

**Page No.**

**(This meeting may be recorded)**

**1. ADOPTION OF THE AGENDA**

- 1-7        THAT Council adopts the June 18, 2025, regular Council meeting agenda.

**2. ADOPTION OF THE CONSENT AGENDA**

**Staff Recommendation:**

THAT the recommendations listed for items 2(a) to 2(f) in the June 18, 2025, Consent Agenda be adopted.

- 8-10        (a)    THAT the May 7, 2025, special Council meeting minutes be approved as presented.
- 11-17       (b)    THAT the May 14, 2025, regular Council meeting minutes be approved as presented.
- 18-19       (c)    THAT the May 21, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented.
- 20-21       (d)    THAT the May 21, 2025, Committee of the Whole meeting minutes be approved as presented.
- 22-23       (e)    THAT the June 6, 2025, special Council meeting minutes be approved as presented.
- 24           (f)    THAT the Correspondence Log, dated for reference June 9, 2025, be approved as presented.

**3. RECOGNITION**

**(a) Town Crier Recognition – Years of Service**

The Town of Qualicum Beach recognizes the dedicated 26 years of service for Len Mustard, with support from Marie Mustard, as Official Town Crier for Qualicum Beach.

**(b) MISA BC 2024 Spirit of Innovation Award**

The Town of Qualicum Beach was awarded the Spirit of Innovation Award for the Public Inquiry System at the Municipal Information Systems Association (MISA) BC Fall Conference of 2024.

**(c) GeoConnect 2025 – Award of Excellence**

The Town of Qualicum Beach was presented with the Award of Excellence for the Public Inquiry System, Development Tracker and Tree Removal Application at the GeoConnect Conference of 2025.

**4. BUSINESS ARISING FROM THE MINUTES**

**(a) Notice of Motion – Councillor Harrison - September 16, 2019**

WHEREAS Orca Place houses 52 individuals out of 118 applicants;

WHEREAS the ability to participate in the workforce is a vital component in helping some residents of Orca Place transition out of the facility;

WHEREAS municipalities are tasked with “fostering the economic, social, and environmental well-being of [their] community” under the *Community Charter* 2.7.d;

BE IT RESOLVED that the Town of Qualicum Beach states a willingness to discuss opportunities as an employer that will work with the relevant stakeholders should a program to support Orca Place residents re-entering the workforce come into being.

**Staff Comment:**

WHEREAS engaging in a workforce reintegration program for Orca Place Residents would require a significant investment of time, personnel, and funding.

AND WHEREAS current Human Resource capacity is fully committed to existing projects and services.

AND WHEREAS successful implementation of a workforce reintegration program would require the development of dedicated training, supervision, and support systems tailored to this specific Program that do not currently exist and would require additional investment, planning, and expertise.

AND WHEREAS there are WorkSafeBC and occupational health and safety considerations, including the need for appropriate workplace accommodations, risk assessments, and compliance with applicable legislation, and proceeding without these safeguards in place could present operational and liability risks for the Town.

AND WHEREAS, the initiative depends on formal partnerships with external stakeholders, which have not yet been established.

BE IT RESOLVED, THAT the Town not proceed with the proposed Orca Place workforce reintegration program.

**(b) The Old School House – Interim Funding Request (July to December 2025)**

The Old School House requested \$29,000 in interim operating funding for the period of July to December 2025 or until such time Council responds to the Fee-For-Service request during the Fall 2025 Strategic Planning process.

**Staff Recommendation:**

THAT Council refer the request for mid-year funding for The Old School House to the Fall 2025 Strategic Planning process.

**(c) Qualicum Beach Lawn Bowling Club – Funding Request**

Qualicum Beach Lawn Bowling Club requested 2025 funding for the projects of roof replacement and the installation of a solar system.

**Staff Recommendation:**

THAT Council refer the request for mid-year funding for Qualicum Beach Lawn Bowling Club to the Fall 2025 Strategic Planning process.

(d) **Noise Control Bylaw Review**

J. Wilson, delegation from January 22, 2025, Regular Council meeting, requested amendments to the Noise Control Bylaw to address yard works or establishing a Good Neighbour Bylaw.

**Staff Comment:**

Council has approved the Strategic Initiative titled “Encourage Residents to Transition to Fossil Free Power Equipment” for 2027. This initiative aims to encourage residents to transition away from use of fossil fuelled outdoor equipment use through a combination of incentives, education, and regulations. As electric power tools would likely address the noise and nuisance concerns expressed by the delegation, staff recommend deferring action until that time.

**5. DELEGATIONS**

(a) **Qualicum Beach Streamkeepers – 30<sup>th</sup> Anniversary**

D. James (President), G. Almond (Vice President) and P. Jacobson (Board Member), Qualicum Beach Streamkeepers, in attendance to make a presentation on the history of Qualicum Beach Streamkeepers and present opportunities for collaboration with the Town of Qualicum Beach.

25-34

(b) **Mount Arrowsmith Biosphere Region – Grant Funding Request**

R. Woroniak, Mount Arrowsmith Biosphere Region, in attendance to make a presentation on a request for grant funding.

(c) **G. Lamson – AVICC Resolution – Railway in Qualicum Beach**

G. Lamson, Qualicum Beach Resident, in attendance to propose the decommissioning of the railway and conversion to a trail.

**6. CORRESPONDENCE**

35

(a) **J. Eisler, Ravensong Pool Referendum**

Councillor Skipsey requested correspondence be included on the agenda.

36-40

(b) **Mount Arrowsmith Biosphere Region Research Institute – Brant Wildlife Festival**

2025 Summary Report dated May 21, 2025, submitted for the Brant Wildlife Festival.

**7. BYLAWS**

41

(a) **Adoption of “Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No. 901.01, 2025”**

**Staff Recommendation:**

1. THAT the Bylaw entitled “Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.01, 2025” be adopted.

- 42-43 (b) **Third Reading of “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025”**

**Staff Recommendation:**

1. THAT third reading of “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025” be rescinded.
2. THAT the Bylaw entitled “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025” be read a third time, as amended, by revising the Bylaw number.

**8. COMMITTEE & LIAISON REPORTS**

- (a) **General Government** (Mayor Teunis Westbroek)
- 44 (i) Report from Mayor Westbroek
- (b) **Public Safety** (Councillor Scott Harrison)
- (c) **Parks & Recreation** (Councillor Anne Skipsey)
- 45 (i) Report from Councillor Skipsey
- 46-48 (ii) Pickleball Courts Fundraising Campaign Update
- (d) **Community Development** (Councillor Petronella Vander Valk)
- 49 (i) Report from Councillor Vander Valk
- (e) **Arts & Culture** (Councillor Jean Young)
- 50-52 (i) Report from Councillor Young

**9. STAFF REPORTS**

- (1) **Corporate Services**
- 53-55 (a) **Announcement of Closed Council Meeting Motions**
- The attached motions previously passed by Council during a Closed meeting, are released to the public, pursuant to Section 117 of the *Community Charter*.
- (b) **2025 Special Events Approvals**
- Staff Recommendation:**
- THAT Council authorizes the closure of Veterans Way on July 1, 2025, from 6:00 am to 11:59 pm to facilitate the Canada Day Celebration festivities, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insurance and litter control;
- AND FURTHER THAT the Town provide support in the form of provision of barricades, garbage cans, water and electrical access for the duration of the event.

56-59 (c) **Bill 15 Infrastructure Projects Act | Informational Update to Council**

60-121 (d) **Comprehensive Policy Review | Policies to Transition [Council to Administration]**

**Staff Recommendation:**

THAT Council supports transitioning the Policies listed in Schedule 'I' attached to the June 18, 2025, staff report from Council to Administration.

122-126 (e) **Comprehensive Policy Review | Policies to Rescind [2]**

**Staff Recommendation:**

THAT Council rescinds the Policies listed in Schedule 'I' attached to the June 18, 2025, staff report to Council.

(2) **Finance - Nil**

(3) **Planning & Community Development**

127-130 (a) **Ways to Achieve Attainable Market Housing (WAAM Housing) Plan – Request for Contract Award**

**Staff Recommendation:**

THAT Council authorizes staff to award the contract for the initiative titled “Ways to Achieve Attainable Market Housing Plan” to MODUS Planning Design & Engagement Inc. in the amount of \$54,663, as detailed in the June 18, 2025, Planning report to Council.

131-204 (b) **Zoning Amendment and Development Permit: 324 Chester Road**

**Staff Recommendation:**

1. THAT the Bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (324 Chester Road) Bylaw No. 900.03, 2025” be introduced and read a first time.
2. THAT the Bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (324 Chester Road) Bylaw No. 900.03, 2025” be read a second time.

205-244 (c) **Zoning Amendment & Development Permit | 201, 207, 211 First Avenue West**

**Staff Recommendation:**

1. THAT Council deems the residential Zoning Amendment application to permit a mixed-use development for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan.

2. THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission for comment on the following:
  - a) Whether the proposal fits the “Village Character as noted in the policy for the “Transitional Commercial Residential Area”: “The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.”.
  - b) Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: “Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.”
  - c) Building height, particularly in the northeast corner of the proposal.

245-269

(d) **Development Variance Permit & Development Permit | 532 Memorial Avenue**

**Staff Recommendation:**

1. THAT the Development Variance Permit and Development Permit application for 532 Memorial Avenue be referred to the Advisory Planning Commission for comment on the following:
  - a. Development Permit Area C6 – Memorial Avenue Guidelines, specifically Policy #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.*”
  - b. Design, location and inclusion of the rooftop amenity space.
  - c. Building Height.

(4) **Operations**

(a) **Capital Projects Update - Presentation**

Oliver Watson, Capital Projects Manager, presented a capital projects update to Council.

270-272

(b) **Hemlock Street and Illiqua Road Watermain Replacement – Request for Contract Award**

**Staff Recommendation:**

THAT Council awards the Hemlock Street and Illiqua Road Watermain Replacement Project to *In The Dirt Contracting* in the amount of \$495,520 excluding GST.

273-275                      (c)    **Fern Road at Primrose Street Intersection Improvements – Request for Contract Award**

**Staff Recommendation:**

THAT Council awards the project titled Fern Road at Primrose Street Intersection Improvements to Echelon Creative Inc. in the amount of \$79,980 excluding GST.

**10.       MOTION TO CLOSE**

THAT the Regular meeting of Council be closed to the public, pursuant to section 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 (June 20, 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](mailto:communications@qualicumbeach.com)

**DRAFT - Minutes of the 10:00 am Wednesday, May 7, 2025, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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**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  
Luke Sales, Director of Planning and Community Development  
Raj Hayre, Director of Finance  
Nathan Cernusca, Corporate Services Coordinator  
Oliver Watson, Capital Projects 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 May 7, 2025, Special Council meeting agenda.

**CARRIED UNANIMOUSLY**

**BYLAWS**

- (1) **Adoption of “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025”**  
Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the “Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025” be adopted.  
**CARRIED UNANIMOUSLY | Resolution No. 25-100**

**STAFF REPORTS**

- (1) **Corporate Administration**  
(a) **2025 Special Events Applications**  
(i) **Family Day Road Closure**  
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes the Town of Qualicum Beach to hold the annual Family Day celebration on Sunday, May 25, 2025, including street closures required for the parade that will marshal along Harlech Road, proceed along Harlech Road and First Avenue West, up Primrose Street to Second Avenue, along Second Avenue West to Jones Street, ending at the Main entrance of the Civic Centre, and subject to emergency service notification, traffic control, insurance, washrooms and litter control; AND FURTHER THAT Council authorizes Town staff expenditure and payment of related invoices (materials, activities, performers) not to exceed a total of \$10,000.  
**CARRIED UNANIMOUSLY | Resolution No. 25-101**
- (ii) **Quality Foods Festival of Lights 2025**  
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council grants permission to Quality Foods (QF) to hold a special Festival of Lights Fireworks show from a barge on the water in front of the Qualicum Beach Visitor Centre on Saturday, May 24, 2025, starting at dusk; AND FURTHER THAT the applicant arrange, and be responsible for, traffic control through contracted services; AND FURTHER THAT the Town provide barricades, extra garbage cans, and in-kind services of staff on site, subject to the applicant working with staff to ensure Town

requirements are met, including emergency services notification, insurance, and special event notifications, and to finalize:

- Special Event Sign permit(s);
- Noise Control permit; and
- Special Permit for Exploding Fireworks.

AND FURTHER THAT Quality Foods be notified in writing that this will be the final approval from Council for this event with exploding fireworks; AND FURTHER THAT future consideration of Council supporting the event will be contingent on an alternative display method being utilized (eg. Drone display, etc.).

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT Council amends the motion on the floor by striking: "display method being utilized (eg. Drone display, etc.)" and inserting: "participation".

**CARRIED**

Opposed: Councillor Harrison

**MAIN MOTION AS AMENDED:**

THAT Council grants permission to Quality Foods (QF) to hold a special Festival of Lights Fireworks show from a barge on the water in front of the Qualicum Beach Visitor Centre on Saturday, May 24, 2025, starting at dusk; AND FURTHER THAT the applicant arrange, and be responsible for, traffic control through contracted services; AND FURTHER THAT the Town provide barricades, extra garbage cans, and in-kind services of staff on site, subject to the applicant working with staff to ensure Town requirements are met, including emergency services notification, insurance, and special event notifications, and to finalize:

- Special Event Sign permit(s);
- Noise Control permit; and
- Special Permit for Exploding Fireworks.

AND FURTHER THAT Quality Foods be notified in writing that this will be the final approval from Council for this event with exploding fireworks; AND FURTHER THAT future consideration of Council supporting the event will be contingent on an alternative participation structure.

**CARRIED | Resolution No. 25-102**

Opposed: Councillor Harrison, Councillor Vander Valk

(iii) **Endorsement of Bench located at the corner of Memorial and Sunningdale**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council authorize staff to add a bench to the Town's bench inventory, with Policy amendment as required, for installation at the corner of Memorial Avenue and Sunningdale Road East for sponsorship by the public; AND FURTHER THAT the new bench location be offered for sponsorship to Berwick Qualicum Beach, under Town of Qualicum Beach Dedication of Amenities Policy Number 4002-11.

**CARRIED UNANIMOUSLY | Resolution No. 25-103**

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

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC:** 10:24 am

**MEETING REOPENED TO THE PUBLIC:** 12:19 pm

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 12:19 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

**DRAFT - Minutes of the 10:00 am Wednesday, May 14, 2025, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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**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  
Luke Sales, Director of Planning and Community Development  
Raj Hayre, Director of Finance  
Oliver Watson, Manager of Capital Projects  
Chris Stanger, Manager of Operations  
Reno Sun, Manager of IT and GIS  
Danielle Leurebourg, Deputy Director of Corporate Services  
Nathan Cernusca, Corporate Services Coordinator

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

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the May 14, 2025, Regular Council meeting agenda, as amended, with item under 9(1)(b) deferred to a future Council meeting and removed from the agenda, and the addition of a Notice of Motion from Councillor Vander Valk under Business Arising from the Minutes.

**CARRIED UNANIMOUSLY**

**START OF THE CONSENT AGENDA**

Council adopted, by unanimous consent, the recommendations listed for items 2(a) to 2(b) in the May 14, 2025, Consent Agenda.

- (a) THAT the April 16, 2025, regular Council meeting minutes be approved as presented.
- (b) THAT the Correspondence Log, dated for reference May 5, 2025, be approved as presented.

**CARRIED UNANIMOUSLY | Resolution No. 25-104**

**END OF CONSENT AGENDA**

**RECOGNITION**

**(1) Town of Qualicum Beach Award – BC & Yukon Tap Water Taste Test**

The Town of Qualicum Beach was awarded the “Best of the Best” BC & Yukon Tap Water Taste Test during the 2025 British Columbia Water and Wastewater Annual Conference & Trade Show.

**BUSINESS ARISING FROM THE MINUTES**

**(1) Notice of Motion – Councillor Vander Valk**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council requests that the Advisory Planning Commission (APC) provide comment on the following items in relation to the zoning amendment application for 324 Chester Road:

1. The pickle ball court, picnic area and play area included in the proposed development application in consideration of proximity of the ravine and noise concerns.
2. The size of the roof and associated height.
3. The proposed buildings in relationship to the neighbouring house, both in elevation and in plan.

4. A heat pump, if included, in the rear of the development in relation to potential noise impacts for the neighbors.

**CARRIED UNANIMOUSLY | Resolution No. 25-105**

## **DELEGATIONS**

- (1) **The Old School House – Mid-Year Funding**, M. Oak, Secretary, I. Hester, Executive Director, P. Terry, Director, J. Poyser, Vice-President, and E. Parsons, President and Co-Chair, The Old School House, attended and gave a presentation and requested mid-year funding.
- (2) **KPMG LLP – 2024 Audited Financial Statements**, M. Roque, CPA, CA Partner, KPMG LLP, attended electronically and presented the Town of Qualicum Beach 2024 audited financial statements.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the 2024 audited financial statements for the Town of Qualicum Beach from KPMG LLP be approved.

**CARRIED UNANIMOUSLY | Resolution No. 25-106**

## **CORRESPONDENCE**

- (a) **Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025 | Bylaw Consent**  
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of “Regional District of Nanaimo Northern Community Sewer Local Service Amendment Bylaw No. 889.82, 2025”; AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.  
**CARRIED UNANIMOUSLY | Resolution No. 25-107**

## **BYLAWS**

- (a) **Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025**  
Councillor Vander Valk MOVED and Councillor Skipsey, THAT the “Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025” be adopted.  
**CARRIED UNANIMOUSLY | Resolution No. 25-108**
- (b) **Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No. 901.1, 2025**  
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED
  1. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be introduced and read a first time;
  2. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a second time.
  3. THAT the Bylaw entitled Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.1, 2025 be read a third time.**CARRIED UNANIMOUSLY | Resolution No. 25-109**

(c) **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 introduced and read a first time.

**CARRIED | Resolution No. 25-110**

Opposed: Councillor Harrison

**COMMITTEE & LIAISON REPORTS**

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

Mayor Westbroek commented on his written report included in the agenda.

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT a letter of congratulations be sent to MP Gord Johns for his re-election and to invite him to attend a future Council meeting.

**CARRIED UNANIMOUSLY | Resolution No. 25-111**

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

Councillor Harrison commented on his portfolio activities.

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

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

(b) **Recommendation from the May 1, 2025 Heritage Forest Commission Meeting**

THAT the Heritage Forest Commission recommends to Council THAT a Registered Professional Biologist be retained to assess two locations on Memorial Golf Course, the soil slump and the grass clipping pile both located along the 4th fairway, for potential impacts to the fish bearing Beach Creek downstream of the Heritage Forest, in consultation with the Memorial Golf Course General Manager and Town staff; AND FURTHER, THAT the expense of a Registered Professional Biologist to assess these two locations at Memorial Golf Course be accommodated within the Town's 2025 operating budget.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT a Registered Professional Biologist be retained to assess two locations on Memorial Golf Course, the soil slump and the grass clipping pile both located along the 4th fairway, for potential impacts to the fish bearing Beach Creek downstream of the Heritage Forest, in consultation with the Memorial Golf Course General Manager and Town staff; AND FURTHER, THAT the expense of a Registered Professional Biologist to assess these two locations at Memorial Golf Course be accommodated within the Town's 2025 operating budget.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the main motion be amended by striking "operating budget" and replacing it with "Strategic Initiatives Reserve".

**CARRIED UNANIMOUSLY**

**MAIN MOTION AS AMENDED:**

THAT a Registered Professional Biologist be retained to assess two locations on Memorial Golf Course, the soil slump and the grass clipping pile both located along the 4th fairway, for potential impacts to the fish bearing Beach Creek downstream of the Heritage Forest, in consultation with the Memorial Golf Course General Manager and Town staff; AND FURTHER, THAT the expense of a Registered Professional Biologist to assess these two

locations at Memorial Golf Course be accommodated within the Town's 2025 Strategic Initiatives Reserve.

**CARRIED UNANIMOUSLY | Resolution No. 25-112**

(c) **Recommendation from the May 1, 2025 Heritage Forest Commission Meeting**

THAT the Heritage Forest Commission recommends to Council THAT prior to Council making a recommendation on trail surface materials in the Heritage Forest, that moisture monitoring take place by the Brown Property Preservation Society on the wood chip trails in the Heritage Forest during the summer months in 2025; AND FURTHER THAT Council request the BPPS provide the result of the moisture monitoring to Council and staff for consideration.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT prior to Council making a recommendation on trail surface materials in the Heritage Forest, that moisture monitoring take place by the Brown Property Preservation Society on the wood chip trails in the Heritage Forest during the summer months in 2025; AND FURTHER THAT Council request the BPPS provide the result of the moisture monitoring to Council and staff for consideration.

**CARRIED UNANIMOUSLY | Resolution No. 25-113**

(d) **Recommendation from the May 1, 2025 Heritage Forest Commission Meeting**

THAT the Heritage Forest Commission recommends to Council THAT chipping with Brown Property Preservation Society volunteers be scheduled for Friday, November 28, 2025 from 9am-12pm.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT chipping with Brown Property Preservation Society volunteers be scheduled for Friday, November 28, 2025 from 9am-12pm.

**CARRIED UNANIMOUSLY | Resolution No. 25-114**

(e) **Recommendation from the May 2, 2025 Select Committee on Environment and Sustainability**

THAT the Select Committee on Environment and Sustainability recommends to Council THAT the following items be considered for allocation in the 2026 Strategic Planning and 2026 Budget, in order to implement the optimized scenario for fleet rightsizing and electrification, as recommended in the Fleet Greening/Modernization Strategy:

- Fleet Rightsizing. Conduct service level review to promote operational synergies that can reduce GHG emissions to align with the goals and targets in the Sustainability Plan.
- Capital Expenditures for Fleet Modernization- Allocate budget for fleet modernization including capital investments to replace end of life and replace pick-up trucks and vans with EVs to reduce emissions, lower maintenance costs, and avoid unnecessary replacements.
- Phase in Fleet Electrification. Consider more ambitious EV purchase timeline for medium and heavy-duty vehicles to respond to the urgency of climate change.
- Adopt Multi-Purpose Vehicles. Invest in versatile equipment (eg, Trackless, Multihog) to reduce fleet size while maintaining service levels.

- Invest in EV and Solar Infrastructure. Implement phased EV and solar power charging infrastructure for fleet at Town facilities in accordance with the recommendations of the Plan.
- Implement Fleet Data Management. Invest in improved fleet data tracking for emissions reporting, and operational efficiency;

AND FURTHER THAT a monetary cost of CO2 be included in business case analysis for future fleet purchases.

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the recommendations from the Select Committee on Environment and Sustainability be considered during the 2026 Strategic Planning process.

**CARRIED | Resolution No. 25-115**

Opposed: Councillor Harrison

(f) **Notice of Motion – Councillor Skipsey**

THAT as part of the Tree Protection Bylaw review, the Town of Qualicum Beach Urban Forest Canopy Report by Diamond Head dated November 2024 and the Urban Tree Canopy Assessment Report by Geomate dated June 2024 be referred to the Environment and Sustainability Committee for recommendations on how these canopy assessments should be used by the Town in future Policy reviews.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Notice of Motion be deferred to a future Council meeting:

THAT as part of the Tree Protection Bylaw review, the Town of Qualicum Beach Urban Forest Canopy Report by Diamond Head dated November 2024 and the Urban Tree Canopy Assessment Report by Geomate dated June 2024 be referred to the Environment and Sustainability Committee for recommendations on how these canopy assessments should be used by the Town in future Policy reviews.

**CARRIED UNANIMOUSLY | Resolution No. 25-116**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT a letter of congratulations be sent to Mark Watson for his 35 years of commitment and service to the Qualicum Beach Volunteer Fire Department.

**CARRIED UNANIMOUSLY | Resolution No. 25-117**

- (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.

**STAFF REPORTS**

(1) **Corporate Administration**

(a) **Special Events Sponsorship Policy No. 3000-24**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council approves the Town of Qualicum Beach Special Events Sponsorship Policy No. 3000-24, as amended;

- That Council strike "first come, first serve" from policy 3
- That the responsibilities section reflect a similar process as the subsidized rental process, where applications are prepared by Corporate Services and approved by

Council; and

- that “registered non-profit society” be added to Policy 1.

AND FURTHER THAT Council approve a temporary extension of the Special Events Sponsorship application for the 2025 intake with a deadline to July 31, 2025.

**CARRIED UNANIMOUSLY | Resolution No. 25-118**

(2) **Planning & Community Development**

(a) **Green House Gas Emissions Reduction Pathways Study – Request for Contract Award**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council awards the Green House Gas (GHG) Emissions Reduction Pathways Study to McCuaig & Associates Engineering Ltd. in the amount of \$111,202.

**CARRIED UNANIMOUSLY | Resolution No. 25-119**

(b) **Development Permit: 796 Canyon Crescent Road**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to issue a Development Permit for 796 Canyon Crescent Road, as detailed in the May 14, 2025, Planning memo to Council.

**CARRIED UNANIMOUSLY | Resolution No. 25-120**

(c) **Development Permit: 127 & 131 Fern Road East**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to refer the Development Permit application for 127 & 131 Fern Road East to the Advisory Planning Commission for comment on: C2: Light Industrial Development Permit Area Guidelines, specifically Policy #4.

**CARRIED UNANIMOUSLY | Resolution No. 25-121**

(d) **Development Variance Permit: 119 Fern Road E**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to issue a Development Variance Permit for 119 Fern Road East, as described in the May 14, 2025 Planning report to Council.

**CARRIED UNANIMOUSLY | Resolution No. 25-122**

(3) **Operations**

(a) **Green Public Works Fuel System Replacement RFP Award**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council awards the Public Works Fuel System Replacement Project to Evolve Energy Construction in the amount of \$205,436 excluding GST.

**CARRIED UNANIMOUSLY | Resolution No. 25-123**

**REVIEW OF COMMENTS FROM THE PUBLIC**

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (May 16, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- M. Diamond, Comments regarding The Old School House Delegation.

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 12:05 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

DRAFT

**DRAFT - Minutes of the 10:00 am Wednesday, May 21, 2025, Town of Qualicum Beach Town Hall Committee of the Whole Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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

ABSENT: Councillor Scott Harrison

ALSO PRESENT: Staff: Lou Varela, CAO  
Heather Svensen, Director of Corporate Services | Deputy CAO  
Luke Sales, Director of Planning and Community Development  
Raj Hayre, Director of Finance  
Danielle Leurebourg, Deputy Director of Corporate Services  
Nathan Cernusca, Corporate Services Coordinator

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

**ADOPTION OF THE AGENDA**

The Committee adopted, by unanimous consent, the May 21, 2025 Town Hall Committee of the Whole Meeting agenda.

**CARRIED UNANIMOUSLY**

**TOWN HALL**

- John Wood provided comment on the following:
  - Low public attendance at Town Hall meetings;
  - Tree Protection Bylaw Review schedule;
    - Staff indicated funding is allocated for review to be conducted in Q3 or Q4 of 2025. Council stated a review will be undertaken within one year of the bylaw passing.
  - Concerns of wildfire protection on private properties and how to manage trees;
  - Qualicum Commons updates for the public;
  - Status of Memorial Avenue Rail Crossing resolution submitted to AVICC; and
  - Eaglecrest Golf Course – recreational zoning.
- Councillor Anne Skipsey provided comment on the following:
  - Tree canopies to be assessed as part of a wildfire resiliency plan for overall coverage versus property to property.
- Pat Jacobson provided comment on the following:
  - Urban Forest Master Plan to contemplate future tree planting and requirement for further public discussion;
  - Tree Bylaw Review timeline; and
  - Target recommendations from tree canopy reports.
- Tim Pritchard provided comment on the following:
  - Update on status of the Public Square and bus garage site.
  - Development Cost Charges Bylaw and negative effects on incentivizing development concurrent with emerging externalities

**ADJOURNMENT**

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the Committee of the Whole adjourns the May 21, 2025, Town Hall Committee of the Whole meeting.

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 10:27 am

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

DRAFT

**DRAFT - Minutes of the 12:00 pm Wednesday, May 21, 2025, Town of Qualicum Beach  
Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose Street,  
Qualicum Beach, BC**

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

**ALSO PRESENT:** Staff: Lou Varella, Chief Administrative Officer (CAO)  
Heather Svensen, Director of Corporate Services  
Luke Sales, Director of Planning & Community Development  
Bailey Walsh, Planner  
Raj Hayre, Director of Finance  
Danielle Leurebourg, Deputy Director of Corporate Services  
Nathan Cernusca, Corporate Services Coordinator

The Mayor called the Committee of the Whole meeting to order at 12:00 pm and acknowledged the meeting was being held on the traditional territory of the Coast Salish people and particularly the Qualicum First Nation.

Councillor Harrison joined the meeting at 12:02 pm

**ADOPTION OF THE AGENDA**

The Committee adopted, by unanimous consent, the May 21, 2025, Committee of the Whole meeting agenda as presented.

**PLANNING & COMMUNITY DEVELOPMENT**

**Town of Qualicum Beach Quality of Life Survey Results** – Presentation from Simon Webb, Deloitte.

**PUBLIC INPUT OPPORTUNITY**

- Jan Taggart provided comment on the following:
  - Survey to include arts and culture activities in the Town; and
  - Experiences from Star Cinema in Sidney.
- Tim Pritchard provided comment on the following:
  - Generality of data presented versus specific population data of Qualicum Beach;
  - Concerns of long and confusing telephone survey; and
  - Parks Maintenance programs for invasive species control.
- Marie Noel provided comment on the following:
  - Suggestion to add an additional option to the survey for 'Not Applicable'.
- Staff provided comment on the following:
  - Wrap up meeting scheduled for June to provide a summary of community consultation feedback and the 2025 Quality of Life Study Final Report; and
  - Updates to the Official Community Plan to be provided over the summer.

**ADJOURNMENT**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Committee of the Whole adjourns the May 21, 2025, Committee of the Whole meeting.

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 12:59 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

DRAFT

**DRAFT - Minutes of the 9:00 am Friday, June 6, 2025, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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

ABSENT: Councillor Scott Harrison

ALSO PRESENT: Staff: Lou Varela, CAO  
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  
Danielle Leurebourg, Deputy Director of Corporate Services  
Reno Sun, Manager of IT and GIS

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 June 6, 2025, Special Council meeting agenda.

**CARRIED UNANIMOUSLY**

**BYLAWS**

- (a) **First, Second & Third Readings | “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025”**

Councillor Vander Valk MOVED and Councillor Young SECONDED

1. THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025 be introduced and read a first time.
2. THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025 be read a second time.
3. THAT the Bylaw entitled Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2025 be read a third time.

**CARRIED UNANIMOUSLY | Resolution No. 25-124**

**COMMITTEE & LIAISON REPORTS**

- (1) **Community Development** (Councillor Petronella Vander Valk)

- (i) **Notice of Motion – Councillor Vander Valk**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council instructs staff to contract the use of one additional porta potty, for a total of two, for placement at Saahtlam Park for Saturday June 28 and Saturday, July 12 (if required) for use during the outdoor concert events, prior to completion of the permanent washroom at the Park; AND FURTHER THAT the expense of an additional porta potty for both Saturday, June 28 and Saturday, July 12 in the amount of \$370 be funded from the special events operational budget.

**CARRIED UNANIMOUSLY | Resolution No. 25-125**

**MOTION TO CLOSE**

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

the purpose of considering:

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

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC:** 9:03 am

**MEETING REOPENED TO THE PUBLIC:** 10:29 am

**ADJOURNMENT**

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT Council adjourns the meeting.

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 10:29 am

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

THE TOWN OF  
QUALICUM BEACH



**COUNCIL CORRESPONDENCE LOG**

**June 9, 2025 (for June 18, 2025 Council Agenda)**

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

DATE REC'D	TOPIC	ACTION	ITEM #
May 09	SOS-Thank you, Volunteer Appreciation Lunch	Rec'd for information	723
May 11	OCP Housing Review	Rec'd for information	724
May 12	Hoylake Rd West Trail - Preservation Of Natural Space	Rec'd for information	725
May 12	OCP Amendment Application Referral – 943 Lee Road West and 1236 Island Highway West	Rec'd for information	752
May 14	Fireworks - Negative Impacts On Environment And Animals	Rec'd for information	726
May 15	Hoylake Rd W Trail - Preservation Of Natural Space	Rec'd for information	727
May 15	Appreciation for Airport Clients Cooperation - Further Suggested Improvements	Referred to staff	728
May 16	Mindfulness in May-Thank you	Rec'd for information	729
May 19	Submission to the Qualicum Beach OCP Consultations	Rec'd for information	730
May 20	2025 Assessment And Property Taxes	Rec'd for information	732
May 23	Correspondence from the North Coast Regional District Re: Letter to BCUC - PNG Reset	Rec'd for information	734
May 24	Airport	Referred to staff	735
May 25	New website feedback	Referred to staff	737
May 26	Fireworks	Rec'd for information	739
May 26	Ravensong Pool	Rec'd for information	740
May 29	Seacrest Place safety concern to Council.	Rec'd for information	743
May 29	Response to (Media Release - Quality of Life Survey Reports High Satisfaction	Rec'd for information	744
May 30	Excessive Airplane Noise Over Residential Homes	Referred to staff	741
May 30	Tree Replacement (Park Ridge Pl)	Rec'd for information	742
Jun 03	Proposed Zoning Amendment – 324 Chester Road	Rec'd for information	745
Jun 04	Safety Concern Memorial and Fern Road	Rec'd for information	749
Jun 04	Proposed Zoning Amendment R1 to R2 - 324 Chester Road	Rec'd for information	747
Jun 04	Concerns re: Zoning Amendment for 324 Chester Road	Rec'd for information	746
Jun 05	Proposal to Extend Skatepark Lighting Hours to Align with Park Closure Time	Referred to staff	748
Jun 06	Comment re: AVICC Resolution and Future of Railway in Qualicum Beach	Rec'd for information	751



# MOUNT ARROWSMITH BIOSPHERE REGION

*Connecting People with Nature and Community*



## 2025 Sponsorship Package



As a UNESCO-designated biosphere region, the Mount Arrowsmith Biosphere Region (MABR) serves as a global role model for sustainable development prioritizing the conservation of biological and cultural diversity. Through active partnerships and community engagement, MABR aims to balance human and environmental needs while creating thriving sustainable economies by delivering innovative community education, events, research, and projects.

**By becoming a sponsor, you directly contribute to impactful community initiatives.**



**unesco**

Biosphere Reserve

Page 25

## • Your sponsorship will

### Create Vibrancy and Foster Community Pride

- Help build a more positive community outlook by supporting initiatives that create a sense of belonging, increase engagement, and enhance local pride.

### Strengthen Your Connections Across Community and Different Sectors

- Begin to forge durable links with First Nations, schools, non-profits, municipalities, and government agencies leading to meaningful impact and collaboration.

### Drive Sustainable Growth and Economic Stimulation

- Attract visitors to the region and promote a thriving, sustainable local economy that supports eco-tourism and responsible development.

### Increase Brand Visibility and Public Reach

- Increase your brand's visibility and reach by connecting with community members on a personal level, and foster relationships with diverse audiences.
- Support programs that connect youth with community and help schools become more integrated into their local community.

### Promote Memorable Community Events

- Help provide more fun, impactful events that create lasting positive memories, and emotional connection with the community and your brand.

*Your sponsorship directly contributes to building a vibrant, sustainable, and connected MABR while aligning your organization with global and local leadership in sustainability.*

## Sponsorship Tiers

### Bronze - \$1,000 - \$4,999

#### Recognition:

- Logo is prominently displayed at *ts'xwelikwshenawtxw* (the MABR Education Centre) and on the MABR website.

### Silver - \$5,000 - \$9,999

#### Recognition:

- All Bronze-tier recognition benefits; plus
- Recognition in the MABR newsletter, brochure and at MABR Roundtable gatherings;
- Logo displayed in email list correspondence for events, programming and volunteer opportunities.

#### Promotion:

- Sponsorship of 20 bi-weekly Interactive Community Partnership Displays;
- Sponsorship of 25+ Regular Programming Events;
- Social media posts monthly and newspaper ads quarterly (Parksville Qualicum Beach News).

#### Engagement:

- Sponsorship Engagement: opportunity to provide feedback and direction in relation to the MABR's communications, events, and recognition efforts.

## Gold - \$10,000 - \$19,999

### Recognition:

- All Silver-tier recognition benefits; plus
- Placement on MABR sponsor's banner displayed at each MABR outreach event attended by our team.

### Promotion:

- All Silver-tier promotion benefits; plus
- Sponsorship of 12+ Featured and Annual Events;
- Annual inclusion in a "**Spotlight Story**" showcasing sponsor impact. A brief, inspiring story from MABR's events or initiatives that describes how sponsor contributions make a difference. Testimonials from community members, students, or volunteers highlight the direct impact of your support.

### Engagement:

- All Silver-tier engagement benefits; plus
- **Sponsor Day's** - opportunity to bring your staff and/or team to one Annual Event to participate in team building, community building and volunteerism.

## Platinum - \$20,000 or greater

### Recognition:

- All Gold-tier recognition benefits; plus
- Dedicated section in MABR Flagship Event materials highlighting sponsor contributions.

### Promotion:

- All Gold-tier promotion benefits; plus
- Sponsorship of MABR Flagship Events including the Brant Wildlife Festival, Brant Wildlife Children's Festival, and Biosphere Awareness Day.

### Engagement:

- All Gold-tier engagement benefits; plus
- Exclusive participation in Sponsorship Roundtable discussions with MABR governance and fellow Platinum sponsors to share ideas, provide feedback, and explore collaborative opportunities for partnership.



# **MOUNT ARROWSMITH**

## **BIOSPHERE REGION**

*Connecting People with Nature and Community*

*MABR's events and programming contribute to the local economy, eco-tourism, and community vibrancy while enhancing social well-being through volunteer engagement, a sense of belonging, youth education, and community pride.*

### ***ts'xwelikwshenawtxw (MABR Education Centre)***

To increase its public exposure, MABR leased a property from the Town of Qualicum Beach in February 2024 to establish an MABR Education Centre in the heart of the Qualicum Beach. Located at 124 West 2nd Avenue, the MABR Education Centre receives consistent daily foot traffic, increasing during the tourist season. The majority of tourists are visiting from Victoria and Vancouver; however, many are from much further abroad including many international visitors. MABR was gifted a new name for the property from Qualicum First Nation in August 2024. The gifted name of the MABR Education Centre is *ts'xwelikwshenawtxw* meaning "the house at the foot of Mount Arrowsmith" in pentl'ach.

### ***MABR Roundtable Gatherings at ts'xwelikwshenawtxw***

The MABR is governed by a regional roundtable, composed of representatives from 14 stakeholder organizations. Your sponsorship will be recognized by the MABR Roundtable at every quarterly gathering. MABR Roundtable members include representatives from Qualicum First Nation, Snaw-naw-as First Nation, Snuneymuxw First Nation, Town of Qualicum Beach, City of Parksville, Regional District of Nanaimo, Qualicum Beach Chamber of Commerce, Parksville & District Chamber of Commerce, Parksville Qualicum Beach Tourism Association, Mosaic Forest Management, The Nature Trust of British Columbia, Island's Trust, Nanoose Economic Development Corporation, Vancouver Island University, and two community representatives.

## MABR Education Centre Interactive Community Partnership Displays

In partnership with local stewardship groups and regional organizations, MABR hosts bi-weekly interactive displays at *ts'xwelikwshenawtxw*, offering engaging learning opportunities on diverse topics. Regularly refreshed to encourage repeat visits, these exhibits showcase the initiatives of partner organizations, fostering collaboration, and expanding community connections.

## ● MABR Programming and Events

● It should be noted that these events are under constant adjustment due to community input and current community priorities. The MABR aims to achieve the same level of outreach and engagement (number of people involved and engaged) no matter how they are distributed and/or facilitated each year.

### Stream #1: Regular Programming

**MABR Youth Program** - The MABR Youth Program offers free, hands-on workshops for elementary and high school students studying within the biosphere region. Workshop topics focus on coastal ecosystems, terrestrial ecosystems, or sustainable development. These engaging sessions blend indoor traditional learning with outdoor experiential learning to provide engaging opportunities for students to be connected to their environment and learn about sustainable practices.

**Speaker & Education Series** - The MABR speaker series consists of intimate speaker events at *ts'xwelikwshenawtxw* (the MABR Education Centre) designed to create an interactive environment where participants can engage directly with experts, fostering meaningful discussions and learning opportunities. Each event in the series features a guest speaker sharing insights on topics ranging from climate change and biodiversity to food security and cultural heritage. Sessions are tailored to be highly engaging and accessible, with time allocated for participant questions, group discussions, and hands-on learning components where applicable. This series aims to deepen community understanding of local and global sustainability issues, inspire action through knowledge-sharing, and strengthen the sense of connection within the MABR.

**Circle Talks** - MABR Circle Talks are dynamic and interactive discussions designed to foster collaboration and the exchange of ideas among community members, stakeholders, and

experts. Set in a welcoming, inclusive environment, these facilitated discussions focus on key topics such as sustainability, conservation, community development, and reconciliation within the MABR. By adopting a circular seating arrangement and participatory format, Circle Talks encourages all voices to be heard, creating a safe space where diverse perspectives can inspire innovative solutions. Each session begins with a brief introduction to the topic, followed by an open discussion where participants share experiences, insights, and ideas. Circle Talks are not only opportunities to share and learn but also to strengthen a sense of belonging and shared purpose within the MABR community. By uniting participants around shared goals and mutual understanding, these sessions drive collective action and build community pride and capacity.

**Think Tanks** - MABR Think Tanks are collaborative and action-oriented sessions that bring together residents, experts, community leaders, Indigenous Knowledge Holders, and community group to develop innovative solutions for environmental, social, and sustainability challenges, as well as community events and initiatives aimed at inspiring a thriving and vibrant local economy. Through facilitated brainstorming, interdisciplinary collaboration, and strategic action planning, these sessions generate practical, scalable, and community-driven strategies. Each Think Tank concludes with a report summarizing the findings and proposed actions, offering a clear roadmap for future initiatives that align with the MABR's vision for a sustainable and resilient future. Focused on addressing pressing local issues, these Think Tanks play a pivotal role in driving meaningful change within the community.

**NatureKids** - MABR NatureKids is a family-oriented program that offers children and their families the opportunity to explore and connect with nature together. Spending time outdoors has been shown to improve health, happiness, and focus, and the program fosters these benefits while nurturing a deep appreciation for the natural world. By encouraging meaningful and ongoing experiences with local flora and fauna in-situ, the program aims to inspire children to develop a lasting love for nature and a commitment to its protection. In partnership with NatureKids BC, MABR is proud to offer these enriching opportunities within the MABR.

## Stream #2: Featured Events

**Open Houses** - Hosting Open Houses provides MABR with valuable opportunities to deepen its connection with the community while showcasing its mandates, current initiatives, and future research and engagement goals. These events offer a platform for community to learn about the MABR, raising awareness of its impact and fostering collective action for sustainability. Highlighting past accomplishments, ongoing projects, and upcoming programs, the MABR Open Houses promotes transparency and builds trust within the community. These events also serve as an opportunity to express gratitude to sponsors and volunteers, recognizing their contributions and strengthening support. This event also serves as platform to promote upcoming events and volunteer opportunities, helping the MABR ensure active participation

and build momentum for the year ahead. Overall, the MABR Open House events strengthen MABR's role as a leader in environmental stewardship, sustainable development, and community engagement, inspiring a shared community commitment towards a sustainable future.

**Speaker Spotlight** - MABR Speaker Spotlights are events that bring together experts within their field of study to share their insights on topics relevant to the MABR mandates. These gatherings feature a keynote presentation followed by a facilitated Q&A session. The Speaker Spotlight aims to educate and stimulate thought while fostering networking opportunities among community members, experts, and like-minded individuals. Speaker Spotlights contribute to building stronger connections within the region, supporting the community's commitment to sustainability, and aligning with the United Nations Sustainable Development Goals (SDGs). By offering a space for dialogue and collaboration, these events inspire action and contribute to policy, research, and environmental stewardship efforts. Ultimately, this supports the MABR to fulfill its mission of connecting people with nature and community and bolsters a thriving and informed community with a lasting impact on our region's sustainability.

**Visual Media Nights** - MABR Visual Media Nights combine the art of filmmaking with the mission of advancing MABR's mandates, creating a deeper emotional connection between the community and the environment. Through the power of storytelling, these events aim to educate, engage, and inspire the community to work together toward a thriving and sustainable future. Visual Media Nights are impactful events that allow the MABR to fulfill its strategic objectives of conservation, education, community engagement, climate action and reconciliation. These events utilize the universal appeal of storytelling and film to inspire action, celebrate achievements, and connect people to the beauty and significance of the MABR, reinforcing its role as a leader in sustainability and environmental stewardship.

### Stream #3: Annual Events

**Stewardship Spotlight: The Power of Stewardship** - A recognition event that highlights the remarkable contributions of local stewardship groups and individuals dedicated to protecting and stewarding the MABR, this event is an opportunity to meet local stewardship groups and discover local volunteer opportunities, upcoming events, and the work being done to protect and enhance our local environment. Attendees can explore interactive displays showcasing innovative projects, hear inspiring stories from local environmental leaders, listen to scheduled speakers, and participate in Q&A. The event also provides opportunities to network with like-minded individuals, learn how to support local conservation initiatives and build a stronger, more connected community.

**Traditional Plant Workshop** - Held annually in the Spring, this workshop features presentations from three local experts, including Snuneymuxw First Nation Elder Geraldine Manson,

Qualicum First Nation Elder Kim Recalma, and Ethnobotanist Dr. Nancy Turner. These Knowledge Holders and experts share traditional plant names, techniques and tools for harvesting, as well as the cultural, nutritional, ceremonial, and medicinal properties of native plants and how they are prepared.

**Stewardship Training Series** - Every May, the MABR hosts weekly hands-on environmental stewardship and citizen science training workshops designed for participants of all ages and experience levels. These workshops aim to empower individuals, community groups, and organizations with practical skills and knowledge to advance conservation, sustainable development, and climate resilience in our region. These workshops provide the tools and connections needed for participants to make a lasting impact in the MABR and beyond.

**MABR BioBlitz** - The MABR BioBlitz is an annual citizen-science event driven by community and spanning across three days. The BioBlitz is aimed at documenting as many species as possible within a specific area and timeframe. It provides a fun and engaging way to connect with the environment while contributing valuable data for scientific research and conservation efforts. The MABR BioBlitz is tailored to all levels of experts who want to learn and support the identification of local flora and fauna.

**Thursday Night Markets** - Each summer, the MABR Qualicum Beach Thursday Night Market brings together local vendors to celebrate and contribute to building a healthy economy and an equitable society. This vibrant market offers a wide range of products, crafts, and delicious foods that are locally produced and/or crafted. By supporting local businesses and entrepreneurs, the market promotes economic sustainability and fosters social well-being, strengthening our community. The market is one small step forward to creating a pathway to a more sustainable economy within the MABR.

**Biogeoclimatic Bus Tour and BBQ** - This bi-weekly event in June is dedicated to exploring the terrestrial beauty of our biosphere region focusing on its biogeoclimatic zones. Participants will start the day with a short presentation and training session and then experience an experiential three-hour journey through diverse ecosystems, where they will gain unique insights into the various biogeoclimatic zones that make up our biosphere region. Following the tour a BBQ will be provided where community members can gather, socialize, and share their experiences from the day. This casual atmosphere is perfect for building connections and fostering a sense of community and connectedness within the MABR.

**Rivers Celebration Day** - Rivers Day is celebrated on the fourth Sunday of September as part of World Rivers Day. World Rivers Day is a global celebration of waterways highlighting their value and importance to our communities and promoting better stewardship. This event brings together various groups to offer guided educational tours, salmon spotting, interactive displays and booths, a craft station, a river scavenger hunt, workshops and prizes. MABR Rivers Day provides an opportunity for families and community to connect with nature and each other in an outdoor setting.

**MABR Fundraising Gala** - Celebrate the MABR at our Annual Fundraising Gala, which is an event dedicated to fundraising that contributes to the MABR's four Legacy Funds. This elegant affair combines fine dining, presentations, and meaningful contributions to support the vital work of MABR in promoting conservation, sustainability, and community stewardship. Most importantly this event shows heartfelt appreciation for our generous sponsors and the accomplishments our sponsors have helped to make possible each year.

## Stream #4: Flagship Events

**Brant Wildlife Festival** - The Brant Wildlife Festival connects community with the spectacular migratory return of Brant geese to raise awareness for the biological diversity within the region and highlight the importance of protecting critical habitat and minimizing disturbance to wildlife. The Brant Wildlife Festival takes place during a time where wildlife is extremely active, with Brant Geese preparing for their migration, Pacific herring spawning, and many other species are attracted to the shores and waters contributing to a plethora of biodiversity. Beaches within the MABR and surrounding areas provide an abundant food source for the Brant geese amid their migration, along with many other resident and migratory species alike. The Brant Wildlife Festival hosts a multitude of events in the Spring that connect thousands of people with nature, educating and engaging participants of all ages on topics of conservation, and celebrates the incredible biodiversity our region has to offer. The Brant Wildlife Festival is the only one of its kind on Vancouver Island.

**Brant Wildlife Children's Festival** - This celebration of learning focuses on elementary-aged students and their families, bringing together local and regional stewardship groups working alongside students from grades K-12. Participants create interactive displays showcasing their enthusiasm for nature and the natural environment. This event truly underscores our community's passion for collaboration by highlighting the devotion to our youth living within the MABR, while reflecting the efforts of our community groups, bridging the gap between classrooms and the community, and fostering a collective sense of responsibility for the environment collectively.

**Biosphere Awareness Day** - Biosphere Awareness Day takes place in the Kwalikum Secondary School gymnasium and aims to raise awareness that we live in a UNESCO-designated biosphere region and the collective efforts of all that go into supporting its mandates. This trade show-style event features local non-profit groups setting up table displays and providing information for the students to learn more about the many stewardship groups, the services each provides, and strategic objectives of the MABR. Students learn about volunteer and training opportunities, different career paths, and opportunities to engage with the many stewardship groups. Students also learn about the United Nations Sustainable Development Goals (SDGs) and how the local stewardship groups play a vital role in advancing the SDGs at a local level.

From: Sec.22  
Sent on: Saturday, April 26, 2025 8:09:30 AM  
To: qbtown@qualicumbeach.com  
Subject: Ravensong Pool

[You don't often get email from Sec.22 . Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification> ]

Town of Qualicum Council,

As a resident of Qualicum Beach, I wanted to share with you my suggestion for achieving a pool.

To this, I noticed that only a feasibility study was done for building one in Parksville. I am surprised it was shut down before being taken to the residents of Parksville in a referendum. That was then and this is now. It's a different time and it would seem that interest in the topic of a pool perhaps has changed.

It seems to me that Parksville would be an ideal place to build another pool. The speed in which Parksville has been developed recently, and continues to build, has been geared to supporting families to live in. I would venture to guess that Parksville would be more open to approving a pool in their city. Further more, it is more central to the areas that would be paying for and using any pool. Parksville would be more suitable as it is a community that should have their own pool. It would benefit them more and their infrastructure is already in place to accommodate such a build.

Ravensong is in a community that serves mainly a more senior concentration of citizens. Qualicum Beach is smaller in size and population. And Ravensong works very well for the town. It is a town not a city like Parksville. Not to mention, that with the increased traffic and persons gathering at Ravensong if it was redeveloped, it would increase the unintentional costs related to the wear and tear on our roads and would distract from the "town" feeling. Qualicum Beach has always been so proud of and encouraged to stay as a beautiful, friendly community and town.

I know that our Mayor was quite supportive of getting the money and the pool. I suppose council felt it would bring some benefit to Qualicum. On the other hand, many of us felt that we enjoy our local pool just as it is. Parksville not just has a larger population, it is better equipped to handle the extra traffic & parking from all the communities that would utilize any pool. Parksville is better equipped to take on a pool project. A new pool in Parksville would reduce the crowds at Ravensong and at the same time increase the number of programs that could be offered between two separate pools.

It seems to me that the question put to everyone on the referendum should have included as well, whether this pool should be built in Parksville or Qualicum. Not only do I believe more people would have voted but also that it would have been voted to be built in Parksville with a resounding yes. There should have been an option. A feasibility study does not necessarily mean that something can't be done or isn't wanted. In this case, a different and new pool. The population here is only going to continue to grow. Having two pools makes more sense than not. Looking long term, at some point another pool is going to have to be built anyways to meet the needs of an ever growing population in this area. That's what we should be looking and planning for.

Thank you for your time and for reading my thoughts on this topic.

Respectfully ,

Sec.22  
Qualicum Beach BC

# BRANT WILDLIFE FESTIVAL

## 2025 Summary Report

*May 21, 2025*

*A Spring Celebration of Nature!*



*Image courtesy of Angie Ooms*

## EXECUTIVE SUMMARY

In 2025, the Mount Arrowsmith Biosphere Region (MABR) organized and hosted the Brant Wildlife Festival (BWF) for the second consecutive year. The Brant Wildlife Festival Advisory Committee agreed to continue pursuing the condensed four-day festival with bonus events occurring before and after the main festival dates. The 2025 festival included 34 events in total, of which nine were brand new. This BWF and those moving forward will place more emphasis on engaging youth and families. We wish to thank our generous sponsors and donors of this year's BWF, who's support was integral to its success.



# 2025 QUICK STATISTICS

Participants across all events = **2,806**

Website views = **14.1 K**

Social media views = **73.8 K**

People reached via Facebook and Instagram = **38.1 K**



## LIST OF EVENTS

Table 1 (below) outlines the 34 distinct events and estimates the number of attendees that participated in each event during the 2025 BWF.

Event Name	Participants
Deep Bay Marine Field Station Open House	250
Brant Wildlife Children's Festival	430
Tours of Heritage Forest (4)	22
Pacific Brant Carving, Woodworking & Art Show (2)	800
NIWRA Eagle Release	500
Movie Night with QB Cinema Society	68
Nature Trust Englishman River Estuary Tour(s)	10
BioBlitz	33
Lift-Off Gala	60
Passport Program	96
Nature Photography Contest	19
Nature in Flux: Science, Conservation, and Climate Resilience	9
Nature Film Night	22
MABR Biodiversity and Conservation Education Series	15
French Creek Estuary Tour	7
Brant in the Bay	137
Arrowsmith Naturalist Englishman River Estuary Tour(s)	18
Basic Bird ID and Birdwatching	22
Hamilton Marsh Tour	130



Brant Colouring Contest	28
Brant Wildlife Family Free Swim	100
Climate Café	2
Nature Based Book Swap	13
Departure Creek Watershed Walk	4
Marine Debris Survey	8
Water to Earth Month Raingarden Tour (self-guided)	N/A
Shorebird Photography Workshop	2
Amazing Places GeoTour: Find Brant Trackables!	1
<b>Events: 34</b>	<b>Participants: 2,806</b>

Table 1 - 2025 Events

## FINANCIAL OVERVIEW

The following section provides a financial overview and accounting of revenues and expenditures to meet the contractual requirements and transparency of the use of both municipal and private funds allocated to the BWF.

### 2025 Revenues

Table 2 (below) indicates the revenue generated from the 2025 BWF through sponsorship packages and sales.

Town of Qualicum Beach	\$5,000.00
City of Parksville	\$5,000.00
Mount Arrowsmith Biosphere Region Research Institute	\$5,000.00
PQB Tourism Association	\$2,500.00
Brant Lift-Off Tickets Sales	\$1,451.50
Local Business Sponsorships	\$5,500.00
Silent Auction	\$740.00
50/50 Raffle	\$326.00
Donations	\$100.00
<b>Total Revenues</b>	<b>\$25,617.50</b>

Table 2 - BWF 2025 Revenues

## 2025 Expenditures

Table 3 (below) indicates the expenditures from the 2025 BWF.

Advertising (Pattison Media - Radio)	\$2,116.80
Advertising (Black Press)	\$2,748.30
Miscellaneous Supplies	\$4,631.90
Lift-Off Event	\$4,232.60
Promotion (Facebook)	\$300.00
Band (Lift-Off Event)	\$682.50
Organization & Facilitation (wages)	\$20,000.00
<b>Total Expenses</b>	<b>\$34,712.10</b>

Table 3 – BWF 2025 Expenditures

## 2025 Balanced Budget

The MABR still holds a very small amount of residual funds to support the BWF from previous years transferred to us by the Nature Trust of British Columbia. The MABR is able to utilize these funds as required to cover annual deficits, add events, and/or increase promotion when and where appropriate until stable funding can be secured on an annual basis. Table 4 (below) shows the balance sheet for the 2025 BWF.

2025 Revenues	\$25,617.50
2025 Expenditures	\$34,712.10
Remaining Deficit	-\$9,094.60
BWF Residual Funding	\$9,094.60
<b>Final Balance</b>	<b>\$0.00</b>

Table 4 – Balance Sheet 2025



**TOWN OF QUALICUM BEACH  
BYLAW NO. 901.01**

**A BYLAW TO AMEND TOWN OF QUALICUM BEACH ADVISORY PLANNING COMMISSION  
BYLAW NO. 901, 2024**

1. This Bylaw may be cited as “Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024, Amendment (Term Limits) Bylaw No 901.01, 2025”.
2. “Town of Qualicum Beach Advisory Planning Commission Bylaw No. 901, 2024” is hereby amended by deleting Section 8 and substituting the following:
  8. “Reappointment and Term Limits
    - (1) Commission members may be reappointed at the end of their two-year term.
    - (2) A member will not normally be eligible for reappointment after serving two consecutive terms.
    - (3) Despite subsection (2), Council may waive the two-term limitation and reappoint a member to one or more additional consecutive terms after a diligent recruitment process is undertaken that does not yield applicants possessing the skills and experience needed to maintain a suitable diversity of skills, experience and community representation as described in Section 7 of this Bylaw.”

**READ A FIRST TIME** this 14<sup>th</sup> day of May, 2025.

**READ A SECOND TIME** this 14<sup>th</sup> day of May, 2025.

**READ A THIRD TIME** this 14<sup>th</sup> day of May, 2025.

**ADOPTED** this            day of            , 2025.

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Teunis Westbroek  
Mayor

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Heather Svensen  
Director of Corporate  
Services/Deputy CAO

**TOWN OF QUALICUM BEACH  
BYLAW NO. 638.04**

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

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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 Bylaw No. 638.04, 2025”.
2. “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” is hereby amended by:
  - (1) Inserting in Schedule “B” Section i) EV Charger Fees
  - (2) Inserting in Schedule “B” Section j) Amenities Sponsorship Fees

attached as Schedule “A” and forming part of this Bylaw.

**INTRODUCED AND READ A FIRST TIME** this 6<sup>th</sup> day of June, 2025.

**READ A SECOND TIME** this 6<sup>th</sup> day of June, 2025.

**READ A THIRD TIME, AS AMENDED** this    day of June, 2025.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Teunis Westbroek  
Mayor

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Heather Svensen  
Director of Corporate Services/Deputy CAO

**Schedule “A”**  
**“Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.04, 2025”**

	<b>ITEM</b>	<b>FEE</b>
i)	EV Charger Fees	
	Per Minute for First 2 Hours	\$0.025
	Per Minute Every Minute thereafter	\$0.07
j)	Amenities Sponsorship Fees	
	Standard Bench with one Plaque (Type 1) (10 Year Term)	\$2,800
	Decorative Bench with one Plaque (Type 2) (10 Year Term)	\$3,000
	Standard Picnic Table with one Plaque (10 Year Term)	\$3,100
	Additional Plaque(s) requested (per Plaque) (During amenity Term)	\$150
	Removal and installation of replacement Plaque (During amenity Term)	\$400

**Committee & Liaison Report**  
**Mayor Teunis Westbroek**  
Regular Council Meeting, June 18, 2025

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May 22, 2025

- Attended Public Open House at our Public Works yard. Our outside staff (including our Parks Department and Fire Department) demonstrated what they do to maintain and protect our infrastructure.

May 24, 2025

- Joined several Vancouver Island First Nations at 'A Feast & Evening of Culture Sharing: A Fundraiser to Protect Wild Salmon' at the Lighthouse Community Centre.

May 25, 2025

- Together with Town Council, I participated in celebrations of Family Day. On the 11th of June during their debriefing meeting, I personally thanked the Family Day organizing committee including Councillor Young for putting together a great event.

May 27, 2025

- Participated together with Councillor Harrison in 'Honouring Truth and Memory: A Community Gathering at Family Place' in Parksville to stand alongside survivors, Elders and community members as we remember, reflect and work together to build a more respectful and inclusive future.
  - ❖ This event marks the anniversary of the discovery of the 215 unmarked graves at the former Kamloops Indian Residential School and reaffirms our community's commitment to remembrance, truth and reconciliation.
  - ❖ Included a quiet memorial (red children's shoes placed anonymously along the fence at Family Place) was established in 2021 to honour the children who never returned home.

May 28, 2025

- Attended the 2025 Parksville-Qualicum Community Foundation Grant Reception. Tens of thousands of dollars were handed out to several local organizations representing Arts and Culture, Children & Youth, Community Development, Education, Emergency Preparedness, Environment & Sustainability, Food Security, and Health & Wellness.

June 5, 2025

- Excellent Summary Presentation & Open House on the Quality of Life Survey by the Director of Planning & Community Development, Luke Sales and Planner, Bailey Walsh.

June 7, 2025

- Town Dinner and Service Awards presentation.

June 10, 2025

- Attended and presented an award during the 'Change of Command Ceremony' at 893 Beaufort Air Cadet Squadron. Cadet membership up to 52.
- Also watched part of a training session of the Arrowsmith Search and Rescue comprised of 32 volunteers.

**Committee & Liaison Report**  
**Councillor Anne Skipsey**  
Regular Council Meeting, June 18, 2025

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May 15, 2025 – Doctor Recruitment

- Along with Councillor Vander Valk, I met with two representatives from the AHA group regarding doctor recruitment.

May 17, 2025 – Invasive Species

- I joined the Friends of the Qualicum Beach Forest to pull ivy in the community park. Despite the wet weather there were still about 15 volunteers who turned up.

May 20, 2025 – MABR Climate Storytelling Workshop

- Participated in this workshop

May 21, 2025 – Qualicum Beach Memorial Golf Course

- As liaison, I attended the monthly Board meeting.

May 25, 2025 – Family Day

- One of my favourite days of the year! It was a great event – huge thanks to the organizing committee. I know how hard you all work to make this day a special one for everyone.

May 26, 2025 – Beach Day Committee Meeting

- Plans are being formalized for a great event! Mark your calendars for Sunday, July 27, 2025.

May 28 – June 2, 2025 – Federation of Canadian Municipalities Conference, Ottawa

- This annual conference brings local governments together from all across the country to network and learn from each other. There were speeches from our new Prime Minister, the Deputy Leader of the Conservative Party Melissa Lantsman, Elizabeth May of the Green Party and our MP Gord Johns on behalf of the NDP. I attended a study tour hosted by Re-use Ottawa who introduced re-useable take-out containers at various groceries stores and restaurants along with a return system. So far, they have accomplished a 95% return rate. They are looking at potentially expanding into produce containers. At the conference, the theme I kept hearing was that municipalities need a new structural partnership with all orders of government as well as modernizing the fiscal framework under which we operate.

June 7, 2025 – KSS Grad Prom Parade

- Such a wonderful event celebrating our youth as they reach this exciting milestone in their lives! Special shout-out to the Oceanside Community Safety Volunteers who assisted with the barricades for the parade.
- Congratulations to all of the Graduates! As their time at Kwalikum Secondary School comes to an end, I wish them all the very best with what comes next.

## **Fundraising Campaign Launched For Pickleball Courts in Qualicum Beach**

Pictured at the site of the future pickleball courts is Mayor Teunis Westbroek presenting a cheque for \$500 to Sandi Reed, the President of the Qualicum Beach Pickleball Club (QBPC). Also present are QB Councillors Anne Skipsey, Petronella Vandervalk (who acted as the photographer) and QBPC Committee members Peter Drummond (co-president), Judy Wood and Bill Cooksley. Not pictured are councillor Jean Young and QBPC Committee members Jill Green, Renate Jackes, Susan Medhurst, Bernie Warren and Linda Witzke. All have pledged at least \$100 while some are matching Mayor Westbroek's donation of \$500.

The Qualicum Beach Pickleball Club, in partnership with the Town of Qualicum Beach, is planning to build four outdoor permanent pickleball courts near the Civic Centre. These courts will foster a vibrant community of pickleball players of all skill levels by providing accessible play, promoting good sportsmanship and encouraging social interaction.

In 2023 the Town of Qualicum Beach set aside land near the Civic Centre for the outdoor permanent pickleball courts and pledged \$85,000 toward the new courts. The QBPC is aiming to achieve a goal of \$100,000 thanks to the very generous donation of a \$50,000 Grant from the DOBS Foundation. The DOBS Foundation is a registered Charitable Giving Fund administered by the Raymond James Canada Foundation (RJCF).

To date, President Sandi Reed has received pledges of almost \$5000 from pickleball players in the community. With the support of pickleball players, residents and businesses in the community, the QBPC hopes to reach their fundraising goal quickly.

The new outdoor courts will be available to the public outside the times booked by QBPC. An increase in recreational facilities can only benefit the Town generally so we hope that members of the public will donate to this cause.

Pickleball popularity has been exploding year after year, with the number of players increasing exponentially. It is inexpensive, easy to learn and enjoyment comes quickly. It is great for all ages – visiting children and grandchildren love it, attracts both sexes and is very social.

During summer, the QBPC plays indoors at the QB Curling Club because there is only one outdoor court marked for pickleball. Many QB pickleball players prefer to play outdoors in summer so they travel to the Parksville Community park to join one of the two active clubs operating there (with a combined total of over 700 members.)

Some residents travel even further- to Nanoose and Dunsmuir. Qualicum Beach has fallen behind other communities in supporting pickleball.

Public donations in support of building the new pickleball courts can be made at:

<https://rjcfoundation.akaraisin.com/ui/QualicumBeachPickleballClub>

(Tax receipts will be issued)

For more information please contact [qbpickleball@gmail.com](mailto:qbpickleball@gmail.com)



**Committee & Liaison Report**  
**Councillor Petronella Vander Valk**  
Regular Council Meeting, June 18, 2025

**May 5, 2025 to June 9, 2025**

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May 5, 2025

- Attended the Red Dress Day gathering at MABR (Mount Arrowsmith Biosphere Region) office.

May 6, 2025

- As Liaison, attended the Chartwell Residents Association Board meeting.

May 8, 2025

- Attended the Youth Appreciation Lunch in Glasford Square.

May 13, 2025

- As Liaison, attended the meeting of the Naut'sa mawt Oceanside Health Network, NOW.

May 16, 2025

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

May 19, 2025

- As Liaison, attended the Board meeting of the Saint Andrew's Lodge Historical and Cultural Society, SALHACS.

May 22, 2025

- Attended the Public Works Open House, learning more about our Public Works department, alongside many enthusiastic and delighted school children.

May 29<sup>th</sup> to June 1<sup>st</sup>, 2025

- Attended the FCM, Federation of Canadian Municipalities, Conference in Ottawa. Participated in many informative workshops, lectures and discussions.

June 8, 2025

- Attended the "Walk with Giants" tour in the Heritage Forest, hosted by TLC, The Land Conservancy, and lead by Tom Whitfield, President of the Brown Property Preservation Society. There is always more to see and learn in the Heritage Forest. We are so fortunate to have this amazing space in our community.

**Committee & Liaison Report**  
**Councillor Jean Young**  
Regular Council Meeting, June 18, 2025

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April 23, 2025

- KSS Premier Performance annual showcase evening of our talented youth, thank you to parents, local teachers and sponsors and especially to Diane Kellas and Ian Lindsay of KSS Fine Arts Society.

April 24, 2025

- Third annual Berwick spring fashion show with Open Collar Menswear and Arbutus Fashions raised \$7000. for the Nanaimo Hospital Foundation to purchase a vital signs monitor for the Oceanside Health Centre.

May 5, 2025

- National Red Dress Day, a gathering at ts'xwelikwshenawtxw to honor lives lost, recognize the strength of families & communities and recommit to building a future where all Indigenous women, girls, and two-spirited individuals can live in safety & security.
- ELCCO discussion of the challenges & opportunities within the childcare sector for Oceanside, eg. staff funding not adequate for recruitment of quality staff in \$10/ day childcare and 75% of Oceanside childcare is excluded from this provincial government funding.

May 8, 2025

- Youth Appreciation Lunch event.

May 6 and May 13, 2025

- QB Family Day weekly meetings to finalize planning for this annual Family Day celebration, May 25 Sunday, beginning 8:30 Shriners pancake breakfast, parade at noon leading to civic centre with an afternoon of exhibits, stage performances and activities...

May 12, 2025

- Rotary meeting, Diane Moran announced award recipients of Mindfulness in May student art exhibit, Illana video presentation of the variety of youth art classes at TOSH. Also Lisa Haupt, program director of Oceanside Family Program spoke of this charity resource. In alliance with Bradley Centre that can offer tax receipts for monetary donations, other donations such as diapers, formula, hygiene products, school snacks and non-perishable food items can be dropped off and locally in QB, at the Pink Hair Salon.

May 13, 2025

- Newcomers group meeting now 350 plus in members, second largest group in Canada, this month's speakers was MidIsland Health Alliance, spearheaded by Suzanne Cunningham, Lynn Bury and Marilyn Harvey-Heinz retired very accomplished professionals seeing our crisis mode of need for physicians, did months of meetings & research, identifying the gaps, irons in the fire working with Mayor Westbrook with 2 locations with buildings for a retrofit into medical offices that would have the potential for 5/6 doctors at each location. Their ask is Community Powered Philanthropy, Connection, Collaboration & Community Resilience...at the heart of this community foundation is the belief that we can do more together than anyone on their own. To tackle all kinds of challenges from health to housing and climate impacts-we are finding ways to support local partnerships and government leadership who are making a real difference. Interest or donation: [info@midislandhealthalliance.ca](mailto:info@midislandhealthalliance.ca) with tax receipts coming from Nanaimo Hospital Foundation.
- Attended opening night of the north island drama festival featuring the Revolutionists and celebrating the 50th anniversary of ECHO Players being in the Village Theatre. Thank you to Mike Andrews, Lesley McVey and all the volunteers in keeping community theatre alive and successful.

May 16, 2025

- VIRL now in its 89th year is one of BC's oldest shared service providers and wishlist for FCM attendees to request:
  - Broader library eligibility for infrastructure grants
  - Consideration of libraries as strong partners in mixed use/collocated housing programs
  - National, sustained literacy funding
  - Funding & policy support for the Connected Coast initiative & associated last mile projects throughout our service area
  - Funding support for reconciliation, inclusion and service equity

May 22, 2025

- Public works open house, meeting our wonderful outdoor staff and seeing some of the new operating equipment and how there can be some future improvement of the facilities.

May 22, 2025

- TOSH board meeting regarding why municipal financial support is a smart, strategic investment...
  - Every municipal dollar invested in TOSH is multiplied through grants & donations.
  - The World Health Organization confirms what we intuitively know: art heals. It improves mental health, reduces stress, and increases community belonging.
  - Arts participation is directly linked to better public health outcomes and a stronger sense of identity and pride in place.
  - It aligns with our quality of life survey and QB's 2025 Quality of Life Priorities:
    - Youth engagement
    - Tourism and Downtown Vibrancy
    - Public Art and Beautification
    - Inclusive Volunteerism
    - Recreation & Community Connection

\*TOSH is actively advancing several of the Town's 2025 Quality of Life Priorities through its programs and community presence.

\*TOSH is not only a cultural hub, it is a vital partner in achieving the Town's own stated goals for a vibrant, inclusive, and engaged community.

\*TOSH like many arts organizations, is navigating post-pandemic realities and rising operational costs. But despite challenges, they continue to deliver exceptional programming and community outreach.

\*\*\*Without timely support, we risk eroding one of the most inclusive, imaginative, and impactful institutions in our region.

May 25, 2025

- QB Family Day once again this annual fulfilled event did not disappoint!

May 26, 2025

- QB Rotary meeting, contact Rotarians to purchase Save-on gift cards. The Rotary Club will donate at least 8% of the value of the card to programs such as St. Stephen's Porridge Program, Oceanside Family Program and the Salvation Army Foodbank

May 28 to June 2, 2025

- FCM conference in Ottawa

June 2, 2025

- Pride Flag Raising Ceremony for Pride Month Parksville/Oceanside speeches by MP Gord John, MLA Stephanie Higginson, Mayor Dave O'Brien.
- June is also National Indigenous History Month.

June 5, 2025

- Zoom meeting Forestry updates for Island and Coastal Communities
- Last session of summary open house on OCP housing review.

June 7, 2025

- VIRL board of trustees meeting, going forward in the decade ahead it seems 50% of library services through brick & mortar and 50% online; more mobile libraries (lower costs than buildings) providing outreach in rural areas with electrification by 2027.

June 8, 2025

- Walking Among Giants ... a most informative TLC guided tour of the Heritage Forest with local Tom Whitfield

### **Announcement of Closed Council Meeting Motions**

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

#### **January 29, 2025 Special Council Meeting**

- ☐ THAT Council appoints Teresa Hall and Paul Trudeau as Members at Large to the Select Committee on Beach Day Celebrations for a two-year term ending December 31, 2026.
- ☐ THAT Council appoints Stephan Gagne as Member at Large to the Select Committee on Family Day Celebrations for a two-year term ending December 31, 2026.
- ☐ THAT Council re-appoints Patrick Dunn and Diane Moran as Members at Large to the Select Committee on Parks and Recreation for a two-year term ending December 31, 2026; AND FURTHER THAT Council appoints Chris Grootendorst as a Member at Large to the Select Committee on Parks and Recreation for a two-year term ending December 31, 2026.
- ☐ THAT Council appoints Marion Jamieson and Nitya Chari Harris as Members at Large to the Select Committee on Environment and Sustainability for a two-year term ending December 31, 2026.

#### **March 5, 2025 Special Council Meeting**

- ☐ THAT Council authorizes the request from the Brown Property Preservation Society and The Land Conservancy of British Columbia (TLC) to move forward in March 2025 to replant the south slope of the recently hydroseeded area of the Crescent Road East Beach Creek culvert project using Brown Property Preservation Society volunteers supervised by Town staff; AND FURTHER THAT staff be directed to seek concurrence in writing for the project from the Brown Property Preservation Society and TLC as per the Covenant; AND FURTHER THAT if any large woody debris is anchored to the south slope below the overflow intake, that it be restricted to wood that is less than 100mm in diameter; AND FURTHER THAT the project cost of \$2,250 be funded from within the Town's operating budget, with plants to be purchased and provided by the Mount Arrowsmith Biosphere Reserve Society.

AND FURTHER, THAT Council authorize the release of the report entitled "Beach Creek Culvert Hydroseeded Area of South Slope Replanting" dated for reference, March 5, 2025 to the Heritage Forest Commission with sections protected under Section 90(1)(d) removed.

- ☐ **Airport Lease Authorization I Hangar associated with Development Permit application at 1000 Ravensbourne Lane - Raven's Ridge Developments (2011) Ltd.** THAT Council instructs staff enter into a 30-year term lease agreement, with the option for the right of renewal for two further 10-year terms, with Raven's Ridge Developments (2011) Ltd. for the land identified in leasehold subdivision plan EPP120507, measuring .102 ha located at to the west of B3 - 1000 Ravensborne Lane, substantially in the form as attached to the March 5, 2025, Closed agenda.

#### **March 12, 2025 Special Council Meeting**

- ☐ THAT Council approve the revised Terms of Reference for the Select Committee on Environment and Sustainability to clarify the appointment of 6 Members at Large and one Youth Member.

**April 9, 2025 Special Council Meeting**

- ☐ THAT Council notify Sealand Flight School that the Town will permit the current sublease agreement with the Flying Club to continue on a month-to-month basis for a period ending December 31, 2025, to allow for review of the Airport Establishment and Operations Bylaw No. 457, 1998.
- ☐ THAT Council appoints Isaiah Labay as the Youth Member at Large to the Select Committee on Environment and Sustainability for a two-year term ending December 31, 2026.
- ☐ WHEREAS personal safety and privacy concerns of all volunteers is the Town's priority and the absence of posting video or audio recordings ensures a higher standard of privacy for volunteers, who may not want their participation broadcast publicly, thus mitigating concerns over personal information exposure to risk; AND WHEREAS the Town remains committed to transparency in governance and will ensure meeting minutes are made available to the public in a timely and accessible manner. THEREFORE BE IT RESOLVED THAT Council instruct staff to inform the volunteer members of Committees, Commissions, and Boards that effective immediately, video or audio recordings of meetings will no longer be posted to the website, except for the Advisory Planning Commission meetings.

**May 7, 2025 Special Council Meeting**

**Select Committee on Parks and Recreation – Amendment to Terms of Reference**

- ☐ THAT Council authorizes staff to amend the Terms of Reference for the Select Committee on Parks and Recreation to strike:

**In 5. APPOINTMENT AND MEMBERSHIP**

**Youth Member at large:**

- (b) Applications will be invited from students at Kwalikum Secondary School, Ballenas Secondary School, and Vancouver Island University, when there is a vacancy. Council will appoint the youth member at large from the applications received, and may, in any case, decline to appoint an applicant and invite new members to apply.

**Term and Termination:**

- (c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms.

and insert:

**“Youth Member at large:**

- (b) Applications will be invited from individuals between the ages of fifteen (15) and twenty-nine (29) when there is a vacancy. Council will appoint the Youth Member at Large from the applications received, and may, in any case, decline to appoint an applicant and invite new members to apply.

Term and Termination:

(c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms, with the exception of a Youth Member at Large who would become thirty (30) at the time of re-appointment. A Youth Member at Large who turns thirty (30) within the approximate two-year term, will be able to serve as a Member until the end of the term, and until an eligible replacement is appointed by Council following the term end, or unless terminated in accordance with Section 5(d)."

- THAT staff be directed to distribute the \$176,700 budget provision included in the 2025-2029 Financial Plan for the construction of the two gender neutral washrooms at Saahtlam Park to the St. Andrews Lodge Historical Society (SALHACS), based on progress payments in four distributions of funds as follows:

1. The first distribution of funds be made upon receipt of an invoice from SALHACS following the removal of hazardous materials and completion of demolition and framing;
2. The second distribution be made upon completion of plumbing and electrical rough-in;
3. The third distribution be made upon completion and installation of plumbing and electrical fixtures;
4. The fourth distribution be made upon final completion of the washrooms, including drywall;

AND FURTHER THAT the sum of all payments to SALHACS for the washroom construction shall not exceed \$176,700 unless otherwise approved by Council;

AND FURTHER THAT the Saahtlam Washrooms 2025 project budget provision be increased by \$22,300, from \$176,700 to \$199,000, to address unanticipated costs related to the removal of asbestos insulation and cement board.

**June 6, 2025 Special Council Meeting**

- THAT Council appoint Rafal Warzybok as Bylaw Enforcement Officer for the Town of Qualicum Beach in accordance with "Town of Qualicum Beach Bylaw Enforcement Officer Bylaw 538, 1993" for the purpose of enforcing municipal bylaws and for the purposes of issuing municipal ticket information under section 264 of the *Community Charter*.



# TOWN OF QUALICUM BEACH

## MEMORANDUM

File No.0400-01

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** June 18, 2025

**FROM:** Danielle Leurebourg, Deputy Director of Corporate Services

**SUBJECT:** **Bill 15: *Infrastructure Projects Act* | Informational Update to Council**

**GOVERNANCE DECISION:**

N/A. This report is provided for Council's situational awareness.

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**PURPOSE**

To provide Council with an overview of Bill 15: *Infrastructure Projects Act* as presented by the Honourable Bowinn Ma, Minister of Infrastructure and the Honourable Brittny Anderson, Minister of State for Local Governments and Rural Communities. Additionally this overview highlights concerns expressed by Trish Mendewo, UBCM President, other municipal representatives, and numerous First Nations regarding the proposed legislation and the consultation process.

**BACKGROUND**

Bill 15 was introduced in the BC Legislature on May 1, 2025. A number of municipalities, UBCM, and numerous First Nations have been vocal in raising questions and noting their opposition to the Bill, specifically the consultation processes utilized in the drafting the Bill. As such, comments from the Minister indicate that it might be tabled until the Fall sitting of the Legislature.

The Honourable Bowinn Ma, Minister of Infrastructure, Bobbi Plecas, Deputy Minister of Infrastructure, and the Honourable Brittny Anderson, Minister of State for Local Governments and Rural Communities, met virtually with approximately 120 local officials from across BC to provide information on Bill 15 on May 16, 2025.

The overall goal of the legislation is to provide the Ministry of Infrastructure with tools to transfer authorities for capital infrastructure of other Ministries (Education & Childcare, Health, Post-Secondary Education & Future Skills, etc.) and provide tools to streamline “Provincially Significant Projects”, including provincial permitting processes, environmental assessment processes, and local government permitting processes. A categorization scheme has been proposed to allow Category 1 and 2 projects to be prioritized in the provincial permitting process.

The legislation creates two categories of projects where additional tools may be used:

- Category 1: Ministry of Infrastructure Projects
  - o Enabling of the delivery of infrastructure projects on behalf of health authorities, post-secondary institutions and school districts.
- Category 2: “Provincially Significant Projects” | These could include projects from local government, First Nations, crown agencies, or the private sector.

Overview of Tools outlined in the Legislation for Provincially Significant Projects:

Description	
Provincial Permits	1. Prioritized provincial permitting for “ <b>front-of-line</b> ” review.
	2. Develop a <b>qualified professional reliance framework</b> .
Environmental Assessments	1. <b>Expedited</b> environmental assessment process.
	2. <b>Automatic approval low risk permits</b> after Environmental Assessment certificate issued.
Local Government Approvals	1. Province <b>delay updates to Official Community Plans</b> at request of local government.
	2. Three-step process to reach agreement with <b>local government</b> . Minister of Infrastructure additional authority without agreement.

Provincial representatives emphasized the following as to what the legislation is “not”:

- Reduction to existing environmental standards and social values;
- Change to government’s commitment regarding the *Declaration of the Rights of Indigenous Peoples Act*; and
- An automatic override of municipal governments – there will be a process to collaborate and reach agreement with local government first.

The primary area of interest for UBCM and municipal representatives at the meeting was discussing the tools for Provincially Significant Projects and how they relate to local government approvals processes. These tools include the following:

- Streamlining Development Permit Processes: allowing local governments, by resolution, to request the Province waive or modify the requirements for alignment with OCPs and Regional Growth Strategies for designated projects. (This excludes requirements related to health and safety (e.g. building permits, occupancy permits, etc.))
- Establishing a three-step process to reach agreement with local governments, and notably giving the Minister of Infrastructure additional authority should an agreement not be reached. The three-step process is as follows:
  - o Consultation with local government;
  - o Seek written agreement with local government; and
  - o If no agreement can be made, the Minister of Infrastructure can provide replacement measures for the designated project to advance it.

“Provincially Significant Projects” are those projects by local governments, First Nations, private sector or crown corporations that create significant economic, social or environmental benefits for people in BC. Factors under consideration include whether a project significantly contributes to:

- Public infrastructure
- Critical mineral supply
- Food or water supply
- Energy security
- Human health & safety
- Trade diversification
- Access to markets
- Post-disaster recovery

These factors do not include: pipeline projects, LNG facilities, low-barrier housing or overdose prevention sites.

## DISCUSSION

UBCM President, Trish Mendewo, expressed the following concerns:

- There was no consultation with UBCM in development of the legislation. Any consultation was to be done following the signing of non-disclosure agreements (NDAs), which UBCM opted not to do.
- Significant concern around the provincial government overreach, specifically the override provisions in the legislation around local government Official Community Plans (OCPs) and Zoning Bylaws.
- Local government officials “didn’t see justification for the Province giving itself the powers” to override municipal processes as proposed by the legislation.<sup>i</sup>

UBCM has suggested that the Province withdraw or delay the proposed legislation.

Other issues raised by attending local officials included:

- Trend of provincial overreach into local government through legislation.
- Emphasis that the presentation does not constitute consultation with local government.
- Questions as to whether the provincial government can reverse decisions previously made.
- Concerns for major projects such as wind farms bypassing environmental reviews.
- Concerns about the timelines and pushing this legislation through.
- Concerns about mining applications as they override OCP – specifically as it relates to gravel extraction.
- Concern that the legislation may undermine local authority with developers, specifically those that want to bypass municipal processes.
- Some concern for method the Province will use to prioritize projects – questions about key projects that are already in the queue (health centres, schools, wastewater expansions, etc.).
- Timeline for regulations – and thresholds for projects to meet the definition of “provincially significant”.
- Support for the use of Qualified professionals.

- Comments that the Province should look at ways they can reduce their own red tape, not just municipal processes.

Concerns were also expressed about lack of consultation and potential violations of the *Declaration of the Rights of Indigenous Peoples Act* with fast-tracking approvals processes and expediting environmental assessments.<sup>ii</sup>

## FINANCIAL IMPLICATIONS

N/A

## STRATEGIC PLAN ALIGNMENT

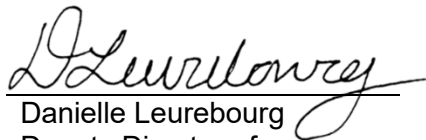
N/A

## ALTERNATIVE OPTIONS


N/A

## APPROVALS

Report respectfully submitted for information by Danielle Leurebourg, Deputy Director of Corporate Services.



Danielle Leurebourg  
Deputy Director of  
Corporate Services  
*Report Author*



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



Heather Svensen  
Director of Corporate  
Services/Deputy CAO  
*Concurrence*

## REFERENCES

May 16 Presentation Slide Deck

<sup>i</sup> [B.C. municipalities join First Nations in criticism of tariff bills | NanaimoNewsNOW | Nanaimo news, sports, weather, real estate, classifieds and more](#)

<sup>ii</sup> [First Nations 'unified' against bills pushed by B.C. NDP, citing overreach and inadequate consultation | CBC News](#)



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 0340-50

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** June 18, 2025

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

**SUBJECT:** **Comprehensive Policy Review | Policies to Transition** [Council to Administration]

### GOVERNANCE DECISION:

The decision before Council today is to consider the transition of the attached policies from Council to Administration as per Policy 3000-23 Council and Administrative Policy Development.

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### RECOMMENDATIONS:

THAT Council supports transitioning the policies listed in Schedule 'I' attached to the June 18, 2025, staff report from Council to Administration.

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### PURPOSE

For Council to consider transferring policies previously approved by Council to Administration.

### BACKGROUND

Council, at its regular meeting held March 12, 2025, approved Policy No. 3000-23 | Council and Administrative Policy Development. Moving forward, approval of this Policy established a framework in the development, approval and review process associated with Town policies and created a distinction between Council Policies and Administrative Policies. For ease of reference definitions of Council Policy and Administrative Policy are restated here:

***Council Policy*** means a policy with a financial and/or legal implication (liability) or those that guide Council's decisions, provide direction toward achieving strategic objectives, adhere to statutory or other corporate requirements, or relate to providing a service. Council policies are usually externally focused.

***Administrative Policy*** means a policy that describes required actions to support administrative responsibilities or to support Council policies, strategies or goals. Administrative policies are usually internally focused.

## DISCUSSION

Approval of Policy No. 3000-23 | Council and Administrative Policy Development has enabled the next step in continuing to work through a comprehensive review of the Town's policies, specifically to transition those policies previously approved by Council to Administration [CAO approval]. Of the roughly 125 existing policies, staff have identified twenty-six policies to date that meet the definition of an Administrative Policy [refer to Schedule 'I' | Policies to Transition].

For Council's reference, Schedule 'I' captures the title of the twenty-six policies that are the subject of this report and includes: the policy number, a succinct summary of the purpose of the policy, the date it was approved and if applicable, amended. It also includes comments from staff expanding on the rationale to support transition of the policy from Council to Administration. Additional attachments include Schedule 'II', which is a complete copy of the policies referenced in this report for Council's review.

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

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

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

### INFORM:

As Council continues to work through its comprehensive review of existing Town policies, the public will be informed through the presentation of staff reports and additional policy reports that will follow.

## STRATEGIC PLAN ALIGNMENT

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

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

## SUMMARY

Following the adoption of Policy No. 3000-23 | Council and Administrative Policy Development, twenty-six policies have been identified to date as meeting the definition of, and criteria for, being categorized as an Administrative Policy, as defined by Policy No. 3000-23 recently approved by Council. With Policy No. 3000-23 in place, staff have moved forward with the next phase of the Town's comprehensive policy review by identifying policies that are considered administrative in nature.

Council is now being asked to support the transition of twenty-six policies, listed in Schedule 'I' | Policies to Transition to Administration, given that these policies are internal and considered operational in nature. If Council approves the transition, going forward, any future amendments and subsequent approvals of these policies will fall under the authority of the Chief Administrative Officer [CAO].

Importantly, Administration is committed to keeping Council informed and any policies approved by Administration will be shared with Council through timely updates. Copies of Council policies will be provided in Council's orientation binder at the start of each term and updated as required.

#### **ALTERNATIVE OPTIONS**

1. THAT Council directs staff to remove [insert Policy No[s].] from Schedule 'I' attached to the June 18, 2025, staff report to Council.
2. THAT Council postpones a decision on the matter until Council's next regular meeting (July 16, 2025) allowing for additional time to reflect on the request to transition policies from Council to Administration.

#### **APPROVALS**

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



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



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

#### **ATTACHMENTS**

1. Schedule 'I' | Policies to Transition
2. Schedule 'II' | Complete Copies - **26** Policies to Transition

Policy No.	Attachment	Title   Summary of Purpose	Staff Comment
3002-2	<b>A</b>	<b>Use of Terminal Building Rental Space</b>  To provide control of rental space within the Qualicum Beach Airport Terminal Building to ensure its use is consistent with the purpose of the Airport.  <i>Approved '95, amended '08</i>	<ul style="list-style-type: none"> <li>• The Officer and Delegation Bylaw delegates to the Corporate Administrator the authority to enter into lease agreements on behalf of the Town where Council has, by resolution or bylaw, approved a substantially similar form of lease or licence. Council approved a new form of lease for tenants at the QB airport in 2023. Given this direction, this Policy meets the definition of Administrative Policy and therefore, staff recommend transition from Council to Administration.</li> </ul>
3002-4	<b>B</b>	<b>QB Airport Water &amp; Sewer Supply</b>  To ensure Qualicum Beach Airport tenants utilize and fund the Town water and sewer service supplied to the Qualicum Beach Airport and to protect Airport assets.  <i>Approved '03, amended '08</i>	<ul style="list-style-type: none"> <li>• Water &amp; Sewer Connection Bylaws.</li> <li>• Infrastructure connection requirements are captured in the lease agreements.</li> <li>• The Officer and Delegation Bylaw delegates to the Corporate Administrator the authority to enter into lease agreements on behalf of the Town where Council has, by resolution or bylaw, approved a substantially similar form of lease or licence. Council approved a new form of lease for tenants at the QB airport in 2023. As such, staff recommend this Policy transition from Council to Administration.</li> </ul>
3002-5	<b>C</b>	<b>Tie Down Area Maintenance &amp; Derelict Aircraft</b>  To ensure the Qualicum Beach Airport tie down area is well-maintained, safe and available for active aircraft.  <i>Approved '96, amended '08</i>	<ul style="list-style-type: none"> <li>• This Policy primarily addresses ongoing maintenance, safety standards and day to day management of the Airport facility. These functions traditionally fall under operational management rather than governance oversight. As such, staff recommend transition from Council to Administration.</li> </ul>
3002-6	<b>D</b>	<b>Reserved Tie-Down Parking</b>  To provide information on the reserved aircraft tie-down parking options and process at the Qualicum Beach Airport.  <i>Approved '96, amended '11</i>	<ul style="list-style-type: none"> <li>• Refer to staff comment in 3002-5</li> </ul>

Policy No.	Attachment	Title   Summary of Purpose	Staff Comment
3002-7	<b>E</b>	<b>Row A Vacant Lots &amp; Visitor Parking</b>  To provide information on the use of vacant lots for aircraft tie-down parking and the assignment of visitor parking at the Qualicum Beach Airport.  <i>Approved '96, amended '11</i>	<ul style="list-style-type: none"> <li>Refer to staff comment in 3002-5</li> </ul>
3002-8	<b>F</b>	<b>Aviation Fuel Sales</b>  To provide guidelines for staff establishing the price at which the Town will sell aviation fuel at the Qualicum Beach Airport.  <i>Approved '03, amended '08</i>	<ul style="list-style-type: none"> <li>With Council's decision making with the Bylaw, staff consider the subsequent pricing of aviation fuel an operational matter that better aligns with Administrative oversight.</li> <li>A review of fees applied for the sale of aviation fuel will be considered during the review of the Town's Airport Establishment &amp; Operations/ Airport User Fee Bylaws.</li> <li>Administration will ensure Council remains informed of any amendments made to this Policy by providing copies for Council's information and any other appropriate means to ensure Council stays informed.</li> </ul>
3006-3(a)	<b>G</b>	<b>DCC Application</b>  To ensure consistency of interpretation and compliance with Section 933(11) of the <i>Local Government Act</i> , the general application of Development Cost Charges (DCCs) shall be in accordance with this policy.  <i>Approved '05, amended '07</i>	<ul style="list-style-type: none"> <li>Council has adopted a number of bylaws specific to the application of and waiving of Development Cost Charges as per sections 558 - 570 of the <i>Local Government Act</i>.</li> <li>This Policy serves as a guideline to staff as to how the Town's DCCs are to be applied and therefore, it is recommend that it transition from Council to Administration.</li> </ul>
3006-6	<b>H</b>	<b>Building Permit Reports</b>  To establish a system to report on the level of construction activity in the Town of Qualicum Beach.  <i>Approved '92; amended '03</i>	<ul style="list-style-type: none"> <li>This Policy will be updated to reflect current practice of quarterly reporting to Council.</li> <li>This Policy supports a report that speaks to data collection, analysis and dissemination of information prepared by the Town's building department. As such, this Policy is considered to be Administrative in nature and therefore, it is recommended that this Policy transition from Council to Administration.</li> </ul>

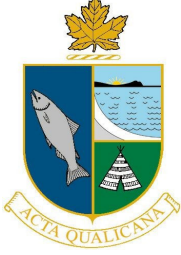
Policy No.	Attachment	Title   Summary of Purpose	Staff Comment
3008-14	<b>I</b>	<b>Street Addressing Policy</b>  To establish guidelines for assigning street addresses to properties and buildings within the Town of Qualicum Beach.  <i>Approved '21</i>	<ul style="list-style-type: none"> <li>Assigning street numbers is a routine function that ensures consistency, accessibility and emergency response efficiency. As such, staff consider this matter to be operational in nature and are recommending this Policy transition from Council to Administration.</li> </ul>
3010-5	<b>J</b>	<b>Municipal Solicitor</b>  That a solicitor for the Town of Qualicum Beach be used on a 'fee for service' basis.  <i>Approved '92, amended '03</i>	<ul style="list-style-type: none"> <li>This Policy primarily outlines how legal expertise is sought and used, which is a function of Administration rather than governance. As such, staff recommend transition from Council to Administration.</li> </ul>
3012-1	<b>K</b>	<b>Unopened Road Right-of-Way Opening</b>  A policy that requires any person building on a property adjacent to a gazetted or dedicated road right-of-way, that requires improvements to provide vehicular access, shall be responsible for the construction of the road.  <i>Approved '92, amended '03</i>	<ul style="list-style-type: none"> <li>Town of Qualicum Beach Engineering Standards &amp; Specifications Bylaw speaks to construction standards. MMCD [Master Municipal Construction Documents] may also apply.</li> <li>The Director of Infrastructure Services, or designate, applies the Town's Bylaw or the MMCD for this purpose. This Policy is the guiding document for staff and as such, meets the definition of an Administrative Policy. Staff recommend transition from Council to Administration.</li> </ul>
3012-3	<b>L</b>	<b>Road Shoulders</b>  A policy that requires all paved roads to have road shoulders installed.  <i>Approved '03</i>	<ul style="list-style-type: none"> <li>Staff will review this Policy in the context of the Engineering Standards &amp; Specifications Bylaw, the MMCD and will amend/update the Policy accordingly. Staff recommend transition from Council to Administration.</li> </ul>
3012-7	<b>M</b>	<b>Towing Contract</b>  To establish regulations for inclusion in a contract with a licenced towing company for removing vehicles in contravention of "Town of Qualicum Beach Traffic Bylaw No. 225, 1970" or amendments thereto.  <i>Approved '03</i>	<ul style="list-style-type: none"> <li>This Policy establishes operational guidelines and enforcing the Town's Traffic Bylaw, as such this Policy meets the definition of Administrative Policy versus Council Policy. As such, staff recommend transition from Council to Administration..</li> </ul>

Policy No.	Attachment	Title   Summary of Purpose	Staff Comment
3012-9	<b>N</b>	<b>Engine Idling [specific to Public Works - Operations Staff]</b>  To eliminate unnecessary idling of municipal vehicles.  <i>Approved '08</i>	<ul style="list-style-type: none"> <li>• The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce.</li> <li>• This Policy strictly addresses how Town staff are to operate municipal vehicles. As such, it meets the definition of an Administrative Policy and therefore, staff recommend that it transition from Council to Administration [the CAO].</li> <li>• Administration will be applying updates to this Policy and subsequently providing a copy to staff. Council will also be provided a copy for information.</li> </ul>
4001-1	<b>O</b>	<b>Entry Into &amp; Keying of Town Owned Buildings</b>  To protect Town facilities and their contents during non-operating hours, this Policy establishes who may be granted keys to Town owned buildings.  <i>Approved '93; amended '03</i>	<ul style="list-style-type: none"> <li>• This Policy delegates authority to Administration as such it meets the definition of Administrative Policy. It is recommended that this Policy transition from Council to Administration.</li> </ul>
4004-7	<b>P</b>	<b>Use of Community Hall/Civic Centre Tables &amp; Chairs</b>  A policy to establish requirements for use of tables and chairs in the Town's Community Hall and/or Civic Centre.  <i>Approved '96, amended '03</i>	<ul style="list-style-type: none"> <li>• This Policy is an administrative tool that prevents external rentals of the Town's tables and chairs outside of a facility booking.</li> <li>• This Policy meets the definition of Administrative and therefore, staff recommend transition from Council to Administration.</li> </ul>
4004-9	<b>Q</b>	<b>Read-O-Graph Sign</b>  To establish controls and a clear process for application to temporarily advertise communitiy events on the Read-O-Graph sign.  <i>Approved '03, amended '09</i>	<ul style="list-style-type: none"> <li>• The application process is managed by staff [QB Civic Centre] and the guidelines prioritize events. As such, staff recommend transition from Council to Administration.</li> </ul>

Policy No.	Attachment	Title   Summary of Purpose	Staff Comment
4004-11	<b>R</b>	<b>Acceptable Use for Information Technology (IT) Systems</b>  This policy defines, summarizes, and enforces the acceptable use of Information Technology (IT) Systems within the Town of Qualicum Beach workplace, in order to protect users, secure sensitive information and prevent unacceptable use, breaches and viruses in the IT systems.  <i>Approved '15</i>	<ul style="list-style-type: none"> <li>• This Policy speaks to internal operations, employee responsibilities, IT security protocols and focuses on day to day management rather than municipal governance. As such, it is recommended that this Policy transition from a Council to Administration.</li> <li>• This specific Policy will be updated to reflect current risks (i.e., cyber attacks), and mandatory staff training.</li> <li>• In addition, staff will be preparing a separate Council Policy that will speak to responsibilities for training, compliance and electronic device use [wireless], for Council's future consideration.</li> </ul>
4004-14	<b>S</b>	<b>Wireless Communications Devices</b>  This policy provides direction with respect to the administration, acquisition, and appropriate use of wireless communication devices by Town of Qualicum Beach (the Town) officers and staff.  <i>Approved '17</i>	<ul style="list-style-type: none"> <li>• This Policy speaks to how employees of the Town of Qualicum Beach use wireless communication devices, ensuring accountability and cost control. Staff consider this as an operational management matter versus a strategic governance decision. As such, it is recommended that this Policy transition from Council to Administration.</li> </ul>
5000-5	<b>T</b>	<b>Town Employees as Members of the Fire Rescue Department</b>  A policy to provide procedures for employees of the Town of Qualicum Beach who serve as volunteer members of the Qualicum Beach Fire Rescue Department [excludes paid employees of the Qualicum Beach Fire Rescue Department].  <i>Approved '21</i>	<ul style="list-style-type: none"> <li>• The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce. As such, this Policy is considered to to be administrative in nature and staff recommend transition from Council to Administration.</li> </ul>
5001-3	<b>U</b>	<b>Staff Suspension of Drivers Licence</b>  A policy establishing application of vacation days and leave of absence if suspension of BCDL occurs for those employees who are required to have a valid driver's licence to perform their duties.  <i>Approved '92, amended '03</i>	<ul style="list-style-type: none"> <li>• The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce. This Policy is considered to to be administrative in nature and staff recommend transition from Council to Administration.</li> </ul>

Policy No.	Attachment	Title   Summary of Purpose	Staff Comment
5002-1	V	<p><b>Course/Conference Attendance, Expenses &amp; Travel Policy [specific to staff]</b></p> <p>A policy providing information on meal allowance and on reimbursing expenses <b>for employees</b> who attend conferences/courses or travel on Town business.</p> <p><i>Approved '94, amended '17</i></p>	<ul style="list-style-type: none"> <li>• Council, on an annual basis, adopts its Five Year Financial Plan. This Bylaw captures funds available for this purpose.</li> <li>• The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce.</li> <li>• Application of this Policy is administrative in nature so long as expenditures do not exceed allocated funds established by Council through the budget process.</li> <li>• Staff will be conducting a jurisdictional scan of other BC local governments to review comparable policies prior to applying potential amendments and Council will be informed of any changes.</li> <li>• Given the above, this Policy is considered to be administrative in nature and staff recommend transition from Council to Administration.</li> </ul>
5002-10	W	<p><b>Exempt Staff Overtime During an Emergency Operations Centre</b></p> <p>To formalize a payment structure for exempt staff overtime during an Emergency Operations Centre (EOC) activation in Qualicum Beach or in communities as per the Joint Emergency Management Agreement or when deemed necessary when requested by communities outside our jurisdiction.</p> <p><i>Approved '17</i></p>	<ul style="list-style-type: none"> <li>• Council, on an annual basis, adopts its Five Year Financial Plan. This Bylaw captures funds available for this purpose.</li> <li>• The Officer and Delegation Bylaw delegates to the CAO the power to manage the Town's workforce.</li> <li>• Application of this Policy is administrative in nature provided that costs remain within the approved Plan.</li> <li>• Given the above, this Policy is considered to be administrative in nature and staff recommend transition from Council to Administration.</li> </ul>
5003-1	X	<p><b>Staff Conferences</b></p> <p>The Town of Qualicum Beach will benefit from staff attending their respective associations' conferences. Staff with the approval of the Chief Administrative Officer shall be permitted to attend their respective associations' conferences annually, without further reference to Council, subject to the Financial Plan.</p> <p><i>Approved '92, amended '03</i></p>	<ul style="list-style-type: none"> <li>• This Policy focuses on staff attending conferences subject to the CAOs approval and funding allocated in Council's approved Five Year Financial Plan.</li> <li>• Council approves departmental budgets through the budget process which includes funds for training purposes.</li> <li>• This Policy is considered to be administrative in nature provided that costs remain within the approved Plan.</li> <li>• Given the above, this Policy is considered to be administrative in nature and staff recommend transition from Council to Administration.</li> </ul>

Policy No.	Attachment	Title   Summary of Purpose	Staff Comment
5003-2	<b>Y</b>	<b>Education</b>  A policy speaking to employee attendance at educational courses/seminars, etc.  <i>Approved '92, amended '03</i>	<ul style="list-style-type: none"> <li>• This Policy aligns with employee training and professional development, key aspects of an organizations internal management. Subject to the CAOs approval and funding allocated in Council's adopted Five Year Financial Plan, this Policy is considered to be administrative in nature provided that costs remain within the approved Plan.</li> <li>• Given the above, this Policy is considered to be administrative in nature and staff recommend transition from Council to Administration.</li> </ul>
5004-2	<b>Z</b>	<b>Re-employment of Retired Exempt Employees</b>  To outline the terms and conditions under which retirees, who have retired from their employment with the Town of Qualicum Beach in an exempt capacity, may be temporarily re-employed by the Town.  <i>Approved '18</i>	<ul style="list-style-type: none"> <li>• Council has established the 'one employee' principle as per best local government practice, with all staff inputs channeled through the CAO to Council [which aligns with the Town's operational framework].</li> <li>• All hiring must be achieved within Council approved budget.</li> <li>• Human Resources will manage any retired exempt employees who may be retained on a temporary basis.</li> <li>• This Policy meets the definition of Administrative Policy and therefore, it is recommended that this Policy transition from Council to Administration.</li> </ul>

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Administration – Airport</b> <b>Use of Airport Terminal Building Rental Space</b>	
	<b>Policy Number: 3002-2</b>	

**Purpose**

To provide control of rental space within the Qualicum Beach Airport Terminal building and ensure its use is consistent with the purpose of the Airport.

**Policy**

The primary use of rental space in the Qualicum Beach Airport Terminal building is for scheduled airline carriers and the secondary use is for other services complementary to the Airport, such as flying school, car rental, and restaurant. Subject to availability, the Town may rent space for other purposes. The Town shall only lease rental space in the Qualicum Beach Airport Terminal building under the terms of a lease agreement approved by Council.

**Procedure**

1. Applications for rental space within the Qualicum Beach Airport Terminal building shall be submitted to the Corporate Administrator/ Airport Manager to coordinate management review.
2. Staff shall provide a lease recommendation to Council.
3. Leases for uses which are not primary or secondary airport purposes shall include a 60-day cancellation clause.
4. Lease rate to be determined by the Town, based on market value, and benefit to the Airport.
5. The process to lease Town property is governed by the *Community Charter*.
6. Other airport related fees, as established by bylaw, shall apply.

**Responsibility**

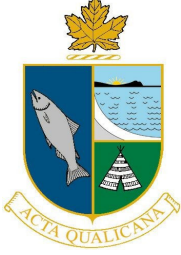
Corporate Administrator/ Airport Manager

**References**

Airport Establishment and Operation Bylaw  
 Airport User Fee Bylaw  
*Community Charter*

**Distribution**

Council  
 Management  
 All Departments

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Administration – Airport</b> <b>Qualicum Beach Airport Water Supply and Sewer Service</b>	
	<b>Policy Number: 3002-4</b>	

## Purpose

To ensure Qualicum Beach Airport tenants utilize and fund the Town water and sewer service supplied to the Qualicum Beach Airport in 2007 and to protect the Airport assets.

## Policy

Qualicum Beach Airport tenants are required to connect to Town sewer and water services.

Qualicum Beach Airport lease holders are required to decommission septic fields and wells.

Tenants that were occupants in 2007 and previously provided notice to connect, and that have not connected, are subject to connection by the Town workers or others, with the expense of the work to be recovered as provided in Section 258 of the *Community Charter*, by adding to the property taxes the fees imposed for work done or services provided to land or improvements.

New leases offered for premises at the Qualicum Beach Airport shall require tenants, for each primary building, to have plumbing facilities on the leased premises, to connect to the Town of Qualicum Beach sewer and water systems.

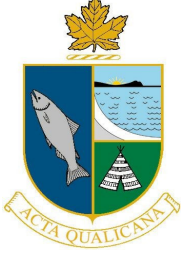
## Procedure

1. Staff shall pursue completion of water and sewer connection by tenants who were occupants in 2007.
2. Staff shall pursue decommissioning septic fields and wells.
3. Staff shall ensure that leases include terms to require tenants to connect each primary building on the leased premises, to the Town of Qualicum Beach sewer and water systems.
4. Tenants shall complete Applications for Sanitary Sewer Connection and Water Connection in accordance with the applicable bylaws.

**Responsibility** Corporate Administrator/ Airport Manager  
Superintendent of Public Works, Parks & Buildings

**References** Sewer Connection and Regulation Bylaw  
Waterworks Rate and Regulation Bylaw  
*Community Charter*

**Distribution** Council  
Management  
All Departments

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Administration – Airport Tie Down Area Maintenance &amp; Derelict Aircraft</b>	
	<b>Policy Number: 3002-5</b>	

## Purpose

To ensure the Qualicum Beach Airport tie down area is well-maintained, safe and available for active aircraft.

## Policy

The owner/authorized operator of an aircraft in the tie down area is responsible for the maintenance of the aircraft's tie down area and for maintaining the aircraft, and keeping the area free from disassembled parts, storage containers, long grass, etc. Derelict aircraft are not permitted to remain within the tie down area of the Qualicum Beach Airport for more than thirty days without permission from the Corporate Administrator/ Airport Manager.

## Procedure

1. The owner/authorized operator of an aircraft in the tie down area who has entered into an Aircraft Tie Down Accommodation Agreement shall maintain the grass to a length no longer than 8" to minimize fire hazard. If the grass is longer than 8", the Superintendent of Public Works, Parks and Buildings may instruct Town staff to enter to trim the grass at the owner's/authorized operator's expense, for a minimum one hour labour and equipment charge and the Municipality shall not be liable for any loss or damage to the aircraft, however caused.
2. Derelict aircraft remaining on the airport lands after thirty-one days, without the permission of the Corporate Administrator/ Airport Manager, shall be towed away at the owner's expense. The Corporate Administrator/ Airport Manager shall provide written notice to the registered owner.

## Responsibility

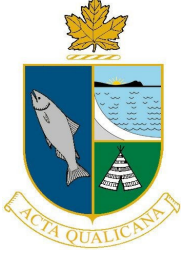
Corporate Administrator/ Airport Manager  
Superintendent of Public Works, Parks and Buildings

## References

Airport Establishment and Operation Bylaw

## Distribution

Council  
Management  
All Departments

	<b>Town of Qualicum Beach</b>		<b>Policy Manual</b>
	<b>Subject: Administration – Airport Reserved Tie-Down Parking</b>		
	<b>Policy Number: 3002-6</b>		

## Purpose

This policy provides information on the reserved aircraft tie-down parking options and process at the Qualicum Beach Airport.

## Policy

It is the policy of the Town of Qualicum Beach to provide reserved aircraft tie down parking at the Qualicum Beach Airport, on turf and paved locations, subject to the Airport Establishment and Operation Bylaw regulations and fees, policies and staff approval of tie-down location.

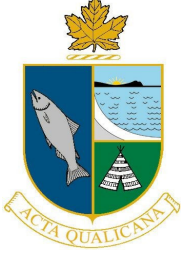
## Procedure

1. Aircraft owner/authorized operators shall submit applications for reserved aircraft tie-down parking at the Qualicum Beach Airport to the Town of Qualicum Beach Municipal Office.
2. The Corporate Administrator/ Airport Manager and Superintendent of Public Works, Parks & Buildings will review applications and assign a tie-down location. The assigned location is subject to change by staff, with notice to the tenant, and by the tenant, with the permission of staff.
3. Factors considered in assignment of tie-down locations include: availability, applicant preference, commercial or private aircraft, size of aircraft, proximity to other aircraft, compatibility with adjacent tenants/uses, site condition, access and aircraft activity level. Tie-down location options include:  
 Paved – on ramp/apron (commercial only)  
 Paved and turf – in tie-down area 1 and 2, located between Taxiway A and Hangar Row A, as shown on the Airport Plan  
 Approved undeveloped lease lots in Row A, subject to a 30-day cancellation in the event that a business comes forward that is interested in leasing and developing the lot  
 Occupied lease lots – for aircraft tied down in an occupied lease lot, with the permission of the tenant, and which is not owned by the tenant named in the lease
4. Applicants for an approved tie-down shall pay an annual tie-down fee to the Town of Qualicum Beach and for the privilege of reserved tie-down as per Town of Qualicum Beach Airport Establishment and Operation Bylaw No. 457.05, 1998, including the fee

for the initial purchase of a tie-down cone from the municipality and, in subsequent years, the annual reservation fee.

- 5. After approval of the application and payment of all applicable fees, the Superintendent of Public Works, Parks & Buildings will have staff apply reflective letters, indicating the aircraft’s call letters, on a traffic cone which staff will place in the assigned tie-down location.
- 6. Only those individuals who pay the annual tie-down fees will be permitted to reserve space in the tie-down area.

<b>Responsibility</b>	Corporate Administrator/ Airport Manager Superintendent of Public Works, Parks & Buildings
<b>References</b>	Airport Establishment and Operation Bylaw Airport Plan
<b>Distribution</b>	Council Management All Departments

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Administration – Airport Row ‘A’ Vacant Lots &amp; Visitor Parking</b>	
	<b>Policy Number: 3002-7</b>	

### **Purpose**

This policy provides information on the use of vacant lots for aircraft tie-down parking and the assignment of visitor parking at the Qualicum Beach Airport.

### **Policy**

It is the policy of the Town of Qualicum Beach to utilize vacant lease lots for aircraft tie-down parking, where suitable, and to provide visitor parking to accommodate transient aircraft.

### **Procedure**

1. Until the Town requires the vacant lease lots in Row ‘A’ for permanent commercial lease tenants, the Superintendent of Public Works, Parks & Buildings shall have staff post signs indicating the lots as tie-down space.
2. The Superintendent of Public Works, Parks & Buildings shall have staff post signs to indicate suitable visitor parking locations, such as in the vacant lease lot on the west end of Hangar Row ‘A’ and in the current tie-down area 2, located between Taxiway A and Hangar Row A, as shown on the Airport Plan.
3. Applications for tie-down space at the Qualicum Beach Airport shall be processed as per Town of Qualicum Beach Airport Establishment & Operation Bylaw No. 457.05, 1998 and policies.

### **Responsibility**


Corporate Administrator/ Airport Manager  
Superintendent of Public Works, Parks & Buildings

### **References**

Airport Establishment & Operation Bylaw  
Airport Plan

### **Distribution**

Council  
Management  
All Departments

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Administration – Airport – Aviation Fuel Sales</b>	
	<b>Policy Number: 3002-8</b>	

**Purpose**

To provide guidelines for staff establishing the price at which the Town will sell aviation fuel at the Qualicum Beach Airport.

**Policy**

The Town of Qualicum Beach shall offer for sale aviation fuel at the Qualicum Beach Airport, maintaining a reasonable margin of profit.

**Procedure**

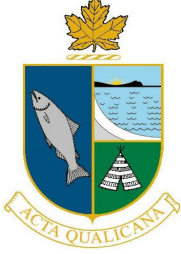
1. The Town of Qualicum Beach will endeavour to maintain a minimum 27¢ per litre profit margin for the sale of AvGas and Jet A-1 fuel at the Qualicum Beach Airport.
2. Upon purchase of aviation fuel by the Town of Qualicum Beach, the Corporate Administrator/ Airport Manager shall ensure that resale prices reflect the necessary buy/sell margin.
3. At least quarterly, the Corporate Administrator/ Airport Manager will review fuel sale prices at a minimum of six other airports of similar size, to compare and adjust the Qualicum Beach Airport fuel minimum profit margin to ensure Qualicum Beach Airport fuel prices remain competitive and contribute to the Airport operating costs.
4. Upon purchase of aviation fuel by the Town of Qualicum Beach, the Collector will calculate the purchase cost, apply the profit margin approved by the Corporate Administrator/ Airport Manager, and advise the Public Works staff assigned to the Airport, of the selling price to adjust the fuel pumps as required.
5. During the last week of December each year, the Superintendent of Public Works, Parks & Buildings shall have the fuel tanks filled by the fuel supplier or dipped for inventory.

**Responsibility**

Corporate Administrator/ Airport Manager  
 Superintendent of Public Works, Parks & Buildings  
 Public Works Staff  
 Collector

**Distribution**

Council  
 Management  
 All Departments

	<b>Town of Qualicum Beach</b>		<b>Policy Manual</b>
	<b>Subject: Administration – Building Inspection DCC Application</b>		
	<b>Policy Number: 3006-3(a)</b>		

### Purpose

To ensure consistency of interpretation and compliance with Section 933(11) of the *Local Government Act*, the general application of Development Cost Charges (DCCs) shall be in accordance with this policy.

### Policy

The Town of Qualicum Beach collects Development Cost Charges fees to offset the increase in infrastructure costs associated with new development and to fund parkland acquisition and development.

### Procedure

At the commencement of the approval process the Director of Planning, Director of Engineering or Building Inspector shall inform applicants for development approvals that Development Cost Charges apply to all projects costing over \$50,000.00 on the basis of this policy in accordance with the Local Government Act the Town DCC Bylaw and this policy.

For Development Cost Charges payable at Building Permit issuance the Building Inspector may request that the Director of Planning, Financial Administrator, Director of Engineering or the Chief Administrative Officer confirm the applicability or interpretation of the DCC Bylaw prior to the preparation of the invoice. Confirmation shall be provided in writing if requested by the Building Inspector.

### APPLICATION

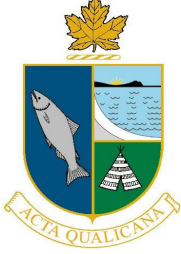
1. The following are not considered to impose new capital cost burdens:
  - agricultural buildings constructed under the Farm Building Code not on the water or sewer parcel tax roll.
  - residential accessory buildings
  - alterations (excluding additions) that do not result in a change of use as defined in the DCC Bylaw.
  - extensions to an existing residential use other than a multiple residential building.
  - structures not on the water and/or sewer parcel tax roll (for the application of Sanitary and/or Water DCC's only)

2. Storm Drainage shall not be considered to impose new burdens if:
  - in the A1 Zone, dispersal is onsite within the required setbacks, or
  - in other zones, dispersal is contained onsite in accordance with an engineered design approved by the Director of Engineering and CAO or Deputy CAO.
3. In accordance with the *Local Government Act*, Park Land in lieu of Park DCC's are to be applied at the discretion of the Director of Planning and CAO or Deputy CAO.
4. Existing floor areas demolished for the purposes of new construction shall be credited on the basis of the previous use category being demolished.
5. Development Cost Charges apply to a change of use within the meaning of the DCC Bylaw as follows:
  - a DCC credit is applied to the existing floor area on the basis of the existing use.
  - DCC's are applied to the renovated floor area on the basis of the new use.

**Responsibility** Director of Planning  
Director of Engineering  
Building Inspector  
CAO/Deputy CAO

**References** *Local Government Act*  
Town of Qualicum Beach Land Use and Subdivision Control Bylaw  
Town of Qualicum Beach DCC Bylaw

**Distribution** Council  
Management  
All Departments

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Administration – Building Inspection Building Permit Reports</b>	
	<b>Policy Number: 3006-6</b>	

**Purpose**

To establish a system to report on the level of construction activity in the Town of Qualicum Beach.

**Policy**

A synopsis of Building Permits will be reported to Statistics Canada monthly and a Building Permit Report shall be prepared and copied to Council in the Council agenda package.

**Procedure**

The Building Permit Report shall include the Building Permit number, the owner and/or contractor of the building, the address of the building and the value of the building.

The Building Permit Report shall also show the previous year's total construction values.

**Responsibility**


Office Assistant

**References**

Building Permits

**Distribution**

Council  
Management  
Building Inspector  
Office Assistant

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Administration – Planning</b> <b>Street Addressing Policy</b>	
	<b>Policy Number: 3008-14</b>	

## Purpose

This purpose of this policy is to establish guidelines for assigning street addresses to properties and buildings within the Town of Qualicum Beach.

## Policy

Addresses are assigned to buildings and properties as a convenience for visitors and residents, for door-to-door deliveries, and for emergency services that rely on clear and accurate addressing to ensure efficient response. Building numbers should be placed and maintained in a conspicuous manner and shall be clearly visible from the road on which the building fronts.

The Town of Qualicum Beach may, on a case by case basis, consider exceptions to the following criteria and procedure.

This policy does not apply retroactively. Numbering arrangements that pre-date this policy are not subject to its terms.

## Definitions

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

## Criteria

1. Memorial Avenue shall be deemed the Starting Point for the purpose of municipal addressing when determining East and West Directions. The E&N Railway line shall be deemed the Starting Point for the purpose of municipal addressing when determining North and South. The Directional Starting Points will be followed, where

**Approved:** 15 Jun 21  
**Approved By:** Council

**Amended:** n/a

applicable, and the streets will be numbered incrementally from the starting points. Highway 19A is a notable exception to this numbering convention.

2. The addressing of streets shall start from the Arterial, Collector, or closest major road.
3. The South and East sides of a street shall be assigned "Even" numbers, and the North and West sides of the street shall be assigned "Odd" numbers. In rare cases exceptions to this policy may occur.
4. Cul-de-sacs shall be addressed with the lowest numbers starting at the intersection.
5. An area with an established numbering pattern shall continue to use that numbering pattern.
6. Only whole numbers shall be assigned.
7. Addresses will not be assigned or changed for cultural, religious, superstitious, numerological or any other such personal reason.
8. Addresses will not be provided to applicants for vacant or subdivided lands until such time as an application for a building permit has been submitted or the conditions of the approved subdivision application have been completely fulfilled.
9. One address shall be assigned per Parcel, except where otherwise permitted in this policy.
10. Individual buildings will generally be assigned individual numbers, if available, and without requiring a change to the addresses of adjacent properties.
11. For corner lots, addresses shall be assigned determined by the direction of the front of the primary building entrance.
12. For buildings with entrances on more than one street, additional addresses may be assigned to different occupancies based on the entrance locations.
13. In cases where a residential suite is contained within or attached to a house, the suite is assigned a letter suffix to the address of the house. (e.g. 123A First Ave)

14. One municipal address shall be assigned to the Main access driveway for mobile home parks, apartments, or condominium blocks.
15. In the case of a ground-oriented building, unit numbers shall be assigned using numbers beginning from 1 (e.g. 1, 2, 3, etc.). For ground-oriented buildings with four units or less, individual addresses may be assigned at the discretion of the Town.
16. For multi-story buildings, unit numbers on each floor shall be 3 digits, with the first digit being the floor number (e.g. 101, 102, etc. for first floor units, 201, 202, etc. for second floor units).

## Procedure

1. All requests for assigned addresses shall be made in writing to the Town of Qualicum Beach Planning Department.
2. All address requests shall contain the following minimum information:
  - a. the legal description of the property, and;
  - b. the specific street location, including maps, plans, and sketches.
3. The Planning Department may require additional information or use additional criteria beyond those noted in the policy when considering an address.
4. Staff shall review the application to ensure its adherence to this policy and to verify all supporting information. Staff shall also take into consideration all comments from interested stakeholders.
5. The Approving Officer or designate shall circulate the proposed addresses to Town departments including Finance, Fire, Engineering, GIS and Public Works
6. After consideration of the comments received, and this policy, the Approving Officer shall determine the appropriate address and/or qualifier (e.g. number or letter) for a proposed address.

7. At the request of the property owner, two copies of a letter will be given to the owner or delegate for the purposes of proof of address.

**Responsibility** The Director of Planning is the authority for naming roads and assigning address numbers.

The IT and Finance departments are responsible for updating address records for the financial, utility, and mapping systems.

**Distribution** Management – All Departments  
Council



***Town of Qualicum Beach  
Policy Manual***

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**Policy No.:** 3010-5

**Date of Implementation:** October 5, 1992

***Municipal Solicitor***

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**Policy**

That a solicitor for the Town of Qualicum Beach be used on a 'fee for service' basis.

**Procedure**

It shall be the responsibility of administration to obtain legal expertise when needed.

Matters of an administrative nature shall be dealt with by administration.

Those matters requiring a report to Council shall be brought by administration to Council.



## ***Town of Qualicum Beach Policy Manual***

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**Policy No.:** 3012-1

**Date of Implementation:** November 2, 1992

### ***Unopened Road Right-Of-Way Opening***

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#### **Policy**

It is the policy of the Town of Qualicum Beach that any person building on a property adjacent to a gazetted or dedicated road right-of-way, that requires improvements to provide vehicular access, shall be responsible for the construction of the road.

The Director of Engineering shall layout the specifications for the construction of the gazetted or dedicated road right-of-ways. A copy of said specifications shall be given to the property owner.

#### **Procedure**

- 1) Building permits that are issued for property that is adjacent to a gazetted or dedicated road right-of-way shall indicate that the Town is not responsible for the construction of the road.
  - 2) All costs incurred are the responsibility of the property owner.
  - 3) The owner shall complete all required construction prior to the issuance of a building permit or provide an irrevocable letter of credit, certified cheque, cash or performance bond in a form satisfactory to the Town, equal in value to the required works.
  - 4) It shall be the responsibility of the Department of Public Works and the Director of Engineering to ensure that all works are satisfactorily completed.
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## ***Town of Qualicum Beach Policy Manual***

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**Policy No.:** 3012-3

**Date of Implementation:** June 25, 2003

### ***Road Shoulders***

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#### **Policy**

It is the policy of the Town of Qualicum Beach that all paved roads shall have road shoulders installed.

#### **Procedure**

Road shoulders shall be installed at the time of new road construction, or alternatively, upon the first application of pavement to the road.

Road shoulders adjacent to existing roads that receive an overlay of pavement, shall be raised within one year of the pavement overlay.



## ***Town of Qualicum Beach Policy Manual***

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**Policy No.:** 3012-7

**Date of Implementation:** June 25, 2003

### ***Towing Contract***

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#### **Policy**

To establish regulations for inclusion in a contract with a licenced towing company for removing vehicles in contravention of "Town of Qualicum Beach Traffic Bylaw No. 225, 1970" or amendments thereto.

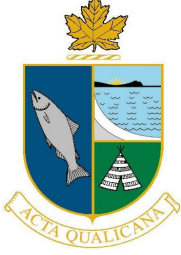
#### **Procedure**

- 1) Prior to April 1<sup>st</sup> of each year, staff are to request from licenced towing companies in the Town, a tender for the contract to patrol and remove those vehicles parked in contravention of "Town of Qualicum Beach Traffic Bylaw No. 225, 1970" or amendments thereto.
  - 2) The contract to include the following regulations:
    - a) vehicles to be towed within the Town under the following circumstances:
      - (i) vehicles parked in contravention of posted "no parking" times;
      - (ii) vehicles parked on a road, in designated "handicapped" zone without a handicapped card being displayed;
      - (iii) vehicles parked on "red curb" areas indicating fire hydrant or bus stop;
      - (iv) vehicles parked on "yellow curb" areas;
      - (v) vehicles parked in no parking zones;
      - (vi) when requested by a Town employee.
  - 3) When vehicles are towed they are to be brought directly to the towing company's compound.
  - 4) The towing company is to maintain a ledger indicating the following for each vehicle towed:
    - (i) date and time towed;
    - (ii) licence number, make, model and colour of vehicle;
    - (iii) location from which towed and reason towed;
    - (iv) requested by whom (or indicate if by patrol).
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***Towing Contract – Cont'd***

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- 5) If vehicles impounded are not claimed by the owner by the end of the day the RCMP detachment are to be provided with the following details:
  - (i) date and time towed;
  - (ii) licence number, make, model and colour of vehicle;
  - (iii) location from which towed and reason towed;
  - (iv) requested by whom (or indicate if by patrol).
- 6) The towing company shall install and maintain signage, with the approval of the Superintendent of Public Works, on each of the parking regulatory signs more than one kilometer from the Town Hall. The signs are to indicate which towing company to contact and their telephone number.
- 7) The towing company is to patrol posted beach access areas and municipal roads and parks on a routine basis or as requested by Town staff or the RCMP.
- 8) The Superintendent of Public Works is authorized to enter into a contract with the towing company submitting the most suitable tender.

	<b>Town of Qualicum Beach</b>		<b>Policy Manual</b>
	<b>Subject: Administration – Public Works Engine Idling</b>		
	<b>Policy Number: 3012-9</b>		

## Purpose

The Town of Qualicum Beach recognizes that emissions from the burning of transportation fuels, such as diesel and gasoline has a detrimental effect on both the air quality within our Town and the global environment in the form of greenhouse gases.

The purpose of this policy is to eliminate unnecessary idling of municipal vehicles. Reduction of idling contributes towards reducing greenhouse gas emissions, improving air quality, a healthier work environment and the more efficient use of municipal resources.

## Policy

Operators of Town of Qualicum Beach vehicles shall not unnecessarily idle the engine of a vehicle that is stopped for a foreseeable period in excess of three (3) minutes except as provided in this policy. The operator may allow the engine to idle if the operator is required to make frequent stops where the vehicle is stationary for a period not exceeding 3 minutes.

## Procedure

In order to meet the requirements of this policy, Town Staff will be provided with the following information:

- 1) **Gasoline (or alternative fuel) Powered Vehicles**  
A maximum idle time of three (3) minutes for a gasoline (or alternative fuel) powered vehicle is allowed during an initial shift warm up or when restarting a gasoline (or alternative fuel) powered vehicle after a prolonged shut down that results in a 'cold start' condition.
- 2) **Diesel Powered Vehicles**  
It is recognized that diesel powered vehicles have different requirements for warm up and cool down periods.

Operators of diesel powered vehicles should always follow the vehicle manufacturer's guidelines for idling times where they may differ from this policy.

Idle times of up to five (5) minutes are allowed for diesel powered vehicles during initial shift warm up or when restarting after a prolonged shut down that results in a 'cold start' condition.

No operator shall unnecessarily idle the engine of a diesel powered vehicle that is stopped for a foreseeable period in excess of three (3) minutes. Diesel powered vehicles should only be turned off after a period of three (3) minutes of low idle time has passed to allow the proper cooling of engine fluids and parts.

**Responsibility** All Town Staff operating municipal vehicles are responsible to carry out this policy. The Superintendent of Public Works, Parks and Buildings will report annually to the Chief Administrative Officer on the program effectiveness.

This policy does not apply to the following vehicles or situations:

- 1) Emergency response vehicles when engaged in operational activities.
- 2) Where engine power is required to power auxiliary equipment, such as an electric generator, air compressor, pump, winch, lift or boom.
- 3) When the operator is idling the vehicle for the purpose of defogging or defrosting windows, idling must end when fog or ice conditions have been eliminated. When window ice conditions are present, the operator must attempt to remove ice with a scraper in order to reduce the idling time required to clear ice.
- 4) In extreme conditions, idling may be allowed to provide warmth or cooling for the well-being of the operator and passengers if the occupants are not able to use an indoor shelter for such a purpose.
- 5) Vehicle being serviced for inspection.
- 6) Where safety may be compromised by shutting off the vehicle engine, vehicles may be allowed to idle at the discretion of the operator.

**References** Diesel powered vehicle manufacturer's guidelines  
[www.idlefreebc.ca](http://www.idlefreebc.ca)

Standards:

“Idling” means the operation of a vehicle’s engine while the vehicle is not in motion or being used to power other equipment that is essential to the operation being carried out.

“Vehicle” means a car, truck, van, tractor, or any other equipment operated by a driver and powered by fuels such as diesel, gasoline or another alternative fossil fuel.

**Distribution**

Council  
Management  
All Departments



## ***Town of Qualicum Beach Policy Manual***

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**Policy No.:** 4001-1

**Date of Implementation:** April 5, 1993

### ***Entry Into and Keying of Town Owned Buildings***

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#### **Policy**

The Council believes that entry into Town owned and operated buildings during non-operating hours should be restricted in order to protect Town facilities and their contents. However, it is necessary for some members of staff and/or Council to be in possession of keys to Town owned buildings.

#### **Procedure**

- a) Except in the case of emergency no person or persons other than Town employees shall be permitted entry to a Town owned building when it is not in use, without prior approval.
- b) Approval for entry can be granted by Administration.
- c) Records shall be kept as to the individuals who have been given keys to enter Town owned and operated buildings.

Those members of staff and/or Council who require keys to Town owned buildings shall apply to Administration.

- a) It shall be at the discretion of Administration to dispense keys to Town owned buildings and to keep a record of those who have been given keys.
  - b) Those employees or Council members, terminating their employment or term with the Town of Qualicum Beach, shall be required to return all keys to Administration.
  - c) No key may be copied by any Council member or employee.
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## ***Town of Qualicum Beach Policy Manual***

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**Policy No.:** 4004-7

**Date of Implementation:** May 6, 1996

### ***Use of Community Hall/Civic Centre Tables & Chairs***

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#### **Policy**

The Council recognizes that requests are frequently being made of the Town of Qualicum Beach for use/rental of Town owned tables and chairs from the Qualicum Beach Community Hall and the Qualicum Beach Civic Centre.


The use of Town owned tables and chairs at the Qualicum Beach Community Hall and the Qualicum Beach Civic Centre shall be under the terms and conditions of the rental agreement for the facility concerned.

#### **Procedure**

Town owned tables and chairs shall not be used from either the Qualicum Beach Community Hall or the Qualicum Beach Civic Centre outside of a rental agreement.

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Buildings and Grounds – Use of Town-owned Facilities – Read-O-Graph Sign</b>	
	<b>Policy Number: 4004-9</b>	

<b>Purpose</b>	This policy is to establish controls and a clear process for application to temporarily advertise community events on the Read-O-Graph sign located at the corner of Memorial Avenue and Rupert Road and the municipal sign kiosks located on municipal property.	
<b>Policy</b>	<p>Upon application to the Qualicum Beach Civic Centre, the Town may temporarily advertise community events at the following locations:</p> <ol style="list-style-type: none"> <li>1. on the Read-O-Graph sign located at the corner of Memorial Avenue and Rupert Road; and</li> <li>2. on the sign kiosks located on municipal property.</li> </ol>	
<b>Procedure</b>	<p>Except for Town of Qualicum Beach events and public community events, only those events being held at a Town-owned facility will be considered for advertising.</p> <p>Requests for advertising community events will be considered in order of priority as follows:</p> <ol style="list-style-type: none"> <li>1. Community events organized by the Town of Qualicum Beach (e.g. Family Day, Mile Swim and Airport Appreciation Day);</li> <li>2. Civic Centre/Community Hall events sponsored by the Town of Qualicum Beach;</li> <li>3. Civic Centre/Community Hall events open to the public;</li> <li>4. Major public community events, which have been, approved by the Town of Qualicum Beach (e.g. Fire and Ice, Show n' Shine, Moonlight Madness);</li> <li>5. Non-profit organizations that hold a valid non-profit society registration number;</li> <li>6. Private/Commercial community events.</li> </ol>	
<b>Responsibility</b>	Civic Centre Employees, Town staff	
<b>References</b>		
<b>Distribution</b>	<p>Council</p> <p>All Departments</p>	
<b>Attachment</b>	Read-O-Graph Application	

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Buildings and Grounds</b> <b>Use of Town-owned Facilities and Equipment - Acceptable Use for Information Technology (IT) Systems</b>	
	<b>Policy Number: 4004-11</b>	

## Purpose

This policy defines, summarizes, and enforces the acceptable use of Information Technology (IT) Systems within the Town of Qualicum Beach workplace, in order to protect users, secure sensitive information and prevent unacceptable use, breaches and viruses in the IT systems.

## Policy

### 1. Introduction

This Acceptable Use Policy (AUP) for IT Systems is designed to protect the Town of Qualicum Beach, its employees, and other partners from harm caused by the misuse of Town IT systems and Town data. Misuse includes both deliberate and inadvertent actions.

The repercussions of misuse of Town systems can be severe. Potential damage includes, but is not limited to, malware infection (e.g., computer viruses), legal and financial penalties for data leakage, and lost productivity resulting from network downtime.

Everyone who works at the Town of Qualicum Beach is responsible for the security of the Town's IT systems and the data on them. As such, all users must ensure they adhere to the guidelines in this policy at all times. Should anyone be unclear on the policy or how it impacts his or her role, he or she should seek clarification with his or her manager or with the IT department.

### 2. Definitions

"Users" includes everyone who has access to any Town of Qualicum Beach IT systems. This includes permanent employees, temporary employees and Mayor and Council. It also includes those who may be employed by the Town, including contractors, agencies, consultants, volunteers and business partners.

"Systems" means all IT equipment that connects to the corporate network or accesses corporate applications. This includes, but is not limited to, desktop computers, laptops, smartphones, tablets, printers, data and voice networks, networked devices, software, electronically-stored data, portable data storage devices, third

party networking services, telephone handsets, video conferencing systems, and all other similar items commonly understood to be covered by this term.

### **3. Scope**

This is a universal policy that applies to all Users and all Systems. If a more specific policy exists, in such cases, the more specific policy has precedence in areas where they conflict, but otherwise both policies apply on all other points.

This policy covers only internal use of the Town's IT systems, and does not cover use of Town-owned products or services by customers or other third parties.

Some aspects of this policy affect areas governed by local legislation in certain countries (e.g., employee privacy laws). In such cases, the need for local legal compliance has clear precedence over this policy within the bounds of that jurisdiction.

### **4. Use of IT Systems**

The Town of Qualicum Beach promotes Internet use that enables users to perform work-related missions and encourages the development of computer, Internet skills and knowledge. If it is determined that access is in the best interest of the Town of Qualicum Beach, the user will be permitted, within the limits set forth below, to use the IT systems on personal time to build his or her skills. It is expected that users will use the IT systems to improve their job knowledge, to access scientific, technical, and other information on topics which have relevance to their work, and to communicate with their peers in other companies. Users should be aware that when access is accomplished using Internet addresses and domain names registered to the Town of Qualicum Beach, they may be perceived by others to represent the Town. Users are advised not to use the Internet for any purpose which would reflect negatively on the Town or its employees.

Town computer systems are for Town use and not for personal use; however, when certain criteria are met, users are permitted to engage in the following activities:

1. During working hours, access job-related information, as needed, to meet the requirements of their jobs.

2. During working hours, participate in news groups, chat sessions, and E-mail discussion groups (list servers), provided these sessions have a direct relationship to the user's job with the Town. If personal opinions are expressed, a disclaimer should be included stating that these opinions are not an official position of the Town of Qualicum Beach.
3. During personal time, retrieve non-job-related text and graphics information to develop or enhance IT-related skills. It is expected that these skills will be used to improve the accomplishment of job-related work assignments. This policy of allowing employees to use IT resources during non-work periods enhances employees' knowledge and skill in information retrieval, benefits which immediately translate to his or her ability to perform work-related activities. By encouraging employees to explore the Internet and Town systems, the Town also builds its pool of IT-literate staff who can then guide and encourage other employees.

All data stored on Town of Qualicum Beach systems is the property of the Town. Users should be aware that the company cannot guarantee the confidentiality of information stored on any Town system except where required to do so by local laws.

The Town of Qualicum Beach trusts users to be fair and sensible when judging what constitutes an acceptable level of personal use of the company's IT systems.

The Town can monitor the use of its IT systems, and the data on those systems, at any time. This may include (except where precluded by local privacy laws) examination of the content stored within the email and data files of any user, and examination of the access history of any users.

The Town of Qualicum Beach reserves the right to regularly audit networks and systems to ensure compliance with this policy.

## **5. Data Security**

If data on Town systems is classified as confidential, this should be clearly indicated within the data and/or the user interface of the system used to access it. Users must take all necessary steps to prevent unauthorized access to confidential information.

Users are expected to exercise reasonable personal judgement when deciding which information is confidential.

Users must not send, upload, remove on portable media or otherwise transfer to a non-Town system any information that is designated as confidential, or that they should reasonably regard as being confidential to the Town, except where explicitly authorized to do so in the performance of their regular duties.

Users must keep passwords secure and not allow others to access their accounts. Users must ensure all passwords comply with the Town's network safe password policy.

Users who are supplied with computer equipment by the Town of Qualicum Beach are responsible for the safety and care of that equipment, and the security of software and data stored on it and on other Town systems that they can access remotely using it.

Because information on portable devices, such as laptops, tablets and smartphones, is especially vulnerable, special care should be exercised with these devices. Users will be held responsible for the consequences of theft of, or disclosure of, information on portable systems entrusted to their care if they have not taken reasonable precautions to secure it.

It is recommended that all workstations (desktops and laptops) be secured with a lock-on-idle policy active after, at most, 15 minutes of inactivity. In addition, they should be manually locked by the responsible user whenever leaving the machine unattended for longer periods.

Users who have been charged with the management of those systems are responsible for ensuring that they are at all times properly protected against known threats and vulnerabilities as far as is reasonably practicable and compatible with the designated purpose of those systems.

Users must at all times guard against the risk of malware (e.g., viruses, spyware, Trojan horses, rootkits, worms, backdoors) being imported into Town of Qualicum Beach systems by whatever means and must report any actual or suspected malware infection immediately.

## **6. Unacceptable Use**

All users are expected to comply with this policy when using IT systems and these form the basis of what the Town of Qualicum Beach considers as being good judgment. All users should use good judgment regarding what is an unacceptable use of Town systems. The list of activities below is provided as examples of unacceptable use; however, it is not exhaustive.

- All illegal activities, including: theft, computer hacking, malware distribution, contravening copyrights and patents, and using illegal or unlicensed software or services. Activities that contravene data protection regulations are also included.
- All activities detrimental to the success and image of the Town of Qualicum Beach, including: sharing sensitive information outside the Town of Qualicum Beach, such as research and development information and customer lists, as well as defamation of the Town.
- All activities for personal benefit only that have a negative impact on the day to day functioning of the business. These may include activities that slow down the computer network (e.g., playing networked video games).
- All activities that are inappropriate for the Town of Qualicum Beach to be associated with and/or are detrimental to the Town's reputation. This includes pornography, gambling, inciting hate, bullying and harassment.
- Circumventing the IT security systems and protocols that the Town has put in place.


## **7. Enforcement**

The Town of Qualicum Beach will not tolerate any misuse of its systems and will discipline anyone found to have contravened the policy, including not exercising reasonable judgment regarding acceptable use. While each situation will be judged on a case by case basis, users should be aware that consequences may include the termination of their employment or contract.

Use of any Town of Qualicum Beach resources for any illegal activity will usually be grounds for summary dismissal. The Town will not hesitate to cooperate with any criminal investigation and prosecution that may result from such activity.

**Responsibility** All users fall under this policy and are responsible for ensuring its implementation.

**Distribution** Council  
Management  
All Departments

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Buildings and Grounds</b> <b>Use of Town-owned Facilities and Equipment – Wireless Communication Devices</b>	
	<b>Policy Number: 4004-14</b>	

## Purpose

This policy provides direction with respect to the administration, acquisition, and appropriate use of wireless communication devices by Town of Qualicum Beach (the Town) officers and staff.

## Policy

### 1. Introduction

The Town provides wireless communication devices for employees who need mobile communication tools to conduct Town business. It is recognized that wireless communications may aid an employee in performing job functions more effectively and efficiently. It is the desire of the Town to make sure that wireless devices are used primarily for Town business, that the cost to the Town is kept as low as possible, and that employees and supervisors are held accountable for proper usage.

**Employees who are provided with a wireless communication device are not designated to be on-call unless expressly stated.**

### 2. Definitions

“**Wireless Communication Devices**” include, but are not limited to:

- a. Tablet computers with data access
- b. Cellular Phones
- c. Cellular Phones include ‘Two-Way 10-4’ capability
- d. Pagers
- e. Data Cards (aka: Air Cards)
- f. Modems
- g. Smartphones: (e.g. iPhone, Android phone, etc.) a classification of handheld devices that offer all of the functionality of conventional cell phones, but also offer:
  - Personal Digital Assistant (PDA) functionality
  - Internet Access
  - Access to some Town systems including e-mail, contacts, and calendars

“**Usage plans**” are subscription plans and their options negotiated by the Town with external vendors to provide wireless service and data connectivity on wireless devices, cell phones, and smart

phones. Usage plans prescribe billing rates in regard to minutes, long-distance charges, text messaging, and data charges.

The **"Cell Phone Administrator"** is the specific employee(s) that oversees and centrally administers the acquisition, ordering, billing, and related processes having to do with wireless devices, cell phones, and smartphones.

**"Freedom of Information"** requirements state that the activity records for Town wireless communication devices, including but not limited to: individual calls, e-mails, text messages, and internet access is information that may have to be released to the public under the [Freedom of Information and Protection of Privacy Act](#).

### **3. Scope**

This is a universal policy that applies to all Qualicum Beach employees. If a more specific policy exists, in such cases, the more specific policy has precedence in areas where they conflict.

Some aspects of this policy affect areas governed by local legislation in certain countries (e.g., employee privacy laws). In such cases, the need for local legal compliance has clear precedence over this policy within the bounds of that jurisdiction.

Exceptions to this policy may be made on a case-by-case basis where extenuating circumstances exist, as approved by the CAO.

### **4. Criteria for Acquiring Cell Phone or Device**

All employees that are issued a device will be asked to agree to a payroll deduction system, whereby personal monthly overage charges will be reimbursed to the Town of Qualicum Beach, as per section 6b.

**A tablet device with a data card and data plan shall be the first choice as a mobile device for staff.** If a tablet is not sufficient, Managers will use the following criteria, and any additional criteria they define as appropriate for their specific service group, when approving or rejecting requests for a voice-enabled device:

- a. Public Safety / Employee Safety;
- b. Employees who have critical need to maintain accessibility with other department heads, Town management staff and public officials, in order to ensure uninterrupted customer service and/or the integrity of the organization;
- c. Degree of urgency that messages need to be acted upon;
- d. Need for 'Field to Field' or 'Field to Office' communications;

- e. Alternative communication devices are unavailable or ineffective;
- f. Employee regularly works in an “on call” capacity;
- g. Employee has a responsibility for key Town operations and is required to respond to emergency incidents;
- h. Employee is away from his/her desk or office (while working) for considerable periods of time, and the resulting lack of communication impacts their ability to perform their work.

If a voice-enabled device does not meet all the functional requirements, a smartphone will be considered. Managers will ensure that employees within their service groups requesting smartphones require frequent and immediate access to the Town e-mail system or other Town systems, in addition to meeting most of the previous descriptions set forth in this policy.

- a. Demonstrated need for internet access to conduct Town business while away from the office;
- b. In addition, the decision to approve the request of a smartphone over a cell phone must be based on an increased service level or productivity that offsets the increased costs of a smartphone.

## **5. Guidelines for Purchasing Tablet Devices, Cell Phones, and Smartphones**

The Information Technology Department will define Town-approved device hardware, software, and usage plans. These standards will be created so that the models and plans offered meet the Town’s security needs and varied business needs.

In addition, the Information Technology Department will define the criteria for acquisition of Town-approved devices, cell phones, smartphones, and accessories that are more expensive than the base models offered.

- a. Staff will not be issued both a tablet device and a phone, unless there are special requirements.
- b. General Manager approval is required before any purchase is made.
- c. Only Town-approved tablets, cell phones, smartphones, related accessories, and usage plans will be purchased.
- d. Replacement tablets, cell phones, and smartphones should be compatible with existing accessories, when possible.
- e. Hardware, accessories, and usage plans will be arranged and purchased through the Cell Phone Administrator.

## **6. Acceptable Personal Use of Corporate Devices**

- a. In recognition of the need staff have to take care of occasional personal matters, reasonable personal use of devices is allowed, provided that it does not interfere with Town business or incur additional costs.
- b. In the event that staff incur additional costs above the monthly fee, due to personal use, they will reimburse the Town for any amount exceeding the standard monthly plan cost via payroll deduction. A necessary form or documentation may need to be completed for payroll deduction.
- c. Long distance, roaming, text messages and voice and data volumes that exceed the established plan all result in additional costs to the Town. These costs are to be reimbursed by the employee, as described above.
- d. Staff who are issued cell phones will act in accordance with laws regarding the use of such devices when operating powered vehicles or equipment. In the case of a powered vehicle, hands-free equipment must be employed when operating the cellular device. Refer to the section on "All Users - Safety When Using Devices".
- e. To ensure effectiveness of meetings, staff are encouraged to disable their cell phone ringers during meetings.

#### **7. Use of Personal Cellular Devices in the Workplace**

- a. Town staff are not required to use their personal cell phones to conduct Town business. As such, no reimbursement will be made for use of personal cell phones.
- b. Personal cell phones on the worksite must have the ringer turned off and personal calls should be routed to voice mail so as not to disrupt the work environment. Employees should ensure that their friends and family are aware of this policy.
- c. Employees are expected to use good judgement in using their personal cell phones while on work time. The Town reserves the right to limit use of a personal cell phone during work hours on a case-by-case basis where it is deemed that an employee's use is having an adverse impact on the Town's operations. In all cases, employees using personal cell phones on work time must follow established safety protocols, as well as be considerate of their colleagues.

#### **8. Lost or Stolen Devices**

- a. To prevent unauthorized usage, lost or stolen devices should be reported immediately to your manager, the IT Administrator, and the Cell Phone Administrator, who will report it to the service provider. In addition, stolen devices should be reported to the Police.
- b. Devices which have been damaged and will not be replaced should be reported to your manager, the IT Administrator, and the Cell Phone Administrator, who will immediately stop the monthly plan.
- c. An attempt will be made to “remote wipe” any data and information from any phone that is lost or stolen, to protect confidentiality and the integrity of Town IT systems.
- d. Devices which are not going to be used for an extended period of time (more than one month) should be reported to your manager, the IT Administrator, and the Cell Phone Administrator, who may move the unit to a minimum monthly cost rate plan.

#### **9. Minimize Use of Wireless Communications Device Where Practical**

- a. The use of a cell phone for outgoing local calls is discouraged when a desktop phone is available, unless the area of coverage for the wireless unit is larger than for the land line and no charges (i.e. long distance or overage on monthly minutes) beyond what the existing plan provides will result.
- b. If the user will be travelling outside of Canada on designated business, a temporary, optional travel plan may be added to the user’s account. This will only be used in cases where the user is on business or specifically asked to be available by phone while out of the country. Where a user chooses to take their phone out of the country without approval, they will be responsible for all costs over and above the monthly plan.

#### **10. Results of Non-compliance**

- a. In the event that an issue related to potential non-compliance with this policy is identified, an investigation will take place and, where applicable, remedial action will be taken. Any and all legally applicable information held by the employer will be considered. As part of an investigation process, staff will have the right to provide their own information. In the case of unionized staff, the collective agreement language will be followed in any such matter.

#### **11. Exemptions**

- a. Any exemptions from this policy must be granted in writing and signed by both the employee's manager and the Chief Administrative Officer.

## **Responsibilities 1. IT Administrator**

The IT Administrator (or his/her designate) is responsible to:

- a. Follow corporate standard specifications for wireless communication devices;
- b. Source and recommend wireless communication devices;
- c. Provide procedural documents for using wireless devices;
- d. Keep an inventory of existing corporate wireless devices;
- e. Provide Managers with device recommendations for identified applications;
- f. Provide support for "approved" devices. Non-standard devices will be supported on a "best effort" level, some self-support is expected.

## **2. Cell Phone Administrator**

The Cell Phone Administrator (or his/her designate) is responsible to:

- a. Negotiate all contracts with service providers;
- b. Review rate plans at least annually;
- c. Provide Managers with current pricing, product information and rate plans;
- d. Provide usage and cost reports to Managers (or their designate), monthly for interim audit purposes and an annual report once a year for a more comprehensive review

## **3. Managers**

Managers (or their designate) are responsible to:

- a. Read, understand and sign the 'Wireless Communications Devices Statement of Understanding' associated with the assignment of a device to an employee (attached);
- b. Ensure that device recipients are aware of this policy and have a signed 'Wireless Communications Devices Statement of Understanding' in their Human Resources file.
- c. Provide a "use case" or financial justification where a phone or smartphone is requested instead of a tablet;
- d. Periodically review monthly reports of wireless communication device use and costs;
- e. As necessary, provide employees with monthly usage reports for their review;
- f. Monitor procedures followed by employees to reimburse the Town for use over and above the plan limit;

- g. Ensure that all necessary paperwork is completed in full when requesting a new device, reassigning existing devices or terminating an existing device;
- h. Review, at least annually, whether it is appropriate to continue to provide a wireless communication device for use by staff, based on the above criteria;
- i. Re-evaluate continued need for a wireless communication device when a position turns over;
- j. Establish a 'sign-out' procedure for devices not assigned solely to an individual.

#### **4. Employees**

Employees are responsible to:

- a. Read this policy, ask questions where they do not fully understand the provisions within it, and sign the 'Wireless Communications Devices Statement of Understanding' when provided with a wireless communications device;
- b. Ensure usage of the device is in compliance with Policy 4004-11: Use of Town-owned Facilities and Equipment – Acceptable Use for Information Technology (IT) Systems;
- c. Ensure the physical security of wireless communication device(s) in their possession;
- d. Refrain from using wireless communication devices when driving or operating equipment;
- e. Report any losses or damage to devices to their Manager, the IT Administrator, and the Cell Phone Administrator immediately;
- f. Immediately return a device to their Manager, when employment with the Town ceases, or the need no longer exists;
- g. Ensure due care of a device that has been assigned to them or is being used by them.

#### **5. All Users - Safety When Using Devices**

- a. Users with cell phones and smartphones will act in accordance with municipal, provincial, and federal laws regarding the use of such devices while operating powered vehicles and equipment.
- b. With the exception noted in "Hands-Free Exception", employees will not hold or operate a device, cell phone, or smartphone while operating a moving powered vehicle or piece of equipment. Users must safely park their powered vehicle out of the traffic flow before using a wireless device.

- c. Hands-Free Exception: Users may use a cell phone or smartphone while operating a vehicle, provided all of the following conditions are met:
  - It is not held in their hand;
  - It is secured on their body or within the vehicle in such a way that it does not impede sight lines to mirrors or vehicle windows;
  - It is configured for use with a hands-free device that is operated using voice recognition or by pressing a single button – only once – to accept or initiate communication;
  - If a hands-free device is in the form of a headset, the headset must be in place prior to operation of the vehicle, and may only be attached to one ear – not both.
- d. Occupational Health and Safety information can be found at the following links:
  - Distracted driving for workers  
[https://www2.worksafebc.com/PDFs/RoadSafety/dd\\_workers.pdf](https://www2.worksafebc.com/PDFs/RoadSafety/dd_workers.pdf)
  - Distracted driving for employers  
[https://www2.worksafebc.com/PDFs/RoadSafety/dd\\_employers.pdf](https://www2.worksafebc.com/PDFs/RoadSafety/dd_employers.pdf)

#### **Other Policies**

- Cell phones and smartphones are considered telecommunications equipment, and as such, staff using them will also comply with the policies listed in the “Related Policies” section of this policy.

#### **Related Policies**

- 4004-11 Use of Town-owned Facilities and Equipment – Acceptable Use for Information Technology (IT) Systems

#### **Distribution**

Council  
Management  
All Departments



## TOWN OF QUALICUM BEACH

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### STATEMENT OF UNDERSTANDING

I, \_\_\_\_\_, hereby acknowledge and declare that:  
Print Name


- (i) I am aware that the Town of Qualicum Beach's policies are available to me upon request to the appropriate department responsible for operation of the policy, or upon request to my manager. It is my responsibility to familiarize myself with these policies.
- (ii) In addition, I confirm that I have received, read and understood the following policies:
  - Policy Number: 4004-14 Buildings and Grounds - Wireless Communications Devices.
- (iii) I agree to conduct my activities in accordance with the Town of Qualicum Beach's policies and understand that breaching these standards may result in disciplinary action up to and including termination or other legal remedy available to the organization.

Signed

\_\_\_\_\_

Date

\_\_\_\_\_

	<b>Town of Qualicum Beach</b>		<b>Policy Manual</b>
	<b>Subject: Personnel – Town Employees as Members of the Fire Rescue Department</b>		
	<b>Policy Number: 5000-5</b>		

## Purpose

This policy provides procedures for employees of the Town of Qualicum Beach who serve as volunteer members of the Qualicum Beach Fire Rescue Department. This policy is not applicable to paid employees of the Qualicum Beach Fire Rescue Department.

## Policy

The Town of Qualicum Beach will allow members of staff to belong to the Qualicum Beach Fire Rescue Department as long as they meet the membership requirements of the Fire Department. Members of the Fire Rescue Department provide an important service of fire, rescue and medical assistance to the Qualicum Beach community.

## Procedure

1. Any Town staff wishing to volunteer as part of the Qualicum Beach Fire Rescue department must also meet eligibility criteria for membership in the department.
2. Town staff serving as members of the Fire Rescue department will be required to perform the duties and responsibilities of membership, including attending regularly scheduled training sessions. If and where paid work schedules conflict with training schedules, such conflicts will be resolved through the mutual agreement of the Fire Chief and the department Director or Manager.
3. Town staff who are also members of the Fire Rescue department will be released from regular duties to attend emergency calls during normal working hours, unless required at the job site for safety reasons, or as otherwise scheduled or stipulated, in advance, by the department Director or Manager in consultation with the Fire Chief.
4. Town staff who are Fire Rescue department members and who respond to an emergency call shall remain on regular pay rate until the end of the normal shift. Overtime shall not be paid for

any emergency call that runs past the end of the employee's regularly scheduled shift.

5. It shall be the responsibility of the staff member to find transportation to and from the fire hall, as a vehicle may not be available.
6. Respecting the established procedures and required practices of Fire Rescue department members, efforts will be made to return Town staff to regular duties as soon as possible at the termination of the emergency call.
7. Town staff who are members of the Fire Rescue department and who are responding to an emergency call during regular work hours are responsible for advising their Supervisor as soon as possible. When responding to an emergency call with the Fire Rescue department, they are also responsible for checking in with their Supervisor upon return to their regular work place.

**Responsibility** Fire Chief  
Corporate Administrator  
Mayor  
Fire Rescue Members

**References** Standards:  
- "members" means volunteer Fire Rescue members.

**Distribution** Council  
Management  
Fire Rescue Department



***Town of Qualicum Beach  
Policy Manual***

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**Policy No.:** 5001-3

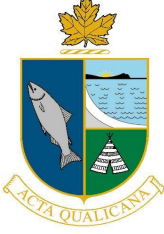
**Date of Implementation:** November 2, 1992

***Staff Suspension of Drivers Licence***

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**Policy**

Those employees, who are required to have a valid driver's licence to perform their duties and lose their drivers licence, are required to take vacation days first, then leave of absence without pay until their suspension is complete.

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Personnel - Benefits</b> <b>Course/Conference Attendance, Expenses &amp; Travel Policy</b>	
	<b>Policy Number: 5002-1</b>	

## Purpose

This policy includes information on a meal allowance and on reimbursing expenses for employees who attend conferences/courses or travel on Town business.

## Policy

The Town of Qualicum Beach believes that it is beneficial that employees attend courses and their respective associations' conferences and supports reimbursing expenses and providing an allowance for approved travel.

## Procedure

Whenever possible, an allowance shall be provided prior to incurring expenses. All other expenses will be reimbursed as follows:

### **Conference and Course Attendance**

Upon completion of registration forms for each approved conference that is to be attended, administration will then register those employees to attend. Registration fees for attendance at various association conferences shall be paid for by the Town of Qualicum Beach. Employees must receive approval of their Departmental Manager prior to submitting any registration to administration. No further approvals are required for conferences and courses provided the training is itemized in approved budgets. Approval of the Chief Administrative Officer, or Deputy Chief Administrative Officer, is required for training opportunities that are not itemized in approved budgets.

Payment for expenses for employee ferry fare, airfare, accommodation, parking, taxi, car rental, course and registration fees, and membership dues shall be at actual cost and shall be reimbursed, upon receipt, should out-of-pocket payment occur. *Note: Expenses for alcoholic beverages will not be reimbursed, unless otherwise dictated by Council.*

### **Travel**

Where and when possible, employees may use Town vehicles. In the event that a Town vehicle is not available or is not appropriate for the intended travel, then the privately-owned vehicle mileage reimbursement rate will apply using the Canada Revenue Agency Automobile Allowance rates as at January 1<sup>st</sup> of each year.

### **Meals**

Meals and incidental expenses incurred by employees, in the discharge of their duties, shall be reimbursed as an allowance as follows:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00

Where a meal is provided for no extra charge, then no claim for that meal can be made.

Expenses in excess of the meal allowance may be appropriate in some circumstances. Receipts must be provided in these situations and approval of the Chief Administrative Officer is required.

Council hereby delegates the Chief Administrative Officer the authority to revise, on an annual basis, the daily allowance and meal expense listed in this policy to keep pace with inflation.

#### **Responsibility**


Council, CAO, Financial Administrator, and all employees

#### **References**

*Community Charter, Canada Customs and Revenue Agency website*

#### **Distribution**

Council and all Departments

	<b>Town of Qualicum Beach</b>		<b>Policy Manual</b>
	<b>Subject:</b>	<b>Personnel – Benefits - Exempt Staff Overtime During an Emergency Operations Centre (EOC)</b>	
	<b>Policy Number: 5002-10</b>		

**Purpose**

To formalize a payment structure for exempt staff overtime during an Emergency Operations Centre (EOC) activation in Qualicum Beach or in communities as per the Joint Emergency Management Agreement or when deemed necessary when requested by communities outside our jurisdiction.

Exempt staff are generally ineligible to claim overtime. An exception may be made when an emergency response requires exempt employees to work in an EOC, under an approved task number, outside the Town's normal posted operating hours.

**Policy**

Exempt staff will be compensated for hours worked outside of the Town's normal posted operating hours in an EOC, upon activation, as per the BC Labour Code.

**Responsibility**

Exempt Staff  
Payroll Clerk

**References**

Standards:  
- "Exempt Staff" means both administrative and management employees that are not subject to a Collective Agreement

**Distribution**

Exempt Staff  
All Departments



## ***Town of Qualicum Beach Policy Manual***

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**Policy No.:** 5003-1

**Date of Implementation:** October 5, 1992

### ***Staff Conferences***

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#### **Policy**

The Town of Qualicum Beach believes that staff and the Town of Qualicum Beach will benefit from staff attending their respective associations' conferences.

Staff with the approval of the Chief Administrative Officer shall be permitted to attend their respective associations' conferences annually, without further reference to Council, subject to the Financial Plan.

#### **Procedure**

- a) Approval of administration must be obtained prior to attendance.
  - b) The Town's contribution towards the cost of attendance shall be at the discretion of the Chief Administrative Officer and, subject to Financial Plan funding availability.
  - c) All staff attending their respective associations' conference shall, upon their return, give a report on the information acquired at the conference to their department, additional staff or Council.
-



## ***Town of Qualicum Beach Policy Manual***

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**Policy No.:** 5003-2

**Date of Implementation:** September 14, 1992

### ***Education***

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#### **Policy**

Staff are encouraged to attend educational training sessions that will upgrade their skills.

Those staff wishing to attend educational upgrading courses/seminars, shall apply to the Chief Administrative Officer.

#### **Procedure**

- a) Upon approval of the Chief Administrative Officer, employees may attend more than one training session per year.
  - b) The cost incurred attending the first of such training courses/seminars, per employee in any one calendar year, shall be borne by the Town of Qualicum Beach.
  - c) Upon approval of the Chief Administrative Officer, employees may have expenses of additional courses/seminars occurring in one calendar year, covered by the Town of Qualicum Beach.
-

	<b>Town of Qualicum Beach</b>		<b>Policy Manual</b>
	<b>Subject: Re-employment of Retired Exempt Employees</b>		
	<b>Policy Number: 5004-2</b>		

## Purpose

To outline the terms and conditions under which retirees, who have retired from their employment with the Town of Qualicum Beach in an exempt capacity, may be temporarily re-employed by the Town.

## Policy

A re-employment arrangement with a retiree may be entered into, extended, or renewed, in accordance with this policy, with prior approval of the Chief Administrative Officer. Unless an exception is approved by the Chief Administrative Officer, the following terms and conditions will apply to retirees who are re-employed:

### Assignment Description

An assignment description (e.g. job description, work plan, project list) setting out the role and responsibilities of the employee during the term of the re-employment must be established and agreed upon.

### Salary

The salary shall be commensurate with the assignment and in accordance with the prevailing exempt compensation policies. The employee shall not be eligible to receive annual increases and/or market salary scale adjustments provided to other employees during the term of the retiree's re-employment. The salary is subject to standard deductions at source, such as income tax, Employment Insurance contributions, and Canada Pension Plan deductions.

### Term of Contract

The term of the re-employment contract will not normally exceed eighteen (18) months. An extension or renewal should be finalized no later than two months in advance of the term expiry date and must be approved by the Chief Administrative Officer.

### Termination of Re-employment Contract

In the event the Town of Qualicum Beach decides to terminate the contract prior to the end of the agreed upon term, the retiree will receive the lesser of notice set out in the contract or payment to the end of the contract. The Town may terminate the retiree's employment at any time without penalty, payment or notice for just cause.

## Benefits

Retirees re-employed on a full-time basis may choose one of two options:

- a) A monetary payment of 16% of salary in lieu of all benefits and leaves (including vacation, statutory holidays and sick leave); or
- b) Vacation, statutory holidays, sick leave and coverage under the Town's exempt benefit plan with the following exceptions:
  - a. Long Term Disability plan;
  - b. If over age 65, Group Life insurance, Optional Life insurance and AD&D.

Retirees re-employed on a less than full-time basis will receive a monetary payment of 16% of salary in lieu of all benefits and leaves.

No other benefits will be provided other than those stated in this Policy.

## Leave Definitions

Vacation – Vacation entitlement for a retiree is thirty (30) paid vacation days per year of employment and will be prorated for partial years. Vacation must be taken during the contract period.

Statutory Holidays – The retiree is eligible for the same statutory holidays as are provided to other exempt employees.

Sick Leave – During the re-employment period, sick leave may be earned at a rate of one day per month up to a maximum of ten (10) paid sick days per year, with no accumulation.

Sick Leave Bank - The retiree will not be eligible to access the excluded employees' sick leave bank.

Any paid leave taken but not earned during the re-employment period must be repaid to the Town upon termination. Earned leave may not be banked.

## Pension

In accordance with the regulations of the Municipal Pension Plan, the retiree must complete a *Re-employment of a Retired Member Declaration* and submit it to the Municipal Pension Services within 60 days of re-employment. The Town and the retired employee will not be required to make contributions to the BC Municipal Pension Plan.

## Retirement/Severance Benefits

Retirees are not eligible for retirement/severance benefits for the re-employment period. All entitlements earned during employment shall be paid out prior to the commencement of any re-employment contract. An exception may be made where the retiree requests the Town to hold in trust the eligible portion of the retiring allowance in accordance with CRA rules.

**Other Terms of Employment**

Overtime - Retirees shall receive no compensation for ordinary overtime.

Expenses – Retirees shall be entitled to be reimbursed for their expenses pursuant to the prevailing policies relating to reimbursement of expenses applicable to other exempt employees.

Other policies – Retirees shall be bound by the policies of the Town of Qualicum Beach, including those policies relating to Conflict of Interest.



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 0340-50

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** June 18, 2025

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

**SUBJECT:** **Comprehensive Policy Review | Policies to Rescind [2]**

**GOVERNANCE DECISION:**

The decision before Council today is for Council to consider rescinding 2 additional policies as part of the Strategic Initiative to carry out a comprehensive policy review.

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**RECOMMENDATION:**

THAT Council rescinds the policies listed in Schedule 'I' attached to the June 18, 2025, staff report to Council.

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**PURPOSE**

For Council to consider rescinding policies that are no longer relevant due to factors such as changes in legislation, bylaw adoption, local government best practices and legal precedents.

**BACKGROUND**

Staff continue to advance Council's Strategic Initiative to carry out a comprehensive review of the Town's Policies. Further to the 13 policies rescinded by Council at its regular meeting held April 16, 2025, this report identifies two additional policies that Council is being asked to consider rescinding given they are considered to be no longer relevant.

**DISCUSSION**

Two additional policies have been identified that staff consider to be no longer relevant due to either changes in legislation, bylaw adoption, local government best practices and legal precedents [refer to Schedule 'I' | Policies to Rescind]. Schedule 'I' identifies the two policies in question and Schedule 'II' captures a full copy of each of the policies for Council's reference.

**FINANCIAL IMPLICATIONS**

The ongoing work to conduct a comprehensive review of Town Policies is reflected in the "Town of Qualicum Beach Financial Plan (2025-2029) Bylaw No. 908, 2025". There are no additional financial implications associated with this report.

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

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

### INFORM:

As Council works through its comprehensive review of existing Town Policies, the public will be informed through the presentation of this staff report and additional policy reports that will follow.

## STRATEGIC PLAN ALIGNMENT

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

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

## SUMMARY

Council is being asked to consider rescinding two additional policies as outlined in Schedule 'I' | Policies to Rescind based on changes in legislation, bylaw adoption, local government best practices or legal precedents. Rescinding policies that are no longer relevant ensures that the Town's Policies remain effective and relevant.

## ALTERNATIVE OPTIONS

1. THAT Council directs staff to remove [insert Policy No[s].] from Schedule 'I' attached to the June 18, 2025, staff report to Council.
2. As per Council direction.

## 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*

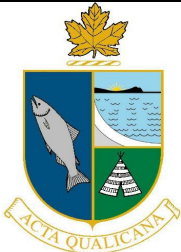
## ATTACHMENTS

1. Schedule 'I' | Policies to Rescind [2]
2. Schedule 'II' | Complete Copies of Policies

# Schedule 'T' | Policies to Rescind

Policy No.	Attachment	Title   Summary of Purpose	Staff Comment
3000-4	<b>A</b>	<p><b>Accounts Payable</b></p> <p>To establish a process to ensure timely and authorized accounts payable payment and reporting.</p> <p><i>Approved '92, amended '09</i></p>	<ul style="list-style-type: none"> <li>Local government must adhere to provincial financial regulations including the Financial Administration Act and Municipal Liabilities Regulation which outline how financial transactions (including accounts payable) are required to be handled.</li> <li>The Town is subject to annual audits providing for external oversight.</li> <li>Staff will be replacing this Policy with a policy that details quarterly financial reporting to Council. This replacement policy will be structured to meet the definition of a Council Policy, requiring Council approval.</li> </ul>
3010-10	<b>B</b>	<p><b>Registered Charitable Organizations - Fundraising</b></p> <p>A policy requiring registered charitable organizations wishing to hold public awareness and/or fundraising campaigns within the Town of Qualicum Beach to apply in writing.</p> <p><i>Approved '92, amended '03</i></p>	<ul style="list-style-type: none"> <li>Other regulatory measures and operational procedures exist that ensure charitable organizations conduct activities accordingly.</li> <li>This Policy has not been applied for a number of years and therefore considered to be no longer relevant. As such, this Policy is recommended to be rescinded.</li> </ul>

**A**

	<b>Town of Qualicum Beach</b>	<b>Policy Manual</b>
	<b>Subject: Administration – General - Accounts Payable</b>	
	<b>Policy Number: 3000-4</b>	

**Purpose**

To establish a process to ensure timely and authorized accounts payable payment and reporting.

**Policy**

All accounts payable shall be paid by Financial Administration staff under the terms and conditions agreed upon with each supplier and in accordance with purchasing policy guidelines and budget implications. Financial reports shall be provided to Council on a regular basis.

**Procedure**

1. The Accounts Payable Clerk, after approval by the appropriate Department Head responsible for authorizing the delivery of supplies or performance of services rendered (or authorized representative) or Financial Administrator, as applicable, shall prepare cheques to pay invoices.
2. The following persons are authorized to sign accounts payable cheques as follows:
 

<b>One of the following:</b> Financial Administrator Chief Administrative Officer Corporate Administrator Collector	<b>WITH one of the following:</b> Mayor Councillor
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3. The Financial Administrator shall make available for review a monthly list of accounts paid.
4. The Financial Administrator shall submit financial reports for inclusion in a Regular Council meeting agenda on a quarterly basis.

**Responsibility**

Council	Chief Administrative Officer
Financial Administrator	Corporate Administrator
Collector	Accounts Payable Clerk

**References**

Town of Qualicum Beach Purchasing Policy No. 6000-2  
 Town of Qualicum Beach Five Year Financial Plan

**Distribution**

Council  
 Management  
 Financial Administration Department



***Town of Qualicum Beach  
Policy Manual***

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**Policy No.:** 3010-10

**Date of Implementation:** December 07, 1992

***Registered Charitable Organizations - Fundraising***

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**Policy**

Council believes in the enhancement of public awareness of registered charitable organizations and in the necessity of fundraising for these organizations.

Registered charitable organizations wishing to hold public awareness and/or fundraising campaigns within the Town of Qualicum Beach may do so upon written request to the Town of Qualicum Beach.

**Procedure**

- a) Criteria of applicant (s) is as follows:
- registered charitable organization
  - local chapter active within District 69
  - not harmful to the environment
  - does not infringe upon the rights of animals or individuals
  - no more than two events shall be scheduled for the same day
- b) Administration shall review all requests for fundraising and/or public awareness campaigns. Approval may be given by Administration.



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No.: 5040-20-WAAM

**TO:** Luke Sales, Director of Planning

**FOR:** Regular Council Meeting

**DATE:** June 18, 2025

**FROM:** Bailey Walsh, Planner

**SUBJECT:** **Ways to Achieve Attainable Market Housing (WAAM Housing) Plan – Request for Proposals for Consultant Selection**

### GOVERNANCE DECISION

To award the Ways to Achieve Attainable Market Housing (WAAM Housing) Plan in an amount of \$54,663.

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### RECOMMENDATION:

THAT Council authorizes staff to award the contract for the Initiative titled “Ways to Achieve Attainable Market Housing Plan” to MODUS Planning Design & Engagement Inc. in the amount of \$54,663, as detailed in the June 18, 2025, Planning report to Council.

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### PURPOSE

This report seeks Council’s authorization to award a contract for the Initiative titled “Ways to Achieve Attainable Market Housing Plan”.

### BACKGROUND

The housing-focused 2025 Official Community Plan (OCP) Review will provide feedback on housing preferences in the community and will provide updated OCP housing policies based on this feedback, best planning practices, and legislative requirements. However, the results of the OCP update will be limited to high-level policy changes and though it will provide opportunities for housing to be facilitated, it will not directly facilitate the development of specific housing projects.

At the December 11, 2024, regular Council meeting, Council resolved as follows *“THAT the Initiative titled Strategy for Ways to Achieve “Affordable” Market Housing be undertaken in conjunction with “OCP [Option #2] - Housing-focused OCP Review”; AND FURTHER THAT the timeline and budget for the Initiative titled Strategy for Ways to Achieve “Affordable” Market Housing be advanced from 2027, in the 2024-2028 Financial Plan, to 2025 in the 2025-2029 Financial Plan.”*

On April 16, 2025 Council adopted the following motion:

*THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Strategic Initiative titled “Ways to Achieve Attainable Market Housing Plan”, previously titled “Strategy for Ways to Achieve Attainable Market Housing”, as attached to the April 16, 2025, Planning report to Council.*

**CARRIED UNANIMOUSLY | Resolution No. 25-090**

## **DISCUSSION**

The Ways to Achieve Attainable Market (WAAM) Housing Plan will provide actionable recommendations and options for Town housing initiatives that minimize reliance on direct, ongoing public sector subsidies. Following is a review of the proposed approach that was detailed in the RFP authorized by Council on April 16, 2025:

1. Priority Housing Groups will be determined in Phase 2 of the Town’s 2025 Official Community Plan (OCP) Review, with information to be shared with the Consultant in June 2025.
2. The Consultant will complete a Housing Opportunities Report addressing the local social, demographic, and market circumstances that may provide opportunities or constraints for the Town to create feasible housing solutions.
3. The Consultant, in collaboration with the OCP Review Steering Committee, will develop criteria to evaluate potential housing solutions. The Evaluative Criteria would include factors such as physical and financial feasibility and community compatibility.
4. The Consultant will carry out public engagement to solicit creative housing solutions from residents and other interest-holders in Qualicum Beach. In compiling the public’s input, the Consultant may make minor changes to the proposed housing solutions to make them more attainable or financially viable. The Consultant may also propose additional proposed solutions, as inputs to the next step. OCP Steering Committee members may also propose solutions as input to be evaluated.
5. Each proposed Housing Solution will be assessed by the Consultant using the Evaluation Criteria developed in collaboration with the OCP Review Steering Committee.
6. The Consultant, with input from Town staff and the OCP Review Steering Committee, will undertake a detailed Feasibility Profile for each of the housing solutions that score the highest.
7. The top 5–8 housing solutions will be compiled into the WAAM Housing Plan, forming a practical toolkit to address the identified PHGs.

As part of the WAAM Housing Plan, the term “attainable housing” refers to housing that is reasonably priced when considering various factors such as the cost of living, market conditions, household size, and amenities. “Attainable” units may have higher or lower costs than the traditional “30% or less of household income” benchmark used to describe “affordable” housing, with acceptable housing costs depending on the target demographic.

## **Analysis of Proposals**

The Town received six qualified proposals in response to the Request for Proposals (RFP), ranging in cost from \$48,342 to \$94,463. The proposals were independently evaluated by a cross-departmental staff committee to ensure a fair process. The consulting teams submitted very strong proposals, with the staff recommendation to award the contract to the team led by *MODUS Planning Design and Engagement* in the amount of \$54,663.

Excerpt from the proposal: “Our custom team, led by MODUS Planning Design & Engagement Inc and Westplan, are pleased to offer our expertise in housing policy, real estate market analysis, financial modeling, public engagement and strategic planning to the Town of Qualicum Beach to support the development of actionable ways to achieve attainable market housing.” In particular, MODUS showed very strong qualifications and a demonstrated understanding of the unique challenges and opportunities of small-town context. Although the MODUS budget of \$54,663 is slightly higher than the lowest cost proposal of \$48,342, MODUS offers additional value through their cross-disciplinary team.

The proposed work schedule will commence in July 2025, with a consultant report and presentation anticipated in February 2026.

### FINANCIAL IMPLICATIONS

The WAAM Housing Plan is being implemented in conjunction with the 2025 Official Community Plan (OCP) Review. The two initiatives are funded separately in the 2025-2029 Financial Plan with a combined budget of \$110,000:

- \$50,000 for the Strategic Initiative previously titled “Strategy for Ways to Achieve ‘Affordable’ Market Housing”, now titled “Ways to Achieve Attainable Market Housing Plan”
- \$60,000 for the OCP Review.

As the WAAM Housing Plan will slightly exceed the allocated budget, funding will be drawn from the OCP Review budget. Together it is expected that the two initiatives will be completed within the combined budget of \$110,000.

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with interest-holders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with interest-holders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the interest-holders</li> </ul>

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

### INVOLVE:

- The Consultant will work directly with interest-holders to ensure concerns and aspirations are understood and considered

### 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.*
- Economic Prosperity: *To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.*
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

## SUMMARY

Staff are requesting authorization to award the contract for the Initiative titled “Ways to Achieve Attainable Market Housing Plan”, which aims to develop a plan for the Town to support the availability and affordability of housing in Qualicum Beach.

## ALTERNATIVE OPTIONS

THAT Council provides alternate direction to staff.

## APPROVALS

Report respectfully submitted by Bailey Walsh, Planner



Bailey Walsh, MCP  
Planner  
*Report Author*



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



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



Raj Hayre  
Director of Finance  
*Concurrence*



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 3900-20-900.03

**TO:** Luke Sales, Director of Planning

**FOR:** Regular Council Meeting

**DATE:** June 18, 2025

**FROM:** Rebecca Augustyn, Senior Planner

**SUBJECT: Zoning Amendment and Development Permit: 324 Chester Road**

### GOVERNANCE DECISION

Council is asked to decide whether to advance, refuse or make changes to the Zoning Amendment Bylaw for 324 Chester Road. If advanced, the accompanying Development Permit would be considered in an upcoming meeting.

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### RECOMMENDATIONS:

1. THAT the Bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (324 Chester Road) Bylaw No. 900.03, 2025" be introduced and read a first time.
  2. THAT the Bylaw entitled "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (324 Chester Road) Bylaw No. 900.03, 2025" be read a second time.
- 

### PURPOSE

To consider a Zoning Amendment and Development Permit application for 324 Chester Road that would facilitate the strata title subdivision of four proposed townhouse units on the subject property.

### BACKGROUND

The owner of 324 Chester Road has submitted a Zoning Amendment and Development Permit application for the subject property. The subject property currently has an existing house and detached garage on the site and the proposal is to remove both structures and build four townhouse units that are strata titled. The property is currently zoned Residential 1 (R1). Under the R1 zone, four dwelling units are permitted; however, a maximum of two dwelling units are permitted to be strata titled. To permit the strata titling of all four properties, the zoning is required to be amended from R1 to Residential 2 (R2), which is the residential zone used in the Village Neighbourhood that permits all four units to be strata titled.

In the Town's 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. The property is located at the end of Chester Road and is surrounded to the south by the Heritage Forest and to the west by Town-owned land. The applicant has submitted a Geotechnical Report and Environmental Assessment report; however, the proposed development does not impact these areas as the proposed building will be located further from the slope and naturalized area when compared to the location of the existing house and garage. The proposed townhouses will be located on the northeast section of the property, whereas the slope and naturalized area are located in the south and west portions of the property. Tree removal on the site will be contained to the trees required to be removed for the proposed townhouses. *Town of Qualicum Beach Tree Protection Bylaw No.725, 2023* applies to the property and any tree removals are subject to the requirements in the Bylaw.

If approved, the zoning amendment would change the zoning from R1 to Residential 2 (R2). The R2 zone is the zoning applied to the Village Neighbourhood and is a similar zone to R1; however, the R2 zone does not have a maximum number of strata titled units.

On April 14, 2025, the application went before Council and the following motions were adopted:

- THAT Council deems the residential Zoning Amendment application to permit four strata-titled dwelling units at 324 Chester Road to be compliant with the Official Community Plan.
- THAT the Zoning Amendment application to permit four strata-titled units at 324 Chester Road be referred to the Advisory Planning Commission for comment on parking and neighbourhood compatibility, subject to additional information on parking and vehicular circulation, building colours and materials being provided by the applicant.

On May 15, 2025 Council made an additional motion regarding the referral:

THAT Council requests that the Advisory Planning Commission (APC) provide comment on the following items in relation to the Zoning Amendment application for 324 Chester Road:

1. The pickle ball court, picnic area and play area included in the proposed development application in consideration of proximity of the ravine and noise concerns.
2. The size of the roof and associated height.
3. The proposed buildings in relationship to the neighbouring house, both in elevation and in plan.
4. A heat pump, if included, in the rear of the development in relation to potential noise impacts for the neighbors.

On May 21, 2025, the application went before the Advisory Planning Commission (APC), and the APC adopted the following motions:

- THAT the Advisory Planning Commission provides the following comments on the Development Permit application for 324 Chester Road with regard to compatibility with the Town's Interim Residential Design Guidelines, as detailed in Zoning Bylaw No. 900, 2024:
  1. The parking and vehicular circulation is acceptable.
  2. The building colour and materials are appropriate.
  3. The pickle ball court, picnic area, and play are not applicable and will not be part of this development.
  4. The size of the roof and associated height are not problematic in the design proposal.

5. The proposed buildings in relation to the neighbouring house are not problematic and meet existing guidelines.
  6. The heat pump in the rear of the development in relation to potential noise impacts for the neighbours is not yet included in the development but noise will be considered for it's impact on the neighbours.
- THAT the Advisory Planning Commission recommends to Council that the Development Permit for 324 Chester Road be approved subject to consideration of the previous motion.

On April 14, 2025, Council determined that this zoning amendment application is compliant with the Official Community Plan (OCP), so no Public Hearing is permitted as per Bill 44 legislation, *Housing Statutes (Residential Development) Amendment Act*. Staff met the legislative requirements for notification, including publishing a notice in the June 4, 2025 and June 11, 2025 newspaper and delivered notices to properties within 100m of the subject property.



**Figure 1: Subject Property**

## DISCUSSION

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

Zoning Provision	Zoning Comparison	
	Existing	Proposed Zoning
<b>Zoning</b>	Residential 1 (R1)	Residential 2 (R2)
<b>Density</b>	4 dwelling units with a maximum of two strata lots	4 dwelling units with no maximum number of strata lots
<b>Height</b>	11.0m	11.0m
<b>Parcel Coverage</b>	55%	55%
<b>Front Setback</b>	4.0m	4.0m

<b>Interior Side Setback</b>	1.5m 4.5m aggregate combination of two interior sides	1.5m 4.5m aggregate combination of two interior sides
<b>Rear Setback</b>	6.0m	6.0m
<b>Parking (off-street)</b>	4 off street parking spaces	4 off street parking spaces

It should be noted that the proposed parking exceeds the parking requirements (four spaces required, 10 spaces proposed).

## 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: Policy changes from the Province of BC, specifically Bill 44, has required a minimum of four dwelling units per parcel be permitted. The proposed development’s density is aligned with the direction from the Province of BC and the current zoning on the property.*
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 review of the Development Permit Area is below.*
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<sup>2</sup> 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: There is no small-scale neighbourhood oriented commercial centre proposed as part of this development.*

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 is permitted under the R1 and R2 zones.*

### **Staff Comment**

Council's consideration of this application involves two components:

1. Zoning Amendment (decision required now)  
Council is presently asked to give first and second readings to the bylaw that would rezone 324 Chester Road from Residential 1 (R1) to Residential 2 (R2).
2. Development Permit (decision to be made in conjunction with Zoning Amendment adoption). If the zoning amendment proceeds to adoption, the related Form and Character Development Permit will be brought forward for Council's decision at that future meeting.

When Council first reviewed this application, staff referred specific design elements, identified as not fully consistent with the Form and Character Development Permit Area guidelines, to the Advisory Planning Commission (APC). After discussion, the APC concluded that the proposal should proceed without modification. Staff therefore have no further concerns regarding the design and site plan for the project. The outstanding decision is whether to support the requested zoning amendment. Staff recommend advancing the bylaw readings, subject to Council's consideration of the following comments.

- The existing R1 zone already allows four dwelling units on the lot, but limits strata titling to two.
- That two-unit cap was introduced in 2024 when the Town implemented changes required by Bill 44, with the goal of encouraging duplexes, cottages and secondary suites in established neighbourhoods while limiting four-unit strata titled projects outside the Village Neighbourhood.
- The applicant seeks R2 zoning so that all four townhouse units can be strata titled.

Council should note that the two-unit strata limit may affect project economics, and the applicant has indicated that, if the rezoning is not approved, they would proceed with only two strata-titled units and would not include rental units or secondary suites.

### **FINANCIAL IMPLICATIONS**

There are no financial implications anticipated from this report.

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

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

International.

### INFORM:

- 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

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

- Housing: To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.
- Good Governance: To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values

## SUMMARY

A Zoning Amendment and Development Permit application has been received for 324 Chester Road. If approved, the Zoning Amendment would change the zoning from R1 to R2, which is the residential zone applied to the Village Neighbourhood. Under the R1 zone, the applicant is permitted to build four units; however, only two of the units are permitted to be strata titled. Under the R2 zone, all four units are permitted to be strata titled. If approved, the existing house and detached garage will be removed, and four townhouses would be authorized. Staff recommend that the Zoning Amendment Bylaw be introduced and given two readings.

## ALTERNATIVE OPTIONS

1. THAT Council requests the following changes to the proposed development at 324 Chester Road: *[insert changes]*.
2. THAT Council denies the zoning amendment application for 324 Chester Road.
3. THAT Council provides alternative direction to staff.

## APPROVALS

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



Rebecca Augustyn, MCIP, RPP  
Senior Planner  
*Report Author*



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



Luke Sales  
Director of Planning  
and Community Development  
*Concurrence*

## REFERENCES

- Attachment 1: Submitted Plans for 324 Chester Road  
Attachment 2: Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024  
Amendment (324 Chester Road) Bylaw No. 900.03, 2025  
Attachment 3: *Zoning Bylaw No. 900*, Design Guidelines

## 324 Chester Road Fourplex

**Objective:** To build 4 30x30 townhouse style units within the area identified as buildable by the Geo-Tech survey,

**Overview:** The property is the last home on Chester Road with just over 1/2 acre in size. The lot is surrounded on 3 sides by environmental reserve with one neighbor. This section of Chester Road only has 5 homes. We purchased the current home from the Village of Qualicum Beach just over 3 years ago and have made substantial improvements to the property. These include lifting and stabilizing the current garage, which was sagging, repairs and updates to the cottage, full renovation of the current home. All buildings have been painted and new windows installed. The tree canopy was raised up, weed control protocol has been established, and trees, sod, and plants have been added. Two of the 3 retaining walls have been replaced and ferns planted along the walls to help improve slope stability.

**Challenge:** The property is situated on a ravine with a creek at the bottom. The current house, Garage and Cottage were all built too close to top of slope which was permissible at the time but would not be permitted by today's standards. An assessment was done when the home was owned by the Town and the home was "underpinned" to ensure stability. This was verified by the engineer's report. In the 3 years we have lived in the house we have not witnessed any movement.

**Proposal:** With the recent passing of Bill 44 we would like to take this opportunity to provide more much needed housing for the Qualicum Market as well as build ourselves a new home. The intent would be to live in one of the units and sell the other 3. The preference is to do this in a way that has minimal removal of any tree's and improves and enhances slope stability while protecting the environment. The homes would be designed to fit into the neighborhood while still respecting our neighbor's privacy. Some of the benefits to doing the project are as follows:

### Environment

- Increased slope protection by removing the current home, garage and cottage and building the new homes substantially further away from the slope and within the build area identified by the town's Geo-Tech report.
- Further riparian protection by adding on 30 feet to the existing retaining wall behind the garage and building a new retaining wall on the NE side of the property to the right of the cottage, extending the wall to ensure full protection of the slope.
- Fire protection for the forest and neighbors by having buildings that have modern electrical and fire suppression enhancements
- Home to be constructed with more environmentally friendly options
- Where possible recycle and reuse many of the items from the home and cottage to put in the new home. This includes shower, cabinets, fireplace, doors, tongue in groove pine, countertop.

- Hot Water on demand and an underground sprinkler system to minimize water usage and wastage
- Provide modern drainage in and around the building for further protection

### **Economic**

- Creating employment
- Three more homes increase tax revenue
- All services are already in place and in use so no increase to town infrastructure required
- Three more homes added which assists with the current housing crisis and fits into the provincial plan

The Town recently passed bylaw 900 which would allow 4 units on our property but does not permit us to have 4 titles which we need in order to do this project. With two titles we would be forced to build two large single-family homes which of course we would then need to sell for a much higher price as opposed to building the smaller townhouse style units. Bylaw 900 allows 4 titles within the Village Center but for some reason is restricting 4 titles outside of the center. Understandably there has been some confusion surrounding whether this is following the Bill 44 objective or not. Since this is now sitting with the province for a decision at this time, I would like to request a site-specific zoning amendment to allow 4 titles for my property.

Thank you for your consideration

Jeff Toews

OCP Designation Existing = Multi Family Residential Proposed = Multi Family Residential

Lot coverage is 26% (Lot area = 19,858.66 sq.ft & Bldg. coverage = 5155 sq.ft)

Your Bldg. coverage would actually be around 4000 sq.ft but it is better to put the maximum possible building coverage so you are not limiting your construction options (such as sunrooms, additional garages etc.) and you are allowed 55%.

Front setback Existing = 22.4M Proposed = 6M

Parking Space Existing = 9 Proposed = 10

Rear setback Existing = 9M Proposed = 8.61M

Side setback Existing = 4M Proposed = 1.5M

Building Height Existing = 5M Proposed = 10M

Landscape Setback Existing = 0 Proposed = 0

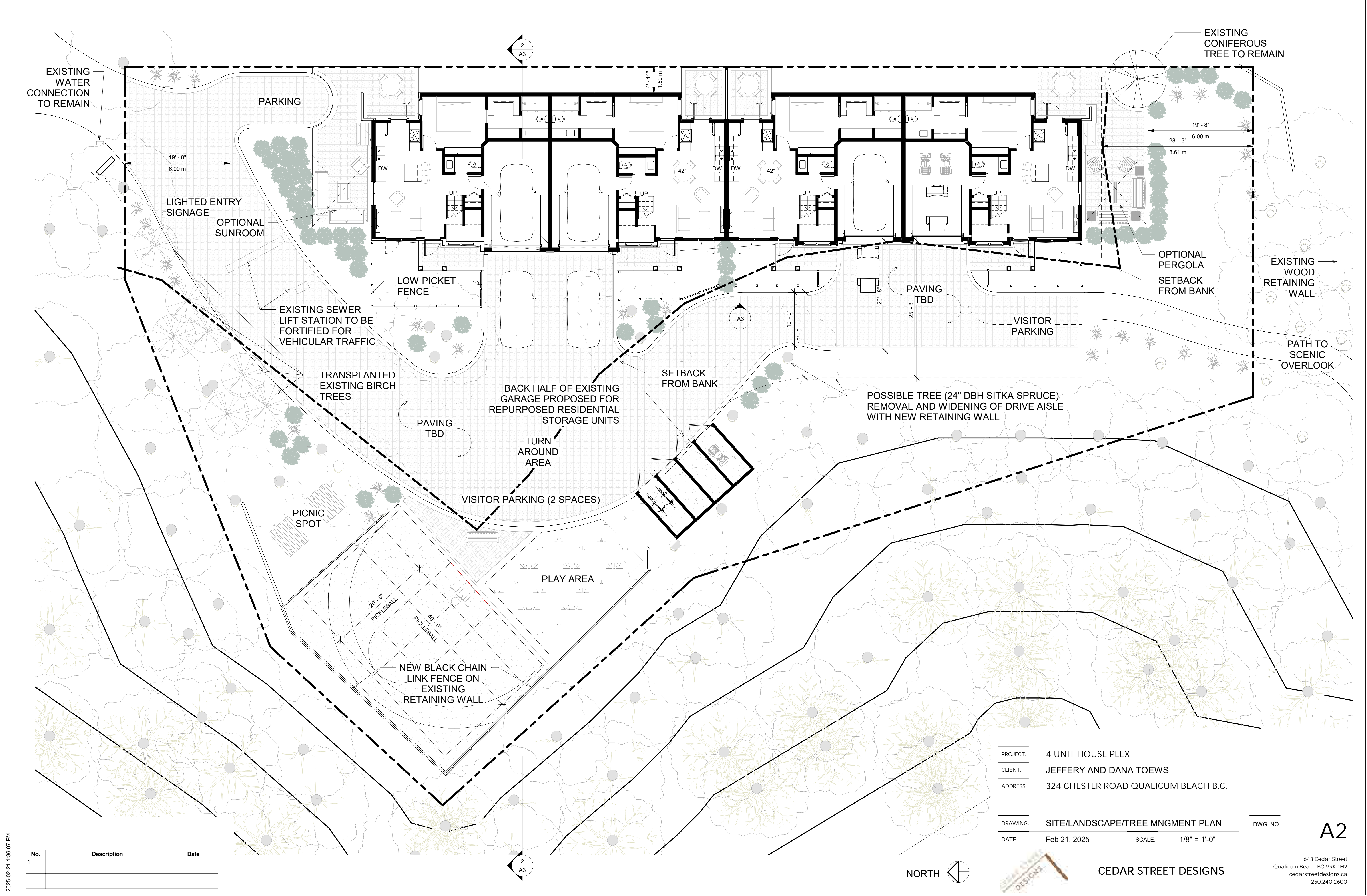
Gross Floor area Existing = 2540 sq.ft. Proposed = 7750 [sq.ft.](#)

Loading spaces Existing = 3 Proposed = 4 (included in parking)

Landscaped area Existing = 6,750 Proposed = 5,215 sq.ft.

Usable open space = Existing 11,130sq.ft Proposed 10,500 sq.ft





2025-02-21 1:36:07 PM

No.	Description	Date
1		

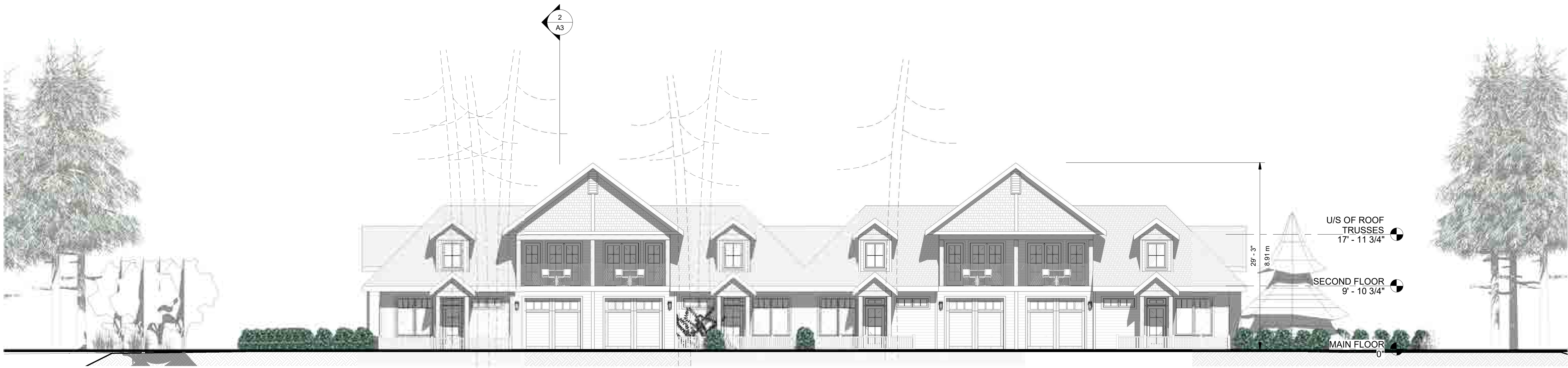
PROJECT.	4 UNIT HOUSE PLEX		
CLIENT.	JEFFERY AND DANA TOEWS		
ADDRESS.	324 CHESTER ROAD QUALICUM BEACH B.C.		

DRAWING.	SITE/LANDSCAPE/TREE MNGMT PLAN		DWG. NO.	A2
DATE.	Feb 21, 2025	SCALE.	1/8" = 1'-0"	

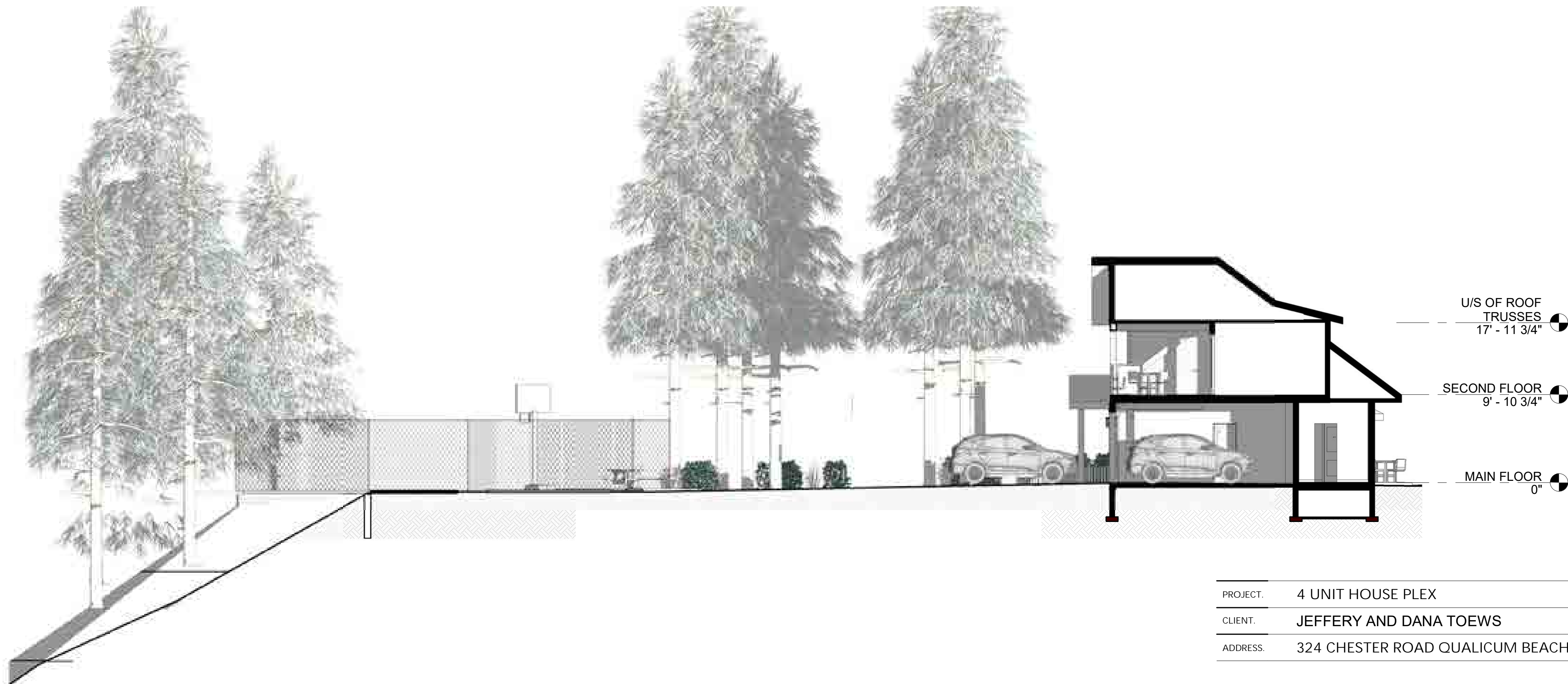


CEDAR STREET DESIGNS

643 Cedar Street  
Qualicum Beach BC V9K 1H2  
cedarstreetdesigns.ca  
250.240.2600



① FRONT FACADE  
1/8" = 1'-0"



② SITE CROSS SECTION  
1/8" = 1'-0"

DISCLAIMER (TYPICAL FOR ALL DRAWINGS IN DRAWING SET)

- THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DATUMS & LEVELS PRIOR TO COMMENCEMENT OF AND MUST REPORT ANY DISCREPANCY OR OMISSION TO THE DESIGNER IMMEDIATELY.
- THESE DRAWINGS CANNOT BE REPRODUCED WITHOUT BEARING THE NAME OF CEDAR STREET DESIGNS.
- ALL DIMENSIONS TAKEN TO FINISH MATERIALS & GRID LINES WHICH ARE LINED UP TO THE WALL STUD, FACE OF CONCRETE, OR CENTERLINE OF BEARING UNLESS OTHERWISE NOTED.
- ALL WORK TO CONFORM TO THE LATEST BCBC AND CNBC.
- DO NOT SCALE DRAWINGS.

No.	Description	Date

PROJECT.	4 UNIT HOUSE PLEX		
CLIENT.	JEFFERY AND DANA TOEWS		
ADDRESS.	324 CHESTER ROAD QUALICUM BEACH B.C.		

DRAWING.	FRONT FACADE AND SITE SECTION		
DATE.	Feb 21, 2025	SCALE.	1/8" = 1'-0"

DWG. NO. **A3**



CEDAR STREET DESIGNS

643 Cedar Street  
Qualicum Beach BC V9K 1H2  
cedarstreetdesigns.ca  
250.240.2600



PROJECT.	4 UNIT HOUSE PLEX		
CLIENT.	JEFFERY AND DANA TOEWS		
ADDRESS.	324 CHESTER ROAD QUALICUM BEACH B.C.		

DISCLAIMER (TYPICAL FOR ALL DRAWINGS IN DRAWING SET)

- THE GENERAL CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DATUMS & LEVELS PRIOR TO COMMENCEMENT OF AND MUST REPORT ANY DISCREPANCY OR OMISSION TO THE DESIGNER IMMEDIATELY.
- THESE DRAWINGS CANNOT BE REPRODUCED WITHOUT BEARING THE NAME OF CEDAR STREET DESIGNS.
- ALL DIMENSIONS TAKEN TO FINISH MATERIALS & GRID LINES WHICH ARE LINED UP TO THE WALL STUD, FACE OF CONCRETE, OR CENTERLINE OF BEARING UNLESS OTHERWISE NOTED.
- ALL WORK TO CONFORM TO THE LATEST BCBC AND CNBC.
- DO NOT SCALE DRAWINGS.

DRAWING.	EXTERIOR VIEW		
DATE.	Jan 31, 2025	SCALE.	12" = 1'-0"

DWG. NO. **A4**



CEDAR STREET DESIGNS

643 Cedar Street  
Qualicum Beach BC V9K 1H2  
cedarstreetdesigns.ca  
250.240.2600

2025-02-03 8:34:04 AM

No.	Description	Date

### Riparian Areas Protection Regulation: Assessment Report

Please refer to submission instructions and assessment report guidelines when completing this report.

Date										February 10, 2025																													
<b>I. Primary QEP Information</b>																																							
First Name					Steve					Middle Name																													
Last Name					Toth																																		
Designation					R.P.Bio					Company					Toth and Associates Environmental Services																								
Registration #					1788					Email					stoth@shaw.ca																								
Address					6821 Harwood Drive																																		
City					Lantzville					Postal/Zip					V0R-2H0					Phone #					250-390-7602														
Prov/state					BC					Country					Canada																								
<b>II. Secondary QEP Information (use Form 2 for other QEPs)</b>																																							
First Name										Middle Name																													
Last Name																																							
Designation										Company																													
Registration #										Email																													
Address																																							
City										Postal/Zip										Phone #																			
Prov/state										Country																													
<b>III. Developer Information</b>																																							
First Name					Jeff					Middle Name																													
Last Name					Toews																																		
Company																																							
Phone #					250-668-0507					Email					jefferytoews@shaw.ca																								
Address																																							
City										Postal/Zip																													
Prov/state					BC					Country					Canada																								
<b>IV. Development Information</b>																																							
Development Type					Construction: Single Family Residential																																		
Area of Development (ha)					0.1					Riparian Length (m)					55																								
Lot Area (ha)					0.18					Nature of Development					New																								
Proposed Start Date					2025-03-15					Proposed End Date					2027-03-15																								
<b>V. Location of Proposed Development</b>																																							
Street Address (or nearest town)					324 Chester Road																																		
Local Government					Town of Qualicum Beach					City					Qualicum Beach																								
Stream Name					Beach Creek																																		
Legal Description (PID)					030-688-311					Region					Vancouver Island																								
Stream/River Type					Watercourse					DFO Area					South Coast																								
Watershed Code					920-477000																																		
Latitude					49					20					57					Longitude					124					25					54				

Completion of Database Information includes the Form 2 for the Additional QEPs, if needed. Insert that form immediately after this page.

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## Section 1. Description of Fisheries Resources Values and a Description of the Development proposal

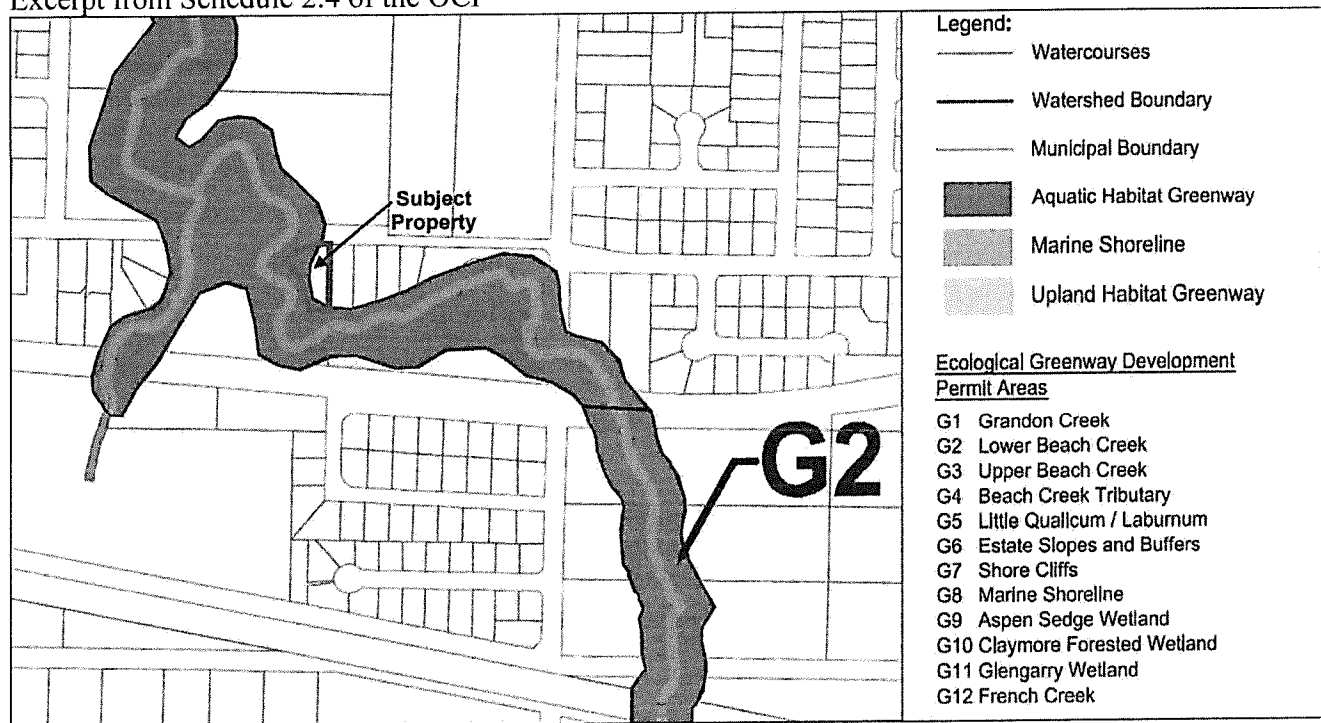
### 1.1 Introduction

In May 2018 Steve Toth, R.P.Bio. (Toth and Associates Environmental) conducted a detailed *Riparian Areas Regulation* (RAR) assessment of Beach Creek on 324 Chester Road, Qualicum Beach (Assessment #5333) on behalf of the Town of Qualicum Beach for the proposed subdivision of the subject property into two lots (Figure 1). The proposed subdivision included a 0.45 ha parcel (Lot 1) containing Beach Creek ravine, and a 0.18 ha parcel (Lot 2) that included the previously developed area of the property located above the top of ravine bank. The Town of Qualicum Beach designated Lot 1 as parkland. The province reviewed and accepted the RAR report on September 6, 2018.

The currently proposed development for Lot 2 created from subdivision under assessment #5333 includes removal of the existing structures and construction of a 4-plex dwelling unit along the east side of the property (Figure 2).

Schedule 2.4 of the Town of Qualicum Beach's Official Community Plan (OCP Bylaw No. 800, 2018) indicates that the subject property is located within Development Permit Area (DPA) G2 – Ecological Greenway Areas (excerpt provided below). The DPA G2 guidelines are contained in Appendix A.

Excerpt from Schedule 2.4 of the OCP



The RAR was repealed in November 2019 and replaced with the current *Riparian Areas Protection Regulation* (RAPR). No changes to the subject property have occurred since our prior assessment in 2018.

## **1.2 Fisheries / Riparian Resource Values**

According to the provincial Fisheries Information Data Queries database (FIDQ) Beach Creek supports cutthroat trout, a small population of coho salmon (<50) and possibly rainbow (steelhead) trout. The limit of fish distribution in the Beach Creek watershed was not indicated. The Qualicum Beach Streamkeepers have conducted bank stabilization and riparian planting projects on the lower end of Beach Creek, as well multiple years of turbidity, temperature, dissolved oxygen, and conductivity monitoring on Beach Creek. A drop of approximately 40 cm at the culvert outlet under Village Way was documented as a partial barrier to upstream fish passage for juvenile fish during our assessments of 358 & 424 Chester Road in 2013.

Overall gradient of the section of stream surveyed through 324 Chester Road was 1.9%. The section of Beach Creek through and adjacent to the subject property is located within a ravine and is characterized by a gravel / sand and gravel / cobble channel with some areas of clay hardpan exposure, tannic or low level turbidity stained water, well defined banks and frequent large woody debris. The average channel width was 3.8 m with a Riffle-Pool channel morphology (Photographs 1 – 3). Sand and fine bedload aggradation in low gradient sections was noted. There are few large, deep, rearing / holding pool habitats and no off-channel (e.g. side-channel) over-wintering / flood refuge habitats.

Moderate densities of salmonid fry were observed. No older age class (e.g. 2+) fish were observed.

Forest cover on the ravine side slopes consists of Mature and Old Forest stages of mixed coniferous forest with dominant species comprised of western hemlock, western redcedar, Douglas-fir, and occasional bigleaf maple and red alder. Due to the high level of canopy closure, shrub and herb layer development on the majority of the ravine side-slopes is poor (Photographs 4 - 6). The shrub and herb layers were represented by low densities and patchy distribution of sword fern, salmonberry, skunk cabbage, spiny wood fern, lady fern, deer fern, vanilla leaf, Cooley's hedge-nettle, dull Oregon-grape and scouring rush.

## **1.3 Proposed Development**

The proposed development includes construction of a four-plex dwelling unit and typical ancillary development (e.g. driveway, yard). The new dwelling units will be located approximately 14.7 m outside the 11.4 m Streamside Protection and Enhancement Area (SPEA) setbacks at their closest point and the driveway will be located approximately 7.7 m outside the SPEA setback at its closest point (Figure 3). The new development will be serviced by city water and sewer.

The existing dwelling and outbuildings are located outside the SPEA setbacks. However, these buildings are located in close proximity to the top of ravine bank and care will need to be taken during removal to ensure that the top of ravine bank area is not unduly disturbed.

The area above the top of ravine bank on the subject property is comprised of existing areas of human disturbance. We recommend that the footprints associated with the outbuildings be seeded with turf grass seed. The footprint of the existing dwelling will be located within the proposed driveway footprint (Photograph 7).

The existing top of ravine bank is largely formed by fill / fencing. The yard area of the new development should not extend below the existing top of ravine bank, and the top of ravine bank should be fenced with some form of low wooden fencing that will not impede wildlife movement, such as that shown below:

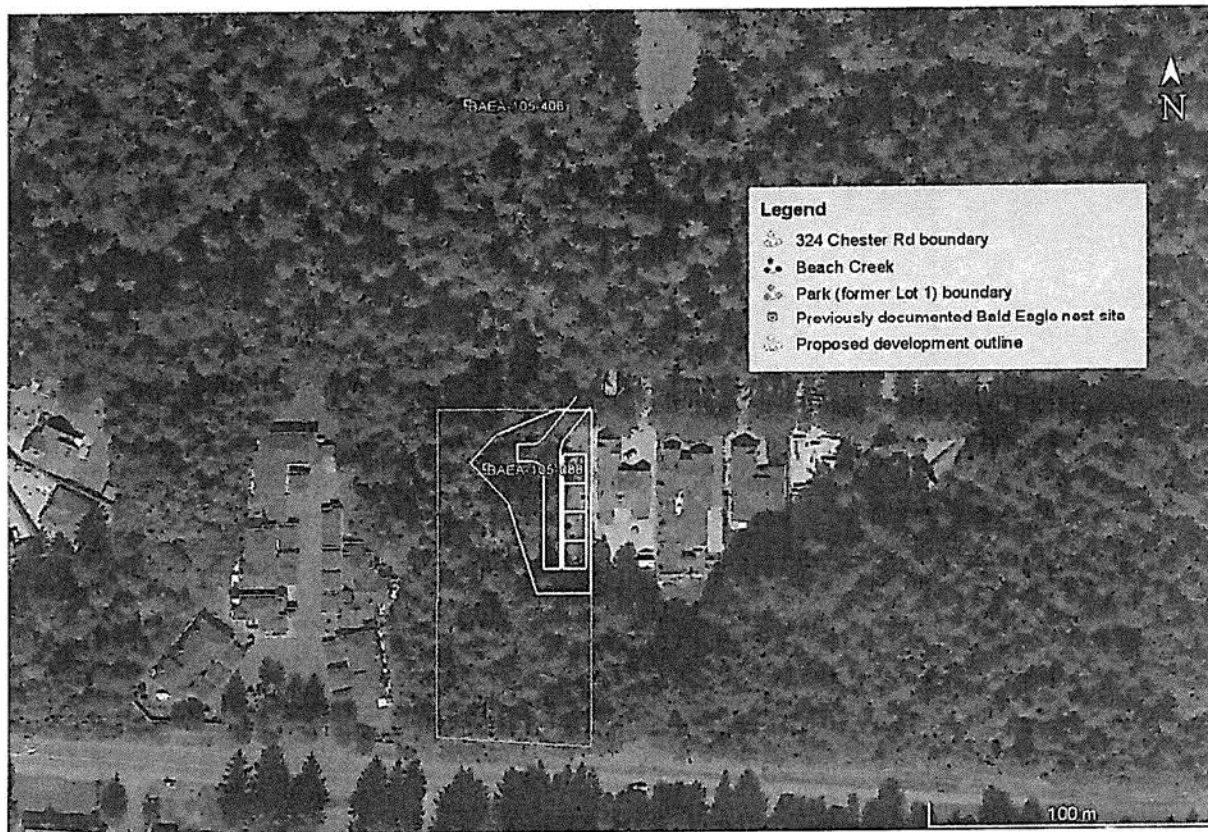


Typical post & 2 rail fence.

#### 1.4 Town of Qualicum Beach Ecological Greenway DPA Requirements

The Ecological Greenway DPA requirements are included as Appendix C. There are no Great Blue Heron nest sites documented on or adjacent to the subject property on the BC Great Blue Heron Management Team Atlas. There is a Bald Eagle nest site (Nest #105-088) documented on the subject property by the BC Wildlife Tree Stewardship Atlas (WiTS), however this nest was not found during our field surveys.

The information provided by the WiTS site indicates that Nest #105-088 was documented in July 2003, and the notes state “used as perch tree regularly”. There is another nest (Nest #105-406) located approximately 130 m to the north, as shown on the image below and the WiTS information indicates a date of observation of June 9, 2023. It is likely that Nest #105-406 is the current active nest for this breeding pair of eagles.



# FORM 1

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report

Figure 1. 2018 subdivision plan to create Lots 1 & 2.

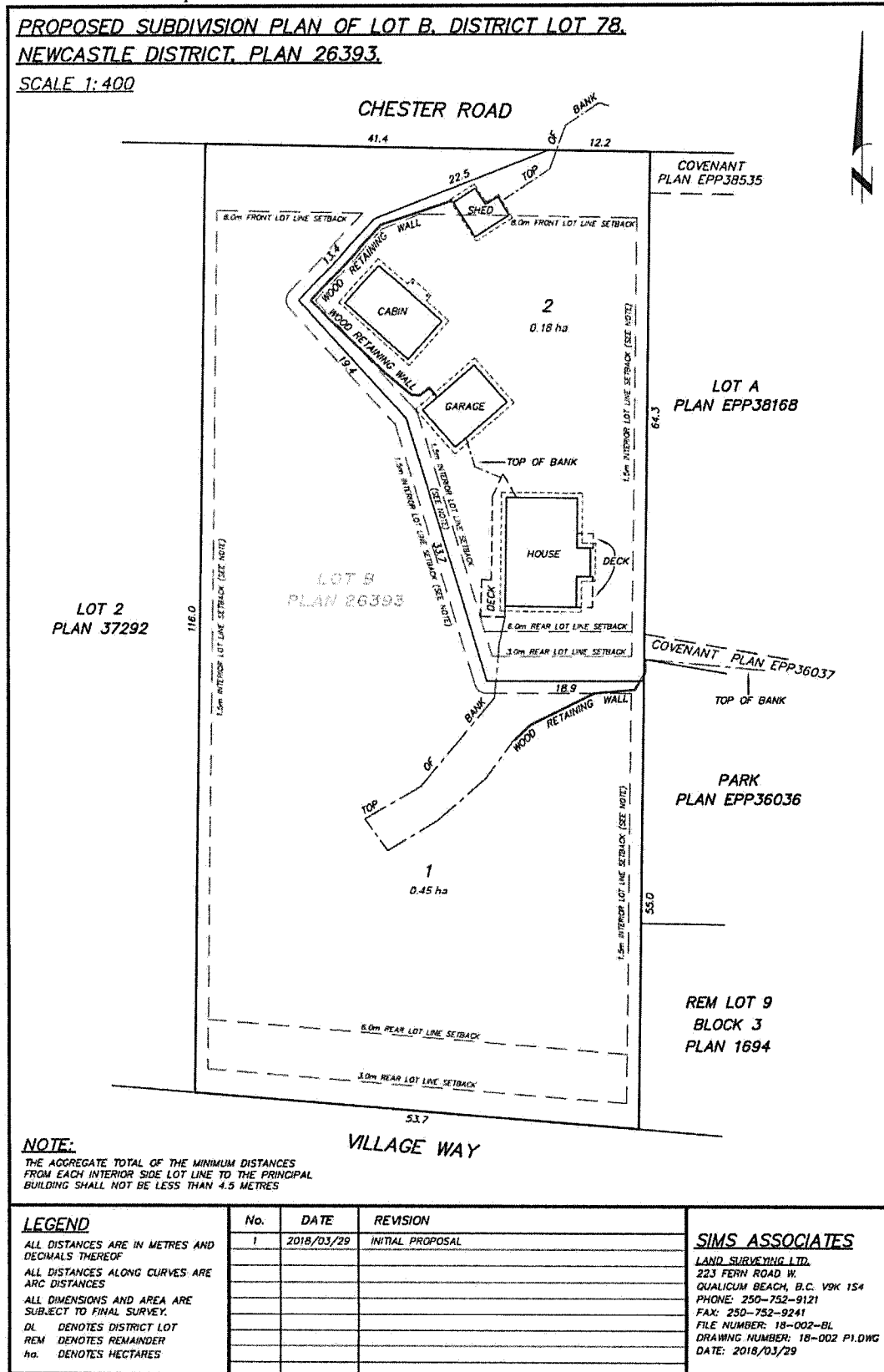
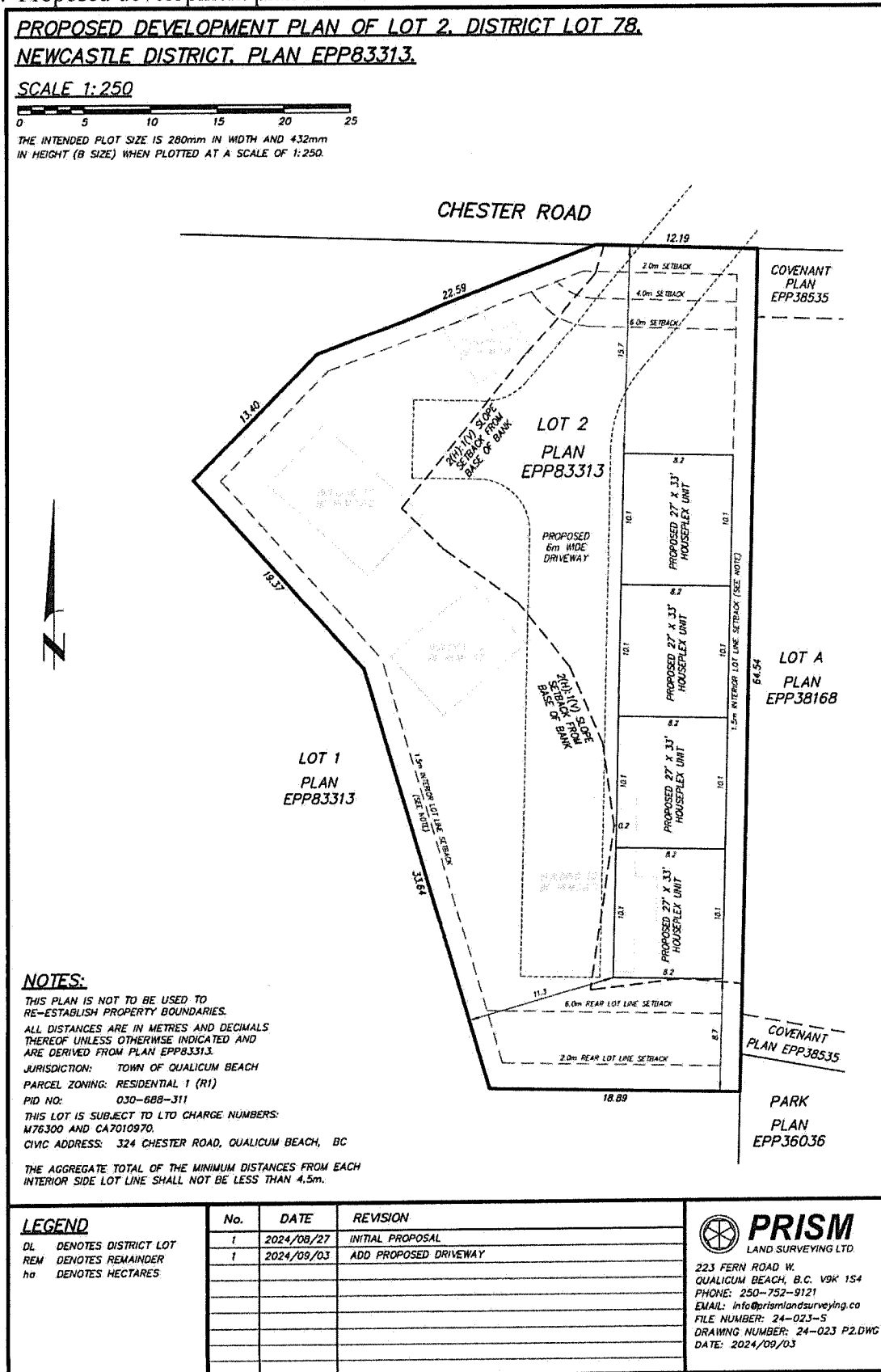


Figure 2. Proposed development plan for Lot 2

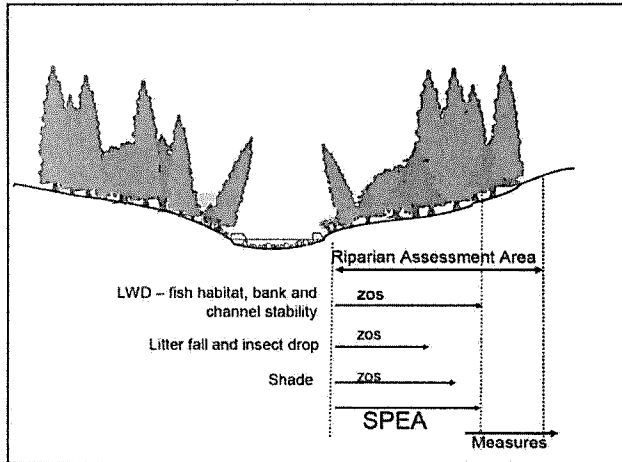


## 1.5 SPEA Setbacks

Under the RAPR, the Detailed Assessment Methods rely upon determination of the “Zones of Sensitivity” by a Qualified Environmental Professional (QEP) for the features, functions and conditions that support fish life within the 30m Riparian Assessment Area (RAA). The SPEA width is then the largest “Zone of Sensitivity” (ZOS) resulting from the assessment as shown on the figure below. The five main features, functions and conditions that the assessment evaluates include:

1. Large Woody Debris (LWD) for fish habitat and the maintenance of channel morphology
2. Area for localized bank stability
3. Area for channel movement
4. Shade
5. Litter fall and insect drop

Zones of Sensitivity and how they relate to SPEA setbacks



The QEP then provides “Measures” (Section 3.0 of this report) to protect the integrity of the SPEA setbacks.

Based on an average channel width of 3.8 m, channel gradient of 1.9% and Site Potential Vegetation Type of “treed” the Streamside Protection and Enhancement Area (SPEA) setbacks required under the RAPR’s detailed assessment method are **11.4 m** from high water mark, as flagged on Beach Creek through the subject property with orange riparian management zone flagging tape.

## Section 2. Results of Detailed Riparian Assessment

Refer to Section 3 of Technical Manual

Date: January 20, 2025

Description of Water bodies involved (number, type)

Beach Creek

Watercourse

X

Number of reaches

1

Reach #

1

**Channel width and slope and Channel Type (use only if water body is a stream or a ditch, and only provide widths if a ditch)**

Channel Width(m)	
starting point	4.0
upstream	3.6
	4.8
	7.5
downstream	3.2
	2.7
	4.0
	3.1
	3.8
	4.3
	3.2
Total: minus high /low	34.0
mean	3.8

Gradient (%)

2.2
1.5
1.9
1.9

I, Steve Toth (name of qualified environmental professional), hereby certify that:

- a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Jeff Toews (name of developer);
- c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and
- d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

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	R/P	C/P	S/P	
Channel Type	X			

**Site Potential Vegetation Type (SPVT)**

	Yes	No	
SPVT Polygons		X	Tick yes only if multiple polygons, if No then fill in one set of SPVT data boxes

I, Steve Toth, hereby certify that:

a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;

b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Jeff Toews;

c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and

d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

Polygon No:	1	Method employed if other than TR
	LC SH TR	
SPVT Type		X

**Zone of Sensitivity (ZOS) and resultant SPEA**

Segment No:	1	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	11.4					
Litter fall and insect drop ZOS (m)	11.4					
Shade ZOS (m) max	NA	South bank	Yes		No	X
Ditch	Justification description for classifying as a ditch (manmade, no significant headwaters or springs, seasonal flow)					
Ditch Fish Bearing	Yes		No		If non-fish bearing insert no fish bearing status report	
<b>SPEA maximum</b>	<b>11.4</b>	(For ditch use table3-7)				

Segment No:	2	If two sides of a stream involved, each side is a separate segment. For all water bodies multiple segments occur where there are multiple SPVT polygons				
LWD, Bank and Channel Stability ZOS (m)	11.4					
Litter fall and insect drop ZOS (m)	11.4					
Shade ZOS (m) max	11.4	South bank	Yes	X	No	
<b>SPEA maximum</b>	<b>11.4</b>	(For ditch use table3-7)				

I, Steve Toth, hereby certify that:

a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;

b) I am qualified to carry out this part of the assessment of the development proposal made by the developer Jeff Toews;

c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and

d) In carrying out my assessment of the development proposal, I have followed the technical manual to the Riparian Areas Protection Regulation.

Figure 3. Development plan for Lot 2 overlaid on 2018 subdivision plan

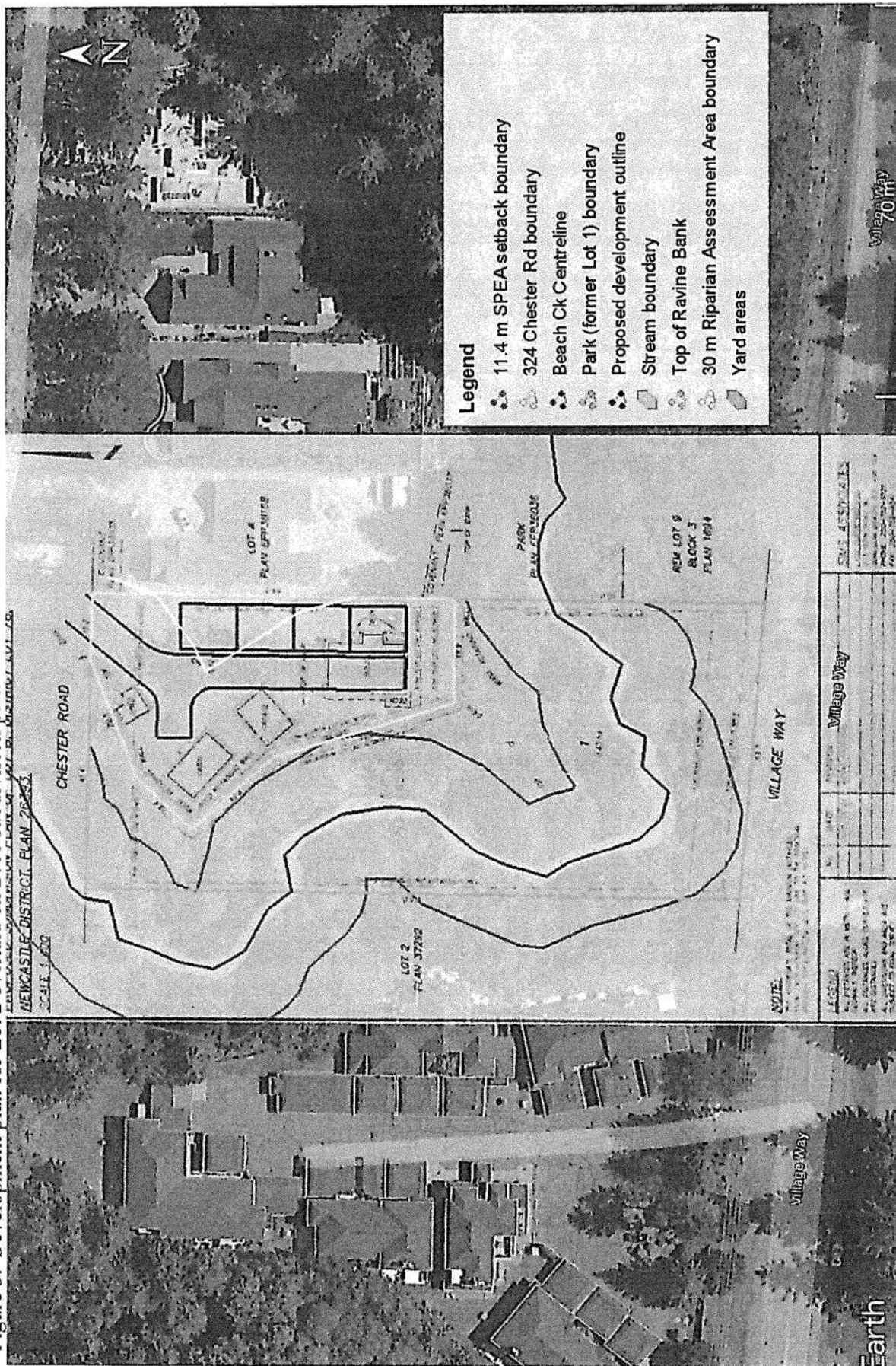
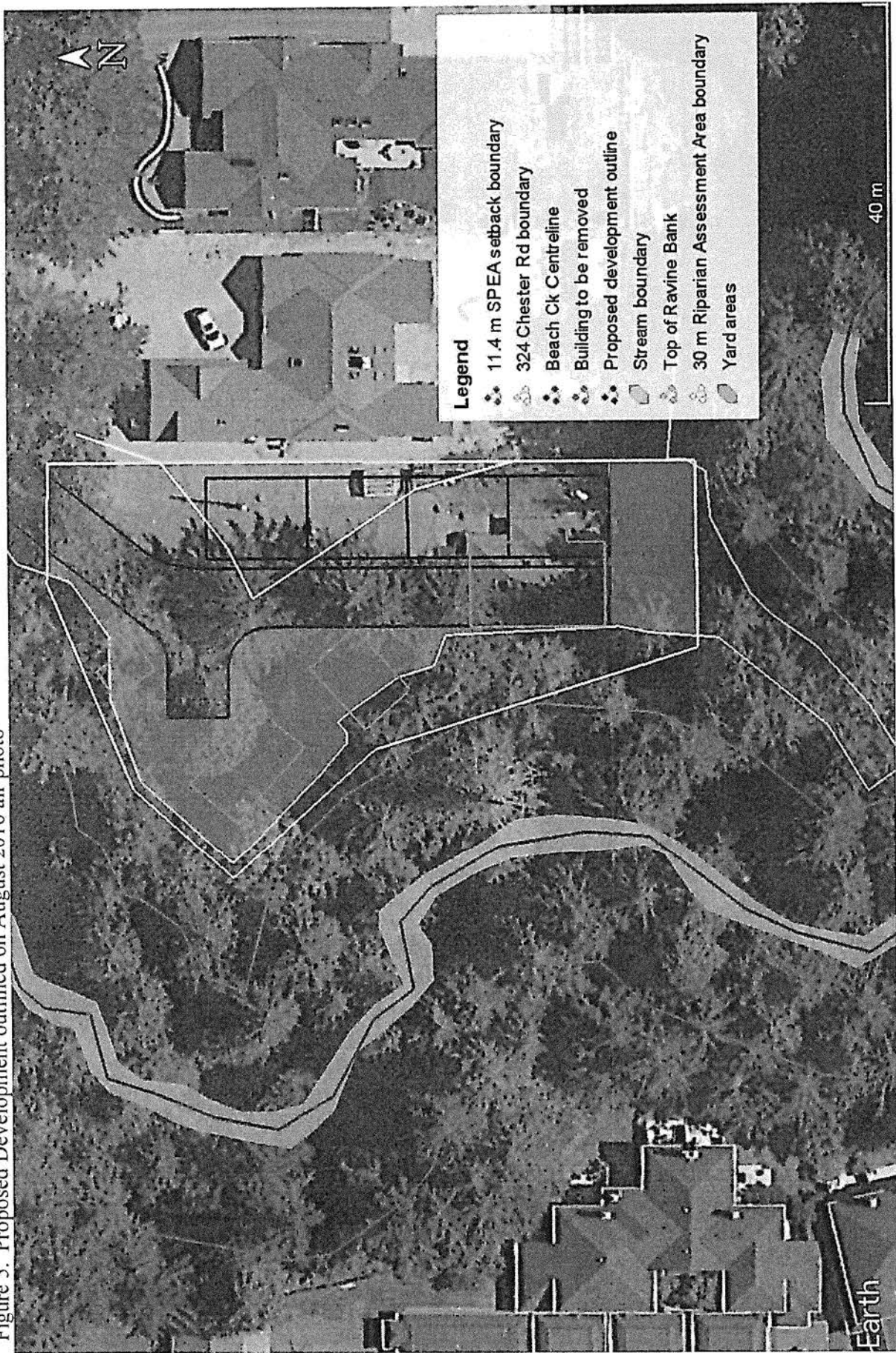


Figure 4. Lot 2 development plan overlaid on August 2016 air photo



Figure 5. Proposed Development outlined on August 2016 air photo



### Section 3. Measures to Protect and Maintain the SPEA

<b>1. Danger Trees</b>	No Danger Trees were identified during the field survey.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the Riparian Areas Protection Act;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<b>2. Windthrow</b>	There was very little natural windthrow noted during the field survey. There is minimal risk of increased windthrow potential associated with development of the property. The proposed four-plex will be located in a non-treed area and the proposed driveway will be on the alignment of the existing driveway.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<b>3. Slope Stability</b>	The proposed four-plex will be located outside the required 2H:1V slope setback from base of ravine bank.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<b>4. Protection of Trees</b>	No vegetation removal is permitted within SPEA setbacks, except hazard tree removal as identified by a certified danger tree assessor. The proposed driveway will be located approximately 7.7 m outside the SPEA setback at its closest point.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<b>5. Encroachment</b>	No intrusion or encroachment within the SPEA boundary is proposed. The yard area of the new development should not extend below the existing top of ravine bank, and the top of ravine bank should be fenced with some form of low wooden fencing.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<b>6. Sediment and Erosion Control</b>	We recommend that the footprints associated with the outbuildings be seeded with turf grass seed.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.</p>	
<b>7. Stormwater Management</b>	Roof top and perimeter drainage from the four-plex will be collected by traditional infiltration chambers / rock pits. These features will be located well outside the SPEA.
<p>I, <u>Steve Toth</u>, hereby certify that:</p> <p>a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i>;</p> <p>b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u>;</p> <p>c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out</p>	

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my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	
8. Floodplain Concerns (highly mobile channel)	There are no channel mobility / stability concerns on the subject property. Beach Creek is located within a ravine at an elevation approximately 9 m below the elevation of the proposed development area.
I, <u>Steve Toth</u> , hereby certify that:	
a) I am a qualified environmental professional, as defined in the Riparian Areas Protection Regulation made under the <i>Riparian Areas Protection Act</i> ;	
b) I am qualified to carry out this part of the assessment of the development proposal made by the developer <u>Jeff Toews</u> ;	
c) I have carried out an assessment of the development proposal and my assessment is set out in this Assessment Report; and in carrying out my assessment of the development proposal, I have followed the assessment methods set out in the Minister's technical manual to the Riparian Areas Protection Regulation.	

### Section 5. Environmental Monitoring

Section 18(2)i) of the RAPR requires that assessment reports include “a plan to monitor the development, during construction, for the purposes of ensuring that the development is proceeding as proposed in the report and in accordance with any measures recommended in the report”. Therefore we are required to include a monitoring plan. Considering the low sensitivities of the site and location of proposed development we recommend that monitoring include a pre-construction site visit to assess the need for any site specific sediment mitigation measures and a post-development site assessment to document post-development SPEA conditions.

## Section 6. Photos



Photograph 1. View upstream on Beach Creek from southeast property boundary.



Photograph 2. View downstream on Beach Creek through cobble / gravel channel section.



Photograph 3. View upstream through cobble / gravel channel.

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Photograph 4. View from top of ravine bank to Beach Creek.



Photograph 5. View from top of ravine bank to Beach Creek ravine.



Photograph 6. View of fill and wooden retaining wall extending into parklands on Lot 1.



Photograph 7. View of existing driveway entrance to 324 Chester Road.

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**Section 7. Professional Opinion**

**Qualified Environmental Professional opinion on the development proposal's riparian assessment.**

Date February 10, 2025

1. I/We **Steve Toth**

(Please list name(s) of qualified environmental professional(s) and their professional designation that are involved in assessment.)

hereby certify that:

- a) I am/We are qualified environmental professional(s), as defined in the Riparian Areas Protection Regulation made under the *Riparian Areas Protection Act*;
- b) I am/We are qualified to carry out the assessment of the proposal made by the developer **Jeff Toews**, which proposal is described in section 3 of this Assessment Report (the "development proposal"),
- c) I have/We have carried out an assessment of the development proposal and my/our assessment is set out in this Assessment Report; and
- d) In carrying out my/our assessment of the development proposal, I have/We have followed the specifications of the Riparian Areas Protection Regulation and assessment methodology set out in the minister's manual; AND

2. As qualified environmental professional(s), I/we hereby provide my/our professional opinion that:

- a) N/A the site of the proposed development is subject to undue hardship, (if applicable, indicate N/A otherwise) and
- b) ☒ the proposed development will meet the **riparian protection standard** if the development proceeds as proposed in the report and complies with the measures, if any, recommended in the report.

[NOTE: "Qualified Environmental Professional" means an individual as described in section 21 of the Riparian Areas Protection Regulation.]

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**Appendix A: Riparian Assessment Assurance Statement – Qualified Environmental Professional**

**Note:** This Statement is to be read and completed in conjunction with the *Professional Practice Guidelines – Legislated Riparian Assessments* and the Riparian Areas Regulation 2004 OIC 837 and is to be provided for *riparian assessments* (not landslides, floods or flood controls) for the purposes of the Riparian Areas Protection Regulation. Italicized words are defined in the guidelines.

To: The Approving Authority: Town of Qualicum Beach Jurisdiction: Town of Qualicum Beach Address: #201 - 660 Primrose Street PO BOX 130 Qualicum Beach, BC V9K 1S7	Date: February 10, 2025
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With reference to the Riparian Areas Protection Regulation Assessment for the subject property:

Legal description or PID: 030-688-311	Civic address: 324 Chester Road
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The undersigned hereby gives assurance that he/she is a *Qualified Environmental Professional*:

Name of <i>Qualified Environmental Professional</i> : <u>Steve Toth</u> Professional designation: <u>R.P.Bio</u>	Professional association: <u>College of Applied Biology of British Columbia</u> <u>Association of Professional Biology</u>
---	--

I have signed, sealed and dated, and thereby certified, the attached riparian assessment report on the property in accordance with the *Professional Practice Guidelines – Legislated Riparian Assessments* and with the *assessment methods*. That report must be read in conjunction with this statement. In preparing that report I have:

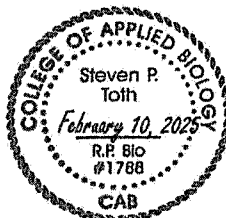
1. ☒ Collected and reviewed appropriate background information
2. ☒ Reviewed the *development proposal* on the property
3. ☒ Conducted field work on and, if required, beyond the property
4. ☒ Reported on the results of the field work on and, if required, beyond the property
5. ☒ Incorporated recommendations or assessment results from other *specialists*
6. ☒ Prescribed *measures* to protect and maintain the integrity of the streamside protection and enhancement area
7. ☒ Prescribed *measures* to avoid the occurrence of a *HADD*\*
8. ☒ Reported on the requirements for *field reviews* or *environmental monitoring* of the property during or following site works for the proposed *development* and recommended who should conduct those *field reviews* or *environmental monitoring*
9. ☒ Reviewed the *riparian assessment* report with the *client* and explained the content and the *measures* required to be implemented.

\*HADD – harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes

Steve Toth, R.P.Bio.



Toth and Associates Environmental Services



## Appendix B: Qualified Environmental Professional (QEP) - Statement of Qualifications

Name of Primary QEP: Steve Toth  
Professional designation: R.P.Bio  
Registration Number: 1788

Professional associations:  
College of Applied Biology of British Columbia  
Association of Professional Biologists

Training in Riparian Areas Regulation assessment methods	
Organization or agency delivering training:	Vancouver Island University
Name of trainer:	Angela Cameron / Lora Tryon
Date of training session:	December 3 – 6, 2024
Organization or agency delivering training:	Ministry of Forests, Lands and Natural Resource Operations
Name of trainer:	Andrew Appleton
Date of training session:	October 2019
Organization or agency delivering training:	Ministry of Forests, Lands and Natural Resource Operations
Name of trainer:	Margaret Henigman, Andrew Appleton, Stacey Wilkerson
Date of training session:	November 2015
Organization or agency delivering training:	Ministry of Forests, Lands and Natural Resource Operations
Name of trainer:	Margaret Henigman / Marlene Caskey, Michele Jones
Date of training session:	January 2013
Organization or agency delivering training:	Ministry of Environment
Name of trainer:	Margaret Henigman / Marlene Caskey, Peter Law
Date of training session:	March 2010

### Other relevant education, training or experience:

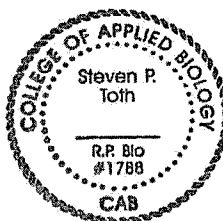
Mr. Steven Toth, R.P.Bio is the owner and operator of Toth and Associates Environmental Services. Mr. Toth has 31 years of experience in the environmental consulting industry as a Registered Professional Biologist and Applied Science Technologist. Work experience consists of a diverse range of projects including environmental impact assessments, wildlife and ecological inventories, riparian area assessments, urban / sub-urban biophysical inventories, detailed fish habitat assessments, fisheries inventories, stream, lake and wetland classifications, fisheries research and population assessments, hydro-acoustics, forestry audits, tree inventories, water quality and environmental monitoring. Project experience includes:

- ~300 provincial *Riparian Areas (Protection) Regulation* Assessments as primary QEP;
- ~1000 biophysical inventories for various land development projects;
- ~24 Wildlife EIAs for run-of-river hydropower developments employing RISC Standards;
- >150 Raptor and heron nest tree assessments;
- 4 Watershed Restoration Program Overview and Level 1 Fish Habitat Assessments, along with numerous other fisheries related projects;
- >100 environmental and water quality monitoring projects;
- >150 Tree surveys for tree removal permit applications
- 5 Watershed Level 1:20,000 Forest Renewal B.C. Fish and Fish Habitat Inventories; and,
- >180 lake surveys conducted according to RISC standards and DFO's juvenile sockeye assessment methodologies.

Steve Toth, R.P.Bio.



**Toth and Associates Environmental Services**



### **Appendix C: Town of Qualicum Beach Development Permit Area G2 – Ecological Greenway Areas Requirements**

The Town of Qualicum Beach's Official Community Plan (OCP Bylaw No. 700, May 2011) indicates that the subject property is located within Development Permit Area (DPA) G2 – Ecological Greenway Areas. Schedule No. 1 of the OCP indicates that:

- a) Development Permit area boundaries for Areas G1, **G2**, G3 and G4 shall include the Riparian Assessment Area required by the *Riparian Areas 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.

The Guidelines in Schedule No. 1 indicate that Development Permits issued for these areas shall be in accordance with the following general guidelines for Ecological Greenways:

1. Aquatic Habitat and Upland Habitat Greenways, and Marine Shoreline shall remain free of development, except in accordance with the Ecological Greenway Development Permit Area Guidelines.
2. Development adjacent to Aquatic Habitat and Upland Habitat Greenways, and Marine Shoreline shall be in accordance with the Ecological Greenway Development Permit Area Guidelines.

#### **Actions Not Requiring an Ecological Greenway Development Permit**

Farm practices protected by the *Farm Practices Protection (Right to Farm) Act* do not require an Ecological Greenway 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.

- Regular landscape maintenance of existing manicured landscape, including existing golf course landscaping, pruning and topping 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;
- 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.

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.

### **Ecological Development Permit Areas – General**

In this development permit, the Ecological Greenway Diagrams, Definitions, and References apply. Other than excluded in “Actions Not Requiring an Ecological Greenway Development Permit”, no alteration of land or vegetation within the Aquatic Habitat or Upland Habitat 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.
- The aquatic habitat greenway or upland habitat greenway shall be conserved in a vegetated state, free of development of structures or paving.
  - In all ecological greenways, natural or planted vegetation shall be maintained.
  - Owners are encouraged to enhance vegetation in greenways in accordance with the Habitat Landscape Guidelines in this section.
  - Management of Streamside Protection and Enhancement Areas (SPEAs) in aquatic habitat greenways shall be in accordance with the *Riparian Areas Regulation*. If the provisions of the *Riparian Areas Regulation* and this bylaw conflict, the provisions of the *Riparian Areas 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.

### **Aquatic Habitat Greenway 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

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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 access 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.



Living Columns

LIVING COLUMNS TOWNHOME PROJECT  
324 CHESTER ROAD

Attached

A1 – Plan to show lot development

A2 – Plan to show townhome and new lot layout

A3 – Renderings showing structure front and side position and height similar to neighbors

A4 – Renderings showing top view

A5 – Drive on to the property and front view of units

Unit 4 – 1<sup>st</sup> – First floor rendition of a corner unit

Unit 4 – Second floor rendition of a corner unit

Unit 2 – 1<sup>st</sup> – First floor rendition of an interior unit

Unit 3 - 2<sup>nd</sup> – Second floor rendition of an interior unit

Pic 1 – Hardie and trim color

Pic 2 – Vertical Hardie on walls

Pic 3 – Roof color

Pic 4 – Plantings to be surrounding stone patios

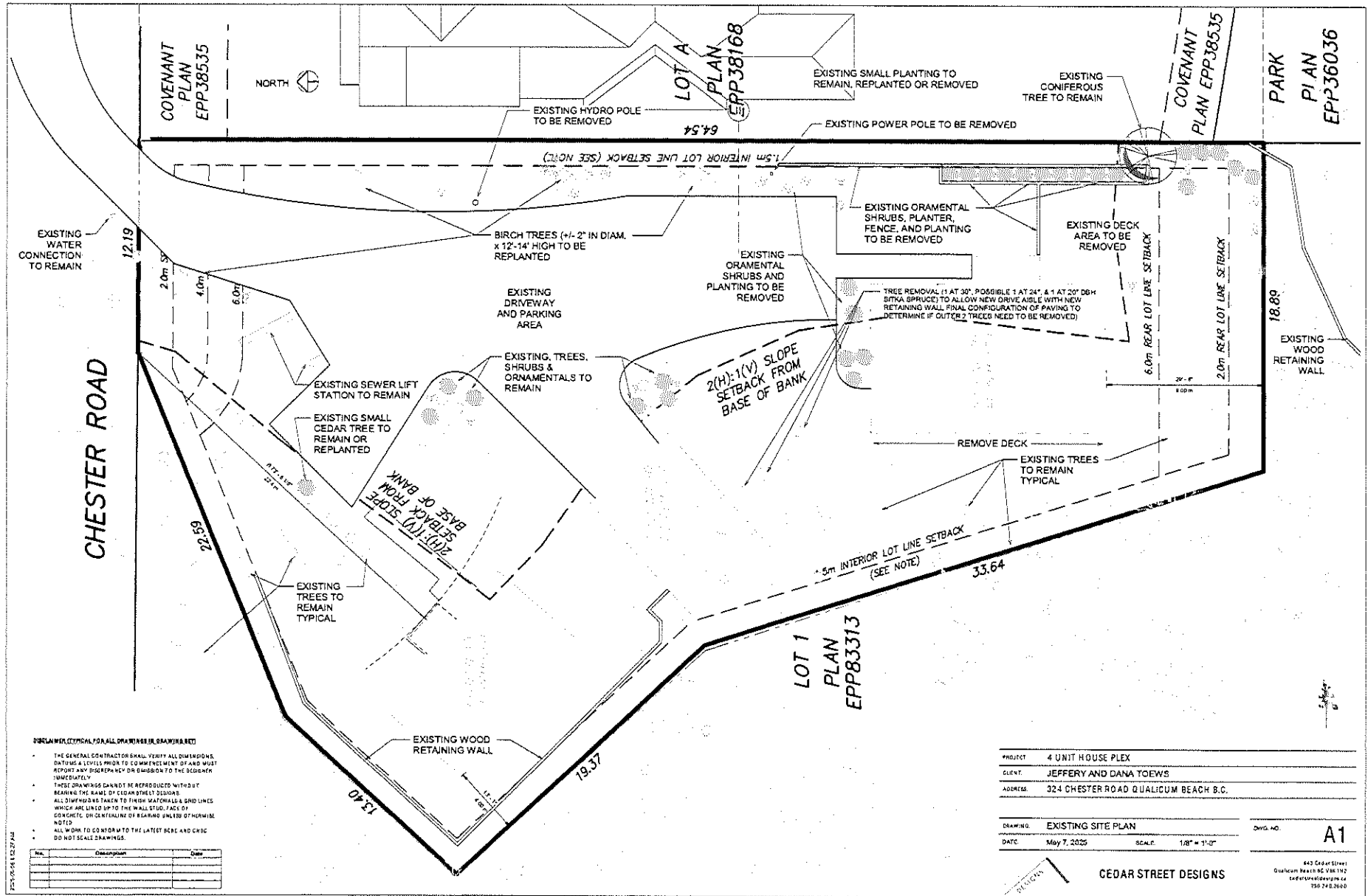
Pic 5 – Sample of drought resistant plantings to surround homes

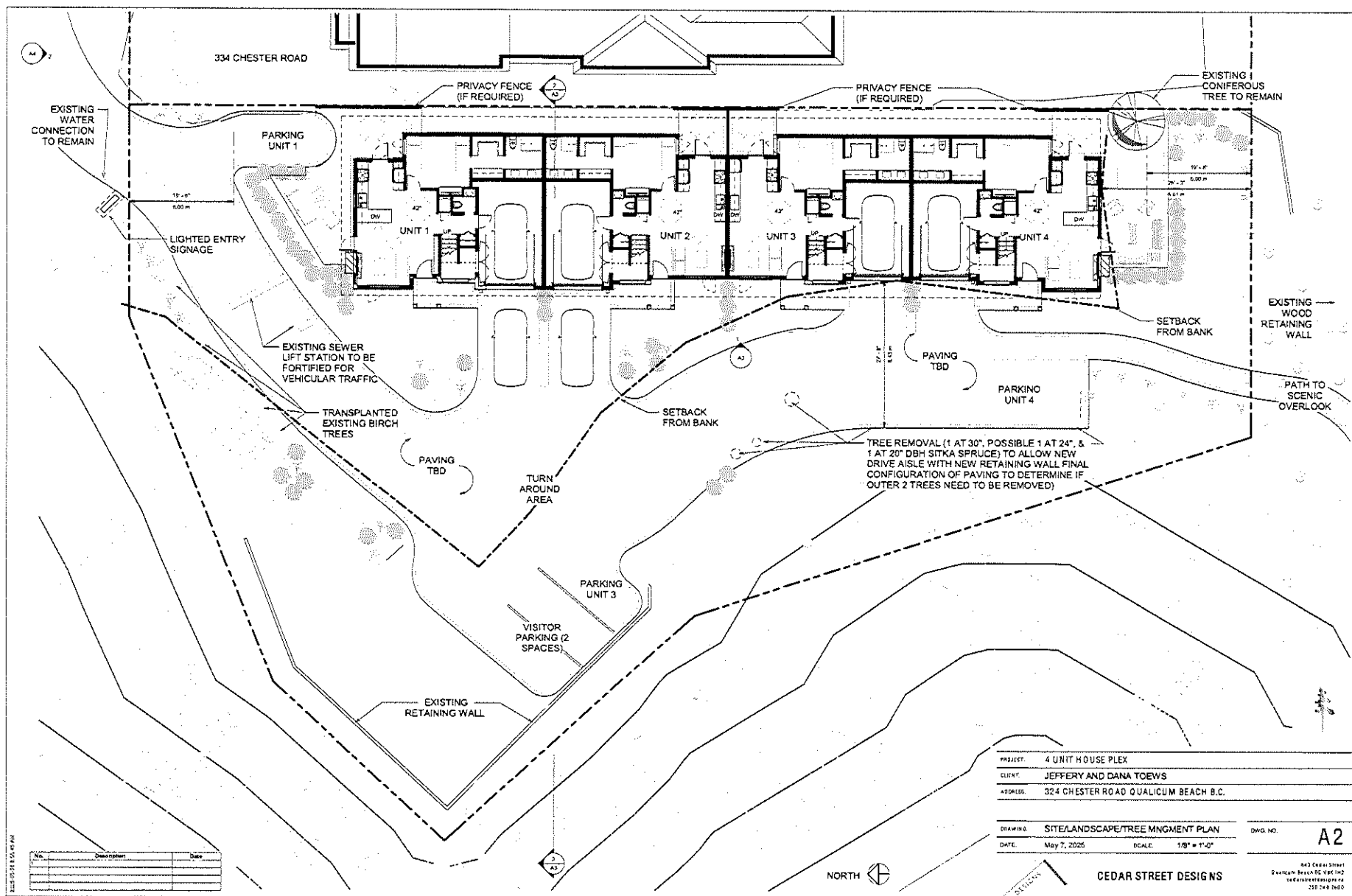
Pic 6 – Driveway and front entrance design

Pic 7 – Back and side patio design

Pic 8 – Black chain link perimeter fencing to match neighbors

Development designed to fit into the area with materials being used matching the neighbors. The charm of this property is the location with trees and natural beauty which we hope to carry forward in this design and layout.











**PROPERTY INFORMATION**

Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Agent: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**SALES INFORMATION**

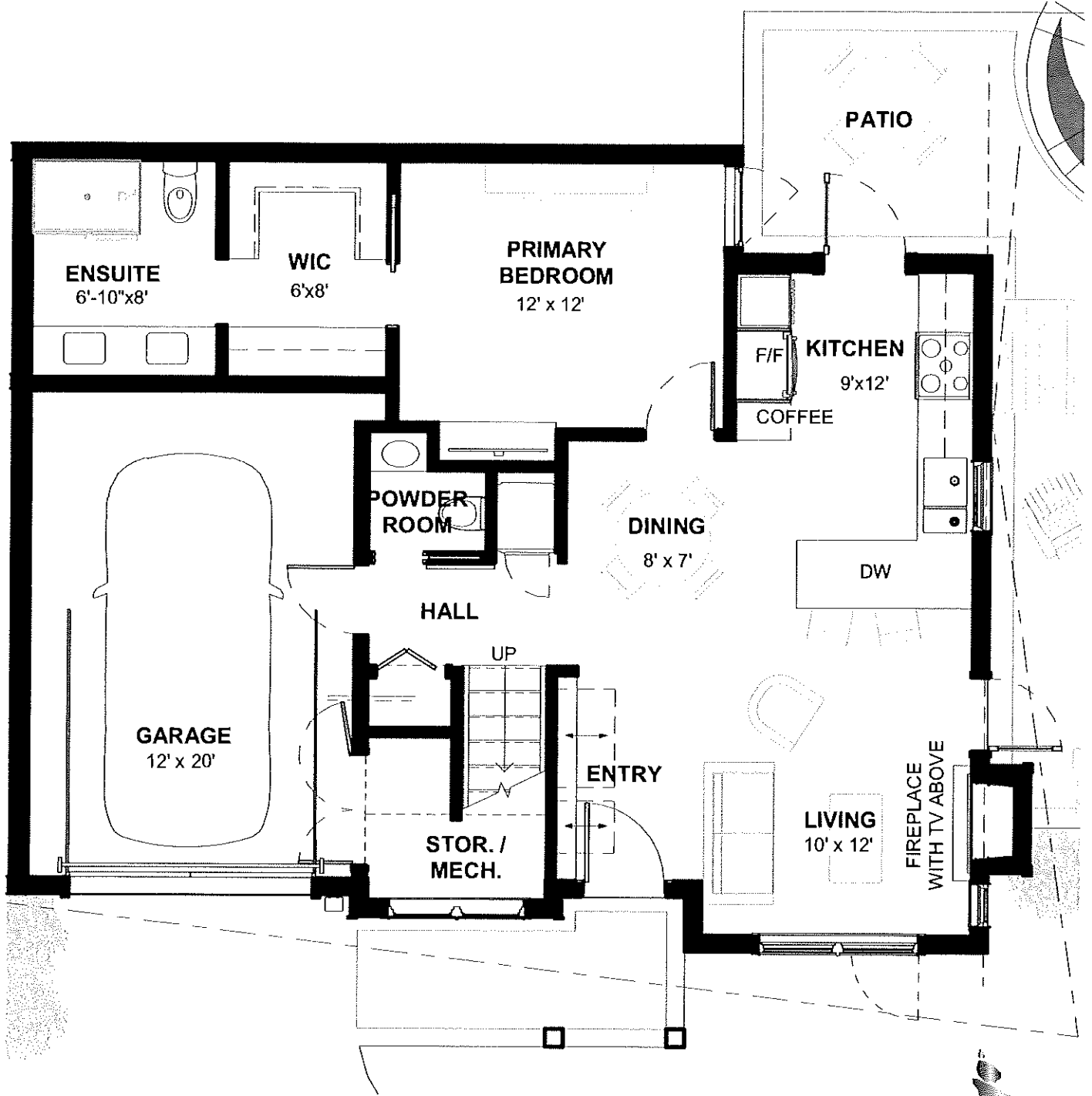
Sale Price: \_\_\_\_\_  
 Commission: \_\_\_\_\_  
 Net Proceed: \_\_\_\_\_  
 Date of Sale: \_\_\_\_\_  
 Status: \_\_\_\_\_

**DISCLOSURES**

Agent's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**NOTES**

\_\_\_\_\_



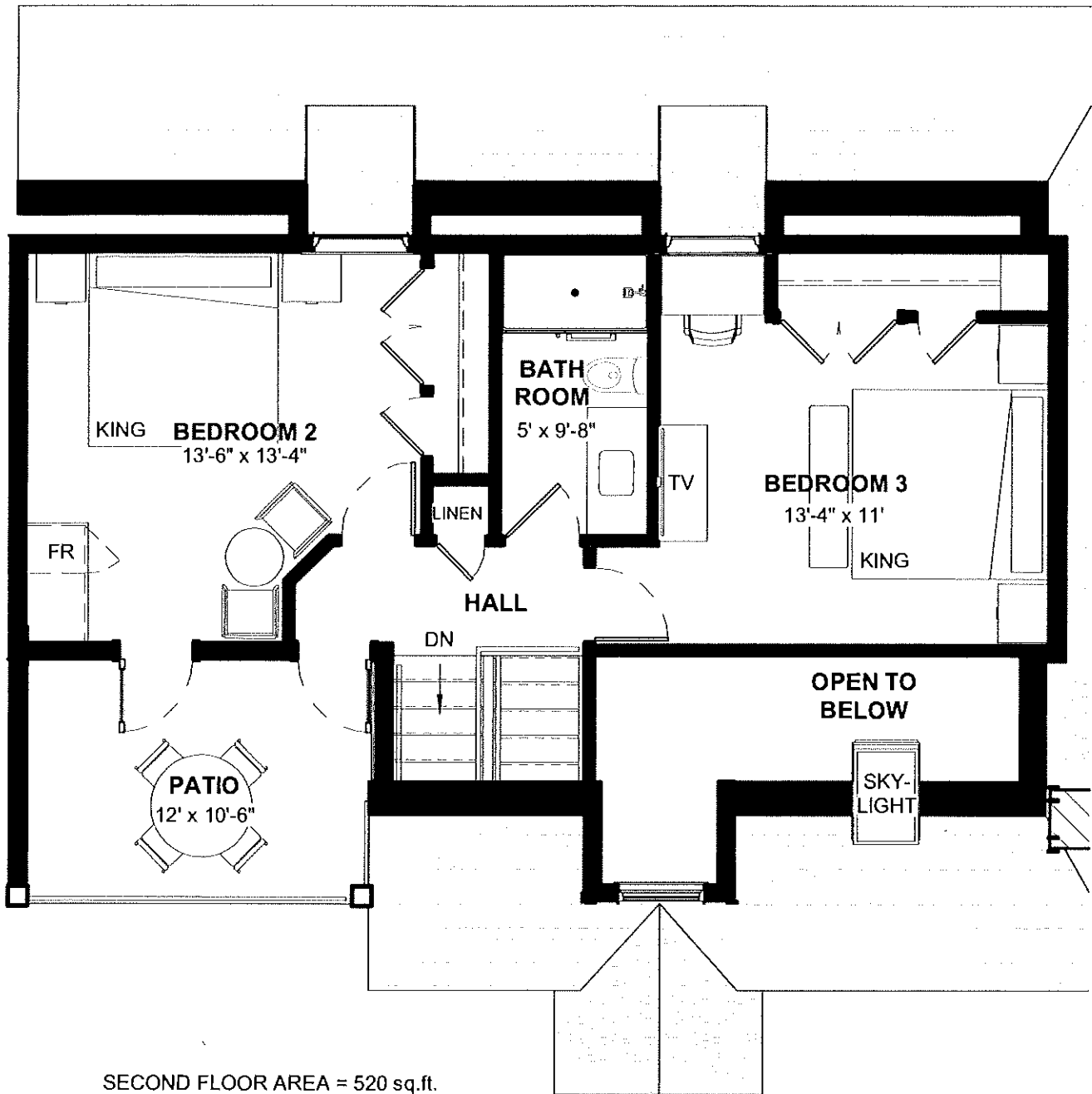
MAIN FLOOR AREA = 982 sq.ft.  
(NOT INCL. GARAGE = 240 sq.ft.)

① EXTERIOR MAIN FLOOR PLAN  
3/16" = 1'-0"

CEDAR STREET  
DESIGNS.  
250.240.2600

CEDAR  
STREET  
DESIGNS.ca

Project:	Date May 7, 2025		Drawn by PR
	4 UNIT HOUSE PLEX		Scale 3/16" = 1'-0"
324 CHESTER ROAD QUALICUM BEACH B.C.	Dwg No:		Checked by DT
	UNIT 4-1st		



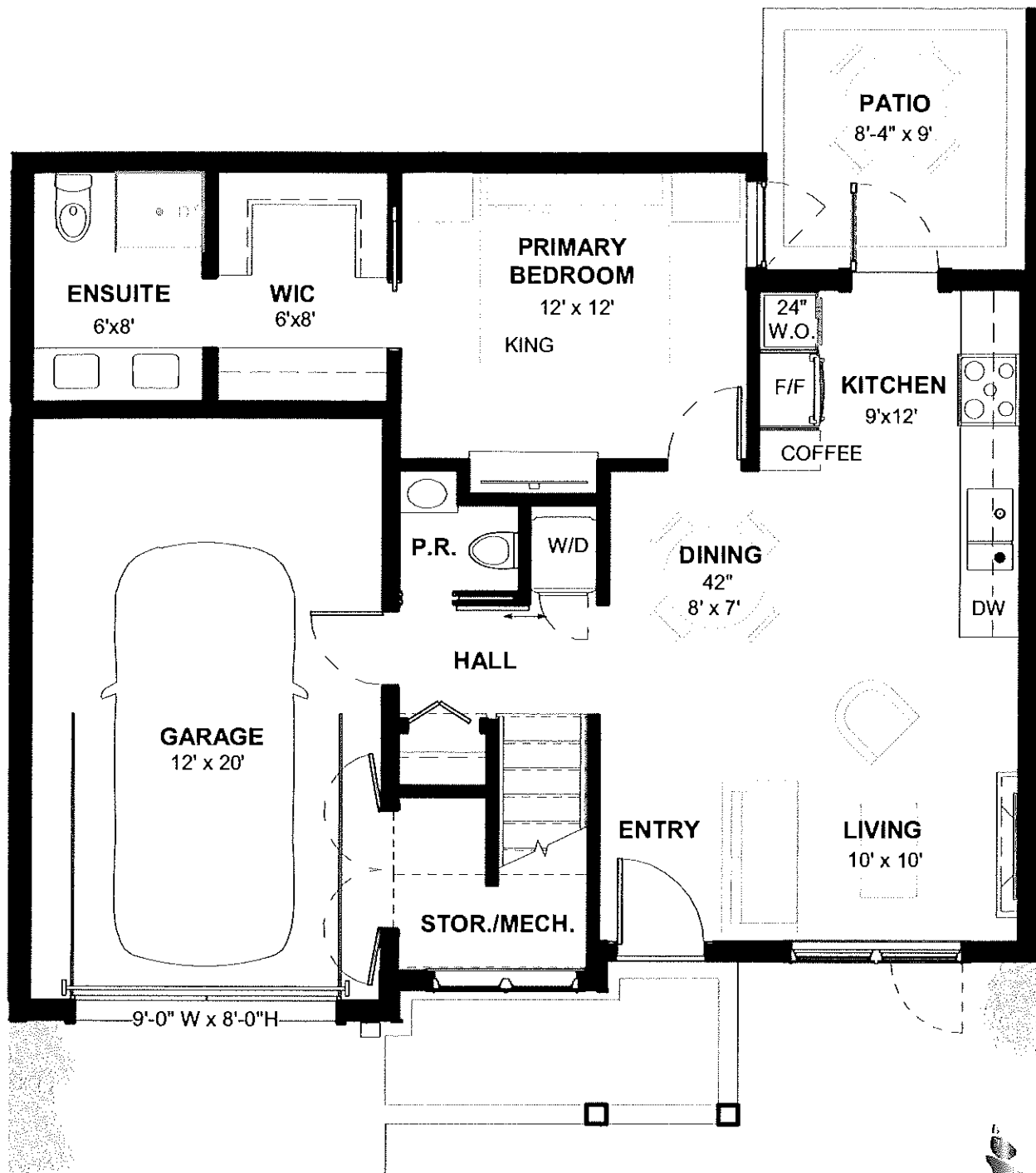
SECOND FLOOR AREA = 520 sq.ft.  
(NOT INCL OUTDOOR PATIO = 125 sq.ft.)

① EXTERIOR SECOND FLOOR PLAN OPTION  
3/16" = 1'-0"

CEDAR STREET  
DESIGNS.  
250.240.2600

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Project: 4 UNIT HOUSE PLEX	Date May 7, 2025	Drawn by PR
	Scale 3/16" = 1'-0"	Checked by DT
324 CHESTER ROAD QUALICUM BEACH B.C.	Dwg No: Unit 4-2nd-2	



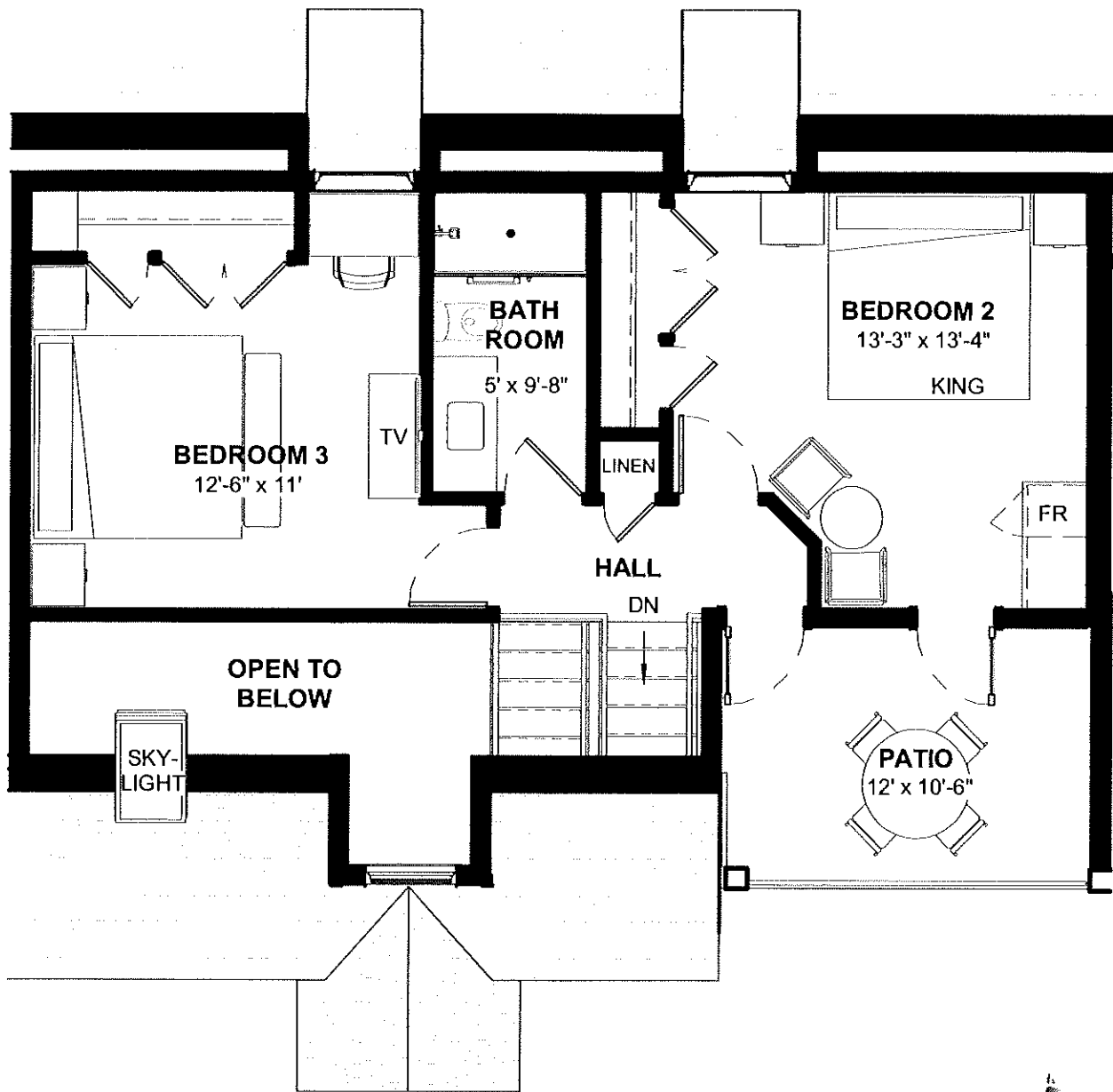
MAIN FLOOR AREA = 700 sq.ft.  
(NOT INCL. GARAGE = 240 sq.ft.)

① INTERIOR MAIN FLOOR PLAN  
3/16" = 1'-0"

CEDAR STREET  
DESIGNS.  
250.240.2600

CEDAR  
STREET  
DESIGNS.ca

Project: 4 UNIT HOUSE PLEX	Date May 7, 2025	Drawn by PR
	Scale 3/16" = 1'-0"	Checked by KR
324 CHESTER ROAD QUALICUM BEACH B.C.	Dwg No: Unit 2-1st	



SECOND FLOOR AREA = 500 sq.ft.  
(NOT INCL OUTDOOR PATIO = 125 sq.ft.)

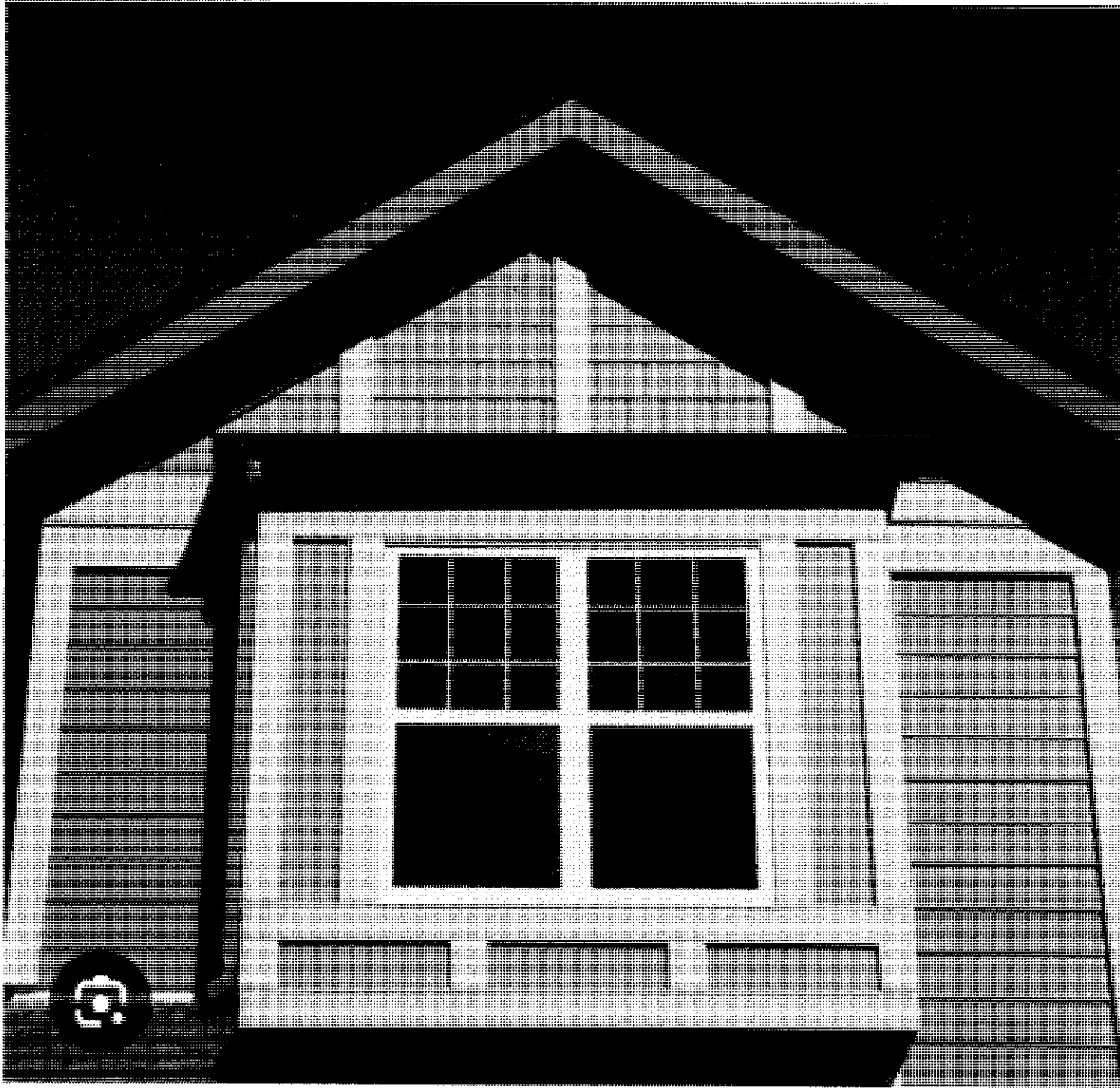
① INTERIOR SECOND FLOOR PLAN UNIT 3  
3/16" = 1'-0"



CEDAR STREET  
DESIGNS.  
250.240.2600

CEDAR  
STREET  
DESIGNS.ca

Project:	Date May 7, 2025		Drawn by PR	
	4 UNIT HOUSE PLEX		Scale 3/16" = 1'-0"	
324 CHESTER ROAD QUALICUM BEACH B.C.	Dwg No:		Checked by DT	
	Unit 3-2nd			



Pic 1



**Hardie® Plank Lap Siding | James  
Hardie**

**Visit**

Pic 3



Roof color



Plantings surrounding stone patio



sample of plantings. Simple, low maintenance, drought  
gravel and pebble stone path not included tolerant  
in design.



Front entrance and driveway concrete design

Pic 7



Back patio and side patio design



Perimeter Fencing matching neighbor's

**TOWN OF QUALICUM BEACH  
BYLAW NO. 900.03**

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

---

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

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

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

1. "Schedule 3A – Zoning Map" is hereby amended by changing the zoning designation of Lot 2, District Lot 78, Newcastle District, Plan EPP83313 from Residential 1 (R1) to Residential 2 (R2) as shown outlined in heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.
2. This Bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (324 Chester Road) Bylaw No. 900.03, 2025."

**INTRODUCED FOR FIRST READING** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

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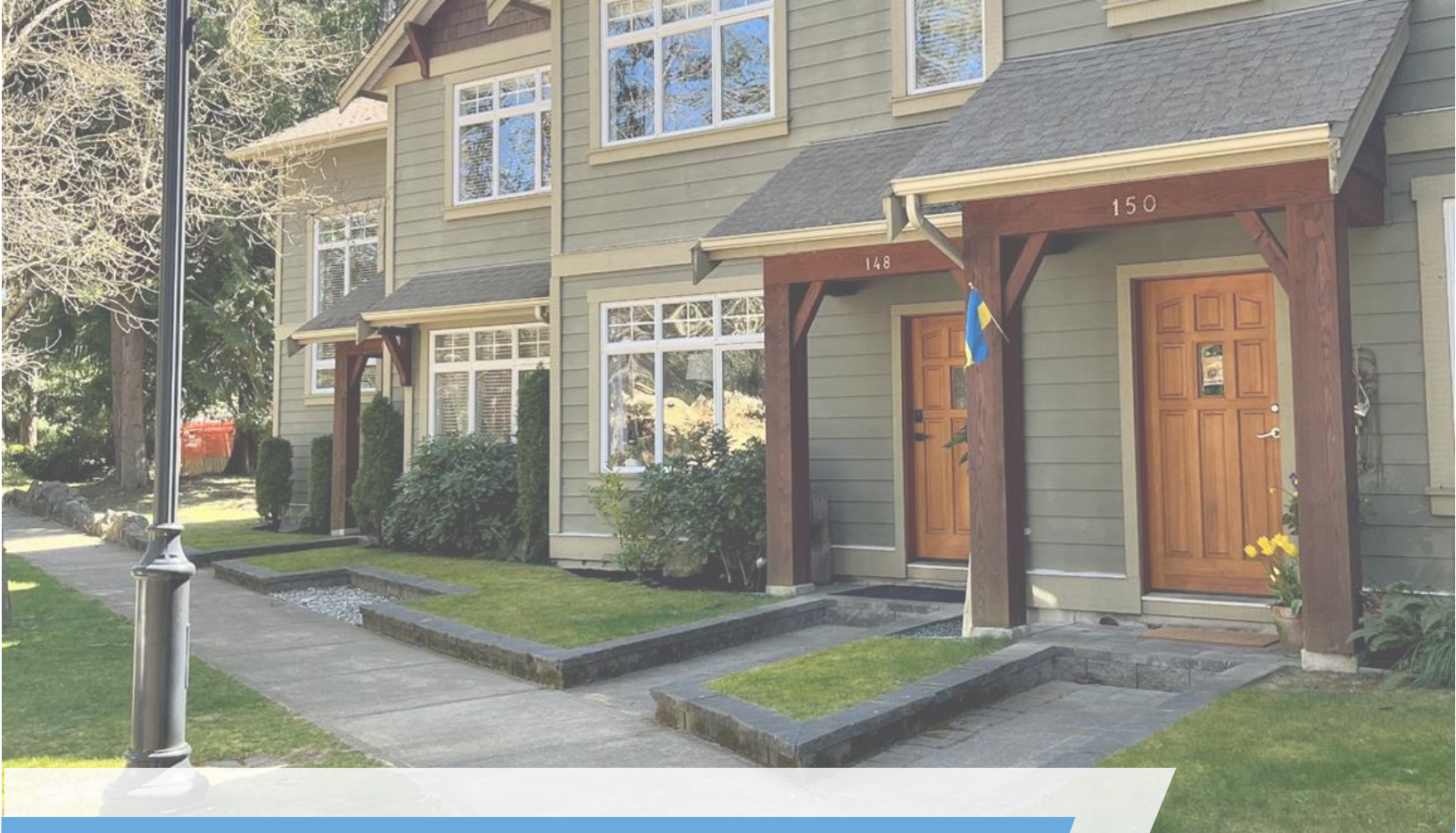
Teunis Westbroek  
Mayor

---

Heather Svensen  
Director of Corporate Services/Deputy CAO

# Schedule 'A' – Bylaw No. 900.03





TOWN OF QUALICUM BEACH

# Interim Design Guidelines

Small-Scale Multi-Unit  
Housing



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# Introduction

*Owners, designers, and developers are encouraged to use creative design freedom within the limits of retaining the Town's Character.*

In December 2023, the Province of British Columbia introduced a series of housing initiatives that require local governments to allow higher density on properties to increase the number of units available for people to live in (*Homes for People*, Province of BC, 2023).

This document provides guidelines for low to medium density housing in a variety of types, with an emphasis on compatibility with existing neighbourhood character, and providing opportunities for onsite landscaping and outdoor living.

Most neighborhoods in Qualicum Beach outside of the Village Neighbourhood have a predominantly suburban character, with residents depending on private vehicles for their daily commutes. Therefore, both the design guidelines and the related zoning regulations include measures to guarantee the continuity of vehicle access. However, guidelines aim to prioritize pedestrian-friendly environments, ensuring that residential areas are pleasant, interesting and conducive to active transportation. As such, the guidelines emphasize walkability, quality of life and human comfort.



## Purpose of the Guidelines

This document provides guidelines for low to medium density housing in a variety of types.

- **Prioritizes** pedestrian-friendly environments.
- **Emphasizes** walkability, quality of life, and human comfort.
- **Considers** compatibility of with existing neighbourhood character.
- **Creates** opportunities for onsite landscaping and outdoor living.
- **Guarantees** continuity of vehicle access.

## Who Should Use the Guidelines?

- Property Owners & Merchants
- Designers & Developers
- Town of Qualicum Beach

# Design Guidelines

## Neighbourhood Context

### Site Integration and Architectural Harmony

Restoration should respect the integrity and intent of the original design.

- Development should use landscaping, porches, windows that are oriented toward the street. These elements will contribute to creating a sense that the development is acting as a “good neighbour” by honouring the existing character of the neighbourhood in the design.
- Ensure developments do not overshadow or overlook adjacent properties, implementing strategies like increased setbacks and staggered windows.
- Utilize landscaping, porches, and street-facing windows, to contribute to the neighbourhood's character and convey a sense of community.
- A higher degree of discontinuity with neighbouring buildings may be acceptable in the Village Neighbourhood, anticipating a transition to more intensive land use.
- Avoid designs that create isolation, such as imposing fences, gates, or large unbroken facades.
- Units located in the interior of lots should be designed with adequate separation from other buildings to ensure access to open space.



### Preservation of Natural Features

- For properties that include significant natural features (e.g. significant trees, topography, rocky outcrops), buildings and landscape should be sited and designed to respond to natural topography and protect significant natural features wherever possible.
- Strategies to achieve this include, but are not limited to, alternative siting or clustering of buildings to avoid disturbance of natural features, and clustering of parking to reduce pavement on the site.

# Site & Landscaping

## Parking

### Parking Locations and Access

- Parking should be screened from the street where possible to maintain aesthetic appeal.
- Consider incorporating glazing in garage doors.
- If the lot is adjacent to a lane, all parking shall be on and/or accessed from the lane.
- Minimize extent of driveways and eliminate need for driveway access to individual units.
- Locate and consolidate off-street parking areas, primarily to the rear of the primary structure.
- Screen recreational vehicle parking to preserve the visual and physical space of the residential area.

### Innovative Parking Solutions

Encourage diverse parking strategies to maximize efficiency and aesthetics, including:

- Boulevard parking to integrate parking within the streetscape.
- Laneway parking to leverage rear access points.
- Layby parking for temporary stops close to destinations.
- Nose-in parking from a laneway to maximize space utilization.

### Environmental and Community Considerations

- Use permeable materials or other strategies for driveways and parking areas that assist with stormwater management, reducing runoff and promoting groundwater recharge.
- The design and placement of buildings and landscape should establish a sensitive transition to adjacent parks, trails, open spaces, and natural areas, considering a landscaped edge.
- Respect the root zones of adjacent trees; and minimize impacts on ecologically sensitive areas and natural features.



# Site Access

*Ensuring proper site access is essential to create housing developments that seamlessly integrate with their surroundings.*

## Frontage Allocation and Pavement Minimization

- Driveways and access points should not exceed 7.0 meters in width at any point (approximately 23 feet).
- Limit the extent of paved areas in front yards to encourage green spaces.

## Driveway Design and Placement

Encourage diverse parking strategies to maximize efficiency and aesthetics, including:

- Favor the design of flared driveways that are narrower at the street entrance and wider near the garage/main access.
- Position driveways on corner lots as far from the intersection as feasible, with a minimum distance of 8 meters.
- Access from the laneway only for properties adjacent to a laneway right-of-way.



## Shared Spaces and Traffic Flow

- Encourage the sharing of driveway access between adjacent units.
- Carefully plan the site layout to ensure efficient traffic flow and minimize potential conflicts.



## Pedestrian Accessibility

- Implement direct and clearly defined pedestrian pathways from parking areas to buildings.
- Design a primary pedestrian entrance from the street, incorporating landscaping features and layby parking options.

# Landscape

Green space and landscaping are important features that can enhance neighbourhood character, beauty, livability, and environmental sustainability.

## Design and Aesthetic Guidelines

- Incorporate a distinct landscaping element at the front property line, such as a gate, pillars, stonework, or similar features, to aesthetically mark the transition from public to private space.
- Ensure that landscaping complements the predominant landscape character of the neighborhood.
- Design front yards (and side yards on corner lots) and visible elevations from the street to create a cohesive streetscape.

## Environmental and Community Considerations

- Encourage the preservation of existing, on-site trees where possible and practical.
- Incorporate native and water-smart plants that provide shade and support local ecology and habitat.
- Encourage garden areas as part of outdoor amenity spaces to foster a sense of community.
- Incorporate fire-resistant landscaping near structures, using materials like rocks, gravel, and fire-resistant plants to create a defensible space that reduces fire risk.



## Functional and Practical Elements

- Provide sheltered walkways and walkway lighting to enhance safety and accessibility.
- Each residential unit must include an allocated outdoor space tailored to the unit's size and capacity, ensuring private access to outdoor areas for residents.
- Outdoor storage should be practical, visually harmonious, and match the home's character. Position storage in less visible areas, such as the side or back of the property, screened by landscaping or fencing.
- Designate specific areas for the storage of garbage, recycling, and compost bins that are easily accessible for residents and waste collection services, yet inconspicuous from public view and neighboring properties.

# Machinery, Equipment and Systems

*Installation of machinery should be considered in relation to the residents' (on property and within the neighbourhood) well-being and environmental stewardship.*



## Promote Sustainable Energy Solutions

- **Electric Car Charging:** Include a location for at least one electric car charge outlet onsite.
- **Heat Pumps and Ground-Source Pumps:** Encourage the use of heat pumps and ground-field loops for ground-source heat pumps.
- **Solar Collectors:** The implementation of solar thermal collectors is recommended to harness solar energy for heating water. Solar photovoltaics are encouraged to generate electricity.

## Sound Management for Heating/Cooling Units

- The installation of outdoor heating and cooling units should prioritize sound management to minimize noise pollution, which can be a nuisance to neighbours.
- **Location:** Place units as far away from property lines as possible to reduce noise impact. Where possible, locate these units in the front or rear yard rather than the side yard to further distance them from neighboring properties.
- **Avoid Windows and Openings:** Position units away from neighboring windows or openings where possible.
- **Utilize Barriers:** Whenever possible, keep the unit behind any existing barriers such as fences, hedges, and garden sheds. Consider installing anti-noise boxes around heat pumps.



# Streetscape

*A well-designed streetscape ensures that new developments blend seamlessly with the existing neighbourhood. Harmonious architecture, landscaping, and street elements create a sense of continuity and community. They will enhance the visual appeal and identity of a neighbourhood, provide safety to residents, and promote livability and accessibility for residents.*

## Guidelines

- Boulevards should include at least one street tree for every 10 metres of frontage.
- Within 2.5 metres of the traveled road surface, landscaping may include:
  - Gravel or permeable pavers for parking
- At each intersection, a landscaped node may extend within .5 metres of the travelled road surface.
- More than 2.5 metres from the travelled road surface, landscaping may include:
  - lawn, flowers, ground covers, low shrubs: less than 0.6 metres in mature height
  - access steps that are part of a sidewalk
  - a low berm: less than 0.6 metres from adjacent ground
- More than 3.5 metres from the travelled road surface:
  - mailbox and address pillars up to 1.5 metres in height and 0.6 metres in width
  - a hedge or shrub: measured to the trunk of the hedge or shrub, as long as foliage doesn't grow closer than 2 metres
  - rocks or similar landscape features under 0.6 metres
- Street trees should be located .5 metres outside the front property line.
- Ensure the design of the building will fit into the existing characteristics of the neighbourhood.
- Ensure that the site design accommodates people of all abilities.
- Incorporate accessible pathways, ramps, and elevators.
- Provide visible signage identifying building addresses at all entrances.



# Building Form & Elements

## Height

When located adjacent to single detached homes, small scale, multi-family dwellings should take care to be a good neighbour to existing single-family homes. New multi-family dwellings may have a higher allowable height than previously built single-family dwellings but should respect the existing context.

### Guidelines

- Care should be taken to ensure that massing, shadowing and privacy of adjacent homes are taken into account during the design process.
- When constructing new multi-residential dwellings, the maximum allowable height is three storeys, ideally with the 3<sup>rd</sup> storey integrated into the roofline of the house or set back from façade of the second storey.
- Increase building massing toward the center of the site to optimize light, privacy, and to facilitate community integration.
- Optimize building massing to reflect the BC Energy Step Code and Zero Carbon Step Code.

### Doors

- Entrances should be located and designed to create building identity, to distinguish between individual units, and generally create visual interest for pedestrians. Well-considered use of architectural detail and, where appropriate, landscape treatment, should be used to emphasize primary entrances, and to provide “punctuation” in the overall street-scape treatment
- Independent entrances to create a sense of individuality for each unit.
- At least one prominent front entrance should face the street.



## Scale and Massing

Architectural massing is the volumetric design of a building and the three-dimensional space a building occupies. Massing and articulation can increase the visual interest of a development and should tie into the overall neighbourhood form and character.

### Design and Proportionality

- Complement the massing and building proportion of established housing in new developments to promote continuity and harmony with the existing urban fabric.
- When similar massing to neighbouring structures is not achievable, break the building facade into smaller elements to create an illusion of a smaller scale, maintaining neighborhood character.
- Step down building heights as a strategy for sensitive transitions in scale to adjacent buildings, enhancing the integration of new developments.

## Façade

- Encourage the integration of a one-story roofline on the front façade to transition to the pedestrian scale.
- Utilize articulation in horizontal and vertical planes on street frontage facades to add depth and interest.
- Incorporate architectural features and design details into building facades that are rich and varied in detail to create visual interest when approached by pedestrians. Examples of architectural features include: building height, massing, articulation and modulation, bay windows and balconies, fenestration pattern (proportions and placement of windows and entry ways).
- Incorporate recessed, articulated, and differentiated entrances where possible, adding to the visual and functional quality of the building.

## Roof Design

- Utilize roof slopes to minimize the apparent mass of the development and reduce differences in heights between adjacent buildings.
- Create usable space through the addition of dormers and gables, contributing to the functionality and aesthetic of rooftops.
- Integrate weather protection canopies at building entrances to enhance the pedestrian experience.

## Environmental & Human Scale

- Facilitate visual access to natural features such as the sky, daylight, vegetation, and views, enriching the living environment for residents.
- Ensuring that building components relate to human scale, including the dimensions of doors, windows, and stairs.

## Massing

- Employ transitional elements and terraced units to reduce perceived bulk and introduce variety in building massing.
- Ensure larger, more prominent features are balanced with smaller, less significant ones to create a sense of order and scale.
- Align massing strategically at a neighbourhood scale, placing big walls next to big walls, to maintain a coherent and harmonious architectural rhythm.



# Colours & Materials

Colours play a crucial role in establishing a building's visual identity. Thoughtful colour and material choices contribute not only to aesthetics but also to functionality, sustainability, and community integration. Lack of architectural detail or variety in material and colour can create a building with an awkward and dense appearance. Consideration should be given to the existing neighbourhood.

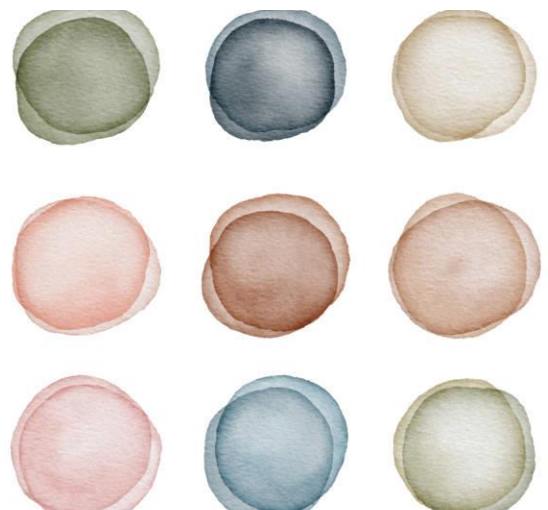
## Guidelines

- Colour schemes can be used to differentiate residential units.
- Employ two or more types of cladding materials to avoid large expanses of uniformity.
- Incorporate secondary material into vertical design features or use accent colours (to break up mass of building).
- Use different textures (brick patterns, wood, stone) to add visual richness.
- Durable Materials: Prioritize substantial, durable and natural materials into their facade to avoid a 'thin veneer' look and encourage graceful weathering of materials over time.
- Wood Accents: Wood siding or accents can add warmth and texture. Use responsibly sourced materials.
- Employ fire-resistant materials for exterior cladding, such as non-combustible siding materials (e.g., fibre cement, stone, stucco, or metal siding). These materials help prevent the spread of fire to and from neighboring properties.



## 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

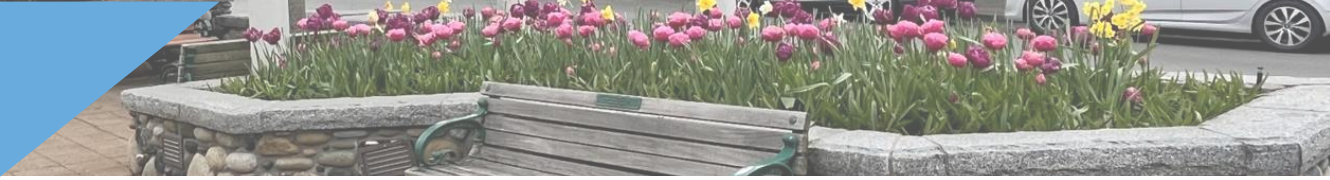
Windows can shape living spaces, impact energy use, and contribute to the overall character of a neighbourhood.

### 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:
  - Increased setback.
  - Stagger windows to not align with adjacent windows.
  - Primary windows into habitable spaces, and also decks and balconies, should not face or be oriented to interior side-yards.
  - Locate and screen upper level windows, decks, and balconies to minimize overlook.
  - Use of skylights, translucent windows and clerestory windows are encouraged to minimize overlook of side yards.
  - Landscape screening.





## Proportions

Proportion in building design is crucial to support a feeling of aesthetic harmony, functionality and efficiency, structural integrity, and relationship to the human experience.

## Guidelines

- Buildings should consider the human experience; massing of the building should relate well to the surrounding context and should not overpower neighbouring structures.
- Balance of vertical and horizontal elements. Avoid excessively tall or squat buildings that disrupt the visual harmony of the area.

## Green Building Considerations

Green building practices encourage sustainability in both material and design to support climate action initiatives. Green buildings are structures that reduce impact on the environment by being resource efficient and environmentally responsible. These buildings play a role in preventing the adverse effects of climate change by using design strategies that reduce greenhouse gas emissions and show adaptation to current and projected environmental impacts.

## Guidelines

- At least 50% of exterior space should be permeable.
- Drainage from non-permeable areas, such as driveways, should be directed to raingardens, swales or other landscaping to facilitate groundwater recharge.
- Permeable materials (structural turf, gravel, and granite crush) are encouraged for driveways and landscaping.

- Landscaped areas shall not include more than 40% turfgrass.
- Glazing and orientation for solar energy gain.
- Use drought-resistant and/or native landscaping where possible.
- Colours that support climate and energy efficiency (light colours).
- Encourage the use of innovative materials (recycled glass, reclaimed wood, low-impact concrete).
- Install low-carbon heating and cooling mechanisms.
- Consider building massing and orientation to support heating and cooling efforts naturally.
- Designs for new buildings should comply with the Energy Step Code requirements.
- Consider using on-site collection of water with the intent to gradually release it (control of surface water from site).
- Provide shaded outdoor living:
  - Consider ways of retaining trees to create shaded outdoor living areas.
  - Placement of architectural elements (i.e. roof overhang) to create shaded outdoor living areas.







# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 3900-20-900.01

**TO:** Luke Sales, Director of Planning

**FOR:** Regular Council Meeting

**DATE:** June 18, 2025

**FROM:** Rebecca Augustyn, Senior Planner

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

### GOVERNANCE DECISION

Council is asked to decide whether to advance, refuse or make changes to the Zoning Amendment Bylaw for 201, 207, 211 First Avenue West. If advanced, the accompanying Development Permit would be considered in a future meeting.

---

### RECOMMENDATIONS:

1. THAT Council deems the residential Zoning Amendment application to permit a mixed-use development at for 201, 207, 211 First Avenue West to be compliant with the Official Community Plan.
2. THAT the Zoning Amendment and Development Permit application for 201, 207, 211 First Avenue West be referred to the Advisory Planning Commission for comment on the following:
  - a) Whether the proposal fits the “Village Character as noted in the policy for the “Transitional Commercial Residential Area”: “The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.”.
  - b) Compatibility with Development Permit Area C1 – Uptown Commercial, Policy #1: “Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.”
  - c) Building height, particularly in the northeast corner of the proposal.

### PURPOSE

To consider a Zoning Amendment and subsequent Development Permit application for 201, 207, 211 First Avenue West that would facilitate 55 multi-residential units and a ground floor commercial space.

## BACKGROUND

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

The proposed Zoning Amendment would change the zoning for the subject properties from Residential 20 (R20) to Comprehensive Development Zone 22 (CD22) to permit a 55 unit multi-residential building with a ground floor commercial unit that is proposed for donation to the Town for use as a medical clinic or other community use. Ultimately any commercial use for the donated space, if accepted, would be determined by Council. The CD22 zone is a new, site-specific zone created in response to this application. Given the density bonus provision, design and unique mixed-use nature of the proposal, no existing zones suit the proposal.



**Figure 1: Subject Property**

## DISCUSSION

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

Zoning Provision	Zoning Comparison	
	Existing Zoning	Proposed Zoning Amendment
<b>Zoning</b>	Residential 20 (R20)	Comprehensive Development Zone 22 (CD22)
<b>Density</b>	34 dwelling units	55 dwelling units and ground floor commercial
<b>Parcel Coverage</b>	61%	66%
<b>Height</b>	12.75m	20.6m
<b>Front Setback</b>	2.7m	0.0m
<b>Interior Side Setback</b>	3.0m	1.5m to current west laneway
<b>Exterior Side Setback</b>	3.5m	0.0m
<b>Rear Setback</b>	2.0m	6.0m
<b>Parking (off-street)</b>	1 space per dwelling unit	1 space per dwelling unit (total of 55 off-street parking spaces) and 7 stalls for the commercial space

**2018 Official Community Plan (OCP):**

The subject properties are located within the “Village Neighbourhood” land use designation and are designated Transitional Commercial Residential in the 2018 Official Community Plan (OCP), the area where development, redevelopment and densification are encouraged. The subject properties also fall within the Development Permit Area C1 – Downtown Commercial, and as such, require a Development Permit.

The following policies are specific to the Transitional Commercial Residential designation:

1. The Town shall support the redevelopment of the “Village Neighbourhood” in a manner that demonstrates the vision of the Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.

*Staff Comment: The proposed development is a compact residential development and expands services by providing commercial space. The commercial space is identified in the letter attached to this memo as being for a medical clinic; however, any commercial use for the donated space, if accepted, would be determined by Council at a later date. Staff recommend referring the proposal to the Advisory Planning Commission for discussion on whether the design reflects the village character.*

2. The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.

*Staff Comment: The applicant has not indicated they will implement restricting occupation or ownership of the units.*

3. The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.

*Staff Comment: Design work has been provided on underground parking and street parking to address the needs of a development proposal of this scale. The sidewalk and street tree layout is similar in character to Second Avenue West, which is considered to be pedestrian-friendly. There are also allocated pedestrian facilities on the site to access entrances, exits and parking.*

4. In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.

*Staff Comment: While the proposed development will contribute additional residential units, there is no guarantee these units will accommodate families.*

5. 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.

*Staff Comment: A rainwater management plan will be required if this proposal is advanced by Council.*

6. The Town shall discourage multi-family 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.

*Staff Comment: The proposed development does not separate itself from the surrounding community and does not include the use of walls and fences.*

7. 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.

*Staff Comment: The proposed development consists of a multi-residential building, which provides housing that is considered an alternative to the majority of the Town's dwellings (detached single family dwellings).*

8. 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.

*Staff Comment: The proposed development will conform to the BC Energy Step Code requirements established in Building Bylaw No. 903, 2024.*

9. The Town shall encourage the efficient use of land within the Village Neighbourhood.

*Staff Comment: The proposed development is a compact, residential development.*

10. The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.

*Staff Comment: A tree and vegetation management plan will be required if this application proceeds.*

11. 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.

*Staff Comment: A sidewalk and streetlight will be required, as shown in the plans.*

12. 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 and community amenities. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.

*Staff Comment: The proposed building is five storeys in height, which may be permitted subject to the considerations in the policy. Council is to determine if the proposed height is appropriate.*

**Development Permit Area C1 – Uptown Commercial:** The subject property is in the “Development Permit Area C1 – Uptown Commercial”. DPA C1, as shown on Official Community Plan map ‘Schedule No. 2.3’. Developments within this area must conform to the design guidelines. Following is a review of the C1 Development Permit Area Guidelines.

1. Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.

*Staff Comment: The proposed development is one large building, however there are breaks and building articulations in the frontage along First Avenue West and Beach Road.*

2. Courtyards and "boutique"-like clustering of commercial premises with associated street furniture scaled toward Pedestrian traffic are desirable. Public spaces for community gathering should be integrated into designs wherever possible. Lighting should be adequate, but should avoid the use of high-intensity fixtures in favour of more ornamental lighting at lower levels of illumination.

*Staff Comment: The proposed development includes a private courtyard that is not accessible to the public; however, the terrace on the south-east corner of the building is public. No furniture or lighting details are provided at this time.*

3. Parking facilities shall be integrated with on-site landscaping. Smaller, clustered facilities are preferable to large blacktopped areas.

*Staff Comment: The proposed parking is underground, and as such, meets this policy.*

4. Residential uses may be considered on the ground floor subject to the following conditions:
  - a) Ground-floor dwelling units must not have direct street frontage.
  - b) Ground-floor dwelling units must be adaptable to future commercial uses.

*Staff Comment: These policies are relevant to the C1 zoning where ground-floor residential use is not allowed without a Council approved variance.*

### **Staff Comment**

Council’s consideration of this application involves two components:

1. Zoning Amendment (decision required now)  
Council is presently asked to decide whether or not the application aligns with the Town’s OCP and to refer the application to the Advisory Planning Commission (APC) for comment.
2. Development Permit (decision to be made in conjunction with Zoning Amendment adoption). If the zoning amendment proceeds through the zoning amendment process, the related Form and Character Development Permit will be brought forward for Council’s decision at that future meeting.

### **FINANCIAL IMPLICATIONS**

There are no financial implications anticipated from this report.

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

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

### INFORM:

- 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

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*

## Proposed Donation

BMC Parklane Builders submitted a letter (attached) offering to convey, at no cost to the Town, an estimated 5,000 ft<sup>2</sup> ground-floor commercial strata unit. The applicant identifies the unit as potentially being for a medical clinic; however, the use would be determined at a later time by Council if the donation was accepted. The unit is valued by the developer at \$3.5M-\$4M. In order to make this donation financially viable, the proponent requests:

1. adoption of a zoning amendment to permit the latest concept plan, which maintains a portion of the building height at five storeys and permits 56 residential strata units.
2. waiver of commercial Development Cost Charges (DCCs) and a reduction in residential DCCs;
3. closure and transfer (or long-term use) of the adjacent municipal laneway (to the north); and
4. authority to stratify the building so the donated commercial space can be titled to the Town while the upper-storey residential units are marketed privately.

Two notes about the above requests:

1. The DCC reductions requested in bullet #2 are already identified in the Town's DCC Reduction Bylaw. Although Council is currently contemplating a change to the DCC Reduction Bylaw, such a change would not impact development proposals that are in-stream, such as this one.
2. The closure and consolidation of the laneway to the north of this site was approved by Council in a previous development iteration. (See Town of Qualicum Beach Road Closure Bylaw (Laneway adjacent to Beach Rd) Bylaw No. 719, 2017, adopted January

29, 2018). The previous developer never completed the purchase, but the undeveloped laneway is already legally “closed.”

If Council advances the zoning amendment, it would be conditional on transfer of the commercial space to the Town, and staff and legal counsel would implement multiple legal instruments to ensure that the commitment is followed through. These legal instruments could include options such as a density bonus provision in the zoning bylaw, S. 219 Restrictive Covenant(s), mortgage charges, and/or a financial security. Further information will be provided prior to consideration of bylaw readings.

Should the zoning amendment and donation concept proceed, additional considerations require further discussion related to the donated space including but not limited to:

- **Tenant/service model** – The space could be leased to Island Health, a non-profit society, a private operator, retained for direct municipal use, etc.
- **Fit-out and equipment** – The scope and funding source of tenant-improvement work needed to convert the shell into a functioning space
- **Operating obligations** – Allocation of annual strata fees, utilities, and lifecycle reserves between the Town and the eventual tenant.
- **Tax status and rental structure** – Potential tax considerations and the form of any lease (gross, cost-recovery, or market).

### OCP Compliance

Provincial legislation adopted in 2023 requires Council to make an early, stand-alone determination of whether a rezoning proposal is consistent with the Official Community Plan (OCP). Staff have therefore assessed the application against the OCP’s core land-use criteria - use, density, and location - while recognising that the Plan also speaks to broader themes such as environmental protection, accessibility, and urban design.

Criterion	Staff Evaluation
Use & Location	The subject properties lie within the <i>Transitional Commercial Residential</i> sub-area of the <i>Village Neighbourhood</i> , where the OCP encourages mixed-use redevelopment and expanded services. A five-storey, 55-unit residential building with a ground-floor commercial space is consistent with that intent.
Density	Policies in the Village Neighbourhood explicitly support residential infill and compact growth at this location. The proposed density aligns with the OCP.
Height	Although the OCP states that buildings “should be” a maximum of three storeys, it also allows for flexibility where issues such as topography, solar access, neighbourhood interface, view protection, and community benefit are satisfactorily addressed.

Taken as a whole, staff consider that the proposal is consistent with the OCP.

### SUMMARY

A Zoning Amendment application and a Development Permit application has been received for 201, 207 and 211 First Avenue West. If approved, the Zoning Amendment would change the zoning from R20 to CD22 to permit a mixed-use development with ground floor commercial and 55 residential units. The proposed development meets the policies outlined in the Transitional Commercial Residential, with Policy #12, building height requiring further consideration. Staff

recommend Council determine if the application aligns with the OCP, as well as refer the application to the APC for comment on specific areas identified in the staff recommendation.

### ALTERNATIVE OPTIONS

1. THAT “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.01, 2025” be read a first time.
2. THAT Council requests the following changes to the proposed development at 201, 207, 211 First Avenue West: *[insert changes]*.
3. THAT Council denies the zoning amendment application for 201, 207, 211 First Avenue West.
4. THAT Council provides alternative direction to staff.

### APPROVALS

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



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Rebecca Augustyn, MCIP,  
RPP  
Senior Planner  
*Report Author*



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



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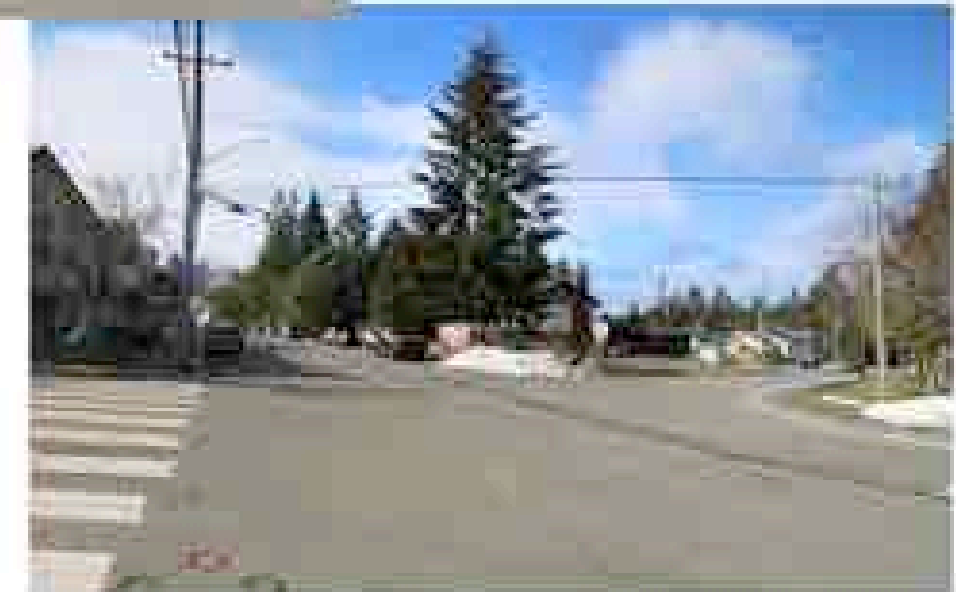
Luke Sales, MCIP, RPP  
Director of Planning and  
Community Development  
*Concurrence*

### REFERENCES

- |               |   |
|---------------|---|
| Attachment 1: | Submitted Plans for 201, 207, 211 First Avenue West   |
| Attachment 2: | Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.001, 2025 |
| Attachment 3: | Development Permit Area Guidelines: C1 – Uptown Commercial  |
| Attachment 4  | Donation Offer: BMC Parklane Builders   |



# Qualicum Place



## Qualicum Drawing List

- A1 Cover
- A2 S/W rendering
- A3 Context & Data
- A4 Site Plan
- A5 Lower Level/parking
- A6 Main Floor
- A7 2nd Floor
- A8 3rd Floor
- A9 4th Floor
- A10 5th Floor
- A11 CAD Elevations 1
- A12 CAD Elevations 2
- A13 Colour Elevations 1
- A14 Colour Elevations 2
- A15 Sections 1
- A16 Sections 2
- A17 Roof Plan
- A18 Shadow Study
- A19 Streetscape
- A20 Concept Views
- A21 Concept Views
- A22 Concept Views
- A23 Concept Views

## Consultants

- |                         |  |
|-------------------------|--|
| Structural              | Herold Engineering                                   |
| Civil                   | Herold Engineering                                   |
| Mechanical              | Avalon Mech. Consultants Ltd                         |
| Landscape               | The Tula Project                                     |
| Geotechnical            | Lewkowich Eng. Assoc. Ltd                            |
| Medical Clinic Planning | Inside Out Planning, Ray Hunt Architect, AIBC, Ret'd |



# Qualicum Place

QUALICUM PLACE 201 1st Avenue West, Qualicum Beach Proposed Zoning Amendment/Development Permit for Bruce McLay - BMC Parklane Builders Ltd.	MAIN FLOOR PLAN	
	A 02	Scale 1:100m
	Date May 8 / 25	

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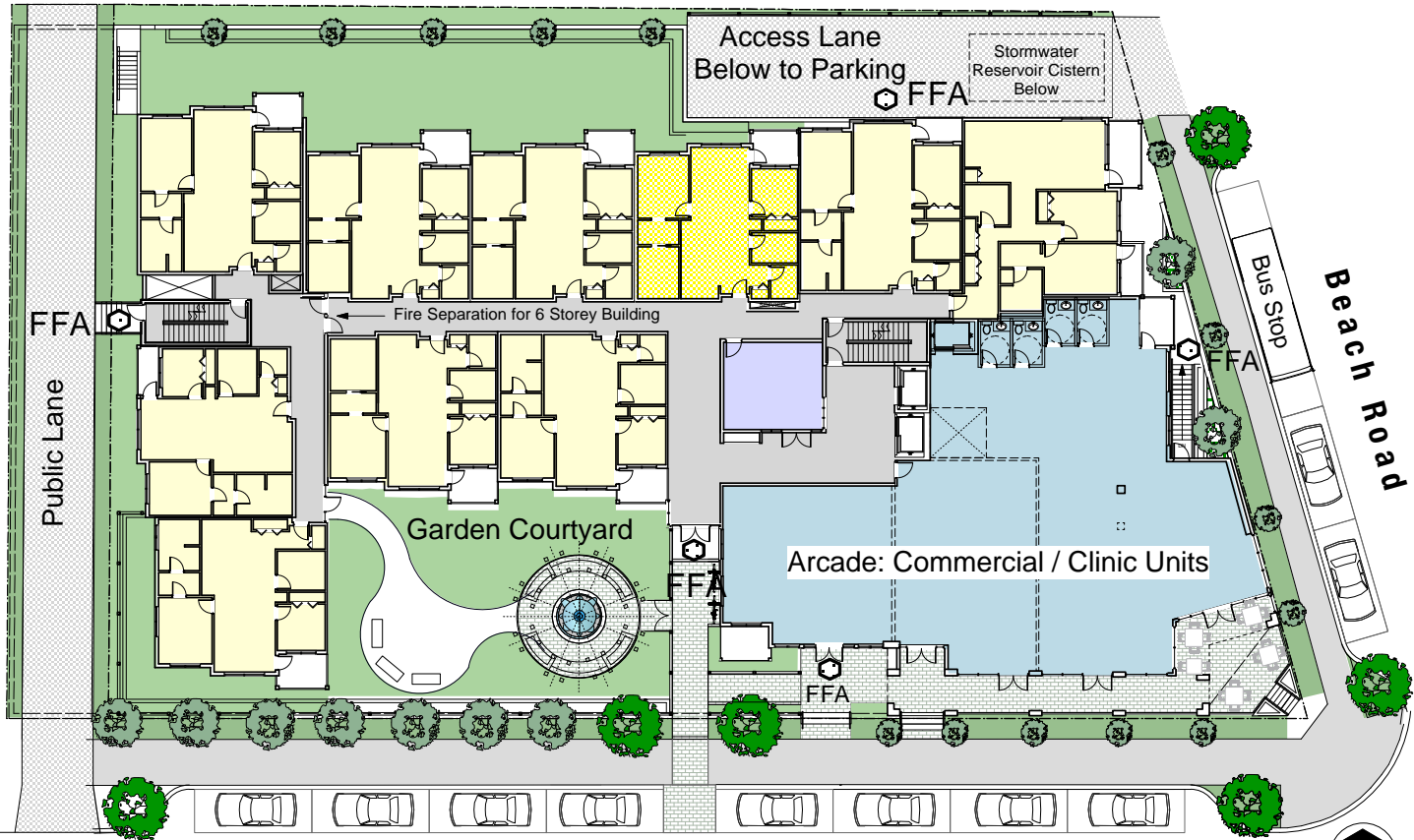
# Qualicum Place

SITE / PROJECT DATA		
AREAS		
Lower Floor (w parking)	2,158.0 sq m	23,230 sf
Main Floor	1,705.0 sq m	18,346 sf
(Commercial/ Clinic Area included) (465 sq m)		(5,000 sf)
2nd Floor	1,706.0 sq m	18,364 sf
3rd Floor	1,648.0 sq m	17,740 sf
4th Floor	1,324.0 sq m	14,252 sf
5th Floor	1,002.0 sq m	10,786 sf
Total Flr w Commercial	7,385.0 sq m	79,495 sf
Total Gr Area w Parking	9,543.0 sq m	102,724 sf
Site Area w/o W Lane	2,750.0 sq m	29,602.0 sf
Floor Area Ratio:	7,385.0/2,750.0 =	2.68 : 1
Site Area w W lane	3,047.0 sq m	32,798.5 sf
Floor Area Ratio:	7,385.0/3,047.0 =	2.43 : 1
Site Area w/o W Lane	2,750.0 sq m	29,602.0 sf
Open Space / %	-1,777.0 = 973 sq m =	35%
Lane Area:	260.21 sq m	2,801 sf
Site Area w W Lane:	3,047.0 sq m	32,798.5 sf
Open Space / %	-1,777.0 =1,270 sq m =	41%
Building Heights: Level of Average Grade:		60.74m
Finished Average Grade to top of roof:		20.649m
Finished Average Grade to top of upper floor:		17.003m
Property Setbacks: South Commercial Frontage		0.0m
West Sideyard: 1.5 m to Lane; Lane 6m =		7.5m
East Commercial Frontage = 0.0m; North Yard =		6.0m
RESIDENTIAL DATA		
UNITS		
Lower Floor	Parking / Exit Stairs, Elevs w Vestibules	
Main Floor	10 Units	2 Bedroom
2nd Floor	14 Units	2 Bedroom
3rd Floor	14 Units	2 Bedroom
4th Floor	10 Units	one / 1 Bedroom
5th Floor	7 Units	one / 1 Bedroom
Total	55 Units	
PARKING		
Residential (Accessible)	52 + 3 = (2 stalls)	55 stalls
Commercial / Clinic & Visitor (Accessible)		7 stalls
Charging Stations:	(1 stall) (5 stalls - locations to be determined)	
Bikes: Secure Room: +/-32 bikes (or alternate scooters)		
Outdoor Bike Parkg at Entries +/-: 6 @ Lwr Flr, 6 @ Mn Flr = 12 Total		
Preliminary Building Code Review		
Occupancies -		
Primary : Residential	Group C	
Secondary : Medical Clinic		
Personal Services	Group D	
Secondary : Commercial		
Personal Services	Group D	
Building up to Six Stories / Sprinklered 3.2.2.50.		
Group C up to six storeys: 18m lwr to upr floor limit		
Five Storeys:	Building Area limit 1,800 m2	
Six Storeys:	Building Area limit 1,500 m2	
Main Floor : 1,715 m2 - firewall separation to be confirmed		



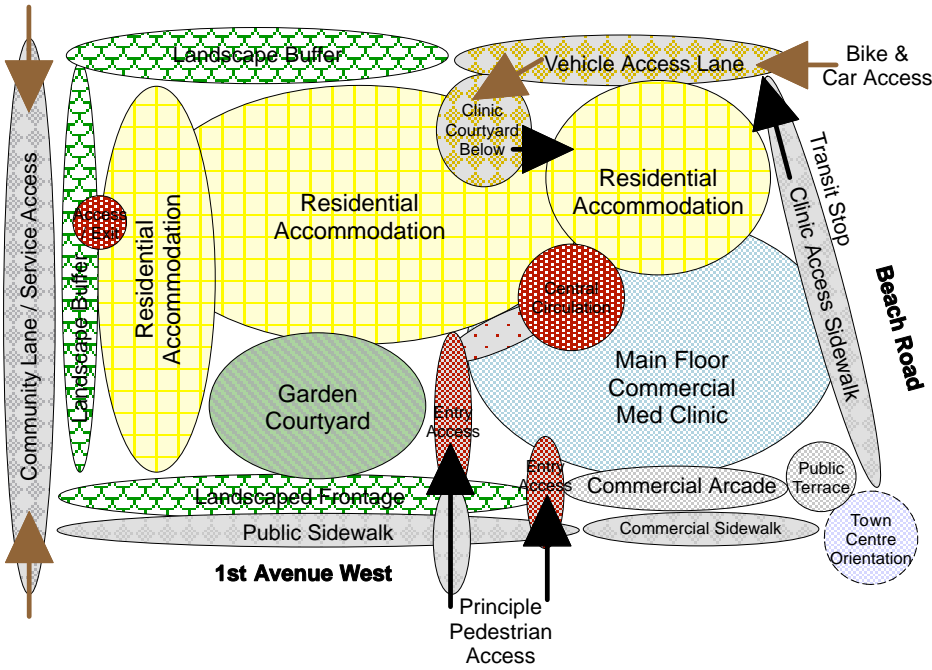
- TRANSITIONAL COMMERCIAL RESIDENTIAL
- COMMERCIAL RESIDENTIAL
- Site: Qualicum Place

OFFICIAL COMMUNITY PLAN



Potential Fire Fighting Access: FFA 1st Avenue West

SITE PLAN



SCHEMATIC CONCEPTUAL PLAN -  
Integration of Site Factors / Multiple Uses

ENVISIONS

CONTEXT & LOCATION  
PLANS / DATA STATISTICS

A 03

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

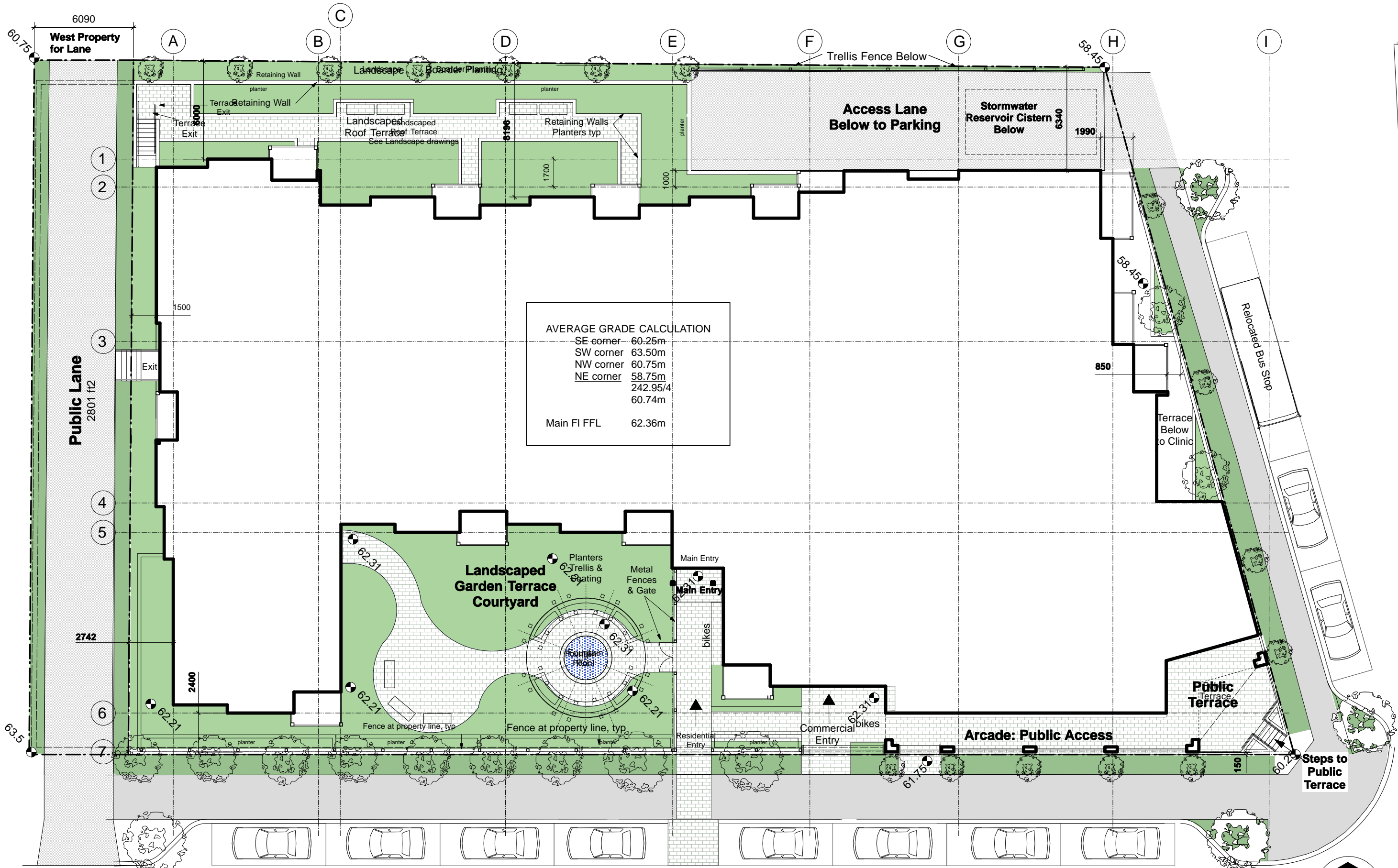
Chris Gower A R C H I T E C T  
Urban Design Planner MAIBC FRAC LEED<sub>AP</sub> MCIP RPP

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

Scale as noted  
Date May 09 / 2025

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ENVISIONS

SITE PLAN  
A 04

DRAFT

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

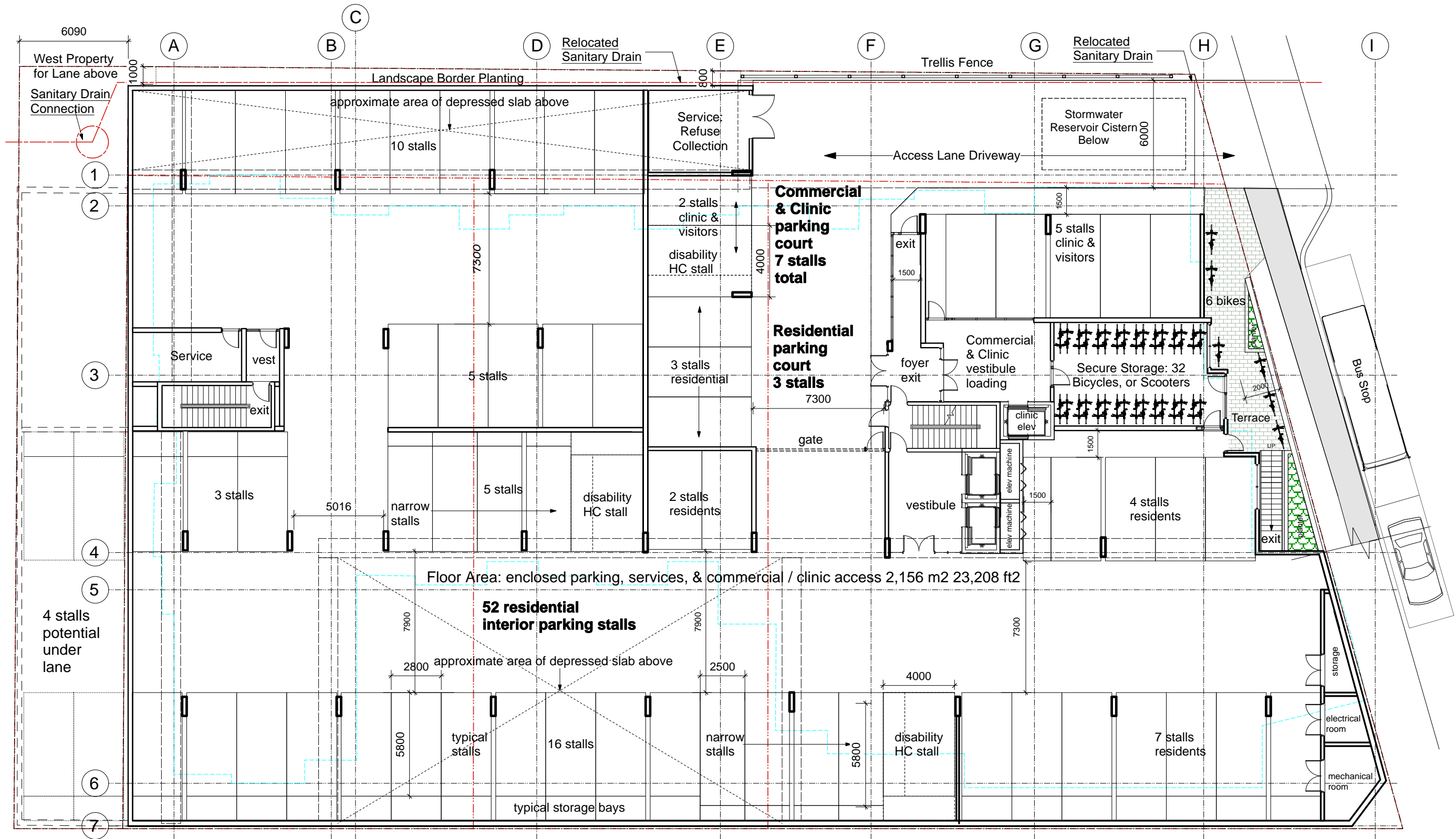
Chris Gower ARCHITECT  
Urban Design Planner MAIBC FRAC LEED-AP MCIP RPP

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Date May 09 / 2025

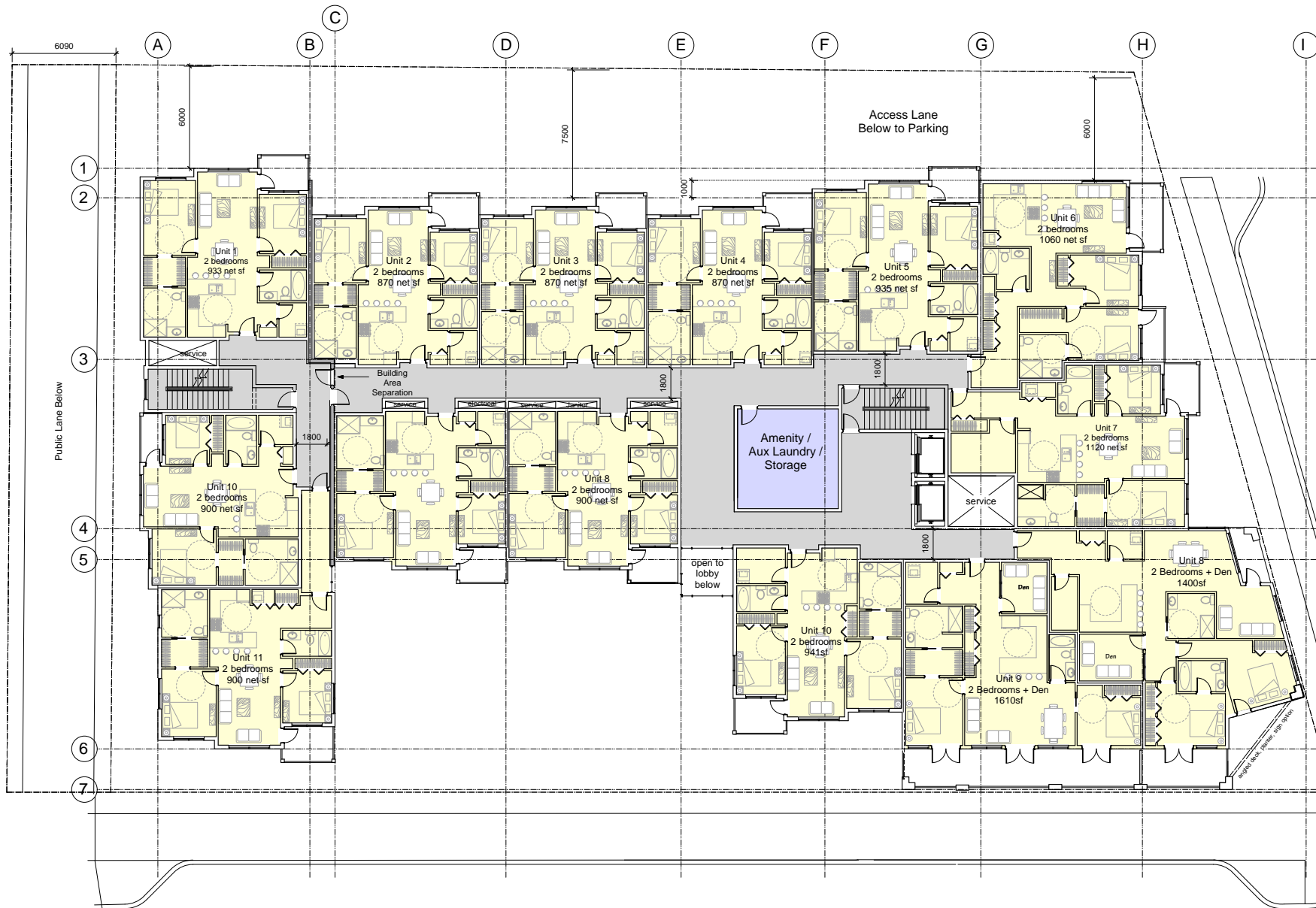
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**Second Floor Schematic - 14 Units**  
**GROSS FLOOR AREA - 1,706 sq m / 18,364 sf**



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

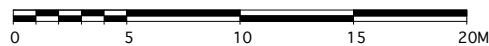
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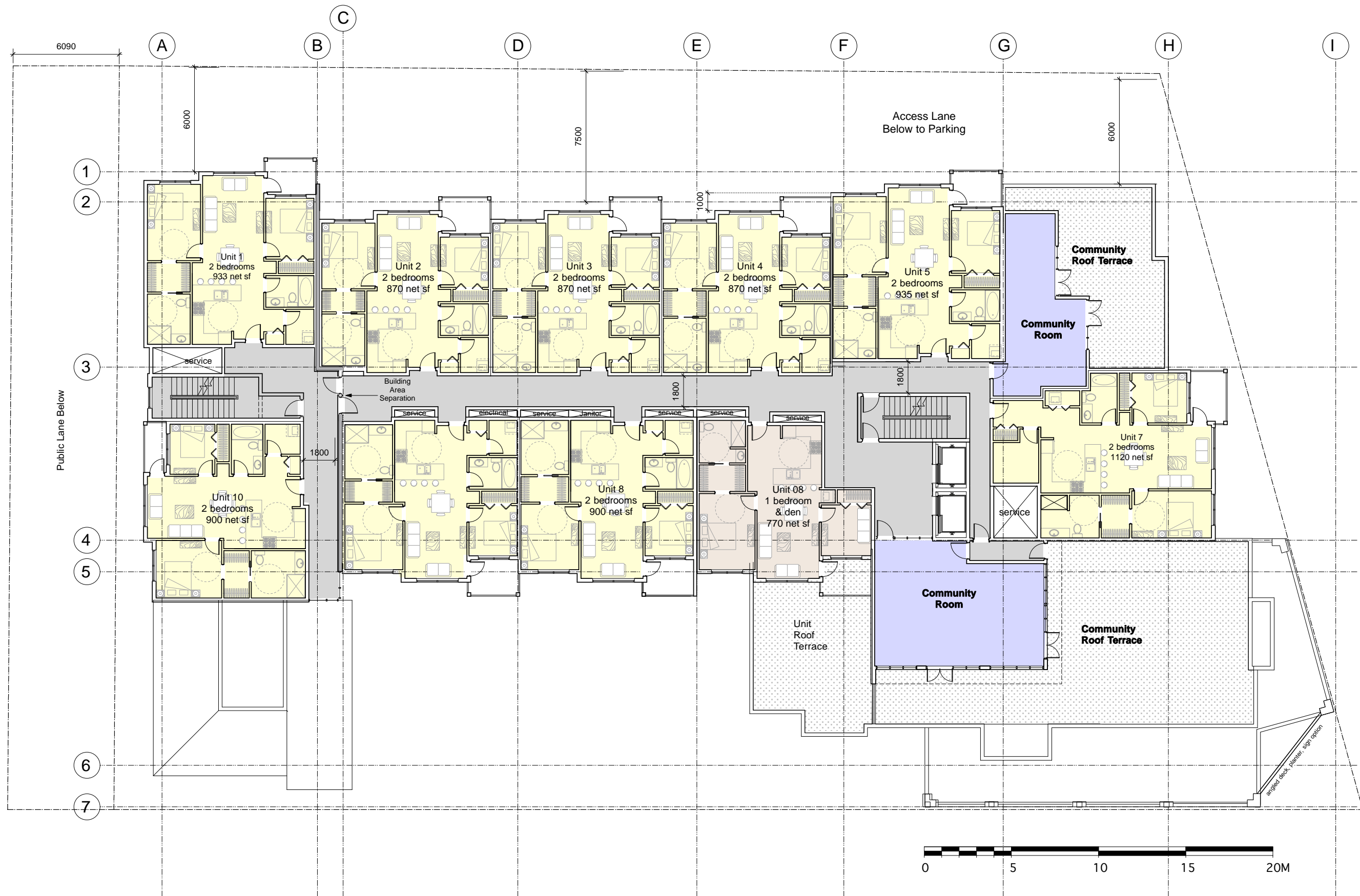
**SECOND FLOOR PLAN**



Scale 1:100m  
 Date May 09 / 2025

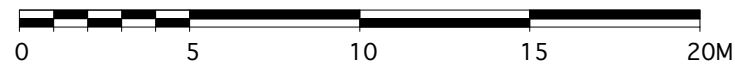
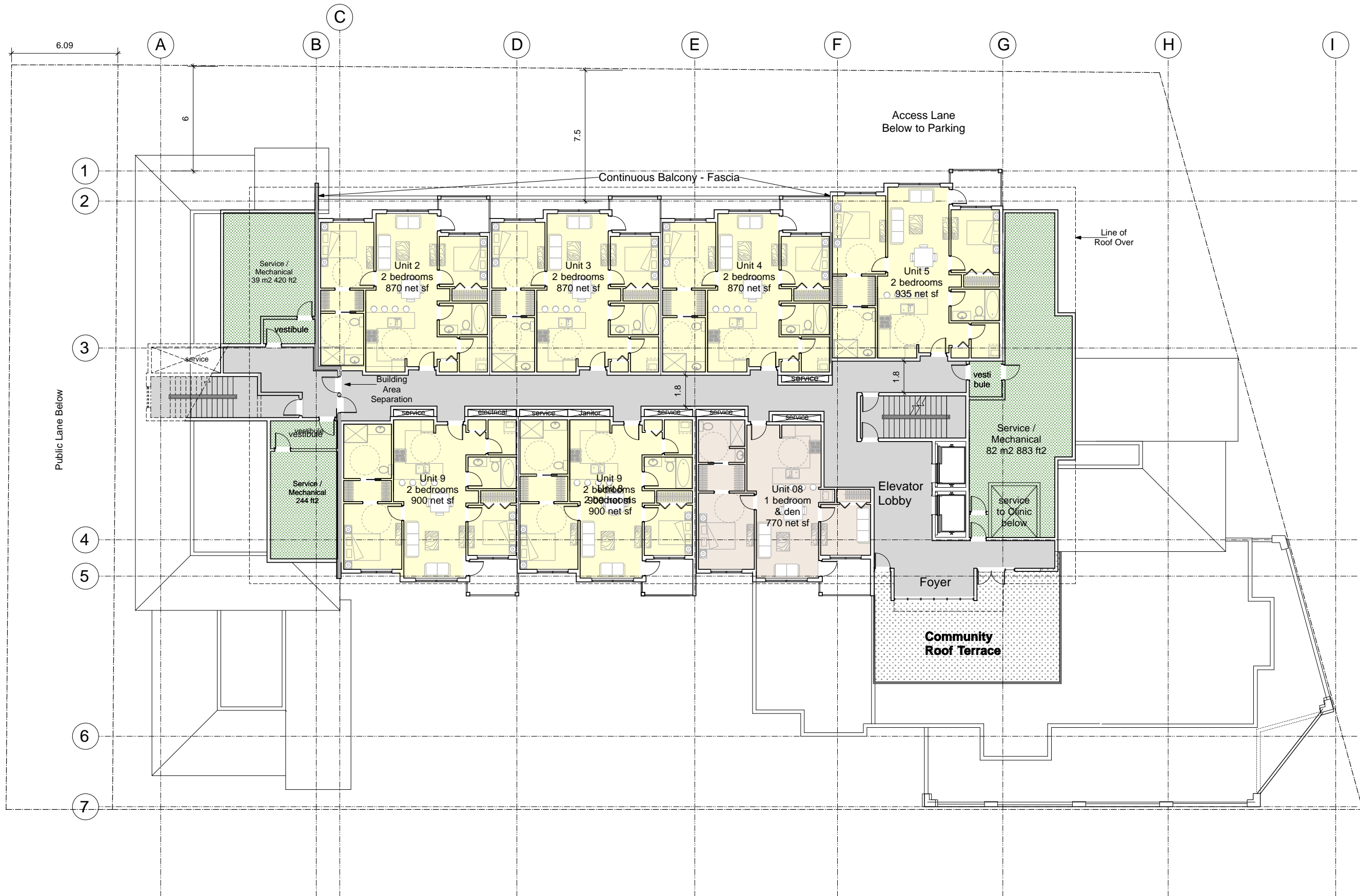
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Fourth Floor Schematic - 10 Units  
GROSS FLOOR AREA - 1,324 sq m / 14,252 sf





Fifth Floor Schematic - 07 Units plus Mechanical

GROSS FLOOR AREA - 1,002 sq m / 10,786 sf



ENVISIONS

FIFTH FLOOR PLAN

A 10

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

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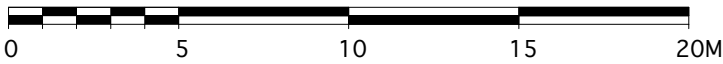
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**SOUTH (1st WEST AVE.) ELEVATION**

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

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



**EAST (BEACH RD.) ELEVATION**



BUILDING SECTIONS	
A 11	

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

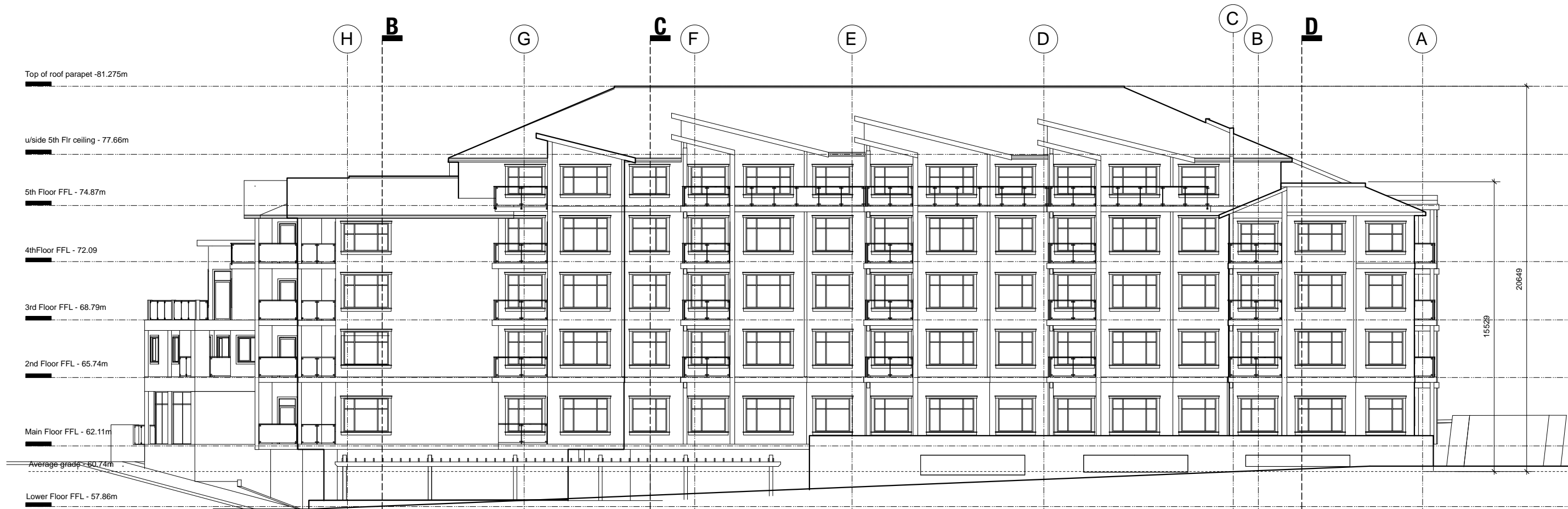
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Scale	1:100m
Date	May 2 / 25

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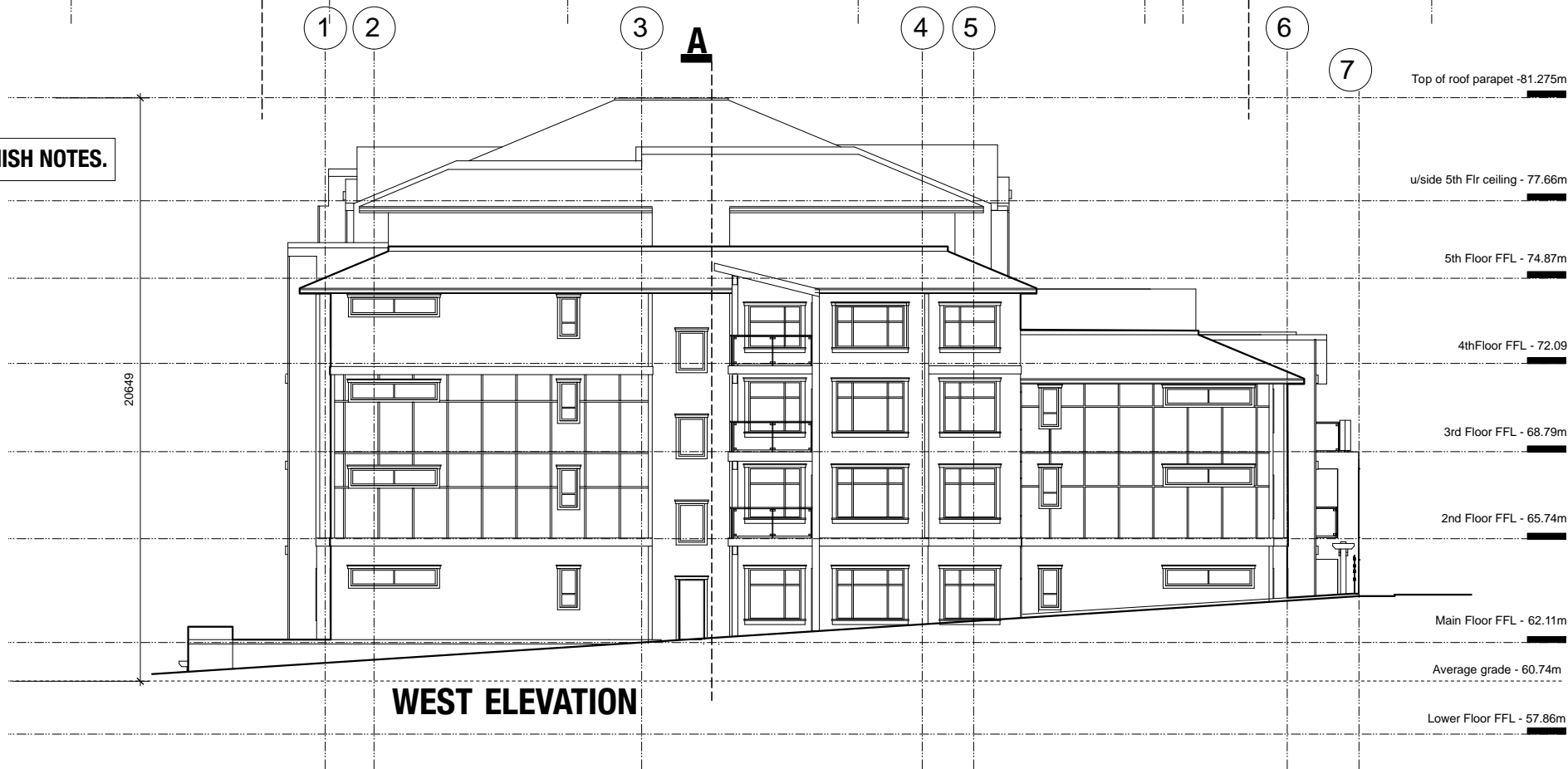
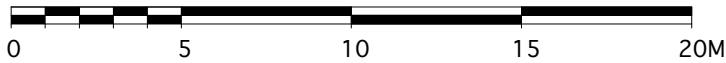
210 Monterey Ave., Oak Bay, Victoria B.C.  
V8S-4V5 778 922-9979 chrisgower@shaw.ca



**NORTH ELEVATION**

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

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



**WEST ELEVATION**



**BUILDING SECTIONS**  
**A 12**

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

**Chris Gower A R C H I T E C T**  
Urban Design Planner MAIBC FRAIC LEED<sup>ap</sup> MCIP RPP

Scale 1:100m  
Date May 2 / 25

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**SOUTH (1st WEST AVE.) ELEVATION**



**EAST (BEACH RD.) ELEVATION**

**EDITIONS**

**BUILDING SECTIONS**

**A 13**

**QUALICUM PLACE 301 1st Avenue West, Qualicum Beach**  
 Proposed Zoning Amendment/Development Permit  
 for Bruce McLean - BMC Parkside Builders Ltd.

**Chris Gower ARCHITECT**  
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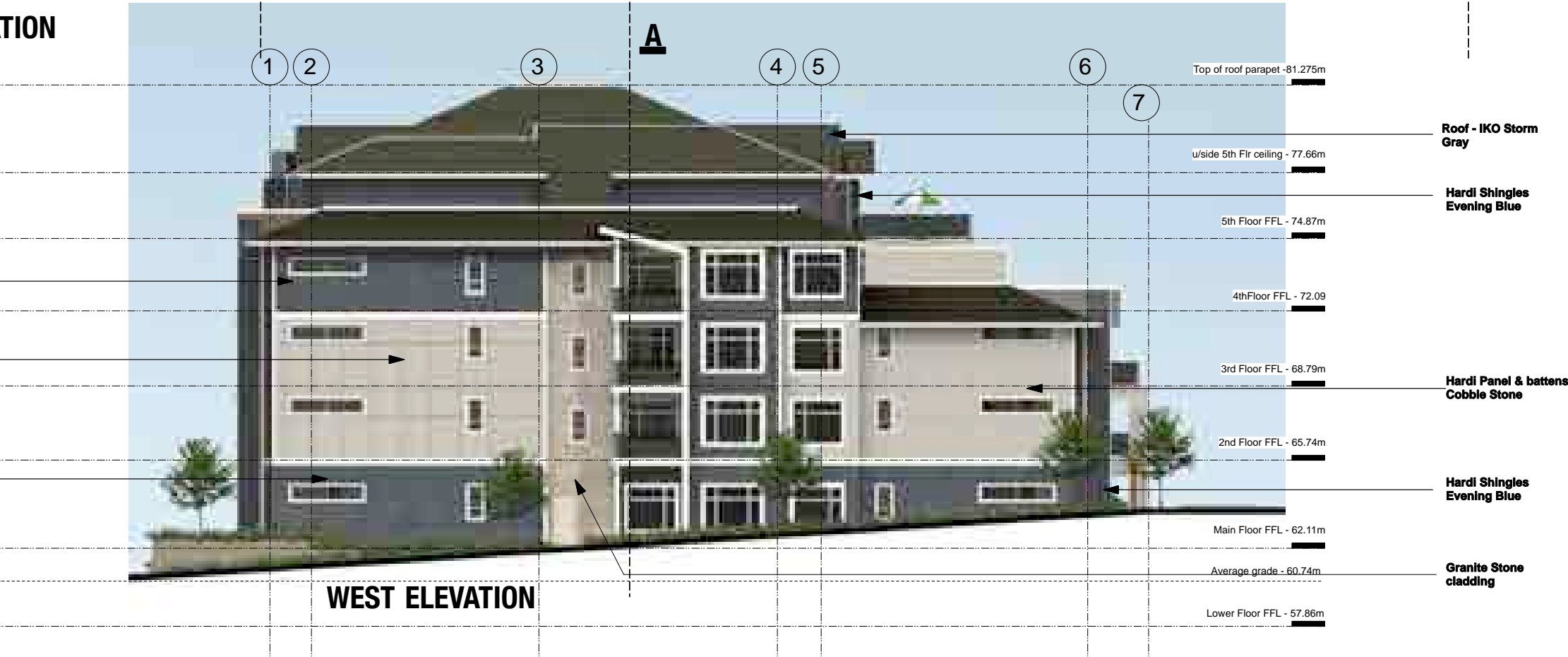
NORTH ELEVATION



WEST ELEVATION

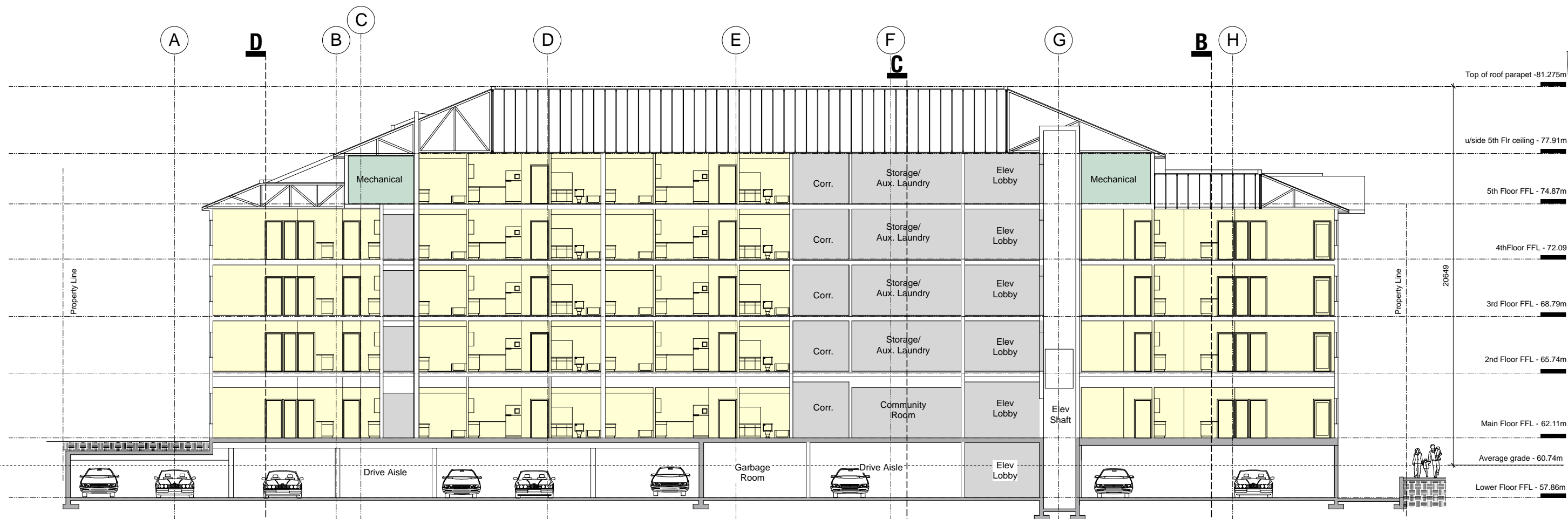


NORTH ELEVATION

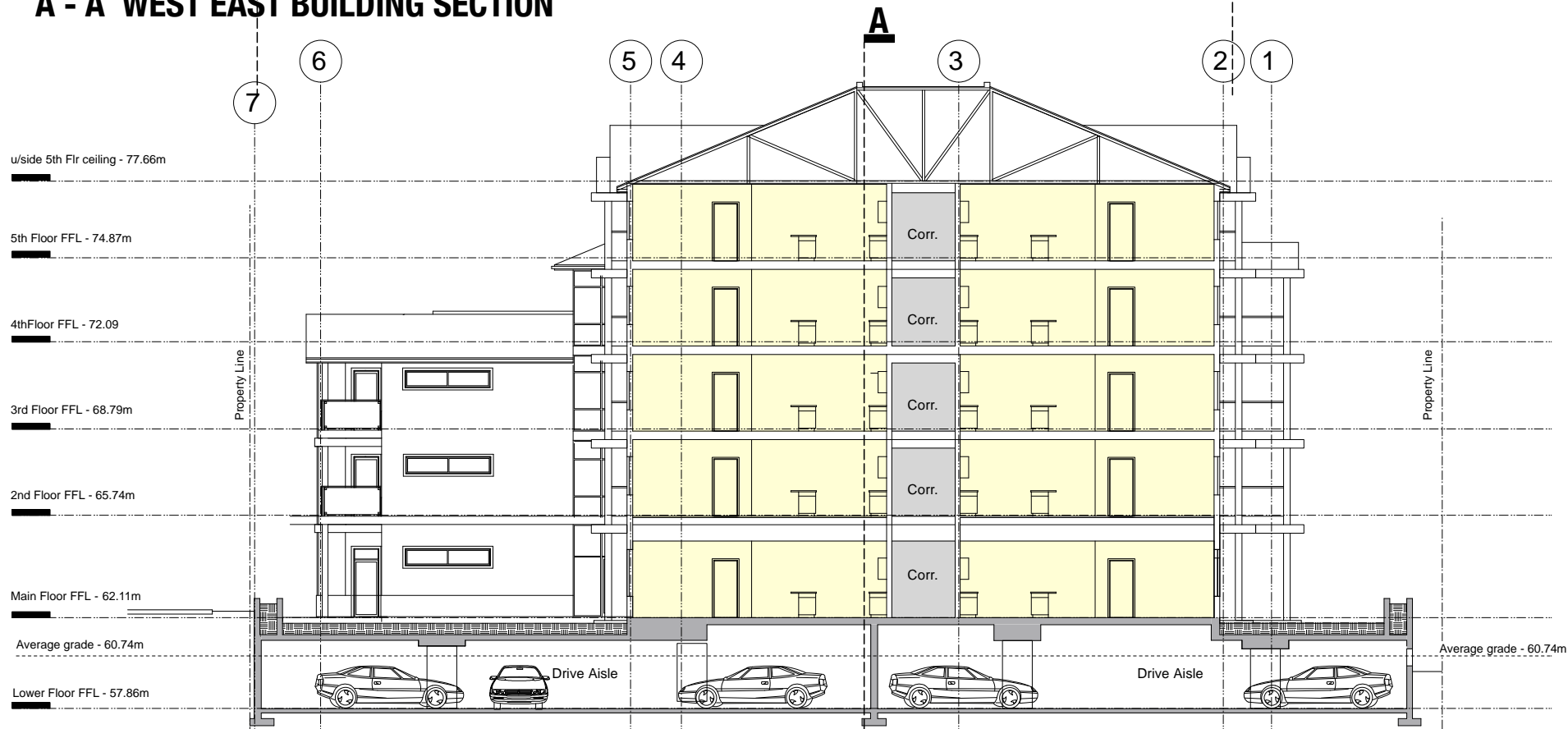


WEST ELEVATION

BUILDING SECTIONS	
A 14	Scale 1:100m Date May 11 / 2025

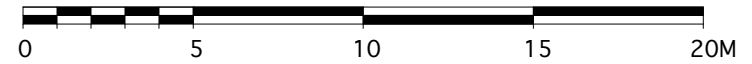


**A - A WEST EAST BUILDING SECTION**



**B - B SOUTH NORTH BUILDING SECTION**

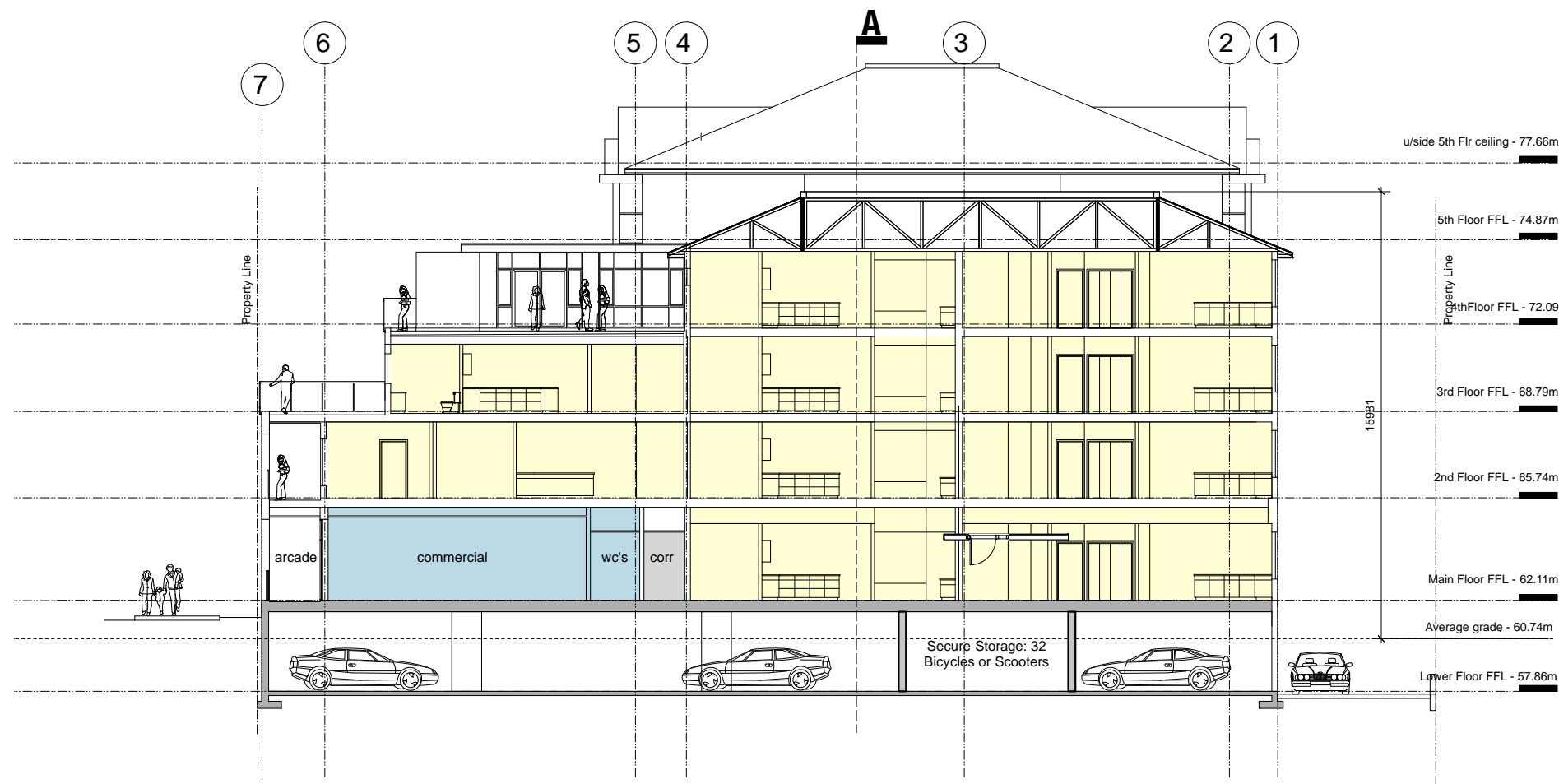
AVERAGE GRADE CALCULATION	
SE corner	60.25m
SW corner	63.50m
NW corner	60.75m
NE corner	58.75m
	242.95/4
/4 =	60.74m



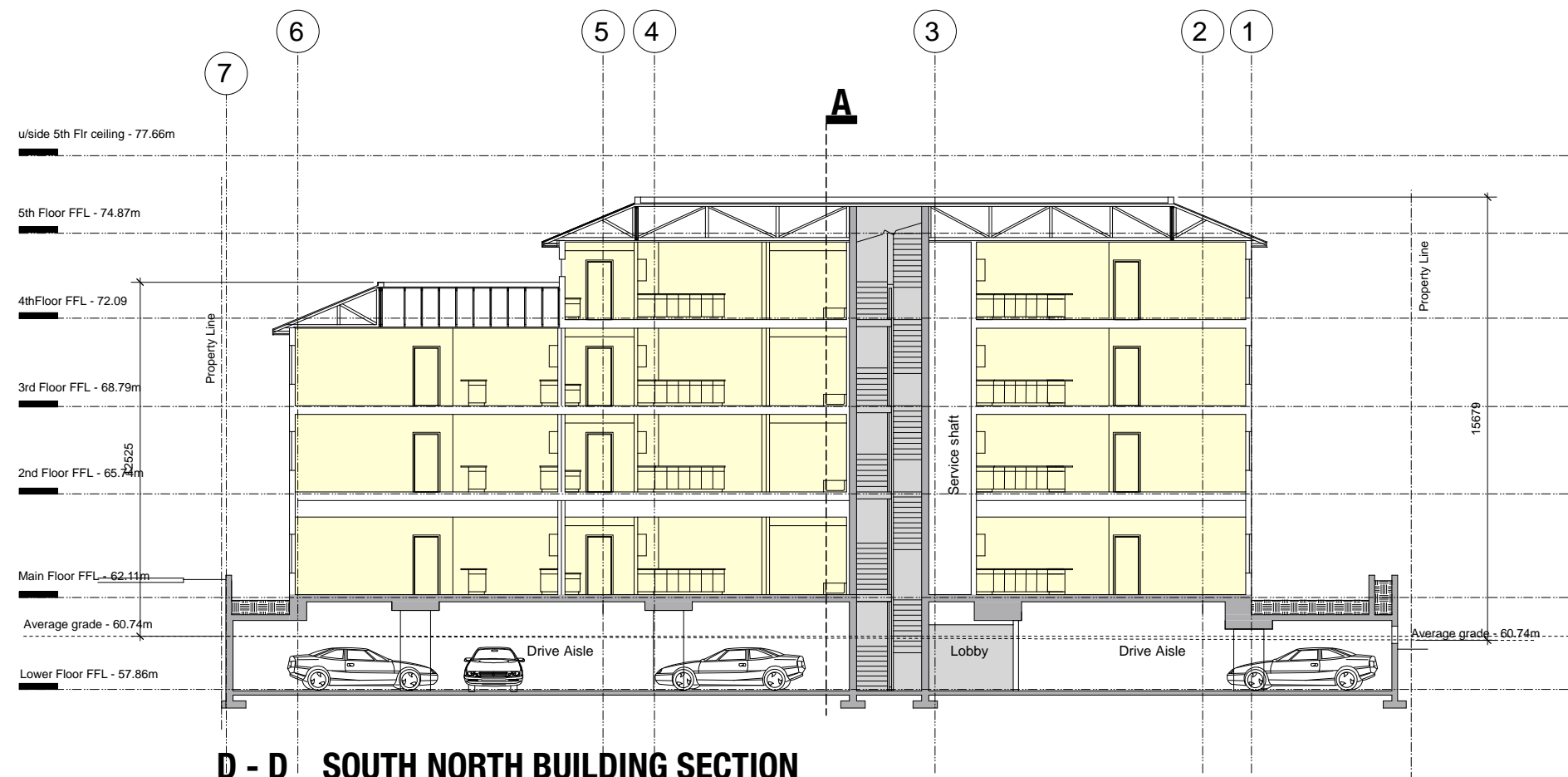
**BUILDING SECTIONS**  
**A 15**

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

**Chris Gower ARCHITECT**  
 Urban Design Planner MAIBC FRAC LEED<sup>ac</sup> MCIP RPP

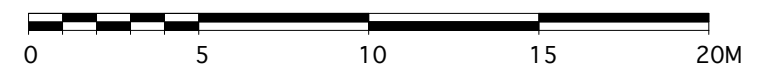


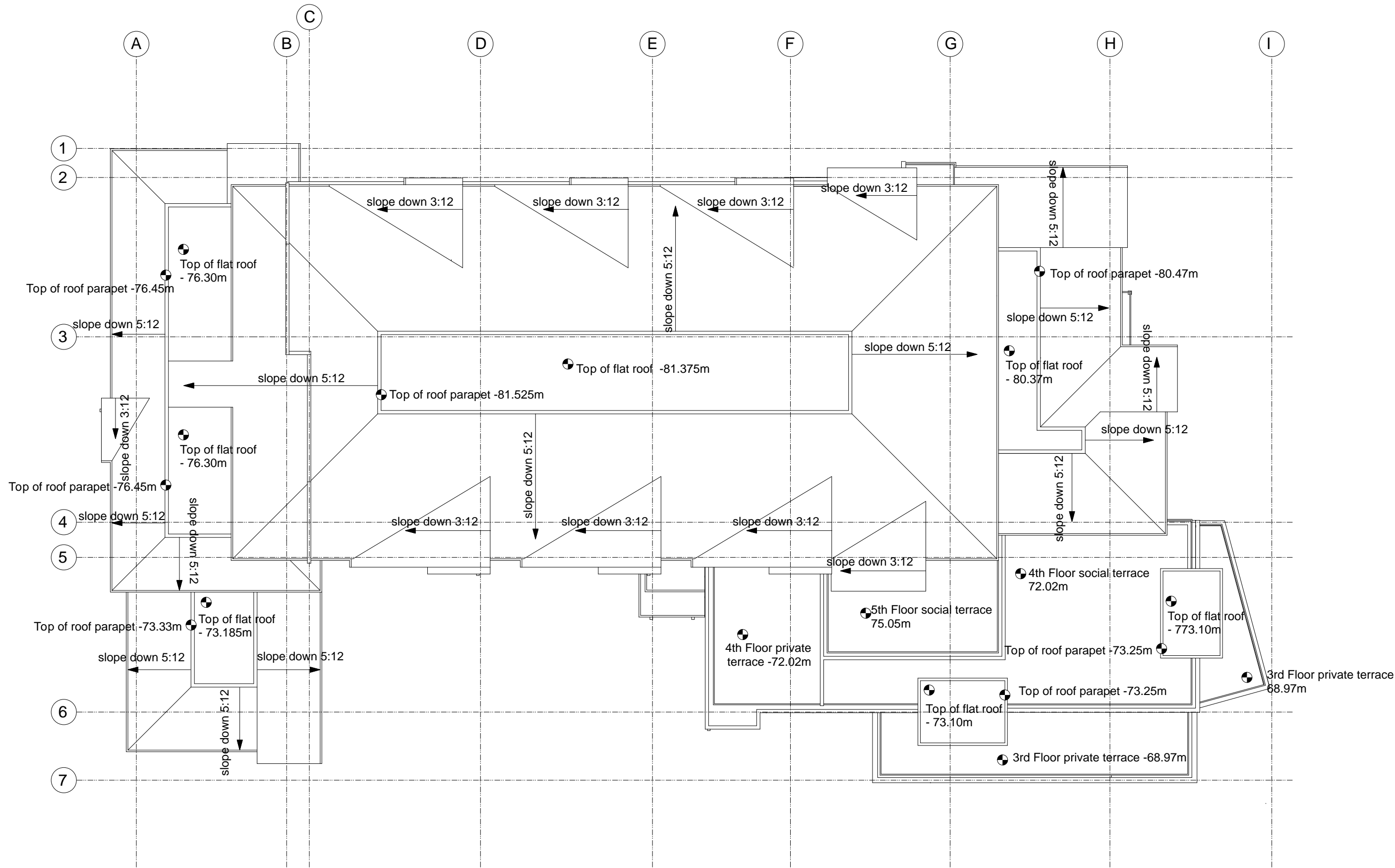
**C - C SOUTH NORTH BUILDING SECTION**



**D - D SOUTH NORTH BUILDING SECTION**

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





ROOF PLAN

ENVISSIONS

Chris Gower ARCHITECT

Urban Design Planner MAIBC FRAIC LEED<sup>ap</sup> MCIP RPP

1210 Monterey Ave., Oak Bay, Victoria B.C.  
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QUALICUM PLACE 201 1st Avenue West, Qualicum Beach  
Proposed Zoning Amendment/Development Permit  
for Bruce McLay - BMC Parklane Builders Ltd.

ROOF PLAN

A 17

Scale 1:100m

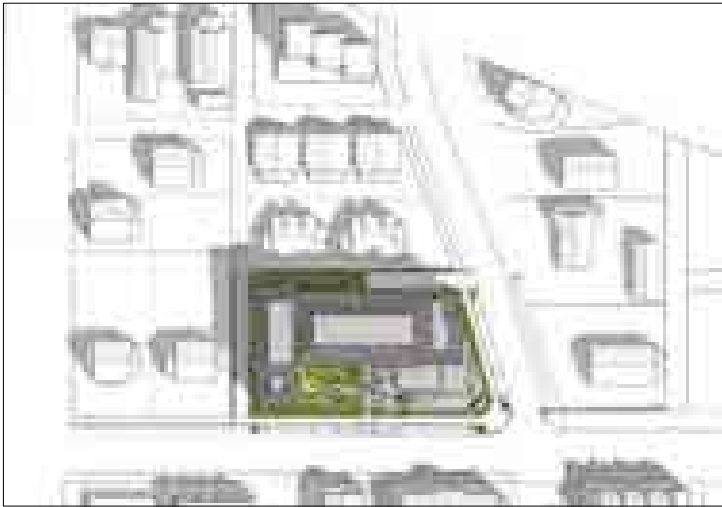
Date May 09 / 2025

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Page 23

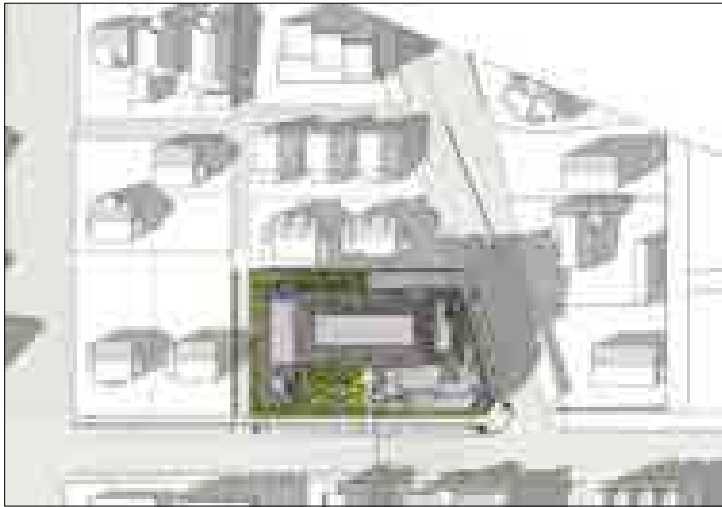
Equinox  
March 20  
/ Sept 22  
Daylight  
Hours 12.5



9:00 AM / Morning



12:00 AM / Noon



3:30 PM / Afternoon

Summer  
Solstice  
June 21  
Daylight  
Hours 16



9:00 AM / Morning



12:00 AM / Noon



3:30 PM / Afternoon

Winter  
Solstice  
June 21  
Daylight  
Hours 8.5



9:00 AM / Morning



12:00 AM / Noon



3:30 PM / Afternoon

Qualicum Place: Roof-scape / Shadow Study



South Street Elevation - First Avenue West



East Street Elevation - Beach Road

Qualicum Place: Street Elevations

<div>Chris Gower ARCHITECT Urban Design Planner MABC FRAC LEED<sup>ap</sup> MCIP RPP 1210 Monterey Ave., Oak Bay, Victoria B.C. V8S-4V6 778 922-9979 christophergower@gmail.com</div>	<div>ENVISIONS Architectural</div>	STREET ELEVATIONS		NTS	
		A 19	Scale	Date	
		QUALICUM PLACE 201 1st Avenue West, Qualicum Beach Proposed Zoning Amendment/Development Permit for Bruce McLay - BMC Parklane Builders Ltd.	Use of these drawings is limited to that identified in the issued/revision information. Do not construct from these unless marked "Issued for Construction". All drawings, plans, models, designs, specifications and other documents prepared by Chris Gower, Arch. and used in connection with this project, remain the property of Chris Gower Architect. No part of these drawings or other documents may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, without the expressed and written consent of Chris Gower, Arch.	May 09 / 2025	538 Harbinger Ave., Victoria B.C. V8V-4J1 250 388 9833 envis@shaw.ca



# Qualicum Place

Design Development - Perspective: Southeast Street View



538 Harbinger Ave., Victoria B.C.  
V8V-4J1 250 388 9833 [envi@shaw.ca](mailto:envi@shaw.ca)

Conceptual Design Perspective Sketches #1	
A 20	Scale NTS Date May 09 / 2025

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

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[christophergower@gmail.com](mailto:christophergower@gmail.com)



Design Development - Perspective: Southeast Overview



Design Development - Perspective: Southwest Overview



Design Development - Perspective: Northeast Overview



Design Development - Perspective: Northwest Lane Overview

Conceptual Design Perspective Sketches #1	
<b>A 20.1</b>	Scale NTS
	Date May 09 / 2025



Design Development - Perspective: Southeast Low View



Design Development - Perspective: Southwest Low View



Design Development - Perspective: Northeast Low View



Design Development - Perspective: Northwest Lane View



Design Development - Perspective: Northwest Lane Overview



Design Development: Arcade / Diagonal Corner View



Design Development: Souhwest Entry / Landscape Courtyard Overview



Design Development: Southeast Entry / Landscape Courtyard Overview



Design Development - Lower Level: Visitor Court & Secure Parking



Design Development: Court Entry off Beach Road - Lane View



Design Development: Northeast Roof Deck Parking Courtyard - Overview



Design Development: Vehicle Courtyard, Bike Secure Room - Overview

**TOWN OF QUALICUM BEACH  
BYLAW NO. 900.01**

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

---

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

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

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

1. “Part 6 – Land Use Regulations” is hereby amended by adding as a new section 3.4.58 the ‘Comprehensive Development Zone 22 (CD22)’, which is attached as Schedule ‘A’ to this Bylaw.
2. “Schedule 6A – Zoning Map” is hereby amended by changing the zoning designation of Lots A, B and C, Plan VIP86758, District Lot 57 Newcastle District, which lots are shown outlined in a heavy black line on Schedule ‘B’ to this Bylaw and have been assigned civic addresses of 211, 207 and 201 First Avenue West, from Residential 20 (R20) to Comprehensive Development Zone 22 (CD22).
3. This Bylaw may be cited as “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (211, 207, 201 First Avenue West) Bylaw No. 900.01, 2025”

**INTRODUCED FOR FIRST READING** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**READ A SECOND TIME** this \_\_\_\_ day of \_\_\_\_\_, 2025.

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

**READ A THIRD TIME** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

---

Teunis Westbroek  
Mayor

---

Heather Svensen  
Director of Corporate Services/Deputy CAO

**Schedule 'A' – Bylaw No. 900.01**

Section 3.4.58

**(900.01)****Comprehensive Development Zone 22****CD22****Permitted Uses and Minimum Site Area**

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

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

Height	20.6m
--------	-------

Maximum Number of Dwelling Units	34
----------------------------------	----

Maximum Number of Dwelling Units if Condition is met *	55
--	----

Parcel coverage	66%
-----------------	-----

**Minimum Setback Requirements**

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

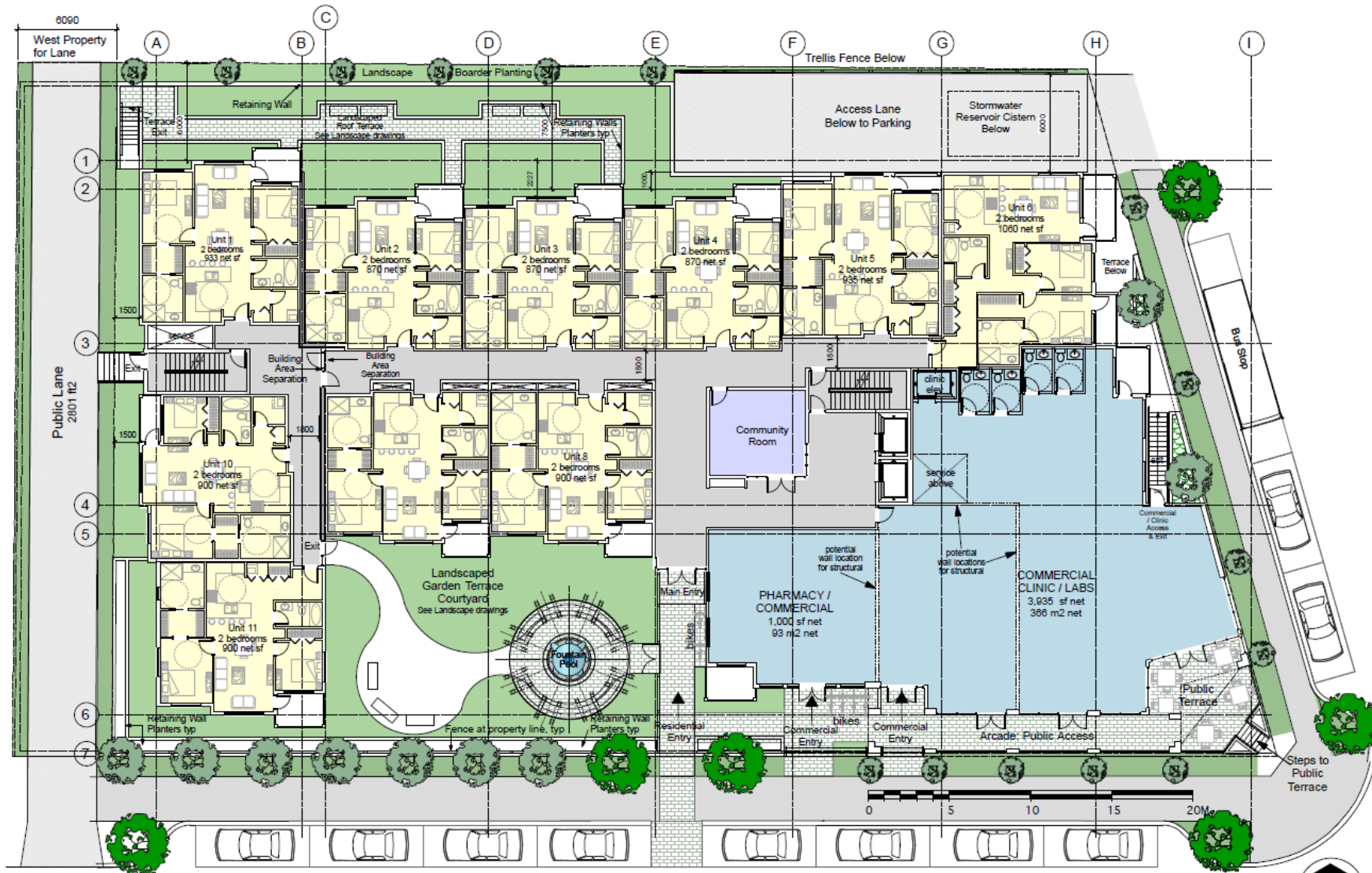
**Except:**

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

**Additional Density if Condition is Met**

Despite the rule limiting the number of dwelling units to 34, the maximum number of dwelling units is increased to 55 if the owner transfers to the Town of Qualicum Beach for nominal consideration the entire fee simple interest in a commercial unit with a minimum floor area of 465m<sup>2</sup>, on the ground floor of a building in the CD22 zone, subject only to such encumbrances as the Town in its sole discretion permits (the "Transfer"), and for certainty the owner shall not be permitted to start the construction of any building having more than 34 dwelling units unless the building also includes at least one ground floor commercial unit and the owner enters into a binding agreement to complete the Transfer before or concurrent with the earlier of the deposit of a strata plan for, or any residential use or occupancy of, the building.

# Main Floor Schematic



GROSS FLOOR AREA: 1,705 sq m / 18,350 sf  
 Site Area: 922.65 sq m / 10,050 ft<sup>2</sup>  
 Open Space Area: 260.21 sq m / 2,801 ft<sup>2</sup>  
 Lane Area: 260.21 sq m / 2,801 ft<sup>2</sup>

Main Floor Schematic - 10 Units  
 Clinic & Commercial - 5,000 ft<sup>2</sup> 465 m<sup>2</sup> net



<b>Chris Gower ARCHITECT</b> Urban Design Planner WASC FRAC LEED AP RRP 1210 Monterey Ave., Oak Bay, Victoria B.C. V8S 4V5 778 922-9979 chris.gower@shaw.ca	<b>QUALICUM PLACE 201 1st Avenue West, Qualicum Beach</b> Proposed Zoning Amendment/Development Permit for Bruce McLean - BMC Parklane Builders Ltd.	<b>ENVISIONS</b> 538 Hasting Ave., Victoria B.C. V8V 4J1 250 388 9833 envs@shaw.ca	<b>MAIN FLOOR PLAN</b>
			<b>A 06</b>
			Scale: 1:100m Date: May 06 / 2025

## Schedule 'B' – Bylaw No. 900.01



## Development Permit Area C1 – Uptown Commercial

<b>Category:</b>	D – Uptown Revitalization Area F – Commercial
<b>Area:</b>	Development Permit Area No. C1, as shown on map ‘Schedule No. 2.3’, includes the uptown commercial core area of Qualicum Beach.
<b>Justification:</b>	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”.
<b>Guidelines:</b>	<p>Development Permits in this area shall substantially conform to the following general guidelines and the detailed “Village Design Guidelines” which is attached as “Appendix A” and forms part of this Bylaw:</p> <ol style="list-style-type: none"><li>1. Buildings shall avoid massive building components in favour of smaller clustered designs of human scale. Breaks in the street frontage to accommodate driveways and parking shall be avoided along the major shopping streets, where possible.</li><li>2. Courtyards and "boutique"-like clustering of commercial premises with associated street furniture scaled toward Pedestrian traffic are desirable. Public spaces for community gathering should be integrated into designs wherever possible. Lighting should be adequate, but should avoid the use of high-intensity fixtures in favour of more ornamental lighting at lower levels of illumination.</li><li>3. Parking facilities shall be integrated with on-site landscaping. Smaller, clustered facilities are preferable to large blacktopped areas.</li><li>4. Residential uses may be considered on the ground floor subject to the following conditions:<ol style="list-style-type: none"><li>a) Ground-floor dwelling units must not have direct street frontage.</li><li>b) Ground-floor dwelling units must be adaptable to future commercial uses.</li></ol></li></ol>

## **The Town of Qualicum Beach**

April 15, 2025

Mayor Westbroek and Members of Council

Lukes Sales Planning Department

Box 130,660 Primrose Street,

Qualicum Beach, BC V9K 1S7

Dear Mayor & Council:

Re: Proposed Development First Ave and Beach Rd, "Qualicum Place".

We, the developers for this project have decided to offer the Town of Qualicum what we feel is a major contribution to the Town and its residents. This will benefit this beautiful Town by securing a space for the future need for medical new space as this Town grows as anticipated.

### **Offer:**

1. We are prepared to give, at no cost to the Town the commercial component of this development for the future use as a medical clinic and additional medical uses.
2. The commercial area proposed is approximately 5,000 sft, valued in our opinion, between three and a half million to four million dollars.
3. In exchange to make this work financially we would require the following:
4. Approval of the current and most recent plan, which includes 56 residential units, with some of these units situated on the fifth floor.
5. All Commercial Town DCC's removed, and a reduction in residential DCC's.
6. Granted the use or ownership of the laneway.
7. The approval for strata condominiums allowing for the commercial component to be given title to the Town of Qualicum and sell the remaining residential units.

We would like to inform the council that with the new plan removing the ground floor commercial space, this new proposed development now meets the onsite required parking requirements by the Town's zoning. There is one parking space per unit plus additional parking for the commercial space.

This innovative design is based on the Town's Official Community Plan (OCP). The OCP encourages mixed use buildings that combine residential and street level commercial, or community uses. The project's form, function, and scale align with these objectives.

Lastly, this project addresses the Town of Qualicum's critical housing needs. The 2025 Housing report indicates a need for 726 new housing units by 2030. With time being a critical factor we ask that you consider this offer as soon as possible.

Authentisign  
*Bruce Mclay*

Bruce Mclay

BMC Parklane Builders



## TOWN OF QUALICUM BEACH

### STAFF REPORT

File No. 3090-20-Memorial532

**TO:** Luke Sales, Director of Planning

**FOR:** Regular Council Meeting

**DATE:** June 18, 2025

**FROM:** Rebecca Augustyn, Senior Planner

**SUBJECT:** Development Variance Permit & Development Permit | 532 Memorial Avenue

#### GOVERNANCE DECISION

Council is asked to decide whether to advance, refuse or make changes to the Development Variance Permit and Development Permit for 532 Memorial Avenue, to be considered as two separate applications.

---

#### RECOMMENDATIONS:

1. THAT the Development Variance Permit and Development Permit applications for 532 Memorial Avenue be referred to the Advisory Planning Commission for comment on the following:
    - a. Development Permit Area C6 – Memorial Avenue Guidelines, specifically Policy #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.”*
    - b. Design, location and inclusion of the rooftop amenity space.
    - c. Building Height.
- 

#### PURPOSE

To consider referring (to the Advisory Planning Commission (APC)) the Development Variance Permit and Development Permit applications for 532 Memorial Avenue to permit a 52-unit multi-residential development with tourist accommodation. The two applications are before Council concurrently, but they are separate applications and require individual consideration. The Development Variance application requires Council decision on the height variance, whereas the Development Permit application requires Council decision on whether or not the proposed development meets the C6 – Memorial Avenue Form and Character Development Permit Area guidelines. It should be noted that information contained in this report regarding the Development Permit (DP) application for 532 Memorial Avenue is provided for convenience and context, and to support the referral to the APC. Council cannot issue the Development Permit at this meeting. There are no statutory notification or public input processes required for Council's

consideration of a Development Permit and issuance would take place at a future meeting in conjunction with the Development Variance Permit.

## BACKGROUND

The Town has received applications for a Development Variance Permit and a Development Permit for the property located at 532 Memorial Avenue to permit a 52-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 21.06m.

### 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. However, due to existing height conflict, Council cannot issue a Development Permit without first authorizing issuance of a DVP.



**Figure 1: Subject Property**

## **Application History**

### **January 8, 2025**

The applicant initially applied for a Zoning Amendment and Development Permit, and these applications went before Committee of the Whole on January 8, 2025. No motions were adopted at this meeting. Concerns 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 requires a zoning amendment.
- The building height was stepped down to two stories on the east and west sides to 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.

## DISCUSSION

The following is an overview of land use regulations and design guidelines relevant to the property.

## LAND USE

**Zoning:** The parcel is currently zoned C9, which permits both residential and tourist accommodation. The proposal is for a multi-residential development with tourist accommodation, which is a permitted use.

**Density:** The proposed development consists of 52 units. Under the C9 zone, the required site area per apartment unit is 200m<sup>2</sup>. Given that the application includes underground parking, this required site area is eligible to be reduced by 25%, from 200m<sup>2</sup> to 150m<sup>2</sup>. The area of the parcel is approximately 7,845m<sup>2</sup>, 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 21.06m, which is 13.56m more than the maximum permitted height of 7.5m. It should be noted that the maximum height in the surrounding residential area is 11m. The proposed height is what triggered the variance application.

**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 117 off-street parking spaces which exceeds the number of off-street parking spaces currently required (52 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:

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 along Memorial Avenue are representative of a smaller building. The building along Hoylake Road East is a larger building which includes varied height, massing and architectural features that reduce the massing. Council will decide the acceptable height requirement given the design of the building.*

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 does require a height variance, which is anticipated in the OCP due to sloping topography and commercial/multi-residential zoning. The height variance permits the applicant to accommodate the 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. Council will decide the acceptable height requirement given the design of the building.*

## FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

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

INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<ul style="list-style-type: none"> <li>• Provide balanced and objective data to assist in understanding issues, alternatives, opportunities, and solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain feedback on analysis, alternatives, and/or decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Work directly with stakeholders to ensure concerns and aspirations are understood and considered</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with stakeholders in each aspect of the decision, development of alternatives, and identification of preferred solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision making in the hands of the stakeholders</li> </ul>

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

### INFORM:

- 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 of Council's decision.

## STRATEGIC PLAN ALIGNMENT

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

- Housing: To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.
- Good Governance: To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values

### **DECISION-MAKING PROCESS**

The development proposal for 532 Memorial Avenue includes both a Development Permit and a Development Variance Permit, which are to be considered as separate applications.

#### ***Development Permit***

A Development Permit is required due to the subject property falling within the C6 Development Permit Area. A Development Permit cannot be issued without approval of the Development Variance Permit as the proposal does not comply with the maximum height outlined in the C9 zone.

#### ***Development Variance Permit***

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. Although staff consider the variance to be supportable given the topography and existing zoning, Council is to determine whether the extent of the requested variance is reasonable. Should Council wish to consider approving the Development Variance Permit, statutory notice is required, and the matter of issuance of the DVP would be considered at a future meeting of Council.

	<b>Permitted</b>	<b>Proposed</b>	<b>Required Variance</b>
Maximum Height	7.5m	21.06m	<b>13.56m</b>

***THIS SPACE LEFT INTENTIONALLY BLANK***

Below is a comparison of the current proposal to the proposal considered at the January 8, 2025 Committee of the Whole to show how the massing was reduced. As the top floor is substantially stepped back from the north façade, it will not be visible from some perspectives.



Figure 1: North Elevation (January 8, 2025)



Figure 2: North Elevation (Current Proposal)

## SUMMARY

The Development Variance Permit and Development Permit applications for 532 Memorial Avenue proposes a height variance. The proposed height is 21.06m, which is approximately 13.56m higher than the maximum height of 7.5m. The proposed development is within the C6 Development Permit Area, and as such, the applicant also requires a Development Permit. Staff recommend the applications be referred to the APC.

### ALTERNATIVE OPTIONS

1. THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 532 Memorial Avenue to be considered by Council at a future regular meeting.
2. 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 June 18, 2025 Planning report to Council.
3. 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

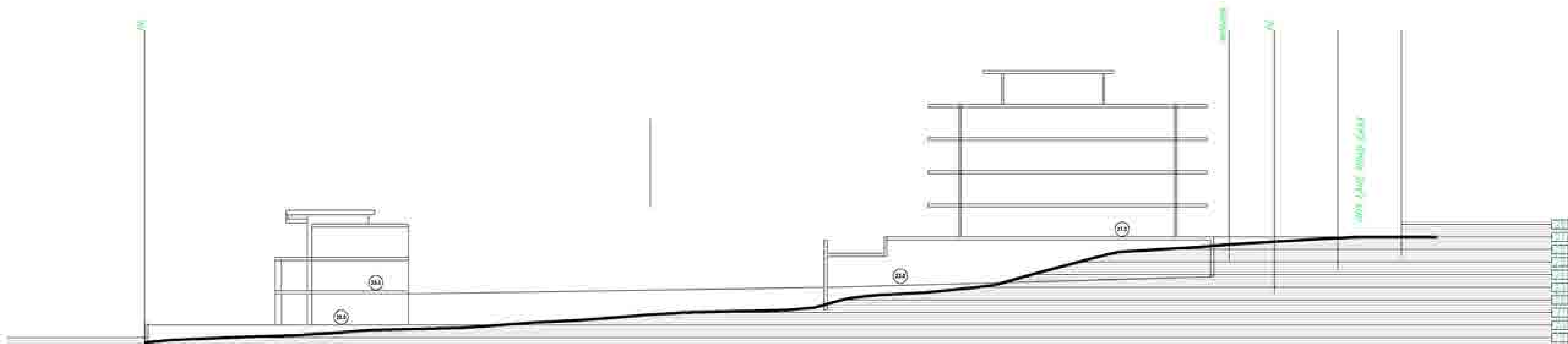
- Attachment 1: Submitted Plans for 532 Memorial Avenue  
Attachment 2: Development Permit Area Guidelines: C6 – Memorial Avenue

SITE PARTICULARS		
CIVIC ADDRESS: 532 MEMORIAL AVENUE Lots 1, Block 5, District Lot 59 & 60, Newcastle District, Plan1802		
LEGAL ADDRESS: 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	C9: Hotel & 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: 19,590 sq.ft. Second Floor Plan: 19,590 sq.ft. Third Floor Plan: 16,669 sq.ft. Fourth Floor Plan: 13,765 sq.ft. Roof Top Amenity: 2,462 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 with underground parking: 89,373 sq.ft.
DENSITY	- Apartment 200 M2 X25% = 150 M2 7845 m2 / 150 m2= 52 units can build	- 52 Condo X 150 M2 = 7,800 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.	64.2' (21.08 m) Max.
AMENITY AREAS		2000 S.F.
OFF-STREET PARKING	- 1.00 Stall per Residential unit x 52 = 52  Total: =52	underground parking Large stalls: 56 Small stalls: 46 Total: 102 Surface parking Large stalls: 15

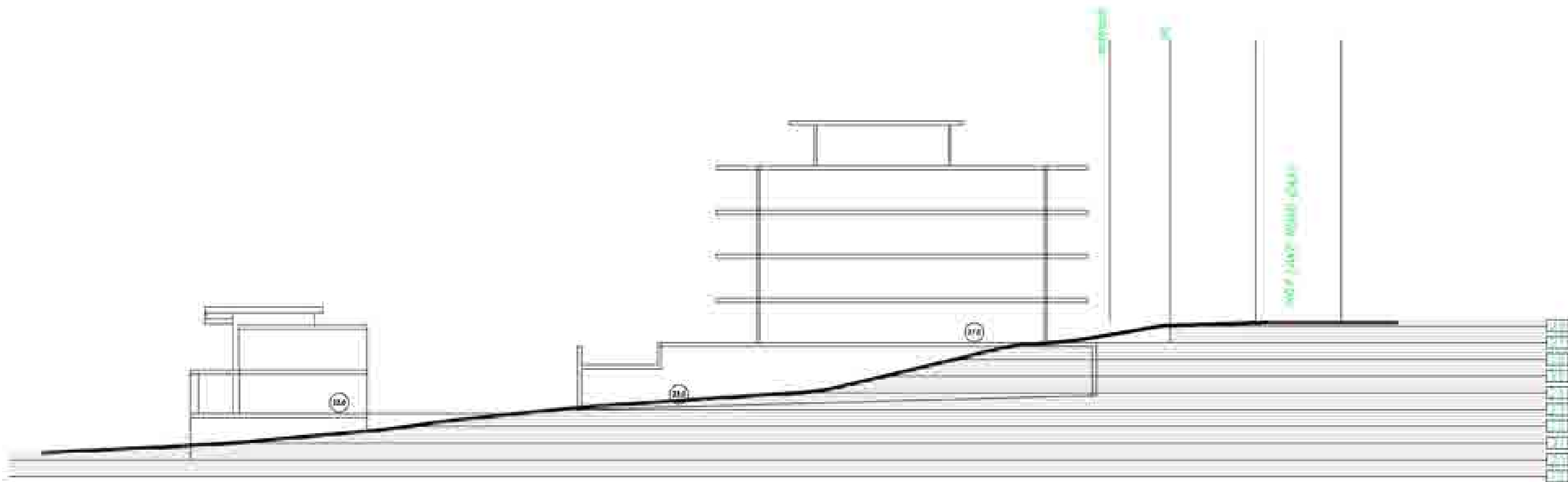
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<p><b>NOTES</b></p> <p>1. The drawings are for information only and are not to be used for construction. The drawings are not to be used for construction without the approval of the architect. The drawings are not to be used for construction without the approval of the architect. The drawings are not to be used for construction without the approval of the architect.</p> <p>2. The drawings are for information only and are not to be used for construction. The drawings are not to be used for construction without the approval of the architect. The drawings are not to be used for construction without the approval of the architect. The drawings are not to be used for construction without the approval of the architect.</p>		<p><b>D-ARCHITECTURE</b></p> <p>8277 JARVIS DRIVE, ANNAPOLIS, MD 21403-1403 P: 410-293-1991, F: 410-293-1992 DARYUSH FIRDOZI ARCHITECTURE INC.</p>	<p><b>ARCHITECT SEAL</b></p> 	<p><b>CONSULTANT SEAL</b></p>	<p><b>REGISTERED SEAL</b></p>	<p><b>SCALE</b></p> <p>1"=10'-0"</p> <p><b>DATE</b></p> <p>MAY 12, 2015</p>	<p><b>PROJECT</b></p> <p>SUNSET</p> <p>QUALICUM BEACH, BC</p>	<p><b>OWNER</b></p> <p>KELLAND PROPERTIES</p> <p><b>PROJECT NO.</b></p> <p>2389</p>	<p><b>SHEET TITLE</b></p> <p>DRAWING LIST CONSULTANTS CODE ANALYSIS</p>	<p><b>SHEET NO.</b></p> <p>A0.0</p>
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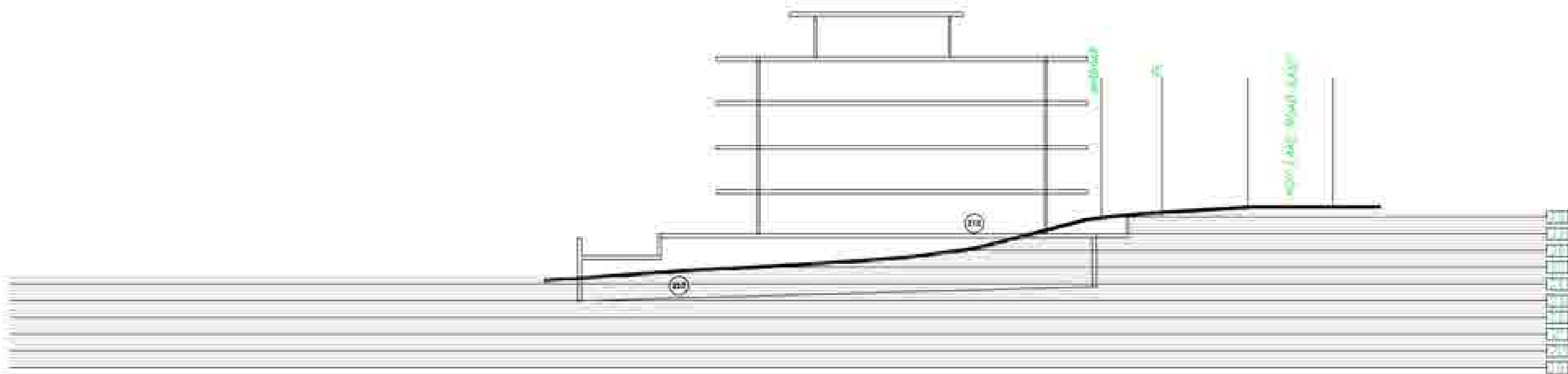




SECTION C-C



SECTION B-B



SECTION A-A

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NO.	DATE	REVISIONS



ARCHITECT SEAL:



2025-05-15

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6377 SARUS DRIVE, NAKAMO, BC V9V 1Y6  
T: 350-923-1991 | E: FIROOZI@SHAW.CA  
DARYOUSH FIROOZI ARCHITECTURE INC.


PROJECT  
**SUNSET**  
•  
**QUALICUM BEACH, BC**

CLIENT  
**KELLAND PROPERTIES**

PROJECT NO.  
2389

SHEET TITLE  
**SITE PLAN SECTIONS**

SCALE  
DOWN

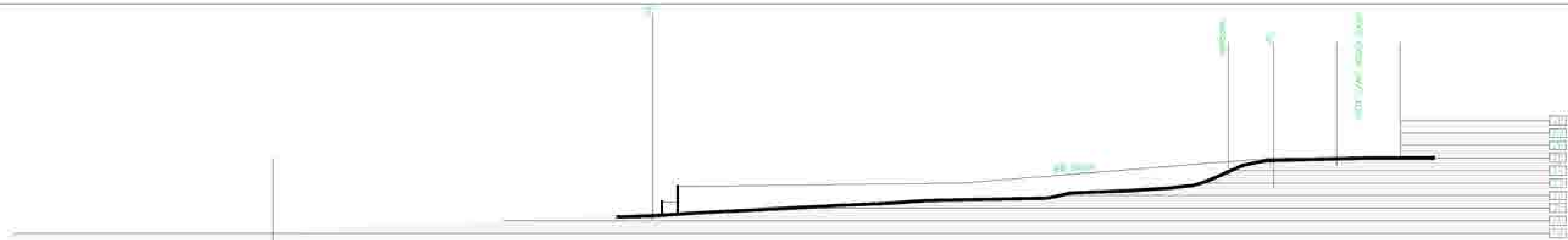


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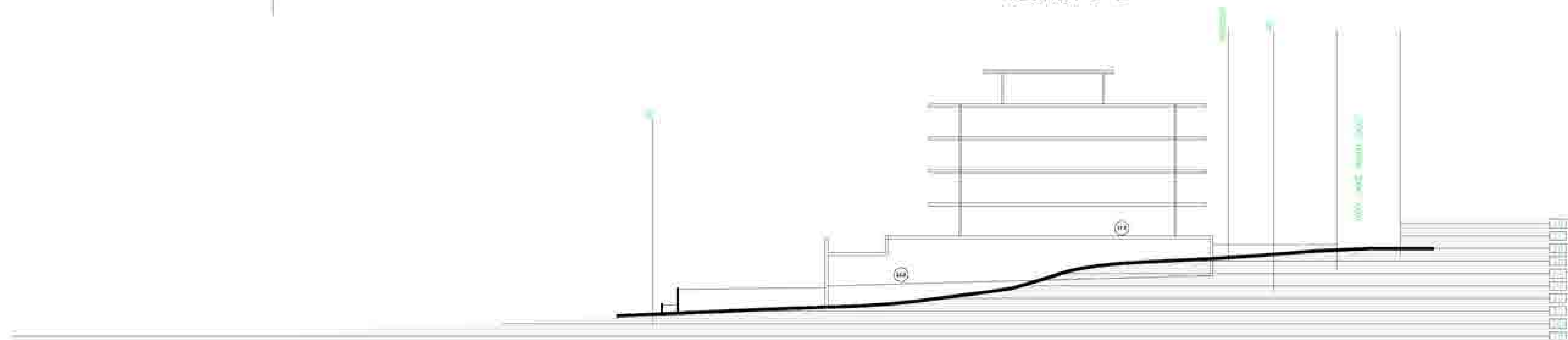
DATE  
MAY 12/25

SHEET NO.  
**A1.2**

REVISION



SECTION E-E



SECTION D-D



LITTLE GIANT

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NO.	DATE	REVISIONS
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6377 GARDEN DRIVE, NANAHO, BC V9V 1N4  
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DARYDUSH FIROUZLI ARCHITECTURE INC.

PROJECT:  
**SUNSET**  
QUALICUM BEACH, BC

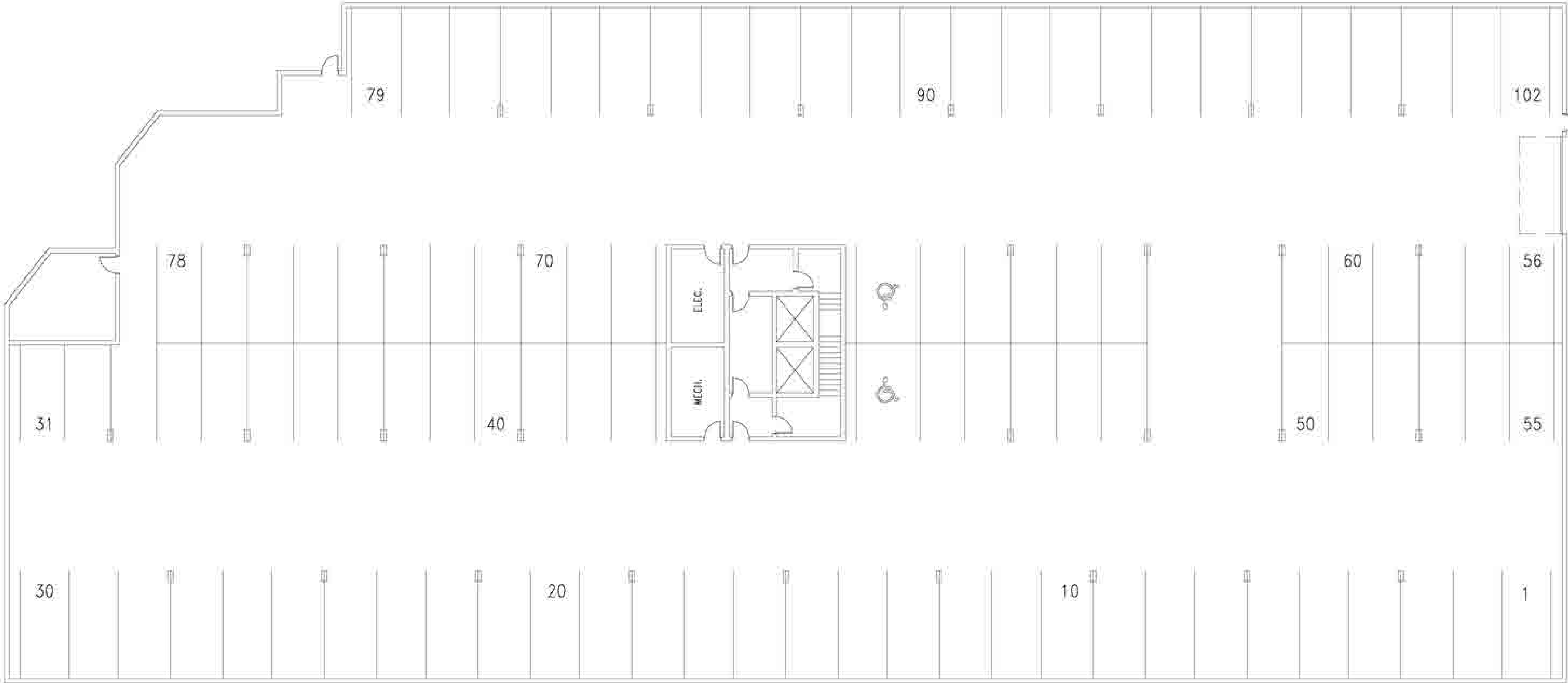
CLIENT:  
**KELLAND PROPERTIES**

PROJECT NO:  
2389

SHEET NO:  
**SITE PLAN SECTIONS**

SCALE:  
DATE:  
PROJECT:  
DATE:  
MAY 12/25

SHEET NO:  
**A1.3**  
REVISION:



UNDERGROUND PARKING

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PROJECT:  
**SUNSET**  
QUALICUM BEACH, BC

CLIENT:  
**KELLAND PROPERTIES**  
PROJECT NO:  
2389

SHEET NO:  
**UNDERGROUND PARKING**

SCALE	SHEET NO:
DATE	<b>A2.1</b>
PRIORITY	REVISION
DATE	
MAY 12/25	



MAIN FLOOR PLAN

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NO.	DATE	REVISIONS



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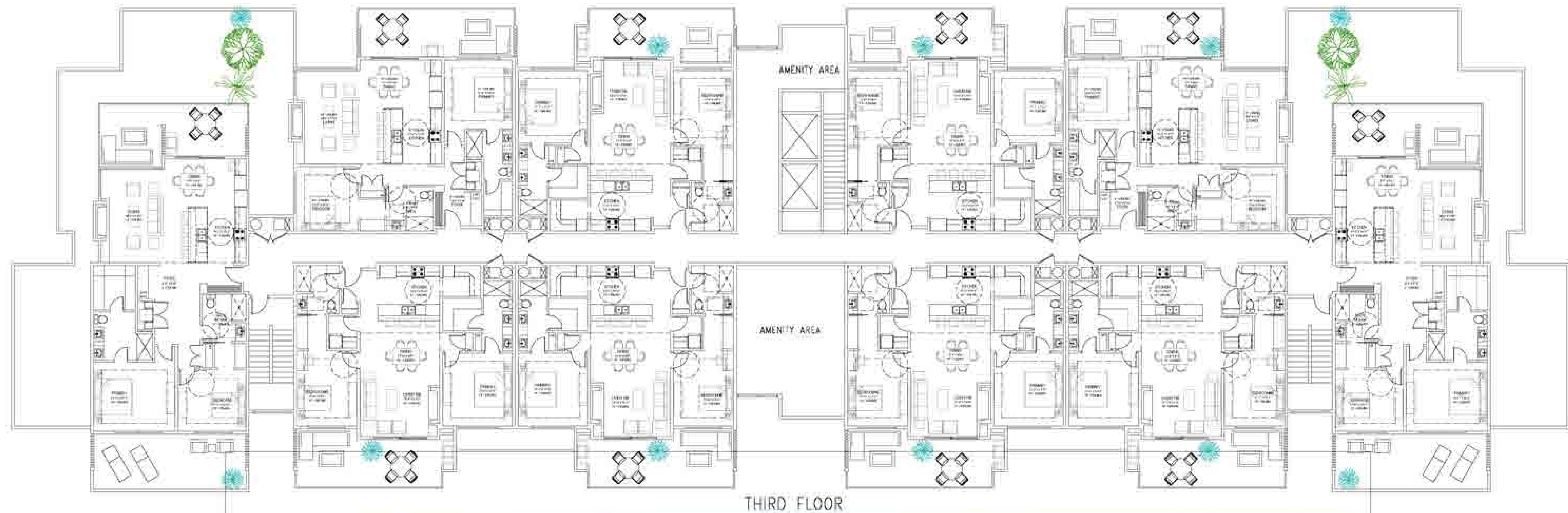
PROJECT: **SUNSET**  
QUALICUM BEACH, BC

CLIENT: **KELLAND PROPERTIES**  
PROJECT NO: **2389**

SHEET NO: **MAIN FLOOR**

SCALE	SHEET NO: <b>A2.2</b>
DATE: <b>MAY 12/25</b>	REVISIONS





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NO.	DATE	REVISIONS



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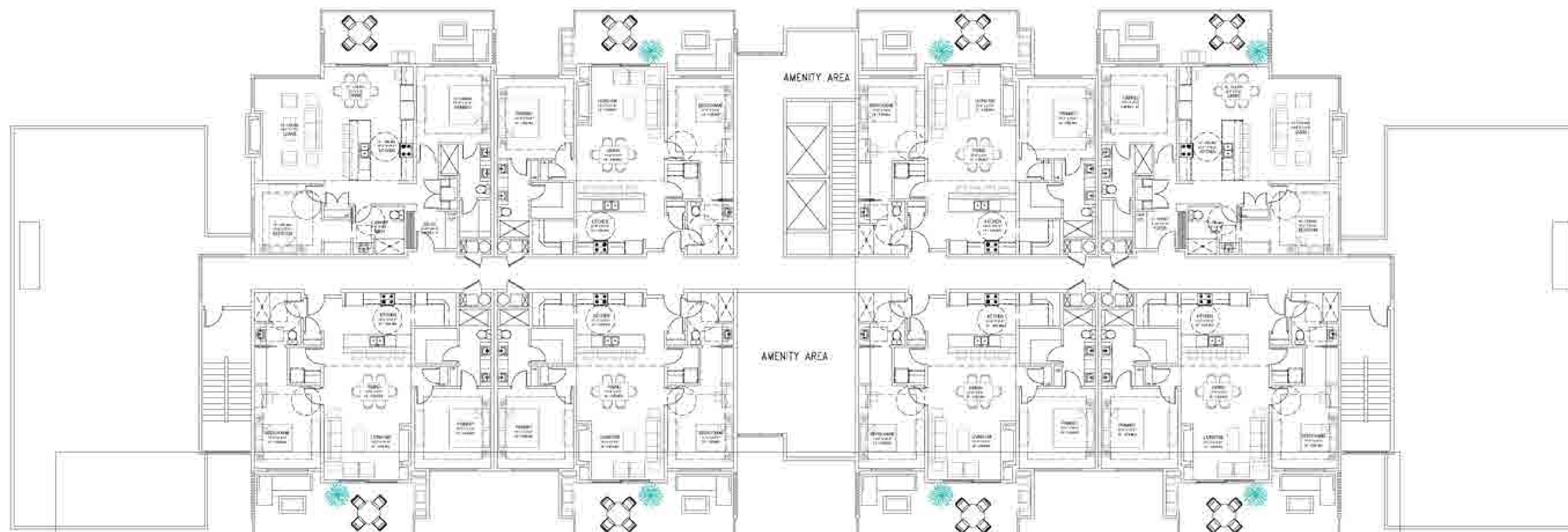
PROJECT:  
**SUNSET**  
QUALICUM BEACH, BC

CLIENT:  
**KELLAND PROPERTIES**

PROJECT NO:  
2389

SHEET NO:  
**THIRD FLOOR**

SCALE	SHEET NO:
DATE	<b>A2.4</b>
PROJECT	REVISION
DATE	
MAY 12/25	



FOURTH FLOOR

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DARYDUSH FIROUZLI ARCHITECTURE INC.

PROJECT:  
**SUNSET**  
QUALICUM BEACH, BC

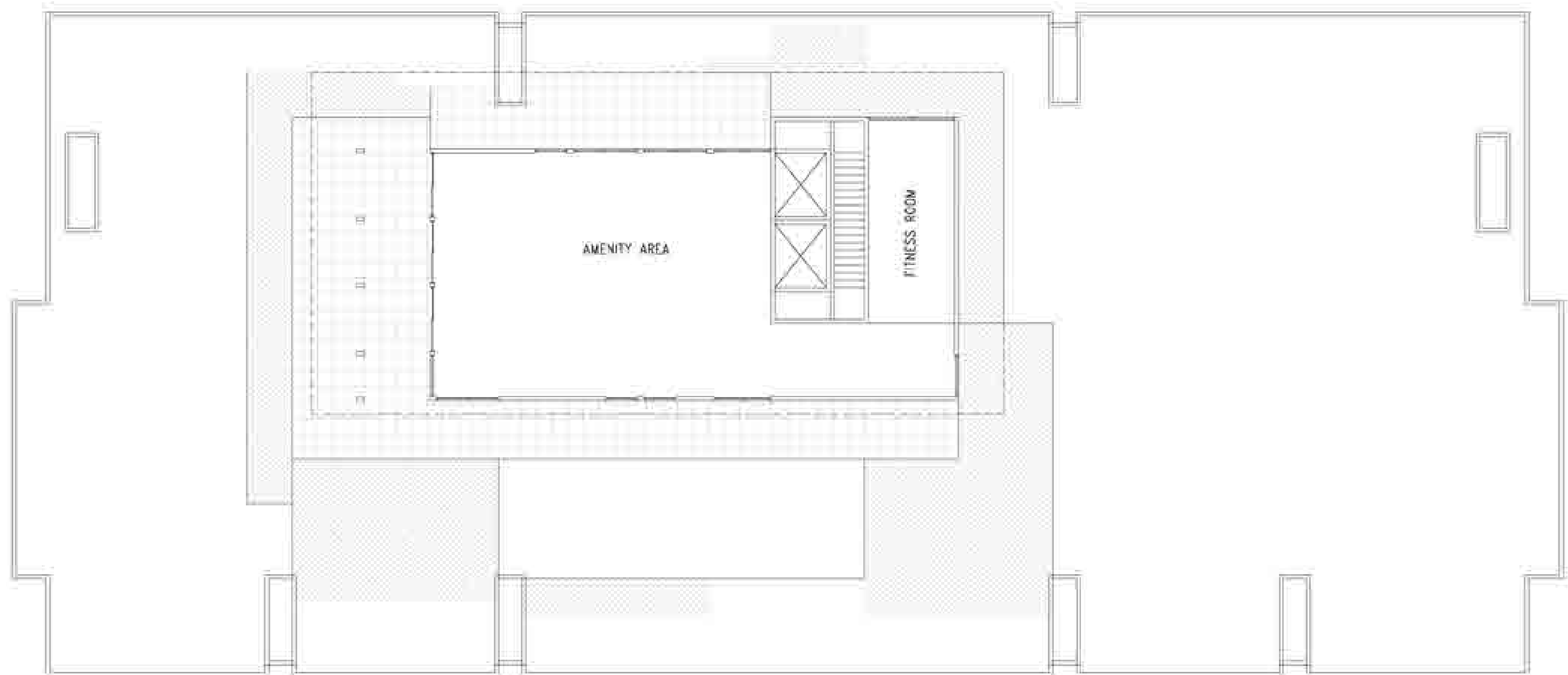
CLIENT:  
**KELLAND PROPERTIES**

PROJECT NO.: **2389**

SHEET NO.:  
**FOURTH FLOOR**

SCALE	SHEET NO.
DATE	<b>A2.5</b>
DESIGN	REVISION
DATE	DATE
MAY 12/25	





ROOF PLAN



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DARYOUSH FIROOZLI ARCHITECTURE INC.

PROJECT: **SUNSET**  
QUALICUM BEACH, BC

CLIENT: **KELLAND PROPERTIES**

PROJECT NO: **2389**

SHEET NO: **ROOF PLAN**

SCALE	SHEET NO: <b>A2.6</b>
DATE: <b>MAY 12/25</b>	REVISION:



LOWER BUILDING LEVEL 1

LOWER BUILDING LEVEL 2 (MAIN)

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PROJECT:  
**SUNSET**  
 .  
 QUALICUM BEACH, BC

CLIENT:  
**KELLAND PROPERTIES**

PROJECT NO:  
 2389

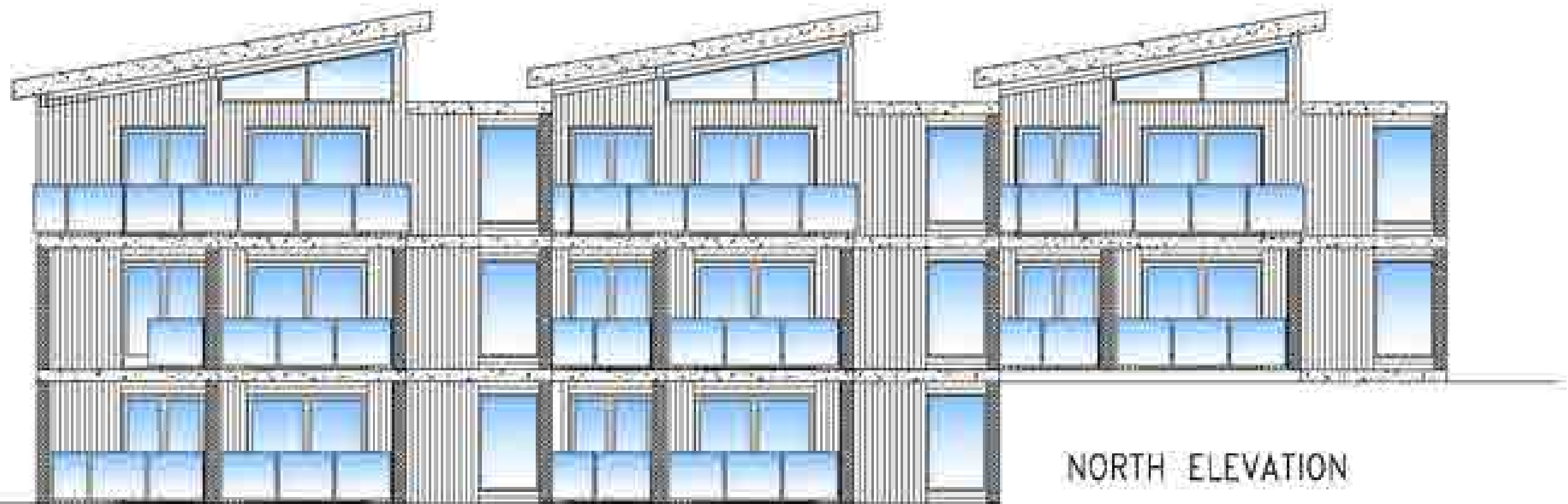
SHEET NO:  
 LOWER BUILDING LEVEL 1  
 LOWER BUILDING LEVEL 2

SCALE:  
 1/8" = 1'-0"  
 DATE:  
 MAY 12/25  
 A2.7  
 REVISION:

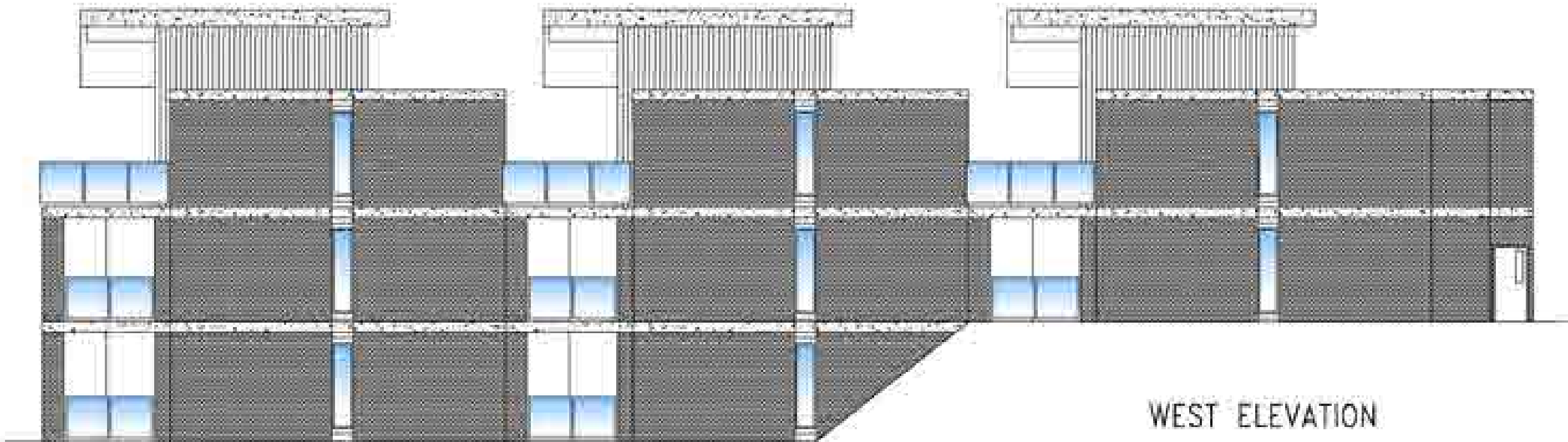




LOWER BUILDING LEVEL 3



NORTH ELEVATION



WEST ELEVATION

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PROJECT  
**SUNSET**  
QUALICUM BEACH, BC

CLIENT  
**KELLAND PROPERTIES**  
PROJECT NO. 2389

SHEET TITLE  
**LOWER BUILDING LEVEL 3 ELEVATIONS**

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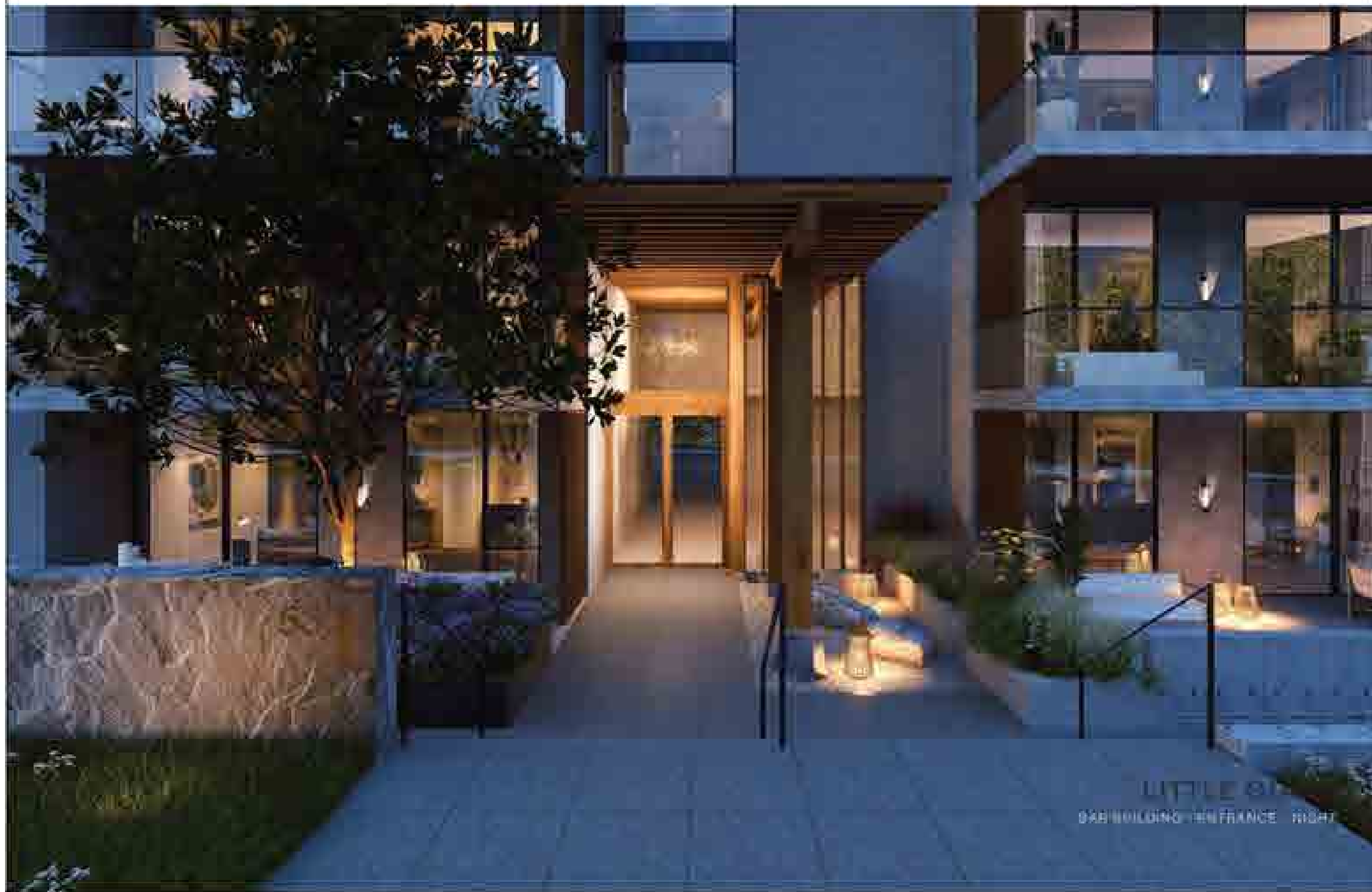


SOUTH ELEVATION

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PROJECT  
**SUNSET**  
QUALICUM BEACH, BC

CLIENT  
**KELLAND PROPERTIES**

PROJECT NO.  
2389

SHEET TITLE  
**BUILDING ELEVATIONS**

SCALE  
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CHECKED  
D.F.  
DATE  
MAR 18/25

SHEET NO.  
**A3.1**  
REVISION





WEST ELEVATION



EAST ELEVATION

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NO.	DATE	REVISIONS



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PROJECT  
**SUNSET**  
QUALICUM BEACH, BC

CLIENT  
**KELLAND PROPERTIES**  
PROJECT NO. 2389

SHEET TITLE  
**BUILDING ELEVATIONS**

SCALE	SHEET NO.
DOWN	<b>A3.3</b>
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DATE MAR 18/25	

# SUNSET MULTI-FAMILY

532 MEMORIAL AVENUE, QULAICUM BEACH, BC

## LANDSCAPE ARCHITECTURAL DRAWINGS

ISSUED FOR DEVELOPMENT PERMIT - MAY 30, 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 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 landscape



**Medium Flowering Deciduous Trees:** Japanese snowbell, Cornus kousa and Flowering dogwood add colour and character to the landscape



**Benches:** adjacent to Memorial Avenue, benches define the edges of an outdoor gathering space that offers views to the waterfront and enliven the streetscape



**Wood wall cladding:** to soften an exposed parkade wall, wood cladding softens the architecture, adds visual interest to views into the development and creates a warm backdrop to an outdoor gathering area



**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

NOT FOR CONSTRUCTION



## KEY FEATURES

**1 GATHERING SPACE & ACTIVE STREETScape**  
A social centre for the development also activates the streetscape along Memorial, creates connections to the community for residents, and capitalizes on views to the ocean, and into the development from Memorial

**2 RAINGARDEN**  
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

**3 TERRACE PLANTERS**  
Terraced planters step down from the green roof to provide a backdrop to the gathering space, and create a pedestal for an interesting wall feature that is visible from the street and announces the presence of the building

**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

### 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**

## Development Permit Area C6 – Memorial Avenue

---

<b>Category:</b>	F – Commercial / Multi-family
<b>Area:</b>	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.
<b>Justification:</b>	This commercial/multi-family residential site is prominently located on Memorial Avenue, a major arterial road linking the waterfront and the uptown area.
<b>Guidelines:</b>	<p>Development Permits issued for this site shall be in accordance with the following guidelines:</p> <ol style="list-style-type: none"><li>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.</li><li>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.</li></ol>



# TOWN OF QUALICUM BEACH

## MEMORANDUM

File: 5600-04

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** June 18, 2025

**FROM:** Oliver Watson, Capital Projects Manager

**SUBJECT:** **Request for Contract Award: Hemlock Street and Illiqua Road Watermain Replacement**

---

<b>Governance Decision</b>	To request Council award the Hemlock Street and Illiqua Road Watermain Replacement Project in the amount of \$495,520, exclusive of GST.
----------------------------	--

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<b>Recommendation</b>	THAT Council awards the Hemlock Street and Illiqua Road Watermain Replacement Project to <i>In The Dirt Contracting</i> in the amount of \$495,520 excluding GST.
-----------------------	---

<b>Project goal</b>	To replace approximately 160 meters of asbestos cement (AC) watermain on Hemlock Street and 210 meters of AC watermain on Illiqua Road.
---------------------	---

<b>History</b>	<p>The Town owns nearly 30 kilometres of aging watermain infrastructure, much of which is nearing the end of its useful life. The average age of the Town's watermains is approximately 70 years. To address the growing risk of watermain breaks - which can lead to significant infrastructure damage and costly emergency repairs - the Town is developing a long-term, sustainable replacement plan.</p>
----------------	--

Currently, the Town's Five-Year Financial Plan allocates \$1.3 million annually for watermain replacement, based on available funding in the Water Infrastructure Reserve. The annual investment required to support sustainable renewal will be confirmed through the Water Master Plan, which is expected to be completed later this year.

<b>Summary of Competitive Process</b>	An Invitation to Tender was posted on BC Bid on April 2, 2025, and closed on May 7, 2025. 11 bids were received with <i>In The Dirt Contracting</i> providing the low bid in the amount of \$495,520, excluding GST.
---------------------------------------	--

**Financial  
Implications**

- Total Project budget: \$590,000
- In The Dirt construction cost: \$495,520
- Costs spent to date: \$16,500
- Soft costs for project management and material testing: \$55,000
- Contingency: \$20,000
- Estimated total cost of project: \$587,020
- Source of Funding:
  - \$7,800 from developer contributions
  - Balance from Water Infrastructure Reserves



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Oliver Watson  
Capital Projects Manager  
*Report Author*



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



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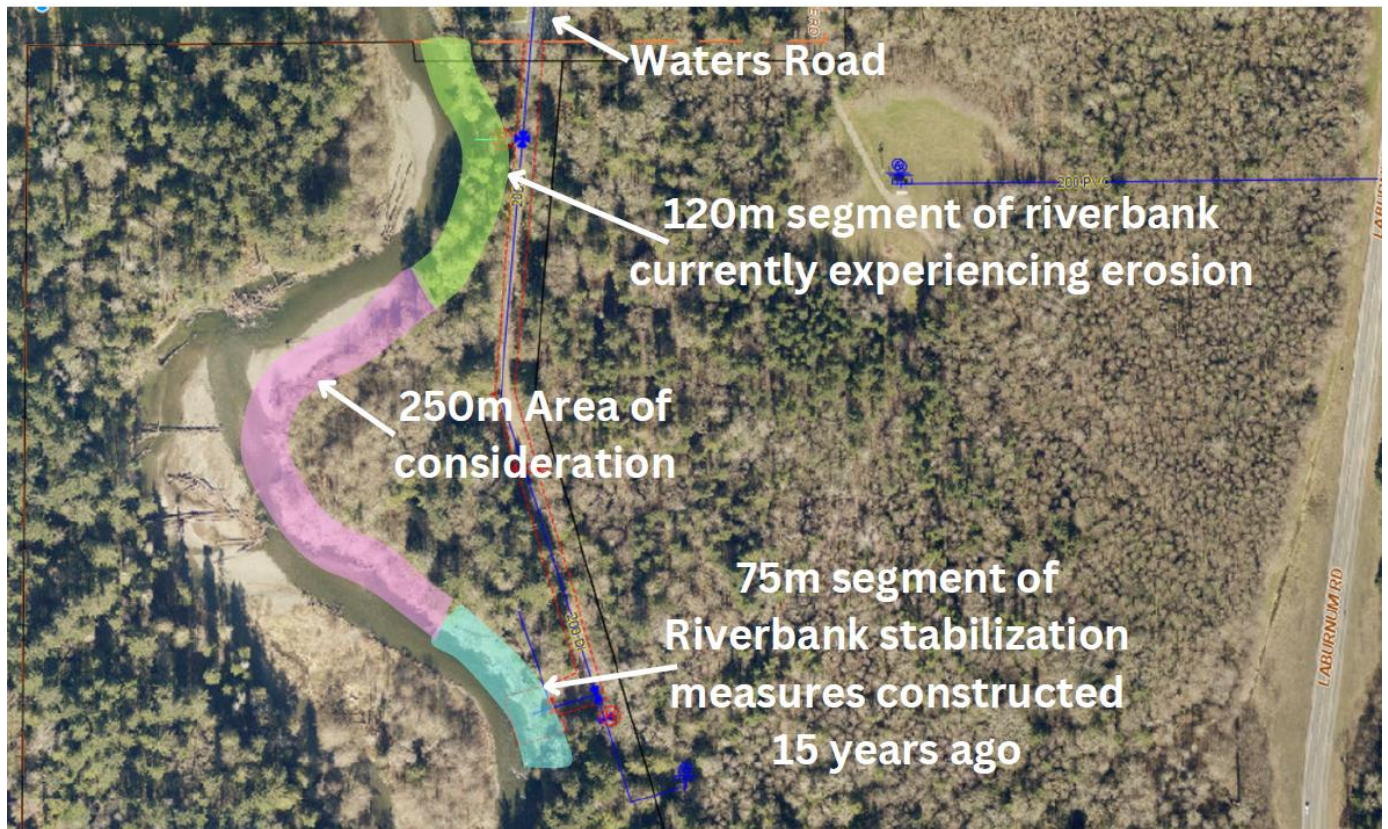
John Manson  
Director of Infrastructure  
Services  
*Concurrence*



---

Raj Hayre  
Director of Finance  
*Concurrence*

## Attachment 1. River Wellfield riverbank erosion map





# TOWN OF QUALICUM BEACH

## MEMORANDUM

File No. 5400-09

**TO:** Lou Varela, Chief Administrative Officer

**FOR:** Regular Council Meeting

**DATE:** June 18, 2025

**FROM:** Oliver Watson, Capital Projects Manager

**SUBJECT:** Request for Contract Award: Fern Road at Primrose Street Intersection Improvements

---

<b>Governance Decision</b>	To request Council award the Fern Road at Primrose Street Intersection Improvements Project in the amount of \$79,980, exclusive of GST.
----------------------------	--

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<b>Recommendation</b>	THAT Council awards the project titled Fern Road at Primrose Street Intersection Improvements to Echelon Creative Inc. in the amount of \$79,980 excluding GST.
-----------------------	---

<b>Project goal</b>	The project aims to improve the sidewalk infrastructure at the intersection of Primrose Street and Fern Road, with a focus on two primary objectives:
---------------------	---

1. **Northeast Corner Enhancements:**

- Relocation of Storm Infrastructure: The existing storm infrastructure will be relocated to clear the path for sidewalk letdowns, ensuring unimpeded accessibility.
- Reconstruction of Sidewalk Letdowns: Sidewalk letdowns will be reconstructed and realigned with the crosswalks to facilitate easier and safer pedestrian access across the intersection.

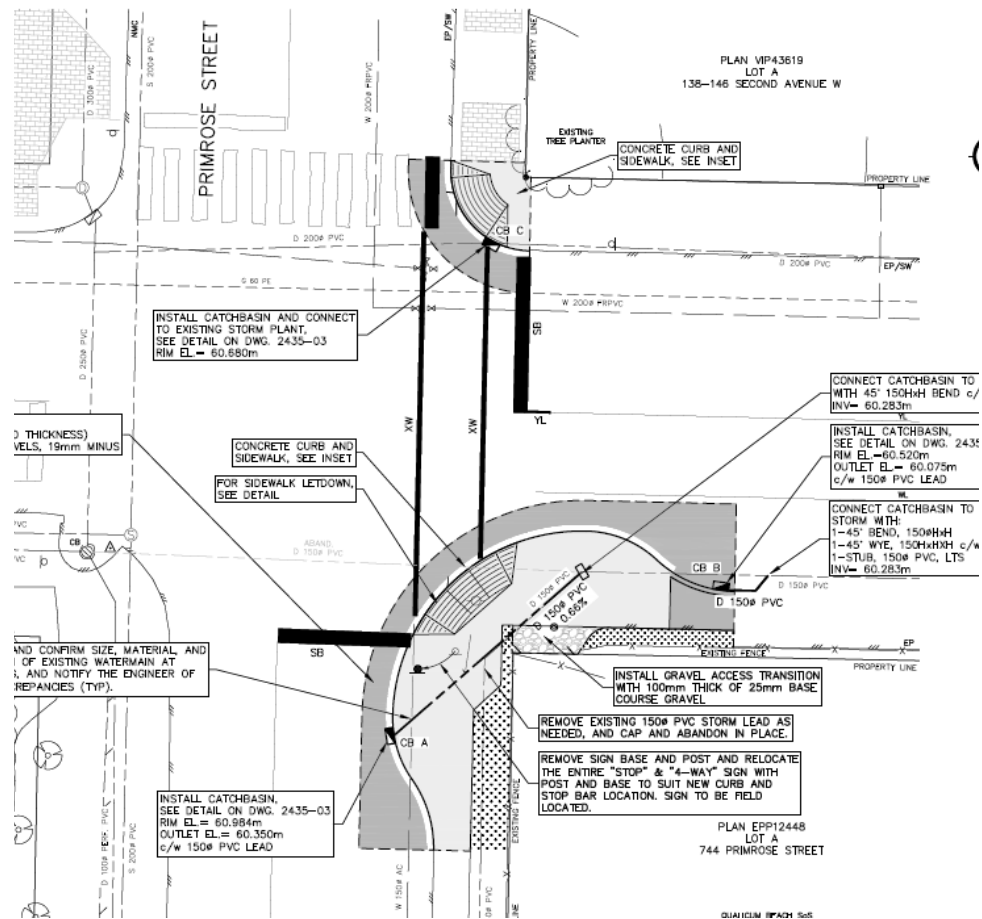
2. **Southeast Corner Enhancements:**

- Expansion of Sidewalk Node: The current sidewalk will be replaced with a larger node, creating a safer refuge area around the existing hydro pole. This expansion is designed to improve pedestrian safety and maneuverability.
- Drainage and Alignment Improvements: Enhanced drainage systems will be introduced to mitigate any water accumulation issues. Additionally, a new letdown

will be installed to align more effectively with the crosswalk, promoting safer pedestrian movement.

For reference, a snippet of the drawing depicting the planned improvements is shown in Figure 1 below.

Figure 1 Drawing of Improvements:



## History

Sidewalk accessibility improvements at these two street corners have been considered for several years. With design work now complete, the project is ready to move forward to construction.

## Summary of Competitive Process

An Invitation to Tender was posted on BC Bid on May 7, 2025, and closed May 28, 2025. 6 bids were received with Echelon Creative Inc providing the lowest price.

**Social  
Procurement**

While social procurement factors were considered during the tender process, they did not influence the selection outcome, which was awarded to the lowest compliant bidder.

**Financial  
Implications**

The lowest bid price was received by Echelon Creative Inc in the amount of \$79,980 excluding GST. Softs costs for project management and layout are projected to cost \$10,000, making the total cost of the project \$89,980 excluding GST. The 2025 Financial Plan includes a \$84,000 budget provision (comprised of \$50k in the Transportation Capital Upgrading and Expansion section titled “Accessibility Improvements” and \$34k in Work in Progress titled “Accessibility Improvement Fern Rd at Primrose (2024)”). The project cost is anticipated to exceed budget by \$6k. The overage is anticipated to be addressed by savings in 2025 from other Capital Projects anticipated to complete favourably to budget.



---

Oliver Watson  
Capital Projects Manager  
*Report Author*



---

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



---

John Manson  
Director of Infrastructure  
Services  
*Concurrence*



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Raj Hayre  
Director of Finance  
*Concurrence*