Agenda for the 10:00 am Wednesday, October 22, 2025, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

Page No. **(This meeting may be recorded)**

1. ADOPTION OF THE AGENDA

1-7 THAT Council adopts the October 22, 2025, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(l) in the October 22, 2025, Consent Agenda be adopted.

8	(a)	THAT the September 10, 2025, special Council meeting minutes be approved as presented.
9-10	(b)	THAT the September 10, 2025, Committee of the Whole meeting minutes be approved as presented.
11-22	(c)	THAT the September 17, 2025, regular Council meeting minutes be approved as presented.
23	(d)	THAT the September 29, 2025, special Council meeting minutes be approved as presented.
24	(e)	THAT the October 1, 2025, special Council meeting minutes be approved as presented.
25-29	(f)	THAT the October 6, 2025, Public Hearing meeting minutes be approved as presented.
30-33	(g)	THAT the October 8, 2025, regular Council meeting minutes be approved as presented.
34-35	(h)	THAT the October 10, 2025, special Council meeting minutes be approved as presented.
36-39	(i)	THAT the Quarter 3 2025 Report for Fire Rescue Services be received for information.
40-42	(j)	THAT the Update for Construction and Building Permits for July, 2025 to September, 2025 be received for information.
43	(k)	THAT the Q3 2025 Report for Tree Permits be received for information.
44	(l)	THAT the Q3 Bylaw Report be received for information.

3. RECOGNITION - Nil

4. BUSINESS ARISING FROM THE MINUTES – Nil

5. DELEGATIONS – Nil

6. CORRESPONDENCE

46-48 (a) **Regional District of Nanaimo Municipal Consent for Regional Parks and Trails Service Regional Parkland Acquisition Loan Authorization Bylaw No. 1961, 2025 | Bylaw Consent**

Staff Recommendation:

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.

Staff Comment:

The estimated debt servicing cost associated with RDN Loan Authorization Bylaw No. 1961, 2025 is $1,763,411, based on a 20-year borrowing term and an assumed Municipal Finance Authority (MFA) interest rate of 4.8%.

Under this scenario, the annual financial impact to the Town of Qualicum Beach through the RDN levy is projected to be approximately $108,000 per year**.**

49-61 (b) **Receipt of Petition | Neighbourhood Petition Opposing Large Care Facility at 431 College Road**

Staff Recommendation:

THAT Council receives the petition titled Neighbourhood Petition Opposing Large Care Facility at 431 College Road dated for reference October 15, 2025.

7. BYLAWS

62-63 (a) **Adoption of Alternate Means of Public Notice Bylaw No. 911, 2025**

1. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be adopted.

64-68 (b) **Adoption of Property Tax Exemption Bylaw (2026)**

1. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be adopted.

69 (c) **Adoption of "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025"**

1. 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.

70-113 (d) **Eaglecrest Official Community Plan (OCP) and Zoning Amendment Bylaws**

Staff Recommendations:

1. THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be read a third time as amended.
2. THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be adopted.
3. THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be read a third time as amended.
4. THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be adopted.
5. 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.
6. 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.

8. COMMITTEE & LIAISON REPORTS

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

(i) Report from Mayor Westbroek

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

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

(i) Report from Councillor Skipsey

(ii) Heritage Forest Commission Recommendation

Recommendation:

THAT the Heritage Forest Commission recommends to Council 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.

Staff Comment:

The Financial Plan Amendment Bylaw scheduled for Council consideration on October 22 includes a total budget provision of $25,000 to fund the installation of split cedar rail fencing within the Heritage Forest. This amount reflects the most recent cost estimate received for the proposed works**.**

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

114 (i) Report from Councillor Vander Valk

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

(i) Report from Councillor Young

9. STAFF REPORTS

(1) Finance

115-137

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

Staff Recommendation:

THAT the Report titled "Third Quarter Update 2025: Council Strategic Initiatives, Capital Program and Operations Update," dated October 22, 2025, be received for information.

(b) 2025 – 2029 Financial Plan Amendment Bylaw 908.01, 2025 – Report to be circulated

138-145

(c) 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 introduced and read a first time.
2. 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.
3. 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.
4. 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.
5. THAT Council directs staff to review options for a Water Infrastructure Charge and provide a report to Council in 2026.

146-149

(d) 2026 – 2028 Sewer Parcel Tax

1. 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.
2. 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.

(2) Airport

150-154

(a) Further Expansion of Noise Sensitive Areas

THAT Council rescind Resolution No. 25-209:

THAT Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended circuit procedures;

AND FURTHER THAT Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) as shown on Appendix 1 of this Staff Report dated September 17, 2025;

AND FURTHER THAT Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended circuit procedures, as shown on Appendix 1 of this Staff Report, dated October 22, 2025;

AND FURTHER THAT Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) and the south side of the Qualicum Beach Runway 11-29 (RWY), Aldous Road, Cottonwood Drive, Hemsworth Road and Rupert Road as shown on Appendix 1 of this Staff Report dated October 22, 2025;

AND FURTHER THAT Council directs staff to only investigate inquiries/complaints related to Noise Abatement Procedure (NAP) and curfew violations at the Airport, given the Airport Authority's inability to enforce NSAs.

(3) **Operations**

(a) **Interim Cenotaph Measures | Verbal Report from Staff**

(4) **Corporate Services**

155-160 (a) **Review of Council Size Prior to 2026 General Local Election**

1. THAT Council retain it's "Town" classification, with no change in current Council composition, being four Councillors and one Mayor.
2. 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."

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

Staff Recommendations:

THAT Council approve the 2026 meeting schedule.

(5) **Planning & Community Development**

161-222 (a) **Zoning Amendment, Official Community Plan Amendment & Development Permit | 431 College Road**

Staff Recommendations:

1. THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (431 College Road) Bylaw No. 900.05, 2025" be introduced and read a first time.

2. THAT the Bylaw entitled “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (431 College Road) Bylaw No. 800.07, 2025” be introduced and read a first time.

3. THAT the Zoning Amendment and Development Permit application for 431 College Road be referred to the Advisory Planning Commission for comment, subject to the applicant providing a breakdown of the off-street parking calculations.

223-224

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

Staff Recommendation:

THAT Council receives the updated timeline for consideration and adoption of the 2025 OCP Amendment Bylaw.

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 (October 24, 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 2:00 pm Wednesday, September 10, 2025, Town of Qualicum Beach Special Meeting held in Council Chambers, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

Mayor Westbroek called the meeting to order in the Council Chamber at 2:00 pm acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the September 10, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 2:00 pm
MEETING REOPENED TO THE PUBLIC: 3:28 pm

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

MEETING ADJOURNED: 3:28 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

DRAFT - Minutes of the 4:00 pm Wednesday, September 10, 2025, Town of Qualicum Beach Committee of the Whole Meeting held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Petronella Vander Valk Councillor Jean Young Councillor Anne Skipsey Councillor Scott Harrison
ALSO PRESENT:	Staff:	Lou Varela, Chief Administrative Officer (CAO) Heather Svensen, Director of Corporate Services Luke Sales, Director of Planning & Community Development Oliver Watson, Capital Projects Manager John Manson, Interim Director of Operations and Engineering Jason Froats, Information Systems Analyst Nathan Cernusca, Corporate Services Coordinator

The Mayor called the Committee of the Whole meeting to order at 4:00 pm and acknowledged the meeting was being held on the traditional territory of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA
The Committee adopted, by unanimous consent, the September 10, 2025, Committee of the Whole meeting agenda as presented.
CARRIED UNANIMOUSLY

9 members of the public in attendance

OPERATIONS
Highway 19A Strategic Priorities Grant Project

Richard Drdul, P. Eng., Community Transportation Planner, presented the report to Council for information highlighting the following:

- Portion of the roadway from Memorial Avenue to the Shady Rest;
- Shady Rest to Jubilee Park – new features – long median islands; protected bicycle lane; narrower traffic lanes; parking;
- East of Bay Street - new features – 8 median islands; bicycle lanes; green spaces; buffered parking; narrower traffic lanes.

2025 Community Transportation Plan Update

Richard Drdul, P. Eng., Community Transportation Planner, presented the Community Transportation Plan 2025 Update report to Council for information.

PUBLIC INPUT OPPORTUNITY

- **Todd Provost –** thanked staff for pedestrian crossing at Hall Road, encouraged future measures and requested reduced speed limits.
- **Susan Lloyd –** noted the Community Transportation Plan is not a master plan for transportation in the Town and encouraged Council to flush out the process of prioritizing projects and how public input is utilized within this, discussed Seacrest slope pedestrian access and future round-about at Eaglecrest.
- **Tim Pritchard –** noted problems at the Yambury turn off, Memorial and Fern Road intersection, and RRFB allocations.

Luke Sales left the meeting at 5:50 pm

- **Todd Provost –** spoke on gateway signage and reduction of residential road speeds.

ADJOURNMENT
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole adjourns the September 10, 2025, Committee of the Whole meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 6:03 pm

Certified Correct:

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

DRAFT - Minutes of the 10:00 am Wednesday, September 17, 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 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 Nathan Cernusca, Corporate Services Coordinator 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 September 17, 2025, regular Council meeting agenda as amended by:

- Replacing item 7(e), Bylaws, Eaglecrest Revisioning – OCP and Zoning Amendment Bylaws
- Replacing ii 9(1)(b), Staff Reports, Airport, Consideration of Noise Sensitive Areas, Attachment 1;
- Replacing item 9(2)(a), Staff Reports, Corporate Services, 2025 Special Event Sponsorship Applications;
- Replacing item 9(2)(c), Staff Reports, Corporate Services, 2025 Special Event Applications; and
- Adding a late item, Item 9(4)(d), Staff Reports, Planning & Community Development, Eaglecrest Golf Course – Request for Proposal.

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2(a) to 2(e) in the September 17, 2025, Consent Agenda.

(a) THAT the July 16, 2025, regular Council meeting minutes be approved as presented.
(b) THAT the July 23, 2025, special Council meeting minutes be approved as presented.
(c) THAT the July 23, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented.
(d) THAT the July 23, 2025, Committee of the Whole meeting minutes be approved as presented.
(e) THAT the Correspondence Log, dated for reference September 8, 2025, be approved as presented.

CARRIED UNANIMOUSLY | Resolution No. 25-184
END OF CONSENT AGENDA

RECOGNITION - Nil

BUSINESS ARISING FROM THE MINUTES – Nil

DRAFT

DELEGATIONS

(1) **Parksville Qualicum Beach Tourism Association Annual Reporting**
B. Sepos (Executive Director), Parksville Qualicum Beach Tourism Association, in attendance to present their annual reporting.

CORRESPONDENCE

(a) **Broombusters 2025 Annual Report**
Received for Council information.

(b) **Qualicum Beach Pickleball Club Court Reservations**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council allow the Qualicum Beach Pickleball Club to reserve the 3rd court on Monday, Wednesday, and Friday from 1:00 pm to 4:30 pm from now until they move indoors at the Civic Centre in mid October.
CARRIED | Resolution No. 25-185
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

BYLAWS

(a) **Alternate Means of Public Notice Bylaw No. 911, 2025 (Originally presented at July 16, 2025, regular Council meeting**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED
1. THAT Council deems the Town's website and the email subscription service as reliable, suitable and accessible as described in the *Public Notice Regulation*.

2. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 25-186

(b) **Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre) Bylaw No. 638.05, 2025 and Policy 4004-1 Civic Centre Civic Centre and Community Hall Rentals**
1. Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre/Community Hall) Bylaw No. 638.05, 2025" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 25- 187

2. Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre/Community Hall) Bylaw No. 638.05, 2025" be read a second time.
CARRIED UNANIMOUSLY | Resolution No. 25-188

3. Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre/Community Hall) Bylaw No. 638.05, 2025" be read a third time.
CARRIED | Resolution No. 25-189
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

4. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council approve revised Policy 4004-1 Civic Centre and Community Hall Rentals.
CARRIED UNANIMOUSLY | Resolution No. 25-190

(c) **Property Tax Exemption Bylaws (2026)**

1. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be introduced and read a first time.
   CARRIED UNANIMOUSLY | Resolution No. 25-191

2. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be read a second time.
   CARRIED UNANIMOUSLY | Resolution No. 25-192

3. Councillor Young MOVED and Councillor Harrison SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be read a third time.
   CARRIED UNANIMOUSLY | Resolution No. 25-193

4. Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be introduced and read a first time.
   CARRIED UNANIMOUSLY | Resolution No. 25-194

5. Councillor Skipsey 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 read a second time.
   CARRIED UNANIMOUSLY | Resolution No. 25-195

6. Councillor Harrison MOVED and Councillor Young SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be read a third time.
   CARRIED UNANIMOUSLY | Resolution No. 25-196

(d) **Third Reading 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 read a third time as amended.
CARRIED | Resolution No. 25-197
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

DRAFT

(e) **Eaglecrest Revisioning – OCP and Zoning Amendment Bylaws**

WHEREAS the Town of Qualicum Beach recognizes the recreational, cultural, and historical value of the Eaglecrest Golf Course Lands to the community;

AND WHEREAS the Town acknowledges the long-term community value of the Eaglecrest Golf Course Lands as a recreational asset;

AND WHEREAS the Eaglecrest Golf Course Lands provide employment opportunities and contribute to local tourism;

AND WHEREAS the Eaglecrest Golf Course Lands, or a portion thereof, if repurposed could offer environmental and recreational benefits through reforestation or naturalization, including potential carbon sequestration;

AND WHEREAS the Eaglecrest Golf Course Lands provide ongoing benefits to residents of the Eaglecrest neighbourhood as well as the broader community;

AND WHEREAS the Town has received an informal estimated cost of $2.3M for the upgrading of the building, greens and equipment to an industry standard;

AND WHEREAS the Community Transportation Plan includes a roundabout at the intersection of Village Way and Highway 19A with an estimated cost in the range of $3M noting that staff have received recent estimates in the range of $5M;

AND WHEREAS the Eaglecrest Golf Course Lands may become a source of complaints from surrounding residents if the Golf Course is closed and not maintained to an appropriate standard;

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council not entertain six-story developments as identified in Schedule B of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and in Schedule D of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.
CARRIED UNANIMOUSLY

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council not include the areas that currently make up Yambury Park as identified in Schedule I & Schedule L of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and in Schedule K & Schedule L of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025, in potential rezoning and OCP amendments.
CARRIED UNANIMOUSLY

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council exclude consideration of the parcel at the North-West corner of Country Club Drive and Highway 19A as identified in Schedule C of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and in Schedule E of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 and in.
CARRIED UNANIMOUSLY

DRAFT

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be introduced and read a first time, as amended to exclude the following items:

- THAT Council not entertain six-story developments as identified in Schedule B of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025.
- THAT Council not include the areas that currently make up Yambury Park as identified in Schedule I & Schedule L of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025, in potential rezoning and OCP amendments.
- THAT Council exclude consideration of the parcel at the North-West corner of Country Club Drive and Highway 19A as identified in Schedule C of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025.

CARRIED | Resolution No. 25-198
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be read a second time.
CARRIED | Resolution No. 25-199
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 introduced and read a first time, as amended to exclude the following items:

- THAT Council not entertain six-story developments as identified in Schedule D of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.
- THAT Council not include the areas that currently make up Yambury Park as identified in Schedule K & Schedule L of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025, in potential rezoning and OCP amendments.
- THAT Council exclude consideration of the parcel the North-West corner of Country Club Drive and Highway 19A as identified in Schedule E of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.

CARRIED | Resolution No. 25-200
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, 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 read a second time.
CARRIED | Resolution No. 25-201
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council, in accordance with the *Local Government Act*, has considered referrals to the following agencies and organizations including School District No. 69 (Qualicum), Regional District of Nanaimo, Island Health, Ministry of Transportation and Infrastructure, and the Agricultural Land Commission, and hereby directs staff to formally notify Qualicum First Nation and Nanoose First Nation of the proposed amendments.
CARRIED UNANIMOUSLY | Resolution No. 25-202

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to schedule a Public Hearing for a Special Council meeting on October 6th, 2025 at 2pm at the Civic Centre, 747 Jonest Street, to receive comments from the public with regard to Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.
CARRIED UNANIMOUSLY | Resolution No. 25-203

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council take a 30-minute recess.
CARRIED UNANIMOUSLY

MEETING RECESSED: 12:28 pm
MEETING RECONVENED: 1:00 pm with all of Council in attendance

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT pursuant to Council Procedure Bylaw No. 733, 2019, the meeting be extended beyond the 3-hour time limit.
CARRIED UNANIMOUSLY

(f) **Zoning Amendment | 510 Chester Road**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, 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.
CARRIED UNANIMOUSLY | Resolution No. 25-204

Councillor Skipsey MOVED and Councillor Young SECONDED, 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.
CARRIED | Resolution No. 25-205

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, 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.

CARRIED UNANIMOUSLY | Resolution No. 25-206
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

(g) **Zoning Amendment | 230 Rupert Road**

Withdrawn at the request of the applicant.

DRAFT

COMMITTEE & LIAISON REPORTS

(1) **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on his portfolio activities and requested a letter of congratulations be sent to SD69 and the City of Parksville for the completion of the Ballenas track

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

(3) **Parks & Recreation** (Councillor Anne Skipsey)
Councillor Skipsey commented on her written report included in the agenda.

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT Council direct staff to investigate the advisability and feasibility of converting the current 3rd tennis court and adjacent space into 4 pickleball courts with the findings to be considered by Council during Strategic Planning.
CARRIED UNANIMOUSLY | Resolution No. 25-207

(4) **Community Development** (Councillor Petronella Vander Valk)
Councillor Vander Valk commented on her written report included in the agenda.

(5) **Arts & Culture** (Councillor Jean Young)
Councillor Young commented on her portfolio activities.

STAFF REPORTS

(1) **Airport**

(a) **June 25, 2025, Airport Committee of the Whole Follow-Up Report**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the petition requesting Council to "restrict aircraft circuit training over residential areas, prohibit helicopter training over residential areas, and charge landing fees like other BC municipal airports" presented to Council at the June 25, 2025 Committee of the Whole Meeting and formally presented to the Corporate Officer June 30, 2025, be received.
CARRIED UNANIMOUSLY | Resolution No. 25-208

(b) **Consideration of Expansion of Noise Sensitive Areas**
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended circuit procedures;

AND FURTHER THAT Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) as shown on Appendix 1 of this Staff Report dated September 17, 2025.
CARRIED | Resolution No. 25-209
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

(2) **Corporate Services**

(a) **2025 Special Event Sponsorship Applications**

Councillor Young MOVED and Mayor Westbroek SECONDED, THAT Council remove the one-time sponsorship up to a maximum of $2,500 for the Qualicum Beach Farmers Market Christmas Night Market event held December 5, 2025.

MOTION DEFEATED

Opposed: Mayor Westbroek, Councillor Vander Valk, Councillor Skipsey, Councillor Harrison

In Favour: Councillor Young

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,

1. THAT Council approve a one-time sponsorship of $668 for the Qualicum Community Education and Wellness Society Pop Up Conversation Nook events held Saturday Mornings on Fir Street every two weeks September through December, 2025, subject to the submission of original receipts to the Town for review and approval as eligible expenses.

2. THAT Council approve a one-time sponsorship of $800 for the Qualicum Beach Collective Society Moonlight Madness I-Spy event held November 20 to December 4, 2025, subject to the submission of original receipts to the Town for review and approval as eligible expenses.

3. THAT Council approve a one-time sponsorship up to a maximum of $2,500 for the Qualicum Beach Farmers Market Christmas Night Market event held December 5, 2025, subject to the submission of original receipts to the Town for review and approval as eligible expenses.

4. THAT Council approve a one-time sponsorship of $1,516 for the Qualicum Beach Curling Club Scotland to Canada Women's Friendship Curling Tour event held Tuesday November 18, 2025, subject to the submission of original receipts to the Town for review and approval as eligible expenses.

5. THAT Council approve a one-time sponsorship up to a maximum of $2,500 for the Qualicum Beach Merchant Society Moonlight Madness event held November 27, 2025, pending the provision of additional details and the submission of original receipts to the Town for review and approval as eligible expenses.

CARRIED | Resolution No. 25-210

Opposed: Councillor Young

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

(b) **2025 Subsidized Rental Applications**

Councillor Skipsey MOVED and Councillor Harrison SECONDED,

1. THAT Council approves a one-time subsidy for the use of the Qualicum Beach Community Hall on January 24, 2026, for the 2026 BC Police Curling Championship Banquet, by waiving the full rental rate of $234 plus applicable taxes, resulting in a $234 subsidy.

2. THAT Council approves a one-time subsidy for use of the Qualicum Beach Civic

Centre on February 6 & 7, 2026, for the Qualicum Beach Seedy Saturday Association, by charging a reduced rate of $1,117 plus applicable taxes, as opposed to the Policy rate of $1,483 plus applicable taxes, resulting in a $366 subsidy.

3. THAT Council approves a one-time subsidy for use of the Qualicum Beach Civic Centre on November 8, 2025, for the Ducks Unlimited Gala, by charging a reduced rate of $1,253 plus applicable taxes, as opposed to the Policy rate of $1,689 plus applicable taxes, resulting in a $436 subsidy.

CARRIED UNANIMOUSLY | Resolution No. 25-211

(c) **2025 Special Event Applications**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council approves, in principle, the request from the Qualicum Beach Farmers Market to host the Christmas Night Market, on Thursday, December 5, 2025, including live music, vendors and food trucks; AND FURTHER THAT the Town provide support in the form of access to the garbage bin behind the Community Hall, access to the Community Hall outdoor washroom, water and electrical access and supply for the duration of the event; AND FURTHER THAT Council authorizes the closure of Veterans Way (from Memorial Avenue to Berwick Road) on December 5, 2025 from 11:00 am to 11:00 pm to facilitate the Christmas Night Market, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insured and litter control.

CARRIED UNANIMOUSLY | Resolution No. 25-212

(d) **Authorization for the Creation of the Field of Crosses | Rotary Club of Qualicum Beach and Royal Canadian Legion Branch 76**

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT the Town of Qualicum Beach grants permission to the Rotary Club of Qualicum Beach and the Royal Canadian Legion Branch 76 to create a 'field of crosses' to honour Veterans from WWI and WWII, as requested in the correspondence received September 7, 2025; AND FURTHER THAT, the Rotary Club and the Legion be permitted to erect the display on the grassy area kitty-corner from the Qualicum Beach Curling Club on Railway Street, between the railway tracks and the road, from November 4, 2025 to November 12, 2025.

CARRIED UNANIMOUSLY | Resolution No. 25-213

(e) **Levels of Service 1002 – Benches and Picnic Tables**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT authorizes the following amendment to the Levels of Service 1002 – Benches and Picnic Tables to allow for two additional picnic tables at the newly created Community Skateboard Park:

- In the 4th bullet under Operations, striking "40" and inserting "42".

CARRIED UNANIMOUSLY | Resolution No. 25-214

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

Received for information.

DRAFT

(g) **Policy 3000-25 | Media Policy & Policy 3000-26 | Official Town Social Media & Third Party Content Additional Information *(originally presented at July 16, 2025, regular Council meeting*)**

Councillor Skipsey MOVED and Councillor Harrison SECONDED,

1. THAT Council approves Policy 3000-25 | Media Policy
2. THAT Council approves Policy 3000-26 | Official Town Social Media & Third Party Content Policy

CARRIED UNANIMOUSLY | Resolution No. 25-215

(h) **Council Attendance at the Vancouver Island Economic Alliance Conference**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorize Councillor Harrison and Councillor Young to attend the Vancouver Island Economic Alliance Conference in Nanaimo, October 28-30, 2025 funded through the designated Council Conference attendance budget.

CARRIED UNANIMOUSLY | Resolution No. 25-216

(3) **Finance**

(a) **Pickleball Courts**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the resolution on Pickleball Courts (Item 9(3)(a)) is withdrawn from the agenda.

CARRIED UNANIMOUSLY

(4) **Planning & Community Development**

(a) **Official Community Plan (OCP) Review Timeline and Decision Points**

Business from July 16, 2025, Meeting

OCP Decision Point # 19

1. Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT staff work with the OCP Review Steering Committee to streamline the OCP structure to provide a tighter focus on land use and development policies with some existing OCP content being relocated to other plans such as the Community Transportation Plan or Zoning Bylaw.

   CARRIED UNANIMOUSLY | Resolution No. 25-217

New Recommendations

OCP Decision Point # 11

2. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council rescinds the July 16, 2025, portion of *resolution 25-152*, “THAT the non-ALR parcels of south side of Rupert Road between Memorial Avenue and Qualicum Road be included into the Urban Containment Boundary.” AND FURTHER THAT the non-ALR parcels south of Rupert Road remain outside the Urban Containment Boundary and that policies be incorporated into the Rural land use designation to support potential subdivision of these properties into large estate residential lots and to clarify potential commercial uses for the former Garden Centre property.

   CARRIED UNANIMOUSLY | Resolution No. 25-218

DRAFT

3. Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council receives the proposed timeline for consideration of the OCP Amendment Bylaw, attached as Appendix 1 to the September 17, 2025, staff report, noting that the Province has indicated that the updated OCP must be adopted by December 31st, 2025.
CARRIED UNANIMOUSLY | Resolution No. 25-219

4. Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council receives confirmation from staff that Zoning Bylaw No. 900 already permits enough dwelling units to meet the housing needs identified in the 2024 Interim Housing Needs Report and therefore does not require an amendment at this time, as detailed in Attachment 2 to the September 17, 2025, Planning report to Council.
CARRIED UNANIMOUSLY | Resolution No. 25-220

(b) **Development Permit | 131 Garden Road East**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to issue a Development Permit for 131 Garden Road East, as detailed in the September 17, 2025, Staff Report to Council, subject to the addition of landscaping between driveway accesses on Garden Road East, as shown on *Figure 2: Proposed Site Revisions* of this report, bringing the proposal in closer alignment with the Town's Interim Residential Design Guidelines.
CARRIED UNANIMOUSLY | Resolution No. 25-221

(c) **Development Variance Permit | 796 Canyon Crescent Road**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council directs staff to fulfill statutory notification requirements to allow the Development Variance Permit application for 796 Canyon Crescent Road to be considered by Council at a future regular meeting.
DEFEATED
Opposed: Councillor Skipsey, Councillor Vander Valk, Mayor Westbroek
In Favour: Councillor Harrison, Councillor Young

(5) **Operations**

(a) **2025 Strategic Priorities Grant Intake – Highway 19A**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,

1. THAT Council direct staff to submit the Highway 19A Complete Street Project to the Strategic Priorities Grant 2025 Intake under the Capital Asset category, in the amount of $4,067,672.
2. THAT Council agree that any cost overruns to the project will be funded from reserve funds designated for investments in capital infrastructure.
3. THAT the 2026-2030 financial plan include a capital expenditure budget provision in budget year 2026 in the amount of $4,067,672.
4. THAT $570,000 be allocated in the 2027 financial year to complete companion works associated with this project, namely the resurfacing of adjacent parking lots and associated minor landscaping/works.

CARRIED UNANIMOUSLY | Resolution No. 25-222

(b) **Re- establishment of Cenotaph Location at Memorial Avenue and Railway Street**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council direct Town staff to install the salvaged flagpole, cenotaph boulder, and plaque for placement upon the grassy area at the southwest corner of Memorial Avenue and Railway Street, as an interim solution prior to design and replacement of the cenotaph proposed for 2026;
AND FURTHER THAT staff be directed to resubmit the scoping sheet to Strategic Planning for design and construction of a replacement cenotaph in 2026.
CARRIED UNANIMOUSLY | Resolution No. 25-223

9(4)(d) **Eaglecrest crest Golf Course - Request for Proposals**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, THAT staff be directed to issue an RFP for the potential operation of the Eaglecrest Golf Course including but not necessarily limited to the club house, restaurant, pro-shop, and the Golf Course lands;
AND FURTHER THAT responses to the RFP be reviewed at a future Closed meeting of Council.
CARRIED | Resolution No. 25-224
Opposed: Councillor Harrison
In Favour: Mayor Westbroek, Councillor Skipsey, Councillor Vander Valk, Councillor Young

REVIEW OF COMMENTS FROM THE PUBLIC
Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (September 19, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- M. Brown, Comments regarding 510 Chester Road Rezoning

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

MEETING ADJOURNED: 3:11 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

DRAFT - Minutes of the 10:30 am Monday, September 29, 2025, Town of Qualicum Beach Special Meeting held in Council Chambers, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the September 29, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

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

(c) labour relations or other employee relations;
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 10:31 am
MEETING REOPENED TO THE PUBLIC: 11:37 am

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

MEETING ADJOURNED: 11:37 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

DRAFT - Minutes of the 10:00 am Wednesday, October 1, 2025, Town of Qualicum Beach Special Meeting held in Council Chambers, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

Mayor Westbroek called the meeting to order in the Council Chamber at 10:00 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 1, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

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

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 1:04 pm
MEETING REOPENED TO THE PUBLIC: 2:37 pm

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

MEETING ADJOURNED: 2:37 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT

DRAFT - Minutes of the 2:00 pm Monday, October 6, 2025, Town of Qualicum Beach Public Hearing held at the Civic Centre, 747 Jones Street, Qualicum Beach, BC.

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
	STAFF:	Lou Varela, CAO (Chief Administrative Officer) Heather Svensen, Director of Corporate Services/Deputy CAO Luke Sales, Director of Planning Raj Hayre, Director of Finance Danielle Leurebourg, Deputy Director of Corporate Services Nathan Cernusca, Corporate Services Coordinator
	CONSULTANT:	Mark Holland, Westplan Consulting Group Inc.

At 2:00 pm, the Mayor declared open the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council respecting matters contained in the proposed "Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 AND Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.

PUBLIC HEARING PROCEDURE
Mayor Westbroek set the Procedural Rules of Public Hearing that were read by the Corporate Officer, Heather Svensen.

PURPOSE OF BYLAWS AND PRESENTATION
Luke Sales, Director of Planning & Community Development, introduced the staff memo dated October 6, 2025, presented on the background information to date and proposed Bylaws for the Official Community Plan Amendment and Zoning Amendment.

Call for Public Input
The Mayor called for any person who deemed themselves affected who wished to be heard or present written submissions to come forward.

- Steve Boechler, Eaglecrest Resident, spoke in opposition to the proposed bylaws saying the process lacked collaboration, concerned about R20 zoning and 3–4 storey building heights, requests R1zoning and conservation for sensitive forest areas.
- Karen Sterner, Eaglecrest Resident, spoke in opposition to the proposed bylaws saying the proposal divides the Eaglecrest community (east/west), urged protecting pocket forest and green corridor; suggests parcel tax/donations to preserve western green space.
- Amyra Carsh, Eaglecrest Resident, spoke in opposition to the proposed bylaws saying in conversation with residents, they would rather pay for the lands or donate themselves rather than see over development and increased traffic.
- Lois Walker, Eaglecrest Resident, spoke on behalf of herself and Marie Noel, Qualicum Beach Resident, in opposition to the proposed bylaws and raised concerns about the ability to downzone in future, change to the character of an established neighbourhood, east/west split of Eaglecrest, and traffic and construction impacts.
- Susan Blacklin, Chartwell Resident, spoke in opposition to the proposed bylaws and questioned why an OCP amendment is required before the sale is complete, and

requested more transparency and public input with a full business case and risk analysis. Raised infrastructure concerns (asbestos cement pipes, storm mains) and requested full accounting and that pipes be addressed before proceeding.

- Patrick Tirando, Eaglecrest Resident, spoke in opposition to the proposed bylaws, expressed concerns over overpayment for lands, funding the purchase through increased density, and raised density concerns with commercial, institutional and 4-6 storey buildings in the neighbourhood.
- Tim Bird, Eaglecrest Resident, spoke in opposition to the proposed bylaws, supporting the concerns raised by the Eaglecrest Residents' Association, density and traffic concerns on the west side, beach access through the Bluffs with increased residents.
- Bill Scott, spoke on behalf of the Eaglecrest Residents' Association, in opposition to the proposed bylaws, reiterating concerns expressed in the October 3, 2025 letter to Council, speaking in support of public ownership of the golf course, but concerned with the proposed bylaws including changes to existing neighbourhood, pace of process, density increases, institutional and R20 designations, and open spaces on the western side.
- Darrell Vance, Parksville Resident, golf course member, spoke on the importance of maintaining a nine-hole golf course and not reducing the golf course any further, and requested the re-design of the golf course be made public.
- Ron Everard, Qualicum Beach Resident, spoke in favour of public ownership of the golf course, future input from the public throughout the process.
- Gerd Fleissner, Eaglecrest Resident, spoke in opposition to the proposed bylaws, and raised concerns about removing greenspace and golf course views, changing recreational zoning, and against commercial or multi-storey developments in Eaglecrest.
- Rosemary Taylor, Eaglecrest Resident, spoke in support of ERA letter, against proposed bylaws and change to ambiance of Eaglecrest, the need to maintain native plants and pollinator pathways in whatever development takes place.
- Terry Taylor, Eaglecrest Resident, spoke against the proposed bylaws in area 5 and 6, and spoke to protecting the greenspace.
- Warren Gionet, Eaglecrest Resident, spoke against the proposed bylaws inclusion of a commercial component, property values dropping with development in greenspace, requested consideration for all to be zoned R1 and rezoned, if necessary, at a later time.
- Len Flint, Qualicum Beach Resident, shared support overall, but discussed single-family lots throughout to recoup costs, and raised concerns about additional costs and impacts to taxes and spoke to desire to see financial modelling.
- Brian Jenkins, Qualicum Beach Resident, spoke against the proposed bylaws stating concerns with Town being developer, completeness of process and requested it not proceed.
- Kathy Scott, Eaglecrest Resident, shared concerns with speed of process, insufficient consultation, and urged consideration of impacts on long-term residents.
- Jim Bennet, Eaglecrest Resident, thanked Council for recognizing the covenant at Yambury Park and parkland on east side, and shared concerns for Town being developer and regulator, lack of parkland on west side.
- William Dunlop, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing issues with Zone 5 and 6 change to R1, removal of trees and wildlife corridor.
- Victor Lepik, Eaglecrest Resident, spoke in support of the proposed bylaws.
- Doug Robb, Qualicum Beach Resident, sought clarity on whether the golf course would be designated as such in perpetuity, shared concerns over the speed of the process and the November 1 deadline.

- Judy Roberts, Eaglecrest Resident, spoke in opposition to the proposed bylaws in designating forested areas as residential or multi-storey developments, the desire to have parklands and golf course lands protected in perpetuity, and support of public ownership if it comes with environmental protection.
- Stephen Watson, Qualicum Beach Resident, spoke in support of the proposed bylaws, acknowledging the risks but also the long-term benefits to creating parkland, preserving recreation and ensuring future housing options are created under Town control.
- Terry Mobberley, Qualicum Beach Resident, spoke in opposition to the proposed bylaws specifically noting concerns with Area 5 as a wildlife area, drainage corridor and requested this remain zoned recreation (F3).
- Barry Louden, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing traffic concerns, safety issues, flooding issues, and requested infrastructure and safety come before density.
- Steven Cook, Qualicum Beach Resident, shared general support for the acquisition but requested to see a clearer picture of the numbers, different zoning scenarios and how the housing options fit into the larger housing plan for the Town.
- Susan Lloyd, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing issues with how it is currently laid out, seeking Council to preserve greenspace, preserve golf course and provide diverse housing options.
- Maggie Evans, Eaglecrest Resident, spoke in opposition to the proposed bylaws specifically the R20 designation, loss of greenspace, inclusion of commercial, traffic concerns and density that do not fit with the character of the neighbourhood.
- Annette Hester, Qualicum Beach Resident, spoke in opposition to the proposed bylaws citing concerns with public consultation process, financial concerns and additional costs above the purchase price, and tight deadline.
- Lance Nater, Eaglecrest Resident, spoke in support of the proposed bylaws and disagreed with comments to request extension or delay acquisition.
- Linda Koeling, Qualicum Beach Resident, spoke in opposition to the proposed bylaws citing noise and traffic concerns with increased density, and requested Council consider single-family residential only.
- Keith Braun, area of residence not given, spoke in opposition to the proposed bylaws citing concerns with increased density, risks to property values and change to character of Eaglecrest, increased crime, increased traffic and requested Council consider single-family residential only, restrict height and lot coverage.

Meeting recessed: 4:55 pm
Meeting Reconvened: 5:05 pm

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council extend the meeting beyond 3 hours.
CARRIED UNANIMOUSLY

- Charna McAffee, area of residence not given, spoke in opposition to the proposed bylaws citing concerns with parcels being rezoned for maximum density, additional costs above purchase price, and requested Council reduce the density and not rezone every parcel of land.
- Linda Todson, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing concerns with disproportionate density and allowing buildings up to six-storeys, and

thought that the golf course would remain in perpetuity, and spoke in favour of the acquisition generally.

- Adam Walker, Qualicum Beach Resident, spoke against the proposed bylaws citing concerns with multi-family residential outside the downtown core, and requested Council to reduce density to 30 units per hectare with no density bonuses and remove unlimited long-term care.
- Saleem Bernard, Qualicum Beach Resident, spoke in opposition to the proposed bylaws citing concerns with long term health impacts of a golf course and environmental impacts.
- Kari Knutson, Qualicum Beach Resident, spoke in opposition to the bylaws citing concerns with speed of process, high density areas, and inclusion of institutional or commercial uses, but shared general support for the acquisition.
- Lawna Whitburg, area of residence not cited, spoke in opposition to the proposed bylaws citing that it does not suit the community.

Mayor Westbroek called a second time for any person who deemed themselves affected who wished to be heard or present written submissions to come forward.

- Karen Sterner on behalf of Rob Rankin, area of residence not cited, spoke in opposition to the proposed bylaws citing concerns with multi-storey developments, residential zoning in forested areas 5 and 6, increased traffic and loss of parkland.
- Karen Sterner on her own behalf, area of residence not cited, spoke against the proposed bylaws citing that the donation funds should be used to keep greenspaces.
- Susan Lloyd, Eaglecrest resident, spoke against the proposed bylaws requesting Council consider housing options for young families, seniors downsizing, reducing the proposed zoning to R1, no commercial uses, no housing on Royal Dornoch and no more strata developments that are exclusionary to the public.
- Rod Wilburn, Eaglecrest resident, spoke in opposition to the proposed bylaws citing concerns with moving multi-family residential to Eaglecrest and parking concerns.
- Jim Bennett, area of residence not cited, reiterated opposition to the proposed bylaws and requested Council give up some of the revenue for less density, consider land exchange for parcels in other areas of Town to allow for more dense development.
- Charna McAffee, area of residence not cited, reiterated support for preservation of forested area D.
- Anonymous, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing concerns with multi-family development off Fairways Drive, questioned the focus on the golf course and the overall process.
- Keith Braun, reiterated opposition to the proposed bylaws requesting Council remove the commercial designation and area 2, 3, and 4 be changed to R1 as densification would harm property values.
- Rod Wilburn, Eaglecrest resident, requested Council consider the numbers in relation to parking requirements if the developments have to go underground.

Mayor Westbroek called a third and final time for any person who deemed themselves affected who wished to be heard or present written submissions to come forward. No further speakers came forward.

Record of written submissions received by the Corporate Officer prior to the close of the October 6, 2025, Public Hearing:

- Debbie Vance wrote inquiring about the lack of consultation on the golf course layout.
- Steve Boechler wrote in opposition to the proposed bylaw recommending Council consider changes to subdivision district D, removal of commercial designation, reduction from R20, allowance of one institutional development and maintaining recreation uses on area 5 and 6.
- Karen Sterner provided a written submission supporting her comments provided at the Hearing.
- Susan Lloyd provided a written submission supporting her comments provided at the Hearing
- Kathy Scott, Eaglecrest Resident, provided written comments sharing concerns over the speed of the bylaw amendment process and the impacts of the proposed bylaws on long-term residents.
- Bill Scott provided a written submission supporting his comments provided on behalf of the Eaglecrest Residents' Association at the Hearing.
- Trevor Wicks, Qualicum Beach Resident, wrote in opposition to the proposed bylaws citing need for Town to prioritize unresolved issues before undertaking another major projects.
- Len Flint provided a written submission supporting his comments provided on behalf of the Eaglecrest Residents' Association at the Hearing.
- Amyra Carsh provided a written submission supporting her comments provided at the Hearing.
- Dawn Harrison wrote in opposition to the proposed bylaws citing financial concerns, unknown costs, traffic congestion, and general golf course acquisition concerns.
- Gerd Fleissner provided a written submission supporting his comments provided at the Hearing.

ADJOURNMENT
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT all written and verbal submissions regarding Bylaw No. 900.06 and Bylaw No. 800.08, 2025 up to and including October 6, 2025, be received and that the Public Hearing be closed.
CARRIED UNANIMOUSLY

Meeting adjourned at 6:03 pm.

NEXT SCHEDULED
REGULAR COUNCIL MEETING: Wednesday, October 8, 2025, at 10:00 am

DRAFT - Minutes of the 10:00 am Wednesday, October 8, 2025, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison (at 10:17 am) Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services/Deputy CAO Danielle Leurebourg, Deputy Director of Corporate Services Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance Oliver Watson, Capital Projects Manager Chelsea Currie, Corporate Services Coordinator Nathan Cernusca, Corporate Services Coordinator 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 8, 2025, regular Council meeting agenda as amended by:

- Inserting late item 9(1)(b)

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council adopt the recommendation listed for item 2(a) in the October 8, 2025, Consent Agenda.

(a) THAT the Correspondence Log, dated for reference September 29, 2025, be approved as presented.

CARRIED UNANIMOUSLY | Resolution No. 25-225
END OF CONSENT AGENDA

RECOGNITION

(1) The Town of Qualicum Beach was awarded the Spirit of Innovation Award for the "Fast and Frictionless – AI-Powered Solutions That Turn Pains into Gains" at the Municipal Information Systems Association (MISA) BC Fall Conference of 2025.

BUSINESS ARISING FROM THE MINUTES – Nil

DELEGATIONS

(1) **BC SPCA Parksville Community Animal Centre**
J. Hill (Manager), BC SPCA Parksville Community Animal Centre, in attendance to present their 2024 annual reporting and share information on other BC SPCA programs and services.

(2) **Invasive Species – Ecological Restoration Consultant**
H. Jarratt, Consultant, in attendance to present information on banning the sale of invasive species to better protect local communities and environments.

DRAFT

CORRESPONDENCE

(a) **Oceanside Integrated Fitness Society – Request for Letter of Support**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes issuing the draft letter of support (substantially in the form in the October 8, 2025, Council agenda) to Oceanside Integrated Fitness Society for the Gaming Grant Application.
CARRIED UNANIMOUSLY | Resolution No. 25-226

BYLAWS

(a) **Second & Third Readings | "Alternate Means of Public Notice Bylaw No. 911, 2025**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED:

1. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a second time, as amended with the addition of clause 4(2):
   - The Town will endeavour to post notices in the newspaper as well as the required advertising methods identified in Section 3(1) of this Bylaw, when publication deadlines permit and until such a time as the newspaper is no longer an available option.

   CARRIED UNANIMOUSLY | Resolution No. 25-227

2. Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a third time.
   CARRIED UNANIMOUSLY | Resolution No. 25-228

(b) **Adoption of "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre) Bylaw No. 638.05, 2025"**

1. Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Bylaw entitled "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre/Community Hall) Bylaw No. 638.05, 2025" be adopted.
   CARRIED UNANIMOUSLY | Resolution No. 25- 229

(c) **Third Reading | Property Tax Exemption Bylaws (2026**

1. Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT third reading of "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No.913, 2025" be rescinded.
   CARRIED UNANIMOUSLY | Resolution No. 25-230

2. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No.913, 2025" be given third reading as amended.
   CARRIED UNANIMOUSLY | Resolution No. 25-231

(d) **Eaglecrest Official Community Plan (OCP) and Zoning Amendment Bylaws**
L. Sales, Director of Planning & Community Development provided a verbal update on next steps in the process.

The Director of Planning & Community Development responded to questions from Council with particular focus on public engagement.

COMMITTEE & LIAISON REPORTS

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

DRAFT

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

(3) **Parks & Recreation** (Councillor Anne Skipsey)
Councillor Skipsey commented on her written report included in the agenda.

(4) **Community Development** (Councillor Petronella Vander Valk)
Councillor Vander Valk commented on her written report included in the agenda.

(5) **Arts & Culture** (Councillor Jean Young)
Councillor Young commented on her written report included in the agenda.

STAFF REPORTS

(1) **Corporate Services**

(a) **2025 Special Event Applications**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED:

THAT Council approves, in principle, the special event request from the Qualicum Beach Chamber of Commerce to host the Halloween Candy Walk, on Friday, October 31, 2025, subject to event organizers working with Town staff to ensure Town requirements met, including emergency services notification, traffic control, insurance naming the Town as an additional insured and litter control, and notification to businesses affected by the closure; AND FURTHER THAT the Town provides support in the form of access to the Community Hall outdoor washroom and Leigh House public washrooms.

THAT Council approves in principle, the special event request from the Qualicum Beach Chamber of Commerce to host the **Moonlight Madness** event on November 20, 2025, subject to event organizers working with Town staff to ensure Town requirements met, including emergency services notification, traffic control, insurance naming the Town as an additional insured and litter control, and notification to businesses affected by the closure; AND FURTHER THAT Council authorizes the closure of Primrose Street, between First Avenue West and Second Avenue West, on Thursday, November 20, 2025 from 4:00 pm to 10:00 pm, to facilitate the 2025 **Moonlight Madness** shopping event; AND FURTHER THAT the Town provides support in the form of access to the Leigh House public washrooms for the duration of the event.
CARRIED UNANIMOUSLY | Resolution No. 25-232

(b) **Town Hall Committee of the Whole Meeting Rescheduled**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council reschedule the Town Hall Committee of the Whole Meeting from Monday, October 6, 2025 at 10:00 am to Monday, November 17, 2025 at 10:00 am.
CARRIED UNANIMOUSLY | Resolution No. 25-233

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 10, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- S. Barnard, Comments regarding the “Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025”

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

MEETING ADJOURNED: 11:01 am

Certified Correct:

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

DRAFT

DRAFT - Minutes of the 1:00 pm Friday, October 10, 2025, Town of Qualicum Beach Regular Council Meeting held in the Committee Room, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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

ADOPTION OF THE AGENDA
Council adopted, by unanimous consent, the October 10, 2025, special Council meeting agenda.
CARRIED UNANIMOUSLY

STAFF REPORTS
(1) **Finance**
(a) **District 69, Sports Field Services Agreement**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorize the Mayor and Corporate Officer to execute the District 69 Sports Field Services Agreement between the Regional District of Nanaimo, the City of Parksville, and the Town of Qualicum Beach, substantially in the form attached to the October 10, 2025 staff report as the Draft Proposed Agreement.
CARRIED UNANIMOUSLY | Resolution No. 25-234

MOTION TO CLOSE
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the special meeting of Council be closed to the public pursuant to sections 90(e) of the *Community Charter*, for the purpose of considering:
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 1:04 pm
MEETING REOPENED TO THE PUBLIC: 2:37 pm

DRAFT

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

MEETING ADJOURNED: 2:37 pm

Certified Correct:

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

DRAFT

Town of Qualicum Beach
FIRE RESCUE DEPARTMENT

M E M O R A N D U M

TO: Lou Varela, CAO **FOR:** Regular Council Meeting, October 22, 2025

FROM: Peter Cornell, Fire Chief

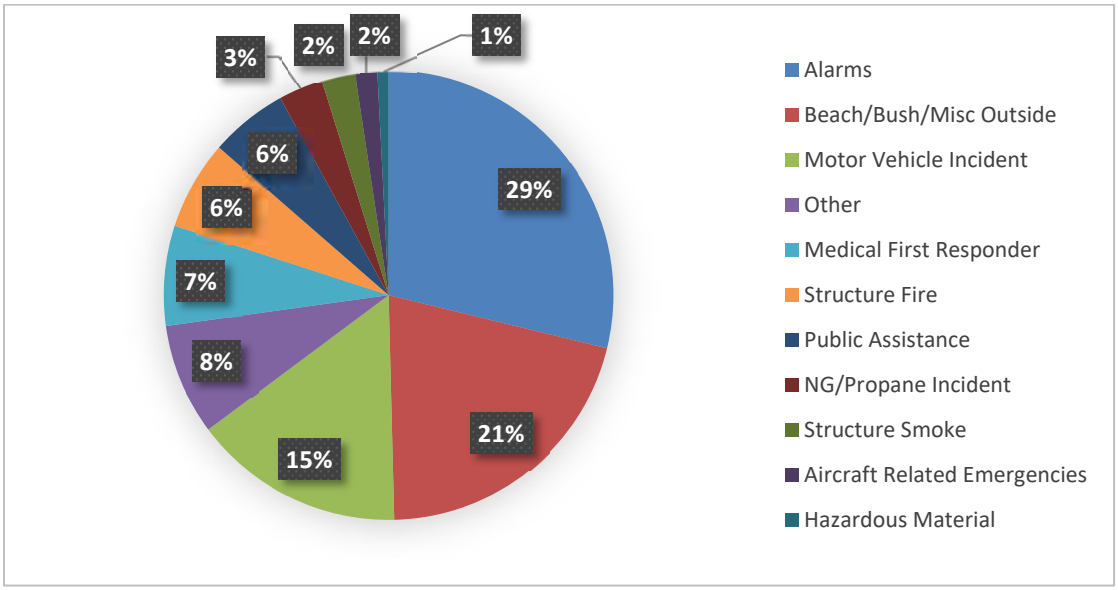
SUBJECT: Fire Rescue Department Report for Quarter 3 2025

PURPOSE
To provide Council with an update regarding Fire Rescue Department activities within Quarter 3.

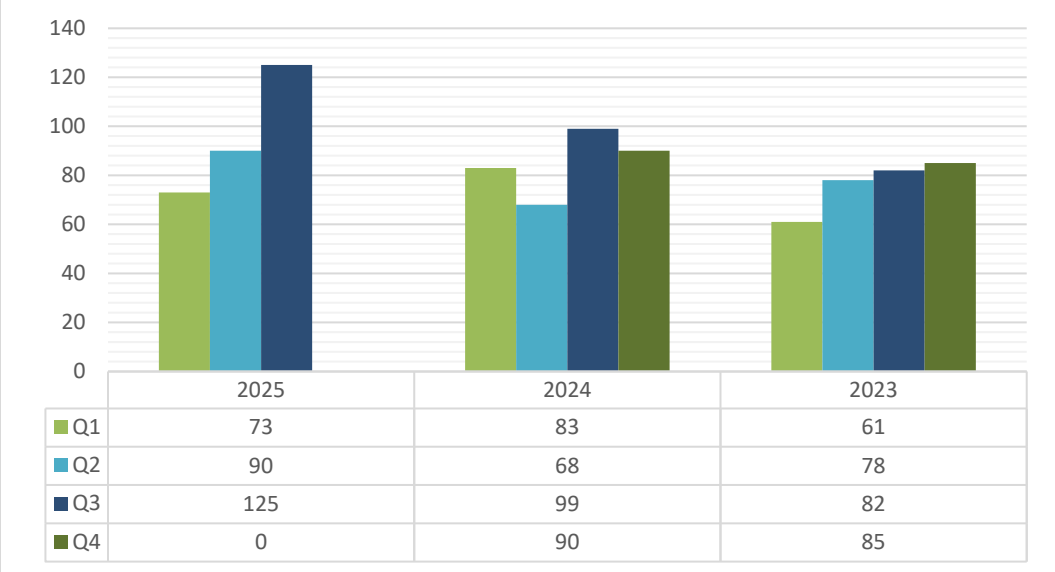
Q3 CALLS FOR SERVICE AND INCIDENT STATISTICS

- Incident Hours: 82 hours, 52 minutes
- Average Number of Personnel Responding: 11.65 (Full Time: 2.11| On-Call: 9.54)
- Incident Staff Hours: 1,109 hours, 47 minutes

INCIDENTS BY TYPE



CALLS FOR SERVICE - TOTAL NUMBER, YEAR OVER YEAR



	2025	2024	2023
Q1	73	83	61
Q2	90	68	78
Q3	125	99	82
Q4	0	90	85

Q3 OPERATIONS/ADMINISTRATION

- July and August had call volumes well above the monthly average of 27, with 60 for July and 42 for August. The increased call volume over the summer months was spread across all call types.
- Crews deployed to assist with the Westley Ridge Wildfire.
- Members participated in Beach Days.
- Members participated in the Canada Day Parade in Parksville.
- The Paid On-Call firefighter recruitment drive wrapped up with six new members joining the department in Q4 of 2025.
- All frontline apparatus underwent annual pump testing. During this testing, each apparatus is required to flow up to 1750 Imperial Gallons per minute for 60 minutes to ensure it will perform during a fire.
- Fire hose testing took place in July. Staff test each of the 255 lengths of hose to 300 psi annually to ensure they will not fail during an emergency incident.

NUMBER OF PERSONNEL

Career Staff Members:	4
Paid On-call Members: (excludes non-operational and Career staff)	27
Change from previous quarter:	0

PERSONNEL BY TYPE

REGULAR DUTY		NON-OPERATIONAL	
Officer:	8	Special Duty (Assistant FFs):	2
Full-Service:	10		
Interior:	12		

Exterior:	0		
Recruits:	1		

Q3 TRAINING

	SESSIONS	SUBJECTS	SESSION HOURS	INSTRUCTOR HOURS	STAFF HOURS
Q1 Total:	58	64	193	205	1,092
Q2 Total:	63	65	255	168	1,275
Q3 Total:	74	38	219	254.5	1,566.5
Q4 Total:					
Annual Total:	**195**	**167**	**667**	**627.5**	**3,933.5**

TRAINING HIGHLIGHTS

- Training subjects covered in Quarter 3 included portable water supply, initial fire attack, technical rescue, fire attack, aerial operations, medical first responder and closed course driver training.
- Members completed a classroom training session on aircraft rescue, followed by a day of hands-on aircraft rescue scenarios that included Town of Qualicum Beach staff.
- All Emergency Vehicle Operators completed on-road driver evaluations completed by a third-party.
- Six firefighters completed 60 hours of training to become certified Emergency Vehicle Operators.
- One member completed live fire training at the Comox Fire Rescue Training Centre.
- Twelve members completed a technical rescue refresher training weekend.

Q3 FIRE PREVENTION

177 Inspections; 337 YTD | 19 Public Outreach & Events | 16 FireSmart Inquiries & Assessments|
0 Pre-Incident Plans

PREVENTION HIGHLIGHTS

- FireSmart outreach continued with attendance at the weekly Saturday Farmers' Market and other public events.
- FireSmart information was handed out to areas of the Chartwell neighbourhood.
- FireSmart home assessments continue to be delivered as residents work to reduce wildfire risks around their homes.

Peter Cornell, ECFO
Fire Chief

Lou Varela, RPP, MCIP
CAO

Report Writer

Concurrence

TOWN OF QUALICUM BEACH
2025 Construction and Building Permit Report

No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	RESIDENTIAL # of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
		Year to Date as at June 30, 2025					**12**	**6**	**4**	**$4,722,000**	**$12,967,000**	**$913,000**	**$9,055,000**	**$415,000**	**$0**	**$0**	***$28,072,000***
		'LY July															
66	6185	945.008	536	Dogwood Rd	Garden Suite	VIP Homes		1		$463,000							
67	6189	parent: 11920.025	B4-1000	Ravensbourne Ln	Hangar	Raven's Ridge Devel.								$700,000			
68	6191	163.002	585	Moresby Ave	Renovation	(self)				$10,000							
69	6192	11502.073	530	Hole-In-One Dr	Single Family Dwelling	(self)	1				$650,000						
70	6193	454.000	587	Spruce St	Garden Suite	Island Heights Const.		1		$200,000							
71	6194	182.020	361	Poplar Ave	Demolition (accessory)												
72	6197	460.000	620	Spruce St	Renovation	(self)				$15,000							
73	6198	952.100	485	Timberlane Pl	Renovation	(self)				$45,000							
74	6199	958.000	899	Qualicum Rd	Building Move	M&S Contracting				$75,000							
75	6200	667.002	655	Park Rd	Accessory	Gionet Construction				$70,000							
76	6201	9624.508	1303	Leeward Way	Plumbing					$15,000							
77	6202	10085.025	338/340	Whitmee Rd	Demolition												
							1	**2**	**0**	**$893,000**	**$650,000**	**$0**	**$0**	**$700,000**	**$0**	**$0**	***$2,243,000***
		Year to Date as at July 31, 2025					**13**	**8**	**4**	**$5,615,000**	**$13,617,000**	**$913,000**	**$9,055,000**	**$1,115,000**	**$0**	**$0**	***$30,315,000***

TOWN OF QUALICUM BEACH
2025 Construction and Building Permit Report

No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	RESIDENTIAL # of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
			Year to Date as at July 31, 2025				**13**	**8**	**4**	**$5,615,000**	**$13,617,000**	**$913,000**	**$9,055,000**	**$1,115,000**	**$0**	**$0**	***$30,315,000***
	AUGUST																
78	6178	10084.288	1114	Stymie Cl	Roof Repair	Pro Pacific				$47,000							
79	6190	11920.025	B2-1000	Ravensbourne Ln	Hangar	(self)								$780,000			
80	6203	11502.075	948	Flagstick Rd	Single Family Dwelling	(self)	1				$700,000						
81	6204	902.119	208	Thetis Ave	Renovation					$50,000							
82	6205	11802.326	753	West Ridge Way	Swimming Pool	Calais Spas & Pools				$100,000							
83	6206	9980.213	846	Woodside Cres	Demolition												
84	6207	10085.025	338/340	Whitmee Rd	Accessory	Todsen Design & Const				$120,000							
							1	**0**	**0**	**$317,000**	**$700,000**	**$0**	**$0**	**$780,000**	**$0**	**$0**	***$1,797,000***
			Year to Date as at August 31, 2025				**14**	**8**	**4**	**$5,932,000**	**$14,317,000**	**$913,000**	**$9,055,000**	**$1,895,000**	**$0**	**$0**	***$32,112,000***

TOWN OF QUALICUM BEACH
2025 Construction and Building Permit Report

No.	Permit #	Roll #	Civic	Street	Scope of Work	Contractor	RESIDENTIAL # of Units SFD	# of Units Sec/Gar Suites	# of Units Multi	Additions and/or Renos	SFD (new)	Multi (new)	Commercial	Institutional	Industrial	Recreational	Totals
		Year to Date as at August 31, 2025					**14**	**8**	**4**	**$5,932,000**	**$14,317,000**	**$913,000**	**$9,055,000**	**$1,895,000**	**$0**	**$0**	***$32,112,000***
	SEPTEMBER																
85	6196	182.020	361	Poplar Ave	Addition	Alair Homes				$220,000							
86	6208	11502.072	524	Hole-In-One Dr	Single Family Dwelling	Bayshore Construction	1				$750,000						
87	6211	10084.743	476	Dogleg Cl	Single Family Dwelling	(self)	1				$600,000						
88	6212	759.001 (parent)	138	Second Ave E	Tenant Improvement	(self)							$120,000				
89	6213	959.005	576	Dogwood Rd	Addition	(self)				$43,000							
90	6214	701.001	1-175	Second Ave W	Plumbing	(self)							$10,000				
91	6215	963.023	579	Sumac Dr	Garden Suite	Ocean Villa Homes		1		$175,000							
							2	**1**	**0**	**$438,000**	**$1,350,000**	**$0**	**$130,000**	**$0**	**$0**	**$0**	***$1,918,000***
		Year to Date as at September 30, 2025					**16**	**9**	**4**	**$6,370,000**	**$15,667,000**	**$913,000**	**$9,185,000**	**$1,895,000**	**$0**	**$0**	***$34,030,000***

TOWN OF QUALICUM BEACH

Tree Application Analysis

2025 – Quarter 3

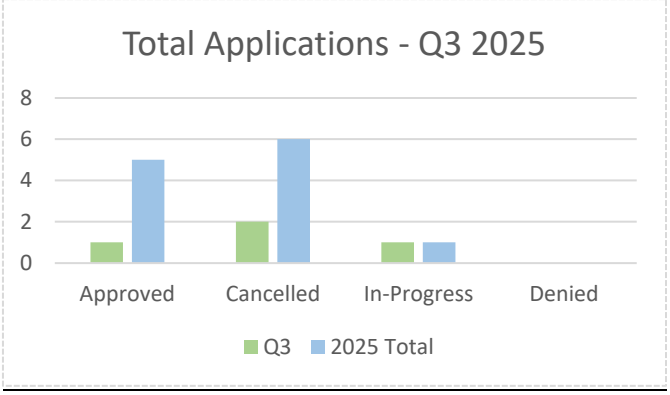
While the Planning Department received numerous inquiries related to tree removals, to date 4 applications for Q3 have been received.

One application is currently in staff review, with anticipated approval this month.

2025 – Q3 Applications	
Approved	1
Cancelled	2
In-Progress	1
Denied	0
Total	4
Appealed	0
# of Trees Proposed to be Removed	9

Application Details		
Application 1	Remove 1 Tree	Staff review

2025 – Total Applications	
Approved	5
Cancelled	6
In-Progress	1
Denied	0
Total	12
Appealed	0
# of Trees Proposed to be Removed	25



MONTHLY BYLAW REPORT - July - September 2025

AREAS PATROLLED	NUMBER OF PATROLS			VIOLATIONS NOTED DURING PATROLS IN THESE AREAS				
	Foot	Drive	Bike	Animal	Traffic	Signs	Other	Other Notes
Community Park	15	79	13	18	2	1		Skatepark/Off Leash Park-no smoking sign/off leash in playing field
Other Parks	1	18						
Community Park Trails	8		10	7				
Dollymount Trail		43	45			1		
Heritage Forest Trails	8	63	12	1				
Museum Area Trails	2	56	5					
Other Trails				3				
Homeless Patrols	21	61	15				2	Wells, Main Beach, RV on 1stAve
Town Centre Patrols	68	135	32	1	44	14	2	2nd Ave, Shady, Memorial@1st FH, FM area, Harlech Rd BC Hydro Boxes/ Unhoused-RV camping
Residential Areas		156	32	8	39	47	5	Thrive Landscaping cleanup/ dog @ large/ Moose dog/Golf cart on street/uninsured veh/ Lanewa
Main Beach Patrols	21	136	5		45		6	Shady Rest, Main Beach/tent on beachfront/BL, RVs camping/ garbage dumped/ Unhoused
Other Beach Patrols	10	65			5			Bottom of Hall Rd
TOTALS	154	812	169	38	135	63	15	

COMPLAINTS, CALLS, INQUIRIES RECEIVED and ACTIONS / ENFORCEMENT TAKEN

	Complaints/Calls Received	Voluntary Compliance	Orders / MTI's Removed / Other	Crtsy Warnings Tickets Issued	Letters/emails Info sent	Personal visits/ Follow up/patrols	Notes
Animal Control	52	17	6	1	74	99	dog @ large x 6 / catsx16/32 cat letters/**MTI x3**/rabbits/llama/1-SPCA/Seac
Burning Outdoor	6	1			6	8	2 nuisance abatement letters/ unpaid tx x 2, 1 tx paid/
Business Licence	79				25	38	dog walking/unlicensed bakery w/stand@Sumac Dr/ B & B x 7/fumes/unlic
Homeless Issues	23	11	10		21	34	homeless at River Well/ watefront / tent on beach grass x3/Cemetery bush
Illegal Dumping	10				10	11	Eaglecrest GC clipping/ trailer x2/
Noise	14				12	15	motorcycle/vehicle noise/ Rowan Rd party, College Rd/barking/drunk
Parks / Trails / Beaches	8	1	1		9	22	garbage left in comm. park by user groups/ bikes on Dollymount/MLA TQB
Sign	15	8	31		11	25	lawn sign, fence/ on poles/ Rupert Rdbt signs/ no smoking/banner/ busines
Traffic	49	37	47	45	41	117	Shady, Wells, Main Beach, Cardinal Way, waterfront, QBI/ **MTI's x 10**
Tree Removal	22				19	25	protected trees/ tree down x 2/
Unsightly Premises	24	16	8		24	62	Tamarack, Cardinal Way, Hollywood, unkempt Eaglecrest GC, unsightly Wh
Vandalism	3				2	2	TQB delineators behind Shores Bistro / possible B & E @ Comm. Hall/ Parka
Zoning / Building	16				17	20	setbacks-shed/STR/fence height/shed in R6/utility trailers/Live in RV
Other	43	2			40	43	drainage/pesticides/clam digging/garbage cans/watering x 6/drones/
TOTALS	364	93	103	46	311	521	foreshore/car repair/ debris in fish stream/garbage/harassment/safety/ sm

REGIONAL DISTRICT OF NANAIMO

September 12, 2025

Town of Qualicum Beach

hsvensen@qualicumbeach.com

Attention: Heather Svensen, Corporate Administrator

Dear Ms. Svensen:

Re: "Regional Parks and Trails Service Regional Parkland Acquisition Loan Authorization Bylaw No. 1961, 2025"

The Board, at a special board meeting held September 9, 2025, introduced and read three times the above noted loan authorization bylaw (copy attached). This bylaw proposes to authorize borrowing for the purpose of acquiring land for a regional park.

As part of the approval process for the bylaw, the Regional District requires the consent of at least 2/3 of the local service participants. As the Town of Qualicum Beach is a participant in the local service, it would be appreciated if your Council would consider endorsing the following resolution at its next council meeting:

> *That the Council of the Town of Qualicum Beach consents on behalf of the electors to the adoption of "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.*

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

Sincerely,

Christine Holt
Legislative Services and FOIPP Coordinator, Legislative Services
T: 250-268-7301 | Email: cholt@rdn.bc.ca

Encl: Bylaw 1961

COPY
CERTIFIED CORRECT AT THIRD READING
Corporate Officer

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1961

A BYLAW TO AUTHORIZE THE BORROWING FOR THE PURPOSE OF ACQUIRING LAND FOR A REGIONAL PARK

WHEREAS the Board of the Regional District of Nanaimo (the "Regional District") has established the Regional District of Nanaimo Regional Parks and Trails Service pursuant to Bylaw No. 1231, cited as "Regional District of Nanaimo Regional Parks and Trails Service Area Conversion Bylaw No. 1231, 2001" for the purpose of acquiring, developing and operating regional parks and regional trails and for the purpose of acquiring, developing and operating regional conservation areas;

AND WHEREAS it is deemed desirable and expedient to acquire land for a regional park;

AND WHEREAS the borrowing authority to acquire land for a regional park under a regional park or regional trail service does not require approval of the electors pursuant to the Regional District Liabilities Regulation, B.C. Reg. 261/2004;

AND WHEREAS the consent of at least two-thirds of the participants has been obtained in accordance with the *Local Government Act*;

AND WHEREAS the estimated cost of acquiring land for a regional park including expenses incidental thereto is the sum of Thirty Million Three Hundred and Seventy One Thousand One Hundred and Twenty Two dollars ($30,371,122), of which the sum of Twenty One Million Two Hundred Thousand dollars ($21,200,000) is the amount of debt intended to be borrowed by this bylaw;

AND WHEREAS the maximum term for which a debenture may be issued to secure the debt created by this bylaw is for a term not to exceed 20 years;

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

1. The Regional Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the acquisition of land for a regional park described as Proposed Lot A and Proposed Lot 1 totaling approximately 360 hectares following boundary adjustment and subdivision of the lands legally described as:

   PID: 009-672-095
   District Lot 75, Newcastle District, Except Part in Plans VIP61177 and VIP62547

   PID: 009-669-345
   District Lot 38, Newcastle District

   PID: 003-724-468
   Lot A, District Lots 18 and 37, Newcastle District, Plan 19373

   PID: 009-668-349
   District Lot 25, Newcastle District

PID: 009-672-541
District Lot 94, Newcastle District, Except Part in Plans VIP57000 and VIP62248

PID: 009-672-591
That Part of District Lot 91, Newcastle District, Lying to the South of the South Boundary of Plan 338R and the Production Westerly of the Said South Boundary and to the North of the Production Easterly of the North Boundary of District Lot 25, Newcastle District, Except Part in Plan VIP62448

PID: 009-672-621
That part of District Lot 91, Newcastle District, Lying South of the Production of the North Boundary of District Lot 25 Newcastle District, Easterly to the East Boundary of District Lot 91,

serving the Regional Parks and Trails Service Area, generally in accordance with plans on file in the regional district office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

a) To borrow upon the credit of the Regional District a sum not exceeding Twenty One Million Two Hundred Thousand dollars ($21,200,000).

b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the acquisition of land for a regional park.

2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 20 years.

3. This bylaw may be cited as "Regional Parks and Trails Service Regional Parkland Acquisition Loan Authorization Bylaw No. 1961, 2025".

Introduced and read three times this 9th day of September, 2025.

Approved by the Inspector of Municipalities this _____ day of _____, ____.

Adopted this _____ day of _____, ____.

_____ _____

CHAIR CORPORATE OFFICER

PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

WHEREAS the Official Community Plan (OCP) explicitly steers development of health/institutional care into or near the Village Neighbourhood; and,

WHEREAS the OCP further states that development in residential neighbourhoods like ours must be of a size and scale to complement adjacent single-family homes; and,

WHEREAS the for-profit long-term care facility proposed by The Care Group at 431 College Road is dramatically out of scale with surrounding homes, creating a visual and physical dominance that would overshadow neighbouring properties and fundamentally alter the character of a unique residential area; and,

WHEREAS a large institutional facility with up to 140 residents and 100 staff in this low-density neighbourhood would cause:

- significant traffic impacts with commercial, residential/visitor and emergency vehicles
- increased on-street parking congestion
- ongoing disruption to the daily lives of neighbours;

THEREFORE, we the undersigned residents and neighbours, respectfully oppose the proposed development at 431 College Road; and, we urge Town Council to reject this proposal based on its inappropriate scale, its incompatibility with surrounding residential uses, and the adverse impacts it would have on traffic, parking, and neighbourhood liveability.

PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

PRINT NAME	SIGNATURE	ADDRESS
MADJID AFGHAN	M Afgh	444 College Rd BC Qualicum Beach
Emmelin Nylstra	E. Afghan	444 College RD, BC QB
Victoria Sidorovich	B Aly	457 College Rd Qualicum Beach, BC
JANICE MALLORY	Jmally	450 - College Rd - Qualicum Beach
Wayne Mallory	Wayne Mallory	450 College Road
Steve Mallory	Steven Mallory	450 College Road

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PRINT NAME	SIGNATURE	ADDRESS
Stephanie Forsyth		433 Hemsworth RD Qualicum Beach
Pamela van den Bergh		2504 Island Hwy Qualicum Beach
PAUL DILLES		2518 Island Hwy Qualicum Beach
KELLY TOWNSEND		509 QUATNA RD QUALICUM BEACH
Liz ELLEN TONY		509 Quatra Rd. Qualicum Beach
KAREN POCKETT		509 QUATNA RD Q B.

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PRINT NAME	SIGNATURE	ADDRESS
Chris Grootendorst		354 Burnham Road.

PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

PRINT NAME	SIGNATURE	ADDRESS
Karin Genke	Karin Genke	391 HALL ROAD

Initialled by: PW/Oct-12

PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

PRINT NAME	SIGNATURE	ADDRESS
W.J. Pennimpede	J Pennimpede	426 College Road, QB. BC V9K 1G4

PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

PRINT NAME	SIGNATURE	ADDRESS
Lisa Malaquias de Amorim		2511 Island Hwy W. Qualicum Beach V9K 1G5
EDRBASE AMORIM		2511 ISLAND HWY QUALICUM, B.C. V9K 1G5
Grace Malaquias de Amorim		2511 Island Hwy W Qualicum Beach Bc V9K 1G5
Sara Malaquias de Amorim		"
Linda Macgillivray		"
Alison Stewart		448 Bayview Terrace Qualicum Beach, V9K 1G3

19

PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

PRINT NAME	SIGNATURE	ADDRESS
Merydie Starck		407 Quadra Road
Craig Oliver		442 Hensworth Road
Debbie Seabourne		433 Hensworth Rd

PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

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PRINT NAME	SIGNATURE	ADDRESS
LEIGHANN BOQVIST		125 VILLAGE WAY WEST QUALICUM BEACH, BC
DARREN BOLD		125 VILLAGE WAY WEST QUALICUM BEACH, BC
Julie Renton	Renton.	714 Larch Dr. Qualicum Beach, B.C
Emma Benton		711 Hemsworth Rd Qualicum Beach
Luke ZVADA		711 Hemsworth Rd Qualicum Beach. BC V9K 1R1
Joyce Boden	Joyce Boden	384 Mount Road Qualicum Beach

PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

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PRINT NAME	SIGNATURE	ADDRESS
Shayne Dault		2495 Island Hwy W
Nick Dault	–	2495 Island Hwy W
Pam McDonald		371 Burnham Rd
Bobbi Fournier	via email.	316 Burnham Rd
Tony Kalla	via email	444 Judges Row
Rebecca Kalla	via email	444 Judges Row

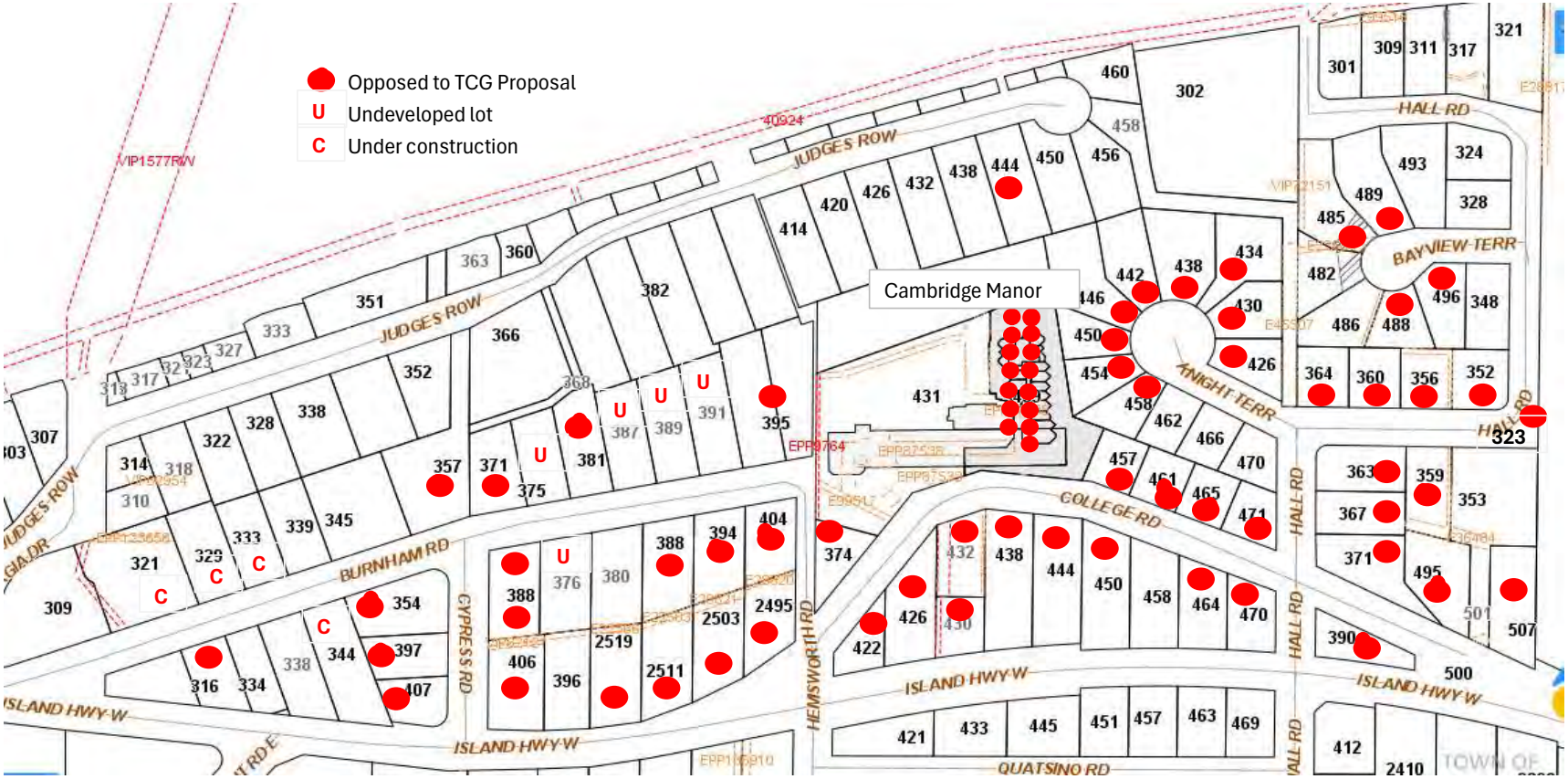
PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

PRINT NAME	SIGNATURE	ADDRESS
MARGOT STEPHENSON		323 HALL RD, QUALICUM BEACH
RICHARD STEPHENSON		323 HALL ROAD, QUALICUM BEACH

15-16 (6)

PETITION TO OPPOSE LARGE INSTITUTIONAL CARE FACILITY AT 431 COLLEGE RD.

PRINT NAME	SIGNATURE	ADDRESS
Stacia Selinger		140 Jensen Ave W.


Opposed to TCG Proposal
U Undeveloped lot
C Under construction
Cambridge Manor
JUDGES ROW
BURNHAM RD
CYPRESS RD
HEMSWORTH RD
ISLAND HWY W
COLLEGE RD
HALL RD
KNIGHT TERR
BAYVIEW TERR
QUATSINO RD
VIP1577RW

TOWN OF QUALICUM BEACH
BYLAW NO. 911

A BYLAW TO PROVIDE FOR ALTERNATIVE MEANS OF PUBLIC NOTICE

WHEREAS, Council is satisfied that the advertising methods set out in this Bylaw are likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held;

AND WHEREAS Council considers that the advertising methods set out in this Bylaw are reliable, suitable for providing notices, and accessible;

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

CITATION

1. (1) This Bylaw may be cited as "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025".

DEFINITIONS

2. (1) “Public Notice Posting Place” means the notice boards at Town Hall.

ADVERTISING METHOD

3. (1) In accordance with the *Community Charter,* alternative means of publication for the purposes of public notice shall be:

    (a) Town of Qualicum Beach Website
    (b) Town of Qualicum Beach email subscription service

    (2) All public notices shall also be posted at the Public Notice Posting Place.

ADDITIONAL NOTICES

4. (1) The means of publication for public notices in section 3(1) are not intended to limit the Town’s ability to facilitate opportunities for public participation in local government decision-making, and the Town may choose to provide additional notice through different means, or repeated notice, when considered appropriate.

    (2) The Town will endeavour to post notices in the newspaper as well as the required advertising methods identified in Section 3(1) of this Bylaw, when publication deadlines permit and until such a time as the newspaper is no longer an available option.

READ FOR A FIRST TIME this 17th day of September, 2025.
READ A SECOND TIME AS AMENDED this 8th day of October, 2025.
READ A THIRD TIME this 8th day of October, 2025.
ADOPTED this ____ day of _____, 2025.

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

TOWN OF QUALICUM BEACH
BYLAW NO. 913

A BYLAW TO EXEMPT PROPERTY FROM TAXATION

WHEREAS, Section 224(2)(a)(i) of the *Community Charter* provides that Council may exempt from taxation land or improvements that are owned or held by a charitable, philanthropic or other not-for-profit corporation;

AND WHEREAS, Section 224(2)(i) of the *Community Charter* provides that Council may exempt from taxation land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;

AND WHEREAS, Section 224(2)(e) of the *Community Charter* provides that Council may exempt from taxation land or improvements owned by a person who is providing a municipal service under a partnering agreement;

AND WHEREAS, Section 225(2)(b) of the *Community Charter* provides that Council may exempt from taxation heritage property;

AND WHEREAS, Section 224(4)(c) states that a bylaw does not apply to taxation in a calendar year unless it comes into force on or before October 31st in the preceding year;

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

1. That the land and improvements on the following described land be exempt from taxation for the taxation year 2026:

   (a) Lots 2 and 3, Plan 3414, District Lot 101A, Newcastle Land District
   Roll Numbers: 1024.000 and 1025.000
   2945 and 2949 Island Highway West - Rotary Club of Qualicum Beach - Welch Park

   (b) Lot 6, Block 10, Plan 1894, District Lot 78, Newcastle Land District
   Roll Number: 799.000
   211 Fern Road West – Rotary Club of Qualicum Beach – Rotary Club

(c) Lot 1, Plan 27288, District Lot 78, Newcastle Land District
Roll Number: 664.100
250 First Avenue West - Kiwanis Housing

(d) That part of District Lots 58 and 59 Newcastle District shown on Plan EPP106404
Roll Number: 385.015, PID 031-631-550
136 Village Way West - Kiwanis Housing

(e) Lot A, Plan 8548, District Lot 78, Newcastle Land District
Roll Number: 762.000
110 Second Avenue West - Village Theatre

(f) Lease of portion of parent property (Roll Number 1022.000) being District Lot 101 & 101A, Newcastle Land District, SW PT NE of PL3868; SW PT NE of PL3868; REM SW PT; PT SW of RD; NE PT SW of RD
Roll Number: 1022.001
2711 Island Highway West – Tourist Bureau

(g) Lease of portion of parent property (Roll Number 409.000) being Lot B, Plan VIP58293, District Lot 59 & 60, Newcastle Land District, Except Plan VIP59287
Roll Number: 409.002
644 Memorial Avenue – Curling Rink

(h) Lease of portion of parent property (Roll Number 664.000) being Lot 9, Plan 2047, District Lot 78, Newcastle Land District Except Plan 27288, 42165, VIP55424, VIP60676
Roll Number: 664.001
665 Jones Street – Lawn Bowling Club

(i) Lease of portion of parent property (Roll Number 11920.025) being Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330
Roll Number: 11920.036
Lease A3, 1000 Ravensbourne Lane – Beaufort Squadron @ Airport

(j) Lease of portion of parent property (Roll Number 11920.025) being Lot A, District Lot 124, Nanoose District, Plan 42657 Except That Part in Plan 44330
Roll Number: 11920.058
Lease D1, 1000 Ravensbourne Lane – Arrowsmith Search and Rescue @ Airport

(k) Lot A, Plan 16180, District Lot 57, Newcastle Land District Except PART IN PLAN 3022 RW
Roll Number: 521.000
587 Beach Road – Museum

(l) Lot 3 & 4, Plan 2005, District Lot 58, Land District 35, Newcastle Land District
Roll Number: 523.000
181 Sunningdale Road West – Sea Legacy Society

(m) Lot 57, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 6631, 9742 and 14723 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-097)
Lot 58, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except part in Plan 1802 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-127)
Lot 59, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except part in Plan 1802 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-151)
Lot 60, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 3399, 6530, 443R and 11244 and except part in Esquimalt & Nanaimo Railway as shown on Plan VIP68672, Newcastle District (008-097-160)
Lot 61, Plan 1026, Except that part forming part of the Island Highway as shown coloured yellow on plan deposited under DD 3268N and except parts in Plans 1802, 3399 and 6530, Newcastle District (008-097-178)
Lot 62, Plan 1026, Except parts in Plans 1802, 3399 and 6530, Newcastle District (008-097-194)
Lot A, District Lot 63, Plan 9145, Newcastle District (005-554-268)
Roll Number: 581.000
469 Memorial Avenue – Qualicum Beach Memorial Golf Club

(n) Lot 1, Plan 13424, District Lot 57, Newcastle Land District
Roll Number: 221.000
210 Crescent Road West – Valhalla (Hospice)

(o) Lot A, Plan EPP115395, District Lot 78, Newcastle Land District
Roll Number: 864.310
122 Fern Road West – The Old School House Arts Centre (TOSH)

(p) Strata Lot 1, Plan VIS5454, DL 78, Newcastle Land District
Roll Number: 770.105
703 Memorial Avenue – Qualicum Beach Seniors' Activity Centre

(q) Lot A, Plan EPP12448, District Lot 78, Newcastle Land District
Roll Number: 864.200
744 Primrose Street – SD #69 (Qualicum Commons)

(r) Lot B, Plan EPP115395; District Lot 78, Newcastle Land District
Roll Number: 864.320
733 Memorial Ave – Naked Naturals (Public Parking Lot)

(s) Block 5, Plan 1894, District Lot 78, Newcastle Land District
Roll Number: 739.100
180 Veterans' Way - Royal Canadian Legion Branch #76

(t) Lot A, Plan VIP66629, District Lot 78 & 88, Nanoose Land District, Nanoose and Newcastle Districts Mile 99.13 to 100.114 – portion of VIP 66629; PID 024-135-232
Roll Number: 19458.020
Island Corridor Foundation [E&N R/W]

(u) Lot A, Plan VIP 66629, District Lot 78 & 88, Nanoose Land District, & Newcastle Land District except there out 0.21 acre lease – see Folio 565-01163.100; Mile 100.14 to 101.59 – portion of VIP66629 inside Qualicum Beach – located between Hollywood & First Avenue, VIP 70053-70058 73117-73120 – No Adj.
Roll Number: 19458.025
Island Corridor Foundation [E&N R/W]

(v) Lot A, Plan VIP 68672, District Lot 52-78, Newcastle Land District EXCEPT PLAN VIP74072-E & N R/W located in the Town- Mile 101.59 TO 103.297, VIP70059,70060, 70115, 70118, 70119, 70125,70332,70488, 73107-73116 – No Adj.; PID 024-503-436
Roll Number: 1151.000
Island Corridor Foundation [E&N R/W]

(w) District Lot 52-60, Nanoose Land District, VIA Rail Lease situated on E&N/W, DL 52 to 60 Incl. & Part of DL 78 within the Town of Qualicum Beach
Roll Number: 1163.001 & 1163.200
174 Railway Street - Train Station

(x) Lease of portion of parent property (Roll Number 16.000) being Lot 1-4, Lot 9-11, Block 2, Plan VIP3938, District Lot 17, Newcastle Land District. PID 006-131-531, 006-131-557, 006-131-565, 006-131-573, 006-131-603, 006-131-620, 006-131-646, 031-343-619, 031-343-627, 031-343-643, 031-343-635
Roll Number: 16.000
3319 Island Hwy W–St. Andrews Lodge Historical & Cultural Society

(y) Lot 1, Plan 2080, District Lot 78, Newcastle Land District. PID 006-661-122
Roll Number: 669.100
330 Dorset Rd – Into the Woods Early Learning Childcare Society

2. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025".

READ A FIRST TIME this 17th day of September, 2025.

READ A SECOND TIME this 17th day of September, 2025.

READ A THIRD TIME, AS AMENDED this 8th day of October, 2025.

Notice published pursuant to Section 227 of the *Community Charter* on the 24th day of September, 2025, and the 1st day of October, 2025.

ADOPTED this day of , 2025.

Teunis Westbroek, Mayor

Heather Svensen, Director of Corporate Services

TOWN OF QUALICUM BEACH
BYLAW NO. 682.03

A BYLAW TO AMEND TOWN OF QUALICUM BEACH DOWNTOWN DEVELOPMENT COST CHARGES REDUCTION BYLAW NO. 682, 2012

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

1. This Bylaw may be cited as "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025".

2. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Suites) Bylaw No. 682.01, 2012" is hereby repealed.

3. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Suites) Bylaw No. 682.02, 2014" is hereby repealed.

4. "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012" is hereby amended as follows:

   a. By inserting subsection 1(c) "secondary Suites as defined by the British Columbia Building Code, with a maximum floor area of 90m^2."; and

   b. By deleting subsection 3(a)(i) in its entirety.

   c. By deleting subsection 3(a)(ii) in its entirety.

   d. By deleting subsection 3(a)(iii) in its entirety.

READ A FIRST TIME this 14th day of May, 2025.

READ A SECOND TIME this 16th day of July, 2025.

READ A THIRD TIME, AS AMENDED this 17th day of September, 2025.

ADOPTED this day of , 2025.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: October 22, 2025

FROM: Rebecca Augustyn, Senior Planner

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

Governance Decisions:
Council is requested to consider advancing amendments (third reading and adoption) to the Official Community Plan (OCP) and Zoning Bylaw to designate specific lands in the Eaglecrest Neighbourhood as “Residential” and a small portion as “Institutional,” as part of the strategy to potentially purchase the Eaglecrest Golf Course. Key changes to the Zoning Amendment Bylaw proposed since second reading and the Public Hearing, are summarized on pages 5-6 of this Report.

Note: While Council has until November 1, 2025 to finalize the purchase agreement for the Eaglecrest Golf Course, amendments to the OCP and Zoning Bylaw are part of the Town’s due diligence process and financing strategy to ensure financial viability of the project. As such, amendments to both the Zoning Bylaw and OCP need to be completed prior to November 1, 2025. If the purchase is not advanced, staff will proceed with the required bylaws to revert back to the original zoning and OCP designations.

RECOMMENDATION

1. THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be read a third time as amended.

2. THAT Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be adopted.

3. THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be read a third time as amended.

4. THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be adopted.

5. 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.

6. 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.

PURPOSE

The purpose of this Report is to provide background regarding potential advancement of Official Community Plan and Zoning Bylaw Amendments that designate development potential on portions of the Eaglecrest Golf Course Lands and other Town owned lands in the Eaglecrest neighbourhood. These amendments are integral to the "Eaglecrest Revisioning and Acquisition" project and are part of the Town's due-diligence process and financing strategy for acquiring the Eaglecrest Golf Course Lands that must be completed prior to November 1, 2025. If the purchase is not advanced, staff will proceed with the required bylaws to revert the Lands back to the original zoning and OCP designations.

While the Town retains land use controls of Official Community Plan designations, zoning and other regulations, purchasing the land would give the Town further oversight and places the community in a central role to discuss the future of the lands. Prior to development of these parcels, future public consultation and Council decision-making is required to refine the general land uses identified in the bylaws (i.e. what type of development, where and how much).

BACKGROUND

The Eaglecrest Golf Course Lands comprise approximately 42.5 hectares (105 acres) in the Eaglecrest neighbourhood of Qualicum Beach. In July 2025, the Town of Qualicum Beach entered into a conditional Purchase and Sale Agreement to acquire the Eaglecrest Golf Course Lands for a potential $8.5 million. The proposed purchase is an opportunity for the Town to secure long-term public control of a significant landholding; balancing community priorities such as recreation, housing, environmental stewardship, and infrastructure renewal.

The Agreement allows the Town to conduct public consultation and technical assessments before making a final decision by November 1, 2025. Under the current concept, approximately 40% of the land would be preserved as natural parkland with trails and reforested areas. A redesigned nine-hole golf course would continue to operate on approximately 50% of the land through a lease or third-party partnership. The remaining lands, along with adjacent Town-owned residential parcels, would be considered for “Residential” and a small amount of “Institutional” use development, and could provide a range of housing and services for the Town. Staff are proposing that “Institutional” would be restricted to uses associated with a seniors’ care residence by way of a Section 219 Covenant (see recommendation 6.(f) on page 2 of this Report).

The potential purchase of the Eaglecrest Golf Course is intended to be self-funded through the sale of select land parcels that will be pre-zoned with development potential that could be implemented if the Town assumes ownership. Short-term financing will be secured through reserve reallocations and the sale of existing Town-owned residentially zoned lands in the Eaglecrest area. Technical studies, including a traffic impact assessment and environmental reports, are underway. Amendments to the Official Community Plan and Zoning Bylaw are required to reflect the proposed land uses and enable the financing model associated with the possible purchase.

The Eaglecrest OCP and Zoning Amendment Bylaws went before Council in an open meeting on September 17, 2025 and Council passed the following resolutions provided from the draft meeting minutes, which are intended to be adopted by Council on October 22, 2025:

> ***WHEREAS*** *the Town of Qualicum Beach recognizes the recreational, cultural, and historical value of the Eaglecrest Golf Course Lands to the community;*
>
> ***AND WHEREAS*** *the Town acknowledges the long-term community value of the Eaglecrest Golf Course Lands as a recreational asset;*
>
> ***AND WHEREAS*** *the Eaglecrest Golf Course Lands provide employment opportunities and contribute to local tourism;*
>
> ***AND WHEREAS*** *the Eaglecrest Golf Course Lands, or a portion thereof, if repurposed could offer environmental and recreational benefits through reforestation or naturalization, including potential carbon sequestration;*

AND WHEREAS *the Eaglecrest Golf Course Lands provide ongoing benefits to residents of the Eaglecrest neighbourhood as well as the broader community;*

AND WHEREAS *the Town has received an informal estimated cost of $2.3M for the upgrading of the building, greens and equipment to an industry standard;*

AND WHEREAS *the Community Transportation Plan includes a roundabout at the intersection of Village Way and Highway 19A with an estimated cost in the range of $3M noting that staff have received recent estimates in the range of $5M;*

AND WHEREAS *the Eaglecrest Golf Course Lands may become a source of complaints from surrounding residents if the Golf Course is closed and not maintained to an appropriate standard;*

THAT *Council not entertain six-story developments as identified in Schedule B of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and in Schedule D of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.*

THAT *Council not include the areas that currently make up Yambury Park as identified in Schedule I & Schedule L of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and in Schedule K & Schedule L of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025, in potential rezoning and OCP amendments.*

THAT *Council exclude consideration of the parcel at the North-West corner of Country Club Drive and Highway 19A as identified in Schedule C of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and in Schedule E of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.*

THAT *Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be introduced and read a first time, as amended to exclude the following items:*

- *THAT Council not entertain six-story developments as identified in Schedule B of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025.*
- *THAT Council not include the areas that currently make up Yambury Park as identified in Schedule I & Schedule L of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025, in potential rezoning and OCP amendments.*
- *THAT Council exclude consideration of the parcel at the North-West corner of Country Club Drive and Highway 19A as identified in Schedule C of Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025.*

THAT *Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 be read a second time.*

THAT *Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be introduced and read a first time, as amended to exclude the following items:*

- *THAT Council not entertain six-story developments as identified in Schedule D of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.*
- *THAT Council not include the areas that currently make up Yambury Park as identified in Schedule K & Schedule L of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025, in potential rezoning and OCP amendments.*
- *THAT Council exclude consideration of the parcel the North-West corner of Country Club Drive and Highway 19A as identified in Schedule E of Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.*

THAT *Zoning Bylaw No.900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be read a second time.*

THAT *Council, in accordance with the Local Government Act, has considered referrals to the following agencies and organizations including School District No. 69 (Qualicum), Regional District of Nanaimo, Island Health, Ministry of Transportation and Infrastructure, and the Agricultural Land Commission, and hereby directs staff to formally notify Qualicum First Nation and Nanoose First Nation of the proposed amendments.*

THAT *Council directs staff to schedule a Public Hearing for a Special Council meeting on October 6th at 2pm at the Civic Centre, 747 Jonest Street, to receive comments from the public with regard to Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 and Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.*

Staff have updated the OCP and Zoning Amendment Bylaws to reflect the above Council motions, and are in the process of notifying Qualicum First Nation and Nanoose First Nation.

DISCUSSION
The following is a discussion regarding the Zoning Amendment and OCP Amendment Bylaws for the Eaglecrest Golf Course Lands.

Bylaw Changes Since Second Reading and the October 6, 2025 Public Hearing:
Following the October 6, 2025 Public Hearing, staff have spent time reviewing the feedback received from the community and exploring opportunities to address public concerns. The amended bylaws address some of the key themes at the Public Hearing:

- In response to the concerns about parkland distribution, a portion of new parkland will be dedicated south of Royal Dornoch Drive, with a pedestrian linkage to Fairways Drive.
- In response to the comments about density, only one parcel now has density exceeding 60 units/ha, which is the equivalent to four dwelling units on a single residential parcel. This density is the minimum density permitted under a residential use as per provincial legislation (Bill 44).
- In response to concerns about the potential commercial space at the corner of Eaglecrest/Country Club Drive, this area has been changed to multi-residential with no commercial potential.

Following is a parcel by parcel analysis of the changes:

Area 1 (Eaglecrest/Country Club):

- Removed commercial potential from the parcel.
- Lowered density from 80 units per hectare to 60 units per hectare. This density is equivalent to residential areas that permit four dwelling units as a minimum density on a parcel that is approximately 700m^2.

Area 2 (West of Country Club Drive):

- Expanded boundary to the south, increasing the size of the parcel. Lowered density from 80 units per hectare to 60 units per hectare. This density is equivalent to residential areas that permit four dwelling units as a minimum density on a parcel that is approximately 700m^2.

Area 3 (Country Club Drive/Hwy 19A):

- Boundary to the north adjusted to reduce the size of this parcel. Proposed density remains at 62.5 units/ha, as per 2nd Reading of the Bylaw.

Area 4 (Blind Bogey North):

- No change.

Area 5 (Blind Bogey South):

- No change.

Area 7 (Highway 19A):

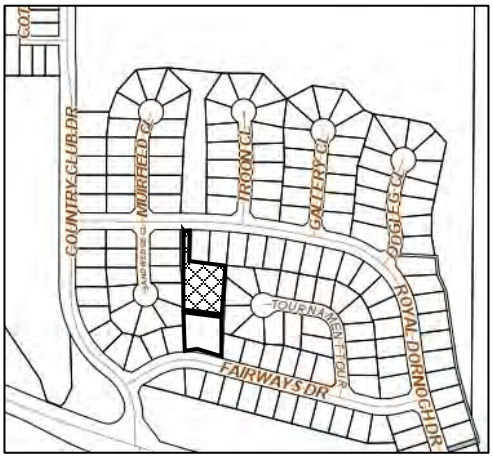
- Lowered density from 80 units per hectare to 60 units per hectare. This density is equivalent to residential areas that permit four dwelling units as a minimum density on a parcel that is approximately 700m^2.

Area 8 (Royal Dornoch North):

- No change.

Area 9 (Royal Dornoch South):

- Reduce the area for residential use to permit two residential parcels adjacent to Fairways Drive, with the remainder of the parcel to be dedicated as Parkland (hatched area). A pedestrian connection could be provided linking Fairways Drive and Royal Dornoch Drive.



Boundary subject to adjustment based on future Council decision making

Figure 1: Royal Dornoch Proposed Parkland (Hatched Area)

Eaglecrest Golf Course Lands Next Steps

In addition to the changes to the OCP and Zoning Amendment Bylaws, the staff recommendations also provide direction to guide the next phase of the Eaglecrest Revisioning and Acquisition Project. These directions reflect key themes raised during the Public Hearing, such as maintaining view corridors, minimizing overlook into existing yards, integrating green buffers, and enhancing public gathering spaces, and will serve as clear priorities for staff during upcoming engagement and detailed site planning.

- The next phase will invite the Eaglecrest Residents' Association and the broader public to collaborate with staff in refining the development potential of key areas, particularly Areas 1, 2, 3, and 7, before any lands are offered for sale.
- Staff will engage with neighbouring property owners adjacent to Area 8 (Royal Dornoch North) to determine whether there is interest in purchasing all or a portion of the Town-owned residential property before the panhandle portion is publicly listed.
- Future planning on the west side of the Eaglecrest Lands will seek additional public green space for gathering, green buffers to mitigate impacts on adjacent homes, and walking loops to strengthen connectivity.
- Development concepts will be refined to mitigate overlook from new buildings into existing homes and yards.
- Development planning will seek to maintain a view corridor from existing homes on Cottage Drive across the Eaglecrest Golf Course Lands.
- Prior to any disposition, a Section 219 Restrictive Covenant on Lot 126, District Lot 126, Nanoose Land District, Plan VIP57772 (PID: 018-527-850) would be registered to restrict any potential future Institutional Use to Seniors Housing and Seniors Care,

Together, these directions and next steps are intended to balance the financial framework required to support the potential purchase of the Eaglecrest Golf Course with a strong commitment to neighbourhood compatibility, open space, and long-term community stewardship.

OCP and Zoning Analysis

The proposed OCP and Zoning Amendments apply to the following eight areas or parcels, which are included on a map in Appendix A:

	Area	Size	Proposed Use
1	**Eaglecrest/Country Club**	Approx 6,500m²	Residential ~~Commercial/Residential~~
2	**West of Country Club Drive**	Approx 15,300² ~~Approx 11,700m²~~	Residential
3	**Country Club Drive/Hwy 19A**	Approx 10,000m² ~~Approx 13,600m²~~	Institutional/Residential
4	**Blind Bogey North**	Approx 1,500m²	Residential
5	**Blind Bogey South**	Approx 2,700m²	Residential
Yambury Park - No longer included in amendment			
7	**Highway 19A**	Approx 23,163m²	Residential
8	**Royal Dornoch Drive North**	Approx 5,010m²	Residential
9	**Royal Dornoch Drive South**	Approx 5,900m²	Residential

Note – Changes since second reading are shown with a strike through.

The precise mix of housing and the layout of residential units for the proposed residential development parcels will not be finalized prior to the potential purchase date. Rather, the lands under consideration would be designated under general land use categories through proposed Official Community Plan (OCP) and concurrent Zoning Bylaw amendments. These amendments would provide a policy and regulatory framework necessary to support the Town's purchase strategy, while maintaining flexibility for future planning based on future community feedback and technical analysis. Council has committed to a second public engagement process, including multiple meetings, to refine future development plans if the Town purchases the Lands.

While proposed zoning for the majority of the parcels under consideration would primarily support residential uses, a portion of the parcel on the west side of Country Club Drive could include uses associated with a seniors' care residence/facility, restricted by way of a Section 219 Covenant.

Zoning Details
All eight areas have been assigned new proposed zoning designations. Appendix A includes a map of the areas. On Parcels 1-3 the density is described in units/ha because they are larger parcels with an opportunity to cluster development in one area to preserve more open space on the parcel. On the other parcels, density is described as units per parcel, as smaller parcels are contemplated in these areas with lower density.

Note:

- 80 units/ha is equivalent to permitting four dwelling units on a lot size of 500m^2, similar to land sizes in the "Cottages at Eaglecrest" or West Ridge subdivisions.
- 60 units/ha is equivalent to permitting four dwelling units on a lot size of 700m^2, similar to land sizes in most subdivisions in Qualicum Beach.
- 60 units/ha is the minimum density permitted under provincial legislation (Bill 44) on a 700m² parcel.

Zoning Amendment - Land Use Overview						
	Area	**Proposed Zone / Residential Density**	**Residential Density**	**Maximum Height**	**Setbacks and Parcel Coverage**	**Minimum Lot Size**
1	**Eaglecrest/ Country Club**	Residential 21 (R21) ~~Neighbourhood Residential Commercial 1 (NRC1)~~	60 units/ha ~~80 units/ha~~	12.75m ~~11m~~	Parcel Coverage 61% Setbacks: Front lot line 2.7m Rear lot line 2.0m Interior lot line 3.0m Exterior lot line 3.5m	500m^2
2	**West of Country Club Drive**	Residential 21 (R21) ~~Residential 20 (R20)~~	60 units/ha ~~80 units/ha~~	12.75m	Same as above	500m^2

3	**Country Club Drive/Hwy 19A**	Institutional Residential	80 units/ha (not including care beds)	16.0m*	Parcel Coverage 50% Setbacks: Front lot line 4.5m Rear lot line 4.5m Interior lot line 3.0m Exterior lot line 3.0m	500m^2
4	**Blind Bogey North**	Same as surrounding area (Residential 1)				500m^2
5	**Blind Bogey South**	Same as surrounding area (Residential 1)				500m^2
Yambury Park - No longer included in amendment						
7	**Highway 19A**	Residential 21 (R21) ~~Residential 20 (R20)~~	60 units/ha ~~80 units/ha~~	12.75m*	Parcel Coverage 61% Setbacks: Front lot line 2.7m Rear lot line 2.0m Interior lot line 3.0m Exterior lot line 3.5m	500m^2
8	**Royal Dornoch Drive North**	R1 Same as surrounding area (Residential 1)				500m^2
9	**Royal Dornoch Drive South**	R1 Same as surrounding area (Residential 1)				500m^2

Note – Changes since Second Reading are shown with a strike through.

It should be noted that the proposed zones set general development parameters based on neighbourhood compatibility. Subsequent zoning amendments may be required in the future when specific development proposals have been advanced in order to consider refinements to site layout, density allocations or building forms. Council has committed to further public engagement to refine development plans prior to land sales (excluding existing Town-owned residential land).

Official Community Plan Amendment
The proposed OCP amendment would change the land use designation for eight land areas as follows:

OCP Amendment - Land Use Overview			
	Area	**Current OCP Designation**	**Proposed OCP Designation**
1	**Eaglecrest/Country Club**	Parks and Recreation	Multi-family Residential ~~Commercial/Residential~~
2	**West of Country Club Drive**	Parks and Recreation	Multi-family Residential
3	**Country Club Drive/Hwy 19A**	Parks and Recreation	Institutional/Residential
4	**Blind Bogey North**	Parks and Recreation	Residential
5	**Blind Bogey South**	Parks and Recreation	Residential
Yambury Park - No longer included in amendment			
7	**Highway 19A**	Parks and Recreation	Multi-family Residential
8	**Royal Dornoch Drive North**	Parks and Recreation	Residential
9	**Royal Dornoch Drive South**	Parks and Recreation	Residential

Note – Changes since Second Reading are shown with a strike through.

Where applicable, parcels identified as part of the Eaglecrest Golf Course Lands that are subject to this OCP Amendment are proposed to be included within a Development Permit Area (DPA) for Form and Character. DPA designations will ensure that future construction of multi-residential and institutional development is subject to a detailed design review, with guidelines for building siting, massing, landscaping, and compatibility with the surrounding neighbourhood. The Form and Character Development Permits will be required prior to the approval of any specific development plans or the commencement of construction activity. The DPA process provides a layer of Council oversight to protect community character and ensure that future development is sensitive to its context.

The Town is currently in the process of the larger 2025 OCP Review. Where applicable, including the Eaglecrest Lands into a Development Permit Area (DPA) and creating new DPAs will occur within the larger OCP Review process. In other words, the OCP Review process is where parcels that are part of this OCP amendment will be included into a DPA, either the existing Residential Design Guidelines or a new Eaglecrest-specific DPA that will apply to multi-unit residential and institutional zones. As such, Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 does not include these parcels into the Development Permit Area. It should be noted that as part of the OCP Review, DPA Guidelines are being relocated to Zoning Bylaw 900, 2024 for usability and ease of update. The references and integration between the OCP DPAs and the Zoning Bylaw will be completed during the pending OCP update that is anticipated for adoption prior to January 1, 2025, subject to Council decision making).

As outlined in the October 2, 2025 “Frequently Asked Questions”, the Town’s current strategy anticipates recouping an estimated minimum of $8.5 million through land sales to fund the purchase of the Eaglecrest Golf Course Lands. However, the revenue from potential development could also allow the Town to advance additional priorities that require further funding. For example, the revenue could be used to fund improvements such as separated walking paths, park improvements, or the construction of a roundabout or other traffic solution at the intersection of Highway 19A, Village Way and Country Club Drive, subject to future Council decision making.

The Town is in the process of retaining a qualified golf course consultant on a revised nine-hole course concept and associated cost estimates. Should upgrades to the Eaglecrest Golf Course be included as part of the purchase financing strategy, funds could be allocated to support reconstruction of existing holes or reconfiguration of a new course layout These improvements would help ensure that the Golf Course remains a high-quality recreational amenity for the community.

The final scale and configuration of land development will be determined if Council decides to proceed with the purchase and will be subject to future public consultation.

FINANCIAL IMPLICATIONS

To facilitate the potential purchase of the Eaglecrest Golf Course Lands, Council has directed staff to bring forward an amendment to the 2025-2029 Financial Plan authorizing the necessary capital expenditure if the purchase is to proceed. As existing reserve balances are fully allocated to fund capital projects and Strategic Initiatives currently identified in the 2025-2029 Financial Plan, this purchase would require the reallocation of reserves to prioritize the purchase.

To accommodate this reallocation, several capital projects would need to be deferred until the reserves are replenished through the sale of select Eaglecrest land parcels and staff capacity becomes available. Deferred projects would include, but are not limited to:

- Bus Garage Site Works ($800k);
- Saahtlam Park Amenity Improvements ($350k);
- Pickleball Courts ($85k); and
- Operations Modernization ($900k).

In addition, Strategic Initiatives planned for 2026 would need to be postponed, including:

- Airport Master Business Plan;
- Community Park Needs Assessment;
- Food Action Plan;
- Identify Land for a Multi-Purpose Performing Arts Cinema;
- Community Climate Change Adaptation Plan Update and Implementation;
- Community Park Site Review (Facilities and More);
- Accessibility Dwelling Unit Design Template; and
- Parking Management Strategy.

It is important to note that should the Town proceed with both the purchase of the Eaglecrest Golf Course Lands and concurrent due diligence on the Qualicum Commons property, the ability to advance new Strategic Initiatives (Blue Sky requests) in 2026 would be significantly constrained. Capital Projects with clearly identified and limited funding sources could be considered under this scenario.

It should also be noted that the Town of Qualicum Beach has signed a conditional donation agreement with a private donor that could contribute 25% of the purchase price for the Eaglecrest Golf Course Lands, up to $2.125 million. If the purchase proceeds, the donation will be received in late 2025 and directed to the purchase of Eaglecrest Golf Course Lands with the requirement for long-term preservation of approximately 40 acres of parkland.

MODUS Due Diligence
As part of the Town's due diligence process for the Eaglecrest Golf Course lands, Council was advised on the potential purchase and land use options by MODUS Planning, Design & Engagement Inc., with support from Westplan Consulting and Cunningham & Rivard Appraisals. MODUS assessed the financial feasibility of the proposed purchase of the Eaglecrest Golf Course Lands, explored potential community benefits, and summarized public engagement to date.
The MODUS analysis indicates that the proposed purchase price of $8.5M is reasonable. Land sales from designated development parcels have the potential to fully recover and exceed the $8.5 million purchase cost. The financial analysis confirms that the project is feasible and that Council will have opportunities to refine the project scope, land uses, amenities, infrastructure upgrades and phasing through further public consultation and technical review,

While the high-level findings of the MODUS analysis are being shared in this report to support public transparency, all details of the financial modelling and parcel-specific valuations remain confidential. This protects the Town's negotiating position in future land sales and avoids creating the false impression that Council has made decisions about housing form or density in advance of further consultation.

Financial Viability and Flexibility
The MODUS analysis confirms that the Town has sufficient potential revenue from limited land sales to fund the $8.5 million Eaglecrest Golf Course Lands purchase while maintaining flexibility to respond to future community priorities. This means Council can make choices in the public interest—such as adding parkland or affordable housing—without compromising the project's financial viability.

Recent amendments to the draft Zoning and OCP Bylaws, as described in this memo, reduce residential density and expand parkland areas, thereby lowering the potential revenue from development. Nevertheless, MODUS has verified that the updated zoning still provides enough development potential to meet funding targets and maintain some flexibility for future decisions.

It is important to emphasize that the financial model does not depend on developing all eligible lands to the maximum potential. Even with further refinements that reduce potential revenue, the project can remain financially viable. However, there is a limit to the extent that Council can reduce overall development potential while still meeting the Town's financial objectives. Staff and consultants will continue to monitor these factors carefully to ensure that the purchase remains financially viable and aligned with Council's direction.

Public Engagement
Public Engagement activities to date have included:

- Two Open House presentations on September 9, 2025 (3–7pm). Over 600 participants attended and shared feedback via project storyboards and took part in interactive activities about the potential Eaglecrest Golf Course Lands development.
- One Public Hearing on October 6, 2025 with approximately 380 people in attendance. Some of the key theme include:
    - Parkland distribution, particularly the desire to ensure a fair balance between the east and west sides of Eaglecrest.
    - Proposed permitted uses and density.

    - Importance of ensuring that any new development integrates carefully with existing neighbourhoods.
    - View corridors and preserving the character of the area.
    - Proposed commercial space on the corner of Eaglecrest/Country Club Drive.
- Over 900 responses via an online survey that was open from September 9–28, 2025.
- Eleven meetings with Residents' Associations, golf course members, and community groups. These meetings included a brief background presentation, followed by discussions about the potential benefits of the project, as well as concerns. The meetings also focused on hearing community members' priorities for the lands, including preferences for land use, community amenities, and environmental protection.

Online Survey (September 9–28, 2025, over 900 responses)
The online survey indicates an overall positive view from respondents regarding the potential acquisition itself.

- In response to the question "What do you think about the Town's proposal to acquire the Eaglecrest Lands?", 65.8% of respondents answered: "Excited about the acquisition opportunity".

There is a wider range of opinions on how best to fund a potential acquisition and what form the development should take.

- In response to the question "Which housing scenario do you think is best for the community?", 43% answered: "Scenario 2: Medium Density & Coverage"

What amenities or improvements should the Town consider in a funding plan? (Select all that apply). In order of support from highest to lowest, the answers were:

1. Traffic upgrades at Island Highway and Village Way
2. Multi-use trail improvements
3. Safer pedestrian connections
4. Parkland improvements
5. Upgraded 9-hole golf course

The complete survey is available on the Town's website:
https://qualicumbeach.com/eaglecrest-golf-course-revisioning

Resources

Additional information on the proposed purchase of the Eaglecrest Golf Course, including FAQs, media releases, background documents and survey results, is available on the Town's project webpage at https://qualicumbeach.com/eaglecrest-golf-course-revisioning.

- Frequently Asked Questions
- Online Survey Results
- Key Messages – Eaglecrest Golf Course Lands
- Backgrounder – Eaglecrest Golf Course Acquisition (July 16, 2025)

Other technical analysis and processes are still underway and therefore are not included in this report.

- Traffic study: Full study underway, including Highway 19A/Country Club Drive intersections. Anticipated in Q4 2025 or Q1 2026.
- Phase I Environmental study: Anticipated October 2025.
- Design guidelines: Included in OCP update for Council consideration in October/November 2025.
- Golf Course Layout and detailed cost estimate for reconfiguration.
- Golf Course operating model.

SUMMARY

This Report summarizes the proposed updated Official Community Plan and Zoning Amendment Bylaws for portions of the Eaglecrest Golf Course Lands and adjacent Town-owned parcels, following completion of the Public Hearing and subsequent bylaw refinements by staff. The purpose of these proposed amendments is to establish a policy and regulatory framework that supports the Town's conditional purchase of the Eaglecrest Golf Course Lands, ensures financial viability, and provides a clear foundation for future community-based planning.

The amendments reflect Council direction and public input received to date, including reduced residential densities, the removal of neighbourhood commercial zoning at Eaglecrest/Country Club Drive, and the addition of new parkland areas. Council retains flexibility to adjust future development scope, design, and phasing based on evolving community priorities, community input, and technical findings. Staff and consultants will continue to monitor the financial viability in consideration of this flexibility in Council decision making to ensure that the project remains financially viable and aligned with Council's direction.

ALTERNATIVES

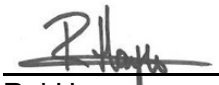
1. THAT Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025 be read a third time as amended, subject to the maximum height in the Residential 21 (R21) zone being reduced from 12.75m to 11.0m.
2. THAT Council provides alternate direction to staff.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, Senior Planner.

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

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



Raj Hayre
Director of Finance
Concurrence

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES:

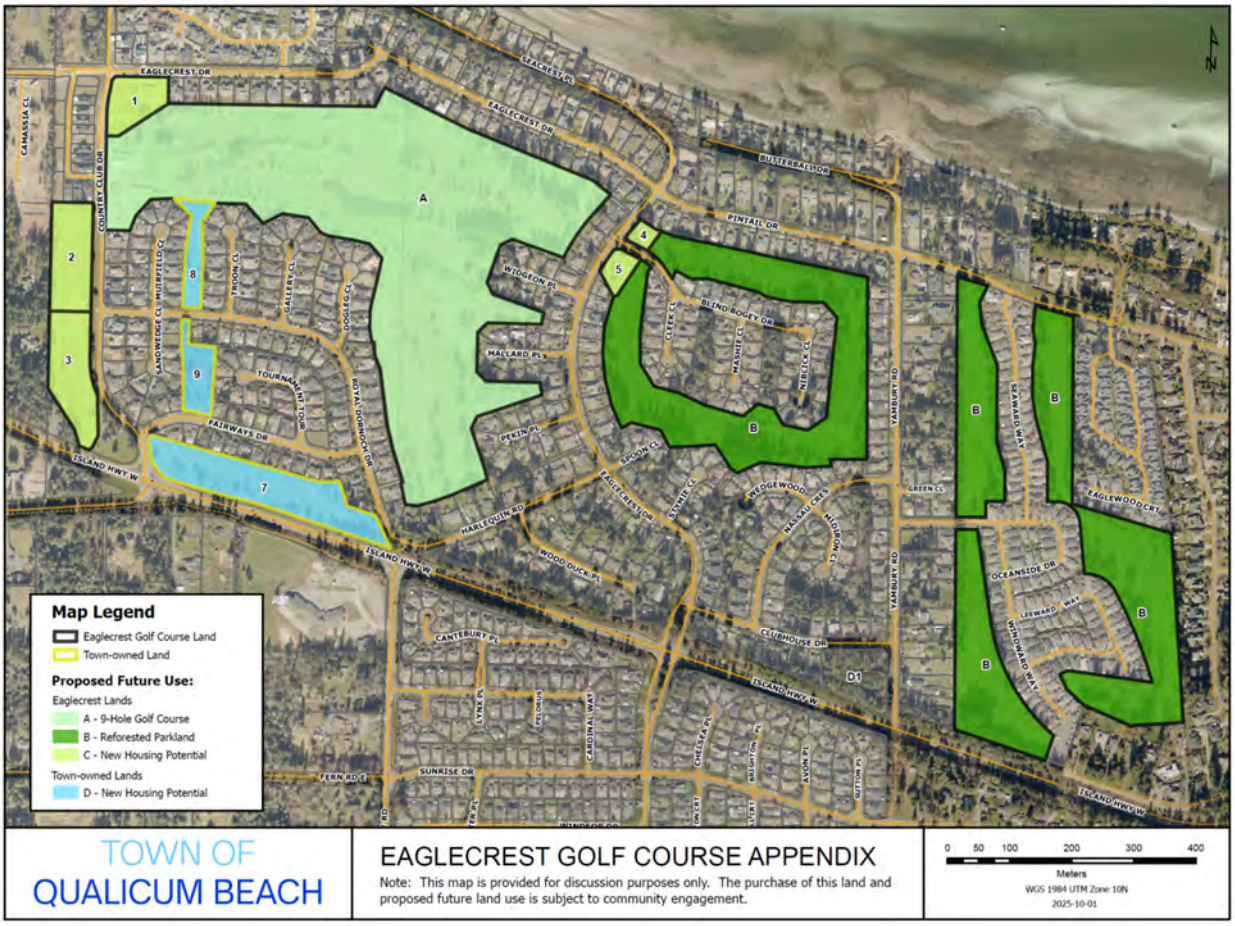
Attachment 1: Zoning Amendment Bylaw No. 900.06 (as amended)
Attachment 2: OCP Amendment Bylaw No. 800.08(as amended)
Attachment 3: Minutes – Oct 6 Public Hearing

Further resources are available on the Project Page on the Town's website including but not limited to:

- Background documents and Frequently Asked Questions (FAQ)
- September 9, 2025 Public Open House - Event Summary
- Online Survey Responses (including open ended questions)
- Online Survey Summary (Multiple Choice Questions Only)

Attachment 1: Zoning and OCP Amendment – Land Use Overview

*Note Area 6 (Yambury Park) has been removed as per previous direction



TOWN OF QUALICUM BEACH
BYLAW NO. 900.06

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH ZONING BYLAW, 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 6 – Land Use Regulations" is hereby amended by adding Section 3.4.109 'Institutional Residential 1 (IR1)' as shown on Schedule 'A' which is attached to, and forms part of, this Bylaw.

2. "Part 6 – Land Use Regulations" is hereby amended by adding Section 3.4.124 'Residential 21 (R21) as shown on Schedule 'B' which is attached to, and forms part of, this Bylaw.

3. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of a portion of Lot A, District Lot 122, Nanoose District, Plan VIP59040 Except Parts in Plans VIP59041, VIP59042 & VIP59486, (PID: 018-843-034) (444 Country Club Drive) from Recreation 3 (F3) and Recreation 4 (F4) to Residential 21 (R21) as shown outlined in a heavy black line on Schedule 'C' which is attached to, and forms part of, this Bylaw.

4. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of a portion of Lot D, District Lot 122, Nanoose District, Plan VIP59040 Except Part in Plan VIP63131 Except Plan EPP74273, (PID: 018-843-069) from Recreation 3 (F3) to Institutional Residential 1 (IR1) as shown outlined in a heavy black line on Schedule 'D' which is attached to, and forms part of, this Bylaw.

5. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of a portion of Lot D, District Lot 122, Nanoose District, Plan VIP59040 Except Part in Plan VIP63131 Except Plan EPP74273, (PID: 018-843-069) from Recreation 3 (F3) to Residential 21 (R21) as shown outlined in a heavy black line on Schedule 'F' which is attached to, and forms part of, this Bylaw.

6. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of a portion of Lot A (DD 17881N), Except Parts in Plans 21035, 25134, 25719, 25980,

28760, 29168, 33534, 35350, 44771, VIP59041, VIP63018 and VIP66151, DL 108, Nanoose District, (PID: 005-103-860) from Recreation 4 (F4) to Residential 1 (R1) as shown outlined in a heavy black line on Schedule 'G' which is attached to, and forms part of, this Bylaw.

7. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 126, District Lot 126, Nanoose Land District, Plan VIP57772, (PID: 018-527-850) from Rural Residential 1 (RR1) to Residential 1 (R1) as shown outlined in a heavy black line on Schedule 'H' which is attached to, and forms part of, this Bylaw.

8. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of a portion of Lot 126, District Lot 122, Nanoose Land District, Plan VIP57772, (PID: 018-527-850), (871 Fairways Drive) from Rural Residential 1 (RR1) to Residential 1 (R1) as shown outlined in a heavy black line on Schedule 'I' which is attached to, and forms part of, this Bylaw.

9. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot A, District Lot 122, Nanoose Land District, District Lot 78, Nanoose Land District and Newcastle Land District, Plan 49114, (PID 014-844-371) from Recreation 4 (F4) to Residential 21 (R21) as shown outlined in a heavy black line on Schedule 'J' which is attached to, and forms part of, this Bylaw.

10. "Schedule 7A – Subdivision District Map" is hereby amended by changing the Subdivision District of a portion of Lot A, District Lot 122, Nanoose District, Plan VIP59040 Except Parts in Plans VIP59041, VIP59042 & VIP59486, (PID: 018-843-034) (444 Country Club Drive) from Subdivision District "Z" to Subdivision District "J" as shown outlined in a heavy black line on Schedule 'C' which is attached to, and forms part of, this Bylaw.

11. "Schedule 7A – Subdivision District Map" is hereby amended by changing the Subdivision District of a portion of Lot D, District Lot 122, Nanoose District, Plan VIP59040 Except Part in Plan VIP63131 Except Plan EPP74273, (PID: 018-843-069) from Subdivision District "Z" to Subdivision District "J" as shown outlined in a heavy black line on Schedule 'D' which is attached to, and forms part of, this Bylaw.

12. "Schedule 7A – Subdivision District Map" is hereby amended by changing the Subdivision District of Lot D, District Lot 122, Nanoose District, Plan VIP59040 Except Part in Plan VIP63131 Except Plan EPP74273, (PID: 018-843-069) from Subdivision District "Z" to Subdivision District "J" as shown outlined in a heavy black line on Schedule 'F' which is attached to, and forms part of, this Bylaw.

13. "Schedule 7A – Subdivision District Map" is hereby amended by changing the Subdivision District of a portion of Lot A (DD 17881N), Except Parts in Plans 21035, 25134, 25719, 25980, 28760, 29168, 33534, 35350, 44771, VIP59041, VIP63018 and VIP66151, DL 108, Nanoose District, (PID: 005-103-860) from Subdivision District "Z" to Subdivision District "J" as shown outlined in a heavy black line on Schedule 'G' which is attached to, and forms part of, this Bylaw.

14. "Schedule 7A – Subdivision District Map" is hereby amended by changing the Subdivision District of Lot 126, District Lot 126, Nanoose Land District, Plan VIP57772, (PID: 018-527-850) from Subdivision District "D" to Subdivision District "J" as shown outlined in a heavy black line on Schedule 'H' which is attached to, and forms part of, this Bylaw.

15. Schedule 7A – Subdivision District Map" is hereby amended by changing the Subdivision District of Lot 126, District Lot 122, Nanoose Land District, Plan VIP57772, (PID: 018-527-850), (871 Fairways Drive from Subdivision District "D" to Subdivision District "J" as shown outlined in a heavy black line on Schedule 'I' which is attached to, and forms part of, this Bylaw.

16. "Schedule 7A – Subdivision District Map" is hereby amended by changing the Subdivision District of Lot A, District Lot 122, Nanoose Land District, District Lot 78, Nanoose Land District and Newcastle Land District, Plan 49114, (PID 014-844-371) from Subdivision District "D" to Subdivision District "J" as shown outlined in a heavy black line on Schedule 'J' which is attached to, and forms part of, this Bylaw.

17. This Bylaw may be cited as "Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024 Amendment (Eaglecrest) Bylaw No. 900.06, 2025"

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

READ A SECOND TIME this 17th day of September, 2025.

Notice published pursuant to Section 466 of the *Local Government Act* on the 24th day of September, 2025, and the 1st day of October, 2025.

PUBLIC HEARING this 6th day of October, 2025.

READ A THIRD TIME this day of, 2025.

ADOPTED this day of, 2025.

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

Schedule 'A' – Bylaw No. 900.06

Section 3.4.109

INSTITUTIONAL RESIDENTIAL 1 — IR1

Permitted Uses and Minimum Site Area

Permitted Use	Required Site Area
a) Residential Use	160m^2
b) Personal Care Facility	n/a
c) Personal Care Unit	
i) each unit	n/a
ii) each unit where a housing agreement is entered into	n/a

Maximum Number and Size of Buildings and Structures

Height	16.0m
Parcel Coverage	50%

Minimum Setback Requirements

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

Except:

a) where any part of a parcel 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 1.0m into any required setback area.

Schedule 'B' – Bylaw No. 900.06

Section 3.4.124

RESIDENTIAL 21 — R21

Permitted Uses and Minimum Site Area

Permitted Use		Required Site Area
a)	Home Occupation Use	n/a
b)	Residential Use	
	- per dwelling unit	166m^2

Maximum Number and Size of Buildings and Structures

Minimum number of dwelling units permitted	4
Accessory buildings	- combined floor area of 10m² per
Height	
Parcel Coverage	61%

Minimum Setback Requirements

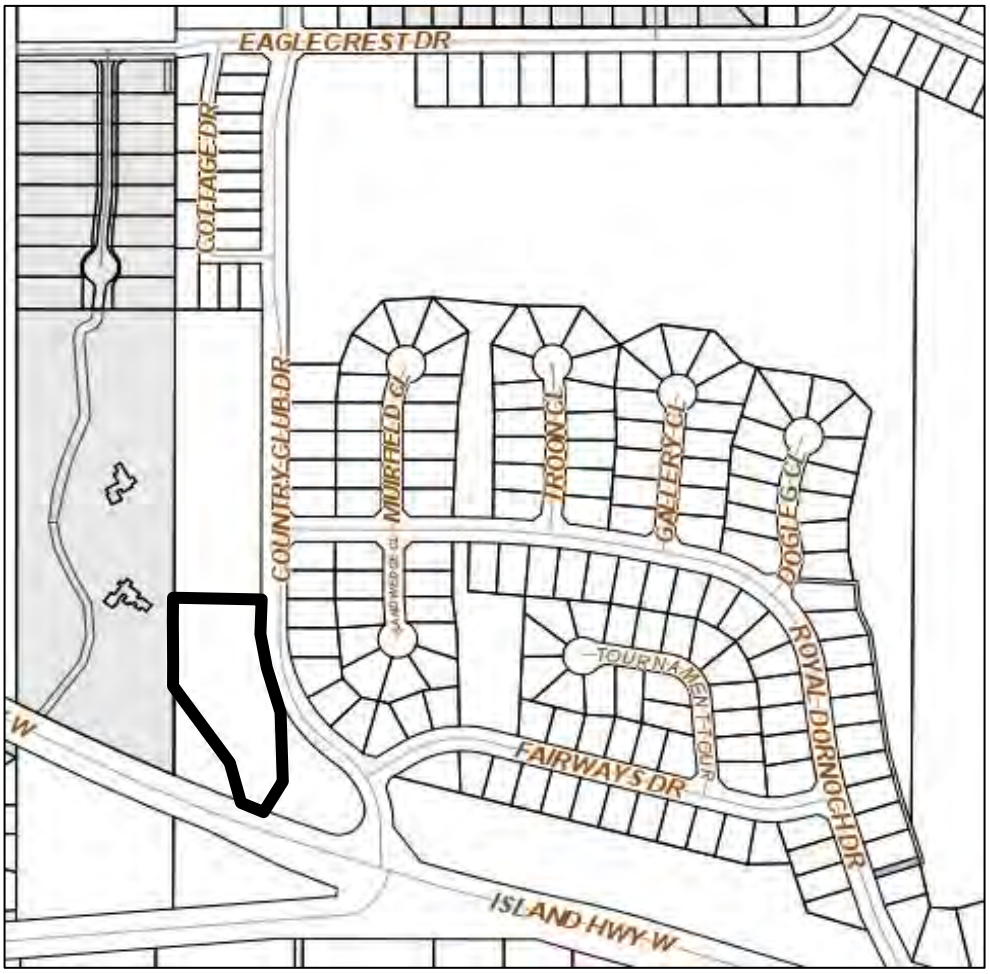
Front lot line	2.7m
Rear lot line	2.0m
Exterior side lot line	3.5m
Interior side lot line	3.0m

Except:

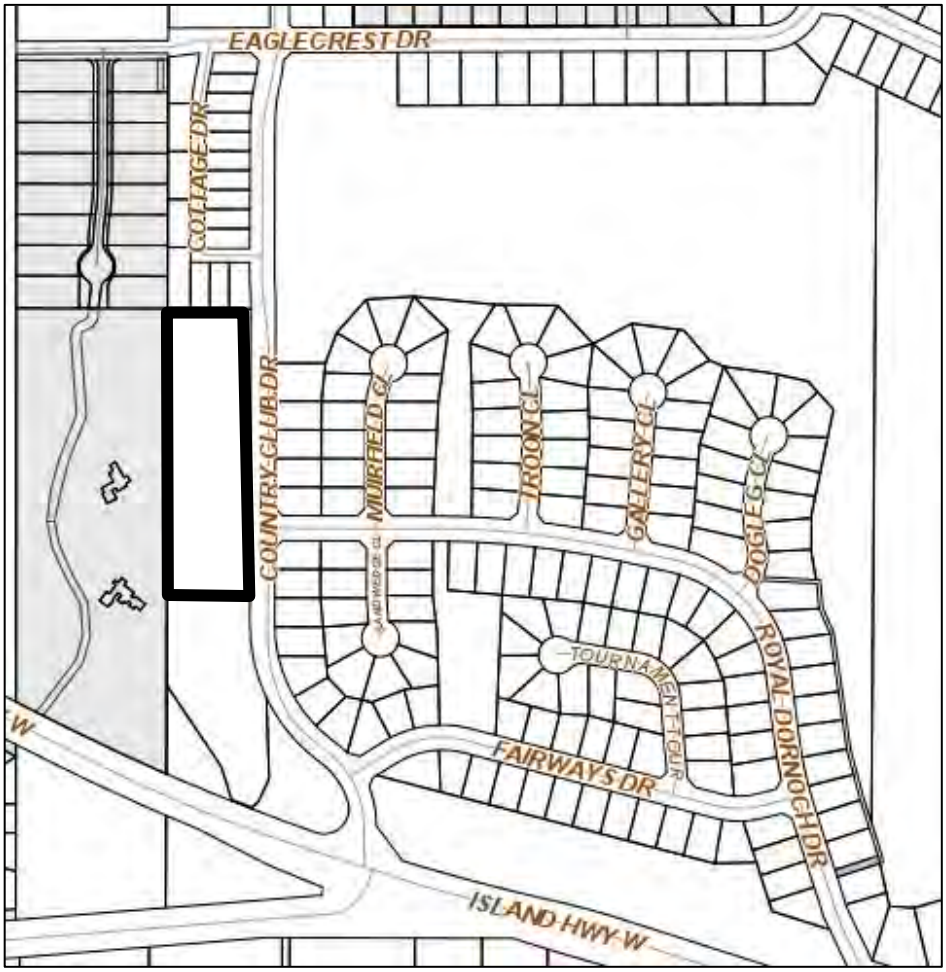
a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.

Schedule 'C' – Bylaw No. 900.06

Schedule 'D' – Bylaw No. 900.06

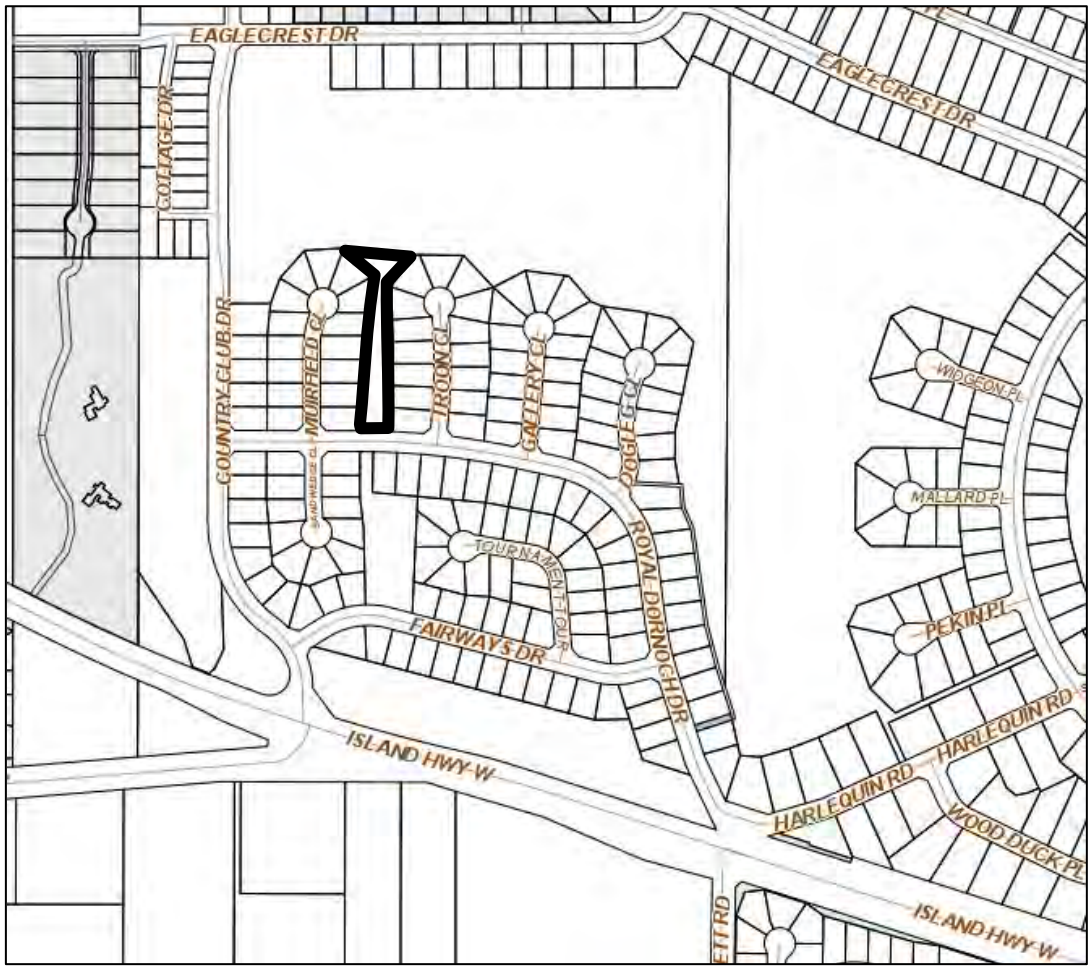


Schedule 'F' – Bylaw No. 900.06



Schedule 'G' – Bylaw No. 900.06

Schedule 'H' – Bylaw No. 900.06



Schedule 'I' – Bylaw No. 900.06

Schedule 'J' – Bylaw No. 900.06

TOWN OF QUALICUM BEACH
BYLAW NO. 800.08

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH OFFICIAL COMMUNITY PLAN BYLAW NO. 800, 2018

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

"Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018" is hereby amended as follows:

1. "Schedule 2.1 Land Use" is hereby amended by changing the land use designation of a portion of Lot A, Plan VIP59040 Except Parts in Plans VIP59041, VIP59042 & VIP59486, DL 122, Nanoose District (PID: 018-843-034) from Parks and Recreation to Multi-family Residential as shown outlined in a heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.

2. "Schedule 2.1 Land Use" is hereby amended by changing the land use designation of a portion of Lot D, Plan VIP59040 Except Part in Plan VIP63131 Except Plan EPP74273, DL 122, Nanoose District, (PID: 018-843-069) from Parks and Recreation to Institutional/Residential as shown outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.

3. "Schedule 2.1 Land Use" is hereby amended by changing the land use designation of a portion of Lot D, Plan VIP59040 Except Part in Plan VIP63131 Except Plan EPP74273, DL 122, Nanoose District, (PID: 018-843-069) from Parks and Recreation to Multi-family Residential as shown outlined in a heavy black line on Schedule 'D' which is attached to, and forms part of, this Bylaw.

4. "Schedule 2.1 Land Use" is hereby amended by changing the land use designation of a portion of Lot A (DD 17881N), Except Parts in Plans 21035, 25134, 25719, 25980, 28760, 29168, 33534, 35350, 44771, VIP59041, VIP63018 and VIP66151, DL 108, Nanoose District, (PID: 005-103-860) from Parks and Recreation to Single-family Residential as shown outlined in a heavy black line on Schedule 'E' which is attached to, and forms part of, this Bylaw.

5. "Schedule 2.1 Land Use" is hereby amended by changing the land use designation of Lot 126, Plan VIP57772, DL 122, Nanoose Land District (PID: 018-527-850) from Parks and Recreation to Single-family Residential as shown outlined in a heavy black line on Schedule 'F' which is attached to, and forms part of, this Bylaw.

6. "Schedule 2.1 Land Use" is hereby amended by changing the land use designation of Lot 126, Plan VIP57772, DL 122, Nanoose Land District (PID: 018-527-850), (871 Fairways Drive) from Parks and Recreation to Single-family Residential as shown outlined in a heavy black line on Schedule 'G' which is attached to, and forms part of, this Bylaw.

7. "Schedule 2.1 Land Use" is hereby amended by changing the land use designation of Lot A, Plan 49114, DL 122 and DL 78, Nanoose District and Newcastle District (PID 014-844-371) from Parks and Recreation to Multi-family Residential as shown outlined in a heavy black line on Schedule 'H' which is attached to, and forms part of, this Bylaw.

8. This Bylaw may be cited as "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (Eaglecrest) Bylaw No. 800.08, 2025".

INTRODUCED AND READ A FIRST TIME this 17th day of September, 2025.

READ A SECOND TIME this 17th day of September, 2025.

Notice published pursuant to Section 466 of the *Local Government Act* on the 24th day of September, 2025, and the 1st day of October, 2025.

PUBLIC HEARING this 6th day of October, 2025.

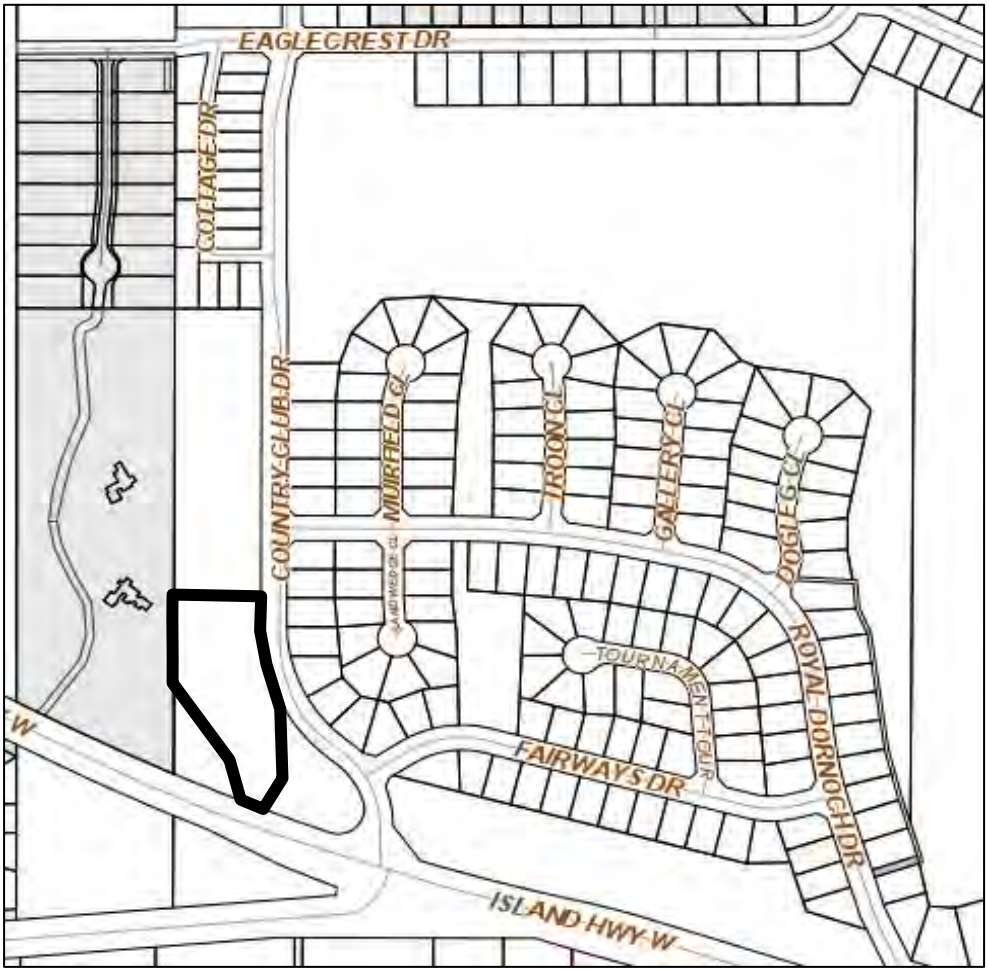
READ A THIRD TIME this day of, 2025.

ADOPTED this day of, 2025.

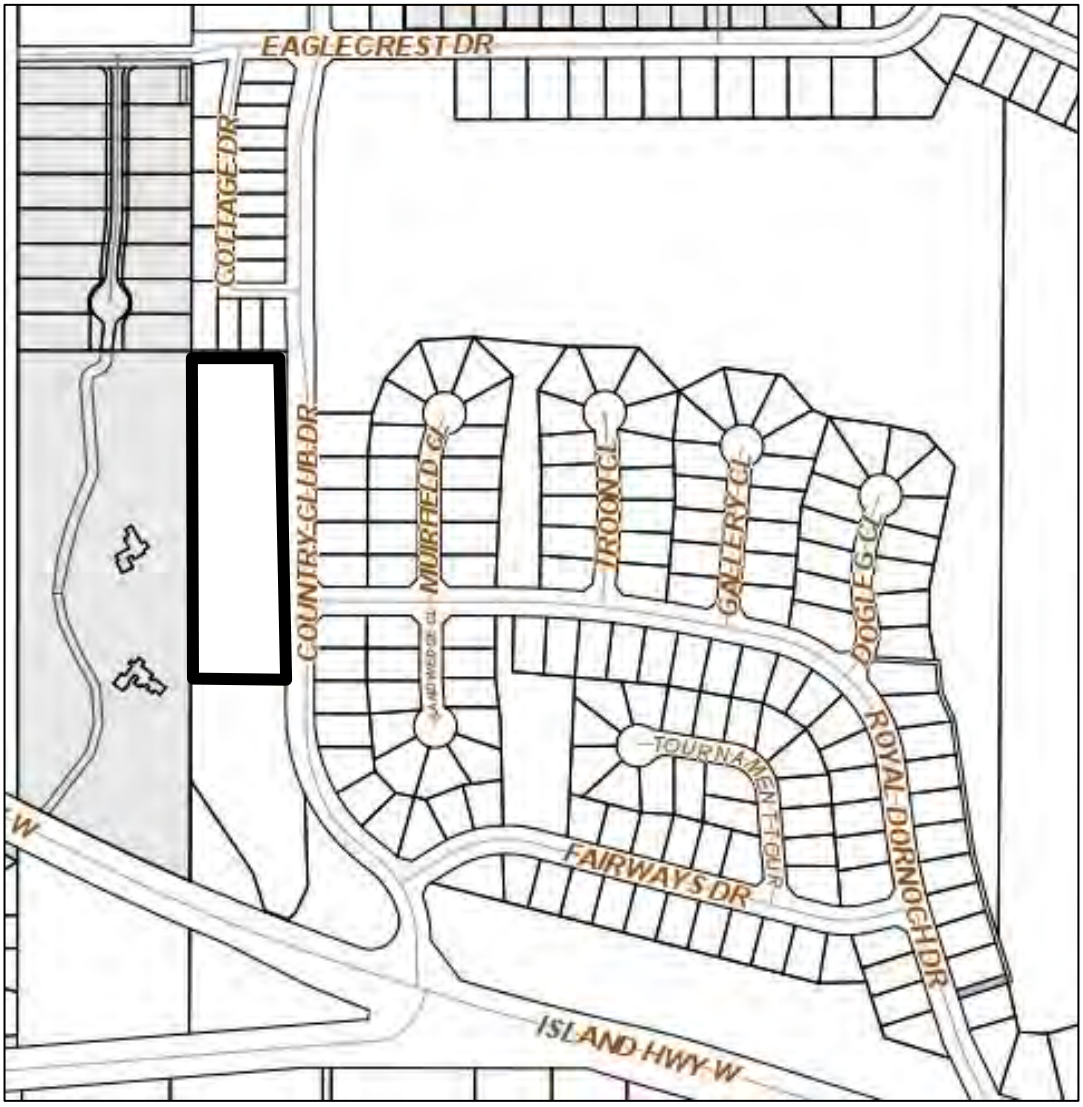
Teunis Westbroek	Heather Svensen
Mayor	Director of Corporate Services/Deputy CAO

Schedule 'A' – Bylaw No. 800.08

Schedule 'B' – Bylaw No. 800.08

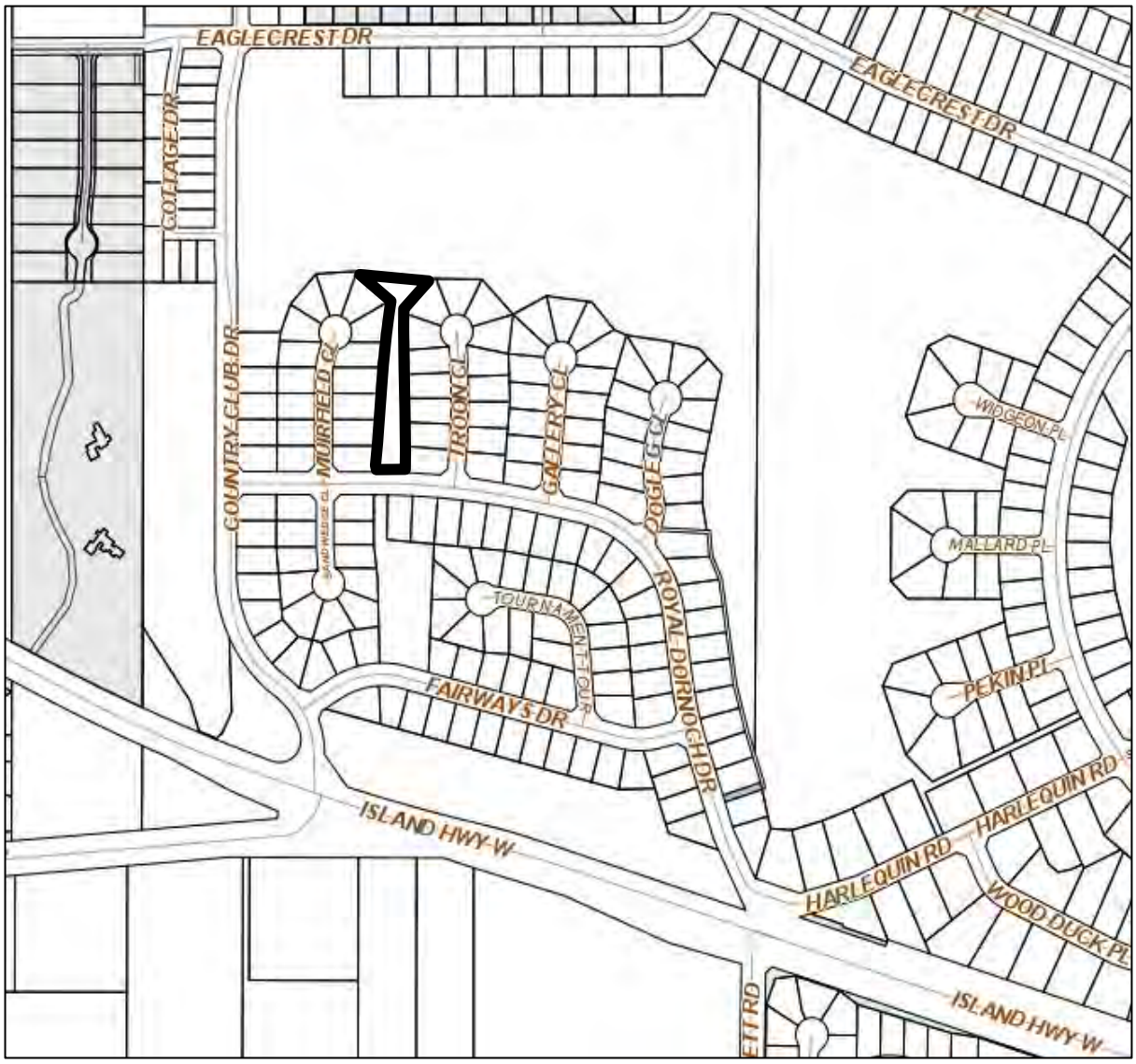


Schedule 'D' – Bylaw No. 800.08



Schedule 'E' – Bylaw No. 800.08

Schedule 'F' – Bylaw No. 800.08



Schedule 'G' – Bylaw No. 800.08

Schedule 'H' – Bylaw No. 800.08

DRAFT - Minutes of the 2:00 pm Monday, October 6, 2025, Town of Qualicum Beach Public Hearing held at the Civic Centre, 747 Jones Street, Qualicum Beach, BC.

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
	STAFF:	Lou Varela, CAO (Chief Administrative Officer) Heather Svensen, Director of Corporate Services/Deputy CAO Luke Sales, Director of Planning Raj Hayre, Director of Finance Danielle Leurebourg, Deputy Director of Corporate Services Nathan Cernusca, Corporate Services Coordinator
	CONSULTANT:	Mark Holland, Westplan Consulting Group Inc.

At 2:00 pm, the Mayor declared open the Public Hearing, convened pursuant to Section 464 of the *Local Government Act*, to allow the public to make representations to Council respecting matters contained in the proposed "Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025 AND Zoning Bylaw No. 900, 2024, Amendment (Eaglecrest) Bylaw No. 900.06, 2025.

PUBLIC HEARING PROCEDURE
Mayor Westbroek set the Procedural Rules of Public Hearing that were read by the Corporate Officer, Heather Svensen.

PURPOSE OF BYLAWS AND PRESENTATION
Luke Sales, Director of Planning & Community Development, introduced the staff memo dated October 6, 2025, presented on the background information to date and proposed Bylaws for the Official Community Plan Amendment and Zoning Amendment.

Call for Public Input
The Mayor called for any person who deemed themselves affected who wished to be heard or present written submissions to come forward.

- Steve Boechler, Eaglecrest Resident, spoke in opposition to the proposed bylaws saying the process lacked collaboration, concerned about R20 zoning and 3–4 storey building heights, requests R1zoning and conservation for sensitive forest areas.
- Karen Sterner, Eaglecrest Resident, spoke in opposition to the proposed bylaws saying the proposal divides the Eaglecrest community (east/west), urged protecting pocket forest and green corridor; suggests parcel tax/donations to preserve western green space.
- Amyra Carsh, Eaglecrest Resident, spoke in opposition to the proposed bylaws saying in conversation with residents, they would rather pay for the lands or donate themselves rather than see over development and increased traffic.
- Lois Walker, Eaglecrest Resident, spoke on behalf of herself and Marie Noel, Qualicum Beach Resident, in opposition to the proposed bylaws and raised concerns about the ability to downzone in future, change to the character of an established neighbourhood, east/west split of Eaglecrest, and traffic and construction impacts.
- Susan Blacklin, Chartwell Resident, spoke in opposition to the proposed bylaws and questioned why an OCP amendment is required before the sale is complete, and

requested more transparency and public input with a full business case and risk analysis. Raised infrastructure concerns (asbestos cement pipes, storm mains) and requested full accounting and that pipes be addressed before proceeding.

- Patrick Tirando, Eaglecrest Resident, spoke in opposition to the proposed bylaws, expressed concerns over overpayment for lands, funding the purchase through increased density, and raised density concerns with commercial, institutional and 4-6 storey buildings in the neighbourhood.
- Tim Bird, Eaglecrest Resident, spoke in opposition to the proposed bylaws, supporting the concerns raised by the Eaglecrest Residents' Association, density and traffic concerns on the west side, beach access through the Bluffs with increased residents.
- Bill Scott, spoke on behalf of the Eaglecrest Residents' Association, in opposition to the proposed bylaws, reiterating concerns expressed in the October 3, 2025 letter to Council, speaking in support of public ownership of the golf course, but concerned with the proposed bylaws including changes to existing neighbourhood, pace of process, density increases, institutional and R20 designations, and open spaces on the western side.
- Darrell Vance, Parksville Resident, golf course member, spoke on the importance of maintaining a nine-hole golf course and not reducing the golf course any further, and requested the re-design of the golf course be made public.
- Ron Everard, Qualicum Beach Resident, spoke in favour of public ownership of the golf course, future input from the public throughout the process.
- Gerd Fleissner, Eaglecrest Resident, spoke in opposition to the proposed bylaws, and raised concerns about removing greenspace and golf course views, changing recreational zoning, and against commercial or multi-storey developments in Eaglecrest.
- Rosemary Taylor, Eaglecrest Resident, spoke in support of ERA letter, against proposed bylaws and change to ambiance of Eaglecrest, the need to maintain native plants and pollinator pathways in whatever development takes place.
- Terry Taylor, Eaglecrest Resident, spoke against the proposed bylaws in area 5 and 6, and spoke to protecting the greenspace.
- Warren Gionet, Eaglecrest Resident, spoke against the proposed bylaws inclusion of a commercial component, property values dropping with development in greenspace, requested consideration for all to be zoned R1 and rezoned, if necessary, at a later time.
- Len Flint, Qualicum Beach Resident, shared support overall, but discussed single-family lots throughout to recoup costs, and raised concerns about additional costs and impacts to taxes and spoke to desire to see financial modelling.
- Brian Jenkins, Qualicum Beach Resident, spoke against the proposed bylaws stating concerns with Town being developer, completeness of process and requested it not proceed.
- Kathy Scott, Eaglecrest Resident, shared concerns with speed of process, insufficient consultation, and urged consideration of impacts on long-term residents.
- Jim Bennet, Eaglecrest Resident, thanked Council for recognizing the covenant at Yambury Park and parkland on east side, and shared concerns for Town being developer and regulator, lack of parkland on west side.
- William Dunlop, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing issues with Zone 5 and 6 change to R1, removal of trees and wildlife corridor.
- Victor Lepik, Eaglecrest Resident, spoke in support of the proposed bylaws.
- Doug Robb, Qualicum Beach Resident, sought clarity on whether the golf course would be designated as such in perpetuity, shared concerns over the speed of the process and the November 1 deadline.

- Judy Roberts, Eaglecrest Resident, spoke in opposition to the proposed bylaws in designating forested areas as residential or multi-storey developments, the desire to have parklands and golf course lands protected in perpetuity, and support of public ownership if it comes with environmental protection.
- Stephen Watson, Qualicum Beach Resident, spoke in support of the proposed bylaws, acknowledging the risks but also the long-term benefits to creating parkland, preserving recreation and ensuring future housing options are created under Town control.
- Terry Mobberley, Qualicum Beach Resident, spoke in opposition to the proposed bylaws specifically noting concerns with Area 5 as a wildlife area, drainage corridor and requested this remain zoned recreation (F3).
- Barry Louden, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing traffic concerns, safety issues, flooding issues, and requested infrastructure and safety come before density.
- Steven Cook, Qualicum Beach Resident, shared general support for the acquisition but requested to see a clearer picture of the numbers, different zoning scenarios and how the housing options fit into the larger housing plan for the Town.
- Susan Lloyd, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing issues with how it is currently laid out, seeking Council to preserve greenspace, preserve golf course and provide diverse housing options.
- Maggie Evans, Eaglecrest Resident, spoke in opposition to the proposed bylaws specifically the R20 designation, loss of greenspace, inclusion of commercial, traffic concerns and density that do not fit with the character of the neighbourhood.
- Annette Hester, Qualicum Beach Resident, spoke in opposition to the proposed bylaws citing concerns with public consultation process, financial concerns and additional costs above the purchase price, and tight deadline.
- Lance Nater, Eaglecrest Resident, spoke in support of the proposed bylaws and disagreed with comments to request extension or delay acquisition.
- Linda Koeling, Qualicum Beach Resident, spoke in opposition to the proposed bylaws citing noise and traffic concerns with increased density, and requested Council consider single-family residential only.
- Keith Braun, area of residence not given, spoke in opposition to the proposed bylaws citing concerns with increased density, risks to property values and change to character of Eaglecrest, increased crime, increased traffic and requested Council consider single-family residential only, restrict height and lot coverage.

Meeting recessed: 4:55 pm
Meeting Reconvened: 5:05 pm

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council extend the meeting beyond 3 hours.
CARRIED UNANIMOUSLY

- Charna McAffee, area of residence not given, spoke in opposition to the proposed bylaws citing concerns with parcels being rezoned for maximum density, additional costs above purchase price, and requested Council reduce the density and not rezone every parcel of land.
- Linda Todson, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing concerns with disproportionate density and allowing buildings up to six-storeys, and

thought that the golf course would remain in perpetuity, and spoke in favour of the acquisition generally.

- Adam Walker, Qualicum Beach Resident, spoke against the proposed bylaws citing concerns with multi-family residential outside the downtown core, and requested Council to reduce density to 30 units per hectare with no density bonuses and remove unlimited long-term care.
- Saleem Bernard, Qualicum Beach Resident, spoke in opposition to the proposed bylaws citing concerns with long term health impacts of a golf course and environmental impacts.
- Kari Knutson, Qualicum Beach Resident, spoke in opposition to the bylaws citing concerns with speed of process, high density areas, and inclusion of institutional or commercial uses, but shared general support for the acquisition.
- Lawna Whitburg, area of residence not cited, spoke in opposition to the proposed bylaws citing that it does not suit the community.

Mayor Westbroek called a second time for any person who deemed themselves affected who wished to be heard or present written submissions to come forward.

- Karen Sterner on behalf of Rob Rankin, area of residence not cited, spoke in opposition to the proposed bylaws citing concerns with multi-storey developments, residential zoning in forested areas 5 and 6, increased traffic and loss of parkland.
- Karen Sterner on her own behalf, area of residence not cited, spoke against the proposed bylaws citing that the donation funds should be used to keep greenspaces.
- Susan Lloyd, Eaglecrest resident, spoke against the proposed bylaws requesting Council consider housing options for young families, seniors downsizing, reducing the proposed zoning to R1, no commercial uses, no housing on Royal Dornoch and no more strata developments that are exclusionary to the public.
- Rod Wilburn, Eaglecrest resident, spoke in opposition to the proposed bylaws citing concerns with moving multi-family residential to Eaglecrest and parking concerns.
- Jim Bennett, area of residence not cited, reiterated opposition to the proposed bylaws and requested Council give up some of the revenue for less density, consider land exchange for parcels in other areas of Town to allow for more dense development.
- Charna McAffee, area of residence not cited, reiterated support for preservation of forested area D.
- Anonymous, Eaglecrest Resident, spoke in opposition to the proposed bylaws citing concerns with multi-family development off Fairways Drive, questioned the focus on the golf course and the overall process.
- Keith Braun, reiterated opposition to the proposed bylaws requesting Council remove the commercial designation and area 2, 3, and 4 be changed to R1 as densification would harm property values.
- Rod Wilburn, Eaglecrest resident, requested Council consider the numbers in relation to parking requirements if the developments have to go underground.

Mayor Westbroek called a third and final time for any person who deemed themselves affected who wished to be heard or present written submissions to come forward. No further speakers came forward.

Record of written submissions received by the Corporate Officer prior to the close of the October 6, 2025, Public Hearing:

- Debbie Vance wrote inquiring about the lack of consultation on the golf course layout.
- Steve Boechler wrote in opposition to the proposed bylaw recommending Council consider changes to subdivision district D, removal of commercial designation, reduction from R20, allowance of one institutional development and maintaining recreation uses on area 5 and 6.
- Karen Sterner provided a written submission supporting her comments provided at the Hearing.
- Susan Lloyd provided a written submission supporting her comments provided at the Hearing
- Kathy Scott, Eaglecrest Resident, provided written comments sharing concerns over the speed of the bylaw amendment process and the impacts of the proposed bylaws on long-term residents.
- Bill Scott provided a written submission supporting his comments provided on behalf of the Eaglecrest Residents' Association at the Hearing.
- Trevor Wicks, Qualicum Beach Resident, wrote in opposition to the proposed bylaws citing need for Town to prioritize unresolved issues before undertaking another major projects.
- Len Flint provided a written submission supporting his comments provided on behalf of the Eaglecrest Residents' Association at the Hearing.
- Amyra Carsh provided a written submission supporting her comments provided at the Hearing.
- Dawn Harrison wrote in opposition to the proposed bylaws citing financial concerns, unknown costs, traffic congestion, and general golf course acquisition concerns.
- Gerd Fleissner provided a written submission supporting his comments provided at the Hearing.

ADJOURNMENT
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT all written and verbal submissions regarding Bylaw No. 900.06 and Bylaw No. 800.08, 2025 up to and including October 6, 2025, be received and that the Public Hearing be closed.
CARRIED UNANIMOUSLY

Meeting adjourned at 6:03 pm.

NEXT SCHEDULED
REGULAR COUNCIL MEETING: Wednesday, October 8, 2025, at 10:00 am

Committee & Liaison Report

Councillor Petronella Vander Valk

Regular Council Meeting, October 8, 2025

September 29, 2025 to October 22, 2025

September 29, 2025

- Attended the MABR (Mount Arrowsmith Biosphere Region) gathering for National Truth and Reconciliation Day.

October 2, 2025

- As liaison, met with the President of the Qualicum Beach Collective.

October 3, 2025

- Attended the celebrations of the Echo Players Theatre to celebrate the renovations of the theatre: the new (and comfy!) seats, flooring, styling and painting on the walls and much more. We were also treated to a wonderful “variety show” with performances by youth and adults. Well done everyone!

October 8, 2025

- Attended the APC (Advisory Planning Commission) meeting.

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: October 22, 2025

FROM: Raj Hayre, Director of Finance

SUBJECT: **Third Quarter Update 2025, Council Strategic Initiatives, Capital Program and Operations Update**

GOVERNANCE DECISION

Council is provided with the Third Quarter Update on October 22, including Strategic Plan progress, capital plan update and operations financial update to support transparency and oversight.

RECOMMENDATION

THAT the Report titled "Third Quarter Update 2025: Council Strategic Initiatives, Capital Program and Operations Update," dated October 22, 2025, be received for information.

PURPOSE

The Third Quarter (Q3) Financial Update for 2025 represents a critical component of the reporting process, allowing for the transparent communication of progress on Council's Strategic Initiatives. The Update also serves as an overview of the performance of the Operating Budget and Capital Programs.

BACKGROUND

Looking back, the strategic direction of Council for the year 2025 was established through two comprehensive public Strategic Planning sessions held in Q4 of 2024. Subsequently, Council confirmed their Strategic Initiatives, and chosen approaches to governance, through adoption of the 2025-2029 Strategic Plan and the 2025-2029 Financial Plan Bylaw. Council also approved the Operating Budget and Capital Programs for the fiscal year 2025 as integral components of the 2025-2029 Financial Plan. Council was provided with a 2025 Quarter 1 & 2 update on the Capital Program on June 18, 2025, and on Council Strategic Initiatives and Operating results on July 16, 2025.

DISCUSSION

This Report serves as a key instrument in fostering accountability and ensuring that the community remains informed about the status of Council's Strategic Initiatives and financial allocations. The First and Second Quarter Update reflects the Town's financial performance to September 30, 2025, and expenditures and revenues detailed in Attachments 1 through 4 are reflective of progress at this "point in time".

COUNCIL STRATEGIC INITIATIVES PROGRESS

The 2025 Strategic Initiatives identified by Council in late 2024 support Council's six Focus Areas:

- ✓ 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.

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

- ✓ Climate Action: To reduce GHG emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts.

- ✓ Progressive Infrastructure: To ensure infrastructure for energy, water, wastewater, storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.

- ✓ Economic Prosperity: To pursue economic opportunities based on sustainable growth, development and investment that meets the needs of the community.

Third Quarter results have been marked by continued progress in advancing Council's 27 Strategic Initiatives, approved by Council for 2025, as part of the 2025-2029 Strategic Plan, on November 20, 2024. Please refer to Attachment 1 for a comprehensive overview of the financial progress made on Council's Strategic Initiatives outlined in the 2025-2029 Financial Plan. In summary, of the 27 Strategic Initiatives approved by Council for 2025, 8 are complete, 16 are in progress and 3 have not been started as of the Third Quarter.

Staff look forward to continuing this momentum into the Fourth Quarter of 2025.

CAPITAL BUDGET PROGRESS

The Capital Program approved by Council for 2025 is essential to replace aging assets and to ensure continuity of community services, while also advancing investments in new projects that enhance the community.

Capital project categories include Transportation, Buildings and Facilities, Parks and Trails, Equipment & Vehicles, Airport, Water Infrastructure and Sewer Infrastructure. Please refer to Attachment 2 to review progress on the complete Capital Program for 2025. Works for the majority of capital projects budgeted and planned for 2025 are in progress.

Note: For projects which are in progress and not completed by year-end, the remaining budget will be carried forward into the 2026 fiscal year as part of the year-end accounting process. The 2025 budget provision for any capital projects that are not started at year-end 2025 will not be automatically carried forward to the subsequent year. Council decision-making on these projects will become part of the 2026–2030 Financial Plan process.

GENERAL FUND OPERATING BUDGET PERFORMANCE

The Operating Budget facilitates the day-to-day operations of the Town in alignment with Council's Focus Areas and Strategic Initiatives. The financial results for the Third Quarter indicate that the Town has demonstrated effective fiscal management, with both operating revenues and expenditures aligned closely with the budgeted figures. The revenues (which include property taxes, development and building fees, property lease revenues and other sources of municipal income), are meeting the expectation set in the Budget. This indicates effective revenue recognition and collection strategies.

On the expenditure side, costs associated with operations, infrastructure maintenance, and administrative expenses are being effectively managed, with all major categories of spending staying within the budgeted limits. Financial performance to the Third Quarter underscores the Municipality's commitment to fiscal responsibility and sustainability, setting a positive tone for the fiscal year. For a summary of the General Fund operating results to the Third quarter of 2025 please see Attachment 3, which provides a breakdown of revenues by major category and expenditures by service area.

WATER AND SEWER OPERATING BUDGET PERFORMANCE

The Water and Sewer Utilities are stand-alone funds and the expenditures of each Utility, including the contribution to Reserves for infrastructure renewal and maintenanceare funded through user fees and a parcel tax collected from users. A comparison of budgeted to actual results for each Utility is attached to this report as Attachment 4. Revenues and Expenditures are trending on budget and anticipated to be on budget at year end.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

International.

INFORM:

- Annual & Quarterly Reporting to Council supports transparency and assists Council to govern more effectively by ensuring progress at mid-year is aligned with the allocation of resources in the Financial Plan.

STRATEGIC PLAN ALIGNMENT

- The contents of this Report are aligned with the Quarterly Reporting required in the adopted 2025-2029 Strategic Plan

SUMMARY

This Third Quarter Update reflects the Town's commitment to transparency, accountability, and effective financial management. Changes to practice for budgeting of, and reporting on, capital projects support this commitment. In addition, the progress made in implementing Strategic Initiatives, and the responsible execution of the Operating Budget and Capital Programs, underscore the Town's dedication to supporting the well-being and prosperity of the community and reflects the goals set forth in the 2025 – 2029 Financial Plan.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance.

Raj Hayre
Director of Finance
Report Writer

Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1	Strategic Initiatives 2025 Third Quarter Update
Attachment 2	Capital Projects 2025 Third Quarter Update
Attachment 3	General Fund Operating Program 2025 Third Quarter Update
Attachment 4	Water & Sewer Utility Funds 2025 Third Quarter Update

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Strategic Initiatives 2025 Third Quarter Update

ATTACHMENT 1

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and 2025 NEXT STEPS
GOOD GOVERNANCE							
Planner Position – Reverts to Taxation Funding mid 2026)	A three year term planner position to address capacity to advance Council's Strategic Initiatives for the 2023 to 2027 planning period.	●	2023	100%	100,000	75,000	This Initiative is reported as complete as a candidate was hired July 2023. Subsequently, Council approved converting the position from a 3 year- term to permanent status in 2023. As noted in previous Council updates, this position will be funded from the Strategic Initiatives Reserve until mid 2026 and subsequently funded from property taxation.
Records Management	To update and ensure the existing paper-based and network drive records management system aligns with the Local Management Association (LGMA) standards.	▲	Q4	-	60,000	-	The RFP for a records management audit is anticipated to be issued in 2026 or early 2027 depending on staff capacity. An update to Council is anticipated in Q4, 2026.
Comprehensive Policy Review	Review of Town Policies to identify which ones need updating; rescind unnecessary policies, and prepare a schedule and process for policy updates	▬	Q4	20%	60,000	20,100	Staff have received Council direction on Policy separation (Administrative versus Council). Policy draft revisions are underway and will be brought forward to Council as completed. This is a multi-year Initiative.
Visual Identity Refresh	Multi-year Initiative to refresh the Town's visual identity to allow for a consistent look and feel across all Town assets (physical and digital). 2025 includes contracting a designer to develop a visual identity, visual standards guide and undertake public consultation to ensure new visual identity resonates with the public as a representation of their community.	▬	Q1 2028	5%	30,000	-	On July 23, 2025, Council deferred this Initiative to 2027.
Committee Commissions Terms of Reference Review	Review the terms of reference and/or establishing bylaws; mandate; alignment with best practices and current legislation; recommendations for orientation and training; and identifying what is working well and what could be improved upon with recommendations for next steps.	▬	Q4	90%	15,000	15,000	A final report from the Heritage Forest Commission and the Parks and Recreation Committee is anticipated in Q4.

▲ Not Started ▬ In Progress ● Complete

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and 2025 NEXT STEPS
Collaboration Qualicum First Nation and Saa'men (Council Discretionary Decision Making)	Placeholder for discretionary Council decision making regarding opportunities for collaboration with Qualicum First Nation and Saa'men.	In Progress	-	-	15,000	2,300	Honorarium – donation to Kidney Foundation on behalf of Chief Recalma for his gift of knowledge and input on Town projects was made in Q2. A contribution towards chairs for Qualicum First Nations Medical Clinic made in Q3. Progress for First Nation Collaboration is dependent on future Council decision making.
Amend Development Cost Charge Reduction Bylaw	Review and amend the Downtown DCC Reduction Bylaw No.682, 2012, which reduces DCC's by up to 100%.	Complete	Q3	100%	2,000	-	Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 given third reading on September 17, 2025. Adoption is anticipated October 22, 2025.
Airport Bylaw Review – (Staff time only)	Review of Qualicum Beach Airport Bylaw to ensure that regulations governing Airport operations are up-to-date, effective and aligned with the community's evolving needs and priorities.	In Progress	Q4	65%	-	-	Staff have been, researching, reviewing, and compiling information from airport bylaws of a similar size to Qualicum Beach, A report with recommendations is anticipated to be presented to Council for consideration in Q4.
Determine if Noise Sensitive Area Can be Expanded in Consideration of Designated Flight Path – (Staff time only)	Investigation to assess viability and process to determine if the Qualicum Woods, Evergreens, Aldous Road, Cottonwood Drive and Hemsworth Road areas could become recognized as Noise Sensitivity Areas as published in the Canadian Flight Supplement in consideration of the Airport's flight path the current Noise Abatement procedure.	In Progress	Q1 2026	75%	-	-	Subsequent to a presentation on Noise Sensitive Area's and Visual Flight Terminal Procedures Chart (VTPC) by the Airport Manager on September 17, 2025, Council approved the following resolutions: 1. THAT Staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended circuit procedures. 2. THAT staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) as shown on Appendix 1 of this Staff Report dated September 17, 2025.

Not Started In Progress Complete

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and 2025 NEXT STEPS
							Staff are presenting a revised report to Council on October 22, 2025.
COMMUNITY HEALTH & WELLBEING							
Community Volunteerism	Discretionary Council decision making as related to community volunteer initiatives.		Q4	0%	10,000	-	This Initiative was approved by in 2023. Council approved $2,000 funding for an Arrowsmith Naturalists sponsorship in 2024. No expenditure to date in 2025. Future action to be determined by Council Resolution.
OCP – Quality of Life Survey	Conducted to support the OCP review to monitor and report on resident satisfaction with municipal services, shifting trends and provide feedback on key issues to assist with the OCP review.		Q1	100%	30,000	33,600	The Quality of Life Survey was launched in January and closed in March 2025. 1,315 responses were collected in total. A report and summary of the results are available on the Town's website.
Qualicum Commons	The Qualicum School District announced plans to discontinue operation of the Qualicum Commons in 2025. To recognize the importance of this site, existing tenants and valuable community services offered, the Town is collaborating with the Qualicum School District to ensure uninterrupted programming and long-term stewardship of the property.		Q2 2026	30%	-	9,900	This Initiative has been added since Council's 2025 Strategic Planning Process. Beginning July 1, 2025 the Town assumed responsibility for the building and surrounding grounds through a one-year lease, with options for renewals. With the exception of the gymnasium the premises are fully occupied, and both existing and new lease agreements have been updated and executed. Discussions with the RDN to lease the gymnasium space are ongoing.
CLIMATE ACTION							
Building Facilities Green House Gas (GHG Audit)	The Audit will provide an in depth GHG analysis of three Town – owned buildings (Community Hall, Civic Centre, and Town Hall) and identify opportunities for GHG reductions. This Initiative is fully funded through an FCM Greenhouse Gas reduction grant and the Local Government Climate Action Program.		Q1 2026	10%	195,000	53,200	The RFP for this Initiative was awarded in Q2. The consultant was in Qualicum Beach for an initial onsite visit in July. An update and report to Council is anticipated for Q1 – 2026.
Tree Protection Bylaw Update	Public Engagement and Update of Tree Protection Bylaw.		TBD	-	40,000	-	

Not Started In Progress Complete

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and 2025 NEXT STEPS
							On July 23, 2025, Council deferred the work for this Initiative from fiscal year 2025 to fiscal year 2026.
Climate Action Community Outreach & Support	To raise awareness around Climate Action by organizing community events and conducting consultations around climate action issues.		Q4	50%	26,000	1,700	This project is noted as at 50% complete because of the mid-year point. Only minor expenses have been incurred to date. Events that have taken place in 2025 to date include: • A talk on Climate Change from the Pacific Climate Impacts Consortium in April 2025. • Staff participated in the "Mend It Fair" event in April 2025. • Marine debris survey: the Town of Qualicum Beach, MABRII, VIU and volunteers conducted a marine debris survey along the shoreline to help quantify pollution and raise awareness about ocean health. Future outreach activities will be impacted by the current staff vacancy in the Climate Action/Emergency Coordinator position.
Corporate Emissions Report (2024)	Development of a corporate emissions report to provide transparency, regulatory compliance, risk management, strategic planning, and stakeholder engagement, aiding in environmental impact assessment and sustainability		Q1	100%	18,800	5,400	The Corporate Emissions report was completed in in Q1 – 2025 and was used to apply for the FCM grant which funded the Building Facilities Green House Gas (GHG Audit) Initiative.
Fleet Right Sizing & Electrification Policy (2024)	Policy development to outline a strategic process to transition from conventional fossil fuels to electric power.		Q1	100%	5,000	800	Council received the Fleet Greening/Modernization Strategy for the Town of Qualicum Beach on January 22, 2025. The "Optimized Scenario" for fleet rightsizing and EV transitioning included in the report was referred to the Select Committee on Environment and Sustainability for consideration and comment and to the 2026 Financial Planning Process. Recommendations received from the Select Committee are to be considered during the 2026 Strategic Planning process.

Not Started In Progress Complete

Strategic Initiatives 2025 Third Quarter Update

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and 2025 NEXT STEPS
HOUSING							
Housing Announcement Implementation-Zoning Bylaw Update & Legal Fees	On November 1, 2023 the Province introduced new housing legislation to deliver more small-scale, multi-unit housing, including townhomes, triplexes and laneway homes, and to fix zoning rules to support building. This provision is for legal and other costs required to address required Zoning Bylaw Updates.	In Progress	Q2 2026	40%	10,000	-	The first phase of the Zoning Bylaw update was completed in 2024. Housekeeping Bylaw amendments and OCP updates are underway.
Ways to Achieve "Attainable" Market Housing (WAAMH)	To develop a strategic approach to financially accessible market housing that meets defined affordability criteria on available Town-owned land.	In Progress	Q1 2026	10%	50,000	-	Council received the Interim Housing Needs Report on January 22, 2025. Subsequently, on June 18, Council authorized the award of the WAAMH contract to a Consultant. The project start date has been delayed due to the implications of the potential Eaglecrest purchase. Staff anticipate presenting the Consultant's findings to Council in 2026.
Housing Focused Official Community Plan (OCP) Review	The Town is required by Provincial legislation to update the OCP to incorporate the housing needs that are identified in the 2024 Housing Needs Report. As such, Housing is the major review topic for the 2025 OCP Review.	In Progress	Q4	80%	60,000	-	Staff completed an intensive community engagement between March 31st and June 5th, 2025. This process resulted in nineteen OCP decision points for Committee of the Whole to make recommendations to Council on July 16th, 2025. The OCP should be adopted by December 31, 2025, or be nearing adoption.
ECONOMIC PROSPERITY							
Pathways to Sustainable Economic Development in Qualicum Beach	Development of an Economic Development Strategy that will outline a strategic pathway to transition from the existing economic situation to the sustainable future envisioned in the Town's Sustainability Plan.	In Progress	Q2 2026	60%	112,500	56,300	This project is primarily funded by the Province of BC through a grant from the Rural Economic Diversification and Infrastructure Program (REDIP). Council authorized the award of the RFP to a Consultant on March 12, 2025. A strategy that aligns with Council's visions and goals along with recommendations and implementation plans is anticipated to be provided to Council in 2026 (Q1 or Q2)

Not Started In Progress Complete

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and 2025 NEXT STEPS
Tourism and Small Business Promotion	Council Placeholder for discretionary Council decision making as related to Tourism and Small Business Promotion.		Q4	100%	10,000	8,000	Special Events Sponsorship Policy No. 3000-24 was approved by Council in May 2025. The purpose of the Policy is to provide a structured, transparent and equitable framework to provide financial support to non-profit community organizations when staging special events within the Town. One-time Sponsorships were approved by Council on September 17, 2025 for Community Education and Wellness Pop Up Events ($668); Moonlight Madness I-Spy Event ($800); QB Farmers Market Christmas Night Event (up to $2,500); QB Curling Club Scotland to Canda Women's Friendship Curling Tour ($1,516); and QB Merchant Moonlight Madness Event (up to $2,500).
Wayfinding Signage Phase 1	Chamber of Commerce led Initiative to address immediate needs for a signage information system comprised of signs, displays, directories, maps, colours and other design elements to help visitors and others navigate and find services.		-	-	3,100	-	This Initiative is not anticipated to progress in 2025 in partnership with the Chamber of Commerce. Staff recommend that the timing and scope of this Initiative be revisited as part of the 2027-2031 Strategic Planning process.
PROGRESSIVE INFRASTRUCTURE							
Implement and Operationalize Asset Management Strategy & Plan	Implementation and Operationalization of Asset Management practices so that they become an annual practice.		Q4	5%	27,000	-	UBCM approved a $12.5k grant towards funding this Initiative in Q4-2024. This work is anticipated to commence in Q4 2025 and will be incorporated into the 2026 budget process.
Reconfiguration of Rail Crossing Traffic Controls – Advance Motion to AVICC & UBCM	To lobby senior levels of government and collaborate with the Island Corridor Foundation and regional partners to re-orient stop signs at railway intersections to stop maintenance vehicles on the railway tracks rather than vehicles on the roads.		Q2	100%	5,000	-	AVICC's April 13, 2025 meeting minutes included a resolution for AVICC and UBCM to lobby Transport Canada for the amendment of the legislation, including the Grade Crossings Regulation to have railway maintenance traffic come to a stop at roadway intersections of inactive railway crossings and to remove stop signs for vehicular traffic at these locations. The resolution was included in the UBCM Resolutions Book for the 2025 UBCM Convention in September.
BC Hydro Leased Light Replacement (2024)	Remaining budget from 2023 for change out of leased street lights replacement (BC Hydro)		Q2	100%	31,800	14,500	Following the April 26 report to Council outlining recommendations based on the review of 25

Not Started

In Progress

Complete

FOCUS AREA/INITIATIVE	DETAILED DESCRIPTION	Status	Target Completion	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and 2025 NEXT STEPS
	directed to Illumination Engineer based on Council Resolution						recurring BC Hydro leased streetlight complaints, and subsequent Council direction, staff submitted two Streetlight Information Management requests to BC Hydro. These requests included proposed adjustments to specific streetlights and a copy of the E2 Engineering review of the 25 complaints, along with a request for BC Hydro's analysis and recommendations. Full details are provided in the July 16 staff report to Council titled *"BC Hydro's Responses to Two Streetlight Information Management Submissions and Their Review of the E2 Electrical Engineering Assessment of 25 BC Hydro Streetlight Complaints."*
Harlech Road Parking Design	Feasibility assessment for parking on north side of Harlech Road.		Q4	95%	8,000	6,700	Preliminary design scenarios have been prepared and will be presented for Council decision making in Q4, 2025.

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and STATUS DETAILS
TRANSPORTATION						
WATERFRONT HWY 19A DITCH INFILL, BIKE LANES, PARKING (2024)	2025 Q2		100%	737,000	700,200	Construction completed in May 2025. This project included the infilling of a 210-metre section of open ditch west of Memorial Avenue and a 65-metre section of open ditch west of Bay Street to create both parking and a shared use bicycle path. Project complete, as-built drawings pending.
PAVING MANAGEMENT PLAN	2025 Q3		100%	225,000	59,500	The 2025 Paving Plan included: 1) Reshape, repave and upgrade the storm at Berwick Lane behind East Village - completed in Q2; 2) Upgrade of storm, concrete curbing, pulverize and repave of Beach Road between Fern Road and 2nd Avenue completed in Q3.
COMMUNITY TRANSPORTATION PLAN SMALLER INITIATIVES	2025 Q4		50%	100,000	78,900	New crosswalk with pedestrian activated rectangular rapid flashing beacons and pedestrian activated solar powered streetlights were installed on Highway 19A at Hall Rd in Q3. Parts ordered for a new speed reader board for Highway 19A near Higson for Q4. $23K SPARC grant received to install rectangular rapid flashing beacons with accessible pedestrian signal features crossing Memorial Ave at Fir St on the south side of the road.
HIGHWAY 19A REPAVING DESIGN & ENGINEERING – MEMORIAL TO CRESCENT RD WEST	2025 Q4		75%	100,000	127,300	Conceptual drawings complete and grant application for construction has been submitted. Additional base plan work being completed in Q4. Will finalize design drawings once the grant is received.
ACCESSIBILITY IMPROVEMENTS – FERN RD AT PRIMROSE	2025 Q3		100%	84,000	12,600	Sidewalk node improvements completed in Q3.
CONTINGENCY	2025 Q4	**n/a**	n/a	100,000	-	This contingency is for capital expenditures that may arise due to unforeseen circumstances. Contingency is not anticipated to be required in 2025 and will be returned to funding source if unused.

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and STATUS DETAILS
DRAINAGE						
SEACREST ROAD REPLACEMENT AND SLOPE STABILIZATION	2025 Q4		99%	2,586,000	1,447,700	This project stabilized the Seacrest Place Hill, replaced the asbestos cement watermain and improved the storm system on the hill providing a safe long-term access to the 26 properties and beach accesses below. The only outstanding item is a sign installation which is on order.
BAY STREET SLOPE STABILZATION	2025 Q4		100%	512,000	175,300	Bay St between Crescent Rd and Elm was reconstructed in Q2 with some additional storm system modifications completed on the hill completed in Q3.
UPSIZE PIPE AND ABANDON OLD CORRUGATED STEEL PIPE AND RAVINE INFILL – VILLAGE WAY GRANT DEPENDENT	n/a		n/a	250,000	8,300	This project is grant dependent and design completion is anticipated 2026 Q1. Once the design is complete, environmental permitting applications will be submitted in 2026. Staff are planning to request grant funding for this project for 2028.
SCHOOLHOUSE TRIBUTARY CREEK RESTORATION	2026 Q1		20%	130,000	49,900	Design and Engineering is in progress and is anticipated to be complete 2026 Q1. This project is intended to stop further erosion that is taking place at the culvert outlets crossing Village Way and reducing the volume of sediment entering the fish bearing Beach Creek and the golf course irrigation ponds downstream.
MASTER DRAINAGE PLAN	2026 Q1		60%	120,000	55,000	Major components include: • a review of known concerns such as Bill 44 development impacts and problem drainage systems • identifying system deficiencies • running modelling scenarios. This project is in progress with anticipated completion in early 2026.
EAGLECREST DRIVE STORM MAIN REPLACEMENT DESIGN & ENGINEERING	2025 Q4		60%	100,000	14,500	This project will improve drainage along Eaglecrest Drive above Seacrest Place with the intention of constructing in 2026 in conjunction with the AC watermain replacement. Design & Engineering in progress.

Not Started | In Progress | Complete | Council Resolution Requested

Capital Projects 2025 Third Quarter Update

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and STATUS DETAILS
RE-LINE HOYLAKE RD. WEST CULVERT	2025 Q3		100%	35,000	31,200	This project included the lining of the worn 600mm corrugated steep storm pipe with a PVC pipe crossing Hoylake Rd at the entrance to the Grandon Creek strata with a product called Thermoform. The PVC will extend the life of the pipe by 50 to 100 years. The project was completed in Q3.
GRANDON CREEK CONFLUENCE – ENGINEERING (2024)	2026 Q1		20%	25,000	8,800	This project is in progress with design completion anticipated by Q1-2026. A worn 1350mm culvert under the Grandon Creek trail and tying into a system under Crescent Road West requires upgrading and replacement. This culvert failed in 2021 which resulted in a large sink hole on the trail and subsequent temporary repair. This project is currently included in fiscal year 2028 in the approved Five-Year Financial Plan however it may be reprioritized to be completed sooner in the 2026-2030 Financial Plan, subject to Council's future approval.
BEACH CREEK, EAST CRESCENT CULVERT REPLACEMENT (2024)	2025 Q1		100%	5,000	5,700	Carry forward of remaining 2024 budget provision to address completion of "as-builts" in 2025.
DRAINAGE CONTINGENCY (FOR EMERGENCY)	n/a	n/a	%	100,000	-	Contingency for capital expenditure that may arise due to unforeseen circumstances. Any unused contingency will be returned to the funding source.
BUILDINGS						
BUS GARAGE SITE PLANNING, PUBLIC ENGAGEMENT & CONSTRUCTION	Multiyear		20%	1,000,000	-	Bus Garage Conceptual Plan received by Council in July, 2024. Next steps are detailed design and costing. Awaiting development of adjacent property.
FACILITIES MAINTENANCE - TOWN OWNED FACILITIES	2025 Q4		50%	486,800	68,000	Major Projects include: - lower roof replacement of Civic Centre (completion in Q4), - TOSH washroom upgrade (completion in Q4) - Town Hall office space renovation (complete) - repair fire hall exterior wooden wall (Q4)
SAAHTLAM PARK WASHROOMS & OTHER AMENITIES	2025 Q4		20%	250,000	158,700	Includes construction of two accessible washrooms; one with outdoor access and the other with interior access only. $199k of the $250k budget is allocated to the washroom construction and related hazardous material removal. Staff are also working with Qualicum First Nation to design a sign for the park.

Not Started | In Progress | Complete | Council Resolution Requested

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and STATUS DETAILS
PARKS STORAGE AND DRYING FACILITIES	2025 Q4		10%	225,000	44,500	Project includes: - Two sea cans; one for an office space and another for storage of fertilizers and other products (completion Q3). - Construction of a drying room/locker room for Parks staff in space where fertilizers are currently stored (Q4). - Construction of a portable carport to shelter equipment like mowers & UTV's to extend their life.
OPERATIONS WORKPLACE MODERNIZATION – NEEDS ASSESSMENT	2026 Q1		5%	100,000	-	Needs Assessment RFP anticipated to be issued Q3. Completion and report back to Council anticipated in early 2026.
PUBLIC WORKS AUTOMATIC SECURITY GATE	2025 Q4		-	35,000	-	Staff are reconsidering timing of this project subject to potential future development of the surrounding site and challenges anticipated with receiving deliveries.
SERVER ROOM FIRE SUPRESSION AND COOLING (2024)	2025 Q1		100%	19,800	2,900	The server room now features a high-temperature fire sprinkler, advanced smoke detection, continuous temperature monitoring, and redundant air conditioning to enhance the safety and reliability of the Town's critical IT systems.
PARKS & TRAILS						
SKATE PARK	2025 Q3		100%	1,500,000	1,314,000	This Skate Park is open and being heavily used. Final planting scheduled for Fall 2025 with assistance provided by the Parks staff.
TENNIS COURT – RESURFACING	2025 Q3		100%	60,000	53,900	Completed Q3; pickleball court lines for a single pickleball court were overlayed on the third tennis court.
CENOTAPH – MEMORIAL & RAILWAY ST.	n/a	**n/a**	n/a	40.000	-	The RFP for the cenotaph replacement project did not attract any proposals. As a result, Council has directed staff to resubmit a budget request for 2026. Meanwhile, with Council's approval, at the request of the Legion representative, the re-installation of the salvaged flagpole and cenotaph rock from 19A will be postponed until the new site design is finalized.

Not Started | In Progress | Complete | Council Resolution Requested

Capital Projects 2025 Third Quarter Update

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and STATUS DETAILS
BEACH CREEK VIEWING PLATFORM & WALKWAY ESTUARY (2024)	2025 Q1	●	100%	30,000	7,200	Remaining budget provision from previous year was carried forward to 2025 to address works related to interpretive signage and provision of as built drawings. This work is now complete.
NEW FENCE – LEASH DOG PARK GARDEN RD.	2025 Q4	▬	50%	30,000	-	This project is expected to be completed by the end of October. The project involves replacement of the worn page-wire fence with a chain-link fence at the Garden Road dog park. Park will remain open during construction.
JUDGES ROW – STAIRCASE REPLACEMENT	2025 Q3	●	100%	170,000	-	This project involved replacing the wooden stairs along the trail between the end of Judges Row and Knight Terrace with new long-lasting aluminum stairs. Project complete. Invoice pending.
SAAHTLAM PARK HITCHING POST FENCE STYLE INSTALLATION	2025 Q1	●	100%	20,000	12,700	Bocce ball courts were removed in 2024. Hitching post style fence was completed in Q1.
AIRPORT						
RUNWAY, TAXIWAY, APPRON PAVING (ACAP – GRANT DEPENDENT)	n/a	▲	n/a	3,687,000	-	This project involves repaving of the deteriorating Airport runway, main taxiway and a large portion of the main apron. The engineering and design followed by the first Airport Capital Assistance Program (ACAP) grant application was submitted in 2024. Grant application was not approved in 2024 or 2025 and staff have re-applied for 2026.
LOADER/SNOW BLOWER (ACAP – GRANT DEPENDENT)	n/a	▲	n/a	898,000	-	An application to the Airports' Capital Assistance Program (ACAP) for the purchase of a large loader, snow blower and large plow covering 100% of the costs was submitted in April 2025. Funding requested was not approved for 2025. The Town have reapplied for this funding in 2026.
AIRPORT HANGAR WASHROOM & OFFICE	2025 Q4	▬	90%	15,000	7,900	The plywood floor and a portion of wall in the staff washroom needed replacement. Contractor is nearly complete.

▲ Not Started ▬ In Progress ● Complete ★ Council Resolution Requested

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and STATUS DETAILS
EQUIPMENT & VEHICLES						
VEHICLE REPLACEMENT PROGRAM (2025)	2025 Q4		80%	752,000	353,900	The 2025 Fleet Replacement Program includes: • Replace two garbage trucks with one new garbage truck (on order); • Replacing the New Holland skid steer (2009) with a compact multi tool parks machine; (received) • Refurbishing the Public Works Caterpillar Backhoe (2011) to extend its life instead of buying a replacement; (complete) • Replacement, of 2 end of life fossil fuel pick-ups with Electric (complete) • Dump box for the new hook lift truck (complete) • Replacement of electric road marking paint sprayer machine.(complete)
PUBLIC WORKS FUEL SYSTEM	2025 Q4		10%	340,000	60,000	Replacement of aging gas and diesel fuel tanks at the Public Works Yard to address life cycle replacement and fuel capacity in the event of an emergency or catastrophic event. Project Contract was awarded in Q2, and delivery and installation are anticipated to be complete by Q4.
VEHICLE REPLACEMENT PROGRAM (2024)	2025 Q1		100%	220,000	210,000	Carry forward of 2024 capital program budget provision for replacement of end of useful life hook lift truck.
CCTV REPLACEMENTS AND NEW ADDITION	2025 Q3		100%	33,000	26,000	Upgrade and expansion of CCTV systems at Town Hall, Public Works, and the Fire Hall are complete. New cameras will deliver higher resolution and broader coverage.
TOWN NETWORK REDUNDANCY ENHANCEMENT	2025 Q4		75%	32,000	14,400	To strengthen network security and operational resilience for the municipality. Backup network design is complete, hardware procurement is complete, and Consultant anticipated to be onsite to complete installation and testing in Q4.
PRINTER REPLACEMENT – TOWN HALL 2ND FLOOR NE PRINTERPAR	2025 Q2		100%	20,000	18,000	Replace end of life printer mail room. Replacement completed in Q2.

Not Started | In Progress | Complete | Council Resolution Requested

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and STATUS DETAILS
PARTS WASHER	2025 Q3		100%	22,000	20,400	Purchase auto parts washer to address safety concerns. Complete.
WATER CAPITAL						
WATER MAIN REPLACEMENT ILLIQUA RD. - FROM HEMSWORTH RD. TO HALL RD. (210 METERS)	2025 Q4		100%	330,000	11,500	Replacement of end-of-life asbestos cement watermain. Substantially complete. Only outstanding item is the construction of a rock headwall around the end of a roadway culvert. Expecting completion this month.
WATER MAIN REPLACEMENT HEMLOCK ST (1ST AVE TO MILL RD), 160 METERS	2025 Q4		5%	260,000	18,200	Replacement of end-of-life asbestos cement watermain. Contractor has mobilized to site and is expecting to complete this project in Q4.
WATER MAIN REPLACEMENT 986 EAGLECREST to SEACREST (500 METERS)	2025 Q4		60%	50,000	1,600	Design for replacing and upsizing watermain from 150mm Asbestos Cement (AC) to 205 mm Polyvinyl Chloride (PVC). Will eliminate 500 meters of AC watermain above a steep slope. Construction budget to be included for Council consideration in the 2026 budget process.
FIBER OPTIC CONDUIT & SCADA AUDIT	2025 Q4		75%	150,000	28,300	A wi-fi with cellular failover backup technology will be implemented in place of the originally planned Fiber optic conduit and connection. The wi-fi cellular technology is working successfully in other locations and will allow a stable communication link between wells and reservoirs and the Town's Supervisory Control and Data Acquisition (SCADA) system. This work will be done within the scope of the Remote Scada Sites Internet Redundancy Implementation project budget and scope. This project will focus on the results on the Scada audit which was completed in Q3 and staff are working along side local consultants on resolving issues identified during the audit.
LITTLE QUALICUM RIVER RIVERBANK STABILIZATION DESIGN	2025 Q4		90%	125,000	76,400	Design a repair to address the erosion taking place along the River Well Field by the Little Qualicum River. The design focuses on stabilizing the riverbank while maintaining or improving fish habitat. Staff applied for a grant to construct this project in 2026. The construction/repair project will be brought forward for Council consideration in the 2026 budget process. The design is nearing completion.

Capital Projects 2025 Third Quarter Update

ATTACHMENT 2

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and STATUS DETAILS
REPLACEMENT OF BERWICK 2 & 3 WELL PUMPS (2024)	2025 Q4		90%	90,000	8,500	Replacement of 45-year-old Berwick 2 & 3 well pumps. Berwick 3 was replaced in Q3 and Berwick 2 will be back online in Q4. Funds were reallocated in 2025 from the Berwick 5 Well Connection Project.
WATER MASTER PLAN (INLCUDING ASBESTOS CEMENT ASSESSMENT)	2026 Q1		10%	80,000	19,700	Evaluate OCP buildout modelling, analysis of system water pressures and fire flows, reservoir storage review, Bill 44 impacts, and asbestos cement replacement requirements. A Water Master Plan is anticipated to be available for Council Review in early 2026.
REMOTE SCADA SITES INTERNET REDUNDANCY IMPLEMENTATION	2025 Q4		95%	36,000	16,000	The Town has six Scada Sites. Data transfer for monitoring and oversight occurs through Telus and Shaw internet protocol. This single method of data transfer poses a risk of failure if the internet is down. This project will allow for backup cellular or satellite data communication in the event the internet down. Cellular signal testing is underway and quotes are being reviewed for routers with cellular failover capability. Satellite hardware for emergency connectivity has been installed and will only be used in emergency situations when both wired and cellular internet services are not available.
IRRIGATION BOOSTER PUMPS (2024)	2025 Q2		100%	34,000	75,300	The addition of irrigation booster pumps next to the Field House to improve the spray coverage at the upper ball fields. The project has been completed, and the spray coverage has dramatically improved. This project was over budget due to design costs not being included in the budget estimate and cost of materials increased significantly from when budget estimate was made. The excess spending for this project will be offset by savings anticipated in the water component of the Seacrest Slope Stabilization project.
RUPERT ROAD WATER LOOPING & QUATNA RD WATERMAIN REPLACEMENT (2024)	2025 Q1		100%	10,000	9,200	Carry forward of 2024 budget provision to address the cost of generating project as-built drawings.
STORTZ FITTINGS	2025 Q3		100%	-	32,400	Replacement of quick-connect hose coupling used on fire hydrants. This project was approved by Council through use of Water Contingency Funds, subsequent to approval of the 2025-2029 Financial Plan.
WATER CONTINGENCY	n/a	**n/a**	n/a	100,000	-	Contingency for capital expenditures that may arise due to unforeseen circumstances. Any unused contingency will be returned to the funding source.

Not Started | In Progress | Complete | Council Resolution Requested

Capital Projects 2025 Third Quarter Update

CAPITAL PROJECT	Estimated Completion	Status	% Complete	2025 Budget	2025 Spent	Q3 ACTIVITY and STATUS DETAILS
SEWER CAPITAL						
SEWER TRUNK METERING PROGRAM	Multi-year	▲	0%	100,000	-	After careful consideration, staff recommend adjusting the scope of this project to include: 1) Flush and inspect condition of sewer mains 2) Smoke test to identify sources of inflow and infiltration

GENERAL FUND OPERATING PROGRAM
2025 THIRD QUARTER UPDATE

GENERAL FUND REVENUE AND EXPENSE	2025 Budget	2025 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Property Taxes	$13,109,800	$13,120,900	11,100.0	0%	Property taxes are slightly higher than budget due to supplementary adjustments made by BC Assessment to property values after the property taxes were levied
1% In Lieu of Property Taxes	$426,000	$429,000	3,000.0	1%	The receipt of 1% in lieu is from utilities such as hydro, gas and fibre located on municipal property.
Library Levy	747,800	748,500	700.0	0%	The Library levy is collected on behalf of and remitted to Vancouver Island Regional Library.
Parcel Taxes - Local Area Service	35,700	35,700	-	0%	Parcel tax for East Village Local Area Service - the annual parcel tax is collected for debt servicing costs incurred for the East Village Ph2 project.
Penalties and Interest	694,500	841,900	147,400.0	21%	Interest revenue is favourable due to higher interest rates. Interest earned is allocated to the Reserves and Surplus on which it is earned.
Sale of Service and Other Revenue	893,400	1,072,300	178,900.0	20%	Building Permits, Business Licenses, Cemetery Services; actual balance also includes a $109k conribution to the Parking Reserve Fund.
Rental and Lease Revenue	910,100	805,500	(104,600.0)	-11%	Combination of annual and monthly lease payments. Annual payments are made at the beginning of the year. Includes revenue for Qualicum Commons from July 1st onwards.
Airport Fuel	750,000	609,000	(141,000.0)	-19%	Anticipated to be on budget at year end.
Solid Waste Revenue	800,000	711,000	(89,000.0)	-11%	Revenue up to September 30, anticipated to be on budget at year end.
Government Grants and Contributions	7,457,500	933,200	(6,524,300.0)	-87%	The variance from budget is due to the timing of receipt of grant funds and grant opportunities that were budgeted and applied for but for which confirmation has not yet been receive or grant was not awarded.
Total Revenue	**$25,824,800**	**$19,307,000**	**(6,517,800.0)**		
Expenses					
Council and Office of the CAO	$717,300	$510,500	$206,800	29%	Slight variance from budget due to timing of operating project and conferences. Anticipated to be on budget at year end.
Corporate Services	1,286,400	843,500	442,900	34%	Anticipated to be on budget at year end.
Community Development	1,119,600	877,400	242,200	22%	Combination of annual payments and events, anticipated to be on budget at year end.
Human Resources	627,600	323,100	304,500	49%	Trending favourable to budget due to timing of projects and initiatives. Training planned for Q4, anticipated to be on budget at year end.
Fiscal Services	-89,400 -	348,400	259,000	-290%	Includes debt serviciing costs offset by recovery of costs from utilities. Utilities recovery trending on budget. Debt servicing costs trending favourable to budget due to timing, and anticpated to be on budget at year end.
Finance	684,200	531,000	153,200	22%	Anticipated to be on budget at year end.
Information Technology	1,031,500	780,900	250,600	24%	Anticipated to be on budget at year end.
Police	1,704,000	1,150,000	554,000	33%	RCMP contract for 8 full time officers. One civic employee; Civilian disclosure clerk cost shared with City of Parksville. RCMP staffed at full complement at mid-year.
Fire Rescue	1,631,700	979,900	651,800	40%	Currently trending slightly favourable to budget. Training and operations has occurred and remained on budget, projects and initiatives planned for 2025 commenced mid-way through the year contributing to favourable variance. Anticipated to be on budget at year end.
Emergency Planning Program	289,300	189,800	99,500	34%	Due to a staff vacancy, anticipate budget to be favourable at year end
Planning & Development	774,500	541,600	232,900	30%	Trending favourable to budget due to vacancy in 2 year term bylaw position to June 2025. Anticipate budget to be favourable at year end.
Operations					

GENERAL FUND OPERATING PROGRAM
2025 THIRD QUARTER UPDATE

GENERAL FUND REVENUE AND EXPENSE	2025 Budget	2025 Actual	Remaining Budget	% Remaining	Comments
Transportation Services	2,926,500	1,826,400	1,100,100	38%	Trending favourable to budget at this time. Anticipated to be on budget at year end.
Airport	1,241,300	927,300	314,000	25%	Anticipated to be on budget at year end.
Buildings	846,700	606,600	240,100	28%	Anticipated to be on budget at year end.
Solid Waste and Recycling	1,061,500	792,400	269,100	25%	Regional waste costs paid to Regional District of Nanaimo and Solid Waste removal trending on budget.
Parks	1,734,800	1,181,700	553,100	32%	Trending favourable to budget at this time due to labour market conditions impacting seasonal hires. Anticipated to be on budget at year end.
Council Strategic Initiatives	991,200	377,000	614,200	62%	Council Strategic Initiatives - Under separate report.
Transfer to Asset Reserves	1,612,000	1,612,000	-	0%	Transfer to asset reserves occurred at the beginning of the year.
Total Operating Expenses	**$20,190,700**	**$13,702,700**	**$6,488,000**		

WATER & SEWER FUND OPERATING PROGRAM
2025 THIRD QUARTER UPDATE

ATTACHMENT 4

WATER REVENUE AND EXPENSE	2025 Budget	2025 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Water User Fees	$1,757,600	$1,744,300	$ (13,300)	-1%	Water user fee revenue to September 30. Next billing is May 2026.
Water Parcel Tax	1,216,000	1,232,400	16,400	1%	Water parcel tax collected during property tax collection.
Water Grant	125,000	76,000	(49,000)	-39%	Grant is related to a water capital project that is underway
Debt Servicing (General Fund to Water Fund)	85,000	85,000	-	0%	Transfer in from Water Infrastructure Reserve.
Transfer in from Water Infrastructure Reserve	298,100	298,100	-	0%	Project related, transfer occurred at the beginning of the year.
Total Revenue	**$3,481,700**	**$3,435,800**	**$ (45,900)**		
Expenses					
Water Operating	$1,874,800	$1,392,300	$482,500	26%	Water system maintenance plan is on budget.
Transfer to Water Infrastructure Reserve	1,241,900	1,241,900	-	0%	Transfer to Water Infrastructure Reserve.
Transfer to General Fund (operating)	365,000	365,000	-	0%	Project related, transfer occurred at the beginning of the year.
Total Operating Expenses	**$3,481,700**	**$2,999,200**	**$482,500**		

SEWER REVENUE AND EXPENSE	2025 Budget	2025 Actual	Remaining Budget	% Remaining	Comments
Revenue					
Sewer User Fees	751,700	630,300	$ (121,400)	-16%	Sewer user fee revenue to September 30. Next billing is May 2026.
Sewer Parcel Tax	287,000	289,400	$2,400	1%	Sewer parcel tax collected during property tax collection.
Total Revenue	**$1,038,700**	**$919,700**	**$ (119,000)**		
Expenses					
Sewer Operating	712,200	494,000	218,200	31%	Sewer system maintenance plan is trending slightly favourable budget and antcipated to be on budget at year end.
Transfer to Sewer Infrastructure Reserve	326,500	326,500	-	0%	Transfer to Sewer Infrastructure Reserve.
Total Operating Expenses	**$1,038,700**	**$820,500**	**$218,200**		

TOWN OF QUALICUM BEACH
STAFF REPORT

TO: Raj Hayre, Director of Finance

FOR: Regular Council Meeting

DATE: October 22, 2025

FROM: Genelle Conn, Manager of Finance

SUBJECT: **2026 – 2028 Water Rates and Water Parcel Taxes**

GOVERNANCE DECISION
Council is requested to give two Readings to the proposed 2026 – 2028 Water Parcel Tax Bylaw and the 2026 – 2028 Water Rates Bylaw.

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 introduced and read a first time.
2. 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.
3. 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.
4. 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.
5. THAT Council directs staff to review options for a Water Infrastructure Charge and provide a report to Council in 2026.

PURPOSE
To review the water utility for anticipated costs in 2026 – 2028 to ensure that the water rates and water parcel taxes are increased to better cover anticipated operating costs and contributions to the Water Infrastructure Reserves in the water utility.

BACKGROUND
The Qualicum Beach Water System has been owned and operated by the Town since the early 1940’s. Drinking water is obtained from two well-fields (Little Qualicum River Wells and Berwick Wells) and distributed from multiple groundwater wells on land owned by the Town of Qualicum

Beach. The water system infrastructure includes nine groundwater wells, five reservoirs, 108km of water mains and five booster stations.

The water utility provides safe drinking water to approximately 4,600 households in Qualicum Beach, and bulk water is sold to the Regional District of Nanaimo for the Sandpiper subdivision with approximately 240 households. Residential, commercial and emergency use meets applicable firefighting standards, health standards and *the Drinking Protection Act.*

The Water Operating Fund provides for all revenues and expenses related to the operation of the municipal water system, including the replacement of end-of-life infrastructure. Revenue is generated through a combination of Water User Fees and Water Parcel Taxes. The Revenues collected are used to address the operating costs and contribution to the Water Infrastructure Reserve. In 2024, a total of $2.95 million in revenue (approximately $1.75 in water user fees and $1.2 million in Water Parcel Taxes) was collected to pay for $1.8 million in operating expenses and a $1.15 million contribution to the Water Infrastructure Reserve to address capital renewal and investments in water infrastructure.

Water User Fees have remained unchanged since October 2022 and are structured on an inclining block rate system, whereby customers using higher volumes of water are charged higher unit rates for consumption beyond average levels. The annual Water Parcel Tax, currently set at $260 per property, applies to all parcels within the Town's boundaries that have the ability to connect to the Qualicum Beach water system. Between 2021 and 2025, the parcel tax increased incrementally by $20 per year.

DISCUSSION

The proposed *Waterworks Rate and Regulation Bylaw Amendment* is consistent with previous water bylaws in that it has been drafted to encourage water conservation and work towards recovering the true cost of water production and distribution from user rates and replacement of end-of-life infrastructure from water parcel taxes.

Since October 1, 2022, the Town's operating expenses for the Water System have continued to increase without any corresponding increases in water user rates. Inflation related to infrastructure replacement projects has also been substantially higher than CPI. As a result, the contributions to the Water Infrastructure Reserve are not sufficient to address the required replacement of end-of-life water infrastructure which was largely installed before 1973.

The Town currently owns 28.5 kilometers of asbestos cement water pipe (AC), along with other infrastructure such as wells, reservoirs, pumps, etc. Most of the AC water pipe needs to be replaced between now and 2040. Staff have sent samples of AC pipes for testing to determine whether the useful life of the pipes should be extended or shortened. The testing has confirmed that the AC pipes will need to be replaced in the next 10-20 years. Table 1 below illustrates that the cost to replace the Town's AC pipe is approximately $48 million. Based on a 20-year replacement window, an estimated $2 million a year is required. The current contribution to the Infrastructure Replacement Reserve is approximately $1.1 million (approximately half of what is required). This is significantly below the contribution required to replace the above infrastructure over the next 10-20 years.

Table 1

Pipe Diameter	Length (m)	Replacement Cost per linear meter	Replacement Cost (2025 Dollars)
0-150mm	23,000	$1,600	$ 36,800,000
200mm	4,000	$1,800	$ 7,200,000
350mm	1,500	$2,650	$ 3,975,000
Total	**28,500**		**$ 47,975,000**

Water User Fees

The proposed amendments to water rates, as outlined in *Schedule B of the Town of Qualicum Beach Waterworks Rate and Regulation Amendment Bylaw No. 753.01*, maintain consistency with previous bylaws and continue to promote water conservation. The Bylaw is based on a demand management strategy that uses an inclining block rate structure, whereby users who consume higher volumes of water pay higher unit rates. This approach supports recovery of the full operating and maintenance costs of the water system while encouraging efficient water use.

The proposed rate adjustments include a proportionally larger increase to Tier 3 rates to further promote conservation and ensure equity by increasing the contributions of high-consumption users toward the overall cost of operating and maintaining the water system.

Proposed 2026 – 2028 Water User Fees:

Rates	Current	Jan 1, 2026	Oct 1, 2026	Oct 1, 2027
Level 1 (first 15 m^3)	$ 0.98	$ 1.07	$ 1.14	$ 1.22
Level 2 (next 15 m^3)	1.25	1.37	1.48	1.60
Level 3 (over 30 m^3)	1.70	1.97	2.15	2.35
Minimum monthly rate	14.70	16.05	17.10	18.30
Less discount	(1.50)	(1.50)	(1.50)	(1.50)
Net Minimum Water Rate	$ 13.20	$ 14.55	$ 15.60	$ 16.80

The above rates translate into the following annual percentage increases:

Rates	Jan 1, 2026	Oct 1, 2026	Oct 1, 2027
Level 1 (first 15 m^3)	9%	7%	7%
Level 2 (next 15 m^3)	10%	8%	8%
Level 3 (over 30 m^3)	16%	9%	9%

Although water consumption varies significantly from property to property, an average home would see an increase of $26.55 in 2026, $20.85 in 2027 and $23.20 in 2028.

Water Parcel Taxes

The Water Parcel Tax is currently set at $260 per parcel, generating approximately $1,216,000 in annual revenue that is allocated to the Water Infrastructure Reserve. As noted earlier in this report, this contribution is insufficient to meet the estimated $2,000,000 per year required over the next 20 years to replace aging infrastructure. To address this funding gap, Bylaw No. 493.04, 2025 (Attachment 2) proposes a $20 annual increase to the Water Parcel Tax over the next three years. The rate would therefore rise to $280 in 2026, $300 in 2027, and $320 in 2028. These incremental increases balance affordability for ratepayers with the need to provide sustainable funding for the replacement of end-of-life water infrastructure.

Combined Revenue and Expenditures
Below is a summary of the projected revenue from the proposed sources, the water operating expenses and contribution to the water infrastructure reserve.

	2025	2026	2027	2028
Water Revenue	**(Current)**	**(Proposed)**	**(Proposed)**	**(Proposed)**
Water User Fees	1,747,600	1,996,900	2,159,500	2,341,500
Water Parcel Taxes	1,216,000	1,330,000	1,425,000	1,520,000
Other Water Revenue	153,100	95,000	95,000	95,000
Total Revenue	**3,116,700**	**3,421,900**	**3,679,500**	**3,956,500**
Water Expenses				
Operating Costs	1,874,800	1,920,600	2,022,800	2,096,500
Water Reserve Cont.	1,241,900	1,501,300	1,656,700	1,860,000
Total Expense	**3,116,700**	**3,421,900**	**3,679,500**	**3,956,500**

As outlined above, the proposed rate and fee increases will raise annual contributions to the Water Infrastructure Reserve from $1,241,900 in 2025 to $1,860,000 by 2028. This represents an important step toward addressing the growing cost of replacing critical water infrastructure in the years ahead.

Water Infrastructure Reserve Contribution
To address the Asbestos-Cement water main and other infrastructure replacements over the next 10-20 years, the required contribution to the Water Infrastructure Reserve is estimated at $2 million per year. In addition to the increases to the water parcel tax and water user fees outlined above, staff also recommend exploring the possibility of implementing a Water Infrastructure Fee in the future.

A Water Infrastructure Fee could transfer some of the infrastructure replacement burden onto specific users who are using a higher volume of water. Historically the water parcel charge has been largely allocated to funding water infrastructure while the water user fees have been used to address operating and maintenance of the water system. A Water Infrastructure Fee would introduce equity for addressing replacement costs based on use of the water system. Staff will report back to Council in 2026 on the merits of introducing a Water Infrastructure Fee or other

possible approaches to accelerate closing the gap between the current and required contribution to the Water Infrastructure Reserve.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

Public Participation Framework developed by the International Association for Public Participation – IAP^2 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 Bylaws, if adopted, will be posted on the Town's website and public notification will go out in advance of the new rates going into effect January 1, 2026

STRATEGIC PLAN ALIGNMENT

This initiative supports the following Council Strategic Focus Areas:

- Progressive Infrastructure: Ensures sustainable funding for essential infrastructure renewal.
- Good Governance**:** Maintains financial sustainability and transparency in utility rate-setting.
- Community Health & Wellbeing: Supports a reliable, safe, and resilient water supply for residents.

SUMMARY

The proposed 2026–2028 increases to Water User Fees and Water Parcel Taxes are required to maintain financial sustainability of the Town's water utility. The recommended rate adjustments will fund increased operating costs, build reserve contributions toward necessary infrastructure renewal, and promote equitable and conservation-focused water use.
The proposed bylaws—*Waterworks Rate and Regulation Bylaw No. 753.01, 2025* and *Water Parcel Tax Bylaw No. 493.04, 2025*—represent a measured and necessary step toward addressing the Town's long-term infrastructure funding gap.

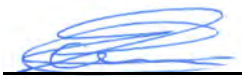
ALTERNATIVE OPTIONS

1. Accelerate addressing the Water Infrastructure Funding Gap by increasing the Parcel Tax by more than the $20 per year as recommended in this report.

2. Provide alternative direction to Staff.

APPROVALS

Report respectfully submitted by Genelle Conn, Manager of Finance.



Genelle Conn
Manager of Finance
Report Writer

Raj Hayre
Director of Finance
Concurrence

John Manson
Interim Director of Engineering
Concurrence

Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1: "Town of Qualicum Beach Waterworks Rate and Regulation Bylaw No. 753, 2020 Amendment Bylaw No. 753.01, 2025"
Attachment 2: "Town of Qualicum Beach Water Parcel Tax Bylaw No. 493, 1991 Amendment Bylaw No. 493.04, 2025

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 ____ day of _____, 2025.

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

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

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

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

ADOPTED this ____ day of _____, 2025.

_____ _____

Mayor Corporate Administrator

TOWN OF QUALICUM BEACH
STAFF REPORT

TO: Raj Hayre, Director of Finance

FOR: Regular Council Meeting

DATE: October 22, 2025

FROM: Genelle Conn, Manager of Finance

SUBJECT: **2026 – 2028 Sewer Parcel Tax**

GOVERNANCE DECISION
Council is requested to give two readings to the proposed **2026–2028 Sewer Parcel Tax Bylaw Amendment**.

RECOMMENDATION

1. 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.
2. 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.

PURPOSE
To review the sewer utility's projected operating and infrastructure replacement costs for 2026–2028 and recommend adjustments to **Sewer Parcel Taxes** to ensure sufficient revenue to fund operations and long-term infrastructure renewal.

BACKGROUND
The sanitary sewer system collects wastewater from residents and businesses and delivers it to the Regional District of Nanaimo (RDN) French Creek Pollution Control Centre for treatment. The sanitary sewer system was installed after the mid -1970s. It consists primarily of PVC pipes and includes 83km of sanitary mains, 0.4km of sanitary force mains, one lift station and approximately 1,300 maintenance holes. The system is in relatively good condition with most of the system approximately 50 years old with an 80–100-year life span.

The French Creek Pollution Control Centre is operated by the Regional District of Nanaimo (RDN). The treatment costs are shared with the City of Parksville, RDN and the Town of Qualicum Beach. The RDN treatment plant and the large sewer mains that run along the foreshore are taxed by the RDN and included on property tax notices as a RDN tax.

The Sanitary Sewer Operating Fund finances all revenue and expenditures for the sanitary sewer collection system, including infrastructure renewal. Revenues are generated primarily through Sanitary Sewer User Fees and Sewer Parcel Taxes. The annual Sewer Parcel Tax is

$60 per year and charged to properties within the Town's boundaries that have the ability to connect to the Qualicum Beach sanitary sewer system. From 2021 to 2025 the Parcel Tax increased by $5 per year.

DISCUSSION

In 2026 staff are planning to undertake a review and condition assessment of parts of the Sanitary Sewer system. This will provide the Town with better information on the future maintenance and replacement requirements for the Town's Sanitary Sewer system.

Sewer User Fees

The Town has reviewed the anticipated sewer operating costs for 2026, and no significant increases are expected. Staff recommend that the Sewer User Fees remain at the current rates for 2026, and that they be reviewed again in 2026after the review and condition assessment work has been undertaken to determine what the future costs are for the system.

Sewer Parcel Taxes

The sanitary sewer collection system is in relatively good condition, with very few assets at the end of their useful lives. This allows the Town to contribute to the Sewer Infrastructure Reserve annually and accumulate funds for the future when replacement will be required. During the planned sanitary sewer system review and condition assessment, aging maintenance holes and asbestos cement sewer mains will be inspected. The condition assessment work will provide additional information to help staff prioritize capital sanitary sewer projects.

The Sewer Parcel Tax Amendment Bylaw proposes a parcel tax increase of $5 per parcel per year for the next three years. An increase of $5 to the parcel tax results in approximately $24,000 of additional revenue which will be allocated to the Sewer Infrastructure Reserve. The parcel tax would rise to $65 in 2026, $70 in 2027 and $75 in 2028. These incremental increases balance affordability for rate payers with the need to provide sustainable funding for the future replacement of the sanitary sewer system.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

<u>INFORM</u>:

- The Bylaw, if adopted, will be posted on the Town's website and public notification will go out in advance of the new rates going into effect.

STRATEGIC PLAN ALIGNMENT

This initiative supports the following Council Strategic Focus Areas:

- Progressive Infrastructure: Ensures sustainable funding for essential infrastructure renewal.
- Good Governance**:** Maintains financial sustainability and transparency in utility rate-setting.
- Community Health & Wellbeing: Supports a reliable and resilient wastewater system for residents.

SUMMARY

The Town is proposing an increase to Sewer Parcel Taxes beginning in 2026. This is reflected in the proposed "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 493.04, 2025" These increases are required to provide sustainable funding for the future replacement of the sanitary sewer system.

APPROVALS

Report respectfully submitted by Genelle Conn, Manager of Finance.

Genelle Conn
Manager of Finance
Report Writer

Raj Hayre
Director of Finance
Concurrence

John Manson
Interim Director of Engineering
Concurrence

Lou Varela, MCIP, RPP
CAO
Concurrence

REFERENCES

Attachment 1: "Town of Qualicum Beach Sewer Parcel Tax Bylaw No. 492, 1991 Amendment Bylaw No. 492.03, 2025"

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 ____ day of _____, 2025.

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

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

ADOPTED this ____ day of _____, 2025.

_____ _____

Mayor Director of Corporate Services

TOWN OF **QUALICUM BEACH**

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: October 22, 2025

FROM: Kevin Goldfuss, Airport Manager

SUBJECT: **Further Expansion of Noise Sensitive Areas**

GOVERNANCE DECISION

Staff are requesting Council direction to amend the Visual Flight Rules Terminal Procedures Chart (VTPC) previously considered and advanced at the September 17, 2025, Council meeting to further expand the Noise Sensitive Areas (NSAs) in the Canadian Flight Supplement (CFS) for the Qualicum Beach Airport.

REVISED RECOMMENDATIONS:

THAT Council rescind Resolution No. 25-209:

> "*THAT Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended circuit procedures;*
>
> *AND FURTHER THAT Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of the Qualicum Beach Runway 11-29 (RWY) as shown on Appendix 1 of this Staff Report dated September 17, 2025*;

AND FURTHER THAT Council directs staff to make an application to NAV Canada to create a Visual Flight Rules Terminal Procedures Chart (VTPC) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended circuit procedures, as shown on Appendix 1 of this Staff Report, dated October 22, 2025;

AND FURTHER THAT Council directs staff to make an application to NAV Canada to create new additional Noise Sensitive Areas (NSAs) in the Qualicum Beach CAT4 Canadian Flight Supplement (CFS) entry, to include recommended Noise Sensitive Areas on the north side of

the Qualicum Beach Runway 11-29 (RWY) and the south side of the Qualicum Beach Runway 11-29 (RWY), Aldous Road, Cottonwood Drive, Hemsworth Road and Rupert Road as shown on Appendix 1 of this Staff Report dated October 22, 2025;

AND FURTHER THAT Council directs staff to only investigate inquiries/complaints related to Noise Abatement Procedure (NAP) and curfew violations at the Airport, given the Airport Authority's inability to enforce NSAs.

PURPOSE

The purpose of this Report is to provide Council with additional information following a request from the President of the Qualicum Woods Residents' Association (QWRA) regarding additional NSAs for Aldous Road, Cotton Wood Drive and Hemsworth Road. In addition, Council is provided with information following a staff discussion with NAV Canada that included adding Aldous Road, Cotton Wood Drive, Hemsworth Road and expanding Rupert Road as NSAs.

BACKGROUND

During the September 17, 2025 Council meeting there were discussions regarding the expansion of Rupert Road NSAs, more specifically why the Pheasant Glen Golf Course subdivision was not included as part of the new recommended NSA. As a result of these discussions staff have re-evaluated the Pheasant Glen subdivision in this context and propose further adjusting the Visual Flight Rules Terminal Procedures Chart (VTPC). This adjustment focuses on areas of lower density, see Appendix 1 of this staff report.

Following the September 17, 2025 Council meeting, Council received a request from the President of the QWRA to reconsider NSAs over Aldous Road, Cottonwood Drive and Hemsworth Road area. This latest proposal from the QWRA permits a clear flight path for departure and arrival (RWY 29) see Appendix 2 of this Report.

On September 22, 2025 staff had a meeting with NAV Canada and discussed several scenarios regarding the creation of NSAs and flight safety. It was determined that if a clear flight path was maintained for RWY 29, (departure and approach), then an NSA over the areas of Aldous Road, Cottonwood Drive and Hemsworth Road would be viable.

It is important to note that NSAs are not enforceable as they are not recognized by Transport Canada as a regulation or a requirement. As such, staff are requesting Council direction to not investigate related inquiries/complaints.

DISCUSSION

Both appreciation and concerns about the Qualicum Beach Airport have been brought forward to Council. Concerns vary from noise, flight training circuits, helicopter training and flight paths. In general, airports are under continued pressure to find ways to mitigate noise. A reduction of noise can be achieved by creating Noise Abatement Procedures, which Qualicum Beach implemented in 2015. Noise reduction can also be achieved by creating programs such as the Good Neighbour Program (GNP) implemented in Qualicum Beach in 2024. Noise Sensitive Areas, while not enforceable, can also support noise mitigation efforts.

The GNP was adopted in 2024, and pilots are generally observed by the Airport Authority to be

flying the GNP when safe to do so. In addition, Qualicum Beach Airport has Noise Sensitive Areas (NSAs) that are published in the Canadian Flight Supplement; currently these NSAs are located North of the Airport and a small portion South of the Airport (Rupert Road).

It is important to note that NSAs are not enforceable as they are not recognized by Transport Canada as a regulation or a requirement. It's also important to note that NSAs are not typically located within flight paths (at the end of runways). The primary reason for this is because it creates confusion for pilots on departure and arrival, as there must be a designated flight path in and out of an airport.

With the addition of Noise Sensitive Areas over Aldous Road, Cottonwood Drive, Hemsworth Road, and Rupert Road as shown on Appendix A, while maintaining a clear flight path (RWY 29), for departure and arrival, staff consider this will be a positive move forward to further mitigate noise disturbance.

Because NSAs are not enforceable staff are recommending that Council direct staff to continue to focus on NAP violation and curfew violation complaints.

FINANCIAL IMPLICATIONS

The Airport Manager and Deputy Airport Manager have been working on this initiative. The cost associated with thisiInitiative will be funded within the Airport operation budget. No additional financial impacts have been incurred to date.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

<u>INFORM</u>:

- The public will continue to be advised of progress through the regularly scheduled Airport Committee of the Whole meetings.
- Any approved changes will be published to the Town's website.

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

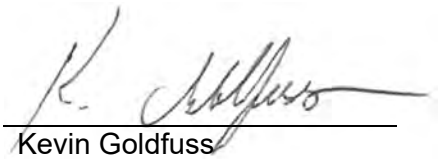
The Town of Qualicum Beach understands that some community members from various neighbourhoods are affected by aircraft noise, and over the years steps have been taken to mitigate noise disturbances. In 2015 the Town of Qualicum Beach implemented the NAP for turns to the North, and in 2024 the Town of Qualicum Beach implemented the GNP for turns to the South when safe to do so. New signs have been installed at the Airport, and the Airport Authority continues to educate pilots, both local and transient, on procedures and best practices. With the implementation of a VTPC, and additional proposed NSAs, the Airport Authority recognizes these efforts as another step forward on noise mitigation efforts in Qualicum Beach.

ALTERNATIVE OPTIONS

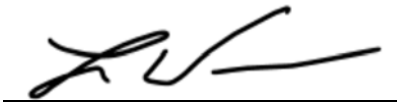
If Council chooses other options, and directs staff to investigate, staff will engage in further discussions with Transport Canada and NAV Canada as required.

APPROVALS

Report respectfully submitted by Kevin Goldfuss, Airport Manager



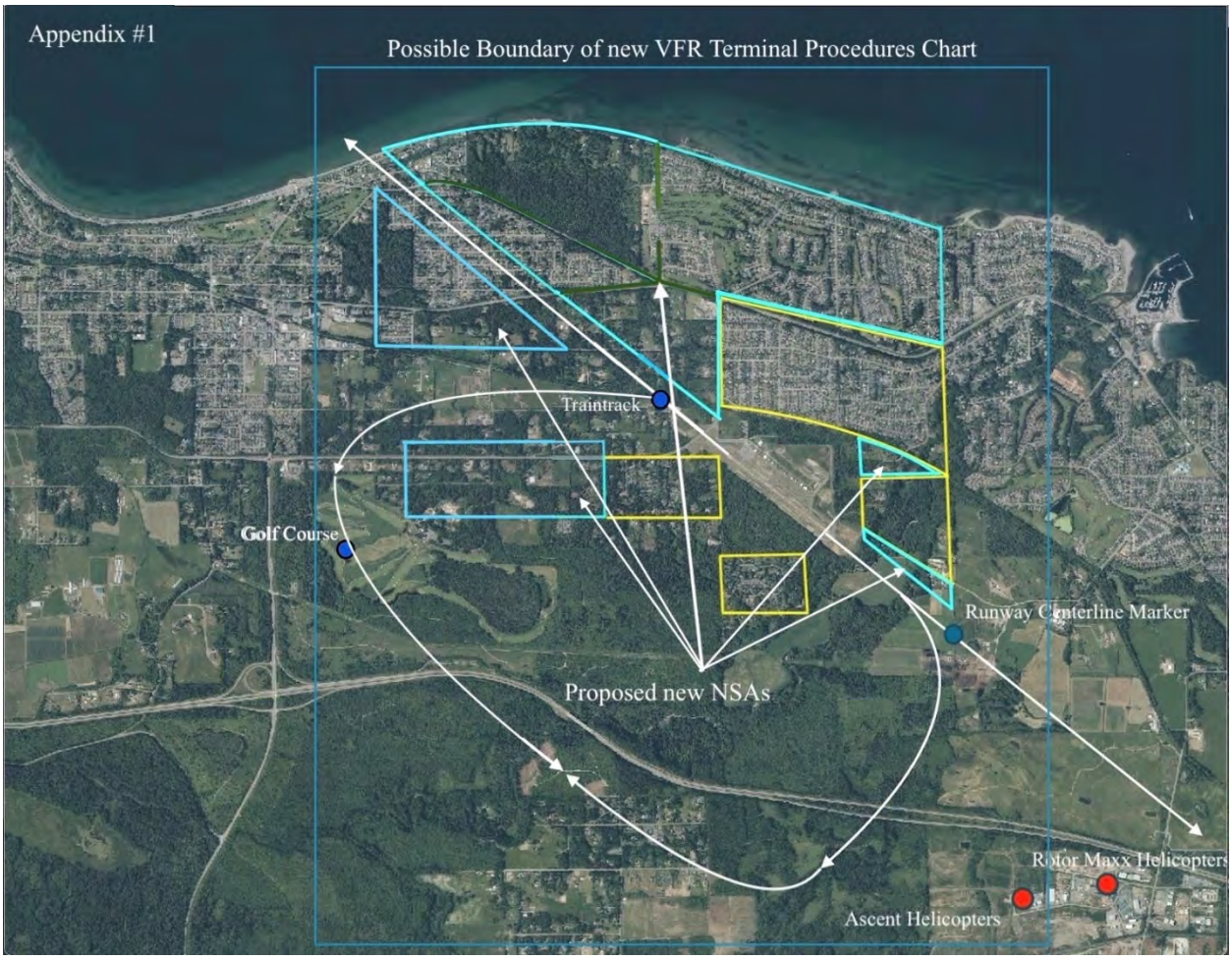
Kevin Goldfuss
Airport Manager
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1: Proposed VTPC / NSA Map (Appendix 1)**APPENDIX 1**


Appendix #1
Possible Boundary of new VFR Terminal Procedures Chart
Traintrack
Golf Course
Runway Centerline Marker
Proposed new NSAs
Rotor Maxx Helicopters
Ascent Helicopters

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File No. 4200-2025

TO: Heather Svensen, Corporate Administrator

FOR: Regular Council Meeting

DATE: October 22, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Review of Council Size Prior to 2026 General Local Election**

GOVERNANCE DECISION

Per *Policy 3004-5 Local Government Status and Council Size*, staff are requesting Council confirm that they wish to retain it's "Town" classification and continue with a Council size of one Mayor and four Councillors going into the 2026 General Local Election per Policy 3004-5 Local Government Status and Council Size.

RECOMMENDATIONS:

1. THAT Council retain it's "Town" classification, with no change in current Council composition, being four Councillors and one Mayor.

2. 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."

PURPOSE

The purpose of this Staff Report is to review "Town" classification and Council size prior to the 2026 General Local Election in accordance with *Policy 3004-5 Local Government Status and Council Size.*

BACKGROUND

Policy 3004-5 Local Government Status and Council Size was implemented in 1992 with the purpose of establishing a Town Policy "That Council retain its Town status, with no change in current Council make-up, being four Councillors and one Mayor." The Policy is to be reviewed one year in advance of an election. The next General Local Election in BC is October 17, 2026.

The *Local Government Act* establishes the classification (status) of municipalities at incorporation being:

(a) as a village, if the population is not greater than 2,500;

(b) as a town, if the population is greater than 2 500 but not greater than 5,000;
(c) as a city, if the population is greater than 5,000;

The *Community Charter* establishes the size of Council's for each classification identified in the *Local Government Act*:

(a) for a city or district having a population of more than 50 000, the council is to consist of a mayor and 8 councillors;
(b) for a city or district having a population of 50 000 or less, the council is to consist of a mayor and 6 councillors;
(c) for a town or village, the council is to consist of a mayor and 4 councillors.

Despite the population of the Town as 9,303 (per the 2021 Census), the Town has chosen to retain its status of a "Town" and Council make-up that has existed since its incorporation.

DISCUSSION

The Policy requires review the year before an election and provides Council an opportunity to confirm its desire to retain "Town Status" and its current makeup of Councillors, or to consider changing its status designation or Council make-up. It should be noted that the Policy needs an update, with, at minimum, an amendment to change from a "tri-annual" election cycle to the current four-year cycle. However, the principle of Council providing policy direction prior to the next General Local Election applies.

Should Council wish to change status or Council make-up, the following legislation applies:

Under Section 11 of the *Local Government Act:*

11 (1) On request of the council, the Lieutenant Governor in Council may, by letters patent, change the classification of the municipality in accordance with section 10 (1).

(2) On request of the council, the Lieutenant Governor in Council may, by letters patent, change the classification of the municipality to another classification provided for in this Act, if the Lieutenant Governor in Council considers it to be in the public interest to do so.

(3) A council may make a request under subsection (1) or (2) only after it has obtained the approval of the electors in relation to the proposed change in classification.

(4) If the minister is satisfied that, since the last census, the population of a municipality has changed sufficiently to allow a change of classification, the minister may determine what the population of the municipality is deemed to be for the purposes of determining its classification.

And Under Section 118 of the *Community Charter:*

118 (1) Unless otherwise provided by letters patent or by a bylaw under this section, the council size for municipalities must be as follows:

(a) for a city or district having a population of more than 50 000, the council is to consist of a mayor and 8 councillors;
(b) for a city or district having a population of 50 000 or less, the council is to consist of a mayor and 6 councillors;
(c) for a town or village, the council is to consist of a mayor and 4 councillors.

(2) For the purposes of this section, any change to a council size under subsection (1) is to be based on the population of the municipality as at January 1 in a general local election year and the change takes effect for the purposes of that election.

(3) A council may, by bylaw, establish the number of council members as a mayor and 4, 6, 8 or 10 councillors.

(4) If a bylaw under subsection (3) would
(a) reduce the number of council members, or
(b) maintain the current number of council members, despite an increase that would otherwise result under subsection (2),
it may only be adopted if it receives the assent of the electors.

(5) A bylaw under subsection (3)
(a) must be made at least 6 months before the next general local election, and
(b) does not become effective until that general local election.

(6) The size of council as established under subsection (3) applies despite any provision of a municipality's letters patent.

Per the legislation, assent of the electors would be required. Adoption of any bylaws, and any assent of the electors required, would need to be complete by April 17, 2026 (6 months in advance of the Election). Should Council consider making a change to either it's classification or the composition of Council, further legal review of the specific process would be required. At this time, it is recommended that Council keep its current classification and composition as the timeline for changing classification or the composition of Council would be difficult to execute in advance of the 2026 General Local Election. It would be advisable, if Council believes that a change may be required or contemplated in the future, that Policy 3004-5 be amended to have Council make the consideration two years in advance of a General Local Election to ensure that timelines to make the change may be more easily met.

FINANCIAL IMPLICATIONS
There are no additional financial implications for the recommended motion

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 will be advised of Council's decision through the website.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

Council is requested to review the Town's status and Council make-up prior to the 2026 General Local Election per Policy 3004-5.

ALTERNATIVE OPTIONS

1. THAT Council direct staff to begin the process for amending the Town's status and council composition prior to April 17, 2026.

Note: that this alternative is not recommended as the bylaws must be adopted, with assent of the electors granted, prior to April 17, 2026.

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

REFERENCES
Attachment 1: Policy 3004-5 Local Government Status and Council Size

	Town of Qualicum Beach **Policy Manual**
	Subject: Administration – Council **Local Government Status and Council Size**
	Policy Number: 3004-5

Purpose ***

Policy That Council retain its Town status, with no change in current Council make-up, being four Councillors and one Mayor.

Procedure This policy shall be reviewed one year prior to the tri-annual election to establish if there is a need for change to the policy.

It is the responsibility of Administration to ensure the above procedure is recorded on the appropriate agenda.

Responsibility Council
Corporate Administrator

References ***

Distribution Council
All Departments

2026 Meeting Schedule

Regular, Special and Committee of the Whole Meeting Schedules

All meetings are held in the Council Chamber, Town Hall, located at 660 Primrose Street, Qualicum Beach, BC, commencing at 10 am (unless otherwise indicated). Special meetings are held as required.

	Regular Council	Special Council *(If Required)*	Committee of the Whole
January	January 21	January 7	January 14 January 28
February	February 11	February 25	February 18
March	March 4 March 25	March 11	March 18 – Town Hall
April	April 22	April 1 April 15	April 29
May	May 13	May 6	May 27
June	June 24	June 3	June 17 – Town Hall
July	July 15	July 22	July 8 – Airport (4pm)
August	***SUMMER BREAK***		
September	September 9		Sept 2 – Town Hall Sept 23 – Transportation (4pm)
October	***2026 GENERAL LOCAL ELECTION***		
November	November 2 (Inaugural) November 18	November 25	
December	December 9	December 16	December 2 – Town Hall (10 am) December 2 – Airport (4 pm)

TOWN OF **QUALICUM BEACH**

STAFF REPORT

File Nos.: 3060.20.1402 & 3900-20.900.05

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: October 22, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Zoning Amendment, Official Community Plan Amendment & Development Permit: 431 College Road**

GOVERNANCE DECISION

A governance decision is requested for 431 College Road to determine whether or not to proceed with the Zoning Amendment and Official Community Plan (OCP) Amendment application, as well as the subsequent Development Permit application.

RECOMMENDATION

1. THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (431 College Road) Bylaw No. 900.05, 2025" be introduced and read a first time.
2. THAT the Bylaw entitled "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (431 College Road) Bylaw No. 800.07, 2025" be introduced and read a first time.
3. THAT the Zoning Amendment and Development Permit application for 431 College Road be referred to the Advisory Planning Commission for comment, subject to the applicant providing a breakdown of the off-street parking calculations.

PURPOSE

To consider a development proposal for 431 College Road that would permit a 125-bed, long-term care facility that includes assisted living and memory care.

BACKGROUND

An application for a Zoning Amendment, OCP Amendment, and Development Permit has been made for 431 College Road to permit a 125-bed development that includes assisted living, memory care and long-term care. The subject property is currently zoned Residential 15 (R15) and is identified as Multi-family Residential in the Official Community Plan and falls within Development Permit Area C5 – College Road. As such, a Development Permit is required in addition to the Zoning and OCP Amendment.

The application for 431 College Road was considered by Committee of the Whole on July 23, 2025. No motions were made at this meeting. At that time, the proposal was for a four storey building with 141 long-term care, memory care and assisted living beds. Due to concerns raised at that meeting, the applicant revised their plans as follows:

- Reducing the height of the building by one storey.
- Reducing the number of beds from 141 beds to 125 beds.
- Redesign to facilitate a wider view corridor.
- Reducing the height of the southwest wing.

The revised plans are attached to this memo and are before Council for consideration. The applicant has requested that Council consider both the original proposal and the revised proposal.

Below is a comparison of the previous renderings that went before the Committee of the Whole and the current renderings before Council.

Original Rendering of Proposed Development

Revised Rendering of Proposed Development

Original Rendering of Proposed Development

Revised Rendering of Proposed Development

Zoning Amendment

The zoning amendment would change the zoning from R15 to Comprehensive Development Zone 24 (CD24). The CD24 zone is a new, site-specific zone that permits a long-term care facility. Unlike other zones within the Town that accommodate long-term care facilities, the CD24 zone is specific to this application and does not permit residential use.

Official Community Plan Amendment

In the Town's 2018 Official Community Plan, the subject property is designated Multi-family Residential. The property also falls within Development Permit Area C5 – College Road. Due to the proposed development consisting of a long-term care facility, an OCP amendment, amending the land use from Multi-family Residential to Institutional, is required.

Development Permit

Due to the proposed development falling within Development Permit Area C5 – College Road, a Development Permit is required. The Development Permit Guidelines are outlined later in this memo.

Since the application requires an OCP amendment in addition to the zoning amendment, a Public Hearing will be required. Staff recommend that the Public Hearing be held later in the process, specifically between second and third reading.

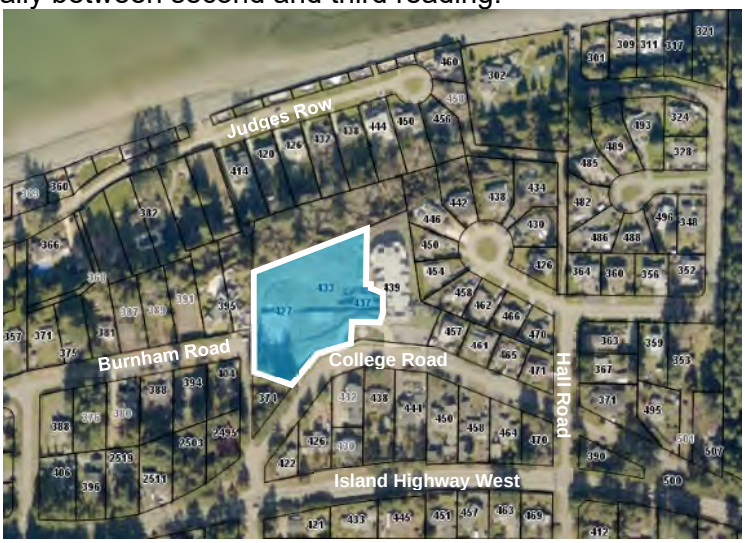


Figure 1: Subject Property

DISCUSSION

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

	Zoning Comparison	
Zoning Provision	**Existing Zoning**	**Proposed Zoning Amendment**
Zoning	Residential 15 (R15)	Comprehensive Development Zone 24 (CD24)
Density	1 unit per 250m² of site area up to a maximum of 53 units	Maximum of 125 Personal Care Units
Parcel Coverage	42%	36%
Height	15.0m former heritage building, 11.2m other buildings	12.32m
Front Setback	16.0m	As per attached plans A0.1 and A1.1.
Interior Side Setback	4.7m	As per attached plans A0.1 and A1.1.
Exterior Side Setback	6.0m	As per attached plans A0.1 and A1.1.
Rear Setback	11.0m	As per attached plans A0.1 and A1.1.
Parking (off-street)	Parking calculations are based on the proposed uses.	*58 parking spaces

*Staff recommend a parking analysis and breakdown be provided by the applicant to show how the parking calculations were achieved.

2018 Official Community Plan (OCP)

The property is currently designated Multi-family Residential in the 2018 OCP and falls within Development Permit Area C5 – College Road. The OCP amendment would change the land use designation to Institutional, which is the same designation used for schools, churches and other seniors care facilities, like the Gardens and Eagle Park. Staff have provided an analysis of the Institutional policies below:

1. The Town supports the location of existing school sites, as indicated on map ‘Schedule 2.1’.
   Staff Comment: This policy is not applicable to this application.

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.
   Staff Comment: This policy is not applicable to this application.

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.
   Staff Comment: This policy is not applicable to this application.

4. The Town will consider rezoning applications for a health care facility within the “Village Neighbourhood”.
   Staff Comment: The proposed subject property is not within the Village Neighbourhood.

5. The Town, in general, supports the location of health care facilities within the Qualicum Beach area.
   Staff Comment: The proposed subject property is considered to be a type of health care facility.

6. In order to support school enrollment, the Town shall further explore ways to attract young families to the Town and school catchment area.
   Staff Comment: This policy is not applicable to this application.

7. The Town shall explore ways to use the zoning bylaw to support the continued operation of schools in Qualicum Beach.
   Staff Comment: This policy is not applicable to this application.

The subject property is in Development Permit Area C5 – College Road, and as such, requires a Development Permit. An analysis of the DPA C5 – College Road Guidelines and the application is below:

1. The character of the original building on site known as the 'Qualicum College' shall be preserved and maintained.
   Staff Comment: Since this policy was written, the building known as Qualicum College has been removed.

2. Proposed additions or change shall enhance the Tudor character of the existing building.
   Staff Comment: Since this policy was written, the building known as Qualicum College has been removed.

3. New structures shall also enhance the Tudor style of the existing 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.
   Staff Comment: The proposed building has a design that reflects the original Qualicum College building, while incorporating some modernity. The use of sloped roofs, dormers and ornamentation all reflect aspects of the original building.

Staff recommend the application proceed to first reading and be referred to the Advisory Planning Commission (APC). In the opinion of staff, the proposed use of a seniors care home is compatible with the historic commercial and institutional nature of the property as a school and hotel.

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

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PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

CONSULT:

- Consideration of a Zoning Amendment that is not for residential uses, and an OCP Amendment, requires a Public Hearing. A newspaper notice, as well as a mailed notice to properties within 100m radius of the subject property will be sent, and the public will have the opportunity to share their opinions to Council at the Public Hearing.

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, OCP Amendment, and Development Permit application has been received for 431 College Road. The proposal is for an independent living, assisted living and memory care building. The original proposal that went before Committee of the Whole included 141 beds and a five storey building. After the Committee of the Whole, the applicant revised the plans and reduced the building by one storey and the number of beds to 125. The applicant has requested Council consider both proposals. Staff recommend the Zoning Amendment and OCP Bylaws receive first reading, and that the proposed development, as outlined in the revised plans, be sent to the Advisory Planning Commission (APC) for comment.

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ALTERNATIVE OPTIONS

1. THAT Council denies the Zoning Amendment, OCP Amendment and Development Permit for 431 College 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
Director of Planning
and Community Development
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 431 College Road
Attachment 2: Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024 Amendment (431 College Road) Bylaw No. 900.05, 2025
Attachment 3: Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (431 College Road) Bylaw No. 800.07, 2025

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Letter of Design Rationale
Development Permit Application
Multi-Level Seniors Residence and Care
431 College Road
Qualicum Beach, BC

Date: 05 September 2025

History of Use of the Site

The original use of this site was for Qualicum College, a former private school founded in 1935. The building was later converted to an inn, which was subsequently demolished in 2021.

In both cases, College Road was the main road leading into Qualicum Beach. While the Qualicum College Inn was in operation it provided transient accommodation, a dining facility, a bar, and facilities for conferences, weddings and community gatherings. We do not have specific data about the use, traffic and impact of the Qualicum Inn but understand anecdotally that it was well used and quite active.

A three storey condominium was constructed to the east of the site with a parkade that enters from the southwest corner and extends east to the condominium building. The parkade will be incorporated into the new development.

Previous Rezoning and Current Development Permit Applications

A rezoning application was submitted in June of 2025 and was received by Committee of Council as a Whole at their July 23, 2025 meeting. That proposal is for a four-storey (on College Road) building with 141 beds. It included a range of accommodations, including independent and assisted living, as well as memory care and long term care. This mix of offerings would allow for a seamless aging-in-place for residents who are initially quite independent and over time require more care.

At that meeting, various residents in the immediate neighbourhood and at least one Councillor expressed concern about the size and scale of the proposal on this site.

After the Committee of the Whole meeting, the applicants undertook a series of neighbourhood and community meetings. Five meetings with immediate neighbours (those within two blocks) took place, followed by a larger meeting for all of Qualicum Beach. A number of other one on one meetings have also been held with interested parties. Written responses from the larger community meeting have been shared with the City Clerk.

The proponents generally understand that some of the local neighbours were in support of the proposal and a majority of the local neighbours were not in support. From oral and written submissions, the proponents also understand that there is very strong community support for this facility on this site.

Change in Design for the Development Permit Application

Because of apparent concerns about the scale of the proposal, with reluctance TCG Senior Living + Care have provided a second proposal in this current Development Permit Application. This application reduces the height of the building and the number of independent seniors apartments, reducing the healthy mix of aging-in-place accommodation. It also reduces the potential for government supported seniors accommodation as the economics of a smaller building will require a focus on the private pay market. In summary the current Development Permit Application:

- reduces the height of the facility by one storey (from four to three on College Road and from five to four on the north side)
- reduces the number of beds from 141 to 125
- pulls back the north wing to provide a wider view angle from the Cambridge development to the east of the site, and
- reduces the height of the two-storey southwest wing.

Value to the Qualicum Beach Community

There is well documented need for more seniors housing in Qualicum Beach and throughout the province. Studies show that this need will continue to grow. The original rezoning proposal is for 141 beds with a mix of seniors independent, assisted living and long-term care housing, including a mix of private pay and government-funded beds, adding to the affordability. There is tremendous support from the larger community and those who understand the need for more seniors housing. But there is also strong opposition from many of those who live close to the site.

Consideration of Two Proposals – Four Storey and Three Storey

The applicants would like Council to consider both proposals – the one submitted for rezoning and this current one submitted for a Development Permit. The applicants strongly believe the taller rezoning proposal would be of greater benefit to the overall community and would provide more opportunities for seniors in the community to live in a residential neighborhood that fully supports their needs.

Notwithstanding, in recognition of non-support from some for the larger development, the current Development has been scaled back and modified to address some of the concerns expressed by some in the immediate neighbourhood.

Proposed Uses + Location

The proposed building will have levels of seniors living and care: Assisted Living, Memory Care and Long-term Care, allowing for a range of accommodations for local seniors and allowing for a transitioning of residents as their needs change over time.

The site and location are ideal for these uses. It will provide a wonderful site with water views on one side and south sun on the other for those in the community who have contributed to the community and are now deserving of a special environment. The Development Permit Area C5 – College Road recommends an F use which includes commercial, multi-family and institutional. This is an institutional use.

Site Planning

The site has some complex sloping, from College Road down approximately one level to the north property line; from east and the existing condominium building down to the west approximately one and a half storeys. An existing driveway leads from the U-shaped court to the entrance to the parkade at the southwest corner. This entrance is used by the existing condominium building and will also be utilized by the new seniors development. A portion of the existing parkade is dedicated to and currently used by the condominium building; the other portion of the existing parkade and an expansion of the parkade will be constructed under and used by the seniors building.

The site is bordered by Hemsworth Road on the west. This will allow for convenient, low impact on broader neighbourhood delivery vehicle access for the development.

A separation has been designed between the existing condominium building and the new seniors building to allow for open space and views out for the condominium and for a view corridor from College Road through to the north. Generous setbacks around the site conform to current setback requirements.

The proposed building is buffered on the north side by an existing cluster of trees that span the width of the site, significantly softening its impact on the hill.

Building Design

The building is seen as three storeys in height from College Road, with a two storey wing on the western edge. On the north side, because of the slope down of the property, the building is four storeys. The predominant layout of the building is east-west, with a north and a south wing attached.

Qualicum Beach has a variety of architectural styles; a recurrent theme is sloped roofs on buildings and it is this approach that is being used for this building. Durable, high quality materials are being used on the exterior: stone or stone-like, cementitious siding, natural wood accents.

The Development Permit Area C5 – College Road guidelines ask for the character to reflect that of the original building. It refers to a design which enhances the Tudor style of the Qualicum College Inn building. We are proposing a design that reflects aspects of the scale and modularity of the original building, but strives to also reflect the emerging new images that are representative of Qualicum Beach.

The entrance to the building is through a vaulted, one-storey pavilion that provides direct access from the u-shaped driveway. The entry expands into dramatic and expansive social and common areas leading to the ocean views on the north side of the building.

Level two – the entry level (roughly at street level on College Road) will contain assisted living, extensive social and support areas as well as principal administrative uses. Levels one (roughly at the level of the existing parkade), three and four will provide more secure accommodation for memory care and long term care.. For the upper levels, the common dining and lounge areas again take advantage of the lovely views through the existing trees to the Salish Sea.

Impact on the Neighbourhood

As an experienced seniors care provider in Qualicum Beach, TCG Seniors + Care, with the assistance of traffic consultants, have estimated that amount of traffic that each of the four and three-storey proposals would create.

Type of Vehicle	**Rezoning Design** **Four Storeys - 141 Beds**	**Development Permit Design** **Three Storeys – 125 Beds**
Traffic using Burnham	none	none
Traffic using Hemsworth		
Delivery - large	1/day average	0.75/day average
Delivery - small	1/day average	0.75/day average
Traffic using College Road		
Service vehicles	4 to 6/day	3 to 4/day
Cars – residents and staff	4/hour on average	3/hour on average

Pedestrian traffic

TCG Seniors + Care find that at The Gardens at Qualicum Beach, with significantly more beds, few residents elect to leave the property. Those that do want to leave for outside events are offered transportation, via shuttle-bus or car, provided by the facility.

Requested Approvals

Council is requested to consider both the initial rezoning application and, as an alternative, the current development permit application.

Summary

As our population ages, the provision of dignified quality care living environments is increasingly needed. Qualicum Beach has a rich history of vacationers, summer dwellers and permanent residents, all of whom would benefit from a thoughtful proposal such as this. It is being designed to respect the neighbours while providing a rich and nourishing environment for those who have generously contributed to the life of the community.

Respectfully submitted,

Bryce Rositch.

Bryce Rositch, Architect AIBC
RH Architects Inc.

2430/Submissions/Letter of Design Rationale Development Permit – 431 College Road – 05 Sep 2025

COLLEGE ROAD CARE FACILITY

431 College Road, Qualicum Beach BC

PROPOSED AERIAL VIEW

DRAWINGS LIST:

A0.0	COVER	N/A
A0.1	STATISTICS / ZONING	N/A
A0.2	CONTEXT PLAN / PHOTOS	NTS
A0.3	3D VIEWS	NTS
A0.4	3D VIEWS	NTS
A0.5	STREET VIEWS	NTS
A0.6	SHADOW STUDIES	NTS
A0.7	SHADOW STUDIES	NTS
A1.0	SURVEY PLAN	1:250
A1.1	SITE PLAN - LEVEL 1	1:250
A1.2	SITE PLAN - LEVEL 2	1:250
A2.1	FLOOR PLANS - LEVEL P1	1/16"=1'-0"
A3.1	FLOOR PLANS - LEVEL 1	1/16"=1'-0"
A3.2	FLOOR PLANS - LEVEL 2	1/16""=1'-0"
A3.3	FLOOR PLANS - LEVEL 3	1/16"=1'-0"
A3.4	FLOOR PLANS - LEVEL 4	1/16"=1'-0"
A3.5	FLOOR PLANS - ROOF	1/16"=1'-0"
A4.0	ELEVATIONS	1/16"=1'-0"
A4.1	ELEVATIONS	1/16"=1'-0"
A5.0	SECTION A-A, B-B, C-C	1/16"=1'-0"

TOTAL SHEETS: 20

PROJECT DIRECTORY				
		CONTACT	PHONE	E-MAIL
OWNER	THE CARE GROUP 657 Gatensbury Coquitlam, BC V3J 5G9	MAUREEN MCINTOSH GAVIN MCINTOSH FRASER MCINTOSH	604-671-4555	gavin@tcgcare.com
ARCHITECT	RH ARCHITECTS #10 - 120 Powell Street Vancouver, BC V6A 1G1	BRYCE ROSITCH SMILJKA STANKOVIC CHARMAINE BASTIAN	604-669-6002	bryce@rharchitects.ca smiljka@rharchitects.ca charmaine@rharctitects.ca
ARCHITECT	CARSTEN JENSEN ARCHITECT 107 - 663 Beach Rd Qualicum Beach, BC V9K 2H7	CARSTEN JENSEN	250-752-0292	carsten@carstenjensenarchitect.com
LANDSCAPE	PMG LANDSCAPE ARCHITECTS 4185 Still Creek Drive, C100 Burnaby, BC V5C 6S7	CAELAN GRIFFITHS		caelan@pmglandscape.com
SURVEYOR	PRISM LAND SURVEYING LTD 223 Fern Rd Qualicum Beach, BC V9K 1S4	NEIL BAUDER	250-752-9121	neil@prismlandsurveying.ca
CIVIL	TIMBERLAKE JONES ENGINEERING 177 Weld St Parksville, BC V9P 2G3	MICHELLE JONES	250-248-2001	michelle@tjeng.ca
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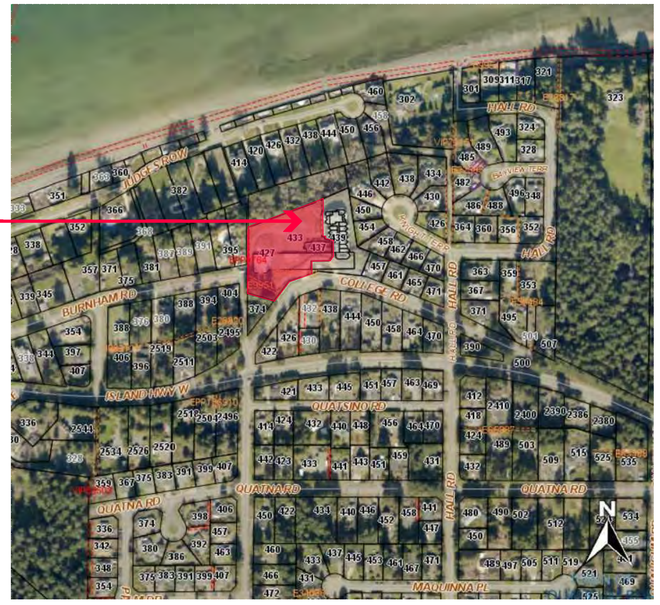
ELECTRICAL	NEMETZ & ASSOCIATES 2009 W 4Th Ave Vancouver, BC V6J 1N3	MATTHEW ROSE	604-653-6133	matthew@nemetz.com
MECHANICAL	ROCKY POINT ENGINEERING 301 - 17 Church St Nanaimo, BC V9R 5H5	AARON MULLALEY MIKE WARRINGTON	250-739-0692 250-585-0222	aaron.mullaley@rpeng.ca mike.warrington@rpeng.ca
STRUCTURAL	RJC ENGINEERS 105-238 Franklyn St Nanaimo, BC V9R 2X4	CALEB GOERTZ	778-746-1114	CGoertz@rjc.ca
GEOTECHINICAL	LEWKOWICH ENGINEERING ASSOCIATES LTD 1900 Boxwood Road Nanaimo, BC V9S 5Y2	JOHN HESSELS	250-756-0355	jhessels@lewkowich.com
TRAFFIC	WATT CONSULTING GROUP 302-740 Hillside Ave Victoria, BC V8T 1Z4	KRISTEN MACHINA	236-464-5265	kmachina@wattconsultinggroup.com

SUBJECT SITE



LOCATION MAP

RHA
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120 Powell Street, Unit 10
Vancouver, BC Canada
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www.rharchitects.ca

Carsten Jensen Architect

ISSUED:	DATE:
1. DP APPLICATION	Sept. 05 2025

ISSUED FOR
DPA
Sept. 05, 2025

NO. REVISION:	DATE:

This drawing as an instrument of service is the property of Rositch Hemphill Architects and may not be reproduced without the firm's permission. All information shown on the drawing is for use in this specific project only and shall not be used otherwise without written permission from this office. Contractors shall verify and be responsible for all dimensions on the job and this office shall be informed of any discrepancies and variations shown on drawing.

ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
COVER PAGE STATISTICS

DATABASE :	2430-A0.0.dwg
SCALE :	NTS
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. 2430

DWG. NO. **A0.0**

Sept. 04, 2025

E:\ACADJOB\2024\2430 – 431 COLLEGE ROAD QUALICUM\DPA\2430-A0.0.DWG

PROJECT STATISTICS

PROJECT DESCRIPTION - REZONING INTENT:

THE CONSTRUCTION OF A THREE/FOUR-STOREY LONG TERM CARE FACILITY WITH MAIN ACCESS FROM COLLEGE ROAD. ONE UNDERGROUND LEVEL WILL HAVE PARKING, STORAGE AND SERVICE SPACES. EXISTING CAR ACCESS TO PARKING LEVEL IS FROM COLLEGE ROAD. PROPOSED LOADING ACCESS IS FROM HEMSWORTH AVENUE, WHICH IS AT THE LEVEL OF UNDERGROUND PARKING.

MUNICIPAL ADDRESS :

431 COLLEGE ROAD, QUALICUM BEACH BC

LEGAL DESCRIPTION :

LOT 1, DISTRICT LOT 112 NANOOSE DISTRICT PLAN EPP87537 031-071-462

ZONE :

CURRENT ZONE: R15 (RESIDENTIAL)
PROPOSED: CD

OCP LAND USE:

CURRENT LAND USE: MULTIFAMILY RESIDENTIAL
PROPOSED LAND USE: INSTITUTIONAL

LOT AREA :

81,630 SF (7,584 m2)

LOT COVERAGE :

36%

BUILDING HEIGHT:

ALLOWABLE BY EXISTING R15 ZONING	11.2 M
ALLOWABLE BY R15 'QUALICUM COLLEGE' HERITAGE BLDG	15 M
PROPOSED	12.32 M

SETBACKS:

ALL SIDES	REQUIRED BY R15 ZONING	PROVIDED
NORTH / REAR YARD	11.0 M (36.09')	11.53 M (37'10")
EAST / SIDE YARD LEVEL 1	0 M	0 M
EAST / SIDE YARD LEVEL 2-4	0 M	5.02 M (16'6) to 14.02 M (46')
SOUTH / FRONT YARD	16.0 M (52.49')	16.15 M (53')
WEST / SIDE YARD	6.0 M (19.69')	6.1 M (20')

PARKING :

	REGULAR	ACCESSIBLE	TOTAL
REQUIRED PARKING:		min. **2**	**51** *
PROVIDED PARKING:	54	**4**	**58**

*AS PER PARKING STUDY BY TRAFFIC CONSULTANT

LOADING :

REQUIRED **1** LOADING SPACE

PROVIDED **1** LOADING SPACE

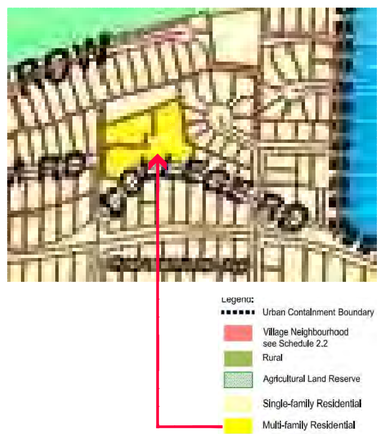
FIRE PROTECTION :

SPRINKLERED BUILDINGS, 3 COMBUSTIBLE LEVELS OVER ONE NON-COMBUSTIBLE AND ONE LEVEL CONCRETE PARKADE

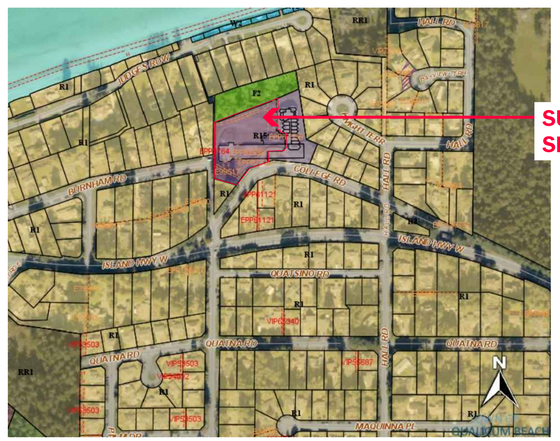
ROOMS / AREAS

Site Area
81,630 SF
7,584 m2

	Beds	SF	M2
Level 1	31	26,533	
Level 2	32	26,570	
Level 3	31	18,990	
Level 4	31	18,990	
Total	**125**	91,083	8,462
FSR		**1.12**	
New parkade		13,850	



OCP MAP & Legend



ZONING MAP

LOCATION MAP

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Carsten Jensen Architect

ISSUED:	DATE:
1. DP APPLICATION	Sept. 05 2025

ISSUED FOR
DPA
Sept. 05, 2025

NO. REVISION:	DATE:

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
STATISTICS

DATABASE :	2430-A0.0.dwg
SCALE :	NTS
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. 2430

DWG. NO. **A0.1**

Sept. 04, 2025

E:\ACADJOB\2024\2430 – 431 COLLEGE ROAD QUALICUM\DPA\2430-A0.0.DWG

HOUSES AT SOUTH SIDE - ACROSS COLLEGE ROAD

BUILDING AT EAST SIDE

BUILDING AT EAST SIDE

VIEW TO WEST FROM SITE

VIEW TO NORTH FROM SITE

VIEW TO WEST FROM EXISTING RAMP TO PARKING

CONTEXT PLAN WITH PROPOSED BUILDING

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V6A 1G1

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f 604.669.1091

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Carsten Jensen Architect

ISSUED:	DATE:
1. DP APPLICATION	Sept. 05 2025

ISSUED FOR
DPA
Sept. 05, 2025

NO. REVISION:	DATE:

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
CONTEXT PLAN
SITE PHOTOS

DATABASE :	2430-A0.0.dwg
SCALE :	NTS
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. 2430

DWG. NO. **A0.2**

Sept. 04, 2025

E:\ACADJOB\2024\2430 – 431 COLLEGE ROAD QUALICUM\DPA\2430-A0.2 PHOTOS.DWG

AERIAL VIEW FROM SOUTH

STREET VIEW FROM SOUTH EAST - COLLEGE ROAD

BIRD'S EYE VIEW FROM SOUTH - HEMSWORTH ROAD

STREET VIEW FROM SOUTH

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
PRELIMINARY MASSING

DATABASE :	2430-A0.0.dwg
SCALE :	NTS
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. 2430

DWG. NO. **A0.3**

Sept. 04, 2025

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BIRD'S EYE VIEW FROM SOUTH EAST

BIRD'S EYE VIEW FROM NORTH EAST

BIRD'S EYE VIEW FROM NORTH WEST

BIRD'S EYE VIEW FROM NORTH

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ISSUED:	DATE:
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Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
PRELIMINARY MASSING

DATABASE :	2430-A0.0.dwg
SCALE :	NTS
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. 2430

DWG. NO.
A0.4

Sept. 04, 2025

VIEW 1 - LOOKING EAST ALONG BURNHAM ROAD

VIEW 2 - LOOKING WEST ALONG COLLEGE ROAD

VIEW 3 - LOOKING NORTH ALONG COLLEGE ROAD

VIEW 4 - LOOKING SOUTH FROM JUDGES ROW

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Carsten Jensen Architect

ISSUED:	DATE:
1. DP APPLICATION	Sept. 05 2025

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DPA
Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

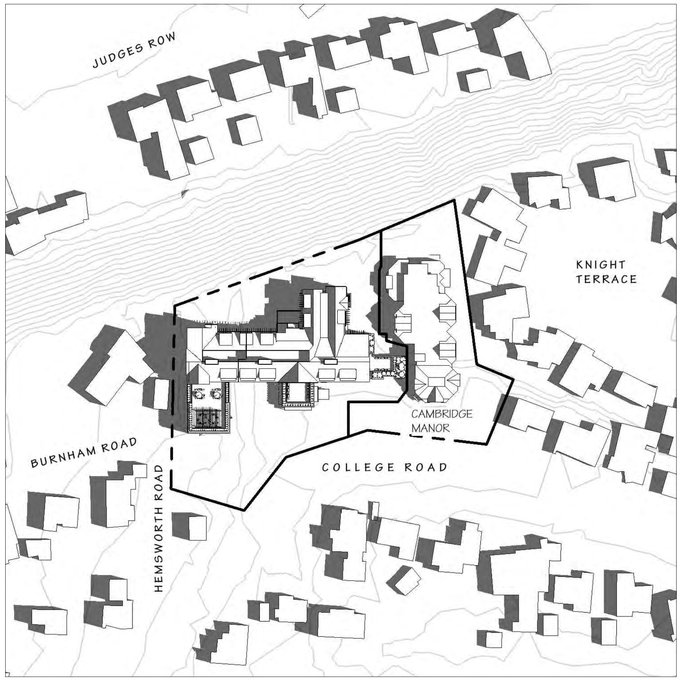
DRAWING TITLE:
STREET VIEWS

DATABASE :	2430-A0.0.dwg
SCALE :	NTS
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. 2430

DWG. NO. **A0.5**

Sept. 04, 2025



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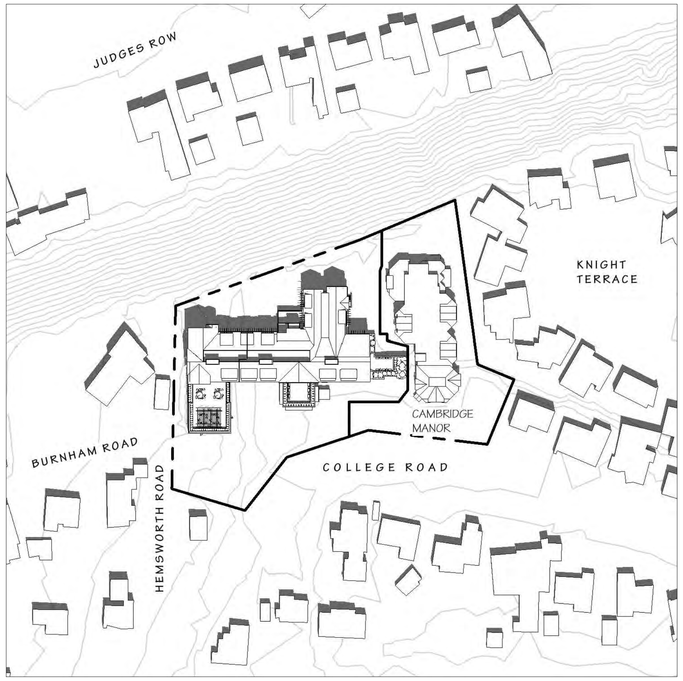

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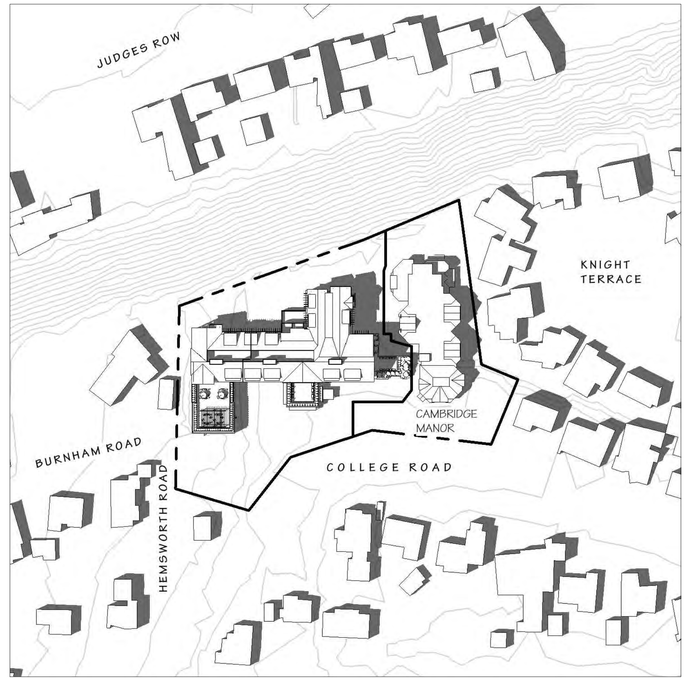

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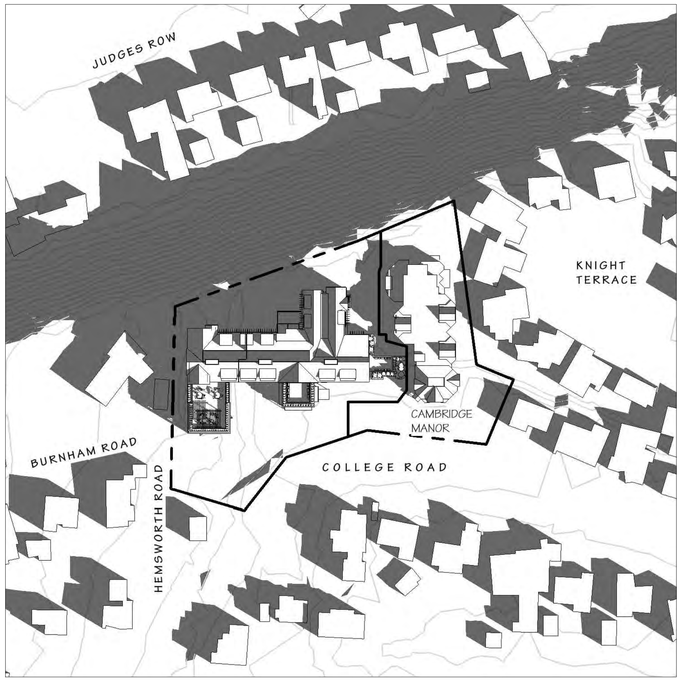

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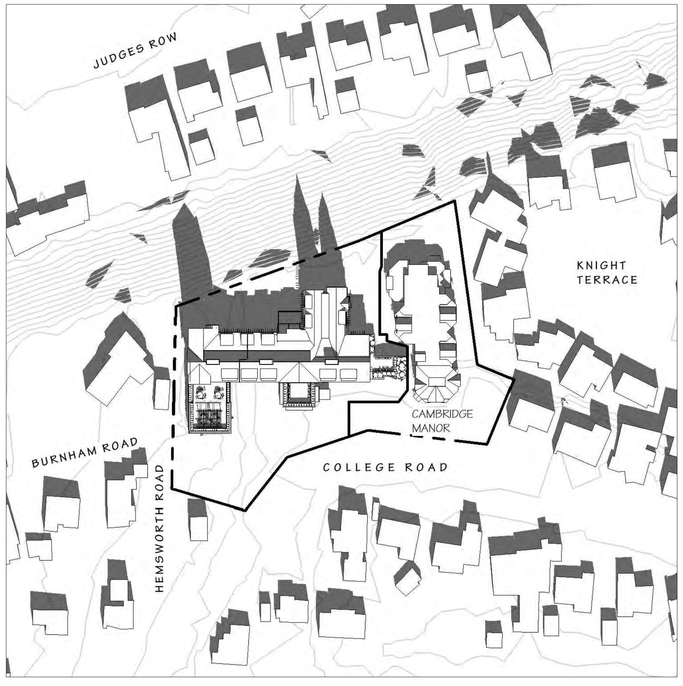

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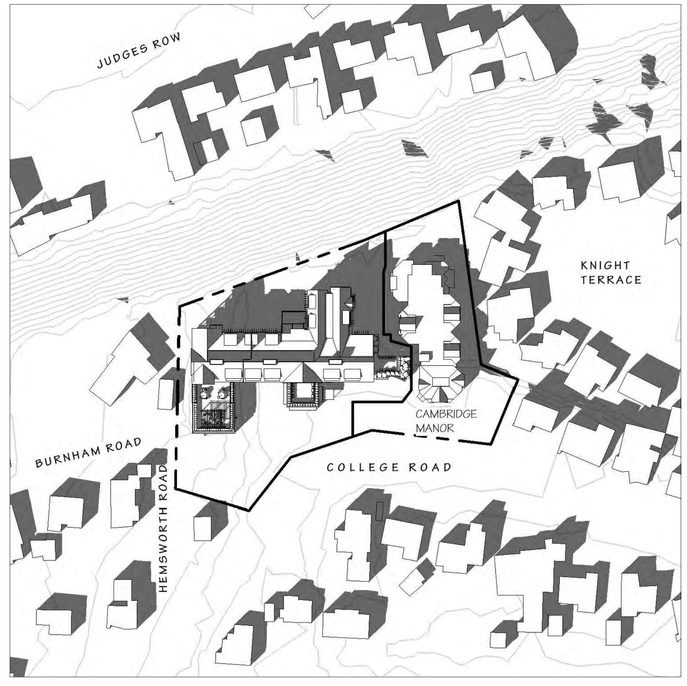

MARCH 21 @ 3PM

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Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
SHADOW STUDIES

DATABASE :	2430-A0.0.dwg
SCALE :	NTS
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. 2430

DWG. NO. **A0.6**

Sept. 04, 2025

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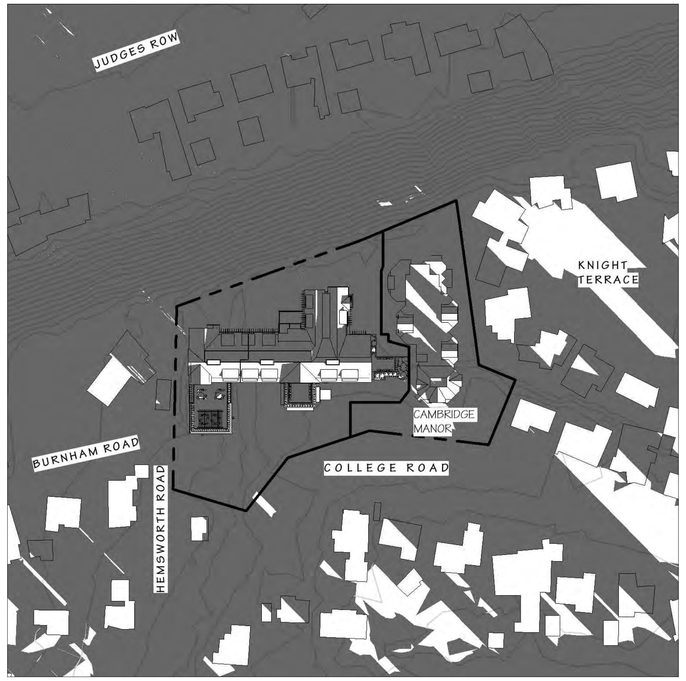

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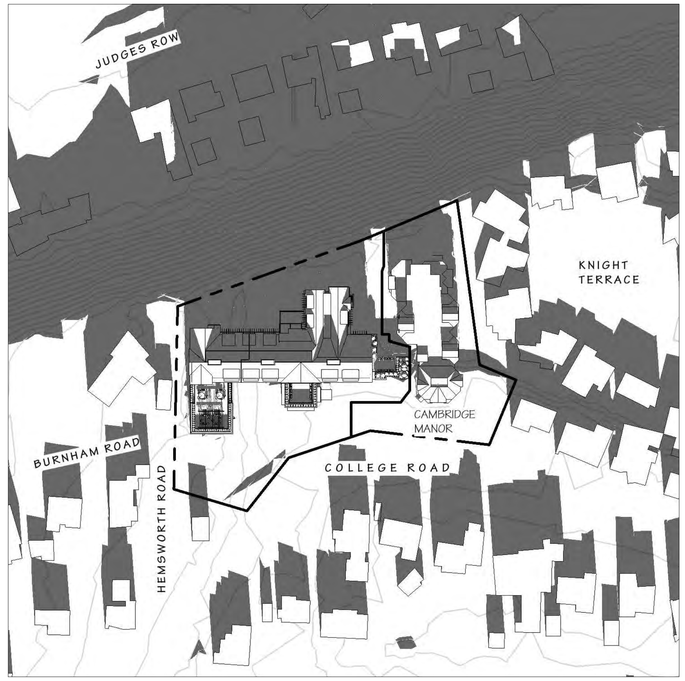

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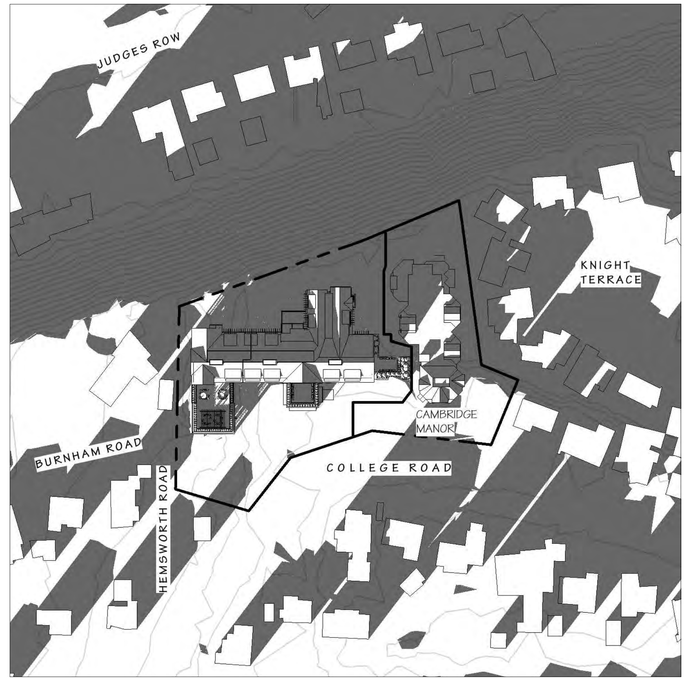

DECEMBER 21 @ 3PM

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ISSUED:	DATE:
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Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
SHADOW STUDIES

DATABASE :	2430-A0.0.dwg
SCALE :	NTS
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. 2430

DWG. NO.
A0.7

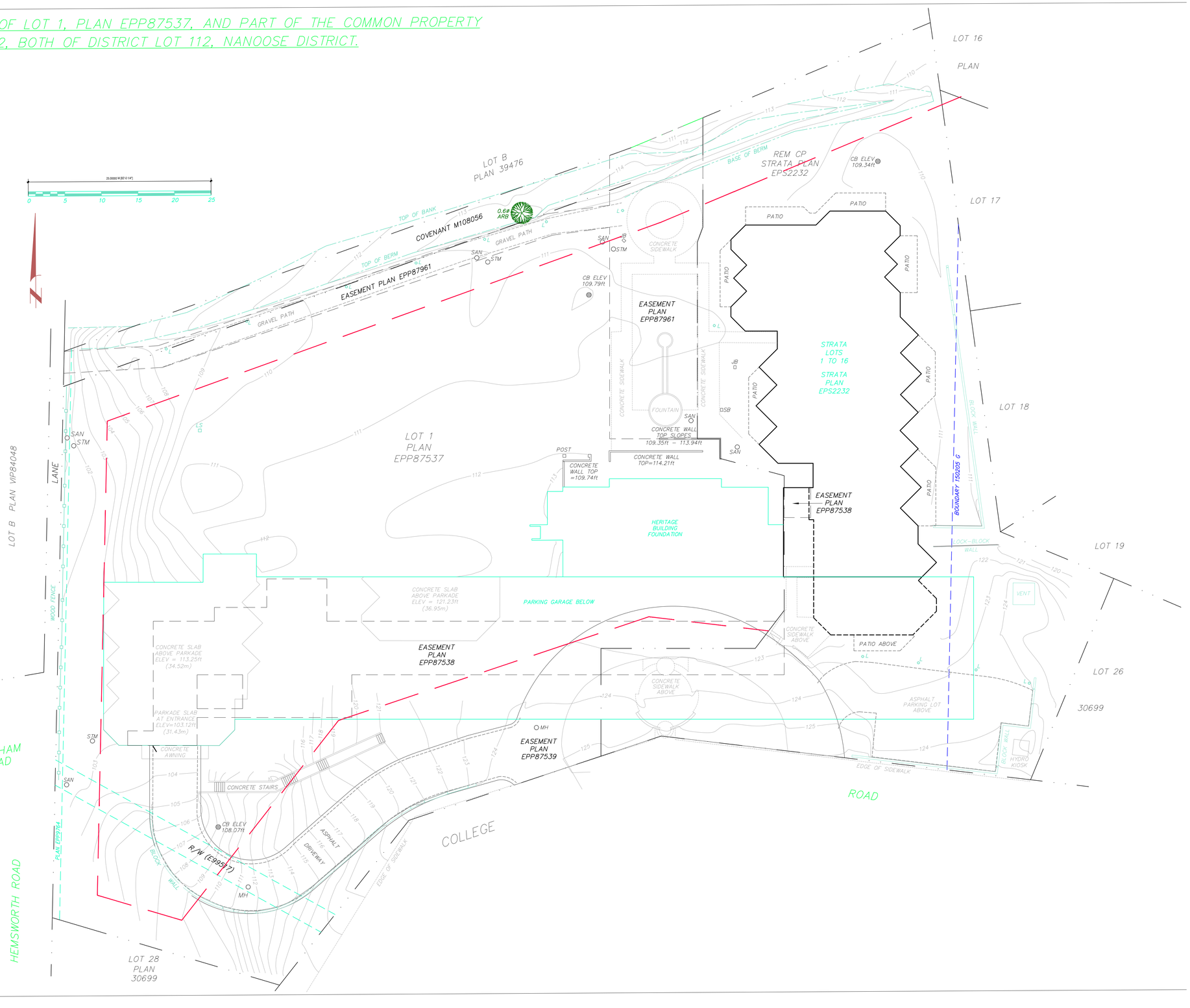
Sept. 04, 2025

TOPOGRAPHIC SITE PLAN OF LOT 1, PLAN EPP87537, AND PART OF THE COMMON PROPERTY OF STRATA PLAN EPS2232, BOTH OF DISTRICT LOT 112, NANOOSE DISTRICT.

SCALE 1:250

NOTES:

LEGEND:



SIMS ASSOCIATES

LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca
FILE NUMBER: 25-038-BL
DRAWING NUMBER: 25-038 T1.dwg
DATE: 2025/03/25

E:\ACADJOB\2024\2430 – 431 COLLEGE ROAD QUALICUM\DPA\2430-A1.0 SURVEY.DWG

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ISSUED:	DATE:
1. DP APPLICATION	Sept. 05 2025

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DPA
Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
TCG
657 Gatensbury St.
Coquitlam, BC

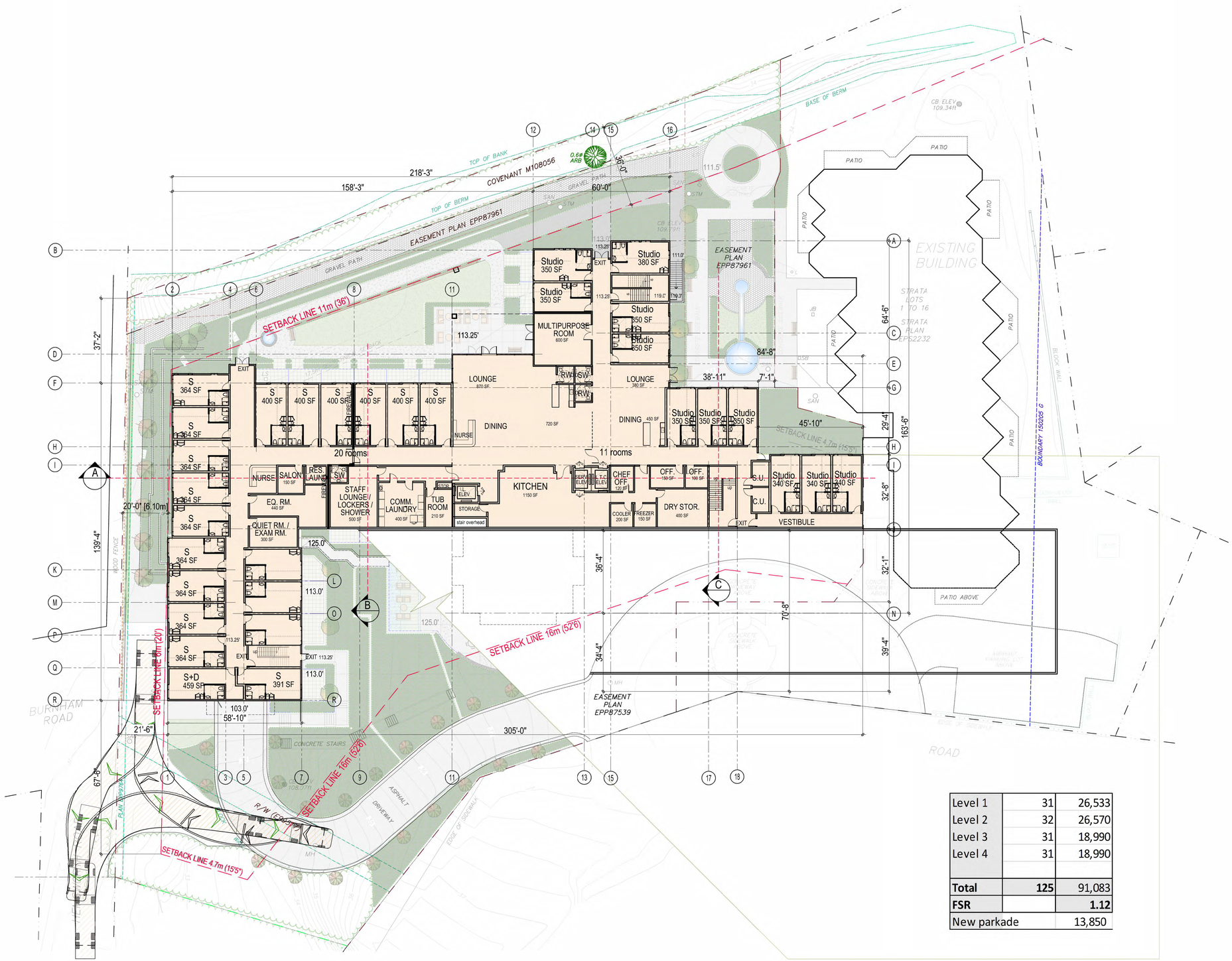
PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
SURVEY PLAN

DATABASE :	2430-A0.0.dwg
SCALE :	1:250
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. **2430**

DWG. NO. **A1.0**



Level 1	31	26,533
Level 2	32	26,570
Level 3	31	18,990
Level 4	31	18,990
Total	**125**	91,083
FSR		**1.12**
New parkade		13,850

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Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
PROPOSED SITE PLAN LEVEL 1

DATABASE :	2430-A3.4.dwg
SCALE :	1:250
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. **2430**

DWG. NO. **A1.1**

Sept. 04, 2025

E:\ACADJOB\2024\2430 - 431 COLLEGE ROAD QUALICUM\DPA\2430-A3.0.DWG

	Beds	SF
Level 1	31	26,533
Level 2	32	26,570
Level 3	31	18,990
Level 4	31	18,990
Total	**125**	91,083
FSR		**1.12**

25107-2.2t

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1. DP APPLICATION	Sept. 05 2025

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Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

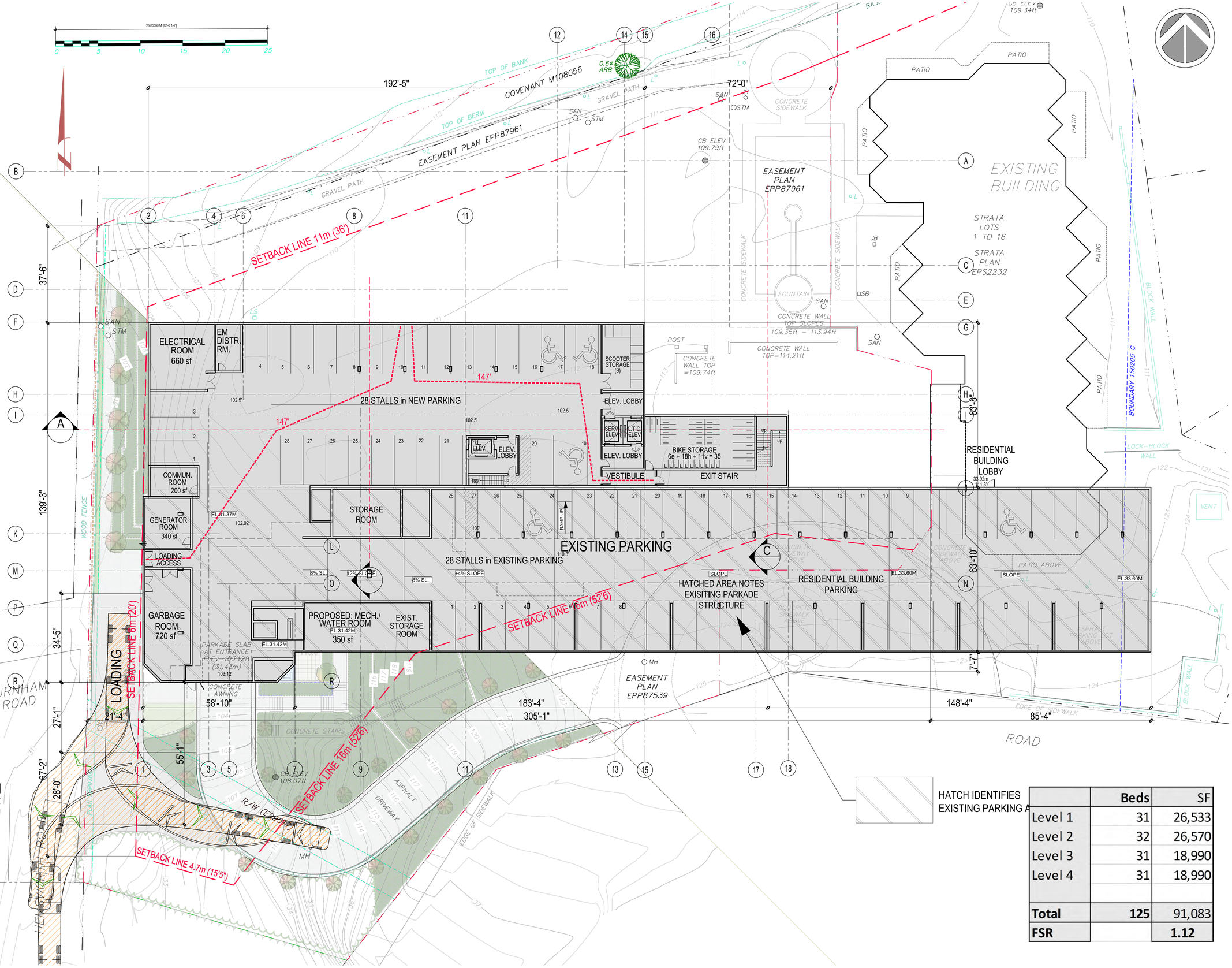
DRAWING TITLE:
PROPOSED SITE PLAN LEVEL 2

DATABASE :	2430-A3.4.dwg
SCALE :	1:250
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. **2430**

DWG. NO. **A1.2**

Sept. 04, 2025



	Beds	SF
Level 1	31	26,533
Level 2	32	26,570
Level 3	31	18,990
Level 4	31	18,990
Total	**125**	91,083
FSR		**1.12**

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Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
LEVEL P1 PLAN

DATABASE :	2430-A3.4.dwg
SCALE :	1/16" = 1'-0"
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. **2430**

DWG. NO. **A2.1**

Sept. 04, 2025

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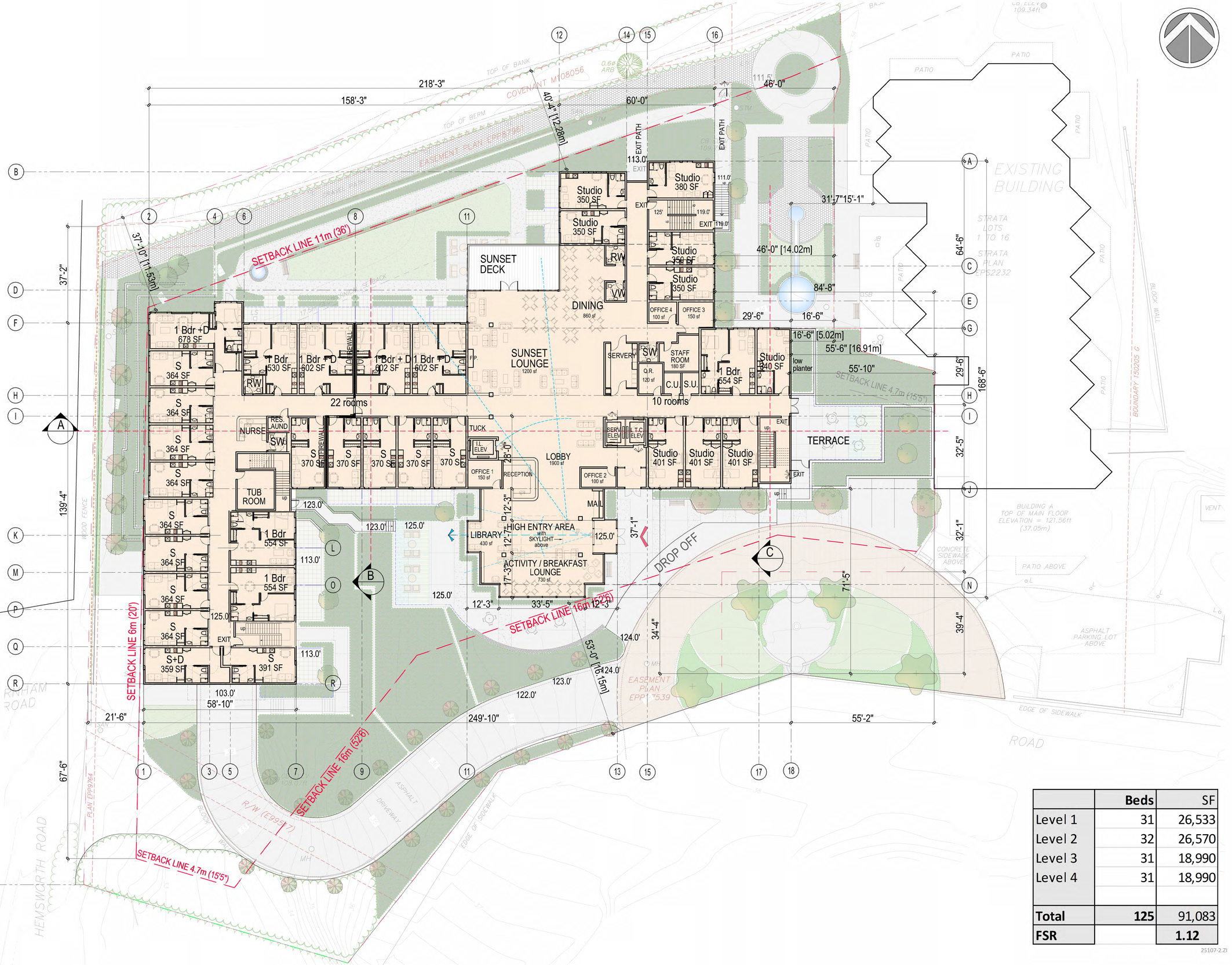

	Beds	SF
Level 1	31	26,533
Level 2	32	26,570
Level 3	31	18,990
Level 4	31	18,990
Total	**125**	91,083
FSR		**1.12**

25107-2.ZI

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Carsten Jensen Architect

ISSUED:	DATE:
1. DP APPLICATION	Sept. 05 2025

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DPA
Sept. 05, 2025

NO. REVISION:	DATE:

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

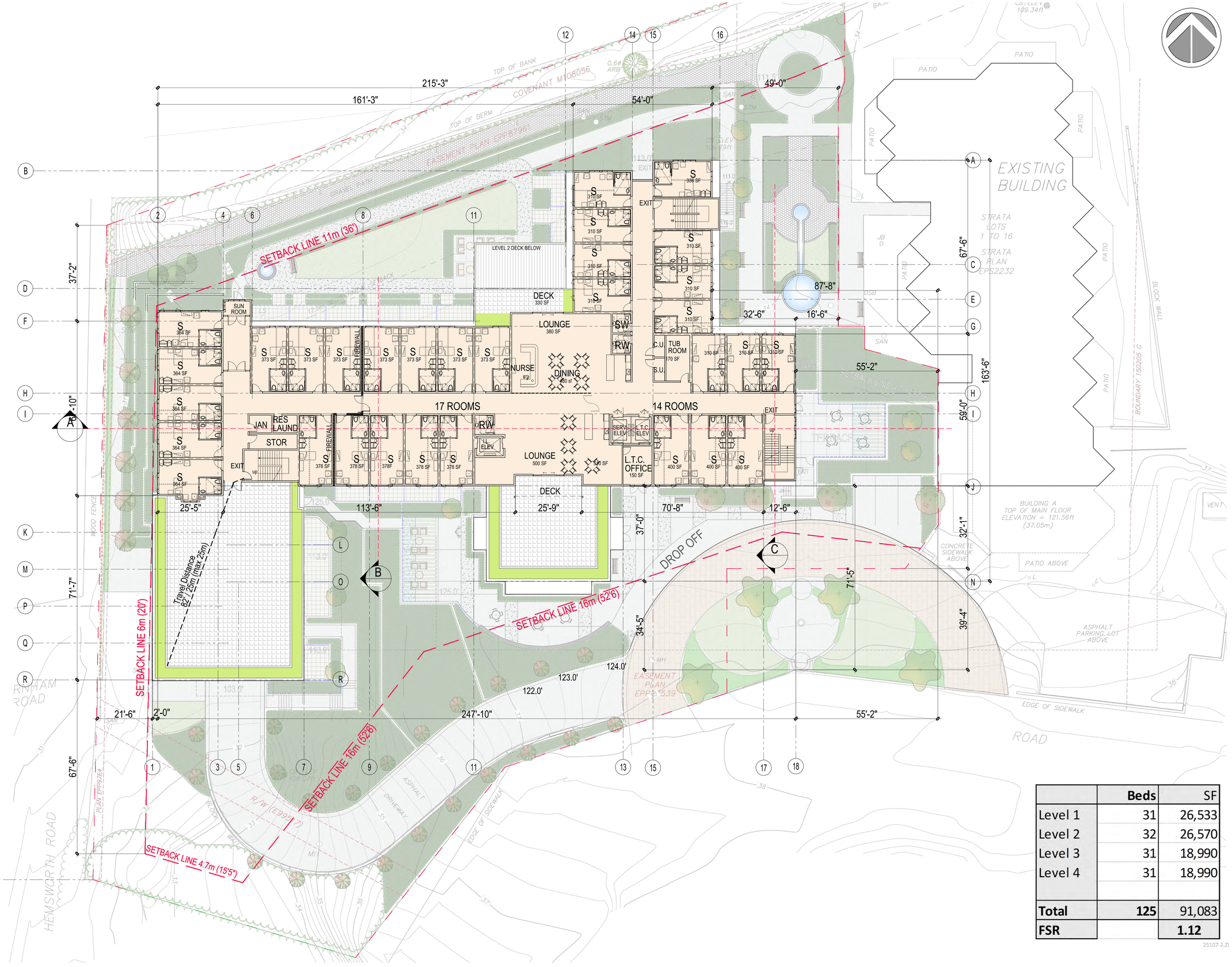
DRAWING TITLE:
LEVEL 2 ENTRY PLAN
I.L. ROOMS

DATABASE :	2430-A3.4.dwg
SCALE :	1/16" = 1'-0"
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO.
2430

DWG. NO.
A3.2

Sept. 04, 2025



	Beds	SF
Level 1	31	26,533
Level 2	32	26,570
Level 3	31	18,990
Level 4	31	18,990
Total	**125**	91,083
FSR		**1.12**

25107-2.ZI

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Vancouver, BC Canada
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Carsten Jensen Architect

ISSUED:	DATE:
1. DP APPLICATION	Sept. 05 2025

ISSUED FOR
DPA
Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

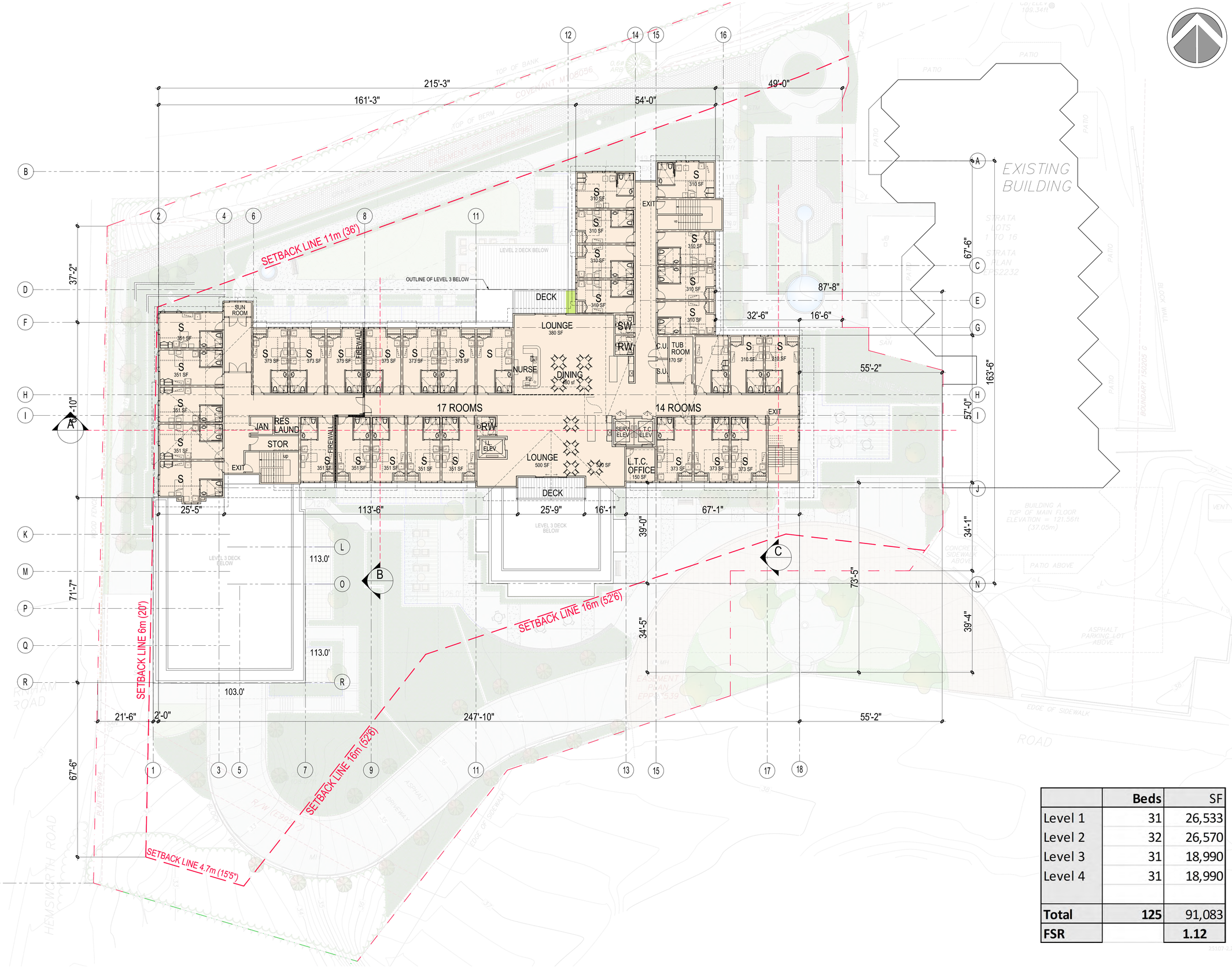
DRAWING TITLE:
LEVEL 3 PLAN
L.T.C. & M.C. ROOMS

DATABASE :	2430-A3.4.dwg
SCALE :	1/16" = 1'-0"
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. **2430**

DWG. NO. **A3.3**

Sept. 04, 2025



	Beds	SF
Level 1	31	26,533
Level 2	32	26,570
Level 3	31	18,990
Level 4	31	18,990
Total	**125**	91,083
FSR		**1.12**

25107-2.ZI

E:\ACADJOB\2024\2430 – 431 COLLEGE ROAD QUALICUM\DPA\2430–A3.0.DWG

RHA
Rositch Hemphill Architects

120 Powell Street, Unit 10
Vancouver, BC Canada
V6A 1G1

t 604.669.6002
f 604.669.1091

www.rharchitects.ca

Carsten Jensen Architect

ISSUED:	DATE:
1. DP APPLICATION	Sept. 05 2025

ISSUED FOR
DPA
Sept. 05, 2025

NO. REVISION:	DATE:

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

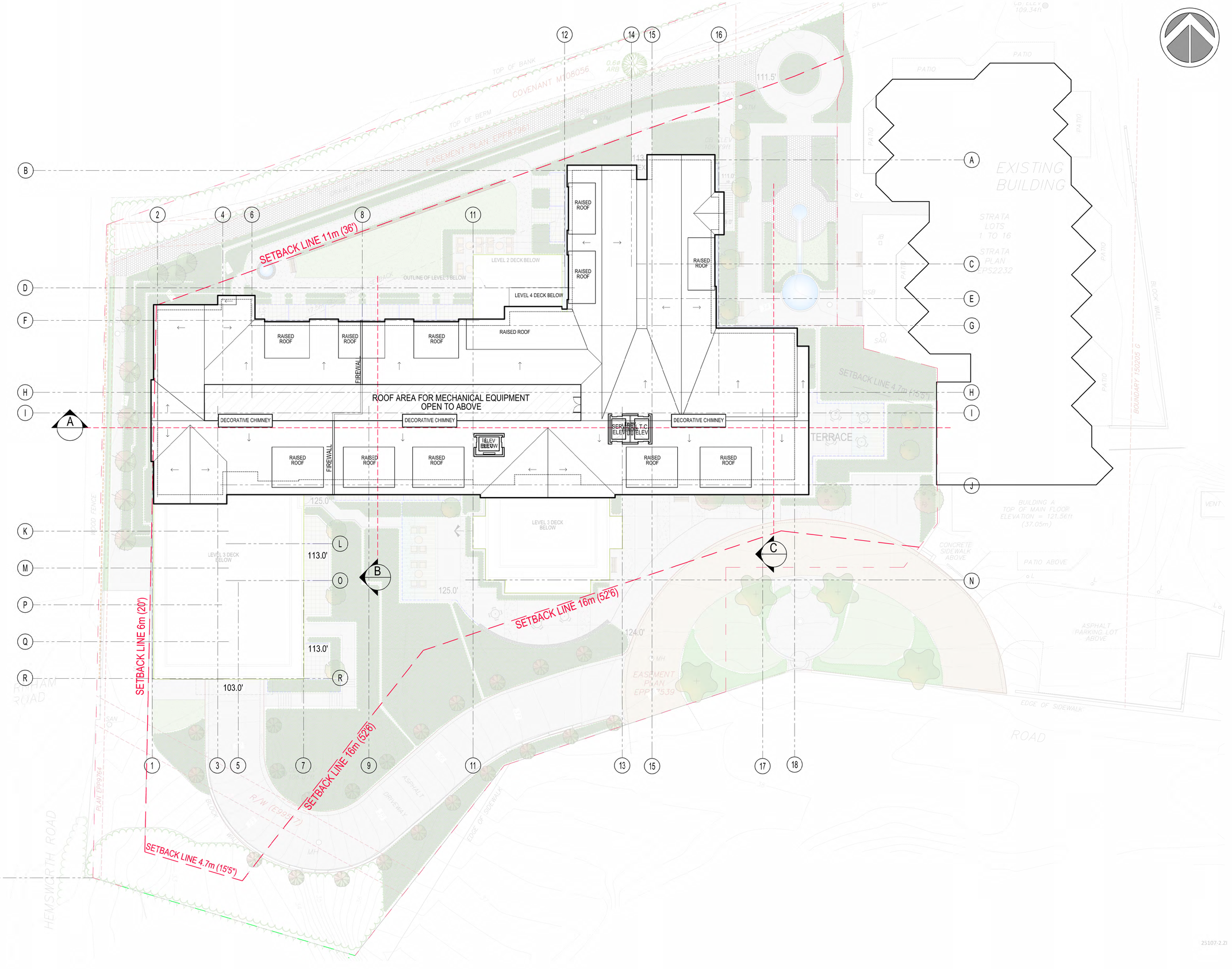
DRAWING TITLE:
LEVEL 4 PLAN
L.T.C. & M.C. ROOMS

DATABASE :	2430-A3.4.dwg
SCALE :	1/16" = 1'-0"
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. **2430**

DWG. NO. **A3.4**

Sept. 04, 2025



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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
ROOF PLAN
FOR L.T.C. LEVELS USE

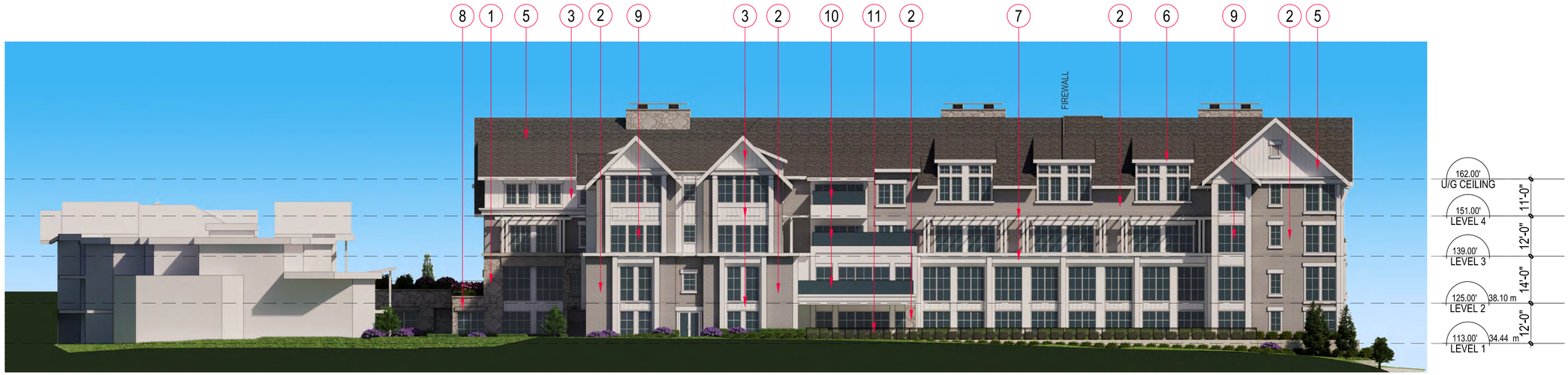
DATABASE :	2430-A3.4.dwg
SCALE :	1/16" = 1'-0"
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. **2430**

DWG. NO. **A3.5**

Sept. 04, 2025

South Elevation - College Road streetscape



North Elevation

EXTERIOR FINISH MATERIAL LEGEND

1.	STONE CLADDING	STONE VENEER.
2.	WALL FINISH	FIBRECEMENT SHINGLES, GRAY.
3.	WALL FINISH	FIBRECEMENT BOARD & BATTEN, WHITE.
4.	EXPOSED CONCRETE.	PAINTED, WHITE.
5.	ROOF	ASPHALT SHINGLE, 20-30 YEAR, SLATE GRAY.
6.	ROOF FASCIA	FIBRECEMENT TRIM, WHITE.
7.	POSTS, BEAMS, TRIM, & SIMILAR DETAILS	PAINTED WHITE TO MATCH BOARD & BATTEN.
8.	LINTELS & COPINGS	PRECAST STONE, NATURAL GRAY TO MATCH STONE CLADDING.
9.	WINDOWS & GLAZED DOORS	PREFINISHED WHITE.
10.	GLASS GUARDS AT UPPER RESIDENT DECKS	CLEAR GLAZING.
11.	ALUMINUM PICKET RAILINGS WITH GLAZING PANEL	ALUMINUM PICKET RAILINGS WITH GLAZING PANELS. POWDER COATED LIGHT GRAY.

E:\ACADJOB\2024\2430 - 431 COLLEGE ROAD QUALICUM\DPA\2430-A4.0.DWG

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
ELEVATIONS

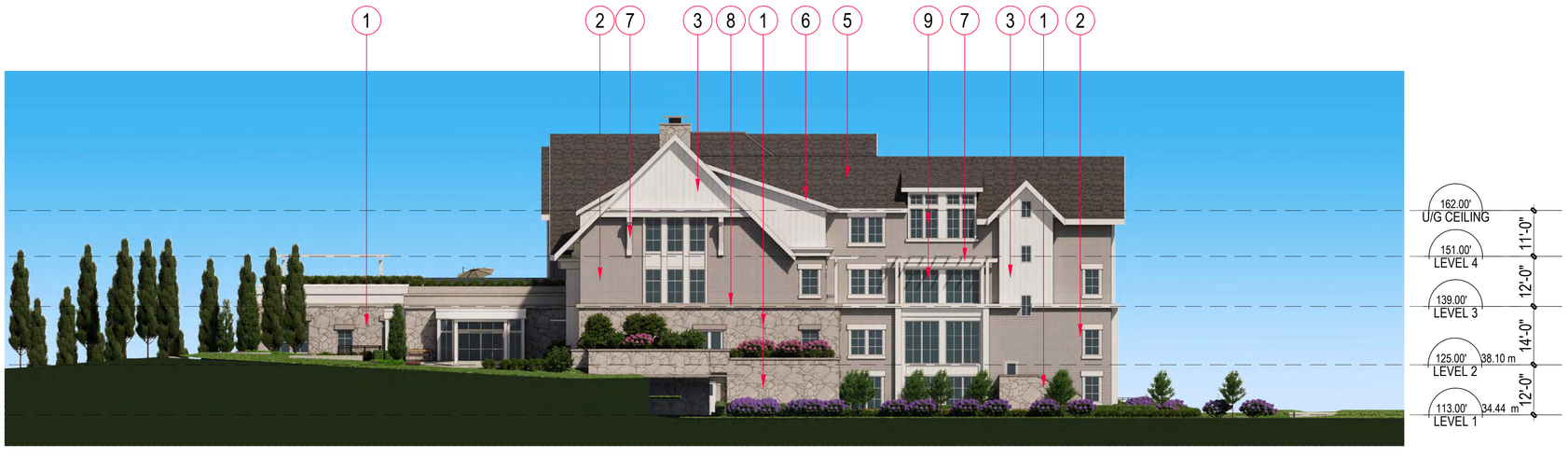
DATABASE :	2430-A4.0.dwg
SCALE :	1/16" = 1'-0"
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. **2430**

DWG. NO. **A4.0**

Sept. 04, 2025

West Elevation



East Elevation

EXTERIOR FINISH MATERIAL LEGEND

1.	STONE CLADDING	STONE VENEER.
2.	WALL FINISH	FIBRECEMENT SHINGLES, GRAY.
3.	WALL FINISH	FIBRECEMENT BOARD & BATTEN, WHITE.
4.	EXPOSED CONCRETE.	PAINTED, WHITE.
5.	ROOF	ASPHALT SHINGLE, 20-30 YEAR, SLATE GRAY.
6.	ROOF FASCIA	FIBRECEMENT TRIM, WHITE.
7.	POSTS, BEAMS, TRIM, & SIMILAR DETAILS	PAINTED WHITE TO MATCH BOARD & BATTEN.
8.	LINTELS & COPINGS	PRECAST STONE, NATURAL GRAY TO MATCH STONE CLADDING.
9.	WINDOWS & GLAZED DOORS	PREFINISHED WHITE.
10.	GLASS GUARDS AT UPPER RESIDENT DECKS	CLEAR GLAZING.
11.	ALUMINUM PICKET RAILINGS WITH GLAZING PANEL	ALUMINUM PICKET RAILINGS WITH GLAZING PANELS. POWDER COATED LIGHT GRAY.

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

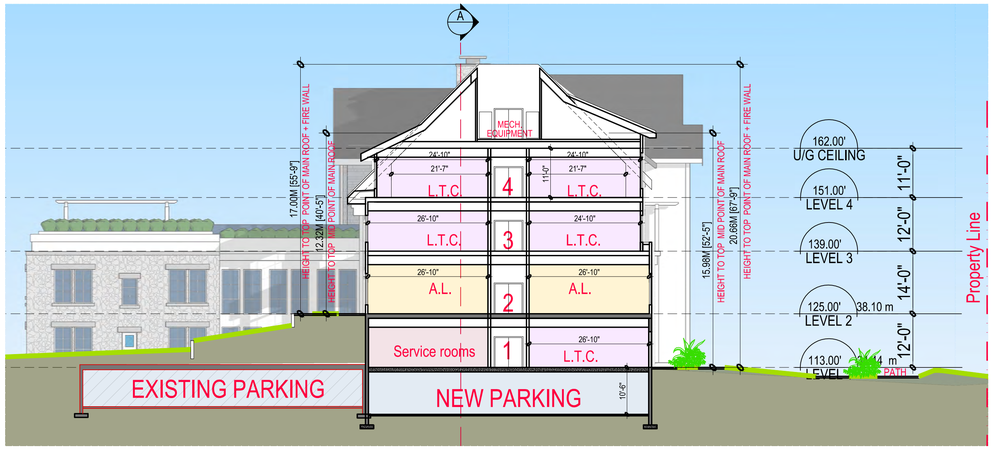
DRAWING TITLE:
ELEVATIONS

DATABASE :	2430-A4.0.dwg
SCALE :	1/16" = 1'-0"
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

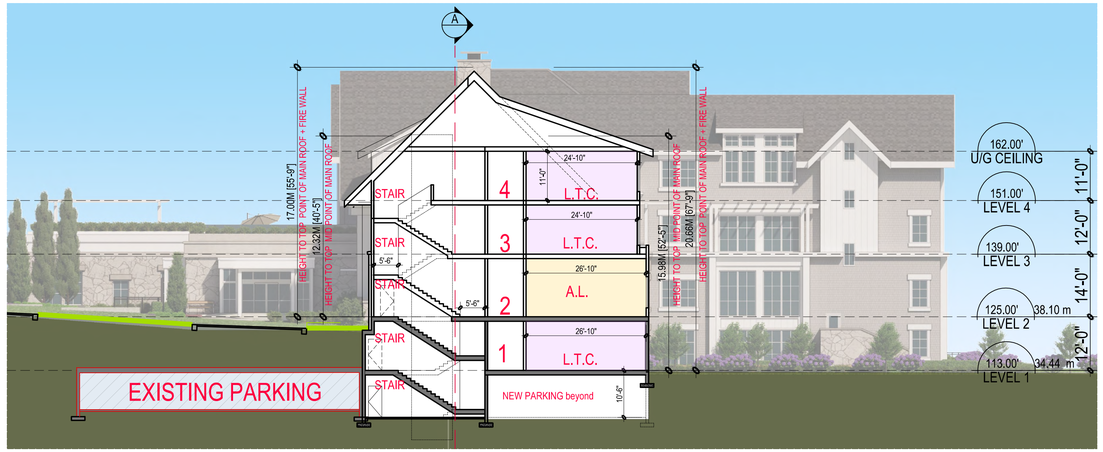
PROJECT NO. 2430

DWG. NO.
A4.1

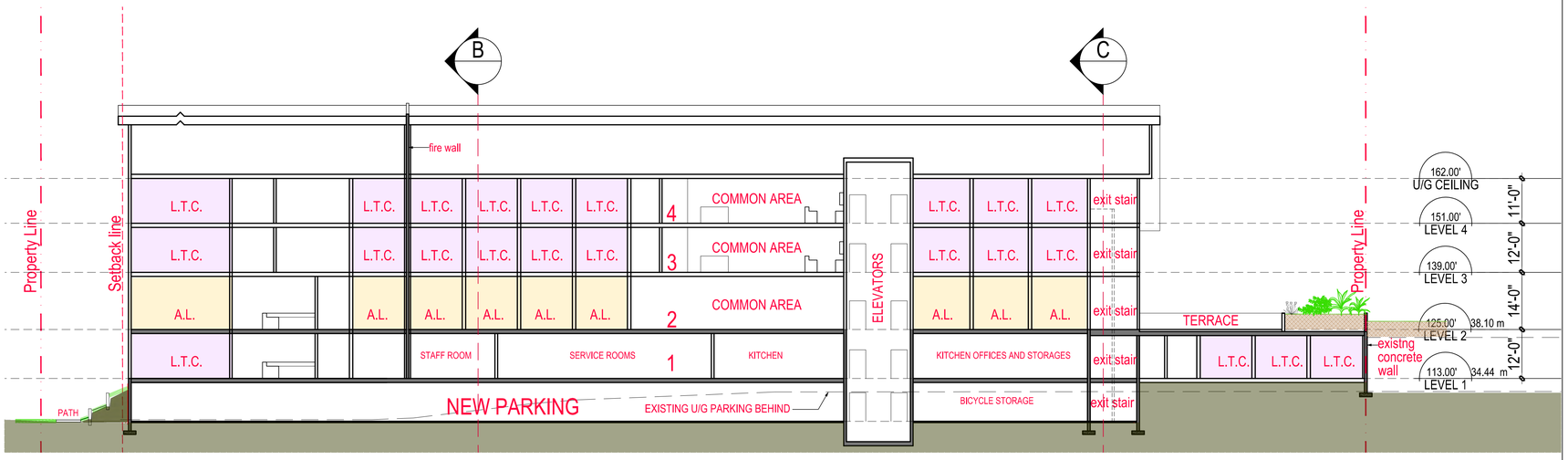
Sept. 04, 2025



North-south cross section B-B thru proposed building



North-south cross section C-C thru east exit stair



West East longitudinal section A-A thru proposed building

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Vancouver, BC Canada
V6A 1G1

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Carsten Jensen Architect

ISSUED:	DATE:
1. DP APPLICATION	Sept. 05 2025

ISSUED FOR
DPA
Sept. 05, 2025

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ARCHITECTURAL SEAL:

CLIENT:
THE CARE GROUP
657 Gatensbury St.
Coquitlam, BC

PROJECT:
431 College Road
431 College Road
QUALICUM BEACH, BC

DRAWING TITLE:
BUILDING SECTION A-A
BUILDING SECTION B-B
BUILDING SECTION C-C

DATABASE :	2430-A5.0.dwg
SCALE :	1/16" = 1'-0"
DATE :	03 SEPT 2025
DRAWN :	SS/CB
CHECKED :	BR

PROJECT NO. 2430

DWG. NO. **A5.0**

Sept. 04, 2025

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TREE SCHEDULE

PMG PROJECT NUMBER: 25-107

KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
TREE				
	4	ARBUTUS UNEDO	STRAWBERRY TREE	#7 POT; 1.25M HT
	4	FAGUS SYLVATICA 'ROHAN OBELISK'	ROHAN OBELISK BEECH	5.0CM CAL; 1.5M STD; B&B
	10	MAGNOLIA GRANDIFLORA 'EDITH BOGUE'	EDITH BOGUE SOUTHERN MAGNOLIA	2M HT; B&B; CLIMATE RESILIENT
	6	PARROTIA PERSICA 'VANESSA'	VANESSA PERSIAN IRONWOOD	5CM CAL, 1.8M STD; B&B; CLIMATE RESILIENT
	3	PICEA OMORIKA 'BRUNS'	SERBIAN SPRUCE	2.25M HT; B&B
	22	POPULUS TREMULA 'ERECTA'	COLUMNAR SWEDISH ASPEN	6CM CAL; B&B; CLIMATE RESILIENT

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNLA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

ARBUTUS UNEDO

FAGUS SYLVATICA 'ROHAN OBELISK'

MAGNOLIA GRANDIFLORA 'EDITH BOGUE'

PARROTIA PERSICA 'VANESSA'

PICEA OMORIKA 'BRUNS'

POPULUS TREMULA 'ERECTA'

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pmg LANDSCAPE ARCHITECTS
Suite C100 - 4185 Still Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
-	25.SEPT.05	ISSUE FOR DP	MC
2	25.SEPT.04	REVISE PER NEW SITE PLAN; PLANTING	MC
1	25.JUL.04	UPDATE PER CLIENT COMMENTS	CLG

CLIENT:

THE CAPE GROUP
RH ARCHITECTS INC.

PROJECT:

431 COLLEGE ROAD

431 COLLEGE ROAD
QUALICUM BEACH, BC

DRAWING TITLE:

LANDSCAPE PLAN

DATE: 25-06-16
SCALE: 1:250
DRAWN: BJ
DESIGN:
CHK'D: CG

DRAWING NUMBER: **L1**
OF 6

PMG PROJECT NUMBER: **25-107**

25107-3.ZIP

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p: 604 294-0011 ; f: 604 294-0022

SEAL:

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2	25.SEPT.04	REVISE PER NEW SITE PLAN; PLANTING	MC
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CLIENT:

THE CAPE GROUP
RH ARCHITECTS INC.

PROJECT:

431 COLLEGE ROAD

431 COLLEGE ROAD
QUALICUM BEACH, BC

DRAWING TITLE:

LANDSCAPE PLAN: SOUTH

DATE:	25-06-16	DRAWING NUMBER:
SCALE:	1:150	**L2**
DRAWN:	BJ	
DESIGN:		
CHK'D:	CG	**OF 6**

25107-3.ZIP

PMG PROJECT NUMBER: **25-107**

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Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

SEAL:

EXISTING TREES TO REMAIN, PENDING ARBORIST REVIEW
0.6ø ARB
TOP OF BANK
TOP OF BERM
COVENANT M108056
EASEMENT PLAN EPP87961
600mm HT ROCK FACE RETAINING WALL
1067mm HT METAL PICKET FENCE
SERBIAN SPRUCE GROUPING
SEATING AREA WITH BENCHES AND SMALL WATER FEATURE
TIMBER FRAME PERGOLA
SETBACK LINE 11m (36')
SETBACK LINE 4.7m (15'5")
EXPOSED AGGREGATE CONCRETE PATH SUSTAINABLE RECYCLED AGGREGATE TO BE USED
BF CONCRETE TERRACE UNDER DECK
TIERED CIP CONCRETE PLANTERS
1800ht SOLID WOOD PERIMETER FENCE TO REPLACE EXISTING
EXISTING CONCRETE WALKWAYS TO REMAIN
PARTERRE CRUSHED GRAVEL LINED WITH GRANITE SETTS
ROCK FACE SEATING WALL
WATER FEATURE (EXISTING RESTORED)
FGP BENCH (TYP)
WEATHER PROTECTED ALUMINUM AND TEMPERED GLASS PERGOLA
STRATA LOTS 1 TO 16
STRATA PLAN EPS2232
L1: 113' (34.44m)
PATIO
CB ELEV 109.79ft
SERV. ELEV
L.T.C ELEV

NO.	DATE	REVISION DESCRIPTION	DR.
-	25.SEPT.05	ISSUE FOR DP	MC
2	25.SEPT.04	REVISE PER NEW SITE PLAN; PLANTING	MC
1	25.JUL.04	UPDATE PER CLIENT COMMENTS	CLG

CLIENT:

THE CAPE GROUP
RH ARCHITECTS INC.

PROJECT:

431 COLLEGE ROAD

431 COLLEGE ROAD
QUALICUM BEACH, BC

DRAWING TITLE:

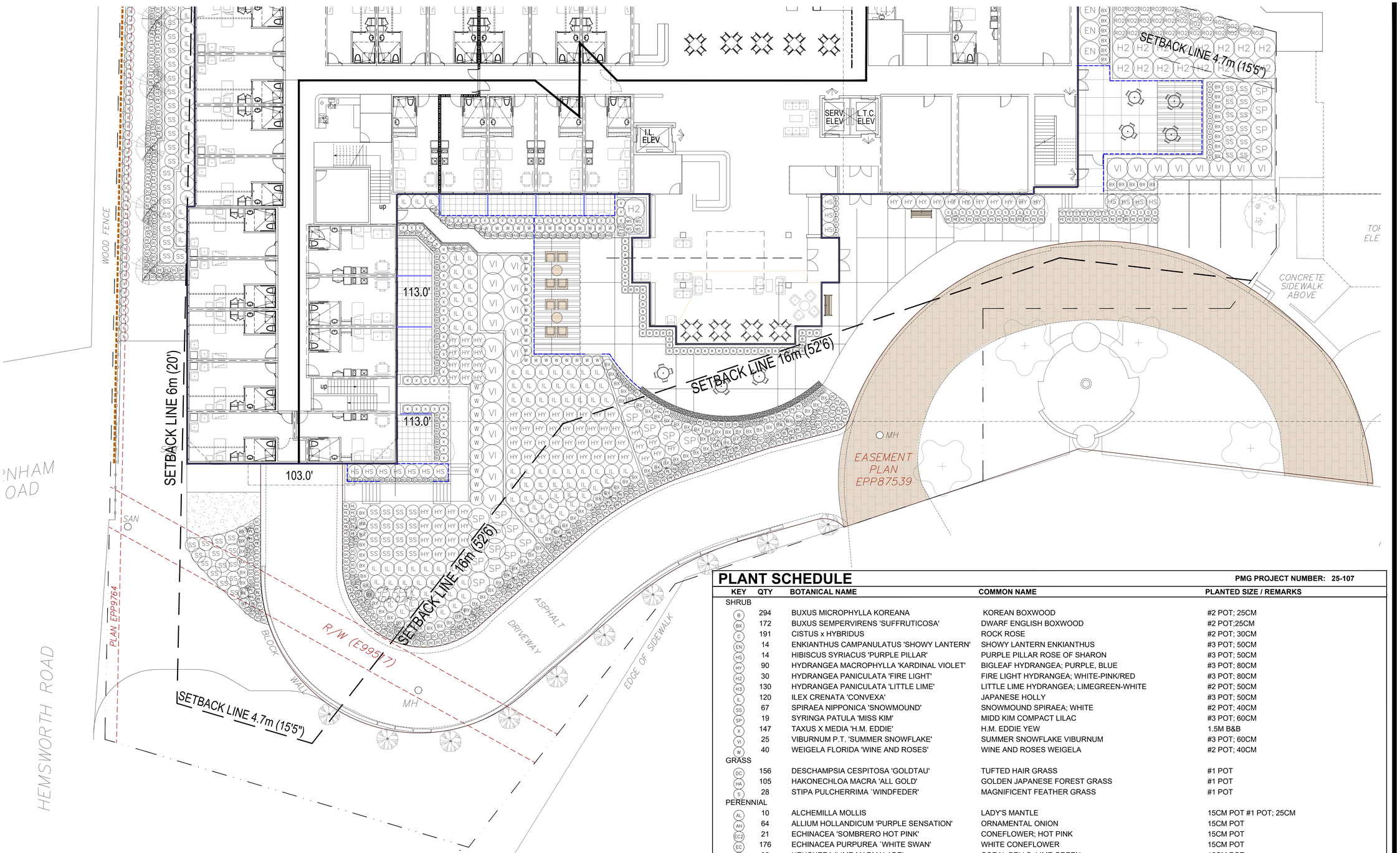
LANDSCAPE PLAN: NORTH

DATE: 25-06-16
SCALE: 1:150
DRAWN: BJ
DESIGN:
CHK'D: CG

DRAWING NUMBER: **L3** OF 6

25107-3.ZIP

PMG PROJECT NUMBER: **25-107**



PLANT SCHEDULE

PMG PROJECT NUMBER: 25-107

KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
SHRUB				
B	294	BUXUS MICROPHYLLA KOREANA	KOREAN BOXWOOD	#2 POT; 25CM
BX	172	BUXUS SEMPERVIRENS 'SUFFRUTICOSA'	DWARF ENGLISH BOXWOOD	#2 POT;25CM
C	191	CISTUS x HYBRIDUS	ROCK ROSE	#2 POT; 30CM
EN	14	ENKIANTHUS CAMPANULATUS 'SHOWY LANTERN'	SHOWY LANTERN ENKIANTHUS	#3 POT; 50CM
HS	14	HIBISCUS SYRIACUS 'PURPLE PILLAR'	PURPLE PILLAR ROSE OF SHARON	#3 POT; 50CM
HY	90	HYDRANGEA MACROPHYLLA 'KARDINAL VIOLET'	BIGLEAF HYDRANGEA; PURPLE, BLUE	#3 POT; 80CM
H2	30	HYDRANGEA PANICULATA 'FIRE LIGHT'	FIRE LIGHT HYDRANGEA; WHITE-PINK/RED	#3 POT; 80CM
H3	130	HYDRANGEA PANICULATA 'LITTLE LIME'	LITTLE LIME HYDRANGEA; LIMEGREEN-WHITE	#2 POT; 50CM
IL	120	ILEX CRENATA 'CONVEXA'	JAPANESE HOLLY	#3 POT; 50CM
SS	67	SPIRAEA NIPPONICA 'SNOWMOUND'	SNOWMOUND SPIRAEA; WHITE	#2 POT; 40CM
SP	19	SYRINGA PATULA 'MISS KIM'	MIDD KIM COMPACT LILAC	#3 POT; 60CM
X	147	TAXUS X MEDIA 'H.M. EDDIE'	H.M. EDDIE YEW	1.5M B&B
VI	25	VIBURNUM P.T. 'SUMMER SNOWFLAKE'	SUMMER SNOWFLAKE VIBURNUM	#3 POT; 60CM
W	40	WEIGELA FLORIDA 'WINE AND ROSES'	WINE AND ROSES WEIGELA	#2 POT; 40CM
GRASS				
DC	156	DESCHAMPSIA CESPITOSA 'GOLDTAU'	TUFTED HAIR GRASS	#1 POT
HA	105	HAKONECHLOA MACRA 'ALL GOLD'	GOLDEN JAPANESE FOREST GRASS	#1 POT
S	28	STIPA PULCHERRIMA `WINDFEDER'	MAGNIFICENT FEATHER GRASS	#1 POT
PERENNIAL				
AL	10	ALCHEMILLA MOLLIS	LADY'S MANTLE	15CM POT #1 POT; 25CM
AH	64	ALLIUM HOLLANDICUM 'PURPLE SENSATION'	ORNAMENTAL ONION	15CM POT
EC2	21	ECHINACEA 'SOMBRERO HOT PINK'	CONEFLOWER; HOT PINK	15CM POT
EC	176	ECHINACEA PURPUREA `WHITE SWAN'	WHITE CONEFLOWER	15CM POT
HU2	32	HEUCHERA 'LIME MARMALADE'	CORAL BELLS; LIME GREEN	15CM POT
HU	98	HEUCHERA MACRANTHA 'CRIMSON CURLS'	FANCY-LEAVED CORAL BELLS; DEEP CRIMSON	15CM POT
O	109	OREGANUM VULGARE 'AUREUM'	GOLDEN OREGANO	15CM POT
PE	282	PEROVSKIA ATRIPLICIFOLIA 'LITTLE SPIRE'	DWARF RUSSIAN SAGE	15CM POT
GC				
MS	56	MATTEUCCIA STRUTHIOPTERIS	OSTRICH FERN	#1 POT; 25CM

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNLA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

*IRRIGATION SYSTEM TO BE HIGH-EFFICIENCY, SMART CONTROLLED, DRIP IRRIGATION SYSTEM, DESIGN-BUILD. PROVIDE SHOP DRAWINGS FOR CONSULTANT REVIEW PRIOR TO CONSTRUCTION. CONSTRUCTION TO BE TO IIABC STANDARDS.

25107-3.ZIP

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SEAL:

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1	25.JUL.04	UPDATE PER CLIENT COMMENTS	CLG

CLIENT:

THE CAPE GROUP
RH ARCHITECTS INC.

PROJECT:

431 COLLEGE ROAD

431 COLLEGE ROAD
QUALICUM BEACH, BC

DRAWING TITLE:

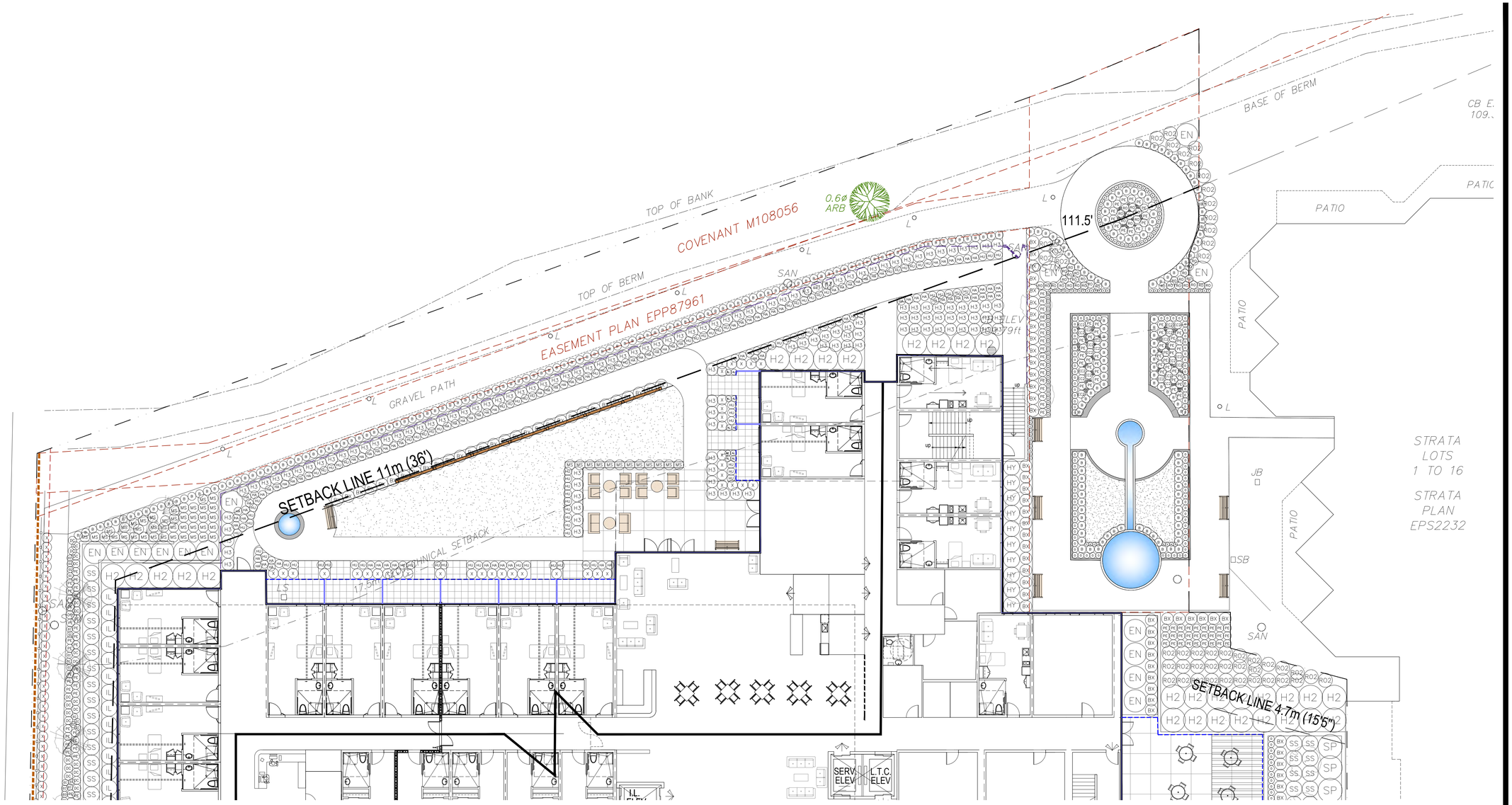
SHRUB PLAN: SOUTH

DATE: 25-09-03
SCALE: 1:150
DRAWN: MC
DESIGN:
CHK'D: CG

DRAWING NUMBER: **L4**

OF 6

PMG PROJECT NUMBER: **25-107**



SHRUBS

BUXUS MICROPHYLLA KOREANA | BUXUS SEMPERVIRENS 'SUFFRUTICOSA' | CISTUS x HYBRIDUS | ENKIANTHUS CAMPANULATUS 'SHOWY LANTERN' | HIBISCUS SYRIACUS 'PURPLE PILLAR' | H. MACROPHYLLA 'KARDINAL VIOLET' | HYDRANGEA PANICULATA 'FIRE LIGHT'

HYDRANGEA PANICULATA 'LITTLE LIME' | ILEX CRENATA 'CONVEXA' | SPIRAEA NIPPONICA 'SNOWMOUND' | SYRINGA PATULA 'MISS KIM' | TAXUS X MEDIA 'H.M. EDDIE' | VIBURNUM P.T. 'SUMMER SNOWFLAKE' | WEIGELA FLORIDA 'WINE AND ROSES'

GRASSES, PERENNIALS & GROUNDCOVER

DESCHAMPSIA CESPITOSA 'GOLDTAU' | HAKONECHLOA MACRA 'ALL GOLD' | STIPA PULCHERRIMA 'WINDFEDER' | MATTEUCCIA STRUTHIOPTERIS | ALCHEMILLA MOLLIS | ALLIUM HOLLANDICUM 'PURPLE SENSATION'

ECHINACEA 'SOMBRERO HOT PINK' | ECHINACEA PURPUREA 'WHITE SWAN' | HEUCHERA 'LIME MARMALADE' | HEUCHERA MACRANTHA 'CRIMSON CURLS' | OREGANUM VULGARE 'AUREUM' | PEROVSKIA ATRIPLICIFOLIA 'LITTLE SPIRE'

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pmg LANDSCAPE ARCHITECTS
Suite C100 - 4185 Still Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
-	25.SEPT.05	ISSUE FOR DP	MC
2	25.SEPT.04	REVISE PER NEW SITE PLAN; PLANTING	MC
1	25.JUL.04	UPDATE PER CLIENT COMMENTS	CLG

CLIENT:

THE CAPE GROUP
RH ARCHITECTS INC.

PROJECT:

431 COLLEGE ROAD

431 COLLEGE ROAD
QUALICUM BEACH, BC

DRAWING TITLE:

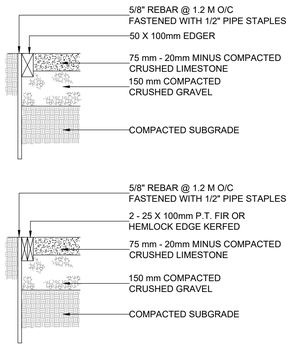
SHRUB PLAN: NORTH

DATE: 25-09-03
SCALE: 1:150
DRAWN: MC
DESIGN:
CHK'D: CG

DRAWING NUMBER: **L5** **OF 6**

PMG PROJECT NUMBER: **25-107**

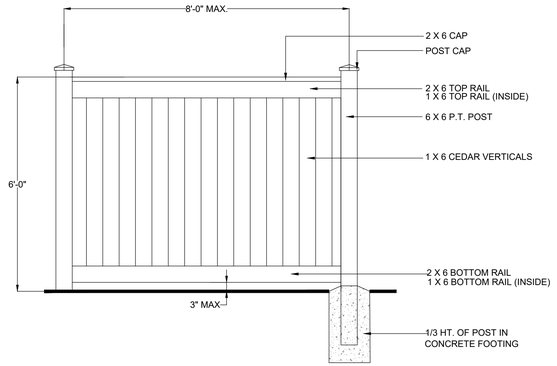
25107-3.ZIP



NOTE: ALL LUMBER MUST BE
PRESSURE TREATED &
HARDWARE GALVANIZED

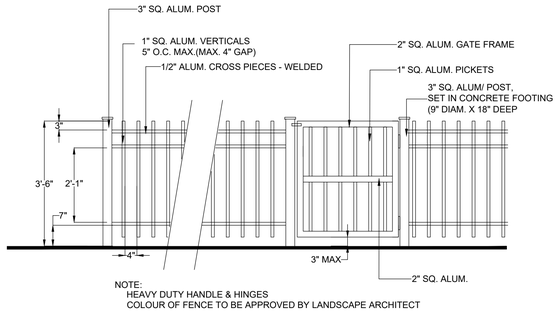
1 LIMESTONE PATH

1"=1'-0"



2 6' HT. WOOD FENCE

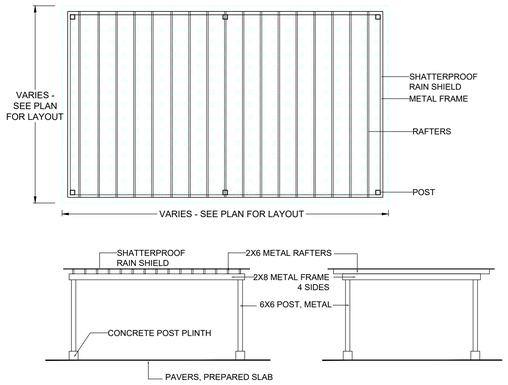
1/2" = 1'-0"



NOTE:
HEAVY DUTY HANDLE & HINGES
COLOUR OF FENCE TO BE APPROVED BY LANDSCAPE ARCHITECT

3 42" HT. METAL PICKET FENCE

1/2" = 1'-0"



NOTES:
1. POSTS, BEAMS, RAFTERS ALUMINUM.
2. WELD ALL SEAMS.
3. POWDER COAT GLOSS BLACK.
4. VERIFY ALL CONCRETE OPENING WIDTHS AND POST CONNECTION LOCATIONS PRIOR TO CONSTRUCTION.
5. CONTRACTOR TO SUPPLY SHOP DRAWINGS FOR APPROVAL BY LANDSCAPE ARCHITECT AND STRUCTURAL ENG.

4 CONCEPT: PERGOLA FRAME

1/8" = 1'-0"

5 PRECEDENT: COVERED ARBOR

NTS

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pmg LANDSCAPE ARCHITECTS
Suite C100 - 4185 Still Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
-	25.SEPT.05	ISSUE FOR DP	MC
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1	25.JUL.04	UPDATE PER CLIENT COMMENTS	CLG

CLIENT:

THE CAPE GROUP
RH ARCHITECTS INC.

PROJECT:

431 COLLEGE ROAD

431 COLLEGE ROAD
QUALICUM BEACH, BC

DRAWING TITLE:

LANDSCAPE DETAILS

DATE: 25-09-04
SCALE: 1:150
DRAWN: MC
DESIGN:
CHK'D: CG

DRAWING NUMBER: **L6**
OF 6

25107-3.ZIP

PMG PROJECT NUMBER: **25-107**

CLEAN CUTS TREE SERVICE LTD.
250-240-7268

TREE MAINTENANCE PLAN

Prepared for: Town of Qualicum Beach / Fraser Macintosh

Location: 431 College Road, Qualicum Beach, BC

Assessor: Nick Leboe
ISA Certified Arborist #PN-8920A
TRAQ Certified
Wildlife Dangerous Tree Committee of British Columbia: Parks & Recreation Certification #P2538
ITA (SkilledTradesBC) Certified Arborist Technician #17-03210

Date: Aug. 1 2025

1. Introduction

This Tree Maintenance Plan was prepared following an on-site inspection of 26 trees located on the property at the corner of Hemsworth Road and Burnham Road. Six trees of notable size (≥30 cm DBH) have been flagged in the field with white ribbon and are identified as A1 through A6. The goal of this plan is to ensure the long-term health, safety, and structural integrity of the trees on site, while mitigating any risk to infrastructure and adjacent properties.

2. Tree Inventory Summary (A1–A6)

Tree ID Species DBH (cm) Height (m)Condition Notes

A1: Douglas Fir (Fd), 33cm dbh, 9.1m height
Previously topped Fd within 3m of utility pole #2616805. In fair condition.

A2: Fd, 35cm dbh, 17m height. Good vitality, slight dogleg in stem at 11.5m

A3: Fd, 43cm dbh, 25m height. Good vitality.

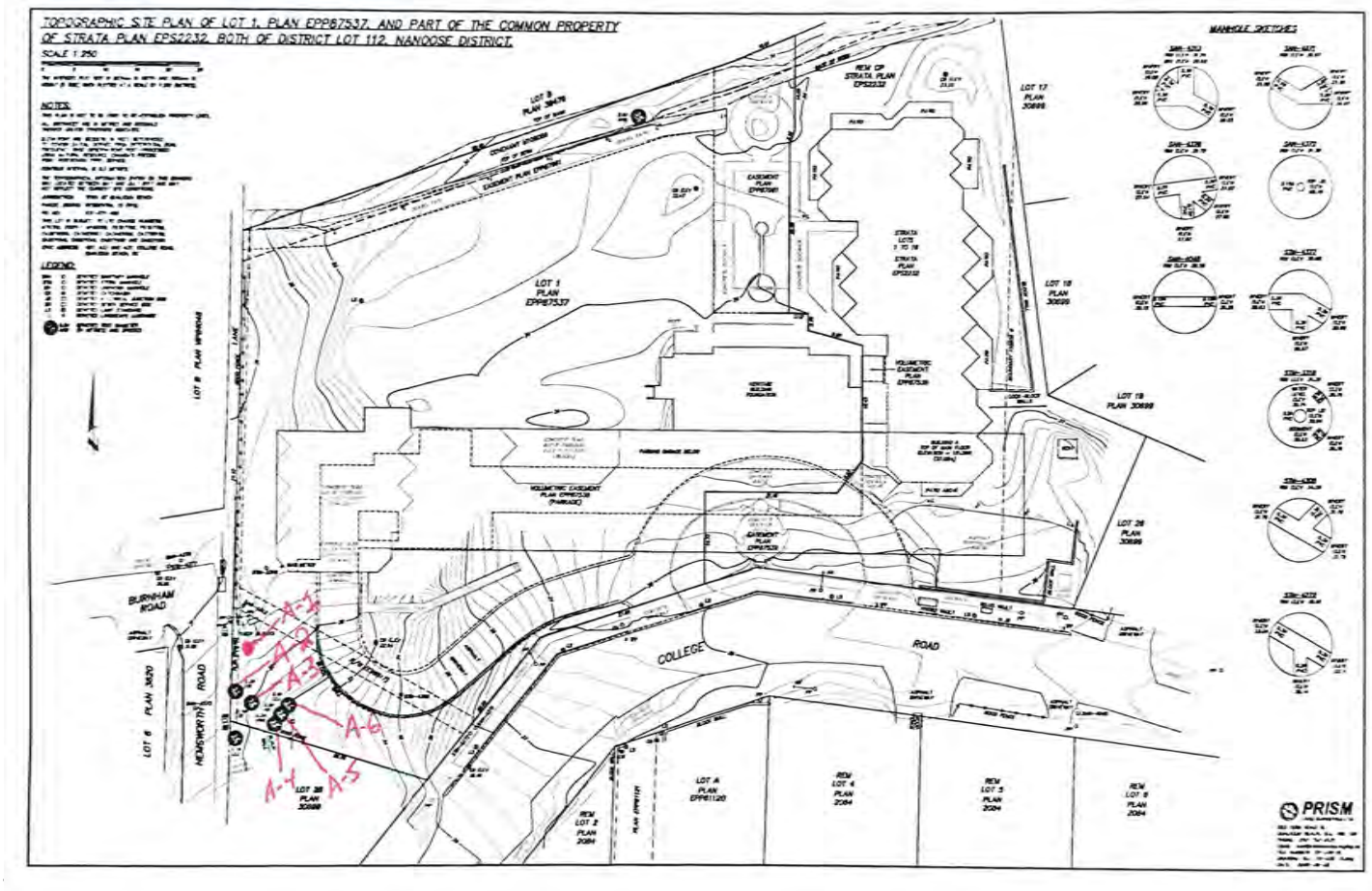
A4: Pine (Pl), 44cm dbh, 21m height, lean towards neighbouring property

A5: Fd, 90.5cm dbh, 31m height. Large healthy Fd.

A6: Cedar (Cw), 37cm dbh, 16m height.

3. Tree Retention Plan
Setup a no work zone at least 1 meter outside of the drip zone of all trees. (Past the length from the longest branches)
-Tree A-5 has the largest area to protect as the limbs extent approx 11 meters from the stem. No excavation should happen in area between the underground parking driveway and the main stem of this tree.
-Snow fencing should be installed around this entire area of trees to protect the root systems and ensure machines are not driving on or digging within the zone.

Nick Leboe
Clean Cuts Tree service LTD
www.cleancutstree.ca
250-240-7268



CLEAN CUTS
TREE SERVICE LTD.
250-240-7268

1660 Nahmint Road Qualicum Beach, BC V9K 2M8 Tel: 250.240.7268 Email: info@cleancutstree.ca

431 COLLEGE ROAD

Parking Study

Adrian Myszka, MCP – Transportation Planner, Colin Sparks (Transportation Coop Student)
Author

Tim Shah, RPP, MCIP – Sr. Transportation Planner & Planning Lead
Reviewer

Prepared For: McIntosh Construction Group
September 4, 2025
Our File No: 4000.B01

WATT VICTORIA
302 – 740 Hillside Ave
Victoria, BC V8T 1Z4
250-388-9877

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1.0 INTRODUCTION

Watt Consulting Group (WATT) was retained by McIntosh Construction Group to conduct a parking study for the proposed development of a long-term care facility at 431 College Road in Qualicum Beach. The purpose of this study is to determine the parking demand rate for the site.

1.1 Subject Site

The proposed development is located within the Town of Qualicum Beach and has a 'Multi-family Residential' land use designation, as defined within the Town's Official Community Plan. The subject site is zoned as R15 'Residential 15' as identified within the Town's zoning bylaw. The site sits outside of the 'Village Neighbourhood' area identified within the Town's Official Community Plan.

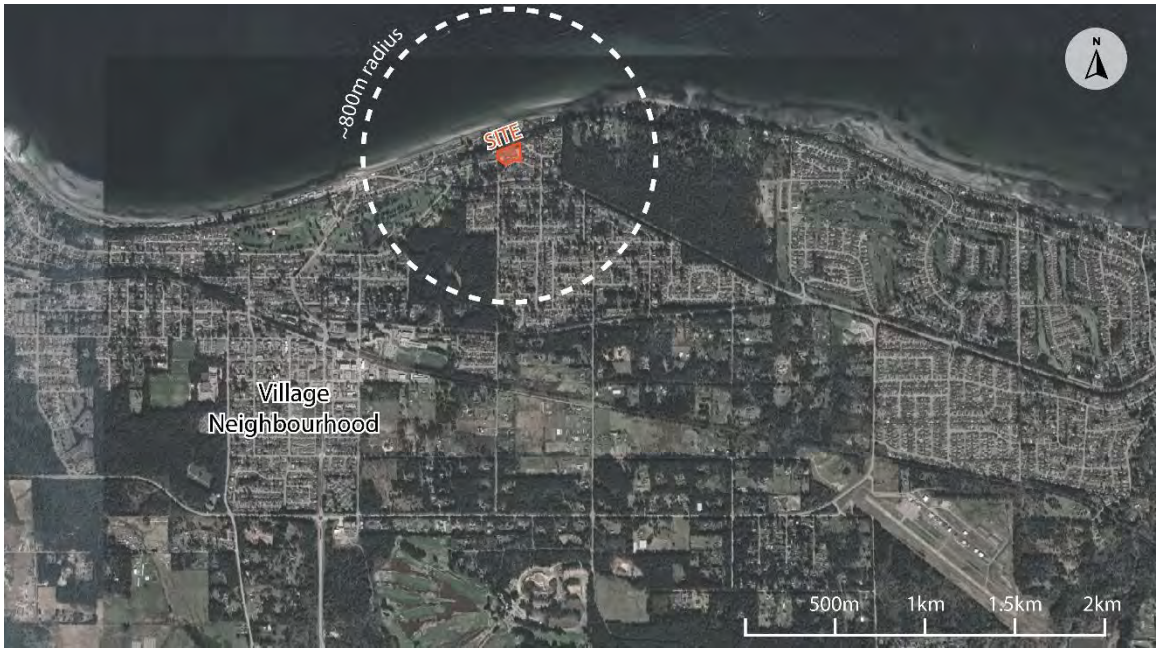

Figure 1. Location of Subject Site

2.0 SITE CHARACTERISTICS & POLICY CONTEXT

The following provides information regarding the transportation options in proximity to the subject site. In addition, the Town of Qualicum Beach's Official Community Plan (OCP) and other community policies pertaining to land development, transportation and parking management are summarized.

2.1 Planning & Policy Context

The Town of Qualicum Beach's Official Community Plan (OCP) provides policies and objectives to guide decisions on planning and land management. The OCP contains policies related to 7 distinct topic areas – those that are relevant to the proposed development are summarized below:

Sub-Section Name & Ref	Applicable Policy Requirement
2.2.5 Institutional Land Use Policies	5. The Town, in general, supports the location of health care facilities within the Qualicum Beach area.
2.5.1 Transportation Policies	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.
2.5.1 Transportation Policies	8. The Town shall refer to the Age-friendly Transportation Plan to identify the types of traffic-calming measures and the types of roads and conditions under which those measures are appropriate.
2.7 Community Health and Wellbeing Policies	5. The Town supports opportunities that build social connectedness and community building across all demographics.
2.7 Community Health and Wellbeing Policies	9. The Town supports the creation of welcoming and inclusive facilities, parks and public spaces that allow community members to interact and build relationships.
2.7 Community Health and Wellbeing Policies	10. 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.

2.2 Services

The subject site is approximately 1.6km from the Qualicum Beach 'Village Neighbourhood', which functions as a downtown and contains a wide variety of services and amenities, including grocery stores, medical and financial services, entertainment stores, restaurants/cafes, recreation, etc.

2.3 Transit

The subject site has good access to transit, including local routes within Qualicum Beach, and regional routes that provide access to Nanaimo and Deep Bay. The nearest bus stop (~200m) is located at the intersection of Island Hwy W and Hall Rd, and provides access to Route 97 – Eaglecrest / Nanaimo. Route 97 also provides access to the Ravensong Exchange, which services the following additional routes:

- Route 9 – Intercity
- Route 98 – Qualicum Beach
- Route 99 – Deep Bay

2.4 Walking

The subject site has a Walk Score of 5 and is considered "Car Dependent," which means that "almost all errands require a car."[1] There is no pedestrian infrastructure adjacent to the subject site, and the site's distance from services and amenities means that it is unlikely residents will walk to complete errands, particularly given the proposed residential demographic.

2.5 Cycling

The subject site has a Bike Score of 6 and is considered "Somewhat Bikeable," due to its lack of adjacent cycling infrastructure and distance from services and amenities. Therefore, it is unlikely residents will bike to complete errands.

[1] More information about the site's Walk Score can be accessed online at: https://www.walkscore.com/score/431-college-rd-qualicum-beach-bc-canada

3.0 PROPOSED DEVELOPMENT

3.1 Land Use

The proposed development includes a mix of 'Assisted living' and 'Long-term care' residential units. A total of 125 units are proposed for the site. The breakdown of land uses is shown in Table 1.

Table 1. Land Use Breakdown

Land Use		**Units**
Assisted Living	1 Bedroom	8
Long-term Care	Studio	117
Total		**125**

3.2 Proposed Vehicle Parking Supply

The total proposed parking supply is 58 spaces. This includes 55 underground and three (3) surface spaces.

3.3 Proposed Bicycle Parking Supply

The proposed bicycle parking supply includes 35 long-term spaces and 6 short-term spaces. In addition, the applicant is proposing 9 mobility scooter spaces.

4.0 PARKING REQUIREMENT

The off-street parking requirements that apply to the proposed development are specified in the Town of Qualicum Beach's *Zoning Bylaw No. 900, 2024*. The subject site is located outside of the 'Village Neighbourhood', and is subject to specific parking rates. The calculated parking requirement is shown in Table 2.

4.1 Vehicle Parking

As it relates to the subject site, the following off-street parking requirements are applicable:

- Personal Care Facility
    - 1 parking space per 3 beds

By applying this ratio, the total required vehicle parking for the proposed development is 42 spaces (3 assisted living, 39 long-term care). Table 3 summarizes the vehicle parking requirements and the proposed parking supply based on the relevant parking requirements.

Table 2. Vehicle Parking Requirements & Proposed Parking Supply

Land Use	Bylaw Rate	Units / Beds	Parking Requirement	Proposed Parking Supply
Assisted Living	1 space per 3 beds	32 units / beds	3 spaces (2.66 rounded)	58
Long-term Care		117 units / beds	39 spaces	
Total			**42 spaces**	**58 spaces**
Surplus			**+16**	

4.2 Bicycle Parking

The Town of Qualicum Beach's zoning bylaw does not outline specific bicycle parking requirements. An appropriate bicycle parking supply will be determined and recommended through this study.

5.0 EXPECTED PARKING DEMAND

A combination of telephone surveys or on-site parking observations were completed with 9 representative care facilities located within the Regional District of Nanaimo and the City of Campbell River. These representative sites include a combination of Assisted Living facilities and Long-term Care facilities. Data collected from these surveys was used to calculate an expected parking demand rate for residential, visitor, and staff uses for the proposed development. The expected demand rate for each use is summarized below.

5.1 Residential Parking Demand

Older people who reside in Long-term Care facilities experience a variety of medical conditions that make driving difficult or unsafe, such as reduced mobility, weakness, or difficulty with fine motor skills, cognitive decline, and vision loss. Phone interviews with staff at 6 representative Long-term Care facilities confirmed that 0 residents had vehicles registered with the facility. Therefore, the expected residential demand for Long Term Care is **0 parking spaces.**

Based on the data from representative sites summarized in Table 3, the average vehicle ownership rate for Assisted Living is **0.16 vehicles per unit.** For the proposed development this results in an expected demand of **1 parking space.**

Table 3. Summary of Expected Residential Parking Demand (Assisted Living)

Site	Units	Registered Vehicles	Rate
Lakeside Gardens	123	27	0.22
Kiwanis Village	73	9	0.12
The Gardens	30	3	0.10
Berwick (Qualicum Beach)	30 (*Assisted Living*)	2	0.07
Expected Demand Rate (Arithmetic Mean)			**0.16**
Expected Demand (spaces)			**1**

5.1.1 Mobility Scooter Parking

The proposed development is a dedicated seniors housing facility where residents are likely to rely on mobility scooters at a higher rate than the general population. Research has highlighted the importance of mobility scooters as a travel option:

- Users of mobility scooters often do not drive or have a vehicle. A 2008 study conducted by the University of the Fraser Valley found that in a survey of scooter users in Abbottsford BC close to half (47%) of mobility scooter respondents indicated that they were former motor vehicle drivers but do no longer drive. Additionally, 15% of these respondents indicated they have not driven a car before.[2]
- One study reported that mobility scooters enabled users to travel distances they previously would have made by foot (or short distance vehicle trips) without any physical effort. Furthermore, for some older people, a mobility scooter can be a replacement for a car and for the types of trips they would have made with a car.
- Another study surveyed 480 mobility scooter users of all ages in the United Kingdom. It found that most respondents used a scooter instead of a wheelchair because they are easier to use and more comfortable. It also reported that users relied on their scooter to get around, with 74% of respondents saying they would not make the same trips without their scooter. Another study found a similar result reporting that scooters allowed users to travel to more destinations, achieve more daily tasks, maintain independence, and increased their sense of wellbeing. [3]
- Lastly, a study from the US looked at the 2017 National Household Travel Survey to understand the travel patterns of American adults with disabilities.[4] It found that regardless of age, people with disabilities make fewer trips per day on average than people without disabilities. It also reported that workers with disabilities age 18 to 64 make fewer trips compared for workers without

[2] Pieter V. Steyn, DPhil, RSW and Adrienne S. Chan, PhD, RSW. (2008). *Mobility Scooter Research Project*. Retrieved from: https://www.abbotsford.ca/sites/default/files/2021-02/Mobility%20Scooter%20Research%20Project.pdf

[3] Thoreau, R. (2015). "The impact of mobility scooters on their users. Does their usage help or hinder?: A state of the art review." *Journal of Transport & Health*, 2(2): 269-275;

[4] Brumbaugh, S. (2018). Travel Patterns of American Adults with Disabilities. Issue Brief. Retrieved from: https://www.bts.gov/sites/bts.dot.gov/files/docs/explore-topics-and-geography/topics/passenger-travel/222466/travel-patterns-american-adults-disabilities-11-26-19.pdf

disabilities. Mode share data reported that people with disabilities travel by personal vehicles—as drivers or as passengers—for a smaller share of trips than people without disabilities. And people with disabilities age 18 to 64 travel as passengers for a greater share of personal vehicle trips.

It is recommended that the applicant provide mobility scooter parking at a minimum rate of 0.1 spaces per residential unit to ensure that this mode of transportation is available to those who choose to use it. For the proposed development, this results in **5 mobility scooter parking spaces**. These spaces should be provided within a secure bicycle parking room.

5.2 Visitor Parking Demand

An expected visitor parking demand rate was calculated based on parking occupancy at several representative sites. These calculations determined an expected demand rate of **0.19 spaces per unit** for combined Assisted Living and Long-term Care facilities.[5] For the proposed development, this results in an expected demand of **24 spaces.** These results are further summarized in Table 4 below.

[5] It should be noted that previous studies undertaken by WATT relating to elder care facilities have identified that Long-term Care facilities tend to have a higher expected demand for visitor parking than Assisted Living facilities, as residents of Longterm Care facilities are generally unable to drive and therefore receive greater visitation. This is consistent with the findings of this study and has been factored into the expected demand rate.

Table 4. Summary of Expected Visitor Parking Demand

Site	Units	Utilization *(vehicles)*	Rate
Kiwanis Village	137	28	0.20
Nanaimo Seniors Village	302	67	0.22
The Gardens	130	18	0.14
Qualicum Manor	59	4	0.07
Evergreen Seniors Residence	64	17	0.27
Discovery Harbour Seniors Community	140	23	0.16
Expected Demand Rate (Arithmetic Mean)			**0.19**
Expected Demand (spaces)			**24**

5.3 Staff Parking Demand

An expected staff parking demand rate was calculated based on the estimated mode share of staff at several representative sites. Specifically, interviews with management staff were conducted in which the approximate percentage of staff who commute by driving compared to using other modes was captured, in addition to the maximum number of staff working at the facility at any given point in time. Given that driving and travel behaviour among staff is not significantly different between an Assisted Living and Long-term Care facility, a single expected demand rate for both land uses has been determined. The applicant confirmed that a total of 33 staff will be working at peak hours. With an expected demand rate of 0.79 spaces per staff member, this results in an expected demand of **26 parking spaces.** These results are summarized in Table 5 below.

Table 5. Summary of Expected Staff Parking Demand

Site	Peak Staff	Driving Mode Share Rate
Lakeside Gardens	30	0.50
Kiwanis Village	60	0.85
Nanaimo Seniors Village	200	0.80
Qualicum Manor	22	0.70
The Gardens	60	0.80
Evergreen Seniors Residence	140	0.90
Discovery Harbour Seniors Community	100	0.70
Expected Demand Rate		**0.79**
Expected Demand (spaces)		**26**

5.4 Summary of Expected Parking Demand

The total expected parking demand for the proposed development is **51 parking spaces** (1 residential vehicle parking space, 24 visitor parking spaces, and 26 staff parking spaces). See Table 6 for a summary of the total expected vehicle parking demand. Based on the results, the proposed parking supply will be able to accommodate the expected parking demand.

Table 6. Summary of Total Expected Parking Demand

Land Use		Units / Staff	Expected Vehicle Parking Demand	
			Rate	Total Spaces
Residential	Assisted Living	8	0.16	1
	Long-Term Care	117	0.00	0
Visitor		125	0.19	24
Staff		33	0.79	26
Total Expected Parking Demand				**51 spaces**
Proposed Parking Supply				**58 spaces**
Difference				**+7**

6.0 RECOMMENDATIONS & CONCLUSION

The total proposed vehicular parking for the development is 58 spaces, which exceeds the bylaw requirement of 42 spaces by 16 spaces. This study has produced an expected parking demand rate for the proposed development. The total expected parking demand for the proposed development is 51 spaces (1 residential, 24 visitor, and 26 staff). This is 7 spaces fewer than the proposed parking supply of 58 spaces. Therefore, the expected parking demand can be accommodated within the proposed supply.

It is recommended that the applicant provide at least 5 mobility scooter parking spaces (0.1 per unit) within a secure bicycle storage room, to ensure that residents who prefer to travel by mobility scooter can be accommodated.s

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120 Powell Street, Unit 10, Vancouver, BC V6A 1G1

COLLEGE ROAD CARE FACILITY GREEN BUILDING FEATURES 431 College Road, Qualicum Beach BC

Following list of Green Building features for the proposed Care Facility has been compiled with input from the owner and consultants for this project.

Operational systems

The building will improve its operational efficiency by using ENERGY STAR appliances.

- The use of Energy Recovery Ventilators (ERV) for all ventilation air, as well as Heat Recovery Air Source Heat Pumps for the hydronic heating and cooling system will reduce energy consumption.
- Instead of programmable thermostats, a DDC digital control system will be used to monitor and efficiently control all building mechanical systems.
- High efficiency lighting will reduce energy consumption.

Building materials and finishes

- The thermal performance of the building will be enhanced by using advanced envelope sealing techniques to ensure airtightness, reducing air leakage and heat loss.
- Exterior cladding and balconies will use durable, low maintenance materials.

Water Conservation

- Landscape irrigation will be accomplished with a high-efficiency, smart-controlled drip irrigation system. These systems reduce water consumption by half or more.
- Landscape maintenance will be reduced by providing plant material that is climate resilient, drought resistant and suited to coastal climate.
- Deciduous trees retained trees and landscape features such as trellises and arbours are used to create shaded outdoor spaces.
- There are no new driveways on the property.
- Landscape areas do not exceed 40% turfgrass.
- Permeable materials have been used in walkways near the parterre garden and along the Easement path.

Smiljka Stankovic, Architect AIBC
RH ARCHITECTS Inc.

TOWN OF QUALICUM BEACH
BYLAW NO. 900.05

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH ZONING BYLAW, 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 6 – Land Use Regulations" is hereby amended by adding Section 3.4.58 'Comprehensive Development Zone 24 (CD24)' as shown on Schedule 'A' which is attached to, and forms part of, this Bylaw.

2. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of a portion of Lot 1, District Lot 112, Nanoose District, Plan EPP87537 (431 College Road) from Residential 15 (R15) to Comprehensive Development Zone 24 (CD24) as shown outlined in a heavy black line on Schedule 'B' which is attached to, and forms part of, this Bylaw.

3. This Bylaw may be cited as "Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024 Amendment (431 College Road) Bylaw No. 900.05, 2025"

INTRODUCED FOR FIRST READING this day of, 2025.

READ A SECOND TIME this day of, 2025.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2025, and the day of, 2025.

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

Schedule 'A' – Bylaw No. 900.05

Section 3.4.58

Comprehensive Development Zone 24 (CD24)

Permitted Uses and Minimum Site Area

Permitted Use	Required Site Area
a) Personal Care Facility	n/a
b) Personal Care Unit	n/a

Maximum Number and Size of Buildings and Structures

Maximum number of Personal Care Units	125
Height	12.32m
Parcel Coverage	36%

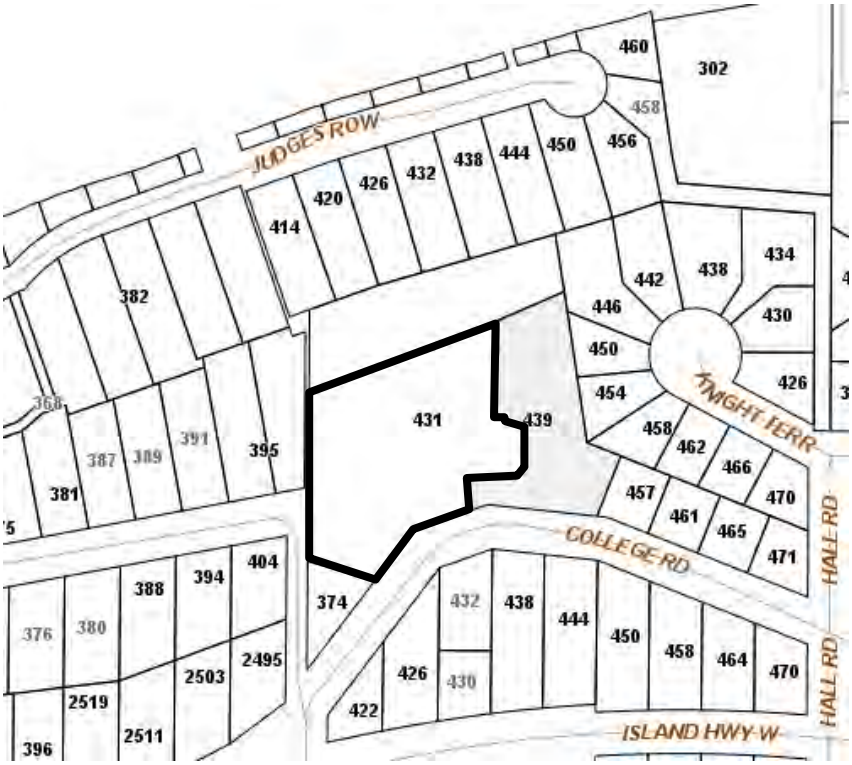
Minimum Setback Requirements

Front lot line	As per attached plans A0.1 and A1.1.
Interior side lot line	As per attached plans A0.1 and A1.1.
Exterior side lot line	As per attached plans A0.1 and A1.1.
Rear lot line	As per attached plans A0.1 and A1.1.

Except:

a) where any part of a parcel contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply.

Schedule 'C' – Bylaw No. 900.05



TOWN OF QUALICUM BEACH
BYLAW NO. 800.07

A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH OFFICIAL COMMUNITY PLAN BYLAW NO. 800, 2018

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

"Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018" is hereby amended as follows:

1. "Schedule 2.1 Land Use" is hereby amended by changing the land use designation of Lot 1, District Lot 112, Nanoose District, Plan EPP87537 (431 College Road) from Multi-family Residential to Institutional as shown outlined in a heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.

2. This Bylaw may be cited as "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018 Amendment (431 College Road) Bylaw No. 800.07, 2025".

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

READ A SECOND TIME this day of, 2025.

Notice published pursuant to Section 466 of the *Local Government Act* on the day of, 2025, and the day of, 2025.

PUBLIC HEARING this day of, 2025.

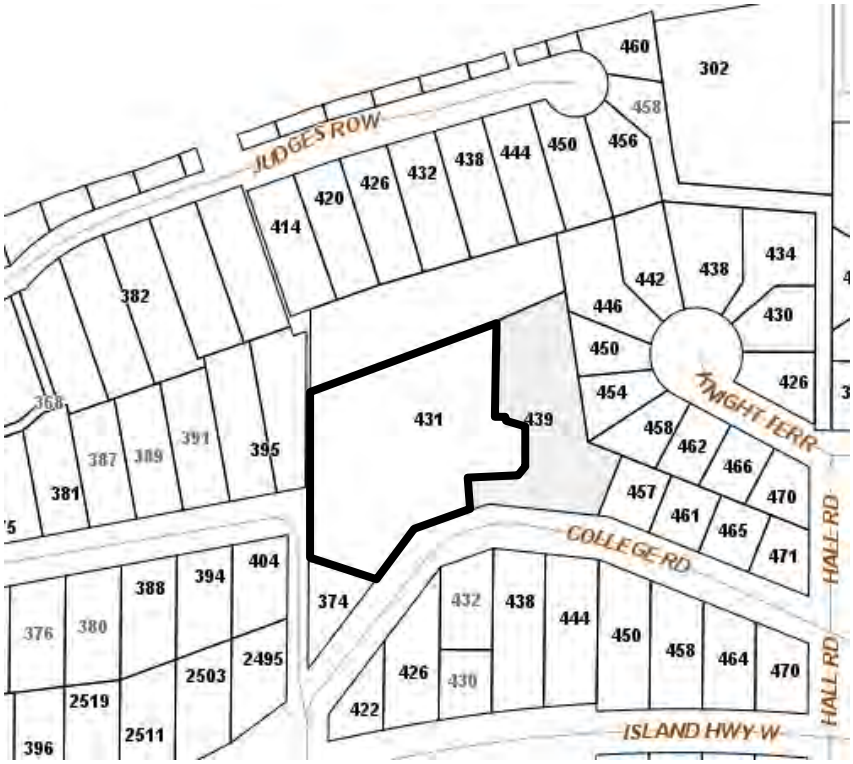
READ A THIRD TIME this day of, 2025.

ADOPTED this day of, 2025.

_____
Teunis Westbroek
Mayor

_____
Heather Svensen
Director of Corporate Services/Deputy CAO

Schedule 'A' – Bylaw No. 800.07



TOWN OF **QUALICUM BEACH**
MEMORANDUM

File No. 6480-OCP2025

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: October 22, 2025

FROM: Bailey Walsh, Planner

SUBJECT: **Official Community Plan (OCP) Review Timeline Update**

GOVERNANCE DECISION:
Council is requested to receive the proposed updated timeline for consideration and adoption of the 2025 OCP Amendment Bylaw.

RECOMMENDATION:
THAT Council receives the updated timeline for consideration and adoption of the 2025 OCP Amendment Bylaw.

PURPOSE
To provide an update on the timeline for the draft 2025 Official Community Plan (OCP), as amended, to avoid overlapping public processes between the 2025 OCP Review and the potential purchase of the Eaglecrest Golf Course.

Note – should the OCP not be adopted on December 10, 2025 due to Council direction for further changes to the document within the proposed timeline, staff do not anticipate negative consequence from the Province as long as adoption of the OCP is imminent in January 2026. Staff has contacted the Province for clarification; no response has been received to date.

BACKGROUND
The Town is in the bylaw review stage of a process to update the Official Community Plan (OCP) in accordance with the legislated completion deadline of December 31, 2025, following Bill 44 requirements established in November 2023.

The potential purchase of the Eaglecrest Golf Course Lands with associated bylaw revisions and the 2025 OCP Review overlap in terms of Town policy as it relates to those lands. As such, staff are proposing an updated timeline, from the timeline received by Council on September 17th 2025, detailed in this memorandum dated October 22, 2025.

DISCUSSION

Staff recommend the following updated timeline for the remainder of the 2025 OCP Review process:

- November 5th (Special Council Meeting) First Reading of the OCP Amendment Bylaw
- November 19th Second Reading of the OCP Amendment Bylaw
- December 3rd Public Hearing for the OCP Amendment Bylaw
- December 10th Third Reading and Adoption of the OCP Amendment Bylaw

Ideally, this timeline still meets the Province's December 31st, 2025, deadline.

SUMMARY

The Town of Qualicum Beach is updating the timeline for consideration and approval of the 2025 Official Community Plan (OCP) Amendment Bylaw in order to avoid overlap with Council's consideration of the potential purchase of the Eaglecrest Golf Course Lands.

ALTERNATIVES

1. THAT Council provides alternate direction to staff.

APPROVALS

Memorandum respectfully submitted by Bailey Walsh, Planner.

Bailey Walsh
Planner
Report Author

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

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence