



## STAFF REPORT

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**DATE:** November 12, 2021 **FILE:**

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** **BYLAWS NO. 432 AND 433 – OCP/REZONING (CP 1C 21/RZ 1C 21 – QUADRA LINKS)**

### **PURPOSE/PROBLEM**

To consider proposed amendments to Bylaws No. 432 and 433 (Quadra Links) and the scheduling of a public hearing to allow input on the proposed bylaws.

### **EXECUTIVE SUMMARY**

The attached report was considered at the October 6, 2021 meeting of the Board at which time the following resolution was passed:

Anderson/Whalley: SRD 868/21

THAT staff schedule public hearing dates in January 2022 for the Quadra Links OCP and Zoning amendment applications due to the current public health risks associated with Covid 19.

Since then, staff have been researching potential dates for a public hearing in January 2022 and have found a date that appears to work for all parties including the meeting venue. The date being recommended will allow the Regional District to meet all of the legal requirements for public notification and is being presented at this time for the Board's consideration.

### **RECOMMENDATIONS**

1. THAT the report from the Chief Administrative Officer be received.
2. THAT a public hearing to consider Bylaws No. 432 and 433 be scheduled for 7:00 p.m. on Wednesday, January 19, 2022 at the Quadra Island Community Centre, and

THAT the holding of the public hearing be delegated to the directors representing Electoral Areas A, C and D with the directors for Electoral Area C and Electoral Area D designated as the Chair and Vice Chair respectively for the public hearing, and

THAT the public hearing be structured to allow in-person or electronic participation by directors and the public in accordance with current public health guidelines.

Respectfully:

A handwritten signature in black ink, appearing to read 'Dave Leitch', is written over a horizontal line. The signature is fluid and cursive.

Dave Leitch  
Chief Administrative Officer

***Prepared by:*** T. Yates, Corporate Services Manager

Attachments: Bylaws No. 432 and 433  
Copy of September 1, 2021 report to the Electoral Areas Services Committee



## BYLAW NO. 432

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### A BYLAW TO AMEND THE QUADRA ISLAND OFFICIAL COMMUNITY PLAN

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**WHEREAS** the former Comox-Strathcona Regional District has, by Bylaw No. 3050, adopted an official community plan for part of Electoral Area 'C' (Quadra Island) pursuant to Part 14 of the *Local Government Act*;

**AND WHEREAS** a bylaw of the former Comox-Strathcona Regional District that regulates the use or development of land within the area comprising the Strathcona Regional District remains in force until amended or repealed;

**AND WHEREAS** the Regional Board wishes to amend the aforesaid Bylaw No. 3050 having due regard to the requirements of the *Local Government Act*;

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

#### Amendments

1. Bylaw No. 3050, being Quadra Island Official Community Plan Bylaw 2007, is hereby amended as set out in Schedule 'A', attached to and forming part of this bylaw.

#### Citation

2. This bylaw may be cited for all purposes as Bylaw No. 432, being Quadra Island Official Community Plan Bylaw 2007, Amendment No. 16.

**READ A FIRST TIME ON THE 14<sup>TH</sup> DAY OF JULY, 2021**

**READ A SECOND TIME ON THE 14<sup>TH</sup> DAY OF JULY, 2021**

**PUBLIC HEARING HELD ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021**

**READ A THIRD TIME ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021**

**RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 'A'**

**SECTION ONE      TEXT AMENDMENT**

Part III 'Community Plan Policies' 5(c) "The following are commercial designations:" is amended by deleting Section 3.5(c)(iii) and replacing it with the following:

- 3.5(c)(iii) Recreation commercial developments shall reflect commercial activities that cater to large lot outdoor uses for visitors and Island residents alike, such as ***principal*** golf course ***uses and associated secondary accessory recreational vehicle sites uses.***



## BYLAW NO. 433

---

### A BYLAW TO AMEND THE ZONING REGULATIONS APPLICABLE TO QUADRA ISLAND

---

**WHEREAS** the former Comox-Strathcona Regional District has, by Bylaw No. 1213, adopted zoning regulations for Quadra Island and vicinity pursuant to Part 14 of the *Local Government Act*;

**AND WHEREAS** a bylaw of the former Comox-Strathcona Regional District that regulates the use or development of land within the area comprising the Strathcona Regional District remains in force until amended or repealed;

**AND WHEREAS** the Regional Board wishes to amend the aforesaid Bylaw No. 1213 having due regard to the requirements of the *Local Government Act*;

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

#### Amendments

1. Bylaw No. 1213, being Quadra Island Zoning Bylaw 1990, is hereby amended as set out in Schedule 'A', attached to and forming part of this bylaw.

#### Citation

2. This bylaw may be cited for all purposes as Bylaw No. 433, being Quadra Island Zoning Bylaw 1990, Amendment No. 136.

**READ A FIRST TIME ON THE 14<sup>TH</sup> DAY OF JULY, 2021**

**READ A SECOND TIME ON THE 14<sup>TH</sup> DAY OF JULY, 2021**

**PUBLIC HEARING HELD ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021**

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**RECONSIDERED, FINALLY PASSED AND ADOPTED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 'A'**

**SECTION ONE TEXT AMENDMENT**

2) Part 11 'ZONES', Section 11.26, 'Recreation Commercial One (RC-1) is deleted and replaced by the following:

**11.26 RECREATION COMMERCIAL ONE (RC-1)**

**11.26.1 PRINCIPAL USES**

- a) Golf courses;

**11.26.2 PERMITTED ACCESSORY USES**

- a) Recreational vehicle sites
- b) Clubhouse, offices and meeting rooms
- b) Residential
- c) Retail sales
- d) Accessory maintenance buildings, structures and uses.

**11.26.3 CONDITIONS OF USE**

- a) No parking, loading or storage areas shall be located in any required yards.
- b) Buildings and structures shall be screened and buffered from adjacent properties through retention and maintenance of natural vegetation.
- c) Recreational vehicle sites and tourist trailer sites are limited to a maximum density of 30 sites per parcel. A 10-metre wide vegetated buffer strip is to be provided along all property lines.
- d) On any lot: residential use is limited to one single family dwelling for caretaker and/or manager.
- e) Retail sales limited to those items required for the playing of golf.

**11.26.4 LOT AREA**

The minimum lot area in the Recreation Commercial One (RC-1) zone shall be 30 hectares (74.13 acres).

**11.26 5 SETBACKS**

Except where otherwise specified in this bylaw, buildings and structures shall be located:

- a) A minimum of 30.0 metres (98.4 feet) from a front lot line;
- b) A minimum of 30.0 metres (98.4 feet) from a rear lot line;
- c) A minimum of 30.0 metres (98.4 feet) from a side lot line;
- d) A minimum of 100.0 metres (328 feet) from the ocean;
- e) A minimum of 15.0 metres (49.2 feet) from the natural boundary of any wetlands and other bodies of water.

**11.4B.6 LOT COVERAGE**

The maximum coverage for all buildings and structures on a lot shall be 1 percent (1%).



## STAFF REPORT

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**DATE:** September 1, 2021 **FILE:** 0540-04 EASC

**TO:** Chair and Directors  
Electoral Areas Services Committee

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** **OCP AMENDMENT AND ZONING BYLAW AMENDMENT APPLICATION TO FACILITATE THE ESTABLISHMENT OF A RECREATIONAL VEHICLE PARK AT 950 HERIOT BAY ROAD**

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**PLANNING FILE NO.** 3330-20/CP 1C 21 and 3360/20 RZ 1C 21

**ROLL NO.:** 772 18018.100 **PID No.:** 000-405-205

**APPLICANT:** Quadra Links Ltd.

**LAND DESCRIPTION:** Lot 2, District Lots 122 and 154, Sayward District, Plan 36442, exc. Part in Plans VIP75891 and EPP98484

**OCP BYLAW:** Bylaw 3050, *Quadra Island Official Community Plan, 2007*

**EXISTING DESIGNATION:** Recreation Commercial

**ZONING BYLAW:** Bylaw No. 1213, *Quadra Island Zoning Bylaw, 1990*

**EXISTING ZONE:** Recreation Commercial One (RC-1)

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### PURPOSE

To consider an Official Community Plan amendment and zoning bylaw amendment to facilitate the development of a recreational vehicle site at the Quadra Links golf course.

### POLICY ANALYSIS

Part 14 "Planning and Land Use Management" of the *Local Government Act (LGA)* addresses local governments' roles regarding zoning bylaws, namely Section 479 (Zoning Bylaws) and Sections 464 - 465 (Public Hearings on Bylaws).

At its July 14, 2021 meeting, the Board gave first and second readings to Bylaw No. 432 (Quadra Island OCP amendment) and Bylaw No. 433 (Quadra Island zoning) and passed the following resolution:

*Abram/Whalley: SRD 681/21*

*THAT the agency referral list and First Nations consultation process as outlined in the May 3, 2021 report from the Chief Administrative Officer be approved, and*

*THAT a further report be prepared for the Board's consideration following the conclusion of the referral and consultation processes.*

**EXECUTIVE SUMMARY**

An application has been received to amend the OCP Recreation Commercial designation and the Recreation Commercial One (RC-1) zone to permit the creation of a 30-space recreational vehicle site on land belonging to Quadra Links Ltd. and located at 950 Heriot Bay Road, Quathiaski Cove. The development will be in two phases of 20 spaces for Phase 1 and 10 spaces for Phase 2. The purpose of the RV site is to increase the attractiveness of the golf course as a tourist destination which will be open during the golfing season only, from April to October each year.

The proponents intend to screen and buffer the RV site from adjoining land uses, and although the proposal indicates that water for the development will be provided from the well that currently serves the golf course, the suggestion that sewage disposal will be by individual arrangements between RV owners and private pump-out contractors is not acceptable to Island Health, which is recommending a sani-dump arrangement involving a holding tank or adequately sized septic field. It is therefore recommended that Bylaw Nos. 432 and 433 be brought forward for public hearing at a date and time yet to be determined, with consideration of third reading and adoption being conditional upon Island Health approval of any proposed sewage disposal system.

**RECOMMENDATIONS**

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the Committee recommend to the Board that a public hearing to consider Bylaws No. 432 and 433 be scheduled at a date and time to be determined.

Respectfully:



\_\_\_\_\_  
Dave Leitch  
Chief Administrative Officer

**BACKGROUND**

An application has been received to amend the OCP Recreation Commercial designation and the Recreation Commercial One (RC-1) zone to permit the creation of a 30-space recreational vehicle site on land belonging to Quadra Links Ltd. and located at 950 Heriot Bay Road, Quathiaski Cove. At the time the applicants obtained an amendment to the OCP and zoning bylaw to permit the adjoining 17-lot Fir Crest Acres subdivision, it was intended that a second application would be forthcoming to permit the RV site.

The facility will remain as Golf Course property and will be separate from the residential subdivision as regards site access and servicing and it will be screened and buffered from the adjoining land uses. It is intended that it be developed in two phases, the first phase to include 20 RV spaces and a second phase for the remaining 10 spaces. The purpose of the RV facility is to increase the attractiveness of the golf course as a tourist destination on Quadra Island. It will be open during the golfing season only, from April to October each year.

**AGENCY REFERRALS**

The applications were referred to a number of government agencies and First Nations for consideration. Comments received are summarized in the following table:

<b>Agency</b>	<b>Comments</b>
BC Assessment Authority	No response.
BC Ferries	No response.
Fire department (Quadra Is)	Interests unaffected.
MFLNRO – Archaeology	Activity must be halted if an archaeological site is encountered during development and the Archaeology Branch contacted for direction.
Ministry of Agriculture	No response.
Ministry of Environment	No response.
MoTI	Interests unaffected.
Vancouver Island Health Authority	Extension of the water system to service the RV sites requires advance approval of construction and operating permits. It is recommended sewage disposal is by onsite sani-dump with either a sewage holding tank or adequately sized septic field.

<b>First Nation</b>	<b>Comments</b>
Xwemalhkwu/Homalco First Nation	No response.
K'ómoks First Nation	No response.
Klahoose First Nation	No response.
Lake Cowichan First Nation	No response.
Laich-Kwil-Tach Treaty Society	No response.
Lyackson First Nation	No response.
Nanwakolas Council	No response.
Cowichan Tribes	No response.
Halalt First Nation	No response.
Penelakut Tribe	No response.
Tla'amin First Nation	No response.
Stz'uminus First Nation	No response.
We Wai Kai Nation	No response.
Wei Wai Kum Nation	No response.

**PLANNING ANALYSIS**

The Golf course property is currently designated Recreation Commercial and zoned Recreation Commercial One (RC-1). These designations allow for the golf course use and accessory uses only. In order for the RV site to be permitted, text amendments to the OCP and zoning bylaw are required, which are provided in the draft bylaws attached to this report.

The proponents intend to screen and buffer the RV site from adjoining land uses, and although the proposal indicates that water for the development will be provided from the well that currently serves the golf course, the suggestion that sewage disposal will be by individual arrangements between RV owners and private pump-out contractors is not acceptable to Island Health, who are recommending a sani-dump arrangement involving a holding tank or adequately sized septic field. No comments were received by the First Nations and other government agencies who responded did not have concerns with the proposal.

**FINANCIAL IMPLICATIONS**

Applicable fees have been collected for this application under the Planning Procedures and Fees Bylaw No. 5.

**LEGAL IMPLICATIONS**

This report and the recommendations contained herein are in compliance with the *Local Government Act* (LGA) and Regional District bylaws as they relate to the zoning of land, which includes the surface of the water, set out in Section 479 of the LGA.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

Should a recommendation of support be made for the application and Bylaw Nos. 432 and 433 proceed forward, public consultation will occur in the form of a public hearing, conducted in compliance with the requirements of Sections 464 - 465 'Public Hearings', of the LGA, as required prior to final adoption of any proposed bylaw amendments.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The planning department will be responsible for all aspects of the bylaw amendment process. Additionally, corporate services staff resources will be required during the public hearing process and the finalization of the adoption of the bylaws.

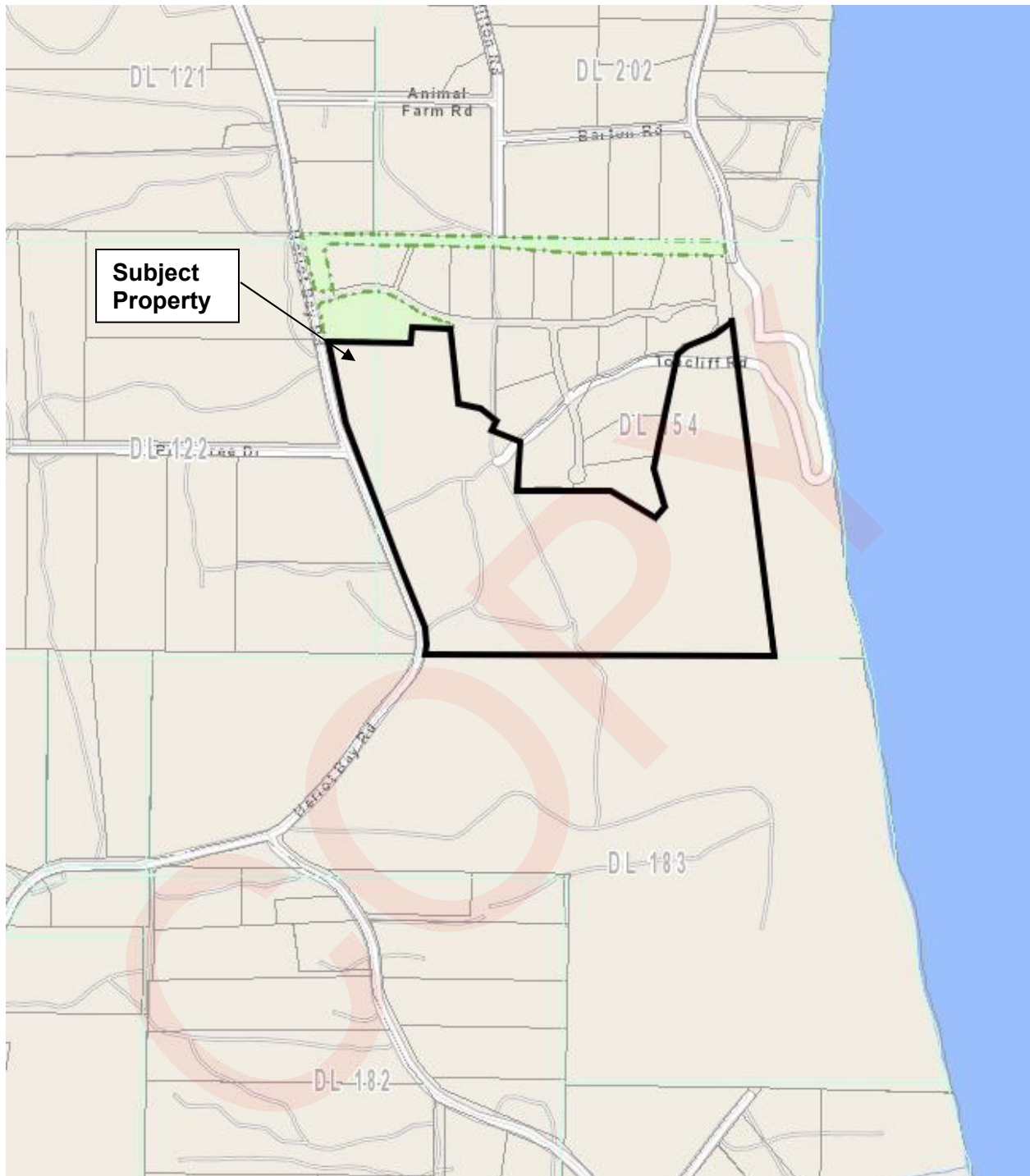
Submitted by:

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Aniko Nelson  
Senior Manager, Community Services

***Prepared by: J. Neill, Planner***

Attachments: Bylaw Nos. 432 and 433



**Map showing proposed location of RV park**



**Recreational Vehicle Site Plan**



Location of proposed RV site at the Northwest corner of the golf course.

## **RV Stay and Play Site**

Quadra Links Limited is applying to the Strathcona Regional District to create an RV (recreational vehicle) site within the current RC-1 zone. The RC-1 zone is 83 acres and includes the golf course, driving range, maintenance buildings, and various facilities. The RV site will occupy five acres within the same property.

The proposed area slopes gently from west to east. The interior is primarily open. The perimeter is heavily vegetated. There are no structures on the site. The RV site will be located at the Northwest corner of the property. This area borders the park on the north and Heriot Bay Road on the West. The RV site will not be visible from the road or the community trail. The access will be from Heriot Bay Road at the current golf course entrance.

The wetland is currently partially in the park and partially within the golf course property. The RV site will maintain the 15-metre setback required by MOTI. The RV spaces will be 35x75 feet. They will include picnic tables and fire pits. The density is well below what has been defined in provincial guidelines. The sites will be serviced with power and water. There will be portable bathrooms and the sewage will be contained and removed from the site. The trailers and motor homes will have the option of having a local contractor pump their holding tanks if it is required.

The water will be provided from the existing commercial well that is used for potable water at the golf course. The volume is available and the well has 10 years of acceptable tests that have been provided to VIHA. The construction plan will be developed by an engineer and will need sign off by VIHA. The construction will occur in two phases. Twenty spaces will be built in Phase 1. The target is to have phase 1 ready by the summer of 2022.

The business concept is to make the site available to golfers only. Golf and RV occupancy will be available in several bundles. There is a well-established market for this link between golf and recreational vehicles. There are a number of rural golf courses that have successfully used stay and play to increase activity on the course. Quadra Links considers the RV sites an integral part of the recreational facility.

There will be rules that govern visitors. These will include a curfew to control noise. A full-time attendant will be onsite with responsibilities that include enforcing rules. This will be a seasonal business. The RV site will be open during the same period the golf course is open, approximately April to October. The site is for recreational use only with no residential component.

## **Applicants' statement**



## BYLAW NO. 432

---

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**AND WHEREAS** the Regional Board wishes to amend the aforesaid Bylaw No. 3050 having due regard to the requirements of the *Local Government Act*;

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

#### Amendments

1. Bylaw No. 3050, being Quadra Island Official Community Plan Bylaw 2007, is hereby amended as set out in Schedule 'A', attached to and forming part of this bylaw.

#### Citation

2. This bylaw may be cited for all purposes as Bylaw No. 432, being Quadra Island Official Community Plan Bylaw 2007, Amendment No. 16.

**READ A FIRST TIME ON THE 14<sup>TH</sup> DAY OF JULY, 2021**

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Chair

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Corporate Officer

**SCHEDULE 'A'**

**SECTION ONE      TEXT AMENDMENT**

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COPY



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#### Amendments

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Chair

\_\_\_\_\_  
Corporate Officer

**SCHEDULE 'A'**

**SECTION ONE TEXT AMENDMENT**

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- b) Residential
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- d) Accessory maintenance buildings, structures and uses.

**11.26.3 CONDITIONS OF USE**

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- b) Buildings and structures shall be screened and buffered from adjacent properties through retention and maintenance of natural vegetation.
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**11.26.4 LOT AREA**

The minimum lot area in the Recreation Commercial One (RC-1) zone shall be 30 hectares (74.13 acres).

**11.26.5 SETBACKS**

Except where otherwise specified in this bylaw, buildings and structures shall be located:

- a) A minimum of 30.0 metres (98.4 feet) from a front lot line;
- b) A minimum of 30.0 metres (98.4 feet) from a rear lot line;
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- d) A minimum of 100.0 metres (328 feet) from the ocean;
- e) A minimum of 15.0 metres (49.2 feet) from the natural boundary of any wetlands and other bodies of water.

**11.4B.6 LOT COVERAGE**

The maximum coverage for all buildings and structures on a lot shall be 1 percent (1%).