Agenda for the 10:00 am Wednesday, November 18, 2026, Town of Qualicum Beach Regular Council Meeting to be held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

1. ADOPTION OF THE AGENDA

1-9 **THAT** Council adopts the November 18, 2026, regular Council meeting agenda.

2. ADOPTION OF THE CONSENT AGENDA

Staff Recommendations:

THAT the recommendations listed for items 2(a) to 2(h) in the November 18, 2026, Consent Agenda be approved.

10-15 (a) **THAT** the June 17, 2026, Committee of the Whole meeting minutes be received as presented.

16-22 (b) **THAT** the July 8, 2026, Committee of the Whole meeting minutes be received as presented.

23-33 (c) **THAT** the September 9, 2026, regular meeting minutes be approved as presented.

34-35 (d) **THAT** the September 9, 2026, special meeting minutes be approved as presented.

36-40 (e) **THAT** the November 2, 2026, Inaugural meeting minutes be approved as presented.

41 (f) **THAT** the Q3 report for Bylaw Services be received as presented.

42-44 (g) **THAT** the Q3 report for Fire Rescue Services be received as presented.

45-46 (h) **THAT** the Correspondence Log, dated for reference November 9, 2026, be received.

3. RECOGNITION – Nil

4. BUSINESS ARISING FROM THE MINUTES - Nil

5. DELEGATIONS - Nil

6. CORRESPONDENCE

47-74 (a) **Regional District of Nanaimo District #69 E-911 Service Amendment Bylaw No. 911.01, 2026 | Housekeeping Amendments**

Staff Recommendation:

THAT the Town of Qualicum Beach consents on behalf of the electors to the adoption of "Regional District of Nanaimo District #69 E-911 Service Amendment Bylaw No. 911.01, 2026" and further, that the Regional District of Nanaimo be notified accordingly.

75 (b) **Request to Waive Sign Permit Fee | St. Andrews Lodge Historical and Cultural Society**

Staff Comment:

The $40 sign permit fee is a standard one-time fee that is routinely applied to non-profit organizations and other community groups who request signage, and reimbursing this fee could create an inequitable precedent for other organizations that have paid municipal permit fees. In addition, and while the sign promotes the availability of the leased space for community-oriented workshops, meetings, group activities, and artistic and cultural purposes, it primarily benefits the non-profit society operating from the premises. Staff await direction from Council.

76-81 (c) **Request for Support | Mid Vancouver Island Elder College Society**

Staff Recommendation:

THAT Council authorizes issuing the draft letter of support (substantially in the form in the November 18, 2026, Council agenda) to Mid Vancouver Island Elder College Society in support of their grant application to the Community Gaming Grant.

82-83 (d) **Refer to CoTW (Transportation) November 25, 2026 | Petition titled "Traffic Speed on First Avenue W"**

Staff Recommendation:

THAT Council receives the Petition titled "Traffic Speed on First Avenue W" and refers the petition to the CoTW (Transportation) to be held November 25, 2026 for review and consideration.

7. BYLAWS

84 (a) **Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Beaufort Squadron) Bylaw No. 638.09, 2026 | First, Second, & Third Readings**

Staff Recommendations:

1. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Beaufort Squadron) Bylaw No. 638.09, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Beaufort Squadron) Bylaw No. 638.09, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Beaufort Squadron) Bylaw No. 638.09, 2026" be read a third time.

8. COMMITTEE & LIAISON REPORTS

(a) **General Government** (Mayor Adam Walker)

(i) Report from Mayor Walker

(b) **Children, Families and Recreation** (Councillor Donald Couzens)

(i) Report from Councillor Couzens

(c) **Housing, Health and Accessibility** (Councillor Scott Harrison)

85 (i) Report from Councillor Harrison

86 (ii) **Councillor Harrison Notice of Motion | EPCOR**

WHEREAS the residents of the Oceanside Strata are currently served by EPCOR and have expressed an interest in receiving Town water;

BE IT RESOLVED THAT Town staff scope the work required to understand the options available to the Town and potential negotiations that would require further Council direction.

Staff Comment:

Timelines for the scoping of this work will determine whether it can be considered during Strategic Planning in 2027. Future Council decision making will be required.

(d) **Arts, Business and Village Life** (Councillor Mischa Oak)

(i) Report from Councillor Oak

87 (ii) **Notice of Motion | Eaglecrest Land Sales**

THAT Council directs staff to issue a Request for Expressions of Interest to invite qualified developers that are interested in acquiring Town-owned Eaglecrest lands that are zoned for development.

Staff Comment:

Staff support the approach of issuing a request for Expressions of Interest to identify qualified developers for these lands. As the Eaglecrest project is instream, a subsequent referral to the 2027 Strategic Planning process is not required. However, this endeavour may affect staff capacity that must be considered through that process.

(e) **Environment, Heritage and Celebrations** (Councillor Anne Skipsey)

88 (i) Report from Councillor Skipsey

89 (ii) **Councillor Skipsey Notice of Motion | Eaglecrest Parkland**

THAT Council directs staff to prepare a report on options for a community-wide survey respecting the approximately 40 acres of parkland located east of Eaglecrest Drive, with such engagement to guide short-term management decisions respecting park use, improvements, and service levels.

Staff Comment:

As the Eaglecrest Project is instream, a referral to the 2027 Strategic Planning process is not required. However, should the scope of survey development, associated public engagement, or follow-up implementation expand beyond a focused early input exercise, the resulting work may affect staff capacity available for Council Strategic Initiatives. Staff note that a more comprehensive park planning process could also be considered in a future year, identified through a Strategic Planning process, if public expectation or feedback received indicate that this undertaking is warranted; future Council decision making would be required.

9. STAFF REPORTS

(1) **CAO**

90-92 (a) **Request for Early Direction on 2027 Strategic Planning Elements**

Staff Recommendations:

1. **THAT** Council adopts the following Vision from the Official Community Plan, Bylaw No. 918, 2025:

   Qualicum Beach is a charming coastal village surrounded by rivers, forests and farmland in the shadow of Mount Arrowsmith. Our small town character, walkability, and year-round access to recreational opportunities support a high quality of life for residents and are an attractive destination for visitors. The Town will innovate in response to the social, economic and environmental challenges of the future while holding firm to those qualities that make Qualicum Beach a unique and highly desirable place to live. (OCP, 2025, page 5)

2. **THAT** Council adopts the following Mission Statement, amended from the *Community Charter*, as follows:
   - Providing for good government of the community.
   - Providing for services, laws and other matters for community benefit.
   - Providing for sound management of the public assets of the community.
   - Fostering the economic, social and environmental well-being of the community.

3. **THAT** Council adopts the following guiding principles from Council's Code of Conduct:

   Integrity
   Being honest and demonstrating strong ethical principles.

   Accountability
   An obligation and willingness to accept responsibility or to account for one's actions.

   Respect
   Having due regard for others' perspectives, wishes and rights; displaying deference to the offices of local government, and the role of local government in community decision-making.

   Leadership and Collaboration
   An ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.

4. **THAT** Council supports staff organizing Strategic Planning framework around the ten OCP Goals, 2025, supported by the structure of Good Governance, as follows:
   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

5. **WHEREAS** Council is committed to providing the public with advance notice of Strategic Planning Committee of the Whole meetings to support public attendance;

AND WHEREAS the Annual 2027 Meeting schedule was approved by Council on July 15, 2026;

AND WHEREAS additional Committee of the Whole meetings may be required for the 2027 Strategic Planning process which requires a resolution of Council to schedule;
AND WHEREAS Council may cancel scheduled Committee of the Whole meetings with 24 hours notice, as per the "Town of Qualicum Beach Council Procedure Bylaw No. 733, 2019", if they are not required;

THEREFORE, BE IT RESOLVED THAT Council schedule the following additional Committee the Whole meetings for the 2027 Strategic Planning process, subject to change if they are not required:

- December 17 and 18, 2026 (10 am)
- January 6, 2027 (10 am)

Note: January 20, 21 and February 3, 2027, 10 am meetings were approved in the 2027 Annual Schedule.

(2) **Corporate Services**

(a) **2027 Special Event Date Approvals**

Staff Recommendation:

THAT the following event dates be approved in principle, subject to event organizers working with Town staff to ensure Town requirements are met:

- QB Coldest Night of the Year, Saturday, February 17, 2027
- KSS Grad Parade, Sunday, June 13, 2027
- Twilight Concert Series, Saturday, July 10, 24, and August 7 & 21, 2027

(b) **Subsidized Rental Application | Oceanside Bridge Club**

Staff Recommendation:

THAT Council approves the Oceanside Bridge Club for a one-time subsidy for the use of the Civic Centre on April 30 to May 2, 2027, for their annual Bridge Tournament, by charging a reduced rate of $2,309 plus applicable taxes, as opposed to the Policy rate (excluding damage deposit) of $2,683 plus applicable taxes, resulting in a $374 subsidy.

(c) **Council Attendance at the LGLA Elected Officials Seminar Series**

Staff Recommendation:

THAT in accordance with the Conference Attendance, Expenses & Travel Policy 3004-11, Council authorizes Mayor Walker and Councillors Couzens, Harrison, Oak, and Skipsey to attend the LGLA Elected Officials Seminar Series in Nanaimo, January 13 -15, 2027 and funded through the designated Council Conference attendance budget.

(3) **Planning & Community Development**

93-120

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

Staff Recommendation:

THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be adopted.

121-129

(b) **Zoning Amendment | 545 Nenzel Road**

Staff Recommendations:

1. **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026" be introduced and read a first time.
2. **THAT** prior to adoption of "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026", a S. 219 Form and Character Covenant be registered on title to ensure that density and future buildings are constructed as proposed.

130-134

(c) **Town of Qualicum Beach Road Closure (Portion of Laneway West of Rye Road) Bylaw No. 912, 2026**

Staff Recommendations:

1. **THAT** "Town of Qualicum Beach Road Closure (Portion of Laneway West of Rye Road) Bylaw No. 912, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Road Closure (Portion of Laneway West of Rye Road) Bylaw No. 912, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Road Closure (Portion of Laneway West of Rye Road) Bylaw No. 912, 2026" be read a third time.

135-152

(d) **Applicant Request for Reconsideration of Tree Permit Requirements for 459 Hoylake Road**

Staff Recommendation:

THAT Council amend the Director of Planning's decision regarding the Tree Permit for 459 Hoylake Road by waiving the replacement-tree requirement and associated security deposit or cash-in-lieu requirement for the 19 trees located within 3.0m of the proposed dwelling footprint or identified as hazardous, as detailed in the November 18, 2026, report to Council.

153-161

(e) **"Town of Qualicum Beach Building Bylaw No. 903, 2024, Amendment Bylaw No. 903.01, 2026" | BC Energy Step Code**

Staff Recommendations:

1. **THAT** "Town of Qualicum Beach Building Bylaw No. 903, 2024, Amendment Bylaw No. 903.01, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Building Bylaw No. 903, 2024, Amendment Bylaw No. 903.01, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Building Bylaw No. 903, 2024, Amendment Bylaw No. 903.01, 2026" be read a third time.

162-163

(f) **2026/2027 Extreme Cold Weather Warming Centre Update**

The memorandum is provided for information purposes.

(4) **Engineering and Operations**

164-168

(a) **Request for Award | Sewer Trunk Inspection and Smoke Testing Program**

Staff Recommendation:

THAT Council awards the Sewer Trunk Inspection and Smoke Testing Program RFP No. 2026.26 to C3 Mainline Inspections Inc. at an all-inclusive unit price of $7.97 per linear metre, to a maximum contract value of $200,000, excluding GST.

(5) **Airport**

(a) **BCAAP Grant Application | Airport Master Plan/Business Plan**

Staff Recommendation:

WHEREAS the 2027-2031 Financial Plan includes a budget provision of $75,000 for the creation of an Airport Master/Business Plan in Fiscal 2027;

WHEREAS the British Columbia Airport Access Program (BCAAP) which is a provincial funding program designed to improve and develop aviation infrastructure in British Columbia is accepting grant applications from regional and municipal airports for safety, infrastructure and modernization projects;

THEREFORE BE IT RESOLVED THAT Council approves an application to the BCAAP program for the development of an Airport Master/Business Plan at Qualicum Beach Airport;

AND FURTHER THAT Council approves a letter be sent to BCAAP supporting this project.

10. MOTION TO CLOSE TO THE PUBLIC – Nil

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 (November 20, 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

DRAFT | Minutes of the 10:00 am Wednesday, June 17, 2026, Town of Qualicum Beach Town Hall Committee of the Whole Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor 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 Raj Hayre, Director of Finance Twyla Slonski, Interim Deputy Director of Corporate Services 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.

The Mayor acknowledged the passing of Len Mustard, who served as the Town Crier for 26 years, and recognized his wife, Marie. The Mayor noted that two seats at the Echo Players Theatre were dedicated in Mr. Mustard's name last year.

ADOPTION OF THE AGENDA

The Committee adopted, by unanimous consent, the June 17, 2026 Town Hall Committee of the Whole Meeting agenda.

CARRIED UNANIMOUSLY

TOWN HALL

Public Input Opportunity

The Mayor called for public input and invited speakers to address Council in the order they appeared on the sign-up sheet.

J. Wood noted this is the second Town Hall in 2026, and Council promised quarterly Town Hall meetings.

Staff clarified that due to the timing of the 2026 Election Council opted to schedule three Town Hall meetings this year with the next one scheduled for December 2, 2026.

M. Noel inquired about the following:

- Why developer contributions are being recognized in the financial statements before the sale of the Eaglecrest lands, and whether rezoning increased the profit recognized.
- Who will be responsible for costs exceeding the current projections, and when will the land appraisal and profit projections be released to the public.
- Whether the difference between fair market value and the purchase price relates to the issued tax receipt.

Staff shared the following:

- The assets are recorded in the Town's financial statements at fair market value. This value is determined based on the donation value, adjusted where applicable in relation to assessed value, and reviewed through the audit process.
- The Financial Plan Amendment scheduled for Council's consideration on June 24, 2026, relates to the Eaglecrest property. The parcels recognized in the financial statements are currently listed for sale.

J. Wood inquired as follows:

- Whether the number of bids received for RFP 2026-05, Country Club Drive, will be made available to the public.
- When parking behind The Fern and Cedar will be implemented.
- Whether the existing mapping system can be enhanced to include a layer identifying Town-owned lands.
- Improving access to Council presentations on the Town's website by reducing the number of steps required to locate them.

T. Pritchard commented on the following:

- Housing is a priority and the volume of building permits issued in recent years have been very low considering the population growth.
- There were noticeable increases in the volume of building permits issued between 1978-1981 and 1987-1994.
- Whether there was a plan to address the low volume of building permits issued in recent years including village core housing and rental suites.

Council made the following comments:

- The first significant housing growth period occurred following the installation of the sewer system, which likely changed the point of entry for development.
- The Local Health Area profile indicates a higher projected increase in residents over the age of 45, rather than young families, suggesting increased demand for healthcare services in the future.

D. Couzens made the following comments:

- Referred to a 2012 Town report on family retention and attraction, which identified that most residents were over 40 years of age.
- Requested clarification regarding actions taken in response to commissioned reports, including whether follow-up or response reports are available.
- Whether all Town bylaws are available on the website in one location and in numerical order.

Council added that the 2012 Family Retention and Attraction Report referenced does not reflect the current market pricing or statistics. The topic is slated for consideration in a future strategic planning year.

R. Gerard provided the following comments:

- Council consider a monthly Town Hall format to support collaboration and follow-up action.
- Limited progress on Council goals near the end of the term and potential Eaglecrest-related financial implications for a future Council.
- Inquired about the rational for the proposed long-term care facility that was not approved in the Town, including public feedback and the final outcome.
- The need for long-term care and additional housing, with height and parking requirements potentially affecting project viability.
- Limited profitability potentially deterring developers and limited downsizing options for residents.

Council made the following comments:

- Significant infrastructure improvements have been completed, including visible projects such as the skatepark and other less visible infrastructure work.
- Some development applications have not proceeded because applicants have not returned with revised proposals or required submissions.
- Traffic, gateway impacts, community feedback on three-storey development, and economic viability are key considerations for proposed developments.

R. Gerard shared the following:

- Concern that delayed Council approvals are keeping projects from advancing.
- Referred to comments made by a consultant at the Eaglecrest public consultation event that six-story buildings were considered ideal to attract developer investment.

M. Noel inquired about the following:

- Whether the Town retained ownership of the land for The Residences at Qualicum Station affordable housing project and leased it to the Province.
- The status of rentals, vacant units, and subsidies for the affordable housing project, and whether the Town is responsible for any financial shortfalls.
- Whether a property tax exemption applies for the full term of the lease and if residents moving into the project are from Qualicum Beach or the broader region.
- Whether the Eaglecrest purchase price is $8.5 million, including any donated amount.
- Concerns regarding transparency, as the Commons and Eaglecrest projects did not proceed through the strategic planning process.

Staff advised that the Eaglecrest property value, including associated donation revenue, will be determined at the time of sale. The land was not reassessed upon rezoning because it was not being acquired at that time.

Council shared the following:

- The affordable housing project may occasionally have two to three units vacant out of fifty-six due to tenant turnover. Operating costs are not the responsibility of the Town.
- A Property tax exemption was provided for the entirety of the lease, this is one of the things we do to support younger families.

Staff made the following comments:

- The Commons and Eaglecrest projects were inserted mid-year under Council direction. Mid-year additions follow a different process.
- The purchase price of Eaglecrest was 8.5 million, it is based on the cash paid, the donation receipt is a separate item.

Mayor Westbroek noted that concerns raised regarding Eaglecrest will be referred to the June 24, 2026 meeting as staff are in the process of preparing a report to Council for the meeting.

R. Gerard inquired as to when resources allocated to Eaglecrest would be available for new projects or initiatives currently on hold such as the Tree Protection Bylaw review.

Council advised that Capital Projects are still moving forward at this time, however other items like the review of the Town's Tree Protection Bylaw remain on hold due to the current allocation of resources. Staff noted that Council held twenty-nine business meetings in 2025 and that the volume of work has increased along with the business. While capital projects are continuing to advance, some strategic plan initiatives have been deferred to a future year for Council's consideration through the 2027 strategic planning process.

R. Gerard expressed concern about the following:

- That available capital funding is limited, with transportation planning costs affecting the timing of other projects.
- Whether the September meeting will review the transportation plan with the consultant.
- Whether there will be future revisions to *"Town of Qualicum Beach Traffic Bylaw No. 225"* and whether sufficient resources are available.

Staff provided the following response:

- The 2026 capital projects budget is $21 million, with grant funding sources being an important factor. Related items will be brought forward to a future Council meeting for consideration, including which items to advance and whether any budget adjustments are required.
- Public comments on the Transportation Plan may be submitted and addressed at the Transportation Plan meeting on November 25, 2026, at 4:00 p.m. This meeting will include future planning and reporting on completed projects.

T. Pritchard provided the following comments:

- Staff capacity has been referenced at today's meeting and in recent meetings, the full workload has resulted in several items being deferred for one or more years.
- Other municipalities are using AI tools to support staff capacity and manage workloads.
- Whether decisions regarding the use of AI would be considered through the strategic planning review process.

Staff provided the following response:

- AI and other technology tools are currently being explored and used where appropriate, including tools related to public inquiries.

- A working group is being established to review opportunities for the effective and appropriate use of emerging technologies.
- If AI-related initiatives affect staffing or budget, they would be considered through the strategic planning process.

M. Diamond shared the following:

- An opportunity to submit a special project application in recognition of the 100th anniversary of the Horticultural Association of Canada.
- The 20th anniversary of Milner Gardens.
- Opportunities to support garden tourism by building on existing Town amenities.
- The need to refresh the Heritage Forest signage, including consideration of a potential bequest that may be available for this purpose.
- Inquired about the planned activities in the "Friends" category of the 2026 Communities in Bloom program.

J. Noel inquired about the $1.9 million in Community Amenity Contributions for local health care and conservation purposes, including amounts allocated to the skatepark and Qualicum Commons, remaining funds, and whether a detailed breakdown will be provided.

Staff provided the following comments:

- Funds held as contingency have been returned to the reserve.
- Expenses related to Qualicum Commons are intended to be funded through rental revenue rather than expense accounts.
- A further report is anticipated following the conclusion of the final year of Qualicum Commons operations.

J. Wood requested clarification on:

- Implementation of identified community needs, including demand for seniors' downsizing accommodation.
- The Vancouver Island Health Authority's *Oceanside Profile*, released in February 2026, and related future planning.
- Timing of the Memorial Avenue railway closure, associated traffic and pedestrian changes, and the advisory 30 km/h sign.
- Current and future parking needs at the Primrose Medical Clinic, including staff parking.
- Whether the three-storey building-height limit applies outside the Village Neighbourhood area.

Ron Gerard commented on the potential closure of Railway Street and for speed reduction on Memorial Avenue to improve pedestrian safety.

Staff noted there is no commitment to closing Railway Avenue. But there are discussions to modify the existing use. An analysis will need to take place when exploring the solution.

The Mayor called the close of the Public Input portion of the Town Hall Committee of the Whole meeting.

ADJOURNMENT
Councillor Harrison MOVED and Vander Valk SECONDED, THAT the Committee of the Whole adjourns the June 17, 2026, Town Hall Committee of the Whole meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 12:00 pm

Certified Correct:

_____
Heather Svensen
Director of Corporate Services/Deputy CAO

Confirmed this ___ day of _____, 2026.

_____
Teunis Westbroek
Mayor

DRAFT | Minutes of the 4:00 pm Wednesday, July 8, 2026, Town of Qualicum Beach Committee of the Whole Meeting (Airport) held in the Council Chamber, Town Hall, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Petronella Vander Valk Councillor Jean Young Councillor Anne Skipsey
ALSO PRESENT:	Staff:	Lou Varella, Chief Administrative Officer (CAO) Kevin Goldfuss, Airport Manager Twyla Slonski, Interim Deputy Director of Corporate Services Chelsea Currie, Corporate Services Coordinator Jason Froats, Information Systems Analyst

The Mayor called the Committee of the Whole meeting to order at 4:02 pm and acknowledged the meeting was being held on the traditional territory of the Coast Salish people and particularly the Qualicum First Nation.

ADOPTION OF THE AGENDA

The Committee adopted, by unanimous consent, the July 8, 2026, Committee of the Whole meeting agenda as presented.

CARRIED UNAIMOUSLY

Qualicum Beach Airport Quarterly Report

Kevin Goldfuss, Airport Manager, presented an overview of the Qualicum Beach Airport Quarterly Report.

Council inquired about the following:

- Whether patient medical transfer figures include aircraft stopping at the airport for refueling.
- Confirmation that the Phase Three power is a grant-dependent financial plan item for the 2029 budget year.

Staff clarified that a future report will be presented to Council as grant availability and timelines permit.

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** the Committee of the Whole recommends to Council THAT Council receive the report titled "Qualicum Beach Airport Quarterly Report," dated July 8, 2026, for information.

CARRIED UNANIMOUSLY

PUBLIC INPUT OPPORTUNITY

The Mayor called for public input and invited speakers to address Council in the order they appeared on the sign-up sheet.

S. Willis provided comments on the following:

- Residents affected by airport noise do not wish to see the airport shut down and support its peaceful coexistence with the Town.

- Misinformation regarding airport closure and essential services has created unnecessary concern among airport users and residents.
- The Good Neighbour Program has worsened conditions for her and neighbouring residents by shifting flight paths over their homes.
- Expressed hope that a new Noise Sensitive Area approach will help address resident concerns.
- While the airport has operated since 1954, population growth and increased airport traffic have changed the Town and affected residents' quality of life.

J. Leo shared the following comments:

- There has been resistance from pilots to working collaboratively toward a compromise.
- Has resided on Rupert Road for 32 years and noted airport activity has become less manageable over the past two years as Runway 11 traffic has shifted south.
- Circuit training can occur at two-minute intervals, with aircraft appearing to fly below 800 feet above ground level.
- Clarified that he does not object to scheduled flights, regular aircraft activity, or emergency services.

G. Willis provided comments on the following:

- Other communities have implemented restrictions on touch-and-go training while continuing to maintain airports, aviation activity, firefighters, and emergency services.
- Pheasant Glen residents are reluctant to speak publicly against the airport due to concerns of increased flights over their homes.

S. Wilcox, Chair, COPA Board, provided comments on the following:

- Introduced himself as Chair of COPA and noted experience operating the Oshawa airport on behalf of a municipality.
- Suggested that shifting flight routes without broader consultation may have been a misstep.
- Commended the Town for work completed to date and noted that while community concerns will vary, residents should work toward coexistence.
- Explained that COPA defines general aviation as not including military or airline service.
- COPA advocates federally and works with NAV CANADA and Transport Canada to support safe, accessible, and sustainable aviation environments.

K. Griffith provided comments on the following:

- Has resided in Chartwell for 15 years and expressed appreciation to the Airport Manager and staff for the information provided.
- Arriving aircraft pass over his residence, resulting in approximately 15 to 30 seconds of noise per aircraft. Activity varies by day, with approximately 15 to 30 aircraft observed.
- Training school aircraft take approximately five minutes to complete a circuit, while helicopters take approximately 50 seconds to arrive and shut down.
- Suggested that a noise study be completed.

D. Durrant made the following comments:

- The importance of regularly scheduled airline service and its critical functions.
- WestJet has discontinued service at several Alberta airports, creating concern regarding aviation businesses leaving Qualicum Beach.
- Requested an opportunity to meet with Council before the election to share information about Ascent's new hangar.
- Inquired whether the most recent engineering inspection of the airport runway is publicly available.

T. Tobin provided comments on the following:

- Identified himself as a Qualicum Beach resident residing in the Evergreen area.
- Thanked staff and expressed optimism that progress is being made to resolve the issues.

S. Heimberger provided comments on the following:

- Identified himself as a Qualicum Beach resident, taxpayer, airport leaseholder, and airport investor who constructed a hangar at the airport.
- Purchased a residence near the departure end of Runway 29 with the understanding that aircraft would fly overhead.
- Expressed concern that the airport is under attack through increased restrictions, fees, and limits on the flying schools, which may drive commercial operations away and contribute to rumours of airport closure.
- Expressed support for a master plan to establish direction and a vision for the airport as a CAT4 facility.

G. Dyck provided comments on the following:

- Identified himself as an aircraft owner, builder, hangar renter in Qualicum Beach, and former Canadian Forces member.
- That noise is subjective and provided an example of complaints received regarding a glider, which has no engine.
- Transport Canada provides measurable noise criteria, however, no formal noise review of the Qualicum Beach Airport has been conducted.
- Requested Council not to make decisions based only on subjective information and remove the proposed Prior Permission Required restriction until further testing occurs.

H. Exner, President, Flying Club, provided comments on the following:

- Identified himself as President of the Flying Club, which has approximately 140 members.
- Acknowledged collaboration between Council, staff, and airport users during the bylaw development process.
- Airports such as Qualicum Beach often provide an entry point for individuals pursuing careers in aviation.
- The Flying Club is willing to work collaboratively with Council, the community, and airport user groups to support the airport's long-term success, including participation in future master planning initiatives.

T. Provost provided comments on the following:

- Circuit activity is the primary source of airport complaints and supported implementation of a PPR process to improve residents' quality of life.
- Suggested that flight training not occur before 9:00 a.m. or after 6:00 p.m., with limits on total daily training hours.
- Requested a prohibition on flight training on Saturdays, Sundays, and statutory holidays.

D. Williams provided comments on the following:

- A 20-year resident of Qualicum Woods and noted increased airport activity in recent years.
- Raised concerns regarding noise pollution and the frequency of circuit training, which was noted to significantly affect community quality of life.
- Noted that no regulation requires an airport to accommodate a flight school.
- Referenced Oshawa, Squamish, Courtenay, Comox, and Fort Langley as examples of airports with circuit or touch-and-go restrictions.
- Supported PPR applying to all airport users, including on weekends and statutory holidays.
- Requested that Council direct staff to proceed immediately with either a blanket prohibition on touch-and-go training or implementation of PPR.

M. Ronaldson provided comments on the following:

- Identified themselves as a commercial pilot and expressed concern that financial and regulatory pressures are resulting in lost business and aviation opportunities, affecting the airport's economic viability.
- Federally regulated flight operations require specialized oversight beyond the scope of Town Council and that significant taxpayer-funded time is being spent on airport matters.
- Proposed establishment of an independent airport authority to oversee operations to reduce demands on Council and staff.

K. Storer provided comments on the following:

- Inquired who would be responsible for the costs associated with a proposed independent airport authority or related airport changes.

A. Hawkings shared the following comments:

- Expressed support for the airport and its importance to emergency services and the life-saving air transportation.
- The community benefits from local pilots and aviation services.

J. Tutor provided comments on the following:

- Thanked Council and pilots who demonstrate consideration for people, livestock, and properties below.
- Many homebuyers purchased during a quieter period and that both the Town and airport activity have grown.
- Requested restrictions on circuit training and helicopter training over residential areas, with helicopter training occurring over forested areas where feasible.
- Supported establishing PPR process to reduce noise and pollution over residences, farms, and livestock.

- Encouraged fair solutions involving the Town and airport users to protect community peace and livability.

T. Whitehill provided comments on the following:

- A resident of Qualicum Woods, where aviation traffic has been redirected following a recent flight path change.
- Noted that Qualicum Beach does not have PPR regulations in place.
- Requested Council consider restrictions on circuit and helicopter training on Saturdays, Sundays, and statutory holidays.

A. Roberts provided comments on the following:

- Supported continued measures to reduce airport impacts, including expansion of the Noise Sensitive Area, collaboration with NAV CANADA, and neighbourhood best practices.
- The Qualicum Beach Airport has served the community since 1954 and that neighbourhoods developed around the airport, rather than the airport being constructed adjacent to existing properties.
- The airport should not be expected to cease or significantly restrict operations due to neighbouring residential development.
- Described the airport as an important community asset and accepted occasional aircraft noise as part of living near an active airport.

S. Sort provided comments on the following:

- Supported continuation of touch-and-go operations to train future pilots, including medevac, military, and other aviation professionals.
- Noted that the Town received federal funding for runway resurfacing, funded by taxpayers across Canada.
- Supports pilot training as it can lead to careers in commercial, military, and medevac aviation.
- Aviation businesses require a predictable and stable operating environment.
- Expressed concern regarding restrictions that may affect air ambulance operations.

A. Gavin, Skydive Vancouver Island, provided comments on the following:

- Reported that they, their staff, and pilots have experiences threats, harassment, intimidation, property vandalism, and vehicle tampering related to noise complaints.
- These safety concerns have resulted in significant personal and financial impacts, including investment in 24-hour security.
- Requested that Council consider the human impact associated with airport operations.

G. Yelland, Search and Rescue Member, provided comments on the following:

- Speaking personally, rather than on behalf of the organization.
- Thanked the Town for supporting the establishment of a new operations centre at the airport.
- Importance of having an active airport for Search and Rescue operations.
- Search and Rescue personnel require continuous, day-and-night airport access to support specialized air operations.

M. Noel provided comments on the following:

- Raised concerns regarding airport finances, including the absence of final 2025 figures.
- Noted declining projected lease and other revenues, as well as potential revenue impacts from reduced fees and free parking.
- Referred to projected taxpayer-supported losses of approximately $269,000 and emphasized the need for sufficient airport activity and revenue to cover operating costs.

S. Sort provided additional comments on the reported harassment and threats involving aviation operations, emphasizing that interference with aircraft or aviation communications poses serious safety risks.

S. Wilcox provided additional comments on the following:

- Most Canadian airports do not cover 100% of their operating costs.
- Airports provide public benefits and may require financial support through fees.

G. Farrington provided comments on the following:

- Recommended that fee structures protect essential services and not discourage aviation activity that supports airport viability.
- Fees should be necessary, proportionate, operationally related, and benchmarked against comparable airports.
- Recommended meaningful consultation before significant fee changes are implemented.
- Suggested that material fee increases be phased in to reduce impacts on airport businesses and operators.
- Noted that airport users are already facing increased costs, including fuel, and requested that Council consider the full range of airport revenue sources.

S. Wilcox provided comments on noise, regulation, and PPR as follows:

- Safety must remain paramount and noise measures should not create operational pressure on pilots.
- Aviation is federally regulated, and enforceable noise or operating restrictions require appropriate regulatory processes and consultation.
- Noise Sensitive Areas and PPR may be useful voluntary or educational tools; however, the Town's authority to enforce them was questioned.
- Residential development near airport operations has contributed to current concerns, and removing flight schools could affect aviation training and career pathways.
- Recommended documenting concerns, assessing impacts, and exploring mitigation options with Transport Canada and affected stakeholders.

T. Wood provided comments on the following:

- Confirmed that Council has authority to establish a Prior Permission Required (PPR) process.
- Staff have not received direction from Council to proceed with PPR.

J. Leeuw provided comments on the following:

- Expressed concern regarding reported violence and harassment directed toward skydiving operators.
- Suggested that ineffective complaint processes may lead some individuals to take matters into their own hands.
- Requested clarification regarding a financial figure discussed, possibly an increase from $150,000 to $250,000.
- Noted that Courtenay Airpark is understood to be City-owned and managed by a volunteer association.

A. Cormac provided comments on the following:

- A Qualicum Beach resident who previously lived near an airport in Vancouver/Richmond.
- Airport-related concerns can become long-standing issues in growing communities. Qualicum Beach and Vancouver Island will continue to evolve and expand.
- Expressed support for a more sophisticated and formal process.

Ryan V. provided comments on the following:

- The Canadian Owners and Pilots Association (COPA) and the Pacific Coast General Aviation Association expressed a commitment to working collaboratively with the Town and residents.
- Emphasized aviation safety, responsible operations, and the airport's community and career-development benefits.
- Noted that isolated actions by individuals should not be attributed to the broader aviation or resident community.

Council thanked members of the public for their attendance at the meeting.

ADJOURNMENT

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** the Committee of the Whole adjourns the July 8, 2026, Committee of the Whole meeting.
CARRIED UNANIMOUSLY

MEETING ADJOURNED: 6:43 pm
Certified Correct:

_____
Heather Svensen
Director of Corporate Services/Deputy CAO

Confirmed this ___ day of _____, 2026.

_____
Teunis Westbroek
Mayor

Draft | Minutes of the 10:00 am Wednesday, September 9, 2026, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

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

ALSO PRESENT: Staff: Lou Varela, Chief Administrative Officer
Heather Svensen, Director of Corporate Services/Deputy CAO
Raj Hayre, Director of Finance
Luke Sales, Director of Planning and Community Development
Amro Kotb, Director of Infrastructure Services
Twyla Slonski, Interim Deputy Director of Corporate Services
Peter Cornell, Fire Chief
Oliver Watson, Capital Projects Manager
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 September 9, 2026, regular Council meeting agenda as amended to add item 6(a), Authorization for the Creation of the Field of Crosses | Rotary Club of Qualicum Beach.

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

ADOPTION OF THE CONSENT AGENDA

Council adopted, by unanimous consent, **THAT** recommendations listed for items 2(a) to 2(i) in the September 9, 2026, Consent Agenda be adopted.

(a) **THAT** the July 15, 2026, regular meeting minutes be approved as presented.

(b) **THAT** the July 29, 2026, special meeting minutes be approved as presented.

(c) **THAT** the July 31, 2026, special meeting minutes be approved as presented.

(d) **THAT** the 2026 Special Event Grant Final Report from the St. Andrew's Lodge Historical and Cultural Society for the St. Andrew's Lodge Re-Opening Event be received.

(e) **THAT** the 2026 Special Event Grant Final Report from the Anglican Parish of St. Mark for the St. Mark's 100th Anniversary Family Festival Day be received.

(f) **THAT** the Q1/Q2 report for Fire Rescue Services be received as presented.

(g) **THAT** the Q1/Q2 report for Bylaw Services be received as presented.

(h) **THAT** the Q1/Q2 report for Construction and Building Permits be received as presented.

DRAFT

(i) **THAT** the Correspondence Log, dated for reference August 28, 2026, be received.

CARRIED UNANIMOUSLY | Resolution No. 26-192

RECOGNITION – Nil

BUSINESS ARISING FROM THE MINUTES

(a) **School District Request to Waive Fees for Construction of a Childcare Centre**
Councillor Young MOVED and Mayor Westbroek SECONDED, **THAT** Council provides one-time financial support for construction of the Childcare Centre located on the Qualicum Beach Elementary School site, for the purposes of contributing towards the playground and equipment funding shortfall, in the amount of $XXXXX, to be funded from 2026 accumulated surplus.
No Vote

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council refers the motion on the floor to Strategic Planning for consideration with other priorities.
CARRIED UNANIMOUSLY | Resolution No. 26-193

DELEGATIONS

(a) **Qualicum Beach Chamber of Commerce**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** the delegation proceed past five minutes.
CARRIED UNANIMOULSY

S. Benedict, President, and T. O'Connor, Treasurer of the Qualicum Beach Chamber of Commerce, in attendance to provide a presentation on their annual year-end report.

(b) **State of the Heritage Forest**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council provide the delegation with 10 minutes to present.
CARRIED UNANIMOULSY

T. Whitfield, President of the Brown Property Preservation Society, and member of the Heritage Forest Commission, in attendance to provide a presentation on the state of the Heritage Forest.

CORRESPONDENCE

(a) **Authorization for the Creation of the Field of Crosses | Rotary Club of Qualicum Beach**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, **THAT** the Town of Qualicum Beach grants permission to the Rotary Club of Qualicum Beach who are partnering with the Royal Canadian Legion Branch 76 to create a 'field of crosses' to honour Veterans from WWI and WWII, as requested in the correspondence received September 7, 2026;

AND FURTHER THAT, the Rotary Club be permitted to erect the display on the grassy area kitty-corner from the Qualicum Beach Curling Club on Railway Street, between the railway tracks and the road, from November 2, 2026 to November 12, 2026.
CARRIED UNANIMOUSLY | Resolution No. 26-194

BYLAWS

(a) **Zoning Amendment | 1025 Qualicum Road (Pheasant Glen)**
Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" be read a third time as amended.
CARRIED UNANIMOUSLY | Resolution No. 26- 195

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (1025 Qualicum Road) Bylaw No. 900.11, 2026" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 26- 196

(b) **"Town of Qualicum Beach 2027 Taxation Exemption Bylaw No. 923, 2026"**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, **THAT** "Town of Qualicum Beach 2027 Taxation Exemption Bylaw No. 923, 2026" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 26- 197

(c) **"Town of Qualicum Beach 2027 Taxation Exemption (Places of Worship) Bylaw No. 924, 2026"**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** "Town of Qualicum Beach 2027 Taxation Exemption (Places of Worship) Bylaw No. 924, 2026" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 26- 198

(d) **"Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.02, 2026"**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** "Town of Qualicum Beach 2026-2030 Financial Plan Bylaw No. 921, 2026, Amendment Bylaw No. 921.02, 2026" be adopted.
CARRIED UNANIMOUSLY | Resolution No. 26- 199

COMMITTEE & LIAISON REPORTS

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

(i) **Mayor Westbroek Notice of Motions**

(a) **BC Energy Step Code**
Mayor Westbroek MOVED and Councillor Young SECONDED,
WHEREAS the Town has received correspondence requesting deferral of the Town's mandatory implementation of Step 5 of the BC Energy Step Code for Part 9 buildings, including residential dwellings, to 2032;
AND WHEREAS the Province's proposed implementation timeline would require Part 9 buildings to meet Step 5 of the BC Energy Step Code in 2032 and Part 3 buildings to meet Step 4 of the BC Energy Step Code in 2032;
AND WHEREAS Council wishes to align the Town's implementation timeline for advancement of the Step Code with the Province's proposed implementation timeline;

THEREFORE, BE IT RESOLVED THAT Council directs staff to prepare the necessary bylaw and policy updates to require applicable Part 3 and Part 9 building types and occupancies to meet BC Energy Step Code requirements in accordance with the Province's proposed implementation timelines.

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, **THAT** Council amends the motion on the floor by inserting: **BE IT RESOLVED THAT** a review be scheduled for Council to revisit BC Energy Step Code requirements in Q3 of 2028.
CARRIED UNANIMOUSLY | Resolution No. 26-200

MAIN MOTION AS AMENDED:
WHEREAS the Town has received correspondence requesting deferral of the Town's mandatory implementation of Step 5 of the BC Energy Step Code for Part 9 buildings, including residential dwellings, to 2032;
AND WHEREAS the Province's proposed implementation timeline would require Part 9 buildings to meet Step 5 of the BC Energy Step Code in 2032 and Part 3 buildings to meet Step 4 of the BC Energy Step Code in 2032;
AND WHEREAS Council wishes to align the Town's implementation timeline for advancement of the Step Code with the Province's proposed implementation timeline;
THEREFORE, BE IT RESOLVED THAT Council directs staff to prepare the necessary bylaw and policy updates to require applicable Part 3 and Part 9 building types and occupancies to meet BC Energy Step Code requirements in accordance with the Province's proposed implementation timelines.
AND BE IT FURTHER RESOLVED THAT a review be scheduled for Council to revisit BC Energy Step Code requirements in Q3 of 2028.
CARRIED UNANIMOUSLY | Resolution No. 26-201

(b) **Eaglecrest Golf Course Renaming**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, **THAT** the Eaglecrest Golf Course be officially renamed the "Qualicum Beach Eaglecrest Golf Course".
CARRIED UNANIMOUSLY | Resolution No. 26-202

(c) **Qualicum Beach Eaglecrest Golf Course Flag Poles**
Mayor Westbroek MOVED and Councillor Skipsey SECONDED, **THAT** staff be directed to install two (2) additional flag poles at Qualicum Beach Eaglecrest Golf Course to fly the Town of Qualicum Beach municipal flag and the Club Flag subsequent to Council approving the visual identity program for the Qualicum Beach Eaglecrest Golf Course.
CARRIED UNANIMOUSLY | Resolution No. 26-203

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

(i) Councillor Harrison commented on his portfolio activities.

(ii) **Councillor Harrison Notice of Motions**

(a) **Railway Crossings**

WHEREAS the UBCM Resolution Committee's response to the Town's 2025 resolution on railway crossings was as follows:

The Committee understands that there is no mechanism to designate a grade crossing as "inactive" under the Canada Transportation Act, Railway Safety Act, and Grade Crossings Regulation. Rather, the Grade Crossings Regulation provides that its own regulatory requirements do not apply to a public grade crossings with less than three average daily railway movements.

The sponsor indicates that the section of railway track north of Nanaimo that is owned by the Southern Railway of BC sees less than three average daily railway movements. If this is the case, then the Committee would ask why the sponsor does not seem to be approaching the Southern Railway of BC and Transport Canada to change the average annual daily movements on record for that section of track, to less than three. This could address the issue of stop signs for vehicular traffic at certain railway grade crossings, without having to seek federal legislative and regulatory amendments.

THEREFORE BE IT RESOLVED that the Town contacts Transport Canada and Southern Railway of BC to confirm the number of annual daily movements and the resulting signalization requirements.

Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** Council postpone the motion to a future Council meeting for consideration.
CARRIED UNANIMOUSLY | Resolution No. 26-204

(b) **Buying Local Policies**

THAT WHEREAS the Town benefits from having successful small businesses in the community;

AND WHEREAS more than one business has noted a significant decline in town purchasing in the past several years;

THEREFORE BE IT RESOLVED that staff present Council with a policy intended to give staff latitude to buy local where it is reasonable to do so, with a maximum percentage variance and total budget (i.e. 5% and $10,000 total) at a future council meeting.

Councillor Harrison MOVED and Mayor Westbroek SECONDED, **THAT** Council refer the motion on the floor to the 2027 Strategic Planning process for consideration.
CARRIED UNANIMOUSLY | Resolution No. 26-205

(c) **Coordination with Higher Levels of Government**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, **THAT** following the Strategic Planning Process and identification of shovel-ready grant projects ready to advance to grant applications, staff coordinate a briefing meeting with Council, the MLA, MP and/or their staff, followed by a meeting with Minister Anderson to provide further context and advocacy support.
CARRIED UNANIMOUSLY | Resolution No. 26-206

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

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

(ii) **Recommendation from the May 14, 2026 Heritage Forest Commission Meeting**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **WHEREAS** the Brown Property Preservation Society will contribute $1,000 towards the replacement of the entrance sign and kiosk roof located at the Heritage Forest entrance on Crescent Road East in memory of Jack Wilson and Anne and Leo Klees;

THEREFORE BE IT RESOLVED THAT Council directs staff to obtain costing for the future replacement of the Heritage Forest entrance sign and kiosk roof located at the Heritage Forest entrance at Crescent Road East for consideration of inclusion in the 2027 Financial Plan.
CARRIED UNANIMOUSLY | Resolution No. 26-207

(iii) **Recommendation from the September 3, 2026 Heritage Forest Commission Meeting**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council authorizes the Brown Property Preservation Society to transplant native flowering shrubs from the Hoylake Road Pollinator Garden to the Beach Creek site in the Heritage Forest.
CARRIED UNANIMOUSLY | Resolution No. 26-208

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

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

(ii) **Councillor Vander Valk Notice of Motion | Tree Protection**
Councillor Vander Valk MOVED and Councillor Young SECONDED, **THAT** Council refer consideration of potential amendments and procedures relating to Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023 to the 2027 Strategic Planning process recognizing current staff workload, competing priorities, the need for a comprehensive review of the subject Bylaw that is currently scheduled for 2027, and Council Policy 3000-22 regarding requests for new or increased service.
CARRIED | Resolution No. 26-209
In Favour: Mayor Westbroek, Councillors Skipsey, Vander Valk, Young
Opposed: Councillor Harrison

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

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

(ii) **Councillor Young Notice of Motions**

(a) **School Creek Rehabilitation**
Councillor Young MOVED and Councillor Skipsey SECONDED, **THAT** staff be directed to develop a Scoping Sheet for options on the rehabilitation of School Creek as a naturally occurring watercourse for consideration during the 2027 Strategic Planning process.
CARRIED UNANIMOUSLY | Resolution No. 26-210

(b) **Qualicum Beach Seniors' Centre | Rental Space**
Councillor Young MOVED and Councillor Harrison SECONDED, **THAT** staff be directed to invite representatives of the Seniors' Centre to appear as a delegation before Council prior to the 2027 Budget process, should they wish to request rental space at municipally owned facilities at a subsidized rate.
CARRIED UNANIMOUSLY | Resolution No. 26-211

STAFF REPORTS

(1) **Corporate Services**

(a) **2027 Special Event Applications**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, **THAT** Council approves the following special event dates in principle, subject to event organizers working with Town staff to ensure Town requirements are met:
- Oceanside Mother's Day Run, May 9, 2027
- QF Qualicum Beach Triathlon, June 26-27, 2027
- Oceanside Football Club Mini World Cup, April 3-4, 2027

CARRIED UNANIMOUSLY | Resolution No. 26-212

(b) **Qualicum Beach Seedy Saturday**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council approves a one-time subsidy for the use of the Qualicum Beach Civic Center on February 6, 2027, for the Qualicum Beach Seedy Saturday Association, by charging a reduced rate of $1,903 plus applicable taxes, as opposed to the Policy rate of $2,248 plus applicable taxes, resulting in a $345 subsidy.
CARRIED UNANIMOUSLY | Resolution No. 26-213

(c) **Heritage Forest Management Plan**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council approves the Heritage Forest Management Plan dated for reference June 2026, in the form attached to this staff report dated September 9, 2026.
CARRIED UNANIMOUSLY | Resolution No. 26-214

(d) **Park Benches Policies**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** Council rescinds Policy Number 4002-1 Buildings and Grounds – Dedication of Park Benches – Type I and Policy Number 4002-2 Buildings and Grounds – Dedication of Park Benches – Type II.
CARRIED UNANIMOUSLY | Resolution No. 26-215

(e) **Announcement of Closed Council Meeting Motions**
Council, by unanimous consent, received the Announcement of Closed Council Meeting Motions as included in the September 9, 2026, Council Meeting Agenda.

(2) **Finance**

(a) **First and Second Quarter Update 2026 | Council Strategic Initiatives, Capital Program and Operating Results**

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED,

1. **THAT** the report titled "First and Second Quarter Update 2026: Council Strategic Initiatives, Capital Program and Operating Results," dated September 9, 2026 be received for information.
2. **THAT** the budget provision of $60,000 for the Records Management Strategic Initiative included in fiscal 2026, be carried forward to 2027 as part of the 2027 budget process.
3. **THAT** the remaining budget provision of $37,000 for the Comprehensive Policy Review Initiative included in fiscal 2026, be carried forward to 2027 as part of the 2027 budget process.
4. **THAT** Council defer consideration of the matter of private parking lots used informally for community parking as directed by Council Resolution No. 25-143 dated December 17, 2025, from 2026 to 2027.
5. **THAT** Council Resolution 26-186 dated July 15, 2026, directing staff to provide up to $40,000 to the Royal Canadian Legion Branch 76 to support construction of a Cenotaph on Legion property, be rescinded.
6. **THAT** a funding contribution to the Royal Canadian Legion Branch 76 to support construction of a Cenotaph on Legion property be considered in the 2027 Strategic Planning process.
7. **THAT** Council direct staff to reallocate $63,000 of the budget provision within the Facilities Capital Budget projects in fiscal 2026 to accommodate a budget short-fall in the Parks Storage and Drying Facility project.
8. **THAT** Council direct staff to reallocate $13,000 of budget provision from the approved 2026 Capital Water Fund project budget contingency to address the AC Watermain Replacement design at Berwick Road and Crescent Road, in order to advance the project to a tender-ready stage for planned construction in 2027.

CARRIED UNANIMOUSLY | Resolution No. 26-216

Mayor Westbroek MOVED and Councillor Vander Valk SECONDED, **THAT** Council authorizes staff to reallocate $3,700 from the Qualicum Beach Eaglecrest project contingency to the QBEGC Clubhouse Rehabilitation project.
CARRIED UNANIMOUSLY | Resolution No. 26-217

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** Council Recess the meeting for ten minutes.
CARRIED UNANIMOUSLY

MEETING RECESSED: 12:43 pm

MEETING RESUMED: 12:55 pm in the Council Chamber with Mayor Westbroek and Councillors Harrison, Skipsey, Vander Valk and Young in attendance. Also in attendance, L. Varela, Chief Administrative Officer, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning & Community Development, R. Hyre, Director of Finance, A. Kotb, Director of Infrastructure Services, O. Watson, Capital Projects Manager, P. Cornell, Fire Chief, T. Slonski, Interim Deputy Director of Corporate Services and C. Currie, Corporate Services Coordinator.

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

(3) **Planning & Community Development**

(a) **OCP Consistency Decision for Zoning Amendment | 545 Nenzel Road**
Councillor Harrison MOVED and Councillor Young SECONDED, **THAT** Council considers the proposed Zoning Amendment application for 545 Nenzel Road to be consistent with Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025.
CARRIED | Resolution No. 26-218
In favour: Mayor Westbroek, Councillor Harrison, Vander Valk, Young
Opposed: Councillor Skipsey

(b) **Request to Replace Development Covenant | 634 Rye Road**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** Council authorizes staff to discharge the existing S.219 Restrictive Covenant on 634 Rye Road and replace it with a covenant that permits the land to be subdivided, but still requires Council approval prior to any development, with terms as described in the September 9, 2026 report to Council.
CARRIED UNANIMOUSLY | Resolution No. 26-219

(4) **Engineering and Operations**

(a) **Eaglecrest Subdivision Servicing | Tender Award**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council awards the Eaglecrest Development Subdivision Servicing project to In The Dirt Contracting Ltd. in the amount of $573,917 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 26-220

(b) **Painting Town Hall | RFQ Award**
Councillor Young MOVED and Councillor Harrison SECONDED, **THAT** Council awards the Painting Town Hall RFQ No. 2026-19 project to Top Quality Coatings Ltd in the amount of $110,000 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 26-221

(c) **Country Club Drive Landscaping | RFP Award**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council awards the Country Club Drive Landscaping RFP No. 2026.04 to ADT Property Solutions Ltd in the amount of $129,900 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 26-222

(d) **Foundation and Assembly of Parks Yard Storage Shed | RFQ Award**
Councillor Young MOVED and Councillor Harrison SECONDED, **THAT** Council awards the Foundation and Assembly of Parks Yard Storage Shed RFQ 2026.15 to Magnum Project Management in the amount of $136,289 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 26-223

(e) **Memorial Avenue at Fir Street Crosswalk Installation | RFQ Award**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, **THAT** Council awards the Memorial Avenue at Fir Street Crosswalk Installation RFQ No. 2026-23 to Coastline Civil Inc. in the amount of $122,727 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 26-224

(f) **Seawall Pathway Revitalization | Grant Application to the *Build Communities Stronger Fund***
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** Council directs staff to submit a grant application to the Build Communities Strong Fund under the Local Impact Stream for the "Seawall Pathway Revitalization" project, to replace approximately 820 metres of paved walkway along the Highway 19A waterfront;

AND FURTHER THAT Council supports the project and commits to funding the Town's 50% share of the estimated $493,000 total project cost, should the grant application be successful, to improve publicly accessible community infrastructure and provide economic, social, and environmental benefits to the broader community;

AND FURTHER THAT, if grant funding is awarded, the Town's contribution be funded from the Infrastructure Replacement Reserve and the Canada Community-Building Fund, and may require reprioritization of projects being considered through the 2027–2031 Financial Plan process.
CARRIED UNANIMOUSLY | Resolution No. 26-225

REVIEW OF COMMENTS FROM THE PUBLIC
Comments for this regular Council meeting were received by 12:00 pm two business days following the meeting (September 11, 2026). Submissions were distributed to all Council, and a brief summary of the comments are as follows:

- C. Macfie, comments re: 545 Nenzel Road OCP Consistency Decision

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

MEETING ADJOURNED: 2:14 pm

Certified Correct:

_____
Heather Svensen
Director of Corporate Services/Deputy CAO

Confirmed this ___ day of _____, 2026.

_____
Teunis Westbroek
Mayor

DRAFT | Minutes of the 3:30 pm Wednesday, September 9, 2026, Town of Qualicum Beach Special Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Jean Young Councillor Petronella Vander Valk
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services | Deputy CAO Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance Amro Kotb, Director of Infrastructure Services Twyla Slonski, Interim Deputy Director of Corporate Services

Mayor Westbroek called the meeting to order in the Council Chamber at 3:30 pm acknowledging that the meeting was being held on the traditional lands of the Coast Salish people, and in particular, the Qualicum First Nation.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the September 9, 2026, special Council meeting agenda.
CARRIED UNANIMOUSLY

MOTION TO CLOSE

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, **THAT** the special meeting of Council be closed to the public, pursuant to sections 90(1)(c), (e) and 2(b)(i) of the *Community Charter*, for the purpose of considering:

(1)(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

(2)(b)(i) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government, or both, or between a provincial government or the federal government, or both, and a third party,

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 3:30 pm

MEETING REOPENED TO THE PUBLIC: 5:12 pm with Mayor Westbroek, and Councillors Harrison, Skipsey, Vander Valk, and Young in attendance. Also in attendance, L. Varela, Chief Administrative Officer, H. Svensen, Director of Corporate Services/Deputy CAO, L. Sales, Director of Planning and Community Development, and T. Slonski, Interim Deputy Director of Corporate Services.

DRAFT

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

MEETING ADJOURNED: 5:12 pm

Certified Correct:

_____
Heather Svensen
Director of Corporate Services/Deputy CAO

Confirmed this ___ day of _____, 2026.

_____
Teunis Westbroek
Mayor

DRAFT | Minutes of the 7:00 pm Monday, November 2, 2026, Town of Qualicum Beach Inaugural Meeting held in the Pioneer Hall in the Qualicum Beach Civic Centre, 747 Jones Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Adam Walker Councillor Scott Harrison Councillor Mischa Oak Councillor Anne Skipsey
REGRETS:		Councillor-elect Donald Couzens
ALSO PRESENT:	Staff:	Lou Varela, Chief Administrative Officer Heather Svensen, Director of Corporate Services | Deputy CAO Twyla Slonski, Interim Deputy Director of Corporate Services Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance Agnieszka Warzybok, Director of Human Resources Peter Cornell, Fire Chief Chris Stanger, Manager of Operations Oliver Watson, Manager of Capital Projects Reno Sun, Manager of IT and GIS Bernadette Ritter, Communications Coordinator Chelsea Currie, Corporate Services Coordinator

CALL TO ORDER

Heather Svensen, Director of Corporate Services/Deputy CAO, called the meeting to order at 7:00 pm and acknowledged that the meeting was being held on the traditional lands of the Coast Salish people, in particular the Qualicum First Nation.

PROCESSION OF COUNCIL-ELECT

Chief Michael Recalma, Piper Neil Westmacott, RCMP S/Sgt. Travis De Coene, and Town Crier Jim Purdon, escorted the Council-elect into the Pioneer Hall.

WELCOME

Chief Michael Recalma, of the Qualicum First Nation, welcomed those present to the Qualicum First Nation traditional territory, and conveyed congratulations to the newly elected Council of the Town of Qualicum Beach.

OFFICIAL CRY

Jim Purdon, Town Crier, opened the meeting with an Official Cry marking and celebrating the newly elected Council of the Town of Qualicum Beach.

NATIONAL ANTHEM

Eva Simpson led those in attendance in the singing of O Canada.

ADMINISTRATION OF OATHS OF OFFICE

The Honourable Judge Brian Harvey, Provincial Court of British Columbia, administered the Oath of Office to each member of Council-elect in attendance.

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the November 2, 2026, Inaugural Council meeting agenda.
CARRIED UNANIMOUSLY

APPOINTMENTS

(a) **Committee & Liaison Appointments**

Councillor Oak MOVED and Councillor Skipsey SECONDED, **THAT** the following Council members be appointed to the following primary interest categories, council committees and commissions, and as external council liaisons:

- **Mayor Walker, General Government**
  - Qualicum First Nation
  - Other Levels of Government
  - Arrowsmith Water Service Management Board
  - Island Coastal Economic Trust
  - Oceanside Services Committee (RDN)
  - Primary Health Care Centre
  - Qualicum Beach Seniors' Activities Centre Association

- **Councillor Couzens: Children, Families and Recreation**
  - Early Learning and Childcare Council in Oceanside
  - Flowerstone Health Society (Family Health Clinic)
  - Into the Woods Early Learning Child Care Society
  - Milner Gardens and Woodland Society
  - Qualicum Beach Historical and Museum Society
  - Qualicum Beach Memorial Golf Club
  - Chartwell Residents' Association

- **Councillor Harrison: Housing, Health and Accessibility**
  - Access Oceanside Association
  - Accessibility Advisory Team
  - Naut'sa mawt Oceanside Wellness Network
  - Oceanside Hospice Society
  - Oceanside Task Force on Homelessness
  - Parksville Qualicum Beach Tourism Association
  - Qualicum-Parksville Kiwanis Housing Society
  - Eaglecrest Residents' Association

- **Councillor Oak: Arts, Business and Village Life**
  - The Old School House Arts Centre
  - Qualicum Beach Chamber of Commerce
  - Qualicum Beach Collective Society
  - Qualicum Beach Farmers Market
  - Qualicum Beach Multi-Use Cinema Society
  - Qualicum Community Education and Wellness Society
  - Qualicum Woods Residents' Association

- **Councillor Skipsey: Environment, Heritage and Celebrations**
  - Heritage Forest Commission
  - Mount Arrowsmith Biosphere Region Roundtable
  - Select Committee on Beach Day Celebration
  - Select Committee on Environment & Sustainability
  - Select Committee on Family Day Celebration
  - St. Andrews Lodge Historical and Cultural Society
  - Qualicum Beach Residents' Association;

AND FURTHER THAT the following Council members be appointed as alternates for the following council committee, commission and external council liaison appointments, to act when the respective primary appointee is unable to attend:

- **Councillor Couzens:**
  - Access Oceanside Association
  - Heritage Forest Commission
  - Oceanside Task Force on Homelessness
  - Qualicum Community Education and Wellness Society
  - Qualicum-Parksville Kiwanis Housing Society
  - Select Committee on Family Day Celebration
  - Eaglecrest Residents' Association

- **Councillor Harrison:**
  - Arrowsmith Water Service Management Board
  - Flowerstone Health Society (Family Health Clinic)
  - Oceanside Services Committee (RDN)
  - The Old School House Arts Centre
  - Qualicum Beach Chamber of Commerce
  - Qualicum Beach Collective Society
  - Select Committee on Beach Day Celebration
  - St. Andrews Lodge Historical and Cultural Society
  - Qualicum Woods Residents' Association

- **Councillor Oak:**
  - Into the Woods Early Learning Child Care Society
  - Milner Gardens and Woodland Society
  - Mount Arrowsmith Biosphere Region Roundtable
  - Oceanside Hospice Society
  - Parksville Qualicum Beach Tourism Association
  - Select Committee on Environment & Sustainability
  - Qualicum Beach Seniors' Activities Centre Association
  - Qualicum Beach Residents' Association

- **Councillor Skipsey:**
  - Accessibility Advisory Team
  - Early Learning and Childcare Council in Oceanside
  - Naut'sa mawt Oceanside Wellness Network
  - Qualicum Beach Farmers Market
  - Qualicum Beach Historical and Museum Society
  - Qualicum Beach Memorial Golf Club
  - Qualicum Beach Multi-Use Cinema Society
  - Chartwell Residents' Association.

CARRIED UNANIMOUSLY | Resolution No. 26-226

(b) **Vancouver Island Regional Library Board Appointments**

Councillor Oak MOVED and Councillor Harrison SECONDED, **THAT** Councillor Skipsey be appointed as Trustee and Councillor Couzens be appointed as Alternate Trustee on the Vancouver Island Regional Library Board for the term November 2, 2026, to December 31, 2027; these appointments will continue until a successor is appointed, as provided under Section 18(3) of the *Library Act*, unless the member is removed for cause, as provided under Section 18(4) of the *Library Act*.

CARRIED UNANIMOUSLY | Resolution No. 26-227

(c) **Appointments for Mayor**

Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** the following Council members be designated to act in the place of Mayor for the following terms:

- Councillor Skipsey: November 2026, December 2026, January 2027
- Councillor Harrison: February, March, April 2027
- Councillor Oak: May, June, July 2027
- Councillor Couzens: August, September, October 2027

- Councillor Couzens: November 2027, December 2027, January 2028
- Councillor Skipsey: February, March, April 2028
- Councillor Harrison: May, June, July 2028
- Councillor Oak: August, September, October 2028

- Councillor Oak: November 2028, December 2028, January 2029
- Councillor Couzens: February, March, April 2029
- Councillor Skipsey: May, June, July 2029
- Councillor Harrison: August, September, October 2029

- Councillor Harrison: November 2029, December 2029, January 2030
- Councillor Oak: February, March, April 2030
- Councillor Couzens: May, June, July 2030
- Councillor Skipsey: August, September, October 2030.

CARRIED UNANIMOUSLY | Resolution No. 26-228

(d) **Regional District of Nanaimo Board Appointments**
Councillor Skipsey MOVED and Councillor Oak SECONDED, **THAT** Council appoints Mayor Walker as the Municipal Director and Councillor Harrison as the Municipal Alternate Director on the Regional District of Nanaimo Board for the term starting November 2, 2026, and ending October 31, 2027.
CARRIED UNANIMOUSLY | Resolution No. 26-229

STAFF REPORTS

(1) **Local Government Election Results**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, **THAT** Council receives the 2026 General Local Election Report.
CARRIED UNANIMOUSLY | Resolution No. 26-230

Mayor Walker delivered a message from the Mayor, followed by remarks from Councillors Oak, Harrison, and Skipsey. Mayor Walker, on behalf of Councillor-elect Couzens, read a statement on his behalf.

Mayor Walker recognized, on behalf of Council, outgoing Council members, Teunis Westbroek, Jean Young, and Petronella Vander Valk with gifts in recognition of their service to the community.

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

MEETING ADJOURNED: 7:32 pm

Certified Correct:

_____
Heather Svensen
Director of Corporate Services/Deputy CAO

Confirmed this ___ day of _____, 2026.

_____
Adam Walker
Mayor

QUARTERLY BYLAW ACTIVITIES REPORT July - September 2026

AREAS PATROLLED	PROACTIVE TOWN PATROLS			VIOLATIONS NOTED DURING PROACTIVE PATROLS				
	Foot & Bike	Drive		Animal	Traffic	Signs	Other	Unhoused
Town Centre Patrols	53	69			9	4	6	6
Residential Areas	14	105			8	11	2	4
Eaglecrest	5	73					6	
Community Park	19	63		8	1		5	4
Heritage Forest	17	49		3			1	1
Dollymount Trail	30	34						
Museum Area	12	59						
Main Beach Patrols	29	103		9	4		3	5
Other Beach Patrols	11	72		3			1	
Other Parks & Trails	8	31						1
TOTALS	198	658	856	23	22	15	24	21

COMPLAINTS & INQURIES	COMPLIANCE & BYLAW ENFORCEMENT RESPONSE					
	Calls For Service Received	Inspections Follow Up Patrols	Education Information	Warnings Tickets	Orders Bylaw Letters	All Actions Taken
Animal Control	29	22	18		1	41
Burning Outdoor						
Business Licence	2	2			2	4
Unhoused Issues	33	37	19			
Illegal Dumping						
Noise	30	34	14			
Parks - Trails - Beaches	7	14	5			
Prohibited Signage	19	24	9		1	
Traffic	31	44	16	9		
Tree Removal	10	12	8		1	
Unsightly Premises	27	31	20		4	
Vandalism						
Zoning - Building	12	13	8			
Other Bylaws	27	31	16			
No Applicable Bylaw	n/a					
TOTALS	227	264	133	9	9	415

Town of Qualicum Beach
FIRE RESCUE DEPARTMENT

M E M O R A N D U M

TO: Lou Varela, CAO **FOR:** Regular Council Meeting, November 18, 2026

FROM: Peter Cornell, Fire Chief

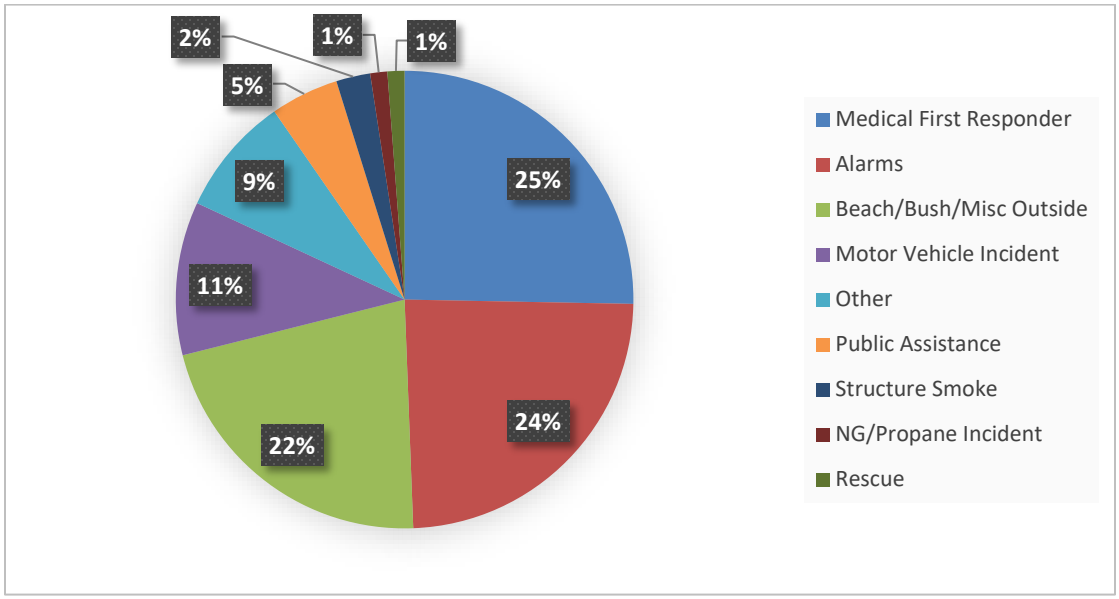
SUBJECT: Fire Rescue Department Report for Quarter 3 2026

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

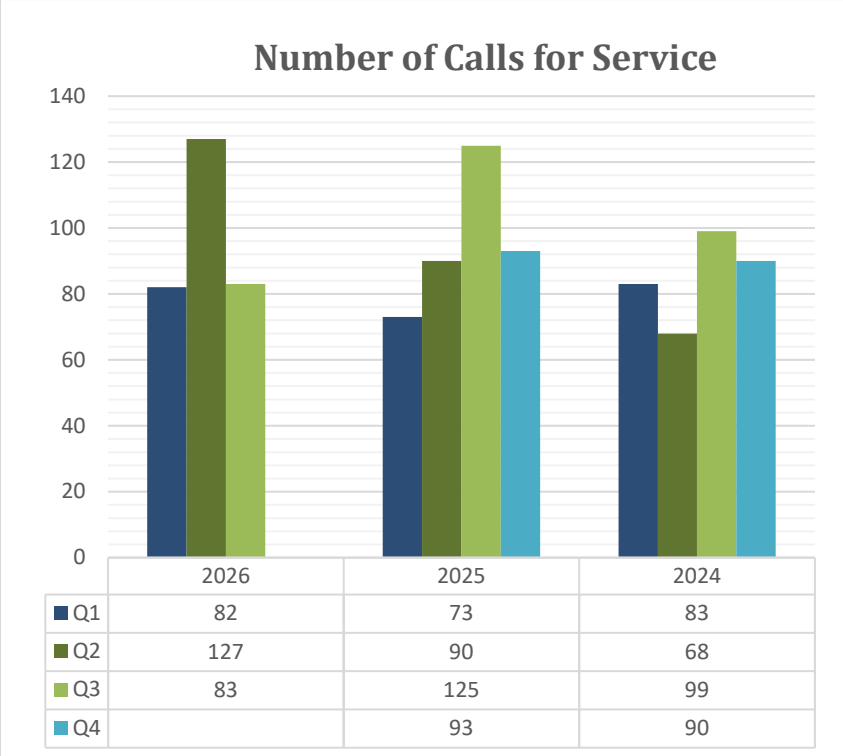
CALLS FOR SERVICE AND INCIDENT STATISTICS

- Incident Hours: 561 hours, 7 minutes
- Average Number of Personnel Responding: 10.80 (Full Time: 2.03 | On-Call: 8.76)
- Incident Staff Hours: 1,956 hours, 29 minutes

INCIDENTS BY TYPE
2026 Q3



CALLS FOR SERVICE - TOTAL NUMBER, YEAR OVER YEAR



	2026	2025	2024
Q1	82	73	83
Q2	127	90	68
Q3	83	125	99
Q4		93	90

OPERATIONS/ADMINISTRATION

- Members and a wildland engine were deployed for 33 days to support structural protection operations at the Big Bear Complex Fire near Clinton. Personnel rotated out every 7–9 days, spending extended periods away from their families and working 12–16-hour shifts to protect homes and other critical infrastructure.

NUMBER OF PERSONNEL

Career Staff Members:	4
Paid On-call Members: (excludes non-operational and Career staff)	28
Change from previous quarter:	-2

PERSONNEL BY TYPE

REGULAR DUTY		NON-OPERATIONAL	
Officer:	8	Special Duty (Assistant FFs):	2
Full-Service:	8		
Interior:	10		
Exterior:	1		
Recruits:	5		

TRAINING

	SESSIONS	SUBJECTS	SESSION HOURS	INSTRUCTOR HOURS	STAFF HOURS
Q1 Total:	68	82	182	194.5	1,246.5
Q2 Total:	53	53	195	79.5	1,144.5
Q3 Total:	47	42	113	107	962
Q4 Total:					
Annual Total:	**168**	**177**	**490**	**381**	**3,353**

TRAINING HIGHLIGHTS

- Fire Department members participated in Technical Rescue refresher training weekend.

FIRE PREVENTION

84 Inspections; 273 YTD | 21 Public Outreach & Events | 3 FireSmart Inquiries & Assessments|
14 Pre-Incident Plans | 1 Construction Site inspections

PREVENTION HIGHLIGHTS

- FireSmart outreach included attendance at the weekly Saturday Farmers' Market and Beach Days.
- Fire Extinguisher training was delivered to a local nonprofit organization.
- Members delivered public education and outreach to local kid's summer camps.
- Competed fire drills and fire safety education with multi family buildings

Peter Cornell, ECFO
Fire Chief
Report Writer

Lou Varela, RPP, MCIP
CAO
Concurrence

THE TOWN OF
QUALICUM BEACH



COUNCIL CORRESPONDENCE LOG
November 9, 2026 (for November 18, 2026 Council Agenda)

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

DATE REC'D	TOPIC	ACTION	ITEM #
Aug 31	Comments | Aircraft Noise	Referred to Dec 2 CoTW	1927
Aug 31	Letter from the Minister of Energy and Climate Solutions Re: LGCAP Funding	Rec'd for Information	1928
Aug 31	Invitation | Annual Chartwell Day	Rec'd for Information	1929
Sep 03	Comments | Traffic Management	Referred to Nov 25 CoTW	1932
Sep 04	Comments | Building Plan and Parking on Second East	Rec'd for Information	1933
Sep 04	Letter | UBCM 2026 - Conservative Caucus	Rec'd for Information	1935
Sep 05	Comments | Expanded NSAs/VTPC	Referred to Dec 2 CoTW	1936
Sep 06	Comments | Expanded NSAs/VTPC	Referred to Dec 2 CoTW	1937
Sep 07	Invitation | Climate-Resilient Homes Information Session	Rec'd for Information	1938
Sep 09	Comments | Civic Centre Park Washrooms	Rec'd for Information	1943
Sep 11	Comments | 2026 Property Taxes	Rec'd for Information	1945
Sep 13	Comments | Tree Protection Near Rye Road	Rec'd for Information	1946
Sep 14	Letter | Qualicum Beach Curling Centre Roof Replacement Project	Rec'd for Information	1947
Sep 14	Comments | Time Limit for Residential Renovations and New Home Construction	Rec'd for Information	1948
Sep 15	Comments | AI in Government	Rec'd for Information	1949
Sep 15	Comments | Aircraft Traffic	Referred to Dec 2 CoTW	1950
Sep 16	Petition | Traffic Safety Old Island Highway	Rec'd for Information	1952
Sep 16	Comments | Aircraft Noise	Referred to Dec 2 CoTW	1954
Sep 16	Comments | Aircraft Traffic	Referred to Dec 2 CoTW	1955

Sep 17	Comments | Aircraft Noise	Referred to Dec 2 CoTW	1956
Sep 18	Comments | Aircraft Noise	Referred to Dec 2 CoTW	1957
Sep 19	Comments | Aircraft Noise	Referred to Dec 2 CoTW	1958
Sep 22	Comments | Beach Front Decline	Rec'd for Information	1959
Sep 22	Comments | Traffic and Seasonal Cleanup	Referred to Staff	1960
Sep 22	Petition | Traffic Speed on First Avenue W	Referred to Nov 18 Council agenda	1961
Sep 25	Comments | Eaglecrest Project FAQ	Referred to Staff	1962
Sep 28	Invitation | National Day for Truth and Reconciliation Community Gathering	Rec'd for Information	1964
Sep 29	Comments | Sustainable Economic Development Strategy	Referred to Staff	1965
Oct 01	Letter | From City of Prince George Re: Homeowner Grant Resolution Support	Rec'd for Information	1966
Oct 02	Comments | Traffic Safety and Management	Referred to Nov 25 CoTW	1967
Oct 04	Comments | Aircraft Traffic	Referred to Dec 2 CoTW	1970
Oct 05	Comments | Aircraft Noise	Referred to Dec 2 CoTW	1974
Oct 06	Comments | Traffic Safety	Rec'd for Information	1976
Oct 12	Comments | Aircraft Traffic	Referred to Dec 2 CoTW	1979
Oct 13	Comments | Eaglecrest Golf Course	Rec'd for Information	1980
Oct 14	Comments | Aircraft Traffic	Referred to Dec 2 CoTW	1981
Oct 20	Affordable Independent Housing Partnership	Rec'd for Information	1983
Oct 20	Comments | Aircraft Traffic	Referred to Dec 2 CoTW	1984
Oct 27	Request | Affordable Independent Housing Partnership	Rec'd for Information	1986
Nov 02	Comments | Fireworks Bylaw	Rec'd for Information	1989
Nov 03	Comments | Tree Protection Measures	Rec'd for Information	1991
Nov 05	Letter | Request for Support to Reinstate the Rural Homeowners Benefit	Rec'd for Information	1992
Nov 05	Comments | Flight Training	Rec'd for Information	1994
Nov 06	Comments | Development at 545 Nenzel Road	Rec'd for Information	1995
Nov 09	Request | Grandon Creek and Community Forest Conservation Case Study	Rec'd for Information	1996

REGIONAL DISTRICT OF NANAIMO

9-1-1 SERVICES – HOUSEKEEPING BYLAW AMENDMENTS

RECOMMENDATIONS

1. That "Regional District of Nanaimo District #68 E-911 Service Amendment Bylaw No. 887.03, 2026" be introduced and read three times.
2. That "Regional District of Nanaimo District #69 E-911 Service Amendment Bylaw No. 911.01, 2026" be introduced and read three times.
3. That "Regional District of Nanaimo North Island 9-1-1 Corporation Shareholders Agreement Amendment Bylaw No. 958.02, 2026" be introduced and read three times.
4. That "Regional District of Nanaimo North Island 9-1-1 Corporation Shareholders Agreement Amendment Bylaw No. 958.02, 2026" be adopted.

BACKGROUND

A recent review of 9-1-1 Services Bylaws identified several housekeeping amendments which are now being brought forward for the Board's consideration. The proposed changes will not impact the service that is currently provided, the areas that participate in the service, or the taxation collected; rather they are housekeeping amendments to reflect modern bylaw wording and align with current service provision and the transition to Next Generation 9-1-1.

"Regional District of Nanaimo District #68 E-911 Service Amendment Bylaw No. 887.03, 2026" ("Bylaw 887.03"), "Regional District of Nanaimo District #69 E-911 Service Amendment Bylaw No. 911.01, 2026" ("Bylaw 911.01") and "Regional District of Nanaimo North Island 9-1-1 Corporation Shareholders Agreement Amendment Bylaw No. 958.02, 2026" ("Bylaw 958.02") are included as attachments to this Report.

Bylaw 887.03 includes the following proposed changes to "Regional District of Nanaimo District #68 E-911 Extended Service Area Establishment Bylaw No. 887, 1993":

1. Heading revised to replace the word "telephone" with "communications" and remove the word "extended".
2. Service Established section revised to change "telephone" to "communications" to more accurately reflecting the modern 9-1-1 service and remove the word "extended".
3. The Boundaries of the Service section is revised to remove reference to Electoral Area 'D' and remove the word "area".
4. The Participants section is revised to remove reference to Electoral Area 'D', to change "Participating areas" to "Participants", and to remove the word "areas".

Authors: Melany Helmer, Local Government Consultant
Brayden Osborn, Fire Services Coordinator
File No. 3900-20-911

5. Cost Recovery is updated to permit all methods of cost recovery now permitted in the *Local Government Act*.
6. The citation is updated by removing the words “extended” and “area”.

Bylaw 911.01 includes the following proposed changes to "Regional District of Nanaimo District #69 E-911 Extended Service Area Establishment Bylaw No. 911, 1993":

1. Heading revised to replace the word “telephone” with “communications” and remove the word “extended”.
2. Service Established section revised to change “telephone” to “communications” to more accurately reflecting the modern 9-1-1 service and remove the word “extended”.
3. The Boundaries of the Service section is revised to remove reference to remove the word “area”.
4. The Participants section is revised to change “Participating Area” to “Participants” and to remove the word “areas”.
5. Cost Recovery is updated to permit all methods of cost recovery now permitted in the *Local Government Act*.
6. The citation is updated by removing the words “extended” and “area”.

At the December 9, 2025, Regular Board meeting, the Board of the Regional District of Nanaimo (“Board”) passed the following resolution:

> North Island 9-1-1 Articles and Shareholders Agreement
>
> 25-679
>
> *It was moved and seconded that the Board approve the Amended Restated Shareholders Agreement and Shareholders Resolution to Alter the Articles as provided in the Correspondence dated August 6, 2025, from the North Island 9-1-1 Corporation.*
>
> CARRIED UNANIMOUSLY

As a result of the revised shareholder agreement, an amendment to “Regional District of Nanaimo North Island 9-1-1 Corporation Shareholders Agreement Amendment Bylaw No. 958.02, 1999” is presented. The amendment includes these proposed amendments:

1. The heading has the word “telephone” replaced with “communications” to more accurately reflect the modern 9-1-1 service,
2. The second and third recital clauses are updated to align with current shareholders, and
3. Schedule ‘A’ is replaced to include the most recent agreement approved by the Board.

FINANCIAL IMPLICATIONS

There are no financial implications for the RDN. These are housekeeping amendments only.

STRATEGIC PLAN ALIGNMENT

9-1-1 is a service that has been mandated by the Board and is an example of a service broadly described in the “Our Role” section of the 2023-2026 Strategic Plan. Beyond that, the Strategic Plan does not explicitly identify 9-1-1 as a Strategic Focus Area.

REVIEWED BY:

- S. Windsor, Manager, Fire and Rescue Services
- N. Richardson, Acting/Assistant Manager, Legislative Services
- L. Boekenkruger, Acting/General Manager, Development and Emergency Services
- D. Holmes, Chief Administrative Officer

ATTACHMENTS:

1. "Regional District of Nanaimo District #68 E-911 Service Amendment Bylaw No. 887.03, 2026"
2. "Regional District of Nanaimo District #69 E-911 Service Amendment Bylaw No. 911.01, 2026"
3. "Regional District of Nanaimo North Island 9-1-1 Corporation Shareholders Agreement Amendment Bylaw No. 958.02, 2026"

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 887.03

A BYLAW TO AMEND THE NANAIMO DISTRICT #68 E-911 SERVICE

WHEREAS the Board of the Regional District of Nanaimo established by "Regional District of Nanaimo District #68 E-911 Extended Service Area Establishment Bylaw No. 887, 1993" an E-911 emergency telephone service;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the heading and citation of this Bylaw;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the purpose of the Service to better reflect E-911 emergency communications service;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the boundaries and participants in the service to remove reference to Electoral Area 'D';

AND WHEREAS the Board of the Regional District of Nanaimo wishes to provide for all methods of cost recovery permitted by legislation;

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

1. TITLE

This bylaw may be cited as "Regional District of Nanaimo District #68 E-911 Service Amendment Bylaw No. 887.03, 2026".

2. AMENDMENTS

"Regional District of Nanaimo District #68 E-911 Extended Service Area Establishment Bylaw No. 887, 1993" is hereby amended as follows:

a) By deleting the Heading in its entirety and replacing it with the following:

"REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 887

A BYLAW TO ESTABLISH AND OPERATE
DISTRICT #68 E-911 EMERGENCY COMMUNICATIONS
AS A SERVICE"

b) By deleting the second recital clause in its entirety and replacing it with the following:

"AND WHEREAS the participating areas for the service are the District of Lantzville and Electoral Areas 'A', 'B' and 'C';"

c) By deleting the third recital clause in its entirety and replacing it with the following:

"AND WHEREAS pursuant to the *Local Government Act,* participating approval has been obtained for the District of Lantzville, and Electoral Areas 'A', 'B' and 'C';"

d) By deleting section 1 in its entirety and replacing it with the following:

"Service Established

1. The service established and to be operated is the provision of an E-911 emergency communications service."

e) By deleting Section 2 in its entirety and replacing it with the following:

"Boundaries of Service

2. The boundaries of the service are the boundaries of the District of Lantzville and Electoral Areas 'A', 'B' and 'C'."

f) By deleting Section 3 in its entirety and replacing it with the following:

"Participants

3. The District of Lantzville and Electoral Areas 'A', 'B' and 'C' are the participants in the service."

g) By deleting section 4 in its entirety and replacing it with the following:

"Cost Recovery

4. The annual cost of providing the Service shall be recovered by one or more of the following methods in accordance with Section 378 of the *Local Government Act*:

   a. Property value taxes;
   b. Parcel taxes;
   c. Fees and charges;
   d. Revenues raised by other means authorized under the *Local Government Act* or another Act;
   e. Revenues received by way of agreement, enterprise, gift, grant or otherwise."

(h) By deleting section 8 in its entirety and replacing it with the following:

"Citation

8. This bylaw may be cited as "Regional District of Nanaimo District #68 E-911 Service Establishment Bylaw No. 887, 1993"."

3. SEVERABILITY

If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the section, subsection or clause may be severed from the bylaw and the decision will not affect the validity of the remaining portions of this bylaw.

Introduced and read three times this ____day of _____, 2026.

Received the approval of the Inspector of Municipalities this ____day of _____, 2026.

Adopted this this ____day of _____, 2026.

CHAIR

CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 911.01

A BYLAW TO AMEND THE NANAIMO DISTRICT #69 E-911 SERVICE

WHEREAS the Board of the Regional District of Nanaimo established by "Regional District of Nanaimo District #69 E-911 Extended Service Area Establishment Bylaw No. 911, 1993" an E-911 emergency telephone service;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the heading and citation of this Bylaw;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the purpose of the Service to better reflect E-911 emergency communications service;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the wording to "participants" and removing the wording "extended" and "area";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to provide for all methods of cost recovery permitted by legislation;

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

1. TITLE

This bylaw may be cited as "Regional District of Nanaimo District #69 E-911 Service Amendment Bylaw No. 911.01, 2026".

2. AMENDMENT

"Regional District of Nanaimo District #69 E-911 Extended Service Area Establishment Bylaw No. 911, 1993" is hereby amended as follows:

a) By deleting the Heading in its entirety and replacing it with the following:

"REGIONAL DISTRICT OF NANAIMO
BYLAW NO. 911
A BYLAW TO ESTABLISH AND OPERATE
DISTRICT #69 E-911 EMERGENCY COMMUNICATIONS
AS A SERVICE"

b) By deleting section 1 in its entirety and replacing it with the following:

"Service Established

1. The service established and to be operated is the provision of an E-911 emergency communications service."

c) By deleting Section 2 in its entirety and replacing it with the following:

"Boundaries of Service

2. The boundaries of the service are the boundaries of Electoral Areas 'E', 'F', 'G' and 'H', the City of Parksville and the Town of Qualicum Beach."

d) By deleting Section 3 in its entirety and replacing it with the following:

"Participants

3. Electoral Areas 'E', 'F', 'G' and 'H', the City of Parksville and the Town of Qualicum Beach are the participants in the service."

e) By deleting section 4 in its entirety and replacing it with the following:

"Cost Recovery

4. The annual cost of providing the Service shall be recovered by one or more of the following methods in accordance with Section 378 of the *Local Government Act*:

   a. Property value taxes;
   b. Parcel taxes;
   c. Fees and charges;
   d. Revenues raised by other means authorized under the *Local Government Act* or another Act;
   e. Revenues received by way of agreement, enterprise, gift, grant or otherwise."

f) By deleting Section 8 in its entirety and replacing it with the following:

"Citation

8. This bylaw may be cited as "Regional District of Nanaimo District #69 E-911 Service Establishment Bylaw No. 911, 1993."

3. SEVERABILITY

If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the section, subsection or clause may be severed from the bylaw and the decision will not affect the validity of the remaining portions of this bylaw.

Introduced and read three times this ____day of _____, 2026.

Received the approval of the Inspector of Municipalities this ____day of _____, 2026.

Adopted this this ____day of _____, 2026.

_____ _____

CHAIR CORPORATE OFFICER

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 958.02

A BYLAW TO AMEND THE SHAREHOLDERS AGREEMENT OF THE NORTH ISLAND 9-1-1 CORPORATION

WHEREAS the Board of the Regional District of Nanaimo adopted "Regional District of Nanaimo North Island 9-1-1 Corporation Bylaw No. 958, 1994";

AND WHEREAS the Board of the Regional District of Nanaimo wishes to amend the heading of this Bylaw;

AND WHEREAS the Board of the Regional District of Nanaimo wishes to develop and operate an emergency E-911 communications service in cooperation with the Regional Districts of Comox Valley, qathet, Strathcona, Mount Waddington and Alberni-Clayoquot and with Tla'amin Nation;

AND WHEREAS the Board of the Regional District of Nanaimo has approved a revised Shareholder Agreement attached to and forming part of this Bylaw as Schedule 'A';

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

1. TITLE

This bylaw may be cited as "Regional District of Nanaimo North Island 9-1-1 Corporation Shareholders Agreement Amendment Bylaw No. 958.02, 2026".

2. AMENDMENTS

"Regional District of Nanaimo North Island 9-1-1 Corporation Bylaw No. 958, 1994" is hereby amended as follows:

a) By deleting the heading of the Bylaw in its entirety and replacing it with the following:

"REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 958

A BYLAW TO PROVIDE FOR THE PARTICIPATION IN A CORPORATION FOR THE PROVISION OF EMERGENCY COMMUNICATIONS SERVICE"

b) By deleting the second recital clause in its entirety and replacing it with the following:

"AND WHEREAS the Board of the Regional District of Nanaimo wishes to develop and operate an emergency E-911 communications service in cooperation with the Regional Districts of Comox Valley, qathet, Strathcona, Mount Waddington and Alberni-Clayoquot, and with Tla'amin Nation;"

c) By deleting the third recital clause in its entirety and replacing it with the following:

"AND WHEREAS in order to develop and operate a joint E-911 system, it is desirable to participate as a shareholder in a corporation with the other Regional Districts and Tla'amin First Nation;"

d) By deleting Schedule 'A' in its entirety and replacing it with Schedule 'A' attached to and forming part of this Bylaw.

3. SEVERABILITY

If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the section, subsection or clause may be severed from the bylaw and the decision will not affect the validity of the remaining portions of this bylaw.

Introduced and read three times this _____ day of _____, 2026.

Adopted this_____ day of _____, 2026.

_____ _____

CHAIR CORPORATE OFFICER

"Schedule 'A' to accompany "Regional District of Nanaimo North Island 9-1-1 Corporation Shareholders Agreement Amendment Bylaw No. 958.02, 2026"

_____
Chair

_____
Corporate Officer"

NORTH ISLAND 9-1-1 CORPORATION
AMENDED AND RESTATED SHAREHOLDERS AGREEMENT - 2025

THIS AGREEMENT MADE EFFECTIVE _____, _____.

BETWEEN:

COMOX VALLEY REGIONAL DISTRICT, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at 770 Harmston Avenue, Courtenay, British Columbia, V9N 0G8

(hereinafter sometimes referred to as "**COMOX VALLEY**" or "**Shareholder**")

OF THE FIRST PART

AND:

REGIONAL DISTRICT OF NANAIMO, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at 6300 Hammond Bay Road, Nanaimo, British Columbia, V9T 6N2

(hereinafter sometimes referred to as "**NANAIMO**" or as a "**Shareholder**")

OF THE SECOND PART

AND:

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at 3008 5th Avenue, Port Alberni, British Columbia, V9Y 2E3

(hereinafter sometimes referred to as "**ALBERNI-CLAYOQUOT**" or as a "**Shareholder**")

OF THE THIRD PART

AND:

REGIONAL DISTRICT OF MOUNT WADDINGTON, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at 2044 McNeill Road, Box 729, Port McNeill, British Columbia, V0N 2R0

(hereinafter sometimes referred to as "**MOUNT WADDINGTON**" or as a "**Shareholder**")

OF THE FOURTH PART

AND:

qathet REGIONAL DISTRICT, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C. c.29 and having an office at #202 – 4675 Marine Avenue, Powell River, British Columbia, V8A 2L2

(hereinafter sometimes referred to as "**qathet**" or as a "**Shareholder**")

OF THE FIFTH PART

AND:

STRATHCONA REGIONAL DISTRICT, a regional district duly incorporated pursuant to the *Municipal Act*, R.S.B.C c.29 and having an office at 990 Cedar Street, Campbell River, British Columbia, V9W 7Z8

(hereinafter sometimes referred to as "**STRATHCONA**" or as a "**Shareholder**")

OF THE SIXTH PART

AND:

TLA'AMIN NATION, a First Nation at 4779 Klahanie Road, Powell River, British Columbia, V8A 0C4

(hereinafter sometimes referred to as "**Tla'amin**" or as a "**Shareholder**")

OF THE SEVENTH PART

AND:

NORTH ISLAND 9 1 1 CORPORATION, a company duly incorporated pursuant to the laws of the Province of British Columbia, having its registered and records office at Suite 1200-925 Georgia Street, in the City of Vancouver, British Columbia V6C 3L2

(hereinafter referred to as the "**Company**")

OF THE EIGHTH PART

A. Comox Valley, Nanaimo, Alberni-Clayoquot, Mount Waddington, qathet, Strathcona and Tla'amin (hereinafter collectively referred to as the "**Shareholder**") are the owners of the issued and outstanding Class "A" Common Voting Shares in the capital of the Company in the number and classes following:

Shareholder	No. of Shares	Class of Shares
Comox Valley	31.26	"A" Voting Common
Nanaimo	24.33	"A" Voting Common
Alberni-Clayoquot	13.64	"A" Voting Common
Mount Waddington	3.53	"A" Voting Common
qathet	8.14	"A" Voting Common
Strathcona	18.82	"A" Voting Common
Tla'amin	.28	"A" Voting Common

(which shares, together with any shares issued by the Company in exchange or substitution, therefore, are herein called the "**Shares**").

B. Whereas the parties previously entered into a shareholders agreement between the parties in June 1999 and further entered into an amending shareholders agreement dated the 31st day of March 2008 and September 15, 2023 and now wish to enter into a further revised and updated shareholders agreement in place and stead of the earlier shareholders agreements.

C. The parties wish to enter into this agreement, provided, inter alia, with respect to the conduct of the Company's business and the obligations of each of the Shareholders, and the apportionment of their respective shareholdings and their contributions, the financial affairs of the Company and with respect to the purchase and sale of all the Shares in the Company held by any party as contemplated within this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the mutual covenants and conditions hereinafter contained, the parties hereto do covenant and agree as follows:

1. DEFINITIONS

1.1 In this Agreement, the following words and phrases, unless there is something in the context inconsistent therewith, will have the following meanings:

(a) "**Allocation Formula**" means the formula that will be utilized by the Board with respect to the determination, allocation and reallocation of the Contribution Percentage in Article 4 along with the determination, allocation and/or reallocation of the number and ownership of Shares to be held by each of the Shareholders in accordance with Article 5 all of which shall based upon the following formula:

$$x = \frac{\textit{an average of the prior three year's revised roll of net taxable values of land and improvements assessed for hospital purposes within such Shareholder's respective jurisdiction}}{\textit{an average of the prior three year's total revised roll of net taxable values of land and improvements assessed for hospital purposes within all of the Shareholders' jurisdictions combined}}$$

$$y = \frac{\textit{the population of such Shareholder' s respective jurisdiction}}{\textit{the population within all of the Shareholders jurisdictions combined}}$$

Further, the contribution Percentage of funds to be contributed to the Company pursuant to Article 4 required each of the Shareholders

$$= \frac{(x+y)}{2} \times \textit{Net costs of the Company}$$

For the purpose of any such determination as to population the Board shall rely solely upon the population of each Shareholders' respective jurisdictions as determined using the most recent census data published by Statistics Canada.

(b) "**Articles**" means the articles of the Company, as may be amended from time to time;

(c) "**Board**" means the board of directors of the Company;

(d) "**Control**" or "**Controls**" means:

(i) the right to exercise a majority of the votes which may be put at a general meeting of a corporation; and

(ii) the right to elect or appoint directly or indirectly a majority of the directors of a corporation or other persons who have the right to manage or supervise the management of the affairs and business of the corporation;

(e) "**Extraordinary Decision**" means any decision made by the Directors of the Company whose Shareholder(s) who nominated them hold not less than an aggregate amount of 95% of the Shareholders(s) votes with respect to the following matters:

(i) the issuance of the Shares to any party other than the current Shareholders;

(ii) the expansion of the Company's business interests by way of new ventures or acquisitions or by way of change of the type of business the Company is engaged in or the System or the geographical territory in which the Company's business activities take place;

(iii) the issuance of any guarantees by the Company to any third parties; and

(iv) the amalgamation, liquidation, wind-up or dissolution of the Company;

(f) "**Interest**" means the right, title and interest of the Shareholder in and to any of the Shares, and the Loan and accrued interest thereon and any other right or claim a Shareholder may have against the Company as a Shareholder and the Shareholders' interest in and to this Agreement;

(g) "**Loan**" means at the relevant time the aggregate amount advanced and outstanding by a Shareholder to the Company;

(h) "**Major Decision**" means any decision made by the Directors of the Company whose Shareholder(s) who nominated them hold(s) at not less than an aggregate amount of 75% of the Shareholder(s) votes with respect to the following matters:

(i) the sale, lease, transfer, mortgage, pledge or other disposition of the whole or substantially the whole or the undertaking of the Company or any subsidiary;

(ii) the removal of any officer of the Company;

(iii) the advancing of any funds, financial assistance or the provision of any guarantee by the Company to any Shareholder, or to any affiliates, associate or principal of a Shareholder;

(iv) any capital expenditure or borrowing by the Company in excess of $100,000;

(v) the entering into, and termination of, any employment agreements between the Company and any Shareholders, directors, officers, employees, contractors, consultants or principals;

(vi) any transaction out of the ordinary course of the Company's business;

(vii) the entering into, and termination of, any agreement or contract between the Company and any Shareholder or Shareholders or any company of which a Shareholder or any associate or principal of a Shareholder owns a controlling interest;

(viii) any declaration or allocation of profit, bonuses or dividends of the Company;

(ix) the issuance of additional shares in the capital of the Company, save and except, where the provision for such additional shares is already contemplated and provided for and permitted elsewhere within this Agreement;

(x) for any moving of the Company's head office;

(xi) for the amalgamation of the Company with another corporation or other legal entity;

(xii) the determination or re-determination of the Contribution Percentage as contemplated in Section 4.1 herein;

(xiii) for any change in the constating documents of the Company, including, without limitation, its Articles.

2. PURPOSE

2.1 The Company's purpose is to operate an emergency response dispatch system (the "**System**") and such ancillary purposes relating to the System.

3. ORGANIZATION AND CONDUCT OF THE AFFAIRS OF THE COMPANY

3.1 The Board shall be comprised of the same number of Directors as there are Shareholders and each Shareholder shall be entitled to nominate one Director. In the event that a position on the Board shall be open for any reason whatsoever, the Shareholder whose nominee formerly occupied such a position shall be entitled to nominate a new Director to fill such a vacancy.

3.2 Unless otherwise provided herein the conduct of the business of the Company shall be governed in accordance with its Articles.

3.3 The quorum necessary for the transaction of business of the Directors shall be one or more director(s) whose Shareholder(s) who nominated them hold(s) not less an aggregate amount of 75% per cent of the Shareholder(s) votes.

3.4 Questions arising at any meeting of the Directors shall be decided by a majority of votes save and except for any Major Decision or Extraordinary Decision.

3.5 A Director may participate in a meeting of the Board or of any committee of the Directors by means of conference telephone or other communication facility by means of which all Directors participating in the meeting can hear each other. A Director participating in a meeting in accordance with this paragraph shall be deemed to be present at the meeting and to have so agreed and shall be counted in the quorum for the meeting and be entitled to speak and vote as if personally in attendance.

3.6 Reasonable notice of a meeting of the Directors specifying the place within British Columbia, day and hour of such meeting, must be addressed to each of the Directors at their address as appears on the corporate records book of Company and by delivering it at such business address or by notifying by telephone, email or any other similar method of transmission.

3.7 A resolution consented to in writing, whether by document, telegram, facsimile or any other method of transmitting legibly recorded messages, by all of the Directors shall be as valid and effectual as if it had been passed at a meeting of the Directors duly called and held. Such resolution may be in two or more counterparts, which together will be deemed to constitute one resolution in writing. Such resolution shall be filed with the minutes of

the proceedings of the Directors and shall be effective on the date stated thereon or on the latest date stated on any counterpart.

4. SHAREHOLDERS' CONTRIBUTIONS AND DISTRIBUTION OF NET PROFIT

4.1 The Company will and may in its discretion request from each and every Shareholder in proportion to the Shareholder's percentage holdings in the Company, all funds required to meet the capital, operating and capital asset replacement needs of the Company. The contribution percentage of each Shareholder (the "**Contribution Percentage**") at the date of this Agreement is as follows:

Shareholder	Contribution Percentage
Comox Valley	31.26%
Nanaimo	24.33%
Alberni-Clayoquot	13.64%
Mount Waddington	3.53%
qathet	8.14%
Strathcona	18.82%
Tla'amin	.28%

4.2 All of the Shareholders shall advance the monies requested from them, as determined by the Board in accordance with the Contribution Percentage within 30 days of its receipt of any written request by the Company or the Board. Unless otherwise specified within such written request, any such monies to be advanced by the Shareholders in accordance with the Contribution Percentage shall not bear any interest and any such requests shall be made to all of the Shareholders in accordance with their Contribution Percentage.

4.3 No Shareholder shall demand or be entitled to repayment of any funds advanced by it to the Company, save and except, as determined by the Board from time to time and any such repayment shall only be made in accordance with such repayments being made to all of the Shareholders based upon their respective Contribution Percentage that was calculated at the time the funds were advanced.

4.4 Each Shareholders' respective portion of the Contribution Percentage shall be reassessed by the Board on an annual basis and further upon the withdrawal or addition of a Shareholder and any change to be determined as a Major Decision of the Board and any such determination shall be determined solely upon the Allocation Formula.

4.5 Any Shareholder may advance funds to the Company in the form of a Loan if the Company agrees to borrow such funds and in such a case, the terms of repayment and interest rate chargeable shall be mutually agreed upon by the lending Shareholder and the Board on behalf of the Company.

4.6 Except with the agreement of Shareholder(s) who collectively hold not less than an aggregate amount of 95% of the issued shares in the Company, no Shareholder shall be obligated to enter into any agreement of guarantee with respect to the indebtedness of the Company or to pledge its credit on behalf of the Company, and the sole financial obligations of a Shareholder shall be as set forth in Sections 4.1 through 4.6 hereof. In any event all guarantees granted by Shareholders shall be borne by the Shareholders pro rata in proportion to their shareholdings in the Company (at the time of demand for payment by such bank or institution), and if any of the Shareholders discharges any liabilities of the Company either directly or pursuant to such guarantee given hereunder, then the Shareholders discharging the liabilities shall have the right to be re-imbursed by the party or parties not so contributing so that in the end result, each of the Shareholders shall have contributed in proportion as aforesaid. In the event that any Shareholder or Shareholders should provide a guarantee with respect to the indebtedness of the Company or pledge such Shareholder's own credit in a proportion to the debt greater than such Shareholder's own pro-rata shareholdings within the Company, then, to the extent that any such guarantee exceeds such Shareholder or Shareholder's pro-rata portion of their shareholdings in the Company, such Shareholder shall be entitled to claim indemnification from the Company and the other Shareholders to the extent of such amounts in which such Shareholder's guarantee exceeds their pro-rata portion of shareholdings in the Company.

5. TRANSFER OF SHARES AND INTEREST

5.1 Notwithstanding anything to the contrary contained in this Agreement, no sale, transfer, assignment or disposal of any Interest by a Shareholder shall be binding upon the other parties hereto or shall be valid in law, unless it is made in compliance with the provisions of this Agreement and the Articles, and unless and until the purchaser or transferee of such Interest, if not a party hereto, executes and delivers an appropriate instrument in writing in favour of the Non-disposing Shareholders pursuant to which such Shareholder or transferee shall agree to observe and be bound by all the provisions of this Agreement;

5.2 Notwithstanding any other provision of this Agreement, no Shareholder shall be entitled to sell, transfer or otherwise dispose of any of its Interest or any part thereof without first obtaining the consent of all of the other Shareholders and the Company.

5.3 Notwithstanding Sections 5.1 and 5.2 or any other provision within this Agreement or the Articles of the Company, it is expressly understood and agreed between the Company and the Shareholders that in the event that by way of any determination, decision, order or other direction from the Provincial Government of British Columbia that any Shareholder be required to sell all or a portion of its Shares or Interest to another body that constitutes a regional district or other entity which has any jurisdictional authority over any lands such as a local, regional, provincial or federal government or a first nation within the Province of British Columbia, that any such sale, transfer, assignment of disposal of any Shares or Interest by any existing Shareholder in whole or in part that is necessitated or required pursuant to such decision of the Provincial Government of British Columbia may take place provided that any such new Shareholder agrees to be bound by all provisions of this Agreement.

5.4 Notwithstanding anything to the contrary contained in this Agreement, the Shareholders acknowledge and agree that the number of Shares held by any and all Shareholders in the Company from time to time shall be determined and reallocated by the Board from time to time based solely upon the Allocation Formula.

Accordingly, all of the Shareholders do hereby agree that the Board shall carry out a reallocation of the Shares held by each of the Shareholders.

Without limiting the generality of the foregoing, the Shareholders and the Company shall, upon the completion of any such reallocation as determined by the Board , do any one or more of the following:

(a) re-purchase or redeem all or any of the Shares held by any such Shareholder;

(b) issue new Class A Common Voting Shares in the capital of the Company to any one or more Shareholders; and

(c) authorize and carry out the transfer of any Shares presently issued between any two or more Shareholders,

so as to reapportion the respective share ownership percentages in the Company between the Shareholders, so that the proportionate amount of Shares issued in the Company to any Shareholder is in accordance with the then current allocation. In the event that there is any discrepancy or disagreement between the Shareholders with respect to any such determination or the calculation of any Shareholders proportionate shareholdings within the Company, such matter will be referred to the Company's accountants from time to time and whose decision with respect to same, shall be final and binding upon all of the Shareholders.

5.5 The parties hereto agree that upon such determination or reapportionments as set out above in Section 5.4, that all parties will enter into any and all necessary documents so as to carry out the repurchase, redemption, transfer or issuance of any such Shares in the Company, so as to carry out the intentions of Section 5.4 above forthwith.

5.6 The parties hereto further agree that where any Shares are either issued, transferred, redeemed or re-purchased in accordance with Section 5.4, that the consideration for any such issuance, transfer, re-purchase or redemption shall be in the amount of $1.00 for each such Share.

5.7 The parties further agree that for the duration of time in which this Agreement remains in place, the parties will review the distribution of the Shares issued in the Company from time to time as determined and reallocated by the Board, and further at 10 year intervals commencing on January 1, 2033 and continuing on January 1st of each 10th year thereafter, and at any other times as determined by the Board, so as to redistribute the Shares held by the Shareholders in the Company. Any such determination and reallocation shall be based solely upon the Allocation Formula set out in Subsection 1.1(a).

5.8 The parties hereto agree that with respect to any Shares that may be held by any Shareholder in the Company may be transferred to or acquired by another Shareholder from time to time in accordance with Sections 5.4 through 5.7, any existing shareholders loans that were due and owing to any such transferring Shareholder shall remain due and owing to such transferring Shareholder and the acquiring Shareholder acquiring any portion of the Shares of the transferring Shareholder shall not acquire any right or entitlement to such transferring Shareholder's loans.

6. DEFAULT

6.1 It is an event of default (hereinafter referred to as "**Default**") if a Shareholder (hereinafter referred to as the "**Defaulting Shareholder**") (the other Shareholders being hereinafter referred to as the "**Non-Defaulting Shareholders**"):

(a) fails to observe, perform or carry out any of its obligations hereunder and such failure continues for seven days after any of the Non-Defaulting Shareholders have in writing demanded that such failure be cured; or

(b) fails to take reasonable actions to prevent or defend assiduously, any action or proceeding in relation to any of its Interest for seizure, execution or attachment or which claims:

(i) possession;

(ii) sale;

(iii) foreclosure;

(iv) the appointment of a receiver or receiver-manager of its assets; or

(v) forfeiture or termination;

of or against, any of the Interest of the Defaulting Shareholder, and such failure continues for seven days after any of the Non-Defaulting Shareholders have in writing demanded that the same be taken or the Defaulting Shareholder fails to defend successfully any such action or proceeding; or

(c) becomes a bankrupt or commits an act of bankruptcy or if a receiver or receiver-manager of its assets is appointed or makes an assignment for the benefit of creditors or otherwise.

6.2 In the event of a Default, the Non-Defaulting Shareholders may do any one or more of the following:

(a) pursue any remedy available to them in law or equity, it being acknowledged by each of the Shareholders that specific performance, injunctive relief (mandatory or otherwise) or other equitable relief may be the only adequate remedy for a Default;

(b) take all actions in their own names or in the name of the Defaulting Shareholder, the Shareholders or the Company as may reasonably be required to cure the Default, in which event all payments, costs and expenses incurred shall be payable by the Defaulting Shareholder to the Non-Defaulting Shareholders on demand, together with Interest at 1% per annum in excess of the then current prime rate of the Royal Bank of Canada;

(c) implement the Buy-Sell procedure as set out in the Section 7 hereof; or

(d) waive the Default provided, however, any waiver of a particular Default shall not operate as a waiver of any subsequent or continuing Default.

7. BUY-SELL PROCEDURE

7.1 In the event of a Default, the Non-Defaulting Shareholders, shall have an option which any of them may exercise within 60 days of the date of any such Default (the "**Option**") to require the Defaulting Shareholder to surrender all of its Interest to the Company at no cost to the Non-Defaulting Shareholders or the Company.

7.2 Upon the exercise of the Option, the Defaulting Shareholder, shall execute and deliver to the Non-Defaulting Shareholders and the Company all such instruments, share transfers, conveyances, assignments, releases and the resignation of the Defaulting Shareholders' nominee director from the Board as the Non-Defaulting Shareholders or Company may reasonably require.

8. LOAN DEFAULT

8.1 In addition to the rights of the Non-Defaulting Shareholders provided for in Sections 6 and 7 herein, if the Defaulting Shareholder defaults by refusing or failing to make a contribution or payment as provided in Section 4 herein, then:

(a) any one or more of the Non-Defaulting Shareholders may elect to make, and are hereby authorized by the Defaulting Shareholder to make, such contribution or payment (hereinafter called the "**Defaulting Loan**") to the Company on behalf of and for the account of the Defaulting Shareholder in which event the Defaulting Shareholder shall pay, or cause to be paid, to the Non-Defaulting Shareholders:

(i) the amount of the Defaulting Loan;

(ii) the reasonable costs incurred by any of the Non-Defaulting Shareholders relating to obtaining monies to make the Default Loan; and

(iii) interest calculated and payable on the first business day of each and every month on the amount of the Defaulting Loan outstanding from time to time equal to:

A. the rate of Interest payable by the Non-Defaulting Shareholders to any Third Party on any monies borrowed by it to make the Default Loan plus 4% per annum; or

B. if any such monies are not borrowed by the Non-Defaulting Shareholders, the prime rate of the Royal Bank of Canada at the time the Defaulting Loan is made plus 4% per annum.

9. NEW SHAREHOLDERS

9.1 The parties agree that subject to Subsection 1.1(e)(i) a new regional district or other entity which has any jurisdictional authority over any lands within the Province of British Columbia may be allowed to acquire shares in the capital of the Company on such terms and on such conditions as the Shareholders and the Board may determine, but the terms and conditions of the entry of any such new shareholder shall include the following:

(a) the requirement that the new shareholder becomes signatory to this Agreement prior to acquiring any rights or interest in the Company;

(b) the requirement that all costs associated with the entry of the new shareholder be born solely by that shareholder;

(c) the requirement that the new shareholder pay a stipulated purchase price for any shares it purchases in the Company and/or makes a contribution towards the capital of the Company.

(d) or the contribution towards the capital of the Company as determined by the Board in recognition of it acquiring an interest in the existing capital assets of the Company.

(e) such further and other conditions and requirements as the Board of the Company may from time to time determine.

9.2 The application of any funds paid by the new Shareholder shall be used and distributed as the Board of Directors of the Company shall in their sole discretion determine.

10. ASSIGNMENT OF RIGHTS TO COMPANY

10.1 The parties hereto covenant and agree that all rights and privileges given to the Non-Defaulting Shareholders pursuant to Sections 6, 7 and 8 of this Agreement may be assigned by those Non-Defaulting Shareholders to the Company provided all of the Non-Defaulting Shareholders so provide their written consent.

11. DISPUTE RESOLUTION

11.1 The parties hereto agree to attempt to resolve all disputes arising out of or in connection with this Agreement, or in respect of any defined legal relationship associated with it or from it, by structured negotiation with the assistance of a mediator appointed by the

Vancouver International Arbitration Centre under its Mediation Rules of Procedure, as may be amended from time to time.

11.2 If a dispute cannot be settled within a period of 30 days after the mediator was appointed, or such longer period agreed to by the parties, the dispute shall be referred to and finally resolved by arbitration within the Vancouver International Arbitration Centre under its Domestic Arbitration Rules, as may be amended from time to time.

12. INSURANCE

12.1 Each of the Shareholders agree to take out and maintain in full force and effect, in the names of the respective Shareholder, as the insured party, and with the Company listed as an additional named insured the following primary policies of insurance with the Municipal Insurance Association (or such other insurance provider as permitted by the Board, acting reasonably);

(a) bodily injury, personal injury, and/or property damage liability ("**Coverage A**");

(b) errors and omissions liability ("**Coverage B**") with the Company as the additional named insured until such time that the Shareholder has been provided notice from the Company that the Company has decided to place and maintain in full force and effect errors and omissions liability insurance from an insurer licensed to do insurance business in the Province of British Columbia ("**Primary Coverage B**"), at which time the Shareholder will continue to maintain insurance coverage with the Municipal Insurance Association (or such other insurance provider as permitted by the Board, acting reasonably) for errors and omissions liability in the names of the respective Shareholder, as the insured party, and the Company, as the additional named insured ("**Secondary Coverage B**"); and

(c) supplementary payments: defense and other costs ("**Coverage C**").

12.2 Each Shareholder agrees to deliver a copy of the current year's insurance certificate and evidence of liability protection to the Company evidencing that the insurance policies referred to in Section 12.1 remain in good standing.

12.3 The Company hereby agrees to take out and maintain in full force and effect, in the name of the Company, as the insured, the following insurance;

(a) the Company will place and maintain in good standing primary insurance coverage with an insurer licenced to do insurance business in the Province of British Columbia for bodily injury, personal injury, and/or property damage liability ("**Primary Coverage A**") and for supplementary payments: defense and other costs ("**Primary Coverage C**").

13. GENERAL PROVISION

13.1 The parties hereto covenant and agree that they will not mortgage, pledge, hypothecate, charge or in any way encumber their Shares in the Company.

13.2 All certificates issued by the Company representing any of the Shares in the capital stock of the Company shall have typed or otherwise written thereon the following legend:

13.3 The Shares represented by this certificate are subject to the provisions of an Agreement between the Company and its Shareholders which Agreement contains restrictions on the right of the holder hereof to sell, assign, transfer, dispose of, donate or otherwise deal with the Shares represented hereby and notice of the terms and conditions of such Agreement is hereby given."

13.4 Notwithstanding any other terms hereof the Company shall not be obligated to purchase any Shares pursuant to the terms of this Agreement if such purchase would constitute a violation of any law or regulation of any governmental authority having jurisdiction over the Company or its Shares or such purchase would render the Company insolvent.

13.5 Time shall be of the essence of this Agreement.

13.6 Any notice, payment or other communication required or permitted to be given or served pursuant to this Agreement shall be delivered personally or may be mailed by registered mail, postage prepaid, addressed as follows:

If to Comox Valley

770 Harmston Avenue
Courtenay, British Columbia
V9N 0G8

If to Nanaimo:

6300 Hammond Bay Road
Nanaimo, British Columbia
V9T 6N2

If to Alberni-Clayoquot:

3008 5th Avenue
Port Alberni, British Columbia
V9Y 2E3

If to Mount Waddington:

Box 729
2044 McNeill Road
Port McNeill, British Columbia
V0N 2R0

If to qathet:

#202 – 4675 Marine Avenue
Powell River, British Columbia
V8A 2L2

If to Strathcona:

c/o 600 Comox Road
Courtenay, British Columbia
V9N 3P6

If to Tla'amin:

4779 Klahanie Road
Powell River, British Columbia
V8A 0C4

If to the Company

c/o Singleton Urquhart Reynolds Vogel LLP
1200 – 925 West Georgia Street
Vancouver, British Columbia
V6C 3L2

(Attention: Managing Partner)

Any such notice shall be deemed to have been given, if delivered by hand, on the day delivered, or if mailed in Canada two days following the day of posting, providing that if there shall be between the time of mailing and the actual receipt of the notice a mail strike, slow-down or other labour dispute which may affect delivery of such notice by mail, then such notice shall be effected only if actually delivered.

13.7 No alteration or amendment of this Agreement shall take effect unless the same is in writing duly executed by each of the Shareholders in the same manner as this Agreement, provided that it shall not be necessary to make a party to such amending agreement any Shareholder who has ceased to be a member of the Company.

13.8 The Shareholders covenant and agree to execute such further and other documents and instruments and to do such further and other acts as may be necessary to implement and carry out the terms of this Agreement and the Company agrees to approve and does hereby approve each and every transfer of Shares made pursuant to this Agreement.

13.9 Each Shareholder shall vote or cause to be voted the Shares held or controlled by it so as to give full effect to the provisions of this Agreement, which provisions shall supersede and have precedence over the provisions of the Articles and Memorandum of the Company.

13.10 All purchases and sales of any Shares in the capital stock of the Company pursuant to this Agreement shall be in Canadian dollars only, unless otherwise agreed to in writing by the parties hereto.

13.11 The provisions herein contained constitute the entire agreement between the Shareholders and supersede all previous communications, representations and agreements, whether verbal or written, between Shareholders with respect to the subject matter hereof.

13.12 All references to any party to this Agreement shall be read with such changes in number and gender as the context hereof or reference to the parties shall require, and words imparting singular include the plural and vice versa, words imparting a male person include a female, and words imparting an individual include a corporation.

13.13 This Agreement shall enure to the benefit of and be binding upon the Shareholders and their respective successors but is not assignable by a party hereto, except with the consent of all the other parties hereto.

EXECUTED by **COMOX VALLEY REGIONAL DISTRICT** by its duly authorized signatory:)

_____)
Authorized Signatory)

EXECUTED by **REGIONAL DISTRICT OF NANAIMO** by its duly authorized signatory:)

_____)
Authorized Signatory)

EXECUTED by **REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT** by its duly authorized signatory:)

_____)
Authorized Signatory)

EXECUTED by **REGIONAL DISTRICT OF MOUNT WADDINGTON** by its duly authorized signatory:)

_____)
Authorized Signatory)

EXECUTED by **qathet REGIONAL DISTRICT** by its duly authorized signatory:)

_____)
Authorized Signatory)

EXECUTED by **STRATHCONA REGIONAL DISTRICT** by its duly authorized signatory:)

_____)
Authorized Signatory)

EXECUTED by **TLA'AMIN NATION** by its duly authorized signatory:)

_____)
Authorized Signatory)

EXECUTED by **NORTH ISLAND 9-1-1 CORPORATION** by its duly authorized signatory:)

_____)
Authorized Signatory)

Kevin Monahan, Vice-President,
St. Andrews Lodge Historical and Cultural Society (SALHACS),
586 Alder St.
Qualicum Beach, BC
V9K 1J3

October 24, 2026

To the Mayor and Council,
Town of Qualicum Beach, British Columbia

Re: Request for Waiver of Sign Permit Fee

On September 15, 2026, on behalf of the St Andrews Lodge Historical and cultural Society, I applied for a permit to erect a sign at St. Andrews Lodge, at Saahtlam Park, 3319 Island Highway West. The purpose of the sign is to inform passers-by that the lodge is available to the public for events such as workshops, meetings, group activities, artistic, cultural and various other purposes.

At the time I submitted the application I asked if the application fee could be waived. My reasoning was that the sign is necessary for effective management of the property, which is a Town asset. As such the society is performing a function on behalf of the Town and should not be required to pay the Town for the ability to perform that function.

At the time, Ms. Augustyn informed me that subject to confirmation by the Director of Planning, Town staff were not authorized to waive the fee and only Council could make such an authorization. Since the next Council meeting would be after the election, on November 18, I could either wait two months for such authorization or pay the fee and request the waiver to be submitted to Council on November 18, 2026.

Accordingly, I paid the $40.00 fee on behalf of the society (with a cheque drawn on the account of Shipwrite Productions, an unincorporated proprietorship), in order to allow staff to issue the permit at the time.

The sign has now been erected, and I am formally requesting that the Town waives the application fee retroactively and reimburses me for the $40.00 fee.

Respectfully submitted



Kevin Monahan
Vice President

MIEC – Program Description: Spring/Fall 2026 Courses

Mid Vancouver Island Elder College Society, operating as Mid Island Elder College (MIEC), was established as an incorporated non-for-profit society in November 2023.

Our vision is "To drive the growth of life-long learning and well-being in our community". It is undeniable that education is the best available health care as we age, contributing to greater self-worth and a higher quality of life. The benefits go both ways, as educated people contribute more to society and draw less on its resources.

We provide learning opportunities that are easy to access – no exams, no grades – just dedicated teachers and eager students, learning together and from each other, in a wide range of courses. We present our courses as a means of promoting quality of life, health and overall well-being, by offering tools to remain engaged and in the present.

Elder College has a 30 year history of delivering courses in the Mid-Island region. Prior to 2024, Elder College operated in the Oceanside area as a branch of Vancouver Island University (VIU) going back to 2002.

The new society is governed and managed by a twelve-person board, supported by over 60 volunteer instructors and event coordinators. Since formation, the organization set up a course registration system and successfully launched a small set of Spring courses in 2024, and delivered 55 courses offerings in the Fall 2024. In December 2024 we obtained Registered Charity status with the CRA. In 2025 we delivered 55 Spring courses and expanded in the Fall to a program of 92 courses. Continuing in 2026 we delivered 88 Spring courses and 93 courses in progress for the Fall.

Target Group

Seniors represent a significant demographic segment of the Regional District of Nanaimo (RDN) as shown from the following table:

Statistics Canada Census 2021 for RDN

	Total		Male		Female	
All ages	170,367		82,385		87,980	
50 and older	88,090	52%	41,000	50%	47,085	54%
65 and older	51,015	30%	23,820	29%	27,190	31%

Source: Statscan Cansim 2021

Although seniors' life-long learning is the focus of our programs, there are no restrictions on registration in our courses preventing other demographics from participating.

Program Delivery

Courses are offered via face-to face classroom venues and online using Zoom. Our instructor group consists of retired professors and teachers who deliver course materials they are passionate about, without compensation or honorariums. New instructors are recruited and vetted by a program committee of the Board; student surveys are also used to assess instructors and the quality of course offerings. Most of the current instructors have delivered Elder College courses previously under VIU.

Class venues are rented or donated spaces throughout the Oceanside area, including the Parksville Community Centre, McMillan Arts Centre in Parksville, St. Philip by-the-Sea in Lantzville, Vancouver Island Regional Library branches in Duncan and Nanaimo, the Nanaimo Museum, and Berwick Retirement Home Theatre in Qualicum Beach. Zoom classes represent about 30% of class offerings.

Courses range from single to multi session classes, with an average of four sessions per course. The following table shows that for the past 10 years, student enrolments averaged about 1,000 per year except for 2020 and 2021, when course delivery was restricted to online presentation due the COVID outbreak. The data for 2024 is limited to the Fall session; starting in 2025 both Spring and Fall course sessions were offered.

Elder College - Historical Enrolments

Calendar Year	Students	Class Enrolments
2014	997	1,539
2015	963	1,423
2016	924	1,496
2017	1,074	1,776
2018	1,073	1,918
2019	1,251	2,382
2020	739	1,326
2021	653	1,906
2022	952	1,919
2023	1,022	1,961
Fall 2024	382	636
2025	864	1,588
2026	1,027	1,910

As indicated above, in the last 12 months 1,027 registered participants directly benefited from the program. There are no restrictions to course enrolment based on age, sexual orientation, gender identity or gender expression. We do collect age and gender information as provided on a volunteer basis only.

Membership

Membership provides learners the right to attend and vote at the Society's AGM, including election of directors. We require all learners to become members of the Society for $25 annually before enrolling in courses, as a mechanism to encourage involvement in the organization of MIEC. There is no limit on the number of members, currently at 610. Membership fees do not represent a primary funding source for the Society.

Marketing and Fundraising

In addition to the membership list, the Society maintains a list of more than 2,000 names who have expressed interest in Elder College. We market our programs by email to this list, as well as by advertising in local community newspapers in the Oceanside area. We have begun an outreach to retirement homes in the community by offering courses in their internal facilities and seeking out learners who are unable to attend outside classes. The Society solicits donations and sponsorships in the community. We have a recognition program aimed at business sponsorship, and both businesses and members are offered the opportunity of recognition as sponsors of individual courses.

Service Sector Coverage

In terms of the Human and Social Services Sector, we have identified the following sub-sectors as areas that we deliver service:

- Mental Health, Substance Use
- Food and Nutrition
- Seniors Service/Activities
- Emergency Social Services, Outreach
- Education/Tutoring Services
- Other – Human and Social Services

In addition to the course offerings described above, MIEC has delivered Saturday Speakers lecture series since 2004. These series consisted of three lectures in the Spring and three lectures in the Fall, on themes including Canada in a Changing World, Challenging Social Issues, Health Aging, Artificial Intelligence, and the State of the World. These lecture series have been attended by some 300 - 400 learners in each term, at the Nanoose Community Recreation Centre.

Fee Remission Program

Nearly 20% of Canadians are over the age of 65. The Mid Vancouver Island region has one of the highest percentages of seniors in Canada (one of our cities, Parksville, has the highest percentage of seniors in Canada). An unfortunate number of these citizens are potential victims of the times and, without any guidance, elders can fall victim to poverty, poor health,

physical abuse, financial scams and social isolation. To help address this issue, the Elder College implemented an endowment fund in 2025 to be used exclusively for fee remission to allow those who are on low income to allow them to participate in learning opportunities without worry of its cost.

Future Vision of the Society

For the purposes of the Community Gaming Grant application, the programs for which we are applying funding will be Spring courses offered between March and May of 2027, and Fall course offerings between September and December 2027. A similar range of courses will be offered in the two 2027 sessions to the list shown above.

Although other Elder College programs exist in other regions, Mid Island Elder College is unique in the target group and range of course offerings in the Regional District of Nanaimo area. This will be the second Gaming Grant application by Mid Island Elder College. The purpose of the grant is to bridge our finances to a future vision of expanded course offerings that will make us self-sustaining.

Since the Fall of 2025 we have been able offer approximately 90 courses in both the Spring and Fall sessions with the volunteer effort of over 60 instructors. Combined course fees revenue is expected to be over $73,000 in 2026. Our strategic plans include the following key steps:

- Continue to grow the instructor base and volunteers – with more instructors, we can have more course offerings and resulting course fee revenues; having more volunteers translates into more capacity to deliver services and support the Board;
- We will continue with moderate course fee increases again in 2027 at about 2%; combined with course and student grow, we are budgeting course fee revenues at $75,000;
- In other programming activities we will make improvements to the quality of course offerings, attract larger class sizes and expand multi-session courses to generate more revenue;
- Marketing and promotion plan – expand awareness of the new MIEC to the target senior group and capture more participation out of the 88,000 in the 50 plus age group; build stronger connections with the retirement home sector to be able to offer more programming to seniors in facilities.

Our vision for the future is an Elder College with a break-even model for core service delivery, strong membership of 1,000-2,000 or more, 100 instructors, and 100 other volunteers. The purpose of this application will be to bridge the gap to allow us to get to that vision.

In-kind Contributions of Instructors

We implemented an accounting policy change in 2025 to include the in-kind contribution of instructors' time to better reflect the total expense of our operations. The contributing

revenue and cost of the contribution is computed as class hours plus preparation time at 2 times class hours, times $20 per hour. For the 2026 fiscal year, this represents a contribution of $65,430. We have budgeted an in-kind contribution of $65,000 for 2027.

Community Gaming Grant

We are requesting a Community Gaming Grant of $30,000. As per the program budget attached, we expect to use the Grant to fund the following activities directly involved in program delivery:

- Supporting 43% of the rental of facilities for course presentation; we anticipate increased rental cost in Nanaimo to accommodate additional courses in the Spring and Fall 2026;
- Supporting approximately 29% of the cost of our program administrator, who's primary function is to facilitate course enrolment and online registration for our learners;
- Supporting approximately 25% of the cost of advertising.

Our expectation is to continue working with BC Gaming grants to enhance and expand MIEC capacity in the year to come, providing courses that enrich the quality of lives for thousands of seniors in our communities.

November 18, 2026

Mid Vancouver Island Elder College Society
Sent by email: charlesshier@shaw.ca

Re: Mid Vancouver Island Elder College Society | Letter of Support

The Town of Qualicum Beach is pleased to offer its continued support to the Mid Vancouver Island Elder College Society as they seek a Community Gaming Grant to advance their important work providing lifelong learning opportunities for adults aged 50 and over.

Qualicum Beach is a vibrant and engaged seaside community on the east coast of Vancouver Island, home to 9,303 residents, with a notably high median age of 67.5. Lifelong learning plays a vital role in the health, well-being, and social connectedness of our senior population, and the Elder College tradition has long been deeply valued in our region.

Through its leadership, the Society has helped ensure that local seniors retain access to enriching educational programs, opportunities for skill development, and meaningful social connection.

The Town fully supports the Society's application for a Community Gaming Grant and remains grateful for its valuable contributions to lifelong learning and community well-being.

Sincerely,

Adam Walker
Mayor, Town of Qualicum Beach

Copy: Lou Varela, CAO
Heather Svensen, Director of Corporate Services/Deputy CAO
Council
File No: 0230-20-MIELDC
File Path: N:\0100-0699 ADMINISTRATION\0550 COUNCIL MEETINGS\0550-20 MEETINGS\2026\11 18 RCM\Letter of Support - Mid Vancouver Island Elder College Society.docx

DRAFT

PETITION

Regarding traffic speed on First Ave.W

The persons having signed below, want action taken to reduce the speeding of vehicles on First Ave. W between ARBUTUS [redacted] and Rye. Also, it is rare that cars stop at First Ave. W and ARBUTUS [redacted] This speeding begins at 5:00 in the AM and continues until after the Shady Rest closes, First Ave W also is dangerous to walk on because the walking areas are only on one side of the road. One needs to cross the road at one point to walk in the walking lane on the other side of the street. This then puts your back towards the traffic. Ever since Mill Rd. was cut off at Beach traffic on First Ave. W has increased probably twice over. I would like persons working with Qualicum Beach to walk this road to witness the dangers.

Henry Reitsema	Sec. 22	FIRST
Danny Moore		"
Robert Saunders	Sec. 22	First Ave
BOB MACDONALD	Sec. 22	FIRST AVE
[redacted]	Sec. 22	FIRST
CRYSTAL COTE		FIRST AVE W.
CAROLE NIELSEN	Sec. 22	FIRST AVE W QUALICUM BEACH V9K1P1
[redacted]	Sec. 22	FIRST AVE
Chuck Barkman		First Ave W.
Paul & Gladys Plamondon	Sec. 22	First Ave W
Gayle Deinstadt	Sec. 22	First Ave
[redacted]	Sec. 22	1st Ave W
[redacted]		1st AVE
CARL GUTSCHE		1st AVE W
Bonnie Reinhardt	Sec. 22	First Ave W
[redacted]		First Ave W
E L Waterhouse	Sec. 22	First Ave W
NICHOLAS OSTAFFY		FIRST AVE.

Sec. 22 [redacted]

ROD BURKOSKY	Sec. 22	W. 1ST.
DON CLEMENTS		1ST AVE W
SUE SIGURDSON	Sec. 22	LARCH DR. Q.B.
JILL LANE	Sec. 22	FIRST AVE,
[redacted]		First Ave W
BILL WATKIN		FIRST AVE, W.
[redacted]	Sec. 22	First Ave W
[redacted]	Sec. 22	FIRST AVE W
[redacted]		FIRST AVE W
[redacted]		FIRST AVE W
COOY GOODRIDGE		FIRST AVE W
Glenda MacDonald	Sec. 22	First Ave W
Neil Davies	Sec. 22	Park Rd
Lesley Robinson		First Ave.
Allen Kenore	Sec. 22	First Ave W
Karin Hergt	Sec. 22	First Ave W

TOWN OF QUALICUM BEACH
BYLAW NO. 638.09

A Bylaw to amend Town of Qualicum Beach
Miscellaneous Rates Bylaw No. 638, 2009

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

1. This bylaw may be cited for all purposes as "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009, Amendment (Beaufort Squadron) Bylaw No. 638.09, 2026".

2. "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009", "Schedule H" is hereby amended as follows:

   (a) 1. Leases:
   By inserting in Table 1, immediately after the words Row 'A' the following:

   (excluding Beaufort).

INTRODUCED FOR FIRST READING 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.

_____ _____
Adam Walker Heather Svensen
Mayor Director of Corporate Services / Deputy CAO

Committee & Liaison Report

Councillor Harrison

Regular Council Meeting, November 18, 2026

October 31

- Handed out juice boxes, that we had almost the perfect number of, to the huge number of kids on the street for the Halloween event in our downtown. Also heard feedback from one of the local businesses that this is a significant cost for both the candy to be handed out and the lost businesses. While they don't begrudge the event, they were trying to brainstorm ways that the direct impact on businesses could be mitigated. It's a fair conversation as I know that some local businesses are getting squeezed by several factors, but I'm not sure if the town can directly provide support.

November 7

- Alongside Mayor Walker (whom I thank for the heads up on the event) attended an open house hosted by EPCOR regarding their regional water supply. Made contact with a few members of staff with a view to establishing the appropriate contacts should the strata or the town be involved in subsequent negotiations.

November 10

- Attended the Legion event for the lighting of candles for departed veterans.

November 11

- Attended the Remembrance Day event at the Civic Centre and the subsequent gathering at the Qualicum Beach Legion.

November 12

- Listened to an RDN orientation meeting online.

Councillor Harrison Notice of Motion | EPCOR
Regular Council Meeting November 18, 2026

WHEREAS the residents of the Oceanside Strata are currently served by EPCOR and have expressed an interest in receiving Town water;

BE IT RESOLVED THAT Town staff scope the work required to understand the options available to the Town and potential negotiations that would require further Council direction.

Councillor Oak Notice of Motion | Eaglecrest Land Sales
Regular Council Meeting November 18, 2026

THAT Council directs staff to issue a Request for Expressions of Interest to invite qualified developers that are interested in acquiring Town-owned Eaglecrest lands that are zoned for development.

Committee & Liaison Report
Councillor Anne Skipsey
Regular Council Meeting, November 18, 2026

September 14 – 18 – Mount Arrowsmith Biosphere Region's 2026 EuroMAB Conference

- Councillor Vander Valk and I attended the opening ceremony for the conference, themed *Interwoven Futures: Co-creating sustainability with nature and communities*. As Acting Mayor, I welcomed attendees to Qualicum Beach at Town Hall and then again personally participated in the Community Gathering event held at the QB Civic Centre. It was an amazing opportunity to meet and welcome people from UNESCO biospheres across Canada and 21 other countries. Well done everyone at MABR!

September 18, 2026 – RiverBlue, Culture Days

- I attended the viewing of this powerful film about the negative impacts of the global fashion industry and the manufacturing of clothing/leather is having on people and our planet (held at Berwick QB).

September 20, 2026 – Oceanside Affordable/Non-Market Housing Forum: Building Solutions Together

- This was a good opportunity to hear and learn from a panel of local community leaders regarding the need for and importance of affordable housing and how this needed housing might be created.

September 24, 2026 – Tour de Rock

- As Acting Mayor, I was in attendance to welcome the Tour de Rock (including media rider, Tony Trozzo, raised in Qualicum Beach). Kudos to Lindsay & Qualicum Foods for providing lunch and to Ann Hawkins, who received a plaque from Tour de Rock for her support over the past 29 years.

September 29, 2026 – Pheasant Glen

- I attended a tour of the new clubhouse facility hosted by Jeff Stewart, GM of Food & Beverage.

October 20, 2026 – Qualicum Beach Museum & Historical Society

- I attended their Annual General Meeting at Rotary Hall.

October 21, 2026 – Qualicum Beach Memorial Golf Course Board Meeting

- As Council Liaison, I attended the monthly board meeting. The golf course now has a bird's eye view of each hole available on their website. It is worth checking out!

October 26, 2026 – Primrose Medical Clinic Official Opening

- I attended the ribbon cutting for the new Primrose Medical Clinic. The coming together of community to make this happen is something to celebrate! Thank you to all the donors and everyone who made contributions toward this new important amenity.

October 28, 2026 – Oceanside Elementary School Grade 6/7 Class Visits

- I assisted Mayor Westbroek in welcoming two classes from Oceanside Elementary School who were studying municipal government and took a field trip to access various services municipal taxes fund.

October 29/30, 2026 – New Council Social and Orientation

- This was a valuable transition for newly elected members of council to get from campaign mode to functioning as a council body. Thank you to our facilitator and to staff who assisted and/or attended.

October 31, 2026 – Trick or Treating

- It was a pleasure to hand out juice boxes to the trick or treaters at town hall. Thank you to the QB Chamber of Commerce and the businesses and organizations who participated in this great event.

November 2, 2026 – Field of Crosses

- I attended the Rotary's Field of Crosses which name and acknowledge those from this area who served and never returned. Thank you to the Rotary, the Legion and the students from QBES who participated.

Councillor Skipsey Notice of Motion | Eaglecrest Parkland
Regular Council Meeting November 18, 2026

THAT Council directs staff to prepare a report on options for a community-wide survey respecting the approximately 40 acres of parkland located east of Eaglecrest Drive, with such engagement to guide short-term management decisions respecting park use, improvements, and service levels.

TOWN OF
QUALICUM BEACH

MEMORANDUM

File No. 6430-01

TO: Council

FOR: Regular Council Meeting

DATE: November 18, 2026

FROM: Lou Varela, Chief Administrative Officer

SUBJECT: **Request for Early Direction on 2027 Strategic Planning Elements**

PURPOSE:
Council may wish to endorse foundational elements of the Strategic Plan to streamline the upcoming meetings, if it chooses to maintain the current Vision established in the OCP; the current Mission adapted from the *Community Charter*; and the four Key Principles established in Council's Code of Conduct.

Additionally, Council may choose to support that staff organize 2027 Strategic Planning around the ten OCP Goals as stated in the Town of Qualicum Beach Official Community Plan, 2025.

Lastly, Council may choose to add additional Committee of the Whole meetings to the 2027 Strategic Planning Process, subject to cancellation if they are not required.

RECOMMENDATIONS:

1. **THAT** Council adopts the following Vision from the Town of Qualicum Official Community Plan, Bylaw No. 918, 2025:

   Qualicum Beach is a charming coastal village surrounded by rivers, forests and farmland in the shadow of Mount Arrowsmith. Our small town character, walkability, and year-round access to recreational opportunities support a high quality of life for residents and are an attractive destination for visitors. The Town will innovate in response to the social, economic and environmental

challenges of the future while holding firm to those qualities that make Qualicum Beach a unique and highly desirable place to live. (OCP, 2025, page 5)

2. **THAT** Council adopts the following Mission Statement, amended from the *Community Charter*, as follows:
   - Providing for good government of the community.
   - Providing for services, laws and other matters for community benefit.
   - Providing for sound management of the public assets of the community.
   - Fostering the economic, social and environmental well-being of the community.

3. **THAT** Council adopts the following guiding principles from Council's Code of Conduct:
   Integrity
   Being honest and demonstrating strong ethical principles.
   Accountability
   An obligation and willingness to accept responsibility or to account for one's actions.
   Respect
   Having due regard for others' perspectives, wishes and rights; displaying deference to the offices of local government, and the role of local government in community decision-making.
   Leadership and Collaboration
   An ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.

4. **THAT** Council supports staff organizing the 2027 Strategic Planning framework around the ten OCP Goals, 2025, supported by the structure of Good Governance, as follows:
   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

5. **WHEREAS** Council is committed to providing the public with advance notice of Strategic Planning Committee of the Whole meetings to support public attendance;

   AND WHEREAS the Annual 2027 Meeting schedule was approved by Council on July 15th, 2026;

   AND WHEREAS additional Committee of the Whole meetings may be required for the 2027 Strategic Planning process which requires a resolution of Council to schedule;

   AND WHEREAS Council may cancel scheduled Committee of the Whole meetings with 24 hours notice, as per the Council Procedure Bylaw No. 733, 2019, if they are not required;

   THEREFORE, BE IT RESOLVED THAT Council schedule the following additional Committee the Whole meetings for the 2027 Strategic Planning process, subject to change if they are not required:

   - December 17 and 18, 2026 (10 am)
   - January 6, 2027 (10 am)

Note: January 20, 21 and February 3, 2027, 10 am meetings approved in the 2027 Annual Schedule.

APPROVALS
Report respectfully submitted by Lou Varela, Chief Administrative Officer

Lou Varela, MCIP, RPP Chief Administrative Officer *Report Author*	Heather Svensen Director of Corporate Services and Deputy CAO

TOWN OF
QUALICUM BEACH

STAFF REPORT

File No. 3900-20-900.04

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: November 18, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **"Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (510 Chester Road) Bylaw No. 900.04, 2025" | Adoption**

GOVERNANCE DECISION
Council is asked to decide whether to adopt, refuse or provide alternative direction regarding the proposed "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025".

RECOMMENDATION:
THAT "Town of Qualicum Beach Zoning Bylaw No. 900, 2024 Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be adopted.

PURPOSE
To consider a zoning amendment for 510 Chester Road that would facilitate the subdivision of the property into eight parcels: six (6) bare land strata parcels and two (2) fee simple parcels, identified as Lots 1 and 2, fronting Chester Road.

BACKGROUND
The development proposal for 510 Chester Road is to subdivide the property into eight parcels, with one dwelling unit permitted on each parcel. The subject property currently has one existing house on the site. The property is currently zoned Rural Residential 1 (RR1) and falls within Subdivision District "D".

- In the RR1 zone, a maximum of two dwelling units are permitted.

- Subdivision District "D" requires a minimum parcel size of 700m^2 and a minimum highway frontage of 23m.

A Zoning Amendment is required to facilitate the proposed subdivision as the proposal does not meet the current zoning requirements. If approved, the zoning would be amended from RR1 to Small Lot Residential 1 (SLR1) and the Subdivision District would be amended from Subdivision District "D" to Subdivision District "K". Subdivision District "K" requires a minimum parcel area of 400m^2 and a minimum parcel width of 10m.

In the Town's Official Community Plan, the subject property is designated Residential. The property also falls within the Residential Multi-Unit Housing: RMUH 1 Development Permit Area. However, Form and Character Development Permits do not apply to single detached dwelling units. The subject property is in a residential area, with Chester Road to the north, a portion of residential property and Village Way to the south, and residential properties to the east and west. The parcel is mostly cleared, however, any tree removal on the site will be subject to the "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023".

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

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

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

- THAT "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024, Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be introduced and read a first time.
- THAT prior to adoption of "Town of Qualicum Beach Land Use and Subdivision Bylaw No. 900, 2024, Amendment (510 Chester Road) Bylaw No. 900.04, 2025", a S. 219 Form and Character Covenant be registered on title to ensure that future buildings are constructed as proposed.
- THAT Council refers the application for 510 Chester Road to the Advisory Planning Commission with specific instruction for consideration of:
    - Neighbourhood compatibility;
    - Setbacks;
    - Density;
    - Lot Coverage;
    - Height;
    - Orienting the Lot 9 home onto Chester Rd

- Review roof massing; and
- Drainage information to be provided to Council at a future meeting.

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

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

The applicant held a Public Information Meeting (PIM) on November 17, 2025.

The application went before Council on November 20, 2025, and Council adopted the following resolutions:

- THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a second time as amended.
- THAT Council rescinds the following motion: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.
- THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified on the Site Plan in the attached plans to the November 20, 2025, staff memo.
- THAT the following information be referred to the applicant for possible amendment to the site plan prior to third reading:
  i) an 8-metre setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5 metre;
  ii) consideration of the number of properties;
  iii) clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both);
  iv) that the applicants look at the impact of the roadway on properties across the street facing the development; and
  v) that a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.

In response to the Council resolutions, the applicant revised the development proposal. The following changes to the proposal were made:

- Revised setbacks for Lot 2, including a 6.0m setback along Chester Road.

- Removal of Lot 2 from the bare land strata subdivision.
- Clarification of the interior lot line setback (1.5m).
- Reduced the number of parcels from nine to eight, with two of the parcels being fee simple.
- Four on-street parking spaces have been added to the interior strata roadway.

The applicant also submitted a review by Timberlake-Jones Engineering regarding the potential traffic impacts of the proposed development on Chester Road and the property directly opposite the entrance road. The letter, as well as the following conclusions, were submitted by the applicant:

- Additional information on the traffic impacts of the development, which the applicant has summarized as:
    - The anticipated traffic volumes will have negligible impact on existing Chester Road traffic; and,
    - Due to the roadway location and existing screening, this access location will have minimal impact on the existing dwelling at 513 Chester Road.

Staff have accepted the conclusions from the review by Timberlake-Jones Engineering.

On December 10, 2025, the application went back before Council and the following resolutions were adopted:

- THAT the Bylaw entitled "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be read a third time.
- THAT Council rescinds the following resolution 25-288: THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home), as identified in the attached plans to the November 20, 2025, staff memo.
- THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration, excluding Lot 1 (existing home) and Lot 2, as identified on the Site Plan in the attached plans to the December 10, 2025, staff memo.
- THAT a separate Section 219 Form and Character Covenant be registered on title for proposed Lot 2, as identified in the attached plans to the December 10, 2025, staff memo, prior to adoption of the Zoning Amendment Bylaw, which includes the following:
    a) Driveway access from Chester Road, on the east side of the property; and,
    b) All services accessed from Chester Road.

The S. 219 covenants identified on December 10, 2025, have been registered and the Zoning Amendment Bylaw is now ready for adoption if Council chooses to proceed.



Figure 1: Subject Property

DISCUSSION

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

	Zoning Comparison	
Zoning Provision	**Existing Zoning**	**New Zoning**
Zoning	Rural Residential 1 (RR1)	Small Lot Residential 1 (SLR1)
Density	2 dwelling units	4 dwelling units per parcel (to be restricted by a S. 219 Covenant to 1 dwelling unit per parcel).
Parcel Coverage	35%	55%
Height	9.0m	9.0m for single-detached dwelling
Front Setback	8.0m	Dwelling Unit: 3.0m Forward Facing Garage: 5.0m
Interior Side Setback	1.5m with a minimum aggregate total of 4.5m	1.5m
Exterior Side Setback	4.5m	3.0m
Rear Setback	3.0m	Dwelling Unit: 3.0m Portion of dwelling unit more than 6.5m in height: 5.0m Portion of dwelling unit not more than 6m in width and not more than 6.5m in height: 3.0m
Parking (off-street)	1 space per dwelling unit	1 space per dwelling unit

Official Community Plan (OCP)

The application for 510 Chester Road was submitted in 2025, when the "Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2016", was in effect. Since then, "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025", has been adopted and taken effect. Staff have reviewed the relevant policies under both the 2018 and 2025 OCPs and provided an analysis below.

2018 Official Community Plan:

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

1. Land designated as "Single-family Residential" on map 'Schedule 2.1' of this Bylaw shall not exceed development densities of 25 dwellings/ha, exclusive of secondary suites and garden suites. This density shall only be supported where developments are compatible with the form and character of the existing neighbourhood, including height, setbacks, landscaping and architectural style. On a typical residential lot, 25 units per hectare equates to two dwelling units.

   Staff Comment: The proposed zoning complies with the OCP land use and density. It should be noted that the density of 25 units/ha is no longer the maximum as residential parcels now permit four dwelling units per parcel.

2. The use of land within the "Single-family Residential" area shall be in accordance with the environmental policies and development permit area requirements of the Plan.

   Staff Comment: The subject property falls within Development Permit Area: Residential Multi-Unit Housing: RMUH1. A Development Permit is not required for single detached dwelling units, which is the housing type proposed for this development.

3. The Town shall review its zoning regulations with the intent of limiting the height of buildings within the central waterfront "Single-family Residential" area, between the foot of Garrett Road and the foot of Memorial Avenue, to one storey.

   Staff comment: n/a

4. The Town shall review its regulations regarding construction elevations on the waterfront to adapt to rising sea levels.

   Staff comment: n/a

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

   Staff Comment: n/a

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

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

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

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

2025 Official Community Plan:

4.1.2.1 Land designated as "Small-Scale Residential" on map 'Schedule 2.1' of this Bylaw shall generally not exceed development densities of 4 units per parcel.

Staff Comment: The proposed subdivision consists of eight parcels with one dwelling unit per parcel proposed. The proposed zoning complies with the OCP land use and density.

4.1.2.2 The use of land within the "Small-Scale Residential" area shall be in accordance with the environmental policies and Development Permit Area requirements of the Plan.

Staff Comment: The subject property falls within Development Permit Area: Residential Multi-Unit Housing: RMUH1. A Development Permit is not required for single detached dwelling units, which is the housing type proposed for this development.

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

Staff Comment: n/a

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

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

4.1.2.5 The Town shall review its regulations regarding construction elevations on the waterfront to adapt to rising sea levels.

Staff Comment: n/a

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

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

4.1.2.7 The Town shall review its zoning regulations with the intent of limiting the height of buildings within the central waterfront "Small-Scale Residential" area, between the foot of Garrett Road and the foot of Memorial Avenue, to one storey.

Staff Comment: n/a

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP²)



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

INFORM:

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

STRATEGIC PLAN ALIGNMENT

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

SUMMARY

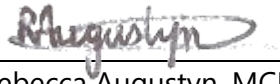
A Zoning Amendment application has been received to amend the zoning for 510 Chester Road. If approved, the Zoning Amendment will change from RR1 to SLR1, and the Subdivision District will change from Subdivision District "D" to Subdivision District "K" to facilitate the subdivision of the property into eight parcels: six (6) bare land strata parcels, with one detached dwelling unit proposed per parcel, and two (2) fee simple parcels which will contain one detached dwelling unit per parcel. The S. 219 Covenants has been registered and staff recommend that the "Town of Qualicum Beach Zoning Bylaw 900, 2024, Amendment (510 Chester Road) Bylaw No. 900.04, 2025" be adopted at this time.

ALTERNATIVE OPTIONS

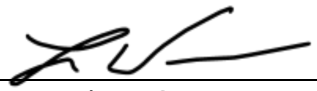
1. **THAT** Council denies the Zoning Amendment application for 510 Chester Road.
2. **THAT** Council provides alternative direction to staff.

APPROVALS

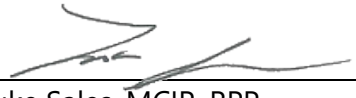
Report respectfully submitted by Rebecca Augustyn, MCIP, RPP, Senior Planner.



Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author



Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence



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

REFERENCES

Attachment 1: Revised Submitted Plans for 510 Chester Road (November 21, 2025)
Attachment 2: Town of Qualicum Beach Zoning Bylaw 900, 2024, Amendment (510 Chester Road) Bylaw No. 900.04, 2025
Attachment 3: Letter from applicant and Timberlake-Jones Engineering

Attachment 1

C.A. DESIGN

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

ASPEN ROAD

CHESTER ROAD

VILLAGE WAY

ROAD

EXISTING DWELLING
FEE SIMPLE
R1 SINGLE FAMILY LOT
(NOT PART OF STRATA)

FEE SIMPLE
R1 SINGLE FAMILY LOT
(NOT PART OF STRATA)

27.88m

27.86m

25.1m

25.1m

P1

P2

P3

P4

LOT 1
700.0 Sq m

LOT 2
700.0 Sq m

STRATA LOT 1
474.0 Sq m

STRATA LOT 2
463.0 Sq m

STRATA LOT 3
539.8 Sq m

STRATA LOT 4
544.0 Sq m

STRATA LOT 5
464.0 Sq m

STRATA LOT 6
474.2 Sq m

Existing Site Data

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

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

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

MIN. REQUIRED BUILDING SETBACKS

PROPERTY LINE

Site Plan
Scale: 1:200

Revisions

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
SITE PLAN OPT - B
PROPOSED

Drawn	J.L./J.P.
Checked	J.L./J.P.
Date	11.21.25
Scale	AS SHOWN

Sheet #

C.A. DESIGN

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



510 CHESTER ROAD
QUALICUM BEACH

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

TITLE PAGE
CONCEPTUAL

Drawn	JL/JP.
Checked	JL/JP.
Date	04.18.25
Scale	AS SHOWN

Sheet #

1

C.A. DESIGN

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

Subject Property
510 Chester Road

Location Map
Scale: nts

Project Title
510 CHESTER ROAD
QUALICUM BEACH

Sheet Title
LOCATION MAP
CONCEPTUAL

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

Sheet #
2

C.A. DESIGN

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

Zoning Summary

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

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

Project Title

510 CHESTER ROAD
QUALICUM BEACH

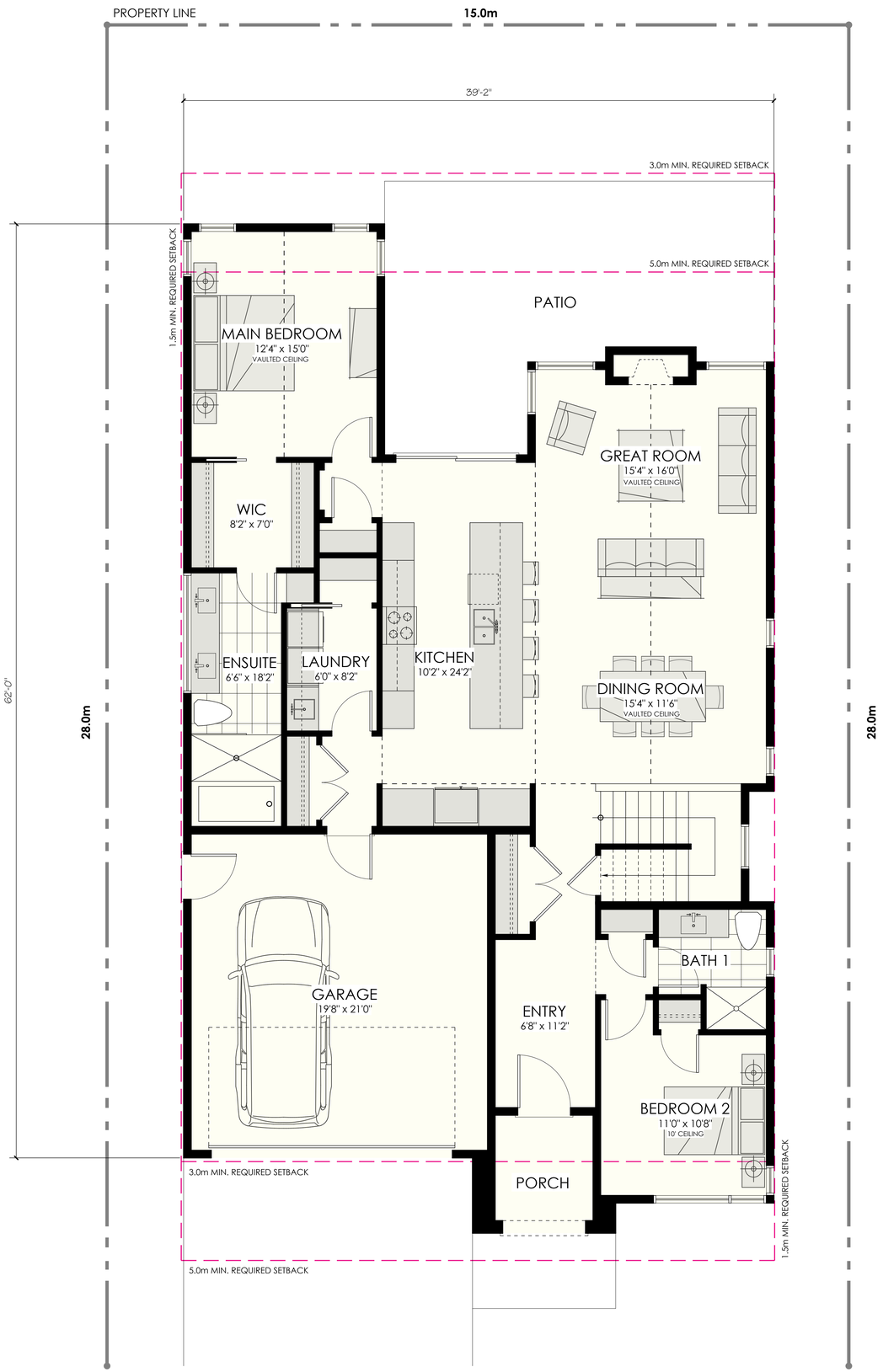
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ZONING SUMMARY
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Sheet #

5



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

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

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

Main Floor Plan

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

C.A. DESIGN

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Project Title
510 CHESTER ROAD
QUALICUM BEACH

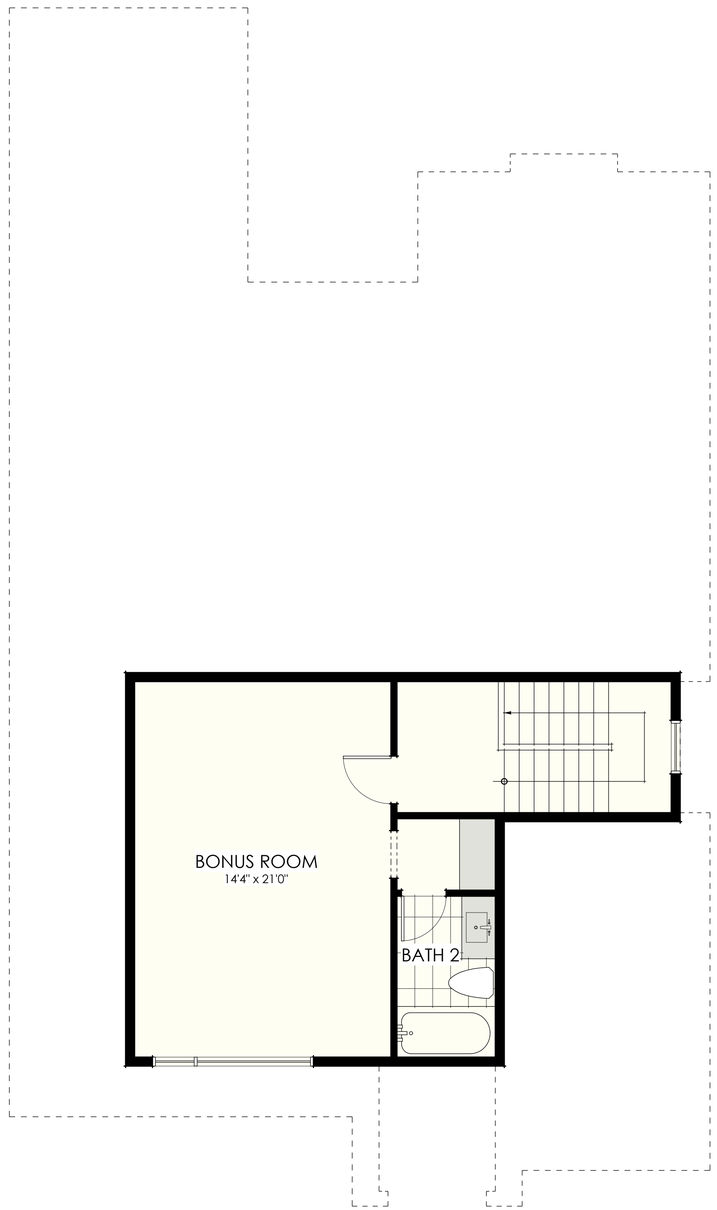
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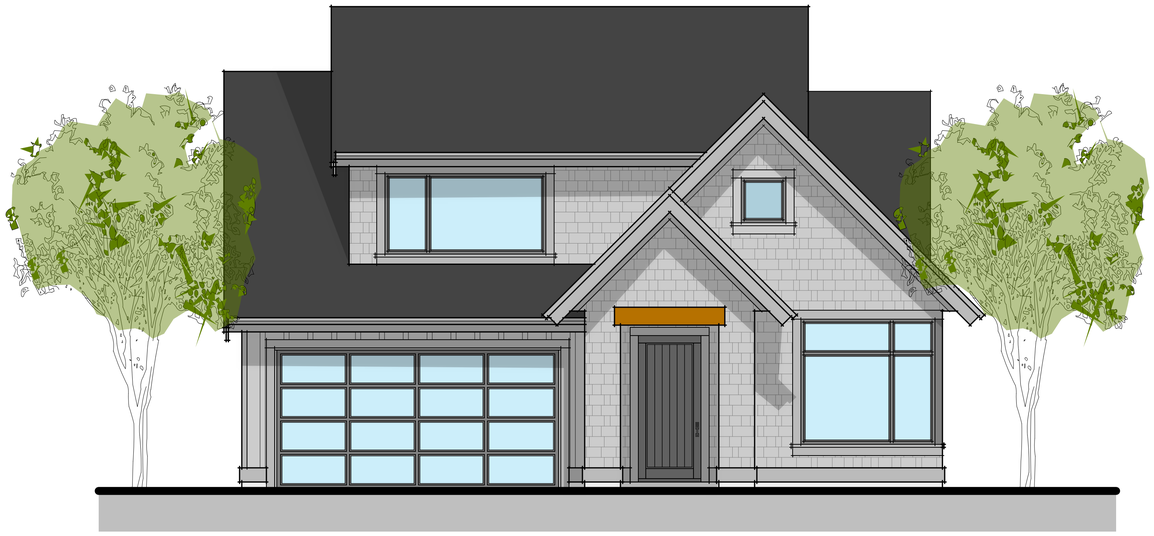
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6

C.A. DESIGN

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



Upper Floor Plan
Floor Area = 465 sq. ft.



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

Project Title

510 CHESTER ROAD
QUALICUM BEACH

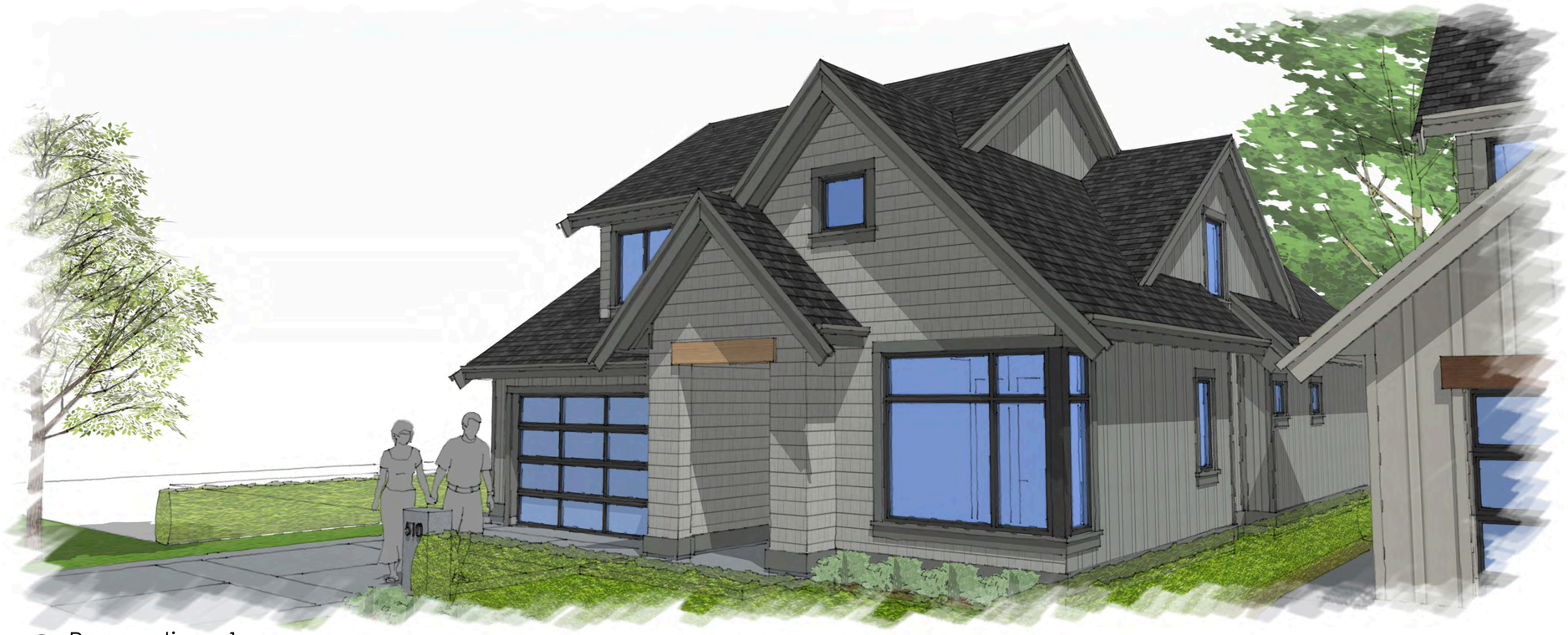
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Date	04.18.25
Scale	AS SHOWN

Sheet #

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Perspective - 1
Home Type A



Perspective - 2
Home Type A

C.A. DESIGN

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156 Fern Road West, Qualicum Beach, V9K 2T5

Project Title

510 CHESTER ROAD
QUALICUM BEACH

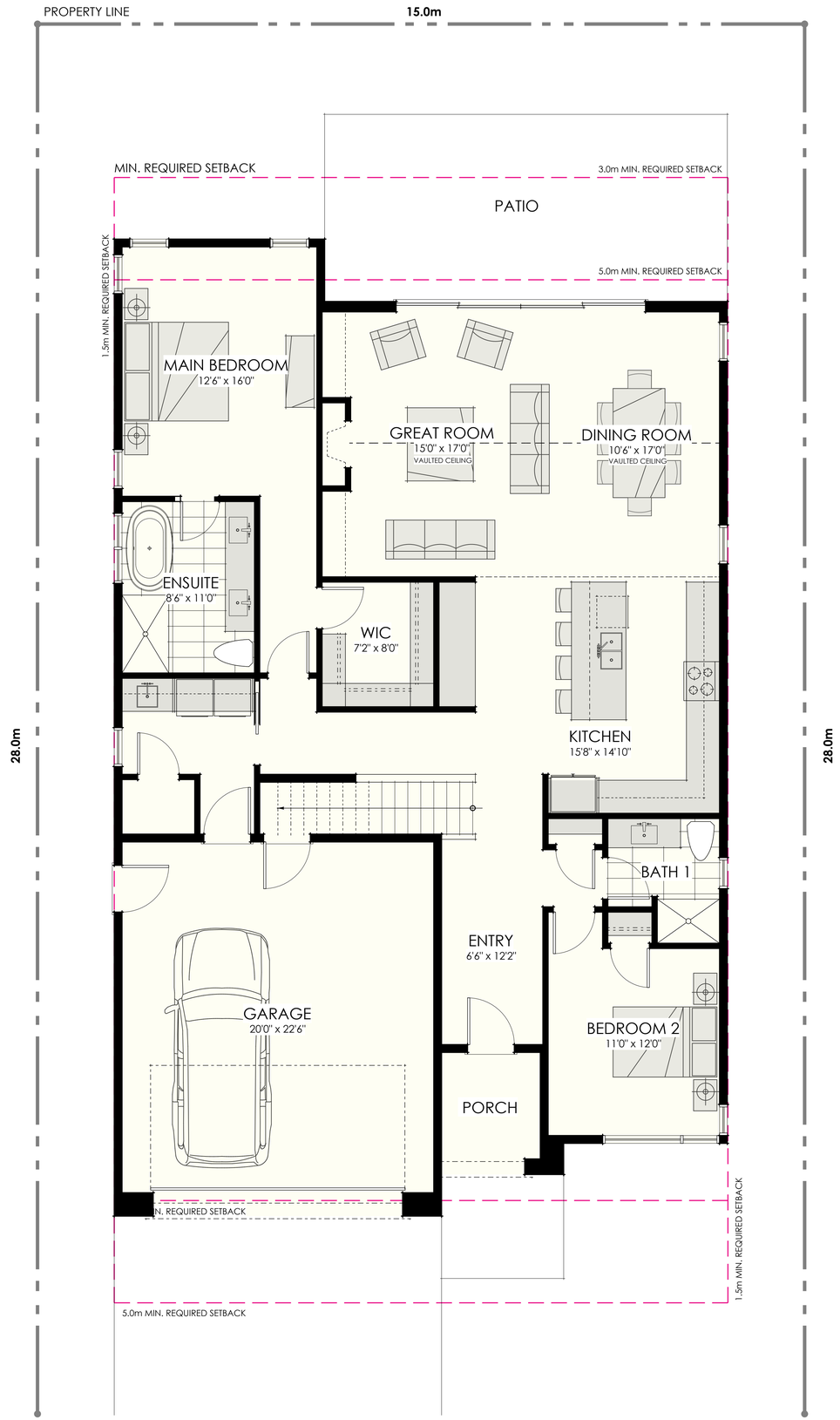
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HOME TYPE - A
FORM & CHARACTER
CONCEPT

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Date	04.18.25
Scale	AS SHOWN

Sheet #

8



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

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

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

Main Floor Plan

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

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

Project Title
510 CHESTER ROAD
QUALICUM BEACH

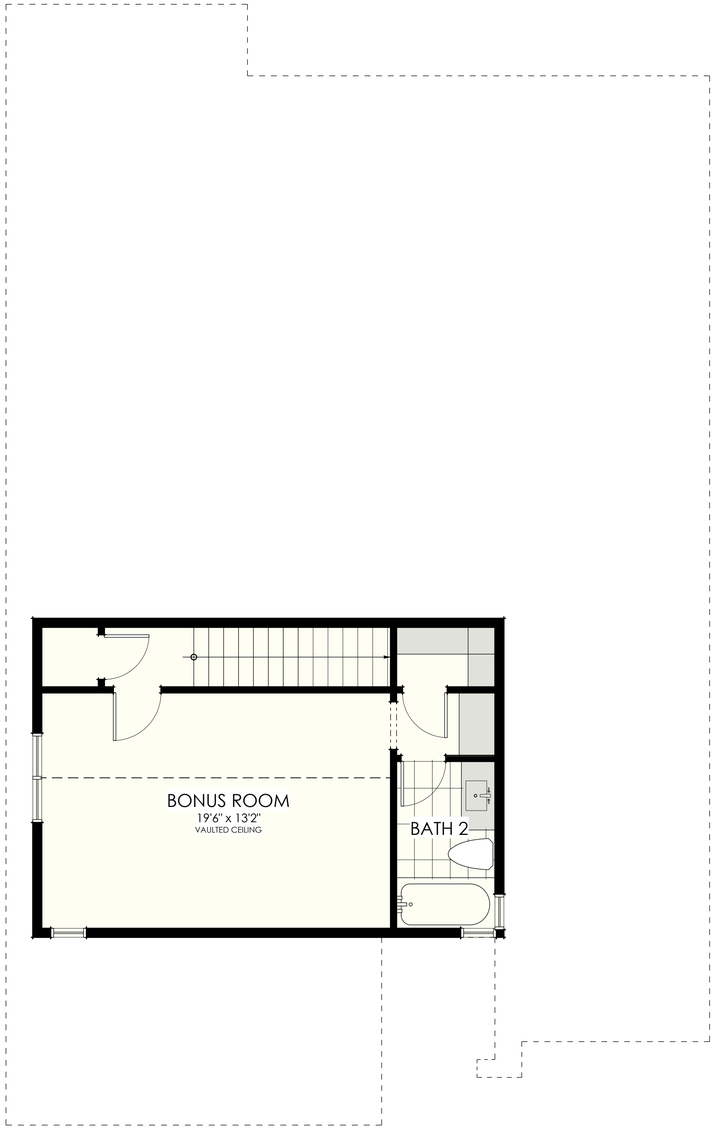
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HOME TYPE - B
PLAN CONCEPT

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Date	04.18.25
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Sheet #
9

C.A. DESIGN

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



Upper Floor Plan
Floor Area = 427 sq. ft.



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

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

HOME TYPE - B
PLAN CONCEPT

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

Sheet #

10



Perspective - 1
Home Type B



Perspective - 2
Home Type B

C.A. DESIGN

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156 Fern Road West, Qualicum Beach, V9K 2T5

Project Title

510 CHESTER ROAD
QUALICUM BEACH

Sheet Title

HOME TYPE - B
FORM & CHARACTER
CONCEPT

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11

TOWN OF QUALICUM BEACH
BYLAW NO. 900.04

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

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

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

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

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

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

READ A SECOND TIME AS AMENDED this 20th day of November, 2025.

Notice published pursuant to Section 467 of the *Local Government Act* on the 3rd day of September, 2025, and the 10th day of September, 2025.

READ A THIRD TIME this 10th day of December, 2025.

ADOPTED this day of , 2026.

Adam Walker, Mayor

Heather Svensen, Corporate Administrator

Section 6.4.124

SMALL LOT RESIDENTIAL 1 (SLR1)

Permitted Uses

Permitted Uses

a) Single Detached Dwelling
b) Duplex
c) Houseplex

Accessory Uses

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

Maximum Number and Size of Buildings and Structures

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

Minimum Setback Requirements

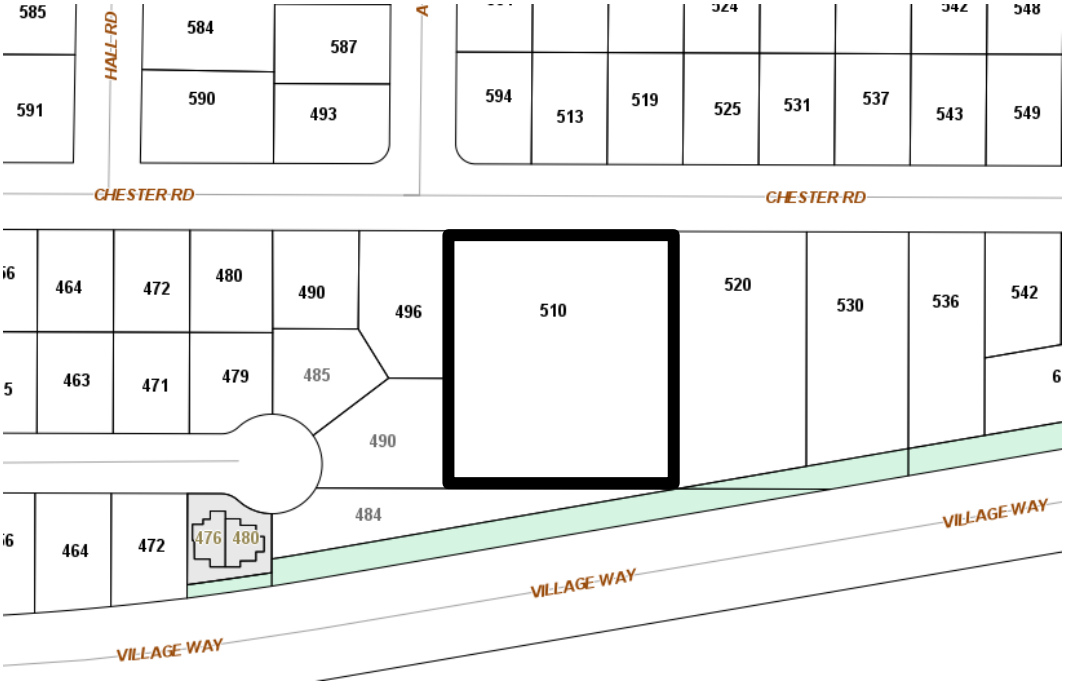
Front lot line	3.0m
Rear lot line	3.0m
Interior lot line	1.5m
Exterior lot line	3.0m

Except:

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

b) that any roof overhang, eave, cornice or gutter may project up to a maximum of 1.0m into any required setback area.

Schedule 'B' – Bylaw No. 900.004



C.A. DESIGN

November 21, 2025

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

Att: Rebecca Augustyn – Senior Planner , Luke Sales – Director of Planning

Re: Neighbourhood concerns addressed - Zoning Amendment Application for 510 Chester Road, Qualicum Beach

Thank you for providing the information related to the council motion from the November 20th council meeting. As requested, please find our responses to each item below.

Request 1: ***An 8m setback on the property facing Chester Road to maintain the neighbourhood streetscape; interior side setbacks of 1.5m.***

In response to this request, and based on feedback received during the Public Information Meeting (PIM), my client has elected to reduce the number of proposed lots. One lot has been removed, and both lots fronting Chester Road have been converted to fee-simple Residential 1 (R1) parcels.

The increased lot size (700 sq. m) and R1 zoning align with the established neighbourhood pattern. The two newly created lots on Chester Road will have the same required setbacks as all existing neighbours. Both homes will front Chester Road, ensuring a cohesive and consistent streetscape.

All minimum interior side yard setbacks are 1.5 m. We wish to clarify that we have never requested 1.0 m interior side setbacks. This error was identified and brought to the Planning Department's attention prior to second reading but was unfortunately not corrected.

Request 2: ***Consideration of the number of properties***

As noted above, and in response to neighbourhood and PIM feedback, my client has elected to reduce the number of proposed lots. We have removed one lot allowing for a significant size increase to the Chester Road lot. Both lots fronting Chester Road will be 700 square meter, fee-simple, R1-zoned parcels. The increased lot size and Residential 1 zoning are consistent with the surrounding neighborhood.

Request 3: ***Clarification of what will happen with road right-of-ways (could be used for lay-by parking or green boulevards with street trees but probably not both)***

It is important to note that the proposed development significantly exceeds the required number of parking spaces. Each home includes a two-car garage along with two additional off-street parking spaces in each driveway, providing a total of 24 off-street parking spaces for the 6 dwelling units.

To further address neighbourhood concerns, we have added four designated lay-by parking spaces on the newly created road. The remaining boulevard areas will be landscape.

Request 4: ***That the applicants look at the impact of the roadway on properties across the street facing the development***

Our engineer has reviewed the expected traffic impacts (see attached letter). Their conclusion is that:

- *"The anticipated traffic volumes will have negligible impact on existing Chester Road traffic,"* and
- Due to the roadway location and existing screening, *"This access location will have minimal impact on the existing dwelling at 513 Chester Road."*

Request 5: ***That a copy of the written correspondence from the 27 neighbours (received by the Town as public correspondence on September 8, 2025) be provided to the applicant.***

We appreciate receiving this correspondence and have reviewed the concerns raised as part of our revisions and responses.

We trust that the proposed changes reflect our client's sincere commitment to addressing neighbourhood concerns and delivering a development that is respectful of the character, scale, and overall feel of the surrounding area.

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

Sincerely,



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

Timberlake - Jones
engineering

Ph: 250.248.2001
Fax: 250.248.2553
Email: info@tjeng.ca

Weldon Professional Centre
#201-177 Weld Street
PO Box 89
Parksville, BC
V9P 2G3

November 21, 2025
File: 457

C. A. Design
156 Fern Road West
Qualicum Beach, BC
V9K 1S4

via email: john@ca-design.ca

Re: Zoning Bylaw Amendment for
Lot A, District Lot 78, Nanoose and Newcastle Districts, Plan 25027

510 Chester Road - Potential Traffic Impact

Further to your request we have reviewed the potential impacts of the proposed development on Chester Road and specifically the impacts to the property directly opposite the entrance road.

The proposed development as per the latest revision includes two (2) Single Family (R1) lots that will be accessed directly from Chester Road and six (6) Bare Land Strata Lots (SLR1) which will be accessed from a new Strata Road as shown on the Site Plan.

The Bare Land Strata Lots will be restricted to a single dwelling unit by Restrictive Covenant and therefore there will be a total of 6 dwelling units on the parcel.

The Average Daily and AM/PM Peak hour trip rates from the most current ITE Trip Generation Manual (11th Edition) were used to forecast trips for the proposed road.

Trip Generation for Single Family Land Use					
	Trip Rate	% In	% Out	Trips In	Trips Out
Average Daily Traffic	8.95	50%	50%	27	27
AM Peak Hour	0.75	25%	75%	1	4
PM Peak Hour	0.94	63%	37%	4	2

The anticipated traffic volumes will have negligible impact on existing Chester Road Traffic.

The location of the access road is partially opposite a driveway and garage located at 513 Chester Road. There is an existing fence along the remainder of the property frontage which will block headlights shining into the dwelling. (Photo 1) This access location will have minimal impact on the existing dwelling at 513 Chester Road.



We trust that this addresses the potential impacts for the proposed roadway on the neighbourhood.

Yours truly:
Timberlake-Jones Engineering

Michelle T. Jones, P.Eng.

TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900.20.900.12

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: November 18, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **"Town of Qualicum Beach Zoning Bylaw No. 900, 2024" Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026" | First Reading**

GOVERNANCE DECISION

Council is asked to decide whether to advance, refuse, or make changes to the proposed "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026".

RECOMMENDATIONS:

1. **THAT** "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026" be introduced and read a first time.
2. **THAT** prior to adoption of "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026", a S. 219 Form and Character Covenant be registered on title to ensure that density and future buildings are constructed as proposed.

PURPOSE

To consider a Zoning Amendment application for 545 Nenzel Road to change the Subdivision District from Subdivision District 'A' to Subdivision District 'B' to facilitate the subdivision of the parcel into two separate parcels.

BACKGROUND

A Zoning Amendment application has been submitted for 545 Nenzel Road to amend the Subdivision District. The subject property is currently within Subdivision District 'A', which

requires a minimum parcel size of 2.0ha. The applicant is proposing to subdivide the subject property into two parcels, which would require changing the Subdivision District to Subdivision District 'B'. Subdivision District 'B' requires a minimum parcel size of 1.0ha.

The subject property underwent a Zoning Amendment in 2021, which changed the zoning to Rural 4 (A4). The A4 zone permits a maximum of two single detached dwelling units, two ancillary dwelling units and six rural rental cottages, for a total of 10 dwelling units. The proposed amendment does not increase the total number of dwelling units permitted on the property. Rather, it allocates the existing development potential between two parcels created through subdivision. The proposal is for a detached dwelling unit with an ancillary dwelling unit on the parcel to the east, and the remaining eight dwelling units on the parcel to the west. Staff recommend that a S. 219 covenant be registered to ensure this density allocation remains in the future. Without a density allocation mechanism, subdivision could create uncertainty regarding the distribution of dwelling units between the resulting parcels.

On September 9, 2026, the application went before Council, and the following motion was adopted:

- THAT Council considers the proposed Zoning Amendment application for 545 Nenzel Road to be consistent with "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025."

As such, a Public Hearing is not permitted as per current legislation.

DISCUSSION

The following table compares Subdivision District 'A' and Subdivision District 'B'.

Zoning Comparison	
Subdivision District 'A'	**Subdivision District 'B'**
2.0 ha	1.0 ha

Official Community Plan (OCP):

The land use designation for the subject property is 'Rural' in the 2025 OCP. The following Rural policies are applicable to the subject property:

> Policy 4.6.6 Development proposals located adjacent to the Agricultural Land Reserve (ALR) shall provide an adequate buffer, screening and setbacks. Applications for subdivisions and rezonings of lands adjacent to the ALR will be required to register a pre-development covenant that protects the rights of owners of ALR land to operate in accordance with normal farm practices.

Staff Comment: The lands located to the west of the subject property and to the east, across Qualicum Road, are within the ALR. As an existing condition on the property, a buffer will be required on the west side and the proposed cottages on the western property will be clustered. A S.219 Covenant was previously registered on the property as part of the 2021 Zoning Amendment process.

> Policy 4.6.7 The Town shall continue to encourage forestry and other rural economic activities on land designated as 'Rural' not being used for agricultural purposes.

Staff Comment: The proposal is for residential use, not forestry or other rural economic activities.

> Policy 4.6.11 In order to promote and encourage the retention of large rural holdings, the Town shall not support the reduction of minimum parcel sizes for "Rural" designated lands unless:
> - The property is to the south of Rupert Road between Memorial Avenue and Qualicum Road, and;
> - Is not located within the Agricultural Land Reserve, and;
> - The rural form and character of the lands are secured, and;
> - The proposal significantly advances at least one of the OCP Goals.

Staff Comment: Staff are satisfied that the proposal meets the intention of Policy 4.6.11. The property is located south of Rupert Road, between Memorial Avenue and Qualicum Road, and is not within the Agricultural Land Reserve. Rural form and character will be maintained through the existing A4 zoning regulations and by a S. 219 Restrictive Covenant that allocates development density between the resulting parcels. Further, the proposal supports OCP Goal #10 (Housing Diversity) by facilitating a clustered rural housing form that includes rural rental cottages, a housing type specifically intended to broaden housing choice within the community.

> Policy 4.6.12 "Clustering" of development potential will be considered within the "Rural" designated lands in order to preserve the associated surrounding green space in perpetuity.

Staff Comment: The proposed development pattern utilizes a clustering approach contemplated through the existing A4 zoning by concentrating the majority of development on the western parcel and preserving lower density use on the remainder of the site.

FINANCIAL IMPLICATIONS

There are no financial implications anticipated from this Report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

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

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

A Zoning Amendment application has been received for 545 Nenzel Road to change the Subdivision District from Subdivision District 'A' to Subdivision District 'B', to facilitate subdivision of the parcel. If approved, the minimum parcel size would be changed from 2.0 ha under Subdivision 'A' to 1.0 ha under Subdivision 'B'. Since Council determined that the "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026" was compliant with the "Town of Qualicum Beach Official Community Plan Bylaw No. 918, 2025", no Public Hearing is permitted, and Council can proceed with readings of the Bylaw. If Council chooses to advance the application, staff recommend that "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026" be introduced and read a first time.

ALTERNATIVE OPTIONS

1. **THAT** Council denies the Zoning Amendment application for 545 Nenzel Road.

2. **THAT** Council requests the following changes to the proposed development at 545 Nenzel Road: *[insert changes]*.

3. **THAT** Council provides alternative direction to staff.

APPROVALS

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

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

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

REFERENCES

Attachment 1: Submitted Plans for 545 Nenzel Road
Attachment 2: Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026

Development Rationale Report

Subject Property - 545 Nenzel Road, Qualicum Beach
Current Zoning – A4
Size – 2.025 ha
Owners – Dean and Mary Anne Dreger

Proposal – This is an application to amend the subdivision district within Zoning Bylaw No. 900 to allow the approved "Rural Rental Cottage" development in the A4 zone to be constructed on its own separate parcel. If approved, 545 Nenzel Road would be subdivided into two equally sized areas: one predominantly low-density residential and the other for the rural rental cottage cluster development previously approved by Council. Subdivision of the property would facilitate project financing and enable the development to proceed. The amendment is generally consistent with the Official Community Plan, which supports the provision and diversification of housing.

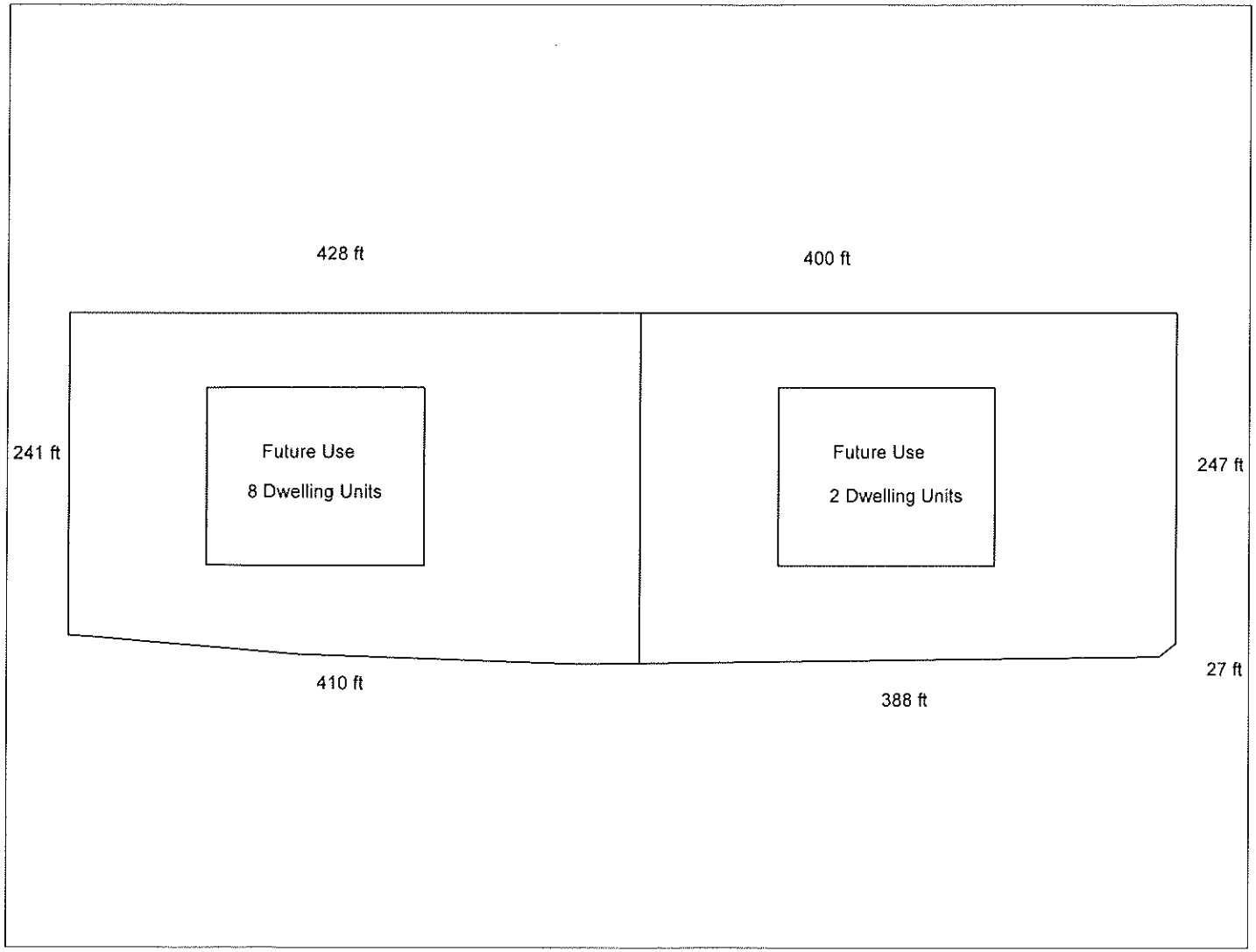
It should be stressed that the land use options and setbacks currently allowed on this 2.025-hectare parcel under its A4 Zoning (Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580,1999, Amendment (Nenzel Road) Bylaw No. 580.119, 2020) would be maintained. This subdivision request is solely for project financing purposes which has now hit a road block due to our Residential Mortgage refinancing constraints.

Note: Our A4 zoning allows for the two single family dwelling units, two secondary suites and six rural rental cottages.

Rural rental cottage means a dwelling unit that meets the following:
*Either the dwelling unit or the building site is available for rent;
*Is not subdivided from any other rural rental cottages on the parcel under the Strata Property Act;
*Has a floor area of less than 100 sq meters;
*Does not have a private outdoor space of more than 100 sq meters.

Our request is to subdivide the property basically in half. The first parcel at the East end of Nenzel Road would consist of our principal residence and secondary suite and would be consistent in size and density to our nearest neighbour's property to the north. The second parcel at the west end of Nenzel Road would be the site of the six rural rental cottages and the allowable second principal residence and secondary suite and it would be much smaller in scale and density than our adjacent neighbour to the south: the recently approved Pheasant Glenn luxury home residential development.

Sincerely
Dean and Mary Anne Dreger


428 ft
400 ft
241 ft
Future Use
8 Dwelling Units
Future Use
2 Dwelling Units
247 ft
27 ft
410 ft
388 ft

TOWN OF QUALICUM BEACH
BYLAW NO. 900.12

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

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

(1) This Bylaw may be cited for all purposes as "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Amendment (545 Nenzel Road) Bylaw No. 900.12, 2026".

(2) "Town of Qualicum Beach Zoning Bylaw No. 900, 2024, Schedule 7A – Subdivision District Map" is hereby amended by changing the designation Lot 2, District Lot 78, Nanoose District, Plan 41713 (545 Nenzel Road) from Subdivision District 'A' to Subdivision District 'B' as highlighted and outlined in a heavy black line on Schedule 'A' which is attached to, and forms part of, this Bylaw.

READ A FIRST TIME this day of, 2026.

READ A SECOND TIME this day of , 2026.

Notice published pursuant to Section 467 of the *Local Government Act* on the day of, 2026, and the day of , 2026.

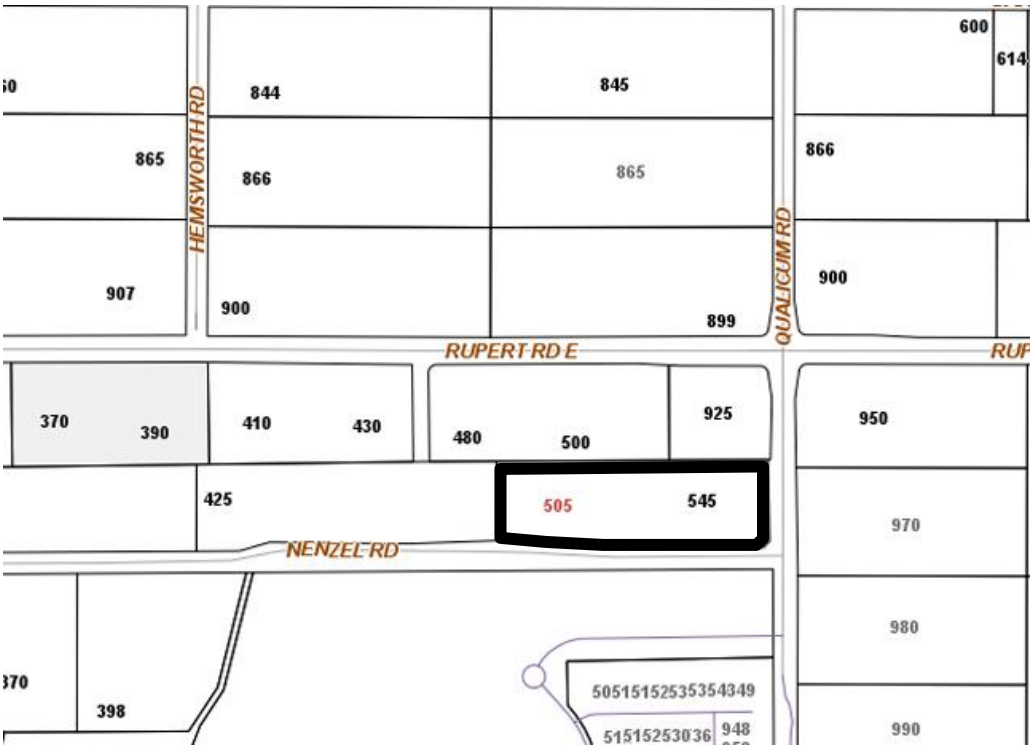
READ A THIRD TIME this day of , 2026.

ADOPTED this day of , 2026.

_____
Adam Walker, Mayor

_____
Heather Svensen,
Director of Corporate Services/Deputy CAO

Schedule 'A' – Bylaw No. 900.12



TOWN OF
QUALICUM BEACH

STAFF REPORT

File No. 3900.20.912

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: November 18, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: Town of Qualicum Beach Road Closure (Portion of Laneway West of Rye Road) Bylaw No. 912, 2026

GOVERNANCE DECISION
Council must decide whether to advance a bylaw regarding the closure of the unused portion of laneway west of Rye Road.

RECOMMENDATIONS:
1. **THAT** "Town of Qualicum Beach Road Closure (Portion of Laneway West of Rye Road) Bylaw No. 912, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Road Closure (Portion of Laneway West of Rye Road) Bylaw No. 912, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Road Closure (Portion of Laneway West of Rye Road) Bylaw No. 912, 2026" be read a third time.

PURPOSE
The purpose of this report is to seek Council's direction on whether to continue with the process of closing a 25-foot-wide portion of unused laneway adjacent to Rye Road, after consideration of the appraised value of the land.

BACKGROUND
The laneway west of Rye Road and adjacent to 333 Hoylake Road, 323 Hoylake Road and 545 Rye Road is approximately 25 ft wider than required for municipal purposes.
The "excess" laneway width is currently utilized by the adjacent property owners with landscaping, property access and other building encroachments.

- In 2025, the owner of 545 Rye Road sent a letter to the Town asking if the Town would consider selling the excess portion of laneway.
- Staff met with the three owners adjacent to the laneway, and Cunningham Rivard Appraisers was engaged to complete an independent valuation of the land. One portion of land was valued at $35,000 and is identical in size to the other two portions. No formal agreement has been made with any of the property owners.

With the enactment of the *Community Charter*, municipalities gained ownership (subject to the Provincial right of resumption) of most municipal highways, with some exceptions (s. 35(2)). Under section 40 of the *Community Charter*, Council may, by bylaw, permanently close all or part of a highway to all or certain types of traffic and may remove the highway. As defined in the *Community Charter,* a highway includes a street, road, lane, bridge, viaduct and any other way open to public use, other than a private right of way on private property. Before adopting a highway closure and dedication removal bylaw, Council must give public notice in accordance with section 94 and provide persons who consider themselves affected with an opportunity to make representations to Council. Further, if Council proposes to dispose of the former highway lands, notice of the proposed disposition must also be published under section 26 of the *Community Charter*.

BC Reg 245/2004 Resumption of Highways Regulation provides that the Corporate Officer may file to have the Provincial government's right of resumption cancelled if the land to be disposed of:

- resulted from highway closure and dedication removal by bylaw, is not adjacent to park, conservancy, recreation area or ecological reserve established by the Province and is not subject to an order under s. 7 of the *Environment and Land Use Act*
- is in exchange for land necessary for improving, widening, straightening, relocating or diverting a highway OR is sold to one or more adjacent landowners for the purpose of consolidating it with the landowners' existing adjacent parcel or parcels of land.

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Figure 1: Laneway closure area. The owners of 545 Rye Road, 323 and 333 Hoylake Road intend to purchase the portion of the closed laneway as shown in this diagram.

DISCUSSION

The subject lands are not required for current municipal access or transportation purposes and are already functionally incorporated into the use of the adjacent private properties through landscaping, property access and building encroachments. Sale of the lands to the adjacent owners would formalize the existing pattern of use, consolidate the lands with the adjoining parcels, and provide the Town with compensation based on an independent appraisal.

If this Bylaw proceeds, public notice(s) will be required. The Town will provide an opportunity for persons who are affected by the Bylaw to make representations to Council in writing.

Staff have reviewed the statutory conditions and report that:

- Council has the authority to close the road or portions of the road;
- The owner who originally dedicated the road does not continue to own all of the parcels created at that time, which means their permission is not required;
- The road closure does not affect access to a body of water;
- Minister approval under the *Transportation Act* is not required;
- As the location is not within a park recreation area or ecological reserve, and land sale and consolidation is with an adjacent property owner, the Province's right of resumption would be eligible for application for cancellation.

Should Council proceed with three readings to the Bylaw, statutory public "Notice of Intention to Close and Cancel Dedication of a Portion of Highway" and "Notice of Disposition" will be published in accordance with the *Community Charter*, including highlighting the opportunity for public input at an upcoming Council meeting, prior to Council being asked to consider adoption of the Bylaw. Upon adoption, the Bylaw and any other required documentation, all surveyor

plans and land transfer documents will be concurrently registered in the Victoria Land Title Office.

FINANCIAL IMPLICATIONS

If the closure and sale is completed the combined sale proceeds would be $105,000. The proposed purchase price is based on the independent appraisal, with each of the three similarly sized portions valued at $35,000, for total proceeds of $105,000. Subject to Council direction, proceeds from the sale would be deposited to the Land Reserve Fund.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

INFORM:

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

STRATEGIC PLAN ALIGNMENT

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

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

SUMMARY

The Town has received interest from the three adjacent property owners in purchasing the unused 25-foot-wide portion of laneway west of Rye Road. The land has a combined appraised value of $105,000 and would be consolidated with the adjacent properties. Staff recommend that Council proceed to give three readings to the "Town of Qualicum Beach Road Closure (Portion of Laneway West of Rye Road) Bylaw No. 912, 2026", followed by statutory notice and an opportunity for public input before Council is asked to consider adoption at a future meeting of Council.

ALTERNATIVE OPTIONS

1. **THAT** Council provides alternative direction to staff.

APPROVALS

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

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

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

Raj Hayre
Director of Finance
Concurrence

TOWN OF
QUALICUM BEACH

STAFF REPORT

File No. 4520-20-63HoylakeRoad459

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: November 18, 2026

FROM: Rebecca Augustyn, Senior Planner

SUBJECT: **Applicant Request for Reconsideration of Tree Permit Requirements for 459 Hoylake Road**

GOVERNANCE DECISION
Council is asked to decide whether to amend the Director's decision to issue a Tree Permit with conditions for 459 Hoylake Road.

RECOMMENDATION:
THAT Council amend the Director of Planning's decision regarding the Tree Permit for 459 Hoylake Road by waiving the replacement-tree requirement and associated security deposit or cash-in-lieu requirement for the 19 trees located within 3.0m of the proposed dwelling footprint or identified as hazardous, as detailed in the November 18, 2026, report to Council.

PURPOSE
To consider the applicant's request for reconsideration of the Tree Permit requirements for 459 Hoylake Road, specifically the replacement tree requirement and associated security deposit.

BACKGROUND
"Tree Protection Bylaw No. 725" authorizes the Director of Planning or their designate to issue permits to remove trees in accordance with the conditions specified in the Bylaw and offers a right to appeal to Council for reconsideration. Although the Bylaw delegates authority to the Director of Planning to issue, renew, extend and/or modify Tree Permits, the Bylaw does not give the Director authority to waive the requirement for a security deposit or replacement conditions. As a result, staff have limited discretion when issuing a Tree Permit or applying its associated

requirements. On reconsideration, Council may confirm the Director's decision or substitute the decision that Council considers appropriate, subject to the provisions of the Bylaw.

The applicant was issued a Tree Permit and removed 25 trees to facilitate construction of a detached dwelling, provide access, and remove hazardous trees. One tree may be removed under the Bylaw's one-tree exemption. The remaining 24 trees required a Tree Permit. Under the Tree Permit, two replacement trees are required to be planted on the subject property for every one tree removed. A security deposit of $700 per replacement tree is required to be paid to the Town and held for two years. Following the two-year period, the security deposit may be returned provided the replacement trees are in good health. Alternatively, $1,000 per tree may be paid to the Town and the Town will plant trees on Town-owned property. In this case, the applicant on July 13, 2026, paid the security deposit of $33,600, but is appealing to Council for an exemption from this requirement.

On December 11, 2024, Council considered criteria for appeals made under "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023". At that time, Council deferred consideration of a policy framework until the review of Tree Protection Bylaw No. 725, 2023, which is currently scheduled for 2027. In the absence of a Council-adopted policy framework, staff have applied the following criteria to formulate the recommendation contained in this report. Staff anticipate bringing forward a similar policy framework for Council's consideration as part of the review of the Tree Protection Bylaw, the timing of which will be determined by Council. Under the staff-generated criteria, security deposit and/or replacement tree requirements may be considered for reduction or waiver where:

- The Protected Tree is deemed to be Hazardous or dead by a Qualified Professional, as defined in, "Tree Protection Bylaw No. 725, 2023";
- The parcel on which the Protected Tree is located will have a minimum 30% tree canopy after tree removal, as determined by a Qualified Professional; or
- The Protected Tree is located within 3.0m of a dwelling unit.

Based on this application, 19 of the 24 trees would meet the staff generated criteria and may warrant a potential reduction or waiver of the security deposit, based on Council's decision making.

DISCUSSION

The following table summarizes the 459 Hoylake Road Appeal for reconsideration:

Tree Bylaw No. 725, 2023: Request for Reconsideration (459 Hoylake Road)	
Request by Applicant	The applicant is requesting that Council approve the following: 1. Remove or reduce the required 48 replacement trees and the subsequent $33,600 security deposit.
Applicant's Rationale for Request	The applicant advised that the trees could not be retained because they conflicted with construction of the proposed detached dwelling and

	associated access, or were identified as hazardous. The applicant considers the resulting replacement tree and security deposit requirements difficult to accommodate on the property.
Staff Rationale for Decision	The applicant was authorized to remove one tree without a permit. Any removal of trees outside that one tree requires two replacement trees to be planted and maintained as per "Town of Qualicum Beach Tree Protection Bylaw No. 725, 2023". In addition, a security deposit of $700 per replacement tree is required and will be held by the Town for two years. The applicant removed 24 trees in addition to the one exempt tree. A total security deposit of $33,600 was required for this application.
Staff recommended response to appeal	The applicant required a Tree Permit to remove the trees due to the size of the trees (30cm or greater in diameter at breast height). The Tree Permit was approved based on construction of a detached dwelling and associated access, and because some trees were identified as hazardous. Staff recommend waiving the replacement-tree requirement for 19 of the 24 trees, leaving five trees subject to the requirement. This would reduce the required number of replacement trees from 48 to 10 and reduce the security deposit from $33,600 to $7,000.
Staff Rationale for response to appeal	Staff have used the staff generated criteria described in this report as an analytical framework when preparing recommendations on this reconsideration request. Applying the criteria, 19 of the 24 permit-regulated removals qualify for consideration because the trees are either located within 3.0m of the proposed dwelling footprint or have been identified as hazardous by a Qualified Professional.

FINANCIAL IMPLICATIONS

There are no financial implications to the Town anticipated from this report.

PUBLIC PARTICIPATION SPECTRUM (IAP^2)

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

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

<u>INFORM</u>:

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

- The applicant will be informed of Council's decision.

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

SUMMARY

The applicant has requested Council's reconsideration of the replacement tree and security deposit requirements associated with removing 24 trees at 459 Hoylake Road. Using the criteria described in this report as an analytical framework, staff recommend waiving the requirements for 19 trees located within 3.0 m of the proposed dwelling footprint or identified as hazardous. If approved, the remaining requirement would be 10 replacement trees secured by a $7,000 deposit.

ALTERNATIVE OPTIONS

1. **THAT** the Tree Permit Request for Reconsideration for 459 Hoylake Road, as detailed in the November 18, 2026, Staff Report to Council, be refused.

2. **THAT** the Tree Permit Request for Reconsideration for 459 Hoylake Road be modified by reducing the security deposit from $33,600 to [*insert reduced amount*].

3. Alternative direction to staff.

APPROVALS

Report respectfully submitted by Rebecca Augustyn, Senior Planner.

Rebecca Augustyn, MCIP, RPP
Senior Planner
Report Writer

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

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

REFERENCES

Attachment 1: Tree Removal Appeal Application: 459 Hoylake Road

TOWN OF QUALICUM BEACH

Tree Bylaw No. 725, 2023 Appeal Application

Civic Address				
Appeal Date				
Owner Information	**Name**	Chris Doyle		
	Mailing Address	#3 692 Beach Road Qualicum Beach v9K 1S4		
	Phone No.	2509548196	**Email**	cldoyle45@gmail.com
Applicant Name	**Name**	Chris Doyle		
	Mailing Address			
	Phone No.		**Email**	
Date Decision Received	June 24, 2026			
Nature of the Decision	pay for or replace 24 protected trees			
How many trees, if any, have you removed on your lot since March 2023?				
Species	one western red cedar	**DBH**	.40	

Please provide an explanation regarding why you are appealing the Director of Planning's decision on your application.

We designed and situated our home upon the lot to minimize tree removal. The lot is heavily treed and the amount we need to remove is unavoidable. We feel the application of the security deposit and replacement tree requirements should not be applied to area of the lot required for building. The arborist's report also notes "numerous other trees were suitable for retention (approx. 25) indicating that the removal recommendations were selective and based on specific construction and hazard related factors rather than wholesale clearing"

What decision are you requesting Council make on this application? Waive all fees and replacement requirements.

What are the reasons to support this request? We are in possession of a building permit. We are paying taxes on a residential lot. We feel that we face the same conditions surrounding this bylaw that other residents also faced, to whom, council subsequently granted relief.

When reconsidering the decision, Council will review the material that was provided at application.

Office Use Only	**Date Received:**	**Tree Application No:**	
	Appeal Request to	**Corporate Services**	**Planning**

Planning and Infrastructure Services Assistant will provide copies of the documents provided at the application stage for Council's use. File location: N:\3700-4699 LEGISLATIVE AND REGULATORY SERVICES\4520 PERMITS - INDIVIDUAL\4520-20 TREE PERMITS

Document Checklist		**Application Form**		**Tree Sketch/Plan**		**Tree Report**
		Application Fee Paid		**Decision Email**		**Additional (if any)**

Gmail Search mail Upgrade

security deposit of $37,500 ($750 × 50). After two years, you may request a site inspection by the Town. Upon confirmation that the trees are healthy and established, the security deposit will be refunded at that time.

2. Cash in lieu of the replacement trees:
   If the subject property cannot accommodate the required replacement trees, cash-in-lieu may be provided at a rate of $1,000 per replacement tree. The Town will then undertake planting on municipal property. For the removal of 25 trees, 50 replacement trees are required. The cash-in-lieu amount would be $50,000 ($1,000 × 50).

My understanding is that you would like to appeal to Council to waive the replacement tree requirement. In order to do so, the tree permit is required to be issued and the replacement tree fee paid, whether it is the security deposit or cash in lieu. At that time, the Town will provide the tree permit, as well as the appeal application form.

If you have any questions, please let me know.

Kind regards.

Reply Forward

CLEAN CUTS TREE SERVICE LTD.

1660 Nahmint Road
Qualicum Beach, BC V9K 2M8
Office: 250.240.7268
Cell: 250.240.1953
Email: info@cleancutstree.ca
www.cleancutstree.ca

#456	31	Quaking aspen	Populous tremuloides	Healthy	Retain / monitor
#457	38	Quaking aspen	Populous tremuloides	Healthy	Retain / monitor
#459	45	Douglas-fir	Pseudotsuga menziesii	Healthy	Retain
#460	37	Quaking aspen	Populous tremuloides	Healthy	Retain / monitor

Site Map with Tag Numbers
Site map with Removals in red

Based on the arborist assessment, the proposed tree removals are justified by both site development requirements and public safety considerations. The report identifies 37 trees for removal where they are located within the planned building footprint, access route, and excavation areas, making retention impractical. The report also identifies a number of trees with structural defects or declining condition, including root rot, decay at the base, dead upper canopies, and pronounced lean toward structures, neighbouring lands, or public-use areas, making removal the recommended risk-management option. The report further notes that numerous other trees were suitable for retention, indicating that the removal recommendations were selective and based on specific construction and hazard-related factors rather than wholesale clearing.

Please do not hesitate to contact me if you have any further questions.

Best Regards,

CERTIFIED ARBORIST ISA

Brandan Soros
PN - 8405A
ISA Certified Arborist
ISA Tree Risk Assessment Qualified
- Tree Inventory

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Chris Doyle - Tree Inventory

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Tree Inventory and Report

Date of Report: March, 2026

Prepared for: Chris Doyle

Location: 459 Hoylake Rd. W

Description: Tree inventory and recommendation.

Assessment Completed by: Brandan Soros - ISA Certified Arborist and ISA Tree Risk Assessment Qualified

ISA Certified and Tree Risk Assessment Qualified Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbours, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided. Trees can be managed, but they cannot be controlled.

To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate all trees[1].

R. T. Arborist Arboricultural Consulting -

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Tree ID	DBH CM	Species	Scientific Name	Condition / Notes	Recommend ation
#146	75	Bigleaf maple	Acer macrophyllu m	Tree is healthy and has good structure.	Retain
#147	29	Western red cedar	Thuja plicata	Tree is healthy.	Retain
#149	31	Western red cedar	Thuja plicata	Tree is healthy.	Retain
#150	75	Western red cedar	Thuja plicata	Tree is healthy.	Retain
#151	20	Douglas-fir	Pseudotsuga menziesii	Tree has been continually shaped into a ball and contains root rot.	Remove for access
#152	50	Grand fir	Abies grandis	Tree is healthy.	Retain
#154	34	Douglas-fir	Pseudotsuga menziesii	Tree appears healthy and is growing into adjacent cedar tree.	Retain / monitor clearance
#155	34	Western red cedar	Thuja plicata	Tree is healthy and growing against adjacent Douglas-fir.	Retain / monitor clearance
#156	38	Western red cedar	Thuja plicata	Tree is healthy.	Retain
#157		Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Retain
#158	35	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Retain
#159	35	Western red cedar	Thuja plicata	Tree is healthy.	Retain
#160	70	Western red cedar	Thuja plicata	Tree is healthy.	Retain

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#161	55	Douglas-fir	Pseudotsuga menziesii	Overall canopy appears healthy; slight defects present in the upper stem.	Remove for access and building footprint
#162	31	Western red cedar	Thuja plicata	Tree is healthy.	Remove for access and building footprint
#163	45	Western red cedar	Thuja plicata	Tree is healthy.	Remove for access
#164	30	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Remove for building footprint
#165	31	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#166	28	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#167	30	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#168	31	Western red cedar	Thuja plicata	Tree is healthy.	Retain
#169	33	Douglas-fir	Pseudotsuga menziesii	Healthy foliage, but major defects in the upper stem; decay/ rot noted around the base.	Remove for hazard mitigation
#170	31	Western red cedar	Thuja plicata	Tree is healthy.	Retain
#171	33	Douglas-fir	Pseudotsuga menziesii	Tree has a fair canopy and defects likely associated with root rot.	Remove hazard mitigation

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#172	37	Red Alder	Alnus rubra	Tree is in decline and has major dead portions in the top canopy.	Remove for building footprint
#173	40	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#174	29	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#175	40	Western red cedar	Thuja plicata	Tree is healthy.	Remove for access and building footprint
#176	35	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#177	31	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#178	35	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#179	32	Western red cedar	Thuja plicata	Tree is healthy, but has lost its top and has multiple small codominant stems.	Remove for building footprint
#180	35	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#181	41	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Remove for building footprint

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#182	45	Douglas-fir	Pseudotsuga menziesii	Canopy is healthy, but major defects are present in the upper stem with a heavy lean toward neighbouring property.	Remove for building footprint
#183	36	Western red cedar	Thuja plicata	Tree is in decline.	Remove for building footprint
#184	40	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Remove for building footprint
#185	47	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Remove for access
#186		Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#187	36	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Remove for building footprint
#188	36	Western red cedar	Thuja plicata	Tree is healthy.	Remove for building footprint
#189	37	Douglas-fir	Pseudotsuga menziesii	Canopy is healthy, but defect is present.	Remove for building footprint
#190	42	Western red cedar	Thuja plicata	Tree is in severe decline.	Remove for building footprint
#191	50	Douglas-fir	Pseudotsuga menziesii	Tree is in fair health, but has a heavy lean toward building site.	Retain
#192	55	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Retain
#193	50	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Retain
#194	32	Western red cedar	Thuja plicata	Tree is healthy.	Retain
#195	50	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Retain

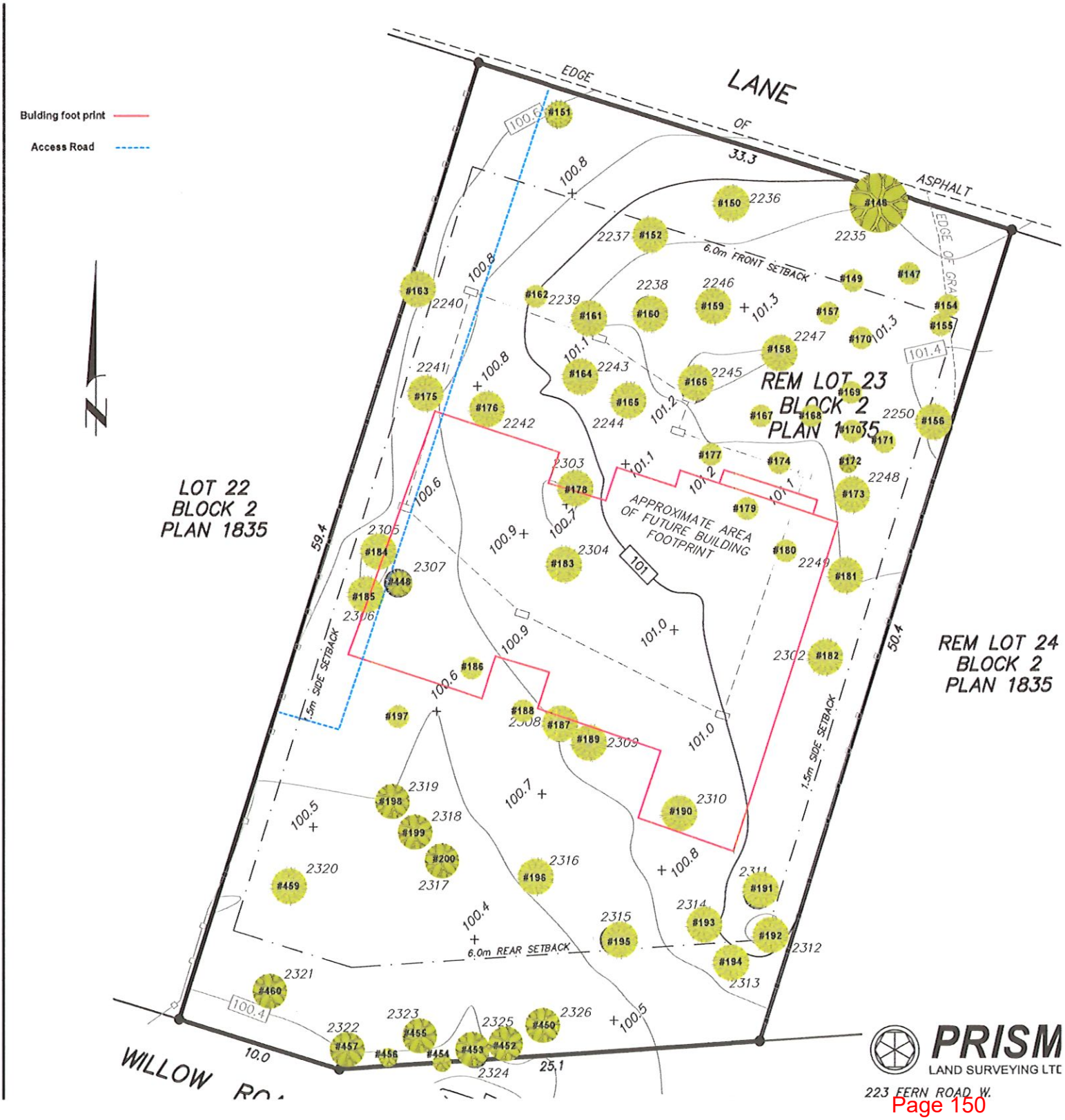
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#196	52	Western red cedar	Thuja plicata	Tree is dead.	Remove for hazard mitigation
#197	30	Douglas-fir	Pseudotsuga menziesii	Tree is healthy.	Retain
#198	60	Cottonwood	Populus trichocarpa	Tree appears healthy, but has large shallow root systems.	Remove for hazard mitigation
#199	43	Cottonwood	Populus trichocarpa	Tree appears healthy, but has a significant lean and limb weight toward building site and neighbouring properties.	Remove for hazard mitigation
#200	40	Cottonwood	Populus trichocarpa	Tree appears healthy.	Remove for hazard mitigation
#448	7	Arbutus	Arbutus menziesii	Healthy with damage to lower stem	Remove for access and building footprint
#450	36	Cottonwood	Populus trichocarpa	Tree appears healthy, but has a severe lean toward neighbouring property.	Remove for hazard mitigation
#452	48	Cottonwood	Populus trichocarpa	Tree appears healthy, but has a heavy lean toward public walking trail.	Remove for hazard mitigation
#453	36	Cottonwood	Populus trichocarpa	Tree is healthy with significant lean	Remove hazard mitigation
#454	30	Quaking aspen	Populous tremuloides	Healthy	Retain / monitor
#455	42	Quaking aspen	Populous tremuloides	Healthy	Retain / monitor

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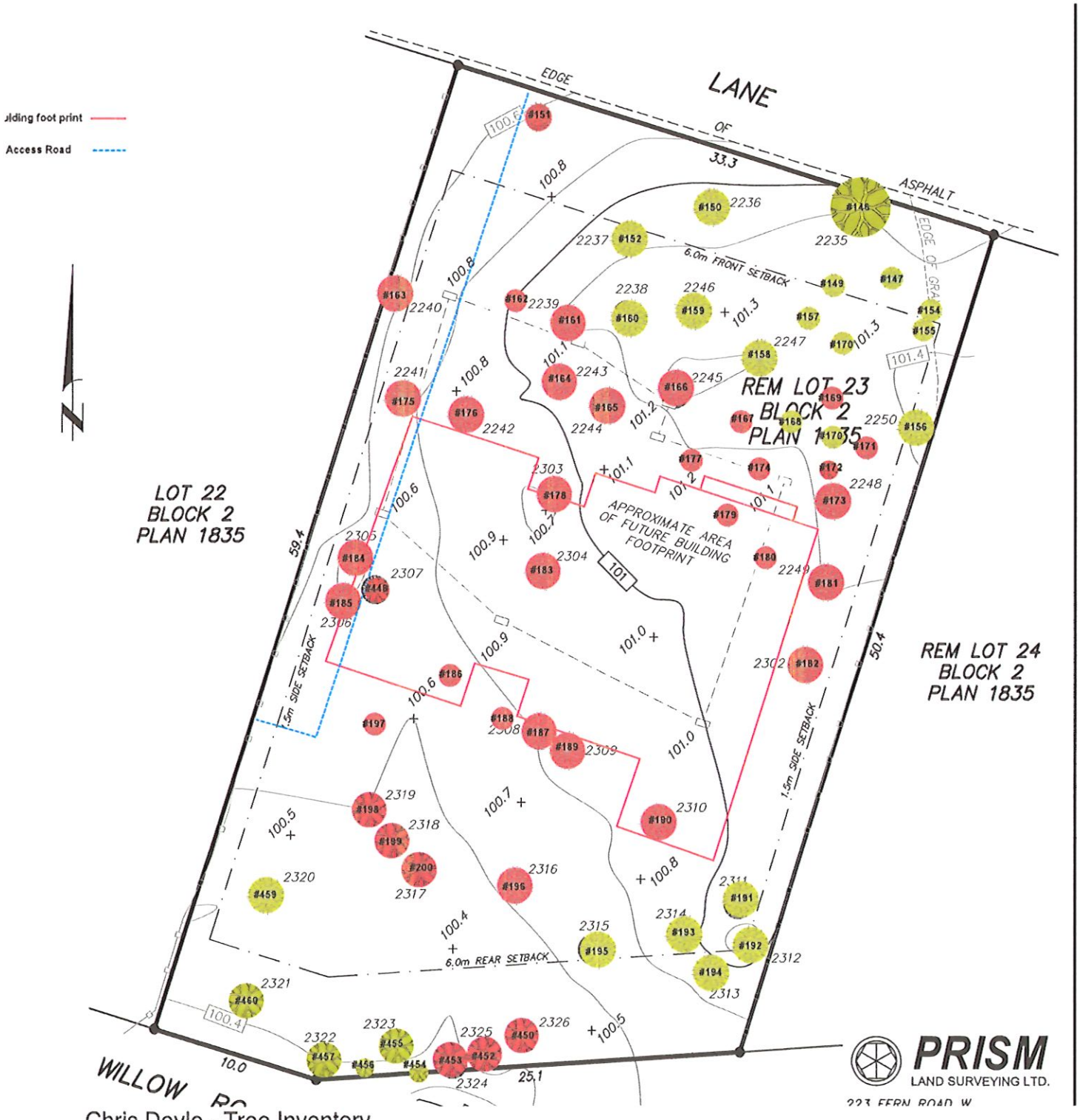
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223 FERN ROAD W.

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Chris Doyle - Tree Inventory

TOPOGRAPHIC SITE PLAN OF LOT 23, BLOCK 2, DISTRICT LOTS 52 AND 53, NEWCASTLE DISTRICT, PLAN 1835 EXCEPT PART IN PLAN 3022RW.

SCALE 1:250

0 5 10 15 20 25

THE INTENDED PLOT SIZE IS 280mm IN WIDTH AND 432mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:250.

NOTES:

THIS PLAN IS NOT TO BE USED TO RE-ESTABLISH PROPERTY LINES.

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF AND ARE DERIVED FROM FIELD OBSERVATIONS AND LTO RECORDS.

ELEVATIONS ARE IN METRES AND ARE BASED ON AN ASSUMED DATUM.

CONTOUR INTERVAL IS 0.2 METRES.

JURISDICTION: TOWN OF QUALICUM BEACH

PARCEL ZONING: RESIDENTIAL 1 (R1)

PID NO: 006-819-141

BUILDING SETBACKS SHOWN ARE FOR A SINGLE DETACHED DWELLING.

THIS LOT IS SUBJECT TO LTO CHARGE NUMBER: M76300.

CIVIC ADDRESS: 459 HOYLAKE ROAD WEST, QUALICUM BEACH, BC

POINT #	TREE TYPE	DIAMETER (m)
2235	MAPLE	0.75
2236	CEDAR	0.75
2237	HEMLOCK	0.50
2238	CEDAR	0.70
2239	FIR	0.55
2240	CEDAR	0.45
2241	CEDAR	0.40
2242	CEDAR	0.35
2243	CEDAR	0.35
2244	CEDAR	0.40
2245	CEDAR	0.33
2246	CEDAR	0.35
2247	FIR	0.35
2248	CEDAR	0.40
2249	FIR	0.35
2250	CEDAR	0.35
2302	FIR	0.45
2303	CEDAR	0.35
2304	CEDAR	0.35
2305	FIR	0.40

POINT #	TREE TYPE	DIAMETER (m)
2306	FIR	0.45
2307	ARBUTUS	0.07
2308	FIR	0.36
2309	FIR	0.36
2310	CEDAR	0.40
2311	FIR	0.50
2312	FIR	0.55
2313	CEDAR	0.32
2314	FIR	0.50
2315	FIR	0.50
2316	CEDAR	0.50
2317	COTTONWOOD	0.40
2318	COTTONWOOD	0.43
2319	COTTONWOOD	0.60
2320	CEDAR	0.45
2321	COTTONWOOD	0.35
2322	COTTONWOOD	0.38
2323	COTTONWOOD	0.32
2324	COTTONWOOD	0.32
2325	COTTONWOOD	0.47
2326	COTTONWOOD	0.35

LEGEND:

- ● DENOTES STANDARD IRON POST FOUND
- ▭ DENOTES STAKE FOUND
- + 000.0 DENOTES SPOT ELEVATION
- 0000 DENOTES TREE AND ID #
- DENOTES WOOD FENCE

INSPECTED THIS 10TH DAY, OF DECEMBER, 2025

Neil Bauder D3K5I3

Digitally signed by Neil Bauder D3K5I3
Date: 2025.12.10 13:24:45 -08'00'

PRISM LAND SURVEYING LTD.
223 FERN ROAD W.
QUALICUM BEACH, B.C. V9K 1S4
PHONE: 250-752-9121
EMAIL: info@prismlandsurveying.ca

FILE NUMBER: 25-161-BL
DRAWING FILE: 25-161 SP1.dwg
DATE: 2025-12-10

TOWN OF QUALICUM BEACH

STAFF REPORT

File No. 3900-20-903.01

TO: Luke Sales, Director of Planning

FOR: Regular Council Meeting

DATE: November 18, 2026

FROM: Mark Eshpeter, Building Official

SUBJECT: **"Town of Qualicum Beach Building Bylaw No. 903, 2024, Amendment Bylaw No. 903.01, 2026" | BC Energy Step Code**

RECOMMENDATIONS:

1. **THAT** "Town of Qualicum Beach Building Bylaw No. 903, 2024, Amendment Bylaw No. 903.01, 2026" be introduced and read a first time.
2. **THAT** "Town of Qualicum Beach Building Bylaw No. 903, 2024, Amendment Bylaw No. 903.01, 2026" be read a second time.
3. **THAT** "Town of Qualicum Beach Building Bylaw No. 903, 2024, Amendment Bylaw No. 903.01, 2026" be read a third time.

PURPOSE

To amend the "Town of Qualicum Beach Building Bylaw No. 903, 2024" to eliminate the requirement to advance to the highest level of the BC Energy Step Code on January 1, 2027.

BACKGROUND

The *BC Energy Step Code* (ESC) was introduced in 2017 and is a provincial building compliance path that focuses on energy efficiency in new construction for both Part 9 buildings (homes and small buildings) and Part 3 buildings (large, complex buildings). In British Columbia, these regulatory options are one of the most effective tools local governments have for rapidly reducing carbon emissions from new construction and they have been voluntarily adopted in different combinations by local governments on Vancouver Island and the Lower Mainland.

Local governments may adopt more stringent levels of the BC Energy Step Code in advance of the provincial schedule, depending on local capacity and industry readiness. The Town's Building

Bylaw currently anticipates requiring Step 5 for Part 9 buildings and Step 4 for Part 3 buildings on January 1, 2027, five years ahead of the provincial timeline.

On September 9, 2026, Council directed staff to prepare the necessary bylaw and policy updates to meet BC Energy Step Code requirements in accordance with the Province's proposed implementation timelines rather than the previously adopted accelerated timeline:

> **WHEREAS** the Town has received correspondence requesting deferral of the Town's mandatory implementation of Step 5 of the BC Energy Step Code for Part 9 buildings, including residential dwellings, to 2032;
> **AND WHEREAS** the Province's proposed implementation timeline would require Part 9 buildings to meet Step 5 of the BC Energy Step Code in 2032 and Part 3 buildings to meet Step 4 of the BC Energy Step Code in 2032;
> **AND WHEREAS** Council wishes to align the Town's implementation timeline for advancement of the Step Code with the Province's proposed implementation timeline;
> **THEREFORE BE IT RESOLVED THAT** Council directs staff to prepare the necessary bylaw and policy updates to require applicable Part 3 and Part 9 building types and occupancies to meet BC Energy Step Code requirements in accordance with the Province's proposed implementation timelines.
> **AND BE IT FURTHER RESOLVED THAT** a review be scheduled for Council to revisit BC Energy Step Code requirements in Q3 of 2028.

BC Energy Step Code

The Province has shared the implementation timeline for next steps of the BCESC as follows:

	Building Type	**2023**	**2027 ***	**2032**
BC Energy Step Code	Part 9	Step 3	Step 4	Step 5
	Part 3	Step 2	Step 3	Step 4

*The Town has already advanced to Step 4 for Part 9 buildings and Step 3 for Part 3 buildings. Although this is slightly ahead of the provincial timeline, staff do not recommend lowering the current standard.

DISCUSSION

Staff support the proposed amendments to the building bylaw. Advancing to the highest level of the BC Energy Step Code would reduce the community's future greenhouse gas emissions. However, correspondence and discussion with local builders and developers indicate that the incremental requirements of advancing to the highest level cannot be supported in the current housing and construction market. Deferring to the Provincial timeline is reasonable given the current circumstances.

Given that there are two remaining regular Council meetings in 2026, three readings of the amendment bylaw are required if Council wishes to amend the requirements before they come into force on January 1, 2027. Council would be asked to consider adoption of this bylaw at the regular Council meeting on December 9, 2026.

As part of preparing the proposed amendments to repeal sections 15.3 and 15.4, staff identified an administrative numbering error in the current Building Bylaw, in which two separate parts are designated as "Part 15: Swimming Pools." As such, the proposed bylaw includes amendments to correct the affected parts and section numbering. These changes are housekeeping in nature only and do not alter the intent of the bylaw.

FINANCIAL IMPLICATIONS
The proposed amendment to the "BC Energy Step Code" requirements will not have any financial implications on the Town's budget and will have a minimal impact on staff capacity.

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

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

SUMMARY
The "Town of Qualicum Beach Building Bylaw No. 903, 2024" is currently scheduled to advance to the highest levels of the BC Energy Step Code in 2027, approximately five years ahead of the Province's proposed timeline. Council has directed staff to amend the Bylaw to maintain the Town's existing Step Code requirements and align future advancement with the provincial timeline. The proposed amendments implement this direction, with a further review of Energy Step Code requirements scheduled for Q3 2028.

ALTERNATIVE OPTIONS
1. **THAT** Council provides alternative direction to staff.

Note: If Council does not advance the proposed amendment bylaw, the requirement for the highest level of the BC energy step code will become a requirement on January 1, 2027. No motion is required in this case.

APPROVALS

Report respectfully submitted by Mark Eshpeter, Building Official

Mark Eshpeter, RBO	Luke Sales	Lou Varela, MCIP, RPP
Building Official	Director of Planning	Chief Administrative Officer
Report Author	*Concurrence*	*Concurrence*

REFERENCES

Attachment 1: "Town of Qualicum Beach Building Bylaw No. 903, 2024, Amendment Bylaw No. 903.01, 2026"

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TOWN OF QUALICUM BEACH
BYLAW NO. 903.01

A Bylaw to amend Town of Qualicum Beach
Building Bylaw No. 903, 2024

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

1. "Town of Qualicum Beach Building Bylaw No. 903, 2024" is hereby amended as follows:

(1) **PART 15: SWIMMING POOLS**
- (a) In section 14.5, strike "14.3 to 14.4" and insert "15.3 to 15.4".
- (b) Sections 14.1 to 14.6 are renumbered as 15.1 to 15.6.

(2) **PART 15: ENERGY CONSERVATION AND GHG EMISSION REDUCTION**
- (a) In section 15.1, strike "15.2 through 15.7" and insert "16.2 through 16.7".
- (b) Sections 15.3 and 15.4 of "Town of Qualicum Beach Building Bylaw No. 903, 2024" are repealed.
- (c) In section 15.7, strike "15.5" and insert "16.5".
- (d) Sections 15.1 to 15.7 are renumbered as 16.1 to 16.7.
- (e) PART 15: ENERGY CONSERVATION AND GHG EMISSION REDUCTION is renumbered as PART 16.

(3) **PART 16: ACCESS ROUTE FOR FIRE VEHICLE**
- (a) PART 16: ACCESS ROUTE FOR FIRE VEHICLE is renumbered as PART 17.
- (b) Section 16.1 is renumbered as 17.1.

(4) **PART 17: OFFENCES**
- (a) PART 17: OFFENCES is renumbered as PART 18.
- (b) In section 17.5, strike "17.4" and insert "18.4".
- (c) In section 17.6, strike "17.5" and insert "18.5".
- (d) Sections 17.1 to 17.7 are renumbered as 18.1 to 18.7.

(5) **PART 18: INTERPRETATION**
- (a) PART 18: INTERPRETATION is renumbered as PART 19.
- (b) Sections 18.1 to 18.5 are renumbered as 19.1 to 19.5.

(6) **PART 19: REPEAL**
- (a) PART 19: REPEAL is renumbered as PART 20.
- (b) Section 19.1 is renumbered as 20.1.

(7) Replacement of Table of Contents
The Table of Contents to "Town of Qualicum Beach Building Bylaw No. 903, 2024" is repealed and replaced with the Table of Contents attached as Schedule "A" to this bylaw.

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.

_____	_____
Adam Walker Mayor	Heather Svensen, Director of Corporate Services/Deputy CAO

Amendment Bylaw No. 903.1, 2026"

Schedule "A"

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TOWN OF
QUALICUM BEACH

MEMORANDUM

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: November 18, 2026

FROM: Luke Sales, Director of Planning

SUBJECT: **2026/2027 Extreme Cold Weather Warming Centre Update**

RECOMMENDATIONS:

For information purposes only

PURPOSE

The purpose of this report is to provide Council with an update regarding 2026/2027 extreme cold weather warming centre arrangements for the 2026/2027 winter season.

BACKGROUND

Extreme cold weather warming centres provide temporary overnight accommodation during periods of severe winter weather. The Town takes a regional approach to the provision of warming centre services, recognizing that people experiencing homelessness may move between Qualicum Beach, Parksville and surrounding areas. In 2024 and 2025, a regional warming centre was located within the Town of Qualicum Beach. In 2026, a regional warming centre was located at Oceanside Community Church on Alberni Highway, within the Regional District of Nanaimo (RDN), with transit available between Qualicum Beach, Parksville and the warming centre.

For the 2026/2027 winter season, the anticipated warming centre will again be located within the RDN. The Town is working collaboratively with the City of Parksville and RDN to support access to the service, including transportation from the areas.

DISCUSSION

A location for this year's extreme cold weather warming centre has been tentatively identified within the RDN but, as of the time of writing this memorandum, has not been confirmed publicly. Transit service will be available to transport unhoused residents from the Town of Qualicum Beach and City of Parksville to the selected location as in previous years. Further details regarding the location, activation and operating arrangements will be provided as information becomes available from the RDN.

STRATEGIC PLAN ALIGNMENT

The extreme cold weather warming centre supports regional collaboration and access to services for vulnerable residents.

SUMMARY

An extreme cold weather warming centre location has been tentatively identified for the 2026/2027 winter season. Further details will be communicated by the RDN when the location is publicly announced.

ALTERNATIVE OPTIONS

n/a

APPROVALS

Report respectfully submitted by Luke Sales, MCIP, RPP

Luke Sales, MCIP, RPP
Director of Planning and
Community Development
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

TOWN OF QUALICUM BEACH

PROCUREMENT REPORT

File No. 1220.20.2026.26

TO: Lou Varela, Chief Administrative Officer

FOR: Regular Council Meeting

DATE: November 18, 2026

FROM: Oliver Watson, Capital Projects Manager

SUBJECT: **Request for Award | Sewer Trunk Inspection and Smoke Testing Program**

Recommendation	THAT Council awards the Sewer Trunk Inspection and Smoke Testing Program RFP No. 2026.26 to **C3 Mainline Inspections Inc.** at an all-inclusive unit price of $7.97 per linear metre, to a maximum contract value of $200,000, excluding GST.
Project goal	To support the Town's asset management planning by assessing the condition of the sanitary sewer system, identifying sources of inflow and infiltration, and informing future maintenance, rehabilitation, and capital planning.
Council Authorizations	The 2026–2030 Financial Plan includes $200,000 in 2026, funded from the Sewer Infrastructure Reserve, to undertake the initial phase of this multi-year sanitary sewer condition-assessment program. Council authorization is requested to award the contract and proceed with the work as proposed.
History	The Town owns and operates approximately 83.5 km of sanitary sewer main and 1,105 sanitary sewer maintenance holes. Most of the sanitary sewer system was installed between 1975 and 2000. While Town staff routinely inspect sanitary sewer maintenance holes, the Town has not previously undertaken a comprehensive CCTV inspection program of its sanitary sewer mains. Sanitary sewer infrastructure can deteriorate over time due to cracking, joint separation, pipe deformation, sags, root intrusion, and other defects (see Attachment 1). These conditions can allow groundwater to enter the sanitary sewer system, known as infiltration, or allow stormwater to enter through cross connections or defects, known as inflow. Collectively, inflow and infiltration can use available sewer-

<table>
<tr><td></td><td colspan="3">system capacity and increase the volume of wastewater that must be conveyed and treated at the French Creek Treatment Plant at a cost to the municipality.

Subject to award of the contract, this project will provide the Town with a detailed condition assessment of approximately 25 km of sanitary sewer mains and approximately 250 sanitary sewer maintenance holes. The work includes flushing the sewer mains, completing CCTV inspections, documenting observed defects, and conducting smoke testing in the same areas. The inspection program is planned to begin in the east end of Town, including the Chartwell and Eaglecrest areas, and then progress westward across the municipality in subsequent phases.

CCTV inspection will support the Town's asset management planning by providing information to prioritize future maintenance, rehabilitation, and capital replacement work based on observed conditions and risk. It will provide video records, pipe condition grades, photographs, and defect information for each inspected sewer segment. The inspection records will be incorporated into the Town's asset records and GIS mapping, providing staff with a visual, location-based record of system deficiencies.

Smoke testing involves introducing harmless, non-carcinogenic artificial smoke into the sanitary sewer system to identify locations where inflow or improper connections may be present. Smoke observed from a gutter, yard drain, or similar location may indicate that stormwater drainage is cross connected to the sanitary sewer system. (See illustration in Attachment 2)

This contract is intended to be the initial phase of a multi-year sanitary sewer condition-assessment program. The RFP was intentionally posted late in the year so that field work can occur during the winter months, when wetter ground conditions provide the best opportunity to identify inflow and infiltration. The initial contract work is required to be substantially complete by March 31, 2027.</td></tr>
<tr><td rowspan="4">Procurement Process</td><td></td><td>Tender</td><td></td></tr>
<tr><td>✓</td><td>Request for Proposals (RFP)</td><td></td></tr>
<tr><td></td><td>Request for Qualifications</td><td></td></tr>
<tr><td></td><td>Other</td><td>DESCRIPTION OF ALTERNATIVE PROCESS</td></tr>
<tr><td>Summary of Competitive Process</td><td colspan="3">• RFP was posted on BC Bid closing Monday, October 26, 2026
• Four proposals were received.
• C3 Mainline submitted the lowest unit price</td></tr>
</table>

Financial Implications	• Total Project budget: $200,000 • Total Cost of Recommended Contract Award: $200,000 • Source of Funding: Sewer Infrastructure Reserve

Oliver Watson
Capital Projects Manager
Report Author

Lou Varela, MCIP, RPP
Chief Administrative Officer
Concurrence

John Manson
Interim Director of
Infrastructure Services
Concurrence

Raj Hayre
Director of Finance
Concurrence

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Attachment 1: Sample Sanitary Sewer Main Defects

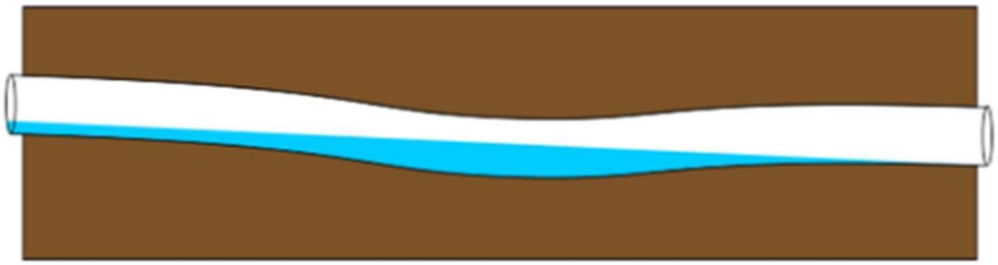
Leaking Joint (Infiltration)



Root Intrusion



Pipe sag



Attachment 2: Smoke Testing

Smoke Testing Fan



Cross connected storm



Smoke venting out sewer vents

