

**Agenda for the 10:00 am Wednesday, May 13, 2026, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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Page No.

*(This meeting may be recorded)*

1-4    **1. ADOPTION OF THE AGENDA**

**THAT** Council adopts the May 13, 2026, 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 May 13, 2026, Consent Agenda be approved.

5-6        (a)        **THAT** the April 15, 2026, Special meeting minutes be approved as presented.

7-8        (b)        **THAT** the April 20, 2026, Special meeting minutes be approved as presented.

9-17       (c)        **THAT** the April 22, 2026, Regular meeting minutes be approved as presented.

18-19      (d)        **THAT** the April 22, 2026, Special meeting minutes be approved as presented.

20-21      (e)        **THAT** the Correspondence Log, dated for reference May 6, 2026, be received.

**3. RECOGNITION – Nil**

**4. BUSINESS ARISING FROM THE MINUTES – Nil**

**5. DELEGATIONS**

(a)        **Draft 2025 Audited Financial Statements**  
M. Roque, KPMG, present to provide a presentation on the Draft 2025 Audited Financial Statements.

(b)        **Friends of the Qualicum Beach Forest**  
J. Tomczyk and Dr. L. Brookes in attendance to make a presentation on Protecting our Urban Forest from the “English Ivy Invasion”.

**6. CORRESPONDENCE - Nil**

**7. BYLAWS**

22-37      (b)        **Election Procedures Bylaw Amendment | First, Second, and Third Reading**

**Staff Recommendation:**

1. **THAT** "Town of Qualicum Beach Election Procedures Bylaw No. 621.04, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Election Procedures Bylaw No. 621.04, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Election Procedures Bylaw No. 621.04, 2026" be read a third time.

## 8. COMMITTEE & LIAISON REPORTS

- 38 (a) **General Government** (Mayor Teunis Westbroek)
- (i) Report from Mayor Westbroek
- (b) **Public Safety** (Councillor Scott Harrison)
- (i) Report from Councillor Harrison
- (c) **Parks & Recreation** (Councillor Anne Skipsey)
- (i) Report from Councillor Skipsey
- (ii) **Recommendation from the May 1, 2026 Committee on Environment and Sustainability**
- THAT** the Environment and Sustainability Committee recommends to Council that the *Climate Action - Community Outreach and Support* line item in the amount of up to \$12,500 in 2026, be dedicated to Mount Arrowsmith Biosphere Region to hire a youth ambassador to take part in community events and:
- gauge understanding or what it would take for the public to support local climate initiatives;
  - provide education during public interactions;
  - gather and share success stories with the public; and
  - build a foundation to help the Town drive the future direction of climate action.
- 39 (d) **Community Development** (Councillor Petronella Vander Valk)
- (i) Report from Councillor Vander Valk
- (e) **Arts & Culture** (Councillor Jean Young)
- 40-41 (i) Report from Councillor Young

## 9. STAFF REPORTS

- 42-49 (1) **Corporate Services**
- (a) **2026 Special Event Sponsorship Applications**
- MOTION ON THE FLOOR (Postponed from the April 22, 2026 Regular Council meeting)
- NO MOVER OR SECONDER REQUIRED**
1. **THAT** Council approves a one-time sponsorship of \$2,500 for the Qualicum Beach Farmers Market Christmas Night Market event to be held December 4, 2026.
- Staff Comment:**  
See attached.

MOTION ON THE FLOOR (Postponed from the April 22, 2026 Regular Council meeting)

**NO MOVER OR SECONDER REQUIRED**

50-53

2. **THAT** Council denies the request for sponsorship funding in the amount of \$2,500 for the Qualicum Beach Collective Society Community Movement Initiative event to be held on June 6, 2026, as the event is sponsored by ParticipACTION, a Canadian non-profit charitable organization that provides national infrastructure, tools, and direct grant funding.

**Staff Comment:**

See attached.

54

- (b) **Announcement of Closed Council Meeting Motions**  
For information.

(2) **Finance**

55-90

- (a) **Draft 2025 Audited Financial Statements Approval**

**Staff Recommendation:**

**THAT** the 2025 audited financial statements for the Town of Qualicum Beach from KPMG LLP be approved.

91-92

- (b) **2026 Capital Budget Reallocation | Council Chamber Conference System Replacement to Town Server Replacement Project**

**Staff Recommendation:**

**THAT** Council authorize staff to reallocate \$100,000 in the 2026 capital budget from the Council Chamber Conference System Replacement Project to the Town Server Replacement Project, increasing the 2026 budget for the Town Server Replacement Project from \$85,000 to \$185,000.

93-156

(3) **Planning & Community Development**

- (a) **Preliminary Eaglecrest Neighbourhood Plan**

**Staff Recommendations:**

1. **THAT** the Draft Preliminary Eaglecrest Neighbourhood Plan be received, as attached to the May 13, 2026, Report to Council.
2. **THAT** the Draft Preliminary Eaglecrest Neighbourhood Plan, as attached to the May 13, 2026, Report to Council, be referred to the Eaglecrest Residents' Association for comments to be included in the future final Eaglecrest Neighbourhood Plan.

157-193

- (b) **Authorization to Issue Request for Proposals | Country Club Drive West (Parcel 2)**

**Staff Recommendation:**

**THAT** Council authorizes staff to issue a Request for Proposals (RFP) for the development of land located west of Country Club Drive (Parcel 2) within the Eaglecrest Neighbourhood, as attached to the May 13, 2026 Planning Report to Council.

- (4) **Engineering and Operations**
- 194-196 (a) **Prior Permission Required (PPR) for “Touch-and-Go” Circuit Training, for On-site and Off-site Commercial / Corporate Operators**

**Staff Recommendations:**

1. **THAT** Council directs staff to establish defined operation parameters for flight training schools, including specific days of the week and hours of operation, for the purpose of “touch-and-go” circuit training at the Qualicum Beach Airport, for both local and transient flight training schools;
2. **THAT** Council subsequently directs staff to work with NAV Canada to publish a Prior Permission Required (PPR) notice in the CFS entry for “touch-and-go” circuit training for on-site and off-site commercial / corporate operators, including operational parameters, at the Qualicum Beach Airport.

**10. MOTION TO CLOSE TO THE PUBLIC**

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

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

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

**MEETING REOPENS TO THE PUBLIC**

**11. ADJOURNMENT**

**12. 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 (May 15, 2026). Submissions must be regarding business discussed by Council at the meeting, be 300 words or fewer, and any submissions relating to closed public hearing topics, or unrelated to Council business discussed at the meeting, will not be distributed to Council. Submissions that meet these guidelines will be distributed to all Council, posted on the Town’s website, and a brief summary of the comments will be included in the meeting minutes. Comments must include a full name and address in order to be submitted for the record.

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

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

Email: [communications@qualicumbeach.com](mailto:communications@qualicumbeach.com)

**DRAFT | Minutes of the 10:00 am Wednesday, April 15, 2026, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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

ABSENT: Councillor Anne Skipsey

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer  
Heather Svensen, Director of Corporate Services/Deputy CAO  
Luke Sales, Director of Planning  
Raj Hayre, Director of Finance  
Amro Kotb, Director of Infrastructure Services  
Twyla Slonski, Interim Deputy Director of Corporate Services  
Jason Froats, Information Systems Analyst

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

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the April 15, 2026, special Council meeting agenda.  
**CARRIED UNANIMOUSLY**

**MOTION TO CLOSE**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, **THAT** the special meeting of Council be closed to the public, pursuant to section 90 (1)(c), (e) and (i) of the *Community Charter*, for the purposes 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
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC:** 10:01 am

**MEETING REOPENED TO THE PUBLIC:** 3:05 pm with Mayor Westbroek and Councillors Harrison, Vander Valk, and Young in attendance. Also in attendance: L. Varela, CAO; H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning; R. Hayre, Director of Finance; and T. Slonski, Interim Deputy Director of Corporate Services.

**ADJOURNMENT**

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

**MEETING ADJOURNED:** 3:05 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

**DRAFT - Minutes of the 3:00 pm, Monday, April 20, 2026, Town of Qualicum Beach Special Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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

ABSENT: Councillor Scott Harrison  
Councillor Anne Skipsey

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer  
Heather Svensen, Director of Corporate Services/Deputy CAO  
Luke Sales, Director of Planning  
Twyla Slonski, Interim Deputy Director of Corporate Services  
Reno Sun, Manager of IT and GIS

Mayor Westbroek called the meeting to order in the Council Chamber at 3:00 pm acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the April 20, 2026, special Council meeting agenda.  
**CARRIED UNANIMOUSLY**

**MOTION TO CLOSE TO THE PUBLIC**

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

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC** 3:01 pm

**MEETING REOPENS TO THE PUBLIC** 3:58 pm with Mayor Westbroek and Councillors Vander Valk and Young in attendance. Also in attendance, L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning, T. Slonski, Interim Deputy Director of Corporate Services..

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 3:58 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

**Draft | Minutes of the 10:00 am Wednesday, April 22, 2026, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer  
Heather Svensen, Director of Corporate Services/Deputy CAO  
Luke Sales, Director of Planning and Community Development  
Amro Kotb, Director of Infrastructure Services  
Twyla Slonski, Interim Deputy Director of Corporate Services  
Jessica Beck, Revenue and Payroll Coordinator  
Chelsea Currie, Corporate Services Coordinator

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

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the April 22, 2026, Regular Council meeting agenda as amended by adding item 9.(1)(h).

**CARRIED UNANIMOUSLY**

**START OF THE CONSENT AGENDA**

**ADOPTION OF THE CONSENT AGENDA**

Council adopted, by unanimous consent, **THAT** the recommendations listed for items 2(a) to 2(e) in the April 22, 2026, Consent Agenda be adopted.

- (a) **THAT** the March 18, 2026, Committee of the Whole meeting minutes be approved as presented.
- (b) **THAT** the March 25, 2026, Regular meeting minutes be approved as presented.
- (c) **THAT** the 10:00 am April 1, 2026, Special meeting minutes be approved as presented.
- (d) **THAT** the 10:30 am April 1, 2026, Special meeting minutes be approved as presented.
- (e) **THAT** the Correspondence Log, dated for reference April 14, 2026, be received.

**CARRIED UNANIMOUSLY | Resolution No. 26-088**

**RECOGNITION - Nil**

**BUSINESS ARISING FROM THE MINUTES - Nil**

**DELEGATIONS**

(a) **Regional District of Nanaimo (RDN)**

Tom Osborne, General Manager of Recreation and Parks, began the Regional District of Nanaimo presentations to Council by providing an overview of the Regional District's Parks and Trails Program, and the Management Plan scheduled for 2027. Darren Marshall, Senior Manager of Transportation Services, then provided an overview of the region's Transportation Services and highlighted the new Fare-Free Program, under which riders aged 18 and under ride free. Rob Wood, Project Engineer, concluded the presentations with an overview of the French Creek Pollution Control Centre Expansion project.

## **CORRESPONDENCE - Nil**

## **BYLAWS**

(a) **2026 Property Tax Rates Bylaw | First, Second & Third Readings**

Councillor Skipsey MOVED and Councillor Harrison SECONDED, **THAT** “Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026” be introduced and read a first time.

**CARRIED UNANIMOUSLY | Resolution No. 26-089**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** “Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026” be read a second time.

**CARRIED UNANIMOUSLY | Resolution No. 26-090**

Councillor Young MOVED and Councillor Harrison SECONDED, **THAT** “Town of Qualicum Beach Tax Rates Bylaw No. 922, 2026” be read a third time.

**CARRIED UNANIMOUSLY | Resolution No. 26-091**

## **COMMITTEE & LIAISON REPORTS**

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

(i) Mayor Westbroek commented on his portfolio activities.

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

(i) Councillor Harrison commented on his portfolio activities.

(ii) **Councillor Harrison Notice of Motion | Eaglecrest Land Use**

Councillor Harrison MOVED and Councillor Young SECONDED, **WHEREAS** multiple items of correspondence from the Eaglecrest Residents Association, especially the October 3<sup>rd</sup> submission for the public hearing process, clearly indicate a preference for the former 17<sup>th</sup> and 18<sup>th</sup> holes to be single family residential (R1),

**WHEREAS** the overwhelming majority of citizens who participated in the public hearing indicated a strong desire to see R1 zoning at both locations,

**WHEREAS** the OCP previously set out a target density for residential units being approved in previous recreational zoning at 30 units per ha,

**WHEREAS** the costs for the purchase of the park land and golf course, equipment, and infrastructure are currently set to be entirely funded by development in a small area which will disproportionately have negative impacts on a small number of citizens, while the entire community has access to the assets,

**WHEREAS** the approval of approximately 393 units of housing that are likely to result in about 300 units of housing and 600 parking spaces, including the institutional use, will result in 2 acres of green space being converted into parking spaces (2.5m\*5.5m\*600=8250m<sup>2</sup> = 2.04 acres),

**BE IT RESOLVED** either that:

1. a) That staff prepare a bylaw change for the former 17<sup>th</sup> and 18<sup>th</sup> holes to R1 from their current zoning,
- b) That the density per ha of the subject properties is reduced from 60 to 50 units per ha,
- c) That staff prepare an alternative approval process for long-term borrowing of \$5 million dollars immediately following the election to offset the reduction in land sale value.

Councillor Young **MOVED** and Councillor Harrison **SECONDED**, **THAT** Council amends the motion on the floor by striking option: 'c) That staff prepare an alternative approval process for long-term borrowing of \$5 million dollars immediately following the election to offset the reduction in land sale value.'

**CARRIED UNANIMOUSLY | Resolution No. 26-092**

**MAIN MOTION AS AMENDED:**

Councillor Harrison **MOVED** and Councillor Young **SECONDED**, **WHEREAS** multiple items of correspondence from the Eaglecrest Residents Association, especially the October 3<sup>rd</sup> submission for the public hearing process, clearly indicate a preference for the former 17<sup>th</sup> and 18<sup>th</sup> holes to be single family residential (R1),

**WHEREAS** the overwhelming majority of citizens who participated in the public hearing indicated a strong desire to see R1 zoning at both locations,

**WHEREAS** the OCP previously set out a target density for residential units being approved in previous recreational zoning at 30 units per ha,

**WHEREAS** the costs for the purchase of the park land and golf course, equipment, and infrastructure are currently set to be entirely funded by development in a small area which will disproportionately have negative impacts on a small number of citizens, while the entire community has access to the assets,

**WHEREAS** the approval of approximately 393 units of housing that are likely to result in about 300 units of housing and 600 parking spaces, including the institutional use, will result in 2 acres of green space being converted into parking spaces (2.5m\*5.5m\*600=8250m<sup>2</sup> = 2.04 acres),

**BE IT RESOLVED** either that:

1. a) That staff prepare a bylaw change for the former 17<sup>th</sup> and 18<sup>th</sup> holes to R1 from their current zoning,
- b) That the density per ha of the subject properties is reduced from 60 to 50 units per ha.

**DEFEATED**

In Favour: Councillor Harrison, and Councillor Young

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

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

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

(ii) **Councillor Skipsey Notice of Motion | Climate Action**

Councillor Skipsey **MOVED** and Councillor Vander Valk **SECONDED**, **WHEREAS** the Town's staffing position of Climate Action Coordination is currently vacant;

**THEREFORE BE IT RESOLVED THAT** Council directs the Environment & Sustainability Committee to provide a recommendation on their preferred use of the budgeted *Climate Action – Community Outreach and Support* line item in the amount of up to \$12,500 in 2026, to work with a third-party group to implement an outreach activity that does not require the time of Town staff.

**CARRIED UNANIMOUSLY | Resolution No. 26-093**

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

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

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

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

J. Beck left the meeting at 11:27 am.

**STAFF REPORTS**

(1) **Corporate Services**

(a) **Regional District of Nanaimo (RDN) Bulk Water Supply | Sandpiper**

Mayor Westbroek MOVED and Councillor Skipsey SECONDED, **THAT** Council instruct staff to notify the Regional District of Nanaimo (RDN) that the bulk water rate increase for users in the French Creek Water Service Area be deferred until September 30, 2026, in order to provide the RDN with an opportunity to notify affected users of the pending rate increase.

**CARRIED UNANIMOUSLY | Resolution No. 26-094**

(b) **2026 Special Event Sponsorship Applications**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,

1. **THAT** Council approves a one-time sponsorship of \$2,500 for the Qualicum Beach Farmers Market Christmas Night Market event to be held December 4, 2026.

Mayor Westbroek MOVED and Councillor Harrison SECONDED, **THAT** the motion on the floor be postponed to the next regular meeting of Council in order to allow staff time to provide responses to questions raised by Council regarding event expenditures projected by the applicant, Qualicum Beach Farmers Market.

**CARRIED UNANIMOUSLY | Resolution No. 26-095**

2. Councillor Skipsey MOVED and Councillor Harrison SECONDED, **THAT** Council approves a one-time sponsorship of \$2,500 for the Anglican Parish of St. Mark - St. Mark's 100<sup>th</sup> Anniversary Family Festival Day event to be held June 13, 2026.

**CARRIED UNANIMOUSLY | Resolution No. 26-096**

3. Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** Council approves a one-time sponsorship of \$2,500 for the St. Andrews Lodge Historical and Cultural Society St. Andrews Lodge Grand Re-opening Celebration event to be held July 4, 2026.

**CARRIED UNANIMOUSLY | Resolution No. 26-097**

4. Councillor Skipsey MOVED and Councillor Young SECONDED, **THAT** Council denies the request for sponsorship funding in the amount of \$800 for the Qualicum Beach Lawn Bowling Club Victoria Day Tournament event to be held May 18, 2026, as the event is a private member event, not open to the public.

**CARRIED UNANIMOUSLY | Resolution No. 26-098**

5. Councillor Young MOVED and Councillor Harrison SECONDED, **THAT** Council approves the request for sponsorship funding in the amount of \$2,500 for the Qualicum Beach Collective Society Community Movement Initiative event to be held on June 6, 2026, as the event is sponsored by ParticipACTION, a Canadian non-

profit charitable organization that provides national infrastructure, tools, and direct grant funding.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** Council postpone a decision on the motion on the floor to the next regular meeting of Council to allow staff time to provide responses to questions raised by Council regarding sponsorship funding from ParticipACTION in relation to the application submitted by the Qualicum Beach Collective Society.

**CARRIED UNANIMOUSLY | Resolution No. 26-099**

A. Kotb left the meeting at 11:36 am.

(c) **Special Event Application (Canada Day - Legion)**

Mayor Westbroek MOVED and Councillor Harrison SECONDED, **THAT** Council authorizes the closure of Veterans Way on July 1, 2026, from 6:00 am to 11:59 pm to facilitate the Canada Day Celebration festivities, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, providing the Town with a Certificate of Liability Insurance naming the Town as an additional insurance and litter control;

**AND FURTHER THAT** the Town provides support in the form of provision of barricades, garbage cans, water and electrical access for the duration of the event.

**CARRIED UNANIMOUSLY | Resolution No. 26-100**

(d) **2026 Subsidized Rental Applications**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED,

1. **THAT** Council approves the **Duck's Unlimited** for a one-time subsidy for the use of the Civic Centre on November 7, 2026, for their annual event, by charging a reduced rate of \$2,102.05 plus applicable taxes, as opposed to the regular rate of \$2,626.05, plus applicable taxes, resulting in a \$524.00 subsidy by applying the non-prime time, non-profit rate where applicable based on Policy 4004-1a Buildings and Grounds – Community Hall and Civic Centre Rental Rates – Subsidized Rentals.

2. **THAT** Council approves the **Oceanside Bridge Club** for a one-time subsidy for the use of the Civic Centre on May 1, 2 and 3, 2026, for their annual Bridge Tournament, by charging a reduced rate of \$2,443.15 plus applicable taxes, as opposed to the regular rate of \$2,817.15 plus applicable taxes, resulting in a \$374 subsidy by applying the non-prime time, non-profit rate where applicable based on Policy 4004-1a Buildings and Grounds – Community Hall and Civic Centre Rental Rates – Subsidized Rentals.

**CARRIED UNANIMOUSLY | Resolution No. 26-101**

(e) **Select Committee on Beach Day Celebration | Terms of Reference Amendment**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council amends the Town of Qualicum Beach Select Committee on Beach Day Celebration Terms of Reference item 3. COMPOSITION OF THE COMMITTEE by striking the 3<sup>rd</sup> bullet; and item 6. MEETINGS – Regular Meeting item (a) by striking the word 'and' after October, and inserting after the word November, 'and December'.

**CARRIED UNANIMOUSLY | Resolution No. 26-102**

(f) **2026 Council Meeting Schedule | Amendment**

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** Council amends the 2026 Council Meeting Schedule by deleting the September 2, 2026, Committee of the Whole Town Hall from the schedule.

**CARRIED UNANIMOUSLY | Resolution No. 26-103**

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

Council, by unanimous consent, received the Announcement of Closed Council Meeting Motions as included in the April 22, 2026, Council Meeting Agenda.

(h) **2026 Central/North Vancouver Island Commercial Building Awards**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **WHEREAS** the Qualicum Beach Skatepark Project was completed in 2025 and made possible through a combination of grant funding, financial contribution from the Town and the Qualicum Beach Skaters, and local contractors and suppliers who provided discounts and donations;

**AND WHEREAS** the project has been nominated through the Business Examiners 2026 Central/North Vancouver island Commercial building Awards, with the event being held in Nanaimo on April 30, 2026;

**AND WHEREAS** Mayor Westbroek will be attending the event and wishes to extend an invitation to community volunteers to join the Mayor at the award ceremony on April 30, 2026;

**THEREFORE BE IT RESOLVED THAT** Council authorizes staff to purchase two tickets, at a total cost of \$312.90 (including GST), for attendance by two community volunteers [at the Mayor's choosing] to join Mayor Westbroek at the April 30, 2026, award ceremony, on behalf of the Town.

**CARRIED UNANIMOUSLY | Resolution No. 26-104**

(2) **Planning & Community Development**

(a) **Request for Contract Award | Operations Workplace Modernization Needs Assessment**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** Council awards the Operations Workplace Modernization Needs Assessment to Kasian Architecture Interior Design and Planning Ltd. in the amount of \$61,280.

**CARRIED UNANIMOUSLY | Resolution No. 26-105**

A. Kotb returned to the meeting at 11:48 am

A. Kotb left the meeting at 11:51 am

A. Kotb returned to the meeting at 11:54 am

(b) **Zoning Amendment | 201, 207, 211 First Avenue West**

Mayor Westbroek MOVED and Councillor Harrison SECONDED, **THAT** "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024 Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.01, 2026" be introduced and read a first time.

**CARRIED UNANIMOUSLY | Resolution No. 26-106**

Councillor Young **MOVED** and Councillor Harrison **SECONDED**, **THAT** prior to Council considering second reading of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2025, Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.01, 2026”, the following documents be submitted for 201, 207, 211 First Avenue West for further review:

- a) Complete set of plans, including colour renderings;
- b) Building elevations and streetscape plan showing neighbouring buildings;
- c) Landscape Plan;
- d) Rainwater Management Plan;
- e) Traffic Study; and
- f) Shadow Study.

Councillor Young **MOVED** and Councillor Harrison **SECONDED**, **THAT** the motion on the floor be amended to insert “g) Confirmation on whether 3,000 sq. ft. of commercial space at no cost will be designated for Flowerstone Health Society use.” after item f).

**DEFEATED**

In Favour: Councillor Young

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

**MAIN MOTION AS AMENDED:**

**THAT** prior to Council considering second reading of “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2025, Amendment (201, 207, 211 First Avenue West) Bylaw No. 900.01, 2026”, the following documents be submitted for 201, 207, 211 First Avenue West for further review:

- a) Complete set of plans, including colour renderings;
- b) Building elevations and streetscape plan showing neighbouring buildings;
- c) Landscape Plan;
- d) Rainwater Management Plan;
- e) Traffic Study; and
- f) Shadow Study.

**CARRIED UNANIMOUSLY | Resolution No. 26-107**

(c) **Development Variance Permit | 846 Woodside Crescent**

Prior to considering the motion, Mayor Westbroek invited any members of the public wishing to speak to this item to come forward. Nobody rose to speak.

**NO MOVER OR SECONDER REQUIRED**

**THAT** Council directs staff to issue a Development Variance Permit for 846 Woodside Crescent, as described in the March 25, 2026, Planning Report to Council.

**CARRIED UNANIMOUSLY | Resolution No. 26-108**

(d) **Development Variance Permit | 3022 Island Highway West**

Mayor Westbroek invited members of the public to provide comments on the proposed Development Variance Permit for the property located at 3022 Island Highway West.

- J. Gallinger and R. Everard of Qualicum Beach, have both made written submissions to Council stating they do not object to the Development Variance Permit.

Councillor Vander Valk **MOVED** and Councillor Harrison **SECONDED**, **THAT** Council directs staff to issue a Development Variance Permit for 3022 Island Highway West, as described in the April 22, 2026, Planning Report to Council.  
**CARRIED UNANIMOUSLY | Resolution No. 26-109**

(e) **Development Permit | 3022 Island Highway West**

Councillor Harrison **MOVED** and Councillor Skipsey **SECONDED**, **THAT** Council directs staff to issue a Development Permit for 3022 Island Highway West, as described in the April 22, 2026, Planning Report to Council titled, "Development Permit: 3022 Island Highway West".  
**CARRIED UNANIMOUSLY | Resolution No. 26-110**

(f) **Covenant Discharge | 365 First Avenue West**

Mayor Westbrook **MOVED** and Councillor Skipsey **SECONDED**, **THAT** Council postpones consideration to discharge the covenant until such time as a proposal is received by the applicant regarding future development.  
**CARRIED | Resolution No. 26-111**  
In Favour: Mayor Westbrook, Councillor Skipsey, and Councillor Vander Valk  
Opposed: Councillor Harrison, and Councillor Young

(3) **Engineering and Operations**

(a) **Garden Road Pickleball Courts | Playco Class B Cost Estimate**

Councillor Skipsey **MOVED** and Councillor Harrison **SECONDED**,

1. **THAT** Council receives this Report for information regarding the cost estimate findings for the proposed pickleball courts at the Garden Road [Dog Park area] location, noting that Playco provided a Class B estimate (more accurate than a Class D estimate);

**THAT** Council confirms the Town's intent to retain the Garden Road [Dog Park area] location for potential future pickleball courts, subject to detailed design, regulatory approvals, and funding availability.

**CARRIED UNANIMOUSLY | Resolution No. 26-112**

2. Councillor Skipsey **MOVED** and Councillor Vander Valk **SECONDED**, **THAT** Council excludes parking from the cost sharing formula to address the \$250,000 instead of the total Class D estimate for \$330,000, resulting in a contribution of \$125,000 from each party.

**CARRIED UNANIMOUSLY | Resolution No. 26-113**

4. Councilor Skipsey **MOVED** and Councillor Vander Valk **SECONDED**, **THAT** staff provides a report to Council at a future meeting, once confirmation is received from the Qualicum Beach Pickleball Club (QBPC) that a viable funding plan is in place.

**CARRIED UNANIMOUSLY | Resolution No. 26-114**

**REVIEW OF COMMENTS FROM THE PUBLIC**

Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (April 24, 2026). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- J. Wood, comments re: Zoning Amendment at 201, 207, 2011 First Avenue West, and the Covenant Discharge at 365 First Avenue West.

- K. Monahan, comments re: 2026 Council Meeting Schedule Amendment, Zoning Amendment for 201, 207, 211 First Avenue West, Development Variance Permit for 846 Woodside Crescent, Development Variance Permit for 3022 Island Highway West, Covenant Discharge for 365 First Avenue West, and Garden Road Pickleball Courts.
- S. Reed, comments re: Garden Road Pickleball Courts

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 12:40 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

**DRAFT - Minutes of the 4:00 pm Wednesday, April 22, 2026, Town of Qualicum Beach Special Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC**

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

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer  
Heather Svensen, Director of Corporate Services/Deputy CAO  
Luke Sales, Director of Planning  
Twyla Slonski, Interim Deputy Director of Corporate Services  
J. Froats, Information Systems Analyst

Invited Guests

Qualicum School District: Eve Flynn, Chair, Trustee  
Ron Amos, Secretary Treasurer  
R. Elaine Young, Trustee  
Barry Kurland, Trustee  
Julie Austin, Trustee  
C. Kellogg, Trustee  
Phil Munro, Operations Manager

Mayor Westbroek called the meeting to order in the Council Chamber at 4:00 pm acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

**ADOPTION OF THE AGENDA**

Council adopted, by unanimous consent, the April 22, 2026, special Council meeting agenda.

**CARRIED UNANIMOUSLY**

**MOTION TO CLOSE TO THE PUBLIC**

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

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

**CARRIED UNANIMOUSLY**

**MEETING CLOSED TO THE PUBLIC** 4:01 pm

**MEETING REOPENS TO THE PUBLIC** 5:05 pm with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, CAO, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning, T. Slonski, Interim Deputy Director of Corporate Services and J. Froats, Information Systems Analyst.

Qualicum School District Trustees E. Flynn, R. Elaine Young, B. Kurland, J. Austin, and C. Kellogg; Secretary-Treasurer R. Amos and P. Munro, Director of Operations.

**ADJOURNMENT**

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

**CARRIED UNANIMOUSLY**

**MEETING ADJOURNED:** 5:05 pm

Certified Correct:

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Heather Svensen  
Director of Corporate Services/Deputy CAO

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Teunis Westbroek  
Mayor

THE TOWN OF  
**QUALICUM BEACH**



**COUNCIL CORRESPONDENCE LOG**

**May 6, 2026 (for May 13, 2026 Council Agenda)**

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

DATE REC'D	TOPIC	ACTION	ITEM #
Various Dates	53 Submissions   Support of Qualicum Commons Lease <i>(Received between April 14 and May 6, 2026)</i>	Rec'd for Information	<a href="#">1.0 Commons</a>
Apr 13	Comments   Airport	Referred to Staff	<a href="#">1407</a>
Apr 15	Comments   Development Variance Permit for 3022 Island Hwy West	Rec'd for Information	<a href="#">1402</a>
Apr 15	Comments   Climate Resilience	Rec'd for Information	<a href="#">1404</a>
Apr 15	Comments   Civic Centre Community Building	Rec'd for Information	<a href="#">1403</a>
Apr 16	Comments   Eaglecrest	Rec'd for Information	<a href="#">1406</a>
Apr 16	Comments   Development Variance Permit for 3022 Island Hwy West	Rec'd for Information	<a href="#">1408</a>
Apr 18	Comments   Development Variance Permit for 3022 Island Hwy West	Rec'd for Information	<a href="#">1413</a>
Apr 19	Comments   Development Variance Permit for 3022 Island Hwy West	Rec'd for Information	<a href="#">1414</a>
Apr 19	Comments   Eaglecrest Zoning	Rec'd for Information	<a href="#">1415</a>
Apr 19	Comments   Zoning Amendment 201, 207, 211 First Avenue	Rec'd for Information	<a href="#">1416</a>
Apr 19	Comments   Eaglecrest	Rec'd for Information	<a href="#">1417</a>
Apr 19	Comments   Eaglecrest Zoning	Rec'd for Information	<a href="#">1418</a>
Apr 20	Comments   Development Variance Permit for 3022 Island Hwy West	Rec'd for Information	<a href="#">1429</a>
Apr 20	Comments   Infrastructure Upgrades	Rec'd for Information	<a href="#">1422</a>

Apr 21	Comments   Development Variance Permit for 3022 Island Hwy West	Rec'd for Information	<a href="#">1432</a>
Apr 21	Comments   Eaglecrest Zoning	Rec'd for Information	<a href="#">1430</a>
Apr 21	Comments   Eaglecrest Zoning	Rec'd for Information	<a href="#">1431</a>
Apr 23	Letter   Workers Remembered on Day of Mourning	Rec'd for Information	<a href="#">1434</a>
Apr 27	Comments   Eaglecrest Zoning	Referred to Staff	<a href="#">1435</a>
Apr 27	Letter   Crisis in Sechelt	Rec'd for Information	<a href="#">1436</a>
Apr 27	Comments   Memorial Golf Club	Referred to Staff	<a href="#">1438</a>
Apr 27	Comments   Airport NSA's	Referred to Staff	<a href="#">1439</a>
Apr 29	Comments   Eaglecrest	Referred to Staff	<a href="#">1441</a>
Apr 29	Comments   Qualicum Beach Climate Action	Rec'd for Information	<a href="#">1442</a>
Apr 29	Comments   Pickleball Courts	Referred to Staff	<a href="#">1443</a>
Apr 29	Comments   Zoning Amendment 201, 207, 211 First Avenue	Rec'd for Information	<a href="#">1444</a>
Apr 29	Comments   Pickleball Courts	Referred to Staff	<a href="#">1445</a>
Apr 29	Comments   April 30, 2026 Council Meeting	Rec'd for Information	<a href="#">1446</a>
May 03	Comments   Airport Bylaw Amendment	Referred to Staff	<a href="#">1453</a>
May 04	Comments   Airport Bylaw Amendment	Referred to Staff	<a href="#">1469</a>
May 04	Comments   Gender-Based Violence and Public Safety	Rec'd for Information	<a href="#">1472</a>
May 04	Comments   Airport Bylaw Amendment	Referred to Staff	<a href="#">1473</a>



# TOWN OF QUALICUM BEACH

## MEMORANDUM

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

**FOR:** Regular Council Meeting

**DATE:** May 13, 2026

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

**SUBJECT:** Election Procedures Bylaw Amendment | First, Second, and Third Reading

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### RECOMMENDATIONS:

1. **THAT** "Town of Qualicum Beach Election Procedures Bylaw No. 621.04, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Election Procedures Bylaw No. 621.04, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Election Procedures Bylaw No. 621.04, 2026" be read a third time.

### PURPOSE

The purpose of this memorandum is to present proposed amendments to the Town's Election Procedures Bylaw No. 621, 2008 in advance of the 2026 General Local Election.

### BACKGROUND & DISCUSSION

The proposed amendments are primarily housekeeping in nature and are intended to improve clarity, update terminology, correct references, and support administration of election procedures.

In preparation for the 2026 General Local Election, staff have reviewed the bylaw and identified a number of amendments to improve readability, consistency, and administrative clarity.

A summary of proposed amendments considered housekeeping in nature are as follows:

- Updated and clarified definitions to improve clarity and consistency.
- Terminology changes throughout the Bylaw.
- Deletion of unnecessary provisions.
- Updates to cross-references and section numbering.

Proposed amendments resulting from legislative changes are as follows:

- New section respecting public access to nomination documents.
- Mail ballot return procedures.

For convenience, attached to this Report is a copy of the "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008" in track change format for Council's reference.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this memorandum.

**SUMMARY**

The proposed amendments to the Town’s Election Procedures Bylaw No. 621, 2008 are largely housekeeping in nature and will improve clarity, consistency, and administration of the Town’s election procedures in advance of the 2026 General Local Election. A small number of amendments, specifically those related to public access to nomination documents and mail ballot procedures, are a result of changes to legislation.

**APPROVALS**

Memorandum respectfully submitted by Heather Svensen, Director of Corporate Services/Deputy CAO and Chief Election Officer



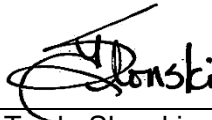
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Heather Svensen  
Director of Corporate  
Services/Deputy CAO  
*Report Author*



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



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Twyla Slonski  
Deputy Director of Corporate  
Services (Interim)

**TOWN OF QUALICUM BEACH  
BYLAW NO. 621.04**

**A BYLAW TO AMEND THE ELECTION PROCEDURES BYLAW**

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

1. "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008" is hereby amended as follows:

(1) Section 1 Definitions, is amended by deleting the definitions of "acceptable mark", "results tape", "secrecy sleeve", and "vote counting unit" and substituting the following:

**"acceptable mark"** means a completed mark as defined in the *Local Government Act* and which the vote counting unit is able to identify, which has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either "yes" or "no" on any other voting question.

**"results tape"** means the printed record generated from a vote counting unit at the close of voting on General Voting Day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for, and against, each bylaw or other matters on which the opinion or assent of the electors is sought.

**"secrecy enclosure"** means an open-ended folder, sleeve, envelope or item which is used to cover ballots to conceal the choices made by each elector.

**"vote counting unit"** means the device into which voted ballots are inserted and which scans each ballot and records the number of votes for each candidate, and for, and against, each question on which the opinion or assent of the electors is sought.

(2) By striking the word "sleeve" throughout the "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008" and inserting the word "enclosure".

(3) By deleting section 5.(13).

(4) By striking the words "and special" from section 6. Advance and Special Voting Opportunity Procedures.

(5) By striking "5" from section 6.(1) and inserting "6".

(6) By inserting, in Section 7.(2) the following at the end of the sentence "in the form prescribed by the Chief Election Officer".

(7) By striking the word “may” from section 7.(5) and inserting the word “shall”.

(8) Section 7.(8) is amended by deleting the section in its entirety and substituting the following:

“Section 7.(8) An elector voting by mail ballot must return the completed mail ballot package by mail or deliver to:

(a) the address printed on the return envelope included in the mail ballot package, or

(b) an authorized drop-off location, as authorized by the Chief Election Officer, if any, in order to be counted for an election, before the close of voting on General Voting Day.”

(9) By deleting section 7.(9) and renumbering all subsequent sections accordingly.

(10) Section 7.(11) is amended by deleting the section in its entirety and substituting the following:

“Section 7.(10)

For the counting of mail ballots pursuant to section 8(9) of this bylaw, the Chief Election Officer or the Deputy Chief Election Officer, in the presence of another Election Official, shall:

(a) open accepted certification envelopes and place the secrecy enclosure containing the ballot in a portable ballot box designated for mail ballots;

(b) open the portable ballot box after all certification envelopes have been opened;

(c) open the secrecy enclosures and insert the ballots into the vote counting unit designated by the Chief Election Officer for mail ballots;

(d) after the insertion of all mail ballots, seal the opened portable ballot box to prevent insertion of any ballots, and secure the vote counting unit so that ballots cannot be added or withdrawn;

(e) ensure the results tape in the vote counting unit are not generated;

(f) ensure the memory card in the vote counting unit is secured; and

(g) secure the vote counting unit, memory card, and all opened certification envelopes until the close of voting on General Voting Day.”

(11) By striking “Section 8” from 8.(2) and 8.(3) and replacing it with “Section 9”.

(12) Section 8.(6) is amended by deleting the section in its entirety and substituting the following:

“(6) Upon fulfillment of the provisions of Section 9, the Chief Election Officer shall place the election results in a spreadsheet for posting purposes, indicating the total preliminary election results.”

(13) By adding the following as section 3, and renumbering all subsequent sections accordingly:

“3. **Nomination Documents**

(1) Public access will be given to all nomination documents delivered to the Chief Election Officer from the date of receipt until 30 days after the declaration of the election results under section 146 of the *Local Government Act*, as follows:

- (i) in person at the Municipal Office between the hours of 9:00 a.m. and 4:00 p.m., excluding statutory holidays; and
- (ii) before inspecting nomination documents, a person must sign a statement that the person will not use the information contained in the nomination documents except as permitted under section 89(9) of the *Local Government Act*.”

2. This bylaw may be cited as “Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008, Amendment (2026 General Local Election) Bylaw No. 621.04, 2026”.

**READ A FIRST TIME** this \_\_\_ day of \_\_\_\_\_, 2026.

**READ A SECOND TIME** this \_\_\_ day of \_\_\_\_\_, 2026.

**READ A THIRD TIME** this \_\_\_ day of \_\_\_\_\_, 2026.

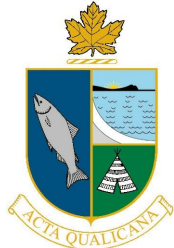
**ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2026.

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Teunis Westbroek  
Mayor

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Heather Svensen  
Director of Corporate Services



## Town of Qualicum Beach

### ELECTION PROCEDURES BYLAW Bylaw No. 621, 2008

#### CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of Bylaw No. 621 with the bylaw below. The amending bylaw has been combined with the original bylaw for convenience only. This consolidation is not a legal document. The Town does not warrant that the information contained in this consolidation is current. Certified copies of the original bylaws should be consulted to ensure accurate, current bylaw provisions.

<b>Amending Bylaw</b>	<b>Date of Adoption</b>
Bylaw No. 621.01	February 3, 2014
Bylaw No. 621.02	May 7, 2018
Bylaw No. 621.03	June 29, 2022
<b>Bylaw No. 621.04</b>	

The bylaw numbers in bold in the margin of this consolidation refer to the last bylaw that amended each section of the principal bylaw: "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008."

**TOWN OF QUALICUM BEACH  
BYLAW NO. 621, 2008**

**A bylaw to provide for the  
conduct of local government elections and other voting**

**WHEREAS** under Section 112 of the *Local Government Act*, the Council of the Town of Qualicum Beach may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

**(Bylaw No. 621.02)**

**AND WHEREAS** Section 76 of the *Local Government Act* empowers the Council, by bylaw, to provide that the most current available Provincial list of voters prepared under the *Election Act* is to be the register of resident electors;

**(Bylaw No. 621.02)**

**AND WHEREAS** pursuant to Section 110 of the *Local Government Act*, Council may, by bylaw, permit voting by mail ballot and establish procedures therefore;

**(Bylaw No. 621.02)**

**AND WHEREAS** pursuant to the *Local Government Act*, Council may, by bylaw, determine various other procedures and requirements to be applied to the conduct of local government elections and other voting;

**AND WHEREAS** the Council of the Town of Qualicum Beach wishes to establish various procedures and requirements under these authorities;

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

**1. Definitions**

In this bylaw the following terms have the following meanings:

**“acceptable mark”** means a completed ~~mark as defined in the *Local Government Act* and that the vote counting unit is able to identify~~ which ~~the vote counting unit is able to identify, which~~ has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either “yes” or “no” on any other voting question;

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**“automated vote counting system”** means a system that counts and records votes, and processes and stores election results, which comprises:

- (1) a number of ballot scan vote counting units each of which rests on a ballot box; and
- (2) a number of portable ballot boxes into which voted ballots are deposited, where a vote counting unit is not functioning or being used, which will therefore be counted after the close of voting on general voting day;

**“ballot”** means a single ballot card designed for use in an automated vote counting system which shows:

- (1) the names of all of the candidates for each of the offices to be filled; and
- (2) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought;

**“ballot return override procedure”** means the use, by an election official, of a device on a vote counting unit that causes the unit to accept a returned ballot;

**“election headquarters”** means the Qualicum Beach Civic Centre, 747 Jones Street, Qualicum Beach, BC or other location designated by the Chief Election Officer as the election headquarters;

**“memory card”** means a storage device which is inserted into the vote counting unit and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of “yes” or “no” for each other voting question on the ballot, and which records and retains information on the number of acceptable marks made for each;

**“portable ballot box”** means a ballot box which is used at a voting place where a vote counting unit is not being used at the time of voting;

**“register of mail ballots”** means the records that the Chief Election Officer must keep in order to address any challenges to an elector’s right to vote;

**(Bylaw No. 621.03)**

**“results tape”** means the printed record generated from a vote counting unit at the close of voting on ~~general~~General voting~~Voting day~~Day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for, and against, each ~~bylaw or other~~ matters on which the opinion or assent of the electors is sought~~voting question on the ballot.~~

**“returned ballot”** means a voted ballot that was inserted into the vote counting unit but which was not accepted and which was returned to the elector with an explanation of the ballot marking error which caused the ballot not to be accepted.

**“secrecy ~~sleeve~~ enclosure”** means an open-ended folder, ~~sleeve,~~ or envelope or item which is used to cover ballots to conceal the choices made by each elector.

**“vote counting unit”** means the device into which voted ballots are inserted and which scans each ballot and records the number of votes for each candidate, and for, and against, each ~~other voting~~ question on which the opinion or assent of the electors is sought.

2. **Use of Provincial List of Voters as the Register of Resident Electors**

For the purposes of all local elections and other voting under Part 4 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act* shall become the register of resident electors on the 52<sup>nd</sup> day prior to the general voting day for such elections and other voting.

3. **Use of Voting Machines**

Council hereby provides for the use of an automated vote counting system for the conduct of elections and other voting that may, from time to time, be required.

### 3. Nomination Documents

- (1) Public access will be given to all nomination documents delivered to the Chief Election Officer from the date of receipt until 30 days after the declaration of the election results under section 146 of the *Local Government Act*, as follows:
- (i) in person at the Municipal Office between the hours of 9:00 a.m. and 4:00 p.m., excluding statutory holidays; and
  - (ii) before inspecting nomination documents, a person must sign a statement that the person will not use the information contained in the nomination documents except as permitted under section 89(9) of the *Local Government Act*."

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4. **Required Advance Voting Opportunities**

- (1) As provided under the *Local Government Act*, required advance voting opportunities will be held for each election and other voting as follows:
  - (a) on the 10<sup>th</sup> day before general voting day, and
  - (b) on the 3<sup>rd</sup> day before general voting day.
- (2) Voting hours for these advance voting opportunities will be from 8:00 a.m. to 8:00 p.m. at the Civic Centre at 747 Jones Street, Qualicum Beach, BC.

**Special Voting Opportunities**

(deleted by Bylaw No. 621.03)

5. **Automated Voting Procedures**

- (1) The Presiding Election Official for each voting place shall, if requested, ensure that a demonstration of how to vote using a vote counting unit is provided to an elector, as soon as such elector enters the voting place and before a ballot is issued.

**(Bylaw No. 621.03)**
- (2) Upon completion of the voting demonstration, if any, the elector shall proceed as instructed to the election official responsible for issuing ballots who, upon fulfillment of the requirements of the *Local Government Act*, shall then provide a ballot to the elector, a secrecy ~~sleeve enclosure~~ if requested by the elector, and any further instructions the elector requests.
- (3) Upon receiving a ballot, the elector shall immediately proceed to a voting compartment to vote.
- (4) The elector may vote only by making an acceptable mark on the ballot:
  - (a) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
  - (b) beside either "yes" or "no" in the case of each bylaw or other matter on which the assent or opinion of electors is sought.
- (5) Once the elector has finished marking the ballot the elector must either:
  - (a) place the ballot into the secrecy ~~sleeve enclosure~~, if one has been requested; or
  - (b) turn the ballot upside down and proceed to the vote counting unit; and under the supervision of the election official in attendance, insert the ballot directly from the secrecy ~~sleeve enclosure~~, if applicable, into the vote counting unit without the acceptable marks on the ballot being exposed.
- (6) If, before inserting the ballot into the vote counting unit, an elector determines that a mistake has been made when marking the ballot, or if the ballot is returned by the vote counting unit, the elector may return to the voting compartment to correct a ballot or request a replacement ballot by informing the election official in attendance.
- (7) Upon being informed of the replacement ballot request, the Presiding Election Official shall issue a replacement ballot to the elector and mark the returned

ballot "spoiled" and shall retain all such spoiled ballots separately from all other ballots and they shall not be counted in the election.

- (8) If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote counting unit, the election official shall, using the ballot return override procedure, reinsert the returned ballot into the vote counting unit to count any acceptable marks which have been made correctly.
- (9) Any ballot counted by the vote counting unit is valid and any acceptable marks contained on such ballots will be counted in the election, subject to any determination made under a judicial recount.
- (10) Once the ballot has been inserted into the vote counting unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- (11) During any period that a vote counting unit is not functioning, the election official supervising the unit shall direct electors to insert their ballots into a portable ballot box on the understanding that if the vote counting unit:
  - (a) becomes operational, or
  - (b) is replaced with another vote counting unit, the ballots in the portable ballot box shall, as soon as reasonably possible, be removed by an election official and, under the supervision of the Presiding Election Official, shall be inserted into the vote counting unit to be counted.
- (12) Any ballots which were temporarily stored in the portable ballot box during a period when the vote counting unit was not functioning, which are returned by the vote counting unit when being counted shall, through the use of a ballot return override procedure, and under the supervision of the Presiding Election Official, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.

~~(13) A sample ballot that may be used in an automated vote counting system is attached as Schedule "A" to this bylaw.~~

#### 6. ~~Advance and Special~~ Voting Opportunity Procedures

- (1) Vote counting units shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section ~~5-6~~ of this bylaw.

**(Bylaw No. 621.01)**  
**(Bylaw No. 621.03)**
- (2) At the close of voting at each advance voting opportunity, the Presiding Election Official in each case shall ensure that:
  - (a) no additional ballots are inserted in the vote counting unit;
  - (b) the portable ballot box is sealed to prevent insertion of any ballots;
  - (c) the results tapes in the vote counting unit are not generated; and
  - (d) the memory card of the vote counting unit is secured.

**(Bylaw No. 621.01)**  
**(Bylaw No. 621.03)**

- (3) At the close of voting at each final advance voting opportunity the Presiding Election Official shall:
  - (a) ensure that any remaining ballots in the portable ballot box are inserted into the vote counting unit;
  - (b) secure the vote counting unit so that no more ballots can be inserted; and
  - (c) deliver the vote counting unit together with the memory card and all other materials used in the election to the Chief Election Officer at election headquarters.

(Bylaw No. 621.01)  
(Bylaw No. 621.03)

- (4) *(deleted by Bylaw No. 621.03)*

#### 7. Mail Ballot Voting

- (1) As authorized under section 110 of the *Local Government Act*, voting may be done by mail for each election or other voting and, in relation to this, may permit elector registration to be done in conjunction with this voting.
- (2) A mail ballot package may be requested by an elector who is registered or is entitled to be registered as an elector for the election, by presenting the Chief Election Officer with a written request for a mail ballot package in the form prescribed by the Chief Election Officer.
- (3) The Chief Election Officer shall keep a register of mail ballots of all persons who request a mail ballot package and their addresses (unless the elector has requested that the address be obscured) and that register of mail ballots may be inspected by any person who signs a statement that the register is being inspected only for the purposes of the election or other voting.
- (4) Between the time an elector requests a mail ballot package and the time that the mail ballot package is hand-delivered, picked up, mailed or couriered to the elector requesting, the elector requesting can be challenged under section 126 of the *Local Government Act*.
- (5) The time limits in relation to voting by mail ballot may shall be determined by the Chief Election Officer, including the time limit to apply for a mail ballot package.
- (6) The Chief Election Officer shall establish procedures for voting and elector registration by mail ballot in accordance with section 110 of the *Local Government Act*.
- (7) To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.

- ~~(8) The elector shall mail, or have delivered, the completed mail ballot package and its contents to the Chief Election Officer so that it is received by the Chief Election Officer no later than the close of voting on general voting day. An elector voting by mail ballot must return the completed mail ballot package by mail or deliver to:~~

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- (a) the address printed on the return envelope included in the mail ballot package, or
- (b) an authorized drop-off location, as authorized by the Chief Election Officer, if any, in order to be counted for an election, before the close of voting on General Voting Day."

~~(8)~~

~~(9) The Chief Election Officer is authorized to designate one or more locations, days, and times for the counting of mail ballots before general voting day.~~

(10) The Chief Election Officer is authorized to designate a location and time for the counting of mail ballots on general voting day.

~~(11) For the counting of mail ballots pursuant to section 7(9) and 7(10) of this bylaw, the Chief Election Officer or the Deputy Chief Election Officer, in the presence of another Election Official, shall:~~

- ~~(a) open accepted certification envelopes and place the secrecy envelopes containing the ballots in a portable ballot box designated for mail ballots;~~
- ~~(b) open the portable ballot box after all certification envelopes have been opened;~~
- ~~(c) open the secrecy envelopes and inserting the ballots into the vote counting unit designated by the Chief Election Officer for mail ballots;~~
- ~~(d) after the insertion of all mail ballots, seal the opened portable ballot box to prevent insertion of any ballots, and secure the vote counting unit so that ballots cannot be added or withdrawn;~~
- ~~(e) ensure the results tape in the vote counting unit are not generated;~~
- ~~(f) ensure the memory card in the vote counting unit is secured; and~~
- ~~(g) secure the vote counting unit, memory card, and all opened certification envelopes until the close of voting on General Voting Day.~~

(10) For the counting of mail ballots pursuant to section 8(9) of this bylaw, the Chief Election Officer or the Deputy Chief Election Officer, in the presence of another Election Official, shall:

- (a) open accepted certification envelopes and place the secrecy enclosure containing the ballot in a portable ballot box designated for mail ballots;
- (b) open the portable ballot box after all certification envelopes have been opened;
- (c) open the secrecy enclosures and insert the ballots into the vote counting unit designated by the Chief Election Officer for mail ballots;
- (d) after the insertion of all mail ballots, seal the opened portable ballot box to prevent insertion of any ballots, and secure the vote counting unit so that ballots cannot be added or withdrawn;
- (e) ensure the results tape in the vote counting unit are not generated;
- (f) ensure the memory card in the vote counting unit is secured; and

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(g) secure the vote counting unit, memory card, and all opened certification envelopes until the close of voting on General Voting Day.”

(Bylaw No. 621.02)  
(Bylaw No. 621.03)

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8. **Procedures After the Close of Voting on General Voting Day**

- (1) After the close of voting on general voting day, at voting opportunities where a vote counting unit was used in the election, but excluding advance voting opportunities, the Chief Election Officer shall undertake all of the following generally in the order stipulated:
  - (a) ensure that any remaining ballots in the portable ballot box are inserted into the vote counting unit;
  - (b) ensure that any mail ballots received are inserted into the vote counting unit;
  - (c) secure the vote counting unit so that no more ballots can be inserted;
  - (d) generate three copies of the results tape from the vote counting unit;
  - (e) account for the unused, spoiled and voted ballots and place them, packaged and sealed separately, together with the memory card from the vote counting unit along with one copy of the results tape, into the ballots and results box;
  - (f) complete the ballot account and place a copy of the ballot account in the ballots and results box;
  - (g) seal the ballots and results box;
  - (h) place the voting books, list of electors, the original copy of the ballot account, one copy of the results tape and all completed administrative forms into the election materials box.
- (2) At the close of voting on general voting day, the Chief Election Officer shall, for the advance voting opportunity where vote counting units were used, proceed in accordance with Section 89(1) of this Bylaw.
- (3) At the close of voting on general voting day all portable ballot boxes used in the election will be opened under the direction of the Chief Election Officer and all ballots shall be removed and inserted into a vote counting unit to be counted, after which the provisions of Sections 89(1), so far as applicable, shall apply.
- (4) If the vote counting unit is not functioning, ballots shall be counted manually.
- (5) The memory cards of all vote counting units shall not be cleared of the official election results, but shall be retained for the period of time required for retention of election materials.
- (6) Upon fulfillment of the provisions of Section 89, the Chief Election Officer shall, ~~to obtain the election results, direct an election official to~~ place the election results in a spreadsheet for posting purposes, which may be used for display in the Civic Centre, indicating the total preliminary election results.

9. **Recount Procedure**

- (1) If a recount is required after preliminary election results are announced, it shall be conducted under the direction of the Chief Election Officer using the automated vote counting system and generally in accordance with the following procedure:
- (a) the memory cards of all vote counting units will be cleared;
  - (b) vote counting units will be designated for each voting place;
  - (c) all voted ballots will be removed from the sealed ballot boxes, except spoiled ballots, and reinserted in the appropriate vote counting units under the supervision of the Chief Election Officer; and
  - (d) any ballots returned by the vote counting unit during the recount process shall, through the use of the ballot return override procedure, be reinserted in the vote counting unit or, if the vote counting unit is not functioning, ballots shall be counted manually.

10. **Determination of Results by Lot if Tie Vote**

- (1) If at the completion of a judicial recount the results of an election cannot be determined because there is an equal number of valid votes for two or more candidates, the results must be determined by lot, in accordance with section 151 of the *Local Government Act*.

**(Bylaw No. 621.03)**

11. **General**

- (1) Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- (2) If any part, section, sentence, clause, phrase or word of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the bylaw had been adopted without the invalid portion.

12. **Repeal of Previous Bylaw**

"Town of Qualicum Beach Election Procedures and Automated Voting Bylaw No. 537.02, 1999" and amendments are hereby repealed.

13. **Citation**

This bylaw may be cited as "Town of Qualicum Beach Election Procedures Bylaw No. 621, 2008".

**READ A FIRST TIME** this 9<sup>th</sup> day of June, 2008.

**READ A SECOND TIME** this 9<sup>th</sup> day of June, 2008.

**READ A THIRD TIME** this 9<sup>th</sup> day of June, 2008.

**ADOPTED** this 14<sup>th</sup> day of July, 2008.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Administrator

**DELETED**

**Bylaw No. 621  
 Schedule 'A'**

**THE CITY OF KELOWNA**  
 SATURDAY, NOVEMBER 16, 1996

Three year term  
 VOTE LIKE THIS > ●

~~IF YOU ACCIDENTALLY SPOIL THIS BALLOT YOU MAY RETURN IT TO THE ELECTION STAFF AND OBTAIN ANOTHER BALLOT.~~

MAYOR Do Not Vote for more than ONE (1)	SCHOOL TRUSTEE Do Not Vote for More Than FOUR (4)	COUNCILLOR Do Not Vote for More Than EIGHT (8)
<input type="radio"/> ADAMSON, John	<input type="radio"/> ATCHESON, Laura	<input type="radio"/> ANDOVER, Lewis
<input type="radio"/> ATKINS, Leah	<input type="radio"/> BOSNIAK, Aliston	<input type="radio"/> ARTHURS, Bill
<input type="radio"/> BELANGER, Mike	<input type="radio"/> CAMERON, Deborah	<input type="radio"/> BAKER, Sam
<input type="radio"/> CORRIGAN, Harold	<input type="radio"/> COLCHESTER, Christopher	<input type="radio"/> BUTLER, Jim
<input type="radio"/> DONOVAN, Arthur	<input type="radio"/> DAVIDSON, Don	<input type="radio"/> CARLSON, Julie
<input type="radio"/> FOSTER, Brew	<input type="radio"/> FRIESEN, Ken	<input type="radio"/> DONALDSON, Connie
	<input type="radio"/> HUDSON, Henry	<input type="radio"/> FRASER, Tim
	<input type="radio"/> HUGHES, Howard	<input type="radio"/> GALLOWAY, Mary
	<input type="radio"/> LINES Stella	<input type="radio"/> HARRIS, Robert
	<input type="radio"/> MacLEAN, David	<input type="radio"/> DUTKA, Marcel
		<input type="radio"/> JOYCE, Ron
		<input type="radio"/> KETCHINSON, Donald
		<input type="radio"/> LINDSTROM, Jackle
		<input type="radio"/> MORRIS, Sarah
		<input type="radio"/> KELLEY, Red
		<input type="radio"/> NORTON, Garth
		<input checked="" type="radio"/> OLSON, Ollie
		<input type="radio"/> PARKINSON, Dean
		<input type="radio"/> PLUMMER, Christopher
		<input type="radio"/> RICHTER, Lori
		<input type="radio"/> SWANSON, Gordon
		<input type="radio"/> TUPPERWARE, Delores
		<input type="radio"/> UNGER, Joseph
		<input type="radio"/> VOISIN, Röch
		<input type="radio"/> WATER, Lily
		<input type="radio"/> YORKSHIRE, Brent
		<input type="radio"/> ZAMBONI, Wayne

~~IF YOU ACCIDENTALLY SPOIL THIS BALLOT YOU MAY RETURN IT TO THE ELECTION STAFF AND OBTAIN ANOTHER BALLOT.~~

**DO YOU BELIEVE THAT OGOPOGO REALLY EXISTS?**

YES  
 NO

**DEMONSTRATION BALLOT**

RECTO #10003 P11/16/96

# Committee & Liaison Report

## Mayor Westbroek

Regular Council Meeting, May 13, 2026

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- April 22, 2026 – On behalf of Council, I attended the third Vancouver Island author event at the Qualicum Beach Inn, hosted by author Gwen Lamont featuring her memoir *The View From Coffin Ridge* which speaks to her experience with intimate partner violence.
- April 23-27, 2026 – Attended the Association of Vancouver Island Coastal Communities (AVICC) conference in Victoria.
  - The AVICC Resolutions Committee endorsed the resolution submitted by the Town of Qualicum Beach – R26) Exemptions, Income Thresholds and Compliance Support – Agricultural Land Reserve.
  - Met informally with the Honourable Josie Osborne, Minister of Health, and Leah Hollins, Chair of the Island Health Board, to discuss the urgent need to develop the land adjacent to Eagle Park on Jones Street and advised that a letter from the Town would be forthcoming. This land was sold to Island Health over 30 years ago for \$1, to help increase healthcare services in Qualicum Beach.
- April 30, 2026 – Nominated for a 2026 Vancouver Island Commercial Building Award
  - Attended the 19<sup>th</sup> Annual Commercial Building Awards
  - Attended the event with Councillor Young and local SkatePark advocates Josh and Lindsay Reed.
  - Received the Award of Merit “Green & Sustainability” for the Qualicum Beach SkatePark Reconstruction.
- May 1, 2026 – Opening of Lawn Bowling season at the Qualicum Beach Lawn Bowling Club
  - Attended with Councillors Skipsey, Young and Vander Valk “to “roll” the first of our 2026 season”.
- May 1, 2026 – Retirement Celebration for Mark Watson of Qualicum Foods
  - Attended Mark Watson’s retirement celebration at Qualicum Foods with Councillors Skipsey, Young and Vander Valk. and declared Mark the “unofficial” ambassador for the Town of Qualicum Beach.
- May 2, 2026 – Attended “Mindfulness in May – The Art of Empathy and Kindness Youth Arts Exhibit at the Qualicum Beach Regional Library with Councillor Young.
- May 4, 2026 – Attended a Reception Centre (RC) Showcase hosted by the Emergency Management Oceanside and the Emergency Support Services (ESS) team with Councillor Vander Valk and Luke Sales, Director of Planning.
- May 5, 2026 – Participated in the Qualicum First Nation annual 5km walk for National Day of Awareness for Missing and Murdered Indigenous Women, Gils and 2SLGBTQI+ People in Canada.

**Committee & Liaison Report**  
**Councillor Petronella Vander Valk**  
Regular Council Meeting, May 13, 2026

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*April 13 to May 4, 2026*

April 13, 2026

- Attended the Town staff and consultants' presentation of the WAAMH (Ways to Achieve Attainable Market Housing) project.

April 16, 2026

- As Liaison, attended a meeting with Chamber President and CAO and Town CAO Varela.

April 20, 2026

- As Liaison, attended the SALHACS (Saint Andrews Lodge Historical and Cultural Society) Board meeting in the newly restored Lodge, the first of many to come.

April 23 to 27, 2026

- Attended the AVICC (Association of Vancouver Island and Coastal Communities) 2026 Conference. Attended many interesting sessions and workshops including "Rewilding" projects in Saanich, discussions of the Cowichan Tribes case and the use of AI in local government, as well as the consideration of resolutions put forward. The resolution the Town of Qualicum Beach put forward regarding the ALR (Agricultural Land Reserve) and ALC (Agricultural Land Commission) was endorsed to go to UBCM (Union of British Columbia Municipalities).

April 29, 2026

- As Liaison, attended the Board meeting of the PQBTA (Parksville Qualicum Beach Tourism Association). There are many activities and events planned over the summer for residents and visitors to enjoy. Businesses expect a busy summer.

May 1, 2026

- Joined in to celebrate Mark Watson retiring from Qualicum Foods after 28 ½ years working there.
- Along with Mayor Westbroek and Councillors Skipsey and Young, helped the Qualicum Beach Lawn Bowling Club open their Summer Season.

# Committee & Liaison Report

## Councillor Jean Young

Regular Council Meeting, May 13, 2026

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### April 13, 2026

- Ways to Achieve Attainable Market Housing Town Hall, community discussion on housing ideas with Modus.

### April 16, 2026

- Oceanside Non-Market Housing Action Table focused on updates regarding veterans' homelessness funding, planning for nonmarket housing advocacy and community outreach.
- TOSH board meeting, their strategic plan 2026-2030 includes:
  - Their vision, values, and drivers
  - Where they're heading
  - Their impact (2024 key metrics)
  - Their role as an arts organization
  - Cultural sector shifts
  - Regional context
  - Strategic overview and their future plans for continuing success as a major contributor to our community well-being.

Support via memberships, donations, or partnerships to TOSH is a win-win for everyone.

### April 17, 2026

- TOSH Spring exhibit opening featuring: Lyndy Mckinnon, Douglas Webb and Teresa Selbee-Baker, artists exploring what it means to step back into the studio after doubt, duty or decades away.

### April 21, 2026

- Family Day Meeting, plans progressing along for another exciting fun filled family day this year, last Sunday of May.
- Flowerstone board meeting, patient attachment steadily increasing now at 4757. Exciting consideration of expanding to 10 nurse practitioners as well to have the possibility of a second location. Ministry of Health reviewing primary care networks, interviewing the team base care model at Flowerstone.

### April 23, 2026

- Juha Kahila housing first in Finland as the main response to homelessness, zoom meeting shared by Parksville Councillor Gaur.

### April 24 to 26, 2026

- AVICC (Association of Vancouver Island and Coastal Communities) conference in Victoria. Resolutions debated by 23 municipalities whether it will proceed through UBCM to the provincial and federal governments, where they are used to influence broader policy.

### April 30, 2026

- Annual Berwick Spring Fashion show fundraising for a local nonprofit, this year's proceeds went again to Nanaimo Hospital Foundation who are always so supportive of Oceanside medical initiatives, a current priority being donations needed to help outfit the new Primrose Medical Clinic to open this fall bringing in the 4-5 doctors Dr. Kelly Hatfield has secured for Qualicum Beach. If you can, please donate!
- Attended the 19th Annual Central/North Vancouver Commercial Building Awards, this year a double win for Qualicum Beach!...QB Skatepark Reconstruction won "green & sustainability" category and East Village won "mixed use" category.

#### May 1, 2026

- AFSC meeting, VIRL's auditors presented their 2025 audit strategy and results
- Celebrated with cake ceremony at Quality Foods for Mark Watson's retirement.
- Qualicum Beach Lawn Bowling Club, went with Mayor Teunis, fellow Councillors Anne and Petronella to throw out the first official bowls of the 2026 outdoor season.

#### May 2, 2026

- Attended the student award ceremony of Mindfulness in May... a youth art exhibition held during BC Youth Week and National Mental Health Week annually curated by volunteer Diane Moran on display at the Qualicum Beach Library until May 10<sup>th</sup>. This year's theme is the Art of Empathy & Kindness.

**Regular Council Meeting**  
**May 13, 2026 at 10:00 am**  
**9(1)(a) Special Event Sponsorship Applications**  
**Qualicum Beach Farmers Market**

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**From:** Chelsea Currie  
**Sent:** Friday, May 8, 2026 11:57 AM  
**To:** Chelsea Currie  
**Subject:** Public Inquiry #14855399# Created - Council Business - Mayor and Council Feedback | Town of Qualicum Beach

**Subject:** QBFM - Clarification on Christmas Night Market Event Sponsorship Grant Application  
**To:** HSvensen@qualicumbeach.com;PVanderValk@qualicumbeach.com  
**From:** qbfmmanager@gmail.com  
**CC:** **Sec. 22**; qbtown@qualicumbeach.com

Dear Mayor Westbroek, Councillors, and Town of Qualicum Beach Staff,

**From Heather Svenson, Director of Corporate Services/Deputy**

**CAO** **Event Sponsorship Grant Application, Council deferred consideration of the \$2,500 request for funding and wished to obtain further information for the rationale on the expenses (volunteer meals (\$700), wages (\$850), and music (\$1,700)); specifically, in consideration of the revenue the market generates, could the event expenses fit within the markets \$4,500 revenue target?**

I would like to provide further clarification regarding the Qualicum Beach Farmers Market Event Sponsorship Grant Application, specifically concerning the deferral of our \$2,500 funding request on April 22, 2026.

The Qualicum Beach Farmers Market is a registered non-profit society and to apply for the social event sponsorship grant we must provide our Society number. We have been operating in our community for 29 years. Unlike most of the non-profit organizations the Qualicum Beach Farmers Market does not request a fee for service from the Town of Qualicum Beach, we rent the community hall at the non-profit rate, we do not ask for additional town resources each week by having town staff set up barricades or signage, we remove garbage to the designated bin and do all that we can to make sure Veterans Way is free of garbage and debris from market day.

Another important point to note is, in 2023 the BC Association of Farmers' Markets (BCAFM), in collaboration with the University of Northern BC (UNBC) completed a province wide study to measure the economic impact of farmers markets in British Columbia. In 2023, the Qualicum Beach Farmers Market had an economic impact of \$8,442,251 with direct sales at neighbouring businesses being \$4,173,700. I have provided this information to Town staff and council on a couple of occasions but here is a link to the study if you would like to take a look [www.bcfarmersmarket.org/study](http://www.bcfarmersmarket.org/study). Each year this number has grown.

The Christmas Night Market operates under a separate budget from our Saturday Farmers Market. This distinction is crucial, as our Saturday market is governed by a license of occupation with a vendor ratio of 70% farm/food and 30% artisan. In

contrast, the Christmas Night Market is a special event application featuring a 50/50 ratio focused on festive and holiday items, celebrating the season with our community. In the few short years we have hosted this event, it has become a cherished tradition where visitors are not only local to our area but also come from all over Vancouver Island to enjoy this cherished event.

Set up for the event requires extensive preparation, involving 4 to 5 staff members and a minimum of 30 volunteers. Although the event lasts 4.5 hours, setup begins at noon, and cleanup extends several hours after closing to ensure Veterans Way is left clear. On the event day, my assistant manager and I each work 12-hour shifts, supported by one individual working 8 hours and two others on split shifts for setup and takedown. This amounts to a minimum of 40 hours of labour from our team alone.

Additionally, the \$850 allocated for wages covers less than 45 hours of work at minimum wage, making this amount quite realistic. Our event does not require Town staff for signage, barricades, or garbage removal; we manage these responsibilities independently, as we do at our weekly Saturday market.

While all my organizing time for the Christmas Night Market is volunteer-based, I receive compensation for my work on the day of the event to ensure that our staff and casual employees are covered by WCB, with volunteers covered under our insurance. Our volunteers play a crucial role in transforming the venue from a quiet street into a festive space filled with lights, decorations, and activities for children, all while ensuring visitor safety and assisting with inquiries. Our incredible volunteer team give between 3 and 6 hours of their valuable time to ensure that this community event is a safe, fun, festive event. For their time they are given a hot beverage and/or a meal. Of course, the ones volunteering for a shorter shift are only provided with a hot beverage, but shifts over 4 hours are also provided with a hot meal. The beverages and meals come from the food trucks on site, as we follow all VIHA guidelines for both our Saturday Farmers Market and the Christmas Night Market. Volunteers are a valuable addition to ensuring this event is successful.  $\$700 / 30 \text{ volunteers} = \$23 \text{ per person}$ . I did notice that the St Andrews Lodge Historical Society also asked for a volunteer food allowance in their special event grant application budget at \$400.

Regarding the music, community feedback has indicated a strong desire for festive music throughout the market space. In 2025, we partnered with RSM Productions, a Nanoose Bay-based company, for outdoor speakers and a DJ, which cost \$1,500 for 4.5 hours. This significantly enhanced the event atmosphere as families gathered to enjoy the music and festivities. This is an important part of creating the magic of the event.

I would also like to highlight that the event sponsorship grant application, which is up to \$2,500, requires a final report and receipts, allowing for the possibility that we may not utilize all the approved funds or our receipts could be denied as eligible expenses. Also, if we were to receive outside sponsorship or gifts in kind, we would not submit those expenses. In 2025, our eligible receipts amounted to \$5409.85.

At the February 11, 2026 council meeting our final report for the 2025 Christmas Night Market was accepted and approved by council, the detailed report provided insights into

the economic impact, visitor numbers, and increased business for local food establishments. I am attaching the final report as it should help clarify the need for five staff and 30 volunteers at this incredible community event and shows that it costs a substantial amount of funds to put on an event of this size. The Christmas Night Market may only be one evening each year but it has won the PQB News Readers Choice award for best community event, other communities are trying to duplicate what we do, and it draws visitors back to our community not only to the market but to town shops and restaurants. By hosting successful events we give visitors one more reason to visit Qualicum Beach.

Thank you for considering these points. I hope this information clarifies our funding request.

Best regards,

Launie Elves

Market Manager  
Qualicum Beach Farmers Market



## **Qualicum Beach Farmers Market**

Box 480

Qualicum Beach, BC

V9P 9A4

[gbfmmanager@gmail.com](mailto:gbfmmanager@gmail.com)

250-240-3663

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### **Town of Qualicum Beach Special Event Grant 2025**

#### **Final Report and Receipts**

Event: Christmas Night Market

Date: December 5th, 2025

Time: 4:30 PM – 8:30 PM

Location: Veterans Way, Spirit Square, and the Community Hall

Our third annual Christmas Night Market was a tremendous success, uniting the community for a magical, festive experience. This year, we hosted 92 vendors, including 7 food trucks, achieving a balanced representation of 50% artisans and 50% farm and food vendors.

#### **Highlights:**

- Support from Telus: Enhanced Wi-Fi access for vendors and entertainment, along with a photo booth and games.
- Community Engagement: Team Susan Forrest distributed candy canes for scavenger hunt prizes and created a space for Santa photos, while VI Facepainting provided activities nearby.
- Free Children's Activities: The opportunity to sit with Santa for a photo and chat, a scavenger hunt with prizes, face painting, and festive music offered a family-friendly atmosphere.
- Ambience and Comfort: Four rented heaters warmed the market space, complemented by a covered tent area with seating in the food truck zone, adorned with festive lights.
- Entertainment: The Legion Ladies Auxiliary performed Christmas carols, enhancing the holiday spirit.
- Swag Print Factory provided two chloroplast sandwich board inserts for the Christmas Night Market.

We transformed a blank, dimly lit street into a magical and festive environment.

## **Venue and Logistics:**

The community hall was rented at the set non-profit rate, and we ensured cleanliness by sweeping, vacuuming, and disposing of garbage as required. Town staff are responsible for the cleaning of the washrooms.

Farmers Market staff and volunteers managed setup, including erecting barricades, unlocking electrical boxes, placing signs, and providing additional garbage bins, which we disposed of in a locked bin behind the community hall. This routine mirrors our Saturday market operations, and we do not require town staff for the setup or closure of Veterans Way. Town staff placed “Event in Progress” signs on Memorial Avenue and Village Way, along with “No Street Parking” signs along Veterans Way. The outdoor public washroom was accessible during Night Market hours.

## **Attendance and Economic Impact:**

Using data from the University of Northern BC's 2023 economic impact study, we recorded 10,134 attendees between 3:30 PM and 8:30 PM, generating direct sales of \$399,847.50. Local restaurants reported significant traffic:

- Fern and Cedar Brewing: 2-hour wait
- Village Eatery: 45-minute wait
- Giovanni's: Very busy
- Q Burger: Fitting customers between reservations
- Courtyard Café: Open late and busy
- Qualicum Beach Café: Extremely busy all night

This influx provided a substantial boost to local restaurants and businesses that remained open late.

## **Safety and Compliance:**

Trained volunteer crossing guards were deployed at two intersections for visitor safety. Both the QB Fire Department and Oceanside RCMP conducted walk-throughs to enhance community presence. We also employ two staff members, both certified in emergency first aid, who were present for the entire duration of the event. All staff and volunteers were briefed on the emergency plan, ensuring everyone was prepared for any situation. The market manager, assistant manager, and the information table were equipped with walkie-talkies for effective communication throughout the event.

We submitted our temporary event coordinator and market manager applications to Island Health, ensuring all food vendor documents and 14-day temporary food permits were in order, receiving approvals two weeks before the event. We also pay a yearly Entandem Fee (SOCAN and Resound) to legally and ethically play music, fulfilling all requirements for our Special Event Application. A Certificate of Insurance was provided, and vendors also carry their own insurance for their stalls. Letters to neighbouring businesses were both emailed and hand-delivered to ensure awareness of the event, and emergency services (Ambulance, RCMP, and Fire) were notified.

## **Breakdown of Costs:**

### **Income:**

- Potential Sponsorship from Town of Qualicum Beach: \$2,500.00
- Vendor Fees: \$5,025
- TOTAL INCOME: \$7,525.00

### **Expenses:**

- Marketwurks Vendor Processing Fee: \$100
- Lights: \$200
- Volunteer Gifts and Meals: \$750
- Wages: \$850.00
- Insurance: \$75
- Community Hall Rental: \$138.60
- Face Painting: \$410
- Santa Hire: \$420
- Billboard Ad and Design: \$1,569.75
- Heater Rentals: \$940.80
- Entertainment (DJ and Equipment): \$1,470.00
- Poster Printing: \$193.50
- CHEK News Advertisement: \$49
- Facebook and Instagram Advertising: \$218.18
- Propane for Heaters: \$100

**TOTAL EXPENSES:** \$7,484.80

This detailed breakdown provides a clear overview of the event's financial aspects, highlighting both the income from sponsorships and vendor fees, as well as the various incurred expenses.

## **Community Feedback:**

Feedback highlights the Christmas Night Market as a magical, fun, and festive event—a true celebration of community spirit. It has become a cherished tradition for families and friends, providing a wonderful opportunity to support local small businesses while finding heartfelt gifts and local food. Many attendees described it as an excellent way to kick off the holiday season.

The variety of vendors and food trucks was well-received, and the free children's activities and Santa experience were particularly appreciated. Additionally, our event won the PQB News Readers' Choice Award for the 2024 Christmas Night Market.

## **Attendance Insights:**

Attendance this year significantly exceeded the previous two years, with close to 8,000 visitors in our inaugural year and approximately 7,000 in the second year. While last year's rainy weather impacted

turnout, this year's mild conditions—with only a few raindrops—encouraged attendees to celebrate with us. Many customers who missed out on items on Friday night returned bright and early on Saturday morning.

We were eager to see how moving the event two weeks later and changing the day from Thursday to Friday would affect attendance. As anticipated, turnout remained strong, reinforcing that our Christmas Night Market is a cherished community tradition.

We are especially grateful for the Town of Qualicum Beach's support through special event sponsorship, which helps cover the costs of this remarkable community event. Organizing the market requires a significant amount of volunteer time and energy. Transforming Veterans Way from a blank street into a festive market space is no small feat, but with a dedicated team, we accomplish it. The smiles on our visitors' faces reaffirm that it is all worthwhile. The energy on Veterans Way on December 5th was genuinely electric!

Thank you for approving our special event application and sponsorship grant, allowing us to celebrate with our community and showcase our beautiful seaside village. Your support has helped highlight our non-profit organization—the Qualicum Beach Farmers Market, which has proudly served our community for over 28 years—showcasing not only our award-winning Saturday Farmers Market but also this spectacular Christmas event. We truly appreciate your partnership in making this possible! We incorporated acknowledgments of the Town of Qualicum Beach's event sponsorship grant in various social media posts and on our event posters. Additionally, we will include this recognition in our wrap-up blog post on our website.

Unfortunately, the posters I hand-delivered to Town Hall for display on the community bulletin boards were not displayed. However, I'm pleased to report that our submission for the Read-o-graph Board at the roundabout at Memorial Avenue and Rupert Road East was successfully featured. Thank you!

If you would like to discuss the Qualicum Beach Farmers Market or our Christmas Night Market in more detail to gain a better understanding of our operations and the effort involved in running an event of this scale, please feel free to reach out. Additionally, if you would like a copy of our Economic Impact Study or information about the awards we've received over the past few years, we would be delighted to share those with you.

Respectfully submitted by,

Launie Elves  
Market Manager  
Qualicum Beach Farmers Market



**Qualicum Beach Farmers Market**  
**Box 486**  
**Qualicum Beach, BC**  
**V9K 1T1**  
[qbfmmanager@gmail.com](mailto:qbfmmanager@gmail.com)  
**250-240-3663**

**Attached Documents:**

**Christmas Night Market**

**Friday December 5<sup>th</sup>, 2025**

**Attached Documents:**

**Final Report Summary**

**Receipts for Special Event Grant 2025: \$2,500.00**

- Page 1-3: **Town of Qualicum Beach - \$138.60**  
Community Hall Rental
- Page 4-5: **Brenna Sherlock - \$410.00**  
VI FacePainting (Etransfer Confirmation)
- Page 6: **Jacqui Kaese DBA Spotlight Academy - \$420.00**
- Page 7: **Coast Outdoor Advertising Ltd. - \$1,254.75**
- Page 8: **Coast Outdoor Advertising Ltd. - \$315.00**
- Page 9: **Coast Outdoor Transaction Receipt - (\$1,569.75)**
- Page 10: **Special Occasions Party Rentals - \$940.80**
- Page 11: **RSM Productions - \$1,470.00**
- Page 12: **Canva Printing - \$104.50**
- Page 13: **Canva Printing - \$89.00**
- Page 14 - 15: **chek - evvnt Advertising - \$49.00**
- Page 16: **Meta Advertising - \$98.20**
- Page 17: **Meta Advertising - \$119.98**

**Total Receipts Submitted: \$5,409.85**

Please let me know if you require any further information or clarification!

From: [connect@qbcollective.ca](mailto:connect@qbcollective.ca) <[connect@qbcollective.ca](mailto:connect@qbcollective.ca)>  
Sent: April 29, 2026 5:12 PM  
To: Heather Svensen <[HSvensen@qualicumbeach.com](mailto:HSvensen@qualicumbeach.com)>  
Cc: Twyla Slonski <[TSlonski@qualicumbeach.com](mailto:TSlonski@qualicumbeach.com)>; Lou Varela <[LVarela@qualicumbeach.com](mailto:LVarela@qualicumbeach.com)>; Chelsea Currie <[CCurrie@qualicumbeach.com](mailto:CCurrie@qualicumbeach.com)>  
Subject: Fwd: Re: Qualicum Beach Community Movement Initiative (ParticipACTION) – Overview & Community Impact

Hi Heather,

Thank you for your thoughtful questions and for the opportunity to provide further clarity on the QB Moves initiative.

On behalf of the QB Collective and lead on the QB Moves initiative, I would like to address your questions.

**What specifically will the Collective be responsible for delivering as part of this initiative?**

The Qualicum Beach Collective will serve as the coordinating body for the QB Moves initiative. Our responsibility is to design, organize, and deliver a community-wide movement campaign that is accessible, inclusive, and easy for residents to engage in. This includes overall planning, community outreach, partnership development, and centralized marketing and communications. We will create and manage a shared calendar of activities, promote participation across the community, and support residents in tracking their activity through the ParticipACTION Community Challenge. The Collective will also ensure that all components align with the broader goal of increasing movement, connection, and overall well-being within Qualicum Beach.

**What activities or components will be organized directly by the Collective, rather than by participating organizations or other partners?**

The Collective will coordinate the initiative's overall structure, develop and maintain the centralized schedule, and lead all promotional and engagement efforts throughout the month. Participating organizations, local businesses, and community groups will host their own activities such as fitness classes, walking groups, workshops, and other movement-based opportunities. This model allows the Collective to provide leadership, coordination, and visibility, while empowering partners to contribute diverse and meaningful programming across the community. The Collective will directly organize an event on Saturday, June 6 in recognition of National Health and Fitness Day.

**Can you confirm the date(s) of the event or events you are planning?**

QB Moves will run from June 1 to June 30, aligning with the national ParticipACTION Community Challenge. The initiative will launch on June 1 with community-wide promotion and engagement. Saturday, June 6, will serve as a featured community focus day in recognition of National Health and Fitness Day, helping to build early momentum. Activities will continue throughout the month, led by participating organizations across Qualicum Beach. The initiative will conclude at the end of June with a wrap-up that celebrates community participation and encourages continued movement beyond the campaign.

**Additional context regarding funding and the ParticipACTION grant**

Once QB Moves took shape, we recognized that the ParticipACTION Community Challenge provided a valuable national framework that aligned well with our goals, and we chose to align our initiative with it.

At the time, our focus was on developing a meaningful and inclusive community initiative. It was only after the concept was fully formed that we became aware of the ParticipACTION grant opportunity, by which time the application deadline had passed. While that grant could have provided some support, the available funding is relatively modest.

QB Moves is a locally driven initiative, and support from the Town of Qualicum Beach goes beyond financial contribution. Municipal support provides leadership, credibility, and community-wide visibility, all of which are critical to engaging local organizations and encouraging broad participation.

We do intend to pursue additional external funding opportunities, including ParticipACTION, in future years as the initiative becomes more established and timelines allow. For this inaugural year, Town support will enable us to successfully launch and build a strong foundation for long-term sustainability.

I hope the above addresses your questions. Should you require additional information, please contact me.

Jacqueline Cameron

Qualicum Beach Collective Society  
[connect@qbcollective.ca](mailto:connect@qbcollective.ca)

Sec. 22

On Apr 27, 2026, at 11:15 PM, [connect@qbcollective.ca](mailto:connect@qbcollective.ca) wrote:

----- Original Message -----

**Subject:**RE: Qualicum Beach Community Movement Initiative (ParticipACTION) – Overview & Community Impact

**Date:**2026-04-24 11:31

**From:**Heather Svensen <[HSvensen@qualicumbeach.com](mailto:HSvensen@qualicumbeach.com)>

**To:**"[connect@qbcollective.ca](mailto:connect@qbcollective.ca)" <[connect@qbcollective.ca](mailto:connect@qbcollective.ca)>

**Cc:**Twyla Slonski <[TSlonski@qualicumbeach.com](mailto:TSlonski@qualicumbeach.com)>, Lou Varela

<[LVarela@qualicumbeach.com](mailto:LVarela@qualicumbeach.com)>, Chelsea Currie <[CCurrie@qualicumbeach.com](mailto:CCurrie@qualicumbeach.com)>

Hi Matias

Thank you for the additional context on the Qualicum Beach Community Movement Initiative and its connection to the ParticipACTION Community Challenge. The grant funding we noted in our staff report available through ParticipACTION can be found at the link below:

[2026-Grant-Guidelines.pdf](#)

To help us better understand the request, and provide more information for Council's consideration of your request for funding, could you please provide a bit more clarity on the following:

- What specifically will the Collective be responsible for delivering as part of this initiative?
- What activities or components will be organized directly by the Collective, as opposed to participating organizations or other partners?
- Can you also confirm the date(s) of the event or events you are planning? Your note references a June 6 community event for National Health & Fitness Day, but it would be helpful to understand the full timeline.

Any additional details on the proposed scope, roles, and event schedule would be appreciated.

We look forward to hearing from you.

Kindly  
Heather

**Heather Svensen** | Director of Corporate Services/Deputy CAO  
**Town of Qualicum Beach**  
[www.qualicumbeach.com](http://www.qualicumbeach.com)

direct 250.738.2207 | office 250.752-6921 | cell: 250.927.5010  
e-mail: [hsvensen@qualicumbeach.com](mailto:hsvensen@qualicumbeach.com)  
Fax: 250.752.1243

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---

**From:** [connect@qbcollective.ca](mailto:connect@qbcollective.ca) <[connect@qbcollective.ca](mailto:connect@qbcollective.ca)>  
**Sent:** April 23, 2026 9:51 PM  
**To:** Heather Svensen <[HSvensen@qualicumbeach.com](mailto:HSvensen@qualicumbeach.com)>  
**Subject:** Qualicum Beach Community Movement Initiative (ParticipACTION) – Overview & Community Impact

Hi Heather,

Jean suggested I share a bit more context on the Qualicum Beach Community Movement Initiative, which is aligned with the ParticipACTION Community Challenge (June 2026).

At a high level, this initiative is designed to encourage residents to be more physically active, while bringing together local organizations, businesses, and community groups under a shared goal of promoting health and wellness.

A few key points for context:

- ParticipACTION does not provide upfront funding to run local initiatives
- It offers prize funding only (national and regional winners), awarded after the challenge, based on participation

The funding we are requesting is to support local delivery and activation, including:

- Community-wide promotion and awareness
- Market activations to help residents register and participate
- Coordination across participating organizations
- A June 6 community event (National Health & Fitness Day) to drive engagement

Community Impact

This initiative delivers strong value across several areas:

- Health & Wellness:

Encourages daily movement and supports long-term well-being for residents of all ages and abilities

- Social Connection:

Brings together families, organizations, and community groups through a shared, inclusive activity

- Economic Support:

Increases visibility for local fitness providers, recreation programs, and wellness-related businesses

- Community Pride & Identity:

Positions Qualicum Beach as a leader in healthy, active living through participation in a national initiative

- Low-Cost, High-Impact Model:

Leveraging ParticipACTION's national platform allows us to deliver meaningful impact with relatively modest local investment

If the community were to win a ParticipACTION prize, those funds would be reinvested into future QB Collective programming to continue supporting a healthy, vibrant community.

Happy to connect further or provide any additional details if helpful.

Matias

Qualicum Beach Collective Society  
[connect@qbcollective.ca](mailto:connect@qbcollective.ca)

**Sec. 22**

**Announcement of Closed Council Meeting Motions**  
**Regular Meeting of Council | May 13, 2026**  
**Item 9(1)(b)**

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

**April 15, 2026, Special Council Meeting**

- THAT Council receives the amended administrative Policy No. 5002-10 titled “Exempt Staff Overtime During an Emergency dated April 15, 2026” for information.

**April 20, 2026, Special Council Meeting**

- THAT Council authorizes staff to enter into the Eaglecrest Golf Course Interim Maintenance Agreement between the Town of Qualicum Beach and Extreme Eatz Restaurants Inc., for an estimated 4 month period, with a term expiry July 31, 2026 [including authority to extend the agreement based on operational needs and upon mutual written agreement of the parties] for the purpose of providing interim maintenance of the 9-hole golf course lands known as Eaglecrest Golf Course.

**DRAFT** Consolidated Financial Statements of



TOWN OF  
QUALICUM BEACH

And Independent Auditor's Report thereon  
Year ended December 31, 2025



## TOWN OF QUALICUM BEACH

### **MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS**

The accompanying consolidated financial statements of the Town of Qualicum Beach (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

---

Director of Finance

## INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of the of Town of Qualicum Beach

### **Opinion**

We have audited the consolidated financial statements of Town of Qualicum Beach (the Town), which comprise:

the consolidated statement of financial position as at December 31, 2025

the consolidated statement of operation and accumulated surplus for the year then ended

the consolidated statement of changes in net financial assets for the year then ended

the consolidated statement of cash flows for the year then ended

and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2025 and its consolidated results of operations, its consolidated changes in net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Financial Statements**" section of our auditor's report.

We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Other Information**

Management is responsible for the other information. The other information comprises:

- Information, other than the financial statements and the auditor's report thereon, included in:
  - Schedule 1 - Canada Community Building Fund, and
  - Schedule 2 - Growing Communities Fund.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information, identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the information, other than the financial statements and the auditor's report thereon, included in Schedule 1 - Canada Community Building Fund, and Schedule 2 - Growing Communities Fund as at the date of this auditor's report.

If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Town to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

***DRAFT***

Chartered Professional Accountants

Prince George, Canada



# TOWN OF QUALICUM BEACH

Consolidated Statement of Financial Position

**DRAFT**

December 31, 2025, with comparative information for 2024

	2025	2024
<b>Financial assets:</b>		
Cash and cash equivalents (note 3)	\$ 22,937,184	\$ 28,142,587
Accounts receivable (note 4)	2,673,224	4,636,953
Municipal Finance Authority debt reserve fund deposit	5,491	57,560
	<u>25,615,899</u>	<u>32,837,100</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 5)	2,142,989	2,446,283
Accrued employee benefits	798,932	808,807
Deferred revenue (note 6)	655,217	1,057,033
Unearned revenue (note 7)	5,407,566	5,527,672
Performance bonds and deposits	982,160	942,619
Long-term debt (note 8)	2,165,161	2,688,092
Asset retirement obligation (note 9)	307,130	307,130
	<u>12,459,155</u>	<u>13,777,636</u>
Net financial assets	13,156,744	19,059,464
<b>Non-financial assets:</b>		
Inventories	192,053	163,276
Prepaid expenses	294,045	94,398
Tangible capital assets (note 10)	156,218,703	139,790,670
	<u>156,704,801</u>	<u>140,048,344</u>
Commitments and contingencies (note 16)		
<b>Accumulated surplus (note 11)</b>	<u>\$ 169,861,545</u>	<u>\$ 159,107,808</u>

See accompanying notes to consolidated financial statements.



# TOWN OF QUALICUM BEACH

## Consolidated Statement of Operation and Accumulated Surplus

**DRAFT**

Year ended December 31, 2025, with comparative information for 2024

	2025 Budget (note 18)	2025 Actual	2024 Actual
<b>Revenue (note 17):</b>			
Net taxation (note 13)	\$ 15,822,300	\$ 15,807,436	\$ 14,641,109
Sales of services	3,763,700	4,172,963	3,907,986
Other revenue from own sources	1,660,100	1,831,492	1,608,977
Interest and tax penalties	694,500	949,336	1,446,723
Government transfers (note 14)	7,582,500	2,190,957	4,553,749
Capital contributions	-	-	970,570
Other income (note 15)	439,000	8,900,270	2,206,067
Gain on sale of tangible capital assets	-	17,386	32,379
<b>Total revenue</b>	<b>29,962,100</b>	<b>33,869,840</b>	<b>29,367,560</b>
<b>Expenses (note 17):</b>			
General government services	3,420,900	3,494,473	3,178,667
Protective services	3,625,000	3,254,415	2,980,163
Transportation services	4,785,600	7,442,785	6,961,058
Solid waste services	1,061,500	1,093,694	987,291
Water services	1,954,800	2,499,107	2,407,564
Sewer services	712,200	850,228	996,574
Planning and development services	1,765,700	1,321,440	1,221,724
Parks and community services	2,861,800	3,159,961	2,685,430
<b>Total expenses</b>	<b>20,187,500</b>	<b>23,116,103</b>	<b>21,418,471</b>
<b>Annual surplus</b>	<b>9,774,600</b>	<b>10,753,737</b>	<b>7,949,089</b>
Accumulated surplus, beginning of year	159,107,808	159,107,808	151,158,719
<b>Accumulated surplus, end of the year</b>	<b>\$ 168,882,408</b>	<b>\$ 169,861,545</b>	<b>\$ 159,107,808</b>

See accompanying notes to consolidated financial statements.



# TOWN OF QUALICUM BEACH

## Consolidated Statement of Changes in Net Financial Assets

**DRAFT**

Year ended December 31, 2025, with comparative information for 2024

	2025 Budget (note 18)	2025	2024
Annual surplus	\$ 9,774,600	\$ 10,753,737	\$ 7,949,089
Acquisition of tangible capital assets	(16,215,800)	(20,869,620)	(9,561,800)
Amortization of tangible capital assets	-	4,383,297	3,839,821
Proceeds on sale of tangible capital assets	-	75,676	120,000
Gain on disposal of tangible capital assets	-	(17,386)	(32,379)
	(16,215,800)	(16,428,033)	(5,634,358)
Use of inventories	-	163,276	180,961
Purchase of inventories	-	(192,053)	(163,276)
Use of prepaid expenses	-	94,398	96,488
Acquisition of prepaid expenses	-	(294,045)	(94,398)
	-	(228,424)	19,775
Change in net financial assets	(6,441,200)	(5,902,720)	2,334,506
Net financial assets, beginning of year	19,059,464	19,059,464	16,724,958
Net financial assets, end of year	\$ 12,618,264	\$ 13,156,744	\$ 19,059,464

See accompanying notes to consolidated financial statements.



# TOWN OF QUALICUM BEACH

## Consolidated Statement of Cash Flows

**DRAFT**

Year ended December 31, 2025, with comparative information for 2024

	2025	2024
Cash and cash equivalents provided by (used in):		
Operations:		
Annual surplus	\$ 10,753,737	\$ 7,949,089
Items not involving cash:		
Gain on disposal of tangible capital assets	(17,386)	(32,379)
Amortization of tangible capital assets	4,383,297	3,839,821
	15,119,648	11,756,531
Changes in non-cash operating working capital:		
Accounts receivable	1,963,729	(1,165,782)
Municipal Finance Authority debt reserve fund deposit	52,069	(1,937)
Inventories	(28,777)	17,685
Prepaid expenses	(199,647)	2,090
Accounts payable and accrued liabilities	(303,294)	(1,774,428)
Accrued employee benefits	(9,875)	88,497
Deferred revenue	(401,816)	98,638
Unearned revenue	(120,106)	341,299
Performance bonds and deposits	39,541	(123,092)
	16,111,472	9,239,501
Financing:		
Repayment of long-term debt	(1,062,931)	(1,009,396)
Proceeds from long-term debt	540,000	-
	(522,931)	(1,009,396)
Investing:		
Acquisition of tangible capital assets	(20,869,620)	(9,561,800)
Proceeds on disposal of tangible capital assets	75,676	120,000
	(20,793,944)	(9,441,800)
Decrease in cash and cash equivalents	(5,205,403)	(1,211,695)
Cash and cash equivalents, beginning of year	28,142,587	29,354,282
Cash and cash equivalents, end of year	\$ 22,937,184	\$ 28,142,587
Non-cash transactions:		
Deemed donation on acquisition of tangible capital assets	4,480,000	-
	4,480,000	-

See accompanying notes to consolidated financial statements.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements

**DRAFT**

Year ended December 31, 2025

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## **Nature of operations:**

The Town of Qualicum Beach (the "Entity") was incorporated on May 5, 1942 under the provisions of the Local Government Act of British Columbia. The Town's principal activities include the provision of services to residents of Qualicum Beach. These include general government services, protective services, transportation services, solid waste services, water services, sewer services, planning and development services, and parks and community services.

## **1. Significant accounting policies:**

These consolidated financial statements of the Town are prepared in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the Town are as follows:

(a) Basis of consolidation:

(i) Consolidated entities:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the Town. The Town is comprised of all organizations, committees and local boards accountable for the administration of its financial affairs and resources to the Town and which are owned or controlled by the Town.

(ii) Accounting for Region and School Board transactions:

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the Region and the School Board are not reflected in these consolidated financial statements.

(iii) Trust funds:

Trust funds and their related operations administered by the Town are not included in these consolidated financial statements.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 1. Significant accounting policies (continued):

### (b) Basis of accounting:

The Town follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

### (c) Revenue recognition:

Taxation and user fee revenues are recognized in accordance with the provisions of the Community Charter. The Town is required to act as the agent for the collection of certain taxes and fees imposed by other authorities. Collections for other authorities are excluded from the Town's taxation revenues, except for the taxes collected for the Vancouver Island Regional Library.

The Town is entitled to collect interest and penalties on overdue taxes. This revenue is recorded in the period the interest and penalties are levied.

Revenue from the sales of services, other revenue from own sources, as well as other income, are recorded as revenue when the performance obligations are met.

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the statement of operations as the stipulations for liabilities are settled.

Revenue unearned in the current period is reported on the consolidated statement of financial position as deferred revenue and unearned revenue.

### (d) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 1. Significant accounting policies (continued):

(e) Cash and cash equivalents:

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

(f) Assets held for sale:

Assets held for sale are those expected to be sold within one year. They are valued at the lower of cost or expected net realizable value. When a decline in net realizable value is determined to be other than temporary, the impairment is recognized in the consolidated statement of operations and accumulated surplus.

(g) Accrued employee benefits:

The Town and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

In addition to the Municipal Pension Plan, sick leave and other retirement benefits are also available to the Town's employees. The costs of these benefits are determined based on years of service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits earned as the employees render services necessary to earn the future benefits.

(h) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Inventories:

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 1. Significant accounting policies (continued):

(h) Non-financial assets (continued):

(ii) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - Years
Buildings	5-50
Equipment	3-20
Land improvements	10-75
Transportation	20-75
Water and sewer	50-80

---

A full year of amortization is charged in the year that an asset becomes available for productive use and none in the year of disposal.

Assets under construction are not amortized until the asset is available for productive use.

(iii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iv) Interest capitalization:

The Town does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 1. Significant accounting policies (continued):

### (i) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Significant items subject to such estimates and assumptions include the carrying value of tangible capital assets, collectibility of accounts receivable, accrued liabilities, obligations related to employee future benefits, and the provision for asset retirement obligations.

Actual results could differ from those estimates.

### (j) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

- a) an environmental standard exists;
- b) contamination exceeds the environmental standard;
- c) the organization is directly responsible or accepts responsibility for the contamination;
- d) it is expected that future economic benefits will be given up; and
- e) a reasonable estimate of the liability can be made.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

---

## 1. Significant accounting policies (continued):

### (k) Asset retirement obligation:

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- a) there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b) the past transaction or event giving rise to the liability has occurred;
- c) it is expected that future economic benefits will be given up; and
- d) a reasonable estimate of the amount can be made.

The estimate of the asset retirement obligation includes costs directly attributable to the asset retirement activities.

If the tangible capital asset is in productive use, the estimated obligation is recorded as a liability and increase to the related tangible capital asset. The increase to the tangible capital asset is amortized in accordance with the amortization accounting policy outlined in note 1(h)(ii). The carrying value of the liability is reviewed at each financial reporting date with changes to the amount of the original estimate of cash flows recorded as an adjustment to the asset retirement obligations liability and related tangible capital asset.

If the tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 1. Significant accounting policies (continued):

### (l) Financial instruments:

Financial instruments include cash and cash equivalents, accounts receivable, accounts payable and accrued liabilities, accrued employee benefits, performance bonds and deposits, and long-term debt. Cash and cash equivalents include cash, high-interest savings accounts and short-term highly liquid investments that are readily convertible to known amount of cash and are subject to insignificant risk of changes in value.

Financial instruments are recorded at fair value on initial recognition. Equity instruments quoted in an active market and derivatives are subsequently measured at fair value as at the reporting date. All other financial instruments are subsequently measured at cost or amortized cost unless the Town has elected to carry the financial instrument at fair value. The Town has elected to carry any financial instruments at cost.

Unrealized changes in fair value would be recognized on the consolidated statement of remeasurement gains and losses. They are recorded in the consolidated statement of operations when they are realized. There are no unrealized changes in fair value as at December 31, 2025 and 2024 as the Town does not hold any equity instruments quoted in an active market nor any derivatives. As a result, the Town does not have a consolidated statement of remeasurement gains and losses.

Transaction costs incurred on the acquisition of financial instruments subsequently measured at fair value are expensed as incurred. Transaction costs incurred on the acquisition of financial instruments recorded at cost or amortized cost are included in the cost.

Sales and purchases of investments are recorded on the trade date.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the consolidated statement of operations.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 2. Changes in accounting policies:

### (a) Future accounting pronouncements:

These standards and amendments were not effective for the year ended December 31, 2025, and have therefore not been applied in preparing these consolidated financial statements. Management is currently assessing the impact of the following accounting standards updates on the future consolidated financial statements.

- i. Concepts Underlying Financial Performance. The revised conceptual framework will replace the existing conceptual framework, which consists of Section PS 1000, Financial Statement Concepts, and Section PS 1100, Financial Statement Objectives. The conceptual framework is to be adopted prospectively. This revised conceptual framework is effective for fiscal years beginning on or after April 1, 2026 (the Town's December 31, 2027 year end).
- ii. PS 1202, Financial Statement Presentation, will replace the current section PS 1201. The Town is currently assessing the impact of this standard on the future financial statements. Prior period amounts would need to be restated to conform to the presentation requirements for comparative financial information. This standard is effective for fiscal years beginning on or after April 1, 2026 (the Town's December 31, 2027 year end).
- iii. PS 3251, Employee Benefits, will replace the current sections PS 3250 and PS 3255. The proposed section is currently undergoing discussions where further changes are expected as a result of the re-exposure comments. Effective date is currently not determined.

## 3. Cash and cash equivalents:

Included in cash and cash equivalents is \$292,033 (2024 - \$270,654) that is invested on behalf of the cemetery trust fund. These funds may only be used for the upkeep and care of the cemetery and burial plots.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

#### 4. Accounts receivable:

	2025	2024
Property taxes	\$ 819,001	\$ 458,609
Water rates	359,709	361,443
Sewer rates	211,427	208,794
Solid waste	241,781	227,110
Local area service tax receivable	510,601	546,319
Other grants receivables	75,204	-
Receivable from federal government	191,864	1,005,715
Receivable from provincial government	82,741	1,565,369
Interest receivable	53,152	94,220
Trade receivables	127,744	169,374
	<b>\$ 2,673,224</b>	<b>\$ 4,636,953</b>

#### 5. Accounts payable and accrued liabilities:

	2025	2024
Trade payables	\$ 1,379,589	\$ 1,726,271
Payable to federal government	345,897	444,474
Payable to provincial government	374,095	47,618
Holdbacks payable	43,408	227,920
	<b>\$ 2,142,989</b>	<b>\$ 2,446,283</b>



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

**6. Deferred revenue:**

	Balance, beginning of year	Contributions	Revenue Recognized	Balance, end of the year
323 Hall Rd Shoreline	\$ 45,000	\$ -	\$ -	\$ 45,000
BC Active Transportation - Waterfront Pathway	211,747	250,000	461,747	-
Community Action Initiative	72,706	120,000	78,608	114,098
Indigenous Engagement Funding	40,000	42,000	40,000	42,000
Local Government Climate Action Program	448,316	-	44,562	403,754
REDIP - Economic Development	100,000	-	56,260	43,740
UBCM - Community Emergency	40,968	-	40,968	-
UBCM - Firesmart Coordinator and Outreach	73,996	-	73,996	-
UBCM - Next Gen 911 Grant	22,500	-	17,675	4,825
Other	1,800	-	-	1,800
	<b>\$ 1,057,033</b>	<b>\$ 412,000</b>	<b>\$ 813,816</b>	<b>\$ 655,217</b>



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 7. Unearned revenue:

	2025	2024
Prepaid taxes	\$ 1,914,149	\$ 1,655,376
Prepaid utilities	22,891	18,318
Development cost charges	2,773,841	3,264,160
Off street parking	383,915	376,407
Land lease	139,375	139,375
Building permits	75,906	8,479
Building licenses	22,400	4,470
Other	75,089	61,087
	<u>\$ 5,407,566</u>	<u>\$ 5,527,672</u>

Development cost charges (DCCs) includes statutory reserves that are required to be set-up under section 188(2) of the Community Charter. When the related costs are incurred, the DCCs are recognized as revenue (note 15).

## 8. Long-term debt:

	2025	2024
Municipal Finance Authority Loan repaid during the year.	\$ -	\$ 462,936
Municipal Finance Authority loan bearing interest at a daily floating rate, payments of \$17,156 monthly including interest, due December 31, 2027.	399,538	588,461
Municipal Finance Authority loan bearing interest at a daily floating rate, payments of \$38,322 monthly including interest, due October 31, 2028.	1,225,623	1,636,695
Municipal Finance Authority loan bearing interest at 4.13% per annum, payments of \$10,375 annually plus interest of \$11,151 semi-annually, due June 25, 2055.	540,000	-
	<u>\$ 2,165,161</u>	<u>\$ 2,688,092</u>



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 8. Long-term debt (continued):

Principal repayments and estimated actuarial earnings are as follows:

	Principal repayments	Estimated actuarial earnings	Total
2026	\$ 638,575	\$ -	638,575
2027	656,033	368	656,401
2028	361,677	750	362,427
2029	10,375	1,145	11,520
2030	10,375	1,553	11,928
Thereafter	259,368	224,942	484,310
	<u>\$ 1,936,403</u>	<u>\$ 228,758</u>	<u>\$ 2,165,161</u>

Principal repayments are deposited by MFA in a fund and earns income called actuarial earnings which, together with principal repayments, are expected to be sufficient to retire the debt at maturity. An actuarial adjustment is associated with each principal payment and is a non-cash reduction in the debt balance based on expected actuarial earnings.

## 9. Assets retirement obligation:

The Town owns and operates several buildings that are known to have asbestos, which represents a health hazard upon demolition of the buildings and there is a legal obligation to remove it. Following the adoption of PS 3280 - Asset Retirement Obligations, the Town recognized an obligation relating to the removal and post-removal care of the asbestos in these buildings as estimated in the amount of \$307,130.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 10. Tangible capital assets:

The Town manages and controls various works of art located at Town sites and public display areas including paintings and a sculpture. These assets are not recorded as tangible capital assets and are not amortized.

	2025								
	Work in progress	Land	Buildings	Equipment	Transportation	Land Improvements	Water	Sewer	Total
<b>Cost:</b>									
Balance, beginning of year	\$ 8,783,938	\$ 38,432,522	\$ 36,269,862	\$ 11,139,209	\$ 73,148,971	\$ 32,535,750	\$ 16,990,336	\$ 11,635,821	\$ 228,936,409
Additions	652,574	12,119,197	1,504,854	1,087,607	3,303,640	1,556,308	645,440	-	20,869,620
Disposal	-	-	(123,204)	(35,441)	(81,843)	-	(8,004)	-	(248,492)
Transfers	(7,921,521)	-	-	-	2,842,294	3,523,620	1,555,607	-	-
Balance, end of year	1,514,991	50,551,719	37,651,512	12,191,375	79,213,062	37,615,678	19,183,379	11,635,821	249,557,537
<b>Accumulated amortization:</b>									
Balance, beginning of year	-	-	14,072,469	4,806,387	42,800,062	13,816,365	7,240,111	6,410,345	89,145,739
Amortization	-	-	1,065,684	751,628	1,315,148	782,348	274,049	194,440	4,383,297
Disposals	-	-	(83,778)	(35,442)	(65,494)	-	(5,488)	-	(190,202)
Balance, end of year	-	-	15,054,375	5,522,573	44,049,716	14,598,713	7,508,672	6,604,785	93,338,834
Net book value	\$ 1,514,991	\$ 50,551,719	\$ 22,597,137	\$ 6,668,802	\$ 35,163,346	\$ 23,016,965	\$ 11,674,707	\$ 5,031,036	\$ 156,218,703



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 10. Tangible capital assets (continued):

2024									
	Work in progress	Land	Buildings	Equipment	Transportation	Land Improvements	Water	Sewer	Total
<b>Cost:</b>									
Balance, beginning of year	\$ 6,454,075	\$ 38,432,522	\$ 36,038,646	\$ 10,080,745	\$ 71,343,490	\$ 30,263,357	\$ 16,393,560	\$ 11,182,667	\$ 220,189,062
Additions	5,306,339	-	231,216	1,659,630	522,258	1,004,281	451,417	386,659	9,561,800
Disposal	-	-	-	(772,393)	(42,060)	-	-	-	(814,453)
Transfers	(2,976,476)	-	-	171,227	1,325,283	1,268,112	145,359	66,495	-
Balance, end of year	8,783,938	38,432,522	36,269,862	11,139,209	73,148,971	32,535,750	16,990,336	11,635,821	228,936,409
<b>Accumulated amortization:</b>									
Balance, beginning of year	-	-	13,283,640	4,775,898	41,606,518	13,153,283	6,997,506	6,215,905	86,032,750
Amortization	-	-	788,829	715,261	1,235,604	663,082	242,605	194,440	3,839,821
Disposals	-	-	-	(684,772)	(42,060)	-	-	-	(726,832)
Balance, end of year	-	-	14,072,469	4,806,387	42,800,062	13,816,365	7,240,111	6,410,345	89,145,739
Net book value	\$ 8,783,938	\$ 38,432,522	\$ 22,197,393	\$ 6,332,822	\$ 30,348,909	\$ 18,719,385	\$ 9,750,225	\$ 5,225,476	\$ 139,790,670



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 11. Accumulated surplus:

	2025	2024
<b>Surplus:</b>		
Investment in tangible capital assets (note 12)	\$ 153,746,412	\$ 136,795,448
General operating	2,616,941	2,161,599
Water operating	1,110,544	1,061,617
Sewer operating	322,679	226,865
	157,796,576	140,245,529
<b>Statutory Reserves:</b>		
Property reserve fund	80,374	1,233,966
Park land reserve fund	133,038	287,959
Emissions reduction reserve fund	27,802	26,794
Park improvements reserve fund	109,236	105,277
Cemetery reserve fund	304,063	292,004
Asset replacement reserve fund	4,364,853	5,384,623
New asset investment reserve fund	1,240,645	1,360,722
Water infrastructure reserve fund	2,798,325	2,528,105
Sewer infrastructure reserve fund	963,638	597,250
Growing communities fund	41,597	3,573,510
Curling building reserve fund	95,678	128,532
	10,159,249	15,518,742
<b>Non Statutory Reserves:</b>		
Municipal Finance Authority debt reserve fund	5,491	57,560
Arrowsmith water reserve	94,093	82,270
Fire Equipment Replacement	63,201	-
Affordable housing reserve	-	450,000
Developer contribution reserve	110,390	104,202
Local government capacity funding reserve	131,885	191,885
Tree replacement	33,000	30,200
Skate board park donation reserve	134,500	51,160
Community Works (Gas Tax) reserve	724,360	1,199,265
Election reserve fund	30,000	20,000
Strategic initiatives reserve fund	(21,200)	781,995
Community amenity contributions reserve	600,000	375,000
	1,905,720	3,343,537
	\$ 169,861,545	\$ 159,107,808



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 12. Investment in tangible capital assets:

	2025	2024
Investment in tangible capital assets, beginning of the year	\$ 136,795,448	\$ 130,151,694
Add:		
Acquisition of tangible capital assets	20,869,620	9,561,800
Repayment of long-term debt	1,062,931	1,009,396
Less:		
Amortization	(4,383,297)	(3,839,821)
Net book value of tangible capital asset disposals	(58,290)	(87,621)
Loan proceeds	(540,000)	-
Investment in tangible capital assets, end of year	\$ 153,746,412	\$ 136,795,448



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 13. Net taxation revenue:

	2025	2024
<b>Taxes collected:</b>		
General	\$ 13,116,446	\$ 12,118,665
Parcel tax - water	1,232,400	1,128,000
Parcel tax - sewer	289,380	263,048
1% utility tax	154,759	152,810
	<u>14,792,985</u>	<u>13,662,523</u>
<b>Taxes collected for other government services:</b>		
Education	6,756,182	6,341,526
Regional District of Nanaimo	6,092,449	5,403,906
Nanaimo Regional Hospital District	2,779,357	2,254,335
Vancouver Island Regional Library	748,241	715,090
B.C. Assessment Authority	189,561	178,239
Municipal Finance Authority	1,032	998
	<u>16,566,822</u>	<u>14,894,094</u>
Less taxes paid to other governments	<u>(15,826,598)</u>	<u>(14,191,776)</u>
	740,224	702,318
<b>Grants-in-lieu of taxes:</b>		
Federal government	18,455	17,294
Taxes paid to other governments	(10,150)	(9,494)
Fortis BC	76,520	93,197
B.C. Hydro	189,402	175,271
	<u>274,227</u>	<u>276,268</u>
	<u>\$ 15,807,436</u>	<u>\$ 14,641,109</u>



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 14. Government transfers:

The government transfers reported on the consolidated statement of operations and accumulated surplus are:

	2025	2024
<b>Provincial grants</b>		
Unconditional	\$ 432,000	\$ 868,225
Conditional	724,414	801,052
Capital	64,059	1,672,700
	<u>1,220,473</u>	<u>3,341,977</u>
<b>Federal grants</b>		
Conditional	-	4,759
Capital	487,013	487,013
	<u>487,013</u>	<u>491,772</u>
<b>Other governments and agencies</b>		
Unconditional	356,767	-
Conditional	75,879	-
Capital	50,825	720,000
	<u>483,471</u>	<u>720,000</u>
	<u>\$ 2,190,957</u>	<u>\$ 4,553,749</u>



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 15. Other income:

	2025	2024
Cash received in-lieu of park dedication	\$ -	\$ 174,000
Community amenity contributions	834,250	375,000
Donations	6,688,486	51,160
Grants	182,265	129,836
Local area service taxes - East Village	-	1,325,000
Provincial emergency program recoveries	59,205	38,291
Development cost charges	1,071,679	57,448
Other	64,385	55,332
	<u>\$ 8,900,270</u>	<u>\$ 2,206,067</u>

Community amenity contributions (CACs) is a voluntary contribution that a developer provides to a municipality, typically as part of a rezoning or development approval process, to help offset the impacts of increased density or population growth. In 2025, the Town received \$834,250 (2024 - \$375,000) in CAC.

In 2025, the Town acquired the Eaglecrest Golf Course for \$8,500,000. The property's appraised value was approximately \$12,980,000, as a result the difference of \$4,480,000 has been recorded as donation revenue. Furthermore, the Town received a cash donation in the amount \$2,125,000 to support this purchase.

The local area service taxes - East Village relates to the recovery of costs incurred for the underground servicing and beautification work performed on Second Avenue East.

Development cost charges (DCCs) are one-time fees imposed by local governments on developers to pay for infrastructure needed to support new growth, including water, sewer, drainage, roads, and parkland acquisition. When DCCs are received, they are initially recorded as unearned revenue (see note 7). When DCCs are used to fund eligible projects, they are recognized as revenue. In 2025, the Town recognized \$1,071,679 (2024 - \$57,448) to fund eligible projects.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 16. Commitments and contingencies:

### (a) Regional District

The Town is responsible, as a member of the Regional District of Nanaimo and the Nanaimo Regional Hospital District, for its proportion of any operating deficits or capital debt related to functions in which it participates.

### (b) Municipal Pension Plan

The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2024, the plan has about 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

The Town paid \$570,274 (2024 - \$520,275) for employer contributions to the plan in fiscal 2025.

The next valuation will be as at December 31, 2027.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 16. Commitments and contingencies (continued):

### (c) Municipal Finance Authority contingent demand notes

Under borrowing arrangements with the MFA, the Town is required to lodge security by means of a demand note and an interest-bearing cash deposit based on the amount of the borrowing. As a condition of the borrowing, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. This deposit is included in the Town's financial assets and is held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposit is refunded to the Town. At December 31, 2025, there was a contingent demand note of \$10,938 (2024 - \$212,517) which was not included in the financial statements of the Town.

### (d) Municipal Insurance Association of British Columbia

The Town is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of premiums received, it is possible that the Town, along with other participants, would be required to contribute towards the deficit. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.

### (e) Contingent liabilities

The Town may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. It is considered that the potential claims would not materially affect the Town's financial statements and any amounts ultimately settled will be recorded in the period in which the claim is resolved. At December 31, 2025, there are no claims outstanding.

## 17. Segmented information:

The Town is a diversified municipal government that provides a wide range of services to its residents. The following is a description of the types of services included in each of the main segments of the Town's financial statements:

### General government services

Services related to general corporate and legislative governance and administration as well as human resources, information technology and financial management.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

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## 17. Segmented information (continued):

### Protective services

Services related to providing fire protection, bylaw enforcement and building inspection to the Town, as well as the Town's share of expenses related to providing policing.

### Transportation services

Services related to the delivery of municipal public works services including the development and maintenance of roadway systems, street lighting, airport operations and other public works and engineering related services.

### Solid waste services

Services related to the collection of garbage and chipping as well as environmental testing and monitoring.

### Water services

Services related to the delivery of water and the planning and development and maintenance of the Town's water infrastructure.

### Sewer services

Services related to the sanitary sewer removal and the planning and development and maintenance of the Town's sewer infrastructure.

### Planning and development services

Services related to planning for development and for improving quality of life and sustainability initiatives.

### Parks and community services

Services related to the development and maintenance of parks and trails, municipal landscaping, and providing and maintaining recreation and cultural buildings.

The following statement provides additional information for the foregoing functions. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 17. Segmented information (continued):

	2025								
	General government services	Protective services	Transportation services	Solid waste services	Water services	Sewer services	Planning and development services	Parks and community services	Total
<b>Revenue:</b>									
Net taxation	\$ 14,285,656	\$ -	\$ -	\$ -	\$ 1,232,400	\$ 289,380	\$ -	\$ -	\$ 15,807,436
Sale of services	5,926	170,221	13,427	954,579	1,964,902	788,798	241,838	33,272	4,172,963
Other revenue from own sources	766,090	921,853	-	-	-	-	-	143,549	1,831,492
Interest and tax penalties	949,336	-	-	-	-	-	-	-	949,336
Government transfers	485,535	426,919	1,080,899	-	64,059	-	-	133,545	2,190,957
Other	132,845	59,205	481,984	-	-	-	-	8,226,236	8,900,270
Gain on disposal of assets	17,386	-	-	-	-	-	-	-	17,386
<b>Total revenues</b>	<b>16,642,774</b>	<b>1,578,198</b>	<b>1,576,310</b>	<b>954,579</b>	<b>3,261,361</b>	<b>1,078,178</b>	<b>241,838</b>	<b>8,536,602</b>	<b>33,869,840</b>
<b>Expenses:</b>									
Salaries, wages and employee benefits	2,442,574	1,218,170	1,946,182	182,855	840,691	255,013	851,870	1,437,837	9,175,192
Goods and services	785,897	1,870,969	2,311,319	910,839	1,217,245	405,517	469,570	1,462,279	9,433,635
Amortization	142,024	165,276	3,185,284	-	441,171	189,698	-	259,845	4,383,298
Fiscal services	123,978	-	-	-	-	-	-	-	123,978
<b>Total expenses</b>	<b>3,494,473</b>	<b>3,254,415</b>	<b>7,442,785</b>	<b>1,093,694</b>	<b>2,499,107</b>	<b>850,228</b>	<b>1,321,440</b>	<b>3,159,961</b>	<b>23,116,103</b>
<b>Annual surplus (deficit)</b>	<b>\$ 13,148,301</b>	<b>\$ (1,676,217)</b>	<b>\$ (5,866,475)</b>	<b>\$ (139,115)</b>	<b>\$ 762,254</b>	<b>\$ 227,950</b>	<b>\$ (1,079,602)</b>	<b>\$ 5,376,641</b>	<b>\$ 10,753,737</b>



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 17. Segmented information (continued):

2024									
	General government services	Protective services	Transportation services	Solid waste services	Water services	Sewer services	Planning and development services	Parks and community services	Total
<b>Revenue:</b>									
Net taxation	\$ 13,250,061	\$ -	\$ -	\$ -	\$ 1,128,000	\$ 263,048	\$ -	\$ -	\$ 14,641,109
Sale of services	6,000	136,172	6,750	849,817	1,829,004	770,912	288,698	20,633	3,907,986
Other revenue from own sources	608,335	-	859,967	-	-	-	-	140,675	1,608,977
Interest and tax penalties	1,446,723	-	-	-	-	-	-	-	1,446,723
Government transfers	435,600	266,720	2,159,712	-	730,000	-	309,434	652,283	4,553,749
Capital contributions	-	-	287,070	-	330,000	353,500	-	-	970,570
Other income	1,726,857	132,743	88,769	-	21,532	-	55,035	181,131	2,206,067
Gain on disposal of assets	32,379	-	-	-	-	-	-	-	32,379
<b>Total revenues</b>	<b>17,505,955</b>	<b>535,635</b>	<b>3,402,268</b>	<b>849,817</b>	<b>4,038,536</b>	<b>1,387,460</b>	<b>653,167</b>	<b>994,722</b>	<b>29,367,560</b>
<b>Expenses:</b>									
Salaries, wages and employee benefits	2,286,760	1,228,727	1,996,026	188,218	779,928	270,646	706,991	1,074,074	8,531,370
Goods and services	590,443	1,605,255	2,147,761	799,073	1,237,436	558,147	514,733	1,381,532	8,834,380
Amortization	88,565	146,181	2,817,271	-	390,200	167,781	-	229,824	3,839,822
Fiscal services	212,899	-	-	-	-	-	-	-	212,899
<b>Total expenses</b>	<b>3,178,667</b>	<b>2,980,163</b>	<b>6,961,058</b>	<b>987,291</b>	<b>2,407,564</b>	<b>996,574</b>	<b>1,221,724</b>	<b>2,685,430</b>	<b>21,418,471</b>
<b>Annual surplus (deficit)</b>	<b>\$ 14,327,288</b>	<b>\$ (2,444,528)</b>	<b>\$ (3,558,790)</b>	<b>\$ (137,474)</b>	<b>\$ 1,630,972</b>	<b>\$ 390,886</b>	<b>\$ (568,557)</b>	<b>\$ (1,690,708)</b>	<b>\$ 7,949,089</b>



# TOWN OF QUALICUM BEACH

Notes to Consolidated Financial Statements (continued)

**DRAFT**

Year ended December 31, 2025

## 18. Budget data

The budget data presented in these consolidated financial statements is based upon the 2025 operating and capital budgets approved by Council via Bylaw 908 on March 19, 2025.

The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements:

	Budget amount
Revenue:	
Operating budget	\$ 29,962,100
Add:	
Transfers from surplus or reserves	11,990,800
Total revenue	41,952,900
Expenses:	
Operating budget	20,187,500
Capital budget	16,215,800
Add:	
Transfers to reserves	4,371,400
Debt principal repayments	1,035,500
Debt interest payments	142,700
Total expenses	41,952,900
	\$ -

## 19. Comparative information:

Certain 2024 comparative figures have been reclassified to conform with the consolidated financial statement presentation adopted for the current year. The changes had no impact on prior year annual surplus.



# TOWN OF QUALICUM BEACH

## Schedule 1 - Canada Community Building Fund

**DRAFT**

Year ended December 31, 2025

(Unaudited)

	2025	2024
Opening balance	\$ 1,199,265	\$ 939,812
Grant funds received	487,013	487,013
Interest earned	52,780	-
	1,739,058	1,426,825
Project expenditures	1,014,698	227,560
	\$ 724,360	\$ 1,199,265

Canada Community Building Fund grants are provided by the Government of Canada. Use of the funding is established by a funding agreement between the Municipality and the Union of British Columbia Municipalities. Canada Community Buildings Fund grants may be used towards designated public transport, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreement.



# TOWN OF QUALICUM BEACH

## Schedule 2 - Growing Communities Fund

**DRAFT**

Year ended December 31, 2025

(Unaudited)

The Province of British Columbia distributed conditional Growing Communities Fund (GCF) grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The Town received \$3,346,000 of GCF funding in March 2023.

	2025	2024
Growing Community Fund	\$ 3,573,510	\$ 3,414,107
Project expenditures:		
Eaglecrest golf course purchase	2,100,000	-
Saahtlam Park washrooms, playground and food truck services	166,307	-
Seacrest Road replacement - slope stabilization	700,000	-
Skate park project	700,000	11,200
	(92,797)	3,402,907
Interest earned	134,394	170,603
	\$ 41,597	\$ 3,573,510



# TOWN OF QUALICUM BEACH

## MEMORANDUM

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

**FOR:** Regular Council Meeting

**DATE:** May 13, 2026

**FROM:** Raj Hayre, Director of Finance

**SUBJECT:** **2026 Capital Budget Reallocation Council Chamber Conference System Replacement to Town Server Replacement Project**

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### **RECOMMENDATION:**

**THAT** Council authorize staff to reallocate \$100,000 in the 2026 capital budget from the Council Chamber Conference System Replacement Project to the Town Server Replacement Project, increasing the 2026 budget for the Town Server Replacement Project from \$85,000 to \$185,000.

### **PURPOSE**

To seek Council approval to reallocate capital funding to support replacement of the Town's primary and disaster recovery server infrastructure, which is approaching the end of vendor-supported service life.

### **BACKGROUND & DISCUSSION**

The Town's existing primary and disaster recovery servers reach end of vendor support in July 2026. These systems support critical municipal operations and services, including Finance, GIS, work order management systems, file storage, cybersecurity functions, and related public service applications. Replacement of this infrastructure is required to maintain operational continuity, security, system reliability, and vendor-supported functionality.

The approved 2026 capital budget provision for the Town Server Replacement Project is \$85,000. Updated pricing received through the procurement process indicates estimated replacement costs of approximately \$170,300, reflecting significant market changes since the 2026 budget was developed.

The increase in cost is primarily attributable to broader market conditions impacting enterprise server hardware procurement. These factors include ongoing global supply chain constraints, increased manufacturing and freight costs, reduced component availability, and sustained demand pressures associated with large-scale artificial intelligence and datacentre infrastructure expansion. These pressures continue to contribute to materially higher acquisition costs across the technology sector and are outside of the Town's control.

Staff are recommending reallocating funding from the approved 2026 Council Chamber Conference System Replacement Project. Deferral of the conference system replacement is not anticipated to materially impact municipal operations in the short term and would allow the Town to proceed with the more time-sensitive server infrastructure replacement within the existing approved capital budget.

### **FINANCIAL IMPLICATIONS**

Approval of the proposed reallocation would increase the 2026 budget for the Town Server Replacement Project from \$85,000 to \$185,000, funded through a corresponding reduction in the approved 2026 budget for the Council Chamber Conference System Replacement Project budget.

This approach allows the Town to proceed with the server replacement project without increasing the overall approved 2026 capital budget or requiring additional funding from reserves. As the total approved capital budget and funding sources would remain unchanged, a Financial Plan Bylaw amendment is not required. The Council Chamber Conference System Replacement Project would be reconsidered as part of the 2027–2031 Financial Planning process.

### **ALTERNATIVES**

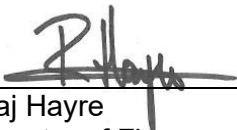
1. THAT Council directs staff to defer replacement of the Town’s server infrastructure and continue operating the existing server environment through interim measures.

This approach may require additional investment to maintain system capacity and reliability, would not eliminate the need for future replacement, and would likely result in higher overall lifecycle costs, and increased operational and cybersecurity risk. This alternative is not recommended.

2. THAT Council authorizes staff to amend the “Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026” to increase the 2026 budget for the Town Server Replacement Project from \$85,000 to \$185,000, with the additional \$100,000 funded from the Asset Replacement Reserve.

### **APPROVALS**

Report respectfully submitted by Raj Hayre, Director of Finance



Raj Hayre  
Director of Finance  
*Report Author*



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



Heather Svensen  
*Concurrence*



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 6520-EGC2026

**TO:** Luke Sales, Director of Planning and Community Development

**FOR:** Regular Council Meeting

**DATE:** May 13, 2026

**FROM:** Bailey Walsh, Planner

**SUBJECT:** Draft Preliminary Eaglecrest Neighbourhood Plan

### GOVERNANCE DECISION

Council is requested to:

- Receive for information the Draft Preliminary Eaglecrest Neighbourhood Plan (Attachment 1 to this Report).
- Refer the Draft Preliminary Eaglecrest Neighbourhood Plan (Attachment 1 to this Report) to the Eaglecrest Residents' Association for comments to be considered as part of the future final *Eaglecrest Neighbourhood Plan*.

---

### RECOMMENDATIONS

1. **THAT** the Draft Preliminary Eaglecrest Neighbourhood Plan be received, as attached to the May 13, 2026, Report to Council.
2. **THAT** the Draft Preliminary Eaglecrest Neighbourhood Plan, as attached to the May 13, 2026, Report to Council, be referred to the Eaglecrest Residents' Association for comments to be included in the future final Eaglecrest Neighbourhood Plan.

---

### PURPOSE

To provide the Draft Preliminary Eaglecrest Neighbourhood Plan for Council's receipt. The Draft Preliminary Eaglecrest Neighbourhood Plan provides future direction for the Eaglecrest Neighbourhood and provides preliminary planning context necessary for the planning of individual parcels within the Neighbourhood, including the lot located to the west of Country Club Drive referred to as "Parcel 2".

## **BACKGROUND**

In 2025, the Town purchased Eaglecrest Golf Course (EGC), acquiring approximately 42.5 hectares of land and securing the Town’s ability to shape the long-term use of the lands. Prior to the purchase, the Town undertook:

- Extensive community engagement, including small group discussions with nine community groups, conducted an online survey and facilitated several large-format community meetings. This engagement is detailed in the January 21, 2026, Report to Council.
- An amendment to the OCP (“Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025”), including a statutory public hearing. The amendment bylaw was approved by Council on October 22, 2025.
- An amendment to the Zoning Bylaw (“Town of Qualicum Beach Zoning Bylaw No. 900, 2024 (Eaglecrest) Bylaw No. 900.06, 2025”), including a statutory public hearing. The amendment bylaw was approved by Council on October 22, 2025.
- Adoption of Development Permit Area Guidelines for portions of the EGC lands as a part of the “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025” and “Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025”, both adopted on December 10, 2025.

Council approved the 2026 Public Engagement Overview on January 21, 2026, outlining next steps for the planning process. This Report outlined the process for Neighbourhood Planning, which resulted in the *Draft Preliminary Eaglecrest Neighbourhood Plan* (Attachment 1 to this Report). The January 21, 2026, Planning Report also outlined the planning process for Parcel 2, located west of Country Club Drive. Next steps for Parcel 2 are addressed in a separate Report entitled “Authorization to issue RFP – Country Club Drive West (Parcel 2)”, dated May 13, 2026.

## **DISCUSSION**

Community engagement in Q1 and Q2 2026 served two purposes:

- To receive public input on priorities for the Eaglecrest Neighbourhood for incorporation into the development of the *Draft Preliminary Eaglecrest Neighbourhood Plan* (Attachment 1); and
- To receive public input prior to drafting development parameters for Parcel 2, the Town-owned land located to the west of Country Club Drive, to be specified through the upcoming Request for Proposals process, as described in the May 13, 2026, Report to Council titled “Authorization to issue RFP – Country Club Drive West (Parcel 2)”.

Community engagement included the following events and participation:

Date & Location	Opportunity Type	Invitees	Number of Attendees
February 2, 2026 <i>Town Hall</i>	Small-format Meeting	Direct neighbours to Parcel-Specific Planning property (North neighbours)	8
February 10, 2026 <i>Town Hall</i>	Small-format Meeting	Direct neighbours to Parcel-Specific Planning property (Southeast neighbours)	7
February 13 – March 8, 2026 <i>Online</i>	Neighbourhood Online Survey	Residents of Eaglecrest Neighbourhood	276 Responses
February 26, 2026 <i>Civic Centre</i>	Workshops (2 Sessions)	Residents of the Eaglecrest Neighbourhood	Session 1: 23 Session 2: 12
March 10, 2026 <i>Community Hall</i>	Large-format Meeting (2 Sessions)	Residents of the Eaglecrest Neighbourhood	Session 1: 38 Session 2: 39
March 10 – March 22, 2026 <i>Online</i>	Community Online Survey	Open to All	312 Responses
April 2, 2026 <i>Civic Centre</i>	Large-format Meeting	Open to All	135

Consultation has confirmed that the top priorities for the Eaglecrest Neighbourhood are:

- Maintaining the form and character of buildings in the Neighbourhood
- Outdoor recreation, including access to parks and greenspace
- Transportation

**What is the *Preliminary Eaglecrest Neighbourhood Plan*?**

The *Preliminary Eaglecrest Neighbourhood Plan* provides a high-level vision for the future of the Eaglecrest Neighbourhood. It provides guidance on future development, parks, infrastructure, transportation, neighbourhood character, and other key considerations. The vision for the Neighbourhood is viewed both from the perspective of how priorities within the Neighbourhood can be met or enhanced over time, as well as how the Neighbourhood can support the Town’s 2025 Official Community Plan (OCP) goals.

The *Preliminary Eaglecrest Neighbourhood Plan* is the first step toward a finalized *Eaglecrest Neighbourhood Plan*, which will be brought forward for Council consideration upon completion at a later date. A number of additional steps are required before the *Eaglecrest Neighbourhood Plan* can be finalized, including the completion of technical studies and more detailed, topic-specific planning initiatives such as Parks planning.

## **Plan Content**

The *Preliminary Eaglecrest Neighbourhood Plan* contains four sections.

### **Section 1: Neighbourhood Goals**

Describes how the Draft *Preliminary Eaglecrest Neighbourhood Plan* supports each of the ten OCP Goals. The ten OCP Goals are:

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

### **Section 2: Planning Priorities**

Identifies the Planning Priorities for the Neighbourhood and associated actions. The 10 Planning Priorities included in the Draft *Preliminary Eaglecrest Neighbourhood Plan* are:

1. Parks and Greenspace
2. Recreation
3. Form and Character
4. Housing
5. Roads
6. Growing Food
7. Water, Sewer, & Drainage
8. Clubhouse & Restaurant
9. Home Occupation
10. Environmental Protection

Each of the Planning Priorities include a list of Actions that can be taken to move towards the Neighbourhood Vision statements addressing the OCP Goals.

### **Section 3: Completing the Future Finalized *Eaglecrest Neighbourhood Plan***

Outlines the additional work to be completed prior to the future finalization of the *Eaglecrest Neighbourhood Plan*.

### **Section 4: Implementation**

Identifies a list of steps required to implement the Preliminary *Eaglecrest Neighbourhood Plan*, organized by Planning Priority.

## **FINANCIAL IMPLICATIONS**

There are no financial implications arising from this Report.

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

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

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

**INFORM, CONSULT, INVOLVE**

To date, the project has included extensive public participation (*inform, consult and involve*).

- **INFORM:** The public is informed of the *Draft Preliminary Eaglecrest Neighbourhood Plan* through the presentation of this Report.
- **CONSULT:** The public is consulted through the future referral by Council of the *Draft Preliminary Eaglecrest Neighbourhood Plan* to the Eaglecrest Residents Association for comment.
- **INVOLVE:** Future steps related to the implementation of the *Draft Preliminary Eaglecrest Neighbourhood Plan* will include various levels of public participation ranging from *inform* to *involve*.

**STRATEGIC PLAN ALIGNMENT**

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

- **Housing:** To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.
- **Good Governance:** To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.
- **Economic Prosperity:** To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.
- **Community Health & Wellbeing:** To improve the health and wellbeing of people who live, work, and play in the Town.
- **Climate Action:** To reduce GHG emissions and energy consumption and promote adaptive mitigative measures to prepare for climate change impacts.
- **Progressive Infrastructure:** To ensure infrastructure for energy, water, waste water & storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town’s sustainability goals.

## SUMMARY

The *Draft Preliminary Eaglecrest Neighbourhood Plan* (Attachment 1) has been developed to:

- provide guidance for future planning in the Eaglecrest Neighbourhood; and
- establish the context required for developing the Request for Proposals (RFP) and parcel-specific development parameters and design guidelines for the development of lands located west of Country Club Drive (Parcel 2) within the Eaglecrest Neighbourhood.

Further work is required before the *Eaglecrest Neighbourhood Plan can be finalized*. The timing of finalization will be determined by Council following the completion of necessary studies and staff-led initiatives, and after consideration of feedback from the Eaglecrest Residents' Association on the *Draft Preliminary Eaglecrest Neighbourhood Plan*.

## ALTERNATIVE

1. THAT Council provides an alternative direction to staff.

## APPROVALS

Report respectfully submitted by Bailey Walsh, Planner.



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Bailey Walsh  
Planner  
*Report Author*



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



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

## REFERENCES

Attachment 1: Draft Preliminary Eaglecrest Neighbourhood Plan

— Preliminary —

# **Eaglecrest Neighbourhood Plan**

TOWN OF QUALICUM BEACH

MAY 2026

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# Introduction

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## The Eaglecrest Neighbourhood Plan

### What is a Neighbourhood Plan?

A Neighbourhood Plan is a municipal planning document that provides a high-level vision for the future of a neighbourhood. This vision often includes aspects such as development, infrastructure, transportation, and neighbourhood character.

Following the purchase of the Eaglecrest Golf Course lands by the Town in December 2025, the Town determined that a Neighbourhood Plan was needed to refine future land uses and ensure that changes were aligned with the greater objectives of Town policies and community sentiment.

This document is a *Preliminary* Neighbourhood Plan, as key technical studies required to ground-truth some of these visions are still underway. However, there is a benefit to sharing initial visions and planning strategies with the community while these technical studies are being completed. The future finalized *Eaglecrest Neighbourhood Plan* (ENP) will include the completed technical studies.

### How was the Preliminary Eaglecrest Neighbourhood Plan (Preliminary Plan) developed?

#### Background Work

At the outset of the *Preliminary Eaglecrest Neighbourhood Plan* (Preliminary Plan) development, the Town undertook a review of current policies and regulations relevant to the Eaglecrest Neighbourhood, as well as technical assessments and studies. The Town also undertook numerous community engagement opportunities and site visits throughout the Neighbourhood. While this review was taking place, additional studies and research had already commenced to gain a deeper technical understanding of the context of the Neighbourhood, some of which are still being finalized.

#### Community Engagement

Community engagement focused on two distinct topics:

- Neighbourhood Planning to inform the development of this Preliminary Plan
- Parcel-specific Planning to inform a set of development parameters to be in place as a condition of the sale of the lot located to the west of Country Club Drive (shown following). Disposition of this parcel is planned for in 2026

## Eaglecrest Golf Course Lands Neighbourhood Plan Area



**Figure 1: Eaglecrest Golf Course Lands Neighbourhood Plan Area**

The engagement opportunities offered to residents are detailed in the following table.

Date & Location	Opportunity Type	Invitees	Number of Attendees
February 2, 2026 <i>Town Hall</i>	Small-format Meeting	Direct neighbours to Parcel-Specific Planning property (North neighbours)	8
February 10, 2026 <i>Town Hall</i>	Small-format Meeting	Direct neighbours to Parcel-Specific Planning property (Southeast neighbours)	7
February 13 – March 8, 2026 <i>Online</i>	Neighbourhood Online Survey	Residents of Eaglecrest Neighbourhood	276 Responses
February 26, 2026 <i>Civic Centre</i>	Workshops (2 Sessions)	Residents of the Eaglecrest Neighbourhood	Session 1: 23 Session 2: 12
March 10, 2026 <i>Community Hall</i>	Large-format Meeting (2 Sessions)	Residents of the Eaglecrest Neighbourhood	Session 1: 38 Session 2: 39
March 10 – March 22, 2026 <i>Online</i>	Community Online Survey	Open to All	312 Responses
April 2, 2026 <i>Civic Centre</i>	Large-format Meeting	Open to All	135

## Adoption Process & Next Steps

The Preliminary Plan will be finalized following the completion of additional studies on transportation and infrastructure master-planning, and will be subject to future Council decision-making.

### **Where the Eaglecrest Neighbourhood Plan (ENP) Fits**

The ENP is intended to support the vision of the Eaglecrest Neighbourhood, which both addresses the Neighbourhood as a distinct community and as a part of the greater whole of the Town.

In the hierarchy of planning documents at the Town of Qualicum Beach, the ENP is a visionary document that is subsidiary to the policy framework of the Official Community Plan (OCP). As such, any guidance provided in the ENP must also be aligned with policies and direction outlined in the OCP. The intent of the ENP is to clarify how the general vision provided in the OCP can be interpreted specifically for the Eaglecrest Neighbourhood, with finer detail on priorities to achieving those goals. Until such time that the ENP is completed and approved by Council at a future date, the Preliminary Plan will serve in its place.

## **The Eaglecrest Neighbourhood**

### **Neighbourhood History**

At the time of the Town of Qualicum Beach's incorporation in 1942, the area now known as the Eaglecrest Neighbourhood was located outside the Town's boundaries. The area was rural in character until the Neighbourhood started to see residential subdivision on areas such as Butterball Drive (1958).

Residential subdivision has continued incrementally in the area since that time. The character of the Neighbourhood as a recreational hub was formalized when the Eaglecrest Golf Course was established in 1971. The majority of the Eaglecrest Neighbourhood was then incorporated into the Town of Qualicum Beach in 1991. The Eaglewood subdivision was incorporated into the Town in 2005.

The Neighbourhood saw major change on the Golf Course lands in 2021 when nine holes were decommissioned, becoming, minimally-maintained greenspace by default.

In 2025, the Eaglecrest Golf Course was purchased by the Town of Qualicum Beach. To finance the purchase, the Town initiated several land use amendments to permit some residential and institutional development on select Town-owned land including parts of the former Golf Course. This included the rezoning and OCP amendments of the parcel located between Fairways Drive and Highway 19A, the parcel located to the west of Country Club Drive, and a portion of land located at the southeast corner of Country Club Drive and Eaglecrest Drive.

These various changes over the past several decades are reflected in the Land Use Map shown in Figure 6, which represents permitted land use in the Neighbourhood at the time of the Preliminary Plan being created.

## The Preliminary Plan Area

The Preliminary Plan Area shown in Figure 2 'Preliminary Neighbourhood Plan Area Map', is located between Island Highway 19A and the waterfront. The Map also shows the significant parcels zoned for development.

### Preliminary Eaglecrest Neighbourhood Plan Area Map



Figure 2: Preliminary Eaglecrest Neighbourhood Plan Area

# Executive Summary

This Preliminary Neighbourhood Plan (Preliminary Plan) has been drafted on the basis of background research and data, site exploration, analysis of Town policies, and community engagement. The role of the Preliminary Plan is to help guide changes (physical, social development and infrastructure) in the Eaglecrest Neighbourhood by providing a clear vision for the future until the Eaglecrest Neighbourhood Plan (ENP) is finalized at a future date. The Preliminary Plan also supports the broader goals and objectives of the Town by linking neighbourhood-level priorities with Town-wide OCP goals.

The Preliminary Plan is structured around each of the ten OCP Goals for consistency and policy alignment. Each Goal includes specific priorities for the Neighbourhood.

		OCP Goals									
		Complete, Compact Community Land Use	Low-impact Transportation	Community Health	Sustainable Food Systems	Progressive Infrastructure	Economic Prosperity	Healthy Landscapes	Green Buildings	Sense of Place	Diversity of Housing
		1	2	3	4	5	6	7	8	9	10
Planning Priorities	Parks & Greenspace	✓		✓	✓					✓	
	Recreation	✓	✓	✓			✓			✓	
	Form and Character									✓	
	Housing	✓		✓							✓
	Roads		✓			✓					
	Growing Food				✓						
	Water, Sewer, & Drainage					✓					
	Clubhouse & Restaurant			✓			✓				
	Home Occupation						✓				
	Environmental Protection							✓	✓		

**The Preliminary Plan has a role in supporting each of the ten OCP Goals. The Preliminary Plan highlights one Neighbourhood Vision for each OCP Goal, intended to be realized over time through the implementation of Actions which directly contribute to established Planning Priorities for the Neighbourhood.**

The OCP Goals and Neighbourhood Visions are described in “Section 1: OCP Goals within the Neighbourhood” of this Preliminary Plan, while the Planning Priorities and Actions are described in “Section 2: Planning Priorities” with an overview being provided in the following table.

<b>OCP Goal &amp; Neighbourhood Vision</b>	<b>Planning Priorities</b>	<b>Actions</b>
<p><b>OCP Goal: Complete, Compact Community Land Use</b>            NEIGHBOURHOOD VISION: A predominantly low-scale residential neighbourhood organized around a network of recreational greenspaces and active transportation routes, providing a range of a variety of housing opportunities for residents at all stages of life.</p>	<b>Parks &amp; Greenspace</b>	<ul style="list-style-type: none"> <li>• Protect Parks and Greenspace</li> </ul>
	<b>Recreation</b>	<ul style="list-style-type: none"> <li>• Protect recreation through Zoning &amp; OCP Regulations</li> </ul>
	<b>Housing</b>	<ul style="list-style-type: none"> <li>• Allow for incremental changes to housing</li> </ul>
<p><b>OCP Goal: Low-impact Transportation</b>            NEIGHBOURHOOD VISION: A safe and convenient network of transportation options that supports movement within the Neighbourhood, and connections into and out of the Neighbourhood, for people walking, rolling or in a car.</p>	<b>Recreation</b>	<ul style="list-style-type: none"> <li>• Provide amenities to improve walking routes</li> <li>• Formalize walking routes</li> <li>• Improve safety and convenience of Highway 19A crossing</li> <li>• Implement traffic calming</li> </ul>
	<b>Roads</b>	<ul style="list-style-type: none"> <li>• Implement traffic calming</li> <li>• Improve key highway intersections</li> </ul>
<p><b>OCP Goal: Community Health</b>            NEIGHBOURHOOD VISION: Neighbourhood spaces support community health by providing opportunities for formal and informal social gatherings, including the Clubhouse at the Golf Course as a shared gathering place for community, recreation, and social events. Outdoor recreation is encouraged by the provision of safe, enjoyable walking trails with access to natural areas and the waterfront.</p>	<b>Parks &amp; Greenspace</b>	<ul style="list-style-type: none"> <li>• Protect Parks and Greenspace</li> <li>• Enhance public parks and greenspace</li> </ul>
	<b>Clubhouse &amp; Restaurant</b>	<ul style="list-style-type: none"> <li>• Enhance the Clubhouse and Restaurant</li> <li>•</li> </ul>

Figure 4: Planning Priorities

<b>OCP Goal &amp; Neighbourhood Vision</b>	<b>Planning Priorities</b>	<b>Actions</b>
<p><b>OCP Goal: Sustainable Food Systems</b>            NEIGHBOURHOOD VISION: Eaglecrest Neighbourhood residents take opportunities to grow their own food in private vegetable gardens as well as potential community gardens.</p>	<b>Growing Food</b>	<ul style="list-style-type: none"> <li>• Encourage private food gardens</li> <li>• Consider a community garden</li> </ul>
	<b>Parks &amp; Greenspace</b>	<ul style="list-style-type: none"> <li>• Preserve Open Space for Future Uses</li> </ul>
<p><b>OCP Goal: Progressive Infrastructure</b>            NEIGHBOURHOOD VISION: Infrastructure in the Eaglecrest Neighbourhood supports residents and natural systems, with stormwater managed responsibly to reduce risk, support water conservation, and, where appropriate, reused within the Golf Course irrigation system. Landscaping and public spaces are designed with drought-tolerant approaches.</p>	<b>Roads</b>	<ul style="list-style-type: none"> <li>• Maintain roads</li> </ul>
	<b>Water &amp; Sewer</b>	<ul style="list-style-type: none"> <li>• Ensure capacity for municipal water and sewer connections</li> </ul>
	<b>Drainage</b>	<ul style="list-style-type: none"> <li>• Manage stormwater for resilience and sustainability</li> </ul>
<p><b>OCP Goal: Economic Prosperity</b>            NEIGHBOURHOOD VISION: The Eaglecrest Golf Course, Clubhouse, and Restaurant bolster the Town's economy through enhancement of tourist attractions and provide options for local residents to patronize local businesses. Home-based businesses are also supported in the zoning to contribute to the local economy.</p>	<b>Recreation</b>	<ul style="list-style-type: none"> <li>• Ensure high Golf Course operations</li> </ul>
	<b>Clubhouse &amp; Restaurant</b>	<ul style="list-style-type: none"> <li>• Enhance the Clubhouse and Restaurant</li> </ul>
	<b>Home Business</b>	<ul style="list-style-type: none"> <li>• Permit home-based businesses</li> </ul>
<p><b>OCP Goal: Healthy Landscapes</b>            NEIGHBOURHOOD VISION: The Eaglecrest Neighbourhood continues to be known for its scenic views of the waterfront, thoughtfully maintained landscaping and natural areas, and by the refined character of the built environment.</p>	<b>Environmental Protection</b>	<ul style="list-style-type: none"> <li>• Maintain and enhance marine shoreline protection</li> <li>• Mitigate risk on steep slopes</li> <li>• Engage the public and undertake parks planning</li> </ul>
<p><b>OCP Goal: Green Buildings</b>            NEIGHBOURHOOD VISION: Buildings in the Eaglecrest Neighbourhood contribute to the Town's commitment to sustainability through the implementation of green building principles for new buildings, and the encouragement of retrofit green building features where appropriate.</p>	<b>Environmental Protection</b>	<ul style="list-style-type: none"> <li>• Encouraging green building practices (Form and Character Guidelines)</li> </ul>

Figure 4: Planning Priorities Cont'd

OCP Goal & Neighbourhood Vision	Planning Priorities	Actions
<p><b>OCP Goal: Sense of Place</b>            NEIGHBOURHOOD VISION: The Eaglecrest Neighbourhood continues to be a place that celebrates the sense of community, neighbourhood character, parks and greenspace, and outdoor recreation</p>	<p><b>Form and Character</b></p>	<ul style="list-style-type: none"> <li>• Maintain form and character guidelines</li> <li>• Provide development parameters for Parcel 2</li> <li>• Provide development parameters for Parcel 3</li> </ul>
	<p><b>Parks and Greenspace</b></p>	<ul style="list-style-type: none"> <li>• Enhance Public Parks and Greenspace</li> <li>• Protect Parks and Greenspace</li> </ul>
	<p><b>Recreation</b></p>	<ul style="list-style-type: none"> <li>• Formalize walking routes</li> <li>• Provide amenities to improve walking routes</li> </ul>
<p><b>OCP Goal: Diversity of Housing</b>            NEIGHBOURHOOD VISION: Eaglecrest supports a diversity of predominantly low-scale housing forms that respond to changing household needs and allow residents to age in place within the Neighbourhood.</p>	<p><b>Diversify Housing Options</b></p>	<ul style="list-style-type: none"> <li>• Enact permissive zoning (complete)</li> <li>• Provide development parameters for Parcel 2</li> </ul>
	<p><b>Form and Character</b></p>	<ul style="list-style-type: none"> <li>• Provide development parameters for Parcel 3</li> </ul>

Figure 4: Planning Priorities Cont'd

# 1. OCP Goals within the Neighbourhood

Section 1 provides an overview of how the Preliminary Plan supports each of the ten OCP Goals within the Neighbourhood. There is a Neighbourhood Vision describing a future where the OCP Goal is met, which is supported by some additional information such as important Neighbourhood context, Planning Priorities, and ideas for the future.

The Planning Priorities relevant to each OCP Goal are listed in this Section but described in more detail in Section 2 of this Preliminary Plan (Page 34).



Figure 5: Official Community Plan Goals

## 1.1 Complete, Compact Community Land Use



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

### **The Preliminary Plan’s Role in Supporting the OCP Goal of Complete, Compact, Community Land Use within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP’s Goal within the Eaglecrest Neighbourhood by clustering future land use around a network of recreational greenspaces and active transportation routes, and by providing a diverse range of housing opportunities that accommodate the needs of residents of the Neighbourhood at all stages of life.

*“[One of the top three priorities to consider when planning for the future of the Neighbourhood, is to] maintain as much of the current residential and recreation mix as possible.”*

*– Eaglecrest Neighbourhood Resident*

### **NEIGHBOURHOOD VISION**

A predominantly low-scale residential Neighbourhood organized around a network of recreational greenspaces and active transportation routes, providing a range of a variety of housing opportunities for residents at all stages of life.

# Current Land Use

## RESIDENTIAL

The Eaglecrest Neighbourhood is currently characterized by predominantly single-detached homes, largely built prior to 2023 provincial housing legislation. Recent legislative changes now permit higher residential density and building massing on most residential parcels in Qualicum Beach, resulting in development potential that exceeds the Neighbourhood’s existing built form.

## RECREATION

Many of the former Golf Course lands are used as informal recreational areas and dog-walking paths. Park planning for these areas will take place in a future year.

## COMMERCIAL

Eaglecrest Golf Course (including the Clubhouse and Restaurant) is undergoing reconfiguration and renovations at time of this Preliminary Plan writing. The amenity has been used in the past as a community gathering space for golf and community functions, and that is the continued intention in the future.

### Eaglecrest Neighbourhood Land Use Map

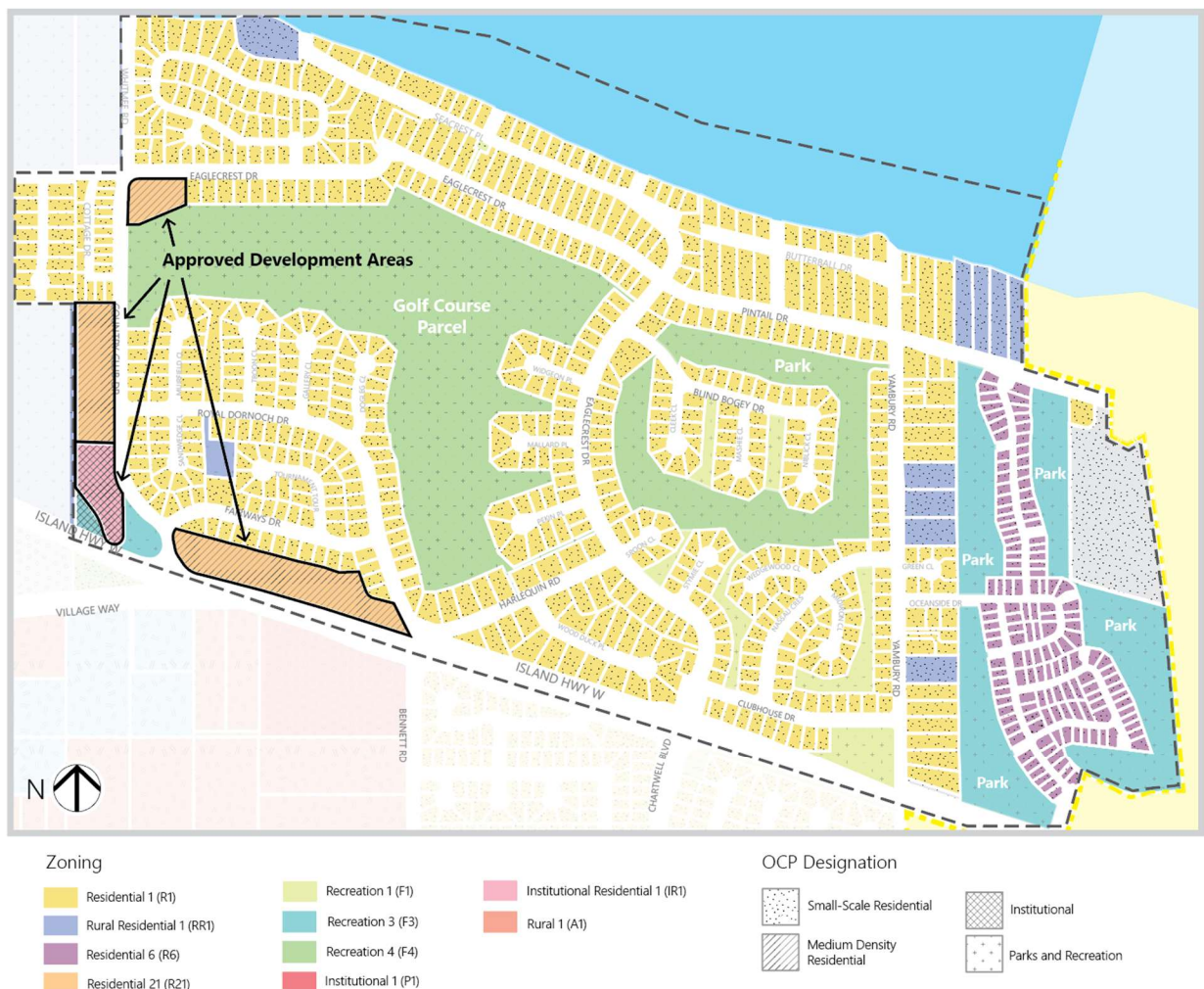


Figure 6: Eaglecrest Neighbourhood Land Use Map

## CONTEXT

### The Future

#### REDEVELOPMENT POTENTIAL

- Most homes in the Neighbourhood are relatively new
- Standard buildings have a lifespan of up to 100 years for a well-constructed wood frame home, meaning that most homes will not see redevelopment in the near future
- As buildings reach the end of their lifespan, replacements will likely see incremental increases in residential density and height, to be guided by Town design guidelines and planning policies

#### NEW DEVELOPMENT POTENTIAL

- Neighbourhoods shift and change in response to the needs of the community
- Aside from small scale infill housing, potential for new development is concentrated in several Town-owned parcels that are zoned for residential development (see Figure 7: New Land Use Map). Planning for Parcel 2 is underway in 2026, while planning for Parcel 3 and the parcel located at Country Club Drive and Eaglecrest Drive will be addressed in 2027 or later as directed by Council
- There is also potential for small-scale development (suites, cottages, etc) on existing parcels without removing the existing homes

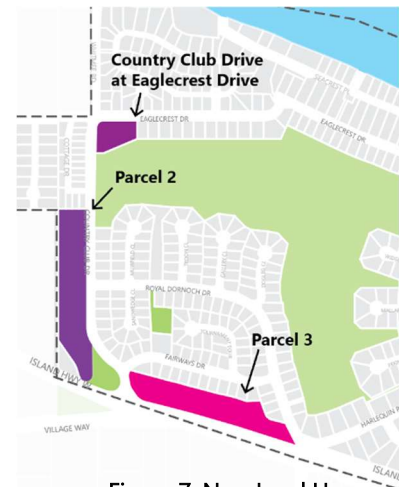


Figure 7: New Land Use

## FUTURE PLANNING

### Planning Priorities

Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

- Parks and Greenspace (s. 2.1)
- Recreation (s. 2.2)
- Housing (s. 2.4)

### Realizing the Vision

- Require incremental, carefully managed infill development and redevelopment
- Encourage lower scales of housing forms where possible
- Maintain generous landscaping and yards for new development
- Establish gathering places to build a sense of community
- Provide more detailed planning, including public engagement, long-term parks planning within the Neighbourhood to ensure the interconnectivity of green areas, the future use and recreational programming, maintenance standards and clear delineation of pet-friendly greenspaces

**FUTURE  
PLANNING**

**Land Use Designations**

- Future land use in the Eaglecrest Neighbourhood is planned to follow the uses designated in the 2025 Official Community Plan
- This includes a variety of uses ranging from small-scale residential to medium-density residential, and includes recreation and park uses, and the opportunity for a seniors' care facility on one parcel
- These uses are shown in the Land Use Designation Map, with several key development adjacent to Country Club Drive, clustering development and preserving parcels of greenspace of various sizes and locations

**Eaglecrest Neighbourhood**  
OCP Land Use Designations

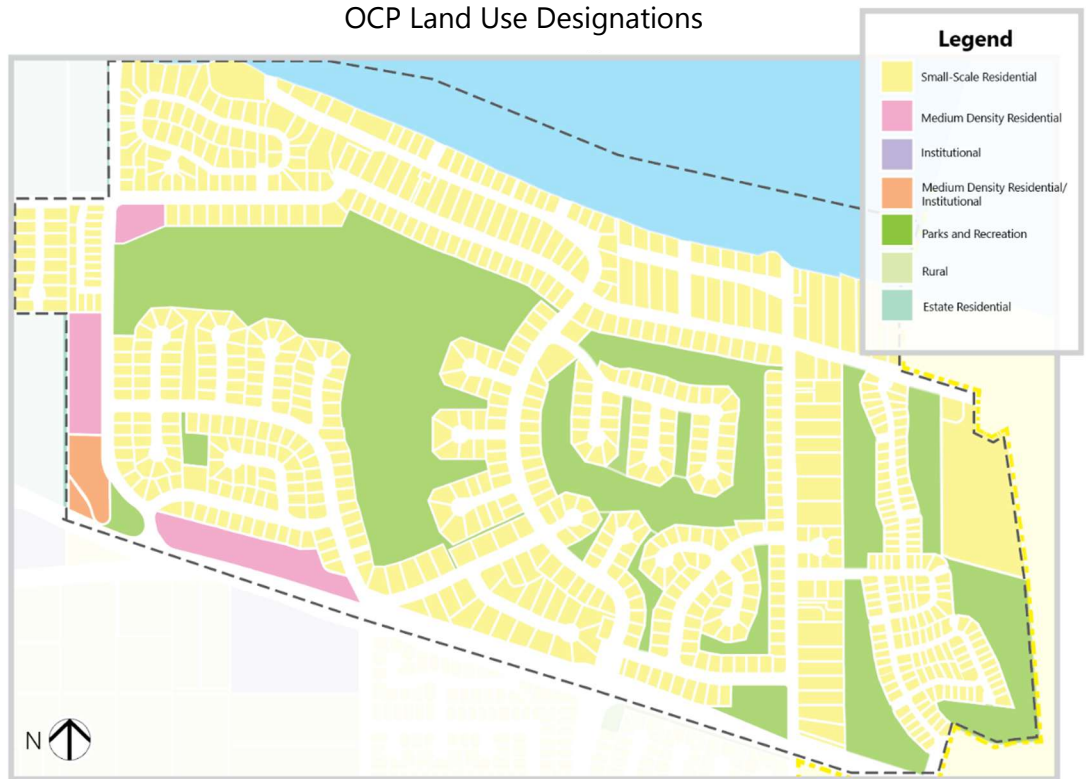


Figure 8: Eaglecrest Neighbourhood OCP Land Use Designations

## 1.2 Low-impact Transportation



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

### **The Preliminary Plan's Role in Supporting the OCP Goal of Low-impact Transportation within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP Goals within the Eaglecrest Neighbourhood by providing opportunities for safe active transportation between destinations within the Neighbourhood, and across Highway 19A to provide an active transportation connection to the remainder of the Town.

*"vehicular traffic generally moves well throughout the Neighbourhood. The road network is easy to navigate, with quiet residential streets and looped road patterns that help limit through-traffic. Overall speeds tend to be moderate, and many drivers appear aware that the Neighbourhood is used heavily for walking, cycling, and outdoor recreation."*

*– Eaglecrest Neighbourhood Resident*

### **NEIGHBOURHOOD VISION**

*A safe and convenient network of transportation options that supports movement within the Neighbourhood, and connections into and out of the Neighbourhood, for people walking, rolling or in a car.*

## Current Transportation

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- Safe vehicular and active transportation routes are top priorities for residents, particularly as much of the Neighbourhood's identity relates to the enjoyment of walking routes, recreation, and outdoor spaces
- Residents and visitors frequent a variety of walking loops and routes, with some choosing to walk the same routes on repeat while others choose from a variety of routes to suit their mood or schedule on different days
- The location of the Eaglecrest Neighbourhood along Highway 19A poses interesting challenges in that the influx of visitors, especially during the summer months, can create conflicts with the transportation priorities of existing residents. This points to a need for careful planning that allows for multiple routes and modes of transportation

### CONTEXT

## The Future

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### PLANNING WITH GROWTH IN MIND

- The Eaglecrest Neighbourhood will be subject to changes in how the land is used in the future, as with any neighbourhood
- Transportation plans must account for the potential for change or growth, and be flexible enough to respond to these changes in a way that continues to support quality of life for residents

### ENGINEERING

- Transportation planning is a practice based in engineering standards designed to protect safety and efficiency
- Both planning and engineering is essential for streets and roads, with engineering standards improving safety and efficiency while planning frameworks ensure that the core neighbourhood and environmental priorities are protected
- At the time of writing of the Preliminary Plan, traffic studies are underway to determine the context of traffic in the Neighbourhood and along Highway 19A
- The Preliminary Plan aims to highlight areas of concern and opportunity to be included in further technical analysis and the development of strategic interventions that meet safety and engineering standards
- The future final version of this draft Preliminary Plan will include more details on transportation and infrastructure

### FUTURE PLANNING

## Planning Priorities

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Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

- Recreation (s. 2.2)
- Roads (s. 2.5)

**FUTURE  
PLANNING**

**Circulation Plan**

The Official Community Plan denotes the current vision for the future of the transportation network, though it is noted that many pathways and walking routes require further analysis and design work. The details of the mapping, as shown in the Official Community Plan, are provided in Figure 9.

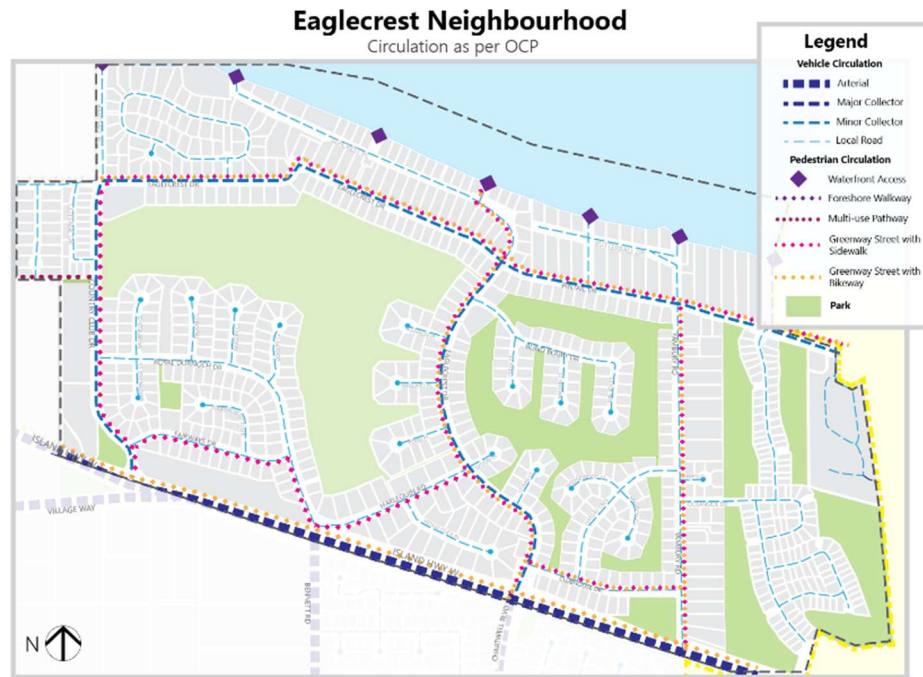


Figure 9: Eaglecrest Neighbourhood Circulation as per OCP

**Future Action**

Future planning should include a formalized set of walking and cycling routes that provide a range of interconnected routes with various levels of difficulty.

## 1.3 Community Health



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

### **The Preliminary Plan's Role in Supporting the OCP Goal of Community Health within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP's goal within the Eaglecrest Neighbourhood by:

- a) Providing recreational opportunities for residents and visitors, including golf, walking trails and loops, and access to the beach
- b) To provide opportunities for both formal and informal social gathering, both indoor and outdoor
- c) Providing an opportunity for a seniors' care facility on the parcel zoned for institutional/residential use, subject to an acceptable proposal and form and character review.

*"Consider amenities that support everyday neighbourhood use, such as looped walking trails, small play areas for children, and places where families (and families visiting grandparents) can pause and gather. Designing these spaces to be safe and comfortable for walkers, cyclists, children, and seniors will help ensure the Neighbourhood supports an active and healthy community."*

*– Eaglecrest Neighbourhood Resident*

### **NEIGHBOURHOOD VISION**

Neighbourhood spaces support community health by providing opportunities for formal and informal social gatherings, including the Clubhouse at the Golf Course as a shared gathering place for community, recreation, and social events.

## Current Community Health

Physical health is supported in the Neighbourhood by shared access to outdoor spaces, walking routes, and the Eaglecrest Golf Course. Social health is supported in the Neighbourhood by shared walking routes which allow for casual social interactions that build community.

### CONTEXT

#### The Future

- The reopening of the Eaglecrest Golf Course, including Clubhouse and Restaurant, will provide additional opportunities for community connectedness
- The potential for a care facility to be developed on Parcel 2 (Figure 10: Land Use Map) could provide the opportunity for additional health services to be provided to facility residents
- Additional future parks planning could provide for additional physical and social health benefits



Figure 10: Land Use Map

### FUTURE PLANNING

#### Planning Priorities

Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

- Parks & Greenspace (s. 2.1)
- Recreation (s. 2.2)
- Housing (s. 2.4)

#### Future Action

- Parks Planning – Future Date TBD (s. 2.1)

## OCP Goal 4 within the Neighbourhood

### 1.4 Sustainable Food Systems



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

#### **The Preliminary Plan’s Role in Supporting the OCP Goal of Sustainable Food Systems within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP’s Goal within the Eaglecrest Neighbourhood by providing opportunities for community gardening in communal spaces, private gardening on large residential parcels, and preservation of open space for potential future agricultural uses if needed.

*“A community garden would be an immense positive for our Neighborhood for getting to know neighbours and growing local food, fostering community...”*

*– Eaglecrest Neighbourhood Resident*

#### **NEIGHBOURHOOD VISION**

Eaglecrest Neighbourhood residents take opportunities to grow their own food, with some growing their own vegetable gardens or planting fruit trees, with others working together to create and care for community gardens.

## Current Food Systems

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There is not currently any zoned agricultural land within the Eaglecrest Neighbourhood. The nearest zoned agricultural lands are located outside of the Eaglecrest Neighbourhood Plan area to the south, on south side of Highway 19A. Supporting food systems in the Neighbourhood will require smaller scale supports, including activation of the Restaurant at Eaglecrest Golf Course.

### CONTEXT

#### The Future

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- Short-term opportunities for the Neighbourhood include encouraging local properties to participate in growing food on their residential properties or in community gardens
- Long term opportunities include the preservation of open space that could be used for community gardens or food production in the future

### FUTURE PLANNING

#### Planning Priorities

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Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

- Parks & Greenspace (s. 2.1)
- Growing Food (s. 2.6)

#### Future Action

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Review opportunities to increase food security during the future park planning process.

## OCP Goal 5 within the Neighbourhood

### 1.5 Progressive Infrastructure



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

#### **The Preliminary Plan’s Role in Supporting the OCP Goal of Progressive Infrastructure within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP’s Goal within the Eaglecrest Neighbourhood by providing the necessary infrastructure to support the Neighbourhood Plan including roads, water, sewer, and drainage. This includes:

- The sustainable management of water using the Golf Course and parkland as water retention and infiltration space
- Mitigating hazardous land conditions at risk from extreme weather events including but not limited to slope stability

*“Buildings and paved areas should not fill the lot for aesthetics, consistency with the Neighbourhood and maximising infiltration of surface water.*

*– Eaglecrest Neighbourhood Resident*

#### **NEIGHBOURHOOD VISION**

Infrastructure in the Eaglecrest Neighbourhood supports residents and natural systems, with stormwater managed responsibly to reduce risk, support water conservation, and, where appropriate, to be reused within the Golf Course irrigation system. Landscaping and public spaces are designed with drought-tolerant approaches.

## Current Infrastructure

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Infrastructure in the Eaglecrest Neighbourhood currently includes the provision of local roads, water service, sewer connections, and drainage throughout the Neighbourhood. Water and sewer connections are still anticipated to be required for any new development or redevelopment. There are drainage issues in the Neighbourhood which can result in water collecting in certain areas, which requires particular attention for properties with significant slopes along the bluffs. Roads may change over time as layouts or uses in the Neighbourhood change.

### CONTEXT

#### The Future

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- Infrastructure provides the services people need to be able to get to and live in their homes comfortably
- When infrastructure is operating as it should, it generally goes unnoticed
- Changes to the Neighbourhood may mean that what currently worked well, such as traffic circulation patterns, may need to be adjusted to accommodate such changes

### FUTURE PLANNING

#### Planning Priorities

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Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

- Roads (s. 2.5)
- Water, Sewer, and Drainage (s. 2.7)

#### Future Action

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Update Section 2: Low-impact Transportation and Section 5: Progressive Infrastructure regarding road infrastructure upon the completion of:

- Traffic studies
- Site design for Parcel 2 (West of Country Club Drive)
- Development of Walking Routes Map (as a part of future Parks Planning)

## 1.6 Economic Prosperity



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

### **The Preliminary Plan’s Role in Supporting the OCP Goal of Economic Prosperity within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP’s Goal within the Eaglecrest Neighbourhood by supporting the function of the Golf Course and associated Clubhouse, and supporting local home-based businesses.

*“[I am] very optimistic about the Golf Course rebuild and great management of the Clubhouse and Restaurant.”*

*– Eaglecrest Neighbourhood Resident*

### **NEIGHBOURHOOD VISION**

The Eaglecrest Golf Course, Clubhouse, and Restaurant bolster the Town’s economy through enhancement of tourist attractions and provide options for local residents to patronize local businesses rather than those located outside of the community. Local residents are also empowered through zoning to build their own home businesses that contribute to the local economy.

## Current Economy

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The Eaglecrest Golf Course has been in operation since 1971, providing opportunities for locals and tourists to contribute to the local economy. Though the Golf Course was not within the boundary of the Town of Qualicum Beach at that time, the incorporation of the Golf Course lands into the Town in 1991 shifted that economic asset to the Town of Qualicum Beach. The Clubhouse and associated Restaurant have provided additional commercial services as gathering and meeting space, and a Restaurant. Though the Restaurant and Clubhouse have been intermittently closed in recent years, it is the intent of the Town to support these uses into the future, strengthening the Eaglecrest Neighbourhood's status as an economic asset for the Town.

In addition, the residential use in the Neighbourhood allows for home-based businesses to be located in single-detached dwellings, empowering residents of the Neighbourhood to provide low-scale business services in a manner that fits within the existing economic framework.

### CONTEXT

#### The Future

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- Eaglecrest Golf Course is now owned by the Town, and as such the Town has more influence over the commercial uses on these lands
- The Golf Course, Restaurant, and Clubhouse will be operated through agreements with a private third-party provider, based on a competitive procurement process
- This operating model reduces direct operational demands on the Town while maintaining oversight and control of the commercial aspects of the property

### FUTURE PLANNING

#### Planning Priorities

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Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

- Recreation (s. 2.1)
- Clubhouse & Restaurant (s. 2.8)
- Home Occupation (s. 2.9)

#### Future Action

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None proposed at this time.

## OCP Goal 7 within the Neighbourhood

### 1.7 Healthy Landscapes



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

#### **The Preliminary Plan’s Role in Supporting the OCP Goal of Healthy Landscapes within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP’s Goal within the Eaglecrest Neighbourhood by:

- Protecting and preserving the natural environment along the shoreline
- Protecting nature space in the zones as indicated in the following map (Nature Space Protection Areas)
- Supporting ecosystem function in remnant forested areas while also managing fire risk

*“With an Indigenous-informed approach, preserving natural areas and forested spaces for informal recreation is also important. Trails that allow people to experience nature close to home while protecting sensitive habitats would support both community wellbeing and environmental stewardship.”*

*– Eaglecrest Neighbourhood Resident*

#### **NEIGHBOURHOOD VISION**

The Eaglecrest Neighbourhood continues to be known for its scenic views of the waterfront, thoughtfully maintained landscaping and natural areas, and by the refined character of the built environment.

## Current Landscapes

The Eaglecrest Neighbourhood offers a unique blend of dedicated space for both nature and people, contributing to a unique and picturesque neighbourhood character. This requires a balance between residential life and the protection of environmental features, including mitigation of hazardous conditions such as steep slopes. Achieving this balance requires coordinated regulation and planning that address environmental protection, public safety, and the Neighbourhood’s livability.

## Nature Space Protection Areas



Figure 11: Nature Space Protection Areas

### CONTEXT

#### The Future

- Resident engagement has highlighted a sense of identity connected to the form and character of buildings and high quality landscaping in the Eaglecrest Neighbourhood
- The steep slope in the northern part of the Neighbourhood requires careful consideration of water management and development approvals
- Forested areas including decommissioned Eaglecrest Golf Course lands present an opportunity for tree planting, wildlife corridors and nature preservation
- The waterfront area introduces additional planning considerations and protections. These lands perform important ecological functions and support sensitive coastal and foreshore ecosystems, while also serving as valued spaces for recreation and public enjoyment. This requires careful regulation and planning to protect ecosystem health while managing risk and accommodating appropriate human use

### FUTURE PLANNING

#### Planning Priorities

Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

- Environmental Protection (s. 2.10)

#### Future Action

Future Parks Planning should consider how natural areas and ecosystems for remnant forest lands can be protected, and consider the merits of reforestation in other lands within the Eaglecrest Neighbourhood.

## OCP Goal 8 within the Neighbourhood

### 1.8 Green Buildings



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

#### **The Preliminary Plan’s Role in Supporting the OCP Goal of Green Buildings within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP’s Goal within the Eaglecrest Neighbourhood by encouraging green building practices for new development in the Eaglecrest Neighbourhood.

*“Buildings [should be] oriented to optimize solar gain in winter (windows facing within 30° of south) and utilize shading devices like awnings to prevent summer overheating.*

*– Eaglecrest Neighbourhood Resident*

#### **NEIGHBOURHOOD VISION**

Buildings in the Eaglecrest Neighbourhood contribute to the Town’s commitment to sustainability through the implementation of green building principles for new buildings, and the encouragement of retrofit green building features where appropriate.

## Current Buildings

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Buildings in the Eaglecrest Neighbourhood are predominantly single-detached dwellings constructed since the early 1970's. Standards for energy efficiency have improved significantly since those early buildings were constructed, with new buildings required through the BC Building Code to be more energy efficient. Examples include requirements for building envelope insulation, energy efficient equipment compliance, and HVAC and water heating efficiency requirements.

### CONTEXT

#### The Future

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- New buildings will be more energy efficient than older buildings due to increased energy efficiency standards established through the BC Building Code
- There is also potential to improve the energy and water efficiency of existing buildings over time through voluntary upgrades, such as improved insulation, installation of heat pumps, solar panels, and rainwater capture systems

### FUTURE PLANNING

#### Planning Priorities

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Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

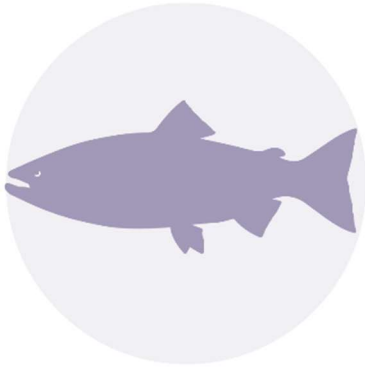
- Environmental Protection (s. 2.10)

#### Future Action

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None proposed at this time.

## 1.9 Sense of Place



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

### **The Preliminary Plan’s Role in Supporting the OCP Goal of Sense of Place within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP’s Goal within the Eaglecrest Neighbourhood by maintaining its identity as a calm residential neighbourhood which champions:

- Natural features such as open greenspace, forest, and beachfront
- Safe connectivity between these key features including safe formal and informal walking paths
- A cohesive neighbourhood building style and rhythm

*“Thoughtful planning that balances conservation, recreation, and connectivity will help maintain the Neighbourhood’s natural character while supporting healthy outdoor activity for the community.*

*– Eaglecrest Neighbourhood Resident*

### **NEIGHBOURHOOD VISION**

The Eaglecrest Neighbourhood continues to be a place that celebrates the sense of community, neighbourhood character, parks and greenspace, and outdoor recreation.

## Current Sense of Place

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Neighbourhood engagement for the Eaglecrest Neighbourhood Planning process identified clear priorities related to the community's sense of place. Residents emphasized the importance of the form and character of buildings, access to parks and greenspace, walking loops and outdoor recreation.

### CONTEXT

#### The Future

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- Future development should be sensitive to the existing form and character of residences
- Future development should contribute to future planning for parks and walking loops
- Outdoor recreation should continue to be a priority for land use planning

### FUTURE PLANNING

#### Planning Priorities

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Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

- Parks & Greenspace (s. 2.1)
- Recreation (s. 2.2)
- Form & Character (s. 2.3)

#### Future Action

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Future Parks Planning should consider the impacts to community character and identity, striving for the provision of parkland throughout the Neighbourhood.

Future plans should include a formalized network of walking and cycling routes with a range of length and difficulty.

Future development planning for Town-owned parcels should include community engagement and consider the impacts of future development on the existing sense of place in the Eaglecrest Neighbourhood.

## OCP Goal 10 within the Neighbourhood

### 1.10 Diversity of Housing



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

#### **The Preliminary Plan's Role in Supporting the OCP Goal of Diversity of Housing within the Eaglecrest Neighbourhood**

The Preliminary Plan supports the OCP's Goal within the Eaglecrest Neighbourhood by providing a range of housing forms and tenures to support residents in all phases of life, from childhood to retirement, including opportunities for residents wishing to downsize within the Neighbourhood.

*"I am among many community members who appreciate living in Eaglecrest & would welcome an opportunity to downsize/ transition to apartment/ condo living within the community, in the coming years.*

*– Eaglecrest Neighbourhood Resident*

#### **NEIGHBOURHOOD VISION**

Eaglecrest supports a diversity of predominantly low-scale housing forms that respond to changing household needs and allow residents to age in place within the Neighbourhood.

## Current Housing

Existing housing in the community is predominantly single-detached dwellings, with very few options for smaller unit sizes or more affordable units. Community engagement has demonstrated that there is a desire in the Neighbourhood for more diverse housing options, particularly those which would allow for seniors to downsize without having to leave the Neighbourhood.

### CONTEXT

#### The Future

- Incremental increases in residential density will occur gradually as residential dwellings reach their end of life and are replaced with multiple units per parcel, such as through the development of duplexes or houseplexes
- Widespread redevelopment will likely not occur in the near future due to the cost of homes, the relatively young age of most homes, and a predicted building lifespan of up to 100 years
- Zoning and OCP Land Use designations for alternative forms of housing (multi-family and institutional-residential designations) may allow for diverse housing options to be integrated in the Neighbourhood in key areas
- Diverse options could include patio homes, townhomes, low-rise apartments, and/or a seniors care facility

### FUTURE PLANNING

#### Planning Priorities

Further detail on the Planning Priorities for this OCP Goal within the Eaglecrest Neighbourhood is found in the following Section(s):

- Housing (s. 2.4)

#### Future Action

Planning for potential development of Town-owned land currently zoned for residential use is anticipated to take place in two Phases.

**Phase One** is currently underway and includes planning for the development of Parcel 2 (Figure 12), described in more detail in Section 2.4.

**Phase Two** will include planning for the development of Parcel 3, (Figure 12) to be completed at a future date to be determined by Council.

The results of the current *Ways to Achieve Attainable Market Housing Report (WAAMH)* will also provide valuable insight into the most appropriate housing types for new development in the Neighbourhood.

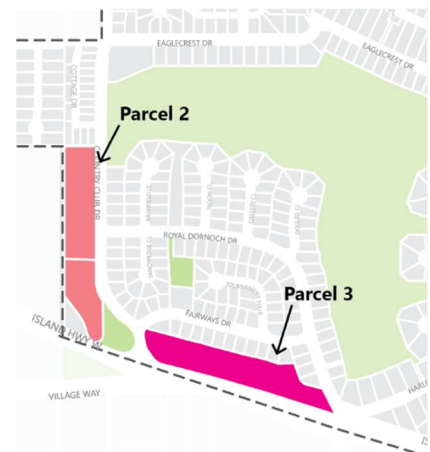


Figure 12: Parcel 2 & Parcel 3 Map

## 2. Planning Priorities

**Actions for implementing the Preliminary Eaglecrest Neighbourhood Plan have been organized into distinct Planning Priorities. Each Planning Priority includes actions that can be taken to move towards the ten Neighbourhood Vision statements addressing the OCP Goals and their reflection in the Eaglecrest Neighbourhood.**

The Planning Priorities include:

1. Parks and Greenspace
2. Recreation
3. Form and Character
4. Housing
5. Roads
6. Growing Food
7. Water, Sewer, & Drainage
8. Clubhouse & Restaurant
9. Home Occupation
10. Environmental Protection

Each of these Priorities includes recommended actions for the Eaglecrest Neighbourhood.

## Planning Priority

# 2.1 Parks and Greenspace

**Walking and informal outdoor recreation is a key pastime and point of pride for residents in the Eaglecrest Neighbourhood.**

The Eaglecrest Neighbourhood incorporates generous greenspace for walking, cycling, or scootering, with a mix of forested and open areas, some with scenic views. These areas are long-term assets highly regarded by residents.

## Actions

### Action 1: Protect Parks and Greenspace

- Retain the large park areas (former fairways) on the east side of the Neighbourhood
- Review the remnant forested strips of Crown land (owned by the Province) between cul de sacs on the east side of the Neighbourhood for long-term benefit
- Secure strategically-placed pocket parks in the west side of the Neighbourhood to promote active recreation for residents

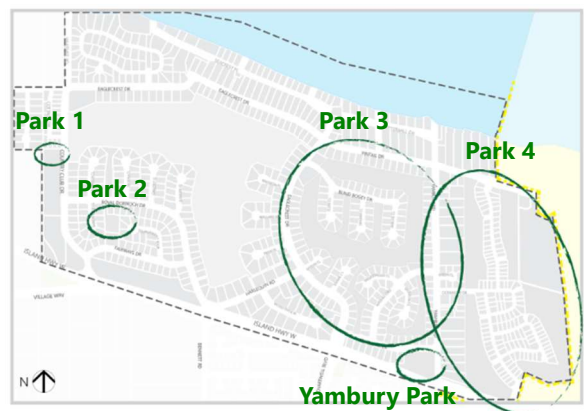


Figure 13: Eaglecrest Parks and Greenspace

### Park 1 (proposed)

Park 1 (Figure 14) is a newly planned park located to the south of the east-west homes along Cottage Drive. This park is one of three newly introduced greenspaces on the western side of the Neighbourhood. Plans for this park will begin as a component of broader parks planning in the future.



Figure 14: Park 1 Location

### Park 2 (proposed)

Park 2 (Figure 15) is a newly planned park located between Royal Dornoch Drive and Fairways Drive. Plans for this park will be considered in the future with Neighbourhood input.



Figure 15: Park 2 Location

### Yambury Park

Yambury Park (Figure 16) is located within southcentral Eaglecrest, along Highway 19A. This park space has been used for many years due to its forested walking paths, particularly by dog-walkers.

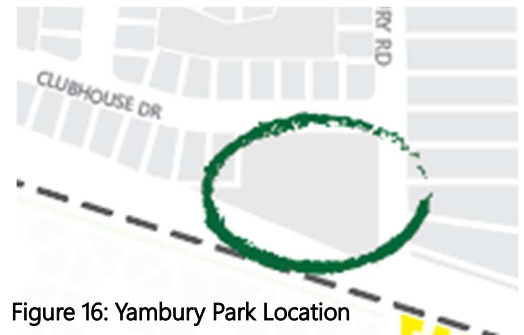


Figure 16: Yambury Park Location

### Park 3 (proposed)

Park 3 (Figure 17) includes the greenspace which was previously used as a part of the Golf Course. This space has been used for years as a space for informal walking and recreation. Plans for this park will begin as a component of broader parks planning in the future.



Figure 17: Park 3 Location

### Park 4

Park 4 (Figure 18) includes the greenspace which was previously used as a part of the Golf Course. This space has been used for years as a space for informal walking and recreation.



Figure 18: Park 4 Location

## Action 2: Enhance Public Parks and Greenspace

Enhancing parks will provide improved opportunities for planned and unplanned social gatherings



Enhancement could mean work such as:

- Planning new amenities such as garbage cans or washrooms
- Improving accessibility at access points
- Improving maintenance standards
- Adding plantings or landscaping
- Installing playgrounds (where warranted by need and resident request during community engagement)

It is important to note that detailed parks planning requires a deeper analysis of the needs in the community and environmental assessments than has been completed to date.



As such, a detailed parks planning process will commence at a future date to consider issues including (but not limited to):

- Park Naming
- New or different amenities
- The need (or not) for a playground
- The need (or desire) for outdoor exercise equipment
- The visual aesthetic of any amenities
- Connectivity between parks and greenspaces
- Access to parks and greenspaces
- The level of formality of parks (a spectrum of fully landscaped to wild space)
- Intersecting wildlife corridors



Additional parks planning processes are anticipated take place in 2027 or later, based on future Council decision-making.

## Action 3: Preserve Open Space for Future Uses

It is important to protect both the Park land and lands used for the operation of the Eaglecrest Golf Course for recreation uses.



## Planning Priority

# 2.2 Recreation

Recreation is an important part of community identity in the Eaglecrest Neighbourhood, both in terms of formal (i.e. golf) and informal recreation (walking, on-leash dog-walking, etc).

## Actions

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### Action 1: Provide Amenities to Improve Walking Routes

Providing amenities for those utilizing walking routes and paths can help to encourage outdoor recreation.



- Actions can be taken to lessen the burden of walking in areas with significant grade changes. Frequent routes should include amenities such as rest benches or flat areas to pause, ideally in areas with scenic views
- These areas are preferably coupled with trees or other means of shade to support resting opportunities midway up steeper slopes
- Other amenities can also be provided to improve the walking experience, such as garbage receptacles and dog waste bags in appropriate areas

## Action 2: Formalize Walking Routes

Developing a formal walking route map helps to clarify which routes require improvements in specific places for enhanced useability, safety, and enjoyment.



- The *Eaglecrest Neighbourhood Walking Route Map* (Figure 19) is a preliminary map of routes shown by the community to be popular for everyday use
- Flexibility, connectivity, and accessibility are core priorities for walking route improvements
- Any maps will require verification from the community to further determine how smaller loops within the routes are interconnected, and to determine precise locations for necessary interventions and/or amenities to make parts of these routes safer, more accessible, or more enjoyable
- Further work on this Map will include notes on the distances of various loops, as well as difficulty or grade
- A pragmatic approach suggests a combination of formal and informal opportunities including paved trails, unpaved trails, and shared streets that are well-connected and provide flexibility and variety for users
- Improving accessibility for formal walking paths could include curb-cuts for sidewalks, flat surfaces for those accessing paths with wheelchairs or mobility devices
- Interventions should consider areas that are usable for residents with mobility devices

### **Action 3: Implement Traffic Calming**

**Traffic calming throughout the Neighbourhood in specific areas may help those utilizing walking routes to be and feel safer.**



- Though community engagement has largely noted that drivers and walkers share the road very respectfully, it is important to continually monitor whether traffic calming measures are needed to ensure a safe road sharing experience, particularly in higher traffic areas
- Further information is found in s. 1.4 Roads

### **Action 4: Retain and Improve Beach Accesses**

**Access to the beach is an important part of outdoor recreation for residents and visitors of Eaglecrest Neighbourhood.**



- In addition to walking routes, access to the beach is a key priority in improving community health through recreation
- Health benefits of beach access include social and physical benefits of accessing nature and providing opportunities for informal community gathering

### **Action 5: Improve Safety and Convenience of Highway 19A Crossing**

**Crossing the Highway is a well-discussed safety issue that needs addressing.**



- There is a need for further intervention to improve the safety and convenience of this movement, particularly at the intersection of Village Way, Highway 19A, and Country Club Drive
- Studies are currently underway to explore the possibility of a traffic solution that considers cost, pedestrian experience and aesthetics
- Further discussion and Council direction will determine the appropriate traffic solution for the area

## Action 6: Retain Golf Course Land Use

Eaglecrest Golf Course is a core piece of the Eaglecrest Neighbourhood's identity.



- The Neighbourhood's identity is intertwined with the history of the Golf Course, pointing to the importance of protecting and enhancing that use in the future

### Eaglecrest Golf Course Lands Map

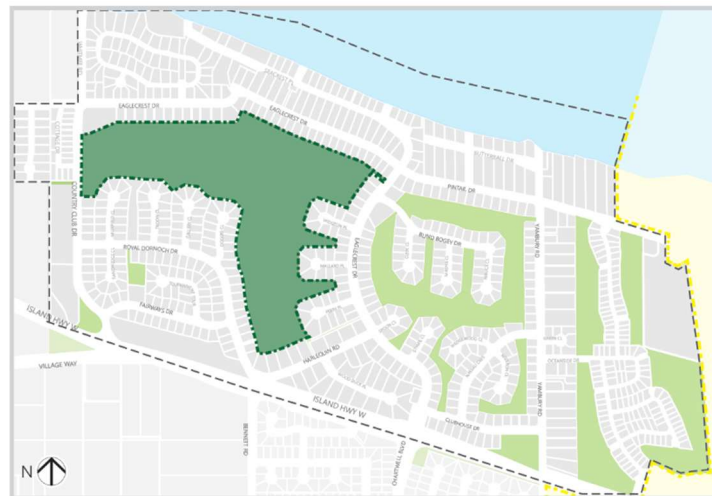


Figure 20: Eaglecrest Golf Course Lands Map

## Action 7: Ensure High-Quality Golf Course Operations

The operation of the Eaglecrest Golf Course goes beyond simply permitting golf course use on the lands. As the owner of the Eaglecrest Golf Course, the Town is responsible for securing an operator for the Course and associated uses. This includes, but is not limited to:



- Securing an operator to run the Golf Course, Restaurant and Clubhouse in a manner that is appropriate for the Neighbourhood
- Ensuring the Course and associated uses are maintained to a standard that is attractive to tourists and locals
- Providing amenities which strengthen the attraction of the Course to tourists
- Completing reconfiguration of the Eaglecrest Golf Course to a Par 35, nine-hole course

## Planning Priority

# 2.3 Housing

**Diverse housing options contribute to overall community health. This is particularly important for supporting Priority Housing Groups as listed in the 2025 Official Community Plan. These groups are young adults and families, workers, older seniors, and persons with a disability.**

Providing housing opportunities for these groups will require diverse housing options across the housing type, size, and affordability spectrum.

As the community continues to age, the needs of their housing and care change. The Neighbourhood does not currently support a balance of residential opportunities for later phases of life. The demands of many of these properties become burdensome later into retirement as many seniors begin to desire smaller units with lower maintenance and yard work obligations. Many seniors within the Neighbourhood have noted a desire to be able to downsize without leaving the Neighbourhood.

## Actions

### Action 1: Enact Permissive Zoning (complete)

**Permissive zoning which allows for multi-family housing or care facilities allow for flexibility where more diverse housing options can be proposed to Council for Development Permits.**

- As a result of Provincial Regulation in 2023 (Bill 44), all residential zoning throughout the Neighbourhood permits up to four dwellings per parcel
- The existing R21 zoning (Figure 21), on the three parcels shown in Figure 1, permits multi-family residential and/or more flexible options for low-scale options patio home strata, townhome, or townhomes

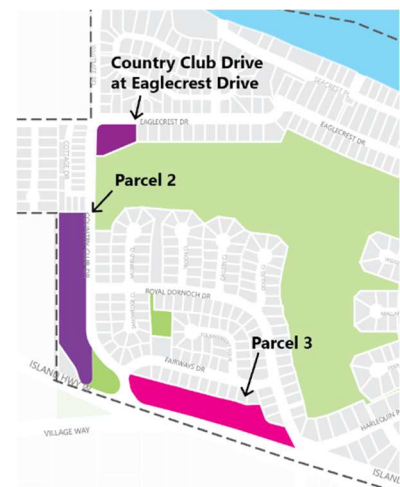


Figure 21: R21 zoned areas

- The IR1 zoning for the south portion of Parcel 2 (Figure 22) which permits multi-family development or the development of a care facility, subject to a Development Permit being issued by future Council decision making
- Parcel 3 (shown in Figure 21) may lend itself to units that are more affordable or for worker housing due to its proximity to Island Highway 19A and transit service, subject to future parcel planning including community engagement and future Council decision-making



Figure 22: IR1 Zone area

## Action 2: Allow for Incremental Changes to Housing

**Multi-family zoning and land use designations on specific parcels unlocks new opportunities for housing diversity in the Neighbourhood.**



- There is limited redevelopment expected in the near future in existing blocks as most homes are in the first half of their expected life
- Additional opportunity for diverse housing types will mostly be accomplished by new development on currently vacant lands, particularly those zoned for multi-family or institutional/residential use

## Action 3: Provide Development Parameters for Parcel 2

**The development of Parcel 2 (Figure 23) must address concerns about issues such as form and character and increased traffic. These concerns can be mitigated to some extent through adherence to a set of development conditions in place at the time of sale.**



- At the time of writing this Report, Parcel 2 Development Parameters are being finalized and require Council review. However, specific site planning and conditions for development will be included in the final version of this Plan
- At a glance, development conditions will include:
  - ✓ The requirement for taller building massing to be focused to the western and southern parts of the property, as shown in Figure 22 above, to create a transition between new development and existing small-scale neighbourhood uses
  - ✓ Greenspace to be provided to create open space and places for community gathering
  - ✓ Greenspace and seating areas to be provided to create a buffer at the edges of the development to provide transitions and screening from adjacent uses, particularly along Country Club Drive
  - ✓ Building style to be complementary to the surrounding Neighbourhood to contribute to a cohesive community character



Planning Priority

## 2.4 Form & Character

**The Eaglecrest Neighbourhood currently identifies with attractive, small-scale building styles, generally one to two stories in height, often with a traditional or Westcoast style with natural materials and thoughtful landscaping.**

Natural materials are generally preferred, with one of the most important elements of the Neighbourhood's character being the complementary character of the existing homes in general, rather than a random mix of building styles that are not well suited to each other.

### Actions

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#### **Action 1: Maintain Form and Character Guidelines**

**Form and Character Guidelines help to protect the form and character of neighbourhoods for new developments that are more intensive than a single-family home (with or without an ancillary dwelling unit).**

- Continue to implement the Form and Character Development Permit Area Design Guidelines located in *Zoning Bylaw No. 900* which outlines distinct guidelines for small-scale residential development and medium-density residential development as outlined in the *2025 Official Community Plan*

## Action 2: Provide Development Parameters for Parcel 2

The development of Parcel 2 (west of Country Club Drive, as shown in Figure 23) should address concerns about issues such as form and character. These concerns can be mitigated to some extent through adherence to development conditions in place at the time of land sale.



Figure 23: Parcel 2

- At the time of writing of this Report, these development conditions are being finalized.  
However, specific site planning and conditions for development will be included in the final version of this Plan
- At a glance, development conditions will include:
  - ✓ The requirement for building massing to be focused to the western side of the property to create a transition between small-scale and institutional uses
  - ✓ Adequate greenspace to be provided throughout the development to create open space
  - ✓ Adequate greenspace to provide a buffer at the edges of the development to provide transitions and screening from adjacent uses, particularly along Country Club Drive
  - ✓ Building style to be complementary to the surrounding Neighbourhood to contribute to a cohesive community character

## Action 3: Provide Development Parameters for Parcel 3

Further planning will be required prior to the development of Parcel 3, as shown in Figure 24, similar to the approach that is underway for Parcel 2



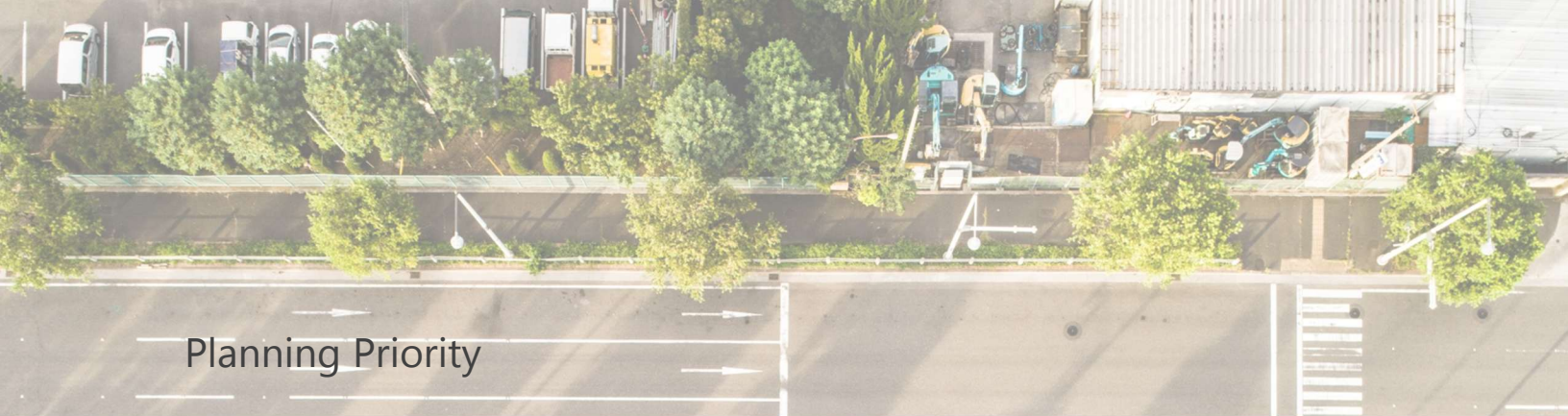
Figure 24: Parcel 3

- Parcel 3 may lend itself to units that are more affordable or for worker housing due to its proximity to Island Highway 19A and public transit. This decision is subject to future parcel planning including community engagement
- This engagement and planning process will be determined at a future date, subject to future Council decision-making

## Action 4: Protect Key View Corridors

View corridors are areas in which special protections are put in place to ensure that significant views are retained despite any future development or tree growth.

- Town Policy No 4002-4 (Pruning Trimming and Removal of Trees on Town Controlled Lands) currently recognizes the view corridors at the North end of Whitmee Road and Yambury Road. Trees in these corridors will periodically be maintained to preserve the view, either by the Town or private parties with Town authorization. See Town Policy 4002-4 for more information
- Other view corridors are also important to the Neighbourhood, such as the view looking north on Country Club Drive



Planning Priority

## 2.4 Roads

**Vehicular transportation in the Eaglecrest Neighbourhood involves two distinct movement patterns: travel within the Neighbourhood and access to and from the area via Highway 19A. These movements are guided by different expectations and values. Local neighbourhood streets are shared spaces where pedestrian activity is prominent and where community expectations emphasize low vehicle speeds, safety, and comfort for people walking and cycling. In contrast, Highway 19A functions primarily as an arterial route, serving broader regional travel needs rather than local circulation. Crossing Highway 19A is relevant to all user groups.**

As per Section 1.2: Low-impact Transportation, people should be able to comfortably access the Neighbourhood, and move within it via local roads and sidewalks. Traffic patterns may change over time, necessitating changes to roads and sidewalks.

### Actions

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#### Action 1: Implement Traffic Calming

To protect pedestrians and minimize traffic risk, traffic calming is most important in areas that are prone to higher traffic speeds.

- To support pedestrian safety, all vehicles, including resident, service, and construction vehicles, must drive at low speeds and with awareness of pedestrian activity
- While current speeds and road sharing measures between cars and pedestrians are tolerable in most areas, changes to unit numbers or traffic patterns will require further study to determine if interventions are required
- Additional interventions will be determined as a part of improving walking routes, as described in Section 2.2



## **Action 2: Improve Key Highway Intersections**

**The Town is currently investigating the best options for improving traffic along and across Highway 19A in the Eaglecrest Neighbourhood area.**

- Safer access to Highway 19A will be subject to further traffic and transportation studies currently underway
- Studies will determine appropriate interventions for improving access to the Neighbourhood on foot and by car across Highway 19A
- The highest priority intersection is at Country Club Drive, Village Way, and Highway 19A

## **Action 3: Maintain Roads**

**Ongoing road maintenance is a critical part of keeping local roads safe for drivers and pedestrians.**

- Follow the road maintenance and operations as per infrastructure planning for road works
- Explore opportunities to provide multiple community benefits whenever infrastructure work is considered
- Adjust infrastructure planning as necessary based on any future changes to traffic circulation in the community
- Align with Section 2 of this Plan (Low-impact Transportation)



Planning Priority  
**2.6 Growing Food**

**Growing food is an effective way to support sustainable food systems in the Neighbourhood.**

**Actions**

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**Action 1: Encourage Private Food Gardens**

**Many residents enjoy gardening on their own private property.**

- Encourage residents to grow food on their private property
- This could be in the form of fruit and vegetable gardens, or the planting of fruit/and or nut trees
- Regulations such as the Zoning Bylaw should ensure it is not prohibitive for those wishing to grow food on their property

**Action 2: Consider a Community Garden**

**Many residents have noted a desire to see opportunities for community gardening in the Eaglecrest Neighbourhood.**



- Encourage residents to create and maintain community gardens or orchards
- This process could take place on private land between residences, or by the wider community on public lands approved by the Town for community gardening
- The Town should ensure that where interest is shown in community gardening, that regulations are not prohibitive of this use

## 2.7 Water, Sewer, and Drainage

**Safe access to water and connection to municipal wastewater service is a basic need for residents in the Eaglecrest Neighbourhood, and appropriate stormwater and drainage infrastructure is crucial in preventing flooding and erosion.**

### Actions

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#### Action 1: Ensure Capacity for Municipal Water and Sewer Connections

**Access to safe water and wastewater services are critical for all residents.**

- Connection to Town water services must continue to follow all Town regulations as per *Waterworks Rate and Regulation Bylaw No. 753, 2020*
- The Town should ensure that there is enough capacity for current and future water needs.
- The Town should ensure that the downstream French Creek Pollution Control Centre has enough capacity for future sewer processing
- Connection to municipal sanitary sewer services must continue to be required for new development, as per *Sewer Connection and Regulation Bylaw No. 732, 2019*

#### Action 2: Manage Stormwater for Resilience and Sustainability

**Effective management of stormwater is crucial for the Eaglecrest Neighborhood to mitigate the impacts of stormwater, such as damage to property, the environment, and slope integrity.**



- Ensure that infrastructure is aligned with the *Stormwater Drainage Master Plan* (under development)
- Design Golf Course lands and parkland within the Eaglecrest Neighbourhood to support water retention and infiltration, including the use of strategically located stormwater retention ponds, swales, slopes, and ditches that effectively manage and distribute runoff for infiltration



Planning Priority

## 2.8 Clubhouse & Restaurant

The original Clubhouse, originally built as a barn, has long served as a hub for community gathering. This role is expected to continue and expand with the amenity now being owned by the Town.

### Actions


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#### Action 1: Enhance the Clubhouse and Restaurant

The Clubhouse and associated Restaurant are key gathering places in the community, contributing to community health and economic prosperity in the Eaglecrest Neighbourhood.



- The Clubhouse is currently under renovation and will be open again to the public in the near future, providing a more formal gathering place (banquet hall) and informal gathering space (restaurant and bar)
- These spaces strengthen the commercial viability of the Course and provide value to the Neighbourhood's social fabric
- This includes commercial opportunities in the form of special event rentals for weddings, meetings, or other gatherings



Planning Priority

## 2.9 Home Occupation

**Home occupations are businesses in which a professional practice, occupation or craft can be conducted in a person's home as a secondary use.**

These uses require a business license and provide opportunities for residents to work out of their home for a variety of uses. Some businesses often seen utilizing home-occupation licensing are consulting services, daycares, and bed & breakfast uses.

### Actions

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#### Action 1: Permit Home-based Businesses

**While commercial uses are not planned for the Eaglecrest Neighbourhood outside of the Eaglecrest Golf Course and a potential seniors' care facility, residential properties can contribute to the local economy through home-based businesses.**

- Continue to offer home occupation licensing and permissive zoning regulations
- Continue to offer bed & breakfast licensing and permissive zoning regulations





Planning Priority

## 2.10 Environmental Protection

Protection of wildlife and the natural environment is important to the Eaglecrest Neighbourhood. As many residents and visitors spend ample time outdoors in the Neighbourhood, there is a particular interest in protecting wildlife and wildlife corridors, as well as natural spaces and forested areas.

### Actions

#### Action 1: Maintain and Enhance Marine Shoreline Protection

Marine shorelines are currently protected through Section 1: Ecological Greenway Development Permit Area Guidelines located in *Zoning Bylaw No. 900 Part 5*. These Guidelines, in part, aim to protect the natural environment, its ecosystems and biological diversity along marine shorelines including those along the north border of the Eaglecrest Neighbourhood

- Continue to implement the Ecological Greenway Development Permit Area Guidelines, particularly for Marine Shorelines, located in *Zoning Bylaw No. 900*

*Excerpt from Official Community Plan 2025 Bylaw No. 918 Schedule 2.4*

*Ecological Development Permit Areas*

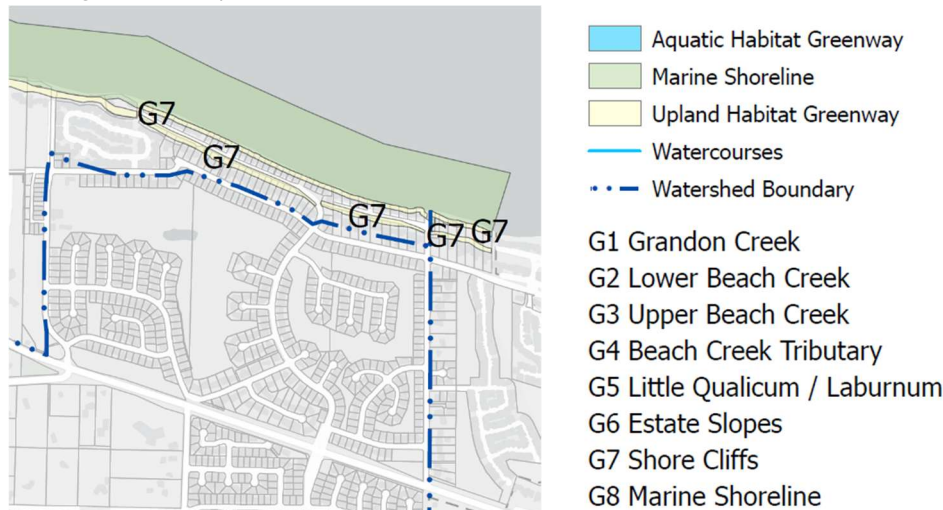


Figure 25: Ecological Development Permit Areas

## Action 2: Mitigate Risk on Steep Slopes

Steep slopes are currently managed through Section 2: Hazardous Lands Development Permit Area Guidelines located in *Zoning Bylaw No. 900 Part 5*. These Guidelines aim to protect development from hazardous conditions. Although slope failures are natural in areas with over-steepened banks, risk can be mitigated through effective rainwater management and engineered slope stabilization measures

- Continue to implement the Hazardous Lands Development Permit Area Guidelines located in *Zoning Bylaw No. 900*
- Encourage private property owners to intercept and direct rainwater away from steep slopes

*Excerpt from Official Community Plan 2025 Bylaw No. 918 Schedule 2.5  
Hazardous Lands Development Permit Areas*

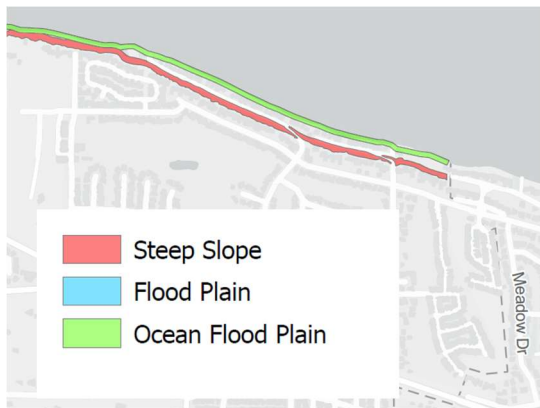


Figure 26: Hazardous Lands Development Permit Areas

### Action 3: Engage the Public and Undertake Parks Planning

Much of the Eaglecrest Neighbourhood's identity is rooted in the preservation of greenspace and open space. Along with the purchase of Eaglecrest Golf Course, the Town also acquired approximately 40 acres of land that was previously part of the Golf Course and is now parkland protected by covenant. Future consultation and planning will help determine how these parklands are used and maintained, and how the Town balances recreational spaces with natural areas intended to support native ecosystems.



- Parks planning is scheduled for a future date, and will include community engagement and research to determine which layout/design and level of formality are most appropriate for the various parklands situated within the Eaglecrest Neighbourhood
- This process should include background studies to determine how wild space ecosystems for remnant forest lands can be protected, and consider the merits of reforestation in other lands within the Eaglecrest Neighbourhood

### 3. Completing the Future Finalized *Eaglecrest Neighbourhood Plan*

The *Preliminary Eaglecrest Neighbourhood Plan* dated May 2026 precedes the future finalized *Eaglecrest Neighbourhood Plan*. More work is needed to complete the final version. This work includes the finalization of technical studies, topic-specific community engagement, and other initiatives that will help to bolster the future vision of the Neighbourhood. Future work that is needed in order to complete the finalized *Eaglecrest Neighbourhood Plan* includes:

- Approved development proposal(s) for Parcel 2 as described in Section 2.3 of this Preliminary Plan
- Completed *Traffic Study*, currently underway
- *Drainage Master Plan*, currently underway
- *Future Parks Planning* work as described in Section 2.1 of this Preliminary Plan
- Any other work that comes to the attention of staff as requiring completion during the drafting of the future finalized *Eaglecrest Neighbourhood Plan*

## 4. Implementation

Implementation of the *Eaglecrest Neighbourhood Plan* will occur in the following steps, subject to changes made to the Preliminary Plan during its finalization:

### 4.1 Parks & Greenspace

Actions are described in Section 2.1 of this Preliminary Plan and include:

- Protecting Parks and Greenspace
- Enhancing Public Parks and Greenspace
- Preserving Open Space for Future Uses

### 4.2 Recreation

Actions are described in Section 2.2 of this Preliminary Plan and include:

- Providing Amenities to Improve Walking Routes
- Formalizing Walking Routes
- Implementing Traffic Calming
- Retaining and Improving Beach Accesses
- Improving Safety and Convenience of Highway 19A Crossing
- Retaining Golf Course Land Use
- Ensuring High-Quality Golf Course Operations

### 4.3 Housing

Actions are described in Section 2.3 of this Preliminary Plan and include:

- Enacting Permissive Zoning
- Allowing for Incremental Changes to Housing
- Providing Development Parameters for Parcel 2 (Figure 23)
- Providing Development Parameters for Parcel 3 (Figure 24)
- Protecting Key View Corridors

### 4.4 Form & Character

Actions are described in Section 2.4 of this Preliminary Plan and include:

- Maintaining Form and Character Guidelines
- Providing Development Parameters for Parcel 2 (Figure 23)
- Protecting specific view corridors

### 4.5 Roads

Actions are described in Section 2.5 of this Preliminary Plan and include:

- Implementing Traffic calming
- Improving Key Highway Intersections
- Maintaining Roads

## 4.6 Growing Food

Actions are described in Section 2.6 of this Preliminary Plan and include:

- Supporting the growing of food on private property and support for community gardens.
- Encouraging private food gardens
- Considering a community garden

## 4.7 Water, Sewer, and Drainage

Actions are described in Section 2.7 of this Preliminary Plan and include:

- Adhering to Town policies for municipal water and sewer connections
- Adhering to Town policies for stormwater management
- Ensuring Capacity for Municipal Water and Sewer Connections
- Managing Stormwater for Resilience and Sustainability

## 4.8 Clubhouse & Restaurant

Actions are described in Section 2.8 of this Preliminary Plan and include:

- Supporting the Clubhouse & Restaurant uses associated with the Eaglecrest Golf Course.
- Enhancing the Clubhouse and Restaurant

## 4.9 Home Occupation

Actions are described in Section 2.9 of this Preliminary Plan and include:

- Supporting home occupations for residents of the Eaglecrest Neighbourhood including those for Bed & Breakfast businesses.
- Supporting home occupations for residents of the Eaglecrest Neighbourhood including those for Bed & Breakfast
- Permitting Home-based Businesses

## 4.10 Environmental Protection

Actions are described in Section 2.10 of this Preliminary Plan and include:

- Maintaining and Enhance Marine Shoreline Protection
- Mitigating Risk on Steep Slopes
- Engaging the Public and Undertake Parks Planning



# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 6520-EGC2026

**TO:** Luke Sales, Director of Planning and Community Development

**FOR:** Regular Council Meeting

**DATE:** May 13, 2026

**FROM:** Bailey Walsh, Planner

**SUBJECT:** Authorization to Issue RFP – Country Club Drive West (Parcel 2)

### GOVERNANCE DECISION

Council is requested to authorize staff to issue a Request for Proposals (RFP) for the development of land located west of Country Club Drive (Parcel 2) within the Eaglecrest Neighbourhood, generally in accordance with the parcel-specific development parameters and design guidelines attached to this Report.

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### RECOMMENDATION

**THAT** Council authorizes staff to issue a Request for Proposals (RFP) for the development of land located west of Country Club Drive (Parcel 2) within the Eaglecrest Neighbourhood, as attached to the May 13, 2026, Planning Report to Council.

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### PURPOSE

The purpose of this Report is to seek Council authorization for staff to issue a Request for Proposals (RFP) for the development of land located west of Country Club Drive (Parcel 2) within the Eaglecrest Neighbourhood.

This Report builds on the *Preliminary Eaglecrest Neighbourhood Plan* (Preliminary Plan), which is described in the May 13, 2026, Report to Council titled “Draft Preliminary Eaglecrest Neighbourhood Plan”. While the Preliminary Plan establishes the broader vision and priorities for the Eaglecrest Neighbourhood as a whole (including guidance for future development, infrastructure, transportation, and neighbourhood character), this Report advances the next level of implementation by inviting proposals on a specific parcel.

### BACKGROUND

Prior to the finalization of the Town’s purchase of the Eaglecrest Golf Course (EGC) lands in 2025, community engagement was conducted by Town staff, involving small group discussions with nine community groups including Eaglecrest residents. Additionally, the Town conducted

an online survey, receiving nearly 900 responses. The Town also facilitated community open houses on September 29, 2025, in partnership with consultant MODUS and their team of market economics experts, with over 500 residents attending the event across two sessions.

Following this community engagement, Council adopted “Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018, Amendment (Eaglecrest) Bylaw No. 800.08, 2025” and “Town of Qualicum Beach Zoning Bylaw No. 900, 2024 (Eaglecrest) Bylaw No. 900.06, 2025”, on October 22, 2025, securing land use and zoning provisions for the Neighbourhood ahead of the final purchase. In addition to these development provisions, Development Permit Area Guidelines for portions of the EGC lands were adopted as a part of the “Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025” and “Town of Qualicum Beach Zoning Bylaw No. 900, 2018, Amendment (Development Permit Area Guidelines) Bylaw No. 900.08, 2025”, both adopted on December 10, 2025.

Planning efforts in 2026 have focused on developing the Preliminary Eaglecrest Neighbourhood Plan. This work builds on earlier policy direction and defines how the Eaglecrest Neighbourhood functions as a whole, including how people move through the area, how land uses relate to one another, and how future development contributes to a cohesive form and character. The Preliminary Eaglecrest Neighbourhood Plan establishes a shared framework to guide future decision-making, with the future finalized *Eaglecrest Neighbourhood Plan* to be completed once additional infrastructure analysis and technical studies are complete.

In parallel, parcel-specific planning has been undertaken for land located west of Country Club Drive, identified as Parcel 2. This parcel was designated in 2025 for higher residential density than surrounding parcels and represents an early opportunity to implement the Eaglecrest Neighbourhood vision. Parcel-specific planning focuses on translating neighbourhood-level direction into more detailed expectations for this site, including considerations related to pedestrian and vehicle circulation, interfaces with adjacent parcels, and built form and character.

Together, these processes have resulted in two key outcomes: the preparation of the *Preliminary Eaglecrest Neighbourhood Plan* (under separate report to Council) that establishes the overall context for future development, and the development of parcel-specific parameters intended to guide the sale and redevelopment of Parcel 2. These parcel-specific parameters form the basis of the RFP attached to this Report and represent an important step in implementing the broader Eaglecrest Neighbourhood vision.

## **DISCUSSION**

Authorization to issue an RFP for Parcel 2 is not a decision that finalizes the future development of the land. Rather, it is an invitation to the development community to respond to the Town's planning parameters with proposals that can be evaluated against community expectations and Council priorities.

Issuing an RFP does not obligate Council to accept any proposal, enter into a development agreement, or proceed with the sale of the land. Council retains full discretion to determine whether proposals received through the RFP process adequately reflect the vision, character, and integration objectives set out in the *Preliminary Eaglecrest Neighbourhood Plan* and the parcel-specific development parameters. Should Council determine that the proposals do not meet these expectations, Council may choose not to advance any proposal.

It should be noted that the zoning applicable to Parcel 2 is intentionally permissive with respect to use and built form. It allows for a broad range of potential development outcomes, including single-detached dwellings, small-scale multi-residential forms such as townhouses or patio homes, and, on the southern portion of the parcel, the potential for a senior’s care facility or multi-residential housing forms. This flexibility reflects earlier policy decisions and is intended to allow the market to respond creatively while remaining aligned with community objectives.

Within this flexible zoning framework, the parcel-specific development parameters provide more focused direction. These parameters are specific where certainty is important—such as access locations, relationships to surrounding parcels, and key aspects of circulation and site integration—while remaining general in other areas. This balance is intentional. The RFP is structured to allow proponents to interpret the site layout, building forms, and design guidelines in different ways, provided that the outcomes align with the overall vision for the Eaglecrest Neighbourhood and the objectives identified for Parcel 2.

This approach recognizes that different development teams may bring different expertise, preferred housing types and design responses to the site. By inviting multiple interpretations that meet the same underlying objectives, the Town can better assess how the established planning framework performs in practice and which proposals best achieve the desired balance of density, livability, neighbourhood compatibility, and financial benefit.

In this context, the RFP is best understood as a tool for engaging the market in accordance with the Town’s planning direction, rather than as a commitment to a predetermined development outcome. It enables Council to review tangible proposals grounded in the Eaglecrest Neighbourhood vision before making any decisions regarding disposition of the land or advancement of a specific development concept.

### Proposed Key Dates

<b>Date</b>	<b>Milestone</b>
May 2026	RFP Issued
July 8, 2026	Proposal Submission Deadline
July 2026	Council consideration of proposals [Closed Meeting]
September 2026	Possible Council authorization of a Purchase and Sale Agreement

## **2027 and Beyond**

Due to the planning and public engagement work proposed for 2026, further planning for some Eaglecrest Golf Course lands will extend into 2027 and beyond. Parcels which will require further planning and public engagement include the parcel on the corner of Eaglecrest Drive and Country Club Drive, as well as the parcel along Highway 19A (shown as “Group 3” on Attachment 1). These parcels require further consideration and public engagement prior to any proposed development.

## **Community Engagement**

Community engagement has been a central component of the *Preliminary Eaglecrest Neighbourhood Plan* planning process and has been intentionally front-loaded to inform both neighbourhood-scale planning and parcel-specific development considerations.

This engagement has focused on identifying values, expectations, and areas of sensitivity related to neighbourhood character, circulation, recreation, and land use. Input received through this process has directly informed the Preliminary Plan and the parcel-specific development parameters that are incorporated into the Request for Proposals (RFP). Community engagement is expected to continue on the Preliminary Eaglecrest Neighbourhood Plan, but not on the RFP or the submissions received.

Given the timelines associated with issuing the RFP and evaluating submissions, to achieve lot sales in 2026, it is not feasible to undertake additional community engagement after receiving development proposals. The RFP itself reflects extensive public input. If further public input is required, the RFP issuance would be delayed. Further implications of delaying the process are explained in the Financial Implications section of this Report.

Developers will submit proposals to the Town in response to the RFP, and Council will have the opportunity to review and consider those proposals in light of community priorities, neighbourhood compatibility, financial considerations, and overall alignment with the Eaglecrest Neighbourhood vision.

## **FINANCIAL IMPLICATIONS**

Given the flexibility of the applicable zoning and the range of development forms contemplated for the site, different development approaches may result in significantly different land values. While proposals may be fully compliant with the design intent and parcel-specific development parameters set out in the RFP, such compliance does not necessarily imply that all proposals will generate equivalent financial outcomes for the Town. Some proposals may place greater emphasis on lower-intensity development forms or specialized uses, which could result in reduced land value or fewer anticipated housing outcomes compared to other possible interpretations of the site.

Conversely, proposals that maximize development intensity without adequate consideration of neighbourhood compatibility, form, and character would also not represent a desirable outcome. The Town’s objective is to achieve an appropriate balance between neighbourhood integration, community benefit, financial viability, and design quality. The ideal outcome is one that meets the Town’s financial objectives while aligning with the Eaglecrest Neighbourhood vision, to be advanced by a proponent with demonstrated experience delivering similar forms of development. At this time, market conditions are somewhat unpredictable but are currently expected to result in proposals that meet the Town’s overall objectives. However, should market

conditions change, or should proposals be received that do not align with the Town’s financial expectations or broader objectives, Council may determine that it is not appropriate to award a contract or proceed with the sale of the land at this time.

If Council were to advance a proposal that is associated with a lower land value, it may have implications for the Town’s ability to fulfill its stated objective that the acquisition of the Eaglecrest Golf Course be self-funded. Decisions related to the disposition of Parcel 2 may therefore influence the timing, sequencing, and funding capacity for future investments both within the Eaglecrest Neighbourhood, and the Town as a whole; for example, anticipated transportation and traffic improvements such as upgrades at the intersection of Country Club Drive and Highway 19A, and reinstatement of Reserve Funds required for investments including Saahtlam Park, Pickleball Courts, the Bus Garage site, and the Operations Workplace Modernization.

For greater clarity, delays in commencing the disposition process would postpone the realization of land value and create uncertainty around the timing of revenue needed to support planned investments and financial commitments related to the Eaglecrest Golf Course lands. Deferral may also affect market interest or alignment with prevailing development conditions.

However, it should be noted that issuance of the RFP does not commit Council to accepting any proposal or proceeding with the sale of the land. Any future decision to advance a specific development proposal would be brought forward in a separate report to Council [closed meeting] as per the *Community Charter*.

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

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

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

**INFORM, INVOLVE**

To date, the project has included extensive public participation (*inform, consult, and involve*).

- **INFORM:** The public is informed of the *RFP - Country Club Drive West (Parcel 2)* through the presentation of this Report
- **CONSULT:** The public has been consulted through facilitated small-format meetings, workshops, and surveys designed to obtain feedback on perspectives and priorities for Parcel 2 Planning
- **INVOLVE:** The public has been involved via large-format public meetings designed to validate and explore the Town’s understanding of the public’s concerns and aspirations

for Parcel 2 Planning, with those concerns and aspirations being considered during the drafting of the *RFP - Country Club Drive West (Parcel 2)*

### **STRATEGIC PLAN ALIGNMENT**

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

- Housing: To ensure residents have access to housing alternatives that meet a diversity of needs, lifestyles and income levels.
- Good Governance: To govern for the public interest of our community while managing competing interests, ensuring availability of transparent and accessible information, fostering respectful public engagement, and demonstrating ethical values.
- Economic Prosperity: To pursue economic opportunities based on sustainable growth, development, and investment that meets the needs of the community.
- Community Health & Wellbeing: To improve the health and wellbeing of people who live, work, and play in the Town.
- Progressive Infrastructure: To ensure infrastructure for energy, water, waste water & storm water, solid waste and multi-modal transportation is efficient and effective at advancing the Town's sustainability goals.

### **SUMMARY**

This Report seeks Council authorization for staff to issue an RFP for the development of land located west of Country Club Drive (Parcel 2) within the Eaglecrest Neighbourhood. This Report is intended to be read in conjunction with the companion Report on the Preliminary *Eaglecrest Neighbourhood Plan*, which establishes the broader vision, priorities, and planning framework for the Eaglecrest Neighbourhood as a whole.

Authorization of the RFP is a procedural step to invite the development community to respond to the Town's established planning direction. It does not commit Council to accepting any proposal, awarding a contract, or proceeding with the sale of the land. Council will retain full discretion to evaluate proposals against community expectations, neighbourhood compatibility, financial objectives, and overall alignment with the Eaglecrest Neighbourhood vision.

The RFP is structured to allow a range of development approaches within a clearly defined framework, recognizing that different interpretations of the site may result in different community and financial outcomes. Council will have the opportunity to determine whether any proposals represent an appropriate balance between neighbourhood integration, community benefit, financial viability, and development quality.

**ALTERNATIVE**

1. THAT Council provides an alternative direction to staff.

**APPROVALS**

Report respectfully submitted by Bailey Walsh, Planner.



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Bailey Walsh  
Planner  
*Report Author*



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



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



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Raj Hayre,  
Director of Finance  
*Concurrence*

**REFERENCE**

Attachment 1: Request For Proposals - Country Club Drive West - Parcel 2



# TOWN OF QUALICUM BEACH

## REQUEST FOR PROPOSALS – RFP No. 2026-05 Town of Qualicum Beach Country Club Drive West – Development Area Parcel 2

SUMMARY OF KEY INFORMATION	
<b>RFP Reference</b>	Town of Qualicum Beach   Country Club Drive West – Development Area Parcel 2 RFP No. 2026-05
<b>Overview of the Opportunity</b>	The Town is seeking detailed Proposals from qualified proponents (“ <b>Proponents</b> ”) to acquire and develop a development (the “ <b>Development</b> ”) on certain Town-owned lands in the Eaglecrest Neighbourhood (the “ <b>Lands</b> ”). The Development should provide an economic return to the Town while also delivering housing and, optionally, a seniors’ care facility. Proponents with demonstrated experience in land development are invited to respond.
<b>Closing Date &amp; Time</b>	<b>July 8, 2026</b> 3:00 pm, PT
<b>Instructions for Proposal Submission</b>	Proposals must be consolidated into one PDF file. Three (3) hardcopies and one (1) copy in electronic format must be submitted prior to the deadline. <ol style="list-style-type: none"> <li><b>In the ‘Subject Field’ enter:</b> Country Club Drive West – Development Area Parcel 2 – Town of Qualicum Beach, RFP No. 2026-05</li> <li>Combine all proposal documents into <b>one PDF file</b> and submit <b>by email</b> and mail/courier to: <b>Town of Qualicum Beach</b> Corporate Services #201-660 Primrose Street Qualicum Beach, BC V9K 1W8 <a href="mailto:corporateservices@qualicumbeach.com">corporateservices@qualicumbeach.com</a></li> </ol>
<b>Questions</b>	Questions must be submitted in writing quoting the RFP Reference Number and emailed to <a href="mailto:corporateservices@qualicumbeach.com">corporateservices@qualicumbeach.com</a>
<b>Information Meeting</b>	Proponents are invited to attend an optional information meeting on June 18, 2026 commencing at 2:00 p.m. and lasting until approximately 4:00 p.m., PT.
<b>Notification(s)</b>	<b>Within four weeks of Closing Date</b>
<b>Withdrawal of Submission</b>	A proposal may be withdrawn only by written notice from an authorized representative of the Proponent, delivered by email to <a href="mailto:corporateservices@qualicumbeach.com">corporateservices@qualicumbeach.com</a> before the Closing Date and Time.
<b>Note to Proponents</b> <i>This request for Proposals is not a call for tenders and is not a request for binding offers. No contractual obligations shall arise between the Town and any Proponent unless and until the Town and the selected Proponent enter into a formal written contract for the performance of the required assessment work.</i>	

**1 GENERAL INFORMATION**

**1.1 Introduction**

The Town of Qualicum Beach (the “**Town**”) is an ocean-side community noted for its clean green character, vibrant uptown, rich public amenities, relationship to nature and high quality of life.

The Town is seeking detailed Proposals from interested parties (“**Proponents**”) to acquire and develop a development (the “**Development**”) on certain Town-owned lands in the Eaglecrest Neighbourhood (the “**Lands**”). The Development should provide an economic return for the Town while also delivering housing and, optionally, a seniors’ care facility. Proponents with demonstrated experience in land development are invited to respond.

**1.2 Key Dates and Timeframes**

Proponents should note the following key dates and timeframes. These timelines represent the Town’s current expectations and may be adjusted at the Town’s discretion.

<b>Event</b>	<b>Dates</b>
Proponents’ Information Meeting	2:00 p.m. June 18 at Town Hall, 660 Primrose Street
Deadline for Inquiries	3:00 p.m. July 2, 2026
Deadline for submission of Proposals	3:00 p.m., July 8, 2026
Notification of Award	August-September 2026
Signed Purchase and Sale Agreement	September 2026

**1.3 The Community Vision**

The Development should reflect the Town’s vision for a high-quality, well-designed residential neighbourhood that is compatible with surrounding development, responsive to the site context, and aligned with applicable Town policies, including the OCP, Zoning, and Development Permit Area Guidelines.

Aerial picture of the Lands is attached as Schedule B to this RFP.

The Lands consist of the following parcel:

LOT D, DISTRICT LOT 122, NANOOSE DISTRICT, PLAN VIP59040,

EXCEPT PART IN PLAN VIP63131, EXCEPT PLAN EPP74273

Lot D is approximately 2.5 ha (6.1 acres). The Town makes no representations or warranties in respect to the geographical or environmental condition of the Lands, or the impact on the Development of any charges or notations registered against title to the Lands.

The Lands were previously part of Eaglecrest Golf Course and are now decommissioned.

For the purpose of this RFP, the Lands are described in two parts:

- Part 1: The northern portion of Lot D is approximately 1.55 ha (3.8 acres) and is zoned for townhouses, patio homes, cottages, and other low residential uses less than 11m in height. The zoning is Residential 21 (R21).
- Part 2: The southern portion of Lot D is approximately .95ha (2.3 acres) and is zoned for multi-residential and/or institutional use (seniors' care), with a height of up to 15m. The zoning is Institutional Residential 1 (IR1)

Proponents may submit Proposals for one, or both, of these Parts.

#### **1.4 Project Goals**

The Town's goals for the redevelopment of the Lands are to:

- (a) create a vibrant residential development in accordance with the zoning and Parcel-Specific Development Parameters (Schedule D), which may or may not incorporate seniors' care.
- (b) achieve an appropriate economic return and overall benefit to the Town of Qualicum Beach.

#### **1.5 Scope of Work**

The Town is looking for a third party to plan, design, construct, and finance the Development. The Town expects that the project will involve some, or all, of the following:

- (a) acquisition of all or portions of the Lands Parcel 2 (Part 1 and/or Part 2);
- (b) subdivision of the Lands;
- (c) servicing the Lands (including optimizing access to the Lands);
- (d) entering into such covenants, servicing agreements, statutory rights of way, development-related agreements, and other legal instruments as the Town Council may require in connection with the sale, subdivision, servicing, and development of the land and as a condition of award;
- (e) designing and constructing the Development in accordance with the Zoning Bylaw, the Development Permit Area Guidelines set out in Schedule C to this RFP, and the Parcel Specific Development Parameters set out in Schedule D to this RFP; and
- (f) ensuring that the Development is financially viable and attractive to purchasers and investors.

The Town anticipates that the RFP process, and any subsequent disposition of the Lands, will proceed substantially in accordance with the dates specified in section 1.2, subject to change at the Town's discretion.

## 1.6 Project Principles

The Development is guided by the following principles, and Proponents should demonstrate how their Proposal aligns with these principles:

- (a) quality – deliver a high standard of planning, design, construction, landscaping, and overall project execution;
- (b) risk management – minimize risk and liability exposure to the Town and the public;
- (c) innovation – develop and apply creative, practical, and sustainable approaches to design, construction, ownership, financing and operation;
- (d) functionality – maintaining meaningful public space and land uses for the community;
- (e) aesthetics – appearance is an important component of the redevelopment, ensure that the appearance of the Development is cohesive with the design guidelines and development parameters described in Schedules C and D, and is reflective of community values; and
- (f) policy alignment - align with the goals and policies of the Town of Qualicum Beach Official Community Plan and other applicable Town bylaws and guidelines.

## 1.7 Evaluation Criteria and Process

The Town may evaluate Proposals to determine which Proponent or Proponents, if any, the Town wishes to shortlist, further consider, or enter into negotiations with. In evaluating Proposals, the Town may consider either (1) has the capability of delivering the project in accordance with the requirements set out in this RFP and (2) offers an innovative proposal that the Town would consider for the Lands and the Development.

The Town may consider any one or more of the following criteria when evaluating Proponents' responses, in no particular order:

- (a) Compliance with the requirements of this RFP;
- (b) Alignment with the Development Permit Area Guidelines set out in Schedule C to this RFP;
- (c) Alignment with the Parcel Specific Development Parameters set out in Schedule D to this RFP;
- (d) Proponent's experience with projects similar to the proposed Development and with the work set out in section 1.5 of this RFP;
- (e) The quality, suitability, and overall merit of the proposed Development concept;
- (f) The proposed purchase price and overall economic return and benefit to the Town;
- (g) Proponent's financial ability to undertake the Development and carry out the work set out in section 1.5 of this RFP; and
- (h) Likelihood of achieving or exceeding project goals set out in section 1.4 of this RFP.
- (i) The proposed implementation schedule and overall deliverability of the Development; and
- (j) Any other factor the Town considers relevant to its evaluation and decision-making.

The Town may, in its sole discretion, short-list one or more Proponents, seek clarifications, request additional information, invite presentations or interviews, and negotiate with one or more Proponents. The Town is not obligated to accept the highest-scored Proposal, the highest-priced Proposal, or any Proposal.

## **1.8 RFP Process**

This RFP is only an invitation for Proponents to submit Proposals to the Town. This RFP is not a tender, nor an offer to enter into a contract, or a contractual commitment of any kind by the Town. No contractual or other legal obligations arise between the Town and any Proponent by reason of this RFP, the submission of a Proposal, the evaluation of any Proposal, or any discussions or negotiations conducted in connection with this RFP.

All costs and expenses associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent during the evaluation process, will be borne solely by the Proponent.

The following is additional detail on the anticipated sequence of events following the selection of a Proponent.

### **Implementation Step 1: Purchase and Sale Agreement (PSA)**

If the Town selects a preferred proponent, the Town may enter into negotiations with that proponent toward a Purchase and Sale Agreement on terms acceptable to the Town, in its sole discretion. The preferred proponent will be expected to enter into a Purchase and Sale Agreement (PSA) following Notification of Award that may be conditional upon matters including, without limitation:

- Approval of any Subdivision of the land (if required to implement the Proposal).
- Council consideration of any required Development Permit

If the Town and the preferred proponent do not execute a Purchase and Sale Agreement within the time specified by the Town, the Town may, in its sole discretion, discontinue negotiations with that proponent and may negotiate with another Proponent or terminate this RFP process.

## **1.9 No Obligation**

Notwithstanding anything in this RFP, including the submission and evaluation of Proposals or any discussions or negotiations between the Town and one or more Proponents, the Town is under no obligation whatsoever to select any Proponent, enter into negotiations with any Proponent, or complete any transaction with any Proponent.

### **a. Town's Use of Proposals**

- i. Each Proposal submitted to the Town becomes the property of the Town, and the Town is under no obligation to return the Proposal. Subject to section 1.10, all rights, title and interest in the Proposal, including any proposed ideas and solutions, are transferred to the Town and the Town will be free to use the Proposal without restriction or compensation.
- ii. For greater certainty, all intellectual property rights in and to any patents, copyright, trademarks, and trade secrets, and other intellectual property rights owned by or licensed to the Proponent prior to its submission of the Proposal remain with the Proponent.

### 1.10 Third Party Consents

If applicable, each Proponent should obtain written consent from each individual, company, firm, partnership, or other legal person before forwarding such personal or private information to the Town. These written consents are to specify that the personal or private information may be forwarded to the Town for the purpose of responding to this RFP and may be used by the Town for the purposes set out in this RFP.

The Town may, at any time, request evidence of any consent or authorization referred to in this section, and the Proponent must provide such evidence promptly upon request.

### 1.11 RFP Documents

- i. This RFP includes the following attachments:
  1. Schedule A – Proposal Format
  2. Schedule B – Aerial photo of the Lands
  3. Schedule C –Development Permit Area Guidelines (RFC2)
  4. Schedule D – Parcel-Specific Development Parameters - Part 1 and Part 2
- ii. If the Town issues any addenda to this RFP, such addenda will form part of this RFP.
- iii. It is the sole responsibility of the Proponent to check the Town’s website regularly at <http://www.qualicumbeach.com/> for any amendments, addenda, and questions and answers related to this RFP.
- iv. It is the sole responsibility of the Proponent to review all charges and notations registered against title to the Lands, and all applicable Town bylaws and policies applicable to the Development and the Lands.
- v. Proponents must acknowledge receipt of all addenda in their Proposals.

## 2 COMMUNICATIONS

### 2.1 Inquiries by Proponents

- 2.1.1 All communications and questions in respect of the RFP should be directed to Heather Svensen, Director of Corporate Services. Inquiries should be in written form only, mailed to the address on the cover page of this RFP or emailed to [corporateservices@qualicumbeach.com](mailto:corporateservices@qualicumbeach.com) before the deadline for inquiries set out in section 1.2. If required, an addendum will be posted on the Town’s website.
- 2.1.2 Inquiries and responses will be recorded and distributed to all Proponents involved, at the Town’s discretion. Addenda to this RFP may be issued and published on the Town’s website, at the Town’s sole discretion.

- 2.1.3 Information obtained from any source other than the contact person identified in section 2.1.1, or information provided verbally by the Town or its representatives, is not official and must not be relied on unless confirmed by written addendum.

## **2.2 Proponents' Information Meeting**

Proponents are invited to attend an optional information meeting on June 18, 2026, commencing at 2:00 p.m. and lasting until approximately 4:00 p.m. The meeting will be held at the Qualicum Beach Town Hall, 660 Primrose Street, Qualicum Beach, V9K 1S7

Registration for this meeting is required as seating is limited. Contact [corporateservices@qualicumbeach.com](mailto:corporateservices@qualicumbeach.com) no later than June 15, 2026, to reserve a seat.

## **3 SUBMISSION OF PROPOSALS**

### **3.1 Delivery**

Proponents must submit:

- three (3) printed copies of the Proposal, in a sealed envelope, delivered either by hand or by courier to the address set out on the cover page of this RFP; and
- one (1) electronic copy in PDF format by email to the contact email address set out on the cover page of this RFP.

The Proponent should set out its name and mailing address on the envelope and the envelope must be clearly marked as set out on the cover page of this RFP.

### **3.2 Late Proposals**

Proponents are strongly encouraged to submit their Proposals before 3:00 p.m. on the Closing Date. Proposals received after the submission deadline set out in section 1.2 will not be accepted and will be returned unopened, or deleted if submitted electronically.

### **3.3 Format of Proposal**

Each Proposal must follow the format set out in Schedule A and must be submitted in English.

## **4 NO DUTY OR OBLIGATION ASSUMED BY TOWN**

### **4.1 No Claim Against the Town**

The Proponent acknowledges and agrees that the Town will not be responsible for any costs, expenses, losses, damages, liabilities, or claims incurred or alleged to be incurred by the Proponent in connection with this RFP, the preparation or submission of any Proposal, any evaluation process, any negotiations, or any failure by the Town to proceed with any transaction.

#### **4.2 Reservation of Complete Control of Process**

The Town reserves the right to always retain complete control over the RFP process. Without limiting the foregoing, the Town is not legally obligated to review, consider or evaluate Proposals in accordance with the procedures set out in this RFP and the Town reserves the right to continue, interrupt, cease, or modify its review, evaluation, negotiation or Request for Proposals process for any or all Proposals at any time without further explanation or notification to any Proponent.

The Town may, in its sole discretion, short-list one or more Proponents and enter into discussions or negotiations with one, several, or all Proponents, either concurrently or sequentially, regarding any aspect of their Proposal. Such negotiations may include, without limitation, matters relating to purchase price, development concept, phasing, servicing, legal terms, conditions, or implementation timelines.

The Town reserves the right to determine whether to continue or discontinue negotiations with any Proponent at any time and for any reason, and without liability, and to negotiate with a Proponent other than the highest-ranked Proponent, or with multiple Proponents simultaneously. The Town shall not be liable for any costs or damages incurred by any Proponent arising from such negotiations or their termination. No agreement of any kind is formed unless and until a written Purchase and Sale Agreement is executed by both the Town and the Proponent, together with all required approvals.

#### **4.3 Information Disclaimer**

The Town makes no representation, warranty, or undertaking as to the accuracy, completeness, or suitability of any information contained in this RFP or otherwise made available to any Proponent in connection with this RFP.

Proponents are solely responsible for conducting their own independent investigations, analysis, due diligence, verification, and interpretations and should not rely on the Town with respect to information, advice or documentation provided by the Town.

The Town makes no representation, warranty, or undertaking with respect to the RFP and the Town shall not be liable or responsible for the accuracy or completeness of the information in this RFP or for any other written or oral information made available to any Proponent related to this RFP.

#### **4.4 No Legal Obligation**

The Proponent acknowledges and agrees that, despite any other provision of this RFP, the Town assumes no legal duty or obligation to any Proponent in respect of this RFP or any of the processes described herein. A Proponent may withdraw its Proposal at any time.

#### **4.5 Confidentiality**

Proposals and other documents submitted to the Town in response to this RFP will be collected, used, and disclosed by the Town in accordance with applicable law, including the *Freedom of Information and Protection of Privacy Act*.

Proponents should identify any information in their Proposal that they consider confidential or commercially sensitive. However, the Town does not guarantee that any information supplied by a Proponent will be held in confidence where disclosure is required by law.

Any documents or information relating to the Town or this RFP obtained by a Proponent through participation in this RFP process and identified by the Town as confidential must be treated as confidential and must not be disclosed except with the prior written consent of the Town or as required by law.

## Schedule A

### FORMAT OF THE PROPOSAL

The Town requests that Proponents respond to this RFP in a comprehensive form which, without being limiting or exhaustive, contains the following:

#### 1. Cover Letter

Provide a cover letter with the Proposal signed by a duly authorized representative of the Proponent who has had the opportunity to review the RFP, certifying that all statements made and information provided in the Proposal are complete, true and correct in every detail.

#### 2. Summary

Provide a brief overview of your proposed approach and vision to achieving the project goals and aligning with the project principles for the Development and highlight what sets your proposal apart. Clearly identify whether your Proposal applies to Part 1, Part 2 or both.

#### 3. Organization

Describe the complete management and corporate teams ("**Team**") for the fulfillment of all components of the Development. Without limitation, provide the following information:

- a description of the Team – whether a company, firm or other consortium - including a description of all Team members and description of the proposed legal structure of the Team;
- a description of the Team and bios for the team members who will have a role in this initiative, including identification of those members who will be responsible for more than 20% of either the design or the construction of the Development ("**Prime Members**");
- for Prime Members, describe their involvement in similar projects, their role in these projects and representatives from these projects who can be contacted for further details;
- if available, identification of the individuals who would serve in the key project roles for the Team, such as project manager, design manager, construction manager, and other senior personnel who will be assigned to the project. Provide resumes for each of these individuals, including their involvement in similar projects, their role in these projects and representatives from these projects who can be contacted for further information; and
- briefly describe any previous working relationships between the Team and the key personnel.

#### 4. Financial Capacity and Stability

Demonstrate the financial capacity and stability that qualifies you to undertake the Development. Without limitation, provide the following information:

- identify the current and anticipated relevant design and construction work of the Team and the Prime Members; and
- describe the financial and business resources available to the Team and the Prime Members to undertake the contract.

## **5. Related Experience**

Demonstrate experience in projects of similar size, scope and complexity. Without limiting the foregoing, provide the following information:

- location, nature and scope of related projects undertaken by the Team and the Prime Members; and
- describe capability (financial, experience and workload) to commence and complete the Development as set out in this RFP.

## **6. Development Concept**

Based on the information contained in the RFP, provide, in reasonable detail, a general outline of the fixed and optional components of the Development including the following:

- the kinds of structures, built form, proposed uses and amenities;
- ownership structure;
- anticipated housing options;
- location of parking facilities;
- location and configuration of any parkland or recreational amenities; and
- vehicular and pedestrian access to the Development.

The Development should be described and/or illustrated to a degree of detail for the Town to assess compatibility with Schedules C and D and determining whether the Proposal is of interest to the Town. Detailed engineering or architectural plans are not expected at this time.

## **7. Financial Plan**

Describe how you propose to finance the Development, including the anticipated funding structure for land acquisition, design, servicing, and construction. Describe any outstanding conditions for securing financing.

## **8. Legal and Regulatory**

If your Proposal requires subdivision of the land for implementation, describe your proposed subdivision plan, as well as your strategy for complying with all applicable federal, provincial and municipal laws and bylaws. Without limiting the foregoing, provide the following information:

- subdivision required in respect of the Development;
- anticipated legal agreements to be negotiated with the Town in respect of the Development.

## **9. Risk Analysis**

Identify, describe and assess elements of risk exposure for the Town and to the Proponent, and propose mitigation strategies to address such risks.

**10. Implementation Plan**

Include a schedule of implementing the Development. Without limiting the foregoing, provide the following information:

- development milestones, including subdivision, design, construction, leasing and/or disposition, as applicable;
- key people and entities involved at each milestone;
- risks and unknown factors in respect of each milestone and strategies of addressing such risks and unknown factors; and
- anticipated timeline for completion of purchase.

**SCHEDULE B**  
**AERIAL PLAN OF THE LANDS**



## Schedule C



### TOWN OF QUALICUM BEACH

—— Medium-Density ——  
*Residential Form & Character*  
—— Design Guidelines ——



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# Introduction

In 2025, the Town of Qualicum Beach Council purchased lands within the Eaglecrest area, including the existing golf course. Other land was endorsed for residential development to support the purchase of the lands, including newly introduced allowance of buildings taller than three storeys and densities of over five units per parcel.

These guidelines have been designed to enhance and protect the existing character of the neighbourhood as the area sees future residential and mixed-use development above three storeys in height and/or five units per parcel.

## Purpose of the Guidelines

These guidelines help to ensure that medium-density residential development:

- Provide harmonious transitions between neighbouring building heights
- Are human-scale in design and are not bulky or boxy
- Are compatible with the existing neighbourhood and topography
- Enhance walkability
- Provide adequate screening and buffering from adjacent properties
- Provide adequate open space

## Guidelines

- ✓ **Height Transitions:** Care should be taken to ensure that new, taller buildings or clusters of tall or mid-height buildings are sited and massed in a way that provides harmonious transitions in height. Strategies to ensure harmonious building-height transition may include:
  - Increased setbacks with increased building massing toward the centre of the sight
  - Step down building heights
  - The utilization of roof slopes to reduce the appearance of the massing
  - The inclusion of landscaped edges which provide additional visual transitions in height
  
- ✓ **Walkability:** Development should promote walkability, and may include treatments such as:
  - Primary pedestrian entrances which face the street, utilizing landscaping, porches, windows, and other human-scale architectural features that are oriented toward the street
  - Direct and clearly defined pedestrian pathways from parking to buildings, including sheltered walkways and walkway lighting
  - Weather protection canopies at building entrances
  - Reduced driveways and access points into the site where possible
  - Secure bicycle/e-bike/motorized scooter parking and storage for residential and commercial units
  
- ✓ **Screening & Buffering:** Buildings should feature appropriate screening and buffering from adjacent properties which works to increase privacy while not being exclusionary to the neighbourhood, including:
  - The avoidance of designs that create isolation, such as imposing fences, gates, or large unbroken facades
  - Appropriate greenspace buffers to reduce the impacts of massing, shadowing and privacy concerns of adjacent homes
  - A balance of open space between buildings providing visual access to natural features such as the sky, daylight, vegetation, and views
  - For new development where windows or balconies would overlook an adjacent yard, landscape buffers and screening should be strategically placed to mitigate

negative impacts on privacy to neighbours, such as the planting of sufficiently mature evergreen trees or hedges

- ✓ **Human-Scale Design:** Buildings should be designed at a human-scale that is welcoming and comfortable for pedestrians. Strategies to enhance appropriately scaled design could include:
  - Incorporating architectural features and design details into building facades that are rich and varied in detail to create visual interest when approached by pedestrians
  - Incorporating recessed, articulated, and differentiated entrances
  - Ensuring that building components relate to human scale, including the dimensions of doors, windows, and stairs
  
- ✓ **Aesthetic Building Massing:** Care should be taken to ensure that the massing of buildings is mitigated by architectural and design features, resulting in an overall building aesthetic that does not appear bulky, blocky, or expansive. Features could include:
  - Roofs which are pitched in excess of 6:12 to evoke a residential feel, and/or the incorporation of cascade of sheltering roofs
  - The breaking up of larger single buildings into clusters of buildings with smaller footprints to increase open space and greenspace, with the placement of big walls next to big walls to maintain a coherent and harmonious architectural rhythm
  - Transitional elements and terraced units to reduce perceived bulk and introduce variety in building massing
  - Reduction in building size through creating usable space through the addition of dormers and gables which contribute to the functionality and aesthetic of rooftops
  - Utilize articulation in horizontal and vertical planes on facades visible from the street to add depth and interest
  
- ✓ **Neighbourhood Compatibility:** Care should be taken to ensure aesthetic compatibility with the existing neighbourhood character. Design features to ensure compatibility could include:
  - Incorporating colours, materials, and architectural designs that complement the character of neighbouring properties and adhere to a high quality of design including the use of durable materials, a variety of building material textures, wood accents, neutral base colours, accent colours, and appropriate contrast and material consistency
  - Using colour schemes to differentiate residential units

- Implementing roof styles, pitches, and features that compliment those of the surrounding neighbourhood
  - Ensuring that landscaping complements the predominant landscape character of the neighborhood
  - Ensuring the design of the building will fit into the existing characteristics of the neighbourhood
- ✓ **Landscaping:** Landscaping should be appropriate for the size and scale of the overall development, taking care to:
- Provide useable landscaped areas such as benches, picnic tables, and lawns where appropriate
  - Provide adequate shared landscaped, furnished outdoor space for residents of units who do not have access to private outdoor space (not including balconies)
  - Complement the landscaping of the existing neighbourhood and adjacent properties
  - Prioritize native and drought-resistant species
  - Encourage garden areas as part of outdoor amenity spaces to foster a sense of community
- ✓ **Topographic Compatibility:** Buildings and landscape should be sited and designed to respond to natural topography, including:
- The placement of landscaping features and trees which complement the natural topography of the site, considering the overall aesthetic of mature tree heights
  - The siting of buildings in a way that reduces impacts on views of the water from adjacent properties, other locations on the site, and nearby roadways

## **SCHEDULE 'D'**

### **Parcel-specific Development Parameters for Country Club Drive West - Part 1 and Part 2**

#### **1. PURPOSE AND STATUS**

These parcel-specific development parameters are intended to clarify the Town's planning expectations for Parcel 2 and to supplement the zoning framework and Development Permit Area Guidelines that apply to the site.

The Town is currently in the process of disposing of Parcel 2 for future development, and these parameters are provided to give prospective purchasers and developers clear guidance regarding the outcomes and design principles the Town is seeking for the site. This is intended to reduce uncertainty for the Town and ensure that development proposals are not required to infer or "guess" at the Town's objectives for form, character, site design, and integration with the surrounding neighbourhood.

These parameters should inform the preparation and evaluation of development proposals and to support a transparent and predictable process. They do not replace zoning or Development Permit Area requirements, nor do they constitute approval of a specific development concept. Final development plans will remain subject to applicable bylaws and policies, and detailed review through the applicable development review process.

#### **2. CONTEXT**

Parcel 2 is located west of Country Club Drive within the Eaglecrest Neighbourhood and forms part of the former Eaglecrest Golf Course lands acquired by the Town. The parcel is located between:

- Single-detached residential parcels to the north and east,
- Estate residential (low density) to the west, and
- Cell tower, trees, and Highway 19A to the south.

Parcel 2 is highly visible and important to the neighbourhood, particularly as Country Club Drive is one of the primary neighbourhood entrances. Community engagement consistently identifies the importance of maintaining this character, protecting greenspace and views, and ensuring that any new development is well designed and carefully integrated with its surroundings.

#### **3. PERMITTED LAND USE AND HOUSING MIX**

- Part 1 and Part 2 are shown in Figure 1.
- Part 1: A range of housing forms may be considered, including single detached dwellings, townhouses, patio homes, duplexes, and low-scale apartment buildings.
- Part 2: The housing forms permitted in Part 1 are also permitted in Part 2. In addition, Part 2 may include multi-residential and seniors' care buildings of up to 15m in height.

- Development should ideally contribute a housing type that is underrepresented in the Eaglecrest Neighbourhood.
- Housing forms and unit types that support downsizing and senior living are strongly encouraged.
- Three 'Illustrative Concepts' for site plans are included in this package for discussion.

#### **4. BUILDING HEIGHT AND DENSITY**

- Building height and density should be respectful to the surrounding neighbourhood context.
- Lower building heights are focused in the north (downhill) portion of the site (maximum height 11m).
- Taller buildings (maximum height 15m) are permitted in the south (uphill) portion of the site, subject to appropriate transitions.

#### **5. MASSING AND HEIGHT TRANSITIONS**

- Building massing must be articulated through stepping and variation in form to reduce visual bulk, particularly along the east and north sides of the site where development interfaces most directly with existing residential areas.
- Building heights shall step down toward:
  - Country Club Drive
  - Adjacent existing residential development
- Lower building massing is expected along Country Club Drive to reflect the established low-scale residential character on the east side of the street. This can be accomplished through buildings of different height or stepped height in a larger building.
- Taller building massing is more appropriate toward the south and west portions of the site, where grade and distance from the street provide opportunity for height without adversely affecting neighbouring properties privacy or views.

#### **6. SITING, SETBACKS, AND BUILDING PLACEMENT**

- The existing neighbourhood has a rhythm of building massing along Country Club Drive. Where possible, a similar rhythm should be established on the subject property facing Country Club Drive.
- Development should provide buffering from existing homes, particularly to the north.
- Development should minimize overlook into neighbouring homes and yards.

#### **7. FORM, CHARACTER, AND ARCHITECTURAL DESIGN**

- Buildings fronting Country Club Drive should present active, street-oriented façades, including front doors facing the street. Development should avoid blank walls or rear fencing along Country Club Drive.

- Buildings should feature natural materials, such as wood, stone, or other durable finishes that are consistent with the character of the Eaglecrest Neighbourhood.
- Development should demonstrate variety in building form and architectural expression while maintaining cohesion within the site and with the surrounding neighbourhood.
- Building design should incorporate articulation, variation, and detailing to create visual interest and reduce the perception of mass and bulk.
- Stark, boxy, or purely modern architectural styles that are not reflective of the established neighbourhood character are discouraged.

#### **8. LANDSCAPING AND STREETScape**

- Development along Country Club Drive should incorporate a pleasing rhythm of street trees to reinforce the boulevard landscaping and enhance the pedestrian experience.
- Existing mature trees should be retained if feasible, both within the public boulevard and on the subject property, as part of site design and layout.
- Landscaping should prioritize native and drought-tolerant plant species that are low-maintenance and supportive of local wildlife habitat.
- Landscape design should contribute to buffering, softening of built form, and integration of the development with the surrounding neighbourhood and greenspace network.

#### **9. PARKS, GREENSPACE, AND OPEN SPACE**

- A park dedication is required at the north end of the site. The park should generally be a minimum of 20 metres in road frontage and designed to function as meaningful neighbourhood parkland.
- One or more small “micro-parks” or rest areas should be incorporated within or adjacent to the boulevard along the upper portion of Country Club Drive, providing opportunities for seating, pause, and enjoyment of views.
- The site should include an interconnected network of greenspace that supports pedestrian movement, visual interest, and opportunities for informal community interaction.
- Parks and open space should be designed to integrate with the broader neighbourhood greenspace system and contribute positively to the public realm.

**10. ACCESS AND VEHICULAR CIRCULATION**

- Vehicular access from Country Club Drive should be limited to the two access locations shown approximately in Figure 2: Circulation Plan A and Figure 3: Circulation Plan B
- Direct driveway access from individual buildings onto Country Club Drive is not supported.
- Internal roadways, shared driveways, and/or laneways should be used to provide access to residential units while minimizing traffic conflicts and curb interruptions along Country Club Drive. Sample vehicular circulation options are shown in Figure 2: Circulation Plan A and Figure 3: Circulation Plan B
- Access and circulation design will be subject to detailed engineering, traffic, and safety review at the time of development application.

**11. TRAFFIC AND TRANSPORTATION CONSIDERATIONS**

- Development should support pedestrian connectivity and walkability along Country Club Drive through the creation of a boulevard treatment that includes a generous, accessible walking path. Construction of the boulevard improvements will be the responsibility of the developer with coordination from Town staff.
- Pedestrian infrastructure along Country Club Drive should integrate with internal site walkways and the broader neighbourhood walking network, supporting safe, accessible, and attractive pedestrian movement.
- Site layout, access design, and circulation patterns should support traffic-calming objectives.
- Construction management measures must be identified to mitigate traffic, noise, dust, and safety impacts on the surrounding neighbourhood during the construction phase, including consideration of construction access routes, staging, and timing.

**12. ENVIRONMENTAL AND CONTEXTUAL CONSIDERATIONS**

- Where feasible, development should retain existing trees and incorporate native planting as part of site design, particularly where such vegetation contributes to neighbourhood character, buffering, or ecological value.
- Landscaping and site planning should prioritize native, drought-tolerant species that support local wildlife habitat and reduce long-term maintenance and water demand.
- Stormwater from the site should be managed through on-site detention and/or piped systems designed to convey runoff to the golf course irrigation ponds, subject to engineering review and Town standards.
- Environmental design considerations should be integrated with broader neighbourhood and golf course systems to support sustainable water management and landscape continuity.

**13. TENURE**

- Currently Parcel 2 is a single parcel. However, it is anticipated that Part 1 and Part 2 will be subdivided into separate fee-simple parcels. An 8m reciprocal access easement will be

registered on each parcel at the south vehicular access to allow a 16m ROW for shared access.

- Development of Part 1 and Part 2 is intended to be delivered through a single strata or multiple strata ownership structure.
- Further fee-simple subdivision of Part 1 and Part 2 may be considered for this site, but strata ownership is preferable in order to promote coordinated site planning, shared amenity provision, and long-term consistency in management.










## Illustrative Concept #1

Organized around a central north-south strata road (10 m ROW), the concept offers internal circulation connecting Country Club Drive to the townhouse clusters and apartment buildings in the southern portion of the site.

A network of open spaces is woven throughout the development, anchored by a park at the north end and complemented by greenway corridors along the edges.

### CONCEPT CALCULATIONS (approximate)




total area	<b>6 ac</b>
 townhouse (double car garage)	<b>24 units</b> 1000ft <sup>2</sup> footprint (2000ft <sup>2</sup> gfa)
 townhouse (tandem garage)	<b>30 units</b> 1000ft <sup>2</sup> footprint (2000ft <sup>2</sup> gfa)
 apartment + amenity space	<b>2 buildings</b> 14,500ft <sup>2</sup> footprint (72,500ft <sup>2</sup> gfa)
road lengths	<b>0.7 km</b>
open space	<b>1 ac</b>



## Illustrative Concept #2

Concept 2 introduces a second north-south strata road (6m ROW) along the western edge of the site, providing direct access to the tandem townhouse units. The primary internal road continues to serve the broader site, including the apartment component in the south and the northern park is complimented by greenways and other open space areas across the site.

### CONCEPT CALCULATIONS (approximate)





total area	<b>6 ac</b>
 townhouse (double car garage)	<b>30 units</b> 1000ft <sup>2</sup> footprint (2000ft <sup>2</sup> gfa)
 townhouse (tandem garage)	<b>26 units</b> 1000ft <sup>2</sup> footprint (2000ft <sup>2</sup> gfa)
 apartment + amenity space	<b>2 buildings</b> 14,500ft <sup>2</sup> footprint (72,500ft <sup>2</sup> gfa)
road lengths	<b>0.7 km</b>
open space	<b>1 ac</b>

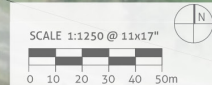


## Illustrative Concept #3

Concept 3 introduces small-lot single family homes into the housing mix, creating a more varied residential pattern and flexibility to adapt home and lot sizes in response to market demand. A continuous greenway is maintained along the western edge of the site.

### CONCEPT CALCULATIONS (approximate)

total area	<b>6 ac</b>
 single family dwelling	<b>21 units</b> 1200ft <sup>2</sup> footprint (2000ft <sup>2</sup> gfa)
 townhouse (double car garage)	<b>18 units</b> 1000ft <sup>2</sup> footprint (2000ft <sup>2</sup> gfa)
 townhouse (tandem garage)	<b>7 units</b> 1000ft <sup>2</sup> footprint (2000ft <sup>2</sup> gfa)
 apartment + amenity space	<b>2 buildings</b> 14,500ft <sup>2</sup> footprint (72,500ft <sup>2</sup> gfa)
road lengths	<b>0.7 km</b>
open space	<b>0.8 ac</b>





# TOWN OF QUALICUM BEACH

## STAFF REPORT

File No. 8400-20-PPR

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

**FOR:** Regular Council Meeting

**DATE:** May 13, 2026

**FROM:** Kevin Goldfuss, Airport Manager

**SUBJECT:** **Prior Permission Required (PPR) for “Touch-and-Go” Circuit Training, for On-site and Off-site Commercial / Corporate Operators**

### GOVERNANCE DECISION

For Council to decide if it wishes to:

1. Establish operational parameters for all local and transient flight schools as part of the Prior Permission Required (PPR) to be published in the Canadian Flight Supplement entry (CFS); and
2. Direct staff to subsequently publish Prior Permission Required (PPR) in the Canadian Flight Supplement entry (CFS) for on-site and off-site commercial / corporate operators for the purpose of “touch-and-go” circuit training at the Qualicum Beach Airport.

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### RECOMMENDATIONS

1. **THAT** Council directs staff to establish defined operation parameters for flight training schools, including specific days of the week and hours of operation, for the purpose of “touch-and-go” circuit training at the Qualicum Beach Airport, for both local and transient flight training schools;
2. **THAT** Council subsequently directs staff to work with NAV Canada to publish a Prior Permission Required (PPR) notice in the CFS entry for “touch-and-go” circuit training for on-site and off-site commercial / corporate operators, including operational parameters, at the Qualicum Beach Airport.

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### PURPOSE

Staff are seeking direction on whether Council wishes to establish operational parameters for flight training schools such as establishing specific days of the week and/or hours of operation. For example, Council may wish to restrict PPR for “touch-and-go” circuit training to a Monday to Saturday schedule, excluding Sundays and statutory holidays, during the Airport’s normal operating hours in consideration of current staffing levels.

If Council wishes to proceed with establishment of operational parameters, staff will then include this framework in the publication of a PPR in the CFS entry for “touch-and-go” circuit training, applicable to both on-site and off-site commercial/corporate operators, both local and transient.

## **BACKGROUND**

In 2025, during the November 26, 2025, Special Council meeting, discussions took place regarding PPR, specifically in relation to the Courtenay Airpark and its implementation of PPR for “touch-and-go” circuit training. Questions were raised regarding the enforceability of PPRs and how such a system would function if the Qualicum Beach Airport were to adopt a PPR for “touch-and-go” circuit training.

## **DISCUSSION**

Staff have consulted with Transport Canada regarding the enforceability of PPR and how it would function if Qualicum Beach were to implement a PPR for “touch-and-go” circuit training to be published in the CFS entry.

Transport Canada has confirmed that an airport authority may publish a PPR in the CFS entry for “touch-and-go” circuit training, and PPR would be enforceable under Canadian Aviation Regulations (CARs) 602.96(3)(d). In the event of a violation, the Airport Authority would report the violation to Transport Canada Flight Operations. Transport Canada Flight Operations would then determine whether enforcement action was warranted.

Enforceability would occur under the following regulation **CARs 602.96(3)(d)**:

- *If the aerodrome is an airport or heliport, comply with any airport or heliport operating restrictions specified by the Minister in the Canada Flight Supplement or in a NOTAM.*

Other airports have also published PPR requirements in their CFS entries. The Qualicum Beach Airport currently includes the following restrictions:

- *Night operations between 2200 and 0600 are limited to Medevac flights or require PPR.*
- *Continuous circuits by turbine helicopters are prohibited unless approved by the Airport Manager (APM).*

A published PPR in the CFS entry for “touch-and-go” circuit training would provide regulatory authority. Should Council support establishment of a PPR, staff would distribute correspondence outlining the new PPR, including a copy of the proposed “Town of Qualicum Beach Airport Establishment and Operations Bylaw No. 457.05, 1998, Amendment (Fees) Bylaw No. 457.13, 2025” and the CFS entry, to all on-site and off-site commercial and corporate aviation-related businesses, including flying schools and helicopter operators known to frequent the Qualicum Beach Airport.

Staff will work with NAV Canada to publish the PPR, including operational parameters, in the CFS entry. Once published, staff will notify all on-site and off -site corporate / commercial operators that use the Qualicum Beach Airport, that the new PPR for “touch-and-go” circuit training is in effect.

**FINANCIAL IMPLICATIONS**

Implementation of the PPR will require staff resources, which are expected to be accommodated within the Airport’s approved 2026 operating budget. While no direct financial impacts are anticipated from implementation of the PPR itself, there is a potential risk that some flight schools may choose to relocate operations to other airports, which could result in reduced airport revenues.

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

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

**INFORM:**

The public will be informed of Council’s decision making.

**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.*


**ALTERNATIVE OPTIONS**

Council can choose not to proceed with establishing operational parameters for “touch-and-go” flight training circuits and/or implementation of publishing a PPR in the CFS entry.


**APPROVALS**

Report respectfully submitted by Kevin Goldfuss, Airport Manager

  
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