

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

THAT Council adopts the November 20, 2025, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(b) in the November 20, 2025, Consent Agenda be adopted.

6-14 (a) THAT the October 22, 2025, regular Council meeting minutes be approved as presented.

15-19 (b) THAT the Correspondence Log, dated for reference November 6, 2025, be approved as presented.

3. RECOGNITION – Nil

4. BUSINESS ARISING FROM THE MINUTES – Nil

5. DELEGATIONS – Nil

6. CORRESPONDENCE

20-21 (a) **Vancouver Island Reginal Library (VIRL) Appointment**

Staff Recommendation:

THAT [insert Councillor name] be appointed as Trustee and Councillor
[insert Councillor name] be appointed as Alternate to the Vancouver Island Regional Library (VIRL) Board for the term January 1 to December 31, 2026.

7. BYLAWS

22 (a) **2026 – 2028 Sewer Parcel Tax**

Staff Recommendation:

THAT the Bylaw entitled “Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025” be adopted.

23-24 (b) **2026 – 2028 Water Rates and Water Parcel Taxes**

Staff Recommendation:

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

25-44 (c) **Town of Qualicum Beach Cemetery Bylaw No. 915, 2025**

Staff Recommendation:

1. THAT “Town of Qualicum Beach Cemetery Bylaw No.915, 2025” be introduced and read a first time.
2. THAT “Town of Qualicum Beach Cemetery Bylaw No.915, 2025” be read a second time.

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

8. COMMITTEE & LIAISON REPORTS

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

(i) Report from Mayor Westbroek

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

(i) **Councillor Harrison Notice of Motions: Hamilton Marsh**

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

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

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

Be it resolved that the Town provide ongoing funding for a period of five years to match donations up to a maximum amount of \$500 000, at the rate of \$100 000 per annum.

Staff Comment:

Hamilton Marsh

The annual impact to Qualicum Beach for its share of the Hamilton Marsh acquisition is approximately \$108,000 payable to the RDN annually, anticipated to commence in 2026 for 20 years.

If Council wished to increase its contribution to the RDN for Hamilton Marsh, the Town does not have a discretionary funding source that could accommodate this type of contribution apart from the Strategic Initiatives Reserve. Should Council wish to prioritize such a contribution, it would need to do so by reprioritizing and reducing other Strategic Initiatives already approved within the corresponding five-year period. Alternatively, Council could consider increasing the annual contribution to the Strategic Initiatives Reserve through a property tax increase to advance this motion.

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

45 (i) Report from Councillor Skipsey

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

46 (i) Report from Councillor Vander Valk

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

47-48 (i) Report from Councillor Young

9. STAFF REPORTS

(1) **Corporate Services**

49-65 (a) **Committee & Commission Review – Phase 2 Recommendations and First Update**

Staff Recommendation:

1. THAT Council approves Draft Council Liaison Policy No. 3004-12 substantially in the form attached as Appendix 1 to the November 20, 2025, staff report.
2. THAT Council dissolves the Select Committee on Parks and Recreation as a Committee of Council, based on the rationale provided in the staff report dated November 20, 2025;
AND FURTHER THAT Council directs staff to send letters of appreciation to the Members of the Select Committee on Parks and Recreation for their service, noting the opportunities for former Committee Members and the public to provide input on parks and recreation through an annual Committee of the Whole meeting.
3. THAT Council directs staff to host an annual public input opportunity at a Committee of the Whole meeting focusing on parks and recreation, with a date to be determined in 2026.

(b) **Rescheduling of November 26, 2025 Committee of the Whole Meeting**

Staff Recommendation:

THAT Council reschedule the Wednesday, November 26, 2025 Committee of the Whole Meeting at 10:00 am to a Special Council Meeting.

66-67

(c) **Announcement of Closed Council Meeting Motions**

For information.

(2) **Fire**

(a) **Brown Property Preservation Society Moisture Monitoring Results**
Staff Comments:

While the trail and forest moisture data provided by Tom Whitfield shows the trail surfaces had a higher moisture content than the forest floor, Fire Department staff are not wildfire behaviour experts and cannot comment if more data is required to evaluate the wildfire risk. It should be noted that crushed gravel trails assist wildfire suppression efforts as they create a firebreak. The Fire Department's recommendation is to switch to crushed gravel trail surface and respect Council's decision-making authority in this matter.

68-70

(b) **UBCM Community Emergency Preparedness Fund – Personal Protective Equipment Decontamination Washing Machines Staff**

Staff Recommendation:

1. THAT Council authorizes the submission of a regional grant application to the Union of BC Municipalities'(UBCM) 2025 Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments Equipment and Training for a total of \$150,000.
2. THAT the Town of Qualicum Beach supports the Regional District of Nanaimo in applying for, receiving and managing the '2025 Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments' grant on behalf of the Town of Qualicum Beach.

(3) **Planning & Community Development**

71-76

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

- Opportunity for the property owner to present

Staff Recommendations:

1. THAT Council directs the Corporate Administrator to register a notice in the Land Title Office, under Section 57 of the Community Charter stating that a resolution relating to 3336 Island Hwy West – Lot B, Block 10, DL 17, LD 35, Plan 2938, PID 006-167-331, has been made;
2. AND FURTHER THAT the matter be referred to a solicitor for further action to correct the unapproved dwelling units.

77-102

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

Staff Recommendation:

1. THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a second time as amended.
2. THAT Council rescinds the following motion: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.
3. THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified on the Site Plan in the attached plans to the November 20, 2025 staff memo.

103-105

(c) **November 2025 UBCM Community Emergency Preparedness Fund Emergency Support Services Grant Application**

Staff Recommendation:

THAT the Town of Qualicum Beach supports the City of Parkville in applying for, receiving and managing grant funding of \$43,000 from the 'UBCM Community Emergency Program Fund' on behalf of Emergency Management Oceanside (EMO), a joint emergency program of the two municipalities.

106-401

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

Staff Recommendation:

1. THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be read a second time.
2. THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be read a second time.
3. THAT Council directs staff to schedule a Public Hearing for a Special Council meeting on December 3, 2025, at 10am at Town Hall to receive comments from the public with regard to Official Community Plan Bylaw No. 918, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025.
4. THAT Council receive the "Interim Sustainability Plan".

10. 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 (November 22, 2025). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town's website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

To submit a comment please use one of the following options:

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

Email: communications@qualicumbeach.com

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

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

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

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

ADOPTION OF THE AGENDA

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

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

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA Council adopted by consent, the recommendations listed for items 2(a) to 2(l) in the October 22, 2025, Consent Agenda.

CARRIED UNANIMOUSLY | Resolution No. 25-235

END OF CONSENT AGENDA

RECOGNITION – Nil

BUSINESS ARISING FROM THE MINUTES – Nil

DELEGATIONS – Nil

CORRESPONDENCE

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

AND FURTHER THAT the Regional District of Nanaimo be notified accordingly.

CARRIED UNANIMOUSLY | Resolution No. 25-236

(b) **Receipt of Petition | “Neighbourhood Petition Opposing Large Care Facility at 431 College Road”**

Council received by unanimous consent the petition titled “Neighbourhood Petition Opposing Large Care Facility at 431 College Road” dated for reference October 15, 2025.

CARRIED UNANIMOUSLY | Resolution No. 237

STAFF REPORTS

(1) **Finance**

(a) **Third Quarter Update 2025, Council Strategic Initiatives, Capital Program and Operations Update**

Council received the Third Quarter Update 2025 by consent.

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

Councillor Harrison MOVED and Councillor Young SECONDED,

1. THAT Council authorize Staff to amend the 2025-2029 Financial Plan Bylaw to include an increase to the capital expenditure budget provision for split cedar rail fencing adjacent to the Beach Creek Ravine in the Heritage Forest from \$15,000 to \$25,000 in fiscal year 2025, funded from Accumulated Surplus which is to be repaid from the Heritage Reserve Fund when sufficient funds become available.
2. THAT Council authorize Staff to amend the 2025-2029 Financial Plan Bylaw in fiscal 2025, to include a \$125,000 capital expenditure budget provision for the Eaglecrest Golf Course (to be funded from the future sale of land), to cover consultant costs for public open houses and due diligence, legal fees and engineering studies.
3. THAT Council authorize staff to amend the 2025–2029 Financial Plan Bylaw in fiscal year 2025 to include a \$200,000 capital expenditure budget provision for servicing costs associated with the Land Sales Strategy (to be funded from the future sale of land), for the potential purchase of the Eaglecrest Golf Course.
4. THAT the Bylaw entitled Town of Qualicum Beach Financial Plan Amendment Bylaw No. 908, 2025 be amended by replacing “Schedule A” and “Schedule B” with “Schedule A – Revised” and “Schedule B – Revised”, as reflected in “Town of Qualicum Beach Financial Plan Amendment Bylaw No.908.01”.
5. THAT the Bylaw entitled Town of Qualicum Beach Financial Plan Amendment Bylaw No.908.01, 2025 be introduced and read a first, second, and third time.

CARRIED | Resolution No. 25-238

Opposed: Councillor Harrison

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

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

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

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

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

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

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

THAT Council directs staff to review options for a Water Infrastructure Charge and provide a report to Council in 2026.

CARRIED UNANIMOUSLY | Resolution No. 25-239

(d) **2026 – 2028 Water Sewer Parcel Tax**

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the Bylaw "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025" be introduced and read a first time.

AND FURTHER THAT the Bylaw entitled "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025" be read a second time.

CARRIED UNANIMOUSLY | Resolution No. 25-240

(e) **Adoption of Property Tax Exemption Bylaw (2026) – Places of Worship**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be adopted.

CARRIED UNANIMOUSLY | Resolution No. 25-241

(2) **Airport**

(a) **Further Expansion of Noise Sensitive Areas**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council defer discussion on Item 1.2(a) "Further Expansion of Noise Sensitive Areas" from the October 22, 2025 Regular Council Meeting until after the December 3, Committee of the Whole meeting.

CARRIED | Resolution No. 25-242

Opposed: Councillor Skipsey, Councillor Vander Valk

In Favour: Mayor Westbroek, Councillor Harrison, Councillor Young

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

(3) **Operations**

a) **Interim Cenotaph Measures**

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

(4) **Corporate Services**

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-243

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-244

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-245

(5) **Planning & Community Development**

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

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

CARRIED | Resolution No. 25-246

Opposed: Councillor Harrison, Councillor Young

In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-247

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

CARRIED UNANIMOUSLY

MEETING RECESSES: 11:41 am

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

BYLAWS

- (a) **Adoption of Alternate Means of Public Notice Bylaw No. 911, 2025**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 248
- (b) **Adoption of Property Tax Exemption Bylaw (2026)**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 249
- (c) **Adoption of "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025"**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be adopted.
CARRIED | Resolution No. 250
Opposed: Councillor Harrison, Councillor Young
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk
- (d) **Eaglecrest Official Community Plan (OCP) and Zoning Amendment Bylaws**

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

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

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

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

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the motion on the floor be amended to read: THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by setting the maximum height in the institutional/residential zone to 15m.

CARRIED | Resolution No. 252

Opposed: Councillor Harrison

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

MAIN MOTION AS AMENDED:

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by setting the maximum height in the institutional/residential zone to 15m.

CARRIED | Resolution No. 253

Opposed: Councillor Harrison

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

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be amended by dedicating the Upper portion of the land on the north side of the subdivision as parkland.

DEFEATED

Opposed: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk

In Favour: Councillor Harrison, Councillor Young

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be read a third time as amended.

CARRIED | Resolution No. 254

Opposed: Councillor Harrison

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

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be adopted.

CARRIED | Resolution No. 255

Opposed: Councillor Harrison

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

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be read a third time as amended.

CARRIED | Resolution No. 256

Opposed: Councillor Harrison

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be adopted.

CARRIED | Resolution No. 257

Opposed: Councillor Harrison

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to prepare bylaws to permanently dedicate Yambury Park and a portion of the parcel legally described as Lot 126, District Lot 122, Nanoose Land District, Plan VIP57772, (PID: 018-527-850), (871 Fairways Drive), as shown as the hatched area in Figure 1: Royal Dornoch Proposed Parkland, under Area 9, on Page 6 of this Report dated October 22, 2025.

CARRIED UNANIMOUSLY | Resolution No. 258

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

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

CARRIED UNANIMOUSLY | Resolution No. 259

Councillor Harrison MOVED, THAT Council direct staff to permanently dedicate the area north of area 2, west of Country Club Drive as described in the October 22, 2025, staff report to Council as a park with a minimum width of 20 meters.

Due to the lack of a Seconder, the Motion did not proceed.

COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on his portfolio activities.
- (2) **Public Safety** (Councillor Scott Harrison)
Councillor Harrison commented on his portfolio activities.

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council permit Councillor Harrison and Councillor Young to attend the Housing Central Conference November 17-19, 2025.

CARRIED UNANIMOUSLY | Resolution No. 260

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

Councillor Skipsey commented on her portfolio activities.

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT in accordance with the Town of Qualicum Beach Heritage Forest Reserve Fund Establishment, Bylaw No. 699, 2015, Council approve funding for new split cedar rail fencing to be installed in 5 locations within the Heritage Forest of approximately 350 ft of fencing in total, including a lengthy portion along East Crescent Road at Beach Creek;

AND FURTHER THAT there be consideration for the split cedar rail fence to be constructed in the fall of 2025 and be funded from Accumulated Surplus, and that the Accumulated Surplus be repaid from the Heritage Forest Reserve Fund once the reserve balance is sufficient.

CARRIED UNANIMOUSLY | Resolution No. 261

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

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

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

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

- Fair Care Alliance
- Nanaimo Regional Hospital Upgrades

REVIEW OF COMMENTS FROM THE PUBLIC

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

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

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:16 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG

November 6, 2025 (for November 20, 2025, Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Aug 28	Museum Meeting Feedback	Received for information	1083
Sep 05	Heritage Forest Trees	Received for information	1120
Sep 16	Airport NSA - Downtown Neighbourhood	Received for information and forwarded to Airport Manager	1092
Sep 28	Eaglecrest Golf Course - Concerns	Advanced to Public Hearing	1146
Sep 29	Proposed Development at 431 College Drive – Comments	Received for information	1040
Oct 01	Pedestrian and Street Safety	Received for information and referred to Traffic Consultant	1035
Oct 01	Pregnancy and Infant Loss Awareness Day	Received for information	1036
Oct 01	Eaglecrest Golf Course - Purchase	Advanced to Public Hearing	1039
Oct 01	Eaglecrest Golf Course - Purchase	Advanced to Public Hearing	1037
Oct 01	Eaglecrest Golf Course - Concerns	Advanced to Public Hearing	1038
Oct 02	Town Tidings Newsletter - October 2025	Received for information	1054
Oct 02	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1053
Oct 02	Request to Release Eaglecrest Related Documents	Advanced to Public Hearing	1042
Oct 02	New Areas of Concern - Purchase and Re-Zoning of Eaglecrest Golf Course Lands	Advanced to Public Hearing	1043
Oct 02	Eaglecrest Golf Course – Open House	Advanced to Public Hearing	1058
Oct 02	Eaglecrest Golf Course - Public Hearing of October 6th	Advanced to Public Hearing	1044
Oct 02	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1045 Page 15

Oct 02	Eaglecrest Golf Course Re-visioning - Concerns	Advanced to Public Hearing	1046
Oct 02	Eaglecrest Golf Course Re-visioning - Concerns	Advanced to Public Hearing	1047
Oct 02	Eaglecrest Golf Course Re-visioning - Concerns	Advanced to Public Hearing	1048
Oct 02	Eaglecrest Golf Course Re-visioning - Concerns	Advanced to Public Hearing	1049
Oct 02	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1050
Oct 02	Eaglecrest Golf Course - Course Layout	Advanced to Public Hearing	1051
Oct 02	Eaglecrest Golf Course – Course Layout	Advanced to Public Hearing	1052
Oct 02	Eaglecrest Golf Course - Support	Advanced to Public Hearing	1055
Oct 02	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1056
Oct 02	Zoning Amendment: Eaglecrest Lands	Advanced to Public Hearing	1057
Oct 03	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1080
Oct 03	Eaglecrest Golf Course Development- Prioritize High Density Housing and Parkland Over More Golf Course	Advanced to Public Hearing	1059
Oct 03	Eaglecrest Golf Course Public Hearing	Advanced to Public Hearing	1060
Oct 03	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1061
Oct 03	Eaglecrest Golf Course - Purchase	Advanced to Public Hearing	1062
Oct 03	Eaglecrest Golf Course - Purchase	Advanced to Public Hearing	1063
Oct 03	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1064
Oct 03	Eaglecrest Golf Course - Purchase	Advanced to Public Hearing	1065
Oct 04	Eaglecrest Golf Course - Donation	Advanced to Public Hearing	1078
Oct 04	Eaglecrest Golf Course - Concerns	Advanced to Public Hearing	1066
Oct 05	Rezoning of Eaglecrest	Advanced to Public Hearing	1067
Oct 05	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1068

Oct 05	Eaglecrest Golf Course - Concerns	Advanced to Public Hearing	1069
Oct 05	Larger Council Size	Received for information	1070
Oct 05	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1079
Oct 05	Rezoning of Eaglecrest Golf Course Lands - Concern	Advanced to Public Hearing	1071
Oct 05	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1072
Oct 05	Eaglecrest Potential Bylaw Changes and Restructuring of Golf Course and Residential Expansion	Advanced to Public Hearing	1073
Oct 05	Eaglecrest Golf Course - Purchase	Advanced to Public Hearing	1074
Oct 05	Eaglecrest - Public Hearing	Advanced to Public Hearing	1075
Oct 05	Eaglecrest Golf Course Public Hearing	Advanced to Public Hearing	1076
Oct 06	Eaglecrest Public Hearing - Discrepancies	Advanced to Public Hearing	1082
Oct 06	Airport NSA for Neighbourhood Close to Downtown	Received for information and forwarded to Airport Manager	1077
Oct 06	Eaglecrest Golf Course Layout	Advanced to Public Hearing	1081
Oct 06	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1084
Oct 06	Proposed Purchase & Revision of Eaglecrest Golf Course - Comments	Advanced to Public Hearing	1085
Oct 06	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1086
Oct 06	Eaglecrest Golf Course - Public Hearing	Advanced to Public Hearing	1087
Oct 06	Eaglecrest Golf Course - Decision Simplification	Referred to Staff	1088
Oct 06	Eaglecrest Golf Course - Public Hearing	Referred to Staff	1090
Oct 06	Eaglecrest Golf Course - Public Hearing	Referred to Staff	1091
Oct 07	Eaglecrest Town Hall – October 6, 2025	Referred to Staff	1103
Oct 07	Eaglecrest Golf Course - Land Purchase	Referred to Staff	1106
Oct 07	Eaglecrest Golf Course - Public Hearing	Referred to Staff	1093 Page 17

Oct 07	Eaglecrest Golf Course - Pocket Forest	Referred to Staff	1105
Oct 07	Eaglecrest Golf Course - Proposed Purchase	Referred to Staff	1094
Oct 07	Support for Proposal - 431 College Road	Received for information	1099
Oct 07	Development Application (431 College Rd) Impact on Neighbourhood	Received for information	1095
Oct 07	Development Application (431 College Rd) Impact on Neighbourhood	Received for information	1096
Oct 07	Support for Proposal - 431 College Road	Received for information	1097
Oct 07	Proposed Development at 431 College Drive – Comments	Received for information	1098
Oct 07	Eaglecrest Golf Course - Concerns	Referred to Staff	1100
Oct 07	Request for Support Mayor & Town Council – Inter City Rail Transport	Received for information	1101
Oct 08	Restoring Accountability in British Columbia: A Path Forward Through Principled Leadership	Received for information	1104
Oct 08	Eaglecrest Golf Course - Redesign	Referred to Staff	1107
Oct 10	Eaglecrest - Revisioning and Zoning Changes	Referred to Staff	1109
Oct 10	Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025 - Comments	Notation included on the October 8, 2025 Minutes	1108
Oct 14	MABR News Release: Launch of Conditional Pledge Drive for Hamilton Marsh	Received for information	1110
Oct 14	QB Legion - 2025 Annual Poppy Campaign	Received for information	1111
Oct 14	QB Legion - Remembrance Day - Invitation	Received for information	1112
Oct 15	Eaglecrest Development - History & Concerns	Referred to Staff	1113
Oct 15	Support for Proposal - 431 College Road	Received for information	1114
Oct 16	Public Safety Meeting - Comments	Received for information	1115
Oct 16	The Homeless	Received for information	1116
Oct 17	A Call for Municipal Solidarity and Transparency on PFAS Contamination at YYJ and all BC Airports	Received for information	1117

Oct 17	Strategic Planning - Comments	Received for information	1118
Oct 17	Eaglecrest Golf Course - Revisioning	Referred to Staff	1119
Oct 17	October 22, 2025 Regular Meeting - Comments	Notation included on the October 22, 2025 Minutes	1121
Oct 19	Consideration for inclusion in the COW meeting October 22, 2025	Received for information	1122
Oct 19	Aging-in-Place in Qualicum Beach and the Role of Care Homes	Received for information	1123
Oct 20	Support for Proposal - 431 College Road	Received for information	1124
Oct 20	Airport Noise Expansion Concerns	Received for information and forwarded to Airport Manager	1125
Oct 20	Support for Qualicum Place at Beach and First	Received for information	1126
Oct 21	Council Business: 431 College Road Letters of Support	Received for information	1130
Oct 21	Support for Proposal - 431 College Road	Received for information	1127
Oct 21	Support for Proposal - 431 College Road	Received for information	1128
Oct 21	Airport Noise Expansion Concerns	Received for information and forwarded to Airport Manager	1129
Oct 21	Airport Noise Expansion Concerns	Received for information and forwarded to Airport Manager	1131
Oct 21	Eaglecrest Golf Course Purchase - Concerns	Referred to Staff	1132
Oct 22	KSS Biosphere Awareness Day invitation	Received for information	1133



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697
e: info@virl.bc.ca w: www.virl.bc.ca

October 21, 2025

Mayor Teunis Westbroek
Town of Qualicum Beach
201 - 660 Primrose Street
Qualicum Beach, BC V9K 1S7
Sent via: mayor@qualicumbeach.com

Dear Mayor Westbroek,

Re: December 8 deadline - 2026 VIRL Board Appointments

Per S17(2) of the [Library Act](#), at your Council's first meeting in November your 2026 VIRL Board Trustee and Alternate are to be appointed.

Reappointment of sitting members is encouraged for continuity, if they have not served more than 8 consecutive years. The term of appointment is January 1 – December 31. A draft 2026 meeting schedule is on page 2.

Appointees should note their obligations include a duty of care and a duty of loyalty to VIRL. Per VIRL's Procedural Bylaws, conflicts of interest for VIRL Trustees are defined as those in which "...a Trustee, or person related to a Trustee, has a personal interest (including but not limited to a direct or indirect pecuniary interest) that conflicts or could conflict with the Trustee's obligations to VIRL. Conflicts of interest may be actual, potential, or perceived."

S55 of *the Library Act* speaks to expenses eligible for reimbursement.

By December 8, please submit for your Trustee and Alternate appointments, supported by:

1. Certified copy of Resolution
2. 2026 VIRL Appointment Forms (Contact info., Recording release & Electronic funds transfer)
3. [2026 Financial Statement of Disclosure](#)

Return completed forms to mpatterson@virl.bc.ca.

If you have any questions, contact Mariah Patterson, Executive Assistant at 250-729-2310 or [email](#).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink, appearing to read "Eileen Gillette".

Eileen Gillette
Executive Director (Interim)

cc: Lou Varela, CAO, Town of Qualicum Beach
Heather Svensen, Director of Corporate Services/Deputy CAO, Town of Qualicum Beach

2026 DRAFT Meeting Schedule

February's meetings are entirely in-person. All meetings thereafter are hybrid, with limited seating for in-person attendees at the Nanaimo North branch boardroom.

2026 Board & Committee Schedule

	Time	Meeting	Meeting Date	Meeting Format	Audit & Financial Plan
Q1	AM	Orientation	Feb. 21	<i>In</i>	Election(s): Chair, Vice Chair, Executive Committee
	AM	AGM	Feb. 21	<i>Person</i>	
	PM	Board	Feb. 21		
Q2	AM	AFSC	May 1	Hybrid	2025 Audit Reports & Auditor Presentation *All Trustees are invited to the Presentation. 2025 SOFI Report 2027-2031 Financial Plan Assumptions
	PM	EC	May 1	Hybrid	2025 Audit Reports 2025 SOFI Report 2027-2031 Financial Plan Assumptions
	AM	Board	May 30	Hybrid	2025 Audit Reports 2025 SOFI Report 2027-2031 Financial Plan Assumptions
	AM	AFSC	June 19	Hybrid	2027-2031 Financial Plan Draft 1
	AM	AFSC	July 24	Hybrid	2027-2031 Financial Plan Draft 2
	PM	EC	July 24	Hybrid	2027-2031 Financial Plan Draft 2
	AM	Board	Sept. 12	Hybrid	2027-2031 Financial Plan Final Proposal
2026 General Local Election Oct. 17					

TOWN OF QUALICUM BEACH
BYLAW NO. 492.03

A BYLAW TO AMEND THE SEWER PARCEL TAX BYLAW NO. 492, 1991

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

1. Section 4 of "Sewer Parcel Tax Bylaw No. 492, 1991" is hereby deleted and replaced with the following:

"4. The annual tax shall be in the amount of Sixty-Five Dollars (\$65.00) per parcel or group of parcels for the year 2026; Seventy Dollars (\$70.00) per parcel or group of parcels for the year 2027; Seventy-Five Dollars (\$75.00) per parcel or group of parcels for the year 2028."
2. This Bylaw may be cited as "Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025".

READ A FIRST TIME this 22nd day of October, 2025.

READ A SECOND TIME this 22nd day of October, 2025.

READ A THIRD TIME this 5th day of November, 2025.

ADOPTED this ____ day of _____, 2025.

Mayor

Director of Corporate Services

TOWN OF QUALICUM BEACH

BYLAW NO. 753.01

A BYLAW TO AMEND WATERWORKS RATES AND REGULATION

BYLAW NO. 753, 2020

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

1. Schedule B, Section 1 of “Waterworks Rate and Regulation Bylaw No. 753, 2020” is hereby deleted and replaced with the following:

“1.

	Jan 1, 2026	Oct. 1, 2026	Oct. 1, 2027
For the first 15 cubic metres per month	\$1.07 per cubic metre	\$1.14 per cubic metre	\$1.22 per cubic metre
For the next 15 cubic metres per month	\$1.37 per cubic metre	\$1.48 per cubic metre	\$1.60 per cubic metre
All consumption over 30 cubic metres	\$1.97 per cubic metre	\$2.15 per cubic metre	\$2.35 per cubic metre
Minimum Charge per unit	\$16.05 per month	\$17.10 per month	\$18.30 per month
Prompt Payment Discount	\$1.50 per month	\$1.50 per month	\$1.50 per month

2. This Bylaw may be cited as “Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025”.

READ A FIRST TIME this 22nd day of October, 2025.

READ A SECOND TIME this 22nd day of October, 2025.

READ A THIRD TIME this 5th day of November, 2025.

ADOPTED this ____ day of _____, 2025.

Mayor

Corporate Administrator

TOWN OF QUALICUM BEACH

BYLAW NO. 493.04

A BYLAW TO AMEND WATER PARCEL TAX BYLAW NO. 493, 1991

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

1. Section 4 of “Water Parcel Tax Bylaw No. 493, 1991” is hereby deleted and replaced with the following:

“4. The annual tax shall be in the amount of Two Hundred and Eighty Dollars (\$280.00) per parcel or group of parcels for the year 2026; Three Hundred Dollars (\$300.00) per parcel or group of parcels for the year 2027; Three Hundred and Twenty Dollars (\$320.00) per parcel or group of parcels for the year 2028;”
2. This Bylaw may be cited as “Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025”.

READ A FIRST TIME this 22nd day of October, 2025.

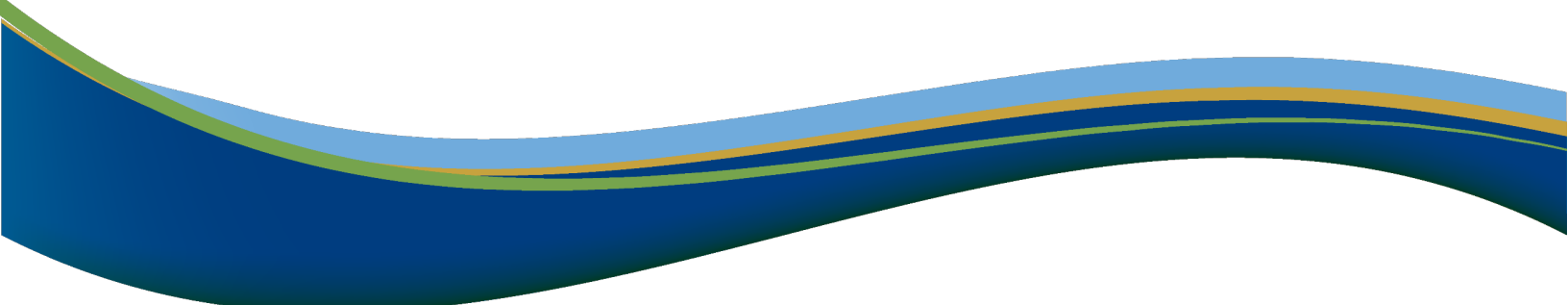
READ A SECOND TIME this 22nd day of October, 2025.

READ A THIRD TIME this 5th day of November, 2025.

ADOPTED this ____ day of _____, 2025.

Mayor

Corporate Administrator



TOWN OF QUALICUM BEACH

STAFF REPORT

File No.3900-20-910.04

TO: Heather Svensen, Corporate Administrator

FOR: Regular Council Meeting

DATE: November 20, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Town of Qualicum Beach Cemetery Bylaw No.915, 2025**

GOVERNANCE DECISION

Council is requested to consider first and second reading of “Town of Qualicum Beach Cemetery Bylaw No.915, 2025.” Council is also asked to consider first reading to “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025” as the Town is moving all rates into a single bylaw location as bylaws are reviewed and updated.

RECOMMENDATIONS:

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

PURPOSE

The purpose of this report is to outline the changes and updated rates in “Town of Qualicum Beach Cemetery Bylaw No.915, 2025”.

BACKGROUND

The “Qualicum Beach Cemetery Bylaw No. 610, 2007” was last reviewed in 2014. The rates have not been updated since that time as there is no provision for incremental increases to the rates or a schedule of annual increases. As there are significant changes and updates throughout the Cemetery Bylaw, it is proposed to repeal and replace the Bylaw with “Town of Qualicum Beach Cemetery Bylaw No.915, 2025”.

Comparators

The following municipalities were used as comparators to assess the fees charged at the cemetery:

- Courtenay
- Cumberland
- Ladysmith
- Nanaimo
- North Cowichan
- Port McNeill
- Port Hardy
- Maple Ridge

Comparators were selected based on geographic location, operational scheme with a focus on municipally owned and operated cemeteries, size of cemetery, and services offered.

Results of the Rates Review

As the Bylaw had not been reviewed in over 10 years, it was found that rates for Qualicum Beach were lower in many service areas than the average from the comparators reviewed. Rates were adjusted in all areas to a minimum of the average charge by comparator municipalities. Where appropriate, rates were increased from the average to reflect current costs unique to the Qualicum Beach Cemetery and the local economy, due to product and supplier availability.

Care Fund contributions were set at approximately 25% of the rate or fee charged across all areas. Care Fund contributions must be a minimum of 25% of the selling price for the right of interment for burial, 10% for the right of interment of cremated remains in a columbarium or mausoleum, and not less than \$10.00 for each memorial installed at the place of interment per the *Cremation, Interment and Funeral Services Regulation, B.C. Reg. 298/2004*. Care Funds are held in a reserve fund for the perpetual care and maintenance of the Cemetery.

It is recommended that a 3% annual increase be applied to these rates.

DISCUSSION

Summary of Changes “Town of Qualicum Beach Cemetery Bylaw No.915, 2025”

- Section 1: Definitions were reviewed and updated. The definitions of Resident and Non-Resident were updated, and a new definition of SD69 Resident was included to better clarify the eligibility for these groups in the different areas of the Bylaw. It should be noted that the Qualicum Beach Cemetery is generally intended for Residents of Qualicum Beach, and SD69 Residents as defined in the bylaw. Non-Residents are granted interment Licenses by exception under the specific provisions of Section 4(3) of the Bylaw.
- Section 4: Right of Interment and Licence to use Cemetery provisions were updated.
- Section 5: Transfer of Interment Licence provisions were updated.
- Section 6: Fees and Charges provisions were updated to reflect the transition of rates to the Miscellaneous Rates Bylaw.
- Section 8: Cemetery Caretaker provisions were updated.

- Section 10: Memorials were updated.
- Section 11: General provisions were updated.
- Rates and fees were moved to the Miscellaneous Rates Bylaw and all schedules of forms were removed to allow the Town to be able to amend these forms from time to time without a bylaw amendment. Any reference to these forms were changed to “in the form required by the Town”.
- Updates were made to terminology, language and references throughout the Bylaw.

Summary of Changes “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025”

- The fee chart was adjusted to clearly reflect Care Fund Contributions and ensure that Care Fund Contributions were identified for all applicable fees as recommended by a recent cemetery audit.
- Fees were compared with other rates and charges for municipal cemeteries across Vancouver Island and similar cemeteries on the mainland.
- Fees were adjusted to reflect current costs unique to the Qualicum Beach Cemetery and the local economy, due to product and supplier availability.

FINANCIAL IMPLICATIONS

It is expected that if there is consistent use of the Cemetery over future years, there will be a minimal revenue increase from the rate adjustments. Revenue increases from fees for Cemetery services will be directed towards the increasing cost of operating the Cemetery. Any Care Fund Contribution increases will be directed into the Cemetery Care Fund Reserve.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

International.

INFORM:

- Notice will be given through the Town’s Website of any fee changes following adoption of the Bylaw. Council may determine additional consultation is required in advance of adoption.

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

This Report is for Council consideration of first and second reading of “Town of Qualicum Beach Cemetery Bylaw No.915, 2025” and “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025”. The Cemetery Bylaw has been reviewed for the first time since 2014 with updates to terminology, references and language throughout the Bylaw, and the Town is moving all rates into a single bylaw location in the Miscellaneous Rates Bylaw as bylaws are reviewed and updated.

ALTERNATIVE OPTIONS

1. THAT Council amend Town of Qualicum Beach Cemetery Bylaw No.915, 2025 by increasing the Care Fund Contributions to 33%.

Council may set the Care Fund Contributions at a higher rate than proposed at first and second reading. In general comparator municipalities set their Care Fund Contribution rates at either 25% or 33% of the fees charged.

2. Council may provide alternate direction to staff.

APPROVALS

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



Danielle Leurebourg, MBA
Deputy Director of
Corporate Services
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence



Raj Hayre
Director of Finance
Concurrence

REFERENCES

- Attachment 1: “Town of Qualicum Beach Cemetery Bylaw No.915, 2025”
Attachment 2: “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025”

**TOWN OF QUALICUM BEACH
BYLAW NO. 915**

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

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

1. In this Bylaw unless the context otherwise requires,

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

Former Resident means a person:

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

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

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

Municipality means the Town of Qualicum Beach.

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

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

SD69 Resident shall mean a person who:

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

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

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

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

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

Town shall mean the Town of Qualicum Beach.

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

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

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

4. RIGHT OF INTERMENT LICENCE TO USE CEMETERY

- 4(1) Due to the limited availability of space at the Qualicum Beach Municipal Cemetery, plots at the Cemetery are intended for the exclusive use of Qualicum Beach Residents and SD69 Residents, with the exception for Non-Residents provided in Section 4(3) of this Bylaw.
- 4(2) The Council may grant to any Qualicum Beach Resident or SD69 Resident paying the relevant fees required by the Town, and upon verification of eligible residency, a Right of Interment licence for the exclusive use by their executor(s) or administrator(s), of any one or more Grave Spaces, Columbarium niches or memorial spaces on the Scattering Board which may be vacant and unlicensed in the Cemetery and, upon payment of said fee, such person or persons shall be entitled to receive a Right of Interment licence in the form prescribed by the Town.
- 4(3) The Council may grant to a Non-Resident whose spouse, child, or parent is interred in the Qualicum Beach Cemetery, paying the fees required by the Town, a Right of Interment licence for the exclusive use by their executor(s) or administrator(s), of any one or more Grave Spaces, Columbarium niches or memorial spaces on the Scattering Board which may be vacant and unlicensed in the Cemetery, and upon payment of said fee, such person or persons shall be entitled to receive a licence in the form prescribed by the Town.

- 4(4) Right of Interment fees will include the required Cemetery Care Fund Contribution. A Right of Interment does not vest in the holder any title or interest in the land or lot but instead provides for the right to inter the person named on the Right of Interment licence.
- 4(5) The issuance of a Right of Interment does not entitle the holder to require the Town to inter the human remains or Cremated Remains of the designated person in the plot unless the holder complies in all respects with the provisions of the Bylaw, including, without limitation, the payment of all fees related to the interment and residency eligibility as defined in this Bylaw.
- 4(6) At the time of purchase, a Right of Interment licence holder shall either reserve the right to use that plot for themselves or authorize another family member who meets the residency requirements to be interred in the plot to which the Right of Interment refers, or designate which individuals have the authorization from the Right of Interment licence holder to make this selection. An interment licence holder may only designate one plot for their own use. Proof of residency and/or residency history for all named parties for interment in the Cemetery will be required prior to the issuance of a Right of Interment Licence.
- 4(7) The Chief Administrative Officer, or designate, may refuse to sell the use of more than two Grave Spaces to any one individual.

5. TRANSFER OF RIGHT OF INTERMENT LICENCE

- 5(1) If the holder of a Right of Interment licence to use and occupy Grave Space in the Cemetery desires to dispose of, or transfer to another person, their right to use and occupy Grave Space in the Cemetery shall provide the Director of Corporate Services full particulars of the name, address, or other description of the person to whom such disposal or transfer is desired to be made, and pay the fee required by the Town.
- 5(2) The person to whom the Right of Interment is to be transferred must be a Qualicum Beach Resident or Former Resident, except in the case of the transfer of a Columbarium niche or memorial space on the Scattering Board, to which a transfer may be made to a SD69 Resident.
- 5(3) Upon receipt of the transfer fees required by the Town as amended from time to time , and upon compliance with the requirements of this Bylaw by the licence holder and the person to whom the Right of Interment licence is to be transferred, the Director of Corporate Services shall effect the desired transfer by an endorsement upon the licence to that effect and shall record the same in the books or other records kept by them for that purpose.

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

6. FEES AND CHARGES

- 6(1) The fees for interment, exhumation, use of Grave Space, and care of graves, and the charges for goods offered for sale by the Town for use in the Cemetery, and any other Cemetery fees shall be those set out in the Town's Miscellaneous Rates Bylaw, as amended from time to time.
- 6(2) The fees due shall be paid in advance to the Town at the time of application for a Right of Interment licence or in advance of services provided.
- 6(3) The fees for a person who meets the definition of Former Resident shall be charged at the Qualicum Beach Resident rate.

7. PERMISSION TO INTER, EXHUME AND CREMATE

- 7(1) No body other than a deceased human body shall be interred in the Cemetery and no interment of a body shall be made until a Permit to Inter the body has been obtained from the Town and the fee for interment has been paid to the Town.
- 7(2) All Permits for Interment of deceased persons in the Cemetery shall be in the form required by the Town and shall be submitted at least 48 hours before the interment is to take place.
- 7(3) All applications for a Permit to Inter in the Cemetery must be made to the Director of Corporate Services at the Town's offices between the hours of 9:00 a.m. and 4:00 p.m. on all days of the week except Saturday, Sunday and statutory holidays.
- 7(4) Any person who makes an application for a Permit for Interment, or who requires an interment to be made, shall furnish the Director of Corporate Services a statement of the name, age, date of birth, date of death of the deceased, date and time of funeral, whether or not death was caused by a communicable disease and such other information as may be reasonably required.
- (a) Where the Health Officer directs that a body be buried in the Cemetery during any period when the Town's offices are closed, permission to inter in the Cemetery shall be obtained from the Chief Administrative Officer or designate.
 - (b) Where a burial in the Cemetery is performed under the conditions of subsection 7(4)(a), the person who permitted the burial and the person who performed the burial shall report the matter to the Director of Corporate Services, with full details

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

- (c) The information required to be given to the Director of Corporate Services under the terms of subsection 7(4)(b) of this section shall be provided to the Director of Corporate Services as soon after interment as the Town's offices are opened.
- 7(5) No deceased person, save and except Cremated Remains, interred in the Cemetery shall be exhumed without a written order being first obtained from the proper authority in accordance with the requirements of the *CIFSA* and the presentation of such order to the Director of Corporate Services. All permits for the exhumation of Cremated Remains shall be in the form prescribed by the Town.
- 7(6) It shall be unlawful for any person to cremate or bury a deceased person within the limits of the Town of Qualicum Beach, save and except as authorized under the terms and conditions of the *CIFSA* and the regulations made thereunder.
- 7(7) No body shall be interred in the Cemetery except in compliance with and subject to the provisions of this Bylaw.
- (a) Where the body of a person who dies while suffering a communicable disease is to be buried in the Cemetery, any instruction given by the Health Officer respecting interment shall be fully and carefully followed by those who perform the interment.
 - (b) Where the body delivered to the Cemetery for interment is subject to direction of the Health Officer, the person delivering the body to the Cemetery shall inform the Caretaker.
- 7(8) The holder of a Right of Interment licence to use and occupy Grave Space in the Cemetery shall not allow or permit an interment to be made in the Grave Space to which the licence refers, nor shall they transfer or dispose of the said Grave Space to another person, group or organization, unless such interment, transfer or disposal be made pursuant to the provisions of this Bylaw.
- 7(9) Each full burial interment in the Cemetery shall be made in a grave dug to a depth sufficient to provide for not less than one meter of earth between the upper surface of the coffin or grave liner and the level of the ground surrounding the grave.
- 7(10) One full size Grave Space/burial plot may contain either of the following:
- (a) one adult size, one child size, or one infant size full burial interment;
 - (b) up to, and including, six Cremated Remains;
 - (c) interment of up to and including, four Cremated Remains may be permitted with the interment of one adult size, child size or infant size full burial interment, subject to:

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

- 7(11) Only one (1) Cremated Remains shall be permitted in any one (1) cremation size plot and only two (2) Cremated Remains shall be permitted in any one (1) Columbarium niche.
- 7(12) Notwithstanding Sections 7(9), 7(10) and 7(13), Cremated Remains of a deceased person may be interred in a Grave Space to provide not less than sixty centimeters of earth between the upper surface of the container and the level of the ground surrounding the grave, or may be interred at a depth permitting a concrete sheath or block containing the Cremated Remains to be used as a base for a small memorial marker placed flat and level with the surface of the ground surrounding the grave.
- 7(13) A precast concrete grave liner shall be used for each interment, except in the case of Cremated Remains, and except where a concrete or steel vault is used, and such liner shall be made of reinforced concrete not less than five centimeters thick and shall consist of two sides and end walls and a cover sufficient to bridge the coffin its entire length. In the case of Cremated Remains interred in a full size plot, potentially requiring future exhumation, a separate liner made of fiberglass or other material must be purchased through the Town.
- 7(14) No person shall inter any body in the Cemetery except between the hours of 9:00 a.m. and 2:00 p.m. Monday to Friday, excluding statutory holidays, except as provided in this bylaw.
- 7(15) No person shall inter any body in the Cemetery after 2:00 p.m. Monday to Friday, on Saturday, or Sunday or on any statutory holiday unless written permission of the Director of Corporate Services is first obtained, except in the emergency conditions as specified in section 14 hereof, and subject to the additional After Hours fees.
- 7(16) No grave shall be dug or opened by any person other than the Caretaker or other person duly authorized by them, or, by the Director of Corporate Services.
- 7(17) No vaults, or other methods of interment above ground level, shall be permitted in the Cemetery with the exception of Columbarium niches and the Scattering Garden as provided by the Town.

8. CEMETERY CARETAKER

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

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

9. ADMINISTRATION AND CEMETERY CARE FUND

- 9(1) The Director of Corporate Services shall maintain records as necessary to the administration and management of the Cemetery as required by the *CIFSA* and by regulations made thereunder.
- 9(2) The Director of Corporate Services is hereby authorized on behalf of the Municipality to grant a licence in the form required by the Town in respect of any Grave Space in the Cemetery, according to the scale of fees and charges required by the Town and subject to the provisions of this Bylaw.
- 9(3) The Director of Corporate Services shall issue Interment Permits required by this Bylaw except as otherwise provided.
- 9(4) Upon issuing any permits for interment in the Cemetery, or upon receiving an order for exhumation from the proper authority as required by Section 7(4)(a), the Director of Corporate Services shall notify the Caretaker before the time of the intended interment or exhumation giving the name of the deceased and the number and location of the Grave Space concerned.
- 9(5) Financial Administration:
 - (a) A fund shall be established to be known as "The Cemetery Care Fund" and such fund shall be administered in accordance with the requirements of the *CIFSA*, and associated regulations.
 - (b) A bank account shall be established to be known as "The Cemetery Care Fund Account" into which the Financial Administrator shall pay all funds received for Cemetery Care Fund purposes and all such funds shall be deposited in said account, and there held pending investment as hereinafter provided.
 - (c) On all licences for use of Grave Space, the Financial Administrator shall pay into "The Cemetery Care Fund Account" an amount as specified in the Miscellaneous Rates Bylaw, except in those cases where a different amount is approved by the Registrar.

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

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

10. MEMORIALS

- 10(1) No person shall place on any Grave Space in the Cemetery a memorial marker or tablet until the required fee has been paid to the Director of Corporate Services for Cemetery Care Fund purposes in respect to each memorial or tablet which it is desired to install.
- 10(2) A tablet type memorial may be installed on a grave in the Cemetery for each occupant subject to the requirements of Section 10(1) hereof and subject to the following:
- (a) Memorials for each full burial or cremation plot shall not exceed 30.48 centimeters by 50.8 centimeters (12" x 20").
 - (b) Each memorial tablet for full burial or cremation plot shall only be installed by the Caretaker or other authorized employee of the Town, in a position on the grave according to that established by the Town for memorials on graves in the Cemetery and shall have its top surface set level and flush with the surface of the surrounding ground.
 - (c) For full burial or cremation plot, each metal memorial tablet shall be attached to a concrete/stone base not less than ten centimeters (3") thick, with side surfaces true and perpendicular with its top surface.
 - (d) Memorial tablets shall only be permitted for interred buried or Cremated Remains.
 - (e) All memorials for full burial or cremation interments shall be of natural stone, concrete or metal.

- (f) Columbarium niche memorials shall be engraved on a 4" x 8" metal marker and installed on the door of the niche; and are only to be installed by the Caretaker.
- (g) Scattering Board memorials shall be engraved on a 3" x 4" metal marker and installed on the face of the Scattering Board; and are only to be installed by the Caretaker.

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

11. GENERAL

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

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

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

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

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

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

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

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

- 11(8) The discharging of firearms, other than in regular volleys at burial services, is prohibited in the Cemetery.
- 11(9) Any person who willfully destroys, mutilates, defaces, injures or removes any tomb, monument, grave-stone, or other structure placed in the Cemetery, or any fence, railing or other work for the protection or ornament of the Cemetery, or tomb, monument, grave-stone, or other structure aforesaid or plot within the Cemetery, or willfully destroys, cuts, breaks or injures any shrub or plant, or plays at any game or sport, or discharges firearms (save at a military funeral), or who willfully or unlawfully disturbs persons assembled for the purpose of burying a body therein or who commits a nuisance, or at any time behaves in an indecent and unseemly manner, or deposits any rubbish or offensive matter or thing in the Cemetery, or in any way violates any grave, tomb, tombstone, vault, or other structure within the same, shall be guilty of an infraction of this Bylaw, and liable to the penalties hereof.
- 11(10) The gates of the Cemetery shall be opened to visitors daily at 8:00 a.m. and closed at 3:00 p.m. The gates of the Cemetery will be closed on statutory holidays, with the exception of Remembrance Day. Any person in the Cemetery between sundown and 8:00 a.m. the following morning, without the permission of the Caretaker, shall be guilty of an infraction of this Bylaw.
- 11(11) Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention or violation of any of the provisions of this bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this bylaw is guilty of an offence against this bylaw and liable, upon summary conviction to a fine not exceeding Two Thousand Dollars (\$2,000.00).
- 11(12) Notwithstanding anything herein contained, the administration of the Cemetery shall be carried out at all times in accordance with the *C/FSA*, and the regulations made thereunder.
12. This Bylaw may be cited as "Town of Qualicum Beach Cemetery Bylaw No. 915, 2025".
14. "Qualicum Beach Cemetery Bylaw No. 610, 2007" and all amendments thereto is hereby repealed.

INTRODUCED FOR FIRST READING this ____ day of _____, 2025.

READ A SECOND TIME this ____ day of _____, 2025.

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

ADOPTED this ____ day of _____, 2025.

Teunis Westbroek
Mayor

Heather Svensen
Corporate Administrator

**TOWN OF QUALICUM BEACH
BYLAW NO. 638.06**

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

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

1. This Bylaw may be cited for all purposes as “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Cemetery) Bylaw No. 638.06, 2025”.
2. “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” is hereby amended by:
 - (1) Inserting Schedule “G” – Cemetery Ratesattached as Schedule “A” and forming part of this Bylaw.
3. These rates are to come into effect January 1, 2026.

INTRODUCED AND READ A FIRST TIME this ____ day of _____, 2025.

READ A SECOND TIME this ____ 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"
**"Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment
(Cemetery) Bylaw No. 638.06, 2025"**

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

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

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

<u>Late arrivals at cemetery</u> – to be charged to company conducting funeral for each half hour, or part thereof, after the scheduled time		\$50.00/half hour	
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Fees listed exclude applicable taxes.

Committee & Liaison Report
Councillor Anne Skipsey
Regular Council Meeting, November 20, 2025

October 27, 2025 – Qualicum Beach Memorial Golf Course

- As Council Liaison, I joined town staff in meeting with two representatives from the Golf Course

October 28, 2025 – RDN Meetings

- As Alternate Director, I attended an In-Camera Committee of the Whole meeting in the morning and in the afternoon, attended the Regular Board Meeting. Some of the highlights from the afternoon included:
 - Receipt of Correspondence from MABR regarding fundraising for Hamilton March (the whole 360) and the Conditional Pledge Agreement mechanism they have put in place for collecting donations
 - Staff Report on the French Creek Pollution Control Centre Expansion and Odour Control Capital Project Apportionment Follow Up Information was referred back to staff for updating and more clarification around the implications of this project. However, it appears Qualicum Beach is responsible for 32.22% of total flow which will result in an estimated annual average increase to the tax payer of \$129 in 2028.

October 29, 2025 – OECCMs Project Partner Meeting

- Over the last 4 years Environment and Climate Change Canada provided MABRRI with funding to advance the objective of 30 in 30 – 30% conservation of both terrestrial and aquatic lands by the year 2030. Updates were provided on the case studies that were done for potential Protected Areas (PAs) and Other Effective Area-Based Conservation Measures (OECCMs) including the suitability of the town owned Grandon Creek Ravine and Community Forest, as well as Milner Gardens and Woodland in Qualicum Beach. There was also information shared on their bioblitzes, community engagement and education as well as restoration efforts. Funding is currently expected to end March 2026.

October 31, 2025 – Halloween Candy Walk

- We braved the weather and had a fabulous time giving out juice boxes to all of the trick or treaters!

November 3, 2025 – Field of Crosses

- I attended this annual remembrance, initiated and hosted by Rotary in cooperation with the Legion, to recognize by name the local soldiers who did not return from war.

November 4, 2025 – RDN Meetings

- As Alternate Director, I attended the RDN Board's Committee of the Whole and Regular Board Meeting.

November 8, 2025 – Ducks Unlimited Oceanside Chapter Banquet

- After hearing the organizers of this fundraising event would be committing all net proceeds toward the purchase of Hamilton Marsh, I attended, along with other members of Council, in support of preserving this important wetland.

November 9, 2025 – Hamilton Marsh: A Living Legacy

- I attended the screening of this short film by Seidr Productions (Taryn Pickard), along with about 100 other attendees. The film helps the Hamilton Wetlands and Forest Preservation Society tell the story about the importance of preserving the 360 hectares which make up Hamilton Marsh ecosystem.

Committee & Liaison Report
Councillor Petronella Vander Valk
Regular Council Meeting, November 20, 2025

October 13, 2025 to November 10, 2025

October 13, 2025

- As liaison, attended the meeting of QCEWS (Qualicum CommUnity Education and Wellness Society).

October 17, 2025

- As liaison, attended the board meeting of the Qualicum Beach Chamber of Commerce.

October 29, 2025

- As liaison, attended the Board meeting of the PQBTA (Parksville Qualicum Beach Tourism Association).
- Attended the APC (Advisory Planning Commission) meeting regarding 510 Chester Road

November 3, 2025

- As liaison, attended the OCP Review Steering Committee meeting.

November 4, 2025

- As liaison, attended the Board meeting of the Chartwell Residents Association

November 8, 2025

- Attended the Oceanside Ducks Unlimited fundraiser for the potential purchase of the Hamilton Marsh

Committee & Liaison Report
Councillor Jean Young
Regular Council Meeting, November 20, 2025

October 6, 2025

- Heard Qualicum Beach Rotary meeting speaker Dr. Kelly Hatfield on her international project in Ghana. Dr. Hatfield is a Qualicum Beach family physician with a practice focused on maternity care as well as helping recruit more doctors to our community.

October 8, 2025

- Attended Oceanside 100 Women Who Care, nonprofit organization chosen: Nanoose Bay Activities & Recreation Society for \$38,000 support.

October 14, 2025

- ELCCO meeting with representative Sharon Gregson of Coalition of Childcare Advocates advocating more \$10/day childcare and discussion of the proposed BC Bill 19-year the school amendment act.
- Qualicum Beach Garden Club with Master Gardener, Connie Kuramoto sharing her experience in propagating plants for everyone to participate in small plantings to take home

October 16, 2025

- Fair Care Town Hall regarding the critical need for a cardiac cath lab at Nanaimo Regional General Hospital

October 17, 2025

- Qualicum Beach Museum currently with Trees of Qualicum Beach; photo contest winners; Truth & Reconciliation panels; Qualicum Beach Veterans of WW1 & WW2 and AGM October 21.

October 27, 2025

- Qualicum Beach Rotary meeting with guest speaker Jason Williams on volunteers needed to read from 9am - 10am to kids at Qualicum Beach Elementary School.

October 28 – 30, 2025

- Attended the annual Vancouver Island Economic Summit.

October 31, 2025

- Halloween Downtown event 3pm - 5pm with over 800 treats handed out.

November 1, 2025

- Vancouver Island Regional Library Board of Trustees meeting.

November 2, 2025

- Combined service at St. Stephen's United Church with local Legion 76 in honor of Remembrance Day

November 3, 2025

- Field of Crosses set up by Qualicum Beach Rotary officially opened 11am.

November 5, 2025

- Opening of Vancouver Island Juried One-Act Play Festival by Echo Players, a sold-out venue.

November 6, 2025

- Set up flags until November 12 in honor of Remembrance Day by Qualicum Beach Rotary.

November 8, 2025

- Ducks Unlimited Gala Fundraiser with all monies raised going to Hamilton Marsh.

November 9, 2025

- Film screening of Hamilton Marsh at St. Stephen's raising \$2486.85 in support of the Hamilton Marsh purchase.

November 10, 2025

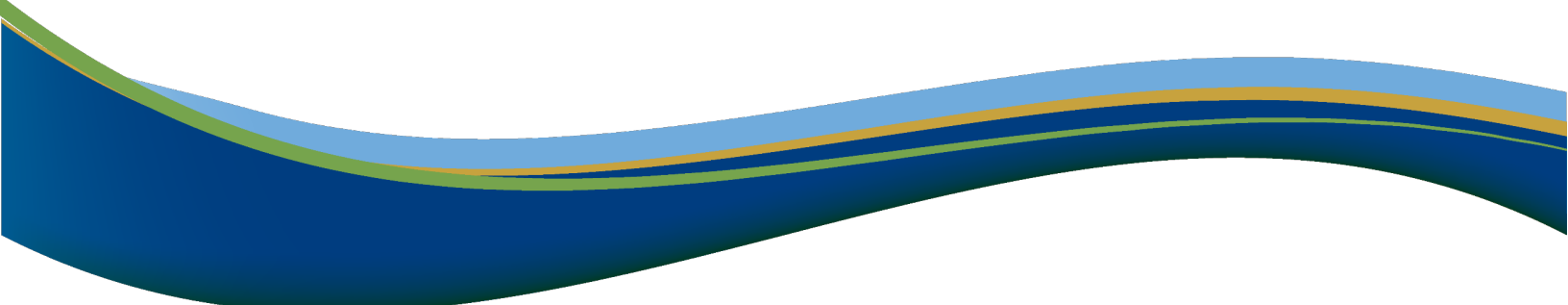
- Candlelight vigil at 5:30 pm at Field of Crosses.

November 11, 2025

- Remembrance Day service at Civic Centre

November 13, 2025

- Health Forward Summit a day long dialogue on healthcare issues & future of healthcare in the region.



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: November 20, 2025

FROM: Trudy Coates, Interim Executive Assistant

SUBJECT: **Committee & Commission Review – Phase 2 Recommendations and First Update**

GOVERNANCE DECISIONS

1. Consider a Policy that will define the role of Council Members appointed as Council Liaison to an assigned Council Committee, Commission, Community Group or activity.
2. Consider dissolving the Select Committee on Parks and Recreation and replacing it with an annual Committee of the Whole meeting with a focus on parks and recreation. Such a CoTW could be combined with other agenda topics, such as public safety.

RECOMMENDATIONS:

1. THAT Council approves Draft Council Liaison Policy No. 3004-12 substantially in the form attached as Appendix 1 to the November 20, 2025, staff report.
2. THAT Council dissolves the Select Committee on Parks and Recreation as a Committee of Council, based on the rationale provided in the staff report dated November 20, 2025;

AND FURTHER THAT Council directs staff to send letters of appreciation to the Members of the Select Committee on Parks and Recreation for their service, noting the opportunities for former Committee Members and the public to provide input on parks and recreation through an annual Committee of the Whole meeting.

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

PURPOSE

To update Council on the status of the Phase 2 Committee Review and to seek approval on recommendations. A second report will follow at a subsequent meeting with recommendations regarding the Heritage Forest Bylaws and the Management Plan, and their interplay with the Heritage Forest Conservation Covenant.

BACKGROUND

- **GENERAL**

Committees are advisory to Council and, historically, committees were possibly the number one method of engagement for small to mid-size municipalities in BC. However, with constantly increasing public engagement alternatives, technological advances, public expectations and volunteer fatigue, municipalities are more selective in considering which public engagement tool to use for which topic. When considering establishing or continuing a Council Committee or Commission, it is critical to ensure the body is accessible, inclusive, provides a diversity of viewpoints, and is worthwhile and effective for the volunteers and for the municipality, or alternatively if another public engagement tool should be utilized.

If Council determines it wants to have a Council Committee or Commission with a given focus, instead of one or more of the other public engagement options, the Committee or Commission must be established and operated in accordance with the *Community Charter* and the Council Procedure Bylaw. Preferably a Committee or Commission would be established with a clear, concise Terms of Reference and training would be provided to guide the members and the staff supporting the body. The Terms of Reference should clearly state its term (short-term or specify length), targeted membership, topic and purpose, and if a Committee or Commission may only provide advice on topics referred from Council or list any other specific task or mandate. It is potentially an exercise in frustration if volunteers are not recruited and appointed while understanding their limited and specific role as a Committee or Commission Member. It should be noted that a Committee or Commission is not necessarily a good substitute for a more comprehensive public engagement approach on a given matter.

As the Council usually reviews its Strategic and Financial Plan annually, Committees and Commissions should also follow this process and make recommendations to Council proposing an annual work plan for Council's approval, subject to consistency with Council's Mission and Focus Areas. This is also an opportunity for an annual review to ensure a Committee or Commission is on track, fulfilling Council's needs, and following its Terms of Reference.

The Town has continued work to do, in order to align Committee and Commission workplans with Council's Strategic Plan and Budget processes.

- **TOWN OF QUALICUM BEACH**

Since incorporation on May 5, 1942, the Town of Qualicum Beach has been blessed with engaged citizens and enthusiastic volunteers, who have served on various advisory bodies over the years. These Committees and Commissions have provided advice to Council and delivered valued community services. The delivery of services has evolved in the past 80+ years and public engagement and communication options have expanded in variety and expectations in the last 15 years.

During the 2023 Strategic Planning Process, Council directed staff to advance the first phase of a Committee and Commission Review, focusing on two Committees (Public Safety and the Airport Users). In October 2023, the Town contracted the team of Leftside Partners Inc. and Neilson Strategies Inc. to undertake Phase One of the Town's Committee and Commission Review. This resulted in the presentation at the December 13, 2023, Committee of the Whole meeting and the May 29, 2024 Council resolutions resulting from the May 2024 Committee Review – Phase 1 report.

As noted in the May 2024 Committee Review – Phase 1 Report, the Review is part of a broader strategy to ensure that the Town's Committees and Commissions:

- are consistent with Council's Mission, strategic directions and Focus Areas;
- reflect best practices; and,
- are functioning effectively.

The Committee and Commission Review Strategic Initiative (Phase 2), was planned and budgeted for in 2025. On March 12, 2025, Council resolved to approve a change in scope to Phase 2 of the Review to focus on the Heritage Forest Commission, with attention to the Select Committee on Parks and Recreation if time permitted. Attention was also paid to general Committee and Commission procedures and issues.

This is the first report on Phase 2 of the Committee and Commission Review which covers the Council Liaison role, the Select Committee on Parks and Recreation, and general Committee and Commission procedures and issues. It also describes anomalies identified during the Review, provides three recommendations (summarized above) and reports on some actions taken during the Review.

The jurisdictional scan (a review of other municipalities' websites regarding committees) was challenging as only one other municipality in the survey group had a Parks and Recreation Committee. In addition, the Heritage Forest Commission (operating as an advisory body) was unique to the Town of Qualicum Beach given the focus: Town-owned land, purchased through Parks DCCs and public donations, with the Town registering a Conservation Covenant with additional signatories being the Brown Property Preservation Society and The Land Conservancy of British Columbia.

• PARKS AND RECREATION

Council, per *Community Charter* s. 142, may establish and appoint a Select Committee to consider or inquire into any matter and report its findings and opinion. The Terms of Reference for the Select Committee on Parks, Recreation and Culture was drafted in 2015 with the first meeting held in January 2016. However, through the public consultation and development of the Culture Plan, it was determined that the Arts community would prefer to not be included in the Select Committee umbrella and the "Culture" mandate was removed from the Terms of Reference in October 2019.

The Terms of Reference for the Select Committee on Parks and Recreation has had two minor amendments since then, one to make the Council Member non-voting (2023) and one to update the definition of Youth Member (2025) but maintained the role of the Committee as advisory providing advice on specific items referred from Council. The Terms of Reference specify:

- *Shall be an advisory committee reporting to Council on matters relevant to recreational activities provided and conducted on, or in connection with parks, trails, playgrounds and athletic fields.*
- 7 members: composed of 1 non-voting member of Council, and 6 voting members: 1 youth member at large plus 5 members of the public who will serve as members at large.
- Advisory persons to the Committee shall not vote and include staff. Also, persons (delegations) representing other interested groups, individual agencies or businesses if invited to attend, i.e., in relation to an item referred by Council to the Committee.

Since the first meeting of the Committee in January 2016, Council has established additional methods to receive public input (e.g., Public Inquiry form, quarterly Committee of the Whole meetings, Quality of Life Survey, etc.) and has not had reason for the last few years to regularly refer items to this Select Committee for advice. However, the staff time for administrative work

that supports the Committee has continued in a small way, e.g., advertising for members, membership reports to Council, appointment correspondence, responding to questions, etc.

It is also important to understand that the Regional District of Nanaimo (RDN) has a major role in providing recreation services in our community, a service for which the Town pays the RDN through an annual requisition. The RDN Oceanside Services Committee (OSC) is established as a Standing Committee of the RDN Board for the purpose of advising the RDN Board on provision of recreation services and programs in the Oceanside area: operation of the Ravensong Aquatic Centre and Oceanside Place, in addition to economic development and liaising with the RCMP. The OSC is comprised of six communities represented by Elected Officials from Electoral Areas E, F, G and H, the City of Parksville, and the Town of Qualicum Beach. As a RDN Committee, the OSC is not included in the Town's Committee and Commission Review.

- **HERITAGE FOREST COMMISSION**

In 2025, much work has been undertaken to optimize the Heritage Forest Commission (HFC) Guide, meeting practices, timelines and communication. Both staff and the Commission members acknowledge improvements.

One important clarification was on the role of the Council Liaison. The 2025 HFC Guide notes that the Council Liaison is appointed by Council to the Commission and is responsible to:

- *serve as a communication channel between Council and the committee to deliver information, both to and from Council, and to provide clarification, as required*
- *act as a conduit of information, not to assess or align with the decisions of a committee*
- *engage in conversation at committee meetings, providing information and context from a Town perspective*
- *refer committee members to use the Public Inquiry system to report concerns or request services described as day-to-day operational issues for staff response*
- *speak at the Council meeting at which a committee recommendation to Council is listed on the Council agenda, including making the motion, and*
- *per the HFC Bylaw, the Council Liaison is also a voting member of the committee and responsible as a Committee Member – See Committee Member responsibilities above....*

The 2025 HFC Guide also noted that a comprehensive draft Council Liaison Policy was under review for future Council consideration.

The next Committee Review Update Report that Council will receive will focus on the Heritage Forest Bylaws and Management Plan, and their interplay with the Conservation Covenant. In addition, it should be noted that Council has already considered the protection of the Brown Property Preservation Society (BPPA) volunteers, authorized through the 2008 Conservation Covenant, in a separate Strategic Planning Scoping Sheet report to establish a Municipal Insurance Association (MIA) of BC Service Provider Agreement, Associate Member status, and insurance for the BPPA. This milestone was also an outcome of the Phase 2 Committee and Commission Review.

DISCUSSION

Council Member Role as Council Liaison – the role of Council Members who have been appointed to Committees, Commissions or Community Groups (external and internal) as Council Liaisons may not always be clear to the body, nor is there consistency in responsibility. In some cases, Council Members are non-voting, in other cases voting, and may be specified as a Chair. In all cases, the role of Council Liaison is intended to facilitate communication between Council and the Committee, Commission or Community Group, reporting only to Council.

For a number of external bodies assigned a Council Liaison in the past, the external body did not understand that the Council Member reports to Council only and the external body still needs to represent itself to Council, i.e., the Council Liaison is not the advocate on behalf of the external body – the Council Member appointed as Council Liaison is the Town's representative to the body.

The jurisdictional scan reaffirmed the best practices for the Council Liaison role, i.e., facilitating communication and not acting as a body's advocate. E.g., The City of Pitt Meadows reports:

"The Council Liaison serves as a communication channel between Council and the committee to deliver information, both to and from Council, and to provide clarification as required. A Council Liaison's role is not to assess or align with the decisions of a committee, but to act as a conduit of information. Although the Council Liaison may have ideas and suggestions to share with the committee, and committee members are certainly welcome to ask them questions, their role is often observatory in nature and their engagement during committee meetings will often be less robust than that of voting members of the committee."

In the governance audit for the District of Sechelt (2024), George Cuff (via his firm) states:

"Liaison Role Members of Council: are not expected to be advocates for Committees but, rather, to act as a liaison on behalf of the Council. ... As a representative of Council, the appointee will not commit the Council to any position unless it is in accordance with Council's current policy position." (Sechelt) He also adds: *"Each Councillor needs to understand the expectations of their participation as a member of committees to which they have been appointed by Council. Unless otherwise stated, a member of Council is expected to be a liaison on behalf of Council as a whole."*

A published Council Liaison Policy is intended to support expectation management. It would also avoid role confusion experienced in the past, e.g., a group drafting their own job description for a Council Liaison, a group expecting the Council Liaison to present the group's proposal to Council, etc. As such, staff recommend that Council approve a Council Liaison Policy; Draft Council Liaison Policy No. 3004-12 included as Appendix 1 to this staff report for Council's consideration.

Select Committee on Parks and Recreation – best practice and the Phase 1 Committee and Commission Review both support regular review of the purpose and continuity of each non-statutory Town Committee or Commission, at a minimum of one review per term or annually flowing from the Strategic and Financial Plans.

Through the interviews with Committee Members, it was evident that some Members did not understand the Terms of Reference and/or the Committee's advisory role. In some cases, Members thought they had a "wide-open" role. This observation highlights the need for training and regular review of advisory bodies.

The Parks and Recreation Commission Bylaw was rescinded in June 2012. There was no replacement of the Parks and Recreation Committee until January 2016. Since 2019 the mandate of the Committee has been to provide advice only on items referred by Council. However, some mandate "scope creep" occurred through 'round table' discussions at meetings where items not referred by Council were discussed. Additionally, staff have been asked to provide updates on projects not on the agenda (not referred by Council). From 2020-2023, there have been 9 meetings of the Parks and Recreation Committee, and no meetings have been held since 2023.

Over 5 days in June, T. Coates conducted 13 independent interviews, each ½ hr – 1 hr in duration, with the 5 members of Council, 5 Select Committee Members at Large and 6 members of staff, with each participant being asked standardized questions. Interviewees were asked to keep the conversation confidential so that each person participated independently, without influence.

Interview inputs have informed the recommendations in this report and assisted with anomaly identification and the corrections that have been implemented. They have also been considered in the context of other public input opportunities that the Town can offer on the matter of parks and recreation.

The Select Committee on Parks and Recreation held its first meeting in January 2016. However, Council has subsequently established other methods to receive public input (Public Inquiry form, quarterly Committee of the Whole meetings, Quality of Life survey, etc.) and has not had reason in recent years to regularly refer items to this Select Committee for advice. Historically, in the 1990s and early 2000s there was a Parks and Recreation Commission that organized events. However, several separate societies or other Committees have evolved to organize specific events e.g., Beach Day, Family Day.

The process of establishing an advisory body does not mean there is a duty to ‘create work’ so there is a reason for the Committee or Commission to meet; the purpose of an advisory body is to provide advice when requested. The Town is conscious of the need to streamline processes given the demands for staff and Council time. The 5 Committee Members interviewed in the Review process noted the lack of Committee activity and indicated if there was a transition from a Committee to other models of engagement or input, they would be interested to participate in ad hoc parks and recreation related informal engagement session(s) on a Council-identified topic needing feedback. This could be fulfilled through an annual Committee of the Whole meeting with a focus on parks and recreation providing an opportunity for wider community input, or through a topic specific Committee of the Whole meeting, e.g., when a community group proposes a project through the service level increase policy process and Council wishes to seek public input.

Given the above, staff are recommending that Council dissolve the Select Committee on Parks and Recreation and schedule an annual Committee of the Whole meeting with a focus on parks and recreation.

ANOMALIES IDENTIFIED / CORRECTION IMPLEMENTED

a) Committees or Commissions discussing matters beyond their mandate – the review identified some mandate “scope creep” where bodies were considering work beyond the specified Terms of Reference or holding ‘round table’ discussions that went beyond the items listed on the agenda and/or their Terms of Reference. It highlighted the importance of comprehensive orientation for Committee and Commission members and resource staff; participation of corporate services and administration staff knowledgeable on committee procedures; and aligning agenda content with Terms of Reference.

Correction implemented – staff clarified and corrected processes, e.g., the Heritage Forest Commission orientation in March 2025 included transition to a new meeting agenda format for future meetings whereby the agenda headings repeated the duties of the Commission listed in the Heritage Forest Commission Bylaw. If a proposed topic did not fit within the duties’ headings, it may not be within the mandate of the Commission or appropriate for the agenda. Resource staff to other bodies have been reminded to check the Terms of Reference when preparing agendas.

- b) Committee meeting business becoming blurred with day-to-day operations discussion –** Council has delegated day to day operations to staff. Staff value feedback from the ‘eyes and ears’ in our community, members of the public and advisory bodies. It is important that the feedback is submitted through the new processes established for role clarity and to maintain the purpose of the Committee or Commission’s meeting. Also to respect the governance chain of responsibility (Council – CAO – Administration) and not attempt to manage or direct staff or administration.

Correction implemented – members transitioned easily to using the new Public Inquiry form (instead of calling staff direct or bringing up operational items at meetings).

- c) Committee members participating in meetings electronically – the *Community Charter*** only permits electronic participation if authorized in the Council Procedure Bylaw. Council Procedure Bylaw No. 733, 2019 only provides for a Member of Council who is unable to attend at the open portion of a Regular Council or Special Council or Committee of the Whole meeting due to unavoidable circumstances to participate in the meeting by means of electronic or other communication means. Council Procedure Bylaw No. 733 does not provide for Committee or Commission Members to participate electronically. During COVID, the Province gave an Order permitting participation in local government meetings electronically; however, that Order expired several years ago.

Correction implemented – staff clarified and corrected the practice and terminated electronic participation by Committee and Commission members.

- ✓ Option: direct staff to bring forward an amendment to Council Procedure Bylaw No. 733 to permit electronic participation; not recommended by staff.
- ✓ Note: this participation restriction would not apply to the Accessibility Advisory Team as it is not a Committee subject to the legislation.

- d) Committee procedures inconsistent with Terms of Reference or Council Procedure Bylaw** – staff noted the importance of Committees and Commissions following the Council Procedure Bylaw and the Terms of Reference (T of R) approved by Council, e.g., if the T of R specifies meetings are to be held in the Town Hall Committee Room, meetings could not be held at other locations unless there was a Council motion for one event and/or to amend the T of R; minutes are to be certified (signed) by Corporate Officer; no seconder is required for motions at Committee or Commission meetings; the Chair must be a Committee or Commission Member elected by the body and if absent the Committee or Commission must appoint a Member as acting Chair for the duration of the meeting, i.e., a staff person or a Council Member not appointed to the Committee or Commission cannot be appointed by the body as Chair, etc.

Corrections implemented – staff clarified and corrected inconsistent practices, including meeting locations, no longer requiring or recording a seconder for motions in the minutes, need to have the Corporate Officer certify (sign) minutes, HFC Chair must be a Committee or Commission member, etc.

- e) Communication outside of meetings inconsistent with Open Meetings legislation** – staff noted communications between Committee and Commission members outside of meetings accessible to public.

Corrections implemented – staff clarified and corrected inconsistent practices, e.g., updated Heritage Forest Commission Members on communication limitations and included information in the March 2025 Orientation Guide, e.g., “do not copy your submission email to other members of the HFC as, per Provincial Open Meetings regulations, all business of the HFC must be

discussed during an open meeting (except as provided in section 90(1) of the Community Charter), and not by email or phone.”

FINANCIAL IMPLICATIONS

Staff time to conduct the Phase II Committee and Commission Review was included in the 2025 budget. There are no financial implications anticipated from this Report, as no additional staff time is anticipated beyond current operational levels.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- The public is informed through the report and draft Council Liaison Policy for consideration at an open Council meeting.

CONSULT:

- Preparation of this Report was informed by comments gathered through T. Coates' individual interviews with: members of the Heritage Forest Commission and Select Committee on Parks and Recreation, Council Members, and staff.

STRATEGIC PLAN ALIGNMENT

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

- Good Governance: *To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.*
- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work and play in the Town.*

SUMMARY

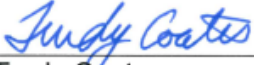
This report summarizes work to date on the Committee and Commission Review - Phase 2, and provides recommendations for Council's consideration. As subsequent report will be forthcoming regarding the other work covered in the Review, specifically the Heritage Forest Commission Bylaws and the Heritage Forest Management Plan, and their interplay with the Heritage Forest Conservation Covenant.

ALTERNATIVE OPTIONS

Alternatively, Council may choose to take no action on the three recommendations included in this Report, provide direction for amendment of the three recommendations, or direct staff to provide further information or recommendations.

APPROVALS

Report respectfully submitted by Trudy Coates, Interim Executive Assistant.

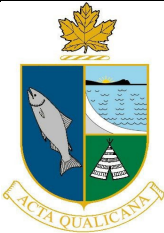
 _____ Trudy Coates Interim Executive Assistant <i>Report Author</i>	 _____ Lou Varela, MCIP, RPP Chief Administrative Officer <i>Concurrence</i>	 _____ Heather Svensen Director of Corporate Services/Deputy CAO <i>Concurrence</i>
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REFERENCES

Appendix 1: Draft Council Liaison Policy No. 3004-12

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2025\11 20 RCM\2. DRAFTS FOR CAO REVIEW\20 Nov 2025 Committee Review Ph 2 Recommendations and Update.docx

Insert Attachment #1: Draft Council Liaison Policy No. 3004-12

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – Council – Council Liaison	
	Policy Number: 3004-12	DRAFT

Purpose

This Policy provides clarity as to the role of, and expectations for, individual Members of Council appointed as a non-voting Council Liaison to an assigned Council Committee (Select or Standing Committee) or Commission, Community Group or activity where the role is deemed to be key in achieving the Town's Mission and to:

- facilitate ongoing communication between Council and the Council's Committee or Commission, Community Group or activity on matters of mutual interests;
- maintain communication channels between Council and the Community Group, conveying information and providing clarification, as required; and
- keep current by either attending meetings or conferring with Members, and keeping Council informed through Council Liaison reporting (Council agenda).

Definitions (Provided in alphabetical order)

“Alternate Council Liaison”	means a Council Member appointed by the Mayor (for a Standing Committee) or Council (for a Select Committee, Community Group or Activity) to represent the non-voting Council Liaison at an assigned Council Committee or Commission, Community Group or activity, meeting or event when the Council Liaison is unable to attend.
“Community Group”	means an agency, board, society or other community organization that has, or requests, a Council Liaison appointment.
“Council Liaison”	means the Council Member appointed by the Mayor (to a Standing Committee) or appointed by Council (to a Council Committee or Commission, Community Group or activity) as a Council Liaison to: • attend meetings and provide updates to and from Council on direction by resolution and community initiatives; • serve as a communication channel between Council and the body to which they've been appointed, conveying information and providing clarification as required.

“Liaison”	means a person who establishes and maintains communication for mutual understanding and cooperation (<i>Merriam-Webster Dictionary</i>).
“Select Committee”	Council may establish a Select Committee (at least one Member must be a Council Member) to consider or inquire into any matter and report their findings and opinions to Council [<i>Community Charter</i> (CC) s. 142].
“Standing Committee”	The Mayor may establish a Standing Committee (at least ½ Members must be Council Members) for any matter the Mayor considers would be better regulated and managed by means of such a Committee [CC s. 141]. A Standing Committee considers matters that are referred to it, and reports to Council with or without a recommendation.

Policy

Where there is an interest from various Community Groups or activities to have a Member of Council participate in their organization or event, appointment of a non-voting Council Liaison may be considered where the role is deemed to be key in achieving the Town’s Mission. The Mayor may choose to appoint a Council Member (and Alternate Council Liaison) as a non-voting Council Liaison to a Standing Committee, and Council may choose to appoint a Council Member (and Alternate Council Liaison) to act as a non-voting Council Liaison for a Council Committee, Commission, Community Group or activity in compliance with Policy No. 3004-12.

Procedure

1. Council (for Select Committees, Commission or Community Groups), and the Mayor (for Standing Committees), will consider appointment of Council Liaisons, including considering written requests from Community Groups forwarded by the Director of Corporate Services.
2. The Director of Corporate Services will provide written confirmation to the requesting Community Group of the decision regarding the request for a Council Liaison.
3. Council (for Select Committees, Commissions and Community Groups) and the Mayor (for Standing Committees), will consider the need for inclusion of a Council Liaison when reviewing and authorizing the applicable Terms of Reference.

Council Responsibility

Council Liaison appointments made by Council will be considered at the Inaugural Council meeting after each general local election. The Mayor will consider Council Liaison appointments when considering establishing a Standing Committee or altering appointments. Appointments may be considered during the Council term at the request of the Mayor or a Community Group, with Council's approval, and considered at other times, as required by Council. Appointments made are effective until a new appointment is made, or the Council Liaison position is dissolved.

Council and the Mayor for Standing Committees, will take into consideration the following parameters when making decisions regarding new Council Liaison appointments:

- (1) Requests for a Council Liaison submitted to the Director of Corporate Services received in writing from Community Groups will be considered by Council and may not be fulfilled in all cases;
- (2) Schedule availability, appointee's personal interest, expertise or education, conflicts of interest, or broadening a Council Member's knowledge base;
- (3) Sharing the number of appointments between Council Members equally, where possible;
- (4) Alignment of the Town's overall mandate, Mission and goals with the Community Group's mandate and goals (i.e., identification of mutual interests);
- (5) Availability and capacity of Council to accommodate additional Council Liaison appointments;
- (6) Whether the Community Group is appropriately constituted and in good standing with the Registrar of Societies or equivalent governing body;
- (7) The need for more frequent and robust communication between Council and the Community Group than can be accomplished through annual delegations to a regular Council or Committee of the Whole meeting or inviting Council Members to a meeting of the Community Group;
- (8) Priority will be given to those organizations within the Regional District of Nanaimo/Oceanside area delivering services on behalf of the Town or serving the community and, secondly, to those Council Committees,

Commissions or Community Groups which are not represented already and which are critical to the services the Town provides;

- (9) Appointing an Alternate Council Liaison to the role where deemed necessary or helpful;
- (10) Council Liaisons are not typically appointed to sporting clubs, political advocacy groups, service clubs or religious groups. Such Community Groups are welcome to invite Members of Council as guests to meetings and events.
- (11) Council Members may volunteer for Community Groups on their own volition; however, the Council appointed Council Liaison is considered the official representative for the Town to the assigned Community Group.

A Council Liaison has the following responsibilities:

**COUNCIL
LIAISON
RESPONSIBILITY**

- (1) Act as the Town's official representative to the assigned Council Committee, Commission or Community Group for the purposes of effective communication;
- (2) Facilitate good communications between the assigned Council Committee, Commission or Community Group and Town Council on matters of mutual interest by attending meetings of the assigned body as time and scheduling permits, and where agenda topics are of mutual interest;
- (3) Represent Council at assigned body's meetings and present Council's perspectives, as required;
- (4) Relay the Council Committee, Commission or Community Group's perspectives on matters back to Council at regular Council meetings using established processes, i.e., Committee & Liaison Reports;
- (5) Engage in conversation at the Council Committee, Commission or Community Group meetings, providing information and context from a Town perspective;
- (6) Notify the appointed Alternate Council Liaison when they are unable to attend a Council Committee, Commission or Community Group meeting so that the

appointed Alternate Council Liaison may attend in their place;

- (7) Council Liaisons are not authorized to make commitments on behalf of the Town unless that Council Liaison has received express authority to do so from Council, or unless the matter has been formally adopted through Council resolution or established Town policy or level of service;
- (8) To remain neutral and not act as the Community Group's advocate to Council, staff or the community;
- (9) Refer the Members of the Council Committee, Commission or Community Group to which they are appointed as Council Liaison, to use the Public Inquiry system at inquiry@qualicumbeach.com to report concerns or request services described as day-to-day operational issues for staff response;
- (10) Refer the Members of the Community Group to submit requests that require a Council decision, by writing to inquiry@qualicumbeach.com and offering the Community Group Chair, or designate to speak to the request, if required; recognize that it is not the responsibility of the Council Liaison to submit requests to Council; and advise of the process and timeline if the request is for a new or increased service (per Policy No. 3000-22);
- (11) Act as a non-voting Member of the assigned Council Committee, Commission or Community Group (unless the Terms of Reference provides otherwise), and play an advisory role only. The Council Liaison is not expected to participate in discussions and debate on matters being considered by the assigned body but rather to provide information as required from a Town perspective;
- (12) Council Liaisons must not participate in Community Group meetings that deal with personnel, legal, land or other confidential matters such as negotiations with the Town. Doing so may put them and/or the Town in a position of conflict with respect to matters that come before Council.

Community Group responsibilities include:

Approved: DD-Mmm-YY
Amended: DD-Mmm-YY
Approved by: Council

**COMMUNITY
GROUP
RESPONSIBILITY**

- (1) If not currently assigned a Council Liaison, and a Liaison is desired, the Community Group may submit a request for a Council Liaison (not for a specific Council Member) for Council consideration, in writing to the attention of the Director of Corporate Services, including a copy of their Terms of Reference (and bylaws or incorporation papers, if applicable), meeting schedule, identification of how the Group is aligned with Council's Mission and goals, details of services provided to the community, and confirmation that the body is not currently represented through another Community Group that has been assigned a Council Liaison;
- (2) Be appropriately constituted and in good standing with their respective governing body;
- (3) Function in accordance with good governance guidelines including, but not limited to provision of agendas in advance of meetings; maintaining minutes; managing meetings in accordance with appropriate rules of order; holding regular elections as relevant; and maintaining proper financial records as relevant;
- (4) Provide the appointed Council Liaison with any relevant Terms of Reference or other guiding documents to help the Council Liaison understand the purpose and mandate of the Community Group;
- (5) Provide the appointed Council Liaison with reasonable advance notice of each meeting, the relevant agenda and if there is an expectation that the Council Liaison speak to a particular topic of interest at an upcoming meeting, to provide adequate time to investigate and research the required information;
- (6) Use the Town's Public Inquiry System to report municipal concerns or request services described as day-to-day operational issues for staff response, recognizing that it is not the responsibility of the Council Liaison to

report concerns or request day-to-day operational issues for staff response;

- (7) Acknowledge that the Council Liaison is not an advocate of the Community Group but is a Liaison only for the purposes of communication. The Chair, or designate, of the Community Group is presumed to be the advocate for the Group;
- (8) Submit requests that require a Council decision, by writing to inquiry@qualicumbeach.com and offering the Community Group Chair, or designate to speak to the request, if required;
- (9) Recognize that it is not the responsibility of the Council Liaison to advocate for or to submit requests to Council;
- (10) Understand there is an established Town process and timeline to request a new or increased service level (per Policy No. 3000-22).

References

Community Charter
Council Procedure Bylaw No. 733, 2019
Policy No. 3000-22 Requests for New or Increased Service
Policy No. 3004-7 Council – Standards of Conduct

Distribution

Council and all Departments

Attachment

N/A

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*:

February 2, 2025 Special Council Meeting

- ☐ THAT Council approve the media release as amended titled "Town of Qualicum Beach Unable to Negotiate Eaglecrest Golf Course Acquisition" and authorize staff to issue the media release.

July 7, 2025 Special Council Meeting

1. THAT Council authorize staff, at their professional discretion, to disclose information to third parties as necessary to advance the purchase of Eaglecrest.
2. THAT Council authorizes staff to issue the News Release and Frequently Asked Questions regarding the Eaglecrest Golf Course Acquisition, substantially as attached to the July 9, 2025, Council agenda, for public release on July 16, 2025 as amended, subject to consultation with the Town's Communication Consultant:
 - Change verbiage in News Release and Key Messages to "a nine-hole golf course" instead of "existing nine-hole golf course".
 - soften opening statement of News Release "conditional agreement".
 - In paragraph 3 of News Release, replace "To help reach provincial housing targets" with "that help meet the needs of the community."
 - In paragraph 4 of News Release add "in consultation with the community" to the end of the first sentence.
 - In paragraph 4 of the News Release, rephrase the last sentence to read "...the funds from the potential sale of these properties will be invested in community improvements".
 - In paragraph 7 of the News Release, rephrase to "preserve a valued community hub" instead of "recreational asset" in paragraph 7.
 - In the FAQ, Q.1 response, rephrase "needed housing growth" to read "support needed housing opportunities".
 - In the FAQ, Q.10 response, replace the third bullet with "if extra land sale proceeds result from the land sales, should these funds be used for community improvements?".
 - In the FAQ, Q.14, remove "sidewalk" to read "drainage improvements"
 - In the FAQ, Q.20, replace second sentence with "Any proposed housing will be designed to fit the surrounding neighbourhood and meet the communities needs."
3. THAT Council endorses the Key Messages regarding the Eaglecrest Golf Course Acquisition, substantially as attached to the July 9, 2025, Council agenda, for use by Council and staff in responding to questions after July 16, 2025.
4. THAT Council authorizes staff to engage Jamie Larson for Realtor services including but not limited to advice on how best to market the two residential Town-owned parcels on Fairways Drive and Royal Dornoch Drive, with recommendations to be considered at an upcoming in-camera meeting.

July 9, 2025 Special Council Meeting

- ☐ THAT Council discontinue providing the cardboard bin service located on Berwick Road South; AND FURTHER THAT staff work on a communication plan to notify the public of the service change, including public education on the options available for cardboard recycling.
- ☐ THAT the Town proceed with the scenario 3 repayment schedule with the Qualicum Beach Memorial Golf Course.

July 16, 2025 Special Council Meeting

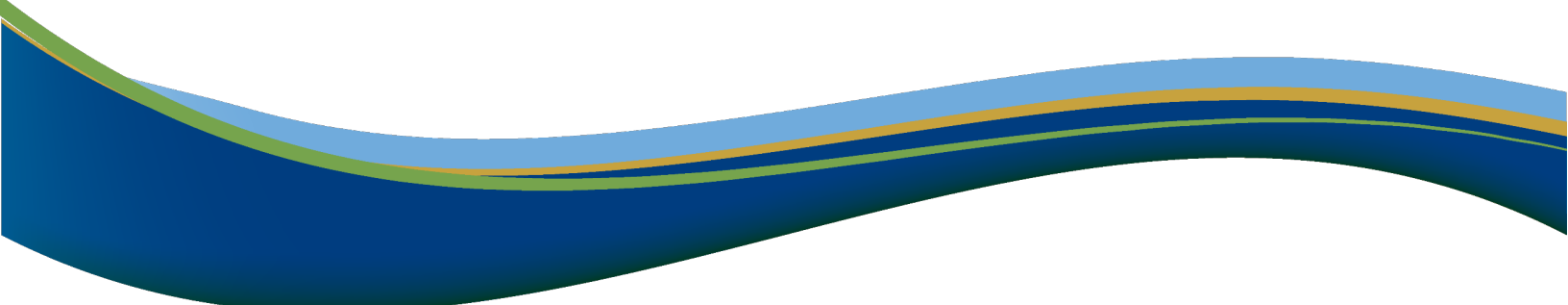
- ☐ THAT Council refer the request from St. Stephen's to renegotiate the License Agreement between the Town and St. Stephen's United Church to include an annual fee of \$20,000 for parking to the 2026 Strategic Planning Process.

September 10, 2025 Special Council Meeting

- ☐ THAT Council appoints Kelvin Roberts as Member at Large to the Board of Variance for two-year term ending December 31, 2027.
- ☐ THAT authorizes staff to approve MKM to enter a sub lease at 124 Harlech Road to permit use of a portion of the ground floor as office space.

October 27, 2025 Special Council Meeting

- ☐ THAT Council directs staff to remove the remaining subjects from the Purchase and Sale Agreement dated June 26, 2025, and proceed with the purchase of the Eaglecrest Golf Course Lands in accordance with the terms and conditions of that Agreement.



TOWN OF QUALICUM BEACH

STAFF REPORT

File No.

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: November 20, 2025

FROM: Peter Cornell, Fire Chief

SUBJECT: **UBCM Community Emergency Preparedness Fund – Personal Protective Equipment Decontamination Washing Machines**

RECOMMENDATIONS:

1. THAT Council authorizes the submission of a regional grant application to the Union of BC Municipalities'(UBCM) 2025 Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments Equipment and Training for a total of \$150,000.
 2. THAT the Town of Qualicum Beach supports the Regional District of Nanaimo in applying for, receiving and managing the '2025 Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments' grant on behalf of the Town of Qualicum Beach.
-

PURPOSE

To support the application for UBCM funding for four Personal Protective Equipment (PPE) decontamination washing machines, in collaboration with Coombs Hilliers Volunteer Fire Department, District of Lantzville, Nanoose Fire Department and Dashwood Volunteer Fire Department.

BACKGROUND

UBCM administers the Community Emergency Preparedness Fund provided by the Province of BC and offers a funding stream called Volunteer and Composite Fire Departments Equipment and Training. Under this program, local authorities can apply for funding to build the resiliency of volunteer and composite fire departments by purchasing new or replacement equipment and facilitating the delivery of training. Decontamination washing machines are eligible projects under the program and will transform how fire departments decontaminate PPE and equipment after a fire and training.

The RDN is applying as the primary applicant for this regional grant, with sub-applicants being the Town of Qualicum Beach, District of Lantzville, and Dashwood Volunteer Fire Department. As the primary applicant and local authority, the RDN is eligible for \$60,000 in funding for

Coombs-Hilliers and Nanoose with sub-applicants Qualicum Beach, District of Lantzville and Dashwood eligible for \$30,000 each. This brings the grant funding total to \$150,000.

In previous years, this grant funding stream has funded the following regional projects: a joint training facility, digital fire training screens, wildfire response trailers and propane fire training props. These regional projects have allowed each partnering fire department to access fire training props and equipment cost-effectively in close proximity to their fire protection area. This year's grant is different, and it was decided that firefighter safety and a reduction in exposure to carcinogens that are linked to firefighter cancers was a priority.

DISCUSSION

Qualicum Beach purchased and had one of the first PPE decontamination washers available in early 2023. Since then, area fire departments have used it when needed to decontaminate small PPE items that needed a more thorough cleaning. While the washer works well, it has the disadvantage of only being able to wash small items in limited quantities. The washing machines requested under the grant are larger and able to wash more items more thoroughly. These additional washers in the area will assist Qualicum Beach in decontaminating PPE after larger incidents in a timelier manner and provide backup units if Qualicum Beach's unit were to break down.

Decontamination can decrease carcinogens on PPE that cause firefighter cancers, and by having additional machines in the area, it will ensure we are doing everything we can to reduce the risk of exposures to firefighters.

Figure 1: Example of Proposed PPE Decontamination Washing Machine



FINANCIAL IMPLICATIONS

The estimated cost for this project is \$185,000, which would be funded by the UBCM grant the RDN will be applying for on behalf of Coombs Hilliers, District of Lantzville, Nanoose,

Dashwood and Qualicum Beach Fire Department. Lantzville and Nanoose capital budgets will fund the \$35,000 difference between the grant funding and estimated project cost.

SUMMARY

The Town of Qualicum Beach would like to support the RDN submission, receipt and management to the UBCM for Volunteer and Composite Fire Departments Equipment and Training funding under the umbrella of the Community Emergency Preparedness Fund. This funding will help reduce firefighter exposures to carcinogens through improved decontamination procedures.

ALTERNATIVE OPTION

THAT Council directs staff not to support a regional grant application to the Union of BC Municipalities' (UBCM) 2025 Community Emergency Preparedness Fund: Volunteer and Composite Fire Departments Equipment and Training.

APPROVALS

Report respectfully submitted by Peter Cornell, Fire Chief



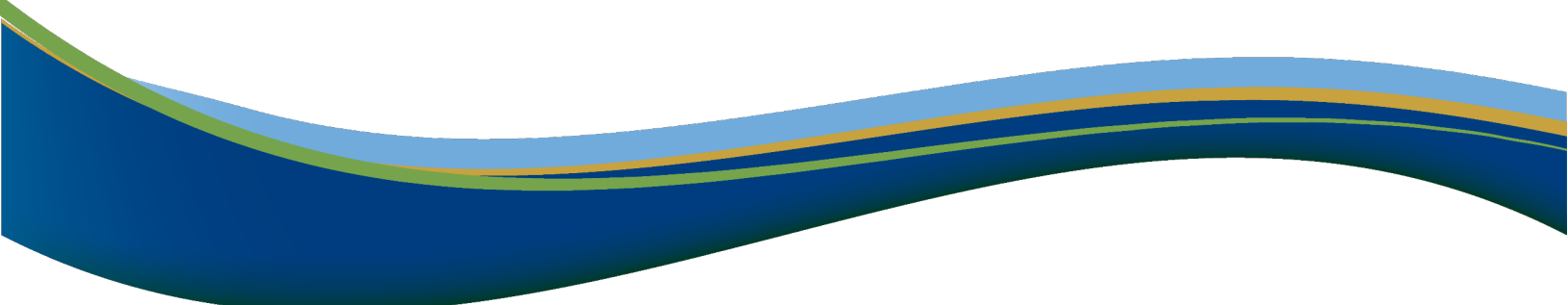
Peter Cornell, ECFO
Fire Chief
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Raj Hayre, CPA, CMA
Director of Finance
Concurrence



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: November 20, 2025

FROM: Mark Eshpeter, Building Inspector

SUBJECT: Registry of Section 57 *Community Charter* Notice against Land Title
3336 Island Highway West – Lot B, Block 10, DL 17, LD 35, Plan 2938

GOVERNANCE DECISION

A governance decision is requested for 3336 Island Highway West to consider a Section 57 Notice on Title that relates to the contravention of Bylaw 903, 2024 (Building Bylaw), Bylaw 900, 2024 (Zoning Bylaw).

RECOMMENDATIONS:

1. THAT Council directs the Corporate Administrator to register a notice in the Land Title Office, under Section 57 of the *Community Charter* stating that a resolution relating to 3336 Island Hwy West – Lot B, Block 10, DL 17, LD 35, Plan 2938, PID 006-167-331, has been made;
-

PURPOSE

To consider a Section. 57 Notice on Title that relates to the contravention of Bylaw 903, 2024 (Building Bylaw), Bylaw 900, 2024 (Zoning Bylaw) that the construction, safety and use of the building at 3336 Island Highway West may result in a condition that is unsafe or unlikely to be usable for its expected purpose.

A Notice on Title is a compliance tool used by local governments in British Columbia. It involves the local government placing a Notice on the title of a property at the Land Title Office, to notify anyone searching the title of a property, that the property in question may be in breach of local government bylaws and/or regulations.

BACKGROUND

- On June 5, 2024, a letter was sent to the Owners of the above noted property regarding construction and change of use of the building that was not in compliance with the Town's Building and Zoning Bylaws. A follow-up phone call was made with the Owners regarding the letter, and a discussion regarding the Owner's application and the violation concerns.

- On July 11, 2024, an incomplete Zoning Amendment application was submitted by the Owners without fees being paid.
- On November 15, 2024, an incomplete Building Permit application was submitted by the Owners without fees being paid.
- On July 22, 2025, a second letter was sent to the Owners regarding the non-compliance with the Building and Zoning Bylaws. The Owners were notified that a “Do Not Occupy”, and a recommendation for a Notice on Title may be considered.
- On July 25, 2025, a phone call was made with the Owners regarding the letter and clarification of the issues. During the phone call a follow-up meeting was scheduled for July 31, 2025
- On July 31, 2025, a meeting took place with two of the Owners, with Bylaw and Planning included in the meeting to discuss the issues, options, and requirements to bring the property into compliance with both the Town’s Building and Zoning Bylaws.
- On August 13, 2025, discussions with Dominion GovLaw LLP were had regarding any conflicts with placing a “Do Not Occupy” notice and the *Landlord Tenant Act*, including timelines for occupancies vacating the premises.
- On August 14, 2025, an email was sent to the Owners regarding the meeting of July 31, 2025, clarifying the discussions and requiring occupant vacancy times for both the front unit (old restaurant), and the newly created rear dwelling, until all compliance with the Towns Bylaws have been met.
- On August 14, 2025, the Owners submitted a new Zoning Amendment application that was incomplete, without fees being paid.
- On September 17, 2025, a “Do Not Occupy” notice was posted on the front unauthorized developed space, that previously was used as the restaurant but converted into a dwelling unit.
- On September 30, 2025, a “Do Not Occupy” notice was posted on the rear unauthorized dwelling unit.
- To date no further contact or response has been received from the Owners.

DISCUSSION

The building was previously occupied by a restaurant on the front of the property, and one attached residence at the rear of the building. The current Owners completed alterations to the building by removing the restaurant and creating a new residence in the front of the building and splitting the residence in the rear into two dwellings without Building Permits, approvals, and compliance with the Town’s Zoning and Building Bylaws.

The Building Inspector gave the Corporate Administrator a copy of this report and the recommendation in writing. A letter giving Notice to the registered Owner that Council will be considering this issue on November 20, 2025, and providing the Owner’s an opportunity to be heard by Council has been sent and confirmation of receipt has been received. A copy of the letter is attached.

The Section 57 Notice on Title, if approved by Council, will be filed at the Land Title Office and will remain on Title until such time as the condition is corrected, the property Owner requests removal of the Notice on Title, and notice cancellation is authorized.

FINANCIAL IMPLICATIONS

The Town's Miscellaneous Rates Bylaw No. 638, 2009, Amendment Bylaw No. 638.03, 2024 currently sets the fee of \$300 to the property owner to have a Notice removed/cancelled.

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- give notice to the registered Owner of the land to which the recommendation relates
- provide the Owner an opportunity to be heard.

STRATEGIC PLAN ALIGNMENT

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

- Good Governance
- Housing

SUMMARY

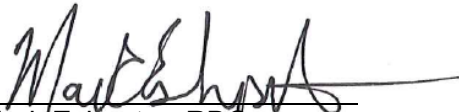
The Town's Building Bylaw and the BC Building Code are in place to regulate the construction, alteration, repair, and demolition of structures to ensure the Health, Safety, and Protection of persons and property. Occupying a dwelling unit without completing the required Permits and Inspections may expose persons or property to potential hazards. The Town's Zoning Bylaw regulates the Siting, Size, and Use of buildings and structures, and the use and Subdivision of Land, in the Town of Qualicum Beach.

ALTERNATIVE OPTIONS

1. THAT Council directs staff to take no further action regarding the contraventions at 3336 Island Hwy West.

APPROVALS

Report respectfully submitted by



Mark Eshpeter, RBO
Building Official
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales, MCIP, RPP
Director of Planning
Concurrence



Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence



TOWN OF QUALICUM BEACH

INCORPORATED 1942

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

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

October 16, 2025

Via Courier

<<REDACTED>>

To Whom it May Concern:

Bylaw Violations – Building and Zoning
3336 ISLAND HWY – Lot B (DD K933546), Blk 10, DL 17, LD 35, Plan 3938, PID 006-167-331

Further to the Town's previous correspondence between yourself and the Town's Building Inspector and Planners, regarding the Building and Zoning Bylaw infractions and non-compliance, I write to invite you to attend the next Council meeting to SHOW CAUSE as to why the Town Council should not direct me to file a Notice against the Title of the above referenced property pursuant to Section 57 of the *Community Charter*.

This public meeting is scheduled to take place on November 19, 2025, at 10:00 am.

The consideration of a Notice on Title relates to the contravention of Bylaw 903, 2024 (Building Bylaw), Bylaw 900, 2024 (Zoning Bylaw) that the construction, safety and use of the building at 3336 Island Hwy West may result in a condition that is unsafe or unlikely to be usable for its expected purpose. I would encourage you to seek legal counsel for a full explanation of how your interests in the subject property could be affected by this proposed action.

If you require any clarification on the process required to bring the building into conformance, please contact the Building Inspector, Mark Eshpeter, at 250-752-6921 or building@qualicumbeach.com.

If you have questions regarding appearing at the Council meeting, please contact my Deputy, Danielle Leurebourg, at 250-738-2190 or dleurebourg@qualicumbeach.com.

Sincerely,

Heather Svensen
Director of Corporate Services/Deputy CAO

/cc

N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2025\11 19 RCM\NOTICE ON TITLE - 3336 ISLAND HWY.DOCX

Cc: <<REDACTED>>

From: [Chelsea Currie](#)
To: **Sec. 22**
Bcc: [Heather Svensen](#); [Danielle Leurebourg](#)
Subject: Notice on Title - 3336 Island Highway - Meeting Date Change
Date: Tuesday, October 28, 2025 1:29:00 PM

Good afternoon,

Further to our letter sent on October 16, 2025, the Regular Council Meeting of November 19, 2025 has been rescheduled to **November 20, 2025 at 9:00 am.**

The Notice on Title consideration will be heard on this date, if you have any questions please reach out by email or phone.

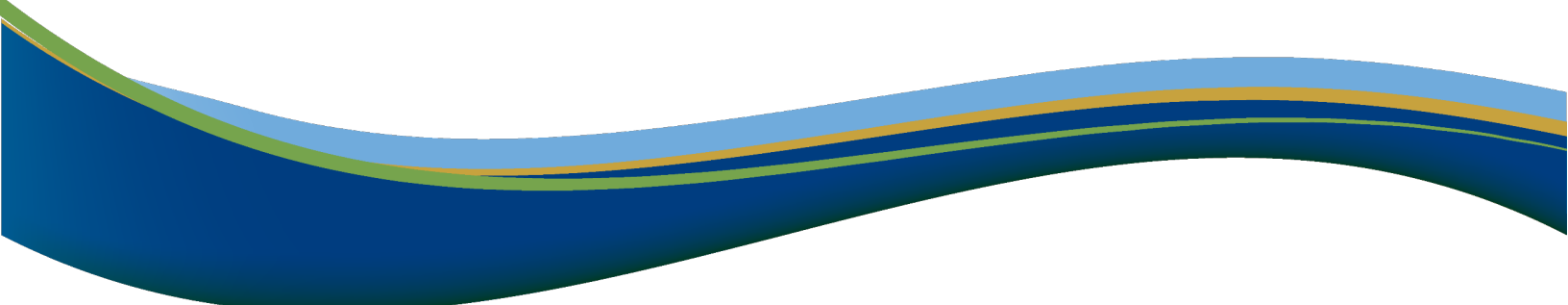
Please confirm receipt of this email.

Kind regards,

Chelsea Currie
Corporate Services Coordinator
Town of Qualicum Beach
www.qualicumbeach.com

Office 250.752.6921 | Email: ccurrie@qualicumbeach.com

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TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900-20-900.004

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: November 20, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Zoning Amendment: 510 Chester Road

GOVERNANCE DECISION

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

RECOMMENDATION

1. THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a second time as amended.
 2. THAT Council rescinds the following motion: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.
 3. THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified on the Site Plan in the attached plans to the November 20, 2025 staff memo.
-

PURPOSE

To consider a development proposal for 510 Chester Road that would facilitate the subdivision of the parcel into nine parcels, with one detached dwelling unit permitted on each parcel. This development would consist of a bare land strata subdivision for eight of the nine parcels and a fee simple subdivision for one of the parcels, specifically Lot 1. The applicant has requested that the bare land strata subdivision not include Lot 1 due to the parcel already being connected to municipal servicing and because the existing house on Lot 1 would then require a strata conversion.

BACKGROUND

The owner of 510 Chester Road has submitted a development proposal for the subject property. The proposal is to subdivide the property into nine parcels and permit one dwelling unit per parcel. The subject property currently has one existing house on the site. The property is

currently zoned Rural Residential 1 (RR1) and falls within Subdivision District “D”. The RR1 zone is the zone applied to properties over one acre, and under the RR1 zone, a maximum of two dwelling units are permitted. Given the size of the parcel is over 4050m², the requirements under Bill 44, *Housing Statutes (Residential Development) Amendment Act*, do not apply. As well, Subdivision District “D” requires a minimum parcel size of 700m² and a minimum highway frontage of 23m. To facilitate the bare land strata subdivision and development of the property as proposed, a zoning amendment is required. If approved, the zoning would be amended from RR1 to Small Lot Residential 1 (SLR1), which is a new residential zone, and the Subdivision District would be amended from Subdivision District “D” to Subdivision District “K”. Subdivision District “K” requires a minimum parcel area of 400m² and a minimum parcel width of 10m.

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

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

1. THAT Council deems the residential Zoning Amendment application to permit a nine parcel development at 510 Chester Road to be compliant with the Official Community Plan.
2. THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council’s consideration.

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

- THAT the Bylaw entitled “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (510 Chester Road) Bylaw No. 900.04, 2025” be introduced and read a first time.
- THAT prior to adoption of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999 Amendment (510 Chester Road) Bylaw No. 900.04, 2025”, a S. 219 Form and Character Covenant be registered on title to ensure that future buildings are constructed as proposed.
- THAT Council refers the application for 510 Chester Road to the Advisory Planning Commission with specific instruction for consideration of:
 - Neighbourhood compatibility;
 - Setbacks;
 - Density;
 - Lot Coverage;
 - Height;
 - Orienting the Lot 9 home onto Chester Rd
 - review roof massing; and

- Drainage information to be provided to Council at a future meeting.

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

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

The applicant is now preparing to host a Public Information Meeting (PIM) in the near future as part of the zoning amendment process.

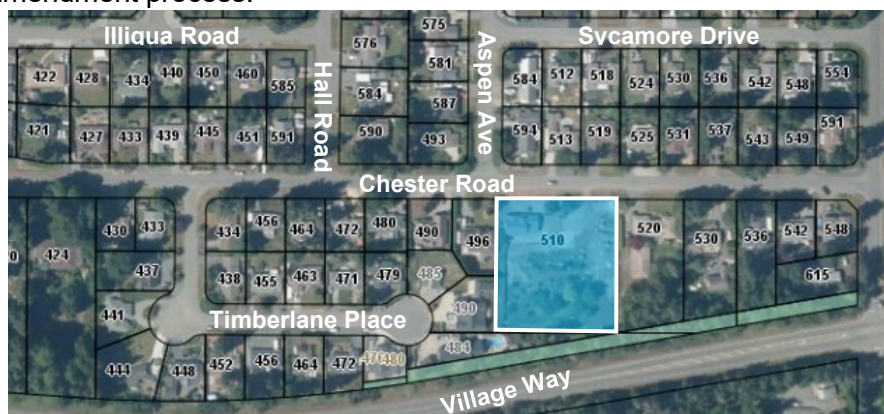


Figure 1: Subject Property

DISCUSSION

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

Zoning Provision	Zoning Comparison	
	Existing Zoning	Proposed Zoning Amendment
Zoning	Rural Residential 1 (RR1)	Small Lot Residential 1 (SLR1)
Density	2 dwelling units	4 dwelling units (to be restricted by a S. 219 Covenant to 1 dwelling unit per parcel).
Parcel Coverage	35%	55%
Height	9.0m	9.0m for single-detached dwelling
Front Setback	8.0m	Dwelling Unit: 3.0m Forward Facing Garage: 5.0m
Interior Side Setback	1.5m with a minimum aggregate total of 4.5m	1.0m
Exterior Side Setback	4.5m	3.0m
Rear Setback	3.0m	Dwelling Unit: 3.0m Portion of dwelling unit more than

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

2018 Official Community Plan (OCP)

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

1. Land designated as “Single-family Residential” on map ‘Schedule 2.1’ of this Bylaw shall not exceed development densities of 25 dwellings/ha, exclusive of secondary suites and garden suites. This density shall only be supported where developments are compatible with the form and character of the existing neighbourhood, including height, setbacks, landscaping and architectural style. On a typical residential lot, 25 units per hectare equates to two dwelling units.
Staff Comment: The proposed zoning complies with the OCP land use and density. It should be noted that the density of 25 units/ha is no longer the maximum as residential parcels now permit four dwelling units per parcel.
2. The use of land within the “Single-family Residential” area shall be in accordance with the environmental policies and development permit area requirements of the Plan.
Staff Comment: The subject property falls within Development Permit Area: Residential Multi-Unit Housing: RMUH1. A Development Permit is not required for single detached dwelling units, which is the housing type proposed for this development.
3. The Town shall review its zoning regulations with the intent of limiting the height of buildings within the central waterfront “Single-family Residential” area, between the foot of Garrett Road and the foot of Memorial Avenue, to one storey.
Staff comment: n/a
4. The Town shall review its regulations regarding construction elevations on the waterfront to adapt to rising sea levels.
Staff comment: n/a
5. The Town will entertain rezonings for a limited amount of small-scale neighbourhood-oriented commercial centres with a maximum floor area of 300m² to provide for daily needs, goods and services in appropriate locations within, or close to, “Single-family Residential” areas. Preference will be given to commercial locations where expansion of the existing commercial use can provide such goods and service.
Staff Comment: n/a
6. The Town shall explore opportunities to improve the energy efficiency of subdivision and building construction through various methods, including rezonings, regulatory bylaws, incentive programs and education.
Staff Comment: The proposed development will conform to the BC Energy Step Code requirements established in Building Bylaw No. 903, 2024.

7. The Town, where possible and appropriate, shall provide opportunities for sensitively integrated and compatible home-based businesses within the Town’s zoning regulations and shall explore ways to encourage more home-based businesses as part of a healthy local economy.

Staff Comment: The proposed development does not include home-based businesses; however, this use will be permitted under the proposed zoning.

Bare Land Strata Subdivision Update

The applicant contacted staff and has requested that the bare land strata subdivision not include Lot 1, as identified on the Site Plan attached to this memo. Some of the rationale to not include Lot 1 in the bare land strata subdivision is because the parcel is already connected to municipal servicing and will not access the services provided by the bare land strata. As well, including Lot 1 in the bare land strata would require a strata conversion, which provides an additional layer of complexity to the application.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- 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

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

SUMMARY

A zoning amendment application has been received to amend the zoning for 510 Chester Road. If approved, the zoning amendment will change from RR1 to SLR1, and the Subdivision District will change from Subdivision District “D” to Subdivision District “K” to facilitate the subdivision of the parcel into eight bare land strata parcels, with one detached dwelling unit proposed per parcel, and one fee simple parcel which will contain the existing house. Revisions to setbacks in the Zoning Amendment Bylaw have been made to better reflect the development, and as such the Bylaw is required to be read as amended. As well, the applicant is required to host a PIM as part of the Zoning Amendment process. At this time, staff recommend proceeding with second

reading of the Zoning Amendment Bylaw as amended and staff will bring the Bylaw back before Council once the PIM has been held.

ALTERNATIVE OPTIONS

1. THAT Council denies the zoning amendment application for 510 Chester Road.
2. THAT Council provides alternative direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



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

REFERENCES

- | | |
|---------------|--|
| Attachment 1: | Submitted Plans for 510 Chester Road |
| Attachment 2: | Town of Qualicum Beach Zoning Bylaw. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025 |
| Attachment 3: | Advisory Planning Commission October 29, 2025 Minutes |

C.A. DESIGN

April 23, 2025

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

Att: Luke Sales – Director of Planning

**Re: Zoning Amendment Application for 510 Chester Road, Qualicum Beach
Lots A, District Lot 78, Nanoose & Newcastle Districts, Plan 25027**

On behalf of the property owners, I am applying for a Zoning Amendment for 510 Chester Road. Please find below a brief overview and rationale of the proposed development.

Context & Land Use

The subject property is located on Chester Road between Aspen Avenue and Qualicum Road. The property is bounded by existing single family homes on the East, West and South with Chester Road to the North. The site is currently zoned Rural Residential 1. The OCP land use is Single Family Residential.

Development Proposal

The development proposal is to rezone the property to allow for a 9 lot single family subdivision. The existing home on the property has been extensively renovated and relocated from the middle of the property and placed on one of the proposed new lots.

The proposed development is consistent with the Official Community Plan that encourages integration of residential developments that introduce alternative forms of housing that are compatible and complimentary with existing neighbourhoods. The proposed small lot residential development integrates seamlessly into the neighbourhood and provides an incremental increase in density that is both complimentary and compatible with the surrounding homes.

The proposed land use makes better use of the limited existing infill property and provides opportunity to create more affordable housing choice for families within walking distance to schools and the town core.

Form and Character

The proposed buildings are at a scale that compliments existing adjacent single family homes. The shape of the development avoids massive building components by including various roof lines and articulating the wall planes. Careful attention has been paid to ensure a picturesque streetscape and a high quality architectural form and character. Exterior finish materials such as horizontal siding and board & batten, blend seamlessly with the surrounding neighbourhood. Specific focus was paid to ensure appropriate relationships with adjacent homes. Outdoor living spaces and windows were located to ensure privacy. The upper walls have been stepped back considerably from the rear yards to ensure minimal impact to adjacent neighbours.

The earth tone colours have been selected to reflect the natural environment of the area giving the homes a sense of belonging within their surroundings.

Exterior materials will include warm wood timber accents, traditional board & batten and shingle siding. Fiber cement board wall cladding has been chosen in keeping with fire-smart principals.

Landscape

The landscape design draws inspiration from the area's natural surroundings, incorporating curved garden beds, a mix of trees, plants, and ground cover for a cohesive and inviting streetscape and landscape. Native and water-smart plants will be integrated to provide visual interest, shade, and support local habitat. Landscapers will consult the BC FireSmart plant tool when selecting plant varieties. A green boulevard and additional street trees will harmonize with the surrounding homes while improving upon standard landscaping by minimizing impermeable surfaces like concrete and asphalt.

Parking

Each home will provide 2 off street parking spaces in the attached garage along with 2 additional space in each driveway.

Civil Works

This is an infill lot on existing services. Infill makes use of existing infrastructure and already disturbed land, reducing development pressure on natural areas. A detailed preliminary servicing report has been completed and is attached.

Green building

This is an infill lot with existing services. The construction of all new homes will meet or exceed BC Energy Step Code 4, providing a quantified energy performance for the homes. Preliminary modeling of the homes indicate they will achieve emissions level-4 (EL-

The logo for C.A. DESIGN is a dark gray square with the text "C.A. DESIGN" in white, sans-serif, uppercase letters.

4) of the zero carbon step code. Also know as Zero Carbon.

Level 2 electric vehicle plugs ins will be provided in the garage of each home. High performance mechanical systems include, air source heat pumps and high efficiency heat recovery ventilators (HRV). All heating and cooling systems are low carbon.

In Support of this request please find enclosed:

- Application Form
- Agent Authorization
- Cheque for Application Fee
- Title search
- Development concept plans - prepared by C.A. Design
- Preliminary Servicing Report - prepared by Timberlake-Jones Engineering

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

Yours Truly,

A handwritten signature in black ink, appearing to be "J. Larson", with a stylized flourish at the end.

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



510 CHESTER ROAD

QUALICUM BEACH

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

TITLE PAGE
CONCEPTUAL

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

Sheet #

1

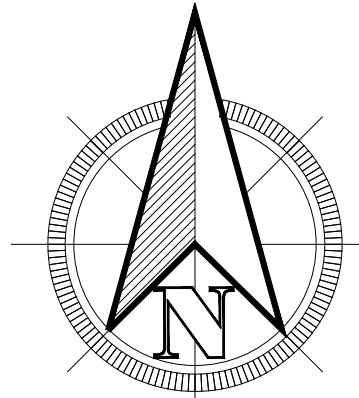


Location Map
Scale: nts

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
LOCATION MAP
CONCEPTUAL

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



ASPEN ROAD

CHESTER ROAD

EXISTING DWELLING

Existing Site Data

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

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

EXISTING ZONING:
TOWN OF QUALICUM BEACH - RR1

ZONING DETAILS:
REQUIRED SETBACKS:
FRONT = 8.0m
INT. SIDE = 1.5m
EXT. SIDE = 4.5m
REAR = 3.0m (<4.5m in height)
= 6.0m (>4.5m in height)

MAX. PARCEL COVERAGE = 35%

MAX. DWELLING UNIT HEIGHT = 9.0m (29'-6 5/16")

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

TYPICAL LOT:
15m (49'-3") X 28m (91'-10")
SEE SHEETS 5 FOR PROPOSED LAND USE DETAILS
SEE SHEETS 6-9 FOR HOME CONCEPT

TYPICAL LOT:
15m (49'-3") X 28m (91'-10")
SEE SHEETS 5 FOR PROPOSED LAND USE DETAILS
SEE SHEETS 6-9 FOR HOME CONCEPT

--- MIN. REQUIRED BUILDING SETBACKS
--- PROPERTY LINE

Site Plan
Scale: 1:200

VILLAGE WAY

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

SITE PLAN
PROPOSED

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

Sheet #

3

C.A. DESIGN

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

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

SITE PLAN
PHOTO LAYOVER

Drawn	J.L.J.P.
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Date	04.18.25
Scale	1:200

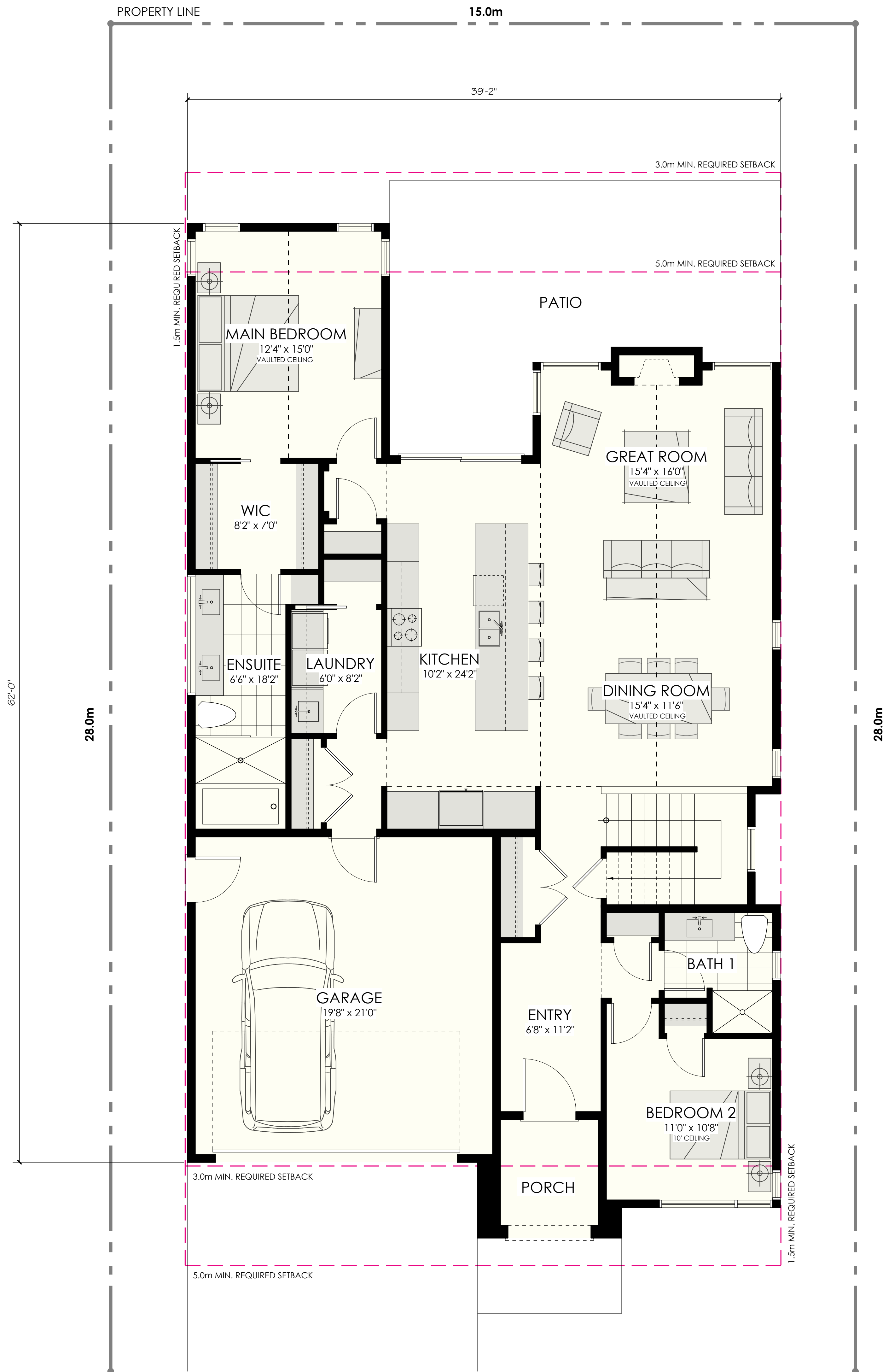
Sheet #

4

Zoning Summary

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

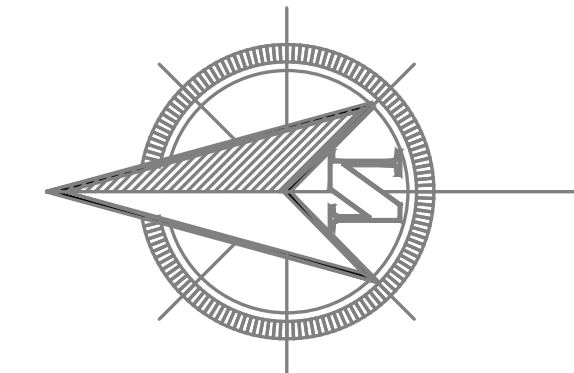
STATISTICS	EXISTING	PROPOSED	NOTES
ZONING	RURAL RESIDENTIAL 1 (RR1)	SMALL LOT RESIDENTIAL	N/A
OCP LAND USE DESIGNATION	SINGLE FAMILY RESIDENTIAL	SINGLE FAMILY RESIDENTIAL	N/A
PERMITTED USES	Home Occupation, Residential, Bed & Breakfast Agriculture	Home Occupation, Residential, Bed & Breakfast	N/A
PARCEL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

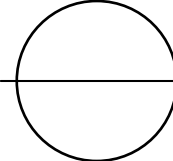


TYPICAL INTERIOR LOT:
15m (49'-3") X 28m (91'-10")

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

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

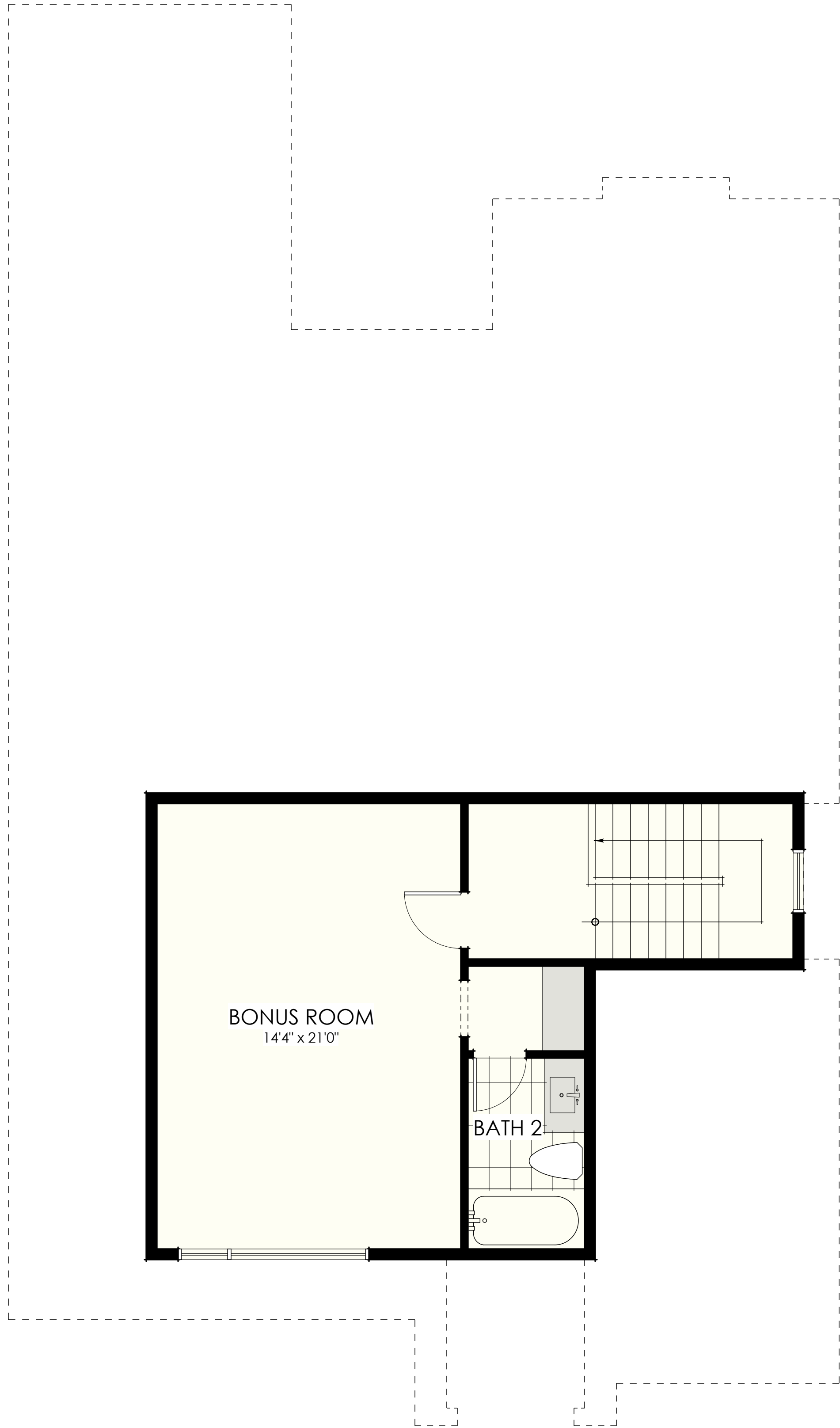


 **Main Floor Plan**
Floor Area = 1,703 sq. ft.
(Not Including Garage)

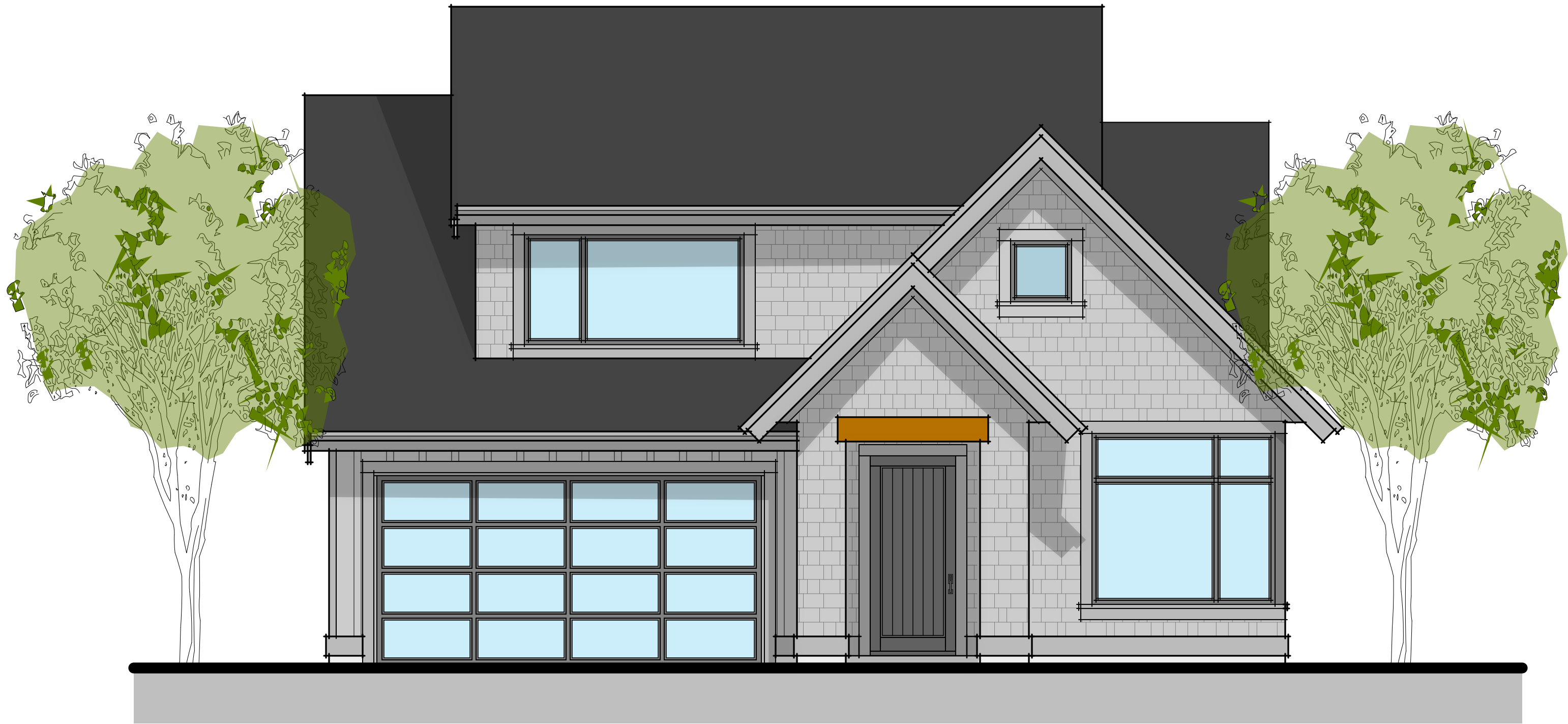
Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - A
PLAN CONCEPT

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



Upper Floor Plan
Floor Area = 465 sq. ft.



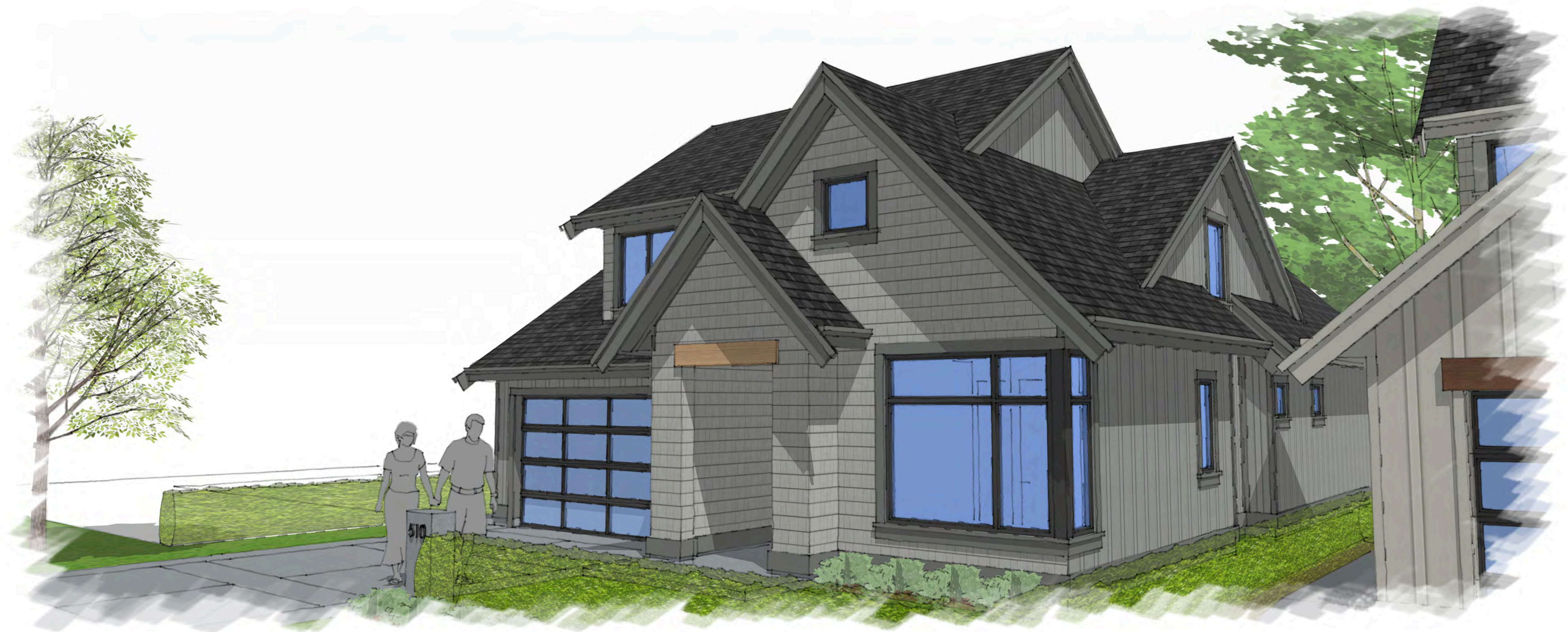
West Elevation (Front)
Scale = 1/4" = 1'0"

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - A
PLAN CONCEPT

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

C.A. DESIGN

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156 Fern Road West, Qualicum Beach, V9K 2T5

Perspective - 1
Home Type A



Perspective - 2
Home Type A

Project Title

510 CHESTER ROAD
QUALICUM BEACH

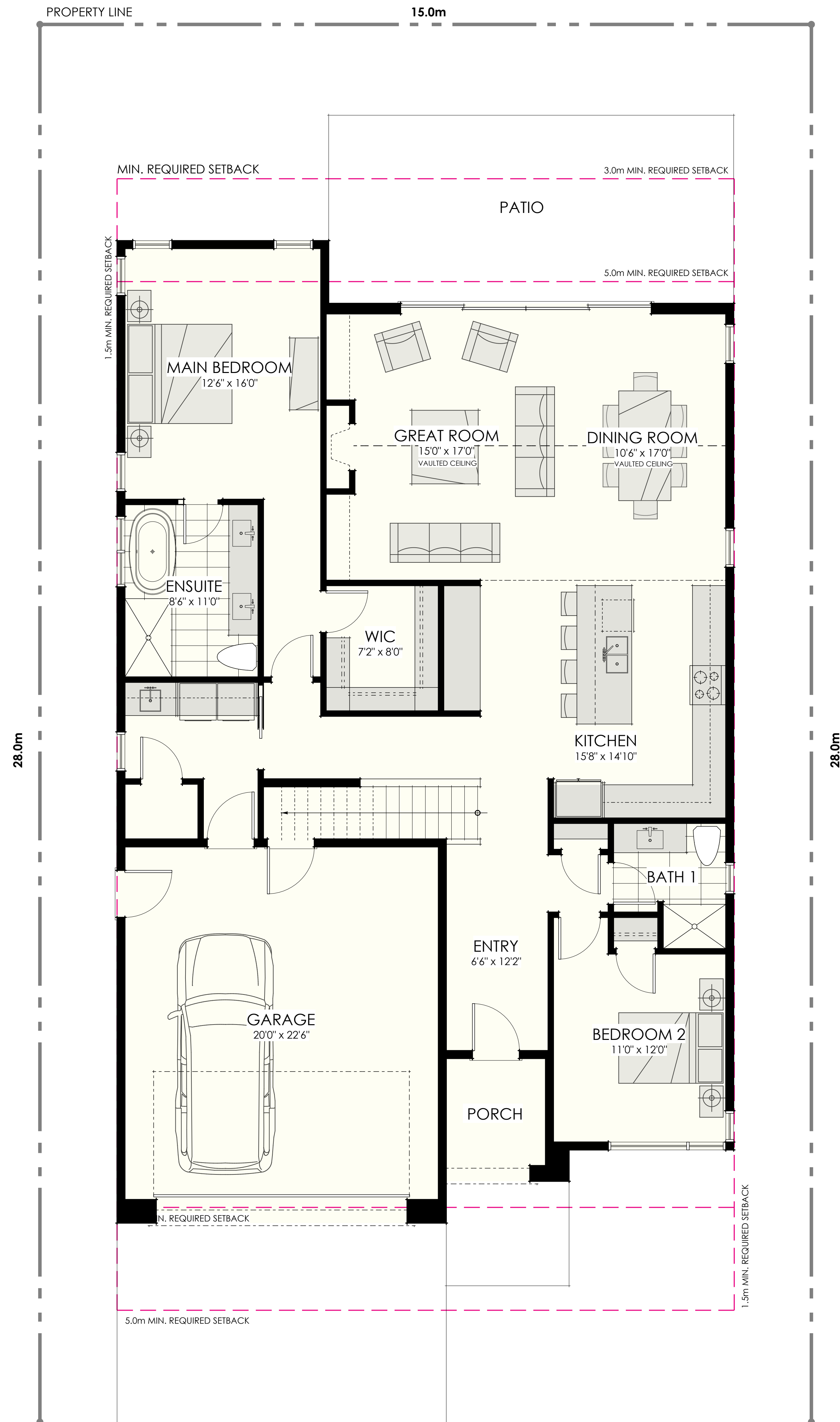
Sheet Title

HOME TYPE - A
FORM & CHARACTER
CONCEPT

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Date	04.18.25
Scale	AS SHOWN

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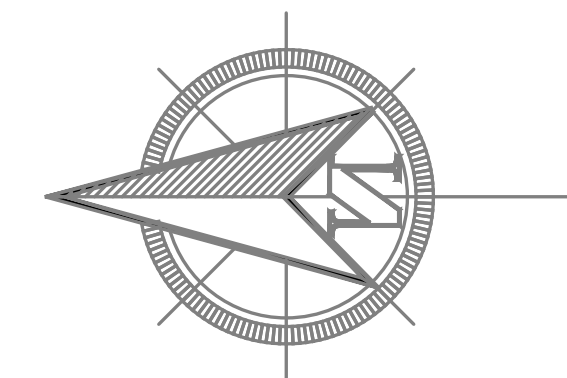
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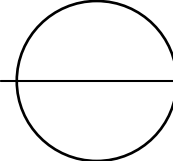


TYPICAL INTERIOR LOT:
15m (49'-3") X 28m (91'-10")

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

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



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

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

HOME TYPE - B
PLAN CONCEPT

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

Sheet #



Upper Floor Plan
Floor Area = 427 sq. ft.



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

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - B
PLAN CONCEPT

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

C.A. DESIGN

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

Perspective - 1
Home Type B



Perspective - 2
Home Type B

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

HOME TYPE - B
FORM & CHARACTER
CONCEPT

Drawn	J.L.J.P.
Checked	J.L.J.P.
Date	04.18.25
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Sheet #

11

**TOWN OF QUALICUM BEACH
BYLAW NO. 900.04**

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

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

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

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

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

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

READ A SECOND TIME 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.

PUBLIC HEARING this day of December, 2025.

READ A THIRD TIME this day of December, 2025.

ADOPTED this day of December, 2025.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

Section 6.4.124

SMALL LOT RESIDENTIAL 1**(SLR1)****Permitted Uses****Permitted Uses**

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

Accessory Uses

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

Maximum Number and Size of Buildings and Structures

Accessory Buildings	Combined floor area 75m ²
Maximum number of dwelling units per parcel	4
Maximum number of strata lots	2
Height	
- Single Detached Dwelling or Duplex	9.0m
- Flat roof	8.0m
- Houseplex	11.0m
- Flat roof	10.0m
- Ancillary Dwelling Unit	6.5m
- Accessory Building	4.5m
Parcel coverage	55%

Minimum Setback Requirements

Front lot line	3.0m
Forward Facing Garage	5.0m
Rear lot line	3.0m
Any portion of the dwelling unit that is more than 6.5m in height	5.0m
Interior lot line	1.5m
Exterior lot line	3.0m

Except:

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

Schedule 'B' - Bylaw No. 900.004



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

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

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

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

ADOPTION OF THE AGENDA

Deb Christie MOVED, THAT the Commission adopts the October 29, 2025, Advisory Planning Commission meeting agenda.

CARRIED

APPROVAL OF THE MINUTES

Maureen Dyson MOVED, THAT the Commission approves the October 8, 2025, minutes of the Advisory Planning Commission.

CARRIED

NEW BUSINESS

1. Zoning Amendment: 510 Chester Road

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

The Committee discussed:

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

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

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

CARRIED

ADJOURNMENT

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

CARRIED

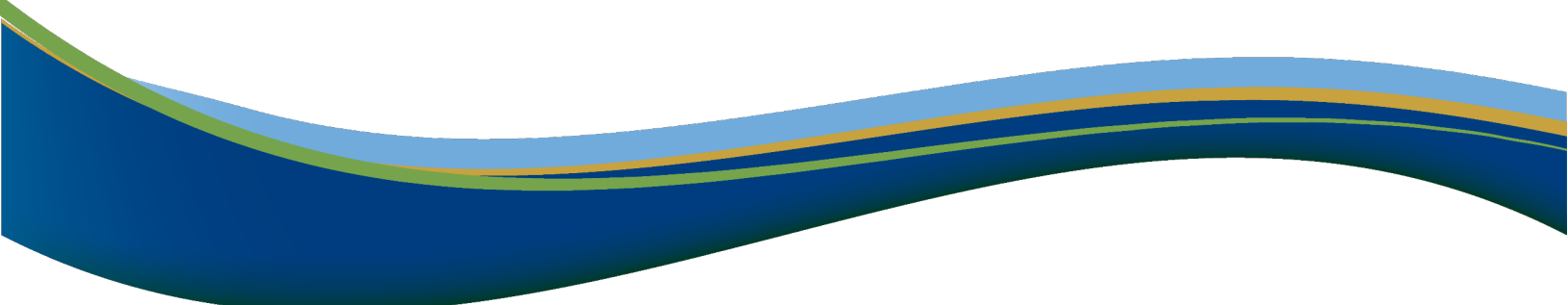
MEETING ADJOURNED: 2:55pm

Certified Correct:

Heather Svensen, Director of Corporate Services and Deputy CAO

Confirmed this XX day of XXXX 2025.

Andrew Brown, Chair



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900-20-900.004

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: November 20, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **November 2025 UBCM Community Emergency Preparedness Fund
Emergency Support Services Grant Application**

GOVERNANCE DECISION

A governance decision is requested to provide direction on applying for regional grant funding for Emergency Support Services supplies and training in partnership with the City of Parksville.

RECOMMENDATION

THAT the Town of Qualicum Beach supports the City of Parksville in applying for, receiving and managing grant funding of \$43,000 from the 'UBCM Community Emergency Program Fund' on behalf of Emergency Management Oceanside (EMO), a joint emergency program of the two municipalities.

PURPOSE

To consider applying for grant funding, in partnership with the City of Parksville, for the amount of \$43,000 from the UBCM Community Emergency Program Fund to enhance the capacity of Oceanside Emergency Support Services (ESS).

BACKGROUND

The City of Parksville and the Town of Qualicum Beach are partnering to apply for the Community Emergency Preparedness Fund (CEPF). The CEPF is administered by UBCM and is a suite of funding programs intended to enhance the resiliency of local governments, First Nations and communities in responding to emergencies. Through this grant process, local government emergency programs can receive the funding to strengthen their ESS program, either through the purchase of supplies, facilitation of training or through recruitment and retention activities. There are two intakes for this grant stream, and the Town of Qualicum Beach and the City of Parksville successfully applied for grant funding from this stream earlier this year. The 2025 ESS grant is funding training and purchase supplies for reception centres and group lodging setups. Previous years' equipment funded under the UBCM grant stream

were well-used this summer during the reception centre activation for the Wesley Ridge Wildfire. It should be noted that the funds from this grant stream have decreased, while needs for ESS teams have increased, and as such, it is anticipated that there will be a high level of competition for this grant.

Following is a list of projects proposed as part of the UBCM ESS grant application:

1. Send five ESS volunteers to the 2027 Network of Emergency Support Services Team (NESST) conference.
2. Deliver an in-person ESS Management course to offer team members and regional partners with the confidence to meet required reporting, documentation, volunteer management and resource management standards in reception centre and group lodging centres.
3. Deliver a basic first aid course for all volunteers.
4. Deliver a one-day Indigenous cultural safety and humility course for all volunteers.
5. Offer a five-hour Indigenous cultural tour for volunteers who attend the training listed in point 4 above.
6. Deliver an in-person Incident Command System (ICS) Level 100 course for all ESS volunteers.
7. Purchase 36 ICS vests for use at reception centres and group lodging centres.
8. Purchase a small gift of appreciation for each ESS volunteer to be presented at the annual volunteer appreciation event.

DISCUSSION

There is a grant funding opportunity for the Town of Qualicum Beach and the City of Parksville to help enhance the capacity of the Oceanside Emergency Support Services (ESS). The funding opportunity is through the UBCM Community Emergency Program Fund (CEPF). The Town of Qualicum Beach and the City of Parksville successfully applied for this funding earlier this year and are now looking for Council support in applying for the second funding stream. The proposed application is joint between the City of Parksville and the Town of Qualicum Beach, and it is necessary for the Town of Qualicum Beach and the City of Parksville Council to both pass a resolution supporting the joint application before the grant application can be submitted.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

- The public is informed of this proposal through the presentation of this staff report.

STRATEGIC PLAN ALIGNMENT

- Community Health & Wellbeing: *To improve the health and wellbeing of people who live, work, and play in the Town.*

SUMMARY

The City of Parksville and the Town of Qualicum Beach, in partnership, are applying for a grant from the Community Emergency Preparedness Fund (CEPF). This grant was previously applied for, and approved, earlier this year and this is now the second intake stream. Through this grant process, funding can be received to strengthen their ESS program, either through the purchase of supplies, facilitation of training or through recruitment and retention activities. Staff recommend that Council provide a resolution directing staff to apply for this funding stream in partnership with the City of Parksville.

ALTERNATIVE OPTIONS

1. THAT Council provides alternative direction to staff.

APPROVALS

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



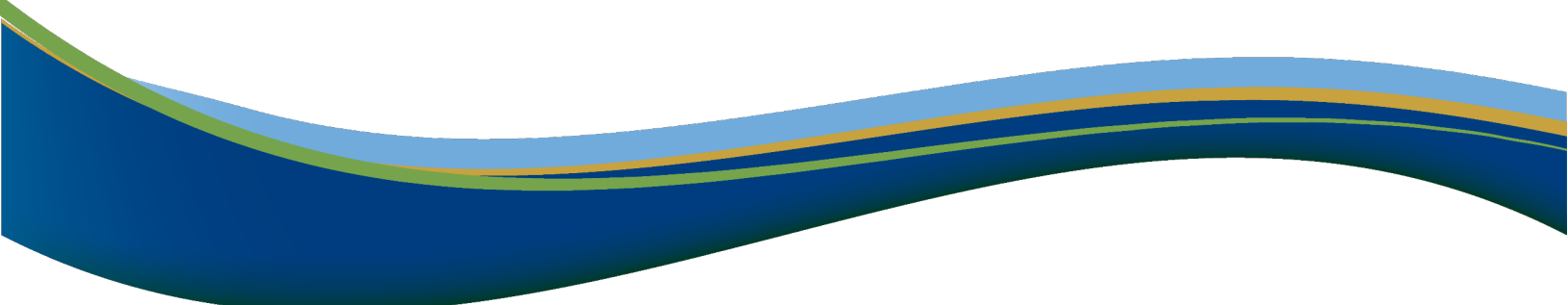
Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



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



TOWN OF QUALICUM BEACH

MEMORANDUM

File No. 6480-OCP2025

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: November 20, 2025

FROM: Bailey Walsh, Planner

SUBJECT: Official Community Plan (OCP) Review Draft Update

GOVERNANCE DECISION:

Council is requested to:

- Give second reading to Town of Qualicum Beach Official Community Plan Bylaw No.918, 2025 (Attachment 1 to this Report);
 - Give second reading to Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025 (Attachment 2 to this Report);
 - Schedule a Public Hearing for December 3rd, 2025;
 - Receive the Interim Sustainability Plan (Attachment 4 to this Report).
-

RECOMMENDATION:

1. THAT "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" be read a second time.
 2. THAT "Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025" be read a second time.
 3. THAT Council directs staff to schedule a Public Hearing for a Special Council meeting on December 3, 2025, at 10am at Town Hall to receive comments from the public with regard to Official Community Plan Bylaw No. 918, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025.
 4. THAT Council receive the "Interim Sustainability Plan".
-

PURPOSE

To provide the updated Draft 2025 Official Community Plan (OCP) for Council review and to outline opportunities for the public to provide feedback up to the close of the Public Hearing on December 3, 2025.

BACKGROUND

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

DISCUSSION

The 2025 Draft OCP Bylaw received first reading from Council on November 5, 2025, at which time Council provided staff with verbal feedback on recommended improvements. Staff also received feedback in writing from members of Council and the public, and logged this feedback into three categories:

1. Feedback to be integrated into the 2025 Draft OCP

- Changes to content that was included in community consultation, such as housing-related matters
- Changes to the formatting or structure, to improve useability, clarity, or readability
- Changes to content that is outdated or incorrect

2. Feedback to be integrated into a future OCP update

- Changes to content that was not a part of community consultation, such as non-housing related matters
- Changes to content that is outdated, but cannot be updated without additional information such as consultation with environmental or other professionals

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

3. Feedback Noting a Need for Review in Strategic Planning

- Comments that point to a need for funding, resources, or specific planning to ensure the implementation of a policy or objective

This feedback has been compiled for staff to provide to Council following the completion of the 2025 OCP Review process

Change Log

Broadly, changes to the 2025 Draft OCP since the document received First Reading on November 5, 2025, include, but are not limited to:

- Additional wording to clarify that where OCP Goals are listed within various policy sections, these goals are not listed in priority order
- Minor grammatical errors or formatting issues have been corrected
- Policy 1.2.5 has been amended to note that the next Quality of Life survey should be sent to every household in future years
- Updates to “Section 1.3.4 Relationship to Other Bylaws & Policies” to better reflect the Town’s current suite of plans, bylaws, and documents

- Clarification regarding housing for persons experiencing homelessness in consideration of legislation
- An update to map Schedule 2.1 “Industrial” area to include the land to the south of Kwalikum Secondary School and north of Fern Road
- Updated wording in relation to Development Permit Area C5 to reflect that the previously referenced building no longer exists
- Additional wording to Section 2.2 “Sustainability & Greenhouse Gas Emissions Reduction” to better explain the integration of the Interim Sustainability Plan into the OCP
- The relocation of some policies from other areas of the Plan to “Section 3 Land Use Designations within the Village Neighbourhood” where they are more relevant (with details of updates to Section 3 shown in Attachment 3)
- The addition of subheadings within General Village Neighbourhood Policies to make the large number of policies easier to manage, with policies being rearranged into a more practical order

Changes made to the Draft 2025 OCP are shown in detail in Attachment 5 to this Report.

Opportunities for public feedback

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

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

SUMMARY

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

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

APPROVALS

Memorandum respectfully submitted by Bailey Walsh, Planner.



Bailey Walsh
Planner
Report Author



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



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

- Attachment 1: Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025
- Attachment 2: Zoning Bylaw No. 900, 2025, Amendment (Development Permit Area Guidelines)
Bylaw No. 900.08
- Attachment 3: Village Neighbourhood Policy Changes Tracker
- Attachment 4: Interim Sustainability Plan
- Attachment 5: OCP Changes Tracker – 1st to 2nd Reading

**TOWN OF QUALICUM BEACH
BYLAW NO. 918**

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

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

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

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

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

1. This Bylaw may be cited for all purposes as the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025".
2. The attached documents and plans form the total content of the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025" and are hereby adopted as the Official Community Plan for the Town of Qualicum Beach.
3. "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018" and amendments thereto, are hereby repealed and replaced by this Bylaw.

READ A FIRST TIME this 5th day of November, 2025.

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

READ A SECOND TIME this day of, 2025.

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

PUBLIC HEARING held on this 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

A scenic view of a residential street. In the foreground, a paved road curves through a landscape with several large, mature trees. The trees have green and some autumn-colored foliage. In the background, a two-story house with a blue roof and light-colored siding is visible. The sky is bright and slightly hazy.

TOWN OF QUALICUM BEACH

Official Community Plan

Bylaw No. 918

Schedule 1

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1. Introduction



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

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

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

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

Several key factors have shaped the 2025 OCP update:

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

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

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



1.1 Community Vision

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

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

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



1.2 OCP Goals & General Policies

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

1

Complete, Compact Community Land Use

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



2

Low-impact Transportation

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



3

Community Health

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



4

Sustainable Food Systems

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



5

Progressive Infrastructure

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



6

Economic Prosperity

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



7

Healthy Landscapes

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



8

Green Buildings

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



9

Sense of Place

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



10

Diversity of Housing

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



General OCP Policies

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

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

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

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

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

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

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

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

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



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

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

1.3 How to Use the OCP

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

1.3.1 Plan Context and Purpose

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

Plan Format

The Plan consists of the following parts:

1. Introduction

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

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

2. Town-Wide Policies

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

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

3. Land Use Designations Within the Village Neighbourhood

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

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

4. Land Use Designations Outside the Village Neighbourhood

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

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

5. Schedules

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

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

1.3.2 Consistent Structure

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

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

1.3.3 Determining Consistency with the OCP

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

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

1.3.4 Relationship to Other Bylaws & Policies

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

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

Core Plans

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

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

Local & Neighbourhood Area Plans

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

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

Policies

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

Topic-Specific Policy Plans

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

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

Sustainable Food Strategy*

Promotes local food production, access, and resilience; informs land use and interagency collaboration (To be developed for future Council decision-making).

Safety & Emergency Preparedness Policy*

Identifies objectives, policies, and partners in ensuring personal property safety and security through safety hazard and emergency prevention and preparedness.

Infrastructure & Servicing Plans

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

Storm Drainage Master Plan

Identifies system needs for stormwater management and flood prevention; guides capital planning.

Water Supply Master Planning

Ensures long-term potable water reliability and infrastructure adequacy; supports development approvals and conservation.

Sewer Collection Network Plan

Plans for sanitary sewer servicing expansion and renewal; supports growth management and subdivision approvals.

Development Cost Charges Bylaw

Allocates development contributions toward infrastructure upgrades; ensures fair cost recovery and transparency.

Community Park Site Facilities Plan

Identifies Community Park improvements and expansion priorities; designates land uses and supports funding decisions in this area.

Community Amenity Contributions Policy
Policy 3008-11

Identifies guidelines for Community Amenity Contributions for new zoning amendment applications

Amenity Cost Charges Bylaw*

Determines the amount of amenity costs required for development (To be developed for future Council decision-making).

Zoning Bylaw

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

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

DRAFT

1.4 Administration

Plan Area

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

Adoption

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

Review

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

2. Town-wide Policies



2.1 Manage Urban Growth

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

Managing Urban Growth in Supporting Key OCP Goals

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



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



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



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



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



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



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



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

General Objectives

- 2.1(a) *To clearly define the boundary between rural and urban lands.*
- 2.1(b) *To primarily accommodate future growth within existing urban areas.*
- 2.1(c) *To reduce servicing costs and limit development pressures on rural lands by restricting the construction of service infrastructure in areas outside the urban areas.*
- 2.1(d) *To control the spread of urban development into rural lands.*
- 2.1(e) *To sustain the sense of community and protect the “village-like” lifestyle in Qualicum Beach.*
- 2.1(f) *To separate incompatible land uses.*

2.1.1 Urban Containment Boundary

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

Objectives

- 2.1.1(a) *To provide clear separation between urban and rural lands.*
- 2.1.1(b) *To ensure that future growth does not result in urban sprawl.*
- 2.1.1(c) *To primarily locate future growth within existing urban areas.*
- 2.1.1(d) *To encourage infill of urban development potential within designated urban boundaries.*

Policies

- 2.1.1.1** The Town shall manage urbanization through its Urban Containment Boundary (UCB), as shown on map 'Schedule 2.1'. The Growth Containment Boundary in the Regional Growth Strategy is aligned with the municipal boundary. The Town also recognizes the value of a complete, compact community that enhances the natural ecology, local economy and the vibrancy of community life.
- 2.1.1.2** Proposed expansions to the Town's Urban Containment Boundary (UCB) should be supported by:
 - a) A land inventory demand and supply analysis that assesses the need for additional land to be included within the UCB;
 - b) A land use concept plan;
 - c) An environmental impact assessment that identifies environmentally sensitive areas;
 - d) A surface water or hydro-geological study that assesses the availability and quality of water to service the proposed development with a community water system, and the potential impacts of development on watershed function, including

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

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

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

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

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

2.1.2 Complete, Compact Community

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

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

Objectives

- 2.1.2(a) *To establish a “complete, compact community” as part of a framework to strategically accommodate future growth within the urban area.*
- 2.1.2(b) *To ensure that a variety of commercial uses are provided in the “Village Neighbourhood” to limit the need for citizens to leave the Town for goods and services, and further to attract commerce from the community's trading area to benefit the economic prosperity of the Town's businesses and professional services.*
- 2.1.2(c) *To provide a variety of high-quality housing types in close proximity to services and jobs, as part of a vibrant, safe, pedestrian-friendly neighbourhood.*

Policies

- 2.1.2.1** To ensure that residential areas outside of the “Village Neighbourhood” continue to be used for lower-density development and services.
- 2.1.2.2** To ensure that the “Village Neighbourhood” area is developed in a pedestrian-friendly manner.
- 2.1.2.3** The Town shall only entertain extensions to the municipal boundary where a significant environmental and community benefit are secured

- 2.1.2.4** Residential and commercial development in the “Village Neighbourhood” will be designed to encourage a sustainable community where walking, cycling and public transportation are supported as an alternative to driving from destination to destination.
- 2.1.2.5** To encourage parks, open spaces and recreation facilities within the “Village Neighbourhood” area.
- 2.1.2.6** To encourage a mix of land uses within the boundaries of a complete, compact community as shown on map ‘Schedule 2.2’, “Village Neighbourhood”.
- 2.1.2.7** Land-use designations and policies within the “Village Neighbourhood” will seek to attain a balance between jobs and housing.

2.1.3 Community Health

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

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

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

Objectives

- 2.1.3(a) *To improve the health and wellbeing of people that live, work and play in the Town.*
- 2.1.3(b) *To activate the built form and public realm in a way that reduces social isolation and supports a healthy community.*
- 2.1.3(c) *To encourage a level of healthcare that meets current, as well as future, community needs.*
- 2.1.3(d) *To promote recreational opportunities that improve individual and community health.*
- 2.1.3(e) *To utilize Town facilities to their full potential.*

Policies

- 2.1.3.1** The Town shall encourage Island Health to further utilize their land on Jones Street to improve health services in Qualicum Beach.
- 2.1.3.2** The Town supports the development of health research and learning centres in the Town of Qualicum Beach.
- 2.1.3.3** The Town shall, where possible, support community groups whose mandate is to attract more primary care providers to Qualicum Beach.
- 2.1.3.4** The Town supports opportunities that build social connectedness and community building across all demographics.
- 2.1.3.5** The Town should explore ways to leverage existing public infrastructure, such as parks and greenspace, to build social connectedness and community building.
- 2.1.3.6** The Town supports the programming of recreational facilities and public spaces to facilitate recreational activities and socialization.
- 2.1.3.7** The Town supports the creation of welcoming and inclusive facilities, parks and public spaces that allow community members to interact and build relationships.
- 2.1.3.8** The Town encourages the provision of indoor and outdoor neighbourhood gathering places that provide the opportunity for residents to form community connections, foster social connectedness, and facilitate community building.
- 2.1.3.9** The Town should encourage programming and facilities that reflect current trends in recreational activities.
- 2.1.3.10** The Town is committed to retaining and engaging youth and young families in Qualicum Beach for the purpose of supporting local schools, diversifying the community's demographics and creating economic prosperity. The Town supports the following guiding principles:
- Ideals of a vibrant multi-generational community
 - Clearly-defined range of entry points on rental or purchase housing
 - Collaborative partnerships with other district organizations that will attract and retain youth and young families
 - Valuing youth and young families in their contribution to participation and leadership in the community
 - Identifying the Town of Qualicum Beach attributes that make it ideal for youth and young families.

- 2.1.3.11** The Town should explore ways to collaborate with community organizations, residents' associations, schools, and businesses to identify community needs and implement strategies to foster social connectedness and facilitate community building.
- 2.1.3.12** The Town of Qualicum Beach endorses a triple bottom line approach to procurement. In accordance with the Town's Social Procurement Policy, the Town will proactively leverage the supply chain to achieve positive community objectives.
- 2.1.3.13** The Town may support public art through continual investment, especially in new development projects

2.2 Sustainability & Greenhouse Gas Emissions Reduction

2.2.1 What is Sustainability?

The term ‘sustainability’ is an elusive concept that suggests responsible decision-making with an emphasis on the prosperity of future generations. Perhaps as evidence of the difficulty of defining the term, the most widely-used definition is from the original Bruntland report:

“... development that meets the needs of the present without compromising the ability of future generations to meet their own needs”

- World Commission on the Environment and Development, 1987 (Bruntland)

Although it is difficult to agree on a definition for sustainability in the abstract, the term becomes clearer when applied to our community. What is a sustainable Qualicum Beach? In a sustainable Qualicum Beach, how would people get around? What would the economy look like? What services would be available? Through its policies and objectives, the OCP aims to address the sustainability of the Town of Qualicum Beach within the capacity of the local natural environment, global natural environment, local economy, and local society and culture.

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

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

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

Sustainability in Supporting Key OCP Goals

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



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



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



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



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

2.2.2 Climate Emissions Planning

The Town of Qualicum Beach is a signatory to the Provincial Climate Action Charter and as such, it has committed to:

- Making its civic operations carbon-neutral;
- Creating a complete, compact, and more energy-efficient community.

The Provincial Community Energy and Emissions Inventory (CEEI) initiative has established a baseline for Qualicum Beach's emissions.

<i>Buildings (residential, commercial, industrial)</i>	11,691 tonnes CO ₂ (e)
<i>Transportation (cars, trucks, commercial, RVs)</i>	32,389 tonnes CO ₂ (e)
<i>Solid Waste</i>	6,758 tonnes CO ₂ (e)
<i>Total</i>	50,837 tonnes CO₂(e)

The scale of these emissions is small when compared to large emitters such as heavy industry and resource extraction. Regardless, it is appropriate for the Town of Qualicum Beach and its residents to take responsibility for their own impacts, just as large emitters should be expected to do the same.

Consistent with its legislative obligations, Qualicum Beach is establishing the following provisional emission reduction targets from its 2007 emissions baseline for the Official Community Plan (these are absolute reductions regardless of growth levels):

- 50% by 2030 ~ 25,418.5 tonnes CO₂(e)
- 65% by 2040 ~ 17,793 tonnes CO₂(e)
- 80% by 2050 ~ 10,167.4 tonnes CO₂(e)

These targets are consistent with balance of scientific evidence represented in the latest Intergovernmental Panel on Climate Change (IPCC) Assessment Report regarding the level of global emission reductions necessary to avoid dangerous, runaway climate change.

Policies

- 2.2.1** Build complete, compact, connected neighbourhoods with a vibrant, prosperous uptown core;
- 2.2.2** Shift transportation away from the private automobile to walking, cycling, transit and zero/low-emission vehicles;
- 2.2.3** Work to reduce solid waste and associated landfill emissions, in conjunction with the Regional District of Nanaimo; and
- 2.2.4** Reduce emissions associated with civic facilities, operations and community infrastructure systems, in accordance with our commitments as signatories to the BC Climate Action Charter.
- 2.2.5** Reduce emissions from buildings through increased energy and water efficiency, greater housing choice, as well as through creation of a zero/low-carbon heating source;

The Town will update its targets, policies and actions through future planning processes, such as future updates to the Official Community Plan or the Interim Sustainability Plan. Also, the Town will participate in regional planning work to create a regional strategy for Greenhouse Gas reduction.

2.3 Housing

Intent: In response to increasingly challenging housing conditions in British Columbia, the Province of British Columbia adopted new housing legislation in 2023 requiring municipalities to include mandatory housing-need calculations within Official Community Plans every five years. Additionally, the amount of housing needed to meet those needs must be permitted by the Official Community Plan and Zoning Bylaw. Policies to bring the OCP into compliance are distributed throughout the OCP, with most being located within each housing-relevant land use designation section.

2.3.1 Housing Needs Report

The Regional District of Nanaimo's *2024 Interim Housing Needs Report* provides an overview of housing need in Qualicum Beach as required by the Province. The Town understands the importance of this work, and notes the limitations of statistically-driven anticipated housing need. The standardized methodology for this report produces a 20-year housing need of 2,435 units, with an interim 5-year target of 726 units. This report will be updated every five years in line with the *Local Government Act*, with the next update to occur prior to December 31, 2028.

2.3.2 Priority Housing Groups

Discussions during community consultation for the development of the OCP led to the designation of "Priority Housing Groups", which community engagement determined to be those groups for whom housing should be most supported by the Town. These "Priority Housing Groups (PHG's)" are:

- i. **Young Adults and Families:** People aged 20-35 and those with children under the age of 18 living at home
- ii. **Workers:** People who work in the community
- iii. **Older Seniors:** People who are over the age of 80
- iv. **People with a Disability:** People who identify as having a disability

2.3.3 Housing Policies

The following policies pertain to all lands within the Town of Qualicum Beach. Specific provisions for housing in any given area of the Town can also be found in *Section 3: Land Use Designations Within the Village Neighbourhood* and *Section 4: Land Use Designations Outside the Village Neighbourhood*.

Objectives _____

- 2.3.3 (a) *To promote housing that meets the needs of the Town now and in the future across a variety of housing tenures, types, and sizes.*

Policies _____

- 2.3.3.1** The Town shall prioritize housing initiatives that support the “Priority Housing Groups” identified in section 2.3.2 of this Plan.
- 2.3.3.2** The Town shall explore ways to incentivize or facilitate housing solutions which leverage the unique and evolving environmental, economic, and demographic context of Qualicum Beach to serve present and future residents with a diversity of housing options
- 2.3.3.3** The Town may collaborate on regional initiatives with partners such as the Regional District of Nanaimo and the City of Parksville to support the provision of shelter for individuals experiencing homelessness and/or housing for individuals at risk of homelessness.

2.4 Regional Growth

Regional Context Statement According to the Local Government Act Section 446(1), Regional District member municipalities must include a Regional Context Statement in their respective Official Community Plan to outline the relationship between their OCP and the Regional Growth Strategy (RGS). These Regional Context Statements must include consistencies and inconsistencies between the two documents, and outline goals that work towards making the OCP consistent with the RGS over time. The Regional Context Statement which compares the OCP to the Regional District of Nanaimo Regional Growth Strategy, “Shaping Our Future 2040”, is provided in Schedule 3.0.

In addition, the following policy demonstrates the intent of the Town of Qualicum Beach to support the goals of the RGS:

Policies

2.4.1 The Town shall be in support of the Regional Growth Strategy Bylaw adopted by the Regional District of Nanaimo on May 14, 2024, pursuant to the *Local Government Act*. The eleven goals of the Regional Growth Strategy are:

1. **Climate Adaptation and Mitigation** - To increase energy efficiency, reduce greenhouse gas emissions, and mitigate the impacts of climate change in the region.
2. **Protect the Environment** - Protect and enhance the environment and avoid ecological damage related to human activity.
3. **Coordinate Land Use and Mobility** - To ensure land use patterns and mobility networks are mutually supportive and work together to foster complete communities.
4. **Community Building** - Establish distinctive activity centres and corridors within Growth Containment Boundaries to provide access to places to live, work, play, and learn.
5. **Enhance Rural Integrity** - Protect and strengthen the region’s rural economy and lifestyle.
6. **Diverse and Affordable Housing Choices** - Support and facilitate appropriate, adequate, attainable, affordable, and adaptable housing.
7. **Enhance Economic Resiliency** - Support strategic economic development and link commercial and industrial strategies to the region’s land use and rural and environmental protection priorities.

8. **Food System Resiliency** - Protect and enhance the capacity of the region to produce and process food.
9. **Pride of Place** - Celebrate the region's unique natural beauty, culture, history, and arts.
10. **Efficient Services** - Provide efficient, cost-effective services and infrastructure.
11. **Working Together** - Facilitate and foster cooperation among jurisdictions through an understanding of and commitment to growth management goals among all levels of government, the public, and key private and voluntary sector partners.

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2.5 Natural Resources

Intent: The local natural resource industry is a very minor part of the Town's economy, and there are no plans to increase resource extraction or harvesting beyond current operations.

Gravel: The Town's natural resource base is limited. Except for the Town-owned sand pit next to the old landfill site, the Town has no gravel resources of commercial significance and there is no plan to permit extraction at other locations.

Soil: Removal of soil in an uncontrolled manner can lead to unstable soil conditions, runoff problems, degradation of fertile soil and visual disturbance. An effort should be made to control such soil removal.

Forestry: There are municipally-owned forestry resources in the Town including D.L. 10, in proximity to the old landfill site, and also at the Qualicum Beach Airport.

Natural Resources in Supporting Key OCP Goals

The policies and objectives of the commercial land use designation support the Key OCP Goal of **Healthy Landscapes**.



Healthy Landscapes: Advanced by the protection and control of natural resource lands in the community.

Objectives

- 2.5(a) *To manage the forestry resource in a prudent manner.*
- 2.5(b) *To help prevent the uncontrolled removal of soil, particularly within agricultural lands and where unstable ground conditions exist.*

Policies

- 2.5.1** The Town should continue to manage the forestry resources in a manner consistent with professionally accepted forestry practices and in accordance with the environmental protection policies contained in this Bylaw.
- 2.5.2** The Town should not encourage the expansion of commercial resource harvesting within the Town of Qualicum Beach beyond the scope of current operations.

2.6 Municipal Services

General Intent: Municipal services are a key component of a municipality's function in providing residents with the infrastructure needed to thrive. The way in which services are provided can contribute to social equity, public health, and are key in advancing the Town's sustainability goals. These services include infrastructure to manage transportation, liquid waste, stormwater and watershed management, water, and solid waste.

Municipal Services in Supporting Key OCP Goals

The policies and objectives related to municipal services support the Key OCP Goals of **Complete, Compact Community Land Use, Low-impact Transportation, Community Health, Progressive Infrastructure, and Healthy Landscapes.**



Complete, Compact Community Land Use: Advanced by limiting the expansion of the sewer system and provision of water to outside urban areas.



Low-impact Transportation: Advanced by encouraging walkability and active modes of transportation in the Town, reducing the need for automobile use for daily needs.



Community Health: Advanced by improving pedestrian safety and promoting active modes of transportation. Advanced by recognizing the importance of best practices for drinking water, stormwater, and waste management in community health.



Progressive Infrastructure: Advanced by seeking cost-effective means of providing municipal servicing including rainwater management to advance slope stability, protection of the watershed, assurance of future water supply, and landfill capacity.



Healthy Landscapes: Advanced by municipal servicing practices which promote the protection of the natural environment and reduce overall greenhouse gas emissions, including through policies which aim to reduce water usage, the use of single-use plastics, and the volume of waste.

2.6.1 Transportation

Intent: Residents and visitors to Qualicum Beach have a range of transportation options to connect people, places, and goods. To achieve the community's long-term objectives for greenhouse gas reduction and sustainable communities, the Town will encourage alternatives to the private automobile. The Town wishes to improve safety and mobility for persons of all ages and abilities, particularly for those who choose active modes of transportation, such as walking and cycling.

The Town has a well-developed network of roads and vehicular infrastructure that will continue to be maintained. This OCP section focuses on future priorities for transportation infrastructure that will complement the road network.

The 2007 Downtown Parking Study and Parking Management Strategy, and the 2016 monitoring report shows that the Town has sufficient parking to meet future needs, other than a few localized problems that may need to be addressed.

The Town supports a variety of transportation options and has developed a hierarchy of transportation routes to serve residents, from higher-volume regional connector roads down to informal pedestrian footpaths that provide shortcuts between neighbourhood streets. The railway is currently inactive, and although the Town does not support further investments in rail service, it is essential to retain the rail corridor as a continuous corridor that may accommodate multiple modes of transportation.

Vehicular Transportation

The vehicular transportation network is shown on Map Schedule 2.6 and includes the following road types:

- **Provincial Highway:** There are no Provincial highways within Town boundaries but are shown on the map for reference.
- **Arterials** are thru-roads that are expected to carry high volumes of traffic. There is no intention of expanding to four-lane arterials within the Town.
- **Major Collectors** collect traffic from local roads and minor collectors, and distribute it to arterials. Traffic on a major collector has a lower speed than arterials but may have relatively high volumes. Traffic is usually going to or coming from somewhere nearby, but these roads also provide connections between different segments of an arterial.
- **Minor Collectors** collect traffic from local roads, and distribute it to arterials. Traffic on a collector is usually going to or coming from somewhere nearby.
- **Local Roads** are neighbourhood-level connections that bring people to their final destinations. They are generally not intended to be thru-roads, though exceptions exist.

Active Transportation

The active transportation network provides a safe, convenient alternative to the vehicular transportation network and is intended for pedestrians, cyclists, skateboards, persons using mobility devices, and other human-powered and low-speed users. Further details on alternative transportation routes, signage and design details can be found in the Community Transportation Plan (formerly the Age-Friendly Transportation Plan). A high-level overview of the future network is shown on OCP Map Schedule 2.8 Active Transportation and includes the following designations:

- **Greenway Streets** are roads that provide safe, convenient routes for walking, cycling and active transportation. Actual roadway cross sections will vary, but key ingredients of Greenway Streets include buffers of natural vegetation in rural areas and, in urban areas, abundant street trees, planted islands, boulevards or medians, comfortable provision for cyclists and pedestrians, and plant materials chosen for habitat values. Accommodations for cyclists and pedestrians vary but generally include sidewalks or separated pathways. In the case of very low-volume roads, greenway streets could incorporate traffic-calming measures and enhanced bicycle facilities, as appropriate, to ensure that pedestrians, cyclists and motorists can safely share the street.
- **Multi-use Pathways** are separated from the roadway and accommodate pedestrians, cyclists, skateboards, persons using mobility devices, and other human-powered and low-speed users.
- **Walking Trails** are intended for walking and are generally not designed to accommodate other forms of active transportation.

Objectives

- 2.6.1(a) *To improve mobility by active transportation modes.*
- 2.6.1(b) *To improve safety for vulnerable road users of all ages and abilities.*
- 2.6.1(c) *To reduce the use of automobiles, particularly for daily needs, goods and services.*
- 2.6.1(d) *To make roadways pedestrian-friendly, particularly in the "Village Neighbourhood" and beach area.*
- 2.6.1(e) *To upgrade the beach section of the Island Highway 19A, in accordance with the principles outlined in Section 4.9 Parks and the 2016 Waterfront Master Plan.*
- 2.6.1(f) *To support the long-range road network as established in the Major Roads Network Plan, map 'Schedule 2.6' of this bylaw.*
- 2.6.1(g) *To avoid four-lane roads within or near the Town limits.*

- 2.6.1(h) *To support alternative transportation planning, as identified in the Recreational Greenways map, 'Schedule 2.8' of this Bylaw and the Community Transportation Plan.*
- 2.6.1(i) *To support infrastructure that supports a shift to low-carbon transportation options such as electric vehicles.*
- 2.6.1(j) *To support improvements to the transit service, evaluate and monitor demands for transit and adjust service accordingly.*
- 2.6.1(k) *To ensure adequate parking facilities in all areas of the Town.*
- 2.6.1(l) *To provide flexible alternatives to on-site parking requirements in the uptown.*
- 2.6.1(m) *To encourage a range of transportation initiatives.*
- 2.6.1(n) *To use the evaluative criteria in the Community Transportation Plan as a guide for investments in transportation infrastructure including:*
- *Safety*
 - *Use*
 - *Vulnerable users*
 - *Network contribution*
 - *Cost*
- 2.6.1(o) *To maintain 'Landscape Buffers' along main arterial and highway entrances to the Town.*

Policies

- 2.6.1.1** The Town shall monitor and review areas of possible vehicular hazard or points of conflict between motorists and other road users and explore methods for their improvement.
- 2.6.1.2** The Town shall make provision in its Zoning Bylaw for landscape buffers along main arterial and highway approaches into the Town.
- 2.6.1.3** The Town shall continue with its program of maintaining and upgrading the road network system, in accordance with the Development Cost Charges Bylaw and Capital Expenditure Program.
- 2.6.1.4** The Town shall review its bylaws to maintain and create greater flexibility regarding the provision of parking facilities in the uptown area.
- 2.6.1.5** The Town supports the undergrounding of overhead utility wires within the "Village Neighbourhood" and other prominent tourist areas of the Town.

- 2.6.1.6** The Town will consider the undergrounding of overhead utility wires in any area of Town through a local service area bylaw.
- 2.6.1.7** The Town will withhold investments in rail infrastructure until a viable and sustainable business plan for rail service has been presented to the Town.
- 2.6.1.8** The Town shall refer to the Community Transportation Plan to identify the types of traffic-calming measures and the types of roads and conditions under which those measures are appropriate.
- 2.6.1.9** The Town shall implement a “Green” Streets pilot project based on future Council decision making.

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2.6.2 Liquid Waste

Intent: The Regional District of Nanaimo (RDN) provides wastewater treatment for Qualicum Beach. While interceptors along the beach are maintained by the RDN, the Town is responsible for its own collection system and associated facilities. The Town pays for sewer treatment based on flow volume. Therefore, maintaining system integrity and minimizing infiltration and inflow is in the Town's interest.

The Town has serviced residential lots that are still vacant, as well as undeveloped, residential acreage and some 'Medium-Density Residential' areas that are adjacent to existing sewers. Further expansion of its sewer system may not be in the best interest of the Town until some of these vacant properties have been absorbed.

To encourage infill of existing residential areas and to discourage urban sprawl, it is not in the interest of the Town to provide sewer services in its 'Rural' or 'Estate Residential' areas outside the Urban Containment Boundary, or outside of the municipal boundary other than to publicly-owned properties. However, as provided for in the Regional Growth Strategy, the Town may consider providing sewer services to areas for environmental or public health reasons, with the provision that the sewer service does not increase the number of lots that could be created through subdivision.

Objectives

- 2.6.2(a) *To discourage urban sprawl by limiting the expansion of the sewer system.*
- 2.6.2(b) *To focus on maintaining the existing sewer system in accordance with the Town's capital expenditure program.*
- 2.6.2(c) *Efficient use of the existing community sewer system.*

Policies

- 2.6.2.1** The Town shall develop sanitary sewer infrastructure in accordance with the policies of the Plan and in accordance with its Capital Expenditure Program.

- 2.6.2.2** The Town shall not provide sanitary sewer services to areas located outside of the designated “Urban Containment Boundary” (UCB) or the municipal boundary, except where existing developments threaten public health or the environment. No additional development shall be permitted as a result of providing such service beyond that supported in the applicable official community plans in place at the date of adoption of the Regional Growth Strategy, i.e. OCP Bylaw No. 575, 2004.

- 2.6.2.3** Unless further expansion of the sewer system is in the best interest of the Town, expansion shall not occur until the existing facilities are more fully utilized through infill and redevelopment.

2.6.3 Stormwater & Watershed Management

Intent: The Town's Engineering Standards and Specifications set standards for the design of storm drainage systems to be adhered to within the Town. In addition, an updated Storm Drainage Master Plan is anticipated to be completed in 2025 or 2026. This plan will include the conceptual design of a storm drainage system for the municipality.

Part of the Town's storm drains lead into Grandon Creek and Beach Creek, two main natural drainage systems within the Town. Of these, Grandon Creek has shown signs of pollution which may stem in part from upland agricultural uses, but which are not helped by the risk of surface pollutants entering via the Town's storm drains. An opportunity exists to create a wetland in the upper reaches of Grandon Creek to provide for natural treatment of agricultural run-off and improve water quality in Grandon Creek discharging to the Strait of Georgia, based on future Council decision making.

Effective stormwater management addresses the following issues:

a) Alternating Flood and Drought

Changes to a property may seem minute, but the cumulative effect of land use change in developed watersheds can be dramatic. Impervious surfaces such as rooftops, roads and parking lots prevent rainfall from being absorbed by the soil, causing more frequent and severe flooding. The reduced supply of groundwater under impervious surfaces causes lower base flows in streams in summer. The combination of alternating floods and drought can ruin the productivity of a fish stream.

b) Water Quality Issues

In general, urban water is often filled with pollutants from runoff, including:

- Sediment, which can ruin spawning grounds, bury juvenile fish, and damage fish gills.
- Excess nutrients, such as nitrogen and phosphorus can create algae blooms and deplete oxygen needed for fish.
- Other pollutants, such as household cleaners, hot tub disinfectants, antifreeze, oil, concrete leachate and heavy metals.

Large volumes of surface runoff can play a major role in destabilizing the steep banks of the Grandon Creek Ravine and the bluff areas. Adequate management of storm water is necessary to reduce the risk of further geotechnical failures. Finally, on-site disposal of storm water should be considered where it is geotechnically appropriate to do so.

Objectives

- 2.6.3(a) *To continue to evolve the Town's drainage standards in response to climate change.*
- 2.6.3(b) *To ensure that municipal drainage minimizes impact on the water quality of Grandon Creek and Beach Creek.*
- 2.6.3(c) *To explore opportunities to develop wetlands in the upper reaches of the Creeks based on future Council decision making.*
- 2.6.3(d) *To reduce land slip and other soil failures that are caused by inadequate drainage.*
- 2.6.3(e) *To seek cost-effective means of providing storm water management.*
- 2.6.3(f) *To understand our own hydrological regime.*
- 2.6.3(g) *To integrate rainwater management systems that mimic and support the natural environment, such as permeable surfaces, bio-swales and rainwater catchment.*

Policies

- 2.6.3.1** Land to be subdivided shall meet the Town's engineering standards for rainwater management.
- 2.6.3.2** The Town shall continue with its program of implementing the recommendations of the storm drainage system plan, as budgeting and development allow.
- 2.6.3.3** The Town shall co-operate with Federal and Provincial agencies in monitoring the effects of municipal drainage on the water quality of Grandon Creek and Beach Creek.
- 2.6.3.4** The Town shall encourage the retention of existing wetlands and the construction of artificial wetland(s) in the upper reaches of the Creeks where it is feasible and practical.
- 2.6.3.5** The Town shall encourage the Regional District of Nanaimo to increase minimum parcel size for subdivision within the drainage areas of Grandon Creek or Beach Creek outside of the Town boundary.
- 2.6.3.6** The Town shall review methods by which landslip problems can be improved through rainwater management. This applies particularly to unstable areas referred to under section "2.7.1 Hazardous Lands Development Permit Areas" in this Plan.

- 2.6.3.7** The Town shall, from time to time, review its Development Cost Charge Bylaw regarding the management of storm drainage facilities.
- 2.6.3.8** The Town shall encourage on-site storm water solutions where it is geotechnically feasible to do so.
- 2.6.3.9** Permeable surfaces shall be considered first whenever hard surfaces are required.
- 2.6.3.10** The Town shall refer to "Beyond the Guidebook 2010: Implementing a New Culture for Urban Watershed Protection and Restoration" and updates thereto as a reference for rainwater management.
- 2.6.3.11** The Town shall work with the Regional District of Nanaimo and the Mount Arrowsmith Biosphere Region to develop a watershed stewardship and management framework based on future Council decision making.
- 2.6.3.12** In the interest of advancing slope stability, the Town should consider controls to manage underground water flows in the form of storm sewers or other means.

2.6.4 Water

Intent: The Town provides its own water sources and distribution system. The distribution system is in a good state of repair and designed to accommodate the scale of community development and eventual buildout of this Official Community Plan.

The Town is a partner in the Arrowsmith Water Service (AWS) joint venture with the Regional District of Nanaimo and the City of Parksville. The AWS provides a potential future water supply for the Town; however, the construction of the transmission main is a significant cost to transmit water from the Englishman River water intake to the Town. The Town will pursue additional diversity in its water sources to ensure that the Town will have a reliable source of water in the future. This includes the pursuit of water rights to an intake and monitoring station on the Little Qualicum River.

For the Urban Containment Boundary to be effective in controlling sprawl, services must be limited to areas where urban development is desired. Exceptions may include servicing of publicly-owned land or where existing developments threaten public health or the environment.

Objectives

- 2.6.4(a) *To continue to maintain and upgrade existing water sources and distribution facilities in accordance with the Town’s capital expenditure program.*
- 2.6.4(b) *Unless further expansion of the water distribution system is in the best interest of the Town, expansion shall not occur until existing facilities are more fully utilized.*
- 2.6.4(c) *To maintain ground water supply adequate to meet winter demands.*
- 2.6.4(d) *To ensure the long-term security of the Town water supply.*
- 2.6.4(e) *To secure a diversity of water sources to guarantee the continued quantity and quality of water.*
- 2.6.4(f) *To discourage urban sprawl by limiting the provision of water to urban areas.*

Policies

- 2.6.4.1** The Town shall not provide water services to areas located outside of the designated “Urban Containment Boundary” (UCB) or the municipal boundary, except where existing developments threaten public health or the environment, including the servicing of industrial land outside the UCB where it would not compromise the Plan’s principles and policies regarding urban containment. No additional development shall be permitted as a result of providing such service beyond that supported in the applicable official community plan in place at the date of adoption of the Regional Growth Strategy, i.e. OCP Bylaw No. 575, 2004.
- 2.6.4.2** The Town shall continue with its program of upgrading existing facilities for urban areas consistent with the land use policies of the Plan and in accordance with its capital expenditure program and development cost charges bylaw. Such work may include the provision of additional storage facilities.
- 2.6.4.3** The Town shall continue to reduce water usage and encourage conservation through education, regulations, incentives and pricing.
- 2.6.4.4** The Town shall continue to develop water rate structures to discourage excessive consumption and work towards recovering the true cost of water supply and distribution.
- 2.6.4.5** The Town shall explore additional aquifer and surface water sources.
- 2.6.4.6** The Town shall continue to work with the Regional District of Nanaimo, Provincial Ministries, local jurisdictions and water purveyors on a coordinated approach to water supply and management.
- 2.7.4.7** The Town shall pursue water rights to an intake and monitoring station on the Little Qualicum River.
- 2.6.4.8** The Town shall recognize and support rainwater and watershed management best practices to ensure the continued quality of drinking water and the health of the watershed, including protection from pollution and contamination.

2.6.5 Solid Waste

Intent: Solid waste disposal facilities have limited capacity and future locations will be difficult to find and extremely expensive.

The Regional District of Nanaimo provides region-wide solid waste disposal policies and facilities, with a long-term goal of zero waste. The Town supports the region’s recycling, food waste composting, and other zero waste initiatives.

Objectives

- 2.6.5(a) *Continue to support regional policies for the management of solid waste.*
- 2.6.5(b) *Treat and dispose of solid waste in an environmentally sound manner.*
- 2.6.5(c) *Reduce the amount of waste.*
- 2.6.5(d) *Reduce single-use plastics.*

Policies

- 2.6.5.1** The Town shall continue monitoring the old sanitary landfill site in cooperation with the Provincial Government.
- 2.6.5.2** The Town shall continue to support the Regional District of Nanaimo in the operation of a Regional Waste Management Function.
- 2.6.5.3** The Town shall continue to encourage recycling, composting, and other programs aimed to reduce solid waste.

2.7 Development Permit Areas

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area (DPA). Such concerns can cover:

- (a) protection of the natural environment, its ecosystems and biological diversity;
- (b) protection of development from hazardous conditions;
- (c) protection of farming;
- (d) revitalization of an area in which a commercial use is permitted;
- (e) establishment of objectives for the form and character of intensive residential development;
- (f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
- (g) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
- (h) establishment of objectives to promote energy conservation;
- (i) establishment of objectives to promote water conservation;
- (j) establishment of objectives to promote the reduction of greenhouse gas emissions.

The category in each of the following DPA descriptions sets out which of these concerns applies.

The Town of Qualicum Beach has designated development permit areas across five categories.

The following table shows the Development Permit Areas designated within the Town of Qualicum Beach, with some addressing aspects of importance across several categories.

Development Permit Area	(a) Natural Environment	(b) Hazardous Conditions	(d) Commercial Revitalization	(e) Intensive Residential	(f) Commercial/ Industrial/ Multi-family
C1: Uptown Commercial			✓		✓
C2: Light Industrial					✓
C3: Beach Commercial	✓				✓
C4: Beach Commercial					✓
C5: College Road					✓
C6: Memorial Avenue					✓
C7: Memorial Avenue			✓		
C8: Crescent Road East	✓				✓
C9: Berwick Road					✓
C10: Qualicum Beach Airport	✓				✓
C11: Highway Bluff Commercial					✓
C12: Rural Destination Resort	✓				✓
E1: Beach Area	✓				✓
G1-G12: Ecological Greenways	✓				
H1: Hazardous Lands		✓			
RFC1: Small-Scale Residential Form & Character				✓	✓
RFC2: Medium-Density Residential Form & Character	✓	✓			✓

The following section gives a detailed description of each Development Permit Area established by the Plan. Each description includes the following information:

Category The type of concern that the Development Permit Area is designed to address as per the *Local Government Act* Section 488.

Purpose Describes the purpose of the Development Permit Area.

Area: Describes the location of the Development Permit Area.

Justification: This sets out the reasons for declaring the DPA. Such reasons may point to other information which is not contained in this Plan.

Guidelines: Describes the guidelines that applicants must meet in order to obtain a development permit.

2.7.1 Hazardous Lands Development Permit Areas

General Intent: Development constraints in Qualicum Beach are the result of unstable ground conditions, flooding hazards and areas of environmental sensitivity.

Hazard Lands Development Permit Areas in Supporting Key OCP Goals

The policies and objectives of the designation of Development Permit Areas support the Key OCP Goals of **Community Health** and **Progressive Infrastructure**.



Community Health: Advanced by preventing negative health consequences that may occur as a result of flooding or unstable ground conditions.



Progressive Infrastructure: Advanced by managing stormwater in a way that prevents slope failures and unstable ground conditions.

Development Permit Area H1 – Hazardous Lands

Category: (a) **Protection of development from hazardous conditions**

Purpose: *Protection of Development from Hazardous Conditions*

Area: This Development Permit Area is shown on map 'Schedule 2.5' and is applicable to flood-prone lands, coastal properties that are susceptible to storm damage and steep slopes. This includes, but is not limited to, all those lands within the Plan area with a natural grade greater than 30%.

Justification: Lands including or susceptible to natural hazards may experience erosion, degradation or mass movement and require great care and consideration if development and/or disturbance are to occur.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 2*

2.7.1.1 Unstable Areas

Intent: Steep, potentially unstable bluff areas exist along the south side of the Island Highway 19A, the northerly foreshore including the Estate Residential and Eaglecrest areas, Grandon Creek ravine, Beach Creek ravine, District Lot 17 and a portion of the French Creek valley near the Qualicum Beach Airport owned by the Town. While the ravine areas of Grandon Creek are mostly controlled by the Town, other areas are privately-owned and subject to development pressure. For this reason, these areas have been designated Development Permit Areas.

Particular reference is made to geotechnical reports prepared for the Town in 1981 by B.H. Levelton & Associates and in 1996 by EBA Engineering Consultants Ltd., that conclude most failures in the area south of, and adjacent to, the Island Highway 19A are triggered by surface and subsurface water conditions.

Objectives

- 2.7.1.1(a) *To protect both existing and new developments against hazards associated with unstable soils.*
- 2.7.1.1(b) *To maintain vegetation where it serves to absorb high water levels and control run-off that could otherwise trigger soil failures.*
- 2.7.1.1(c) *To prevent storm drainage from development increasing water levels in critical areas.*
- 2.7.1.1(d) *To ensure construction is undertaken using principles that are consistent with good geotechnical practice to prevent soil failures from occurring as a consequence of development.*

Policies

- 2.7.1.1.1** No vegetation shall be removed from the slopes of the French Creek ravine, Grandon Creek ravine, Beach Creek ravine, the bluff areas south of the Island Highway 19A or other areas that have been identified as being unstable, except in accordance with the development permit guidelines for that area.
- 2.7.1.1.2** Any development on areas that are subject to unstable ground conditions shall have storm and other drainage systems designed by a professional engineer, so as not to increase the risk of soil failure resulting from surface water conditions.
- 2.7.1.1.3** Where an owner of land is aware of unstable ground conditions on a property to be developed, the owner shall advise the municipality of such conditions at the time an application is made for a permit or an amendment to a bylaw affecting the property under consideration.

2.7.1.2 Flooding

Intent: Low-lying coastal areas have considerable exposure to storm events and are subject to flooding and wave action during high tides and heavy weather. Rising sea levels, as a result of climate change, will increase the vulnerability of the Town’s flood-prone areas. Low-lying land near the Little Qualicum River is vulnerable to both river and ocean flooding. Map Schedule 2.5 “Hazardous Lands Development Permit Areas” identifies the areas that are historically vulnerable to flooding.

Objectives

- 2.7.1.2(a) To define areas that may be subject to flooding.
- 2.7.1.2(b) To prevent damage to persons and property as a result of flooding.
- 2.7.1.2(c) To plan for the impact of sea level rise as projected and supported by scientific literature.

Policies

- 2.7.1.2.1 With respect to development of the beach areas, the Town shall follow the development permit guidelines for that area.
- 2.7.1.2.2 The Town shall review the maps and data produced by Federal and Provincial government sources when considering land use within flood plain or flood-prone areas.

2.7.2 Ecological Development Permit Areas: Environmentally Sensitive Areas (ESAs)

Intent: The Little Qualicum River and French Creek are important fisheries resources that require consideration. Both Grandon Creek and Beach Creek are fish-bearing streams that require consideration. The beach of Qualicum Beach is not only a prime recreational resource, but also an important environmental area.

The Town-owned land on D.L. 10 is underlaid with aquifers, which are a main source of the Town's drinking water. The aquifers also extend into the privately-owned part of D.L. 10 on the north side of the highway located outside the municipal boundary. The Town-owned land south of the fire hall on Rupert Road is also a major water source. Both properties require careful management in order to protect the quality and quantity of this resource.

Environment Canada, Canadian Wildlife Service and the Provincial Ministry of Water Land and Air Protection (2002), in partnership with other organizations, produced a Sensitive Ecosystems Inventory for East Vancouver Island that includes the Qualicum Beach area. The document is a good reference for land-use planning. Fine-tuning of the information appears to be necessary and is ongoing.

Map 'Schedule 2.4' – "Ecological Development Permit Areas" identifies those environmentally-sensitive areas that are protected by a Development Permit Area designation. *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1* contains guidelines for actions within these areas.

Ecological Development Permit Areas in Supporting Key OCP Goals

The policies and objectives of the designation of ecological Development Permit Areas support the Key OCP Goal of **Healthy Landscapes**.



Healthy Landscapes: Advanced by protecting environmentally sensitive areas in the Town.

Objectives

- 2.7.2(a) *To protect areas of environmental importance, including Coastal Douglas fir Biogeoclimatic Zone ecosystems.*
- 2.7.2(b) *To determine the sources of existing pollutants entering Grandon Creek and Beach Creek, and initiate corrective measures.*
- 2.7.2(c) *To protect the quantity and quality of the Town’s drinking water supply, including the aquifers underlying D.L. 10 and the Berwick Well Field.*

Policies

- 2.7.2.1** The Town shall encourage and co-operate with Provincial and Federal agencies and the Regional District of Nanaimo to identify, enhance and protect the Town’s environmentally-sensitive areas.
- 2.7.2.2** The Plan contains policies and development permit guidelines in regard to environmentally-sensitive areas within the Qualicum Beach area.
- 2.7.2.3** The Town shall oppose any development of D.L. 10, or the Berwick Well Field or any other development that could have an adverse effect on the Town’s underground water supply.
- 2.7.2.4** The Town shall consider the importance of Coastal Douglas-fir ecosystems and associated wildlife and vegetation when considering proposed changes in land use or designation.
- 2.7.2.5** The Town shall explore additional bylaws and policies to identify, protect and restore Coastal Douglas fir Biogeoclimatic Zone ecosystems.

Development Permit Area G1 – G12 – Ecological Greenway Areas

Category: (b) **Protection of the natural environment, its ecosystems and biological diversity**

Area: Development Permit Area No. G1– G12, as shown on map 'Schedule No. 2.4'.

a) Development Permit area boundaries for Areas G1, G2, G3 and G4 shall include the Riparian Assessment Area required by the Riparian Area Regulation (RAR) adjusted to include any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

b) Within the Development Permit Area boundaries, Aquatic Habitat Greenways shall be defined to include the Streamside Protection and Enhancement Areas (SPEAs), as defined under the RAR, plus the nest trees and associated buffers.

For these areas, Development Permit Area boundaries and Ecological Greenways shall be established as follows:

G1 – Grandon Creek**G2 – Lower Beach Creek****G3 – Upper Beach Creek****G4 – Beach Creek Tributaries****G5 – Little Qualicum/Laburnum**

The Development Permit Area boundaries for Area G5 shall include sensitive land in one of four types:

a) The Riparian Assessment Areas required by the RAR. Within the Development Permit Area boundaries, Aquatic Habitat Greenways shall be defined to include the Streamside Protection and Enhancement Areas (SPEAs) as defined under the RAR.

b) Aquatic Habitat Greenways that encompass all wetlands, which means all areas of land that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, fens, vernal pools and estuaries, plus wetland buffers, as recommended by a Registered Professional Biologist.

c) Upland Habitat Greenways that encompass sloping terrain plus 3m from the top of sloping terrain and 3m from the toe of sloping terrain.

d) Upland Habitat Greenways that encompass any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

G6 – Estate Slopes

Development Permit Area G6 shall include Upland Habitat Greenways that encompass sloping terrain plus 3m from the top and bottom of sloping terrain, adjusted to include any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

G7 – Shore Cliffs

Development Permit Area G7 shall include Upland Habitat Greenways that encompass sloping terrain plus 3m from the top of sloping terrain and 3m from the toe of the sloping terrain, adjusted to include any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist. In areas of new commercial, multi-unit or resort development, the width of the Upland Habitat Greenway shall be the area of undisturbed land remaining after regrading required by a geotechnical engineer to accommodate building development, but in no cases shall the Upland Habitat Greenway be less than 10m wide.

G8 – Marine Shoreline

The Development Permit Area G8 applies to all lands within an area that extends 15m inland from the natural boundary of the ocean and seaward to the Municipal boundary. These shoreline areas have high ecological values. Due to their physical and biological characteristics and situation, they need to be carefully managed to avoid potential negative impacts of development and construction. Residential development, and associated shoreline improvements or protection measures, can threaten the ecological and physical integrity of the foreshore and valuable upland.

G9 – Aspen Sedge Wetland (SEI 0411)

G10 – Claymore Forested Wetland (SEI 0409)

G11 – Bog Wetland (SEI 0421)

Development Permit Area G9, G10 and G11 shall encompass all wetlands including associated buffers. Within these Development Permit Areas, Aquatic Habitat Greenways shall be maintained on all watercourses, including all areas of wetlands, which means all areas of land outside watercourses that are

inundated or saturated by surface or groundwater at a frequency and duration sufficient to support vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, fens, vernal pools and estuaries, plus wetland buffers, as recommended by a Registered Professional Biologist. Development Permit Area boundaries shall be adjusted to include any nest tree of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

G12 – French Creek Riparian and Steep Slopes

The Development Permit Area boundaries G12 shall include sensitive land of the following types:

- a) The Riparian Assessment Areas required by the RAR.** Within the Development Permit Area boundaries, Aquatic Habitat Greenways shall be defined to include Streamside Protection and Enhancement Areas (SPEAs) as required under the Riparian Areas Regulation (RAR).
- b) Upland Habitat Greenways encompass the sloping terrain** plus 3m from the top of sloping terrain and 3m from the toe of sloping terrain.
- c) Upland Habitat Greenways that encompass any nest tree** of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl, plus nest tree buffers, as recommended by a Registered Professional Biologist.

Justification: Ecological Greenways are important habitats for fish, birds and wildlife, or are representative areas of native vegetation, ecosystems and biodiversity. As some of these areas contain bluffs rising from the Strait of Georgia, there is a need to ensure that development and other activities are carried out in accordance with best practices.

The Development Permit designation on the property that contains the Ecological Greenway is necessary to allow development or redevelopment of adjacent properties in a manner that will conserve and restore fish and wildlife habitat, and allow flexibility in the form of the development adjacent to the Greenway

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1*

Ecological Greenway Types

The Ecological Greenways map 'Schedule 2.7' identifies the general location of three types of greenways: **Aquatic Habitat Greenways**, **Upland Habitat Greenways**, and **Marine Shorelines**.

Aquatic Habitat Greenways: Ecological Development Permit Area

Category	(a) protection of the natural environment, its ecosystems and biological diversity;
Purpose	<i>Protect watercourses and the sensitive ecosystems around them</i>
Area:	Map 'Schedule 2.4' – "Ecological Development Permit Areas" identifies those environmentally-sensitive areas that are protected by a Development Permit Area designation.
Justification:	Protection of these areas is required under the federal <i>Fisheries Act</i> . The Aquatic Habitat Greenway designation brings local land use planning in line with this senior government law, and increases certainty about what areas require protection. The Provincial <i>Fish Protection Act</i> also applies to protection of Aquatic Habitat Greenway.
Guidelines:	See <i>Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1</i>

Upland Habitat Greenways: Ecological Development Permit Area

Category	(a) protection of the natural environment, its ecosystems and biological diversity;
Purpose	<i>Include wooded areas, veteran trees and native thickets.</i>
Area:	Map 'Schedule 2.4' – "Ecological Development Permit Areas" identifies those environmentally-sensitive areas that are protected by a Development Permit Area designation.
Justification:	These areas provide important habitat for eagles, herons, and song birds, as well as many small mammals and other species. Many patches of upland habitat exist on public lands in the urban areas of Qualicum Beach. Thoughtful private landowners have maintained habitat on their properties.
Guidelines:	See <i>Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1</i>

Marine Shorelines: Ecological Development Permit Area

Category	(a) protection of the natural environment, its ecosystems and biological diversity;
Purpose	<i>Protects ecological and physical integrity of the foreshore while permitting public access</i>
Area:	Map 'Schedule 2.4' – "Ecological Development Permit Areas" identifies those environmentally-sensitive areas that are protected by a Development Permit Area designation.
Justification:	These are referred to collectively as ecological greenways in the development permit guidelines. The Ecological Greenway Map shows the following: green or aqua-coloured areas - representing graphically the approximate extent of the proposed ecological greenways, which are to remain free of development other than as permitted in this bylaw. For the purpose of partial relaxation of related land use regulations only, i.e. front and rear yard setbacks, all parcels which contain an ecological greenway designation shall be included in the Development Permit Area.
Guidelines:	<i>See Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1</i>

2.7.3 Form and Character Development Permit Areas

Intent: The small-town charm of Qualicum Beach is a key component of the community's sense of place. Guiding the form and character of intensive residential, commercial, and institutional development will help protect the small-town charm for generations to come.

Form and Character Development Permit Areas in Supporting Key OCP Goals

The policies and objectives of the designation of form and character Development Permit Areas support the Key OCP Goal of **Sense of Place**.



Sense of Place: Advanced by guiding new development to compliment the small-town village character and ambience of the Town.

As per Section 488 of the *Local Government Act*, a local government may only establish Form and Character Development Permit Areas for the following purposes:

- Revitalization of an area in which commercial use is permitted
- Establishment of objectives for the form and character of intensive residential development
- Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development
- In relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region

The following tables provide the category, area, justification, and location of guidelines for each Form and Character Development Permit Area in the Town.

Development Permit Area C1 – Uptown Commercial

Category: (d) **Revitalization of an area in which a commercial use is permitted**
 (f) **Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development**

Area: Development Permit Area No. C1, as shown on map 'Schedule No. 2.3', includes the uptown commercial core area of Qualicum Beach.

Justification: The Downtown Revitalization Strategy was adopted by Council in 1992. The Downtown Revitalization Concept Plan followed in 1994. It is the intent of the Plan to implement the objectives of the revitalization studies through a balance of improvements initiated by the Town and through development permits as redevelopment proceeds. Detailed "Village Design Guidelines" were completed and incorporated into the Plan in February 1997. The area is now referred to as "uptown", with the guidelines being re-titled "Uptown Commercial Design Guidelines".

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C2 – Light Industrial

Category: (f) **Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development**

Area: Development Permit Area No. C2, as shown on map 'Schedule No. 2.3', includes the "Village Neighbourhood" areas designated for light industrial use.

Justification: The light-industrial area is close to both the uptown commercial area and medium-density developments. Both these areas have been identified as Development Permit Areas in order to protect essential ingredients of the Town's character.

The light-industrial area needs to be subject to similar regulation so that any new facilities further support the Town's efforts in adjacent areas. However, it is recognized that light-industrial needs vary from those in the commercial sector. For this reason the industrial area is identified as a separate Development Permit Area.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C3 – Beach Commercial

- Category:** (a) **Protection of the natural environment, its ecosystems and biological diversity**
 (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. C3, as shown on map 'Schedule No. 2.3', includes the commercial area located on the Island Highway 19A at Memorial Avenue. Map 'Schedule 2.4' shows an area of Aquatic Habitat Greenway on a part of this Development Permit Area.

Justification: These commercial properties are at the intersection of the Island Highway 19A and Memorial Avenue. The location has been identified as an important visual focal point for the beach area.

The area serves as a gateway to the Town and as one of two 'Anchor Points' to the beach area. Moreover, it is anticipated that the need for traffic control of the intersection will require careful management of both vehicular and pedestrian traffic.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1* and *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C4 – Beach Commercial

- Category:** (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. C4, as shown on map 'Schedule No. 2.3' includes the commercial area located at the west end of the Town, adjacent to the Island Highway 19A.

Justification: These commercial properties form the western gateway of the Town and some are part of a major view corridor important to the prime tourism resource of the Town. Enhancement of the village scale and character is desirable in this area.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C5 – College Road

Category: (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. C5, as shown on map 'Schedule No. 2.3', includes the former commercial/heritage property located on College Road.

Justification: The history on this property, originally built as a boys' school known as the Qualicum College, reflects the village character and heritage of Qualicum Beach which is important to tourism in the Town.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C6 – Memorial Avenue

Category: (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. C6, as shown on map 'Schedule No. 2.3', includes a commercial/residential property with heritage history, located on the corner of Memorial Avenue and Crescent Road East.

Justification: This commercial/multi-family residential site is prominently located on Memorial Avenue, a major arterial road linking the waterfront and the uptown area.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C7 – Memorial Avenue

Category: (d) **Revitalization of an area in which a commercial use is permitted**

Area: Development Permit Area No. C7, as shown on map 'Schedule No. 2.3', includes a property with Heritage Designation located on Memorial Avenue.

Justification: The building on this property is St. Mark's Anglican Church. Built in 1926, both the quality and design of the building exemplify the village character which has long been an objective in the uptown area of Qualicum Beach to the south. The building is a predominant landmark and acts as a gateway to the uptown area.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C8 – Crescent Road East

Category: (a) **Protection of the natural environment, its ecosystems and biological diversity**

(f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. C8, as shown on map 'Schedule No. 2.3' includes a commercial area on Crescent Road East. The area faces the Qualicum Beach Memorial Golf Course to the northwest and is bounded by the Qualicum Beach Heritage Forest to the southwest and southeast.

Justification: **Natural Environment**

Development Permit Area C8 forms an environmentally integral part of the Qualicum Beach Heritage Forest. This is an environmentally-sensitive area containing many old-growth trees within the endangered Coastal Douglas fir region on the east coast of Vancouver Island. The trees and vegetation within Development Permit C8 play an influential role in the preservation and enhancement of Beach Creek as a habitat for salmon and other fish.

Commercial

The successful integration of additional commercial buildings must be attributed to the requirement that they match the scale and character of the existing historical buildings on the property.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1* and *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C9 – Berwick Road

Category: (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. C9, as shown on map 'Schedule No. 2.3', includes institutional/multiple residential buildings at the corner of Berwick Road and Village Way.

Justification: The successful integration of institutional or multi-family residential uses into the "Village Neighborhood" must be attributed to the requirement that they match the scale of adjoining areas, while providing some landscape buffering towards adjacent properties, without creating an enclave that separates the buildings from the surrounding community. Any additional development shall be at a scale and size to complement both the casual pedestrian scale of the commercial core areas and adjoining residential areas.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C10 – Qualicum Beach Airport

Category: (a) **Protection of the natural environment, its ecosystems and biological diversity**

(f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: This Development Permit Area No. C10, as shown on map 'Schedule No. 2.3', includes Industrial land at the Qualicum Beach Airport.

Justification: The Qualicum Beach Airport Development Permit Area provides guidelines for the form and character of light industrial activities which are not exempt from local regulation by Federal Aviation legislation.

The Qualicum Beach Airport is a small community airport facing growing pressure for additional transportation-related commercial services and supportive light-industrial development. Local residents are concerned about the potential impact of industrial development, including noise, odour, night lighting and potential contamination of groundwater.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1 and Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C11 – Highway Bluff Commercial

Category: (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. C11, as shown on map 'Schedule No. 2.3', includes commercial properties located south of Island Highway 19A.

Justification: These commercial properties are located on Island Highway 19A overlooking the oceanfront and beach area of the Town. Both the Highway as a scenic route for visitors, and the beach itself are prime resources of the Town. Enhancement of form and character is desirable in this area.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area C12 – Rural Destination Resort

Category: (a) **Protection of the natural environment, its ecosystems and biological diversity**

(f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. C12, as shown on map 'Schedule No. 2.3', includes non-ALR lands within the existing Pheasant Glen golf course on Qualicum Road.

Justification: At the time that the Pheasant Glen Destination Resort was rezoned, both the Regional Growth Strategy and the Official Community Plan made allowances for possible destination resorts outside of urban containment boundaries in rural areas. Sensitive integration of such developments must complement the environmental, economic and social attributes of the area.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1 and Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area E1 – Beach Area

- Category:** (a) **Protection of the natural environment, its ecosystems and biological diversity**
 (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. E1, as shown on map 'Schedule No. 2.3', includes commercial properties located between the Island Highway 19A and the beach. A portion of this Development Permit Area overlaps with the Upland Habitat Greenway, as showing on Map 'Schedule 2.4'.

Justification: These commercial properties are adjacent to the beach, an important environmental and tourism area. Some lots also form an important part of the major view corridor of the Town. Enhancement of the "village" scale and character is desirable in this area.

In addition, all sites are subject to flood damage during high tides when combined with heavy weather. Care must be taken to provide the necessary safety for developments without intruding on environmental requirements.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 1* and *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area RFC1 – Small-Scale Residential Form & Character

- Category:** (e) **Establishment of objectives for the form and character of intensive residential development**

Area: Development Permit Area No. RFC1, as shown on map 'Schedule No. 2.3', includes all residential areas within the Town of Qualicum Beach that are not in other Form and Character Development Permit Areas.

Justification: The successful integration of residential structures into the neighbourhoods of the Town requires that they complement the scale of adjoining residential areas and contribute to a physical sense of community.

This means that the application of RFC1 Guidelines may look different for developments in different neighbourhoods, and that is the intended outcome of these guidelines – to protect the form and character of existing neighbourhoods from buildings that do not complement the neighbourhood and the small-town character of the community.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

Development Permit Area RFC2 – Medium-Density Residential Form & Character

- Category:** (a) **Protection of the natural environment, its ecosystems and biological diversity**
 (b) **Protection of development from hazardous conditions**
 (f) **Establishment of objectives for the form and character of commercial, industrial or multi-family residential development**

Area: Development Permit Area No. RFC2, as shown on map 'Schedule No. 2.3', includes all multi-family or intensive residential areas within the Eaglecrest Area.

Justification: The successful integration of residential or mixed-use residential structures taller than three storeys and/or five or more units to the Eaglecrest neighbourhood requires that they match the scale and character of adjoining residential areas while being sensitive to existing uses including single-family residential and recreational uses.

This means that the application of RFC2 Guidelines may look different for developments on different parcels within the neighbourhood, and that is the intended outcome of these guidelines – to protect the form and character of the Eaglecrest neighbourhood from larger buildings that are not sensitive to the existing character of the neighbourhood.

Guidelines: See *Part 5 Zoning Bylaw No. 900 Development Permit Area Guidelines, Section 3*

2.8 Land Acquisition

Intent: To meet the broad objectives of this Plan, some additional property acquisition will be required. Techniques available to the Town for parks and open space acquisition include:

- a) Outright purchase. This can be financed, in part, by sale of existing surplus properties.
- b) Land exchange. In some cases, a land swap of existing holdings in exchange for new strategic acquisitions would be equitable.
- c) A 5% land dedication at time of subdivision. The *Local Government Act* will allow the Town to require a portion of subdivided land in a location acceptable to the Town to be set aside for park purposes.
- d) Negotiation. The Town may be able to negotiate a public right of way, easement, or other legal tenure to achieve public objectives, such as trail access or linear open space.
- e) Development Cost Charges bylaw. The *Community Charter* allows the Town to impose a charge for parks acquisition and improvement purposes.
- f) Land grant. The Town of Qualicum Beach may be in a position to receive land grants from the Crown (Province), the E & N Railway, or from private donors and estates.
- g) Public ways like walkways or bikeways fall under the definition of 'highway' in the *Land Title Act*. As such, these can be managed similar to highway dedications during subdivision.
- h) Community Amenity Contributions. *Community Amenity Contributions Policy 3008-11* allows the Town to define required amenity contributions for zoning amendments which result in an increase in property value (land lift)

Objectives

- 2.8(a) *To obtain appropriate land for the purposes of public recreation, open space, ecological areas and other goals of this Plan.*

Policies

2.8.1 The Town shall pursue the following major acquisitions:

- selected residential properties along the central waterfront, including those which now have encroachments on public land, and, in the long term, those required for a waterfront walkway, traffic circulation and parking.
- sites of two neighbourhood parks. All, or a part, of the neighbourhood park sites required for the western edge of Qualicum Beach could be provided out of District Lot 10 and existing Crown lands.
- linear open space connections:
 - broadened, along the upper sections of Grandon Creek to the Community Park.
 - along Beach Creek to Village Way, with an east/west tie to Dogwood Road.

2.9 Implementation

Implementation of the OCP is achieved through a variety of means, including but not necessarily limited to:

- Council resolutions
- Land use bylaws and other bylaws and regulations
- Development Permits
- Heritage Conservation Areas
- Agreements
- Special Studies

In accordance with the *Local Government Act*, all bylaws enacted, permits issued, and works undertaken must be consistent with the policies contained in this OCP. Moreover, many policies contained within this OCP establish the need for further studies and actions, many of which Council will need to consider in order to implement this OCP.

Objectives

- 2.9(a) *To ensure implementation of this OCP by amending other bylaws to be consistent with, and supportive of, this OCP*
- 2.9(b) *To ensure that other bylaws of the Town reflect the latest changes to the requirements set out by the Local Government Act*

Policies

- 2.9.1** The Town will review and amend, as required, other related bylaws to ensure that they are consistent with the policies established by this OCP and the requirements of the *Local Government Act*

3. Land Use Designations Within the Village Neighbourhood



Introduction

Intent: The “Village Neighbourhood” is characterized by pedestrian-friendly streets, a mix of housing types, parks, recreation facilities and natural areas all within walking distance of its vibrant, compact commercial core. The size of the “Village Neighbourhood” is based loosely on a 400m radius from the Commercial Core (“uptown”). However, because of topographic constraints, the E & N Railway to the north and the Agricultural Land Reserve lands to the east, the distance is reduced in some areas (see map ‘Schedule 2.2’).

Within the “Village Neighbourhood”, developments should make efficient use of the land, where smaller private areas are compensated by proximity to services, amenities, green spaces, squares, and a livable, attractive neighbourhood. Neighbourhood design and infrastructure should provide for future options such as alternative transportation and fuels, green streets, district energy, water/waste management and local food production and distribution.

The quality of life in the “Village Neighbourhood” will be protected and enhanced by introducing multi-residential housing of high quality that integrates well with the surrounding single-family dwellings and is compatible with the existing village scale and character. Where existing residences are single-family homes, well-designed small-scale multi-unit housing opportunities should be prioritized in the “Village Neighbourhood”, as gentle densification will contribute to the neighbourhood character and support local businesses located in the commercial core.

The existing light-industrial zoned lands immediately to the east of the uptown core contain many buildings that are of lower quality and utilitarian design. These buildings and yards contrast with the village character buildings and landscaped areas of the uptown area. The Town will encourage the revitalization of this area as a special planning area.

Land previously occupied by Qualicum Beach Elementary School on Primrose Street will continue as a community hub while retaining future potential as a school site.

Tourism makes a significant contribution to the Qualicum Beach economy, and there is a significant opportunity to increase tourism activity in the “Village Neighbourhood”.

Village Neighbourhood Land Use in Supporting Key OCP Goals

The policies and objectives of the Village Neighbourhood land use designation support the Key OCP Goals of **Complete, Compact Community Land Use, Low-impact Transportation, Community Health, Economic Prosperity, Healthy Landscapes, Green Buildings, Sense of Place, and Diversity of Housing.**



Complete, Compact Community Land Use: Advanced by the enhancement of the uptown core to be vibrant, safe, pedestrian friendly and commercially viable and to encourage the efficient use of land.



Low-impact Transportation: Advanced by emphasizing pedestrian-friendly design within the Village Neighbourhood.



Community Health: Advanced by maintaining and enhancing the public realm and discouraging medium-density housing projects that seek to separate themselves from the surrounding community.



Economic Prosperity: Advanced by exploring ways to attract young families in the Town, and providing opportunities for tourist accommodation and revitalize light-industrial lands in the Village Neighbourhood.



Healthy Landscapes: Advanced by managing rainwater, trees, and vegetation for new development in the Village Neighbourhood.



Green Buildings: Advanced by exploring opportunities to improve the energy efficiency of subdivisions and building construction.



Sense of Place: Advanced by ensuring off-site improvements to street-frontage for developments, such as sidewalks, street trees, and street lighting, and controlling building height within the Village Neighbourhood.



Diversity of Housing: Advanced by encouraging a mix of housing types and encouraging accessory residential uses for commercial and cultural spaces within the Village Neighbourhood.

Objectives

- 3.0(a) *To support the visionary principles in the Interim Sustainability Plan.*
- 3.0(b) *To establish a complete community centred on the uptown core that is vibrant, safe, pedestrian-friendly and commercially viable.*
- 3.0(c) *To provide a number of alternative methods of providing parking within the uptown commercial core.*
- 3.0(d) *To maintain and enhance the public realm including parks, squares, greens, play spaces and natural areas, as well as shops and activity centres.*
- 3.0(e) *To facilitate the comprehensive redevelopment of the former School District 69 Bus Garage site and adjoining areas around 'The Old School House' and next to the former Qualicum Beach Elementary School.*
- 3.0(f) *To promote Qualicum Beach as a tourist destination by providing opportunities for tourist accommodation and amenities within the "Village Neighbourhood".*
- 3.0(g) *To encourage revitalization of the light-industrial zoned lands adjacent to the uptown core.*
- 3.0(h) *To encourage housing types that make efficient use of land within the Village Neighbourhood, subject to neighbourhood compatibility.*
- 3.0(i) *To encourage a mix of high quality housing types that enhance the village scale and character of the area.*
- 3.0(j) *To encourage accessory residential dwellings as part of commercial and cultural uses.*

General Policies

Related to OCP Goal 1: Complete, Compact Community Land Use

- 3.0.1** The Town shall encourage the efficient use of land within the Village Neighbourhood.

Related to OCP Goal 2: Low-impact Transportation

- 3.0.2** The emphasis of street design shall be pedestrian-friendly, rather than car-friendly.

- 3.0.3** The Town supports the use of electric cars and shall encourage electric car charging stations as part of all new developments.
- 3.0.4** Existing and proposed community parking areas within the “Village Neighbourhood” are illustrated on map ‘Schedule 2.2’.
- 3.0.5** Parking in the commercial core shall be accommodated through a combination of on-street, on-site and community parking areas.
- 3.0.6** Improvements to parking shall be considered during the redevelopment of the former School District 69 Bus Garage site and surrounding area.
- 3.0.7** The Town shall explore alternative methods to compensate for a shortage of on-site parking, e.g. “*Specified Area for Community Parking Bylaw*”.
- 3.0.8** In order to establish a vibrant, pleasant and pedestrian-friendly commercial core, community parking areas will be located either around the periphery of the Commercial Residential area or in underground parking structures.

Related to OCP Goal 3: Community Health

- 3.0.9** The Town shall encourage rezoning applications for health care facilities within the “Village Neighbourhood”. Larger facilities should be ideally constructed on land already intended for that purpose, such as the land on Jones Street that is owned by Island Health. Such uses may be combined with medium-density residential or other uses.

Related to OCP Goal 5: Progressive Infrastructure

- 3.0.10** The Town shall pursue the implementation of a district energy pilot project within the “Village Neighbourhood”, with the Community Park and the curling rink area as potential locations. Potential technologies to be explored include geothermal and heat recovery from wastewater.

Related to OCP Goal 6: Economic Prosperity

- 3.0.11** In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.
- 3.0.12** Zoning and subdivision regulations shall provide opportunities for bed and breakfast tourist accommodation as an accessory use to the Residential, Commercial and Cultural uses permitted within the “Village Neighbourhood” area as shown on map ‘Schedule 2.2’.
- 3.0.13** The Town shall consider rezoning applications for a major tourist facility combining residential use with a destination resort hotel within the “Village Neighbourhood” area.

- 3.0.14** Mixed commercial/residential uses will be encouraged in the uptown area. Residential uses will not be supported on ground-floor commercial street frontages in the commercial area.
- 3.0.15** Use of commercial land within Development Permit Areas, as indicated on map 'Schedule 2.2', shall be in accordance with the Development Permit provisions contained in Section 2.7.

Related to OCP Goal 7: Healthy Landscapes

- 3.0.16** The Town shall support the redevelopment of the "Village Neighbourhood" in a manner that demonstrates the vision of the Interim Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.
- 3.0.17** The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.
- 3.0.18** The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.

Related to OCP Goal 8: Green Buildings

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

Related to OCP Goal 9: Sense of Place

- 3.0.20** The Town shall discourage housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.
- 3.0.21** As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.
- 3.0.22** On-site parking shall include landscaped areas in accordance with the "Uptown Commercial Design Guidelines" section of this Plan.
- 3.0.23** The Town supports the undergrounding of overhead utility wires within the "Village Neighbourhood" and shall explore financial and other strategies to work towards this objective over the long term.

- 3.0.24** Rezoning applications for medium-density residential uses will be considered within the “Mixed Residential 1 and Mixed Residential 2” areas of the “Village Neighbourhood” as illustrated on map ‘Schedule 2.2’, provided proposals are in accordance with the “Small-Scale Residential Form and Character Design Guidelines (see Development Permit Area Guidelines located in Zoning Bylaw No. 900).

Related to OCP Goal 10: Diversity of Housing

- 3.0.25** The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.
- 3.0.26** Within the “Village Neighbourhood”, the Town shall encourage developments that include a diversity of housing options, including a range of unit sizes and building types for families of all ages.
- 3.0.27** Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.
- 3.0.28** The Town shall require that where a new residential lot is created in the “Village Neighbourhood”, that approval of any new residential development be conditional upon a minimum of two dwelling units per lot.
- 3.0.29** Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views, community amenities, and contribution to housing stock which serves Priority Housing Groups, affordable housing, and/or purpose-built rental. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.

3.1 Village Commercial Residential

Intent: The Village Commercial Residential area is the heart of the uptown, including Second Avenue West and the other primary commercial streets as detailed in Map Schedule 2.2. The Town’s commercial activity is focused into this compact area to create a convenient and pleasant pedestrian experience. Residential use is encouraged within this area to provide opportunities for car-free living, support local businesses, and increase safety through “eyes on the street”. However, residences should be accessory to the commercial activity and not be allowed to dominate the street fronts. The density of up to 110 units per hectare means that the area can accommodate multiple floors of residential dwellings in an urban setting.

On a typical 600m² lot, 110 units per hectare equates to approximately seven dwelling units.

Policies

- 3.1.1 The Town shall protect and enhance the small-scale village character through application of the “Development Permit Area C1- Uptown Commercial Design Guidelines” which form part of the OCP.
- 3.1.2 The Town shall continue to provide opportunities for mixed-use commercial and accessory residential developments in the Town’s Land Use and Subdivision Bylaw.
- 3.1.3 The maximum density for accessory residential dwellings in the village commercial/residential area shall be up to 110 units/ha. However, density bonuses may be offered where developments provide underground parking, additional open space, parks, affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, ‘green’ buildings, or other community amenities.
- 3.1.4 Existing trees shall be retained where possible, as part of the landscape requirements for new developments.
- 3.1.5 In support of a complete, vibrant, uptown core where there is a potential to provide all types of commercial sales and services, the Town shall discourage owners from restricting specific uses that are otherwise allowed under the zoning regulations (e.g. restaurants).
- 3.1.6 The Town shall encourage a variety of commercial uses to limit the need for citizens to leave the Town for goods and services and further to attract commerce from the community’s trading area to benefit the economic prosperity of businesses and professional services in the Town.

3.2 Village Light Industrial

Intent: The Village Light Industrial area is located east of Memorial Avenue between Second Avenue East and Fourth Avenue East as detailed in Map Schedule 2.2. The area is home to a number of consumer-oriented businesses that would not be easily accommodated in a retail/residential environment, such as auto body shops, warehouses, glass repair, building supply and cabinet making.

On a typical 600m² lot, 20 units per hectare equates to one dwelling unit.

Policies

- 3.2.1 The Town shall consider rezonings for a combination of light industry and accessory residential uses.
- 3.2.2 The maximum density for residential dwellings in the village light-industrial area shall be up to 20 units/ha, provided that residential uses do not interfere with industrial or commercial uses. Density bonuses may be offered where developments provide underground parking, additional open space, parks, affordable housing, purpose-built rental housing, housing that serves Priority Housing Groups, or other community amenities.
- 3.2.3 The Town shall review off-site works and service standards, including sidewalk and boulevard improvements, for the Village Light Industrial Area.

3.3 Village Commercial/Cultural/Residential

Intent: The Village Commercial/Cultural/Residential area includes several Town-owned properties near the south-west corner of Memorial Avenue and Fern Road, including a portion of the former bus garage property, the adjacent parking lot and The Old School House Property. This area is detailed in Map Schedule 2.2

Policies

3.3.1 The Town and consultants shall further explore the feasibility of possible uses within the ‘Village Commercial /Cultural/Residential’ designation shown on map ‘Schedule 2.2’, including the following:

- Park / Public Square
- Neighbourhood Pub
- Commercial Space (retail/office)
- Artist Studios / Galleries
- Hotel
- Performing Arts Centre
- Seniors’ Centre
- Residential Development Above Ground Floor
- Outdoor Performance Venue
- Parking
- Movie Theatre

3.3.2 The Town supports the “Final Bus Garage Concept & Design Report” recommendation that a public square be included as part of the development of the Village Commercial/Cultural/Residential area.

3.3.3 The Town will continue to support The Old School House as a cultural centre for the arts.

3.4 Village Institutional

Intent: The Village Institutional designation includes publicly owned land within the Village Neighbourhood and residential care facilities as detailed in Map Schedule 2.2. These institutional uses complement the private business and residential uses in the area and are part of a complete, compact community.

Policies

- 3.4.1 The Town supports the existing location of Kwalikum Secondary School for the long term and supports the retention of a potential school site on Primrose Street.
- 3.4.2 The Town supports the development of a primary medical facility and/or a multi-practitioner facility on Jones Street on the land designated as “Village Institutional” on map ‘Schedule 2.2’.
- 3.4.3 The Town shall support accessory residential uses on lands designated as “Village Institutional” where the primary institutional use would not be negatively impacted

3.5 Village Mixed Residential 1

Intent: Village Mixed Residential 1 is the residential portion of the Village Neighbourhood that is slightly farther from the uptown, as detailed in Map Schedule 2.2. The development potential of this area is slightly less due to the distance. The maximum density of 60 units per hectare means that the area could accommodate townhouses, smaller condominiums, tiny house clusters or other compact residential developments with slightly larger setbacks than Village Mixed Residential 2, as well as more landscaping.

On a typical 600m² lot, 60 units per hectare equates to approximately four dwelling units.

Policies

- 3.5.1 The policies for ‘Village Mixed Residential 2’ shall apply to ‘Village Mixed Residential 1’, with the exception of Policy 3.6.3.
- 3.5.2 The maximum density for residential dwellings in the Village Mixed Residential 1 area shall be up to 60 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, ‘green’ buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the “Village Neighbourhood”.

3.6 Village Mixed Residential 2

Intent: Village Mixed Residential 2 is the residential portion of the Village Neighbourhood that is closest and most accessible to the uptown as detailed in Map Schedule 2.2. The proximity and convenience of this area makes it well-suited for more residential density than the other parts of the Village Neighbourhood. The maximum density of up to 80 units per hectare means that the area could accommodate larger condominium or apartment buildings, intensive townhouse developments or other compact residential developments with reduced setbacks and landscaping.

On a typical 600m² lot, 80 units per hectare equates to approximately five dwelling units.

Policies

- 3.6.1** The Town recognizes existing single-family and two-family dwellings within the area designated as 'Village Mixed Residential', as shown on map 'Schedule 2.2'.
- 3.6.2** The Town will consider rezonings for medium-density residential uses within the area designated 'Village Mixed Residential', as shown on map 'Schedule 2.2'.
- 3.6.3** The maximum density for medium-density developments in the "Village Mixed Residential 2" area shall be of up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".
- 3.6.4** The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for medium-density residential developments.
- 3.6.5** Sidewalks, curbs and gutters, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of medium-density developments.
- 3.6.6** Building designs and site development for medium-density residential developments shall conform to the 'Small-Scale Residential Form and Character Design Guidelines'.

3.7 Village Transitional Commercial/Residential

Intent: Village Transitional Commercial/Residential is the area on the fringe of the uptown, where the land use could be commercial, residential or a combination of the two as detailed in Map Schedule 2.2. The flexibility in this area is intended to accommodate fluctuations in commercial demand, as well as provide a transition between the commercial uptown and the surrounding residential areas. The density of this area is equivalent to the adjacent “Village Mixed Residential 2” area.

On a typical 600m² lot, 80 units per hectare equates to approximately five dwelling units.

Policies

- 3.7.1** The Town shall consider rezonings for medium-density residential and/or commercial uses within the area designated ‘Village Transitional Commercial/Residential’, as shown on map ‘Schedule 2.2’
- 3.7.2** The Town shall develop a suitable mixed-use zoning for the ‘Village Transitional Commercial/Residential’ area that will encourage small-scale developments compatible with ‘Development Permit Area C1’ design guidelines.
- 3.7.3** The maximum density for residential dwellings in the transitional area shall be up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, ‘green’ buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the “Village Neighbourhood”.
- 3.7.4** The implementing bylaws and policies of the Town shall ensure that existing trees are retained where possible, as part of the on-site landscape requirements for medium-density residential developments.
- 3.7.5** Sidewalks, curb-and-gutter, grass boulevards, trees, and pedestrian-friendly streetscapes shall be encouraged as part of medium-density developments.
- 3.7.6** Building designs and site development for medium-density residential developments shall be compatible with the ‘Development Permit Area C1’ guidelines.

3.8 East Village

Intent: The East Village is an area east of Memorial Avenue on land that was previously designated as Industrial. The parcels in this area are large and the ownership has been consolidated over the years, making it ideal for a comprehensive redevelopment. The density of this area is equivalent to the adjacent “Mixed Residential 2” area. The location of the East Village area is detailed in Map Schedule 2.2

On a typical 600m² lot, 80 units per hectare equates to approximately five dwelling units.

Policies

- 3.8.1** The Town will consider rezoning applications for multi-unit residential uses with accessory commercial uses within the area designated ‘East Village’, as shown on map ‘Schedule 2.2’.
- 3.8.2** Commercial uses within this area shall be located and oriented so as to maintain the compactness and pedestrian continuity of the uptown commercial core.
- 3.8.3** The maximum density for residential dwellings in the East Village shall be up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, ‘green’ buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the “Village Neighbourhood”.
- 3.8.4** The East Village should be developed as a unique mixed-use neighbourhood with a form and character that is distinct from the rest of the uptown commercial core.

3.9 Village Parks and Squares

Intent: The location of Village Parks and Squares within the Village Neighbourhood are detailed in Map Schedule 2.2

Policies

- 3.9.1** The Town shall maintain and enhance the existing parks and squares within the “Village Neighbourhood” illustrated on map ‘Schedule 2.2’.
- 3.9.2** The Town shall support and encourage the development of new squares and community gathering locations within the “Village Neighbourhood”, as shown on map ‘Schedule 2.2’.
- 3.9.3** The Town shall facilitate the integration of small green areas, open space, linear parks and squares into the residential areas of the “Village Neighbourhood”, including the integration of a transportation network for sustainable modes of transport in and around the “Village Neighbourhood”.
- 3.9.4** Pedestrian connectors shown within the “Village Neighbourhood” area are based on the 1994 revitalization study. Pedestrian connectors shall be developed as opportunities present themselves, either through development proposal negotiations with property owners, Town-initiated ‘green streets’ projects, or through land acquisition by the Town.
- 3.9.5** Future use of the ‘Community Park’ indicated on map ‘Schedule 2.2’ shall be in accordance with the 2006 Community Facilities Site Potential Plan Update and updates thereto.

4. Land Use Designations Outside the Village Neighbourhood



Introduction

Over the years, Qualicum Beach has substantially adhered to its Official Community Plan and adopted policies that address the Town's unique opportunities and constraints:

- As a community and as individuals, the residents of the Town recognize that human settlement is dependent on natural systems and that a sustainable balance between human uses and the natural environment must be maintained.
- The lands that are located just beyond the existing boundaries of Qualicum Beach have a direct effect on the social and economic welfare of the community. In order to protect the Town's interests in these sensitive fringe areas, the Town will work with the Regional District of Nanaimo as part of the implementation of the Regional Growth Strategy and the Town's OCP.
- The central commercial area provides upscale, quality, village-character buildings and landscaping. The adjacent light-industrial area has not developed to the same standards in regard to building façades, landscaping, parking and pedestrian amenities. This area is generally in need of revitalization.
- The Island Highway No. 19A generates high traffic loads along the beach, the Town's prime recreational asset. The highway corridor is physically constrained by both the beach and upland bluff areas and by existing commercial establishments along the beach.
- Unstable soil conditions prevail in undeveloped commercial areas along the Island Highway No. 19A. Improper development of these sites could result in hazardous conditions.
- Land use policies must be explicitly consistent with the framework and policies provided by the Regional Growth Strategy.

In addition, the Plan proposes to protect those aspects of Qualicum Beach that give it its character and scale, both in developed areas and its natural environment:

- The scale and character of its commercial areas are pedestrian-oriented.
- Outdoor recreation areas and natural ecosystems are preserved and enhanced.
- The scale and character of Qualicum Beach is oriented towards a village atmosphere.
- Multi-family residential developments are small-scale and form an integral part of a residential area.
- The Town's heritage is conserved, including buildings, landmarks, significant trees and forests.

4.1 Residential

Intent: Residential development should take place primarily in the “Village Neighbourhood” where developments benefit from existing services and residents live within a short walk of the commercial area. Higher levels of residential density in the “Village Neighbourhood” benefit the community by reducing reliance on private automobiles, improving the viability of public transportation, supporting local businesses, taking advantage of the energy efficiencies inherent in medium-density development, providing a greater diversity of housing and improving streetscapes and urban design. It should be noted that the buildout of the “Village Neighbourhood” is a long-term objective.

Consideration will be given to residential proposals that introduce alternative forms of housing which serve Priority Housing Groups into existing residential neighbourhoods, subject to neighbourhood compatibility. Given the desire related to quality of life, small town atmosphere and protection of the Town’s rural greenbelt area, the Plan makes no provision for development in the rural greenbelt area, the ‘Estate Residential’ area or the area west of Grandon Creek. It is expected that residential development will be accommodated primarily through small-scale subdivision, infill of existing vacant lots and medium-density residential developments in the “Village Neighbourhood”.

Residential Land Use in Supporting Key OCP Goals

The policies and objectives of the Residential land use designation support the Key OCP Goals of **Complete, Compact Community Land Use, Low-impact Transportation, Sustainable Food Systems, Progressive Infrastructure, Economic Prosperity, Sense of Place, and Diversity of Housing.**



Complete, Compact Community Land Use: Advanced by encouraging higher densities of residential development in the Village Neighbourhood and lower densities outside the Village Neighbourhood.



Low-impact Transportation: Advanced by promoting traffic-calming measures on local streets in residential neighbourhoods.



Sustainable Food Systems: Advanced by encouraging small-scale market gardening on residential land.



Progressive Infrastructure: Advanced by ensuring that municipal servicing is designed to accommodate residential land uses for lands designated as residential.



Economic Prosperity: Advanced by providing opportunities for sensitively-integrated and compatible home-based businesses on lands designated as residential.



Sense of Place: Advanced by encouraging residential developments and public spaces that strengthen and enhance the village atmosphere of the Town.



Diversity of Housing: Advanced by consistently exploring ways to facilitate the development of housing across the spectrum of affordability, accessibility, and tenure. Further advanced by encouraging the development of a variety of housing types and unit sizes.

Objectives

- 4.1(a) *To promote traffic-calming measures on local streets in residential neighbourhoods.*
- 4.1(b) *To encourage efficient use of municipal services and to prevent unnecessary capital expenditures by favouring residential development on lands already fully serviced.*
- 4.1(c) *To stimulate the local economy through enhancement of home-based business opportunities.*
- 4.1(d) *To improve streets and public spaces in conjunction with development activity as another way to strengthen community connections and create vibrant public spaces.*
- 4.1(e) *To provide a mix of housing types and tenures while encouraging designs that strengthen and enhance the village atmosphere of the Town.*
- 4.1(f) *To encourage a sufficient supply of affordable housing, special-needs housing, and rental housing.*
- 4.1(g) *To prioritize housing that serves at least one Priority Housing Group.*

General Policies

- 4.1.1** Higher densities of residential development shall be encouraged in the “Village Neighbourhood”, while lower densities of residential development will be considered outside the “Village Neighbourhood”, except where otherwise stated in this Plan or mandated by Provincial legislation.
- 4.1.2** The Town shall encourage and facilitate small-scale market gardening on residential land.
- 4.1.3** The Town shall ensure that municipal servicing is designed to accommodate the land uses identified in this Plan.
- 4.1.4** The Town, where possible and appropriate, shall provide opportunities for sensitively-integrated and compatible home-based businesses within the Town’s zoning regulations and shall explore ways to encourage more home-based businesses as part of a healthy local economy.
- 4.1.5** The Town shall encourage innovative approaches to the provision of housing.
- 4.1.6** The Town shall explore ways to work with community groups and senior levels of government to provide for the development of affordable housing, special needs housing, and rental housing.
- 4.1.7** The Town shall maintain a policy that will discourage the conversion of residential rental units to strata units during periods of low vacancy rates.
- 4.1.8** The Town supports the integration of small-scale housing including attached secondary suites, detached ancillary dwelling units, duplexes, and houseplexes and shall periodically assess the effectiveness of the Town’s regulatory bylaws in achieving this.
- 4.1.9** The Town will consider the integration of alternative forms of housing into existing residential areas where those housing forms serve at least one Priority Housing Group.
- 4.1.10** The Town will rely on the definition of affordable housing from Canada Mortgage and Housing Corporation: “housing is considered affordable if shelter costs account for less than 30 per cent of before-tax household income”.
- 4.1.11** The Town does not support further opportunities for residential development beyond that which exists under this Plan, unless a significant environmental and community benefit can be secured.

4.1.1 Estate Residential

Estate Residential is defined as residential use that is located on the large parcels of land indicated on map “Schedule 2.1”, which may be heavily forested and includes some old-growth trees which form a part of the Town’s greenbelt. The use accommodates no more than two units per parcel. The housing typologies within Estate Residential could include single-detached dwellings, single-detached dwellings with secondary suites, and detached ancillary dwelling units.

Intent & Land Use Patterns: Estate Residential properties provide a buffer between the sensitive land on the foreshore and the higher traffic on Highway 19A, forming a part of the Town’s greenbelt. Milner Gardens is located within this area and is an important institutional and educational asset for the community.

The Plan proposes to protect the “Estate Residential” lands as a large-lot forested area, and a Tree Protection Bylaw has been adopted to facilitate this protection. The section of forest adjacent to the highway is of particular importance to the community. Not only does it act as a buffer for property owners, it also provides a scenic gateway to the Town and has established itself as part of the heritage of Qualicum Beach.

These properties are low density, far from uptown, and without a convenient or safe route for active transportation, making it difficult for residents to access the uptown without relying on their cars.

Due to these reasons, the Estate Residential lands are not within the Urban Containment Boundary.

Estate Residential Land Use in Supporting Key OCP Goals

The policies and objectives of the Estate Residential land use designation support the Key OCP Goals of **Complete, Compact Community Land Use, Healthy Landscapes, and Sense of Place.**



Complete, Compact Community Land Use: Advanced by retaining low rural residential densities in the Town’s fringe areas.



Healthy Landscapes: Advanced by preserving the “Estate Residential” forest and retaining a greenbelt around the Town’s central urban area.



Sense of Place: Advanced by promoting ecological education opportunities in the Town.

Objectives

- 4.1.1(a) *To retain low rural residential densities in the Town's fringe area, including the "Estate Residential" area.*
- 4.1.1(b) *To preserve the "Estate Residential" forest in order to retain a greenbelt around the Town's central urban area, preserve the heritage values of Qualicum Beach and maintain the scenic gateway to the beach area.*
- 4.2.1(c) *To recognize the importance of Milner Gardens as an ecological education centre.*

Policies

- 4.1.1.1** Land designated as "Estate Residential" on map 'Schedule 2.1' of this Plan shall not exceed development densities of 2 dwellings for any parcel.
- 4.1.1.2** The Town shall not extend municipal services into areas designated as "Estate Residential" except under special conditions identified under the Urban Containment policies in Section 2.1.1.
- 4.1.1.3** In addition to the tree protection bylaws, the Town shall explore further ways to preserve the "Estate Residential" forest, including Development Permit Area designations, possible changes to the Zoning Bylaw, and the increase of the current minimum parcel size.
- 4.1.1.4** The Town shall continue, through the Zoning Bylaw, to provide for ecological education opportunities on the land owned by Vancouver Island University.

4.1.2 Small-Scale Residential

Small-Scale Residential is defined as residential use that is four-units or less per parcel, at a neighbourhood scale and is set out in map “Schedule 2.1”. This density measurement is slightly different than the traditional units-per-hectare (u/ha) model often used. Traditional u/ha densities will vary within this definition, generally between 40 u/ha and 80 u/ha depending on the size of the lot. The housing typologies within Small-Scale Residential could include, but are not limited to, any combination of single-detached dwellings, dwellings with secondary suites, ancillary dwelling units, duplexes, or houseplexes.

Intent & Land Use Patterns: The potential for new subdivisions and the availability of existing vacant small-scale residential lots within the municipal boundary is limited. Therefore, housing growth is anticipated to occur primarily as gentle infill with an incremental increase of secondary suites, ancillary dwelling units, and duplex and houseplex models within the Urban Containment Boundary over time. This infill is not limited to new construction and may lend itself to renovations to existing buildings to include secondary suites or the conversion of living levels or storeys in an existing single-family building into separate dwelling units.

Small-Scale Residential development has the potential to benefit and complement the community by creating the opportunity for aging in place, allowing families to stay together over time, providing affordable housing, and reducing pressure on new developments, while still contributing to a cohesive neighbourhood character.

Small-Scale Residential Land Use in Supporting Key OCP Goals

The policies and objectives of the Small-Scale Residential land use designation support the Key OCP Goals of **Complete, Compact Community Land Use, Progressive Infrastructure, Economic Prosperity, Healthy Landscapes, Green Buildings, Sense of Place, and Diversity of Housing.**



Complete, Compact Community Land Use: Advanced by maintaining relatively low residential density in small-scale residential areas.



Progressive Infrastructure: Advanced by encouraging infill in existing residential areas to efficiently utilize existing municipal services.



Economic Prosperity: Advanced by providing opportunities for small-scale neighbourhood-oriented commercial uses to provide daily needs within neighbourhoods, and for sensitively integrated and compatible home-based businesses to support a healthy local economy.



Healthy Landscapes: Advanced by protecting, preserving, and enhancing environmentally sensitive areas within small-scale residential areas and by implementing policies for adaptation in vulnerable areas, such as the waterfront in relation to rising sea levels.



Green Buildings: Advanced by exploring opportunities to improve the energy efficiency of subdivision and building construction.



Sense of Place: Advanced by encouraging a single-storey height for homes on the waterfront side of Island Hwy 19A on the central waterfront.



Diversity of Housing: Advanced by encouraging new diverse housing forms that provide opportunities for older residents and families and that are affordable.

Objectives

- 4.1.2(a) *To maintain lower housing densities in residential areas outside the Village Neighbourhood.*
- 4.1.2(b) *To encourage more efficient use of existing municipal services through infill in existing residential areas.*
- 4.1.2(c) *To protect, preserve and enhance environmentally-sensitive areas within the small-scale residential areas.*
- 4.1.2(d) *To prepare for climate change and rising sea levels by implementing policies for adaptation in vulnerable areas, such as the waterfront.*

- 4.1.2(e) *To encourage a single-storey height for homes on the waterfront side of Island Hwy 19A on the central waterfront.*
- 4.1.2(f) *To encourage ancillary housing forms, such as secondary suites, that will provide opportunities for aging in place, allow families to stay together over time, provide affordable housing and reduce pressure on new developments.*

Policies

- 4.1.2.1** Land designated as “Small-Scale Residential” on map ‘Schedule 2.1’ of this Bylaw shall generally not exceed development densities of 4 units per parcel.
- 4.1.2.2** The use of land within the “Small-Scale Residential” area shall be in accordance with the environmental policies and Development Permit Area requirements of the Plan.
- 4.1.2.3** The Town will entertain rezonings for a limited amount of small-scale neighbourhood-oriented commercial centres with a maximum floor area of 300m² to provide for daily needs, goods and services in appropriate locations within, or close to, “Small-Scale Residential” areas. Preference will be given to commercial locations where expansion of the existing commercial use can provide such goods and service.
- 4.1.2.4** The Town, where possible and appropriate, shall provide opportunities for sensitively integrated and compatible home-based businesses within the Town’s zoning regulations and shall explore ways to encourage more home-based businesses as part of a healthy local economy.
- 4.1.2.5** The Town shall review its regulations regarding construction elevations on the waterfront to adapt to rising sea levels.
- 4.1.2.6** The Town shall explore opportunities to improve the energy efficiency of subdivision and building construction through various methods, including rezonings, regulatory bylaws, incentive programs and education.
- 4.1.2.7** The Town shall review its zoning regulations with the intent of limiting the height of buildings within the central waterfront “Small-Scale Residential” area, between the foot of Garrett Road and the foot of Memorial Avenue, to one storey.

4.1.3 Medium-Density Residential

Medium-Density Residential is defined as residential use that is five units or more per parcel and is set out in map "Schedule 2.1".. This density measurement is slightly different than the traditional units-per-hectare (u/ha) model often used. Traditional u/ha densities will vary with this definition, depending on the size of the lot. The housing typologies within Medium-Density Residential may include, but are not limited to, any combination of houseplexes, townhouses, apartments and condominiums. Some of these typologies may also include ancillary dwelling units.

Intent & Land Use Patterns: By supporting medium-density residential development in carefully curated locations within the Urban Containment Boundary, the Town can support a variety of community benefits and amenities not achievable through small-scale residential development alone. These benefits and amenities can include:

- More affordable housing options with lower per-unit construction costs
- Reduced building footprints per unit, preserving green and natural spaces and ecosystems
- A diversity of housing types and sizes which serve different types of households with different housing objectives
- Better support for businesses in mixed-use areas through higher residential foot traffic
- Community safety through increased passive surveillance and "eyes on the street"
- Better opportunity for shared amenities within the development such as park and outdoor amenity spaces, laundry facilities, elevators, and gathering spaces
- More efficient use of municipal infrastructure such as roads and sidewalks, and liquid waste and water servicing

The Town has successfully integrated medium-density developments near the uptown area by controlling the scale and character of such projects through the use of rezonings and development permits. The Plan proposes that the Town primarily continue to focus medium-density developments into the "Village Neighbourhood", unless other identified areas demonstrate a significant benefit to the community. This will allow the Town the desired control over the scale and character of new facilities under rezoning applications.

Medium-Density Residential Land Use in Supporting Key OCP Goals

The policies and objectives of the Medium-Density Residential land use designation support the Key OCP Goals of **Complete, Compact Community Land Use**, **Low-impact Transportation**, **Healthy Landscapes**, **Green Buildings**, **Sense of Place**, and **Diversity of Housing**.



Complete, Compact Community Land Use: Advanced by discouraging most lands outside the Village Neighbourhood from developing as medium-density residential.



Healthy Landscapes: Advanced by considering development that clusters existing densities outside the Village Neighbourhood to protect the natural environment, preserve rural resources, provide community amenities or support sustainability principles.



Green Buildings: Advanced by exploring opportunities to improve the energy efficiency of buildings.



Sense of Place: Advanced by ensuring the scale and character of medium-density residential development is compatible with existing neighbourhoods, enhances the village character of the town, and is of a high quality. Advanced by utilizing density bonusing to encourage the provision of amenities that benefit the community.



Diversity of Housing: Advanced by considering moderate multi-residential uses within Mixed Residential areas of the Village Neighbourhood to facilitate the development of missing-middle housing.

Objectives

- 4.1.3(a) *To ensure that the scale and character of medium-density residential development is compatible with existing small-scale residential uses and will enhance the village character of the Town.*
- 4.1.3(b) *To ensure medium-density housing is developed as a high quality, compatible part of the surrounding community.*
- 4.1.3(c) *To encourage medium-density development in the "Village Neighbourhood" in order to provide for a variety of housing options within the Town.*

Policies

- 4.1.3.1** Residential density and land use *within* the “Village Neighbourhood” shall be in accordance with “Section 3 Land Use Designations within the Village Neighbourhood”.
- 4.1.3.2** Rezoning applications that cluster existing densities may be considered outside the “Village Neighbourhood” in order to protect the natural environment, preserve rural resources, provide community amenities or support sustainability principles.
- 4.1.3.3** The Town shall explore opportunities to improve the energy efficiency of buildings through various methods including rezonings, regulatory bylaws, incentive programs and education.
- 4.1.3.4** The Town shall discourage housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.
- 4.1.3.5** The Town shall implement the form and character design guidelines as shown in Section 2.7.3 of this Plan.
- 4.1.3.6** The Town shall utilize density bonusing to encourage amenities benefiting the community when parcels are rezoned to a higher value.

4.2 Commercial

Intent: The Town is characterized by a well-defined, compact commercial core with its distinct small-scale village-like character and its lack of dispersed, highway-oriented “ribbon” development. The preservation of these characteristics is important to both residents and visitors.

A compact commercial area is essential to the success of a complete, compact community described in Section 2.1.2. Increased opportunities for employment is key to achieving a healthy demographic mix in the Town that includes youth and young families.

Tourism is a vital part of the local economy. In the long term, more ‘destination’ type resorts may be necessary to enhance this economic base. With the exception of licensed bed and breakfasts, there is no plan to permit short-term vacation rentals in existing residential neighbourhoods.

Commercial Land Use in Supporting Key OCP Goals

The policies and objectives of the commercial land use designation support the Key OCP Goals of **Complete, Compact Community Land Use, Low-impact Transportation, Economic Prosperity, and Green Buildings.**



Complete, Compact Community Land Use: Advanced by supporting a compact commercial core, reducing highway oriented commercial development, and supporting mixed use commercial/residential development within the compact core where the street interface remains commercial.



Low-impact Transportation: Advanced by encouraging neighbourhood commercial uses which reduce the need for residents to travel into the commercial core for some daily needs.



Economic Prosperity: Advanced by targeting types of commercial uses to individual areas best suited to those uses and considering the impacts of commercial use on the existing neighbourhood.



Healthy Landscapes: Advanced by the provision of Development Permit Areas to protect the natural environment, revitalize commercial areas, and establish objectives for form and character.



Green Buildings: Advanced by prioritizing requirements and incentives for better efficiency in new and renovated structures .

Objectives

- 4.2(a) *To maintain a compact commercial core.*
- 4.2(b) *To prevent commercial “ribbon” development along major arterial routes by discouraging highway-oriented commercial uses.*
- 4.2(c) *To reduce the use of automobiles, particularly for daily needs, goods and services.*
- 4.2(d) *To enliven the commercial core areas by encouraging mixed commercial and residential uses.*
- 4.2(e) *To encourage uses on existing commercial properties along the waterfront that align with the long-term goals of the waterfront.*
- 4.2(f) *To identify land reserves that may serve as future sites for additional resort facilities.*
- 4.2(g) *To maintain the “village” quality and scale of the Town, encouraging commercial activities that focus on service to local residents and tourists.*

Policies

- 4.2.1** The Town shall discourage further rezoning applications for commercial uses except as provided for within the “Village Neighbourhood”, as described under Section 3 and illustrated on map ‘Schedule 2.2’ of the Bylaw, and for a limited amount of neighbourhood-oriented commercial in accordance with the Interim Sustainability Plan.
- 4.2.2** The Town will consider the rezoning of properties that will establish Neighbourhood Commercial zoning to meet the daily needs of local residents within a 1.0 km radius. The development of a Neighbourhood Commercial property shall be regulated by a Development Permit Area. Neighbourhood Commercial areas shall be small-scale, approximately 300m2 maximum floor area, and should not compromise the vitality and economic health of the uptown commercial area.
- 4.2.3** The Town will consider the needs of local businesses and quality of life for residents in the review of tourism-related improvements.
- 4.2.4** The Town shall explore opportunities to improve the energy efficiency of buildings through various methods, including rezonings, regulatory bylaws, incentive programs and education.

4.3 Light Industrial

Intent: The Town's current "Light Industrial" area provides the community with services and special commercial opportunities within walking distance of the commercial core. Because of its close proximity to the commercial core, revitalization of the "Light Industrial" area would be an asset to the commercial and tourism economy of the Town, and could offer the potential of live/work developments.

To ensure protection of the character of the uptown area, any redevelopment of the Light Industrial lands must be controlled by way of a development permit.

The Town should explore the feasibility of providing a forestry management and/or an industrial area on Town-owned land.

Light Industrial Land Use in Supporting Key OCP Goals

The policies and objectives of the light industrial land use designation support the Key OCP Goals of **Complete, Compact Community Land Use, Economic Prosperity, Sense of Place, and Diversity of Housing**.



Complete, Compact Community Land Use: Advanced by locating light industrial land uses in locations most suitable for light industrial use where possible while also working towards the Town's sustainability goals.



Economic Prosperity: Advanced by exploring opportunities for light industrial uses on suitable lands, and encouraging revitalization of the Town's light industrial area.



Sense of Place: Advanced by protecting the form and character of the light industrial area and surrounding areas by controlling the visual impact of new developments in the light industrial area.



Diversity of Housing: Advanced by encouraging accessory residential uses in the light industrial area.

Objectives

- 4.3(a) *To encourage “Light Industrial” uses, such as those industries and activities identified in the Interim Sustainability Plan.*
- 4.3(b) *To encourage revitalization of the “Light Industrial” area.*
- 4.3(c) *To protect the adjacent uptown area by controlling the visual impact of any new developments in the light-industrial area.*

Policies

- 4.3.1** The Town shall explore ways to encourage revitalization of the “Light Industrial” area, including accessory residential density bonuses.
- 4.3.2** Residential density in the “Village Neighbourhood” “Light Industrial” area shall be considered up to a maximum density of 20 units/ha, provided that residential uses should not interfere with industrial or commercial uses. Bonus densities may be offered where developments provide underground parking, additional open space, affordable housing, purpose-built residential housing, housing which serves Priority Housing Groups, parks or other community amenities. On a typical 600m² lot, 20 units per hectare equates to one dwelling unit.
- 4.3.3** “Light Industrial” areas in the “Village Neighbourhood” shall remain a Development Permit Area to protect the historic scale and character of the area.
- 4.3.4** The Town shall encourage clean, non-polluting industries.

4.4 Airport Area

Intent: The Qualicum Beach Airport provides important services to the community, including employment opportunities and access to other locations on Vancouver Island and the lower mainland for both residents and visitors.

The properties to the north of the Qualicum Beach Airport provide unique opportunities to support community needs while being context-sensitive to the noise impacts of the Qualicum Beach Airport to the south and the need for preservation of residential character for the Chartwell neighbourhood to the north. Opportunities for these lands may include the provision of residential uses, live-work housing, and light industry.

Airport Area Land Use in Supporting Key OCP Goals

The policies and objectives of the airport area land use designation support the Key OCP Goals of **Economic Prosperity** and **Diversity of Housing**.



Economic Prosperity: Advanced by exploring opportunities for light industrial uses on suitable lands.



Diversity of Housing: Advanced by encouraging innovative housing solutions which support Priority Housing Groups, such as live-work housing and other residential uses.

Objectives

- 4.4(a) *To encourage “Light Industrial” uses, such as those industries and activities identified in the Interim Sustainability Plan.*
- 4.4(b) *To encourage silviculture and/or light-industrial uses at the Qualicum Beach Airport.*
- 4.4(c) *To encourage innovative, attainable housing solutions that satisfy Priority Housing Groups, such as rental housing, live-work housing, and housing for workers.*
- 4.4(d) *To protect the adjacent residential area by controlling the noise impact of any new developments in the Airport Mixed-Use area.*

Policies

- 4.4.1** The Town shall develop an Airport Area Plan to explore alternative land uses for the Airport and adjacent land to the north.
- 4.4.2** The Town shall explore ways to encourage light industrial uses in the “Airport Area” including accessory residential density bonuses.
- 4.4.3** The Town may support residential uses adjacent to the Airport that do not detract from the existing Airport use.
- 4.4.4** The Town may support mixed-use industrial/residential developments adjacent to the Airport that contribute to:
- a) Rental housing stock, and/or;
 - b) Housing stock suitable for workers, and/or;
 - c) Innovative housing models such as live-work housing or alternative ownership models
- 4.4.5** The Town shall require new developments north of the Airport to ensure noise buffering to the Chartwell neighbourhood to ensure limited noise impacts to existing residents
- 4.4.6** The Town shall require new residential developments to ensure aircraft noise attenuation to mitigate noise impacts from the adjacent Qualicum Beach Airport
- 4.4.7** The Town shall encourage clean, non-polluting industries.

4.5 Institutional

Intent: Institutions are the heart of the community and provide a focal point for the exchange of ideas and culture. Schools, churches, museums, service clubs, community centres, and other institutions offer opportunities to learn, socialize, play music, and celebrate; institutions help the community come together.

Qualicum Beach offers opportunities for life-long learning, including elementary schools and a high school. Milner Gardens, Vancouver Island University, and adult education courses will become increasingly important as Qualicum Beach becomes a more complete community.

The current site of Kwalikum Secondary School will remain as a school for the long term. In order to promote a complete, compact community, protect greenbelt areas, agricultural land reserve and rural areas for the long term, the Plan does not support the relocation of these schools.

Policies in other sections of the Plan support economic activity with the goal of increasing school enrollment.

The Town has provided land adjacent to the existing Eagle Park Extended Health Care Facility within the Community Park for the development of health care facilities. The Town supports the development of additional health care facilities.

Institutional Land Use in Supporting Key OCP Goals

The policies and objectives of the institutional land use designation support the Key OCP Goals of **Complete, Compact Community Land Use, Community Health, Sense of Place, and Diversity of Housing.**



Complete, Compact Community Land Use: Advanced by locating institutional uses within existing and future urban areas.



Community Health: Advanced by supporting land uses such as health care facilities.



Sense of Place: Advanced by supporting land uses such as education, culture, and community service.



Diversity of Housing: Advanced by encouraging accessory residential uses where feasible on properties primarily used for institutional purposes.

Objectives

- 4.5(a) *To retain and support a full range of school opportunities within the Town, from Kindergarten through Grade 12.*
- 4.5(b) *To locate schools and institutional uses so that they support the long-term goals in the Interim Sustainability Plan.*
- 4.5(c) *To provide a limited amount of land for care facilities to meet some of the Town's needs.*
- 4.5(d) *To provide opportunities for accessory residential development for institutional uses where the existing institutional use would not be negatively impacted*

Policies

- 4.5.1** The Town supports the location of existing school sites, as indicated on map 'Schedule 2.1'.
- 4.5.2** The Town will not support the location of any future school sites that are not within an existing urban area or a future designated urban area.
- 4.5.3** The Town will not support any change in zoning for the existing school sites, as indicated on maps "Schedule 2.1 – Land Use" and "Schedule 2.2 – Village Neighbourhood", except where such a change supports the long-term retention of these schools or is consistent with the policies in this Plan.
- 4.5.4** The Town, in general, supports the location of health care facilities within the Qualicum Beach area.
- 4.5.5** In order to support school enrollment, the Town shall further explore ways to attract young families to the Town and school catchment area.
- 4.5.6** The Town shall explore ways to use the zoning bylaw to support the continued operation of schools in Qualicum Beach.
- 4.5.7** The Town shall support accessory residential uses on lands designated as "Institutional" where the primary institutional use would not be negatively impacted

4.6 Rural

Intent: Rural areas to the west, south and east of the urban containment boundary make up a protected Greenbelt area. The Estate Residential properties and the Town-owned District Lot 10 also form part of the Greenbelt. There is also an extensive rural area further to the south, between the Town and the Inland Island Highway.

Growth Management

The Town influences future land use outside Town boundaries by continuing to participate in the Regional District of Nanaimo Regional Growth Management function. The Town may also consider expanding its municipal boundary in order to gain full control of all land use matters and protect its fringe Greenbelt areas in perpetuity.

Environmentally Sensitive Areas

Environmentally-sensitive areas located in the rural areas include the riparian zones of the Little Qualicum River, the west side of Grandon Creek, French Creek and the upper sections of Beach Creek. The Plan recognizes these areas, as well as others, and provides policies for their preservation, restoration and enhancement under the Development Permit Areas Section of the Plan.

Agricultural Lands

The Town supports the B.C. *Agricultural Land Commission Act*, and the continuing status of the Agricultural Land Reserves within its boundaries. These reserves form an important part of the Greenbelt area. The ALR lands and the adjacent areas designated as “Rural” are located outside the Urban Containment Boundary and are not designated for development purposes; however, they are important as areas where a rural lifestyle can continue to exist within close proximity of the uptown area.

Well Fields

The Town-owned District Lot 10 contains an important underground water aquifer. The Berwick Well Field south of Rupert Road is another important source of the Town’s drinking water. The designation of D.L. 10 and the Berwick Well Field as “Rural” will continue under this Plan.

Open Space Subdivision

The Plan encourages clustering through the principles of “open space subdivision”, whereby the total area of land required to accommodate existing development potential is reduced significantly, in order to preserve large rural land holdings. However, subdivision of smaller rural lots not located within the Agricultural Land Reserve may be supportable where the rural form and character is preserved, and where the resulting land use significantly advances at least one of the key OCP Goals.

Rural Land Use in Supporting Key OCP Goals

The policies and objectives of the commercial land use designation support the Key OCP Goals of **Complete, Compact Community Land Use, Community Health, Sustainable Food Systems, Economic Prosperity, and Healthy Landscapes.**



Complete, Compact Community Land Use: Advanced by preserving and protecting rural and agricultural land located away from the Town’s commercial core.



Community Health: Advanced by protecting the quantity and quality of the Town’s water supply.



Sustainable Food Systems: Advanced by preserving and protecting agricultural land resources for present and future food production.



Economic Prosperity: Advanced by encouraging rural activities that support the local economy.



Healthy Landscapes: Advanced by preserving the Town’s greenbelt area and preserving, restoring, and enhancing environmentally sensitive areas.

Objectives

- 4.6(a) To protect the quantity and quality of the Town’s water supply.
- 4.6(b) To preserve the Town’s agricultural land resources for present and future food production.
- 4.6(c) To promote agricultural uses on rural land.
- 4.6(d) To protect agricultural operations from the impact of encroaching urbanization.
- 4.6(e) To encourage economic activity in the Town’s greenbelt in the form of agriculture, resource management and other compatible uses.
- 4.6(f) To preserve the Town’s greenbelt area.

- 4.6(g) *To influence land use in the Town's rural fringe areas through cooperation with the Regional District of Nanaimo.*
- 4.6(h) *To preserve, restore and enhance environmentally-sensitive areas.*
- 4.6(h) *To protect the rural form and character of rural lands.*

Policies

- 4.6.1** The Town shall not allow development of District Lot 10 and the Berwick Well Field area, as underlying aquifers are a source of the Town's water supply.
- 4.6.2** The Town supports the mandate of the Agricultural Land Commission to preserve and encourage the use of agricultural land for food production. The use of land for the purpose of agriculture is a fundamental component of the Interim Sustainability Plan and the development of a local food economy.
- 4.6.3** Recognizing that there will be a need for additional agricultural production beyond lands within the Town boundaries, the Town shall support the preservation of all ALR lands.
- 4.6.4** The Town shall oppose any application to remove lands that are capable of, or improvable for, agricultural purposes from the Agricultural Land Reserve situated within the Town or within proximity of its boundaries.
- 4.6.5** The Town supports the location of a destination resort within the golf course property ('Pheasant Glen Golf Resort') located on the south boundary of the Town, as indicated on map 'Schedule 2.1'.
- 4.6.6** Development proposals located adjacent to the Agricultural Land Reserve (ALR) shall provide an adequate buffer, screening and setbacks. Applications for subdivisions and rezonings of lands adjacent to the ALR will be required to register a pre-development covenant that protects the rights of owners of ALR land to operate in accordance with normal farm practices.
- 4.6.7** The Town shall continue to encourage forestry and other rural economic activities on land designated as 'Rural' not being used for agricultural purposes.
- 4.6.8** The Town shall oppose commercial or industrial development between the Town and the Inland Island Highway, particularly adjacent to Memorial Avenue and Rupert Road.
- 4.6.9** Notwithstanding policy 4.6.8, commercial or land use adjacent to Rupert Road may be supportable where the rural form and character of the land is secured, and where the proposed use significantly advances one of the key OCP goals.

- 4.6.10** The Town shall encourage preservation, restoration and enhancement of environmentally sensitive areas, in accordance with the Development Permit Area Guidelines under Section 3.2.
- 4.6.11** In order to promote and encourage the retention of large rural holdings, the Town shall not support the reduction of minimum parcel sizes for “Rural” designated lands unless:
- The property is to the south of Rupert Road between Memorial Avenue and Qualicum Road, and;
 - Is not located within the Agricultural Land Reserve, and;
 - The rural form and character of the lands are secured, and;
 - The proposal significantly advances at least one of the OCP Goals
- 4.6.12** “Clustering” of development potential will be considered within the “Rural” designated lands in order to preserve the associated surrounding green space in perpetuity.
- 4.6.13** The Town shall consider the possibility of expanding its boundaries into some of its fringe areas in order to gain full control of all land use matters and protect its Greenbelt area in perpetuity.

4.7 Waterfront

Intent: The waterfront is the subject of many competing interests. Residences, business, plants, animals, and natural ecology all compete for a small amount of highly valuable land at the interface between land and sea.

Small-scale residential use on the central waterfront has been historically characterized by single-storey seasonal homes on small lots. In order to maintain the historical character of the waterfront and avoid conflicts between residential use and the public beach, a major attraction for both residents and visitors, it is desirable to limit the size of houses on the central waterfront to single-storey on the waterfront side of the Island Highway 19A.

The central waterfront also contains many residential and commercial buildings that do not meet the current setback requirements and possibly the maximum parcel coverage requirements of the zoning bylaw. Typically, the lots have very limited distance between the Island Highway 19A and the Strait of Georgia

The Town should prepare for climate change and rising sea levels by implementing policies for avoiding additional risks, adapting to changing conditions and retreating where appropriate. This should include a review of construction elevation requirements for new construction.

An ongoing program of improvements is proposed for the central area of the Qualicum Beach waterfront, from the foot of Memorial Avenue to Seaside Nature Park. This central beach area should be treated as a special area with a park-like character. Improvements will be intended to encourage public use of this area and to support and enhance the ecological integrity of the waterfront.

Waterfront Vision

The Town will adapt and respond to climate change and sea level rise through proactive and precautionary planning that is based on current science and guided by long-term goals and community values. Natural shoreline conditions will be restored wherever possible, and the Town will mimic natural coastal processes to protect important assets. The waterfront will be a gathering place and a hub for community life, where people can move safely and easily, whether they are walking, cycling, or driving. The Town will preserve, restore and prosper from its waterfront for the benefit of natural ecosystems and the quality of life for current residents and future generations

While the OCP provides general land use policy for the waterfront, more detailed goals, visions, and policies are provided in the *Town of Qualicum Beach Waterfront Master Plan, 2016* (WMP). The WMP provides the following vision for the waterfront:

Waterfront Land Use in Supporting Key OCP Goals

The policies and objectives of the waterfront land use designation support the Key OCP Goals of **Low-impact Transportation, Community Health, Economic Prosperity, Healthy Landscapes, and Sense of Place.**



Low-impact Transportation: Advanced by improving the quality and connectivity of the waterfront walkway, and encourage and protect pedestrians and cyclists along the waterfront both on the walkway and Highway 19A.



Community Health: Advanced by facilitating public use of the waterfront and enhancing its park-like character, and reducing speed and volume of traffic in the area.



Economic Prosperity: Advanced by supporting commercial opportunities aligned with the Waterfront Master Plan including expanded food options, tourist accommodation, and marine use.



Healthy Landscapes: Advanced by enhancing the natural habitat and ecosystems of the waterfront and discouraging additional foreshore hardening.



Sense of Place: Advanced by protecting the public realm along the waterfront to enhance community gathering, connection, cultural awareness and history, tourism activities, and Town character.

4.7.1 Waterfront: A Naturalized Foreshore and Shoreline Protection

Vision *A healthy marine ecosystem that is not threatened by human interference, as well as a naturalized foreshore that uses coastal processes to protect upland amenities*

The waterfront is the most significant environmental asset in the Town of Qualicum Beach. The Wildlife Management Area on the marine foreshore is essential for wildlife such as the migrating Brant Geese.

In design and maintenance of these landscape plantings, the habitat values of the plantings should be considered. Where possible, naturescape approaches should be utilized. It is proposed that:

- a) Existing landscaped areas and native trees should be retained wherever possible, for as long as possible.
- b) In anticipation of eventually losing some existing trees, a tree-planting program should be continued along the waterfront. Because of the waterfront exposure of the site, establishment of trees will require an extended effort.
- c) A naturescape program should be implemented to provide habitat for waterfront birds, small mammals, butterflies, reptiles and amphibians. These areas will need to be located and protected so as not to be overrun by beach recreational use.
- d) In making waterfront improvements, existing natural habitats should be retained. These include native trees and shrubs, and also native beach grasses, drift logs on the upper foreshore, and intertidal vegetation communities. Reference should be made to the publication "Coastal Shore Stewardship: A Guide for Planners, Builders and Developers".
- e) Beaches are a living phenomenon that are subject to natural processes such as littoral drift of sand, beach erosion, etc. The goals and policies of the Waterfront Master Plan should guide future decision-makers on how to manage the foreshore area while supporting and enhancing natural processes or ecosystems.

4.7.2 Waterfront: Access

Vision *A foreshore and upland area that is accessible in a number of different ways, while respecting and avoiding interference with marine ecosystems.*

The existing waterfront is currently dominated by the Island Highway 19A, developed to a suburban standard with open ditches and no curbs, gutters or sidewalks. As a long-term objective, the Town will improve for pedestrians, cyclists and other users so that they can safely and comfortably access the entire waterfront.

The most essential component of improvements to the central waterfront of Qualicum Beach is the need for a continuous walkway along the waterfront. Existing public access is fragmented by resorts, waterfront housing, and other physical barriers.

It is proposed that:

- a) A continuous walkway alignment along the waterfront between the foot of Memorial Avenue to the foot of Crescent Road West will be pursued as an objective.
- b) At existing physical barriers which are to remain in the long-term, such as resorts or housing along the water's edge, public access routes will be provided around these barriers, both by ramp access to the foreshore at each side of the barrier, and by links to a sidewalk system along the Island Highway 19A.
- c) When redevelopment of private waterfront occurs, owners will provide for public access along the water's edge, above the high water mark where possible.
- d) Waterfront walkways will be designed to connect by crosswalk to Memorial Avenue, Crescent Road West and to the open space and trail system.
- e) Continuous pedestrian access paralleling the Qualicum Beach foreshore will be maintained from Town boundary to Town boundary, and shall be encouraged along the beaches of central Vancouver Island.
- f) Pedestrian crosswalks are proposed at key intersections or corridors.
- g) A sidewalk, bike lane and landscaping program for the Island Highway 19A along the waterfront zone is recommended.

4.7.3 Waterfront: Community Gathering Places

Vision *A network of community gathering places that support a wide range of informal and formal uses, as well as group sizes.*

While public access along the waterfront is required, it would not be advantageous to eliminate all private use of the Qualicum Beach waterfront. The mix of public open space with waterfront homes and resorts provides a visual interest and character which is attractive and unique. Approximately 25% of the space on the waterfront should be reserved as grass area for picnicking, informal play, and visual relief. These areas are best if close to parking lots, and could be located in sections too narrow for efficient parking use.

It is the intent of these policies to develop a plan to allow use of the waterfront by the public and private interests in balance and for mutual benefit.

Considerations

Lighting

The existing Qualicum Beach waterfront is lit by street lights along parts of the Island Highway 19A, and intermittently by private development. Improvements to waterfront lighting might be perceived to increase security, and reduce vandalism. However, in waterfront parks in other cities, night lighting has not reduced vandalism or stopped delinquent behavior. Lighting only stops vandalism if there is increased patrol and enforcement by security or police forces, or active reporting by the neighbouring residents. Although lighting around buildings will increase security, the extent and type of lighting required to make public open spaces secure would not be visually attractive in a waterfront park environment.

For these reasons, the following policies on waterfront lighting are recommended:

- a) Improved lighting, using low-glare character fixtures along the Island Highway 19A will be encouraged, as well as the undergrounding of wires, as part of a highway upgrading program.
- b) Vehicular entrances to parking areas and pedestrian crosswalks on the Island Highway 19A will be lit, using a low-glare and highly-aesthetic fixture, for safety reasons.
- c) The interior of parking lots will be lit to a lower level of illumination than the highway, by decorative fixtures, to allow a visual transition between highway and waterfront, and for the safety of pedestrians.
- d) Areas around public buildings on the waterfront will be lit by low-glare fixtures.
- e) The public walkway itself will not be a priority for night lighting.

Public Buildings

Existing public buildings on the waterfront include the Visitor Information Centre, washrooms, and the leased concession building that serves the general public in the beach area.

The following policies are recommended for buildings on the waterfront:

- a) The re-development of the parking area at the foot of Memorial Avenue may require the relocation of the existing Visitor Information Centre to allow space for an efficient, controlled-access parking layout. However, it is recommended that a Visitor Information Centre remain on this site, in a location convenient to new parking and visible to arriving motorists. A new Visitor Information Centre might be designed with a nautical theme, and be oriented both to the highway and to the sea view.
- b) The existing washrooms should remain at the central area of the beach. New public washroom facilities should be considered at the foot of Memorial Avenue and Seaside Nature Park.

- c) The Town of Qualicum Beach has a standing policy of acquiring waterfront property when it becomes available and when financially feasible.
- d) The Town should consider the consequences of sea level rise before purchasing individual properties.

4.7.4 Waterfront: Economic Opportunities

Vision A prosperous economy that co-exists with natural ecosystems and provides opportunities for residents and visitors to enjoy the waterfront.

- a) It is proposed that commercial concession operators continue to offer small scale services which are tourist-oriented, e.g. rentals (windsurfers, bicycles, canoes, kayaks, scuba, small boats). The intent would be for the operators to become a service centre for beach activities. It also could be a centre for lifeguard and first aid services. It is in the interests of the community to provide services and activities which could attract tourists and encourage them to stay. Similar compatible uses may also be considered in the vicinity.

4.7.5 Waterfront: Community Activities

Vision A wide range of activities that co-exist with marine ecosystems and respect the natural ambience of the waterfront.

The water of Qualicum Beach is heavily used in the summer for swimming, sailing, waterskiing, boating, etc. It is also home to many species of waterfowl, including sensitive migratory birds. The waterfront area is protected and managed under the Parksville- Qualicum Beach Wildlife Management Area.

To protect and enhance these uses, the following policies are proposed:

- a) It may be necessary in the long term to 'zone' the water area to designate areas for swimming, water-ski pick-up and drop-off, pleasure boating, wildlife areas, and so on. The existing situation will be monitored, and zoning will be imposed if, and when, necessary.
- b) The nearest marina facility is French Creek Marina. Because of the beach terrain, exposure, and resulting major environmental disruption and cost involved in creating a traditional marina in Qualicum Beach, it is unlikely that such a facility will be feasible.

It is proposed that the Town lobby senior governments for continuing improvements to French Creek Marina to accommodate the needs of local boaters.

Conflicts between dogs running off-leash and wildlife using the marine foreshore are continuing. There should be a continuing effort to enforce the 'all dogs on leash' regulation, as well as the regulation prohibiting dogs on the beach during the Brant Geese migration.

4.7.6 Waterfront: Cultural Awareness and History

Vision A vibrant upland area that exhibits the cultural pride and history of Qualicum Beach.

It is desirable to provide a visual focus, special interest, and special 'photographic opportunities' or 'learning opportunities' at key points along the waterfront. Items such as beach overlooks, special monuments, sculpture or landscape features, or specially designed pedestrian areas will encourage tourists to stop. These features also contribute to the Town's image and community pride.

It is proposed that special features and intensively-designed "nodes" should be created at three locations along the waterfront:

- Memorial Avenue and Island Highway 19A
- Former Beach Hut Centre (concession area)
- Crescent Road West and Island Highway 19A

These nodes could incorporate habitat improvements and related interpretive facilities associated with the mouth of Beach Creek and Grandon Creek.

Urban (concrete) seawalls should be gradually replaced over time with softer treatments. Wherever possible, water-edge treatments should follow the recommendations of the Coastal Shore Stewardship Guide.

4.7.7 Waterfront: Viewscapes and Small-town Character

Vision Appropriate developments that respect the history and identity of the waterfront, with a priority on maintaining views from public areas.

Areas of grass, annual plants and mature native trees at the concession area and the foot of Memorial Avenue are essential to the image and photogenic character of the Town. However, several of the major existing trees are slowly failing. As well, significant changes to existing parking layouts will be required at several locations.

It is proposed that the 'park-like' and sylvan character of the Qualicum Beach waterfront be protected and enhanced. Paved areas and parking should be balanced with green space, trees, lawns, shrubs and flowers.

Landscape improvements should be completed for the length of the central waterfront zone.

- a) Parking areas should have a landscaped buffer between their paved areas and the Island Highway 19A where feasible.

- b) A program of installation and maintenance of flowering annuals should be initiated in highly visible areas of the waterfront, especially at key points like the Island Hwy 19A intersections at Memorial Avenue and Crescent Road West, and near the concession building, Visitor Information Centre and washrooms.

Objectives

- 4.7.7(a) *Develop a safe, continuous walkway.*
- 4.7.7 (b) *Reduce traffic volume and speed along the waterfront.*
- 4.7.7 (c) *Enhance the park-like character of the Central Waterfront.*
- 4.7.7 (d) *Sustain and be open to opportunities for commercial activities that support the goals of the plan.*
- 4.7.7 (e) *Expand food options along the waterfront.*
- 4.7.7 (f) *Increase tourist accommodation.*
- 4.7.7 (g) *To enhance the habitat and ecosystems of the waterfront.*
- 4.7.7 (h) *To discourage additional foreshore hardening.*
- 4.7.7 (i) *Enhance amenities to make the waterfront more user-friendly.*
- 4.7.7 (j) *Create opportunities to bring people together in groups of all sizes, using natural amenities wherever possible.*
- 4.7.7 (k) *Connect the uptown to the waterfront.*
- 4.7.7 (l) *Exhibit cultural awareness and history.*
- 4.7.7 (m) *Continued access to a wide range of activities for both residents and visitors.*
- 4.7.7 (n) *Maintain a strong visual connection between the waterfront and upland area.*
- 4.7.7 (o) *Maintain small-town character.*
- 4.7.7 (p) *To establish a varied, natural beach profile.*

Policies

- 4.7.1** To refer to the 2016 Waterfront Master Plan as the primary guiding document for waterfront planning.
- 4.7.2** To evaluate waterfront ideas and proposals using the evaluative frameworks developed as a part of the 2016 Waterfront Master Plan
- Engineering and Environmental Evaluation Framework; and
 - Waterfront Community Values Evaluation Framework.
- 4.7.3** Where feasible and necessary, and after considering the effects of sea level rise on individual properties, the Town will consider acquiring waterfront property in the central area for public use and enjoyment as follows:
- a) Private residential properties which now have building encroachments on public land or right of way will be the first priority for Town purchase.
 - b) In the long term, to provide for a controlled intersection at Crescent Road West, and adjacent public parking and rest area, it may be advisable to assemble those private properties lying to the east of Crescent Road West, up to Town-owned land. This also would provide a clear waterfront view for eastbound traffic and resort properties on the south side of the highway.
 - c) To facilitate the extension of a continuous waterfront walkway.
- 4.7.4** To accommodate and encourage alternative transportation methods (e.g. bike and bus).
- 4.7.5** Until such time as the Town can complete a continuous walkway that is separate from the highway, a barrier should be constructed between the highway and pedestrians/cyclists.
- 4.7.6** The Town should consider improvements to the waterfront walkway surface.
- 4.7.7** To improve recreational and commuting cycling conditions on the waterfront by reducing obstacles and implementing safety measures at danger spots.
- 4.7.8** Public use of the waterfront shall be encouraged in the central waterfront, approximately from the Brant Viewing Area to the foot of Memorial Avenue.
- 4.7.9** Public use of intertidal foreshore will be encouraged all along the Qualicum Beach waterfront, from Town boundary to Town boundary.
- 4.7.10** The Town shall explore the placement of anchoring buoys, in partnership with the private sector, to encourage marine use.

- 4.7.11** The Town shall use *Green Shores™ for Coastal Development* as a reference for waterfront improvements.
- 4.7.12** Obstructions to public access, or water uses which have unacceptable impacts on the foreshore natural environment will not be allowed.
- 4.7.13** In the event of partial or complete destruction of a building or structure that is non-conforming as to the minimum setback requirements under “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999” and that the building or structure was constructed before the adoption of Bylaw No. 580 (November 5, 1999), the building or structure may be maintained, repaired, extended, altered or replaced on the parcel, provided that the repair, extension, replacement or alteration, when completed,
- involves no further contravention of the bylaw than that existing at the time the repair, extension or alteration was started or destruction occurred.
 - the building or structure is considered to be safe for the intended use by a qualified engineer.
- 4.7.14** Buildings and structures constructed after the adoption of Bylaw No. 580 that are non-conforming as to the setback regulations of Bylaw No. 580 and have been granted a variance by the Board of Variance or through a development variance permit would, after acquiring a building permit, be allowed to be rebuilt in the event of partial or complete destruction, subject to confirmation that the building or structure is safe for the intended use.

4.8 Recreational Greenways

Intent: To support active modes of transportation for recreation in Qualicum Beach, advancing the goals of the Community Transportation Plan to improve mobility by walking and cycling and improving safety for vulnerable users. This is done through policies which support the well-developed trail system that runs throughout the Town of Qualicum Beach, which is composed of the **waterfront promenade** and **nature trails**. Further details about transportation and active transportation networks can be found in the Community Transportation Plan.

The proposed Greenway Trails will extend this system to create a series of interconnected loop circuits through Qualicum Beach. The Town also has an agreement with the Island Corridor Foundation that would allow a portion of the rail right of way to be used for multi-use pathways, which will provide other opportunities to improve the network of Recreational Greenways.

Recreational Greenways in Supporting Key OCP Goals

The policies and objectives of the recreational greenway land use designation support the Key OCP Goal of **Healthy Landscapes**.



Healthy Landscapes: Advanced by creating, protecting, and enhancing ecological greenways in the Town.

Considerations

- Greenway Trails will be for pedestrians, cyclists, skateboards, persons using mobility devices and other human-powered and low-speed users.
- Landscape buffers along the trail will provide separation between trail users and adjacent residents. Where necessary, privacy screens, preferably consisting of plantings, will be installed.

In some cases, a Greenway Trail will parallel an ecological greenway. Where necessary, barriers will be used to keep people out of sensitive habitat areas.

Two types of trails are proposed: a waterfront promenade, and nature trails (through wooded areas). The extent of proposed greenway trail systems is shown on map 'Schedule 2.8'.

Waterfront Promenade

A continuous walkway should be provided along the waterfront from the foot of Memorial Avenue to Seaside Nature Park. Wherever possible, this walkway should be at the water's edge.

Nature Trails

- i) The existing trail system should be extended in the Grandon Creek Ravine, to connect directly with the waterfront.
- ii) A trail system could be developed along Beach Creek, along the top of the ravine up to Village Way, with an east/west connection to the foot of Dogwood Road.
- iii) If, and when, new developments occur at the western edges of Qualicum Beach, they should incorporate sidewalks and/or trail systems to connect to the proposed neighbourhood parks, Little Qualicum River, the waterfront, Grandon Creek and the Community Park.
- iv) Existing trails, e.g. at Hemsworth Road, Sunningdale Road East, and Hall Road should be retained and enhanced.
- v) If development of the Airport lands proceeds, trail connections could be provided to the proposed RDN French Creek trail.

Objectives

- 4.8(a) *To create a network of green spaces, or 'Greenways' that provide ecological and recreational benefits for the Town.*

Policies

4.8.1 Ecological Greenways shall include four types:

- **'Greenbelt Area and Working Landscapes'** around the outskirts of the Town, protected by advocacy policies and zoning.
- **'Aquatic Habitat Greenways'** to protect watercourses, wetlands and associated riparian vegetation and aquatic ecosystems.
- **'Upland Habitat Greenways'** to protect lands with steep slopes, to provide representative samples of local upland ecosystems, to maintain buffers along key roadways, and to conserve sensitive terrestrial ecosystems.
- **'Parks and Open Space Area'**, which includes the Community Park and also neighbourhood parks, in the east and west areas of the Town. Open space includes local golf courses and undeveloped portions of the E&N railway and Village Way.

4.8.2 Recreational Greenways shall include two types:

- **Greenway Trails** in a public right of way, to provide off-road facilities for non-motorized linear transportation such as walking, hiking, and cycling.
- **Greenway Streets** to provide facilities for pedestrians and cyclists, as well as motor vehicles, in well-landscaped corridors.

Both are envisioned as beautiful green spaces, with special facilities for people to walk, cycle and enjoy nature.

4.9 Parks

Intent: The natural environment, healthy ecosystems and green space are vital to the character of Qualicum Beach. The built-up areas of the Town are divided into neighbourhoods by green areas, and the Town is separated from adjacent communities by low-density land uses and green space. The very identity of Qualicum Beach is based on natural amenities and a high quality of life.

With continuing threats to salmon populations, serious concerns about reptiles and amphibians, and climate change upon us, it is critical for all communities on Vancouver Island to show the world how to protect the environment in balance with urban development.

Park Land Use in Supporting Key OCP Goals

The policies and objectives of the park land use designation support the Key OCP Goals of **Community Health** and **Healthy Landscapes**.



Community Health: Advanced by enhancing recreational amenities and open spaces throughout the community, providing opportunities for people of all ages and abilities to participate in healthy lifestyles.



Healthy Landscapes: Advanced by protecting and enhancing the community's natural areas, open spaces, parks, and waterfront spaces.

Recreation Resources

The Town takes a holistic view of recreation that encompasses a wide variety of engaging experiences that build healthy lifestyles through activities, sports, arts and culture in outdoor and indoor settings. The Town owns natural areas, recreational lands and amenities that are used by the community for both casual and programmed recreation. Generally, programed recreational activities are operated by the Regional District of Nanaimo and other local organizations such as curling, tennis and and lawn-bowling clubs.

Schedule 2.7 "Parks and Ecological Greenways" is provided as a reference for the Town's park and greenway network. Following are observations about the existing outdoor recreation facility system:

a) Community Park

The existing Community Park is centrally-located and of a generous size. The Community Park is the ideal location for community-wide oriented facilities, and could meet the needs for these facilities into the foreseeable future. Future uses of the Community Park shall be consistent with the 2006 Community Facilities Site Potential Plan Update.

b) Neighbourhood Parks

At present, the central Community Park, Christleton Park and school grounds are the only child-oriented developed facilities in the Town. The Community Park serves the needs of young children from the central area of Qualicum Beach. However, obstructions such as the Island Highway 19A, Village Way and simple distance limit access to the Community Park from eastern and western sections of the Town. The Town of Qualicum Beach will embark on a program of providing neighbourhood-size parks. These parks would:

- Be larger than a “tot lot” and smaller than a community park, or approximately 2-3 hectares in size;
- Be integrated into the open space and trail system;
- Be visible from the adjacent street and nearby houses to allow passive surveillance, but large enough to separate active play areas from houses;
- Be located so that they are accessible to neighbourhood children without forcing them to cross an arterial road;
- Include facilities for tot and intermediate play areas, adult resting areas, open play areas and other small-scale facilities for which there is general demand in the neighbourhood.

In the long term, two sites should be set aside in the area of the District Lot 10 lands owned by the Town, and in Crown lands between Grandon Creek and the Qualicum Beach Elementary School, to serve as neighbourhood parks for areas west of Grandon Creek. These sites should be connected by sidewalk or open space and trail system to the residential street system, as well as to Little Qualicum River and to the waterfront.

c) Special Recreation Areas

Along the Little Qualicum River, as a part of District Lot 10, a riverfront park should be retained. This site could offer public access for fishing and other activities to the Little Qualicum River and existing trails.

Objectives

- 4.9(a) *To support the development of a system of recreational amenities that provides a wide range of recreational opportunities for people of all ages and abilities.*

Policies

- 4.9.1** To continue working with the Regional District of Nanaimo and other groups to provide recreational activities and amenities.
- 4.9.2** To work with developers to provide recreational activities and amenities as part of the development process.
- 4.9.3** Existing recreation facilities should be retained, renewed and upgraded where needed. New facilities might include:
- Improvements in the Community Park;
 - Acquisition and development of neighbourhood parks;
 - Acquisition of land for the development of recreational greenways;
 - Enhancement of special recreation areas such as the Little Qualicum River;
 - Provision for private (user-pay) recreation facilities.
- 4.9.4** The program of waterfront improvements should be continued. The Waterfront Master Plan and Section 4.7 of this Plan provide more details on how the central waterfront can be developed with a unique park-like character.
- 4.9.5** Protect Town's network of open spaces in perpetuity, including:
- a) The Qualicum Beach Memorial Golf Course, Pheasant Glen Golf Resort and Eaglecrest Golf Course.
 - b) Waterfront properties in Municipal control, as well as Crown foreshore.
 - c) E & N Railway.
 - d) The undeveloped portions of the Village Way and Hoylake Road West right of way.
 - e) Grandon Creek Ravine, including continuous open space connections to the waterfront and to the Community Park.
 - f) Beach Creek Ravine, from the golf course to Village Way, with an east/west connection to the foot of Dogwood Road.
 - g) Steeply-sloping areas within the Town boundary. This would include slopes over 30% to the south of the Island Highway 19A, south of Judges Row and along the waterfront through the estate properties and Eaglecrest, North West of Garrett Road and French Creek ravine near the Qualicum Beach Airport.

- 4.9.6** The following projects shall be priorities for park development:
- a) Implementation of the Site Potential Plan for the Community Park.
 - b) The development and improvement of recreational amenities for youth and children.
 - c) Waterfront enhancement and facility development, especially in western areas of the public beach zone.
 - d) Improvements to the Island Highway 19A, along the public waterfront zone.
 - e) Designation, mapping and signing of major walkway and bikeway routes.
 - f) Extension of the trails, paths bikeway system in accordance with Map Schedule 2.8 and the Community Transportation Plan.
- 4.9.7** The policies regarding Parks and Natural Space, as outlined in this bylaw, shall provide guidance to the Approving Officer regarding the provision of parkland or cash in lieu, pursuant to the *Local Government Act*.
- 4.9.8** The policies regarding the natural environment as outlined in this bylaw shall provide guidance to the Town and Approving Officer regarding the protection, restoration and enhancement of the natural environment as part of the subdivision and development approval process.

5. Schedules



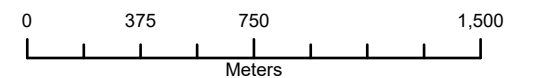
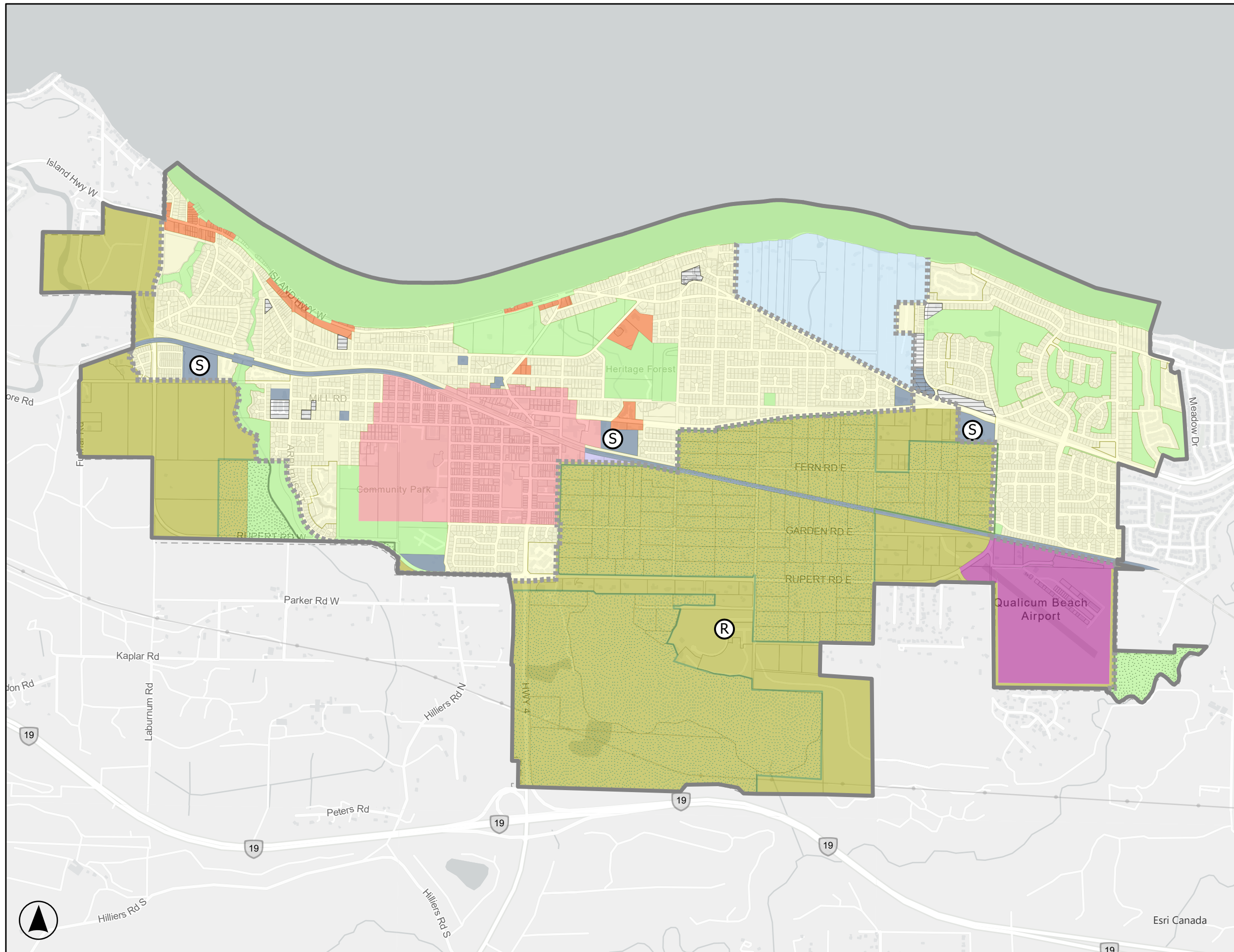
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Official Community Plan 2025

Bylaw No. 918
Schedule 2.1

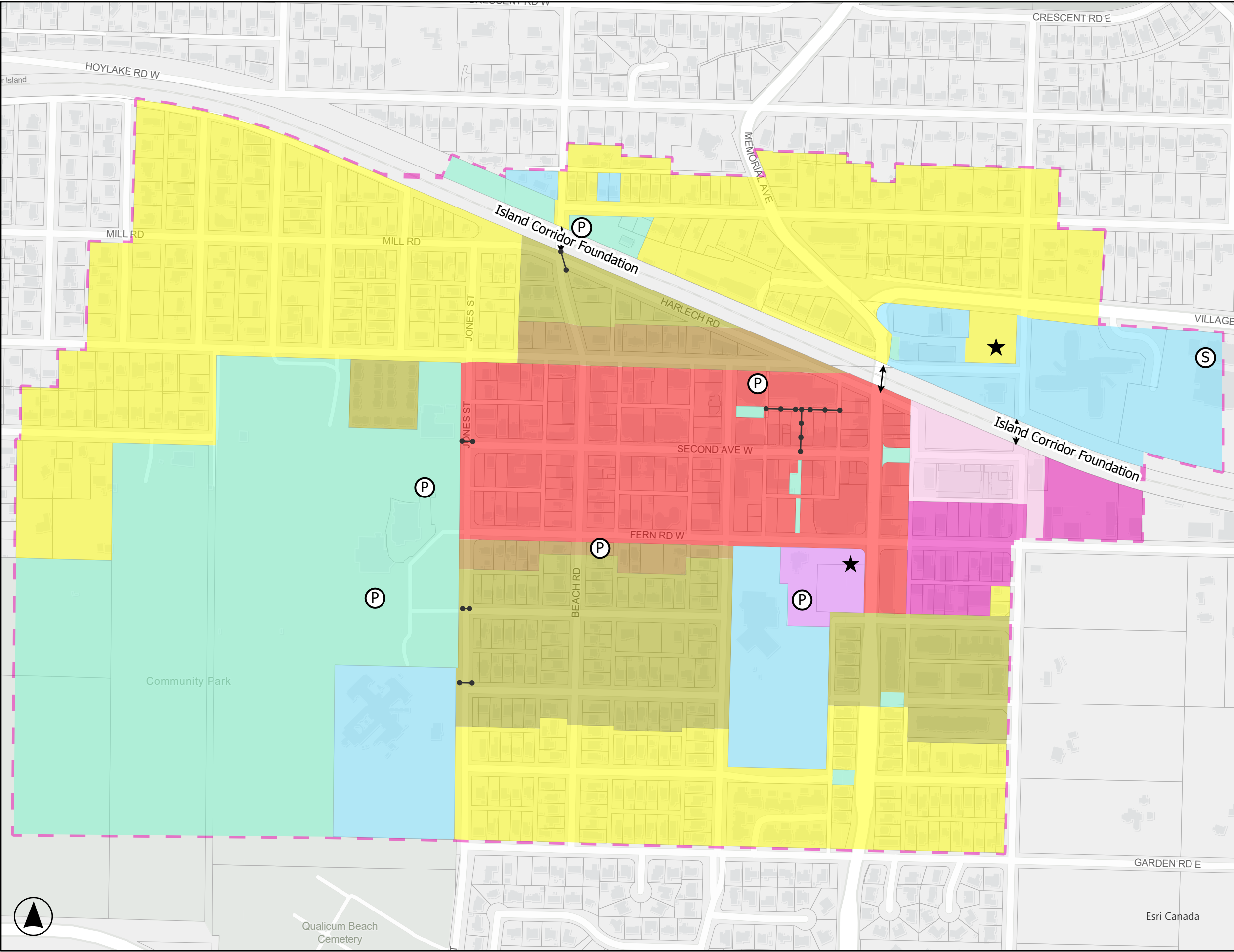
LAND USE

-  Municipal Boundary
-  Urban Containment Boundary
-  School Site
-  Possible Destination Resort
-  ALR
-  Village Neighbourhood
-  Rural
-  Small-Scale Residential
-  Medium Density Residential
-  Estate Residential
-  Commercial
-  Airport Area
-  Parks and Recreation
-  Institutional
-  Light Industrial



WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-11-07

Esri Canada



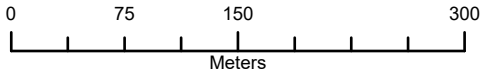
Official Community Plan 2025

Bylaw No. 918
Schedule 2.2

LAND USE
VILLAGE
NEIGHBOURHOOD

- ★ Future Parks/Squares
- (P) Community Parking
- (S) Secondary School
- ↔ Existing Railway Crossing
- ↔ Future Railway Crossing
- Proposed Pedestrian Connectors

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



WGS 1984 UTM Zone 10N
Scale: 1:5,000
2025-10-28

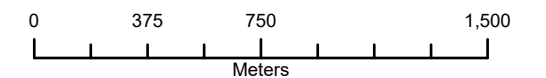
Esri Canada

Official Community Plan 2025

Bylaw No. 918
Schedule 2.3

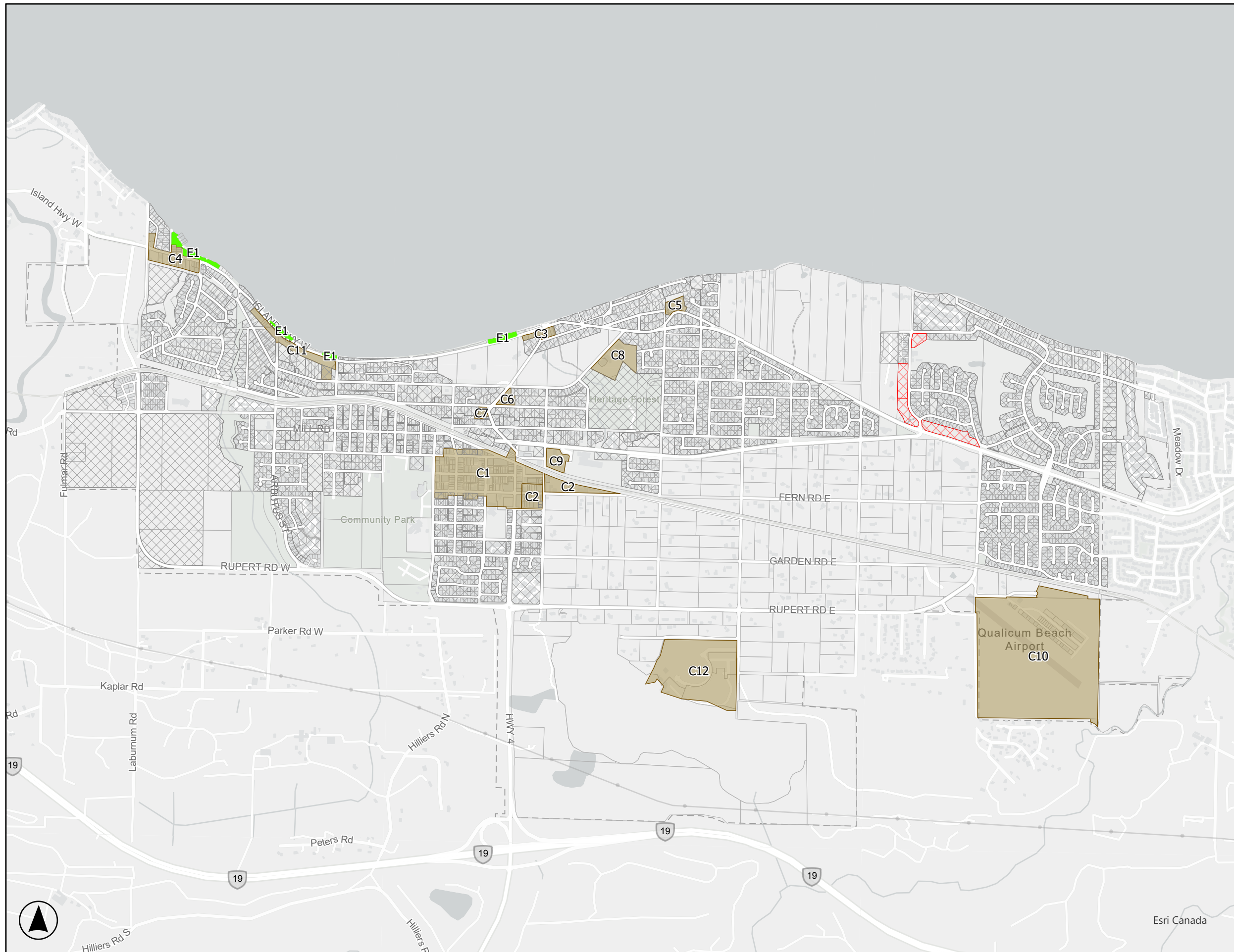
FORM & CHARACTER DEVELOPMENT PERMIT AREAS

-  RFC1
-  RFC2
-  C1 Downtown Commercial
-  C2 Industrial
-  C3-C4 Beach Commercial
-  C5 College Road
-  C6-C7 Memorial Avenue
-  C8 Crescent Road East
-  C9 Berwick Road
-  C10 Qualicum Beach Airport
-  C11 Highway Bluff Commercial
-  C12 Rural Destination Resort
-  E1 Beach Area



WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-10-28

Esri Canada



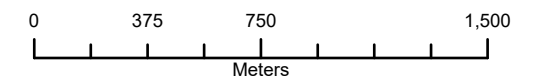
Official Community Plan 2025

Bylaw No. 918
Schedule 2.4

ECOLOGICAL DEVELOPMENT PERMIT AREAS

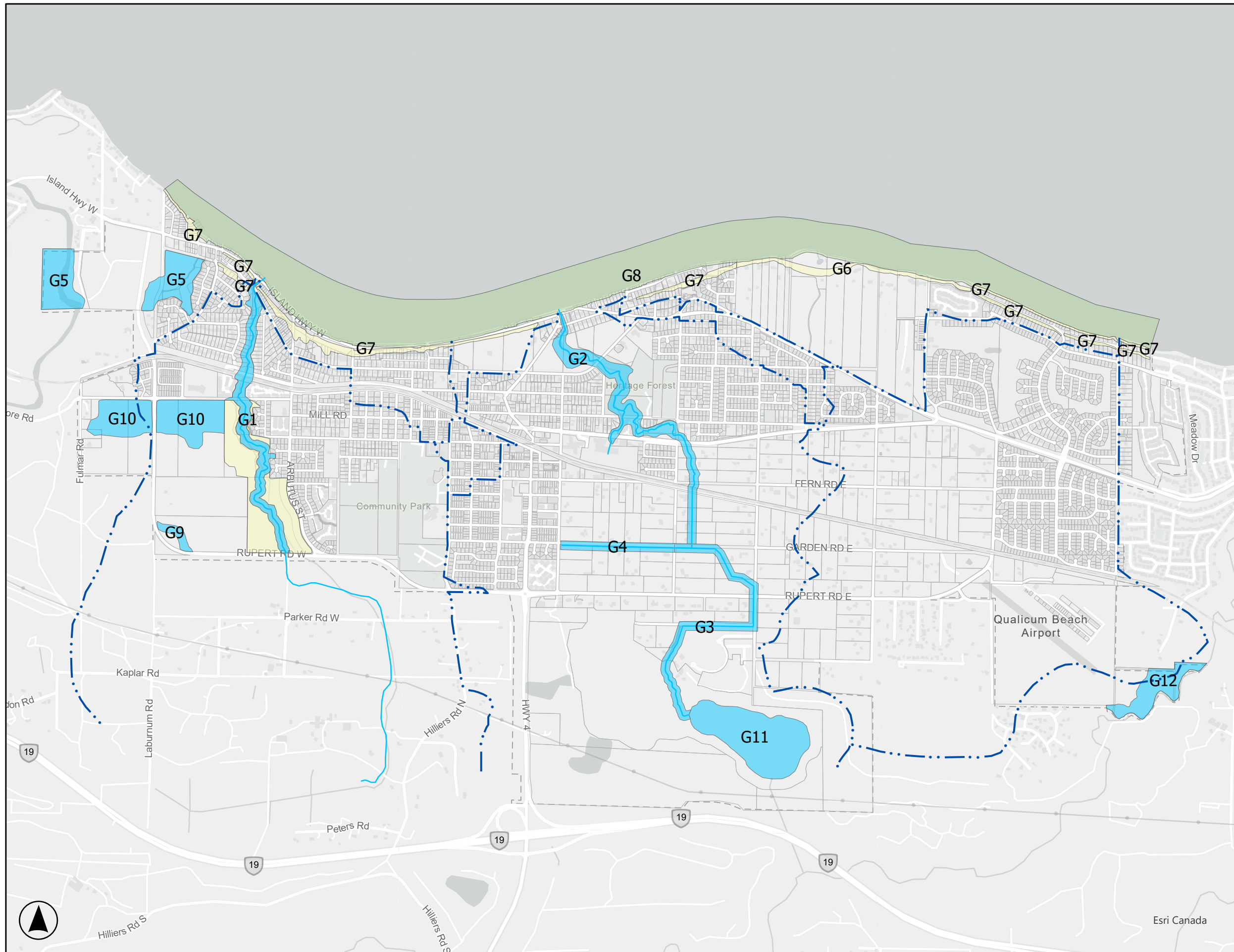
- Aquatic Habitat Greenway
- Marine Shoreline
- Upland Habitat Greenway
- Watercourses
- Watershed Boundary

- G1 Grandon Creek
- G2 Lower Beach Creek
- G3 Upper Beach Creek
- G4 Beach Creek Tributary
- G5 Little Qualicum / Laburnum
- G6 Estate Slopes
- G7 Shore Cliffs
- G8 Marine Shoreline
- G9 Aspen Sedge Wetland
- G10 Claymore Forested Wetland
- G11 Glengarry Wetland
- G12 French Creek



WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-10-28

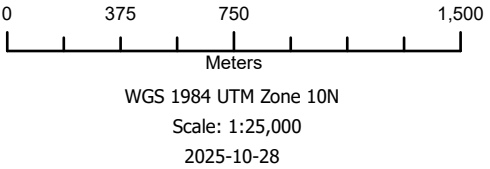
Esri Canada



Official Community Plan 2025
Bylaw No. 918
Schedule 2.5

HAZARDOUS LANDS
DEVELOPMENT
PERMIT AREAS

- Steep Slope
- Flood Plain
- Ocean Flood Plain



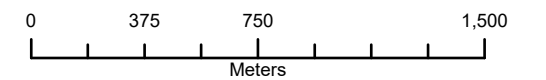
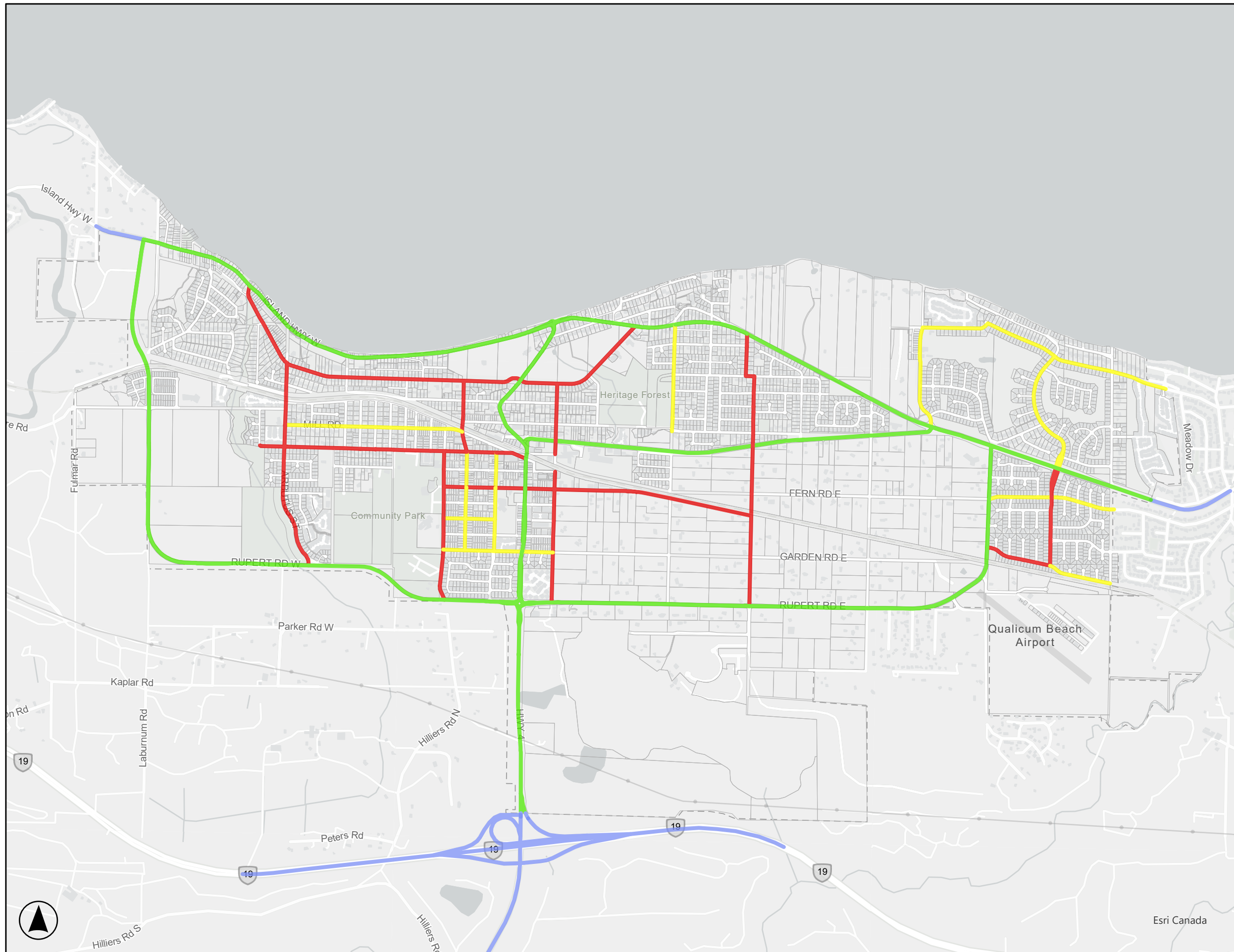
Official Community Plan 2025

Bylaw No. 918
Schedule 2.6

MAJOR ROAD NETWORK

- Arterial
- Major Collector
- Minor Collector
- Provincial Highway

Note:
Dedication or constructions of roads through Agricultural Land Reserve will require approval from the Agricultural Land Commission.



WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-10-28

Esri Canada

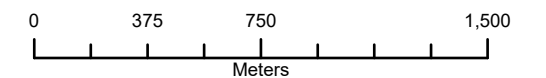
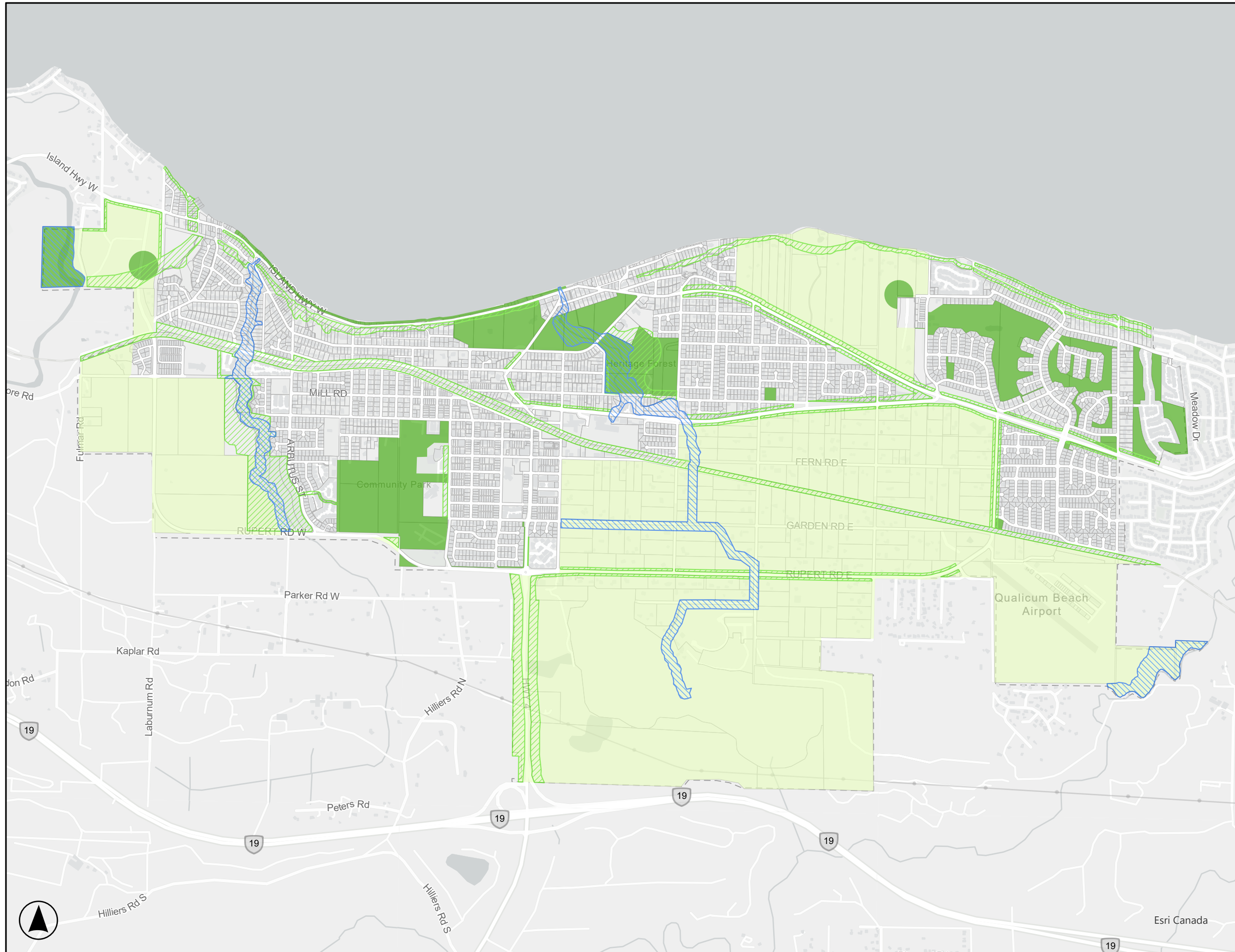
Official Community Plan 2025

Bylaw No. 918
Schedule 2.7

PARK & ECOLOGICAL GREENWAYS

-  Aquatic Habitat Greenway
-  Upland Habitat Greenway
-  Park and Open Space Area
-  Greenbelt Area and Working Landscapes

Those Greenways shown on this map that are not designated as a Development Permit Area on Map Schedule 2.4 are identified for the purpose of long-term planning objectives only.



WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-10-28

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Official Community Plan 2025

Bylaw No. 918
Schedule 2.8

ACTIVE
TRANSPORTATION

Waterfront Walkway

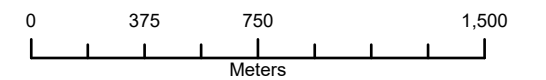
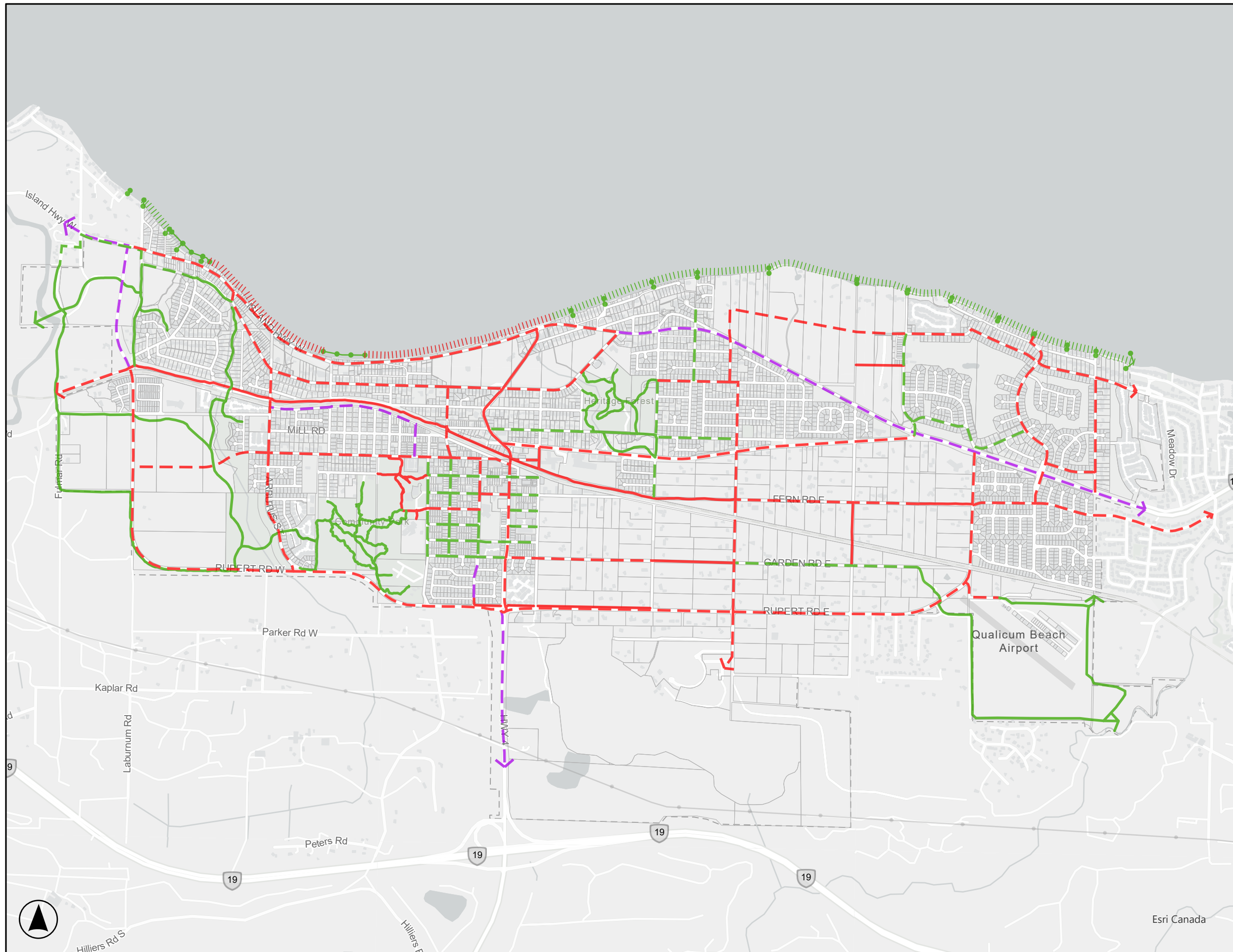
- Foreshore or Dry Land
- ||||| On Dry Land
- ||||| On The Foreshore

Paths and Trails

- Multi-use Pathway
- Walking Trail

Greenway Street

- With Bikeway
- With Sidewalk
- With Sidewalk and Bikeway



WGS 1984 UTM Zone 10N
Scale: 1:25,000
2025-10-28

Esri Canada

Schedule 2.9

Official Community Plan (OCP) Consistency Worksheet

This OCP Consistency Worksheet provides criteria to assess whether or not a development proposal is consistent with the Official Community Plan. Land use consistency is a prerequisite, and consistency with OCP goals should be assessed as supporting criteria.

A. Prerequisite: Adherence to Land Use Designation

To be consistent with the OCP, a proposal should align with the intent of the land use designation under which the property is located, should generally work towards the objectives and policies of that land use designation.

	Consistent	N/A	Not Consistent
Land Use Compliance Does the proposal generally adhere to the intent, objectives, and policies of the existing land use designation?	☐	☐	☐

B. Adherence to OCP Goals

To be consistent with the OCP, a proposal should be generally consistent with the OCP Goals detailed in section 1.2 of the OCP.

	Consistent	N/A	Not Consistent
1. Complete, Compact Community Land Use Encourage carefully managed growth through land use that enhances the natural ecology, local economy, and vibrancy of community life at a scale that is suited to the Qualicum Beach village character.	☐	☐	☐
2. Low-impact Transportation Continue building a safe, walkable community where residents and visitors have access to amenities through a comprehensive network of transportation routes that support alternatives to the automobile, including alternatives for people with mobility issues that may not be able to walk or cycle.	☐	☐	☐
3. Community Health Foster the health and well-being of people that live, work, play, and invest in the Town. Value residents and welcome all others in a spirit of inclusion, promoting and supporting demographic diversity, and continuing to promote parks and trails that support healthy lifestyles. Provide residents with access to social, cultural, and healthcare services as well as access to participation in community life, arts, and culture.	☐	☐	☐

4. Sustainable Food Systems Support a prosperous local food system through high quality restaurants, year-round access to farm-fresh produce, economic prosperity, hands-on experience through community gardens and backyard gardening, and preservation of existing ALR and agricultural land.	☐	☐	☐
5. Progressive Infrastructure Provide efficient, effective infrastructure for energy, water, waste water & stormwater, and solid waste that advances the Town's sustainability goals and minimize the consumption of natural resources.	☐	☐	☐
6. Economic Prosperity Pursue economic opportunities based on sustainable growth and development that meet the needs of the community. Emphasize local business, with sustainable tourism activities as a fundamental part of the local economy.	☐	☐	☐
7. Healthy Landscapes Preserve and protect our natural environment including ecosystems that support both people and wildlife, while maintaining a high quality of urban and rural life.	☐	☐	☐
8. Green Buildings Promote green building and energy conservation, including practices such as energy efficiency, solar orientation, renewable and zero/low emission energy systems, water efficiency, wastewater and stormwater reuse, healthy and non-toxic materials, and habitat-supportive and water-wise landscape design.	☐	☐	☐
9. Sense of Place Recognize local Indigenous Peoples heritage. Value education, arts, culture, and community service as a part of daily life. Nurture small-town village character and ambience from the compact village centre to the dynamic, natural beauty of the Qualicum Beach waterfront.	☐	☐	☐
10. Diversity of Housing Promote housing that meets the needs of the Town now and in the future across a variety of housing tenures, types, and sizes. Prioritize housing initiatives that support young adults and families, workers, older seniors, or persons with a disability.	☐	☐	☐

SCHEDULE 3.0

Regional Context Statement

Alignment Between the Town of Qualicum Beach "2025 Official Community Plan" and the Regional District of Nanaimo "Shaping Our Future 2040 Regional Growth Strategy"

RGS Goal 1	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Climate Adaption and Mitigation To increase energy efficient, reduce greenhouse gas emissions and mitigate the impacts of climate change in the region.	1.1	<i>Does the OCP include provincial targets to reduce Greenhouse Gas (GHG) emissions to 40 per cent below 2007 levels by 2030? And net-zero emissions by 2050?</i> ✓ Consistent	Section 2.2.2 "Climate Emissions Planning" The OCP supports this regional goal.
	1.2	<i>Does the OCP support the development of alternative sources of energy use and production?</i> ✓ Consistent	Policy 2.1.24 <i>The Town shall pursue the implementation of a district energy pilot project within the "Village Neighbourhood", with the Community Park and the curling rink area as potential locations. Potential technologies to be explored include geothermal and heat recovery from wastewater.</i>
	1.3		
	1.4		
	1.5		
	1.6	<i>Does the OCP support buildings to be energy efficient and low carbon emitting?</i> ✓ Consistent	OCP Goal 8 (implemented throughout): <i>Promote green building and energy conservation, including practices such as energy efficiency, solar orientation, renewable and zero/low emission energy systems, water efficiency, wastewater and stormwater reuse, healthy and non-toxic materials, and habitat-supportive and water-wise landscape design.</i>
	1.7		
	1.8	<i>Does the OCP encourage waste management diversion and opportunities to recover resources from waste?</i> ✓ Consistent	Section 2.6.5 "Solid Waste" OCP supports continued management of solid waste through the Regional District of Nanaimo

	1.9	<i>Does the OCP consider the impacts of climate change on future infrastructure, including wildfires, extreme weather events, flooding, coastal storm surge, erosion, and sea level rise?</i> ✓ Consistent	Section 1.3 "How to Use the OCP" refers to the Community Wildfire Resiliency Plan to consider future wildfire hazards Section 2.7.1 "Hazardous Lands Development Permit Areas"
	1.10 1.11 1.12	<i>Does the OCP support collaboration with the Federal government, Provincial government, First Nations and businesses for climate change mitigation and adaptation?</i> ✓ Consistent	Section 2.4 "Regional Growth" shows support for the Regional Growth Strategy, including: <i>Goal 11: "Working Together – Facilitate and foster cooperation among jurisdictions through an understanding of and commitment to growth management goals among all levels of government, the public, and key private and voluntary sector partners."</i>

RGS Goal 2	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Protect the Environment Protect and enhance the environment and minimize ecological damage from growth and development.	2.1 2.2 2.3 2.4	<i>Does the OCP contain policy to protect fresh (surface and ground) and marine seawater from degradation and depletion?</i> ✓ Consistent	Section 2.6.3 "Stormwater & Watershed Management" Additionally, the Town has strong policies in place through Development Permit Areas and development guidelines and implementation measures to preserve and protect the natural ecosystems.
	2.5	<i>Does the OCP promote good air quality in the region, such as through transportation options and support for renewable energy?</i> ✓ Consistent	OCP Goal 2: Low-impact Transportation (implemented via policies throughout) OCP Goal 8: Green Buildings (implemented via policies throughout) Section 2.1.2 "Complete, Compact Community"

			Section 2.2.2 “Climate Emissions Planning” Section 2.6.1 “Transportation”
2.6, 2.7, 2.8	<i>Does the OCP support the retention of natural ecosystems in the Coastal Douglas Fir zone?</i> ✓ Consistent		Section 2.7.2 Ecological Development Permit Areas (and corresponding guidelines located in PART 5: Zoning Bylaw No. 900)
2.9 2.10 2.11 2.12 2.13 2.14	<i>Does the OCP contain measures to protect and mitigate the impacts of development on environmentally sensitive areas and provide connectivity corridors for wildlife between critical habitat?</i> ✓ Consistent		Section 2.7.2 Ecological Development Permit Areas (and corresponding guidelines located in PART 5: Zoning Bylaw No. 900)
2.15 2.16 2.17	<i>Does the OCP include measures to protect life and property from a range of hazards (avoiding development in hazardous areas or taking mitigation measures to protect settlements that are already established)?</i> ✓ Consistent		Section 2.7.1 Hazardous Lands Development Permit Areas (and corresponding guidelines located in PART 5: Zoning Bylaw No. 900)

RGS Goal 3	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Coordinate Land Use and Mobility To support climate mitigation, ensure land use patterns, and transportation and mobility networks are connected to achieve more compact, complete, and accessible communities.	3.1 3.9	<i>Does the OCP support land use patterns that allow for alternatives to the automobile such as walking, cycling and public transit?</i> ✓ Consistent	OCP Goal 2: Low-impact Transportation (implemented via policies throughout) Section 2.1.2 "Complete, Compact Community" Section 2.6.1 "Transportation"
	3.2	<i>Does the OCP promote the location of job creating land uses close to where people live?</i> ✓ Consistent	Section 2.1.2 "Complete, Compact Community" 3.7 "Village Commercial Residential" 3.2 "Village Light Industrial" 3.4 "Village Institutional" 3.7 "Village Transitional Commercial/Residential"
	3.3	<i>Has the OCP considered the location of industrial development that is good access to transportation infrastructure and minimal environmental and community impact?</i> ✓ Consistent	Section 3.2 "Village Light Industrial"
	3.5 3.6 3.7 3.8 3.10 3.11	<i>Does the OCP advocate for improved transportation services and inter-regional connections?</i> ✓ Consistent	Section 2.6.1 "Transportation"
	3.12	<i>Does the OCP recognize the E&N Railway Corridor and the importance for transportation in the region?</i> ✓ Consistent	Section 2.6.1 "Transportation" Map Schedule 2.8

RGS Goal 4	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Community Building Create compact complete communities within distinctive centres of activity and provide easy access to places to live, work, play and learn.	4.1 4.2 4.3 4.10	<i>Does the OCP designate Growth Containment Boundaries (GCB) consistent with the RGS?</i> ✓ Consistent	<i>The "Village Neighbourhood" is the heart of Qualicum Beach, home to commerce, social activity, goods and services, and higher-density housing.</i> The Town will manage growth through an Urban Containment Boundary that is independent of the Growth Containment Boundary in the Regional Growth Strategy. Section 2.1.1 "Urban Containment Boundary" Schedule 2.1 "Land Use"
	4.4 4.5 4.8	<i>Does the OCP designate mixed-use centres that are pedestrian-oriented, transit supportive, compact, complete neighbourhoods compatible in character with their context.</i> ✓ Consistent	Section 3 "Land Use Designations Within the Village Neighbourhood"
	4.6 4.7	<i>Does the OCP only support more intensive urban areas in designated growth areas?</i> ✓ Consistent	Section 2.1.2 "Complete, Compact Community" Section 3. "Land Use Designations Within the Village Neighbourhood"

RGS Goal 5	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Enhance Rural Integrity Protect and strengthen the region's rural economy and functioning rural landscapes.	5.1	<i>Does the OCP designate land for rural forms of land use and development on large land holdings consistent with the Regional Growth Strategy?</i> ✓ Consistent	Section 2.1 "Manage Urban Growth" Section 4.6 "Rural"
	5.3		
	5.8		
	5.9		
	5.10		
	5.2	<i>Does the OCP include measures to protect resource and farm lands?</i> ✓ Consistent	OCP Goal 4: Sustainable Food Systems Section 4.6 "Rural"
	5.4		
	5.6		
	5.11		
	5.5	<i>Does the OCP encourage land uses compatible with agriculture, forestry, primary natural resource use, and recreation? Do the compatible uses enhance the economic viability of the primary use and contribute to protecting the environment?</i> ✓ Consistent	OCP Goal 4: Sustainable Food Systems Section 4.6 "Rural" Section 4.8 "Recreational Greenways"
	5.7		

RGS Goal 6	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Diverse and Affordable Housing Choices Support and facilitate provisions for appropriate, adequate, affordable, and adaptable housing.	6.1	<i>Does the OCP support the development of a range of housing types?</i> ✓ Consistent	OCP Goal 10: Diversity of Housing (implemented throughout) Section 2.3 "Housing" A range of housing permitted within the following land use designations: • All land use designations within the Village Neighbourhood <i>except</i> Village Parks and Squares • 4.1 Residential • 4.2 Commercial • 4.4 Airport Area • 4.5 Institutional • 4.6 Rural

	6.2 6.3	<i>Does the OCP and zoning bylaw include strategies to meet the future housing needs of diverse households of all ages, abilities, and incomes?</i> ✓ Consistent	OCP Goal 10: Diversity of Housing (implemented throughout) Section 2.3 "Housing" Section 2.3.2 "Priority Housing Groups"
	6.4 6.5 6.6 6.7	<i>Does the OCP include policy to work with regional partners and advocate senior governments to address affordable housing issues?</i> ✓ Consistent	Section 2.3 "Housing" Section 4.1 "Residential"

RGS Goal 7	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Economic Resiliency Support strategic economic development and link commercial and industrial strategies to the region's land use, rural, and environmental protection priorities.	7.1 7.2 7.8 7.10 7.16 7.17	<i>Does the OCP support a coordinated efforts to promote economic development that benefits the community?</i> ✓ Consistent	OCP Goal 6: Economic Prosperity (implemented throughout) Section 4: Land Use Designations Outside the Village Neighbourhood <i>The lands that are located just beyond the existing boundaries of Qualicum Beach have a direct effect on the social and economic welfare of the community. In order to protect the Town's interests in these sensitive fringe areas, the Town will work with the Regional District of Nanaimo as part of the implementation of the Regional Growth Strategy and the Town's OCP.</i>
	7.4 7.5 7.6 7.9 7.18	<i>Does the OCP encourage and support a broad range of industrial, commercial, and institutional development in appropriate location?</i> ✓ Consistent	A range of context-appropriate industrial, commercial, and institutional development is permitted. Land Use Designations include those within and outside the Village Neighbourhood: • 3.1 Village Commercial Residential • 3.2 Village Light Industrial • 3.3 Village Commercial/ Cultural/ Residential • 3.4 Village Institutional • 3.7 Village Transitional Commercial/ Residential • 4.2 Commercial • 4.4 Airport Area

	7.11 7.12 7.13 7.14 7.15	<i>Does the OCP recognize and support the link between land use and economic development?</i> ✓ Consistent	OCP Goal 6: Economic Prosperity (implemented throughout) Section 4.2 "Commercial" Section 4.6 "Rural" Section 4.7 "Waterfront"
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RGS Goal 8	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Food System Resiliency Protect and enhance the capacity of the region to adapt, produce, and process food and mitigate the impacts of disruptions.	8.1	<i>Does the OCP support the protection of farmland?</i>	OCP Goal 4: Sustainable Food Systems (implemented throughout) Section 4.6 "Rural"
	8.2		
	8.3		
	8.4	✓ Consistent	
	8.5	<i>Does the OCP promote the economic viability of agriculture through the creation of value-added products and complementary uses on farmland?</i>	Policy 4.9.7 <i>The Town shall continue to encourage forestry and other rural economic activities on land designated as 'Rural' not being used for agricultural purposes.</i>
	8.6		
	8.7		
		✓ Consistent	
	8.8	<i>Does the OCP support the enhancement of regional and local food systems through production, processing, distribution, and sale of locally harvested products.</i>	OCP Goal 4: Sustainable Food Systems (implemented throughout) <i>Support a prosperous local food system through high quality restaurants, year-round access to farm-fresh produce, economic prosperity, hands-on experience through community gardens and backyard gardening, and preservation of existing ALR and agricultural land.</i>
	8.9		
	8.10		
	8.11		
	8.12	✓ Consistent	

RGS Goal 9	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Pride of Place Celebrate the region's unique beauty, culture, history and arts.	9.1	<i>Does the OCP support the protection and enhancement of sites, facilities, and features with important heritage, recreational, cultural, and natural values?</i> ✓ Consistent	OCP Goal 9: Sense of Place (implemented throughout) Section 2.7.3 "Form and Character Development Permit Areas" Section 2.7.2 "Ecological Development Permit Areas" Section 3.3 "Village Commercial/Cultural/Residential" Section 3.9 "Village Parks and Squares"
	9.2	<i>Does the OCP promote excellence in:</i> • <i>architecture</i> ✓ Consistent • <i>public art</i> ✓ Consistent	Section 2.7.3 "Form and Character Development Permit Areas" Policy 2.1.3.13 <i>The Town may support public art through continual investment, especially in new development projects</i>

RGS Goal 10	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Efficient Services Provide efficient, cost-effective services and infrastructure that contribute to compact and sustainable growth	10.1 10.5 10.6 10.7 10.10 10.17	<i>Does the OCP support efficient public services to communities and that can accommodate sustainable growth?</i> ✓ Consistent	OCP Goal 5: Progressive Infrastructure (implemented throughout) Section 2.6: "Municipal Services"

	10.2 10.3 10.4 10.9	<i>Does the OCP only support urban development inside the GCB that is fully serviced with community water and community sewer?</i> ✓ Consistent	Section 2.1.1 "Urban Containment Boundary"
	10.11 10.15 10.16	<i>Does the OCP support developments that incorporate energy efficient, water conservation and recycling?</i> ✓ Consistent	OCP Goal 8: Green Buildings (implemented throughout) Section 2.2 "Sustainability & Greenhouse Gas Emissions Reduction" Section 3 "Land Use Designations Within the Village Neighbourhood" Section 4.1 "Residential" Section 4.2 "Commercial"

RGS Goal 11	RGS Policy	OCP Consistency with RGS Policy	Relevant OCP Policy
Cooperation Among Jurisdictions Facilitate and understanding of and commitment to growth management goals among all levels of government, the public, and key private and voluntary sector partners.	11.1 11.2	<i>Does the OCP make commitment to implement the goals of the RGS?</i> ✓ Consistent	Section 2.4 "Regional Growth" shows support for the Regional Growth Strategy, including: <i>Goal 11: "Working Together – Facilitate and foster cooperation among jurisdictions through an understanding of and commitment to growth management goals among all levels of government, the public, and key private and voluntary sector partners."</i>
	11.3	<i>Does the OCP recognize the importance of coordinating land use planning with local First Nations?</i> ✓ Consistent	n/a

**TOWN OF QUALICUM BEACH
BYLAW NO. 900.08**

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

WHEREAS the Council may, under Section 488 of the *Local Government Act*, designate development permit areas in an official community plan and may, under the same section specify the guidelines referred to in the official community plan by zoning bylaw,

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

“Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024” is hereby amended as follows:

1. “Part 2 – Zoning Bylaw No. 900, Development Permit Area Guidelines” is attached to and forms an integral part of this Bylaw.
2. This Bylaw may be cited as “Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024 Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025”

INTRODUCED FOR FIRST READING this 5th day of November, 2025.

READ A SECOND TIME this day of, 2025.

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

PUBLIC HEARING this 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



PART 5: Zoning Bylaw No. 900

Development Permit Areas Guidelines

This Part provides the specific guidelines to which development applicants must adhere to when acquiring a development permit. Area designations and objectives for Development Permit Areas within the Town of Qualicum Beach are provided within the *Town of Qualicum Beach 2025 Official Community Plan*.

Contents

General Development Permit Information

Section 1 Ecological Development Permit Area Guidelines

Section 2 Hazardous Lands Development Permit Area Guidelines

Section 3 Form and Character Development Permit Guidelines

Introduction

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area (DPA). Such concerns can cover:

- (a) protection of the natural environment, its ecosystems and biological diversity;
- (b) protection of development from hazardous conditions;
- (c) protection of farming;
- (d) revitalization of an area in which a commercial use is permitted;
- (e) establishment of objectives for the form and character of intensive residential development;
- (f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
- (g) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
- (h) establishment of objectives to promote energy conservation;
- (i) establishment of objectives to promote water conservation;
- (j) establishment of objectives to promote the reduction of greenhouse gas emissions.

The Town of Qualicum Beach has designated development permit areas across five categories. The following table shows the Development Permit Areas designated within the Town of Qualicum Beach, with some addressing aspects of importance across several categories.

Development Permit Area	(a) Natural Environment	(b) Hazardous Conditions	(d) Commercial Revitalization	(e) Intensive Residential	(f) Commercial/ Industrial/ Multi-family
C1: Uptown Commercial			✓		✓
C2: Light Industrial					✓
C3: Beach Commercial	✓				✓
C4: Beach Commercial					✓
C5: College Road					✓
C6: Memorial Avenue					✓
C7: Memorial Avenue			✓		
C8: Crescent Road East	✓				✓
C9: Berwick Road					✓
C10: Qualicum Beach Airport	✓				✓
C11: Highway Bluff Commercial					✓
C12: Rural Destination Resort	✓				✓
E1: Beach Area	✓				✓
G1-G12: Ecological Greenways	✓				
H1: Hazardous Lands		✓			
RFC1: Small-Scale Residential Form & Character				✓	✓
RFC2: Medium-Density Residential Form & Character	✓	✓			✓

More Than One Development Permit Area Designation

Where land is subject to more than one Development Permit Area designation, a single development permit is required. The application will be subject to the requirements of all applicable Development Permit Areas, and any development permit issued will be in accordance with the guidelines of all such Areas.

Actions Requiring a Development Permit

In general, where land is within a Development Permit Area, an owner must obtain a Development Permit prior to:

- Subdivision of land;
- Construction of, addition to or alteration of a building or other structure;
- Alteration of land within Environmentally Sensitive Areas (ESA) or Hazardous Lands

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Exemptions

Exemptions from the DPA requirements are described in the guidelines applicable to each DPA.



SECTION 1

Ecological Greenway Development

Permit Area Guidelines

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Justification & Objectives

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area. Such concerns can cover:

- a) protection of the natural environment, its ecosystems and biological diversity;

This section provides the guidelines in place to protect the natural environment and environmentally sensitive areas within the Town of Qualicum Beach.

Types of Environmentally Sensitive Areas

As per the *Town of Qualicum Beach 2025 Official Community Plan* there are three types of Environmentally Sensitive Areas which must be protected through obtaining a Development Permit prior to development:

- Aquatic Habitat Greenways
- Upland Habitat Greenways
- Marine Shorelines

Details of the requirements of an applicant to obtain a development permit for each of these types of Ecological Development Permit Areas are described in the following sections.

Actions Requiring an Ecological Development Permit

Other than excluded in "Actions Not Requiring an Ecological Greenway Development Permit", no alteration of land or vegetation within or adjacent to the Aquatic Habitat, Upland Habitat, or Marine Shoreline Development Permit Areas shall be undertaken:

- a) without a permit issued pursuant to this bylaw; or
- b) contrary to the terms of a permit issued pursuant to this bylaw.

An owner that wishes to take action that alters land or vegetation within an Ecological Greenway Development Permit Area that is not exempt under "Actions Not Requiring an Ecological Greenway Development Permit" section must first obtain a Development Permit and may require supporting documentation such as site layout, topographic features, habitat information and development plans as deemed necessary by the Town.

Actions Exempt from Requiring an Ecological Development Permit

The actions listed below will not require an Ecological Greenway Development Permit, provided they are designed and installed to resist erosion and avoid negative impacts on adjacent habitat areas.

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- Farm practices protected by the Farm Practices Protection (Right to Farm) Act.
- Regular landscape maintenance of existing manicured landscape, including existing golf course landscaping and pruning of native vegetation. This includes the pruning of limbs up to 10cm in diameter for view corridors in accordance with the Tree Pruning Guidelines provided that all cut trees and branches are disposed of in a way that is not detrimental to the stability of the slope, e.g. cut trees and branches must not be left on sloping terrain.
- Planting and maintenance of new landscape or habitat enhancements which follow the Naturescape Guidelines, including both native and ornamental trees and shrubs.
- Trail or viewpoint construction, when such construction removes no trees, and when it impacts the vegetation of less than 5% of the greenway corridor on the parcel, and the surfacing is pervious (e.g. soil, gravel, mulch or spaced wood deck).
- Tree removal within the following maximums per calendar year, other than significant trees, provided that for each removed tree at least one replacement tree is installed, in accordance with the requirements for habitat landscape:
 - In all aquatic habitat greenways – only hazard trees may be removed;
 - In upland habitat greenways:
 - on parcels smaller than 1 Ha – only hazard trees may be removed;
 - on parcels 1 Ha or larger – hazard trees plus up to 3 other trees may be removed;
- A significant tree may not be removed without a permit. Significant tree means a tree identified by one of the following criteria:
 - A veteran or older growth tree in excess of 100 years old;
 - A wildlife tree, meaning a tree that supports eagle roosting or nesting, heron rookeries, cavity dwellers or red- or blue-listed species;
 - A Garry Oak, Arbutus or Pacific Dogwood tree.
- Management of invasive, non-native plants such as Himalayan Blackberry, Scotch Broom or Purple Loosestrife.
- Removal of Alder as a part of a vegetation management scheme to promote establishment of other long-living native trees.
- Subdivision of land or construction of a building or other structure or the structural alteration of, or addition to, an existing building or other structure where the Subdivision

Approving Officer or the Building Inspector, pursuant to Section 56 of the Community Charter, can require the owner of land to provide the Building Inspector or Subdivision Approving Officer with a report certified by a qualified professional that the land may be used safely for the use intended and that the activity complies with all the requirements of all applicable Development Permit Areas.

Disputable Exemptions

In cases where exemption from an Ecological Greenway Development Permit is unclear, or where the terms of the bylaw or a permit are not being met, the Town's Bylaw Enforcement Officer or Building Inspector may issue a stop work order and require the applicant to submit a letter from a certified arborist containing sufficient information to clarify the intent of the bylaw.

Partial Relaxation of Related Land Use Regulations

Conditions for relaxation of other bylaws applying to the parcel include:

- 1) Where the *aquatic habitat or upland habitat greenway* comprises up to 25% of the parcel area prior to any voluntary leave area dedication, no relaxation applies.
- 2) Where the *aquatic habitat or upland habitat greenway* is 25% or more of the parcel area prior to any voluntary leave area dedication setbacks may be varied up to the following maximum amounts:
 - a) rear yard setback will be reduced by up to 50%;
 - b) front yard setback will be reduced by up to 25%.
- 3) Where, prior to any voluntary leave area dedication, the permitted use would not be allowed on an existing parcel due to the *ecological greenway* size, the greenway area may be varied the minimum amount necessary to allow the use, but in no case shall the maximum allowable density of the site prior to any voluntary dedication of leave area be exceeded.
- 4) The partial relaxation of related land use regulations applies only to parcels existing at the date of adoption of this bylaw. New parcels shall be configured to allow the permitted land use without relaxation.

General Guidelines

- ✓ In this development permit, the Ecological Greenway Diagrams, Definitions, and References apply.
- ✓ The *aquatic habitat greenway* or *upland habitat greenway* shall be conserved in a vegetated state, free of development of *structures* or *paving*.
- ✓ In all *ecological greenways*, natural or planted vegetation shall be maintained.
- ✓ Management of Streamside Protection and Enhancement Areas (SPEAs) in aquatic habitat greenways shall be in accordance with the Riparian Area 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.
- ✓ Owners are encouraged to enhance vegetation in greenways in accordance with the Habitat Landscape Guidelines in this section.
- ✓ Further guidelines for each type of environmentally sensitive area are provided in this section.

Habitat Landscape Guidelines

- ✓ Habitat landscape shall be one of two types:

Type A: Existing native trees and ground cover, of sufficient density to provide shady conditions to watercourses and upland greenway areas. Selectively prune or remove hazardous trees only if necessary to protect a high-risk target, but leave wildlife snags if safe. Supplement existing trees and ground cover with planted stock to all bare or thin areas to meet the requirements of type B habitat landscape.

Type B: Planted stock as necessary to landscape all bare or thin areas. Planted stock shall be selected to suit the soil, light and groundwater conditions of the site:

- i) species shall be native to the area, or other species selected for fish and wildlife habitat values;
- ii) replacement trees shall be planted at an average spacing of 6m on centre or closer throughout the habitat landscape, and shall be a minimum of 2m height for conifers and 3 cm caliper for deciduous trees at time of planting;

- iii) a shrub layer shall be provided for a minimum of 50% of the area of the habitat landscape. Within shrub areas, shrubs shall be provided at a minimum average density of 1.0m on centre and shall be a minimum of #1 pot size at time of planting;
 - iv) ground cover may be substituted for shrubs. If used, ground cover shall be one of brush layering on 2:1 or steeper slopes at 1.0m vertical on centre between layers or closer spacing, or planted ground cover at maximum average spacing of 0.5m, with ground cover plants a minimum 10 cm pot size at time of planting;
 - v) areas not covered by shrubs or trees shall be seeded to a grass or legume or planted with native herbaceous ground cover.
- ✓ Required habitat landscape shall be continuous, broken only by public walkways and road crossings, with utilities underground. Habitat landscape required under this bylaw shall not be supplanted by continuous roadway or walkway access.
 - ✓ The retention of native trees and ground cover is preferred.
 - ✓ The maximum sloping terrain in any planted habitat landscape shall be 33% slope. Steeper grades may be considered if a report from a professional engineer with experience in geotechnical engineering is submitted, and the conditions in the report are followed during construction.
 - ✓ All habitat landscape required by this bylaw shall be protected from intrusion by motor vehicles with a continuous concrete curb, if parking areas abut the habitat landscape.
 - ✓ All landscape construction required by this Bylaw shall be maintained by the Owner to the 'background' maintenance level in the British Columbia Landscape Standard, at a minimum, for a period of 1 year from the date of substantial performance of the landscape work. Plant materials not in a healthy growing condition during the maintenance period will be replaced within 4 months of their rejection, in the next regular planting season.

Aquatic Habitat Greenways Development Permit Area Guidelines

Introduction

Aquatic Habitat Greenways protect watercourses and the sensitive ecosystems around them. Protection of these areas is required under the federal *Fisheries Act*. The Aquatic Habitat Greenway designation brings local land use planning in line with this senior government law, and increases certainty about what areas require protection. The Provincial *Fish Protection Act* also applies to protection of Aquatic Habitat Greenway. The provisions in this OCP for riparian protection may be reviewed when the Riparian Area Regulation under the *Fish Protection Act* is implemented.

Guidelines

The following describes some of the features of an aquatic habitat greenway that should be maintained under the terms of the development permit designation.

- ✓ **All watercourses**, including permanent or intermittently wetted streams, wetlands, springs, back channels or floodplain, as well as other areas that contribute to summer base flows, winter refuge, and sources of cool water.
- ✓ **Vegetation overhanging the water**. This vegetation maintains cooler water temperatures by providing shade, and is a source of leaf litter and fallen insects to support the aquatic food web.
- ✓ **Dense vegetation in riparian zones** which provides erosion control along banks and steep slopes, filters pollutants from runoff approaching the stream, and provides barriers to human disturbance of the stream.
- ✓ **Sloping terrain or ravines**, which form the banks of the watercourse. These areas are often highly susceptible to erosion or landslip if their vegetation is removed. Setbacks from the

top of bank are established as a part of the watercourse leave area to provide protection for the vegetation that helps keep these steep slopes stable.

- ✓ **Sources of large organic debris** (large fallen wood and logs). To ensure a long-term source of large organic debris, the riparian vegetation should be multi-aged – with trees of many ages. This large organic debris is a critical component of fish habitat, providing shade and cover from predators for fish, and also contributing to the creation of pools, riffles, and stable stream hydraulics.
- ✓ **Vegetation variety in the riparian zone** – including groundcover, low and tall shrubs, low and tall trees, deciduous and coniferous, young and old. This variety of vegetation is resilient to change and offers a variety of habitats for birds and other species. A thicket of vegetation also provides a buffer to minimize disturbance of fish in the stream, particularly by people, and cover for fish from predators.
- ✓ **Veteran and standing dead wildlife trees.** These are important for eagles, and for cavity nesters and woodpeckers. However, they are also a source of large organic debris for the stream in the medium-term.
- ✓ The above *Watercourse Leave Areas* are fish habitat protected by the federal *Fisheries Act* and the provincial *Fish Protection Act* or are wetlands that are important for many species, including amphibians and reptiles. These development permit guidelines will be updated periodically to make them consistent with senior government regulations.
- ✓ To function ecologically, disturbance to aquatic habitat needs to be minimized. For this reason, it is important that greenway plans show *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.

Upland Habitat Greenways Development Permit Area Guidelines

Introduction

Upland Habitat Greenways include wooded areas, veteran trees and native thickets. These areas provide important habitat for eagles, herons, and song birds, as well as many small mammals and other species. Many patches of upland habitat exist on public lands in the urban areas of Qualicum Beach. Thoughtful private landowners have maintained habitat on their properties.

Guidelines

The following describes some important features of an upland habitat greenway that are encouraged to be maintained under the terms of the development permit designation.

- ✓ **Sloping terrain**, with cover of natural vegetation.
- ✓ **Sensitive terrestrial ecosystems** mapped under the Sensitive Ecosystems Inventory and shown on the RDN Environmentally Sensitive Areas atlas;
- ✓ **Unique or rare woodland communities** (e.g. Arbutus, Garry Oak).
- ✓ **Mature and older forest**, including veteran trees.
- ✓ **Native trees, woods and thickets**, including older second growth, and especially habitat where red- or blue-listed plant or animal species have been identified and confirmed.
- ✓ **Cliffs, bedrock outcrops, coastal bluffs, points and rocky islets, and unique or rare herbaceous (wildflower) communities on sparsely-vegetated sites.**
- ✓ **Marine foreshore and nearshore areas**, seasonally-flooded sites and floodplains.
- ✓ **Eagle nesting or roosting trees, and heron rookeries**, with wooded buffers.
- ✓ **Native standing dead trees**, if naturally occurring, and if not a hazard to persons, public or property.
- ✓ **Wildlife cover on the ground**, including shrub thickets, downed logs, brush piles or rock piles, and water sources for wildlife.

In considering the configuration of upland habitat greenways:

- ✓ Larger, undisturbed areas are better than small or narrow areas.
- ✓ Medium-sized habitat patches connected by habitat linkages are better than isolated habitat.
- ✓ Habitat linkages need to be wide enough to maintain the health of the trees and vegetation that they contain – e.g. 6m-radius minimum undisturbed root area around a moderate-sized tree.
- ✓ Habitat on one parcel, which is contiguous to habitat on another parcel, is preferred, with a target of 30m or more for a combined habitat linkage.
- ✓ Habitat in locations with least disturbance is preferred.
- ✓ Habitat with a variety of plant species, ages and multi-storey vegetation is preferred. Shrub and groundcover understorey should be maintained or replanted under habitat trees.
- ✓ Habitat without barriers to wildlife passage is preferred.
- ✓ Owners are encouraged to voluntarily provide supplementary wildlife food, water and shelter, e.g. bird feeders and waterers, amphibian ponds, nest boxes. See the *Naturescape Guidelines*.
- ✓ To function ecologically, disturbance to upland habitat needs to be minimized. For this reason, it is important that greenway plans show *access envelopes* which define the limit of disturbance of any access development – such as road crossings, trails, overlooks, or utilities. Alignment and locations minimizing impact on the greenway will be preferred.

Marine Shorelines Development Permit Area Guidelines

Introduction

Marine Shoreline DP Area protects ecological and physical integrity of the foreshore while permitting public access.

These are referred to collectively as ecological greenways in the development permit guidelines. The Ecological Greenway Map shows the following:

green or aqua-coloured areas - representing graphically the approximate extent of the proposed ecological greenways, which are to remain free of development other than as permitted in this bylaw. For the purpose of partial relaxation of related land use regulations only, i.e. front and rear yard setbacks, all parcels which contain an ecological greenway designation shall be included in the development permit area.

Guidelines

- ✓ Development of the shoreline area should not negatively impact the ecological health of the immediate area or impede public access.
- ✓ Shoreline protection measures should be limited to that necessary:
 - a. To prevent damage to existing structures or established uses on adjacent upland; or
 - b. To prevent damage to a proposed public land use.
- ✓ New upland or shoreline structures or additions should be located and designed to avoid the need for shore protection works. Only if all options to locate and design without the need for shore protection measures are exhausted should such works be considered.
- ✓ When required:
 - a. Apply the 'softest' possible shore protection measure that will still provide satisfactory protection; and
 - b. Limit the size of shore protection measures to the minimum necessary.

- ✓ All structural shore protection measures should be installed within the property line or upland of the natural boundary, whichever is further inland. "Soft" shoreline protection measures that provide restoration of previously damaged ecological functions may be permitted seaward of the natural boundary, subject to obtaining necessary approvals from the provincial and federal governments.
- ✓ Proposals for shoreline protection should be evaluated using the Engineering and Environmental Framework from the 2016 Waterfront Master Plan. Approvals for harder shoreline protection shall not be approved unless all softer measures have been evaluated.
- ✓ In general, the harder the construction measure (see below), the greater the impact on shoreline processes - including sediment transport, geomorphology, and biological functions. Structural shoreline stabilization also often results in vegetation removal and damage to nearshore habitat and shoreline corridors.

• Vegetation enhancement.	Soft (favoured)
• Upland drainage control.	
• Biotechnical measures.	
• Beach enhancement.	
• Anchor trees.	
• Gravel placement.	
• Rock (rip rap) revetments.	
• Gabions.	
• Concrete groins.	
• Retaining walls or bulkheads.	
• Seawalls.	Hard (not favoured)

In accordance with the 2016 Waterfront Master Plan, the Town will explore opportunities to facilitate shoreline improvement and protection projects involving multiple property owners.

Definitions

access envelope means an area of land which intrudes into or bisects an Ecological Greenway, on which trail, utility, road crossing or other access development exists or is proposed;

aquatic habitat greenway means the total area of the watercourse, the watercourse leave area and related access envelope;

drainage works include culverts, ditches, drains, rip rapped channels, and storm sewer systems, which discharge into, or collect, constrain or divert a watercourse;

ecological greenway means either an aquatic habitat greenway or upland habitat greenway as defined in this bylaw;

habitat landscape means the conservation, installation and maintenance of trees, shrubs, ground covers, herbaceous plants and related soil and water to repair site disturbance in a way that is conducive to use of the site by native species of fish and wildlife;

habitat linkages means a linear corridor of native vegetation or habitat landscape that provides continuous wildlife passage from habitat to habitat. Habitat linkages connect two or more sensitive terrestrial ecosystems together. These links provide critical corridors for species to move and mix with other populations, find food, or avoid predation. These linkages are important to maintenance of urban wildlife, and to biological diversity;

individual tree means a tree, other than a significant tree, growing in a location so that it does not meet the definition of woods;

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

professional consulting team means a group of professionals including a professional biologist or fish and wildlife technician, a professional engineer, and a landscape architect;

regular landscape maintenance means landscape maintenance activities described in the British Columbia Landscape Standard, but does not include the topping and removal of trees or removal of native shrub and herbaceous ground cover;

removed tree means a tree cut down, killed or removed by any means and, without limiting the generality of the foregoing, includes removal of the top of a tree or any branch or stem of a tree where the branch or stem removed or cut has a diameter of more than 10 centimetres;

Riparian Assessment Area – is defined in the same way as in the Riparian Areas Regulation.

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sensitive terrestrial ecosystem means land mapped under the Sensitive Ecosystems Inventory, as well as other lands which contain:

- Sloping terrain, with cover of natural vegetation;
- Unique or rare woodland communities (e.g. Arbutus, Garry Oak);
- Mature and older forest, including veteran trees;
- Native trees, woods and thickets, including older second growth, and especially habitat where red- or blue-listed plant or animal species have been identified and confirmed;
- Cliffs, bedrock outcrops, coastal bluffs, points and rocky islets, and unique or rare herbaceous (wildflower) communities on sparsely vegetated sites;
- Marine foreshore and nearshore areas, and seasonally-flooded sites and floodplains.
- Eagle nesting or roosting trees, and heron rookeries, with wooded buffers;
- Native standing dead trees, if naturally occurring, and if not a hazard to persons, public or property;
- Wildlife cover on the ground, including shrub thickets, downed logs, brush piles or rock piles, and water sources for wildlife;

significant tree means a tree identified by one of the following criteria:

- A veteran or older growth tree in excess of 100 years old;
- A wildlife tree, meaning a tree that supports eagle roosting or nesting, heron rookeries, cavity dwellers or red- or blue-listed species;
- A Garry Oak, Arbutus or Pacific Dogwood tree;

sloping terrain means land with slopes which average greater than 30% for a vertical distance of 3 metres or more, or slopes designated as hazard lands by a Professional Engineer with experience in geotechnical engineering;

Streamside Protection and Enhancement Area – is defined in the same way as in the Riparian Area Regulation.

surveyed means surveyed by a British Columbia Land Surveyor or a member of the Applied Science Technologists & Technicians of B.C. and with expertise in the land survey discipline;

tree means a woody perennial plant with a stem or stems each of which has a diameter of at least 10 centimetres measured at a height of 30 centimetres above the natural grade of the land, and includes the roots, branches, trunk, crown or any part of the tree;

top of bank of a watercourse means the closest top of slope adjacent to the natural boundary of a watercourse where two conditions are met:

- a) the grade is flatter than 3:1; and
- b) the land beyond the top of slope maintains a grade flatter than 3:1 for a minimum of 15 metres measured perpendicular to the watercourse. Slopes steeper than 3:1 but less than 1 metre in height shall not be considered in the determination of the 15 metre distance from the top of bank;

upland habitat greenway means the total area of a sensitive terrestrial ecosystem, related buffer, and habitat linkages;

watercourse means any natural depression with visible banks, or wetland with or without visible banks, which contains water at some time; and includes any lake, river, stream, creek, spring, swamp, gulch or surface source of water, whether containing fish or not; and includes intermittent streams; and includes surface drainage works which are inhabited by or provide habitat for fish;

watercourse leave area means the watercourse plus vegetated riparian areas on each side of the watercourse, which support fish, wildlife and ecological processes in the watercourse. Watercourse leave areas are equivalent to Streamline Protection and Enhancement Areas (SPEAs) in the Riparian Areas Regulation of the *BC Fish Protection Act*;

wetland means land which is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and under normal conditions supports, a prevalence of vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs and similar areas, and land above and within 7.5 metres, measured horizontally, of the land just described;

woods means an area which contains more than 10 trees where trees are closer than 5 metres from centre to centre of stem, and where native ground cover of shrubs and herbaceous plants remains. The line defining the edge of woods is defined by the outside of the tree trunks;

work means activities involved in cutting or removal of vegetation, removal of soil, deposit of soil or other material, construction of a building, structures or paving, or installation of drainage works, but does not include regular landscape maintenance of planted gardens or landscaping.

References

British Columbia Landscape Standard means the publication by the same name of the British Columbia Society of Landscape Architects and the British Columbia Nursery Trades Association, 2008 Edition.

Tree Pruning Guidelines means the publication "Tree Pruning Guidelines, 1994, Revised Edition, International Society of Arboriculture" and amendments thereto.

Naturescape Guidelines means the publication series "Naturescape British Columbia: Caring for Wildlife Habitat at Home" published by Naturescape British Columbia c/o the Ministry of Environment, Lands and Parks.

SECTION 2

Hazardous Lands Development Permit Area Guidelines

Contents

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Justification & Objectives

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area. Such concerns can cover:

- b) Protection of development from hazardous conditions

Lands including or susceptible to natural hazards may experience erosion, degradation or mass movement and require great care and consideration if development and/or disturbance are to occur. This section provides the guidelines in place to protect development from hazardous conditions within the Town of Qualicum Beach.

Actions Requiring a Hazardous Lands Development Permit

In general, where land is within DPA H1, an owner must obtain a Development Permit prior to:

- Subdivision of land;
- Construction of, addition to or alteration of a building or other structure;
- Alteration of land

Actions Exempt from Requiring a Hazardous Lands Development Permit

The following development activities are allowed to occur in this Development Permit Area without a Hazardous Land Development Permit:

- a) Emergency procedures to prevent, control, or reduce flooding, erosion or other immediate threats to life and property including:
 - Emergency flood or erosion protection works;
 - Clearing an obstruction from a bridge, culvert, or drainage flow;
 - Repairs to bridges and safety fences.

Emergency actions for flood protection and clearing of obstructions by anyone other than the Town or a provincial ministry must be reported to the Town and applicable provincial ministry immediately to secure exemptions under this provision.

- b) The cutting down of hazardous trees, as determined by the certified arborist, that present an immediate danger to the safety of persons or are likely to damage public or private property.

- c) The construction of a trail across Hazardous Lands if the following conditions are met:
- Only one trail is built;
 - The trail is for non-motorized use;
 - No trees that are over 100 mm in diameter are removed;
 - The trail's surface is permeable (allows water to filter through, i.e. soil, gravel, mulch);
 - The overall slope of the trail is less than 10%, and in portions of the trail with a slope greater than 10%, the trail is designed to prevent erosion;
 - Movement of soil, fill, or aggregates occurs within a corridor less than 2 metres in width.
- d) Construction repair, and maintenance of works by the Town of Qualicum Beach or its authorized agents and contractors.
- e) In the case of an application to subdivide, a development permit is not required for the subdivision of lands containing the hazardous lands where:
- Minimum lot areas are met exclusive of the hazardous lands;
 - No development activities (such as grading, clearing, trenching, installation of pipes, etc.) relating to the creation of lots or provision of services for those lots that will occur within the hazardous lands.
- f) Farm fences.
- g) Subdivision of land or construction of a building or other structure or the structural alteration of, or addition to, an existing building or other structure where the Subdivision Approving Officer or the Building Inspector, pursuant to Section 56 of the *Community Charter*, can require the owner of land to provide the Building Inspector or Subdivision Approving Officer with a report certified by a qualified professional that the land may be used safely for the use intended.
- h) Actions listed under 'Actions not requiring an Ecological Greenway Development Permit' under Development Permit Area G1 to G12 "Ecological Greenway Development Permit Area Guidelines"

Development Requirements

Where development in the Hazardous Lands Development Permit Area is deemed necessary, the development will:

- ✓ Take a form that minimizes the area of encroachment into, and impact on, the Hazardous Lands Development Permit Area;
- ✓ Be located so as to cause the least impact on the environmental values of the Hazardous Lands Development Permit Area;
- ✓ Be conducted at a time of year, and use construction methods, that minimize the impact on the Hazardous Lands Development Permit area;
- ✓ Require works to be constructed to preserve, protect, restore or enhance habitat, natural watercourses or other specified natural features of the environment.

Mitigation and restoration measures shall be required as part of development approval requirements for:

- ✓ Development control;
- ✓ Erosion control;
- ✓ Vegetation management and restoration;
- ✓ Habitat enhancement or compensation;

These requirements may be adapted to the needs of a particular site and development.

Guidelines

- ✓ Development within a Hazardous Land Development Permit Area will generally only be considered where historical subdivision or construction of structures has occurred in the area prior to the designation of Hazardous Lands Development Permit Areas and:
 - i. The Hazardous Lands Development Permit Area takes up so much of a lot that it makes the lot undevelopable for the use permitted under its existing zoning; or
 - ii. Due to topographic, natural hazard, or other environmental constraints on the lot, there is no acceptable building site outside the Hazardous Lands Development Permit Area; or
 - iii. All opportunities to relax other development requirements (such as the minimum setback requirements from lot lines) have been exhausted.
- ✓ The onus lies with the applicant to demonstrate that encroaching into a Hazardous Lands Development Permit Area is necessary, due to the above circumstances, in order to allow the use of the site as otherwise permitted under the existing zoning.
- ✓ Where there is no alternative to use flood-prone lands for development, such development is to be located only where there is no risk to life and where measures can be taken to safeguard buildings from flood or erosion damage.
- ✓ Placement of fill within a floodplain is to be restricted to provide passage of floodwaters without increasing the flood levels, redirecting flood flows, decreasing natural flood storage, or resulting in higher flood flows downstream.
- ✓ To maintain swamps and wetlands in their natural state, to enhance natural flood storage and protect environmentally-sensitive qualities.
- ✓ The following information may be required with an application for a Development Permit with the Hazardous Lands Development Permit Area:
 - i. A site plan showing:
 - a. Legal data; property lines, scale, date, north arrow;
 - b. Dimensions and location of proposed building and impermeable surfaces (driveways, walks, patios, etc.);

- c. Building setbacks (as required under the Zoning Bylaw);
- d. Any easements or rights of way, if applicable;
- e. Significant trees showing drip-line and other trees greater than 100 mm diameter that are impacted by the proposed development, including drip lines of trees on adjacent properties that extend into the property in question;
- f. Vegetation in the Hazardous Lands Development Permit Area that will be disturbed;
- g. Site grading: existing and proposed grades at corners of buildings, driveways and other structures; cut and fill areas that affect the leave strip;
- h. Topographic contours: intervals of 1 m (typically required only for projects larger than 1 residential lot).

The site plan should be equivalent to professional drafting quality. Legal data, watercourse boundaries and top of bank or natural boundary shall be BCLS certified.

- ii. Building specifications: area, height, number of units, number of storeys, gross and net floor area, site coverage, parking requirements.
- iii. An assessment of the potential natural hazard prepared by a professional engineer with experience in geotechnical engineering or a certified erosion control specialist. This assessment shall include recommendations or mitigation strategies with respect to the potential natural hazards, and where applicable, vegetation protection and retention measures and control of silt and erosion on site.
- iv. Where, after the adoption of the OCP, damage to hazardous or environmentally-sensitive areas is caused by alteration or clearing of land, a report from an independent professional biologist experienced in these matters will be required to determine the extent of damage to habitat, riparian areas or natural features within the permit area, and such report shall include recommendations for works required to restore the habitat, watercourse, riparian areas or other specified features of the environment.
- v. Written rationale and assessment:
 - a) A statement of purpose for the proposed development, and rationale for why the development needs to encroach into the leave strip (e.g. building envelope too small; site difficulties in building outside leave strip);
 - b) An assessment of the potential impacts on aquatic habitat and/or neighbouring land uses, including proposed measures to minimize or mitigate disturbance of the Hazardous Lands, including an Erosion control plan, revegetation in leave strip, habitat restoration and other mitigation measures.



SECTION 3

Form and Character Development Permit Area Guidelines

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Uptown Commercial Design Guidelines Appendix A

Small-Scale Residential Form & Character Guidelines Appendix B

Medium-Density Residential Form & Character Guidelines Appendix C

Justification & Objectives

Section 488 of the *Local Government Act* defines the concerns that must exist before an area may be declared a Development Permit Area. Such concerns can cover:

- (a) (d) Revitalization of an area in which a commercial use is permitted;
- (b) (e) Establishment of objectives for the form and character of intensive residential development;
- (c) (f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development

This section provides the guidelines in place to establish form and character objectives within the Town of Qualicum Beach.

Actions Requiring a Form and Character Development Permit

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In general, where land is within a Form and Character DPA, an owner must obtain a Development Permit prior to:

- Subdivision of land;
- Construction of, addition to or alteration of a building or other structure;

Actions Exempt from Requiring a Form and Character Development Permit

A change that does not significantly alter the form and character of an existing development, provided that the change is generally consistent with any previously issued development permit and complies with the guidelines for the development permit area where it is located.

Commercial and Industrial Form & Character

Development Permit Area Guidelines

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Development Permit Area C1 – Uptown Commercial

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

Development Permit Area C2 – Light Industrial

Justification	The light-industrial area is close to both the uptown commercial area and multi-family developments. Both these areas have been identified as Development Permit Areas in order to protect essential ingredients of the Town's character. The light-industrial area needs to be subject to similar regulation so that any new facilities further support the Town's efforts in adjacent areas. However, it is recognized that light-industrial needs vary from those in the commercial sector. For this reason the industrial area is identified as a separate Development Permit Area.
Guidelines	Development Permits in the light-industrial area shall meet the following general criteria: ✓ Developments shall provide adequate screening of outdoor industrial areas to reduce the visual impact of those areas on commercial and residential lands located close by. Such screening can take the form of hedges or landscaping, or can be achieved through careful placement of buildings on site. ✓ The shape and massing of light industrial buildings is frequently dictated by the uses to be accommodated. However, owners are encouraged to keep the scale and shape of buildings in character with adjoining areas by avoiding massive, unbroken elevations, long dominating roof lines and stark treatment of exterior wall details and finishes. The inclusion of design elements that are similar to the Uptown Commercial Development Permit Area Guidelines are strongly encouraged. ✓ Developments are encouraged to provide for on-site landscaping, in order to soften the streetscape and better integrate the industrial area with the nearby commercial and residential areas. ✓ In order to create a more pleasing streetscape and building façade, driveways and parking areas should be located at the rear of properties with access from rear or side lanes where this is possible. Areas between the building and street should be landscaped. Parking areas should be screened with a 1 m high hedge or similar landscaping. ✓ Landscaping and screening shall not exceed 1.0 m in height where visibility for vehicles at intersections is a concern.

Development Permit Area C3 – Beach Commercial

Justification	These commercial properties are at the intersection of the Island Highway 19A and Memorial Avenue. The location has been identified as an important visual focal point for the beach area. The area serves as a gateway to the Town and as one of two 'Anchor Points' to the beach area. Moreover, it is anticipated that the need for traffic control of the intersection will require careful management of both vehicular and pedestrian traffic.
Guidelines	Development Permits in this area shall be consistent with the following general guidelines: ✓ The scale and setback of buildings shall not detract from the broad view of the beach. Designs shall generally complement the views of the beach, ocean and mountains rather than trying to compete with them for attention. ✓ The shape of buildings and general layout of the site shall be geared towards supporting the recreational aspects of the beach rather than high intensity strip-commercial traffic. ✓ Developments shall recognize the importance of pedestrian, bicycle and other casual traffic. Designs should be supportive of such uses and not hinder them. ✓ An Aquatic Habitat Greenway Corridor shall be maintained on the frontage of the site along Memorial Avenue to accommodate relocation, and partial day-lighting, of Beach Creek in cooperation with the Town. Development shall be subject to the Ecological Greenway Development Permit Guidelines in this Bylaw.

Development Permit Area C4 – Beach Commercial

Justification	These commercial properties form the western gateway of the Town and some are part of a major view corridor important to the prime tourism resource of the Town. Enhancement of the village scale and character is desirable in this area.
Guidelines	Development Permits issued for this area shall be consistent with the following guidelines: ✓ Designs shall generally complement the views of the beach, ocean and mountains rather than trying to compete with them for attention. ✓ The architectural style of buildings and layout of the site shall be compatible with the scale and character of the existing cottage-type buildings in the area. ✓ Developments shall recognize the importance of pedestrian, bicycle and other casual traffic. Designs should be supportive of such uses and not hinder them.

Development Permit Area C5 – College Road

Justification	The former building on this property, originally built as a boys' school known as the Qualicum College, reflects the village character and heritage of Qualicum Beach which is important to the Town's tourism resource.
Guidelines	Development Permits issued for this site shall be in accordance with the following guidelines: ✓ The character of the original building on site known as the 'Qualicum College' shall be acknowledged. ✓ Proposed additions or change shall acknowledge the Tudor character of the former "Qualicum College" heritage building. ✓ New structures shall also acknowledge the Tudor style of the former "Qualicum College" heritage building. The scale and location of such buildings shall be discreetly integrated on the site and shall not distract from, nor cause obstruction to, the original building.

Development Permit Area C6 – Memorial Avenue

Justification	This commercial/multi-family residential site is prominently located on Memorial Avenue, a major arterial road linking the waterfront and the uptown area.
Guidelines	Development Permits issued for this site shall be in accordance with the following guidelines: ✓ Designs shall recognize the importance of the site as a gateway to the uptown commercial area. In order to promote the charm of Qualicum Beach, buildings shall avoid massive building components in favour of smaller village-scale character and design. ✓ Designs may experience difficulty in meeting the maximum height regulations throughout the site because of the sloping topography; therefore, height variances will be entertained, particularly if the portion of a building that is the subject of the variance assists in enhancing the village character and architectural interest of the building.

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Development Permit Area C7 – Memorial Avenue

Justification	The building on this property is St. Mark's Anglican Church. Built in 1926, both the quality and design of the building exemplify the village character which has long been an objective in the uptown area of Qualicum Beach to the south. The building is a predominant landmark and acts as a gateway to the uptown area.
Guidelines	Development Permits issued for this site shall be in accordance with the following guidelines: ✓ Proposed addition, façade improvements or changes made to the existing building or property shall respect the integrity of the heritage character of the existing church building and grounds. ✓ The existing mature trees, hedges and landscaping on the property should be retained as much as possible. Variances for on-site parking requirements may be considered in order to preserve the landscape and sylvan qualities of the site.

Development Permit Area C8 – Crescent Road East

Justification	Natural Environment Development Permit Area C8 forms an environmentally integral part of the Qualicum Beach Heritage Forest. This is an environmentally-sensitive area containing many old-growth trees within the endangered Coastal Douglas fir region on the east coast of Vancouver Island. The trees and vegetation within Development Permit C8 play an influential role in the preservation and enhancement of Beach Creek as a habitat for salmon and other fish. Commercial The successful integration of additional commercial buildings must be attributed to the requirement that they match the scale and character of the existing historical buildings on the property.
Guidelines	Development Permits issued for this area shall be in accordance with the following guidelines. ✓ The scale and character of any proposed buildings or additions shall be sympathetic to the existing historical buildings within the Development Permit Area. ✓ In order to protect the environmentally-sensitive Heritage Forest and the privacy of the adjoining residential properties, a treed buffer shall be maintained and enhanced, where necessary, abutting these areas. ✓ In order to preserve the sylvan character of the property, which enhances the adjoining environmentally-sensitive area, the majority of parking shall be provided underground. ✓ Designs shall recognize the heritage value of the historical homes as a tourism resource. In order to promote the charm of Qualicum Beach, buildings shall avoid massive building components in favour of smaller village-scale designs and façades.

Development Permit Area C9 – Berwick Road

Justification	The successful integration of institutional or multi-family residential uses into the “Village Neighborhood” must be attributed to the requirement that they match the scale of adjoining areas, while providing some landscape buffering towards adjacent properties, without creating an enclave that separates the buildings from the surrounding community. Any additional development shall be at a scale and size to complement both the casual pedestrian scale of the commercial core areas and adjoining residential areas.
Guidelines	Development Permits issued for this area shall be in accordance with the following guidelines. ✓ Development proposals should be set in a safe and pedestrian-friendly environment that is oriented to the uptown commercial core. Site development should have a “pedestrians first” approach. ✓ Developments shall be at a scale to complement the existing village scale and character. ✓ The shape of developments shall avoid massive building components. Such designs should include varied rooflines and landscaping that stress the human scale of buildings and site improvements. ✓ Structures of more than two storeys in height should utilize design methods that will substantially reduce the massing of the buildings. (e.g. stepping or incorporation of upper floors into a roof design.) ✓ Parking facilities shall be underground and/or integrated with the site landscaping and buffered from adjoining parcels and buildings on site through the use of trees, shrubs and screens. Smaller clusters are preferable. ✓ Developments shall not separate themselves from the surrounding community by containing the dwellings within walled or fenced enclaves. ✓ Through the use of hard and soft landscape materials, sidewalks, grassed and treed boulevards, developments must create a humanized streetscape that is pedestrian-friendly. ✓ Lighting shall avoid the use of high-intensity fixtures in favour of the use of more ornamental lighting at lower levels of illumination.

Development Permit Area C10 – Qualicum Beach Airport

Justification	The Qualicum Beach Airport Development Permit Area provides guidelines for the form and character of light industrial activities which are not exempt from local regulation by Federal Aviation legislation. The Qualicum Beach Airport is a small community airport facing growing pressure for additional transportation-related commercial services and supportive light-industrial development. Local residents are concerned about the potential impact of industrial development, including noise, odour, night lighting and potential contamination of groundwater.
Guidelines	Development Permits issued for this area shall be in accordance with the following guidelines. ✓ The siting, shape and massing of new buildings and structures and any redevelopment of existing buildings and structures should be compatible with the theme of a small community airport facility. ✓ Any hazardous materials, or contaminated liquids, resulting from permitted land uses, shall be disposed of off-site, in accordance with provincial standards, in order to protect groundwater resources and areas of influence of existing well fields. ✓ Any use generating noise, gases, pollutants and/or noxious substances shall be contained within buildings to eliminate potential nuisance. ✓ Any undesirable noise generating from aircraft repair operations shall be enclosed within buildings, which have sufficient soundproofing. ✓ Outdoor storage areas or marshallng yards, which have noise-generating industrial activities, shall be landscaped to provide effective sound barriers and visual screening. ✓ The development shall provide adequate public open space, viewing areas and pedestrian walkways, where practical, within buffer areas. ✓ A buffer area (approximately 30 m wide) shall be maintained and enhanced adjacent to the E&N railway for non-residential uses, in order to provide visual screening and noise abatement for the Chartwell residential area to the north. A buffer (approximately 30 m wide) for non-residential uses shall also be maintained and enhanced adjacent to rural and residential zoned lands. ✓ Any residential portion of development within DPA 10 must also adhere to the <i>Small-Scale Residential Form and Character Design Guidelines</i> located in Section 3 of this <i>Part 2: Zoning Bylaw No.900 Development Permit Area Guidelines</i>

Development Permit Area C11 – Highway Bluff Commercial

Justification	These commercial properties are located on Island Highway 19A overlooking the oceanfront and beach area of the Town. Both the Highway as a scenic route for visitors, and the beach itself are prime resources of the Town. Enhancement of form and character is desirable in this area.
Guidelines	Development Permits issued for this site shall be consistent with the following guidelines: ✓ Parking areas, garages or carports shall not be prominent in the design of buildings. Large comprehensive developments shall provide underground parking. Where adjoining properties are being developed as part of a comprehensive scheme, owners shall explore creative methods of providing a centralized access and parking facility shared with neighbouring properties, including underground parking where this opportunity is possible. Smaller individual developments shall take extreme care, primarily through the design of buildings, and secondly through landscaping, to ensure parking structures are not a prominent design feature. ✓ Designs shall be stepped with the slope of the bluff and shall not visually create a vertical wall or tunnel effect along the Highway. ✓ Designs shall avoid massive building components and shall include varied rooflines and extensive landscaping. ✓ Where development involves more than one building or multiple dwelling components, unit designs that appear repetitive or monotonous should be avoided in favour of a variety of different unit designs that exhibit harmonious architectural features. ✓ Because of the topographic constraints of the properties in this area, the zoning regulations regarding maximum height and minimum setbacks may be relaxed as part of a development permit, in order to achieve an improved overall architectural design and safe use of the property.

Development Permit Area C12 – Rural Destination Resort

Justification	At the time that the Pheasant Glen Destination Resort was rezoned, both the Regional Growth Strategy and the Official Community Plan made allowances for possible destination resorts outside of urban containment boundaries in rural areas. Sensitive integration of such developments must complement the environmental, economic and social attributes of the area.
Guidelines	Development Permits issued for this site shall be in accordance with the following guidelines: ✓ Buildings shall avoid massive building components in favour of small clustered designs of human scale. ✓ Architectural building design and site layout should leave no doubt that the development is a rural destination resort and should not emulate the appearance or feeling of an urban residential subdivision, town home or multi-family development. ✓ Small clusters of buildings shall be integrated with on-site landscaping. Existing trees shall be integrated with buildings where possible. ✓ Parking shall be accommodated by way of surface parking, not garages or carports and shall be integrated with on-site landscaping. Where possible, existing trees shall be integrated with parking. Large asphalt areas shall be avoided. ✓ Outdoor private areas shall be limited to patios only. ✓ Development proposal shall include an environmental impact study that includes assessments of Beach Creek and the Town's Berwick Well Field.

Development Permit Area E1 – Beach Area

Justification	These commercial properties are adjacent to the beach, an important environmental and tourism area. Some lots also form an important part of the major view corridor of the Town. Enhancement of the “village” scale and character is desirable in this area. In addition, all sites are subject to flood damage during high tides when combined with heavy weather. Care must be taken to provide the necessary safety for developments without intruding on environmental requirements.
Guidelines	Development Permits issued for this area shall be in accordance with the following criteria. ✓ All development must be designed to withstand damage from flooding and storm damage. ✓ The architectural style of buildings and layout of the site shall be compatible with the village scale and character of the existing cottage-type buildings in the area. Buildings of more than one storey are encouraged to contain the second storey within a sloped roof envelope. ✓ Developments shall recognize the importance of pedestrian, bicycle and other casual traffic. Designs should be supportive of such uses and not hinder them. ✓ In order to pursue a continuous waterfront walkway, owners are encouraged to provide public access along the water’s edge above the high water mark, as part of any redevelopment. ✓ Designs shall preserve and enhance view corridors between the Island Highway 19A and the Strait of Georgia.

Small-Scale Residential Form & Character

Development Permit Area Guidelines

Development Permit Area RFC1 – Small-Scale Residential Form & Character

Justification	The successful integration of residential structures with densities up to four units per parcel into the neighbourhoods of the Town requires that they match the scale of adjoining residential areas and contribute to a physical sense of community. This means that the application of RFC1 Guidelines may look different for developments in different neighbourhoods, and that is the intended outcome of these guidelines – to protect the form and character of existing neighbourhoods from buildings that do not complement the neighbourhood and the small-town character of the community.
Guidelines	See <i>Small-Scale Residential Form and Character Development Permit Guidelines</i>
Exemptions	The following actions do not require a Form and Character Development Permit: • Construction of one single-detached dwelling • Construction of one attached ancillary dwelling unit with a square footage of 90m² or less • Construction of one detached ancillary dwelling unit with a square footage of 90m² or less

Medium-Density Residential Form & Character

Development Permit Area Guidelines

Development Permit Area RFC2 – Medium-Density Residential Form & Character

Justification	The successful integration of residential or mixed-use residential structures taller than three storeys or with densities of five or more units per parcel into the existing neighbourhood requires that they match the scale and character of adjoining residential areas while being sensitive to existing uses including single-family residential and recreational uses. This means that the application of RFC2 Guidelines may look different for developments on different parcels within the neighbourhood, and that is the intended outcome of these guidelines – to protect the form and character of the neighbourhood from larger buildings that are not sensitive to the existing character of the neighbourhood.
Guidelines	See <i>Medium-Density Residential Form and Character Development Permit Guidelines</i>
Exemptions	The following actions are not required to follow the <i>Medium-Density Residential Form and Character Development Permit Guidelines</i> but will be subject to <i>Small-Scale Residential Form and Character Development Permit Guidelines</i>. • Development of residential or mixed-use structures which are less than three storeys in height and less than five units per parcel

Appendix A



Town of Qualicum Beach

Uptown Commercial Design Guidelines

June 16, 2018



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Introduction

Owners, designers, and developers are encouraged to use creative design freedom within the limits of retaining the village character.

Since 1974, the Town of Qualicum Beach has been involved in an ongoing program of uptown beautification. In December 1993 a Downtown Revitalization Concept Plan was completed by Cultural Management Consultants. A Downtown Revitalization Committee (DRC) comprised of local citizens was formed. Five DRC subcommittees provided ideas for signs, landscaping, utilities, squares and urban design.

Building on these recommendations, the Town commissioned the Village Design Guidelines (now titled Uptown Commercial Design Guidelines) to help revitalize the main uptown core and to set design standards for new and infill construction. The Town refers to these guidelines when reviewing applications for new buildings or renovations of existing buildings.

The Town now refers to the commercial core as “uptown” rather than “downtown” to more accurately relate its location to the waterfront.

To meet Development Permit requirements, you will generally be expected to follow these guidelines.



Purpose of the Guidelines

The purpose of the Design Guidelines is to protect, preserve and enhance the village character of Qualicum Beach. The elements of this approach are to:

- **Preserve and revitalize existing buildings** in the main commercial core;
- **Set design standards for quality development of new and infill buildings** in keeping with the historic village character;
- **Encourage public and private landscaping** to maintain the pleasant pedestrian, garden-like environment of uptown;
- **Guard against inappropriate designs**, such as modern "big city" or suburban mall style developments that detract from the scale and character of the village

Who Should Use the Guidelines?

Property Owners and Merchants

- to revitalize existing buildings;
- to make design decisions in keeping with the village character;
- to visualize & stimulate design ideas.

Designers and Developers

- to give notice regarding expectations for acceptable design standards;
- to shape and provide a visual roadmap for future development.

Town of Qualicum Beach

- to set standards for design reviews and development permit applications;
- to serve as a reference document for policy-making;
- to append Uptown Commercial Design Guidelines to the Zoning Bylaw

How to Use the Guidelines

This document is organized as follows:

VILLAGE CHARACTER
describes the special qualities and elements of uptown.

REVITALIZATION BASICS
Getting started on revitalization.

GENERAL GUIDELINES
Planning guidelines that apply to all properties in the area.

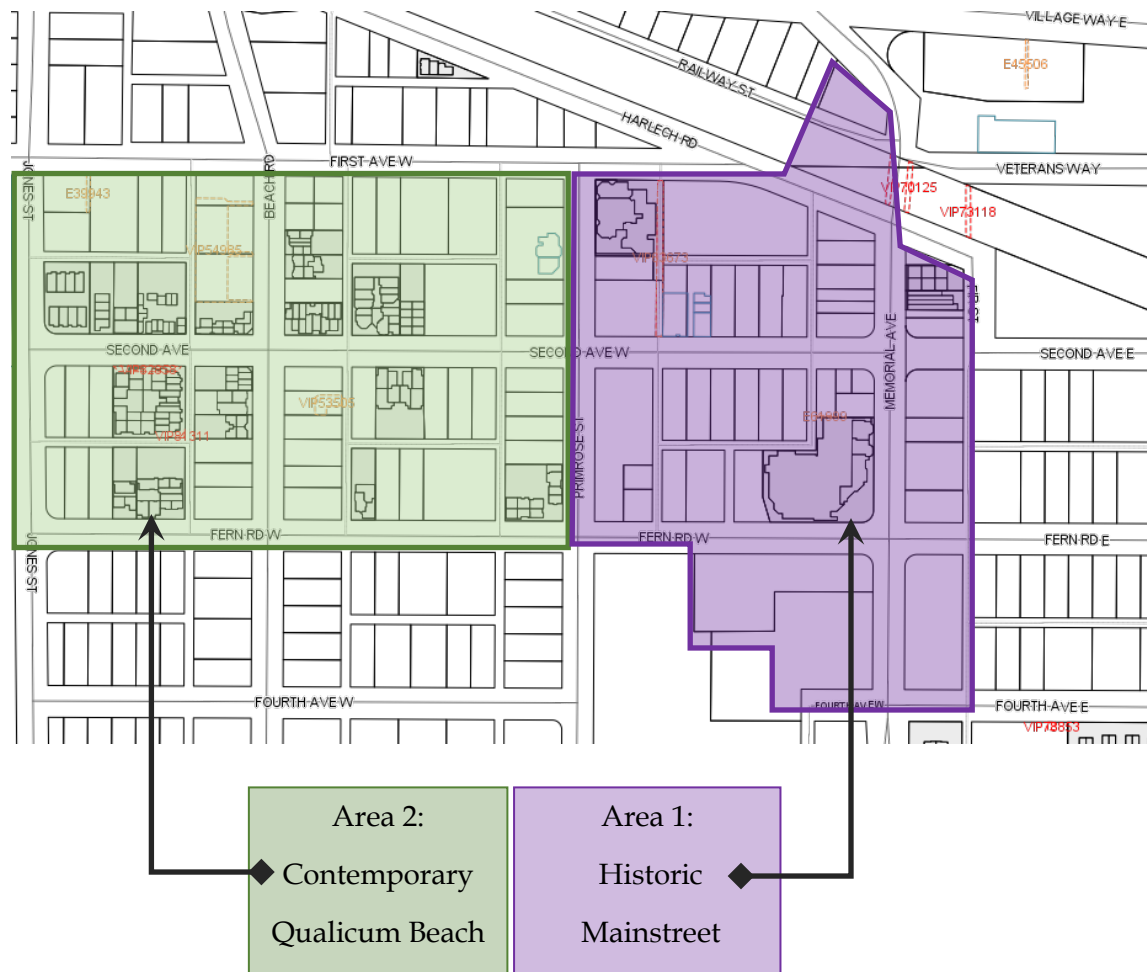
BUILDING GUIDELINES
Specific building guidelines for existing, new and infill buildings.

Follow these Steps:

1. Determine whether your building is an existing, new or infill project.
2. Review this document, particularly the parts that pertain to your building type.
3. Consult with Planning staff at the Town of Qualicum Beach.

BOUNDARIES OF AREA 1: HISTORIC MAINSTREET AND AREA 2: CONTEMPORARY QIJALICUM BEACH

Historic and contemporary areas are divided to the east and west of Primrose Street.





Village Character

The unique village character of Qualicum Beach is distinguished by its beautiful natural setting, quiet walkable small-town atmosphere, abundant and orderly landscaping, consistent low-scale streetscape, and blending of building styles.

Historic Roots

The physical development of the commercial core tells the story of Qualicum Beach. Downtown buildings and architectural styles reflect the town's history: from its beginnings as an industrial town site, to its evolution as a residential community and resort destination, to its emergence as a distinguished retirement and resort community noted for its quality arts and boutique stores.

Uptown Qualicum Beach began as a small town site with the construction of the Bunting Store in 1910. Settled on top of the ridge overlooking the beach, the town site developed along the E & N Railway line. In its early years, the town site had three sawmills, and served as a communication and transportation link between the Dunsmuir coal mining sites of Nanaimo and Cumberland.

Because of its great natural beauty, Qualicum Beach attracted a growing number of residents and vacationers. By 1914, the Railway Station, Qualicum Beach Hotel, and golf course were built, firmly establishing Qualicum Beach as a destination community.

Through the 1920s to 1950s, Qualicum Beach developed as a residential, resort, and recreation community. The town's early Industrial roots faded as inns and lodges, hotels and motels, camps and cottages sprang up along the lower beach area, together with large summer and retirement homes.

From the 1950s to the present, Qualicum Beach became known as a retirement community and resort destination. Downtown experienced modest growth to accommodate seasonal and year-round residents. A shift began in the 1970s when a Beautification Committee developed a vision for the downtown that would preserve the village character and bring in compatible business.

Selecting Carmel, California, as a model, the Town began to focus on developing an active arts community. This dream became a reality in 1988 with the reopening of the restored 1914 Old School House as a community arts centre.

Since that time, the commercial core has entered a new era and the Town has attracted quality development in the area west of Primrose Street. Mixed residential and commercial buildings have flourished. Numerous boutiques, specialty, and arts stores have given Qualicum Beach a new flavour.

In the midst of this change, strong efforts have been made by residents to ensure that the historic village character is not lost in the wave of new development. Countless hours have been spent by caring residents to revitalize the uptown area, and to play a key role in planning its future

Qualicum Beach Building Styles

The downtown area features a mix of low-scale wood-frame commercial and residential buildings representing various architectural periods. Building styles are generally representative of twentieth century small-town west coast commercial architecture.

1910 -
1915

- concentration on Memorial Avenue
- styles typical of pre W.W. I west coast
- simple 1-2 storey wood-frame
- horizontal wood cladding
- fine wood detailing
- false parapets
- influenced by Craftsman forms and detailing



1920 -
1950

- primarily on Memorial and Second
- 1-2 storey wood-frame
- utilitarian commercial buildings
- stucco or wood cladding
- plain detailing
- flat roof forms



1960 -
1980

- mix of styles throughout downtown
- 1-2 storey wood-frame structures
- building forms somewhat articulated
- rougher wood detailing
- "West-Coast" style brick, cedar shakes
- 1970s Tudor theme-dark cedar trim and mansard roofs



1990 -
Present

- located mainly west of Primrose
- 1-3 storey wood-frame structures contemporary modern styles
- stucco and wood cladding
- building forms more highly articulated
- detailing varies from streamlined to ornamental
- roof forms vary from flat to complex shapes



Area 1: Historic Mainstreet

The historic mainstreet is located on Memorial Avenue and Second Avenue east of Primrose Street. Once called "Main Street," this is the original town site and the heart of the village.

As the traditional business core, the area continues to provide the town's basic services such as retail shops, offices, bakeries, restaurants, banks, grocers, gas station, and the Town Hall.

The streetscape has remnants of the original character of the town site, plus various building styles from different decades, including 1940s utilitarian, Tudor, and West Coast modern.

Little natural landscaping remains, but the laneway system, sidewalk trees, planters, street furniture, and garden areas provide a small-town ambience.



The historic streetscape is characterized by a consistent visual rhythm:

- Low-scale wood-frame construction
- even parapets and rooflines
- flat, stepped, sloped, or gable-end parapets
- gable, hip, or flat roofs
- no setbacks
- adjoining façades
- recessed entries
- open storefronts
- upper storeys lined up
- generally flat façades (not heavily articulated)
- simple forms and ornamentation
- predominantly stucco and wood finishes
- traditional detailing on heritage buildings



Challenges

- Vacant tenancies
- Older buildings in need of repair
- Some buildings inappropriately altered
- Styles not integrated
- Some disharmony of materials
- Lack of quality design
- Inappropriate design of add-on canopies
- Random colours
- Uncoordinated appearance of signs
- Increased traffic

Area 2: Contemporary Qualicum Beach

The character of the core shifts dramatically west of Primrose Street. This newer area was developed in the last three decades as an extension to the commercial core.

Contemporary Qualicum Beach is characterized by an informal mix of uses, landscaping, building forms, styles, and design:

- low-scale wood-frame construction
- contemporary designs
- mixed residential and commercial
- quality boutiques
- quality design and materials
- detached or semidetached buildings
- varying setbacks
- predominantly stucco or wood cladding and trim
- 3-dimensional roofs; few flat roofs and parapets
- balconies
- light pastel colours
- mature trees and landscaping

In contrast to the historic mainstreet, contemporary Qualicum Beach has a mix of residential and commercial uses. These include older single family dwellings, new apartment buildings and condominiums, together with new stores, boutique-style retail stores, restaurants, and professional offices.

Building forms are generally more complex, residential, and suburban in character with more elaborate rooflines such as gable, gambrel, hip and variations with dormers. Building façades are more articulated with bay windows, balconies, recesses, built-in planters, courtyards, etc.

Whereas historic mainstreet has a series of individual buildings that are connected to form a streetscape, this area has larger developments that are detached but are designed to look like a connected streetscape (e.g., Chilham Village, High Gate).

Newer developments also show the influence of the building code and local bylaws on design features, such as firewalls, setbacks, corner setbacks, and 20% landscaping requirements.

The area maintains the same low-scale feel as the historic core, but is not as consistently developed. Undeveloped lots, laneways, landscaped corners, side yards, rear yards, and parking areas give the area a green and spacious feel. New sidewalks, stamped concrete, paved patios, and courtyards provide hard landscaping on public and private property.

Challenges

- May lose village character by becoming too polished
- 'Trendy' designs risk becoming dated
- 'Block-like' modern styles don't fit in
- Some styles appear haphazard (Tudor next to contemporary)
- Complex forms difficult to maintain
- Setbacks can make storefronts distant from sidewalk
- Loss of natural landscaping



General Guidelines

Preserve the Village Character

Designs for all downtown buildings should be consistent with the small-scale, informal, boutique-style, landscaped village character of Qualicum Beach.

General Guidelines give an overview for: heritage buildings, renovations and additions, and new and infill buildings. Building Design Guidelines provide more detailed guidelines for all downtown building types. Depending on your situation, the following approaches are recommended:

Restore - heritage buildings

Renovate - existing buildings

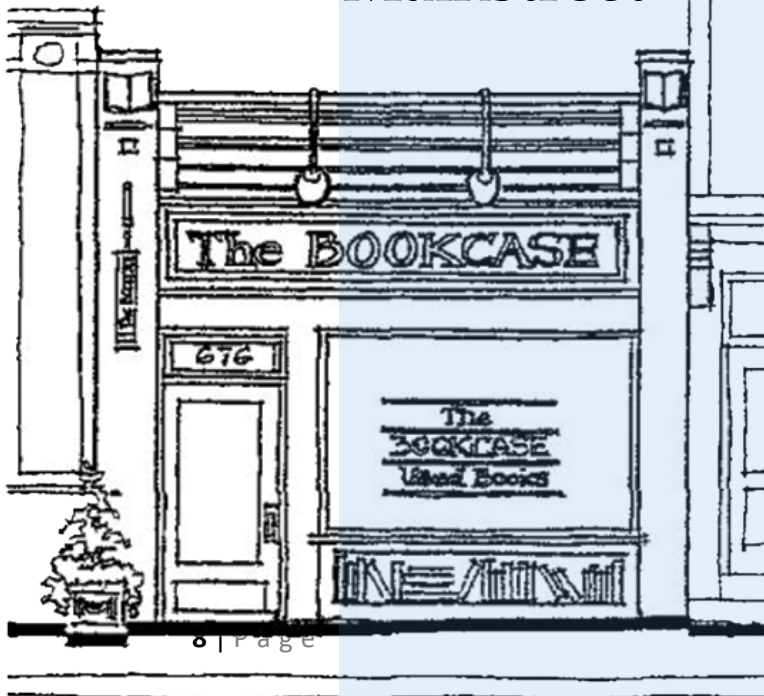
Compatible Design - new and infill buildings

Maintain the Historic Mainstreet

The character of Area 1: Historic Mainstreet should be maintained in the design of existing, new, and infill buildings. General design principles include maintaining:



- ✓ integrity of historic building styles and details;
- ✓ consistent scale, visual rhythm, and proportions with existing buildings;
- ✓ front setback lined up with adjacent buildings
- ✓ flat roofs with stepped or sloped parapets for 1 to 2 storey buildings;
- ✓ sloped roof forms for three-storey buildings;
- ✓ traditional proportions for storefronts and upper storeys;
- ✓ wood windows with traditional proportions and wood cladding;
- ✓ quality materials and natural earth tone colours;
- ✓ signs, canopies, awnings, and lighting as appropriate to accent building design.



General Guidelines

Heritage Building

Original town site buildings should be restored or renovated in an historically-accurate manner using original design features, materials, colours, etc., wherever feasible.

Designers are encouraged to consult historic photographs or building catalogues to obtain design information that is authentic to Qualicum Beach and the original Townsite. Original town site buildings still standing include:

1910 **Bunting General Store** (The Book Case)

1912 **Gaffney Store** (Sawmill Restaurant)

1924 **West 2nd Avenue** (Thrall House)

Building Style and image

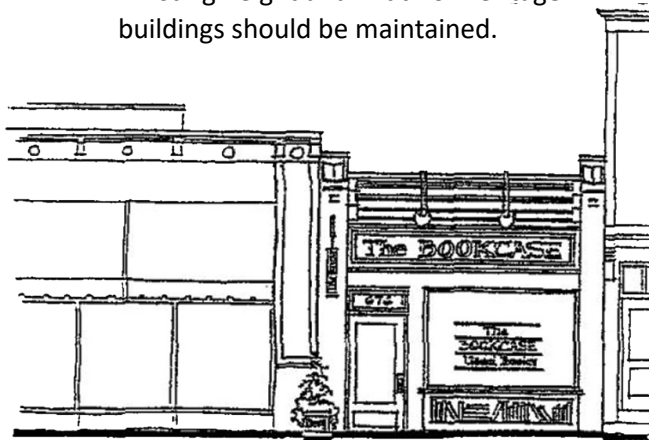
Restoration should respect the integrity and intent of the original design.

- Existing original design features should be repaired or restored.
- Lost or removed details should be restored or reconstructed wherever feasible.
- Historically inappropriate features such as rock work, applied stucco and siding, sign boxes, etc, should be removed.



Height and Width

- Existing height and width of heritage buildings should be maintained.



Proportions

- The proportions of original design elements such as rooflines, floor levels, storefronts, upper storey windows should be restored.



Setbacks

- Existing setbacks of heritage buildings should be maintained, particularly at the street.
- Storefront entries should be recessed to permit doors to swing out without obstructing the sidewalk.



Roof Forms

- Original roof forms should be restored if feasible, generally flat or gable roofs with stepped or sloped parapets.
- Parapet, cornice, and fascia band ornamentation should be restored.



Ground Level

- Storefronts should be restored or renovated to approximate the original design style.
- Storefront windows should be constructed with wood sashwork and joinery; bulwarks should be faced with wood.
- Storefront planters and signs are encouraged.



Upper Storeys

- Upper storeys should be restored to their original appearance wherever possible, including exterior cladding, windows, surrounds, trim, fascia bands, brackets, cornices, parapets, etc

Materials and Colour

- Authentic materials and quality craftsmanship should be used in restoration of heritage buildings, usually wood for structural elements, cladding, and finishes.
- New materials (or synthetic materials such as fibreglass moulds or patches) used in reconstruction should duplicate or match the original design.
- Natural and earth tone colours should be used on heritage buildings, maintaining original colours if possible. Authentic historic colours can be determined by archival research or by scraping down to the original paint layers.



Awnings and Lighting

- Only retractable awnings in character with the building style should be used. Hard canopies are historically inappropriate for heritage buildings in Qualicum Beach.
- Simple ornamental lighting (such as a gooseneck style lamp) is encouraged to highlight architectural features and to provide sidewalk illumination.
- Lighting should be incandescent; high-intensity fixtures should not be used

Renovations and Additions to Existing Buildings

Renovations and additions to existing buildings should be consistent with the building style and should enhance the village character.

The purpose of renovation should be to revitalize and improve an existing building. The design integrity of traditional storefronts, doors, windows, fascia bands, cornices, parapets, and architectural ornamentation should be maintained or restored in any alterations or additions. Contemporary styling can be added through colour, signs, details, lighting, etc.

Additions may be in the form of building extensions or construction of extra storey(s) on top of the existing structure. In either case, additions should blend in with existing building design and details.

Height and Width

- Massing of building extensions or infill construction should be in keeping with the scale of neighbouring buildings.



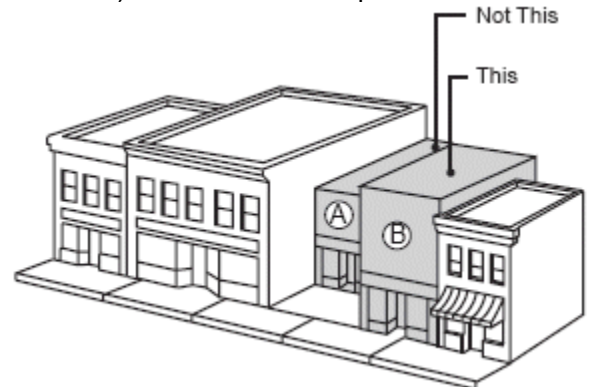
Proportions

- The proportions of height to width, rooflines, floor levels, storefronts, and upper storey windows of existing buildings should be respected.



Setbacks

- Renovations and additions should have a relationship with the street consistent with neighbouring buildings.
- Corner setbacks should be based on a 4.5 m sight triangle.
- Landscaped corners, courtyards, rear storefronts, and access to lanes and rear areas are strongly encouraged. Areas should be landscaped, accessible, and scaled toward pedestrian use.

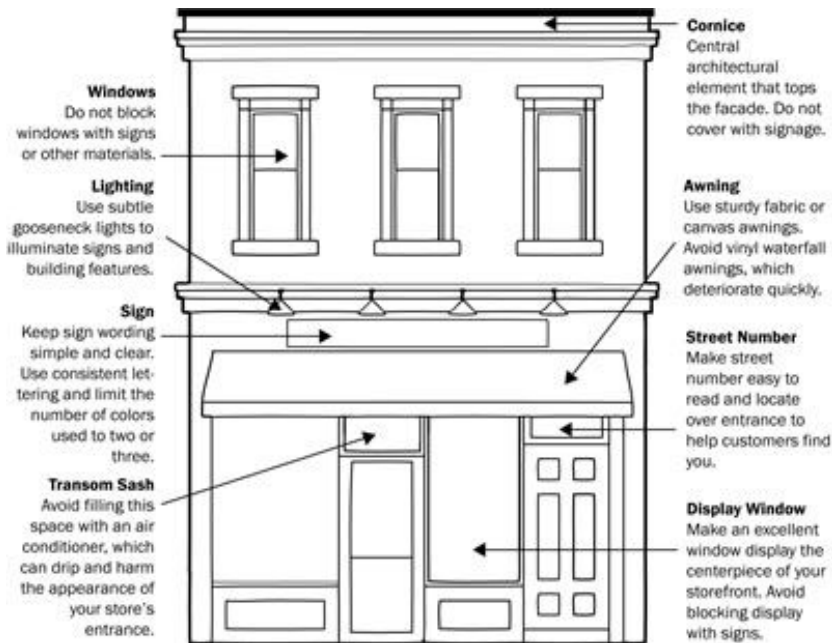


Roof Forms

- Roof forms should be integrated with the building style, particularly for the addition of new storey(s) to an existing building.
- Roof edges and drainage should be integrated into the roof design.

Ground Level

- Traditional style and proportioning of storefronts should be used for renovations and additions.
- Wooden sash windows are preferred; if metal windows are used they should approximate the proportions and detailing of wood.



Upper Storeys

- The composition and rhythm of design elements should maintain traditional patterns.
- Windows should maintain a strong relationship to storefront openings, upper storeys should generally maintain a 2:1 ratio of solid to void.
- Upper storey windows should be inset, not flush to the wall.
- Ornamentation consistent with the building style is encouraged, such as brackets, window surrounds, etc.

Materials and Colour

- Materials and colour should blend in with existing buildings.
- High-quality materials and construction techniques are strongly recommended; such as wood or quality stucco cladding.
- Natural and earth-tone colours are most appropriate.



Canopies, Awnings and Lighting

- Awnings, if appropriate, should respect the building style and the general character of other awnings on neighbouring buildings.
- Canopies are generally not appropriate for renovations or additions.
- Lighting should be used for safety purposes and to highlight architectural design elements. Avoid high intensity fixtures in favour of ornamental lighting.



New and Infill Buildings

Designers are encouraged to use creative designs, in keeping with the scale and image of the village character. New buildings should be consistent with existing buildings in terms of massing, height, setbacks, scale, roof shape, proportion of openings, materials, texture, and details.

Construction of new commercial buildings on vacant lots is encouraged. No particular style or theme is required for new buildings, but designs should fit in with village character.

Building Style and Image

- Building elements such as roofs, windows, and doors should be considered in relation to the design of the building as a whole. Designs can draw on traditional Qualicum Beach features, such as Craftsman or vernacular shingle style detailing.



- Avoid out-of-context, massive, "big city," overtly modern, mall-style or wide-building styles such as "Bavarian."

Height and Width

- Maximum three storeys in height.
- Buildings higher than three storeys may be considered for configurations that are compatible with adjacent buildings, accommodate view corridors from other developments, incorporate sustainability features, support pedestrian-scale design and maximize access to sunlight.
- New buildings should reflect the characteristic small-scale rhythm of facades on the street. Facade massing should be broken into a number of smaller bays or clustered designs if the site is large.

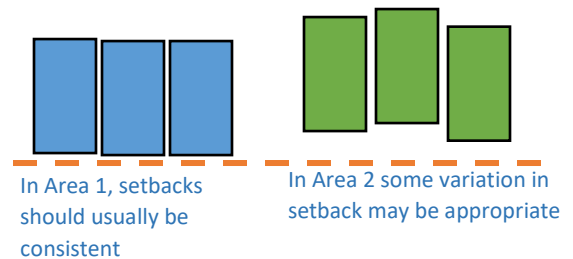
Proportions

- The proportions of height to width, rooflines, floor levels, storefronts, and upper storey windows of existing buildings should be respected.



Setbacks

- New façades should have a relationship with the street consistent with neighbouring buildings.



- Corner setbacks should be based on a 4.5 m sight triangle (2.0 m sight triangle at lane access).
- Landscaped corners, courtyards, rear storefronts, boutique-style clustering, and access to lanes and rear areas are strongly encouraged. Areas should be accessible, landscaped, and scaled for pedestrian use.

Roof Forms

- If a flat roof is used on a 3-storey building, the third storey should be integrated as a sloped roof form.



- Articulated sloped roof forms (such as gable, hip, dormers, etc.) are encouraged, particularly for buildings in Area 2: Contemporary Qualicum Beach.
- Roof edges and drainage should be integrated into the roof design.

Upper Storeys

- The composition and rhythm of elements, such as the size and proportion of windows and doors, should maintain traditional patterns. Upper storeys should generally maintain a 2:1 ratio of solid to void.
- Windows, balconies, and bay windows should maintain a strong relationship to storefront openings.
- Upper storey windows should be inset, not flush to the wall.
- Ornamentation consistent with the building style is encouraged, such as brackets, window surrounds, etc.

Ground Level

- Ground level should be used for window displays to animate the streetscape.
- Storefront windows and doors should maintain a traditional design broken into smaller sections.

- Wooden sash windows are preferred; if metal windows are used they should approximate the proportions and detailing of wood.

Materials and Colour

- Materials should be in keeping with quality wood frame designs consistent with the village character.
- Use only high-quality materials and construction techniques that will last in this wet west coast climate. Wood or quality stucco cladding and natural materials are preferred,
- Natural and earthtone colours are most appropriate, although variations may be considered for individual buildings.



Canopies, Awnings and Lighting

- Canopies and awnings, if appropriate, should respect the building style as well as the general character of other canopies and awnings on neighbouring buildings.
- Lighting should be used for safety purposes and to highlight architectural design elements. Avoid high intensity fixtures in favour of ornamental lighting

Landscaping and Parking

Creative landscaping design that makes use of varying effects in different areas of the site is encouraged, such as hard entrance surfaces and plantings at storefront, corner landscaping, courtyards, and landscaped parking at the rear.

Hard Landscaping

- A variety of hard surface treatments may be used for entranceways, patios, decks, sidewalks, etc.:
 - ✓ decorative concrete finishes
 - ✓ slate, tile, concrete or brick pavers
 - ✓ pressure-treated wood
 - ✓ curbs and edging encouraged

Soft Landscaping

- New developments may make use of mixed evergreen shrubs, trees, perennial and annual flowers in:
 - ✓ open planting
 - ✓ storefront planters
 - ✓ hanging baskets
 - ✓ built-in planters, or
 - ✓ retaining walls
- Curbs and edging should be used around open planting.
- Stone or natural-appearing retaining walls are preferred to interlocking block or plain concrete retaining walls.
- Storefront planters are recommended for existing buildings in the Historic Mainstreet area, such as informal wood boxes, hanging baskets, terra cotta or concrete urns with small decorative trees or mixed perennial and annual flowers and evergreen foliage (see Revitalization Basics).

Owners are strongly encouraged to employ the services of qualified landscape designers for site landscaping and parking designs.



Landscaping Requirements

Bylaw 900 requires 20% landscaping of lot area for new developments. The 20% landscaping requirement can combine hard and soft landscaping surfaces.

Landscaped sites should be well-drained, and grading should provide adequate run-off. Lighting of landscaping, parking areas, and walkways is encouraged.

On-Site Parking

New on-site surface and underground parking should include planting to give the overall impression of parking within a landscaped setting.

Screening

- Rear properties, parking areas, and garbage containers should be screened, preferably with a hedge at least 1.0 m high.



Surface Parking

- Public access to buildings from rear parking lots is strongly encouraged. If possible, vehicle access should be limited to laneways; joint access between properties can reduce number of access points on lanes.
- Parking should be located at the rear of the property, arranged in small clusters (6 to 8 spaces) with landscape buffers.
- If more than 10 spaces are required, provide landscape bays to subdivide parking areas.
- Surface parking lot edges should be finished with wood or concrete curbs and hedge screening; asphalt paving should not extend to property boundaries.
- Permeable surfaces should be used wherever possible.

Underground Parking

Underground parking can increase the buildable area of a site.

- Vehicular and pedestrian access points to underground parking should be landscaped, well-marked with signs, and well-lit.
- Large retaining walls should have plantings or be faced with fieldstone to soften their appearance.



Laneways and Laneway Access

The laneway system of Qualicum Beach provides convenient pedestrian and vehicle circulation. Owners are strongly encouraged to open building designs to the laneway system.

Pedestrians should be protected from vehicles by light screening, curbs, barriers, or changes in parking materials. Access to building entrances and parking should be clear and well-marked.

- Laneways and laneway access should be unobstructed by building design or landscaping elements.
- The uptown lane system offers a unique opportunity to develop rear and side façades as secondary storefronts.
- Owners are strongly encouraged to provide access to rear and side façades by means of laneways, storefronts, business entrances, café-style patios, courtyards, sidewalks, landscaped areas, and parking.
- Design of rear and side façades should be treated in similar manner to front façades.

Buildings may be opened to lanes in a variety of imaginative ways:

rear storefronts;
entrance doors and business access;
windows;
patios or courtyards;
outdoor cafes or seating;
landscaping - plantings, planters, baskets;
signs - parking, building identification;
awnings or canopies;

Building Guidelines

Building Guidelines provide detailed architectural design recommendations, focusing on various elements that constitute good building design. Building guidelines apply to all downtown building types.

Building Style and Image

Part of the charm of uptown Qualicum Beach is its informal variety of small-scale wood frame building styles. This standard should be continued for new buildings. Renovations should generally respect the integrity of individual building styles.

No particular building style is required, but building style and image should be consistent with traditional or contemporary village design.

Designers are encouraged to draw creatively on authentic design elements of Qualicum Beach

- ✓ wood-frame construction
- ✓ small-scale proportions and detailing
- ✓ informal building style
- ✓ articulated roof and parapet forms
- ✓ traditional storefronts and upper story windows
- ✓ use of decorative features such as trims, brackets, beams, cornices, mouldings
- ✓ warm natural materials and colours
- ✓ traditional sign, awning and canopy forms
- ✓ personable feel and interesting visual styles

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Not Recommended

- large monolithic developments
- cookie-cutter "big-city," chain, or mall-style developments
- glass curtain wall or massive concrete construction
- large expanses of flat, plain, or unbroken wall surfaces
- theme styles ("Western" or "Bavarian")
- inappropriate "heritage" details (e.g. fake V brick)
- box-like roof forms
- featureless or overly busy detailing
- monolithic or cluttered signs, awnings, or canopies

Form, Scale and Proportions

Form and scale give a building or an area its intrinsic character, namely its size, shape, and appearance. Proportion refers to the building mass and relative height, width, and placement of basic elements such as storey levels, doors, and windows.

The traditional façade has two major parts: the storefront and the upper façade. The storefront should be relatively delicate in appearance with open ground-level display windows. The upper façade should be characterized by simple window openings and ornamentation. Roof forms may vary with building style.

Storefront

Open ground-level display windows can be transom, "French" or bay windows, recessed entries bulwark.

Upper facade

Simple window openings common floor levels, pilasters, parapets and cornices, use of brackets and architectural decoration.



The form, scale, and proportions of traditional village buildings should be maintained:

- ✓ stepped or sloped parapets for buildings in Area 1: Historic Mainstreet;
- ✓ articulated roof or parapet forms for contemporary buildings;
- ✓ open storefront at ground level;
- ✓ clear Relationship between storefront and upper facade openings;
- ✓ storey, parapet and cornice levels lined up with adjacent buildings if possible;
- ✓ small-scale detailing.



Rooflines, Firewalls, Parapets and Cornices

Rooflines often make the most dramatic impact on the overall appearance of a building. Roofs should always fit in with the style of the building.

Roof Forms

Many roof forms and styles may be used, particularly those that enhance the informal village character or draw on roof forms traditional to Qualicum Beach. Flat roofs with stepped or sloped parapets traditional to the early Townsite are encouraged for heritage buildings and existing one and two-storey façades in the Historic Mainstreet area. Articulated sloped roof forms with overhangs are encouraged for new and infill buildings. Upper storeys can be integrated into the roof form to minimize the apparent building height. Towers or feature roofs may be used on a limited basis for architectural emphasis. Solid canopies should blend in with the roof design.

Firewalls

Firewalls should be a neutral colour and integrated with roof design.

Parapets and Cornices

The use of cornices or eave treatments are encouraged to define the transition between wall and roof. Cornices on parapet style roofs should be simple in form using wood or pressed metal.

Eaves and cornices on sloped roofs should have overhangs, not be flush to the building. Eaves should be finished with wood bargeboards and fascia bands.

The roof drainage system of eaves troughs and downspouts should be an integral part of the roof edge and building design.

Types of Roofs



Traditional parapet lines

- Stepped
- Sloped
- simple cornices

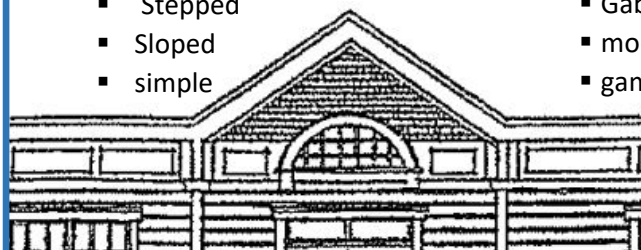


New Roof forms

- Dormers
- Hip
- Gable
- modified gable
- gambrel

Parapets

- Stepped
- Sloped
- simple



New roof form

- Dormers
- Hip
- gable / modified gable
- gambrel
- feature corners (towers)



Not Recommended

Narrows
mansard roofs
Barn
Chateau
Shed dormer

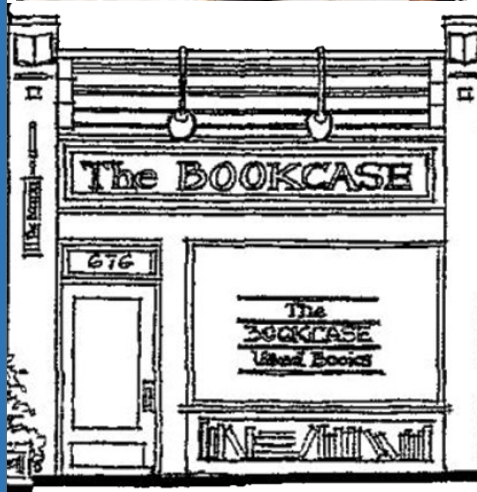
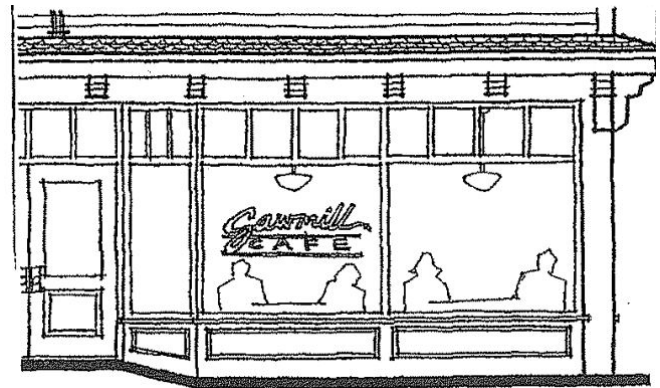
Storefronts

Recommendations apply to all types of storefronts, including retail, commercial office, or hotels. Existing traditional storefronts should be maintained. Storefronts that have been altered or blocked up in whole or in part should be returned to traditional form and dimensions. New or renovated storefronts should be based on traditional designs and configurations:

- ✓ wood frame and cladding preferred
- ✓ overall proportions of metal storefronts should be similar to wood
- ✓ glass divided by mullions preferred (traditional, "French," or bay windows)
- ✓ recessed entries
- ✓ glazing panels max. 2.44 m width
- ✓ top of glazing panels max. 3.0 in height above ground level
- ✓ protection by clearly marked alarm security system encouraged



Traditional open storefront designs with bulwarks, display and clerestory windows, and recessed entries are recommended.



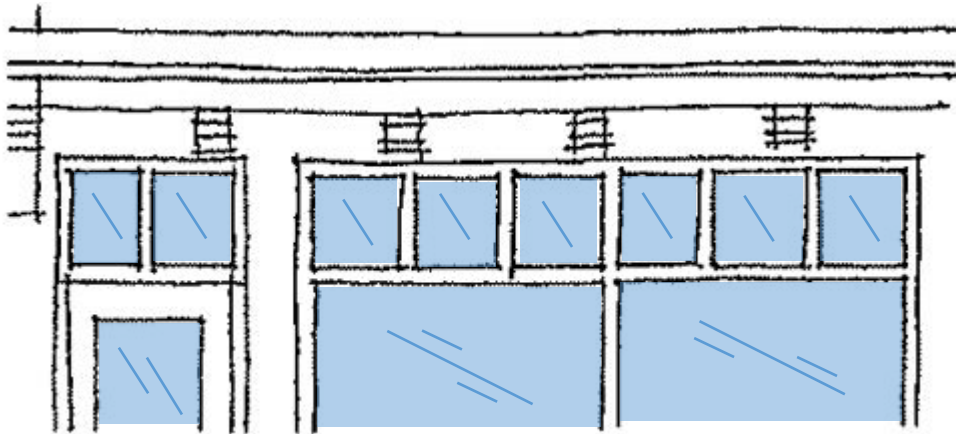
Bulwarks

A bulwark is the solid supporting wall located immediately beneath the storefront window.

- Wood-frame bulwarks faced with wood cladding or tile are preferred.
- wood panel designs (squares and rectangles) small geometric patterned tiles and brick (new building only).
- Sill heights should be min. 450 mm to max. 750 mm, or as originally designed.

Clerestory Windows

Located immediately above storefront display windows, clerestory windows usually form a grid or band with a series of smaller square or rectangular panes of glass.



- Use of clerestory windows are encouraged:
 - ✓ removed or covered clerestory windows should be restored;
 - ✓ new clerestory windows should emulate traditional materials and dimensions;
 - ✓ wood or leaded glass panes are preferred;
 - ✓ simple row or grid pattern.
- Dimensions vary according to design:
 - ✓ min. height 2.44 m
 - ✓ max. height 4.27 m (or to the underside of the second storey level);
 - ✓ Individual panes 150 to 600 mm in width.
- Clerestory windows can have operable sections that provide increased natural light and ventilation to the building interior.

Entrances

Entrance designs should be recessed and consistent with the style and design of the main storefront.

Design elements include recessed display windows and bulwarks, main entry door, and transom lights. Secondary entrances used for upper storey access should be simpler versions of the main entry design.

Doors

Doors should have traditional designs and detailing:

- ✓ panel-style or "French" doors
- ✓ clear or textured glass
- ✓ operable windows above doors are encouraged

Entrances should be well-lit, equipped with vandal-resistant fixtures and security hardware.



Storefront Displays

Design Principles

1. Employ an experienced display artist.
2. Keep displays dean, spacious and simple,
3. Use quality goods and materials.
4. Arrange objects in a loose triangular shape for a more dynamic effect.
5. Avoid visual clutter.
6. Relate themes to the business.
7. Keep main objects at eyelevel and in scale
8. Select colors for appropriateness and image.
9. Backdrops should be neutral.
10. Treat displays as theatre - use imaginative effects like pedestals, props; use lighting to highlight objects.
11. Maintain and change displays regularly.

Not Recommended

inappropriate modern designs (e.g., sliding glass storefront doors or doors without frames)

replacing wood storefronts with metal frames

protruding entrances or excessively long storefront recesses

wood latticework, large tilework, rock facing, or metal for bulwark cladding

large expanses of glass

painted, mirrored, or reflective glass

obviously mismatched hardware

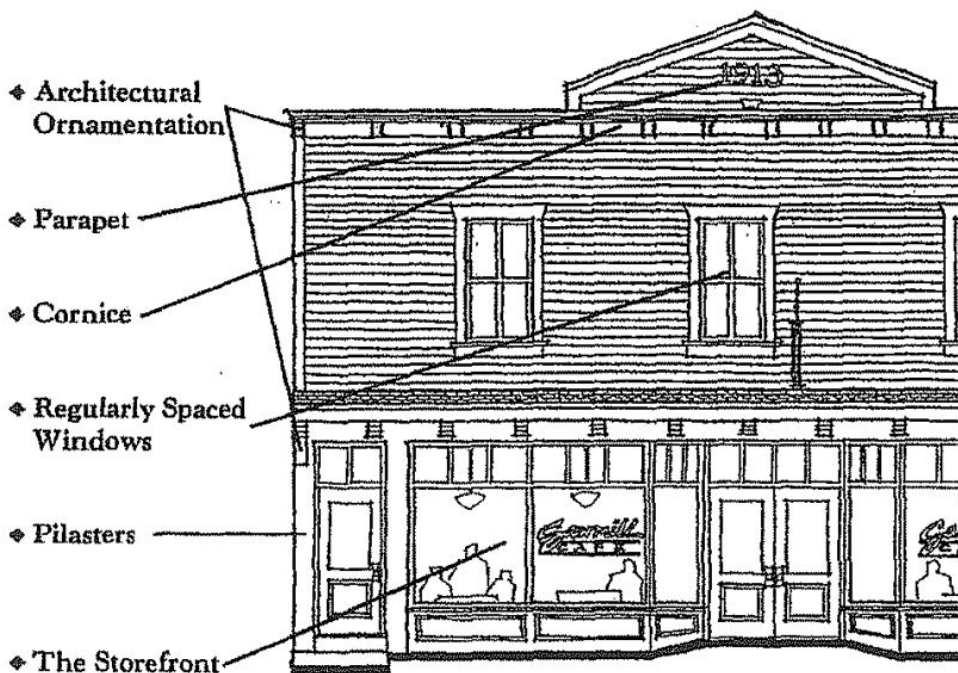
cluttered or inappropriate signs in display windows

Upper Storeys

The upper facade includes the wall surface, windows, eave, parapet, cornices, and architectural ornamentation. Existing upper façades should be restored to their original appearance or design appropriate to the building style. New façade designs should be compatible with traditional upper storeys in Proportions, placement of openings, window styles, and detailing.

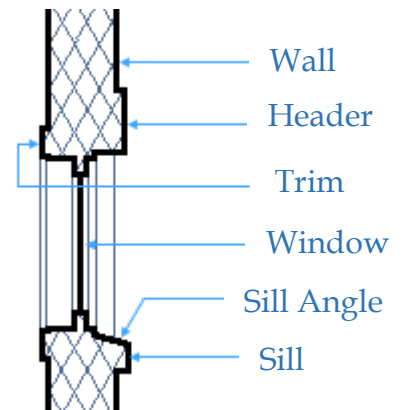
PARTS OF THE UPPER FAÇADE

A pierced or punctured upper façade is perforated with evenly or symmetrically-placed window openings; solid areas are load-bearing; windows are simple in style.



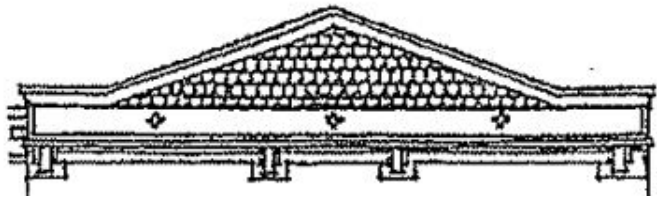
Walls and Windows

- Windows should be evenly spaced, with a clear relationship to ground floor windows and elements. The ratio of wall to window openings should be approximately 2:1.
- Window assembly should be set into the framing with reveals, not flush to the wall.



- Wood frames, sashwork, trims, and surrounds are encouraged; metal frames should be similar proportions to wood windows, flashed with wood surrounds.
- Windows should be divided into small glazed sections by muntins.
- Avoid large or thick muntins.
- Double glazing, caulking, and weatherstripping are recommended for new wood windows. Windows that maintain traditional sashwork proportions are encouraged.

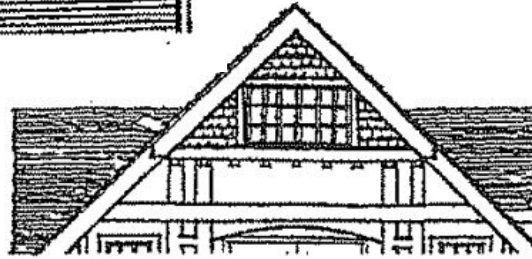
Types of Upper Façades



- parapet with cornice
- architectural decoration
- window openings
- fascia



- upright stepped parapet
- window openings
- fascia



- sloped roof
- bargeboard
- eave and cornice
- window openings

Eaves, Parapets and Cornices

The use of cornices or eave treatments are encouraged to define the transition between wall and roof.

- Cornices on parapet-style roofs should be simple in form using wood or pressed metal trim and mouldings



- Eaves and cornices on sloped roof forms should have overhangs, not be flush to the building. Eaves should be finished with wood bargeboards and fascia hands.
- The roof drainage system of eavestroughs and downspouts should be an integral part of the roof edge, building design and colour scheme.

Residential Upper Storeys

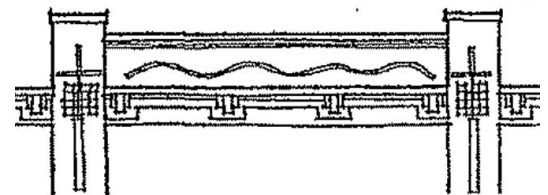
Balconies in upper storey residential units should be in keeping with the building style. Proportions of openings should be evenly-spaced with a clear relationship to ground floor elements.

- Upper storeys (bay windows) should not encroach over municipal sidewalks or rights of way.
- Panel or louvered blind shutters may be used for residential units and only if they are appropriate to the building style. Proportions of panel shutters should relate to the number of window panes.



Architectural Ornamentation

Buildings often derive their unique character from decorative details. Wood details such as fascia bands, brackets, or decorative panels are encouraged, particularly for older buildings.



Not Recommended

Irregular or randomly-placed upper storey windows

Pre-fabricated "heritage windows with imitation styles or snap-in grids

Flush mounted ribbon-style windows

Eaves or cornices out of scale with the building

Out of scale, busy, or stylistically inappropriate architectural ornamentation

Materials

Materials and craftsmanship should be in keeping with quality wood-frame construction, consistent with the village character. Only good quality materials and construction techniques that will last in this wet west coast climate should be used.

Preferred Materials

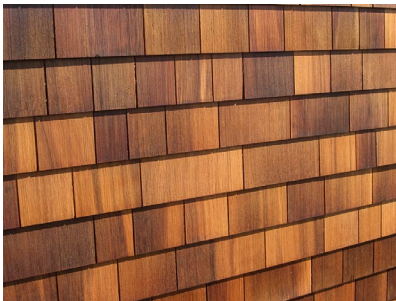
Sloped Roofs	• wood - cedar shingles are encouraged • synthetic shingle • slate • copper or metal - cupolas, feature roofs in natural colours
Main Cladding	• wood siding - horizontal or shingle, stained or painted • stucco - plain or lightly textured, tinted or painted • aluminium, cement board and other substitutes - horizontal, must be high quality
Storefronts and Windows	• wood frame and trim preferred • aluminium or metal - use wood surrounds and proportions similar to wood windows • glazed tile - storefront bulwark facing (max. 150 mm sq.)
Fascia, Cornice, Brackets, Eaves	• wood - solid wood trims • metal - pressed metal cornices • synthetic materials - generally for reconstruction (fibreglass, styrofoam)
Trims and Details	* wood - building trim and details • metal - hardware, railings, handrails
Flashings	• metal - painted or anodized
Foundation and Entry Floors	• brick and mortar - facing and details • stone - facing, landscaping or details • slate - landscaping or entries • nonslip tile - storefront entries • decorative concrete - entries and landscaping

New Materials

- ✓ Only high quality materials should be used.
- ✓ Materials on new buildings should complement adjacent facades.
- ✓ The new building should not stand out against other buildings.

Wood - only quality wood and finishing techniques should be used. Wood can be substituted with metal or cement board if the dimensions and proportions are similar to wood.

- Siding should be horizontal narrow profile (max. 150 mm depth) clapboard or drop siding, stained or painted. Shingle siding may be used. Siding should be cedar or fir; hemlock and pine should not be used. Corners and edges should be finished with wood trim. Wood in contact with the ground should be pressure-treated.



- Storefronts, doors, and windows should be constructed with quality grade fir or cedar, painted or stained. Use a wood for exterior woodwork and trim before painting.
- Plywood should be limited to facing material for storefront bulwark panels, and should be well-sanded and painted to prevent checking or splitting.

Stucco - should be limited to a main cladding material.

- Stucco must be high quality, designed in panels or sections edged with wood trim rather than large unbroken expanses, thickly applied with proper metal flashing details at edges, floor levels, and balconies.



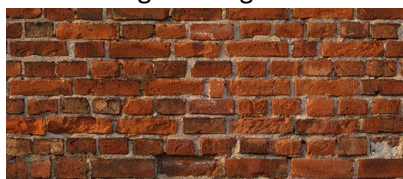
- Stucco should be plain or lightly-textured with tinted or painted finish.

Aluminium and Vinyl Siding -

should be high quality pre-finished horizontal profile similar to wood siding. It should not be used over existing wood cladding as it prevents ventilation and can cause rot.

Brick - should generally be common face, smooth texture, traditional size, in common, running, or soldier bond patterns.

- Mismatched, textured, or jumbo bricks are inappropriate.
- New "antique brick" should not be used for renovations to existing buildings.



- Brick should never be sandblasted.

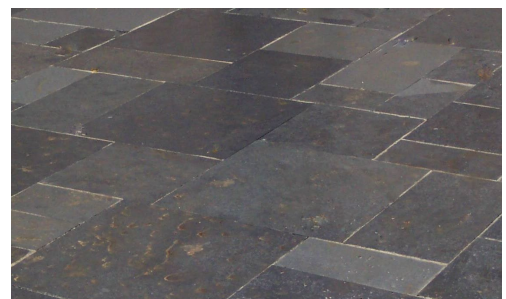
Stone may be used for cladding or ornamentation in limited quantities for foundation facing or features such as quoins, pilasters, or relief work.



Natural stone is encouraged for landscaping, such as built-in planters or retaining walls. Slate may be used for patios, entrances; and walking areas.

Tile - should be limited to storefront bulwarks or entrances.

- Bulwark tile should be small (max. 150 mm), solid colours, smooth or textured exterior ceramic, set in plain or geometric patterns appropriate to the storefront design.
- Entrance floor tile should be nonslip exterior tile, solid colours, set in plain or geometric patterns. Interior, large, or modern patterned tiles are inappropriate for exterior façades.



Materials

Synthetic Materials - should be limited to reconstruction where natural materials are unavailable or cost prohibitive. Examples of appropriate synthetics are fibreglass or Styrofoam mould replacements for cornices. Fibreglass stone replicas would not be appropriate.



Not Recommended

- wide profile wood siding (more than 150 mm)
- diagonal wood siding
- rough sawn cedar siding or shakes
- plywood siding
- highly textured, swirled, patterned, or stippled stucco
- stone chip stucco
- new "antique" for existing buildings
- over-scaled jumbo brick or concrete blocks
- irregular, jagged, rough cut, or polished stone facing
- large, modern patterned or interior tile
- corrugated metal or fibreglass
- shiny metal or, plastic flashing
- asbestos or fibreboard panels
- textured concrete panels
- large expanses of concrete
- mirrored or reflective glass
- glass curtain walls or large expanses of glazing
- large expanses of metal, rough cedar shake, or Spanish-style
- concrete-tile roofs low quality vinyl, plastic, or metal sidings
- inappropriately added materials (e.g., rock face over existing storefront)
- low quality or flashy modern materials (plastic trims, mirrored surfaces)

Colour

Natural pigment or earthtone colours are most appropriate. The overall effect of a colour scheme should be harmonious, attractive, and consistent with the building style and character of the area.

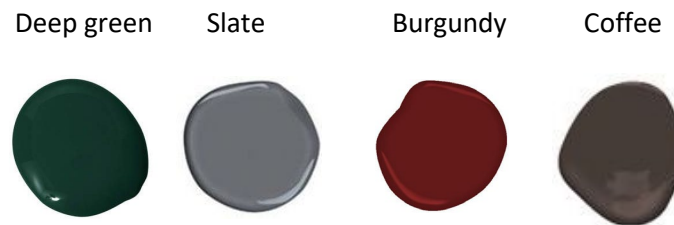
Colour selection can make or break the appearance of a building, so careful consideration of a colour scheme is strongly recommended. Owners are encouraged to consult with an experienced colour consultant. Many paint companies offer appropriate preselected colour guides.

Main Body - natural warm-based hues suitable for wood or stucco such as:



Trim- Trim colour(s) should complement the main body, using a lighter shade or a contrasting colour. One trim colour should be selected to enhance architectural elements such as cornices, fascias, or columns. If desired, a second trim colour can be used to "pick out" ornamental detail such as decorative woodwork or brackets.

Storefront Windows - sashwork may be painted dark natural colours such as:



or light colours such as:



Upper Storeys - use one or two colours to complement storefront and main body colours. A light colour (cream or sand) can be used with a darker trim colour such as russet, slate, green, or other variations.

NOTE: Except for stained glass, no tinted or coloured glass should be used on existing buildings. Glazing colours on new buildings should be in keeping with the building colour scheme

A colour scheme usually consists of a main body colour, plus one or two trim colours to accentuate detail. Colour enhancement of building details should complement the main body colour, either in contrasting colours or similar colours that are darker or lighter in shade.

Not Recommended

- cool tones such as battleship grey, blue-based colours
- fluorescent, bright, primary colours
- red, orange, blue, or purple as main body colours
- overly busy or overpowering trim colours
- bright or garish colour combinations with high contrast
- do not apply paint to moist, cold, or poorly-prepared surfaces
- do not apply latex paint to enamel-based paint surfaces without a bridging primer
- do not use gloss paint on the main body of the building

Canopies and Awnings

Canopies and awnings should respect the building style, as well as the general character of other canopies and awnings on neighbouring buildings.

Canopies and awnings provide weather protection, as well as a relatively inexpensive way to improve, unify, and add colour to a building and streetscape. However, a proliferation of awnings in the uptown is not encouraged. Façades should be assessed individually for the suitability of canopies or awnings.

- ✓ Canopies and awnings should be constructed with quality materials and craftsmanship. Placement should not obscure architectural details or skirt in front of structural components.
- ✓ Proportions should not overpower the façade, its windows, or neighbouring buildings. Colours should be compatible with warm natural building colours.
- ✓ Lighting should be subtle and used to highlight architectural features of a building.

Canopies

Canopies should be limited to solid sloped or marquis-style, integrated with the roof and building design



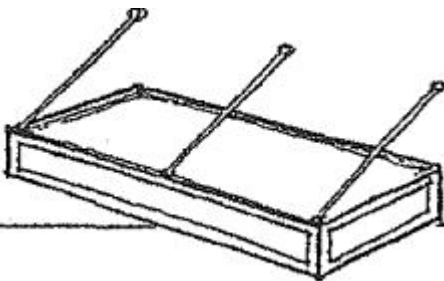
Solid sloped canopies

- ✓ wood frame with shingles
- ✓ solid metal framing or metal framing with clear safety glass



Marquis-style canopies

- ✓ located over entrances, not full building length
- ✓ solid metal framing or metal framing with clear safety glass
- ✓ decorative pressed metal panels for underside and exterior cladding.



Awnings

Awnings should be constructed of tubular steel frames with solid non-shiny fabric

- ✓ opaque awning fabric
- ✓ matte vinyl laminate
- ✓ fade-resistant
- ✓ fire-retardant treated to *Underwriters' Laboratory of Canada standards for flammability*

- frames should be securely attached. Steel frames should be painted to match the fabric, building, or trim. Metal fastenings should be rustproof.
- Simple solid colour or striped fabrics that complement the overall colour scheme are preferred. Printed valances on striped awnings should be solid in colour; graphics should not be applied over stripes. Backlighting is limited to valance lettering.
- Loose drop valances are preferred (max. 300 mm depth) with scalloped, straight, or notched valance edges finished with binding. Awning ends may be open or closed



Awning Shapes

Awnings styles should be compatible with storefront windows and other architectural features. The following styles are generally preferred:



Special design features



Four-point fixed valance



Retractable



Half round for entrances



3-point with loose drop valance

Not recommended

projecting box canopies

translucent fabric, cotton canvas, plastic, corrugated or sheet metal, fibreglass, concrete

inappropriate random-shaped (e.g., animal-shaped), domed, barrel vault, and convex shaded awnings

awnings that obscure features such as arches, lintels, stained or leaded glass

red, orange, primary, bright, fluorescent colours or busy stripes

Building Lighting

Building illumination should be planned for its overall effect. Three main types of lighting should be used: general, security, and special effects.

Building illumination should be used for safety purposes and to highlight architectural design elements. Avoid the use of high-intensity fixtures in favour of ornamental fixtures with lower levels of illumination. Incandescent lighting is preferred.

- ✓ Fixtures should be securely fastened, concealed or positioned to prevent glare and reflections.
- ✓ Visible wall and ceiling mounted fixtures should be appropriate to the building style.
- ✓ Utility grade fixtures such as spotlights may be "painted out" with a neutral colour.
- ✓ Wiring should be unobtrusive or concealed

General Lighting

General lighting gives visibility to public areas such as sidewalks, storefronts, displays, or signs.

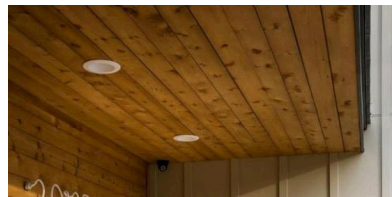
- Light should be warm clear or white incandescent.
- Fixtures should be concealed or quality wall-mounted, ceiling-mounted, or pendant fixtures if visible to the public.
- Display windows should be highlighted from the interior by movable track spotlights, recessed pot lights, or pendant lights.

Security Lighting

Security lighting provides lighting for recessed entrances, entry doors, and public sidewalk areas.

- Entrances should be well-lit with bright, even incandescent light without shadows.
- Fixtures should be recessed pot lights, wall-mounted, or ceiling mounted.
- Fixtures should have translucent white or ivory-coloured vandal-resistant polycarbonate plastic covers.
- Internally-illuminated awnings may be used to light sidewalk areas

Exterior storefront lighting may include:



Recessed pot lights (under canopy or awning)



Sign spotlighting



Fascia spotlighting



Entrance or door lights



Wall mounted fixtures



Special Effects Lighting

Enhances architectural features such as signs, cornices, or brackets. Architectural lighting should be incandescent; appropriate fixtures include "gooseneck" style, spotlights, or recessed pot lights. Illumination techniques may include:

- **Fascia up or down lighting**
with concealed spotlights
- **Uplighting (or floodlighting)**
from the fascia, canopy, or awning
- **Down lighting from cornice or fascia**
(gooseneck lamps or recessed potlights)
- **Spotlighting details**
such as brackets, pilasters, or arches
- **Sign spotlighting**
- **Canopy or awning lighting**
(recessed pot lights or spotlights directed onto and awning from above)
- **String lights**
used seasonally to outline buildings or to highlight architectural features



Not Recommended

visually inappropriate fixtures
overdone aerial effects
unshielded light sources
coloured or fluorescent lights
mercury vapour and low or high-pressure sodium fixtures for building lights
internally-illuminated awnings, except for valance lettering and sidewalk illumination





Appendix B

TOWN OF QUALICUM BEACH

Small-Scale Residential *Form and Character* Design Guidelines

June 18, 2024



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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

Purpose of the Guidelines

This document provides guidelines for low to medium density housing in a variety of types.

- **Prioritizes** pedestrian-friendly environments.
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- **Guarantees** continuity of vehicle access.

Design Guidelines

Neighbourhood Context

Site Integration and Architectural Harmony

Restoration should respect the integrity and intent of the original design.

- ✓ Development should use landscaping, porches, windows that are oriented toward the street. These elements will contribute to creating a sense that the development is acting as a “good neighbour” by honouring the existing character of the neighbourhood in the design.
- ✓ Ensure developments do not overshadow or overlook adjacent properties, implementing strategies like increased setbacks and staggered windows.
- ✓ Utilize landscaping, porches, and street-facing windows, to contribute to the neighbourhood's character and convey a sense of community.
- ✓ A higher degree of discontinuity with neighbouring buildings may be acceptable in the Village Neighbourhood, anticipating a transition to more intensive land use.
- ✓ Avoid designs that create isolation, such as imposing fences, gates, or large unbroken facades.
- ✓ Units located in the interior of lots should be designed with adequate separation from other buildings to ensure access to open space.



Preservation of Natural Features

- ✓ For properties that include significant natural features (e.g. significant trees, topography, rocky outcrops), buildings and landscape should be sited and designed to respond to natural topography and protect significant natural features wherever possible.
- ✓ Strategies to achieve this include, but are not limited to, alternative siting or clustering of buildings to avoid disturbance of natural features, and clustering of parking to reduce pavement on the site.

Parking

Parking Locations and Access

- ✓ Parking should be screened from the street where possible to maintain aesthetic appeal.
- ✓ Consider incorporating glazing in garage doors.
- ✓ If the lot is adjacent to a lane, all parking shall be on and/or accessed from the lane.
- ✓ Minimize extent of driveways and eliminate need for driveway access to individual units.
- ✓ Locate and consolidate off-street parking areas, primarily to the rear of the primary structure.
- ✓ Screen recreational vehicle parking to preserve the visual and physical space of the residential area.

Innovative Parking Solutions

Encourage diverse parking strategies to maximize efficiency and aesthetics, including:

- ✓ Boulevard parking to integrate parking within the streetscape.
- ✓ Laneway parking to leverage rear access points.
- ✓ Layby parking for temporary stops close to destinations.
- ✓ Nose-in parking from a laneway to maximize space utilization.

Environmental and Community Considerations

- ✓ Use permeable materials or other strategies for driveways and parking areas that assist with stormwater management, reducing runoff and promoting groundwater recharge.
- ✓ The design and placement of buildings and landscape should establish a sensitive transition to adjacent parks, trails, open spaces, and natural areas, considering a landscaped edge.
- ✓ Respect the root zones of adjacent trees; and minimize impacts on ecologically sensitive areas and natural features.



Site Access

Ensuring proper site 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.

Sound Management for Heating/Cooling Units

- ✓ The installation of outdoor heating and cooling units should prioritize sound management to minimize noise pollution, which can be a nuisance to neighbours.
- ✓ Location: Place units as far away from property lines as possible to reduce noise impact. Where possible, locate these units in the front or rear yard rather than the side yard to further distance them from neighboring properties.
- ✓ Avoid Windows and Openings: Position units away from neighboring windows or openings where possible.
- ✓ Utilize Barriers: Whenever possible, keep the unit behind any existing barriers such as fences, hedges, and garden sheds. Consider installing anti-noise boxes around heat pumps.



Promote Sustainable Energy Solutions

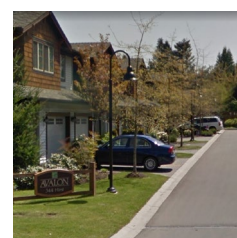
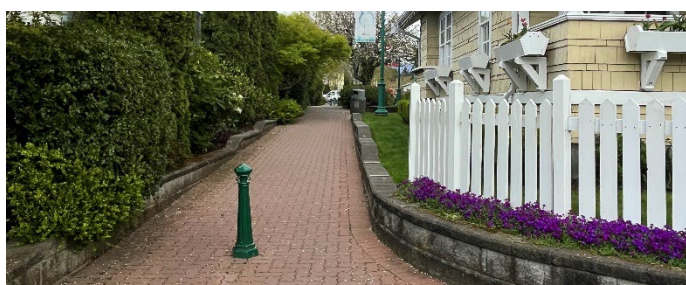
- ✓ Electric Car Charging: Include a location for at least one electric car charge outlet onsite.
- ✓ Heat Pumps and Ground-Source Pumps: Encourage the use of heat pumps and ground-field loops for ground-source heat pumps.
- ✓ Solar Collectors: The implementation of solar thermal collectors is recommended to harness solar energy for heating water. Solar photovoltaics are encouraged to generate electricity.

Streetscape

A well-designed streetscape ensures that new developments blend seamlessly with the existing neighbourhood. Harmonious architecture, landscaping, and street elements create a sense of continuity and community. They will enhance the visual appeal and identity of a neighbourhood, provide safety to residents, and promote livability and accessibility for residents.

Guidelines

- ✓ Boulevards should include at least one street tree for every 10 metres of frontage.
- ✓ Within 2.5 metres of the traveled road surface, landscaping may include:
 - 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.



Height

When located adjacent to single detached homes, small scale, multi-family dwellings should take care to be a good neighbour to existing single-family homes. New multi-family dwellings may have a higher allowable height than previously built single-family dwellings but should respect the existing context.

Guidelines

- ✓ Care should be taken to ensure that massing, shadowing and privacy of adjacent homes are taken into account during the design process.
- ✓ When constructing new multi-residential dwellings, the maximum allowable height is three storeys, ideally with the 3rd storey integrated into the roofline of the house or set back from façade of the second storey.
- ✓ Increase building massing toward the center of the site to optimize light, privacy, and to facilitate community integration.
- ✓ Optimize building massing to reflect the BC Energy Step Code and Zero Carbon Step Code.

Doors

- ✓ Entrances should be located and designed to create building identity, to distinguish between individual units, and generally create visual interest for pedestrians. Well-considered use of architectural detail and, where appropriate, landscape treatment, should be used to emphasize primary entrances, and to provide “punctuation” in the overall street-scape treatment
- ✓ Independent entrances to create a sense of individuality for each unit.
- ✓ At least one prominent front entrance should face the street.



Scale and Massing

Architectural massing is the volumetric design of a building and the three-dimensional space a building occupies. Massing and articulation can increase the visual interest of a development and should tie into the overall neighbourhood form and character.

Design and Proportionality

- ✓ Complement the massing and building proportion of established housing in new developments to promote continuity and harmony with the existing urban fabric.
- ✓ When similar massing to neighbouring structures is not achievable, break the building facade into smaller elements to create an illusion of a smaller scale, maintaining neighborhood character.
- ✓ Step down building heights as a strategy for sensitive transitions in scale to adjacent buildings, enhancing the integration of new developments.

Façade

- ✓ Encourage the integration of a one-story roofline on the front façade to transition to the pedestrian scale.
- ✓ Utilize articulation in horizontal and vertical planes on street frontage facades to add depth and interest.
- ✓ Incorporate architectural features and design details into building facades that are rich and varied in detail to create visual interest when approached by pedestrians. Examples of architectural features include: building height, massing, articulation and modulation, bay windows and balconies, fenestration pattern (proportions and placement of windows and entry ways).
- ✓ Incorporate recessed, articulated, and differentiated entrances where possible, adding to the visual and functional quality of the building.

Roof Design

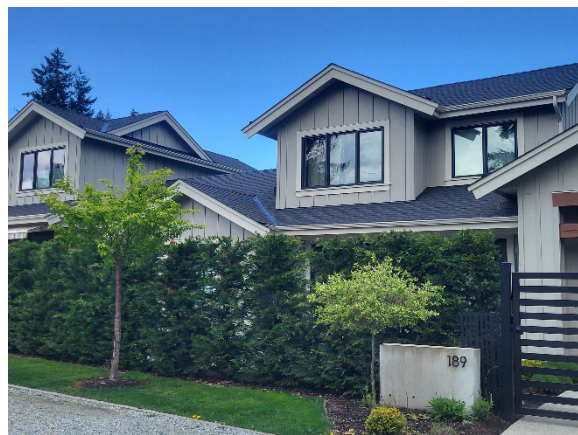
- ✓ Utilize roof slopes to minimize the apparent mass of the development and reduce differences in heights between adjacent buildings.
- ✓ Create usable space through the addition of dormers and gables, contributing to the functionality and aesthetic of rooftops.
- ✓ Integrate weather protection canopies at building entrances to enhance the pedestrian experience.

Environmental & Human Scale

- ✓ Facilitate visual access to natural features such as the sky, daylight, vegetation, and views, enriching the living environment for residents.
- ✓ Ensuring that building components relate to human scale, including the dimensions of doors, windows, and stairs.

Massing

- ✓ Employ transitional elements and terraced units to reduce perceived bulk and introduce variety in building massing.
- ✓ Ensure larger, more prominent features are balanced with smaller, less significant ones to create a sense of order and scale.
- ✓ Align massing strategically at a neighbourhood scale, placing big walls next to big walls, to maintain a coherent and harmonious architectural rhythm.



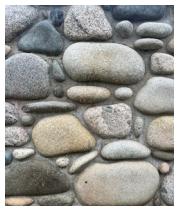
Façade

Colours & Materials

Colours play a crucial role in establishing a building's visual identity. Thoughtful colour and material choices contribute not only to aesthetics but also to functionality, sustainability, and community integration. Lack of architectural detail or variety in material and colour can create a building with an awkward and dense appearance. Consideration should be given to the existing neighbourhood.

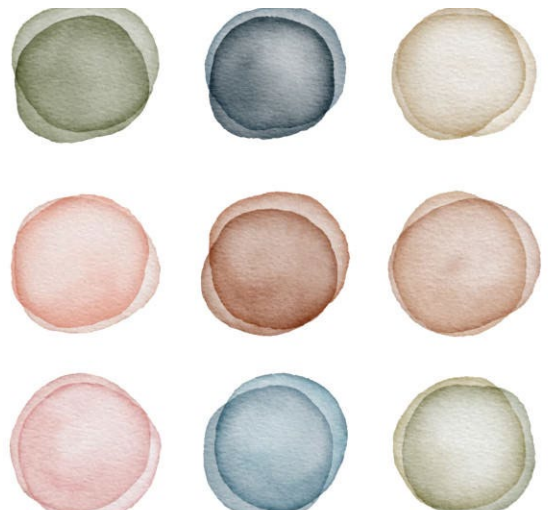
Guidelines

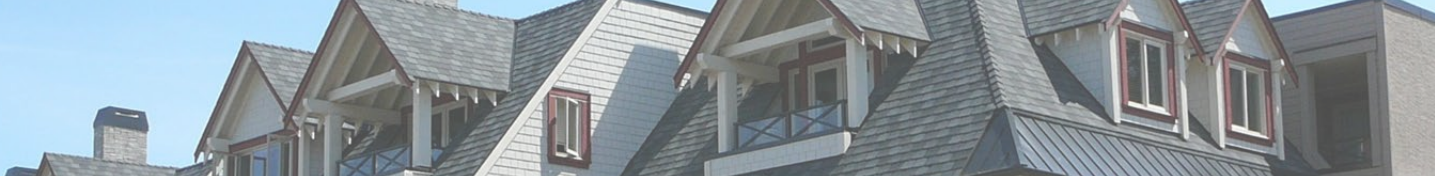
- ✓ Colour schemes can be used to differentiate residential units.
- ✓ Employ two or more types of cladding materials to avoid large expanses of uniformity.
- ✓ Incorporate secondary material into vertical design features or use accent colours (to break up mass of building).
- ✓ Use different textures (brick patterns, wood, stone) to add visual richness.
- ✓ Durable Materials: Prioritize substantial, durable and natural materials into their facade to avoid a 'thin veneer' look and encourage graceful weathering of materials over time.
- ✓ Wood Accents: Wood siding or accents can add warmth and texture. Use responsibly sourced materials.
- ✓ Employ fire-resistant materials for exterior cladding, such as non-combustible siding materials (e.g., fibre cement, stone, stucco, or metal siding). These materials help prevent the spread of fire to and from neighboring properties.



Colour Palette:

- ✓ Neutral Base: Start with a neutral base colour for the building's facade. Whites, grays, or earth tones work well.
- ✓ Accent Colours: Introduce accent colours for doors, window frames, and trim. These can add visual interest without overwhelming the design.
- ✓ Avoid Clashing: Ensure that colours complement each other and do not clash.
- ✓ Choose colours with energy efficiency in mind: dark colours absorb more heat, light reflects sunlight.





Roofs

Roofs should be compatible with the existing neighbourhood character and should create visual interest. Integrating pitched roofs into the overall design provides “single-family residential character”.

Guidelines

- ✓ Pitched roofs in excess of 6:12 are encouraged to evoke a residential feel and blend with neighbouring houses.
- ✓ Utilize flat roofs for rooftop gardens, solar panels, or communal spaces.
- ✓ Green “vegetated” roof options are preferred where a flat roof is proposed.
- ✓ Cascade of sheltering roofs.
- ✓ Asphalt shingles, metal, slate, or clay tiles are recommended to offer the highest level of fire resistance.

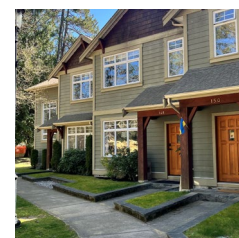
Windows

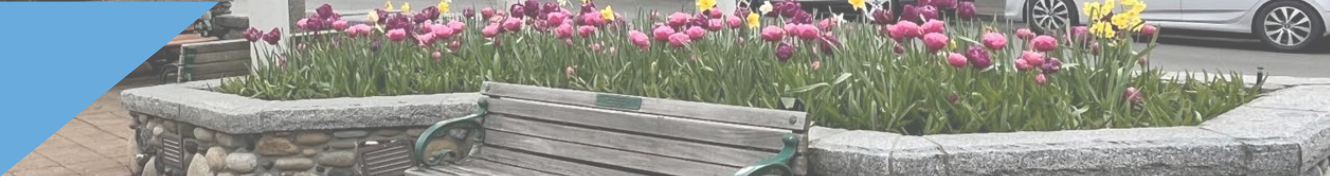
Windows can shape living spaces, impact energy use, and contribute to the overall character of a neighbourhood.

Guidelines

- ✓ Contrast: Window frames and trim can contrast with the facade colour. Dark frames against light walls create visual impact.
- ✓ Material Consistency: Use the same material for window trim as other architectural elements (e.g., wood, metal, or fiber-cement).

- ✓ Windows should be placed on at least two sides of each residential unit.
- ✓ Windows should open.
- ✓ Views to the street should be provided where possible.
- ✓ The views from upper stories of new buildings should minimize overlook into adjacent private yards, especially in less intensive areas. Strategies to achieve this include but are not limited to the following:
 - 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.





Appendix C



TOWN OF QUALICUM BEACH

—— Medium-Density ——
Residential Form & Character
—— Design Guidelines ——



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Introduction

In 2025, the Town of Qualicum Beach Council purchased lands within the Eaglecrest area, including the existing golf course. Other land was endorsed for residential development to support the purchase of the lands, including newly introduced allowance of buildings taller than three storeys and densities of over five units per parcel.

These guidelines have been designed to enhance and protect the existing character of the neighbourhood as the area sees future residential and mixed-use development above three storeys in height and/or five units per parcel.

Purpose of the Guidelines

These guidelines help to ensure that medium-density residential development:

- Provide harmonious transitions between neighbouring building heights
- Are human-scale in design and are not bulky or boxy
- Are compatible with the existing neighbourhood and topography
- Enhance walkability
- Provide adequate screening and buffering from adjacent properties
- Provide adequate open space

Guidelines

- ✓ **Height Transitions:** Care should be taken to ensure that new, taller buildings or clusters of tall or mid-height buildings are sited and massed in a way that provides harmonious transitions in height. Strategies to ensure harmonious building-height transition may include:
 - Increased setbacks with increased building massing toward the centre of the sight
 - Step down building heights
 - The utilization of roof slopes to reduce the appearance of the massing
 - The inclusion of landscaped edges which provide additional visual transitions in height

- ✓ **Walkability:** Development should promote walkability, and may include treatments such as:
 - Primary pedestrian entrances which face the street, utilizing landscaping, porches, windows, and other human-scale architectural features that are oriented toward the street
 - Direct and clearly defined pedestrian pathways from parking to buildings, including sheltered walkways and walkway lighting
 - Weather protection canopies at building entrances
 - Reduced driveways and access points into the site where possible
 - Secure bicycle/e-bike/motorized scooter parking and storage for residential and commercial units

- ✓ **Screening & Buffering:** Buildings should feature appropriate screening and buffering from adjacent properties which works to increase privacy while not being exclusionary to the neighbourhood, including:
 - The avoidance of designs that create isolation, such as imposing fences, gates, or large unbroken facades
 - Appropriate greenspace buffers to reduce the impacts of massing, shadowing and privacy concerns of adjacent homes
 - A balance of open space between buildings providing visual access to natural features such as the sky, daylight, vegetation, and views
 - For new development where windows or balconies would overlook an adjacent yard, landscape buffers and screening should be strategically placed to mitigate

negative impacts on privacy to neighbours, such as the planting of sufficiently mature evergreen trees or hedges

- ✓ **Human-Scale Design:** Buildings should be designed at a human-scale that is welcoming and comfortable for pedestrians. Strategies to enhance appropriately scaled design could include:
 - Incorporating architectural features and design details into building facades that are rich and varied in detail to create visual interest when approached by pedestrians
 - Incorporating recessed, articulated, and differentiated entrances
 - Ensuring that building components relate to human scale, including the dimensions of doors, windows, and stairs
- ✓ **Aesthetic Building Massing:** Care should be taken to ensure that the massing of buildings is mitigated by architectural and design features, resulting in an overall building aesthetic that does not appear bulky, blocky, or expansive. Features could include:
 - Roofs which are pitched in excess of 6:12 to evoke a residential feel, and/or the incorporation of cascade of sheltering roofs
 - The breaking up of larger single buildings into clusters of buildings with smaller footprints to increase open space and greenspace, with the placement of big walls next to big walls to maintain a coherent and harmonious architectural rhythm
 - Transitional elements and terraced units to reduce perceived bulk and introduce variety in building massing
 - Reduction in building size through creating usable space through the addition of dormers and gables which contribute to the functionality and aesthetic of rooftops
 - Utilize articulation in horizontal and vertical planes on facades visible from the street to add depth and interest
- ✓ **Neighbourhood Compatibility:** Care should be taken to ensure aesthetic compatibility with the existing neighbourhood character. Design features to ensure compatibility could include:
 - Incorporating colours, materials, and architectural designs that complement the character of neighbouring properties and adhere to a high quality of design including the use of durable materials, a variety of building material textures, wood accents, neutral base colours, accent colours, and appropriate contrast and material consistency
 - Using colour schemes to differentiate residential units

- Implementing roof styles, pitches, and features that compliment those of the surrounding neighbourhood
 - Ensuring that landscaping complements the predominant landscape character of the neighborhood
 - Ensuring the design of the building will fit into the existing characteristics of the neighbourhood
- ✓ **Landscaping:** Landscaping should be appropriate for the size and scale of the overall development, taking care to:
- Provide useable landscaped areas such as benches, picnic tables, and lawns where appropriate
 - Provide adequate shared landscaped, furnished outdoor space for residents of units who do not have access to private outdoor space (not including balconies)
 - Complement the landscaping of the existing neighbourhood and adjacent properties
 - Prioritize native and drought-resistant species
 - Encourage garden areas as part of outdoor amenity spaces to foster a sense of community
- ✓ **Topographic Compatibility:** Buildings and landscape should be sited and designed to respond to natural topography, including:
- The placement of landscaping features and trees which complement the natural topography of the site, considering the overall aesthetic of mature tree heights
 - The siting of buildings in a way that reduces impacts on views of the water from adjacent properties, other locations on the site, and nearby roadways

Village Neighbourhood Policy Changes Tracker – 1st to 2nd Reading Changes**Objectives**

- 3.0(a) *To support the visionary principles in the Interim Sustainability Plan.* **Commented [BW1]: Source:**
3.0(a) in Draft OCP presented at Nov.5 Council
- 3.0(b) *To establish a complete community centred on the uptown core that is vibrant, safe, pedestrian-friendly and commercially viable.* **Commented [BW2]: Source:**
3.0(b) in Draft OCP presented at Nov.5 Council
- 3.0(c) *To provide a number of alternative methods of providing parking within the uptown commercial core.* **Commented [BW3]: Source:**
3.0(c) in Draft OCP presented at Nov.5 Council
- 3.0(d) *To maintain and enhance the public realm including parks, squares, greens, play spaces and natural areas, as well as shops and activity centres.* **Commented [BW4]: Source:**
3.0(d) in Draft OCP presented at Nov.5 Council
- 3.0(e) *To facilitate the comprehensive redevelopment of the former School District 69 Bus Garage site and adjoining areas around 'The Old School House' and next to the former Qualicum Beach Elementary School.* **Commented [BW5]: Source:**
3.0(e) in Draft OCP presented at Nov.5 Council
- 3.0(f) *To promote Qualicum Beach as a tourist destination by providing opportunities for tourist accommodation and amenities within the "Village Neighbourhood".* **Commented [BW6]: Source:**
3.0(f) in Draft OCP presented at Nov.5 Council
- 3.0(g) *To encourage revitalization of the light-industrial zoned lands adjacent to the uptown core.* **Commented [BW7]: Source:**
3.0(g) in Draft OCP presented at Nov.5 Council
- 3.0(h) *To encourage housing types that make efficient use of land within the Village Neighbourhood, subject to neighbourhood compatibility.* **Commented [BW8]: Source:**
3.0(h) in Draft OCP presented at Nov.5 Council
- 3.0(i) *To encourage a mix of high quality housing types that enhance the village scale and character of the area.* **Commented [BW9]: Source:**
3.0(i) in Draft OCP presented at Nov.5 Council
- 3.0(j) *To encourage accessory residential dwellings as part of commercial and cultural uses.* **Commented [BW10]: Source:**
3.0(j) in Draft OCP presented at Nov.5 Council

General Policies**Related to OCP Goal 1: Complete, Compact Community Land Use**

- 3.0.1** The Town shall encourage the efficient use of land within the Village Neighbourhood. **Commented [BW11]: Source:**
3.0.2 in Draft OCP presented at Nov.5 Council

Related to OCP Goal 2: Low-impact Transportation

- 3.0.2** The emphasis of street design shall be pedestrian-friendly, rather than car-friendly. **Commented [BW12]: Source:**
3.0.3 in Draft OCP presented at Nov.5 Council

3.0.3 The Town supports the use of electric cars and shall encourage electric car charging stations as part of all new developments.

Commented [BW13]: Source:
3.0.23 in Draft OCP presented at Nov.5 Council

3.0.4 Existing and proposed community parking areas within the "Village Neighbourhood" are illustrated on map 'Schedule 2.2'.

Commented [BW14]: Source:
3.0.17 in Draft OCP presented at Nov.5 Council

3.0.5 Parking in the commercial core shall be accommodated through a combination of on-street, on-site and community parking areas.

Commented [BW15]: Source:
3.0.18 in Draft OCP presented at Nov.5 Council

3.0.6 Improvements to parking shall be considered during the redevelopment of the former School District 69 Bus Garage site and surrounding area.

Commented [BW16]: Source:
3.0.21 in Draft OCP presented at Nov.5 Council

3.0.7 The Town shall explore alternative methods to compensate for a shortage of on-site parking, e.g. "Specified Area for Community Parking Bylaw".

Commented [BW17]: Source:
3.0.22 in Draft OCP presented at Nov.5 Council

3.0.8 In order to establish a vibrant, pleasant and pedestrian-friendly commercial core, community parking areas will be located either around the periphery of the Commercial Residential area or in underground parking structures.

Commented [BW18]: Source:
3.0.20 in Draft OCP presented at Nov.5 Council

Related to OCP Goal 3: Community Health

3.0.9 The Town shall encourage rezoning applications for health care facilities within the "Village Neighbourhood". Larger facilities should be ideally constructed on land already intended for that purpose, such as the land on Jones Street that is owned by Island Health. Such uses may be combined with medium-density residential or other uses.

Commented [BW19]: Source:
3.0.16 in Draft OCP presented at Nov.5 Council

Related to OCP Goal 5: Progressive Infrastructure

3.0.10 The Town shall pursue the implementation of a district energy pilot project within the "Village Neighbourhood", with the Community Park and the curling rink area as potential locations. Potential technologies to be explored include geothermal and heat recovery from wastewater.

Commented [BW20]: Source:
3.0.24 in Draft OCP presented at Nov.5 Council

Related to OCP Goal 6: Economic Prosperity

3.0.11 In order to support school enrollment, the Town shall explore ways to attract young families to the Town and school catchment area.

Commented [BW21]: Source:
3.0.5 in Draft OCP presented at Nov.5 Council

3.0.12 Zoning and subdivision regulations shall provide opportunities for bed and breakfast tourist accommodation as an accessory use to the Residential, Commercial and Cultural uses permitted within the "Village Neighbourhood" area as shown on map 'Schedule 2.2'.

Commented [BW22]: Source:
3.0.14 in Draft OCP presented at Nov.5 Council

3.0.13 The Town shall consider rezoning applications for a major tourist facility combining residential use with a destination resort hotel within the "Village Neighbourhood" area.

Commented [BW23]: Source:
3.0.15 in Draft OCP presented at Nov.5 Council

3.0.14 Mixed commercial/residential uses will be encouraged in the uptown area. Residential uses will not be supported on ground-floor commercial street frontages in the commercial area.

Commented [BW24]: Source:
4.2.1 in Draft OCP presented at Nov.5 Council

3.0.15 Use of commercial land within Development Permit Areas, as indicated on map 'Schedule 2.2', shall be in accordance with the Development Permit provisions contained in Section 2.7.

Commented [BW25]: Source:
4.2.4 in Draft OCP presented at Nov.5 Council

Related to OCP Goal 7: Healthy Landscapes

3.0.16 The Town shall support the redevelopment of the "Village Neighbourhood" in a manner that demonstrates the vision of the Interim Sustainability Plan, encouraging expanded services, compact residential development, and tourism facilities while maintaining a strong village character.

Commented [BW26]: Source:
3.0.1 in Draft OCP presented at Nov.5 Council

3.0.17 The Town shall require new developments in the Village Neighbourhood to submit a Rainwater Management Plan as part of the development approval and permitting process.

Commented [BW27]: Source:
3.0.6 in Draft OCP presented at Nov.5 Council

3.0.18 The Town shall require a site-specific tree and vegetation management and conservation plan for all new development proposals in the Village Neighbourhood.

Commented [BW28]: Source:
3.0.7 in Draft OCP presented at Nov.5 Council

Related to OCP Goal 8: Green Buildings

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

Commented [BW29]: Source:
3.0.8 in Draft OCP presented at Nov.5 Council

Related to OCP Goal 9: Sense of Place

3.0.20 The Town shall discourage housing projects that seek to separate themselves from the surrounding community by containing the development within walled or fenced enclaves with centralized and/or controlled access points.

Commented [BW30]: Source:
3.0.4 in Draft OCP presented at Nov.5 Council

3.0.21 As part of the off-site works and services related to a building permit or subdivision, the Town shall consider the requirement that owners provide for improvements to the street frontage, including sidewalks, street trees, and street lighting.

Commented [BW31]: Source:
3.0.9 in Draft OCP presented at Nov.5 Council

3.0.22 On-site parking shall include landscaped areas in accordance with the "Uptown Commercial Design Guidelines" section of this Plan.

Commented [BW32]: Source:
3.0.19 in Draft OCP presented at Nov.5 Council

3.0.23 The Town supports the undergrounding of overhead utility wires within the "Village Neighbourhood" and shall explore financial and other strategies to work towards this objective over the long term.

Commented [BW33]: Source:
3.0.25 in Draft OCP presented at Nov.5 Council

- 3.0.24** Rezoning applications for medium-density residential uses will be considered within the "Mixed Residential 1 and Mixed Residential 2" areas of the "Village Neighbourhood" as illustrated on map 'Schedule 2.2', provided proposals are in accordance with the "Small-Scale Residential Form and Character Design Guidelines (see Development Permit Area Guidelines located in Zoning Bylaw No. 900).

Commented [BW34]: Source:
4.1.3.7 in Draft OCP presented at Nov.5 Council

Related to OCP Goal 10: Diversity of Housing

- 3.0.25** The Town shall discourage owners from restricting occupation or ownership of a residential unit because of age.

Commented [BW35]: Source:
3.0.11 in Draft OCP presented at Nov.5 Council

- 3.0.26** Within the "Village Neighbourhood", the Town shall encourage developments that include a diversity of housing options, including a range of unit sizes and building types for families of all ages.

Commented [BW36]: Source:
4.1.7 in Draft OCP presented at Nov.5 Council

- 3.0.27** Through various methods including rezonings, regulatory bylaws, incentive programs and education, the Town shall encourage a diversity of housing to meet the needs of people of all ages, income levels and special needs.

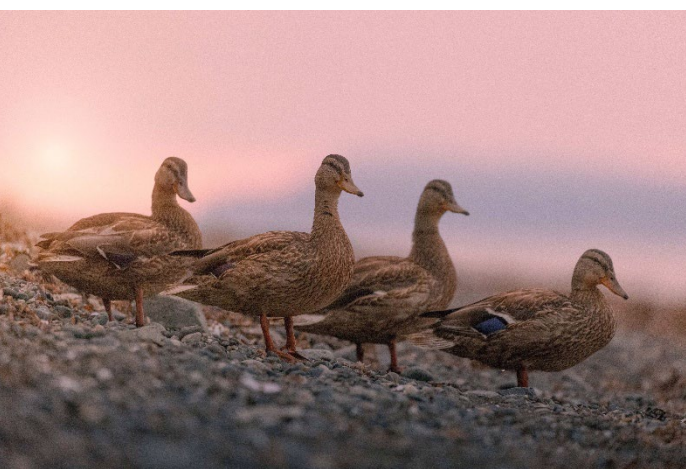
Commented [BW37]: Source:
3.0.12 in Draft OCP presented at Nov.5 Council

- 3.0.28** The Town shall require that where a new residential lot is created in the "Village Neighbourhood", that approval of any new residential development be conditional upon a minimum of two dwelling units per lot.

Commented [BW38]: Source:
3.0.13 in Draft OCP presented at Nov.5 Council

- 3.0.29** Buildings should be a maximum of three storeys in height. However, the Town may consider taller buildings on a case-by-case basis with consideration to factors such as topography, solar access, compatibility with adjacent uses, neighbourhood impact, views, community amenities, and contribution to housing stock which serves Priority Housing Groups, affordable housing, and/or purpose-built rental. The Town will also recognize increases in typical ceiling heights in the consideration of height limits.

Commented [BW39]: Source:
3.0.10 in Draft OCP presented at Nov.5 Council



TOWN OF QUALICUM BEACH

Interim Sustainability Plan

3.1 Introduction

3.1.1 Declaration of Sustainability

WHEREAS

- The impacts of modern human civilization have had deep and lasting impacts on the capacity of our planet to support human life;
- At current rates of consumption, degradation, and destruction of natural resources, future generations will not be able to benefit from the supportive ecosystem that humans enjoy today;
- Human activity generates unsustainable quantities of waste and pollution that damage the world's ecosystem;
- Infinite growth is not sustainable in any system;
- It is imperative to implement social and economic systems that enhance the ability of future generations to enjoy a high quality of life;
- Local government and community organizations hold a profound capacity to affect the factors of sustainability;
- The Town of Qualicum Beach has a history of environmental stewardship and prudent use of land and resources;
- It is within the capacity of our community to make deep and profound impacts that will improve the ability of future generations to meet their needs; and
- The Town of Qualicum Beach and its citizens plan to leave a legacy of hope for future generations;

The Town of Qualicum Beach hereby establishes a Sustainability Plan to guide future governance and community action towards this vision of a Sustainable Qualicum Beach.

*Have I done all to keep the air fresh? Have I cared enough about the water? Have I left
the eagle to soar in freedom? Have I done everything I could to earn my grandchild's
fondness?
- Chief Dan George*

3.1.2 Background

The environment, economy, government, and social fabrics that support community life in Qualicum Beach stretch around the globe. The Town of Qualicum Beach is a very small part of a globalized society. Through trade and commerce, communication and entertainment, residents of Qualicum Beach interact every day with people around the world. As a result, the challenges of sustainability are deep and systemic. The challenges in Qualicum Beach are similar to those facing many other towns around the world, including:

- Climate Change / Air Quality;
- Fossil Fuels and Energy Supply;
- Waste / Resource Scarcity;
- Water Quantity / Quality Supply;
- Ecosystem Damage;
- Food Supply Risks;
- Economic Boom and Bust;
- Income Disparity / Endemic Disease;
- Affordable Housing; and
- Demographic Shifts.

Many of the actions needed to improve the sustainability of our community/country/planet are outside the direct control of Qualicum Beach, and will require action from different levels of government, neighbouring jurisdictions, foreign nations and corporations. However, many sustainability factors are within the Town's influence. By taking decisive action on those factors within local control, the Town and its residents can have a substantive impact and take a leadership role in the transition to sustainability. Through this Sustainability Plan, the Town and residents of Qualicum Beach have identified a vision that will transform Qualicum Beach into the model of a sustainable community.

The Qualicum Beach Sustainability Plan was drafted following a public engagement process that began in the fall of 2009. The public was engaged to explore the concepts of sustainability and to craft a vision for a sustainable Qualicum Beach.

What is Sustainability?

"... development that meets the needs of the present without compromising the ability of future generations to meet their own needs" - World Commission on the Environment and Development, 1987 (Bruntland)

The term 'sustainability' is an elusive concept that suggests responsible decision-making with an emphasis on the prosperity of future generations. Perhaps as evidence of the difficulty of defining the term, the most widely-used definition is from the original Bruntland report, quoted above. During the public process of developing this Sustainability Plan, residents were asked to come up with definitions for sustainability.

Residents of Qualicum Beach participated in a workshop and have suggested some additional definitions appropriate to the Town and its context. Examples include the following:

- *Long-term social and economic wellbeing requires our choosing to live in a just and equitable way that ensures that all living species endure. This requires maintenance of ecological process so that the biological productivity of the earth endures without dependence on non-renewable resources.*

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- *To live in such a way that all beings, plants, animals, and minerals can live in harmony, supporting each other in such a way that none uses too much in detriment to others. To live in balance.*
- *“We are all one, we’re inter-connected, inter-related, inter-dependent”.*
- *Sustainability is a condition of long-term social and economic wellbeing through choosing to live in a just and equitable way that ensures all living species endure.*
- *A society which exists within the limit which can be supported by our present ecosystems.*
- *Don’t use natural resources faster than they can be replenished and don’t deposit wastes faster than they can be absorbed.*
- *Long-term social and economic wellbeing depends on the maintenance of fully-functioning ecological process. We need to choose to live in an equitable and just way that ensures that all living species endure.*

The specifics of the definition are less important than the common concepts that most definitions of sustainability have, including:

- Long-term considerations addressing future generations (e.g.: 21st & 22nd century);
- An approach to development that respects the limits of the earth’s ability to provide us with resources and absorb our wastes;
- A respect for the rights of all species; and
- Others.

Although it is difficult to agree on a definition for sustainability in the abstract, the term becomes clearer when applied to our community. What is a sustainable Qualicum Beach? In a sustainable Qualicum Beach, how would people get around? What would the economy look like? What services would be available? The process of visioning raises these questions and many more.

Recognizing that the challenges of sustainability are pushing the Town of Qualicum Beach towards accelerating change, the Sustainability Plan is a visionary document that will guide change towards a more vibrant community life, a healthy and thriving natural ecosystem, and a prosperous economy and scale of development that retains the unique character and charming village atmosphere of Qualicum Beach.

Carrying capacity

The community of Qualicum Beach is supported by an ecosystem with finite limits. However, the scope of that ecosystem is undefined and includes local, regional and global components. The modern global economy has spatially distanced human activity from its impacts, so that the effects are sometimes seen most vividly on the other side of the planet. However, regardless of the disconnect between the causes and effects of ecosystem degradation, human activity in Qualicum Beach has both positive and negative effects on the planet’s ability to support the continued prosperity of modern society. There is a limit to

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the amount of human activity that can be supported by our ecosystems. This concept is commonly referred to as 'carrying capacity' and can describe both local and global limits.

Every resource comes from somewhere on this planet, whether it is petroleum to fuel our vehicles, natural gas to heat our homes, or rubber for our shoes. The rest of the world, including humans and all other forms of life, draws on the same resources through globalized trade networks. Absolute limits on the use of natural resources are irrefutable; the debate begins when one attempts to quantify the limit. At the local level, the discussion of ecosystem limits and carrying capacity needs to be clarified in terms of how large an area is selected for analysis of carrying capacity and what is being supplied. In a conventional ecosystem, we would analyze the simple food, water and nesting/breeding area as the basics of the carrying capacity of a species. For humans, the tens of thousands of substances that are part of our lives including food, shelter, clothing, mobility, technology, and others makes the relevance of a simplistic ecosystem carrying capacity model questionable. In the natural world, any species that overshoots their region's carrying capacity starve or must move. This does not apply to humans at a regional scale as easily. A simple carrying capacity cannot be practically identified; there are too many variables in governance, technology and the economy to make carrying capacity the over-riding factor in decisions. Directly linking population and development potential with the technical calculation of carrying capacity could result in unexpected results that compromise the small town/village atmosphere. Quality of life and the health of our surrounding ecosystem provide a clearer basis for decision-making. It is, however, apparent that an increase in the use of natural resources will bring us closer to the carrying capacity of the Earth overall. In fact, many researchers have concluded that the carrying capacity of the Earth has already been exceeded. As such, the absolute use of all natural resources, especially those that are not renewable, should be reduced.

Summary

The Sustainability Plan is intended to provide a vision of a high quality of life in Qualicum Beach. By realizing this vision, the Town will achieve a dramatic reduction of negative impacts on the local, regional and global ecosystems and as such, begin to bring the residents of Qualicum Beach within their share of our planet's global carrying capacity.

The visionary principles and targets in this document may appear difficult to achieve or impractical based on current market conditions, climate, availability of natural resources, and an assortment of other conditions. However, many of these conditions are on a trajectory of significant change. The Sustainability Plan is a long-term vision that will keep the Town on track towards a vision of Sustainability through any coming changes, over the next two generations and possibly seven updates to the Official Community Plan. It is unlikely that the economy, ecology and social life of Qualicum Beach will be the same in forty years as it is today.

Surrounding conditions can and will change over time, and the principles outlined in this document may become more or less important, but that does not lessen the importance of a community vision. The Sustainability Plan is based on current trends, with a firm commitment to the prosperity of future generations, the integrity of the surrounding ecosystem, and the community's vision of the ideal town. The "Qualicum Beach" that will be best suited to prosper over the next four decades and leave a legacy of prosperity and environmental stewardship for future generations is one that continues to build on the pillars of sustainability established in this plan.

3.2 Climate Emissions Planning

The Town of Qualicum Beach is a signatory to the Provincial Climate Action Charter and as such, it has committed to:

- Making its civic operations carbon-neutral;
- Creating a complete, compact, and more energy-efficient community.

The Provincial Community Energy and Emissions Inventory (CEEI) initiative has established a baseline for Qualicum Beach's emissions.

<i>Buildings (residential, commercial, industrial)</i>	11,691 tonnes CO ₂ (e)
<i>Transportation (cars, trucks, commercial, RVs)</i>	32,389 tonnes CO ₂ (e)
<i>Solid Waste</i>	6,758 tonnes CO ₂ (e)
<i>Total</i>	50,837 tonnes CO₂(e)

The scale of these emissions is small when compared to large emitters such as heavy industry and resource extraction. Regardless, it is appropriate for the Town of Qualicum Beach and its residents to take responsibility for their own impacts, just as large emitters should be expected to do the same. Consistent with its legislative obligations, Qualicum Beach is establishing the following provisional emission reduction targets from its 2007 emissions baseline for its Official Community Plan (these are absolute reductions regardless of growth levels):

- 33% by 2020 ~ 34,061 tonnes CO₂(e)
- 50% by 2030 ~ 25,418.5 tonnes CO₂(e)
- 65% by 2040 ~ 17,793 tonnes CO₂(e)
- 80% by 2050 ~ 10,167.4 tonnes CO₂(e)

These targets are consistent with balance of scientific evidence represented in the latest Intergovernmental Panel on Climate Change (IPCC) Assessment Report regarding the level of global emission reductions necessary to avoid dangerous, runaway climate change.

Policies and Actions

Qualicum Beach will:

- ***Land Use*** - Build complete, compact, connected neighbourhoods with a vibrant, prosperous uptown core;
- ***Buildings*** - Reduce emissions from buildings through increased energy and water efficiency, greater housing choice, as well as through creation of a zero/low-carbon heating source;
- ***Transportation*** - Shift transportation away from the private automobile to walking, cycling, transit and zero/low-emission vehicles;
- ***Solid Waste*** - Work to reduce solid waste and associated landfill emissions, in conjunction with the Regional District of Nanaimo; and

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- ***Civic Emissions*** - Reduce emissions associated with civic facilities, operations and community infrastructure systems, in accordance with our commitments as signatories to the BC Climate Action Charter.

The Town will update its targets, policies and actions through future planning processes, such as an update to the Official Community Plan. Also, the Town will participate in regional planning work to create a regional strategy for Greenhouse Gas reduction.

3.3 Visionary Principles

The vision for a sustainable Qualicum Beach has been defined in eight fundamental components that will enable and sustain the future of a vibrant Qualicum Beach:

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

3.3.1 Complete, Compact Community Land Use

In 2050, the community recognizes that careful management of land use is essential to a vibrant and sustainable community, economy and ecosystem. The uptown is the geographic, social and economic centre of the community. The uptown is connected to neighbourhoods and natural areas through a network of roads, ecological greenways and alternative transportation routes. Land use is carefully managed to enhance the natural ecology, local economy, and vibrancy of community life at a scale that is suited to the Qualicum Beach village character.

Vision

- **Ecological Network** - Key ecological corridors and aquifers are preserved and complemented by an interconnected network of natural areas, parks, recreational greenways, and resource lands;
- **Village Neighbourhood** - Businesses thrive in a compact, commercial core with expanded services, compact residential development and tourism facilities. This core will continue to maintain a strong village-character that helps define the experience of life in Qualicum Beach;
- **Neighbourhood Commercial** - The daily needs of residents can be met by convenience commercial (e.g. café or corner store that sells food essentials) that is located within walking distance of residential neighbourhoods so that it is not necessary to travel to the uptown core for every need. This neighbourhood commercial is scaled to meet the needs of local residents - not to draw customers from other areas or compete with the uptown core;
- **Tourist Commercial** - Amenities make the Town a pleasant and convenient place for visitors and tourists;
- **Neighbourhoods** - Residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels. This includes detached homes, small-lot homes, patio homes, secondary suites, garden suites, apartments, condominiums and other housing types that support community sustainability, including alternative forms of tenure and affordable housing;
- **Agriculture** - Residential neighbourhoods and commercial zones are surrounded by productive agricultural land that is strongly protected for agricultural use. Small-scale food production is supported on community gardens and residential land;
- **Character** - The unique character of Qualicum Beach has been maintained and strengthened. This includes the experience of its natural areas (the ocean, beach, waterfront areas, forests and

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trails) and of its village (human-scale, pedestrian-friendly, community public spaces, historically-styled architecture and no large-format commercial stores); and

- **Quality of Life** - Land use has been carefully managed with a priority of maintaining a high quality of life and a maximum size of community of approximately 12,000 population based on the build-out under the goals and policies of the current Official Community Plan.

Objectives

- To control growth in Qualicum Beach to create a mixed-use pattern of land uses that includes:
 - Preservation of watersheds, sensitive environmental areas and agricultural lands;
 - Preservation of the waterfront area ;
 - A strong, complete, compact village core;
 - A network of appropriately-located small commercial nodes (café, food, other) to provide convenient access to services near where people live;
 - A growing transit service structure;
 - Commercial land that supports a diverse economy; and
 - A diversity of housing, including affordable options for singles, single parents, and growing families.

Target 2050

- 90% of residents in Qualicum Beach live less than a 15-minute walk (1 km max) to a café / restaurant and a place to buy essential, day-to-day groceries; and
- Distance from all homes to a community transportation route – 10-minute walk (700 metres).

3.3.2. Low-impact Transportation

In 2050, the residents and visitors of Qualicum Beach have a wide range of transportation alternatives to connect people, places, and goods. Travel to, from and around the Town is efficient and pleasant using the roads, pathways, corridors, and railway. Private automobiles have been replaced by low-carbon vehicles and there are other convenient alternatives to the private automobile. Convenient, efficient and pleasant travel is possible throughout the Town on foot or using low-carbon vehicles such as bicycles, scooters, or electric cars. Transportation infrastructure enhances the Town's vibrant social life, thriving economy and healthy ecosystem.

Vision

- **Transportation Alternatives** - Residents have access to amenities through a comprehensive network of transportation routes that support alternatives to the automobile. This includes alternatives for people with mobility issues that may not be able to walk or cycle;
- **Transportation Budget** - Budgeting decisions encourage a modal shift towards the modal share targets in this plan;
- **Greenway Network** - A fine-grained network of pedestrian and cyclist paths connects all areas of Qualicum Beach;
- **Uptown** - The village uptown is pedestrian-oriented and streets are made pedestrian-only for special occasions;
- **Bicycle Routes** - A convenient and safe network of bicycle routes extends throughout Qualicum Beach. These routes also facilitate the use of small electric scooters and golf carts;
- **Community Transportation** - BC Transit and the Regional District, with cooperation from the Town, offer a convenient transit service in Qualicum Beach with connections to surrounding communities. Amenities are offered to make the use of transit convenient and comfortable. The *Community Transportation* system includes "topic buses" (e.g.: movie bus) to connect residents to the larger region for specific activities, as well as community shuttles and other non-traditional forms of mass transit;
- **Railway** - A viable passenger and freight rail corridor connects Qualicum Beach to communities along the eastern edge of Vancouver Island;
- **Integrated Modal System** - Transfer between modes of transportation is facilitated through key inter-modal exchange nodes (greenways, bike lanes, transit stops, train station, park and ride, others);
- **Sharing** - Residents have access to shared cars (e.g. automobile co-op) and shared rides (car-pooling);
- **Alternative Fuels** - A convenient system supports the use of alternatively-fueled vehicles, and residents use zero-emissions vehicles. Infrastructure includes electric vehicle charging stations in new and existing areas;
- **Tourism** - Tourists travel to, from, and around Qualicum Beach in a manner that supports the Town's sustainability goals;
- **Goods Movement** - The transportation system supports efficient goods movement, including home delivery; and

- **Innovative Infrastructure** - Innovative infrastructure designs include:
 - Permeable paving, especially in parking areas;
 - Green streets that include park-like characteristics while still supporting vehicles (e.g. Dutch Woonerf model; British Home Zone model; Vancouver's Crown Street; Seattle's C-Street);
 - Fully accessible and wider sidewalks with lay-by areas to support electric scooters; and
 - Where needed, allocate street space to scooters.

Objectives

- To develop a convenient transportation system in Qualicum Beach that:
 - Is structured firstly around the pedestrian, cyclist and small electric scooter;
 - Integrates with future transportation options such as the Island Corridor Railway;
 - Supports alternatively-fueled (no carbon emission) vehicles;
 - Offers a pleasant experience of moving around;
 - Supports visitors and tourists coming to Qualicum Beach; and
 - Includes ecologically-friendly street and infrastructure design.

Target 2050

- Modal share by 2050 or before (achieving an 80% reduction in emissions from 2007 levels):
 - Transit: 15%;
 - Walking: 15%;
 - Cycling: 15%;
 - Alternative (zero-emission) vehicle: 35%;
 - Conventional automobile: 20%;
- 100% of residents live within 5-minute walk of a greenway / bicycle route to connect them to the uptown core:
 - Transit frequency on main lines during peak hours: 15 minutes; and
- Extent of "green streets"
 - First pilot project by 2015;
 - By 2050, 30% of local streets will be "green streets", with upgrade priority given:
 - to streets within a 5-minute walk of the Commercial Core;
 - along key pedestrian routes.

3.3.3. Community Health

In 2050, Qualicum Beach is healthy and prosperous, both at the individual and community level. Residents and visitors have local access to social, recreational, cultural and medical facilities. The community is resourceful and supportive, and shows resilience in response to challenges of all types. Community life is vibrant and residents have access to the use of a wide array of local amenities.

Vision: Facilities

- **Recreation facilities** - Residents and visitors have access to a variety of indoor and outdoor recreation facilities such as swimming pools, golf courses, field sports, lawn bowling, the Heritage Forest, Seniors' Centre, trails, and children's playgrounds;
- **Cultural Facilities** - Residents and visitors have access to a variety of cultural facilities (library, museum, art gallery, theatres, others); and
- **Medical Facilities** - Residents have access to local health and medical facilities that include:
 - A full-service medical facility or facilities offering urgent primary care, palliative care, ambulatory care, mental health services, counselling and others; and
 - Supporting a wide range of medical and health practitioners including doctors, dentists, chiropractors, naturopaths, optometrists and others.

Vision: Community Life

- **Representation** - Emphasis is put on the needs of seniors, youth and young families;
- **Health** - Lifestyles that support the many facets of community health are encouraged and facilitated;
- **Participation** - The Town continues its commitment to, and investment in, effective consultation on public policy issues, development and projects;
- **Accessibility** - Qualicum Beach is a leader in accessibility;
- **Emergency Preparedness** - A high level of capacity exists throughout the community to respond to emergencies, including appropriate neighbourhood networks, education and preparation within all homes and businesses in Qualicum Beach;
- **Volunteerism** - The volunteer bureau and other volunteer networks are supported and acknowledged;
- **Sustainability Education** - The community is engaged in an ongoing learning process on sustainability and related issues;
- **Resilience** - The community is resilient and adapts well to both internal and external changes; and
- **Safety** - The community and law enforcement agencies work together to reduce crime and to address its root causes;

Vision: Arts and Culture

- **Planning** – The Town works with the community on social and cultural planning projects;
- **Aboriginal History** – Indigenous Peoples communities are engaged in community development processes and the community has a deepening understanding of, and commitment to, the validation of Indigenous Peoples traditions;
- **Indigenous Peoples**: Local Indigenous Peoples are engaged in public consultation; and
- **Arts and Culture**: Opportunities for arts and culture are strongly supported by the Town and business community, including opportunities for people of all ages and socio-economic profiles.

Objectives

- To continue to enhance individual and community health and wellbeing in Qualicum Beach, including:
 - Providing facilities and services that address the needs of the entire population, including addressing the basic needs of all Qualicum Beach residents (such as housing, food, health care, others);
 - Offering excellent indoor and outdoor public recreation facilities;
 - Offering a comprehensive range of medical facilities and services;
 - Celebrating the Town's history and heritage, including that of the Indigenous Peoples;
 - Promoting and enhancing a wide range of arts and cultural expression;
 - Supporting education infrastructure;
 - Supporting a strong culture of volunteerism;
 - Continuing to ensure that Qualicum Beach is safe and able to respond effectively to emergencies; and
 - Continuing to ensure that sustainability goals and actions are widely understood and supported.

Proposed targets

- All residents of Qualicum Beach have their basic needs met, including housing, food and shelter;
- All homes in Qualicum Beach have emergency preparedness kits; and
- 40% of residents in Qualicum Beach volunteer some time to community efforts every year.

3.3.4. Sustainable Food Systems

In 2050, a sustainable food system is fundamental to the identity of Qualicum Beach. Residents and visitors enjoy the benefits of a prosperous local food system through high quality restaurants, year-round access to farm-fresh produce, economic prosperity, and hands-on experience through community gardens and backyard gardening. The community enjoys farm-fresh markets, gourmet restaurants, a prosperous food economy, community understanding of food systems, and a rich land base of productive agricultural land.

Vision

- Existing ALR and agricultural land in the community is preserved, with considerations for opportunities to use this land to further enhance the local food economy or provide creative support for new farmers;
- Community gardens within convenient walking distances of neighbourhoods, especially multi-family areas (current or planned). Garden areas benefit from excellent growing conditions;
- The Town supports the widest diversity of food-related industries that are appropriate to the community, including small-scale market gardens, processing, seafood, and research and education facilities;
- The local food retail economy, especially value-added approaches, thrives as a major part of the local economy. Food producers, food services and consumers connect directly through farmers' markets, farm gate sales and other venues;
- The School Board promotes education on sustainable food systems in curriculum, school grounds and field trips;
- Tourism agencies and initiatives help to integrate the local food economy into the tourism experience in Qualicum Beach (e.g. agritourism). High-value and gourmet food are connected to the brand experience of Qualicum Beach;
- The community works with the Regional District to effectively manage organic waste streams;
- The community-support agencies continue to provide food to those that need it (e.g.: food banks); and
- Residents and visitors enjoy events that integrate local food into the culture and identity of Qualicum Beach.

Objectives

- To support a prosperous and healthy local food system and economy in Qualicum Beach including:
 - Preservation of ALR lands and agricultural and food production capacity;
 - The integration of agricultural and food industry uses into the fabric of the community;
 - Enhancement of the local food economy in Qualicum Beach;
 - A strong presence of education on sustainable food systems in schools;
 - Availability of community gardens in all multi-family neighbourhoods;
 - The integration of local food into the tourism economy;
 - A strong presence of organic and non-pesticide-based growing practices;
 - Productive approaches to the management of organic material waste streams;
 - Food security for all Qualicum Beach residents; and
 - A presence of the celebration of food in the culture of Qualicum Beach.

Proposed targets

- 90% of multi-family units have access to a community garden plot within a 10-minute walking distance;
- 100% of schools have a food system as part of the school grounds or curriculum.
- Residents have access to a farmers' market year-round;
- Of the food consumed in Qualicum Beach, the following percentages come from Vancouver Island:
 - 80% of the fruit and vegetables;
 - 100% of the dairy;
 - 15% of meat protein;
 - 5% of grain; and
 - 50% of alcohol;
- 100% of residents live within a 10-15 minute walking distance (less than 1 km) to a café or corner store that sells food essentials.

3.3.5. Progressive Infrastructure

Infrastructure for energy, water, waste water & storm water, and solid waste, is efficient and effective at advancing the Town's sustainability goals. Consumption of natural resources has been minimized, and 'waste' has been virtually eliminated through strategies of conservation and re-use.

ENERGY

Energy: Vision

- Energy efficiency is promoted in buildings (new and existing) through information, incentives, guidelines and regulations;
- Civic facilities are highly energy-efficient;
- Educational information on energy efficiency and zero/low carbon energy sources is widely available;
- District energy systems are utilized in some locations in Town;
- In partnership with a private utility, the Town has developed a municipally-owned energy utility to expedite the development of financially viable district energy systems;
- Renewable and zero/low carbon energy suppliers in the community are supported where appropriate; and
- Town infrastructure, such as street lights and water/sewer pumps, is highly efficient.

Energy: Objectives

- To support the development of high levels of energy efficiency in the Town and use of renewable and low/zero emission energy sources including:
 - Promoting energy-efficient buildings, lighting and infrastructure;
 - Working with landowners, businesses and utilities to develop a broad range of renewable energy supplies in Qualicum Beach; and
 - Addressing zero/low emission fuels in transportation.

Energy: Proposed targets

- By 2050 or before, 95% of the energy used in Qualicum Beach will come from renewable, zero (GHG) emission sources; and
- By 2015, all new buildings built in Qualicum Beach will be predesigned to support future installation of solar water systems or geothermal systems.

WATER

Water: Vision

- Plans, policies and regulations ensure that the Town's watersheds and aquifers are sufficiently protected and managed so as to ensure the quality and quantity of its supply into the future;
- High-efficiency plumbing fixtures are used in homes and businesses;
- Rain-harvesting is used in both residential and commercial applications;
- Buildings and infrastructure are planned to accommodate wastewater re-use, including irrigation systems for parks and open space;
- Water-wise landscape plantings are used in private and public grounds; and
- The community is engaged on water issues and efficiency in homes, businesses and schools in the Town through public education and awareness.

Water: Objectives

- To develop a water system for Qualicum Beach that includes:
 - Appropriate watershed and aquifer protection to ensure a secure water supply into the future;
 - The use of water being so efficient as to make Qualicum Beach one of the most water-efficient communities on Vancouver Island; and
 - Strategic re-use of rainwater and treated wastewater where appropriate.

Water: Proposed targets

- An overall reduction of water consumption per capita of:
 - 20% from 2010 levels by 2025 or before; and
 - 50% from 2010 levels by 2050 or before.

WASTEWATER & STORMWATER

Wastewater & Stormwater: Vision

- The Town works with the Regional District of Nanaimo to support progressive and sustainable approaches to management of wastewater;
- Treated wastewater is used for irrigation in the Town, including golf courses;
- Systems are utilized that treat wastewater for re-use in various capacities throughout the community, including installation of micro-treatment plants where appropriate and where no negative impacts are experienced by residents;
- Waste heat and biosolids are harvested from wastewater treatment to support district or other nearby heating systems;
- Streets and other infrastructure minimize pollutants in runoff;
- The cosmetic use of herbicides and pesticides has been banned to reduce the pollution in runoff;
- Landowners use appropriate retention/detention and percolation strategies in their homes and landscapes (such as green roofs and rain gardens);

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- Art and sculpture are integrated into Town infrastructure where possible to not only meet engineering needs, but to add aesthetic and cultural value to public investments; and
- Amenity and habitat is created during water treatment processes by using wastewater polishing ponds, swales as songbird habitat, and other strategies.

Wastewater & Stormwater: Objectives

- Turn wastewater into a resource; and
- Eliminate any pollution or toxic impacts on the region's water system.

Wastewater & Stormwater: Proposed targets

- 75% of the Town's wastewater is treated to a level suitable for re-use as irrigation (tertiary treatment level).

SOLID WASTE

Solid Waste: Vision

- The Town supports the Regional District of Nanaimo's Zero Waste initiative, including pick-up for composting of household organic and yard waste and business organic waste;
- Recycling is standard practice in homes, businesses and public spaces;
- The benefits of composting are understood throughout the community;
- Waste reduction measures in Qualicum Beach businesses include reducing packaging, plastic bags, and others; and
- Organic and yard wastes are turned into resources that can be used in landscaping, farming or for bio-energy sources.

Solid Waste: Objectives

- To make solid waste and recycling services available throughout the Town, including businesses in the uptown;
- To achieve zero waste targets for homes and businesses in Qualicum Beach in alignment with the Regional Zero Waste Plan and to convert wastes to resources wherever possible.

Solid Waste: Proposed targets

- 100% diversion (zero waste) by 2050 or before.

3.3.6. Economic Prosperity

In 2050, the local economy is thriving, with opportunities for people of all ages. The economy has an emphasis on green business practices and local business. Sustainable tourism activities are also a fundamental part of the local economy.

Vision

- Economic impacts are considered, along with social and environmental concerns, in the decision-making process;
- Legal, fiscal and regulatory environment supports and encourages new business;
- Businesses that support a 'green', sustainable community, such as electric vehicles, renewable energy, solar panel installation, etc., are strongly supported;
- Research and development through local universities is encouraged;
- Tourists are attracted to Qualicum Beach because of the high quality of life and diversity of amenities for both residents and visitors;
- Sustainability objectives are integrated into the foundation of all economic development concepts and initiatives in the Town;
- The need to travel outside the community is reduced by a range of local jobs for all ages by development of sectors such as:
 - Tourism and service industries;
 - Agriculture and food industries;
 - Seafood industry;
 - Value-added forestry and additional small woodlot operations;
 - Arts and culture business opportunities;
 - Local businesses that make use of Information and Communication Technologies to access the regional and global economy;
 - Green technology businesses;
 - The education industry, including possibly a satellite campus of Vancouver Island University;
 - Mainstream and alternative health care;
 - Geriatric services, including research into seniors' health and needs;
 - Artisan value-added manufacturing;
 - Appropriate entertainment to meet desires of many age groups;
 - Local utilities; and
 - Progressive new industries (such as electric vehicles).
- Energy prices are relatively stable in the local economy due to energy efficiency and local, renewable, and clean sources of energy;
- Business activity in Qualicum Beach supports sustainability objectives and performance targets through the use of green business practices;
- Locally-made products are easily identified to support local businesses and the economic multiplier effect;
- Quality of life, a small artisan economy, a walkable community, health, and other elements are integral to the Town's unique "brand" and reputation;
- The quality of life is high while the cost of infrastructure and housing is reasonable;

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- There is an appropriate mix of housing to support the workers that a diverse local economy needs; and
- The Town of Qualicum Beach is a local government that remains in good fiscal health.

Objectives

- To develop an economy that delivers sustainable prosperity to the residents of Qualicum Beach.

Proposed targets

- By 2050 or before:
 - All residents of Qualicum Beach have access to work or financial support necessary to meet basic needs, especially families with children;
 - 100% of businesses practice green business methods such as recycling, energy efficiency in their facilities, energy efficiency in their fleets, and others, including reducing average energy consumption by 50%; emissions by 80% and waste by 100%;
 - 80% of jobs will be within a 5-minute walking distance of a greenway or transit stop;
 - 50% of businesses will be in buildings that have undertaken comprehensive energy retrofits or achieved a green building certification of some level.

3.3.7. Healthy Landscapes

Vision

In 2050, the community is surrounded by a wealth of natural beauty and a high quality public realm. The community cares for natural ecosystems to ensure that they are healthy and thriving. Parks, landscaping and other shared spaces are carefully designed to serve many purposes, with an emphasis on enhancing community life and sustainable practices.

- Local ecosystems in the Town have been mapped to support effective management decisions, and the Town works with senior governments to maintain the Sensitive Ecosystems Inventory (SEI);
- The Town continues to work with local and regional environmental groups (such as Streamkeepers);
- The health and stability of watersheds, aquifers, unstable cliff areas, environmentally-sensitive areas and habitats, the intertidal and marine zones, riparian areas, agricultural lands and key ecological areas are sufficiently protected;
- Key ecological areas that have been damaged are rehabilitated over time;
- The community is working to effectively respond to future implications of climate change;
- Ecological objectives are integrated into all development and design (both public and private), including permeable surfaces, habitat-oriented landscape planting, tree planting, and others;
- Outdoor recreational infrastructure supports the needs of all ages, particularly seniors, through a comprehensive web of natural areas, parks, playfields and greenways, including:
 - Play fields;
 - Children's playgrounds;
 - Tennis courts;
 - Baseball diamonds;
 - Lacrosse areas;
 - Dog off-leash areas;
 - Golf;
 - Lawn Bowling;
 - Milner Gardens and the Heritage Forest; and
 - Others.
- Parks, protected areas and greenways are being expanded through a long-term strategy for land acquisition;
- Public art is supported through continual investment, especially in new development projects;
- There are ample outdoor performance spaces to support cultural activities and events;
- The quality of the public realm and public spaces is of the highest quality to maintain a high level of livability, especially in higher density areas; and
- Sustainable materials are used in urban and landscape design, including permeable paving, materials with recycled content, efficient outdoor lighting that is powered by renewable energy, and others.

Objectives

- To ensure public and private land in Qualicum Beach is managed to maintain a high level of ecological health and offer a great quality of life including recreation, arts and cultural expression and food production.

Proposed targets

- 100% of the Town's ecosystem areas are mapped and regularly monitored;
- 100% of residents live within a five-minute walk of a greenway or park (see Land Use section);
- 100% of new developments of any scale include a habitat-supportive landscape planting strategy; and
- 100% of multi-family units have access to a community garden plot within a 10-minute walking distance (see Food section).

3.3.8. Green Buildings

In 2050, buildings are constructed to the highest level of energy efficiency and environmental performance, and older buildings have gone through extensive retrofits. Greenhouse gas emissions as a result of the construction and operation of buildings are close to zero. Due, in part, to the new way that buildings are conceived and constructed, the community enjoys improved physical and social health, economic prosperity, and a healthy ecosystem.

Vision

- Sustainable building performance has been achieved in all civic facilities;
- Green building practices are common throughout the community, including:
 - Energy efficiency;
 - Solar orientation;
 - Renewable and zero/low emission energy systems;
 - Water efficiency;
 - Wastewater and stormwater re-use;
 - Healthy and non-toxic materials;
 - Locally-sourced materials;
 - Habitat-supportive and water-wise landscape design; and
 - Others.
- Existing buildings are re-used where possible; and
- Older buildings have been retrofitted in accordance with green building practices.

Objectives

- To ensure that, over time, new and existing buildings in Qualicum Beach become more energy-efficient, water-efficient and healthy.

Proposed Targets

- New civic facilities will meet increasingly high green building performance targets until all are net zero annual energy consumption, water consumption and greenhouse gas emissions;
- All new buildings will be required to meet the Town's climate emission targets over time until an 80% reduction from 2010 levels is achieved;
- All existing buildings (prior to 2010) will be retrofitted to achieve a minimum 30% reduction in energy use or an Energuide rating level of 80;
- Water efficiency will increase by 50% over 2010 levels through use of high efficiency fixtures and efficient user behaviour;
- 100% of new buildings are "solar ready" (built with conduits for roof to water heater plumbing connections); and
- 100% of new buildings are built with dual plumbing for re-use of treated wastewater in toilets and irrigation.

3.4 Sustainability Plan Implementation

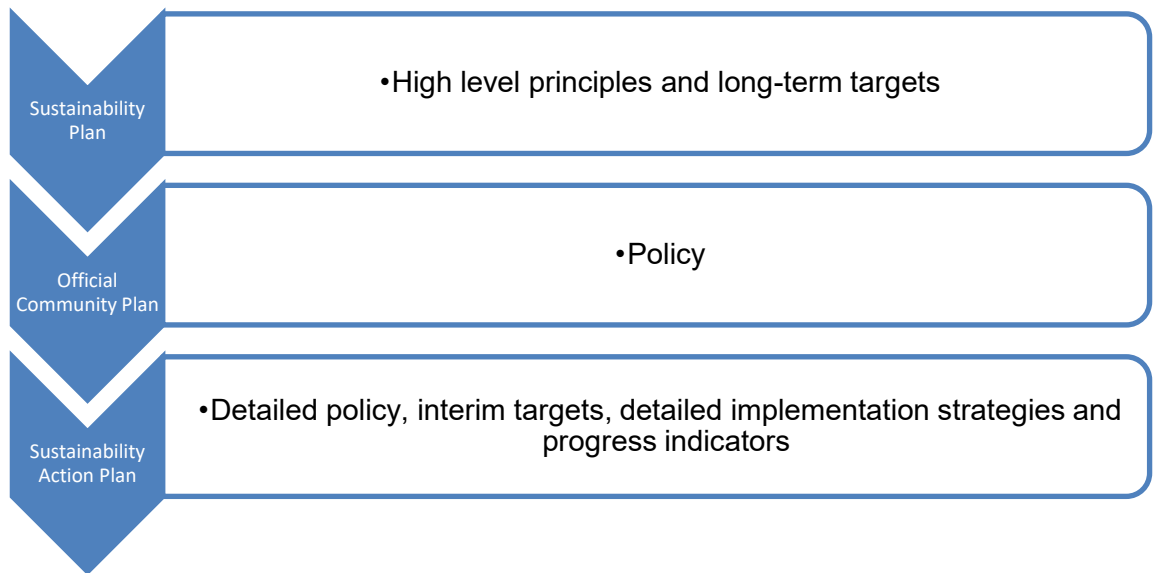
The Sustainability Plan is intended to be a strategic plan and long-term vision that identifies desired outcomes and directions for a wide range of issues. The Sustainability Plan is not intended to be applied directly to regulation; the implementation of the Sustainability Plan will be primarily through its connection with, and influence on, other legal plans and policies.

The primary implementation mechanism is through policies in the Official Community Plan (OCP). In addition, the Sustainability Plan will influence the Town’s transportation plans and other management plans which it shares with the Regional District of Nanaimo.

The responsibility for some areas of action on sustainability is beyond the jurisdiction and resources of the Town of Qualicum Beach and, as such, many agencies and individuals need to be engaged. In this context, the Town will work closely with the Regional District’s sustainability team, as well as with staff and decision-makers from other jurisdictions, agencies and levels of government.

The implementation plans associated with the OCP and other documents noted above will serve as the “action strategy” or implementation approach for the Sustainability Plan.

There are some areas in the Sustainability Plan that are not addressed in the OCP. For this reason, a Sustainability Action Plan will be developed to provide further detail on implementation measures and to provide a mechanism for monitoring progress.



2025 OCP Changes Tracker

1st Reading to 2nd Reading

Page	Change type	Policy/ Paragraph	Original text	New text
3	Replaced	Paragraph 4	Key strategies in the 2025 OCP include sustaining the natural environment, preserving the character and livability of the Town, promoting long-term housing security, enhancing public safety, and supporting compact, walkable neighbourhoods with multi-modal connections.	Key strategies in the 2025 OCP include sustaining the natural environment, preserving the character and livability of the Town, promoting long-term housing security, enhancing public safety, and supporting compact, walkable neighbourhoods with connections for various modes of transportation.
6	Added	Paragraph 1	-	It is important to note that these goals are not listed in priority order, and that references to the OCP Goals throughout this document will generally follow the order as shown below.
6	Replaced	Goal 3	Foster the health and well-being of people that live, work, play, and invest in the Town. Value residents and welcome all others in a spirit of inclusion, promoting and supporting demographic diversity, and continuing to promote parks and trails that support healthy lifestyles. Provide residents with access to social, cultural, and healthcare services as well as access to participation in community life, arts, and culture.	Foster the health and well-being of people that live, work, play, and invest in the Town. Value residents and welcome all others in a spirit of inclusion, promoting and supporting demographic diversity, and continuing to promote parks and trails that support healthy lifestyles. Support residents' access to social, cultural, and healthcare services as well as access to participation in community life, arts, and culture.

7	Added	Goal 10	Promote housing that meets the needs of the Town now and in the future across a variety of housing tenures, types, and sizes. Prioritize housing initiatives that support young adults and families, workers, older seniors, or persons with a disability.	Promote housing that meets the needs of the Town now and in the future across a variety of housing tenures, types, and sizes. Prioritize housing initiatives that support young adults and families, workers, older seniors, and/or persons with a disability.
8	Added	1.2.5	A Quality of Life Survey invitation sent to every household in Town and open to people from outside the Town, with approximately 1,000 responses during the first quarter of 2025.	A Quality of Life Survey invitation sent to every household in Town and open to people from outside the Town, with approximately 1,000 responses during the first quarter of 2025. Future Quality of Life Survey invitations shall include the survey in paper form.
13	Added	Local & Neighbourhood Area Plans	Intent: Local & Neighbourhood Area Plans provide a more detailed examination and strategy for individual areas and neighbourhoods. The compact geographical location of these plans allow for more detailed plans, directed to the goals of the specific neighbourhood.	Intent: Local & Neighbourhood Area Plans provide a more detailed examination and strategy for individual areas and neighbourhoods. The compact geographical location of these plans allow for more detailed plans, directed to the goals of the specific neighbourhood. Over time it may be determined that more local area plans or neighbourhood plans are warranted, based on future Council decision-making.
13	Deleted	Local & Neighbourhood Area Plans	Chartwell Neighbourhood Plan* Provides a long- term vision, policies, and guidelines for the development and redevelopment in the Chartwell Neighbourhood, addressing its unique character, needs, and opportunities (To be developed for future Council decision-making). Qualicum Woods Neighbourhood Plan* Provides a long -term vision,	

			policies, and guidelines for the development and redevelopment in the Qualicum Woods Neighbourhood, addressing its unique character, needs, and opportunities (To be developed for future Council decision-making).	
14	Added	Local & Neighbourhood Area Plans	-	Policies 1.3.4.1 To support the development of local area plans, neighbourhood plans, or other area-specific plans which provide vision and direction for the protection, development, or redevelopment of neighbourhoods in the Town, based on future Council decision-making.
14	Added	Topic-Specific Policy Plans	-	Community Climate Change Adaptation Plan: Addresses a wide range of climate impacts, from rising seas to increased drought, and heightened storm intensity.
14	Added	Topic-Specific Policy Plans	-	Pathways to a Sustainable Economic Development Strategy*: Supports sustainable economic growth, aiming to foster economic development in a way that protects the environment and quality of life in Qualicum Beach (Currently in progress, scheduled to be completed in early 2026).
25	Replaced	2.1.3.3	The Town shall, where possible, support community groups whose mandate is to attract more doctors to Qualicum Beach.	The Town shall, where possible, support community groups whose mandate is to attract more primary care providers to Qualicum Beach.
26	Added	2.1.3.13	The Town should support public art through continual investment, especially in new development projects	The Town may support public art through continual investment, especially in new development projects

27	Added	2.2.1 Paragraph 3		The details of the Town 's plan for sustainability are provided in detail in the Interim Sustainability Plan, which outlines eight Visionary Principles that will enable and sustain the future of a vibrant Qualicum Beach. These principles are: 1. Complete, Compact Community Land Use 2. Low-impact Transportation 3. Community Health 4. Sustainable Food Systems 5. Progressive Infrastructure 6. Economic Prosperity 7. Healthy Landscapes 8. Green Buildings As shown in section 1.2 of this Plan, these principles have been deeply integrated into the OCP through the forging of new OCP Goals which highlight the foundations of sustainability among other key community goals. By integrating the Visionary Principles of the <i>Interim Sustainability Plan</i> into the OCP Goals, sustainability becomes a necessary foundation of the policies and objectives flowing from them.
32	Replaced	2.3.3.3	The Town shall support the development of shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness. If appropriate locations within the Town of Qualicum Beach do not exist, the Town shall support efforts by regional partners such as the Regional District of Nanaimo to provide these services.	The Town may collaborate on regional initiatives with partners such as the Regional District of Nanaimo and the City of Parksville to support the provision of shelter for individuals experiencing homelessness and/or housing for individuals at risk of homelessness.

44	Replaced	2.6.3(b)	To ensure that municipal drainage does not impact on the water quality of Grandon Creek and Beach Creek.	<i>To ensure that municipal drainage minimizes impact on the water quality of Grandon Creek and Beach Creek.</i>
56	Updated	DPA G1-G12	A – Natural Environment, Ecosystems and Biodiversity	(b) Protection of the natural environment, its ecosystems and biological diversity
61	Added			As per Section 488 of the Local Government Act, a local government may only establish Form and Character Development Permit Areas for the following purposes: • Revitalization of an area in which commercial use is permitted • Establishment of objectives for the form and character of intensive residential development • Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development • In relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region The following tables provide the category, area, justification, and location of guidelines for each Form and Character Development Permit Area in the Town.

62	Replaced	DPA C1	D – Uptown Revitalization Area F – Commercial	(d) Revitalization of an area in which a commercial use is permitted (f) Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development
62	Replaced	DPA C2	F – Industrial	(f) Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development
63	Replaced	DPA C3	A – Natural Environment F – Commercial	(a) Protection of the natural environment, its ecosystems and biological diversity (f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
63	Replaced	DPA C4	F – Commercial	(f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
64	Replaced	DPA C5	F – Commercial / Multi-family / Institutional	(f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
64	Replaced	DPA C6	F – Commercial / Multi-family	(f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
64	Replaced	DPA C7	F – Commercial	(d) Revitalization of an area in which a commercial use is permitted

65	Replaced	DPA C8	A – Natural Environment E – Commercial	(a) Protection of the natural environment, its ecosystems and biological diversity (f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
66	Replaced	DPA C9	F – Institutional/Multi-family Residential	(f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
66	Replaced	DPA C10	A – Natural Environment F – Commercial	(a) Protection of the natural environment, its ecosystems and biological diversity (f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
67	Replaced	DPA 11	F – Commercial	(f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
67	Added	DPA 12	A – Natural Environment F – Commercial	(a) Protection of the natural environment, its ecosystems and biological diversity (f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development

68	Replaced	DPA E1	A – Natural Environment F – Commercial	(a) Protection of the natural environment, its ecosystems and biological diversity (f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
68	Replaced	DPA RFC1	E – Intensive Residential Development	(e) Establishment of objectives for the form and character of intensive residential development
69	Replaced	DPA RFC2	F – Multi-family Residential Development	(a) Protection of the natural environment, its ecosystems and biological diversity (b) Protection of development from hazardous conditions (f) Establishment of objectives for the form and character of commercial, industrial or multi-family residential development
72	Moved	Paragraph 5		Page 72: Moved from page 105 (Added to Section 3 Introduction) Land previously occupied by Qualicum Beach Elementary School on Primrose Street will continue as a community hub while retaining future potential as a school site.
73	Deleted	Diversity of Housing Goal	Diversity of Housing: Advanced by encouraging a mix of high-quality housing types and encouraging accessory residential uses for commercial and cultural spaces within the Village Neighbourhood.	Diversity of Housing: Advanced by encouraging a mix of housing types and encouraging accessory residential uses for commercial and cultural spaces within the Village Neighbourhood.

74-77	Re-worked	Land Use Designations within the Village Neighbourhood General Policies	Policies re-arranged, with some being added from other sections. Details for these changes are provided in "Village Neighbourhood Policy Changes Tracker" which is Attachment 3 to the Report to Council for the Nov. 20, 2025 Regular Council Meeting	
78	Added	3.2	Intent: The Light Industrial area is located east of Memorial Avenue between Second Avenue East and Fourth Avenue East. The area is home to a number of consumer-oriented businesses that would not be easily accommodated in a retail/residential environment, such as auto body shops, warehouses, glass repair, building supply and cabinet making.	Intent: The Village Light Industrial area is located east of Memorial Avenue between Second Avenue East and Fourth Avenue East as detailed in Map Schedule 2.2. The area is home to a number of consumer-oriented businesses that would not be easily accommodated in a retail/residential environment, such as auto body shops, warehouses, glass repair, building supply and cabinet making.
79	Added	3.2.3	The Town shall review off-site works and service standards, including sidewalk and boulevard improvements, for the Light Industrial Area.	The Town shall review off-site works and service standards, including sidewalk and boulevard improvements, for the Village Light Industrial Area.
78	Added	3.3	Intent: The Commercial/Cultural/Residential area includes several Town-owned properties near the south-west corner of Memorial Avenue and Fern Road, including a portion of the former bus garage property, the adjacent parking lot and The Old School House Property.	Intent: The Village Commercial/Cultural/Residential area includes several Town-owned properties near the south-west corner of Memorial Avenue and Fern Road, including a portion of the former bus garage property, the adjacent parking lot and The Old School House Property. This area is detailed in Map Schedule 2.2

80	Added	3.3.1	The Town and consultants shall further explore the feasibility of possible uses within the 'Commercial /Cultural/Residential' designation shown on map 'Schedule 2.2', including the following: • Park / Public Square • Neighbourhood Pub • Commercial Space (retail/office) • Artist Studios / Galleries • Hotel • Performing Arts Centre • Seniors' Centre • Residential Development Above Ground Floor • Outdoor Performance Venue • Parking • Movie Theatre	The Town and consultants shall further explore the feasibility of possible uses within the 'Village Commercial /Cultural/Residential' designation shown on map 'Schedule 2.2', including the following: • Park / Public Square • Neighbourhood Pub • Commercial Space (retail/office) • Artist Studios / Galleries • Hotel • Performing Arts Centre • Seniors' Centre • Residential Development Above Ground Floor • Outdoor Performance Venue • Parking • Movie Theatre
80	Added	3.3.2	The Town supports the "Final Bus Garage Concept & Design Report" recommendation that a public square be included as part of the development of the Commercial/Cultural/Residential area.	The Town supports the "Final Bus Garage Concept & Design Report" recommendation that a public square be included as part of the development of the Village Commercial/Cultural/Residential area.
81	Added	3.4	Intent: The Institutional designation includes publicly owned land within the Village Neighbourhood and residential care facilities. These institutional uses complement the private business and residential uses in the area and are part of a complete, compact community.	Intent: The Village Institutional designation includes publicly owned land within the Village Neighbourhood and residential care facilities as detailed in Map Schedule 2.2. These institutional uses complement the private business and residential uses in the area and are part of a complete, compact community.

81	Added	3.4.2	The Town supports the development of a primary medical facility and/or a multi-doctor facility on Jones Street on the land designated as "Institutional" on map 'Schedule 2.2'.	The Town supports the development of a primary medical facility and/or a multi-practitioner facility on Jones Street on the land designated as "Village Institutional" on map 'Schedule 2.2'.
81	Added	3.4.3	The Town shall support accessory residential uses on lands designated as "Village Neighbourhood: Institutional" where the primary institutional use would not be negatively impacted	The Town shall support accessory residential uses on lands designated as "Village Institutional" where the primary institutional use would not be negatively impacted
82	Added	3.5	Intent: Mixed Residential 1 is the residential portion of the Village Neighbourhood that is slightly farther from the uptown, and the development potential of this area is slightly less due to the distance. The maximum density of 60 units per hectare means that the area could accommodate townhouses, smaller condominiums, tiny house clusters or other compact residential developments with slightly larger setbacks than Mixed Residential 2, as well as more landscaping.	Intent: Village Mixed Residential 1 is the residential portion of the Village Neighbourhood that is slightly farther from the uptown, as detailed in Map Schedule 2.2. The development potential of this area is slightly less due to the distance. The maximum density of 60 units per hectare means that the area could accommodate townhouses, smaller condominiums, tiny house clusters or other compact residential developments with slightly larger setbacks than Village Mixed Residential 2, as well as more landscaping.
82	Added	3.5.1	The policies for 'Mixed Residential 2' shall apply to 'Mixed Residential 1', with the exception of Policy 3.6.3.	The policies for 'Village Mixed Residential 2' shall apply to 'Village Mixed Residential 1', with the exception of Policy 3.6.3.

82	Added	3.5.2	The maximum density for residential dwellings in the Mixed Residential 1 area shall be up to 60 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".	The maximum density for residential dwellings in the Village Mixed Residential 1 area shall be up to 60 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".
82	Added	3.6	Intent: Mixed Residential 2 is the residential portion of the Village Neighbourhood that is closest and most accessible to the uptown. The proximity and convenience of this area makes it well-suited for more residential density than the other parts of the Village Neighbourhood. The maximum density of up to 80 units per hectare means that the area could accommodate larger condominium or apartment buildings, intensive townhouse developments or other compact residential developments with reduced setbacks and landscaping.	Intent: Village Mixed Residential 2 is the residential portion of the Village Neighbourhood that is closest and most accessible to the uptown as detailed in Map Schedule 2.2. The proximity and convenience of this area makes it well-suited for more residential density than the other parts of the Village Neighbourhood. The maximum density of up to 80 units per hectare means that the area could accommodate larger condominium or apartment buildings, intensive townhouse developments or other compact residential developments with reduced setbacks and landscaping.

82	Added	3.6.1	The Town recognizes existing single-family and two-family dwellings within the area designated as 'Mixed Residential', as shown on map 'Schedule 2.2'.	The Town recognizes existing single-family and two-family dwellings within the area designated as 'Village Mixed Residential', as shown on map 'Schedule 2.2'.
82	Added	3.6.2	The Town will consider rezonings for medium-density residential uses within the area designated 'Mixed Residential', as shown on map 'Schedule 2.2'.	The Town will consider rezonings for medium-density residential uses within the area designated 'Village Mixed Residential', as shown on map 'Schedule 2.2'.
83	Added	3.6.3	The maximum density for medium-density developments in the "Mixed Residential 2" area shall be of up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".	The maximum density for medium-density developments in the "Village Mixed Residential 2" area shall be of up to 80 dwellings/ha. However, the Town will consider density bonuses in order to provide affordable housing, purpose-built rental housing, housing which serves Priority Housing Groups, underground parking, 'green' buildings, adaptable design features, public amenities and public open space as part of medium-density residential development within the "Village Neighbourhood".
83	Added	3.6.6	Building designs and site development for medium-density residential developments shall conform to the 'Residential Form and Character Design Guidelines'.	Building designs and site development for medium-density residential developments shall conform to the 'Small-Scale Residential Form and Character Design Guidelines'.

84	Added	3.7	Intent: Transitional Commercial/Residential is the area on the fringe of the uptown, where the land use could be commercial, residential or a combination of the two. The flexibility in this area is intended to accommodate fluctuations in commercial demand, as well as provide a transition between the commercial uptown and the surrounding residential areas. The density of this area is equivalent to the adjacent "Mixed Residential 2" area.	Intent: Village Transitional Commercial/Residential is the area on the fringe of the uptown, where the land use could be commercial, residential or a combination of the two as detailed in Map Schedule 2.2. The flexibility in this area is intended to accommodate fluctuations in commercial demand, as well as provide a transition between the commercial uptown and the surrounding residential areas. The density of this area is equivalent to the adjacent "Village Mixed Residential 2" area.
84	Added	3.7.1	The Town shall consider rezonings for medium-density residential and/or commercial uses within the area designated 'Transitional Commercial/Residential', as shown on map 'Schedule 2.2'	The Town shall consider rezonings for medium-density residential and/or commercial uses within the area designated 'Village Transitional Commercial/Residential', as shown on map 'Schedule 2.2'
84	Added	3.7.2	The Town shall develop a suitable mixed-use zoning for the 'Transitional Commercial/Residential' area that will encourage small-scale developments compatible with 'Development Permit Area C1' design guidelines.	The Town shall develop a suitable mixed-use zoning for the 'Village Transitional Commercial/Residential' area that will encourage small-scale developments compatible with 'Development Permit Area C1' design guidelines.

85	Added	3.8	Intent: The East Village is an area east of Memorial Avenue on land that was previously designated as Industrial. The parcels in this area are large and the ownership has been consolidated over the years, making it ideal for a comprehensive redevelopment. The density of this area is equivalent to the adjacent "Mixed Residential 2" area.	Intent: The East Village is an area east of Memorial Avenue on land that was previously designated as Industrial. The parcels in this area are large and the ownership has been consolidated over the years, making it ideal for a comprehensive redevelopment. The density of this area is equivalent to the adjacent "Mixed Residential 2" area. The location of the East Village area is detailed in Map Schedule 2.2
86	Added	3.9	-	Intent: The location of Village Parks and Squares within the Village Neighbourhood are detailed in Map Schedule 2.2
88	Added	Sustainable Food Systems	Sustainable Food Systems: Advanced by encouraging and facilitating small-scale market gardening on residential land.	Sustainable Food Systems: Advanced by encouraging small-scale market gardening on residential land.
90	Re-numbered	4.1.7-4.1.11	Policies were re-numbered to align with new policy list following the replacement of 3.0.26 to Section 3	-
83	Update	4.1.1.3	In addition to the tree protection bylaw, the Town shall explore further ways to preserve the "Estate Residential" forest, including Development Permit Area designations, possible changes to the Land Use and Subdivision Bylaw , and the increase of the current minimum parcel size.	In addition to the tree protection bylaws , the Town shall explore further ways to preserve the "Estate Residential" forest, including Development Permit Area designations, possible changes to the Zoning Bylaw , and the increase of the current minimum parcel size.

92	Added	4.1.2	Small-Scale Residential is defined as residential use that is four-units or less per parcel, at a neighbourhood scale. This density measurement is slightly different than the traditional units-perhectare (u/ha) model often used. Traditional u/ha densities will vary within this definition, generally between 40 u/ha and 80 u/ha depending on the size of the lot. The housing typologies within Small- Scale Residential could include, but are not limited to, any combination of single-detached dwellings, dwellings with secondary suites, ancillary dwelling units, duplexes, or houseplexes.	<i>Small-Scale Residential</i> is defined as residential use that is four-units or less per parcel, at a neighbourhood scale and is set out in map "Schedule 2.1". This density measurement is slightly different than the traditional units-per-hectare (u/ha) model often used. Traditional u/ha densities will vary within this definition, generally between 40 u/ha and 80 u/ha depending on the size of the lot. The housing typologies within Small-Scale Residential could include, but are not limited to, any combination of single-detached dwellings, dwellings with secondary suites, ancillary dwelling units, duplexes, or houseplexes.
93	Added	Intent & Land Use Patterns Paragraph 1	Intent & Land Use Patterns: The potential for new subdivisions and the availability of existing vacant small-scale residential lots within the municipal boundary is limited. Therefore, housing growth is anticipated to occur primarily as gentle infill with an incremental increase of secondary suites, ancillary dwelling units, and duplex and houseplex models within the Urban Containment Boundary over time.	Intent & Land Use Patterns: The potential for new subdivisions and the availability of existing vacant small-scale residential lots within the municipal boundary is limited. Therefore, housing growth is anticipated to occur primarily as gentle infill with an incremental increase of secondary suites, ancillary dwelling units, and duplex and houseplex models within the Urban Containment Boundary over time. This infill is not limited to new construction and may lend itself to renovations to existing buildings to include secondary suites or the conversion of living levels or storeys in an existing single-family building into separate dwelling units.

96	Added	4.1.3	Medium-Density Residential is defined as residential use that is five units or more per parcel. This density measurement is slightly different than the traditional units-per-hectare (u/ha) model often used. Traditional u/ha densities will vary with this definition, depending on the size of the lot. The housing typologies within Medium-Density Residential may include, but are not limited to, any combination of houseplexes, townhouses, apartments and condominiums. Some of these typologies may also include ancillary dwelling units.	<i>Medium-Density Residential</i> is defined as residential use that is five units or more per parcel and is set out in map "Schedule 2.1". This density measurement is slightly different than the traditional units-per-hectare (u/ha) model often used. Traditional u/ha densities will vary with this definition, depending on the size of the lot. The housing typologies within Medium-Density Residential may include, but are not limited to, any combination of houseplexes, townhouses, apartments and condominiums. Some of these typologies may also include ancillary dwelling units.
98	Updated	4.1.3.1	Residential density and land use within the "Village Neighbourhood" shall be in accordance with "Section 2.2.1 Village Neighbourhood".	Residential density and land use <i>within</i> the "Village Neighbourhood" shall be in accordance with "Section 3 Land Use Designations within the Village Neighbourhood".
100	Updated	4.2.1	The Town shall discourage further rezoning applications for commercial uses except as provided for within the "Village Neighbourhood", as described under Section 2.2.1 and illustrated on map 'Schedule 2.2' of the Bylaw, and for a limited amount of neighbourhood oriented commercial in accordance with the Interim Sustainability Plan.	The Town shall discourage further rezoning applications for commercial uses except as provided for within the "Village Neighbourhood", as described under Section 3 and illustrated on map 'Schedule 2.2' of the Bylaw, and for a limited amount of neighbourhood-oriented commercial in accordance with the Interim Sustainability Plan.

110	Added		In order to promote and encourage the retention of large rural holdings, the Town shall not support the reduction of minimum parcel sizes for "Rural" designated lands unless: • The rural form and character of the lands are secured, and; • The proposal significantly advances at least one of the OCP Goals	In order to promote and encourage the retention of large rural holdings, the Town shall not support the reduction of minimum parcel sizes for "Rural" designated lands unless: • The property is to the south of Rupert Road between Memorial Avenue and Qualicum Road, and; • Is not located within the Agricultural Land Reserve, and; • The rural form and character of the lands are secured, and; • The proposal significantly advances at least one of the OCP Goals
125	Updated	4.9.4	The program of waterfront improvements should be continued. The 2016 Waterfront Master Plan and Section 2.2.7 of this Plan provide more details on how the central waterfront can be developed with a unique park-like character.	The program of waterfront improvements should be continued. The Waterfront Master Plan and Section 4.7 of this Plan provide more details on how the central waterfront can be developed with a unique park-like character.