

Page No.

(This meeting may be recorded)

1. ADOPTION OF THE AGENDA

1-11 THAT Council adopts the September 17, 2025, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendation:

THAT the recommendations listed for items 2(a) to 2(e) in the September 17, 2025, Consent Agenda be adopted.

12-20 (a) THAT the July 16, 2025, regular Council meeting minutes be approved as presented.

21-26 (b) THAT the July 23, 2025, special Council meeting minutes be approved as presented.

27-28 (c) THAT the July 23, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented.

29-31 (d) THAT the July 23, 2025, Committee of the Whole meeting minutes be approved as presented.

32-36 (e) THAT the Correspondence Log, dated for reference September 8, 2025, be approved as presented.

3. RECOGNITION – Nil

4. BUSINESS ARISING FROM THE MINUTES – Nil

5. DELEGATIONS

(a) **Parksville Qualicum Beach Tourism Association Annual Reporting**

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

6. CORRESPONDENCE

37 (a) **Broombusters 2025 Annual Report**

Annual Report added to agenda for Council's information.

38-39 (b) **Qualicum Beach Pickleball Club Court Reservations**

Councillor Skipsey requested correspondence be included on the agenda.

7. BYLAWS

40-46 (a) **Alternate Means of Public Notice Bylaw No. 911, 2025 (*Originally presented at July 16, 2025, regular Council meeting*)**

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.

3. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a second time.
4. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a third time.

47-59 (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 and Community Hall Rentals

Staff Recommendations:

1. 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.
2. 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.
3. 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.
4. THAT Council approve revised Policy 4004-1 Civic Centre and Community Hall Rentals.

60-71 (c)

Property Tax Exemption Bylaws (2026)

Staff Recommendations:

1. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be introduced and read a first time.
2. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be read a second time.
3. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be read a third time.
4. 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.
5. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be read a second time.
6. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be read a third time.

72 (d) **Third Reading of “Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025”**

Staff Recommendation:

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.

73-109 (e) **Eaglecrest Revisioning - OCP and Zoning Amendment Bylaws**

Staff Recommendation:

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;

BE IT RESOLVED:

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

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.

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 of the proposed amendments.

THAT Council directs staff to schedule a Public Hearing for a Special Council meeting on October 6th at 2pm 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.

110-132 (f) **Zoning Amendment | 510 Chester Road**

Staff Recommendations:

1. 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.
2. 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.

133-142 (g) **Zoning Amendment | 230 Rupert Road**

Staff Recommendation:

1. THAT the Bylaw entitled “Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024 Amendment (230 Rupert Road) Bylaw No. 900.09, 2025” be introduced and read a first time.

8.COMMITTEE & LIAISON REPORTS

- (a) **General Government** (Mayor Teunis Westbroek)
- (b) **Public Safety** (Councillor Scott Harrison)
- (c) **Parks & Recreation** (Councillor Anne Skipsey)

- 143-144
- (i) Report from Councillor Skipsey
 - (ii) **Notice of Motion – Councillor Skipsey**

Background:

It has recently come to our attention that the cost of building pickleball courts in the area previously identified is a substantial cost that would be approximately double the original estimate of \$170,000. Also, the area identified is not without its challenges as the required length for

the courts would most likely necessitate either the removal of the newly created pathway at the skatepark or an adjustment of the access road.

The Mayor and I met with two members of the Qualicum Beach Pickleball Club on the site of the tennis courts. The Club is prepared to assist and support in any way they are able.

For these reasons, we are proposing that Council consider the option of converting the 3rd tennis court into 4 pickleball courts by adopting the following motion:

Notice of Motion:

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.

Staff Comment:

Council previously designated a site for pickleball courts adjacent to the Skatepark. Staff have not had an opportunity to confirm the potential for impact on either the pathway or the access road, as this would be undertaken during the survey and design phase.

Staff would recommend further discussion with both community groups (tennis and pickleball) prior to a final decision being made about permanently converting one tennis court to pickleball courts.

In addition, discussion about the long-term housing potential of the current tennis court site may be warranted, as the site is identified as “Mixed Residential 1” in the 2018 Official Community Plan.

Staff are supportive of referring this item (conversion of one tennis court to pickleball courts) to Strategic Planning 2026, if Council wishes to consider this initiative.

- (d) **Community Development** (Councillor Petronella Vander Valk)
- 145 (i) Report from Councillor Vander Valk
- (e) **Arts & Culture** (Councillor Jean Young)

9. STAFF REPORTS

- (1) **Airport**
- 146-161 (a) **June 25, 2025 - Airport Committee of the Whole Follow-Up Report**

Staff Recommendation:

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.

(b) **Consideration of Expansion of Noise Sensitive Areas**

Staff Recommendation:

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.

(2) **Corporate Services**

169-172

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

Staff Recommendations:

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 4, 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.

(b) **2025 Subsidized Rental Applications**

Staff Recommendations:

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 9, 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.

(c) **2025 Special Event Applications**

Staff Recommendation:

THAT Council approves, in principle, the request from the Qualicum Beach Farmers Market to host the Christmas Night Market, on Thursday, December 4, 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 4, 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.

173

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

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.

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

THAT Council 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”.

174

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

For information.

175-207

(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)**

Staff Recommendations:

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

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

Staff Recommendation:

WHEREAS Policy # 3004-11 | Council Benefits, Conference Attendance, Expenses and Travel authorizes member of Council to attend UBCM and AVICC annually, and FCM twice in their term on Council;

AND WHEREAS attendance at additional conferences may be approved by resolution of Council;

THEREFORE BE IT RESOLVED, 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.

(3)

Finance

(a) **Pickleball Courts**

Staff Recommendation:

THAT staff be directed to bring forward a Financial Plan amendment in 2025 to identify the Pickleball Courts as having a budget of \$351,000 in fiscal year 2027 based on the February 2024 revised estimate provided to the Town by QB Pickleball Club;

AND FURTHER THAT QB Pickleball Club be advised that their 50% contribution for the construction of pickleball courts has increased from \$85,000 to \$175,000, with the final contribution to be based on actual construction costs;

AND FURTHER THAT, staff be directed to research available grants for construction of pickleball courts in 2025 and 2026.

(4) **Planning & Community Development**

208-213 (a) **Official Community Plan (OCP) Review Timeline and Decision Points**

Staff Recommendation:

Business from July 16, 2025, Meeting

OCP Decision Point # 19

1. 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.

OCP Decision Point # 3

2. THAT a new policy be included in the OCP that the Town would look favorably on an OCP and Zoning amendment application to permit residential development at Lot 144 (Forestry land east of Pheasant Glen), subject to the provision of a significant, secured community benefit (e.g., PHG-targeted attainable housing, permanent greenbelt dedication and/or other significant community benefit).

New Recommendations

OCP Decision Point # 11

3. 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 within 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.
4. 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.
5. 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.

214-249 (b) **Development Permit | 131 Garden Road East**

Staff Recommendation:

- 1) 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.

250-260

(c) **Development Variance Permit | 796 Canyon Crescent Road**

Staff Recommendation:

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.

(5)

Operations

(a) **2025 Strategic Priorities Grant Intake – Highway 19A**

Staff Recommendation:

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.

(b) **Re-establishment of Cenotaph Location at Memorial Avenue and Railway Street**

WHEREAS the 2025 Financial Plan included a Capital project to initiate a design/build request for proposal (RFP) to re-establish a new cenotaph location at the corner of Memorial Avenue and Railway Street;

AND WHEREAS Town Staff drafted an RFP aimed at attracting creative contractors to propose a design and construct the cenotaph with a budget cap of \$40,000, with the intent of enhancing community heritage and honoring the local contributors to national service;

AND WHEREAS despite efforts to attract proposals, no submissions were received, and with the construction window imminently closing, an immediate solution is necessary;

THEREFORE BE IT RESOLVED:

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.

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 (September 19, 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 9:00 am Wednesday, July 16, 2025, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ALSO PRESENT: Staff: Lou Varela, CAO
Heather Svensen, Director of Corporate Services | Deputy CAO
Luke Sales, Director of Planning and Community Development
Raj Hayre, Director of Finance
Peter Cornell, Fire Chief
Chris Stanger, Manager of Operations
John Manson, Interim Director of Operations and Engineering Services
Danielle Leurebourg, Deputy Director of Corporate Services
Nathan Cernusca, Corporate Services Coordinator

Mayor Westbroek called the meeting to order in the Council Chamber at 9:00 am acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

MOTION TO CLOSE

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT the regular meeting of Council be closed to the public pursuant to sections 90(1)(c), (e) and (k) 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; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 9:01 am

MEETING REOPENED TO THE PUBLIC: 10:00 am

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the July 16, 2025, regular Council meeting agenda as amended to include the addition of a supplementary memo under agenda item 10(1)(a).

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

Council adopted, by unanimous consent, the recommendations listed for items 2(a) to 2(j) in the July 16, 2025, Consent Agenda.

- (a) THAT the December 4, 2024, Committee of the Whole meeting minutes be approved as presented.
- (b) THAT the June 18, 2025, regular Council meeting minutes be approved as amended.
- (c) THAT the June 25, 2025, special Council meeting minutes be approved as presented.
- (d) THAT the June 25, 2025, Committee of the Whole Airport meeting minutes be approved as amended.

- (e) THAT the June 25, 2025, Committee of the Whole OCP meeting minutes be approved as amended.
- (f) THAT the Correspondence Log, dated for reference July 7, 2025, be approved as presented.
- (g) THAT the Q1 & Q2 Bylaw Reports be received for information.
- (h) THAT the Q2 2025 Report for Tree Permits be received for information.
- (i) THAT the Q2 2025 Report for Fire Rescue Services be received for information.
- (j) THAT the Q2 2025 Report for Construction and Building Permits be received for information.

CARRIED UNANIMOUSLY | Resolution No. 25-148
END OF CONSENT AGENDA

RECOGNITION

- (1) Councillor Young expressed condolences on behalf of the Town for the passing of former Councillor Mike Wansink, highlighting his contributions as a resident and community member for the past 21 years, including his time serving on Town Council.

BUSINESS ARISING FROM THE MINUTES

- (1) **June 25, 2025, Committee of the Whole OCP Recommendations to Council**

Decision Point # 13 – Two Dwelling Minimum

Councillor Harrison MOVED and Councillor Young SECONDED, THAT a new OCP Policy be implemented to require that all new residential lots in the Village Neighbourhood created through a zoning amendment accommodate a minimum of two dwelling units, such as a principal residence, plus a secondary suite or carriage house.

CARRIED | Resolution No. 25-149

Opposed: Councillor Skipsey, Councillor Vander Valk

Decision Point # 19 – Restructuring of OCP

Councillor Young MOVED and Councillor Harrison SECONDED, THAT the preamble of the OCP identify that it is a guidance document and will not include specific restrictions.

CARRIED | Resolution No. 25-150

Opposed: Councillor Skipsey, Councillor Vander Valk

Decision Point # 3 – South Qualicum Beach Residential Zone

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council postpones the following recommendation:

THAT the Committee of the Whole recommends to Council THAT a decision regarding the land use designation of Lot 144 (Forestry land east of Pheasant Glen) be deferred until further information has been provided by the landowner regarding the potential for a significant, secured community benefit (e.g., PHG-targeted attainable housing, permanent greenbelt dedication and/or other significant community benefit).

CARRIED UNANIMOUSLY | Resolution No. 25-151

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council approve the following recommendations from the Committee of the Whole:

Decision Point # 1 – Primary Housing Groups

THAT young people and families, workers, older seniors and people with a disability be designated as “Priority Housing Groups”.

Decision Point # 2 – Airport Mixed-Use Area

THAT the four properties north of the Qualicum Beach Airport be designated as a new

“Airport Mixed-Use Area” that supports residential use, live-work housing and light industry, subject to conditions related to noise buffering from the Chartwell neighbourhood, aircraft-noise attenuation and unit design and/or tenure model that supports the provision of attainable housing.

Decision Point # 4 – Estate Properties

THAT the Town maintain the designation and policies for the “Estate Residential” area in the 2025 Draft Official Community Plan.

Decision Point # 5 – Town Boundary Expansion

1. THAT the draft 2025 Official Community Plan state that boundary extensions will be entertained only when a significant environmental and community benefit can be secured;
2. AND FURTHER THAT the draft 2025 Official Community Plan include a policy encouraging the Regional District of Nanaimo to retain rural/resource land-use designations and to discourage new residential subdivisions or development on lands bordering the Town.

Decision Point # 6 – Public Works Yard

THAT the motion on the floor be deferred until a suitable replacement site is identified for the public works yard.

Decision Point # 7 – Agricultural Land Reserve

THAT the Town maintain existing policies that discourage Agricultural Land Reserve (ALR) exclusion proposals for residential development at this time.

Decision Point # 8 – Institutional Lands

THAT the “Institutional” land use designation in the OCP be amended to recognize potential for residential development where the primary institutional use (e.g. municipal land, churches, service clubs, etc) would not be negatively impacted.

Decision Point # 9 - Manufactured Home Designation for 1085 Ravensbourne Lane

THAT the residential use proposed in the OCP Amendment Application for 1085 Ravensbourne Lane be incorporated into the 2025 Official Community Plan (OCP) Review as part of an Airport Mixed Use Area that supports residential use, live-work housing and light industry.

Decision Point # 10 - Exclusion of West Qualicum Beach from Urban Containment Boundary

THAT the Urban Containment Boundary be contracted to exclude the “West Qualicum Beach Open Space Development Area”.

Decision Point # 11 - Rupert Road Urban Containment Boundary

THAT the non-ALR parcels of south side of Rupert Road between Memorial Avenue and Qualicum Road be included into the Urban Containment Boundary.

Decision Point # 14 - Preferences for Town Involvement in Housing

THAT the OCP should encourage Town involvement in housing development for projects that would be beneficial to designated “Priority Housing Groups” or the greater community through:

1. land contributions, particularly where the Town retains ownership of lands;
2. leveraging rezoning processes for community benefit;
3. partnering with non-profits and societies; and/or
4. assisting with strategic funding and resource assistance.”

Decision Point # 15 - Criteria for “OCP Compliance”

THAT staff work with the OCP Review Steering Committee to develop criteria and process for assessing proposed housing developments’ compliance with the OCP for the purpose of determining eligibility for a public hearing.

Decision Point # 17 - 2024 Residential Design Guideline Confirmation

THAT the “Interim” Residential Design Guidelines (2024) be made permanent in the 2025 Official Community Plan.

Decision Point # 18 - DPA Guidelines to be moved from OCP to Zoning Bylaw

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. 25-152

- (2) **June 25, 2025, Committee of the Whole Airport Recommendation to Council:**
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council receive the report titled “Qualicum Beach Airport Quarterly Report,” dated June 25, 2025, for information.
CARRIED UNANIMOUSLY | Resolution No. 25-153

DELEGATIONS – Nil

CORRESPONDENCE

- (a) **Mount Arrowsmith Biosphere Region Research Institute – Request for Letter of Support**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes issuing the draft letter of support (substantially in the form in the July 16, 2025, Council agenda) to Mount Arrowsmith Biosphere Region Research Institute for the grant application to TD Friends of the Environment Foundation for the Marine Debris Education Initiative by the Mount Arrowsmith Biosphere Region Research Institute.
CARRIED UNANIMOUSLY | Resolution No. 25-154
- (b) **Qualicum Beach Pickleball Club Re: Pickleball Demo Day at Tennis Courts – Request for Court Usage During Court Closure**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the request for court usage for the pickleball demo day be accommodated on different dates outside of the scheduled court resurfacing.
CARRIED UNANIMOUSLY | Resolution No. 25-155

BYLAWS

- (a) **Second 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 subsection 3(a)(iii) is struck in Bylaw No. 682, 2012.

CARRIED | Resolution No. 25-156

Opposed: Councillor Young, Councillor Harrison

Councillor Skipsey MOVED and Councillor Young 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 second time as amended.

CARRIED | Resolution No. 25-157

Opposed: Councillor Young, Councillor Harrison

- (b) **Alternate Means of Public Notice Bylaw No. 911, 2025**

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.
3. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a second time.
4. 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. 25-158

COMMITTEE & LIAISON REPORTS

- (1) **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on his written report included in the agenda.
- (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 staff send a letter to Teagan Walsh congratulating her on receiving the Governor Generals Award.

CARRIED UNANIMOUSLY | Resolution No. 25-159

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

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council send a letter of appreciation to Murray Chantler in recognition of his contribution of two Trailriders, specialized pieces of equipment for those with accessibility needs, for use in the Oceanside community.

CARRIED UNANIMOUSLY | Resolution No. 25-160

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

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

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council approve the use of the Town's logo on the promotional posters to support 2025 Culture Days.

CARRIED UNANIMOUSLY | Resolution No. 25-161

STAFF REPORTS

(1) **Corporate Administration**

(a) **Comprehensive Policy Review | Policies to Transition [Council to Administration]**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council supports transitioning the policies listed in Schedule 'I' attached to the June 18, 2025, staff report from Council to Administration and once transitioned staff will make any required changes and bring them back for Council's endorsement.

CARRIED UNANIMOUSLY | Resolution No. 25-162

(b) **Visual Identity Refresh**

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in undertaking the Strategic Initiative titled "Visual Identity Refresh" as outlined in the 2024-2025 Town of Qualicum Beach Communications Strategy;

AND FURTHER, THAT Council provide endorsement to establish a Visual Identity Refresh Working Group to provide input into the visual identity process and to help shape the "community story" behind the visual identity.

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council postpone the Visual Identity Refresh to Strategic Planning in the Fall of 2025 for consideration.

CARRIED UNANIMOUSLY | Resolution No. 25-163

(c) **Policy 3000-25 | Media Policy & Policy 3000-26 | Official Town Social Media & Third Party Content Policy**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the item Policy 3000-25 | Media Policy & Policy 3000-26 | Official Town Social Media & Third Party Content Policy is postponed to a future meeting to ensure the principles of the Code of Conduct are also considered in these policies.

CARRIED | Resolution No. 25-164

Opposed: Councillor Harrison, Councillor Young

(2) **Finance**

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

1. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Report titled "First and Second Quarter Update 2025: Council Strategic Initiatives, Capital Program and Operations Update," dated July 16, 2025, be received for information.

CARRIED UNANIMOUSLY | Resolution No. 25-165

2. Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council directs staff to postpone the timeline for the capital project to "Upsize Pipe and Abandon

Old Corrugated Steel Pipe” at Village Way to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.

CARRIED UNANIMOUSLY | Resolution No. 25-166

3. Councillor Young MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to postpone the timeline for the capital project titled “Public Works Automatic Security Gate” to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.

CARRIED UNANIMOUSLY | Resolution No. 25-167

4. Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to postpone the timeline for the Airport Projects titled “Runway, Taxiway, Apron Paving” and “Loader/Snow Blower” to fiscal year 2026, with funding sources remaining unchanged from the 2025 Financial Plan.

CARRIED UNANIMOUSLY | Resolution No. 25-168

(3) **Planning and Community Development**

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

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East, as detailed in the July 16, 2025, Planning memo to Council, subject to the following revisions so that the proposal aligns with Policy #4 of the Development Permit Area (C2 – Light Industrial) Guidelines:

- a) Removal of the Fern Road East exit, as labelled as #1 in Figure 2: Proposed Site Revisions;
- b) Removal of the off-street parking spaces along Fern Road East, as labelled #2 in Figure 2: Proposed Site Revisions;
- c) Construction of a sidewalk along the property frontage on Fern Road East as per Town standards;
- d) Additional landscaping where the exit and off-street parking spaces have been removed.

CARRIED UNANIMOUSLY | Resolution No. 25-169

(b) **Zoning Amendment: 510 Chester Road**

1. Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council deems the residential Zoning Amendment application to permit a nine parcel development at 510 Chester Road to be compliant with the Official Community Plan.

CARRIED UNANIMOUSLY | Resolution No. 25-170

2. Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council’s consideration.

CARRIED UNANIMOUSLY | Resolution No. 25-171

(c) **Zoning Amendment & Development Permit: 201, 207, 211 First Avenue West**

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council postpone a decision on the Zoning Amendment & Development Permit: 201, 207, 211 First Avenue West to the Special Council Meeting on July 23, 2025.

CARRIED UNANIMOUSLY | Resolution No. 25-172

(d) **Development Permit: 1025 Qualicum Road**

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs

staff to issue a Development Permit for 1025 Qualicum Road, as outlined in the July 16, 2025, Planning report to Council.

CARRIED UNANIMOUSLY | Resolution No. 25-173

(4) **Operations**

(a) **BC Hydro's Responses to two Streetlight Information Management submissions and their review of the "E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints"**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council directs staff to take no further action on the streetlights located adjacent to 575 Aspen Avenue and 566 Beach Road.

CARRIED UNANIMOUSLY | Resolution No. 25-174

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

CARRIED UNANIMOUSLY

(b) **Installation of Crosswalk Crossing – Memorial Avenue at First Street**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council directs staff to request the Island Corridor Foundation and/or the E&N Railway, to permit the Town to install a crosswalk crossing at Memorial Avenue and First Street, complete with Rectangular Rapid Flashing Beacons.

CARRIED UNANIMOUSLY | Resolution No. 25-175

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council take a five-minute recess.

CARRIED UNANIMOUSLY

MEETING RECESSED: 1:13 pm

MEETING RECONVENED: 1:18 pm with all of Council in attendance

(c) **2025 RFQ - Civic Centre Roof Replacement Tender Award**

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council awards the project titled 2025 RFQ – Civic Centre Roof Replacement to G&G Roofing Ltd in the amount of \$219,000 excluding GST, subject to staff confirming compatibility with consultants for the installation of solar panels.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT the motion on the floor be amended by adding "...subject to staff confirming compatibility with consultants for the installation of solar panels."

CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED:

THAT Council awards the project titled 2025 RFQ – Civic Centre Roof Replacement to G&G Roofing Ltd in the amount of \$219,000 excluding GST, subject to staff confirming compatibility with consultants for the installation of solar panels.

CARRIED UNANIMOUSLY | Resolution No. 25-176

REVIEW OF COMMENTS FROM THE PUBLIC

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (July 18, 2025). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- J. Wood, Comments regarding BC Hydro's Response to two Streetlight Information Management submissions;
- T. Pritchard, Comments regarding housing in Qualicum Beach;
- M. Diamond, Comments regarding Eaglecrest Golf Course, 201, 207, 211 First Ave W proposed development and the Qualicum Commons.

MEETING CLOSED TO THE PUBLIC: 1:27 pm
MEETING REOPENED TO THE PUBLIC: 2:29 pm

ADJOURNMENT

Councillor Skipsey **MOVED** and Councillor Young **SECONDED**, THAT Council adjourns the meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 2:30 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT - Minutes of the 1:30 pm Wednesday, July 23, 2025, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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

Mayor Westbroek called the meeting to order in the Council Chamber at 1:34 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 July 23, 2025, special Council meeting agenda as amended to include the addition of a motion to waive notice to add late items under agenda items 2(1)(b), 2(1)(c), 2(2)(b), and 2(2)(c).

CARRIED UNANIMOUSLY

STAFF REPORTS

(1) Corporate Administration

(i) Decorating Concrete Barriers – correspondence

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT public art, including BC Hydro boxes, be considered during the Strategic Planning process in 2027.

CARRIED | Resolution No. 25-177

Opposed: Councillor Harrison

(ii) RDN Study for Municipal Boundary Adjustment Study

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, THAT the Town of Qualicum Beach send correspondence to the Regional District of Nanaimo (RDN), with copies to the City of Parksville and the Ministry of Housing and Municipal Affairs, advising that the Town of Qualicum Beach has no capacity in 2025 or 2026 to consider a municipal boundary adjustment with respect to encompassing the French Creek portion of Electoral Area G;

AND FURTHER THAT should the RDN wish to proceed with commencing a study or studies that explores the potential opportunity for municipal boundary adjustment that the RDN Board directs such an initiative to the Town of Qualicum Beach 2027 Strategic Planning Process for future Council decision-making.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED to lay the main motion on the table.

CARRIED

Opposed: Mayor Westbroek, Councillor Harrison

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council notify the Regional District of Nanaimo and City of Parksville that the Town is not interested in a boundary adjustment to encompass the French Creek portion of Electoral Area G.

CARRIED | Resolution No. 25-178

Opposed: Councillor Harrison

(iii) **Respectful Workplace Policy**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council replace Policy 5001-4 | Anti-Bullying and Harassment with Policy 5001-4 | Respectful Workplace.

CARRIED UNANIMOUSLY | Resolution No. 25-179

(2) **Finance**

(i) **Conditional Purchase Eaglecrest Golf Course Lands – Funding Allocations and Capital and Strategic Plan Workplan Adjustments**

Councillor Skipsey MOVED and Councillor Young SECONDED

1. THAT Council direct staff to amend the 2025-2029 Financial Plan to reallocate \$2,000,000 for the acquisition of the Eaglecrest Golf Course from the Community Growth Reserve Fund, currently allocated to:
 - Bus Garage Site Planning / Public Engagement / Construction (2026 – 2028)
 - Saahltam Park Amenity Improvements (2026)
 - Pickleball Courts (2026)
 - Workplace Modernization - Post Needs Assessment (2026-2027)
2. THAT Council direct staff to amend the 2025-2029 Financial Plan to allocate \$6,500,000 from the following funding sources for acquisition of the Eaglecrest Golf Course:
 - \$650,000 from Community Amenity Contributions
 - \$1,275,000 from General Fund Accumulated Surplus
 - \$1,200,000 from the Qualicum Beach Land Reserve Fund
 - \$275,000 from the Park Land Reserve Fund
 - \$700,000 from Development Cost Charges – Open Spaces
 - \$400,000 from the Strategic Initiatives Reserve (2026-2029 allocations)
 - \$2,000,000 from projected proceeds of the future sale of Town-owned lands
3. THAT Council direct staff to defer the Tree Protection Bylaw Update from fiscal year 2025 to fiscal year 2026.
4. THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2026 to fiscal year 2027 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix A.
5. THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2027 to fiscal year 2028 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix B.

6. THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2028 to fiscal year 2029 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached to this report dated July 23, 2025 as Appendix C.
7. THAT Council direct Staff to defer existing Strategic Initiatives, scheduled for implementation in fiscal year 2029 to fiscal year 2030 or until the Strategic Initiatives Reserve is replenished from subsequent property sales and the Initiatives can be referred to a future Strategic Planning Session of Council in consideration of staff capacity and work-planning, as attached as to this report dated July 23, 2025 as Appendix D.
8. THAT the Blue Sky Strategic Initiatives submitted for consideration for the 2026 Strategic Planning Session be deferred for consideration in 2026 and be referred to the 2027 Strategic Planning Session, as attached to this report dated July 23, 2025 as Appendix E.
9. THAT Council direct staff to bring forward the Blue Sky Strategic Initiatives and the Blue Sky Capital Projects for consideration at the 2026 Strategic Planning Session, as attached in Appendix F.

CARRIED | Resolution No. 25-180

Opposed: Councillor Harrison

(ii) **Gift to Qualicum First Nation to Support Medical Facility**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council authorize a gift to the Qualicum First Nation to support their medical facility with the purchase of waiting room chairs to be funded through the Strategic Initiative “Collaboration – Qualicum First Nation and Saa’men”, up to a maximum of \$2,500.

CARRIED UNANIMOUSLY | Resolution No. 25-181

(iii) **Funding Request St. Andrews Lodge and Historical and Cultural Society Porta Potties at Saahtlam Park | Twilight Concert Series**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED,

WHEREAS Council authorized the provision of porta potties at Saahtlam Park for the Twilight Concert Series June 28 and July 12;

AND WHEREAS the construction of the washrooms at St. Andrews Lodge are not yet complete;

THAT Council approve the provision of porta potties at Saahtlam Park for use during the 2025 Twilight Concert Series, prior to completion of the permanent washroom at St. Andrews Lodge; AND FURTHER THAT the expense of a porta potty in the amount of \$250 (monthly charge) be funded from the special events operational budget.

CARRIED UNANIMOUSLY | Resolution No. 25-182

(3) **Planning & Community Development**

- (i) **24-HS-05: Multi-Generational Housing Best Practices**
Memo presented for Council information.

(ii) **Zoning Amendment & Development Permit: 201, 207, 211 First Avenue West**

Councillor Harrison MOVED and Councillor Young SECONDED

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

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the main motion be amended by inserting “e) Consideration of a tree and vegetation conservation plan for the preservation of significant trees (Arbutus) along First Avenue.”

CARRIED

Opposed: Councillor Harrison, Councillor Young

MAIN MOTION AS AMENDED:

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

- d) Noting that Council's preference is to reduce the height of the building in lieu of a contribution for the commercial space.
- e) Consideration of a tree and vegetation conservation plan for significant trees (Arbutus) along First Avenue.

CARRIED | Resolution No. 25-182

Opposed: Councillor Harrison, Councillor Young

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

Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council rescinds the motion from the July 16, 2025, Council meeting regarding issuance of a Development Permit for 127 & 131 Fern Road East.

AND FURTHER THAT Council authorizes staff to issue a Development Permit for 127 & 131 Fern Road East, as detailed in the July 23, 2025, Planning memo to Council, subject to the following revisions so that the proposal aligns with Policy #4 of the Development Permit Area (C2 – Light Industrial) Guidelines:

- a) Removal of the off-street parking spaces along Fern Road East, as labelled #2 in Figure 2: Proposed Site Revisions;
- b) Construction of a sidewalk along the property frontage on Fern Road East as per Town standards;
- c) Additional landscaping where the exit and off-street parking spaces have been removed;
- d) The exit onto Fern Road East be "right turn only".

CARRIED | Resolution No. 183

Opposed: Councillor Skipsey, Councillor Vander Valk

MOTION TO CLOSE

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the special meeting of Council be closed to the public pursuant to sections 90(1)(c), (e), and (k) 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;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 3:06 pm

MEETING REOPENED TO THE PUBLIC: 4:38 pm

ADJOURNMENT

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

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 4:38 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

DRAFT - Minutes of the 10:00 am Wednesday, July 23, 2025, Town of Qualicum Beach Town Hall Committee of the Whole Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

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

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

ADOPTION OF THE AGENDA

The Committee adopted, by unanimous consent, the July 23, 2025 Town Hall Committee of the Whole Meeting agenda.

CARRIED UNANIMOUSLY

TOWN HALL

- L. Parsons provided comment on the following:
 - Advocating for a fee-for-service agreement for TOSH support of \$75k
 - Requested review of the maintenance obligations in the lease agreement with the Town.
- J. Wood provided comment on the following:
 - Tree Protection Bylaw Review – delayed by a fiscal year due to Eaglecrest. Concerned this delay will impact FireSmart maintenance
 - Evacuation plan for the Town
 - Due diligence period for the Qualicum Commons
 - Building height calculations on a sloped lot
 - Community Amenity Contributions for healthcare
 - 127 & 131 Fern Road East – request for Council to consider exit onto Fern Road being right hand turn only
- M. Noel provided comment on the following:
 - Eaglecrest Acquisition and process of due diligence
 - Financial Plan considerations and reallocations of money to cover expenditures
- R. Girard provided comment on the following:
 - Opportunities to provide the public with online engagement for Town Hall Committee of the Whole meetings
 - Availability of a map of Town-owned lands
 - Safety concerns with the blind corner on First Avenue and a need for a rectangular flashing crosswalk at the intersection
 - 10 Pillars of the City of Kelowna
 - Options for downtown parking concerns
- T. Pritchard provided comment on the following:
 - Staff preparations for Strategic Planning and drafting of scoping sheets
 - Proposal for the public to participate in strategic planning sessions

- Community Transportation Plan projects and needs to proceed to installation
 - Timeline of Naked Naturals proposal
- D. Rosen provided comment on the following:
 - The use of Artificial Intelligence on our website and the linkage to improve website searchability
 - Exploration of rental research data during OCP and Quality of Life Survey consultation
 - Council consideration of a right-turn only on Memorial Avenue
- Robert provided comment on the following:
 - Infrastructure development – Exploring inter-community railway options to enhance economies and local tourism
- J. Wood provided comment on the following:
 - Access concerns for the Residences of Qualicum Station
 - September 10, 2025, Committee of the Whole meeting – Community Transportation Plan
 - Locating the Town's Urban Containment boundary on the website as part of the Official Community Plan

ADJOURNMENT

Councillor Skipsey MOVED and Vander Valk SECONDED, THAT the Committee of the Whole adjourns the July 23, 2025, Town Hall Committee of the Whole meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 11:31 am

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

**DRAFT - Minutes of the 12:00 pm Wednesday, July 23, 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 Varella, Chief Administrative Officer (CAO)
 Heather Svensen, Director of Corporate Services
 Luke Sales, Director of Planning & Community Development
 Rebecca Augustyn, Senior Planner
 Danielle Leurebourg, Deputy Director of Corporate Services
 Nathan Cernusca, Corporate Services Coordinator

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

ADOPTION OF THE AGENDA

The Committee adopted, by unanimous consent, the July 23, 2025, Committee of the Whole meeting agenda as presented.

CARRIED UNANIMOUSLY

PLANNING & COMMUNITY DEVELOPMENT

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

Luke Sales, Director of Planning and Community Development, presented the staff report to Council for information.

Maureen and Gavin McIntosh presented their proposal for a private residential care facility.

Carsten Jensen presented a history of the College Road site and the incorporation of original architecture into current designs.

Bryce Rositch (RH Architects) presented the design and form and character elements of the proposal.

COUNCIL COMMENTS

- Councillor Vander Valk provided comment on the following:
 - Buildings and facilities with respect to the neighbourhood
 - Scale and height of the building
 - Vehicular access on Hemsworth
- Councillor Harrison provided comment on the following:
 - Oceanside Hospice AGM
 - Financial restrictions for the provincial and federal governments
 - Delay of projects
- Councillor Skipsey provided comment on the following:
 - Scale of building is too large
 - Appreciation for the look and reflection on the site's history

- Councillor Young provided comment on the following:
 - Concerns on massing of building and exploring alternatives
- Mayor Westbroek provided comment on the following:
 - Housing considerations for workers
 - Increased traffic volumes for workers and service providers

PUBLIC INPUT OPPORTUNITY

- C. Burns provided comment on the following:
 - Access for gardeners to take care of strata
- D. Boyle provided comment on the following:
 - Parking for visitors
 - Geotechnical work for slope and stability
 - Traffic strains on College Road
 - Impacts on ocean views
- S. Boyle provided comment on the following:
 - Absence of safe pedestrian infrastructure
 - Parking
 - Environmental impacts and drainage issues
 - Explore alternative locations to preserve the safety of the community
- B. Van Hove provided comment on the following:
 - The need for long term care
 - Five storey height is too high for the neighbourhood
 - Neighbourhood not suitable for increased traffic
 - Not an accessible location
- B. Hemingway provided comment on the following:
 - Site planning and use issue
 - Building square footage is too high
 - Access issues on Hemsworth
- V. Hemingway circulated comments to Corporate Services
- S. Nicklin provided comment on the following:
 - Proximity of proposed development to 19A
 - Consider flashing traffic lights
 - Safety of residents
- P. Kyba provided comment on following:
 - Density located in village neighbourhood versus small neighbourhood
 - Construction effects on the neighbourhood
- T. Mays provided comment on following:
 - Concerns on evacuation of facility in the event of an emergency
 - The inability for the street to accommodate bi-directional traffic
- H. and J. Smith provided comment on following:
 - Traffic, parking and safety
 - Scale of building is too large
- R. Stevenson provided comment on following:
 - Zoning amendments and the risk to future development
 - Traffic, parking and height concerns
- S. Forsyth provided comment on following:
 - OCP concerns
 - Vehicular traffic concerns
- T. Kalla provided comment on following:
 - Bank stabilization concerns

- M. Vanry provided comment on following:
 - Question of construction access to the site
- D. Sissons provided comment on following:
 - Building too high
 - Does not fit in with character of the neighbourhood
 - Changes to a community environment by inserting an institution
 - Concerns with traffic

ADJOURNMENT

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the Committee of the Whole adjourns the July 23, 2025, Committee of the Whole meeting.

CARRIED UNANIMOUSLY

MEETING ADJOURNED: 1:20 pm

Certified Correct:

Heather Svensen
Director of Corporate Services/Deputy CAO

Teunis Westbroek
Mayor

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG

September 8, 2025 (for September 17, 2025 Council Agenda)

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

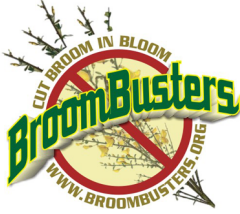
DATE REC'D	TOPIC	ACTION	ITEM #
Jul 07	TOSH Petition - Show Your Support	Rec'd for information	849
Jul 07	Emergency Preparedness	Rec'd for information	832
Jul 08	Notes - June 25 Committee of the Whole	Rec'd for information	817
Jul 09	Smoke and Home Use of Meat Smokers	Rec'd for information	815
Jul 09	Comments - Land Use	Rec'd for information	818
Jul 10	EV Charging	Rec'd for information	819
Jul 10	Opposed - 532 Memorial Ave Development Proposal	Rec'd for information	821
Jul 11	Traffic Safety Concerns - Intersection, First Ave W & Arbutus St	Referred to the Community Transportation Committee of the Whole	834
Jul 13	Comment on Community Amenity "Gift" - First Ave W & Beach Rd Development Proposal	Rec'd for information	825
Jul 13	OCP Decision Points, July 16 Council Mtg - Comments	Rec'd for information	853
Jul 14	Letter for Council Vote - Salmon Pledge Assoc	Rec'd for information	827
Jul 14	Excessive Aircraft (Qualicum Woods) Noise Complaint	Referred to Airport Manager	828
Jul 15	Complaint - Waterfront Public Washrooms Closed Too Early, Friday, Before Show N' Shine Event	Rec'd for information	830
Jul 15	Traffic Calming Request - Yambury Rd	Referred to the Community Transportation Committee of the Whole	831
Jul 15	Excessive Aircraft Noise - Rupert Rd E	Referred to Airport Manager	835
Jul 15	Chester Rd Development Proposal - Questions from Applicant	Rec'd for Information	836

Jul 16	Excessive Aircraft Over Residential Properties - Transport Canada, Noise Sensitive Areas	Referred to Airport Manager	839
Jul 17	Request to Town to Support TOSH & Art In Qualicum Beach	Rec'd for information	840
Jul 17	Pickleball Courts	Staff responded to inquiry. This item was added to the agenda	858
Jul 18	Proposed Purchase of Eaglecrest Golf Course - Opposed	Rec'd for information	844
Jul 20	Purchase of Eaglecrest Golf Course - Opposed	Rec'd for information	846
Jul 20	Purchase of Eaglecrest Golf Course - Need for Referendum	Rec'd for information	845
Jul 21	Purchase of Eaglecrest Golf Course - Opposed	Rec'd for information	847
Jul 21	Appreciation and Thanks To Town Staff - Water Leak On Private Property	Rec'd for information	848
Jul 22	Purchase of Eaglecrest Golf Course - Opposed	Rec'd for information	851
Jul 22	Request For Signage To Address Excessive Traffic Noise In Residential Areas (Village Way, Memorial Ave)	Referred to staff	852
Jul 24	Development Application (431 College Rd) - Opposed	Rec'd for information	854
Jul 25	Railway St & Traffic Safety	Referred to the Community Transportation Committee of the Whole	855
Jul 25	Comments - July 23 COW Meeting	Rec'd for information	856
Jul 30	Drainage & Slope Stability Concerns - Eaglecrest Drive	Rec'd for information	859
Jul 30	Comments - July 23 COW Meeting – 431 College Road	Rec'd for information	860
Jul 30	Comments - July 23 COW Town Hall Meeting	Rec'd for information	861
Jul 30	Comments - July 23 COW, Town Hall and Special Council Meetings	Rec'd for information	862
Jul 30	Comments Regarding Council Meetings on July 23	Rec'd for information	863
Jul 30	Comments – Qualicum Place	Rec'd for information	864
Jul 30	Water Restrictions	Referred to staff	866
Aug 01	Community Transportation Plan Update	Referred to staff	867

Aug 01	Victoria Times Colonist - July 28	Rec'd for information	868
Aug 04	Eaglecrest Golf Course	Rec'd for information	869
Aug 05	Eaglecrest Golf Course	Rec'd for information	870
Aug 05	Eaglecrest Golf Course	Rec'd for information	871
Aug 06	Community Transportation Plan	Rec'd for information	873
Aug 08	Concerns - College Rd Development Application	Staff received during the Committee of the Whole meeting on July 23, 2025	875
Aug 08	2025 UBCM Resolution - Emergency Water Treatment Plants	Rec'd for information	876
Aug 08	2025 UBCM Official Opposition Meeting Opportunities	Rec'd for information	877
Aug 08	Eaglecrest Golf Course	Rec'd for information	878
Aug 11	Eaglecrest Golf Course	Rec'd for information	879
Aug 11	Eaglecrest Golf Course	Rec'd for information	882
Aug 12	Development Application (431 College Rd) - Concerns	Rec'd for information	881
Aug 15	Community Works Fund 2024-34 Agreement - Year 2 Payment 1 (Qualicum Beach)	Rec'd for information	884
Aug 18	Traffic Light Needed - Memorial Ave & First Ave W	Referred to the Community Transportation Committee of the Whole	885
Aug 20	FW: Chartwell & the "Airport Lands"	Referred to staff	906
Aug 21	Memorial Ave: Trees, Traffic Speeding	Circulated to the Community Transportation Committee of the Whole	886
Aug 22	Eaglecrest Golf Course Lands Acquisition	Rec'd for information	889
Aug 22	Concerns Regarding Campers - Ravensong Pool Area	Referred to Public Safety Committee of the Whole	890
Aug 22	Remembrance Day Flyover	Referred to staff	891
Aug 25	Eaglecrest Golf Course Purchase	Rec'd for information	892
Aug 25	Eaglecrest Golf Course	Rec'd for information	894

Aug 28	Eaglecrest purchase & draft concepts - protections requested for 890 Fairways Dr (backs onto current 4th fairway)	Rec'd for information	898
Aug 29	Petition to College Road Proposed Development	Rec'd for information	900
Aug 29	Concern Rezoning of Eaglecrest Golf Course Lands	Rec'd for information	901
Sep 01	Eaglecrest Revisioning - Advocating for trees and trails	Rec'd for information	902
Sep 02	Purchase of golf course and redevelopment in Eagle crest	Rec'd for information	903
Sep 02	QB Museum - thank you	Rec'd for information	904
Sep 02	Invitation to TOSH Fall Exhibitions Opening Night	Rec'd for information	905
Sep 02	FUNDING FOR "TOSH"	Rec'd for information	907
Sep 02	431 College Road	Rec'd for information	908
Sep 02	Eaglecrest redevelopment	Rec'd for information	909
Sep 03	Protection of green space Lot 126, Plan VIP57772, District Lot 122, (PID: 018-527-850	Rec'd for information	910
Sep 03	Mosaic TQB lands	Referred to staff	912
Sep 03	Opposed - 431 College Rd Development Application	Rec'd for information	911
Sep 03	Opposition to 431 College Road	Rec'd for information	914
Sep 05	J Newman-Eaglecrest Revisioning Questions	Rec'd for information	917
Sep 05	Eaglecrest golf course	Rec'd for information	918
Sep 05	The proposed lot sale at 871 Fairways Dr	Rec'd for information	919
Sep 06	Eaglecrest golf course proposal	Rec'd for information	920
Sep 06	Eaglecrest golf course proposal	Rec'd for information	921
Sep 07	Business Access	Referred to staff	922
Sep 07	Proposed Development of Town-Owned Land.	Rec'd for information	923
Sep 07	Eaglecrest Golf Club Revisioning	Rec'd for information	924

Sep 07	Letter: To Qualicum Beach Mayor and Planning Team - Re: Residents backing onto 4th Fairway	Rec'd for information	925
Sep 07	Comments to Council for the Committee of the Whole meeting on Transportation	Circulated to the Community Transportation Committee of the Whole	926
Sep 07	Bylaw No. 900.04, 2025"	Rec'd for information	927
Sep 08	Bylaw No. 900.04, 2025	Rec'd for information	928
Sep 08	Qualicum Beach Waterfront Campers	Rec'd for information	929
Sep 08	Truth and Reconciliation Commemoration	Rec'd for information	930
Sep 08	Permission for Field of Crosses	Circulated to staff and added to the September 17, 2025 Agenda	931
Sep 08	Opposition to Bylaw No. 900.04, 2025	Rec'd for information	932
Sep 08	Bylaw No. 900.04, 2025 (Public Notice 510 Chester Road)	Rec'd for information	933



Broombusters Work in Qualicum Beach 2025

Volunteers: Over 24 adult volunteers and 20 students from KSS spent 6 weeks cutting broom in and around Qualicum Beach. These 44 volunteers cut broom for over 350 hours! All 24 adults live within Qualicum Beach, along with many of the students. Not all of these hours were spent within town boundaries – but most were! And many hours were spent on the three roads leading into and out of town.

Areas reported by volunteers where they cut broom in town in 2025:

Old QB dump & ditches along Qualicum Road
View Road
Behind QB Firehall
Trail from Beach Rd to Cedar St
19A from Yambury to Kinkaid Road
Eaglecrest golf course – edges
QB airport (both in and outside fence. Broom on property on Airport Road)
Rupert/Laburnum/Bennett
Museum area
Railroad tracks – multiple locations
Behind Shell station
Behind Legion – bike trail
Exit 60 from Highway 19. The Qualicum Beach Exit.
Along Hwy 19 – Removing broom drivers see as they get close to Qualicum Beach.
Village Way – (There is still some broom Village Way! It will be a priority next spring.)

THANK YOU. Thank you to Qualicum Beach council and staff for your continuous support!

Attached: Photos of KSS students cutting broom, and Broombusters at the Family Day Parade 2025.

Report resubmitted on July 7, 2025

Joanne Sales, Executive Director of Broombusters

www.broombusters.org. info@broombusters.org. 250-752-4816

From: [Corporate Services](#)
To: [Danielle Leurebourg](#)
Subject: FW: Court Bookings
Date: Friday, August 22, 2025 10:43:00 AM

From: **Sec.22**
Sent: Friday, August 22, 2025 9:35 AM
To: qbcouncil@qualicumbeach.com
Cc: qbpickleball@gmail.com **Sec.22**
Subject: Court Bookings

You don't often get email from **Sec.22** [Learn why this is important](#)

Dear Mayor and Council,

It is our understanding that the Regional District of Nanaimo (RDN), under the directive of the Town, handles the booking of the outdoor "tennis courts". The Qualicum Beach Pickleball Club (QBPC) requests to reserve two of these courts on Monday, Wednesday, and Friday afternoons, from 1:00 PM to 4:30 PM.

To provide some background, the QBPC has been operating under various scenarios due to the lack of permanent courts. This summer, we successfully rented the Curling Club, which allowed our members to play on four courts three mornings a week. While the glazed concrete floor was not ideal, we were grateful to provide our 114 members (an increase from 59 last year) with regular playing times.

Our agreement with the Curling Club ended on August 11th as they prepare for their fall opening. The next opportunity for play in Qualicum Beach will be at the Civic Centre, sometime in October. These play times are managed by the RDN on a first-come, first-served basis, and available spots are limited and highly sought after.

We are requesting permission to book two of the three "tennis courts" for afternoon use until early October, when the Civic Centre becomes available for regular play. We specifically request afternoon slots to avoid interfering with the Arrowsmith Tennis Club, which reserves two of the three courts Monday to Friday mornings. By only requesting two courts, we ensure one court remains available for the general public. We have observed that the courts are rarely used by either Arrowsmith or the general public in the afternoons.

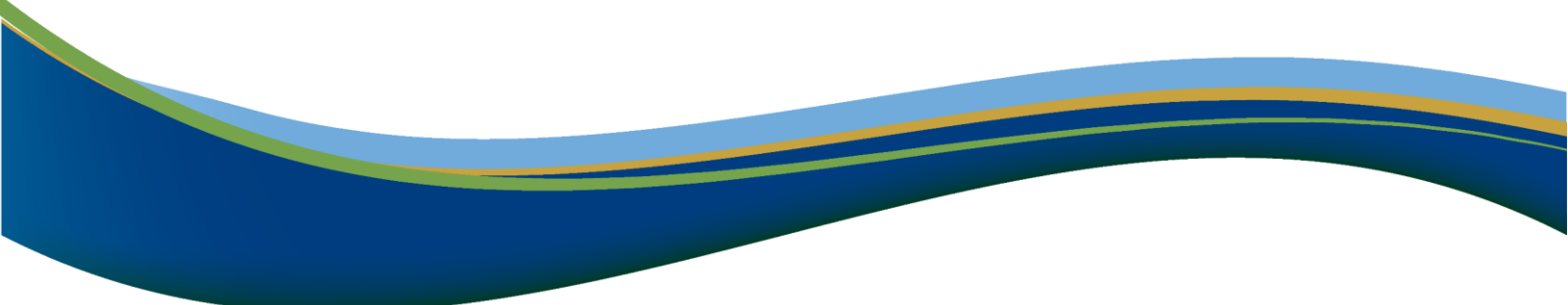
With the current resurfacing project, we have been assured that one of the

courts will already be permanently marked for pickleball play, and we propose temporary markings for the second court, with the markings being removed after each session, so as not to interfere with the tennis club markings. Securing these times would allow us to accommodate 12 players for the full time slot, or up to 24 players if we create two 1 3/4 hour sessions.

As you know, the QBPC is actively fundraising to partner with the Town to build dedicated pickleball courts. Until that happens, and in the interim, we would be extremely grateful to secure court times during this shoulder season until RDN play at the Civic Centre becomes available. Ultimately we will have dedicated courts for our members. This request is time-sensitive, as the club currently has no committed courts or times for play.

Your prompt attention to this matter would be greatly appreciated.

Sincerely,
Qualicum Beach Pickleball Club



TOWN OF QUALICUM BEACH

MEMORANDUM

File No. 3900-911

TO: Heather Svensen, Director of Corporate Services/Deputy CAO

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Alternative Means of Public Notice Bylaw**

GOVERNANCE DECISION

The decision requested of Council is to consider the Staff recommendations proposed at the July 16, 2025 regular Council meeting including an acknowledgment that the Alternative Means proposed are sufficient and to give three readings to the proposed Bylaw.

RECOMMENDATIONS

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.
 3. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a second time.
 4. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a third time.
-

PURPOSE

The purpose of this memo is to provide additional clarity in advance of Council's consideration of the proposed Bylaw. The previous Staff Report of July 16, 2025 is attached as Appendix 1 for convenience.

BACKGROUND

At the July 16, 2025, regular Council meeting, Council discussed the proposed "Town of Qualicum Beach Alternative Means of Public Notice Bylaw, No. 911". While Council expressed

general support for having the Bylaw, Council did identify that they would prefer to continue to use the paper, wherever possible, while it is an available option.

This was also a concern raised from the PQB News following the public meeting of July 16, 2025, who shared with staff and Council the recognition of the valuable partnership and robust readership in the Town for both print and online circulation.

DISCUSSION

The Town appreciates its relationship with the PBQ News and the services they provide. Per the discussions of Council at the July 16, 2025, regular Council meeting, staff will continue posting Town Tidings and notices in the PBQ News for the foreseeable future.

The “Alternative Means of Public Notice Bylaw No. 911, 2025” sets a minimum requirement for Town publications of statutory notices, which grants the Town more discretion and flexibility in posting notices to meet legislated timelines. In instances where the timing of the requirement to issue a statutory notice may not align with the deadlines for submissions to the PBQ News, or in the unlikely event that the PBQ News is no longer an option for publication, the Bylaw ensures the Town is able to meet its obligations for statutory public notice under the *Community Charter*.

FINANCIAL IMPLICATIONS

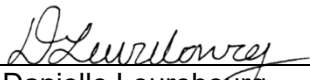
As the Town will continue to post most notices in the PBQ News as publication deadlines permit, there will not likely be a significant reduction in costs for advertising at this time.

SUMMARY

The purpose of this memo is to provide additional clarity in advance of Council’s consideration of the proposed Bylaw. Council is requested to consider the recommendations presented at the July 16, 2025, regular Council meeting; that Staff report is attached.

APPROVALS

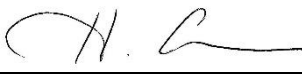
Report respectfully submitted by Danielle Leurebourg, Deputy Director of Corporate Services.



Danielle Leurebourg
Deputy Director of
Corporate Services
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence

REFERENCES

- Attachment 1: July 16, 2025 “Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911” Report as circulated.
- Attachment 2: “Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911”

TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900-20

TO: Heather Svensen, Director of Corporate Services/Deputy CAO

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Alternative Means of Public Notice Bylaw No. 911, 2025**

GOVERNANCE DECISION

For Council to consider giving three readings to proposed Bylaw "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025".

RECOMMENDATIONS:

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.
3. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a second time.
4. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a third time.

PURPOSE

The purpose of this Bylaw is for Council to consider alternative methods of publication for statutory notices under Section 94.2 of the *Community Charter*.

BACKGROUND

On February 28, 2022, changes to public notice requirements came into force providing two options for local governments to provide public notice:

1. continue to use the default publication requirements of publishing in a newspaper once each week for two consecutive weeks; or,

2. adopt a bylaw to provide for alternative methods of publication (i.e., a public notice bylaw).

To date, The Town has used the default provision under Section 94.1 of the *Act*.

A bylaw under Section 94.2 must specify at least two methods of public notice, excluding the public notice posting place and must consider the principles of effective public notice per the *Public Notice Regulation* prior to adoption of the bylaw. The principles of effective public notice are:

- Reliable – the publication methods are dependable and trustworthy;
- Suitable – the publication methods work for the purpose for which the public notice is intended; and
- Accessible – the publication methods are easy to access and have a broad reach.

In addition to being included in this report for Council's consideration, these principles have also been outlined in the preamble of the proposed Bylaw.

Under a Public Notice Bylaw, the notice must be published at least 7 days before the matter for which the notice is required (unless a different period is prescribed in the *Community Charter*, *Local Government Act* or another Act).

DISCUSSION

In light of the public's increasing use of electronic and web-based platforms to receive information and the potential to expedite certain processes, staff are recommending Council consider an "Alternative Means of Public Notice Bylaw".

Supported by the findings of the 2025 Quality of Life survey, the two proposed methods for publication are the Town's website and the email subscription service (currently Constant Contact). The Town is also required to continue posting at the Public Notice Posting Place, which is the bulletin board at Town Hall. When evaluating each principle, these two methods are found to be reliable as they come directly from the Town. They are suitable as they are commonly used by local governments for the purpose of informing the public. They are accessible to anyone with access to the internet at no cost.

These means of publication for public notices 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 (i.e. through social media, newspaper, radio, etc.).

FINANCIAL IMPLICATIONS

The Town spends an average of \$15,000 on advertising annually. In 2024, approximately \$5,000 of that was for notices.

Town of Qualicum Beach

July 16, 2025, Regular Council Meeting – **Alternative Means of Public Notice Bylaw No. 911, 2025**

Page 3 of 4

Attachment 1

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

International.

INFORM:

- The Bylaw, if adopted, will be posted on the Town's website and public notices will be posted on the [Service Alerts & Notices](#) page.

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

The purpose of this proposed Bylaw is for Council to consider alternative methods of publication for statutory notices under Section 94.2 of the *Community Charter*.

ALTERNATIVE OPTIONS

1. THAT the following alternative means of public notice be added to "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" [insert list].
2. Council not pursue an alternative means of public notice bylaw at this time. The Town will continue to follow the default process in Section 94 of the *Community Charter*.

Town of Qualicum Beach

July 16, 2025, Regular Council Meeting – **Alternative Means of Public Notice Bylaw No. 911, 2025**

Page 4 of 4

Attachment 1

APPROVALS

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



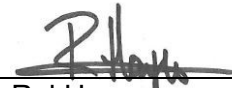
Danielle Leurebourg, MBA
Deputy Director of
Corporate Services
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence



Raj Hayre
Director of Finance
Concurrence

REFERENCES

Attachment 1: Alternative Means of Public Notice Bylaw No. 911, 2025

Attachment 2: Excerpt from the 2025 Quality of Life Survey

**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.

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

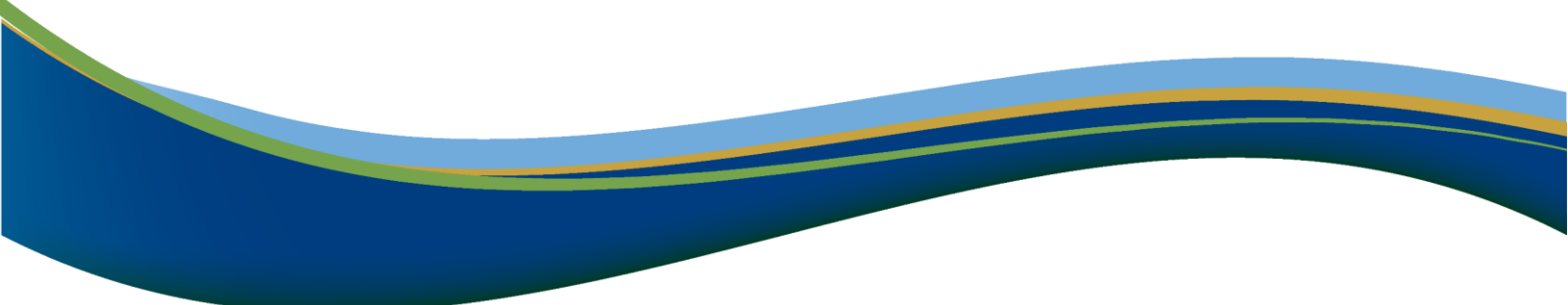
READ A SECOND TIME this ____ day of _____, 2025.

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

ADOPTED this ____ day of _____, 2025.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900-20

TO: Heather Svensen, Director of Corporate Services/Deputy CAO

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre) Bylaw No. 638.05, 2025 and Policy 4004-1 Civic Centre and Community Hall Rentals**

GOVERNANCE DECISION

For Council to consider giving three readings to proposed Bylaw "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre/Community Hall) Bylaw No.638.05, 2025." Council is also asked to consider approving the revised Policy 4004-1 Civic Centre and Community Hall Rentals.

RECOMMENDATIONS:

1. 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.
2. 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.
3. 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.
4. THAT Council approve revised Policy 4004-1 Civic Centre and Community Hall Rentals.

PURPOSE

The purpose of this Report is for Council to consider revised and updated fees for the rental of the Civic Centre and Community Hall with rates moved to the Miscellaneous Rates Bylaw, and to present a revised Policy with the fee schedule removed and some additional clarifications provided.

BACKGROUND

Council last reviewed the Civic Centre and Community Hall rental rates in 2010, approving an increase of 4% to all rental rates effective January 1, 2012. Given there has been no increase in fees in 13 years, it was recommended that the fees be reviewed and updated.

Staff are proposing to remove the rates from the Policy and capture them in the Miscellaneous Rates Bylaw, which is a common practice for municipalities. Capturing rates and fees by bylaw is a best practice for municipalities as there is greater enforceability in bylaws than policies. Adding them to the Miscellaneous Rates Bylaw will help bring together more of the Town's rates and fees in one place.

When reviewing rental rates for municipally owned facilities, the following municipalities were used as comparators:

- Ladysmith
- Parksville
- Port Alberni
- Comox
- Campbell River
- Courtenay

A number of factors were reviewed, including: size, capacity, services provided by the Town in rental of facilities, set-up, tear down, cleaning, etc. Most municipalities provide a modest annual increase to fees when conducting their rate reviews. In increasing the rates, the Town will be generally aligned with rates for similar facilities across Mid-Vancouver Island.

DISCUSSION

Staff recommend an initial increase of 20% effective January 1, 2026 (see Attachment 1). This is to help the rental rates be closer aligned to current rates as a result of increasing costs over time. When considering initial increases, the total Consumer Price Index from 2012-2024 was considered. This total was 29.9%. Staff considered that an increase greater than 20% may be challenging for current users and final determination will be Council's decision. Staff propose adding a 5-year rental rate schedule with an annual increase of 3% to provide users with rate certainty, while allowing for the Town to recover costs that increase over time. The 3% has been applied in other Town rate schedules recently proposed and adopted by Council. A comparison of current and proposed rates is included as Attachment 1.

FINANCIAL IMPLICATIONS

As the demand for rental spaces in the Town remains high, it is expected that rentals of the Civic Centre and Community Hall will remain consistent despite the increase in cost for renters. This should result in a modest increase in revenue beginning in 2026; however, these revenues are recovery of costs associated with operating and maintaining these facilities and not expected to generate surplus revenue.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

International.

INFORM:

- The 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 January 1, 2026.

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

The Town is proposing a 20% increase in rental rates for the Civic Centre and Community Hall to take effect in January 2026. This is reflected in the proposed "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre) Bylaw No.638.05, 2025" and the revised Policy 4004-1 Civic Centre and Community Hall Rentals.

ALTERNATIVE OPTIONS

1. THAT the following "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre) Bylaw No.638.05, 2025" be amended as follows: [*insert amendments*].
2. THAT Council not pursue increasing rental rates at this time.

APPROVALS

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



Danielle Leurebourg, MBA
Deputy Director of
Corporate Services
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence



Raj Hayre
Director of Finance
Concurrence

REFERENCES

Attachment 1: Rate Comparison for Reference

Attachment 2: Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment
(Civic Centre) Bylaw No. 638.05, 2025"

Attachment 3: Policy 4004-1 Civic Centre and Community Hall Rentals

Town of Qualicum Beach

September 17, 2025, Regular Council Meeting – Civic Centre and Community Hall Rental Rates

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Rental Rate Comparison**Current Hourly Rates (Reviewed and Approved in 2012)**

		C	P	NP
Pioneer Hall	Prime Time	\$125.00	\$85.00	\$59.00
	Non-Prime Time	\$82.00	\$59.00	\$40.00
Pioneer Hall West	Prime Time	\$82.00	\$54.00	\$41.00
	Non-Prime Time	\$60.00	\$49.00	\$26.00
Pioneer Hall East	Prime Time	\$70.00	\$48.00	\$30.00
	Non-Prime Time	\$46.00	\$34.00	\$24.00
Lions Room	Prime Time	\$57.00	\$42.00	\$26.00
	Non-Prime Time	\$33.00	\$26.00	\$21.00
Windsor/OAP Room	Prime Time	\$62.00	\$46.00	\$28.00
	Non-Prime Time	\$43.00	\$34.00	\$22.00
Windsor Room	Prime Time	\$57.00	\$42.00	\$26.00
	Non-Prime Time	\$33.00	\$26.00	\$21.00
OAP Room	Prime Time	\$34.00	\$28.00	\$19.00
	Non-Prime Time	\$23.00	\$20.00	\$17.00
Booth Room	Prime Time	\$34.00	\$28.00	\$19.00
	Non-Prime Time	\$23.00	\$20.00	\$17.00

Proposed Hourly Rates (to be implemented January 1, 2026)

		C	P	NP
Pioneer Hall	Prime Time	\$150.00	\$102.00	\$70.00
	Non-Prime Time	\$98.00	\$70.00	\$48.00
Pioneer Hall West	Prime Time	\$98.00	\$64.00	\$49.00
	Non-Prime Time	\$72.00	\$58.00	\$31.00
Pioneer Hall East	Prime Time	\$84.00	\$57.00	\$36.00
	Non-Prime Time	\$55.00	\$40.00	\$28.00
Lions Room	Prime Time	\$68.00	\$50.00	\$31.00
	Non-Prime Time	\$39.00	\$31.00	\$25.00
Windsor/OAP Room	Prime Time	\$74.00	\$55.00	\$33.00
	Non-Prime Time	\$51.00	\$40.00	\$26.00
Windsor Room	Prime Time	\$68.00	\$50.00	\$31.00
	Non-Prime Time	\$39.00	\$31.00	\$25.00
OAP Room	Prime Time	\$40.00	\$33.00	\$22.00
	Non-Prime Time	\$27.00	\$24.00	\$20.00
Booth Room	Prime Time	\$40.00	\$33.00	\$22.00
	Non-Prime Time	\$27.00	\$24.00	\$20.00

Town of Qualicum Beach

September 17, 2025, Regular Council Meeting – Civic Centre and Community Hall Rental Rates

Page 6 of 6

Current Daily Rates (Reviewed and Approved in 2012)

		C	P	NP
Pioneer Hall	Prime Time	\$774.00	\$649.00	\$468.00
	Non-Prime Time	\$665.00	\$443.00	\$312.00
Pioneer Hall West	Prime Time	\$655.00	\$496.00	\$405.00
	Non-Prime Time	\$546.00	\$379.00	\$301.00
Pioneer Hall East	Prime Time	\$529.00	\$406.00	\$326.00
	Non-Prime Time	\$416.00	\$317.00	\$208.00
Lions Room	Prime Time	\$320.00	\$276.00	\$208.00
	Non-Prime Time	\$263.00	\$201.00	\$145.00
Windsor/OAP Room	Prime Time	\$400.00	\$318.00	\$228.00
	Non-Prime Time	\$296.00	\$216.00	\$149.00
Windsor Room	Prime Time	\$320.00	\$276.00	\$208.00
	Non-Prime Time	\$263.00	\$201.00	\$145.00
OAP Room	Prime Time	\$251.00	\$189.00	\$142.00
	Non-Prime Time	\$196.00	\$162.00	\$ 98.00
Booth Room	Prime Time	\$251.00	\$189.00	\$142.00
	Non-Prime Time	\$196.00	\$162.00	\$ 98.00
Full Facility	Saturday	\$1,310.00		
	Weekday & Sunday	\$874.00		

Proposed Daily Rates (to be implemented January 1, 2026)

		C	P	NP
Pioneer Hall	Prime Time	\$928.00	\$778.00	\$561.00
	Non-Prime Time	\$798.00	\$531.00	\$374.00
Pioneer Hall West	Prime Time	\$786.00	\$595.00	\$486.00
	Non-Prime Time	\$655.00	\$454.00	\$361.00
Pioneer Hall East	Prime Time	\$634.00	\$487.00	\$391.00
	Non-Prime Time	\$499.00	\$380.00	\$249.00
Lions Room	Prime Time	\$384.00	\$331.00	\$249.00
	Non-Prime Time	\$315.00	\$241.00	\$174.00
Windsor/OAP Room	Prime Time	\$480.00	\$381.00	\$273.00
	Non-Prime Time	\$355.00	\$259.00	\$178.00
Windsor Room	Prime Time	\$384.00	\$331.00	\$249.00
	Non-Prime Time	\$315.00	\$241.00	\$174.00
OAP Room	Prime Time	\$301.00	\$226.00	\$170.00
	Non-Prime Time	\$235.00	\$194.00	\$117.00
Booth Room	Prime Time	\$301.00	\$226.00	\$170.00
	Non-Prime Time	\$235.00	\$194.00	\$117.00
Full Facility	Saturday	\$1,572.00		
	Weekday & Sunday	\$1,048.00		

**TOWN OF QUALICUM BEACH
BYLAW NO. 638.05**

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

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

1. This Bylaw may be cited for all purposes as “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre) Bylaw No. 638.05, 2025”.
2. “Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009” is hereby amended by:
 - (1) Inserting Schedule “F” – Civic Centre Ratesattached as Schedule “A” and forming part of this Bylaw.

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

READ A SECOND TIME this day of , 2025.

READ A THIRD TIME this day of , 2025.

ADOPTED this day of , 2025.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO

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

Effective January 1, 2026
QUALICUM BEACH CIVIC CENTRE
Hourly Rates up to Four Hours

C= Commercial
P= Private
NP= Non-Profit

		C	P	NP
Pioneer Hall	Prime Time	\$150.00	\$102.00	\$70.00
	Non-Prime Time	\$98.00	\$70.00	\$48.00
Pioneer Hall West	Prime Time	\$98.00	\$64.00	\$49.00
	Non-Prime Time	\$72.00	\$58.00	\$31.00
Pioneer Hall East	Prime Time	\$84.00	\$57.00	\$36.00
	Non-Prime Time	\$55.00	\$40.00	\$28.00
Lions Room	Prime Time	\$68.00	\$50.00	\$31.00
	Non-Prime Time	\$39.00	\$31.00	\$25.00
Windsor/OAP Room	Prime Time	\$74.00	\$55.00	\$33.00
	Non-Prime Time	\$51.00	\$40.00	\$26.00
Windsor Room	Prime Time	\$68.00	\$50.00	\$31.00
	Non-Prime Time	\$39.00	\$31.00	\$25.00
OAP Room	Prime Time	\$40.00	\$33.00	\$22.00
	Non-Prime Time	\$27.00	\$24.00	\$20.00
Booth Room	Prime Time	\$40.00	\$33.00	\$22.00
	Non-Prime Time	\$27.00	\$24.00	\$20.00
Full Facility	Saturday		\$1,572.00	
	Weekday & Sunday		\$1,048.00	

Schedule "A"**"Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre) Bylaw No. 638.05, 2025"****Effective January 1, 2026
QUALICUM BEACH CIVIC CENTRE
FLAT RATES****C= Commercial****P= Private****NP= Non-Profit**

		C	P	NP
Pioneer Hall	Prime Time	\$928.00	\$778.00	\$561.00
	Non-Prime Time	\$798.00	\$531.00	\$374.00
Pioneer Hall West	Prime Time	\$786.00	\$595.00	\$486.00
	Non-Prime Time	\$655.00	\$454.00	\$361.00
Pioneer Hall East	Prime Time	\$634.00	\$487.00	\$391.00
	Non-Prime Time	\$499.00	\$380.00	\$249.00
Lions Room	Prime Time	\$384.00	\$331.00	\$249.00
	Non-Prime Time	\$315.00	\$241.00	\$174.00
Windsor/OAP Room	Prime Time	\$480.00	\$381.00	\$273.00
	Non-Prime Time	\$355.00	\$259.00	\$178.00
Windsor Room	Prime Time	\$384.00	\$331.00	\$249.00
	Non-Prime Time	\$315.00	\$241.00	\$174.00
OAP Room	Prime Time	\$301.00	\$226.00	\$170.00
	Non-Prime Time	\$235.00	\$194.00	\$117.00
Booth Room	Prime Time	\$301.00	\$226.00	\$170.00
	Non-Prime Time	\$235.00	\$194.00	\$117.00
Full Facility	Saturday	\$1,572.00		
	Weekday & Sunday	\$1,048.00		

Schedule "A"**"Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre) Bylaw No. 638.05, 2025"****2026 RATES
MISCELLANEOUS CHARGES**

Portable Staging	\$124.00
Portable Stage Extensions	\$62.00
Risers	\$1,248.00
Ceiling Fabric Installation – Pioneer Hall	\$374.00
Ceiling Fabric Installation – Pioneer Hall East	\$249.00
Ceiling Lantern/balls installation – Pioneer Hall	\$374.00
Ceiling Lantern/balls installation – Pioneer Hall East	\$249.00
Band Stand enclosure - set-up & breakdown	\$187.00
LCD Projector	\$62.00
Sound System – up to four hours	\$39.00
Sound System – Flat Rate	\$80.00
Skirting	
5 to 10 tables	\$100.00
10 or more tables	\$175.00
Event set-up / breakdown – Under 50 people	\$50.00
Event set-up / breakdown – Over 50 people	\$100.00
Cleaning – Food Involved	\$200.00

*A Food Service Cleaning Charge will be levied to all events where food is served.

Piano **Fee to be based on tuning**
invoice - Available Upon Request

Kitchen

Kitchen for full use: to include all equipment and dishes \$249.00

Caterers' Rate: does not include use of any dishes and/or use of the dishwasher \$187.00

Service Kitchen: use of the kitchen only to serve food; does not include use of any dishes and/or any kitchen equipment \$93.00

Coffee Service:	up to 25 people	\$43.00
	25 – 50 people	\$70.00
	50 – 100 people	\$130.00
	100 - 150 people	\$193.00
	150 – 200 people	\$255.00

Schedule "A"**"Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Civic Centre) Bylaw No. 638.05, 2025"****RATES EFFECTIVE January 1, 2026
QUALICUM BEACH COMMUNITY HALL
Hourly Rates up to Four Hours****C= Commercial****P= Private****NP= Non-Profit**

		C	P	NP
Full Facility	Prime Time	\$62.00	\$48.00	\$33.00
	Non-Prime Time	\$45.00	\$31.00	\$26.00

**Over 4 Hour/Flat Rate
9 am – 2 am**

		C	P	NP
Full Facility	Prime Time	\$448.00	\$375.00	\$280.00
	Non-Prime Time	\$336.00	\$284.00	\$142.00

- Rates include the kitchen
- Rates do not include HST

**Users are responsible for ensuring the space is left in a clean and sanitary condition*

	Attachment 3 Town of Qualicum Beach Policy Manual	
	Subject: Buildings and Grounds - Community Hall and Civic Centre Rentals	
	Policy Number: 4004-1	

Purpose

This policy is to establish controls and a clear process for application to use the Community Hall and Qualicum Beach Civic Centre.

Definitions

Commercial means all bookings and meetings that charge an admission or sell a product.

Private means religious, labour, political, business groups and organizations. Individual renters, and non-profit group fundraising.

Non-Profit means educational, non-profit societies, local sports groups, fitness groups, local cultural and theatre groups.

Special Status Groups/Subsidized Rentals means those that have been approved and/or subsidized by the Town Council.

Prime Time means rentals during the hours between Friday, 5:00 p.m. and Sunday, 5:00 p.m.

Non-Prime Time means rentals during the hours between Sunday, 5:00 p.m. and Friday, 5:00 p.m.

Day Rate means a rental that exceeds a four-hour rental.

Policy

1. Applicants will apply to the Qualicum Beach Civic Centre for the use of the Community Hall and Qualicum Beach Civic Centre.
2. Rentals will be processed by staff with the fees applied as set out in "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" per the classifications identified and defined in this Policy.
3. Different rates will be charged for Commercial, Private or Non-Profit events as set out in the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009".
4. Council will review the rental rates every five years.
5. User groups will be required to provide a damage deposit at the time of booking to reserve the rental space and time.
6. Set-up, take-down and cleaning fees will be assessed at the time of booking.

Procedure

1. Fees for bookings will be assessed at the time of booking based on the organization or event taking place per the classifications outlined in the definitions of this Policy.

2. **Examples of Types of Users**

- (a) Commercial
Dances, trade shows, business meetings/conferences, craft sales.
- (b) Private
Weddings, church functions, union meetings, political rally, parties/dances, or where a liquor licence is required.
- (c) Non-Profit
Bridge clubs, dance clubs, carpet bowlers, residents associations, curling club, historical society, and fitness users.

3. **Kitchen Use**

- (a) Full use of the kitchen includes all equipment and dishes.
- (b) Caterers use of the kitchen does not include use of any dishes and/or use of the dishwasher.
- (c) Service use of the kitchen is only to serve food; it does not include use of any dishes and/or any kitchen equipment.

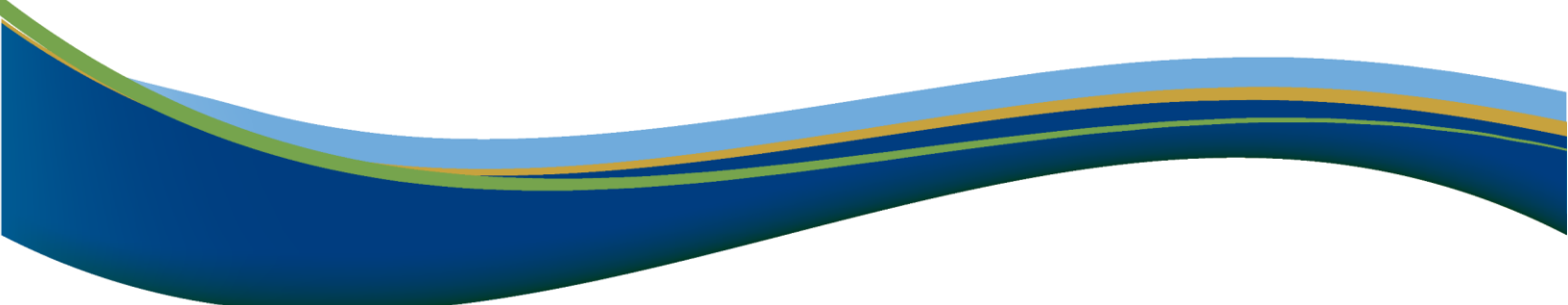
Rates Refer to "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009".

Responsibility Civic Centre Employees, Town Employees

References "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009".

Policy 4004-1a Community Hall and Civic Centre Rental Rates – Subsidized Rentals

Distribution Council
All Departments



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Raj Hayre, Director of Finance

SUBJECT: Property Tax Exemption Bylaws (2026)

GOVERNANCE DECISION

Council is being asked to give three readings to the 2026 Permissive Tax Exemption Bylaws to provide permissive tax exemptions from eligible properties, including two new additions, in accordance with *Community Charter* requirements.

RECOMMENDATIONS:

1. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be introduced and read a first time.
 2. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be read a second time.
 3. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption Bylaw No. 913, 2025" be read a third time.
 4. 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.
 5. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be read a second time.
 6. THAT the Bylaw entitled "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025" be read a third time.
-

PURPOSE

To exempt certain properties from municipal property taxes for the 2026 tax year.

BACKGROUND

Under Section 220 of the *Community Charter*, certain properties receive statutory tax exemptions, including those held by the Province, local governments, libraries, hospitals, schools, cemeteries and places for public worship. Statutory exemptions for places of worship typically apply to the building and land beneath it. However, surrounding lands and ancillary buildings attached to a place of worship, may also receive permissive exemptions at Council's discretion.

Section 224 of the *Community Charter* authorizes Council to grant permissive tax exemptions (PTE) to eligible non-profit organizations and other qualifying entities. Council may exempt a property for a single year or a period of up to ten years, exempting lands or improvements, or both (including portions of lands or improvements) from municipal property taxes, subject to specific conditions and adoption of a Bylaw. The decision to grant a PTE is at Council's discretion, provided that the qualifying criteria specified in the *Community Charter* (s. 224 – 225) is established to Council's satisfaction. There is no obligation to give an exemption. The onus is on each organization requesting a PTE to demonstrate how they meet the eligibility criteria in the *Community Charter*. Eligible examples include property: owned/held by a charitable, philanthropic or other not for profit corporation and used for that purpose; owned/held by a local government or authority and used for that purpose; owned, used or occupied by a religious organization for the purpose of their Church or occupied for public worship; owned by a person who is providing a municipal service under a partnering agreement; owned/held by an athletic or service club or association for public park, athletic or recreation purposes.

The *Community Charter* also requires the Town to publish notice of Council's intention to adopt a PTE Bylaw. The notice must identify the property, the proposed exemption, the number of years for which the exemption may be provided and provide an estimate of the amount of taxes that would be imposed on the property if it were not exempt for the year in which the proposed Bylaw is to take effect and the following two years. The Bylaw must be adopted by October 31st in the year before which the exemption applies.

While Section 224 permits exemption from municipal taxes, there are similar provisions in other taxing authority legislation to extend the exemption to those levies. The *Community Charter* provides that a PTE Bylaw ceases to apply to property when the use or ownership of the property no longer conforms to the conditions necessary to qualify for exemption, and after this, the property is liable to taxation.

Council has historically exempted Island Corridor Foundation (ICF) properties, first through Bylaw No. 646 (2010–2019), and subsequently by including them annually in the PTE Bylaw. Staff propose continuing this exemption for 2026 unless directed otherwise.

DISCUSSION:

As the list of exempt properties has remained largely unchanged; the Town has not required an annual application process. For 2026, staff propose adding two new properties:

- Naked Naturals-Public Parking Lot (733 Memorial Avenue): Owned by Naked Naturals and leased to the Town for public parking, qualifying under s.224(1)(e).
- Qualicum Commons (744 Primrose Avenue): Owned by School District 69 and historically exempt. The Town has entered into a one-year lease to manage the facility. A permissive exemption is recommended to ensure the property remains exempt in 2026.

Staff have prepared bylaws to grant one-year exemptions for 2026. Statutory notice requirements are being met, with advertisements scheduled for the September 24 and October 1 editions of the *PQB News*.

To meet the October 31 adoption deadline, staff recommend giving three readings at the September 17 meeting, with adoption scheduled for October 8, 2025.

FINANCIAL IMPLICATIONS

The proposed exemptions total approximately **\$658,500** in foregone taxes, across municipal, school, regional district, and other levies. Of this amount, approximately **\$305,500** - equivalent to a 2.3% property tax increase - relates specifically to municipal property taxes. These exemptions effectively shift the tax burden to non-exempt taxpayers.

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:

- Statutory notice will be published in the September 24th and October 1st editions of the *PQB News* and posted on the Town's website.
- A copy of the Permissive Tax Exemption Bylaw will be posted on 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

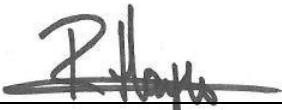
Local governments have the authority to exempt eligible properties from property taxation, but such exemptions are not granted automatically. Exemptions must be provided by bylaw and approved each year by October 31 for the following year's tax exemption.

ALTERNATIVE OPTIONS

- Amend the Bylaws by adding or deleting properties, instructing staff to add conditions or other criteria.
- Other direction of Council.

APPROVALS

Report respectfully submitted by Raj Hayre, Director of Finance



Raj Hayre,
Director of Finance

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Attachment 1:	Town of Qualicum Beach Bylaw No. 913
Attachment 2:	Town of Qualicum Beach Bylaw No. 914
Attachment 3:	Statutory Notice 2026 Proposed Permissive Tax Exemptions

**TOWN OF QUALICUM BEACH
BYLAW NO. 913**

A BYLAW TO EXEMPT PROPERTY FROM TAXATION

WHEREAS, Section 224(2)(a)(i)(c) 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(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 ____ day of September 17, 2025.

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

READ A THIRD TIME this ____ day of September 17, 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 October, 2025.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator

**TOWN OF QUALICUM BEACH
BYLAW NO. 914**

A BYLAW TO EXEMPT PROPERTIES FROM TAXATION

WHEREAS, Section 220(1)(h) of the *Community Charter* provides that a building set apart for public worship, and the land on which the building stands, is exempt from taxation to the extent indicated;

AND WHEREAS, Section 224(2) (f) & (g) of the *Community Charter* provides that Council may exempt from taxation land or improvements in relation to property that is exempt under Section 220(1) or land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that Council considers is necessary to land or improvements so used or occupied;

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 Class 8 (Rec/Non-Profit) land and improvements on the following be exempt from taxation, for the year 2026, pursuant to the *Community Charter*:
 - (a) Lot A, Plan 19140, District Lot 78, Newcastle Land District
Roll Number: 663.400 - 591 Arbutus Street
Church of Jesus Christ of Latter-Day Saints
 - (b) Lot 12, Block 5, Plan 1835, District Lot 53, Newcastle Land District
Roll Number: 176.000 - 423 First Avenue West
Jehovah's Witnesses
 - (c) Lot A, Plan 50661, District Lot 58/59, Newcastle Land District
Roll Number: 319.000 - 138 Hoylake Road West
St. Mark's Anglican Church
 - (d) Lot A, Plan VIP58293, District Lot 60, Newcastle Land District
Roll Number: 406.000 - 150 Village Way
St. Stephen's United Church

- (e) Lot 1, Plan 13066, District Lot 122, Nanoose Land District
 Roll Number: 1149.000 - 825 Village Way
 Christian Fellowship Centre
 - (f) Plan VIP59287, District Lot 57 & 58, Newcastle Land District, THOSE PARTS
 SHOWN AS “ROAD TO BE CLOSED”
 Roll Number: 409.011 - 600 Beach Road
 Qualicum Community Baptist Church
2. This Bylaw may be cited for all purposes as "Town of Qualicum Beach 2026 Taxation Exemption (Places of Worship) Bylaw No. 914, 2025".

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

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

READ A THIRD TIME this ____ day of September 17, 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 October, 2025.

Teunis Westbroek, Mayor

Heather Svensen, Corporate Administrator



Public Notice

Pursuant to Section 227 of the *Community Charter*, notice is hereby given that the Town of Qualicum Beach intends to exempt, by adopting bylaws prior to October 31, 2025, the following properties from municipal property taxes for the 2026 taxation year. The tax figures below are for the estimated amount of the Town's general municipal tax related to the exemption.

Legal Description and Property Address	Estimated Annual Taxes		
	2026	2027	2028
Lots 2 and 3, Plan 3414; 2945/49 Island Hwy W (Welch Park)	\$ 13,597	\$ 14,276	\$ 14,990
Lot 6, Plan 1894; 211 Fern Rd W (Rotary Club)	\$ 4,221	\$ 4,432	\$ 4,653
Lot 1, Plan 27288; 250 First Ave W (Kiwanis Housing)	\$ 24,977	\$ 26,225	\$ 27,537
Plan EPP106404; 136 Village Way W (Kiwanis Housing)	\$ 15,751	\$ 16,539	\$ 17,366
Lot A, Plan 8548; 110 Second Ave W (Village Theatre)	\$ 3,131	\$ 3,287	\$ 3,452
DL 101 & 101A; 2711 Island Hwy W (Tourist Bureau)	\$ 2,131	\$ 2,238	\$ 2,350
Lot B, Plan VIP58293; 644 Memorial Ave (Curling Rink)	\$ 1,849	\$ 1,941	\$ 2,038
Lot 9, Plan 2047; 665 Jones St (Lawn Bowling Club)	\$ 2,030	\$ 2,132	\$ 2,238
Lot A, Plan 42657; 1000 Ravensbourne Ln (Beaufort Squadron)	\$ 2,576	\$ 2,705	\$ 2,841
Lot A, Plan 42657; 1000 Ravensbourne Ln (Arrowsmith SAR)	\$ 5,740	\$ 6,027	\$ 6,328
Lot A, Plan 16180; 587 Beach Rd (Museum)	\$ 3,038	\$ 3,190	\$ 3,350
Lot 3&4, Plan 2008; 181 Sunningdale Rd W (Sea Legacy)	\$ 2,932	\$ 3,079	\$ 3,233
Lot A, Plan 9145; 469 Memorial Ave (QB Memorial Golf Club)	\$ 28,625	\$ 30,056	\$ 31,559
Lot 1, Plan 13424; 210 Crescent Rd W (Valhalla - Hospice)	\$ 11,007	\$ 11,558	\$ 12,136
Lot A, Plan EPP115395; 122 Fern Rd W (TOSH Arts Centre)	\$ 18,865	\$ 19,808	\$ 20,799
Strata Lot 1, Plan VIS5454; 703 Memorial Ave (Seniors' Centre)	\$ 3,871	\$ 4,065	\$ 4,268
Lot A, Plan EPP12448; 744 Primrose Street (Qualicum Commons)	\$ 44,286	\$ 46,500	\$ 48,825
Lot B, Plan EPP115395; 733 Memorial Ave (Naked Naturals-Public Parking Lot)	\$ 12,430	\$ 13,052	\$ 13,705
Block 5, Plan 1894; 180 Veterans' Way (Legion)	\$ 6,799	\$ 7,139	\$ 7,495
Lots 1-4, 9-11, Plan VIP3938; 3319 Island Hwy W (St. Andrews Lodge)	\$ 1,973	\$ 2,072	\$ 2,175
Lot 1, Plan 2080; 330 Dorset Rd (Into the Woods Childcare)	\$ 20,082	\$ 21,086	\$ 22,140
Lot A, Plan VIP66629; Mile 99.13-100.114 (ICF)	\$ 10,248	\$ 10,760	\$ 11,298
Lot A, Plan VIP66629; Mile 100.14-101.59 (ICF)	\$ 16,749	\$ 17,587	\$ 18,466
Lot A, Plan VIP68672; Mile 101.59-103.297 (ICF)	\$ 19,261	\$ 20,224	\$ 21,235
DL 52-60; 174 Railway St (Train Station)	\$ 2,389	\$ 2,508	\$ 2,634
Lot A, Plan 19140; 591 Arbutus St (LDS Church)	\$ 934	\$ 981	\$ 1,030
Lot 12, Plan 1835; 423 First Ave W (Jehovah's Witnesses)	\$ 5,983	\$ 6,282	\$ 6,596
Lot A, Plan 50661; 138 Hoylake Rd W (St. Mark's Church)	\$ 3,850	\$ 4,042	\$ 4,244
Lot A, VIP58293; 150 Village Way (St. Stephen's Church)	\$ 1,841	\$ 1,933	\$ 2,030
Lot 1, Plan 13066; 825 Village Way (Christian Fellowship Centre)	\$ 10,151	\$ 10,659	\$ 11,192
Plan VIP59287; 600 Beach Rd (QB Community Baptist Church)	\$ 4,186	\$ 4,395	\$ 4,615

**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 90m².”; 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.

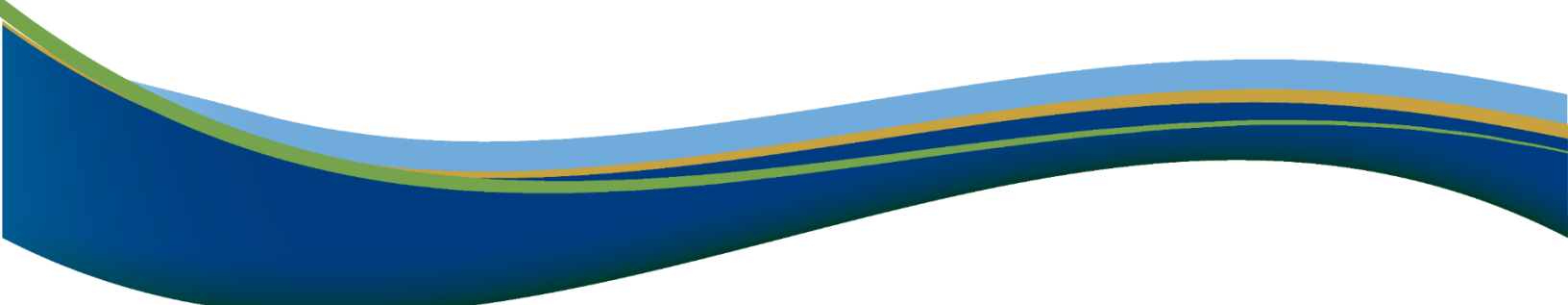
READ A SECOND TIME this 16th day of July, 2025.

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

ADOPTED this day of , 2025.

Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Eaglecrest Revisioning - OCP and Zoning Amendment Bylaws

Governance Decisions:

1. Council is requested to consider advancing amendments to the Official Community Plan (OCP) and Zoning Bylaw to designate specific lands in the Eaglecrest Neighbourhood as “Residential, Institutional and Neighbourhood-scale Commercial” as part of the strategy to acquire Eaglecrest Golf Course.

Note: While Council has until November 1, 2025 to finalize the purchase agreement, amendments to the OCP and Zoning Bylaw are part of the Town’s due diligence process and financing strategy. 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

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;

BE IT RESOLVED:

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

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.

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 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.

PURPOSE

The purpose of this Report is to recommend advancement of Official Community Plan and Zoning Bylaw amendments that designate portions of the Eaglecrest Golf Course Lands for residential, institutional, and limited neighbourhood-scale commercial use. These amendments are integral to the Eaglecrest Revisioning project and are part of the Town's due-diligence process and financing strategy for acquiring the Eaglecrest 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 back to the original zoning and OCP designations.

BACKGROUND

The Eaglecrest Golf Course Lands comprise approximately 42.5 hectares (105 acres) in the Eaglecrest neighbourhood of Qualicum Beach. For many years, the future of these lands has been uncertain, with ongoing speculation about private redevelopment. In July 2025, the Town of Qualicum Beach entered into a conditional Purchase and Sale Agreement to acquire the Eaglecrest Golf Course Lands for \$8.5 million. The proposed acquisition 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, institutional and limited neighbourhood-scale commercial use development and could provide a range of housing and services for the Town.

The potential purchase 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 once the Town has assumed ownership. Short-term financing will be secured through reserve reallocations and the sale of existing Town-owned lots in the Eaglecrest area. Public input and technical studies, including a traffic impact assessment and preliminary site planning, 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 acquisition.

DISCUSSION

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

	Area	Size	Proposed Use
1	Eaglecrest/Country Club	Approx 6,500m ²	Commercial/Residential
2	West of Country Club Drive	Approx 11,700m ²	Residential
3	Country Club Drive/Hwy 19A	Approx 16,800m ²	Institutional/Residential
4	Blind Bogey North	Approx 1,500m ²	Residential
5	Blind Bogey South	Approx 2,700m ²	Residential
6	Yambury Park	Approx 9,100m ²	Residential
7	Highway 19A	Approx 23,163m ²	Residential
8	Royal Dornoch Drive North	Approx 5,010m ²	Residential
9	Royal Dornoch Drive South	Approx 5,900m ²	Residential

The precise mix of housing and the layout of residential units in the proposed residential development parcels will not be finalized prior to the potential acquisition 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 acquisition strategy, while maintaining flexibility for future planning based on community feedback and technical analysis.

While the majority of the parcels under consideration would primarily support residential uses, one parcel at the corner of Country Club Drive and Eaglecrest Drive has potential for small-scale, neighbourhood-oriented commercial development in addition to residential development. This site could be suitable for a mixed-use node that includes neighbourhood commercial. The site would have a site-specific zone applied, which would ensure any commercial uses reflect the needs of the neighbourhood, such as a neighbourhood café or corner store. All other development areas would be limited to residential, except for the parcel on the west side of Country Club Drive, which could include institutional uses, such as supportive seniors' housing, independent living or a care facility.

Beginning in August 2025, Town staff initiated a series of meetings with individual interest-holder groups to gather feedback on the proposed acquisition and land use changes associated with the Eaglecrest Golf Course Lands. Invitations were sent to the four Residents' Associations, and other community stakeholders. In collaboration with the Town's engagement consultant, MODUS, a larger-format public open house was held in early September 2025 to present the proposal and solicit broader community input.

Zoning Details

All nine areas have been assigned residential development potential that is comparable to nearby residential areas. 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 in other areas. On the others, density is described as units per parcel, as smaller parcels are contemplated in these areas with lower density.

Note: For reference, 80 units/ha is equivalent to permitting four dwelling units on a lot size of 500m², similar to land sizes in the "Cottages at Eaglecrest" or West Ridge subdivisions.

Zoning Amendment - Land Use Overview						
	Area	Proposed Zone	Residential Density	Maximum Height	Setbacks and Parcel Coverage	Minimum Lot Size
1	Eaglecrest/Country Club	Comprehensive Development Zone 23 (CD 23)	80 units/ha	11.0m	Parcel Coverage 60% Setbacks: Front lot line 4.5m Rear lot line 4.5m Interior lot line 3.0m Exterior lot line 3.0m	500m ²
2	West of Country Club Drive	Residential 20 (R20)	80 units/ha (not including care beds)	12.75m*	Parcel Coverage 61% Setbacks: Front lot line 2.7m Rear lot line 2.0m	500m ²

					Interior lot line 3.0m Exterior lot line 3.5m	
3	Country Club Drive/Hwy 19A	Institutional Residential	80 units/ha	17.5m*	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	R1	Same as surrounding area (Residential 1)			500m ²
5	Blind Bogey South	R1	Same as surrounding area (Residential 1)			500m ²
6	Yambury Park	R1	Same as surrounding area (Residential 1)			500m ²
7	Highway 19A	R1	Same as surrounding area (Residential 1)			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

* West of Country Club Drive and Country Club Drive/Highway19A area have been assigned different maximum heights, recognizing that additional height in this part of the parcel will not block views from other properties and will allow full utilization of the land as a multi-residential/institutional site.

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.

Official Community Plan Amendment

The proposed OCP amendment would change the land use designation for nine land areas as follows:

OCP Amendment - Land Use Overview			
	Area	Current OCP Designation	Proposed OCP Designation
1	Eaglecrest/Country Club	Parks and Recreation	Commercial/Residential
2	Country Club Drive/Hwy 19A	Parks and Recreation	Institutional/Residential
3	West of Country Club Drive	Parks and Recreation	Multi-family Residential
4	Blind Bogey North	Parks and Recreation	Residential
5	Blind Bogey South	Parks and Recreation	Residential
6	Yambury Park	Parks and Recreation	Residential
7	Highway 19A	Parks and Recreation	Residential

8	Royal Dornoch Drive North	Parks and Recreation	Residential
9	Royal Dornoch Drive South	Parks and Recreation	Residential

Where applicable, all parcels in Eaglecrest 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 is subject to a detailed design review, with guidelines for building siting, massing, landscaping, and compatibility with the surrounding neighbourhood. 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 2025 OCP Review. Where applicable, including the Eaglecrest Lands into a DPA and creating new DPAs will occur within the 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, institutional or commercial 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.

NEXT STEPS

Staff are in the process of including, as part of the OCP Review, parcels into existing DPAs, as well as creating a new DPA area specific to the Eaglecrest Golf Course. The Form and Character Development Permits will be required prior to the approval of any specific development plans or the commencement of construction activity. All multi-unit residential, commercial, or institutional development will be subject to the Town's Development Permit Area guidelines to ensure a high standard of design and neighbourhood integration.

The Town has engaged the public, including a Public Information Meeting on September 9, 2025. These consultations will guide final land use decisions and subdivision design, in conjunction with ongoing technical studies, including a traffic impact assessment, environmental review, and infrastructure capacity analysis.

As outlined in the public "Frequently Asked Questions", the Town's current strategy anticipates recouping an estimated minimum of \$8.5 million through land sales to fund the acquisition 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 in the Eaglecrest Neighbourhood such as separated walking paths, park improvements, or the construction of a roundabout 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 designer who would prepare a revised nine-hole course concept and associated cost estimates. Should upgrades to the Eaglecrest Golf Course be included as part of the acquisition 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 after public consultation is complete and Council is satisfied with the technical information that has been provided.

FINANCIAL IMPLICATIONS

To facilitate the acquisition of the Eaglecrest Golf Course Lands, Council has directed staff to bring forward an amendment to the 2025-2029 Financial Plan prior to November 1, 2025 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 acquisition will 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. 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.

The financial strategy assumes that the sale of existing Town-owned lands will generate approximately \$1,950,000 prior to November 1, 2025. Staff will present land disposition options for Council's consideration at a future meeting. If proceeds are not received by that date, Council may consider temporary bridge financing through the Asset Replacement Reserve and Accumulated Surplus until the sale proceeds are received.

Finally, it is important to note that should the Town proceed with both the acquisition 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.

SUMMARY

This report recommends that Council give first and second readings to the Eaglecrest specific amendments to the Official Community Plan and Zoning Bylaw, to continue consultation (including notification of Qualicum First Nation), and to set a Public Hearing for October 6, 2025. The amendments would designate nine areas of the Eaglecrest Golf Course Lands for residential, institutional, and limited neighbourhood-scale commercial uses, supported by Form

and Character Development Permit controls, while preserving natural parkland and retaining a redesigned nine-hole course. Pre-zoning provides the policy framework needed to recover the \$8.5 million acquisition cost and funding for amenities through targeted land sales. This initiative will also require short-term reserve reallocations and the deferral of several capital projects and Strategic Initiatives until sale proceeds replenish those funds. Public engagement, technical studies, and subsequent Development Permits will refine the final land use mix, subdivision design, and infrastructure requirements, if the acquisition proceeds, before any development approvals are issued.

ALTERNATIVES

1. 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
Attachment 2: OCP Amendment Bylaw No. 800.08

Appendix A: Zoning and OCP Amendment – Land Use Overview



**TOWN OF QUALICUM BEACH
BYLAW NO. 900.06**

**A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 900, 2024**

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

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

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

“Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024” is hereby amended as follows:

1. “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 3.4.66 ‘Neighbourhood Residential Commercial 1’ 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 Neighbourhood Residential Commercial 1 (NRC1) 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 Lot 1, District Lot 122, Nanoose District, Plan VIP63131, (PID: 023-385-481) (589 Country Club Drive) from Recreation 3 (F3) to Institutional Residential 1 (IR1) as shown outlined in a heavy black line on Schedule ‘E’ 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 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 20 (R20) as shown outlined in a heavy black line on Schedule 'F' which is attached to, and forms part of, this Bylaw.
7. "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.
8. "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.
9. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation 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.
10. "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 1 (R1) as shown outlined in a heavy black line on Schedule 'J' which is attached to, and forms part of, this Bylaw.
11. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 4-A, District Lot 88, Nanoose Land District, Plan 1286 Except Part in Plan 12661, (PID 007-631-669) (666 Yambury Road) from Recreation 1 (F1) to Residential 1 (R1) as shown outlined in a heavy black line on Schedule 'K' which is attached to, and forms part of, this Bylaw.
12. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 97, District Lot 108, Nanoose Land District, Plan 35350, (PID 000-339-997) (650 Yambury Road) from Recreation 1 (F1) to Residential 1 (R1) as shown outlined in a heavy black line on Schedule 'L' which is attached to, and forms part of, this Bylaw.
13. "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 Neighbourhood Residential Commercial 1 (NRC1) as shown outlined in a heavy black line on Schedule 'C' which is attached to, and forms part of, this Bylaw.

14. "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.
15. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 1, District Lot 122, Nanoose District, Plan VIP63131, (PID: 023-385-481) (589 Country Club Drive) from Recreation 3 (F3) to Institutional Residential 1 (IR1) as shown outlined in a heavy black line on Schedule 'E' which is attached to, and forms part of, this Bylaw.
16. "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 20 (R20) as shown outlined in a heavy black line on Schedule 'F' which is attached to, and forms part of, this Bylaw.
17. "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.
18. "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.
19. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation 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.
20. "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 1 (R1) as shown outlined in a heavy black line on Schedule 'J' which is attached to, and forms part of, this Bylaw.
21. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 4-A, District Lot 88, Nanoose Land District, Plan 1286 Except Part in Plan 12661, (PID 007-631-669) (666 Yambury Road) from Recreation 1 (F1) to Residential 1 (R1) as shown outlined in a heavy black line on Schedule 'K' which is attached to, and forms part of, this Bylaw.

22. "Schedule 6A – Zoning Map" is hereby amended by changing the zoning designation of Lot 97, District Lot 108, Nanoose Land District, Plan 35350, (PID 000-339-997) (650 Yambury Road) from Recreation 1 (F1) to Residential 1 (R1) as shown outlined in a heavy black line on Schedule 'L' which is attached to, and forms part of, this Bylaw.

23. This Bylaw may be cited as "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (Eaglecrest) Bylaw No. 900.06, 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. 900.06

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	17.5m
Parcel Coverage	50%
Floor Area Ratio	2

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 3.4.66

NEIGHBOURHOOD RESIDENTIAL COMMERCIAL 1**NRC1****Permitted Uses and Minimum Site Area****Permitted Use****Required Site Area**

- | | |
|------------------------------------|-------------------|
| a) Neighbourhood Cafe | n/a |
| b) Neighbourhood Convenience Store | n/a |
| c) Residential Use | |
| - per dwelling unit | 180m ² |

Maximum Number and Size of Buildings and Structures

Height	11.0m
Parcel Coverage	60%

Minimum Setback Requirements

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

Except:

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

Definitions

For the purpose of the Neighbourhood Residential Commercial 1 zone, the following definitions are applicable:

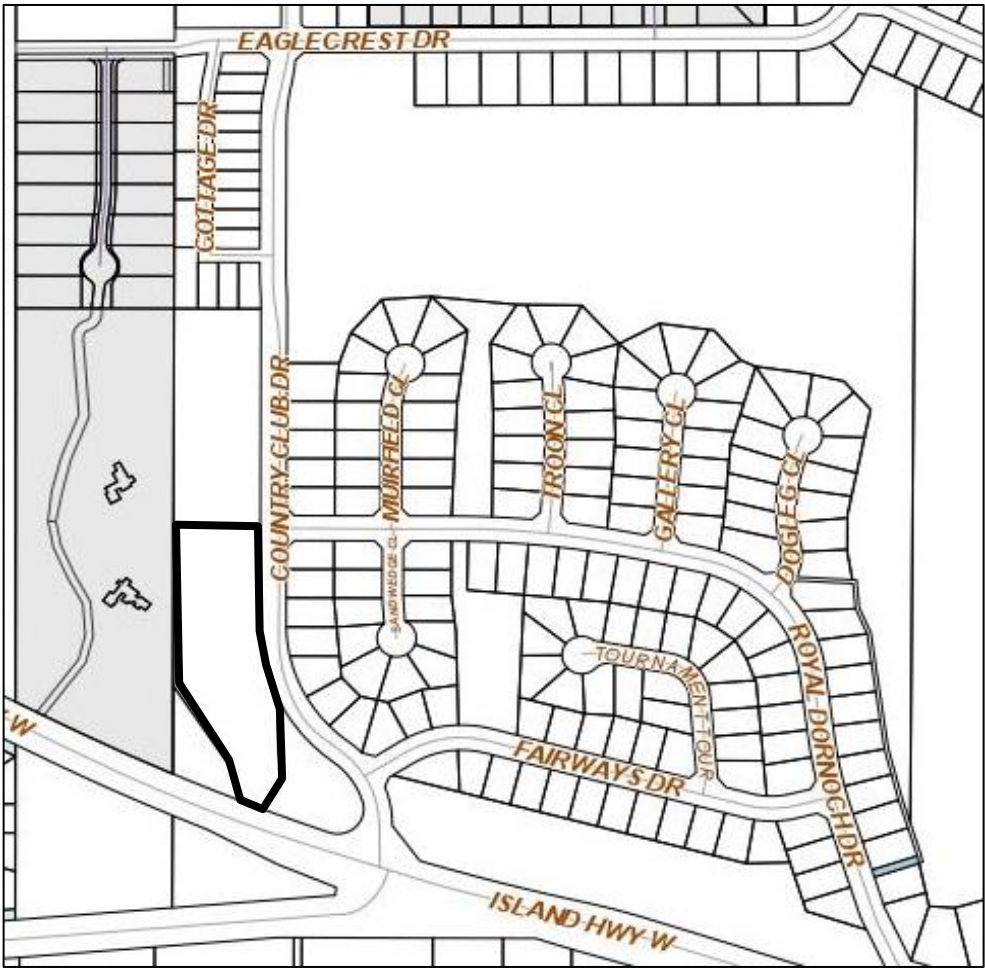
neighbourhood café means the use of a building or structure for the service to customers of coffee, tea and light refreshments, including service of pre-prepared or rapidly prepared food directly to customers at a walk-up counter, for consumption on or off the premises.

neighbourhood convenience store means a retail commercial establishment supplying daily household goods, newspapers and magazines, pre-packaged food and beverage products, sandwiches and other freshly prepared foods, such as salads, baked goods, and fresh fruits and vegetables.

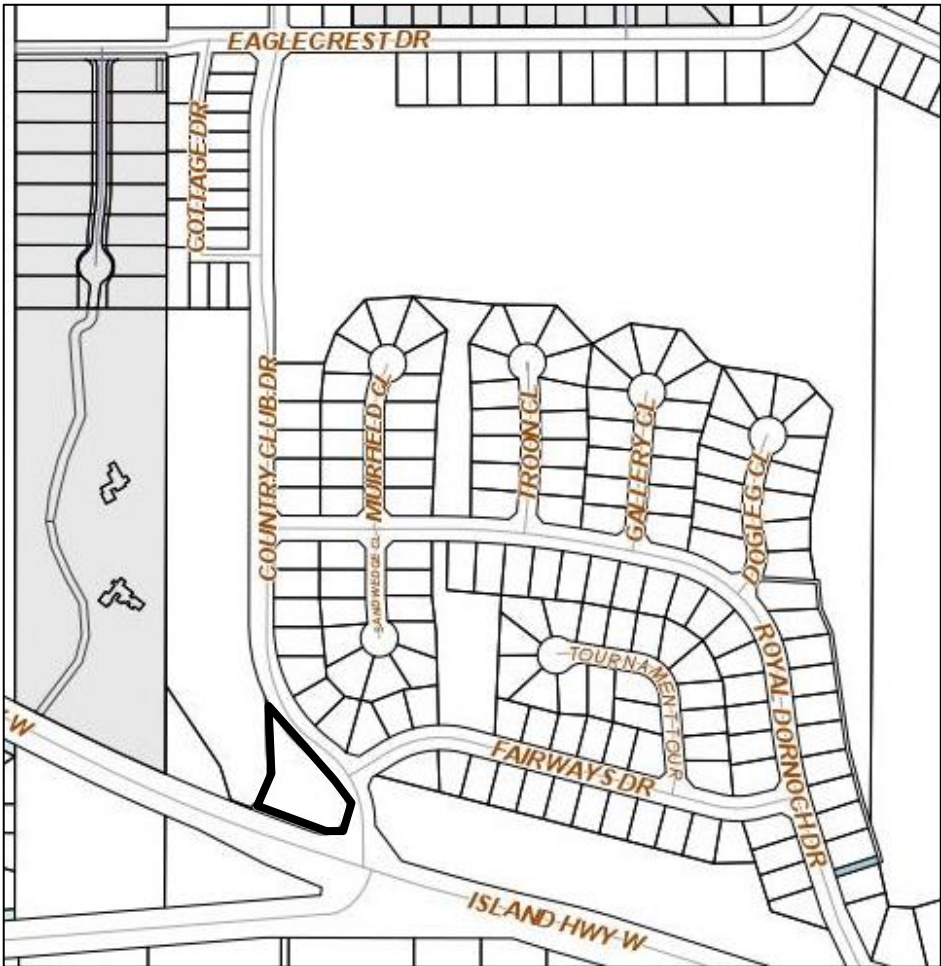
Schedule 'C' – Bylaw No. 900.06



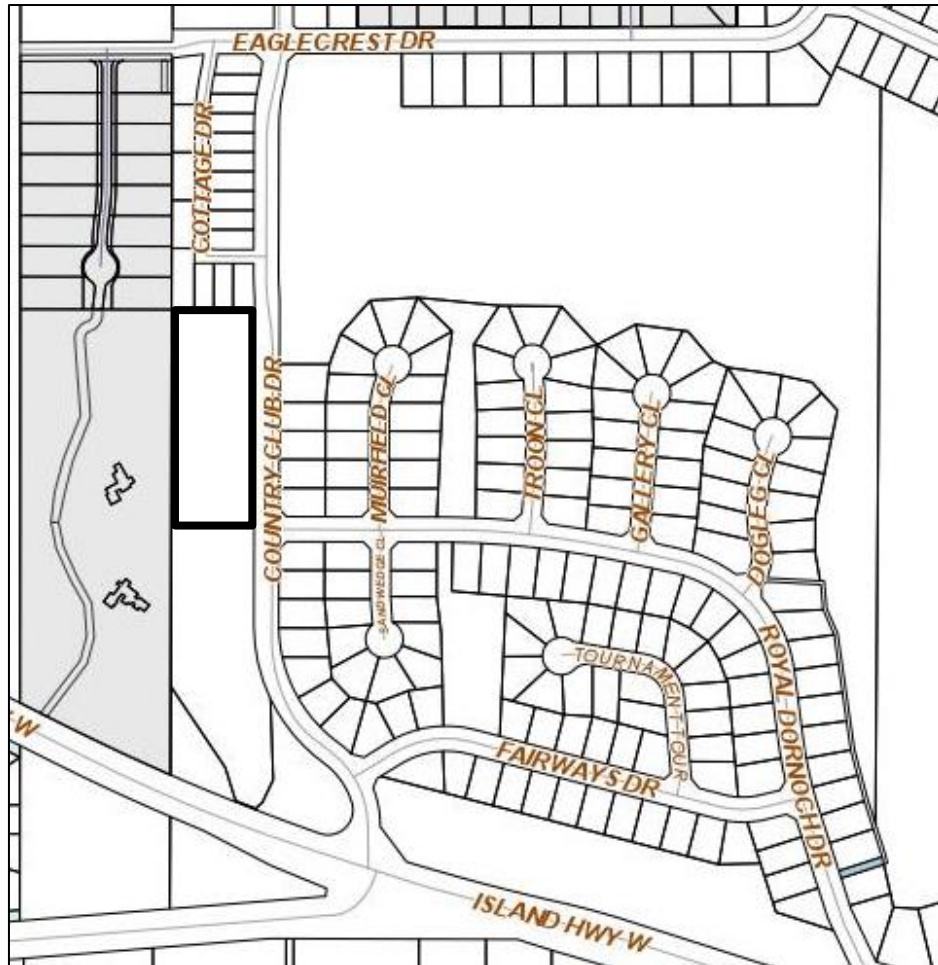
Schedule 'D' – Bylaw No. 900.06



Schedule 'E' – 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



Schedule 'K' – Bylaw No. 900.06



Schedule 'L' – 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 zoning 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 Commercial/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 zoning designation 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 6A – Zoning Map” is hereby amended by changing the zoning designation of Lot 1, District Lot 122, Nanoose District, Plan VIP63131, (PID: 023-385-481) (589 Country Club Drive) from Recreation 3 (F3) to Institutional Residential 1 (IR1) as shown outlined in a heavy black line on Schedule ‘C’ which is attached to, and forms part of, this Bylaw.
4. “Schedule 2.1 Land Use” is hereby amended by changing the zoning designation 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.
5. “Schedule 2.1 Land Use” 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 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.
6. “Schedule 2.1 Land Use” is hereby amended by changing the zoning 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.
7. “Schedule 2.1 Land Use” is hereby amended by changing the zoning 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.

8. "Schedule 2.1 Land Use" is hereby amended by changing the zoning 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.
9. "Schedule 2.1 Land Use" is hereby amended by changing the zoning designation of Lot 4-A, Plan 1286 Except part in Plan 12661, DL 88, Nanoose District (PID 007-631-669) (666 Yambury Road) from Parks and Recreation to Single-family Residential as shown outlined in a heavy black line on Schedule 'I' which is attached to, and forms part of, this Bylaw.
10. "Schedule 2.1 Land Use" is hereby amended by changing the zoning designation of Lot 97, Plan 35350, DL 108, Nanoose District (PID 000-339-997) (650 Yambury Road) from Parks and Recreation to Single-family Residential as shown outlined in a heavy black line on Schedule 'J' which is attached to, and forms part of, this Bylaw.
11. 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 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.

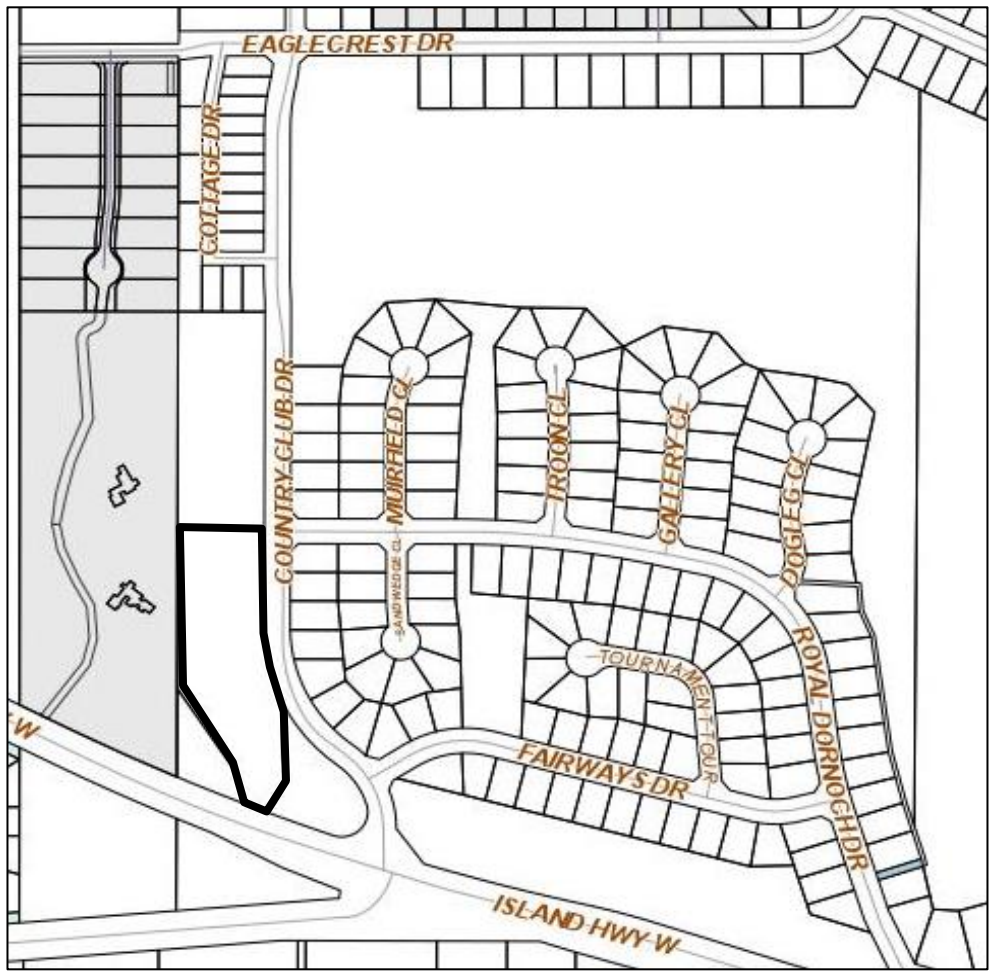
Teunis Westbroek
Mayor

Heather Svensen
Director of Corporate Services/Deputy CAO

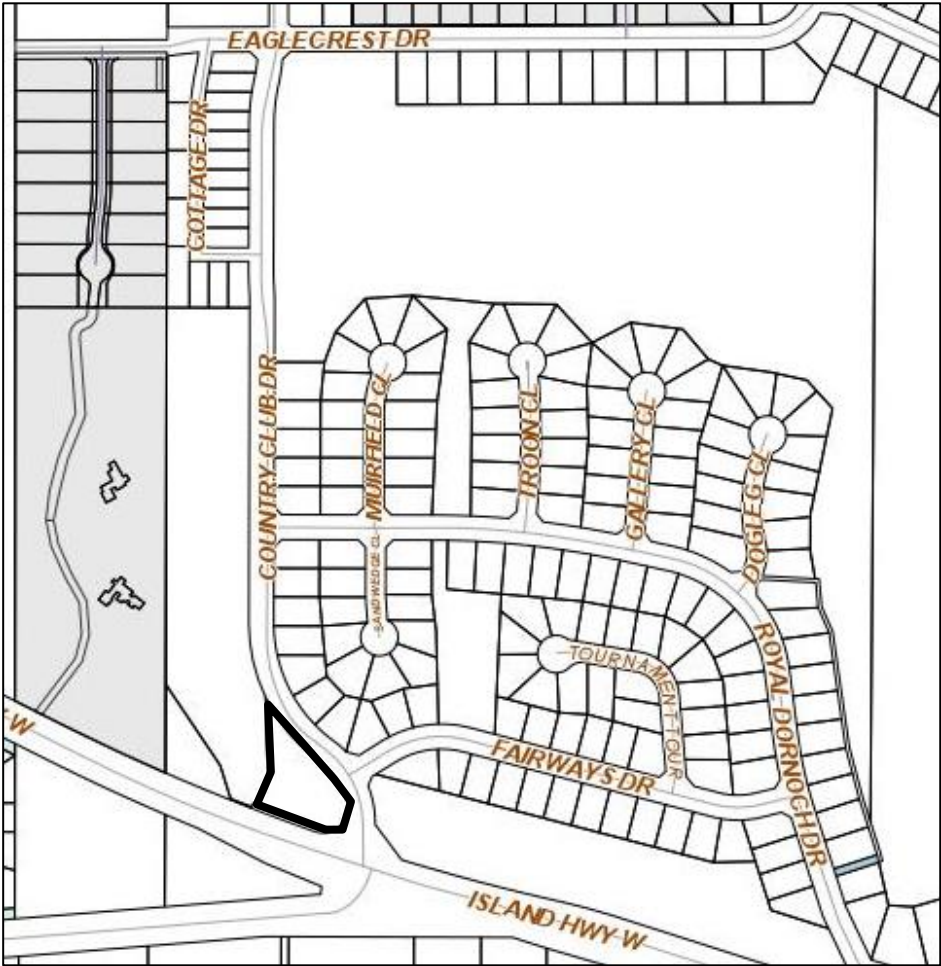
Schedule 'A' – Bylaw No. 800.08



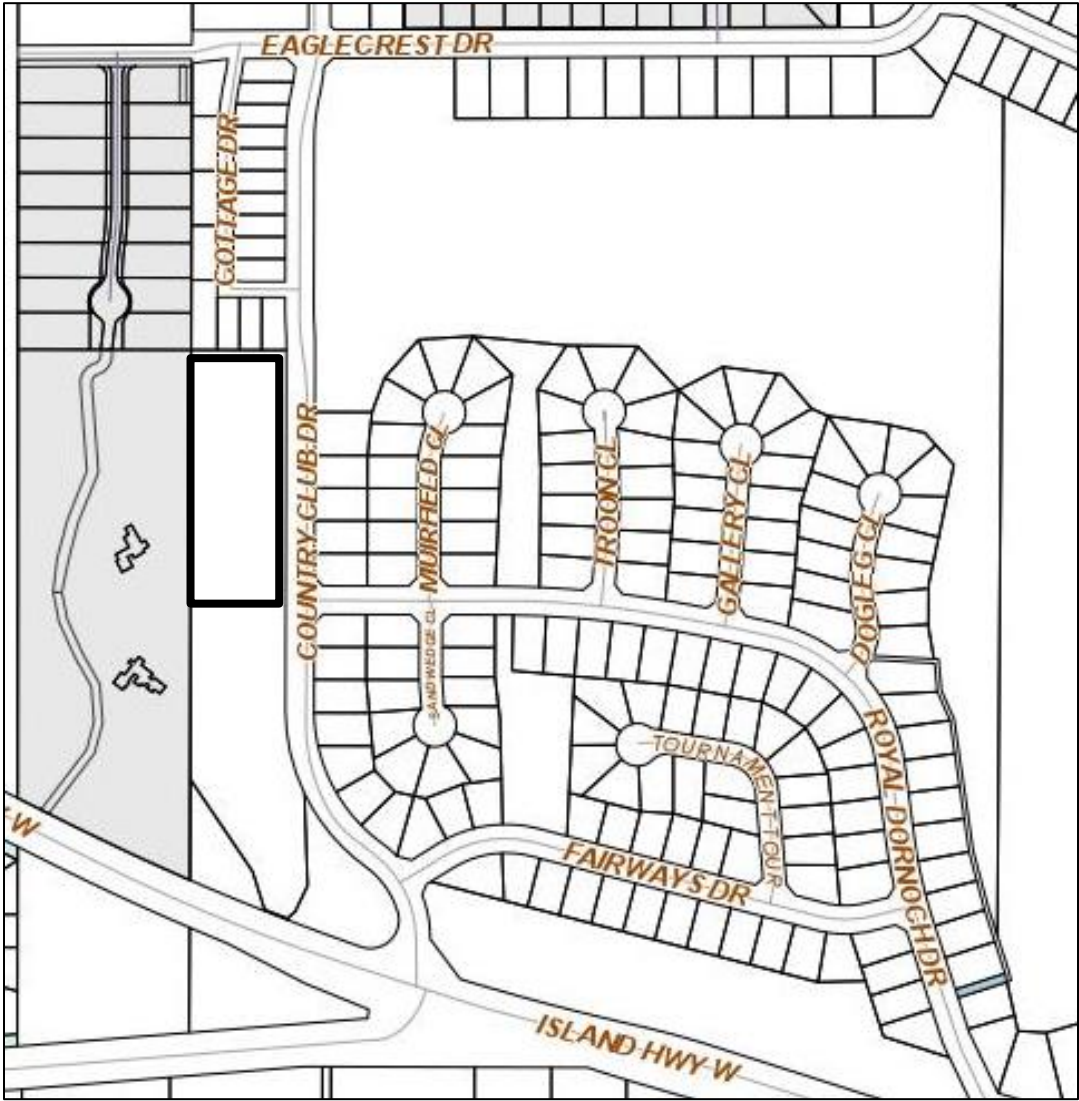
Schedule 'B' – Bylaw No. 800.08



Schedule 'C' – Bylaw No. 800.08



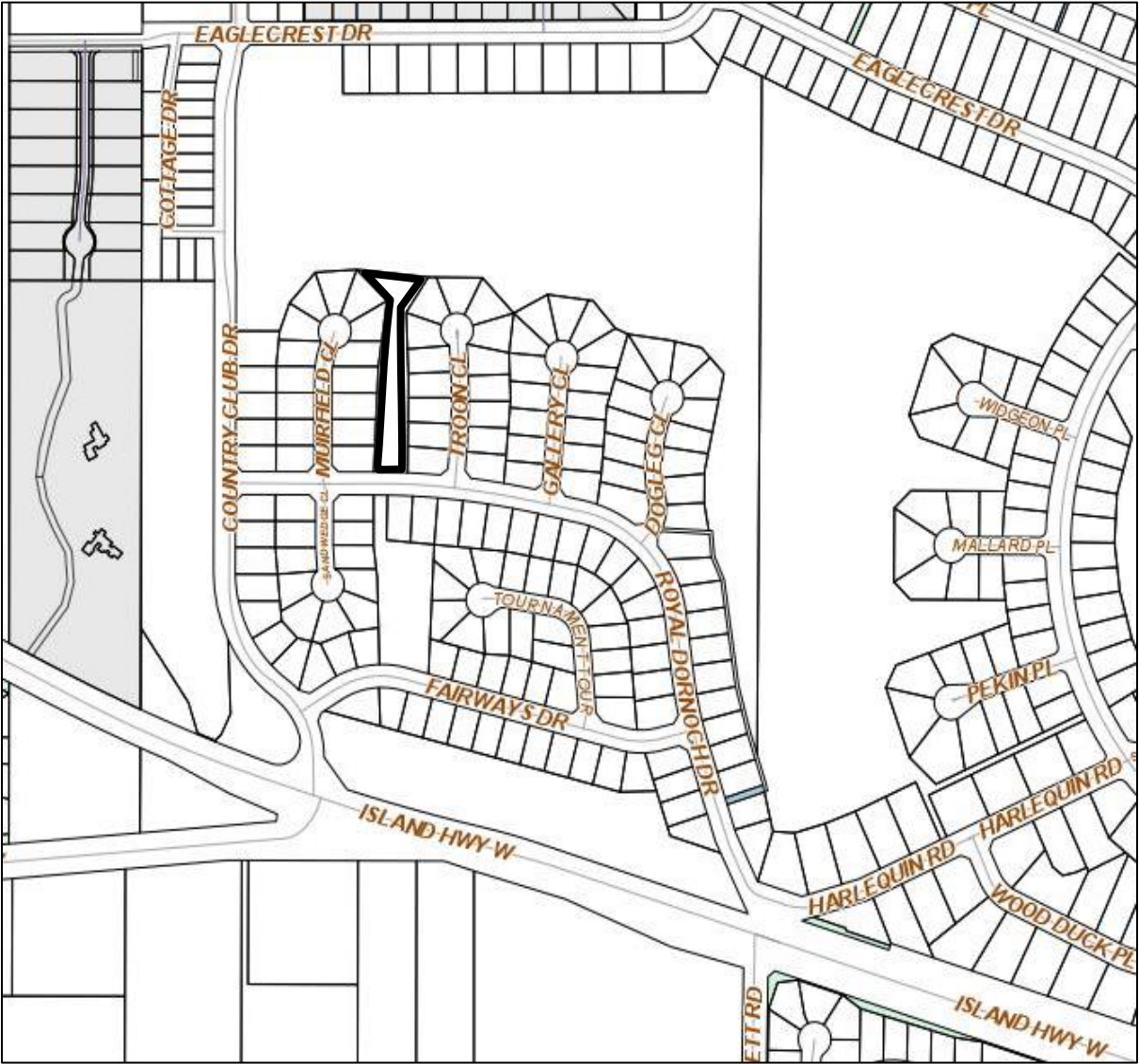
Schedule 'D' – Bylaw No. 800.08



Schedule 'E' – Bylaw No. 800.08



Schedule 'F' – Bylaw No. 800.08



Schedule 'G' – Bylaw No. 800.08

Schedule 'H' – Bylaw No. 800.08

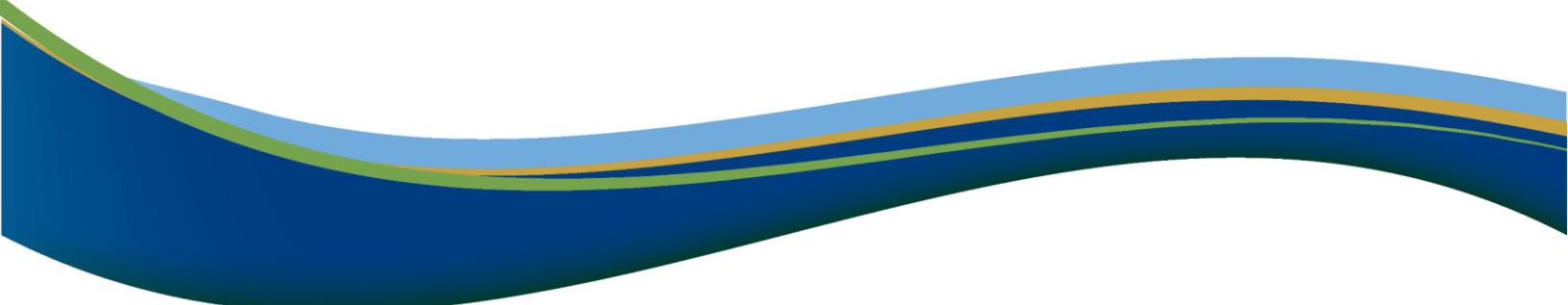


Schedule 'I' – Bylaw No. 800.08



Schedule 'J' – Bylaw No. 800.08





TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900-20-900.004

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Zoning Amendment: 510 Chester Road

GOVERNANCE DECISION

A governance decision is requested for 510 Chester Road to determine whether or not to proceed with the zoning amendment application for this property.

RECOMMENDATION

1. 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.
 2. 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.
-

PURPOSE

To consider a development proposal for 510 Chester Road that would facilitate the subdivision of the parcel into nine parcels, with one detached dwelling unit permitted on each parcel. This development would be a bare land strata subdivision.

BACKGROUND

The owner of 510 Chester Road has submitted a development proposal for the subject property. The proposal is to subdivide the property into nine parcels and permit one dwelling unit per parcel. The subject property currently has one existing house on the site, which is proposed to be remain. The property is currently zoned Rural Residential 1 (RR1) and falls within Subdivision District "D". The RR1 zone is the zone applied to properties over one acre, and under the RR1 zone, a maximum of two dwelling units are permitted. As well, Subdivision District "D" requires a minimum parcel size of 700m² and a minimum highway frontage of 23m. To facilitate the bare land strata subdivision and development of the property as proposed, a zoning amendment is required. If approved, the zoning would be amended from RR1 to Small Lot Residential 1 (SLR1), which is a new residential zone, and the Subdivision District would be

amended from Subdivision District “D” to Subdivision District “K”. Subdivision District “K” requires a minimum parcel area of 400m² and a minimum parcel width of 10m.

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

On July 16, 2025, the application went before Council so staff could receive direction. At that meeting, Council adopted the following motions:

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

Since Council determined that this zoning amendment application is compliant with the Official Community Plan (OCP), no Public Hearing is permitted as per Bill 44 legislation, *Housing Statutes (Residential Development) Amendment Act*. At time of writing this memo, Staff have met the legislative requirements for notification, including publishing a notice in the local newspaper and delivered notices to properties within 100m of the subject property.



Figure 1: Subject Property

THIS SPACE LEFT INTENTIONALLY BLANK

DISCUSSION

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

Zoning Provision	Zoning Comparison	
	Existing Zoning	Proposed Zoning Amendment
Zoning	Rural Residential 1 (RR1)	Small Lot Residential 1 (SLR1)
Density	2 dwelling units	4 dwelling units (to be restricted by a S. 219 Covenant to 1 dwelling unit per parcel).
Parcel Coverage	35%	55%
Height	9.0m	11.0m
Front Setback	8.0m	2.5m
Interior Side Setback	1.5m with a minimum aggregate total of 4.5m	1.0m
Exterior Side Setback	4.5m	2.5m
Rear Setback	3.0m	2.5m
Parking (off-street)	1 space per dwelling unit	1 space per dwelling unit

2018 Official Community Plan (OCP)

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

- Land designated as “Single-family Residential” on map ‘Schedule 2.1’ of this Bylaw shall not exceed development densities of 25 dwellings/ha, exclusive of secondary suites and garden suites. This density shall only be supported where developments are compatible with the form and character of the existing neighbourhood, including height, setbacks, landscaping and architectural style. On a typical residential lot, 25 units per hectare equates to two dwelling units.
Staff Comment: The proposed zoning complies with the OCP land use and density. It should be noted that the density of 25 units/ha is no longer the maximum as residential parcels now permit four dwellings per parcel.
- The use of land within the “Single-family Residential” area shall be in accordance with the environmental policies and development permit area requirements of the Plan.
Staff Comment: The subject property falls within Development Permit Area: Residential Multi-Unit Housing: RMUH1. A Development Permit is not required for single detached dwelling units, which is the housing type proposed for this development.
- The Town shall review its zoning regulations with the intent of limiting the height of buildings within the central waterfront “Single-family Residential” area, between the foot of Garrett Road and the foot of Memorial Avenue, to one storey.
Staff comment: n/a
- The Town shall review its regulations regarding construction elevations on the waterfront to adapt to rising sea levels.
Staff comment: n/a

5. The Town will entertain rezonings for a limited amount of small-scale neighbourhood-oriented commercial centres with a maximum floor area of 300m² to provide for daily needs, goods and services in appropriate locations within, or close to, “Single-family Residential” areas. Preference will be given to commercial locations where expansion of the existing commercial use can provide such goods and service.

Staff Comment: n/a

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

Staff Comment: The proposed development will conform to the BC Energy Step Code requirements established in Building Bylaw No. 903, 2024.

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

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

S. 219 Restrictive Covenant

Should Council advance the proposed zoning amendment for 510 Chester Road, the property will be subdivided through a bare land strata subdivision. To ensure that the houses are constructed substantially as proposed, staff recommend that a Section 219 covenant be prepared and registered by the owner prior to final adoption of the zoning bylaw amendment. The Section 219 covenant will also ensure that the proposed number of units, one detached dwelling unit per parcel, is built despite more units being permitted within the zoning. The use of a Section 219 covenant in this context is consistent with provincial legislation and provides a viable mechanism for the Town to maintain oversight on design without requiring a Development Permit.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- The public is informed of this proposal through the presentation of this staff report.
- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

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

SUMMARY

A zoning amendment application has been received to amend the zoning for 510 Chester Road. If Council proceeds with the zoning amendment, the zoning will change from RR1 to SLR1, and the Subdivision District will change from Subdivision District "D" to Subdivision District "K" to facilitate the subdivision of the parcel into nine bare land strata parcels, with one detached dwelling unit proposed per parcel. The application previously went before Council on July 16, 2025. At that Council meeting, Council determined the application aligned with the Town's OCP, and as such, a Public Hearing is not required. Staff recommend proceeding with first reading of the zoning amendment bylaw at this time.

ALTERNATIVE OPTIONS

1. THAT Council denies the zoning amendment application for 510 Chester Road.
2. THAT Council refers the application for 510 Chester Road to the Advisory Planning Commission with specific instruction for consideration:
3. THAT Council provides alternative direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales
Director of Planning
and Community Development
Concurrence

REFERENCES

- Attachment 1: Submitted Plans for 510 Chester Road
Attachment 2: Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024
Amendment (510 Chester Road) Bylaw No. 900.04, 2025

C.A. DESIGN

April 23, 2025

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

Att: Luke Sales – Director of Planning

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

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

Context & Land Use

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

Development Proposal

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

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

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

Form and Character

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

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

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

Landscape

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

Parking

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

Civil Works

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

Green building

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

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

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

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

In Support of this request please find enclosed:

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

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

Yours Truly,

A handwritten signature in black ink, appearing to be "J. Larson", with a stylized, cursive-like script.

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



510 CHESTER ROAD

QUALICUM BEACH

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

TITLE PAGE
CONCEPTUAL

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

Sheet #

1

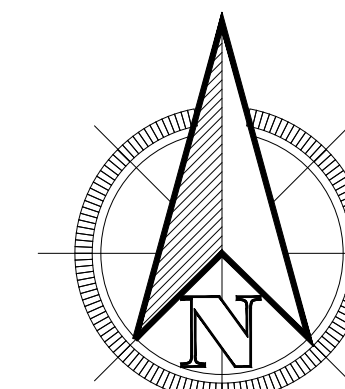


Location Map
Scale: nts

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
LOCATION MAP
CONCEPTUAL

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



ASPEN ROAD

CHESTER ROAD

EXISTING DWELLING

Existing Site Data**LEGAL DESCRIPTION:**LOT A, DISTRICT LOT 78, NANOOSE & NEWCASTLE DISTRICTS
PLAN 25027**CIVIC ADDRESS:**

510 CHESTER ROAD, QUALICUM BEACH, B.C.

EXISTING ZONING:

TOWN OF QUALICUM BEACH - RR1

ZONING DETAILS:**REQUIRED SETBACKS:**

FRONT = 8.0m

INT. SIDE = 1.5m

EXT. SIDE = 4.5m

REAR = 3.0m (<4.5m in height)
= 6.0m (>4.5m in height)

MAX. PARCEL COVERAGE = 35%

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

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

15m (49'-3") X 28m (91'-10")

SEE SHEETS 5 FOR PROPOSED LAND USE DETAILS

SEE SHEETS 6-9 FOR HOME CONCEPT

TYPICAL LOT:

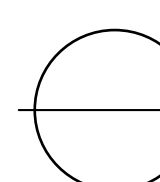
15m (49'-3") X 28m (91'-10")

SEE SHEETS 5 FOR PROPOSED LAND USE DETAILS

SEE SHEETS 6-9 FOR HOME CONCEPT

--- MIN. REQUIRED BUILDING SETBACKS

--- PROPERTY LINE

 **Site Plan**
Scale: 1:200

VILLAGE WAY

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

SITE PLAN
PROPOSED

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

Sheet #

3



Site Plan
Scale: 1:200

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
SITE PLAN
PHOTO LAYOVER

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

Zoning Summary

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

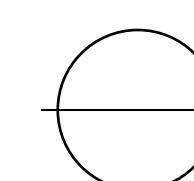
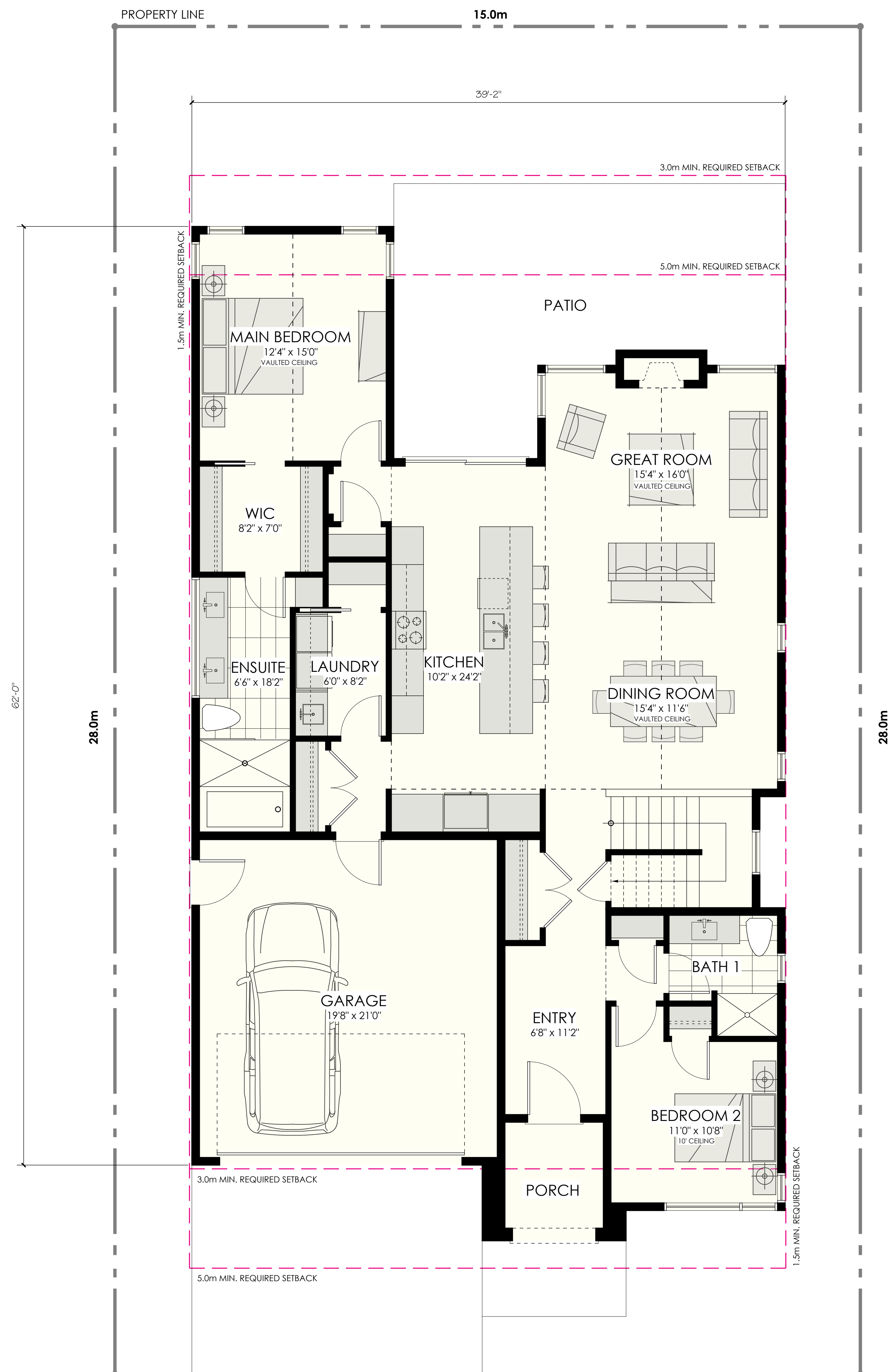
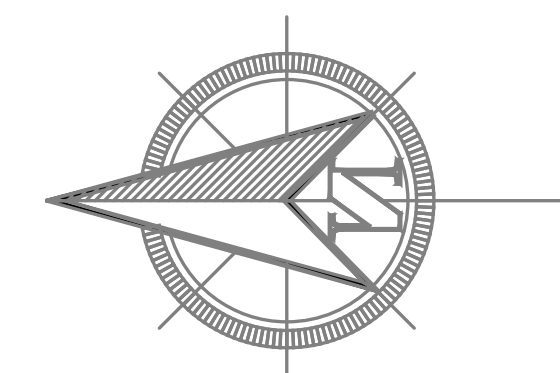
STATISTICS	EXISTING	PROPOSED	NOTES
ZONING	RURAL RESIDENTIAL 1 (RR1)	SMALL LOT RESIDENTIAL	N/A
OCP LAND USE DESIGNATION	SINGLE FAMILY RESIDENTIAL	SINGLE FAMILY RESIDENTIAL	N/A
PERMITTED USES	Home Occupation, Residential, Bed & Breakfast Agriculture	Home Occupation, Residential, Bed & Breakfast	N/A
PARCEL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

156 Fern Road West, Qualicum Beach, V9K 2T5

15m (49'-3") X 28m (91'-10")

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

2168 sq. ft.



Main Floor Plan

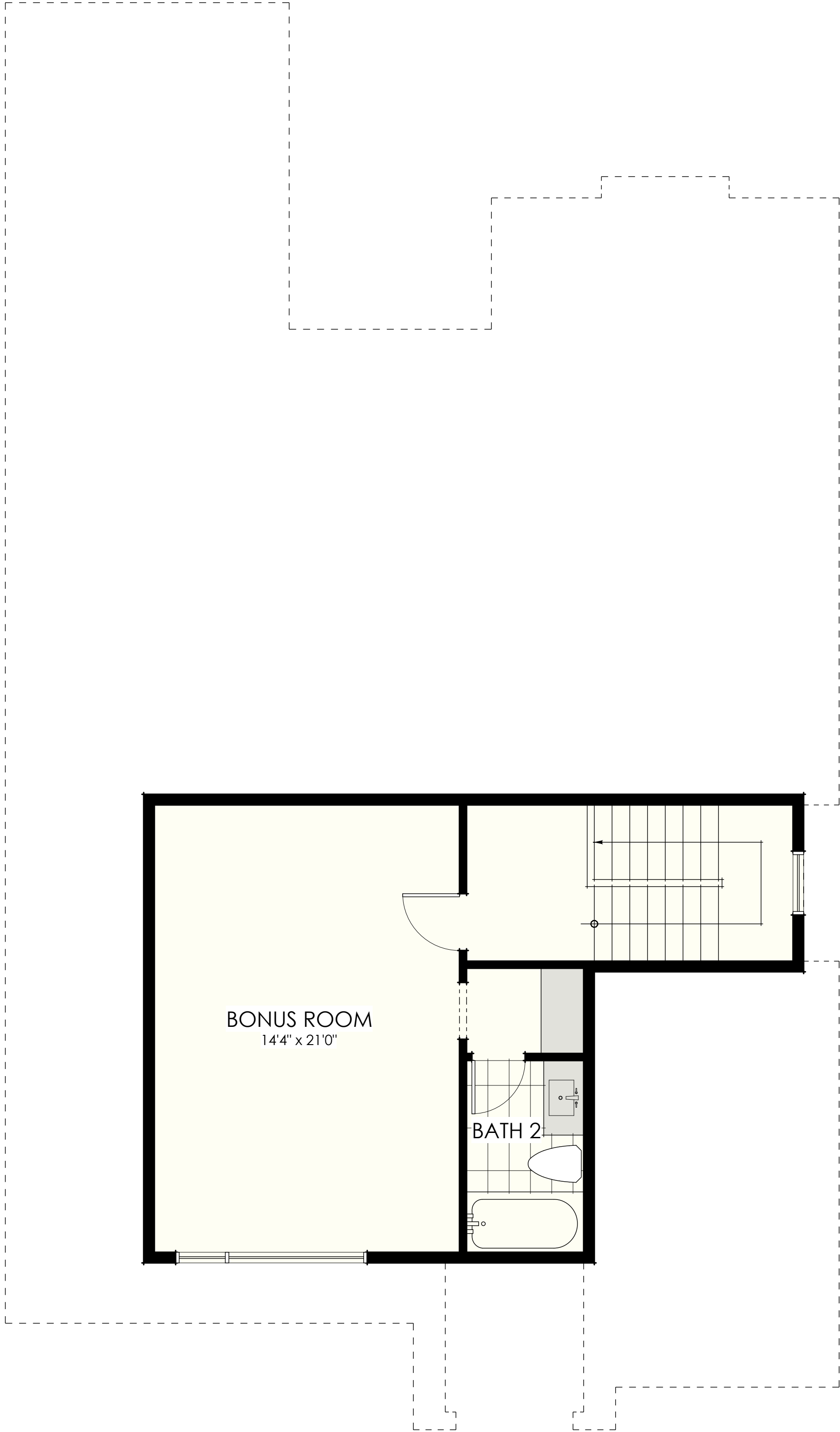
Floor Area = 1,703 sq. ft.
(Not Including Garage)

510 CHESTER ROAD
QUALICUM BEACH

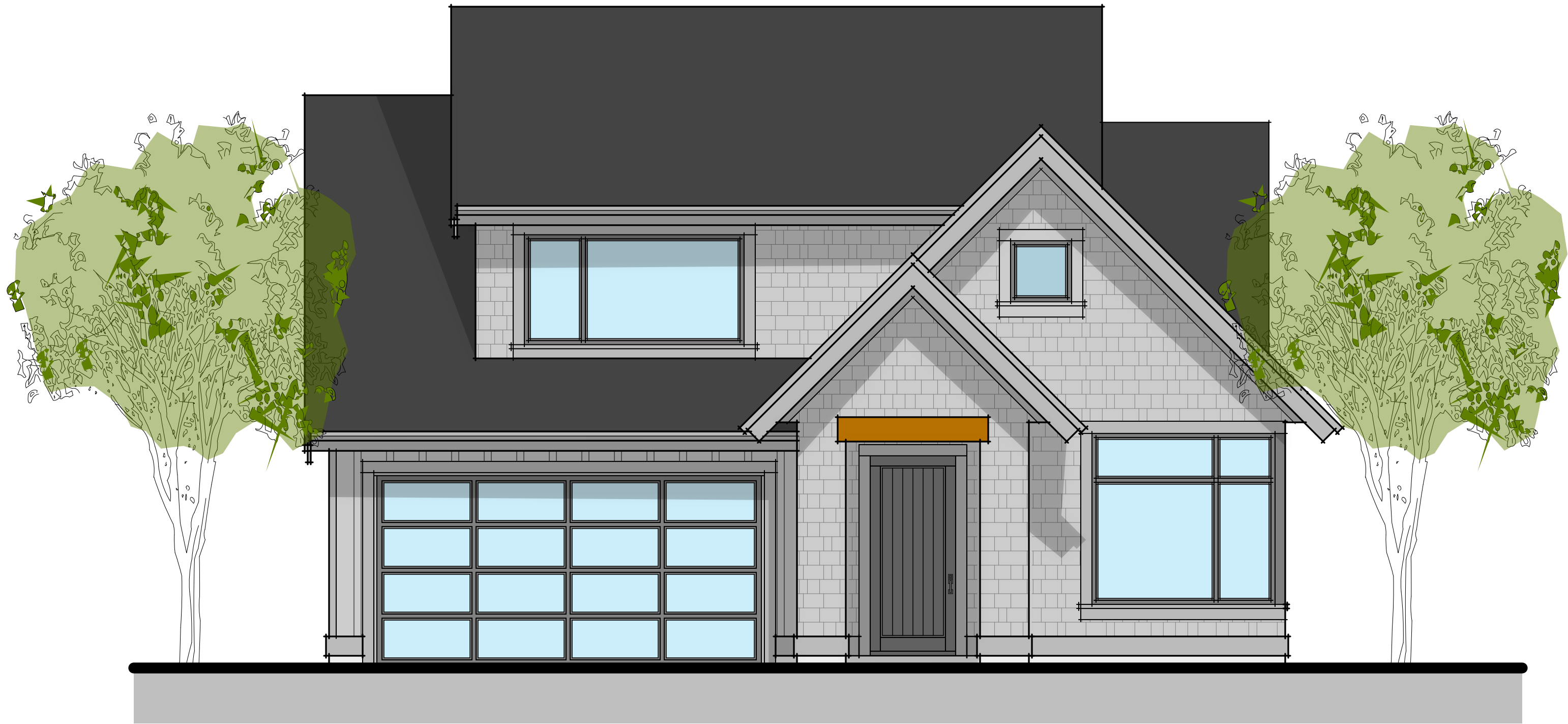
HOME TYPE - A

PLAN CONCEPT

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



Upper Floor Plan
Floor Area = 465 sq. ft.



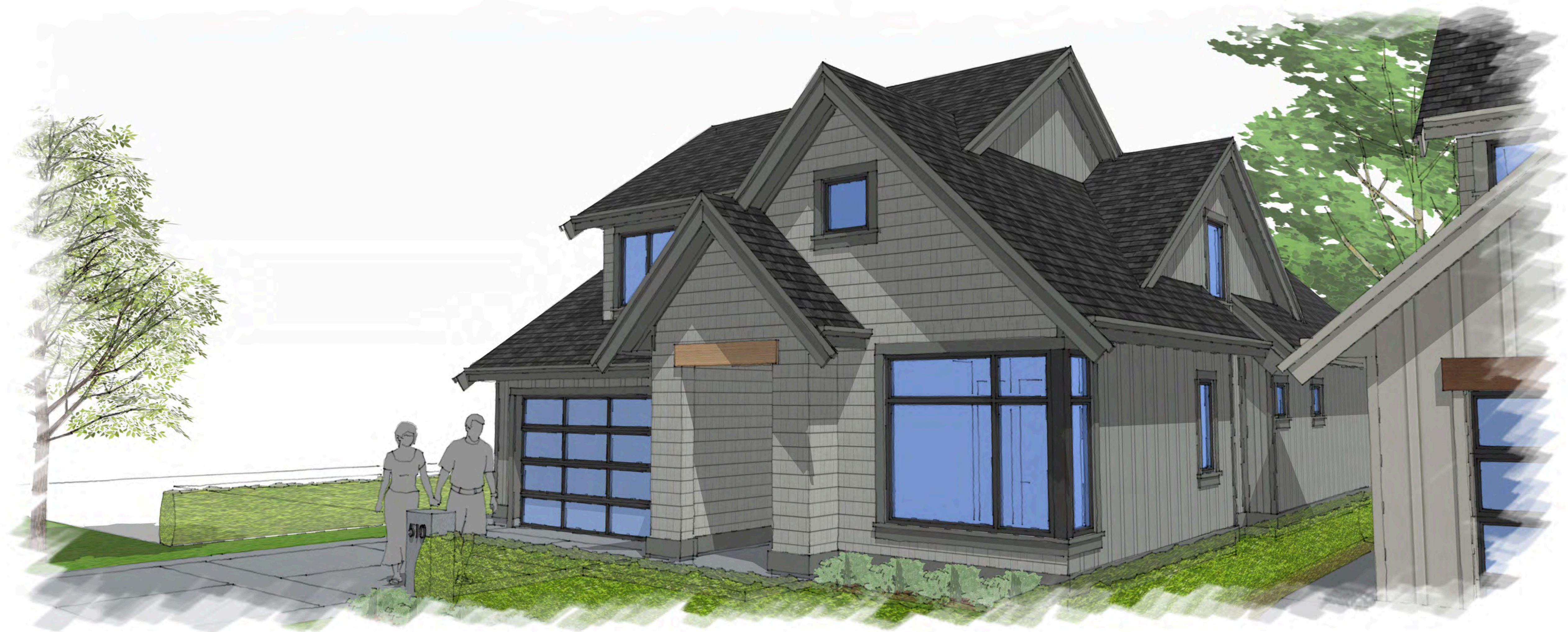
West Elevation (Front)
Scale = 1/4" = 1'0"

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - A
PLAN CONCEPT

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

C.A. DESIGN

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

Perspective - 1
Home Type A



Perspective - 2
Home Type A

Project Title

510 CHESTER ROAD
QUALICUM BEACH

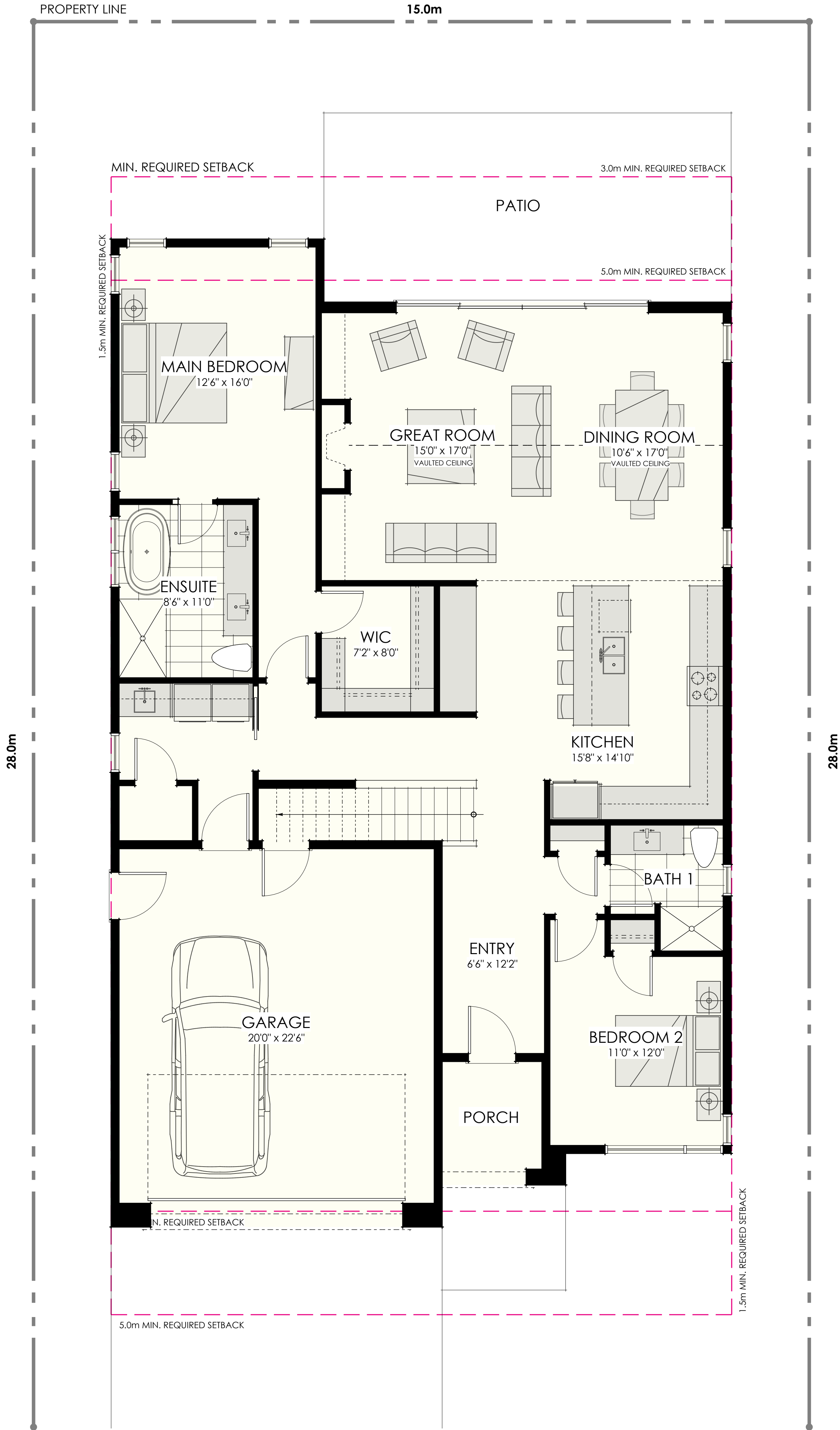
Sheet Title

HOME TYPE - A
FORM & CHARACTER
CONCEPT

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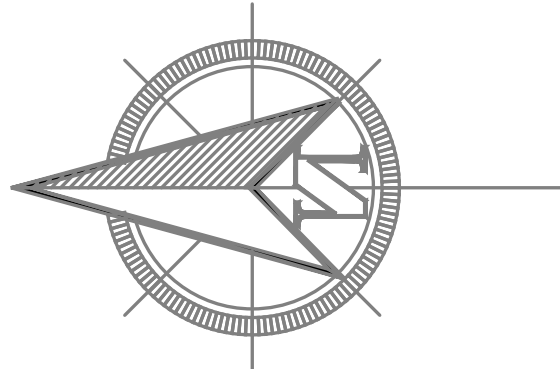
8

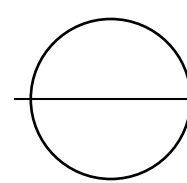


TYPICAL INTERIOR LOT:
15m (49'-3") X 28m (91'-10")

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

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



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

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - B
PLAN CONCEPT

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



Upper Floor Plan
Floor Area = 427 sq. ft.



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

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
HOME TYPE - B
PLAN CONCEPT

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

C.A. DESIGN

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

Perspective - 1
Home Type B



Perspective - 2
Home Type B

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

HOME TYPE - B
FORM & CHARACTER
CONCEPT

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

11

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

**A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 900, 2024**

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

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

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

“Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024” is hereby amended as follows:

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

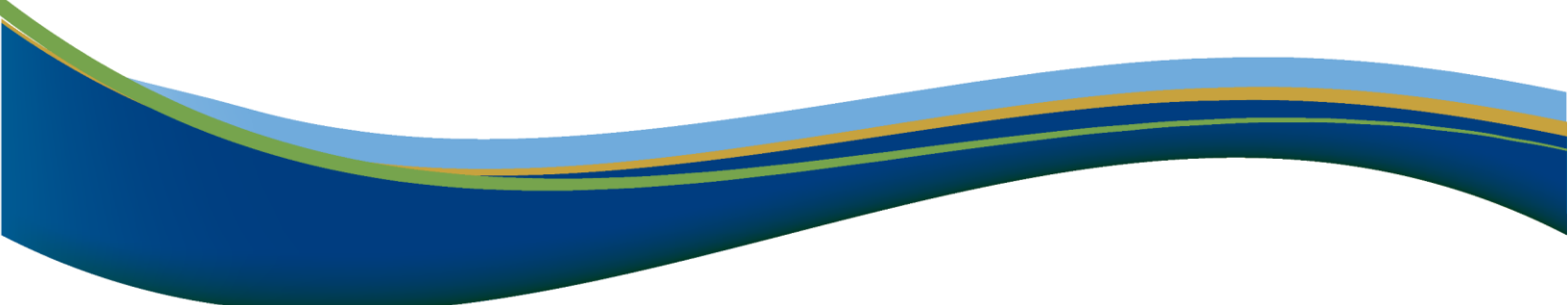
Heather Svensen
Director of Corporate Services/Deputy CAO

Schedule 'A' – Bylaw No. 900.04

Section 6.4.124	
SMALL LOT RESIDENTIAL 1	(SLR1)
Permitted Uses	
Permitted Uses	
a) Single Detached Dwelling	
b) Duplex	
c) Houseplex	
Accessory Uses	
a) Ancillary Dwelling Unit	
b) Home Occupation	
c) Bed and Breakfast	
Maximum Number and Size of Buildings and Structures	
Accessory Buildings	Combined floor area 75m ²
Maximum number of dwelling units per parcel	4
Maximum number of strata lots	2
Height	
- Single Detached Dwelling or Duplex	9.0m
- Flat roof	8.0m
- Houseplex	11.0m
- Flat roof	10.0m
- Ancillary Dwelling Unit	6.5m
- Accessory Building	4.5m
Parcel coverage	55%
Minimum Setback Requirements	
Front lot line	3.0m
Rear lot line	3.0m
Interior lot line	1.5m
Exterior lot line	3.0m
Except:	
a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply	
b) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.	

Schedule 'B' – Bylaw No. 900.04





TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900-20-900.09

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Zoning Amendment: 230 Rupert Road

GOVERNANCE DECISION

A governance decision is requested for 230 Rupert Road to determine whether or not to proceed with a zoning amendment application for the subject property.

RECOMMENDATION

1. THAT "Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024 Amendment (230 Rupert Road) Bylaw No. 900.09, 2025" be introduced and read a first time.
-

PURPOSE

To consider a development proposal for 230 Rupert Road that would permit the property to be used as a health care facility.

BACKGROUND

An application to amend the zoning for 230 Rupert Road has been submitted to the Town. The subject property is part of a strata subdivision and includes 230 Rupert Road, 250 Rupert Road and 270 Rupert Road. Both 250 and 270 Rupert Road have residential dwelling units on the property, while 230 Rupert Road has an existing building that was previously used as a garden center. The subject property was in the Agricultural Land Reserve (ALR), but in January 2024 the property was removed as part of a zoning amendment application to permit residential use on the property. At that time, Council denied the zoning amendment for residential use, but the parcel remains out of the ALR.

The subject property is currently zoned Rural 3 (A3) and is designated as Rural in the Town's Official Community Plan (OCP). The current proposal is to use the existing building as a health care facility. In the future, the building may be expanded so the zoning has been tailored to accommodate current, as well as future uses. If approved, the zoning would be amended from Rural 3 (A3) to a site-specific zone, Medical Rural 1 (MR1). In response to this application, a new zone is required due to the unique nature of the application and the types of uses being proposed. Under the current OCP, the proposal would require an OCP amendment; however, if

Council proceeds with the changes to the OCP that could allow medical uses at this location, an OCP amendment will not be required.

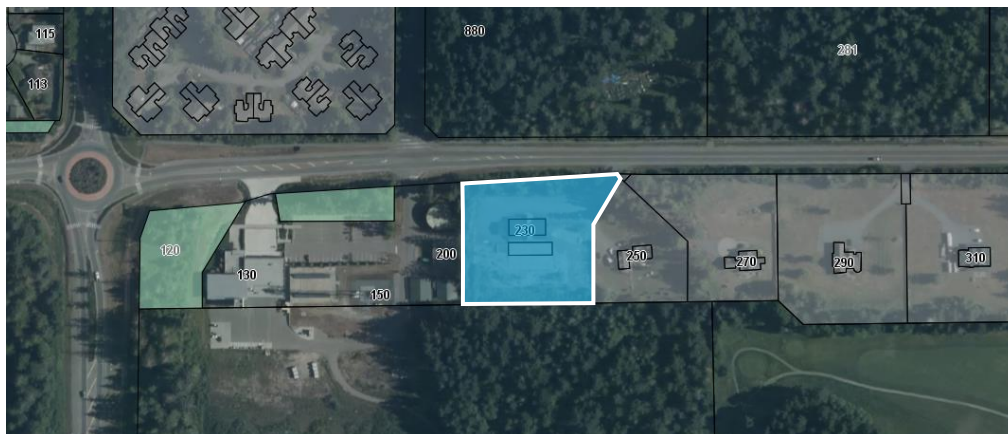


Figure 1: Subject Property

DISCUSSION

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

Zoning Provision	Zoning Comparison	
	Existing Zoning	Proposed Zoning Amendment
Zoning	Rural 3 (A3)	Medical Rural 1 (MR1)
Permitted Uses	Agriculture Silviculture Residential Use (2 detached dwelling units)	Medical Clinic Pharmacy
Parcel Coverage	20%	20%
Height	9.5m	9.5m
Front Setback	15.0m	15.0m
Interior Side Setback	7.5m	7.5m
Exterior Side Setback	7.5m	7.5m
Rear Setback	7.5m	7.5m
Parking (off-street)	1 space per dwelling unit	Parking as required by Town of Qualicum Beach Bylaw No. 900 Schedule '3B' Off-Street Parking and Loading Spaces

The new MR1 zone created in response to this zoning amendment application will allow for additional building footprint to be developed in the future, if required.

2018 Official Community Plan (OCP)

The property is designated Rural in the 2018 Official Community Plan (OCP) and policies under this section are the policies that apply to the subject property. Of the policies under Section 2.2.6 Rural, the application conflicts with Policy #4, which states the following: The Town shall oppose commercial or industrial development between the Town and the Inland Island Highway,

particularly adjacent to Memorial Avenue and Rupert Road. As such, this conflict would require the application to go through an OCP amendment. Since Council is currently considering amending OCP policies, including the Rural policies, as part of the current OCP review, the OCP could be updated to reflect Council's most recent decision-making regarding these properties on Rupert Road and bring this application into conformance with the OCP. If this occurs, then the application would not require an OCP amendment. Town of Qualicum Beach Zoning Bylaw, Bylaw No. 900, 2024 Amendment (230 Rupert Road) Bylaw No. 900.09, 2025 cannot be adopted until the OCP is updated.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

CONSULT:

- Consideration of this zoning amendment requires a Public Hearing and a notice will be included in the newspaper, as well as to property owners within a 100m radius to invite feedback on the application.

INFORM:

- 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

The Town has received an application to amend the zoning for 230 Rupert Road to convert the existing garden centre into a medical clinic. The zoning amendment would change the zoning from A3 to MR1. The MR1 zone is a new zone designed to accommodate this zoning amendment application. Under current OCP policies, an OCP amendment is required; however, because the OCP is currently under review, policies applicable to this application may be revised, and as such an OCP amendment may not be required. Due to this application proceeding prior to the OCP Review being complete, staff recommend proceeding with only the zoning amendment at this time. If the policies relevant to this application are not revised under the OCP Review, an OCP amendment can be initiated at a future date. However, if Council prefers, Council has the ability to direct staff to initiate the OCP amendment process and to run

that process concurrently with the zoning amendment process. At this time, staff recommend the zoning amendment receive first reading and the zoning amendment process be initiated.

ALTERNATIVE OPTIONS

1. THAT Council denies the zoning amendment application for 230 Rupert Road.
2. THAT Council directs staff to prepare an OCP amendment for 230 Rupert Road.
3. THAT Council provides alternative direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Luke Sales
Director of Planning
and Community Development
Concurrence

REFERENCES

Attachment 1: Submitted Plans for 230 Rupert Road
Attachment 2: Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024
Amendment (230 Rupert Road) Bylaw No. 900.09, 2025

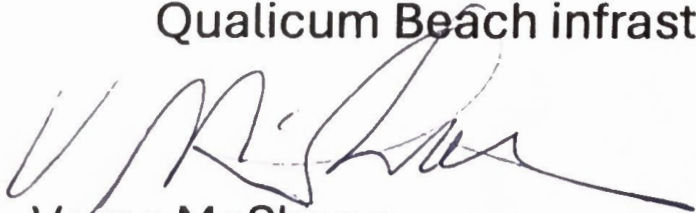
Inquiries Re: 230 Rupert Road

The Town of Qualicum Beach is in dire need of Health Care Professionals, especially physicians.

In order to attract these people, we need a facility for them to practice in. It is my wish to build a facility in Qualicum Beach. No such structure or space currently exists in our town. However, 230 Rupert Road has 1.82 acres, is next to the Fire Hall and is within walking distance to the town core. It has a 2,880 square foot building, and adequate surface area for future expansion, with the ability to meet all future parking requirements. As such I have made an offer to purchase the property based on the following conditions.

I request Council to consider:

1. Rezoning 230 Rupert Road to allow a Health Care Facility on this property.
2. Allowing subdivision of the property to remove the existing entrance strata.
3. Approval from the town for a new access to the property.
4. Conformation of connection to the Town Water Supply with adequate volume.
5. Allow connections of Sanitary and Storm Sewer Services to the Qualicum Beach infrastructure (to be installed by the seller).



Verne McShane

Authorized agent for Craig Matthew Nelson Gooding



SITE PLAN OF STRATA LOT 4, DISTRICT LOT 78, NEWCASTLE DISTRICT, STRATA PLAN VIS6641

SCALE 1:600

THE INTENDED PLOT SIZE IS 280mm IN WIDTH AND 216mm IN HEIGHT (LETTER) WHEN PLOTTED AT A SCALE OF 1:600.

NOTE:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM STRATA PLAN VIS6641.

JURISDICTION:
TOWN OF QUALICUM BEACH
PID NO (SL 4): 029-234-743

THIS LOT IS SUBJECT TO LTO
CHARGE NUMBERS: M76300
FB50790, FB50802, FB50804,
CA3499824, CA3499824
AND CA3499829.

CIVIC ADDRESS:

230 RUPERT ROAD EAST,
QUALICUM BEACH, BC

LEGEND

SL DENOTES STRATA LOT
CP DENOTES COMMON
PROPERTY
LCP DENOTES LIMITED
COMMON PROPERTY

REM
LOT A
PLAN 81.49
9359



223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
FAX: 250-752-9241
FILE NUMBER: 21-229-Z
DRAWING FILE: 21-229 SP4.dwg
DATE: 2025-05-20

RUPERT ROAD

PRIVATE YARD
STRATA LOT 4
STRATA PLAN
VIS6641

SL 4
(GARDEN CENTER)

LCP SL 4
(CONCRETE SLAB)

EASEMENT
PLAN
EPP32406

PRIVATE
YARD
STRATA
LOT 3
STRATA
PLAN
VIS6641

COMMON
PROPERTY
STRATA PLAN
VIS6641

PART DL 78

**TOWN OF QUALICUM BEACH
BYLAW NO. 900.09**

**A BYLAW TO AMEND THE TOWN OF QUALICUM BEACH
LAND USE AND SUBDIVISION BYLAW NO. 900, 2024**

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

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

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

“Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024” is hereby amended as follows:

1. “Part 3 – Land Use Regulations” is hereby amended by adding ‘Section 3.4.95 Medical Rural 1 (MR1) as shown on Schedule ‘A’ which is attached to, and forms part of, this Bylaw.
2. “Schedule 3A – Zoning Map” is hereby amended by changing the zoning designation of Lot 4, District Lot 78, Newcastle District, Strata Plan VIS6641 (230 Rupert Road) from Rural 1 (A1) to Medical Rural 1 (MR1) as shown outlined in the heavy black line on Schedule ‘B’ which is attached to, and forms part of, this Bylaw.
3. “Schedule 7A – Subdivision District Map” is hereby amended by changing the designation Lot 4, District Lot 78, Newcastle District, Strata Plan VIS6641 (230 Rupert Road) from Subdivision District ‘A’ to Subdivision District ‘C’ as highlighted and outlined in a heavy black line on Schedule ‘B’ which is attached to, and forms part of, this Bylaw.
4. This Bylaw may be cited as “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (230 Rupert Road) Bylaw No. 900.09, 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. 900.09

Section 6.4.95

MEDICAL RURAL 1**(MR1)****Permitted Uses****Permitted Uses**

- a) Medical Facility
- b) Small-scale Pharmacy

Maximum Number and Size of Buildings and Structures

Height	9.5m
Parcel coverage	20%

Minimum Setback Requirements

Front lot line	15.0m
Rear lot line	7.5m
Interior lot line	7.5m
Exterior lot line	7.5m

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.

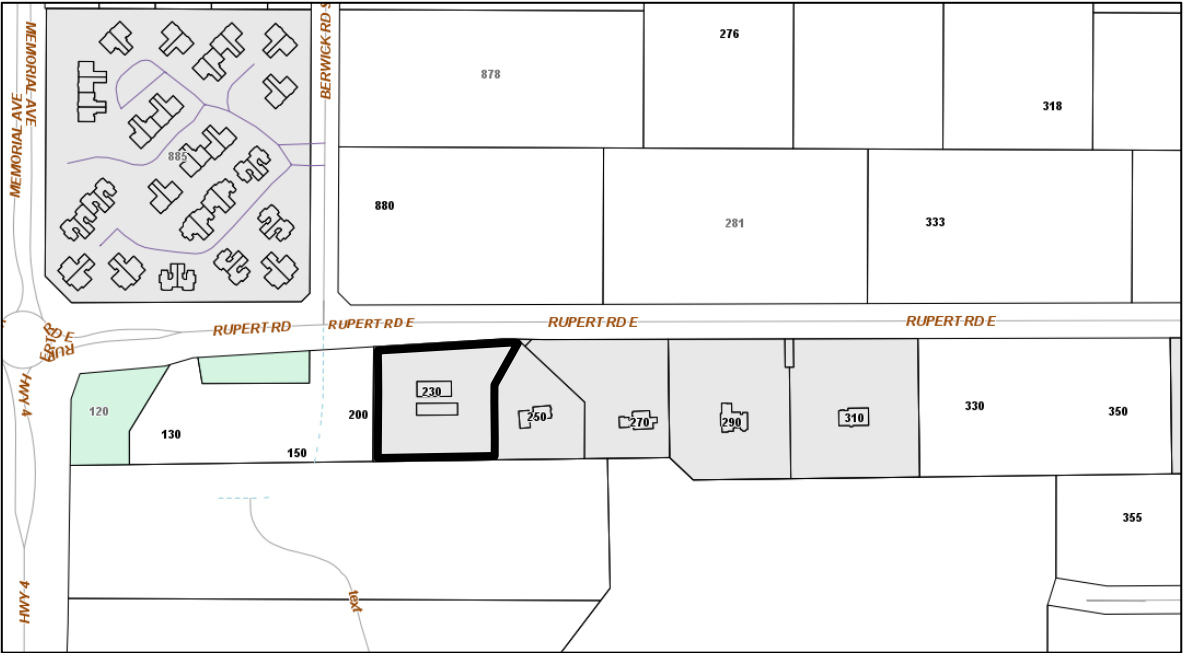
Definitions

For the purpose of the Medical Rural 1 (MR1) zone, the following definitions are applicable:

medical facility means a development where institutional facilities provide health services, medical treatment, and accommodations for people requiring care, and may include out-patient services

small-scale pharmacy means a pharmacy that has a total gross floor area of less than 200m² and a total gross retail area that does not exceed 20m², and includes a compounding pharmacy.

Schedule 'B' – Bylaw No. 900.09



Committee & Liaison Report
Councillor Anne Skipsey
Regular Council Meeting, September 17, 2025

July 10, 2025 – MABRRI – Climate Research Findings

- I attended the Climate Change Realities Forum at ts'xwelikwshenawtxw to discuss the findings of the MABR Climate Realities project and collaborate as to next steps for “climate action strategies, projects, solutions, and future research.” In attendance were two representatives, Jing and Samuel, from UNESCO in Venice, Italy. Since that time, the video “Voices from the MABR: Climate Change Stories from the Mount Arrowsmith Biosphere Region” has been publicly released and can be found here: [Voices from the MABR: Climate Change Stories from the Mount Arrowsmith Biosphere Region](#) as well as the launch of new web resources “Resources for Climate Change at www.mabr.ca/resources-for-climate-change . I would encourage everyone to watch the video and check out these materials.

July 12, 2025 – Twilight Concert at Saathlam for St. Andrews Lodge

- I enjoyed the concert featuring Phil Dwyer and Friends, along with 430 other community members. It was a great evening of jazz!

July 15, 2025 – Qualicum Beach Memorial Golf Course Monthly Board Meeting

- As Council Liaison, I attended the Board’s monthly meeting.

July 24, 2025 – Butterfly Release at The Gardens

- I attended the annual release of butterflies in acknowledgement of those who have passed away over the year in the lovely setting of the garden area at The Gardens.

July 27, 2025 – Beach Day

- The Beach Day Committee, town staff and all of the volunteers did a fabulous job of hosting this annual event! I was pleased to help kick off the event with a welcome on behalf of the Mayor and Council. The event was well attended and a real success.

July 30, 2025 – RDN Recreation

- I met with Tom Osborne to discuss recreation in Qualicum Beach and District 69. It was a good discussion, and I came away with a lot of reading material!

August 1, 2025 – Kinky Boots at The Village Theatre

- I was lucky enough to attend the sold-out production of Kinky Boots. The performance was hugely entertaining as it delivered the important and timely message of acceptance. Bravo ECHO Players and all of those involved in putting on this fabulous show!

August 14, 2025 – 100+ Women Cheque Presentation

- I attended the cheque presentation (in the amount of \$37,100) to Arrowsmith Search & Rescue.

August 19, 2025 – Qualicum Magical History Tour

- During my “staycation”, I accompanied some childhood friends on Beverly Brendon’s walking tour of the uptown. It was so much fun to take a trip down memory lane and would highly recommend this tour to anyone who would like to know more about the history of Qualicum Beach.

August 20, 2025 – Qualicum Beach Memorial Golf Course Monthly Board Meeting

- As Council Liaison, I attended the Board’s monthly meeting.

August 21, 2025 – Qualicum Beach Pickleball Club

- As the Councillor assigned to Parks and Recreation, I met with several members of the QB Pickleball Court to listen and provide clarity around Town processes and procedures as appropriate. Club members expressed concern over increased costs and logistics for the Town's proposed location for building new Pickleball courts.

August 23, 2025 – Children's Day, Qualicum Beach Museum

- I stopped by to see all the fun at this wonderful educational event at the Museum. There certainly appeared to be something for everyone – fossils, costumes, games, activities and complimentary cookies and lemonade!

August 25, 2025 – Beach Day Committee - Debrief

- The Committee members discussed successes from the event as well as potential opportunities for next year. Brandy, Jeannine and the other town staff were praised for all of their work and support to put on this great community event.

August 25, 2025 – Streamkeepers project at Golf Course

- I helped dedicated Streamkeeper volunteers with the process of catching, counting and relocating fish and critters upstream in Beach Creek so work could take place to dredge the area above the pond and through the culvert. It was the first time I participated in this process and was impressed with the proficiency of David Clough, the biologist, and all of the many volunteers.

August 26, 2025 – Pickleball Club Site Visit

- The Mayor and I met with two members of the Qualicum Beach Pickleball Club and arising from this site visit, a Notice of Motion has been submitted.

September 3, 2025 – Service for Bill Recalma

- All members of Council attended the service for William (Bill) *Og Wil A* Recalma, brother of Chief Michael Recalma and seven other siblings, and father of Jesse and Draco Recalma. I had the privilege of getting to know *Og Wil A* while attending the Qualicum Beach Museum Board meetings. My sincere condolences to all of his family and friends as I know he will be dearly missed.

Committee & Liaison Report
Councillor Petronella Vander Valk
Regular Council Meeting, September 17, 2025

July 7, 2025 to September 8, 2025

July 7, 2025

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

July 14, 2025

- As Liaison, attended a meeting with Chartwell Resident's Association Board members and CAO Varela.

July 18, 2025

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

July 21, 2025

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

July 24, 2025

- As Liaison, met with the Manager of the Qualicum Beach Farmers' Market.

July 27, 2025

- Joined in the Beach Day fun and celebrations.

August 15, 2025

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

August 18, 2025

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

August 19, 2025

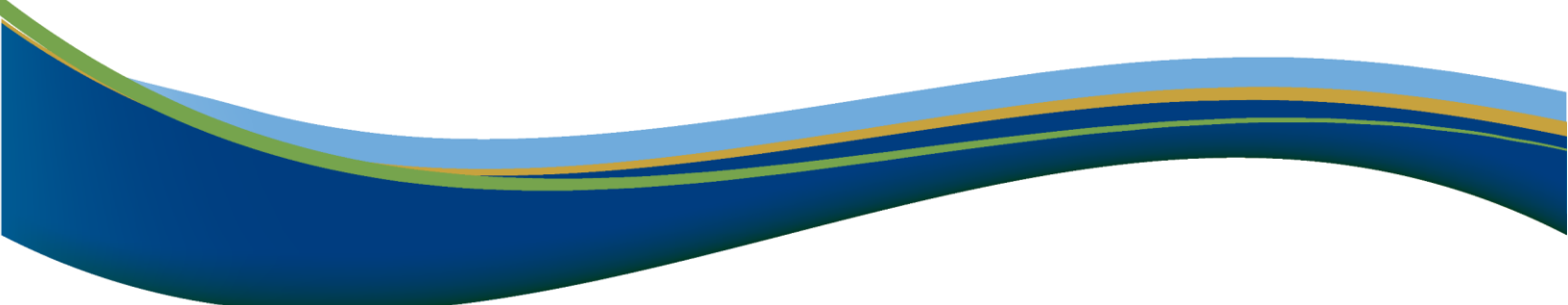
- Met with Member of Parliament Gord Johns with other members of Council.

August 26, 2025

- As Liaison, attended the Board meeting of the Chartwell Resident's Association.

September 6, 2025

- Joined in the Chartwell community's celebration of "Chartwell Day".



TOWN OF QUALICUM BEACH

MEMORANDUM

File No.

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Kevin Goldfuss, Airport Manager

SUBJECT: June 25, 2025 - Airport Committee of the Whole Follow-Up Report

GOVERNANCE DECISION

The decision requested of Council is to formally receive the petition by resolution, for the purposes of record keeping and future consideration subsequent to anticipated Transport Canada input on jurisdictional authority.

RECOMMENDATIONS:

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.

PURPOSE

The purpose of this report is to follow-up on items raised at the Committee of the Whole – Airport meeting held June 25, 2025.

DISCUSSION

A petition with 89 signatures was presented at the Committee of the Whole meeting June 25, 2025, and subsequently presented to the Corporate Officer June 30, 2025, with an additional 8 signatures totaling 97. Of the 97 signatures, 86 were Qualicum Beach addresses. The petition states the following:

“We, the undersigned, are affected by the increased air traffic from the Qualicum Beach Airport, which causes excessive noise and leaded fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.*
- Prohibit helicopter training over residential areas.*
- Charge landing fees like other BC municipal airports.”*

A number of direct requests were made of Council at the June 25, 2025 Committee of the Whole meeting. They are included below:

A. Direct requests for Council to:

1. Prohibit or limit circuits;
2. Change the Good Neighbour Program to take all residents into consideration and does not require pilots to turn left at the train tracks; and
3. Disallow helicopter training out of the Airport, particularly over the Town boundaries.

B. Direct requests for Council to:

1. Stop fixed-wing circuit training;
2. Not approve additional training organizations;
3. Establish new flight path for all pilots and increase Noise Sensitive Areas on all affected residential properties;
4. Consider a 24/7 monitoring system; and
5. Establish a working group to help implement.

C. Direct request for Council to:

1. Formalize the Good Neighbour Program as a procedure in the Canadian Flight Supplement.

D. Direct requests for Council to (see petition for further reference):

1. Restrict circuit training over residential communities;
2. Restrict helicopter training over residential communities;
3. Establish flight paths that avoid residential areas;
4. Explore establishment of an automated flight system;
5. Charge landing fees; and
6. Support the formation of a working group.

E. Direct request for Council to:

1. Review and ban the “dead-sticking” maneuver.

Staff Comment:

- The Town is waiting for a response from Transport Canada on jurisdictional questions concerning the ability of airports to limit Flight Schools and flight training maneuvers such as circuit training. As of writing of this report, no response has been received from Transport Canada. More information will be forthcoming subsequent to receiving input from Transport Canada.
- The Town is investigating options for the possible implementation of programs and softwares that would allow the Airport to monitor and charge landing fees as part of the “Town of Qualicum Beach Airport Establishment and Operations Bylaw, No. 457” review, anticipated in Q4 2025. As of writing of this report, there are very few options for these systems available to uncontrolled airports such as Qualicum Beach Airport and the effectiveness of these existing systems for accuracy and revenue generation are limited.

- A report regarding the possible expansion of Noise Sensitive Areas is being presented at the September 17, 2025 regular Council meeting, under separate report.

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: July 30, 2025 Airport Petition

Petition to Qualicum Beach Council: Spring/Summer 2025

Attachment 1

①

We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.
- Prohibit helicopter training over residential areas.
- Charge landing fees like other BC municipal airports.

Received
June 25/2025
Cow Mtg.

PRINT NAME

Signature

Address

Telephone/Email

Sharon Tomczyk
~~Angie Price~~
ANGIE PRICE
JOANN RICK
COLIN RICK
Kirstin McKinnon
PHILIP BITZ
DAVID MITCHELL
Ken ATKINS
Teresa & Frank Giannone
Frank Giannone
Kitty Storm
Cathy Scowcroft

Petition to Qualicum Beach Council: Spring/Summer 2025

Attachment 1

2

We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.
- Prohibit helicopter training over residential areas.
- Charge landing fees like other BC municipal airports.

PRINT NAME

Signature

Address

Telephone/Email

Lo Anne Tudor

Dorothy Van Dyk

Tom WHITEHEAD

Nadine Sterzenbach

Barb Davidson

Marissa Bolduc

Patricia van Kleeboom

Marieke Raabe

Todd Provost

Terrence Tobin

FRANCES HARROP

RAY KRAPASTY

SHARON HANCOCK

Petition to Qualicum Beach Council: Spring/Summer 2025

Attachment 1

3

We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.
- Prohibit helicopter training over residential areas.
- Charge landing fees like other BC municipal airports.

PRINT NAME

Signature

Address

Telephone/Email

..... Sherry Belanger.....
..... Chelsea Knox.....
..... Darren Hudson.....
..... Mike Curtin.....
..... C Outhwaite.....
..... Bill Outhwaite.....
..... Jaimie Drinnan.....
..... Tracey Pike.....
..... Gordon Jackson.....
..... Bertrand Girard.....
..... Diane Sharp signed b.....
..... Tim Donkersley.....
..... Christine Lundy.....

Petition to Qualicum Beach Council: Spring/Summer 2025

Attachment 1

4

We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.
- Prohibit helicopter training over residential areas.
- Charge landing fees like other BC municipal airports.

PRINT NAME

Signature

Address

Telephone/Email

Brent Purdy
Fiona Welch
Bob Welch
Dilys Williams
John Simmons
DAN BUNLAN
IAN MAXFIELD
DAVE BRUCE
Kendra Stanford
DAVID CRESSWELL
GAIL CRESSWELL
EDITH DERTSEN
FRANK Haylock

Petition to Qualicum Beach Council: Spring/Summer 2025

Page 5
Attachment 1

We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.
- Prohibit helicopter training over residential areas.
- Charge landing fees like other BC municipal airports.

PRINT NAME

Signature

Address

Telephone/Email

Lisa Riehl

DAVID GLASSFORD

JANET GLASSFORD

Heather GLASSFORD
per Mother

Wendy Munro

GARY MUNRO

Petition to Qualicum Beach Council: Spring/Summer 2025

Attachment 1

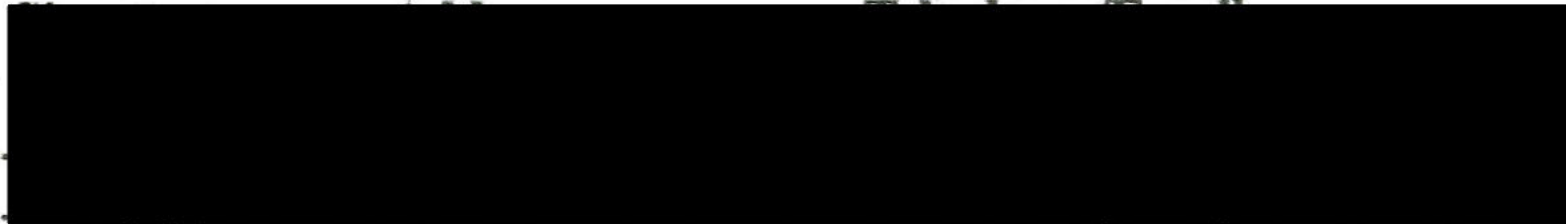
6

We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.
- Prohibit helicopter training over residential areas.
- Charge landing fees like other BC municipal airports.

PRINT NAME

CAROL DAVE
TED DAVE



Attachment 1

⑦

- Page 155

Petition to Qualicum Beach Council: Spring/Summer 2025

8

Attachment 1

We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

1. Restrict aircraft circuit training over residential areas.
2. Prohibit helicopter training over residential areas.
3. Charge landing fees like other BC municipal airports.

PRINT NAME

Signature

Address

Telephone/Email

KEM RICHARDSON
OLGA RICHARDSON
Wendy Saville
Haley Jones
Joanne Provost



Petition to Qualicum Beach Council: Spring/Summer 2025

We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.
- Prohibit helicopter training over residential areas.
- Charge landing fees like other BC municipal airports.

PRINT NAME**Signature****Address****Telephone/Email**

SANDRA GLAZIER

KAY STORER

RICHARD STORER

Shurli Pincombe

Tray Moore

We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.
- Prohibit helicopter training over residential areas.
- Charge landing fees like other BC municipal airports.

PRINT NAME

Signature

Address

Telephone/Email

Mary Willis
Rod Wilburn
Liza Wilburn
Sue Willis
Garry Willis
Terri Davies
Isaac Davies
Georgia Felt
ANDREA MULDER
Feline Frances



Petition to Qualicum Beach Council: Spring/Summer 2025

Attachment 1

11

We the undersigned are affected by the flight path of the Qualicum Beach airport.

We are concerned about noise from airplanes and helicopters. We are also concerned about the use of leaded fuel at the airport. We therefore ask Council for public representation and improved communication on airport issues. Thank you.

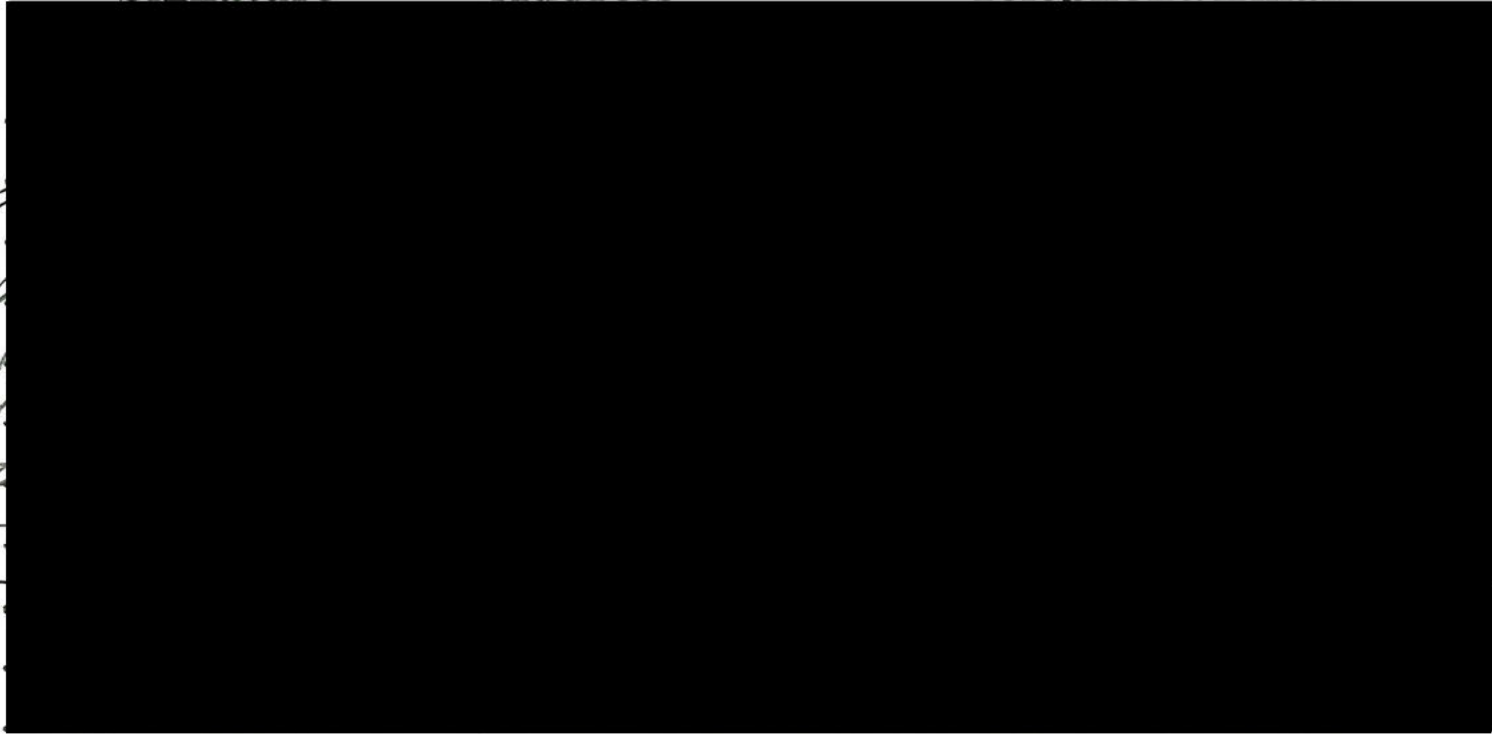
PRINT NAME

Signature

Address

Telephone/Email

Wei Li
Russell McShane
Katie McShane
Sandra McShane
Verne McShane
Rick Dwyer
Sherry Belanger
Nadine Stenzenbach
Bertrand Girard



please note : I will drop in 8
more signatures and 1 photocopy
them (on Friday) to Anne Tudor

June 30/25

To whom it may concern,

Attachme

Please add these signatures
to the 11 pages I submitted at the
COW meeting (Airport) on June 25.

This brings the current total of
signatures to 97 so far for 2025.

Thank you!

Sincerely,

Jo Tudor

Jo Anne Tudor

Sec.22



We, the undersigned, are affected by the increased air traffic from the Qualicum Beach airport, which causes excessive noise and leaded-fuel pollution over residential neighbourhoods, while burdening taxpayers with high annual operating costs. We ask the council to:

- Restrict aircraft circuit training over residential areas.
- Prohibit helicopter training over residential areas.
- Charge landing fees like other BC municipal airports.

PRINT NAME

Signature

Address

Telephone/Email

Roy LANGHORST

Susan Langhorst

IRIS HIRBACH

Kate Hale

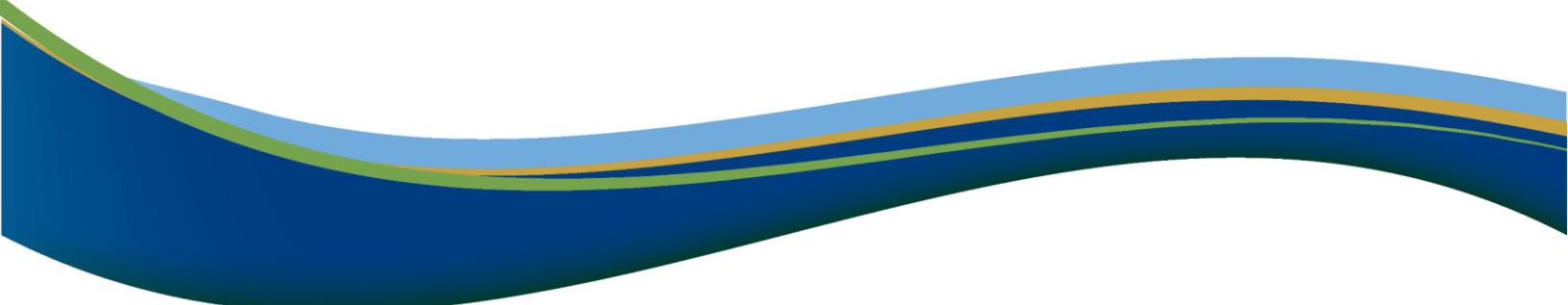
Patricia Threlfall

STEPHEN THRELFALL

ADRIAN STAPLES

Jacqueline Staples

Tam diCruz



TOWN OF QUALICUM BEACH

STAFF REPORT

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Kevin Goldfuss, Airport Manager

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

GOVERNANCE DECISION

Staff are requesting Council direction to create a Visual Flight Rules Terminal Procedures Chart (VTPC) and to expand the Noise Sensitive Areas (NSAs) in the Canadian Flight Supplement (CFS) for the Qualicum Beach Airport.

RECOMMENDATIONS:

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.

PURPOSE

The purpose of this Staff Report is to address Council's Strategic Initiative for staff to investigate viability and the process that is required to establish Noise Sensitive Areas for the neighbourhoods of Qualicum Woods, the Evergreens, Aldous Road, Cottonwood Drive, Hemsworth Road and Rupert Road.

As a result of this investigation, Council is asked to consider directing Staff to create a Visual Flight Rules Terminal Procedures Chart (VTPC) to assist with further addressing noise mitigation concerns. In addition, Council is asked to consider amending the section on Noise Sensitive Areas (NSAs) that would include the north side of the Qualicum Beach Runway 11-29 (RWY) from the shoreline West, to a regional property located East of Hodges Road which would include a small portion of Rupert Road to the South as shown in Appendix 1 of this Staff

Report. Council is also being asked to consider that these changes be included in the Canadian Flight Supplement (CFS) section of the Qualicum Beach CAT4 Airport.

- Note: A Notice to Airmen (NOTAM) cannot be issued for this type of amendment to the CFS as has been previously requested by some members of the public.

BACKGROUND

The Qualicum Woods Residents' Association (QWRA) and members of the general public have advocated for Council to create additional Noise Sensitive Areas. As part of Council's 2025 Strategic Planning Initiatives, Council directed staff to investigate the viability, process and estimated budget to identify if the neighbourhoods of Qualicum Woods, the Evergreens, Aldous, Cottonwood Drive, Hemsworth Road and Rupert Road areas could become recognized as Noise Sensitive Areas (NSAs).

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.

In addition to creating confusion for pilots, staff are concerned that there will be further confusion for the public resulting from an expectation that the Town of Qualicum Beach can prevent aircraft from arriving and departing if a NSA was created within a flight path (RWY 11-29). Staff understand that this is a complex matter and appreciate that there is sensitivity with noise and noise exposure. In February 2025 staff sent letters to both Transport Canada (TC) and NAV Canada requesting information regarding establishing a NSA and a VPTC at the Qualicum Beach Airport. The questions that were sent to Transport Canada and NAV Canada were as follows:

- Is an NSA viable/advisable if the current NAP indicates a pilot can fly straight ahead from RWY 29 to 1000 feet then turn north? A pilot on approach to Rwy 11, if attempting to avoid any NSA would be forced into a non-standard flight profile (very high on final).

- What, if any, "restrictions" would be published for this area?
- Would any NSA in this location, be confusing to pilots?
- If a VTPC is published for CAT4, what other depictions can be placed on it?

Examples:

- the current NAP.
- the "Good Neighbour Program" departure.
- requesting pilots turn south at the railway track if safe to do so.
- other local markings or signage.

Staff subsequently received the following response from Transport Canada:

"This is the first request that Transport Canada (TC) is aware of regarding the expansion of a noise sensitive area (NSA). After consulting with colleagues at NAV CANADA, we have confirmed that there are no established rules or practices governing the creation or expansion of an NSA. We understand that this is a tool that airports and communities can use to address noise exposure concerns.

As a result, TC has no objection to the expansion of the NSA. Given that there are no specific rules, practices, or oversight governing the NSA, TC does not expressly need to be involved in the development of the VTPC. However, we would appreciate being kept informed of the progress you are making".

After receiving Transport Canada's response staff engaged in further conversations with NAV Canada regarding the viability of Qualicum Woods, the Evergreens, Aldous Road, Cottonwood Drive, Hemsworth Road and Rupert Road areas becoming recognized as a Noise Sensitive Area (NSA). It was determined that because some of these areas are located within the RWY flight path, for both arrival and departure, it would be challenging for pilots to avoid these areas if they were designated as NSAs. Alternatively, Town staff and NAV Canada consider that the creation of a Visual Flight Rules Terminal Procedures Chart (VTPC) would be a more effective way to direct air traffic away from certain areas. Town Staff and NAV Canada also consider that some of the proposed NSAs could also be effective in mitigating noise disturbance as shown on Appendix 1.

Note: Proposed new NSAs would be on the north side of RWY, from shoreline to a property east at Hodges Road, and this includes a portion of Qualicum Woods and Rupert Road. Note: Qualicum Woods is approximately 81 hectares, 31 hectares (32%) of Qualicum Woods on the north side of the RWY would become an NSA in this proposal.

Note - a *Visual Flight Rules Terminal Procedures Chart (VTPC)* is a specialized chart within the *Canada Flight Supplement (CFS)* that provides detailed visual flight rules guidance for navigating specific areas, particularly around busy aerodromes and control zones. Essentially, it is a map that helps pilots safely navigate within a specific area, often using recommended flight paths to avoid Noise Sensitive Areas or other hazards.

Many airports have adopted the use of VTPC. For example, Squamish Airport has a published VTPC to direct pilots on arrival and departure (see Appendix 2 – Squamish VTPC). It is also

important to note that a VTPC is viewed as a recommendation, like a NSA, and although published in the CFS, it is not enforceable. If Council approves and adopts VTPC procedures for the Qualicum Beach Airport, and if Council approves and adopts the proposed additional NSAs, staff will need to continue conversations with NAV Canada and begin the implementation process to be published in the CFS. This process is expected to take a minimum of four months as NAV Canada publishes the CFS on a 56-day cycle. Until the new publication has been implemented, the existing information will be in effect. As part of staff's recommendation for Council to create a VTPC and some additional NSAs for Qualicum Beach Airport, staff have attached a proposed VTPC map (attached as Appendix 1),

FINANCIAL IMPLICATIONS

The Airport Manager and Deputy Airport Manager have been working on this Initiative. The cost associated with this Initiative will be funded within the Airport operation budget. No additional financial impact will be incurred.

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 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

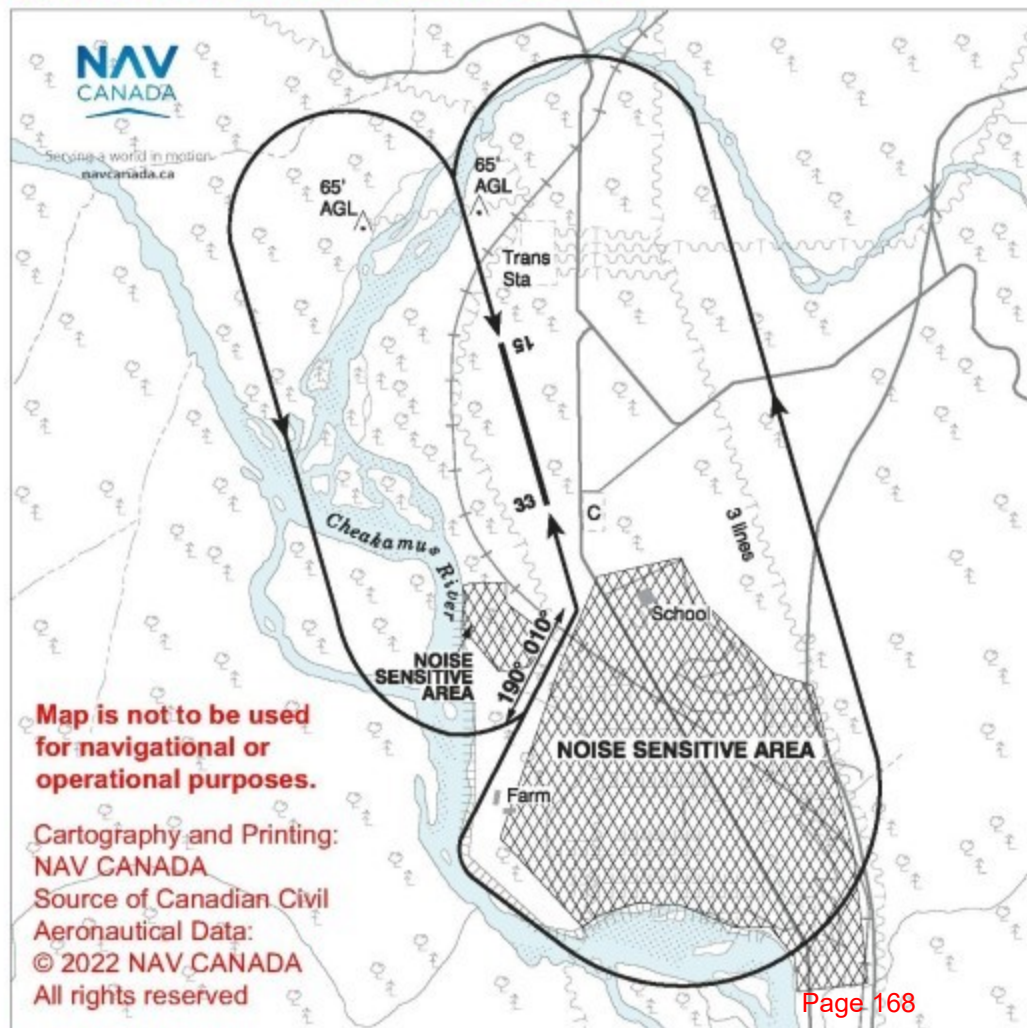
REFERENCES

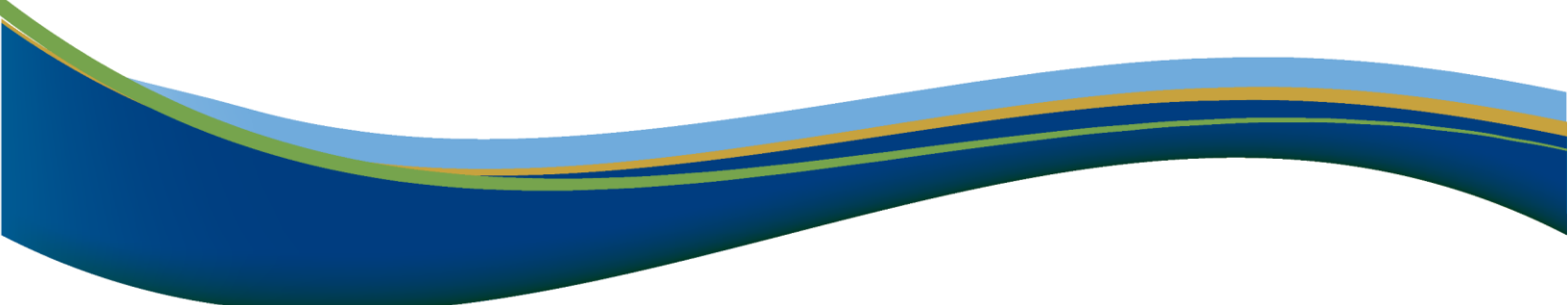
Attachment 1: Proposed VTPC Map (Appendix 1)
Attachment 2: Squamish VTPC Map (Appendix 2)

Probable boundary of new VFR Terminal Procedures Chart



SQUAMISH VFR TERMINAL PROCEDURES CHART





TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 1850-30-2025 Intake

TO: Heather Svensen, Director of Corporate Services/Deputy CAO

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: 2025 Special Event Sponsorship Applications

GOVERNANCE DECISION

The decision before Council is whether or not to allocate up to \$10,000 in funding to community groups to support special events within the Town as per Policy 3000-24 Special Event Sponsorship.

RECOMMENDATIONS:

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 of **\$2,500** for the Qualicum Beach Farmers Market **Christmas Night Market** event held December 4, 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.

PURPOSE

The purpose of this request is for Council to consider providing funding for eligible organizations to support special events occurring in the Town. Up to \$10,000 is available for funding of eligible special events. Policy 3000-24 Special Event Sponsorships is included in this staff report as Attachment 1 for convenience.

BACKGROUND

Council approved the Special Event Sponsorship Policy 3000-24 May 14, 2025, and established an application deadline of July 31, 2025, for the first intake for events scheduled in Fall 2025.

Per Policy 3000-24, sponsorship Funding is available to:

1. Registered non-profit societies or those that belong to a parent Society under the laws of British Columbia, are based in the Town of Qualicum Beach, and stage events within the Town of Qualicum Beach.
2. A maximum of \$2,500 per calendar year and funding must be used to offset direct costs associated with staging the event such as facility rentals, field rentals, staffing, equipment, retaining other service providers engaged in supporting the event such as entertainment, food and beverage services [mobile food trucks], security and/or traffic control.
3. Sponsorship funds are available on an annual, one-time basis only to the limit of the annual Town allotted funding.

Applications must include the following:

1. Authorized Primary contact(s)
2. An itemized budget listing all costs associated with organizing and executing the event.
3. Demonstrate the need for sponsorship funding, including supporting documents confirming that requested funds are required and specifying their intended use.
4. Any additional funding resources that will be used to support the event.

DISCUSSION

Five applications were received that meet the criteria outlined in the Policy and staff are seeking Council's direction on funding.

Applications not advanced for Council approval:

One application was received from the Qualicum Beach Collective for the Summer I-Spy event. The event was held July 24 through August 4, 2025, in advance of the close of the application deadline and in advance of Council consideration of applications. The Policy is not intended to provide retroactive funding, so this application was not advanced for the recommended sponsorship funding award. The applicant was notified of this and submitted other applications for consideration. Other inquiring groups were also advised that the funding would not be provided retroactively and were encouraged to submit applications for events occurring in the fall and winter of 2025 or early 2026.

Another application was received from the Qualicum Beach Collective for \$700 towards a "Qualicum Beach Blue Zone Initiative" for a Town Hall event at You and Me Studio #1. As this event is being held at a small venue, it is not believed to meet the intention of the Policy as a public event.

Staff are requesting that further details be submitted by the Qualicum Beach Merchant Society (QBMS) to support the Moonlight Madness event as this event falls under the Chamber of Commerce Fee for Service contract. Staff are continuing to work with the QBMS to ensure their funding request don't overlap with the Chamber of Commerce's responsibility under the Fee for Service Agreement.

All applicants will be notified of Council's decision. Funds will be released to the organizations following their submission of original receipts and a final report on the event to the Town.

FINANCIAL IMPLICATIONS

The total of the five sponsorship requests recommended for approval is \$7,984. Council designated \$10,000 from the Tourism & Small Business Promotion Strategic Initiative to the Special Event Sponsorships for 2025. The remaining funds of \$2,016 will be returned to the Strategic Initiatives Reserve.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

International.

INFORM:

- All applicants will be informed of the status of their application.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

Five eligible applications were received by the July 31, 2025, deadline and are recommended for Council's consideration to award sponsorship funding. This sponsorship program is outlined in Policy 3000-24 Special Event Sponsorship and is funded through the Tourism & Small Business Promotion Strategic Initiative.

ALTERNATIVE OPTIONS

1. THAT Council provide alternative direction to staff.

APPROVALS

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



Danielle Leurebourg, MBA
Deputy Director of
Corporate Services
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence



Raj Hayre
Director of Finance
Concurrence

Rotary Club of Qualicum Beach
2945 Island Highway West
245 Fern Road West (mailing address)
Qualicum Beach, BC V9K 1S4

September 7, 2025

Town of Qualicum Beach
201 660 Primrose Street
Qualicum Beach, BC V9K 1S7
qbtown@qualicumbeach.com
250 752-6921

Re: **Field of Crosses**

Please consider the following request from the Rotary Club and the Canadian Legion Branch 76:

1. that the Town of Qualicum Beach grant permission to the Rotary Club and the Canadian Legion 76 to create a “field of crosses” to honour Veterans from WWI and WWII.
2. 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.

We invite the mayor and council to attend the Opening Ceremony November 4th, 2025, the Candlelight Ceremony 5:30 November 10 and the Closing Ceremony November 12, 2025. A more formal invitation will be extended.

Sincerely,

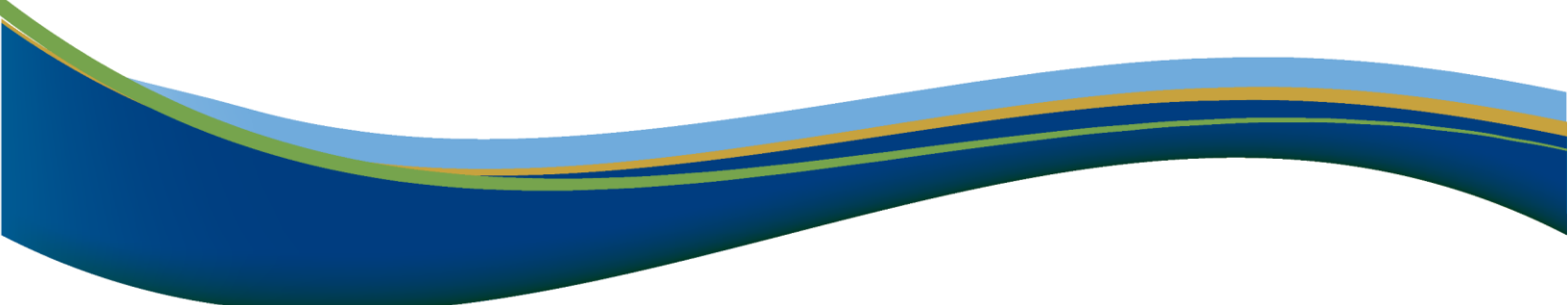
Lee Kuefler
Secretary
Rotary Club of Qualicum Beach

Announcement of Closed Council Meeting Motions

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

July 9, 2025 Special Council Meeting

- ☐ THAT Council authorize an extension of the current lease agreement with St. Andrews Lodge and Historical and Cultural Society for an additional three-year term expiring June 30, 2029.
- ☐ THAT Council authorize St. Andrews Lodge and Historical and Cultural Society to enter into a sub-lease agreement with the Parksville-Qualicum Community Foundation for a term ending no later than June 30, 2029.
- ☐ THAT Council approves the draft three-year Agreement between the Town of Qualicum Beach and the Qualicum Beach Chamber of Commerce by providing \$59,000 annual funding in 2025; \$60,770 in 2026 and \$62,593 in 2027; subject to the Chamber of Commerce providing Tourism and Visitor Information Services from Friday of the Victoria Day Weekend to Labour Day seven (7) days per week; AND FURTHER THAT Council authorizes the Mayor and Corporate Administrator to execute the Agreement on behalf of the Town.
- ☐ THAT Council authorizes the lease between the Town of Qualicum Beach and the Qualicum Beach Chamber of Commerce for the town-owned land located at 2711 Island Highway West for the placement and operation of the tourist information centre on a portion of the Premises for a five-year term commencing on July 1st, 2025, and expiring on the 30th day of June, 2030.
- ☐ THAT staff issue an expression of interest for individuals to put their name forward for Town Crier.



TOWN OF QUALICUM BEACH

MEMORANDUM

File No. 0340-01

TO: Heather Svensen, Director of Corporate Services/Deputy CAO

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Policy 3000-25 | Media and Policy 3000-26 | Official Town Social Media & Third-Party Content Additional Information**

GOVERNANCE DECISION

The decision before Council is to consider approving *Policy 3000-25 Media Policy* and *Policy 3000-26 Official Town Social Media & Third Party Content*. Council is also provided with additional information that was requested at the July 16, 2025, regular Council meeting, as it relates to these Policies and *Policy 3004-7 Council Standards of Conduct*.

RECOMMENDATIONS:

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

PURPOSE

The purpose of this memo is to provide additional information on the relationship between *Policy 3000-25 Media* and *Policy 3000-26 Official Town Social Media & Third Party Content*, and *Policy 3004-7 Council Standards of Conduct*.

BACKGROUND

Policy 3000-25 Media and *Policy 3000-26 Official Town Social Media & Third-Party Content* were both presented at the July 16, 2025 regular Council meeting. At the meeting Council requested that more information be brought back confirming the consistency of the draft Policies with existing *Policy 3004-7 Council Standards of Conduct*.

DISCUSSION

The provisions within both *Policy 3000-25 Media* and *Policy 3000-26 Official Town Social Media & Third-Party Content* were drafted with the intention of ensuring the provisions within the draft Policies were consistent with *Policy 3004-7 Council Standards of Conduct*.

Specifically, within *Policy 3000-25 Media*, Section 6 of the Policy directly reflects Section 7 and 8 of *Policy 3004-7 Council Standards of Conduct*. This linkage was strengthened with the addition of Section 8.2 from *Policy 3004-7 Council Standards of Conduct* to the draft *Policy 3000-25 Media*. Please see page 3 of the draft *Policy 3000-25 Media* near the end of section 6.

Additionally, a note of reference to *Policy 3004-7 Council Standards of Conduct* was added to *Policy 3000-25 Media* on page 3 of the draft Policy, directing that guidance on the use of personal social media accounts should be sought in *Policy 3004-7 Council Standards of Conduct*.

Note - Policy 3000-26 Official Town Social Media & Third-Party Content specifically speaks to the use of Official Town Social Media. It does not speak to individual Councillor use of their social media pages. This remains covered and addressed in *Policy 3004-7 Council Standards of Conduct*.

Note – Policy 3004-7 Council Standards of Conduct *Policy 3004-7 Council Standards of Conduct* will be reviewed by Council in 2027 following the 2026 election.

ALTERNATIVE OPTIONS

1. THAT Council approve [*Policy 3000-25 Media OR Policy 3000-26 Official Town Social Media & Third-Party Content*] as amended: [*list amendments*].

APPROVALS

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



Danielle Leurebourg
Deputy Director of
Corporate Services
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



Heather Svensen
Director of Corporate
Services/Deputy CAO
Concurrence

REFERENCES

- | | |
|---------------|--|
| Attachment 1: | July 16, 2025 Policy 3000-25 Media Policy & Policy 3000-26 Official Town Social Media & Third-Party Content Policy as Circulated |
| Attachment 2: | Policy 3000-25 Media |
| Attachment 3: | Policy 3000-26 Official Town Social Media & Third-Party Content |
| Attachment 4: | Policy 3004-7 Council Standards of Conduct |

Report as Circulated July 16, 2025

TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 0340-50

TO: Heather Svensen, Director of Corporate Services/Deputy CAO

FOR: Regular Council Meeting

DATE: July 16, 2025

FROM: Danielle Leurebourg, Deputy Director of Corporate Services

SUBJECT: **Policy 3000-25 | Media Policy & Policy 3000-26 | Official Town Social Media & Third-Party Content Policy**

GOVERNANCE DECISION

For Council to review and consider two new policies designated as Council Policies under Policy 3000-23 | Council and Administrative Policy Development.

RECOMMENDATIONS:

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

PURPOSE

The purpose of Policy 3000-25 | Media Policy is to establish a structured and transparent framework for media releases to support open, respectful, and constructive engagement between the Town, the media and the public. In addition, this Policy outlines the circumstances under which the Town may issue a news release, press statement, hold a press conference or submit a Letter to the Editor/OpEd.

The purpose of Policy 3000-26 is to outline the Town's approach for managing social media content to ensure that the Town's social media spaces are welcoming, informative, and respectful for all users. Additionally, this Policy clarifies the circumstances when third party content may be shared on the Town's social media platforms.

BACKGROUND

The Town does not currently have any policies relating to Town media and social media. A policy is recommended to help the public understand the methods of communication from the Town through media and social media platforms.

Report as Circulated July 16, 2025

DISCUSSION

The Media Policy provides clarity on the roles and responsibilities of Council and staff when engaging with the media. It also educates the public on the various methods by which the Town communicates.

The Social Media & Third-Party Content Policy is proposed as there has been a significant increase in requests from third parties for the Town to share or post content relating to various community events. Best practice suggests a policy would be most beneficial to guide staff and assist the public in understanding the content eligible for the Town to share or post.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- If approved, the two Policies will be posted on the Town's website and available in the document library.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

This report presents two Policies for Council's consideration for approval: Policy 3000-25 | Media Policy and Policy 3000-26 | Official Town Social Media & Third-Party Content Policy.

ALTERNATIVE OPTIONS

1. Council approves Policy 3000-25 | Media Policy as amended [*list changes*].
2. Council approves Policy 3000-26 | Official Town Social Media & Third-Party Content as amended [*list changes*].
3. Council refer Policy 3000-25 | Media Policy and/or Policy 3000-26 | Official Town Social Media & Third-Party Content to Committee of the Whole for further discussion.

Report as Circulated July 16, 2025

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
Deputy CAO/ Director of
Corporate Services
Concurrence

REFERENCES

Attachment 1: Policy 3000-25 | Media Policy
Attachment 2: Policy 3000-26 | Official Town Social Media & Third-Party Content Policy

	Attachment 1	
	Town of Qualicum Beach	Policy Manual
	Subject: Administration – General – Media Policy	
	Policy Number: 3000-25 Report as Circulated July 16, 2025	

Purpose

To establish a structured and transparent framework for media releases to support open, respectful, and constructive engagement between the Town, the media and the public.

In addition, this Policy outlines the circumstances under which the Town may issue a news release, press statement, hold a press conference or submit a Letter to the Editor/OpEd.

Definitions

“News Release”	means a proactive piece of information prepared by the organization [or use ‘Town’] and distributed to media outlets. It follows a formal presentation (headline, links to sources, quotes, etc.); and provides in-depth information.
“Press Statement”	means a formal, written communication issued by the Town to media outlets and the public, providing official information, clarification, or the Town’s position regarding an incident, event, issue, or decision. It is concise, factual, and intended to inform.
“Press Conference”	means a scheduled event where Town officials, alongside partners or other involved organizations, meet with media representatives to deliver important information, make announcements, or respond to public concerns. It may include formal statements, opportunities for media questions, photo opportunities, and interviews, helping to ensure transparency, accuracy of information, and public engagement.
“Letter to the Editor”	means a brief, public response to recent media coverage, a public concern, a debated topic, or to correct an error or misrepresentation.
“Opinion Editorial”	OR “Op Ed” means a longer, more detailed and proactive piece that explains a Town policy, initiative or issue.

Policy

The Town of Qualicum Beach provides open and timely communications to the media and the public regarding Town business, events and more. Media is leveraged to share these important announcements to increase visibility and general awareness. When sharing these communications, the Town will endeavour to use plain language, translation and accessible formats wherever possible.

1. **The Town’s Commitment to the media**
 - Provide timely responses to media requests.
 - Offer fact-based information in an authentic and transparent manner.
 - Seek proactive media when opportunities arise.

2. Town issued news releases

The Town is responsible for issuing a news release when all of the following apply:

- The Town is the lead organization, responsible for sharing the news.
- The information is timely, relevant and newsworthy.
- The information impacts the people, businesses and and/or organizations of Qualicum Beach.

3. Town issued press statements

The Town is responsible for issuing a press statement when:

- Members of the media contact the Town for a comment on a decision, issue or incident.
- A major incident has occurred where the Town is the lead on the issue.
- A quick response to the public and media is needed to ensure the Town's message is heard regarding:
 - Public safety or health impacts.
 - Town services are significantly disrupted or changed.
 - Public trust in the Town is at risk.
 - Major decisions, projects, or announcements are made.
 - There is a need to correct significant misinformation.

4. Press Conference

A press conference is held when:

- There is a unique or significant event that garners the greater media attention.
- To inform the community in greater detail, with partner organizations, about fast-breaking news, an emergency or a crisis.
- React to a national or provincial issue that impacts the Town.

5. Responding to media requests for interviews

The Town responds to media requests for interviews on issues, information or events directly related to its legislative mandate to provide services to its residents and be accountable to the public.

The Chief Administrative Officer [CAO] is the only official spokesperson from Town staff. Other senior staff may speak with media when given direction from the CAO. Staff will only convey factual information to the media; they will not offer personal opinions or advice.

6. Communications from Elected Officials or committee/commission members

Council or Committee Members must not purport to speak on behalf of the Town or Council unless expressly authorized by the Mayor to do so.

Council and Committee Members will use caution in reporting Council or Committee decision-making by way of interviews given, their social media profiles or websites before the Town has released any formal communication.

When speaking for themselves as individual Councillors or Committee Members to the media, a Councillor or Committee Member will include "in my opinion" or use a similar disclaimer to ensure it is expressly clear they are speaking for themselves and not the Town or Council as a whole.

To promote respect and integrity for Council decision-making, Council and Committee Members will communicate accurately the decisions of Council or recommendations of the Committee, even if they disagree with the decision of the Council or Committee.

NOTE: For guidance on the use of official and personal social media accounts, refer to the Town of Qualicum Beach Social Media & Third Party Content Policy No. 3000-26

7. **Letters to the Editor or Opinion Editorials (Op-Eds)**

Letters to the Editor should be used when:

- The Town needs to correct misinformation, disinformation or to clarify facts.
- A direct, public response is necessary to address resident concerns.
- In response to another Letter to the Editor addressing Town business.

Opinion Editorials (Op-Eds) should be used when:

- The Town wants to educate residents on a specific issue.
- A complex issue arises that requires a thorough explanation beyond a news release or statement.
- The Town wants to highlight a strategic priority or advocacy issue.

Procedure

8. **Town issued news releases**

A news release is issued at the following times:

- During and/or after an incident with a significant local impact:
 - An incident is any unplanned event, action, or situation that disrupts or threatens Town operations, public services, or the health, safety, security, or well-being of residents, businesses, visitors, or municipal staff in Qualicum Beach.
- Before and after Town led events and promotions
 - One release before the event and, if required, one after the event to report on event outcomes.
 - If the media has already covered the event, a release may not be required.
 - The Town will only promote events that are Town led. Town led events include, but are not limited to, Beach Day, Family Day, Ocean Mile Swim and the Above & Beyond Awards.
- Significant or impactful Town business: new projects, project completion, upgrades, key staff updates, significant public hearings, public engagement activities, financial planning, elections, etc.

Approved: DD MMM YY
Approved By: Insert Council

Amended: Insert Date(s) or n/a

9. News releases are not issued by the Town:

- When there is an issue/complaint among a small group of people that has not garnered greater attention and/or the Town cannot directly impact.
- For subjects that are no longer timely.
- For subjects that are not considered newsworthy.
- For subjects that would only interest a small group of people.
- When there isn't enough content to form a news release.
- When media only require a press statement or an interview.
- When media have already published a news story and a release is redundant.
- For opinion or editorial content/comments from staff or Elected Officials.
- For legal issues that should be issued as a statement or that should not be commented on.

10. **Town issued press statements**

A press statement is an effective tool for sharing information quickly and may be issued in the following instances:

- An incident has just occurred and the Town has less detailed information than required for a news release, however, immediate messaging or response is needed.
- When the Town is responding to a quickly evolving problem, e.g., a significant issue brought forward by a resident or group, and the Town is directly involved or responsible.
- When an elected official or a senior staff member needs to comment on a complicated issue, provide insight or present an accurate account on a matter.
- In an emergency to provide timely updates.
- Instead of providing a media interview to ensure the Town is part of the news story and their message is heard.

11. **Press Conference**

A press conference is an additional media technique for special occasions to make an impression or address an important issue. A press conference is the right media tool to:

- Bring in supporting partners, organizations, etc., to speak on behalf of an issue or announcement.
- Announce an important development, project or project completion, and explain its significant local and broader implications.
- Leverage a photo opportunity.
- Answer questions from the press and emphasize points that might not be able to be addressed in other ways.
- Set the record straight on an important issue that has growing public interest and/or speculation.

12. **Letters to the Editor or Opinion Editorial (Op-Eds)**

Letters to the Editor or Opinion Editorial (Op-Eds) should follow these guidelines:

- Should come from the CAO or a designated senior member of staff.
- Must align with Town policies.

Report as Circulated July 16, 2025

- Elected Officials may submit Letters to the Editor and Op-Eds individually; however, it must be made clear they are submitting in their personal capacity, and not on behalf of the Town. The Town CAO and Council should be informed in advance of such a submission.

Responsibility

Mayor to act as primary spokesperson of Council and to authorize Council or Committee Members to speak on behalf of Council or the Town.

CAO to act as primary spokesperson for administration and to delegate senior staff to speak on behalf of administration.

Director of Corporate Services to approve communications that are released through the Town's communications channels.

References

Policy 3004-7 Council Code of Conduct
Policy 3000-26 Social Media & Third Party Content

Distribution

Council
All staff

	Attachment 2	
	Town of Qualicum Beach	Policy Manual
	Subject: Administration – General – Official Town Social Media & Third-Party Content	
	Policy Number: 3000-26	

Purpose	The Town of Qualicum Beach’s social media channels are spaces to share news, information, and stories, and to stay updated about Town business. This Policy outlines the Town’s approach for managing content to ensure that the Town’s social media spaces are welcoming, informative, and respectful for all users.
Definitions	
Employee	means both unionized and management employees, unless specifically stated otherwise.
Post	means the term used to describe a message that is placed on a social media site.
Social Media	means internet and mobile based tools used for sharing information, including but not limited to Facebook, X, and YouTube. Social media allows individuals to interact and share their opinions, photographs, videos and links to material from numerous sources. The broad definition of Social Media currently includes message boards, blogs, video posting sites, photo posting sites, social networks, forums and online customer chat sites.
Social Media Administrator	means the Director of Corporate Services responsible for the oversight of the Town’s Social Media policy and is designated to approve posting of material on the Town’s Social Media sites.
Social Media Moderators	means the employees of the Town of Qualicum Beach who have been assigned the responsibility of posting content on the Town’s Social Media sites.
Social Media Sites	used by the Town of Qualicum Beach including, but not limited to, Facebook, X, Google, Instagram and YouTube.
Town	means the Town of Qualicum Beach

Policy

Social Media Content Guidelines

1. To maintain a positive online environment, the Town's social media moderators reserve the right to delete comments that do not adhere to the Social Media Policy. The Town of Qualicum Beach does not permit comments or messages that:
 - Are threatening, derogatory, defamatory, racist, xenophobic, vulgar, or otherwise hurtful or inappropriate.
 - Form personal attacks, harassment, aggressive behaviour, bullying, or the incitement of others to do so.
 - Suggest or promote illegal activity.
 - Violate copyright laws of intellectual property.
 - Are unsolicited and/or repetitive messages.
 - Contain false or misleading information that could compromise public trust or safety.
2. The Town of Qualicum Beach uses its social media channels to post content that:
 - Provides official Town news, notices, and updates.
 - Shares emergency notifications and public safety information.
 - Promotes Town-led events, programs, and initiatives.
 - Highlights Council decisions and municipal projects.
 - Encourages public participation in Town services and democratic processes.
 - Celebrates community achievements and milestones.
 - Educates the public about municipal operations, policies, and services.
3. The Town will not create content, promotions, or advertisements from external organizations, businesses, or individuals unless:
 - The event, initiative, or program is led by the Town,
 - Sponsored by the Town, or
 - Formally partnered with the Town through an approved agreement.

Promoting Third Party Content

Sharing Third Party Content on Social Media

4. The Town will actively share third-party community events on its social media platforms if they meet the following criteria:
 - The Town owns or manages the property where the event is being held.
 - The Town has provided funding or sponsorship for the event.
 - The event has been approved through a Special Event Application process at a Council meeting.
6. All official content shared on the Town of Qualicum Beach's social media channels must align with Town policies and communications standards.

7. The Town reserves the right to approve or decline requests to share content at their sole discretion.

Sharing Third Party Content on Public Notice Boards

8. Community events may be posted on Town community boards based on the following criteria:
 - Municipal Requirement: All events must take place within the Town boundaries.
 - Non-Profit Requirement: Events organized by non-profit groups or for non-profit purposes.
 - Location-Based Requirement: Events held at Town-owned facilities, regardless of their non-profit status, provided they align with the Town's values and community standards as determined by the Town of Qualicum Beach.

Procedure

Social Media Management

9. Social Media accounts are monitored during regular business hours (Monday–Friday, excluding holidays). Outside of regular business hours, the Social Media Administrator may review content of the Town Social Media outside of business hours and edit content as required.
10. Comments or questions requiring a response will be addressed as appropriate, but immediate replies are not guaranteed.
11. Urgent matters or official service requests should be directed through the Public Inquiry Form on the Town's website, by email, or by calling Town Hall, not through social media channels.
12. The Director of Corporate Services holds final approval authority over all Town social media content and may direct the modification, removal, or posting of content as necessary.
13. The Town reserves the right to determine which events align with its objectives and community interests.

Third Party Content Requests

14. Requests for the Town to share content from a third party must be submitted to media@qualicumbeach.com no later than two weeks prior to the requested dates to share content.

Responsibility

Social Media Administrator provides oversight
Social Media Moderators for the purpose of monitor social media outlets
Director of Corporate Services who has final approval/authority over all Town social media content.
All Employees

References: Guidelines for Government Use of Social Media; Various BC Municipalities

Distribution All Town Employees

Approved: DD MMM YY
Approved By: Council

Amended: Insert Date(s) or n/a

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – General – Media Policy	
	Policy Number: 3000-25	

Purpose

To establish a structured and transparent framework for media releases to support open, respectful, and constructive engagement between the Town, the media and the public.

In addition, this Policy outlines the circumstances under which the Town may issue a news release, press statement, hold a press conference or submit a Letter to the Editor/OpEd.

Definitions

“News Release”	means a proactive piece of information prepared by the organization [or use ‘Town’] and distributed to media outlets. It follows a formal presentation (headline, links to sources, quotes, etc.); and provides in-depth information.
“Press Statement”	means a formal, written communication issued by the Town to media outlets and the public, providing official information, clarification, or the Town’s position regarding an incident, event, issue, or decision. It is concise, factual, and intended to inform.
“Press Conference”	means a scheduled event where Town officials, alongside partners or other involved organizations, meet with media representatives to deliver important information, make announcements, or respond to public concerns. It may include formal statements, opportunities for media questions, photo opportunities, and interviews, helping to ensure transparency, accuracy of information, and public engagement.
“Letter to the Editor”	means a brief, public response to recent media coverage, a public concern, a debated topic, or to correct an error or misrepresentation.
“Opinion Editorial”	OR “Op Ed” means a longer, more detailed and proactive piece that explains a Town policy, initiative or issue.

Policy

The Town of Qualicum Beach provides open and timely communications to the media and the public regarding Town business, events and more. Media is leveraged to share these important announcements to increase visibility and general awareness. When sharing these communications, the Town will endeavour to use plain language, translation and accessible formats wherever possible.

1. **The Town’s Commitment to the media**
 - Provide timely responses to media requests.
 - Offer fact-based information in an authentic and transparent manner.
 - Seek proactive media when opportunities arise.

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2. **Town issued news releases**

The Town is responsible for issuing a news release when all of the following apply:

- The Town is the lead organization, responsible for sharing the news.
- The information is timely, relevant and newsworthy.
- The information impacts the people, businesses and and/or organizations of Qualicum Beach.

3. **Town issued press statements**

The Town is responsible for issuing a press statement when:

- Members of the media contact the Town for a comment on a decision, issue or incident.
- A major incident has occurred where the Town is the lead on the issue.
- A quick response to the public and media is needed to ensure the Town's message is heard regarding:
 - Public safety or health impacts.
 - Town services are significantly disrupted or changed.
 - Public trust in the Town is at risk.
 - Major decisions, projects, or announcements are made.
 - There is a need to correct significant misinformation.

4. **Press Conference**

A press conference is held when:

- There is a unique or significant event that garners the greater media attention.
- To inform the community in greater detail, with partner organizations, about fast-breaking news, an emergency or a crisis.
- React to a national or provincial issue that impacts the Town.

5. **Responding to media requests for interviews**

The Town responds to media requests for interviews on issues, information or events directly related to its legislative mandate to provide services to its residents and be accountable to the public.

The Chief Administrative Officer [CAO] is the only official spokesperson from Town staff. Other senior staff may speak with media when given direction from the CAO. Staff will only convey factual information to the media; they will not offer personal opinions or advice.

6. **Communications from Elected Officials or committee/commission members**

Council or Committee Members must not purport to speak on behalf of the Town or Council unless expressly authorized by the Mayor to do so.

Council and Committee Members will use caution in reporting Council or Committee decision-making by way of interviews given, their social media profiles or websites before the Town has released any formal communication.

When speaking for themselves as individual Councillors or Committee Members to the media, a Councillor or Committee Member will include "in my opinion" or use a similar disclaimer to ensure it is expressly clear they are speaking for themselves and not the Town or Council as a whole.

To promote respect and integrity for Council decision-making, Council and Committee Members will communicate accurately the decisions of Council or recommendations of the Committee, even if they disagree with the decision of the Council or Committee.

When discussing publicly whether a Councillor or Committee Member did not support a decision, or voted against the decision, or that another Council or Committee Member did not support a decision or voted against a decision, a Council or Committee Member will refrain from making disparaging comments about other Council or Committee Members.

NOTE: For guidance on Council use of personal social media accounts, refer to the Town of Qualicum Beach Council Standards of Conduct Policy No. 3004-7.

7. **Letters to the Editor or Opinion Editorials (Op-Eds)**

Letters to the Editor should be used when:

- The Town needs to correct misinformation, disinformation or to clarify facts.
- A direct, public response is necessary to address resident concerns.
- In response to another Letter to the Editor addressing Town business.

Opinion Editorials (Op-Eds) should be used when:

- The Town wants to educate residents on a specific issue.
- A complex issue arises that requires a thorough explanation beyond a news release or statement.
- The Town wants to highlight a strategic priority or advocacy issue.

Procedure

8. **Town issued news releases**

A news release is issued at the following times:

- During and/or after an incident with a significant local impact:
 - An incident is any unplanned event, action, or situation that disrupts or threatens Town operations, public services, or the health, safety, security, or well-being of residents, businesses, visitors, or municipal staff in Qualicum Beach.
- Before and after Town led events and promotions
 - One release before the event and, if required, one after the event to report on event outcomes.
 - If the media has already covered the event, a release may not be required.
 - The Town will only promote events that are Town led. Town led events include, but are not limited to, Beach

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Amended: Insert Date(s) or n/a

Day, Family Day, Ocean Mile Swim and the Above & Beyond Awards.

- Significant or impactful Town business: new projects, project completion, upgrades, key staff updates, significant public hearings, public engagement activities, financial planning, elections, etc.

9. News releases are not issued by the Town:

- When there is an issue/complaint among a small group of people that has not garnered greater attention and/or the Town cannot directly impact.
- For subjects that are no longer timely.
- For subjects that are not considered newsworthy.
- For subjects that would only interest a small group of people.
- When there isn't enough content to form a news release.
- When media only require a press statement or an interview.
- When media have already published a news story and a release is redundant.
- For opinion or editorial content/comments from staff or Elected Officials.
- For legal issues that should be issued as a statement or that should not be commented on.

10. **Town issued press statements**

A press statement is an effective tool for sharing information quickly and may be issued in the following instances:

- An incident has just occurred and the Town has less detailed information than required for a news release, however, immediate messaging or response is needed.
- When the Town is responding to a quickly evolving problem, e.g., a significant issue brought forward by a resident or group, and the Town is directly involved or responsible.
- When an elected official or a senior staff member needs to comment on a complicated issue, provide insight or present an accurate account on a matter.
- In an emergency to provide timely updates.
- Instead of providing a media interview to ensure the Town is part of the news story and their message is heard.

11. **Press Conference**

A press conference is an additional media technique for special occasions to make an impression or address an important issue. A press conference is the right media tool to:

- Bring in supporting partners, organizations, etc., to speak on behalf of an issue or announcement.
- Announce an important development, project or project completion, and explain its significant local and broader implications.
- Leverage a photo opportunity.
- Answer questions from the press and emphasize points that might not be able to be addressed in other ways.
- Set the record straight on an important issue that has growing public interest and/or speculation.

12. **Letters to the Editor or Opinion Editorial (Op-Eds)**

Letters to the Editor or Opinion Editorial (Op-Eds) should follow these guidelines:

- Should come from the CAO or a designated senior member of staff.
- Must align with Town policies.
- Elected Officials may submit Letters to the Editor and Op-Eds individually; however, it must be made clear they are submitting in their personal capacity, and not on behalf of the Town. The Town CAO and Council should be informed in advance of such a submission.

Responsibility

Mayor to act as primary spokesperson of Council and to authorize Council or Committee Members to speak on behalf of Council or the Town.

CAO to act as primary spokesperson for administration and to delegate senior staff to speak on behalf of administration.

Director of Corporate Services to approve communications that are released through the Town's communications channels.

References

Policy 3004-7 Council Code of Conduct
Policy 3000-26 Social Media & Third Party Content

Distribution

Council
All staff

	Town of Qualicum Beach	Policy Manual
	Subject: Administration – General – Official Town Social Media & Third-Party Content	
	Policy Number: 3000-26	

Purpose

The Town of Qualicum Beach's social media channels are spaces to share news, information, and stories, and to stay updated about Town business. This Policy outlines the Town's approach for managing content to ensure that the Town's social media spaces are welcoming, informative, and respectful for all users.

Definitions

Employee

means both unionized and management employees, unless specifically stated otherwise.

Post

means the term used to describe a message that is placed on a social media site.

Social Media

means internet and mobile based tools used for sharing information, including but not limited to Facebook, X, and YouTube. Social media allows individuals to interact and share their opinions, photographs, videos and links to material from numerous sources. The broad definition of Social Media currently includes message boards, blogs, video posting sites, photo posting sites, social networks, forums and online customer chat sites.

Social Media Administrator

means the Director of Corporate Services responsible for the oversight of the Town's Social Media policy and is designated to approve posting of material on the Town's Social Media sites.

Social Media Moderators

means the employees of the Town of Qualicum Beach who have been assigned the responsibility of posting content on the Town's Social Media sites.

Social Media Sites

used by the Town of Qualicum Beach including, but not limited to, Facebook, X, Google, Instagram and YouTube.

Town

means the Town of Qualicum Beach

Policy

Social Media Content Guidelines

1. To maintain a positive online environment, the Town's social media moderators reserve the right to delete comments that do not adhere to the Social Media Policy. The Town of Qualicum Beach does not permit comments or messages that:
 - Are threatening, derogatory, defamatory, racist, xenophobic, vulgar, or otherwise hurtful or inappropriate.
 - Form personal attacks, harassment, aggressive behaviour, bullying, or the incitement of others to do so.
 - Suggest or promote illegal activity.
 - Violate copyright laws of intellectual property.
 - Are unsolicited and/or repetitive messages.
 - Contain false or misleading information that could compromise public trust or safety.
2. The Town of Qualicum Beach uses its social media channels to post content that:
 - Provides official Town news, notices, and updates.
 - Shares emergency notifications and public safety information.
 - Promotes Town-led events, programs, and initiatives.
 - Highlights Council decisions and municipal projects.
 - Encourages public participation in Town services and democratic processes.
 - Celebrates community achievements and milestones.
 - Educates the public about municipal operations, policies, and services.
3. The Town will not create content, promotions, or advertisements from external organizations, businesses, or individuals unless:
 - The event, initiative, or program is led by the Town,
 - Sponsored by the Town, or
 - Formally partnered with the Town through an approved agreement.

Promoting Third Party Content

Sharing Third Party Content on Social Media

4. The Town will actively share third-party community events on its social media platforms if they meet the following criteria:
 - The Town owns or manages the property where the event is being held.
 - The Town has provided funding or sponsorship for the event.
 - The event has been approved through a Special Event Application process at a Council meeting.
6. All official content shared on the Town of Qualicum Beach's social media channels must align with Town policies and communications standards.

7. The Town reserves the right to approve or decline requests to share content at their sole discretion.

Sharing Third Party Content on Public Notice Boards

8. Community events may be posted on Town community boards based on the following criteria:
 - Municipal Requirement: All events must take place within the Town boundaries.
 - Non-Profit Requirement: Events organized by non-profit groups or for non-profit purposes.
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Procedure

Social Media Management

9. Social Media accounts are monitored during regular business hours (Monday–Friday, excluding holidays). Outside of regular business hours, the Social Media Administrator may review content of the Town Social Media outside of business hours and edit content as required.
10. Comments or questions requiring a response will be addressed as appropriate, but immediate replies are not guaranteed.
11. Urgent matters or official service requests should be directed through the Public Inquiry Form on the Town's website, by email, or by calling Town Hall, not through social media channels.
12. The Director of Corporate Services holds final approval authority over all Town social media content and may direct the modification, removal, or posting of content as necessary.
13. The Town reserves the right to determine which events align with its objectives and community interests.

Third Party Content Requests

14. Requests for the Town to share content from a third party must be submitted to media@qualicumbeach.com no later than two weeks prior to the requested dates to share content.

Responsibility

Social Media Administrator provides oversight
Social Media Moderators for the purpose of monitor social media outlets
Director of Corporate Services who has final approval/authority over all Town social media content.
All Employees

References

Guidelines for Government Use of Social Media; Various BC Municipalities

Distribution

All Town Employees

Approved: DD MMM YY
Approved By: Council

Amended: Insert Date(s) or n/a

	Town of Qualicum Beach	Policy Manual
	Subject: Administration - Council Standards of Conduct	
	Policy Number: 3004-7	

As local elected representatives (“members”), we recognize that responsible conduct is essential to providing good governance for the Town of Qualicum Beach. We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration. In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

Purpose

To set the expectation that Town of Qualicum Beach (“Town”) Council and Committee Members adhere to these Standards of Conduct in carrying out their duties and functions.

Scope

This policy applies to Town Council and Committee Members. This Standards of Conduct applies to all interactions of Council and Committee Members in relation to Town matters whether in duly constituted meetings, interactions with Staff or the public, and during their use of social media.

Statutory Provisions

The Standards of Conduct policy is a supplement to the existing statutes, laws and policies governing the conduct of Council and Committee Members including but not limited to:

- *The British Columbia Human Rights Code;*
- *The British Columbia Community Charter;*
- *The British Columbia Local Government Act;*
- *The British Columbia Local Elections Campaign Finance Act;*
- *The Worker’s Compensation Act of British Columbia;*
- *The Freedom of Information and Protection of Privacy Act;*
- *The Town’s Respectful Workplace Policy; and,*
- *The Criminal Code of Canada.*

Council and Committee Members must familiarize themselves with, and recognize that their behaviour is governed by, these statutes, laws and policies.

Provincial legislation and other statutory obligations supersede this Council policy.

Definitions

Committee Member	A person appointed to a Town committee, subcommittee, task force, commission, board, or other Council established body under the <i>Community Charter</i> or <i>Local Government Act</i> .
Confidential Information	Information or records that could reasonably harm the interests of individuals or organizations, including the Town, if disclosed to persons who are not authorized to access the information, as well as information to which section 117 of the <i>Community Charter</i> applies. For clarity, this includes all information and records from closed meetings of Council until publicly released.
Conflict of Interest	A conflict of interest exists when an individual is, or could be, influenced, by a personal interest, financial or otherwise, when carrying out their public duty. Personal interest can include direct or indirect financial interest, bias, pre-judgment, close-mindedness or undue influence.
Council	The Mayor and Councillors.
Gifts and Personal Benefits	Gifts and personal benefits are items or services of value that are received by Council and Committee Members for personal use. These would include, but are not limited to, cash, gift cards, tickets to events, items of clothing, jewellery, pens, food or beverages, discounts or rebates on purchases, free or subsidized drinks or meals, entertainment and admission fees to social functions.
Immediate Relative	A spouse (including common-law spouse), parent, parent-in-law, child, brother, sister, brother-in-law or sister-in-law, grandparent, grandparent-in-law or grandchild.
Municipal Officer	A member of Staff designated as an officer under section 146 of the <i>Community Charter</i> .
Personal Information	As defined in the <i>Freedom of Information and Protection of Privacy Act</i> .

Staff An employee or contractor of the Town. For the purposes of this policy, volunteers are also defined as Staff. Council are not Staff of the Town.

Interpretation In this policy, a reference to a person who holds an office includes a reference to the persons appointed as deputy or appointed to act for that person from time to time.

Policy Statements

1. Foundational Principles of Responsible Conduct

These foundational principles provide a basis for how Council and Committee Members fulfill their roles and responsibilities, including in their relationships with each other, Staff and with the public.

1.1. **Integrity:** being honest and demonstrating strong ethical principles.

Council and Committee Members are expected to act with **integrity** by:

- (a) Behaving in a manner that promotes public confidence in the Town, including actively avoiding any perceptions of Conflicts of interest, improper use of office or unethical conduct.
- (b) Being truthful, honest and open in all dealings.
- (c) Upholding the public interest and making decisions in the best interests of the community.
- (d) Following through on commitments, engaging in positive communication with the community and correcting errors in a timely and transparent manner.
- (e) Acting lawfully and within the authority of the *Community Charter, Local Government Act, Workers Compensation Act of B.C. and B.C. Human Rights Code*.

1.2. **Accountability:** an obligation and willingness to accept responsibility or to account for one's actions.

Council and Committee Members are expected to act with **accountability** by:

- (a) Being transparent in how they individually and collectively conduct business and carry out their duties.
- (b) Ensuring information is accessible, and that citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.

- (c) Accepting and upholding that they are collectively accountable for local government decisions, and that individually elected or appointed officials are responsible and accountable for the decisions they make in fulfilling their roles.
- (d) Listening to and considering the opinions and needs of the community in all decision making, and allowing for respectful discourse and feedback.

1.3. Respect: having due regard for others' perspectives, wishes and rights; displaying deference to the offices of local government, and the role of local government in community decision-making.

Council and Committee Members are expected to act with **respect** by:

- (a) Treating every person, including other Council or Committee Members, Staff and the public with dignity.
- (b) Showing consideration for colleagues and Staff.
- (c) Creating an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as derogatory.
- (d) Valuing the role of diverse perspectives and debate in decision making.
- (e) Acting in a way that is respectful of the roles and responsibilities of the office of Mayor and Council.
- (f) Valuing the distinct roles and responsibilities of local government Staff and the community in local government considerations and operations, and committing to fostering a positive working relationship between Staff, the public and elected officials.

1.4. Leadership and Collaboration: an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.

Council and Committee Members are expected to demonstrate **leadership and collaboration** by:

- (a) Demonstrating behaviour that builds and inspires public trust and confidence in local government.
- (b) Calmly facing challenges and providing considered direction of the issues of the day, and enabling colleagues and Staff to do the same.

- (c) Creating space for open expression by others, taking responsibility for one's own actions and reactions and accepting the decisions of the majority.
- (d) Accepting that it is the equal responsibility of the Council individually and collectively to work together to achieve common goals. Committee Members must also work together individually and collectively to achieve common goals.
- (e) Being an active participant in ensuring these Foundational Principles and the Standards of Conduct are followed.

2. General Conduct

- 2.1. Council and Committee Members must adhere to the Foundational Principles and the provisions of this Standards of Conduct policy.
- 2.2. Council and Committee Members have an obligation to consider issues and exercise powers, duties, and functions in an impartial manner that avoids arbitrary and unreasonable decisions.
- 2.3. Council and Committee Members must avoid behaviour that could constitute an act of disorder or misbehavior. Specifically, Council and Committee Members must avoid conduct that
 - Contravenes this policy;
 - Contravenes the law, including Town bylaws; or
 - Is an abuse of power or otherwise amounts to improper discrimination, intimidation, harassment, or verbal abuse of others.

3. Roles and Responsibilities

- 3.1. Council is the governing body of the Town. It has the responsibility to govern the Town in accordance with the *Community Charter* and other applicable legislation.
- 3.2. The Mayor is the head and chief executive officer of the Town and has a statutory responsibility to provide leadership to the Council and to provide general direction to Municipal Officers respecting Town policies, programs, and other directions of the Council as set out in the *Community Charter*.

4. Collection and Handling of Information

- 4.1. Council and Committee Members must:
 - a) Collect, use and disclose personal information in accordance with the *Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the Town;
 - b) Protect and not disclose publicly Confidential Information;
 - c) Refrain from discussing or disclosing Confidential Information with Staff, or with persons outside the organization except as authorized;
 - d) Take reasonable care to prevent the examination of Confidential Information by unauthorized individuals;
 - e) Not use Confidential Information to cause harm to Council, the Town, or any other person;
 - f) Only access information held by the Town needed for Town business;
 - g) Not disclose decisions, resolutions or reports forming part of the Council agenda for or from a closed meeting of Council until a corporate decision has been made for the information to become public;
 - h) Not alter Town records unless expressly authorized to do so; and,
 - i) Adhere to the requirements outlined in this Section when they are no longer a Council or Committee Member.

5. Conflict of Interest

- 5.1. Conflict of Interest is dealt with under sections 100, 101 and 104 of the *Community Charter*. Ultimately, the interpretation of these sections is a matter for the courts. This Standard of Conduct policy is intended to provide additional guidance to Council and Committee Members.
- 5.2. Council and Committee Members are expected to make decisions that benefit the community. They are to be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.
- 5.3. Council and Committee Members must attempt to resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties. Council Members must ensure they are observing the statutory requirements of the *Community Charter*.

- 5.4. Council and Committee Members are expected to be aware of appearances and strive to conduct themselves in a manner that upholds or increases the public trust by taking steps to reduce or eliminate the possible appearance of a conflict of interest.
- 5.5. Council and Committee Members should not seek or accept the Chair of a Committee or sub-committee whose business is related to an interest of the Council or Committee Member or with an Immediate Relative.

6. Interactions with Staff

- 6.1. Council and Committee Members are only to contact Staff (including Municipal Officers), according to the procedures authorized by Council and the Town's Chief Administrative Officer regarding the interaction of Council and Committee Members and Staff.
- 6.2. Council and Committee Members are to direct inquiries regarding departmental issues or questions to the Town's Chief Administrative Officer or the department head (Director) of the appropriate department and refrain from contacting other Staff directly unless the communication is minor and of a day-to-day operational nature.
- 6.3. Council and Committee Members are not to provide direction to or contact any of the Town's contractors, tenderers, or consultants.
- 6.4. Council and Committee Members must not publish or report information or make statements attacking or reflecting negatively on Staff, Council or Committee Members. Any complaint should be brought to the attention of the Mayor and Chief Administrative Officer for follow up. If the concern is not address to the satisfaction of the complainant, it may be proposed for inclusion on a Council agenda for discussion.
- 6.5. Information obtained by any Member of Council, which is likely to be used in a Council or political debate, should be provided to all other Council Members, and to the Chief Administrative Officer as soon as possible.
- 6.6. Council and Committee Members must treat members of the public, Council, Committee Members and Staff with respect and without bullying, abuse or intimidation.

7. Use of Social Media

- 7.1. Council or Committee Members must not purport to speak on behalf of the Town or Council unless expressly authorized to do so.
- 7.2. Council and Committee Members will use caution in reporting Council decision-making by way of their social media profiles and websites before the Town has released any formal communication.
- 7.3. When speaking for themselves as individual Councillors or Committee Members on social media or to the press, a Councillor or Committee Member will include "in my opinion" or use a similar disclaimer to ensure it is expressly clear they are speaking for themselves and not the Town or Council as a whole.
- 7.4. Council and Committee Members will refrain from using or permitting the use of their social media accounts for purposes that include:
 - a) defamatory remarks, obscenities, profane language or sexual content;
 - b) negative statements disparaging Staff or calling into question the professional capabilities of Staff;
 - c) content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
 - d) statements that indicate a closed-mind in relation to a matter that is to be the subject of a statutory or other public hearing; or,
 - e) promotion of illegal activity.
- 7.5. Council and Committee Members must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate the terms of these Standards of Conduct.

8. Interactions with the Public and Media

- 8.1. In an effort to promote respect and integrity for Council decision-making, Council and Committee Members will communicate accurately the decisions of the Council, even if they disagree with the majority decision of the Council or Committee.

- 8.2. When discussing publicly whether a Councillor or Committee Member did not support a decision, or voted against the decision, or that another Council or Committee Member did not support a decision or voted against a decision, a Council or Committee Member will refrain from making disparaging comments about other Council or Committee Members.

9. Gifts and Personal Benefits

- 9.1. For Council, the receipt and reporting of gifts and personal benefits is dealt with under sections 105 and 106 of the *Community Charter*. Ultimately, the interpretation of those sections is a matter for the courts. This Standards of Conduct policy is intended to provide additional guidance to Council and Committee Members.
- 9.2. Council and Committee Members must not accept a gift or personal benefit that could reasonably be expected to result in a real or perceived conflict of interest, and to assist in avoiding that situation, Council and Committee Members will not accept gifts or personal benefits from business or commercial enterprises having a value that exceeds \$50.00 or, where the total value of such gifts and benefits, received directly or indirectly from one source in any twelve (12) month period, would exceed \$250.00.
- 9.3. For clarity, the following are not considered gifts or personal benefits:
- a) Compensation authorized under section 105(2)(b) of the *Community Charter*;
 - b) Reimbursement for out of pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event or in connection with authorized travel;
 - c) A lawful contribution made to a Council Member who is a candidate for election conducted under the Local Government Act; and
 - d) A random draw prize at an event attended by a Council or Committee Member.
- 9.4. Council and Committee Members must disclose to the Corporate Officer any gifts or personal benefits accepted in compliance with Section 9.2 of this policy.
- 9.5. The content of the disclosure must comply with section 106(2) of the *Community Charter* and the Corporate Officer must be notified "as soon as reasonably practicable".

Approved: 02-Feb-22

Amended: N/A

Approved by: Council

- 9.6. For the purposes of this Standards of Conduct, the value of each gift or personal benefit shall be determined by its replacement cost, i.e. how much would it cost to replace the item?

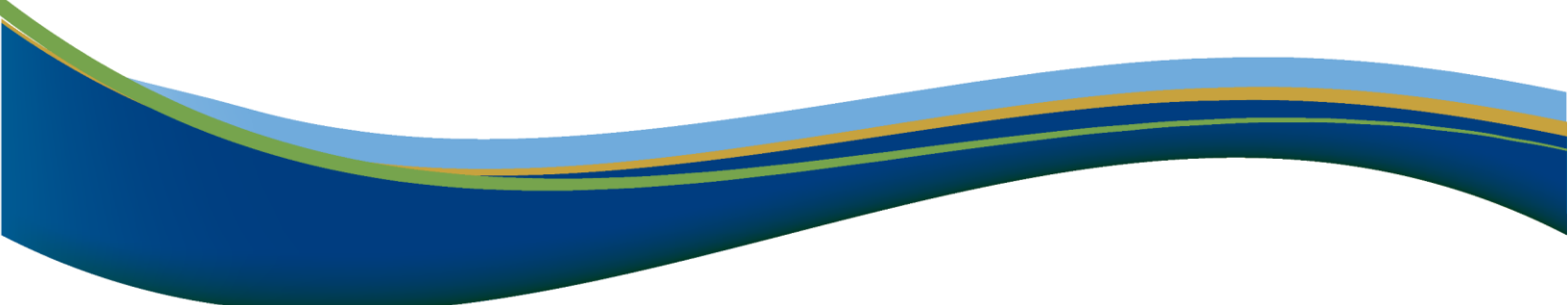
10. Breaches, Complaint Handling, and Disciplinary Action

- 10.1. Council and Committee Members must abide by the requirements of the Standards of Conduct policy and shall endeavour to resolve disputes in good faith, recognizing that interpersonal rancour does not facilitate good governance.
- 10.2. Council and Committee Members will endeavour to resolve disputes informally before initiating a formal complaint.
- 10.3. An alleged breach of this Standard of Conduct policy may be submitted by a Council or Committee Member or Staff. Complaints shall be submitted simultaneously in writing to the Mayor and Chief Administrative Officer within two (2) months of the last alleged breach, but not prior to the adoption of this policy. The Mayor and Chief Administrative Officer are authorized to extend this two (2) month deadline if circumstances warrant an extension.
- 10.4. In the event that the Mayor is the subject of, or is implicated in the complaint, the complaint shall be addressed to the current Acting Mayor and Chief Administrative Officer unless that individual is the subject of, or implicated in the complaint.
- 10.5. Upon receipt of a complaint under section 10.2, the Mayor, or Acting Mayor, and the Chief Administrative Officer shall, if they are not able to resolve the matter informally, within thirty (30) days, appoint an independent third party identified and agreed between the Complainant(s) and Respondent(s) who has the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator").
- 10.6. If the parties cannot agree on the choice of investigator, a single nominee of the Complainant(s) and the Respondent(s) shall jointly select a suitable Third Party Investigator. If this nominee cannot select the Third Party Inspector, the Town's solicitor will select this person.

- 10.7. The Third Party Investigator must conduct a preliminary assessment of the complaint, at the conclusion of which the investigator may determine whether to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond the jurisdiction of the Standards of Conduct policy or unlikely to succeed.
- 10.8. If the Third Party Investigator determines to continue the investigation, the Third Party Investigator shall:
- a) Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
 - b) Provide an investigation update within ninety (90) days of their appointment to the Mayor or Acting Mayor, as applicable, and to the Complainant and the Respondent;
 - c) Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Standards of Conduct, to the Mayor or Acting Mayor, as applicable, and to the Complainant and the Respondent; and,
 - d) Provide recommendations in the Report as to the appropriate resolution of the complaint. Recommendations may include:
 - i. dismissal of the complaint;
 - ii. censure;
 - iii. removal from committee membership;
 - iv. prohibition from representing the Town at events and/or attending conferences or seminars;
 - v. a recommendation that an apology be given;
 - vi. counselling and/or coaching; or,
 - vii. such other recommendations as are deemed appropriate in the judgment of the Third Party Investigator.
- 10.9. The Mayor or Acting Mayor shall provide the Report or a summary of the Report to Council.
- 10.10. If a Report or a summary of a Report is presented to Council, Council will by way of a 2/3 vote decide whether the recommendations in the Report, in whole or part, will be imposed.
- 10.11. The Director of Human Resources will receive and retain all Reports.

- 10.12. Where a Council or Committee Member alleges a breach of this Standards of Conduct by another Council or Committee Member all Council and Committee Members shall refrain from commenting on such allegations at open meetings of Council, or Committees, pending the conclusion of the Report and any decision of Council on the Report.

Responsibility	Council
References	<i>Community Charter, Local Government Act, Freedom of Information and Protection of Privacy Act</i>
Distribution	Council and all Departments



TOWN OF QUALICUM BEACH

MEMORANDUM

File No. 6480-OCP2025

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Bailey Walsh, Planner

SUBJECT: Official Community Plan (OCP) Review Timeline and Decision Points

GOVERNANCE DECISION:

Council is requested to:

1. Endorse the June 25, 2025, Committee of the Whole recommendation for OCP Decision Point #19 of the 2025 OCP Review, noting that the updated OCP must be adopted by December 31st, 2025;
 2. Consider an alternative implementation option for Decision Point #11 (Non-ALR Rupert Road Properties);
 3. Receive the updated OCP Adoption Timeline; and
 4. Receive 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 does not require update at this time.
-

RECOMMENDATION:

Business from July 16, 2025, Meeting

1. 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.
2. THAT a new policy be included in the OCP that the Town would look favorably on an OCP and Zoning amendment application to permit residential development at Lot 144 (Forestry land east of Pheasant Glen), subject to the provision of a significant, secured community benefit (e.g., PHG-targeted attainable housing, permanent greenbelt dedication and/or other significant community benefit).

New Recommendations

3. 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 within 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.

4. 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.
 5. 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.
-

PURPOSE

To request clarity on key issues prior to preparing the draft Official Community Plan.

BACKGROUND

In accordance with the legislated completion deadline of December 31, 2025 laid out in the *Local Government Act* following Bill 44 requirements adopted in November 2023, the Town is undertaking a focused Official Community Plan (OCP) Review with an emphasis on policies directly and indirectly related to housing, as well as restructuring and reformatting the document to make it more understandable, relatable, and easy to use.

- The workplan for the 2025 OCP Review was approved, in principle, by Council on February 12, 2025.
- Staff completed an intensive community engagement period in alignment with the workplan between March 31st, 2025, and June 5th, 2025.
- An online survey was available to the public from June 5th, 2025, to June 15th, 2025, to gather feedback on satisfaction with the community engagement process and results.
- On June 25th, 2025, the Committee of the Whole (COTW) considered 19 Decision Points to guide staff in the updating of the OCP.
- The June 25th, 2025, decision points were reviewed by Council on July 16, 2025 and the majority of the COTW recommendations were endorsed.

Two decision points remain outstanding from the July 16, 2025, Regular Council Meeting:

1. THAT the Committee of the Whole recommends to Council 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.
2. THAT the Committee of the Whole recommends to Council THAT a decision regarding the land use designation of Lot 144 (Forestry land east of Pheasant Glen) be deferred until further information has been provided by the landowner regarding the potential for a significant, secured community benefit (e.g., PHG-targeted attainable housing, permanent greenbelt dedication and/or other significant community benefit).

Also, in the process of OCP amendment drafting, staff have identified an alternate approach to Decision Point #11: *Consideration of whether to include the Rural Residential Parcels along Rupert Road within the Urban Containment Boundary* that would maintain stronger consistency

with other OCP growth management policies while still allowing the Rupert Road rural properties to dissolve existing stratas and subdivide into large residential parcels.

DISCUSSION

1. 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.

This recommendation (Decision Point #19) was endorsed by Committee of the Whole on June 25, 2025, but subsequently omitted by error from consideration at the July 17, 2025 Council meeting. Staff have been working with the OCP Steering Committee to improve the OCP structure and request formal endorsement of this motion.

2. THAT a new policy be included in the OCP that the Town would look favorably on an OCP and Zoning amendment application to permit residential development at Lot 144 (Forestry land east of Pheasant Glen), subject to the provision of a significant, secured community benefit (e.g., PHG-targeted attainable housing, permanent greenbelt dedication and/or other significant community benefit).

The owner of Lot 144 has potential lands that could be offered to the Town as a Community Amenity Contribution that offer a significant ecological and community benefit. Staff do not recommend identifying this parcel for residential development at this time but recommend including a new OCP policy so that Council could consider an OCP and zoning amendment application at a future date.

3. 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 within 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.

Decision Point #11 addressed the existing parcels on Rupert Road that are not in the Agricultural Land Reserve (ALR) but outside of the Urban Containment Boundary. Council advanced the staff recommendation to extend the Urban Containment Boundary in order to

- accommodate existing owners that wish to subdivide to the size of their existing strata lots (generally 1.0ha minimum)
- permit alternative office and/or rural commercial uses on the former garden centre

After further review, staff now recommend not including these properties within the Urban Containment Boundary, as doing so could unintentionally open the door to future zoning amendment applications that seek to commercialize this portion of Rupert Road as an urban area. Rather, staff have identified that the above goals can be supported through several policy amendments in the Rural section of the OCP. This is now the staff recommendation and Council is asked to rescind the July 16, 2025 resolution. If Council wishes to maintain the previous direction and amend the Urban Containment Boundary as previously discussed, no motion is required.

4. THAT Council receives the proposed timeline for consideration of the OCP Amendment Bylaw, as attached as Appendix 1 to the September 17, 2025 staff report, noting that the Province has indicated that the OCP must be adopted by December 31st, 2025.

Staff have updated the OCP review and adoption timeline to work around the ongoing Zoning and OCP amendments for Eaglecrest Golf Course while still complying with the Provincial requirements. The timeline does not have any flexibility in order to meet the December 31, 2025, deadline without calling additional Special Council meetings.

5. THAT Council receives confirmation 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 Appendix 2 to the September 17, 2025 Planning report to Council.

This is a housekeeping motion. The Town is required to ensure that the Zoning Bylaw is reviewed to ensure that it meets the 20-year housing demand identified in the 2024 Interim Housing Needs Report. As detailed in Appendix 2, existing zoning capacity already exceeds the anticipated housing need. If the zoning did not already exceed the anticipated housing demand, the Town would also be required to update the zoning bylaw in 2025.

SUMMARY

This report provides an update on the 2025 OCP Review and seeks Council's direction on outstanding decisions, including endorsement of a streamlined OCP structure, non-ALR Rupert Road properties, and Lot 144. The report also confirms that Zoning Bylaw No. 900 already meets the 20-year housing needs identified in the 2024 Interim Housing Needs Report and presents a proposed bylaw adoption timeline to meet the provincial deadline of December 31, 2025.

APPROVALS

Memorandum respectfully submitted by Bailey Walsh, Planner.



Bailey Walsh
Planner
Report Author



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



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

Appendix 1: OCP Bylaw Amendment Timeline
Appendix 2: Review of Zoning Housing Capacity

Appendix 1: Official Community Plan (OCP) Bylaw Amendment Process Timeline

Date	OCP Bylaw Amendment Process
October 8 Regular	1st reading
October 22 Regular	2nd reading
November 5 (10am) Special Council Meeting	Public Hearing
November 19 Regular	3rd Reading
December 10 regular	Adoption

Appendix 2: Residential Development Potential in Zoning Bylaw No. 900

In 2023, Bill 44 amended the *Local Government Act* to require that municipalities produce Housing Needs Reports (HNRs) using a standardized method to project housing demand over both 5-year and 20-year horizons. Municipal zoning bylaws must similarly permit the use and density necessary to meet at least that 20-year housing demand, based on the same HNR figures.

Following is a summary of existing housing capacity in Zoning Bylaw No. 900, 2024, to demonstrate compliance with Bill 44 requirements. Any residential development potential under consideration but not yet adopted as of September 17, 2025, is not included in these totals.

Note: This is not a projection of buildout, as only a portion of residential property owners will choose to construct additional dwellings within the 20-year time horizon of this analysis.

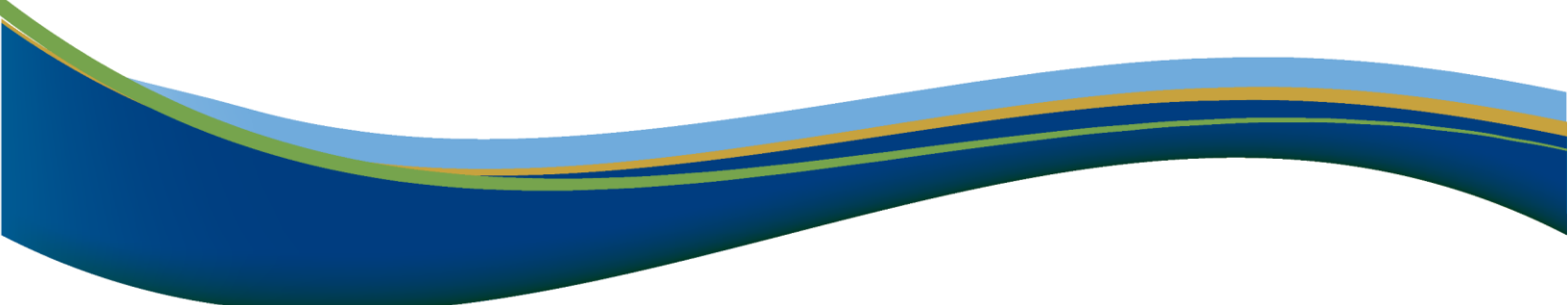
	Additional Potential Dwelling Units (Zoning Bylaw No. 900, 2024)	20-year Housing Demand for New Dwelling Units
Pre-zoned Multi-Residential Sites ⁱ	305	
Developments in Construction Phase ⁱⁱ	211	
Residential 1 and 2 ⁱⁱⁱ	6,790	
20-year Housing Need ^{iv}		2,435
Totals	7,306	2,435

ⁱ Includes unconstructed residential dwelling units on parcels currently zoned for multi-residential and/or commercial development.

ⁱⁱ Developments in construction phase: “Pheasant Glen” and “Shelter Ridge”

ⁱⁱⁱ There are 3395 parcels zoned Residential 1 (R1) or Residential 2 (R2) that now permit four dwelling units per parcel. When the Town amended the Zoning Bylaw to comply with Bill 44, the number of permitted dwelling units per parcel increased from two to four. For simplicity, only the increase in development potential (two dwellings per parcel) is counted in this calculation. The actual amount of remaining development potential in the R1 and R2 zones would be much higher, since most parcels currently only contain a single dwelling unit.

^{iv} Interim Housing Needs Report – Town of Qualicum Beach, November 2024, pg. 9



TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3060-20-1394

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Permit | 131 Garden Road East

RECOMMENDATION:

- 1) 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.
-

PURPOSE

For Council to consider issuance of a Development Permit to permit a four-unit residential development on the subject property located at 131 Garden Road East.

BACKGROUND

A Development Permit application has been submitted for 131 Garden Road East. The property is zoned Residential 2 (R2) and is located within the Village Neighbourhood. The property is accessed from Garden Road East and has laneway access located along the rear of the parcel. The applicant is proposing to build a fourplex, which complies with the density permitted in the zoning. Under the R2 zone, each of the dwelling units could be strata titled.

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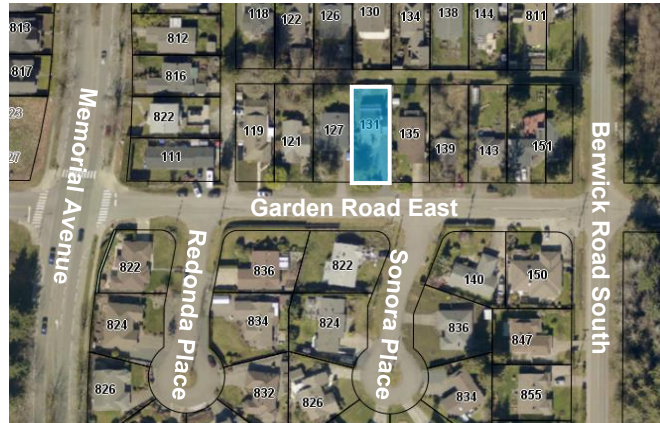


Figure 1: Subject Property

DISCUSSION

The owner of 131 Garden Road East has applied for a Development Permit to construct a four-unit residential development. Included in the application is a request to vary the minimum aggregate total for the interior lot line setbacks by 1.5m, from 4.5m to 3.0m. The parcel is approximately 615m² in area and 15.3m wide. The fourplex meets the current permitted use, density requirements, as well as the minimum front and rear lot line setbacks and interior lot line setback. The proposed fourplex does not meet the minimum aggregate total for the interior lot line. The proposed interior lot line setbacks are 1.5m, which results in an aggregate total of 3.0m for the interior lot line setbacks, which is 1.5m less than the required 4.5m. This is considered to be a minor variance and therefore, can be authorized by way of the Development Permit. Similar Development Permit applications, such as 149 First Avenue West and 796 Canyon Crescent, have gone before Council in 2024/2025 requesting a variance to the minimum aggregate total for the interior lot line.

It should be noted that during the upcoming housekeeping review of *Zoning Bylaw 900, 2024*, staff intend to recommend that Council support the elimination of the required aggregate total for minimum interior lot line setbacks in the Residential 1 (R1) and Residential 2 (R2) zones, as it is inconsistent with the Province's recommended zoning guidelines.

Minor Variance to be Included with Development Permit			
	Permitted	Proposed	Required Variance
Minimum Aggregate Total for Interior Lot Line Setbacks	4.5m	3.0m	1.5m

Interim Residential Design Guidelines

Staff have reviewed the application in regard to the Interim Residential Design Guidelines. Below is the outcome of this review, and whether or not the application complies with each section:

Interim Design Guideline	Compliant	Non-compliant
Neighbourhood Context	X	
Parking		X
Site Access		X
Landscape		X
Machinery, Equipment and Systems	X	
Streetscape	X	
Height	X	
Colours and Materials	X	

From the perspective of staff, the proposal largely complies with the Interim Residential Design Guidelines, except for Parking, Site Access and Landscape Guidelines. Following is a summary of the conflicts:

- **Parking:** The proposed development does not screen parking from the street and there are individual driveways to each unit.
- **Site Access:** incorporating four driveways, two of which are accessed from Garden Road East, rather than the laneway, is in conflict with the Site Access Policy.
- **Landscaping:** There is minimal landscaping along the street frontage and a large portion of the front yard is driveway or pavers, which conflicts with the Landscape guideline. This can be easily resolved by adding landscaping as recommended.

Previously, staff referred a similar proposal (four-plex on narrow lot) with similar unresolved conflicts (Landscape and Parking) to the Advisory Planning Commission and there was limited concern regarding the application. Council subsequently approved the Development Permit. Staff do not recommend further review of this application as long as the plans are revised to comply with the Landscape Guidelines (Figure 2). Alternatively, Council has the ability to approve the application with no changes, or send the application before the Advisory Planning Commission (APC) for further discussion.

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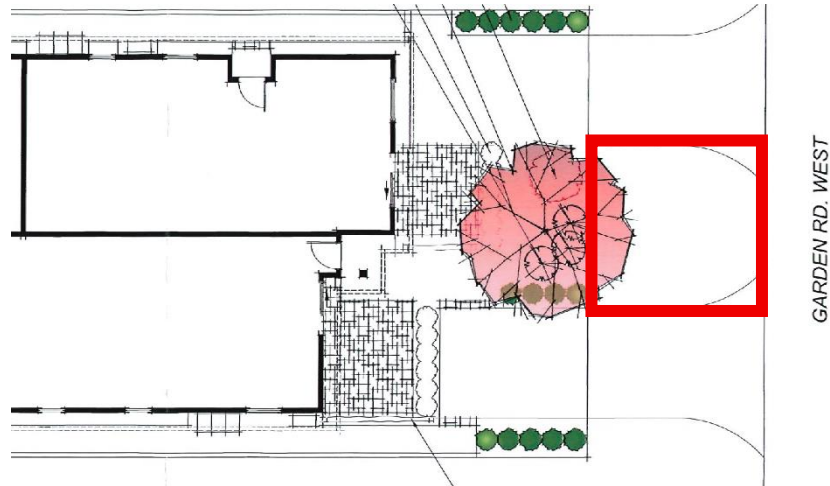


Figure 2: Proposed Site Revisions

To align with Parking, Site Access and Landscaping in the Development Permit Area Guidelines, staff recommend that additional landscaping be added between the driveways, as outlined above.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

INFORM:

- Staff will report on Council decision-making, as well as the recommendations made by the Advisory Planning Commission, if the application is referred.

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

A Development Permit application has been received for 131 Garden Road East. The issuance of the proposed Development Permit for 131 Garden Road East would authorize the form and character and vary the minimum aggregate total for the interior lot lines from 4.5m to 3.0m. The application meets the majority of the Interim Residential Guidelines; however, it conflicts with three of the guidelines, specifically Parking, Site Access and Landscaping. Given the conflict, staff recommend Council authorize staff to issue the Development Permit subject to revisions to the landscaping. As well, Council has the ability to refer the application to the APC or authorize staff to approve the Development Permit without changes, as outlined in Alternatives #1 and Alternative #2.

ALTERNATIVES

1. THAT Council directs staff to refer the Development Permit application for 131 Garden Road East to the Advisory Planning Commission for comment on compliance with the following component of the Town's Interim Residential Design Guidelines, as detailed in Zoning Bylaw No. 900, 2024: *[insert specific section to review for compliance]*.
2. THAT Council authorizes staff to issue a Development Permit for 131 Garden Road East West without conditions, as detailed in the September 17, 2025, Planning Report to Council.
3. THAT Council refuses the Development Permit application for 131 Garden Road East, for the following reasons *[insert Development Permit Area conflicts]*.

APPROVALS

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



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



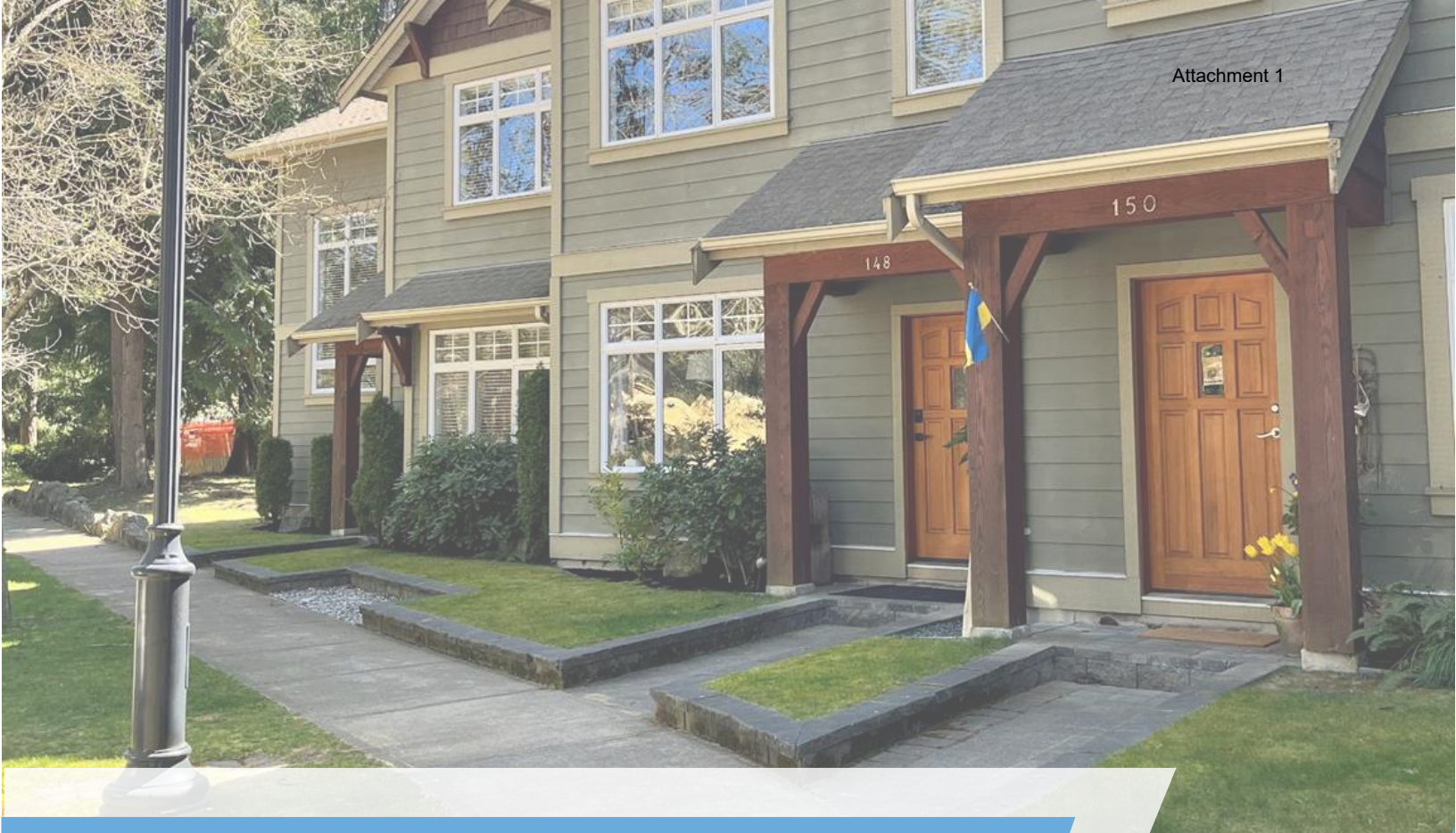
Luke Sales
Director of Planning and
Community Development
Concurrence



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

REFERENCES

- Attachment 1: Zoning Bylaw No. 900, Design Guidelines
Attachment 2: Submitted Plans for 131 Garden Road East DP Application



TOWN OF QUALICUM BEACH

Interim Design Guidelines

Small-Scale Multi-Unit
Housing

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DRAFT

Introduction

Owners, designers, and developers are encouraged to use creative design freedom within the limits of retaining the Town's Character.

In December 2023, the Province of British Columbia introduced a series of housing initiatives that require local governments to allow higher density on properties to increase the number of units available for people to live in (*Homes for People*, Province of BC, 2023).

This document provides guidelines for low to medium density housing in a variety of types, with an emphasis on compatibility with existing neighbourhood character, and providing opportunities for onsite landscaping and outdoor living.

Most neighborhoods in Qualicum Beach outside of the Village Neighbourhood have a predominantly suburban character, with residents depending on private vehicles for their daily commutes. Therefore, both the design guidelines and the related zoning regulations include measures to guarantee the continuity of vehicle access. However, guidelines aim to prioritize pedestrian-friendly environments, ensuring that residential areas are pleasant, interesting and conducive to active transportation. As such, the guidelines emphasize walkability, quality of life and human comfort.



Purpose of the Guidelines

This document provides guidelines for low to medium density housing in a variety of types.

- **Prioritizes** pedestrian-friendly environments.
- **Emphasizes** walkability, quality of life, and human comfort.
- **Considers** compatibility of with existing neighbourhood character.
- **Creates** opportunities for onsite landscaping and outdoor living.
- **Guarantees** continuity of vehicle access.

Who Should Use the Guidelines?

- Property Owners & Merchants
- Designers & Developers
- Town of Qualicum Beach

Design Guidelines

Neighbourhood Context

Site Integration and Architectural Harmony

Restoration should respect the integrity and intent of the original design.

- Development should use landscaping, porches, windows that are oriented toward the street. These elements will contribute to creating a sense that the development is acting as a “good neighbour” by honouring the existing character of the neighbourhood in the design.
- Ensure developments do not overshadow or overlook adjacent properties, implementing strategies like increased setbacks and staggered windows.
- Utilize landscaping, porches, and street-facing windows, to contribute to the neighbourhood's character and convey a sense of community.
- A higher degree of discontinuity with neighbouring buildings may be acceptable in the Village Neighbourhood, anticipating a transition to more intensive land use.
- Avoid designs that create isolation, such as imposing fences, gates, or large unbroken facades.
- Units located in the interior of lots should be designed with adequate separation from other buildings to ensure access to open space.



Preservation of Natural Features

- For properties that include significant natural features (e.g. significant trees, topography, rocky outcrops), buildings and landscape should be sited and designed to respond to natural topography and protect significant natural features wherever possible.
- Strategies to achieve this include, but are not limited to, alternative siting or clustering of buildings to avoid disturbance of natural features, and clustering of parking to reduce pavement on the site.

Site & Landscaping

Parking

Parking Locations and Access

- Parking should be screened from the street where possible to maintain aesthetic appeal.
- Consider incorporating glazing in garage doors.
- If the lot is adjacent to a lane, all parking shall be on and/or accessed from the lane.
- Minimize extent of driveways and eliminate need for driveway access to individual units.
- Locate and consolidate off-street parking areas, primarily to the rear of the primary structure.
- Screen recreational vehicle parking to preserve the visual and physical space of the residential area.

Innovative Parking Solutions

Encourage diverse parking strategies to maximize efficiency and aesthetics, including:

- Boulevard parking to integrate parking within the streetscape.
- Laneway parking to leverage rear access points.
- Layby parking for temporary stops close to destinations.
- Nose-in parking from a laneway to maximize space utilization.

Environmental and Community Considerations

- Use permeable materials or other strategies for driveways and parking areas that assist with stormwater management, reducing runoff and promoting groundwater recharge.
- The design and placement of buildings and landscape should establish a sensitive transition to adjacent parks, trails, open spaces, and natural areas, considering a landscaped edge.
- Respect the root zones of adjacent trees; and minimize impacts on ecologically sensitive areas and natural features.



Site Access

Ensuring proper site access is essential to create housing developments that seamlessly integrate with their surroundings.

Frontage Allocation and Pavement Minimization

- Driveways and access points should not exceed 7.0 meters in width at any point (approximately 23 feet).
- Limit the extent of paved areas in front yards to encourage green spaces.

Driveway Design and Placement

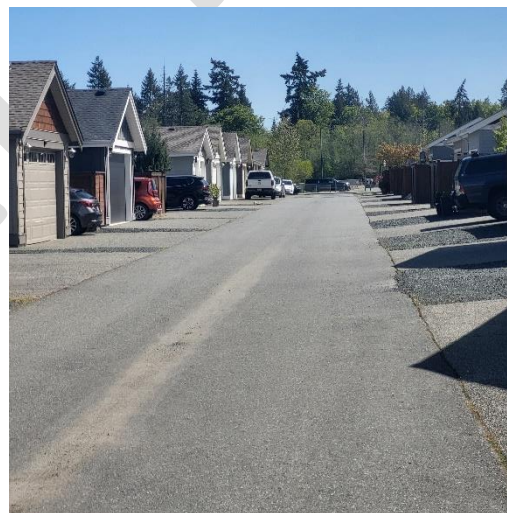
Encourage diverse parking strategies to maximize efficiency and aesthetics, including:

- Favor the design of flared driveways that are narrower at the street entrance and wider near the garage/main access.
- Position driveways on corner lots as far from the intersection as feasible, with a minimum distance of 8 meters.
- Access from the laneway only for properties adjacent to a laneway right-of-way.



Shared Spaces and Traffic Flow

- Encourage the sharing of driveway access between adjacent units.
- Carefully plan the site layout to ensure efficient traffic flow and minimize potential conflicts.



Pedestrian Accessibility

- Implement direct and clearly defined pedestrian pathways from parking areas to buildings.
- Design a primary pedestrian entrance from the street, incorporating landscaping features and layby parking options.

Landscape

Green space and landscaping are important features that can enhance neighbourhood character, beauty, livability, and environmental sustainability.

Design and Aesthetic Guidelines

- Incorporate a distinct landscaping element at the front property line, such as a gate, pillars, stonework, or similar features, to aesthetically mark the transition from public to private space.
- Ensure that landscaping complements the predominant landscape character of the neighborhood.
- Design front yards (and side yards on corner lots) and visible elevations from the street to create a cohesive streetscape.

Environmental and Community Considerations

- Encourage the preservation of existing, on-site trees where possible and practical.
- Incorporate native and water-smart plants that provide shade and support local ecology and habitat.
- Encourage garden areas as part of outdoor amenity spaces to foster a sense of community.
- Incorporate fire-resistant landscaping near structures, using materials like rocks, gravel, and fire-resistant plants to create a defensible space that reduces fire risk.



Functional and Practical Elements

- Provide sheltered walkways and walkway lighting to enhance safety and accessibility.
- Each residential unit must include an allocated outdoor space tailored to the unit's size and capacity, ensuring private access to outdoor areas for residents.
- Outdoor storage should be practical, visually harmonious, and match the home's character. Position storage in less visible areas, such as the side or back of the property, screened by landscaping or fencing.
- Designate specific areas for the storage of garbage, recycling, and compost bins that are easily accessible for residents and waste collection services, yet inconspicuous from public view and neighboring properties.

Machinery, Equipment and Systems

Installation of machinery should be considered in relation to the residents' (on property and within the neighbourhood) well-being and environmental stewardship.



Promote Sustainable Energy Solutions

- **Electric Car Charging:** Include a location for at least one electric car charge outlet onsite.
- **Heat Pumps and Ground-Source Pumps:** Encourage the use of heat pumps and ground-field loops for ground-source heat pumps.
- **Solar Collectors:** The implementation of solar thermal collectors is recommended to harness solar energy for heating water. Solar photovoltaics are encouraged to generate electricity.

Sound Management for Heating/Cooling Units

- The installation of outdoor heating and cooling units should prioritize sound management to minimize noise pollution, which can be a nuisance to neighbours.
- **Location:** Place units as far away from property lines as possible to reduce noise impact. Where possible, locate these units in the front or rear yard rather than the side yard to further distance them from neighboring properties.
- **Avoid Windows and Openings:** Position units away from neighboring windows or openings where possible.
- **Utilize Barriers:** Whenever possible, keep the unit behind any existing barriers such as fences, hedges, and garden sheds. Consider installing anti-noise boxes around heat pumps.



Streetscape

A well-designed streetscape ensures that new developments blend seamlessly with the existing neighbourhood. Harmonious architecture, landscaping, and street elements create a sense of continuity and community. They will enhance the visual appeal and identity of a neighbourhood, provide safety to residents, and promote livability and accessibility for residents.

Guidelines

- Boulevards should include at least one street tree for every 10 metres of frontage.
- Within 2.5 metres of the traveled road surface, landscaping may include:
 - Gravel or permeable pavers for parking
- At each intersection, a landscaped node may extend within .5 metres of the travelled road surface.
- More than 2.5 metres from the travelled road surface, landscaping may include:
 - lawn, flowers, ground covers, low shrubs: less than 0.6 metres in mature height
 - access steps that are part of a sidewalk
 - a low berm: less than 0.6 metres from adjacent ground
- More than 3.5 metres from the travelled road surface:
 - mailbox and address pillars up to 1.5 metres in height and 0.6 metres in width
 - a hedge or shrub: measured to the trunk of the hedge or shrub, as long as foliage doesn't grow closer than 2 metres
 - rocks or similar landscape features under 0.6 metres
- Street trees should be located .5 metres outside the front property line.
- Ensure the design of the building will fit into the existing characteristics of the neighbourhood.
- Ensure that the site design accommodates people of all abilities.
- Incorporate accessible pathways, ramps, and elevators.
- Provide visible signage identifying building addresses at all entrances.



Building Form & Elements

Height

When located adjacent to single detached homes, small scale, multi-family dwellings should take care to be a good neighbour to existing single-family homes. New multi-family dwellings may have a higher allowable height than previously built single-family dwellings but should respect the existing context.

Guidelines

- Care should be taken to ensure that massing, shadowing and privacy of adjacent homes are taken into account during the design process.
- When constructing new multi-residential dwellings, the maximum allowable height is three storeys, ideally with the 3rd storey integrated into the roofline of the house or set back from façade of the second storey.
- Increase building massing toward the center of the site to optimize light, privacy, and to facilitate community integration.
- Optimize building massing to reflect the BC Energy Step Code and Zero Carbon Step Code.

Doors

- Entrances should be located and designed to create building identity, to distinguish between individual units, and generally create visual interest for pedestrians. Well-considered use of architectural detail and, where appropriate, landscape treatment, should be used to emphasize primary entrances, and to provide “punctuation” in the overall street-scape treatment
- Independent entrances to create a sense of individuality for each unit.
- At least one prominent front entrance should face the street.



Scale and Massing

Architectural massing is the volumetric design of a building and the three-dimensional space a building occupies. Massing and articulation can increase the visual interest of a development and should tie into the overall neighbourhood form and character.

Design and Proportionality

- Complement the massing and building proportion of established housing in new developments to promote continuity and harmony with the existing urban fabric.
- When similar massing to neighbouring structures is not achievable, break the building facade into smaller elements to create an illusion of a smaller scale, maintaining neighborhood character.
- Step down building heights as a strategy for sensitive transitions in scale to adjacent buildings, enhancing the integration of new developments.

Façade

- Encourage the integration of a one-story roofline on the front façade to transition to the pedestrian scale.
- Utilize articulation in horizontal and vertical planes on street frontage facades to add depth and interest.
- Incorporate architectural features and design details into building facades that are rich and varied in detail to create visual interest when approached by pedestrians. Examples of architectural features include: building height, massing, articulation and modulation, bay windows and balconies, fenestration pattern (proportions and placement of windows and entry ways).
- Incorporate recessed, articulated, and differentiated entrances where possible, adding to the visual and functional quality of the building.

Roof Design

- Utilize roof slopes to minimize the apparent mass of the development and reduce differences in heights between adjacent buildings.
- Create usable space through the addition of dormers and gables, contributing to the functionality and aesthetic of rooftops.
- Integrate weather protection canopies at building entrances to enhance the pedestrian experience.

Environmental & Human Scale

- Facilitate visual access to natural features such as the sky, daylight, vegetation, and views, enriching the living environment for residents.
- Ensuring that building components relate to human scale, including the dimensions of doors, windows, and stairs.

Massing

- Employ transitional elements and terraced units to reduce perceived bulk and introduce variety in building massing.
- Ensure larger, more prominent features are balanced with smaller, less significant ones to create a sense of order and scale.
- Align massing strategically at a neighbourhood scale, placing big walls next to big walls, to maintain a coherent and harmonious architectural rhythm.



Colours & Materials

Colours play a crucial role in establishing a building's visual identity. Thoughtful colour and material choices contribute not only to aesthetics but also to functionality, sustainability, and community integration. Lack of architectural detail or variety in material and colour can create a building with an awkward and dense appearance. Consideration should be given to the existing neighbourhood.

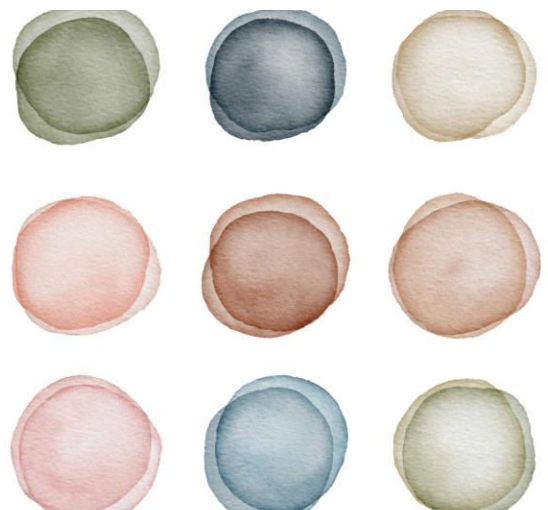
Guidelines

- Colour schemes can be used to differentiate residential units.
- Employ two or more types of cladding materials to avoid large expanses of uniformity.
- Incorporate secondary material into vertical design features or use accent colours (to break up mass of building).
- Use different textures (brick patterns, wood, stone) to add visual richness.
- Durable Materials: Prioritize substantial, durable and natural materials into their facade to avoid a 'thin veneer' look and encourage graceful weathering of materials over time.
- Wood Accents: Wood siding or accents can add warmth and texture. Use responsibly sourced materials.
- Employ fire-resistant materials for exterior cladding, such as non-combustible siding materials (e.g., fibre cement, stone, stucco, or metal siding). These materials help prevent the spread of fire to and from neighboring properties.



Colour Palette:

- Neutral Base: Start with a neutral base colour for the building's facade. Whites, grays, or earth tones work well.
- Accent Colours: Introduce accent colours for doors, window frames, and trim. These can add visual interest without overwhelming the design.
- Avoid Clashing: Ensure that colours complement each other and do not clash.
- Choose colours with energy efficiency in mind: dark colours absorb more heat, light reflects sunlight.



Roofs

Roofs should be compatible with the existing neighbourhood character and should create visual interest. Integrating pitched roofs into the overall design provides “single-family residential character”.

Guidelines

- Pitched roofs in excess of 6:12 are encouraged to evoke a residential feel and blend with neighbouring houses.
- Utilize flat roofs for rooftop gardens, solar panels, or communal spaces.
- Green “vegetated” roof options are preferred where a flat roof is proposed.
- Cascade of sheltering roofs.
- Asphalt shingles, metal, slate, or clay tiles are recommended to offer the highest level of fire resistance.

Windows

Windows can shape living spaces, impact energy use, and contribute to the overall character of a neighbourhood.

Guidelines

- Contrast: Window frames and trim can contrast with the facade colour. Dark frames against light walls create visual impact.
- Material Consistency: Use the same material for window trim as other architectural elements (e.g., wood, metal, or fiber-cement).

- Windows should be placed on at least two sides of each residential unit.
- Windows should open.
- Views to the street should be provided where possible.
- The views from upper stories of new buildings should minimize overlook into adjacent private yards, especially in less intensive areas. Strategies to achieve this include but are not limited to the following:
 - Increased setback.
 - Stagger windows to not align with adjacent windows.
 - Primary windows into habitable spaces, and also decks and balconies, should not face or be oriented to interior side-yards.
 - Locate and screen upper level windows, decks, and balconies to minimize overlook.
 - Use of skylights, translucent windows and clerestory windows are encouraged to minimize overlook of side yards.
 - Landscape screening.



Proportions

Proportion in building design is crucial to support a feeling of aesthetic harmony, functionality and efficiency, structural integrity, and relationship to the human experience.

Guidelines

- Buildings should consider the human experience; massing of the building should relate well to the surrounding context and should not overpower neighbouring structures.
- Balance of vertical and horizontal elements. Avoid excessively tall or squat buildings that disrupt the visual harmony of the area.

Green Building Considerations

Green building practices encourage sustainability in both material and design to support climate action initiatives. Green buildings are structures that reduce impact on the environment by being resource efficient and environmentally responsible. These buildings play a role in preventing the adverse effects of climate change by using design strategies that reduce greenhouse gas emissions and show adaptation to current and projected environmental impacts.

Guidelines

- At least 50% of exterior space should be permeable.
- Drainage from non-permeable areas, such as driveways, should be directed to raingardens, swales or other landscaping to facilitate groundwater recharge.
- Permeable materials (structural turf, gravel, and granite crush) are encouraged for driveways and landscaping.

- Landscaped areas shall not include more than 40% turfgrass.
- Glazing and orientation for solar energy gain.
- Use drought-resistant and/or native landscaping where possible.
- Colours that support climate and energy efficiency (light colours).
- Encourage the use of innovative materials (recycled glass, reclaimed wood, low-impact concrete).
- Install low-carbon heating and cooling mechanisms.
- Consider building massing and orientation to support heating and cooling efforts naturally.
- Designs for new buildings should comply with the Energy Step Code requirements.
- Consider using on-site collection of water with the intent to gradually release it (control of surface water from site).
- Provide shaded outdoor living:
 - Consider ways of retaining trees to create shaded outdoor living areas.
 - Placement of architectural elements (i.e. roof overhang) to create shaded outdoor living areas.







Our File: 22-124-Z

2025-06-18

Town of Qualicum Beach
 201-660 Primrose Street
 Qualicum Beach,
 B.C. V9K 1S4

Attention: Luke Sales

Dear Luke:

**RE: Form and Character and Development Variance Permit Applications for
 Lot 9, Block 23, District Lot 78, Newcastle District, Plan 1894
 Civic Address: 131 Garden Road East, Qualicum Beach**

On behalf of our client, CaliCo Consulting Inc., we are submitting applications for both a Form and Character Development Permit (DP) and a Development Variance Permit (DVP) to allow the construction of a proposed fourplex on the subject property. A variance to the minimum aggregate total setback for the interior lot line is requested with the DP.

PROPOSAL

The application is for the construction of a fourplex on the vacant 615.06m² parcel. With the recent adoption of *Town of Qualicum Beach Zoning Bylaw No. 900, 2024*, in alignment with Bill 44, the parcel is now permitted to contain four dwelling units. The owner intends to strata title the four dwelling units.

The property is zoned Residential 2 (R2) and is located in the *Mixed Residential 1* area as designated in the Official Community Plan (OCP), within the core Village Neighbourhood. A DP is required because the property falls within the Residential Multi-Unit Housing: RMUH 1 Development Permit Area.

The four single-level, rancher-style units will measure 791 sq. ft., 796 sq. ft., 838 sq. ft., and 841 sq. ft. respectively, making them well-suited for individuals, couples, or first-time buyers.

The proposed side lot line setbacks are 1.5 meters, as shown in the Site Plan prepared by Prism Land Surveying Ltd. (Prism).

This proposal will deliver four thoughtfully designed, energy-efficient, ground-oriented homes that complement the surrounding neighbourhood and align with the Town's vision for gentle density in the Village Neighbourhood.

APPLICATION DETAILS

Architectural Design and Façade

The owner, contractor, and designer have carefully integrated the *Interim Design Guidelines for Small-Scale Multi-Unit Housing* to align with the character of the Town of Qualicum Beach (the Town).

The Windward Developments 2002 Ltd. design consists of four two-bedroom, one-bathroom units, each with ground-level access. Two units will front Garden Road East, while the other two will be accessed via the rear laneway.

Each unit features a main entry, living room, dining area, kitchen, bathroom, two bedrooms, and laundry. With 9-foot ceilings, these compact homes are designed for comfortable, functional living.

Building Form, Materials, and Colour Palette

Conceptual design by Johnson's Home Design propose a neutral sage green façade complemented by soft white doors, windows, and trim, contributing to a natural earth tone aesthetic.

High-quality, fire-resistant board and batten Hardie siding, and comb-faced trim, will be used. Dark asphalt shingles complete the roof. A 6:12 roof pitch roofline enhances the single-family character and ensures the height remains well below R2 zoning allowances.

The staggered placement of units along the front and back creates visual interest and individuality. Entrances were also designed with one of the units in each the front and back having a side main entrance and the other having a front main entrance, which will further enhance the individuality of the units and provide privacy.

Garbage, recycling, and green bins will be located at the side yards, screened from view by fencing. The strata will arrange for a private pickup service.

Neighbourhood Context

The development is compatible with the surrounding single-family homes located to the east, west, north (via laneway), and south (across Garden Road East). Ample landscaping, and window/door orientation foster community character and curb appeal.

With privacy fencing and unit design (being single-story with staggered entrances), the proposed development will have minimal impact on the privacy of adjacent homes.

Site Access and Parking

Two parking spaces will be located at the front (off Garden Road East), and two at the rear (off the laneway via Berwick Road South).

This layout enables direct access to unit entrances, and allows for attractive landscaping between driveways.

Energy Efficiency and Building Systems

This project aims to meet or exceed the BC Building Code. High quality mechanical features include:

- Full fire suppression sprinklers
- Low carbon and low decibel sound heat pumps and HRV systems
- Energy-efficient windows and LED lighting
- Rough-in for EV charging stations in each unit
- Conditioned crawlspace construction

Landscape Plan

There are no protected trees on the property. A Landscape Plan has been thoughtfully prepared by Streamside Homes Inc. The Plan will include a mix of native and water-smart trees, flowering plants and shrubs suited to size and scale of the development. The landscaping will compliment the neighbouring aesthetic and add visual interest from the road.

VARIANCE

Due to the narrow width of the lot (15.3 meters), we are requesting a variance to the minimum aggregate total setback for the interior lot line. The proposed interior lot line setbacks are 1.5m, which results in an aggregate total of 3.0m. The requested setbacks are consistent with the Province's zoning guidelines.

Calculations are as follows:

	Permitted	Proposed	Required Variance
Minimum Aggregate Total for Interior Lot Line Setbacks	4.5m	3.0m	1.5m

Construction drawings and fire separation calculations support this request. Side yards will still allow adequate area for maintenance to the building, screened bin storage and walkways.

ENCLOSURES

In support of this application, we enclose:

- Cheque for \$2,462, comprising:
 - \$1,500 for the Development Variance Permit
 - \$962 for the Development Permit ($\$500 + \$1.50/\text{m}^2$ of 308m^2)
- Development Permit Application Form
- Development Variance Permit Application Form
- Current Title Search
- Company Search
- Letter of Authorization
- Site Plan (with setbacks and parcel coverage) by Prism
- Conceptual Drawings by Kevin Johnson
- Design drawings by Windward Developments 2002 Ltd.
- Landscape Plan prepared by Streamside Homes Inc.

We believe this proposal represents a thoughtful, context-sensitive contribution to the Town's housing goals and we welcome any feedback or questions you may have to assist in moving this application forward.

Best regards,



Rachel Hamling
Enclosures

PLAN OF LOT 9, DISTRICT LOT 78, NEWCASTLE DISTRICT, PLAN 1894.

Attachment 2

SHOWING PROPOSED HOUSEPLEX THEREON (FOR DEVELOPMENT PERMIT WITH VARIANCE APPLICATION).

SCALE 1:150

THE INTENDED PLOT SIZE IS 280mm IN WIDTH AND 432mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:150.

NOTE:

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM FIELD OBSERVATIONS AND LTO RECORDS.

ELEVATIONS ARE GEODETIC IN METRES, REFERENCED TO CGVD28 DATUM, DERIVED FROM DIFFERENTIAL DUAL FREQUENCY GNSS OBSERVATIONS POST-PROCESSED USING NATURAL RESOURCE CANADA'S PRECISE POINT POSITIONING (PPP) SERVICE.

FOR BUILDING INSPECTION ONLY.

AS PER BUILDING PLANS DATED APRIL 23, 2025.

JURISDICTION: TOWN OF QUALICUM BEACH

PARCEL ZONING: RESIDENTIAL 2 (R2)

PID NO: 000-135-356

THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300.

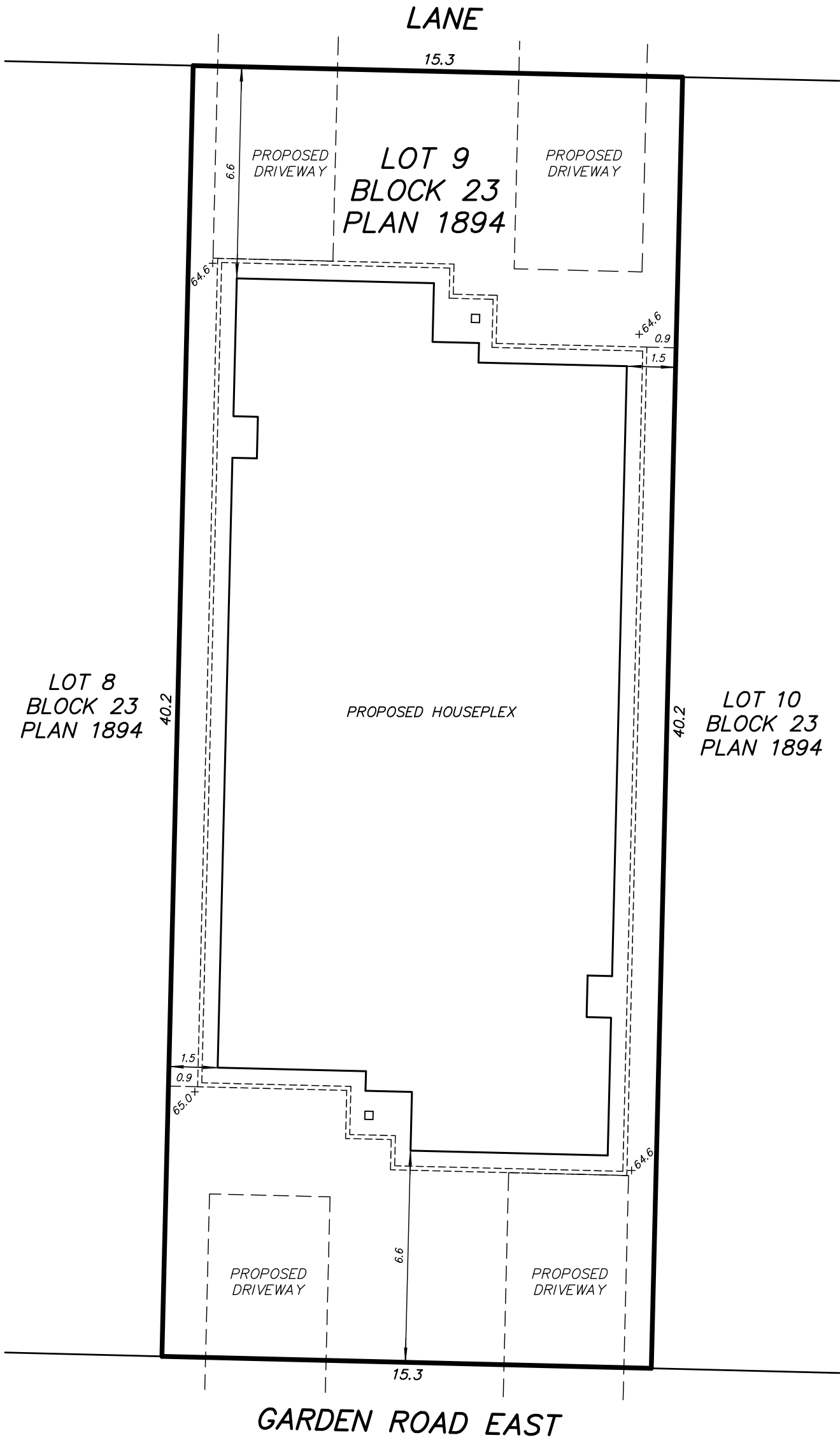
CIVIC ADDRESS: 131 GARDEN ROAD EAST, QUALICUM BEACH, BC

LEGEND

----- DENOTES EAVE AND RIDGE LINES.
+55.8 DENOTES NATURAL GRADE AT BUILDING CORNER.

PARCEL COVERAGE

ALLOWED: 55.0%
PROPOSED: 49.7%



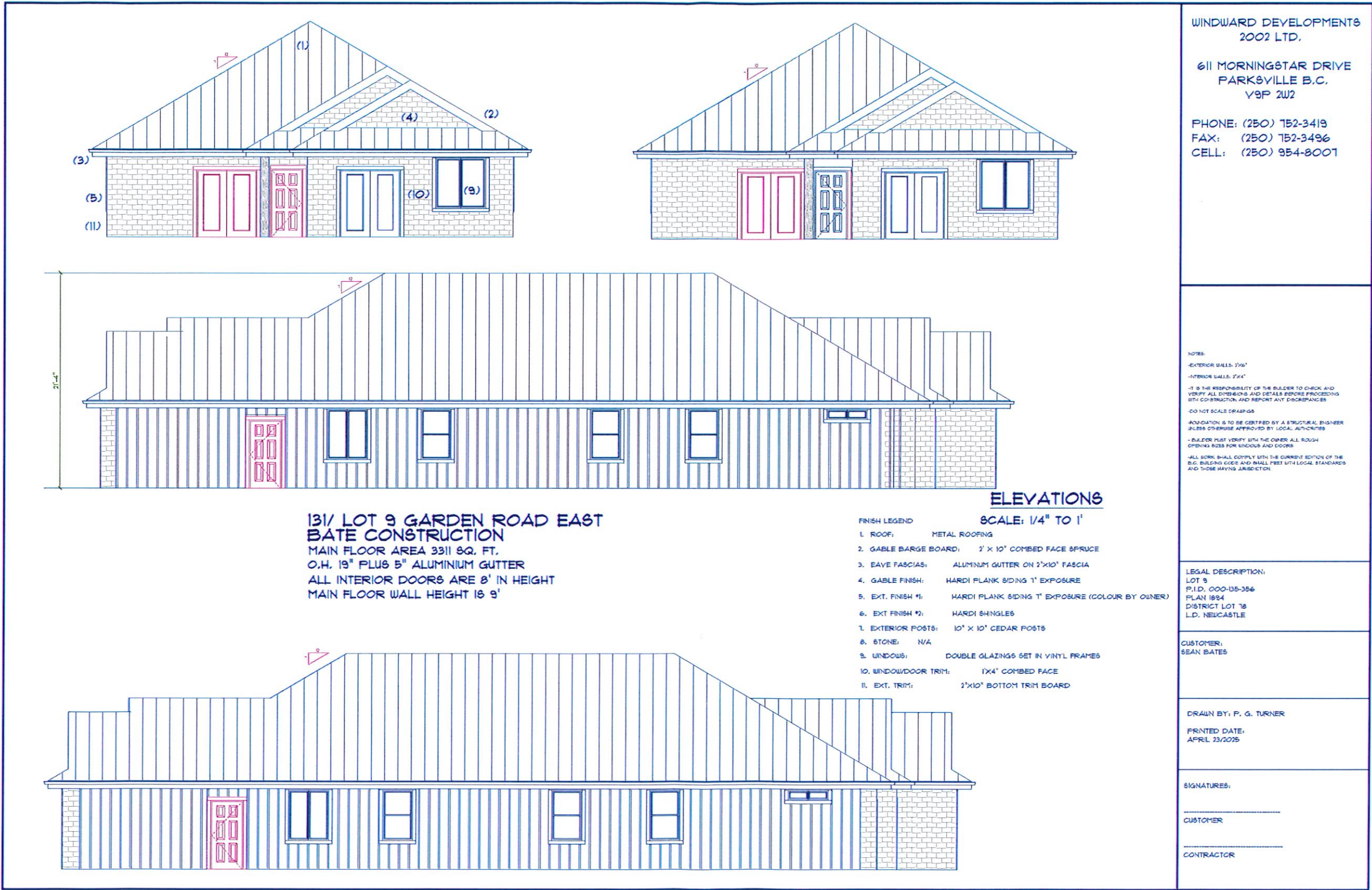
HEIGHTS	MID TRUSS
TOP OF MAIN FLOOR ELEVATION:	65.00
HEIGHT FROM TOP OF MAIN FLOOR TO MID TRUSS:	4.56
ELEVATION OF MID TRUSS:	69.46
MAXIMUM BUILDING ELEVATION ALLOWED ACCORDING TO BYLAW 900:	75.70
VARIANCE REQUIRED:	N/A

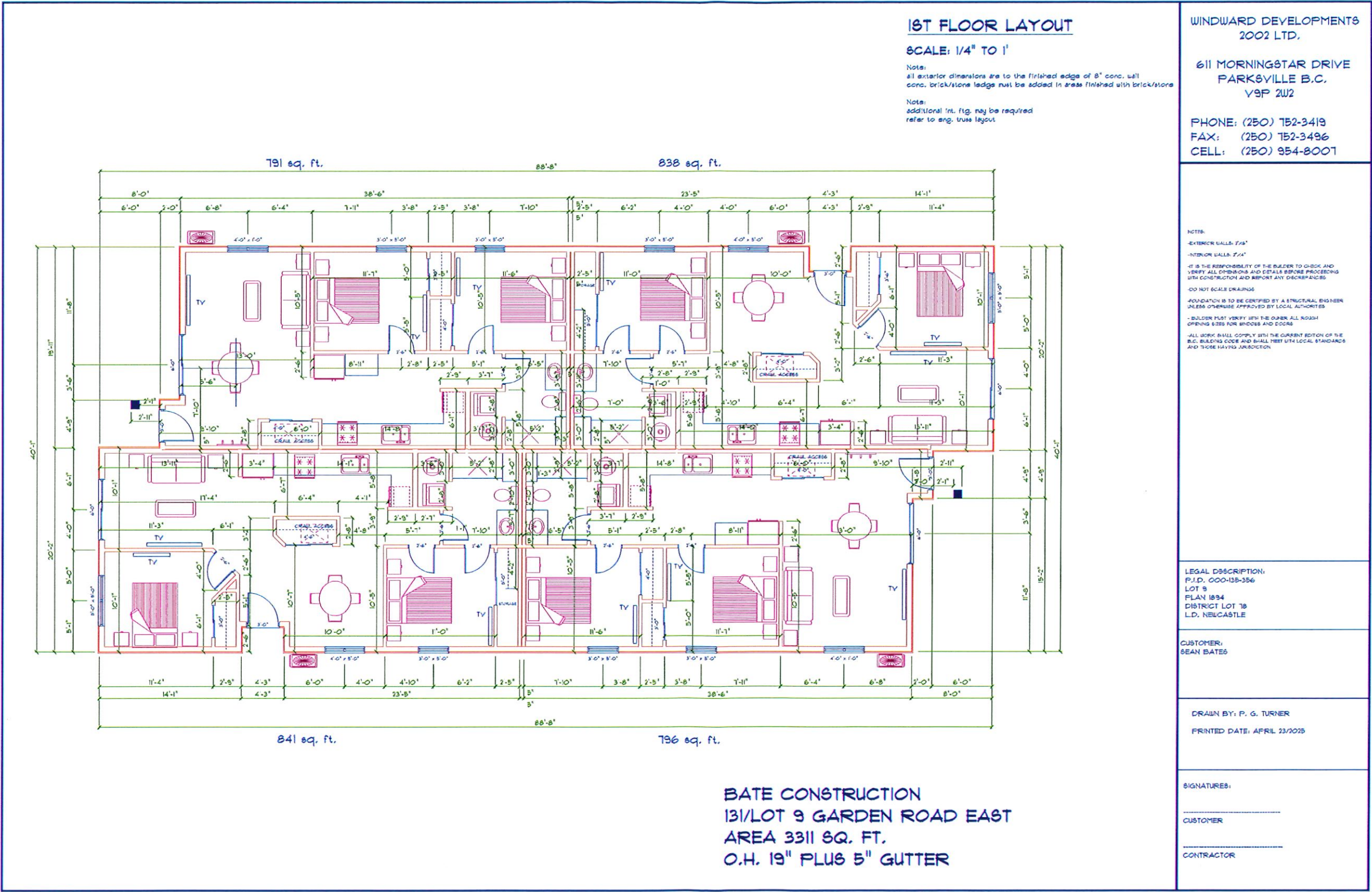
INSPECTED THIS 8TH DAY OF JULY, 2025.



PRISM
LAND SURVEYING LTD.

223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca
FILE NUMBER: 22-124-BL
DRAWING FILE: 22-124 BL2.dwg
DATE: 2025-07-28





WALL AND WINDOW DETAIL DEMONSTRATING AIR BARRIER

TYPICAL JAIL ASSEMBLY
2x6 TOP PLATES:
2" x 10" SPRUCE HEADERS FOR OPENINGS UNDER 4'
3" x 10" HEADERS FOR LARGER OPENINGS
UNLESS THERE IS A REQUIRED ENGINEERED BEAM
INSULATE HEADER WHERE POSSIBLE
AIR BARRIER BETWEEN TWO TOP PLATES
WRAPPED OVER OGS SHEATHING AND
TUCK TAPED OVER EXTERIOR JAIL AIR BARRIER

6 MIL UV POLY CAULKED TO WALL PLATE BELOW
AIR BARRIER THAT IS BETWEEN PLATES

TYPAR HOUSE WRAP TO BE FOLDED INTO WINDOW OPENING
POLY VAPOUR BARRIER ON INTERIOR CALLED TO INTERIOR OPENING
WINDOW TO BE ROD AND CALLED TO 2x6 FRAMING.

TYPICAL 2x6 SIDING EXTERIOR WALL:
6" HARD PLANK SIDING
3/8" RAINGREEN PLYWOOD STRIP
AIR BARRIER
7/16" SHEATHING
2x6 STUDS @ 16" o.c.
R22 BATT INSULATION
6 MIL POLY VAPOR BARRIER
1/2" GYPSUM BOARD

BLUE SKIN ON SILL RETURNED UP SIDES 6"

2x6 BOTTOM PLATE
AIR BARRIER UNDER PLATE UNRAFFED
OVER EXTERIOR SHEATHING ON WALL
WITH WEATHER TIGHT
CAULKING TO TOP OF FOUNDATION WALL
AIR BARRIER TUCK TAPED TO OVERLAPPING
AIR BARRIER ON WALL

2X6 SILL PLATE ON ON SILL PLATE GASKET
FASTENED TO FOUNDATION WALL WITH
1/2" DIAMETER BY 8" LONG ANCHOR BOLTS AT 5' O.C.
MINIMUM 2 ANCHORS PER BRACED WALL PANEL
BASEBOARD

TYPICAL 2x10 FLOOR SYSTEM:
3/4" TAG PLYWOOD SUBFLOOR SCREWED AND GLUED
2x10 FLOOR JOISTS @ 16' o.c.
1x4" STRAPPING

BACKFILL
6" CONCRETE WALL WITH
DAMP-PROOFING

R 17 RIGID INSULATION TO GROUNDSEAL
AND BETWEEN JOISTS
36" DEPTH CRILL MINIMUM

3" PVC SOLID EAVES DRAINAGE
6" GRAVEL (MINIMUM) ON
4" DIA. PVC PERIMETER DRAINAGE

1/2" REBAR DOES 2' ON CENTER
"LO ROLLS 1/2" HORIZONTAL REBAR IN WALLS AND FOOTINGS

LAP POLY OVER FOOTING AND UP
FOUNDATION WALL. SEAL TO BALL WITH
ACCOUSTICAL SEALANT

WALL ASSEMBLY RSI CHART

DESCRIPTION OF MATERIAL	EFFECTIVE RSI
CEMENT BOARD AND 3/8" AIR CAVITY	.15
EXTERIOR AIR FILM	.03
1/16" OSB SHEATHING	.11
R-22 BATT INSULATION	2.5
INTERIOR AIR FILM	.12
1/2" GYPSUM BOARD	.08
TOTAL RSI	2.99
MIN REQUIRED RSI WITH HRV	2.91

ADDITIONAL NOTES

UTILITIES
ELECTRICAL-200 AMP SERVICE
SEWER MUNICIPAL
WATER MUNICIPAL
STORM DRAIN

HEATING

HI-EFFICIENCY GAS FURNACE
GAS FIREPLACE
HOT WATER ON DEMAND
HEAT RECOVERY VENTILATOR

MISC

9' WALLS THROUGHOUT
ALL LUMBER SPF #2 AND BETTER
ALL LINTELS TO 2"x10" 2 PLY UNLESS SPECIFIED
EAVES OVERHANG 22" INCLUDING GUTTERS
GABLE OVERHANG 1'
WINDOWS HAVE VINYL FRAMES

WINDWARD DEVELOPMENTS
2002 LTD.

611 MORNINGSTAR DRIVE
PARKSVILLE B.C.
V9P 2W2

PHONE: (250) 752-3419
FAX: (250) 752-3496
CELL: (250) 954-8007

NOTES:

- EXTERIOR WALLS: 2"x6"
- INTERIOR WALLS: 2"x4"

IT IS THE RESPONSIBILITY OF THE BUILDER TO CHECK AND VERIFY ALL DIMENSIONS AND DETAILS BEFORE PROCEEDING WITH CONSTRUCTION AND REPORT ANY DISCREPANCIES

- DO NOT SCALE DRAWINGS

-FOUNDATION IS TO BE CERTIFIED BY A STRUCTURAL ENGINEER
UNLESS OTHERWISE APPROVED BY LOCAL AUTHORITIES

- BUILDER MUST VERIFY WITH THE OWNER ALL ROUGH OPENING SIZES FOR WINDOWS AND DOORS

-ALL WORK SHALL COMPLY WITH THE CURRENT EDITION OF
B.C. BUILDING CODE AND SHALL MEET WITH LOCAL STANDARDS
AND THOSE HAVING JURISDICTION

LEGAL DESCRIPTION:
P.I.D. 000-135-356
LOT 9
PLAN 1894
DISTRICT LOT 78
L.D. NEWCASTLE

CUSTOMER:
SEAN BATES

DRAWN BY: P. G. TURNER

PRINTED DATE: APRIL 23/2025

SIGNATURES:

CUSTOMER

CONTRACTOR

131/LOT 9 GARDEN ROAD EAST



131/LOT 9 GARDEN ROAD EAST
BATE CONSTRUCTION
O.H. 19" PLUS 5" GUTTER
MAIN FLOOR AREA 3311 SQ. FT.

SCALE: 1/4" TO 1'

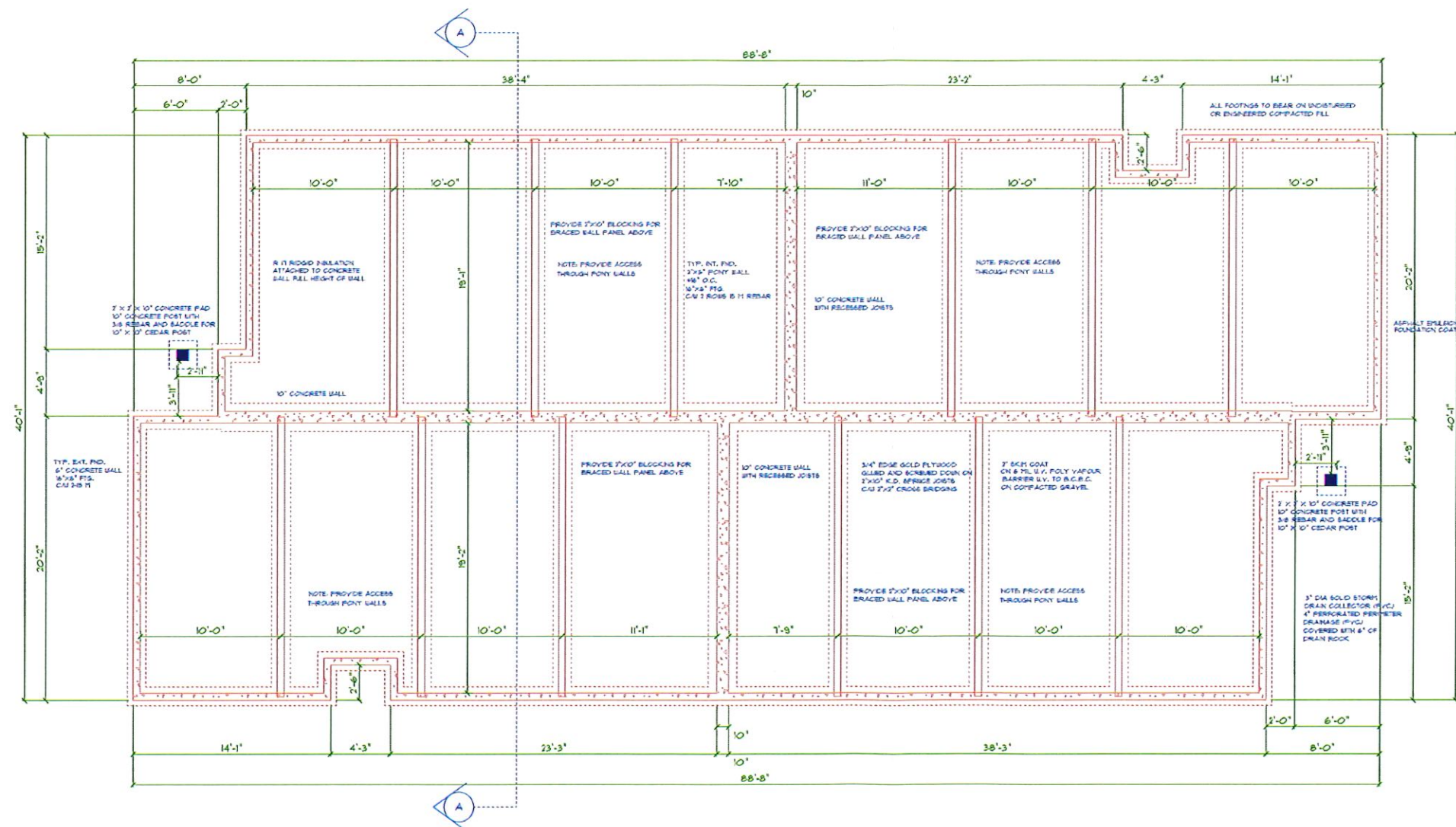
Notes:
additional 'nt. fig. may be required
refer to eng. truss layout

PHONE: (250) 752-3419
FAX: (250) 752-3496
CELL: (250) 954-8007

LEGAL DESCRIPTION:
P.I.D. 000-135-356
LOT 9
PLAN 1894
DISTRICT LOT 18
L.D. NEWCASTLE

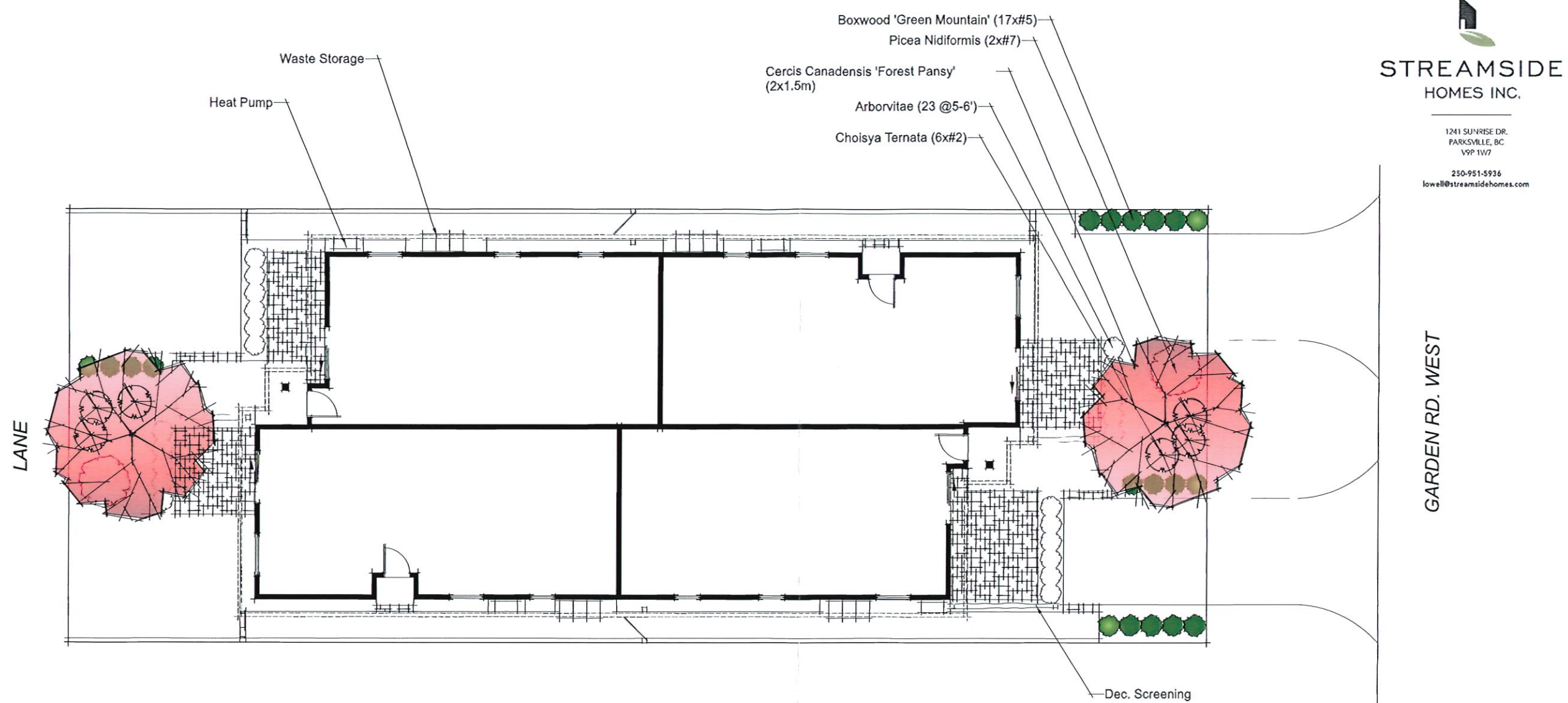
DRAWN BY: P. G. TURNER
PRINTED DATE: APRIL 23/2025

CONTRACTOR



131/LOT 9 GARDEN ROAD EAST
BATE CONSTRUCTION
O.H. 19" PLUS 5" ALUMINIUM GUTTER
MAIN FLOOR AREA 3311 SQ. FT.





- General Notes**
- 1. Driveways, walkways and patios to be formed and laid on min. 6" packed granular material.
 - 2. Driveways and walkways to be exposed aggregate cast in place concrete.
 - 3. Patios and accent bands to be interlocking pavers TBD or approved alternative.
 - 4. All planted areas to be composed of min. 12" weed free organic topsoil, min 25% organic matter, to be irrigated with automatic watering system, and topped with min. 3" composted dark bark mulch.
 - 5. Plants to be planted as per specified size, to be free of disease or other defect, at the discretion of the installer.
 - 6. Where no hardscaping is noted, a min. 6" border of gravel is to be installed around the perimeter of the building, and is not to be in direct contact with any wood construction materials installed on the building envelope.
 - 7. Decorative screen design TBD, min 5' in height.


**STREAMSIDE
HOMES INC.**
1241 SUNRISE DR.
PARKSVILLE, BC
V9P 1W7
250-951-5936
lowell@streamsidehomes.com

GARDEN RD. WEST

4-plex
131 Garden Rd. W.

L0.1
Landscape Top Plan
2025-06-03

PLANT LEGEND



Cercis Canadensis 'Forest Pansy':
Red foliage, deciduous, magenta bloom in early spring, excellent fall colour. Attractive broad form.



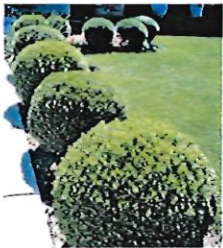
Arborvitae:
Evergreen privacy hedge, desirable narrow form and brilliant green colour.



Picea Nidiformis:
Evergreen, fine textured, desirable specimen.



Choisya Ternata:
Broadleaf evergreen shrub, fragrant white bloom in late spring, deer resistant.



Boxwood 'Green Mountain':
Evergreen, deer resistant hedging.



STREAMSIDE
HOMES INC.

1241 SUNRISE DR.
PARKSVILLE, BC
V9P 1W7

250-951-5936
lowell@streamsidehomes.com

4-plex
131 Garden Rd. W.

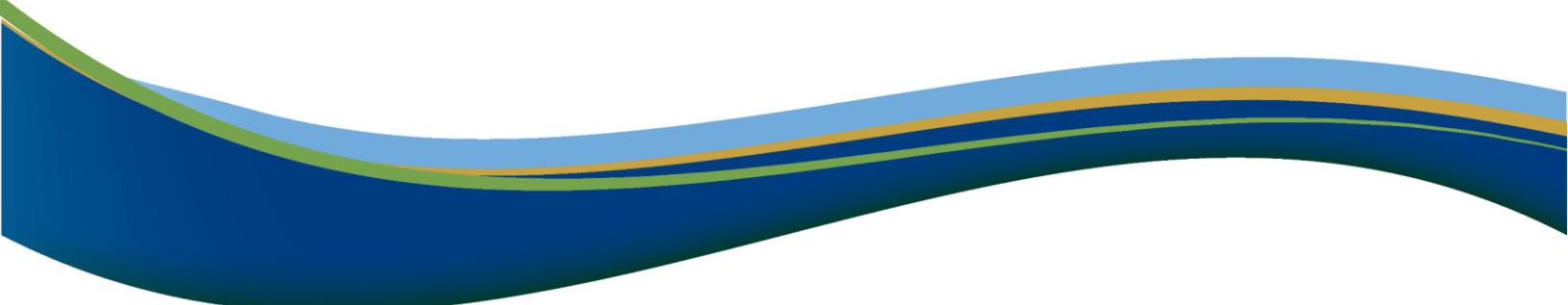
L0.2

Landscape Rendering

2025-06-05







TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3090-20-CanyonCresRd796

TO: Luke Sales, Director of Planning and Community Development

FOR: Regular Council Meeting

DATE: September 17, 2025

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Development Variance Permit | 796 Canyon Crescent Road

GOVERNANCE DECISION

Council is asked to decide whether to advance the notification for, or refuse, the Development Variance Permit (DVP) application for 796 Canyon Crescent Road. To advance the application at this time, staff require direction to undertake statutory notification. Decision making on approval of the DVP will be made at a future Council meeting.

RECOMMENDATIONS:

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.

PURPOSE

For Council to consider directing staff to fulfill statutory notification for Council's future consideration of a Development Variance Permit for 796 Canyon Crescent Road.

BACKGROUND

A Development Variance Permit has been requested for 796 Canyon Crescent Road. The subject property is currently zoned Residential 1(R1) and is considered a "through lot", with access from Canyon Crescent Road on the north side of the property and a right-of-way for Hoylake Road West on the south side of the property. To the east and west of the property are residential parcels. The parcel is approximately 1,765m² with an existing house on the site.

The applicant was approved for a Development Permit in May 2025 for up to four units, consisting of two detached dwelling units and two ancillary dwelling units. As part of the Development Permit, a variance to the interior lot line aggregate total was also approved. The applicant has now made a Development Variance Permit application to vary the minimum parcel width, from 23.0m to 14.5m, to facilitate fee simple subdivision of the parcel. Currently, a maximum of four dwelling units are permitted on the parcel, with a maximum of two dwelling units being permitted to be strata titled. If the proposed variance is approved, the subject property would be permitted to move through the fee simple subdivision process rather than through strata ownership. If the property is subdivided, under the current zoning, a maximum of

four dwelling units per parcel would be permitted; however, the applicant has committed to registering a covenant on both parcels that would ensure a maximum of two dwelling units are permitted per parcel. Both dwelling units on each parcel could be strata titled.



Figure 1: Subject Property

DISCUSSION

The owner of 796 Canyon Crescent Road has applied for a Development Variance Permit to vary the minimum parcel width from 23.0m to 14.5m to facilitate subdivision of the parcel. The parcel is approximately 1,765m² and 28.96m wide. The proposed development meets the current permitted use, density requirements, and minimum setbacks. Previously, a Development Permit was approved for the parcel, with a variance to the minimum total aggregate interior lot line. The number and design of the proposed dwelling units are the same as what was approved for the previous Development Permit; however, this variance would facilitate the fee simple subdivision of the parcel instead of retaining the parcel as one and permitting the strata titling of two dwelling units on the parcel. If the parcel is subdivided, each of the two dwelling units per parcel could be strata titled.

Minor Variance to be Included with Development Permit			
	Permitted	Proposed	Required Variance
Minimum parcel width	23.0m	14.5m	8.5m

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)

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

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

CONSULT:

- Consideration of a Development Variance Permit requires that property owners within a 100m radius be notified and afforded an opportunity to share their opinions for the DVP with Council in advance of Council issuing a Development Variance Permit.

INFORM:

- The property owner will be notified of Council's decision.

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

The Development Variance Permit application for 796 Canyon Crescent Road proposes a variance to the minimum parcel width, from 23.0m to 14.5m to facilitate the subdivision of the parcel. A Development Permit was previously approved for this parcel, and the proposed development is the same as what was approved under that Development Permit. This variance would facilitate the fee simple subdivision of the parcel instead of retaining the parcel as one and permitting the strata titling of two dwelling units on the parcel. If the parcel is subdivided, each of the two dwelling units per parcel could be strata titled. Staff recommend that Council authorize staff to issue statutory notification for future consideration of the Development Variance Permit at a regular meeting of Council.

ALTERNATIVE OPTIONS

1. THAT the Development Variance Permit Application for 796 Canyon Crescent Road be refused.
2. THAT Council provides alternate direction to staff.

APPROVALS

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



Rebecca Augustyn, MCIP,
RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



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

REFERENCES

Attachment 1: Submitted Plans for 796 Canyon Crescent Road

C.A. DESIGN

July 4, 2025

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

Att: Luke Sales – Director of Planning

**Re: Development Variance Permit Application for 796 Canyon Crescent, Qualicum Beach
Lots 4, District Lot 78, Newcastle District, Plan 24800**

We are pleased to submit this rationale in support of our Development Variance Permit application for 796 Canyon Crescent.

The subject property was recently granted a Development Permit (DP), and we are excited to move forward with construction. As outlined in the approved DP, we will be building two single-family homes, each with the option of including a secondary suite. No zoning amendment was required, as the existing zoning permits up to four dwellings on this site.

Our architectural approach has been carefully developed to ensure a high-quality design that aligns with the character of the surrounding neighbourhood and meets the requirements of the current Residential 1 zoning.

The property is notably large—measuring 95 feet (28.96 m) in width and 200 feet (60.96 m) in depth—for a total site area of 18,998 square feet (1,765 sq. m). We are proposing to subdivide the lot into two separate parcels.

The property exceeds the minimum requirements for subdivision, including site area and frontage. It has two dedicated road frontages: Canyon Crescent to the north and Hoylake Road to the south. While Hoylake Road is a designated road, it is not currently open to vehicular traffic and has long functioned as a pedestrian-only trail connecting the nearby school and local residents to the town centre.

As a result, both proposed lots will front Canyon Crescent. This configuration necessitates a variance to the minimum required road frontage. **The request is to vary the frontage from 23.0m to 14.5m.**

As currently approved, the development will result in two detached homes, which will be strata-titled and sold as separate real estate entities. The proposed subdivision would result in exactly the same built form—two single-family homes consistent with the approved DP. However, it would enable each home to be held under separate fee simple title.

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

We are committed to registering a covenant on both lots to ensure that each may contain only one single-family home, with the option for a secondary suite, as already approved.

This subdivision proposal offers several advantages:

- **Eliminates** the ongoing administrative complexity and costs associated with strata ownership;
- **Aligns** with market preferences for fee simple home ownership; and
- **Delivers** new, context-sensitive housing in full alignment with the town's planning policies and zoning bylaw.

While a minor frontage relaxation is required due to the long-standing non-vehicular status of Hoylake Road, the subdivision otherwise meets all applicable requirements. We are confident that this proposal represents a thoughtful, high-quality, and neighbourhood-compatible form of residential development.

In Support of this request please find enclosed:

- Application Form
- Cheque for Application Fee
- Title search
- Development concept plans
- Proposed subdivision plan

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

Yours Truly,

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

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

PROPOSED SUBDIVISION PLAN OF LOT 4, DISTRICT LOT 78.
NEWCASTLE DISTRICT, PLAN 24800.

Attachment 1

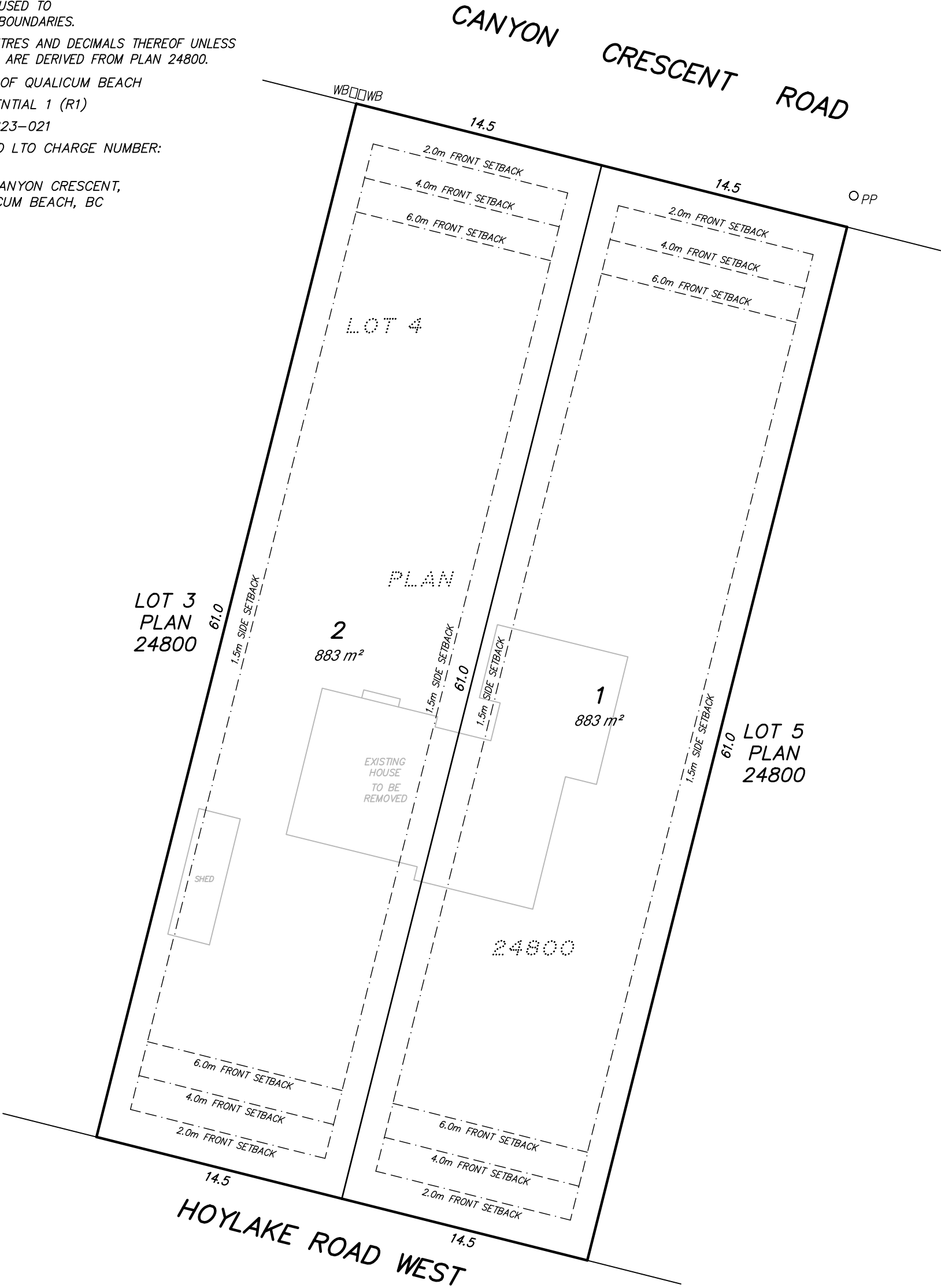
SCALE 1:250



THE INTENDED PLOT SIZE IS 280mm IN WIDTH AND 432mm
IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:250.

NOTES:

THIS PLAN IS NOT TO BE USED TO
RE-ESTABLISH PROPERTY BOUNDARIES.
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS
OTHERWISE INDICATED AND ARE DERIVED FROM PLAN 24800.
JURISDICTION: TOWN OF QUALICUM BEACH
PARCEL ZONING: RESIDENTIAL 1 (R1)
PID NO: 002-823-021
THIS LOT IS SUBJECT TO LTO CHARGE NUMBER:
M76300
CIVIC ADDRESS: 796 CANYON CRESCENT,
QUALICUM BEACH, BC



LEGEND

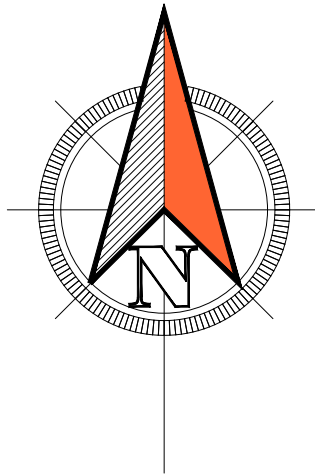
- PP DENOTES POWER POLE
- WB DENOTES WATER METER BOX
- DENOTES SETBACK LINE

No.	DATE	REVISION
1	2025/06/03	TWO LOT SUBDIVISION PROPOSAL



PRISM
LAND SURVEYING LTD.

223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca
FILE NUMBER: 24-174-S
DRAWING NUMBER: 24-174 P1.DWG
DATE: 2025/06/03



CANYON CRESCENT

Site Data

PID: 002-823-021

LEGAL DESCRIPTION:
LOT 4, DISTRICT LOT 78, NEWCASTLE DISTRICT
PLAN 24800

CIVIC ADDRESS:
796 CANYON CRESCENT, QUALICUM BEACH, B.C.

ZONING:
TOWN OF QUALICUM BEACH - BL 900,
RESIDENTIAL 1 (R1).

SITE AREA: 1765 sq. m. (18,998 sq. ft.)

PARCEL COVERAGE PROPOSED:

STRATA LOT 1 GARAGE/COTTAGE = 95.9 sq. m. (1032 sq. ft.)
STRATA LOT 1 DWELLING = 213.5 sq. m. (2297 sq. ft.)

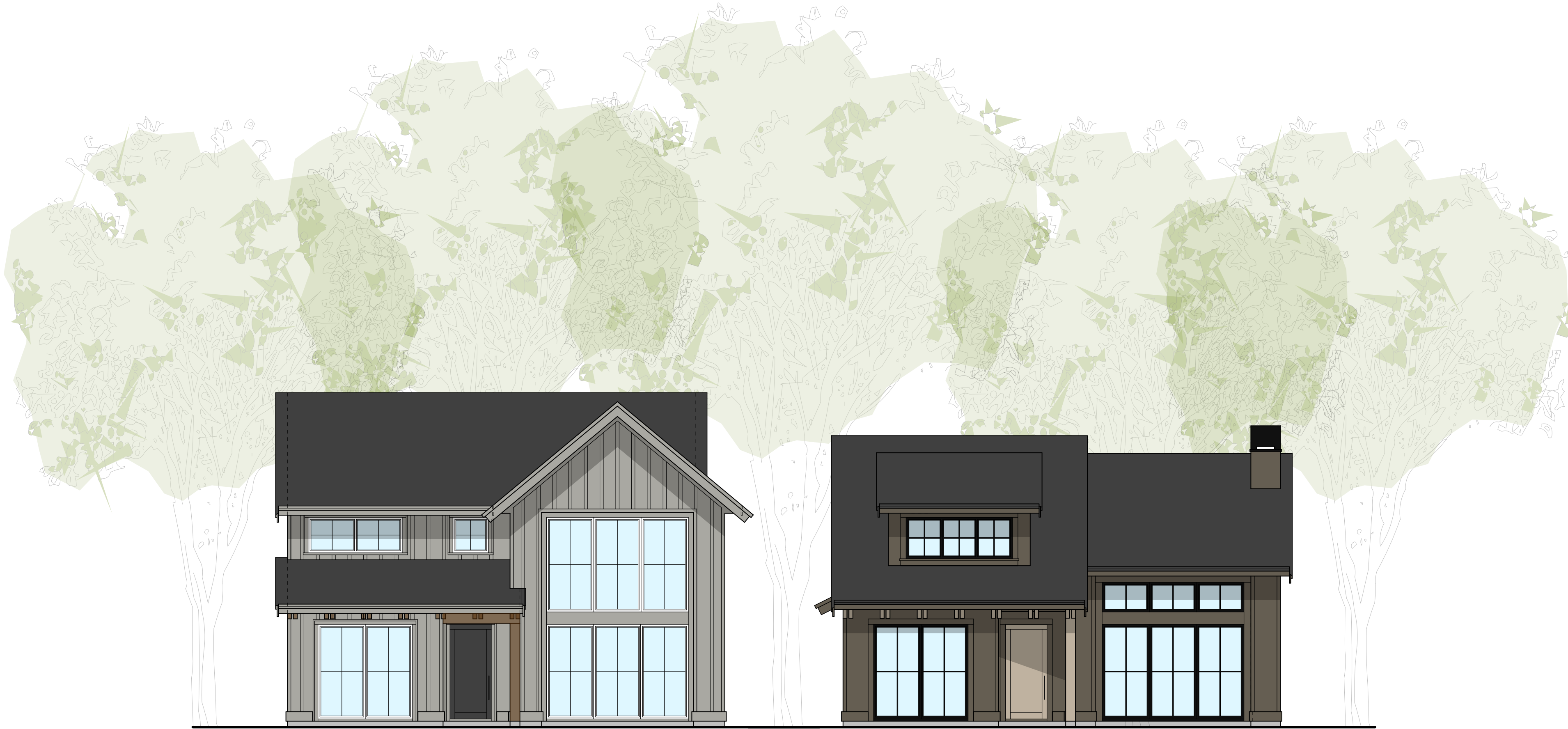
STRATA LOT 2 GARAGE/COTTAGE = 95.9 sq. m. (1032 sq. ft.)
STRATA LOT 2 DWELLING = 213.5 sq. m. (2297 sq. ft.)

TOTAL PARCEL COVERAGE = 618.8 sq. m. (6658 sq. ft.) -35%



Zoning Summary

Permitted Uses	
a) Single Detached Dwelling	
b) Duplex	
c) Houseplex	
Accessory Uses	
d) Ancillary Dwelling Unit	
e) Home Occupation	
f) Bed and Breakfast	
Maximum Number and Size of Buildings and Structures	
Accessory buildings	- combined floor area of 75m2
Maximum number of dwelling units per parcel	4
Maximum number of strata lots	2
Height	
- Single Detached Dwelling or Duplex	9.0m
- Flat roof	8.0m
- Houseplex	11.0m
- Flat roof	10.0m
- Ancillary Dwelling Unit	6.5m
- Accessory Building	4.5m
Parcel coverage 55%	
Minimum Setback Requirements	
Front lot line	
- Ancillary Dwelling Unit	
- Less than 8.0m in width and under 6.5m in height	2.0m
- More than 8.0m in width or 6.5m in height	6.0m
- Houseplex	
- Less than 8.0m in width and under 6.5m in height	2.0m
- More than 8.0m in width and 6.5m in height	4.0m
- Front facing garage	6.0m
- Duplex or Single Detached Dwelling	6.0m
Rear lot line	
- Portion of an Ancillary Dwelling Unit not more than 8.0m in width and 6.5m in height	2.0m
- Portion of a Houseplex not more than 8.0m in width and 6.5m in height	2.0m
- Houseplex	6.0m
- Rear-facing garage	2.0m
- Duplex or Single Detached Dwelling	6.0m
- Accessory Building (floor area no more than 10m2 and no more than 3m in height)	0m
Exterior side lot line (6.0m sight triangle to be maintained)	
- Single Detached Dwelling or Duplex	4.5m
- Ancillary Dwelling Unit	2.0m
- Accessory Building	4.0m
Interior side lot line	
- Accessory buildings (Floor area no more than 10m2 and no more than 3m in height)	1.5m
	0.0m
Provided that the aggregate total of the minimum distances from each interior side lot line to the principal building shall not be less than 4.5m.	
Except:	
a) where any part of a parcel is adjacent to or contains a watercourse then the regulations in Section 3.3 of General Regulations shall apply	
b) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.	



Strata Lot 1
North Elevation (not showing garage)

Strata Lot 2
North Elevation (not showing garage)



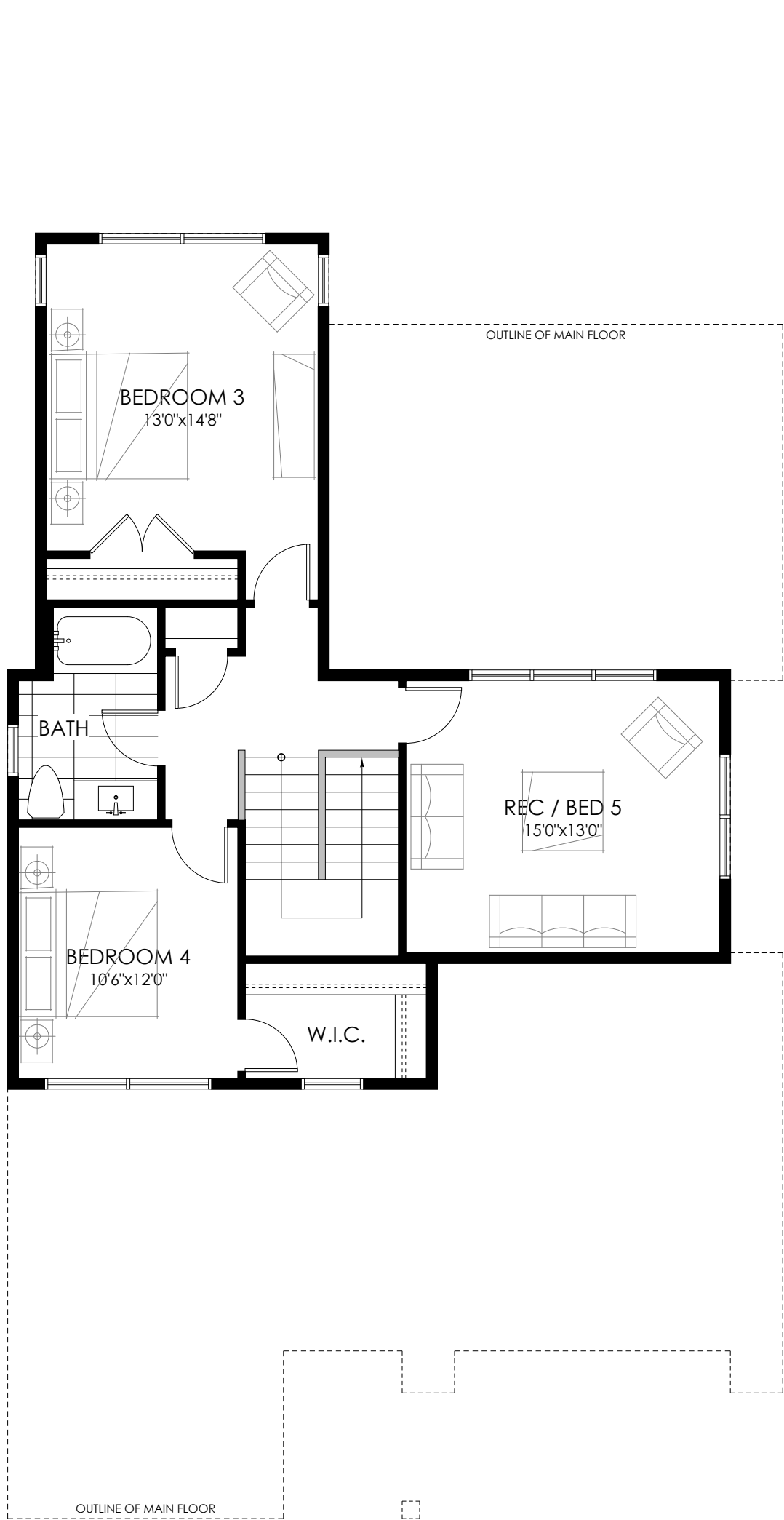
Strata Lot 1
North Elevation (street)

Strata Lot 2
North Elevation (street)

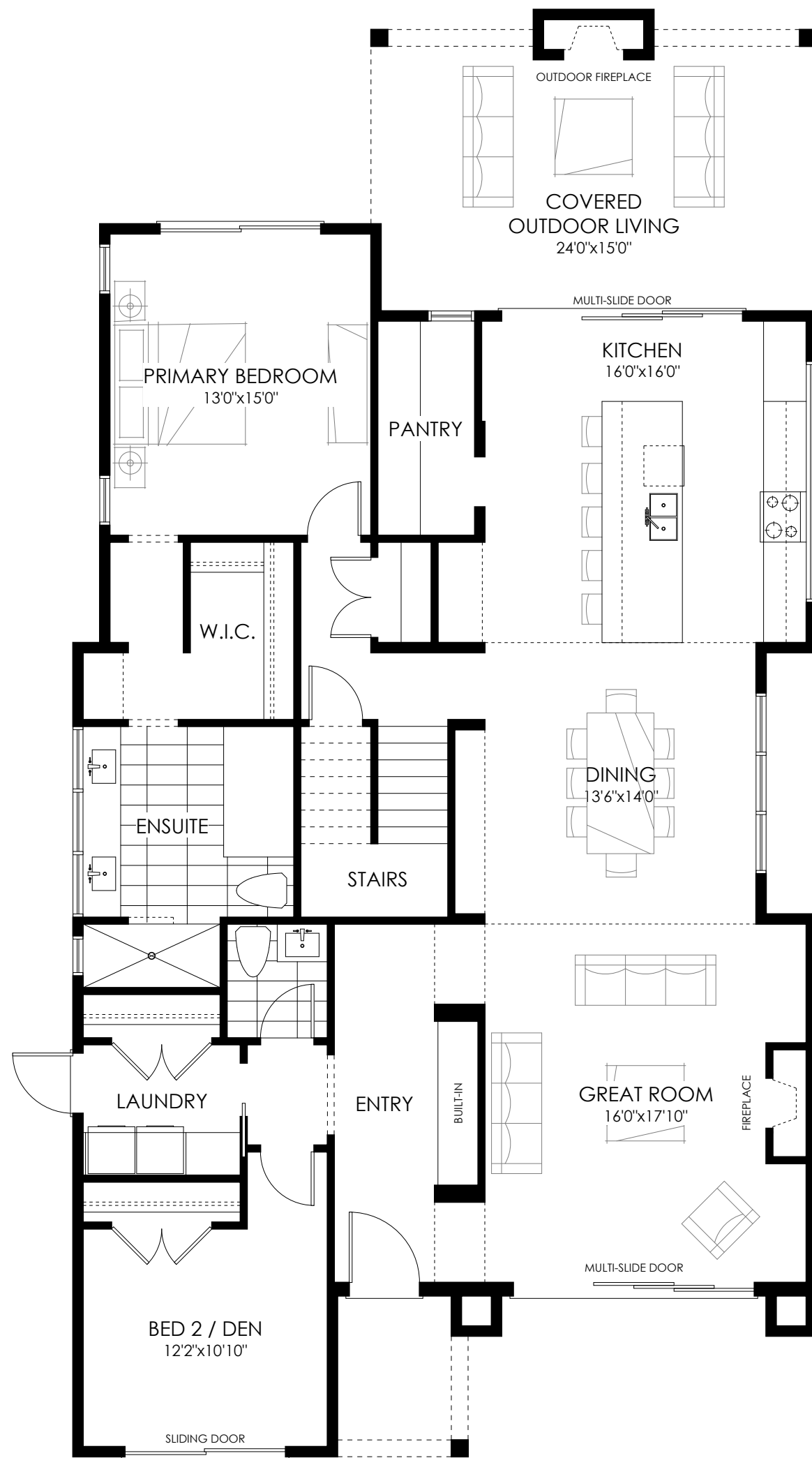


Strata Lot 1
South Elevation (rear)

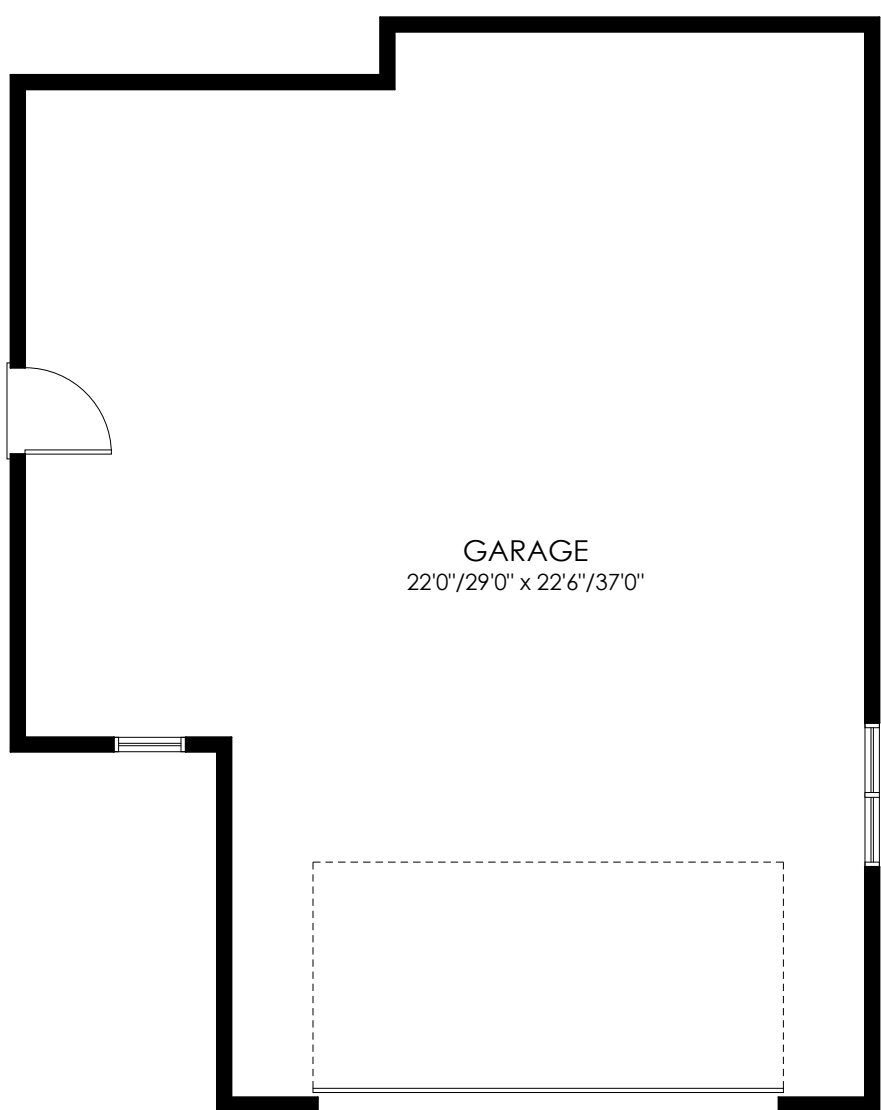
Strata Lot 2
South Elevation (rear)



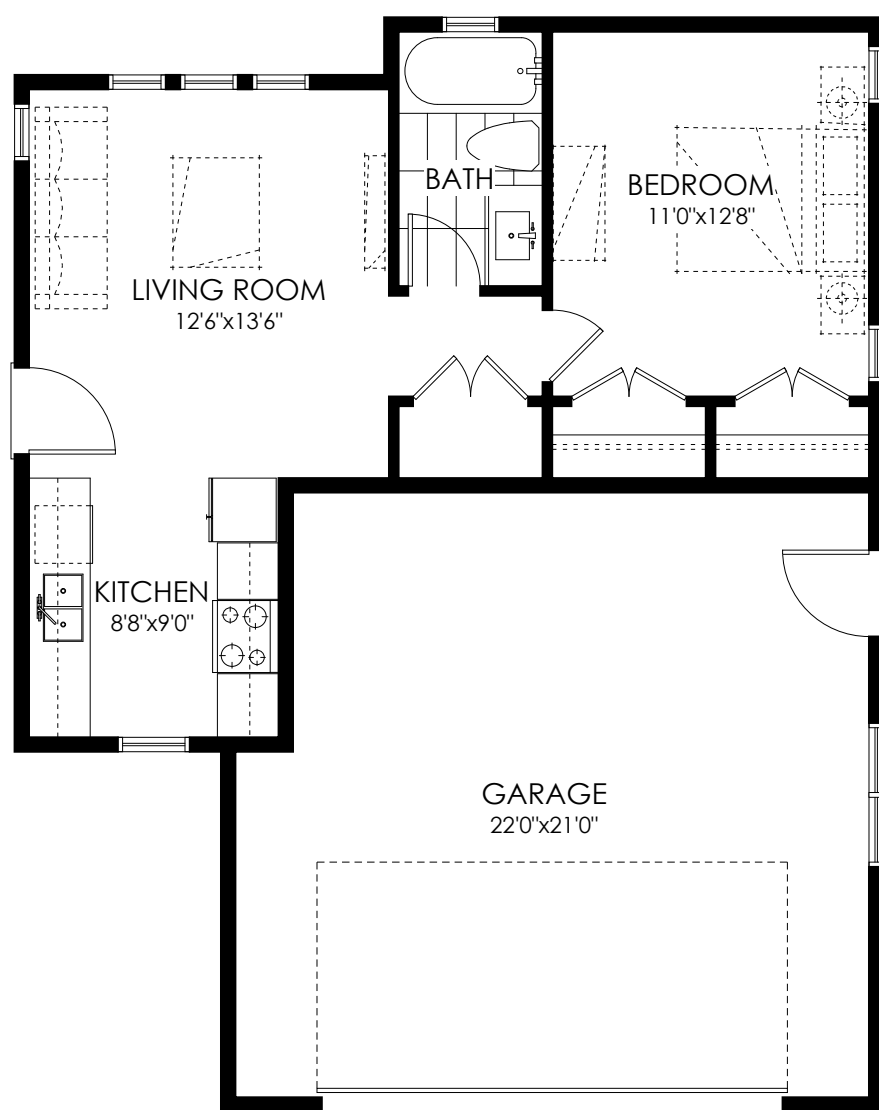
Upper Floor Plan
Floor Area = 830 sq. ft.



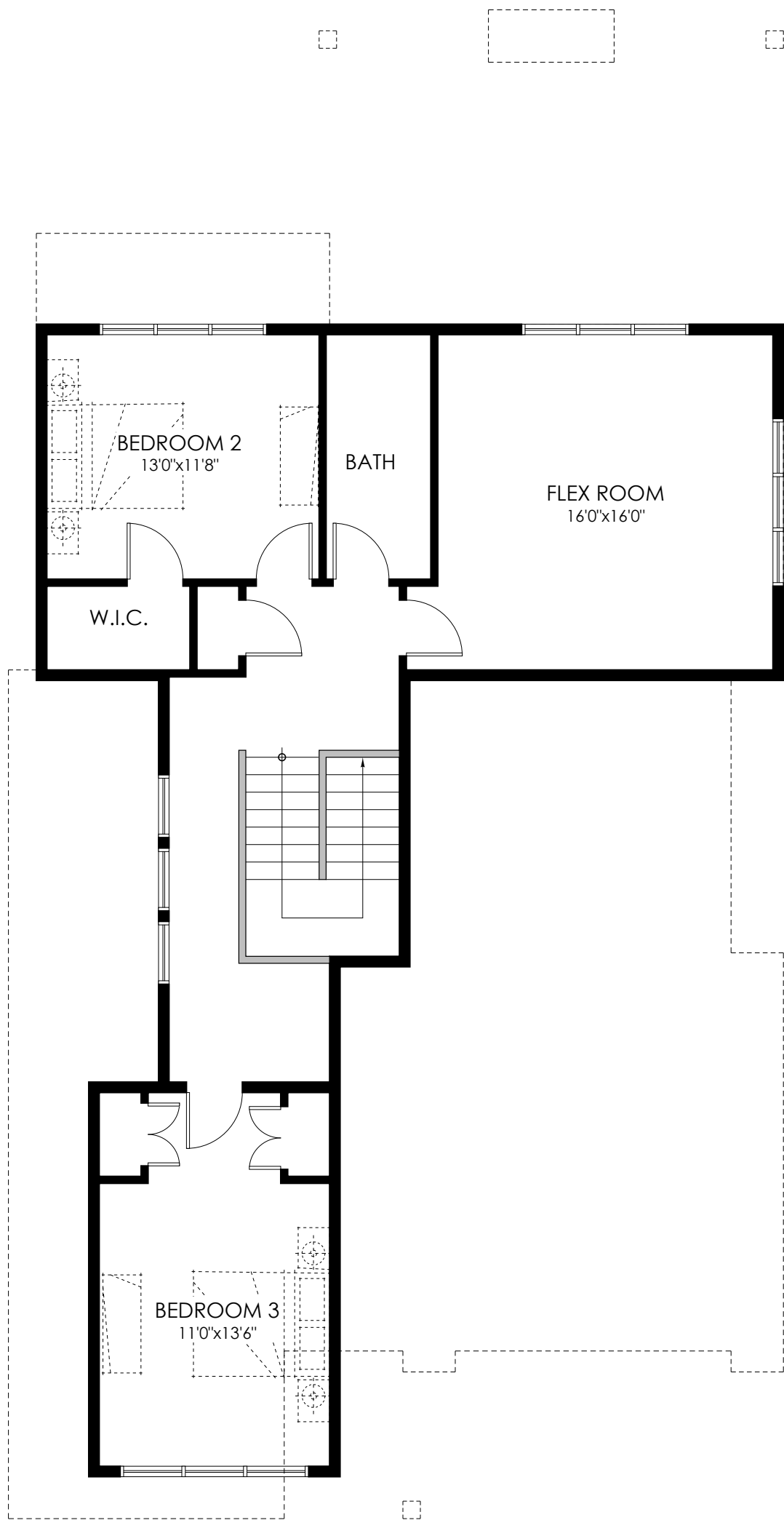
Main Floor Plan
Floor Area = 1,924 sq. ft.



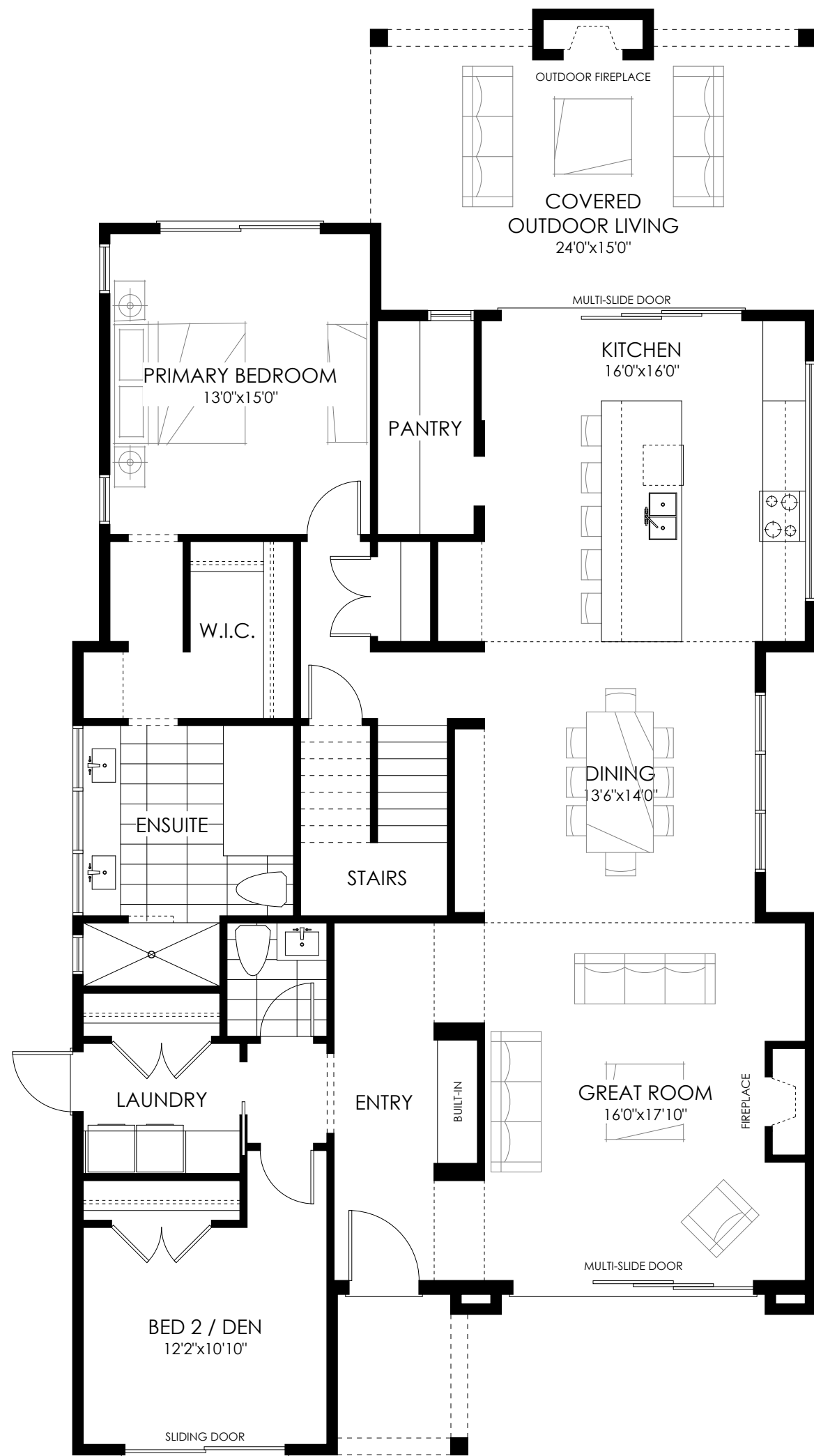
Garage
Floor Area = 1031 sq. ft.



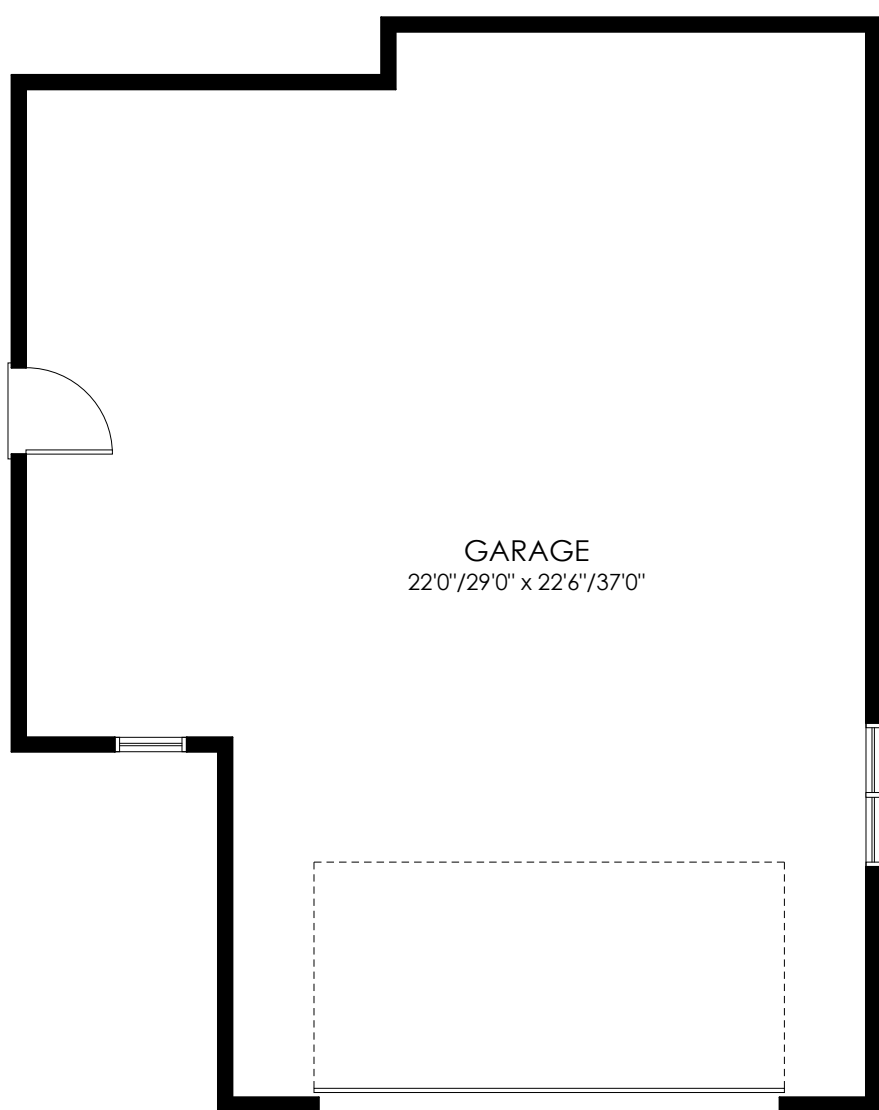
Ancillary Dwelling - Opt.
Finished Floor Area = 559 sq. ft.
Garage Floor Area = 472 sq. ft.



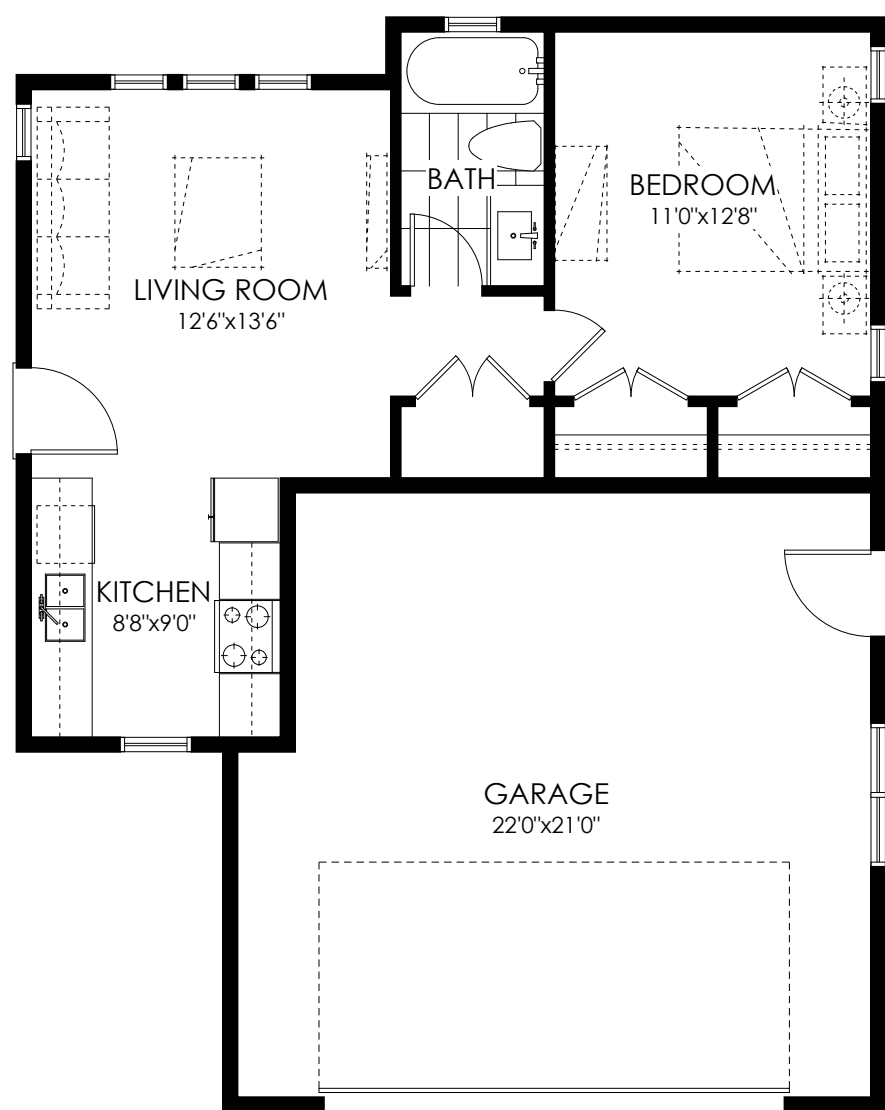
Upper Floor Plan
Floor Area = 967 sq. ft.



Main Floor Plan
Floor Area = 1,924 sq. ft.

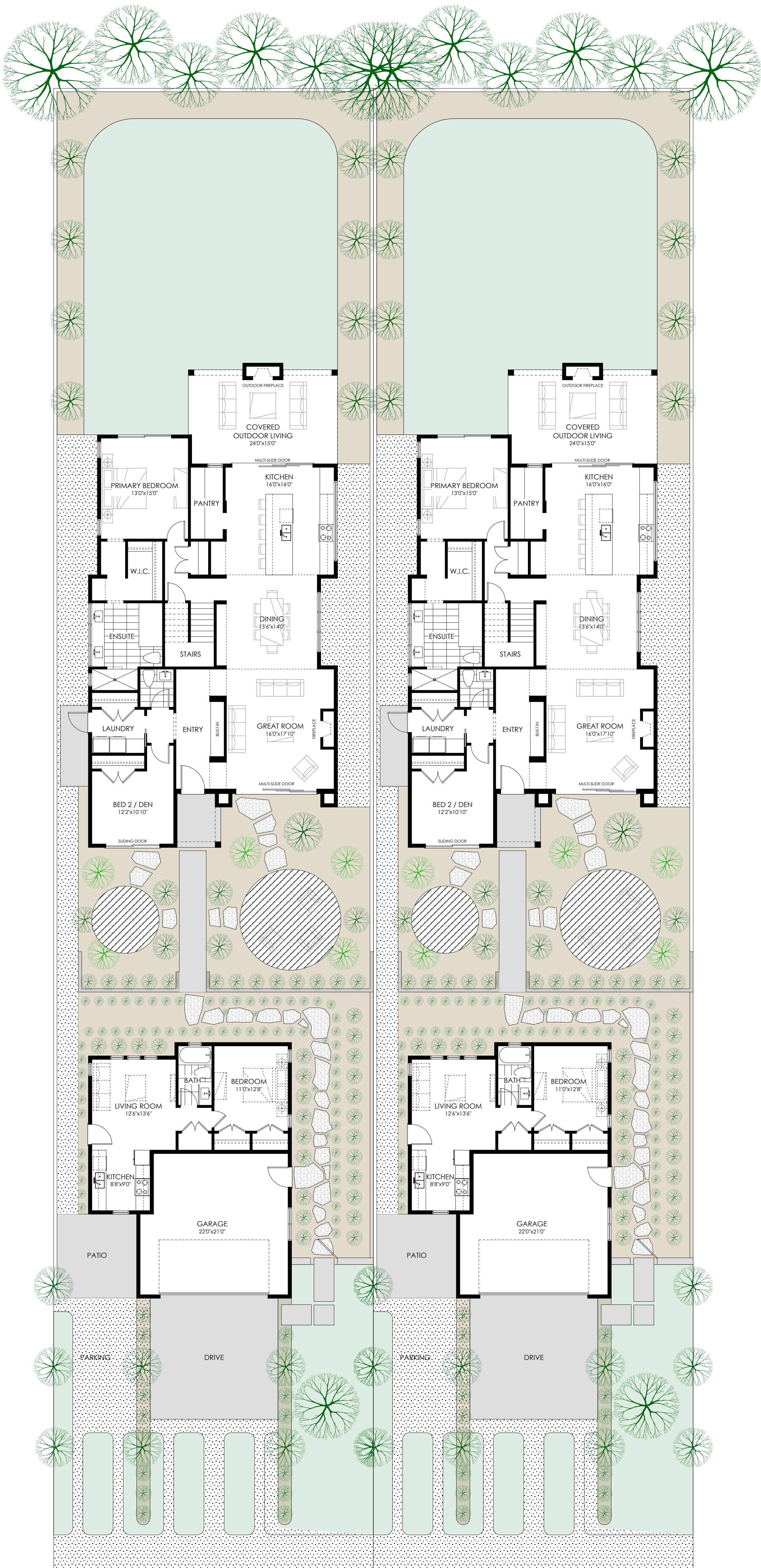
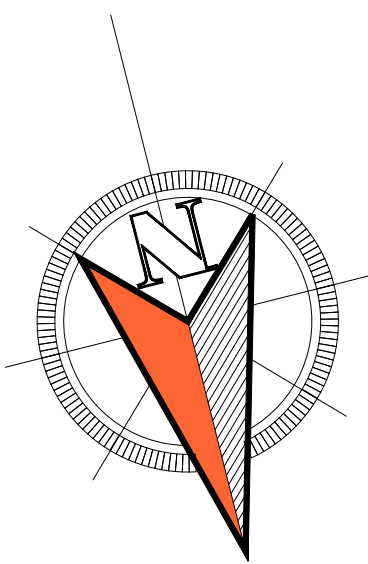


Garage
Floor Area = 1031 sq. ft.



Ancillary Dwelling - Opt.
Finished Floor Area = 559 sq. ft.
Garage Floor Area = 472 sq. ft.

HOYLAKE ROAD WEST



CANYON CRESCENT