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

PRESENT:	Council:	Mayor Teunis Westbroek Councillor Scott Harrison Councillor Anne Skipsey Councillor Petronella Vander Valk Councillor Jean Young
ALSO PRESENT:	Staff:	Lou Varela, CAO Heather Svensen, Director of Corporate Services | Deputy CAO Luke Sales, Director of Planning and Community Development Raj Hayre, Director of Finance Peter Cornell, Fire Chief Chris Stanger, Manager of Operations John Manson, Interim Director of Operations and Engineering Services Danielle Leurebourg, Deputy Director of Corporate Services Nathan Cernusca, Corporate Services Coordinator

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

MOTION TO CLOSE

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

(c) labour relations or other employee relations;
(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED UNANIMOUSLY

MEETING CLOSED TO THE PUBLIC: 9:01 am
MEETING REOPENED TO THE PUBLIC: 10:00 am

ADOPTION OF THE AGENDA

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

START OF THE CONSENT AGENDA

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

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

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

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

RECOGNITION

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

BUSINESS ARISING FROM THE MINUTES

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

Decision Point # 13 – Two Dwelling Minimum
Councillor Harrison MOVED and Councillor Young SECONDED, THAT a new OCP Policy be implemented to require that all new residential lots in the Village Neighbourhood created through a zoning amendment accommodate a minimum of two dwelling units, such as a principal residence, plus a secondary suite or carriage house.
CARRIED | Resolution No. 25-149
Opposed: Councillor Skipsey, Councillor Vander Valk

Decision Point # 19 – Restructuring of OCP
Councillor Young MOVED and Councillor Harrison SECONDED, THAT the preamble of the OCP identify that it is a guidance document and will not include specific restrictions.
CARRIED | Resolution No. 25-150
Opposed: Councillor Skipsey, Councillor Vander Valk

Decision Point # 3 – South Qualicum Beach Residential Zone
Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council postpones the following recommendation:

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

CARRIED UNANIMOUSLY | Resolution No. 25-151

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

Decision Point # 1 – Primary Housing Groups
THAT young people and families, workers, older seniors and people with a disability be designated as “Priority Housing Groups”.

Decision Point # 2 – Airport Mixed-Use Area
THAT the four properties north of the Qualicum Beach Airport be designated as a new

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

Decision Point # 4 – Estate Properties
THAT the Town maintain the designation and policies for the "Estate Residential" area in the 2025 Draft Official Community Plan.

Decision Point # 5 – Town Boundary Expansion
1. THAT the draft 2025 Official Community Plan state that boundary extensions will be entertained only when a significant environmental and community benefit can be secured;
2. AND FURTHER THAT the draft 2025 Official Community Plan include a policy encouraging the Regional District of Nanaimo to retain rural/resource land-use designations and to discourage new residential subdivisions or development on lands bordering the Town.

Decision Point # 6 – Public Works Yard
THAT the motion on the floor be deferred until a suitable replacement site is identified for the public works yard.

Decision Point # 7 – Agricultural Land Reserve
THAT the Town maintain existing policies that discourage Agricultural Land Reserve (ALR) exclusion proposals for residential development at this time.

Decision Point # 8 – Institutional Lands
THAT the "Institutional" land use designation in the OCP be amended to recognize potential for residential development where the primary institutional use (e.g. municipal land, churches, service clubs, etc) would not be negatively impacted.

Decision Point # 9 - Manufactured Home Designation for 1085 Ravensbourne Lane
THAT the residential use proposed in the OCP Amendment Application for 1085 Ravensbourne Lane be incorporated into the 2025 Official Community Plan (OCP) Review as part of an Airport Mixed Use Area that supports residential use, live-work housing and light industry.

Decision Point # 10 - Exclusion of West Qualicum Beach from Urban Containment Boundary
THAT the Urban Containment Boundary be contracted to exclude the "West Qualicum Beach Open Space Development Area".

Decision Point # 11 - Rupert Road Urban Containment Boundary
THAT the non-ALR parcels of south side of Rupert Road between Memorial Avenue and Qualicum Road be included into the Urban Containment Boundary.

Decision Point # 14 - Preferences for Town Involvement in Housing
THAT the OCP should encourage Town involvement in housing development for projects that would be beneficial to designated "Priority Housing Groups" or the greater community through:

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

Decision Point # 15 - Criteria for "OCP Compliance"
THAT staff work with the OCP Review Steering Committee to develop criteria and process for assessing proposed housing developments' compliance with the OCP for the purpose of determining eligibility for a public hearing.

Decision Point # 17 - 2024 Residential Design Guideline Confirmation
THAT the "Interim" Residential Design Guidelines (2024) be made permanent in the 2025 Official Community Plan.

Decision Point # 18 - DPA Guidelines to be moved from OCP to Zoning Bylaw
THAT staff work with the OCP Review Steering Committee to streamline the OCP structure to provide a tighter focus on land use and development policies with some existing OCP content being relocated to other plans such as the Community Transportation Plan or Zoning Bylaw.

CARRIED UNANIMOUSLY | Resolution No. 25-152

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

DELEGATIONS – Nil

CORRESPONDENCE

(a) **Mount Arrowsmith Biosphere Region Research Institute – Request for Letter of Support**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council authorizes issuing the draft letter of support (substantially in the form in the July 16, 2025, Council agenda) to Mount Arrowsmith Biosphere Region Research Institute for the grant application to TD Friends of the Environment Foundation for the Marine Debris Education Initiative by the Mount Arrowsmith Biosphere Region Research Institute.
CARRIED UNANIMOUSLY | Resolution No. 25-154

(b) **Qualicum Beach Pickleball Club Re: Pickleball Demo Day at Tennis Courts – Request for Court Usage During Court Closure**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the request for court usage for the pickleball demo day be accommodated on different dates outside of the scheduled court resurfacing.
CARRIED UNANIMOUSLY | Resolution No. 25-155

BYLAWS

(a) **Second Reading of "Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025".**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT subsection 3(a)(iii) is struck in Bylaw No. 682, 2012.
CARRIED | Resolution No. 25-156
Opposed: Councillor Young, Councillor Harrison

Councillor Skipsey MOVED and Councillor Young SECONDED, THAT the Bylaw entitled Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, Amendment (Updated Reductions) Bylaw No. 682.03, 2025 be read a second time as amended.
CARRIED | Resolution No. 25-157
Opposed: Councillor Young, Councillor Harrison

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

1. THAT Council deems the Town's website and the email subscription service as reliable, suitable and accessible as described in the *Public Notice Regulation*.

2. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be introduced and read a first time.

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

4. THAT the Bylaw entitled "Town of Qualicum Beach Alternative Means of Public Notice Bylaw No. 911, 2025" be read a third time.
CARRIED UNANIMOUSLY | Resolution No. 25-158

COMMITTEE & LIAISON REPORTS

(1) **General Government** (Mayor Teunis Westbroek)
Mayor Westbroek commented on his written report included in the agenda.

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

(3) **Parks & Recreation** (Councillor Anne Skipsey)
Councillor Skipsey commented on her written report included in the agenda.

Councillor Skipsey MOVED and Mayor Westbroek SECONDED, THAT staff send a letter to Teagan Walsh congratulating her on receiving the Governor Generals Award.
CARRIED UNANIMOUSLY | Resolution No. 25-159

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

Councillor Vander Valk MOVED and Councillor Young SECONDED, THAT Council send a letter of appreciation to Murray Chantler in recognition of his contribution of two Trailriders, specialized pieces of equipment for those with accessibility needs, for use in the Oceanside community.
CARRIED UNANIMOUSLY | Resolution No. 25-160

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

Councillor Young MOVED and Councillor Harrison SECONDED, THAT Council approve the use of the Town's logo on the promotional posters to support 2025 Culture Days.
CARRIED UNANIMOUSLY | Resolution No. 25-161

STAFF REPORTS

(1) **Corporate Administration**

(a) **Comprehensive Policy Review | Policies to Transition [Council to Administration]**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT Council supports transitioning the policies listed in Schedule 'I' attached to the June 18, 2025, staff report from Council to Administration and once transitioned staff will make any required changes and bring them back for Council's endorsement.
CARRIED UNANIMOUSLY | Resolution No. 25-162

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

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

Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT Council postpone the Visual Identity Refresh to Strategic Planning in the Fall of 2025 for consideration.
CARRIED UNANIMOUSLY | Resolution No. 25-163

(c) **Policy 3000-25 | Media Policy & Policy 3000-26 | Official Town Social Media & Third Party Content Policy**
Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the item Policy 3000-25 | Media Policy & Policy 3000-26 | Official Town Social Media & Third Party Content Policy is postponed to a future meeting to ensure the principles of the Code of Conduct are also considered in these policies.
CARRIED | Resolution No. 25-164
Opposed: Councillor Harrison, Councillor Young

(2) **Finance**

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

1. Councillor Skipsey MOVED and Councillor Vander Valk SECONDED, THAT the Report titled "First and Second Quarter Update 2025: Council Strategic Initiatives, Capital Program and Operations Update," dated July 16, 2025, be received for information.
CARRIED UNANIMOUSLY | Resolution No. 25-165

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-166

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

CARRIED UNANIMOUSLY | Resolution No. 25-167

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

CARRIED UNANIMOUSLY | Resolution No. 25-168

(3) **Planning and Community Development**

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

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-169

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

1. Councillor Harrison MOVED and Councillor Skipsey SECONDED, THAT Council deems the residential Zoning Amendment application to permit a nine parcel development at 510 Chester Road to be compliant with the Official Community Plan.
CARRIED UNANIMOUSLY | Resolution No. 25-170

2. Councillor Skipsey MOVED and Councillor Harrison SECONDED, THAT staff proceed with 510 Chester Road as a bare land strata subdivision for Council's consideration.
CARRIED UNANIMOUSLY | Resolution No. 25-171

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

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

CARRIED UNANIMOUSLY | Resolution No. 25-172

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

Mayor Westbroek MOVED and Councillor Harrison SECONDED, THAT Council directs

staff to issue a Development Permit for 1025 Qualicum Road, as outlined in the July 16, 2025, Planning report to Council.
CARRIED UNANIMOUSLY | Resolution No. 25-173

(4) **Operations**

(a) **BC Hydro's Responses to two Streetlight Information Management submissions and their review of the "E2 Electrical Engineering Review of 25 Recurring BC Hydro Streetlight Complaints**
Councillor Harrison MOVED and Mayor Westbroek SECONDED, THAT Council directs staff to take no further action on the streetlights located adjacent to 575 Aspen Avenue and 566 Beach Road.
CARRIED UNANIMOUSLY | Resolution No. 25-174

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

(b) **Installation of Crosswalk Crossing – Memorial Avenue at First Street**
Councillor Harrison MOVED and Councillor Young SECONDED, THAT Council directs staff to request the Island Corridor Foundation and/or the E&N Railway, to permit the Town to install a crosswalk crossing at Memorial Avenue and First Street, complete with Rectangular Rapid Flashing Beacons.
CARRIED UNANIMOUSLY | Resolution No. 25-175

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

MEETING RECESSED: 1:13 pm
MEETING RECONVENED: 1:18 pm with all of Council in attendance

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

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

MAIN MOTION AS AMENDED:
THAT Council awards the project titled 2025 RFQ – Civic Centre Roof Replacement to G&G Roofing Ltd in the amount of $219,000 excluding GST, subject to staff confirming compatibility with consultants for the installation of solar panels.
CARRIED UNANIMOUSLY | Resolution No. 25-176

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

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

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

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

MEETING ADJOURNED: 2:30 pm

Certified Correct:

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