of residential uses, live-work housing, and light industry.

Airport Area Land Use in Supporting Key OCP Goals

The policies and objectives of the airport area land use designation support the Key OCP Goals of **Economic Prosperity** and **Diversity of Housing.**

Economic Prosperity: Advanced by exploring opportunities for light industrial uses on suitable lands.

Diversity of Housing: Advanced by encouraging innovative housing solutions which support Priority Housing Groups, such as live-work housing and other residential uses.

Objectives

4.4(a) *To encourage "Light Industrial" uses, such as those industries and activities identified in the Interim Sustainability Plan.*

4.4(b) *To encourage silviculture and/or light-industrial uses at the Qualicum Beach Airport.*

4.4(c) *To encourage innovative, attainable housing solutions that satisfy Priority Housing Groups, such as rental housing, live-work housing, and housing for workers.*

4.4(d) *To protect the adjacent residential area by controlling the noise impact of any new developments in the Airport Mixed-Use area.*

Policies

4.4.1 The Town shall develop an Airport Area Plan to explore alternative land uses for the Airport and adjacent land to the north.

4.4.2 The Town shall explore ways to encourage light industrial uses in the "Airport Area" including accessory residential density bonuses.

4.4.3 The Town may support residential uses adjacent to the Airport that do not detract from the existing Airport use.

4.4.4 The Town may support mixed-use industrial/residential developments adjacent to the Airport that contribute to:

a) Rental housing stock, and/or;
b) Housing stock suitable for workers, and/or;
c) Innovative housing models such as live-work housing or alternative ownership models.

4.4.5 The Town shall require new developments north of the Airport to ensure noise buffering to the Chartwell neighbourhood to ensure limited noise impacts to existing residents.

4.4.6 The Town shall require new residential developments to ensure aircraft noise attenuation to mitigate noise impacts from the adjacent Qualicum Beach Airport.

4.4.7 The Town shall encourage clean, non-polluting industries.

4.5 Institutional

Intent: Institutions are the heart of the community and provide a focal point for the exchange of ideas and culture. Schools, churches, museums, service clubs, community centres, and other institutions offer opportunities to learn, socialize, play music, and celebrate; institutions help the community come together.

Qualicum Beach offers opportunities for life-long learning, including elementary schools and a high school. Milner Gardens, Vancouver Island University, and adult education courses will become increasingly important as Qualicum Beach becomes a more complete community.

The current site of Kwalikum Secondary School will remain as a school for the long term. In order to promote a complete, compact community, protect greenbelt areas, agricultural land reserve and rural areas for the long term, the Plan does not support the relocation of these schools.

Policies in other sections of the Plan support economic activity with the goal of increasing school enrollment.

The Town has provided land adjacent to the existing Eagle Park Extended Health Care Facility within the Community Park for the development of health care facilities. The Town supports the development of additional health care facilities.

Institutional Land Use in Supporting Key OCP Goals

The policies and objectives of the institutional land use designation support the Key OCP Goals of **Complete, Compact Community Land Use**, **Community Health**, **Sense of Place**, and **Diversity of Housing**.

Complete, Compact Community Land Use: Advanced by locating institutional uses within existing and future urban areas.

Community Health: Advanced by supporting land uses such as health care facilities.

Sense of Place: Advanced by supporting land uses such as education, culture, and community service.

Diversity of Housing: Advanced by encouraging accessory residential uses where feasible on properties primarily used for institutional purposes.

Objectives

4.5(a) *To retain and support a full range of school opportunities within the Town, from Kindergarten through Grade 12.*

4.5(b) *To locate schools and institutional uses so that they support the long-term goals in the Interim Sustainability Plan.*

4.5(c) *To provide a limited amount of land for care facilities to meet some of the Town's needs.*

4.5(d) *To provide opportunities for accessory residential development for institutional uses where the existing institutional use would not be negatively impacted.*

Policies

4.5.1 The Town supports the location of existing school sites, as indicated on map 'Schedule 2.1'.

4.5.2 The Town will not support the location of any future school sites that are not within an existing urban area or a future designated urban area.

4.5.3 The Town will not support any change in zoning for the existing school sites, as indicated on maps "Schedule 2.1 – Land Use" and "Schedule 2.2 – Village Neighbourhood", except where such a change supports the long-term retention of these schools or is consistent with the policies in this Plan.

4.5.4 The Town, in general, supports the location of health care facilities within the Qualicum Beach area.

4.5.5 In order to support school enrollment, the Town shall further explore ways to attract young families to the Town and school catchment area.

4.5.6 The Town shall explore ways to use the zoning bylaw to support the continued operation of schools in Qualicum Beach.

4.5.7 The Town shall support accessory residential uses on lands designated as "Institutional" where the primary institutional use would not be negatively impacted.

4.6 Rural

Intent: Rural areas to the west, south and east of the urban containment boundary make up a protected Greenbelt area. The Estate Residential properties and the Town-owned District Lot 10 also form part of the Greenbelt. There is also an extensive rural area further to the south, between the Town and the Inland Island Highway.

Growth Management

The Town influences future land use outside Town boundaries by continuing to participate in the Regional District of Nanaimo Regional Growth Management function. The Town may also consider expanding its municipal boundary in order to gain full control of all land use matters and protect its fringe Greenbelt areas in perpetuity.

Environmentally Sensitive Areas

Environmentally-sensitive areas located in the rural areas include the riparian zones of the Little Qualicum River, the west side of Grandon Creek, French Creek and the upper sections of Beach Creek. The Plan recognizes these areas, as well as others, and provides policies for their preservation, restoration and enhancement under the Development Permit Areas Section of the Plan.

Agricultural Lands

The Town supports the B.C. *Agricultural Land Commission Act*, and the continuing status of the Agricultural Land Reserves within its boundaries. These reserves form an important part of the Greenbelt area. The ALR lands and the adjacent areas designated as "Rural" are located outside the Urban Containment Boundary and are not designated for development purposes; however, they are important as areas where a rural lifestyle can continue to exist within close proximity of the uptown area.

Well Fields

The Town-owned District Lot 10 contains an important underground water aquifer. The Berwick Well Field south of Rupert Road is another important source of the Town's drinking water. The designation of D.L. 10 and the Berwick Well Field as "Rural" will continue under this Plan.

Open Space Subdivision

The Plan encourages clustering through the principles of "open space subdivision", whereby the total area of land required to accommodate existing development potential is reduced significantly, in order to preserve large rural land holdings. However, subdivision of smaller rural lots not located within the Agricultural Land Reserve may be supportable where the rural form and character is preserved, and where the resulting land use significantly advances at least one of the key OCP Goals.

Rural Land Use in Supporting Key OCP Goals

The policies and objectives of the commercial land use designation support the Key OCP Goals of **Complete, Compact Community Land Use**, **Community Health**, **Sustainable Food Systems**, **Economic Prosperity**, and **Healthy Landscapes**.

Complete, Compact Community Land Use: Advanced by preserving and protecting rural and agricultural land located away from the Town's commercial core.

Community Health: Advanced by protecting the quantity and quality of the Town's water supply.

Sustainable Food Systems: Advanced by preserving and protecting agricultural land resources for present and future food production.

Economic Prosperity: Advanced by encouraging rural activities that support the local economy.

Healthy Landscapes: Advanced by preserving the Town's greenbelt area and preserving, restoring, and enhancing environmentally sensitive areas.

Objectives

4.6(a) *To protect the quantity and quality of the Town's water supply.*

4.6(b) *To preserve the Town's agricultural land resources for present and future food production.*

4.6(c) *To promote agricultural uses on rural land.*

4.6(d) *To protect agricultural operations from the impact of encroaching urbanization.*

4.6(e) *To encourage economic activity in the Town's greenbelt in the form of agriculture, resource management and other compatible uses.*

4.6(f) *To preserve the Town's greenbelt area.*

4.6(g) *To influence land use in the Town's rural fringe areas through cooperation with the Regional District of Nanaimo.*

4.6(h) *To preserve, restore and enhance environmentally-sensitive areas.*

4.6(i) *To protect the rural form and character of rural lands.*

Policies

4.6.1 The Town shall not allow development of District Lot 10 and the Berwick Well Field area, as underlying aquifers are a source of the Town's water supply.

4.6.2 The Town supports the mandate of the Agricultural Land Commission to preserve and encourage the use of agricultural land for food production. The use of land for the purpose of agriculture is a fundamental component of the Interim Sustainability Plan and the development of a local food economy.

4.6.3 Recognizing that there will be a need for additional agricultural production beyond lands within the Town boundaries, the Town shall support the preservation of all ALR lands.

4.6.4 The Town shall oppose any application to remove lands that are capable of, or improvable for, agricultural purposes from the Agricultural Land Reserve situated within the Town or within proximity of its boundaries.

4.6.5 The Town supports the location of a destination resort ('Pheasant Glen Golf Resort') located near the south boundary of the Town, as indicated on map 'Schedule 2.1'.

4.6.6 Development proposals located adjacent to the Agricultural Land Reserve (ALR) shall provide an adequate buffer, screening and setbacks. Applications for subdivisions and rezonings of lands adjacent to the ALR will be required to register a pre-development covenant that protects the rights of owners of ALR land to operate in accordance with normal farm practices.

4.6.7 The Town shall continue to encourage forestry and other rural economic activities on land designated as 'Rural' not being used for agricultural purposes.

4.6.8 The Town shall oppose commercial or industrial development between the Town and the Inland Island Highway, particularly adjacent to Memorial Avenue and Rupert Road.

4.6.9 Notwithstanding policy 4.6.8, commercial or land use adjacent to Rupert Road may be supportable where the rural form and character of the land is secured, and where the proposed use significantly advances one of the key OCP goals.

4.6.10 The Town shall encourage preservation, restoration and enhancement of environmentally sensitive areas, in accordance with the Development Permit Area Guidelines under Section 3.2.

4.6.11 In order to promote and encourage the retention of large rural holdings, the Town shall not support the reduction of minimum parcel sizes for "Rural" designated lands unless:

- The property is to the south of Rupert Road between Memorial Avenue and Qualicum Road, and;
- Is not located within the Agricultural Land Reserve, and;
- The rural form and character of the lands are secured, and;
- The proposal significantly advances at least one of the OCP Goals.

4.6.12 "Clustering" of development potential will be considered within the "Rural" designated lands in order to preserve the associated surrounding green space in perpetuity.

4.6.13 The Town shall consider the possibility of expanding its boundaries into some of its fringe areas in order to gain full control of all land use matters and protect its Greenbelt area in perpetuity.

4.7 Waterfront

Intent: The waterfront is the subject of many competing interests. Residences, business, plants, animals, and natural ecology all compete for a small amount of highly valuable land at the interface between land and sea.

Small-scale residential use on the central waterfront has been historically characterized by single-storey seasonal homes on small lots. In order to maintain the historical character of the waterfront and avoid conflicts between residential use and the public beach, a major attraction for both residents and visitors, it is desirable to limit the size of houses on the central waterfront to single-storey on the waterfront side of the Island Highway 19A.

The central waterfront also contains many residential and commercial buildings that do not meet the current setback requirements and possibly the maximum parcel coverage requirements of the zoning bylaw. Typically, the lots have very limited distance between the Island Highway 19A and the Strait of Georgia

The Town should prepare for climate change and rising sea levels by implementing policies for avoiding additional risks, adapting to changing conditions and retreating where appropriate. This should include a review of construction elevation requirements for new construction.

An ongoing program of improvements is proposed for the central area of the Qualicum Beach waterfront, from the foot of Memorial Avenue to Seaside Nature Park. This central beach area should be treated as a special area with a park-like character. Improvements will be intended to encourage public use of this area and to support and enhance the ecological integrity of the waterfront.

Waterfront Vision

The Town will adapt and respond to climate change and sea level rise through proactive and precautionary planning that is based on current science and guided by long-term goals and community values. Natural shoreline conditions will be restored wherever possible, and the Town will mimic natural coastal processes to protect important assets. The waterfront will be a gathering place and a hub for community life, where people can move safely and easily, whether they are walking, cycling, or driving. The Town will preserve, restore and prosper from its waterfront for the benefit of natural ecosystems and the quality of life for current residents and future generations

While the OCP provides general land use policy for the waterfront, more detailed goals, visions, and policies are provided in the *Town of Qualicum Beach Waterfront Master Plan, 2016* (WMP). The WMP provides the following vision for the waterfront:

Waterfront Land Use in Supporting Key OCP Goals

The policies and objectives of the waterfront land use designation support the Key OCP Goals of **Low-impact Transportation**, **Community Health**, **Economic Prosperity**, **Healthy Landscapes**, and **Sense of Place**.

Low-impact Transportation: Advanced by improving the quality and connectivity of the waterfront walkway, and encourage and protect pedestrians and cyclists along the waterfront both on the walkway and Highway 19A.

Community Health: Advanced by facilitating public use of the waterfront and enhancing its park-like character, and reducing speed and volume of traffic in the area.

Economic Prosperity: Advanced by supporting commercial opportunities aligned with the Waterfront Master Plan including expanded food options, tourist accommodation, and marine use.

Healthy Landscapes: Advanced by enhancing the natural habitat and ecosystems of the waterfront and discouraging additional foreshore hardening.

Sense of Place: Advanced by protecting the public realm along the waterfront to enhance community gathering, connection, cultural awareness and history, tourism activities, and Town character.

4.7.1 **Waterfront:** A Naturalized Foreshore and Shoreline Protection

Vision *A healthy marine ecosystem that is not threatened by human interference, as well as a naturalized foreshore that uses coastal processes to protect upland amenities*

The waterfront is the most significant environmental asset in the Town of Qualicum Beach. The Wildlife Management Area on the marine foreshore is essential for wildlife such as the migrating Brant Geese.

In design and maintenance of these landscape plantings, the habitat values of the plantings should be considered. Where possible, naturescape approaches should be utilized. It is proposed that:

a) Existing landscaped areas and native trees should be retained wherever possible, for as long as possible.

b) In anticipation of eventually losing some existing trees, a tree-planting program should be continued along the waterfront. Because of the waterfront exposure of the site, establishment of trees will require an extended effort.

c) A naturescape program should be implemented to provide habitat for waterfront birds, small mammals, butterflies, reptiles and amphibians. These areas will need to be located and protected so as not to be overrun by beach recreational use.

d) In making waterfront improvements, existing natural habitats should be retained. These include native trees and shrubs, and also native beach grasses, drift logs on the upper foreshore, and intertidal vegetation communities. Reference should be made to the publication "Coastal Shore Stewardship: A Guide for Planners, Builders and Developers".

e) Beaches are a living phenomenon that are subject to natural processes such as littoral drift of sand, beach erosion, etc. The goals and policies of the Waterfront Master Plan should guide future decision-makers on how to manage the foreshore area while supporting and enhancing natural processes or ecosystems.

4.7.2 **Waterfront:** Access

Vision *A foreshore and upland area that is accessible in a number of different ways, while respecting and avoiding interference with marine ecosystems.*

The existing waterfront is currently dominated by the Island Highway 19A, developed to a suburban standard with open ditches and no curbs, gutters or sidewalks. As a long-term objective, the Town will improve for pedestrians, cyclists and other users so that they can safely and comfortably access the entire waterfront.

The most essential component of improvements to the central waterfront of Qualicum Beach is the need for a continuous walkway along the waterfront. Existing public access is fragmented by resorts, waterfront housing, and other physical barriers.

It is proposed that:

a) A continuous walkway alignment along the waterfront between the foot of Memorial Avenue to the foot of Crescent Road West will be pursued as an objective.

b) At existing physical barriers which are to remain in the long-term, such as resorts or housing along the water's edge, public access routes will be provided around these barriers, both by ramp access to the foreshore at each side of the barrier, and by links to a sidewalk system along the Island Highway 19A.

c) When redevelopment of private waterfront occurs, owners will provide for public access along the water's edge, above the high water mark where possible.

d) Waterfront walkways will be designed to connect by crosswalk to Memorial Avenue, Crescent Road West and to the open space and trail system.

e) Continuous pedestrian access paralleling the Qualicum Beach foreshore will be maintained from Town boundary to Town boundary, and shall be encouraged along the beaches of central Vancouver Island.

f) Pedestrian crosswalks are proposed at key intersections or corridors.

g) A sidewalk, bike lane and landscaping program for the Island Highway 19A along the waterfront zone is recommended.

h) Where possible, accessibility will be enhanced to allow access to public lands for citizens of all levels of mobility.

4.7.3 **Waterfront:** Community Gathering Places

Vision *A network of community gathering places that support a wide range of informal and formal uses, as well as group sizes.*

While public access along the waterfront is required, it would not be advantageous to eliminate all private use of the Qualicum Beach waterfront. The mix of public open space with waterfront homes and resorts provides a visual interest and character which is attractive and unique. Approximately 25% of the space on the waterfront should be reserved as grass area for picnicking, informal play, and visual relief. These areas are best if close to parking lots, and could be located in sections too narrow for efficient parking use.

It is the intent of these policies to develop a plan to allow use of the waterfront by the public and private interests in balance and for mutual benefit.

Considerations

Lighting

The existing Qualicum Beach waterfront is lit by street lights along parts of the Island Highway 19A, and intermittently by private development. Improvements to waterfront lighting might be perceived to increase security, and reduce vandalism. However, in waterfront parks in other cities, night lighting has not reduced vandalism or stopped delinquent behavior. Lighting only stops vandalism if there is increased patrol and enforcement by security or police forces, or active reporting by the neighbouring residents. Although lighting around buildings will increase security, the extent and type of lighting required to make public open spaces secure would not be visually attractive in a waterfront park environment.

For these reasons, the following policies on waterfront lighting are recommended:

a) Improved lighting, using low-glare character fixtures along the Island Highway 19A will be encouraged, as well as the undergrounding of wires, as part of a highway upgrading program.
b) Vehicular entrances to parking areas and pedestrian crosswalks on the Island Highway 19A will be lit, using a low-glare and highly-aesthetic fixture, for safety reasons.
c) The interior of parking lots will be lit to a lower level of illumination than the highway, by decorative fixtures, to allow a visual transition between highway and waterfront, and for the safety of pedestrians.
d) Areas around public buildings on the waterfront will be lit by low-glare fixtures.
e) The public walkway itself will not be a priority for night lighting.

Public Buildings

Existing public buildings on the waterfront include the Visitor Information Centre, washrooms, and the leased concession building that serves the general public in the beach area.

The following policies are recommended for buildings on the waterfront:

a) The re-development of the parking area at the foot of Memorial Avenue may require the relocation of the existing Visitor Information Centre to allow space for an efficient, controlled-access parking layout. However, it is recommended that a Visitor Information Centre remain on this site, in a location convenient to new parking and visible to arriving motorists. A new Visitor Information Centre might be designed with a nautical theme, and be oriented both to the highway and to the sea view.

b) The existing washrooms should remain at the central area of the beach. New public washroom facilities should be considered at the foot of Memorial Avenue and Seaside Nature Park.

c) The Town of Qualicum Beach has a standing policy of acquiring waterfront property when it becomes available and when financially feasible.

d) The Town should consider the consequences of sea level rise before purchasing individual properties.

4.7.4 **Waterfront:** Economic Opportunities

Vision A prosperous economy that co-exists with natural ecosystems and provides opportunities for residents and visitors to enjoy the waterfront.

a) It is proposed that commercial concession operators continue to offer small scale services which are tourist-oriented, e.g. rentals (windsurfers, bicycles, canoes, kayaks, scuba, small boats). The intent would be for the operators to become a service centre for beach activities. It also could be a centre for lifeguard and first aid services. It is in the interests of the community to provide services and activities which could attract tourists and encourage them to stay. Similar compatible uses may also be considered in the vicinity.

4.7.5 **Waterfront:** Community Activities

Vision A wide range of activities that co-exist with marine ecosystems and respect the natural ambience of the waterfront.

The water of Qualicum Beach is heavily used in the summer for swimming, sailing, waterskiing, boating, etc. It is also home to many species of waterfowl, including sensitive migratory birds. The waterfront area is protected and managed under the Parksville- Qualicum Beach Wildlife Management Area.

To protect and enhance these uses, the following policies are proposed:

a) It may be necessary in the long term to 'zone' the water area to designate areas for swimming, water-ski pick-up and drop-off, pleasure boating, wildlife areas, and so on. The existing situation will be monitored, and zoning will be imposed if, and when, necessary.

b) The nearest marina facility is French Creek Marina. Because of the beach terrain, exposure, and resulting major environmental disruption and cost involved in creating a traditional marina in Qualicum Beach, it is unlikely that such a facility will be feasible.

It is proposed that the Town lobby senior governments for continuing improvements to French Creek Marina to accommodate the needs of local boaters.

Conflicts between dogs running off-leash and wildlife using the marine foreshore are continuing. There should be a continuing effort to enforce the 'all dogs on leash' regulation, as well as the regulation prohibiting dogs on the beach during the Brant Geese migration.

4.7.6 **Waterfront:** Cultural Awareness and History

Vision A vibrant upland area that exhibits the cultural pride and history of Qualicum Beach.

It is desirable to provide a visual focus, special interest, and special 'photographic opportunities' or 'learning opportunities' at key points along the waterfront. Items such as beach overlooks, special monuments, sculpture or landscape features, or specially designed pedestrian areas will encourage tourists to stop. These features also contribute to the Town's image and community pride.

It is proposed that special features and intensively-designed "nodes" should be created at three locations along the waterfront:

- Memorial Avenue and Island Highway 19A
- Former Beach Hut Centre (concession area)
- Crescent Road West and Island Highway 19A

These nodes could incorporate habitat improvements and related interpretive facilities associated with the mouth of Beach Creek and Grandon Creek.

Urban (concrete) seawalls should be gradually replaced over time with softer treatments. Wherever possible, water-edge treatments should follow the recommendations of the Coastal Shore Stewardship Guide.

4.7.7 **Waterfront:** Viewscapes and Small-town Character

Vision Appropriate developments that respect the history and identity of the waterfront, with a priority on maintaining views from public areas.

Areas of grass, annual plants and mature native trees at the concession area and the foot of Memorial Avenue are essential to the image and photogenic character of the Town. However, several of the major existing trees are slowly failing. As well, significant changes to existing parking layouts will be required at several locations.

It is proposed that the 'park-like' and sylvan character of the Qualicum Beach waterfront be protected and enhanced. Paved areas and parking should be balanced with green space, trees, lawns, shrubs and flowers.

Landscape improvements should be completed for the length of the central waterfront zone.

a) Parking areas should have a landscaped buffer between their paved areas and the Island Highway 19A where feasible.

b) A program of installation and maintenance of flowering annuals should be initiated in highly visible areas of the waterfront, especially at key points like the Island Hwy 19A intersections at Memorial Avenue and Crescent Road West, and near the concession building, Visitor Information Centre and washrooms.

Objectives

4.7.7(a) *Develop a safe, continuous walkway.*

4.7.7 (b) *Reduce traffic volume and speed along the waterfront.*

4.7.7 (c) *Enhance the park-like character of the Central Waterfront.*

4.7.7 (d) *Sustain and be open to opportunities for commercial activities that support the goals of the plan.*

4.7.7 (e) *Expand food options along the waterfront.*

4.7.7 (f) *Increase tourist accommodation.*

4.7.7 (g) *To enhance the habitat and ecosystems of the waterfront.*

4.7.7 (h) *To discourage additional foreshore hardening.*

4.7.7 (i) *Enhance amenities to make the waterfront more user-friendly.*

4.7.7 (j) *Create opportunities to bring people together in groups of all sizes, using natural amenities wherever possible.*

4.7.7 (k) *Connect the uptown to the waterfront.*

4.7.7 (l) *Exhibit cultural awareness and history.*

4.7.7 (m) *Continued access to a wide range of activities for both residents and visitors.*

4.7.7 (n) *Maintain a strong visual connection between the waterfront and upland area.*

4.7.7 (o) *Maintain small-town character.*

4.7.7 (p) *To establish a varied, natural beach profile.*

Policies

4.7.1 To refer to the 2016 Waterfront Master Plan as the primary guiding document for waterfront planning.

4.7.2 To evaluate waterfront ideas and proposals using the evaluative frameworks developed as a part of the 2016 Waterfront Master Plan

- Engineering and Environmental Evaluation Framework; and
- Waterfront Community Values Evaluation Framework.

4.7.3 Where feasible and necessary, and after considering the effects of sea level rise on individual properties, the Town will consider acquiring waterfront property in the central area for public use and enjoyment as follows:

a) Private residential properties which now have building encroachments on public land or right of way will be the first priority for Town purchase.
b) In the long term, to provide for a controlled intersection at Crescent Road West, and adjacent public parking and rest area, it may be advisable to assemble those private properties lying to the east of Crescent Road West, up to Town-owned land. This also would provide a clear waterfront view for eastbound traffic and resort properties on the south side of the highway.
c) To facilitate the extension of a continuous waterfront walkway.

4.7.4 To accommodate and encourage alternative transportation methods (e.g. bike and bus).

4.7.5 Until such time as the Town can complete a continuous walkway that is separate from the highway, a barrier should be constructed between the highway and pedestrians/cyclists.

4.7.6 The Town should consider improvements to the waterfront walkway surface.

4.7.7 To improve recreational and commuting cycling conditions on the waterfront by reducing obstacles and implementing safety measures at danger spots.

4.7.8 Public use of the waterfront shall be encouraged in the central waterfront, approximately from the Brant Viewing Area to the foot of Memorial Avenue.

4.7.9 Public use of intertidal foreshore will be encouraged all along the Qualicum Beach waterfront, from Town boundary to Town boundary.

4.7.10 The Town shall explore the placement of anchoring buoys, in partnership with the private sector, to encourage marine use.

4.7.11 The Town shall use *Green Shores™ for Coastal Development* as a reference for waterfront improvements.

4.7.12 Obstructions to public access, or water uses which have unacceptable impacts on the foreshore natural environment will not be allowed.

4.7.13 In the event of partial or complete destruction of a building or structure that is non-conforming as to the minimum setback requirements under "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999" and that the building or structure was constructed before the adoption of Bylaw No. 580 (November 5, 1999), the building or structure may be maintained, repaired, extended, altered or replaced on the parcel, provided that the repair, extension, replacement or alteration, when completed,

- involves no further contravention of the bylaw than that existing at the time the repair, extension or alteration was started or destruction occurred.
- the building or structure is considered to be safe for the intended use by a qualified engineer.

4.7.14 Buildings and structures constructed after the adoption of Bylaw No. 580 that are non-conforming as to the setback regulations of Bylaw No. 580 and have been granted a variance by the Board of Variance or through a development variance permit would, after acquiring a building permit, be allowed to be rebuilt in the event of partial or complete destruction, subject to confirmation that the building or structure is safe for the intended use.

4.8 Recreational Greenways

Intent: To support active modes of transportation for recreation in Qualicum Beach, advancing the goals of the Community Transportation Plan to improve mobility by walking and cycling and improving safety for vulnerable users. This is done through policies which support the well-developed trail system that runs throughout the Town of Qualicum Beach, which is composed of the **waterfront promenade** and **nature trails**. Further details about transportation and active transportation networks can be found in the Community Transportation Plan.

The proposed Greenway Trails will extend this system to create a series of interconnected loop circuits through Qualicum Beach. The Town also has an agreement with the Island Corridor Foundation that would allow a portion of the rail right of way to be used for multi-use pathways, which will provide other opportunities to improve the network of Recreational Greenways.

Recreational Greenways in Supporting Key OCP Goals

The policies and objectives of the recreational greenway land use designation support the Key OCP Goal of **Healthy Landscapes**.

Healthy Landscapes: Advanced by creating, protecting, and enhancing ecological greenways in the Town.

Considerations

- Greenway Trails will be for pedestrians, cyclists, skateboards, persons using mobility devices and other human-powered and low-speed users.
- Landscape buffers along the trail will provide separation between trail users and adjacent residents. Where necessary, privacy screens, preferably consisting of plantings, will be installed.

In some cases, a Greenway Trail will parallel an ecological greenway. Where necessary, barriers will be used to keep people out of sensitive habitat areas.

Two types of trails are proposed: a waterfront promenade, and nature trails (through wooded areas). The extent of proposed greenway trail systems is shown on map 'Schedule 2.8'.

Waterfront Promenade

A continuous walkway should be provided along the waterfront from the foot of Memorial Avenue to Seaside Nature Park. Wherever possible, this walkway should be at the water's edge.

Nature Trails

i) The existing trail system should be extended in the Grandon Creek Ravine, to connect directly with the waterfront.

ii) A trail system could be developed along Beach Creek, along the top of the ravine up to Village Way, with an east/west connection to the foot of Dogwood Road.

iii) If, and when, new developments occur at the western edges of Qualicum Beach, they should incorporate sidewalks and/or trail systems to connect to the proposed neighbourhood parks, Little Qualicum River, the waterfront, Grandon Creek and the Community Park.

iv) Existing trails, e.g. at Hemsworth Road, Sunningdale Road East, and Hall Road should be retained and enhanced.

v) If development of the Airport lands proceeds, trail connections could be provided to the proposed RDN French Creek trail.

Objectives

4.8(a) *To create a network of green spaces, or 'Greenways' that provide ecological and recreational benefits for the Town.*

Policies

4.8.1 Ecological Greenways shall include four types:

- **'Greenbelt Area and Working Landscapes'** around the outskirts of the Town, protected by advocacy policies and zoning.
- **'Aquatic Habitat Greenways'** to protect watercourses, wetlands and associated riparian vegetation and aquatic ecosystems.
- **'Upland Habitat Greenways'** to protect lands with steep slopes, to provide representative samples of local upland ecosystems, to maintain buffers along key roadways, and to conserve sensitive terrestrial ecosystems.
- **'Parks and Open Space Area'**, which includes the Community Park and also neighbourhood parks, in the east and west areas of the Town. Open space includes local golf courses and undeveloped portions of the E&N railway and Village Way.

4.8.2 Recreational Greenways shall include two types:

- **Greenway Trails** in a public right of way, to provide off-road facilities for non-motorized linear transportation such as walking, hiking, and cycling.
- **Greenway Streets** to provide facilities for pedestrians and cyclists, as well as motor vehicles, in well-landscaped corridors.

Both are envisioned as beautiful green spaces, with special facilities for people to walk, cycle and enjoy nature.

4.9 Parks

Intent: The natural environment, healthy ecosystems and green space are vital to the character of Qualicum Beach. The built-up areas of the Town are divided into neighbourhoods by green areas, and the Town is separated from adjacent communities by low-density land uses and green space. The very identity of Qualicum Beach is based on natural amenities and a high quality of life.

With continuing threats to salmon populations, serious concerns about reptiles and amphibians, and climate change upon us, it is critical for all communities on Vancouver Island to show the world how to protect the environment in balance with urban development.

Park Land Use in Supporting Key OCP Goals

The policies and objectives of the park land use designation support the Key OCP Goals of **Community Health** and **Healthy Landscapes**.

Community Health: Advanced by enhancing recreational amenities and open spaces throughout the community, providing opportunities for people of all ages and abilities to participate in healthy lifestyles.

Healthy Landscapes: Advanced by protecting and enhancing the community's natural areas, open spaces, parks, and waterfront spaces.

Recreation Resources

The Town takes a holistic view of recreation that encompasses a wide variety of engaging experiences that build healthy lifestyles through activities, sports, arts and culture in outdoor and indoor settings. The Town owns natural areas, recreational lands and amenities that are used by the community for both casual and programmed recreation. Generally, programed recreational activities are operated by the Regional District of Nanaimo and other local organizations such as curling, tennis and and lawn-bowling clubs.

Schedule 2.7 "Parks and Ecological Greenways" is provided as a reference for the Town's park and greenway network. Following are observations about the existing outdoor recreation facility system:

a) Community Park

The existing Community Park is centrally-located and of a generous size. The Community Park is the ideal location for community-wide oriented facilities, and could meet the needs for these facilities into the foreseeable future. Future uses of the Community Park shall be consistent with the 2006 Community Facilities Site Potential Plan Update.

b) Neighbourhood Parks

At present, the central Community Park, Christleton Park and school grounds are the only child-oriented developed facilities in the Town. The Community Park serves the needs of young children from the central area of Qualicum Beach. However, obstructions such as the Island Highway 19A, Village Way and simple distance limit access to the Community Park from eastern and western sections of the Town. The Town of Qualicum Beach will embark on a program of providing neighbourhood-size parks. These parks would:

- Be larger than a "tot lot" and smaller than a community park, or approximately 2-3 hectares in size;
- Be integrated into the open space and trail system;
- Be visible from the adjacent street and nearby houses to allow passive surveillance, but large enough to separate active play areas from houses;
- Be located so that they are accessible to neighbourhood children without forcing them to cross an arterial road;
- Include facilities for tot and intermediate play areas, adult resting areas, open play areas and other small-scale facilities for which there is general demand in the neighbourhood.

In the long term, two sites should be set aside in the area of the District Lot 10 lands owned by the Town, and in Crown lands between Grandon Creek and the Qualicum Beach Elementary School, to serve as neighbourhood parks for areas west of Grandon Creek. These sites should be connected by sidewalk or open space and trail system to the residential street system, as well as to Little Qualicum River and to the waterfront.

c) Special Recreation Areas

Along the Little Qualicum River, as a part of District Lot 10, a riverfront park should be retained. This site could offer public access for fishing and other activities to the Little Qualicum River and existing trails.

Objectives

4.9(a) *To support the development of a system of recreational amenities that provides a wide range of recreational opportunities for people of all ages and abilities.*

Policies

4.9.1 To continue working with the Regional District of Nanaimo and other groups to provide recreational activities and amenities.

4.9.2 To work with developers to provide recreational activities and amenities as part of the development process.

4.9.3 Existing recreation facilities should be retained, renewed and upgraded where needed. New facilities might include:

- Improvements in the Community Park;
- Acquisition and development of neighbourhood parks;
- Acquisition of land for the development of recreational greenways;
- Enhancement of special recreation areas such as the Little Qualicum River;
- Provision for private (user-pay) recreation facilities.

4.9.4 The program of waterfront improvements should be continued. The Waterfront Master Plan and Section 4.7 of this Plan provide more details on how the central waterfront can be developed with a unique park-like character.

4.9.5 Protect Town's network of open spaces in perpetuity, including:

a) The Qualicum Beach Memorial Golf Course, Pheasant Glen Golf Resort and Eaglecrest Golf Course.

b) Waterfront properties in Municipal control, as well as Crown foreshore.

c) E & N Railway.

d) The undeveloped portions of the Village Way and Hoylake Road West right of way.

e) Grandon Creek Ravine, including continuous open space connections to the waterfront and to the Community Park.

f) Beach Creek Ravine, from the golf course to Village Way, with an east/west connection to the foot of Dogwood Road.

g) Steeply-sloping areas within the Town boundary. This would include slopes over 30% to the south of the Island Highway 19A, south of Judges Row and along the waterfront through the estate properties and Eaglecrest, North West of Garrett Road and French Creek ravine near the Qualicum Beach Airport.

4.9.6 The following projects shall be priorities for park development:

a) Implementation of the Site Potential Plan for the Community Park.

b) The development and improvement of recreational amenities for youth and children.

c) Waterfront enhancement and facility development, especially in western areas of the public beach zone.

d) Improvements to the Island Highway 19A, along the public waterfront zone.

e) Designation, mapping and signing of major walkway and bikeway routes.

f) Extension of the trails, paths bikeway system in accordance with Map Schedule 2.8 and the Community Transportation Plan.

4.9.7 The policies regarding Parks and Natural Space, as outlined in this bylaw, shall provide guidance to the Approving Officer regarding the provision of parkland or cash in lieu, pursuant to the *Local Government Act.*

4.9.8 The policies regarding the natural environment as outlined in this bylaw shall provide guidance to the Town and Approving Officer regarding the protection, restoration and enhancement of the natural environment as part of the subdivision and development approval process.

5. Schedules

TOWN OF **QUALICUM BEACH**

Official Community Plan 2025

Bylaw No. 918
Schedule 2.1

LAND USE

- Municipal Boundary
- Urban Containment Boundary
- (S) School Site
- (R) Destination Resort
- ALR
- Village Neighbourhood
- Rural
- Small-Scale Residential
- Medium Density Residential
- Estate Residential
- Commercial
- Airport Area
- Parks and Recreation
- Institutional
- Light Industrial

0 375 750 1,500
Meters

WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-12-04

Esri Canada

TOWN OF **QUALICUM BEACH**

Official Community Plan 2025

Bylaw No. 918
Schedule 2.2

LAND USE
VILLAGE
NEIGHBOURHOOD

- ★ Future Parks/Squares
- Ⓟ Community Parking
- Ⓢ Secondary School
- ↔ Existing Railway Crossing
- ↔ Future Railway Crossing
- Proposed Pedestrian Connectors

- Village Neighbourhood
- Village Commercial Residential
- Village Transitional Commercial Residential
- Village Light Industrial
- Village Commercial Cultural Residential
- Village Institutional
- Village Mixed Residential 1
- Village Mixed Residential 2
- East Village
- Village Existing Parks/Squares

0 75 150 300
Meters

WGS 1984 UTM Zone 10N
Scale: 1:5,000
2025-11-26

Esri Canada

TOWN OF QUALICUM BEACH

Official Community Plan 2025

Bylaw No. 918
Schedule 2.3

FORM & CHARACTER DEVELOPMENT PERMIT AREAS

- RFC1
- RFC2
- C1 Downtown Commercial
- C2 Industrial
- C3-C4 Beach Commercial
- C5 College Road
- C6-C7 Memorial Avenue
- C8 Crescent Road East
- C9 Berwick Road
- C10 Qualicum Beach Airport
- C11 Highway Bluff Commercial
- C12 Rural Destination Resort
- E1 Beach Area

0 375 750 1,500
Meters

WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-12-04

Esri Canada

TOWN OF **QUALICUM BEACH**

Official Community Plan 2025

Bylaw No. 918
Schedule 2.4

ECOLOGICAL DEVELOPMENT PERMIT AREAS

- Aquatic Habitat Greenway
- Marine Shoreline
- Upland Habitat Greenway
- Watercourses
- Watershed Boundary

G1 Grandon Creek
G2 Lower Beach Creek
G3 Upper Beach Creek
G4 Beach Creek Tributary
G5 Little Qualicum / Laburnum
G6 Estate Slopes
G7 Shore Cliffs
G8 Marine Shoreline
G9 Aspen Sedge Wetland
G10 Claymore Forested Wetland
G11 Glengarry Wetland
G12 French Creek

0 375 750 1,500
Meters

WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-10-28

Esri Canada

TOWN OF **QUALICUM BEACH**

Official Community Plan 2025

Bylaw No. 918
Schedule 2.5

HAZARDOUS LANDS DEVELOPMENT PERMIT AREAS

- Steep Slope
- Flood Plain
- Ocean Flood Plain

0 375 750 1,500
Meters

WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-10-28

Esri Canada

TOWN OF **QUALICUM BEACH**

Official Community Plan 2025

Bylaw No. 918
Schedule 2.6

MAJOR ROAD NETWORK

- Arterial
- Major Collector
- Minor Collector
- Provincial Highway

Note:
Dedication or constructions of roads through Agricultural Land Reserve will require approval from the Agricultural Land Commission.

0 375 750 1,500
Meters

WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-10-28

Esri Canada

TOWN OF **QUALICUM BEACH**

Official Community Plan 2025

Bylaw No. 918
Schedule 2.7

PARK & ECOLOGICAL GREENWAYS

- Aquatic Habitat Greenway
- Upland Habitat Greenway
- Park and Open Space Area
- Greenbelt Area and Working Landscapes

Those Greenways shown shown on this map that are not designated as a Development Permit Area on Map Schedule 2.4 are identified for the purpose of long-term planning objectives only.

0 375 750 1,500
Meters

WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-11-26

Esri Canada

TOWN OF **QUALICUM BEACH**

Official Community Plan 2025

Bylaw No. 918
Schedule 2.8

ACTIVE TRANSPORTATION

Waterfront Walkway

- Foreshore or Dry Land
- On Dry Land
- On The Foreshore

Paths and Trails

- Multi-use Pathway
- Walking Trail

Greenway Street

- With Bikeway
- With Sidewalk
- With Sidewalk and Bikeway

0 375 750 1,500
Meters

WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-10-28

Esri Canada

Schedule 2.9

Official Community Plan (OCP) Consistency Worksheet

This OCP Consistency Worksheet provides criteria to assess whether or not a development proposal is consistent with the Official Community Plan. Land use consistency is a prerequisite, and consistency with OCP goals should be assessed as supporting criteria.

A. Prerequisite: Adherence to Land Use Designation

To be consistent with the OCP, a proposal should align with the intent of the land use designation under which the property is located, should generally work towards the objectives and policies of that land use designation.

	Consistent	N/A	Not Consistent
Land Use Compliance Does the proposal generally adhere to the intent, objectives, and policies of the existing land use designation?	☐	☐	☐

B. Adherence to OCP Goals

To be consistent with the OCP, a proposal should be generally consistent with the OCP Goals detailed in section 1.2 of the OCP.

	Consistent	N/A	Not Consistent
1. Complete, Compact Community Land Use Encourage carefully managed growth through land use that enhances the natural ecology, local economy, and vibrancy of community life at a scale that is suited to the Qualicum Beach village character.	☐	☐	☐
2. Low-impact Transportation Continue building a safe, walkable community where residents and visitors have access to amenities through a comprehensive network of transportation routes that support alternatives to the automobile, including alternatives for people with mobility issues that may not be able to walk or cycle.	☐	☐	☐
3. Community Health Foster the health and well-being of people that live, work, play, and invest in the Town. Value residents and welcome all others in a spirit of inclusion, promoting and supporting demographic diversity, and continuing to promote parks and trails that support healthy lifestyles. Provide residents with access to social, cultural, and healthcare services as well as access to participation in community life, arts, and culture.	☐	☐	☐

4. Sustainable Food Systems Support a prosperous local food system through high quality restaurants, year-round access to farm-fresh produce, economic prosperity, hands-on experience through community gardens and backyard gardening, and preservation of existing ALR and agricultural land.	☐	☐	☐
5. Progressive Infrastructure Provide efficient, effective infrastructure for energy, water, waste water & stormwater, and solid waste that advances the Town's sustainability goals and minimize the consumption of natural resources.	☐	☐	☐
6. Economic Prosperity Pursue economic opportunities based on sustainable growth and development that meet the needs of the community. Emphasize local business, with sustainable tourism activities as a fundamental part of the local economy.	☐	☐	☐
7. Healthy Landscapes Preserve and protect our natural environment including ecosystems that support both people and wildlife, while maintaining a high quality of urban and rural life.	☐	☐	☐
8. Green Buildings Promote green building and energy conservation, including practices such as energy efficiency, solar orientation, renewable and zero/low emission energy systems, water efficiency, wastewater and stormwater reuse, healthy and non-toxic materials, and habitat-supportive and water-wise landscape design.	☐	☐	☐
9. Sense of Place Recognize local Indigenous Peoples heritage. Value education, arts, culture, and community service as a part of daily life. Nurture small-town village character and ambience from the compact village centre to the dynamic, natural beauty of the Qualicum Beach waterfront.	☐	☐	☐
10. Diversity of Housing Promote housing that meets the needs of the Town now and in the future across a variety of housing tenures, types, and sizes. Prioritize housing initiatives that support young adults and families, workers, older seniors, or persons with a disability.	☐	☐	☐

SCHEDULE 3.0

Regional Context Statement

Alignment Between the Town of Qualicum Beach "2025 Official Community Plan" and the Regional District of Nanaimo "Shaping Our Future 2040 Regional Growth Strategy"

RGS Goal 1	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Climate Adaption and Mitigation To increase energy efficient, reduce greenhouse gas emissions and mitigate the impacts of climate change in the region.	1.1	*Does the OCP include provincial targets to reduce Greenhouse Gas (GHG) emissions to 40 per cent below 2007 levels by 2030? And net-zero emissions by 2050?* ✓ **Consistent**	**Section 2.2.2** "Climate Emissions Planning" The OCP supports this regional goal.
	1.2 1.3 1.4 1.5	*Does the OCP support the development of alternative sources of energy use and production?* ✓ **Consistent**	**Policy 2.1.24** *The Town shall pursue the implementation of a district energy pilot project within the "Village Neighbourhood", with the Community Park and the curling rink area as potential locations. Potential technologies to be explored include geothermal and heat recovery from wastewater.*
	1.6 1.7	*Does the OCP support buildings to be energy efficient and low carbon emitting?* ✓ **Consistent**	**OCP Goal 8 (implemented throughout):** *Promote green building and energy conservation, including practices such as energy efficiency, solar orientation, renewable and zero/low emission energy systems, water efficiency, wastewater and stormwater reuse, healthy and non-toxic materials, and habitat-supportive and water-wise landscape design.*
	1.8	*Does the OCP encourage waste management diversion and opportunities to recover resources from waste?* ✓ **Consistent**	**Section 2.6.5** "Solid Waste" OCP supports continued management of solid waste through the Regional District of Nanaimo

	1.9	*Does the OCP consider the impacts of climate change on future infrastructure, including wildfires, extreme weather events, flooding, coastal storm surge, erosion, and sea level rise?* ✓ **Consistent**	**Section 1.3** "How to Use the OCP" refers to the Community Wildfire Resiliency Plan to consider future wildfire hazards **Section 2.7.1** "Hazardous Lands Development Permit Areas"
	1.10 1.11 1.12	*Does the OCP support collaboration with the Federal government, Provincial government, First Nations and businesses for climate change mitigation and adaptation?* ✓ **Consistent**	**Section 2.4** "Regional Growth" shows support for the Regional Growth Strategy, including: *Goal 11: "Working Together – Facilitate and foster cooperation among jurisdictions through an understanding of and commitment to growth management goals among all levels of government, the public, and key private and voluntary sector partners."*

RGS Goal 2	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Protect the Environment Protect and enhance the environment and minimize ecological damage from growth and development.	2.1 2.2 2.3 2.4	*Does the OCP contain policy to protect fresh (surface and ground) and marine seawater from degradation and depletion?* ✓ **Consistent**	**Section 2.6.3 "**Stormwater & Watershed Management" Additionally, the Town has strong policies in place through Development Permit Areas and development guidelines and implementation measures to preserve and protect the natural ecosystems.
	2.5	*Does the OCP promote good air quality in the region, such as through transportation options and support for renewable energy?* ✓ **Consistent**	**OCP Goal 2: Low-impact Transportation** (implemented via policies throughout) **OCP Goal 8: Green Buildings** (implemented via policies throughout) **Section 2.1.2 "**Complete, Compact Community"

			Section 2.2.2 "Climate Emissions Planning" **Section 2.6.1** "Transportation"
	2.6, 2.7, 2.8	*Does the OCP support the retention of natural ecosystems in the Coastal Douglas Fir zone?* ✓ **Consistent**	**Section 2.7.2 Ecological Development Permit Areas** (and corresponding guidelines located in PART 5: Zoning Bylaw No. 900)
	2.9 2.10 2.11 2.12 2.13 2.14	*Does the OCP contain measures to protect and mitigate the impacts of development on environmentally sensitive areas and provide connectivity corridors for wildlife between critical habitat?* ✓ **Consistent**	**Section 2.7.2 Ecological Development Permit Areas** (and corresponding guidelines located in PART 5: Zoning Bylaw No. 900)
	2.15 2.16 2.17	*Does the OCP include measures to protect life and property from a range of hazards (avoiding development in hazardous areas or taking mitigation measures to protect settlements that are already established)?* ✓ **Consistent**	**Section 2.7.1 Hazardous Lands Development Permit Areas** (and corresponding guidelines located in PART 5: Zoning Bylaw No. 900)

RGS Goal 3	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Coordinate Land Use and Mobility To support climate mitigation, ensure land use patterns, and transportation and mobility networks are connected to achieve more compact, complete, and accessible communities.	3.1 3.9	*Does the OCP support land use patterns that allow for alternatives to the automobile such as walking, cycling and public transit?* ✓ **Consistent**	**OCP Goal 2: Low-impact Transportation** (implemented via policies throughout) **Section 2.1.2 "**Complete, Compact Community" **Section 2.6.1** "Transportation"
	3.2	*Does the OCP promote the location of job creating land uses close to where people live?* ✓ **Consistent**	**Section 2.1.2 "**Complete, Compact Community" **3.7 "**Village Commercial Residential" **3.2 "**Village Light Industrial" **3.4 "**Village Institutional" **3.7 "**Village Transitional Commercial/Residential"
	3.3	*Has the OCP considered the location of industrial development that is good access to transportation infrastructure and minimal environmental and community impact?* ✓ **Consistent**	**Section 3.2 "**Village Light Industrial"
	3.5 3.6 3.7 3.8 3.10 3.11	*Does the OCP advocate for improved transportation services and inter-regional connections?* ✓ **Consistent**	**Section 2.6.1 "**Transportation"
	3.12	*Does the OCP recognize the E&N Railway Corridor and the importance for transportation in the region?* ✓ **Consistent**	**Section 2.6.1** "Transportation" Map Schedule 2.8

RGS Goal 4	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Community Building Create compact complete communities within distinctive centres of activity and provide easy access to places to live, work, play and learn.	4.1 4.2 4.3 4.10	*Does the OCP designate Growth Containment Boundaries (GCB) consistent with the RGS?* ✓ **Consistent**	*The "Village Neighbourhood" is the heart of Qualicum Beach, home to commerce, social activity, goods and services, and higher-density housing.* The Town will manage growth through an Urban Containment Boundary that is independent of the Growth Containment Boundary in the Regional Growth Strategy. **Section 2.1.1** "Urban Containment Boundary" **Schedule 2.1** "Land Use"
	4.4 4.5 4.8	*Does the OCP designate mixed-use centres that are pedestrian-oriented, transit supportive, compact, complete neighbourhoods compatible in character with their context.* ✓ **Consistent**	**Section 3** "Land Use Designations Within the Village Neighbourhood"
	4.6 4.7	*Does the OCP only support more intensive urban areas in designated growth areas?* ✓ **Consistent**	**Section 2.1.2** "Complete, Compact Community" **Section 3.** "Land Use Designations Within the Village Neighbourhood"

RGS Goal 5	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Enhance Rural Integrity Protect and strengthen the region's rural economy and functioning rural landscapes.	5.1 5.3 5.8 5.9 5.10	*Does the OCP designate land for rural forms of land use and development on large land holdings consistent with the Regional Growth Strategy?* ✓ **Consistent**	**Section 2.1** "Manage Urban Growth" **Section 4.6** "Rural"
	5.2 5.4 5.6 5.11	*Does the OCP include measures to protect resource and farm lands?* ✓ **Consistent**	**OCP Goal 4: Sustainable Food Systems** **Section 4.6 "**Rural"
	5.5 5.7	*Does the OCP encourage land uses compatible with agriculture, forestry, primary natural resource use, and recreation? Do the compatible uses enhance the economic viability of the primary use and contribute to protecting the environment?* ✓ **Consistent**	**OCP Goal 4: Sustainable Food Systems** **Section 4.6 "**Rural" **Section 4.8 "**Recreational Greenways"

RGS Goal 6	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Diverse and Affordable Housing Choices Support and facilitate provisions for appropriate, adequate, affordable, and adaptable housing.	6.1	*Does the OCP support the development of a range of housing types?* ✓ **Consistent**	**OCP Goal 10: Diversity of Housing** (implemented throughout) **Section 2.3** "Housing" **A range of housing permitted within the following land use designations:** • All land use designations within the Village Neighbourhood *except* Village Parks and Squares • 4.1 Residential • 4.2 Commercial • 4.4 Airport Area • 4.5 Institutional • 4.6 Rural

	6.2 6.3	*Does the OCP and zoning bylaw include strategies to meet the future housing needs of diverse households of all ages, abilities, and incomes?* ✓ **Consistent**	**OCP Goal 10: Diversity of Housing** (implemented throughout) **Section 2.3 "**Housing" **Section 2.3.2 "**Priority Housing Groups"
	6.4 6.5 6.6 6.7	*Does the OCP include policy to work with regional partners and advocate senior governments to address affordable housing issues?* ✓ **Consistent**	**Section 2.3** "Housing" **Section 4.1** "Residential"

RGS Goal 7	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Economic Resiliency Support strategic economic development and link commercial and industrial strategies to the region's land use, rural, and environmental protection priorities.	7.1 7.2 7.8 7.10 7.16 7.17	*Does the OCP support a coordinated efforts to promote economic development that benefits the community?* ✓ **Consistent**	**OCP Goal 6: Economic Prosperity** (implemented throughout) **Section 4: Land Use Designations Outside the Village Neighbourhood** *The lands that are located just beyond the existing boundaries of Qualicum Beach have a direct effect on the social and economic welfare of the community. In order to protect the Town's interests in these sensitive fringe areas, the Town will work with the Regional District of Nanaimo as part of the implementation of the Regional Growth Strategy and the Town's OCP.*
	7.4 7.5 7.6 7.9 7.18	*Does the OCP encourage and support a broad range of industrial, commercial, and institutional development in appropriate location?* ✓ **Consistent**	A range of context-appropriate industrial, commercial, and institutional development is permitted. Land Use Designations include those within and outside the Village Neighbourhood: • 3.1 Village Commercial Residential • 3.2 Village Light Industrial • 3.3 Village Commercial/ Cultural/ Residential • 3.4 Village Institutional • 3.7 Village Transitional Commercial/ Residential • 4.2 Commercial • 4.4 Airport Area

	7.11 7.12 7.13 7.14 7.15	*Does the OCP recognize and support the link between land use and economic development?* ✓ **Consistent**	**OCP Goal 6: Economic Prosperity** (implemented throughout) **Section 4.2 "**Commercial" **Section 4.6** "Rural" **Section 4.7** "Waterfront"

RGS Goal 8	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Food System Resiliency Protect and enhance the capacity of the region to adapt, produce, and process food and mitigate the impacts of disruptions.	8.1 8.2 8.3 8.4	*Does the OCP support the protection of farmland?* ✓ **Consistent**	**OCP Goal 4: Sustainable Food Systems** (implemented throughout) **Section 4.6** "Rural"
	8.5 8.6 8.7	*Does the OCP promote the economic viability of agriculture through the creation of value-added products and complementary uses on farmland?* ✓ **Consistent**	**Policy 4.9.7** *The Town shall continue to encourage forestry and other rural economic activities on land designated as 'Rural' not being used for agricultural purposes.*
	8.8 8.9 8.10 8.11 8.12	*Does the OCP support the enhancement of regional and local food systems through production, processing, distribution, and sale of locally harvested products.* ✓ **Consistent**	**OCP Goal 4: Sustainable Food Systems** (implemented throughout) *Support a prosperous local food system through high quality restaurants, year-round access to farm-fresh produce, economic prosperity, hands-on experience through community gardens and backyard gardening, and preservation of existing ALR and agricultural land.*

RGS Goal 9	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Pride of Place Celebrate the region's unique beauty, culture, history and arts.	9.1	*Does the OCP support the protection and enhancement of sites, facilities, and features with important heritage, recreational, cultural, and natural values?* ✓ **Consistent**	**OCP Goal 9: Sense of Place** (implemented throughout) **Section 2.7.3** "Form and Character Development Permit Areas" **Section 2.7.2** "Ecological Development Permit Areas" **Section 3.3** "Village Commercial/Cultural/ Residential" **Section 3.9** "Village Parks and Squares"
	9.2	*Does the OCP promote excellence in:* • *architecture* ✓ **Consistent** • *public art* ✓ **Consistent**	**Section 2.7.3** "Form and Character Development Permit Areas" **Policy 2.1.3.13** *The Town may support public art through continual investment, especially in new development projects*

RGS Goal 10	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Efficient Services Provide efficient, cost-effective services and infrastructure that contribute to compact and sustainable growth	10.1 10.5 10.6 10.7 10.10 10.17	*Does the OCP support efficient public services to communities and that can accommodate sustainable growth?* ✓ **Consistent**	**OCP Goal 5: Progressive Infrastructure** (implemented throughout) **Section 2.6:** "Municipal Services"

	10.2 10.3 10.4 10.9	*Does the OCP only support urban development inside the GCB that is fully serviced with community water and community sewer?* ✓ **Consistent**	**Section 2.1.1** "Urban Containment Boundary"
	10.11 10.15 10.16	*Does the OCP support developments that incorporate energy efficient, water conservation and recycling?* ✓ **Consistent**	**OCP Goal 8: Green Buildings** (implemented throughout) **Section 2.2** "Sustainability & Greenhouse Gas Emissions Reduction" **Section 3** "Land Use Designations Within the Village Neighbourhood" **Section 4.1** "Residential" **Section 4.2** "Commercial"

RGS Goal 11	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Cooperation Among Jurisdictions Facilitate and understanding of and commitment to growth management goals among all levels of government, the public, and key private and voluntary sector partners.	11.1 11.2	*Does the OCP make commitment to implement the goals of the RGS?* ✓ **Consistent**	**Section 2.4** "Regional Growth" shows support for the Regional Growth Strategy, including: *Goal 11: "Working Together – Facilitate and foster cooperation among jurisdictions through an understanding of and commitment to growth management goals among all levels of government, the public, and key private and voluntary sector partners."*
	11.3	*Does the OCP recognize the importance of coordinating land use planning with local First Nations?* ✓ **Consistent**	n/a

TOWN OF QUALICUM BEACH
BYLAW NO. 900.08

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH ZONING BYLAW, BYLAW NO. 900, 2024

WHEREAS the Council may, under Section 488 of the *Local Government Act,* designate development permit areas in an official community plan and may, under the same section specify the guidelines referred to in the official community plan by zoning bylaw,

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

"Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024" is hereby amended as follows:

1. "Part 2 – Zoning Bylaw No. 900, Development Permit Area Guidelines" is attached to and forms an integral part of this Bylaw.

2. This Bylaw may be cited as "Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024 Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025"

INTRODUCED FOR FIRST READING this 5th day of November, 2025.

READ A SECOND TIME this 20th day of November, 2025.

Notice published pursuant to Section 466 of the *Local Government Act* on the 19th day of November, 2025, and the 26th day of November, 2025.

PUBLIC HEARING this 3rd day of December, 2025.

READ A THIRD TIME this day of, 2025.

ADOPTED this day of, 2025.

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

PART 5: Zoning Bylaw No. 900

Development Permit Areas Guidelines

This Part provides the specific guidelines to which development applicants must adhere to when acquiring a development permit. Area designations and objectives for Development Permit Areas within the Town of Qualicum Beach are provided within the Town of Qualicum Beach *2025 Official Community Plan*.

Contents

General Development Permit Information
Section 1 ..... Ecological Development Permit Area Guidelines
Section 2 ..... Hazardous Lands Development Permit Area Guidelines
Section 3 ..... Form and Character Development Permit Guidelines

Introduction

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area (DPA). Such concerns can cover:

(a) protection of the natural environment, its ecosystems and biological diversity;
(b) protection of development from hazardous conditions;
(c) protection of farming;
(d) revitalization of an area in which a commercial use is permitted;
(e) establishment of objectives for the form and character of intensive residential development;
(f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
(g) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
(h) establishment of objectives to promote energy conservation;
(i) establishment of objectives to promote water conservation;
(j) establishment of objectives to promote the reduction of greenhouse gas emissions.

The Town of Qualicum Beach has designated development permit areas across seven categories. The following table shows the Development Permit Areas designated within the Town of Qualicum Beach, with some addressing aspects of importance across several categories.

Development Permit Area	(a) Natural Environment	(b) Hazardous Conditions	(d) Commercial Revitalization	(e)Intensive Residential	(f) Commercial/ Industrial/ Multi-family	(h) Energy Conservation	(i) Water Conservation
C1: Uptown Commercial			✓		✓		
C2: Light Industrial					✓		
C3: Beach Commercial	✓				✓		
C4: Beach Commercial					✓		
C5: College Road					✓		
C6: Memorial Avenue					✓		
C7: Memorial Avenue			✓				
C8: Crescent Road East	✓				✓		
C9: Berwick Road					✓		
C10: Qualicum Beach Airport	✓				✓		
C11: Highway Bluff Commercial					✓		
C12: Rural Destination Resort	✓				✓	✓	✓
E1: Beach Area	✓				✓		
G1-G12: Ecological Greenways	✓						
H1: Hazardous Lands		✓					
RFC1: Small-Scale Residential Form & Character				✓	✓		
RFC2: Medium-Density Residential Form & Character	✓	✓			✓		

More Than One Development Permit Area Designation

Where land is subject to more than one Development Permit Area designation, a single development permit is required. The application will be subject to the requirements of all applicable Development Permit Areas, and any development permit issued will be in accordance with the guidelines of all such Areas.

Actions Requiring a Development Permit

In general, where land is within a Development Permit Area, an owner must obtain a Development Permit prior to:

- Subdivision of land;
- Construction of, addition to or alteration of a building or other structure;
- Alteration of land within Environmentally Sensitive Areas (ESA) or Hazardous Lands

Exemptions

Exemptions from the DPA requirements are described in the guidelines applicable to each DPA.

SECTION 1

Ecological Greenway Development Permit Area Guidelines

Contents

Justification & Objectives 5
Types of Environmentally Sensitive Areas **5**
Actions Requiring an Ecological Development Permit 5
Actions Exempt from Requiring an Ecological Development Permit 6
Disputable Exemptions 7
General Guidelines 8
Habitat Landscape Guidelines 8
Aquatic Habitat Greenways Development Permit Area Guidelines **10**
Upland Habitat Greenways Development Permit Area Guidelines **12**
Marine Shorelines Development Permit Area Guidelines **14**
Definitions 16
References 19

Justification & Objectives

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area. Such concerns can cover:

a) protection of the natural environment, its ecosystems and biological diversity;

This section provides the guidelines in place to protect the natural environment and environmentally sensitive areas within the Town of Qualicum Beach.

Types of Environmentally Sensitive Areas

As per the *Town of Qualicum Beach 2025 Official Community Plan* there are three types of Environmentally Sensitive Areas which must be protected through obtaining a Development Permit prior to development:

- Aquatic Habitat Greenways
- Upland Habitat Greenways
- Marine Shorelines

Details of the requirements of an applicant to obtain a development permit for each of these types of Ecological Development Permit Areas are described in the following sections.

Actions Requiring an Ecological Development Permit

Other than excluded in "Actions Exempt from Requiring an Ecological Greenway Development Permit", no alteration of land or vegetation within or adjacent to the Aquatic Habitat, Upland Habitat, or Marine Shoreline Development Permit Areas shall be undertaken:

a) without a permit issued pursuant to this bylaw; or
b) contrary to the terms of a permit issued pursuant to this bylaw.

An owner that wishes to take action that alters land or vegetation within an Ecological Greenway Development Permit Area that is not exempt under "Actions Exempt from Requiring an Ecological Greenway Development Permit" section must first obtain a Development Permit and may require supporting documentation such as site layout, topographic features, habitat information and development plans as deemed necessary by the Town.

Actions Exempt from Requiring an Ecological Development Permit

The actions listed below will not require an Ecological Greenway Development Permit, provided they are designed and installed to resist erosion and avoid negative impacts on adjacent habitat areas.

- Farm practices protected by the Farm Practices Protection (Right to Farm) Act.
- Regular landscape maintenance of existing manicured landscape, including existing golf course landscaping and pruning of native vegetation. This includes the pruning of limbs up to 10cm in diameter for view corridors in accordance with the Tree Pruning Guidelines provided that all cut trees and branches are disposed of in a way that is not detrimental to the stability of the slope, e.g. cut trees and branches must not be left on sloping terrain.
- Planting and maintenance of new landscape or habitat enhancements which follow the Naturescape Guidelines, including both native and ornamental trees and shrubs.
- Trail or viewpoint construction, when such construction removes no trees, and when it impacts the vegetation of less than 5% of the greenway corridor on the parcel, and the surfacing is pervious (e.g. soil, gravel, mulch or spaced wood deck).
- Tree removal within the following maximums per calendar year, other than significant trees, provided that for each removed tree at least one replacement tree is installed, in accordance with the requirements for habitat landscape:
  - In all aquatic habitat greenways – only hazard trees may be removed;
  - In upland habitat greenways:
    - on parcels smaller than 1 Ha – only hazard trees may be removed;
    - on parcels 1 Ha or larger – hazard trees plus up to 3 other trees may be removed;
- A significant tree may not be removed without a permit. Significant tree means a tree identified by one of the following criteria:
  - A veteran or older growth tree in excess of 100 years old;
  - A wildlife tree, meaning a tree that supports eagle roosting or nesting, heron rookeries, cavity dwellers or red- or blue-listed species;
  - A Garry Oak, Arbutus or Pacific Dogwood tree.
- Management of invasive, non-native plants such as Himalayan Blackberry, Scotch Broom or Purple Loosestrife.
- Removal of Alder as a part of a vegetation management scheme to promote establishment of other long-living native trees.
- Subdivision of land or construction of a building or other structure or the structural alteration of, or addition to, an existing building or other structure where the Subdivision

Approving Officer or the Building Inspector, pursuant to Section 56 of the Community Charter, can require the owner of land to provide the Building Inspector or Subdivision Approving Officer with a report certified by a qualified professional that the land may be used safely for the use intended and that the activity complies with all the requirements of all applicable Development Permit Areas.

Disputable Exemptions

In cases where exemption from an Ecological Greenway Development Permit is unclear, or where the terms of the bylaw or a permit are not being met, the Town's Bylaw Enforcement Officer or Building Inspector may issue a stop work order and require the applicant to submit a letter from a certified arborist containing sufficient information to clarify the intent of the bylaw.

Partial Relaxation of Related Land Use Regulations

Conditions for relaxation of other bylaws applying to the parcel include:

1) Where the *aquatic habitat or upland habitat greenway* comprises up to 25% of the parcel area prior to any voluntary leave area dedication, no relaxation applies.

2) Where the *aquatic habitat or upland habitat greenway* is 25% or more of the parcel area prior to any voluntary leave area dedication setbacks may be varied up to the following maximum amounts:

a) rear yard setback will be reduced by up to 50%;

b) front yard setback will be reduced by up to 25%.

3) Where, prior to any voluntary leave area dedication, the permitted use would not be allowed on an existing parcel due to the *ecological greenway* size, the greenway area may be varied the minimum amount necessary to allow the use, but in no case shall the maximum allowable density of the site prior to any voluntary dedication of leave area be exceeded.

4) The partial relaxation of related land use regulations applies only to parcels existing at the date of adoption of this bylaw. New parcels shall be configured to allow the permitted land use without relaxation.

General Guidelines

- ✓ In this development permit, the Ecological Greenway Diagrams, Definitions, and References apply.
- ✓ The *aquatic habitat greenway* or *upland habitat greenway* shall be conserved in a vegetated state, free of development of *structure*s or *paving*.
- ✓ In all *ecological greenways*, natural or planted vegetation shall be maintained.
- ✓ Management of Streamside Protection and Enhancement Areas (SPEAs) in aquatic habitat greenways shall be in accordance with the Riparian Areas Protection Regulation. If the provisions of the Riparian Areas Protection Regulation and this bylaw conflict, the provisions of the Riparian Areas Protection Regulation shall apply to actions within SPEAs.
- ✓ In Aquatic or Upland Greenway areas outside SPEAs that fall within Ecological Development Permit Areas, the guidelines in this bylaw shall apply.
- ✓ Owners are encouraged to enhance vegetation in greenways in accordance with the Habitat Landscape Guidelines in this section.
- ✓ Further guidelines for each type of environmentally sensitive area are provided in this section.

Habitat Landscape Guidelines

- ✓ Habitat landscape shall be one of two types:

Type A: Existing native trees and ground cover, of sufficient density to provide shady conditions to watercourses and upland greenway areas. Selectively prune or remove hazardous trees only if necessary to protect a high-risk target, but leave wildlife snags if safe. Supplement existing trees and ground cover with planted stock to all bare or thin areas to meet the requirements of type B habitat landscape.

Type B: Planted stock as necessary to landscape all bare or thin areas. Planted stock shall be selected to suit the soil, light and groundwater conditions of the site:

i) species shall be native to the area, or other species selected for fish and wildlife habitat values;

ii) replacement trees shall be planted at an average spacing of 6m on centre or closer throughout the habitat landscape, and shall be a minimum of 2m height for conifers and 3 cm caliper for deciduous trees at time of planting;

iii) a shrub layer shall be provided for a minimum of 50% of the area of the habitat landscape. Within shrub areas, shrubs shall be provided at a minimum average density of 1.0m on centre and shall be a minimum of #1 pot size at time of planting;

iv) ground cover may be substituted for shrubs. If used, ground cover shall be one of brush layering on 2:1 or steeper slopes at 1.0m vertical on centre between layers or closer spacing, or planted ground cover at maximum average spacing of 0.5m, with ground cover plants a minimum 10 cm pot size at time of planting;

v) areas not covered by shrubs or trees shall be seeded to a grass or legume or planted with native herbaceous ground cover.

- ✓ Required habitat landscape shall be continuous, broken only by public walkways and road crossings, with utilities underground. Habitat landscape required under this bylaw shall not be supplanted by continuous roadway or walkway access.

- ✓ The retention of native trees and ground cover is preferred.

- ✓ The maximum sloping terrain in any planted habitat landscape shall be 33% slope. Steeper grades may be considered if a report from a professional engineer with experience in geotechnical engineering is submitted, and the conditions in the report are followed during construction.

- ✓ All habitat landscape required by this bylaw shall be protected from intrusion by motor vehicles with a continuous concrete curb, if parking areas abut the habitat landscape.

- ✓ All landscape construction required by this Bylaw shall be maintained by the Owner to the 'background' maintenance level in the British Columbia Landscape Standard, at a minimum, for a period of 1 year from the date of substantial performance of the landscape work. Plant materials not in a healthy growing condition during the maintenance period will be replaced within 4 months of their rejection, in the next regular planting season.

Aquatic Habitat Greenways Development Permit Area Guidelines

Introduction

Aquatic Habitat Greenways protect watercourses and the sensitive ecosystems around them. Protection of these areas is required under the federal *Fisheries Act*. The Aquatic Habitat Greenway designation brings local land use planning in line with this senior government law, and increases certainty about what areas require protection. The Provincial *Fish Protection Act* also applies to protection of Aquatic Habitat Greenway. The provisions in these Development Permit Area Guidelines for riparian protection may be reviewed periodically.

Guidelines

The following describes some of the features of an aquatic habitat greenway that should be maintained under the terms of the development permit designation.

- ✓ **All watercourses**, including permanent or intermittently wetted streams, wetlands, springs, back channels or floodplain, as well as other areas that contribute to summer base flows, winter refuge, and sources of cool water.
- ✓ **Vegetation overhanging the water**. This vegetation maintains cooler water temperatures by providing shade, and is a source of leaf litter and fallen insects to support the aquatic food web.
- ✓ **Dense vegetation in riparian zones** which provides erosion control along banks and steep slopes, filters pollutants from runoff approaching the stream, and provides barriers to human disturbance of the stream.
- ✓ **Sloping terrain or ravines**, which form the banks of the watercourse. These areas are often highly susceptible to erosion or landslip if their vegetation is removed. Setbacks from the

top of bank are established as a part of the watercourse leave area to provide protection for the vegetation that helps keep these steep slopes stable.

- ✓ **Sources of large organic debris** (large fallen wood and logs). To ensure a long-term source of large organic debris, the riparian vegetation should be multi-aged – with trees of many ages. This large organic debris is a critical component of fish habitat, providing shade and cover from predators for fish, and also contributing to the creation of pools, riffles, and stable stream hydraulics.
- ✓ **Vegetation variety in the riparian zone** – including groundcover, low and tall shrubs, low and tall trees, deciduous and coniferous, young and old. This variety of vegetation is resilient to change and offers a variety of habitats for birds and other species. A thicket of vegetation also provides a buffer to minimize disturbance of fish in the stream, particularly by people, and cover for fish from predators.
- ✓ **Veteran and standing dead wildlife trees**. These are important for eagles, and for cavity nesters and woodpeckers. However, they are also a source of large organic debris for the stream in the medium-term.
- ✓ The above *Watercourse Leave Areas* are fish habitat protected by the federal *Fisheries Act* and the provincial *Fish Protection Act* or are wetlands that are important for many species, including amphibians and reptiles. These development permit guidelines will be updated periodically to make them consistent with senior government regulations.
- ✓ To function ecologically, disturbance to aquatic habitat needs to be minimized. For this reason, it is important that greenway plans show a*ccess envelopes* which define the limit of disturbance of any access development – like road crossings, trails, overlooks, or utilities. Alignment and locations minimizing impact on the greenway will be preferred. Legal dedication of *watercourses* below the *natural boundary* shall be made to the local government, or return to Crown.

Upland Habitat Greenways Development Permit Area Guidelines

Introduction

Upland Habitat Greenways include wooded areas, veteran trees and native thickets. These areas provide important habitat for eagles, herons, and song birds, as well as many small mammals and other species. Many patches of upland habitat exist on public lands in the urban areas of Qualicum Beach. Thoughtful private landowners have maintained habitat on their properties.

Guidelines

The following describes some important features of an upland habitat greenway that are encouraged to be maintained under the terms of the development permit designation.

- ✓ **Sloping terrain,** with cover of natural vegetation.
- ✓ **Sensitive terrestrial ecosystems** mapped under the Sensitive Ecosystems Inventory and shown on the RDN Environmentally Sensitive Areas atlas;
- ✓ **Unique or rare woodland communities** (e.g. Arbutus, Garry Oak).
- ✓ **Mature and older forest,** including veteran trees.
- ✓ **Native trees, woods and thickets,** including older second growth, and especially habitat where red- or blue-listed plant or animal species have been identified and confirmed.
- ✓ **Cliffs, bedrock outcrops, coastal bluffs, points and rocky islets, and unique or rare herbaceous (wildflower) communities on sparsely-vegetated sites.**
- ✓ **Marine foreshore and nearshore areas**, seasonally-flooded sites and floodplains.
- ✓ **Eagle nesting or roosting trees, and heron rookeries,** with wooded buffers.
- ✓ **Native standing dead trees,** if naturally occurring, and if not a hazard to persons, public or property.
- ✓ **Wildlife cover on the ground,** including shrub thickets, downed logs, brush piles or rock piles, and water sources for wildlife.

In considering the configuration of upland habitat greenways:

- ✓ Larger, undisturbed areas are better than small or narrow areas.
- ✓ Medium-sized habitat patches connected by habitat linkages are better than isolated habitat.
- ✓ Habitat linkages need to be wide enough to maintain the health of the trees and vegetation that they contain – e.g. 6m-radius minimum undisturbed root area around a moderate-sized tree.
- ✓ Habitat on one parcel, which is contiguous to habitat on another parcel, is preferred, with a target of 30m or more for a combined habitat linkage.
- ✓ Habitat in locations with least disturbance is preferred.
- ✓ Habitat with a variety of plant species, ages and multi-storey vegetation is preferred. Shrub and groundcover understorey should be maintained or replanted under habitat trees.
- ✓ Habitat without barriers to wildlife passage is preferred.

- ✓ Owners are encouraged to voluntarily provide supplementary wildlife food, water and shelter, e.g. bird feeders and waterers, amphibian ponds, nest boxes. See the *Naturescape Guidelines.*
- ✓ To function ecologically, disturbance to upland habitat needs to be minimized. For this reason, it is important that greenway plans show a*ccess envelopes* which define the limit of disturbance of any access development – such as road crossings, trails, overlooks, or utilities. Alignment and locations minimizing impact on the greenway will be preferred.

Marine Shorelines Development Permit Area Guidelines

Introduction

Marine Shoreline DP Area protects ecological and physical integrity of the foreshore while permitting public access.

These are referred to collectively as ecological greenways in the development permit guidelines.

The Ecological Greenway Map shows the following:

> **green or aqua-coloured areas** - representing graphically the approximate extent of the proposed ecological greenways, which are to remain free of development other than as permitted in this bylaw. For the purpose of partial relaxation of related land use regulations only, i.e. front and rear yard setbacks, all parcels which contain an ecological greenway designation shall be included in the development permit area.

Guidelines

- ✓ Development of the shoreline area should not negatively impact the ecological health of the immediate area or impede public access.

- ✓ Shoreline protection measures should be limited to that necessary:
  a. To prevent damage to existing structures or established uses on adjacent upland; or
  b. To prevent damage to a proposed public land use.

- ✓ New upland or shoreline structures or additions should be located and designed to avoid the need for shore protection works. Only if all options to locate and design without the need for shore protection measures are exhausted should such works be considered.

- ✓ When required:
  a. Apply the 'softest' possible shore protection measure that will still provide satisfactory protection; and
  b. Limit the size of shore protection measures to the minimum necessary.

- ✓ All structural shore protection measures should be installed within the property line or upland of the natural boundary, whichever is further inland. "Soft" shoreline protection measures that provide restoration of previously damaged ecological functions may be permitted seaward of the natural boundary, subject to obtaining necessary approvals from the provincial and federal governments.

- ✓ Proposals for shoreline protection should be evaluated using the Engineering and Environmental Framework from the Waterfront Master Plan. Approvals for harder shoreline protection shall not be approved unless all softer measures have been evaluated.

- ✓ In general, the harder the construction measure (see below), the greater the impact on shoreline processes - including sediment transport, geomorphology, and biological functions. Structural shoreline stabilization also often results in vegetation removal and damage to nearshore habitat and shoreline corridors.

- Vegetation enhancement.
- Upland drainage control.
- Biotechnical measures.
- Beach enhancement.
- Anchor trees.
- Gravel placement.
- Rock (rip rap) revetments.
- Gabions.
- Concrete groins.
- Retaining walls or bulkheads.
- Seawalls.

Soft (favoured)

Hard (not favoured)

In accordance with the Waterfront Master Plan, the Town will explore opportunities to facilitate shoreline improvement and protection projects involving multiple property owners.

Definitions

access envelope means an area of land which intrudes into or bisects an Ecological Greenway, on which trail, utility, road crossing or other access development exists or is proposed;

aquatic habitat greenway means the total area of the watercourse, the watercourse leave area and related access envelope;

drainage works include culverts, ditches, drains, rip rapped channels, and storm sewer systems, which discharge into, or collect, constrain or divert a watercourse;

ecological greenway means either an aquatic habitat greenway or upland habitat greenway as defined in this bylaw;

habitat landscape means the conservation, installation and maintenance of trees, shrubs, ground covers, herbaceous plants and related soil and water to repair site disturbance in a way that is conducive to use of the site by native species of fish and wildlife;

habitat linkages means a linear corridor of native vegetation or habitat landscape that provides continuous wildlife passage from habitat to habitat. Habitat linkages connect two or more sensitive terrestrial ecosystems together. These links provide critical corridors for species to move and mix with other populations, find food, or avoid predation. These linkages are important to maintenance of urban wildlife, and to biological diversity;

individual tree means a tree, other than a significant tree, growing in a location so that it does not meet the definition of woods;

natural boundary means the visible high-water mark of 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 its banks, in respect to vegetation or in the nature of the soil itself;

professional consulting team means a group of professionals including a professional biologist or fish and wildlife technician, a professional engineer, and a landscape architect;

regular landscape maintenance means landscape maintenance activities described in the British Columbia Landscape Standard, but does not include the topping and removal of trees or removal of native shrub and herbaceous ground cover;

removed tree means a tree cut down, killed or removed by any means and, without limiting the generality of the foregoing, includes removal of the top of a tree or any branch or stem of a tree where the branch or stem removed or cut has a diameter of more than 10 centimetres;

Riparian Assessment Area – is defined in the same way as in the Riparian Areas Protection Regulation.

sensitive terrestrial ecosystem means land mapped under the Sensitive Ecosystems Inventory, as well as other lands which contain:

- Sloping terrain, with cover of natural vegetation;
- Unique or rare woodland communities (e.g. Arbutus, Garry Oak);
- Mature and older forest, including veteran trees;
- Native trees, woods and thickets, including older second growth, and especially habitat where red- or blue-listed plant or animal species have been identified and confirmed;
- Cliffs, bedrock outcrops, coastal bluffs, points and rocky islets, and unique or rare herbaceous (wildflower) communities on sparsely vegetated sites;
- Marine foreshore and nearshore areas, and seasonally-flooded sites and floodplains.
- Eagle nesting or roosting trees, and heron rookeries, with wooded buffers;
- Native standing dead trees, if naturally occurring, and if not a hazard to persons, public or property;
- Wildlife cover on the ground, including shrub thickets, downed logs, brush piles or rock piles, and water sources for wildlife;

significant tree means a tree identified by one of the following criteria:

- A veteran or older growth tree in excess of 100 years old;
- A wildlife tree, meaning a tree that supports eagle roosting or nesting, heron rookeries, cavity dwellers or red- or blue-listed species;
- A Garry Oak, Arbutus or Pacific Dogwood tree;

sloping terrain means land with slopes which average greater than 30% for a vertical distance of 3 metres or more, or slopes designated as hazard lands by a Professional Engineer with experience in geotechnical engineering;

Streamside Protection and Enhancement Area – is defined in the same way as in the Riparian Areas Protection Regulation.

surveyed means surveyed by a British Columbia Land Surveyor or a member of the Applied Science Technologists & Technicians of B.C. and with expertise in the land survey discipline;

tree means a woody perennial plant with a stem or stems each of which has a diameter of at least 10 centimetres measured at a height of 30 centimetres above the natural grade of the land, and includes the roots, branches, trunk, crown or any part of the tree;

top of bank of a watercourse means the closest top of slope adjacent to the natural boundary of a watercourse where two conditions are met:

a) the grade is flatter than 3:1; and
b) the land beyond the top of slope maintains a grade flatter than 3:1 for a minimum of 15 metres measured perpendicular to the watercourse. Slopes steeper than 3:1 but less than 1 metre in height shall not be considered in the determination of the 15 metre distance from the top of bank;

upland habitat greenway means the total area of a sensitive terrestrial ecosystem, related buffer, and habitat linkages;

watercourse means any natural depression with visible banks, or wetland with or without visible banks, which contains water at some time; and includes any lake, river, stream, creek, spring, swamp, gulch or surface source of water, whether containing fish or not; and includes intermittent streams; and includes surface drainage works which are inhabited by or provide habitat for fish;

watercourse leave area means the watercourse plus vegetated riparian areas on each side of the watercourse, which support fish, wildlife and ecological processes in the watercourse. Watercourse leave areas are equivalent to Streamside Protection and Enhancement Areas (SPEAs) in the Riparian Areas Protection Regulation of the *BC Riparian Areas Protection Act;*

wetland means land which is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and under normal conditions supports, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs and similar areas, and land above and within 7.5 metres, measured horizontally, of the land just described;

woods means an area which contains more than 10 trees where trees are closer than 5 metres from centre to centre of stem, and where native ground cover of shrubs and herbaceous plants remains. The line defining the edge of woods is defined by the outside of the tree trunks;

work means activities involved in cutting or removal of vegetation, removal of soil, deposit of soil or other material, construction of a building, structures or paving, or installation of drainage works, but does not include regular landscape maintenance of planted gardens or landscaping.

References

British Columbia Landscape Standard means the publication by the same name of the British Columbia Society of Landscape Architects and the British Columbia Nursery Trades Association, 2008 Edition.

Tree Pruning Guidelines means the publication "Tree Pruning Guidelines, 1994, Revised Edition, International Society of Arboriculture" and amen dments thereto.

Naturescape Guidelines means the publication series "Naturescape British Columbia: Caring for Wildlife Habitat at Home" published by Naturescape British Columbia c/o the Ministry of Environment, Lands and Parks.

SECTION 2

Hazardous Lands Development Permit Area Guidelines

Contents

Justification & Objectives 20
Actions Requiring a Hazardous Lands Development Permit 21
Actions Exempt from Requiring a Hazardous Lands Development Permit 21
Development Requirements 22
Guidelines 23

Justification & Objectives

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area. Such concerns can cover:

b) Protection of development from hazardous conditions

Lands including or susceptible to natural hazards may experience erosion, degradation or mass movement and require great care and consideration if development and/or disturbance are to occur. This section provides the guidelines in place to protect development from hazardous conditions within the Town of Qualicum Beach.

Actions Requiring a Hazardous Lands Development Permit

In general, where land is within DPA H1, an owner must obtain a Development Permit prior to:

- Subdivision of land;
- Construction of, addition to or alteration of a building or other structure;
- Alteration of land

Actions Exempt from Requiring a Hazardous Lands Development Permit

The following development activities are allowed to occur in this Development Permit Area without a Hazardous Land Development Permit:

a) Emergency procedures to prevent, control, or reduce flooding, erosion or other immediate threats to life and property including:

- Emergency flood or erosion protection works;
- Clearing an obstruction from a bridge, culvert, or drainage flow;
- Repairs to bridges and safety fences.

Emergency actions for flood protection and clearing of obstructions by anyone other than the Town or a provincial ministry must be reported to the Town and applicable provincial ministry immediately to secure exemptions under this provision.

b) The cutting down of hazardous trees, as determined by the certified arborist, that present an immediate danger to the safety of persons or are likely to damage public or private property.

c) The construction of a trail across Hazardous Lands if the following conditions are met:
   - Only one trail is built;
   - The trail is for non-motorized use;
   - No trees that are over 100 mm in diameter are removed;
   - The trail's surface is permeable (allows water to filter through, i.e. soil, gravel, mulch);
   - The overall slope of the trail is less than 10%, and in portions of the trail with a slope greater than 10%, the trail is designed to prevent erosion;
   - Movement of soil, fill, or aggregates occurs within a corridor less than 2 metres in width.

d) Construction repair, and maintenance of works by the Town of Qualicum Beach or its authorized agents and contractors.

e) In the case of an application to subdivide, a development permit is not required for the subdivision of lands containing the hazardous lands where:
   - Minimum lot areas are met exclusive of the hazardous lands;
   - No development activities (such as grading, clearing trenching, installation of pipes, etc.) relating to the creation of lots or provision of services for those lots that will occur within the hazardous lands.

f) Farm fences.

g) Subdivision of land or construction of a building or other structure or the structural alteration of, or addition to, an existing building or other structure where the Subdivision Approving Officer or the Building Inspector, pursuant to Section 56 of the *Community Charter*, can require the owner of land to provide the Building Inspector or Subdivision Approving Officer with a report certified by a qualified professional that the land may be used safely for the use intended.

h) Actions listed under 'Actions Exempt from Requiring an Ecological Greenway Development Permit' under Development Permit Area G1 to G12 "Ecological Greenway Development Permit Area Guidelines"

Development Requirements

Where development in the Hazardous Lands Development Permit Area is deemed necessary, the development will:

- ✓ Take a form that minimizes the area of encroachment into, and impact on, the Hazardous Lands Development Permit Area;
- ✓ Be located so as to cause the least impact on the environmental values of the Hazardous Lands Development Permit Area;
- ✓ Be conducted at a time of year, and use construction methods, that minimize the impact on the Hazardous Lands Development Permit area;
- ✓ Require works to be constructed to preserve, protect, restore or enhance habitat, natural watercourses or other specified natural features of the environment.

Mitigation and restoration measures shall be required as part of development approval requirements for:

- ✓ Development control;
- ✓ Erosion control;
- ✓ Vegetation management and restoration;
- ✓ Habitat enhancement or compensation;

These requirements may be adapted to the needs of a particular site and development.

Guidelines

- ✓ Development within a Hazardous Land Development Permit Area will generally only be considered where historical subdivision or construction of structures has occurred in the area prior to the designation of Hazardous Lands Development Permit Areas and:

    i. The Hazardous Lands Development Permit Area takes up so much of a lot that it makes the lot undevelopable for the use permitted under its existing zoning; or
    ii. Due to topographic, natural hazard, or other environmental constraints on the lot, there is no acceptable building site outside the Hazardous Lands Development Permit Area; or
    iii. All opportunities to relax other development requirements (such as the minimum setback requirements from lot lines) have been exhausted.

- ✓ The onus lies with the applicant to demonstrate that encroaching into a Hazardous Lands Development Permit Area is necessary, due to the above circumstances, in order to allow the use of the site as otherwise permitted under the existing zoning.

- ✓ Where there is no alternative to use flood-prone lands for development, such development is to be located only where there is no risk to life and where measures can be taken to safeguard buildings from flood or erosion damage.

- ✓ Placement of fill within a floodplain is to be restricted to provide passage of floodwaters without increasing the flood levels, redirecting flood flows, decreasing natural flood storage, or resulting in higher flood flows downstream.

- ✓ To maintain swamps and wetlands in their natural state, to enhance natural flood storage and protect environmentally-sensitive qualities.

- ✓ The following information may be required with an application for a Development Permit with the Hazardous Lands Development Permit Area:
    i. A site plan showing:
        a. Legal data; property lines, scale, date, north arrow;
        b. Dimensions and location of proposed building and impermeable surfaces (driveways, walks, patios, etc.);

c. Building setbacks (as required under the Zoning Bylaw);
d. Any easements or rights of way, if applicable;
e. Significant trees showing drip-line and other trees greater than 100 mm diameter that are impacted by the proposed development, including drip lines of trees on adjacent properties that extend into the property in question;
f. Vegetation in the Hazardous Lands Development Permit Area that will be disturbed;
g. Site grading: existing and proposed grades at corners of buildings, driveways and other structures; cut and fill areas that affect the leave strip;
h. Topographic contours: intervals of 1 m (typically required only for projects larger than 1 residential lot).

The site plan should be equivalent to professional drafting quality. Legal data, watercourse boundaries and top of bank or natural boundary shall be BCLS certified.

ii. Building specifications: area, height, number of units, number of storeys, gross and net floor area, site coverage, parking requirements.

iii. An assessment of the potential natural hazard prepared by a professional engineer with experience in geotechnical engineering or a certified erosion control specialist. This assessment shall include recommendations or mitigation strategies with respect to the potential natural hazards, and where applicable, vegetation protection and retention measures and control of silt and erosion on site.

iv. Where, after the adoption of the OCP, damage to hazardous or environmentally-sensitive areas is caused by alteration or clearing of land, a report from an independent professional biologist experienced in these matters will be required to determine the extent of damage to habitat, riparian areas or natural features within the permit area, and such report shall include recommendations for works required to restore the habitat, watercourse, riparian areas or other specified features of the environment.

v. Written rationale and assessment:

a) A statement of purpose for the proposed development, and rationale for why the development needs to encroach into the leave strip (e.g. building envelope too small; site difficulties in building outside leave strip);

b) An assessment of the potential impacts on aquatic habitat and/or neighbouring land uses, including proposed measures to minimize or mitigate disturbance of the Hazardous Lands, including an Erosion control plan, revegetation in leave strip, habitat restoration and other mitigation measures.

SECTION 3

Form and Character Development Permit Area Guidelines

Contents

Justification & Objectives 25

Actions Requiring a Form and Character Development Permit 26

Commercial and Industrial Form & Character Development Permit Area Guidelines 27

Small-Scale Residential Form & Character Development Permit Area Guidelines 43

Medium-Density Residential Form & Character Development Permit Area Guidelines 44

Appendices

Uptown Commercial Design Guidelines ..... Appendix A

Small-Scale Residential Form & Character Guidelines ..... Appendix B

Medium-Density Residential Form & Character Guidelines ..... Appendix C

Justification & Objectives

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area. Such concerns can cover:

> (d) Revitalization of an area in which a commercial use is permitted;
> (e) Establishment of objectives for the form and character of intensive residential development;
> (f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
> (h) Establishment of objectives to promote energy conservation;
> (i) Establishment of objectives to promote water conservation.

This section provides the guidelines in place to establish form and character objectives within the Town of Qualicum Beach.

Actions Requiring a Form and Character Development Permit

In general, where land is within a Form and Character DPA, an owner must obtain a Development Permit prior to:

- Subdivision of land;
- Construction of, addition to or alteration of a building or other structure;

Actions Exempt from Requiring a Form and Character Development Permit

A change that does not significantly alter the form and character of an existing development, provided that the change is generally consistent with any previously issued development permit and complies with the guidelines for the development permit area where it is located.

Commercial and Industrial Form & Character

Development Permit Area Guidelines

Development Permit Area C1 – Uptown Commercial

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

Development Permit Area C2 – Light Industrial

Justification	The light-industrial area is close to both the uptown commercial area and multi-family developments. Both these areas have been identified as Development Permit Areas in order to protect essential ingredients of the Town's character. The light-industrial area needs to be subject to similar regulation so that any new facilities further support the Town's efforts in adjacent areas. However, it is recognized that light-industrial needs vary from those in the commercial sector. For this reason the industrial area is identified as a separate Development Permit Area.
Guidelines	Development Permits in the light-industrial area shall meet the following general criteria: ✓ Developments shall provide adequate screening of outdoor industrial areas to reduce the visual impact of those areas on commercial and residential lands located close by. Such screening can take the form of hedges or landscaping, or can be achieved through careful placement of buildings on site. ✓ The shape and massing of light industrial buildings is frequently dictated by the uses to be accommodated. However, owners are encouraged to keep the scale and shape of buildings in character with adjoining areas by avoiding massive, unbroken elevations, long dominating roof lines and stark treatment of exterior wall details and finishes. The inclusion of design elements that are similar to the Uptown Commercial Development Permit Area Guidelines are strongly encouraged. ✓ Developments are encouraged to provide for on-site landscaping, in order to soften the streetscape and better integrate the industrial area with the nearby commercial and residential areas. ✓ In order to create a more pleasing streetscape and building façade, driveways and parking areas should be located at the rear of properties with access from rear or side lanes where this is possible. Areas between the building and street should be landscaped. Parking areas should be screened with a 1 m high hedge or similar landscaping. ✓ Landscaping and screening shall not exceed 1.0 m in height where visibility for vehicles at intersections is a concern.

Development Permit Area C3 – Beach Commercial

Justification	These commercial properties are at the intersection of the Island Highway 19A and Memorial Avenue. The location has been identified as an important visual focal point for the beach area. The area serves as a gateway to the Town and as one of two 'Anchor Points' to the beach area. Moreover, it is anticipated that the need for traffic control of the intersection will require careful management of both vehicular and pedestrian traffic.
Guidelines	Development Permits in this area shall be consistent with the following general guidelines: ✓ The scale and setback of buildings shall not detract from the broad view of the beach. Designs shall generally complement the views of the beach, ocean and mountains rather than trying to compete with them for attention. ✓ The shape of buildings and general layout of the site shall be geared towards supporting the recreational aspects of the beach rather than high intensity strip-commercial traffic. ✓ Developments shall recognize the importance of pedestrian, bicycle and other casual traffic. Designs should be supportive of such uses and not hinder them. ✓ An Aquatic Habitat Greenway Corridor shall be maintained on the frontage of the site along Memorial Avenue to accommodate relocation, and partial day-lighting, of Beach Creek in cooperation with the Town. Development shall be subject to the Ecological Greenway Development Permit Area Guidelines in this Bylaw.

Development Permit Area C4 – Beach Commercial

Justification	These commercial properties form the western gateway of the Town and some are part of a major view corridor important to the prime tourism resource of the Town. Enhancement of the village scale and character is desirable in this area.
Guidelines	Development Permits issued for this area shall be consistent with the following guidelines: ✓ Designs shall generally complement the views of the beach, ocean and mountains rather than trying to compete with them for attention. ✓ The architectural style of buildings and layout of the site shall be compatible with the scale and character of the existing cottage-type buildings in the area. ✓ Developments shall recognize the importance of pedestrian, bicycle and other casual traffic. Designs should be supportive of such uses and not hinder them.

Development Permit Area C5 – College Road

Justification	The former building on this property, originally built as a boys' school known as the Qualicum College, historically reflected the village character and heritage of Qualicum Beach which is important to retain as a part of the Town's tourism resource.
Guidelines	Development Permits issued for this site shall be in accordance with the following guidelines: ✓ The character of the original building on site known as the 'Qualicum College' shall be acknowledged. ✓ Proposed additions or change shall acknowledge the Tudor character of the former "Qualicum College" heritage building. ✓ New structures shall also acknowledge the Tudor style of the former "Qualicum College" heritage building. The scale and location of such buildings shall be discreetly integrated on the site.

Development Permit Area C6 – Memorial Avenue

Justification	This commercial/multi-family residential site is prominently located on Memorial Avenue, a major arterial road linking the waterfront and the uptown area.
Guidelines	Development Permits issued for this site shall be in accordance with the following guidelines: ✓ Designs shall recognize the importance of the site as a gateway to the uptown commercial area. In order to promote the charm of Qualicum Beach, buildings shall avoid massive building components in favour of smaller village-scale character and design. ✓ Designs may experience difficulty in meeting the maximum height regulations throughout the site because of the sloping topography; therefore, height variances will be entertained, particularly if the portion of a building that is the subject of the variance assists in enhancing the village character and architectural interest of the building.

Development Permit Area C7 – Memorial Avenue

Justification	The building on this property is St. Mark's Anglican Church. Built in 1926, both the quality and design of the building exemplify the village character which has long been an objective in the uptown area of Qualicum Beach to the south. The building is a predominant landmark and acts as a gateway to the uptown area.
Guidelines	Development Permits issued for this site shall be in accordance with the following guidelines: ✓ Proposed addition, façade improvements or changes made to the existing building or property shall respect the integrity of the heritage character of the existing church building and grounds. ✓ The existing mature trees, hedges and landscaping on the property should be retained as much as possible. Variances for on-site parking requirements may be considered in order to preserve the landscape and sylvan qualities of the site.

Development Permit Area C8 – Crescent Road East

Justification	**Natural Environment** Development Permit Area C8 forms an environmentally integral part of the Qualicum Beach Heritage Forest. This is an environmentally-sensitive area containing many old-growth trees within the endangered Coastal Douglas fir region on the east coast of Vancouver Island. The trees and vegetation within Development Permit Area C8 play an influential role in the preservation and enhancement of Beach Creek as a habitat for salmon and other fish. **Commercial** The successful integration of additional commercial buildings must be attributed to the requirement that they match the scale and character of the existing historical buildings on the property.
Guidelines	Development Permits issued for this area shall be in accordance with the following guidelines. ✓ The scale and character of any proposed buildings or additions shall be sympathetic to the existing historical buildings within the Development Permit Area. ✓ In order to protect the environmentally-sensitive Heritage Forest and the privacy of the adjoining residential properties, a treed buffer shall be maintained and enhanced, where necessary, abutting these areas. ✓ In order to preserve the sylvan character of the property, which enhances the adjoining environmentally-sensitive area, the majority of parking shall be provided underground. ✓ Designs shall recognize the heritage value of the historical homes as a tourism resource. In order to promote the charm of Qualicum Beach, buildings shall avoid massive building components in favour of smaller village-scale designs and façades.

Development Permit Area C9 – Berwick Road

Justification	The successful integration of institutional or multi-family residential uses into the "Village Neighborhood" must be attributed to the requirement that they match the scale of adjoining areas, while providing some landscape buffering towards adjacent properties, without creating an enclave that separates the buildings from the surrounding community. Any additional development shall be at a scale and size to complement both the casual pedestrian scale of the commercial core areas and adjoining residential areas.
Guidelines	Development Permits issued for this area shall be in accordance with the following guidelines. ✓ Development proposals should be set in a safe and pedestrian-friendly environment that is oriented to the uptown commercial core. Site development should have a "pedestrians first" approach. ✓ Developments shall be at a scale to complement the existing village scale and character. ✓ The shape of developments shall avoid massive building components. Such designs should include varied rooflines and landscaping that stress the human scale of buildings and site improvements. ✓ Structures of more than two storeys in height should utilize design methods that will substantially reduce the massing of the buildings. (e.g. stepping or incorporation of upper floors into a roof design.) ✓ Parking facilities shall be underground and/or integrated with the site landscaping and buffered from adjoining parcels and buildings on site through the use of trees, shrubs and screens. Smaller clusters are preferable. ✓ Developments shall not separate themselves from the surrounding community by containing the dwellings within walled or fenced enclaves. ✓ Through the use of hard and soft landscape materials, sidewalks, grassed and treed boulevards, developments must create a humanized streetscape that is pedestrian-friendly. ✓ Lighting shall avoid the use of high-intensity fixtures in favour of the use of more ornamental lighting at lower levels of illumination.

Development Permit Area C10 – Qualicum Beach Airport

Justification	The Qualicum Beach Airport Development Permit Area provides guidelines for the form and character of light industrial activities which are not exempt from local regulation by Federal Aviation legislation. The Qualicum Beach Airport is a small community airport facing growing pressure for additional transportation-related commercial services and supportive light-industrial development. Local residents are concerned about the potential impact of industrial development, including noise, odour, night lighting and potential contamination of groundwater.
Guidelines	Development Permits issued for this area shall be in accordance with the following guidelines. ✓ The siting, shape and massing of new buildings and structures and any redevelopment of existing buildings and structures should be compatible with the theme of a small community airport facility. ✓ Any hazardous materials, or contaminated liquids, resulting from permitted land uses, shall be disposed of off-site, in accordance with provincial standards, in order to protect groundwater resources and areas of influence of existing well fields. ✓ Any use generating noise, gases, pollutants and/or noxious substances shall be contained within buildings to eliminate potential nuisance. ✓ Any undesirable noise generating from aircraft repair operations shall be enclosed within buildings, which have sufficient soundproofing. ✓ Outdoor storage areas or marshalling yards, which have noise-generating industrial activities, shall be landscaped to provide effective sound barriers and visual screening. ✓ The development shall provide adequate public open space, viewing areas and pedestrian walkways, where practical, within buffer areas. ✓ A buffer area (approximately 30 m wide) shall be maintained and enhanced adjacent to the E&N railway for non-residential uses, in order to provide visual screening and noise abatement for the Chartwell residential area to the north. A buffer (approximately 30 m wide) for non-residential uses shall also be maintained and enhanced adjacent to rural and residential zoned lands. ✓ Any residential portion of development within DPA C10 must also adhere to the *Small-Scale Residential Form and Character Design Guidelines* located in Section 3 of this *Part 5: Zoning Bylaw No.900 Development Permit Area Guidelines*

Development Permit Area C11 – Highway Bluff Commercial

Justification	These commercial properties are located on Island Highway 19A overlooking the oceanfront and beach area of the Town. Both the Highway as a scenic route for visitors, and the beach itself are prime resources of the Town. Enhancement of form and character is desirable in this area.
Guidelines	Development Permits issued for this site shall be consistent with the following guidelines: ✓ Parking areas, garages or carports shall not be prominent in the design of buildings. Large comprehensive developments shall provide underground parking. Where adjoining properties are being developed as part of a comprehensive scheme, owners shall explore creative methods of providing a centralized access and parking facility shared with neighbouring properties, including underground parking where this opportunity is possible. Smaller individual developments shall take extreme care, primarily through the design of buildings, and secondly through landscaping, to ensure parking structures are not a prominent design feature. ✓ Designs shall be stepped with the slope of the bluff and shall not visually create a vertical wall or tunnel effect along the Highway. ✓ Designs shall avoid massive building components and shall include varied rooflines and extensive landscaping. ✓ Where development involves more than one building or multiple dwelling components, unit designs that appear repetitive or monotonous should be avoided in favour of a variety of different unit designs that exhibit harmonious architectural features. ✓ Because of the topographic constraints of the properties in this area, the zoning regulations regarding maximum height and minimum setbacks may be relaxed as part of a development permit, in order to achieve an improved overall architectural design and safe use of the property.

Development Permit Area C12 – Rural Destination Resort

Justification	A comprehensive development plan for this area was adopted into the Municipal planning framework in 2005. Since that time the industry has evolved and regulatory changes were required to address the unique nature of modern mixed use resort lifestyle community development and post pandemic world. A mix of adaptive resort accommodation types are proposed which includes conventional hotel rooms, cottages, villas and stacked condominiums for a maximum of 225 units (not including lock off suites). In addition, a comprehensive system of publicly accessible trails and open spaces will be provided. This green necklace will include linkage trails between neighbourhoods, a perimeter trail and trails connecting to the Town's extensive trail systems. The new accommodation mix and supporting resort amenity package are intended to integrate into the natural landscape and socio-economic fabric of the Town. The thoughtful integration of these intrinsic features will play a major role in defining the form and character of the resort and a true 'sense of place'. Natural cycles of day and night lighting are important for human health, the natural environment, astrophysical endeavors, and the conservation of energy. To minimize these impacts, outdoor lighting should be regulated to control both the quantity and quality of night lighting. It is the objective of the Village to promote quality resort environments that maintain desirable relationships to their surrounding context. It is also the objective of the Town to encourage new development that incorporates energy and water conservation principles as well as designs that work towards reducing greenhouse gas emissions.
Exemptions	a) Mining activities in accordance with the Mines Act and subsequent legislation that are not subject to regulation under the LGA; b) Construction involving a building floor area of 10.0 square metres or less (does not include additions to existing dwelling(s)); c) Internal alterations to a building or structure; d) Erection of fences under 2.0 metres in height; e) Stream enhancement and fish and wildlife habitat restoration works that are approved by the Provincial Ministry responsible for the environment and the Federal Department responsible for fisheries and oceans where notification is given to the Town; f) In-stream work as approved by Section 9 of the Water Act, or subsequent legislation;

	g) Public infrastructure works undertaken by the Town or their agents, and where such necessary works have been approved by senior government agencies; h) Land alteration to facilitate urban food gardens and community food gardens; i) For the addition or alteration of a principal building, where the value of the proposed construction is less than $50,000.00; and the proposed construction is located within an interior side or rear yard.
Guidelines	Development Permits issued for this site shall be in accordance with the following guidelines: **1.0 Natural Environment** ✓ DPA G3 - Ecological Greenway Development Permit Area is applicable to areas within close proximity to Upper Beach Creek. Refer to Schedule 2.4 of the *Official Community Plan.;* ✓ No land clearing or development may occur within the lands until such time as any riparian areas have been identified, leave strips protected, and an issued development permit for alteration of land is granted. The Town may grant variances to setbacks to watercourses if the majority of riparian values are retained in accordance with a report from a Qualified Environmental Professional; ✓ Ground dispersal of both treated sewage effluent and surface runoff water should be considered to help reduce the impact on the flow in the Berwick aquifer; ✓ Native planting should be used within private landscaping areas, open spaces and transportation corridors where appropriate. **2.0 Accessibility** ✓ Accessibility features should be integrated into the overall design concept and identified on the site plans; ✓ Accessible travel routes should be provided from adjacent roadways and parking areas to the main building entry and should incorporate barrier-free universal design principles; ✓ Accessible travel routes should be of a hard, slip- resistant surface with a minimum width per requirements of the most current edition of the British Columbia Building Code (BCBC). **3.0 Architectural Form & Character - Buildings** ✓ Building design should emphasize natural materials and colours, and respect for the environment in terms of material and finish; ✓ Buildings should be characterized by simplicity of form, attention to detail, and the creation of a welcoming place with a feeling of familiarity, friendliness and comfort;

- ✓ Exterior materials will include exposed heavy timber framing; wood and fibre cement board wall cladding in horizontal (clap board and v-groove), and vertical (boardand- batten) applications;
- ✓ Recommended roofing materials include textured steel, asphalt, composite, and fire retardant treated wood shingles on sloping roofs with standing seam metal accents on minor elements such

4.0 Architectural Form & Character – Site Planning and Landscape Architecture

- ✓ Siting and massing of buildings should respect existing natural features and site topography;
- ✓ Landscaping should respect the natural vegetation of the site and should employ native species where feasible;
- ✓ A 20 metre vegetated buffer should be retained or planted along the frontage of Qualicum and Nenzel Roads where feasible with the exception of transportation and service corridors;
- ✓ Landscaping should be designed by a registered Landscape Architect;
- ✓ The principles of Crime Prevention through Environmental Design (CPTED) should be considered in the site design and landscaping;
- ✓ Site design should consider the enhancement of view corridors to open areas and viewscapes such as the Mt. Arrowsmith and Mt. Cokely range to the West.

5.0 Lighting

- ✓ All site lighting installations shall be fully shielded (full cutoff);
- ✓ Light shall be shielded such that the lamp itself or the lamp image is not directly visible outside the property perimeter;
- ✓ Security and other lighting shall be placed so as not to shine directly into adjacent properties or to reduce the separation effectiveness of any landscaped buffer;
- ✓ Exterior building lighting should generally be concealed in soffits or other similar architectural features;
- ✓ Adhering to the principles of Crime Prevention through Environmental Design Principles (CPTED), lighting for pedestrian pathways, building entrances and parking areas should be designed at a human scale (i.e., low level bollards) and address pedestrian safety.

6.0 Energy Conservation and Greenhouse Gas Emissions

- ✓ Landscaping and building design should consider the incorporation of natural daylight and seasonal shade needs;
- ✓ All buildings shall be designed and engineered to be solar ready;

	✓ Adaptive reuse of buildings and on-site materials is encouraged, where permitted within the BC Building Code and under relevant legislation; ✓ Electric vehicle plug-ins should be provided for new development, specifically to promote the use of golf carts and e-bikes within the resort; ✓ Internal transportation networks should give priority to alternative modes of transportation such as golf carts, ebikes, cycling and walking; **7.0 Water Conservation** ✓ Development should minimize impervious areas and incorporate on-site integrated stormwater management solutions that maintain pre-development infiltration rates and site hydrology; ✓ Landscape planting should be designed to reduce water consumption through the use of native and drought tolerant plant species suitable for the growing area; ✓ Landscaped areas should be watered by an automatic irrigation system, complete with an automated 'smart' controller.

Development Permit Area E1 – Beach Area

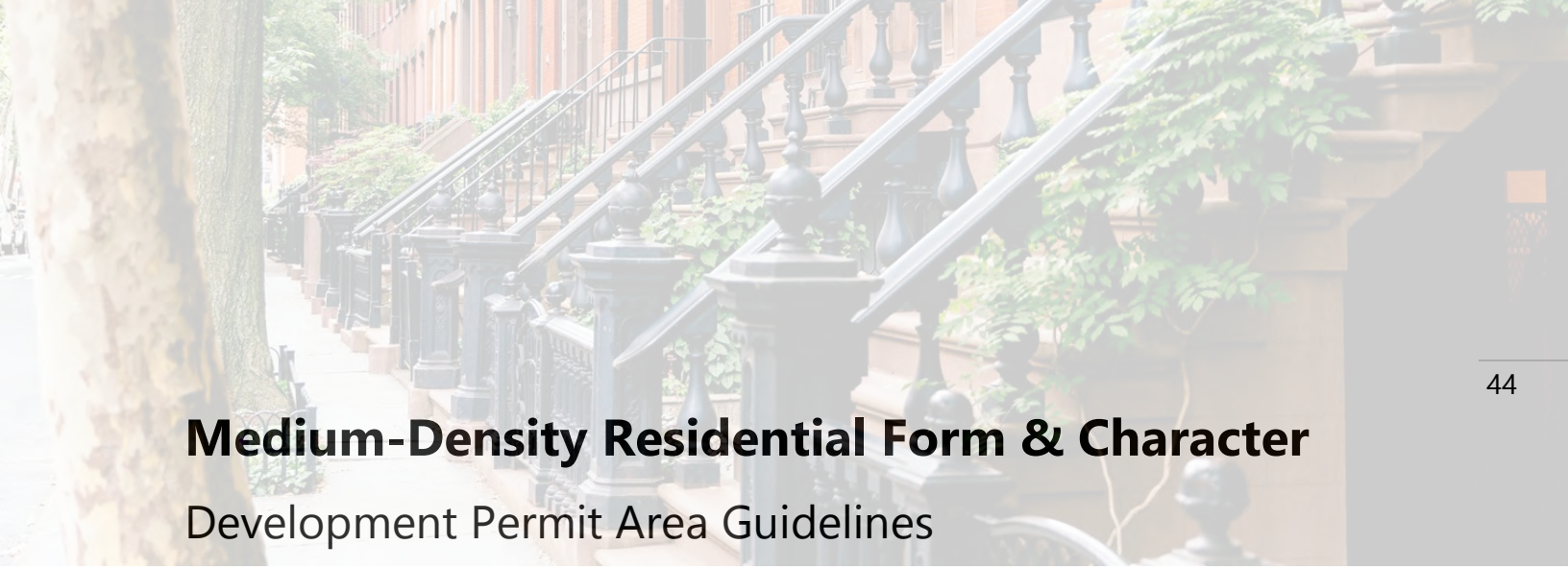
Justification	These commercial properties are adjacent to the beach, an important environmental and tourism area. Some lots also form an important part of the major view corridor of the Town. Enhancement of the "village" scale and character is desirable in this area. In addition, all sites are subject to flood damage during high tides when combined with heavy weather. Care must be taken to provide the necessary safety for developments without intruding on environmental requirements.
Guidelines	Development Permits issued for this area shall be in accordance with the following criteria. ✓ All development must be designed to withstand damage from flooding and storm damage. ✓ The architectural style of buildings and layout of the site shall be compatible with the village scale and character of the existing cottage-type buildings in the area. Buildings of more than one storey are encouraged to contain the second storey within a sloped roof envelope. ✓ Developments shall recognize the importance of pedestrian, bicycle and other casual traffic. Designs should be supportive of such uses and not hinder them. ✓ In order to pursue a continuous waterfront walkway, owners are encouraged to provide public access along the water's edge above the high water mark, as part of any redevelopment. ✓ Designs shall preserve and enhance view corridors between the Island Highway 19A and the Strait of Georgia.

Small-Scale Residential Form & Character

Development Permit Area Guidelines

Development Permit Area RFC1 – Small-Scale Residential Form & Character

Justification	The successful integration of residential structures with densities up to four units per parcel into the neighbourhoods of the Town requires that they match the scale of adjoining residential areas and contribute to a physical sense of community. This means that the application of Small-Scale Residential Form & Character Guidelines may look different for developments in different neighbourhoods, and that is the intended outcome of these guidelines – to protect the form and character of existing neighbourhoods from buildings that do not complement the neighbourhood and the small-town character of the community.
Guidelines	See Appendix B: *Small-Scale Residential Form and Character Development Permit Guidelines*
Exemptions	The following actions do not require a Form and Character Development Permit: • Construction of one single-detached dwelling • Construction of one attached ancillary dwelling unit with a square footage of 90m^2 or less • Construction of one detached ancillary dwelling unit with a square footage of 90m^2 or less



Medium-Density Residential Form & Character

Development Permit Area Guidelines

Development Permit Area RFC2 – Medium-Density Residential Form & Character

Justification	The successful integration of residential or mixed-use residential structures taller than three storeys or with densities of five or more units per parcel into the existing neighbourhood requires that they match the scale and character of adjoining residential areas while being sensitive to existing uses including single-family residential and recreational uses. This means that the application of Medium-Density Residential Form & Character Guidelines may look different for developments on different parcels within the neighbourhood, and that is the intended outcome of these guidelines – to protect the form and character of the neighbourhood from larger buildings that are not sensitive to the existing character of the neighbourhood.
Guidelines	See Appendix C: *Medium-Density Residential Form and Character Development Permit Guidelines*
Exemptions	The following actions are not required to follow the Appendix C: *Medium-Density Residential Form and Character Development Permit Guidelines* but will be subject to Appendix B: *Small-Scale Residential Form and Character Development Permit Guidelines*: • Development of residential or mixed-use structures which are less than three storeys in height and less than five units per parcel

Appendix A

Town of Qualicum Beach

Uptown Commercial Design Guidelines

June 16, 2018

Contents

INTRODUCTION 2

VILLAGE CHARACTER 4

Historic Roots 4

Qualicum Beach Building Styles 5

Area 1: Historic Mainstreet 6

Area 2: Contemporary Qualicum Beach 7

GENERAL GUIDELINES 1

Preserve the Village Character 8

Heritage Buildings 9

Renovations and Additions.....11

New and Infill Buildings 13

Landscaping and Parking 15

Laneways and Laneway Access 16

BUILDING GUIDELINES 17

Building Style and Image 17

Form, Scale and Proportions Setbacks, Height, Corners and Rear Façades 18

Rooflines, Firewalls, Parapets and Cornices 19

Storefronts 20

Upper Storeys 22

Materials 24

Colour 27

Canopies and Awnings 28

Building Lighting 30

Introduction

Owners, designers, and developers are encouraged to use creative design freedom within the limits of retaining the village character.

Since 1974, the Town of Qualicum Beach has been involved in an ongoing program of uptown beautification. In December 1993 a Downtown Revitalization Concept Plan was completed by Cultural Management Consultants. A Downtown Revitalization Committee (DRC) comprised of local citizens was formed. Five DRC subcommittees provided ideas for signs, landscaping, utilities, squares and urban design.

Building on these recommendations, the Town commissioned the Village Design Guidelines (now titled Uptown Commercial Design Guidelines) to help revitalize the main uptown core and to set design standards for new and infill construction. The Town refers to these guidelines when reviewing applications for new buildings or renovations of existing buildings.

The Town now refers to the commercial core as “uptown” rather than “downtown” to more accurately relate its location to the waterfront.

To meet Development Permit requirements, you will generally be expected to follow these guidelines.

Purpose of the Guidelines

The purpose of the Design Guidelines is to protect, preserve and enhance the village character of Qualicum Beach. The elements of this approach are to:

- **Preserve and revitalize existing buildings** in the main commercial core;
- **Set design standards for quality development of new and infill buildings** in keeping with the historic village character;
- **Encourage public and private landscaping** to maintain the pleasant pedestrian, garden-like environment of uptown;
- **Guard against inappropriate designs**, such as modern "big city" or suburban mall style developments that detract from the scale and character of the village

Who Should Use the Guidelines?

Property Owners and Merchants

- to revitalize existing buildings;
- to make design decisions in keeping with the village character;
- to visualize & stimulate design ideas.

Designers and Developers

- to give notice regarding expectations for acceptable design standards;
- to shape and provide a visual roadmap for future development.

Town of Qualicum Beach

- to set standards for design reviews and development permit applications;
- to serve as a reference document for policy-making;
- to append Uptown Commercial Design Guidelines to the Zoning Bylaw

How to Use the Guidelines

This document is organized as follows:

VILLAGE CHARACTER
describes the special qualities and elements of uptown.

REVITALIZATION BASICS
Getting started on revitalization.

GENERAL GUIDELINES
Planning guidelines that apply to all properties in the area.

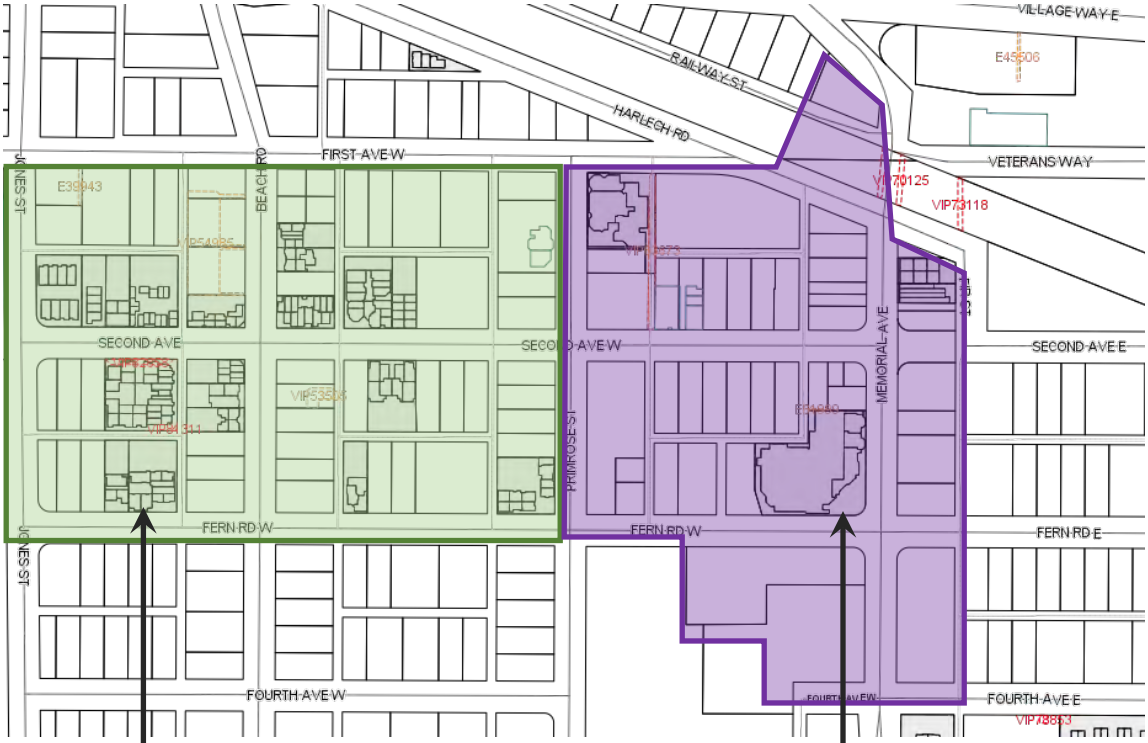
BUILDING GUIDELINES
Specific building guidelines for existing, new and infill buildings.

Follow these Steps:

1. Determine whether your building is an existing, new or infill project.
2. Review this document, particularly the parts that pertain to your building type.
3. Consult with Planning staff at the Town of Qualicum Beach.

BOUNDARIES OF AREA 1: HISTORIC MAINSTREET AND AREA 2: CONTEMPORARY QIJALICUM BEACH

Historic and contemporary areas are divided to the east and west of Primrose Street.



Village Character

The unique village character of Qualicum Beach is distinguished by its beautiful natural setting, quiet walkable small-town atmosphere, abundant and orderly landscaping, consistent low-scale streetscape, and blending of building styles.

Historic Roots

The physical development of the commercial core tells the story of Qualicum Beach. Downtown buildings and architectural styles reflect the town's history: from its beginnings as an industrial town site, to its evolution as a residential community and resort destination, to its emergence as a distinguished retirement and resort community noted for its quality arts and boutique stores.

Uptown Qualicum Beach began as a small town site with the construction of the Bunting Store in 1910. Settled on top of the ridge overlooking the beach, the town site developed along the E & N Railway line. In its early years, the town site had three sawmills, and served as a communication and transportation link between the Dunsmuir coal mining sites of Nanaimo and Cumberland.

Because of its great natural beauty, Qualicum Beach attracted a growing number of residents and vacationers. By 1914, the Railway Station, Qualicum Beach Hotel, and golf course were built, firmly establishing Qualicum Beach as a destination community.

Through the 1920s to 1950s, Qualicum Beach developed as a residential, resort, and recreation community. The town's early Industrial roots faded as inns and lodges, hotels and motels, camps and cottages sprang up along the lower beach area, together with large summer and retirement homes.

From the 1950s to the present, Qualicum Beach became known as a retirement community and resort destination. Downtown experienced modest growth to accommodate seasonal and year-round residents. A shift began in the 1970s when a Beautification Committee developed a vision for the downtown that would preserve the village character and bring in compatible business.

Selecting Carmel, California, as a model, the Town began to focus on developing an active arts community. This dream became a reality in 1988 with the reopening of the restored 1914 Old School House as a community arts centre.

Since that time, the commercial core has entered a new era and the Town has attracted quality development in the area west of Primrose Street. Mixed residential and commercial buildings have flourished. Numerous boutiques, specialty, and arts stores have given Qualicum Beach a new flavour.

In the midst of this change, strong efforts have been made by residents to ensure that the historic village character is not lost in the wave of new development. Countless hours have been spent by caring residents to revitalize the uptown area, and to play a key role in planning its future

Qualicum Beach Building Styles

The downtown area features a mix of low-scale wood-frame commercial and residential buildings representing various architectural periods. Building styles are generally representative of twentieth century small-town west coast commercial architecture.

1910 - 1915

- concentration on Memorial Avenue
- styles typical of pre W.W. I west coast
- simple 1-2 storey wood-frame
- horizontal wood cladding
- fine wood detailing
- false parapets
- influenced by Craftsman forms and detailing

1920 - 1950

- primarily on Memorial and Second
- 1-2 storey wood-frame
- utilitarian commercial buildings
- stucco or wood cladding
- plain detailing
- flat roof forms

1960 - 1980

- mix of styles throughout downtown
- 1-2 storey wood-frame structures
- building forms somewhat articulated
- rougher wood detailing
- "West-Coast" style brick, cedar shakes
- 1970s Tudor theme-dark cedar trim and mansard roofs

1990 – Present

- located mainly west of Primrose
- 1-3 storey wood-frame structures contemporary modern styles
- stucco and wood cladding
- building forms more highly articulated
- detailing varies from streamlined to ornamental
- roof forms vary from flat to complex shapes

Area 1: Historic Mainstreet

The historic mainstreet is located on Memorial Avenue and Second Avenue east of Primrose Street. Once called "Main Street," this is the original town site and the heart of the village.

As the traditional business core, the area continues to provide the town's basic services such as retail shops, offices, bakeries, restaurants, banks, grocers, gas station, and the Town Hall.

The streetscape has remnants of the original character of the town site, plus various building styles from different decades, including 1940s utilitarian, Tudor, and West Coast modern.

Little natural landscaping remains, but the laneway system, sidewalk trees, planters, street furniture, and garden areas provide a small-town ambience.

The historic streetscape is characterized by a consistent visual rhythm:

- Low-scale wood-frame construction
- even parapets and rooflines
- flat, stepped, sloped, or gable-end parapets
- gable, hip, or flat roofs
- no setbacks
- adjoining façades
- recessed entries
- open storefronts
- upper storeys lined up
- generally flat façades (not heavily articulated)
- simple forms and ornamentation
- predominantly stucco and wood finishes
- traditional detailing on heritage buildings

Challenges

- Vacant tenancies
- Older buildings in need of repair
- Some buildings inappropriately altered
- Styles not integrated
- Some disharmony of materials
- Lack of quality design
- Inappropriate design of add-on canopies
- Random colours
- Uncoordinated appearance of signs
- Increased traffic

Area 2: Contemporary Qualicum Beach

The character of the core shifts dramatically west of Primrose Street. This newer area was developed in the last three decades as an extension to the commercial core.

Contemporary Qualicum Beach is characterized by an informal mix of uses, landscaping, building forms, styles, and design:

- low-scale wood-frame construction
- contemporary designs
- mixed residential and commercial
- quality boutiques
- quality design and materials
- detached or semidetached buildings
- varying setbacks
- predominantly stucco or wood cladding and trim
- 3-dimensional roofs; few flat roofs and parapets
- balconies
- light pastel colours
- mature trees and landscaping

In contrast to the historic mainstreet, contemporary Qualicum Beach has a mix of residential and commercial uses. These include older single family dwellings, new apartment buildings and condominiums, together with new stores, boutique-style retail stores, restaurants, and professional offices.

Building forms are generally more complex, residential, and suburban in character with more elaborate rooflines such as gable, gambrel, hip and variations with dormers. Building façades are more articulated with bay windows, balconies, recesses, built-in planters, courtyards, etc.

Whereas historic mainstreet has a series of individual buildings that are connected to form a streetscape, this area has larger developments that are detached but are designed to look like a connected streetscape (e.g., Chilham Village, High Gate).

Newer developments also show the influence of the building code and local bylaws on design features, such as firewalls, setbacks, corner setbacks, and 20% landscaping requirements.

The area maintains the same low-scale feel as the historic core, but is not as consistently developed. Undeveloped lots, laneways, landscaped corners, side yards, rear yards, and parking areas give the area a green and spacious feel. New sidewalks, stamped concrete, paved patios, and courtyards provide hard landscaping on public and private property.

Challenges

- May lose village character by becoming too polished
- 'Trendy' designs risk becoming dated
- `Block-like' modern styles don't fit in
- Some styles appear haphazard (Tudor next to contemporary)
- Complex forms difficult to maintain
- Setbacks can make storefronts distant from sidewalk
- Loss of natural landscaping

General Guidelines

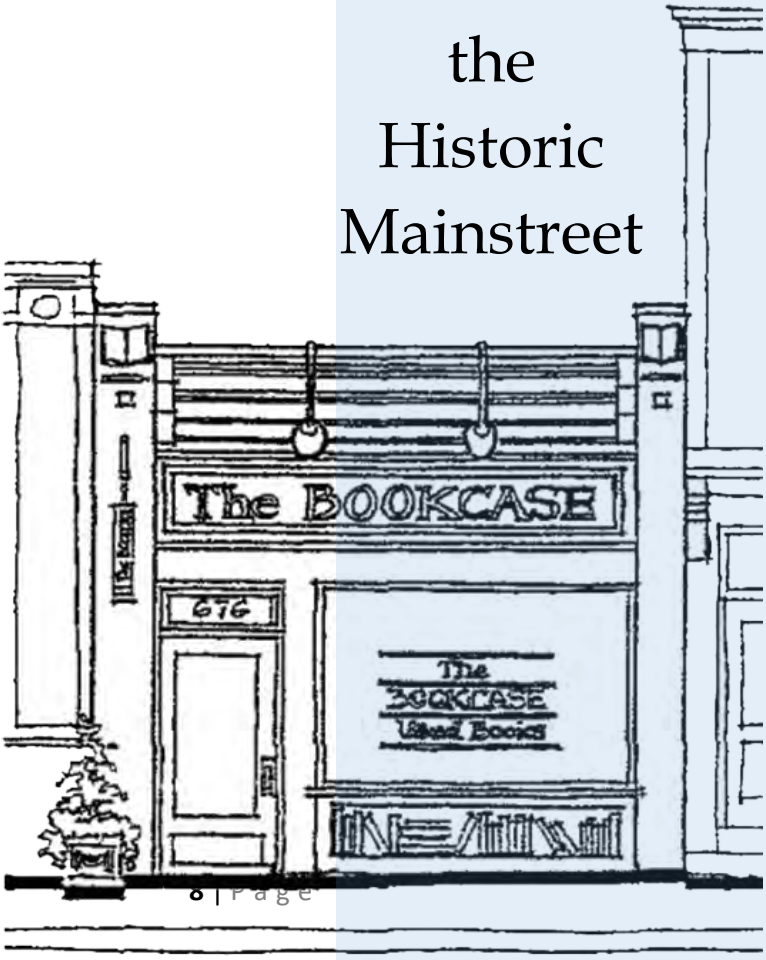
Preserve the Village Character

Designs for all downtown buildings should be consistent with the small-scale, informal, boutique-style, landscaped village character of Qualicum Beach.

General Guidelines give an overview for: heritage buildings, renovations and additions, and new and infill buildings. Building Design Guidelines provide more detailed guidelines for all downtown building types. Depending on your situation, the following approaches are recommended:

Restore - heritage buildings
Renovate - existing buildings
Compatible Design - new and infill buildings

Maintain the Historic Mainstreet



The character of Area 1: Historic Mainstreet should be maintained in the design of existing, new, and infill buildings. General design principles include maintaining:

- ✓ integrity of historic building styles and details;
- ✓ consistent scale, visual rhythm, and proportions with existing buildings;
- ✓ front setback lined up with adjacent buildings
- ✓ flat roofs with stepped or sloped parapets for 1 to 2 storey buildings;
- ✓ sloped roof forms for three-storey buildings;
- ✓ traditional proportions for storefronts and upper storeys;
- ✓ wood windows with traditional proportions and wood cladding;
- ✓ quality materials and natural earth tone colours;
- ✓ signs, canopies, awnings, and lighting as appropriate to accent building design.

General Guidelines

Heritage Building

Original town site buildings should be restored or renovated in an historically-accurate manner using original design features, materials, colours, etc., wherever feasible.

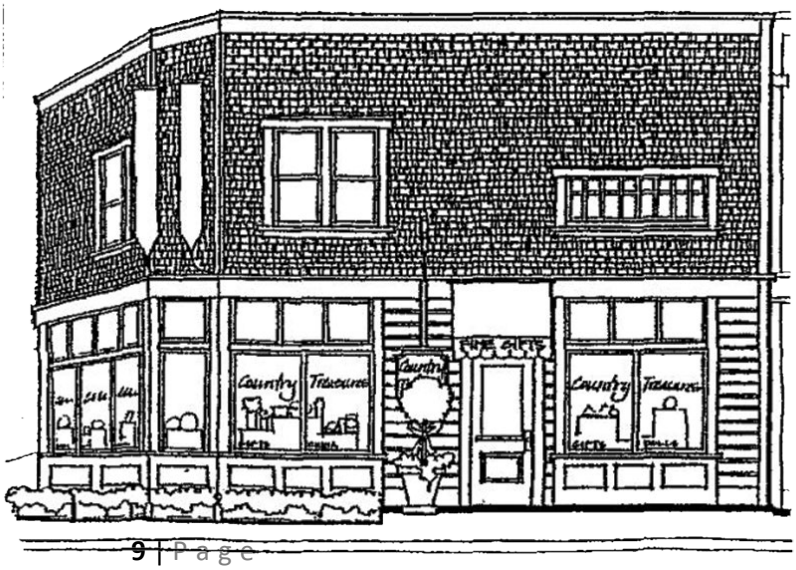
Designers are encouraged to consult historic photographs or building catalogues to obtain design information that is authentic to Qualicum Beach and the original Townsite. Original town site buildings still standing include:

1910 **Bunting General Store** (The Book Case)
1912 **Gaffney Store** (Sawmill Restaurant)
1924 **West 2nd Avenue** (Thrall House)

Building Style and image

Restoration should respect the integrity and intent of the original design.

- Existing original design features should be repaired or restored.
- Lost or removed details should be restored or reconstructed wherever feasible.
- Historically inappropriate features such as rock work, applied stucco and siding, sign boxes, etc, should be removed.



Height and Width

- Existing height and width of heritage buildings should be maintained.

Proportions

- The proportions of original design elements such as rooflines, floor levels, storefronts, upper storey windows should be restored.

Setbacks

- Existing setbacks of heritage buildings should be maintained, particularly at the street.
- Storefront entries should be recessed to permit doors to swing out without obstructing the sidewalk.

Roof Forms

- Original roof forms should be restored if feasible, generally flat or gable roofs with stepped or sloped parapets.
- Parapet, cornice, and fascia band ornamentation should be restored.

Ground Level

- Storefronts should be restored or renovated to approximate the original design style.
- Storefront windows should be constructed with wood sashwork and joinery; bulwarks should be faced with wood.
- Storefront planters and signs are encouraged.

Upper Storeys

- Upper storeys should be restored to their original appearance wherever possible, including exterior cladding, windows, surrounds, trim, fascia bands, brackets, cornices, parapets, etc

Materials and Colour

- Authentic materials and quality craftsmanship should be used in restoration of heritage buildings, usually wood for structural elements, cladding, and finishes.
- New materials (or synthetic materials such as fibreglass moulds or patches) used in reconstruction should duplicate or match the original design.
- Natural and earth tone colours should be used on heritage buildings, maintaining original colours if possible. Authentic historic colours can be determined by archival research or by scraping down to the original paint layers.

Awnings and Lighting

- Only retractable awnings in character with the building style should be used. Hard canopies are historically inappropriate for heritage buildings in Qualicum Beach.
- Simple ornamental lighting (such as a gooseneck style lamp) is encouraged to highlight architectural features and to provide sidewalk illumination.
- Lighting should be incandescent; high-intensity fixtures should not be used

Renovations and Additions to Existing Buildings

Renovations and additions to existing buildings should be consistent with the building style and should enhance the village character.

The purpose of renovation should be to revitalize and improve an existing building. The design integrity of traditional storefronts, doors, windows, fascia bands, cornices, parapets, and architectural ornamentation should be maintained or restored in any alterations or additions. Contemporary styling can be added through colour, signs, details, lighting, etc.

Additions may be in the form of building extensions or construction of extra storey(s) on top of the existing structure. In either case, additions should blend in with existing building design and details.

Height and Width

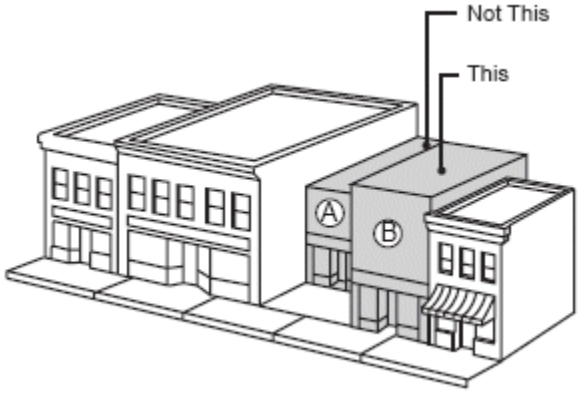
- Massing of building extensions or infill construction should be in keeping with the scale of neighbouring buildings.

Proportions

- The proportions of height to width, rooflines, floor levels, storefronts, and upper storey windows of existing buildings should be respected.

Setbacks

- Renovations and additions should have a relationship with the street consistent with neighbouring buildings.
- Corner setbacks should be based on a 4.5 m sight triangle.
- Landscaped corners, courtyards, rear storefronts, and access to lanes and rear areas are strongly encouraged. Areas should be landscaped, accessible, and scaled toward pedestrian use.

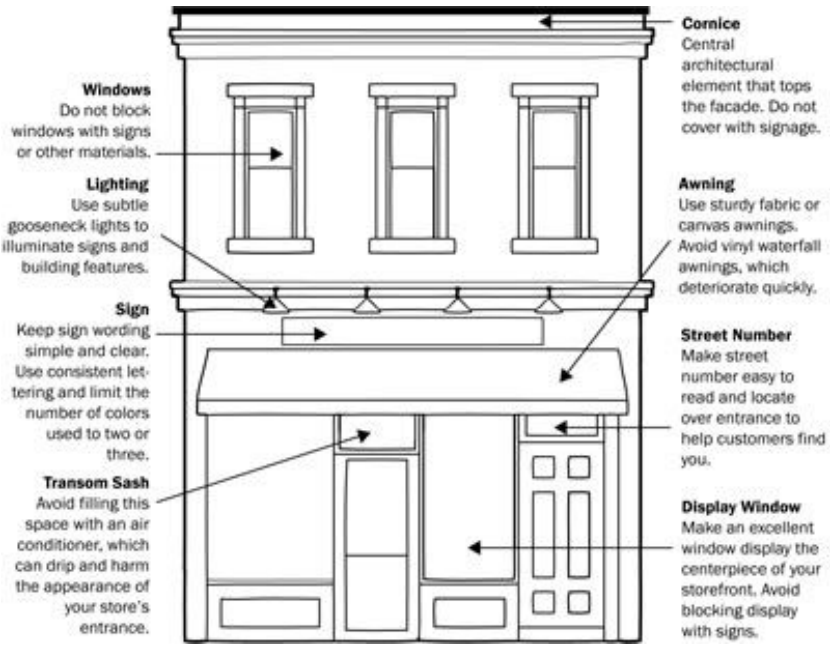


Roof Forms

- Roof forms should be integrated with the building style, particularly for the addition of new storey(s) to an existing building.
- Roof edges and drainage should be integrated into the roof design.

Ground Level

- Traditional style and proportioning of storefronts should be used for renovations and additions.
- Wooden sash windows are preferred; if metal windows are used they should approximate the proportions and detailing of wood.



Upper Storeys

- The composition and rhythm of design elements should maintain traditional patterns.
- Windows should maintain a strong relationship to storefront openings, upper storeys should generally maintain a 2:1 ratio of solid to void.
- Upper storey windows should be inset, not flush to the wall.
- Ornamentation consistent with the building style is encouraged, such as brackets, window surrounds, etc.

Materials and Colour

- Materials and colour should blend in with existing buildings.
- High-quality materials and construction techniques are strongly recommended; such as wood or quality stucco cladding.
- Natural and earth-tone colours are most appropriate.

Canopies, Awnings and Lighting

- Awnings, if appropriate, should respect the building style and the general character of other awnings on neighbouring buildings.
- Canopies are generally not appropriate for renovations or additions.
- Lighting should be used for safety purposes and to highlight architectural design elements. Avoid high intensity fixtures in favour of ornamental lighting.

New and Infill Buildings

Designers are encouraged to use creative designs, in keeping with the scale and image of the village character. New buildings should be consistent with existing buildings in terms of massing, height, setbacks, scale, roof shape, proportion of openings, materials, texture, and details.

Construction of new commercial buildings on vacant lots is encouraged. No particular style or theme is required for new buildings, but designs should fit in with village character.

Building Style and Image

- Building elements such as roofs, windows, and doors should be considered in relation to the design of the building as a whole. Designs can draw on traditional Qualicum Beach features, such as Craftsman or vernacular shingle style detailing.

- Avoid out-of-context, massive, "big city," overtly modern, mall-style or wide-building styles such as "Bavarian."

Height and Width

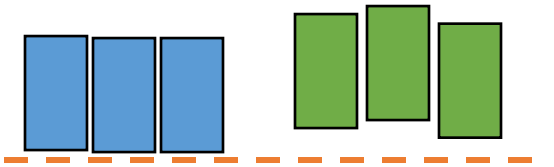
- Maximum three storeys in height.
- Buildings higher than three storeys may be considered for configurations that are compatible with adjacent buildings, accommodate view corridors from other developments, incorporate sustainability features, support pedestrian-scale design and maximize access to sunlight.
- New buildings should reflect the characteristic small-scale rhythm of facades on the street. Facade massing should be broken into a number of smaller bays or clustered designs if the site is large.

Proportions

- The proportions of height to width, rooflines, floor levels, storefronts, and upper storey windows of existing buildings should be respected.

Setbacks

- New façades should have a relationship with the street consistent with neighbouring buildings.



In Area 1, setbacks should usually be consistent

In Area 2 some variation in setback may be appropriate

- Corner setbacks should be based on a 4.5 m sight triangle (2.0 m sight triangle at lane access).
- Landscaped corners, courtyards, rear storefronts, boutique-style clustering, and access to lanes and rear areas are strongly encouraged. Areas should be accessible, landscaped, and scaled for pedestrian use.

Roof Forms

- If a flat roof is used on a 3-storey building, the third storey should be integrated as a sloped roof form.

- Articulated sloped roof forms (such as gable, hip, dormers, etc.) are encouraged, particularly for buildings in Area 2: Contemporary Qualicum Beach.
- Roof edges and drainage should be integrated into the roof design.

Upper Storeys

- The composition and rhythm of elements, such as the size and proportion of windows and doors, should maintain traditional patterns. Upper storeys should generally maintain a 2:1 ratio of solid to void.
- Windows, balconies, and bay windows should maintain a strong relationship to storefront openings.
- Upper storey windows should be inset, not flush to the wall.
- Ornamentation consistent with the building style is encouraged, such as brackets, window surrounds, etc.

Ground Level

- Ground level should be used for window displays to animate the streetscape.
- Storefront windows and doors should maintain a traditional design broken into smaller sections.
- Wooden sash windows are preferred; if metal windows are used they should approximate the proportions and detailing of wood.

Materials and Colour

- Materials should be in keeping with quality wood frame designs consistent with the village character.
- Use only high-quality materials and construction techniques that will last in this wet west coast climate. Wood or quality stucco cladding and natural materials are preferred,
- Natural and earthtone colours are most appropriate, although variations may be considered for individual buildings.

Canopies, Awnings and Lighting

- Canopies and awnings, if appropriate, should respect the building style as well as the general character of other canopies and awnings on neighbouring buildings.
- Lighting should be used for safety purposes and to highlight architectural design elements. Avoid high intensity fixtures in favour of ornamental lighting

Landscaping and Parking

Creative landscaping design that makes use of varying effects in different areas of the site is encouraged, such as hard entrance surfaces and plantings at storefront, corner landscaping, courtyards, and landscaped parking at the rear.

Hard Landscaping

- A variety of hard surface treatments may be used for entranceways, patios, decks, sidewalks, etc.:
  - ✓ decorative concrete finishes
  - ✓ slate, tile, concrete or brick pavers
  - ✓ pressure-treated wood
  - ✓ curbs and edging encouraged

Soft Landscaping

- New developments may make use of mixed evergreen shrubs, trees, perennial and annual flowers in:
  - ✓ open planting
  - ✓ storefront planters
  - ✓ hanging baskets
  - ✓ built-in planters, or
  - ✓ retaining walls
- Curbs and edging should be used around open planting.
- Stone or natural-appearing retaining walls are preferred to interlocking block or plain concrete retaining walls.
- Storefront planters are recommended for existing buildings in the Historic Mainstreet area, such as informal wood boxes, hanging baskets, terra cotta or concrete urns with small decorative trees or mixed perennial and annual flowers and evergreen foliage (see Revitalization Basics).

Owners are strongly encouraged to employ the services of qualified landscape designers for site landscaping and parking designs.

Landscaping Requirements

Bylaw 900 requires 20% landscaping of lot area for new developments. The 20% landscaping requirement can combine hard and soft landscaping surfaces.

Landscaped sites should be well-drained, and grading should provide adequate run-off. Lighting of landscaping, parking arms, and walkways is encouraged.

On-Site Parking

New on-site surface and underground parking should include planting to give the overall impression of parking within a landscaped setting.

Screening

- Rear properties, parking areas, and garbage containers should be screened, preferably with a hedge at least 1.0 m high.

Surface Parking

- Public access to buildings from rear parking lots is strongly encouraged. If possible, vehicle access should be limited to laneways; joint access between properties can reduce number of access points on lanes.
- Parking should be located at the rear of the property, arranged in small clusters (6 to 8 spaces) with landscape buffers.
- If more than 10 spaces are required, provide landscape bays to subdivide parking areas.
- Surface parking lot edges should be finished with wood or concrete curbs and hedge screening; asphalt paving should not extend to property boundaries.
- Permeable surfaces should be used wherever possible.

Underground Parking

Underground parking can increase the buildable area of a site.

- Vehicular and pedestrian access points to underground parking should be landscaped, well-marked with signs, and well-lit.
- Large retaining walls should have plantings or be faced with fieldstone to soften their appearance.

Laneways and Laneway Access

The laneway system of Qualicum Beach provides convenient pedestrian and vehicle circulation. Owners are strongly encouraged to open building designs to the laneway system.

Pedestrians should be protected from vehicles by light screening, curbs, barriers, or changes in parking materials. Access to building entrances and parking should be clear and well-marked.

- Laneways and laneway access should be unobstructed by building design or landscaping elements.
- The uptown lane system offers a unique opportunity to develop rear and side façades as secondary storefronts.
- Owners are strongly encouraged to provide access to rear and side façades by means of laneways, storefronts, business entrances, café-style patios, courtyards, sidewalks, landscaped areas, and parking.
- Design of rear and side façades should be treated in similar manner to front façades.

Buildings may be opened to lanes in a variety of imaginative ways:

rear storefronts;
entrance doors and business access;
windows;
patios or courtyards;
outdoor cafes or seating;
landscaping - plantings, planters, baskets;
signs - parking, building identification;
awnings or canopies;

Building Guidelines

Building Guidelines provide detailed architectural design recommendations, focusing on various elements that constitute good building design. Building guidelines apply to all downtown building types.

Building Style and Image

Part of the charm of uptown Qualicum Beach is its informal variety of small-scale wood frame building styles. This standard should be continued for new buildings. Renovations should generally respect the integrity of individual building styles.

No particular building style is required, but building style and image should be consistent with traditional or contemporary village design.

Designers are encouraged to draw creatively on authentic design elements of Qualicum Beach

- ✓ wood-frame construction
- ✓ small-scale proportions and detailing
- ✓ informal building style
- ✓ articulated roof and parapet forms
- ✓ traditional storefronts and upper story windows
- ✓ use of decorative features such as trims, brackets, beams, cornices, mouldings
- ✓ warm natural materials and colours
- ✓ traditional sign, awning and canopy forms
- ✓ personable feel and interesting visual styles

Not Recommended

- large monolithic developments
- cookie-cutter "big-city,' chain, or mall-style developments
- glass curtain wall or massive concrete construction
- large expanses of flat, plain, or unbroken wall surfaces
- theme styles ("Western" or "Bavarian")
- inappropriate "heritage" details (e.g. fake V brick)
- box-like roof forms
- featureless or overly busy detailing
- monolithic or cluttered signs, awnings, or canopies

Form, Scale and Proportions

Form and scale give a building or an area its intrinsic character, namely its size, shape, and appearance. Proportion refers to the building mass and relative height, width, and placement of basic elements such as storey levels, doors, and windows.

The traditional façade has two major parts: the storefront and the upper façade. The storefront should be relatively delicate in appearance with open ground-level display windows. The upper façade should be characterized by simple window openings and ornamentation. Roof forms may vary with building style.

Storefront

Open ground-level display windows can be transom, "French" or bay windows, recessed entries bulwark.

Upper facade

Simple window openings common floor levels, pilasters, parapets and cornices, use of brackets and architectural decoration.

The form, scale, and proportions of traditional village buildings should be maintained:

- ✓ stepped or sloped parapets for buildings in Area 1: Historic Mainstreet;
- ✓ articulated roof or parapet forms for contemporary buildings;
- ✓ open storefront at ground level;
- ✓ clear Relationship between storefront and upper facade openings;
- ✓ storey, parapet and cornice levels lined up with adjacent buildings if possible;
- ✓ small-scale detailing.

Rooflines, Firewalls, Parapets and Cornices

Rooflines often make the most dramatic impact on the overall appearance of a building. Roofs should always fit in with the style of the building.

Roof Forms

Many roof forms and styles may be used, particularly those that enhance the informal village character or draw on roof forms traditional to Qualicum Beach. Flat roofs with stepped or sloped parapets traditional to the early Townsite are encouraged for heritage buildings and existing one and two-storey façades in the Historic Mainstreet area. Articulated sloped roof forms with overhangs are encouraged for new and infill buildings. Upper storeys can be integrated into the roof form to minimize the apparent building height. Towers or feature roofs may be used on a limited basis for architectural emphasis. Solid canopies should blend in with the roof design.

Firewalls

Firewalls should be a neutral colour and integrated with roof design.

Parapets and Cornices

The use of cornices or eave treatments are encouraged to define the transition between wall and roof. Cornices on parapet style roofs should be simple in form using wood or pressed metal.

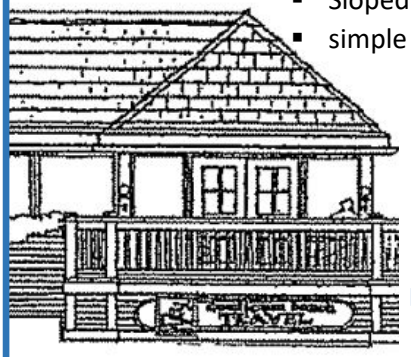
Eaves and cornices on sloped roofs should have overhangs, not be flush to the building. Eaves should be finished with wood bargeboards and fascia bands.

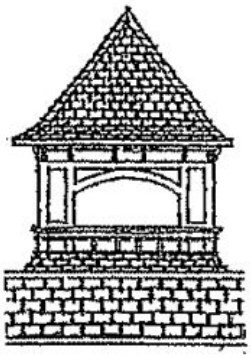
The roof drainage system of eaves troughs and downspouts should be an integral part of the roof edge and building design.

Types of Roofs

Traditional parapet lines

- Stepped
- Sloped
- simple cornices



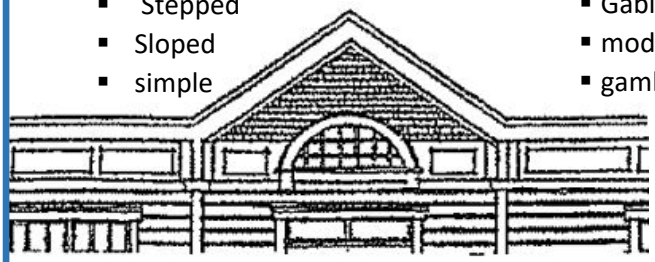


New Roof forms

- Dormers
- Hip
- Gable
- modified gable
- gambrel

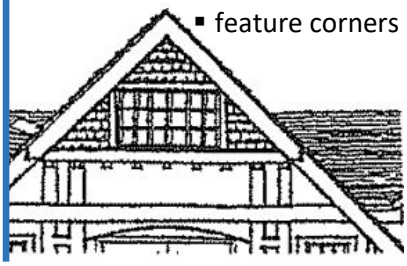
Parapets

- Stepped
- Sloped
- simple



New roof form

- Dormers
- Hip
- gable / modified gable
- gambrel
- feature corners (towers)



Not Recommended

Narrows mansard roofs

Barn

Chateau

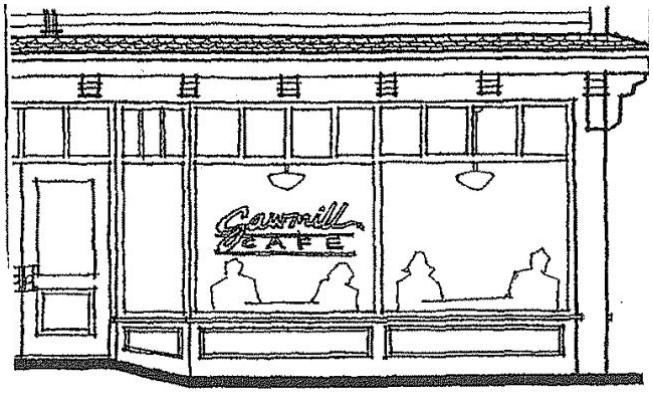
Shed dormer

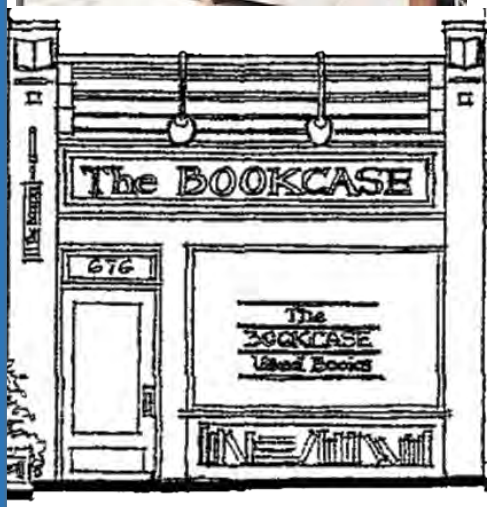
Storefronts

Recommendations apply to all types of storefronts, including retail, commercial office, or hotels. Existing traditional storefronts should be maintained. Storefronts that have been altered or blocked up in whole or in part should be returned to traditional form and dimensions. New or renovated storefronts should be based on traditional designs and configurations:

- ✓ wood frame and cladding preferred
- ✓ overall proportions of metal storefronts should be similar to wood
- ✓ glass divided by mullions preferred (traditional, "French," or bay windows)
- ✓ recessed entries
- ✓ glazing panels max. 2.44 m width
- ✓ top of glazing panels max. 3.0 in height above ground level
- ✓ protection by clearly marked alarm security system encouraged

Traditional open storefront designs with bulwarks, display and clerestory windows, and recessed entries are recommended.





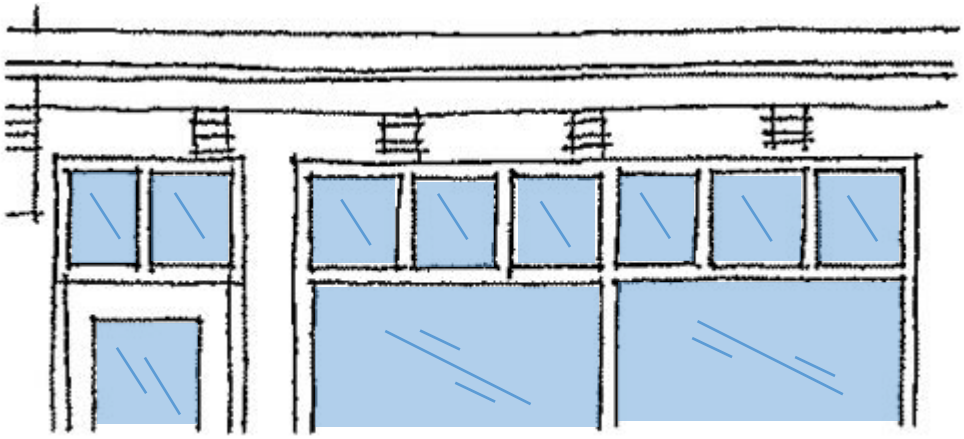
Bulwarks

A bulwark is the solid supporting wall located immediately beneath the storefront window.

- Wood-frame bulwarks faced with wood cladding or tile are preferred.
- wood panel designs (squares and rectangles) small geometric patterned tiles and brick (new building only).
- Sill heights should be min. 450 mm to max. 750 mm, or as originally designed.

Clerestory Windows

Located immediately above storefront display windows, clerestory windows usually form a grid or band with a series of smaller square or rectangular panes of glass.



- Use of clerestory windows are encouraged:
  - ✓ removed or covered clerestory windows should be restored;
  - ✓ new clerestory windows should emulate traditional materials and dimensions;
  - ✓ wood or leaded glass panes are preferred;
  - ✓ simple row or grid pattern.
- Dimensions vary according to design:
  - ✓ min, height 2.44 m
  - ✓ max. height 4.27 m (or to the underside of the second storey level);
  - ✓ Individual panes 150 to 600 mm in width.
- Clerestory windows can have operable sections that provide increased natural light and ventilation to the building interior.

Entrances

Entrance designs should be recessed and consistent with the style and design of the main storefront.

Design elements include recessed display windows and bulwarks, main entry door, and transom lights. Secondary entrances used for upper storey access should be simpler versions of the main entry design.

Doors

Doors should have traditional designs and detailing:

- ✓ panel-style or "French" doors
- ✓ clear or textured glass
- ✓ operable windows above doors are encouraged

Entrances should be well-lit, equipped with vandal-resistant fixtures and security hardware.

Storefront Displays

Design Principles

1. Employ an experienced display artist.
2. Keep displays dean, spacious and simple,
3. Use quality goods and materials.
4. Arrange objects in a loose triangular shape for a more dynamic effect.
5. Avoid visual clutter.
6. Relate themes to the business.
7. Keep main objects at eyelevel and in scale
8. Select colors for appropriateness and image.
9. Backdrops should be neutral.
10. Treat displays as theatre - use imaginative effects like pedestals, props; use lighting to highlight objects.
11. Maintain and change displays regularly.

Not Recommended

inappropriate modern designs (e.g., sliding glass storefront doors or doors without frames)

replacing wood storefronts with metal frames

protruding entrances or excessively long storefront recesses

wood latticework, large tilework, rock facing, or metal for bulwark cladding

large expanses of glass

painted, mirrored, or reflective glass

obviously mismatched hardware

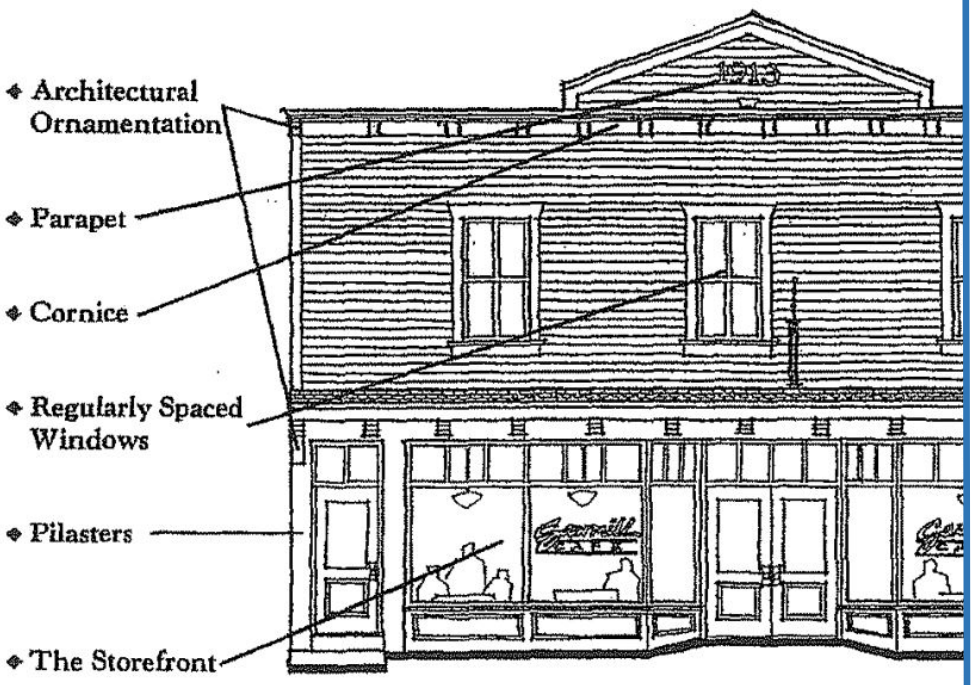
cluttered or inappropriate signs in display windows

Upper Storeys

The upper facade includes the wall surface, windows, eave, parapet, cornices, and architectural ornamentation. Existing upper façades should be restored to their original appearance or design appropriate to the building style. New façade designs should be compatible with traditional upper storeys in Proportions, placement of openings, window styles, and detailing.

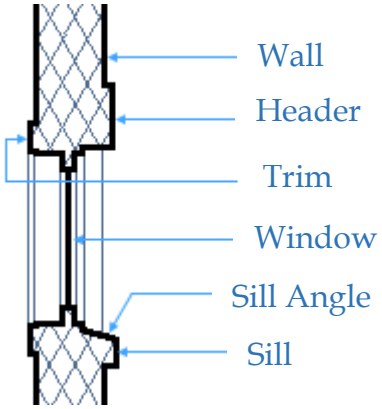
PARTS OF THE UPPER FAÇADE

A pierced or punctured upper façade is perforated with evenly or symmetrically-placed window openings; solid areas are load-bearing; windows are simple in style.



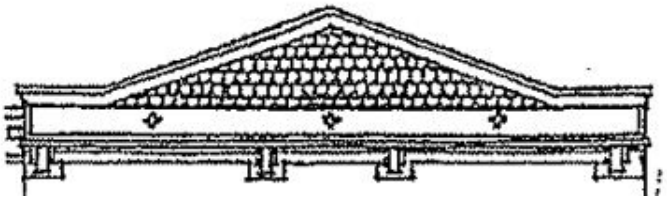
Walls and Windows

- Windows should be evenly spaced, with a clear relationship to ground floor windows and elements. The ratio of wall to window openings should be approximately 2:1.
- Window assembly should be set into the framing with reveals, not flush to the wall.



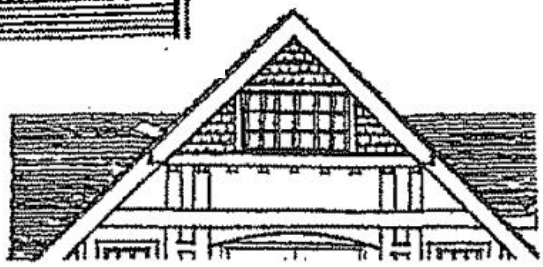
- Wood frames, sashwork, trims, and surrounds are encouraged; metal frames should be similar proportions to wood windows, flashed with wood surrounds.
- Windows should be divided into small glazed sections by muntins.
- Avoid large or thick muntins.
- Double glazing, caulking, and weatherstripping are recommended for new wood windows. Windows that maintain traditional sashwork proportions are encouraged.

Types of Upper Façades



- parapet with cornice
- architectural decoration
- window openings
- fascia

- upright stepped parapet
- window openings
- fascia

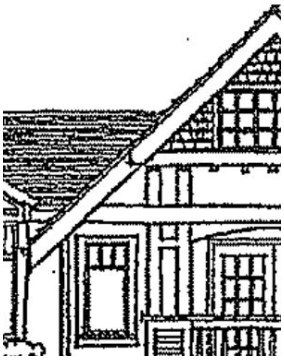


- sloped roof
- bargeboard
- eave and cornice
- window openings

Eaves, Parapets and Cornices

The use of cornices or eave treatments are encouraged to define the transition between wall and roof.

- Cornices on parapet-style roofs should be simple in form using wood or pressed metal trim and mouldings



- Eaves and cornices on sloped roof forms should have overhangs, not be flush to the building. Eaves should be finished with wood bargeboards and fascia hands.
- The roof drainage system of eavestroughs and downspouts should be an integral part of the roof edge, building design and colour scheme.

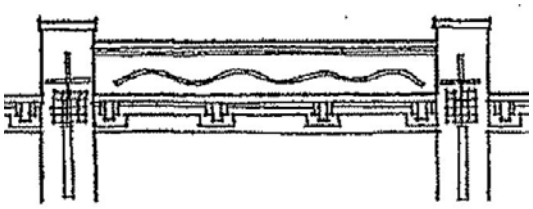
Residential Upper Storeys

Balconies in upper storey residential units should be in keeping with the building style. Proportions of openings should be evenly-spaced with a clear relationship to ground floor elements.

- Upper storeys (bay windows) should not encroach over municipal sidewalks or rights of way.
- Panel or louvered blind shutters may be used for residential units and only if they are appropriate to the building style. Proportions of panel shutters should relate to the number of window panes.

Architectural Ornamentation

Buildings often derive their unique character from decorative details. Wood details such as fascia bands, brackets, or decorative panels are encouraged, particularly for older buildings.



Not Recommended

Irregular or randomly-placed upper storey windows

Pre-fabricated "heritage windows with imitation styles or snap-in grids

Flush mounted ribbon-style windows

Eaves or cornices out of scale with the building

Out of scale, busy, or stylistically inappropriate architectural ornamentation

Materials

Materials and craftsmanship should be in keeping with quality wood-frame construction, consistent with the village character. Only good quality materials and construction techniques that will last in this wet west coast climate should be used.

Preferred Materials

Sloped Roofs	• wood - cedar shingles are encouraged • synthetic shingle • slate • copper or metal - cupolas, feature roofs in natural colours
Main Cladding	• wood siding - horizontal or shingle, stained or painted • stucco - plain or lightly textured, tinted or painted • aluminium, cement board and other substitutes - horizontal, must be high quality
Storefronts and Windows	• wood frame and trim preferred • aluminium or metal - use wood surrounds and proportions similar to wood windows • glazed tile - storefront bulwark facing (max. 150 mm sq.)
Fascia, Cornice, Brackets, Eaves	• wood - solid wood trims • metal - pressed metal cornices • synthetic materials - generally for reconstruction (fibreglass, styrofoam)
Trims and Details	* wood - building trim and details • metal - hardware, railings, handrails
Flashings	• metal - painted or anodized
Foundation and Entry Floors	• brick and mortar - facing and details • stone - facing, landscaping or details • slate - landscaping or entries • nonslip tile - storefront entries • decorative concrete - entries and landscaping

New Materials

- ✓ Only high quality materials should be used.
- ✓ Materials on new buildings should complement adjacent facades.
- ✓ The new building should not stand out against other buildings.

Wood - only quality wood and finishing techniques should be used. Wood can be substituted with metal or cement board if the dimensions and proportions are similar to wood.

- Siding should be horizontal narrow profile (max. 150 mm depth) clapboard or drop siding, stained or painted. Shingle siding may be used. Siding should be cedar or fir; hemlock and pine should not be used. Corners and edges should be finished with wood trim. Wood in contact with the ground should be pressure-treated.

- Storefronts, doors, and windows should be constructed with quality grade fir or cedar, painted or stained. Use a wood for exterior woodwork and trim before painting.
- Plywood should be limited to facing material for storefront bulwark panels, and should be well-sanded and painted to prevent checking or splitting.

Stucco - should be limited to a main cladding material.

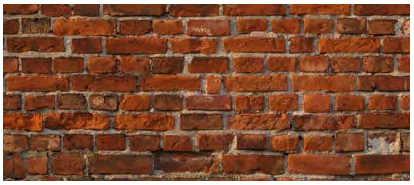
- Stucco must be high quality, designed in panels or sections edged with wood trim rather than large unbroken expanses, thickly applied with proper metal flashing details at edges, floor levels, and balconies.

- Stucco should be plain or lightly-textured with tinted or painted finish.

Aluminium and Vinyl Siding - should be high quality pre-finished horizontal profile similar to wood siding. It should not be used over existing wood cladding as it prevents ventilation and can cause rot.

Brick - should generally be common face, smooth texture, traditional size, in common, running, or soldier bond patterns.

- Mismatched, textured, or jumbo bricks are inappropriate.
- New "antique brick" should not be used for renovations to existing buildings.



- Brick should never be sandblasted.

Stone may be used for cladding or ornamentation in limited quantities for foundation facing or features such as quoins, pilasters, or relief work.

Natural stone is encouraged for landscaping, such as built-in planters or retaining walls. Slate may be used for patios, entrances; and walking areas.

Tile - should be limited to storefront bulwarks or entrances.

- Bulwark tile should be small (max. 150 mm), solid colours, smooth or textured exterior ceramic, set in plain or geometric patterns appropriate to the storefront design.
- Entrance floor tile should be nonslip exterior tile, solid colours, set in plain or geometric patterns. Interior, large, or modern patterned tiles are inappropriate for exterior façades.

Materials

Synthetic Materials - should be limited to reconstruction where natural materials are unavailable or cost prohibitive. Examples of appropriate synthetics are fibreglass or Styrofoam mould replacements for cornices. Fibreglass stone replicas would not be appropriate.

Not Recommended

wide profile wood siding (more than 150 mm) diagonal wood siding

rough sawn cedar siding or shakes

plywood siding

highly textured, swirled, patterned, or stippled stucco

stone chip stucco

new "antique" for existing buildings

over-scaled jumbo brick or concrete blocks

irregular, jagged, rough cut, or polished stone facing

large, modern patterned or interior tile

corrugated metal or fibreglass

shiny metal or, plastic flashing

asbestos or fibreboard panels

textured concrete panels

large expanses of concrete

mirrored or reflective glass

glass curtain walls or large expanses of glazing

large expanses of metal, rough cedar shake, or Spanish-style

concrete-tile roofs low quality vinyl, plastic, or metal sidings

inappropriately added materials (e.g., rock face over existing storefront)

low quality or flashy modern materials (plastic trims, mirrored surfaces)

Colour

Natural pigment or earthtone colours are most appropriate. The overall effect of a colour scheme should be harmonious, attractive, and consistent with the building style and character of the area.

Colour selection can make or break the appearance of a building, so careful consideration of a colour scheme is strongly recommended. Owners are encouraged to consult with an experienced colour consultant. Many paint companies offer appropriate preselected colour guides.

Main Body - natural warm-based hues suitable for wood or stucco such as:

Sand Beige Taupe Oyster

Putty Cream Russet Ochre

Sage Terra cotta

Trim- Trim colour(s) should complement the main body, using a lighter shade or a contrasting colour. One trim colour should be selected to enhance architectural elements such as cornices, fascias, or columns. If desired, a second trim colour can be used to "pick out" ornamental detail such as decorative woodwork or brackets.

Storefront Windows - sashwork may be painted dark natural colours such as:

Deep green Slate Burgundy Coffee

or light colours such as:

Cream Sand Taupe Warm pastels

Upper Storeys - use one or two colours to complement storefront and main body colours. A light colour (cream or sand) can be used with a darker trim colour such as russet, slate, green, or other variations.

NOTE: Except for stained glass, no tinted or coloured glass should be used on existing buildings. Glazing colours on new buildings should be in keeping with the building colour scheme

A colour scheme usually consists of a main body colour, plus one or two trim colours to accentuate detail. Colour enhancement of building details should complement the main body colour, either in contrasting colours or similar colours that are darker or lighter in shade.

Not Recommended

cool tones such as battleship grey, blue-based colours

fluorescent, bright, primary colours

red, orange, blue, or purple as main body colours

overly busy or overpowering trim colours

bright or garish colour combinations with high contrast

do not apply paint to moist, cold, or poorly-prepared surfaces

do not apply latex paint to enamel-based paint surfaces without a bridging primer

do not use gloss paint on the main body of the building

Canopies and Awnings

Canopies and awnings should respect the building style, as well as the general character of other canopies and awnings on neighbouring buildings.

Canopies and awnings provide weather protection, as well as a relatively inexpensive way to improve, unify, and add colour to a building and streetscape. However, a proliferation of awnings in the uptown is not encouraged. Façades should be assessed individually for the suitability of canopies or awnings.

- ✓ Canopies and awnings should be constructed with quality materials and craftsmanship. Placement should not obscure architectural details or skirt in front of structural components.
- ✓ Proportions should not overpower the façade, its windows, or neighbouring buildings. Colours should be compatible with warm natural building colours.
- ✓ Lighting should be subtle and used to highlight architectural features of a building.

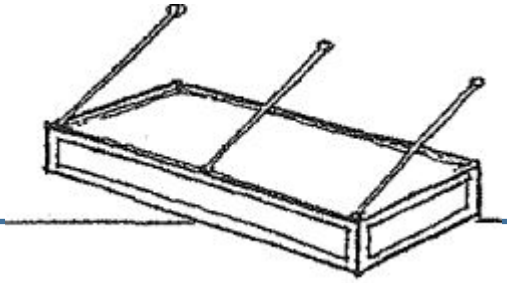
Canopies

Canopies should be limited to solid sloped or marquis-style, integrated with the roof and building design

Solid sloped canopies

- ✓ wood frame with shingles
- ✓ solid metal framing or metal framing with clear safety glass

Marquis-style canopies



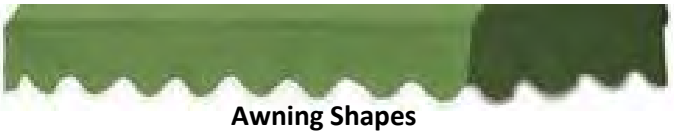
- ✓ located over entrances, not full building length
- ✓ solid metal framing or metal framing with clear safety glass
- ✓ decorative pressed metal panels for underside and exterior cladding.

Awnings

Awnings should be constructed of tubular steel frames with solid non-shiny fabric

- ✓ opaque awning fabric
- ✓ matte vinyl laminate
- ✓ fade-resistant
- ✓ fire-retardant treated *to Underwriters' Laboratory of Canada standards for flammability*

- frames should be securely attached. Steel frames should be painted to match the fabric, building, or trim. Metal fastenings should be rustproof.
- Simple solid colour or striped fabrics that complement the overall colour scheme are preferred. Printed valances on striped awnings should be solid in colour; graphics should not be applied over stripes. Backlighting is limited to valance lettering.
- Loose drop valances are preferred (max. 300 mm depth) with scalloped, straight, or notched valance edges finished with binding. Awning ends may be open or closed



Awning Shapes

Awnings styles should be compatible with storefront windows and other architectural features. The following styles are generally preferred:

Special design features

Four-point fixed valance

Retractable

Half round for entrances

3-point with loose drop valance

Not recommended

projecting box canopies

translucent fabric, cotton canvas, plastic, corrugated or sheet metal, fibreglass, concrete

inappropriate random-shaped (e.g., animal-shaped), domed, barrel vault, and convex shaded awnings

awnings that obscure features such as arches, lintels, stained or leaded glass

red, orange, primary, bright, fluorescent colours or busy stripes

Building Lighting

Building illumination should be planned for its overall effect. Three main types of lighting should be used: general, security, and special effects.

Building illumination should be used for safety purposes and to highlight architectural design elements. Avoid the use of high-intensity fixtures in favour of ornamental fixtures with lower levels of illumination. Incandescent lighting is preferred.

- ✓ Fixtures should be securely fastened, concealed or positioned to prevent glare and reflections.
- ✓ Visible wall and ceiling mounted fixtures should be appropriate to the building style.
- ✓ Utility grade fixtures such as spotlights may be "painted out" with a neutral colour.
- ✓ Wiring should be unobtrusive or concealed

General Lighting

General lighting gives visibility to public areas such as sidewalks, storefronts, displays, or signs.

- Light should be warm clear or white incandescent.
- Fixtures should be concealed or quality wall-mounted, ceiling-mounted, or pendant fixtures if visible to the public.
- Display windows should be highlighted from the interior by movable track spotlights, recessed pot lights, or pendant lights.

Security Lighting

Security lighting provides lighting for recessed entrances, entry doors, and public sidewalk areas.

- Entrances should be well-lit with bright, even incandescent light without shadows.
- Fixtures should be recessed pot lights, wall-mounted, or ceiling mounted.
- Fixtures should have translucent white or ivory-coloured vandal-resistant polycarbonate plastic covers.
- Internally-illuminated awnings may be used to light sidewalk areas

Exterior storefront lighting may include:

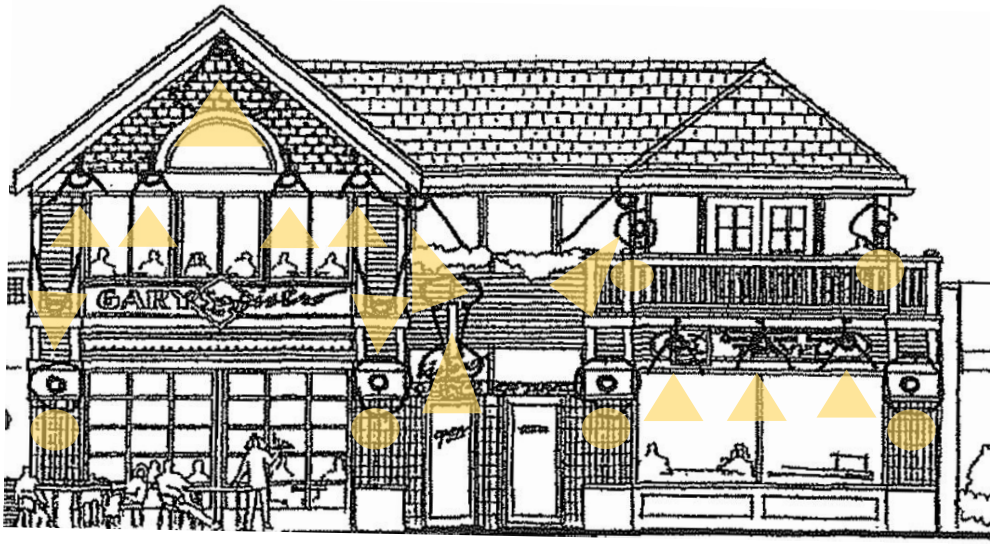
Recessed pot lights (under canopy or awning)

Sign spotlighting

Fascia spotlighting

Entrance or door lights

Wall mounted fixtures



Special Effects Lighting

Enhances architectural features such as signs, cornices, or brackets. Architectural lighting should be incandescent; appropriate fixtures include "gooseneck' style, spotlights, or recessed pot lights. Illumination techniques may include:

- **Fascia up or down lighting**
  with concealed spotlights
- **Uplighting (or floodlighting)**
  from the fascia, canopy, or awning
- **Down lighting from cornice or fascia**
  (gooseneck lamps or recessed potlights)
- **Spotlighting details**
  such as brackets, pilasters, or arches
- **Sign spotlighting**
- **Canopy or awning lighting**
  (recessed pot lights or spotlights directed onto and awning from above)
- **String lights**
  used seasonally to outline buildings or to highlight architectural features

Not Recommended

visually inappropriate fixtures

overdone aerial effects

unshielded light sources

coloured or fluorescent lights

mercury vapour and low or high-pressure sodium fixtures for building lights

internally-illuminated awnings, except for valance lettering and sidewalk illumination

Appendix B

TOWN OF QUALICUM BEACH

Small-Scale Residential *Form and Character* Design Guidelines

June 18, 2024

Contents

Introduction....4
Design Guidelines....5
Neighbourhood Context....5
Parking....6
Site Access....7
Landscape....8
Machinery, Equipment and Systems....9
Streetscape....10
Height....11
Colours & Materials....13

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

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.

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.

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 acccess 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

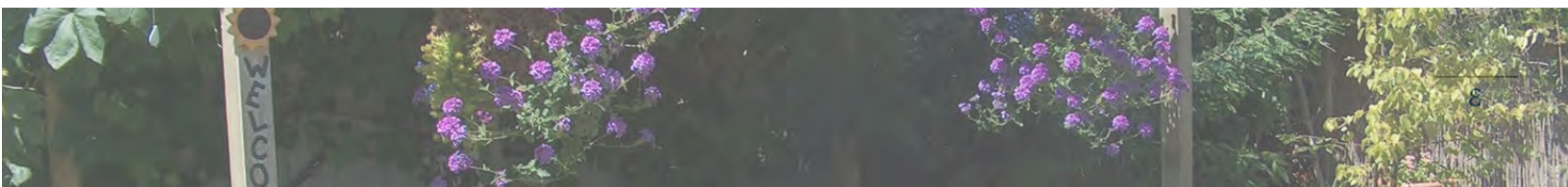
- ✓ Incorporate a distinct landscaping element at the front property line, such as a gate, pillars, stonework, or similar features, to aesthetically mark the transition from public to private space.
- ✓ Ensure that landscaping complements the predominant landscape character of the neighborhood.
- ✓ Design front yards (and side yards on corner lots) and visible elevations from the street to create a cohesive streetscape.

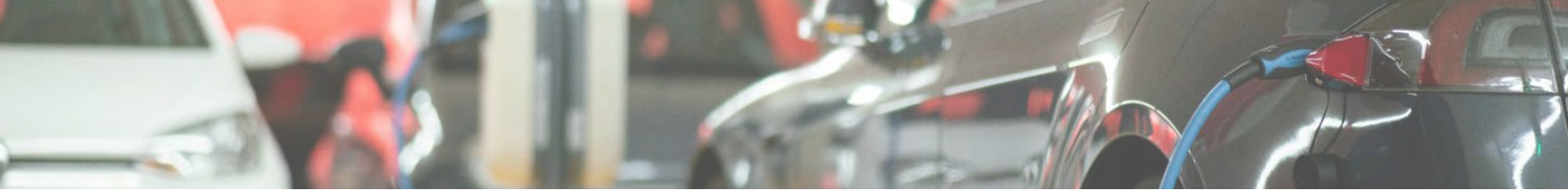
Environmental and Community Considerations

- ✓ 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

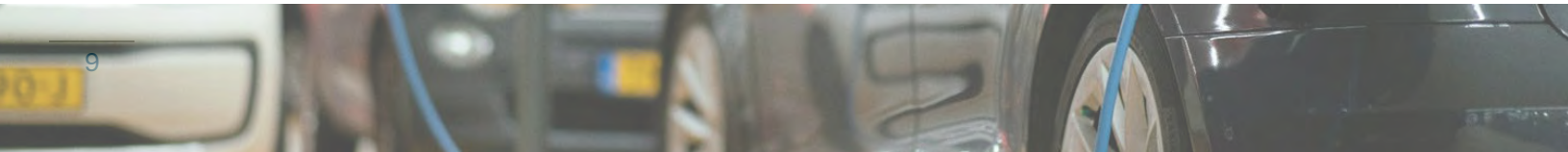
Installation of machinery should be considered in relation to the residents' (on property and within the neighbourhood) well-being and environmental stewardship.

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.

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.



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:
  - o 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:
  - o lawn, flowers, ground covers, low shrubs: less than 0.6 metres in mature height
  - o access steps that are part of a sidewalk
  - o a low berm: less than 0.6 metres from adjacent ground
- ✓ More than 3.5 metres from the travelled road surface:
  - o mailbox and address pillars up to 1.5 metres in height and 0.6 metres in width
  - o a hedge or shrub: measured to the trunk of the hedge or shrub, as long as foliage doesn't grow closer than 2 metres
  - o 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.

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.

Façade

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.

Colour Palette:

- ✓ Neutral Base: Start with a neutral base colour for the building's facade. Whites, grays, or earth tones work well.
- ✓ Accent Colours: Introduce accent colours for doors, window frames, and trim. These can add visual interest without overwhelming the design.
- ✓ Avoid Clashing: Ensure that colours 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 colour. 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:
  - o Increased setback.
  - o Stagger windows to not align with adjacent windows.
  - o Primary windows into habitable spaces, and also decks and balconies, should not face or be oriented to interior side-yards.
  - o Locate and screen upper level windows, decks, and balconies to minimize overlook.
  - o Use of skylights, translucent windows and clerestory windows are encouraged to minimize overlook of side yards.
  - o 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:
    - o Consider ways of retaining trees to create shaded outdoor living areas.
    - o Placement of architectural elements (i.e. roof overhang) to create shaded outdoor living areas.

148
150

Appendix C

TOWN OF QUALICUM BEACH

Medium-Density *Residential Form & Character* Design Guidelines

This page has been left intentionally blank.

Introduction

In 2025, the Town of Qualicum Beach Council purchased lands within the Eaglecrest area, including the existing golf course. Other land was endorsed for residential development to support the purchase of the lands, including newly introduced allowance of buildings taller than three storeys and densities of over five units per parcel.

These guidelines have been designed to enhance and protect the existing character of the neighbourhood as the area sees future residential and mixed-use development above three storeys in height and/or five units per parcel.

Purpose of the Guidelines

These guidelines help to ensure that medium-density residential development:

- Provide harmonious transitions between neighbouring building heights
- Are human-scale in design and are not bulky or boxy
- Are compatible with the existing neighbourhood and topography
- Enhance walkability
- Provide adequate screening and buffering from adjacent properties
- Provide adequate open space

Guidelines

- ✓ **Height Transitions:** Care should be taken to ensure that new, taller buildings or clusters of tall or mid-height buildings are sited and massed in a way that provides harmonious transitions in height. Strategies to ensure harmonious building-height transition may include:
    - Increased setbacks with increased building massing toward the centre of the sight
    - Step down building heights
    - The utilization of roof slopes to reduce the appearance of the massing
    - The inclusion of landscaped edges which provide additional visual transitions in height

- ✓ **Walkability:** Development should promote walkability, and may include treatments such as:
    - Primary pedestrian entrances which face the street, utilizing landscaping, porches, windows, and other human-scale architectural features that are oriented toward the street
    - Direct and clearly defined pedestrian pathways from parking to buildings, including sheltered walkways and walkway lighting
    - Weather protection canopies at building entrances
    - Reduced driveways and access points into the site where possible
    - Secure bicycle/e-bike/motorized scooter parking and storage for residential and commercial units

- ✓ **Screening & Buffering:** Buildings should feature appropriate screening and buffering from adjacent properties which works to increase privacy while not being exclusionary to the neighbourhood, including:
    - The avoidance of designs that create isolation, such as imposing fences, gates, or large unbroken facades
    - Appropriate greenspace buffers to reduce the impacts of massing, shadowing and privacy concerns of adjacent homes
    - A balance of open space between buildings providing visual access to natural features such as the sky, daylight, vegetation, and views
    - For new development where windows or balconies would overlook an adjacent yard, landscape buffers and screening should be strategically placed to mitigate

negative impacts on privacy to neighbours, such as the planting of sufficiently mature evergreen trees or hedges

- ✓ **Human-Scale Design:** Buildings should be designed at a human-scale that is welcoming and comfortable for pedestrians. Strategies to enhance appropriately scaled design could include:
  - Incorporating architectural features and design details into building facades that are rich and varied in detail to create visual interest when approached by pedestrians
  - Incorporating recessed, articulated, and differentiated entrances
  - Ensuring that building components relate to human scale, including the dimensions of doors, windows, and stairs

- ✓ **Aesthetic Building Massing:** Care should be taken to ensure that the massing of buildings is mitigated by architectural and design features, resulting in an overall building aesthetic that does not appear bulky, blocky, or expansive. Features could include:
  - Roofs which are pitched in excess of 6:12 to evoke a residential feel, and/or the incorporation of cascade of sheltering roofs
  - The breaking up of larger single buildings into clusters of buildings with smaller footprints to increase open space and greenspace, with the placement of big walls next to big walls to maintain a coherent and harmonious architectural rhythm
  - Transitional elements and terraced units to reduce perceived bulk and introduce variety in building massing
  - Reduction in building size through creating usable space through the addition of dormers and gables which contribute to the functionality and aesthetic of rooftops
  - Utilize articulation in horizontal and vertical planes on facades visible from the street to add depth and interest

- ✓ **Neighbourhood Compatibility:** Care should be taken to ensure aesthetic compatibility with the existing neighbourhood character. Design features to ensure compatibility could include:
  - Incorporating colours, materials, and architectural designs that complement the character of neighbouring properties and adhere to a high quality of design including the use of durable materials, a variety of building material textures, wood accents, neutral base colours, accent colours, and appropriate contrast and material consistency
  - Using colour schemes to differentiate residential units

- Implementing roof styles, pitches, and features that compliment those of the surrounding neighbourhood
- Ensuring that landscaping complements the predominant landscape character of the neighborhood
- Ensuring the design of the building will fit into the existing characteristics of the neighbourhood

✓ **Landscaping:** Landscaping should be appropriate for the size and scale of the overall development, taking care to:

- Provide useable landscaped areas such as benches, picnic tables, and lawns where appropriate
- Provide adequate shared landscaped, furnished outdoor space for residents of units who do not have access to private outdoor space (not including balconies)
- Complement the landscaping of the existing neighbourhood and adjacent properties
- Prioritize native and drought-resistant species
- Encourage garden areas as part of outdoor amenity spaces to foster a sense of community

✓ **Topographic Compatibility:** Buildings and landscape should be sited and designed to respond to natural topography, including:

- The placement of landscaping features and trees which complement the natural topography of the site, considering the overall aesthetic of mature tree heights
- The siting of buildings in a way that reduces impacts on views of the water from adjacent properties, other locations on the site, and nearby roadways

Committee & Liaison Report

Councillor Anne Skipsey

Regular Council Meeting, December 10, 2025

November 10, 2025 – Candlelight Ceremony at the Royal Canadian Legion Branch #76

- I attended in observance of those who served and those who were remembered by loved ones placing a candle in their memory.

November 11, 2025 – Remembrance Day Service

- Lest we forget.

November 16, 2025 – Qualicum Beach Residents' Association (QBRA) AGM

- The QBRA AGM was held in the Community Hall and included three presentations: the Fair Care Alliance; Friends of Rails to Trails; and Property Tax Reform from the RDN Taxpayers Alliance. QBRA President, Doug Mackay-Dunn and Membership Chair, Doreen Mackay-Dunn have stepped down from their positions after many years. I would like to acknowledge and sincerely thank them both for all of the hours they volunteered their honed skill-sets for the betterment of residents and the town.

November 17, 2025 – Island Corridor Foundation (ICF)

- As mentioned at our previous meeting by the Mayor, we had a good meeting with a representative from the ICF, discussing matters of mutual interest including the Town's request to turn the stop signs at the rail crossings.

November 18, 2025 – RDN Board Meeting

- As Alternate Director, I attended the Board Meeting where the Board accepted our OCP Compliance Statement regarding the Regional Growth Strategy.

2025 Friendship Tour – Scotland to Canada Women's Curling

- On behalf of the Mayor, I attended the banquet to officially welcome the Scottish Women and the other invited guests to Qualicum Beach. The tournament, a tradition which began in 1955, lived up to its "Friendship" title as our Club was considered "the friendliest" given the tied score of 23 to 23 after the three games played. The tour included 20 stops around the Province of BC.

November 19, 2025 – Qualicum Beach Memorial Golf Course Monthly Board Meeting

- I attended as Council Liaison. They will be considering their options around funding the new irrigation system. The number of rounds of golf in November increased over the previous year given several factors, including the weather (48% of normal rainfall).

November 20, 2025 – Moonlight Madness

- Along with all the other members of Council, I attended this bustling community event. There was something for everyone! I especially enjoyed the dancing and listening to the music - in the square, on the streets and at the Village Theatre. Thank you to all of the organizers!

November 23, 2025 – Qualicum Woods Residents' Association (QWRA) AGM

- As the Council Liaison, I was invited to attend and speak with attendees. Thank you to the Board of the QWRA for all of the hours they volunteer on behalf of the neighbourhood and the greater community.

November 25, 2025 – RDN Special Board Meetings

- As Alternate Director, I attended the Board meetings. The 2026 – 2030 Financial Plan continues to be an item of discussion.

November 27, 2025 – Oceanside Services Committee Meeting

- As Alternate Director, I attended the meeting where $8,249 in Oceanside Recreation Services Youth Grants and $28,761.00 in Community Grants were approved. There were 3 organizations based in Qualicum Beach that received funds. Please check the RDN's website to see if you and your organization might qualify to apply for a grant.

Town of Qualicum Beach Volunteer Appreciation Event

- It was a wonderful event to acknowledge our volunteers for the incredible work they do. This year the Above and Beyond Award was given to Pat Jacobson for all of her volunteer work with various organizations over many years. I received very positive feedback about the event and how much the volunteers appreciate the recognition. Thank you to staff for organizing and putting on this wonderful event.

Committee & Liaison Report

Councillor Petronella Vander Valk

Regular Council Meeting, December 10, 2025

November 19, 2025 to December 1, 2025

November 16, 2025

- As Liaison, attended a workshop with the Qualicum Beach Collective, exploring the concept of Qualicum Beach being a “Blue Zone” for health and well-being. Interesting and enthusiastic discussions of ideas arose.

November 17, 2025

- As Liaison, attended the OCP Steering Committee meeting.
- Attended the Public Information Meeting for the proposal for 510 Chester Road.
- As Liaison, attended the Board meeting for Saint Andrew’s Lodge Historical and Cultural Society (SALHACS).

November 18, 2025

- Attended, as Council representative, the Opening Ceremony of the Scotland to Canada Friendship Curling Tour. Our local women curlers played the touring women’s team from Scotland. Play ended in a friendly tie!

November 21, 2025

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

November 27, 2025

- Attended the Volunteer Appreciation event with members of Council and staff, to celebrate and say THANK YOU! to all the wonderful volunteers from the many, many groups that give of their time and energy to make Qualicum Beach the wonderful community it is. It was great fun!

Committee & Liaison Report

Councillor Jean Young

Regular Council Meeting, December 10, 2025

November 14, 2025

- Attended opening of a new exhibit: Lifelong Creativity, Local Legacy celebrating the creative spirit of QB, featuring original paintings-all $100 or less-that capture our shoreline, gardens, heritage buildings, and streetscapes-wonderful gift shopping items as well as supportive of TOSH fundraising. And the Dec 4 - Swing into the Season: A Holiday Jazz Evening at TOSH featuring Phil Dwyer & Ken Lister is sold out.

November 17, 2025 to November 19, 2025

- Annual BC Housing Conference in Vancouver. Some of the highlights from attending the full 3 days of sessions….Too little, too high: rethink affordable senior housing, (different from Nanaimo, more affordable as Qualicum Beach & Parksville 30% higher rents). Affordable housing with supports for seniors not a luxury-a need, affordable housing taken up by $70k annual incomes but not by pensioners of $2.4k/monthly aging into insecurity & ageism.…housing is a basic human right!
- Dan Levitt, office of the Seniors Advocate has made the following recommendations to government to improve housing security & income for seniors: 1)provide immediate financial relief for low-income senior renters 2)increase the number of Seniors Subsidized Housing Units with a particular focus on rural BC where the overall supply of rental accommodation for seniors is most challenging. 3)increase the amount of BC Senior's Supplement and Index the supplement to inflation. 4)eliminate the daily charge for home support. 5)develop and implement a cross-government strategy and action plan for seniors.

  Gregor Robertson commented: "hope & momentum"

  Speaker, Anthony Morgan spoke about "how to collaborate together, disagreements done well can spark innovation…curiosity-creativity-collaboration, disagree better!"

  Session with Wayfinder Developments: we are in the midst of a housing and affordability crisis that is very complex. Complex problems require creative solutions.Faith based organizations often own land in locations that the municipality has identified for more density. Working with Landowners, we can help them be wise stewards of the land while also unlocking latent affordable housing potential. With the right help from the beginning, faith-based landowners can build renewed community and worship spaces, create more housing, and provide community benefits through working ministries

November 20, 2025

- Annual Moonlight Madness lit up the beginning of the holiday season, well attended & enjoyed by all!

November 27, 2025

- Attended Trish's gathering at Eaglecrest clubhouse.
- Attended the annual Volunteer Appreciation Event, so thankful that our community has over 120 nonprofit volunteer groups and congratulations to Pat Jacobson named 2025' Above & Beyond Volunteer!
- Apologies for missed meeting with Flowerstone Society, QB Museum, and the Gardens on Senior Care due to scheduling conflicts but will follow-up. Also, will be following up with SHINE Nanaimo (Seniors Housing Information & Navigation Ease Program that I met at housing conference) to come as a delegation to Council, fyi to QB residents.

TOWN OF
QUALICUM BEACH

Address: #201 - 660 Primrose Street. PO BOX 130, Qualicum Beach, BC V9K 157
Phone: 250.752.6921
Email: qbtown@qualicumbeach.com

RECEIVED
OCT 03 2025
TOWN OF QUALICUM BEACH

SPECIAL EVENT APPLICATION

DATE SUBMITTED:

APPLICANT INFORMATION		
Applicant Name SHIRLEY CULPIN	**Phone** Sec. 22 [redacted]	**Email**
Organization Name SALHACS St. Andrews Lodge Historical + Cultural Society	**Mailing Address of Principal Contact or Organization** 3319 Island Hwy W. QB V9K 2B3	
On Site Contact Day of Event SHIRLEY CULPIN	**Cell Phone** Sec. 22 [redacted]	

EVENT INFORMATION		
Event Name TWILIGHT CONCERT SERIES	**Event Date(s)** JULY 4, JULY 25, AUG. 8, AUG. 22, 2026	
Requested Event Location ST. ANDREWS LODGE, SAAHTLAH PARK		
Event Schedule		
Set Up	**Date**	**Time**
Event Start	**Date** See attached	**Time**
Event End	**Date**	**Time**
Tear Down	**Date**	**Time**

Public or Private Event?
☐ Ticketed Public Event ☒ Free Public Event ☐ Private Event Admission by donation

Is this an annual event?
☒ YES, Number of Years 5 ☐ NO

Attendance
Estimated # of participants ____ Estimated # of spectators 700 Estimated # of staff/volunteers 35

Type of Event: *(check all that apply)*
☒ Community Celebration ☐ Festival ☐ Parade ☐ Private Gathering ☐ Exhibition
☒ Concert/Performance ☐ Dance ☐ Sporting Event
☐ Other (please specify) ____

Event Description *(please describe your event or attach a summary in letter format)*
See attached

ALL COSTS ASSOCIATED WITH EVENT LOGISTICS AND REQUIREMENTS ARE THE RESPONSIBILITY OF THE EVENT ORGANIZER

TWILIGHT CONCERT SERIES EVENT DATES

Saturday, July 4, 2026 – Grand re-opening of St. Andrews Lodge

Set-up 9 a.m.

Event start: 1 p.m.

Event end: 9 p.m.

Tear down: 9-9:30 p.m.

Saturday, July 25 – Twilight Concert #2

Set-up: 5 p.m.

Event start: 7 p.m.

Event end: 9 p.m.

Tear-down: 9-9:30 p.m.

Saturday, Aug. 8 – Twilight Concert #3

Set-up: 4:30 p.m.

Event start: 6:30 p.m.

Event end: 8:30 p.m.

Tear-down: 8:30-9 p.m.

Saturday, Aug. 22 – Twilight Concert #4

Set-up: 4:30 p.m.

Event start: 6 p.m.

Event end: 8 p.m.

Tear-down: 8-8:30 p.m.

2026 Twilight Concert Series

2026 will mark the fifth consecutive year of the Twilight Concert Series organized by the St. Andrews Lodge Historical and Cultural Society. The series will include four evening concerts in Saahtlam Park as well as a celebration of the re-opening of St. Andrews Lodge after five years of restoration.

July 4 will include free daytime activities geared to all ages including live music and Lodge tours. The day will wrap up with the first of the four Twilight Concerts.

The final three Twilight Concerts will be stand-alone evening concerts with admission by donation.

TOWN OF
QUALICUM BEACH

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

SITE PLAN
Please attach a site plan or route map for your event. It must clearly indicate the area you intend to use, and contain all details as set out in this application, including but not limited to locations of requested road closures, vendor and food vendor placements, first aid etc.

EVENT LOGISTICS	
Food and Beverage ☐ YES ☒ NO	**Contact Island Health to apply for a Temporary Food Permit, and provide a copy.** **If yes, describe** ***(e.g. BBQ, potluck, bottled water, food vendors, etc.)*** **For Food Vendors:** *Attach a list of VIHA-certified food vendors. All food vendors must register for a Mobile Vending Permit with the Town of Qualicum Beach.*
Alcohol ☐ YES ☒ NO	**A Liquor Special Event Permit is required from the Province of BC, provide a copy to the Town.** **If yes, describe** *(e.g. beer garden, VIP tent, etc.)*
Sales of any kind ☒ YES ☐ NO	**If yes, describe** *(e.g. raffle tickets, t-shirts, merchandise, services etc.)* Raffles
Temporary Structures ☒ YES ☐ NO	**If yes, describe** *(Include quantity and dimensions - e.g. tents/canopies, stage, generators, portable washroom, bouncy castles)* Tents (3) 10' x 10' Tents (2) 10' x 20'
Amplified Sound ☒ YES ☐ NO	**If your event includes live or recorded music of any kind you are required to pay a license fee to SOCAN. If yes, describe** *(e.g. music, announcements, etc.)* Live music
Signage ☐ YES ☒ NO	**Separate application forms are required for special event signage, Read-O-Graph message and banner pole signs and may be obtained at** www.qualicumbeach.com
Other proposed activities ***(e.g. fire or pyrotechnics, shuttle bus, etc.)***	

TRAFFIC MANAGEMENT	
Please indicate how you will be providing any of the following services, if required, for your event.	
Vehicle Access/ Parking Requirements ☐ YES ☒ NO	**If yes, describe** *(e.g. equipment load-in, display/promotional vehicles, parking coordination, etc.)*
Traffic Control Safety Plan ☒ YES ☐ NO	**Describe anticipated traffic effect and planned mitigation** We will ask Speed Watch to Monitor

TOWN OF
QUALICUM BEACH

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

Road Closure Required? ☐ YES ☒ NO *(if yes, please complete this section in full)*	
If yes, a detailed map showcasing sites of closures (including marshalling, barricades and signs) must be included with your application.	
Traffic Control Company	
Contact Name	**Phone**
Notification to residents and businesses	**How and when will notification of affected businesses/residents take place?** June 30/26 **Please attach an example of the notices to be distributed.**

TOWN SERVICES	
Please indicate whether you will be requesting any of the following services, if required, for your event *(Note: Additional approvals or extra costs may apply).*	
Use of Town waste services ☐ YES ☒ NO	**Description**
Use of Streets/ Sidewalks/Public Paths ☐ YES ☒ NO	**Description**
Use of Town Traffic Control Equipment: *	**Description** Event in progress signs **The municipality may not be able to accommodate all requests.*
Access to Water ☐ YES ☒ NO	**Description**
Access to Power ☐ YES ☒ NO	**Description**
Access to Public Washrooms ☒ YES ☐ NO	☐ Community Hall outdoor ☐ Leigh House ☒ Other **Description** St Andrews Lodge

SAFETY AND SECURITY
Have you identified First Aid locations on your Site Plan? ☒ YES ☐ NO
What first aid requirements have you identified and how will you address them? We have applied to St. John's Ambulance to provide first aid services
What safety risks have you identified and how will you address them? None

TOWN OF
QUALICUM BEACH

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

What is your plan for emergency vehicle access to the site?

Drive in through the gate after removing bollard

Describe your plan for evacuation in the event of an emergency:

Seattlan Park is an enfenced, unregulated park with access/egress from all sides, including to the beach

CHECKLIST

The following items should be submitted with your application

- ☐ SPECIAL EVENT LICENSE FEE of $55 (not required for charitable organizations, or event held in licensed place)
- ☑ A copy of your INSURANCE in the amount of $5,000,000 that indemnifies the Town of Qualicum Beach
- ☑ A SITE PLAN
- ☐ FOOD – PERMIT or VENDOR list, if applicable
- ☐ LIQUOR LICENSE – copy
- ☐ ROAD CLOSURE map indicating traffic management plan
- ☑ PROOF OF NOTIFICATION to neighbours, if applicable

TERMS & CONDITIONS:

1. Completion of this application form is not a guarantee that your application will be approved.
2. The Town of Qualicum Beach reserves the right to change, alter or refuse any or all requests.
3. All fees must be paid within fifteen (15) days of booking confirmation unless other arrangements have been agreed upon.
4. The Permit Holder is responsible for ensuring that: the assigned area is appropriate for the activity; the activity is conducted in a safe, orderly manner; the activity is restricted to the assigned area; the event activity does not interfere with other users.
5. Depending on the size of the event a damage deposit ranging from a minimum of $250 to any other amount deemed reasonable (in accordance with operational estimates), will be required.
6. Any property damage which occurs during the permitted event, set-up or take-down, is the responsibility of the Permit Holder. Damage should be reported immediately. It will be assessed and repair costs billed to the Licensee.
7. The Permit Holder is responsible for leaving the area clean and litter-free and may be billed for any subsequent cost incurred by the Town for clean-up.
8. If traffic control is required, the Town of Qualicum Beach must be consulted and additional fees may apply.
9. The Town of Qualicum Beach reserves the right to cancel any event or activity for any reason and shall not be responsible for any associated costs or damages.
10. The Permit Holder must comply with all applicable Town of Qualicum Beach bylaws and policies, including, but not limited to: Administration-General-Special Events Policy 3000-18, Mobile Food Vending Policy 3008-9, Banners policy 4004-8; Read-o-Graph Sign Policy 4004-9; Animal Control Bylaw 649; Anti-Idling Bylaw No. 636; Mobile Vending Bylaw 506.08; Noise Control Bylaw 552; Nuisance Abatement & Cost Recovery Bylaw 593; Outdoor Burning Bylaw 601; Parks Regulation Bylaw 551.

TOWN OF
QUALICUM BEACH

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

APPLICANT SIGNATURE		
Name SHIRLEY CULPIN	Signature Shirley Culpin	Date Oct. 3, 2025

APPLICATION AND PAYMENT MUST BE SUBMITTED TOGETHER, BY ONE OF THE FOLLOWING METHODS:
IN PERSON: #201-660 Primrose Street, Qualicum Beach, BC - 9:00 am to 4:00 pm, Monday to Friday.
MAIL: Town of Qualicum Beach, PO Box 130, Qualicum Beach, BC V9K 1S7

DEPARTMENT USE ONLY		
Approval By	**Approval Date**	**Comments**
☐ **Corporate Administration**		
☐ **Operations Manager**		
☐ **Fire Chief**		
☐ **Council**		

Original to folder. Copies distributed to: *Applicant, Corporate Department, Manager of Operations and Fire Department.*

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

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, CAO

FOR: Regular Council Meeting

DATE: December 10, 2025

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

SUBJECT: **Winter Holiday Town Hall Closure**

RECOMMENDATION

THAT Council approve the closure of the Town Hall office during the 2026 holiday season for three business days (December 21; 22; 23) during the period of December 21 through December 25, 2026.

PURPOSE

To request approval to close the Town Hall office for the 2026 winter holiday season.

BACKGROUND

Town staff receive December 25 (Christmas Day), December 26 (Boxing Day), and January 1 (New Years Day) as statutory holidays. For 2026, staff propose to close the Town Hall office for three additional business days, Monday, December 21, Tuesday, December 22 and Wednesday, December 23, 2026.

DISCUSSION

Staff are proposing that the Town Hall office be closed for three additional business days, Monday, December 21, Tuesday, December 22 and Wednesday, December 23, 2026. As December 26, 2026 (Boxing Day) falls on a Saturday, staff would receive Thursday, December 24th as their day off in lieu of the December 26, 2026 Statutory holiday. Staff would be required to use their vacation and/or available banked time balances, unpaid time off, or make arrangements with their supervisor to work, to cover the three (3) days proposed for closure not included in statutory holidays.

The winter holiday closure of Town Hall has been piloted for the past two years, and staff have received no negative feedback from the closure. For urgent Town-related matters, calls would still be forwarded through to the Town's answering service to be handled by on-call staff assigned for this period. The on-call staff person would be contacted through the Town's answering service for any urgent matters during the proposed office closure.

2026 Proposed Winter Holiday Closure Dates:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 2026						
20 Closed	**21** **PROPOSED CLOSURE**	**22** **PROPOSED CLOSURE**	**23** **PROPOSD CLOSURE**	**24** Statutory Holiday (in lieu of Dec 26th Stat)	**25** Statutory Holiday	**26** Closed
27 Closed	**38** Regular Office Hours 9 am – 4 pm	**29** Regular Office Hours 9 am – 4 pm	**30** Regular Office Hours 9 am – 4 pm	**31** Regular Office Hours 9 am – 4 pm		
January 2027						
					1 Statutory Holiday	**2** Closed

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

- If approved, the closure would be advertised in advance to the public, including information on alternative ways to access services and contact numbers.
- Notices will be posted at Town facilities in advance of the closure.

STRATEGIC PLAN ALIGNMENT

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

- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*
    - Strategic Initiative: Employer of Choice

APPROVALS

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

Heather Svensen
Director of Corporate Services/Deputy CAO
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: December 10, 2025

FROM: Luke Sales, Director of Planning and Community Development

SUBJECT: **Operations Workplace Modernization - Needs Assessment – Request for Proposals for Consultant Selection**

RECOMMENDATION:
THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to undertake a Needs Assessment for the Strategic Initiative entitled Operations Workplace Modernization, substantially as attached to the December 10, 2025, Planning report to Council.

PURPOSE
This Report seeks Council authorization to issue a Request for Proposals (RFP) to seek qualified consulting teams to undertake a Needs Assessment, which is the first step in the Strategic Initiative entitled Operations Workplace Modernization. The Needs Assessment will specify operational, spatial, functional, workflow and compliance requirements. This Needs Assessment will not include site selection; a subsequent phase of analysis and Council decision-making will evaluate potential locations after facility requirements have been confirmed.

BACKGROUND
The Town currently operates its two primary Operations divisions, Public Works and Parks, out of separate facilities located at different sites. Many of the existing buildings on these sites are aging, undersized, or at the end of their serviceable lifespan. The Town continues to experience evolving operational demands, including fleet electrification, increased regulatory requirements, and broader expectations regarding workplace safety, environmental sustainability, and efficient service delivery. To support long-term service delivery, health and safety compliance, and modernization objectives, a systematic assessment of the Town's operational space and facility needs is required.

The proposed Needs Assessment will establish the foundation for future planning processes, including site evaluation, conceptual design options, and capital planning. The Needs

Assessment will identify spatial, functional, workflow, and compliance requirements for a consolidated or distributed Operations facility model.

DISCUSSION

The RFP seeks a qualified consulting team with multidisciplinary experience in facility planning, engineering, architecture, Occupational Health and Safety, and municipal operations. The scope includes:

- Comprehensive evaluation of current Parks and Public Works workflows, spatial needs, and facility conditions;
- Analysis of Occupational Health and Safety (OH&S) requirements against modern standards;
- Identification of required functional spaces (shops, storage, fleet areas, staff facilities, etc.);
- Interviews with staff and Council, with reporting as required.
- Infrastructure planning for fleet electrification, equipment access, and servicing;
- Evaluation of consolidation vs. continued separation of facilities;
- Development of scalable approaches aligned with operational growth projections; and
- Preparation of a Needs Assessment Report with recommendations, cost estimates, and a phased implementation roadmap.

The Operations Workplace Modernization Needs Assessment will evaluate functional, spatial, health and safety, workflow, and modernization requirements; it will not identify or recommend specific sites or locations for future Operations facilities. Upon completion of the Needs Assessment, a subsequent planning phase will consider potential sites and generate conceptual options aligned with the requirements established in this study. Final decisions regarding site selection will be subject to Council approval.

Issuing the RFP at this time will allow the Needs Assessment to begin in Q2 2026 and conclude in Q4 2026.

FINANCIAL IMPLICATIONS

A budget allocation for the Operations Workplace Modernization Needs Assessment has been included in the 2025–2029 Financial Plan. If Council proceeds with issuing the Operations Workplace Modernization Needs Assessment RFP, the unspent 2025 budget ($100,000), would be brought forward into the 2026 capital budget.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

CONSULT:

- The Consultant will obtain feedback on the analysis, alternatives, and decisions by engaging with a broad range of interest-holders, ensuring the Needs Assessment reflects the deep knowledge of local context and development constraints

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

A Needs Assessment is required to commence the Strategic Initiative entitled Operations Workplace Modernization. Staff request Council authorization to issue the attached RFP to solicit proposals from qualified consulting teams.

ALTERNATIVE OPTIONS

THAT Council provides alternate direction to staff.

APPROVALS

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

Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

Amro Kotb, P. Eng.
Director of Infrastructure
Concurrence

Raj Hayre
Director of Finance
Concurrence

Attachment

- **Operations Workplace Modernization Needs Assessment RFP**

Attachment 1

TOWN OF **QUALICUM BEACH**

OPERATIONS WORKPLACE MODERNIZATION NEEDS ASSESSMENT REQUEST FOR PROPOSALS

The Town of Qualicum Beach is seeking proposals from a consulting team to provide a Needs Assessment for modernizing its Municipal Operations Workplace(s). The attached Terms of Reference outline the Town's requirements.

Only proposals ("Applications") received prior to 12 noon on DATE TO BE INSERTED (the "Closing Date") will be considered.

Proposals should be addressed and delivered to the attention of Heather Svensen, Director of Corporate Services:

- In person, #201 – 660 Primrose Street, Qualicum Beach, BC
- Mail, PO Box 130 Qualicum Beach, BC, V9K 1S7

PLEASE NOTE:

1. Applications are required to be in sealed envelopes or packages marked with the Applicant's name and the Request for Proposal (RFP) title: Operations Facilit(ies) Needs Assessment RFP.

2. Submissions must include **two printed copies** and **one electronic copy**.

3. Staff can be reached in person at Town Hall or via telephone Monday to Friday, between 9:00 am and 4:00 pm, excluding statutory holidays.

All RFP related questions should be submitted in writing to the attention of Heather Svensen, Director of Corporate Services, email: hsvensen@qualicumbeach.com

TERMS OF REFERENCE

1. Introduction

The Town of Qualicum Beach (the "Town") is an ocean-side community noted for its clean green character, vibrant uptown, rich public amenities, relationship to nature, and healthy growth.

The Town is seeking applications from interested parties ("**Applicants**") to provide a Needs Assessment for modernizing its Municipal Operations Workplace(s). This study will identify and evaluate the specific requirements of the Town's Operations Department (encompassing Public Works and Parks), ensuring alignment with modern standards of safety, efficiency, and sustainability.

2. Background

The Town has two main Operations divisions: 1) Parks and 2) Public Works, that currently operate out of separate facilities (See Appendix A). A number of the existing Operations buildings are old and at the end of their lifespan. The Needs Assessment process is a first step that will be followed by other processes and Council decision-making to identify new (or existing) site(s) and develop a conceptual design.

3. Consultant Requirements

The Consultant must:

- Demonstrate municipal project experience, particularly in designing or upgrading operations facilities.
- Possess relevant professional credentials (e.g., engineering, architecture, planning, occupational health and safety).
- Have a strong understanding of Building Codes, Occupational Health and Safety (OHS) requirements, and sustainability standards.
- Have a multi-disciplinary team with expertise in facility design, workflow analysis, and cost estimation.
- Prove their stakeholder consultation skills and ability to work collaboratively with municipal staff.
- Have a clear and concise project management approach, including timelines, deliverables, and risk mitigation.
- Be able to provide at least two references from similar public-sector projects completed in the last five years.

4. Meetings and Presentations

The Consultant will be expected to:

- **Hold a kick-off meeting** with the Town's management team to review the Town's objectives for the Operations Workplace Modernization Needs Assessment and to confirm project timelines.
- **Hold early meetings with Council, the Town's management team and Operations staff.**
- **Hold preliminary interviews/workshops** with Operations staff to understand current workflows and facility requirements.
- **Review initial findings** with Council and Town staff and gather feedback on proposed facility design principles, operational efficiencies, and health and safety recommendations.
- **Host additional consultation sessions** with staff and stakeholders as required to refine recommendations and address emerging issues.
- **Present the final Needs Assessment** (including recommendations, estimated costs, and opportunities for phasing) to Council and, if applicable, to the public at a regular or special Council meeting.

5. Deliverables

The Consultant will be expected to:

- **Provide copies of notes** taken during meetings and workshops.
- **Provide a detailed work plan** outlining timelines and implementation methods for the Needs Assessment.
- **Conduct collaborative sessions** with Council, Town staff, and other stakeholders to develop and refine requirements for the Operations Workplace Modernization Facilit(ies).
- **Deliver a draft Needs Assessment Report** in PDF format for initial review and feedback from the Town's management team.
- **Provide a Final Needs Assessment Report** (reproducible in both Word and PDF format) which includes:
    - An executive summary that clearly communicates key findings and recommendations;
    - A comprehensive facility requirement analysis (including spatial needs, operational workflows, access and infrastructure requirements, and Occupational Health and Safety Requirements);
    - Methodologies used to gather data and stakeholder feedback;

- Any relevant cost estimates or financial considerations;
- Identification of risks and proposed mitigation strategies; and,
- A recommended phased implementation approach aligned with the Town's Focus Areas and the Financial Plan.

- **The Final Needs Assessment should include the following**:
  - *Facility Efficiency Analysis*
    - Review and analyze current workflows at the existing facilities.
    - Identify inefficiencies and propose design approaches that optimize collaboration and travel efficiency.
  - *Occupational Health & Safety Compliance*
    - Assess the existing conditions against OHS requirements and modern best practices.
    - Recommend solutions to address gaps (first aid rooms, locker rooms, showers, decontamination areas, ventilation).
  - *Space & Technical Requirements*
    - Determine the necessary scale, floor areas, and functional spaces (e.g., offices, break rooms, wood/metal shop, greenhouse, sign/paint shop, vehicle maintenance/storage, hazardous materials storage, etc.).
    - Include infrastructure planning for fleet electrification and other emerging technologies.
    - Provide vehicular access and infrastructure requirements.
  - *Scalability for Future Needs*
    - Forecast future operational requirements based on population growth and potential service expansions.
    - Provide flexibility options for future expansions or reconfigurations.
  - *Benefits and Drawbacks of Consolidation*
    - Analyze the positive and negative impacts of maintaining separate facilities for Parks and Public Works versus merging them into a single location. This evaluation should cover operational efficiencies, logistical streamlining, and human resource dynamics. The section should also offer recommendations to guide future planning and strategic decision-making processes.
  - *Implementation Roadmap*
    - Recommend phasing strategies for facility improvements or replacement, including high-level cost estimates and timelines.
    - Identify key risks or unknown factors and propose mitigation strategies.

6. Schedule

The project is expected to start in Q2 2026 with completion prior to Q4 2026.

7. Proposal Evaluation and Selection

The Town of Qualicum Beach will evaluate all submitted proposals. The Town may disqualify Proponent(s) that fail to meet the qualifications, experience, and methodology from the process, prior to cost considerations. The object of the evaluation and selection process is to identify the proposal that, in the Town's opinion, offers the best value for the products and/or services requested.

The Town has a Social Procurement Policy which may contribute to the assessment of best value.

In assessing best value, the Town:

- May not necessarily accept the lowest proposal, and may, in its sole discretion, accept any proposal and may waive any minor informality or irregularity in proposals;
- Has no obligation to receive further information, whether written or oral, from any Proponent, nor to disclose the nature of any proposals received; and,
- May negotiate changes to the scope of work with any one or more proponents without having any duty or obligation to advise any other proponent(s) or to allow them to vary their proposal(s) due to changes to the scope of work.

Proposals will be evaluated based on the following criteria:

- Experience of Company/Team;
- Proposed methodology and principles;
- Completeness of proposal;
- Schedule;
- Cost; and,
- References.

If you have any questions, please contact Corporate Services at hsvensen@qualicumbeach.com.

8. No Obligation

Notwithstanding anything in this RFP, including the submission of Applications by Applicants, the evaluation of Applications by the Town, the subsequent negotiations or RFPs, or any discussions or negotiations between the Town and one or more Applicants, the Town is under no obligation whatsoever to award the project to any Applicant.

9. Town's Use of Applications

The Application, once submitted to the Town, becomes the property of the Town, and the Town is under no obligation to return the Application. All rights, title and interest in the Application, including any proposed ideas, and solutions will be considered transferred to the Town and the Town will be free to use the Application without restriction or compensation.

All intellectual property rights in and to any patents, copyright, trademarks, and trade secrets owned by or licensed to the Applicant prior to its submission remain with the Applicant.

10. Third Party Consents

If applicable, each Applicant should obtain written consent from each individual, company, firm, partnership or other legal person before forwarding such personal or private information to the Town. These written consents are to specify that the personal or private information may be forwarded to the Town for the purpose of responding to this RFP and may be used by the Town for the purposes set out in this RFP.
The Town may, at any time, request the original consents or copies of the original consents from developers responding to this RFP and, upon such request, the Applicant should be able to supply such originals or copies to the Town.

Any documents or information relating to the Town or this RFP obtained by an Applicant as a result of participation in this RFP *should be deemed to be confidential* and must not be disclosed without prior written authorization from the Town.

SCHEDULE A
FORMAT OF THE PROPOSAL

The Town requests that Applicants respond to this RFP in a comprehensive form which, without being limiting or exhaustive, contains the following:

1. Cover Letter
Provide a cover letter with the Application signed by a duly authorized representative of the Applicant who has had the opportunity to review the RFP.

2. Summary
Provide a brief overview of your proposed approach and vision to achieving the project goals and highlight what sets your proposal apart.

3. Organization
Overview of your organization, including the management and corporate team, including relevant experience.

4. Financial Details and Plan
Your proposed fee schedule and conditions.

5. Deliverables
Include a detailed description of the deliverables proposed, including but not limited to:

- Needs Assessment for the Operations Workplace Modernization Initiative.
- An assessment of potential modernization scenarios.
- Two presentations, one to Qualicum Beach Town Council and one to the public.

6. Implementation Plan
Include a detailed schedule of implementing the Project. Without limiting the foregoing, provide the following information:

- consultation plan.
- key people and entities involved at each milestone.
- risks and unknown factors in respect of each milestone and strategies of addressing such risks and unknown factors.

SCHEDULE A
Existing Works Facilities Location Information

Figure 1: Existing Public Works Yard (Air Photo 2019)

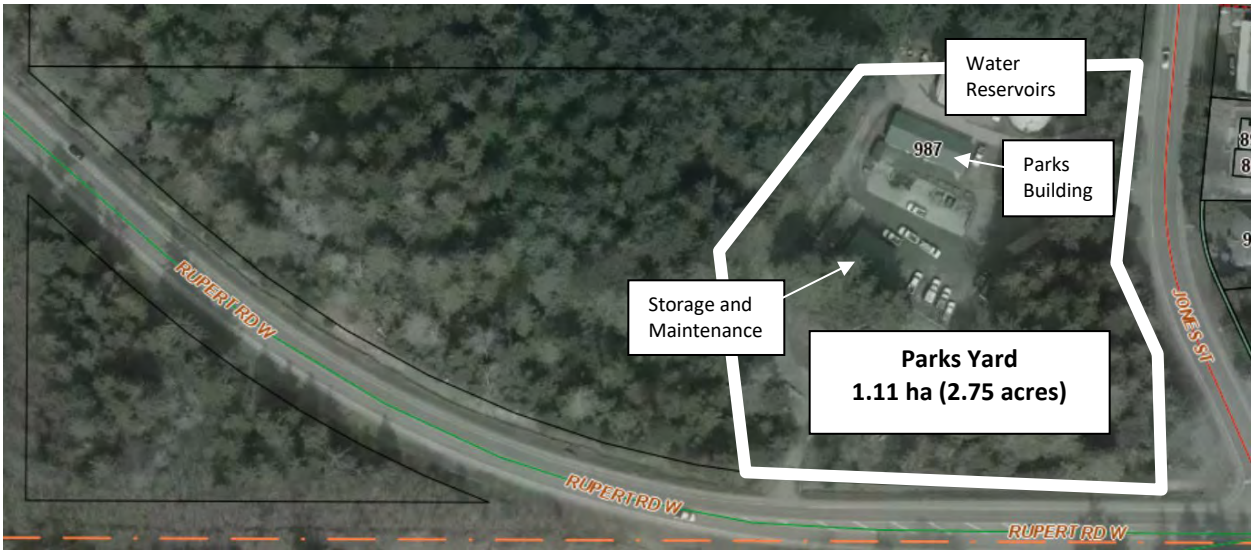


Figure 2: Existing Parks Yard (Air Photo 2019)

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3090-20-Memorial532

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: December 10, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Development Variance Permit & Development Permit | 532 Memorial Avenue**

GOVERNANCE DECISION
Council is asked to decide whether to direct staff to fulfill statutory notification requirements for Council consideration of a Development Variance Permit for 532 Memorial Avenue at a future meeting of Council. While information on the Development Permit for the subject property is also provided in this Report, it is provided for convenience and context only.

RECOMMENDATION:
THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a Development Variance Permit for 532 Memorial Avenue at a future meeting of Council.

PURPOSE
To request Council's direction to fulfill statutory notification requirements for a Development Variance Permit (DVP) application for 532 Memorial Avenue to increase the building height from 7.5m to 14.78m. If Council determines the project has sufficient merit to proceed for further consideration of the DVP, including the opportunity for public input, staff will then bring forward the Development Permit (DP) application. At a future meeting, Council will be provided decision-making opportunity on the DVP and the Development Permit (DP) applications.

BACKGROUND
The Town has received an application for a Development Variance Permit (DVP) for 532 Memorial Avenue to a height variance for a 50-unit multi-residential development.

1. ***Development Variance Permit (DVP)***
   The subject property is currently zoned Commercial 9 (C9) in the Zoning Bylaw. The C9 Zone permits both residential and tourist accommodation, and the application meets both the current use and density. However, the application proposes a height that exceeds the maximum height in the C9 Zone. As such, the application requires a variance to allow for an increased height. If approved, the maximum height would be varied from 7.5m to 14.78m.

2. ***Development Permit (DP)***
   The property is located within the C6 – Memorial Avenue Form and Character Development Permit (DP) Area as outlined in the Official Community Plan. Consequently, any construction on this property requires a DP. It should be noted that information contained in this Report regarding the DP application for 532 Memorial Avenue is provided for convenience and context. There are no statutory notification or public input processes required for Council's consideration of a DP and issuance would take place at a future meeting in conjunction with the Development Variance Permit. As such, the DP will be brought forward for Council consideration at a future meeting when Council considers the DVP.

Figure 1: Subject Property

Application History

January 8, 2025

The applicant initially applied for a Zoning Amendment and Development Permit, and both applications went before Committee of the Whole on January 8, 2025. No resolutions were adopted at this meeting. Concerns from Council were raised over density and height.

In response to comments at the January 8, 2025 meeting, the applicant revised their plans:

- The density was reduced from 80 units to 52 units so that it no longer required a zoning amendment.
- The building height was stepped down to two stories on the east and west sides to better transition to street level.
- The fifth floor was eliminated, except for an elevator lobby and community room to access a rooftop deck.
- The building designs were updated with more details on form and character.

June 18, 2025
Due to the reduction in proposed density, the application changed from a Zoning Amendment and Development Permit application to a Development Variance Permit (DVP) and a Development Permit (DP) application.

On June 18, 2025 the revised application went before Council and the following resolutions were adopted:

WHEREAS the height of the building on Hoylake Road East: 4 storeys plus a rooftop amenity space on the 5th floor imposes on the streetscape and on the neighbours;

WHEREAS the proximity to Hoylake Road East: the relatively narrow setback, again, has the building imposing onto the street;

WHEREAS the big beautiful Arbutus tree, an endangered species, on Hoylake Road East is a significant tree and should be preserved;

WHEREAS the intersection at Memorial Avenue and Hoylake Road East is already a very dangerous intersection. It will become even more so with increased traffic volumes, primarily from residents and hotel guests of the property;

WHEREAS the location of the parking access onto the site is very close to the neighbour to the east of the site, whose home is situated considerably lower than the ramp and the proposed building. It is also quite steep;

WHEREAS the parking structure wall on the north side is very high. The wall is also quite prominent along Memorial Avenue;

AND WHEREAS 117 stalls of parking is more than ample, the space could be better used.

THEREFORE IT BE RESOLVED THAT Council refer the application for 532 Memorial Avenue back to the developer to address the following:

1. The height not to exceed 3 stories plus the elevator and the small rooftop amenity space on the floor above; and
2. A traffic study be conducted to evaluate the impacts at the safety of the intersection at Hoylake Road East and Memorial Avenue and to explore alternative access on to the site from mid block on Memorial Avenue.

AND FURTHER THAT the application for 532 Memorial Avenue be referred to the Advisory Planning Commission subject to the applicant reviewing points #1 and #2."

In response to Council's June 18, 2025 resolution, the applicant submitted further revised plans, which went before the APC on September 24, 2025. At their September 24, 2025 meeting, the APC passed the following recommendations to Council:

- THAT the Advisory Planning Commission provides the following comment on the Development Variance Permit for 532 Memorial Avenue to Council:
    - THAT the height is generally acceptable, although articulations in roof height to reduce the perceived building mass would improve visual impact, including articulation of the uniformity of the elevation with height, with façade projections, different materials, which would produce the effect of a reduced mass."

- THAT the Advisory Planning Commission recommends that alternate locations for the amenity building be explored so that the current location of the amenity building can be utilized for something with more prominent massing.
- THAT the Advisory Planning Commission provides the following comments to Council: that further exploration of the articulation of the building face be undertaken to, in essence, avoid large building massing and materials and colours.
- THAT the Advisory Planning Commission recommends to Council that the Advisory Planning Commission generally approves of the direction the application has taken, after the previous recommendations have been addressed, and that the application be brought back before the Advisory Planning Commission in the interest of producing the best design possible.

Since the APC meeting, the applicant has made further revisions to the plans. The revised plans are attached to this Report and a list of the changes are included below:

1. Half of the main building has moved 12 ft away from Hoylake Road to break up the façade.
2. Larger windows were added at middle and back of the building.
3. Additional landscaping was added along Hoylake Road.
4. Gateway water feature was added at corner of Memorial Avenue and Hoylake Road.

DISCUSSION

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

LAND USE

Zoning: The parcel is currently zoned C9, which permits both residential and tourist accommodation. The proposal is for multi-residential development.

Density: The proposed development consists of 50 units. Under the C9 Zone, the required site area per apartment unit is 200m². Given that the application includes underground parking, this required site area is eligible to be reduced by 25%, from 200m² to 150m². The parcel area is approximately 7,845m², which would permit 52 units. The Official Community Plan (OCP) designates the parcel as *Commercial* under the Village Neighbourhood. There is no specified density under the commercial designation in the OCP.

Height: The proposed building height is 14.78m and the maximum permitted height in the zoning is 7.5m. The proposed height is the trigger for the DVP application. It should be noted that the maximum height in the surrounding residential area is 11m. It is also important to note that the proposed building height is measured from the building site, which is lower than Hoylake Road. As such, the height above the street is significantly lower than 14.78m.

Setbacks: The proposed development meets all minimum setbacks. The front, rear, interior and exterior lot line setbacks are all 4.5m.

Parcel Coverage: The proposed parcel coverage is 39%. The parcel coverage is within the maximum 40% parcel coverage permitted in the C9 Zone.

Parking: Multi-residential dwellings outside of the Village Neighbourhood require one off-street parking space per unit. The proposed development provides 106 off-street parking spaces which exceeds the number of off-street parking spaces currently required (50 stalls).

2018 Official Community Plan (OCP):
The proposed development is designated as *Commercial* in the OCP and is within the *C6 – Memorial Avenue Development Permit Area*. Falling within a Development Permit Area is what triggered the requirement for a Development Permit application. Staff have provided a detailed analysis of the *Development Permit Area C6 – Memorial Avenue Guidelines* below for convenience and context:

1. Designs shall recognize the importance of the site as a gateway to the uptown commercial area. In order to promote the charm of Qualicum Beach, buildings shall avoid massive building components in favour of smaller village-scale character and design.

   Staff Comment: The buildings proposed along Memorial Avenue are representative of a smaller building. The building proposed along Hoylake Road East is a larger building which includes varied height, massing and architectural features that reduce the massing.

2. Designs may experience difficulty in meeting the maximum height regulations throughout the site because of the sloping topography; therefore, height variances will be entertained, particularly if the portion of a building that is the subject of the variance assists in enhancing the village character and architectural interest of the building.

   Staff Comment: The proposed development requires a height variance, which is anticipated due to the challenges of the site's sloping topography, the mass in height calculation prescribed in the Town's Zoning Bylaw, as well as the commercial/multi-residential zoning. The height variance permits the applicant to accommodate the proposed number of units while maintaining the current configuration of the site, with low rise buildings along Memorial Avenue and the larger building along Hoylake Road East The height of the building was reduced from 21.06m to 14.78m, in the most recent proposal.

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

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

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

STRATEGIC PLAN ALIGNMENT

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

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

DECISION-MAKING PROCESS

The development proposal for 532 Memorial Avenue includes a Development Variance Permit.

Development Variance Permit

	Permitted	Proposed	Required Variance
Maximum Height	7.5m	14.78m	**7.28m**

A Development Variance Permit is required due to the proposed building height exceeding the maximum height outlined in the C9 Zone. Consideration of the requested variance to the maximum height is entirely a governance decision and there are no predetermined decision-making criteria. Below is the revised building with an outline of the previous proposed building as a comparison. The full set of plans is attached to this Report.

Illustration 1: Height Reduction

It should be noted that the building height relative to Hoylake Road is less than the requested variance. The height is proportionate to the 11m maximum height in the adjacent R1 zone, which is higher than 7.5m maximum height on the subject property. The illustration below shows the height relative to adjacent zoning.

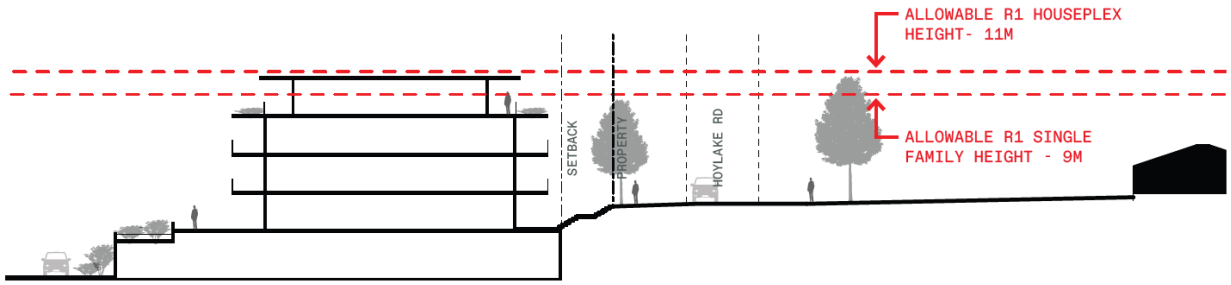


Illustration 2: Relative Height

SUMMARY

A Development Variance Permit application has been made for 532 Memorial Avenue. The DVP application requires Council decision on whether or not to proceed with public notification of the DVP and consider both the DVP application and DP application at a future meeting. Staff recommend proceeding with notification for the DVP so both applications can be considered by Council together at a future meeting.

ALTERNATIVE OPTIONS

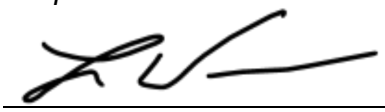
1. THAT the Development Variance Permit Application for 532 Memorial Avenue be refused; AND FURTHER THAT the Development Permit Application for 532 Memorial Avenue be refused due to non-compliance with the zoning, as detailed in the December 10, 2025 Planning report to Council.

2. THAT Council provides alternate direction to staff.

APPROVALS

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

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

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

REFERENCES

Attachment 1: Submitted Plans for 532 Memorial Avenue – October 30, 2025
Attachment 2: Development Permit Area Guidelines: C6 – Memorial Avenue

Attachment 1

D-ARCHITECTURE

X

LITTLE GIANT

ARCHITECTURE + INTERIORS

Architecture + Interiors

TOWN OF QUALICUM
Updated Design for 532 Memorial
Residential Multi-Family APC Application
2025-10-29

CONTENTS

1. Site Particulars
2. Site Plan Changes
3. Contextual Site Section
4. Elevation Changes
5. Before and After Renderings
6. New Renderings
7. Architectural Package
8. Landscape Package

SITE PARTICULARS

532 MEMORIAL AVENUE
TOWN OF QUALICUM BEACH ,BC

ISSUED FOR DEVELOPMENT PERMIT
MAY 12, 2025

SITE PARTICULARS

CIVIC ADDRESS:	532 MEMORIAL AVENUE
LEGAL ADDRESS:	Lots 1, Block 5, District Lot 59 & 60, Newcastle District, Plan1802 Lots 12 &13 &14, Block 5, District Lot 59 & 60, Newcastle District, Plan1802
SITE AREA:	1.94 Acres 84,449 sq.ft. (7,845 m2)
ZONING:	C9

PROJECT DATA

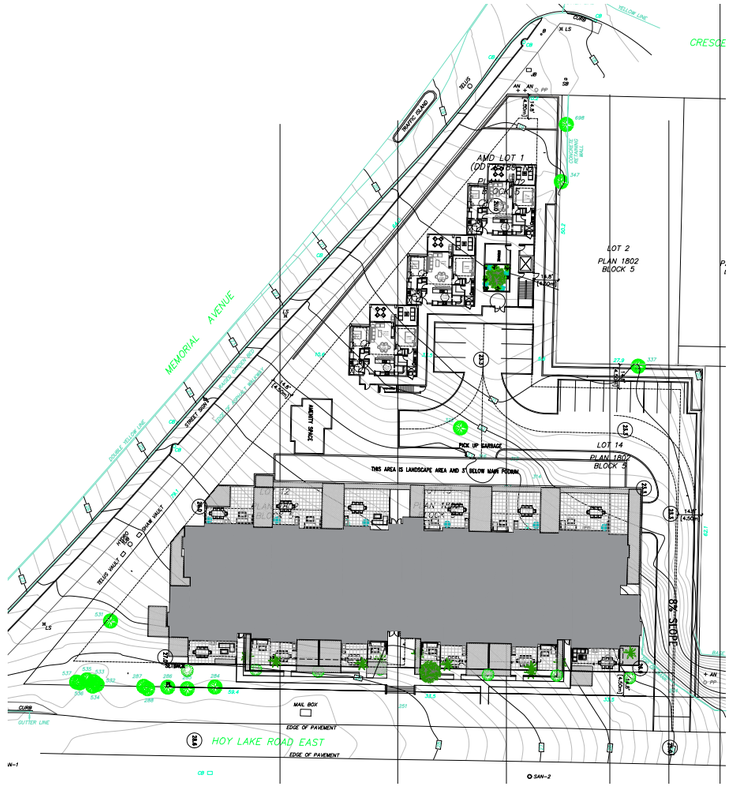
DESCRIPTION	ALLOWED / REQUIRED	PROPOSED
USE	C9: Hotel, Residential Apartment, neighborhood pub, recreation facility, motel, and liquor store	Residential
LOT AREA	84,449 sq.ft. (7,845 m2)	84,449 sq.ft. (7,845 m2)
LOT COVERAGE	40%	39% = 33,055 sq.ft. (3,071 m2)
BUILDING GROSS FLOOR AREA		Condo #1 : Underground Parking 34,712 sq.ft. First Floor Plan: 19,706 sq.ft. Second Floor Plan: 19,888 sq.ft. Third Floor Plan: 17,018 sq.ft. Fourth Floor Plan: 10,806 sq.ft. Condo #2: First Floor Plan: 4,579 sq.ft. Second Floor Plan: 6,359 sq.ft. Third Floor Plan: 6,359 sq.ft. Total without underground parking : 66,985 sq.ft.
DENSITY	- Apartment 200 M2 X25% = 150 M2 7845 m2 / 150 m2= 52 units can build	- 50 Condo X 150 M2 = 7,500 m2 - Total Land Required = 7,800 m2
SETBACKS	FRONT: 14.76' (4.5 m) Min. REAR: 14.76' (4.5 m) Min. INTERIOR SIDE: 14.76' (4.5 m) Min. EXTERIOR SIDE: 14.76' (4.5 m) Min.	Proposed Setback at Main floor FRONT: 14.76' (4.5 m) Min. REAR: 14.76' (4.5 m) Min. INTERIOR SIDE: 14.76' (4.5 m) Min. EXTERIOR SIDE: 14.76' (4.5 m) Min.
HEIGHT OF BUILDINGS	24.60' (7.5 m) Max.	48.6' (14.78 m) Max.
AMENITY AREAS		2000 S.F.
OFF-STREET PARKING	- 1.00 Stall per Residential unit x 50 = 50 Total =50	underground parking Large stalls 53 Small stalls 38 Total: 91 Surface parking Large stalls 15

SITE PLAN CHANGES

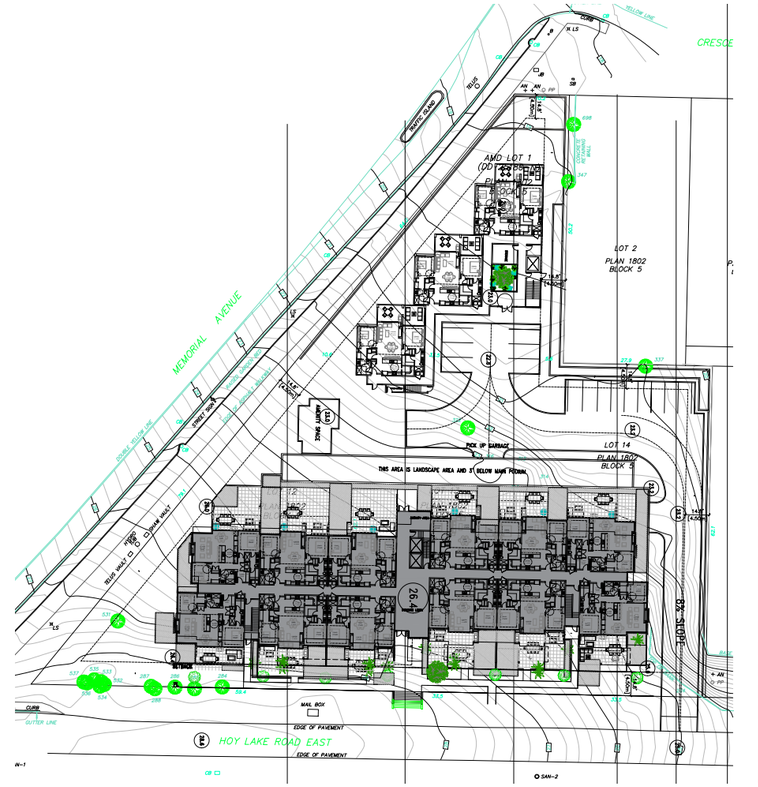
ELEVATION REVISIONS

SUBMISSION #1

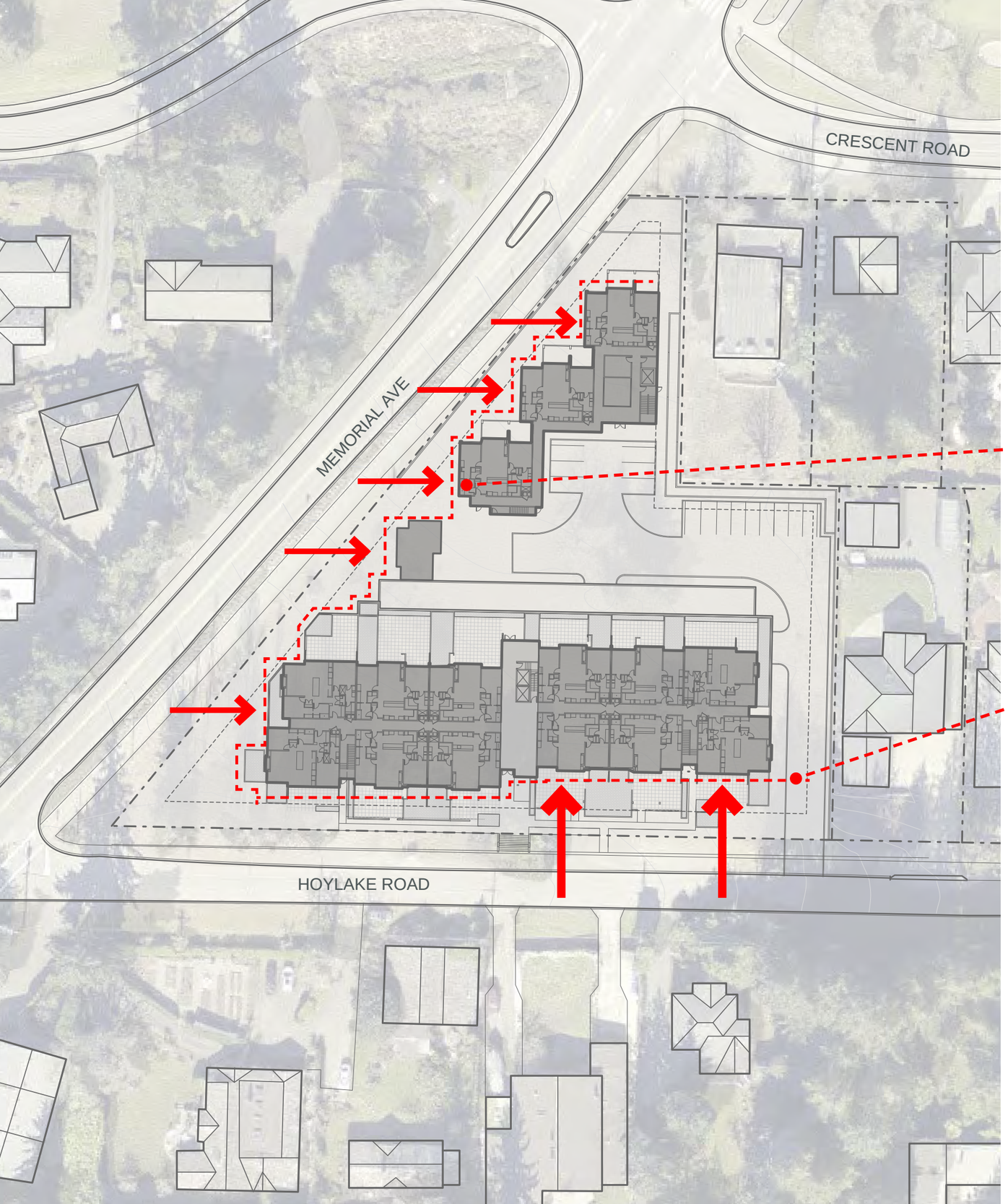
SUBMISSION #2



CURRENT SUBMISSION



N



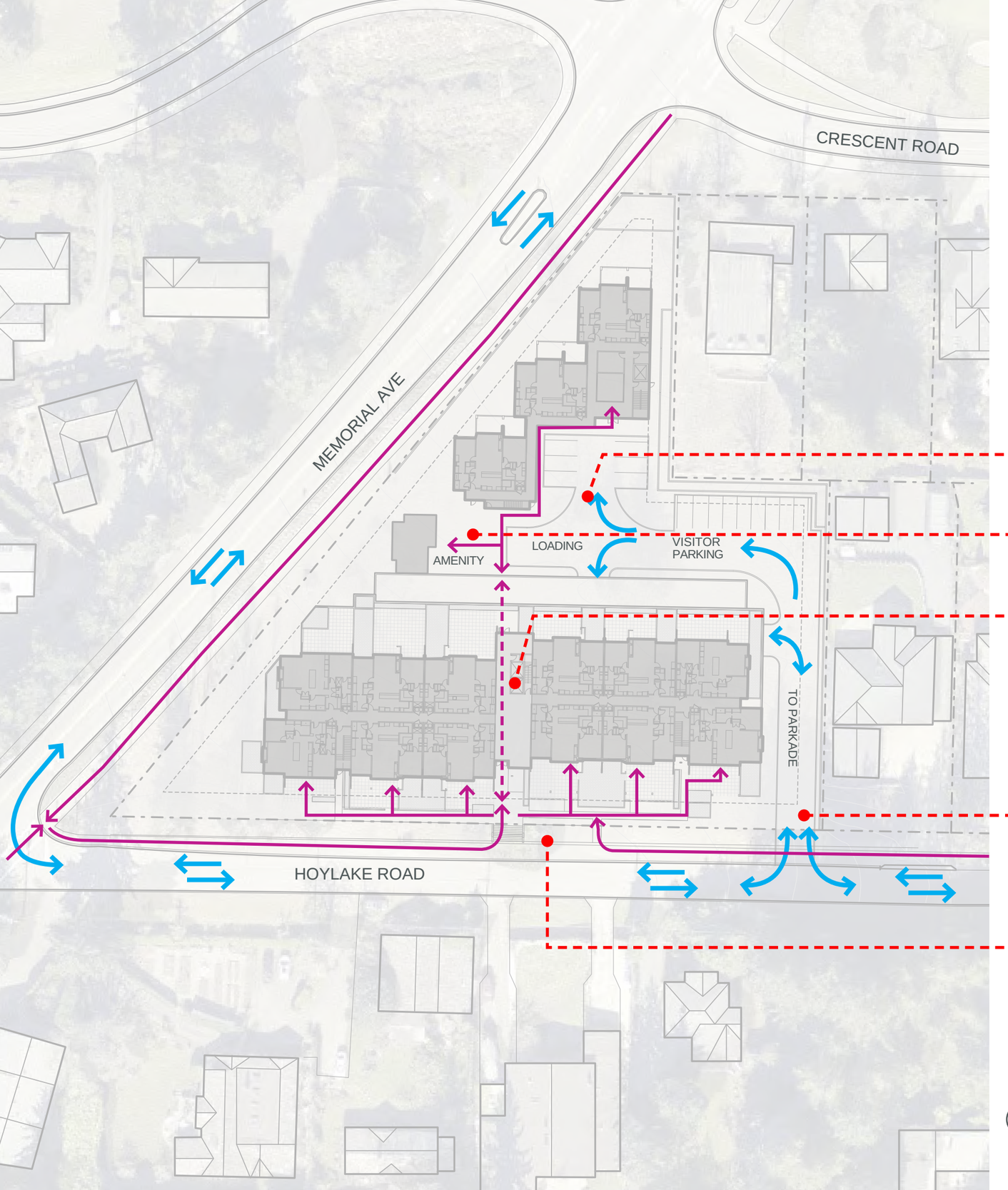
LEGEND

BUILDING FORM SHIFTS

VARIATION IN BUILDING FACE TO KEEP BUILDING AT HUMAN SCALE

BUILDING ELEVATION PUSHED BACK TO CREATE STEPPED MASSING AND ALLEVIATE LONG FACADE

N



LEGEND

PEDESTRIAN PATH

PEDESTRIAN PATH THROUGH BUILDING

VEHICULAR PATH

LOCATE VEHICLE PARKING INTERNALLY TO PROVIDE SCREENING FROM NEIGHBOURS

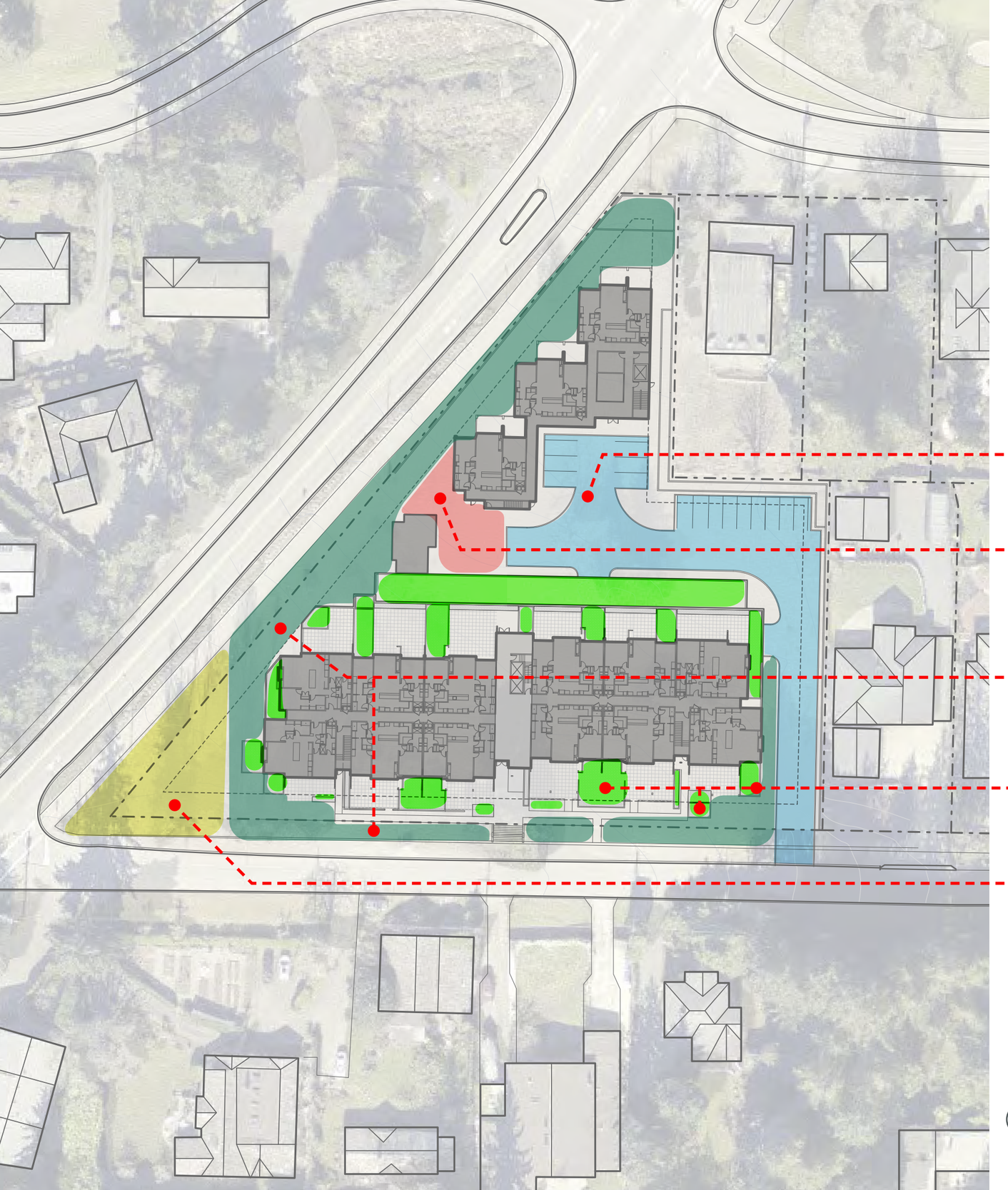
INTERNAL RESIDENT CONNECTION THROUGH SITE AND TO AMENITY BUILDING

CENTRAL LOBBY AND CIRCULATION

VEHICLE ACCESS IS LOCATED AWAY FROM MAIN INTERSECTIONS AND OTHER DRIVEWAYS TO REDUCE TRAFFIC BACK-UP

BUILDING LOWERED 2' TO MAKE STREET PRESENCE FEEL SMALLER

N



LEGEND

- SITE LANDSCAPING BUFFER
- BUILDING LANDSCAPING
- OUTDOOR TENANT AMENITY
- GATEWAY ENTRY FEATURE
- VEHICULAR PATH PAVING

LOCATE VEHICLE PARKING INTERNALLY TO PROVIDE SCREENING FROM NEIGHBOURS

SHARED TENANT AMENITY ADJACENT TO STREET TO ACTIVATE EDGE

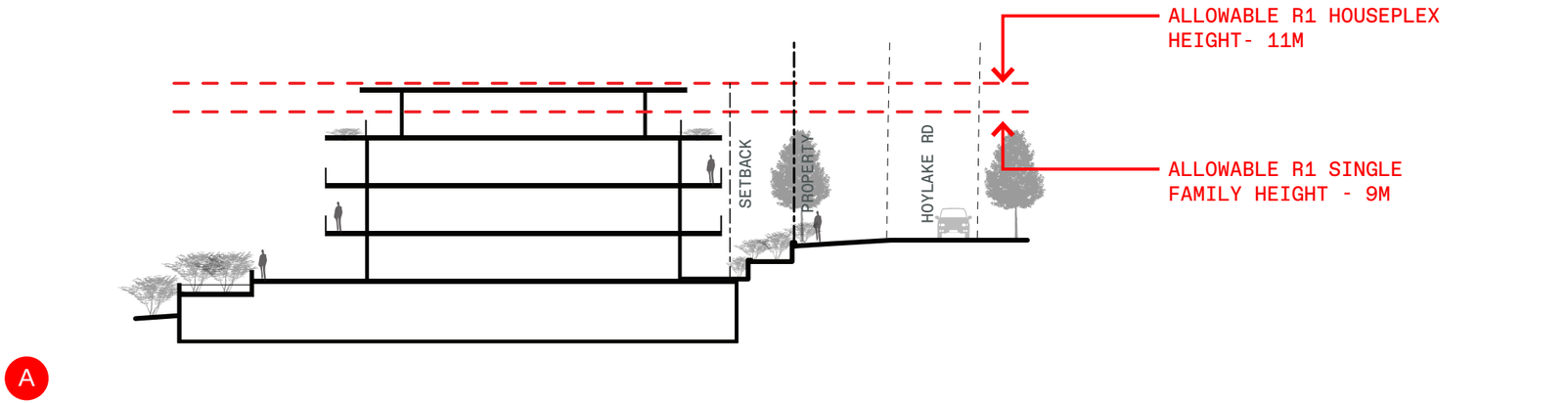
PROVIDE LANDSCAPE BUFFER BETWEEN MAIN ROADS AND SIDEWALKS

LAYERED BUILDING LANDSCAPED TO BREAK UP BUILDING FACE

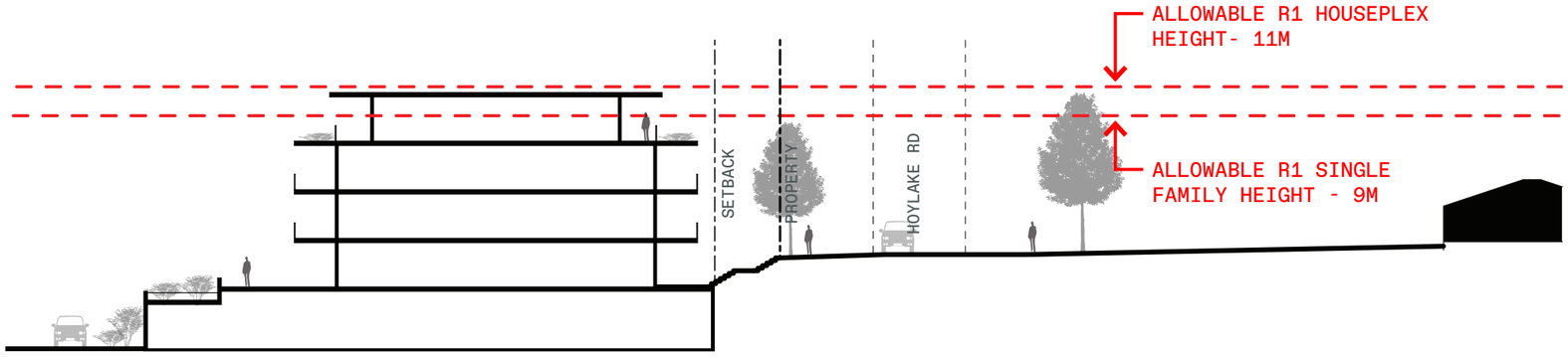
PROPOSED LANDSCAPED GATEWAY WATER FEATURE AT PROMINENT INTERSECTION CORNER

N

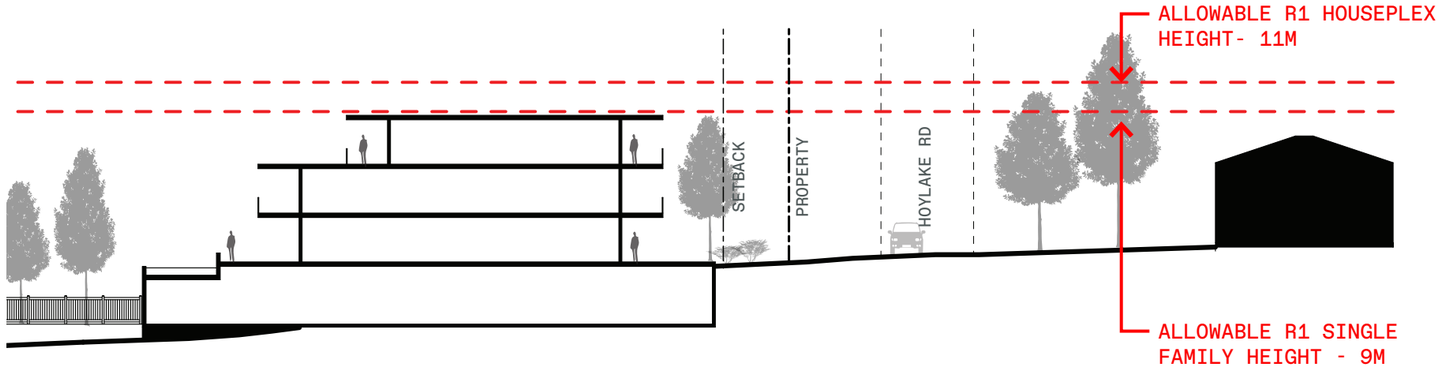
CONTEXTUAL SITE SECTION



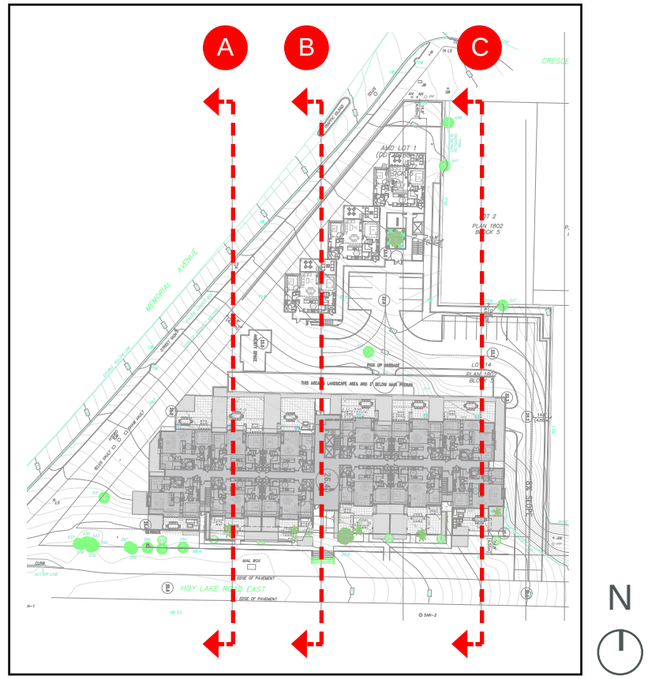
A



B



C



SECTION LOCATION

THE HEIGHT AND STEPPING OF THE BUILDING RESPONDS TO THE CORRESPONDING ALLOWABLE BUILDING HEIGHT IN THE R1 ZONING - REFER TO CHANGE FROM SECTIONS A, B AND C.

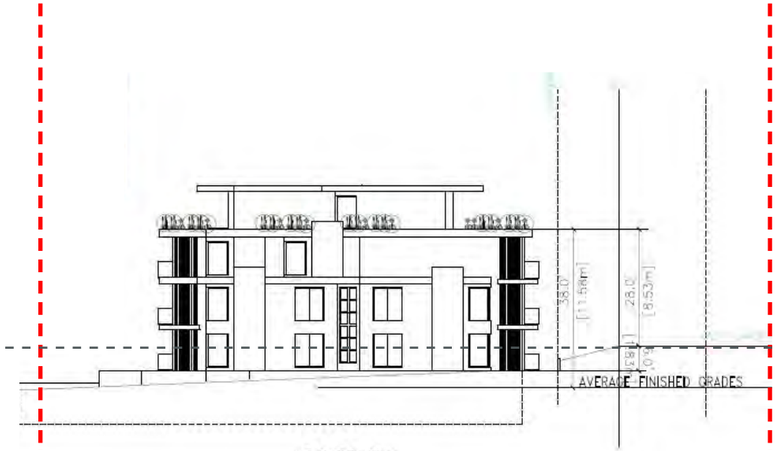
ELEVATION CHANGES

ELEVATION REVISIONS

SUBMISSION #1

SUBMISSION #2

CURRENT SUBMISSION



- 3.81M (12’ - 6”) REDUCTION IN HEIGHT FROM SUBMISSION #2

- HEIGHT FROM HOYLAKE ROAD 8.53M (28’-0”)

ELEVATION REVISIONS

SUBMISSION #1

SUBMISSION #2

CURRENT SUBMISSION

- 3.81M (12’ - 6”) REDUCTION IN HEIGHT FROM SUBMISSION #2

- HEIGHT FROM HOYLAKE ROAD 8.53M (28’-0”)

VIEW FROM HOYLAKE ROAD

DASHED LINE INDICATES
ORIGINAL SUBMISSION

VIEW FROM HOYLAKE ROAD

VIEW FROM HOYLAKE ROAD

MAIN FLOOR
LOWERED BY 2’

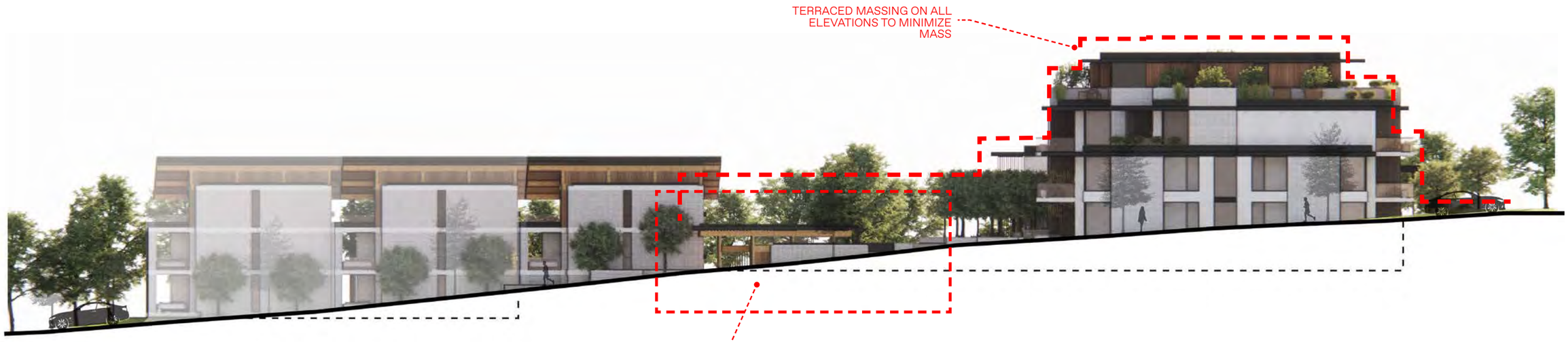
PERCEIVED HEIGHT FROM
STREET IS 2 LEVELS AS A
RESULT OF THE STEPPED
BACK UPPER FLOOR

VIEW FROM HOYLAKE ROAD

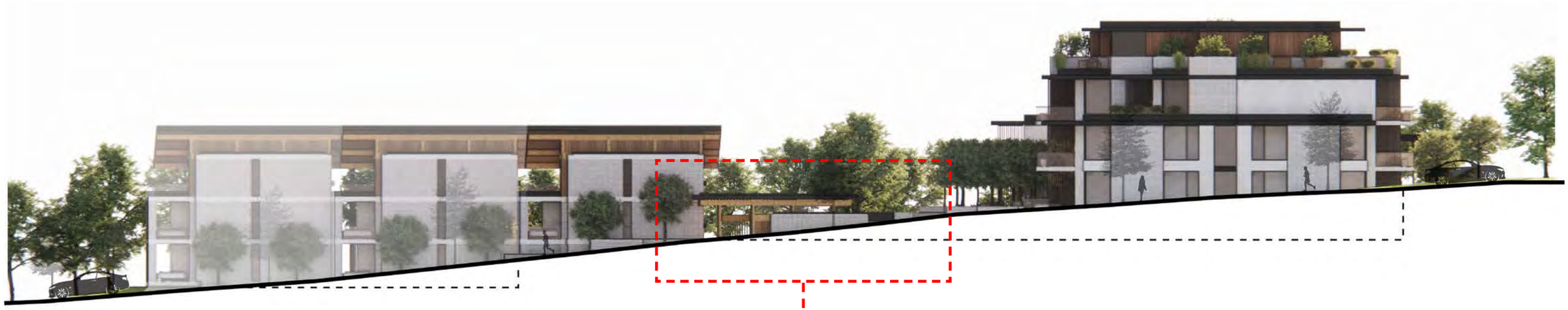
ELEVATION CONTINUOUSLY BROKEN UP VERTICALLY PER URBAN PLANNING BEST PRACTICE TO KEEP THE BUILDING AT A HUMAN SCALE

VIEW FROM MEMORIAL AVE

VIEW FROM MEMORIAL AVE



VIEW FROM MEMORIAL AVE

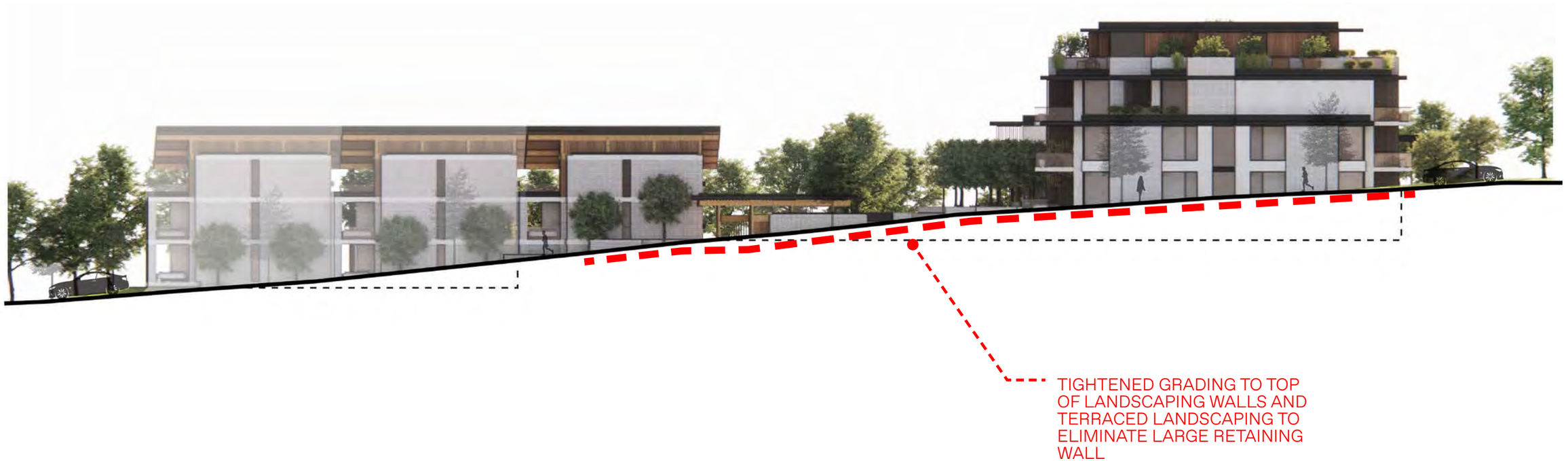


AMENITY PRECEDENTS

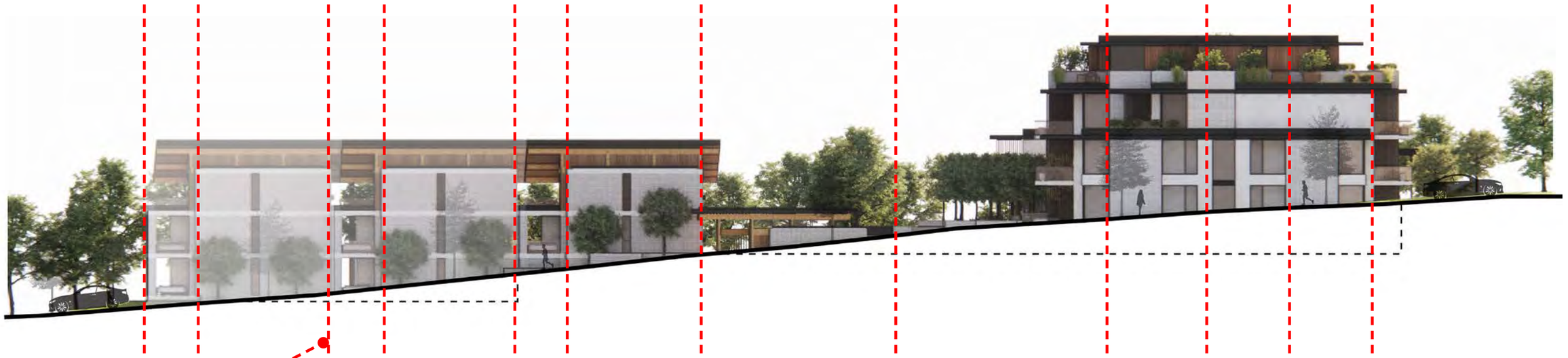
OUTDOOR AMENITY SPACE WILL ACTIVATE MEMORIAL AVENUE WITH EVENTS AND ACTIVE ENGAGEMENT BY RESIDENTS

THE AMENITY BUILDING PROVIDES A HUMAN SCALE ELEMENT AND TERRACED LANDSCAPING TO ENHANCE THE EXPERIENCE OF MEMORIAL AVENUE

VIEW FROM MEMORIAL AVE

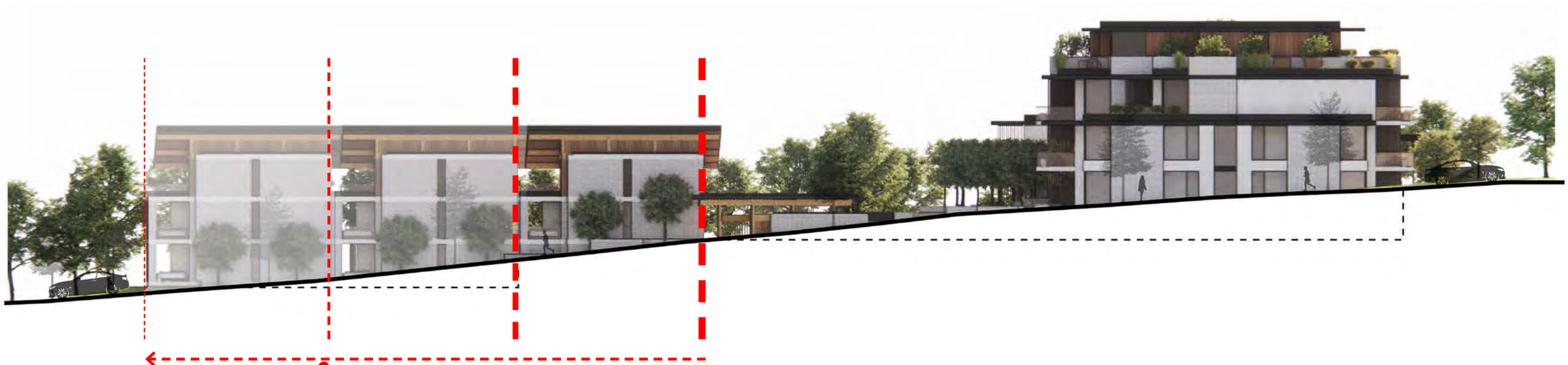


VIEW FROM MEMORIAL AVE



ELEVATION CONTINUOUSLY
BROKEN UP VERTICALLY
PER URBAN PLANNING BEST
PRACTICE TO KEEP THE
BUILDING AT A HUMAN SCALE

VIEW FROM MEMORIAL AVE



BUILDINGS STEP BACK
TO MINIMIZE HEIGHT
IN PERSPECTIVE FROM
MEMORIAL AVE

RENDERED ELEVATIONS

WEST ELEVATION

EAST ELEVATION

NORTH ELEVATIONS

SOUTH ELEVATIONS

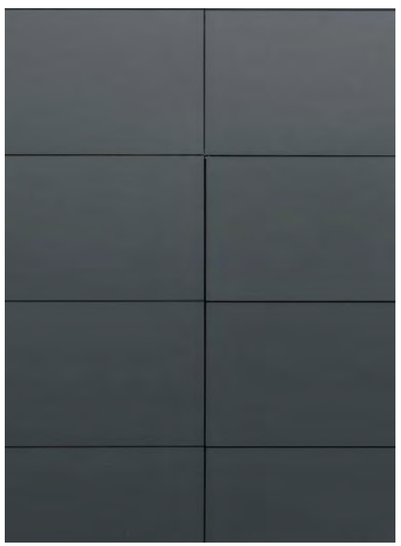
MATERIALITY

TEXTURED STUCCO

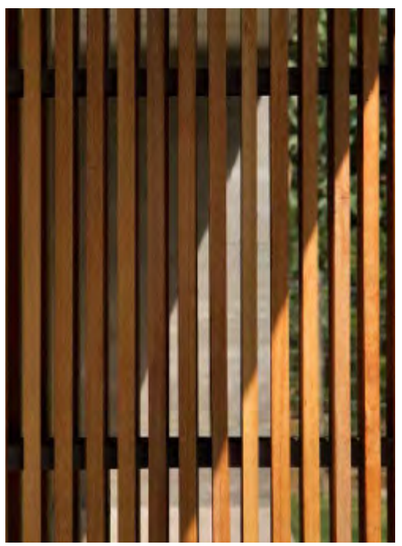
WESTERN RED CEDAR

WHITEWASH BRICK

BLACK METAL PANEL



WESTERN RED CEDAR SCREENS



SOUTH ELEVATIONS

BEFORE AND AFTER RENDERINGS

BEFORE COUNCIL

WEST ELEVATION

AFTER APC

WEST ELEVATION

BEFORE COUNCIL

NORTH ELEVATION

AFTER APC

NORTH ELEVATION

BEFORE APC

HOYLAKE/MEMORIAL INTERSECTION

AFTER APC

HOYLAKE/MEMORIAL INTERSECTION

GATEWAY LANDSCAPING

BEFORE APC

HOYLAKE ENTRY

AFTER APC

HOYLAKE ENTRY

NEW RENDERINGS

HOYLAKE
MAIN ENTRY

HOYLAKE
MAIN ENTRY

MEMORIAL AVE
AMENITY BUILDING

MEMORIAL AVE

AMENITY BUILDING

HOYLAKE ROAD

VIEW OF STEPPED BUILDING

HOYLAKE ROAD
ELEVATION

HOYLAKE ROAD

VIEW OF STEPPED BUILDING

HOYLAKE ROAD
BUILDING ENTRY

ARCHITECTURAL PACKAGE

532 MEMORIAL AVENUE
TOWN OF QUALICUM BEACH ,BC

RE-ISSUED FOR DEVELOPMENT PERMIT
OCT 29, 2025

SITE PARTICULARS

CIVIC ADDRESS: 532 MEMORIAL AVENUE

LEGAL ADDRESS: Lots 1, Block 5, District Lot 59 & 60, Newcastle District, Plan1802
Lots 12 &13 &14, Block 5, District Lot 59 & 60, Newcastle District, Plan1802

SITE AREA: 1.94 Acres
84,449 sq.ft. (7,845 m2)

ZONING: C9

PROJECT DATA

DESCRIPTION	ALLOWED / REQUIRED	PROPOSED
USE	C9: Hotel, Residential Apartment, neighborhood pub, recreation facility, motel, and liquor store	Residential
LOT AREA	84,449 sq.ft. (7,845 m2)	84,449 sq.ft. (7,845 m2)
LOT COVERAGE	40%	40% = 33,805 sq.ft. (3,140 m2)
BUILDING GROSS FLOOR AREA		Condo #1 : Underground Parking 34,712 sq.ft. First Floor Plan: 19,706 sq.ft. Second Floor Plan: 19,888 sq.ft. Third Floor Plan: 17,018 sq.ft. Fourth Floor Plan: 10,806 sq.ft. Condo #2: First Floor Plan: 4,579 sq.ft. Second Floor Plan: 6,359 sq.ft. Third Floor Plan: 6,359 sq.ft. Total without underground parking : 66,985 sq.ft.
DENSITY	- Apartment 200 M2 X25% = 150 M2 7845 m2 / 150 m2= 52 units can build	- 50 Condo X 150 M2 = 7,500 m2 - Total Land Required = 7,800 m2
SETBACKS	FRONT: 14.76' (4.5 m) Min. REAR: 14.76' (4.5 m) Min. INTERIOR SIDE: 14.76' (4.5 m) Min. EXTERIOR SIDE: 14.76' (4.5 m) Min.	Proposed Setback at Main floor FRONT: 14.76' (4.5 m) Min. REAR: 14.76' (4.5 m) Min. INTERIOR SIDE: 14.76' (4.5 m) Min. EXTERIOR SIDE: 14.76' (4.5 m) Min.
HEIGHT OF BUILDINGS	24.60' (7.5 m) Max.	48.6' (14.78 m) Max.
AMENITY AREAS		2000 S.F.
OFF-STREET PARKING	- 1.00 Stall per Residential unit x 50 = 50 Total =50	underground parking Large stalls 53 Small stalls 38 Total: 91 Surface parking Large stalls 15

BUILDING CODE ANALYSIS

B.C BUILDING CODE 2024

3.1 GENERAL

MAJOR OCCUPANCIES CLASSIFICATION
GROUP C – RESIDENTIAL 3.2.2.51
GROUP F3 – PARKING 3.2.2.82

OCCUPANCY LOAD 3.1.17.1.(1)
2 PERSONS PER SLEEPING ROOM IN A DWELLING UNIT

BUILDING A			BUILDING B		
PARKING FLOOR	0 BEDS	= 00			
LEVEL 1 (MAIN FLOOR)	24 BEDS	= 48	LEVEL 1	4 BEDS	= 8
LEVEL 2	22 BEDS	= 44	LEVEL 2	6 BEDS	= 12
LEVEL 3	20 BEDS	= 40	LEVEL 3	6 BEDS	= 12
LEVEL 4	10 BEDS	= 20			
TOTAL	OCCUPANT LOAD	= 152	TOTAL	OCCUPANT LOAD	= 32

3.2 BUILDING FIRE SAFETY

BUILDING SIZE AND CONSTRUCTION RELATIVE TO OCCUPANCY

BUILDING FACES 2 STREET 3.2.2.10

GROUP C, UP TO 6 STOREYS, SPRINKLERED 3.2.2.51
BUILDING TO BE SPRINKLERED THROUGHOUT
BUILDING AREA TO BE MAX. 1,800 m2/19,375 ft2
BUILDING HEIGHT TO BE MAX. 5 STOREYS
BUILDING MAY BE COMBUSTIBLE OR NON-COMBUSTIBLE CONSTRUCTION
FLOOR ASSEMBLIES TO BE FIRE SEPARATIONS w/1 HR. FRR
LOAD-BEARING WALLS & COLUMNS TO BE 1 HR. FRR

FIRE ALARM AND DETECTION SYSTEMS
FIRE ALARM SYSTEM IS REQUIRED 3.2.4.1.(1)

PROVISIONS FOR FIRE FIGHTING
AUTOMATIC SPRINKLER SYSTEM IN CONFORMANCE WITH NFPA 13 3.2.5.12.(2)

3.3 TO 3.6 SAFETY WITHIN FLOOR AREAS

FIRE SEPARATION	FIRE RESISTANCE RATING	
RESIDENTIAL SUITES / PARKING	1.5 HOUR	3.3.4.2.
EXIT ENCLOSURES / PARKING	1.5 HOUR	3.3.4.2.
RESIDENTIAL SUITES / RESIDENTIAL SUITES	1 HOUR	3.3.4.2.
EXIT ENCLOSURES (STAIRS)	1 HOUR	3.4.4.1.
ELEVATOR SHAFT & MACHINE ROOM	1 HOUR	3.5.3.1&3.5.1.3.
VERTICAL SERVICE SPACE (SHAFTS)	3/4 HOUR	3.5.3.1.
MECHANICAL ROOM (W/FUEL FIRED APPL.)	1 HOUR	3.6.2.1.(1)
MECHANICAL ROOM (W/O FUEL FIRED APPL.)	0 HOUR	3.6.2.1.(3)
ELECTRICAL ROOM BY CODE (SPRINKLERED)	1 HOUR	3.6.2.1.(3)
ELECTRICAL ROOM BY CODE (UNSPRINKLERED)	2 HOUR	Per NFPA 13 Allowance
OTHER ELECTRICAL ROOMS (SPRINKLERED)	NONE	3.6.2.1.(3)
JANITOR ROOM (SPRINKLERED)	0 HOUR	3.3.1.2.(1)
RESIDENTIAL STORAGE	1 HOUR	3.3.4.3.(2)

SOUND TRANSMISSION
UNIT/REMAINDER OF BUILDING: STC 50 3.3.4.6 & 5.8.1.1

3.7 HEALTH REQUIREMENTS

WATER CLOSETS
1 WATERCLOSET PER DWELLING UNIT 3.7.2.2.(11)
LAVATORIES
1 LAVATORY PER WATERCLOSET 3.7.2.3.(1)

CONSULTANTS

ARCHITECTURAL	DARYOUSH FIROUZLI ARCHITECTURE INC. T: 250-933-1991 E: firouzli@shaw.ca 6377 ICARUS DRIVE NANAIMO, BC V9V 1N4
ARCHITECTURAL INTERIOR DESIGNER	LITTLE GIANT 418 12 AVE SE CALGARY, AB T2G 0B4
STRUCTURAL	HEROLD ENGINEERING LTD. T: 250-751-8556 E: SMAVOMB@EROLDENGINEERING.COM 3701 SHENTON ROAD NANAIMO, BC V9T 2H1
MECHANICAL	AVALON MECHANICAL CONSULTANTS LTD. T: 250-585-9121 E: TROBERTSON@AVALONMECHANICAL.COM # 4–4488 WELLINGTON ROAD NANAIMO, BC V9T 2H3
ELECTRICAL	RB ENGINEERING LTD. T: 250-756-4444 E: anthony@rbengineering.co 1850 NORTHFIELD ROAD NANAIMO, BC V9S 3B3
CIVIL	CASCARA CONSULTING ENGINEERING LTD. T: 250-591-7364 E: INFO@CASCARA.CA SUITE 206–335 WESLEY STREET NANAIMO, BC V9R 2T5
LANDSCAPE ARCHITECT	KINSHIP DESIGN T: 250-753-8093 E: CHRIS.MIDGLEY@KINSHIPDESIGN.CA 1070 NELSON STREET NANAIMO, BC V9S 2K2

DRAWING LIST

ARCHITECTURAL	CIVIL	LANDSCAPE
A0.0 COVER SHEET A1.1 SITE PLAN A1.2 SITE AND BUILDING SECTIONS A1.3 SITE AND BUILDING SECTIONS BUILDING A A2.1 PARKADE FLOOR PLAN A2.2 MAIN FLOOR PLAN A2.3 2ND FLOOR PLAN A2.4 3RD FLOOR PLAN A2.5 4TH FLOOR PLAN BUILDING B A2.7 1ST & 2ND FLOOR PLAN A2.8 3RD FLOOR PLAN & ELEVATIONS A3.1 BUILDING ELEVATIONS (BLDG. A) A3.2 BUILDING ELEVATIONS (BLDG. A) A3.3 BUILDING ELEVATIONS (BLDG. A)	SK1 GRADING PLAN MECHANICAL STRUCTURAL	L1 LANDSCAPE PLAN ELECTRICAL

NOTES

This drawing as an instrument of service is the property of DARYOUSH FIROUZLI Architecture Inc. Architect – Planner and may not be reproduced without their permission and unless the reproduction carries their name. All designs and plans prepared by them are for use on this project and use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991; E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

ARCHITECT SEAL

CONSULTANT LOGO

CONSULTANT SEAL

SCALE —
DRAWN
CHECKED
DATE OCT 29 25

PROJECT SUNSET
QUALICUM BEACH, BC

CLIENT KELLAND PROPERTIES

PROJECT NO. 2389

SHEET TITLE DRAWING LIST
CONSULTANTS
CODE ANALYSIS

SHEET NO. **A0.0**

REVISION

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE

6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
SITE PLAN

SCALE

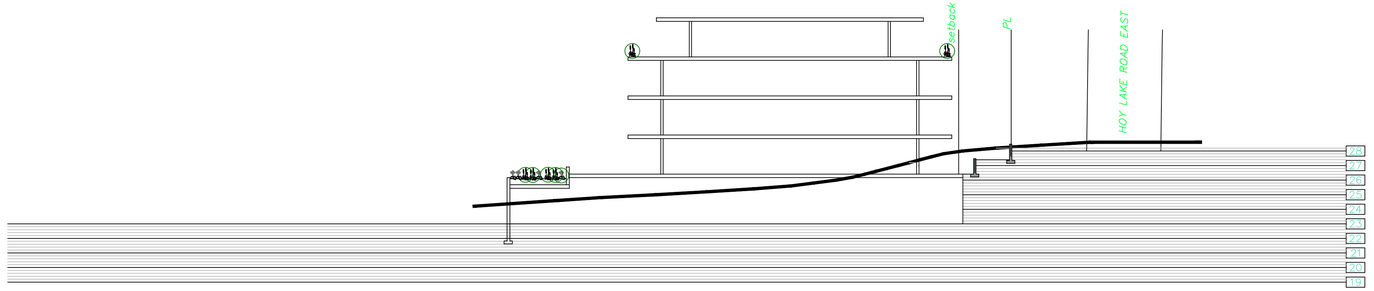
DRAWN

CHECKED
D.F.

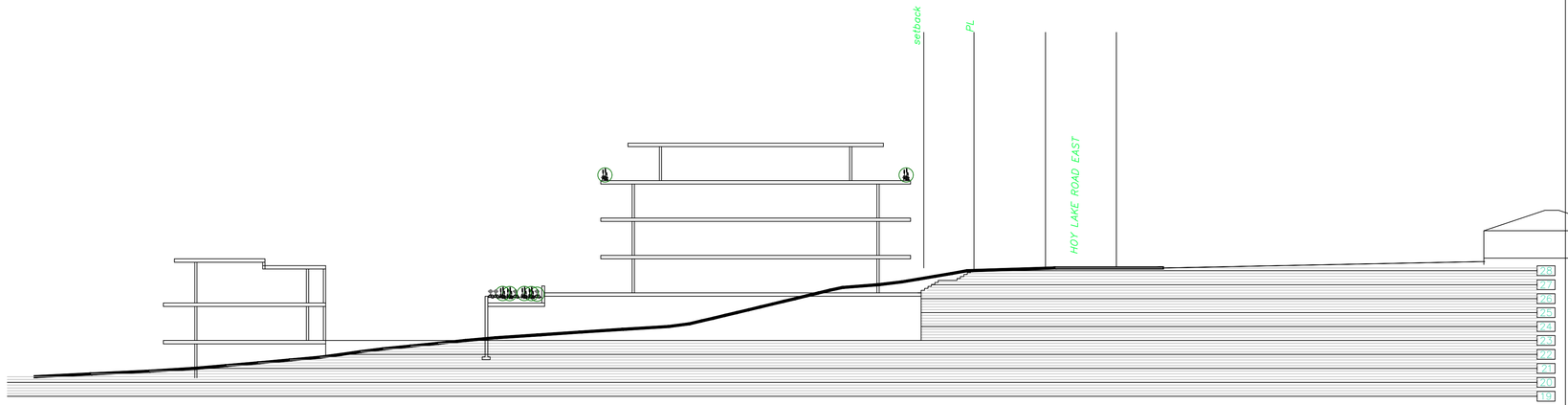
DATE
OCT 29/25

SHEET NO.
A1.1

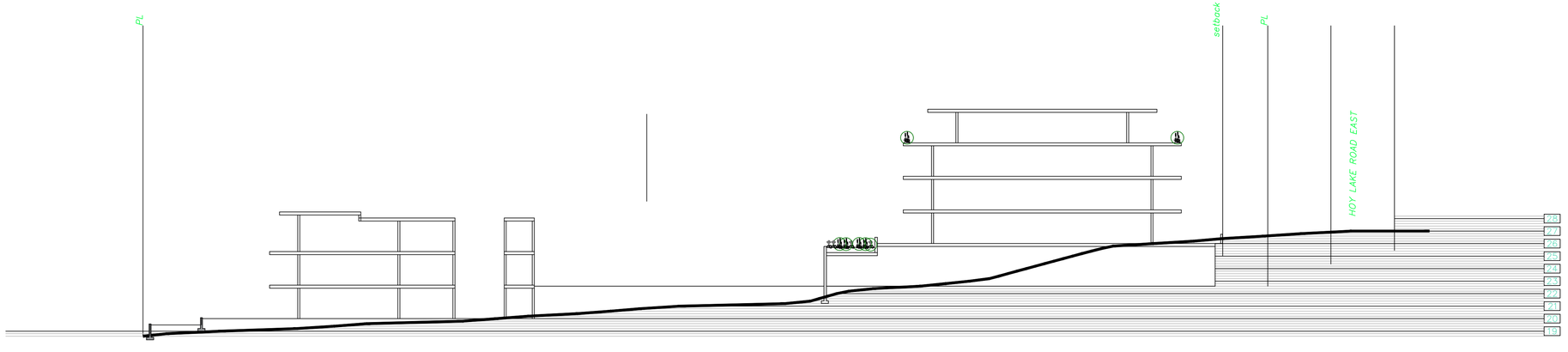
REVISION



SECTION A–A



SECTION B–B



SECTION C–C

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO.	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
SITE PLAN SECTIONS

SCALE

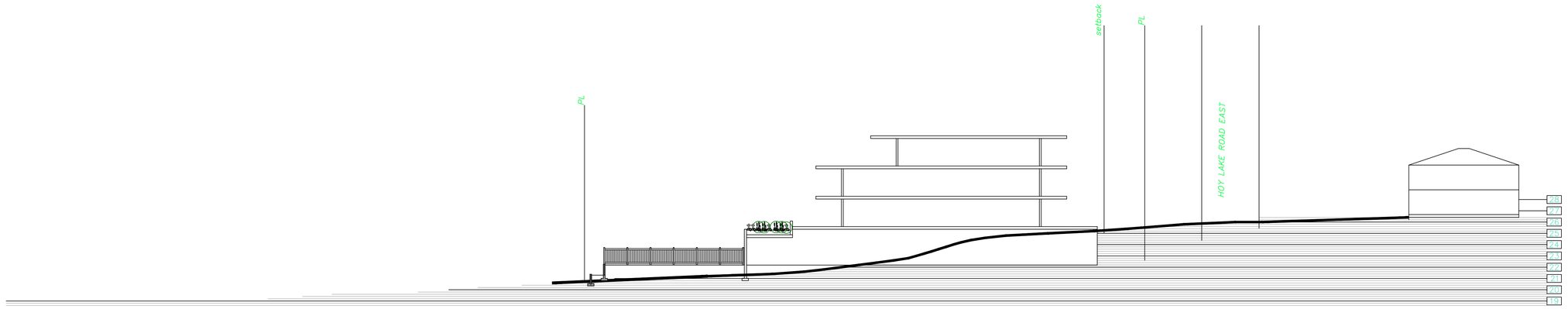
DRAWN

CHECKED
D.F.

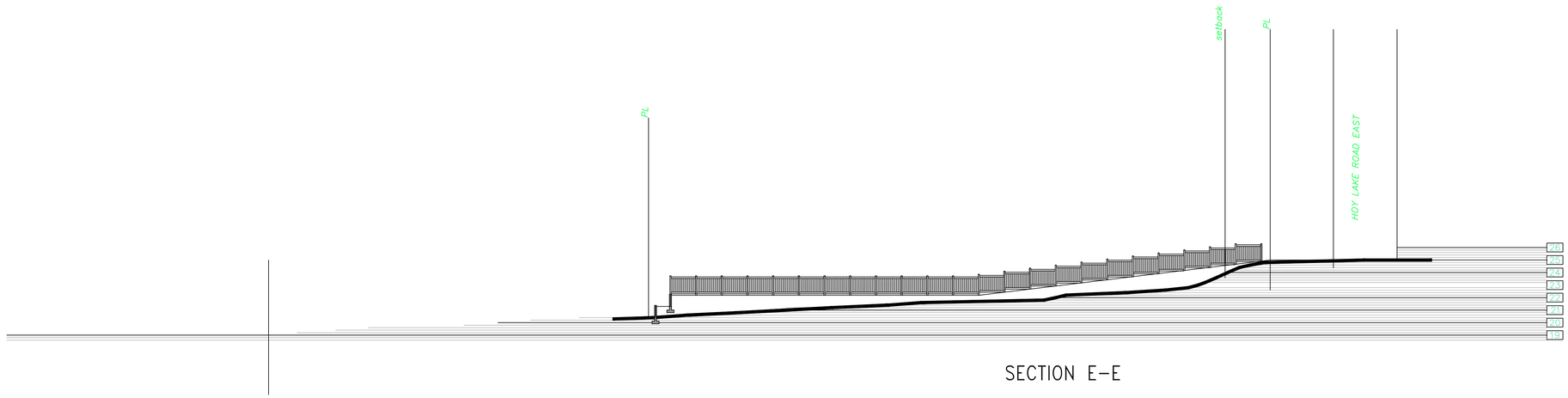
DATE
OCT 29/25

SHEET NO.
A1.2

REVISION



SECTION D–D



SECTION E–E

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
SITE PLAN SECTIONS

SCALE

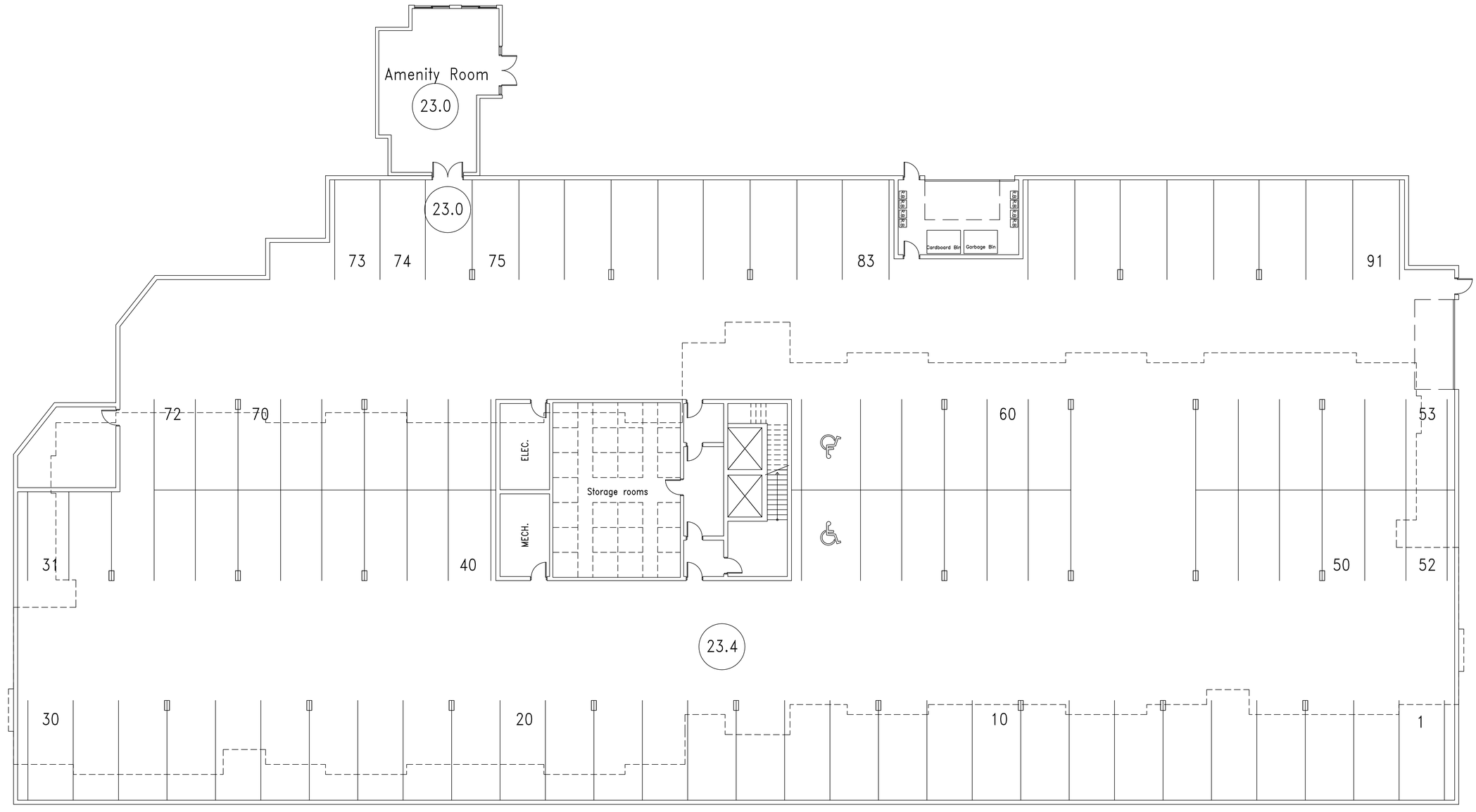
DRAWN

CHECKED
D.F.

DATE
OCT 29/25

SHEET NO.
A1.3

REVISION



UNDERGROUND PARKING

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
UNDERGROUND PARKING

SCALE

DRAWN

CHECKED
D.F.

DATE
OCT 29/25

SHEET NO.
A2.1

REVISION

MAIN FLOOR PLAN

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO. 2389

SHEET TITLE
MAIN FLOOR

SCALE

DRAWN

CHECKED D.F.

DATE OCT 29/25

SHEET NO. A2.2

REVISION

SECOND FLOOR

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
SECOND FLOOR

SCALE

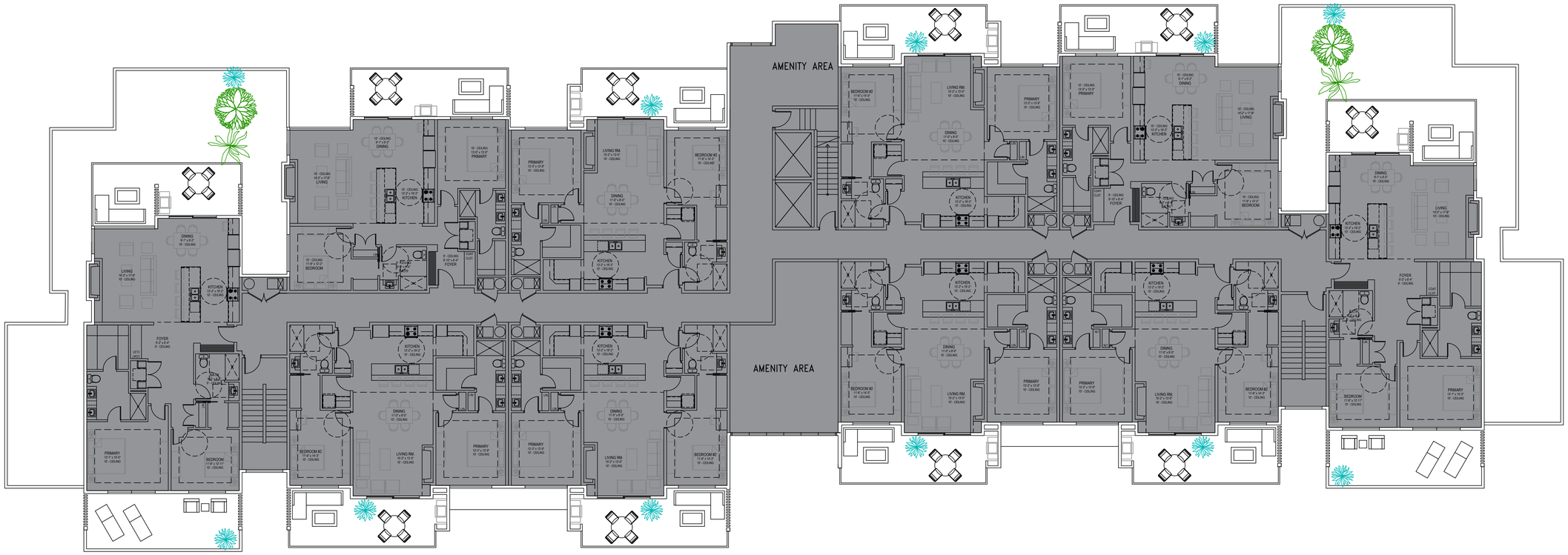
DRAWN

CHECKED
D.F.

DATE
OCT 29/25

SHEET NO.
A2.3

REVISION



THIRD FLOOR

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
THIRD FLOOR

SCALE

DRAWN

CHECKED
D.F.

DATE
OCT 29/25

SHEET NO.
A2.4

REVISION

FOURTH FLOOR

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE

6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
FOURTH FLOOR

SCALE

DRAWN

CHECKED
D.F.

DATE
OCT 29/25

SHEET NO.
A2.5

REVISION

LOWER BUILDING LEVEL 1

LOWER BUILDING LEVEL 2 (MAIN)

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
LOWER BUILDING LEVEL 1
LOWER BUILDING LEVEL 2

SCALE

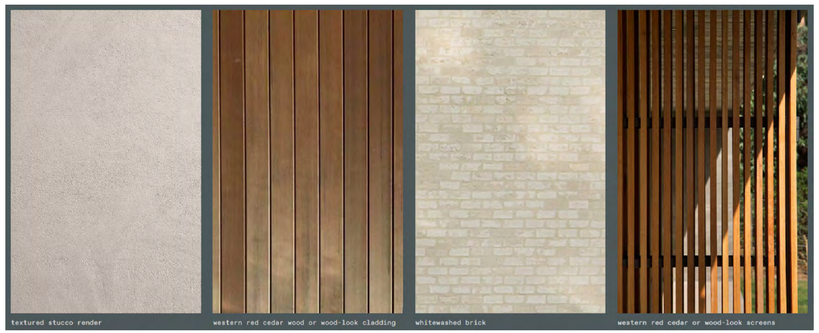
DRAWN

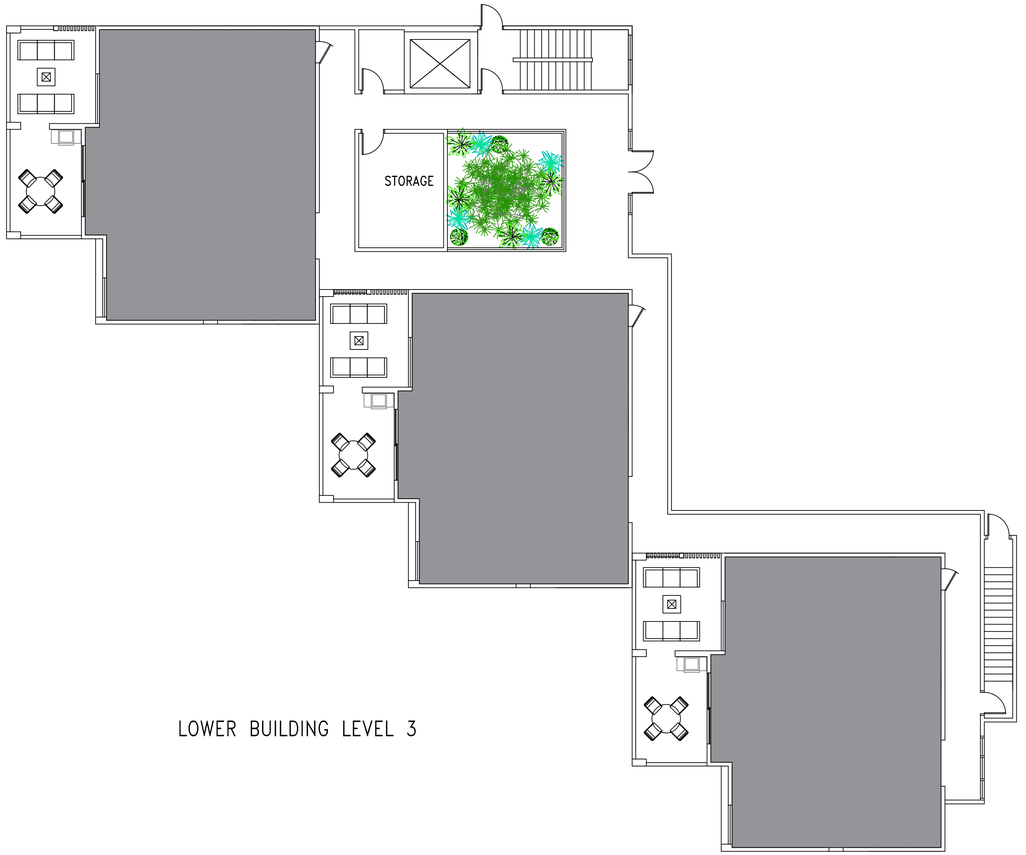
CHECKED
D.F.

DATE
OCT 29/25

SHEET NO.
A2.7

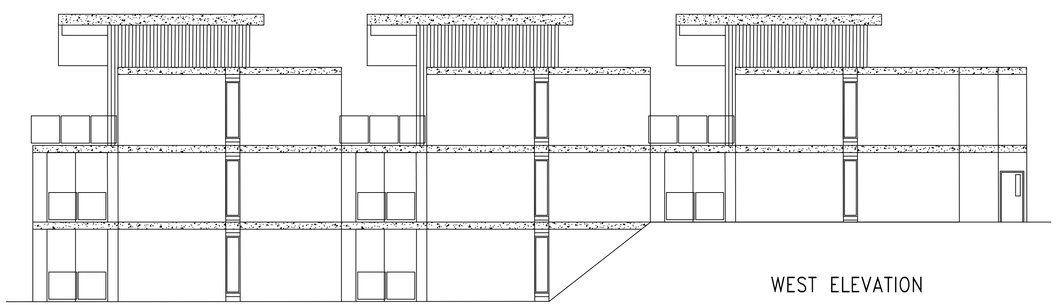
REVISION





LOWER BUILDING LEVEL 3

NORTH ELEVATION



WEST ELEVATION

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO. 2389

SHEET TITLE
LOWER BUILDING LEVEL 3 ELEVATIONS

SCALE

DRAWN

CHECKED D.F.

DATE OCT 29/25

SHEET NO. **A2.8**

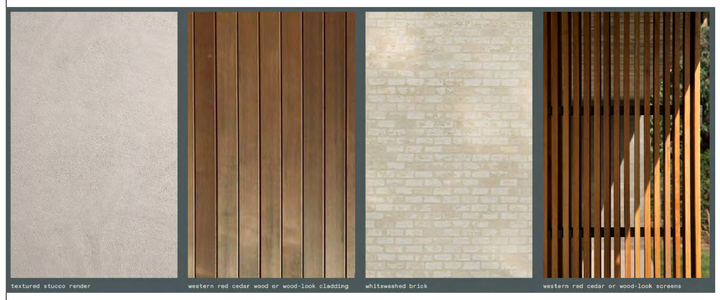
REVISION

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

SOUTH ELEVATION



ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
BUILDING ELEVATIONS

SCALE

DRAWN

CHECKED
D.F.

DATE
OCT 29/25

SHEET NO.
A3.1

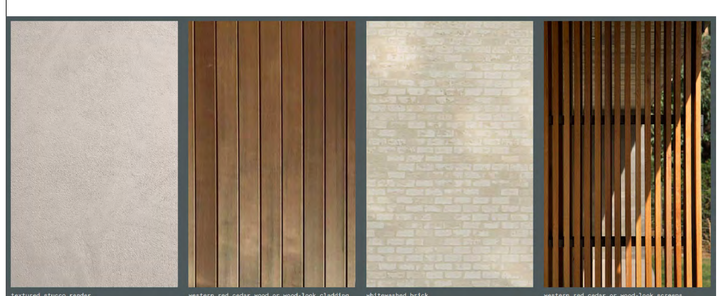
REVISION

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

NORTH ELEVATION



ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
BUILDING ELEVATIONS

SCALE

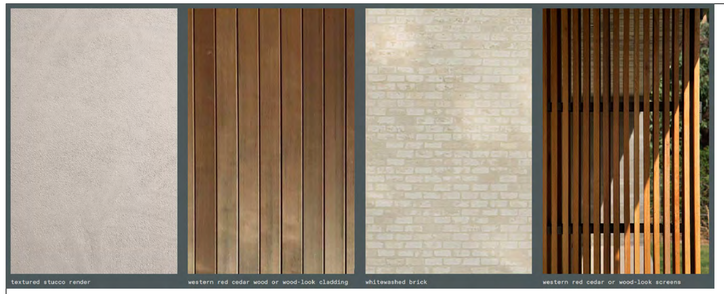
DRAWN

CHECKED
D.F.

DATE
OCT 29/25

SHEET NO.
A3.2

REVISION



WEST ELEVATION

EAST ELEVATION

NOTE: This drawing as an instrument of service is the property of Daryoush Firouzli Architecture Inc. and may not be reproduced without their permission and unless the reproduction carries their name. All designs and other information shown on the drawing are for use on the specified project only and shall not be used otherwise without written permission of this office.

Written dimensions shall have precedence over scaled dimensions. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from dimensions and conditions shown on the drawing. Shop drawings shall be submitted to this office for approval before proceeding with fabrication.

NO	DATE	REVISIONS

ARCHITECT SEAL:

D-ARCHITECTURE
6377 ICARUS DRIVE, NANAIMO, BC V9V 1N4
T: 250-933-1991, E: FIROUZLI@SHAW.CA
DARYOUSH FIROUZLI ARCHITECTURE INC.

PROJECT
SUNSET
.
QUALICUM BEACH, BC

CLIENT
KELLAND PROPERTIES

PROJECT NO.
2389

SHEET TITLE
BUILDING ELEVATIONS

SCALE

DRAWN

CHECKED
D.F.

DATE
OCT 29/25

SHEET NO.
A3.3

REVISION

LANDSCAPE PACKAGE

SUNSET MULTI-FAMILY

532 MEMORIAL AVENUE, QULAICUM BEACH, BC

LANDSCAPE ARCHITECTURAL DRAWINGS

ISSUED FOR DEVELOPMENT PERMIT - AUGUST 25, 2025

DESIGN RATIONALE

The design rationale for **532 Memorial Avenue** is to situate a proposed multi-family residential development within a **habitat-supportive landscape** that integrates human development into a naturalized environment while creating a **vibrant streetscape** along an important entry into the Town of Qualicum Beach.

Currently, the site is a cleared and compacted parcel. This creates opportunities for the new development to introduce enhancements to the local ecology, and advance the Town's commitment to sustainable urban landscapes.

Building on nearby green infrastructure along Memorial Avenue, the site incorporates a significant raingarden at the heart of the parcel, harnessing rainwater and runoff resulting from the development to establish a lush, living landscape that references local ecosystems and slows the flow of stormwater, removes pollutants and reduces impacts on downstream infrastructure assets.

A green roof assembly over the exposed portion of an underground parkade adds additional green infrastructure to the project, offering value to birds, pollinators and other beneficial insects.

To ensure the project contributes to a vibrant streetscape, an amenity bulding and outdoor gathering area adjacent to Memorial Avenue provides a place for residents of Sunset to enjoy views toward the waterfront, and observe people and cyclists passing by. This also provides a strong connection to the multi-modal transportation network already in place in Qualicum Beach.

DESIGN PRECEDENTS

Flowering Perennials: ornamental & indigenous perennial flowers are included to provide seasonal colour, interest, and support for local pollinators

Green roof: sedum, ground covers, and small flowering perennials are the foundation for green roof plantings over the exposed portion of an underground parkade

Understorey: native ground covers, including ferns, salal and mahonia form the base of the planting plan and ground the landscape design in the local ecosystem

Indigenous Trees: indigenous tree species including Arbutus and Douglas fir are included as part of a habitat supportive landcape

Medium Flowering Deciduous Trees: Japanese snowbell, Cornus kousa and Flowering docwood add colour adn character to the landscape

Benches: adjacent to the amenity builidng overlooking Memorial Avenue, timber benches offer views to the waterfront and enliven the streetscape

Pedestrian Bridge: an entry bridge from Memorial Avenue into the Sunset development creates an interesting transition from public to private space

Grass Grid: permeable grass grid pavers create space for large vehicle turn-arounds that provide a transition between internal roads and landscape

Concrete Unit Pavers: high quality concrete unit pavers provide a durable surface that add character and define gathering areas and private spaces

Wood Detail Paving Slabs: to evoke the feeling of sitting on a wood deck while maintaining the durability of concrete, off-the-shelf slab pavers selected for the amenity building have the appearance of wood

NOT FOR CONSTRUCTION

kinship
design • art • ecology
1070 Nelson Street, Nanaimo BC, V9S 2K2
250-753-8093
kate.stefiuk@kinshipdesign.ca
chris.midgley@kinshipdesign.ca

All drawings and specifications are the copyright property of the Landscape Architect. Use or reproduction of documents in whole or in part is subject to the Landscape Architect's specific consent.

CLIENT
KELLAND VENTURES

NO.	DATE	ISSUE
1	2025-05-30	DP SUBMISSION
2	2025-08-25	DP RESUBMISSION

NO.	DATE	REVISION

PROJECT 25005
SUNSET
532 MEMORIAL AVENUE
QUALICUM BEACH, BC

LANDSCAPE RATIONALE

CITY FILE NO.
SCALE NTS
START DATE 2025-05-01
DB CM **CB** KS

L0.00

LANDSCAPE PLAN
SCALE 1:300

KEY FEATURES

1 AMENITY BUILDING & OUTDOOR SPACE
A social centre connected to the main building provides a small, human scale amenity building that activates the Memorial Avenue streetscape and capitalizes on views to the ocean. The building is surrounded by a paved patio that evokes the character of a wood deck, providing seating and a spill-over outdoor space for gatherings and events

2 RAINGARDEN & PATH
Green infrastructure creates a strong visual identity at the heart of the site, managing rainwater, referencing existing raingardens nearby, and demonstrating leadership in sustainable urban landscapes,. A geometric path throught the raingarden immerses resident in a naturalized landscape and accomodates a desire line from the visitor parking to the amenity building

3 TERRACED PLANTERS
Terraced planters step down to the street and create a pedestal for the townhouse units (Buildings B1 - B3) giving them a flat yard with views to the Town and the ocean beyond

4 FORESTED CORNER
To reference the local environment while also screening the building without impeding views, a forested corner is established on the corner of Memorial and Hoy Lake Road to reveal the building as you approach the site entering Qualicum Beach

LANDSCAPE LEGEND

- **BENCH** Quantity: 3
- **ENTRANCE**
- **EGRESS**
- **LIGHTING - BOLLARD** Quantity: 10
- **LIGHTING RECESSED WALL** Quantity: 4
- **PERIMETER CEDAR BOARD FENCE** Height: 1.2m Length: 36m
- **CONCRETE**
- **GREEN ROOF** Area: 313m² Soil Depth: 150mm
- **PAVER TYPE 01: BELGARD CLASSIC STANDARD** Area: 131m²
- **PAVER TYPE 02: BARKMAN BRIDGEWOOD SLAB** Area: 42m²
- **PAVER TYPE 03: TURFSTONE** Area: 42m²
- **PLANTED AREAS** Area: 2425m² Soil Depth: 450mm
- **RAINGARDEN** Area: 37m² Soil Depth: 450mm

TREE LEGEND

Coniferous Trees (33)
- **Po (12)** Picea Omorika Bruns
- **Pc (15)** Pinus contorta var. contorta
- **P (6)** Pseudotsuga menziesii

Deciduous Trees (100)
- **Ac (28)** Acer circinatum
- **Am (4)** Arbutus menziesii
- **Ap (8)** Acer griseum
- **Ap (14)** Acer palmatum 'Osakazuki'
- **Ce (9)** Cornus 'Eddies White Wonder'
- **Ck (7)** Cornus kousa 'Satomi'
- **Qp (6)** Quercus palustris 'Pingreen'
- **Pp (8)** Parrotia persica 'Vanessa'
- **S (16)** Styrax japonicus

NOT FOR CONSTRUCTION

kinship
design • art • ecology
1070 Nelson Street, Nanaimo BC, V9S 2K2
250-753-8093
kate.stefiuk@kinshipdesign.ca
chris.midgley@kinshipdesign.ca

BRITISH COLUMBIA SOCIETY OF LANDSCAPE ARCHITECTS REGISTERED MEMBER KATE STEFIUK 624
All drawings and specifications are the copyright property of the Landscape Architect. Use or reproduction of documents in whole or in part is subject to the Landscape Architect's specific consent.

CLIENT
KELLAND VENTURES

NO.	DATE	ISSUE
1	2025-05-30	DP SUBMISSION
2	2025-08-25	DP RESUBMISSION

NO.	DATE	REVISION

PROJECT 25005
SUNSET
532 MEMORIAL AVENUE
QUALICUM BEACH, BC

LANDSCAPE PLAN

CITY FILE NO.
SCALE 1:300
START DATE 2025-05-01
DB CM **CB** KS

L1.01

Little Giant
536 Senanus Drive
Saanichton, BC
V8M 1S6

D-ARCHITECTURE

Daryoush Firouzli Architecture Inc.
6377 Icarus Drive
Nanaimo, BC
V9V1N4
1.250.933.1991
daryoush@DaryoushArchitecture.onmicrosift.com

532 MEMORIAL AVENUE

Traffic Impact Assessment

MJ Oh – Transportation Technologist
Author

Nadine King, P.Eng., PTOE
VP, Transportation & Sr Transportation Engineer
Reviewer

Prepared For: Kelland Ventures
Date: October 29, 2025
Our File No: 4076.B01

WATT VICTORIA
302 – 740 Hillside Ave
Victoria, BC V8T 1Z4
250-388-9877

TABLE OF CONTENTS

1.0 INTRODUCTION 1
1.1 Study Area 1
1.2 The Site Today 1
1.3 This Report 2
2.0 TRANSPORTATION CONTEXT 3
2.1 Road Network 3
2.2 Traffic Counts 5
3.0 TRAFFIC OPERATIONS ANALYSIS 5
3.1 Traffic Analysis Scenarios and Time Periods 5
3.2 Methodology 5
3.3 Input and Calibration Parameters 6
3.4 Existing Conditions 6
3.5 Background Conditions 9
3.6 Post-Development Conditions 16
4.0 SIGHT DISTANCE ASSESSMENT 26
4.1 Sight Distances 27
4.2 Sightline Assessment at Hoylake Road East Location 27
4.3 Sightline Assessment at Hoylake Road West Location 29
4.4 Sightline Assessment for Left Turn from Memorial Avenue 30
5.0 ACTIVE TRANSPORTATION 30
5.1 Pedestrian Facility 30
5.2 Cycling Facility 30
5.3 Transit Facility 30
6.0 CONCLUSIONS 31
7.0 RECOMMENDTIONS 31

FIGURES

Figure 1 – Site Location and Study Intersections 2
Figure 2 – Existing Road Network / Traffic Control 4
Figure 3 – Existing Traffic Volumes – AM Peak Hour 7
Figure 4 - Existing Traffic Volumes – PM Peak Hour 8
Figure 5 – 2027 Opening Day Background Volumes – AM Peak Hour 10
Figure 6 – 2027 Opening Day Background Volumes - PM Peak Hour 11
Figure 7 - 2037 Horizon Year Background Volumes – AM Peak Hour 12
Figure 8 - 2037 Horizon Year Background Volumes – PM Peak Hour 13
Figure 9 - New Site Trips – AM Peak Hour 18
Figure 10 - New Site Trips – PM Peak Hour 19
Figure 11 – 2027 Opening Day Post Development Volumes – AM Peak Hour 20
Figure 12 – 2027 Opening Day Post Development Volumes – PM Peak Hour 21
Figure 13 - 2037 Horizon Year Post Development Volumes – AM Peak Hour 22
Figure 14 - 2037 Horizon Year Post-Development Volumes – PM Peak Hour 23
Figure 15 – Sightlines at Hoylake Road East Location 28
Figure 16 – Sightlines at Hoylake Road West Location 29

TABLES

Table 1 – Existing Turning Movement Counts 5
Table 2 – Existing Conditions: AM / PM Peak Hour 9
Table 3 – 2027 Opening Day Background Conditions: AM / PM Peak Hour 13
Table 4 – 2037 Horizon Year Background Conditions: AM / PM Peak Hour 15
Table 5 – New Site Trip Generation Option 1 (Multi-family) 16
Table 6 – New Site Trip Generation Option 2 (Hotel) 17
Table 7 – Site Traffic Distribution 17
Table 8 – 2027 Opening Day Post Development Conditions: AM / PM Peak Hour 24
Table 9 – 2037 Horizon Year Post Development Conditions: AM / PM Peak Hour 25
Table 10 – Site Access / Hoylake Road: 2037 Post Development 26
Table 11 – Intersection Sight Distances at Hoylake Road East Exit 27
Table 12 – Intersection Sight Distances at Hoylake Road West Exit 29

1.0 INTRODUCTION

WATT Consulting Group is retained by Kelland Ventures to prepare a Traffic Impact Assessment (TIA) for a proposed development (either a 52-unit multi-family building or an 80-room hotel/motel) at 532 Memorial Avenue in the Town of Qualicum Beach.

The study is to identify any impacts to the surrounding transportation network due to the proposed development plan and recommend on any mitigation strategies for both the short and long-term horizons. The study also reviews existing safety issues at Hoylake Road / Memorial Avenue and active transportation within the site vicinity.

1.1 Study Area

The study area for this project includes the following intersections:

- Crescent Road / Memorial Avenue
- Hoylake Road / Memorial Avenue
- Memorial Avenue Site Access

Figure 1 shows the study area and site location.

1.2 The Site Today

The site is currently vacant. The site is bound by Memorial Avenue to the west, Crescent Road East to the north, Hoylake Road to the south, and single-family homes to the east. The surrounding land use is mostly residential with single family lots, a church, and a golf course to the north. There is a B&B house across Hoylake Road to the south.

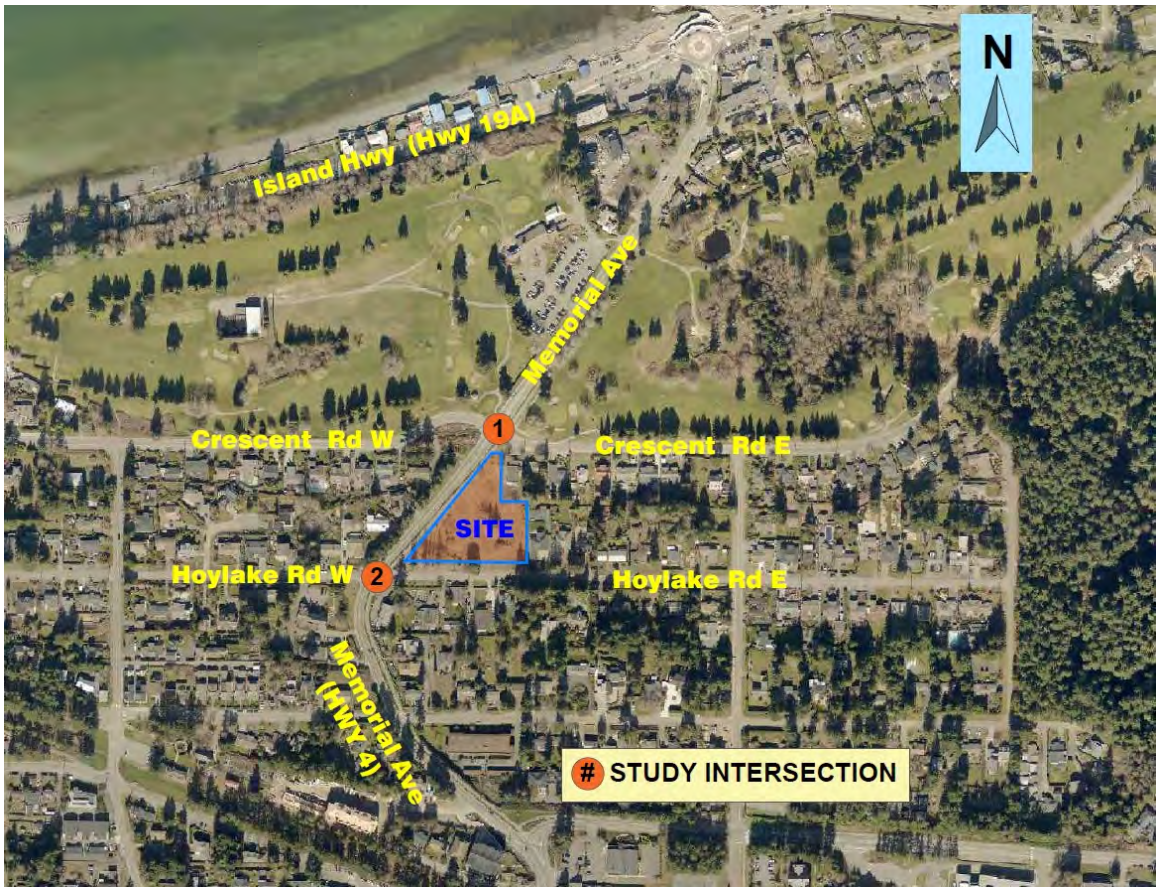


Figure 1 – Site Location and Study Intersections

1.3 This Report

This report is provided as part of the application being submitted to the Town of Qualicum Beach.

This report provides the following:

- An overview of the existing road network
- A projection of the site's trip generation, distribution, and assignment potential
- An assessment of existing traffic patterns and volumes in the study area
- An operational assessment of vehicular traffic operations in the study area under existing, background, and post-development conditions
- An assessment of existing sight distance issues at the intersection of Hoylake Road / Memorial Avenue

- Review of active transportation facilities in the area
- Recommendations for mitigation measures to address existing issues and due to the development traffic

2.0 TRANSPORTATION CONTEXT

2.1 Road Network

2.1.1 Existing Road Network

The existing road network, lane configuration, and intersection control within the study area is illustrated in **Figure 2**.

Memorial Avenue (Highway 4) provides a connection between Island Highway (Highway 19A) and Tofino and runs directly through the Town of Qualicum Beach; the segment within the study area runs north-south. It is an arterial road with a two-way, two-lane cross section with a multi-use pathway on the east side. This roadway is under the jurisdiction of the Town of Qualicum Beach within its municipal boundaries.

Crescent Road is a rural local road that runs east / west roughly parallel to Island Highway and is connected to Island Highway at both ends. The intersection of Crescent Road / Memorial Avenue has a left turn lane (10m storage) for the northbound approach and raised medians on Memorial Avenue. On the north leg of Memorial Avenue, there is a zebra marked crosswalk with pedestrian push buttons and signs. This crosswalk is located on a golf course route (Qualicum Beach Memorial Golf Club). At the crosswalk, crossing volumes were measured at 30/36 pedestrians (including golf cart riders) for the AM/PM peak hour (August 26, 2025).

Hoylake Road is also a rural local road that runs east / west from Alder Street to Saint Andrew Road. At the intersection of Hoylake Road / Memorial Ave, there exist safety concerns due to the vertical grade and horizontal curve. The sight distance assessment is described in **Section 4.0**. The speed limit is 50 km/h for all roads within the study area.

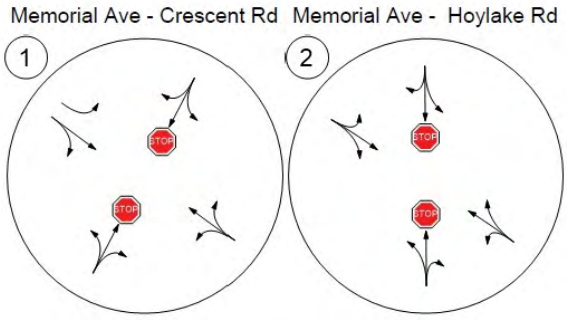


Figure 2 – Existing Road Network / Traffic Control

2.2 Traffic Counts

Turning movement counts were completed for study intersections on weekdays during the AM and PM peak periods as per **Table 1**.

Table 1 – Existing Turning Movement Counts

Intersection	Count Date	Time Period
Crescent Road / Memorial Avenue	Tuesday August 26, 2025	8:00 – 9:00 AM
	Tuesday August 26, 2025	4:00 – 5:00 PM
Hoylake Road / Memorial Avenue	Tuesday August 26, 2025	8:00 – 9:00 AM
	Tuesday August 26, 2025	4:00 – 5:00 PM

3.0 TRAFFIC OPERATIONS ANALYSIS

3.1 Traffic Analysis Scenarios and Time Periods

Traffic operations analysis has been undertaken during the weekday AM and PM peak periods under the following scenarios:

- Existing Conditions (Section 3.4)
- Opening Day (2027) Background Conditions (Section 3.5)
- Opening Day (2027) Post-Development Conditions (Section 3.6)
- 10 Year Post-Buildout (2037) Background Conditions (Section 3.5)
- 10 Year Post-Buildout (2037) Post-Development Conditions (Section 3.6)

The proposed development is expected to be completed in the year 2027, hereafter referred to as Opening Day. The horizon year is 10 years after the opening day, in this case the year 2037.

3.2 Methodology

Intersection capacity analysis for the existing and proposed conditions was completed using the Vistro software package, which uses the Highway Capacity Manual (HCM) 7 evaluation methodology.

Results are measured in volume-to-capacity ratio, delay (seconds), level of service (LOS), and 95th percentile queue lengths (metres).

The volume-to-capacity ratio (v/c) is an indicator of the capacity utilization for the key movements in the intersection. A v/c of 1.0 indicates that a specific traffic movement is operating at maximum capacity.

The LOS for unsignalized (stop-controlled and roundabout) intersections is determined by the calculated delay for each critical movement. The LOS for a signalized intersection includes additional factors such as geometry, traffic and pedestrian volumes, and signal phasing / timing. LOS is broken down into six letter grades, with LOS A being excellent operation, and LOS F being unstable / failing operations.

3.3 Input and Calibration Parameters

Heavy Vehicle Percentage

The percentage of heavy vehicles for each movement was based on the information provided as part of the turning movement counts.

Peak Hour Factor

The Peak Hour Factor (PHF) was based on the information provided as part of the turning movement counts. PHFs were calculated for each intersection using the overall intersection volumes. Where not available, a default PHF of 0.90 was used.

Thresholds

Maximum thresholds, if exceeded, may not allow efficient functioning of the intersection/movement and can be used to see if intersection upgrades are necessary. LOS E or F (i.e. 35 seconds or more of delay) is the delay threshold. The v/c ratio threshold is generally considered to be 0.80 in rural areas due to the lower tolerance for congestion in these areas.

The threshold for queues is when the 95th percentile queue lengths exceed the available storage.

3.4 Existing Conditions

3.4.1 Existing Traffic Volumes

The existing traffic volumes for the weekday AM and PM peak periods are illustrated in **Figure 3** and **Figure 4**, respectively.

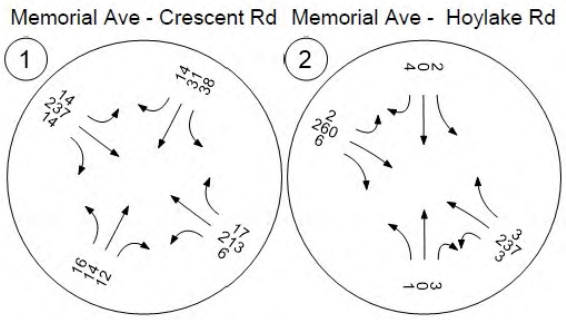


Figure 4

Figure 3 – Existing Traffic Volumes – AM Peak Hour

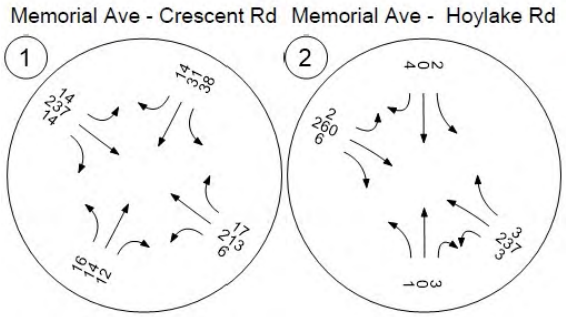


Figure 4 - Existing Traffic Volumes – PM Peak Hour

3.4.2 Existing Traffic Operations

Intersection analysis results for existing conditions are summarized in **Table 2**. The two study intersections are currently operating at acceptable levels of service. The intersection of Crescent Road / Memorial Avenue is operating at LOS C or better (delays from side streets: 18 seconds) for all movements in both the AM and PM peak hours. At Hoylake Road / Memorial Avenue, all movements are operating at LOS A/B (delays from side streets: 14 seconds). The v/c ratios for all movements are acceptable and there are no queuing issues at all existing turn lanes for both intersections.

Table 2 – Existing Conditions: AM / PM Peak Hour

Movement		v/c	LOS	Delay (s)	95th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave						
NBL	**AM**	0.02	A	7.8	0.4	10
	PM	0.02	A	7.8	0.4	
NBTR	**AM**	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	**AM**	0.01	A	7.5	0.1	N/A
	PM	0.01	A	7.8	0.2	
EBLTR	**AM**	0.07	B	13	3.6	N/A
	PM	0.17	C	18	11	
WBLTR	**AM**	0.06	B	14	2.1	N/A
	PM	0.10	C	18	5	
(2) Hoylake Rd / Memorial Ave						
NBLTR	**AM**	0.00	A	7.6	0.1	N/A
	PM	0.00	A	7.8	0.1	
SBLTR	**AM**	0.00	A	7.5	0.1	N/A
	PM	0.01	A	7.8	0.1	
EBLTR	**AM**	0.01	B	11	0.5	N/A
	PM	0.01	B	14	0.5	
WBLTR	**AM**	0.02	B	12	0.7	N/A
	PM	0.01	B	14	0.5	

Notes: ## = Value exceeding threshold

3.5 Background Conditions

3.5.1 Corridor Growth

From MoTT Traffic Data Program, a growth rate of 1.4% per year was applied to existing traffic volumes to estimate future traffic volumes based on the UTVS historical growth factor (10 year) for the Highway 4 section south of Highway 19 (TM Site: 14-062EW).

3.5.2 Background Traffic Volumes

Background traffic volumes are the sum of existing traffic volumes and corridor growth. Background traffic volumes for the opening day (2027) and 10-year post-development (2037) horizon are illustrated in **Figure 5** through **Figure 8**.

Figure 5 – 2027 Opening Day Background Volumes – AM Peak Hour

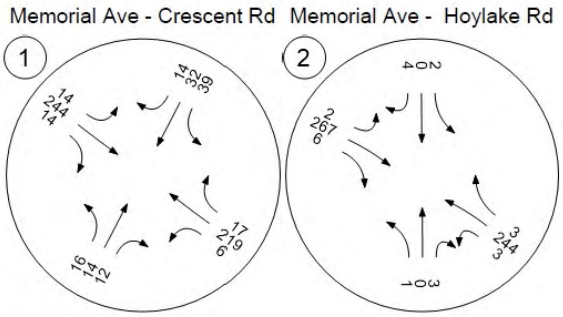


Figure 6 – 2027 Opening Day Background Volumes - PM Peak Hour

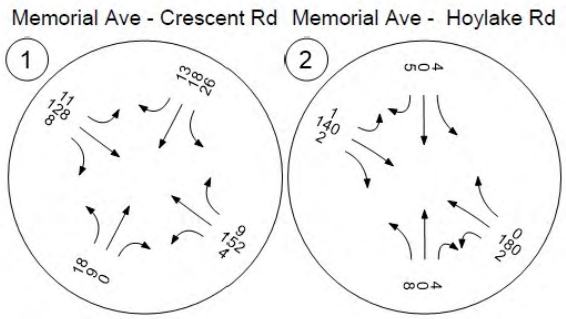


Figure 7 - 2037 Horizon Year Background Volumes – AM Peak Hour

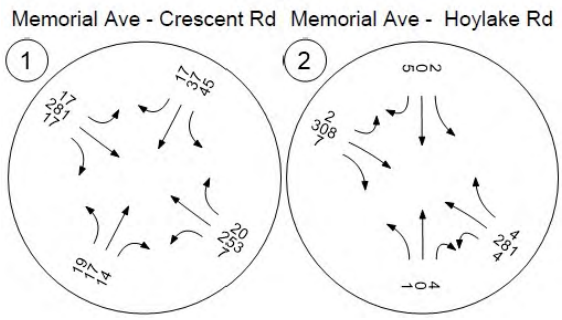


Figure 8 - 2037 Horizon Year Background Volumes – PM Peak Hour

3.5.3 Background Traffic Operations – 2027 Opening Day

Intersection analysis results for the 2027 background conditions are summarized in **Table 3**. The opening day background conditions for the two study intersections do not change from existing conditions with the LOS remaining at LOS C or better, and all delays are acceptable for all movements with low v/c ratios.

Table 3 – 2027 Opening Day Background Conditions: AM / PM Peak Hour

Movement	v/c	LOS	Delay (s)	95th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave					

Movement		v/c	LOS	Delay (s)	95th Percentile Queue (m)	Storage (m)
NBL	AM	0.02	A	7.8	0.4	10
	PM	0.02	A	7.8	0.4	
NBTR	AM	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	AM	0.01	A	7.6	0.1	N/A
	PM	0.01	A	7.8	0.2	
EBLTR	AM	0.07	B	13	3.8	N/A
	PM	0.18	C	19	11	
WBLTR	AM	0.06	B	14	2.1	N/A
	PM	0.11	C	19	5	
(2) Hoylake Rd / Memorial Ave						
NBLTR	AM	0.00	A	7.6	0.1	N/A
	PM	0.00	A	7.8	0.1	
SBLTR	AM	0.00	A	7.5	0.1	N/A
	PM	0.01	A	7.8	0.1	
EBLTR	AM	0.01	B	12	0.5	N/A
	PM	0.01	B	14	0.5	
WBLTR	AM	0.02	B	12	0.8	N/A
	PM	0.01	B	14	0.5	

Notes: ## = Value exceeding threshold

3.5.4 Background Traffic Operations – 2037 10-Year Horizon

Intersection analysis results for the 2037 background conditions are summarized in **Table 4**. The opening day background conditions for the two study intersections do not significantly change from existing conditions with the LOS remaining at LOS C or less, and all delays are acceptable for all movements with low v/c ratios. At the intersection of Crescent Road / Memorial Avenue, movements from the side streets will have 5 – 7 seconds of more delays than existing conditions in the PM peak hour.

Table 4 – 2037 Horizon Year Background Conditions: AM / PM Peak Hour

Movement		v/c	LOS	Delay (s)	95th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave						
NBL	**AM**	0.02	A	7.8	0.5	10
	PM	0.02	A	7.9	0.5	
NBTR	**AM**	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	**AM**	0.01	A	7.6	0.2	N/A
	PM	0.01	A	7.9	0.2	
EBLTR	**AM**	0.09	B	14	5.1	N/A
	PM	0.24	C	25	18	
WBLTR	**AM**	0.08	C	15	2.8	N/A
	PM	0.11	C	23	7	
(2) Hoylake Rd / Memorial Ave						
NBLTR	**AM**	0.00	A	7.7	0.1	N/A
	PM	0.00	A	7.9	0.1	
SBLTR	**AM**	0.00	A	7.6	0.1	N/A
	PM	0.01	A	7.9	0.2	
EBLTR	**AM**	0.02	B	12	0.7	N/A
	PM	0.01	C	16	0.6	
WBLTR	**AM**	0.03	B	12	1.0	N/A
	PM	0.01	C	15	0.7	

Notes: ## = Value exceeding threshold

3.6 Post-Development Conditions

3.6.1 New Site Trip Generation

The proposed development is either a 52-unit multi-family building or an 80-room hotel/motel. Trip generation for two different land uses were reviewed and the higher peak hour traffic is used for the analysis which is the hotel.

Vehicular trip generation rates for the proposed multi-family residential or hotel development are based on the *ITE Trip Generation Manual (11th Edition)*. The trip generation forecast for the site is provided in **Table 5** and **Table 6**. The hotel land use generates more trips than multi-family. Based on the proposed hotel (80 rooms) land use, the proposed development is forecast to generate up to 37 vehicles in AM peak hour and 47 vehicles in the PM peak hour.

Table 5 – New Site Trip Generation Option 1 (Multi-family)

Use	AM Peak Hour			PM Peak Hour		
	In	Out	2-Way	In	Out	2-Way
ITE Trip Generation Manual 11th Edition Rates						
Residential – Multifamily (Mid-Rise) (ITE LU 221)[1]	0.09	0.28	0.37	0.24	0.15	0.39
Vehicular Trip Generation						
Residential – 52 units	5	14	19	12	8	20

Notes:
1. Trip rates are per dwelling unit

Table 6 – New Site Trip Generation Option 2 (Hotel)

Use	AM Peak Hour			PM Peak Hour		
	In	Out	2-Way	In	Out	2-Way
ITE Trip Generation Manual 11th Edition Rates						
Hotel [1]	0.26	0.20	0.46	0.30	0.29	0.59
Vehicular Trip Generation						
Hotel – 80 rooms	21	16	37	24	23	47

Notes:
1. Trip rates are per room

3.6.2 Trip Distribution and Assignment

The trip distribution pattern for new site traffic was established based on existing traffic patterns and key origin/destinations in the region. The distribution of inbound and outbound traffic adopted for the proposed development is outlined in **Table 7**.

Table 7 – Site Traffic Distribution

Street	Direction	AM		PM	
		In	Out	In	Out
Memorial Avenue Access					
Memorial Avenue	North	40%	35%	39%	44%
	South	60%	65%	55%	50%
Crescent Avenue	East	0%	0%	3%	3%
	West	0%	0%	3%	3%

The new site traffic volumes assigned to the area road network are illustrated in

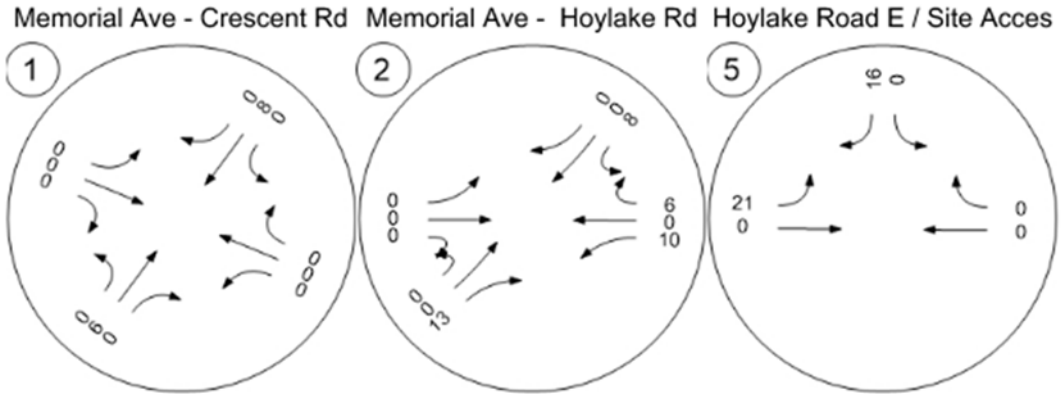


Figure 9 and **Figure 10,** respectively.

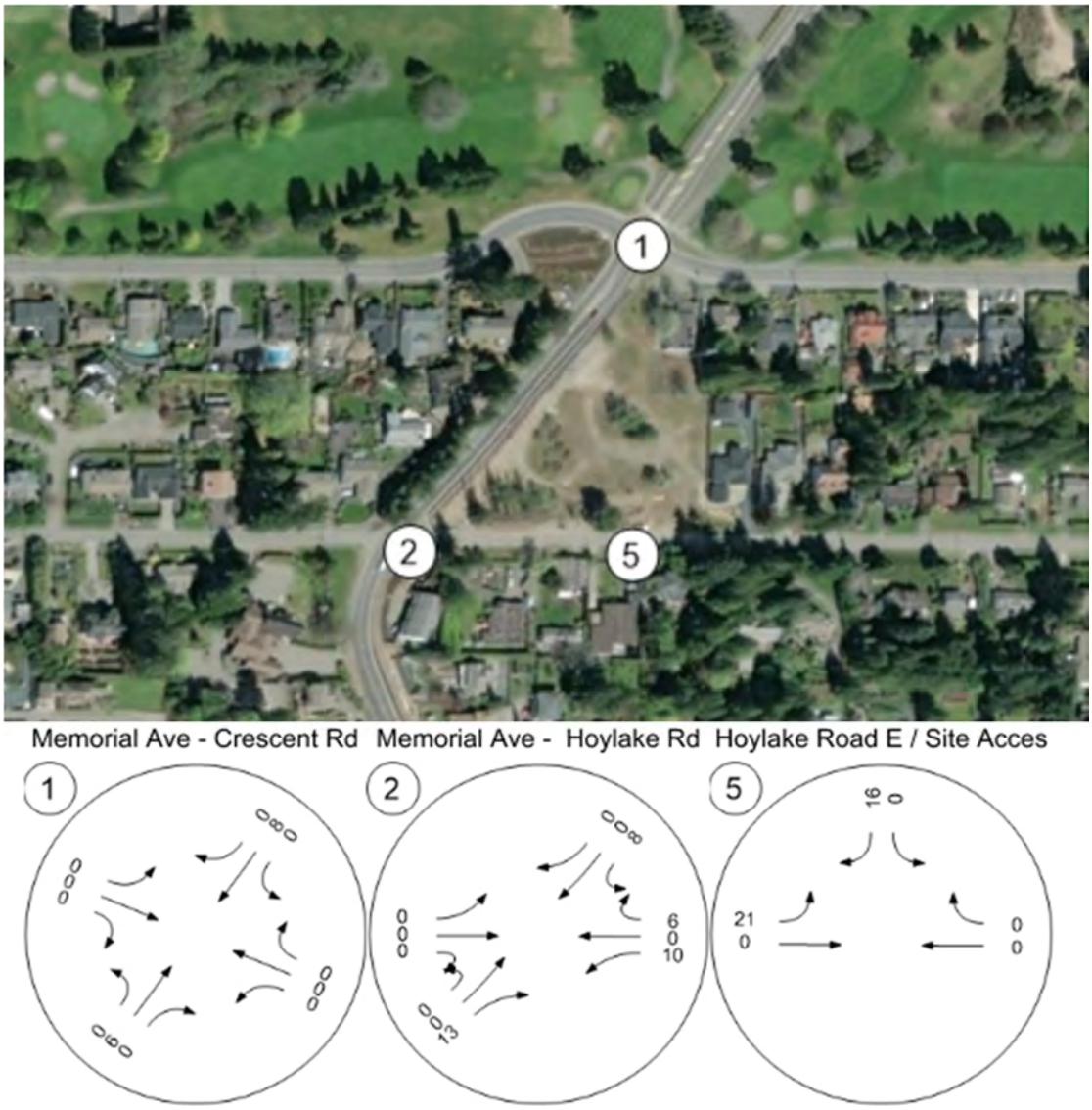


Figure 9 - New Site Trips – AM Peak Hour

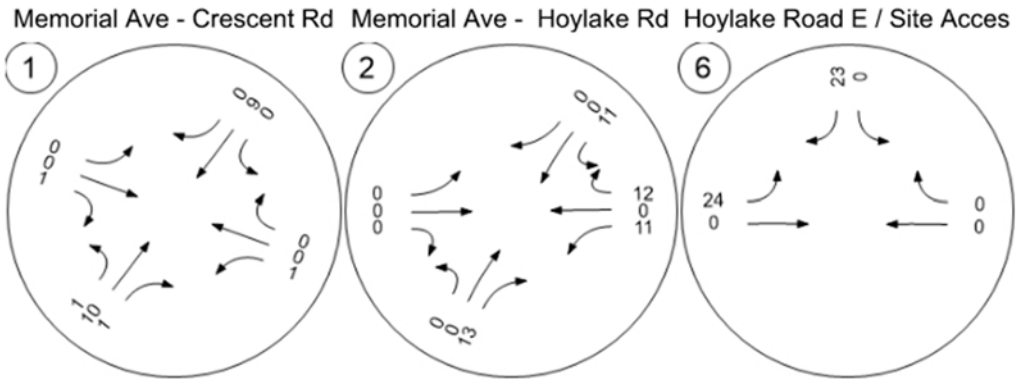


Figure 10 - New Site Trips – PM Peak Hour

3.6.3 Post-Development Traffic Volumes

Post-development traffic volumes are the sum of background traffic volumes and site traffic volumes. Post-development traffic volumes for the opening day (2027) and 10-year post-development (2037) horizon years are illustrated in **Figure 11** through **Figure 14**.

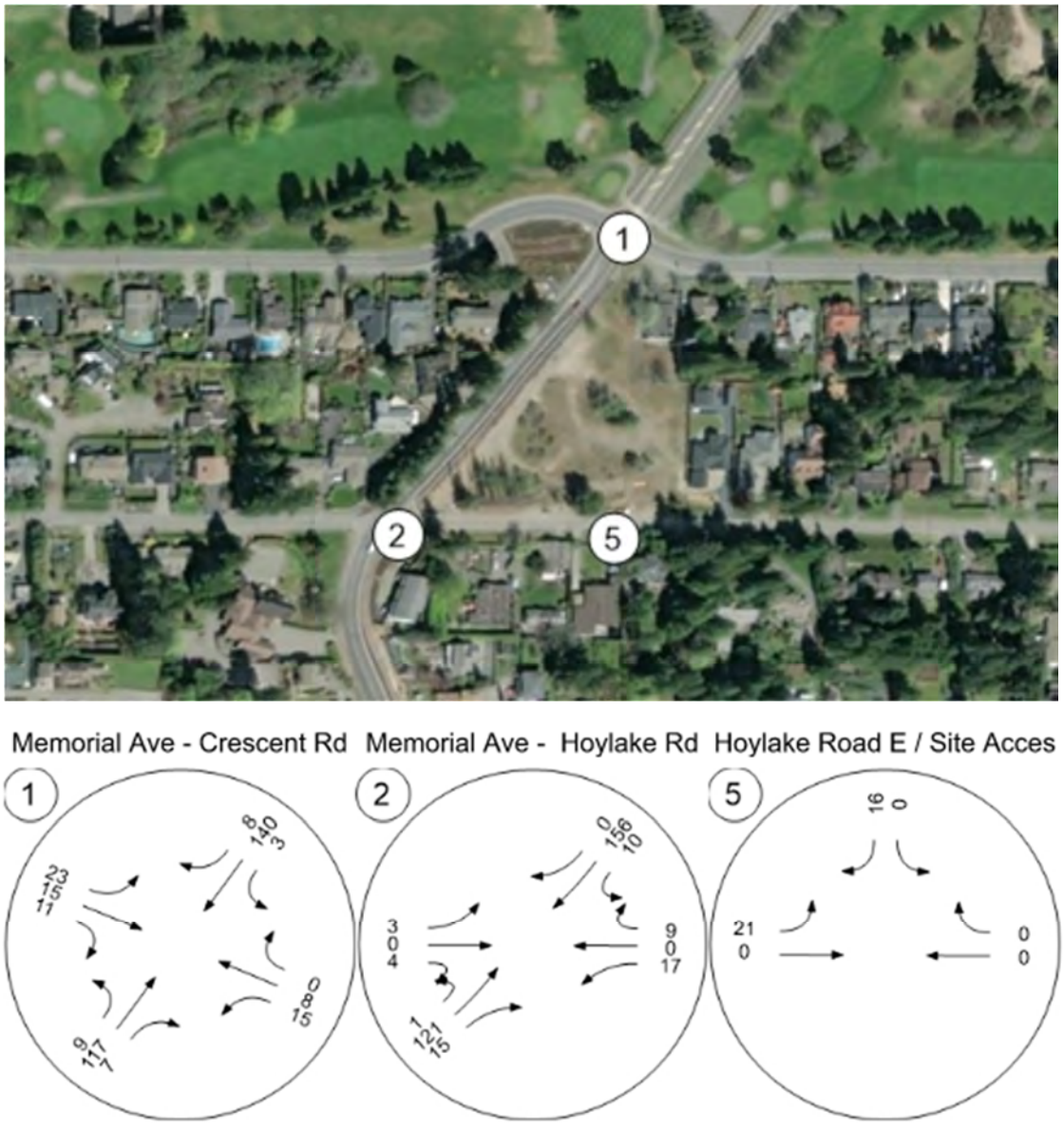


Figure 11 – 2027 Opening Day Post Development Volumes – AM Peak Hour

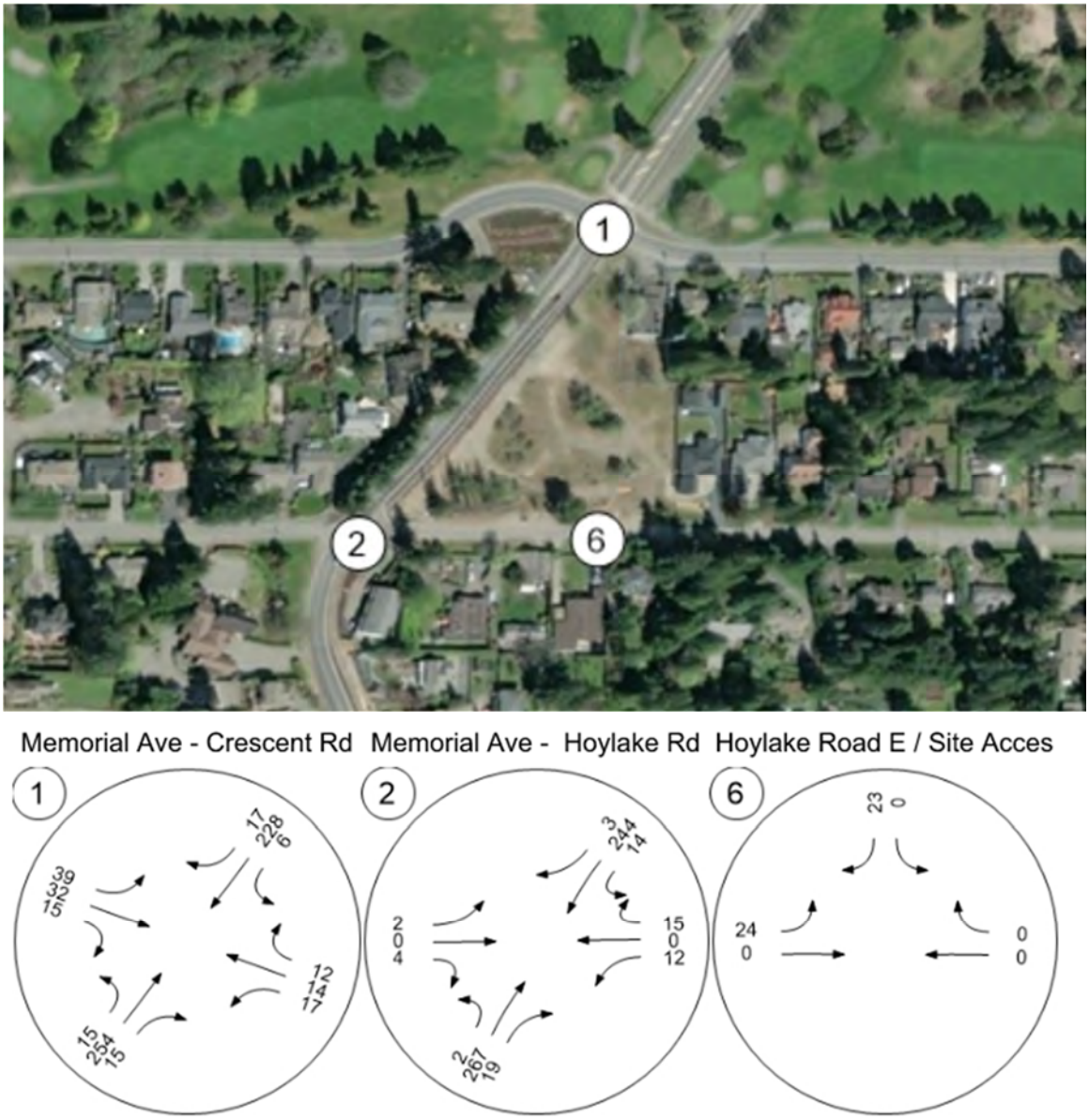


Figure 12 – 2027 Opening Day Post Development Volumes – PM Peak Hour

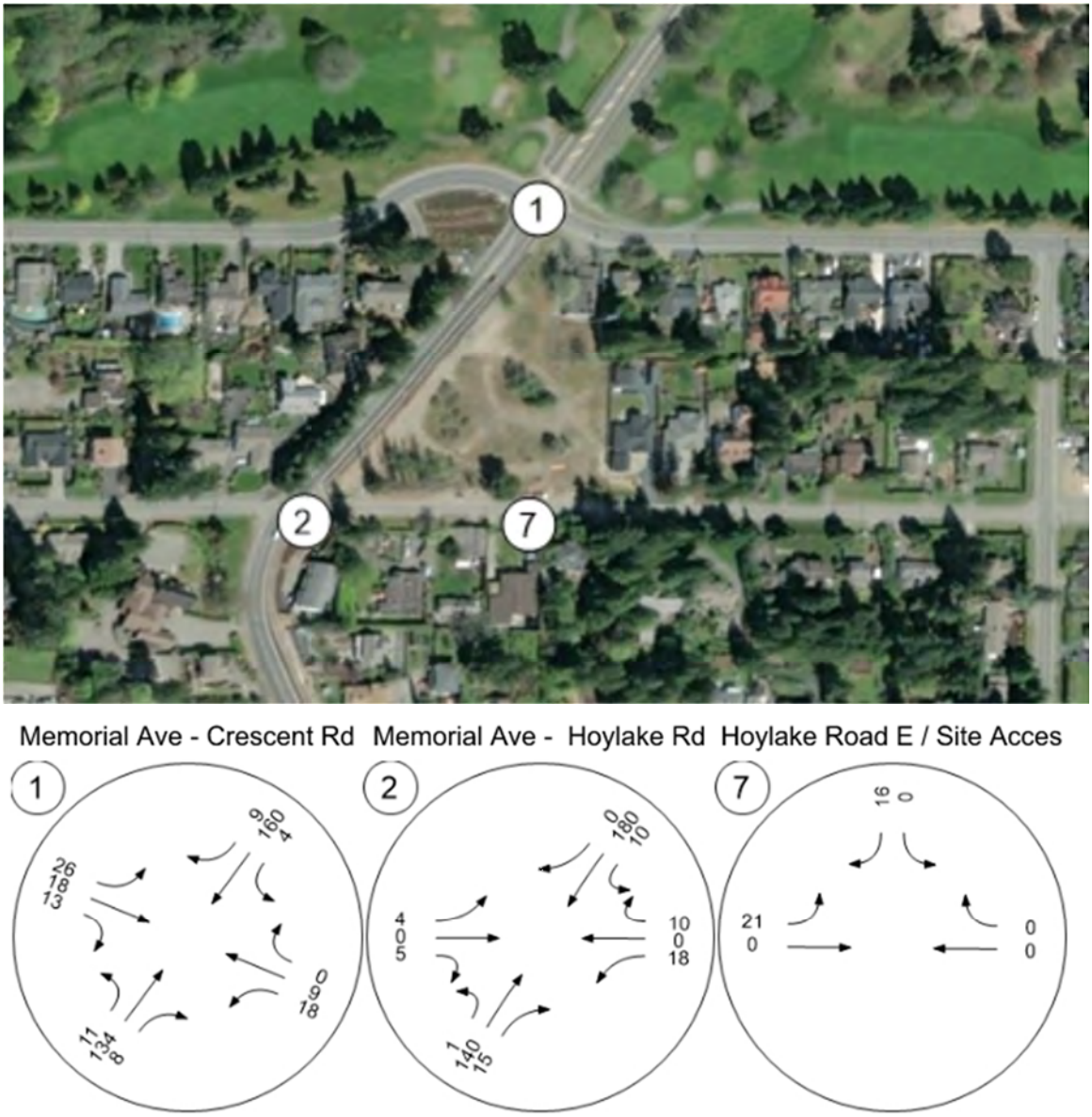


Figure 13 - 2037 Horizon Year Post Development Volumes – AM Peak Hour

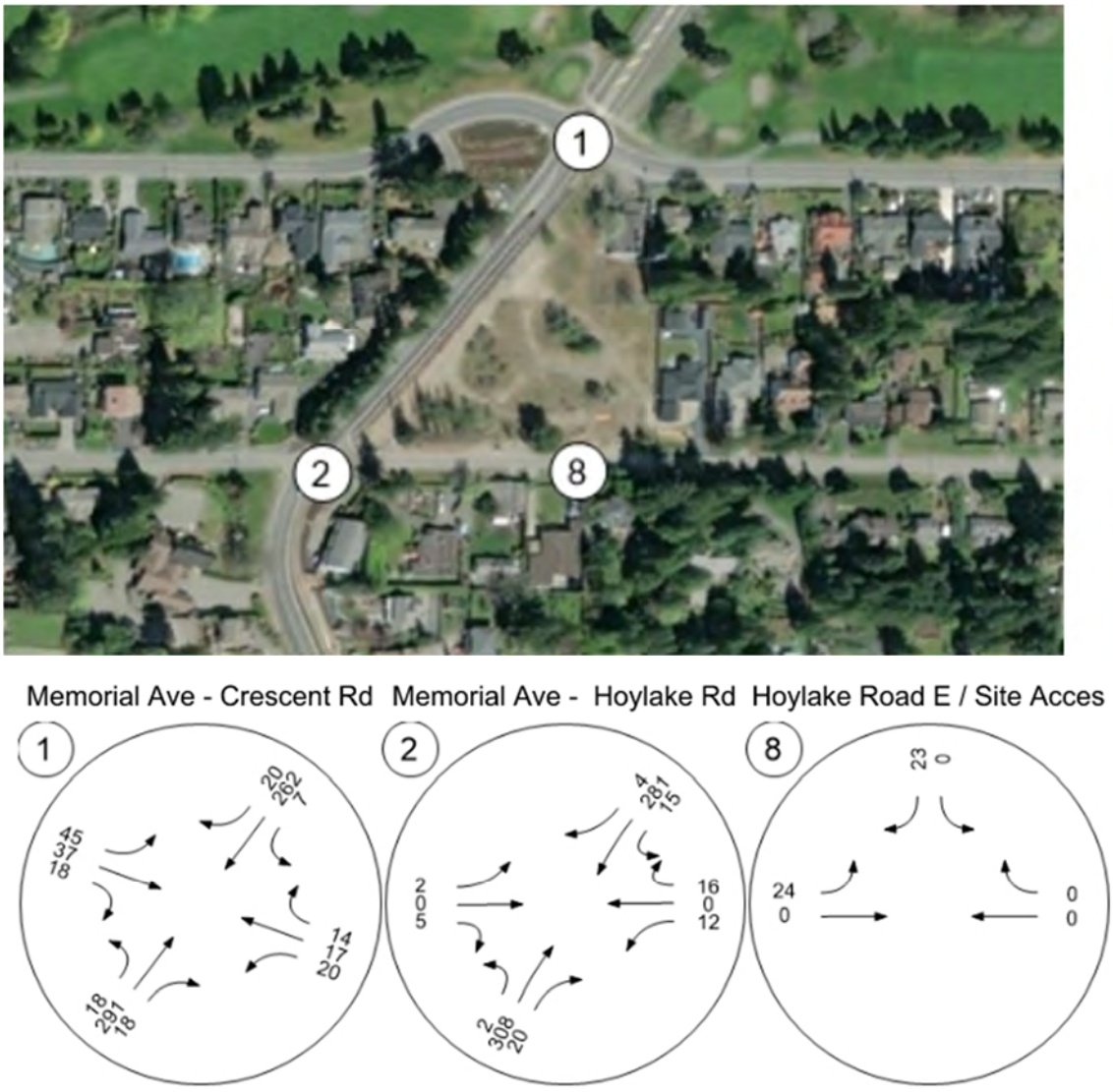


Figure 14 - 2037 Horizon Year Post-Development Volumes – PM Peak Hour

3.6.4 Post-Development Traffic Operations – 2027 Opening Day

Intersection analysis results for the 2027 post-development conditions are summarized in **Table 8**. The introduction of development traffic, on opening day, does not significantly change the operations of the intersections, with all measures of effectiveness remaining within acceptable thresholds.

At the two study intersections, all movements will continue to operate at the same levels of service (LOS C or better). Additional delays from the side street movements will be minor with one second or less due to the development.

Table 8 – 2027 Opening Day Post Development Conditions: AM / PM Peak Hour

Movement		v/c	LOS	Delay (s)	95th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave						
NBL	**AM**	0.02	A	7.8	0.4	10
	PM	0.02	A	7.8	0.1	
NBTR	**AM**	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	**AM**	0.01	A	7.6	0.1	N/A
	PM	0.01	A	7.8	0.2	
EBLTR	**AM**	0.07	B	13	3.8	N/A
	PM	0.18	C	20	12	
WBLTR	**AM**	0.06	B	13	2.1	N/A
	PM	0.12	C	19	5	
(2) Hoylake Rd / Memorial Ave						
NBLTR	**AM**	0.00	A	7.6	0	N/A
	PM	0.00	A	7.8	0.1	
SBLTR	**AM**	0.01	A	7.6	0	N/A
	PM	0.03	A	7.9	0.1	
EBLTR	**AM**	0.01	B	12	0.1	N/A
	PM	0.01	C	16	0.	
WBLTR	**AM**	0.06	B	12	0.3	N/A
	PM	0.013	C	17	0.7	

3.6.5 Post-Development Traffic Operations - 2037

Intersection analysis results for the 2037 post-development conditions are summarized in **Table 9**. In the 2037 horizon year the two study intersections do not see significant changes with the addition of the development traffic, with all measures of effectiveness remaining within acceptable thresholds.

At the intersection of Crescent Road / Memorial Avenue, the eastbound movement will be operating at LOS D (delay: 26 seconds) with less than one second of additional delay compared with 2037 background conditions in the PM peak hour and all other movements continue to operate at the same levels of service. At Hoylake Road / Memorial Avenue, all movements will continue to operate at LOS C or better (delays from side streets: 15 - 16 seconds). The v/c ratios for all movements are acceptable and no queuing issues were found at all existing lanes for both intersections. Therefore, no mitigation measures would be required for the two study intersections in the long term with the development.

Table 9 – 2037 Horizon Year Post Development Conditions: AM / PM Peak Hour

Movement		v/c	LOS	Delay (s)	95th Percentile Queue (m)	Storage (m)
(1) Crescent Rd / Memorial Ave						
NBL	**AM**	0.02	A	7.9	0.5	10
	PM	0.02	A	7.9	0.5	
NBTR	**AM**	0.00	A	0	0	N/A
	PM	0.00	A	0	0	
SBLTR	**AM**	0.01	A	7.6	0.2	N/A
	PM	0.01	A	7.9	0.2	
EBLTR	**AM**	0.09	B	14	5.1	N/A
	PM	0.25	D	26	19	
WBLTR	**AM**	0.08	C	15	2.8	N/A
	PM	0.17	C	24	8	
(2) Hoylake Rd / Memorial Ave						
NBLTR	**AM**	0.00	A	7.7	0.1	N/A
	PM	0.00	A	7.9	0.1	
SBLTR	**AM**	0.00	A	0	0.1	N/A
	PM	0.01	A	8.0	0.5	
EBLTR	**AM**	0.02	B	13	0.7	N/A
	PM	0.01	C	18	0.7	
WBLTR	**AM**	0.07	B	13	2.5	N/A
	PM	0.15	C	19	6.5	

3.6.6 Site Access Traffic Operations – 2037 Post Development

Access to the proposed development site is a full movement access on Hoylake Road East. Intersection analysis results for the site access are summarized in **Table 10.** In the 2037 post development peak hours, the site access / Hoylake Road East intersection operates at LOS A, with delays of 8 seconds or less. No operational issues are anticipated at the site access in the long term.

Table 10 – Site Access / Hoylake Road: 2037 Post Development

Movement		v/c	LOS	Delay (s)	95th Percentile Queue (m)	Storage (m)
Hoylake Road East / Site Access						
SBLR	**AM**	0.01	A	8.4	0.3	N/A
	PM	0.02	A	8.4	0.5	
EBLT	**AM**	0.01	A	7.3	0.3	N/A
	PM	0.01	A	7.3	0.3	
WBTR	**AM**	0.00	A	0	0	N/A
	PM	0.00	A	0	0	

4.0 SIGHT DISTANCE ASSESSMENT

There are safety concerns for the intersection of Hoylake Road / Memorial Avenue. Sightlines are a key safety factor when a side street intersects a horizontal and vertical curve. Around the Hoylake Road intersection, Memorial Avenue has a horizontal curve with significant vertical grades (5 – 8% downgrade) from the intersection to the south. Also, Hoylake Road (side street) is positioned with skewed angles to Memorial Avenue and two side streets are slightly offset (approximately half the width of the road). There is a multi-use path with a raised buffer (landscaped) along the east side of Memorial Avenue.

A sightline assessment was performed to measure the available sight distances through the site visit (infield sight distances measured on August 26, 2025) plus aerial maps (2024 image) downloaded from the Town website.

4.1 Sight Distances

The TAC Geometric Design Guide for Canadian Roads (2017) identifies the intersection sight distance when turning left from a major road, stopping sight distance, and intersection sight distance for turning from a stop from a minor road. For a vehicle turning left out of an access (from a stop) the turning sight distance for a design speed of 50 km/h is 105m, looking left and right. For a vehicle turning right, the required turning sight distance is 95m, looking left. Also, the required intersection sight distance for turning from a stop from a major road into a minor road is 80m for a design speed of 50 km/h. The required stopping sight distance is 72m for a design speed of 50 km/h with a 6% downgrade (1.1 adjustment factor applied; 65m for approach grades with less than 3%).

4.2 Sightline Assessment at Hoylake Road East Location

At Hoylake Road East / Memorial Avenue intersection, a sightline assessment was performed based on the measured sight distances. Intersection sight distance (ISD) was measured both from the stop bar and from 2.5m back from the edge of pavement on Memorial Avenue. The 2.5m setback location is approximately 4-5m closer to the Memorial Road than the stop bar, providing better sightlines for turning vehicles. Infield it was observed that most drivers turning onto Memorial Avenue from Hoylake Road East stopped at approximately 2.5m back from the edge of pavement, obstructing the trail crossing. **Table 12** provides TAC's required minimum ISD for the 50 km/h speed limit and measured sight distances at the location.

Table 11 – Intersection Sight Distances at Hoylake Road East Exit

Turn Type	Direction	Required ISD	Measured ISD
Left	Looking Left	105m	**73 – 77m** (ISD **Not** Met) *
	Looking Right	105m	120m+ (ISD Met)
Right	Looking Left	95m	**73 – 77m** (ISD **Not** Met) *
Through Traffic	Northbound	72m (Stopping SD)	75m (Stopping SD Met)
	Southbound	65m (Stopping SD)	120m+ (Stopping SD Met)

* Sight distances vary by observed locations.

Figure 15 – Sightlines at Hoylake Road East Location

The measured sight distance looking to the right (north) exceeds the requirement (95m/105m). However, there is a sag vertical curve on Memorial Avenue when looking towards the north (towards Crescent Road), which creates a potential short hidden section. The landscape along the multi-use path should be maintained with low profiles (maximum 0.6m height or less) to provide better sightlines (See **Figure 15** Right). The measured sight distance looking to the left (south) is limited with 73-77m looking through/over the metal fence (See **Figure 15** Left), which is much lower than the sight distance for a turning vehicle to not impact a vehicle on Memorial Avenue to have to reduce their speed by more than 70%. For the through traffic on Memorial Avenue, the measured sight distance for the northbound traffic is 75m which satisfies TAC's recommended minimum stopping sight distance (72m on 6% downhill) for 50 km/h. The sight distance travelling southbound is greater than 120m and exceeds the minimum stopping sight distance.

Due to the existing safety concerns with limited sight distance at Memorial Avenue and Hoylake Road E for both vehicular traffic and users of the multi-use pathway, restrictions are necessary to avoid conflicts. Fully closing the east leg of Hoylake Road E at Memorial Avenue would eliminate any safety concerns with respect to the limited sight distances. Traffic (existing and development) will have to use Berwick Road North (major collector) and either Crescent Avenue E (major collector) or Village Way E (arterial) to access the site. Existing volumes entering/exiting Hoylake Road E at Memorial Avenue are less than 14 vehicles per hour which indicates that vehicles maybe avoiding these movements due to the challenging sight lines. The re-routed traffic will not impact the overall traffic operations of the area.

An alternative option would be to restrict this leg to a left in / right in only. This would allow traffic to access Hoylake Road E from Memorial Avenue but traffic from Hoylake Road E would have to use Berwick Road and Crescent Avenue or Village Way. This option reduces the amount of traffic that is re-routed.

4.3 Sightline Assessment at Hoylake Road West Location

On Hoylake Road West at Memorial Avenue the measured sightlines exceed the intersection turning sight distance and the stopping sight distance on Memorial Avenue. **Table 13** provides TAC's required minimum ISD for the 50 km/h speed limit and measured sight distances at the location. See **Figure 16** for sightlines to Memorial Avenue at Hoylake Road West.

Table 12 – Intersection Sight Distances at Hoylake Road West Exit

Turn Type	Direction	Required ISD	Measured ISD
Left	Looking Left	105m	120m+ (ISD Met)
	Looking Right	105m	110m+ (ISD Met)
Right	Looking Left	95m	120m+ (ISD Met)
Through Traffic	Northbound	72m (Stopping SD)	105m+ (Stopping SD Met)
	Southbound	65m (Stopping SD)	120m+ (Stopping SD Met)

Figure 16 – Sightlines at Hoylake Road West Location

4.4 Sightline Assessment for Left Turn from Memorial Avenue

Sight distances for left turns from Memorial Avenue onto Hoylake Road were reviewed. The measured sight distances are 85m for the southbound left turn vehicles on Memorial Avenue and 120m+ for the northbound left turn vehicles. Therefore, available sight distances exceeds the requirement of 80m for 50km/h corridors.

5.0 ACTIVE TRANSPORTATION

5.1 Pedestrian Facility

According to the Recreational Greenways Plan (OCP Map Schedule 2.8 Map) of Town of Qualicum Beach, Memorial Avenue and Crescent Road are designated as Greenway Street with sidewalk and bikeway. There is a multi-use pathway along the east side of Memorial Avenue to the north until the Crescent Road intersection. A new sidewalk connection from the multi-use path to the site should be provided to facilitate access for pedestrians. There are no sidewalks along Crescent Road and Hoylake Road; however, sidewalks should be provided on all frontages where there are gaps.

5.2 Cycling Facility

There is a multi-use pathway along the development frontage of Memorial Avenue, which is used by pedestrians and cyclists. Crescent Road is designated as Greenway Street with sidewalk and bikeway. It is expected that pedestrians/bike facilities along Crescent Road would be implemented in the long term. No cycling facility is required along Hoylake Road.

5.3 Transit Facility

The proposed development is located approximately 400m from an existing bus stop on Memorial Avenue at Veterans Way. The existing bus stop has a shelter with a bench. Route 9 (Intercity Line) provides services two times per hour on weekdays from Ravensong Exchange (Town Centre) to Woodgrove Exchange (Nanaimo) via Parksville. Route 99 (Deep Bay) provides services two times a day from Town Centre to Deep Bay via Bowser.

6.0 CONCLUSIONS

The addition of post development traffic has minimal impact on the study intersections on Memorial Avenue in the peak hours. The two study intersections will continue to operate at good levels of service and have no capacity issues in the long term. The proposed access onto Hoylake Road E has no operational issues. A connection from the site to multi-use pathway should be provided.

There are existing safety concerns at the intersection of Hoylake Road / Memorial Avenue. The offset nature of the intersection with the vertical and horizontal curve on Memorial Avenue and the addition of the multi-use pathway is causing challenges which adding traffic from the development will increase. For vehicles turning out of the west side of Hoylake Road there are no sight distance issues; however, on the east side the sight distances are limited to less than recommended distances for vehicles turning out. The less than recommended distances makes drivers hesitate or make turns that cause vehicles on Memorial Avenue to have to slow substantially. Since this is an existing issue that will be further impacted by development traffic it is recommended that the east leg of Hoylake Road / Memorial Avenue be, at a minimum restricted to left in/right in only. This would re-route traffic to Berwick Road, Crescent Road and/or Village Way which are all major collector or arterial roads.

7.0 RECOMMENDTIONS

The developer is recommended to provide:

- Sidewalks along the site frontages where there are gaps.
- Work with the Town to restrict Hoylake Road E at Memorial to left in/right in only.

Development Permit Area C6 – Memorial Avenue

Category:	F – Commercial / Multi-family
Area:	Development Permit Area No. C6, as shown on map 'Schedule No. 2.3', includes a commercial/residential property with heritage history, located on the corner of Memorial Avenue and Crescent Road East.
Justification:	This commercial/multi-family residential site is prominently located on Memorial Avenue, a major arterial road linking the waterfront and the uptown area.
Guidelines:	Development Permits issued for this site shall be in accordance with the following guidelines: 1. Designs shall recognize the importance of the site as a gateway to the uptown commercial area. In order to promote the charm of Qualicum Beach, buildings shall avoid massive building components in favour of smaller village-scale character and design. 2. Designs may experience difficulty in meeting the maximum height regulations throughout the site because of the sloping topography; therefore, height variances will be entertained, particularly if the portion of a building that is the subject of the variance assists in enhancing the village character and architectural interest of the building.

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 3360 – 900.09

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: December 10, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Housekeeping Bylaw**

GOVERNANCE DECISION

The following governance decision is requested from Council:

- Staff are asking Council to confirm that the Housekeeping Bylaw is in compliance with the Town's Official Community Plan (OCP). This decision will determine whether or not a Public Hearing will be held.

RECOMMENDATIONS:

1. THAT Council deems the Bylaw entitled, "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (Housekeeping) Bylaw No. 900.09" to be compliant with the Town of Qualicum Beach Official Community Plan.

PURPOSE

To determine if the Housekeeping Bylaw is in compliance with the Town's 2018 Official Community Plan (OCP). The Housekeeping Bylaw would correct two errors in the *Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024*. The Housekeeping Bylaw will be considered at a later meeting, once compliance has been determined by Council, and at that time Council will have the ability to give the Bylaw up to three readings at one time.

BACKGROUND

A Housekeeping Bylaw is undertaken periodically by staff when minor errors or minor issues have been identified. The two errors in the Housekeeping Bylaw are deemed to be time sensitive; a more comprehensive Housekeeping Bylaw is expected to be brought before Council in 2026 when staff have more capacity. Similarly to Zoning Amendment Bylaws, a Housekeeping Bylaw requires four readings by Council and Council is required to consider whether or not the Bylaw is compliant with the Town's Official Community Plan (OCP) prior to considering the Bylaw. If the Housekeeping Bylaw is considered to be compliant, then a Public Hearing is not permitted to be held; however, if the Housekeeping Bylaw is considered to be noncompliant with the OCP, then a Public Hearing is required. If the application is considered to be compliant with the OCP and no Public Hearing is permitted to be held, notice that a Public

Hearing will not be held is required to be published prior to first reading of the Bylaw. Council will receive the Bylaw at a future meeting. For reference, Council could choose to read a Bylaw multiple times in the same meeting, especially for a Housekeeping Bylaw.

172 Fern Road West
A Zoning Amendment application for the subject property was approved in 2021 to permit two fourplexes. In 2023 the Zoning Amendment was adopted and the property was rezoned from Residential 14 (R14) to R20 and a Development Permit was issued. During the drafting and adoption of the 2024 Town's Zoning Bylaw, *Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024*, as part of the Bill 44 legislation, *Housing Statues (Residential Development) Amendment Act,* the subject property was unintentionally rezoned to R2 through an update to Schedule 6A – Zoning Map. Since this was a mapping error, staff have included this change in the Housekeeping Bylaw.

Residential 1 (R1) and Residential 2 (R2) Zones
Staff are including a correction to the R1 and R2 zones that would remove the requirement for the 4.5m minimum aggregate total of the interior lot line setbacks to the principal building. This was a carryover from the R1 zone in the Town's previous Zoning Bylaw, *Land Use and Subdivision Bylaw, Bylaw No. 580, 1999*. It was not intended to be included in the R1 and R2 zones as it conflicts with the Province's 2024 Site Standards.

DISCUSSION
The Housekeeping Bylaw would change the zoning for 172 Fern Road West from R2 to R20 as per Council's decision making in 2021. Additionally, the minimum 4.5m aggregate total of the interior lot line setbacks to the principal building requirement in the R1 and R2 zones would be removed. Both of these corrections result from errors in the Town's current Zoning Bylaw that occurred when the Town updated the Zoning Bylaw in response to Bill 44.

- The property located at 172 Fern Road West, under the R2 zone, is permitted a maximum of four dwelling units, as opposed to eight dwelling units permitted in the R20 zone in 2023. The subject property was mistakenly downzoned in *Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024*.
- When staff revised the R1 and R2 zones as part of the Town's new Zoning Bylaw in 2024, the minimum aggregate total of the interior lot lines was carried over from the previous zone, which was unintended. This error has resulted in multiple variance requests and has required unnecessary additional staff and applicant time.

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

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

International.

INFORM:

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

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

The Town will be bringing forward a Housekeeping Amendment to correct the zoning map for 172 Fern Road West from R2 to R20 and to correct an error in the R1 and R2 zones. The subject property located at 172 Fern Road West was mistakenly rezoned during the Town's adoption of the Zoning Bylaw, *Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024*. As well, a carryover from the Town's previous Zoning Bylaw, specifying a minimum aggregate total of the interior lot lines from the principal building to be 4.5m in the R1 and R2 zones is proposed to be removed. Once staff have direction from Council regarding OCP compliance, the Housekeeping Bylaw will be brought before Council at a future meeting. In the opinion of staff, the Housekeeping Bylaw is aligned with the OCP, and as such, no readings can be made until the Town publishes notice that a Public Hearing will not be held.

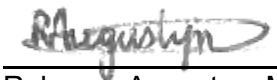
THIS SPACE LEFT INTENTIONALLY BLANK

ALTERNATIVE OPTIONS

1. THAT Council provides alternative direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

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