Minutes of the 10:00 am Wednesday, April 16, 2025, Town of Qualicum Beach Regular Council Meeting held in the Council Chamber, Municipal Office, 660 Primrose Street, Qualicum Beach, BC

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services | Deputy CAO Danielle Leurebourg, Deputy Director of Corporate Services Luke Sales, Director of Planning Raj Hayre, Director of Finance Oliver Watson, Manager of Capital Projects Chris Stanger, Manager of Operations Nathan Cernusca, Corporate Services Coordinator

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

ADOPTION OF THE AGENDA

Council adopted, by unanimous consent, the April 16, 2025 Regular Council meeting agenda, as amended, with the addition of two subsidized rental applications under 8.1(c); and the Rotary Clean-up authorization as item 8.1(e).

CARRIED UNANIMOUSLY

START OF THE CONSENT AGENDA

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

(a) THAT the February 26, 2025, Town Hall Committee of the Whole meeting minutes be approved as presented.
(b) THAT the March 5, 2025, special Council meeting minutes be approved as presented.
(c) THAT the March 12, 2025, regular Council meeting minutes be approved as presented.
(d) THAT the March 19, 2025, Committee of the Whole meeting minutes be approved as presented.
(e) THAT the March 19, 2025, special Council meeting minutes be approved as presented.
(f) THAT the Quarter 1 2025 Report for Fire Rescue Services be received for information.
(g) THAT the Update for Construction and Building Permits for January, 2025 to March, 2025 be received for information.
(h) THAT the Correspondence Log, dated for reference April 7, 2025, be approved as presented.
(i) THAT the recommendations from the March 19, 2025, Committee of the Whole meeting be adopted as presented.

Bench Review | Dedication of Amenities Policy 4002-11 & Level of Service 1002 – Benches and Picnic Tables

(i) THAT Council instructs staff to bring forward a draft Miscellaneous Rates Bylaw No. 638, 2009 amendment for Council consideration that adds Policy 4002-11 Amenities Sponsorship Fees.

(ii) THAT Council authorizes staff to decommission six vacant bench pads located as follows:

- Two of three at the Friendship Garden, corner of Memorial and Garden Rd W, Pad 470 & 471 located behind the berm/garden, for safety, as the pads are not in a well-used location and inconsistent with CPTED (Crime

Prevention Through Environmental Design) Principles, leaving one existing pad (#362) available for sponsorship of a future bench at this location;

- One at the foot of Beach Terrace Right of Way at Hwy 19A beach access, Pad 474, for safety, as the pad is located immediately adjacent to a driveway and is not suitable as a location for any future bench;
- One at the waterfront Brant Viewing area, Pad 382, for safety, as the grassy foreshore at this location is deteriorating, the foreshore failed previously and the concrete pad was moved back, and the location is not suitable for any future bench;
    - One at Railway St and Memorial Ave, Pad 44, Flower Bed, as the pad is on Island Corridor Foundation property and the proposed adjacent Cenotaph will have benches;
    - One at Townhall Courtyard, Pad 426, as the bench was removed to accommodate baby carriages and wagons.

(iii) THAT Council authorizes the following amendments to the Dedication of Amenities Policy 4002-11:

- Under Procedure:
    - to add in the second paragraph: “Priority of amenity selection by sponsors, will be for existing amenities, i.e. to sponsor existing benches or picnic tables already on pads.”
    - In Table A: FEE STRUCTURE AND DURATION: By striking Table A and inserting as the new Table A:

Amenity	Sponsorship Rate	Duration of Term in Years
Standard Bench with one Plaque (Type I)	$2,800	10
Decorative Bench with one Plaque (Type II)	$3,000	10
Standard Picnic Table with one Plaque	$3,100	10
At sponsorship commencement, if additional plaque(s) requested, additional fee per plaque	$150	During Amenity Term
Plaque removal and installation of replacement plaque at request of sponsor during term	$400	During Amenity Term
Once the donation to sponsor an amenity is processed, the Town Finance Department will issue a thank you letter and a tax receipt (excluding additional plaque fees).		

    - by deleting in the paragraph after Table A “(b) 1 full size plaque and up to a maximum of 8 smaller plaques”
    - by adding following the last paragraph:

“Dedication by Council
In addition to benches installed through sponsorship, some benches are installed as a result of Council dedication by motion. Currently these benches are Council dedications classed as Town-owned, are not available for sponsorship, and are maintained by the Town.

Council, by adoption of this Policy No. 4002-11, authorizes staff to install a Council dedication bench classed as Town-owned (not available for sponsorship) to be maintained by the Town, with a plaque recognizing their service to the community for each member of Council or Town employee who passes away during the term they are serving on Council or during their employment as staff for the Town of Qualicum Beach."

- Under Terms and Conditions in:
  - Item 1, by adding "The wording on the plaque must be approved by the Town of Qualicum Beach. The use of dates that indicate lifetime may not be used. Wording will be non-denominational and kept in the present tense to keep the theme of the inscriptions uplifting and inspirational while still honouring the person who is the subject of the donation."
  - Item 5, by adding immediately after "The sponsor does not have ownership rights in and to the amenity or the site and may not make alterations of any kind to the amenity or the site." the words "Placement of memorial wreaths, flowers or other items or any modification to the amenity or the site will not be permitted."

(iv) THAT Council authorizes the following amendments to Level of Service 1002-Benches and Picnic Tables:

- In 4th bullet under Operations by striking "35" and inserting "40", and adding a new sentence "Picnic tables at Town facilities intended for exclusive staff use are not included in this cap." To read: "The number of picnic tables will be capped at 40 within the community. Picnic tables at Town facilities intended for exclusive staff use are not included in this cap."

CARRIED UNANIMOUSLY | Resolution No. 25-072
END OF CONSENT AGENDA

BUSINESS ARISING FROM THE MINUTES

(1) **Notices of Motion – Councillor Harrison**

(a) **Notice of Motion – Councillor Harrison**

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT this item be deferred to 2026 Strategic Planning sessions in Fall 2025:

WHEREAS Council's remuneration has significantly increased because of the past several years' worth of inflation;

THEREFORE BE IT RESOLVED, THAT staff amend Council's remuneration such that per diems are no longer able to be claimed by members of Council.

CARRIED UNANIMOUSLY | Resolution No. 25-073

(b) **Notice of Motion – Councillor Harrison**

WHEREAS Council received significant funds in a community amenity contribution which is required to be spent on health care;

AND WHEREAS the work of the Perfect Storm Group roughly aligns with the proposed medical clinic on Beach and 1st Avenue;

AND WHEREAS the political agreement between the BC Greens and BC NDP is contingent upon support for community health centres;

AND WHEREAS public funds for a community health centre could reasonably be offered in conjunction with somewhat reduced density on the site;

THEREFORE BE IT RESOLVED, THAT Council discusses entering into a public private partnership with the proponent so as to secure a community health centre as well as adjustments to the density of the residential component of the building.

Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT potential public-private partnerships for community health centres should be referred to an upcoming In-Camera meeting as per Section 90(k) of the *Community Charter*; AND FURTHER THAT Land use and development proposals must be considered in an Open meeting, thereby having the two matters considered independently.
CARRIED UNANIMOUSLY | Resolution No. 25-074

DELEGATIONS

(1) **Royal Canadian Legion Branch No. 76 – Year-End Report**, M. Brouilette, 2nd Vice President, Qualicum Legion #76, in attendance to make a presentation on the Legion's year-end reporting.

(2) **Qualicum Beach Lawn Bowling Club**, A. Brunskill, President, P. Atkinson, Treasurer, and M. Ward, District Games for the Lawn Bowling Club, in attendance to make a presentation regarding a request for financial contributions from the Town.

CORRESPONDENCE

(1) **Mount Arrowsmith Biosphere Region**
Correspondence regarding the 2025 Sponsorship Package from the Mount Arrowsmith Biosphere Region included on the agenda.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT this item be referred to 2026 Strategic Planning sessions in the Fall 2025.
CARRIED UNANIMOUSLY | Resolution No. 25-075

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the Mount Arrowsmith Biosphere Region be invited to a future Council meeting to present a grant request.
CARRIED UNANIMOUSLY | Resolution No. 25-076

(2) **ECHO Players – Letter of Support**
Correspondence regarding a letter of support for the ECHO Players Society included on the agenda.

BYLAWS

(a) **Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT the "Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 25-077

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the "Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025" be read a second time.
CARRIED UNANIMOUSLY | Resolution No. 25-078

Councillor Young MOVED and Councillor Skipsey SECONDED, THAT the "Town of Qualicum Beach Tax Rates (2025) Bylaw No. 910, 2025" be read a third time.
CARRIED UNANIMOUSLY | Resolution No. 25-079

(b) **Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025" be introduced and read a first time.
CARRIED UNANIMOUSLY | Resolution No. 25-080

Councillor Harrison MOVED and Councillor Young SECONDED, THAT the "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025" be read a second time.
CARRIED UNANIMOUSLY | Resolution No. 25-08

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the "Town of Qualicum Beach Freedom of Information Bylaw No. 909, 2025" be read a third time.
CARRIED UNANIMOUSLY | Resolution No. 25-082

COMMITTEE & LIAISON REPORTS

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

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

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

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

(b) **Recommendation from the March 6, 2025 Heritage Forest Commission Meeting – Split Rail Fencing**
Councillor Skipsey MOVED and Councillor Young SECONDED, THAT further to the November 20, 2024 Council resolution instructing staff to include a $15K capital budget provision in the 2025-2029 Financial Plan for a project to construct approximately 220 feet of split cedar rail fencing adjacent to the Beach Creek Ravine in the Heritage Forest, that there be consideration for constructing the split cedar rail fence in the fall of 2025 and be funded from Accumulated Surplus, and that the Accumulated Surplus be repaid from the Heritage Forest Reserve Fund once the reserve balance is sufficient.
CARRIED UNANIMOUSLY | Resolution No. 25-083

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

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

STAFF REPORTS

(1) **Corporate Services**

(a) **Mount Arrowsmith Biosphere Region Research Institute – Insect BioBlitz Research**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council authorizes the Mount Arrowsmith Biosphere Region Research Institute (MABRRI) to conduct research for an Insect BioBlitz at the Town of Qualicum Beach Community Park and Grandon Creek Ravine on May 21 and May 22, 2025.
CARRIED UNANIMOUSLY | Resolution No. 25-084

(b) **Comprehensive Policy Review | Policies to Rescind**

Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council rescinds the policies listed in Schedule 'A' attached to the April 16, 2025, staff report to Council.
CARRIED UNANIMOUSLY | Resolution No. 25-085

(c) **2025 Subsidized Rental Applications for the Civic Centre**

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT Council approves the School District 69 (Qualicum) KSS Fine Arts for a one-time subsidy for use of the Civic Centre on April 23, 2025, including use of the grand piano, portable staging and sound system, for their annual Premier Performance by charging a reduced rate of $901 plus applicable taxes, as opposed to the regular rate of $1,360 plus applicable taxes, resulting in a $459 subsidy;

AND FURTHER THAT Council approves the School District 69 (Qualicum) **KSS Mid Island Youth Climate Action Symposium** for a one-time subsidy for use of the Civic Centre on **April 25, 2025**, for their annual Youth Climate Action Symposium by charging a reduced rate of $398 plus applicable taxes, as opposed to the regular rate of $710 plus applicable taxes, resulting in a $312 subsidy.

AND FURTHER THAT Council approves the **Oceanside Bridge Club** for a one-time subsidy for use of the Civic Centre on **May 2, 3, and 4, 2025,** to host the 2025 Qualicum/Parksville Sectional by charging a reduced rate of $1,761 plus applicable taxes, as opposed to the regular rate of $2,229 plus applicable taxes, resulting in a $468 subsidy.
CARRIED UNANIMOUSLY | Resolution No. 25-086

(d) **2025 Special Events Approvals**

Councillor Vander Valk MOVED and Councillor Harrison SECONDED, THAT Council approves, in principle, the request from the Qualicum Beach Farmers Market to host Summer Solstice Night Market, on June 26, 2025; AND FURTHER THAT the Town provide support in the form of provision of barricades, access to the Community Hall outdoor washroom, water and electrical access and supply for the duration of the event; AND FURTHER THAT Council authorizes the closure of Veterans Way on June 26, 2025 from 1:00 pm to 11:00 pm to facilitate the Summer Solstice Night Market, subject to event organizers working with Town staff to ensure that Town requirements are met, including emergency services notification, producing insurance naming the Town as an additional insured and litter control.
CARRIED UNANIMOUSLY | Resolution No. 25-087

(e) Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes The Rotary Club for the Earth Day Rotary Clean Up on Friday, April 25, 2025, with the Town of Qualicum Beach support for resources.
CARRIED UNANIMOUSLY | Resolution No. 25-088

(2) **Finance**

(a) **Qualicum & District Curling Club Dehumidifier Replacement**
Councillor Harrison MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes a capital expenditure of $40,000 in fiscal 2025 for the replacement of the Ice Plant Dehumidifier System at the Qualicum & District Curling Club to be funded from the Qualicum Beach Curling Building Reserve Fund;

AND FURTHER THAT Council directs staff to include the Ice Plant Dehumidifier Replacement Project in the first 2025-2029 Financial Plan Amendment.
CARRIED UNANIMOUSLY | Resolution No. 25-089

(3) **Planning & Community Development**

(a) **Ways to Achieve Attainable Market Housing (WAAM Housing) Plan – Request for Proposals for Consultant Selection**
Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT Council authorizes staff to issue a Request for Proposals (RFP) for the purpose of engaging a consultant to assist the Town in the Strategic Initiative titled "Ways to Achieve Attainable Market Housing Plan", previously titled "Strategy for Ways to Achieve Attainable Market Housing", as attached to the April 16, 2025, Planning report to Council.
CARRIED UNANIMOUSLY | Resolution No. 25-090

(b) **Royal Canadian Legion Bike Rack – Cost Sharing and Authorization**
Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council authorizes a bike rack to be installed by Town staff at the SW corner of Veterans Way and Berwick Road, with material costs to be shared between the Town and Royal Canadian Legion Branch 76, with the Town's share to be funded from the 2025 operating budget.
CARRIED UNANIMOUSLY | Resolution No. 25-091

(c) **Zoning Amendment: 324 Chester Road**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council deems the residential Zoning Amendment application to permit four strata-titled dwelling units at 324 Chester Road to be compliant with the Official Community Plan.
CARRIED UNANIMOUSLY | Resolution No. 25-092

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Zoning Amendment application to permit four strata-titled units at 324 Chester Road be referred to the Advisory Planning Commission for comment on parking and neighbourhood compatibility, subject to additional information on parking and vehicular circulation, building colours and materials being provided by the applicant.
CARRIED | Resolution No. 25-093
Opposed: Councillor Harrison, Councillor Young
In Favour: Mayor Westbroek, Councillor Vander Valk, Councillor Skipsey

(d) **Development Variance Permit: 119 Fern Road E**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council directs staff to fulfill statutory notification requirements for Council's consideration of issuance of a

Development Variance Permit for 119 Fern Road East at a future meeting of Council.
CARRIED UNANIMOUSLY | Resolution No. 25-094

(4) **Operations**

(a) **Seacrest Place Slope Stabilization Project – Request for Contract Award**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council awards the Seacrest Place Slope Stabilization Project to David Stalker Excavating in the amount of $1,899,940 excluding GST.
CARRIED UNANIMOUSLY | Resolution No. 095

(b) **E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints**
Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council directs staff to submit requests to the BC Hydro Streetlight Information Management System (SLIM) for the Utility's consideration, to proceed with the recommendation provided by E2 Electrical Engineering for modification to street lights located adjacent to 566 Beach Road and 575 Aspen Avenue, if such recommendations meet BC Hydro's specifications; AND FURTHER THAT the Town to incur costs for BC Hydro's modification to two streetlights located adjacent to 566 Beach Road and 575 Aspen Avenue, if approved for modification by BC Hydro.

Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the motion be amended by inserting "…be prepared…" after "the Town…".
CARRIED UNANIMOUSLY

MAIN MOTION AS AMENDED
THAT Council directs staff to submit requests to the BC Hydro Streetlight Information Management System (SLIM) for the Utility's consideration, to proceed with the recommendation provided by E2 Electrical Engineering for modification to street lights located adjacent to 566 Beach Road and 575 Aspen Avenue, if such recommendations meet BC Hydro's specifications; AND FURTHER THAT the Town be prepared to incur costs for BC Hydro's modification to two streetlights located adjacent to 566 Beach Road and 575 Aspen Avenue, if approved for modification by BC Hydro.
CARRIED UNANIMOUSLY | Resolution No. 25-096

Councillor Vander Valk MOVED and Councillor Skipsey SECONDED, THAT BC Hydro be sent a copy of the "E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints" to analyze the increased light trespass and offer suggestions to decrease light trespass and THAT item 3 be deferred until a response is received from BC Hydro:

AND FURTHER THAT Council directs staff to take no further action to address resubmitted streetlight complaints from the following locations:

- 490 Crescent Road West
- 168 Valdez Ave
- 615 Tyee Road
- 667 Tamarack Drive
- 547 Juniper Drive
- 592 Tamarack Drive
- 525 Tamarack Drive
- 1046 Pekin Place
- 334 & 352 Crescent Road West
- 519 Maquinna Place

- 309 Mill Road
- 268 Buller Road
- 381 Burnham Road
- 188 Hoylake Road
- 209 Higson Crescent
- 400 Dorset Road
- 744 Primrose Street
- 2617 Island Highway West

CARRIED | Resolution No. 25-097
Opposed: Councillor Harrison, Councillor Young

(c) **Implementation of Fees at Electric Vehicle Chargers**
Councillor Young MOVED and Councillor Vander Valk SECONDED, THAT Council approves implementation of public electric vehicle (EV) charger fees as specified in the report titled "Implementation of Fees at Electric Vehicle Chargers" and dated for reference April 16, 2025; AND FURTHER THAT Council direct staff to amend the "Town of Qualicum Beach Miscellaneous Rates Bylaw No. 638, 2009" to add EV charger fees in the amount of $0.025 (2.5 cents) cents per minute for the first 2 hours and $0.07 cents per minute thereafter.
CARRIED UNANIMOUSLY | Resolution No. 25-098

(5) **Fire**

(a) **FireSmart Mitigation Work – Trail Closure**
Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT staff be directed to close the Dollymount Trail between Berwick and Hemsworth for a minimum of a two to three week period within the latter part of April and the end of May 2025, to undertake FireSmart Mitigation Work with public advertising of the closure as appropriate.
CARRIED UNANIMOUSLY | Resolution No. 25-099

REVIEW OF COMMENTS FROM THE PUBLIC

- *There were no comments about business at this regular Council meeting received in accordance with Council Procedure Bylaw No. 733, 2019, section 16(3), by 12:00 pm, two business days following the meeting (April 22, 2025).*

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

MEETING ADJOURNED: 12:06 pm

Certified Correct:

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